

## Internal Research Grant Program

### **RULES**

1. To be eligible PI and co-PI must be Lecturer or above in rank and be full-time employee of the University; Co-PI may be a MS or PhD. Student, Lab Engineer, Lecturer, or above in rank. Each project will be led by one (1) PI and a maximum of two (2) Co-PIs. The project team will comprise of 01 PI and maximum 02 Co-PI's.
2. A maximum amount of PKR 100,000 will be awarded to each grant proposal. This amount may be increased to 150,000 for exceptional submissions (see Section-3).
3. Proposed project will have a maximum time line of 12 months.
4. Utilization of Funds: Funds may only be used for purchase of equipment, material, software, hardware, and/or local travel. Laptop/PC/printer cannot be purchased from these funds. In case of Mobile/Tablets/Cell Phones, special approval (of up to PKR 20,000) must be obtained from the Competent Authority prior to their purchase.
5. Faculty can submit as many proposals as they desire, however only two (02) research grants will be awarded per PI during a calendar year.
6. Each Department is eligible for a maximum of five (05) grants per calendar year.

### **DELIVERABLES**

1. Project team will be required to deliver a detailed presentation of their proposal.
2. The project team will submit short quarterly reports along with funds utilization report of the project within fifteen days of the completion of each quarter. Progress report should highlight major achievements during the reporting period and completion of targets/goals as envisaged in the proposal for the subject quarter.
3. Release of next quarterly tranche is subject to approval of the Quarterly Progress Report.
4. Project team will be required to deliver a presentation at the end of the second quarter and also after project completion.
5. PI must also submit a report upon completion of project.
6. In case of applied/commercialized research project, the PI/Co-PI(s) is expected to publish at least 01 conference publication according to the guidelines of the CECOS conference rules and regulations. *Sanctioning of funds associated with conference travel will require a separate application.*
7. In case of applied research project, the PI/Co-PI(s) is expected to publish at least 01 ISI Impact Factor journal paper. The remuneration to single author will be made according to the CECOS University ISI Journal publication rules.
8. In case of commercialized research project, the PI/Co-PI/s is expected to publish at least 01 patent in IPO Pakistan.

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9. Results generated by a project funded by CECOS University will be the property of the University.
10. In case of patent, conference and journal publication from the “Research Grant Program”, the project team must mention CECOS University in affiliation as well as acknowledgements.
11. PI/Co-PI(s) is expected to deliver at least one (01) seminar/workshop at CECOS University and one (01) seminar/workshop at an outside venue (e.g., university, institute, industry, donor agency, etc) to disseminate project findings/deliverables/outcomes.
12. PI/Co-PI(s) are encouraged to engage at least one (1) BScFYP student or 02 MS students for every funded project.
13. PI/Co-PI(s) are encouraged to develop a lab or some section of a lab inside the University premises since all equipment, material etc purchased under the research grant will be the sole property of CECOS University.
14. Where necessary, the PI/Co-PI(s) are encouraged to promote entrepreneurial and startup culture in the CECOS University.
15. In the event of PI/Co-PI resignation, the research project with all the liabilities/deliverables/commitments shall be handed over to another faculty member who is an expert in that area upon mutual consent. Handing over of a project to another PI must however be approved by competent authority.

### **PREFERENCE WILL BE GIVEN TO RESEARCH PROPOSALS THAT:**

- Encourage interdisciplinary research, and have PI and co-PI from different departments.
- Address local problems and seek viable and innovative solutions.
- Contain a comprehensive business plan that promotes entrepreneurial and startup culture.

### **CALL FOR PROPOSALS**

1. Calls for research grant proposals will be announced by ORIC in November and May of each year.
2. Applicants must submit the research grant form along with the relevant supporting documents to ORIC before the deadline (typically 45 days after announcement).
3. Outcome of submitted grants will be shared with the respective PI's within 45 days of submission date.

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### **PROJECT EVALUATION**

1. ORIC will check the completeness of submitted proposals.
2. Complete proposals will be evaluated by panel of 3 members comprised of two technical experts (one internal and one external) and one nominee of the Vice President
3. External technical expert will be given an honorarium of PKR 1000 for evaluating a project and a maximum of PKR 10,000.
4. Research Grants Program Committee will be comprised of Vice-President, Vice-Chancellor, Dean(s), Registrar, and Director ORIC. Consent of at least 03 of members of this Committee is required for the formal approval of each research grant.
5. Results of the submitted grants will be announced by ORIC.
6. Quarterly progress of awarded projects will be monitored by ORIC who may seek help from internal or external experts if necessary.