Policy name	ASU Policy for Transfer of Research Project	
Policy number	RS0003	
Contact Person	Chair of UREC	
Approval Authority	Board of Trustees	
Date first approved	October 29, 2014	**Last substantive review** Dec, 2018
Policy Review Cycle	Biennial	**Next review** Dec, 2020

1. Definitions

Terms / Abbreviations	Definition
ASU	A'Sharqiyah University
UREC	University Research and Enterprise Committee
PI	Principal Investigator who will be the Fund Manager of the project. PI should be full time faculty member of ASU.
FM	Faculty Mentor
Co-PI	Co-Principal Investigator
CRC	College Research Committee

2. Purpose

This Policy establishes principles and procedures according to which the A'Sharqiyah University deals with the transfer of research project. The objectives of this policy are to manage the grant (internal/external) funds properly and sustain the fiduciary. It is also crucial to justify the reasons behind transfers the grant responsibilities from PI/FM to another.

3. Scope

This policy is intended to sustain the fiduciary principles and procedures in transferring the granted fund (internally/externally) for the research projects among ASU faculty members. The policy precisely indicates the principles and procedures in dealing with transferring the funded projects, in conjunction with, justifications to transfer the grant responsibilities from one PI/FM to another.

Thus, it is applicable on ALL staff members who work on any type of funded research

projects.

4. Policy Statement

UREC will abide to the rules of the external funding agency. In case the Principal Investigator (PI) or Faculty Mentor (FM) resigns from his/her position or leaving the project vacant, then the PI ship or FM ship of his/her research project would remain suspended until the appointment and transfer of the research project to new PI or FM as directed by the University Research committee (UREC).

Criteria for evaluation:

The applicant is expected to have the required qualification and research experience in the field closely related to and has sound knowledge on the research methodology of the proposed research project. The review will be based on the following criteria; each have five-points weight.

1. Qualification
2. Research expertise
3. Research track record and
4. Current research work load.

In addition, the team of expert committee can conduct a personal interview with the applicant to ensure. In such case the weightage of the interview is five points.

5. Key Stakeholders

Deans, HODs, Faculties, Finance Department.

6. Procedures and Guidance

It is mandatory that the PI or FM before resigning from ASU or leaving the project vacant gives a written recommendation to UREC to transfer the project to another faculty member in ASU. In case where Co-IP is involved in the project preference can be given to Co-IP provided the major work described in the project falls in his/her field of specialization. If such recommendation is not provided, then the UREC will suspend the PI ship or FM ship. In all cases the UREC will elect a new PI or FM following the three steps procedure as mentioned below:

Step 1: The College Research Committee (CRC) will call for interested faculty members to take over the research project. The interested faculty can fill the research transfer form and submit to the Chair of CRC.

Step 2: The CRC will appoint a team of expert to review the application.

Step 3: The team of expert will submit their report to the UREC Chair, based on this the UREC Chair will transfer the project to the new PI or write the official recommendation for transferring the project to the funding agency for the transfer of the research project to the new PI or FM through the focal point .

7. References

1. The Research Council, Block Funding Program, Undergraduate Research Grants (URG) Guidelines. Muscat, Oman. Retrieved from: https://www.squ.edu.om/Portals/106/Ad/Modified%20guidleine%2015-11-2018-final%20(1).pdf?ver=2018-12-06-125643-997

2. The Research Council, Block Funding Program, Graduate Research Grants (GRG) Guidelines. Muscat, Oman. Retrieved from: https://www.trc.gov.om/trcweb/sites/default/files/2019-05/GRG%20Guidelines%20Final.pdf

3. The Research Council, Block Funding Program, Undergraduate Research Grants (URG) Guidelines. Muscat, Oman. Retrieved from: https://www.trc.gov.om/trcweb/sites/default/files/2019-05/URG%20Guidelines%20FINAL.pdf

8. Revision History

Version	Author/ Reviewer	Revision(s) made and justification	Date
1	Chair UREC	Annual review – No changes.	17 July 2017
2	Chair UREC	Adding the missing parts to the policy : • Definitions • Purpose • Scope • References	23 June 2019