Research Spending Guidelines
HIRING PERSONNEL

Collaborators:
- Collaboration should be treated in a reciprocal manner.
- A visit duration could be up to a month according to the project requirement and budget availability.
- The grant shall pay the collaborator either an economy return air ticket or accommodation and an allowance of 25 Omani Rials.
- It is expected that the collaborator will cover 50% of his/her visit expenses.

Consultants:
- Only consultants requested in the research proposal will be approved.
- A pre-approval from the DVC-PSR to invite the consultant is requested.
- Visiting consultant(s) may be invited to participate in a research project, depending upon the project’s requirements, to deal with issues such as scientific discussions, advice, implementation of research, and technology transfer.
- A visit duration max. 2 weeks. (only applied for HM Trust Fund Grants)
- Payment: R.O 750 (lump sum) covering the whole visit.
- He/She is expected to give a seminar or participate in a workshop while he/she is at SQU.
- A report should be submitted after the visit to the Research Department.
- If two visits or two consultants are requested, the approval of the second visit/consultant will be based on submitting a satisfactory report for the first visit/consultant.

Research Assistants:
- The PI will decide on the best candidate for a research assistant post.
- A Research Employment Contract (F12 A) should be submitted in advance to the Research Department (RD) either for full-time, part-time or on request.
- If the RA is an employee outside SQU, a no objection letter is needed from his employer.

Part-time RA:
- Less than BSc holder at a rate of R.O. 2/hr.
- BSc holder & above at a rate of R.O. 3/hr.

Full-time RA:
- Salary R.O. 550/month (BSc holder).
- Salary R.O. 650/month (MSc holder).
- Any modification in the overall budget should not affect the salary of the RA.
- A contract is required for RA employment; renewed annually based on the need and the funds available. A copy of his passport and certificate should be enclosed with the contract.
- PI is responsible for the termination of the contract with the RA.
- Non-Omani RA could be appointed in some specializations when Omanis candidate could not be found through advertisement.
- In such cases, he/she will be entitled to get a ticket from and to his/her country if he’s abroad, a visa and a salary according to the scales mentioned above.
- PI is responsible for the supervision of all contract terms.

**SQU Non-Academic Stuff:**
- Justifiable bonus to a lump sum of R.O 500 maximum per project upon the completion of his/her task is allowed.
- A person will not be paid from more than two projects per year.
- Work should be related to duties carried out outside the normal working hours.

**Note:**
Priority is given to Omanis and we advise PIs to search for Omani candidates.

### FINANCIALS

**Procurement:**
- Purchase of items for more than R.O 200 should go through the Electronic Procurement System. Such requests should provide the project title, account number and charging code.
- Purchase of items for less than R.O 200 using the petty cash are available with the College Administrator (using the Petty Cash Form F8).
- There will be no reimbursement without a pre-approval from DVC-PSR for any purchase over the petty cash limit in the college.
- Any procurement requests should be entered in the Electronic Procurement System done before 15th of December of each year. **Only applied for IG, JG and EG.**

**Capital equipment:**
- Any equipment used during the execution of the project (either purchased or existing equipment) shall be returned to the College Superintendent.
- The PI hold responsibility in keeping the purchased or existing equipment) in good condition.

**Note:** (Only applied for IG, JG and EG)

**Budget:**
- By the end of each May, the remaining budget will not be transferred unless a request has been forwarded to AD-PSR in October with strong justifications. **Only applied for HM**
- By the end of each year, the remaining budget will not be transferred unless a request has been forwarded to AD-PSR in October with strong justifications.
- A satisfactory progress report is needed in order to release every year budget.

**Note:**
- Any reallocation requests should be entered in the financial system (Vision).
- Reallocation from Item (Research Assistant -10) is not allowed. (Vision).
- Reallocation to Item (Local Travel- 12) is not allowed.
- Reallocation to Item (Overseas travel- 07) is not allowed.
**Travels**

**Local Travel:**
- A request should be forwarded to DVC-PSR at least 3 weeks before the trip.
- A researcher should not commence any local trips without a Qarar.
- There will be no reimbursement without a qarar being issued.

**Scientific Visits:**
- Official scientific visit should be requested through the DVC-PSR at least 3 weeks before the visit.
- A ticket and a per diem will be provided depending on the funds available.
- A research leave cannot be combined with a scientific visit.
- Visit duration max. 2 weeks.
- A report should be submitted after the visit to the DVC-PSR.

**Note:**
*Fail to submit the report will affect any subsequent visits.*

**Oral Progress Presentation: (only applied for HM):**

A progress presentation is required on March of each year of the project duration. The presentation shall include the following areas:
- Introduction
- Objectives & relations to Oman
- Methodology
- Results including:
- Any obstacles facing the project
- Future plans
- Revised budget
- Materials that can be used for university day [results, pictures...]*