



Lahore University of Management Sciences

Students as Co-Researchers (ScR)

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Approvals

Name	Designations	Signature	Date
URC	Convener, URC	Mr. Uzair Kayani	January 15, 2021



1. Purpose of Policy

The purpose of this policy is to set forth guidelines for the award and management of LUMS Students as Co-Researchers (ScR) programme.

2. Scope of Policy

The policy is applicable on all faculty members of LUMS, students engaged in the program, and all administrative departments indicated in this policy. It shall also be applicable to all external members of academia and industry who may be engaged as mentors.

3. Policy Statement

3.1 Guiding Principles

Students as Co-Researchers (ScR) program is a collaborative effort between the Office of Research (OR) and the Learning Institute (LI) to support students as co-researchers. The ScR program aims to promote a culture of scholarly activities amongst undergraduate students, who have successfully completed their junior year, and starting their senior year and are interested in pursuing their own research projects, in collaboration with a LUMS faculty member and mentors from industry/partner organizations.

3.1.1 Research Domains

Students from all schools may submit applications for research projects in the following domains:

1. Basic/Applied Research Projects

Students may choose to engage in basic/applied research activities in collaboration with LUMS faculty and mentors from industry (when applicable). They'll carry out research that may have publication potential and implications for policymakers, regulators, and industry. Mentors/LUMS faculty can help students gain a rich understanding of research projects in their relevant fields including theoretical, field, and lab projects involving data design, data collection, analysis and results; scientific innovation in the labs; and discoveries in the theoretical and thematic disciplines.

2. Policy Papers, Industry Analysis, and Case Studies

Students can also work with the faculty and mentors from the industry in following areas:

- Policy papers with insights for regulators;
- Industry analysis with suggestions for managers; or
- Case studies capturing interesting dilemmas.

3. Pedagogical Research Projects

Students may choose to engage in pedagogical research projects to enhance teaching and learning experiences by unifying teaching, learning and research. The grant provides support to students intending to collaborate with LUMS instructors (and partner organizations) on the development, implementation, critical examination, and dissemination of innovative, evidence-based teaching and learning approaches.



The work may be done at the classroom level, or beyond to look at larger topics related to curriculum, teaching and learning in disciplines, or other elements to improve the student learning experience.

There are currently two streams for pedagogical research project:

- Stream 1: Pedagogical Interactions
- Stream 2: Developing and Implementing Innovations at the Course Level

3.1.2 Project Duration

The duration of ScR research projects will be 10 weeks (July 1st – September 15th).

Students may apply for an extension if they desire to make this research as their final year project. In this case, project deadlines will be January 15th.

3.1.3 Entitlement

Students as Co-Researchers (ScR) Programme is open for the undergraduate students who have completed their junior year and starting their final year. Individual or group submissions (maximum of 4) within or across the School are possible.

Each project can request funding of up to PKR 50,000 (Team Stipend: PKR 20,000 & Supplies/Equipment/Travel: PKR 30,000). An additional PKR 20,000 will be granted for publication related expenses.

Sr #	Budget Category	Total Allocation
1	Stipend	Students will receive a stipend of PKR 20,000 for a period of up to 10 weeks depending, on the approved duration of the project.
2	Supplies & Equipment / Travel / Publications	Up to a maximum of PKR 30,000 is allowed per project for Supplies / Equipment / Travel (as per actual cost). Budget reallocation is not allowed once the grant is awarded. All LUMS policies will be applicable for procurement and travel.
3	Publications	Travel related expenses to present a paper in local / national conferences may be reimbursed on an actual basis including registration fee, travel cost, meals, etc. up to a maximum amount of PKR 20,000, provided that the publication is a direct result of the work done during the ScR program and the conference is within a period of 6 months after the completion of the subject ScR project. However, the cost of accommodation shall be borne by the student. No payment will be made in lieu of a fee for journal publication.



Teams will receive a stipend of PKR 20,000 within 2 months of submitting a satisfactory project completion report. Applicant must provide CNIC and bank account title for the payment of team stipend. However, if they do not have a bank account, they may share the CNIC and bank account title of their guardian. CNIC and account title must belong to the same person.

“The ScR Showcase Day” will be organized as an opportunity for awardees to present their work at the end of the program. Students will have to present their work at this event and share their learning experience. After the Showcase, a committee will select winners of the best projects from all schools and centers.

3.1.4 Application Submission

ScR, Call for proposal will be shared by Office of Research and students will have to register at Grants Application, Management & Execution System (GAMES) portal and submit their proposals online.

3.1.5 Application Review

All proposals will be reviewed by a proposal review committee nominated by LI and OR. If necessary, the committee may ask the applicant to present or clarify certain aspects of the proposal.

Proposals involving the use of human or animal subjects or issues related to biosafety may be referred to the Institutional Review Board (IRB) for review.

3.1.6 Final Report Submission

A final deliverable along with the Final Report Form is due within two weeks of the project end date.

The final report should describe the achievements of the stated objectives, research publications, potential patents, or research collaborations resulting from this grant.

The following items should be included in the final report as necessary:

- Achievements of the stated objectives
- Status of deliverable(s) as per proposal submitted
- Scholarly publications and/or presentations as a result of this grant
- Potential patents (not applicable to all projects)
- Research collaborations resulting from this grant

3.2 ScR Grant Application Procedure

Sr. No.	Responsibility	Procedure / Activity	Output
1	Director of OR	Director of OR announces the ScR Call for Proposal with students via email.	Email containing ScR Grant Application Submission Guidelines and Deadline
2	Student/ Applicant	Student/Applicant submits the proposal to OR through GAMES.	Project Proposal



3	OR & LI	OR and LI forms a proposal review committee and forward the proposals for review.	Email containing project proposals and summary list
4	Proposal Review Committee	The committee reviews the technical & non-technical aspects of proposal based upon agreed evaluation criteria. Students may also be called to present or clarify certain aspects of their proposal. Proposals involving human and animal subjects and biological and chemical materials are referred to the IRB Convener via email to OR.	Proposal review forms / email containing request to obtain IRB approval
5	IRB Convener [Optional]	IRB Convener proceeds with the approval of the proposal as per applicable LUMS policies and sends it back to the OR.	Email/letter containing IRB approval
6	OR & LI	Final decision on funding is made by the OR & LI based on committee reviews, in consultation with Director of OR & LI. Relevant Personnel (OR) emails the decision regarding funding to applicants.	Email containing decision on funding

4. Waiver of Policy

In exceptional cases, and on a showing of good cause, the Vice Chancellor or his designated authority may waive a policy or procedural requirement. A waiver must be granted in writing and be specific to each case. The written request for a waiver should be timely communicated to the Office of Research (OR). Repeated waivers of any requirement shall prompt a policy review of that requirement under the LUMS governance structure. To show good cause, the written waiver shall provide reasonable justifications that:

1. The requirement being waived is impossible or impracticable;
2. The waiver does not violate any applicable law; and
3. The waiver is fair, in the best interest of the University, and narrowly tailored to address an exceptional case.



5. Special Circumstances/Exceptions

No special circumstances are identified in this policy. Each identified case of Students as Co-Researchers (ScR) will be reviewed on its own merit.

6. Roles and Responsibilities of Policy Implementation

Students/ Applicants are responsible for:

1. Submission of proposal via GAMES;
2. Execution of proposed work as per the deliverables outlined in the proposal;
3. Ensuring that all expenditures are in compliance with University policy; and
4. Compliance with reporting requirements.

Faculty Members/ Mentors are responsible for mentoring the ScR projects, providing necessary guidance and sharing their expertise for successful execution of the project.

OR/LI is responsible for:

1. Sharing the call for proposal with students;
2. Formulating a committee for proposal review;
3. Coordinating the overall process of ScR grants; and
4. Managing the funds for ScR.

Proposal Review Committee is responsible for:

1. Reviewing, evaluating and ranking grant proposals; and
2. Recommending selected proposals to OR and LI.

IRB is responsible for providing assistance to committee in making decisions about awarding grants, if proposals involve human and animal subjects or issues related to biosafety.

7. Title of Position with Maintenance Responsibility

OR will be responsible for maintenance of the policy including its periodic review and approval of any subsequent modifications to the said policy.

8. Non-Compliance with Policy

Any instances of non-compliance with this policy shall be dealt with in accordance with LUMS policy on research misconduct.

9. Related Documents / Policies

- ScR Final Report Form
- ScR Frequently Asked Questions
- ScR Application Form
- Export Control on Goods, Technologies, Material and Equipment related to Nuclear and Biological Weapons and their Delivery Systems Act, 2004



- Intellectual Property and Commercialization Policy

10. Related Laws

It is mandatory to abide by all laws and regulations as applicable in Pakistan. In certain circumstances, sponsors may require compliance with certain laws and their own statutory regulations as well.

11. Distribution & Physical Security

Access to these Policies & Procedures on the intranet portal shall be restricted and access shall be provided by Director of OR through following LUMS Access Management Process. For further information, refer Access Management Policies & Procedures. However, in case a hard copy is required, printing rights shall be granted to the respective stakeholder as part of standard Access Management Process. System shall track the number of hard copies printed against each Login ID and shall maintain log as well.

Where there is a change in responsibility of an employee, the copy / access that the employee has of policy document should be handed over to the new employee and this action shall be documented in the previous employee's handing over notes. When an employee leaves the employment of LUMS, then the copy of/access to policy document should be returned to/ revoked by the Head of Department / IT Department prior to his departure.

12. Contacts

Contact	Designation	Phone
Office of Research (OR)	Director	8336, 8207, 8042