



Malaysian Technology Development Corporation (MTDC) Mini Social Research Grant

Guidelines for Applicants

1. Application Form

1.1. Section A – The Study

The title of the Study should be concise and indicates clearly the subject and key idea(s) of the research project.

1.2. Section B – Details of the Research Team

Please provide complete contact information and details of all researchers involved in the project and provide their curricula vitae as an appendix to the application form.

1.3. Section C – Details of the Study

The proposal must contain the following elements:

- i. Research background;
- ii. Issues and problem statement;
- iii. Hypothesis / research questions;
- iv. Literature review;
- v. Research objectives;
- vi. Clear and detailed methodology, including description of data collection, methods of data analysis and statistical tools;
- vii. Flow chart of research activities;
- viii. Gantt chart of research activities;
- ix. Milestones; and
- x. Expected outputs, outcomes and deliverables.

2. Scope of Funding

2.1. Vote 11000 – Wages and Allowances for Temporary and Contract Personnel

- Includes wages and allowances for a maximum of two (2) temporary or contract personnel who are directly engaged in the project.

- The maximum wages/allowances for temporary and contract personnel are RM 2,500.00 (PhD graduate) or RM 1,800.00 (Masters graduate) per month/per head inclusive of deductions for SOCSO/EPF.

2.2. Vote 21000 – Travel Expenses and Subsistence

- Includes travel and transportation expenses for domestic and overseas trips directly related to the project.
- Overseas travel is subject to the following criteria:
 - Travel undertaken is for presentation of research findings at conferences or seminars, or when domestic facilities and expertise are inadequate to conduct a portion of the research;
 - Researchers must obtain prior approval for all travel for the above purposes;
 - If the purpose of travel is for presenting research findings at a conference or seminar, the research findings to be presented must be approved by the MTDC Research Committee; and
 - Expenses related to overseas trips are funded up to a maximum of 15 percent of the total expenses of the project.

2.3. Vote 24000 – Rentals

- Only rental for building space, equipment, transportation and any other items directly related to the project can be included.

2.4. Vote 26000 – Research Materials and Supplies

- Only expenses for research materials and supplies directly related to the project can be included.
- The grant does not support utilities, books and subscriptions to journals.
- A detailed description of quantities required and costs must be included in the grant application.

2.5. Vote 28000 – Minor Modifications and Repairs

- Only expenses for minor modifications and repairs of equipment or other items that are directly related to the project can be included.

2.6. Vote 29000 – Professional Services

- Only services directly related to the project will be funded, e.g. consultancy, editing services, data processing services, publication fees and conference registration fees.

2.7. Vote 35000 – Research Equipment and Accessories

- All equipment to be purchased must be itemised in the application form. Justification for purchase of specialised equipment must be given.
- Accessories include items that are needed to upgrade the capability of existing equipment.
- Purchase of any equipment must be made in the first year of research.
- Purchase of personal computers, laptops, printers, servers and scanners are strictly forbidden.
- The limit for funding allocation for research equipment and accessories is up to 40 percent of total project expenses.

3. **Submission of Applications**

3.1. Applications for the MTDC Mini Social Research Grant can be submitted throughout the year. All applications should be submitted via online or posted to:

Malaysian Technology Development Corporation Sdn Bhd
Ground Floor, Menara Yayasan Tun Razak
Jalan Bukit Bintang
55100 Kuala Lumpur

Attn: Head of Research & Publications Department

3.2. Alternatively, the application can be submitted via email to R&P@mtdc.com.my.

4. **Notification of the Application Outcome**

4.1. The applicant will be notified of the outcome regarding the application within fourteen (14) working days after the decision has been made.

5. Acceptance of Offer

5.1. Applicants must notify the Research Committee Secretary of their decision to accept by signing acceptance of the letter of offer and returning the signed copy to the MTDC Mini Social Research Grant Secretariat within fourteen (14) days from the date of the letter of offer.

6. Research Agreement

6.1. All applicants will be required to sign a research agreement upon acceptance of the offer.

7. Ownership of Study and Materials

7.1. Legal title to the Study and any reports, papers, data, statistics, diagrams, information, resources made, created or gathered (as the case may be) by the researcher in the course of undertaking the Study shall vest solely in MTDC.

7.2. The researcher shall not utilise, disseminate, disclose, publish, transfer and/or sell any information related to the Study without prior written approval from MTDC.

8. Publication and dissemination of research findings

8.1. Any findings arising from research activities funded by the grant may be published or disseminated, subject to the researcher obtaining prior approval from the MTDC Research Committee.

8.2. The contribution of MTDC as the fund provider must be acknowledged at all times in all forms of publications.

9. Allocation and Disbursement of Funds

9.1. The quantum for each research project is up to RM 100,000.00.

9.2. Disbursement of research funds will be upon achievement of specific project milestones.

9.3. Researchers must abide by all financial rules and regulations of the institutions, especially those pertaining to procurement, disbursement, appointment of research staff and intellectual property rights.