



LAHORE GARRISON UNIVERSITY

Main Campus, Sector-C Phase-VI, DHA Lahore

Ph: 042-37181821-22 Email: info@lgu.edu.pk

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NOTIFICATION

RESEARCH AND INNOVATION FUND (RIF) POLICY - LGU

1. The competent authority has approved the subject policy : -

a. Introduction

- (1) Encouraging Students, Faculty members, Researchers, and Entrepreneurs is one of the main objectives of the Office of Research, Innovation, and Commercialization (ORIC); Lahore Garrison University (LGU), Lahore. The ORIC facilitates the launch of research projects in different fields of study to help in accelerating the research and innovation activities. Research and innovation fund (RIF) is an initiative under ORIC, LGU that aims at engaging Students, Faculty members, Researchers, and Entrepreneurs who want to convert their research and business ideas into services and products.
- (2) RIF will provide a package of support and seed funding to early-stage startups, projects, and proposals through ORIC. The grant winners will receive a specific amount through seed funding, in addition, to support through ORIC in the form of training, support and financial education, business development service provision, and investment readiness. In addition, successful start-ups, projects, and proposals will be connected to a range of funding sources that can help them meet their capital needs during the scale-up phase post-program.
- (3) Promising early-stage start-ups, projects, and proposals will be funded and provided the training and incubation services required to transform them into investable ventures through RIF, every Year.

b. Purpose. The purpose/aim of the LGU-Research and Innovation Fund Policy (RIF) is to provide the guidelines for the award of the RIF to the faculty members, students, researchers, and entrepreneurs at Lahore Garrison University (LGU).

c. Scope. This policy covers the funds for research and innovation which will be funded by LGU to promote and support research culture among the faculty, students, researchers, and entrepreneurs.

d. Objectives. The main objective of this research policy is to encourage faculty, students, researchers, and entrepreneurs to expand their existing scope of research work. We also aim to fund the final year projects of graduate and post-graduate programs to help the students come up with their best startups, research projects, and proposal.

e. **Procedure for Submission of Applications.** The applicant can submit their research proposal/projects/startup with a dully-filled application form including a budget sheet and the application form will be available on ORIC Web-Page/office.

f. **Proposal Evaluation Criteria.** ORIC LGU will initially scrutinize the research proposal duly evaluated and endorsed by HoD/Dean. After the expert's opinion of the internal and external reviewers committee, final approval will be given by the Vice-Chancellor. The research projects/proposals/startups will be evaluated within 6-8 weeks by ORIC with the help of all evaluators and respective Deans with the following procedure:-

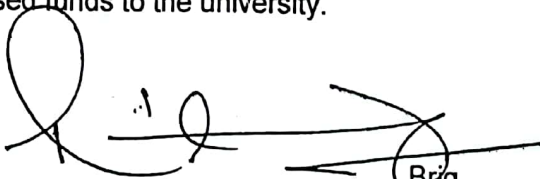
- (1) The projects/proposals/startups will be evaluated by the relevant departmental team and endorsed by HoD and Dean.
- (2) The projects/proposals/startups will be initially scrutinized by ORIC of the relevant startups/research projects/proposal.
- (3) The projects/proposals/startups will be reviewed by authorized university experts and external reviewers.
- (4) Recommended by industrial experts through collaboration.
- (5) Final approval by Vice Chancellor.

g. **Applicant Eligibility Criteria**

- (1) All startups, research projects, and proposals in LGU, including students, recent graduates, alumni, and faculty members/researchers are eligible to apply.
- (2) The applications for the RIF program will be routed via the ORIC LGU, Lahore. The final awardees will have to enter into a bi-partite agreement between the Startups and ORIC. While there are no eligibility restrictions, this grant is targeted at early-stage startups, research project ideas, and proposals that will benefit from a specific amount of grant and entrepreneurial training.
- (3) The applicant must be a 'Permanent/Contract' Ph.D. faculty member at a campus of the university. The applicant must be part of a department that is offering a graduate program/Postgraduate in LGU. The faculty member must be active in service at the time of application and for the duration of the project.
- (4) The applicant must have published a research paper in HEC recognized journal with an impact factor.
- (5) The applicants having existing internal or external research projects/grants will be not eligible to apply for RIF.
- (6) Non PhD faculty/students can apply as a Co-Principle Investigator with the collaboration of PhD. faculty members.
- (7) The applicant can claim only one RIF grant at a time.

- h. **Funding Range.** Amount of grant ranging from PKR-50,000 to PKR-1 million.
- i. **Other Terms and Conditions.** The funds will be released on monthly basis on receipt of a request from the Principal Investigator (PI) given that all required documents have been submitted to ORIC. The mandatory documents include :-
- (a) Project initiation letter including an employment contract.
 - (b) Quarterly technical report including project-specific deliverables to ORIC, relevant Deans, and Vice-Chancellor.
 - (c) A quarterly financial report along with a project completion report, including the financial report and final deliverables, will also be attached and submitted to ORIC.
- j. The number of applications accepted in each cycle will depend on the availability of the funds
- k. No remuneration of PI, conference travel is admissible from this fund. For such support, PI is encouraged to obtain other funding from various external sources/organizations.
- l. In case a faculty member/student is unable able to meet the committed objectives, the applicant will not be eligible for any further ORIC-supported grants or awards until the committed objectives are fully met.
- m. On an unsatisfactory quarterly report, the project may be terminated or the financial disbursements may be delayed. No course exemption will be provided for this research funding to the PI/CO-PI/Researchers/Faculty.
- n. In case a PI leaves the university during the execution of the project or is unable to continue with the project for any reason the following guidelines will apply.
- o. The PI transfers the project to a Co-PI or any other faculty member who agrees in writing to take up the project and achieve the objectives with the recommendations of ORIC, Deans, and with the final approval by the Vice Chancellor:-
- (1) At least six months before discontinuing, the PI should submit an application to Vice-Chancellor requesting readjustment of project outcomes and budget through ORIC.
 - (2) In case no readjustment is made or an application is not timely submitted, or the project objectives are not met, the PI will be liable to return all the released funds to the university.

2. For compliance, please.


Registrar
[Raheel Ashraf, SI(M), (Retd)]

To: Dirs, Deans, HoDs, CoE, Treasurer, Asst Dir Admissions, HoDs, DR-3 (Acad),
Coordinator M.Phil/PhD & Librarian

CC: SO o VC