

# President Intramural Research Fund (PIRF) Orientation

*Eligibility, Budgetary Considerations, and Amendments*

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# Eligibility for 4<sup>th</sup> cycle

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## Who is eligible?

- All full-time faculty and all full time physicians with:
  - No prior PIRF grants
  - No active PIRF grant
  - Active two-year grants (cycle 2) that would expire at the end of AY 2024-2025
  - A grant with no cost extension (cycle 1 or 2) that would expire at the end of AY 2024-2025
  - CO-PIs on active PIRF grants
-

# Eligibility for 4<sup>th</sup> cycle

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## Who is not eligible?

- Part-time faculty
  - Part-time physicians
  - Staff
  - Non-professorial full time faculty
  - Adjunct faculty
  - CNTs
  - Post-doctoral fellows
  - Faculty with an active two-year grant (cycle 3)
  - Faculty who would ask for no cost extension (cycle 2)
-

# Budget

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Current budget is USD 37,500 per year up to 2 years (USD 75,000 total)

Remaining fund from year one can now be carried over to year 2 for 2 year projects

## What does my PIRF fund cover?

### A. Personnel:

#### a. **Course release (up to 6 credits/AY)**

For the course release, a prior notification should be made to the school Dean, who would then need to clear the application before it reaches the PIRF committee

**b. Post-doctoral fellow** (*budgeted at USD 2,000/month, 5\$/day transportation, question to modification by the school Dean*)

**c. Non-student RA (with an MS degree)** (*budgeted at USD 1,050/month, question to modification by the school Dean*)

**d. Student RA (undergrad or grad)** (*salary set by the student employment office*)

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# Budget

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Current budget is USD 37,500 per year up to 2 years (USD 75,000 total)

Remaining fund from year one can now be carried over to year 2 for 2 year projects

## What does my PIRF fund cover?

**B. Equipment (no cap)** *(This caption does not include laptops/PCs/Macs, etc.)*

For any equipment order, a prior notification should be made to the school Dean, who would then need to clear the application before it reaches the PIRF committee

**C. Reagents (no cap)**

**D. Software/Databases (capped at USD 6,000/year)**

**E. Conference (capped at USD 3,000/year)**

**F. Publication fees/editorial fees/Article processing charges (no cap)**

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# Budget

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## What doesn't PIRF cover?

- **Personal electronic devices (ipads, phones, USBs etc.) unless the electronic device is connected to a machine in a lab and tagged**
  - **Additional salary**
  - **Local transportation for faculty**
  - **Vouchers/pay for study participants in bulk are only possible if a list of the participants' names is provided for legal vetting (confidential in case of anonymity required by IRB)**
-

# Where do I start?

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- PIRF application form can be found online on the EDMS system.
- Proposal submitted fully online.
- A more detailed summary of the budget is provided.

## Call for PIRF 4th cycle



Graduate Studies and Research Office

To **AllFullTimeFaculty; AllPhysiciansFT (LAUMC-RH)**

Cc ○ Samer Saab



Follow up. Completed on Thursday, December 5, 2024.



Guidelines for the President Intramural Research Fund (Fourth cycle Dec24).pdf  
210 KB



PIRF Budget template-DEC 2024.xlsx  
31 KB



Dear Colleagues,

It gives us great pleasure to announce that the fourth grant cycle of the President Intra (PIRF) is now open (funding to take effect in September 2025). The deadline for application is December 15, 2024 and the application form can be found on the EDMS system. The PIRF guideline with the budget template are attached.

The budget is limited to a maximum of \$37,500 per year and a total of \$75,000 over 2

# First step: Prepare your proposal

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**Proposal Structure was included in the guidelines we shared with all**

**Briefly, proposal structure:**

- Title
  - Abstract: (Not to exceed 3000 characters with spaces)
  - Keywords: 5 key words most closely related to the proposed project
  - Background: A description of the research background of the proposal.
  - Scope and aims: A detailed description of the scope and objectives of the proposed project.
  - Experimental design and methodology
-



# First step: Prepare your proposal

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## **Briefly, proposal structure:**

- Timeline: A description of the timeline for completion of the different stages/aims within the general timeframe of the grant.
  - Budget justification: An explanation of the way in which the budget is adequate to achieve the aims of the proposal
  - Budget description: A detailed, item-by-item, description of all the components of your budget for each year of the grant.
  - Recent publications: A list of up to five of your most recent publications related to the proposed project.
  - References
-

## Second step: Prepare your budget

***Please save the Budget file with you name in it***

*As mentioned before, if it includes equipment or course release, first clear with your school*

*Dean*

Date of submission		PIRF Ceiling Year 1				PIRF Ceiling Year 2				
		37,500				37,500				75,000
DESCRIPTION	Unit	No. of Units	Level of Effort for personnel, or number	Unit Cost (USD)	Total per year	No. of Units	Level of Effort for personnel, or number	Unit Cost (USD)	Total per year	Total Budget (Year 1 + Year 2)
PERSONNEL										
PI Teaching load release (\$5k/credit) up to 6 credits per year	Credit		100%	5,000	0		100%		0	0
Post-Doc: Average \$2K/month	Month		100%	2,000	0		100%		0	0
RA (FT non-student), \$105K/month	Month		100%	1,050	0		100%		0	0
TOTAL PERSONNEL					0				0	0
FRINGE BENEFITS										
Transportation	Per day		Not Applicable	\$5	0		Not Applicable		0	0
TOTAL FRINGE BENEFITS					0				0	0
TRAVEL										
Trip	N/A	Not Applicable	Not Applicable	Not Applicable		Not Applicable	Not Applicable	Not Applicable		0
TOTAL TRAVEL (Cap \$ 3K/year)		Not Applicable	Not Applicable	Not Applicable	0	Not Applicable	Not Applicable	Not Applicable	0	0
EQUIPMENT (no cap, any item exceeding \$500/unit)										
Equipment 1	N/A		Not Applicable		0		Not Applicable		0	0
Equipment 2	N/A		Not Applicable		0		Not Applicable		0	0
Equipment 3	N/A		Not Applicable		0		Not Applicable		0	0
Equipment 4	N/A		Not Applicable		0		Not Applicable		0	0
Equipment 5	N/A		Not Applicable		0		Not Applicable		0	0
TOTAL EQUIPMENT		Not Applicable	Not Applicable	Not Applicable	0	Not Applicable	Not Applicable	Not Applicable	0	0
SUPPLIES										
Supplies 1	N/A		Not Applicable		0		Not Applicable		0	0
Supplies 2	N/A		Not Applicable		0		Not Applicable		0	0
Supplies 3	N/A		Not Applicable		0		Not Applicable		0	0
Supplies 4	N/A		Not Applicable		0		Not Applicable		0	0
Supplies 5	N/A		Not Applicable		0		Not Applicable		0	0
TOTAL SUPPLIES		Not Applicable	Not Applicable	Not Applicable	0	Not Applicable	Not Applicable	Not Applicable	0	0
OTHER DIRECT COSTS										
Publication fees/editorial fees/Article Processing Charges: No cap	Per article	Not Applicable	Not Applicable	Not Applicable		Not Applicable	Not Applicable	Not Applicable		0
Publication fees/editorial fees/Article Processing Charges: No cap	Per article	Not Applicable	Not Applicable	Not Applicable		Not Applicable	Not Applicable	Not Applicable		0
Publication fees/editorial fees/Article Processing Charges: No cap	Per article	Not Applicable	Not Applicable	Not Applicable		Not Applicable	Not Applicable	Not Applicable		0
Software/Database: Cap \$6K/year - please specify the software or database	Per license	Not Applicable	Not Applicable	Not Applicable		Not Applicable	Not Applicable	Not Applicable		0
Software/Database: Cap \$6K/year - please specify the software or database	Per license	Not Applicable	Not Applicable	Not Applicable		Not Applicable	Not Applicable	Not Applicable		0
Software/Database: Cap \$6K/year - please specify the software or database	Per license	Not Applicable	Not Applicable	Not Applicable		Not Applicable	Not Applicable	Not Applicable		0
Undergraduate RA (enrolled LAU student): 4.5\$hour undergraduate, please specify number of undergraduate RAs, and needed number of hours/year	Per hour		Not Applicable				Not Applicable		0	0
Graduate RA (enrolled LAU student): 4.5\$hour graduate, please specify number of graduate RAs, and needed number of hours/year	Per hour		Not Applicable				Not Applicable		0	0
Other Direct Costs					0				0	0
TOTAL PROJECT COSTS					0				0	0
					VALIDATION	VALIDATION				

Start Here-Budget

Automatic - Budget Summary

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# Second step: Prepare your budget

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- The new budget template now contains both years for 2 year projects. For one year projects, just fill out the first year
- The budget sheet is locked, hence no captions other than the approved ones can be added.
- Ensure that total budget is adequate for carrying out the proposed project (no less, no more).

# Second step: Prepare your budget

PIRF Budget template-DEC 2024 - Excel					
File Home Insert Page Layout Formulas Data Review View Help Acrobat					
Clipboard Font Alignment Number Styles Cells Editing Adobe Acrobat					
D9 100%					
A	B	C	D	E	F
4 Date of submission				PIRF Ceiling	37,500
5				Year 1	
6					
DESCRIPTION	Unit	No. of Units	Level of Effort for personnel, or number of pax per unit	Unit Cost (USD)	Total per year
7					
8					
9 PI Teaching load release (\$5k/credit) up to 6 credits per year	Credit	3	100%	5,000	15,000
10 Post-Doc: Average \$2K/month	Month		100%	2,000	0
11 RA (FT non-student), \$1.05K/month	Month		100%	1,050	0
12 TOTAL PERSONNEL					15,000
13					
14 Transportation	Per day		Not Applicable	\$5	0
15 TOTAL FRINGE BENEFITS					0
16					
17 Trip	N/A	Not Applicable	Not Applicable	Not Applicable	
18 TOTAL TRAVEL (Cap \$ 3K/year)		Not Applicable	Not Applicable	Not Applicable	0
19 EQUIPMENT (no cap, any item exceeding \$500/unit)					
20 Equipment 1	N/A		Not Applicable		0

# Second step: Prepare your budget

PI Teaching load release (\$5k/credit) up to 6 credits per year	Credit	3	100%	5,000	15,000
Post-Doc: Average \$2K/month	Month	1	100%	2,000	2,000
RA (FT non-student), \$1.05K/month	Month	2	100%	1,050	2,100
<b>TOTAL PERSONNEL</b>					<b>19,100</b>
Transportation	Per day		Not Applicable	\$5	0
<b>TOTAL FRINGE BENEFITS</b>					<b>0</b>
Trip	N/A	Not Applicable	Not Applicable	Not Applicable	3000
<b>TOTAL TRAVEL (Cap \$ 3K/year)</b>		Not Applicable	Not Applicable	Not Applicable	<b>3,000</b>
<b>EQUIPMENT (no cap, any item exceeding \$500/unit)</b>					
Equipment 1	N/A		Not Applicable		0
Equipment 2	N/A		Not Applicable		0
Equipment 3	N/A		Not Applicable		0
Equipment 4	N/A		Not Applicable		0
Equipment 5	N/A		Not Applicable		0
<b>TOTAL EQUIPMENT</b>		Not Applicable	Not Applicable	Not Applicable	<b>0</b>
Supplies 1	N/A		Not Applicable		0

Start Here-Budget

Automatic - Budget Summary



# Second step: Prepare your budget

PIRF Budget template-DEC 2024 - Excel					
Search					
Mirvat El Sibai ME					
Share					
File Home Insert Page Layout Formulas Data Review View Help Acrobat					
Clipboard Font Alignment Number Styles Cells Editing Adobe Acrobat					
A20 Equipment 1					
A	B	C	D	E	F
8					
9	PI Teaching load release (\$5k/credit) up to 6 credits per year	Credit	3	100%	15,000
10	Post-Doc: Average \$2K/month	Month	1	100%	2,000
11	RA (FT non-student), \$1.05K/month	Month	2	100%	2,100
12	TOTAL PERSONNEL				19,100
13					
14	Transportation	Per day	Not Applicable	\$5	0
15	TOTAL FRINGE BENEFITS				0
16					
17	Trip	N/A	Not Applicable	Not Applicable	3000
18	TOTAL TRAVEL (Cap \$ 3K/year)		Not Applicable	Not Applicable	3,000
19	EQUIPMENT (no cap, any item exceeding \$500/unit)				
20	Equipment 1	N/A	2	500	1,000
21	Equipment 2	N/A	1	1,000	1,000
22	Equipment 3	N/A			0
23	Equipment 4	N/A			0
24	Equipment 5	N/A			0
25	TOTAL EQUIPMENT		Not Applicable	Not Applicable	2,000
26					
27	Supplies 1	N/A			0
Start Here-Budget Automatic - Budget Summary					
Ready					
12:20 PM 12/5/2024					

# Second step: Prepare your budget

PIRF Budget template-DEC 2024 - Excel

Search

Mirvat El Sibai

Share

File Home Insert Page Layout Formulas Data Review View Help Acrobat

Clipboard Font Alignment Number Styles Cells Editing Adobe Acrobat

E29

	A	B	C	D	E	F
25	<b>TOTAL EQUIPMENT</b>		Not Applicable	Not Applicable	Not Applicable	<b>2,000</b>
26						
27	Supplies 1	N/A	5	Not Applicable	100	500
28	Supplies 2	N/A	2	Not Applicable	200	400
29	Supplies 3	N/A		Not Applicable		0
30	Supplies 4	N/A		Not Applicable		0
31	Supplies 5	N/A		Not Applicable		0
32	<b>TOTAL SUPPLIES</b>		Not Applicable	Not Applicable	Not Applicable	<b>900</b>
33						
34	Publication fees/editorial fees/Article Processing Charges: No cap	Per article	Not Applicable	Not Applicable	Not Applicable	
35	Publication fees/editorial fees/Article Processing Charges: No cap	Per article	Not Applicable	Not Applicable	Not Applicable	
36	Publication fees/editorial fees/Article Processing Charges: No cap	Per article	Not Applicable	Not Applicable	Not Applicable	
37	Software/Database: Cap \$6K/year - please specify the software or database	Per license	Not Applicable	Not Applicable	Not Applicable	
38	Software/Database: Cap \$6K/year - please specify the software or database	Per license	Not Applicable	Not Applicable	Not Applicable	
39	Software/Database: Cap \$6K/year - please specify the software or database	Per license	Not Applicable	Not Applicable	Not Applicable	
40	Undergraduate RA (enrolled LAU student): 4\$/hour undergrad; please specify number of undergraduate RAs, and needed number of hours/year	Per hour		Not Applicable		
41	Graduate RA (enrolled LAU student): 4.5\$/hour graduate, please specify number of graduate RAs, and needed number of hours/year	Per hour		Not Applicable		

Start Here-Budget Automatic - Budget Summary

Ready

12:22 PM 12/5/2024

# Second step: Prepare your budget

PIRF Budget template-DEC 2024 - Excel

Search

Mirvat El Sibai ME

File Home Insert Page Layout Formulas Data Review View Help Acrobat

Clipboard Font Alignment Number Styles Cells Editing Adobe Acrobat

Share

A40 Undergraduate RA (enrolled LAU student): 4\$/hour undergrad; please specify number of undergraduate RAs, and needed number of hours/year

	A	B	C	D	E	F
32	<b>TOTAL SUPPLIES</b>		Not Applicable	Not Applicable	Not Applicable	<b>900</b>
33						
34	Publication fees/editorial fees/Article Processing Charges: No cap	Per article	Not Applicable	Not Applicable	Not Applicable	2,000
35	Publication fees/editorial fees/Article Processing Charges: No cap	Per article	Not Applicable	Not Applicable	Not Applicable	
36	Publication fees/editorial fees/Article Processing Charges: No cap	Per article	Not Applicable	Not Applicable	Not Applicable	
37	Software/Database: Cap \$6K/year - please specify the software or database	Per license	Not Applicable	Not Applicable	Not Applicable	2,000
38	Software/Database: Cap \$6K/year - please specify the software or database	Per license	Not Applicable	Not Applicable	Not Applicable	
39	Software/Database: Cap \$6K/year - please specify the software or database	Per license	Not Applicable	Not Applicable	Not Applicable	
40	Undergraduate RA (enrolled LAU student): 4\$/hour undergrad; please specify number of undergraduate RAs, and needed number of hours/year	Per hour	10	Not Applicable	4.0	40
41	Graduate RA (enrolled LAU student): 4.5\$/hour graduate, please specify number of graduate RAs, and needed number of hours/year	Per hour	10	Not Applicable	4.5	45
42	<b>Other Direct Costs</b>					<b>4,085</b>
43	<b>TOTAL PROJECT COSTS</b>					<b>29,085</b>
44						<b>VALIDATION</b>
45						<b>Total Budget Within Ceiling</b>
46						
47						
48						
49						

Start Here-Budget Automatic - Budget Summary

Ready

90%

12:25 PM 12/5/2024



# Second step: Prepare your budget

	Not Applicable	Not Applicable	Not Applicable	900	
Per article	Not Applicable	Not Applicable	Not Applicable	3,000	
Per article	Not Applicable	Not Applicable	Not Applicable	2,000	
Per article	Not Applicable	Not Applicable	Not Applicable	2,000	
Per license	Not Applicable	Not Applicable	Not Applicable	2,000	
Per license	Not Applicable	Not Applicable	Not Applicable	2,000	
Per license	Not Applicable	Not Applicable	Not Applicable	2,000	
Per hour	10	Not Applicable	4.0		
Per hour	10	Not Applicable	4.5		
				13,000	
				38,000	
				VALIDATION	
				Total Budget Exceeds Ceiling	

## Second step: Prepare your budget

[illegible]

# Now you are ready to send you application

## My portal

The screenshot displays the LAU My portal website. The browser address bar shows the URL <https://myportal.lau.edu.lb/sites/FS/Pages/default.aspx>. The user is logged in as Mirvat El Sibai. The page features the LAU logo and a banner image of the university building. A navigation menu at the top includes links for Home, My HR, My services (highlighted by a red hand cursor), My academic, and My site. On the left sidebar, there are social media icons for Facebook, Twitter, YouTube, and Pinterest. The main content area includes a 'Your Safety Is Our Priority' message, a 'Cafeteria' announcement stating it is open daily from Monday to Friday from 07:30am to 07:00pm, and an 'Academic & Events Calendar' for December 2024. The calendar shows the 5th of December as the current date. To the right of the calendar, there are event announcements for November 20 (Advising of current students for spring 2025), December 01 (LAU Visiting Amman - Jordan), and December 02 (Registration of current students for spring 2025). A search bar is located in the top right corner. At the bottom right, there is a 'suggestion' and 'concern' feedback section.

LAU  
الجامعة اللبنانية الأمريكية  
Lebanese American University  
portal

Welcome Mirvat El Sibai  
Thursday December 5, 2024

Search this site...

Home My HR My services My academic My site

Your Safety Is Our Priority

Cafeteria

The cafeteria is open daily from Monday till Friday included from 07:30am till 07:00pm.

Academic & Events Calendar

December 2024

S	M	T	W	T	F	S
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

NOV 20 Advising of current students for spring 2025

DEC 01 LAU Visiting Amman - Jordan

DEC 02 Registration of current students for spring 2025

Banner

Blackboard learn

Office 365

Edit my profile

suggestion

concern

We care, please send

# Now you are ready to send you application

## EDMS forms

The screenshot displays the myportal.lau.edu.lb website interface. The browser's address bar shows the URL <https://myportal.lau.edu.lb/sites/FS/myservices/Pages/default.aspx>. The user's name, Mirvat El Sibai, is visible in the top right corner. The main content area is divided into several sections:

- Opening Hours:** Academic Year 2023-2024, Beirut & Byblos, Monday to Friday, 7:00 AM until 5:00 PM.
- My Surveys:** A section with a clipboard icon.
- Erasmus+ Faculty/Staff Application:** A section with a blue header.
- Services:** A central grid of service icons. A red hand icon points to the **EDMS Forms** icon, which is a document with a checkmark. Other services include EDMS Archive, Entrance to Campus, Facilities Services, International Express Mail Requisition, Multimedia Equipment Reservation, Office Supplies, Photo Duplication Request, Room Reservation, Service Agreement Request Template, Student Employment Portal, Student Employment Timesheet, and Transportation Request.
- Hours:** November 20, 2024 - November 30, 2024. It lists the hours for Riyad Nassar Library (RNL), Joseph G. Jabbra Library (JGJL), and Health Sciences Library (HSL).
- New titles:** A section featuring a book titled *Ageless Soul*.

The Windows taskbar at the bottom shows the system clock as 12:51 PM on 12/5/2024.

# Now you are ready to send you application

## Start process

The screenshot displays the 'Laserfiche Forms' web application interface. The top navigation bar includes 'Inbox', 'Start Process', and 'Sign Out' buttons. A red hand icon points to the 'Start Process' button. The left sidebar shows a list of task categories: 'My Tasks', 'Team Tasks', 'Open Tasks', 'Drafts', 'Unassigned Tasks', and 'Completed Tasks'. The main content area shows a table of tasks with the following columns: checkboxes, Process, Task, Instance, and Date assigned. The table lists two tasks:

	Process	Task	Instance	Date assigned
<input type="checkbox"/>	LAU GSR - President Intramu...	PIRF Committee	Camille Issa	Nov 28
<input type="checkbox"/>	LAU SoAS - Annual Performa...	Faculty Feedback	200703859 - Mirvat El Sibai	Jun 26

The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 12:53 PM on 12/5/2024.

# Now you are ready to send you application

## PIRF form

←

↺

🔒

https://edms.lau.edu.lb/Forms/Home/StartProcess#/processes

🔍

Laserfiche Forms™

Inbox


Start Process

Sign Out

🔍 Search processes

☰ ☱

Process ▲	Description
☆ LAU GSR - Conference Travel Request	<div>Start</div>
✓ ☆ LAU GSR - President Intramural Research Fund Form	<div>Start</div>
✗ ☆ LAU GSR - Research Proposal Submission Form	<div>Start</div>
☆ LAU GSR - Students' Research Award Application	<div>Start</div>
☆ LAU IRB - Adding LAUMCRH/LAUMCSJH After IRB Approval Only	<div>Start</div>
☆ LAU Request Form - Conflict Of Interest Disclosure	<div>Start</div>
☆ LAU Request Form - Faculty/Staff Status	<div>Start</div>
☆ LAU Request Form - Research Day Registration form	<div>Start</div>
☆ LAU Request Form - Safe Reporting of Research Misconduct	<div>Start</div>
☆ LAU SDEM - Change of Grade	36 <div>Start</div>
☆ LAU SoAS - Annual Performance Evaluation	<div>Start</div>
☆ LAU SoAS - Appeal for Annual Evaluation	<div>Start</div>



**LAU**  
 الجامعة اللبنانية الأمريكية  
 Lebanese American University

### President Intramural Research Fund Form

Project title \*

Field of Research \*

Abstract \*

3000 characters limit

Keywords

\*

\*

\*

I-Principal Investigator (PI)

Principal Investigator \*

School

Department

Title/Position

Email \*

II-Co-Principal Investigator (Co-PI)

Co-Principal Investigator

School

Department

Title/Position

University

If different from LAU

Email

# EDMS for PIRF: Compliance

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## III-Compliance

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Study includes human subjects\*

Do you have IRB approval for this study?\*

Upload approval document\*

Study includes the use of animals\*

Do you have ACUC approval for this study\*

Upload approval document\*



# EDMS for PIRF: External reviewers

## V-External Reviewers

Please enter the names of a minimum of 3 external reviewers

External reviewers should have no conflict of interest with the PI or Co-PI; such as co-authorship, kinship etc.. External reviewers should be outside of LAU. (Note: any proposal that does not have an external review by the end of the review period, will not be considered for funding.)

Please enter the names of at least 3 and preferably up to 5 external reviewers.

Name*	Affiliation*	Email*	Reason for Choosing*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add

# EDMS for PIRF: Proposal details

VI-Proposal

Title\*

Abstract\*

3000 characters limit

Background\*

10000 characters limit

Upload Background charts/graphics/structures

Upload

Preliminary results

8500 characters limit

Upload preliminary results charts/graphics/structures

Upload

Scope and aims\*

8500 characters limit

# EDMS for PIRF: Proposal details

Upload scope and aims  
charts/graphs/structures

Upload

Experimental design /  
Methodology\*

10000 characters limit

Upload experimental design /  
methodology  
charts/graphs/structures

Upload

Timeline\*

3500 characters limit

Budget justification\*

3500 characters limit

Recent publications\*

References

# EDMS for PIRF: Budget

## VI-Budget & Duration

Project Duration\*

2 Years

Does your proposed budget contain equipment?\*

No

Does your proposed budget contain a request for course release?\*

No

Does your proposed budget include hiring a postdoctoral fellow?\*

No

Please describe below in full detail the budgetary needs of your projects

## Personnel

Year 1\*

Please describe your Personnel needs

Year 2\*

## Supplies and Materials

Year 1\*

Please describe your Supplies and Materials needs

Year 2\*

## Publishing and Conference

Year 1\*

Please describe you Publishing and Conference attendance needs

Year 2\*

# EDMS for PIRF: Budget

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Does your proposed budget  
contain equipment? \*

Yes



Does your proposed budget  
contain a request for course  
release? \*

Yes



# EDMS for PIRF: Budget

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Total Budget Year\*

Total Budget Year 2\*

Will the project require additional resources from the school\*

Budget Sheet\*

Upload

xlsx, xls

CV\*

Upload

pdf, docx, doc

Submit

Save as Draft

# What's next?

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- The PIRF committee will receive the applications and contact external reviewers for evaluation
  - Decisions will be rendered mid-June 2025
  - Faculty will receive an email with the outcome
  - If the outcome is positive, faculty will receive a PIRF grant number from the business office. If you already had a PIRF in the past, the number remains unchanged
-

# Who to contact?

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Any question can be sent to me @ [mirvat.elsibai@lau.edu.lb](mailto:mirvat.elsibai@lau.edu.lb)

If you have not received a PIRF project number, please contact Mr. Naji Medlej (Business office) @ [nmedlej@lau.edu.lb](mailto:nmedlej@lau.edu.lb)

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# Who to contact?

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- To post an Ad for hiring an email should be sent to Mr. Gracia Zgheib-Mahfoud (GSR office administrative assistant) @ [gracia.zgheibmahfoud@lau.edu.lb](mailto:gracia.zgheibmahfoud@lau.edu.lb), and please send her the PIRF project number, the job description, and the email where the applications can be sent
- To initiate an employment request for post-doctoral fellow or non-student RA, please send an email to Mr. Zgheib Mahfoud (email above) (please specify PIRF #, remuneration and duration of the contract)

# Other processes

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- To initiate an employment request to a student RA, please go through the administrative assistant in your department and provide the PIRF project number. They will initiate the contract with the office of financial aid and student employment (you identify the student to hire, tell them for this many hours a week for this many weeks), they have specific institutional guidelines for remuneration for undergrads vs. grads **but please ask them to alert the GSR office**
-

# Other processes

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- To place orders for equipment/reagents/software, please place a purchase request with your departmental lab supervisor or administrative assistant (whatever applies) and give them the PIRF project number
- For course release, please start the process by talking to your chair

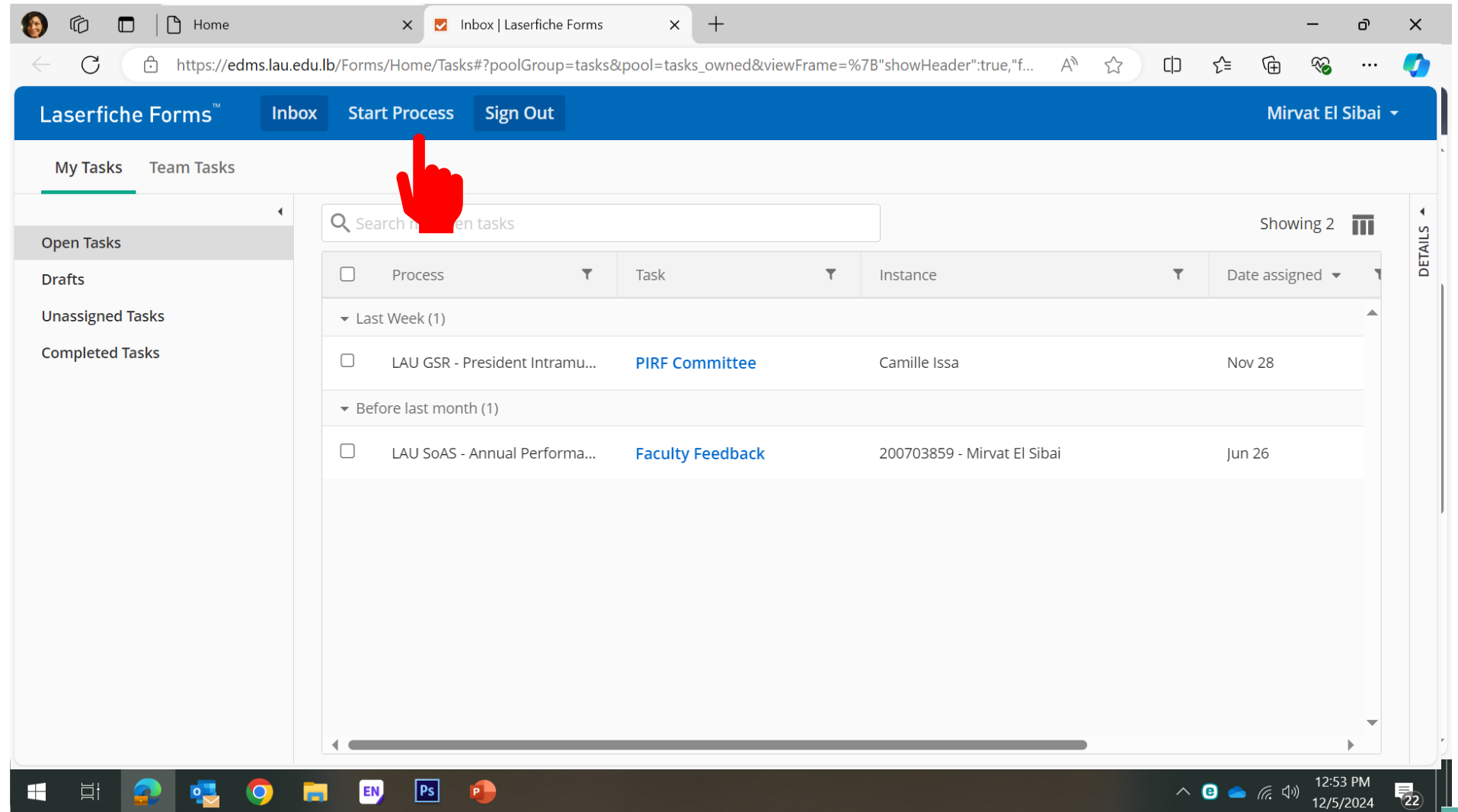
# Other processes: Conference travel

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- For conference travel: Start by filling the EDMS form (Conference travel on PIRF)

# Other processes: Conference travel

For conference travel: Start by filling the EDMS form (Conference travel on PIRF)



The screenshot displays the Laserfiche Forms web application interface. The browser address bar shows the URL: [https://edms.lau.edu.lb/Forms/Home/Tasks#?poolGroup=tasks&pool=tasks\\_owned&viewFrame=%7B%22showHeader%22:true,%22f...](https://edms.lau.edu.lb/Forms/Home/Tasks#?poolGroup=tasks&pool=tasks_owned&viewFrame=%7B%22showHeader%22:true,%22f...). The application header includes the 'Laserfiche Forms' logo and navigation tabs: 'Inbox', 'Start Process' (highlighted with a red hand cursor), and 'Sign Out'. The user's name, 'Mirvat El Sibai', is visible in the top right corner. The main content area is divided into 'My Tasks' and 'Team Tasks' sections. Under 'My Tasks', there are sub-sections for 'Open Tasks', 'Drafts', 'Unassigned Tasks', and 'Completed Tasks'. A search bar is present above a table of tasks. The table has columns for 'Process', 'Task', 'Instance', and 'Date assigned'. Two tasks are listed: 'LAU GSR - President Intramu...' (PIRF Committee, Camille Issa, Nov 28) and 'LAU SoAS - Annual Performa...' (Faculty Feedback, 200703859 - Mirvat El Sibai, Jun 26). The Windows taskbar at the bottom shows the time as 12:53 PM on 12/5/2024.

Process	Task	Instance	Date assigned	
▼ Last Week (1)				
<input type="checkbox"/>	LAU GSR - President Intramu...	PIRF Committee	Camille Issa	Nov 28
▼ Before last month (1)				
<input type="checkbox"/>	LAU SoAS - Annual Performa...	Faculty Feedback	200703859 - Mirvat El Sibai	Jun 26


# Other processes: Conference travel

## Conference Travel Request

← ↻ 🔒 <https://edms.lau.edu.lb/Forms/Home/StartProcess#/processes> 🔍

Laserfiche Forms™ [Inbox](#) [Start Process](#) [Sign Out](#)

🔍 Search processes

Process ▲	Description
☆ LAU GSR - Conference Travel Request	 <a href="#">Start</a>
☆ LAU GSR - President Intramural Research Fund Form	<a href="#">Start</a>
☆ LAU GSR - Research Proposal Submission Form	<a href="#">Start</a>
☆ LAU GSR - Students' Research Award Application	<a href="#">Start</a>
☆ LAU IRB - Adding LAUMCRH/LAUMCSJH After IRB Approval Only	<a href="#">Start</a>
☆ LAU Request Form - Conflict Of Interest Disclosure	<a href="#">Start</a>
☆ LAU Request Form - Faculty/Staff Status	<a href="#">Start</a>
☆ LAU Request Form - Research Day Registration form	<a href="#">Start</a>
☆ LAU Request Form - Safe Reporting of Research Misconduct	<a href="#">Start</a>
☆ LAU SDEM - Change of Grade	36 <a href="#">Start</a>
☆ LAU SoAS - Annual Performance Evaluation	<a href="#">Start</a>
☆ LAU SoAS - Appeal for Annual Evaluation	<a href="#">Start</a>

# Other processes: Conference travel

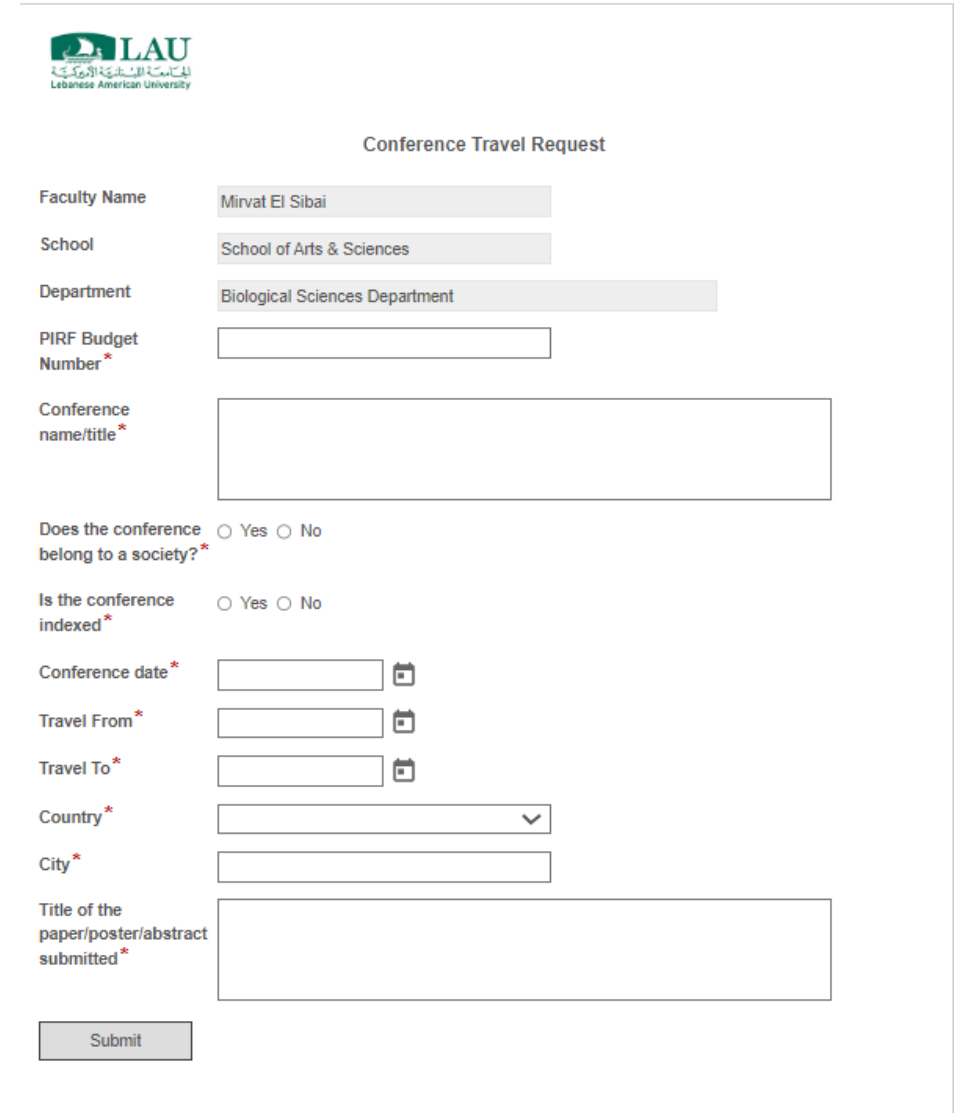
## Conference Travel Request

### Why am I filling this?

The business office needs a record/signature that the conference/venue was cleared

So:

1. You identify a conference
2. You fill this form
3. Once you get a notification of approval, then you can go ahead and make your plans and involve the business office:
  - a. Before your trip in case you want an advance (on PIRF) and then after in order to fill the expense report and submit all your receipts
  - b. Or only after

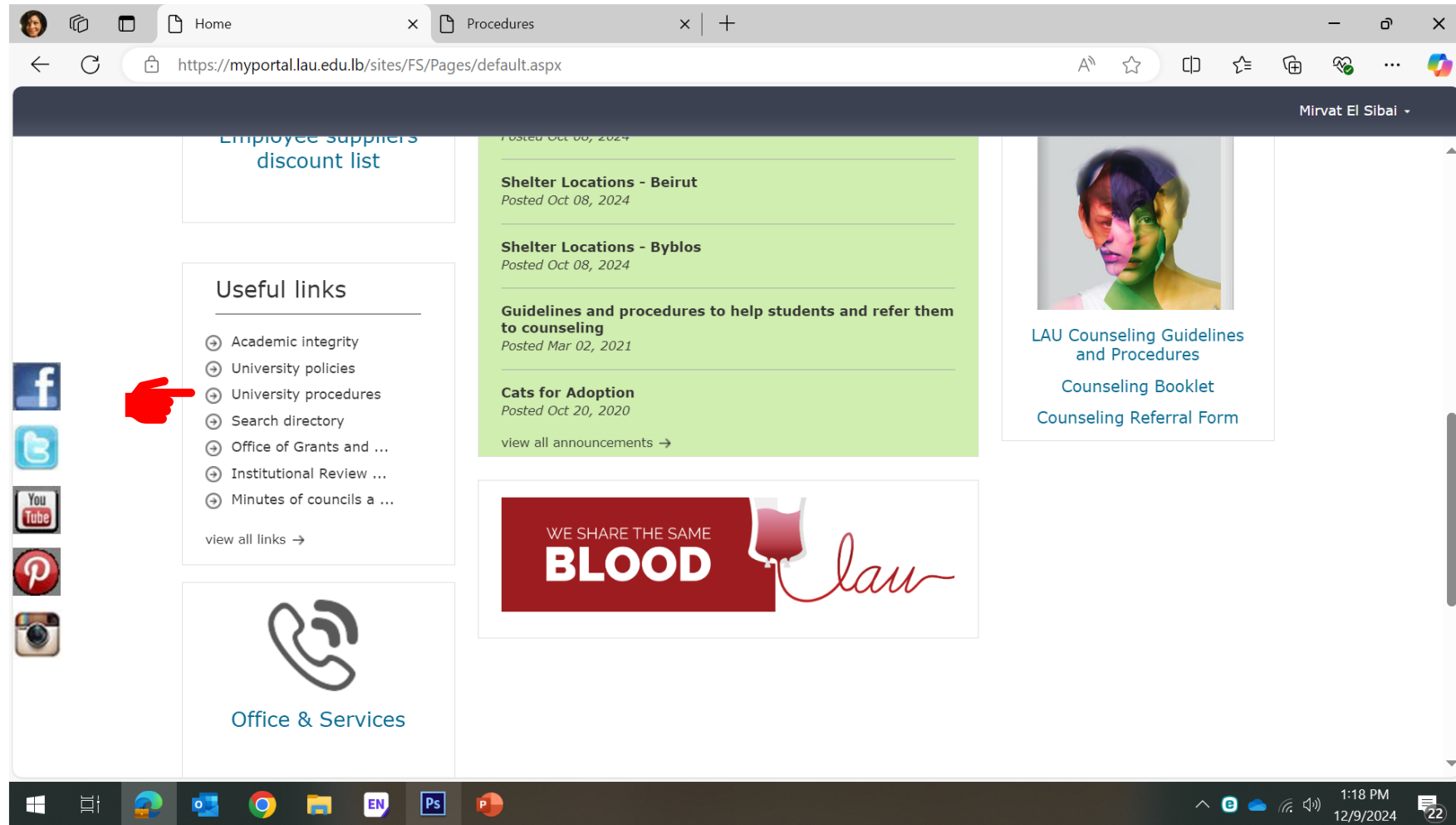


The screenshot shows the 'Conference Travel Request' form from the Lebanese American University (LAU). The form is titled 'Conference Travel Request' and features the LAU logo at the top left. The fields are as follows:

- Faculty Name:** Mirvat El Sibai
- School:** School of Arts & Sciences
- Department:** Biological Sciences Department
- PIRF Budget Number:** (Empty field)
- Conference name/title:** (Large empty text area)
- Does the conference belong to a society?:** Radio buttons for Yes and No.
- Is the conference indexed?:** Radio buttons for Yes and No.
- Conference date:** (Empty field with a calendar icon)
- Travel From:** (Empty field with a calendar icon)
- Travel To:** (Empty field with a calendar icon)
- Country:** (Dropdown menu)
- City:** (Empty field)
- Title of the paper/poster/abstract submitted:** (Large empty text area)
- Submit:** (Button)

# Other processes: Conference travel

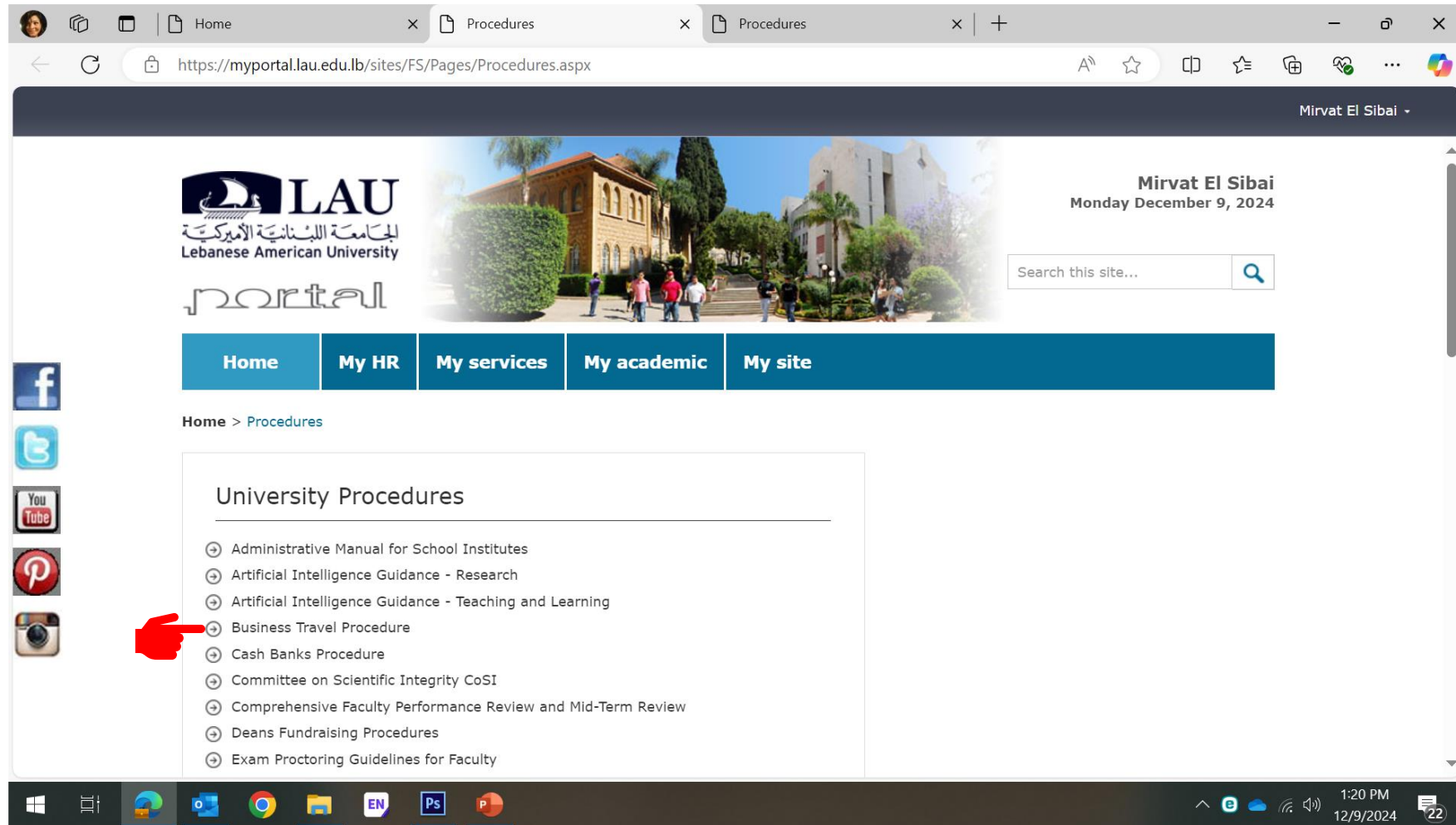
- All other info: You portal





# Other processes: Conference travel

- All other info: You portal



# Other processes: Conference travel

- All other info: You portal

The screenshot shows a web browser window with multiple tabs. The active tab is titled "Preamble" and the address bar shows the URL <https://myportal.lau.edu.lb/sites/FS/Pages/TravelProcedure/Preamble.aspx>. The page header includes the user name "Mirvat El Sibai". The main content area is titled "Business Travel Procedure" and "Approved by the University Executive Council". On the left, there is a "Table of Contents" with a list of links: Preamble, Responsibilities, Travel Advances, Sponsored Travel, Faculty Research and Development, Travel Tickets, Lodging, Daily Perdeim, Non Reimbursable Expenses, Ground Transportation, Miscellaneous Travel Expenses, Receipts, Combining University and Personal Travel, Travel Funded by External Organization, Visitors Traveling to LAU, Travel of New York Personnel, Travel for Student Groups, and "Approved Rates - Attachment I Forms", which is highlighted with a red box. On the right, the "Preamble" section states the purpose of the procedure and lists two bullet points: "provide a clear and consistent understanding and practice of LAU's business travel;" and "explain requirements that promote the reasonableness of costs incurred by LAU for business travel." Below this, a paragraph explains that LAU appreciates efforts to keep costs within limits and follow consistent practices. The "Exceptions" section states that exceptions must be justified and approved by the Vice President for Finance & Administration. The "Revisions" section states that changes and revisions must be approved by the University Executive Council (UEC). The browser's taskbar at the bottom shows various application icons and the system clock indicating 1:22 PM on 12/9/2024.

Business Travel Procedure  
*Approved by the University Executive Council*

Table of Contents

- Preamble
- Responsibilities
- Travel Advances
- Sponsored Travel
- Faculty Research and Development
- Travel Tickets
- Lodging
- Daily Perdeim
- Non Reimbursable Expenses
- Ground Transportation
- Miscellaneous Travel Expenses
- Receipts
- Combining University and Personal Travel
- Travel Funded by External Organization
- Visitors Traveling to LAU
- Travel of New York Personnel
- Travel for Student Groups
- Approved Rates - Attachment I Forms

Preamble

This procedure is intended to:

- provide a clear and consistent understanding and practice of LAU's business travel;
- explain requirements that promote the reasonableness of costs incurred by LAU for business travel.

LAU appreciates the efforts of those who travel on University business to keep costs within reasonable limits and to follow consistent practices with respect to the reimbursement of these expenses. The provisions of this procedure must be applied consistently to all institutional travel expenses incurred by individuals. Additional restrictions may apply to travel expenses funded by sponsored projects.

Exceptions

Exceptions to this procedure must be explicitly justified as beneficial to both the University and the individual and generally require the ultimate approval of the Vice President concerned and the Vice President for Finance & Administration.

Revisions

Changes and revisions to this procedure are to be approved by the University Executive Council (UEC).

# Other processes: Conference travel

- Normally acceptable business travel expenses are:

- Ticket
- Hotel
- Per diem
- Taxi from and to airport
- Conference registration fee
- Visa

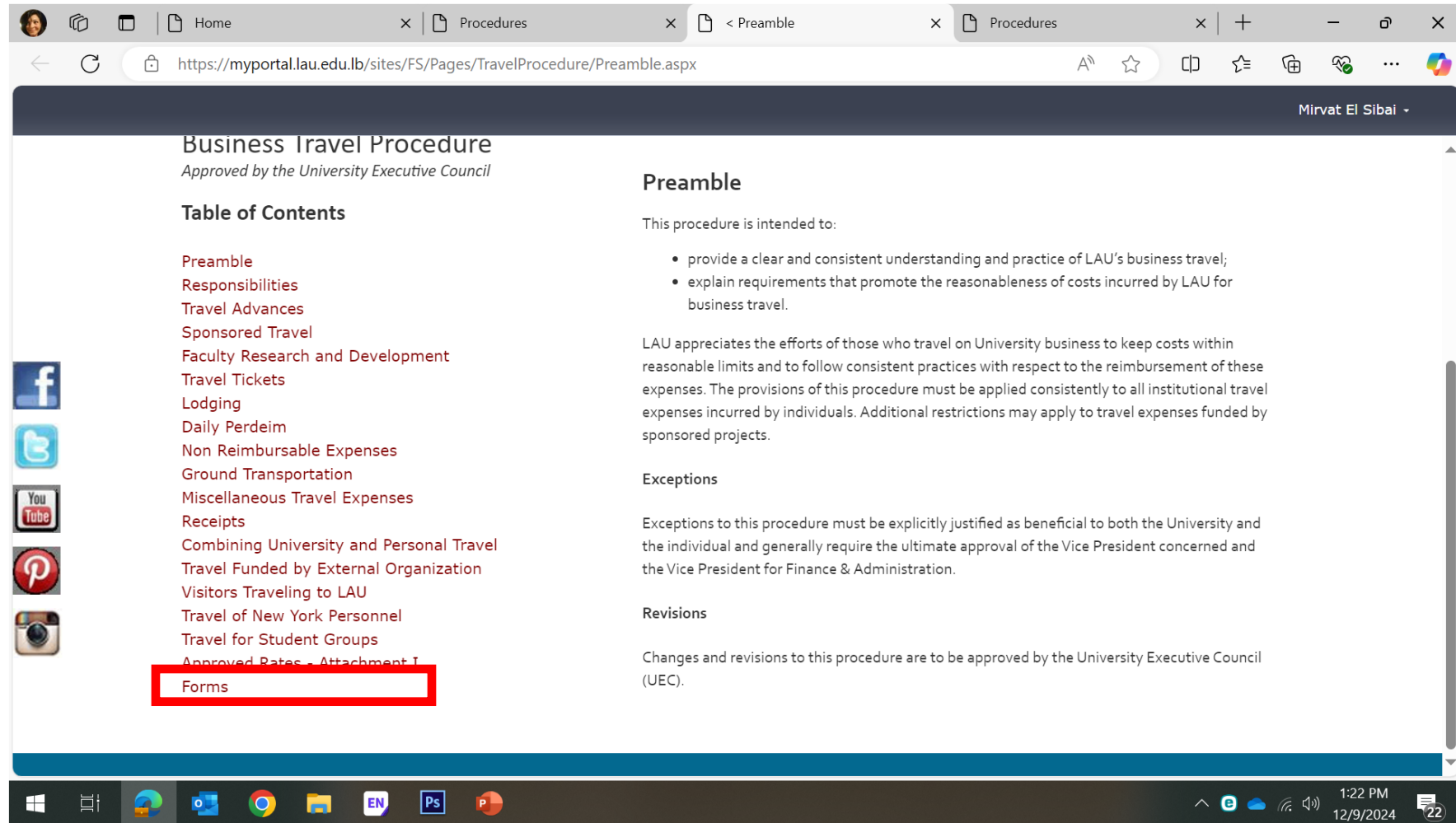
The screenshot shows a web browser window displaying the LAU portal. The URL is <https://myportal.lau.edu.lb/sites/fs/pages/TravelProcedure/approved-rates.aspx>. The page header includes the LAU logo, the name 'Lebanese American University', and a search bar. The main navigation bar has links for Home, My HR, My services, My academic, and My site. The page content is titled 'Business Travel Procedure' and 'Approved Rates'. A red box highlights the 'Approved Rates' section, which lists the following:

- Maximum allowable Hotel Fares per day: \$325
- Daily Per diem Fare: \$125
- Telephone reimbursement per week: \$40
- Maximum allowable reimbursable expenses not requiring receipts: \$35
- Summer Grant daily living expense allowance: \$75

The page also includes a 'Table of Contents' section with links to Preamble, Responsibilities, Travel Advances, Sponsored Travel, Faculty Research and Development, Travel Tickets, Lodging, Daily Per diem, and Non Reimbursable Expenses.

# Other processes: Conference travel

- All other info: You portal



The screenshot displays a web browser window with multiple tabs. The active tab is titled "Procedures" and shows the URL <https://myportal.lau.edu.lb/sites/FS/Pages/TravelProcedure/Preamble.aspx>. The page header includes the user name "Mirvat El Sibai". The main content area is titled "Business Travel Procedure" and "Approved by the University Executive Council". On the left, a "Table of Contents" lists various sections, with "Forms" highlighted by a red rectangular box. The main content area is divided into sections: "Preamble", "Exceptions", and "Revisions". The "Preamble" section states the purpose of the procedure, while the "Exceptions" section outlines the requirements for justifying deviations. The "Revisions" section mentions the approval process by the University Executive Council (UEC).

**Business Travel Procedure**  
*Approved by the University Executive Council*

**Table of Contents**

- Preamble
- Responsibilities
- Travel Advances
- Sponsored Travel
- Faculty Research and Development
- Travel Tickets
- Lodging
- Daily Perdeim
- Non Reimbursable Expenses
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- Travel of New York Personnel
- Travel for Student Groups
- Approved Rates - Attachment I
- Forms**

**Preamble**

This procedure is intended to:

- provide a clear and consistent understanding and practice of LAU's business travel;
- explain requirements that promote the reasonableness of costs incurred by LAU for business travel.

LAU appreciates the efforts of those who travel on University business to keep costs within reasonable limits and to follow consistent practices with respect to the reimbursement of these expenses. The provisions of this procedure must be applied consistently to all institutional travel expenses incurred by individuals. Additional restrictions may apply to travel expenses funded by sponsored projects.

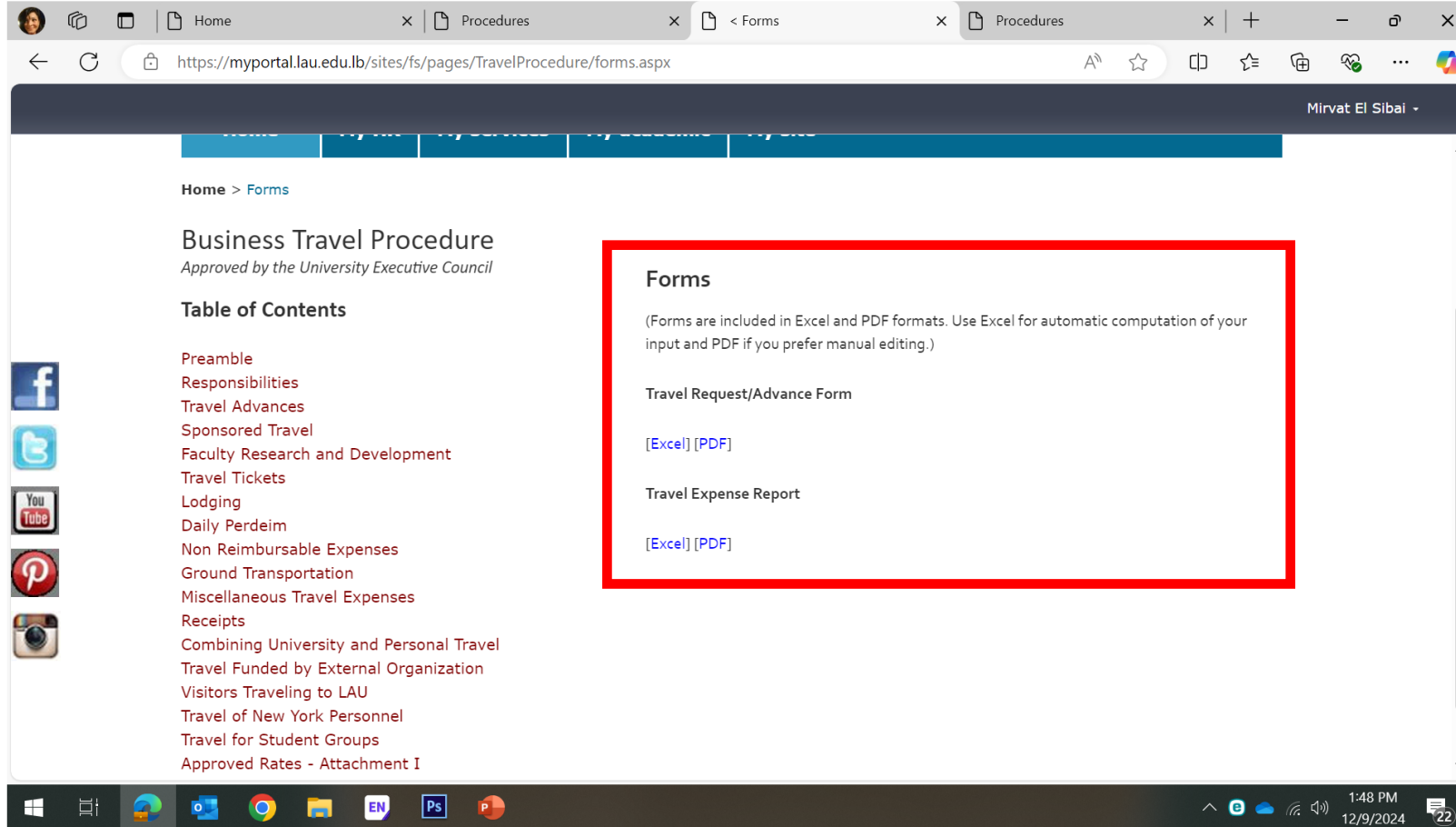
**Exceptions**

Exceptions to this procedure must be explicitly justified as beneficial to both the University and the individual and generally require the ultimate approval of the Vice President concerned and the Vice President for Finance & Administration.

**Revisions**

Changes and revisions to this procedure are to be approved by the University Executive Council (UEC).

# Other processes: Conference travel



The screenshot displays a web browser window with multiple tabs. The active tab is titled 'Forms' and shows the URL <https://myportal.lau.edu.lb/sites/fs/pages/TravelProcedure/forms.aspx>. The user's name, 'Mirvat El Sibai', is visible in the top right corner.

The page content is organized into two main sections:

- Table of Contents:** A list of links on the left side of the page, including 'Preamble', 'Responsibilities', 'Travel Advances', 'Sponsored Travel', 'Faculty Research and Development', 'Travel Tickets', 'Lodging', 'Daily Perdeim', 'Non Reimbursable Expenses', 'Ground Transportation', 'Miscellaneous Travel Expenses', 'Receipts', 'Combining University and Personal Travel', 'Travel Funded by External Organization', 'Visitors Traveling to LAU', 'Travel of New York Personnel', 'Travel for Student Groups', and 'Approved Rates - Attachment I'.
- Forms:** A section on the right side of the page, highlighted with a red box. It contains the following information:
  - A note: '(Forms are included in Excel and PDF formats. Use Excel for automatic computation of your input and PDF if you prefer manual editing.)'
  - Travel Request/Advance Form**
    - [\[Excel\]](#) [\[PDF\]](#)
  - Travel Expense Report**
    - [\[Excel\]](#) [\[PDF\]](#)

The Windows taskbar at the bottom shows the system time as 1:48 PM on 12/9/2024, along with various application icons and system status icons.

# Other processes: Conference travel

LEBANESE AMERICAN UNIVERSITY  
TRAVEL REQUEST/ADVANCE FORM

				Date	
<b>Type Of Travel</b>					
Business	[ ]	URC	[ ]	Others	[ ]
Conference/training	[ ]	Sponsored	[ ]	(Specify)	
<b>Purpose Of Travel</b>					
<b>Locations To Be Visited</b>					
<b>Dates</b>					
Departure:		Return:		Duration	
(MM/DD/YY)		(MM/DD/YY)			
<b>Budget Available</b>					
Yes		[ ]			
No		[ ]			
<b>Cash Advance</b>					
Perdiem		# days		Rate	
				Total	USD
Hotel Estimate				Total	
Others				Total	

LEBANESE AMERICAN UNIVERSITY  
TRAVEL EXPENSE REPORT

						Date
Name:						
Department / Budget:						
Locations Visited:						
Departure and return Dates (MM/DD/YY):						From: To:
Total travel days:						-
Number of personal days spent:						-
Net Business / per diem days:						-
<b>APPROVED EXPENSES</b>						
	# Days	Rate	Currency	Amount in Original Currency	Exchange Rate	Amount USD
<b>Transport fare</b>						
Air Fare					1.00	-
Train fare					1.00	-
Car Rental					1.00	-
Taxis					1.00	-
<b>Per diem</b>	0.00			-	1.00	-
<b>Lodging Expenses</b>						
Hotel 1					1.00	-
Hotel 2					1.00	-
Hotel 3					1.00	-
Hotel 4					1.00	-
Hotel 5					1.00	-
<b>Conference Fees</b>					1.00	-
<b>Others</b>						
Business Meals/Activities					1.00	-
Telephone					1.00	-

To book your ticket please go through travel & accommodation office at LAU @ [travel@lau.edu.lb](mailto:travel@lau.edu.lb)

# FAQs

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- It is up to you to identify the post-doc to work with you
  - With Post-docs, at the end of employment they withhold one month of payment in HR in order to ensure the part time employee have fulfilled their deliverables etc. now if the post-doc is continuing with you, we will contact you prior to the expiry of the contract duration (prior to Aug), you tell us which post-docs are continuing, in this case HR won't do the exit withholding of one month salary
  - Post-docs cannot be hired on an hourly basis
-

# FAQs

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Budget reallocation across captions is done on a case-by-case basis

However transferring budget from or to employment/personnel requires special approval (Provost approval).

We are in the process of automating the employment request process

Separate orientation for closet-out and mid-term reviews

The aim of PIRF is to increase extramural funding at LAU, so KPIs expected out of a funded PIRF grant are papers as well as successfully obtained external funding for the faculty to be eligible to reapply

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# Future strategic goals for PIRF

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- The ultimate goal of the PIRF fund is a starting point to help faculty secure extramural funding
- The GSR ran several orientation sessions (recorded sessions were emailed to all faculty) on Research Professional (RP) which is a database for funding opportunities (LAU maintains an institutional subscription)
- Please make the best of RP. In addition the data you provided us with regarding your research interest will help us tailor searches and email alerts for your needs and we will be routinely sending you those calls and opportunities
- In addition, a Grant writing workshop will be planned in February to guide faculty through navigating calls, preparing grant proposals, eligibility, compliance etc.
- Contact points for support for extramural funding:

Dr. Ralph Abi-Habib, director of sponsored programs, GSR @[ralph.abihabib@lau.edu.lb](mailto:ralph.abihabib@lau.edu.lb)

Mr. Mario Rebeiz, senior director, office of grants and contracts (OGC) @[mario.rebeiz@lau.edu.lb](mailto:mario.rebeiz@lau.edu.lb)

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Thank you

Best of luck

We are all here to help with any inquiry

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