

HIGHLIGHTS ON MOE 2020 GUIDELINES

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PRESENTATION OUTLINE

New Application Requirements

Patent Search

Budget Preparation for the Proposal

Guidelines on Management of MOE
Research Grants 2020





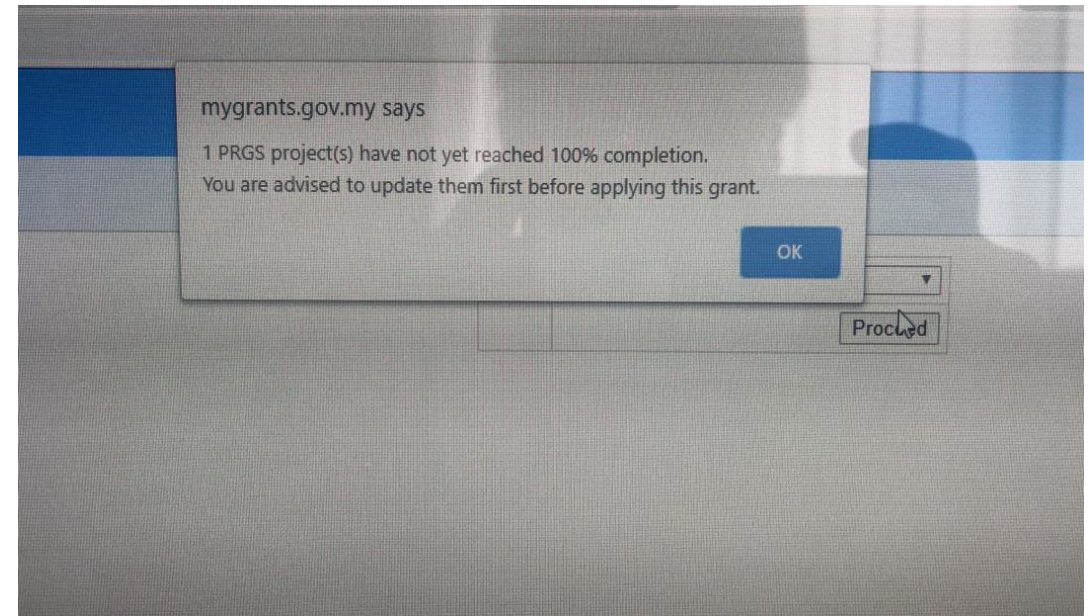
IMPORTANT REMINDERS TO ALL RESEARCHERS

- Update your RESEARCHER PROFILE on MyGrants
- Please do not submit the same proposal to 2 or more funders in the hope to be accepted by one of them
- [IIUM Policy & Procedure on Academic Integrity & Honesty 2008](#)
- Applying FRGS = previous FRGS 75% completed
- Applying TRGS (as Program Leader & Project Leader) = previous TRGS 100% completed
- Applying PRGS= all previous competitive grants – FRGS / TRGS/ PRGS 100% completed
- Applying LRGS (as Program Leader & Project Leader) = previous LRGS 100% completed



IMPORTANT REMINDERS TO ALL RESEARCHERS

- MOE will not open the system for you to immediately update your previous project.
- So:
 - You need to provide all evidences to prove that the project is already completed
 - Researcher submits them to RMC
 - RMC will go through the documents, verify them & provide a supporting letter on the completion of the project
 - RMC will request MOE to allow the researcher to update the completion of the previous project on MyGrants
 - Researcher will upload the letter during the new grant application

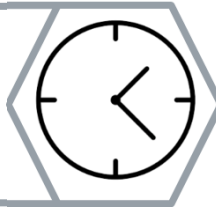




NEW APPLICATION REQUIREMENTS

Duration of Service

- Principle Investigator (P.I) must have at least 2 years of service left in their respective institutions

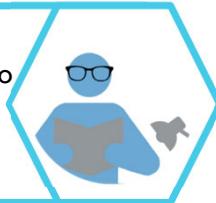


Patent Search Evidence

- P.I must attach patent search evidence for each application

Sabbatical Leave

- Over six (6) months - not allowed to submit application.
P.I is required to update leave information.

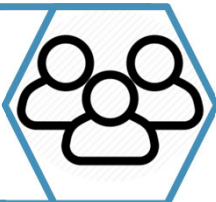


Industry / Agency Collaboration

- P.I needs to collaborate with related Industries / Agencies to carry out the research

Co-Researcher

- P.I is required to have one (1) Malaysian researcher with the same expertise and from the same Institution



Risk Management

- P.I needs to identify any chance / probable risks that will happen before, during and after carrying out the research



PATENT SEARCH

- [TAKLIMAT PANDUAN CARIAN PATEN.pdf](#)
- [Patent Search Report](#)



BUDGET PREPARATION FOR THE PROPOSAL



BUDGET PREPARATION FOR THE PROPOSAL

VOTE	Related items in proposal	Questions to ask yourself
11000 (Salary & Wages)	<ul style="list-style-type: none"> • Output – Talent ➤ 3 years – 1 Phd / 2 Master ➤ 2 years – 1 Master 	<ul style="list-style-type: none"> • What is your promise in your output for Talent • How much is the salary for 1 PhD? • How much is the salary for 1 Master? • What is the min duration to be considered as output for the research?

11000 - Salary and Wages	1 Master student RM1800x24months	21600	21600	43200
Vot-Total		21600	21600	43200



BUDGET PREPARATION FOR THE PROPOSAL

VOTE	Related items in proposal	Questions to ask yourself
21000 (Travelling & Transportation)	<ul style="list-style-type: none">• Data collection activities• Research meetings• Conference (local & abroad)• Validation activities	<ul style="list-style-type: none">• Does my data collection require travelling? Interview? FGD?• How do I plan to meet my research collaborators? Frequency?• How many local conference do I want to go?• What are the requirements for attending conference abroad?➤ Once only / in the 2nd year



BUDGET PREPARATION FOR THE PROPOSAL

21000 - Travelling and Transportation Local	•Research meetings 2 x per year = 4 times RM250 x 4 (Food, mileage, venue)	500	500	1000
	•Presenting papers at 2 international local conferences (travelling, accommodation & food) 1 person x RM1,500 x 1 trip per year	1500	1500	3000



BUDGET PREPARATION FOR THE PROPOSAL

Overseas	•Presenting papers at 1 international overseas conference (travelling, accommodation & food) 1 person x RM4000 x 1 trip per project	4000	4000	8000
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BUDGET PREPARATION FOR THE PROPOSAL

Field work	•Collecting data (interview) 20 stakeholders (Mileage, transportation, food) 2 person x RM100 x 20 time per project	2000		2000
	•Collecting data (focus group discussion) 20 customers Local Muslim customers = 5 members Local non-Muslim customers = 5 members Foreign Muslim customers = 5 members Foreign non-Muslim customers = 5 members (Mileage, transportation, food) 2 person x RM200 x 4 time per project		1600	1600
Sub-Total		2000	1600	3600



BUDGET PREPARATION FOR THE PROPOSAL

VOTE	Related items in proposal	Questions to ask yourself
24000 Rental 27000 Research materials & supplies (Refer guidelines on items not allowable for purchase) 28000 Maintenance & minor repair services	<ul style="list-style-type: none">• Data collection activities:<ul style="list-style-type: none">➤ Clinical testing➤ Laboratory experiments	<ul style="list-style-type: none">• Do I need to rent anything? Justify• What are the chemicals needed?



BUDGET PREPARATION FOR THE PROPOSAL

VOTE	Related items in proposal	Questions to ask yourself
29000 Professional services (This vote normally has the biggest portion)	<ul style="list-style-type: none">• Data collection activities<ul style="list-style-type: none">➤ Honorarium for respondents• Attending conferences<ul style="list-style-type: none">➤ Conference fees• Output – Publication & research report<ul style="list-style-type: none">➤ Publication fees➤ Editing & proofreading• Employ expert services – to validate results	<ul style="list-style-type: none">• How many local conferences am I planning to go?• How many articles have I promised? Scopus & WoS
Short term course	Attend courses related & required for the research – to acquire new skills related to research	<ul style="list-style-type: none">• What are the skills needed for this research?



BUDGET PREPARATION FOR THE PROPOSAL

29000 - Professional Services Services/Consultancy	Payment for editing report & articles 1 report x RM100 3 journal articles x RM300	500	500	1000
	Publication fees (USD550 x 3.63 = RM2000 x 3 articles)	2000	4000	6000
	Honorarium 20 customers (FGD)	2000		2000
	RM100 x 20 person			
	Honorarium 20 stakeholders (interview) RM100 x 20		2000	2000
	Sub-Total	4500	6500	11000
Short term course	Workshop on Corpus Linguistics	1000		1000
	Sub-Total	1000	0	1000



BUDGET PREPARATION FOR THE PROPOSAL

VOTE	Related items in proposal	Questions to ask yourself
35000 (Accessories & equipment)	<ul style="list-style-type: none">• Data collection	<ul style="list-style-type: none">• Are there equipment that I need to purchase? Justify



GUIDELINES ON MANAGEMENT OF MOE RESEARCH



GUIDELINES ON MANAGEMENT OF MOE RESEARCH GRANTS

Bil	Description	Level of Approval							
		FRGS	TRGS	PRGS	ERGS	RAGS	RACE R	NRGS	LRGS
1	Proposal Amendment	Any additional items before MOE approval (during proposal revision period) is prohibited							
2	Change of Scope	MOE (within the first 6 months)							
3	Change of Program Leader		MOE					MOE	MOE
4	Change of PI	RMC	MOE	RMC	RMC	RMC	RMC	MOE	MOE
5	Addition of Co-Researcher	RMC	RMC	RMC	RMC	RMC	RMC	MOE	MOE
6	Project Extension (max. 6 months)	RMC	RMC	RMC	RMC	RMC	RMC	MOE	MOE



GUIDELINES ON MANAGEMENT OF MOE RESEARCH GRANTS

Bil	Description	Level of Approval							
		FRGS	TRGS	PRGS	ERGS	RAGS	RACE R	NRGS	LRGS
7	Budget Reallocation	1. Once per year 2. Amount cannot exceed 50% from the approved amount for each vote 3. Allowed only after 6 months of the start date							
		RMC	MOE	MOE	RMC	RMC	NA	MOE	MOE
8	Items not stated in original proposal	MOE							
9.	Oversea Conference	Approval by Univ in accordance with Uni policy and balance amount							
		RMC	MOE	Prohibi ted	RMC	RMC	NA	MOE	MOE
10.	End of Project Report	Profile	Thesis	Profile	Profile	Profile	Profile	Thesis	Thesis



GUIDELINES ON MANAGEMENT OF MOE RESEARCH GRANTS

- Note:
- All applications for changes on the items above must be verified and supported by the Program Leader (TRGS, LRGs, NRGs)
- All the changes made on the items stated above must be updated on the MyGrants system



CHANGE OF PROGRAM/PROJECT LEADER

- Replacer of the PI must be an existing co-researcher who has been with the project **for 6 months**
- PIs who are going for sabbatical leave for **less than 6 months** is allowed to maintain the position as long as the research is related to the on-going project.



PROJECT MEMBERS (ADDITIONAL OR REMOVAL)

MINIMUM NUMBER	FRGS/PRGS/TRGS/RACER	LRGS (MAX)
2*	5*	8*

* Does not include the PI

- To add a new member:
 - - provide justification
 - - application must be made **ONE MONTH** before the actual appointment of the new member
- Members can be academic staff or collaborator (industry, public/private agency, overseas institution)
- Cannot add co-researchers **less than 6 months** before end of project
- Cannot add member **during the proposal revision period**



EXPECTED OUTPUT (FOR PRGS)

- Prototype with potential for commercialisation
- Intellectual property
- Must produce at least ONE IP
- It is **COMPULSORY** for the PI to file for at least ONE IP one year after the start of the project



PROJECT DURATION

- Application for extension must be submitted to the RMC **3 months** before the project end date
- **Max. duration of extension - 6 months**
- **Exception: Max. 3 months for publication of article (indexed journal)** to achieve the project output
- Project will be terminated if does not get **approval from the Ethic Committee** within 1 year of project duration
- Authority: a) FRGS by RMC
b) PRGS/TRGS/LRGS will be terminated during the first monitoring session at MOE



PROJECT DURATION

- Justifications for extension which will **NOT** be entertained:
 - Preparing the final report
 - Attending conferences (local or abroad)
 - Payment of GRA
 - Payment of asset at the end of the project duration (the last 6 months)
 - Utilising the balance of the project money



MANAGEMENT OF FUND

- Grant must be utilized **within Malaysia** (unless approval has been given by MOE to conduct research abroad as stated in the proposal)
- The fund must **remain with the recipient university** as approved by MOE
- Transfer of MOE grant to holding/spin-off company is prohibited
- Budget reallocation between votes shall be in accordance with the Treasury Circular and IIUM Financial Regulations
- Spending that exceeds the approval amount of each vote is not allowed.
- Expenses can only be made after the transfer of vote is approved



MANAGEMENT OF FUND

- Budget reallocation between votes (in the same project) for all grants
 - It is allowed as long as it is related to the project and in accordance with the percentage limit.
 - Reallocation to a co-researcher from another university is not allowed.
- Budget reallocation between projects in the same Program (TRGS or LRGS)
 - Allowed only for Vote 11000 (same or different university) within project active period pending MOE approval
 - Unutilised amount must be returned to the recipient university



MANAGEMENT OF FUND

- Budget reallocation for Teacher Training College/ Research Institute (for FRGS only)
 - Allowed only for Vote 11000 to Public University within the project active period pending MOE approval.
 - For the purpose to achieve KPI for Talent
- Transfer of grants to another University (for PI who had changed University) is not allowed



TERM OF REFERENCE FOR BUDGET REALLOCATION

VOTE	Description	Term/Reference
11000	Allowance for GRA/ RO (PRGS only)	<ul style="list-style-type: none"> Allowed to reallocate if the GRA output has been achieved. (min 6 months) (MOE plans to increase to 12 months) Allowed only in the second year or above
	Allowance for RO (PRGS only) (RM48K)	<ul style="list-style-type: none"> Not allowed for PRGS
21000	Travelling and Transportation	<ul style="list-style-type: none"> Allowed only for local travelling (attend conference (not for PRGS)/ data collection/ fieldwork and other research related activities)
24000	Rental	<ul style="list-style-type: none"> Allowed as long as it is directly related to the research
27000	Supplies and Material	
28000	Maintenance	
29000	Professional Services	
35000	Accessories and Equipment	<ul style="list-style-type: none"> Allowed as long as it is directly significant to the research (not more than 40% of total approved amount for the vote)



TERM OF REFERENCE FOR BUDGET REALLOCATION

- Budget reallocation is allowed only after **6 months** from the **start date** of the project
- Once per year
- Not more than **50%** of total approved vote



PROCUREMENT OF ASSETS, SUPPLIES AND SERVICES

- Allowed only if it was approved by MOE in the proposal.
- If asset was not itemized in approved proposal, application must be made through RMC for the consideration and approval by MOE.
- Procurement **cannot be made less than 6 months from expected completion date**
- Procurement **cannot be made during the proposal revision period (only GRA & RO-PRGS is allowed)**
- PI is responsible for any procurement and financial matters
- Procurement of asset can only be done by the PI.
- Transfer of fund to other university is not allowed



MANAGEMENT OF ASSETS

- Assets will be the property of the Government and University.
- Product/prototype that was invented must be registered as university's asset.
- PI must report assets purchased via Vote 35000 in the MyGRANTS (progress report)



EXPENSES THAT ARE NOT ALLOWED (FOR PRGS)

- Develop business plan
- Develop market survey
- Product exhibition & promotion
- Attending conference, seminar & colloquium



EXPENSES THAT ARE **NOT ALLOWED**

- Payment for membership fees for Professional Body
- Buying reference material
- ICT and Communication Equipment
- Storage (USB/Hard disk/etc.)
- Utility and Telecommunication Bill
- Furniture/equipment for office
- Rental of Space/Facility at the University
- Filing of IP except **for PRGS**
- Administrative charges
- Other Expenses not Related to the Project



MANAGEMENT OF REMAINING BALANCE

- Remaining balance of TRGS/LRGS program must be returned to the University that leads the project
- Leading university is responsible to report the current balance for the whole Program



LOCAL CONFERENCE (NOT FOR PRGS)

- Only **oral presentation** which leads to publication of articles in **indexed journal** (SCOPUS or WOS) is allowed. **(MOE plans to include poster presentation)**
- Conference must be related to the research



OVERSEA CONFERENCE (NOT FOR PRGS)

- Only **oral presentation** which leads to publication article in indexed journal (**SCOPUS or WOS**) is allowed.
- Allowed once (for FRGS/TRGS) and twice for LRGs.
- For virtual presentation, PI must have verification from the organizer and must be verified by the University.



PUBLICATION

Articles in Indexed Journals

- Publication in **SCOPUS** or **WoS** only
- Status: **Accepted**
- **MOE plan to change to 'Published' or at least the publication already has received the DOI**
- Acknowledge the funder (name of the Ministry and MOE project code)
- Acknowledgement to more than ONE MOE grants is not allowed
- Acknowledgement to DIFFERENT FUNDERS is allowed
- Other output produced must be referred to the criteria that are stated in the “Glossary Malaysia Research Assessment (MYRA)”



ACKNOWLEDGEMENT

Example of acknowledgement for ONE grant only:

The research has been carried out under Transdisciplinary Research Grant Scheme project **TRGS/I/2015/UXM/02/5/2** provided by the Ministry of Education of Malaysia

Example of acknowledgement for multiple grants/funders:

The research was supported by the Ministry of Education (MOE) through Fundamental Research Grant Scheme (**FRGS/I/2013/UXM/02/5/2**). We also want to thank to the Government of Malaysia which provides MyBrain 15 program for sponsoring the work under the **self-funded research grant** and **L00022** from Ministry of Science, Technology and Innovation (MOSTI)



TALENT

- a) GRA appointed and funded by the MOE grant or b) GRA funded by other sources. RMC need to verify the status and research that is conducted.

Terms for GRA:

- Appointment within the active duration of the project (**min. 6 months**) and must graduate (even after end of project) **MOE plans to extend to 12 months**
- GRA must be **supervised by the PI or co-researcher** of the project
- GRA **study must be related** to the research
- GRA must be **full time research mode**
- GRA appointed must not be the PI/co-researcher on study leave
- Research and appointment must be made within Malaysia



RESEARCH OFFICER (FOR PRGS)

- Appointment from 1 to 2 years
- Allowance – total RM48000 (RM2000 per month)
- Anyone with a **student status is not eligible**
- **Minimum qualification** is **Diploma** from any higher education institutions
- Post Doctoral ???? Yet to get a reply from MOE



INTELLECTUAL PROPERTY (FOR PRGS)

For grants where IP is one of the outputs:

- IP must be related to the current research
- IP which had been filed must be supported with evidence
- Vote 29000 to be used for payment of IP (not more than RM5000)



COMMENTS FROM MOE AUDIT 2019

- For PRGS application- FRGS must be 100% completed; no less
- IP should be filed in the 2nd year **NOT in the 1st year of the research project**
- Submitting the same proposal to 2 or more funders concurrently is prohibited



ALL THE BEST

THANK YOU

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