

Research Grant Allocation Policy for PhD Scholars



DHA Suffa University

1. Introduction

DHA Suffa University (DSU) is committed to fostering a culture of research and innovation among its PhD scholars. To support their research and experimentation endeavors, DSU has developed this policy for the allocation of research grants. This policy draws inspiration from the best practices followed by renowned Pakistani post-graduate programs. However, it remains a living document to be updated whenever, required.

2. Objectives

The primary objectives of this policy are to:

- a) Encourage research excellence among PhD scholars at DSU.
- b) Foster interdisciplinary collaboration and knowledge sharing.
- c) Promote the publication of high-quality research work in reputable journals.
- d) Enhance the overall research output and impact of DSU in academia and industry.

3. Prior Research Grant Pursuit

- a) DSU expects that PhD scholars applying for research grants under this policy have actively pursued various research grants offered by the Higher Education Commission (HEC) and other relevant institutions to secure funding for the associated research expenses.
- b) Demonstrating proactive efforts to secure external research grants will be considered favorably during the evaluation process.

4. Eligibility Criteria

- a) PhD scholars at DSU, who have successfully completed their coursework and have been formally admitted to the research phase of their program, are eligible to apply for research grants.
- b) Scholars must provide details of any previously secured or officially applied (at least) research grants in their application, including the funding agency, project title, grant amount, and period of funding.
- c) The research proposal must align with DSU's research priorities and demonstrate potential for significant contribution to the respective field.
- d) The scholar must have a clear roadmap for the research project, including a comprehensive work plan, methodology, and expected outcomes.
- e) The scholar must have a dedicated supervisor who will provide guidance and oversight throughout the research process.

5. Application Process

- a) DSU will announce specific deadlines for the submission of research grant applications.
- b) Applicants must submit a well-crafted research proposal, along with a detailed budget and timeline for the project.
- c) The proposal should include a literature review, research objectives, methodology, expected outcomes, and potential impact.
- d) The application must be endorsed by the supervisor, who will provide an evaluation of the proposal's feasibility and its alignment with the scholar's research goals.

6. Evaluation and Allocation

- a) An expert committee (which may also include external member/s), appointed by the honorable Vice Chancellor, will evaluate the research grant applications based on the following criteria:
 - i) Quality and novelty of the research proposal.
 - ii) Feasibility and clarity of the research plan.
 - iii) Potential impact of the research work.
 - iv) Alignment with DSU's research priorities.
- b) The composition of the committee to recommend the research grant is as under:
 - i) Director PGP - Chair
 - ii) Concerned Dean
 - iii) Supervisor & co-supervisor
 - iv) 2 x PhD faculty members from relevant field (To be decided by the Chair)
 - v) Any external expert (If need be)
 - vi) Director QEC
 - vii) Registrar
 - viii) Deputy Director PGP - Secretary
- c) The committee may conduct interviews or request additional information from applicants, if necessary.
- d) Based on the evaluation, the committee will recommend a list of successful candidates for research grant allocation to the honorable Vice Chancellor.
- e) The final decision regarding grant allocation will be made by the Vice Chancellor, taking into account the committee's recommendations and the available budget.

7. Grant Disbursement and Accountability

- a) Upon receiving the research grant, the scholar must utilize the funds solely for research-related expenses, such as equipment, software, consumables, data collection, conference attendance (case to case) and other relevant heads depending on the type of research work.
- b) All the acquired resources shall remain property of DHA Suffa University, which the scholar shall use during his/her PhD research work.
- c) The scholar must maintain accurate records of all expenses and submit periodic progress reports to the DSU authorities.
- d) The approved funding amount for each scholar must not exceed Rs. 0.2 million per year.
- e) DSU shall reserve the right to limit this amount depending on the availability of funds.
- f) A student can avail this funding amount for up to two times during their research period, subject to the availability of funds and satisfactory progress, duly endorsed and quantified by the supervisor.
- g) The scholar must provide the supervisor with detailed expense reports, including receipts, for all research-related expenses incurred using the allocated funds.
- h) The fund shall be released to the scholar after its evaluation by the expert committee and the final allocation by the honorable Vice Chancellor.
- i) Any unspent funds must be returned to DSU at the completion of the research project.
- j) The scholar must acknowledge DSU's support in all publications and presentations resulting from the research work.

8. Review and Revision

- a) DSU will periodically review this policy to ensure its effectiveness and alignment with the evolving research landscape.
- b) Feedback and suggestions from PhD scholars and faculty members will be considered for policy enhancement.
- c) Any necessary revisions to the policy will be implemented in consultation with relevant stakeholders and approved by the DSU authorities.