

# **DHOFAR UNIVERSITY UNIVERSITY RESEARCH BOARD**

## **Introduction**

The mission of the University Research Board (URB) is to foster and improve the research environment at Dhofar University (DU). The URB main tasks include:

1. Formulating policies and guidelines for the allocation of funds for Research and Faculty Development.
2. Considering policies to be followed in seeking grants support from external agencies.
3. Acting in an advisory capacity to the Vice Chancellor in the implementation of faculty development.
4. Approving applications for conducting research or other works in DU that involve data collection, interviews with DU community, and filling questionnaires.
5. Editing and publishing the Research Report of the University every two years.

Membership of the URB consists of two representatives from each College and a representative from the Foundation program elected by the Faculty or appointed by the dean or FP director for a term of two years renewable for a similar term. The Chairperson, his/her assistant and any additional members are appointed by the Vice Chancellor.

Currently, the URB supports research activities in DU through the following funding schemes:

1. Grants for short- term faculty development trips to regional and international conferences and scientific events.
2. Faculty research grants to support individual or collective research projects, to cover the salaries of research assistants, materials, computer hardware and software, and other associated expenses.
3. Seed grants for new faculty to purchase materials and equipment needed to initiate research activities.

Details and guidelines related to each of these funding schemes are shown below.

## **I. Guidelines for Short-term Faculty Development Grants (STFDG)**

The URB strongly believes that faculty development programs should result in an increase in the published research work of the awardees. Therefore, future applications for faculty development grants should primarily reflect a record of such publications from previous awards. Normally faculty who apply to attend a conference without presenting a paper will not be funded. Also, part-time faculty members are not eligible for faculty development grants.

### **Checklist for applicants:**

1. Submit your paper to a conference/workshop/exhibition. The event should be for professionals in the field of specialization of the presenter not a seminar at a department

- or a conference for the general public. Funding cycle for STFDG starts on September 1<sup>st</sup> and ends by June 15<sup>th</sup>.
2. When you have received notification that your paper was accepted, fill out the Short-Term Faculty Development Grant form. Have the form signed by your college research committee, your dean, and then submit it to the Chairperson of the URB. Your application will be discussed by the URB. Please note that:
    - a. Applicants should have spent at least one semester in residence at DU. The paper should represent original research that contributes to advancing the knowledge of the field.
    - b. Applications must be received by the URB at least **four** weeks prior to the trip.
    - c. Applicants should clearly state whether they have received, are receiving, or will apply for funds from another university or other external sources.
    - d. Applicants may receive URB financial support for only one faculty development grant per academic year.
    - e. A recipient of a short-term faculty development grant who will be presenting a paper will normally get a 100% per diem (RO 75 per day for up to five days), registration fees, visa fees (if needed) and an airplane ticket. The total of registration fees, visa fees and airline ticket may not exceed RO 600.
    - f. The duration of a short-term faculty development program should not exceed **five** calendar days for the purpose of presenting a paper. The dean has the right to grant additional days of paid leave if necessary.
    - g. For multi-author publications, only one grant will be issued for one of the authors.
    - h. The URB should forward this form to the office of the Vice Chancellor **two** weeks prior to the date of activity.
    - i. Normally faculty who apply to attend a conference without presenting a paper will not be funded.
    - j. Part-time faculty members are not eligible for faculty development grants.
  3. After approval from the URB and Vice Chancellor, applicants should receive a notice of approval from the URB Chair.
  4. As soon as the applicant receives the official approval from the URB Chair, he/ she must fill out the Special Leave form. The applicant should then give a copy of his/ her grant approval and the Special Leave form to the chair of his/ her department, to be forwarded to the dean and then to the Human Resources.
  5. The applicant should also send a copy of the Special Leave form and the Short-Term Faculty Development Grant approval to the Finance department. Please note:
    - i. It is possible that the applicant receives the funds before he/ she travels if, along with the Special Leave form and the Short-Term Faculty Development Grant approval, the applicant submits:
      - a. proof of payment of registration fees
      - b. proof of payment of visa fees (if applicable)
      - c. proof of payment of airline ticket
    - ii. If the applicant does not request the payment before he/ she leaves, the applicant may submit the proof of payment for the registration fee, visa fee and airline ticket once he/ she returns.

- iii. In either case (receiving payment before or after the event), it is the applicant responsibility to call/ e-mail/ follow up with the Finance department to receive his/ her payment. The applicant may as well ask the secretary of his/ her department to follow up with the Finance Department regarding his/ her payment.

## **II. Guidelines for Faculty Research Grants**

**Faculty Research Grants** are of the following types:

1. Regular Research Grants, awarded to support individual, group, or collaborative research projects.
  - An individual project to be conducted by one faculty member.
  - A collaborative project must have a single Principal Investigator (PI) who may receive assistance from other faculty members.
  - A group project with a unifying, well-defined, and specific goal or central research theme to which each component project relates and contributes. Each component project will have its own PI.
2. Seed Grants for newly appointed or promoted faculty members.

### **1. Regular Research Grants (RRG)**

This program seeks to encourage quality research throughout the University. Faculty members are urged to supplement URB funding with additional grants from other sources. The department Chairperson, the College Research Committee (CRC), and the dean of the relevant college must approve all proposals before submitting them to the URB. Faculty research grants will normally not exceed RO 3,000. This ceiling may be raised in the case of group and interfaculty collaborative projects. The URB will review all group applications with great scrutiny to insure that they fit the definition, and the following guidelines will be followed:

- A. Both individual and group/collaborative applications are considered. If group applications include scholars from outside DU, URB funds can only be used to support the DU faculty members involved. A primary investigator must be designated for all group applications. The primary investigator's CRC will evaluate the group application. A faculty member who is the PI for a group project, or of a sub-project that is part of a larger group project, may not also apply for an individual research grant.
- B. Funding of grants is competitive. The CRC will evaluate applications according to the guidelines and will carefully review all budgets. Prior research activity and quality of prior publications will be considered. Projects must be ranked in clearly defined categories. The CRC must include written justification for its decisions with each recommendation.

- C. Funding is generally for one year only, beginning September 1 (for longer term funding, see section D). Grants are NOT extendable from one fiscal year to the next. Failure to use grants in a timely manner may jeopardize eligibility for new URB grants.
- D. Proposals for 1 to 3 years funding will be considered only during the Regular Funding Cycle. In this case, proposals should contain detailed description of the specific aims to be conducted each year, and the amount of funding required for these aims per year. Yearly funds cannot be carried over from one fiscal year to the next. Renewed funding during subsequent years will be contingent on providing an acceptable progress report of the research activities.
- E. Upon the University Council's recommendation, the University may designate areas of institutional priority and make additional funds available for grants in these areas.

## **2. Seed Grants (SG)**

Seed grants are intended to provide limited start-up funds for newly appointed faculty members. The department chairperson, the College Research Committee (CRC) and the dean must approve all proposals before submitting them to the URB. Faculty seed grants are normally up to RO 1,000. Those eligible to apply for Seed Grants are:

- A. Faculty members who are newly appointed
- B. Lecturers or instructors who are newly promoted to a professorial rank without having benefited from URB funding prior to the promotion.

## **Procedure for Application**

The following deadlines have to be emphasized:

### **A. Regular Research Grants**

- **By April 7<sup>th</sup>**, applications should be submitted to the CRC.
- **By May 7<sup>th</sup>**, each CRC must submit its recommendations (ranking) and the dean's recommendation to the Chairperson of the URB.
- **By June 15<sup>th</sup>**, the URB will announce decisions for regular grant funding.
- **September 1<sup>st</sup>**, funded projects are normally initiated.

### **B. Fall Seed Grants**

- **By November 30<sup>th</sup>**, applications should be submitted to the CRC.
- **By December 30<sup>th</sup>**, CRC must submit its recommendations (ranking) and the dean's recommendation concerning the Fall Seed grants to the Chairperson of the URB.
- **By end of January**, the URB will announce decisions for seed grant funding.

Faculty members must adhere to the following procedures in preparing their grant applications:

1. Proposals should include the relevant URB application form which can be obtained from Colleges' offices, or downloaded from the URB web site.
2. The faculty member must secure the signatures of the department chair and the dean. The proposal should then be sent to the CRC for review before the posted deadline.

### **Outline of the Research Proposals for RRG and SG**

The proposal must include the following:

1. Title of the project.
2. Abstract (up to 200 words).
3. Specific aims (must not exceed one page).
4. Introduction, including review of related work (1-3 pages).
5. Methods of inquiry and analysis (2-3 pages), including how each specific aim is investigated.
6. Significance of the project (not to exceed one page).
7. Time commitment and role of the PI(s) and, if applicable, co-investigator(s).
8. Itemized budget in RO.
9. Other active research projects and funds expected or received for the same or other current research projects. You must clearly indicate if funds have been received from other sources to support the project for which you are now seeking URB funds.
10. If applicable, a list of publications that have resulted from previous URB grants in the last five years.
11. A brief curriculum vitae of the principal investigator, and co-investigator(s).

A request for renewal of a current RRG, which was originally proposed as a multi-year project, will normally be granted after review of a detailed progress report on the project for which the grant was awarded. Renewals will not be granted for grants that were not originally proposed as multi-year projects.

A final report is required from those who received URB funding which is due six weeks after the end of the project. Further funding from URB might be contingent on receiving such a report.

**University Research Board**  
**Application For A Short-Term Faculty Development Grant**

**Personal Information:**

Name of Applicant:	
Current Rank:	
Starting date of employment at DU	
College/Unit:	
Department:	
Email/Telephone Number:	

**Purpose of the Requested Grant:**

Details of the event at which the paper will be presented	
Paper title:	
Field of research topic:	
Activity duration (Inclusive of starting and ending dates as well as traveling days, if any)	
Date of last granted URB faculty development grant	

**Details of the Requested Grant:**

Financial support requested for registration fee	Yes/No:	Amount: R.O.
Financial support requested for airline tickets	Yes/No:	Amount: R.O. (including visa fees)
<i>N.B. The total of the registration fee and airline ticket cost may not exceed RO 600.</i>		
Financial support requested for other travel expenses (Number of days * RO 75; up to a <b>Max.</b> of 5 days)	Yes/No:	Amount: R.O.
Expected financial support from <b>other</b> sources	Yes/No:	Amount: R.O.

**Attachments (please tick where applicable):**

1. Application form	
2. CV with a list of publications	
3. Copies of letters of invitation/acceptance from host institution/organizing committee	
4. Copy of paper(s) accepted for presentation	
5. Detailed description of proposed activity plan	
6. Evidence of research output or report from previous URB faculty development grant(s)	
7. Other on-going projects (if any)	
8. Other attachments:	

**Signature:**

**Date:**    /    /

<b>1- College Research Committee Evaluation:</b>	<b>2- Dean's/Director's Evaluation</b>
<b>3- URB Evaluation</b>	<b>4- Vice Chancellor Decision</b>

**Dhofar University**  
**University Research Board**  
**Regular Research Grant Proposal**

<p><b><u>1. Principal Investigator</u></b> _____</p> <p>College : _____ Department : _____</p> <p>Title / position : _____</p> <p>Ext. : _____ E-mail: _____</p> <p>Percentage Effort of PI on Proposed Project: _____%</p> <p>Signature: _____</p>	<p><b><u>4. Proposal Type:</u></b></p> <p><input type="checkbox"/> New Regular URB Grant</p> <p><input type="checkbox"/> Renewal</p> <p>*If the application is for Seed Grant, please indicate when did you join the University and in which Capacity:</p> <p>Date:-----</p> <p>Title (then):-----</p> <p>Years in this position:-----</p>
<p><b><u>2. Title of Proposal:</u></b> _____</p>	<p><b><u>5. Number of URB grants for the past five years:</u></b></p> <p>Dates:- -----</p> <p>-----</p>
<p><b><u>3. Co-Investigator:</u></b> _____</p> <p>College : _____ Department : _____</p> <p>Signature: _____</p> <p><b><u>Co-Principal Investigator</u></b> _____</p> <p>College : _____ Department : _____</p> <p>Signature: _____</p>	
<p><b><u>SIGNATURES</u></b></p> <p><b><u>Department Chairperson:</u></b> The attached application is approved. It is within the total program and academic objectives of the Department. The professional time allocations described therein are realistic.</p> <p>_____</p> <p>Department Chairperson Signature &amp; Date</p> <p><b><u>College Research Committee (CRC) Chairperson:</u></b> The proposal has been reviewed and approved by the College/Program Research Committee.</p> <p>_____</p> <p>CRC Chairperson Signature &amp; Date</p>	<p><b><u>Dean of College:</u></b> The proposed project is approved. It is consistent with the total program objectives of this college.</p> <p>_____</p> <p>Dean of College Signature &amp; Date</p> <p><b><u>URB Approval:</u></b> The budget and administrative information contained on this form and the attached proposal is complete and accurate to the best of the URB's knowledge</p> <p>_____</p> <p>Chairperson of URB Signature &amp; date</p> <p><b><u>Vice Chancellor Approval:</u></b></p>

*Note: Please attach along with the proposal, an abstract, an updated CV of PI (and CV of Co-PIs and a progress report if applicable).*

**Dhofar University  
University Research Board  
Application for Seed Grant**

**Personal Information:**

Name of Applicant:	
Current Rank:	
Starting date of employment at DU:	
College/Unit:	
Department:	
Email/Telephone Number:	

**Purpose of the Requested Grant:**

Title of research project:
<b>(Please provide evidence for submitting the same proposal to an external funding agency)</b>
Explain the use of the item(s) you are requesting:
How will this grant assist you in teaching and doing research?
Approximation duration of research:
Date of last URB faculty development grant:

**Details of the Requested Grant:**

Financial support requested	Amount:	R.O.
<i>N.B. All items bought using this grant will remain the property of Dhofar University.</i>		

**Attachments (please tick where applicable):**

1. CV with a list of publications	
2. Proof of cost of requested items/materials (price quotations)	
3. Other attachments:	

**Signature:**

**Date:** / /

<b>1- Chairperson's Evaluation:</b>	<b>2- Dean's/Director's Evaluation:</b>
<b>3- College Research Committee Recommendations:</b>	<b>4- URB Approval:</b>
<b>5- Vice Chancellor's Approval:</b>	