



UTS BOOK GRANT GUIDELINE

1. UTS RESEARCH GRANT

The UTS Book Grant (UBG) was established by the University in 2022 and is funded from UTS operational budget. The University encourages academic staff to be involved in book publication and the objective of the UBG is to provide UTS academic staff with seed funding to publish a research book. This initiative is expected to increase the number of quality publications from research findings by UTS researchers.

2. OBJECTIVE

- a. To encourage UTS academic staff to publish book with research elements for general reading
- b. To increase the University's rating in Malaysia Research Assessment (MyRA)
- c. To assist UTS Publisher to fulfil the requirement of five (5) books per year in order to be registered under the Majlis Penerbitan Ilmiah Malaysia (MAPIM).

3. ELIGIBILITY OF APPLICANT

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

- i. Academic staff whose remaining contract period is less than 1 year and under probation are not eligible to apply UBG.
- ii. Academic staff who are pursuing their study in full time mode are not eligible to apply UBG.
- iii. Academic staff can only lead one (1) active UBG at one time. The project must support the Vision, Mission and Strategic Planning of the University.
- iv. The draft that had been submitted to UTS Publisher should not apply for UBG.
- v. Applicants must not had any research project terminated by the University Research Committee (URC) within the last (2) years of application date.

4. PROJECT DURATION

The project duration is up to **twelve (12) months from the date of funds approval**. The project extension is only allowed maximum for six (6) months and the application must submit the Grant Management form.

5. QUANTUM OF FUNDING

The quantum for UBG is up to **RM10,000.00**. The approval of funding is endorsed by the University Research Committee and subject to availability of the funds allocated by the University.

6. RESPONSIBILITY OF THE PROJECT LEADER

Project Leaders have to ensure that the quality of research book is published based on the requirements of MyRA and suitable for general reading.

7. SCOPE OF FUNDING

The funding can be utilised only for the following categories:

- a) **VOT 29000 (Professional Services, Hospitality and Other Services)**
Include printing, publication fees, editing fees, honorarium, consultancy, professional photographer, illustrator, etc. Principle Investigator and co-researchers are not allowed to receive honorarium from the grant.

8. ACCEPTANCE OF OFFER

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

9. GRANT APPLICATION PROCEDURE

- i. Applications are open all year round, however 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).

10. ASSESSMENT OF APPLICATIONS

a) Assessment criteria

- i. The book to be published should be based on past or current research project and has completed at least 70% draft of book writing.

b) Evaluation process

- i. All UBG applications submitted in URCMS will be evaluated by the School Research Committee. The committee is comprised of the following:

Chairman : Dean of School

Members : Academic staff with PhD qualifications appointed by the School

- ii. All UBG Grant Application will be evaluated by the Director of Centre for Research and Development and Head of UTS Publisher.

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

Chairman : Vice Chancellor

Members : Deputy Vice Chancellor (Academic), Director of Centre for Research and Development, Bursar, Registrar, All Deans, Director of Centre of University Courses and Innovative Learning, Director of UTS Publisher and Head of Research Centres

11. UBG OUTPUT

a) Book

- i. The acknowledgement to UTS and UBG must be clearly stated in the publication.
- ii. The publication must be published by UTS Publisher.
- iii. The publication must follow the standard of a research book such as:
 - being reviewed and edited before published
 - book cover
 - table of content
 - preface
 - ISBN or ISSN
 - copyright
- iv. The publication must be uploaded in URCMS and be registered under UTS e-Repository.

- v. The hardcopy must be provided to UTS Academic Resource Centre, Pustaka Negeri Sarawak and Perpustakaan Negara in accordance to UTS Publication Policy.

b) Synopsis of the Book

A brief summary of the book (maximum 1000 words) to promote the book published by UTS Publisher to the public.

12. GOVERNANCE OF RESEARCH PROJECT

a) 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 grant.
- iii. Final report must be submitted within three (3) months after project completion via UTS Research Cloud Management System (URCMS).

13. 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;

For projects terminated by the University Research Committee (URC), 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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