

**EXCELLENCE FUND GUIDELINES FOR VICE CHANCELLOR'S SPECIAL PROJECTS (VCSP)
RESEARCH MANAGEMENT INSTITUTE, UiTM, SHAH ALAM**

1.0 OBJECTIVE

The UiTM Excellence Fund for Vice Chancellor's Special Projects (VCSP) scheme is established to assist the funding of projects aspired by the Vice Chancellor of UiTM to place UiTM on the world map. The projects are administrated by VCSP Lead Directors appointed by the Vice Chancellor.

2.0 DURATION OF PROJECT

Six months with maximum funding of RM25, 000.00.

3.0 ELIGIBILITY

Application is open to all full time UiTM staff who are directly involved in the VCSP programme.

4.0 APPROVAL PROCESS

- 4.1 Applications must be made through the respective Lead Director of VCSP.
- 4.2 Project leaders are to write the proposal in the form available on the RMI website. Hardcopies of the applications are to be sent to RMI for final approval.
- 4.3 Approval letters will be sent to the head of project and copies sent to all members, the respective VCSP Director and Centres for Strategic Planning (PPS).
- 4.4 Project leaders and the respective team members are to fill and sign the acceptance form before commencing the project.
- 4.5 Project teams are to submit the Project Report to RMI after 6 months. The final report form is also available on RMI website.
- 4.6 RMI will send the Confirmation of Research Completion Letter (after receiving the final report) to heads of project and copies sent to all team members, respective VCSP Lead Director and Centre for Strategic Planning (PPS).

5.0 FUNDING SCOPE

5.1 Travel, Lodging and Transportation

- Local and international travel, lodging and transportation for the project team when executing the stipulated work in the proposal.

5.2 Vote 11000 : (Salary and wages for research assistant)

- Only one person is allowed to be waged in a project with a maximum of RM1,500.00 per month for up to 6 months.

5.3 Vote 21000 (Travelling expenses and subsistence)

- All travel and domestic flights related to the project. All overseas travels/ visits must obtain the VC's approval.finalise

5.4 Vote 23000 (Communication and Utilities)

- Communication and utilities including telephone, fax and postage cost.

5.5 Vote 24000 (Rental)

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

5.6 Vote 26000 (Supply of Raw Materials & Materials for Repair and Maintenance)**5.7 Vote 27000 (Research Materials & Supplies)**

- Only purchases of research related materials are allowed.

5.8 Vote 28000 (Maintenance and Minor Repair Services)

- Cost of small repair and maintenance of building, laboratory, equipment or other research related equipment. Maintenance cost for existing equipment during project duration is allowed but after the project is completed; the maintenance of the equipment would not be borne by this grant.

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

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

5.10 Vote 35000 (Small/Supplementary Equipment and Accessories, not less than RM3000.00)

- Purchases of special equipment and accessories (including upgrading of existing equipment) related to this project and costing not more than RM3,000 each. Any purchase of computers and computer related accessories must be referred to RMI.

6.0 MEMBERS

- Number of project members shall not exceed 3 persons (including the project leader).

7.0 PROJECT PROGRESS

- If the research progress is not satisfactory, The Excellence Fund Research Committee has the right to revoke or terminate the project.

8.0 PROJECT OUTCOME

- The project teams shall submit the final report to RMI, the pro – active VCSP Lead Director and Centre for Strategic Planning (PPS). The project team is also highly encouraged to publish its findings in indexed journals.