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Key Points

GCF	LCF	TTSF	ICRG	NRPU
<ul style="list-style-type: none">• Max. Project Duration = 3 years• Expected # of grants/year = 25• Individual Grant Value: Rs. 15 – 225 Million	<ul style="list-style-type: none">• Anticipated Project Duration: 3 years• Expected Number of Grants: 15 per year• Individual Grant Value = Rs. 7.5-100 million	<ul style="list-style-type: none">• Duration = 2 years (maximum)• Expected Number of Grants = 35• Individual Grant Value = Rs. 7.5 – 20 million	<ul style="list-style-type: none">• Max project duration = 3 years• Expected number of grants = 6• Individual Grant Value up to = Rs. 50 Million	<ul style="list-style-type: none">• Max. project duration = 3 years• Expected number of grants/year = 100• Individual Grant Value between = Rs. 5 – 20 Million



Application submission Procedure

➤ Proposal Development

- Eligibility Criteria
- Project Team (consortium)

➤ Proposal Submission



Proposal Development

GCF	LCF
<p>Lead Principal Investigator (PI)</p> <ul style="list-style-type: none">• Be university faculty members from research intensive institution <p>Project Team</p> <ul style="list-style-type: none">• A consortia of faculty members from multiple university departments and/or multiple universities• Private sector participants• International partners	<p>Lead Principal Investigator (PI)</p> <ul style="list-style-type: none">• Be a university faculty members of higher education institutions (Public or Private) <p>Project Team</p> <ul style="list-style-type: none">• Be a consortia of faculty members from multiple university departments and/or multiple universities• Private sector participants (No financial transactions will be made to private collaborators)



Proposal Development

TTSF	NRPU
<ul style="list-style-type: none">• Faculty members and PhD students must be from public and private sector universities/Institutions• Co-Financing (including in kind or cash contribution) by the industry partner is mandatory	<ul style="list-style-type: none">• A regular faculty member of the Higher Education Institutions (public and private) or hold a contract equivalent to the length of project duration• have an advanced academic degree (PhD or MPhil/MS with Two (02) years of research experience)• have relevant experience of working as a researcher• have max one (01) NRPU research grant at a time for the PI

Proposal Development

ICRG

- **Jointly developed** proposal by the PI (**faculty member of HEI - public or private**) from Pakistan and UK
- The grant can be used by the PIs in Pakistan and the UK to **develop partnerships** between their universities and business:
 - **the public sector** (government, departments and regional agencies) and/or
 - **the third sector** (charities, not-for-profit organizations, development agencies, communities and others).
- From Pakistan side the consortia will be developed by the PI of the HEI in collaboration with the **center of excellence in that area of research**
- **Multilateral partnership** in collaboration with researcher from any other foreign country besides Pak-UK in the project, **provided the third country agrees to financially support their researcher**, will be highly encouraged.
- Funding by HEC and British Council



Proposal Submission

- Single Stage Submission
- Multi Stage Submission
 - 2-stage
 - 3-stage

Applications can be submitted in response to a call for proposal using online portal (eportal.hec.edu.pk)

For NRP
Deadline for Full Proposal
Submission: January 15, 2020

**Project Outline
(PO) Submission**

**Full Project
Proposal (FPP)
Submission**

Presentation



Proposal Submission

➤ **Project Outline: (Stage-1)**

- eligible for the competition, and
- respond to the thematic priority areas as described in the Call for Proposals

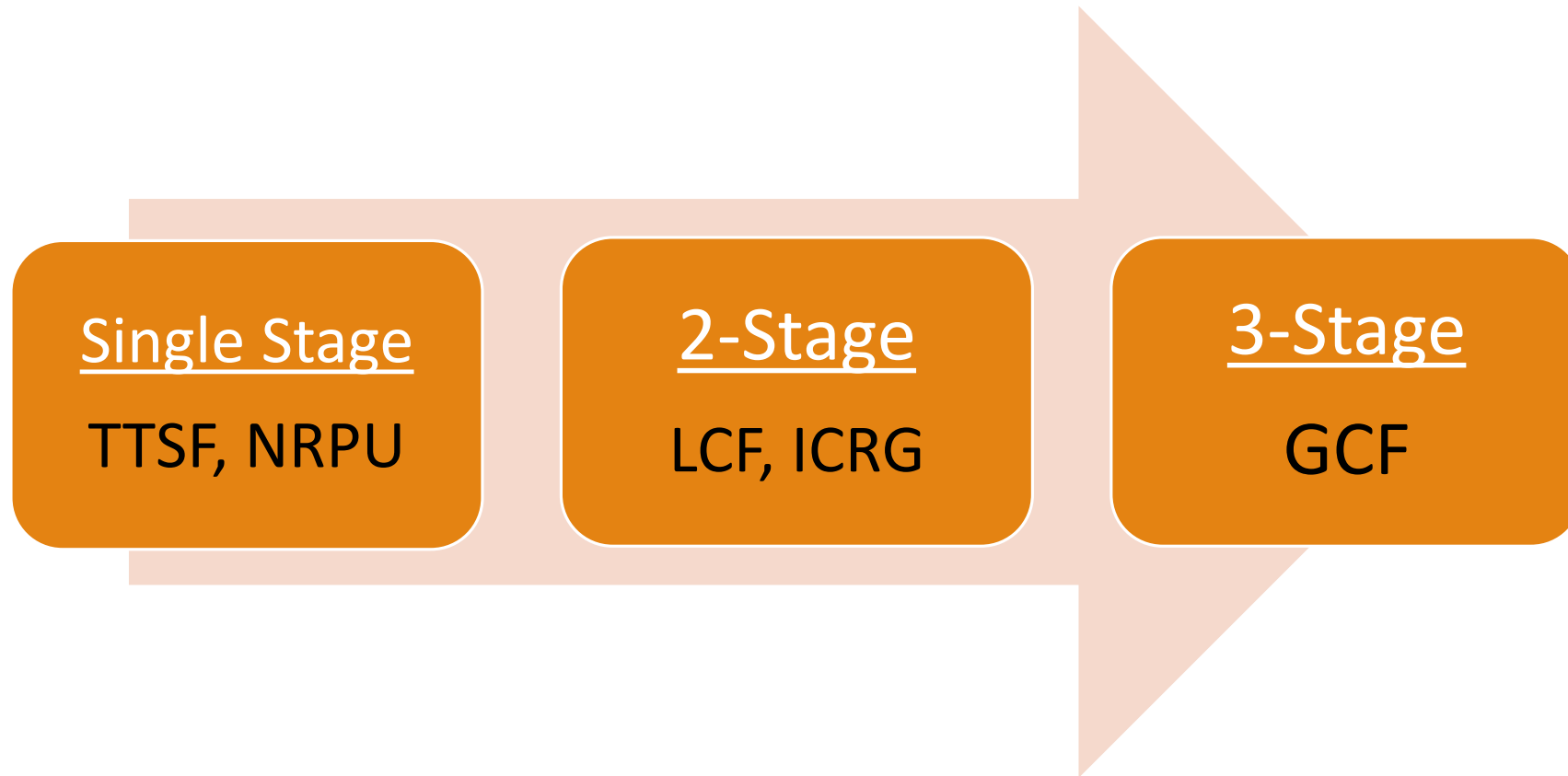
➤ **Full Project Proposal: (Stage-2)**

- Accepted from those Principal Investigators who are invited to submit a Full Proposal following the evaluation of a submitted Project Outline.

➤ **Presentation: (Stage-3)**

- Presentation to high level expert Panel by project team and institutional leadership of short-listed full proposals

Proposal Submission



Proposal Forms



Project Outline
(PO) form



Full Project
Proposal (FPP) form



Call for Proposal
Guidance

Project Outline (PO) stage	Full Project Proposal (FPP) stage
<ul style="list-style-type: none">▪ Executive Summary▪ Project Description▪ Researcher Collaboration Table▪ List Of References▪ Proposed Project Budgets▪ Required Documents	<ul style="list-style-type: none">▪ Executive Summary▪ Priority Thematic Area and Impact▪ Academic And Sectoral Collaborations▪ Project Description▪ Project Management▪ Implementation Timeline▪ Physical Resources And Facilities▪ Project Risk Management Strategy▪ List Of References▪ Proposed Project Budgets▪ Required Documents



Funding

- 1. **Salaries** for PI and co-PIs based on the amount of time spent on the project
- 2. **Stipends** for bachelors, masters, doctoral students, and postdoctoral scholars to conduct the research proposed
- 3. **Travel to national and international meetings** to present research results obtained
- 4. **Processing fee for open access journals** for disseminating research results
- 5. **The purchase and maintenance** of appropriate, approved equipment and purchase of research supplies
- 6. **Patent Filing Support & Marketing of the prototype** or proposed to appropriate investors or stakeholders



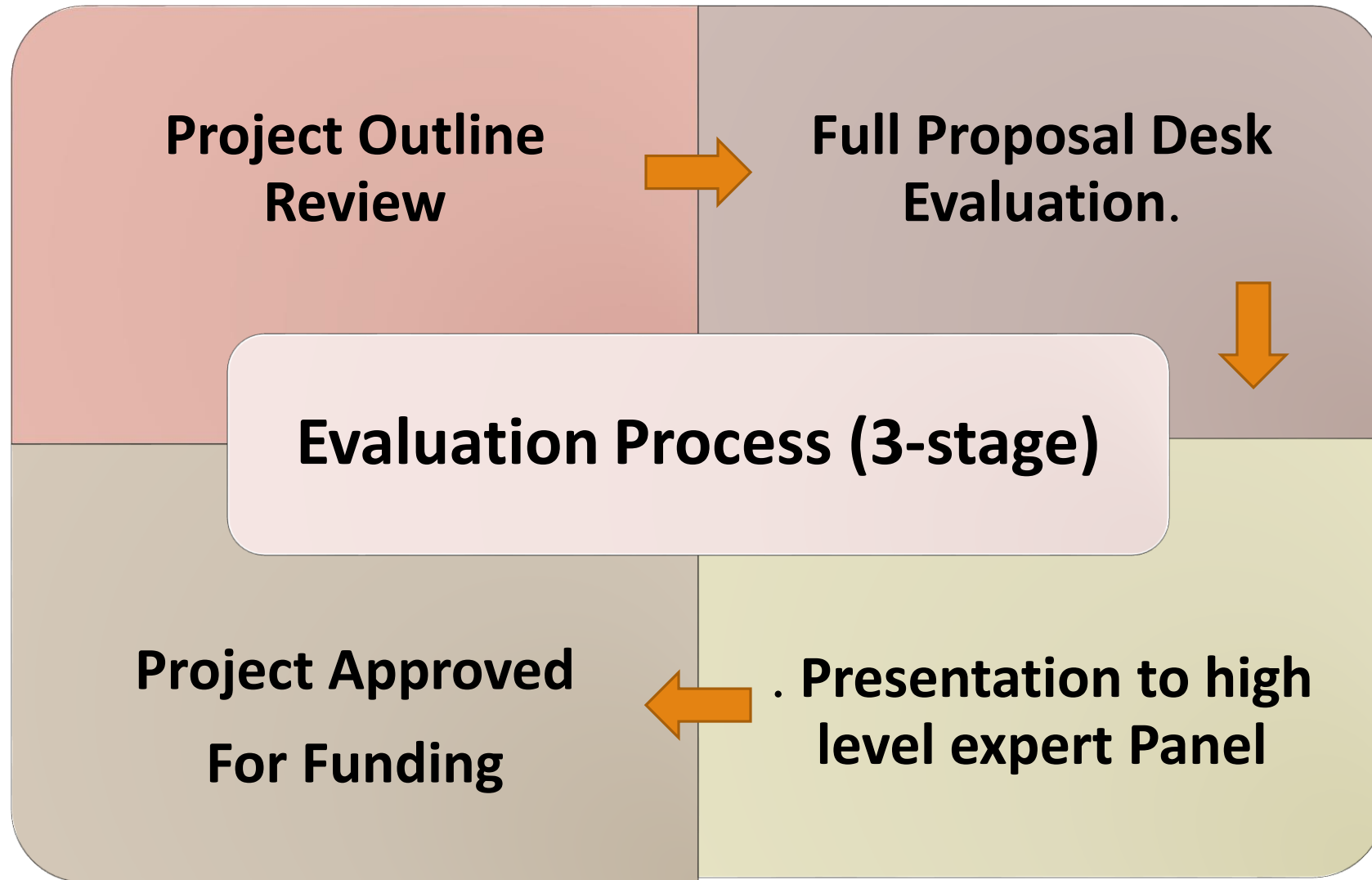


Guidelines for Budget Preparations

S/No	Budget Head	Cost Calculations
1.	Personnel cost of Principal Investigator (PI) & Co-PI	Gross pay of PI x % time spent
2.	Studentships	<ul style="list-style-type: none">➤ Ph.D. student @ Rs. <u>40,000- 60000 per month</u>➤ M.Phil. student @ Rs. <u>15000 to 25000 per month</u>➤ Bachelor students @ Rs. 5,000 per month➤ Post Doc Fellowship @Rs80,000- 120,000 per month
3.	Permanent Equipment & Supplies	<ul style="list-style-type: none">➤ Not exceed more than 30% of approved project cost.➤ 10% additional amount against approved budget of equipment may be admissible as currency rate fluctuation cost

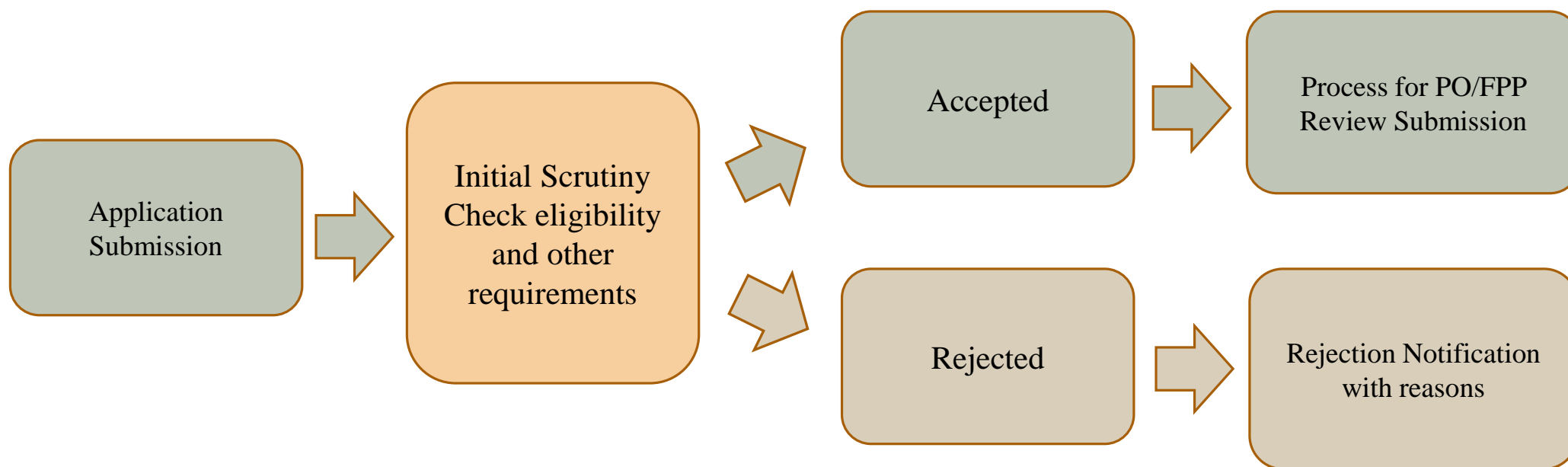
S/No	Budget Head	Cost Calculations
4.	Travels	<p>HEC Travel Grant Policy</p> <ul style="list-style-type: none"> ➤ Airfare (as per HEC policy) ➤ Registration Fee (up to a maximum of USD 500) ➤ Accommodation (up to \$100 per night) ➤ Daily Allowance (as per HEC policy)
5.	Others	<p>Processing Fee for open access journals/ publications, online search, contingencies, Intellectual Property</p>
6.	<p>University Overhead</p> <p>Under this head no other financial assistance like honorarium, bonuses, TA/DA, stipends etc. will be allowed.</p>	<p>15% - 30% of total direct cost under Project overheads if the HEI has a notified ORIC</p> <ul style="list-style-type: none"> ➤ Administration cost ➤ Research support cost including Digital resources access cost such as Digital library, PERN etc. ➤ Travel grant support (Seminars / conferences support) cost share of the university ➤ Marketing of research for commercialization Allowed limit will be up to 5 % max for non ORIC universities



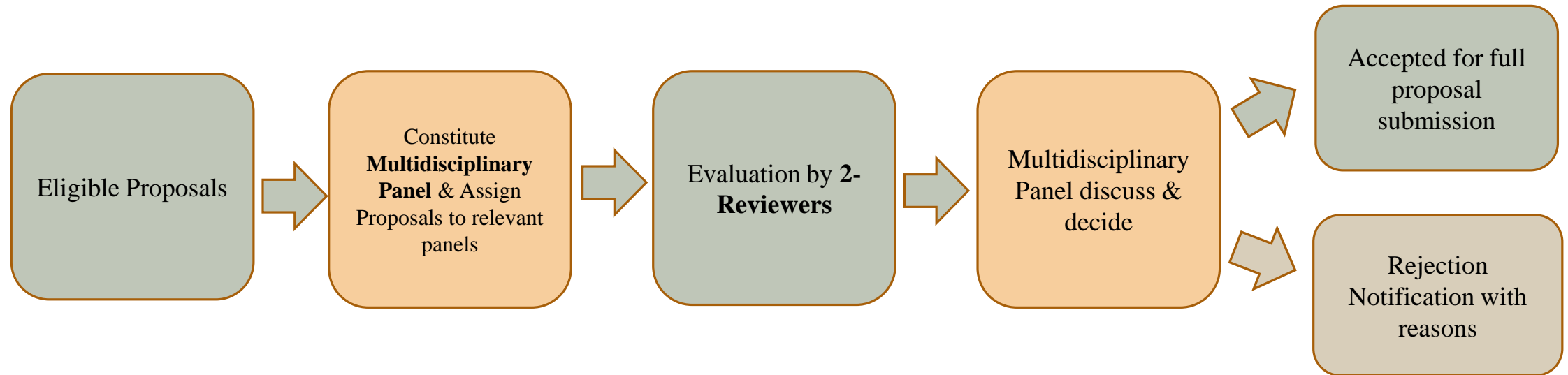




PO/ FPP Submission Stage - Initial Scrutiny



Project Outline (PO) Review





Evaluation and Selection protocol

- Merit-based, independent, transparent evaluation and selection process based upon international standards (Available on website)

- The Higher Education Commission will select independent expert evaluators charged with objectively assessing proposals

- The Protocol will be used by the independent
 - expert evaluators tasked with assessing the merits of the submitted proposals;
 - Higher Education Commission



Selection Of Independent Expert Evaluators

➤ Core expectations & requirements

- Credibility
- Subject matter experts in one or more disciplines associated with the priority areas
- Capable of effectively evaluating proposal w.r.t to area of expertise
- Capable of evaluating research and technology transfer projects
- Independent of any institution submitting proposal



Selection Of Independent Expert Evaluators

Additional requirements

- Experts in the management of large scale research consortia
- Experts with knowledge of the Pakistan and global academic system
- Experts with knowledge of the Pakistan's industrial system with additional insights about international trends
- Members of the Pakistan diaspora
- Experts with an industrial background in sectors identified in the Call for Proposals

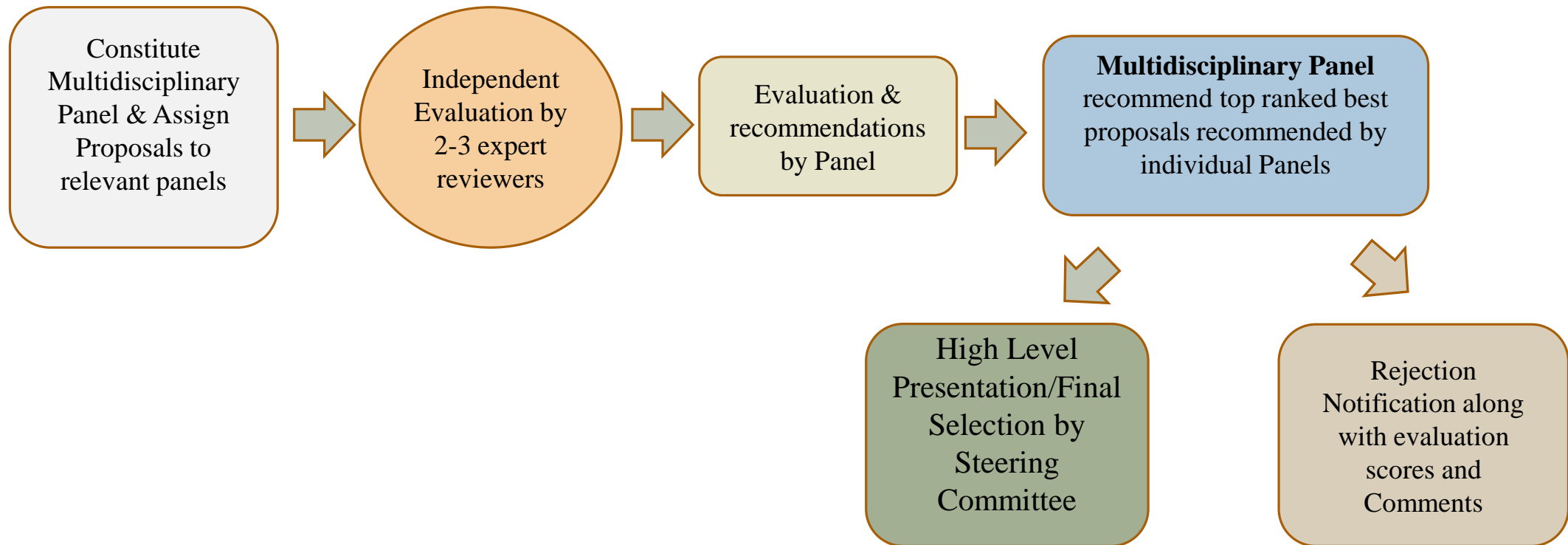
The identities of the evaluators for each proposal will not be disclosed.



AVOIDANCE OF ANY REAL OR PERCEIVED CONFLICT OF INTEREST (COI)

- HEC is committed to avoid any Conflict of Interest in the Evaluation and Selection of grantees.
- Prior to participating in the Desk Review of any proposal, all independent expert evaluators **must sign a Conflict of Interest declaration** regarding any proposal they are evaluating.
- The evaluators are **prohibited from receiving any gifts or favors** from the institution or any partners. Similarly, the institution and any partners may in no way offer gifts or favors. The evaluators are required to immediately report any offers of gifts and favors to the Higher Education Commission

(FPP) Submission Stage- Desk Review





EVALUATION RUBRICS

- Capacity and Commitment of PI (s) and Team Members
- Nature and Strength of Collaboration
- Clear and Realistic Objectives
- Novelty and Originality
- Credibility of Design and Methodology and Approach
- Availability of Resources and Facilities
- Dissemination of Research Results
- Budget Reasonability and Justification
- Potential Impact of the Project



Evaluation
Rubrics



Grading Scale

Grading Scale	Description
7- Outstanding	Exceptionally strong proposal with negligible weaknesses
6-Excellent	Very strong proposal with negligible weaknesses
5-Very Good	Very strong Proposal with minor weaknesses
4-Good	Strong proposal with minor weaknesses
3-Average	Proposal having some strengths but moderate weaknesses
2-Weak	Proposal having few strengths with major weaknesses
1-Poor	Proposal having very few strengths with numerous major weaknesses



Key considerations in Desk review

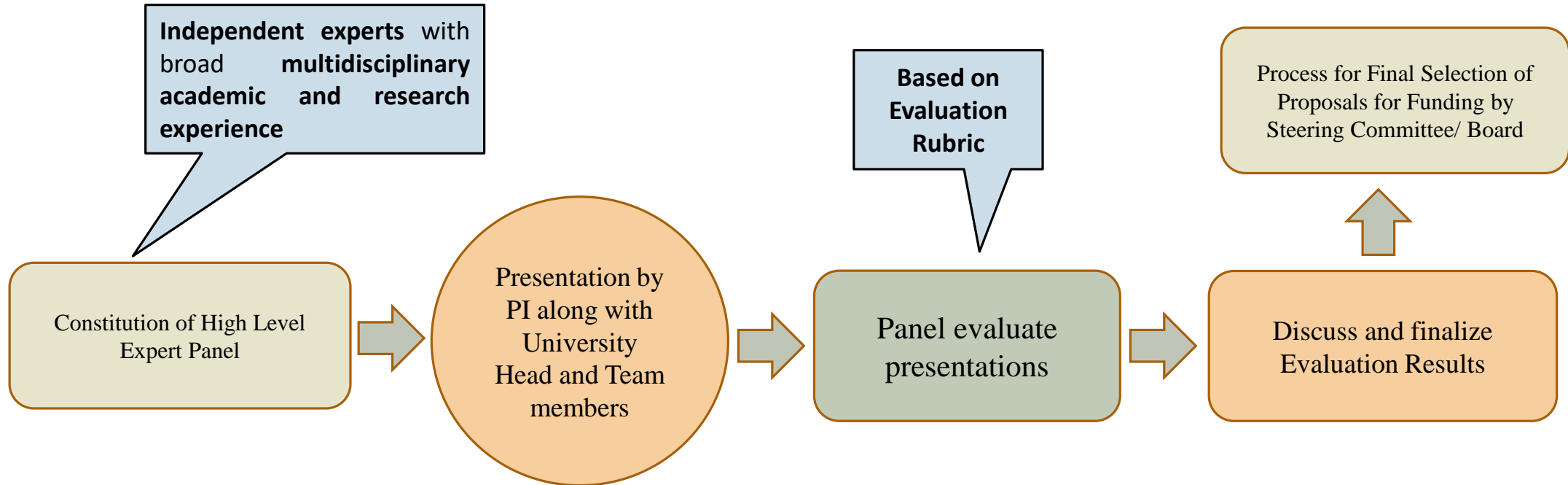
- The proposal **must address a thematic area** identified in Call for Proposals
- Based upon the written proposal, there is a **strong likelihood of successful implementation** of the proposed project;
- The **project team and the institutional leadership should be capable of implementing** the project;
- The proposal **must achieve a scoring threshold as determined by the evaluators** in the Desk Review Panel to ensure quality.



Key considerations in Desk review

- The **highest ranked proposals** submitted in response to each thematic area
- Supports the best overall proposals that **respond to the program goals**
- **Reflects the diversity of disciplines** that can address the thematic areas
- Results in a portfolio of proposals that reflects junior and senior principal investigators/team leaders
- **In conjunction with a list of recommendations for the Higher Education Commission, the multidisciplinary Panel should provide a written narrative describing the reasoning for its decisions.**

Presentation



The focus of the High-Level Expert Panel is on assessing in person the capacity of the research team and the host institution to deliver on what is described in the written proposal.

Final Selection & Award of Grant

comprising of members recommended by HEC will meet **to discuss the Panel findings and recommendations**

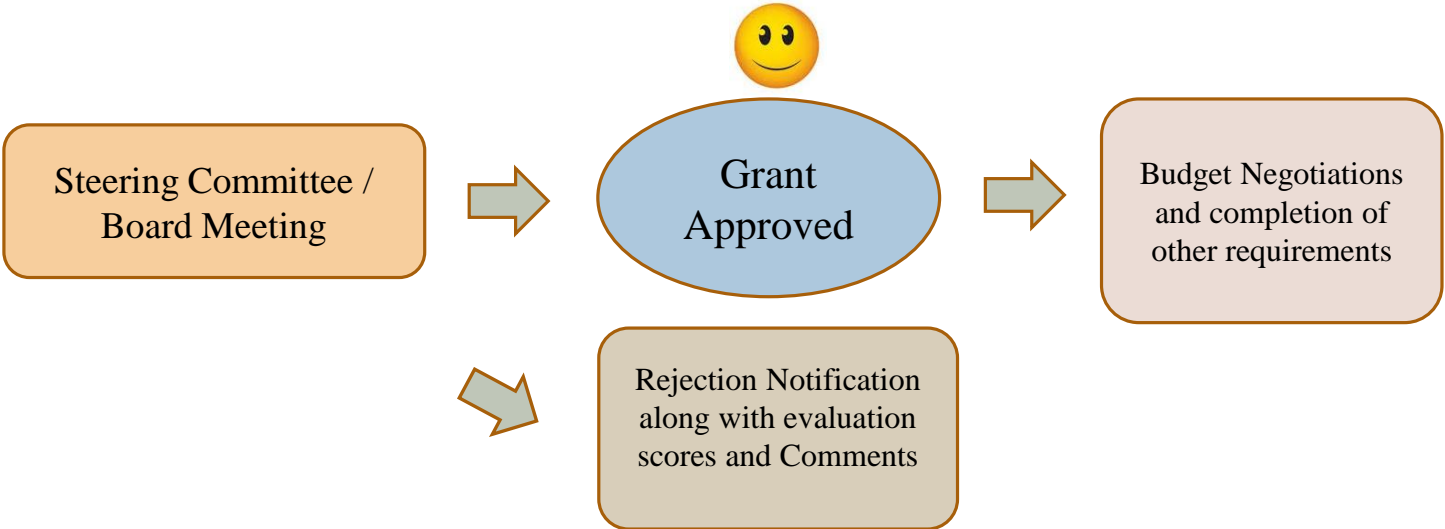
Steering Committee /
Board Meeting



Final Selection

- In its final selection, the Committee may deviate from the recommendations of the Desk review Panel, without, however, changing any evaluation marks of the individual proposals.
- In its Selection, the Steering Committee must ensure that the portfolio of grantees **address the major priority areas described in the Call for Proposals** and it will formulate its position regarding the evaluation outcomes in writing in the minutes of the final selection meeting.
- The report of the multidisciplinary Panel, and the Minutes of the Project Delivery Board/ Steering Committee meeting regarding the outcomes of the evaluation together form the evaluation results.

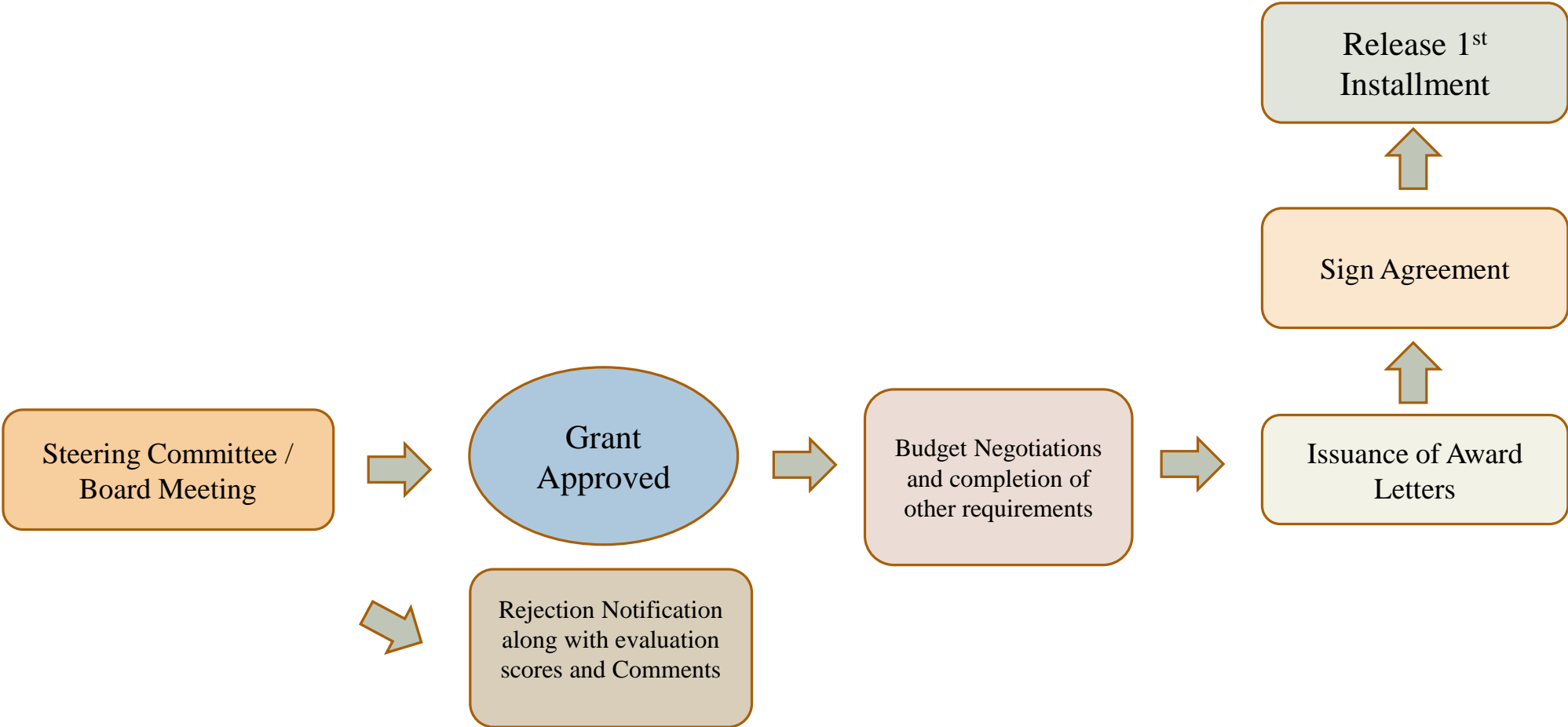
Final Selection & Award of Grant



Budget Negotiation

- The proposed research and education activities;
- The size of the research team;
- The costs associated with the proposed workplan;
- The resources required; the capacity of the research team to achieve the results;
- The feedback to the PI provided through the Evaluation and Selection process.

Final Selection & Award of Grant





Before Sign-off

1. A revision and strengthening of the proposal in response to the comments and feedback provided in the evaluation process;
2. A fiduciary assessment and procurement plan; and
3. An environmental and social safeguards screening and management plan. In addition, a detailed implementation plan for the project must be prepared and approved

Final Award Letter & Signing of Agreement

- Final Award letter after budget finalization and fulfillment of all requirements for signing of Agreement
 - Copy of the project proposal
 - Specimen agreement
 - Year wise total Budget
 - Installments breakdown
 - Deadline for signing of Agreement
- **The award shall stand canceled if PI fails to sign agreement or finalize budget/ other requirements and will be notified by the designated HEC Officer accordingly.**



Grievance Committee

- Institutions submitting the Proposals may raise an objection or grievance regarding the ICRG Evaluation and selection process.
- The objection or grievance **must be raised with the Programme Team in HEC within 7 working days** of the selection results being announced.
- If the Programme Team decides to further the grievance, it will be forwarded to a Grievance Committee of HEC.
- The **Committee may seek necessary clarification from the review panel chairs, independent expert evaluators, Programme Team or other relevant entities** to decide whether grievance or appeal should be accommodated and any proposed modified evaluation/ selection decision.

Helpful Links

- <https://www.hec.gov.pk/english/services/RnD/Pages/Research-Grants.aspx> (HEC – R&D website)
- Info-r&d@hec.gov.pk (For any information regarding R&D programs)
- <https://onlinehelp.hec.gov.pk/> (For any technical issue in online application portal)
- Research & Development Division, Higher Education Commission (HEC), H-9, Islamabad