

SCHOOL RESEARCH GRANT POLICY

School of Mathematics and Physics

1. Introduction

The School of Mathematics and Physics (SMP) acknowledges that high-quality research is integral to establishing and enhancing the school's reputation, both in China and globally. Our goal is to become a leading research-driven school within the University. To support this vision, the School Research Grant (SRG) has been established to provide modest funding for high-quality research projects with the potential to evolve into larger initiatives and attract external funding. Additionally, the SRG offers partial support for fundamental research of significant value that may not receive funding from other sources.

2. Principles of Operation

- a) SMP provides funding (up to 50,000 RMB per application) to facilitate quality research. The SRG is primarily designed to enhance research output and establish a strong foundation for securing external grants.
- b) Applicants must demonstrate a proven track record of research output and grant application attempts. Applicants must be research-active, as defined in the school's policy. Staff with a recent PDR rating of 'excellent' or 'outstanding' are normally given priority during the evaluation process. Priority is given to staff with an excellent track record of applying for, and receiving external research funding.
- c) When research output (e.g., a publication) is produced with the support of the SRG funding, then the grant number of the SRG must be mentioned in the acknowledgement of the research output. Without such acknowledgement, the research output cannot be claimed as an outcome of the SRG project.
- d) Applicants must clearly explain the rationale for the SRG. Applicants must declare whether or not they have any existing research grants whose funding period would overlap that of the intended SRG application; if so, justification for why the SRG is still necessary must be provided.
- e) Where relevant, ethics approval must be obtained before the start of the SRG project.
- f) The duration of an SRG project is typically one year. Each project normally starts at 1 September. Each project is normally completed by 31 August.
- g) SRG awards will only be allocated within the budgetary parameters set by the University.
- h) Applications will be reviewed by an assessment panel organized by the School.
- i) The decisions of the panel will be final. Feedback on the application will normally be provided to the applicants.
- j) Any other operations not specified in this policy shall follow the university policies.

3. Applications Process

- a) There will normally be one application round during each academic year, the deadlines for which will be announced by the School.
- b) The SRG assessment panel is chaired by the Associate Dean of Research (or designate). The panel will include senior academic staff members approved by the school.
- c) Applications should be submitted through the designated application form (**Appendix A**), without attachments.
- d) Applications received after the deadline will not be considered.

4. Guidelines of costing for project budget

Budgeted costs should fall within the eight following categories:

- Equipment (limited school budget for this category; strong motivation required)
- Consumables
- Test/calculation/analysis
- Power consumption
- Travel
- Reference/Information dissemination
- Expert consulting costs
- Miscellaneous

It is not possible to budget for Research Assistant labour fees. The project budget is subject to approval by the Dean.

5. Completion

- a) After completion of the project, the principal investigator is required to provide a report summarizing the outcomes of the project. **Appendix B** provides a template for this purpose.
 - a. The completion Report, along with any supporting documents, should be submitted to the Associate Dean for Research via MS@xjtlu.edu.cn.
 - b. Failure to submit such a report by the agreed deadline may preclude any further application for the SRG.
- b) After completion of the project, successful applicants are required to present their SRG projects and outcomes at an SRG seminar organized by the school.
- c) The extension of the budget is normally not allowed. In exceptional circumstances, approval must be sought from the Associate Dean for Research.
- d) Failure to achieve the intended outcomes mentioned may preclude any further applications to the SRG.

6. Reimbursement and Payment Procedures

- a) The SRG funding comes from the budget of the School of Mathematics and Physics. Successful applicants will be provided with instructions for reimbursement.
- b) Reimbursement and payment procedures should follow the University’s HR and Finance Policy on School budget expenses.

APPROVAL AND REVISION LOG

Date	Approval	Description
30 Nov, 2022	SRC	Approved
13 Feb, 2023	SSMT	Approved
25 Sep, 2025	SSMT	Policy and attachments updated following school requirements. Clarifications and language updates in the policy and its attachments.
09 Oct, 2025	SSMT	Added consideration of research active and the previous PDR results in section 2. b).
04 Dec, 2025	SSMT	Removed the budget limit on travel expenses. Priority support criteria updated. Added grant application table to completion form. Language improvements. Timeline updated.
15 Mar, 2026	SRC	Removed the possibility to include the budget item for research assistants, following university policy. Adjusted all appendices accordingly.
25 Mar, 2026	SSMT	Approved (no further changes were made after SRC approval).