# ORIC POLICIES & FORMS

## 1.1 External & Internal Funding For Research Projects

Rawalpindi Medical University ORIC envisions and plans to prepare a certain number of research proposals per year. The faculty will submit their proposals to ORIC for onward submission to HEC or other funding agencies. The ORIC shall provide secretarial assistance in the preparation and submission of Research Proposals and will pursue the follow-up with the HEC or other funding agencies.

### 1.1.1 SOPs for External Funding

1. ORIC would identify the areas of research and opportunities for potential grants or funding.
2. Research proposals should be relevant to Pakistan's Socio-Economic needs, to be achieved from the forum of RMU.
3. Faculty Members of the university shall submit their project proposals on the prescribed application form (if any) set by the relevant funding agency to ORIC for onward submission to the concerned funding agency.
4. ORIC shall provide prescribed application Performa (if any) for research funding on the university website.
5. ORIC will facilitate Faculty Member/Principal Investigator (P.I) to develop a proposal according to the requirements and prescribed forms of the concerned funding agency.
6. All the research proposals for HEC and other funding agencies shall be processed through ORIC. ORIC will assess if the proposed project fulfills the requirements of submission to the funding agency.
7. All research proposals shall be submitted to ORIC well before the deadline set by the funding agency for completion of required formalities. In case of any delay in submission, the ORIC shall not be responsible and proposals shall be turned down. Proposals completed in all respect shall only be considered for processing and endorsement of the Vice-Chancellor RMU.
8. The ORIC shall scrutinize the project proposal in the light of guidelines/procedures, specified by the concerned funding agency. If the project proposal is found complete in all respect, the same shall be sent to the concerned funding agency after completion of codal formalities.
9. ORIC shall be responsible to get the updates on a project proposal submitted to the funding agency(s) during the process of scrutiny, review, and approval of the same.
10. The Principal Investigator (P.I) of Project shall be responsible to make sure that all communication (written & oral) including replies/answers of queries/observations communicated by the funding agency should be shared/processed through/by keeping ORIC updated.
11. P.I and Co-PI are required to provide necessary documents to ORIC, as and when required by the funding agency, within the deadline period. In case of failure, ORIC shall not be responsible for the rejection of application(s).
12. In case of approval of the project from the funding agency, the PI will be responsible to complete all the documentation/follow rules and procedures through ORIC as per the requirement of the respective agency.
13. PI of the project will also be responsible to follow the rules and regulations of the concerned funding agency regarding the following:
    a. Project Financial Management
    b. Project General Administration
    c. Project Procurement Management
    d. Project Human Resource Management/Staff Hiring
    e. Project Monitoring and Evaluation

Efforts shall be made to approach the relevant funding agencies for obtaining external funding for the research projects submitted by faculty and students of RMU. However, in case of the non-availability of external funding,

RMU will provide an internal grant to faculty for the research projects, on case to case basis, through the University Research Committee.

## 1.1.2 SOPs for Internal Funding

The research project received at ORIC shall be forwarded to at-least one reviewer within or outside Rawalpindi Medical University. The overall score for review of the research project will be 100, distributed equally on the following five scoring criteria:

A. Significance
   a. The project should address an important problem or a critical barrier to progress in the field.
   b. The project should contribute to the body of scientific knowledge.
   c. The objectives of the project should be achievable.
   d. The project should have significant practical implications for all the stakeholders of the relevant field.
B. Investigator/Researcher
   a. The investigators, collaborators, and other researchers involved in the project should be capable of executing a research project.
   b. The leadership approach, governance capability of the principal investigator should be appropriate for the execution of the project.
C. Innovation
   The project should address some novel theoretical concepts, approaches, methodologies, instrumentation, and/or interventions.
D. Approach
   The design, method, procedure, and analysis should be logical and appropriate to accomplish the objectives of the project.
E. Environment

The proposed project should be designed according to the available institutional support, equipment, and other physical resources.

The decision shall be taken on the application based on the overall score provided by the reviewer for which the criterion is as under:

| Overall Score | Decision |
|---|---|
| 70 or above | To be funded |
| 50 to 69 | To be sent back to the investigator to incorporate the changes recommended by the reviewer |
| 49 or below | be rejected |

**Revision of applications**: When considering a revised application, the ORIC shall ensure that proposed changes have been incorporated, based on which decision for approval or rejection of the application will be taken.