

Quick General Guideline for UNIMAS Internal Grant

This general guideline is the summary from “Garis Panduan Pengurusan Penyelidikan, Inovasi & Pengkomersilan” which is available at http://www.riec.unimas.my/images/Garis_Panduan_Penyelidikan2018.pdf. Researchers are advised to refer to the said document for more detail information.

1. UNIMAS Internal Grant Scheme

- 1.1. This general guideline is applicable to all internal funds (either current or previously offered) in UNIMAS including Chair Fund.
- 1.2. Detail on current internal funds on offer can be obtained from <https://www.riec.unimas.my/index.php/research/research-funding/internal-funds> or <https://www.riec.unimas.my/index.php/research/unimas-chair-grants>
- 1.3. Applications are to be submitted through Integrated Research Information System (iRIS).

2. Grant Management

- 2.1. This general guideline is applicable to all internal funds (either current or previously offered).
- 2.2. Progress report for all internal grant **must** be submitted every **six (6) months** through iRIS via <https://research.unimas.my/iris7/research/report/create> . The call for progress report submission will be made by RIEC in June and December each year.
- 2.3. Application for extension of project must be made at least **three (3) months** before the project end date. Application can be made through memo to the Senior Director of Research, Innovation and Enterprise Centre (RIEC), by attaching together with the current progress report, justification of extension, current budget, the new schedule and milestones.

2.4. Project end report **must** be submitted within **three (3) months** after the project end date through iRIS <https://research.unimas.my/iris7/research/report/create> . The hard copy of the end report must also be extended to Senior Director of RIEC together with the evidence of the achievement of the grant such as publications. For Chair grants, formal written approval from the Chair Committee is required in order to officially close the grant.

3. Grant Budget

3.1. Researchers are advised to abide to the following guidelines in preparing the budget during application process:

- a) *Vot 11000 Salary and Wages* – not all internal grants allowed to have this vot in the budget. Please check with the respective grant guideline. The appointment of **Graduate Research Assistant (GRA)** under this vot must be at least for **one (1) year** and can be done by filling in the GRA form available from <http://www.riec.unimas.my/research-form/research-assistant-graduate-research> .
- b) *Vot 21000 Travelling and Transportation* – the amount in this vot must be not more than **40%** of the total grant. For attending **conference**, the total amount must be not more than **RM2500** (including travelling, accommodation & conference fee). Only local conference is allowed and the conference attendance must be oral presentation. Claim for this vot can be made by submitting the travel and expenses claim form for the trip to Senior Director of RIEC.
- c) *Vot 23000 Rental* – only rental of equipment, transportation, facilities or other material directly related to the research is allowed.
- d) *Vot 27000 Research Materials and Supplies* – purchasing of consumables item is allowed under this vot.
- e) *Vot 28000 Maintenance and Repair* – Only cost for minor repair or modification is allowed on building, laboratory, equipment or other material related to the research.
- f) *Vot 29000 Professional Services* – this vot includes honorarium, printing, sample analysis, publication fee and local conference fee. For special services not listed, written permission is required from the Senior Director of RIEC. Claim for honorarium can be

submitted by memo to Senior Director of RIEC along with the supporting documents such as appointment letter for Professional Service and proof of work completed. The appointment letter for honorarium will be prepared by the project leader using the respective Faculty/Institute letterhead.

g) *Vot 35000 Accessories and Equipment* – Generally purchasing of any assets is not allowed through UNIMAS Internal Grant. Any purchasing of inventory items which is RM 1000 and above and not exceeding RM 3000 can be listed under *Vot 27000 Research Materials and Supplies*.

3.2. Virement of budget can only be done **once (1) per year** of the active internal grant. Maximum of three (3) votes involved at one time. Virement for *Vot 11000 Salary and Wages* can only be made if it is proven that KPI for GRA has been achieved.

3.3. Virement for each vot must be not more than **50%** of the existing amount.

3.4. Virement of grant budget can be done through the submission of memo to Senior Director of RIEC justifying the virement, the current account statement of the grant as well as the table showing the affected votes.

3.5. The RIEC reserves the right to refuse all grant application, virement, or claims if the contents of the submission are inadequate, incomplete or not in accordance to the guidelines.

4. Output of Research

4.1 Generally, all UNIMAS internal grant are required **two (2) indexed** publications (SCOPUS/ISI) for Science and Technology **S&T** grant and **one (1) indexed** publication for **non-S&T** before the grant can be considered for closing unless otherwise stated in the respective internal research grant guideline.

4.2 The only exception is Pilot Research Grant Scheme (**PILOT**) which required **one (1) refereed/indexed** publication for it to be considered for closing.

4.3 For **Chair fund**, a written **approval from the Chair Committee** is required to confirmed that all the required output has been achieved.