UNIVERSITY RESEARCH BOARD POLICY

Dhofar University

(Revised: August 2016)

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1. Introduction

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

a) Formulating policies and guidelines for the allocation of funds for Research and faculty Development.
b) Considering policies to be followed in seeking grants support from external agencies.
c) Acting in an advisory capacity to the Deputy Vice Chancellor (DVC) for Academic Affairs and Research in the implementation of faculty development.
d) Approving applications for conducting research or other works in DU that involve data collection, interviews with DU community, and filling questionnaires to ensure ethics and biosafety.
e) Editing and publishing the research activities report of the University every two years.
f) Facilitate collaboration with other universities.
g) Help the colleges organize international conferences at DU.

The URB consists of two representatives from each College and a representative from the Foundation Program (FP) elected by the faculties 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 DVC for Academic Affairs and Research.

2. Funding Schemes

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

1. **Short-Term Faculty Development Grant (STFDG):** to cover trips to regional and international conferences and scientific events.
2. **Regular Research Grant (RRG):** 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 Grant (SG):** to help new faculties start up their research at DU through purchasing of materials and equipment needed to initiate research activities.
4. **Incentive Claim (IC):** An award for research productivity for faculty members who have published a paper in a journal indexed in Scopus or Web of science.

Details and guidelines related to each of these funding schemes are as follows:

2.1 Short-term Faculty Development Grant (STFDG)

The STFDG is awarded to the faculty members who are interested to present their research work in national and international prestigious conferences. URB strongly believes that this grant will

result in an increase in the published research work of the awardees especially in international reputed journals indexed in Scopus or Web of Science. Therefore, an amount of OMR 1000 is awarded to faculty members to cover their ticket, registration fee, visa fee and per diem.

2.1.1. Guidelines for STFDG application

The following guidelines should be taken into consideration when preparing an application for a STFDG:

a) All conference/workshop/etc. papers with DU name on it have to go through the URB to check for quality even if the applicant has an external fund to attend the event.

b) Part-time faculty members are not eligible for STFDGs.

c) Applicants should have passed the probation period at DU to be eligible to apply for STFDG.

d) Applicant should have at least one publication indexed in Scopus or Web of Science since last funded STFDG (if applicable).

e) The paper should represent original research that contributes to advancing the knowledge of the research field of the applicant.

f) Normally faculty who apply to attend a conference without presenting a paper will not be funded.

g) Applications must be received by the URB at least **four** weeks prior to the trip.

h) Applicants should clearly state whether they have received, are receiving, or will apply for funds from another external source.

i) Applicants may receive a URB financial support for only one STFDG application per an academic year.

j) The Turnitin report should reflect less than 25% similarity index.

k) A recipient of a STFDG who will be presenting a paper will normally get a 100% per diem, registration fees, visa fees and the cost of travelling to obtain the visa (if needed) and an airplane ticket. A maximum of OMR 1000 will be paid to cover the cost of all mentioned expenses.

l) For international conferences, the total per diem will be awarded according to the duration of the conference (100 R.O per day) in addition to the two days of travel. In all cases, the total per diem allowance should not exceed 500 R.O.

m) For national conferences, the total per diem will be awarded for the duration of the conference (80 R.O. per day) only. In all cases, the total per diem allowance should not exceed 400 R.O.

n) The duration of a STFDG for international conferences should not exceed five calendar days i.e. leave starting one day before and ending one day after the event. The Dean has the right to grant additional days of paid leave if necessary.

o) For multi-author publications, only one STFDG will be issued for one of the authors.

p) The applicant should clear all advances within two weeks after returning from the conference by providing the receipts for registration fee and airline ticket to the Department of Finance and Department of Research. Failure to do so will result in the full amount being deducted from the applicant's salary for the next commencing month.

q) The URB should forward the application form to the office of the DVC **two** weeks prior to the date of activity.

2.1.2 Procedure for application for an STFDG

The application for an STFDG will pass through different stages of evaluation. Below are the several steps to be taken from the submission of a paper to a conference until the final decision by the Vice Chancellor.

a) Submit your paper to a conference/workshop/exhibition. The event should be for professionals in the field of specialization of the presenter or closely related field. Funding cycle for STFDG starts on September 1st and ends 3 weeks before the commencement of the summer classes as per the university academic calendar (i.e. the last applications should be received by the URB at least 5 weeks before the commencement of the summer classes as per the university academic calendar).

b) Once you have received a notification that your paper was accepted, fill out the STFDG application form.

c) Pass the STFDG application form, and the Turnitin report to your College Research Committee (CRC) attaching all documents mentioned in the application form (CV with a list of publications, invitation/acceptance letter from the conference organizer, the manuscript, detailed description of proposed activity plan, and evidence of research output from previous URB STFDG(s)).

d) The CRC will pass the application and the decision along with STFDG checklist filled by CRC chair on the application to the Dean of the corresponding college. Applications rejected by the CRC should not be sent to the URB.

e) After the approval of the Dean, the Dean's office sends the application to the Chairperson of the URB.

f) The application is then discussed at a URB meeting. If approved by the URB, the application will be passed to the DVC who will approve and pass it to the VC for final approval. If the application is rejected by the URB, the applicant will be notified and the application will not be sent to the DVC.

g) 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. The applicant should also send a copy of the

Special Leave form, a copy of the letter of approval he/she received from the URB Chair and the Short-Term Faculty Development Grant approval to the Department of Finance.

2.1.3 Claiming your grant
It is possible that the applicant receives the funds before he/she travels if, along with the Special Leave form and the STFDG 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

If the applicant does not request the payment before he/she leaves, the applicant must submit the proof of payment for the registration fee, visa fee and airline ticket not later than two weeks from the date of his/her return. In either case (receiving payment before or after the event), it is the applicant's responsibility to call/e-mail/follow up with the Department of Finance to receive his/her payment. The applicant may ask the secretary of his/her Department to follow up with the Department of Finance regarding his/her payment.

2.2. Regular Research Grant (RRG)
RRGs are awarded to support individual, group, or collaborative research projects. Individual projects are those projects which are conducted by one faculty member. Collaborative projects are those projects with a single Principal Investigator (PI) who may receive assistance from other faculty members. Group projects are those projects with a unifying, well-defined, and specific goal or central research theme to which each component project relates and contributes.

Faculty members are urged to supplement URB funding with additional grants from other external sources. The Chairperson of the Department of the applicant, the CRC, and the Dean of the relevant college must approve the application before submitting it to the URB. RRGs will normally not exceed OMR 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 ensure that they fall within the definition of a group application.

2.2.1. Guidelines for an RRG applications
a) Both individual and group/collaborative applications are considered. If group applications include scholars from outside DU, the URB funds can only be used to support the DU faculty members involved in case of any needed travelling. A principal investigator (PI) must be designated for all group applications. The CRC of the PI will normally evaluate

the group application but can seek help from CRCs in the other colleges in cases of projects involving researchers from different colleges.

b) The faculty member should have passed one year at DU if he/she wishes to apply for the RRG.

c) 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.

d) Funding is generally for one year only, beginning September 1 (for longer term funding, see point 'd' below). 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.

e) Applications for funds for more than one year might be considered provided that the total number of funded years not to exceed 3 years. 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. A request for renewal of a current RRG, which was originally proposed as a multi-year project, will normally be granted after a review of a detailed progress report on the project for which the grant was awarded. The review is conducted by the URB. Renewals will not be granted for grants that were not originally proposed as multi-year projects.

f) Upon the University Council's recommendation, the University may designate areas of institutional priority and make additional funds available for grants in these areas.

g) 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.

h) The applicant should submit the evidence of funds utilization in form of receipts along with the final report.

i) All property (equipment, materials, stationary etc) must be returned back to DU after the project is completed.

2.2.2. Procedure for application to a RRG

Faculty members wishing to apply for an RRG should follow the following procedure:

a) Prepare a proposal following the required outlines (see Section 2.4).

b) Fill in the RRG application form (Appendix A) which can be obtained from colleges' offices, or downloaded from the URB website.

c) Pass your application (enclosing the proposal and the PI CV) to your department Chairperson by 1st March.

d) The Department Chairperson will pass the application to the CRC for reviewing by 7th April. The CRC might ask the applicant to submit an electronic copy if needed.

e) Once reviewed by the CRC, the CRC will pass its recommendation and ranking of the submitted applications to the Dean of the college of the applicant (the PI in case of a group project) by 7th May.

f) The Dean will review the ranking and pass to the URB the applications that are qualified for funding by 1st June.

g) The URB will review the applications, pass the results to the DVC for approval and announce the results by 17th June.

h) Funded projects are normally initiated on 1st September.

2.3 Seed Grant (SG)

SGs are intended to provide limited start-up funds for newly appointed faculty members. The Department Chairperson, the CRC and the Dean must approve all proposals before submitting them to the URB. SGs are normally up to OMR 1,000. Those eligible to apply for SGs are faculty members who have passed their probationary period at DU and are newly appointed or lecturers or instructors who are newly promoted to a professorial rank without having benefited from URB funding prior to the promotion. The applicant should submit the evidence of funds utilization in form of receipts bi annually with the progress report. All property (equipment, materials, stationary etc) must be returned back to DU after the project is completed.

2.3.1 Procedure for Application for a SG

Faculty members wishing to apply for an SG should follow the following procedure:

a) Prepare a proposal following the required outlines (see Section 2.4).

b) Fill in the SG application form (Appendix A) which can be obtained from colleges 'offices, or downloaded from the URB website.

c) Pass your application (enclosing the proposal and the PI CV) to your department Chairperson by 1st November.

d) The Department Chairperson will pass the application to the CRC for reviewing by 30th November. The CRC might ask the applicant to submit an electronic copy if needed.

e) Once reviewed by the CRC, the CRC will pass its recommendation and ranking of the submitted applications to the Dean of the college of the applicant by 30th December.

f) The Dean will review the ranking and pass to the URB the applications that are qualified for funding by 15th January.

g) The URB will review the applications, pass the results to the DVC and announce the results by the end of January.

2.4 Outline of the Research Proposals for RRG and SG

The proposal must include the following:

a) Title of the project.
b) Introduction and Objectives.
c) Literature Survey.
d) Significance of the Project.
e) Benefits to Oman.
f) Methodology.
g) Outline of the proposed activity i.e. the timeline of services to be undertaken and milestones to be achieved.
h) Itemized budget in OMR.
i) Deliverables i.e. list of key outputs.
j) Conclusion and references.

2.4.1 Support Materials Required
a) Brief curriculum vitae of the PI, and/or co-investigator(s) with a list of publications.
b) If applicable, a list of publications that have resulted from previous URB grant.
c) A pdf copy of Turnitin report.
d) 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 on the RRG form.
e) Proof of cost of consumables (for SG)

2.5 Internal Claims for Research Papers

The URB strongly believes that faculty should be awarded for their research productivity. Therefore, faculty members who have published a paper in a journal indexed in Scopus or Web of Science for current academic year are eligible to claim a monetary incentive (subject to limited funding) for each paper. If the paper has been published in Scopus, the applicant should ensure that his publication is appearing in "Scopus author preview" (https://www.scopus.com/search/form/authorFreeLookup.uri) list prior to applying for IC. If the paper is indexed in Web of Science, the journal should appear in the Master Journal List for Web of Science only (http://ip-science.thomsonreuters.com/mjl/).

The monetary claim will be subject to the guidelines given in section 2.5.1.

2.5.1 Checklist for applicants:

The applicants after receiving official notification; from respective journals indexed in Scopus or Web of Science, regarding their research work being published should fill out the IC form. The form should then be signed by the Chairperson of the Department and sent to the CRC for

evaluation. After evaluation, the CRC Chair will send the form to the URB through the College Dean/FP Director. The URB will accept or reject the IC and forward only the accepted IC applications to the DVC and VC for final approval.

f) 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.

g) Clear evidence of DU's affiliation, a copy of the paper, the impact factor and strong evidence that the paper has been indexed in Scopus or Web of Science must be presented along with the application.

h) For Law and Arabic, where publishing in Scopus or Web of Science is limited, the paper should appear in the list of journals approved by the UAC as per the UC decision.

i) Papers published online, assigned with a DOI will be considered and subject to review by the URB, if they have volume and issue number assigned.

j) After approval from the URB, DVC and VC, applicants should receive a notice of approval from the URB Chairperson via the Department of Research.

k) It is the applicant responsibility to call/e-mail/follow up with the Department of Finance to receive his/her payment. The applicant may ask the secretary of his/her department as well to follow up with the Department of Finance regarding his/her payment.

l) Funding is limited to the scope of the URB budget.

m) A faculty member may only claim for a maximum of five papers per academic year.

n) In order to promote intra-departmental, inter-college collaboration and research based at DU, only first and second author (affiliated to DU) papers are eligible for this incentive.

o) An applicant whose name appears as the first author will be eligible for 300 R.O. only. An applicant whose name appears as the second author will be eligible for 200 R.O. only. An applicant whose name appears as the third author will be eligible for 100 R.O. Only.

p) Please note a faculty member claiming for an incentive as per this policy, cannot use the same paper to apply for the reduction in load as per the Incentives and Rewards policy.

Appendix A

CHECKLIST
(To be filled in by CRC/FPRC Chair)

This checklist is to be used by the College Research Committees (CRC)/Foundation Program Research Committee (FPRC) when evaluating Short Term Faculty Development Grant (STFDG) applications. **Applications rejected by the CRC/FPRC; based on this checklist, should not be forwarded to the University Research Board (URB)**.

Section A
Name of Faculty Member:

College/FP: Choose College.

Title of paper:

Conference:

Date: Click here to enter a date.

Section B

No.	Item to Check	Decision	
1	Is the applicant a full time or part time faculty member?	Full time ◉ Proceed	Part time ☐ Reject
2	Is the application for attendance only, poster/demo, or oral presentation?	Oral presentation ☐ Proceed	Other ◉ Reject
3	Has the applicant been granted another STFDG in the current academic year?	No ☐ Proceed	Yes ◉ Reject
4	Has the applicant passed the probation period at DU?	Yes ◉ Proceed	No ☐ Reject
5	Does the paper/work present original research that contributes to advancing the knowledge of the field?	Yes ◉ Proceed	No ☐ Reject
6	After submitting to CRC, is there enough time for evaluation by CRC, URB and the VC? URB must receive applications at least 4 weeks before the trip.	Yes ☐ Proceed	No ◉ Reject
7	Evidence of research published in Scopus or Web of Science since previous funded STFDG. *(if applicable)*	Yes ◉ Proceed	No ☐ Reject
8	Turnitin report attached has similarity index below 25%.	Yes ☐ Proceed	No ◉ Reject

CRC/FPRC Comments & Decision: ☐**Proceed to URB**   ☐**Reject the Application**

(If rejected, please indicate the corresponding item): Rejected Based on clause   of the Checklist

Signature: **Date:** Click or tap to enter a date.

Application for a Short Term Faculty Development Grant

- Short Term Faculty Development Grant (STFDG) is awarded to faculty members to cover trips to regional and international conferences and scientific events to present their research work. For detailed guidelines, refer to URB policy (Section 2.1.1).
- Respond to each section of this STFDG form vigilantly and use "None" or "N/A" when needed. If you have any questions, please consult the Department of Research.
- Attach one set of support materials with this application as listed down.

Applicant Details

Name

Current Rank Choose an item.	**Starting Date of Employment at DU** Click or tap to enter a date.
College Choose an item.	
Department Choose an item.	
Email Click or tap here to enter text.	**Telephone Number** Click or tap here to enter text.

Details of Event

Title of Paper

Conference Title

Start Date Click here to enter a date.	**End Date**	Click here to enter a date.

Place of Event

Details of Requested Grant

Registration Fee	Click here to enter text.	**Other Travel Expenses**	Click here to enter text.
Airline Ticket	Click here to enter text.		
Total Amount Requested	Click here to enter text.		
Expected Financial Support from Other Sources	☐Yes ☐No	If yes, click here to enter amount.	

N. B. The total cost of financial support should not exceed RO 1000, where, the cost should not exceed:

For International Events:	*For National Events:*
- *RO 500 for airline tickets+ registration fee+visa fee for international conferences* - *RO 500(100 RO/day) for other travel expenses i.e. travel perdiem upto maximum of 5 days*	- *An airline ticket+ registration fee* - *RO 400 (80RO/day) for other travel expenses i.e. travel perdiem as per the duration of the event*

Attachments (Please tick where applicable)

1. Application form	☐
2. Copies of letters of invitation/acceptance from host institution/organizing committee	☐
3. Copy of paper accepted for presentation	☐
4. Evidence of research publication in 'Scopus' or 'Web of Science' since previous funded STFDG – (*If applicable*)	☐
5. Other on-going projects – (*if any*)	☐
6. Turnitin Report – (*pdf copy*)	☐
7. Other attachments:	☐

Applicant's Signature: **Date:** / /

1. Department Chairperson's Signature:	**2. CRC/FPRC Recommendations:**
3. Dean's/Director's Signature:	**4. URB Approval:**
5. Deputy Vice Chancellor's Approval:	**6. Vice Chancellor's Approval:**

Application for Internal Incentive Claim

Guidelines:

- Incentive Claim (IC) is an award for research productivity for faculty members who have published a paper in a journal indexed in Scopus or Web of science. For detailed guidelines, kindly refer to the URB policy (Section 2.5).
- Respond to each section of this IC form vigilantly and use "None" or "N/A" when needed. If you have any questions, please consult the Department of Research.
- Attach one set of support materials with this application as listed down.

Applicant Details	
Name	
Current Rank Choose an item.	**Starting Date of Employment at DU** Click or tap to enter a date.
College Choose an item.	
Department Choose an item.	
Email Click or tap here to enter text.	**Telephone Number** Click or tap here to enter text.

Credentials for Claim

Title of Paper

Journal

Author(s)

Volume/Issue No.   **Pages**

ISSN   **DOI**

Attachments (Please tick where applicable):	
1. Application form	☐
2. Published Research Paper	☐
3. Evidence for being Indexed in Scopus/Web of Science	☐
4. Scopus Author Preview/Master Journal List	☐
5. Other attachments:	☐

I hereby certify that all information in this form is accurate and best to my knowledge.

Applicant's Signature: **Date:**   /   /

1. Department Chairperson's Signature:	**2. CRC/FPRC Recommendations:**
3. Dean's/Director's Signature:	**4. URB Approval:**
5. Deputy Vice Chancellor's Approval:	**6. Vice Chancellor's Approval:**

Application for a Seed Grant

- Seed Grants(SG) are intended to provide limited start-up funds for newly appointed faculty members. Those eligible to apply for SG are faculty members who are newly appointed or lecturers or instructors and have completed probationary period at DU, or, are newly promoted to a professorial rank without having benefited from URB funding prior to the promotion. For detailed guidelines, refer to URB policy.
- Respond to each section of this SG form vigilantly. If you have any questions, please consult the Department of Research.
- In order to have the most accurate and useful information, please address each item, and use "None" or "N/A" if appropriate.
- Attach one set of support materials with this application as listed down.

Applicant Details

Name

Current Rank Choose an item.	**Starting Date of Employment at DU** Click or tap to enter a date.
College Choose an item.	
Department Choose an item.	
Email Click or tap here to enter text.	**Telephone Number** Click or tap here to enter text.

Application Details

Project Title

Expected Duration of Research	Click here to enter a date. to Click here to enter a date.

Requested Financial Support

Total Amount Requested (in R.O.)	**Click here to enter text.**
1. Cost for Equipments	Click here to enter text.
2. Cost for Materials and Supplies	Click here to enter text.
3. Cost for Dissemination	Click here to enter text.
4. Operational Cost	Click here to enter text.
5. Miscellaneous	Click here to enter text.

N.B. All items bought using this grant will remain the property of Dhofar University.

Support Materials (Please click where applicable)

1.	Detailed Proposal	☐
2.	CV with a list of publications	☐
3.	Proof of cost of requested items/materials *(price quotations)*	☐
4.	Turnitin Report *(pdf copy)*	☐
5.	Other attachments	☐

Signature of Applicant: **Date:**

1. Department Chairperson's Signature:	**2. CRC/FPRC Recommendations:**
3. Dean's/Director's Signature:	**4. URB Approval:**
5. Deputy Vice Chancellor's Approval:	**6. Vice Chancellor's Approval:**

Declaration

Declaration
I/We declare that: • The project here submitted is original except for source material explicitly acknowledged; • Acknowledge that I am/we are aware of University policy and regulations on honesty in academic work, and of the disciplinary guidelines and procedures applicable to breaches of such policy and regulations, as contained in the URB policy. In the case of a group project, we are aware that each group member is responsible and liable to the disciplinary action; if any plagiarized content is undeclared or has done multiple submissions in the group projects, irrespective of whether he/she has signed the declaration and whether he/she has contributed directly or indirectly to the problematic contents. • All property (equipment, materials, stationary etc) must be returned back to DU after the project is completed. **Signature of Applicant(s):**   **Date:** Click here to enter a date.

Proposal for Seed Grant

Project Details

Title of Project *(Short descriptive name in maximum 100 words)*

Introduction (Brief Introduction of the project in maximum 150 words)

Objective (Short description of what the applicant is trying to achieve in maximum 200 words)

Significance of Project *(Describe the relevance of your proposal to science, technology, innovation and/ or research in maximum 250 words)*

Literature Survey *(Literature review and analysis of related work in maximum 300 words)*

Benefits to Oman *(Describe how this project is beneficial to Oman in maximum 250 words)*

Methodology *(Detailed methodology of the project in maximum 300 words)*

Outline of related activities *(Timeline of services being sought i.e. activities to be undertaken and milestones to be achieved in maximum 300 words)*

Budget (Breakdown of Finances Requested)

Deliverables *(List any key outputs e.g. reports, presentations, drawings, papers, etc in maximum 300 words)*

Conclusion *(in maximum 300 words)*

References *(list all references with first being the most recent one)*

Application for a Regular Research Grant

Guidelines:

- Regular Research Grants (RRGs) are awarded to support individual, group or collaborative Research projects. RRGs is limited to R.O 3,000. This ceiling may be raised in the case of group and interfaculty collaborative projects.
- Respond to each section of this Regular Research Grant form vigilantly. If you have any questions, please consult the Department of Research.
- In order to have the most accurate and useful information, please address each item, and use "None" or "N/A" when needed.
- Attach one set of support materials with this application as listed down.

Applicant's Details			
Name	Click here to enter name.	Title	Click here to Choose a Rank.
College	Choose a College*	Department	Click here to enter Department.
DU Joining Date	Click here to enter a Date.	Phone	Click here to enter Phone Number
Email	Click here to enter Email.	Date of Application	Click here to enter a Date.

CAAS=College of Arts and Applied Sciences, CCBA=College of Commerce and Business Administration, CE=College of Engineering

Application Details	
Project Title	Click here to enter text.
Field of Research	Click here to enter text.
Expected Duration of Research	Click here to enter a date. to Click here to enter a date.
Date of Last Funded URB Grant	Click here to enter text.

Requested Financial Support	
Total Amount Requested (in **OMR**)	Click here to enter text.
Expected Financial Support from other Sources (in **OMR**)	Click here to enter text.
N. B. The total cost of financial support should not exceed RO 3000. [Provide receipts]	

Support Materials (Please click where applicable)		
1.	CV with a list of publications	☐
2.	Detailed description of Project	☐
3.	Evidence of research output or report from previous URB faculty development grant(s)	☐
4.	Turnitin Report *(pdf copy)*	☐
5.	Other on-going projects *(if any)*	☐
6.	Other attachments	☐

Signature of Applicant:_____   **Date:** Click here to enter a date.

Department Chairperson's Signature:	Dean's/Director's Signature:
College Research Committee Recommendations:	URB Approval:
Deputy Vice Chancellor's Approval:	Vice Chancellor's Approval:

Project Details
Title [Short descriptive name]
Click here to enter text.
Introduction [Brief Introduction of the project]
Click here to enter text.
Objective [Short description of what the applicant is trying to achieve]
Click here to enter text.
Literature Survey [Literature review and analysis of related work]
Click here to enter text.

Significance of Project [Describe the relevance of your proposal to science, technology, innovation and/ or research]

Click here to enter text.

Benefits to Oman [Describe how this project is beneficial to Oman]

Click here to enter text.

Methodology [Detailed methodology of the project]

Click here to enter text.

Outline of Proposed Activity [Timeline of services being sought i.e. activities to be undertaken and milestones to be achieved]

Click here to enter text.

Budget [Breakdown of Finances Requested]

Click here to enter text.

Deliverables [List any key outputs e.g. reports, presentations, drawings, papers, etc]

Click here to enter text.

Conclusion

Click here to enter text.

References [list all references with first being the most recent one]

Click here to enter text.

Declaration

Declaration
I/We declare that: • The project here submitted is original except for source material explicitly acknowledged; • Acknowledge that I am/we are aware of University policy and regulations on honesty in academic work, and of the disciplinary guidelines and procedures applicable to breaches of such policy and regulations, as contained in the URB policy. In the case of a group project, we are aware that each group member is responsible and liable to the disciplinary action; if any plagiarized content is undeclared or has done multiple submissions in the group projects, irrespective of whether he/she has signed the declaration and whether he/she has contributed directly or indirectly to the problematic contents. • All property (equipment, materials, stationary etc) must be returned back to DU after the project is completed. **Signature of Applicant:** **Date:** Click here to enter a date.