

	Policy Main Title	Research and Scholarly Activity Policy	Effective Date	14/06/2026
	Policy Subject	Research	Last Review date	
	Policy Number	RES-001	Next Review date	14/06/2029
	Responsible Entity	Assistant VP Research	Approved By	President

Overview

Research and scholarly activity are central to AIU's identity and to the promise embedded in its mission to provide a transformative American education. An institution whose faculty do not engage in active scholarship cannot, over time, deliver the current disciplinary knowledge, critical intellectual culture, or evidence-based teaching that define the American university model. The RISE Strategy 2026-2030 sets research targets, more than one hundred indexed publications per year by 2030, the first institutional research center, and more than KD 200,000 in external grant income, because AIU's leadership recognizes that research excellence and educational quality are not separate institutional goals: they are the same goal approached from different directions.

This policy establishes the institutional framework through which AIU develops, supports, monitors, and continuously improves its research and scholarly activity. It draws on the research governance frameworks which is designed to build research infrastructure through a combination of internal competitive funding, external grant development, and systematic output reporting. This policy draws the principle that research administration is a professional institutional function, not a departmental afterthought.

Scope

This policy applies to all full-time faculty at AIU, regardless of rank, School, or contractual status, in their capacity as researchers, scholars, and members of the academic community. It applies to all research and scholarly activities conducted under the name of AIU, using AIU resources, or supported by AIU funding, whether internal or externally funded. It applies to the Office of Research and Grants and to the Research and Grants Committee in their governance, administrative, and oversight functions. Where a faculty member's research activity involves human participants, animals, sensitive data, or other activities requiring ethical oversight, the provisions of this policy are read alongside RES-002 (Research Ethics and Human Subjects Protection Policy)

Purpose

The purposes of this policy are to:

- Affirm AIU's institutional commitment to research and scholarly activity as a core dimension of its educational mission, not an optional faculty activity
- Define the categories of scholarly activity recognized at AIU, consistent with the multi-disciplinary profile of AIU's five Schools and with the scholarship standards applied at accredited peer institutions.
- Establish the minimum scholarly activity expectations for full-time faculty, differentiated by workload category and consistent with the faculty employment and evaluation framework
- Establish the AIU Research Fund and the governance framework through which those programs are administered by the Office of Research and Grants

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Research and Scholarly Activity Policy	Effective Date	14/06/2026
	Policy Subject	Research	Last Review date	
	Policy Number	RES-001	Next Review date	14/06/2029
	Responsible Entity	Assistant VP Research	Approved By	President

- Define the institutional infrastructure supporting research: the Office of Research and Grants, the Research and Grants Committee, the Annual Faculty Research Activity Report, the Research Output Database, and the Annual Research Report
- Establish the research Key Performance Indicators that connect this policy to the RISE Strategy 2026-2030 and to accreditation evidence under
- Define the research integrity expectations that apply to all AIU scholarly activity, cross-referenced to RES-002 and FAC-004
- Demonstrate compliance with faculty scholarship and creative work as a dimension of educational quality, faculty qualifications including scholarly activity, and faculty employment policies that connect research to evaluation and promotion

Abbreviations and Definitions

Scholarly Activity: The range of intellectual, creative, and professional activities through which a faculty member generates, applies, or disseminates new knowledge in their discipline. Scholarly activity at AIU encompasses research and peer-reviewed scholarship, creative and professional practice scholarship, and scholarly dissemination activities, as classified in Article 3 of this policy.

Research: A systematic investigation designed to develop or contribute to generalizable knowledge, including basic research (generating new theoretical or empirical knowledge), applied research (solving a specific practical problem using research methods), and translational research (converting basic research findings into practical applications or policies). Research at AIU encompasses quantitative, qualitative, mixed-method, and practice-based research approaches appropriate to the discipline.

Indexed Publication: A peer-reviewed article, paper, or other scholarly output that appears in a journal, conference proceedings, or book indexed in SCOPUS or the Web of Science Core Collection. Indexing in SCOPUS or Web of Science is used as the primary quality indicator for publication outputs.

Office of Research and Grants: The institutional unit established by AIU to administer the research support and funding functions defined in this policy. The Office manages the internal Research Fund, provides pre-award support for external grant applications, maintains the Research Activity Register and Research Output Database, coordinates research ethics referral, and produces the Annual Research Report. Reports to the AVPR.

Research and Grants Committee: The standing institutional committee responsible for governance of the internal Research Fund and for providing research policy recommendations to the AVPR. Composition is defined in Article 7 of this policy

Feasibility Study Grant: The smaller of the AIU internal Research Fund programs, designed to support faculty in developing and testing a research concept before a full Competitive Research Grant application is submitted. Awards are up to KD 3,000 for a maximum period of twelve months. Full details are published in the annual Call for Proposals

Competitive Research Grant: The larger of the AIU internal Research Fund programs, designed to support substantial multi-year research projects with defined outputs. Awards range from KD 3,001 to KD 15,000 and are for a maximum of two academic years. Awards are made through competitive peer review. Full details are published in the annual Call for Proposals.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Research and Scholarly Activity Policy	Effective Date	14/06/2026
	Policy Subject	Research	Last Review date	
	Policy Number	RES-001	Next Review date	14/06/2029
	Responsible Entity	Assistant VP Research	Approved By	President

Principal Investigator (PI): The faculty member who holds primary academic, ethical, and financial responsibility for an AIU-funded or externally funded research project. The PI must be a full-time AIU faculty member.

Annual Faculty Research Activity Report: The annual disclosure submitted by every full-time faculty member to the Director of Research and Grants by 30 September each year, documenting scholarly activities completed, in progress, and planned for the coming year. Forms the basis of the Research Output Database and the Annual Research Report.

Research Output Database: The institutional register maintained by the IR Director, in coordination with the Director of Research and Grants, documenting all scholarly outputs produced by AIU faculty with their AIU affiliation acknowledged. Feeds into the Annual Institutional Effectiveness Report and WSCUC accreditation evidence.

Policy

Article 1: Governing Principles

The following principles govern AIU's approach to research and scholarly activity:

- Research informs teaching:** The primary rationale for maintaining active scholarly engagement expectations is the direct connection between research activity and teaching quality. A faculty member who is actively researching in their discipline brings current knowledge, live questions, and the intellectual habits of scholarly inquiry into the classroom. This is what distinguishes university-level teaching from secondary instruction. Research expectations are not an administrative burden imposed on faculty: they are a professional commitment that serves students.
- Equity across disciplines:** AIU's five Schools have distinct research cultures and different conventions for what constitutes a significant scholarly output. This policy recognizes that diversity without creating different classes of faculty membership. The scholarly activity categories in Article 3 are designed to capture the full range of valued outputs across Business, Engineering, Architecture and Design, Arts and Sciences, and Education, with no School's disciplinary conventions treated as the default.
- Infrastructure precedes expectation:** AIU will not enforce research output expectations without providing the infrastructure to support them. This means: a funded competitive Research Fund; a dedicated Office of Research and Grants with professional staff; library access to research databases consistent with ACA-005; research ethics governance under RES-002; and workload arrangements that include protected research time consistent with FAC-006. Expectations without support are not policy: they are aspiration.
- Quality over quantity:** The measure of AIU's research success is not the volume of outputs but their quality, their contribution to the discipline, and their connection to the institution's educational mission and to Kuwait's development priorities. A faculty member who produces one well-regarded indexed publication in a year has satisfied the spirit of this policy more fully than one who produces multiple submissions to journals that do not meet quality thresholds.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Research and Scholarly Activity Policy	Effective Date	14/06/2026
	Policy Subject	Research	Last Review date	
	Policy Number	RES-001	Next Review date	14/06/2029
	Responsible Entity	Assistant VP Research	Approved By	President

- e. Research integrity is non-negotiable: The value of any research output depends entirely on the honesty and rigor with which it was produced. Fabrication, falsification, plagiarism, authorship misrepresentation, and violations of research ethics approval are as serious as any other form of institutional misconduct and are governed by FAC-004 and RES-002. This policy makes research integrity a condition of all forms of institutional research support.
- f. Kuwait and GCC context: AIU's research agenda is responsive to Kuwait Vision 2035 broader knowledge economy development priorities. Faculty are encouraged to connect their research to questions of national and regional significance. The RISE Strategy's target of engaging with government through research-based MoUs reflects this commitment. Responsiveness to context does not mean limiting research topics: it means actively seeking to make AIU's research contribution visible and relevant to Kuwait.

Article 2: Categories of Scholarly Activity

AIU recognizes three categories of scholarly activity. The categories are modelled on Boyer's expanded scholarship framework, the scholarship of discovery, integration, application, and teaching, and are consistent with the research classification frameworks of which distinguishes peer-reviewed research from practice-based scholarship and pedagogical research. All three categories are valued at AIU; they are distinguished because they carry different output expectations and contribute differently to the institution's research profile:

Scholarly Activity Category	Examples Qualifying Indicators	Disciplines for Which Primarily Applicable
Category 1: Research and Peer-Reviewed Scholarship		
Peer-reviewed publication	Article in a SCOPUS- or Web of Science-indexed journal; book chapter with an indexed publisher; fully refereed conference proceedings paper	All disciplines
Monograph or scholarly book	Sole- or co-authored book with a recognized academic publisher, subject to external peer review	All disciplines, especially Humanities and Social Sciences
Funded research project	Receipt of a competitive internal grant from the AIU Research Fund or an external grant from a recognized funding body	All disciplines

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Research and Scholarly Activity Policy	Effective Date	14/06/2026
	Policy Subject	Research	Last Review date	
	Policy Number	RES-001	Next Review date	14/06/2029
	Responsible Entity	Assistant VP Research	Approved By	President

Graduate student supervision (research)	Serving as principal supervisor of a graduate student's thesis or dissertation resulting in a successful defense and indexed publication	All disciplines
Category 2: Creative and Professional Practice Scholarship		
Significant creative work	Exhibition in a juried international or regional gallery; architectural project reviewed in a peer-reviewed design publication; design work receiving a professional award	Architecture, Design, Arts
Professional practice at advanced level	Consultancy engagement that produces a documented, professionally reviewed output; expert report commissioned by a government body or international organization	Engineering, Business, Education
Accreditation or professional body service	Service as a peer reviewer or site evaluator for ABET, AACSB, NCAAA, or a comparable body; contributes to the discipline and the institution's accreditation standing	All disciplines
Category 3: Scholarly Dissemination and Pedagogical Research		
Conference presentation	Oral or poster presentation at a peer-reviewed academic or professional conference	All disciplines, counts as supplementary activity, not as a primary annual output
Pedagogical research	Published or presented research on teaching and learning in the discipline	All disciplines, particularly Education
Translation or critical edition	Scholarly translation of a significant work or production of a critical edition with academic apparatus	Humanities, Languages

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Research and Scholarly Activity Policy	Effective Date	14/06/2026
	Policy Subject	Research	Last Review date	
	Policy Number	RES-001	Next Review date	14/06/2029
	Responsible Entity	Assistant VP Research	Approved By	President

A single activity may qualify under more than one category, for example, a published architectural project that also constitutes a peer-reviewed conference paper. In such cases, the activity is counted once for the purposes of minimum output expectations but is reported in full in the Annual Faculty Research Activity Report.

Article 3: Faculty Scholarly Activity Expectations

The following minimum scholarly activity expectations apply to full-time AIU faculty. These expectations are integrated into faculty employment contracts, annual performance reviews, and promotion criteria consistent with FAC-003, FAC-007, and FAC-009. The expectations represent institutional minimums. Faculty who exceeds them are recognized in promotion and merit review processes:

Faculty Category	Minimum Annual Scholarly Activity Expectation	Notes
Full-time faculty - standard workload	At least two qualifying Category 1 or Category 2 activity per academic year	Consistent with ACA-003. A publication submitted and under review counts as a qualifying activity for the year of submission, provided the final published output is reported in the following year's submission if accepted
Full-time faculty - internal Research Grant recipient	At least two qualifying Category 1 or Category 2 output directly arising from the funded project per funded year	Failure to produce the committed output triggers a progress review under Procedure 2 of this policy
Full-time faculty - assigned heavy service load	At least one qualifying activity per two academic years	The VPAA approves a modified output expectation for a specific period where a faculty member holds a major institutional service role that materially limits research time; documented in the annual workload agreement

 AIU AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Research and Scholarly Activity Policy	Effective Date	14/06/2026
	Policy Subject	Research	Last Review date	
	Policy Number	RES-001	Next Review date	14/06/2029
	Responsible Entity	Assistant VP Research	Approved By	President

Part-time (adjunct) faculty	No minimum annual output requirement	Scholarly activity contributions by part-time faculty are encouraged and recognized in contract renewal decisions but are not a contractual requirement
Faculty on sabbatical leave	At least two Category 1 output during or within one academic year of the conclusion of the sabbatical	The sabbatical output commitment is specified in the sabbatical application approved under FAC-008

Article 4: Research Integrity

All research and scholarly activity conducted by AIU faculty and students must meet the highest standards of intellectual honesty, methodological rigor, and ethical conduct. Research integrity is a condition of all forms of AIU research support, including the internal Research Fund, external grant facilitation, and sabbatical leave. The following provisions apply:

- Fabrication, falsification, and plagiarism are prohibited in all forms of research and scholarly output. These violations are governed by FAC-004 (Faculty Professional Ethics Policy) and by RES-002 (Research Ethics and Human Subjects Protection Policy) and are subject to the disciplinary processes in those policies.
- Authorship of research outputs must accurately reflect the intellectual contribution of each named author. Gift authorship (including individuals who did not contribute) and ghost authorship (excluding individuals who did contribute) are violations of this policy consistent with the Vancouver Conventions. Where a dispute about authorship arises, the Director of Research and Grants facilitates resolution before the output is submitted for publication.
- AIU affiliation must be acknowledged in all research outputs produced by AIU faculty with their AIU appointment as their primary affiliation, including publications arising from work conducted on sabbatical leave. The standard acknowledgement format is: 'Author Name, Department, School, American International University, Kuwait.' Faculty who holds joint appointments with other institutions include both affiliations with AIU listed in the position reflecting the faculty member's primary employment.
- Conflicts of interest that may affect research design, conduct, reporting, or publication must be disclosed to the Director of Research and Grants before the research commences or, where the conflict arises after commencement, as soon as the conflict is identified. Disclosure is required regardless of whether the faculty member believes the conflict will actually influence the research. The management of research conflicts of interest is governed by GOV-002 (Conflict of Interest Policy) and FAC-010 (Faculty Professional Consultancy Policy).

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Research and Scholarly Activity Policy	Effective Date	14/06/2026
	Policy Subject	Research	Last Review date	
	Policy Number	RES-001	Next Review date	14/06/2029
	Responsible Entity	Assistant VP Research	Approved By	President

- e. Where research involves human participants, animal subjects, sensitive personal data, or other activities requiring ethical oversight, approval from AIU's Research Ethics Committee must be obtained before data collection commences. The full requirements are established in RES-002.
- f. Use of artificial intelligence tools in research activities, including in data analysis, literature review, writing assistance, and code generation, is governed by ACA-006 (Artificial Intelligence Use Policy). AI tools may not be listed as authors on any research output. Where AI tools have contributed materially to a research output, this contribution must be disclosed in the methods or acknowledgements section, consistent with the disclosure standards of the relevant discipline and journal.

Article 5: Research-Teaching Integration

The connection between research and teaching is not incidental at AIU: it is structural. The program review cycle under ACA-004 requires that every five-year program review include evidence of how faculty research activity connects to and enriches program content. The following provisions govern research-teaching integration:

- a. Faculty are encouraged to incorporate current research findings, including their own, into course content, ensuring that students engage with the frontier of disciplinary knowledge rather than only with established textbook content.
- b. Where a faculty member is engaged in a research project of direct relevance to a course they teach, they are encouraged to discuss the research process, preliminary findings, and research challenges with students as appropriate, modelling scholarly inquiry as a pedagogical practice.
- c. Graduate students in research-oriented programs are expected to engage with faculty research through supervised research activities, thesis work, and co-authorship opportunities where the student's intellectual contribution warrants it. The requirements for graduate student research supervision are defined in the relevant program's curriculum, consistent with ACA-004.
- d. The Director of Research and Grants reports annually on the degree to which AIU's research activity connects to course and program learning outcomes, as part of the Annual Research Report. This data contributes to the ACA-004 program review evidence and to accreditation compliance evidence.

Article 6: The AIU Research Fund

AIU establishes an internal Research Fund, administered by the Office of Research and Grants, to provide direct financial support to faculty research activity. The Research Fund operates through two competitive programs:

Program	Purpose and Scope	Funding Range	Maximum Duration

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Research and Scholarly Activity Policy	Effective Date	14/06/2026
	Policy Subject	Research	Last Review date	
	Policy Number	RES-001	Next Review date	14/06/2029
	Responsible Entity	Assistant VP Research	Approved By	President

Feasibility Study Grant	Supports faculty in developing and testing the feasibility of a research concept before a competitive multi-year application is submitted. Intended to generate preliminary data, literature reviews, pilot instruments, or proof-of-concept outputs that form the basis for a subsequent full proposal.	Up to KD 3,000 per project	12 months not renewable
Competitive Research Grant	Supports substantial, multi-year research projects with defined outputs (peer-reviewed publications, conference presentations, datasets, or significant professional outputs). Awarded through full competitive peer review. Principal Investigator must be a full-time AIU faculty member. Co-investigators from other institutions are permitted.	KD 3,001 to KD 15,000 per project	Up to 2 academic years, may be renewed once subject to satisfactory progress review

6.1 General Conditions Applicable to Both Programs

- Eligibility: The Principal Investigator must be a full-time AIU faculty member. A faculty member who holds an active internal grant (in progress and not in its final reporting phase) is not eligible to apply for a new internal grant until the current grant's final report has been accepted by the Research and Grants Committee.
- Application: Grant applications are submitted to the Office of Research and Grants in response to an annual Call for Proposals, published by the Director of Research and Grants by 15 November of each academic year. The Call specifies the application template, assessment rubric, budget guidelines, and submission deadline for each program.
- Review and selection: Feasibility Study Grant applications are reviewed by the Research and Grants Committee using the published assessment rubric. Competitive Research Grant applications are reviewed by the Research and Grants Committee and by at least two external peer reviewers with relevant disciplinary expertise, identified and engaged by the Director of Research and Grants. Selection decisions are communicated to all applicants in writing within 45 working days of the submission deadline.
- Research integrity as a condition of funding: Receipt of an AIU Research Fund grant is conditional on the faculty member's compliance with this policy's research integrity provisions (Article 4), RES-002, and FAC-004. A faculty member who is the subject of an ongoing research integrity

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Research and Scholarly Activity Policy	Effective Date	14/06/2026
	Policy Subject	Research	Last Review date	
	Policy Number	RES-001	Next Review date	14/06/2029
	Responsible Entity	Assistant VP Research	Approved By	President

investigation is not eligible to receive new grant funds until the investigation is concluded and any required remedial action is complete.

- e. Acknowledgement: All outputs arising from an AIU Research Fund grant must acknowledge the support of the AIU Research Fund using the following standard statement: 'This research was supported by the AIU Research Fund, American International University Kuwait, [Grant Number].'
- f. Financial management: Grant funds are disbursed, managed, and reported in accordance with FIN-002 (Budget Governance) and applicable institutional financial controls. The PI is accountable for ensuring that funds are used for the approved purposes and that financial reports are submitted on schedule.
- g. Output commitment: Each funded project must produce the output commitments stated in the approved grant application. The Research and Grants Committee conducts a mid-project progress review for Competitive Research Grants and a final output review for both programs. A faculty member who does not produce the committed outputs without documented good cause is not eligible for internal Research Fund support for two academic years following the incomplete grant period.

Article 7: Institutional Research Infrastructure

7.1 Office of Research and Grants

The Office of Research and Grants is AIU's dedicated research administration unit, reporting to the AVPR. The Office has the following primary functions:

- a. Administering the annual internal Research Fund grant cycles for both programs, including Call for Proposals preparation, application receipt and review coordination, award administration, and progress monitoring
- b. Providing pre-award support for faculty pursuing external research funding: identifying relevant funding opportunities, advising on proposal development and budget preparation, and coordinating institutional sign-off before submission
- c. Maintaining the Research Activity Register, which records all active internal and external grants, their status, and their committed output timelines
- d. Coordinating research ethics referral, in partnership with the Research Ethics Committee established under RES-002, to ensure that research requiring ethics approval is reviewed before data collection commences
- e. Compiling and publishing the Annual Research Report
- f. Providing training and professional development for faculty on grant writing, research ethics, research output dissemination, and the use of citation and research management tools

7.2 Research and Grants Committee

The Research and Grants Committee is a standing institutional committee reporting to the AVPR. Its composition and operating principles are:

- a. Chair: Assistant Vice President for Research (ex officio)

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Research and Scholarly Activity Policy	Effective Date	14/06/2026
	Policy Subject	Research	Last Review date	
	Policy Number	RES-001	Next Review date	14/06/2029
	Responsible Entity	Assistant VP Research	Approved By	President

- b. Three senior faculty members (Associate Professor or above), one from each of three Schools on a rotating basis, appointed annually by the President. Each School is represented at least once in every three-year cycle.
- c. Director of Research and Grants (ex officio, non-voting): serves as secretary and administrative coordinator
- d. External peer reviewers for Competitive Research Grant applications: engaged on a case-by-case basis, not standing members

The Committee meets at minimum twice per academic year: once to evaluate grant applications after the submission deadline and once to conduct mid-year and final progress reviews of active grants. Additional meetings are convened at the Chair's request. All grant selection decisions require a written record of the assessment rationale, retained in the Research Activity Register. A Committee member with a conflict of interest in a specific application (including membership of the applicant's department or a prior collaborative relationship with the PI) recuses and is replaced by an alternate from the trained faculty panel.

7.3 Annual Faculty Research Activity Report

Every full-time faculty member submits an Annual Faculty Research Activity Report to the Director of Research and Grants by 30 September each year. The Report is a structured form covering:

- a. Publications submitted, accepted, and published in the preceding academic year, with full citation details
- b. Conference presentations delivered in the preceding academic year
- c. Active internal or external grants: status, outputs produced, and any variances from the approved project plan
- d. Research projects in progress that do not have grant funding
- e. Planned research activities for the coming academic year
- f. Research collaborations with other institutions, industry, or government bodies
- g. Graduate student research supervision activities

The Annual Faculty Research Activity Report is used by the Director of Research and Grants to update the Research Output Database and to compile the Annual Research Report. It is also shared with the relevant Dean and incorporated into the faculty member's annual performance review under FAC-007. Faculty who do not submit the Report by the deadline receive a written reminder; persistent non-submission is reported to the relevant Dean as a professional obligation failure.

7.4 Research Output Database

The IR Director, in coordination with the Director of Research and Grants, maintains the Research Output Database as part of AIU's institutional data infrastructure. The Database records:

- a. All indexed publications with at least one AIU-affiliated author, verified against SCOPUS or Web of Science

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Research and Scholarly Activity Policy	Effective Date	14/06/2026
	Policy Subject	Research	Last Review date	
	Policy Number	RES-001	Next Review date	14/06/2029
	Responsible Entity	Assistant VP Research	Approved By	President

- b. All other qualifying scholarly outputs reported through the Annual Faculty Research Activity Report
- c. All active and completed internal and external research grants
- d. All research ethics approvals and their outcomes

The Research Output Database is used in the Annual Research Report, the Annual Institutional Effectiveness Report (IE-002), and as primary accreditation evidence. The data is also used in Faculty Council research committee reporting and in AIU's public communications about research activity. Data in the Database is held in accordance with ADM-002 (Privacy and Personal Data Protection Policy).

Article 8: External Grant Development

External research funding from government agencies, foundations, industry partners, and international bodies is an important component of AIU's research ambition under the RISE Strategy. The Office of Research and Grants supports faculty in pursuing external funding through the following mechanisms:

- a. Maintaining a current awareness service of relevant external funding opportunities such as Kuwait Foundation for the Advancement of Sciences (KFAS, Kuwait-based funders, and relevant international bodies
- b. Providing advisory support on proposal development, including feedback on draft proposals, budget preparation guidance, and review of proposal compliance with funder requirements
- c. Coordinating institutional review and sign-off before any grant application is submitted in the name of AIU. No external grant application may be submitted under AIU's name without the written approval of the Director of Research and Grants and the AVPR. This requirement exists to ensure that: the proposed research complies with AIU's research integrity standards; the resource commitments implied by the grant are within AIU's capacity; the indirect cost recovery provisions are consistent with FIN-002; and the research ethics requirements are in place
- d. Post-award grant management support, including monitoring reporting deadlines, coordinating financial reporting with the Finance Department consistent with FIN-002, and managing sponsor relationships

Article 9: Research Support Provisions

AIU commits to providing the following support to faculty in fulfilling their research obligations:

- a. Research time in workload: Full-time faculty workload allocations include protected research time, the proportion of which varies by rank and school consistent with FAC-006 (Faculty Workload Policy). This policy recognizes the connection between workload and research productivity.
- b. Library and information resources: Faculty have access to AIU's Library databases, interlibrary loan services, and research support services consistent with ACA-005 (Library and Information Resources Policy). The Library Director works with the Director of Research and Grants annually to ensure that database subscriptions reflect the research activity profile of AIU's faculty.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Research and Scholarly Activity Policy	Effective Date	14/06/2026
	Policy Subject	Research	Last Review date	
	Policy Number	RES-001	Next Review date	14/06/2029
	Responsible Entity	Assistant VP Research	Approved By	President

- c. Conference travel support: Faculty may apply for conference travel support through the Faculty Development Fund established under FAC-008 (Faculty Professional Development Policy). The Office of Research and Grants maintains a record of conference presentations to ensure that conference travel is connected to active scholarly activity.
- d. Research collaboration facilitation: The Office of Research and Grants actively develops collaborative research relationships with peer institutions. Faculty who wishes to develop collaborative research partnerships with external institutions are supported by the Office in formalizing those arrangements through appropriate memoranda of understanding.
- e. Citation and research management tools: The Office of Research and Grants provides or facilitates faculty access to citation management software (such as Mendeley or Zotero) and research profiling tools (such as SCIVAL, ORCID and Google Scholar). These tools are not optional conveniences: they are part of the institutional infrastructure for tracking and demonstrating research output.

Article 10: Assessment, Annual Reporting, and Continuous Improvement

Research and scholarly activity is assessed annually using the following Key Performance Indicators:

KPI	Measurement	RISE Strategy Target (2030)
Annual indexed publications	Number of SCOPUS- or Web of Science-indexed publications with at least one AIU author affiliation per academic year	100+ indexed publications per year by AY 2029-30
Faculty scholarly activity compliance rate	Percentage of full-time faculty who have submitted an Annual Faculty Research Activity Report and can demonstrate at least one qualifying output for the year	75% compliance by Year 3; 85% by Year 5
Internal Research Fund utilization	Percentage of available Internal Research Fund allocation awarded and actively under implementation each academic year	100% of available fund awarded annually from Year 2 onwards
External grant income	Total value of external grants awarded to AIU faculty or the institution in the academic year, reported in KD	KD 200,000+ external grant income by AY 2029-30

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Research and Scholarly Activity Policy	Effective Date	14/06/2026
	Policy Subject	Research	Last Review date	
	Policy Number	RES-001	Next Review date	14/06/2029
	Responsible Entity	Assistant VP Research	Approved By	President

Graduate student research co-authorship	Number of indexed publications co-authored by AIU graduate students per academic year	At least 20 per year by AY 2029-30
Research-to-teaching integration rate	Percentage of program and course learning outcomes that have documented connections to faculty research activity, assessed through the ACA-004 program review cycle	All Schools demonstrate research-teaching integration evidence in every five-year program review

The Director of Research and Grants prepares the Annual Research Report by 30 November each year, covering the preceding academic year. The Report is submitted to the AVPR and presented to the Faculty Council at its first meeting of the following semester. The President presents a summary to the Board Academic Affairs Committee. The IR Director incorporates research KPIs in the Annual Institutional Effectiveness Report (IE-002). The Annual Research Report includes:

- KPI performance against all targets with year-on-year comparison
- Summary of Research Fund grant cycles: applications received, awards made, projects in progress, outputs from completed projects
- Summary of external grant activity: applications submitted, awards received, and value
- Faculty scholarly activity compliance rate and actions taken for persistent non-compliance
- Research-teaching integration evidence from the programme review cycle
- Research ethics referrals and outcomes (de-identified summary)
- The Director's assessment of AIU's current research trajectory relative to RISE Strategy targets
- Proposed priorities for the following year

Procedures

Procedure 1: Annual Faculty Research Activity Report Submission

1. By 1 September each year, the Director of Research and Grants distributes the Annual Faculty Research Activity Report Form to all full-time faculty through the AVPR's office and directly by email. The Form includes: instructions; the classification framework from Article 3; the citation format requirements; the grant status reporting section; and the planned activity section.
2. Faculty complete and submit the Form by 30 September. Faculty who anticipate difficulty meeting the deadline contact the Director of Research and Grants before the deadline to agree an extension of no more than 10 working days. Submissions after the extension deadline without explanation are reported to the relevant Dean.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Research and Scholarly Activity Policy	Effective Date	14/06/2026
	Policy Subject	Research	Last Review date	
	Policy Number	RES-001	Next Review date	14/06/2029
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3. The Director of Research and Grants reviews submissions for completeness, verifies indexed publication claims against SCOPUS or Web of Science, and updates the Research Output Database within 20 working days of the submission deadline.
4. A summary of research activity by School is shared with each Dean by 31 October, enabling incorporation into the Dean's annual planning and into the faculty performance review process under FAC-007.
5. The Director compiles the Annual Research Report using verified output data and presents it to the AVPR for review by 30 November. The AVPR presents the Report to the Faculty Council and to the President for Board reporting.

Internal Research Fund Grant Cycle

1. By 15 November each academic year, the Director of Research and Grants publishes the Call for Proposals for both programs, specifying: the available budget allocation for each program in the current cycle; the application form and template; the assessment rubric; the eligibility conditions; the submission deadline (which must be at least 45 working days from the publication date); and the anticipated decision date.
2. Faculty submit complete applications to the Office of Research and Grants by the published deadline. Applications received after the deadline are not accepted. The Director confirms receipt within 3 working days.
3. For Feasibility Study Grants: the Research and Grants Committee reviews all eligible applications using the published rubric within 20 working days of the submission deadline and produces written assessments for each application. The Director compiles rankings and presents them to the VPAA for approval of awards.
4. For Competitive Research Grants: the Research and Grants Committee conducts an initial eligibility and completeness review within 10 working days. Eligible applications are forwarded to external peer reviewers, identified and engaged by the Director, who return written assessments within 20 working days. The Research and Grants Committee reviews the external assessments and produces final rankings, presented to the AVPR for award approval.
5. All applicants are notified of the outcome in writing within 5 working days of the AVPR's approval of awards. Unsuccessful applicants receive brief written feedback on how their application was assessed against the published rubric. Successful applicants receive a Grant Award Letter specifying the approved budget, the committed outputs, the reporting schedule, and the terms and conditions of the award.
6. Mid-project progress reviews for Competitive Research Grants are conducted by the Research and Grants Committee at the midpoint of each funded year. PIs submit a written progress report using the standard template. Where progress is substantially below committed outputs, the Research and Grants Committee may suspend disbursement of remaining funds pending a remediation plan, or recommend to the AVPR that the award be terminated.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Research and Scholarly Activity Policy	Effective Date	14/06/2026
	Policy Subject	Research	Last Review date	
	Policy Number	RES-001	Next Review date	14/06/2029
	Responsible Entity	Assistant VP Research	Approved By	President

President Signature

Signature: _____ Date: _____