**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
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| 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.
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| 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.
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| 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.
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