



KINGDOM OF SAUDI ARABIA  
MINISTRY OF HIGHER EDUCATION  
KING SAUD UNIVERSITY  
VICE PRESIDENT'S OFFICE FOR GRADUATE STUDIES & RESEARCH

# **Guidelines Governing Distinguished Research and Publication Quality Awards**

## ***Introduction***

His Excellency, the KSU Rector has issued a memorandum on 2/12/1428H (Reference # 2801011118) announcing awards and incentives allocated for distinguished research and high-quality international publications by faculty members across the University. A Committee, chaired by the Vice President for Graduate Studies and & Research, was formed to prepare this document, which outlines the set of policies and guidelines governing the application and implementation of these awards, and specifying the principles criteria for their allocation as well as the follow-up control mechanisms associated with their distribution and delivery. The Rector reserves the right of interpreting this document as he sees fit.

This document represents an English translated version of the original approved Arabic version. In case of conflicts arising from interpretations of the two versions, the interpretation of the Arabic version shall prevail.

## ***Objectives***

1. Support and encourage distinguished scientific research at the University
2. Place an emphasis on quality of research outcomes
3. Encourage publication in distinguished international journals
4. Encourage faculty members to contribute actively toward achieving internationally recognized research-excellence status of the University
5. Foster a positive and creative scientific environment for distinguished scientists to work at the University and interact with outside entities in society
6. Raise awareness among University staff of the importance of distinguished research.

## **Award Types**

- Type 1:** Award for achieving Fields Medal in mathematics. The value of this award is SR 150,000.
- Type 2:** Award for a researcher whose name is listed by the Institute for Scientific Information\* (ISI) as a “highly-cited author”. The value of this award is SR 30,000.
- Type 3:** Award for publication in *Nature* or *Science* journals. The value of this award is as follows:
- SR 20,000 to be distributed equally among all authors
  - SR 15,000 additional for the corresponding author
  - SR 10,000 for first author unless he/she is a corresponding author
  - SR 10,000 for second author unless he/she is a corresponding author
- Type 4:** Award for publication in journals with “impact factor” according to the *Social Sciences Citation Index* or the *Science Citation Index-Expanded*, and in accordance with the equivalent impact factor defined in Appendix A. In case of Arabic publications, the top journals in a given specialization - as approved by Department Councils - are considered. The maximum value of this award is SR 20,000.
- Type 5:** Award for a given article that has been cited intensively (at least 10 times). The value of this award is SR 10,000.
- Type 6:** Award for outstanding contributions to research and other activities of excellence in publication, not included in the above categories.

In addition, Department and College Distinguished Research Awards will be offered annually to the most active department and college in terms of number of ISI recognized publications per faculty member. The Department Award is SR 300,000 for first place, SR 200,000 for second place and SR 100,000 for third place. The College Award is SR 500,000 for first place, SR 400,000 for second place and SR 300,000 for third place. The respective Departmental and College Councils will have the flexibility to spend the award amount as they see fit.

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\* [www.highlycited.com](http://www.highlycited.com)

## ***Guidelines for applications and submissions***

1. The applicant must have published his/her article or received the medal during active employment with King Saud University or during official leaves on University related business.
2. The same publication/medal cannot be submitted more than once by the faculty member either in the same year or any other future year.
3. A faculty member may submit one or more of his/her qualified publications in the same year.
4. All publications/medals submitted for awards must bear the affiliation of the faculty member with King Saud University.
5. In case of publication/medal co-authorship among several faculty members, only one author shall apply for the award on behalf of all other co-authors affiliated with King Saud University. The award shall be divided equally among all co-authors. By signing the applicable form, the co-authors authorize the applicant to collect the award on their behalf. Neither the University nor the selection Committee bears any responsibility regarding the distribution of the award among co-authors.
6. Publications since (and including) year 2000 are accepted for nomination only in the first year of award implementation. In subsequent years, only publications in the same year or the previous year are considered. This applies to all types of awards except the fifth type.
7. Only "Article type" publications are considered for awards. Publications under "Letters to the Editor", "Editorial", etc. are not qualified for awards.
8. The applicant cannot be a member of the selection Committee.

## ***Application procedure***

### **1) Time of application:**

Faculty members shall submit their applications at any time during the academic year. The submitted applications will be processed on a first-come first-serve basis.

### **2) Required Submission Documents:**

#### **Type 1:**

- Completed Application Form #1 (see Appendix B)
- Copy of evidence confirming medal award

#### **Type 2:**

- Completed Application Form #2 (see Appendix B)
- Copy of evidence that the researcher's name is listed by the Institute for Scientific Information (ISI) as a "highly-cited author", including details on the source of information, level of author's citation, etc.

#### **Type 3:**

- Completed Application Form #3 for each publication (see Appendix B)
- Copies of all publications submitted for the award, showing journal's name, article title, names and affiliations of authors, date of publication, and other related information such as volume number, etc.

#### **Type 4:**

- Completed Application Form #4 (see Appendix B)
- Copies of all publications submitted for the award, showing journal's name, article title, names and affiliations of authors, date of publication, and other related information such as volume number, etc.
- Copy of evidence relating to the journal's impact factor, including details on the source and year of information, value of impact factor, etc.

**Type 5:**

- Completed Application Form #5 for each publication (see Appendix B)
- Copies of all publications submitted for the award, showing journal's name, article title, names and affiliations of authors, date of publication, and other related information such as volume number, etc.
- Copy of evidence of article citation (within five years since publication), including number of citations of article, details on the source and year of information, etc.

**Type 6:**

- Completed Application Form #6 (see Appendix B)
- Copies of evidence of outstanding contributions to research and other activities of excellence in publication.

**3) Assertion of Correctness:**

The applicant must sign the relevant Application Form (see Appendix B), asserting the correctness and accuracy of the information submitted. False information shall disqualify the applicant and may bear further disciplinary actions.

***Selection procedure and evaluation criteria***

A Review & Selection Committee is formed by the Rector to review and verify all applications submitted for awards. The Committee shall have the sole authority to reject any application that does not meet the required criteria.

***Review and evaluation process***

The Review & Selection Committee shall convene regularly, and as necessary, in order to process the received applications, to oversee the review and selection process, and to submit the lists of nominations for approval.

***Announcement and Award Delivery***

Once approved by the Rector, awards will be handed to the respective recipients. Their names and associated amounts shall be announced on the university website and in the university newsletter.

# APPENDIX A

## *Equivalent Impact Factor*

The ‘Equivalent’ (scaled) Impact Factor is applied universally across categories and used directly for award allocation. The value of the Equivalent Impact Factor is always between 0 and 1. The formula for the Equivalent Impact Factor (E) is as follows:

Let  $M_i$ ,  $X_i$  and  $D_i$  denote the minimum, maximum and median of the journal impact factors in Category (i) as published by the Institute for Scientific Information (ISI), the Equivalent Impact Factor  $E_i$  associated with an actual (original) journal impact factor  $F_i$  is calculated from the following formula:

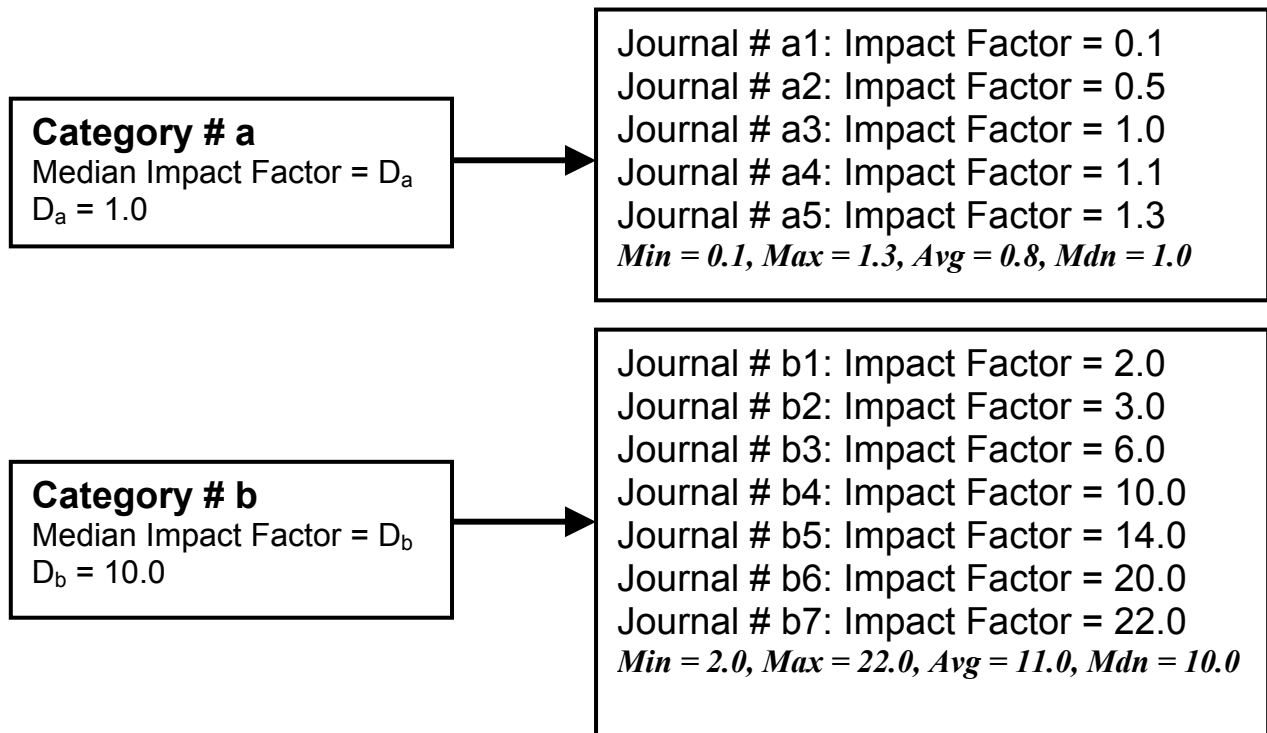
$$\left. \begin{aligned}
 E_i &= 0.5 - \frac{D_i - F_i}{2(D_i - M_i)} \quad \text{For } F_i \leq D_i \\
 E_i &= 1.0 - \frac{X_i - F_i}{2(X_i - D_i)} \quad \text{For } F_i > D_i
 \end{aligned} \right\}$$

### ***Award Allocation***

<b>Equivalent Impact Factor (E)</b>	<b>Award Amount (SR)</b>
0 to 0.01	1,000
> 0.01 to 0.1	5,000
> 0.1 to 0.5	10,000
> 0.5 to 0.75	15,000
> 0.75 to 1.0	20,000

### ***Illustrative Example***

Consider the shown two publication categories ‘a’ and ‘b’. Category ‘a’ has five (5) journals with impact factors ranging from 0.1 to 1.3, while Category ‘b’ has seven (7) journals with impact factors ranging from 2.0 to 22.0.



**Note:** For the minimum, maximum and median values of various journal categories, please refer to the entries under JCR (Journal Citation Reports) of ISI Web of Knowledge.

The following table shows the resulting application of the formula for calculating the Equivalent Impact Factor.

Category 'a'		Category 'b'	
Original Impact Factor ( $F_a$ )	Equivalent Impact Factor ( $E_a$ )	Original Impact Factor ( $F_b$ )	Equivalent Impact Factor ( $E_b$ )
0.1 <sup>(1)</sup>	0	2.0 <sup>(1)</sup>	0
0.5 <sup>(2)</sup>	0.22	3.0	0.06
1.0 <sup>(3)</sup>	0.5	6.0 <sup>(2)</sup>	0.24
1.1 <sup>(4)</sup>	0.67	10.0 <sup>(3)</sup>	0.5
1.3 <sup>(5)</sup>	1.0	14.0 <sup>(4)</sup>	0.67
		20.0	0.92
		22.0 <sup>(5)</sup>	1.0

**Note:**

- (1) Minimum
- (2) Half-way between Minimum and Median
- (3) Median
- (4) One-third between Median and Maximum
- (5) Maximum

# **APPENDIX B**

## ***Application Forms***





**DISTINGUISHED RESEARCH AND PUBLICATION QUALITY AWARD**  
**Submission Form #1**  
**ACHIEVED "FIELDS" MEDAL IN MATHEMATICS**

**Applicant's Data:**

Applicant Name:	College:
KSU ID #:	KSU Web URL:
Major Research Field:	Department:
Subspecialty Field:	Date of Submission:

**Medal Particulars:**

Date of Award	
Brief Description of Contribution / Citation Accompanying Medal Award:	

**Signatures of Applicant and ALL Co-Recipients from KSU\* (if any):**

\* By signing this form, the co-recipient authorizes the applicant to claim and receive the award on his/her behalf

Name of Applicant:	Signature of Applicant:	
Name of Co-Recipient #1:	Signature of Co-Recipient #1:	KSU ID #:
Name of Co-Recipient #2:	Signature of Co-Recipient #2:	KSU ID #:
Name of Co-Recipient #3:	Signature of Co-Recipient #3:	KSU ID #:
Name of Co-Recipient #4:	Signature of Co-Recipient #4:	KSU ID #:
Name of Co-Recipient #5	Signature of Co-Recipient #5:	KSU ID #:

**For Committee use only:**

Eligibility for Award:	Reviewed by:
Total Points:	Award Amount:



**DISTINGUISHED RESEARCH AND PUBLICATION QUALITY AWARD**  
**Submission Form #2**  
**HIGHLY CITED RESEARCHER (ISI)**

**Applicant's Data:**

Applicant Name:	College:
KSU ID #:	KSU Web URL:
Major Research Field:	Department:
Subspecialty Field:	Date of Submission:

**Particulars of Citation:**

Reference Year	
ISI Author Publication Number:	
ISI Rating	
ISI Assigned Category	
ISI Indexed Name	
ISI Notes / Other Brief Information on ISI Results for a Highly-Cited Author:	

**Signature of Applicant:**

Name of Applicant:	Signature of Applicant:
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**For Committee use only:**

Eligibility for Award:	Reviewed by:
Particulars of ISI Highly-Cited Author:	Reference Year:
Total Points:	Award Amount:



**DISTINGUISHED RESEARCH AND PUBLICATION QUALITY AWARD**  
**Submission Form #3**  
**PUBLICATION IN SCIENCE OR NATURE**

**Applicant's Data:**

Applicant Name:	College:
KSU ID #:	KSU Web URL:
Major Research Field:	Department:
Subspecialty Field:	Date of Submission:

**Publication Data:**

Publication Title	
Authors from KSU	
Journal Name	
Volume & Issue	
Year of Publication	
Page #	
ISSN (if known)	

**Signatures of Applicant and ALL Co-Authors from KSU\*:**

\* By signing this form, the co-author authorizes the applicant to claim and receive the award on his/her behalf

Name of Applicant:	Signature of Applicant:	
Name of Co-Author #1:	Signature of Co-Author #1:	KSU ID #:
Name of Co-Author #2:	Signature of Co-Author #2:	KSU ID #:
Name of Co-Author #3:	Signature of Co-Author #3:	KSU ID #:
Name of Co-Author #4:	Signature of Co-Author #4:	KSU ID #:
Name of Co-Author #5:	Signature of Co-Author #5:	KSU ID #:

**For Committee use only:**

Eligibility for Award:	Reviewed by:
Total Points:	Award Amount:



**DISTINGUISHED RESEARCH AND PUBLICATION QUALITY AWARD**  
**Submission Form #4**  
**PUBLICATION IN REPUTABLE JOURNALS**  
 (Including those indexed in Social Sciences Citation Index or Science Citation Index Expanded)

**Applicant's Data:**

Applicant Name:	College:
KSU ID #:	KSU Web URL:
Major Research Field:	Department:
Subspecialty Field:	Date of Submission:

**Publication Data:**

Publication Title	
Authors from KSU	
Journal Name	
Volume & Issue	
Year of Publication	
Page #	
ISSN (if known)	
Journal Impact Factor (For ISI referenced)	

**Signatures of Applicant and ALL Co-Authors from KSU\*:**

\* By signing this form, the co-author authorizes the applicant to claim and receive the award on his/her behalf

Name of Applicant:	Signature of Applicant:	
Name of Co-Author #1:	Signature of Co-Author #1:	KSU ID #:
Name of Co-Author #2:	Signature of Co-Author #2:	KSU ID #:
Name of Co-Author #3:	Signature of Co-Author #3:	KSU ID #:
Name of Co-Author #4:	Signature of Co-Author #4:	KSU ID #:
Name of Co-Author #5	Signature of Co-Author #5:	KSU ID #:

**For Committee use only:**

Eligibility for Award:	Reviewed by:
Impact Factor: (or Equivalent)	Reference Year:
Total Points:	Award Amount:



**DISTINGUISHED RESEARCH AND PUBLICATION QUALITY AWARD**  
**Submission Form #5**  
**HIGHLY CITED ARTICLE**

**Applicant's Data:**

Applicant Name:	College:
KSU ID #:	KSU Web URL:
Major Research Field:	Department:
Subspecialty Field:	Date of Submission:

**Publication Data:**

Publication Title	
Authors from KSU	
Journal Name	
Volume & Issue	
Year of Publication	
Page #	
ISSN (if known)	
Number of Citations (as per ISI)	

**Signatures of Applicant and ALL Co-Authors from KSU\*:**

\* By signing this form, the co-author authorizes the applicant to claim and receive the award on his/her behalf

Name of Applicant:	Signature of Applicant:	
Name of Co-Author #1:	Signature of Co-Author #1:	KSU ID #:
Name of Co-Author #2:	Signature of Co-Author #2:	KSU ID #:
Name of Co-Author #3:	Signature of Co-Author #3:	KSU ID #:
Name of Co-Author #4:	Signature of Co-Author #4:	KSU ID #:
Name of Co-Author #5	Signature of Co-Author #5:	KSU ID #:

**For Committee use only:**

Eligibility for Award:	Reviewed by:
Number of Citations: (ISI)	Reference Year:
Total Points:	Award Amount:



**DISTINGUISHED RESEARCH AND PUBLICATION QUALITY AWARD**  
**Submission Form #6**  
**OUTSTANDING CONTRIBUTIONS TO RESEARCH**

**Applicant's Data:**

Applicant Name:	College:
KSU ID #:	KSU Web URL:
Major Research Field:	Department:
Subspecialty Field:	Date of Submission:

**Particulars of Contributions to Research:**

Please provide a summary of outstanding contributions to research that would qualify for the award:

**Signature of Applicant:**

Name of Applicant:	Signature of Applicant:
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**For Committee use only:**

Eligibility for Award:	Reviewed by:
Particulars of ISI Highly-Cited Author:	Reference Year:
Total Points:	Award Amount: