

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

UMSC CA.R.E 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. The categories under this fund are:

<p>SHORT-TERM FUNDING Conference/Workshop/Short course</p>	<ul style="list-style-type: none"> a. The maximum duration is one month b. A maximum of ≤ RM10, 000 will be awarded to cover associated costs to attend which include registration fees, economy class travel, board and lodging c. Conference support will only be given to: <ul style="list-style-type: none"> i. Academic staff: oral presentations only ii. Undergraduate: attend a local conference for oral and poster presentations and cover for registration fees only. iii. Postgraduate: attend a conference for oral and poster presentations but are allowed to apply one time only during candidature. d. Evidence of abstract acceptance must be included in the application.
<p>LONG-TERM FUNDING: Training</p>	<ul style="list-style-type: none"> a. The maximum duration is 1 year for full time or up to 2 years for part time attachments or employment. b. 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.
<p>POST-DOCTORAL</p>	<ul style="list-style-type: none"> a. Funding of maximum of RM74,520 for post-doctoral candidate salary (according to existing UM rules), EPF from employer and medical allowances. b. The maximum duration is 1 year of employment.
<p>RESEARCH GRANT</p>	<ul style="list-style-type: none"> a. The maximum duration is 1 year. b. The maximum amount is RM30,000. c. 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.

	<ul style="list-style-type: none"> d. The staff has a grade of DU56 / DUF54 / DS54 and below. e. The staff does not have an existing grant as PI.
PAGE CHARGE	<ul style="list-style-type: none"> a. Any application must be through UM staff. b. An applicant is eligible to apply for the following page charge reimbursement: <ul style="list-style-type: none"> i. RM3,000 for tier 1 ii. RM2,000 for tier 2 c. If an applicant is receiving funding from other sources (e.g., IPPP), the reimbursement amount should not exceed the stipulated balance of the page charge. <ul style="list-style-type: none"> i. Max of RM3,000 for tier 1 ii. Max of RM2,000 for tier 2

However, only 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.

In addition, new category included:

1. SYNAPSE

- a. This fund will also be used to pay for staff welfare via Synapse of the amount RM75,000 per year (for salary of Synapse Manager and food and beverage of staff members).
- b. The first year payment will start on July 2018.
- c. A one-off payment to refurbish the Synapse will be pay immediately to Synapse of amount RM50,000 in a lump sum.

APPLICANTS CRITERIA	HOW TO APPLY?	APPLICATION PROCESS	SELECTION CRITERIA
<p>Staff:</p> <ul style="list-style-type: none"> • Leave criteria and processes will follow the existing University of Malaya rules and regulations. <p>Students:</p> <ul style="list-style-type: none"> • Must be registered as an undergraduate / postgraduate student in FOM at the time of application. • Must have good academic standing (CGPA >3.5 for undergraduate/attained a satisfactory progress report for postgraduate students). • Must be nominated by a supervisor. <p>* Priority will be given to staff or students who have not received any funding from UM or other resources outside of the University.</p>	<ol style="list-style-type: none"> 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 by email: 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 	<ol style="list-style-type: none"> 1. Applications will be accepted throughout the year. 2. Applications will be processed in the first week of the following months: <ul style="list-style-type: none"> • April • July • October • January 3. The formal application process consists of the following stages: <ul style="list-style-type: none"> • Screening by the secretariat - assessment of eligibility and advice on competitiveness. • Review by UMSC CA.R.E. Committee 4. The results of the application will be informed: <ul style="list-style-type: none"> • May • August • November • February 	<ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> • 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 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: <ul style="list-style-type: none"> • ≤ RM4,000.00 /once in a year • RM10,000 - RM49,000.00 /once in 2 years • ≥ RM50,000.00 /once in 3 years