**Responsibilities**

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| No. | Task | Responsibilities | |
| **Cluster Dean** | **Deputy Dean (Research)** |
| 1 | **Grant Management** | * To evaluate and disburse UMRG * To assist IPPP in evaluating LRGS, FRGS, ERGS, PRGS and Sciencefund applications * To assist IPPP in formulating allocation of RU Funds * To identify Flagship Initiatives, Thrust Areas & Provide Flagship Funds * To identify external/ international funding opportunities | * To manage PG/PPP Research Funds * To be the secretary of the HIR Faculty Secretariat and to assist HIR Central with HIR projects and fund management, progress monitoring. * To liaise close with IPPP on various grants opportunities * To publicize research grant opportunities from internal and external sources to faculty members * To assist the Cluster Deans with UMRG/ Flagship Grant managements |
| 2 | **Research Monitoring** | * To monitor and assess to research roadmaps of CoRs to ensure they are in line with University of Malaya's R&D roadmap & R&D Strategic Planning * To monitor research performance of CoRs, Groups and Laboratories & report to Deputy Vice Chancellor (Research) and Deans of Faculties * To evaluate research throughput & collective research impacts of CoRs, Groups and Laboratories and report to Deputy Vice Chancellor (Research) and Deans of Faculties * To introduce ranking of CoRs based on multicriteria (such as following A\*Star Singapore ranking criteria, UK's Research Assessment Exercise (RAE)) * To encourage, identify & coordinate selected CoRs towards accomplishing HiCoE status based on ranking of CoRs. * To consolidate selected Groups & Laboratories to form CoRs and to exercise strict dissolution of non-performing CoRs. * To analyse research strengths, emerging competencies and assist the DVC to streamline research in UM | * To monitor research performance/ throughput of each department/ institute and to report in Faculty meeting and * To assist the Cluster Dean in identifying research strength for flagship project initiatives. * To perform and maintain research laboratory space audit and to ensure effective usage. * To maintain record of main research equipments/ facilities for audit purpose and opportunities for sharing facilities, providing services and to avoid unnecessary duplications. * To monitor research progress, to recommend continuation/termination of projects and to assess final report of PPP recipients. |
| 3 | **Research Promotion** | * To encourage research activities in new emerging areas and frontier topics based on Thomson-Reuters Research Front Maps * To encourage multidisciplinary research intra/inter-clusters and intra/inter-faculties through periodic Cluster Seminars/Workshops/ Colloquiums * To initiate flagship projects under selected research themes and call for multidisciplinary proposal. * To encourage CoRs, Research Groups to publish in top ISI journals and establish good research culture & practices. * Provide research support in the form of seminars, workshops and clinics (grant applications, publications, statistics, research tools) | * To assist Bright Spark Unit with recruitments, assessment of applications and monitoring of research progress. * To liaise with ICR and to disseminate information on active and new collaboration initiatives & opportunities from MOU/ MOA/ Visit from other institutions to faculty members * To coordinate workshop for research skills enhancements publications, innovations, networking, research marketing. * To assist the Cluster Deans in research promotion activities. |
| 4 | **Research Marketing & Outreach Program** | * To assist ICR & in disseminating research information, opportunities for partnership between university and industries/ communities via media (TV documentaries, newspapers R&D columns, magazines, internet, etc). * To encourage academic/research staff to market their research activities using internet based researchers network tools, pamphlets, and conference maildrops/ flyers. |  |