

Research Awards Bylaws

Article (1) (Definitions)

The Award Name: The Prince Sultan University Award for Research Excellence

The Award Board: This is the board supervising the Award.

The Refereeing Committees: These are the committees supervising the refereeing of research output.

Article (2)

The Award is granted once a year within an annual appreciation ceremony for research excellence.

The Award comprises three categories:

Category 1: Research Excellence Award for Faculty Members

Category 2: Research Excellence Award for Post-Graduate Students

Category 3: Research Excellence Award for Undergraduate Students

Article (3)

1. Research Excellence Award for Faculty Members

1.1. Application for the Award is announced at the beginning of every academic year.

1.2. Applications for the Award are received within three months from the announcement.

1.3. The refereeing committees must complete their tasks and have their recommendations approved within two months from the receipt of applications.

1.4. The Awards are disseminated within an annual appreciation ceremony for research excellence at the end of every academic year.

2. Research Excellence Award for Post-Graduate and Undergraduate Students

2.1. Application for the Award is announced at the beginning of every academic year.

- 2.2. Applications for the Award are received within six months from the announcement.
- 2.3. The refereeing committees must complete their tasks and have their recommendations approved within one month from the receipt of applications.
- 2.4. The Awards are disseminated within an annual appreciation ceremony for research excellence at the end of every academic year.

Article (4)

The Award Board consists of:

1. Director of the Research and Innovation Center (RIC) (Chair)
2. Associate Directors for RIC, Male and Female Campuses
3. College Research Directors (CRDs)

Article (5)

The Award Board oversees all scientific, financial and administrative affairs for the Award including:

1. The announcement of the Award
2. The preparation of necessary forms to receive applications for the Award
3. The review of application forms and submitted research output to ensure that they meet the application requirements.
4. The formation of refereeing committees and the review of their reports.
5. The preparation of an annual report for the Award.
6. The recommendation of any necessary modifications to the Award bylaws in the future.

Article (6)

1. A separate committee is formed for each of the three awards. A coordinator is assigned to every committee with the purpose of communicating and coordinating with the applicants and the members of the refereeing committees and the Award Board.
2. Every refereeing committee must include a minimum of two faculty members from within the University specialization in suitable disciplines to referee the scientific output.

3. Research output may be sent to external referees from outside the University, if needed, and the remuneration for the selected external referees is outlined in Article (7).
4. The minimum academic rank acceptable for the members of refereeing committees and the referees for the Research Excellence Award for Faculty Members is an Associate Professor and for the Research Excellence Award for Post-Graduate and Undergraduate Students in an Assistant Professor.

Article (7)

The referee receives a remuneration of 500SR for every refereeing task.

Article (8)

1. The Coordinator of every refereeing committee shall forward the names of the nominated Award winners to the Award Board for approval based on the evaluation criteria.
2. The Chair of the Award Board approves the Award winners.
3. The Research and Initiatives Center oversees the announcement of the Award winners and the dissemination of Awards at the annual appreciation ceremony for research excellence.

Article (9)

1. Application Requirements for the Research Excellence Award for Faculty Members

- 1.1. The applicant must be a faculty member of Prince Sultan University.
- 1.2. The applicant must have completed a minimum of one academic year in affiliation to the University.
- 1.3. The applicant must submit an accumulated record of his/her research output during the year prior to the announcement date of the Award.
- 1.4. The submitted research output must have been published during the applicant's employment at the University and must refer to the applicant's affiliation to the University.
- 1.5. Research output that is published or accepted for publication in conferences or journals is accepted for the Award purposes.
- 1.6. In case of publication in scientific journals, the journals must be refereed and indexed in well-established databases.
- 1.7. In case of publication in conferences, the proceedings must be refereed.

1.8. The researcher must submit the following documents prior to the set deadline for the Award application:

- An introductory letter from the researcher in application to the Award
- The applicant's curriculum vitae
- The details of research output for a previous year
- Hard and soft copies of the research output as in the research publications

2. Application Requirements for the Research Excellence Award for Post-Graduate Students

2.1. The post-graduate student submits an outstanding research paper published or accepted to be published in a refereed conference or scientific journal in his/her discipline.

2.2. The name of the faculty member supervising the research work must be included on the research paper (if applicable).

2.3. The research paper must meet international standards for research publications.

2.4. The applicant must be a student at Prince Sultan University at the time of submitting the research paper for publication.

2.5. The applicant must be the first author of the research paper.

2.6. The researcher must submit the following documents prior to the set deadline for the Award application:

- The applicant's curriculum vitae
- Hard or soft copies of the research paper

3. Application Requirements for the Research Excellence Award for Undergraduate Students

3.1. The student can submit research work under one of the two following categories:

Category (1): Research Paper

Category (2): Research Poster

3.2. The name of the faculty member supervising the research work must be included on the research paper/ poster (if applicable).

3.3. The research work must meet the requirements for research papers and posters.

3.4. The student must submit the following documents prior to the set deadline for the Award application:

- The applicant's curriculum vitae

- Hard or soft copies of the research paper or research poster

Article (10)

The applicants are legally responsible for their intellectual property of submitted research work.

Article (11)

The cash value of the awards is as follows:

Faculty Members Two Awards <ul style="list-style-type: none"> ○ Sciences and Engineering ○ Humanities and Social Sciences 	Post-graduate Students (One Award at the University level)	Undergraduate Students	
		Research Paper (One Award at the University level)	Research Poster (One Award at the University level)
12.500SR Each	10.000SR	5.000SR	3.000SR

Article (12)

More than one winner can be assigned for each award. In which case, the Award remuneration is divided equally among the winners.

Article (13)

The Award Board decisions are final and irrevocable.

Article (14)

The Research Excellence Awards Bylaws at Prince Sultan University shall be in effect as of the date of its approval by the University Council as well as by the Research and Initiatives center committee (RICC) approval starting from September 2017.