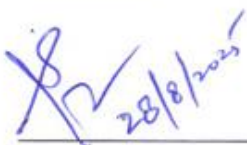




SOHAIL UNIVERSITY

Policy Title:	Research & Development Policy
Policy No.:	
Version:	1.0
Prepared by:	Director ORIC & Director DoPGS&R Sohail University
Approved by:	ORIC Advisory Board
Date of Approval:	29/08/25
To be implemented by:	Faculty, Students, Researchers and Staff, Sohail University

Prepared By:

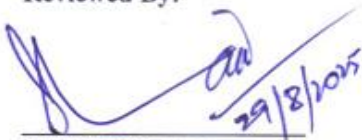

28/8/2025

Dr. Asma Tabassum
Director, ORIC
Sohail University


29/08/25

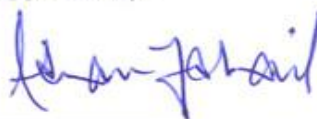
Prof. Dr. Rizwana S. Waraich
Dean of Basic & Applied Sciences
Sohail University

Reviewed By:


29/8/2025

Dr. Shahid Baqar
Pro-Vice Chancellor
Sohail University

Approved By:



Dr. Syed Adnan Tariq Sohail
Vice Chancellor
Sohail University

S-No.	Content	Page No.
1.	Purpose & Scope	3
2.	Definitions	3
3.	Objectives	5
4.	Key Challenges	6
5.	Sponsored Research	7
6.	Collaborative Research	7
7.	Intellectual Property	8
8.	Ethical Consideration	8
9.	Research Centers	8
10.	University Research Funding	8
11.	University Travel Grant	9
12.	External Funding	10
13.	Performance Evaluation	11
14.	Incentives for Faculty	12
15.	Incentives for Consultancy and Training Programs	13
16.	Withdrawal of Mentorship from R&D Project	13
17.	General Terms & Conditions	13
18.	Implementation	14
19.	Review & Revision	14
	Annexure I	15
	Research Project Application Form	
	Annexure II	19
	Research Grant Agreement	
	Annexure III	20
	Travel Grant Application Form	
	Annexure IV	21
	Travel Grant Program Award Letter	

RESEARCH & DEVELOPMENT POLICY

SOHAIL UNIVERSITY

1. PURPOSE

Research and Development is crucial for advancing learning and knowledge at Sohail University (SU). To establish SU as center of excellence, maintaining high teaching standards and actively promoting research are essential. SU's R&D efforts align with national priorities, driving socio-economic growth. The Office of Research, Innovation, and Commercialization (ORIC) at SU supports and coordinates all R&D activities, fostering collaboration with national and international entities. ORIC is key to realizing SU's vision of research excellence.

1.1 SCOPE

To foster a culture of innovation and excellence in research, driving socio-economic growth, and improving lives through discovery and knowledge sharing. To promote cutting-edge research, innovation, and entrepreneurship, aligning with national priorities and global challenges, while ensuring ethical standards and social responsibilities. To foster national and international liaisons to advance impactful and collaborative research. The stakeholders include faculty, adjunct faculty, researchers, students, collaborators, developers, industrial partners, funding agencies, the Higher Education Commission (HEC) and other relevant organizations.

2. DEFINITIONS

2.1 Collaborative Research: Joint research effort between two or more parties, sharing resources and expertise to achieve common objectives, typically formalized through a collaborative agreement.

2.2 Co-Principal Investigator (Co-PI): A secondary lead researcher who shares responsibilities with the PI.

2.3 Consultancy: Expert advice or services provided by university faculty or staff to external organizations or individuals.

2.4 Consultancy Project: A specific project undertaken by university faculty or staff to provide expert advice or services to an external organization or individual.

2.5 Development: Application of research findings to create innovative products, services, or processes.

2.6 Industrial Consultancy: Consultancy services provided to industry partners.

2.7 Innovation: Creation and implementation of new ideas or methods that provide significant improvements or value.

2.8 Institutional Consultancy: Consultancy services offered by University to Government

institutes, Ministries, International bodies, NGO, Corporations, Organizations, Trusts, Private institutes in continuing education center etc.

2.9 Interdisciplinary Research: Collaboration across multiple academic disciplines to address complex problems.

2.10 Intellectual Property (IP): Creations of the mind, such as patents, copyrights, trademarks, and trade secrets.

2.11 IPO Pakistan (Intellectual Property Organization of Pakistan): It is the official body responsible for regulating and protecting intellectual property rights in the country. It operates under the Cabinet Division to promote innovation, creativity, and IP enforcement.

2.12 Mentor: An experienced researcher or professional guiding and advising a less experienced individual.

2.13 ORIC Fund (OF): A university fund dedicated to support research and innovation initiatives.

2.14 Partnerships: Collaborations with industry, government, academia, or other organizations to advance research and innovation.

2.15 Principal Investigator (PI): The lead researcher responsible for managing and executing a sponsored research project.

2.16 Project: A specific, time-bound endeavor with defined objectives, scope, and resources, aimed at creating innovative solutions, products, or services.

2.17 Project Staff: Research team members working on a project, including research assistants, post-docs, and other supporting staff.

2.18 Research: Systematic investigation and analysis to advance knowledge and understanding.

2.19 Research Capacity: Human resources, infrastructure, and funding necessary to conduct research and innovation.

2.20 Research Ethics: Principles and values guiding research conduct, including integrity, objectivity, and respect for participants and stakeholders.

2.21 Sponsor: An external organization or agency providing funding for a research project.

2.22 Sponsored Research: Research funded by an external organization under a formal agreement specifying the terms and conditions, including scope, deliverables, and intellectual property.

2.23 Sponsored Research Project: A research project funded by an external organization or agency such as a government, company, or foundation.

2.24 Technology Transfer: Transferring ownership, rights, or knowledge of a new technology or expertise from its creator to a secondary user, such as a company or industry, for practical application, commercialization, or further development.

2.25 Travel Grant Committee (TGC): It is a designated body responsible for reviewing and approving applications for travel funding, ensuring support is provided to eligible candidates for academic, research, or professional development purposes.

2.26 University Research Council (URC): A board established to review, evaluate, and monitor research projects

3. OBJECTIVES

3.1 To enhance research publications which are essential for academic institutions, as they demonstrate scholarly contributions, improve reputation, attract funding and top faculty. And to serve as a key indicator of research productivity and growth.

3.2 SU plans to boost interdisciplinary research projects by 15% in three years, measured by tracking cross-disciplinary collaborations, reflecting its commitment to holistic problem-solving.

3.3 SU aims to expand its global network by forming partnerships with at least five top research institutions or industry organizations in two years, measured by the increase in joint publications and patents.

3.4 SU goals are to boost total research grant funding by 25% annually, measured by the annual increase in external funding from grants, industry partnerships, and government initiatives.

3.5 SU aims to partner with regions needing support and local organizations, tracking collaborations and outcomes to ensure widespread benefits, with growth measured by the annual increase in successful collaborations.

3.6 Enhancing the average citation impact factor of research publications is vital for boosting the institution's visibility. Credibility, and scholarly influence, thereby attracting peers and collaborators and fostering a culture of excellence.

3.7 SU plans to establish two centers in emerging areas within three years, tracking their research, academic contributions, skill development, training, revenue generation, and collaborations, with revenue generation as the key sustainability indicator.

3.8 Ensuring the SU's research infrastructure remains up-to-date and conducive to cutting-edge research.

3.9 This objective aims to cultivate ethical research conduct through workshops and training sessions for faculty and students, monitored by attendance and feedback, with performance measured by incidents of unethical practices promoting ethical research behavior.

3.10 SU's purpose is to facilitate the dissemination of funding opportunities/conferences/workshops/lectures etc. among faculty. This objective will also promote faculty participation to enable knowledge sharing and collaboration globally, monitored by the annual percentage increase in international conference attendance by faculty/researchers and the participation of international experts in conferences organized by SU.

3.11. OTHER OBJECTIVES

3.11.1 To enhance research focus in PG and UG courses by assigning more credits and adhering to regulatory guidelines, with progress measured by the number of students publishing papers and filing patents, and the SU will track these metrics to boost student research engagement.

3.11.2 To focus on commercializing R&D outcomes by developing necessary infrastructure and allocating manpower, bridging academia and industry, with success measured by patents filed, licenses issued, and products/services launched.

3.11.3 To enhance research capabilities through short-term courses and workshops focused on practical skills, with growth measured by the number of participating researchers.

3.11.4 To stay current with industry advancements, SU offers consultancy services, keeping faculty updated, with growth measured by the number of consultancy projects and their total value.

3.11.5 To enhance research communication and outreach, crucial for disseminating knowledge beyond academia and engaging a wider audience, measured by the number of outreach programs and participants, enhancing awareness and fostering scientific temperament among stakeholders.

4. KEY CHALLENGES

4.1 Equilibrium between Teaching and R&D

The push for increased University-Industry collaboration is justified given global competition and the shift toward knowledge-based economies, but it should not overshadow universities' core mission. Universities face the challenge of balancing teaching responsibilities with research and development activities, which demands significant time and effort from faculty members.

4.2 Aligning R&D with Industry Requirements

Industry seeks holistic solutions to their key challenges that require minimal changes to infrastructure and processes, delivered swiftly. University-developed technologies, originating from domain experts, often lack the integration necessary for industry adoption, as there's a scarcity of experts, often lack the integration necessary for industry adoption, as there's a scarcity of experts bridging academic research with industrial needs. This gap between academia and industry in Pakistan is further widened and can be addressed by establishing strong linkages with technology parks.

4.3 Information regarding Funding Opportunities

International funding for research and development is accessible, but faculty struggle to locate suitable opportunities, particularly those requiring international collaboration or industry partnerships, due to limited accessibility to relevant information.

5. SPONSORED RESEARCH

Research proposals must be submitted to the SU ORIC for review before being forwarded to funding agencies. The university fully supports R&D project execution. Funds from the approved R&D organization must be deposited into specific project account operated by PI and SU Account Officer. No deviations are permitted; any funding shortages should be addressed through honorariums and remuneration. Cost escalations beyond control must be reported to the Director ORIC for approval. Staff members can collaborate on major research projects for publications or patents. Undergraduate/Postgraduate students should participate in sponsored research projects and can be remunerated if possible.

6. COLLABORATIVE RESEARCH

6.1 Industry Sponsored Research Projects:

Experts from the university can conduct research for public or private sponsors. If a patent results, the income is shared among the industry, researcher, and university, yielding benefits such as:

- 6.1.1** Researchers gain exposure in their field.
- 6.1.2** Industries receive solutions to their problems.
- 6.1.3** Researchers, institutes, and industries share the end benefits.
- 6.1.4** Society benefits from new R&D products or services.

6.2 Interdisciplinary Research:

Collaborative research across disciplines is essential. Effective R&D requires interaction among various fields. The university encourages staff to engage in multidisciplinary research by:

- 6.2.1** Identifying key R&D areas.
- 6.2.2** Bringing together experts from different disciplines.
- 6.2.3** Assessing infrastructure needs.
- 6.2.4** Exploring additional resources.

6.3 Inter-Institutional Research:

SU faculty/researchers are encouraged to collaborate with universities and research institutes. Depending on their contribution, staff can serve as Principal Investigator (PI) or Co-Investigator (Co-PI).

7. INTELLECTUAL PROPERTY

For any innovation or invention, the university encourages researchers to file patent. The ORIC will facilitate to handle the patent application process and covers all related expenses provided “Sohail University” is the applicant and Inventors (with university address) belong to the university (subject to the availability of funds). If the patent is commercialized, revenue will be shared among researchers, ORIC and university as per SU Intellectual Property Rights Policy. Linkages will be established with the Intellectual Property Organization (IPO) Pakistan to ensure compliance with the rules and regulations governing intellectual property rights under Pakistani law.

8. ETHICAL CONSIDERATIONS

SU values honesty in all scientific communications, including reporting data, results, methods, procedures, and publication status. Fabrication, falsification, or misrepresentation of data is not tolerated. Deceiving colleagues, funding agencies, or the public is deemed research misconduct ([For guidelines follow the SU Research Ethics Policy](#)).

9. UNIVERSITY RESEARCH CENTERS

SU has established research centers including Biomedical Research Center (BRC) and Institute of Historical and Social Science Research (IHSR) to provide multidisciplinary core research facilities to the faculty and students of the university. The centers cater research in various areas of medical, biological and social sciences. Sohail University encourages the establishment of more research centers in collaboration with faculty to foster a strong culture of research and development.

10. UNIVERSITY FUNDING FOR RESEARCH PROJECTS

SU provides financial support for development of faculty and students research projects. This funding is aimed to encourage innovation and sustainable developmental goals-oriented research. This policy outlines the funding eligibility criteria, and approval process for research projects.

10.1 Eligibility Criteria: Full-time faculty and adjunct faculty (eligible only after establishing a partnership with a relevant full-time faculty member at Sohail University) are eligible to apply for university funding, subject to the university's R&D budget. Adjunct faculty will must list Sohail University as their institutional affiliation in any publications resulting from the funded research project. Furthermore, all research data generated will be considered the property of Sohail University.

10.2 Application Procedure: Applications (Annexure I, including research novelty, rationale, objectives and details of methods, budget and justification for fund) are to be submitted to the Directorate of Postgraduate Studies and Research (DoPGS&R) annually, before 30th August.

DoPGS&R after review of the project from the Scientific Review Committee (which will consist of external members who are not part of the university) for review. Subsequently, University Research Council may recommend funds or research services to the projects by November, 30th of each year. To ensure transparency, all reviews will be conducted as double-blind and evaluation rubric will be shared with respective faculty.

10.3 All Faculty members including adjunct faculty who will secure funding will sign the Research Grant Agreement (Annexure II) with SU. The copy of the agreement will be sent HR department and ORIC for implementation.

10.4 Research Progress reports **every six months** and a **final impact report** along with publication extracted from the funded projects are required to be submitted to DoPGS&R and subsequent review by the Scientific Review Committee. The closure of each project must be endorsed by URC.

10.5 University research projects funding will be implemented by DoPGS&R evaluated by Scientific Review Committee (which will consist of external members who are not part of the university) and funding will be approved by URC.

11. UNIVERSITY TRAVEL GRANT PROGRAM

The Sohail University Travel Grant Program is designed to support and encourage the academic and professional development of our faculty and students. By providing financial assistance for attending international/national conferences the program aims to enhance research capabilities, foster collaboration, and promote the dissemination of knowledge.

11.1 Eligibility Criteria:

- Travel grants will be available for presenting research papers (oral at national, and oral/poster at international) Conferences. The applicant must be the first, second, or third author. In exceptional cases (e.g. visa denial), the Principal Author can grant an NOC to another author with justification.
- The applicant must be a Sohail University Faculty Member/ FCPS/FRCS/MRCP (excluding visiting faculty) or an MS/MPhil or PhD Scholar.
- One travel grant per person per financial year is allowed.
- Eligible conferences include those organized by HEC recognized universities, institutes, or leading professional bodies (e.g., IEEE, ACM, AAAS, AEA,) whose papers are peer reviewed and archived.
- Travel grants will be provided with approval of the Travel Grant Committee (TGC) chaired by the Vice Chancellor.

11.2 Fund Utilization:

- Applications are submitted to the Director ORIC. ORIC will forward the application to the Travel Grant Committee (TGC), which will consist of external members who are not part of the university.

- To ensure transparency, all reviews will be conducted as double-blind and evaluation rubric will be shared with respective faculty.
- Grants will be approved on TGC recommendations.
- The grant must be used as specified in the award letter ([Annexure IV](#)) and cannot be redirected.
- University support must be duly acknowledged in all related publications—such as conference papers and poster presentations—by including the University’s name and logo.
- Inform TGC in writing of any event postponement or cancellation.
- No reallocation of the budget will be allowed.

11.3 Application Procedure:

- Submit the application form ([Annexure III](#)) with required documents to the ORIC at least 60 days before the event.
- Notify ORIC of any date changes before the event.
- Include acceptance/invitation letter, proof of peer-review, publication evidence, conference brochure, full-text paper, NOC (if applicable), and CV with the application.

11.4 Financial Provision:

- The expenses will be covered, based on the university's R&D budget of the year, and TGC’s decision.
- Travel grants will be implemented by ORIC, will be evaluated by travel grant committee and approved by URC.

12. EXTERNAL FUNDING

Each Ph. D faculty member must annually submit a minimum of one research funding applications to government agencies and other potential sources, with ORIC overseeing related information. Additionally, avenues for financial backing from alumni, alumni batches, and philanthropists will be pursued, potentially leading to facility naming in recognition of donors.

12.1 Government Grants and Funding: Explore funding possibilities from government agencies, research councils, and foundations in line with the institution's priorities, encompassing both national and international research programs.

12.2 Industry Liaison: Pursue collaborations with industry, corporations, and private enterprises keen on backing research in pertinent domains. Joint research endeavors can secure funding from industry partners, fostering mutually advantageous results.

12.3 Philanthropic Organizations and Foundations: Identify philanthropic organizations and foundations offering grants for research projects, which may share similar research priorities or social impact objective with the institution.

12.4 Donations and Alumni Contributions: Interact with alumni, donors, and institution supporters eager to contribute to research activities. And establish systems to streamline donations and funding for research initiatives.

12.5 Research Project Overhead Cost: All approved research projects shall allocate 5–15% of their total approved budget as overhead cost, which must be submitted to ORIC. This mandatory contribution is essential for sustaining and enhancing the research culture, and innovation ecosystem within university.

13. PERFORMANCE EVALUATION

Key Performance Indicators:

Following KPIs serve as quantitative metrics to measure and evaluate the SU's research output, impact, productivity, and collaboration.

Table 1. PERFORMANCE EVALUATION			
S. No.	Metric	Description	Formula/Measurement
1	Research Output Growth	Measure the percentage increase in research publications from the previous year.	$((\text{Current Year Publications} - \text{Previous Year Publications}) / \text{Previous Year Publications}) * 100$
2	Interdisciplinary Collaboration	Track the percentage of research projects involving collaboration across disciplines.	$(\text{Interdisciplinary Research Projects} / \text{Total Research Projects}) * 100$
3	Research Funding Growth	Assess the percentage increase in research grant funding from the previous year.	$((\text{Current Year Funding} - \text{Previous Year Funding}) / \text{Previous Year Funding}) * 100$
4	Success in Technology Transfer	Measure the percentage success rate in commercializing or transferring technology.	$(\text{Successful Technology Transfers} / \text{Total Attempts}) * 100$
5	Citation Impact Improvement	Measure the percentage improvement in the average citation impact factor.	$((\text{Current Year Impact Factor} - \text{Previous Year Impact Factor}) / \text{Previous Year Impact Factor}) * 100$
6	Knowledge Sharing Impact	Track the percentage of faculty engaged in international conferences.	$(\text{Faculty Participation in Conferences} / \text{Total Faculty}) * 100$
7	Patent Filing Rate	Assess the rate at which the institution is files patents.	$(\text{Patents Filed in a Year} / \text{Total Research Projects}) * 100$
8	Consultancy Project Revenue	Assess the financial impact of consultancy services.	Amount of Revenue Generated from Consultancy Projects
9	Research Project Completion	Track the percentage of research projects completed on time.	$(\text{Projects Completed on Time} / \text{Total Research Projects}) * 100$
10	Global Collaboration Index	Track the percentage of collaborations with international institutions.	$(\text{Global Collaborations} / \text{Total Collaborations}) * 100$

11	Innovation Commercialization	Measure the success rate in bringing innovations to market.	(Innovations Commercialized/ Innovations) * 100	Successfully Total
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14. INCENTIVES FOR FACULTY

14.1 In addition to providing research funding to the faculty, Sohail University recognizes and incentivize quality publications, patents, and achievements through “Cash Awards”. URC will approve the awards as per following criteria.

S. No.	Table.2 SCHEME DESCRIPTION
1.	Incentives for Research Paper Publications
	Eligibility Publication must be in HEC Recognized journal, Category W (at the time of publication): is eligible for cash award, subject to the university's R&D budget. Author must be the principal investigator of the research paper and fulltime/adjunct faculty of SU. If the author is not the principal investigator of the paper, then cash award will be reduced. * Sohail University’s address must be included in the affiliation list of all research publications.
	ORIC will prepare yearly research paper database of the university faculty and incentives will be decided by URC, as per the university's R&D budget.
2.	Incentives for patents
	Faculty members will be incentivized for each patent or copyright filed. ORIC Sohail University will cover the filing costs and award an appreciation certificate in recognition of their contribution.
	Upon granting patent, the researcher will be received cash rewards.
	ORIC will prepare yearly patent database of the university faculty and incentives will be decided by URC.
3.	On submission of a research project to external funding agencies, the Ph.D. Faculty/Principal Investigator (PI) will be granted an honorarium upon successful receipt of funds by the university. Note: Grant must be > 0.5 M
4.	For contract research (industry), PI will receive incentives after receiving funds in university.
5.	Organizing a national/international conference: The organizing secretary will receive cash reward.
6.	Organizing a hands-on workshop/Training; incentives will be rewarded on submission of report, including participant feedback.
7.	Technology Transfer: Based on MoU/Agreement/documentation, the PI will receive cash reward for the first license.
8.	ORIC will prepare yearly database for external funding, organizing conference, workshop and technology transfer, of the university faculty and incentives will be decided by URC.

9.	Incentives for MS/MPhil/PhD/ Supervisors Cash reward will be provided for successful completion of the MS/MPhil/PhD thesis.
	Incentives for MS/MPhil/PhD/ Supervisors will be implemented by DoPGS&R and will be approved by URC.
10	All above incentives (1-9) for faculty will be announced in subsequent convocation of the university each year. To avoid any conflict of interest, administrators engaged in the management of research activities shall not be eligible for incentives.

15. INCENTIVES FOR CONSULTANCY AND TRAINING PROGRAMS

SU permits faculty, researchers and staff to undertake consultancy assignments and conduct training programs for industry professionals/other institutions, ensuring no interference with their primary responsibilities, enriching their expertise through professional interactions. Consultancy charges for approved assignments, routed through the ORIC with the Vice Chancellor's approval and will be considered on case-to-case basis.

16. WITHDRAWAL OF MENTORSHIP FROM R&D PROJECT

16.1 SU researchers can withdraw from the approved research in writing through proper channel and on the consent of sponsoring agency.

16.2 Researchers should use the approved funds for that project only as per sanctioned heads of budget.

16.3 Researchers should return the received amount to the university if they didn't attend any professional development activities which are contributory to the R&D project.

17. GENERAL TERMS & CONDITIONS

17.1 Project must be submitted to DoPGS&R on prescribed form ([Annexure I](#)) through departmental head and can undertake after granted by URC. All project external funds should be received in the name of Sohail University. Project accounts will be managed jointly by the Principal Investigator (PI) and the finance department.

17.2 Faculty or scientists may spend up to one day per working weekend on consultancy projects, totaling 52 days per year.

17.3 Reports and data from projects are jointly owned by the sponsor, university and investigators and cannot be disclosed to third parties without prior consent.

17.4 If a staff member is found guilty of malpractice or misconduct in a project, the VC may

prohibit them from participating in new projects until a final decision is made. However, they must fulfill obligations for ongoing projects.

17.5 All project-related purchases must be processed through the Sohail University Procurement Office. Equipment acquired for projects will be the property of Sohail University, unless otherwise specified by the funding agency, in which case the terms of the funding agreement will apply.

17.6 Faculty, scientists, researchers, and staff may accept honorary board memberships, provided that their university responsibilities remain unaffected.

18. IMPLEMENTATION

The policy will be implemented through the ORIC, DoPGS&R and URC with oversight from the Vice Chancellor and academic departments.

19. REVIEW & REVISION

The policy will be reviewed annually or as needed, to ensure alignment with the SU's strategic goals and emerging research trends.

Annexure I

Research Project Application Form for Sohail University Faculty

Title of Research Project: ----- -----	
Proposal Submitted for: Faculty research - Undergraduate Degree (Pls Specify)- MS- MPhil- PhD- other (Please specify) Research Domain:	Name of the Department and Program (If applicable): Date of Submission: Funding Amount: Funding Duration:
<u>Name of the Applicant:</u> Signature and stamp: Date of employment at SU: Phone:	Qualification: Employee #: Email:
<u>Name of the Principal Investigator:</u> Signature: Name: Designation & Qualification: Phone: Email:	<u>Collaborators:</u> Signatures and stamp: Name: Designation & Qualification: Phone: Email:
<u>If students are involved in the project:</u> Name of the Program: Names, signatures and enrollment number of students:	
<u>Head of the Department: (Name of the department/college/school)</u> Name: Signature & Stamp:	
<u>Dean of Faculty:(Name of the Faculty)</u> Name: Signature & Stamp:	

Format & instructions for Research Project Application:

- a. **Language:** English.
- b. **Text:** should be in a single column and black in color.
- c. **Page size:** Page size should be A4.
- d. **Margins:** The left margin should measure 1.5 inches. The right, bottom and top margins should each measure 1 inch.
- e. **Line spacing:** Line spacing, of all text, including bibliographic references, should be 1.5. Figures, tables and their captions should be single-spaced. Line spacing should be 6 points (before and after) between the paragraphs.
- f. **Font style:** Times New Roman font style should be used.
- g. **Font size:** should be 12 points in main body text.
- h. **Headings and sub-headings:** Headings should appear in capitals, bold 14-point font, sub-headings should be left aligned, all in capitals, bold and 12-point font.

Note: Ethical approvals are prerequisite for submission of the synopsis.

1-TITLE

Should not exceed 30 words. Abbreviations, commercial names, negative phrase, unnecessary words like A STUDY OF, AN OBSERVATION OF, AN INVESTIGATION OF and Formula (e) be avoided.

2-SUMMARY

Background, rationale of study, short statement of the problem, objectives, hypothesis, methodology, anticipated results and their significance. Limit: 250 words.

3-BACKGROUND/ LITERATURE REVIEW

A comprehensive and up-to-date literature review clearly highlighting main area of research, existing gaps in the present knowledge, proposed objectives and justification for the conduct of the study, new knowledge to be added in existing scientific literature, significance of the study. (Limit: 1000 words/ Two pages)

5-RESEARCH QUESTION

6-HYPOTHESIS

4-OBJECTIVES OF THE STUDY

Objectives should be 'SMART' (Specific, Measurable, Achievable, Relevant and Time-bound). Provide timeline of completion of objectives.

7-SIGNIFICANCE/ IMPACT/ BENEFITS OF STUDY

(Limit: 100 words)

8-RESEARCH METHODOLOGY

This section should include the following:

- a) **Setting:**
- b) **Study design:**
- c) **Sample type:**
- d) **Sample size:**
- e) **Sampling technique:**
- f) **Inclusion criteria:**
- g) **Exclusion criteria:**
- h) **Analytical methods/ data collection procedure:**
- i) **Materials:**
- j) **Data/ statistical analysis:**

9-ETHICAL CONSIDERATIONS & ERC APPROVAL/EXEMPTION: Letter from ERC-SU should be included

10. DURATION/ TIMELINE: A detailed timetable (Gantt chart) of project activities on monthly basis, outlining targets that researcher expects to achieve per month for the entire duration of the study (at minimum, 24 months and maximum 36 months).

11. FUNDING REQUIRED. The details of cost of the facilities (equipment and consumables /chemicals /kits/any other required for the research project.)

Description	Unit price (PKR)	Quantity	Year 1	Year 2	Year 3	Total (PKR)	Cost
Chemicals/kits/consumables/ clinical lab test/ radiology test data/ HIMS data/any other							
1							
2							
3							
4							
5							
6							
7							
8							
9							
			Total:	Total:	Total:	Grand	Total:

12. JUSTIFICATION OF EACH ITEM THAT REQUIRED FUNDING

13. DETAILS OF OTHER UNIVERSITY FACILITIES REQUIRED FOR THE PROJECT (Including teaching hospital facilities, samples, clinical lab, computer labs, radiological facilities, research centers facilities etc.)

14. DETAILS OF COLLABORATORS: Provide details of the collaborators their responsibilities and provide evidence of agreement

15. NOC from external University (If Applicable): If collaborators from external institutes/universities are involved pls provide NOC from the head of the institute.

16. REFERENCES: References should be in APA citation style.

Example:

In-text citation style: (Chabre, Muller, Cristante, Cracowski, & Gay, 2022)

Corresponding *reference* list:

Chabre, O., Muller, M., Cristante, J., Cracowski, J. L., & Gay, E. (2022). Osilodrostat for the treatment of Cushing's disease: efficacy, stability, and persistence. *Lancet Diabetes Endocrinol*, 10(6), 384-385.
doi:10.1016/S2213-8587(22)00134-6

17. ANNEXURE

Annexure II
Research Grant Agreement

This Grant Agreement (this “Agreement”) is made at _____, on ____ day of _____ by and

BETWEEN

- i. The Sohail University, Karachi (hereinafter referred to as the “SU”)
- AND**
- ii. The Office of Research Innovation & Commercialization, Sohail University (hereinafter referred to as the “ORIC”)
- iii. The Lead Principal Investigator **[Name, Designation, Department, Campus & Address], a [Faculty Member/ Employee/Student]** of the Grantee (hereinafter referred to as the “Principal Investigator” or the “PI”)

Rudiments

- i. Sohail University Provides the Research grant to their faculty members/researchers to support the high impact scientific research activities. The Research grant will be allocated after the review process by Ethical Research Committee (hereinafter referred as ERC).
- ii. The Principal Investigator submitted the project titled **[Project Title], [Project summary], [ERC and Data access Approval]** to the ORIC under the term as detailed in the **Research & Development Policy** attached at **Appendix A** to this Agreement that has been reviewed by the ORIC, SU through the ERC Review Panels/ reviewers and revised by the Principal Investigator as per reviewers’ comments.
- iii. The SU has approved the award of funds (**the “Grant”**) to the Grantee subject to the Terms and Conditions of this Agreement.

THEREFORE, the parties to this Agreement agree on the following terms:

1.Purpose of the Grant

2.Expenditure & Management of the Grant Funds

3. The Grant

4. Progress Report

5. External collaboration/Funding

6. Role/Position of PI during the Project

7. Dissemination of Research Report

8. Audit & Inspection

9. Intellectual Property Rights

10. Compliance

11. Conflict/Dispute

Declaration: I [Full Name] hereby agree with all terms and conditions of Research Grant Agreement, Sohail University. I will assist this project [Title of the project] as Principal Investigator [PI] from [Start Date] to [End Date] as [Contract/Permanent] Faculty member at the [Name of department], [Name of Institute].

Signature of Principal Investigator (PI)

Signature of HOD

Endorsement

Director ORIC

Vice Chancellor

Director Human Resource

Annexure III

Travel Grant Application Form

Office of Research, Innovation and Commercialization (ORIC),

Sohail University

Office: 021-35071856-7-8 Ext 2011 Email: oric.su@sohailuniversity.edu.pk

Name of Applicant	Employee Id
CNIC	Passport #
Department	Designation
Contact #	Email address
Purpose of Travel:	
Destination	
Date: From To	
External funding (if any):	
Amount requested	
Registration Fee	Accommodation Charges
Air Fare	Daily Allowance

Details of Conference/Workshop/Training

Title of the event.....
Location.....
Date (From.....) (To.....)
Collaboration (If any)
*Kindly provide evidence for the refence.

- ☐ Declaration: It Is hereby certified that all the provided information is correct. I/We will abide the Research & Development Policy of Sohail University.

Please attach following documents:

- ☐ Acceptance/Invitation letter,
- ☐ Proof of peer-review,
- ☐ Conference brochure,
- ☐ Full-text paper,
- ☐ NOC (if applicable), and
- ☐ CV with the application.

Endorsement

Applicant

HOD

Dean

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Annexure IV

Travel Grant Program Award Letter

Office of Research, Innovation and Commercialization (ORIC),

Sohail University

Office: 021-35071856-7-8 Ext 2011 Email: oric.su@sohailuniversity.edu.pk

Subject: **Approval Of Travel Grant to Present Research Paper**

Reference your application for the travel grant for the oral presentation of your research paper titled “_____” at **event name** being held on date in city, country.

I am pleased to inform you that your application for the above-mentioned event has been approved and up to 75 % of the total amount will be reimbursed by the University Research Council (URC) as per HEC policy. The reimbursement will process upon submission of the expenditure statement and documentary evidence within 15 days after attending the event. After this period, no claims will be entertained. Please note that no re-appropriation of the approved budget is allowed, and only the following heads will be reimbursed:

1. Air Travel
2. Registration
3. Accommodation
4. Daily Allowance

The travel grant is approved specifically for this event and cannot be used for any other purpose. If the grant is not utilized, please inform the undersigned and refund the advance amount within 15 days.

(SIGNATURE)

Vice Chancellor

Name of recipient,

C.C to;

1. VC Office
2. DF Office
3. URC
4. ORIC
5. Concerned file

Revision No.:	
Reviewed by:	
Date of Review:	
Description of Change (if Any).	