

Seed Research Grant for Newly Joined Faculty

Policy and Procedure

Purpose

1. The purpose of this policy is to define the guidelines for the award of the Seed Research Grant to the newly joined full-time faculty members at various campuses of National University of Computer and Emerging Sciences (NUCES), Pakistan. This grant will be provided from the research and development funds of the university.

Scope

2. The policy covers the grants for seed research that are to be funded by NUCES and relate to funds disbursed to support faculty initiating their research activities.
3. The policy defines the objectives, eligibility criteria of applicant, proposal evaluation criteria, allowed funding heads and also provides procedure for submission, evaluation of applications and funds disbursements.

Objectives

4. Following are key objectives of the grant
 - 4.1. Encouraging newly joined faculty members to initiate research work at NUCES
 - 4.2. Support new faculty to conduct activities in preparation for larger external grant applications and projects
 - 4.3. Enhance the proposal writing skills of new faculty members
 - 4.4. Increase the number of funding applications and quality publications
 - 4.5. Support the graduate programs at various campuses
 - 4.6. Attracting new high quality faculty members

Applicant Eligibility Criteria

5. Following is the eligibility criteria for a faculty member to apply for the grant
 - 5.1. A 'full-time' PhD faculty member at any of the campuses of the university
 - 5.2. Must have joined the university within the last 12 months
 - 5.3. Must be part of a department offering a graduate program at the applicant's campus
 - 5.4. Must be active in service at the time of application and for the duration of the project
 - 5.5. Must have published (at least online with a DOI number) an ISI impact factor journal paper within two years prior to the date of application
 - 5.6. The applicant must not have received a research funding while at NUCES since joining

Proposal Evaluation Criteria

6. The proposal review will be based on the following criteria:
 - 6.1. The technical merit of the proposal
 - 6.2. Potential of proposal to provide a basis for further award of grants from external sources
 - 6.3. Importance of research problem and Impact of the work
 - 6.4. Utilization of project funds to achieve maximum output
 - 6.5. Tangible project outcomes, including a mandatory ISI impact factor journal paper acceptance
 - 6.6. Alignment of the project with the graduate programs of the applicant's campus

Admissible Funding Heads

7. The upper limit of the seed funding is Rs. 250,000/- for a maximum duration of one year
8. Following funding heads are admissible under the seed research grant
 - 8.1. Salaries of research staff (e.g., Research Assistants, engineers)
 - 8.2. Stipend for BS/MS/PhD NUCES students
 - 8.3. Fee for BS/MS/PhD NUCES Students
 - 8.4. Local travels up to a maximum of Rs. 25,000/- for the duration of the project
 - 8.5. Any other services, subscriptions with strong justification
 - 8.6. No capital equipment can be bought from the seed fund

Procedure for Submission and Evaluation of Applications

9. Following is the procedure for submission of the application
 - 9.1. The applications can be submitted twice in an year on the declared deadlines

- 9.2. Applications must be duly filled on prescribed form along with the budget information
- 9.3. Summary statement of proposed work should include (a) importance of work in your field, (b) how the results could enhance the potential for obtaining external grants, or provide the basis for larger grant applications (c) alignment of proposal with existing graduate programs at the campus
10. Following is the procedure for evaluation of applications
 - 10.1. The respective head of department of the faculty member will evaluate the proposal using an evaluation form
 - 10.2. The Director campus will rank the proposals based on the feedbacks from HoDs and forward it to ORIC office
 - 10.3. For final selection and acceptance of proposals, the cases will be presented to the Rector NUCES, whose decision will be final in this regard

Procedure for Funds Disbursement

11. The funds will be distributed monthly on receipt of request from the Principal Investigator provided that all required deliverables have been submitted.
 - 11.1. The salaries should be generated via the approved HR system of the university. Salaries will be paid directly to the hired HR

Project Deliverables

12. Following are the mandatory deliverables for all approved projects
 - 12.1. Project initiation letter including employment contracts at the start of the project
 - 12.2. Midterm technical and financial report duly approved by HoD
 - 12.3. Project completion report at the end of the project, including the financial report and final deliverables

Other Terms and Conditions

13. Applications will be accepted in July every year. The applications must be submitted to HoDs by 30th June and must reach the ORIC office by the end of the July. In case of availability of funds an optional second call may be circulated and applications received in December.
14. The number of applications accepted in each cycle will depend on the availability of the funds
15. No remuneration of PI, conference travel, or purchase of equipment is admissible from the seed fund
16. On an unsatisfactory quarterly report, the project may be terminated or the financial disbursements may be delayed
17. No course exemption will be provided for this research funding to the PI
18. Hiring rules of university, especially conflict of interest must be observed during the employee hiring
19. In case a faculty is not able to complete the committed objectives, the member will not be eligible for any further ORIC supported grants or awards until the committed objectives are completed
20. In case a PI leaves the university during the execution of the project or is unable to continue with the project for any reason the following guidelines will apply
 - 20.1. Atleast six months before discontinuing, the PI should submit an application to Rector requesting readjustment of project outcomes and budget.
 - 20.2. In case no readjustment is made or an application is not furnished and the project objectives are not met, the PI will be liable to return all the released funded amount to the university.

ANNEX I – Seed Fund Proposal Form

1. Applicant details

Name of Applicant/Principal Investigator	
Designation	
Department	
Campus	
Joining Date at NUCES	
Contact Details	Cell: Email:

2. Proposal Details

Title of the Research Proposal	
Research Area	
Graduate Program to which the proposal aligns	
Planned Duration	
Proposed Budget	
Co-Principal Investigator	Name: Email:
Problem Statement	
Proposed Solution	

Research Objectives	
Tangible outcomes of project	
Impact of the Research to Graduate Program at the Campus	
Proposed path for submission to extramural grants	
Milestones of the project	

3. Budget Details

S#	Designation	Qualification & Experience Required	Per month cost	Number	Total Months	Total Cost	Justification

SIGNATURES OF THE APPLICANT

DATE & PLACE