NRPU Previous Policy

Introduction:
Dearth of research literature/equipment is a major impediment to the productivity of many creative and talented faculty members/researchers in all disciplines in universities/degree awarding institutions. In most cases, researchers need substantial financial support for research projects to allow them in their research pursuits.

In the absence of such facilities researchers, specifically the younger ones, are discouraged and are forced to seek better opportunities in developed countries. To avoid this brain drain, the HEC has initiated a research grant program under which creative researchers are awarded research grants.

To meet the current challenges of researchers working in local universities/DAIs of Pakistan and to promote the R&D with facilitation, HEC is running the National Research Program for Universities (NRPU) as per researcher's needs/requirements. Following are the existing guidelines of NRPU that have been modified from time to time to address different aspects.

Applications Processing:
All research proposals submitted to HEC under the NRPU program are forwarded to dedicated committees with relevant discipline based expertise. Each committee comprises of three subject experts who will review the proposals and provide feedback to approve, decline, or revise the application. HEC may decide to call PIs to present their proposal before the committee. After the completion of the review process, successful applicants will be issued the award letter within approximately a month.

Eligible Universities/DAIs:
All Faculty Members & Researchers holding full time position of Public Sector Universities and following selected <u>Private Sector Universities that are eligible for funding</u>:
1. GIK Institute of Engineering & Technology, Topi
2. Aga Khan University, Karachi
3. Lahore University of Management Sciences, Lahore
4. National University of Computer and Emerging Sciences (FAST), Islamabad
5. Indus Institute of Higher Education, Karachi
6. Institute of Business and Technology, Karachi
7. Foundation University, Islamabad
8. Riphah International University, Islamabad
9. University of Management Technology, Lahore
10. Zia ud Din University, Karachi
11. The University of Faisalabad
12. Institute of Business Management, Karachi
13. Dadabhoy Institute of Higher Education, Karachi
14. The University of Lahore
15. Beaconhouse National University, Lahore
16. Iqra University
17. Shaheed Zulfikar Ali Bhutto Institute of Science & Technology (SZABIST)

18. Forman Christian College, Lahore
19. Sarhad University of Science & Information Technology, Peshawar
20. Baqai Medical University, Karachi
21. Isra University, Hyderabad
22. Hamdard University, Karachi
23. Jinnah University for Women, Karachi
24. Sir Syed University of Engineering and Technology, Karachi
25. University of Wah, Wah Cantt
26. National College of Business Administration & Economics, Lahore
27. Textile Institute of Pakistan, Karachi
28. Karachi Institute of Economics & Technology, Karachi
29. HITEC University, Taxila

Guidelines for ORIC/Research Office/Registrar Office

- Principal Investigator (PI) will not open any LC for foreign payments from NRPU released grant.
- Under studentship following university rules & regulations a full time regular student will be hired who must not getting any type of scholarship or any other funds/remunerations or any salary and must not on study leave.
- Principal Investigator will submit annual reports (1st or 2nd or 3rd) within one year after released of installments (Cheque issuance date).
- In case project gets delayed on the part of the party due to any reason there off, the PI will have to obey HEC decision of delay project policy.
- The PI will refund the expenditure incurred on the project, in case the party fails to complete the project within the stipulated time without any valid reason acceptable to HEC.
- During first year of the project life, project will not be shifted from one university/DAI to another. In case of any conflict, decision of the HEC will be final and PI has to refund whole released amount to the HEC.
- During First Year of the Project Life, project will not be shifted to any new PI/Co-PI/substitute PI or to any other university (in case of new appointment) because of any reason there off like study leave/postdoc leave/ new appointment etc. However, after submitting first year annual report linked with its satisfactorily review, the PI may intend to go abroad or leave university or for postdoc/study leave etc or for any other reason after getting Project Clearance Certificate (PCC) form HEC. Failure to compile with this clause will lead to refund of the whole released amount by the PI.
- If Principal Investigator intends to go abroad, or leave university for any reason during 2nd or 3rd year, PI must have not only to inform HEC well before of his/her departure, but PI would also have to nominate a substitute (new PI or Co-PI as new PI) for the period of his/her absence with a plan of activities of project and PI would do needful as well for getting nominee notified as substitute/new PI by HEC prior to his departure/leaving the university so that necessary project activities in absence of PI may be carried out by the nominee/substitute. Hence, before notification for replacement of PI, nominated PI will undertake that he/she will submit next annual report(s) within one year from the date of release of 2nd or 3rd installment (what the case may be) and will responsible for completion of the Project. Failure to compliance with this clause

will make responsible to the new PI (who has signed the latest agreement) to refund whole of the released amount under the project.

- During the subsequent years (2nd or 3rd), project will not be shifted from one university/DAI to another or to a new PI/ Co-PI (as new PI)/substitute PI etc. until and unless, provision of NOC by a) both universities/DAI(s), b) PI & Co-PI c) prove of submission of due annual report to HEC. Otherwise, in case of any conflict, PI has to refund whole released amount to HEC. Therefore, responsibility lies with PI himself/herself for completion/ settle down of any project granted to him under NRPU.

- If any of project is already delayed on part of the PI, same will not be transferred until the submission of annual reports as per sops of delay project policy.

- Principal Investigator will responsible to do necessary arrangement to refund any other income (bank interest etc.) accruing there from any of the component of the project before closure of the project and same cannot be used in any of the project activity.

- It is responsible of PI that all equipment/items purchased under the project along with specification and costs must take on stock register of the concerned department under the head "permanent equipment" and a certificate in this regard, dully counter signed by the Chairman of the Department and the Institutional Head, along with copies of the relevant pages of the Stock Register be sent to the HEC (NRPU) for record and audit purpose.

- Principal Investigator will submit his/her annual expenditure statement well in time after paying his/her all due payments of expenditures on the specimen of annual expenditure statements (1st, 2nd, 3rd & final consolidated) that is available on HEC -NRPU website under download button.

- Three annual progress reports (hard copies) with expenditure statement (3 copies) duly countersigned by Resident Auditor/Treasurer of the University/DAI etc. will be submitted by the PI to the HEC within fifteen days of the completion of each year in accordance with the instructions issued from time to time by the HEC to the PI and soft copy via email as well.

- Next instalment will be released after deducting previous unspent amount (if any)/committed amount if any reflected by PI in his/her annual audited expenditure statement submitted to HEC.

- The release of the subsequent year award/next installment will be linked with the satisfactory recommendations/approval of the Annual Progress Report by the expert/reviewer/committee of experts/ reviewers as per their advice/recommendations. PI will have to revise his/her annual/final reports if so desired by the HEC/expert(s).

- The PI will refund whole released amount if HEC refuses either to pay the next installment or closes the project based on a) unsatisfactory progress report(s), or b) issues in the statement of accounts, or c) the manner in which expenditure has been incurred by the party.

- Host University/DAI will grantee that the Principal Investigator will be facilitated and complete support will be provided to the PI for the establishment & operation of approved project, and also provide other facilities necessary for the project including land, building, space, laboratories, machinery, equipment, transport, amenities including utilities and other services throughout the life cycle of this project.

- Moreover, host University/DAI of the party will also grantee that host University/DAI will not issue NOC to PI for any purpose, e.g. postdoc leave/EOL/study leave/ university leaving etc. and that the PI will not be relieved from his/her parent institution/university until & unless the PI will not submit to the university/institution Project Completion Certificate /Project Clearance Certificate

(PCC) duly issued by the HEC, after submission of Project Final Annual Report complete in all respect &/or other relevant documents to HEC.

- Moreover, university/DAI will also guarantee that university will not replace any PI of any of the NRPU project by itself without getting prior permission of HEC. For the purpose, university/institution will request HEC for notifying new/substitute PI as per policy guidelines if policy it allows. Failing to compliance with this clauses will make university/DAI responsible for refund of whole released amount from party or university/DAI itself.

Terms & Conditions:

Principal Investigator can execute or submit only two research projects simultaneously under any of HEC funded research grant programs either under NRPU or UITSP or TDF or TRGP or Pak-US etc. (either ongoing, submitted, under review, etc).

Equipment List already available in Universities/Institutes:

NRPU LIST OF EQUIPMENTS FUNDED TO UNIVERSITIES / INSTITUTES:

PASTIC - R&D EQUIPMENT AVAILABLE UNDER MoST ORGANIZATIONS, ALONG WITH THEIR PURPOSE/UTILIZTION

Duration:

A research grant will normally be provided for a period of one to three years. However, there is no restriction on the lower limit.

Financial Assistance:

Permissible limits of HEC are with reference to the cumulative Impact Factor of the Principal Investigator, are as follows:

For Physics, Chemistry and Biology

Impact Factor	Eligible Amount
100 or above	20 million
50-99	17 million
20-49	15 million
10-19	12 million
0-9	10 million

For Remaining Disciplines other than Physics, Chemistry and Biology

Impact Factor	Eligible Amount
50 or above	20 million
25-49	17 million

10-24	15 million
5-9	12 million
0-4	10 million

Approval Procedure

- HEC has designated focal points/Reviewers in all disciplines / sub disciplines. They are the top experts in their fields. All research grants proposals are forwarded to these focal points for evaluation by at least three experts. Each of the reviewers is paid Rs=8000/- as a token of their valuable contribution to review the research proposal as per HEC policy.

- Focal points/Reviewers will do initial screening of the projects sent to them by HEC.

- In case they do not consider a project suitable for funding, they can reject the project at their level and for reviewers there are only two options either to accept or reject the proposals. However, they may suggest suitable updates/changes in the project for that PI would bound to improve his/her proposal before release of the funds alongwith submission of agreement inline with its clause 6.
- The comments of focal points and reviewers are considered as the final decision in the case.

Agreement

- After the Research Grant is approved for funding, a written agreement is signed between the HEC, the grantee (PI) and his/her institute.

- The host institute must administer the grant according to the agreement and provide laboratory space, and other facilities necessary for the project. The equipment, material and literature provided for the project through the Research Grants Program remains the in the custody of the institute after the project is completed.
- The grantee must keep the HEC properly informed about any applications of the results obtained and acknowledge support from HEC in all publications or presentations. Any research result obtained under the NRPU must be made freely available without restrictions.
- PI will update his/her final form of reviewed proposal if recommended by the experts as per clause 6 of the agreement before release of the 1st installment of the funds.

- The Project(s) will be cancelled, if PI is not following the terms & conditions laid down by HEC.

Annual Report:

- The PI is required to submit a short annual report along with audited funds utilization report (specimens for 1st, 2nd, 3rd and final are availabe on HEC-NRPU web site under download option) of the project within fifteen days of the completion of each year.
- Progress report should highlight the major achievements during the reporting period and completion of targets/goals as envisaged in the Proposal for the subject year.

- The release of the subsequent year award is tied up with the approval of the Annual Progress Report by the experts as satisfactory and availability of funds from the Government of Pakistan.

Entitlement:

HEC provides funds as per the following details:

Sr. #	Items	Total Allocation
1.	**Equipment (with full justification) if any of equipment is already provided to university, same cannot allowed to request**	As per requirements of the project
2.	Chemical/Glassware **(with full justification and details of quantity required for the project)**	As per requirements of the project
3.	**Accessories (with full justification)**	As per requirements of the project
4.	**Journal Publication fee/online material**	As per requirement of the project but maximum up to Rs. 50,000/-
5.	**Honorarium for PI One month initial basic pay of scale per year on mentioned rates either PI is working on BPS or TTS**	Lecturer @ Rs. 38350/-; Assistant Professor @ Rs. 59210/-; Associate Professor @ Rs. 69090/-; Professor @ Rs. 76720/- Meritorius Professor @ Rs. 82380/-
6.	**Honorarium for Co-PI (if justified) One month initial basic pay of scale once in entire project life on mentioned rates either Co-PI is working on BPS or TTS**	Lecturer @ Rs. 38350/-; Assistant Professor @ Rs. 59210/-; Associate Professor @ Rs. 69090/-; Professor @ Rs. 76720/- Meritorius Professor @ Rs. 82380/-
7.	**Studentships** · **MS/M.Phil. students** · **PhD students**	@ Rs. 20,000/- per month @ Rs. 25,000/- per month
8.	**Local Travel (if required and fully justified) (Tentative schedule of visits for all the years of project life along with full justification and rates/calculations as per actual expenditure). Note: TA/DA is not allowed, PI and students will reimburse their expenditures as per actual.**	Maximum 0.2 million per year per project calculated as per actual expenditure if field work/survey is involved; Moreover, students/PI will be allowed only to reimburse actual expenditures incurred during their field visit if any.
9.	**Secretariat Staff (if required and justified)**	Rs. 18,000 per year

10.	**Stationary/Contingencies**	Rs. 10,000 per year
11.	**Any type of entertainment**	Not Allowed
12.	**Audit/Accounts**	Rs. 20,000 (maximum)
13.	**Other specific requirements**	Depending upon the nature of the project if fully justified
14.	**University overhead**	
a.	**If ORIC is fully functional & notified by HEC as per its established criteria**	15% of total direct cost to meet office support and utilities etc. of ORIC
b.	**If ORIC is not established/notified by HEC**	2% of total direct cost to meet research office support and utilities, etc.

Note: - If a university teacher working as PI or Co-PI in more than one project, he/she may get only one month's Initial Basic Pay under any one of his/her project.

For closure of a Project/to received project completion letter, Principal Investigator has to submit following document in the end of the final year of the project. That is mandatory for release of final payments (retained amount by HEC) as well:

a. Final Annual Progress Report (specimen is available under download page).

b. Project Completion Proforma (Codal Formality Proforma)-(specimen available in download page).

c. Consolidated Expenditure Statement duly Audited by the Resident Auditor of the Respective University (specimen is available under download page).

NRPU Policy Points

- No foreign payments may be made neither to any foreign firm for the purchase of any item/equipment etc. nor to any foreigner (as Co-PI)/consultant etc. Hence no LC may be got opened.
- International travel is not allowed under NRPU. However, PI may go abroad if he/she is funded/supported by a collaborating partner without any financial liability on part of HEC/NRPU.
- Proposal submitted under NRPU must not be meant for establishment of laboratory or for only development.
- TA/DA is not allowed to any of the PI, Co-PI and student etc.
- However, travel expenditure as per actual may be reimbursed under head local travel but maximum up to 0.2 million per year per project.
- Any type of food/entertainment expenditure may not be demanded/reimbursed out of any budget head of NRPU grant released.
- The only studentship is allowed (M. Phil./MS/M.Sc.(Hon.)/PhD students or having inline 18 year schooling).
- No research associate/research assistant/field assistant/field surveyor/ or any supporting staff etc. can be engaged other than studentship in the project.
- No coordinator/consultant is allowed to be hired as it is responsibility of PI/Co-PI.

- However daily paid labour (DPL) can be demanded for a specific time period and may be hired at university rates if justified and approved under the proposal.
- Secretariat Staff (if required & justified by PI) is allowed @ Rs18, 000 per year.
- The total amount of the project would never be exceeded 20 million in any case if PI, s impact factor allowed.
- Next instalment is released after deducting previous unspent amount reflected by PI in his/her annual audited expenditure statement submitted to HEC. There is no provision of any committed amount. Principal Investigator have to submit his/her annual expenditure statement after paying their all due payments of expenditures. Specimen of annual expenditure statements (1st, 2nd, 3rd & final) is available on HEC-NRPU web site under download option. All PIs are requested to please use same.
- PI must make all expenditure in accordance with the Government rules/regulations such as PPRA rules.
- All accounts of these funds shall be maintained as per Government rules and are subject to audit.
- If a university teacher is working as PI or Co-PI in more than one project, he/she may get only one month's Initial Basic Pay under any one of his/her project as honorarium.
- **For closure of a Projec**t, Principal Investigator has to submit following document in the end of the final year of the project. That is mandatory for release of final payments (retained amount by HEC) as well:
  - Final Annual Progress Report (specimen is available under download page).
  - Project Completion Proforma (Codal Formalities Proforma)- (specimen is available under download page).
  - Consolidated Expenditure Statement duly Audited by the Resident Auditor of the Respective University (specimen is available under download page).

Domain of Proposed Research

NRPU APPROVED PROJECTS 2017-18

Announcement of Result for NRPU Call 2017-18

Subject Wise Summary of Recommended Projects Submitted under NRPU Program 2017-18:

Subject	Approved	%
1. Physical Sciences	248	**22**
2. Engineering Sciences	161	**15**
3. Biotechnology	146	**13**
4. Agriculture	139	**13**
5. Social Sciences	96	**9**
6. Biological Sciences	90	**8**

7. Medical & Pharmaceutical Sciences	90	**8**	
8. Veterinary Sciences	51	**5**	
9. Natural & Environmental Sciences	46	**4**	
10. CS & IT	37	**3**	
Total	**1104**	**100**	

Summary of Project Submitted under NRPU program 2017-18:

Province	No of Projects	Rejected	Not Eligible	Accepted	% Accepted
Federal	1088	771	24	317	29
Punjab	1787	1292	17	478	27
Khyber Pakhtunkhwa	532	378	1	153	29
Sindh	422	309	7	106	25
Balochistan	50	32	0	18	36
Gilgit Baltistan	15	9	0	6	40
AJK	81	53	2	26	32
Total	**3975**	**2844**	**51**	**1104**	**28**

Success Projects Awards 2016-17
Pie Chart

Summary of Project Submitted under NRPU programme 2016-17

Province	Projects Submitted	Projects Shortlisted	Projects Approved	Projects Rejected	Project Under Review
Federal	911	581	**223**	358	-
Punjab	985	581	**226**	355	-
Sindh	327	268	**86**	182	-

Khyber Pakhtunkhwa	410	231	**73**	158	-
Baluchistan, Gilgit & AJK	89	46	**06**	40	-
Total	**2722**	**1707**	**614**	**1093**	-

FAQs

Question: **How to submit Online System Generated Hard Copy & Soft Copy and Mandatory document to Director respective Director ORIC.**

Reply: W**hile submitting online application, eportal system will automatically guide the applicant.**

eporal system will auto-update to applicant at **"NRPU Project Proposal Application"** that now down load application form and project proposal template fill it up, check it similarity index, handover both (**application form** + **project proposal form** after checking its similarity index on Turnitin) to the Director ORIC along with all original mandatory documents, i.e. resume of PI, Co-PI, Turnitin report, quotations, appointment letter, industrial support letter, BCC, etc.

Now get copy of signed pages (of VC & Others) from Director, ORIC of your respective university, and upload in the system at **"NRPU Project Proposal Application"** before submission.

After submission, you will get **"Soft Copies in a Compressed Zip Folder"**, and now read your project # printed on application form after submission and hand over same Zip Folder to Director ORIC as well.

Hence PI will hand over all "**Soft Zip Folder** and **Application Form** and **Project Proposal Form and All Mandatory Document"** to Director ORIC of respective Universiy.

Question: **May i ask that a person working in DAI affiliated with a University be a PI of the NRPU project??**

Reply: No, only regular faculty (BPS/TTS) of all public sector universities/DAIs and a few private sector universities (list available on HEC-NRPU web site) are eligible to apply under NRPU. NARC/PARC and other like institutions are not allowed to apply for funding under NRPU as per policy because HEC only funds Universities/DAIs.

Question: **Are faculty members serving for Sub-Campus (under public-private partnership) of any public sector university eligible for NRPU as PI"**

Reply: They are not eligible to apply under NRPU. Even faculty members serving in affiliated colleges of public or private universities are not eligible to apply under NRPU as well.

Question: **I am grateful to you and HEC to release the second installment of Project No. 20-XYZ/NRPU/R&D/HEC/14. however, the amount received is less as compare to expected.**

Reply: **Next instalment is released after deducting previous unspent amount reflected by PI in his/her annual audited expenditure statement submitted to HEC. There is no provision of any committed amount. Principal Investigator have to submit his/her annual expenditure statement after paying**

their all due payments of expenditures. Specimen of annual expenditure statements (1st, 2nd, 3rd & final) is available on HEC-NRPU web site under download option. All PIs are requested to please use same.

Question: what are the formalities to get completion letter of my project that is in the end of the final year?

Reply: For closure of a Project/to received project completion letter, Principal Investigator has to submit following document in the end of the final year of the project. That is mandatory for release of final payments (retained amount by HEC) as well:

a.   Final Annual Progress Report (specimen is available under download page).

b. Project Completion Proforma (Codal Formality Proforma)-(specimen available in download page).

c. Consolidated Expenditure Statement duly Audited by the Resident Auditor of the Respective University (specimen is available under download page).

Question: Can a lecturer apply under NRPU?

Reply: Lecturer; Assistant Professor, Associate Professor, Professor and Meritorious Professor (all on BPS or TTS) or if they have a contract, and contact period (duration of contact) is equal to or more that project life (duration of project), are eligible to apply under NRPU.

Question: If someone on is on IPFP (Interim Placement of Fresh PhDs or on contract basis in university than can he apply for NRPU (National Research Program for Universities. Because IPFP and contract basis is also full time faculty members.

Reply: a teacher on IPFP is not eligible to apply under NRPU because for them, R&D division of HEC already running Start up Research Grant Program (SRGP). They can apply under SRGP.

Question: Should soft copy of each proposal be in different CDs/flashes or all proposals should be burnt on one CD or flash, along with Excel Sheet?

Reply: All proposals should be burnt on one flash, along with Excel Sheet.

Question: Our faculty and researchers are facing problem to complete their profile on eportal. Therefore you are requested to kindly look into this matter and accept only hard copies of the projects this time.

Reply: Online submission is mandatory, if any PI fails to submit his/her proposal online and he/she does not follow instructions conveyed on HEC (NRPU) web site, his/her proposal would not be processed and will automatically be considered as rejected at initial stage without going under review process.

Question: I have evaluated NRPU projects proposals, and have been paid Rs.92000/- as remuneration, I have to submit the Income tax return for year 2015-2016, therefore I need income statement and proof of Tax deduction, if any.

Reply: No tax deduction was made from your payment. Please pay income tax as per rules. You have all record of payments as you get your payment via cheque.

Question: Sometimes, it is difficult to get along with co-investigator owing to lack of compatibility and cooperation. Can i independently submit my research project?

Reply: Yes

Question: Some faculty members has a concern that last year all projects submitted from their university were not evaluated. Upon query to HEC officials it was told that ORIC office has not been established nor approved by HEC, for that reason projects are not considered.

As per our information still the same condition prevails, ORIC is not approved by HEC till now. In such a circumstances, we have a question if we submit a project this time again would it be evaluated this time or same episode will happen as of last year.

Reply: HEC never rejected any proposal of any university based on that their ORIC is not established. Proposals were not considered for evaluation because universities do not follow HEC (NRPU) guidelines. If ORIC is not established, university may sent their proposals as per guidelines through their research offices or registrar offices.

Question: Can a visiting faculty member of a University participate as CO-PI?

Reply: NO

Question: what is the language for proposal submission as my subject is Urdu so can i write down my proposal in Urdu or it must be in English?

Reply: You may write your proposal in Urdu or English

Question: I am assistant professor at University of Education Faisalabad. At present there is no MPhil or PhD program at our campus and I want to apply for NRPU. Kindly guide me if I am eligible to apply since I will not be able to nominate any MS / PhD student for the project.

Reply: HEC has no problem/issue/reservation if you do not involve any student for any reason. You may apply but you yourself have to do all project activities as per approved plan as there is no provision/option of any helping hand in the program other than studentship.

Question: Can Co-PI be a from a foreign university?

Reply: No foreign payment could be made neither to any foreign firm for the purchase of any item/equipment etc. nor to any foreigner (as Co-PI)/consultant etc. However, you may opt a Co-Pi from a foreign university.

Question: Can one add a Co-PI and an additional collaborator (2 different persons)?

Reply: No research associate/research assistant/field assistant/field surveyor/ or any supporting staff/collaborator on payment etc. can be engaged other than studentship in the project. However if any person want to extend his/her support as collaborator, he may do so but without any financial responsibilities on part of HEC.

Question: Is the submission of 2 projects simultaneously in NRPU allowed?

Reply: Principal Investigator can execute or submit only two research projects simultaneously under any of HEC funded research grant programs either under NRPU or UITSP or TDF or TRGP or Pak-US etc. (either ongoing, submitted, under review, etc).

Question: Do we need to submit 3 quotations with equipment or one is enough?

Repy: at time of submission one is enough. However, if your project is approved, you have to follow PPRA rules/university rules etc. where 3 quotations are required (for details go through PPRA rules).

Question: Can a collaborator be from a foreign university?

Reply: No foreign payment could be made neither to any foreign firm for the purchase of any item/equipment etc. nor to any foreigner (as Co-PI)/consultant/ collaborator etc. However, you may opt a Co-PI/ collaborator from a foreign university.

No research associate/research assistant/field assistant/field surveyor/ or any supporting staff/collaborator on payment etc. can be engaged other than studentship in the project. However if any person want to extend his/her support as collaborator, he may do so but without any financial responsibilities on part of HEC.

Question: I couldn't identify the eligibility criteria for Co-PI. I am a lecturer (regular) at UET Peshawar, have done M.Sc and currently enrolled in PhD. Can I be Co-Pi with my professor?

Question: My question is that ,what is the qualification is required for work with principal investigator(PI) as a co-investigator? My qualification is BS(Hons) in applied psychology.

Reply: Eligibility criteria for Co-PI is just like as for a PI in term of his/her qualification and experience (PhD/MS/M.Phil/having at least 18 years of inline schooling). However, Co-PI may be from an R&D organization other than universities.

Question: If a Lecturer with 18 years education (MS/M.Phil) with sufficient research experience is eligible to be a PI in NRPU project 2017 recently proposed by HEC?

Reply: yes

Question: Further please clarify is it necessary for Co-PI to be affiliated with a University or DAI? Academicians and Researchers working in Colleges are allowed to be Co-PI or Not?

Reply: Eligibility criteria for Co-PI is just like as for a PI in term of his/her qualification and experience (PhD/MS/M.Phil/having at least 18 year of inline schooling). However, Co-PI may be from an R&D organization other than universities.

Question: Please let me know the minimum criteria for Co-PI in NRPU research project 2017 proposed by HEC.

Reply: Eligibility criteria for Co-PI is just like as for a PI in term of his/her qualification and experience (PhD/MS/M.Phil/having at least 18 year of inline education). However, Co-PI may be from a R&D organization other than universities.

Question: Is it allowed to Researchers working in Public universities with Sixteen years education and one year Clinical diploma in Psychology to work as Co-PI in NRPU 2017?

Reply: No

Question: Two research assistants, an MS student and a PhD Scholar have been allowed as per Award Letter of the aforesaid project. But PhD student is not available in the department now. Can any other MS/MPhil-qualified candidate be hired from the market for this project?

Reply: Simply reply is no. you have to follow apporved plan. if PhD scholar is allowed, same cannot be replaced with an MS/MPhill student etc and vice virsa.

Question: I may request the Abbottabad University of Science and Technology (AUST) to grant me contract for full two years (the proposed duration for completion of the project). Would my request for transfer of the project be considered if the university administration responds positively?

Reply: Yes Dr. sahib if contract period is equal to the remaining period of project (duration), plus both universities give you NOC , we have no objections to transfer your apporved project from one university to other but your case will have to go through on the recommendation of reviewers/evaluators.

Question: I have left my parent university & joined a private university that is eligible for public funding as per notification of P&D Division of HEC. Would you please shift my ongoing project to my new university?

Reply: Dear Sir, as you have left your parent public sector university and has joined new university in a private or public sector, as per policy you cannot run this project either you have to transfer it to some regular PI/professor or If you want to execute himself, you have to submit your appointment letter along with terms and conditions of appointment so that project may be transferred to new university. However, period of your contract (duration) with new university must be equal to remaining period of project life. And project will be transferred on the recommendation of reviewers/evaluators. You have to provide following documents as well.

NOC from both universities stating that they have no objections on the transfer of this project along with all its assets.

Revised hard copy of proposal duly signed and countersigned by head of institution.

Submit due annual report if any.

Question: I have left my parent university and have joined another public sector university. Can I shift my ongoing project to a new PI having relevant experience or to Co-PI of the project from same university?

Reply: Yes you can shift your project to a new PI or Co-PI of same project. However you have to provide following document to HEC:

Proof submission of annual report if it is already due and submitted.

Submission of expenditure statement duly verified by university audit division and specimen of same is available on NRPU website under download option.

If funds are not yet released to university, then a revised copy of proposal duly singed and countersigned by head of institution.

NOC of PI (yourself)/letter of consent for transferring the project from original PI.

NOC of university.

Letter of Consent of new PI.

CV of new nominated PI

Question: I have left my parent university & joined a private university that is eligible for public funding as per notification of P&D Division of HEC. How my ongoing/approved project be shifted to my new university?

Reply: Please provide following documents for initiating of your case for transferring project from one university to another:

A request for transferring project from one university to another university.

If funds are not yet released to university, then a revised hard copy of proposal duly singed and countersigned by head of institution of new university.

Proof of submission of annual report if it is already due and submitted.

Provide expenditure statement duly verified by university audit division and specimen of same is available on NRPU website under download option.

NOC from both universities stating that they have no objections on the transfer of this project along with all its assets.

Copy of appointment letter along with terms and conditions of appointment.

Question: Faculty members form Social Science may apply for NRPU or Not?

Reply: yes; can apply

Question: If any faculty member submitted project for thematic research 2017 and his / her project is not funded by HEC may resubmit that project for NRPU or not?

Reply: if a project is already rejected, why HEC again spent tax payer money on re-evaluation of already rejected project. So simple reply is no.

Question: I am already running a HEC NRPU project (funded in 2016) and this time i want to apply for a NRPU and TDF funding. I want to know can i apply this year on both the calls i.e. TDF and NRPU?

Reply: you can apply only either under NRPU or TDF .

Question: Sir I would like to ask about the possibility of having my NRPU funding in foreign currency (if possible). I have confirmed from a number of agents (Scientific supply agents in Pakistan) that if purchase of instrument/equipment/chemical is done through LC (foreign currency account) it will save GST+Income Tax+ Custom Tax on purchased items, moreover a branded product with best quality can be purchased. So I hereby request you to kindly grant the permission for having my funding in USD.

Reply: My Dear Professor, your request is against NRPU policy- **"No foreign payment could be made neither to any foreign firm for the purchase of any item/equipment etc. nor to any foreigner (as Co-**

PI)/consultant etc". You should know that funds for NRPU are received from Government of Pakistan. Sole source of income of any Government are tax collections like "GST+Income Tax+ Custom Tax".

Question: Recently one of my project has been approved and you have send me the award letter. But unfortunately in that award letter the name of Co-PI is not present. Therefore, you are requested to send me a modified award letter in which the name of co-PI also present.

Reply: Please request your ORIC office to issue a letter to you're Co-PI and CC same to Director (R&D) for record.

Q**uestion: I requested you for the letter of award of my accepted project # with title "-----------------". I have got the award certificate at Governor House Sindh, 2017 but so far did receive the award letter of above mentioned project and did not get any information when I get the 1st installment. Dear Sir, being a TTS faculty, it is very important for us to get project and funds for Annual Research Productivity. Please send me award letter and information about 1st installment.**

Reply: Please visit your ORIC office and get print your award letter, specimen of agreement and review reports. Same has been marked to your director ORIC one week earlier. Please request your ORIC office be vigilant and active.

Question: How does HEC-NRPU calculate release of 2nd or 3rd or final instalment as per NRPU policy?
Reply: Click here.

Note: Following are the answer to frequently asked queries in respect of eportal issues.

1.   **If you are unable to find a degree program or a department in education tab**; Please use "Search and Add Missing Degree Program" option to search or add a missing degree program in your education tab. The option is available in education tab of your profile. Alternatively, the list of focal person is available   on   HEC   website http://hec.gov.pk/english/services/universities/pqr/Pages/HEIs-Focal-Persons.aspx

2.   **If an update in your turnitin index is not reflected in your application form**; Please save the turnitin index before downloading the application form. In case of any issue, kindly let us know.

3.   **if there is a Maintenance page on site**; Due to deployment we normally place a maintenance page and if you are logged in you may face some error. Kindly wait for 1 hour for deployment to end. Note that deployment is **mostly** done in non working hours.

4.   **if you face an error stating "Ask the network administrator...."**; this is an idle session message; If you face any idle session message, kindly refresh your browser. Leaving a session idle for 20 minutes or more results in the time out message.

5.   **if you face an error stating "error 500" or "security error"**; Kindly clear your browser cache and use the link eportal.hec.gov.pk and remove the left over part after .pk/.

6.   **Regarding the budget tab**, there are two problems commonly faced by the applicants; First, when hitting "save and close" button throws some validations on the screen in case of any missing information which are highlighted in red color. Due to size of the tab; these red validations are often looked over. System will only save the information when it is complete. The second challenge is more technological, the idle server communication session time is set to 20 minutes, if there is no server communication in this time, the session expires . We understand the challenge and are working for the resolution. Let us give you a quick way around; please enter dummy values in the budget tab, complete it and save it. Now you will have the ability to enter the budget at your own pace. If you follow this approach, Please triple check your calculated budget before submitting the application.

7.   **Please double check all the calculations before submission of application**

8. **As a Project number is awarded on submission of an appliction; Applications once submitted cannot be changed**

Question: Can a project be transferred/ shifted from one university to another due to any reasons there off?

Reply: Yes, approved and ongoing project may be shifted from one university to another university if policy allowed. Policy point are given below and following document are required to be submitted to HEC if policy allowed.

1. If award letter has not been issued to PI or if award letter has been issued to PI but funds of the projects are not yet released to university, then a revised copy of proposal duly singed and countersigned by head of new institution is required. Plus NOC from Parent university if award letter is issued. However, there is no need of NOC if award letter is not issued yet.

2. If funds (1st Installment) of the project have been released to the University, No project will be shifted from one university/DAI to another university **during first year** of the project life without submission of 1st annual progress report linked with its satisfactory review by technical expert of HEC. In case of any conflict, PI has to refund whole released amount to the Commission.

3. However, during subsequent years (only 2nd or 3rd), project would be shifted from one university/DAI to another university provided it must not be delayed. However, Principal Investigator have to provide NOC from both universities/DAI(s), i.e. Parent University and new university. In case of any conflict, PI has to refund whole released amount to Commission. PI himself will responsible for completion/ settle down of any project under NRPU.

4. Provision of expenditure statement duly verified by university audit division and specimen of same is available on NRPU website under download option.

Question: Can a project be transferred/ shifted from one PI to another new PI or Co-PI in same university or in another due to any reasons there off?

Question: Reply: Yes, approved and ongoing project may be shifted from one PI to another PI or Co-PI in same university or in some other university if policy allowed. Policy point are given below and following document are required to be submitted to HEC if policy allowed.

1. If award letter has not been issued to PI or if award letter has been issued to PI but funds of the projects are not yet released to university, project may not be shifted to new PI or Co-PI but it will be closed.

2. If funds (1st Installment) of the project have been released to the University, No project may be shifted from one PI to another new PI or Co-PI in same university or in some other university **during first year** of the project life without submission of 1st annual progress report linked with its satisfactory review by technical expert of HEC, there may be any reason thereof like study leave, post doc, etc. In case of any conflict, PI has to refund whole released amount to the Commission.

3. However, during subsequent years (only 2nd or 3rd), project may be shifted from one PI to new PI or Co-PI of same university/DAI or from some another university provided it must not be delayed. However, Principal Investigator have to provide NOC from both universities/DAI(s), i.e. Parent University and new university, CV of new PI to be evaluated from technical expert linked with its satisfactory review. In case of any conflict, PI has to refund whole released amount to Commission. PI himself will responsible for completion/ settle down of any project under NRPU.

4. Provision of expenditure statement duly verified by university audit division and specimen of same is available on NRPU website under download option.

NOC of PI (yourself)/letter of consent for transferring the project from original PI.

NOC of university.

Letter of Consent of new PI.

CV of new nominated PI

5.   Project will not be shifted to any new PI/Co-PI or to any other university (in case of new appointment) during first year of the project because of any reason like study leave/postdoc leave/ new appointment etc. However, after submitting first year annual report linked with its satisfactorily review, the party may intend to go abroad or leave university or for postdoc/study leave etc or for any other reason after getting Project Clearance Certificate (PCC) form. Failure to compile with this clause (13) would lead to refund of the whole released amount by the Party.

HOW DOES HEC-NRPU CALCULATE RELEASE OF 2ND OR 3RD OR FINAL INSTALMENT AS PER NRPU POLICY?

How to calculate 2nd and 3r and final payment.xlsxSuppose calculations is as under as per NRPU policy please.

A.   Total approved amount = Rs. 500000/- as per award letter

B.   1st instalment released = Rs. 175000/- as per award letter

Remaining amount yet to be released in 2nd, 3rd & final payments as per NRPU policy = Rs. 325000/-

Amount of 2nd & 3rd installment to be released as per NRPU policy = 325000 ÷ 2 = 162500/-

(equal for 2nd & 3rd instalment)

2nd installment will be released as per NRPU policy = 162500 - (Balance or Unspent amount) – Committed amount if any

a. Unspent amount = Rs. 20000/- as shown in annual expenditure statement submitted by PI to HEC

b. Committed amount = Rs. 15000/- as shown in annual expenditure statement submitted by PI

Note:- Hence unspent & committed amount must be zero at time of submission of annual expenditure statement.

C.   **2nd installment released = 162500-20000-15000 = Rs.127500/-**

Note as per NRPU policy: Next instalment is released after deducting previous unspent amount reflected by PI in his/her annual audited expenditure statement submitted to HEC. There is no provision of any committed amount. Principal Investigator must have to submit his/her annual expenditure statement after paying their all due payments of expenditures. Specimen of annual expenditure statements (1st, 2nd, 3rd & final) is available on HEC-NRPU web site under download option. All PIs are requested to please use same.

I.   **Total release amount (1st & 2nd) = Rs. 302500/-**

3rd instalment to be released as per NRPU policy = 162500- unspent amount – committed amount- Retained amount

Unspent amount* = Zero/- as shown in annual expenditure statement by PI

Committed amount = Zero/- as shown in annual expenditure statement by PI

Note: Retained amount will be released after submission final annual reports & its satisfactory review.

Detail of retained amount is as under:

a. Final year honorarium of PI = 31000/- (if PI is assistant professor)

b. Honorarium of Co-PI = 36000/- (Co-PI is associate Professor)

c. 1/3 of audit account fee = 6666/-

d. Remaining ORIC share = 25000/-

Total Retained Amount = 98666/- (to be released as final payment)

3rd instalment released = 162500- Zero – Zero- Total Retained Amount

D.   3rd instalment released = 162500-0-0-98666 = Rs. 63834/-

II.   Total release amount (1st, 2nd & 3rd) = Rs. 366334/-

Release of Final Payment as final annual report has successfully reviewed & reviewer has recommended release of final payments:

Final Payment to be released of total retained amount = Rs. 98666/-

PI himself adjusted his honorarium from unspent amount = Rs. 31000/-

Final payment released = 98666 – PI himself adjusted amount

E.   Final payment released = 98666 – 31000 = Rs. 67666/-

III.   Total release amount (1st, 2nd & 3rd & final payment) = Rs. 434000/-

 Total amount withdrawn by HEC shown as unspent or committed as per NRPU policy = Rs. 66000/-

What are the formalities to get project closed and to get completion letter of the project that is in the end of the final year?

To get project colosed in end of the final year, and to receive project completion letter, Principal Investigator has to submit following document in the end of the final year of the project. That is mandatory for release of final payments (retained amount by HEC) as well:

a.   Final Annual Progress Report (specimen is available under download page).

b. Project Completion Proforma (Codal Formality Proforma)-(specimen available in download page).

c. Consolidated Expenditure Statement duly Audited by the Resident Auditor of the Respective University (specimen is available under download page).