

**University of Balochistan Research Fund (UBRF)**  
**Guidelines and Procedures**



**Office of Research Innovation & Commercialization (ORIC)**  
**University of Balochistan, Quetta**

2017-18

## **Vice Chancellor's Message**

Basic & applied research and its translation into improved practices, policy and services delivery are vital for the continued advancement of human livelihood and well-being. As University of Balochistan leads research activities being the largest HEI in the province, I am pleased to establish UBRF that will play critical role in supporting the broad range of research activities needed to address current and future challenges of local significance; fostering research uptake through evidence-based guidelines. In all its work, UBRF relies on quality research with commercialization impact through availability of funding to its graduate scholars in order to nurture their scientific achievements during studies at UoB.

I am sure that Dr. Waheed Noor, Director ORIC and his team has the capacity to make UBRF a success story of UoB and sets standards for other HEIs

I believe that researchers of UoB have extra-ordinary potential and establishment of this fund will give them an added advantage to uplift their research outcomes by not only contributing to the state of the knowledge but also contribute towards knowledge economy of Balochistan.

***PROF. DR. JAVEID IQBAL***

## **Director Message**

It is a privilege for me as Director ORIC to launch UBRF, which is envisioned by the Vice Chancellor to support small research projects at university level for not only enhancing research outputs of the University but form basis for large research projects with commercialization viability from national and international donors, preferably, based on collaborative framework.

ORIC aims to strengthen and support research activities and provide guiding policy for quality research environment at university. This initiative will help us to produce quality research at MS/MPhil/PhD level and to strengthen departmental labs.

I acknowledge the efforts of Dr. Muzamil Bukhari, Manager, Research Promotion & Development (ORIC) for helping in great deal to formalize UBRF.

***DR. WAHEED NOOR***

## Preamble

University of Balochistan Research Fund (UBRF), is dedicated to creating an innovation centric research and development ecosystem, compatible to knowledge economy of Balochistan. The UBRF, promotes the view that only incremental innovation can improve the research culture, UoB research outcomes and ranking. Funded proposals are expected to perform research and development that leads to innovation and resulting knowledge economy in the university as well as in the province. We encourage proposals that perform original research as well as leverage results of existing research to develop solutions for important industrial, commercial and social problems.

University of Balochistan Research Fund (UBRF), is intended to provide research grant to PhD faculty members supervising MPhil & PhD scholars where personal or departmental resources have been exhausted. UBRF will also be provided to research group/teams for research projects, which may incorporate two or more departments through new collaborative initiative, creating entrepreneurial opportunities and exploring interdisciplinary domains, having some commercialization aspects.

UBRF grants aims to promote creative interdisciplinary collaborations among researchers across campus. The scope of UBRF research grant incorporate but not limited to:

- For the development, upgradation and strengthening of research laboratories\*
- For Novel & Innovative Research Projects
- For the provision of research equipment / Direct budget support (Software, Datasets, Lab equipment etc.)
- Regional collaboration; regional networking

With the development of S&T, in the last few decades, it has become imperative to look into equipment and experimental setups to be compatible with latest technologies; therefore, we have to harness new scientific endeavors with these sophisticated experimental setups. This fund will provide an opportunity to strengthen departmental/institutional research laboratory, to enhance the capacity of research units within departments/institutes.

## Rules/Conditions for Research Grant

- Funding may be provided for the purchase of equipment, tools etc., after formal approval from Joint Expert Panel (JEP). The equipment must be of a specialized nature, required exclusively for the project and is either not available at, or cannot be spared from, parent department/Institution for the specific project.
- The requested grant shall not exceed PKR 0.4 Millions
- Equipment that is purchased through this fund must be the property of concerned department/laboratory for future use. Such equipment must be useful for new/other projects to be taken up in future.
- PI must be a regular faculty member of UoB holding PhD degree in the relevant field, supervising MPhil & PhD scholars.

- CO-PI may be a faculty member with same academic qualification or any of PI's supervisory enrolled as MPhil/PhD scholar whose thesis has relevance to the project. The synopsis of the scholar must be approved by the AS&RB.
- All purchasing/payments shall be done through prescribed rules of UoB.
- The fund if approved will be provided to the PI to his bank account and the PI shall submit a fund utilization report that shall include original bills, quotations, etc dully verified.

### Items Eligible for Funding

- Research laboratory equipment can be requested in the proposal; however, an evidence that such equipment does not exist or available at the department/university duly verified by concerned head of the department/institute shall be attached with the project.
- Some internal/external laboratories charge fee for experiments.
- Computers/ laptops may not be purchased with this funding. However, dedicated computing devices for extensive data processing to support research may be requested.
- Software tools, datasets, or sample collection expenditure

### Evaluation Criteria

- **Clarity:** Describe in detail the project to be funded. Both the abstract and proposal sections must be written in clear, non-specialized, generalist language as JEP consists of members from departments across the campus. It must be original, not quoted from a graduate student handbook or course syllabus. It is best to be specific about the substance of your (hypo) thesis and its relation to existing literature on your topic.
- **Relevance of project to field/discipline:** How was your research problem selected? What are the major questions and terms in your field related to your project and what are you doing in response to them? How is the project goal important? How can it contribute to advancing knowledge or the state of the art in your area of study?
- **Structure:** There must be a well-developed plan for structuring your work and the costs associated with it.
- **Focused process/outcome:** There must be a clear and focused work process in mind. Costs do not have to be clearly linked to the final product/outcome, but they must be linked to part of a process clearly leading to that final product/outcome.
- **Demonstrated financial need:** You should directly address this criterion in your budget justification by showing all associated costs and where funding is being provided or the sources it is being sought from.
- **Support letter:** You shall seek a letter from the chairperson/director of your department/institute that shall address; how the proposal fits into the departmental requirements and should provide background

information on the need for funding indicating why this funding for required equipment/samples/kits etc is not available to you in the department or from other resources.

**Evaluation Process:**

- ORIC shall do the internal scrutiny of UBRF applications for the completeness of applications; incomplete application forms will be rejected without any further process.
- Complete application forms shall be forwarded to the expert (internal/external subject to availability and time constraint) and concerned chairperson for technical evaluation of the project on the prescribed evaluation proforma. The evaluation reports by both evaluators shall be received at ORIC within 15 working days.
- The evaluation reports are then presented in the meeting of Joint Expert Panel (JEP) for final decision.
- Joint Expert Panel (JEP) shall comprise of concerned faculty & research DEAN, Director ORIC, Manager Research Promotion & Development (ORIC), three faculty members from different faculties & Treasurer.
- UBRF Grants will provide for legitimate research expenses for the purchase of equipment, travel for data collection and feasibility study for high value research and are not a source of stipend or tuition funding. A grant request can be up to Rs.0.4 Million but must be well justified.
- In the justification section of the BUDGET of the proposal, identify the overall budget, indicate current available resources and justify the need for additional resources as reflected in this grant request.
- Funds must be used for those items listed in the proposal budget. If research needs change and you want to make an adjustment to your budget you need to coordinate with Director ORIC & Treasurer to request a variance, prior to spending the funds.

**Technical Evaluation**

**Date of Request:**

**Due Date:**

Title of Project/Proposal: \_\_\_\_\_  
Principal Investigator: \_\_\_\_\_  
Department: \_\_\_\_\_

**Evaluator's Details:**

Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Institution: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email \_\_\_\_\_

**To The Evaluator:** To what degree are you familiar with the proposed topic/project?

*(Mark all that are applicable)*

- I am actively engaged in research and/or developmental work in this specific area.
- I have carried out research and/or developmental work in the past in this specific area.
- I have taught courses in this specific area.
- My experience is in the general area but I have not worked in this specific area.

Other Comments:

**Evaluation Guidelines of Research Proposal**

**Background**

Evaluate the key strengths and weaknesses keeping in view the below guiding points.

a.	Does the literature review describe and covers the specific domain till state of the art and justify its importance?
b.	Does the literature review describe key bottlenecks, scope and limitations associated with the proposed research?
c.	Does the literature review provide succinct information about existing solutions to the key bottleneck and rate limiting factors?
d.	Are challenges and shortcomings in the existing solutions discussed?
e.	Does PI justify need and motivation for the proposed project?
f.	Does the research background summary and references relevant to the proposed project?

**Impact analysis**

c.	Is the commercialization aspect of the project elaborated?
d.	Does the proposed product/solution address the current and future needs of relevant industry?
e.	Does the proposal describe process for technology transfer to potential beneficiaries and utilization by relevant stakeholders?

**Objectives & Research Approach**

a.	Does the proposed approach contain analysis, design, development, implementation and testing plans?
b.	Does the proposed approach include high-level information like block-diagrams/schematics etc. for proposed hardware/software solution?
c.	Is the proposed approach implementable?
d.	Will proposed objectives be achieved through implementing the proposed research and/or development process?
e.	Are deliverables concrete and tangible and quarterly apart?
f.	Are milestones and deliverables aligned with completion of activities of the project?

**Proposed Budget**

Evaluate the proposed budget of the project in accordance with the following guiding points.

a.	Is the request for equipment justified?
b.	Have the specifications for the demanded equipment been provided?
c.	Does the equipment claimed according to the technical tasks involved in the project?
d.	If the project is an extension of another project, has the equipment already purchased and used during previous project (already completed or nearing completion) been catered for while demanding new equipment?

**Resources & Other Requirements**

a.	Is the PI/CPI aware of latest developments in the proposed area?
b.	Has the PI/CPI been working on similar projects in the past?
c.	Does the PI/CPI have published work in the proposed area?



**Technical Final Review**

**Background, Outcomes & Benefits**

Evaluate the efforts of PI in referencing the literature/ research background of the proposed area and assessing current state of the art and challenges associated with it, outcomes and benefits. Your specific comments on the sections' strengths and weaknesses are significant.

**Key Strengths:**

**Key Weaknesses:**

<b>Grade:</b> (check one)	Unsatisfactory	Needs Improvement	Satisfactory	Above Average	Well Above Average
	[ ]	[ ]	[ ]	[ ]	[ ]

**Objectives**

**Research Approach**

Evaluate the methods and approach described by PI as well as objectives of the proposed project. Your specific comments on the sections' strengths and weaknesses are significant.

**Key Strengths:**

**Key Weaknesses:**

<b>Grade:</b> (check one)	Unsatisfactory	Needs Improvement	Satisfactory	Above Average	Well Above Average
	[ ]	[ ]	[ ]	[ ]	[ ]

**Resources & Other Requirements**

Evaluate the above sections, keeping in view the guiding points and rank accordingly. Your specific comments on the sections' strengths and weaknesses are significant.

**Key Strengths:**

**Key Weaknesses:**

<b>Grade:</b> (check one)	Unsatisfactory	Needs Improvement	Satisfactory	Above Average	Well Above Average
	[ ]	[ ]	[ ]	[ ]	[ ]

**Proposed Budget**

Evaluate the proposed budget in accordance with the guiding points and rank accordingly. Your specific comments on the sections' strengths and weaknesses are significant.

**Key Strengths:** <type here>

**Key Weaknesses:** <type here>

<b>Grade:</b> (check one)	Significantly Under Estimated	Under Estimated	Good Estimate	Over Estimated	Significantly Over Estimated
	[ ]	[ ]	[ ]	[ ]	[ ]

**Overall Rating of the Proposal:**

In summary, I rate the proposal as:

Rejected	Resubmit with Revision	Accept with Minor Revision	Accept as it is	Well Above Average
[ ]	[ ]	[ ]	[ ]	[ ]

**Overall Recommendations:**

Recommended for JEP meeting in its current form.

Recommended for revision with the following revisions.

Suggested revisions: <type here>

Not Recommended because of the following reasons:

Similar ideas have already been funded many times.

Objectives are too broad and vague to be achieved realistically.

No focused development approach is presented in the proposed area.

Methods and approach are not satisfactory.

Project structure and design is not devised satisfactorily.

Proposal needs significant improvement to deliver the proposed value in realistic time and budget and thus may be resubmitted afresh if desired

After maximum number of review(s)/re-evaluation(s), the proposal has not yet been recommended for funding by the evaluators.

Others: (Please specify)

<type here>

Date: \_\_\_\_\_ Signature: \_\_\_\_\_