



Form (4\3) Classified Application Form A request from for funding a scientific product

Authorship a scientific product

Translate a scientific product

Applicant data								
No.	Author name (Chairperson or Participant)	Scientific Rank	College	Department	Specialization		Phone no.	Email
					General	Specific		
Funding Data								
Required fund								
Duration ¹								
Implementation Starting date								
proposed product data								
Title								
Language								
Product specialized field								
Type of the proposed	<input type="radio"/> Authorship		<input type="radio"/> Translation					
	From	To						
Type of the product	<input type="radio"/> Textbook		<input type="radio"/> Reference			<input type="radio"/> other (define)		
Linguistic skills	<input type="radio"/> Excellent		<input type="radio"/> Good		<input type="radio"/> Acceptable			
Benefit	<input type="radio"/> Undergraduate students		<input type="radio"/> Specialist		<input type="radio"/> General			
If the product is a (textbook, reference, or accomplished) please fill this part.	Beneficiary graduate year							
	Beneficiary departments							
	Beneficiary courses							
	Matching with vocabulary							
The survey	survey has been done and the result was:							
	Exists			Do not exist				
	justifications: 1- 2-							

The period should not exceed: 12 months from the date of the approval of the scientific council on the request in ¹ case of authored or 6 months from the date of the approval of the scientific council on the request in case of translation.

To get the application (CSP.01) in word scan the following barcode:





Expected number of pages	
Titles of main chapters and subtitles	
Product Abstract (Including importance, goals, design, and the duration plan for the implementation) according to the schedule	(No more than 200 words)

Time Table (divided by sections and the contribution of each co-author)	Tasks	Author (1)	Author (2)	Author (3)	Author (4)	Author (5)	Duration by month												
							1	2	3	4	5	6 ²	7	8	9	10	11	12	

Budget support and Justifications			
Support Items	proposed amount	approved amount	Justification's support
Spell Checker			
Assistant (Secretary-Photographer- Designer)			
³ Computer Services			
Library Services			
⁴ References			
Field Trip			
Translation permission			
Other (define):.....			
Total			

The due date for the translation ²

1-To be sure from the its availability in the department, and then attached a request from the department to provide it so it would remain in the custody of the department or in the College Technical center to be used by members and researchers.
2- The budget for books and references should not exceed (3000) SR.

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Apply conditions			
By submitting this form and signing it, the author or the translator has approved the correctness of the information and he is committed to the following			
1. Procedures of the operational and procedural regulations for the publication of the product in the University of Dammam regarding this aspect.			
2. The operational and procedural regulations for the publication in the University of Dammam when he wishes to publish in the University.			
Procedures			
	Applicant	<ol style="list-style-type: none">1. Fill out the request form for funding a scientific product.2. Provide a recent electronic and paper CV for him and the participants in writing and translation when he/she submit this request.3. Attach the translator permission from the publisher if the product was translated.4. Submit three copies of the original book if the product was translated.5. Submit three hard copies of the product you want to support when you are finish authored, in addition, you need an electronic version (PDF) saved on the hard disk.6. Provide combined invoices immediately according to the approved budget.7. Provide the final draft of the product in a period not to exceed a full year from the date of the application approval or by the duration approved by the Scientific Council, and the application will be considered null and void in the event of non-compliance with it.	
	Applicant's pledge:	<ol style="list-style-type: none">1. I undertaking to submit the material before the due date mentioned above and to follow all your guidelines regarding authorship/ translation and Scientific Integrity.2. (In case of a translated material) I pledge to follow all the agreements between the original publisher and the university.	
	Scientific Council	<ol style="list-style-type: none">1. The scientific Council consider what present to it of production for publication on behalf of the university in search, authored or translation or an accomplished, to be consistent with the goals of the university and characterized with authenticity.2. Recommendation to fund the product in an amount that does not exceed more than 50% from the value of the bonus, based on the Scientific Council decision.3. The authoring or translation rewards will be exchange based on what is stated in Article 29 and 30 in Unified Regulation for scientific research in Saudi universities after arbitrate the product and approved by the scientific Council at the University of Dammam.	
	Applicant	Head of department	Dean of the College Chairman of the scientific Council

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		Recommend the approval for the funding request. (Attach a copy of the minutes of the approval of the Council on the request). Recommend the apologize for the funding request For the following reasons: 1-.....	Recommend the approval for the funding request Recommend the apologize for the funding request. For the following reasons: 1-.....	Approved for funding the product in the amount of (SR). Not approved to the request of funding the product, for the following reasons: 1-.....
Name				
Date				
Signature				

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