



## LAMPIRAN B

### UNIVERSITY OF MALAYA SPECIALIST CENTRE (UMSC) CA.R.E. FUND

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#### SHORT-TERM FUNDING: CONFERENCE / WORKSHOP/SHORT COURSE

1. The maximum duration for UMSC short term funding is one month, and a maximum of ≤ RM10, 000 will be awarded to cover associated costs to attend a conference, workshop, seminar and short-term training, which include:
  - Registration fees  
Not applicable for undergraduate students:
  - Economy class travel
  - Board and lodging (per diem, travel and accommodation benefits will be according to existing UM rules)
2. Conference support will only be given for oral presentations to academic staff. Evidence of abstract acceptance must be included in the application.
3. Conference support will only be given to undergraduate who **attend a local conference** for oral and poster presentations. Evidence of abstract acceptance must be included in the application.
4. Conference support will be given to postgraduate students for oral and poster presentations. **Postgraduate students are allowed to apply one time only during candidature.** Evidence of abstract acceptance must be included in the application.

#### WHO CAN APPLY?

##### Staff:

UMSC short term funds are available for academic staff to enhance their Clinical service, Research or Educational activities or expertise in the fields relevant to the Faculty of Medicine and the applicant's job scope.

##### Applicants:

- Leave criteria and processes will follow the existing University of Malaya rules and regulations.

##### Students:

UMSC short term funds are available for both undergraduate and postgraduate students currently enrolled in a program offered by the Faculty of Medicine. Application for activities must be relevant to the Faculty of Medicine and student's enrolled program.

##### Applicants:

- Must be registered as an undergraduate / postgraduate student in FOM at the time of application.

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- Must have good academic standing (CGPA >3.5 for undergraduate/attained a satisfactory progress report for postgraduate students).
- Must be nominated by a supervisor.

### **GENERAL CRITERIA**

Priority will be given to staff or students who have not received any funding from UM or other resources outside of the University.

### **HOW TO APPLY?**

1. To begin the application process, please email completed application form together with relevant documents and CV to the office of Deputy Dean (Infrastructure & Development) or email: [ameeraathani@um.edu.my](mailto:ameeraathani@um.edu.my).
2. For undergraduate students, proof of academic transcripts (or other materials when transcripts are not issued) and a supporting letter from the supervisor or HOD are required
3. For postgraduate students, a supporting letter from the supervisor is required

### **APPLICATION PROCESS**

1. Applications will be accepted throughout the year.
2. Applications will be processed in the first week of the following months:
  - a. April
  - b. July
  - c. October
  - d. January
3. The formal application process consists of the following stages:
  - Screening by the secretariat - assessment of eligibility and advice on competitiveness.
  - Review by UMSC CA.R.E. Committee
  - Interview by an interview panel, with additional peer review from relevant scientific experts when necessary.
4. The results of the application will be informed:
  - a. May
  - b. August
  - c. November
  - d. February

### **SELECTION CRITERIA**

1. The merit of the proposed activity.
2. The ability of the applicant to carry out the proposed research and study.
3. At all stages of the application process, the following criteria will be assessed:
  - The track record of the applicants involved.
  - The vision and scope of the proposed CA.R.E activity.
  - Relevance and contributions to FOM.
  - Research environment and institutional support.
  - Commitment to public engagement.
  - Budget.
4. Applicants should not expect that the funds would support 100% of the

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projects.

5. The number UMSC funds awarded each year is determined by the availability of funds for the program.
6. Successful applicants will be eligible for future support as below:
  - Amount approved  $\leq$  RM4,000.00 – eligible to apply once a year.

## **REPORTING**

1. A written report must be submitted to the Department and Faculty one (1) month upon completion of the activity supported by the Fund
2. An oral presentation to the department must be carried out within three (3) months of completion.

**CHECKLIST**

Please arrange your application documents in this order and please tick (v) the appropriate box accordingly. Please return this page along with the relevant documents.

No.	Form	For applicant	For office use only
1.	Completed application form		
2.	Curriculum vitae		
3.	Acceptance letter/email (conference only)		
4.	Abstract (conference only)		
5.	Supporting letter from supervisor (student only)		
6.	Invitation letter/proof of application (short-course/workshop only)		
7.	Activity report (to be submitted one month upon completion)		