



جامعة الأمير مقرن بن عبد العزيز
University of Prince Mugrin

Policy Title :	Research Incentives Policy				
Policy Number:	UPM.VRAA.SRGD.PP.05	Version	01	Effective Date	Spring 2020-2021

Policy Statement:

University of Prince Mugrin (UPM) is committed to motivating faculty members to undertake quality research, secure externally funded research projects and to engage in other related activities.

Purpose:

All full-time faculty, admin, and staff who are not primarily hired for research activities only are eligible to apply.

Scope:

All full-time faculty and staff who are not dedicated for research activities are eligible to apply.

Policy Provision:

Incentives are awarded for high-quality scholarly output and external grants received as summarized in the table below. All contributions considered should have UPM as its affiliation.

No.	Incentive Type	Amount (SR)
A. Publications		
1	Publication is classified as Approved Patents	6000
2	Publication is classified as a Q1 ISI Journal *	6000
3	Publication is classified as a Q2 ISI Journal*	5000
4	Publication is classified as a Q3 ISI Journal*	4000
5	Publication is classified as a Q4 ISI Journal*	3000
6	Publication is classified as Non-ISI journals*	2000
7	Publication is classified as Conference Paper*	2000
B. External Grants		
1	Total Amount of 100,000 (SR) or more	6,000
2	Total Amount of 50,000 - 99,999 (SR)	4,000
3	Total Amount of 30,000 - 49,999 (SR)	2,000

* Please see Appendix for the classification of accepted publication outlets.

Terms for applying for incentives:

- Multiple recurring submissions of joint contributions (e.g. where the same contribution is submitted by multiple applicants) are considered as a single contribution.
- The incentive per contribution shall be distributed fairly between participating faculty members based on the actual contribution made by the individual members. Failure to reach a consensus between members can result with the incentive being distributed equally among UPM authors.
- Grant amounts listed in the table above refers to the total secured funds (allocated for UPM



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resources and personnel) in the case of several collaborating institutions.

- Published research that is output of an internal research grant, is not eligible for this policy.
- Incentives shall be granted for original and authentic research papers. No incentives shall be granted to any other publication such as case study, technical report, or letter to the editor.
- Patents applications must have received approval from one of the UPM approved patent offices worldwide.

Procedure(s) that apply:

S. No.	Procedure Steps	Responsibility
1.	Eligible applicants (faculty and staff) are required to submit the contributions as evidence during the announced period and complete the submission form (to be announced by the Department of Scientific Research & Graduate Studies). Each applicant is entitled to submit a maximum of three contributions for consideration per academic year as part of this policy. Contributions that have not been previously considered for this incentive or other winning awards are considered in this policy.	Applicants and DSRGS
2.	The Department of Scientific Research & Graduate Studies (DSRGS) shall review the submitted files and send its recommendations to the University Higher Scientific Research & Graduate Studies Committee (HSRC) for review and approval.	DSRGS and HSRGS Committee
3.	In the case of approval, the finance department will arrange for the incentive payments to be made.	HSRGS Committee and Finance Dept.
4.	The DSRGS shall provide the applicant with a notification in the case of approval for their submission.	DSRGS
5.	All submitted files are exempt for submission in following rounds of this incentive.	Applicants and DSRGS

Applicable Form(s):

Form Title	Retention Time	Retention Location
Incentives Submission Form		To Be Determined



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Definition(s):

1. DSRGS - Department of Scientific Research and Graduate Studies.
2. HSRGS –Higher Scientific Research & Graduate Studies Committee

Related Policy(ies):

- Dr. Hussein El-Sayyed Research Award Criteria

Reference(s):

Policy History:

N/A

Contact(s):

Name: Prof. Dr. Omar Tayan

Department Responsible: DSRGS

Deanship:


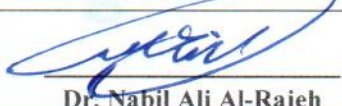
College / Program:

University Vice Rectorate: VRAA

Extension No.: 1120

Email: srgs@upm.edu.sa, o.tayan@upm.edu.sa

Approvals:

Reviewed By: (signed)	 Dr. Barakat Makrami	Approved By: (signed)	 Dr. Nabil Ali Al-Rajeh
Position:	Vice Rector of Academic Affairs	Position:	Rector
Date:	18 / 2 / 2021	Date:	18 / 2 / 2021



Appendix A: Classification of Accepted Journal and Conference Publications

Guidelines for ISI Journals

This follows a ranking system where ISI journals are ranked using quarters (Q1-Q4) according to the ranking system provided from (<https://www.scimagojr.com/journalrank.php>).

Guidelines for Accepted Non-ISI Journals

The journal should be represented within the [SCOPUS](#) or [Extended Web-of-Science](#) databases of online journals for various specialization domains.

Guidelines for Accepted Conference Publications

In this criterion, acceptable conference publications are classified as follows:

- Articles accepted/published in the proceedings of international conferences, which are peer-reviewed and sponsored (scientific/technical sponsorship) by reputable publishers or scientific bodies such as ACM, IEEE, Web of Science, and Springer Lecture Notes.