FA 5. FACULTY RESEARCH GRANTS POLICY

Title:	Faculty Research Grants Policy
Policy Number:	FA 5/05.2015
Effective Date:	September 1, 2015
Issuing Authority:	University Academic Board

1. RATIONALE

Rafik Hariri University (RHU) espouses to advance knowledge, promote innovation, build human capital, develop scientific solutions to pressing complex problems, and contribute to the social and economic development of Lebanon and the Arab World by encouraging and supporting impactful research activities.

Recognizing the importance of scientific and applied research, RHU is committed to foster a research culture conducive to the pursuance of solutions to promising ideas. In keeping with this commitment RHU shall provide initial research funds to faculty members who have the potential for advancing RHU's research agenda.

This policy highlights the rules, provisions and procedures that govern RHU's support of research.

2. ABBREVIATIONS AND DEFINITION

URC   University Research Committee

CRC   College Research Committee

RPT   Research Proposal Template

PRT   Proposal Review Template

PI   Principal Investigator

3. GENERAL

RHU offers initial funds on competitive basis to faculty members pursuing promising research ideas. It is hoped that the results of the research effort shall lead to publishing research papers, solving a community related problem, and/or paving the way to receiving support from external funding sources to advance the research to higher levels.

RHU encourages the formation of research groups to conduct interdisciplinary, collaborative, applied research in areas that have direct implications and relevance to Lebanon's context.

RHU exhorts faculty members to engage graduate and undergraduate students in their research activities.

RHU does not approve nor condone any research activity that is in conflict with the University regulations and the Lebanese laws, or social norms.

RHU expects its faculty members to uphold scientific honesty, respect intellectual property, and adhere to the highest ethical norms in dealing with all research matters.

Data collection procedures, data collected, and research results should be retained at the University for at least three years after the completion of the project.

Authors of published research papers and reports resulting from a research project must acknowledge all contributors and the funding agencies that supported the project.

It is the responsibility of the University President through the **University Research Council** (URC) to implement these policies.

4. POLICY

a. The URC shall have the oversight on the implementation and modification of this policy and all related research matters.
b. RHU encourages its faculty to conduct applied, collaborative, and interdisciplinary research that is relevant to the community.
c. RHU encourages its faculty to collaborate with faculty members from other institutions, provided that part of the research is conducted at RHU.
d. Faculty members may submit proposals for funding to any legitimate agency provided that proper procedures are followed and prior approval from the URC is attained.
e. The University shall provide support to a faculty member to attend an internationally recognized conference and present a research paper, subject to related University regulations.
f. Faculty members wishing to publish a book, a research paper or a monograph that require financial support from the University may submit related requests to the URC.
g. The URC, assisted by **College Research Committees** (CRC), amends policies and procedures, studies requests, makes recommendations, and renders advice on all related research matters.
h. The University will in the future pursue to publish a scientific refereed journal. Related procedures and quality assurance measures shall be published in a separate policy.
i. RHU owns the intellectual property of discoveries and patents that result from a funded research project.

5. UNIVERSITY FUNDED RESEARCH

a. The University shall allocate funds in its annual budget to support a limited number of research proposals submitted by full-time faculty members.
b. Proposals are funded on a merit, competitive basis. Proposals by research groups of an interdisciplinary collaborative nature are given priority.
c. The URC shall receive the faculty proposals, manage the review process, and make final recommendations to the President.
d. Proposals shall be reviewed by qualified individuals selected from a field related to the topic of the proposal.
e. Proposals that are submitted by faculty members whose prior funded research resulted in a published research paper, a patent, or a workable solution to a community problem shall be given priority.
f. Research shall be accomplished within a reasonable timeframe.
j. A faculty member, serving as the Principal Investigator (PI), cannot receive funds for more than one proposal during a two-year funding cycle unless the PI's ongoing research effort is on the verge of achieving significant findings if more funds are provided.
k. If a faculty member leaves the University before completing a funded research project, the funds that were spent may be deducted from his/her indemnity payment, unless an agreement is made to complete the research and achieve its stated goals within a set period of time.

6. UNIVERSITY FUNDED RESEARCH PROCEDURES

a. Early in the spring semester of each academic year, the URC solicits research proposals from faculty members for possible funding for the following academic year. The announcement shall include the research themes and the maximum amount of funds a project may receive.
b. The proposal must be prepared according to the **Research Proposal Template** (RPT) Format and must be approved by the CRC before it is forwarded to the URC for final action.

c. The URC sends out the proposals for review by experts in the area of the proposed research and provide each reviewer with the review guidelines, review timeline, and the *Proposal Review Template* (PRT) that needs to be filled.
d. The URC receives the PRTs and ranks the proposals according to the score.
e. THE URC submits to the President its recommendations, which include a list of the proposals that meet the funding criteria and the amount of funds each may receive.
f. The President sends a letter to the *Principal Investigator* (PI) of each funded proposal indicating the amount of funds and the deadline to complete the research.
g. The list of funded proposals and a brief synopsis on each shall be posted on RHU website.

7. TIMELINE

Announce proposal themes and submission timeline	First week in February
Submit proposals	First week in April
Send proposals to reviewers	Second week in April
Receive reviews and announce awards	First Week of June

8. RELATED DOCUMENTS

- Conference Attendance Policy and Procedures
- Graduate Studies policies

9. APPROVAL AND REVIEW

The stakeholders who reviewed and approved the policy are:

a. Policy proposed by: The VP for Academic Affairs
b. Reviewed and forwarded by: The President
c. Finance Department
d. RHU Colleges

10. FINAL APPROVAL

Approved as policy by the University Academic Board on:

Approved by the BOT (if required) on:

Dates of Official Enactment: September 1, 2015

Dates of Amendments: None

History: First issuance

Cross Reference:

Next Revision Date: January, 2017

President's Approval

Signature: Date:

RESEARCH PROPOSAL FORMAT

The proposal must include the following:

1. Title of the proposed research project.
2. Project Summary (up to 200 words).
3. Project purpose (or aims), goals and expected outcomes (up to 500 words).
4. Introduction: Project overview, literature review of related work, summary of the proposals sections to follow (1000 to 1500 words).
5. Proposal Narrative: Methods of inquiry and analysis as it relates to the proposal's stated goals (1500 to 2000 words).
6. Significance of the project's outcomes (300 to 500 words).
7. Summary of the project's deliverables (200 to 300 words)
8. List of References (at least 5 related references)

REQUIRED DOCUMENTS

1. Research Proposal Application Form
2. Project proposal in Triplicate
3. Itemized budget in $.
4. Project's timeline
5. List of the current research projects in which the PI is involved, source of funding, timeline and budgets.
6. Commitment, role, and expected contributions of the PI and co-investigators
7. If applicable, list the publications that have resulted from previous RHU grants in the last five years.
8. Brief *curriculum vitae* of the principal investigator and co-investigator(s).

A final report is required six weeks after the project is completed. Future funding decisions are contingent on the comprehensiveness and quality past reports and publications resulted from previous research.

PI	
Name of the PI:	Rank:
Faculty:	Department:
Email:	Telephone:
% effort devoted by the PI to the proposed research	
Signature	Date

Proposed Research	
Type of the Proposal	☐ New ☐ Renew
Tiltle of the Proposal	
Current or expected funding sources for the same proposal	Name of the funding agency
# of Grants received by the PI in the past 5 years	
Start date	Ending date

Co-invetigator(s)
Name
Faculty/Department
Signature
Name
Faculty/Department
Signature
Name
Faculty/Department
Signature

Budget	Year I	Year II	Year II
Software	$		
Equipment	$		
Graduate Students	$		
Consultant Fees	$		
Annual budget			
Total budget			

Proposal Evaluation
Evlauation of the Chairperson: ☐ Recommendd   ☐ Not Recommend
Reasons for Not Recommended:
Singature: Date:

Evlauation of the FRC:	☐ Recommendd	☐ Not Recommend
Reasons for Not Recommended:		
Singature:		Date:
Recommendation by the URC:	☐ Recommendd	☐ Not Recommend
Reasons for Not Recommended:		
Signature:		Date:
Decision by the President		
☐ Approved ☐ Not Approved		
Signature:		Date:

Title of the Proposed Research:

Proposal Number:

Review Category	Score
Originality, innovation, and novelty of the proposed research idea, approach, and/or methodology	( ) out of 15
Relevance of the research goals and expected outcomes	( ) out of 10
Significance of the contribution of the proposed research to the related field and the prospects of its future application	( ) out of 10
Rationality of the approach of the proposed research and the feasibility of the action plan to achieve stated research goals	( ) out of 10
Meticulousness of the methods of inquiry and how it complement the stated goals	( ) out of 10
Clarity and accuracy of the proposal's language, figures, tables, and illustrations, and proposal narrative is logically organized	( ) out of 10
Adequacy of the literature review, research goals, analysis approach,	( ) out of 10
Adequacy and thoughtfulness of the proposed budget	( ) out of 10
Feasibility of the proposed timeline	( ) out of 10
Ability of the PI and Co-PIs to complete the research within the proposed budget and timeline	( ) out of 5
Total Score	( ) out of 100

Reviewer's Detailed Comments:

Signature: **Date:**