

# AFFILIATION APPLICATION FORM

This document confirms the affiliation of faculty members with Interdisciplinary Research Center (IRCs). The affiliation will allow faculty members to be part of a robust, well-supported, and integrated research platform in which they have better access to collaborators who share with them the same interests and pursuits. The multidisciplinary communities of the IRCs represent a major shift of KFUPM's research model, where the research methodologies will be based on disciplinary insights from different fields. This will create an environment that is built on shared interests rather than shared backgrounds of the researchers resulting into increased productivity and higher capacity to address problem-driven research.

Moreover, the affiliation will naturally foster the offering of more focused, *e.g.*, industry-oriented, courses, thus positively impacting the quality of student education and leading to unique research opportunities for both graduate and undergraduate students. The IRCs are designed to intentionally create considerable overlap between faculty/graduate students at different stages of their research/education careers. Lowering for students and faculty the barriers to team teaching of interdisciplinary courses through strong collaboration with the IRCs is a major value proposition.

## A. Definitions

**Affiliate** is a faculty member granted affiliation with Interdisciplinary Research Center (IRC) to fulfill research goals/objectives upon the Vice President for Research & Innovation (VPRI) approval.

**Guest affiliate** is a faculty member who contribute to one or more centers (IRCs) other than his/her primary affiliated IRC. Guest affiliate contributes technically as Co-I for specific duration to fulfill certain responsibilities upon the recommendation of the IRC director.

## B. Affiliation Process

1. A candidate can either self-nominate or be invited by the IRC Director to affiliate.
2. The invited faculty member submits a formal *Request for Affiliation* and a brief *Research Statement* to the IRC Director to confirm the acceptance of the invitation.
3. To self-nominate, a faculty member submits a *Request for Affiliation* and a brief *Research Statement* for review by the IRC Director.
4. Upon accepting the *Request for Affiliation*, the IRC Director informs the Dean of Research Oversight and Coordination and the relevant department chairperson of his/her decision and concurrence on the responsibilities of the affiliate at the IRC.
5. After the affiliate, relevant chairperson, and the IRC Director sign this document, the office of Vice President for Research and Innovation issues a *Letter of Affiliation* that formally documents the affiliation and states the responsibilities of the affiliate at the IRC.

### **Guest Affiliation Process**

1. Faculty member should discuss his/her contribution with both IRC Directors, i.e. where he/she applies to be a Guest and his/her primary affiliated Center, and sends notification for Guest Affiliation to the Dean of Research Oversight and Coordination ([d-roc@kfupm.edu.sa](mailto:d-roc@kfupm.edu.sa)).
2. Research Office at the Dean of Research Oversight and Coordination will keep track of faculty contribution and recolonize Guest affiliation as Co-I of projects.

### **C. Affiliation Criteria**

1. The candidate must have academic and research profiles that match the IRC's mission and needs (as assessed by the IRC Director).
2. The candidate must show potential to attract excellent graduate students and postdoctoral fellows and to effectively direct their work (as assessed by the IRC Director).
3. The candidate must show commitment to operate in a collaborative research environment towards the IRC mission and model (as assessed by the IRC Director).
4. A faculty member may be affiliated with one IRC only.

### **D. Affiliate Responsibilities**

The affiliation of an academic faculty with an IRC does not entail any release from other regular teaching and service duties he/she has with his/her department. The specific duties and responsibilities of an IRC affiliate include, but are not limited to, the following:

- Leading internally funded research project as affiliate
- Co-leading internally funded research projects as *guest* affiliate
- Leading in building research capability at the University
- Publishing manuscripts in high-impact journals. Affiliation with both academic department and IRC must be stated on all publications and outcomes produced as a result of work linked to the IRC.
- Submitting patent applications and -- when possible -- attempting technology commercialization.
- Attending and engaging in IRC meetings.
- Attracting external grants by developing ideas aligned with the IRC's focus areas, writing proposals, and participating as a principal investigator and/or project manager.
- Attracting quality graduate students and postdoctoral fellows.
- Presenting at local and international conferences and technical meetings.
- Collaborating, interacting, and engaging with other IRC members.
- Observing general research ethics.
- Participating in the organization of technical events.

### **E. Changing Primary Affiliation**

1. A faculty is obliged to remain affiliated with his/her primary IRC for a minimum of two (2) years duration after receiving the official letter of affiliation. The affiliation agreement is renewable for a period of five (5) years.
2. A faculty may only initiate the request to change his/her primary affiliation after the required minimum period and at the end of the academic year in the month of August.
3. Affiliated faculty should inform and obtain the director's approval in writing about his/her intention to early terminate the affiliation agreement with the center. If the faculty and director reach a consensual agreement, a new affiliation form along with a reasonable justification must be sent to the Office of the VPRI or (vpri@kfupm.edu.sa).
4. The faculty's annual research performance will be evaluated by the center director for the entire period he/she has been affiliated with the center.
5. The submitted request to change IRC affiliation is subject to review and approval of the Vice President of Research and Innovation.

### **F. Affiliate Benefits**

IRC affiliates will have access to both competitive (projects) and baseline IRC funding as managed by the Dean of Research Oversight and Coordination and the IRC Director to run internal projects, attract graduate students (PhD level), and project-based postdoctoral fellows. The affiliate will have privilege to access other services provided by the Deanship of Research changed to the center like conferences, editing services, open access journal changes etc.

IRC *Guest* affiliate are not eligible to receive fund as PI but can contribute technically as Co-I and access needed support from the center baseline funding after consulting with the center director.

I, **---insert faculty name here---** of the **Department of ---insert department name here---**, hereby acknowledge that I have read and understand the above-mentioned duties and responsibilities relating to affiliation with the **Interdisciplinary Research Center for insert IRC name here---**.

Signed by:

\_\_\_\_\_  
---insert faculty name here---  
---insert department name here---

\_\_\_\_\_  
Date

\_\_\_\_\_  
---insert chairman name here---  
Chairman, ---insert department name here---

\_\_\_\_\_  
Date

\_\_\_\_\_  
---insert IRC Director name here---  
Director, IRC for ---insert IRC name here---

\_\_\_\_\_  
Date

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