

DIRECTLY FUNDED RESEARCH (PBT) GUIDELINE

(Garis Panduan Geran Projek Penyelidikan Secara Biaya Terus (PBT))

1.0 BACKGROUND

Universities and industries with inclination toward research and development have been collaborating on research projects based on legally established funding schemes or through direct funding to an individual with mutual interest. The rise of a global knowledge economy has further intensified the need for strategic partnerships that go beyond the traditional funding of discrete research projects. World-class research universities are at the forefront of pioneering such partnerships. There is a need to formalize the official registration of such projects conducted by Universiti Teknologi MARA (UiTM) researchers at or outside UiTM through direct allocation of grants from Malaysian or international research groups, or funding from business or private entities directly to an individual UiTM researcher.

2.0 AIM

The key deliverables of a PBT project must be in line with strategic requirements of Sections C, F and H of the Malaysian Research Assessment I (MyRA I) Instrument outlined by the Ministry of Education, Malaysia through its National Higher Education Strategic Planning (PSPTN). This document outlines the definition, funding scope, scheme of registration and management of PBT projects.

3.0 DEFINITION AND SCOPE

3.1 Directly Funded Research

Any research project that is independently and directly (not through *Bendahari* UiTM and shall include in-kind type of support) supported by a legal funding source and conducted at UiTM is termed as Directly Funded Research and contracted as PBT (for *Penyelidikan Biaya Terus*).

3.2 National Grant

For the purpose of PBT, National Grant includes any research grants provided by the Malaysian Government through its ministries and agencies to researchers outside UiTM who allocate a portion of the grant for project activities conducted by UiTM researchers.

3.3 Private Grant

Grants provided directly by private entities including privatized Malaysian government bodies and agencies, Malaysian government-linked bodies, Malaysian non-governmental private foundations, and business entities, companies and industries incorporated in Malaysia to UiTM researchers.

3.4 International Grant

For the purpose of PBT, International Grant includes any research grants approved, apportioned and remitted from abroad by international bodies or organization or foundations or agencies or researchers outside Malaysia to UiTM researchers for activities conducted in UiTM.

3.5 Fund Remittance

Funding in cash or in-kind under a PBT scheme is remitted or contributed directly to a UiTM researcher and not through or parked at the Finance Department (*Bendahari*) of UiTM.

3.6 Exclusion

Personal grants offered by an individual or a group of individuals notwithstanding their association with any government agencies or private entities or international bodies are not considered PBT.

4.0 AREAS OF RESEARCH

The PBT scheme registers all projects in the fields of Science and Technology, Social Science and Humanities, and Business and Management.

5.0 ELIGIBILITY

- 5.1 Applicants must be full time, active AND permanent academic members of UiTM.
- 5.2 Applicants from UiTM Selangor must be registered with the Community of Research (CoRe).
- 5.3 Membership in a PBT project by co-researchers from any UiTM campuses is permitted but limited to five (5) individuals.

6.0 PROJECT DURATION

- 6.1 **A maximum period of twelve (12) months** must be considered together with the **funding scope and the key deliverables** listed in Sections 7 and 9 below, respectively, for a PBT project to be deemed as a research project.
- 6.2 PBT projects supported by international funding sources shall be completed within the period stated in a legally endorsed Research Agreement or Memorandum of Agreement (see item 9.2 below).
- 6.3 Projects that have been completed **more than 6 months before the time of application** will not be registered. IRMI encourages registration of a PBT project before its commencement.

7.0 FUNDING LIMIT AND SCOPE

- 7.1 The threshold of total funding is RM50,000 for grants from Malaysian sources (pertinent to items 3.2 and 3.3 above) and USD\$10,000 for grants disbursed from outside Malaysia by international fund providers (referring to item 3.4 above).
- 7.2 All matters pertaining to PBT projects are subject to the UiTM Research and Innovation Policy.
- 7.3 Remittance, expenditure and disposal of funds / in-kind contributions shall be the sole responsibility of the grant provider and the receiver.
- 7.4 UiTM and IRMI shall not be held legally responsible for any mismanagement or misuse of the funds.

8.0 APPLICATION AND REGISTRATION PROCESSES

- 8.1 Step 1. A PBT applicant submits the following documents to the Research Management Center (RMC)-Institute of Research Management and Innovation (IRMI), UiTM Shah Alam:
 - (i) a completed PBT Registration Form (**PBT-1**), and
 - (ii) a Research Agreement or Memorandum of Agreement undersigned by the grant provider for consideration and endorsement by the Vice-Chancellor of UiTM or by the Deputy or Assistant Vice-Chancellor (Research and Innovation) of UiTM if authorized by the Vice-Chancellor IF the PBT is being sponsored by international fund provider.
- 8.2 Step 2. The applicant will be notified about the outcome of the application via an official letter signed by the Director of RMC-IRMI, UiTM Shah Alam.
- 8.3 Step 3. If approved, the applicant will be required to fill out the PBT Project Acceptance Form (**PBT-3**) attached with the Approval Letter (**PBT-2**) and submit it to RMC. A copy of the Approval Letter and Project Acceptance Form will be mailed to the grant provider.
- 8.4 Step 4. Upon receiving the completed Project Acceptance Form (**PBT-3**) form, RMC shall register the project in the RMI Reporting System (iRES), which generates an automated email (**PBT-4**) with the project code and other details to the applicant.

9.0 DELIVERABLES

- 9.1 One (1) Project Completion Report (PCR) must be lodged with RMC-IRMI, UiTM Shah Alam via the online iRMIs system.
 - 9.1.1 For PBT supported by an international funding source, the PCR should not divulge any sensitive project information if and as stipulated in the Research Agreement or Memorandum of Agreement.
 - 9.1.2 An automated Confirmation of Research Completion (**PBT-5**) notification will be emailed to the grant holder after receiving the PCR.
- 9.2 PBT recipients from international funding sources are *required* to establish a Research Agreement (RA) or Memorandum of Agreement (MoA) at the outset of the project. (Ref.: Section H(1a) & H(3), MyRA I). Templates of RA and MoA can be downloaded at www.rmc.uitm.edu.my.
- 9.3 Subject to the related clauses in the RA or MoA, researchers are *encouraged* to apply for any type of Intellectual Property protection implement for the research work completed.

This includes patent, know-how license, trademark and copyright of, e.g., software, building layout, engineering blueprint, circuit design, architectural drawing and new microbial species. Recipients may contact the office of Research Innovation and Business Unit (RIBU)-IRMI, UiTM Shah Alam for assistance on this matter. (Ref.: Section F, MyRA I)
- 9.4 Researchers are *encouraged* to publish at least one (1) full research paper in Scopus or Web of Science (ISI) indexed journal or conference proceedings within up to six (6) months beyond the completion of the project. This shall help propagate any new knowledge gained through the PBT to the Malaysian and global research fraternities for greater benefits. (Ref.: Section C(1), MyRA I)