Ministry of Higher Education (MOHE) Research Grants 2020 Guidelines

Presented by:
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1st October 2020

Agendas

1.Ministry of Higher Education (MOHE)Research

Grants 2020 Guidelines

2.Financial Matters (Procedures)

3. Module in MyGRANTS

4.Monitoring of RACER 2019

5.Ethics Approval

PROJECT STATUS DEFINITION

Withdraw

- PI leaves the University and no takers for the project.
- Grant utilized must be reimbursed

Completed KPI achieved

- Research Progress 100%
- Meet all KPIs as promised *(Talent / Publication / IP)*

Terminated

- Research Not Active
- No progress report
- Does not response to any reminders
- Grant utilized must be reimbursed

Incomplete

- Research does not progress well & did not complete after many extensions
- Grant utilized more than 50%
- Grant utilized must be reimbursed

Completed KPI not achieved

- Research Progress 100%
- Does not meet one or a few KPIs as promised *(Talent / Publication / IP)*

INFORMATION ON RESEARCH PROJECT

RESEARCH END REPORT

Research Profile (5 pages)

Infographic on research findings

Research Impact (Government / Academia / Industry / Civil Society)

RESEARCH EXTENSION

Extension of project duration is allowed only ONCE i.e. maximum of 6 months.

RESEARCH PROGRESS

Progress Report
Twice a year i.e *February & August*
online system RMSV2 and funder's system

Panelty (non-submission)
Grant suspended
Blacklisted for application of new grant

RESEARCH ACTIVATION

Research project and allocation registered in RMSV2 and IFIS

Revision in funder systems has been approved

RESEARCH DURATION

The grant is active from the start date up to end date only.

RESEARCH KPIs *(output)*

Publication
2 articles published in indexed journals

Talent
1 Master student (2 years project)
1 Ph.D student (3 years project)

Intellectual Property
(If any)

EXTENSION OF RESEARCH PROJECT

APPLICABLE FOR

Delay in completion of research milestones due to:

- Ethical approval
- Technical issues on research verification
- Procurement issues
- Error in data analysis
- Difficulties is getting the right sample
- Additional no. of database / sample
- Research is still on-going

HOW MANY TIMES?

ONCE ONLY

1

2

4

3

APPLICATION & APPROVAL

- Online via RMSV2 and funder's system
- Approval by RMC and funder
- Application must be submitted **at least 2 months** before the end date
- MOHE will not entertain late application

DURATION

3 – 6 months depending on the justification(s) given

EXTENSION OF RESEARCH PROJECT

UNACCEPTABLE REASONS

- Preparing the final report
- Publishing books etc
- Attending conference (local or international)
- Settling GRA payment
- Procuring asset at the end of the research period
- Utilising the balance of the grant
- Other reasons with acceptable justifications

1

2

EXCEPTION

- Extension due to publication in indexed journals (to achieve KPI) is allowed for 3 months
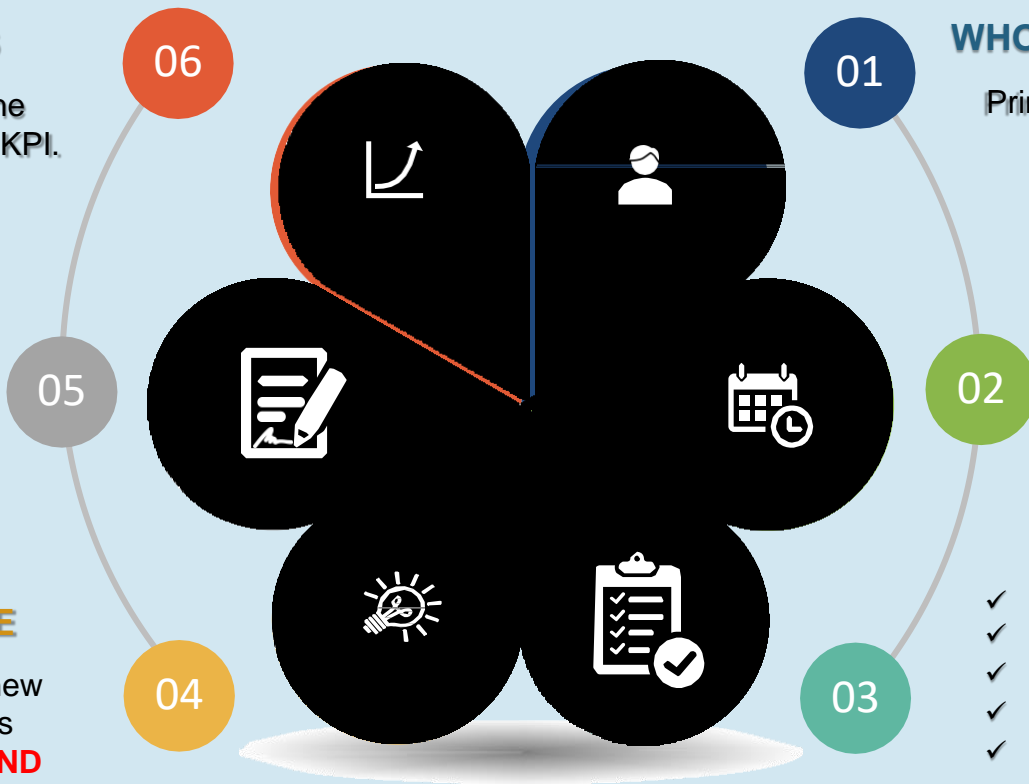
COMPLETION OF RESEARCH PROJECT

PROJECT STATUS

COMPLETED – when the project meets the required KPI.

WHICH SYSTEM TO UPDATE?

Funder systems eg. MyGrants & RMSV2

IMPORTANT NOTE

No financial utilisation (new purchases or claims) is allowed **BEYOND** the **END DATE** of the research project

WHO IS RESPONSIBLE?

Principal Investigator and team members

WHEN TO SUBMIT?

Within 3 months after the end date

WHAT TO SUBMIT?

✓ End of project report form
✓ Research Profile (5 pages)
✓ Infographic on research findings
✓ Publication
✓ Research Impact (Government / Academia / Industry / Civil Society)

01
02
03
04
05
06

GRADUATE RESEARCH ASSISTANT (GRA)

Research Management Centre

TALENT
(Required Research Output)

8 — APPOINTMENT
Contract and extension of appointment is allowed if the project is still on ACTIVE status

7 — ALLOCATION
Vote 11000 (Salary & Wages)

6 — ALLOWANCE
MA – Max up to RM1,800/-
PhD – Max up to RM2,300/-

5 — DURATION
Min. duration is 12 months to be eligible as Output

1 — ELIGIBILITY
Malaysian & International Postgraduate (MA / PhD) student on ACTIVE status

2 — SUPERVISORY
Principal Investigator or Co-Researchers

3 — MODE OF STUDY
Research Mode & Thesis must be related to the research project

4 — APPLICATION
Online through RMSV2

PUBLICATION

- Only publication in SCOPUS and WoS-indexed journals are allowed
- The status of an article in an indexed journal must be at least 'Accepted'
- Published date must be within the project period
- Publication must be completed with an acknowledgement to the funding agency.
- Acknowledgement statement must state the Name of funder and Project Code
- Use Project Code in MyGrants

EXAMPLE OF ACKNOWLEDGEMENT
This research was supported by Ministry of Higher Education (MOHE) through the Fundamental Research Grant Scheme (FRGS/1/2019/UIAM/02/5/2)

PUBLICATION

- If acknowledgement is given to more than one (1) grant from the same funder, the publication will be considered as the KPI to the first mentioned grant

ACKNOWLEDGEMENT
This research has been carried out under the **Transdisciplinary Research Grant Scheme project (TRGS/1/2019/UIAM/02/5/2)** and Fundamental Research Grant Scheme (FRGS/1/2019/UIAM/02/5/2) provided by Ministry of higher Education of Malaysia (MOHE)

- If there is **more than one (1) funder**, first acknowledgement must be given to the highest contributor, followed by the others.

ACKNOWLEDGEMENT
This research was supported by Ministry of Higher Education (MOHE) through the **Fundamental Research Grant Scheme (FRGS/1/2019/UIAM/02/5/2)**. We also wish to thank the Government of Malaysia which provides **MyBrain 15** program for sponsoring this work under the self-fund research grant and **L00022** from the **Ministry of Science, Technology and Innovation (MESTECC)**

Financial Matters (Procedures)

FINANCIAL TRACKER

STEP 01

PLANNING

UPON PROJECT ACTIVATION

Planned in accordance to the guidelines of the grant and as approved in the proposal.

REVIEW OF FINANCIAL

VIREMENT (REALLOCATION)

Virement from one vote to another vote is allowed except V11000 *(talent KPIs must be achieved than only virement is allowed)*

ADVANCEMENT, CLAIM & PAYMENT

VALIDITY OF THE RECEIPTS

All claims for reimbursement must be submitted within 6 months from the date of the receipts.

STEP 02

APPOINTMENT OF GRA

TALENT (PROJECT KPI)

Appointment of GRA upon project activation will make the project progress tack along with the utilization of budget.

STEP 03

PROCUREMENT OF RESEARCH EQUIPMENT / MATERIAL

TIME CONSUMING

The process of such procurement may take some time and it must be procured within the 1st year of project.

STEP 04

REPORTING

OVERALL UTILIZATION

Updating the overall utilization of grant as well as progress of the project twice a year (Feb & August) in funder's system.

STEP 05

STEP 06

Research Management Centre
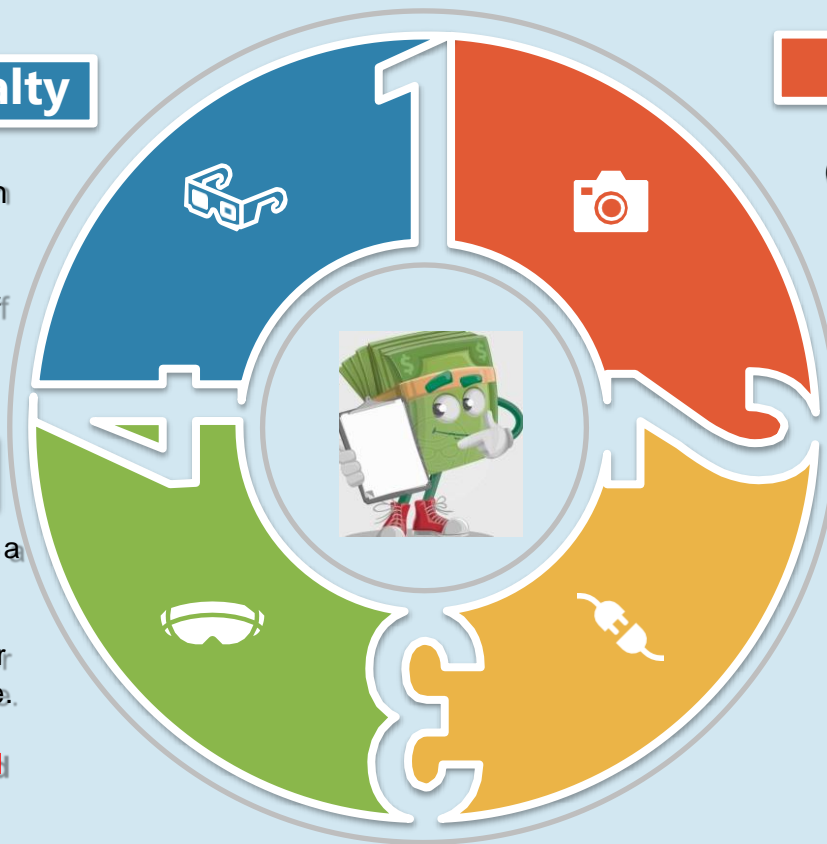
RESEARCH ADVANCEMENT

Cash advances to cover reasonable expenses for research purposes

Reconciliation & Penalty

- Must be reconciled with original receipts of expenses for research purposes.

- Failure may result in deduction of salary.

Which Vote?

Vote27000
(Research Materials & supplies)

Vote29000
(Professional Services)

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Amount & Duration

- Each researcher is allowed to have a maximum of aggregated cash advancements totaling up to RM20,000.00 and **RM10,000.00** per research project at any point of time.

- Cash advancement is to be **utilised within 6 months after disbursement**.

How to Apply?

Research Advancement Form

RESEARCH CLAIM

PROCESSING TIME FRAME

Complete and approved RESEARCH CLAIM FORM shall be processed by the Finance Zone 2 within **14 working days**

WHAT CAN BE CLAIMED?

All expenses related to research only

VALIDITY OF RECEIPTS

All claims for reimbursement must be submitted within **6 months from the date of the receipts**

HOW TO CLAIM

Form
RESEARCH CLAIM FORM

Attachment
Original receipts

Approval
Head of Research of K/C/D/I

PROCUREMENT

WHAT CAN BE PROCURED?

Research Materials i.e. chemicals etc. (V27000)
Research Equipment (V35000)
Service (V29000)

ASSET TAGGING

RMC will issue a QR Code tag for Research Equipment bought

HOW TO PROCURE?

- Below RM20K - PROCUREMENT APPROVAL FORM
- Above RM20K, a proposal needs to be prepared.

PAYMENT

Required document:
- Delivery Order (DO)
- Invoice
- Procurement Order (PO)

DOCUMENTS NEEDED

Quotation from vendor
- Below RM20K : 1 quotation
- Above RM20K – 50K : 3 quotations
- Above RM50K – RM200K : 5 quotations

PROCUREMENT ORDER (PO)

PO will be issued by the Finance Division to the successful vendor

APPROVAL

- Below RM20K – Deputy Director of RMC
- Above RM20K – RM50K : Director of RMC
- Above RM50K – RM200K : Finance Director & Rector

TRAVELLING

TYPES OF TRAVELLING

- Data Collection
- Presenting a paper in a conference / seminar / workshop
- Attending a course / workshop
- Discussion or meeting with collaborator

APPLICATION

- Local Seminar / Conference Form (RAC01)
- Application for Attending Overseas Conference / Seminar / Workshop / Data Collection form

APPROVAL

Local Travelling – Deputy Director RMC
Overseas Travelling – Hon. Rector, Funder and MOE

OVERSEAS TRAVELLING

- ❑ ORAL presentation with full paper only.
- ❑ Principal investigator or co-researchers
- ❑ Once only i.e. 2nd year of the project.
- ❑ Limited to economy class using the shortest direct routes.
- ❑ Approved in the research project proposal by funder.
- ❑ Application form must reach RMC at least 2 months before the event

LOCAL TRAVELLING

- All types of travelling is allowed.
- PI / Co-researcher / GRA
- Application form must reach RMC at least 1 week before the event.

DATA COLLECTION

- If the data collection requires travelling to various places, PI need to prepare a proposal that includes the tentative dates of the activities as well budget incurred.

ALLOCATION

- V21000 (Travelling /Accommodation / Food)
- V29000 (Professional Services)

COMPLETION MODULE IN MYGRANTS SYSTEM BY DECEMBER 2020

1. Login mygrants
2. Monitoring
3. Click project title

1. **Research output**
   - Talent
   - IP
   - Collaboration
   - Publication
   - Prototype

2. **Research Outcome**
   - Facilities
   - Industrial Attachment
   - GRA (Salary after graduation)
   - Knowledge Transfer Program
   - External Funding
   - Consultancies
   - Spin-off

4. **Research Achievement**
   - Current Activities / Progress
   - Way Forward
   - Constraint issues
   - Achievement of project Objectives
   - Impact Statement

4. **Research Achievement**
   - Research Profile
   - Research Infograhic
   - Video
   - Research Deliverables
   - Impact on Quadruple Helix

3. **Research Impact**
   - Award
   - Policy Paper

Ethics Approval

الجامعة الاسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
Garden of Knowledge and Virtue

INTRODUCTION

IIUM Research Ethics Committee (IREC) was established to safeguard the interests, rights, dignity, welfare, health and wellbeing of patients and research participants. In doing so, IREC help to promote high ethical standards in patient care, professional education, clinical research, and community interests. IREC, formerly known as ethics committee, was first established in 2004. The name was later changed to IREC in February 2012 to reflect its role as the University's ethics committee and this was endorsed by the highest authority of the university. Its mandate, on behalf of the University, is to protect the rights and welfare of human participants who take part in research conducted under the auspices of the University. IREC has the duty to provide guidance to researchers and to ensure that research involving persons is carried out safely with considered consent and respect to autonomy and privacy of the subjects, with principles of distributive justice and in accordance with the ethical principles.

WHEN DO YOU NEED TO CONSIDER FOR IREC ETHICAL APPROVAL?

When your research involved the following:
- Human subjects
- Human data that can be identified
- Human cells and tissue that can be trace back to its owner.

WHAT HAPPEN IF RESEARCH DONE WITHOUT ETHICAL APPROVAL?

NO reputable peer-reviewed journal will accept research conducted on human subjects for participation without PRIOR IRB (i.e., duly constituted ethics review committee) approval.

This process has "evolved" over the last 50 years in response to significant instances of abuse and endangerment of human research subjects --- sometimes with the "best" of intentions and sometimes simply as a means to achieve a desired end.

Important:
Research Project without Ethic Committee approval within 1 year will be terminated.
(Dokumen Tadbir Urus Geran Penyelidikan KPT 2020)

Special thanks:
Br. Moh d A'Im ullah Bin Azm i
Scien ce Officer @ RMC
Kuan tan

IREC APPLICATION

International Islamic University Malaysia

1. REGISTER ONLINE

Fill and Upload

FIl online form at https://www.iium.edu.my/centre/irec/submission-form

2. SUBMIT DOCUMENTS HARDCOPY

Compile and Submit.

Submit your document package (refer: https://www.iium.edu.my/centre/irec/initial-review) to:

IIUM Research Ethics Committee
Research Management Centre (Kuantan),
Level 1 Admin Building (OCD), Jalan Sultan Haji Ahmad Shah, 25200 Kuantan, Pahang

3. APPLICATION PROCESSING

Assess and Review

Secretariat will assess and forward the document to reviewer based on the following categories:
- Exempted for review
- Expedited Review
- Full Board Review (via meeting)

*more details at https://www.iium.edu.my /centre/irec/review-categories

4. APPROVAL & POST-APPROVAL

APPROVE AND REPORTING

Approval duration: 1 year from approval date (required to submit Continuing Review Form to extend duration for another 1 year)

Post-Approval: 6 monthly Progress Report, End of Study Report, Amendment, Continuing Review

LEARN MORE AT WWW.IIUM.EDU.MY/CENTRE/IREC

Ethical Comittee can be registered online.

Le arn more at:
www.iium.edu.my/centre/ irec

Monitoring of RACER 2019

RMC's Observation

Percentage	Number of Project
0-25%	46
26%-50%	14
51%-75%	4
76%-100%	0

01 Appointment of GRA

- Only 23 out of 64 projects had appointed GRA after 1 year (35.9%)

02 Financial

- RM 417,485.52 spent out of RM 2,266,673 received (18.42% usage)
- 21 projects had not start spending (32.81%)

03 Progress

- 25 projects reported less than 10% progression
- 10 projects reported 0% progression in MyGRANTS
- 7 projects did not update project report in MyGRANTS

Percentage	Number of Project
0-25%	39
26%-50%	16
51%-75%	5
76%-100%	0

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