



# FACULTY R&D REWARD and PROJECTS CONSULTANCY POLICY

## Document Control

### Document Information

Details	
Title	Faculty R&D Reward and Projects Consultancy Policy
Code	GIFT/REG/R&D
Creation Date	April 12, 2017
Author(s)	Registrar Office
Initial Version	1.0

### Document Revision History

Updated By	Description/ Changes Made	Reviewed By	Versi on	Approved Date	Approved By
Registrar Office and HR Department	Original	Rector	2.0	23-10-2019	Board of Governors
URC		Dean ORIC	2.11	14-08-2021	
Registrar Office/ Director Academic Operations	Updates/Revisions	Rector	2.xx		

### Preamble:

GIFT University was born with a vision to bring a visible change in society. On one hand where this vision is being realized by delivering quality education to the youth of the region, it is also equally important that the University contributes to the social and economic uplift through quality research which is recognized by the regional industry as well as the society at large.

Since GIFT is located in the Golden Triangle, which is an important industrial hub of Pakistan, the research output produced by the institution has to have a strong applied research focus in order to be beneficial for the industry and the society.

The objective of this policy is to promote quality research at GIFT University through a robust recognition and reward system.

### **Objectives:**

To encourage the faculty members to:

- get themselves involved in R&D activities
- bring original research ideas and pursue with rigor
- work on ideas that have commercial value and social impact
- work on applied research proposals, projects and publications and
- work on funded projects that bring insights on social and industrial problems;

To recognize and reward:

- originality and rigor in research
- applied research for social impact and commercial value

The following reward or incentive policy is for the academic year 2021-23 with effect from 1<sup>st</sup> November 2021 till 30<sup>th</sup> October, 2023. The policy encompasses only permanent faculty members of GIFT University).

### **Establishment of University Research Committee**

A University Research Committee (URC) is being formed to strategize and implement this policy. The broad TORs of URC are as follows:

#### **ToRs**

- To have an oversight of research strategy at the faculty level;
- To establish and promote models of good practices of applied research at faculty level, and to ensure that all faculties and departments have suitable structures in place;
- To advise departments on the strategic use of available resources to them and receive reports from departments on their research outcomes;
- To formulate policies on all research and development (R&D) related matters which impact on the strategic objectives of the University.
- To review and recommend research rewards against the publications of faculty of GIFT University.
- Custodian of the Research output of the University

The Objectives, Responsibilities and Operating mechanism of URC is annexed in **Annexure 2**

## **Reward Models:**

The following two models describe the benefits that a permanent faculty member of GIFT University can expect for engaging in research activities during service;

**Incentive Model-1: Monetary Benefits.** Any faculty member who publishes research, can apply for monetary incentive as per eligibility rules and application process laid out in this policy.

**Incentive Model-2: Reduction in Teaching Workload.** A faculty member may qualify for reduction in teaching load with the recommendation of URC (including Respective Dean and, HoD), if he/she intends to publish research paper(s) or get involved in funded project(s) as Primary Investigator (PI) in an academic year. This reduction in teaching load cannot be claimed after the end of research activity. This reduction per academic year may be up to the maximum limits defined in the below grid:

	<b>Faculty Designation</b>	<b>Max Load Reduction per Academic Year</b>
1	Lecturer	3 Courses / Sections
2	Assistant Professor	3 Courses / Sections
3	Associate Professor	2 Course
4	Professor	No Reduction

e.g. An Assistant Professor could get a maximum reduction of 3 courses out of a total load of 8 courses in his annual teaching load.

To qualify for a reduction in teaching load, the faculty member will have to justify either of the following:

- a) A clear description of deliverables of the research activity / funded project along with timelines and at least two milestones to monitor and evaluate progress during execution.
- b) His / her research activity / funded project requires time commitment which cannot be met with his regular teaching load.
- c) His / her research activity / funded project will be beneficial to University in achieving its research goals and social / economic impact.

FM will submit his application for reduction in teaching load to his respective Dean for evaluation in next URC meeting using **Annexure 6**.

In such a case the maximum financial award would be half of what he/she was supposed to get otherwise. The above Model 2 is applicable for the research activity / funded project that has a principle approval from the relevant department / funding authority and may not be claimed after the completion of the research activity / funded project.

In case the FM is unable to deliver the results outlined in Point 'a' above, the faculty member will not be entertained for any future application under this policy. It would be expected that for any future research activity, the faculty member carries out the research along with his normal teaching load. Moreover, the research performance of each FM would reflect in the annual performance. The progress monitoring and feedback of FM will be carried out by secretariat of the relevant Dean.

### **Reward Criteria for Funded Projects:**

The University shall follow **70-30% model**. After all cost deductions, 70% of the revenue earned in the project, would go to the faculty and 30% to the University. The cost may include infrastructure cost, equipment, electricity bill, traveling, food, HR, etc. A faculty member may be given reduction in course load subject to recommendation by URC and approval by the Rector under Incentive Model 2 mentioned in reward models.

The faculty member bringing a funded project may apply to URC in writing for incentive under model 2 in case he cannot handle the funded project along with his other commitments.

### **Eligibility Rules:**

1. The faculty must be a permanent member of GIFT University.
2. The publication of research should be within a year in which the reward is being claimed.
3. A publication must be at least in a W, X or Y subject sub category as per HEC Journal Recognition System OR in an internationally recognized Scopus indexed Research Journal with an impact factor of more than 1.
4. A reward may be given to a faculty member for up to a maximum of two publications per year.
5. In case of more than one authors from GIFT University in a publication, the designated reward shall be divided amongst them equally with no consideration of their place in the authorship string.
6. Papers with authors from other institutions will only be considered for reward if the Principal author is from GIFT University. The reward will be given to authors from GIFT University only.
7. Papers having more than 05 authors will not be considered under the Incentive Award Scheme.
8. The amount of research rewards shall be decided according to the Grid in **Annexure 4**

9. The university can reward Rs. 300,000 (max) per year to a faculty member for his/her publications activities. However, the faculty may avail additional funding from external resources for development of projects, trainings, consultancy, etc.
10. The above-mentioned rewards or funding support would be subject to the availability of budget under R&D Head and subject to approval of the Rector on the recommendation of URC.
11. Research papers against which publication charges have been paid by the University will not be eligible for complete award. The publication charges will only be applicable for papers which are being published in recognized list of journals as per HEC and with the approval of URC. The balance amount due after publication charges may be paid. In this case the reward may be paid upon acceptance of the paper for the support of the author.

### **Application Process:**

For any of the reward request by the faculty, the following documents are required to be submitted to University Research Committee through the relevant Dean as per the need of the request:

1. Application form as per **Annexure 1**
2. Accepted paper along with its acceptance proof from the organizer/publisher.
3. Proof of JPI impact factor/HEC Category (if the paper falls in Journal category); the proof document needs to be verified by GIFT Librarian.
4. Copy of the final accepted paper (Journal).
5. For funded projects, submit proof of acceptance letter from the funded agency along with copies of project proposal and budget document.

**Disclaimer:** The University reserves the right to add, amend or revoke any of the contained rules, policies, regulations and instructions with or without notice and with immediate effect and without any indemnity or liability for the applications in process or research in pipeline.

**Annexure 1**

**Application form for Research Evaluation under Reward Model 1**

Name of Applicant/Principle Investigator: \_\_\_\_\_

Secondary Investigators: \_\_\_\_\_

Department / Faculty: \_\_\_\_\_

Phone & Email: \_\_\_\_\_

Title of Study: \_\_\_\_\_

\_\_\_\_\_

Year of Publication: \_\_\_\_\_ Journal: \_\_\_\_\_

**Abstract:** (Please use suitable space)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Originality of Idea:** (Please use suitable space)

---

---

---

---

---

**Rigor:** (Please use suitable space)

---

---

---

---

---

**Social Impact:** (Please use suitable space)

---

---

---

---

---

**Commercial Value:** (Please use suitable space)

---

---

---

---

---

I certify that the above information is true to the best of my knowledge. I am the true owner of the intellectual property of this research. I have neither applied for nor obtained any other kind of reward against the above research. I also certify that this research output meets the eligibility guidelines as per applicable policy.

**Applicant Signatures:**

**Date:**

**Submission Checklist:**

<b>S.No.</b>	<b>Document</b>	<b>Submitted</b> √
<b>1</b>	Application form	
<b>2</b>	Accepted paper along with its acceptance proof from the organizer/publisher	
<b>3</b>	Proof of JPI impact factor/HEC Category (if the paper falls in Journal category); the proof document needs to be verified by GIFT Librarian	
<b>4</b>	Copy of the final accepted paper (Journal)	
<b>5</b>	For funded projects, submit proof of acceptance letter from the funded agency along with copies of project proposal and budget document	
	<b>Any other Documents deemed important for evaluation</b>	



## Annexure 2

### University Research Committee (URC)

#### Objective

The Committee shall implement and manage research activities in line with the Key Performance Indicators (KPIs) set out by the University. The Committee shall recommend the R&D rewards to the Rector for final approval. The Committee shall also be responsible to recommend updates to Faculty R&D Research & Projects Consulting policy. The Committee shall report to Rector for all its activities. The University Research Committee (URC) is the custodian of repository of Research and scholarly material developed by the faculty of the University.

#### Responsibilities

- To facilitate the necessary platform for proper functioning of research activities throughout the University.
- To review external and internal research grants in accordance with the R&D policy.
- To review research publications to ensure that the requisite research standards and quality criteria are being met, and then recommend them for reward, as per policy.
- To screen and recommend applications for reduction in teaching load as per policy.
- To confirm that the HEC defined criteria has been met against the paper publications and the paper has been placed in one of the defined categories.
- To help identify equipment and research services for wider benefit to the faculty.
- To provide support for faculty-wise postgraduate activities.
- To issue “Letter of ethical clearance” to authors from GIFT University for publication of research.

#### Membership

No.	Members	Details
1	All Deans	Relevant Dean will chair URC meeting. At-least One Dean to be present in meeting.
2	DEAN/DIRECTOR ORIC	Permanent Member
3	Faculty Member	With a sound active research track and if possible, from the department whose proposal is to be evaluated
4	Relevant Industry Expert	Co-opted member
5	Director Library or his nominee	Responsible for repository of Research output / electronic portal
6	Registrar or his nominee	Secretary

One *Faculty Member* (FM) will be nominated by the Dean from each department for evaluating the relevant proposals / research material. FM (must be PhD) and must be an active researcher and publishing in renowned impact factor journals. In case FM with the required credentials is not available, the Dean may nominate FM from another department with closest relevance to the subject fulfilling the above criteria.

The *expert/co-opted member* can be nominated by the chair to provide input into relevant subject matter. The nominee may be a faculty member of the same area for which the committee proceedings are being carried out having an active research and/or project development participation with at least one research impact factor publication in the past two years or active project development experience in the industry. The expert may only be involved for the review of the relevant proposals / research publication.

Each research proposal or output will be evaluated by four evaluators.

1. Relevant Dean
2. Dean / Director ORIC
3. Faculty Member (as defined above)
4. Relevant Industry Expert / Co-opted member

Evaluators will use form in Annexure 3 for evaluation of the submission. The average score of the four evaluations will be used to recommend the reward of the faculty member based on the recommendation grid in Annexure 4.

Rector will be the authority to approve the reward for the faculty member. Annexure 5 will be used by the URC Chair to send advice note to Rector for approval. The decision of Rector will be notified to the applicant accordingly.

The Dean of a faculty will have the power to call a meeting of URC considering the convenience of all members.

**Guidelines on Scoring for evaluators:**

It is mandatory for evaluators to support their scoring with detailed comments. These comments may be shared with the applicant if needed for feedback.

A zero rating on any criteria means that the dimension is largely ignored or nonexistent in the publication. A score of 1 to 2 would need justification for the publication to contain the dimension. A publication in a 'W' rated Journal of HEC cannot score more than 2 points in the first two dimensions of Annexure 3. A score of 3 would mean a reasonable level of knowledge has been produced by the research on the dimension. The justification could come from internal and external sources / citations. Score 4 and 5 could only be given for publications of international impact / stature / value.

### Annexure 3

#### Template for evaluation of Research Publication

Principal Investigator: \_\_\_\_\_

Secondary Investigators: \_\_\_\_\_

Title of Proposal / Research: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

Application meets all eligibility and formatting guidelines.      Yes                      No

<b>Rating Criteria:</b>	Low					High
<b>Originality of Research Idea:</b> A research that produces new knowledge instead of summarizing what is already known in a new form. It may include observations, experiments, new approaches to solving existing problems, etc.	0	1	2	3	4	5
<b>Comments: Mandatory</b>						
<b>Rigor:</b> The detail, depth and trustworthiness of data collection, analysis and interpretation. The reliability and validity of outcomes of the Research.	0	1	2	3	4	5
<b>Comments: Mandatory</b>						
<b>Social Impact:</b> The Proposal / Research has (potential for creating) a Social impact. A higher weightage is for cases of local impact that is measurable and visible with evidence.	0	1	2	3	4	5
<b>Comments: Mandatory</b>						
<b>Commercial Value:</b> The Proposal / Research has a clear commercial value. The outcome of research is valuable for a third party who would commercially benefit by using the finding of the proposal / Research.	0	1	2	3	4	5
<b>Comments: Mandatory</b>						

Total Score (out of 20 possible points): \_\_\_\_\_

Each proposal to be evaluated by four URC members. The average weightage of all evaluators will be considered for reward recommendation.

## Annexure 4

### Reward Recommendation Grid for Research Publication

	<b>Range of Average Weight</b>	<b>Proposed Reward</b>
1	Less than 6 points	No Reward
2	6 to 8 points	Rs. 20,000
3	9 to 11 points	Rs. 40,000
4	12 to 14 points	Rs. 80,000
5	More than 14 points	Rs. 150,000

## Annexure 5

### Advice note for approval of Rector

<b>Title of Study</b>	
<b>Author / Investigator</b>	
<b>Chair of URC</b>	
<b>Application Date</b>	
<b>Advise Note Date</b>	

#### Evaluation Grid

<b>S.No</b>	<b>Name of Evaluator</b>	<b>Score</b>
1		
2		
3		
4		
<b>Average Score</b>		
<b>Recommended Reward as per Policy</b>		
<b>Special Notes from Dean:</b>  		
<b>Notes from Rector:</b>  		
<b>Approved</b>	<b>Signatures</b>	
<b>Not Approved</b>		

Note: Copies of evaluation forms to be attached for review of approving authority

## Annexure 6

### Application for Reduction in teaching load

Name of Applicant: \_\_\_\_\_

Secondary Investigators: \_\_\_\_\_

Department / Faculty: \_\_\_\_\_

Phone & Email: \_\_\_\_\_

Title of Proposed Research Study / Funded Project: \_\_\_\_\_

\_\_\_\_\_

**Preamble:** (Please use suitable space)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Outcome / Deliverable(s):** (Please use suitable space)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

	<b>Milestones / Sub-deliverables</b>	<b>Timeline in Weeks</b>	<b>Estimated Time Commitment / week</b>
1			
2			
3			
4			

<b>In Case of Funded Projects</b>	<b>Amount</b>
Total Cost / Funds for Study	
Compensation for PI	
Overhead Cost for University	

**Please explain how the study is helpful for University / Social / Economic Impact:**

(Please use suitable space)

---



---



---



---



---

I confirm that the above information is accurate to best of my knowledge. Nominated Locum can take my workload and deliver as per standards of the University.

**Applicant Signature**

**Date:**

<b>Recommendation:</b>	
<b>Evaluating Members URC (Signatures)</b>	<b>Comments</b>
1)	
2)	
3)	
4)	
<b>Approved by Rector</b>	