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| RESEARCH PROJECT AGREEMENT FORM |
| 1. This agreement is being made between the **Deanship of Research (DOR)** and the **Principle Investigator (PI)**.This agreement should be submitted in original form to the Research office after obtaining all necessary co-investigators (if any) signatures & department chairman’s/college dean’s, Director of Interdisciplinary Research Center approval **within one-week**.
2. PI must ensure immediate creation of the project on the Fusion ERP system to facilitate follow up and processing of financial issues based on the approved budget as well as the start and end dates.
3. The Project Team declares that the proposed work has not been, in part or in full, published or submitted for publication, nor it has been submitted either in part, or in full, or under different title to any other funding agency. The team also ensures compliance with all research ethics and professional conduct.
4. All post-award requests should be submitted through the Fusion ERP system.
5. Seeking prior approval from the Deanship for transactions, such as
	1. Purchase of material/equipment above SR 1,000
	2. Travel, Scientific trips
	3. Publication support, mandatory page charges, extra page charge
	4. Change of team composition and role
6. It is the responsibility of the PI to inform the DOR **at least a semester prior to his departure** or the departure of any of the team members from the university.
7. It is the responsibility of the PI to have prior coordination with the DOR to assign project management responsibilities to any agreed upon member of the team in the event of leaving University for good or on temporary basis.
8. **Progress Report(s) should be submitted every Six Months or as per the indicated due date(s).**
9. Final Report should be submitted as per the designated end date of this agreement, but no later than **ONE month** from the project completion date and according to the final report submission format.
10. The Deanship reserves the right to withhold payments in case of inordinate delay in meeting the agreed upon deadlines.
11. **Request for any extension to the original approved duration period should be sought before the elapse of the official End Date. An advance request will be necessary for processing by the Deanship since this will affect the final release of the project funds**.
12. The University expects tangible outcomes in terms of journal and conference papers as well as patents etc., as per the final report submission requirement and guidelines.
	1. Final payment will not be released unless the publication conditions mentioned in the guidelines and point-based outcomes are satisfactorily met.
	2. If there are no such outcomes, the DOR may not consider any of the team members’ projects for future funding. DOR also has the right to apply any penalties suitable in such cases.
13. Project outcomes are only those which are
	1. Direct outcomes of the project,
	2. Submitted after signing the contract with the DOR and that,
	3. Clearly acknowledging the project by its number.
14. **As per the University’s regulations, the faculty and researchers during their employment with KFUPM are not allowed to affiliate or express their affiliation to non-KFUPM entities.**
15. **Acknowledgement of the DOR support of the project should be included in all outcomes** (publications, patents, etc.). An example of the acknowledgement is as follows: *“The author(s) would like to acknowledge the support provided by the Deanship of Research (DOR) at King Fahd University of Petroleum & Minerals (KFUPM) for funding this work through project No. xxxxxxx.”*
16. **As per the University’s regulations, multiple acknowledgements to all project outcomes are treated as below** *(Examples of Typical cases and acknowledgements are available at* **https://ri.kfupm.edu.sa/dr/policies/general/multiple-projects-acknowledgement-guidelines***)*
	1. Multiple acknowledgements without grant numbers of non-KFUPM entities is acceptable, however, DOR reserves the right to request justifications for the kind of service/facilities availed.
	2. For grants not administered by KFUPM, multiple acknowledgements can be permitted according to grant agreement; however, the Research Committee has the right to seek justifications. The PI has to declare any external funding not administered by KFUPM.
	3. For (Internal/External funded) grants administered by KFUPM, multiple acknowledgments are allowed with clear justifications. The Research Committee reserves the right to seek justifications.
17. Outcome-Based Compensation Criteria
	1. Progress Report to be submitted every 6 months
	2. Payment for eligible projects will be released upon acceptance of the Progress Report
	3. Release of payment is prorated to the duration of the project.
	4. Final Compensation will be released based on achieving minimum points (**0.4\*duration**) points based on the criteria below:

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| Criteria | Points | Max points |  | * Minimum points for 12-months projects are: **5**
* Minimum points for 18-months projects are: **7**
* Minimum points for 24-months projects are: **10**
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| Journal Publication (Q1) | 5 per paper | No limit |  |
| Journal Publication (Q2) | 4 per paper | No limit |  |
| Journal Publication (Q3) | 2 per paper | No limit |  |
| Journal Publications (Q4) | 1 per paper | No limit |  |
| Supervision of Students | 2 per student | 2 |  |
| Undergraduate Students | 1 per student | 2 |  |

1. In order to utilize **publication support** (mandatory charges/extra page charge), the journal in which the paper is accepted for publication should be listed in **Q1 or Q2**.
2. **Article: Ownership of Intellectual Property**

If any Intellectual Property (IP) or invention results from this funded project, the following conditions shall apply* 1. The Principal Investigator (P.I.) from KFUPM shall disclose the invention to the Innovation & Technology Transfer (ITT) Office by submitting the appropriate documentation via email to iao-dtv@kfupm.edu.sa for the purpose of patent processing.
	2. The KFUPM employee, KFUPM students and Consultant listed as part of the Project Team shall be required to execute a standard Assignment document. This document shall be filed with the relevant government patent office(s) and shall designate King Fahd University of Petroleum and Minerals (KFUPM) as the “Assignee” (e.g., KFUPM will be recorded as مالك البراءة in a Saudi patent or as the Assignee in a U.S. patent). The respective Project Team members shall be listed as the “Inventor” in the filed application.
	3. Any member of the Project Team who is not affiliated with KFUPM acknowledge that the ownership and management of any resulting IP shall be subject to an agreement executed or to be executed between KFUPM and the employer of such individual(s).
1. **Signing by P.I. Substitute is Mandatory**
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| Principal Investigator’s Name | **Department** | **Signature** |
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| RESEARCH PROJECT AGREEMENT FORM |
| Project Type | [ ]  Small/Basic | [ ]  Startup Grant | [ ]  Book Writing |
|  | [ ]  Directed Funding | [ ]  Sabbatical Leave |
|  | [ ]  (Other, Specify)  |
| Proposal Title |  |
| Project Number |  |
| Duration (Months) |  | (As per the approval memo) |
|  |
| Approved Budget (SR.) |  |
| Starting Date | dd/mm/yyyy | **Ending Date** | dd/mm/yyyy |
| **Project Progres Due Date** |
| 1st Progress Report | dd/mm/yyyy | **2nd Progress Report** | dd/mm/yyyy |
| 3rd Progress Report | dd/mm/yyyy | **4th Progress Report** | dd/mm/yyyy |
| 5th Progress Report  | dd/mm/yyyy | **Final Report** | dd/mm/yyyy |
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| DECLARATION BY PROJECT TEAM MEMBERS |
| We certify that the information provided in this Research Project Agreement Form is complete and accurate. We agree to the terms of the respective declarations specified above. |
| Principal Investigator’s Name | Rank | **Department** | **Signature/ Date** |
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| Co – Investigator’s Name | Rank | **Department** | **Signature/ Date** |
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| Consultant/Supervisor Name\* | Rank | **Department** | **Signature/ Date** |
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| \* Applicable only for Local Consultant against Junior Faculty/Under Graduate Student Grant Projects |

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| RESEARCH PROJECT AGREEMENT FORM |
| UNDERTAKING OF PRINCIPAL INVESTIGATOR’S SUBSITUTE |
| I, hereby, undertake to shoulder the responsibilities of the principal investigator, in case of his inability to continue the project. |
| Name of the P.I.’s Subsitute\* | Rank | **Department** | **Signature/ Date** |
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| \* In case there is/are no co-Investigartor(s) of rank Asst. Prof. & above, the P.I. substitue should be signed above by the respective department chairman |
| FINAL APPROVAL | Signature/Seal | Date |
| Department Chairman/College Dean\* |  |  |
| Director Interdisciplanary Research Center (IRC) |  |  |
| \*Applicable only if the Department Chairman is part of the research team |
| Research Support Office |  |  |
| Dean of Research |  |  |
| Vice President of Research and Innovation |  |  |