



**DANA DALAMAN NEGERI GUIDELINE  
RESEARCH MANAGEMENT UNIT (RMU)  
UiTM CAWANGAN KEDAH**

## **1.0 AIM**

The UiTM Research Excellence Fund scheme is established as one of the university's various aids for academics from the various Research Faculties of UiTM to pursue research excellence. This funding is in line with strategic requirements of "Malaysian Research Assessment (MyRA) Instrument" outlined by the Ministry of Higher Education through its National Higher Education Strategic Planning (PSPTN) towards achieving the New Economic Model (NEM) through Strategic Reform Initiatives (SRIs) aligned to the National Key Economic Areas (NKEA).

## **2.0 OBJECTIVE**

The objective of the Research Excellence Fund (Research Intensive Faculty) scheme is to inculcate research culture amongst academics through increases in the number of principal investigators. The Fund aspires to develop human capital as well as to give positive impact to society as an output of its research activities.

## **3.0 AREA OF RESEARCH**

Areas of research for the Excellence Fund Research Grant scheme are:

- i. Science & Technology (ST)
- ii. Social Science & Management (SSM)

## **4.0 DURATION OF PROJECT**

Research projects shall be completed within a period of 24 months from the approval with an extension of up to six (6) months.

## **5.0 ELIGIBILITY**

- 5.1 Principal researchers must be an academic member of UiTM Kedah with minimum grade of DM45 or equivalent.
- 5.2 The maximum limit of funding is RM5,000 subject to availability of funds.
- 5.3 Applicants should not be a principal investigator in any other research grant registered in UiTM.
- 5.4 Academics on study leave, contract or Part-time academics are not eligible to apply for this grant.
- 5.5 This grant is open throughout the year subject to availability of fund.
- 5.6 Review process will be done on rolling basis.
- 5.7 Each research proposal should have a maximum of five (5) members including the principal investigator.
- 5.8 Each research proposal should have one (1) member from the industrial area and one (1) member from other national university.

## **6.0 FUNDING**

- 6.1 Researchers are expected to spend 50 per cent of the grant in the first six (6) months.
- 6.2 Upon completion of the research work, any unspent allocated amount can be used for publication, presentation in conferences and other matters relating to submission of completed research.
- 6.3 The allocated amount will be deducted by half if researchers fail to make expenditure within the first six (6) months after the approval of the research.
- 6.4 The research will be revoked if no progress is made within one (1) year after the approval of the research.
- 6.5 Non-UiTM Kedah members are not allowed to claim for any expenses made on the project. Members from UiTM Kedah are eligible to claim on expenses incurred on the research as stipulated in Section 9.0.

## **7.0 EXPECTED OUTCOMES OF RESEARCH**

- 7.1 Researchers are encouraged to produce a minimum of two (2) full-papers in refereed journals.
- 7.2 Researchers are encouraged to patent their research outcome(s).
- 7.3 Researchers are encouraged to train students in research.
- 7.4 Researchers are expected to use this research as a stepping stone to apply for national and international grants.

## **8.0 APPROVAL PROCESS**

- 8.1 All applications must be made using the latest application form which will be updated from time to time.
- 8.2 Upon approval, the principal investigator must commence research immediately.
- 8.3 Approval letters will be sent to the principal investigator, copied to all collaborators and respective KPPs.
- 8.4 RMU will send out confirmation of research completion letter after receiving the final report.
- 8.5 Progress report must be sent to RMU every six (6) months.

## **9.0 FUNDING SCOPE**

### **9.1 Travel, Lodging and Transportation**

9.1.1 This fund can be used for travel, lodging and transportation. This includes travel, lodging and transportation of researcher(s) and research assistant(s) (RA) for appropriate field works.

9.1.2 For publications in conference/symposium, overseas travel is allowed ONLY ONCE within the ASEAN countries. Expenses will be on a case by case basis subject to approval of the Rector. Only the principal investigator (PI) is eligible for this purpose and only for conference/symposium paper presentation.

9.1.3 For other purposes, any team members and/or those approved by the PI may be eligible but for local travel only.

**9.2 Vote 11000** (Salary and wages for research assistant)

Payment of salary or wages can only be made to one (1) research assistant at a time. The maximum allowable rate is either RM500.00 per month or the 'Skim Khidmat Pelajar (SKP)' rates based on formal appointments by RMU.

**9.3 Vote 21000** (Travelling expenses and subsistence)

Expenses include all travels and domestic flight related to the research;

- Travel by flight is limited to economy class using the shortest and most direct route.

**9.4 Vote 24000** (Rental)

Rentals are allowed for building, equipment, transportation and other goods directly related to research. Rental of transportation must be through licensed transportation companies.

**9.5 Vote 27000** (Research Materials & Supplies (animals, plant seeds, disposables, etc))

Only purchases of research related and relevant materials are allowed.

**9.6 Vote 29000** (Professional services, hospitality, and other services including printing)

9.6.1 For other services including printing, binding, hospitality, honorarium, professional services, consultation, data processing, computer use and other services related to the research project.

9.6.2 UiTM's employee is not eligible for payment under this scheme with the exception of overtime payments.

9.6.3 The maximum allowable rate for miscellaneous wage/services is RM500.00 per month per person.

9.6.4 The grant shall not be used for staff development and/or student development purposes of attending courses unless prior approval is obtained from RMU. In such situations, considerations are given to those who have produced a minimum of one paper indexed in SCOPUS/WOS /ERA.

**10.0 PROJECT PROGRESS**

If the research progress is not satisfactory, RMU has the right to revoke or terminate the project and retract the allocated grant.

**11.0 RESEARCH ETHICS**

Successful applications need to apply for research ethics approval (relevant) within three months after receipt of the grant (before data collection is carried out).

**12.0 EXTERNAL RESEARCH GRANT**

Researcher must submit research proposal to secure any national level grants (including ScienceFund, TechnoFund, FRGS, ERGS, PRGS, RAGS), industrial and private sector grants as well as international grants. Submission must be done within a period of six (6) months, prior to or after submission of the application to this grant.