



جامعة الأمير مقرن بن عبد العزيز  
University of Prince Mugrin

<b>Policy Title :</b>	<b>Internal Grant Proposal Assessment Policy</b>				
<b>Policy Number:</b>	UPM.VRAA.SRGD.PP.07	<b>Version</b>	01	<b>Effective Date</b>	1/2/2021

**Policy Statement:**

University of Prince Mugrin (UPM) is committed to motivating faculty members to undertake quality research through various channels that include funding opportunities as part of its internal research programs.

**Purpose:**

To develop a process and criteria by which faculty research proposals are reviewed and evaluated against specific merits for obtaining internal funding.

**Scope:**

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

**Policy Provision:**

Small-scale research project funds have been established within the UPM research initiatives program and as part of the strategy to encourage participation of both genders and students in high quality research output. Projects are limited to a maximum duration of nine-months and a budget of 30k Riyals.

Research proposals are filled using unified forms provided by the DSRGS, which are announced through email and via the university website. Proposals are then screened to ensure the requirements of compliance and completeness are fulfilled. The next phase involves evaluation of submitted proposals by internal and/or external reviewers nominated by the HSRGS committee. The scientific evaluation will be conducted using standard evaluation forms developed by the DSRGS and approved by the HSRGS. Reviewers shall be given a submission date for the completion of their evaluations.

The criteria used as part of the evaluation process generally involves the following aspects:

- **Significance of the Proposal:** degree of relevance of the proposal to the program-priorities (announced), university research agenda including interdisciplinary research, and alignment with the Vision 2030.
- **Objectives:** specific, measurable and achievable within the project duration.
- **Team's Expertise:** the expertise, experience and relevance of the project team members are essential criteria for success.
- **Methodology:** a detailed research methodology should be provided.
- **Project Work Plan:** the work plan and execution timetable is required to demonstrate the correct planning and considerations taken.
- **Expected Deliverables:** project deliverables should be listed and justified
- **Budget Requested:** budget should be reasonable for the project nature and within the budget limitations.

The proposal evaluation process is based on the merit of the above criteria, as reflected in the Research



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Project Evaluation Form.

**Procedure(s) that apply:**

S. No.	Procedure Steps	Responsibility
1.	Eligible applicants (Faculty and staff) are required to submit their research proposals using the official submission form during the announced period. Each applicant is entitled to submit one research proposal as principle investigator.	Applicants
2.	DSRGS shall gather the submitted proposals and conduct compliance and completeness screenings before the proposals are forwarded to the HSRGS for processing.	DSRGS
3.	HSRGS shall nominate expert reviewers and communicate with the reviewers to ensure timely completion of the review process.	HSRGS
4.	HSRGS reviews the results of the completed evaluations and produces a final list of approved projects based on available funds, competitiveness & ratios of projects awarded, quality-related and fairness aspects as well as other factors.	HSRGS
5.	HSRGS/DSRGS announces approved projects to principle investigators.	HSRGS/DSRGS

**Applicable Form(s):**

Form Title	Retention Time	Retention Location
Research Project Submission Form		Under development
Research Project Evaluation Form		Under development





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**Definition(s):**

1. DGSRG - Department of Scientific Research and Graduate Studies.
2. HSRGS – Higher Committee for Scientific Research and Graduate Studies

**Related Policy(ies):**

1. Regulations and Guidelines for UPM Research Projects (under development).

**Reference(s):**


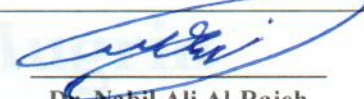
**Policy History:**

N/A

**Contact(s):**

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**Approvals:**

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<b>Date:</b>	18/2/2021	<b>Date:</b>	18/2/2021