

# **POLICY ON DISBURSEMENT**

ORIC RESEARCH PROJECT FUNDS



**UNIVERSITY OF CHILD HEALTH SCIENCES, LAHORE**





**OFFICE OF THE REGISTRAR**  
**UNIVERSITY OF CHILD HEALTH SCIENCES, LAHORE**

Ferozpur Road, Lahore Phone # (92) (42) 99232216, 99230901-23 Ext. 2009, 2045

Email: registrar@uchs.edu.pk | Web: https://www.uchs.edu.pk



**NOTIFICATION**

Pursuant to the approval of the Syndicate in its 15<sup>th</sup> meeting, and in accordance with Section 25(2)(a) of the University of Child Health Sciences, Lahore Act, 2021 (Act XVIII of 2021), the "Policy on Disbursement of ORIC Research Project Funds" is hereby notified as under: -

**1. Purpose:**

This policy provides a structured framework for the disbursement, utilization, and reporting of research funds at UCHS to ensure transparency, accountability, and compliance with financial regulations.

**2. Scope:**

This policy applies to all research projects and clinical trials funded through government grants, HEC, donor agencies, international organizations, own sources, or any other approved funding streams of UCHS.

**3. Principles of Fund Disbursement:**

**a. Approval & Allocation**

Research funds shall be disbursed strictly in accordance with the approved project budget, as per the agreement with funding organization, and sanction of the committee authority (capability by Vice Chancellor).

**b. Fund Release**

Disbursement shall be made upon the request of the Principal Investigator (PI), duly verified by ORIC and will be processed through the Treasurer's Office, with the approval of the Worthy Vice Chancellor.

**c. Mode of Payment**

Payments shall be made through cross cheque /online transfers to suppliers, staff, or service providers to minimize cash handling.

**d. Revolving Fund**

To facilitate smooth and timely implementation of research activities, a revolving fund/petty cash may be provided to the Principal Investigator (PI) duly approved by syndicate committee. This fund shall be: -

- 1) Maintained within a prescribed ceiling, as determined by the committee from time to time.
- 2) Utilized only for approved project-related expenses, up to 10% of the project cost, as per project requirements, including petty expenditures (stationery, photocopying, and small-scale logistics, etc.).
- 3) Supported with proper receipts/vouchers.
- 4) Subject to periodic reconciliation and adjustment.

e. **Supporting Documentation**

Each disbursement must be supported with original invoices, quotations, work completion certificates, or other valid documents, duly verified by PI.

f. **Utilization & Reporting**

The Project Director/Principal Investigator must submit a quarterly statement of expenditure to ORIC for monitoring and record, with a copy forwarded to the Vice Chancellor.

g. **Audit & Compliance**

All project funds will be subject to both internal and external audit to ensure compliance with government financial rules and donor requirements.

h. **Unspent Balances**

Any unutilized funds at project completion shall be credited to the UCHS, unless specified in the original contract.

**4. Prohibited Practices**

- a. Diversion of funds to unapproved heads of account.
- b. Expenditure without prior approval of the Competent Authority.
- c. Cash disbursements without justification and proper record.

**5. Review of Policy**

This policy shall be reviewed annually, or as deemed necessary, in accordance with Syndicate approval, applicable regulations, and audit observations.

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**MODUS OPERANDI**

**PROJECT POLICY FOR DISBURSEMENT OF FUNDS**

**1. Approval of Outsourced Activity**

The Principal Investigator (PI) shall submit a justification note for outsourcing, duly verified by ORIC and approved by the Competent Authority (Vice Chancellor.). The note must clearly state:

- a. Scope of work
- b. Estimated cost
- c. Basis for lab/vendor selection

**2. Vendor Selection & Agreement**

- a. **At least three quotations shall be obtained (as per PPRA/UCHS rules).**
- b. Selection must be based on quality and cost-effectiveness.
- c. A Service Agreement / MoU shall be signed with the lab/vendor.
- d. A Contract / Purchase Order shall be issued by UCHS, serving as formal authorization to commence work.



### 3. Disbursement of Funds

- a. All disbursements must be supported by original invoices, quotations, work completion certificates, and related documents.
- b. Payments shall be made through crossed cheque directly to vendors, staff, or service providers, minimizing cash handling.
- c. All expenditures remain subject to audit and compliance checks.

### 4. Participant Log Book: (if applicable)

For projects involving direct participant compensation (PI, Co-PI, Support Staff, etc.), the list of participants and corresponding receipts shall be notified by the Registrar. There shall be an administrative staff share of 5% included in the compensation list as per contract. A logbook must also be maintained, containing the following details:

- a. Participant Name Designation
- b. Purpose of Payment
- c. Amount Paid

### 5. University Share

All research projects shall be subject to administrative charges by UCHS. The University share will be 10% for Research Projects and from 20% to 25% for Clinical Trials, which shall be agreed upon at the time of project approval and stipulated in the agreement between UCHS and the funding organization.

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**DR. MASOOD SADIQ** FRCP  
Tamgha-e-Imtiaz  
Professor of Paediatric Cardiology  
**Vice Chancellor**

No. 918-23 /UCHS

Dated: 24/02 2026

A copy is forwarded for information to:

1. The Pro-Vice Chancellor, University of Child Health Sciences, Lahore.
2. The Treasurer, University of Child Health Sciences, Lahore.
3. The Director ORIC, University of Child Health Sciences, Lahore.
4. The Additional Registrar, University of Child Health Sciences, Lahore.
5. PA to Vice Chancellor, University of Child Health Sciences, Lahore.
6. Master File.



**Prof. Dr. Muhammad Nasir Rana**  
MBBS (KEMU), FCPS, CHQP, CRCP, CHPE  
**REGISTRAR**  
University of Child Health Sciences, CH, LHR