

Internal Research Grants Guidelines

2.1. Purpose and scope:

This guidelines is applicable to all NCT staff, governing the Internal Research Grant provided by the college. The main goal of Internal Research Grant is to enhance research capacity of NCT staff and improve their research outputs. Internal Research Grant provides financial support to the teams of staff and students of NCT for their research work.

1. Definitions:

- a. **Research:** The term “Research” is used to mean any individual or collective endeavor that results in a measurable academic outcome such as a conference presentation, or a published book or article published in a journal, of clear benefit to the college profile and reputation.
- b. In the context of the college’s mission and goals, applied research, focusing squarely on the needs and concerns of commerce and industry, is seen by the college as an important activity, contributing strongly to the college reputation, the professional skills of staff, and the good of the nation
- c. Internal Research: Any research conducted by any NCT staff by collecting data from any NCT unit for the purpose of publishing in any Journal / Conference/ Magazine etc.,
- d. Internal Research Grant/ Fund: This refers to the fund provided by NCT to NCT staff and students to conduct research that is approved by NCT CRCC.
- e. NCT Staff: NCT staff includes all NCT academic and Non Academic staff that are presently working/studying in NCT.
- f. NCT Students: NCT Student refers to any student who is currently studying in NCT excluding the Part time students.

2.2. Eligibility Criteria:

- Applications are open to all NCT staff, both Individually or as a group of maximum 6 teaching/Non-teaching faculty members with regular students of NCT,
- The group with a minimum of one-third Omanis will be given priority.
- Research Projects in Oman’s context and social relevance will be given priority.

- Researcher should ensure that their project is in compliance with NCT Research Ethics Policy

2.3.Procedure for applying Internal Research Fund:

- CRCC will call for Applications / research proposal from NCT Staff every year during the month of October.
- Interested NCT staff may apply for the grant by submitting the Application Form along with the Research Proposal, (Format – Annexure ___)
- Proposals received for internal grants will be reviewed by the CRCC, or an Expert Committee appointed by the Chairman, if he wishes so.

2.4.Proposal Submission

1. The research proposal should be submitted to the head of NCT research committee in the prescribed format in **Annexure I** by the Principle Investigator.
2. The application requires “participation acceptance” from all the research team member.
3. Only one application by the same Principal Investigator should be submitted per call.
4. PI awarded RFP grant must submit the final report, before he/she can reapply for another RFP grant.
5. The maximum duration **of a RFP grant is for three** years.
6. Research proposal should be in full compliance with NCT research ethics policy
7. If the **research activities involving human, animal or genetic or biosafety materials, prior written permission should be included along with research proposal.**

2.5.Evaluation Criteria

The evaluation criteria (Merit Score) of the excellence for a total score of 100 points of the submitted research proposal is as follows:

	Intellectual Merit of the Research question or creative concept	30 points
	The Capacity building of the proposal submitted <ul style="list-style-type: none"> • Capacity building includes: • Increase effectiveness in the Teaching-Learning process. • Strengthens relationship with external organizations and providing room for long-term relationship 	40 points

	<ul style="list-style-type: none"> • Improves quality of life of Omani society • Improves opportunities for consulting services • Potential for deployment • Innovation 	
	Applicability and relevance to Oman’s socioeconomic development and related public policies	5 points
	Multidisciplinary nature of research (addressing more than one academic discipline)	5 points
	The overall quality of the budget composition based on Annexure II	20 points

The proposal will be evaluated on the following scale:

- 5 All relevant aspects of the criterion are successfully addressed.
- 4 The criterion is well addressed, although certain improvements are possible.
- 3 The criterion is broadly addressed, yet significant weaknesses need to be corrected.
- 2 There are serious weaknesses in relation to the criterion
- 1 The criterion is addressed in an unsatisfactory manner.

2.6.Deliverable

The PI must provide the deliverables interim reports and final report of the RFP grant as per the guideline given below

- **Interim Reports:** An interim Progress report should be submitted to CRCC every 6
- **Final report:** At the end of research period or within one month after the end of Research period, the final report should be submitted along with the findings, impact and realization benefits, and final statement of expenditures.
- **In case of delay in submission of final report,** within the period allowed, a written request may be made to CRCC by PI, before the due date, for the submission period to be extended maximum of 2 months.

2.7. Ownership

1. All the equipment and materials bought by using RFP grant will belong to NCT.
2. All research outcomes like results, findings and products will belong to NCT.
3. Any publication from research work funded under this RFP should be in the affiliation of NCT.
4. Any consultancy service under the RFP will require a written contract with understanding on deliberation of fund ownership and effective usage of funds.

2.8. Communication:

This policy is communicated to NCT staff through email and other official documents.

Version	Date	Author	Approval	Section modified	Details of amendments	Distributed to
Version 1						

References

www.trc.gov.om

Research Proposal

(Maximum 15 pages word document - single spaced)

Project Title.

Project Description.

Provide a description of your research proposal and its overall objectives as well as specific goals you plan to accomplish.

Project Significance.

Explain in general terms why the information gained from this research project will be beneficial.

Methodology.

Clearly state how you plan to accomplish the project goals of the project description. Identify the specific steps necessary to perform your research.

Timeline

Provide a detailed timeline for completion of the project. Be sure to include the goals listed above.

Bibliography

Sources you have consulted in preparation of this proposal, as well as any references you have cited within this application. If you need additional space, use the Appendix.

Author(s), Year, Article title, Journal title, Volume (issue):location. - for research article

Author(s). Year. Title. Edition. Place of publication: publisher. Extent. Notes. - for book

Research Team Information. (Should be filled by each team member)

Name : _____

Affiliation : Lecturer / Technician / Student Student CGPA :

Department : _____

Role in research project: PI / CoPI/ Member

Email : _____

Mobile : _____

Extension : _____

Signature : _____

Roles and Responsibilities of Each team member.

Highlight the involvement of the each team member including PI/CoPI in the project direction and design.

Budget & Budget Justification.

You must prepare a budget justification as given below which should include an explanation and justification of each item in your budget.

#	Description	Category	Justification	Amount
1				
2				

Declaration.

I, the PI of this research proposal, _____ hereby declare that our research work

- does not involve any experiment on human or animals / biohazardous materials / emissions / wastes.
- is our original work and not copied from other proposal either in part or whole.

Signature of PI

Annexure II - IG

Budget Limitations

Catogary	Max
Chemical	100
Data Collection	100
Equipment and Facility	1000
Glassware	50
Stationary	-
Training	200
Travel and Consultation	200
Use of College facilities	500
Miscellaneous	50
Purchasing of Literature	-
Software	-
Salary & Wages	-
Maximum Total	1200