

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 (RGA) Form 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)
- 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 Balamand Research Committee (BRC) for processing, opinion, and endorsement.
- 6- The Office of the Provost, in consultation with the BRC, sends the applications to reviewers*. Based on the reviewers' feedback, the BRC shall then decide to:
 - 6-1 Approve the applications, without or with minor modifications, and forward it back to the Office of the Provost.
 - 6-2 Reject the applications and forward it back to the Provost with detailed justifications for rejection.
- 7- The Provost presents the approved applications to the University Council (UC).
- 8- The UC shall:
 - 8-1 Approve the applications and send it to the Comptroller's Office for funding implementation.
 - 8-2 Reject the applications 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 international scholars who have no conflict of interest or any previous collaboration with the principal investigator or co-investigators.

Provisional Timeline for Academic Year 2023-2024

Monday, January 8, 2024	Announcement by the Office of the Provost for submission of RGAs
Monday, April 1, 2024	Deadline for submission of UOB RGAs to the Dean of the Faculty with an e-copy mailed to the Office of the Provost. No application will be processed if submitted beyond the indicated deadline
Monday, April 22, 2024	Finalized assessment of UOB RGAs at the Faculty level and submission of files to the Office of the Provost
October 2024	Finalized processing of UOB RGAs at the BRC level and submission of files to the Office of the Provost
November 2024	Finalized processing of UOB RGAs at the UC level and announcement of funded grants