



BRIEFING FOR
UTMSPACE RESEARCH GRANT:
POTENTIAL DEVELOPMENT FUND
(PDF2020)

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**OPEN FOR
APPLICATION**

**1 SEPTEMBER 2020 -
30 SEPTEMBER 2020**



**OPENING OF UTMSpace
RESEARCH GRANT :**

**POTENTIAL DEVELOPMENT FUND
2020**

KEY FOCUS AREA:

- SP1 Lifelong Learning
- SP2 Technology and Innovation for Education
- SP3 Academic Leadership
- SP4 Transnational Education
- SP5 Research within Organization
- SP6 Industrial Revolution 4.0



RESEARCH MANAGEMENT UNIT

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1. INTRODUCTION

UTMSPACE is gearing towards the **goal** of becoming an **International Centre of Excellence in Lifelong Learning**.

Rapid and dynamic changes within the organization in conjunction with the **growing number of academic staff** are reasons to implement a research agenda.

In general, **research** is an important **tool** for professionals and academics to **facilitate learning**, in addition to **building and improving knowledge**.

The **academe** needs to actively engage and commit to it in order to **develop career competencies** besides **fulfilling their key performance indicator (KPI)**.



The management and executive staff could utilize research as a tool to comprehend various issues, find-measure-seize opportunities, and share valuable information as means to achieve quality improvement and working experiences enrichment.



In 2018, the **Research Management Unit** has been established under the BPKA, with the mission of **developing, evaluating, and promoting research initiatives to elevate UTMSPACE as the Centre of International Excellence in Lifelong Learning.**



It is the Research Management Unit's **first initiative to instill proper research management and support UTMSPACE staff in conducting research activities.**

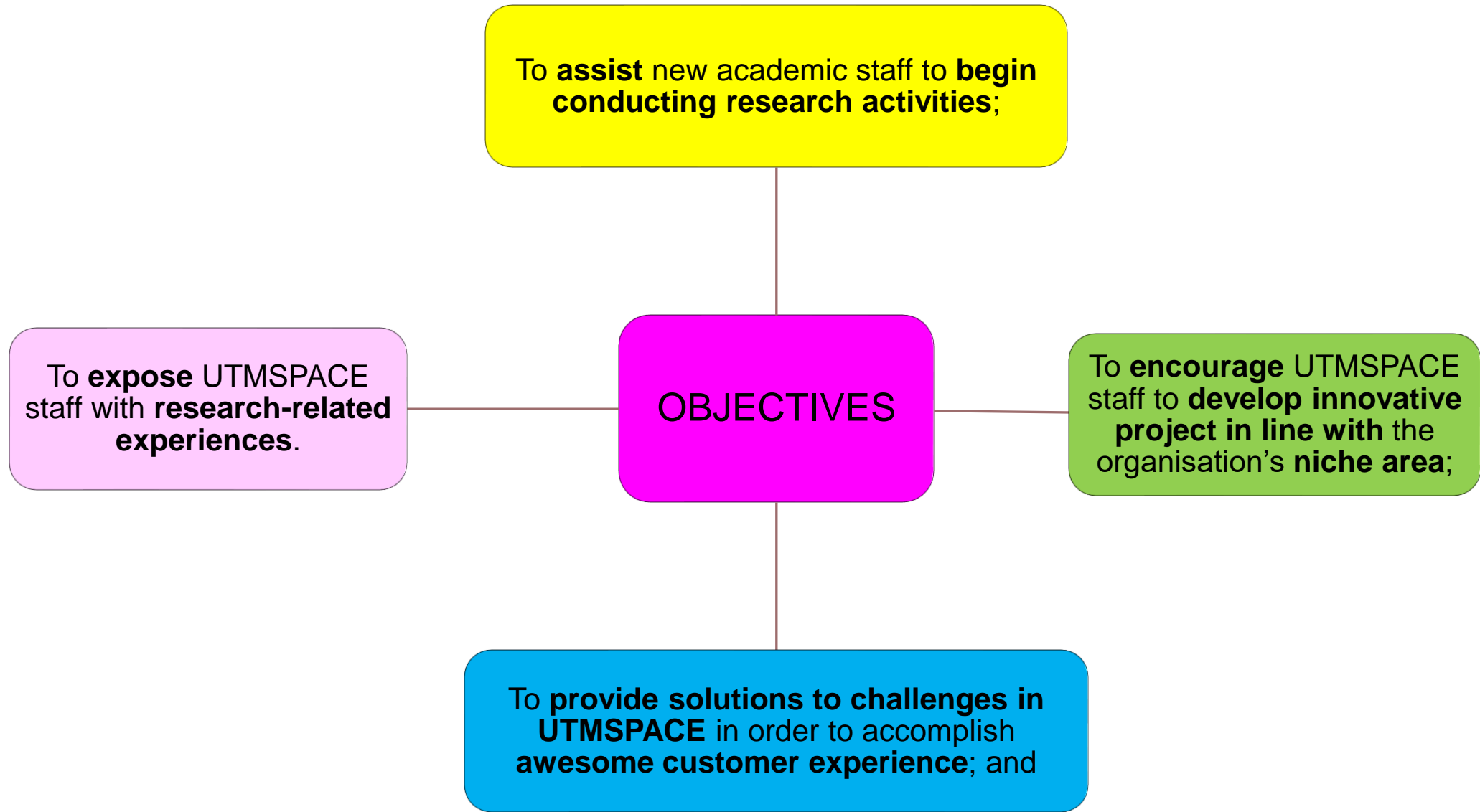


In October 2019, the organizational structure of UTMSPACE was change, Research Management Unit (UPP) became one unit under SPACE.

The UTMSPACE Research Grant is **aimed** to:

Encourage UTMSPACE staff, both academic and non-academic to start engaging in research activities in accordance with UTMSPACE motto to spearhead lifelong learning,

Acts as the basis of **research-related exposure to new researchers** in the organization.



To **assist** new academic staff to **begin conducting research activities**;

To **expose** UTMSPACE staff with **research-related experiences**.

OBJECTIVES

To **encourage** UTMSPACE staff to **develop innovative project in line with the organisation's niche area**;

To **provide solutions to challenges in UTMSPACE** in order to accomplish **awesome customer experience**; and

KEY FOCUS AREA

SP 1

- LIFELONG LEARNING (PEMBELAJARAN SEPANJANG HAYAT)

SP 2

- TECHNOLOGY AND INNOVATION FOR EDUCATION (TEKNOLOGI DAN INOVASI UNTUK PENDIDIKAN)

SP 3

- ACADEMIC LEADERSHIP (KEPIMPINAN AKADEMIK)

SP 4

- TRANSNATIONAL EDUCATION (PENDIDIKAN TRANSNASIONAL)

SP 5

- RESEARCH WITHIN ORGANIZATION (PENYELIDIKAN DALAM ORGANISASI)

SP 6

- INDUSTRIAL REVOLUTION 4.0 (REVOLUSI INDUSTRI 4.0)

2. CRITERIA I: GENERAL REQUIREMENTS

General

- Submit a completed form and proposal with all corresponding supporting documents (CVs etc)
- Addressed all corrections and submitted within stipulated period
- If approved: Sign and return the LoA* & PAS*

Project Leader/ Project member

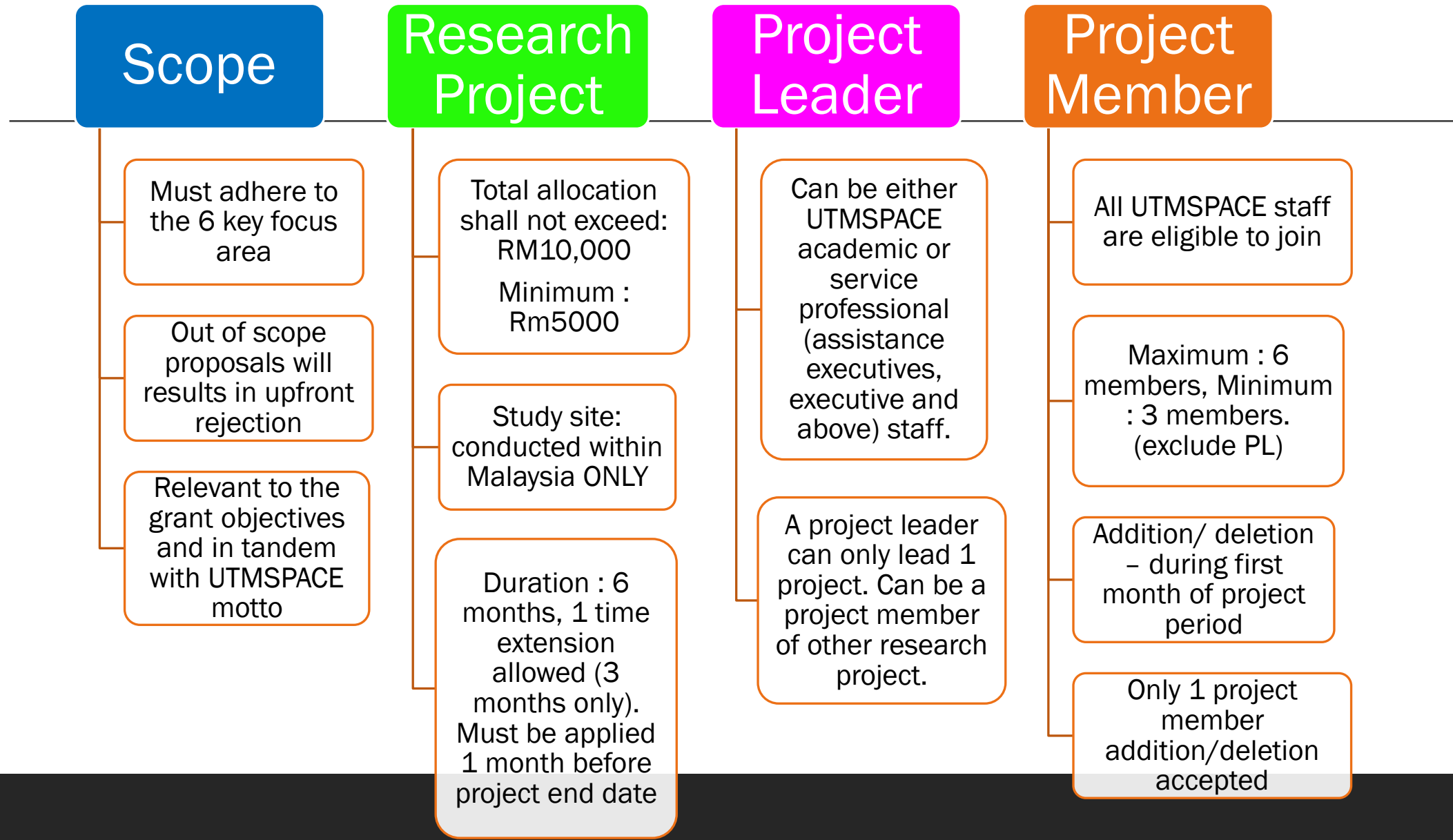
- UTMSPACE-appointed
- UTM-appointed but service in UTMSPACE
- Permanent staff
- Contract staff

Research Outcome

- All research and talent outcomes must be **within Malaysia**, EXCEPT in transnational education projects for research outcomes.
- **Produce written communications** during or at the end of the studies.
- **All research outcomes** are **intellectual properties of UTMSPACE**.

*LoA-Letter of Approval, PAS-Project Acceptance Slip

3. CRITERIA II: SPECIFIC REQUIREMENTS



4. QUANTUM OF FUNDING

VOTE 11000 – WAGES & ALLOWANCE

- any appointed **research officer, assistant research officer, or research assistant** directly associated with the research project.
- Appointment of RO, ARO or RA is open to **Malaysian citizen ONLY**

VOTE 21000 – TRAVEL AND TRANSPORTATION

- **Total expenses for this V-series** must not exceed a **ceiling of 40 %** from the total approved project allocation.
- **Attending conferences and other activities other than field work** is capped at **20 %** from the total approved project allocation.
- **trips and domestic transportation** due to **research activities**
- **must first obtain approval** from the **Registrar and Corporate Office, UTMSPACE**

VOTE 24000 – RENTAL

- **allowable for buildings, utilities, transportation, and other items directly connected with the research project only.**

VOTE 27000 – SUPPLY AND RESEARCH MATERIALS

- Only expenses for **supply, materials, and consumables related to the research project** are allowed

VOTE 28000 – MINOR REPAIR AND MODIFICATIONS

- minor repair and modifications for buildings, laboratories, instruments, devices, or other items related to the research project are allowed.
- Costs for maintenance of existing instruments or devices during the research project are allowed.
- Upon completion, the costs of maintenance shall not be continually borne by this grant.

VOTE 29000 – PROFESSIONAL SERVICES

- other services such as printing, hospitality, honorarium, professional services, consultancy, computer usage, data processing, proofreading, and other services related to the research project.

VOTE 35000 – ACCESSORIES AND EQUIPMENT

- The amount requested shall not exceed a ceiling of 40 % of the total approved project allocation.
- only permits purchase of special equipment and accessories (includes upgrading of existing equipment capabilities) which are related to the research project.
- <RM1000 : Inventories
- >RM1001 : Assets
- must submit justification letter and adhere to inventory or asset purchase guidelines for Institute of Higher Education.
- Use of research grants for management or administration charges is not permitted.

5. RESEARCH OUTPUT



must result in **at least one (1) indexed or non-indexed journal.**



Full-length, referred, and indexed conference proceedings are qualified to be counted as research output.



Authors of the publications are among the project leaders and project members.

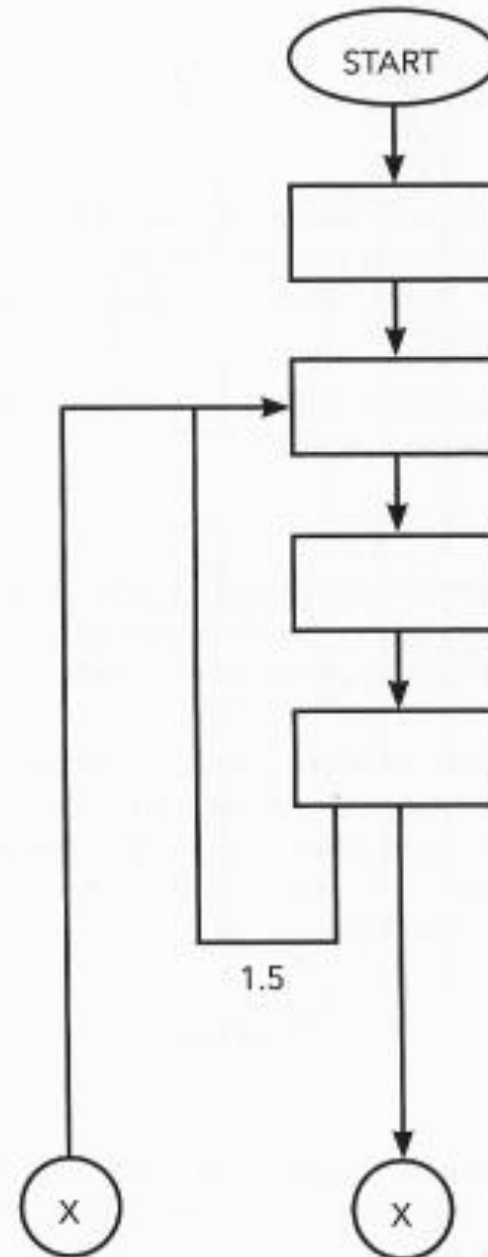


Acknowledgment to the Potential Development Fund and UTMSPACE must be stated in each publication.



Must **present the research output** during UTMSPACE Colloquium.

6. GRANT APPLICATION PROCESS



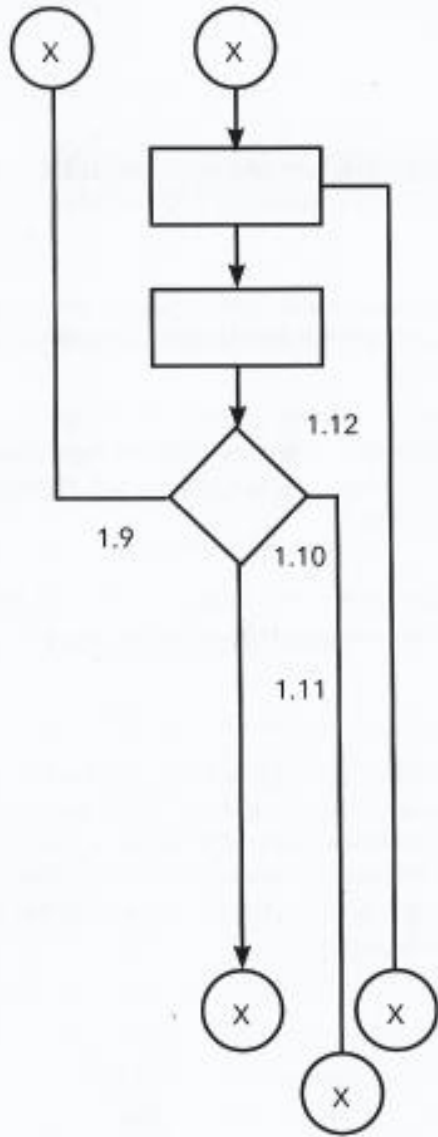
1.1 Funding Opportunity Announcement (FOA) for advertising grant offer.

1.2 Submit research proposal in hardcopy or softcopy to the Research Management Unit.

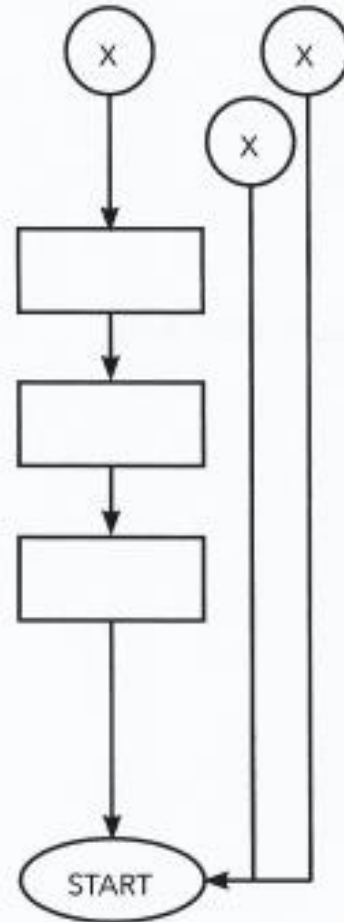
1.3 Printed hardcopy to be produced for research proposals submitted in softcopy.

1.4 Completeness check of research proposals and documents.

1.5 Project leaders will be notified if the research proposals or documents are incomplete. An application is cancelled if the project leader failed to provide all required documents one week after the notification.



- 1.6 MSA will verify research proposals concerning the title, scope, objectives, key focus area, and the allocation applied.
- 1.7 Assoc. Chair (QMA) to recommend the research proposal.
- 1.8 Project leader present his/her research proposal in a presentation session and evaluate by assessors or panels.
- 1.9 Project leader make corrections in accordance to suggestions / comments and resubmit research proposal (major - 5 working days; minor - 3 working days).
- 1.10 Recommended for approval.
- 1.11 Research proposal rejected, Research Management Unit inform project leader in written.
- 1.12 Research proposal rejected during MSA (upfront rejection), Research Management Unit inform project leader in written.



- 1.13 Research Management Unit prepare an Assessment Report for approval by Managing Director in UTMSPACE Management Committee Meeting.
- 1.14 Letter of Award (LoA) issuance to project leader.
- 1.15 Project leader to sign Project Acceptance Slip (PAS) and return to Research Management Unit.

7. ASSESSMENT AND SCORING

For each key focus area, there is **no limit** on the permissible scope. (For example, research projects concerning lifelong learning. A project could be *“Trends and Directions for Lifelong Learning”*; *“Lifelong Learning Policies”*; *“Importance of Lifelong Learning”*; *“Implications of Technology Advances on Lifelong Learning”*; or *“Impact of Lifelong Learning on Career Development”*.)

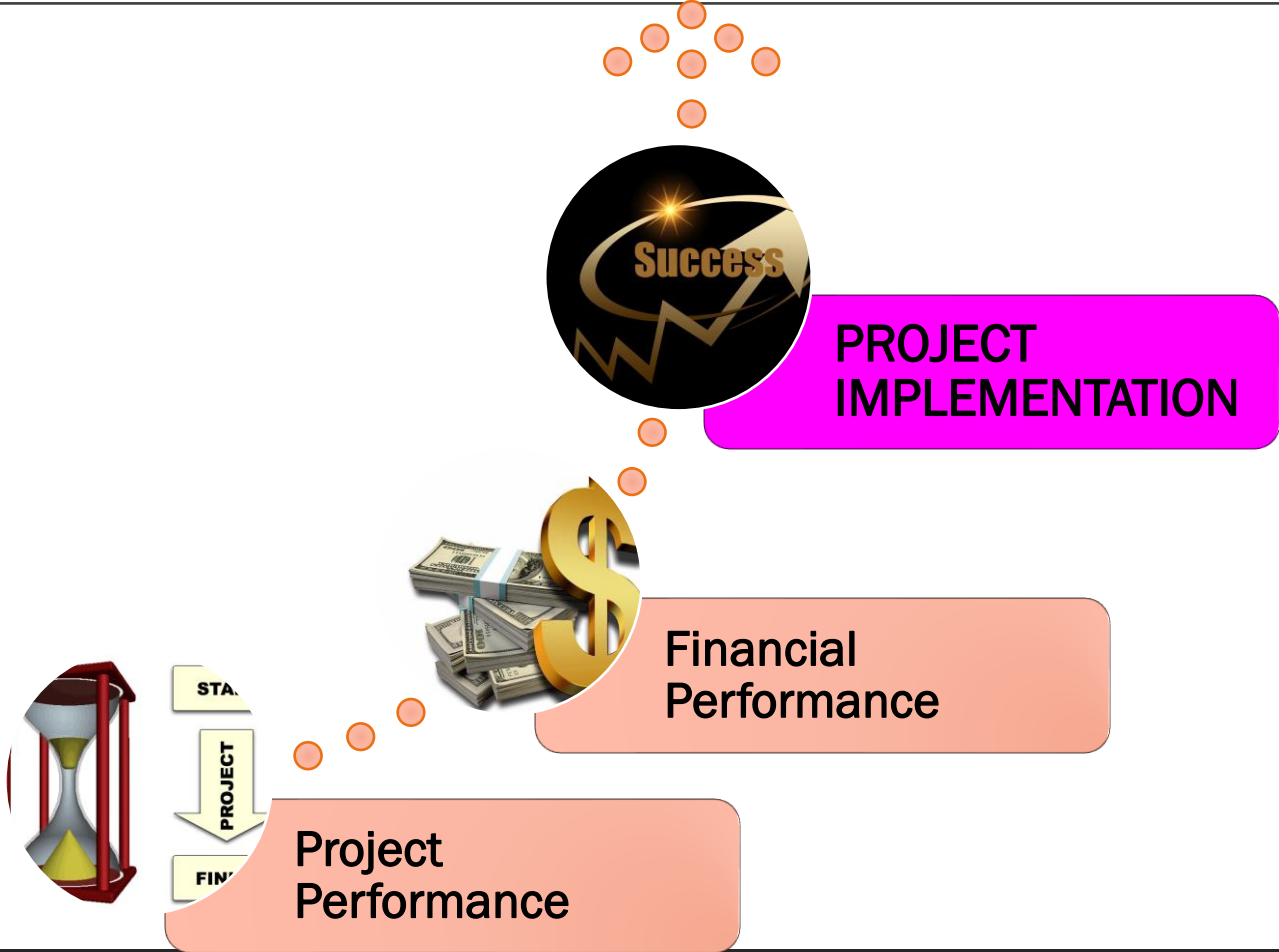
The research project could **produce a new idea / theory / concept / method / model / process**. Likewise, it could be contributing on the improvement of an **existing policy / methodology / model of solution**.

The research project should **contribute to the strategic agenda of UTMSPACE** in becoming an International Centre of Excellence in Lifelong Learning.

Grant Application Forms submitted for the Potential Development Fund will be evaluated by the appointed assessors. All assessors are experts in their respective areas.

The assessors will make recommendations to UTMSPACE who will then be deciding and approving the research project.

8. PROJECT IMPLEMENTATION AND MONITORING



PROJECT MONITORING

The **project leader** must ensure smooth execution of the research project in accordance with the **specified timeline, deliverables, and utilization of the fund.**



In **every three (3) months**, project leaders shall submit the **Progress Report Form** in **hardcopy and softcopy** to the Research Unit.



Upon completion of all project milestones, project leaders must submit the **Project Completion Form** in **hardcopy and softcopy** to the Research Unit **within one (1) month** from the project end date.

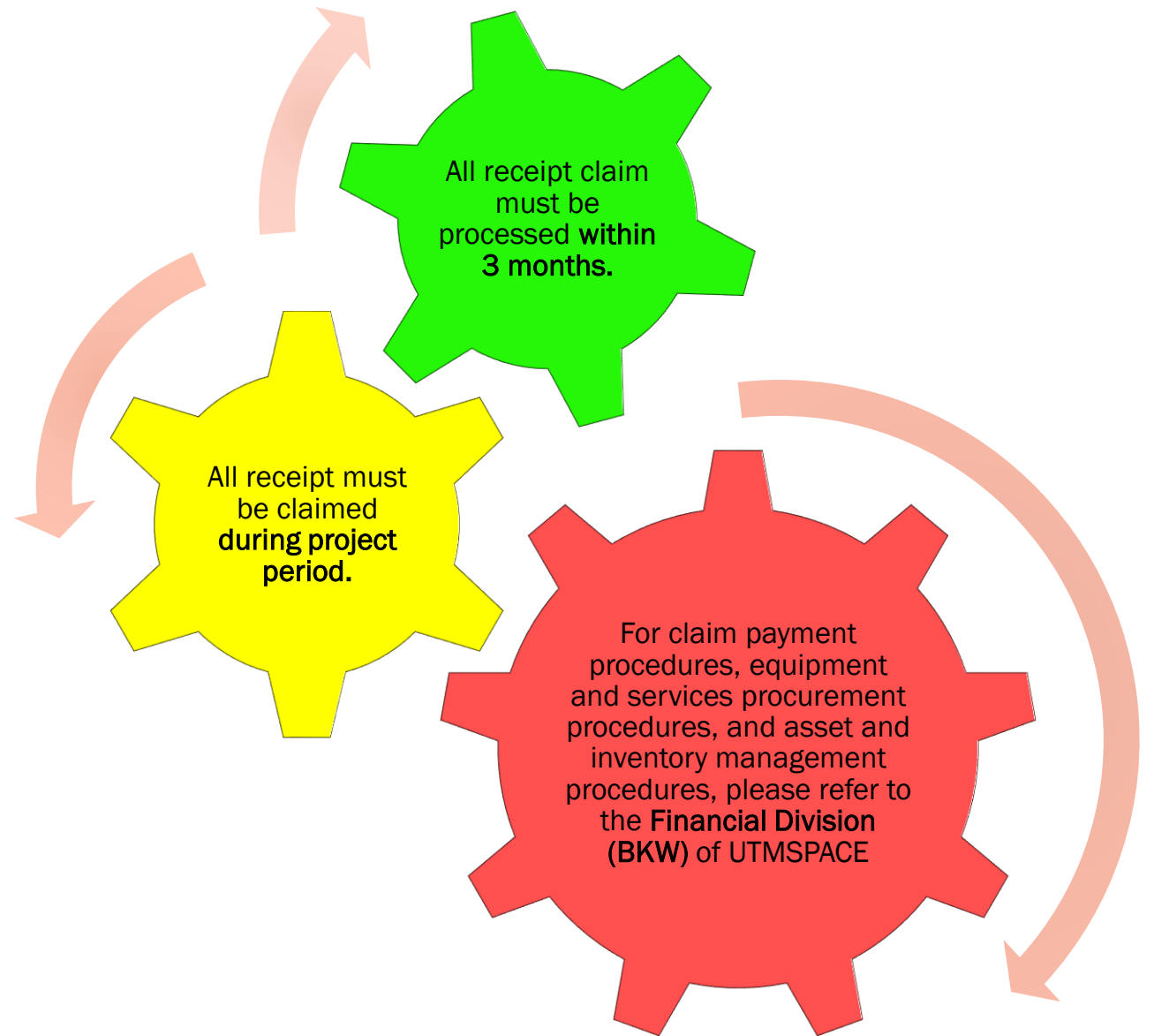


Asset management is under the responsibility of **UTMSPACE** and the **project leader**. All assets **purchased** using the **UTMSPACE Research Grant** are **property of UTMSPACE**. Any asset disposal should follow procedures which have been set.

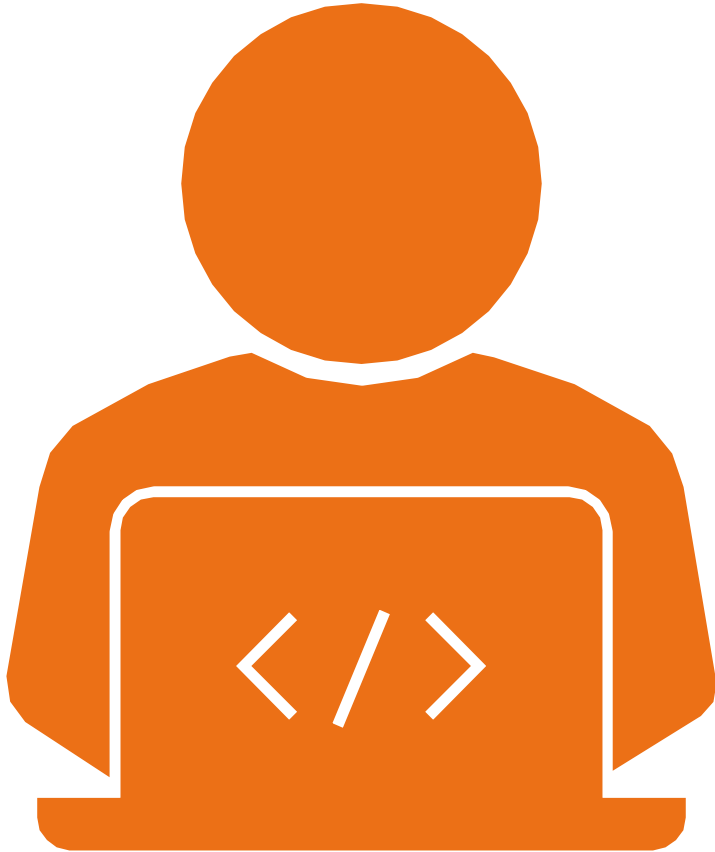


Application for **vote transferring (virement)** is permitted only once for each research project.

IMPORTANT NOTES!



Thank you



For enquiries / suggestions:
research@utmpace.edu.my

Alternatively, contact:
sitimunira@utmpace.edu.my
