



2023- 2025 GUIDELINES FOR APPROVED PROJECTS

APPROVED BY UNIVERSITY COUNCIL

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1.Preamble

Research is an integral part of any academicians' career growth and one has to make continuous endeavour to 'create knowledge' i.e. to do research. The faculty is expected to make such endeavours to keep a balance between teaching and the research.

Dhofar University was established in 2004 and since then it is serving the community through exemplary education, research and community outreach. DU recognizes research as one of the main pillars of academic excellence as explicitly mentioned in its mission statement. All efforts are being made to encourage research among its faculty members and to create a conducive environment for credible research. The results are commendable as DU is the first University in Oman to be accredited nationally by OAAA, internationally by ASIC, rated five-star by QS and ranked 121 by QS Arab World Ranking. Our researchers have been ranked among world top 2% scientists by Stanford and by AD Scientific Index. DU is currently ranked 2nd in Research among all private Universities in Oman based on its ResearchGate(RG) score. Moreover, DU is recently ranked 1st Private University and second overall in Oman by Webometrics World Ranking of Universities. DU have on its account more than 1700 publications in recognized journals indexed in prestigious databases. Additionally, DU has successfully secured funds for 55 Research grants from The Research Council, Muscat (now MOHERI). In past five years our faculty have won 58 research awards at different levels including the National Research Award by MOHERI won thrice. Our students are not less by winning 22 different research awards including the best FURAP award by MoHERI twice. Moreover, the University's well established Research centre has been actively involved in innovative research. Hence, since its inception, the unit has conducted research on more than 10 major research projects that resulted in over 40 publications, one international patent granted from South African Patent Registration Agency and filing of one national and two more international patent applications.

2.Ministry of Higher Education, Research & Innovation (MoHERI)

The Ministry of Higher Education, Research & Innovation (MoHERI) is the governmental body in the Sultanate of Oman responsible for supervising high education institutes, the development of high education policies, research & innovation in the Sultanate. It's vision is to create an innovation ecology that is responsive to local needs and international trends, fosters social harmony, and leads to creativity and excellence. The research & Innovation wing at MoHERI serves as a focal point and hub dedicated to promoting and supporting research, scientific enquiry, and innovation in the Sultanate of Oman. MoHERI provides research funds for faculty, staff and students through various research grants. It manages funded projects externally only. The Department of Research at DU through MoHERI Research Focal Point manages the grant internally and ensures that the faculty, staff and students who receive research funds abide by MoHERI's policies, rules and regulations for that particular research grant. (Source: MOHERI Website: www.MoHERI.gov.om)

2.1 Research Programs offered by MoHERI

Following are the research programs set by MoHERI in light of Oman Vision 2040, the national plans and strategies of various sectors in the country, and an understanding of the successful experiences witnessed across the globe:

- 1) Block Funding Program (BFP): Includes Research Grant (RG), Graduate Research Grant (GRG) and Undergraduate Research Grant (URG)
- 2) Strategic Research Grant Program (SRG)
- 3) Smart City Platform
- 4) The National Research Award
- 5) Research and Innovations Award in Water Science
- 6) The Upgrade Program
- 7) Adapting Towards Sustainable Development Program
- 8) EJAAD
- 9) Industrial Innovation Assistance Program
- 10) Conference and Workshop Support Program

2.1.1 Block Funding Program

As per its mission to promote quality research in Oman, MoHERI recently initiated “Block Funding Program”, wherein at the beginning of an academic year, a fund will be allocated for each Higher Education Institution (HEI) in the Sultanate depending on their research performance during the previous year. BFP Includes Research Grant (RG), Graduate Research Grant (GRG) and Undergraduate Grant (UG).

The RG is for academic staff with a PhD degree, having a maximum cap of 20,000 R.O. For GRG Post graduate students, academic and non-academic staff with post graduate degree or Bachelor’s degree with three years of experience, can apply for a maximum of 3,000 R.O. UG is for undergraduate students who have completed at least 3 semesters of their bachelor’s degree with a maximum cap of 1500 OMR.

The applications for RG, GRG or UG can be submitted in one of the following research areas:

- Energy and Industry
- Information and Communications Technologies
- Environmental and Biological Resources
- Health and Social Services
- Education and Human Resources
- Culture, Basic and Social Sciences

The call for the applications begins at the start of each academic year. After going through a strict evaluation process as set by MoHERI, the applications are submitted from each institution for MoHERI’s review by the 30th of May each year. The interested faculty members should follow the call deadlines as announced by the Department of Research each year.

2.1.2 Strategic Research Grant Program

The Strategic Research Grant Program allocates medium to large research grants for medium and long-term projects of primary national importance. This supports proposals that respond to strategic needs, ensuring research relevance and excellence, and which may be led by a local organization chosen by MOHERI for its experience in the research topic - with the aim of building national research capacities in strategic areas. The aim of the strategic research programs is to enhance national economy and welfare through increased scientific research and training, thereby developing local research capacity, consolidating leadership in key areas and discovering solutions to national challenges.

Few strategic research programs recently added by MOHERI are:

- Road Safety Strategic Research Program
- Dubas Strategic Research Program
- Social Observatory Research Program
- Renewable Energy Strategic Research Program
- Strategic Program for Water Research

2.1.3 Smart City Platform

Smart City Platform is a knowledge-sharing consortium to drive smart city initiatives in Oman. The objective of the platform is to provide a knowledge-sharing, collaborative and networking environment between smart city stakeholders. The platform shall facilitate and enable smart city innovations through research funding and innovation competitions. The platform shall create awareness on the importance of smart city solutions and best practices. The platform will enable a path towards a unified national smart city vision & strategy. The interested faculty members should follow the call deadlines as announced by the Department of Research each year.

2.1.4 The National Research Award

The establishment of the National Research Award (NRA) is considered as a translation and partial realization of the National Research Strategy 2040. The Award aims at encouraging researchers to conduct high-quality and relevant research in areas of national interest. The award is 2000 R.O. for each category in all pre-announced disciplines.

The NRA is divided into two categories:

- Category 1: Best published research led by a young researcher (a non-PhD holder).
- Category 2: Best published research led by a PhD holder or equivalent (Senior Specialist or higher in the medical field) at the time of the article's publication.

2.1.5 Research and Innovations Award in Water Science

The award was established upon recommendations from the third symposium for Sultan Qaboos Scientific Chairs, organized by Sultan Qaboos Higher Centre for Culture and Science. The symposium, titled 'Managing Water Resources for Sustainable Development' was held at

the University of Tokyo (2-3 October 2014). The aims of the award are to promote the development of high-quality research, support Innovative initiatives of individuals and raising awareness in water field.

The award is given in two categories:

- Innovation category: Includes innovations and Young innovators
- Publication Category: PhD holder and non-PhD holder

2.1.6 The Upgrade Program

The Upgrade Program is to transform best graduation projects into successful ICT startups to bring socio-economic benefit to Oman. Statistics have shown that the number of ICT graduates exceeds 1500 students per year executing more than 300 graduation projects. Students spend one or two semesters working on developing an idea and prototyping it, and all it ends when they submit the project. The program will get the answer and will tap and capitalize on upcoming ICT graduation projects. It is aiming to transform at last 1% of best graduation projects into successful ICT startups to bring socio-economic benefit to Oman.

The Benefits of the program are:

- Steer student graduation projects towards strategic ICT topics of importance to Oman
- Encourage students to select and work on applied projects with socio-economic impact
- Generate a new wave of ICT graduation projects with commercial benefits
- Participate in the challenge for a chance to win

The Seed fund up to 12,000 OMR will be given to successful projects. The team will also be offered comprehensive incubation and business development program along with an International internship in startup development.

2.1.7 Adapting Towards Sustainable Development Program

Aimed at providing policy options and practical policy recommendations that can assist key economic sectors in the Sultanate move along more sustainable trajectories, the Adapting Towards Sustainable Development Program addresses development in a holistic manner - integrating the main pillars of sustainability, economic development, social development, environmental protection and cultural dimension. Communicating a vision of sustainable development that can be translated into strategic actions and identifies future research priorities at national level is hereby at the forefront of the program.

Following key themes are identified for potential research:

- Sustainable agriculture, food security and rural development
- Human resources development
- Education for sustainable development
- Sustainable mountain development

- Sustainable water resource and coastal management
- Sustainable waste management
- Culture and heritage
- Sustainable mountain development
- Sustainable urban planning
- Sustainable transportation
- Health sector: Options for funding
- Social norms and values
- Eco tourism
- Oil industry

2.1.8 EJAAD

Ejaad is a national initiative that aims to streamline and enhance R&D collaboration between Oman's industry and academic sectors in areas of national importance including Oil & Gas, Renewable Energy, Energy Efficiency, Conservation of Energy and Water. It is a membership-based virtual collaborative platform where industry, academia and government can interact and engage in energy-related research and innovation activities. It works as an enabler or a marketplace that connects academic research and know-how to industry needs, and vice versa. Ejaad is a "marketplace" through which industry presents challenges and academia propose solutions. It also welcomes new research ideas from researchers in academic institutions across the sultanate and conveys them to industry. The aim is to look forward for finding research projects that cope with the developments of the coming period in the field of energy, Ejaad is working to collect and showcase a list of potential Research Ideas/Projects that are of high relevance to the local industry and the country as a whole (For more information please visit <https://www.ejaad.om/>)

2.1.9 Industrial Innovation Assistance Program

Established to help Omani industrial SMEs and institutions improve their efficiency and sustainability, the Industrial Innovation Assistance Program (IIAP) is at the core of MOHERI's mandate to support innovation activities in the Sultanate of Oman. IIAP's other objectives include solving industrial problems facing Omani SME's and institutions, creating a collaborative environment between industry, academia and the government, building capacity in industrial innovation and addressing IPR with related, funded projects. The Industrial Innovation Assistance Program initiated as one of the I Hub projects with collaboration with PEIE which resulted in formation of Industrial Innovation Centre (IIC). IIC collaborates with other innovation programs to ensure an effective and synchronized delivery of common activities (For more information, please visit the IIAP Website at <http://www.iic.om/>)

2.1.10 Conference and Workshop Support Program

The Conference and Workshop Support Program provides financial support to Oman-based establishments that plan to organize conferences or workshops of national importance across

various sectors within the Sultanate. Application is open to establishments only; individual requests are not considered. Applicants from private sector may apply to the program if affiliated with a government authority. Submission should be at least four months prior to the event date, after which the Conference and Workshop Support Program committee will meet and take a decision (For more details on MOHERI Research Programs please visit MOHERI Website: www.MoHERI.gov.om/programs)

2.1.10 Publication Support Program

The Ministry of Higher Education, Research and Innovation (MoHERI) has launched the "Publication Support Program." The Program supports and reimburse publication fee for published papers in indexed journals. This, in turn, will contribute to developing the scientific research and innovation system in the Sultanate of Oman. It will also contribute effectively in raising research performance indicators, achieving the goals of the Oman Vision 2040 and highlighting the global presence of researchers from the Sultanate of Oman. For more details regarding the program visit <https://rims.trc.gov.om/converis/mypages/creator/PSP/default>

3. Dhofar University Research Grant

Dhofar University Research Grant (DURG) is intended to support the academic research work of the DU faculty that is expected to yield innovative results or findings consistent with the university research and educational objectives. DURG are awarded to support collaborative/group research projects. The project budget should not exceed 1500 R.O. The number of funded projects will depend on the total allocated budget for DURG each year, however, it is expected that each College and FP succeeds in getting one grant each. (For more details, please refer to DU R&D Guidelines for AY 2022-23)

4. Guidelines for Funded Projects

This document provides detailed guidelines for the research projects approved for funding by Ministry of Higher Education, Research & Innovation, Dhofar University or any external funding body.

4.1 Guidelines for Purchasing any Item

For purchasing any item as mentioned in the approved budget specified in the Grant Agreement or on RIMS for the respective MoHERI funded BFP project or for DU funded Research Grant project, following procedure shall be followed:

For Research Grant (RG):

1. The Principal Investigator (PI) should write a memo detailing the item(s) required. He/She should also specify the budget category and the total amount required for purchasing the item(s). Following documents should be attached with the memo:
 - a. University's purchase order form with details of items required signed by the PI.

- b. The purchase order should contain the grant code provided by MoHERI/DU.
 - c. Three quotations for the requested items.
 - d. Copy of **approved budget** from RIMS/Grant Agreement/Approved DURG Proposal highlighting the category and the item requested.
2. The above request should be forwarded to the Research Focal Point (RFP)/ Department of Research (DR) for further processing.
3. The RFP/DR after approval shall forward it to the Department of Finance or CNC depending on the item(s) requested. Note that:
 - a. As per MoHERI's/DU policy, if the specifications of the requested item(s) match with the equipment already available in DU managed equipment Inventory, it shall be utilized first before purchasing any new item(s).
 - b. In case the requested item(s) is available in the equipment inventory, the item(s) shall be released by the CNC as per request forwarded by the RFP/DR with required specifications. Else, the purchase request will be forwarded to the Department of Finance for further processing.
 4. For items to be purchased online or supplies to be purchased from local market for e.g. stationary, books, softwares, subscriptions, journals, licenses etc PI should submit the purchase request as per clause 4.1(1). After approval from RFP/DR and the Department of Finance, the PI can purchase the required item through Department of Purchase only.
 5. Quotation is not required for purchasing any stationary item(s).
 6. For purchasing the tickets for local/International travel, please follow the steps as of clause 4.1(5). The tickets should be purchased from University trusted ticketing agency or direct from the airline.
 7. The international travel will only be allowed for MoHERI funded projects for presenting papers in prestigious conferences. The application should fulfill the conditions detailed in DU R&D guidelines for Traditional/Online Conference Grant. For per diem, the grant will be given as per DU R&D guidelines for Traditional/Online Conference Grant.
 8. Only one team member will be allowed to apply for funds for international travel/conference for MoHERI funded projects.
 9. The budget approved for administrative category shall be used for direct expenses only for e.g. for petrol to attend meetings outside the city, hosting external collaborators etc and cannot be used for non-eligible expenses such as food, electricity/water bills etc.
 10. All equipments purchase shall be registered in laboratory inventory maintained by each College. The PI shall maintain the log of equipment usage (Appendix-D).
 11. Original receipts/invoice must be submitted to the Department of Finance within two weeks of purchasing the item. The research team should keep a copy of all receipts and the purchase requests.
 12. The PI shall ensure that all receipts are uploaded via RIMS/email to DR while submitting the progress, final and audit reports.
 13. After the project completion, the research team shall handover all equipment, material and supplies to the respective Colleges. All electronic equipments (laptops, workstations etc) shall be handed over to the CNC Department.

14. All items purchased under RG can only be used for other research projects once project is completed with approval of respective Department Chair. The DR shall update the inventory upon project completion and circulate it to the Colleges. The item usage shall be maintained in a log book along with quantity.

For Graduate Research Grant (GRG) or Undergraduate Research Grant (URG):

1. The team leader of the project should write a memo detailing the item(s) required. He/She should also specify the budget category and the total amount required for purchasing the item(s). Following documents should be attached with the memo:
 - a. University's purchase order form with details of items required signed by the team leader and the faculty mentor.
 - b. The purchase order should contain the grant code provided by MOHERI.
 - c. One quotation for the requested items.
 - d. Copy of **approved budget** from RIMS/Grant Agreement highlighting the category and the item requested.
2. The above request should be forwarded to the Research Focal Point (RFP) for further processing.
3. The RFP after approval shall forward it to the Department of Finance or CNC depending on the item(s) requested. Note that:
 - a. As per MoHERI's policy, if the specifications of the requested item(s) match with the equipment already available in DU managed MoHERI Inventory, it shall be utilized first before purchasing any new item(s).
 - b. In case the requested item(s) is available in the equipment inventory, the item(s) shall be released by the CNC as per request forwarded by the RFP with required specifications. Else, the purchase request will be forwarded to the Department of Finance for further processing.
4. For items to be purchased online or supplies to be purchased from local market for e.g. stationary, books, softwares, subscriptions, journals, licenses etc team leader should submit the purchase request as per clause 4.1(1). After approval from RFP and Finance Department, the team leader can purchase the required item through Department of Purchase only.
5. Quotation is not required for purchasing any stationary item(s).
6. For purchasing the tickets for local/International travel, please follow the steps as of clause 4.1(5). The tickets should be purchased from University trusted ticketing agency or direct from the airline.
7. The international travel will only be allowed for presenting papers in prestigious conferences. The application should fulfill the conditions detailed in DU R&D guidelines for Traditional/Online Conference Grant.
8. For per diem, the grant will be given as per DU R&D guidelines for Traditional/Online Conference Grant.
9. Only two team members will be allowed to apply for funds for international travel/conference.

10. The budget approved for administrative category shall be used for direct expenses only for e.g. for petrol to attend meetings outside the city, hosting external collaborators etc and cannot be used for non-eligible expenses such as food, electricity/water bills etc.
11. All equipments purchase shall be registered in laboratory inventory maintained by each College. The PI shall maintain the log of equipment usage (Appendix-D).
12. Original receipts/invoice must be submitted to the Department of Finance within two weeks of purchasing the item. The research team should keep a copy of all receipts and the purchase requests.
13. The team leader shall ensure that all receipts are uploaded via RIMS while submitting the progress, final and audit reports.
14. After the project completion, the research team shall handover all equipment, material and supplies to the respective Colleges. All electronic equipments (laptops, workstations etc) shall be handed over to the CNC Department.
15. All items purchased under GRG/URG can only be used for other research projects once project is completed with approval of respective Department Chair. The DR shall update the inventory upon project completion and circulate it to the Colleges. The item usage shall be maintained in a log book along with quantity.

4.2 Guidelines for Hiring Research Assistants (RAs)/Technicians and Processing Salary

For hiring RAs or technicians for your MoHERI funded BFP project, priority should be given to DU graduates or Undergraduate students (preferably Omani) as per requirements of the project. The research team should ensure that the hiring is done as specified in the approved BFP project uploaded on RIMS. Following procedure should be followed:

1. Prepare an Advertisement as per requirements specified in the MoHERI approved project proposal uploaded on RIMS. The PI should mention his/her University's email ID in the advertisement for receiving CVs.
2. Send the Advertisement to the RFP and cc your College Dean.
3. The RFP after review and approval will forward to the Department of Human Resource to publish on DU website.
4. After receiving CVs the PI should arrange interview for the applicants after approval of the College Dean.
5. The panel should include members of the research team (PI, Co-PI, Co-I), the Dean and/or Assist Dean (as panel chair).
6. The memo detailing the selection of most favourable candidate along with the contract (appendix-A) and the CVs of the all applicants shall be sent to the RFP. The on-site contract should be used only for hiring Omanies whereas the online/Distance learning contract should be used for hiring non-Omanies.
7. The RFP will forward the request for Vice chancellors' approval after approval of legal advisor (in case any modifications have been done by PI as per requirement of project).

8. Note that the contract can be moulded as per project requirements. The PI should take approval of the RFP and the legal advisor for any changes made due to legal implications.
9. The contract should be signed by the candidate only after approval by the Vice Chancellor.
10. The original copy of contract shall be sent back to RFP who will share a copy with the Department of HR, Finance and the PI.
11. For releasing the salary, the memo (Appendix-B) shall be written by the PI to the RFP specifying the amount as per no. of working hours and the bank details of RA/technician.
12. The PI should submit the attendance sheet (Appendix-C) along with the salary memo every month or as per the approved work package in the contract.
13. The RFP after approval shall forward it to the Department of Finance for further processing.

4.3 Guidelines for Submitting Reports to the Department of Research

The research team shall submit quarterly reports (at end of each semester), a progress report (at end of each funding year) and a final report (at end of the project cycle) along with Turnitin report to the Department of Research as per the approved Call. A copy of all reports shall also be sent to the respective College Dean/Assist. Dean. The reports should follow the approved template provided by MoHERI and circulated by RFP. After approval from DR, the progress and final reports should be uploaded via RIMS by PI/team leader for submission to MoHERI.

4.4 Guidelines for Submitting Reports to MOHERI

The Principal Investigators (PIs)/team leaders must communicate and send the Progress and Final report through RIMS to MoHERI/. The reports should be submitted to the RFP via RIMS who after approval by Institutional Internal Evaluation Committee Chair(IIEC) will forward to MoHERI. **Similar guidelines follow for DU funded projects where reports are submitted to the Department of Research via email.**

4.4.1 Progress Reports

Progress reports are submitted at the end of first year from commencement date. It should be approved by RFP, IIEC and submitted to MoHERI to be reviewed by the MoHERI Sector head. The reports should be submitted as per following guidelines:

1. Starting from the project commencement date, a progress report is to be submitted at the end of first year if the project period is more than one year. For the projects with a duration of one year only, PI should submit a final report at the end of the project through RIMS
2. Progress reports must be prepared using the published progress report format issued by MOHERI, as specified in the RIMS.
3. This report should highlight:
 1. Progress made in achieving the objectives and plans specified in the approved research proposal.
 2. List of actual outcomes

3. Results obtained.
 4. Problems or difficulties encountered.
 5. Expenditures including financial expenditure reporting, detailing outlays by budget category and describing any significant pre-authorized deviations from anticipated expenditures.
 6. Any departures from the original objectives of the approved proposal and proposed changes for the next reporting period.
 7. A list of all staff involved in the project, with their categories and institutional affiliations.
 8. Publications, as attachments, if any.
4. PIs may enter contributions from other parties involved in the project.
 5. Information on these reports is used to determine whether the project has achieved satisfactory outcomes for this reporting period and for post-grant reporting.
 6. The reports are evaluated by Institutional Internal Evaluation Committee. PIs are notified through RFP in RIMS for the acceptance of the report.
 7. RFP must submit a comprehensive annual technical report via RIMS to MOHERI highlighting the level of achievements against the agreed upon Output Performance Indicators and purchased equipment. The report should also include justifications on the lack of achievements, where applicable.
 8. Delays in submitting the reports will result in a reduction in the level of funding for the next cycle.
 9. PIs must update their financial expenditures on a regular basis. Furthermore, MOHERI may conduct periodic audits to ensure its resources are used as per the “Grant Agreement”. In conjunction with progress reporting requirements.
- (BFP Guidelines, 2018)

4.4.2 Final Reports

The final scientific report must be sent along with the final statement of expenditure to IRFP. The report contents include two sections. The first is in the form of a thesis and provides technical details undertaken in the research. This shall be made available to the public for future use. In case the PI/team leader wishes to withhold some information from public access, he/she needs to inform IRFP in writing highlighting the reasons behind such request. The second section contains the followings:

1. Progress made in achieving the objectives and plans specified in the approved research proposal.
2. Project actual outcomes and impact.
3. Project Contribution to Capacity Building
 - a. Development of human capital.
 - b. Development of research infrastructures, including equipment.
4. Project outreach activities.
5. Problems or difficulties encountered.

6. Expenditures including financial expenditure reporting, detailing outlays by budget category.
7. Any deviations from the original objectives of the approved proposal.
(BFP Guidelines, 2018)

4.4.3 Audit Reports

The audit report along with supporting documents (invoices, Purchase Vouchers(PVs), Hiring contracts & memos or any other documents requested by internal auditor) must be submitted along with the progress and final report to RFP. The audit report shall be submitted to MoHERI by RFP upon approval of Internal Auditor.

4.5 Guidelines for Project Management by MoHERI

4.5.1 Budget Adjustments

MoHERI provides flexibility for PI/team leader to move funds twice only across expenditure categories. Movement between categories is allowed within one year or between years without exceed the caps for each category and the total approved budget.

1. PI/team leader may undertake budget movement across expenditure categories (except for local travel, administration costs, disseminations) within the same year or within the project period.
2. PI/team leader must submit a detailed justification for the movement to RFP. The updated budget will only be considered subject to RFP approval.
(BFP Guidelines, 2018)

4.5.2 Replacing Project Team Members or Research Institution

Acknowledging the arising of unforeseen circumstances such as retirement, resignation or death, MOHERI allows for replacing the research team and applies the following guidelines in this respect:

1. Replacement of team members is under responsibility of University and must meet the eligibility criteria for the position.
2. PI and Co-PI must be from the same institution for RG projects.
3. Replacement of the current PI/team leader or any other research team members must be done via RIMS through the RFP, accompanied by the curriculum vitae (CV) of the proposed member.
4. In case of the PI's departure/death or inability, it is the University's responsibility to make sure that the Co-PI/other team member leads the project. In the case where both the PI and the Co-PI depart or unable to lead the project, it is the sole responsibility of the University to find a replacement.
5. Changing research institution is not allowed.
(BFP Guidelines, 2018)

4.5.3 Changing the Project Plan

The PI/team leader is expected to carry out the project as described in the research “Grant Agreement”. However, it is possible to adjust the scientific strategy and allocate or re-allocate expenditure (e.g. regarding staff, equipment, and consumables), provided the research performed is still in line with the original scientific objectives. In case of significant changes, the Principal Investigator shall notify RFP (BFP Guidelines, 2018).

4.5.4 Extension

The University may extend the project duration and notify MoHERI through RIMS. However, the extensions shall not entail the utilization of unused funds of the extended project. These funds must be returned to MoHERI at the end of the funding cycle. In addition, the extensions will negatively impact the level of the funds allocated to the RI in next calls (BFP Guidelines, 2018).

4.5.5 Termination and Suspension

University may terminate any project and notify MoHERI through RIMS. If the project is terminated; the University shall take all necessary steps and shall keep all necessary documents for future MoHERI auditing. In case of termination, the unused budget may be used for another project under the same program or returned back to MoHERI at the end of funding cycle. MoHERI may immediately terminate this Agreement by written Notice to the University if:

1. The University is in breach of any of its obligations arising from this Agreement and fails to remedy such breach (if remediable) within thirty (30) days of receipt of written notice from MoHERI requiring such remedy; or
2. The University becomes insolvent or bankrupt, or is in the process of a winding up or other process of dissolution, except a voluntary dissolution for the purpose of reorganization; or
3. Upon termination, MoHERI shall have no further liability to the University arising from this agreement and, in particular, shall have no liability to make any further payment to the University for any work performed by the University after the date of termination stated in the termination notice (BFP Guidelines, 2018).

4.5.6 Ethics, Confidentiality and Disclosure

Throughout the entire process from the proposal stage to project closure, all necessary steps must be taken so that policies pertaining to research ethics and code of conduct, intellectual property, security and copyright are respected (BFP Guidelines, 2018).

For more details, please refer to BFP guidelines.

5. References

Block Funding Program Guidelines. (2018). BFP Guidelines issued by The Research Council, Muscat, November, 2018

APPENDIX-A



TEMPORARY RESEARCH ASSISTANCE CONTRACT

This Contract (the "**Contract**") is entered into effective on _____ 2022, **Between**:

- (1) **Dhofar University**, a private higher education institution established by Ministerial Decree No. 5/2004 of the Omani Ministry of Higher Education, Research and Innovation, its address is at Al-Saadah, Salalah, Sultanate of Oman, P.O. Box: 2509, Post Code 211, (Hereinafter referred to as "**the University**");
- (2)[insert Name, Nationality, civil or passport number, address]..... (Hereinafter referred to as "**the Researcher**");

who may together hereafter be referred to as the "**Parties**" or in the singular as a "**Party**".

WHEREAS, the **University** wants to appoint a research assistant temporarily to participate in its research project[insert]..... Which is a Research Council Funded Project by grant agreement number:..... ("**the Research Project**"); and

WHEREAS, the **Researcher** accepts to be appointed by the **University** as a research assistant on the **Research Project** as to the terms set out in this Contract.

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, the **Parties** agree as follows:

- (1) The **Researcher** shall be appointed by this **contract** temporarily as a **Research Assistant** in the Department of to assist the principal investigator of the research , in the **Research Project**(the **Appointment**).
- (2) **The Appointment** shall start on _____ and shall be valid until the end of the **Research Project** with a maximum period of _____ months.
- (3) The **University** shall pay to the **Researcher** for the **Appointment** remunerations RO _____ per hour, will be paid at the end of each month, Or as work packages on accomplishing certain responsibilities and duties during the **Research Project** specified by the project Principle investigator (Appendix A) as per the decision of the **University**.
- (4) The **Researcher** shall commit to work on the **Research Project** at the **University** campus in the same working hours as its non-academic staff, from 7.30 am to 3 pm, as per the principal investigator's instructions.
- (5) Parties agreed that the **University** will own all intellectual property, including technical information, know-how, copyrights, models, specifications, prototypes, inventions, and software created in the performance of the project and the **University** may assign its interest in Intellectual Property according to the University's applicable policies and procedures.
- (6) The Researcher is not permitted to disclose confidential information and results obtained in the course of the project to another party whereas confidential information shall be regarded as per this **Contract** as to any or all information in whatever form whether disclosed orally or in writing or whether eye readable or machine-readable or by using the discloser facilities or in any other form, including, but not limited to any technical, scientific or business information, patents or any other intellectual property right as well as all applications thereof, trade and business secrets, photographs, documents, lists, data, drawings, designs, formulae, specifications, test results, performance data, and reports — whether patentable or otherwise capable of being protected — as well as commercial, marketing, and financial information.

- (7) **Parties** acknowledge that this **Contract** can't be considered as an employment contract and the **Researcher** will not be entitled to any additional benefit or allowance of any kind (end of service indemnity, transportation allowance, etc.) other than his remuneration (specified in clause 3).
- (8) **Parties** have the full rights to terminate this **Contract** in the will of each individual party before the period referred above in clause (2) without submitting any reason to the other party by giving one-week notice.
- (9) Every notice, request, instruction or approval Agreement given or required to be given under this Contract will be in writing in English or Arabic and sent for the attention of the person, and to the address, fax number or e-mail specified in this clause (or such other address, fax number, e-mail or person as the party may notify to the other, in accordance with the provisions of this clause) and will be delivered personally, sent by pre-paid registered post, or Sent by e-mail.
- (9.1) The addresses for service of Notices, Requests, Instructions or Approvals are:
- If to the **University**, addressed to Dhofar University,, For the attention of:, With a copy sent to:.....
 - If to the **Researcher**, addressed to INSERT],.....,For the attention of:,With a copy sent to:.....
- (9.2) A Notice, Request, Instruction or Approval is deemed to have been received:
- if delivered personally, at the time of delivery; or
 - in the case of pre-paid registered, at the actual receiving date; or
 - in the case of e-mail, at the time such email is acknowledged by the recipient.
- (10) This **Contract** annuls and replaces any previous agreements between the **Researcher** and the **University**, be it written or verbal.
- (11) The **Researcher** shall abide by the laws of the Sultanate of Oman and by the rules and regulations of the **University**.
- (12) This **Contract** drafted in three papers and made from two original copies, one for each party.

The **Appointment** subjected to this Contract confirmed by the principal investigator of the **Research Project**
 Dr..... , department of....., college of :

Dhofar University

[INSERT NAME]

By : Prof. Amer Ali Abdullah AL Rawas

By :

Title. : Vice Chancellor

Title. :

signature:

signature:

This **Contract** approved as to legal drafting by the University's legal advisor (Mohammed Abbas):



TEMPORARY RESEARCH ASSISTANCE CONTRACT (Online/ Distance)

This Contract (the "**Contract**") is entered into effective on _____ 2021, **Between:**

- (3) **Dhofar University**, a private higher education institution established by Ministerial Decree No. 5/2004 of the Omani Ministry of Higher Education, Research and Innovation, its address is at Al-Saadah, Salalah, Sultanate of Oman, P.O. Box: 2509, Post Code 211, (Hereinafter referred to as "**the University**");
- (4)[insert Name, Nationality, civil or passport number, address]..... (Hereinafter referred to as "**the Researcher**");

who may together hereafter be referred to as the "**Parties**" or in the singular as a "**Party**".

WHEREAS, the **University** wants to appoint a research assistant temporarily to participate in distance (online) in its research project[insert]..... Which is a Research Council Funded Project by grant agreement number:..... ("**the Research Project**"); and

WHEREAS, the **Researcher** accepts to be appointed by the **University** as a research assistant on the **Research Project** as to the terms set out in this Contract.

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, the **Parties** agree as follows:

- (1) The **Researcher** shall be appointed by this contract temporarily as a **Research Assistant** in the Department of to assist the principal investigator of the research , in distance (online) In the **Research Project**(the **Appointment**).
- (2) **The Appointment** shall start on _____ and shall be valid until the end of the **Research Project** with a maximum period of _____ months.
- (3) The **University** shall pay to the **Researcher** for the **Appointment** remunerations RO _____ per hour, will be paid at the end of each month, Or as work packages on accomplishing certain responsibilities and duties during the **Research Project** specified by the project Principle investigator (Appendix A) as per the decision of the **University**.
- (4) The **Researcher** shall commit to work online on the **Research Project** at the **University** campus in the same working hours as its non-academic staff, from 7.30 am to 3 pm, as per the principal investigator's instructions.
- (5) Parties agreed that the **University** will own all intellectual property, including technical information, know-how, copyrights, models, specifications, prototypes, inventions, and software created in the performance of the project and the **University** may assign its interest in Intellectual Property according to the University's applicable policies and procedures.
- (6) The **Researcher** is not permitted to disclose confidential information and results obtained in the course of the project to another party whereas confidential information shall be regarded as per this **Contract** as to any or all information in whatever form whether disclosed orally or in writing or whether eye readable or machine-readable or by using the discloser facilities or in any other form, including, but not limited to any technical, scientific or business information, patents or any other intellectual property right as well as all applications thereof, trade and business secrets, photographs, documents, lists, data, drawings, designs, formulae, specifications, test results, performance data, and reports — whether patentable or otherwise capable of being protected — as well as commercial, marketing, and financial information.

- (7) **Parties** acknowledge that this **Contract** can't be considered as an employment contract and the **Researcher** will not be entitled to any additional benefit or allowance of any kind (end of service indemnity, transportation allowance, etc.) other than his remuneration (specified in clause 3).
- (8) **Parties** have the full rights to terminate this **Contract** in the will of each individual party before the period referred above in clause (2) without submitting any reason to the other party by giving one-week notice.
- (9) Every notice, request, instruction or approval Agreement given or required to be given under this Contract will be in writing in English or Arabic and sent for the attention of the person, and to the address, fax number or e-mail specified in this clause (or such other address, fax number, e-mail or person as the party may notify to the other, in accordance with the provisions of this clause) and will be delivered personally, sent by pre-paid registered post, or Sent by e-mail.
- (9.3) The addresses for service of Notices, Requests, Instructions or Approvals are:
- If to the **University**, addressed to Dhofar University,, For the attention of:, With a copy sent to:.....
 - If to the **Researcher**, addressed to INSERT],.....,For the attention of:,With a copy sent to:.....
- (9.4) A Notice, Request, Instruction or Approval is deemed to have been received:
- if delivered personally, at the time of delivery; or
 - in the case of pre-paid registered, at the actual receiving date; or
 - in the case of e-mail, at the time such email is acknowledged by the recipient.
- (10) This **Contract** annuls and replaces any previous agreements between the **Researcher** and the **University**, be it written or verbal.
- (11) The **Researcher** shall abide by the laws of the Sultanate of Oman and by the rules and regulations of the **University**.
- (12) This **Contract** drafted in three papers and made from two original copies, one for each party.

The **Appointment** subjected to this Contract confirmed by the principal investigator of the **Research Project**
 Dr..... , department of....., college of :

Dhofar University

[INSERT NAME]

By : Prof. Amer Ali Abdullah AL Rawas

By :

Title. : Vice Chancellor

Title. :

signature:

signature:

This **Contract** approved as to legal drafting by the University's legal advisor (Mohammed Abbas):.....



APPENDIX-B

Memo for Salary of RA/Technician

To: Click here to enter text.

From: Click here to enter text.

Cc: Click here to enter text.

Date: Click here to enter a date.

MOHERI/DU Agreement No. Click here to enter text.

Subject: Salary Payment of Researcher

This is to state that Click here to enter Name has fulfilled all his/her assigned responsibilities for the month of Click here to enter Month. He/She has worked for Click here to enter no. of working hrs working hours as specified in the contract. Kindly process his/her salary to account number Click here to enter account number as per MOHERI/DU contract.

Regards,

Principal Investigator

APPENDIX-C

Attendance Sheet

[illegible]

Signature of PI

Total no. of Working Hours

Total Salary

APPENDIX-D

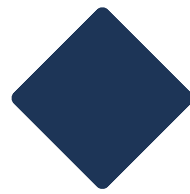
Equipment Usage Log Sheet

No.	Date/Day	Name of Researcher	Project Code	Detail of Equipment, Material or supplies used	Hrs Used	Analysis Type	Location

Signature of PI

Signature of Co-PI

Signature of Lab Technician



DHOFAR UNIVERSITY

Contact Us at:

Research@du.edu.om

+968-23 23 7490/91/92

P.O.Box:2509, P.C.: 211,

Salalah,

Sultanate of Oman