UTS FLAGSHIP PROTOTYPE RESEARCH GRANT GUIDELINE

1. INTRODUCTION

The UTS Flagship Prototype Research Grant (UFPRG) was established by the University in 2021 and is funded from UTS operational budget. The objectives of the UFPRG are to increase the visibility of UTS Research Centres and develop more impactful outcomes to explore the validity and practicality of their previous outcomes from the fundamental research.

2. RESEARCH SCOPE

The scope of the research generally for prototype development research in the fields of academic study conducted at UTS such as science, engineering, technology, built environment, finance, business and management. The definition of prototype development research is the research conducted to bridge the gap between laboratory discoveries and research up to pre-commercialization. This includes proof of concept, evaluation, up-scaling, pre-clinical testing and field testing.

The academic staff who are the members of UTS Research Centres are encouraged to focus their research on priority areas that has been identified by the University namely:

  i. Sustainable Materials and Renewable Green Energy
  ii. Natural Food and Material Resources
 iii. Sustainable Technology for Technopreneurship and Underserved Community Development
  iv. The Fourth Industrial Revolution (IR 4.0)
   v. Borneo Regionalism and Heritage Conservation Development

3. ELIGIBILITY OF APPLICANT

All UTS academic staff under UTS Research Centres who are employed on permanent or contract basis are eligible to apply for the UFPRG. Additional conditions for eligibility are as follows:

i. Expatriates (non-Malaysian) working under contract with UTS are eligible to apply. However, the project must have a permanent Malaysian co-researcher.

ii. Academic staff under probation are not eligible to apply.

iii. Academic staff whose remaining contract period is less than 1 year are eligible to apply. However, the project must have permanent Malaysian academic staff as co-researcher.

iv. Academic staff who are pursuing their study in full time mode are not eligible to apply internal research grant.

v. Academic staff can only lead one (1) project funded under any types of flagship research grants at any time. Projects must support the Vision, Mission and Strategic Planning of the University.

vi. Academic staff is only allowed to be the co-researcher for one (1) project funded under any types of flagship research grants.

vii. Applicants must not had any research project funded under any types of internal grants terminated by the University Research Committee (URC) within the period of previous two (2) years.

viii. UTS Graduate Assistant and Post Doctoral Research Fellow are allowed to be the co-researcher for research project. Under VOT 21000 (Travel Expenses & Transportation), Graduate Assistant and Post Doctoral Research Fellow can only claim for the purpose of data collection and presenting paper in a conference, seminar and workshop only.

ix. UTS Graduate Assistant and Post Doctoral Research Fellow are not allowed to be the Research Officer or Assistant or Professional Service Provider (VOT11000 & VOT29000) appointed under UFRG.

4. PROJECT DURATION

The project duration is up to **36 months.**

5. RESPONSIBILITY OF THE PROJECT LEADER

The successful implementation of the research project is the responsibility of the project leader. Project leaders have to ensure that the research projects are carried out effectively to meet the specified objectives and milestones within the specified timeframe and funding allocated.

6. ASSESSMENT CRITERIA

i. The application must involve production of one of the followings:
   a. Proof of concept
   b. Up scaling
   c. Pre-clinical testing
   d. Field testing
ii. Prototype that can give impact to both humanity and community for the purpose of upgrading the life of the country and the universal.
iii. Prototype that has a potential to be industrialized based on the new knowledge.

7. FINANCIAL RULE

This grant cannot be used for followings:

i. Developing a business plan
ii. Market survey
iii. Intellectual Property (IP) filing and registration
iv. Conference presentation

8. QUANTUM OF FUNDING

The quantum for each project is up to **RM100,000.00.** The approval of funding is endorsed by University Research Committee and subject to availability of the UFPRG funds allocated by the University.

9. SCOPE OF FUNDING

The quantum of fund approved will be determined based on the merit of each application. The funding can be utilised for the following categories:

a) VOT 11000 (Salary and wages)
Include wages and allowances for temporary and contract personnel who are directly engaged in the project. The maximum total wages/allowances for temporary or contract personnel allowable is 40% of the total grant. The minimum qualification required for temporary and contract personnel is Bachelor's Degree.

b) VOT 21000   (Travelling and Transportation)
Maximum total expenses allowable for domestic and overseas travelling related to the project is 8% of the total grant. The researchers must abide to the UTS procedures and rules if they intend to use the university vehicles for research purpose.

c) **VOT 24000 (Rental)**
Rental is only allowed for space, equipment, research material transportation and other items that are directly involved in the prototype development. Rental for transportation including self-drive vehicle must be made by licensed transport companies.

d) **VOT 26000 (Research Materials and Supplies)**
Only expenses for research materials and supplies directly related to the research project can be included. Applicants are required to provide detail of cost and quantity of items required.

e) **VOT 28000 (Maintenance and Minor Repair Services)**
Only expenses for minor modifications and repairs of equipment or any other items directly related to the project can be included. The maintenance costs of existing equipment used during the duration of project period can also be included. Once the project has completed, the managing cost shall not be borne by the grant.

f) **VOT 29000 (Professional Services, Hospitality, and Other Services)**
Only for services directly related to the project such as printing, hospitality, honorarium, professional service, consultancy, computer usage, data processing and other services that relates to the prototype development. The exhibition fee and all related costs at or below RM500.00 are allowed to be funded by UPRG.

g) **VOT 35000 (Accessories and Equipment)**
Only the purchase of equipment and accessories (including increasing the capacity of existing equipment) related to the research project are allowed. The amount requested must not exceed 30% of the total grant.

    i. Researchers must submit justification and follow UTS Procurement Procedure for equipment and accessory purchases.
    ii. Details of ICT equipment, software and audio-visual equipment must be clearly stated and justified for purchase.
    iii. Researchers must keep an inventory of the assets acquired through the research grant.
    iv. All assets purchased are the property of UTS.

10. VARIATION IN PROJECT COSTING

Virement can only be done **once** throughout the project duration. Application for virement must be approved by the Director, Centre for Research and Development.

11. ACCEPTANCE OF OFFER

Applicants must accept or decline the offer within 14 days after offer letter is issued.

12. GRANT APPLICATION PROCEDURE

i. Applications are open all year round, however, the approval is subject to the availability of financial allocation from the university.

ii. Applicants may submit only one (1) application per cycle as Project Leader.

iii. Applicants must fill up the online application form in UTS Research Cloud Management System (URCMS).

iv. Each UTS Research Centre is only eligible to conduct one (1) UFPRG at one (1) time. Another grant application can only be submitted after the active grant is completely closed and fulfill the research output.

13. ASSESSMENT OF APPLICATIONS

a) Assessment criteria

i. Priority is given to applied projects that support the Vision and Mission of the University.

ii. Research that will improve policies and methodologies of existing solutions.

b) Evaluation process

i. All UTS Grant Application will be evaluated by the UTS Research Grant Panels. The UTS Research Grant Panels are comprised of the followings:

Chairman : Director of Centre for Research and Development
Members : Deputy Director of Centre for Research and Development, Professor, Associate Professor and Senior Lecturer

ii. The research funding will be evaluated by UTS Research Committee. The committee is comprised of the followings:

Chairman : Vice Chancellor
Members : Director of Centre for Research and Development, Deputy Director of Centre for Research and Development, All Deans, Head of UTS Publisher, Head of Research Centres and Finance Department

14. RESEARCH OUTPUT

a) Prototype that fulfill features/objective that was approved.
b) Maximum of 3-minutes demonstration video (introduction of prototype, 360-degree view of prototype, functionality of prototype and fulfilment of prototype based on project objectives) on prototype shall be uploaded in Google Drive and the link must be provided upon submission of final report in URCMS.
c) One (1) postgraduate student by research must be enrolled in UTS.
d) Each project must produce at least one (1) Intellectual Property Right. The right of ownership of Intellectual Property shall be based on UTS Intellectual Property Policy.

15. GOVERNANCE OF RESEARCH PROJECT

a) Budget Allocation
   i. Budget allocation may be withdrawn if expenses do not exceed 20% of the allocation which is spread over within 12 months of the project.

b) Project Implementation & Monitoring
   i. The approved projects shall be implemented in accordance with the approval given.
   ii. Progress report should be submitted to the Centre for Research & Development by half yearly via UTS Research Cloud Management System (URCMS). This report will be used to monitor the progress of the project.
   iii. Final report must be submitted within three (3) months after project completion via UTS Research Cloud Management System (URCMS).

16. TERMINATION

Projects can be terminated based on any of the followings:

   i. Any false reporting by the project leader;
   ii. Any misuse of the grant provided;
   iii. Non-performance in terms of progress;
   iv. Variation of scope of project without getting prior approval from Centre for Research and Development.

For projects terminated by the University Research Committee, the project leader shall not be eligible to apply for any new internal research grant for a period of two (2) years.

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