



LAMPIRAN B

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

LONG-TERM FUNDING: TRAINING

1. Funding of > RM10, 000 to a maximum of RM100, 000:

The maximum duration for UMSC long term funding is 1 year for full time or up to 2 years for part time attachments or employment.

- Long-term training courses - Course fees, bench fees and economy class travel, board and lodging costs (per diem, travel and accommodation benefits will be according to existing UM rules) are provided for local/overseas travel for long-term training courses.

WHO CAN APPLY?

Staff:

UMSC long 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.

GENERAL CRITERIA

Priority will be given to staff who has partially support 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
2. Please submit a complete proposal of the activity as an attachment. The proposal must include:
 - A 300-word summary of the proposed activity.
 - Significance and background of the proposed activity.
 - Clear aims and objectives for the proposed activity.
 - Itemized budget and location to undertake the proposed activity.
 - Gantt chart - time schedule and action plan for carrying out the activity.
 - The impact and contribution of the activity to FOM.
3. Letter of invitation or registration by host organization and approval letter from BSM on training leave or sabbatical are 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 advise 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 relevant of the training to the staff.
3. At all stages of the application process, the following criteria will be assessed:
 - The track record of the applicants involved.
 - 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 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.
 - Amount approved RM10,000.00 – RM49,000.00 : eligible to apply once in two (2) years.
 - Amount approved \geq RM50,000.00: eligible to apply once in three (3) years.

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.	Proposal of research/activity		
4.	Invitation letter		
5.	Leave approval from BSM		
6.	Activity report (to be submitted 1 month upon completion)		