



# **UMK – MATCH**

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# **UMK MATCHING RESEARCH GRANT**

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## **PART 1 (APPLICATION)**

### **1.1 Objectives**

- 1.1 Provide research exposure to UMK academic staff in an effort to nurture and build capacity in research and development (R&D).
- 1.2 Support short-term research activities in relevant fields for teaching purposes.
- 1.3 Assist in the generation of new knowledge, technology advancement, products and processes in fields related to the interest of the University.
- 1.4 Generate the development of human resources in research.
- 1.5 Expand collaboration between UMK and domestic and foreign matching partners.

### **1.2 Research Field**

- 1.2.1 The funding of this grant covers all areas of research/studies available at Universiti Malaysia Kelantan (UMK) that can support the country's strategic agenda in general and support the University's niche to a higher level in particular.

### **1.3 Eligibility**

- 1.3.1 This scheme is open to:

- i) This scheme is open to all full-time academic staff at UMK, including those who have not yet been confirmed and are on contract status.
- ii) A contract staff member must apply together with a permanent staff member who acts as a Joint Researcher.
- iii) This permanent staff will then be responsible to take over the duties of the Chief Researcher in case the contract staff is terminated from UMK.

- iv) Part-time Staff, Staff on Study Leave, and Staff on Sabbatical Leave are **not eligible** to apply for this grant.
- v) Non-citizen contract academic staff can apply **provided that**:
  - i) The research proposal has been certified at the Faculty/ Centre level,
  - ii) Nominate at least one permanent staff member as a co-researcher.
- vi) New applications can only be made after the researcher has completed the existing matching grant.

## 1.4 Application Requirements

1.4.1 The amount of allocation applied is as follows:

No.	Field	Minimum allotment (RM)	Maximum allotment (RM)
1	Science & Technology	20,000	50,000
2	Social Science	5,000	30,000

1.4.2 However, the Research Management Committee (JPIP) reserves the right to reduce the amount of allocation applied based on the requirements of the submitted application and depending on the approved research period. The setting of the allocation ceiling is based on MyRA requirements.

1.4.3 The maximum duration for the implementation of research projects under this scheme is between 1-2 years and **not more than two (2) years**

1.4.4 Matching partners can be from local and international universities, industries, agencies, and government or non-government bodies.

1.4.5 The project applied must involve at least **THREE (3)** matching partners (**1 + 3**). Therefore the applicant must submit at least **THREE (3)** matching partners for the project being carried out. The matching partner must contribute **an amount of fund or in kind** equivalent to UMK. The applied allocation must not exceed 50% of the total project funds.

- 1.4.6 For projects that collaborate with international partners, it is sufficient to have only **ONE (1)** partner. The applied allocation must not exceed 50% of the total project fund.
- 1.4.7 The application must be attached with **evidence** (letters, documents, etc.) on the readiness of the local or international matching partners to collaborate.
- 1.4.8 International matching partners **need to channel the fund allocation** to Universiti Malaysia Kelantan. This allocation fund is allowed to finance the tuition fees of international students enrolled in UMK.
- 1.4.9 Need to sign a joint agreement to collaborate (MOA) which includes intellectual property, publication and co-supervision and other related matters **after** the grant approval. Failure to do so may result in the withdrawal of the grant approval.

## 1.5 Application Regulations

- 1.5.1 Applications must be made online in the Research Management System (RMS) application.
- 1.5.2 The Research Proposal should be evaluated at the Faculty/Centre level first before being forwarded to the secretariat. If a research proposal is also provided by the matching partner to their institution for the allocation application, that proposal must also be attached to the application.

## 1.6 Evaluation Method

- 1.6.1 All applications received by the secretariat will be presented and evaluated in a special meeting of the appointed evaluation panel and then be presented in the Research Management Committee (JPIP) Meeting.
- 1.6.2 The approval from the members of the Research Management Committee (JPIP) Meeting will be notified in the Standing Committee Meeting of the University Senate for Entrepreneurship, Innovation and Research (JKTS KIP).

## 1.7 Financial Regulations

**1.7.1** Procurement / purchase / expenditure procedures are subject to the latest Treasury Circular and the University Financial Regulations currently in use and in force.

**1.7.2** The details of the expenditure / procurement / purchase allowed only cover the allocation for the following expenditure votes:

**a) Vote 11000 – Salary and Wages**

Wages and Allowances for local or international Research Assistants/ Research Officers (RA/ RO) and Graduate Research Assistants (GRA) are in accordance with university guidelines.

**b) Vote 21000 – Travel & Transportation**

These expenses cover all travel and transportation involved related to the ongoing projects only.

The travel and transport claim rate for graduate research assistants (GRA) within the country is subject to the UMK student allowance rate currently in force.

The rate of travel and transportation claims for other research groups is subject to the Treasury Circular that is currently in use and in force.

**c) Vote 24000 – Rental**

Rental allowed is only for the equipment and transportation that is used directly with the research.

**d) Vote 27000 – Research Supplies and Materials**

Expenses for the purchase of supplies and materials are for the use of ongoing research projects only.

### e) Vote 29000 – Professional Services

- i) Cover other services including printing, hospitality, honorarium, professional services, consultancy, computer use, research data/materials processing and other services related to the research projects.

### f) Vote 35000 – Accessories and Equipment

Only the purchase of special equipment and accessories (including upgrading the capabilities of existing equipment) related to the research project in question is permitted. Every application must be accompanied by justification and quotation according to the Treasury circular.

Purchase of communication equipment and ICT hardware such as workstations, laptops, iPads, handphones, printers, and stationery that are not directly related to the research project is not allowed.

The amount applied **should not exceed 40%** of the grant total amount.

#### 1.7.3 Approval of the allocation for each application is subject to the following conditions:-

- i) Travel Allowance, Lodging Allowance and other allowances or wages for research assistance are subject to the regulations currently in force at the University.
- i) Other allowances that can be considered are as follows:-
  - ✓ Postal and delivery matters
  - ✓ Purchase of pictures/films
  - ✓ Others that are equivalent
- ii) The research equipment purchased under the provisions of this grant is **the property of the University** or the matching partner and this depends on the matching agreement (MOA) between the two parties carrying out this matching research. All related equipment will be recorded in the University's asset list and inventory.



## 1.8 Research Results

### 1.8.1 Publication

- i) At least **two (2) joint publications in SCOPUS-indexed articles** (journals/proceedings) produced throughout the duration of the project as co-authors with matching partners.
- ii) Acknowledgement of the grant **must be clearly stated in each publication.**

### 1.8.2 Rights of Intellectual Property & Commercialization Proceeds

- i) Every product produced through this project must apply for Intellectual Property registration in the country in the name of the parties involved as matching partners. This depends on the signed agreement (MOA) between the matching partners.
- ii) Commercialization of the proceeds from the research project under this grant must be managed and distributed according to the University Commercialization Policy that is currently in force. However, this is subject to the quantum of the amount of research allocation given.

### 1.8.3 *Memorandum of Agreement (MOA)*

- i) The researcher and the university or industry must prepare and sign an MOA as an agreement regarding the matching grant.
- ii) The MOA should clearly state that it is related to **research.**

## 1.9 Open and Closing Date of Application

The application is **open throughout the year.**

## **PART 2 (RESULT)**

### **2.1 Announcement of the Result and Distribution of Allocations**

- 2.1 The approval letter and the minutes of the meeting will be sent to the researcher for record purposes.
- 2.2 The amount of allocation channelled is based on the amount of allocation approved by the JPIP Meeting and a research code notification letter will be issued to researchers for record purposes.
- 2.3 The start date of the project is based on the date the MOA is signed.
- 2.4 The purchase and procurement process can only be made after the researcher has obtained the trust account code for the project in question from the secretariat.

## **PART 3 (MONITORING)**

### **3.1 Project Implementation**

- 3.1.1 All approved projects will be monitored on the following aspects:-
  - (i) Project Performance
  - (ii) Financial Performance

### **3.2 Project Monitoring**

- 3.2.1 All researchers **are required** to fill in and send the **Project Performance Report** to RMD using the **UMK Performance Report Form (B01.08.02) (7-16)**.
- 3.2.2 A completed report form that has been certified at the Faculty/ Centre level must be submitted to RMD every 6 months.
- 3.2.3 Failure to prepare and submit a satisfactory Research Performance Report Form within the stipulated duration, may cause the research project to be suspended or terminated and recorded in the researcher's personal file.

- 3.2.4 The research Final Report must be sent **within three (3) months after the end date of the research project to the Research Management Division (RMD)** using the given format and attached together with a copy of the publication produced throughout the duration of the project.
- 3.2.5 The research Final Report must be submitted in one (1) copy to the Research Management Division (RMD) to be forwarded to the Office of Library and Knowledge Management.
- 3.2.6 Researchers who fail to submit the final report and fail to conduct the research satisfactorily after the end of the approved research period, may be asked to reimburse the University for all expenses that have been used subject to the decision of JPIP.

## **PART 4 (OTHERS)**

### **4.1 Researchers on Study Leave/Terminated/Transferred**

- 4.1.1 Researchers must inform the Secretariat in writing and supported by the Deputy Dean (Research & Innovation) of the Faculty/Centre.
- 4.1.2 The Faculty/Centre must inform the Secretariat about the replacement of the project leader who is responsible in managing all matters related to the research projects.

### **4.2 Change of Project Leader/Adding or Removal of Members**

- 4.2.1 The Faculty/Centre must inform the Secretariat in writing of any request for a change of Project Leader or proposal to add or remove any group members supported by the Deputy Dean (Research & Innovation) of the faculty.
- 4.2.2 **UMK Form (B01.08.02)(28-15)** – Exchange / Addition / Removal Form must be included together with the notification letter to update the record at the Secretariat level.

### 4.3 Extension of the Research Period

4.3.1 Researchers can apply to extend the research period by submitting the Internal Grant Period Extension Form to RMD **three (3) months before** the project ends.

4.3.2 Approval of the application for the extension is subject to the following aspects:

- The overall achievement of the Performance Report and Financial Report submitted throughout the research period.

**4.3.3** The approving authority for the research period extension is subject to the decision of the Research, Innovation and Publication Management Committee (JPIP) Meeting and the **maximum** period of extension is **six (6) months** only.

### 4.4 Virement Application

4.4.1 Researchers can apply to create a virement for their research account by submitting the Virement Application Form (UMK/B01.08.02)(23-15) to the Secretariat. Virement can only be done once a year.

4.4.2 The approving authority for virement applications is the Director of Research Management Division (RMD).