**SAUDI ARABIAN CULTURAL BUREAU (SACB)- BENCH FEES**

**Program Guidelines**

**Funding**

* For Master’s students: one-time payment of up to $5,000 for a Funded Student admitted to a research-based masters’ program
* For PhD students: payments of up to $10,000 over the course of study for a funded student admitted to a PhD program during the course of the program

**Eligible expenses**

* Bench fees are to be used for covering the cost of consumable and/or disposable research materials and supplies used for research

**Non-eligible expenses**

* In-direct or overhead costs (e.g. costs associated with facilities and basic utilities, purchase and repair of office equipment, administration fees, insurance for equipment/vehicles, basic communication devices such as telephones and fax machines, and computer software and terminals)
* Thesis binding costs, travel for external examiners, travel to attend/present at conferences and publishing costs

**Submission/Approval Process**

1. Complete and sign the application form (must be printed on Department letterhead)
2. Complete a [Cover Sheet for Sponsored Research](https://uwaterloo.ca/research/sites/ca.research/files/uploads/files/CoverSheetd8s.pdf).  Add the student’s name for ‘Title” and supervisor’s name for “Principal Investigator”
3. Send the application form and cover sheet via interoffice mail to the attention of the [Administrator, International Research and Partnerships](https://uwaterloo.ca/international/about/people)
4. The student must also submit a request to Bureau through the Student Portal (Bawaba)
5. If the proposal is approved, the Bureau will send a formal Notice of Award to both the Office of Research and the student
6. At that time, a research account will be created under the supervisor’s name and released in the awarded amount

**Reporting**

* A progress report is due Sept 30th each year
* The Office of Research will submit the annual academic reports on behalf of the supervisor.
* The Research Finance team will complete the financial reporting requirements

*Note*: unspent bench fees must be returned (e.g. student withdraws, cannot complete research or research-related activities as planned).

**Program contacts**

* For questions regarding the Bench Fee program and eligibility, please contact the Bureau directly: Benchfees@saudibureau.org
* For questions regarding administrative and financial processes at Waterloo, please contact the [Administrator, International Research and Partnerships](https://uwaterloo.ca/international/about/people)