

## GSR RESEARCH FUND APPLICATION GUIDELINES

### I. OBJECTIVES

The purpose of the Graduate Studies and Research – Research Fund (GSR-RF) is to support and develop excellence in research activities at LAU by promoting the research agenda of its faculty and to generate publications that are required to attract extramural funding.

The specific objectives of this fund are to:

- Encourage faculty members to develop their own independent research agenda;
- Support competitive and independent research initiatives;
- Foster and develop collaborative, interdisciplinary research activities among the various disciplines at LAU.

### II. DESCRIPTION

Devised to encourage and foster innovative research among the LAU community, the GSR-RF initiative can support new or ongoing programs of research from the various schools across the university through a competitive grant process. Research projects can be undertaken by one investigator or by a team of researchers. Grants will be awarded following a peer-review of the overall merit and significance of the project and its contribution to knowledge in its field.

The GSR-RF will be open for accepting proposals over two cycles every year:

Important Dates*	Fall Cycle	Spring Cycle
<b>New Proposal Submission</b>	Feb 1 – Feb 28	Sep 1 – Sep 30
<b>Proposal Review</b>	Mar 1 – Apr 30	Oct 1 – Nov 30
<b>Review Outcome &amp; Notification</b>	May 1 – May 10	Dec 1 – Dec 30
<b>Project Start Date</b>	Start of Fall Semester	Start of Spring Semester

*\*The Office of GSR will announce the call for proposals via email at least 1 month prior to the submission deadline. This is an indicative table; for proposal submission deadline, please refer to the call announcement.*

### III. DURATION AND VALUE

The GSR-RF supports research projects that should normally extend to a two-year period with the project period initiated in the Fall cycle or the Spring cycle depending on the period in which the proposal was awarded. The total value of the grant may not exceed \$20,000 over the two-year period.

### IV. ELIGIBILITY

The Principal Investigator (PI) must be a full-time tenure track faculty member at LAU. Applications for the GSR-RF may be submitted by an individual researcher or a team of researchers. Interdisciplinary proposals are highly encouraged. Faculty members may submit only one application as a principal applicant, but may also figure as co-PI on other applications. PIs who are currently funded through a GSR grant are not eligible to apply.

### V. ADDITIONAL REQUIREMENTS

For proposals involving human subjects and/or animals, approval from the LAU Institutional Review Board (IRB) is required. Please visit the LAU IRB for additional details on obtaining approval at <http://www.lau.edu.lb/irb/>

### VI. APPLICATION PROCEDURE

The complete application must be submitted, according to the guidelines below, electronically to the Office of the Graduate Studies and Research by the specified dates to the following address: [gsrinfo@lau.edu.lb](mailto:gsrinfo@lau.edu.lb)

During the drafting process, any request for clarification should be sent to the GSR Office at [gsrinfo@lau.edu.lb](mailto:gsrinfo@lau.edu.lb) 10 days before the deadline for submission of the application.

Budget approval by the Grants Office should be secured prior to proposal submission. Applicant should allow at least 2 weeks for budget review.

The proposal should include the following (your application will not be complete and cannot be submitted without these attachments):

1. GSR-RF Application Form;
2. GSR-RF Disclosure Form;
3. Curriculum vitae of the PI and all co-PIs, including a list of recent and relevant journal publication(s);
4. IRB Approval or IRB submission documents (where applicable)
5. If the proposal is currently being considered, in full or in part, for funding elsewhere, a copy of the budget with justification for proposal under consideration
6. A detailed project proposal that includes: (max 25,000 characters with spaces)
  - a. **Abstract:** Describe anticipated outcomes and scientific merit.
  - b. **Rationale and Significance:** Describe the problem being addressed and its significance
  - c. **Expected Results:** Include a literature review and describe expected results.
  - d. **Methodology:**
    - Describe project objectives and measurable goals
    - Provide a justification for the suggested methodology and define the methodological limitations
    - Describe the activities to be carried, the role of investigators, and the leader of each activity
    - Provide a time frame for all activities
    - Provide a justification for the suggested methodology
  - e. **Outputs:** Such as publications, oral presentations, drug development, software development, etc...)
  - f. **Budget and Disbursement Plan:** Provide a justification for each item and use the following template to prepare the budget:

Budget* and Timeline	First year	Second year	Total
A. Personnel <sup>a</sup>			
B. Equipment, consumables and Reagents <sup>b</sup>			
C. Field Expenditure <sup>c</sup>			
D. Miscellaneous <sup>e</sup>			
<b>Total</b>			

\* Please indicate budget in \$US.

<sup>a</sup> - Includes temporary hire, paid assistants, etc... (Normally excluding LAU students. Student employment can be secured through other funding schemes at LAU, e.g.; Research Assistantship)

- All Personnel should be engaged by LAU

- Post Doc, Research Assistants or temporary hire cannot exceed 20% of the total budget except for research conducted in the field of Humanities, Business and Social Sciences (Please contact the GSR Office for prior approval if Personnel Budget exceeds 20%)

<sup>b</sup> - Includes instruments, chemicals, solvents, software, services, etc...

- Cannot exceed 80% of the total budget; equipment alone cannot exceed 25% of the total budget

<sup>c</sup> Includes field trips, transportation expenses, etc...

<sup>d</sup> Includes publication fees, stationary, copying, etc...

- Cannot exceed 10% of the total budget

## VII. REVIEW OF ADMINISTRATIVE COMPLIANCE

The GSR Office will ensure that the proposal is in line with the administrative requirements. The following check list will be used:

<b>Administrative Compliance Check List</b>	
Is the Application submitted within the deadline?	<input type="checkbox"/>
Is the PI a full-time tenure track faculty member at LAU?	<input type="checkbox"/>
Is the duration of the project less than 2 years?	<input type="checkbox"/>
Is the total budget $\leq$ \$20,000?	<input type="checkbox"/>
Are all required documents submitted?	<input type="checkbox"/>
- Application Form	<input type="checkbox"/>
- Disclosure Form	<input type="checkbox"/>
- Curriculum vitae of the PI and all co-PIs	<input type="checkbox"/>
- IRB Approval (where applicable)	<input type="checkbox"/>
- Project Proposal	<input type="checkbox"/>
Detailed Budget and Justification (within proposal)	<input type="checkbox"/>
CV of all personnel (including recent and related publications)	<input type="checkbox"/>
Are all documents duly signed (where applicable)?	<input type="checkbox"/>
Are all Personnel engaged by LAU?	<input type="checkbox"/>
Is the budget approved by the Budget & Financial Planning Office?	<input type="checkbox"/>
Is the budget for Personnel within 20% of the total budget (except for research conducted in the field of Humanities, Business and Social Sciences)?	<input type="checkbox"/>
Is the budget for equipment, consumables and reagents within 80% of the total budget?	<input type="checkbox"/>
Is the budget for equipment within 25% of the total budget?	<input type="checkbox"/>
Is the budget for Miscellaneous within 10% of the total budget?	<input type="checkbox"/>

The PI should ensure that all the administrative requirements are met before submitting the application, and is encouraged to use the above checklist.

## **VIII. PEER REVIEW PROCESS**

The research grant applications will be peer reviewed by an Evaluation Committee appointed by the Dean of Graduate Studies and Research. The applications will be evaluated through a competitive process to assess their merit, their relevance and goals. The Evaluation Committee may seek external reviewers from LAU or other universities and research institutes to properly assess each application. Applications are not likely to be recommended for funding if they fail to address the evaluation criteria listed below [section IX].

## **IX. EVALUATION CRITERIA**

Applications will be evaluated on how effectively they address the general grant objectives and on the quality of the proposed research using the following criteria:

### **A. Natural Sciences, Engineering, Math & Computer Sciences and Health Sciences**

- Level of originality;
- Significance of the proposed research in promoting scholarly output;
- Applicability of the project and potential benefit to the community;
- Appropriateness to the university's and school's overall mission and objectives in this field;
- Appropriateness and expected effectiveness of the research strategies or methods;
- Feasibility of completing the research project, and appropriateness of the schedule of research, given the applicant's and/or research team's resources and time commitments;
- Suitability and expected effectiveness of plans to communicate research results both within and, as appropriate, beyond the academic community;
- Whenever possible, provides the opportunity for research training for graduate students;
- Appropriateness of the funding requested to achieve the research objectives.

## **B. Fine Arts, Architecture & Design and Performing Arts**

- Level of originality;
- Expected contribution to the advancement of knowledge or awareness of the artistic disciplines;
- Artistic/Design significance of the project;
- Appropriateness to the university's and school's overall mission and objectives in this field;
- Projected feasibility of the project and its potential social/cultural impact;
- Plans for documentation, communication, and dissemination of the project results, as appropriate;
- Potential to reach external audiences whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability.
- Whenever possible, provides the opportunity for research training for graduate students.

## **C. Humanities, Business and Social Sciences**

- Level of originality;
- Scholarly significance of the research project and its expected contribution to the advancement of knowledge;
- Appropriateness to the university's and school's overall mission and objectives in this field;
- Expected effectiveness of the research strategies or methodologies proposed;
- Feasibility of successfully completing the program of research, and appropriateness of the schedule of research;
- Plans for documentation, communication, and dissemination of the project results, as appropriate;
- Whenever possible, provides the opportunity for research training for graduate students.

## **X. ADMINISTRATIVE REGULATIONS**

All University policies governing research, financial transactions, personnel and all other relevant matters shall apply. Research on human subjects and animals should have ethical approval from the LAU IRB before any funding is dispensed.

The PI will have the full responsibility and authority to manage the project within said University Policies.

## **XI. REPORTING REQUIREMENTS**

Grant beneficiaries will be required to submit to the Office of the Dean of Graduate Studies and Research:

- A yearly progress report, due 30 days after the completion of the first year of the project.
- A final report should include a lay summary with a description of all project results and outcomes, to be submitted at the completion of the project. The report should be in the format of a conference presentation, journal paper, draft of a monograph, book chapter, or other as appropriate to the discipline.
- A financial report, due 30 days after the completion of the project.