

Saint Joseph University

Procedure for requesting funding for a research project

This procedure concerns all requests for funding of a research project, whether in the context of pure research or a doctoral thesis.

The Research Council helps USJ teacher-researchers to carry out their research projects with funding over several years. It meets twice a year, in the fall and in spring.

1. The funding request:

a. The project manager must be a teacher at the USJ and need their LDAP code and password (call IT for assistance, tel. 01-421000 ext. 1133). The project manager completes the electronic research project submission form available at the following address:

<http://www.usj.edu.lb/recherche/formulaires.html>.

b. Once the form is completed, the researcher is invited to validate his project, this will place the project on the following electronic automatic validation circuit: Researcher / Delegate / Dean or Director / Ethics Committee / Scientific Research Commission / Research Council. It is important to validate the project form in accordance with the meetings of the Ethics Committee, the dates of which are posted on the University website, under the “research” section, one week before the date of the targeted meeting.

c. The CV of the principal researcher must conform to the template provided.

d. Any request for funding for the purchase of equipment or instruments must be coupled, in an annex to the form, by specifications defining the exact characteristics of the equipment requested, as well as by several calls for tenders from companies recognized in the field. Knowing that the Research Council only funds 50% of the price of durable equipment, the researcher's home institution will be responsible for the remaining 50%. A letter providing the equipment at the end of the research must also be signed (see Required documents).

e. If a particular service (translation, statistical study, computer study, sociological survey, medical analyzes ...) is necessary for the realization of the project, the provision of this service is primarily the responsibility of the institutions of the USJ or the HDF. Any recourse to an external body must be justified.

f. To obtain research pricing at HDF, it is strongly advised to contact the head of the research office at HDF (tel. 01-615400 ext. 7055).

g. When insurance is required for carrying out the research, the insurance service at the rectorate must be consulted **before** contracting the insurance policy. (tel. 01- 421000 ext. 1143). A form provided for this purpose must be completed and signed by the Dean (cf. Required documents). The process of obtaining a quote requires around two weeks.

h. For the participation of a staff member of the general service in the research work, written consent from his superior, validated by the Vice-rector of the administration is required.

i. For the participation of a supervised teacher in the research work, the annual additive letter is required.

j. For the participation of a student in the research work, the registration certificate is required.

k. In the event that (external) co-funding has been requested for the research, a certificate to that effect must appear clearly, coupled by the supporting documents in the appendix.

l. Before validating the completed form, a checklist for compiling the file is displayed. It is also available in the list of required Documents on the research platform.

2. The decision

The researcher who has submitted a request for funding to the Research Council receives by e-mail (at his address @ usj.edu.lb), the minutes of the meeting. He will find there the decision relating to his research project as well as the code assigned to him in the event of selection, which he will have to carry over to all correspondence with the Vice-rectorate of research.

3. The payment

- For the payment of invoices: the form "To be paid by the Research Council - 010F2 / 2" must be duly completed and signed by the Dean or Director of the institution, accompanied by **the invoice to be paid bearing the name of Saint Joseph University** and signed by the person in charge of the research project. (Do not forget to carry over the code assigned by the RC of the project once admitted).
- For the payment of trips financed within the framework of a research project: the mission or invitation form must be duly completed, signed by the Dean or Director of the institution and sent to the Research Office, one or two months in

advance. The Vice-Rectorate for International Relations assigns a number to this request and communicates it to the Secretariat of the Institution. Once the mission or invitation number has been acquired, it is entered on the sheet "To be paid by the Research Council - 010F2" and the payment is made as for the payment of invoices, cf. the point above.

- For the payment of services rendered by external personnel: any person supposed to be paid by the USJ and after the agreement of the project manager, must:
 - Provide a copy of the individual civil status extract if single, or family, if married, widowed or divorced.
 - Fill out the bank transfer request form.
 - Fill in the R4 sheet from the Ministry of Finance

Once these documents have been completed (once), payment can be made as for payment of invoices, after receipt of the form "To be paid by the Research Council - 010F2". It is based on this paper that payments are made at the end of the month, in the case of services rendered, or a few days after the request, in the case of miscellaneous costs with supporting invoice. .

4. Monitoring and closing

The project manager fills in the electronic activity report form on the platform <http://www.usj.edu.lb/recherche/formulaires.html> and upon validation by the researcher, the report is automatically transmitted to the Dean or Director of the Institution by electronic means, once validated, it is displayed in the database of the Research Office.

This operation is reminded to the researcher twice a year automatically by the computer system. The absence of an activity report results in the suspension of the research allowance.