



# UNIVERSITY OF OKARA

Ph: 044-2552399, Fax: 044-25282266, <http://www.uo.edu.pk>

## SOPs for Research Project Grant

- i) All regular (BPS/TTS) faculty members can submit more than one research project but one faculty member will receive funding for only one research project (of their choice) in a fiscal year.
- ii) Total Funds request should not exceed to an amount of
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|---|----------------|
| Professor/Admin Staff (BPS-21)                                | Rs. 3,00,000/- |
| Associate Professor / Admin Staff (BPS-20)                    | Rs. 2,50,000/- |
| Assistant Professor Lecturer / Admin Staff (BPS-19 and below) | Rs. 2,00,000/- |
- iii) The faculty members / Staff serving on deputation / contract for one or more years can submit their project for research grant independently. However, the faculty members serving on short contract (six months contract- Visiting faculty / IPFP is not eligible in any case) and can submit a project with a regular faculty members as co-investigator and submit an undertaking (on Stamp Paper Rs.100/-) that he/she will: adjust the amount within one fiscal year after allocation of the research project grant; will return permanent equipment, computer, printer etc to the concerned department; and will publish a paper based on the project. The respective head of the department will ensure research project completion and grant adjustment in case a contractual position faculty member leaves the University.
- iv) Principal Investigators retiring in the same fiscal year will not be entitled to receive research project grant.
- v) Approval of grant for the next research project will be contingent upon:
- submission of project completion report to the committee.
  - adjustment of grant to the Treasurer Office, verification by the Audit Department and the report to be submitted to the Committee by the Treasurer Office.
  - Publication (publication must be affiliated with University of Okara) of a paper in an impact factor or HEC approved Journal (maximum within two years after receiving the grant).
- vi) Principal Investigator will be able to utilize research grant: Research publication charges and to purchase permanent equipment, chemicals, materials, glassware, computer, laptop, printer, scanner or any other equipment related to their research project and justification to purchase equipment should be provided by the faculty / admin member. The faculty member will not re-purchase the same equipment / items / devices up to the next three years. The said equipment/item must be entered in the respective department/centre/institute/college's stock register soon after the purchase and returned / handed over to the concerned Department as a departmental property after completion of the project.
- vii) The permanent equipment, computer, printer etc will be returned to the concerned department/university if the PI will leave the university.
- viii) The Principal Investigator can appoint Research Assistant if required depending on the nature of the research project @ Rs.7,000/- per month maximum up to six months. The qualification of the Research Assistant to be appointed by the Principal Investigator should be MA / M.Sc / BS (4-Years) in the relevant field/subject. The payment of remuneration to Research Assistant will be



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made by the Principal Investigator through cheque and formal appointment letter will be issued to the Research Assistant by the Principal Investigator.

- ix) The Principal Investigator can utilize up to 10% from the allocated grant of research project for contingencies.
- x) The submission of research projects for grant after the deadline (as may be fixed) will not be considered.
- xi) The projects will be evaluated and decision will be communicated to the Principal Investigator within a month of the submission.
- xii) Principal Investigator will be required to submit project completion report to the committee and grant adjustment to the treasurer office. The treasurer office will apprise the committee on status of grant adjustment in writing.
- xiii) Utilization of the research project grant would be in accordance with / in line budget proposal.
- xiv) The Treasurer office will issue a certificate for adjustment of the amount of research project grant by the Principal Investigator and provide a copy of the same to the Committee.
- xiv) The grant will not be approved on submission of student synopsis.
- xvi) The research project requiring building infrastructure will not be entertained.
- xvii) The faculty members/staff on study leave during the said fiscal year will not be entitled for research project grant.

