

<p><b>Procedure</b></p>	<p>Application for research grant should be submitted on a “CIIT Research Grant Program” Form (in triplicate) to the Dean ORIC on the address given inside of this brochure.</p> <p>The proposals, before sending to the Dean’s Office, first be submitted to the Chairman/Head of the Department for getting it reviewed by the Departmental Review Committee (DRC). After getting it reviewed, the Chairman/HoD will forward the Research Proposal, along with the observations of the DRC, to the Dean’s Office for the consideration of three-Member Scrutiny Committee. If need arises the Principal Investigator (PI) of the Research Proposal will be invited to give presentation to the Scrutiny Committee and defend the Research Proposal. Once the Committee is satisfied that the Research Proposal is worth to be funded then it will be recommended to the Rector for approval / funding.</p>
<p><b>Reports</b></p>	<p>A short Annual Progress Report is expected from the PI within fifteen days of the completion of each year. The Progress Report should highlight major achievements during the reporting period and completion of targets/goals as envisaged in the Proposal for the subject year. In addition to this Annual Report, the Principal Investigator keeps the Chairman/HoD regularly informed about research findings through quarterly progress report. Acknowledgement of the CIIT funding in research publications or presentations is also expected. The release of the subsequent year award is tied up with the receipt and review of the Annual Progress Report.</p> <p>The grantee (PI) is required to submit a Final Report including a financial report within one month of the completion of the project.</p>

## CIIT Research Grant Program



**COMSATS**  
**Institute of Information Technology**  
**Park Road, Chakshahzad,**  
**Islamabad.**

**COMSATS**  
**Institute of Information Technology**

**Research Grants Program**

Research in universities is one of the statutory functions of the faculty. Due to paucity of funds, however, the activity could not get momentum at all levels of CIIT Teachers. Limited research grants are available from HEC, PSF & National ICT R&D Fund for the researchers already in the field. Although a good number of research proposals have been got approved from these organizations, but still a large number of CIIT Teachers could not get research grants. Hence to bring more teachers into the research stream, a “CIIT Research Grant Program” (CRGP) has been initiated under which small research grants up to Rs. 200,000 for Research Proposals of 1 to 2 years are available. All faculty members of CIIT are eligible for the CRGP; however, preference will be given to young faculty and the first timers.

**Please ensure that relevant documents are attached. Please tick the relevant box.**

1	Three sets of the proposal complete in all respect.	
2	Brief CVs of PI and CO-PI.	
3	Departmental Review Committee's (DRC) Comments Proforma.	
4	Undertaking.	

**For further information please contact**

**Prof. Dr. Raheel Qamar (T.I)**  
**Dean**

**Office of Research, Innovation & Commercialization (ORIC)**  
**COMSATS Institute of Information Technology**  
**Faculty Block 1, 3<sup>rd</sup> Floor, Park Road,**  
**Chak Shahzad, Islamabad**  
**Tele: 051-9049210**  
**Cell: 0321-5119494**

E-Mail: [raheel\\_qamar@comsats.edu.pk](mailto:raheel_qamar@comsats.edu.pk)

*Package*

<b>Purpose and Nature</b>	Research Grants are awarded on competitive merit among the Faculty of COMSATS Institute of Information Technology.
<b>Research Domain</b>	The Research Grants Program provides support for research projects in all disciplines.
<b>Duration</b>	A research grant will normally be provided for a period of one to two years.
<b>Financial Assistance</b>	Each Research Proposal under this program will be considered up to Rs. 200,000.
<b>Entitlement</b>	<ol style="list-style-type: none"> <li>1. Purchase of one or two pieces of small equipment (each less than Rs. 25000) is allowed.</li> <li>2. Operational costs, consumables, stationery etc may be budgeted.</li> <li>3. The grant covers the honoraria of the Principal Investigator (Rs. 10000) over the life period of the research project. There is no honorarium for the Co-PI.</li> <li>4. It can also cover travel within the country for the project related activities.</li> </ol>
<b>Eligibility</b>	All faculty members of CIIT are eligible for research grant. However, the preference will be given to young faculty and the first-timers.



**COMSATS Institute of Information Technology**

**Research Project Proposal Form**  
(For CIIT Research Grant Program)

- 1. Principal Investigator:**
  - i. Name: \_\_\_\_\_ Designation: \_\_\_\_\_
  - ii. Department: \_\_\_\_\_ Campus: \_\_\_\_\_
  - iii. Qualification: \_\_\_\_\_ Year of Passing: \_\_\_\_\_ University: \_\_\_\_\_
  - iv. Journal Publications in Number: \_\_\_\_\_ Impact Factor: \_\_\_\_\_
  
- 2. Co-Principal Investigator (No honorarium for Co-PI):**
  - i. Name: \_\_\_\_\_ Designation: \_\_\_\_\_
  - ii. Department: \_\_\_\_\_ Campus: \_\_\_\_\_
  - iii. Qualification: \_\_\_\_\_ Year of Passing: \_\_\_\_\_ University: \_\_\_\_\_
  - iv. Journal Publications in Number: \_\_\_\_\_ Impact Factor: \_\_\_\_\_
  
- 3. Project Brief:**
  - i. Title: \_\_\_\_\_
  - ii. Duration in months: \_\_\_\_\_
  - iii. Cost of the Project: \_\_\_\_\_
  - iv. Proposed starting date: \_\_\_\_\_
  
- 4. Capital Expenses (Rs.):** \_\_\_\_\_
  
- 5. Recurring Expenses (Rs.):** \_\_\_\_\_
  
- 6. Contribution by any other Organization (Rs.):** \_\_\_\_\_
  
- 7. Funds requested under the CIIT Research Grant Program (Rs.):** \_\_\_\_\_

**NOTE:** The PI may indicate the Journal in which the research paper is expected to be published:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

**DECLARATION**

“I hereby agree to undertake the research work of the proposed project. I also undertake to submit quarterly progress reports to the Chairperson/HoD, annual reports on the progress of the work and audited statements of the expenditure incurred and final report on the project to the Advisor’s Office on due dates. Further, I have not submitted this project to any other sponsoring agency for funding”.

**Name & Signature of Principal Investigator**

**Date:** -----

“I have gone through the ‘Research Proposal’ and I am satisfied that it is technically feasible and the cost estimates provided are reasonable”

**Name & Signature of the Chairperson/HoD**

**Date:** -----

**PROJECT DETAILS**  
(To be supplied on separate sheets)

**1. Abstract** (*half page*)

**2. Literature Review** (*please attach separate sheet, if required*)

**3. Description** (*one page*)

All the important details of the various aspects of the research problem proposed to be solved should be given. A list of contribution made by the Principal/Co-Principal Investigator, if any, should also be given.

**4. Scientific Objectives** (*half page*)

It should include a precise description of the technical results hoped to be achieved. Important linkages to the work already accomplished by various workers in the field should be highlighted.

**5. Methodology** (*one page*)

It should include a statement of the experimental/theoretical techniques for carrying out the proposed work. Alternative techniques, if any, should also be included for comparison.

**6. Benefits/Usefulness** (*half page*)

Possible benefits/usefulness of the results to the country, if any, should be specified clearly mentioning those which have potential for immediate application.

**7. Year-wise Physical and Financial Plan of work (Phasing)** (*one page*)

**8. Participating Personnel (give details)** (*one page*)

**9. Infrastructural facilities** (*one page*)

(i) Already available in the Department:

(ii) Proposed to be established:

## PROJECT BUDGET SHEET

Description	FY (Rs.)	FY (Rs.)	Total (Rs.)
<b><u>SALARIES, WAGES &amp; BENEFITS</u></b>			
A. Honoraria for Principal Investigator (PI)	-	-	10,000
B. Travels (Official and Scientific Mission)			
<b>C. Sub Total: A+B</b>			
<b><u>OPERATING EXPENSES</u></b>			
D. Supplies (Details along with estimated costs)			
E. Operating Charges (Itemwise Details)			
F. Publication Costs			
G. Others (Specify):			
<b>H. Sub Total (D to G)</b>			
<b><u>CAPITAL EXPENSES</u></b>			
I. Experimental Equipment (details along with estimated costs)			
J. Additional Research Facilities to be created (Details)			
K. Others (Specify)			
L. Contingencies (10%)			
<b>M. Sub Total (I to L)</b>			
<b>TOTAL (C+H+M)</b>			

Research Grant Proposal Form duly completed in all respects should be sent through the Chairman/Head of the Department to:

***Prof. Dr. Raheel Qamar (T.I)***  
***Dean***

***Office of Research, Innovation & Commercialization (ORIC)***

**COMSATS Institute of Information Technology**

**Faculty Block 1, 3<sup>rd</sup> Floor, Park Road,**

**Chak Shahzad, Islamabad**

**Tele: 051-9049210**

**Cell: 0321-5119494**

**E-Mail: raheel\_qamar@comsats.edu.pk**

Comments/Observations & Suggestions  
*of*  
Departmental Review Committee

Sr. #	Description	Comments / Observations	Suggestions
1.	Principal Investigator's expertise in the context of Research Proposal submitted		
2.	How well are the proposed objectives conceived?		
3.	How are the Plans proposed in the light of Research Problem?		
4.	Budget estimates and justification		
5.	<b>Overall Suggestions</b>		<input type="checkbox"/> <b>Recommended</b> <input type="checkbox"/> <b>Not Recommended</b>
6.	Name(s) of the Reviewer(s): (i) ----- (ii) -----	Designation(s): (i) ----- (ii) -----	Signature(s): (i) ----- (ii) -----