RESEARCH PROJECT FUNDING REQUEST FORM

Form #:	SR-400-F1	Revision #:	01
Accessibility level:	A	Effective date:	Feb. 10, 2021

Applicant Name:
College/Department:
Project No.:

1. Basic information about the project. (Filled out by the main researcher)

Project title:
Main researcher:
Project duration:
Project budget:
Signature of the applicant: Date:

2. Detailed information about the project. (Filled out by the applicant)

Project importance:
Project goals:
Project methodology

Added knowledge (How different this research is from what previous researchers did)

3. A brief presentation of the research project. (Filled out by the main researcher in English or Arabic)

ملخص مشروع البحث باللغة العربية (50-150 كلمة)
Summary in English (50-150 words)

Main researcher signature:	Date:

4. A documented presentation of the results of what previous researchers have done in the research topic to date. (Filled out by the main researcher in English or Arabic)

باللغة العربية (150-250 كلمة)
In English (150 - 250 words)

Main researcher signature:	Date:

5. Detailed information about the researchers. (Filled out by researchers)

Main researcher:		Rank:
College:	Department:	Employment date:
Specialization:		
Email:		Office No.:
Mobile:		Extension:
Title of the most recent funded research project by the researchers:		
Funded by:		
Fund amount (in SAR):	Duration:	Completion date:
Research results (published papers, patents, …etc):		

Published articles extracted from the most recent research project funded by the FBSU					
No.	**Title**	**Journal**	**Volume**	**Year**	**Pages**
1					
2					
3					
4					
5					

Researchers publications in the last five years					
No.	**Title**	**Journal**	**Volume**	**Year**	**Pages**
1					
2					
3					
4					
5					

Co-researchers information (from the university)			
Name	**Rank**	**Employment date**	**College/department**

6. Project time plan. (Filled out by the research group)

No.	Item title	Time duration (months)	Person Responsible
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

7. The project cost. (Filled out by the researchers)

No.	Item	Cost (SAR)
Requirements		
1	Devices and tools (a detailed list is attached)	
2	Materials (a detailed list is attached)	
3	Software (a detailed list is attached)	
4	Consumables: stationery, pens, ink, printing, … etc.	
5	Subscriptions, wages, payments (a detailed list is attached)	
6	Other	
	Subtotal	
Travel expenses		
7	Domestic travels	
8	International travels	
	Subtotal	
Research group grants		
9	Main researcher	
10	Co-researcher 1	
11	Co-researcher 2	
12	Co-researcher 3	
13	Co-researcher 4	
	Subtotal	
	Total (of the 13 items)	

8. Information needed to carry out the research. (Filled by the applicant)

information and data needed for the research		
No.	**Item**	**Source**
1		
2		
3		
4		
5		

References needed by researchers		
No.	**Item**	**Source**
1		
2		
3		
4		
5		

We, the undersigned, declare that we have read what is stated in this form, and declare our commitment to everything stated in it, and upon it we sign:

No.	Name	Signature	Date
1			
2			
3			
4			
5			
6			
7			

9. Recommendations.

Recommendation of the department head:		
Department Head Signature:	Date:	
Recommendation of the research committee in the college:		
Research Committee Chair Signature:	Date:	
Recommendation of the college dean:		
College Dean Signature:	Date:	

10. The Decision of the Scientific Research Council[1]. *(The decision is attached)*

Meeting No.:	Decision No.:	Date:
Decision:	Approve ☐	Reject: ☐
Conditions (if any):		
Chancellor Signature:	Date:	

[1] **Distribution List:**

- Applicant college
- University President Office
- Applicant
- Financial Director
- Co-researcher(s) academic files
- Deanship of Scientific Research