

Internal Research Projects and Grants

Policy number/version		10.7/V01
Section		RESEARCH
Type		Academic Policy
Date of creation		March 2024
Date of last revision		New policy
Date of approval of current version		November 2024
Post/Section with responsibility for implementation and monitoring		Research Committee
Approved by		University Council
Policy review	Latest review by	University Council
	Latest review date	November 2024
	Review outcome	New policy
	Next review date	December 2025
Cross-reference/related documents		10.1 Research Strategy 10.2 Research Conduct 10.3 Ethics in Research Involving Human Subjects 10.5 Copy Right and Intellectual Property Frascati Manual 2015 (see Appendix 1) 10.6 Conflict of Interest

1. Rationale and principles which this policy seeks to uphold

- 1.1. This policy governs The British University in Dubai's (BUiD) internal academic research fund allocation and administration.
- 1.2. The University is committed to ensure transparency, equity, consistency and practicality in the various areas of internal grants administration including grant applications, grant evaluation, grant awards, ethics compliance, and project life cycle monitoring as outlined in this policy.
- 1.3. The University also bears the responsibility of ensuring that all allocated research funds align with legitimate expectations, comply with the law, and serve the public interest.

2. Scope

- 2.1. Internal Research funding is open to all academic staff at BUiD. Non-academic staff who wish to apply for academic research funding should seek the consent of the Dean of Research and subsequently that of the Research Committee.

2.2. The categories of research projects include:

- (i) Internal Research Grant (IRG)
- (ii) Interdisciplinary Research Grant (IDRG)
- (iii) Multidisciplinary Research Grant (MDRG)
- (iv) Transdisciplinary Research Grant (TDRG)
- (v) Collaborative Research with partner universities (CRPU)

2.3. This policy has the exclusive remit with regards of the funding and administration of internal research projects.

3. Definitions

- 3.1. Research Committee: BUiD Research Committee is the overarching body that approves, rejects, or requests amendments to research proposals and their budgets which would include research conference travel funding (RCTF). The committee membership consists of the Vice Chancellor (Chair), Dean of Research, Deans of all faculties, Registrar and Chief Administrative Officer, and 2 academic representatives appointed by the VC as nominated by the Dean of Research. The Head of the Office of Research and Grants serves as secretary to the committee.
- 3.2. Internal Research Grants (IRG): Research Grants that is funded by BUiD internal budget. External Research Grants: Research grants which are provided by organisations or entities external to the university.
- 3.3. Interdisciplinary Research Grants (IDRG): Internal research grants that fund academic research projects that span across various disciplines where researchers from different disciplines work closely together, often blending their expertise to generate new insights and solutions that are beyond the scope of any single discipline.
- 3.4. Multidisciplinary Research Grants (MDRG): Internal research grants that fund academic research from different core disciplines where researchers from various disciplines contribute their expertise independently, maintaining their disciplinary perspectives while addressing different aspects of the same problem. Each discipline contributes its own insights and methods, but there is limited interaction or integration between them.
- 3.5. Transdisciplinary Research Grants (TDRG): incorporating external academics or stakeholders such as community members, governmental entities, or policymakers. It aims to create a holistic understanding of complex issues by integrating academic and practical knowledge.
- 3.6. Collaborative Research with partner universities (CRPU): Funding provided for the purpose of academic research projects executed in collaboration with BUiD's United Kingdom partner universities.
- 3.7. Research Conference Travel Funding (RCTF): Funding provided for the purpose of presenting academic research at peer reviewed local, regional, international conferences and online conferences.
- 3.8. External Research Grants (ERG): Funding provided by external organisations or entities, such as government agencies, private foundations, industry partners, or non-profit organisations, to support specific research projects.

- 3.9. Principal Investigator (PI): An individual who is responsible for the overall design, execution, and management of a research project.
- 3.10. Co-Investigator (Co PI): An individual who shares the responsibilities and/or leadership role with the Principal Investigator (PI) in managing and execution of a research project.
- 3.11. Research Assistant (RA): An individual or a student employed to support and assist in the execution of routine research and administrative activities. Priority would be given to BUiD students and alumni.

4. Policy

- 4.1. Academic staff are eligible and encouraged to apply for research grants either on an individual basis or by forming research teams, including interdisciplinary, multidisciplinary, and transdisciplinary teams within the university, with members of UK partner universities, with individuals from international and local universities of good standing, and other external stakeholders. Such grants will be recognised in the annual appraisal of the faculty member. New academic staff who are within their probationary period will have research grants placed on hold until their probationary period has been completed.
- 4.2. Academic staff are not compensated financially for their role in the project. However, compensation for the purpose of collecting data or field/lab testing will be provided to research assistants (RA).
- 4.3. The Dean of research shall propose the annual internal research budget to the Research Committee for its approval prior to the approval of the Vice Chancellor and University Council.
- 4.4. The Office of Research and Grants shall follow systematic, transparent, and uniform procedures to evaluate the submitted proposals.
- 4.5. Preference in fund allocation will be given to proposals with the following characteristics/criteria:
 - (i) Originality: Proposals that present exceptional originality in the research topic and scientific content.
 - (ii) BUiD relevance: Projects that are relevant to the scope of funding and thematic priorities of the university. Yearly lists of thematic priorities will be published in the call for proposals
 - (iii) Applicants track record: Applicants that have a good standing with respect to past performance in research projects.
 - (iv) Translational potential/value: Projects that have potential publications in journals of high impact factors or high-quality category (such as Scopus indexed Q1 and Q2 quality publication), proceedings of prestigious research conferences or potential patents.
 - (v) Projects that are likely to receive external funds for subsequent phases in the near future.
 - (vi) Projects with high local and regional impact as well as those aligning with the UAE and Dubai visions and strategic plans.
 - (vii) Any other criteria that the RC sees relevant.

5. Applications for Internal Research Grant (New proposals)

- 5.1. Applications must be made through the requisite new proposal application form (see Appendix 2).

- 5.2. The application for funding will be announced at least once and at most twice per academic year by the Office of Research and Grants through a call for Proposals. CRPU and RCTF applications can be submitted anytime during the academic year.
- 5.3. The research projects may include, in their budgets, an allocation for the purchase of components, equipment, software, or other resources necessary for the successful completion of the project.
- 5.4. The maximum duration for the completion of research projects is 24 months, unless otherwise requested and justified by the PI and approved by the research committee.
- 5.5. The Research Committee will consider and approve higher grants for Interdisciplinary Research Projects (IDRG), Multidisciplinary Research Grants (MDRG), and Transdisciplinary Research Grants (TDRG). This is to encourage collaborations between faculties and with external parties.
- 5.6. All new research proposal applications, irrespective of category, should be carefully reviewed by the Programme Coordinator before formally endorsed by the respective faculty's dean and subsequently by the Dean of Research before presentation to the Research Committee. The Dean of the faculty shall make a valued judgement of the application (e.g. prioritisation in order of relative departmental strategic priority) prior to submitting it to the Dean of Research.
- 5.7. Applications involving the use of departmental resources and/or staff should be formally approved by the Head of programme/Department and Dean.
- 5.8. All new proposal applications must be accompanied by an ethics application. Ethics applications, however, will only be considered and approved by the Dean of Research/Ethics committee once the overall project has been approved by the Research Committee. Applicants are advised to consult the Ethics policy to ensure they are in compliance.

6. Applications for Research Conference Travel Fund (RCTF):

- 6.1. RCTF applications will only be considered if they are part of a budget of a research project or of a recently finalised project (within a year of completion).
- 6.2. Conference travel will only be considered in the final stages of the project based on the evaluation criteria or within a year of the completion of the project.
- 6.3. The award of RCTF (RCTG) shall not exceed 9,000 AED for international conferences, 6,000AED for regional conferences and 3,000 AED for local and international/regional online conferences. Where applicable, funding shall cover conference fees, airfare (economy class), visa cost (as applicable) and fixed allowance to cover accommodation cost and subsistence expenses as per BUiD policies.
- 6.4. The travel dates for RCTF, must be selected carefully in close consultation with the Head of programme/Department and the Dean of the faculty. The applicants must ensure that this visit does not affect the teaching or other responsibilities within the University.
- 6.5. For RCTF consideration The Research Committee's evaluation criteria may consider, among other factors, the following. These factors may also be altered based on the recommendation of the dean of the faculty and agreement of the Dean of research
 - (i) quality of research publication
 - (ii) Quality of the Conference and proceedings
 - (iii) Scopus-index conferences

- (iv) research outcomes.
- (v) track record of the applicant in participation at internally organised research conferences
- (vi) the likelihood of the establishment or significant strengthening of a genuine and ongoing international linkage as an outcome of this RTCF
- (vii) the applicant's record of commitment to BUiD's publication efforts.

7. Evaluation of applications

- 7.1. Transparent, equitable and succinct criteria for the award of funds (see 4.5) will be applied to new research proposals and made available to applicants through the Call for Proposals as part of the guidance for the application process.
- 7.2. All new proposal applicants irrespective of category are expected to present their new research proposals to the Research Committee as part of the evaluation process.
- 7.3. The Research Committee shall meet when all presentations have been concluded to evaluate proposals based on the criteria specified above.
- 7.4. The evaluation process requires that each new proposal be reviewed by at least two reviewers, appointed by the Research Committee where the combination of reviewers should vary from application to application. The scores shall be moderated by the Research Committee. Allocation of projects to reviewers will consider balance between subject specialism and a more generic approach as the basis for assessment. Conflicts of interest shall be declared by the reviewer before commencement of the review process (see Conflict of Interest Policy).
- 7.5. Should the Research Committee need additional expertise during the evaluation process, the Chair of the Research Committee in consultation with the Dean of Research will make the necessary appointments.
- 7.6. Reviewer scores and supporting comments will be discussed at a face-to-face meeting of all the Research Committee members in order to reach final decisions collectively. Final decisions shall fall in one of the below categories: (i) APPROVED, (ii) NOT APPROVED or (iii) REQUIRES AMENDMENTS.
- 7.7. Review outcomes along with the Research Committee comments will be communicated in writing to new proposal applicants by the Dean of Research.
- 7.8. Feedback shall be provided to all new proposal applicants, whether successful or unsuccessful. In cases where the applicant is not successful, the feedback shall be clear and constructive with a recommendation on whether the project can be resubmitted in the future.
- 7.9. In instances where new proposal applications require amendments and resubmission to the Research Committee; resubmissions will follow the same procedure for evaluation by the Research Committee until it is approved or not approved.

8. Award of grants

- 8.1. Award of grants will be made in writing to new proposal applicants by The Dean of Research.
- 8.2. Approved grants will be awarded when only when the corresponding ethics form has been approved by Ethics Committee and ratified by the Dean of Research.

- 8.3. Successful applicants shall be provided with a clear statement of the terms and conditions pertaining to their award. These include:
- (i) The project assigned code. This is the code used to reference the research project in all future communications with the Research Committee, Office of Research and Grants, Finance, and the Human Resource department.
 - (ii) The project commencement and expiry dates.
 - (iii) Reporting cycles. A six-month report shall be submitted to Research Committee.
- 8.4. The grant recipient shall follow BUID Code of Practice on Research Integrity and Ethics.
- 8.5. Specifically, the grant recipients shall provide accurate records of expenditure.
- 8.6. In instances where grants are in operation take longer time than expected The Research Committee may consider suspension of the eligibility of the research team to submit new applications.

9. Monitoring of projects

- 9.1. The Research Committee will monitor the progress of funded research projects through the Office of Research and Grants through the use of the below forms and in accordance with the stage of the project:
- (i) Progress form (see Appendix 3)
 - (ii) Final Report form (see Appendix 4)
 - (iii) Follow up on publication form (see Appendix 5)
 - (iv) Withdrawal form (see Appendix 6)
- 9.2. All forms shall be filled out and signed by PIs to report on ongoing projects. Any other means of reporting would not be accepted unless authorised by the Research Committee.
- 9.3. Follow up on ongoing projects are required every six (6) months or as stipulated by the Research Committee. It is the responsibility of the PI to keep track of project progress and report progress updates to the Research Committee.
- 9.4. Before submission to the Office of Research and Grants all forms must be checked and signed by the respective faculty dean.
- 9.5. When forms are signed off by the Dean of the faculty, they shall be submitted to the Office of Research and Grants for the approval of the Dean of Research and then presented to the Research Committee for further examination.
- 9.6. The respective faculty dean is responsible for providing comments, initiating, and leading discussions on the progress of their respective faculty research projects at all stages – progress, final, follow up on publication and withdrawal.
- 9.7. The Research Committee would then further review the project progression for the purpose of providing feedback to the PI or research team.
- 9.8. Progress outcomes communicated to PIs or research teams will fall under the following categories:
- (i) SATISFACTORY PROGRESS with the corresponding comments.

- (ii) UNSATISFACTORY PROGRESS with the corresponding comments or
 - (iii) FURTHER DETAILS NEEDED with the corresponding comments.
- 9.9. Project progressions outcomes along with the Research Committee comments and feedback shall be communicated in writing to PIs by the Dean of Research.
- 9.10. For progress outcomes that fall under the category of UNSATISFACTORY PROGRESS or FURTHER DETAILS NEEDED, the Research Committee may request a face-to-face meeting with the PI or project teams for the purpose of further clarification.
- 9.11. PIs and research teams that receive feedback under the category of UNSATISFACTORY PROGRESS or FURTHER DETAILS NEEDED must furnish the Research Committee with the requested information in the time frame communicated.

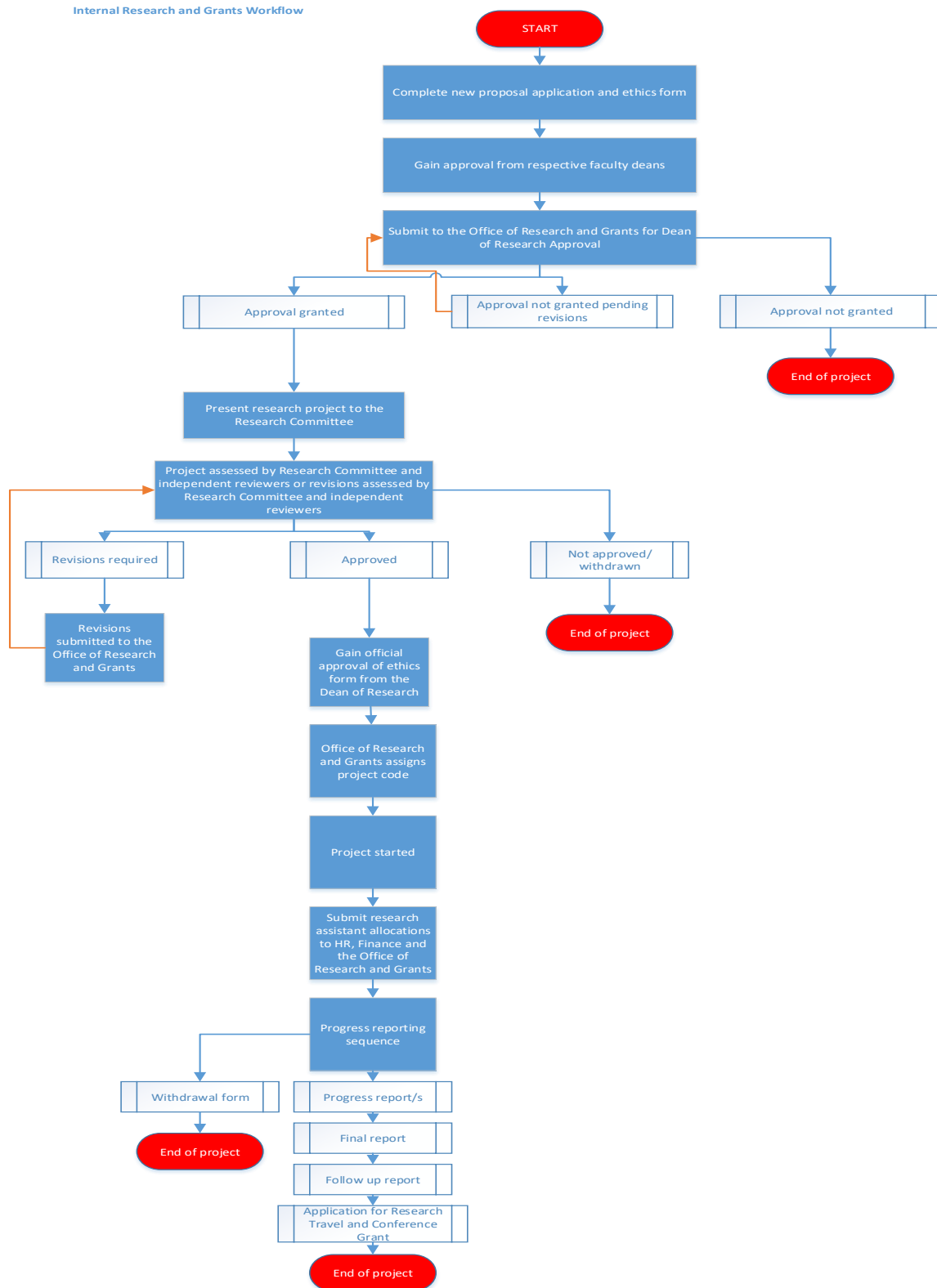
10.Roles and responsibilities of research staff

- 10.1. Principal Investigator (PI): The Principal Investigator (PI) is the project lead and is charged to conduct objective research that generates independent, high quality, and original outcomes. The PI is responsible for the full and holistic management and integrity of the design, conduct, and reporting of the research project and for managing, monitoring, and ensuring the integrity of any collaborative relationships. The PI is to be fully involved in the empirical work at all stages of the research project spanning data collection, analysis, discussion, and publication. Additionally, the PI is responsible for the direction and oversight of compliance, financial, personnel, and other related aspects of the research project and for coordination with faculty, department, and central administration personnel to assure research is conducted in accordance with the policies and procedures of BUIID and sponsoring agencies. The PI shall report to the dean of the faculty.
- 10.2. The specific roles and responsibilities of the PI includes:
- (i) Manage research staff, including co-investigators, lab managers and research assistants.
 - (ii) Coordinate with faculty, department, and central administration to ensure that research grant activities are in accordance with all applicable regulations, policies, and procedures.
 - (iii) Review, prepare, and submit research results to the Research Committee and for publication as required by the Research Committee
 - (iv) Manage and coordinate budgets, administrative elements, and materials, including any subcontracted parts of the research.
 - (v) Submit all required reports to the Research Committee in accordance with policies and procedures.
- 10.3. Co-Principal Investigators (Co-PI): A Co-Principal Investigator (Co-PI) plays a crucial role in collaborative research endeavours, sharing leadership responsibilities with the Principal Investigator (PI). Their roles encompass various facets of project management and execution. Co-PIs typically contribute significantly to the conceptualisation and design of research projects, leveraging their expertise to ensure the project's scientific integrity and feasibility. The Co-PI could take charge of specific aspects of the project, such as data collection, analysis, or overseeing the work of research team members. The Co-PIs role could also involve participation in securing funding, drafting grant proposals, and managing budgetary aspects of the project. Additionally, a Co-PI may represent the project in professional and academic settings, presenting findings, and

fostering collaborations within and outside the research team. Overall, the Co-PI is expected to share responsibility for the project's success, working closely with the PI to ensure efficient coordination, communication, and adherence to project timelines and objectives.

- 10.4. Research Assistants (RA): Research Assistants are hired by the university on a recommendation of the PI to assist in carrying out a particular research agenda. RA roles associated with internal grant projects and funding should normally be given to students and alumni of the University. RAs can be undergraduate or postgraduate students in accordance with the type of project being conducted and level of expertise needed. RAs need to be appointed after the approval of the research proposal.
- 10.5. While research assistants (RA) are expected to contribute in many ways to the research project, typical responsibilities include the following:
- (i) Assist with literature reviews.
 - (ii) Engage in data collection.
 - (iii) suggest interview questions.
 - (iv) Recruit and/or interview subjects.
 - (v) Maintain accurate records of interviews, safeguarding the confidentiality of subjects, as necessary.
 - (vi) Summarise interviews.
 - (vii) Provide ready access to all experimental data for the faculty researcher and/or supervisor.
 - (viii) Request equipment or supplies necessary for the project.
 - (ix) Prepare, maintain, and update website materials.
 - (x) Attend project meetings.
 - (xi) Attend seminars and other meetings as necessary.
 - (xii) Summarise project results.
 - (xiii) Responsibilities beyond the above outlined scope must be discussed with Dean of Research before being assigned to the RA.
- 10.6. Research assistants will not retain any intellectual property rights beyond the scope of their involvement in the research projects.

11.Procedures



12. Appendices

- (i) [Appendix I - Frascati Manual 2015](#)
- (ii) Appendix 2 – New proposal form.
- (iii) Appendix 3 – Progress Form.
- (iv) Appendix 4 – Final Report Form.
- (v) Appendix 5 – Follow up on publication form.
- (vi) Appendix 6 – Withdrawal form.

Document History

Policy Number/Version	Date	Update Information	Approval
(10.7/V01)	Nov. 2024	New Policy – Internal research Projects and Grant	University Council