



جامعة عفت
EFFAT UNIVERSITY

Internal Research Grants Policy

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Effat University

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Policy Statement

The purpose of Internal Research Grants is to enable academics to carry out a research project on a well-defined topic within a limited time period.

Scope

All Effat employees may apply for Internal Research Grants.

Responsible Party:

Chairperson of the Research Grants Evaluation Committee (RGEC)

General

All university policies fall within a hierarchy of laws and rules. University policies are subject to compliance with bylaws and regulations instituted by higher governing authorities as follows:

- The Ministry of Higher Education
- The King Faisal Foundation
- Effat University Founders' Board
- Effat University Board of Trustees
- The University Charter and Bylaws
- The National Association for Accreditation and Academic Assessment (NCAAA)
- Effat University Policies and Procedures

Policies

I-Application & Evaluation

Research grant applications (see Appendix10) are accepted by the RCI year-round.

The main criteria used to evaluate a research grant application are the fundamental merit of the proposal and the qualifications of the applicant to perform the proposed work (see Appendix). In addition, the Research Grants Evaluation Committee may also consider other factors during the review process such as the enhancement of Effat University as a teaching institute, and the benefit to the community.

If an employee is on a temporary contract, the research grant application has to make it plausible that the research can be completed before end of the employee's contract.

Researchers are strongly encouraged to link their research proposals to one (or more than one) of the Scientific Research Chairs, each of which is associated with one of the Research Centers (RCI, DGSR).

The internal research grant system follows a hierarchal path to train faculty and researchers. The early steps are designed for junior and inexperienced researchers. The advanced steps are designed for experienced researchers.

The following table explains the hierarchal system:

Grant Type	Grant Amount	Eligibility Criteria	Quality Indicators for Expected Output
Startup Faculty Grant	SR 20,000	Faculty/staff who have never applied for/obtained research funds internally or externally but show potential and interest to conduct research.	Publication quality: indexed ISI, SJR, Australian Business Deans Council (ABDC) list, Rank A, B or C of academic book publishers list Individual research projects
Small Research Grant	SR 50,000	Faculty/staff who have previously obtained a Startup Faculty Grant and met the promised outcome, or have successful experience with internal or external research funds. Projects need to be aligned with Effat Research Priorities	Id. and additional: Technology transfer realized by demonstrators or proof of concept
Large Research Grant	SR 100,000	Faculty/staff who have previously acquired Small Research Grants and met the promised outcome, or have successful experience in applying for/obtaining large external research grants. Projects need to be aligned with Effat Research Priorities or National Research Priorities.	Id. and additional: External funding for spin-off or follow-up research projects is secured. External funding can be donated labor, in-kind contributions, or monetary contributions.
Collaborative Research Grant	SR 250,000	Departments and research centers proposals involving visiting researchers or Research Interest Groups establishment. PIs must have previously acquired Small or Large Research Grants or have successful experience in applying for/obtaining large external research grants. Projects need to be aligned with Effat Research Priorities or National Research Priorities. External funding (donated labor, in-kind or monetary contributions) needs to match internal funding.	Id. and additional: Building research capacity: PhD- thesis and or doctoral school Sustainability plan for future of research group Commercialization plan

II-Evaluation Process:

1. The Research and Consultancy Institute (RCI) sends out call for grant applications open year-round
2. RCI receives grant applications year-round
3. RCI staff review applications for completeness, format, consistency etc
4. Applications forwarded to permanent members of the RGEC within 2 days of receipt
5. Chair of the RGEC identifies three ad hoc reviewers for each application within 3 days. These reviewers are unknown to each other and work separately using a pre-determined grants evaluation criteria and rubric
6. If one of the permanent members of the RGEC is also the grant applicant, the RCI Director will step in to replace him/her while dealing with the said member's application
7. Names and identifying information removed from applications before they are shared with reviewers
8. Grants evaluation criteria and rubric provided to ad hoc reviewers by RGEC Chair
9. Reviewers return their evaluation to permanent members of RGEC within two weeks
10. RGEC permanent members aggregate reviews to come up with a composite/average score for applications within a week. If they need more information from the ad hoc reviewers, they have this week-long period to seek and receive it.
11. RGEC proposes which applications can be awarded a grant to the Research Council.
12. Grants are recommended for approval by Research Council to Scientific Council and University Council.
13. Applications with insufficient information or those not recommended for approval are given a week to provide augmented information and resubmit.

Updated Grant Review System:

Because of the large research funds we propose to offer to Effat faculty and staff, it is recommended to reach out to external reviewers to provide scientific and scholarly feedback on the submitted research grant applications. Also, to encourage cooperation from external reviewers and as a gesture of appreciation and recognition of their efforts, reviewers will be provided with monetary incentives in exchange of returning usable reviews on time. Monetary incentives and number of external reviewers will vary depending on the grant type as follows:

Grant Type	Grant Amount	Number of Reviewers	Incentive	Description
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Start-up Faculty Grant	SR 20,000	Two internal reviewers One external reviewer	200 SR per reviewer	Scholarly, usable review submitted within 2 weeks from sending the application. Release of fund is tied to the results of the interim reports evaluations.
Small Research Grant	SR 50,000	One internal reviewer Two external reviewers	300 SR per reviewer	Scholarly, usable review submitted within 2 weeks from sending the application. External reviewers should submit interim evaluations after six months of the beginning of the research project. Release of fund is tied to the results of the interim reports evaluations.
Large Research Grant	SR 100,000	Three external reviewers	500 SR per reviewer	Scholarly, usable review submitted within 4 weeks from sending the application. External reviewers should submit interim evaluations after six months of the beginning of the research project. Release of fund is tied to the results of the interim reports evaluations.
Collaborative and Exceptional Research Grant	SR 250,000 and more	Four external reviewers	500 SR per reviewer	Scholarly, usable review submitted within 4 weeks from sending the application. External reviewers should submit two interim evaluations. The first is due after three months and the second is due after six months of the beginning of the research project. Release of fund is tied to the results of the interim reports evaluations.

III-Accepting a Grant

Grant award winners are sent an email informing them of the status of their application. The Research Grant Acceptance Form (see Appendix), which states the conditions of funding is sent to the principal author of the winning grant application. The principal author signs the Research Grant Acceptance Form and returns it to RCI. This form has the following conditions:

- That the recipient agrees to work for Effat University for a full two years following this support, and is obligated to repay the University all financial support received from the University if he/she chooses to leave before the end of the two years period.
- The recipient agrees to submit an interim report to the RCI on the progress of his/her research six months after the start of the project.
- The recipient agrees to deliver a presentation regarding his/her research project to the Effat community nine months into the receipt of the grant award funding.
- The recipient agrees to submit a journal article for publication within 6 months of the research completion date. The research paper to be submitted should be a full research peer reviewed paper that will appear in the ISI Journal Citation Reports with Effat University affiliation.
- The recipient understands that he/she has to keep a record of all monies spent for the purpose of reconciliation and that he/she will attach all receipts with the budget report.
- The recipient agrees to submit a final report and budget to the RCI prior to the research completion date.
- The recipient understands that money spent should be related to the costs of the research project as described in the initial budget proposal, and should not exceed the total approved amount.

IV-Acceptable Use of Grant Funds

The Internal Research Grant may be used in the following ways:

- To pay summer salary for the researcher(s).
- To purchase human resources/services, in the form of research assistance.
- To purchase equipment that directly supports the research project. All equipment purchased under a research grant remains the property of Effat University
- To provide funds for consumables;
- To provide travel funds for research project related visits;
- To offset publication costs.

V-Duration

Researchers must begin their project within 3 months after the date of Grant Acceptance and complete it within 12 months after starting date. Any surplus funds remaining after the successful completion of the project will be returned to Effat University (Research Funds, DGSR). All expenditures must be accurately reported.

VI-Grant Disbursement Process

- The RCI Director forwards a copy of the signed Research Grant Acceptance Form to the Finance Department. Finance Department then creates program codes for each of the

grant winners. Finance Department notifies the RCI's Grant Coordinator and the grant winners of the establishment of those codes.

- Prior to spending any grant money, the grant winners submit Effat University Payment Approval form to the RCI for release of amounts of up to (40%) of the approved budget. Upon approval of the RCI Director, the Payment Approval form is forwarded to Finance Department for disbursement of money or purchase of requested items. Upon release of any monies to grant winners, the Finance Department forwards a report regarding the release of this money to the RCI for their records.
- Disbursement of the second instalment (20%) of the grant money will be handled in the same manner as the first instalment and is contingent upon the RCI receiving and approving the interim report six months after the start of the project.
- Disbursement of the final instalment (40%) of the grant money will be handled in the same manner as the first and second instalments and is contingent upon the RCI receiving and approving the final report which is prior to the research completion date.

VII-Reporting Requirements

An interim report has to be submitted to the RCI on the progress of the research six months after the start of the project. A presentation has to be given regarding the research project to the Effat community nine months into the receipt of the grant award funding. A final report and budget has to be submitted to the RCI prior to the research completion date.

VIII-Publication Requirements

Within six months of the research completion date an article with Effat affiliation has to be submitted for publication in a peer reviewed scientific journal.

IX-Adaptations to Project Proposal

Internal research grant holders who need to apply for a time extension (one time only) should do so at least three (3) months prior to the approved deadline. The Research Grants Evaluation Committee must be notified in writing of any significant changes made to the research proposal during the course of the project. If the internal research grant holder leaves Effat University at his/her own initiative before the completion of the research, he/she is obligated to repay the University all financial support received from the University. In the event that there is more than one author on the application and one of them leaves, it is assumed the other author will continue with the project. The RCI should be informed in writing of this change.