Proposal Submission Procedure for Projects Exceeding Thesis Budget

Registration in PAJOOHESHYAR SYSTEM and upload of the proposal in that system by the **project manager**(supervisor).

NOTE: When registering in the system, the project manager must select the Office of IC-TUMS Vice Dean for Research Affairs as the *Target Center*.

* Uploaded information will be checked and reviewed by the Office of IC-TUMS Vice Dean for Research Affairs.

Submission of the Completed and signed hard copy of the Proposal Submission Form to the Research Council of the School/Faculty by the project manager.

Judgment and evaluation of the proposal and making necessary corrections in the proposal by the Research Council of the School/Faculty.

Submission of:

- 1- the approval letter issued by Research Council of the School/Faculty to the IC-TUMS Vice Dean for Research Affairs,
- 2- the Completed and signed hard copy of the Proposal Submission Form to the IC-TUMS Vice Dean for Research Affairs

Applying changes and corrections to the uploaded proposal in PAJOOHESHYAR SYSTEM and electronic submission of this final version through PAJOOHESHYAR SYSTEM by the project manager

Evaluation of the proposal by the IC-TUMS Research Council (Ranking Committee) with the presence of the project manager

Submission of the proposal to the TUMS Vice Chancellor for Research by the office of IC-TUMS Vice Dean for Research Affairs.

Evaluation of the proposal by the TUMS Research Council with the presence of IC-TUMS Vice Dean for Research Affairs.

*The proposal is finalized approved here after the final corrections are applied by the project manager based on the TUMS Research Council's judgment.

Collecting the TUMS Research Council's approval by office of IC-TUMS Vice Dean for Research Affairs

Preparation of a contract by the Office of IC-TUMS Vice Dean for Research Affairs and signing it between IC-TUMS and the project manager

Payment of **40** % of the **budget** to the project manager **if** the required criteria at this stage are met. (Following a review and check by the Office of IC-TUMS Vice Dean for Research Affairs).

Regular follow-up about the progress of the project and submission of the proposal to the project examiner by the Office of IC-TUMS Vice Dean for Research Affairs.

Submission of the final report and resulted articles by the project manager to the Office of TUMS-IC Vice Dean for Research Affairs.

Payment of another **40** % of the **budget** to the project manager **if** the required criteria at this stage are met. (Following a review and check of the thesis final report by the Office of IC-TUMS Vice Dean for Research Affairs)

Payment of the remaining **20** % of the **budget** to the project manager **only if** the IC-TUMS **affiliation** is mentioned on the accepted/published articles.. (Following a review and check of the thesis final report by the Office of IC-TUMS Vice Dean for Research Affairs)

Research Completed

