



**INSTITUTE RESEARCH AND POSTGRADUATE STUDIES  
UNIVERSITI KUALA LUMPUR  
RESEARCH AND INNOVATION GRANT SCHEME (RIGS)  
GUIDELINES  
(1/2013)**

**1. OBJECTIVE**

The objectives of the priority research grant scheme are as follows:

- a. to support research that can lead to the innovation of products or processes for further development and commercialisation; and/or
- b. to generate new scientific knowledge and strengthen national research capacity and capability.

**2. ELIGIBILITY**

- a. This fund is open to all UniKL staff who are employed on a permanent or contractual basis
- b. Staff working under contract are eligible to apply. However, the project must have a permanent Malaysian co-researcher from the same institution, well-versed with the project, to ensure its completion in the event the expatriate's contract is terminated.

**3. SELECTION CRITERIA OF THE PROJECT**

- a. **Scientific and technical merit:** The project must be scientifically sound, technically feasible with achievable milestones, and has the potential for further development and commercialisation.
- b. **Research competence:** The research team must have the knowledge and competency to carry out the research successfully to completion.
- c. **High impact research:** Clear and measurable expected output, outcome and impact in line with National Key Economic Areas / National Key Result Areas (NKEA/NKRA).

#### **4. LOCATION AND DURATION OF RESEARCH PROJECT**

The research projects under this grant scheme must be carried out in UniKL unless with prior approval from the Deputy President (Academic & Technology) for parts of the work be done elsewhere. The duration of the project is 36 months.

#### **5. RESPONSIBILITY OF THE PROJECT LEADER**

The successful implementation of the project is the responsibility of the project leader. Project leaders have to ensure that the projects are carried out effectively to meet the specified objectives and milestones within the specified timeframe and funding allocated.

#### **6. SCOPE OF FUNDING**

The research grant covers preliminary research leading to laboratory proof of concept or towards the development of new products or processes.

The quantum of fund approved will be determined based on the merit of each application. A full list of the funding required and justification must be submitted in the proposal.

The funding can be utilised for the all the categories as listed in the following categories:

##### **a. Vot 11000 - Salary and wages**

Graduate assistants, recommended that they register as postgraduate students with UniKL, can be employed under the grant. The monthly stipend are RM 1500 and RM 1700 for Master and PhD candidates respectively.

##### **b. Vot 14000 - Overtime (follow entitlement procedure as prescribed by UniKL's rules and regulations)**

##### **c. Vot 21000 - Traveling expenses and subsistence**

Includes travel and transportation expenses for domestic and overseas trips directly related to the project.

Overseas trips must meet the following criteria:

- Only oral presentation at conferences or seminars on the findings of the project
- Overseas attachment when domestic facilities and expertise are inadequate to conduct a portion of the research. However, the venue must be suitable in terms of facilities, expertise and technology transfer
- The **project leader or collaborator or team member** is only allowed to go **once** for the duration of the project

- Travel is limited to economy class using the cheapest and shortest direct routes
- The project leader or collaborator needs to send application for approval and a copy of abstract/paper that is going to be presented to UniKL before attending the conference
- The allocation for travelling overseas must be budgeted for in the research proposal and must get prior approval from UniKL.
- Travelling cost for international collaborators and limited to economy class using the shortest direct routes

**d. Vot 22000 - Transportation of goods (if applicable please specify)**

**e. Vot 23000 - Communication and utilities (Phone, Fax, Postage, Internet when working outside campus etc.)**

**f. Vot 24000 - Rental (rent equipment available at other institutes in Malaysia)**

**g. Vot 26000 - Research Materials including the maintenance and repair (additional components for the equipment used, parts, non-consumables components).**

**h. Vot 27000 Research materials and supplies (e.g: Animals, disposables, consumables items, components etc.)**

**i. Vot 28000 Maintenance and minor repair services (other than above please specify)**

**j. Vot 29000 Professional Services and other services including printing and hospitality, honorarium for subjects.**

Only services directly related to the project such as:

- Consultancy – agreement/letter of intent must be submitted together with the project proposal;
- Payment for enumerators;
- Sample testing and analysis;
- Data processing;
- Patent registration, excluding–maintenance cost;
- Paper publications related to the project; and
- Registration fees for conference.

Engagement of foreign expert(s) will be considered on a case-by-case basis.

**Note:** All services under this category must be itemised.

#### **k. Vot 35000 Assets**

Justification for purchase of specialised equipment must be given. Project leader will need to provide information on availability of such equipment and why it cannot be used or shared if available at other institutes of UniKL.

Accessories needed include items that are necessary to upgrade the capability of existing equipment directly related to the project. Purchasing of equipment must be made in the first year. Purchasing of personal computer, laptop, printer, server, scanners are not allowed. Researchers are encouraged to share R&D equipment and avoid purchasing of the same R&D equipment within the same Research Institutions.

All specialised equipment/software directly related to the project must be itemised. Applicants need to provide justifications, specifications, quotations and estimated costs for such purchases.

#### **7. VARIATION IN PROJECT COSTING**

Virement can only be done **once** throughout the project duration.

Requests for virement to purchase new equipment **in the last six months** of the grant's duration will not be entertained.

#### **8. NON-QUALIFYING PROJECT ACTIVITIES**

Scientific and technical information services such as collecting, coding, recording, classifying, disseminating, translating, analysing, evaluating, bibliographic services, scientific and technical information extension advisory services and compilation of data, are excluded from the main activities of the project except when they form an integral part of the project. In such a case, applicants must provide a statement indicating the research objectives to which the data would contribute.

#### **9. PROJECT EXTENSION**

Under certain circumstances, extension of project duration may be allowed but without additional funding.

Requests for project extensions must be made in writing to the Secretariat for approval at least **three (3) months before** the project completion date. Applications received after the project completion date, will not be considered.

The maximum extension given is up to **6 months including the submission of the End of Project Report.**

## **10. INTELLECTUAL PROPERTY RIGHTS**

Ownership and management of IPR, royalties and any other form of fees received by the institution resulting from technology transfer, licensing of technology or any other form of commercialisation, shall be the property of UniKL.

## **11. PUBLICATIONS**

Researchers are encouraged to publish the results of their projects in local and renowned international journals **only after** all measures have been taken to protect IPR generated from these projects.

The contribution of MARA as the fund provider must be acknowledged at all times in all forms of publications.

## **12. QUATERLY FINANCIAL REPORT**

Each project leader is required to submit a Quarterly Financial Report of all approved projects. The form will be made available in due course.

## **13. CHANGE OF PROJECT LEADER**

If a project leader resigns, retires or moves to another organisation, the a new project leader shall be appointed with consensus from the research group. The new project leader must have the necessary expertise and experience to lead the project.

## **14. TERMINATION**

Projects can be terminated based on the following:

- i. Any false reporting by the project leader
- ii. Any misuse of the grant provided
- iii. Non-performance in terms of progress;
- iv. Variation of scope of project without getting prior approval from Deputy President (A&T).