

## UNFUNDED RESEARCH PROJECT (PTB) GUIDELINE

### *(Garis Panduan Geran Projek Penyelidikan Tanpa Biaya (PTB))*

#### 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. Besides these normally financed research projects, researchers at Universiti Teknologi MARA (UiTM) are also conducting projects that are not funded by any formal research grant or financial support including grants from Malaysian or international governmental and non-government agencies or foundations, or funding from business or private entities. There is a need to formalize the official registration of unfunded research projects conducted by UiTM researchers at UiTM.

#### 2.0 AIM

The key deliverables of a PTB project must be in line with strategic requirements of Sections C and F 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 PTB projects.

#### 3.0 DEFINITION AND SCOPE

##### 3.1 Unfunded Research

Any research project that is conducted independently by UiTM researchers at UiTM without any financial supported by a legal funding source is termed as Unfunded Research and contracted as PTB (for *Penyelidikan Tanpa Biaya*).

##### 3.2 Equivalent Funding

The total estimated cash value equivalent to the in-kind support and expertise (man-hour), direct traveling and communication expenses incurred in carrying out activities related to the research project, and cash honorarium or the amount spent on purchasing token of appreciation to respondents in relation to data collection.

##### 3.3 National Grant

For the purpose of PTB, 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.

##### 3.4 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.

##### 3.5 International Grant

For the purpose of PTB, 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.

### 3.6 Exclusion

Any form and method of funding in cash or in-kind is not permitted under a PTB scheme. 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 prohibited. Research projects that are independently and directly (i.e., not through *Bendahari* UiTM and shall include in-kind type of support) financed by a legal funding source and conducted at UiTM can be registered under the Directly Funded Research (PTB – *Penyelidikan Biaya Terus*).

## 4.0 AREAS OF RESEARCH

The PTB 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 and active academic members of UiTM.
- 5.2 Applicants from UiTM Selangor must be registered with the Community of Research (CoRe).
- 5.3 Membership in a PTB project by co-researchers from any UiTM campuses is permitted but limited to five (5) individuals.

## 6.0 PROJECT DURATION

- 6.1 **A minimum period of six (6) months** must be considered together with the **limit of equivalent funding and the key deliverables** listed in Sections 7 and 9 below, respectively, for a PTB project to be deemed as a research project.
- 6.2 Projects that have been completed **more than 6 months before the time of application** will not be registered. However, IRMI encourages registration of a PTB project before its commencement.

## 7.0 EQUIVALENT FUNDING LIMIT AND SCOPE

- 7.1 The threshold of equivalent funding (referring to item 3.2 above) is RM5,000 only.
- 7.2 All matters pertaining to PTB projects are subject to the UiTM Research and Innovation Policy.
- 7.3 UiTM and IRMI shall not be held legally responsible for any misappropriation of funds sourced elsewhere for the PTB project being registered.

## 8.0 APPLICATION AND REGISTRATION PROCESSES

- 8.1 Step 1. A PTB applicant submits a completed PTB Registration Form (**PTB-1**) to the Research Management Center (RMC)-Institute of Research Management and Innovation (IRMI), UiTM Shah Alam:
- 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 PTB Project Registration Confirmation Form (**PTB-3**) attached with the Approval Letter (**PTB-2**) and submit it to RMC. A copy of the Approval Letter and the **PTB-3** will be mailed to the grant provider.
- 8.4 Step 4. Upon receiving the completed **PTB-3**, RMC shall register the project in the RMI Reporting System (iRES), which generates an automated email (**PTB-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. An automated Confirmation of Research Completion (**PTB-5**) notification will be emailed to the grant holder after receiving the PCR.
- 9.2 Subject to the outcome of the PTB projet being registered, 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)
- 9.3 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 PTB to the Malaysian and global research fraternities for greater benefits. (Ref.: Section C(1), MyRA I)