

President Intramural Research Fund (PIRF) – Guidelines

1- General Description:

The President Intramural Research Fund (PIRF) aims at supporting research at LAU by providing substantial intramural funding for research. It is hoped that this funding would significantly enhance research metrics at the institution and increase the number of extramural funding applications.

All Professorial track full-time faculty members and all full-time physicians are eligible to apply with each allowed to serve as Principal Investigator (PI) on only one active grant at a time. Each grant proposal may have more than one Co-Principal investigator (Co-PI) from either LAU or other local universities. Faculty serving as PI on an active grant can only serve as Co-PI on one additional active grant. Faculty with no active grants can serve as Co-PI on more than one active grant at a time. Post-doctoral fellows are not eligible to apply as PIs to PIRF grants but can serve as Co-PIs on these grants.

The allowed budget for each grant cannot exceed USD 37,500 per year for a duration of 2 years, with a total budget not exceeding USD 75,000 over the two-year duration of the grant. All grants will have a start day of September 1st and an end date of August 31st (following the timeline of the Academic year). A final report will be required at the conclusion of the grant.

A PIRF committee consisting of senior faculty members representing the different schools and chaired by an assistant Dean of GSR, will process the applications, seek feedback from external reviewers, render decisions and follow-up on implementation and reporting. In the online form,

applicants are asked to provide the names and contact details of at least 3 and up to 5 external reviewers. It is extremely important that likely-responder, experts in the field, either at other universities in Lebanon or at any institution regionally and globally, are listed as potential external reviewers (avoiding any conflict of interest) and that accurate contact information is provided. The success of the review process hinges on collecting external reviews of the proposals, hence the importance of suggesting external reviewers that are likely to be responsive and to carry out the review process.

Proposals for projects including the use of human subjects and that have not already secured institutional review board (IRB) approval, will obtain a provisional acceptance until they secure IRB approval, at which point the acceptance becomes final and the budget is released. The same applies for proposals including the use of animals and that do not already have the approval of the Animal Care and Use Committee (ACUC).

2- Proposal Structure:

Grant proposals submitted to the President Intramural Research Fund (PIRF) are submitted directly online, using the EDMS system, and consist of the following sections:

- Title
- Abstract: A summary of the proposal. 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.
- Preliminary results: A description of existing results pertaining to the project, if available.
- Experimental design: A detailed description of the proposed experimental plan that would allow the project to reach its aims, along with a description of the methods.
- 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

3- Budget:

The budget of the President Intramural Research Fund (PIRF) is in “Fresh” U.S. dollars and should not exceed USD 37,500 per year (USD 75,000 for 2 year projects). The budget should be submitted using the PIRF budget template provided in the call for proposals.

The allowable budget captions under PIRF are listed below with no other captions or expenditures allowed.

a. Personnel:

- Research Assistant Student (either Graduate or undergraduate) (salary set by the student employment office)
- Research Assistant, Non-student with a Master’s degree: 1,050 USD/month
- Post-Doctoral fellow**: 2,000 USD/month
- Course release*: Up to 6 credits per year

In the budget template, the hourly rates and number of hours per month of personnel are factored in and applicants only need to enter the number of months of employment to generate the total budget for each personnel category.

b. Supplies and Equipment:

- Supplies (no cap)
- Equipment*: No cap (This caption does not include laptops/PCs/Macs, etc.)
- Databases/Software (capped at 6,000 USD/year)

Under supplies and small equipment, please provide, to the extent possible, a list and description of the items you intend to procure under these captions.

c. Editorial Support:

- o Publication Fees/editing fees/Article processing charges (no cap)
- o Conference Travel (up to USD 3,000 USD/year)

* In the event where the proposed budget specifies one of the following:

- a. A request for course release (up to 6 credits/year)
- b. A request for equipment

A prior clearance with the school Dean is required before filling the application. This is in order to account for departmental teaching needs and, in the case of equipment, to account to placement/maintenance/additional costs etc.

** While the budgeted monthly salary for post-doctoral fellows is 2,000 USD, the actual salary will be determined by the school dean based on established guidelines that consider the candidate's credentials and experience.

Please note that all equipment, supplies, databases and software procured using the PIRF funds belong to LAU, given that they are purchased using the institutions funds.