PROCEDURE FOR PARTICIPATING IN THE
BRITISH COUNCIL SUMMER RESEARCH GRANTS IN THE U.K.

1. After receiving the grant announcement from the British Council, an announcement is made by the University Research Office informing all Saudi faculty in the University to apply for the Scholarship and normally a time limit of one month is given to enable the faculty to prepare research proposals and submit them to the University Research Office. The minimum details that should contain in a research proposal is enclosed in **Appendix-1.**

2. The Research Committee reviews the proposal thoroughly in order to ensure that the proposal is written taking into consideration the Research Committee guidelines and criteria, prior to sending the same for review purposes. While checking, it ensures that the candidate is qualified to apply to participate in the Program (specially that he did not obtain his Ph.D. Degree from any of the UK-based Universities) and has not received this award several times previously. In addition, the Committee reviews the reports submitted by the candidate who was awarded the Grant before and also checks the research profile of the candidate.

3. Each of the research proposals is sent to two internal referees who are experts in the areas of the proposed research for their review. An evaluation form is also sent together with the proposal to enable the reviewers to give their comments based on specific questions (Q1 to Q10). A blank evaluation form is enclosed in **Appendix-2.**

4. The referees' comments are passed on to the applicants for revising their research proposals in the light of these comments.

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6. The proposals are subsequently discussed in the University Research Committee in detail and after the discussion, the applicants are ranked and selected on the basis of the number of positions offered. During the selection process, preference is given to those applicants who have never availed this opportunity in the past and also to those who have not obtained their Doctoral Degrees from the U.K.

7. A list of selected candidates together with their final proposals and contact telephone and fax numbers is forwarded to the British Council before the due date.

8. The University will hold a ceremony after the final selection of the candidates is completed. The seminar will be attended by the University Administration including the Chairman, Research Committee, a representative from the British Council, Dammam and all the selected candidates for the program. The aim of the function is to enlighten the candidates about the Research Grants and also to distribute the honorarium checks by the British Council, Dammam. In addition, another important reason for this is to enhance the commitment of the participating faculty members and also to provide clarifications to them on all important points.

9. After returning from the Summer Program, each faculty should submit a detailed report on the research activities undertaken by them in the U.K. and also deliver a seminar in the Department.

10. A copy each of the final reports is forwarded to the British Council authorities for their information and necessary action.

PREPARATION OF NEW PROPOSALS

The research proposal should be in the following format:

1. Title Page (in both Arabic and English):
2. Table of Contents.
3. Abstract (In both Arabic and English). The overall objectives should be stated, as well as the significance of the proposed research, its anticipated accomplishments, and its time duration.

4. Introduction
This is an overview which should briefly describe background information on the proposed research such as why the research is conducted, what the main needs are, what the benefits are to the community, country, etc.

5. **Host Institution / Information** about the department, the faculty or the group with which the proposed research project will be conducted.

6. Literature Review

This should include a review of the literature, and indicate how the proposed research relates to it. It should show how the past activities of the PI.

7. Project Objectives

The general and specific objectives of the proposed research should be clearly described. For a better understanding, the objectives should be classified to identify those that are related to basic and applied research whenever applicable.

8. Project Design - including Ghantt Chart for performing the tasks indicated in the proposal.

9. Utilization Plan

The PI is expected to describe the anticipated deliverable items from the proposed research including reports, software, models, data, patents and possible implementation of the results (or outcomes) of the project.

10. Methods and Approach

11. References: List references cited in the proposal.

12. **Any previous experience** gained by the application by participating in the British Council Summer Research Grants previously.

13. Resume of the Investigator

Blank Evaluation Form