

# CECOS UNIVERSITY OF IT & EMERGING SCIENCES

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## NOTIFICATION

### RESEARCH AND DEVELOPMENT FUNDING POLICY

The President, CECOS University is pleased to approve the revised Policy of “Research and Development Funding”, as given below, with immediate effect:

To successfully accomplish its Vision & Mission, CECOS University encourages high-quality research and developmental initiatives to establish a vibrant research culture and facilitate the development of faculty and students. Research and Development support and incentive policy is developed to ensure faculty members are supported, compensated, and rewarded for undertaking research and development initiatives. This policy applies to all the full-time faculty/ staff members/ Lab engineers CECOS University. Categories of research and development initiatives under this policy include:

- Research Article Publication
- Conference Presentation
- Training/Workshop Participation
- Research Grant Honorarium
- Internal Research Grant
- Official Visits (ORIC Related)

## **1. Research Article Publication**

1.1 For each research article published in a journal indexed in SCIE, the principal/corresponding author shall be entitled to an honorarium as per the following rates.

PKR 100,000/-	PKR 50,000/-	PKR 20,000/-
Full-Length Article published in <i>Science</i> or <i>Nature</i> journals or in a journal with Impact Factor $\geq 30$	Full-Length Article or Review-article in an Impact Factor Journal.	Short communication or Case-study article in an Impact Factor Journal.

- 1.2 The honorarium shall be paid only to either the **Principal** or the **Corresponding** author. In case both the Principal and the Corresponding authors of the publication are from CECOS University, then only the Principal Author can claim the honorarium.
- 1.3 In case of multiple corresponding authors in a research publication, the incentive amount will be divided by the total number of corresponding authors of the publication, and only one corresponding author of the CECOS University will get their proportionate amount.
- 1.4 Payment to PhD faculty members shall be made only for publications in addition to the one research paper in an Impact Factor Journal that they must publish each year as a condition of their employment contract. The applicant must attach proof that this condition has been met.
- 1.5 Number of claims per calendar year (July to June) per faculty/staff member may not exceed five (5).
- 1.6 Affiliation of the applicant (Name of Department and University) must be mentioned in the publication.
- 1.7 Preference will be given to the publications associated with one of more of the United Nations Sustainable Development Goals (SDGs).
- 1.8 First page of the published manuscript shall be submitted along with the Research Publication Funding Form (Annex 1).

## **2. Conference Presentation**

- 2.1 All the full-time faculty/staff members are entitled to receive up to PRK 20000 for presentation in regional/national conference and PKR 50000 for presentation in international conference.
- 2.2 In case of International Conference the applicants shall first apply for funding of HEC and other bodies and shall produce evidence of the same.
- 2.3 Affiliation of applicant (i.e. name of Department and University) must be mentioned in the abstract/paper.
- 2.4 If full paper is presented, acknowledgement of funding bodies (including CECOS University) must be mentioned.
- 2.5 One researcher is entitled to submit claims for maximum of two (2) regional/national and one (1) international conferences per calendar year.
- 2.6 In case of multiple authors/presenters for the same paper, only principal author/presenter can submit a claim per conference.
- 2.7 In case of multiple presentations by one applicant in the same conference, only one claim will be entertained.



- 2.8 Preference will be given to applications in which:
- A full paper is presented
  - Applicant makes an oral presentation
  - Proceedings are submitted for publication (i.e., in IEEE Xplore Digital Library, etc.)
  - The paper/presentation is associated with one of more of the United Nations Sustainable Development Goals (SDGs).
- 2.9 Upon return documentary evidence (i.e., abstract book, list of speakers, certificate, original receipts of expenditure etc.) must be provided by applicant.
- 2.10 Researcher shall share the research and conference experience in a session with the faculty members and submit the session report with the ORIC via [oric@cecos.edu.pk](mailto:oric@cecos.edu.pk)
- 2.11 Applicants shall apply for the funding through prescribed Conference Authorization Form (Annex 2) to ORIC.

### **3. Training/Workshop Participation**

- 3.1 All the full-time faculty/staff members are entitled to receive up to PRK 40,000 for participation in training/workshop/seminar.
- 3.2 Applicant registering in a training program shall list their affiliation with Department and CECOS University.
- 3.3 One applicant can participate in maximum of two (2) training programs per calendar year.
- 3.4 Upon completion, applicants shall submit soft/hard copies of any literature, software, content etc. that is provided to them during their training program to ORIC.
- 3.5 Upon completion, applicant will disseminate their learning outcomes in the form of a formal seminar at CECOS University.
- 3.6 Training program registration fee shall be paid in advance by CECOS University. Other expenses, however, will be reimbursed only after submission of relevant proof and receipts (see section 8 below).
- 3.7 Preference will be given to applicants who:
- Can provide solid reason(s) as to why the training will benefit them or the University.
  - Acquire full or find partial funding or discounts from sources other than CECOS University.
  - Associated with one of more of the United Nations Sustainable Development Goals (SDGs).
- 3.8 Applicants shall apply for the funding through prescribed Training/Workshop Authorization Form (Annex 3) to ORIC.



## **4. Research Grant Honorarium**

- 4.1 All the full-time faculty/staff members are entitled to receive honorarium for acceptance of funded projects.
- 4.2 Honorarium shall only be paid to the Principal Investigator (PI) of a grant.
- 4.3 PI shall receive a lump-sum amount that is equivalent to one percent (1%) of the total amount of funding received. However, if the amount is received in tranches then 1% of each tranche will be given to the PI.
- 4.4 A claim for each grant may not exceed PKR 100,000.
- 4.5 A copy of the submitted grant proposal along with a letter of acceptance from the funding agency shall be submitted along with the Research Grant Honorarium Claim form (Annex 4).
- 4.6 Honorarium will only be processed after funds from funding agency are received.

## **5. Internal Research Grant**

- 5.1 To be eligible for Internal Research Grant PI must be Lecturer or above in rank and be full-time employee of the University. Each project will be led by one (1) PI and a maximum of two (2) Co-PIs.
- 5.2 A maximum amount of PKR 100,000 shall be awarded to each grant proposal. This amount may be increased to PKR 150,000 for exceptional submissions (see Section 5.8 below).
- 5.3 Proposed project shall have a maximum time line of 12 months.
- 5.4 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.
- 5.5 Faculty can submit as many proposals as they desire, however only two (02) research grants will be awarded per PI during a calendar year.
- 5.6 Each Department is eligible for a maximum of five (05) grants per calendar year.

### **5.7 DELIVERABLES**

- 5.7.1 Project team will be required to deliver a detailed presentation of their proposal.
- 5.7.2 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.
- 5.7.3 Release of next quarterly tranche is subject to approval of the Quarterly Progress Report.

- 5.7.4 Project team will be required to deliver a presentation at the end of the second quarter and also after project completion.
- 5.7.5 PI must also submit a report upon completion of project.
- 5.7.6 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.*
- 5.7.7 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.
- 5.7.8 In case of commercialized research project, the PI/Co-PI/s is expected to publish at least 01 patent in IPO Pakistan.
- 5.7.9 Results generated by a project funded by CECOS University will be the property of the University. The researcher may publish the results, however, prior approval of the competent authority shall be sought for any commercial use.
- 5.7.10 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.
- 5.7.11 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.
- 5.7.12 PI/Co-PI(s) are encouraged to engage at least one (1) BSc FYP student or 02 MS students for every funded project.
- 5.7.13 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.
- 5.7.14 Where necessary, the PI/Co-PI(s) are encouraged to promote entrepreneurial and startup culture in the CECOS University.
- 5.7.15 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.

**5.8 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.
- Associated with one or more of the United Nations Sustainable Development Goals (SDGs).

### **5.9 CALL FOR PROPOSALS**

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

### **5.10 PROJECT EVALUATION**

- 5.10.1 ORIC will check the completeness of submitted proposals.
- 5.10.2 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
- 5.10.3 External technical expert will be given an honorarium of PKR 1000 for evaluating a project and a maximum of PKR 10,000.
- 5.10.4 Research Grants Program Committee will be comprised of Vice-President, Vice-Chancellor, Dean(s), Registrar, and Director ORIC. Consent of the majority of the members is required for the formal approval of each research grant.
- 5.10.5 Results of the submitted grants will be announced by ORIC.
- 5.10.6 Quarterly progress of awarded projects will be monitored by ORIC who may seek help from internal or external experts if necessary.

## **6. Official Visits (ORIC Related)**

All the full-time faculty/staff members are entitled for official visits related to research, innovation and commercialization activities at regional and national level.

- 6.1 Expenditure of an approved visit shall be reimbursed as per the University's TA/DA policy.
- 6.2 Single travel source is to be used if multiple visitors need to travel to the same destination. In that case, the reimbursement claim shall be submitted by only one applicant with the added cost of meals during the visit.
- 6.3 Upon completion, the applicant shall submit the visit report.
- 6.4 Preference will be given to the following applications:
- Multiple visitors using same travel source (e.g., 4 persons in a single car).

- Visits that are purposeful and effectively managed.
- 6.5 Applicant shall apply for the visit through Official Visit (ORIC related) Form (Annex 5) to ORIC.
- 6.6 Upon return applicant shall submit official visit report as per prescribed format (Annex 6).

## 7. Application Procedure

- 7.1 After publication of the research paper/ acceptance of research grant and receipt of funds/ acceptance of abstract/paper for conference presentation/ approval for training/ workshop/ seminar participation, the prescribed form shall be filled and submitted to concerned Head of Department (HoD) along with required documents (mentioned in the form). The submitted form and the required documents shall also be emailed to [oric@cecos.edu.pk](mailto:oric@cecos.edu.pk)
- 7.2 The HoD shall reviews the application and forwards the duly signed form to the ORIC.
- 7.3 The ORIC verifies the submitted application and after getting approval of the competent authority forwards it to the Finance Department for payment.

## 8. Reimbursement Procedure

- 8.1 After returning from conference/training/workshop/seminar, applicant shall process the relevant form along with original receipts and other required documentary evidence and submit to ORIC.
- 8.2 ORIC shall review the reimbursement claim and after verification forward it to the Competent Authority for approval and onward release of funds by Finance department.



**REGISTRAR**

Copies: Vice President, Vice Chancellor, All Deans and Academic HoDs, Director Finance,  
Director ORIC

### Annexures

- Annex 1: Research Publication Funding Form
- Annex 2: Conference Authorization Form
- Annex 3: Training/Workshop Authorization Form
- Annex 4: Research Grant Honorarium Claim Form
- Annex 5: Official Visit (ORIC related) Form

