



**TERMS OF REFERENCE  
UMSC C.A.R.E FUND (RESEARCH GRANT)**

**Background**

UMSC C.A.R.E Fund (Research Grant) aims to encourage and nurture **academics to conduct research** that helps to improve the overall health and well-being of patients and communities.

**Funding**

The maximum duration is one (1) year.

**Eligibility**

Eligible Applicants

- (1) An applicant is a permanent or contract staff of FOM. For contract staff who is a PI, he/she must not be the sole researcher of the project applied. Research project must include a permanent staff as co-researchers.
- (2) The staff has a grade of DU56 / DUF54 / DS54 and below.
- (3) The staff does not have an existing grant as PI.
- (4) The proposed budget must not exceed RM30,000.

**Financial Regulation**

<p><b>Financial Regulation</b> (All financial concerning matter is subjected to the Financial Policy from the Bursary University of Malaya). <i>Fund requested for each vote must be listed in detail and is attached together with quotation.</i></p>	<p><b>Vote 11000</b> Salaries and allowance for Graduate Research Assistant (GRA) or Research Assistant (RA)</p>	To hire one RA or GRA in accordance to RA appointment guidelines.
	<p><b>Vote 21000</b> Travelling and transportation (up to 40% of the total funding) *Applicable for traveling within Malaysia only.</p>	Only for travel and transportation expenses for and field work related to the project.
	<p><b>Vote 24000</b> Rentals</p>	Only for rental of building, space, equipment, transportation and other items related to the project.
	<p><b>Vote 27000</b> Research Materials and Supplies</p>	For research materials and supplies related to the project.
	<p><b>Vote 28000</b> Minor Modifications and Repairs</p>	For minor modification and repairs of laboratory equipment(s) related to the project.

	<b>Vote 29000</b> Special Services	For payment of honorarium to any research personnel concerning lab/fieldwork only.
	<b>Vote 35000</b> Equipment (maximum of RM10,000.00) Equipment with cost RM3,000.00 and above must provide quotation	For purchasing of laboratory equipment(s) related to the project. The purchased laboratory equipment(s) must be registered under the department. Upon completion of the research project, purchased equipment(s) shall be returned to the Department for common use. The researchers are encouraged to share laboratory equipment(s) to avoid multiple purchase of the same equipment(s) within the same department. Purchasing of Desktop and Laptop are not allowed under this Grant.

### Guidelines for Application Submission

UMSC C.A.R.E Fund (Research Grant) application must be submitted to the **Research Management Centre (RMC), Level 3, Block I, Faculty of Medicine**. The applications includes:

- (1) UMSC C.A.R.E Fund (Research Grant) Form
- (2) Research Proposal (*Research background should include Research Questions and Literature Review, Objective(s) of the Research, Methodology, Gantt chart and Expected Results/Benefit, Research output*) not more than 5000 words.

Incomplete documents will be rejected and will not be submitted for review. The applicant is responsible for ensuring the completeness of the application.

Upon completion of the review process, shortlisted proposals will be forwarded to the UMSC C.A.R.E Fund Committee for final decision.

For successful recipient, the PI needs to:

1. Publish at least (1) publication in ISI/Scopus related journal
2. Acknowledge the grant's name
3. Submit the progress/final report (6<sup>th</sup> month and 12<sup>th</sup> month)
4. Present the outcome of the project to the committee upon completion of the project

Note: The duration of the project is based on the date of approval by committee members and not as mentioned in the application form or proposal. Request for project extension is not allowed.

### Notification of Decision

Grant recipient will be notified of the decision via an official letter by the UMSC C.A.R.E Fund secretariat.

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