

DAU 10-2 DAU's Research Projects Funding Policy

Policy Code	Policy Name		
DAU 10-2	DAU's Research Projects Funding Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
<ul style="list-style-type: none"> - The General Directorate of Scientific Research and Innovation - The Research Support Unit - Scientific Research and Innovation Committees at the College level 	10/2023	10/2027	

1. Policy Purpose

DAU's Research Projects Funding Policy supports original and innovative research projects published in high impact journals. This promotes quality research outcomes and stimulates the research environment.

2. Policy Scope

This policy applies to all full-time faculty members and students.

3. Policy Statement

- A principal researcher must be a full-time faculty member with a doctoral degree and at least an Assistant Professor rank at the university.
- All members of the research team are faculty members or students at DAU.
- The principal researcher should not be on sabbatical or any other leave for the entire project.
- In case the principal researcher leaves the university before the project is completed, he/she must reimburse the university for the project funding. The amount can be deducted from entitlements. However, the reimbursement may be waived if one of the research team members agrees to assume full responsibility for the project, including financial responsibility, and the General Directorate of Scientific Research and Innovation approves it.
- A faculty member cannot be a principal researcher in more than one ongoing research project.
- Any changes to the research team must be approved in advance by the Research Support Unit Council. The General Directorate of Scientific Research and Innovation may cancel the funding contract and recover disbursed funds if this condition is violated.
- The principal researcher is required to submit quarterly reports detailing the project's progress and providing expectations regarding its anticipated completion.
- All members of the research team must be listed as contributors to scientific papers resulting from the project.
- Participants in the research project must sign a form committing to intellectual property rights.
- Obtaining prior permission from the University's Research Ethics Committee is necessary if the nature of the research project requires it, and all research team members must follow the rules and ethics of scientific research.
- Research should be original and not derived from a book, thesis, or previously completed scientific work before applying for funding. It is possible to apply for funding through the Scientific Research Publishing Funding Program rather than the Research Projects Funding Program in such cases.
- Research Support Unit Council approval is required prior to making any significant changes to a funded research project.
- It is the principal researcher's responsibility to complete the project within the scheduled time frame. A project's duration can be extended for an additional six months if a request for extension is submitted at

least 30 days before the project's end date and approved by the Research Support Unit Council. Failure to comply with the project's duration constitutes a contract breach for the university, which may terminate the project and recover the disbursed funds.

- Two installments of 50% of the total project fund are disbursed under the funding contract. The first installment is disbursed after signing the contract, and the second installment is disbursed once the research paper(s) derived from the project's results is/are published in reputable scientific journals indexed in the Web of Science database's first three quartiles (Q1, Q2, Q3).
- Scientific affiliations in published research should be as follows:
- Department of [Department Name], College of [College Name], Dar Al Uloom University, University Address.
- Dar Al Uloom University is to be acknowledged for funding the research as follows:
"This research was funded by the General Directorate of Scientific Research & Innovation, Dar Al Uloom University, through the Research Projects Funding Program."
- It is not acceptable to acknowledge any external entity other than the university.
- The principal researcher's email address should be the same as his/her university email address in published research.
- In published research, the principal researcher must be the corresponding author.

4. Policy Procedures

- The principal researcher applies for research funding to the chairman of the Scientific Research and Innovation Committee at the college, with all the required documents.
- Upon approval by the committee, the Chairman of the Scientific Research and Innovation Committee at the college forwards the application and its report to the Dean. The report includes their opinions on the authenticity of the research topic, compliance with the ethics of scientific research, alignment with the research priorities of the university or the college, relevance to one or more disciplines within the college, and whether the proposed budget for the project is appropriate for its nature and requirements. If an application does not meet the contracting conditions, the committee may reject it.
- Following approval from the college's Dean, the application is forwarded to the General Directorate of Scientific Research and Innovation's Research Support Unit.
- The Research Support Unit refers the application to the university's Research Ethics Committee. Research proposals are then reviewed and evaluated by a refereeing committee, which consists of two or more members from within or outside the university, depending on specialization.
- Following approval by the evaluation committee, the application is presented to the Research Support Unit Council. Upon confirmation that all conditions have been met, the unit submits its recommendations to the General Directorate of Scientific Research and Innovation.
- Research projects are approved by the General Directorate of Scientific Research and Innovation. The funding contract is signed and forwarded to the Finance Department for the disbursement of the first installment, in accordance with the approved annual research budget.
- Following the publication of the scientific paper(s) derived from the project's results in a reputable scientific journal (Q1, Q2, Q3) indexed in the Web of Science database, and upon the recommendation of the Research Support Unit Council and its approval by the General Directorate of Scientific Research and Innovation, the final installment of the research project funding contract is disbursed, which amounts to 50% of the total contract value.

5. Related Policies/ Documents/ Forms

[-RESEARCH PROJECTS FUNDING PROGRAM.docx](#)

[-GDSR&I RSU RESEARCH PROJECT PROPOSAL EVALUATION FORM.docx](#)

[-GDSR&I RSU RESEARCH PROJECT PROPOSAL EVALUATION FORM ARABIC.docx](#)

[-GDSR&I RSU APPLICATION FORM FOR RESEARCH PROJECTS FUNDING PROGRAM .docx](#)

[-GDSR&I RSU APPLICATION FORM FOR RESEARCH PROJECTS FUNDING PROGRAM_MEDIUM RESEARCH PROJECT_REQUEST FOR 2 PAYMENT.docx](#)

[-GDSR&I RSU APPLICATION FORM FOR RESEARCH PROJECTS FUNDING PROGRAM SMALL RESEARCH PROJECT REQUEST FOR 2 PAYMENT.docx](#)
[-GDSR&I RSU GRANT AGREEMENT.docx](#)
[-GDSR&I RSU PLAGIARISM REPORT.docx](#)

6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Change
1	10/2023	1 st issue of the policy