



الجامعة العربية المفتوحة
Arab Open University

Regulations of Research Grants at the Arab Open University

**Approval of the University Council 63
11 July 2018**

Contents

Introduction	3
Article (1): Title	3
Article (2): Definitions	3
Article (3): Applicants	3
Article (4): Types and Methods of Research	3
Article (5): Mechanism and Procedures of Submission	4
Article (6): Review and Evaluation	4
Article (7): Criteria for Acceptance of Projects	4
Article (8): Controls of the Implementation of the Research Project	5
Article (9): Support Allocations	5
Article (10): Budget	5
Article (11): Reporting the approval decision	6
Article (13): Extension and Additional Support	6
Article (14): Suspension and Cancellation of Project	7
Article (15): General Financial Rules	7
Article (16): General Provisions	7

Introduction

The Arab Open University works on creating the right environment to provide equal opportunities to stimulate intellectual growth and theoretical and applied research, so faculty members should undertake research to improve the quality of education and learning resources, as the research process is a key factor in the development and evolution of society.

The Arab Open University - as an active partner in this process - promotes research and scientific activities in areas of interest to the Arab community. Specialized committees at the headquarters of the University and its branches identify research priorities and provide necessary support, in partnership with external bodies, to contribute to the planning, implementation and utilization of research results.

Article (1): Title

This regulation is called the " Regulations of the Research Grants at the Arab Open University".

Article (2): Definitions

The following words and terms, wherever stated in this Regulation, shall have the following meanings:

The university	The Arab Open University
The branch	The University in the country of the branch
The director	The director of the university in the country of the branch
Dean of the Programme	Dean of Academic Programme at the University / Headquarters
Dean of the College	Local Dean / Coordinator at the branch level
Institutional Research	Public research that reinforce the University's mission
Scientific Research	Specialized research related to the specialties of faculty members
The Committee	The High (Central) Committee for Research and Development at Headquarters

Article (3): Applicants

All faculty members at the Arab Open university can apply for research support. Research support priority is given to researches conducted by a team of individuals rather than by individual researchers. The team of researchers can include academics from universities and research centres other than the Arab Open University, in which case the principal researcher should be from the Arab Open University.

Article (4): Types and Methods of Research

- A. The Arab Open University promotes and supports two types of research:
1. Scientific researches related to the specialties of faculty members.

2. Institutional researches that contribute to accomplishing the mission of the university, which aims to develop and improve the educational process in the university.
- B. Research activities can include the following methods:
- Local Researches: prepared by one or more researchers in the same country of the branch.
 - Joint Researches: prepared by a group of different Arab Open University branches.
 - External Researches: prepared by a team from the Arab Open University and other universities or research centres, provided that the team leader is from the Arab Open University.

Article (5): Mechanism and Procedures of Submission

- A. The basic steps required for those applying for university funding for research projects are:
1. To submit a letter from the researcher requesting funding.
 2. To provide details of the research proposal.
 3. To fill out the research funding form.
- B. The procedures of submitting the research project should begin with the preparation of the proposal of the "Research Project" that includes the following:
- Project Title
 - Project Summary
 - Project Objectives
 - Project Budget
 - Project Leader and Team Members
 - Project Introduction and Background
 - Project General Plan of Work, management and schedule
 - Research Methodology
 - Curriculum Vitae
 - Research Review
 - Filling in the Special Form

Article (6): Review and Evaluation

- A. All research projects submitted for grants shall be subject to evaluation procedures so that the Higher Committee for Scientific Research shall examine the project proposal document to ascertain the importance of the project and its usefulness, and the appropriateness of the requested research budget.
- B. The Committee may nominate experts or arbitrators to review and evaluate the project proposal, whether they are local or external. Accordingly, the Committee shall make one of the following decisions:
- Approval of providing a research grant
 - Request an amendment to one part or parts of the project proposal and re-review after amendments
 - Rejection of the project proposal after giving reasons

Article (7): Criteria for Acceptance of Projects

Research projects are evaluated according to the following criteria:

- **Academic Standards:** These are the criteria that indicate the extent to which the researcher makes contributions, discoveries, or additions in their field of specialization.
- **Efficiency and Feasibility:** those criteria that demonstrate the scientific competence of the research team and the adequacy of available resources.
- **The Significance of Research and its Linkage to Reality:** These are the criteria that explain what research adds to knowledge in general and to the Arab Open University in particular.

Article (8): Controls of the Implementation of the Research Project

The controls of implementation of the research project are as follows:

A. Grant Contract:

- If the research project is accepted by the Committee at Headquarters, the grant contract is sent to the Principal Researcher to sign it in agreement.
- The contract governs the grant process and is considered a legal document that explains the nature of the obligations of the two parties.

B. Terms of Grant:

The grant contract contains the following terms as minimum requirements:

- Commitment to complete the project according to the administrative and scientific plan prescribed in the research document.
- Commitment to submit progress reports and final report on time.
 - Interim Report: done every six months
 - Final Report: done after completion of the project.

C. Acknowledgment of Copyright and Gratitude:

The Principal Investigator should express their gratitude for the support provided by the University in preparing and publishing the scientific papers.

Article (9): Support Allocations

- A. The Principal Researcher shall be responsible for administering the support allocations under the applicable laws and regulations. The Principal Researcher shall also sign any financial statements related to the research support.
- B. The Arab Open University branch and its headquarters has the legal responsibility - through the research committees - to carry out financial control of the support allocations.

Article (10): Budget

- A. The request for support should include a summary of the required budget (in US dollars) indicating the time period required to complete the proposed research.
- B. Amounts not disbursed during one stage of the research may be transferred to the subsequent stage. All remaining amounts that have not been disbursed during the period specified for the research are returned.
- C. Allocations are allocated to four main items, as follows:

1. **Manpower:** Means the salaries or the financial reward provided to the team members during project implementation, previous experience, and time period, determined by the project leader.
2. **Operational Expenses:** This is the allocation required by the project team to operate the project within a specified period of time, covering the purchase of consumables and printing.
3. **Capital Expenditure:** The allocation required by the project team to purchase equipment and books, which are directly related to the objectives of the project. The equipment / books should be owned by the university after completion of the research.
4. **Attendance of Conferences:** The Principal Researcher or the Co-Researcher shall be entitled to apply for "participation in a conference" to submit research published from the results of the project.

Article (11): Reporting the approval decision

- A. The decision to approve the support of scientific research shall be from the powers of the Higher Committee for Scientific Research and shall be announced by means of a letter addressed to the Scientific Research Committee in the university branch and a copy shall be sent to the principal researcher.
- B. The Scientific Research Committee in the branch may approve research projects in which the required support value does not exceed five thousand dollars (\$ 5000) without reference to the Higher Committee at the headquarters.
- C. This letter identifies the title, duration, and amount of support in addition to the terms of the research grant.

Article (12): Project Reports

The Principal Investigator should provide two types of reports:

A. The Interim Report:

The interim report is released every six months through which the project can be followed up, including achievements in the implementation of the project up to the report date.

B. The Final Report:

The researcher must submit a final report for the project in the time specified in the grant contract signed by the principal researcher at the beginning of the project. The researcher acknowledges in this report that work on the project has been completed according to the plan drawn up and gives a full description of the project.

Article (13): Extension and Additional Support

- A. Extension requests requiring additional amounts are treated as new orders, meeting all requirements in terms of procedures, form and budget.

- B. As for requests for extension that do not need amounts, the reference of the decision (Scientific Research Committee in the country of the branch or the High Central Committee) can approve them, and the extension period must not exceed three months.

Article (14): Suspension and Cancellation of Project

- A. **Suspension of the Project:** If the project is exposed to emergency difficulties affecting the time commitment to implement it and requires suspension of (freezing) the work temporarily, a request is submitted by the project leader to the scientific research committee in the branch and then transferred to the High Committee for final decision.
- B. **Cancelling the Project:** The High Committee has the right to cancel the grant in whole or in part as a result of non-compliance by submitting the interim reports on time or by a request submitted to the Committee by the project leader, with justification for not continuing the research.

Article (15): General Financial Rules

- A. Liabilities and expenses must be proved by receipts or other documents approved by the financial regulations in force at the Arab Open University.
- B. Financial documents justifying expenses should be retained for a period of time to be determined by the financial regulations in force at the Arab Open University.

Article (16): General Provisions

- A. These regulations repeal the previous regulations concerning the " Regulations of Research Grants at the Arab Open University".
- B. University directors are responsible for implementing the decisions issued under these regulations.
- C. The University Council should decide on cases where no provision is made in these regulations.