

**UOB RESEARCH GRANT APPLICATION PROCEDURE**

- 1- Full-time UOB faculty members interested in applying for a research grant at UOB shall fill out a UOB Research Grant Application Form (RGAF) and shall submit it to the Dean of the Faculty with a copy to the Office of the Provost (e-mail: [provoffice@balamand.edu.lb](mailto:provoffice@balamand.edu.lb) )
- 2- The Dean transfers the application to the Faculty Research Committee (FRC).
- 3- The FRC evaluates the research project based on the applicant's competencies, the Faculty's available facilities/labs and its ability to host the project, compliance with ethical standards, the feasibility of the project, and the adequacy of the amount of funds requested. The FRC shall then forward a report, including the application, comments, recommendations, and justifications to the Dean of the Faculty.
- 4- The Dean of the Faculty forwards the FRC's report with additional Dean's comments to the Office of the Provost.
- 5- The Provost forwards the complete file to the UOB Research Committee (BRC) for processing, opinion, and endorsement.
- 6- The BRC sends the application to reviewers\*. Based on the reviewers' feedback, the BRC shall then decide to:
  - 6-1 Approve the application, without or with minor modifications, and forward it back to the Office of the Provost.
  - 6-2 Reject the application and forward it back to the Provost with detailed justifications for rejection.
- 7- The Provost presents the approved application to the University Council (UC).
- 8- The UC shall:
  - 8-1 Approve the application and send it to the Comptroller's Office for funding implementation.
  - 8-2 Reject the application and send it back to the Office of the Provost.
- 9- All notifications about final decisions will be sent to the applicants by the Office of the Provost.

\* The reviewers are chosen from a list of established scholars who have no conflict of interest or any previous collaboration with the principal investigator or co-investigators.

**Provisional Timeline for Academic Year 2022-2023**

Wednesday, January 19, 2022	Funding announcement by the Office of the Provost
Thursday, March 31, 2022	Deadline for submission of UOB RGAFs to the Dean of the Faculty
Friday, April 29, 2022	Finalized assessment of UOB RGAFs at the Faculty level and submission of files to the Office of the Provost
August 2022	Finalized processing of UOB RGAFs at the BRC level and submission of files to the Office of the Provost
September 2022	Finalized processing of UOB RGAFs at the UC level and announcement of funded grants