UNIVERSITI MALAYA

Research Cluster Office

2024

GUIDELINES

Universiti Malaya Research Excellence Grant 2024

PART 1 – GRANT APPLICATION

1.1 Universiti Malaya Research Excellence Grant (UMREG) 2024

The Universiti Malaya Research Excellence Grant (UMREG) 2024 aims to drive and empower the quality of research. This grant is designed to boost impactful, excellent and indexed publications; contributes in human capital development; and encourage external collaboration to strengthen strategic research partnerships.

1.2 Research Output

Every research project applied for must produce publication and human capital development. The following are expected research output:

1.2.1 Publication

a)	Sciences	:	Three (3) Web of Science-indexed publications of which one (1) must be Q1 (research article).
b)	Social Sciences, Arts and Humanities	:	One (1) Web of Science-indexed publication **and** Two (2) Scopus-indexed publications of which one (1) must be Q1 (research article);

OR

One (1) Q1 Web of Science/Scopus-indexed publication (research article) **and** one (1) book (only research book(s) published by international renowned Publishers and those in the MAPIM list will be accepted).

1.2.2 Human Capital Development

a) 36-month project:
- Required to produce one (1) PhD student in full-time research mode as a Graduate Research Assistant (GRA).

b) 24-month project:
- Required to produce one (1) Master's student in full-time research mode as a Graduate Research Assistant (GRA).

1.3 Theme of Research

Each application must meet one (1) of the UM new thrust areas as follows:

1. Nuclear energy and new energy transition
2. Food sustainability and security

3. Semiconductor and chips
4. Nanotechnology and quantum exploration
5. Artificial Intelligence and digital robotic realms
6. Space science and new engineering spectrum
7. Defence and security assets and inventory innovation and creation
8. Rare earths and critical minerals
9. Comprehensive medical and health spectrum excellence
10. Social Science Advancement in Economic, Smart Finance, Societal, International Norms and Law, and Geopolitical Spectrum for the Nation and the World

1.4   Eligibility and Specific Criteria

Universiti Malaya Research Excellence Grant (UMREG) 2024	
Eligibility and Specific Criteria	**Details**

Principal Investigator (PI)	• UM academic staff with permanent or contract status:
	  a) Associate Professor,
	  b) Senior Lecturer, or
	  c) Lecturer
	• For contractual academic staff, a minimum appointment of twelve (12) months is required and the application must include at least one (1) permanent academic staff (who is not a professor) as the Next Appointed Leader.
	• For permanent staff, a minimum duration of two (2) years before the date of retirement.
	• Not a PI of any internal active grant under Research Cluster.
	• Has achieved the promised output of other internal grant under Research Cluster.
	• One (1) application per applicant.

Next Appointed Leader	• A Permanent academic staff among the Co-Researchers (who is not a Professor), with a minimum duration of two (2) years before the date of retirement.
Co-Researcher	• Comprise academic staff at all levels and are required to define their roles. • At least one (1) permanent academic staff as a co-researcher. • At least one (1) senior academic staff (Professor / Associate Professor). • Maximum no. of co-researchers is four (4). • A Professor can be involved in any project as a co-researcher with up to a maximum of three (3) applications.
Grant Ceiling	RM100,000.00
Duration (Months)	24 months **OR** 36 months

Theme of Research	The research must be related to the UM new thrust areas.
Collaboration	Researchers are required to collaborate with industry and / or other higher education institutions, government agencies or non-governmental organizations.

1.5 Distribution of Allocation

*Approval of yearly allocation is subject to the project performance of the previous year (expenditure, achievement of milestones).

1.5.1 Vote 11000 Salary and Wages

This vote is only to be used to employ / pay Graduate Research Assistants (GRAs).

The ceiling for salaries and wages is subject to the Guidelines on Recruitment and Appointment of Senior Researcher / Researcher / Assistant Researcher / Project Assistant / Research Assistant set by the University.
The ceiling for the vote is RM 30,000 per year.

1.5.2 Vote 21000 Travelling and Transportation

Covers travel for fieldwork **ONLY**.

Documents required for fieldwork application:
  a) Justification of fieldwork
  b) Schedule of work activities
  c) Letter of invitation from the institution (if applicable)

Application for fieldwork must be submitted fifteen (15) working days prior to the travel date.

Ceiling for this vote:
Sciences   : 20% of current year allocation
Social Sciences, Arts & Humanities   : 40% of current year allocation

This vote does **not cover** expenses related to attachment/visit to any institution or conference/symposium attendance.

1.5.3 Vote 24000 Rental

Rental is allowed for research space, equipment, transportation and other items directly involved in the research. Vehicle rental must be with a licensed transport company.

1.5.4 Vote 27000 Research Material and Supplies

Only research-related expenses are allowed. Purchases of electronic devices and other ICT equipment, e.g. laptop/desktop/printer/external hard disk/etc., are not permitted using this grant.

Applications for purchasing specific equipment required for the research work of less than RM3,000 must be made through this vote.

1.5.5 Vote 28000 Maintenance and Minor Repair Services

Only expenses for minor repairs and renovation of buildings, laboratories, equipment or any other research-related items are allowed.

Maintenance cost of existing equipment during the project is allowed. Once the project has been completed, this cost will not be covered by the grant.

1.5.6 Vote 29000 Professional Services

This vote covers costs of printing, hospitality, honorarium for research assistant / professional services / consultancy, data processing, page charge and other services that are related to the research project. It does **not cover** conference fees/proofreading service.

Honorarium Payment Guidelines (Research Assistant):
   a) Honorarium cannot be paid more than three (3) consecutive months or three (3) times to the same person in one (1) financial year.
   b) Honorarium payment that exceeds RM 500 cannot be paid in cash.
   c) Letter of appointment as a temporary research assistant from Head of Research / Head of Department is required for honorarium payment.
   d) Ceiling research assistant honorarium is RM 3000 / month.

Honorarium Payment (respondents / subjects):
   a) Clinical   :   RM 50 (max) / session.
   b) Non-clinical   :   RM 5 – RM 20 / session.

Researchers can allocate up to a maximum of RM10,000.00 per project for the page charge. This allocation cannot be transferred to other votes.

Researchers can also apply IPPP Page Charge Fund for page charges. Please refer to the guidelines on the UM Research Website.

1.5 Announcement of Application Opening and Closing Dates

The opening and closing dates for applications will be announced through UMinfo.

PART 2 – OTHERS

1.1 Reviewer

1.1.1 Selection of Reviewers
a) The selection of the reviewers will be based on:
- Experts in the research area, OR
- Experts relevant to the research area, OR
- Have experience in the research area

1.1.2 Project Assessment
a) Quality of Research Proposal

The first element of the evaluation based on the following aspects:
- SMART objectives

The details of the SMART objectives are as below:

S	Specific, Significant, Stretching - Outline in a clear statement precisely what is required.
M	Measurable, Meaningful, Motivational - Include a measure to enable you to monitor progress and to know when the objective has been achieved.
A	Agreed upon, Attainable, Achievable, Acceptable, Action-Oriented - Objectives can be designed to be challenging, but it is important that failure is not built into objectives. Employees and managers should agree to the objectives to ensure commitment to them.
R	Realistic, Relevant, Reasonable, Rewarding, Results-Oriented - Focus on outcomes rather than the means of achieving them
T	Time-based, Time-bound, Timely, Tangible, Trackable - Agree the date by which the outcome must be achieved.

- Detailed methodology

b) Scientific Merit

This element is related to the final product of the project (results) that will represent the value of the research.

Scientific merit of the evaluation based on the following aspects:
- Commands scientific excellence in relation to the output(s) promised.
- Significant aspects of the project are based on innovative/novel approach.
- The expected result will lead to progress beyond the current state-of-the-art.

1.2 UM Safety & Research Handbook

All applicants are required to acknowledge that they have read, understood and will implement all requirements in UM Safety & Research Handbook. Failure to do so will result in disqualification of the application UM Safety & Research Handbook.

This safety handbook covers the following topics:

1. Individual Responsibility
2. Safety and Health Regulations and Code of Practice in the University
3. Access, Housekeeping and General Safety Rules in Laboratories, Workshops and Stores
4. Safety in the Office, Reading Rooms and Classrooms
5. Safety in Workshops
6. Safety in Laboratories
7. Good Microbiological Practice
8. Waste Disposal
9. Radioactive Materials
10. Genetically Modified Organisms

Further information on safety procedures in specialized facilities, laboratories or workshops should be obtained from the respective unit heads/laboratory supervisors.

Note:
Proof of submission of Notice of Intent [NOI] to IBBC must be attached with your proposal for research involving the use of infectious and potentially infectious agents/materials and biological toxins.

1.3 Research Ethics

All research conducted by staff and students at the university involving human participants and the use of vertebrate animal subjects must be referred to the appropriate ethics committee.

These include all research, qualitative or quantitative, regardless of whether the research is funded by internal/external grants or even unfunded University of Malaya Research Ethics Committee (UMREC).

Note:
a) If your proposal is successful, please be reminded that researchers are responsible for obtaining the biosafety and ethics approvals. Researchers are to take full responsibility if the project is conducted without approval.

b) If researchers do not show any proof of biosafety and ethics approvals within six (6) months of grant approval, the research project may be suspended.

1.4   Reallocation of Research Grant

Documents required:
a) Endorsement from the Head of Department/Dean of Faculty
b) Justification of amendment to research allocation and attachment (if any).
c) Financial statement from RGMS.
d) The maximum additional re-allocation allowed from any vote is 20% only.
   Example:
   The original allocation for Vote 27000 (Supplies and Research Material) is RM10,000
   Current balance for this vote is insufficient to cover the needs of the research.
   The maximum additional reallocation allowed from any vote is 20% from RM10,000
   = RM2000 only.

1.5   Progress Monitoring

Principal Investigators (PI) is responsible in ensuring good progress of the project. Monitoring of each project must comply with all monitoring methods set by the university.

All progress reports must be submitted to the Research Grant Management Division and carbon copy (cc) to Research Cluster Office.

   a) Progress Report
   A progress report must be submitted every six (6) months. The account will be frozen automatically for those who fail to submit the report on the pre-determined dates.

   [Note: Approval of yearly allocation is subject to the project performance of the previous year (expenditure, achievement of milestones)].

   b) Final Report
   A final report must be submitted at the end of the project. Justification will be required if the agreed upon research output is not achieved in the scheduled period.

Note: Incentive funding may be considered for the achievement beyond committed research output within duration of the project. Researchers who fail to produce committed research outputs may not be considered for any new UM internal grant applications for a period of up to 3 years.

1.6   Extension of Research Grant

The application must be submitted one (1) month before the expiry date of the project. Any application submitted later than the duration stated may be REJECTED.

Documents required:
a) Endorsement from the Head of Department / Dean of Faculty.
b) Justification for extension.
c) Latest progress report. Attach the latest Gantt chart and budget details from the Research Grant Management System (RGMS).

The maximum period allowed for extension is six (6) months only.

1.7 Transfer of Balance into another Research Grant
The current balance in UMREG 2024 cannot be transferred to other research grants.

1.8 Acknowledgement of Research Output
The publication from this grant must acknowledge UMREG as the primary source of funding. A maximum of three (3) grants are allowed to be acknowledged and UMREG must be the first grant in the sequence of acknowledgment.

Only publications that are produced after the grant has been awarded and directly resulting from the research work under this grant will be accepted as output. Action will be taken against inappropriate grant acknowledgement.

Example of acknowledgement:
This research is supported by Universiti Malaya Research Excellence Grant 2024 (Project Ref No. in RGMS)