UTS RESEARCH GRANT GUIDELINE

1. UTS RESEARCH GRANT

The UTS Research Grant (URG) was established by the University in 2014 and is funded from UTS operational budget. The University encourages all academic staff to be involved in research and the objective of the URG is to provide UTS academic staff with seed funding for their research activities.

2. RESEARCH SCOPE

The scope of the research generally includes fundamental and applied research in the fields of academic study conducted at UTS such as science, engineering, technology, built environment, social sciences and humanities, finance, business and management. The definition of each research scope are as follows:

Fundamental Research

Basic research to generate knowledge that can contribute to enhance intellectual level, the creation of new technologies and the proliferation of a dynamic culture in line with the university vision and mission. It is basic research that can produce theories, concepts, and ideas for the advancement of knowledge.

Applied Research

The aim of applied research is to find a solution for an immediate problem facing a society, or an industrial/business organisation. Applied research is considered to be non-systematic inquiry and it is usually launched by a company, agency or an individual in order to address a specific problem.

Nevertheless, academic staff 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 who are employed on permanent or contract basis are eligible to apply for the URG. 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 eligible to apply. However, the project must have a permanent Malaysian academic staff as co-researcher.
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.   Associate Professor and above are eligible to apply. However, the applicant is encouraged to appoint a junior academic researcher(s) as co-researcher(s) to promote mentor-mentee benefits between junior and senior researchers.
vi. Academic staff can only lead maximum of two (2) projects funded under any types of internal research grants at any time. Projects must support the Vision, Mission and Strategic Planning of the University.
vii. Academic staff is only allowed to be the co-researcher for maximum of two (2) projects.
viii. Applicants must not had any research project funded under URG terminated by the University Research Committee (URC) within the period of previous two (2) years.
ix. 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.

4. PROJECT DURATION

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

5. QUANTUM OF FUNDING

The quantum for each project is up to **RM25,000 for Science, Engineering and Technology area** and **RM15,000.00 for Arts and Humanities area.** The approval of funding is endorsed by University Research Committee and subject to availability of the URG funds allocated by the University.

6. 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.

7. 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 RM3,000.

b) **VOT 21000   (Travel and Transport)**
Include travel and transportation for presenting paper in conference within or outside Malaysia or attending fieldwork. Maximum total expenses allowable is RM3,000 for Science, Engineering and Technology area and RM4,000 for Arts and Humanities area. Subsistence allowance is only allowed for presenting paper in local or international conference. 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 with the research. 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. The grant will not support utilities, books, stationeries and subscription to journals etc.

e) VOT 28000 (Maintenance and Repair)
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.

f) VOT 29000 (Professional Services, Hospitality, and Other Services)
Maximum allocation allowable is RM3,000 for Science, Engineering and Technology area and RM4,000 for Arts and Humanities area.

Only for services directly related to the project such as:

- consultancy – agreement/letter of intent must be submitted together with the project proposal;
- payment for enumerators;
- payment for fabrication/installation/testing/calibration
- sample testing and analysis;
- data processing;
- purchase of written material related to project
- journal paper publications related to the project; and
- registration fees for conference.

g) VOT 35000 (Accessories and Small Appliances)
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 40% 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.

8. 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.

9. ACCEPTANCE OF OFFER

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

10. 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).

11. 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 Grants Application 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 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 :   Academic staff with PhD qualifications

iii. The research funding will be evaluated by 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

12. PUBLICATION AND INTELLECTUAL PROPERTY

a) Publication

i. All researchers under Science, Engineering and Technology area must publish at least 2 indexed conference/journal papers and under Arts and Humanities area, the researchers must publish at least 1 indexed paper in journals or conference proceedings either locally or internationally.

ii. For Arts and Humanities area, it is compulsory to publish under Borneo Journal of Social Sciences and Humanities (BJSSH).

iii. UTS staff must be the first/corresponding author in conference/journal papers.

b) Intellectual property

i. The right of ownership of Intellectual Property Rights shall be based on UTS Intellectual Property Policy. Researchers are encouraged to apply for registration of intellectual property, whether at the local or international levels.

13. 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. The Project Leader is required to attach a draft article in the progress report after 12 months of the project. The draft shall include the preliminary result of the project.

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

14. 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 (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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