



## Policy on Submission of Proposals for Research Funding

<b>Name of the Policy</b>	Policy on Submission of Proposals for Research Funding
<b>Policy Document No</b>	AU/OOR/CFR/RF/2025/005
<b>Version</b>	01
<b>Description of the Policy</b>	This policy defines a standardized process for faculty to submit research funding proposals in compliance with university and funding agency guidelines
<b>Policy applicable to</b>	Faculty Members
<b>Approval Authority</b>	Research Council
<b>Approval Date</b>	Meeting dated April 26 2025
<b>Responsible Office/Department</b>	Centre For Research; Director-Research; Dean Academic Affairs; Deans of all Schools; Doctoral Program Directors; Office of Registrar; Ethics Committee; Vice Chancellor's Office; Office of the Pro-Chancellor/Chancellor

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## Policy on Submission of Proposals for Research Funding

### Objective:

To establish a streamlined and efficient process for the submission of funded project grant proposals, ensuring quality, compliance, and timely submission.

### Purpose:

The purpose of this policy is to establish a clear and transparent process for faculty members at Alliance University to submit proposals for research funding. This policy ensures that all submissions align with the university's objectives, ethical standards, and compliance with applicable laws and funding agency requirements.

### Scope:

This policy applies to all faculty members at Alliance University who wish to submit proposals for external and internal research funding, including grants, fellowships, and collaborative projects.

### Responsibilities:

- **Faculty Members:**

Faculty members are responsible for drafting, preparing, and submitting research proposals in accordance with university guidelines and funding agency requirements.

- **Deans/Department Heads/Ethics Committee/Panel of Experts:**

These individuals and bodies are responsible for reviewing the research proposals.

- **Office of CFR:**

The Office of CFR is responsible for the final review and recommendation, ensuring adherence to university policies, ethical guidelines, and external regulations.

- **Vice Chancellor:**

The Vice Chancellor will review and recommend it to the office of Pro-Chancellor/Chancellor.

- **Pro-Chancellor/Chancellor:**

The Chancellor/Pro-Chancellor has the authority for final approval.

### Compliance with University and Funding Agency Regulations:

All research proposals must comply with university policies, including but not limited to:

- Ethical standards and review
- Intellectual property policies





- Conflict of interest policies

Faculty members submitting research proposals must disclose any potential conflicts of interest related to the proposed research. This includes financial interests, personal relationships, or affiliations that could influence the impartiality of the research.

### **Policy Review and Updates:**

This policy will be reviewed annually and updated as needed to reflect changes in university requirements, funding agency guidelines, and best practices for research proposal submission.

### **Contact Information:**

For further information or assistance in submitting research proposals, faculty members should contact the Office of CFR at the First Floor, Learning Centre II, Alliance University.

### **Policy Procedure for Research Proposal Submission:**

#### **1. Notification of Opportunities**

The Office of CFR will be responsible for monitoring and tracking all newly initiated and ongoing funded projects. Details of available funding opportunities will be disseminated to the relevant faculty members at Alliance University. Additionally, faculty members may independently explore potential funding opportunities through the Funding Institutional database

#### **2. Faculty Interest and Proposal Drafting**

Faculty members interested in applying for a grant must inform the Office of CFR of their intention to apply. Faculty will then draft the proposal in alignment with the funding agency's requirements. The Office of CFR will assist by facilitating connections with mentors, reviewing the proposal, and aiding with the submission process.

#### **3. Submission Timeline**

To ensure adequate time for review and revisions, the final proposal must be submitted to the Office of CFR at least 20 days prior to the funding agency's deadline.

#### **4. Proposal Review and Vetting**

Submitted proposals will be reviewed by a panel of experts to ensure quality, feasibility, financial viability, and alignment with institutional and funding agency guidelines. The Panel members will include:

- Dean of the School
- Program Director-Doctoral Program of the School
- Subject Expert



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Faculty members with more than two granted research projects will be exempted from this review requirement but will still need to obtain Research Ethics Committee clearance, as described in Point 5.

**5. Ethics Committee Approval**

Following the incorporation of feedback from the expert panel, the proposal will be presented to the Research Ethics Committee for clearance, if applicable. This step ensures the proposal meets ethical standards. If the expert panel does not identify any ethical concerns, approval from the Ethics Committee is not required. The panel must explicitly confirm that no ethical concerns are raised.

**6. Review and recommendation by Office of CFR**

Following the feedback received from the Review Committee and the Research Ethics Committee, the Office of CFR will conduct a final review of the proposal. If the proposal raises no ethical concerns and is in alignment with the guidelines of both the institution and the funding agency, the Office of CFR will submit it to the Office of the Vice-Chancellor for further consideration.

**7. Submission and Record Maintenance**

Once the proposal receives clearance from the Ethics Committee (where applicable), it will be submitted to the Office of the Vice-Chancellor for final approval from the Office of Pro-Chancellor/Chancellor and the issuance of an endorsement letter. Following this, the concerned faculty members will proceed to submit the proposal to the respective funding agencies.

A copy of the submitted proposal must be provided by the faculty concerned to the Office of CFR for institutional records. The Office of CFR will then submit a complete copy of the proposal to the Office of RAISE and the Vice Chancellor's Office for documentation and audit requirements.

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