



---

# Lahore University of Management Sciences

---

## Policy for Centres

**Policy Number: LUMS/OR/15/01/18**

**Approval Date:** October 16, 2018

**Effective Date:** October 17, 2018

**Version Number:** 01

**Last Review Date:** March 11, 2020

**Next Review Date:** -

**Policy Owner:** Director – OR

**Approval Authority  
Signature:**

**Approval Authority  
Name (Position):** University Research Council

## Table of Contents

1. Purpose of Policy .....	5
2. Scope of Policy .....	5
3. Definitions .....	5
3.1 Centre .....	5
3.1.1 Regulated Centre .....	5
3.1.2 Independent Centre .....	5
3.2 Internal Centre .....	6
3.3 External Centre .....	6
3.4 Leading School/Department .....	6
3.5 Collaborating School/Department .....	6
3.6 Charter .....	6
4. Policy Statement .....	6
4.1 Purpose of the establishment .....	6
4.2 Criteria .....	7
4.3 Establishment & Approval of new Centres .....	7
4.3.1 Regulated Centre .....	9
4.3.2 Independent Centre .....	10
4.4 The Management of Centres .....	10
4.4.1 Regulated Centre .....	10
4.4.2 Independent Centre .....	11
4.4.2.1 Director/ Chairperson of the Centre .....	11
4.4.2.2 Board of Directors .....	11
4.4.2.3 The meetings of BOD .....	11
4.5 Compensation .....	12
4.6 Funds Generation .....	12
4.7 Overhead Distribution .....	12
4.7.1 Regulated Centre .....	12
4.7.2 Independent Centre .....	12

---

4.8	Liaison during the Agreement Period .....	12
4.9	Reporting.....	12
4.9.1	Regulated Centre .....	12
4.9.2	Independent Centre .....	13
4.10	Review and Closure.....	13
4.11	Extension of agreement.....	14
4.12	Amendments to the agreement .....	14
4.13	Termination.....	14
4.14	Obligations of LUMS.....	14
4.14.1	General Responsibilities.....	14
4.14.2	For Internally Funded Centres .....	15
4.14.3	For Externally Funded Centres.....	15
4.15	Obligations of the Centre.....	16
4.15.1	General Responsibilities.....	16
4.15.2	Additional responsibilities of Externally Funded Centres .....	16
4.16	Intellectual Property Rights .....	17
4.17	Dispute Resolution.....	17
4.17.1	Arbitration.....	17
4.17.2	Legal Costs.....	17
5.	Waiver of Policy .....	17
4.	Roles and Responsibilities of Policy Implementation .....	18
5.	Title of Position with Maintenance Responsibility .....	18
6.	Consequence(s) of Non-Compliance with Policy.....	18
7.	Related Documents/Policies.....	18
8.	Related Laws .....	18
9.	Distribution & Physical Security.....	18
10.	Contacts .....	19

---

**Document Change Record**

Author	Version Number	Change Reference	Signature	Date
OR	00			October 17, 2018
OR	01	Change of Department Name		March 11, 2020

**Approvals**

Name	Designations	Signature	Date
URC	URC Convener	Dr. Amir Faisal	October 17, 2018
URC	Convener, URC	Mr. Uzair Kayani	June 20, 2020

## 1. Purpose of Policy

This policy governs the establishment of Centres at LUMS, the structure of their management, distribution of their funding, overhead distribution, their obligations towards LUMS and vice versa, and the guidelines for their extension or closure.

## 2. Scope of Policy

This policy covers the usage of space, name and resources of LUMS by the Centres in compliance with all the applicable policies. This policy provides provisions and guidelines on the establishment and management of a new Centre. This policy applies to all Centres, future and current. It relates to all faculty members and other personnel associated with establishing a Centre at LUMS.

All new Centres must be established under the light of this policy and the compliance of this policy is imperative once the centre is established. For the existing Centres, the compliance with this policy shall be decided on a case to case basis, in consultation with the Vice Chancellor. However, all current and existing centres shall be required to apply for the Charter within one year from the approval of this policy. Failure to the application for the Charter must be explained in writing to the Vice Chancellor; otherwise, such failure will result in consequences as per the non-compliance clause hereof.

## 3. Definitions

### 3.1 Centre

A centre is engaged in that engages in research activities, innovation, incubation, entrepreneurial ventures and in enhancement of LUMS' strategic educational and research missions and meets the **criteria** set forth in this policy. A Centre is an entity/unit established by the Vice Chancellor on the recommendations of and approval by the Management Committee and in consultation with the faculty members, concerned departments, and senior administration, under the purview of one or more Deans and/or the Vice Chancellor. It may exist as **Regulated Centre** or as an **Independent Centre**.

#### 3.1.1 Regulated Centre

A unit or entity established and existing under the purview School(s)/Department(s) at LUMS.

#### 3.1.2 Independent Centre

A unit or entity established and existing independently at LUMS or elsewhere. Independent Centres established and existing at LUMS or elsewhere do not fall within the purview of any School(s)/Department(s) at LUMS.

Regulated Centre and Independent Centre are hereinafter collectively referred to as **Centres**, unless otherwise stated.

### **3.2 Internal Centre**

Internal Centre is an entity that is established primarily by internal funding. However, it may additionally receive external funds/grants.

### **3.3 External Centre**

External Centre is an entity that is established by executing agreement with external parties as per the provisions given under this policy. However, it may additionally rely on internal funds and/or resources.

### **3.4 Leading School/Department**

The School/Department initiating the proposal of the establishment of Centre is termed as leading school/department.

### **3.5 Collaborating School/Department**

The School/Department collaborating for the establishment and management of the Centre is termed as collaborating school/department.

### **3.6 Charter**

A written instrument or a formal document that grants legitimacy to future and current centres.

It is issued by the Vice Chancellor, and defines the following:

- Vision of the Centre
- Mission of the Centre
- Type of Centre:
  - Is it a Regulated Centre or Independent Centre?
  - Is it an Internal or External Centre?
- Duration/Validity of the Charter (must not exceed 5 years). It may, however, be subject to revision and/or extension.
- Purpose
- Deliverables

## **4. Policy Statement**

### **4.1 Purpose of the establishment**

In context of new or existing Centres, it must have been established for one or more of the following purposes

---

To facilitate collaborative research mainly within Faculty of a discipline, but may also engage in shared research between the leading school/department and the collaborating school/department;

To facilitate collaborative research within a department or between different departments and/or multi-organizational/multi-university initiatives and to provide innovation, incubation & research related services, to promote entrepreneurial ventures, dissemination of research findings and transfer of knowledge;

To contribute to LUMS' strategic educational and research missions, through commitment towards developing and maintaining high-quality programs of research and capacity building, to provide continued professional education and professional development through trainings, workshops and a variety of mechanisms as appropriate to transfer and mobilize knowledge gained through research - it may provide support to the teaching units, private and public sector companies and other organizations.

## 4.2 Criteria

For the purposes of this policy, the following criteria applies to all Centres:

1. It must have a deliberative and focused mission;
2. It plays an integral role in strengthening and promoting LUMS mission towards excellence in research, training and entrepreneurship;
3. It may be established by internal and/or external funding and resources; and,
4. It contributes significantly to the academic life at LUMS in terms of research infrastructure, research output, strengths in intellectual property, visibility and overall training of LUMS faculty members, staff and students.

## 4.3 Establishment & Approval of new Centres

In order to establish a new Centre at LUMS, the interested party must prepare a **proposal**.

The proposal shall cover the following aspects:

1. Purpose and vision of Centre.  
Plan of activities to be performed in form of detailed Terms of Reference ("ToR"). Compensation, incentives or other financial and non-financial benefits must be clearly defined and included in the ToR.
2. Nominations of the members of Board of Directors and Chairperson/Director.
3. Detailed schedule of anticipated sources, amounts and timing of funding.
4. Contingency plans in case external funds are no longer available.
5. Schedule of anticipated revenues and expenditures over a 3 to 5 years' period.
6. The possibility of long-term and active participation by faculty and graduate students.

7. The impact (positive or negative) of the Centre on LUMS.
8. In case of External Centre, detailed background of the party providing funds to establish it.

Base-line internal funding is a pre-requisite for the establishment of new Centres and must be taken into consideration at the proposal stage. The base-line funding may include in-kind contribution in terms of:

- Space
- Facilities
- Human Resource
- Expertise

The proposal shall be forwarded to the Office of Research (OR) for the initial review. OR shall share the proposal to the following department Heads to identify risks pertinent to LUMS and proposed Centre, to recommend precautionary/remedial actions (including avoidance, transfer, acceptance, mitigation) for the identified risks;

1. Finance
2. IST
3. Procurement
4. General Administration
5. Human Resources

Heads of the above listed departments must share their reservations or recommendations (if any), within 15 working days. If OR receives no response, then it shall be considered as a go-ahead by that concerned department.

OR then shall forward the proposal along with reservations and recommendations of department Heads to the University Research Council (URC). URC shall review the proposal on the following premises:

- Funding plan
  - Background and purpose of proposed Centre
  - Potential of the intended research
  - Multidisciplinary nature of the Centre
  - Benefit to LUMS (financial & non-financial)
  - Donor's background and reputation
  - The ownership of the Centre and its equipment
  - Use of LUMS' facilities/equipment by the Centre
  - Strong justification for the establishment of a new Centre
  - Roles and responsibilities of LUMS
  - Deliverables for which LUMS shall be responsible
  - Mechanism for monitoring the activities of the Centre
  - Any off-campus location for which LUMS shall be responsible for
  - Percentage of overheads for LUMS
  - Any financial or administrative obligation(s) for LUMS
-



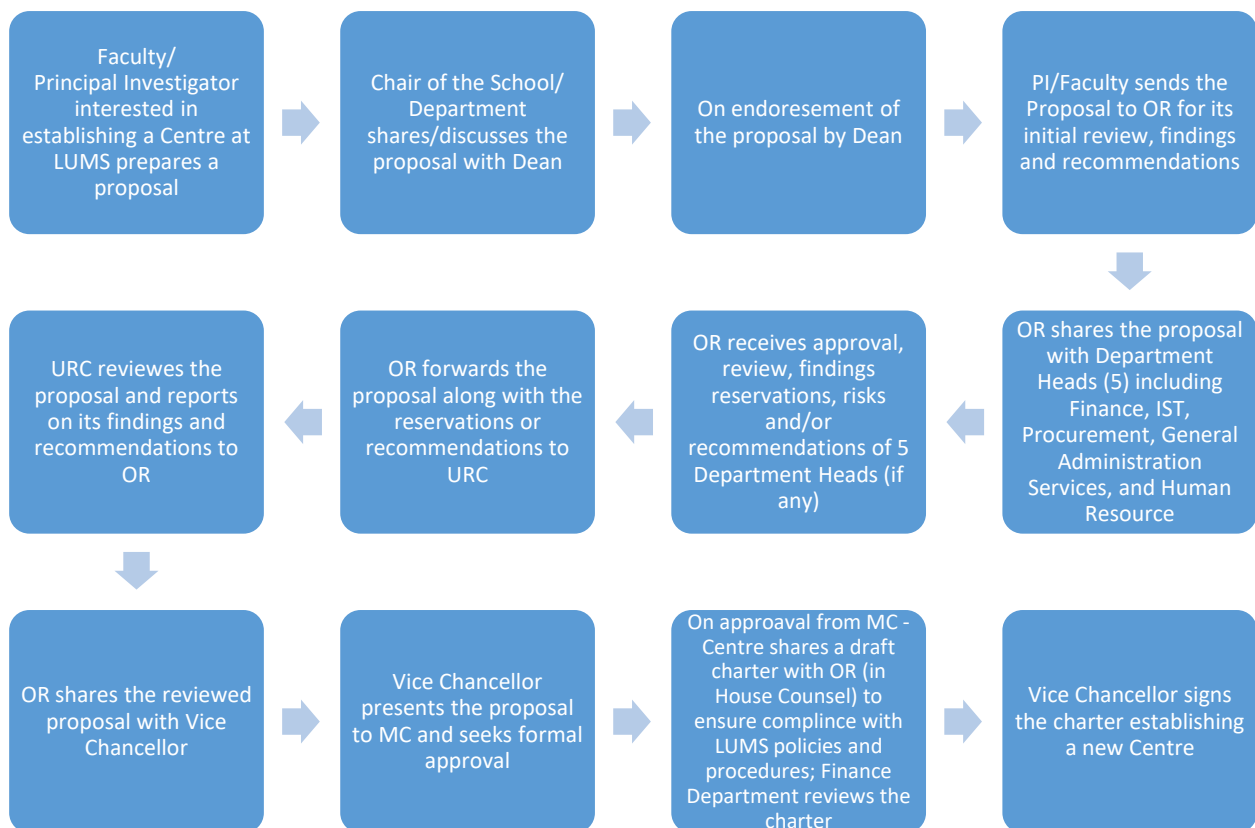
URC may forward the proposal to any expert outside LUMS related to the research field for seeking their opinion on the establishment of Centre at LUMS. The URC, after its review, shall present its findings and recommendations to Vice Chancellor through OR within 2 months of receiving the proposal. Vice Chancellor to seek formal approval from Management Committee (MC) that may wholly or partially, or on such terms & conditions as deemed necessary, may grant approval for the establishment of the Centre.

After getting approval from the MC, the Centre shall draft an initial charter. The initial charter shall then be evaluated by the in-house legal counsel appointed by LUMS for ensuring compliance with legal aspects. OR shall also ensure compliance of LUMS policies. The final charter shall be signed by the Vice Chancellor, after which the Centre may initiate its operations.

### 4.3.1 Regulated Centre

Proposal for the establishment of a new Regulated Centre, whether external or internal, shall be initiated by a LUMS Faculty Member.

Proposal initiated by a faculty member (**Principal Investigator**), of the leading School/Department, should be routed through the relevant Department Chair and the Dean before it is sent to the Office of Research (OR).

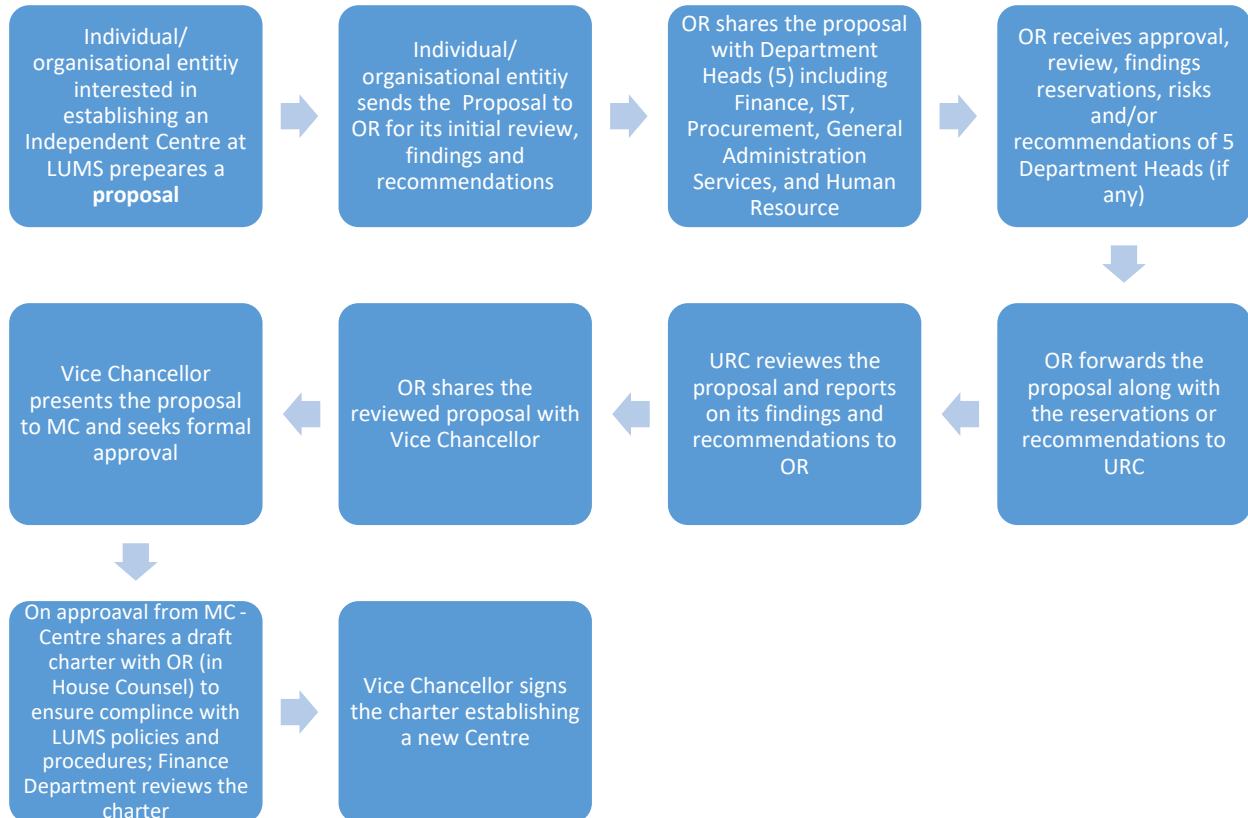


**Figure 4.3.1: A step-by-step process for establishing a new Regulated Centre**

### 4.3.2 Independent Centre

Proposal for the establishment of a new Independent Centre, whether external or internal, may be initiated by any individual or organization. An individual may or may not be a faculty member at LUMS. An organization may be governmental or non-governmental, public or private sector entity.

Proposal must be submitted to and be routed through the Office of Research (OR).



**Figure 4.3.2: A step-by-step process for establishing a new Independent Centre**

## 4.4 The Management of Centres

### 4.4.1 Regulated Centre

1. The Centre shall be chaired by no less than an Assistant Professor.
2. The Director/ Chairperson shall be reporting to the Dean.
3. Tenure for the Director/ Chairperson shall be three (3) years. It is however, extendable based on the performance and feedback.
4. The Director/ Chairperson shall be responsible for the management of staff in compliance with LUMS' HR policies.

5. The Director/ Chairperson shall be responsible of financial management of the Centre in compliance with the donor guidelines (where applicable) and as per LUMS' policies.
6. Replacement of the Director/ Chairperson shall be nominated by the Dean.

#### **4.4.2 Independent Centre**

##### **4.4.2.1 Director/ Chairperson of the Centre**

1. The Centre shall be chaired by a Director/Chairperson.
2. The Director/ Chairperson shall be reporting to the BOD.
3. Tenure for the Director/ Chairperson shall be three (3) years. It is however, extendable based on the performance and feedback of the BOD.
4. The Director/ Chairperson shall be responsible for the management of staff in compliance with LUMS' HR policies.
5. The Director/ Chairperson shall be responsible of financial management of the Centre in compliance with the donor guidelines (for external Centres) and as per LUMS' policies.
6. Replacement of the Director/ Chairperson shall be nominated by the Board of Directors (BOD).

##### **4.4.2.2 Board of Directors**

1. There must be at least three (3) members on the BOD of an Independent Centre:
  - At least 50% members of the BOD must be LUMS' faculty members and should be from more than one School and;
  - At least one expert in the relevant discipline from outside LUMS
2. The nominations of the BOD shall be proposed at the proposal stage.
3. Vice Chancellor shall finalize the members of the BOD and appoint a convener.
4. The given tenure for BOD members shall be three (3) years.
5. The Chairperson/Director of the Centre shall report to the BOD and BOD Convener must report to the Vice Chancellor.
6. Replacement of BOD members shall be suggested by existing BOD members and will be finalized by Vice Chancellor in consultation with the Director/ Chairperson of the Centre.

##### **4.4.2.3 The meetings of BOD**

The frequency of BOD meetings may vary depending on the needs of the Centre but it is expected that the BOD members will meet a minimum of two times per year. Copies of the meeting minutes

---

are to be attached in the Annual Report to be submitted to the Vice Chancellor. The BOD meeting is to be chaired by a Convener and it is the responsibility of the Chairperson/Director of the Centre to present the progress/achievements before the BOD members. Board meetings must include a mid-year and year-end review of the overall progress including financial health of the Centre.

#### 4.5 Compensation

The Chairperson/Director or the involved members in the management of the Centre should be compensated appropriately and as stipulated in the ToR at proposal stage.

Incentives other than the financial benefits must be defined clearly in ToRs. Other incentives may include remission in terms of teaching hours and/or course workload, etc.

#### 4.6 Funds Generation

Centres may retain unutilized funds or savings with the consent of the sponsor. In case, no sponsor is involved, Centre may retain such savings to sustain itself after deduction of LUMS' overheads as per policy. In order to achieve self-sustainability, Centres may create their own endowment fund and may also develop other ways to generate funding or business as they deem fit as per LUMS' policies.

#### 4.7 Overhead Distribution

LUMS' Overhead Policy shall be applicable on the projects that generate overhead. Where applicable, the distribution of overhead income between the LUMS and the Centre shall be as follows:

##### 4.7.1 Regulated Centre

- LUMS takes upon the payment (LUMS share) 65%
- School's Share 20%
- (where Centre engages in shared research, leading school share will be 15% and collaborating school share will 5%, or as agreed in the ToRs)
- Centre's share 15%

##### 4.7.2 Independent Centre

- LUMS takes upon the payment (LUMS share) 65%
- Centre's share 35%

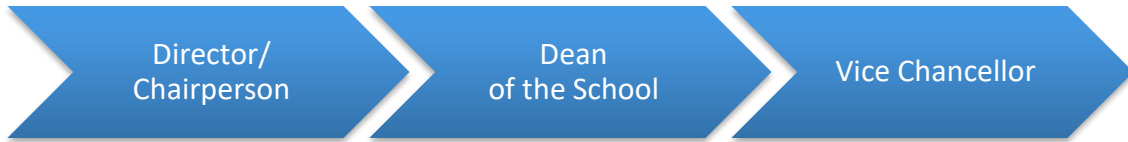
#### 4.8 Liaison during the Agreement Period

Centre shall appoint a representative, on its behalf, to interact with the OR on behalf of LUMS, for any issues occurring on a day-to-day basis.

#### 4.9 Reporting

##### 4.9.1 Regulated Centre

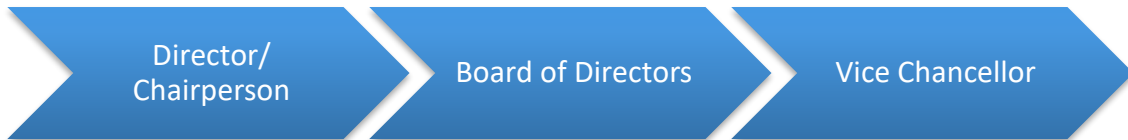
Regulated Centre established and existing under a School(s)/ Department(s) fall within the purview of School(s)/Department(s) and report to the relevant Dean(s), who then reports to the Vice Chancellor.



**Figure 4.9.1:** Reporting within a Regulated Centre

#### 4.9.2 Independent Centre

Independent Centres are established and existing at LUMS or elsewhere, that do not fall within the purview of any School(s)/Department(s). The Director/Chairperson reports to the Board of Directors (BoD), who then reports to the Vice Chancellor.



**Figure 4.9.2:** Reporting within an Independent Centre

#### 4.10 Review and Closure

The Centre shall be responsible to furnish, on biannual basis, a detailed report on prescribed format including:

1. The activities / research work carried out during the period.
2. Activities planned for the next period.
3. Complete detail of funding received by it and the name of the funder, clearly mentioning the purpose and utilization of such fund.
4. Any additional information or evidence as may be required by the OR.

The end-year review must include detail of in-year revenues and expenditures, as well as a financial forecast for the Institute for the coming fiscal year.

Dean/ Board of Directors at any time may call for a meeting with the nominated Director/Chairperson of the Centre (as applicable).

Each Centre should be reviewed periodically to determine whether the circumstances that led to its establishment still exist and whether the entity continues to meet its goals.

In order for the Centre to continue, the Vice Chancellor must affirm the continuation of the research program on the recommendation with the Dean/ BoDs. Other possible outcomes of such reviews include:

1. Revision of the agreement to reflect changes in programme direction.
2. Restructuring of the Centre into a new academic department.
3. Discontinuation of the Centre.

One year prior to the fund ending date (in case of external Centre), if the closure of Centre is decided, a phase out plan must be prepared and followed. Alternatively, Centre should arrange the sufficient funding for next year.

#### **4.11 Extension of agreement**

The agreement with Centre shall expire on the date mentioned on the contract. The contract may then be extended with the mutual consent of both the parties. A prior notice of at least one year in advance shall be given in this regard.

#### **4.12 Amendments to the agreement**

Nothing in this policy prohibits or limits the ability of an existing Centre to re-structure itself, from Regulated Centre to Independent Centre, or vice versa provided it fulfils the requirements for the new type of centre defined in this policy.

Any amendment(s) to the agreement shall be made after mutual consent of both the parties through an instrument in writing duly signed by authorized representatives of both the parties.

#### **4.13 Termination**

The agreement entered into shall be valid till both parties have fulfilled their obligations, unless terminated earlier by the provision of not less than 3 months written advance notice by either party. Vice Chancellor on the recommendation of the Dean (for Regulated Centre)/ BOD (for Independent Centre), as applicable, can at any time terminate the contract of Centre on the grounds that activities being carried out may damage the reputation of university or they may be in violation of the initial contract. Provided such termination shall take place after giving reasonable opportunity to the representative of Centre to plead his/her case.

#### **4.14 Obligations of LUMS**

The following points, where applicable, shall be included in the ToRs / Charter of the Centre:

##### **4.14.1 General Responsibilities**

1. LUMS shall provide office space to the Centre in accordance with the requirements indicated by the Centre at the time of signing of the charter. The charter should clearly define the office space in square feet and the duration for which office space is required.
2. LUMS shall maintain a detailed inventory register of all the furniture, fixtures and equipment provided to Centre and other equipment brought in by the Centre.

3. LUMS shall provide a suitable venue to the Centre for holding meetings, seminars, trainings, workshops and conferences as and when reasonably required at standard charges subject to the availability of such facilities.
4. LUMS shall provide access to its premises and other facilities to Centre's employees as per standard LUMS policies.
5. LUMS' policies shall be applicable at Centres. However, negotiations may be conducted with Vice Chancellor if or when the applicable policy may seem unfair or unreasonable.
6. Financial reporting at Centre shall be conducted by:

For Internally Funded Centres: Finance and Accounting Department

In case, where Internally Funded Centres will receive funding for research purposes, Office of Research (OR) will conduct the financial reporting.

For Externally Funded Centres: Office of Research (OR)

7. Equipment at Centre shall be owned by LUMS. However, alternative negotiations may be conducted with Vice Chancellor.
8. All contracts, agreements, ToRs and/or MoUs executed by Centre shall be signed by Vice Chancellor exclusively or their designated authority.

#### **4.14.2 For Internally Funded Centres**

LUMS shall ensure the provision of financial accounting and administrative/support facilities if required by the Centre. The cost of such facilities shall vary and be mutually agreed by the parties and documented in the charter.

#### **4.14.3 For Externally Funded Centres**

1. LUMS shall charge any additional costs from the Centre for any delay in payment of invoices for the provision of services.
2. LUMS shall be responsible, as agreed at the time of contract and as per the applicable policies, for access to other facilities provided by LUMS including the use of library, gymnasium etc. at the agreed rates.
3. Where financial accounting services are provided by LUMS to the Centre, all original invoices, reconciliations, statements of expenditure and actual receipts may be sent by LUMS to the Sponsor(s) of the Centre, if requested.
4. OR shall be responsible, on behalf of the university, for management of all external funding or grants secured by the Centre.

---

## 4.15 Obligations of the Centre

The following points are, where applicable, shall be included in the charter with the Centre:

### 4.15.1 General Responsibilities

1. Centres must ensure that they do not indulge in activities that are in conflict with the interest of LUMS, any of its centre, or Department or School.
2. The Centre representative shall indicate and inform the relevant personnel, in advance, the number of persons they plan on inviting on board and the type of specialized equipment they require so that proper arrangements can be made accordingly by LUMS.
3. The Centre shall maintain all the office furniture and equipment where such furniture and equipment is provided by LUMS.
4. In case the Centre wishes to bring or remove any specialized equipment, a prior approval of Finance/IST shall be required. Moreover, proper intimation shall also be given at the time of removal of any equipment from LUMS premises.
5. The Centre and its entire staff, at all times, shall comply with LUMS standard policies with regards to security and general administration as applicable on LUMS community while occupying office space at LUMS. In case of non-compliance of these policies, disciplinary action may be initiated against the staff of such Centre.
6. All proposals to the external sponsors must contain the name of LUMS adjoined to the name of Centre, and the proposal shall clearly state that it is being submitted by a 'Centre at LUMS'.
7. In case of bridge financing, the Centre shall be responsible for reimbursing the bridge financing borne earlier by LUMS on receiving next tranche from any source.

### 4.15.2 Additional responsibilities of Externally Funded Centres

1. Where applicable, an externally funded centre shall, upon receipt of a valid invoice, pay LUMS a fee of the space provided at a mutually agreed rate in square feet. The rent may be escalated annually to reflect the increase in the cost of utilities and other services.
2. Centre shall be responsible for the payment of salaries of its employees.
3. Centre shall indemnify LUMS of any liability for any damages resulting from its actions.
4. Centre shall be bound to provide any information required by LUMS regarding:
  - a. any funds or grants, whether local or foreign, received by the Centre
  - b. purpose / ToRs of such funds or grants.



## 4.16 Intellectual Property Rights

Centres at LUMS shall honour and protect LUMS' intellectual property rights. All IP created/invented by Centre shall be governed according to the Intellectual Property & Commercialization policy, reference no. LUMS/OR/05/00/15 of LUMS.

LUMS reserves the right for the usage of the LUMS' trademarks or names by the Centre in any of its research papers or documentation, any advertisement, sponsorship, or any product by any staff member, faculty member, student or employee of the Centre.

Research reports or research papers which are not authorized to be shared with public shall be kept confidential by the members of the Centre. Any and all confidential information must only be disclosed with prior written permission from Vice Chancellor.

## 4.17 Dispute Resolution

### 4.17.1 Arbitration

Any dispute or difference arising out of the agreement is referred to the Director OR who shall in consultation with his team and by seeking legal advice, where necessary, shall arrange for an amicable solution and report it to Vice Chancellor.

In cases where amicable solutions are not possible, the matter shall be referred to a three-member arbitrator panel to be agreed between the parties (each party selecting one arbitrator and the two arbitrators selecting the third one) or in default of agreement to be appointed by the court under the Arbitration Act of 1940 or any statutory amendment, modification or re-enactment thereof. Vice Chancellor shall arrange to appoint an arbitrator on behalf of LUMS.

### 4.17.2 Legal Costs

If either party to this agreement is required to initiate or defend or to be made a party to any action or proceeding in any way connected with this agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, whether legal or equitable, is entitled to reasonable legal costs, whether or not the matter proceeds to judgment.

## 5. 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.

## **4. Roles and Responsibilities of Policy Implementation**

Centre/OR/Finance department shall be responsible for the implementation of this policy.

## **5. Title of Position with Maintenance Responsibility**

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

## **6. Consequence(s) of Non-Compliance with Policy**

Any instance of non-compliance with this policy shall be dealt with in accordance with the relevant LUMS policies and procedures.

LUMS will not bear any responsibility of proposals, contracts, agreements, ToRs and/or MoUs that are not appropriately routed through OR as per the provisions of this policy and duly signed by Vice Chancellor.

Each instance of non-compliance will be referred to the relevant authority for review, which will finalize its recommendations for the action to be taken by Vice Chancellor. In all cases, decision of the Vice Chancellor shall be final.

## **7. Related Documents/Policies**

1. LUMS policy statement on values and ethics
2. Research Misconduct policy
3. Sexual Harassment policy
4. Policy on Issuance of Guest Smart Cards
5. Conflict of Interest policy
6. Intellectual Property and Commercialization
7. Management and Administration of Sponsored Programmes
8. LUMS Overhead Policy

## **8. Related Laws**

It is mandatory to abide by all laws and regulations as applicable in Pakistan.

Sponsor(s) may however require compliance with certain additional rules, procedures, regulations and other statutory provisions, from time to time.

## **9. 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.

## 10. Contacts

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