

1.0 INTRODUCTION

This document explains the guidelines on the application and evaluation process for the UTeM-International Research Matching Grant. The purpose of opening this grant is to encourage international level research projects among UTeM researchers who then explore other potential beyond the research field such as consulting, training, and commercialization. Indirectly, the research conducted also contributed to the MyRA star rating through the increase in the number of project leaders, the number of grants, the value of grants received and those spent.

2.0 UTeM-INTERNATIONAL RESEARCH MATCHING GRANT (IRMG)

2.1 INTRODUCTION

UTeM-IRMG is a joint venture research project between the UTeM and Collaborative Partners (Industry/Agencies/Institutions at the international level) which will finance the project costs equally, i.e., 1:1 in a certain period of time.

2.2 APPLICATION REQUIREMENTS

- 2.2.1 Grants are open to all **Lecturers, Senior Lecturers, Associate Professors or Professors** who have been registered with a Research Group at UTeM. Language Teachers, Tutors & Teaching Engineers are only appointed as co-researchers.
- 2.2.2 The project membership should consist of a combination of 5 (maximum) UTeM researchers (including the Project Leader). Apart from UTeM Researchers, projects also need to involve researchers from collaboration partners. The tasks of each project member must clearly stated and, contribute to the achievement of project and group objectives.

- 2.2.3 IRMG's research project is "**applied research**" with the concept of Collaborative Partner problem solving. At the same time supporting the UTeM's thrust in "*Advanced Manufacturing and Computing Technologies*" (AMCT).
- 2.2.4 Applications are made using the **UTeM/CRIM/RND/001D** – *UTeM-INTERNATIONAL RESEARCH MATCHING GRANT APPLICATION FORM* and **only 1 application** is allowed per researcher.
- 2.2.5 The duration of the research project is a minimum of **12 months and no more than 24 months**. The start date of the project is after obtaining an approval from the Deputy Vice-Chancellor (Research and Innovation).
- 2.2.6 Faculty/Centre/Institute/CoE level of review should be done and certified by the Faculty/Centre/Institute/CoE before the application is being submitted to CRIM. IRMG's Evaluation Panel Committee level evaluation will support qualified and quality applications.
- 2.2.7 Both parties will use the funds received, laboratory facilities, assets and inventory, exchange of data and information for research purposes only.
- 2.2.8 MoA must be signed between the UTeM and the collaboration partner before the project is carried out.
- 2.2.9 Conferences attendance in the country are allowed at maximum of TWO (2) times during the research period.
- 2.2.10 Failure to meet the application requirements and comply with the UTeM's Research Management Guidelines will result in the application being rejected.

2.3 FINANCIAL REGULATIONS

- 2.3.1 For UTeM-IRMG, all transactions must use the US Dollar (USD) currency as the main reference.
- 2.3.2 The allocation budget for each project is as much as **USD 2,500 (minimum)** which is contributed by each UTeM and Collaborating Partner. Therefore, the minimum amount of the total grant allocation is USD 5,000 (UTeM – USD 2,500 and Collaborating Partner – USD 2,500) while the maximum total grant allocation is USD 10,000 (UTeM – USD 5,000 and Collaborating Partner – USD 5,000). It should be based on the needs and suitability of the project in compliance with financial regulations. Expenses need to be detailed, in addition to considering savings and prudence measures.
- 2.3.3 Transaction in and out from UTeM are allowed with international universities or agencies only.
- 2.3.4 The total amount must be match for the programmes/projects that have been mutually agreed from both parties.
- 2.3.5 Currency/Foreign exchange variations will be borne by the respective agencies or universities due to the transaction process. All transactions in and out must be done without any delay to avoid any currency/foreign exchange (FOREX) losses.
- 2.3.6 All the financial details must be included in the Memorandum of Agreement (MoA) or other legal documents.
- 2.3.7 Both parties (Principle Investigator) must declare the specific amount of monetary (after the all the transactions completed) for documentation purposes.
- 2.3.8 Breakdown of UTeM-IRMG vot's allocation as in Table 1.

Table 1. VOT Allocation Breakdown for UTeM-IRMG

UTeM-INTERNATIONAL RESEARCH MATCHING GRANT		
VOT	DETAILS	BUDGET (RM)
11000	Payment to Temporary ,Part-time Research Assistant – RA or Graduate Research Assistant - GRA	
21000	Travel	
24000	Rental	
27000	Supplies and Other Materials	
28000	Maintenance and Minor Repairs	
29000	Special Services	
35000	Equipment and Furniture	Ceiling VOT 35000, VOT 36000 votes (a total of 2 votes is 40% of the amount requested)
36000	Inventory	

2.3.9 All expenses must be based on the approved proposal.

2.3.10 Only one (1) appointment of Research Assistant (RA) or Graduate Research Assistant (GRA) is allowed during the research period. Appointments are based on project requirements and available allocations subjected to guideline of respective institutions/agencies.

2.3.11 All research activities are subject to the following policies and guidelines:

- i. *UTeM's Research Policy*
- ii. *Guidelines for Research Management*
- iii. *UTeM financial regulations*

2.4 APPLICATION PROCEDURE

- 2.4.1 A good proposal paper should show a clear connection between the project summary and the background, the objectives that can be achieved in the period and the research method to be carried out.
- 2.4.2 The proposal paper should clearly display a flow chart and a Gantt chart with milestones.
- 2.4.3 Applicants from the UTeM and collaborating partners will go through an evaluation process at their respective organizations. Both parties must get approval from the represented management to implement the research project.
- 2.4.4 The completed application form along with the Letter of Intent (LoI) from the Collaboration Partner must go through a review at the Faculty/Centre/Institute/CoE level before being sent to CRIM.
- 2.4.5 The UTeM level of evaluation will be conducted by the UTeM-IRMG Evaluation Panel Committee appointed by CRIM.
- 2.4.6 Applications supported by this committee will be certified by the Deputy Vice-Chancellor (Research and Innovation) before the offer letter is issued.
- 2.4.7 Project progress reports should be sent every 3 months throughout the research period.
- 2.4.8 The final report of the project must be sent within 2 months after the end of the grant.
- 2.4.9 Please refer to the UTeM-IRMG Application Procedure in Appendix 1.

2.5 EVALUATION OF PROPOSED PROJECTS

- 2.5.1 Projects that have a significant impact on UTeM and quality proposals will only be considered.
- 2.5.2 Only applications that comply with the rules, clear and of good quality are eligible for UTeM-IRMG funding. The risk of an application being rejected early through technical knock-out can be reduced through a review at the Faculty/Centre/Institute/CoE level.
- 2.5.3 Suitability and impact on the thrust of the research group and UTeM are the focus of the evaluation.
- 2.5.4 The decision of the UTeM-IRMG Evaluation Panel Committee and the Deputy Vice-Chancellor (Research & Innovation) is final.
- 2.5.5 The flow chart of the UTeM-IRMG application and evaluation process is as in Appendix 2.

2.6 EXPECTED RESULTS

- 2.6.1 Clearly state the expected high-impact research results i.e.;
 - i. One product/prototype, AND;
 - ii. At least two (2) ISI/SCOPUS/ERA indexed citation journal publications, OR;
 - iii. At least one (1) ISI/SCOPUS/ERA indexed citation journal publications and one (1) conference paper, AND;
 - iv. At least one (1) or more intellectual property registration (patent/copyright)

Note: Please note that all

2.7 UTeM-INTERNATIONAL MATCHING RESEARCH GRANT AGREEMENT DOCUMENT

2.7.1 Each successful application will be issued a conditional offer letter, where the researcher needs to complete relevant legal documents such as:

- i. Memorandum of Agreement (MoA)
- ii. Memorandum of understanding (MoU)
- iii. Letter of Agreement (LoA)
- iv. Other legal documents

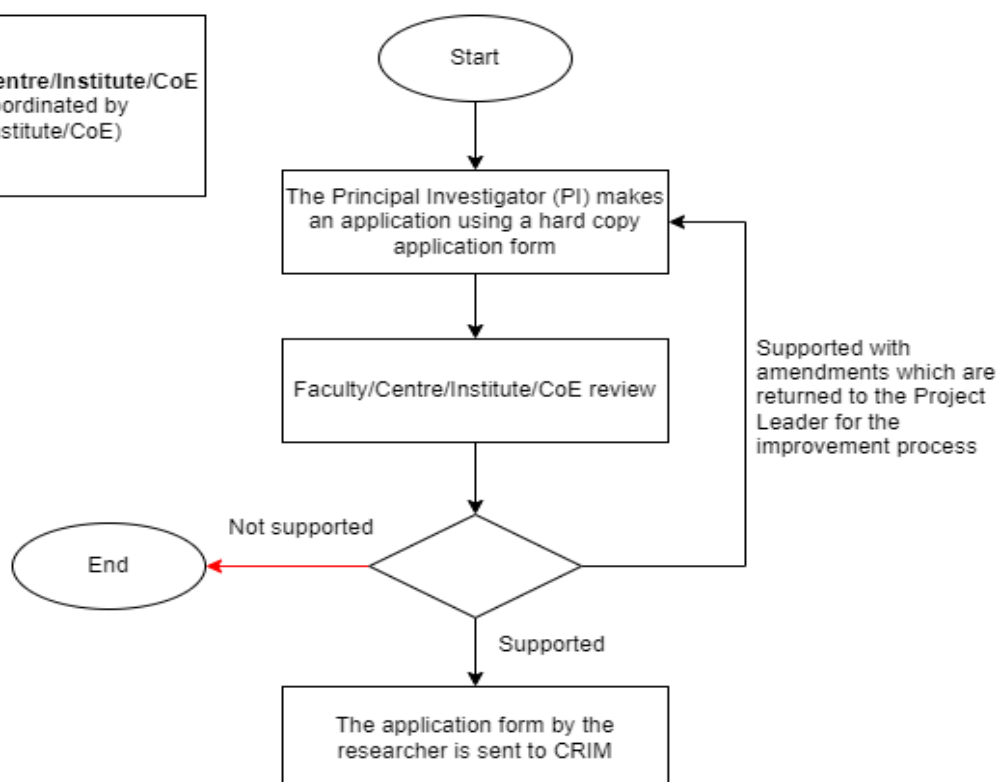
2.7.2 The work process for the approval of legal documents for this international matching research grant can be referred to APPENDIX 3.

2.4	APPLICATION PROCEDURE UTeM - INTERNATIONAL RESEARCH MATCHING GRANT (IRMG)
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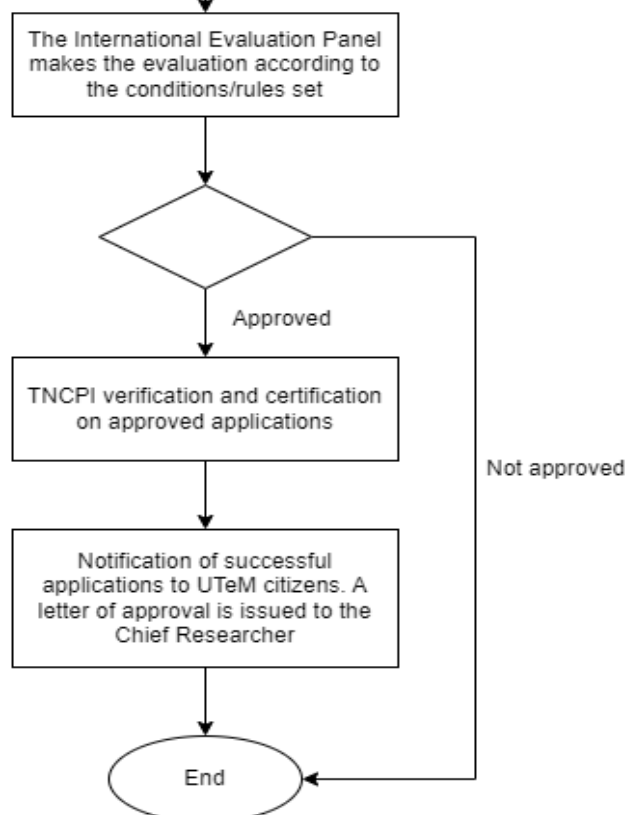
Item	Work process	Approval / Referred Officer	Law/ regulation section
1	Filling out the application form along with the Letter of Intent (LoI) from the collaborating partner.	Researcher/ Collaborator	Application Guidelines <i>UTeM- International Research Matching Grant Scheme</i>
2	Review of application forms at Faculty/Centre/Institute/CoE level	Deputy Dean/ CoE manager	
3	The UTeM level of evaluation will be conducted by the UTeM-IRMG Evaluation Panel Committee	UTeM-IRMG Evaluation Panel Committee	
4	Successful applications are sent to the Deputy Vice-Chancellor (Research and Innovation) for a certificate of approval	DVC (R&I)	
5	Notify successful researchers through an offer letter to the Project Leader.	Director of CRIM	

2.5	APPLICATION FLOWCHART UTeM-INTERNATIONAL RESEARCH MATCHING GRANT (IRMG)
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First Stage:- Faculty/Centre/Institute/CoE Level Review (coordinated by Faculty/Centre/Institute/CoE)



Second Level:- University Level Assessment (coordinated by CRIM)



APPENDIX 3

ITEM	Description	Document
[1]	Researchers submit a Letter of Intent from the collaborative partner stating that the partner wishes to carry out research collaboration	Letter of Intent–LoI
[2]	Researchers prepare and complete research proposal papers for evaluation purposes	Research Proposal
[3] & [4]	***CRIM (secretariat) appoints an internal evaluation panel and conducts the evaluation process of research proposal papers for the proposed project.	<i>Nil</i>
[5]	CRIM will inform the evaluation results: • Pass – Conditional Offer (Researcher must complete) • Failed – Researchers need to review the research proposal. For full recommendation research proposals, proceed to the legislative process	<i>Nil</i>
[6]	Liaising with the UTeM's Legal Advisory Office (PUU) regarding the preparation of draft MoA/MoU/Other Legal Documents	Draft MoA/MoU/LoA
[7]	Finalize the final draft of MoA/MoU/Other Legal Documents between collaborative partners and UTeM (PUU)	Draft MoA/MoU/LoA
[8]	Prepare the PUU Email Attachment (stating that the Draft MoA/MoU/Other Legal Document is a clean draft) and obtain the registration number of the draft MoA/MoU/Other Legal Document	1. Email PUU (Appendix) 2. Registration No. of MoA/MoU/Other Legislative Documents
[9]	Researchers complete the Risk Registration Form (DVCRI) and the Initial Risk Assessment Form (PPSKR)	1. Risk Register Form (TNCPI) 2. Initial Risk Assessment Form (PPSKR)
[10]	Researchers prepare JKTSPi Front Page and MoA/MoU Working Papers. The Front Page needs to obtain the respective signatures for recommendation: Researcher → Faculty Dean → CRIM Director → Assistant Legal Adviser	1. Front page 2. Paper work for JKTSPi Meeting
[11]	Researchers present to obtain approval at the JKTS Meeting (P&I)	<i>Nil</i>

[12]	For the results of the papers that have been presented: 1. Pass – Researchers can complete MoA/MoU/Document signing Other Legislation for both parties 2. Fail – The researcher should review the draft MoA/MoU	Draw of the JKTSPI Meeting Minutes
[13]	The researcher provides Four (4) Copies of MoA/MoU/Other Legal Documents for the purpose of signing the document for both parties and cancelling the Revenue Stamp at the IRB for the document that has been completely signed	1. Four (4) Copies of MoA/MoU 2. IRB Revenue Stamp Receipt
[14]	The researcher provides Four (4) Copies of MoA/MoU/Other Legal Documents for the purpose of signing the document for both parties and cancelling the Revenue Stamp at the IRB for the document that has been completely signed	1. One (1) Copy of MoA/MoU 2. Form of RND02 3. Draw of the JKTSPI Meeting Minutes 4. Paper work that is presented at JKTSPI Meeting

***Work processes [3] & [4] are applicable to MATCHING research grants only and not applicable to FULL research grants