

## Research Policies and Procedures

### **Vision**

The Deanship of Graduate Studies and Research will achieve worldwide recognition of excellence for University of Science and Technology of Fujairah (USTF) graduate programs, research, and scholarly work by providing strategic leadership and comprehensive support to faculty, graduate students, and the external community.

### **Mission**

The Deanship of Graduate Studies and Research is committed to promoting excellence in graduate studies and research through its well-defined policies, efficient procedures and funding mechanisms as well as support for developing effective partnerships and collaborations with academic and non-academic institutions locally, regionally, and internationally.

### **Goals**

- Promote excellence in graduate studies, research and scholarly work.
- Ensure consistency and compliance of all graduate programs with relevant policies.
- Foster a vibrant and stimulating research ecosystem at USTF.
- Increase the number of faculty members publishing in peer-reviewed high-quality journals.
- In collaboration with colleges and departments, define research targets and extend support to achieve these targets.
- Enhance the quality and relevance of existing graduate programs on continuous basis.
- Encourage initiation of new graduate programs reflecting global trends and catering to local and regional market needs.
- Develop and implement an effective internal funding mechanism to provide research grants to faculty in all colleges.
- Provide opportunities to faculty and graduate students to obtain external research grants and nurture partnerships with organizations and businesses.
- Assist colleges in recruiting outstanding graduate students through graduate scholarships and awards from internal as well as external sources.
- Encourage multidisciplinary research among various colleges and departments.
- Enhance the research culture in USTF by organizing annual Research Day and other activities including research awards for outstanding faculty and students.
- Assist colleges in organizing national and international scientific conferences.
- Assist and oversee the operation of College Research Committees in all colleges to promote and encourage multi-disciplinary research activities between colleges.
- Promote the culture of research at undergraduate level.
- Cooperate with colleges in developing joint graduate programs with international academic institutions.

- Develop, periodically assess, and modify policies and procedures to continuously enhance the quality of research and graduate programs at USTF in order to meet international quality standards and achieve excellence.

### **Council for Graduate Studies and Research (CGSR)**

#### **Purpose of CGSR**

The Council for Graduate Studies and Research (CGSR) will be established under the Deanship of Graduate Studies and Research (DGSR) with the mandate of developing policies and procedures for significantly enhancing the quality, relevance, volume, and impact of research carried out at USTF and for enhancing the effectiveness of existing graduate programs and development of new graduate programs. It shall take all necessary steps to promote research and graduate studies at USTF.

#### **Role of Council Members**

The Council members will contribute to achieving the vision, mission, and goals of the Deanship of Graduate Studies and Research. They will play a leading role in promoting graduate studies and research in their respective colleges.

### **College Research Committee (CRC)**

A College Research Committee (CRC) shall be formed in each college. Each college Dean is responsible of the composition of the CRC of her/his college. It shall have at least one member from each department in the college. The purpose of CRC is to take all necessary actions to promote research in the college including internally- and externally-funded research. These actions include development and implementation of procedures for internally-funded research projects, mechanisms for projects evaluation and payment of compensation to researchers for externally-funded projects, establishing and maintaining contacts with external funding sources, spreading awareness among all faculty members about research funding opportunities, providing administrative support to faculty members for obtaining external funds, and continual follow-up of research projects. The CRC shall encourage and support all research activities in the College.

The CRCs shall be responsible for implementing the policies and procedures of the DGSR and CGSR in their respective colleges, evaluation of submitted research proposals, making recommendations to the CGSR to fund the selected research projects, and reviewing the progress and final reports of funded projects. The CRC, under the guidance of the College Dean, shall develop strategic research plan and policy for the college including the research objectives and KPIs. The CRC of each college is responsible for developing clearly formulated and measurable research criteria against which faculty members will be assessed.

### **Research Ethics Committee (REC)**

A Research Ethics Committee (REC) shall be formed under the DGSR to ensure that research work involving human or animal objects follows specified University guidelines. The REC will

develop and apply policies and guidelines in accordance with all applicable national and international standards. These policies and guidelines shall be approved by the Dean of Graduate Studies and Research and the VCAA. The Dean of Graduate Studies and Research shall appoint the Head of REC with the approval of the VCAA.

All research work conducted at USTF that requires ethical approval of the research project must obtain a Certificate of Ethical Clearance (CEC) from the REC before initiating the project. This requirement is applicable to both funded and non-funded projects.

### **Research Conferences Committee (RCC)**

The main task of RCC is to make recommendations concerning participation of faculty members in academic conferences for the purpose of presenting a research paper. The role and functioning of the RCC shall be in accordance with the "Policy on Research Conferences".

### **Research Policies and Procedures**

#### **Policies**

- USTF considers research among the most important responsibilities of its faculty members. It encourages, facilitates, and supports research activities in all disciplines.
- All USTF faculty members are expected and encouraged to conduct research and engage in scholarship as well as publish and share their findings.
- Faculty members can conduct academic or practice-oriented research in their area(s) of specialization and participate in multi-disciplinary research. They can also conduct pedagogic research.
- Each faculty member is expected to publish at least one peer-reviewed research paper per academic year in a journal of high impact factor or high-quality category (such as A\*, A, B, and C) or proceedings of prestigious research conferences. Such classification will be made by the CRC of each college and approved by the DGSR.
- The research performance of faculty will be a key factor in their annual evaluation as well as for their promotion to a higher rank.
- College Deans, in coordination with the DGSR, are responsible for developing and implementing a concrete research plan and a strategy aligned with USTF strategic plan. In coordination with the CRCs, they shall define research objectives for their college and KPIs for measuring the achievement of these objectives.
- Each college shall specify and get approved its research budget. Once the research budget has been officially approved for each college, it shall be transferred to the account of DGSR. The DGSR shall provide the funding for all approved research projects, based on the recommendations of the CRC and the Council for Graduate Studies and Research (CGSR), and approval of the Dean of GSR and VCAA (as applicable). The funding for approved research projects for each college shall be provided from the allocated research budget for each college. The DGSR may also utilize its own budget to promote research at USTF.
- The DGSR shall provide grants for research projects on college-wide competitive basis in accordance with its policies for internal research funding.

- USTF shall support and facilitate Collaborative Research conducted in cooperation with public and private institutions and industry.
- The University, through the DGSR, shall provide assistance to faculty members for obtaining research grants from external sources.
- The DGSR shall develop and implement a Distinguished Visiting Researcher (DVR) program which aims at inviting eminent scholars to give lectures at USTF, and to interact with faculty and students on research projects.
- Researchers shall follow the highest ethical standards in all aspects of their research work. They shall also abide by the applicable confidential requirements.
- Researchers shall abide by the University policies on Intellectual Property Rights.
- In some special cases, the teaching load of an outstanding researcher may be reduced with the approval of the College Dean and the Vice-Chancellor for Academic Affairs (VCAA).
- The College Deans shall submit an annual report on research accomplishments to the DGSR and the Office of Institutional Planning and Effectiveness (OIPE). They shall also submit to DGSR a plan regarding proposed research projects for the next academic year.
- A Research Ethics Committee (REC) shall be formed under the DGSR to ensure that research work involving human or animal objects follows specified national and international standards and guidelines.
- Outstanding researchers will be recognized and rewarded by the University.
- USTF will not tolerate research misconduct including fabrication, falsification or plagiarism in carrying out research or publishing its results.

### **Procedures**

- The DGSR, in collaboration with College Research Committees, will take all necessary actions to promote research at USTF including internally- and externally-funded research. These actions include development and implementation of procedures for internally funded research projects, mechanisms for projects evaluation and payment of compensation to researchers for externally-funded projects, establishing and maintaining contacts with external funding sources, spreading awareness among all faculty members about research funding opportunities, providing administrative support to faculty members for obtaining external funds, and continual follow-up of research projects, etc.
- The DGSR shall form a Research Ethics Committee (REC), at the University level, with well-defined role and objectives.
- The DGSR shall develop a systematic procedure for rewarding outstanding researchers at USTF on a yearly basis.
- Each College Dean, in consultation with the College Research Committee (CRC), will submit research projects planned for the following academic year and accordingly propose the required research budget.
- The DGSR will hold workshops/seminars to spread awareness about research policies and procedures as well as funded research opportunities.

- All support departments including the Office of Human Resources and Office of Finance shall be made aware of the new policies, especially those involving Research Assistants. They shall also be directed to provide full support for promoting research at the University.

## **Policies and Procedures for Internal Funding**

### **Policies**

- USTF will provide funds to support research projects in all colleges on a competitive basis.
- All faculty members are eligible to apply for internal research funds either on individual basis or by forming research groups and teams, including interdisciplinary teams. Priority for allocation of funds will be given to proposals with potential publications in journals of high impact factors or high-quality category (such as A\*, A, B, and C) or proceedings of prestigious research conferences as recommended by CRCs and approved by the Deanship of Graduate Studies and Research. Preference will also be given to projects that are likely to receive external funds in the near future.
- Projects focusing on important research areas for the Emirate of Fujairah, UAE and the Arab region will also have high priority.
- The competition for the award of funds will be held at least once and at most twice per academic year by the DGSR.
- No financial compensation will be provided to faculty members from internal research funds. However, compensation can be provided to students and others working on the funded project as Research Assistants.
- The research funds may be utilized for the purchase of components, parts, software or other resources needed for successful completion of the project, as approved by the DGSR.
- USTF shall provide sufficient budget to the DGSR to cater to the needs of high-quality research projects in all colleges.
- The Dean of Graduate Studies and Research shall have the authority to approve funding for research projects with an upper limit of AED 50,000 per project. The funds will be granted only for projects recommended by the CRCs and the CGSR. The maximum duration for completion of such projects shall be 12 months.
- For research projects with funding requirement exceeding AED 50,000, the Dean of Graduate Studies and Research shall submit a request for funding approval to the VCAA provided that the project has been recommended by the CGSR.
- Funding for research projects with maximum funding requirement of AED 15,000 can be directly approved by the College Deans upon the recommendation of the CRCs. Such projects do not require the approval of the DGSR. The funding for such projects shall be provided by the DGSR upon the recommendation of the College Dean. This funding will be provided from the approved research budget of the college requesting the grant.
- The DGSR will monitor the progress of funded research projects through CRCs headed by the Members of CGSR in their respective colleges.

### **Procedures**

- The DGSR, with input from all members of the CGSR, will develop and maintain a complete mechanism for competitive award of research funds on an annual basis or at most twice yearly.
- Once the mechanism has been established, the DGSR will announce the deadline and procedure for applying for internal research funds.
- The DGSR will follow the specified procedure for evaluation of all submitted proposals.
- The evaluations will be done college-wide by the CRCs.
- Final approvals will be communicated to the Principal Investigator, Head of the Department, and the College Dean by the DGSR.
- The maximum fund for a research project awarded by DGSR is limited to AED 50,000. For projects seeking higher funding amounts, approval of the Vice-Chancellor for Academic Affairs (VCAA) will be sought.
- The Principal Investigator will coordinate with the concerned CRC for utilization of approved funds in accordance with specified procedures.
- The Principal Investigator will be responsible for submitting progress report(s) as well as the final report to the DGSR. The Principal Investigator will also be responsible for closing all accounts related to the internally-funded research project at the completion of the project.
- For research projects with research budget of up to AED 15,000, project evaluation will be carried out by the College Research Committee and the award will be granted by the College Dean for purchase of components, parts, materials, etc. as well as payment to Research Assistants. The College Research Committee shall monitor the progress of all projects awarded by the College Dean.

## **Policies and Procedures for external Funding**

### **Policies**

- All faculty members are encouraged to seek external research funds. Such grants shall be recognized in the annual assessment of faculty members.
- USTF will facilitate the process of obtaining research funds from external agencies or other sources through the DGSR and other offices.
- The DGSR will establish and develop ties with various national, regional, and international funding agencies and organizations.
- The DGSR will inform faculty members about forthcoming research grant opportunities and their deadlines. It will also provide administrative support to interested faculty members to apply for the research grants in accordance with University rules and regulations as well as the requirements of the corresponding funding agency.
- For externally-funded projects, the researchers are eligible to include, if permitted by the funding agency, compensation for their time and effort. The compensation amount can then be included in the proposed budget submitted to the DGSR.

- The researcher(s) can get release time of 3 credit hours in their teaching load per semester, for one academic year, by paying the University, through an external research grant, an amount corresponding to the teaching load, as determined by the University.
- This amount shall be based on the ratio of required release time and the full-time teaching load per semester year for the concerned faculty member.
- USTF has the right to receive compensation to cover direct and indirect expenses related to the project. Such expenses include, but not limited to, the overhead cost for its human resources and facilities. As such, the University can add overhead charges up to maximum 20% of the project budget proposed by the Principal Investigator. This amount will be added in the proposed budget and the final budget will be then submitted to the funding agency.
- The DGSR will be responsible for signing the agreement in accordance with all relevant University policies including intellectual property rights.
- The DGSR shall maintain close links with all relevant centers in USTF in order to provide opportunities for faculty members to obtain externally funded research projects.

### **Procedures**

- The DGSR will develop detailed criteria regarding externally funded projects. Such criteria will ensure that the individual faculty member or a research group seeking external funds has the necessary expertise and access to required facilities and resources to undertake the project and successfully complete it. It will also ensure that the project under consideration is consistent with the mission and goals of the University and has secured the approval of the Research Ethics Committee (REC), if so required.
- The DGSR will prepare appropriate documents and proposal approval forms and provide them to all College Research Committees along with procedures for proposal submission and its evaluation.
- Accepted proposals will be subsequently completed by the researcher or research group in all aspects taking into account the specific requirements of the funding agency and following the financial guidelines of the DGSR. The DGSR, after adding the overhead charges in the proposed budget and carrying out final internal review, will submit the proposal to funding agency prior to the specified deadline.
- The DGSR will initiate and contribute in negotiations between the Principal Investigator and the funding agency.
- Upon award of external funding for proposed project, the DGSR will inform the Principal Investigator, the Head of the Department, College Dean, and all concerned departments.
- A University Research Account (URA) shall be established for all externally-funded research projects. For each project, a separate sub-account will be opened. The subaccounts will be managed by the DGSR in cooperation with the Principal Investigator (PI) for each project.
- The DGSR will ensure that the project is started on time and funds are readily available to the Principal Investigator as and when required in accordance with the pre-defined timeline.

- The DGSR, through the relevant CRC, will monitor the progress of the project comparing it with the specified targets defined in the project proposal.
- At the completion of the project, the Principal Investigator will submit the final report to the DGSR that shall be forwarded to the funding agency.

## **Policies and Procedures for Research Assistants**

### **Policies**

- To facilitate and promote research at University of Science and Technology of Fujairah, researchers and research teams are eligible to hire part-time Research Assistants (RAs) through their internally- and externally-funded research projects.
- The Research Assistants (RAs) could be graduate students, recent graduates, or highly talented senior undergraduate students.
- Senior undergraduate students can also be hired as RAs for research projects directly awarded by the College Dean (for research budget up to AED 15,000), especially in departments that do not offer any graduate program.

### **Procedures**

- The PI and his/her research team are authorized to announce the position, short-list the candidates, and select the RA as per the requirements of the research project and the nature of tasks to be accomplished by the RA.
- The payment to RAs could vary from AED 25 to 40 per hour depending upon their qualifications and experience.
- If the RA is from USTF, the maximum number of allowed working hours is 15 hours/week, after getting the approval of the concerned HOD and Dean.
- The minimum CGPA required for RA position is 3.0 out of 4.0 for recent graduates and undergraduate senior students.
- Undergraduate RAs shall be full-time students either in their final year of studies or they have completed all course work and are engaged in their mandatory internship.
- The appointment of RAs is generally for Fall and Spring semesters. However, they may also be appointed to work during the summer semester upon approval from the DGSR.
- The selected RA shall fill the Research Assistant Hiring Form and the PI shall submit this form to the Head of the CRC.
- The PI will be informed by the Head of CRC after the approval for the specified TA has been obtained from University of Science and Technology of Fujairah Office of Human Resources.
- The payments to RAs will be made after written approval of the PI and in accordance with the University regulations.
- In case of non-satisfactory performance, the RA will be given a written notice by the PI. If there is no noticeable improvement in the performance, the PI can request the DGSR

through the Head of the concerned CRC for termination of the appointment. The RA will be informed accordingly by the DGSR.

- The RA shall abide by all rules and regulations of USTF, including those related to research work, intellectual property, and patents.

## **Deanship of Graduate Studies and Research (DGSR)**

### **Application for Internal Research Grant**

#### **Guidelines**

- Completely fill the below application form and submit it, by the specified deadline, to the Head of your College Research Committee (CRC).
- The duration of the research project should not exceed 12 months.
- The research grant approved by the DGSR is limited to AED 50,000 per project. For higher amounts, the approval of Vice-Chancellor for Academic Affairs (VCAA) shall also be required.
- Research Assistants (RAs) could be graduate students in USTF or other academic/research institutions within or outside UAE, recent graduates, or highly talented senior students. Estimated amount for per hour payment to RAs could vary from AED 25 to 40 depending upon their qualifications and experience. If the RA is from USTF, the maximum number of allowed hours/week is 15, after getting the approval of the concerned HOD and Dean. If the RA is from outside UAE, special permission is required from the VCAA.
- Evaluation criteria will consider, among other factors, the quality of research proposal, required budget, and expected number of publications in journals of high impact factor or high-quality category (such as A\*, A, B and C) or proceedings of prestigious conferences as classified by the CRC in each College and approved by the DGSR.
- Teamwork, inter-disciplinary teams, and teams including members from industry, academic institutions, etc. are encouraged.
- Internal research funding is quite competitive and research funds will be awarded for each college based on uniform evaluation criteria.
- For research proposals requiring clearance from the Research Ethics Committee (REC), kindly attach the approval letter from REC.

## Application Form

**College:**

**Research Duration (months):**

**Research Title:**

**Proposal ID Number:**

(to be assigned by the DGSR)

**Research Type:**    Basic Research    Applied Research    Pedagogic Research

**Research Team Members:**

Researcher	Academic Rank or Designation	Affiliation	Specialization
Principal Investigator (PI)			
Co-Investigator #1			
Co-Investigator #2			
Co-Investigator #3			

**Proposal Abstract and Objectives** (maximum 350 words):

**Expected Research Outcomes** (maximum 300 words):

**Research Methodology** (maximum 500 words)

**Research Contribution and Usefulness** (maximum 300 words) [Main contribution in the field of research]

**How does the research project fit within USTF 2018-2023 Strategic Plan** (maximum 300 words)

**Track Record of Research Team** (maximum 500 words)

[Provide a track record of the researchers involved with regards to the proposed research area. Include some recent references of PI and his/her team related to the proposal research field.]

**Work Plan with Timeline**

[Define main tasks of the research project and completion time needed for each task. The entries shown below are for illustrative purpose only.]

No.	Tasks	Months											
		1	2	3	4	5	6	7	8	9	10	11	12
1	Problem Formulation												
2	Analysis												
3	Simulation												
4	<b>Report Writing</b>												

**Justification for Funding** (maximum 500 words)

[What is the rationale for funding including need for RA (if required)?]

**Requested Funds**

[Please detail the funding requirements for the above proposal, adding additional rows/categories as required. The entries shown below are for illustrative purpose only.]

Items	Amount (AED)
Equipment/Hardware	
Software/Simulators	
Consumable Materials/Components	
Travel for Field Testing or Data Collection	
Research Assistant (specify no. of hours/week and no. of weeks)	
<b>TOTAL</b>	

**Deliverables and Targets**

The Project Progress Report must be submitted after completion of half the project duration. Within one month of the completion of the project duration, a final report shall be submitted to the DGSR through CRC Head.

Expected number of publications in journals of high impact factor or high-quality category =

Expected number of publications in proceedings of highly prestigious conferences =

**Ethical Issues**

Does the project involve samples of animals or humans or it is concerned with other ethical issues that would require special approvals?  Yes  No

If the answer is Yes, please attach the approval letter from Research Ethics Committee (REC).

**Pledge by Principal Investigator (PI)**

If the above proposal is accepted by the Deanship of Graduate Studies and Research and research funds are granted, I affirm that I will settle all accounts related to this research proposal.

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Name of PI

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Signature

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Date

## **Deanship of Graduate Studies and Research (DGSR)**

### **Part-time Research Assistant Hiring Form**

**Guidelines:**

- After obtaining the approval of the DGSR for hiring a part-time Research Assistant (RA), the Principal Investigator (PI) shall get this form completed from the selected RA and submit it to the Head of her/his College Research Committee (CRC).
- The PI will be informed by DGSR after the approval of the selected RA has been obtained from University of Science and Technology of Fujairah Office of Human Resources.
- If the RA is from outside UAE, special permission is required from the VCAA.
- Payment to RA shall be made in instalments as determined by the CRC and in accordance with the University regulations.
- For any further information or clarification, please contact the Head of CRC of your College.

## Application Form

**Proposal ID Number** (as assigned by the DGSR):

**Research Title:**

**College:**

**Expected Start Date:**

**Principal Investigator:**

Name: E-mail:

Phone (office):

Mobile:

**Research Assistant:**

Name: Affiliation: E-mail:

Phone (office):

Mobile:

**Assigned Tasks for Research Assistant (RA):**

[Provide details of specific tasks assigned to the RA that he/she must accomplish within specified period. The nature of tasks could be data collection, analysis, simulation, lab work, etc.]

Number of working hours/week =

Duration (number of weeks) to accomplish the assigned tasks =

Rate (AED/hour) =

Total Amount = AED

**Pledge by Research Assistant:**

I affirm that I will complete all the above-mentioned tasks assigned to me by the Principal Investigator (PI) to the best of my abilities and submit the results to PI on time.

----- Name of Research Assistant -----	----- Signature -----	----- Date -----
----- Name of Principal Investigator -----	----- Signature -----	----- Date -----

Note:

- Attach latest CV of Research Assistant.
- If the Research Assistant is from University of Science and Technology of Fujairah, kindly attach the approval or NOC from the concerned HOD and Dean.
- If the Research Assistant is from outside UAE, kindly attach special permission obtained from the VCAA.

## **Deanship of Graduate Studies and Research (DGSR)**

### **Research Proposal Evaluation Form**

**Instructions:**

- Each research proposal will be evaluated by the College Research Committee (CRC), which is headed by the Member of CGSR representing that college.
- The CRC can appoint reviewers from within or outside the College and USTF.
- The review process shall be completed within one month after the specified deadline for receiving research proposals.
- The CRC shall rank all reviewed proposals in the order of their overall review grades based on the quality of proposed research work, expertise of researchers in the proposed research area, and expected number of publications in journals of high impact factor or high-quality category (such as A\*, A, B and C) or proceedings of prestigious conferences as classified by the CRC in each college and approved by the DGSR. However, the CRC shall also consider the required budget for each proposal and the total budget available when making the final recommendations.
- Any grievance from a PI shall be submitted directly to the Dean of Graduate Studies and Research.

## Evaluation Form

**Proposal ID Number** (as assigned by the DGSR):

**Research Title:**

**College:**

**Principal Investigator:**

**Requested Funding (AED) = Remarks of Proposal Reviewers**

**Evaluation Criteria and Grading:**

For each of the following criteria, the score range shall be from 0 to 5 as follows:

Excellent (5)      Very Good (4)      Good (3)      Fair (2)      Poor (1 or 0)

No	Criterion	Score
1	Clarity of research proposal and its objectives	
2	Feasibility of expected outcomes	
3	Relevance and explanation of research methodology	
4	Significance of research contribution and its usefulness in scientific field and/or to society	
5	Track record of researchers in relation to the submitted research proposal	
6	Rationale for requested budget and how reasonable it is for proposed research	
<b>TOTAL (out of 30)</b>		

**College Research Committee Decision:**

The College Research Committee, in its meeting held on ....., has discussed the proposal, its evaluation by reviewers as well as its overall ranking among submitted proposals, and accordingly decided by a majority vote that:

- Proposal is approved with requested funding of AED .....
- Proposal is approved with modified funding of AED .....
- Proposal is not approved due to the quality/merit of research proposal
- Proposal is not approved due to its lower ranking considering available funds

**Remarks by Head of the College Research Committee (Member of CGSR):**

**Remarks by the College Dean:**

Head, College Research Committee	Signature	Date
College Dean	Signature	Date
Dean of GSR	Signature	Date

## Promoting Quality Research Publications Policy

<b>Policy Name</b>	<b>Promoting Quality Research Policy</b>		
<b>Policy Owner</b>	Deanship of Graduate Studies and Research	<b>Reviewed</b>	Annually
<b>Approved By</b>	Vice Chancellor for Academic Affairs	<b>Approval Date</b>	

University of Science and Technology of Fujairah (USTF) encourages and requires its faculty members to conduct high quality and impactful research in their areas of specialization. The University has taken a number of steps to support its faculty towards achieving this goal. As an additional incentive, the University has adopted a policy to provide financial reward for quality research and its dissemination in reputed journals.

In the initial phase, the financial incentive has been specified for research papers published in Scopus-indexed journals. This policy will become effective starting from academic year 2017-18. The financial reward for faculty members shall be determined in the beginning of the academic year 2018-19 for papers published (or accepted for publication) in Scopus-indexed journals during the period of September 01, 2017 to August 31, 2018 and so on.

### **Policy for Papers Published in Scopus Indexed/Ranked Journals**

For papers published in Scopus-indexed journals, the payment per paper and per author (considering USTF faculty members only) shall be as follows:

SN	Number of USTF Authors (USTF faculty members)	Payment per USTF Author (AED)	Payment per Paper (AED)
<b>1</b>	1	6000	<b>6000</b>
<b>2</b>	2	5000	<b>10000</b>
<b>3</b>	3	4000	<b>12000</b>
<b>4</b>	<b>4 or more (N)</b>	<b>14000/N</b>	<b>14000</b>

In case there are more than four authors and only one of them is from USTF, then the USTF faculty member shall be paid as a single author provided that his/her name is among the first four authors unless the authors' names are written in alphabetical order. Otherwise, the payment shall be made as per above-mentioned calculation for four or more authors.

### **Policy for Book Chapters and Books**

For each book chapter contributed in a publication by a reputed publisher, as determined by the College Research Committee (CRC) and approved by the College Dean and the University, the USTF author(s) shall receive a net amount of AED 4,000. The HOD shall verify that the contents of the book chapter are related to the specialization area of the author(s). For each book published by a reputed publisher, as determined by the College Research Committee (CRC) and approved by the College Dean and the University, the USTF author(s) shall receive a net amount of AED 10,000. The HOD shall verify that the book is written in the specialized field of the author(s).

## Research Conferences Policy

Policy Name	Research Conference Policy		
Policy Owner	Deanship of Graduate Studies and Research	Reviewed	Annually
Approved By	Vice Chancellor for Academic Affairs	Approval Date	

### Chapter 1: General Provisions

#### Article 1

This policy is known as the Policy on Research Conferences.

#### Article 2

The provisions of this Policy shall apply to all faculty members of University of Science and Technology of Fujairah regardless of their ranks.

#### Article 3

This Policy shall come into effect on the date of its approval by the University Chancellor. All contradicting texts shall be abrogated. The Policy may be reviewed upon the recommendation of the Council for Academic Affairs, headed by the Vice-Chancellor of Academic Affairs.

#### Article 4

Each College shall propose its budget for professional development of its faculty including their participation in research conferences and presentation of research papers, and get it approved from the University. The approved budget of each College for participation in research conferences shall be transferred to the Deanship of Graduate Studies and Research (DGSR). The DGSR shall utilize the budget allocated for each College to cover the research conference participation expenses for faculty members from that particular College. This will apply to all Colleges in the University.

#### Article 5

The Vice-Chancellor for Academic Affairs (VCAA) has the authority to approve participation of a faculty member in a research conference upon receiving the recommendation made by the Dean of Graduate Studies and Research. The Dean's recommendation shall be based on the recommendation of the Research Conferences Committee (RCC), which is formed by the Dean of Graduate Studies and Research and approved by the VCAA.

#### Article 6

Faculty members interested in presenting their papers at research conferences shall submit their request to their Head of Department (HOD). The HOD shall form an ad-hoc committee to review the paper and give its recommendation, along with a brief review report, considering the quality of the submitted paper and the reputation of the conference. The HOD shall present the paper along with the review report and recommendation of the ad-hoc committee in the next Departmental Council meeting. The HOD will then submit the participation request to the College Dean along with the recommendation of the Departmental Council and the review report of the ad-hoc committee.

#### **Article 7**

The Dean shall present the participation request, the review report, and the recommendation of the Departmental Council in the next College Council meeting. After getting the recommendation of the College Council, the Dean will submit the request to the Deanship of Graduate Studies and Research. The submission shall include the following:

- A completed application form for participation in a conference.
- Proof of paper acceptance from the conference organizer.
- A copy of the accepted research paper.
- Review report of the ad-hoc committee.
- Recommendation of the College Council.

#### **Article 8**

- The applicant shall have completed at least one year at the University as full-time faculty before applying for approval to be funded for presenting a paper in a conference. However, in exceptional cases, the Dean may recommend an applicant who has not yet served USTF for one complete year.
- An applicant may not be funded to present a research paper in a conference that is held outside UAE more than once in an academic year. However, in very special cases, the Dean may recommend a faculty member to participate twice per academic year provided that sufficient budget is available for other eligible applicants to avail at least one participation per academic year.
- A faculty member may also be permitted to attend a conference more than once in an academic year if he/she is invited as a keynote speaker and his/her expenses are totally borne by the conference organizers, provided the approval is obtained from the HOD, College Dean, and the Dean of Graduate Studies and Research.

#### **Article 9**

Requests for attendance-only participation (without the submission of a research paper or keynote speech) or participation in some professional events, workshops, etc. shall be submitted by the College Dean to the USTF Delegation Committee, headed by the VCAA, for its approval. The DGSR shall only be concerned with presentation of papers in research conferences.

#### **Article 10**

USTF faculty member may not participate in a conference when his/her presence at the University is deemed necessary by the HOD and Dean. Such cases may include the following:

- Visit of an academic accreditation team to the faculty member's department.
- Students' registration periods.
- Examination periods.
- During summer semester if the faculty member is teaching a course.

#### **Article 11**

In case of multiple applications for participation in the same conference and lack of sufficient funds, selection shall be made by the Dean according to the following conditions and order of priority:

- Applicant's area of expertise in relation to the conference theme.
- Applicant carrying out organizational duties at the conference.
- Applicant with least recent conference participation.
- Applicant with partial external funding.

In case of multiple simultaneous applications for participation in different conferences and lack of sufficient funds, the Dean shall give priority to conferences that are more relevant to the research areas of interest for the College and its future research projects.

#### **Article 12**

If a conference is postponed after a participation mandate has been issued, the applicant is allowed to attend the same conference on its newly announced dates after notifying the Dean of Graduate Studies and Research and submitting the documents of conference postponement and its announcement of new dates.

If a participant is denied entrance to a host country, he/she is allowed to apply for participation in another conference in the same academic year.

#### **Article 13**

The HOD and Dean shall emphasize on the quality of participation and shall perform an assessment of the quality of participation based on a report submitted by the participant after attending the conference.

### **Chapter 2: Evaluation Criteria**

#### **Article 14**

The Research Conferences Committee (RCC) of DGSR shall use the following criterion to determine the eligibility to participate in a conference and present the research paper:

- The conference is organized, sponsored or supported by well-known professional organization or association.
- The conference has good reputation in the specialized discipline and it is listed in the database prepared by the College Research Committee (CRC) and approved by the College Dean.
- The papers published in the conference proceedings will be indexed by reputed sources, as determined by the Research Conferences Committee (RCC) of DGSR.
- Preference will be given to applicants who have not benefited from an earlier University authorization to participate in a conference in the same academic year.

### **Chapter 3: Financial Allocation**

#### **Article 15**

The funding approved for presentation of a research paper shall cover the following:

- A return airfare ticket from the UAE to the conference host country. The ticket shall be of the same class as the faculty member's contractual airfare allocation.

- Conference registration fee.
- Visa fee, if paid by the participant.
- Daily expenses for the duration of the conference. Funding covers up to three conference days in addition to two travel days (departure and arrival).
- Participants receive 50% per diem if the organizing host provides accommodation.

#### **Chapter 4: Participation Decisions and Grievances**

##### **Article 16**

- Decisions relating to conference participation shall be made by the VCAA upon the recommendation of the Dean of Graduate Studies and Research (GSR). The recommendation of the Dean of GSR shall be based on the recommendation of the RCC.
- The RCC recommendation shall depend on the available fund allocated for conference delegation in the college.
- The Dean of Graduate Studies and Research shall always submit his recommendation to the VCAA regardless of whether the decision is for approval or rejection.
- Any grievance regarding the decision of the Deanship of Graduate Studies and Research shall be submitted by the concerned faculty directly to the VCAA.
- The VCAA may form an ad-hoc committee to review the grievance or directly make a decision. The decision made by the VCAA shall be final.

#### **Chapter 5: Duties of Funded Faculty Member**

##### **Article 17**

- A faculty member funded to attend a conference represents the University and is therefore responsible for communicating a positive image of the University by making an impressive presentation based on high-quality research, and commitment to UAE as well respect to the ethical values of the host country.
- A faculty member funded to attend a conference shall, upon his/her return, submit the following to the College Dean:
  - Report on participation
  - Copy of the passport with entry and departure stamps or copy of boarding passes
  - Copy of the conference paper
  - Registration receipts (if any)
  - Visa fee receipt (if paid by the applicant)
  - The College Dean shall submit the above documents to the Dean of Graduate Studies and Research for reimbursement of requested funds.

#### **Chapter 6: Self-Funded Participation**

##### **Article 18**

- A faculty member may apply for participation in a conference at his/her own expense.

- For self-funded conferences, the approval of the HOD, College Dean, and the Dean of Graduate Studies and Research is required.
- The self-funded faculty member shall be granted paid leave for up to a maximum of three days, in addition to two days for travel.
- The participant shall be entitled to all non-financial benefits provided for in this Policy, and shall commit to all the obligations stipulated in this Policy
- The Dean may allow reimbursement of conference registration fee for a self-funded participant.

## **Chapter 7: Participation in Thesis Jury**

### **Article 19**

- A faculty member may, with the consent of the HOD and Dean, participate in a thesis jury to assess Master's or Doctoral theses, either within or outside the UAE. The Dean of Graduate Studies and Research shall be notified thereof.
- The faculty member participating in a thesis jury shall be entitled to one day of paid leave when the thesis defense takes place in the UAE, and to three days of paid leave when the thesis defense takes place outside the UAE.
- The participant shall be entitled to all the benefits provided for in this Policy, except for the financial allocations set forth in 5.3.

## **Chapter 8: Domestic Conferences**

### **Article 20**

The College Dean, upon the recommendation of the HOD, may permit faculty members to attend conferences held in the UAE. In such cases, the College shall bear the conference registration expenses. Also, if the faculty member is presenting a paper at domestic conference, he/she is entitled to hotel accommodation of up to two nights provided the conference venue is located at a distance further than 100 kilometers from the University.

## **Chapter 9: Role of the Office of Public Relations**

### **Article 21**

The Office of Public Relations at USTF shall make the necessary arrangements to facilitate attendance of approved participants at the conference. To that end, the Office of Public Relations shall:

- Assist the participant in obtaining an entry visa (if required).
- Make booking arrangements and issue air tickets.

## **Chapter 10: Decision Authority**

### **Article 22**

The VCAA shall decide on all cases not provided for in this Policy

## **Appendix**

- Application Form for Attending a Research Conference
- Per Diem Claim and Fees Reimbursement Form

- Research Conference Participation Report

### **Application Form for Attending a Research Conference**

Please read the pertinent regulations in Policy on Research Conferences before submitting the application for attending a research conference.

**Personal Details**

<b>Name</b>	
<b>Academic Rank</b>	
<b>USTF ID #</b>	
<b>Email address</b>	
<b>Mobile number</b>	
<b>College</b>	

**Conference details**

<b>Name of conference to attend</b>	
<b>Place of conference (city, country)</b>	
<b>Conference duration dates</b>	
<b>Conference website</b>	
<b>Title of accepted paper</b>	

**Financial details**

<b>Estimate of return air tickets</b>	
<b>Registration Fees (if any)</b>	
<b>Visa fees (if any)</b>	
<b>Estimated Per diem</b>	
<b>Total</b>	

**Previous Conference Participation Funded by USTF**

<b>Last conference attended (funded by USTF )</b>	
<b>Title of paper presented in last conference</b>	
<b>Attendance dates of last funded conference</b>	

**Note:** Please attach a copy of accepted paper and the letter/email of acceptance.

I hereby confirm that the above details are correct to the best of my knowledge.

Signature of Applicant: ..... Date: .....

## Per Diem Claim and Fees Reimbursement Form

<b>College:</b>	
<b>VCAA's decision number and date:</b>	
<b>Conference name</b>	
<b>Title of presented paper</b>	
<b>Name of Proceedings where the paper is published</b>	
<b>Registration Fee</b>	
<b>Visa Fee (if paid by the presenter)</b>	

**Was the airline ticket provided by:**

**The University**

**The Organizer**

**Others**

**Specify .....**

**Was the hotel booked by the USTF Office of Public Relations:      Yes**

**No**

**Were accommodation and allowance provided by:**

**The University**

**The Organizer**

**Others**

**Specify .....**

Signature: .....      Date: .....

**Please attach the following:**

- A copy of the VCAA's decision letter
- A copy of the passport with exit and entrance stamps or boarding passes
- Receipts of conference registration/ visa/ others (if any)
- Conference participation report and a copy of the presented paper

## Research Conference Participation Report

Please attach a copy of the paper as it appeared in the Conference Proceedings.

<b>Name of Participant</b>	
<b>Conference</b>	
<b>Conference Dates</b>	
<b>Country</b>	
<b>Conference Organizer</b>	

<b>Title of Presented Paper</b>	
<b>Presentation Mode (Oral, Poster)</b>	
<b>Date of Departure from UAE</b>	
<b>Date of Arrival in UAE</b>	
<b>Abstract of Research Paper</b>	

Signature: ..... Date: .....