

## 4.a. Research Support

<b>Subject</b>	Research and Scholarly Activities	<b>Effective From</b>	Sep - 2011
<b>Policy #</b>	4.a.	<b>Latest Revision</b>	Dec - 2023
<b>Title of The Policy</b>	Research Support	<b>Next Review</b>	Dec - 2024
<b>Responsible Entity</b>	Colleges Councils, Scientific Research & Graduate Studies Deanships	<b>Policy Pages</b>	5
<b>Definitions</b>	<b>AAU:</b> Al Ain University		
<b>Purpose</b>	<p>This policy defines the actions taken by AAU top-management to motivate the faculty members to conduct quality research and other scholarly-related activities. As is stated in its mission, one of the university's primary goals is to <i>"build a culture that fosters research and supports faculty members to secure the time, financial support and collaborations to maximize their success in research, scholarship and other creative activities"</i>. To achieve this goal, the university offers research funding to help advance scholarly projects. These funds are granted competitively to faculty members such that these funded projects eventually (after the completion of the funded project) to be submitted for external funding organizations. These funded projects are intended to support research activities which should lead to more competitive research proposals in the future.</p>		
<b>Scope</b>	All faculty members		
<b>Statement</b>	AAU support for research is reflected in all its operations and documents related to the organization, strategic planning, budget allocations, faculty recruitment, workload policies, faculty development support, faculty evaluation, and provision of facilities and equipment		
<b>Procedures</b>	<p><b>Participating in Scientific Conferences</b></p> <p><b>First: Regulations for Conference Participation</b></p> <p>I. The faculty member should have worked at AAU for at least one year.</p> <p>II. AAU's name to appear along with the faculty member's name (researcher).</p> <p>III. The faculty member needs to apply as a sole author for a paper, or to be the main researcher, which is accepted by the conference committee. In case the main researcher cannot attend, only the second author is allowed to participate provided a written approval from the main researcher is available.</p> <p>IV. The faculty member needs to have published (accepted for publication) two research papers in scientific refereed journals during his/her course of work at AAU and carrying AAU's name.</p> <p>V. The faculty member who has finished one year of service at AAU needs to have published one research paper during his/her course of work at AAU and carrying AAU's name.</p> <p>VI. The research paper submitted to the conference must not have been presented at previous conferences or previously published in refereed journals.</p> <p>VII. The subject of the paper needs to fall within the conference topics.</p> <p>VIII. The faculty member cannot participate in an overseas conference (outside UAE)</p>		

more than once in an academic year.

IX. The number of participants for a single conference cannot be more than two from the same academic department with priority given to date of acceptance of each paper.

X. The researcher should present a report on the conference proceedings and recommendations to the College Dean according to the applicable format.

XI. The application needs to be submitted two months before the conference.

XII. The conference must not be held during the final exams period.

XIII. The AAU President decides on cases and/or points not mentioned above.

**Second: Required Documents for Conference Participation**

I. Recommendation letter from the College Dean to the AAU President to sponsor the faculty member at the conference.

II. Recommendation letter from the Department Head to the College Dean to sponsor the faculty member at the conference in question.

III. An application from the faculty member to the Department Head requesting approval to participate in a scientific conference.

IV. Letter of acceptance from the conference to present the paper in the proceedings.

V. Information about the conference (Leaflet, etc.).

VI. The research paper to be presented at the conference.

VII. List of the papers published, or accepted for publication, written by the faculty member during his/her course of work at AAU, carrying AAU's name (Form R4).

VIII. List of conferences in which the faculty member participated during his/her course of work at AAU, sponsored by AAU (Form R5).

IX. Registration fees receipt (if applicable).

X. Make up classes timetable duly signed by the faculty member, Department Head and College Dean.

**Third: Expenses for Conference Participation**

AAU covers the following expenses:

I. conference participation fees (if applicable);

II. a return ticket to the place of the conference (economy);

III. applicable per diem; 1000 AED per day for North America, Europe, Japan, South Korea, Australia, New Zealand, and Hong Kong; 800 AED per day for the rest of the world. The maximum amount should not exceed 10000 AED for North America, Europe, Japan, South Korea, Australia, New Zealand, and Hong Kong, and it should not exceed 8000 AED for the rest of the world.

**Scientific Research Support Fund (SRSF)**

AAU has adopted the "Scientific Research Support Fund (SRSF)" as one of its key principle strategies to contribute to a productive society through the enhancement of Research and Development (R&D). The SRSF's main goal is to fund scientific R&D proposals of excellence -within and across all disciplines that will build capacity and expertise and develop collaborative relationships for AAU researchers. This will definitely invest in the development of a highly skilled, highly productive, and competitive research community and enable AAU researchers to compete nationally and internationally for other competitive research funding.

**Selection Criteria:**

The research proposals will be evaluated by the committee of scientific research in the college. The committee recommendations and decisions will be submitted to the Dean of

Scientific Research and Graduate Studies. The final selection will be made based on the following criteria:

- a. Likely impact of the research on the relevant field of study.
- b. Potential for the research project to offer a basis for extra research support from external agencies/organizations.
- c. Research related to the community.

**Reporting**

By the end of the time period of the funded project, the researcher must submit a final report to the Dean of Scientific Research and Graduate Studies. The report should include all the work that was accomplished and the main findings. Also, a detailed description of the proposal/s submitted to external agencies/organizations as a result of this fund should be included in the report. Any extension or deviations from the original proposal should be stated and clarified.

**Award Conditions**

By the end of the term of the funded project, evidence of at least one published paper in Scopus journal, should be presented to the dean. If faculty fails to produce an acceptance letter during this period, the money granted to faculty will be deducted from the first paycheck.

**Application Requirements**

The online application is available on the website of the Deanship. The application includes the following components:

**a. Applicant Information**

This section includes the contact information of the PI and a list of Co-PIs, affiliation, titles, and duration of the project (not more than one year), disciplinary and specialty of the investigators, and amount of seed money needed for research.

**b. Project Information**

Project title and abstract describing the proposed research project, the research group or enterprise that will ultimately result from this initial effort and an assessment of how AAU's position in the field will be advanced.

**c. Proposal Summary**

The section should contain a summary of the relevant work and literature related to the proposed project topic and show how it will contribute to the advancement of the existing field. Through the summary, the applicant must address clearly how the proposed activities are consistent with the goals of the Deanship of Scientific Research and Graduate Studies at AAU. A timetable for completing these activities and an assessment for further external funding should be indicated in the summary.

**d. Seeking External Support and Publishing a Journal Paper**

A statement of intent to submit a proposal and to publish at least one published paper in a Scopus-indexed Journal as one of the outcomes of the project should be clearly stated.

The intended organizations/agencies for external funding support should be identified with the date of submission and the amount that will be requested.

**e. Current Funding For the Applicant**

The applicant should provide a list of the applicant's current/pending funding for external research support or internal support.

**f. Curriculum Vitae**

A current curriculum vitae for the PI and Co-PIs.

**g. Budget**

Indirect (overhead) costs are not allowed. All items (expenses) in the budget for which funds to be used should be justified.

**h. Team Description**

The role of each PI, Co-PI, and other key personnel mentioned in the proposal should be described.

i. A letter of endorsement from the applicant's dean and chair discussing the

proposal's importance in terms of the selection criteria to be submitted.

j. Extensions may be approved with justification but at no cost.

**Procedures/Guidelines:**

1. A research committee shall be established in each college for the purpose of reviewing each proposal within its college and forwarding recommendations to the DSRGS.
2. The Deanship of Scientific Research and Graduate Studies shall establish a priority schedule for the proposals that have been approved by the University Deanship Council.
3. All members of the University faculty are eligible to apply for grants.
4. The Deanship of Scientific Research and Graduate Studies may support expenses to present at research and scholarly meetings.
5. The Deanship of Scientific Research and Graduate Studies may provide for the preparation of manuscripts for publication and related costs.
6. The purchase of equipment shall be permitted if it is clearly demonstrated that it is critical to a quality research project.
7. The recipient is required to submit a final report to the Deanship of Scientific Research and Graduate Studies upon the completion of the project.
8. A detailed budget should be included with each proposal with the aid of the financial department.
9. For external funding, all contracts/agreements should be signed by the President of the university.
10. Indirect costs and the grant contributions toward indirect costs must be clearly identified in the planned budget.

	<p>11. Any external fund or sponsorship should be approved by the President of the university after the approval of the Dean of the college and the Dean of Research and Graduate Studies.</p> <p>12. Any modifications, renewals and extensions of sponsored contracts must be approved by the President of the university.</p> <p>13. The DSRGS should keep a copy of all funded research proposals.</p> <p><b><u>Scientific Research Incentives System</u></b></p> <p>AAU has adopted a well-designed incentives system in order to encourage faculty members to publish high-quality research in eminent journals continuously. These incentives include a one-time monetary award for each publication in accordance with the rank of the journal. Incentives are based on the quality and the rank of the journal according to the (cite score) applied in the university Scientific Research Incentives System. Therefore, the faculty members are encouraged to publish in first-order journals indexed in outstanding databases (e.g., Scopus, ISI, etc.) and/or issued by leading publishers like Elsevier, IEEE, Wiley, etc.</p>
<p><b>Recent Changes</b></p>	<p>1. The policy has undergone a comprehensive review and update, aligning it with current best practices and standards.</p> <p>2. A meticulous proofreading process was undertaken to enhance the readability of the policy, ensuring clarity and ease of understanding for all readers.</p>