

March 15, 2007

## **Faculty of Engineering and Architecture Research Committee**

### **Review Policy of FEA-URB Research Proposals**

The primary aim of the Faculty of Engineering and Architecture Research Committee (FRC) is to help investigators achieve their research objectives by assisting them in applying for funds to complete their work. For the past two years, the FRC has been repeatedly reviewing the system for processing of research proposals, with the aim of standardizing the evaluation process. The following facts prompt and justify periodic reassessment of policy:

1. Increasing numbers of proposals are being submitted each year.
2. Historically, URB funds are not sufficient to meet all requested funds, which make it necessary to establish objective criteria for prioritizing allocation of funds.
3. **AUB URB has increasingly made it clear to faculties' research committees that junior faculty are given higher priority in receiving URB funds.**
4. Joint proposals between senior and junior faculty are encouraged with senior faculty acting as mentors to junior faculty. Senior faculty submitting proposals on their own will, most probably, receive less funding.

The following points describe the process and the governing policies for grant applications, review and funding:

1. All proposals must closely follow the set of instructions and guidelines set by URB.
2. No proposal should exceed **15 pages in length**.
3. The proposals which are not funded during a previous year may be resubmitted during the following year.
4. Investigators are urged not to inflate their budgets.
5. Investigators may submit proposals requesting funding for more than one year and up to three years provided that they submit a detailed progress report when submitting a proposal for renewal of their projects. Funds are given on a yearly basis. An investigator cannot apply for renewal of his/her existing project unless it was approved previously by FRC.
6. Each proposal will be screened initially by the FRC. If all documents are provided, and the proposal meets the minimal requirements described in the instructions, the FRC will seek the opinion of **two qualified reviewers**. External proposal reviewers are encouraged and will carry more weight on the score sheet.
7. The reviewers are asked to fill a **score sheet**, provided by the FRC, and provide comments and recommendations of the proposal.
8. The FRC will study each proposal carefully and assign to it a **priority score**, based upon the reviewers' recommendation and score.
9. The FRC will present its final recommendations to the URB.