



## **UTS SOCIAL RESPONSIBILITY RESEARCH GRANT GUIDELINE**

### **1. INTRODUCTION**

The UTS Social Responsibility Research Grant (USRRG) was approved by the University Academic Committee (UAC) and endorsed by the University Senate in March 2018 and funded from UTS operational budget. The University encourages all academic staff to be involved in research and the objective of the USRRG is to provide UTS academic staff with the platforms for researchers to transfer knowledge to the community and the industry. The researchers have to obtain the agreement from the community or industry before conducting the research.

### **2. ELIGIBILITY OF APPLICANT**

All UTS academic staff who are employed on permanent or contract basis are eligible to apply for the USRRG. 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 academic staff as 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 a 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 maximum of two (2) project funded under any types of internal 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 maximum of two (2) projects.
- vii. Applicants must not had any research project funded under the University Grant terminated by the University Research Committee within the period of previous two (2) years.

- viii. UTS Graduate Assistant, Post Doctoral Research Fellow and non-academic staff 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.

### **3. CRITERIA OF APPLICATIONS**

- i. Start a networking collaboration with the industry/community. (e.g. identifying expertise for project implementation, identifying stakeholders' needs, the asset/equipment required and what the industry or community can contribute to the project).
- ii. Provide supporting document as a proof of the collaboration with the industry/community.
- iii. Impact of the project to targeted industry/community through the development of modules, interventions, etc.
- iv. Provide list of students involved in the projects.

### **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 leader has 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. QUANTUM OF FUNDING**

The quantum for each project is up to **RM25,000**. The approval of funding is endorsed by University Research Committee and subject to availability of the University Grant funds allocated by the University.

### **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 with maximum of RM 3,000.00. The travelling is allowed based on the approved plan in the research grant proposal and subject to the procedures and regulations set by the University. 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 23000 (Communication and Utilities)**

This includes communication and utilities (phone, fax, postage and WiFi/Broadband) costs that are directly involved in the social responsibility project.

**d) VOT 24000 (Rental)**

Rental is only allowed for space, equipment, research material transportation and other items that are directly involved in the social responsibility project. Rental for transportation including self-drive vehicle must be made by licensed transport companies unless there is no service provided by licensed transport companies.

**e) VOT 26000 (Research materials and Supplies)**

Only expenses for research materials and supplies directly related to the research project can be included.

**f) VOT 29000 (Professional Services, Hospitality, and Other Services)**

Only for services directly related to the project such as conference or short course fee, printing, hospitality, honorarium, professional service, consultancy, computer usage, data processing and other services that relates to the social responsibility project.

**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. The grant will not support the purchase of ICT equipment, software, audio-visual equipment, camera, video camera and external hard disk.
- 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 comprised of the followings:  

Chairman :	Director of Centre for Research and Development
Members :	Professor, Associate Professor and Senior Lecturer
- 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. RESEARCH OUTPUT

- a) For collaboration with the Industry, the researcher must publish an indexed conference/journal paper with the Industrial partners.
- b) The University acknowledgement must be clearly stated in the publication.
- c) For Arts and Humanities area, it is compulsory to publish under Borneo Journal of Social Sciences and Humanities (BJSSH).
- d) UTS staff must be the first/corresponding author in conference/journal paper.
- e) Maximum of 3-minutes demonstration video (introduction of the project, functionality of research output and fulfilment of the output based on project objectives) shall be uploaded in Google Drive and the link must be provided upon submission of final report in URCMS.
- f) The right of ownership of Intellectual Property shall be based on UTS Intellectual Property Policy.

### **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.
- v. 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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