

# **SOPs for Offices of Research, Innovation and Commercialization (ORICs)**

## **OFFICES OF RESEARCH, INNOVATION AND COMMERCIALIZATION (ORICs)**

*Transforming invention (pure Knowledge) into  
innovation (products, production processes)*



**Higher Education  
Commission, Islamabad**

# **Establishment of Offices of Research, Innovation and Commercialization (ORICs) in Public/Private Sector Universities of Pakistan**

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## **Introduction**

HEC aims to develop and sustain a dynamic and internationally competitive research sector in Pakistan that makes a major contribution to economic prosperity, national wellbeing and the expansion and dissemination of knowledge. Promotion of Research is one of the core strategic aims of HEC. Through the program and initiatives launched by HEC for strengthening research and the process of knowledge creation, the quality and research output emanating from the universities and institutes in the country have shown tremendous improvements. Now Pakistan has been acknowledged as rising star in a number of research disciplines in terms of percentage increase in internationally cited research publications. Yet, this is no more than an end of a beginning and we need not only to sustain and improve this trend but also contemplate on questions of relevance and economic, social and academic impact of the research. In pursuit of this end, HEC has started working to organize the research activities of universities/HEIs ensuring availability of well-established and fully functional ORIC (Office of Research, Innovation and Commercialization). The ORICs will provide strategic and operational support to the University's research activities/program, and will have a central role in facilitating the University Industry linkages for commercialization of research.

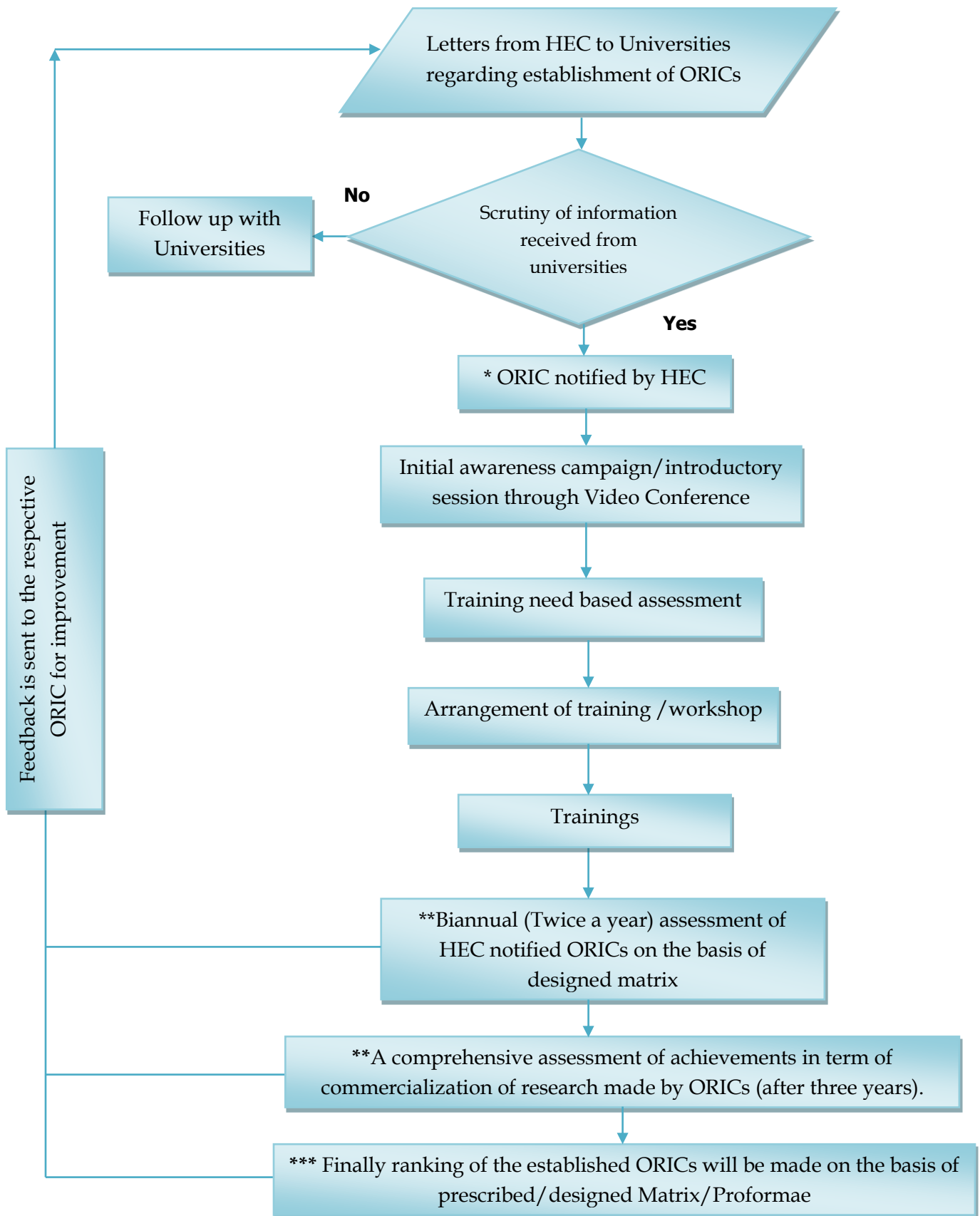
## **SOPs for Office of Research, Innovation and Commercialization (ORICs)**

- Once ORICs are established all the research proposals to HEC/other agencies etc. must be processed through ORICs.
- Submission of research proposals relevant to Pakistan's Socio-Economic needs.
- Updation of data regarding funding/donor agencies.
- Establishment of links with donors.
- Establishment of links with Industries
- Arrange/conduct seminars, conferences and training programs for faculty awareness and faculty industry interaction.
- Identify regional expertise and requirements.
- Arrange International trainings and workshops.
- Arrange trainings and workshops at national level.
- Arrange International Seminars/Symposium.
- Arrange Seminars/Symposium at national level.
- Develop business plans
- Maintain a webpage for ORIC on the main website of the respective university and regularly update the same to make all the ORIC related activities, ranging from research proposals to information regarding donor agencies and industrial linkages established, reflected on the website.

## SOPs for HEC to follow up 'Office of Research, Innovation and Commercialization (ORICs)':

- The universities establishing Office of Research, Innovation and Commercialization (ORIC) as per HEC prescribed procedure, will be provided overhead cost of 15% (instead of previously adopted procedure of 2%) against each research project submitted to NRPU (National Research Program for Universities).
- Encourage universities for establishment of ORIC
- Notify ORIC on the basis of satisfactory information received from universities regarding establishment of ORICs
- Information regarding established and HEC notified ORICs will be provided to NRPU for implementation of the increased overhead cost @ 15%.
- Follow-up with universities on issues
- Assess the status of ORIC on the basis of designed Matrix/KPIs
- Follow up for updates
- Biannual assessment of progress of ORIC of each University
- Ranking of established ORICs on the basis of the designed Matrix.

# HEC; establishment of ORICs



\* The HEC notified Office of Research, Innovation and Commercialization (ORIC), will be provided overhead cost of 15% (instead of previously adopted procedure of 2%) against each research project submitted to NRPU (National Research Program for Universities).

\*\* Assessments are made on the basis of matrix incorporated in the Proformae Annexure-A, Annexure-B, Annexure-C and Annexure-D

\*\*\* Ranking formula (as given below); which will be calculated on the basis of assessment made through Proformae:

**Ranking of Offices of Research, Innovation and Commercialization (ORICs)**

Category	Score	No. of ORICs
W	80% to 100%	
X	60% to 79%	
Y	40% to 59%	
Z	Upto 40%	

**Phase: I; ORIC ASSESSMENT PROFORMAE (O-01) REGARDING ESTABLISHMENT OF ORIC**

To be filled by the respective Head/Director of along with comments against each:

R.No.	Availability of Human/Physical Resources/Infrastructure	Yes/No	Comments/Information
<b>1- Establishment of ORIC (weightage 20)</b>			
<b>1.i</b>	Temporary building space		
<b>1-ii</b>	Permanent building space		
<b>1-ii-a</b>	One meeting/ conference room		
<b>1-ii-b</b>	Reception area for Administrative assistants		
<b>1-ii-c</b>	One office shared by Manager of research Operations and Accountant		
<b>1-ii-d</b>	One office shared by Manager of Resource Development and Manager of University-Industrial Linkages		
<b>1-ii-e</b>	One office shared by HR officer, publications and communications specialist, and Research Associate		
<b>1-ii-f</b>	Office for Director		
<b>1.iii Available facilities</b>			
<b>1-iii-a</b>	Full furnished office		
<b>1-iii-b</b>	Computers / Phone and internet service		
<b>1.iv Staffing</b>			
<b>1.iv-a</b>	Director (full time)*		
<b>1.iv-b</b>	Manager Research operation (full time)*		
<b>1.iv-c</b>	Manager Research Development (full time)*		
<b>1.iv-d</b>	Manager University Industry linkages and technology transfer (full time)*		
<b>1.iv-e</b>	3 administrative assistants (full time)*		
<b>1.iv-f</b>	1 accountant (full time)*		
<b>1.iv-g</b>	1 HR officer (full time)*		
<b>1.iv-h</b>	3 research associates (full time)*		
<b>1.iv-i</b>	1 publication/ communication specialist (part time)*		

**Declaration:**

This is to certify that all the entries are correct/true to the best of my knowledge and belief.

University/Institution: \_\_\_\_\_ Location: \_\_\_\_\_

Information provided By: \_\_\_\_\_ Designation: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_. Signature with Official Stamp \_\_\_\_\_

\* Information, being provided regarding the available Human Resources in the above table, must be substantiated with the documentary evidences (e.g. Office Order/Joining letter etc.) please.

**Phase: II; ORIC ASSESSMENT PROFORMAE (O-02) REGARDING OPERATION OF ORIC**

To be filled by the respective Head/Director of along with comments against each:

R. No.	Achievements of ORIC in term of Research	Number	Comments/Information	weightage
<b>Phase: II (Once ORIC is fully operational)</b>				
<b>2. Research (weightage 30)</b>				
2-i	Number of research proposals approved			20 & above (10) 15 & above (8) 10 & above (6) 5 & above (4) 1 & above (1)
<b>2-ii Number of Joint Research</b>				
2-ii-a	At National level			02
2-ii-b	At international Level			03
<b>2-iii Number of Research links established</b>				
2-iii-a	At National level			02
2-iii-b	At international Level			03
2-iv	No. of research articles presented in national/international conferences			50 and above (2) below 50 (1)
<b>2-v Number of research papers published</b>				
2-v-a	In national journals			02
2-v-b	In international journals with impact factor			04
2-v-c	In international journals without impact factor			02

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Information provided By: \_\_\_\_\_ Designation: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_. Signature with Official Stamp \_\_\_\_\_

\* This Proformae may please be filled by the Director/Head of the ORIC with due signature and official stamp.



**Phase: III; ORIC ASSESSMENT PROFORMAE (O-03) REGARDING CAPACITY BUILDING**

To be filled by the respective Head/Director of along with comments against each:

R. No.	Achievements of ORIC in term of Institutional capacity building	Number	Comments/Information	weightage
<b>Phase: III(Assessment after two years of establishment of ORIC)</b>				
<b>3- Capacity Building (Weightage 20)</b>				
<b>3i- Institutional capacity building</b>				
<b>3-i-a</b>	No. of staff inducted			30% and above (3) below 30% (2)
<b>3-i-b</b>	No. of fall outs(-2)			if fall out is 10% or above 2 points will be deducted
<b>3-i-c</b>	No. of staff on duty during calendar year			90% and above (5) 75% and above (3) 60% and above (2)
<b>3-i-d</b>	No. of staff on leave			below 20% (0) above 20% (-2) above 30% (-3)
<b>3-i-e</b>	No. staff with foreign degree			above 40% (2) below 40% (1)
<b>3-ii Human Resource Development</b>				
<b>3-ii-a</b>	No. Workshops/trainings arranged (national)			10 and above (2) below 10 (1)
<b>3-ii-b</b>	No. International trainings arranged			10 and above (3) below 10 (2)
<b>3-ii-c</b>	participation in International trainings			1
<b>3-ii-d</b>	Seminar/ Symposium arranged (National)			1
<b>3-ii-e</b>	International Seminar/Symposium arranged			10 and above (2) below 10-2 (1)
<b>3-ii-f</b>	No. of international Seminar attended by Faculty with ORIC support			1

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University/Institution: \_\_\_\_\_ Location: \_\_\_\_\_

Information provided By: \_\_\_\_\_ Designation: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_. Signature with Official Stamp \_\_\_\_\_

\* This Proformae may please be filled by the Director/Head of the ORIC with due signature and official stamp.

**Phase: IV; ORIC ASSESSMENT PROFORMAE (O-04) REGARDING  
COMMERCIALIZATION OF RESEARCH**

To be filled by the respective Head/Director of along with comments against each:

R. No.	Achievements of ORIC in term of Commercialization of research	Number	Comments/Information	weightage
<b>Phase IV: (to be assessed after three years of establishment of ORICs)</b>				
<b>4- Commercialization of Research (weightage 30)</b>				
4-i	Number of links established with industry			above 80% (9) 80-60% (8) 60-50% (6) 50-30% (4) 30-10% (1)
4-ii	Number of Patent Designs/Formula/ Approved Varieties			5 and above (10) 3 and above (7) 1 and above (5)
4-iii	Number of business plans developed			7 and above (3) 5-7 (2) 1-5 (1)
4-iv	Number of research products/ process gone into prefeasibility/ prototype development			8 and above (3) 5-7 (2) 1-5 (1)
4-v	Number of spin out companies			2 and above (5) 1 (3)

**Declaration:**

This is to certify that all the entries are correct/true to the best of my knowledge and belief.

University/Institution: \_\_\_\_\_ Location: \_\_\_\_\_

Information provided By: \_\_\_\_\_ Designation: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_. Signature with Official Stamp \_\_\_\_\_

\* This Proformae may please be filled by the Director/Head of the ORIC with due signature and official stamp.

# Year Wise Activity Plan for Establishment of ‘Offices of Research, Innovation and Commercialization (ORICs)’

## **First Year:**

Year 2010-11 ORIC Activity Plan					
S.No	Major Tasks	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
1	<b>Establishment of ORICs at Universities</b>	6	2	1	1
2	Building				
3	Furnishing				
4	<b>Staffing</b>				
5	Advertisement for staff hiring				
6	Short listing				
7	Selection interviews				
8	Joining of staff				
9	<b>Notification of ORIC by HEC</b>				
10	<b>Routing of research proposals/projects to NRPU through ORICs</b>				
11	<b>Training / Capacity Building</b>				
12	Orientation/ Introductory Sessions/Trainings virtually through Video Conferencing				
13	Training need assessment (TNA) of HEC Notified ORICs				
14	Identification and Selection of Trainer/Resource Person				
15	Preparation of Training Module/Method/Media				
16	Execution of Trainings of HEC Notified ORICs				
17	<b>Monitoring / Evaluation of Progress Reports of HEC Notified ORICs</b>				
18	Receipts of biannual (twice a year) progress reports on the Proformae designed for the purpose from the HEC Notified ORICs				
19	Assessment / evaluation of HEC Notified ORICs on the basis of Score Card.				
20	<b>Awarding category / categorization on the basis of assessment made</b>				

## **Second Year:**

<b>Year 2011-12 ORIC Activity Plan</b>					
<b>S.No</b>	<b>Major Tasks</b>	<b>1st Quarter</b>	<b>2nd Quarter</b>	<b>3rd Quarter</b>	<b>4th Quarter</b>
1	<b>Establishment of ORICs at Universities</b>	3	2	3	2
2	Building				
3	Furnishing				
4	<b>Staffing</b>				
5	Advertisement for staff hiring				
6	Short listing				
7	Selection interviews				
8	Joining of staff				
9	<b>Notification of ORIC by HEC</b>				
10	<b>Routing of research proposals/projects to NRPU through ORICs</b>				
11	<b>Training / Capacity Building</b>				
12	Training need assessment (TNA) of HEC Notified ORICs				
13	Identification and Selection of Trainer/Resource Person				
14	Preparation of Training Module/Method/Media				
15	Execution of Trainings of HEC Notified ORICs				
16	<b>Monitoring / Evaluation of Progress Reports of HEC Notified ORICs</b>				
17	Receipts of biannual (twice a year) progress reports on the Proformae designed for the purpose from the HEC Notified ORICs				
18	Assessment / evaluation of HEC Notified ORICs on the basis of Score Card.				
19	<b>Awarding category / categorization on the basis of assessment made</b>				

## **Third Year:**

<b>Year 2012-13 ORIC Activity Plan</b>					
<b>S.No</b>	<b>Major Tasks</b>	<b>1st Quarter</b>	<b>2nd Quarter</b>	<b>3rd Quarter</b>	<b>4th Quarter</b>
1	<b>Establishment of ORICs at Universities</b>	3	2	3	2
2	Building				
3	Furnishing				
4	<b>Staffing</b>				
5	Advertisement for staff hiring				
6	Short listing				
7	Selection interviews				
8	Joining of staff				
9	<b>Notification of ORIC by HEC</b>				
10	<b>Routing of research proposals/projects to NRPU through ORICs</b>				
11	<b>Training / Capacity Building</b>				
12	Training need assessment (TNA) of HEC Notified ORICs				
13	Identification and Selection of Trainer/Resource Person				
14	Preparation of Training Module/Method/Media				
15	Execution of Trainings of HEC Notified ORICs				
16	<b>Monitoring / Evaluation of Progress Reports of HEC Notified ORICs</b>				
17	Receipts of biannual (twice a year) progress reports on the Proformae designed for the purpose from the HEC Notified ORICs				
18	Assessment / evaluation of HEC Notified ORICs on the basis of Score Card.				
19	<b>Awarding category / categorization on the basis of assessment made</b>				