

## RESEARCH IMPACT FUND

### Research Impact Fund (RIF)

### Policy and Guidelines

#### Objectives

The Research Impact Fund (RIF) aims to:

1. Encourage faculty members to undertake research that generates significant social and economic impacts.
2. Support collaborative research with external organizations, including government departments, businesses, industries, and research institutes.

#### Grants

RCoD will provide research grants per project.

#### Principal Guidelines

1. **Eligibility:** The fund is available to academic staff at RCoD.
2. **Scope:** Funding is aimed at projects that originate from research at RCoD and have the potential to enhance the institution's social or economic impact.
3. **Priority:** Preference will be given to projects where the principal investigator has not applied for external funding.
4. **Discipline:** Open to all fields, particularly interdisciplinary projects, translational research, and those aligning with national and international research priorities, including sustainable development goals.
5. **Calls for Proposals:** There will be two annual calls for proposals. Additional calls may be made if necessary.

# Research and Development Cell



## Call for Proposal Schedule:

Sr. No	Call for Proposal	Announcement Date	Deadline for Submission	Decision Date
1	1st Round	December 1st	December 31st	March 5th
2	2nd Round	June 1st	June 30th	July 31st

## I. General Information

### A. Project Description

The RIF is an internal grant designed to fund high-quality, impactful research that benefits local industry and society. It supports both basic and applied research, offering researchers the freedom to develop their research concepts and methodologies. Awards will be processed through R&D and provided to the principal investigator. Collaborative proposals that include junior and senior staff, and appropriate industrial partners, are encouraged. The selection process is competitive, merit-based, and adheres to international standards. Details are outlined in the Evaluation and Selection protocol available on the R&D website.

### B. Applicant Eligibility

The Principal Investigator (PI) must:

- Be a faculty member of RCoD.
- Be actively serving at the time of application and throughout the project.
- Have published at least one journal paper (with a DOI) in a JCR-listed journal within the past three years.
- Not currently have internal or external research funding exceeding PKR 200,000.

### C. Anticipated Funding Amount

Co-financing by industry partners or collaborators is viewed positively as it indicates industry support.

No. 102/RCoD/P-134h Dated: 6<sup>th</sup> August, 2024

# Research and Development Cell



## II. Proposal Preparation Instructions

- **Template:** Use the "Research Proposal Template" available at the , also accessible via the R&D section on the RCoD website.
- **Contents:** Proposals should include a Table of Contents, a tentative project timeline, and a detailed budget plan.
- **Restrictions:** Proposals must be original with no copied content in it.

## III. Proposal Submission Procedure

Proposals must be submitted by the Principal Investigator to the Director of R&D.

## IV. Evaluation and Selection Process

### 1. Proposal Screening

Proposals will be initially screened for:

- Completeness of information and required documents.
- Adherence to submission deadlines.
- Previous performance on funded projects.
- Any restrictions imposed by HEC.

Proposals that pass this initial screening will proceed to detailed evaluation.

### 2. Desk/Panel Evaluation

Eligible proposals will be reviewed in detail by the R&D Steering Committee to ensure alignment with RIF guidelines and objectives.

## Grievance Procedure

If a proposal is not selected, the PI may submit a Notice of Grievance within 7 working days if they believe the proposal was not fairly evaluated.

## V. Negotiation and Implementation

No. 102/RCoD/P-134h Dated: 6<sup>th</sup> August, 2024

## Research and Development Cell



Post-selection, R&D will negotiate with the PI on:

- Final budget adjustments.
- Research and development activities.
- Resources and team capacity.
- Results and feedback.

Critical pre-project requirements include:

- Revising the proposal based on evaluation feedback.
- Completing a financial assessment and procurement plan.
- Preparing a detailed implementation plan.

### **VI. Program Website**

For complete details about the RIF, visit the R&D section of the RCoD website: [rcod.com.pk](http://rcod.com.pk).

## RIF SOP's

### Declaration Certificate

I, Dr. [Full Name], [Designation & Department], hereby declare the following in my capacity as the Principal Investigator (PI) of the project titled "[Project Title]":

1. I have reviewed and agree to abide by the Research Impact Fund (RIF) policy and Standard Operating Procedures (SOPs) available on the R&D section of the RCoD website.
2. I am a full-time faculty member of RCoD.
3. The equipment requested for the proposed project is not available at the Institute.
4. I have disclosed the proportion of the research project funded by HEC or any other funding agency in the application.
5. The proposed project is entirely original, and no plagiarized material, including self-plagiarism, is included.
6. I have never been blacklisted by RCoD or the Higher Education Commission (HEC) of Pakistan.
7. I am not currently managing any other funded project as PI or Co-PI at this institution or with HEC that is delayed.
8. Should I leave the institution or be relieved of my duties by higher authorities before project completion, I shall ensure due credit to RCoD on publication of this research article.
9. All publications resulting from this project will list RCoD as the author's affiliation.
10. I will acknowledge RIF funding from RCoD in all project publications, specifically under the Funding Disclosure subheading.

## Research and Development Cell



11. I accept that the decisions made by the college's higher authorities at any stage of the funding process are final and will not be contested in any court of law.
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### R&D Research Impact Fund SOPs

#### Proposal Submission:

- Proposals must be submitted at . Submissions should be in both hard and soft copy.
- **Submission Deadlines:** January 25th for the 1st round and June 30th for the 2nd round.
- Only completed applications with all required documents, as listed at the end of the application form, will be accepted.

#### Technical Evaluation:

- Completed applications will be forwarded to the RIF Technical review Committee (TRC) for evaluation.
- A quorum of at least three members is required to review and decide on the RIF applications.
- Shortlisted applicants will be invited to present their research proposals. The TRC will make the final decision on the awardees and the initial release of funding.

#### Project Assessment Committee (PAC):

- A PAC will be formed from two TRC members, including at least one from the relevant discipline of the project.
- The PAC will monitor the project's progress and oversee fund disbursement.

#### Funding Release Stages:

1. **Initial Release:** 30% of the total fund will be provided immediately upon project approval.

No. 102/RCoD/P-134h Dated: 6<sup>th</sup> August, 2024

## Research and Development Cell



2. **First Review:** After 3 months, if progress is satisfactory, an additional 30% will be released. If not satisfactory, the case will be reviewed by higher authorities for a final decision.
3. **Second Review:** After 6 months, if progress remains satisfactory, the remaining 40% will be released. If progress is unsatisfactory, further discussions with higher authorities will determine the next steps.
4. **Ongoing Review:** The PAC will review project progress every 3 months until completion. Any requests for additional funding will be forwarded to the Technical Committee for further discussion and final decisions.

### **Grievance Processing:**

- Researchers may submit written grievances to the Director R&D cell within one week of the decision.
- The committee will address the grievance within two weeks and communicate the final decision in writing.

## Research Impact Fund Flowchart

