Approvals:
RGC 17 Sept 2025 (email)
UC

Policy & Procedures for Financial Support of PhD Students' Research Supplies

1. Purpose and Scope

This policy provides a framework for financial support of PhD students' research supplies to ensure successful completion of dissertation projects while maintaining accountability and alignment with institutional priorities. Support covers consumables, specialized reagents, small equipment, and services essential to the approved project. Each PhD student is eligible for up to SAR 150,000 over the duration of the program, disbursed in phases and tied to academic and research milestones.

2. Process for Support of Research Funds

- *Preliminary Research Support (Pre-Defense)*: Up to SAR 50,000 may be requested to generate preliminary data for proposal defense. Eligible costs include limited supplies, core facility fees, and small-scale experiments. Applications must include a short 3-page concept paper with objectives, methods, and budget, endorsed by the supervisor and PhD Program Director. Final approval is by the *Office of Research and Innovation (ORI).*

- *Full Research Grant (Post- Proposal Defense):* After successful proposal defense, students may apply for a standard ***Internal Research Grant (IRG)*** covering the balance of the allocation (up to SAR 150,000 including any preliminary support). Applications must include the approved proposal and detailed budget. Endorsements are required by the supervisor of the proposal defense. Final approval rests with *ORI* and the *Vice President for Graduate Studies, Research & Innovation.*

3. Eligible and Ineligible Expenses

- *Eligible:* reagents, kits, cell culture supplies, access to core facilities, small essential equipment, and data acquisition/analysis services.

- *Ineligible:* personal stipends, conference trips, office supplies, laptops, or unrelated expenses.

4. Application Process and Accountability

- *Preliminary Support*: Submit a 3-page concept paper (objectives, methods, budget) endorsed by supervisor and Program Director; & with approval by ORI.

- *Full Grant*: Submit approved proposal and IRG with budget; endorsed by supervisor; final approval by ORI and VP Graduate Studies, Research & Innovation.

- *Financial Management:* Funds are managed centrally by ORI. Procurement requests require supervisor approval and follow university finance and purchasing procedures.

- *Annual Progress and Expenditure Reports*: must be submitted to ORI for continued disbursement.

5. Oversight

This policy will be reviewed every three years by ORI and the Graduate School to ensure alignment with institutional goals and Vision 2030 priorities