



## **PUNJAB HIGHER EDUCATION COMMISSION**

10<sup>th</sup> Floor, Arfa Software Technology Park,  
346-B, Ferozpur Road, Lahore  
Ph. No. 042-99231906 Fax No. 042-99231902

### **Call for Research Proposals**

#### **PART-B**

#### **Standard Operating Procedures (SOPs)**

#### ***for DEVELOPMENT OF INDIGENOUS RESEARCH DATABASE***

Every year, a heap of research knowledge is produced indigenously by the local scholars and researchers. But unfortunately, due to the poor management, indexing, and retrieval system, the visibility and utility of indigenously produced knowledge are undermined. Punjab Higher Education Commission (PHEC) strives to serve the researchers, faculty members and students of the province by taking an initiative to establish an Indigenous Research Database (IRD).

The development of Indigenous Research Database (IRD), under the ownership of PHEC, is the first step to creating an official digital repository to provide a platform to access indigenous scientific literature of the Punjab. All the research papers, theses or any other researches produced by faculty; students or researchers affiliated with any public or private sector university or research organization shall be available in this repository for academic and research purpose only.

The IRD shall provide the first state-of-the-art portal to all public and private universities of the Punjab to search for the related local research conducted in the country. Till now, there exist no such platform that indexes local research material. The IRD shall provide the scholarly community with the tools to quickly review the related literature and to contribute back to society in a more effective way, instead of reinventing the same wheel. The IRD shall be extremely useful for the Social Science community where most of the research material would be the published work in local journals discussing locally relevant social issues.

This database would store the scholarly output and serve the local scholars regarding their literature, data or research needs. For the purpose, PHEC seeks the proposals from the eligible candidates from public colleges and universities for the development of state-of-the-art Indigenous Research Database.

The system would comprise of the following parts;

1. A Search Engine, that would be openly available to all students, staff and faculty members of the universities and would cater their research needs.
2. Full-text Database for Indigenous Research Repository where libraries or research administrators of universities would be able to upload meta-data such as

journals/research articles/conference papers, books, monologues, book chapters, thesis, patents of the students, researchers, and faculty members.

3. The system shall also provide plagiarism report while comparing newly uploaded document with the entire repository of IRD.

## **OBJECTIVES**

Followings are the broader objectives to be achieved through this initiative

1. To facilitate the researchers, faculty members and students of the province by providing online platform to access indigenous scientific literature of the Punjab
2. To enhance the visibility of indigenous research material.
3. To create awareness among the researchers and faculty member of the province by providing them tools to identify the originality of scientific literature.

## **BUDGET ESTIMATES**

Maximum funding for each research project would limit up to Rs. 3 million. Principal Developer (PD) will submit a detailed budget proposal for his/her project on the prescribed Proforma available at [www.phunjabhec.gov.pk/](http://www.phunjabhec.gov.pk/). The budget will be prepared as per the allocated budget heads where human resource expenditure would not exceed 30% of total budget. 70% of the budget would be consumed exclusively on the development of the project. No additional budget will be provided for the project.

## **ELIGIBILITY CRITERIA**

- i. The Principal Developer (PD) of the project is required to be a full-time regular faculty member, holding a PhD degree, either on BPS/TTS or on contract not less than project life in public sector colleges and universities of Punjab.
- ii. Maximum funding for Research Proposal may be up to 03 million.
- iii. PD cannot submit more than one (01) research project.
- iv. Applications may be considered ineligible if.
  - a. Incomplete
  - b. Not filed in prescribed proforma
  - c. Not received by A&R Division of PHEC on or before the closing date.
  - d. Application forms are not signed/countersigned/endorsed by the head of the institution, vice chancellor/Rector/Director of HEIs.
  - e. CV of PD is not attached.

## **PROPOSAL REVIEW PROCESS**

The submitted project proposals will be reviewed by a committee of experts constituted by PHEC. The recommended project proposals will qualify for the grant on the final approval of competent authority.

## **DEADLINE OF SUBMISSION**

The last date to submit the project proposals is May 29, 2017 (Monday). Applications, complete in all respect, should reach to Director, Academics & Research (A&R) PHEC on or before the deadline.

## **SUBMISSION OF RESEARCH PROPOSALS**

PDs will submit the research proposals along with the attached budget Proforma and supporting documents in the following order.

<b>Sr. #</b>	<b>Document</b>	<b>To be annexed as</b>
1	Project Proposal	Annexure- A
2	Duly filled Budget proforma	Annexure- B
3	Attested copy of CNIC	Annexure- C
4	Detailed CV	Annexure- D
5	Verified copy (from university) of the highest degree	Annexure- E
6	Details of projects previously conducted/ currently undergoing	Annexure- F

**Dr. Muhammad Shahid Soroya**  
Director General (Special initiatives)  
Punjab Higher Education Commission (PHEC)



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### DEVELOPMENT OF INDIGENOUS RESEARCH DATABASE

#### Budget Sheet

Sr. #	Item/ Detail of Budget Expenses	Proposed Budget
	<b>Human Resource Expense</b>	
1	Project Allowance to Principal Developer	
2	Project Allowance to Co-Developer	
3	Database Assistant	
	<b>Sub-total ( Should not exceed 30% of the total expenses)</b>	
	<b>Project Related Expenses</b>	
4	Equipment	
5	Services	
6	Stationary @ Rs. 20,000/-	
7	Training	
8	Traveling	
9	Technical Review Committee fee @ Rs. 10,000/review (for 2 reviews)	
10	Contingencies	
	<b>Sub-total (Should not exceed the 70% of the total expenses)</b>	
	<b>Grand Total</b>	