HIGHER EDUCATION DEPARTMENT KHYBER PAKHTUNKHWA
Application form for the
Higher Education Research Endowment Fund

For HED use only
Proposal Identification Number

Title of Proposed Project:----------

Subject (e.g. Chemistry): _____

Major field (e.g. Organic Chemistry): _____

Minor Field (e.g. drug etc.): _____

Total Funds Requested (in million): _____

Proposed Duration of Project (in months) : _____

Project Location: _____

Proposed Starting Date of Project: _____

Turnitin similarity index (%): _____

Details of Principal Investigator (PI): _____

Name: _____

Province of the University: _____

University/Organization/Institution: _____

Designation (BPS or TTS): _____

Status (Contract/Regular/Adhoc) _____

Previous Designation (if Retired) with BPS _____

Department: _____

Office Address: _____

CNIC Number: _____

Domicile: _____

Email address: _____

Cell and Phone # : _____

Already HEC/S&T/SDU/other submitted projects with ID or reference No. _____

a. Completed _____

b. Ongoing _____

c. Under review process _____

Mention beneficiary Sector/industry in KP: _____

COVER SHEET FOR PROPOSAL

A. **Title of Proposed Project**			
B. **Domain of Proposed Research** B1. Engineering/ Applied /Physical Sciences ☐ B2. Medical/Biological Sciences ☐ B3. Social Sciences/ Management/ I.T/ Humanities ☐			
C. **Field of Proposed Research and Specialization** [For example; (**Subject**: Chemistry; **Major Field**: Medicinal Chemistry; **Minor Field/Specialization**: Herb); (**Subject**: Economic; **Major Field**: Micro-economics; **Minor Field/Specialization**: Development Economics) (**Subject**: Physics; **Major Field**: Energy; **Minor Field/Specialization**: Solar)]			
C1. **Subject** :			
C2**. Major Field** :			
C3. **Minor Field (Specialization)** :			
D1. Project Location		D2. Total Fund Requested (Rs. in millions)	
E1. Proposed Duration of Project: (in months)	E2. Proposed Starting Date	E3. Proposed End Date	
F. **Details of Principal Investigator (PI)**			
F1. Full Name of PI (First-Middle-Last)		F 2. Highest Degree	F 3. Position/Title (BPS/TTS)
F 4. Department/Section	F5.University/Institution	F 6. CNIC / Passport: F7. Domicile	
F 8. Mailing Information			
a. Mailing Address:	b. Email:	c. Telephone: (Area code, number and extension) Office : Mobile: Res:	
G. **Details of Co-PI**			
G1. Full Name of Co-PI (First-Middle-Last)	G2. Highest Degree	G3. Position/Title (BPS/TTS)	
G4. Department/Section	G5. University/Institution	G6. CNIC / Passport: G7. Domicile	
G8. Mailing Information			
a. Mailing Address:	b. Email:	c. Telephone: (Area code, number and extension) Office : Mobile: Res:	

H. Declaration/Certificate:

It is hereby certified that:

a) PI is a full time regular faculty member (BPS or TTS)/Research Officer/Employee or is hired on contract not less than the project life.

b) Equipment(s) demanded for the subject project is / are not available in the University / Institute.

c) This project has not been submitted and /or funded by HEC/S&T/SDU or any other funding agency.

d) Subject project is genuinely novel and that there is no plagiarized material including self-plagiarism.

e) PI and Co-PI have never been blacklisted by HEC/S&T/SDU or any other funding agency.

f) Host University/Research Institute will provide complete support for the establishment & operation of this project, if funded by HED, and also provide other facilities including land, building, space, laboratories, machinery, equipment, transport, amenities including utilities and other services throughout the life cycle of this project.

Signature of Principal Investigator

Signature of Co-Principal Investigator

Signature with Stamp of Director
(ORIC)/Research Office/Registrar Office

Signature with Stamp of the Head of Institution

PROJECT DETAILS

1. **Project Summary** (Describe the proposed research)

2. **Proposed Goals/Objectives** (Please identify quantifiable goals)
   - If the proposed research is basic, please identify or postulate scientific hypothesis on which your proposed goal is based.
   - If the proposed research is applied, please identify the output in the form of a product or process, need or relationship to industry and also identify the end-user of your output/ product.
   - Principal investigator is encouraged to make preliminary inquiries with the proposed end user and attach any certificate/ document in support of the proposed research.

2A. Hypothesis/Basis of Research (If research is basic)

2B. Goals/Objectives (Please quantify your objectives. Moreover, describe how proposed research is relevant to national needs)

i. **ii.** **iii.**

2C. Identify end user/ beneficiary sector/industry. (Support letter to be attached)

3. Introduction (The introduction should consist of three paragraphs; the first paragraph indicating the scientific hypothesis/commercial basis on which the project is based, the second introducing the precise nature of the project, while the final paragraph highlighting the proposed objectives in the light of the first two paragraphs).

4. **Justification for the research problem** (Not more than two pages**)**
   - **In case of basic research**, a comprehensive and up-to-date literature survey clearly highlighting the existing gaps and what new information will be added to the existing pool of knowledge.
   - **In case of applied research**, identify the sector/industry in Khyber Pakhtunkhwa which will get benefit from the process/product.
   - Justify how the proposed research will contribute to the provincial/national economy/social sector.
   - The principal Investigator is encouraged to discuss the proposed research with the proposed beneficiary and attach supporting documentation.

4A. Research plan/ Methodology (Schedule/Phasing)

4B. References

5. Impact in Quantifiable Terms (Impact of proposed research on teaching/training of manpower, institutional capacity building and on local industry; on economic development of national, regional and community development).

6. Provincial Development Strategies (How and which of the strategies will be addressed in this study? Justify how the proposed research will contribute to achieve the development strategies of Khyber Pakhtunkhwa.

7. Collaborating organizations (PI's are encouraged to collaborate with partner(s) within Khyber Pakhtunkhwa or Pakistan working in areas located in Khyber Pakhtunkhwa. While collaborating with research group (national / international or local industry):

- Identify complementarity and/or justify the need for collaboration.
- Clearly identify the part/s of research that will be carried out in the participating laboratory.
- Include a letter from collaborating partner/agency expressing willingness to collaborate.
- Mention cost sharing by collaborating institution/s.

8. Facilities and funding

8A. Facilities (Equipment available for the research project in the host university/institution)

i) .
ii) .
iii) .

8B. Facilities (Additional Equipment required to be purchased for the research project

i) .
ii) .
iii) .

8C. Scientific Personnel

i) Available?
ii) Required? (Engaging research students is encouraged)

8D. Other funding available for the proposed studies (if any)

i)
ii)
ii)

9. Principal Investigator (In addition to the following information, also provide one-page summary of each research project completed, on-going or submitted (to HEC/S&T/SDU or any other funding agency) as PI or Co-PI.)

Sr. #	Title of Project	Initiation date	Completion date	Amount(s) awarded	Funding source(s)
(attach one page summary of each project)					

9A. A Brief CV of PI & Co-PI (Personal information, Education and experience, Title of Thesis (MS/PhD), Teaching expertise, Professional memberships, List of Publications, Books Published, Research skills, other relevant facts, references, etc.)

Please attach

10. ESTIMATED BUDGET FOR THE PROPOSED RESEARCH PERIOD

DESCRIPTION	% of time devoted to Project	YEAR 1	YEAR 2	YEAR 3	Amount (in million Rs.)
A. Salaries and Honorarium					
PI: One month/year of basic pay @					
Co-PI: One month basic pay for the entire duration @					
Student Ships					
Subtotal:					

B. Permanent Equipment (Please attach invoice/quotation and expected delivery date for items costing Rs. 0.1 million or above.

C. Expendable supplies *(year wise quantity with full justification)*

D. Others
D1. Literature, documentation, information, online literature search, contingencies, postage, etc.

D2. Local Travel (Destination and purpose with full justification)

D3. Miscellaneous				
E. Indirect cost (University overheads) (i) 02 % of Total direct cost to meet office support, utilities, etc.(without ORIC) (ii) 15 % of Total direct cost to meet office support, utilities, etc.(with functional ORIC)				
Grand Total (A + B + C + D):				

10.B. JUSTIFICATION (Please justify your request in a background of the existing facilities available at the host Institute.)

A. **Salaries & Allowances** (All positions, other than PI and Co-PI, must be fully justified. Please give qualifications/requirements of each of the new full-time positions requested for in the Proposal.)

B. **Permanent Equipment** (Please identify major items (over Rs. 25,000). Major pieces of equipment costing Rs. 0.1 million of above must be fully justified. Minor items (under Rs. 25,000) may be lumped into one.)

C. **Expendable supplies** (With full justification and details of **quantity required** for the project)

D. **Other Costs.** (Travel must be justified.)

11. Miscellaneous Information:

i) Whether the minimum number of HEC approved supervisors as per HEC rules are available in the institute of PI to run PhD program or not. Yes/NO (if Yes?

ii) How many research students are already registered with PI?

iii) How many research associates funded by HEC or any other organization, the PI has?

iv) How many non-funded research scholars are in progress with PI?

v) Is PI is allowed to registered more research associates under the HEC rules? Yes/NO

vi) What is the impact factor of PI?

vii) What is the impact of research project?

viii) The justification be provided by the PI for the follow up projects.

ix) Title(s) of the M-Phil Research Thesis (if any) of the PI and Co-PI;

x) Title of the PhD Phil Research Thesis of the PI and Co-PI.

xi) No of research articles published as a *First author and/or principal investigator* of the research work from which the papers have been published.

xii) No of research articles published as a Co-author with your own M-Phil/PhD student

xiii) No of research articles published as a Co-author with other researchers in yours relevant research area.

xiv) No of research articles published as a Co-author with other researchers in non-relevant research area.

xv) Total No. of research project supervised/run as PI funded by HEC

xvi) Total No. of research project supervised/run as PI funded by other than HEC

xvii) Total No. of research project supervised/run as Co-PI funded by HEC

xviii) Total No. of research project supervised/run as Co-PI by other than HEC

12. Check list/ Have you filled/attached copies of all required documents?

Sr. #	Check list/ required documents	Tick (✔) Yes or No	Reference page No.
1.	Is PI a full time regular faculty member (BPS or TTS)/Research Officer/Employee or on contact not less than project life?		
2.	Has PI never been black listed by HEC/S&T/SDU or any other funding agency?		
3.	Is PI not executing any project whose completion is delayed by three (03) years? (If No, please specify their ID number.)		
4.	Is PI not currently executing or has submitted two or more NRPU projects.		
5.	Is **Turnitin** report of the proposal attached?		
6.	Have relevant university authorities affixed signatures with date & stamps on the **Declaration Certificates?** (Section **H** of cover sheet for proposal at page # 3)		
7.	Has a brief of the impact of research project been attached? (Section-5)		
8.	Is industry support letter attached? (Section-2C)		
9.	Has a letter of consent from collaborating partner/agency expressing willingness to collaborate been attached? (Section-7)		
10.	Is one page summary of each project of PI already completed/ running/ submitted to any funding agency been attached? (Section-9)		
11.	Is equipment demanded for the execution of the subject project not available with the University /Research Institute? (Section-10)		

12.	Have original Invoices / Quotations for permanent equipment been attached? (Section-10)		
13.	Have year-wise cost and quantities of each expendable item been given (Section-10)?		
14.	Has head of institution duly endorsed the application (Section-14) of the application form?		
15.	Have you provided project activities on GANTT Chart?		
16.	Have all fields of research proposal been carefully filled and counter checked by the PI?		
17.	Have you prepared 04 sets of research proposal (Hard copies) along with soft/scanned copies **on Prescribed Application Form**?		

13. Endorsement

SIGNATURE OF PI Date	**Signature of the Director ORIC/Research Office /Registrar Office (with Stamp)** **Date**
SIGNATURE OF CO-PI Date	**Endorsement of the Head of Institution (Vice-chancellor/Rector of University/Director**) Signature & Stamp Name & Title: Address: Phone: E-mail Fax: Date:

HIGHER EDUCATION ARCHIVES & LIBRARIES DEPARTMENT KHYBER PAKHTUNKHWA

HIGHER EDUCATION RESEARCH ENDOWMENT FUND

INSTRUCTIONS FOR APPLICANTS

The Khyber Pakhtunkhwa Higher Education Research Endowment Fund has been established with initial seed money of Rs. 500 million under the Khyber Pakhtunkhwa Higher Education Research Endowment Fund Act, 2004. Profit proceeds of the fund shall initially be utilized for financing research in the natural and social sciences in all the public sector universities; and award of research grants to deserving scholars and scientist from the private sector and retired/experienced government servants having a science & technology and development economics backgrounds. Research Grants proposals submitted to KPKHED undergo a procedure of rigorous peer review by top experts in the field as per established international norms.

Purpose and Nature	• Research grants are awarded on competitive merit for high-level and promising scientific research projects to be carried out in Khyber Pakhtunkhwa by university teachers/Researchers from research institutes and scientist from the private sector and retired/experienced government servants having a science & technology and development economics backgrounds. The purpose of these grants is to promote scientific research in areas relevant to KPK provincial/national needs.
Research Domain	• The Research Grants from HEREF provides support for research projects in areas that focus on the natural resources of the province, local industry, import export potential and its contribution to the economy. Research grants are awarded in the following broad categories with special focus to the above mentioned areas. a. Engineering/ Applied /Physical Sciences b. Medical/Biological Sciences c. Social Sciences/Management/I.T/ Humanities
Duration	• A research grant will preferably be given to short termed projects of 1 year duration however, there is no restriction on the lower limit.
Eligibility and Qualification	• The PI and Co-PI shall meet the following eligibility criteria: i. Atleast the PI or Co-PI shall be a regular employee/faculty member of a public sector university or a research institute with sufficient research background. ii. PI and Co-PI shall not be below the rank of lecturer, research officer, junior scientist or BPS-17 in case of retired government servants with sufficient research background. iii. Both the PI and Co-PI shall have a PhD or equivalent degree. iv. The PI and Co-PI shall have domicile of Khyber Pakhtunkhwa or working in Khyber Pakhtunkhwa based university/research institute or carry out the intended research in Khyber Pakhtunkhwa in collaboration with a public sector university/research institution located in Khyber Pakhtunkhwa.
Approval Procedure	• The applications received within due date shall be preliminary scrutinized by a scrutiny committee. Scrutinized application forms shall be placed for technical review by the Technical Review Committee that will shortlist feasible and viable proposals for a presentation before the committee.

	• Successful applications recommended by the technical committee along with observations/comments on the financial component shall be placed before the Finance Committee for allocation of Funds and subsequently before the Board for approval. Disbursement to the approved proposals will be made directly to the institutions for payment to the PI/Co-PI. • The PI shall submit six monthly progress reports to the department. The Monitoring & Evaluation Committee will monitor the activities as per the timeline and phasing mentioned in the proposal.
Agreement	• After the Research Grant is approved for funding, a written agreement is signed between the KPHED, the grantee (PI) and his/her institute. The host institute must administer the grant according to the agreement and provide laboratory space, and other facilities necessary for the project. • Machinery and equipments purchased for the projects shall be property of the institutions after successful completion of the project. • The research output shall be a joint property of the PI/CoPI and the university/ research organization as per intellectual Property Rights (IPR) rules. • The PI/CoPI in collaboration with the university/ institution shall take practical steps for the practical implementation of the research output. • The Project(s) will be cancelled, if PI is not following the terms & conditions of the execution of the project as recommended by the Technical Evaluation committee.
Progress Report	• PI is required to submit a short six monthly and annual progress report along with audited funds utilization report of the project within fifteen days of the completion of each period. Progress report should highlight major achievements during the reporting period and completion of targets/goals as envisaged in the Proposal for the subject year. • The final report stating the objectives/goals major achievements, commercialization etc with financial statements shall be submitted to KPHED.

Procedure to submit the proposal/ How to apply:	• Applications should be submitted on '**Prescribed Form/Application Form'** which may be downloaded from PMU, HED website (www.hedpmu.com) • Four (04) sets of hard copies along with soft copy of duly filled application forms must be submitted to PMU Office on or before the due date. • Ethical recommendations, if required, may be provided in the form of letter of clearance obtained from relevant Institutional Ethical Review Committee.

Guidelines	• **Application will not be entertained if** o Incomplete o Received on prescribed form o Not received by PMU, HED on or before the due date**.** o PI is executing any HEC/S&T/SDU project whose completion is delayed by three (03) years. o PI is currently executing or has submitted two or more projects simultaneously under HEREF. o PI has been black listed by any funding agency. o Application forms are not signed/countersigned/endorsed by head of institution, vice chancellor/Rector/Director. o CV of PI or Co-PI are not attached. o Quotations of required equipment are not attached. o Report generated by **Turnitin** is not attached. o A clearance certificate from Institutional Bioethics Committee (IBC) of the university/Institute concerned (if required) is not attached.