

Faculty Research Support Grant Policy and Procedure

1. Purpose

- 1.1. Following are the guidelines for the award of the Faculty Research Support Grant (FRSG) to the full-time faculty members at various campuses of National University of Computer and Emerging Sciences (NUCES), Pakistan. This grant will be provided from R&D funds of the university.

2. Scope

- 2.1. This policy covers the grants for research that are to be funded by NUCES and relate to funds disbursed as a support to faculty members who are active in research and need support to further enhance their research output.

3. Objectives

- 3.1. Encouraging faculty members to enhance their existing research work
- 3.2. Support faculty to prepare large external grant applications
- 3.3. To support the existing or upcoming (approved by Academic Council) graduate programs at various campuses
- 3.4. To create a culture of research at campuses
- 3.5. To attract top quality faculty member
- 3.6. To train faculty members on how to obtain and execute research projects
- 3.7. To provide a bridge fund to faculty members between two external grants

4. Applicant Eligibility Criteria

- 4.1. A 'permanent' PhD faculty member at a campus of the university
- 4.2. Must be part of a department that is offering a graduate program at the applicants' campus
- 4.3. Must be active in service at the time of application and for the duration of the project
- 4.4. Must have published a journal paper (at least online with a DOI number) with an impact factor journal appearing in Journal Citation Reports by Web of Science Group (JCR) within two years prior to the date of application
- 4.5. The applicant must not have a current internal funding or an external research funding over Rs. 1.5 Million

5. Proposal Evaluation Criteria

- 5.1. The technical merit of the proposal
- 5.2. Potential of proposal to provide a basis for further award of grants from external sources
- 5.3. Importance of research problem and Impact of the work
- 5.4. Utilization of project funds for maximum output
- 5.5. Tangible project outcomes, which must include a mandatory acceptance of a paper in an impact factor journal paper appearing in JCR and submission of funding application to an external sponsor
- 5.6. Industry linkages developed

6. Admissible Funding Heads

- 6.1. Salaries of research staff (e.g., Research Assistants, engineers)
- 6.2. Stipend for BS/MS/PhD Students at NUCES
- 6.3. Fees for NUCES students
- 6.4. Industry and field visits (maximum, Rs. 50,000/-)
- 6.5. For salary ranges, the guidelines of HEC and NUCES) shall be followed. For any exception, proper justifications are to be provided.

7. Procedure for Submission of Applications

- 7.1. The applications can be submitted twice in an year on the declared deadlines
- 7.2. Applications must be duly filled on the prescribed form including the budget sheet
- 7.3. Executive Summary of the 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.

8. Procedure for Evaluation of Applications

- 8.1. An evaluation committee comprising of external experts and active researchers from various campuses of NUCES will be formed by ORIC in consultation with Campus Directors. The experts must have

availed a research grant in past and must be frequently publishing papers in impact factor journal appearing in JCR.

- 8.2. The proposals will be provided to the committee members for evaluations prior to the presentations
- 8.3. The proposals will be presented by the applicants in front of the panel
- 8.4. The member of the evaluation committee who belong to the same campus of the applicant will normally abstain from the evaluations
- 8.5. The committee will rank all the proposals based on their technical evaluation separately for each campus and forward the ranking
- 8.6. The committee may also recommend (any) budget cuts in proposed budgets along with the evaluation
- 8.7. The ORIC office will present the rankings to the Rector NUCES for final approval. The decision of Rector will be final in all regards
- 8.8. Preference shall be given to applications that have recommend highest outcomes, optimally utilize the funds to achieve the objectives, support NUCES students and are submitted with a Co-PI

9. Other Terms and Conditions

- 9.1. The upper limit of the FRSG project is as follows:
 - 9.1.1. Upto a maximum of Rs. 600,000/- , If the project duration is of 12 months
 - 9.1.2. Upto a maximum of Rs. 900,000/- for projects with duration of 24 months
- 9.2. The funds will be distributed monthly on receipt of request from the Principal Investigator given that all required deliverables have been submitted
- 9.3. Following are the mandatory deliverables for all approved projects
- 9.4. Project initiation letter including employment contracts
- 9.5. Quarterly technical report including project-specific deliverables
- 9.6. Quarter financial report
- 9.7. Project completion report, including the financial report and final deliverables
- 9.8. The number of applications accepted in each cycle will depend on the availability of the funds
- 9.9. No remuneration of PI, conference travel, or purchase of equipment is admissible from this fund. For such support, PI is encouraged to obtain other funding.
- 9.10. Hiring rules of university, especially conflict of interest must be observed during the employee hiring
- 9.11. 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
- 9.12. On an unsatisfactory quarterly report, the project may be terminated or the financial disbursements may be delayed
- 9.13. No course exemption will be provided for this research funding to the PI
- 9.14. 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:
 - The PI transfers the project to a Co-PI or any other faculty member who agrees in writing to take up the project and achieve the objectives
 - Atleast six months before discontinuing, the PI should submit an application to Rector requesting readjustment of project outcomes and budget.
 - 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.

Faculty Research Support Program – Application Form

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

Proposal Details	
Title of the Research Proposal	
Research Area	
Planned Duration	
Proposed Budget	
Proposed Start Date	
Co-Principal Investigator	Name: Email:
<p>Executive Summary (High level summary of the project, Max. 500 words)</p>	
<p>Research/Academic Objectives</p>	

<p>Measurable outcomes of project (Specify all measurable outcomes of the project, such as journal papers, grants, collaborations established)</p> <p>* At the minimum an acceptance of a journal paper appearing in JCR with Thomson IF and submission of funding application to an external sponsor are mandatory</p>	
Graduate Program that the proposal aligns with	
Proposed path for submission to extramural grants, including the details of targeted funding agency	
Milestones of the project (Provide quarterly deliverables with dates)	
Problem Statement	
Key Relevant Works in Literature	
Identified Research Gap	

Potential Industry Partner, Current Status of Collaboration, Targets for establishing partnership	
Potential Academic Partner, Current Status of Collaboration, Targets for establishing partnership	
Proposed Solution	

Budget							
Human Resource Details							
S#	Designation	Qualification & Experience Required	Per month cost	Number	Total Months	Total Cost	Justification
			Rs0	1	1	Rs0	
	Junior Software Engineer			1	1	Rs0	
	Software Engineer			1	1	Rs0	
	MS Research Assistant			1	1	Rs0	
	<Any other HR>					Rs0	
Total Human Resource						Rs0	

Local Travels (only for industry collaboration projects)					
S#	Mode of Travel	Departure Location	Destination	Expected Cost	Justification
Total Travel Cost					

Other Requirements (e.g., Subscription)			
S#	Details of Requirement	Justification	Expected Cost