



CENTRE FOR RESEARCH AND INNOVATION (CRI)

INTERNAL RESEARCH GRANT SCHEME (IRGS)

GUIDELINES

MARCH 2021

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PART 1: APPLICATION

1.1 INTRODUCTION

Quest International University (QIU) aspires to be a model research-led private University through promotion and implementation of research, development and innovation in various fields. QIU is committed to investing in people and providing a favourable research environment to address both local and global issues as well as be a training ground for career development. As such, the QIUP has introduced an internal grant scheme to assist our researchers gain a competitive edge as well as develop a positive track record for securing external grants. The University hopes that with this scheme, it will foster quality interdisciplinary and multidisciplinary research and attract high caliber staff, postgraduate students, external collaborations and strategic alliances.

Applications are opened for two cycles in a year whereby the announcement will be made through internal communication by CRI Director based on the availability of funding.

1.2 OBJECTIVES

- To recognize individual researcher excellence at all career stages;
- To support and enable early career researchers to undertake ‘proof-of-concept’ projects aimed at enabling the researcher(s) to make strong bids for external funding;
- To help develop research collaborations with relevant industry partners as well as other external researchers from local as well as International Research Institutions and Universities;
- To provide seed funding for pre-commercialisation activities for students’ projects or other QIU supported projects;
- To support postgraduate research; and
- To provide research funding for projects that are strategically aligned with the University’s research priorities.

1.3 APPLICATION PROCESS

- i. Applications are open to all academic staff, including permanent and contract academic staff (Professors, Associate Professors, Senior Lecturer and Lecturers) that have at least a Master's Degree;
- ii. For Malaysian Principal Investigator (PI) with a contract status, must have at least one (1) researcher with a permanent status in the same field of expertise and from the same institution;
- iii. For non-Malaysian Principal Investigator with a permanent or contract status, must have at least one (1) researcher with a permanent status in the same field of expertise and from the same institution;
- iv. Part time staff, staff who are on study leave and sabbatical leave are not allowed to apply for the Internal Research Grant Scheme (IRGS).
- v. Each research project should have a minimum two (2) members and maximum of five (5) team members.
- vi. A principal investigator can only allow applying for two (2) applications in one cycle;
- vii. New applications for those who have approved IRGS in the previous phase will be considered with a proof that the project has been 75% completed and submitted a research progress report to CRI;
- viii. However, priority will be given to academics who do not have an active research grant or who are non-Principal Investigators;
- ix. Applicants can submit a previously rejected proposal but with improvements made;
- x. Applications (when necessary), must submit for ethical approval to the Joint Research Ethics Committee (JREC) before submitting their applications for the IRGS. The applicant needs to attach the report from JREC with the IRGS application form.
- xi. The application form can be downloaded from the QIU website under Centre for Research and Innovation (CRI) – Forms

1.4 RESEARCH PRIORITY AREAS

The following are the research domains that the University would like to emphasise upon. So please do ensure that your application falls into one of these Research Domains, while having at least one of the Sustainable Development Goals as a possible output:

i. Research Domains

- Pure and Applied Sciences
- Technology and Engineering
- Clinical and Health Sciences
- Social Sciences
- Arts and Applied Arts
- Natural and Cultural Heritage
- Information and Communication Technology

ii. Sustainable Development Goals (SDGs)

- SDG 1 - No Poverty
- SDG 2 - Zero Hunger
- SDG 3 - Good Health and Well-being
- SDG 4 - Quality Education
- SDG 5 - Gender Equality
- SDG 6 - Clean Water and Sanitation
- SDG 7 - Affordable and Clean Energy
- SDG 8 - Decent Work and Economic Growth
- SDG 9 - Industry, Innovation and Infrastructure
- SDG 10 - Reduced Inequalities
- SDG 11 - Sustainable Cities and Communities
- SDG 12 - Responsible Consumption and Production
- SDG 13 - Climate Action
- SDG 14 - Life below Water
- SDG 15 - Life on Land
- SDG 16 - Peace, Justice and Strong Institutions
- SDG 17 - Partnerships for the Goals

1.5 RESEARCH FUNDING

The maximum quantum for Science & Technology grants is RM 20,000.00 whereas for Social Sciences & Business grants are RM 5,000.00. Applicants that need additional research funding need to justify the reasons in the application form. The quantum of funding will be determined and finalised after the submission of the proposal and reviewed by the Internal Research Grant Committee (IRGC).

1.6 APPLICATION PERIOD

- i. The maximum duration of the research project is twelve (12) months. An extension of a research project is allowed for six (6) months for one (1) time only.
- ii. Application for project extension must be submitted to IRGC through CRI one month before the research project ends.
- iii. Applications for research project extension will only be considered for projects that have achieved 50% of project performance (completion of activities within milestone) and 70% of total expenditure.
- iv. The Principal Investigator needs to submit a progress report every 6 months and project end report within a month after the project duration has ended. These reports will be evaluated by IRGC and verified by CRI.
- v. Failure to submit these reports will affect the application of the applicant for next IRGS cycle.
- vi. Research colloquium to be held once a year for knowledge sharing to QIU academicians and postgraduates.

1.7 RESEARCH VOTES

i. Travelling and Transportation

- For work related to research projects involving activities in the country. E.g.: attend meetings with industry/agencies, data collection activities, questionnaires, studies and fieldwork.

ii. **Rental**

- For this vote, only allowed for rental of equipment, transportation and other items directly involved with the research.

iii. **Research Materials and Supplies**

- Purchase of supplies and research materials is allowed for supplies/materials required by the research project only.

iv. **Maintenance and Minor Repair Services**

- For the purpose of maintaining the university's existing equipment to start research projects with a maximum limit of RM2, 500.00.

v. **Professional Services**

- The allowable services are conference fees, printing, hospitality, professional services honorarium, consultancy, data processing, analysis & laboratory testing and proofreading.
- For the payment for professional and consultancy services, it is necessary to submit a quotation from the agency/company or the resume of the relevant individual together with the letter of appointment for the professional and consultancy services (if any).

vi. **Accessories and Equipment**

- The purchase of research Asset/Inventory equipment must not exceed 40% of the total allocation applied for.
- All purchases of research equipment under a research grant must be clearly stated in the proposal and any amendments after approval must obtain approval and submit justification to IRGC prior to purchase.
- Purchase of laboratory furniture and general equipment such as chemical storage cupboards/laboratory chairs/laboratory tables/ice cubes is not allowed.

- For the purchase of computing equipment and communication equipment is not allowed unless the equipment is an important requirement of the research project and the researcher must obtain the approval of IRGC.
- All purchases of research assets or equipment amounting more than RM50,000.00 need to get approval from IRGC, CRI and Board of Approval.
- All research assets or equipment purchased is owned by the University and the researcher is not entitled to use the item after the project ends without any approval from the relevant department.

1.8 RESEARCH OUTPUT

- i. Approved research grant must produce at least one publication and attend one conference. Publications can be from the following:
 - (a) publication from Web of Science or Scopus; and
 - (b) one (b) indexed conference proceedings;
- ii. The publication of articles with the industry as co-authors is strongly encouraged;
- iii. Each publication acknowledge QIU as the source of funding; and
- iv. Researchers are also encouraged to produce non -indexed publications (research chapters, monographs, journal articles or books), collaborative publications and intellectual property.

PART 2: APPLICATION REVIEW

2.1 FACULTY REVIEW

Internal Research Grant Scheme (IRGS) application proposals must be reviewed by the Faculty Dean together with the Faculty's Programme Coordinator/ Research Coordinator for recommendation before the applicant submits to Centre for Research and Innovation (CRI).

2.2 INTERNAL RESEARCH GRANT COMMITTEE (IRGC) EVALUATION

The Principal Investigator will be invited to make a presentation of their application to Internal Research Grant Committee for evaluation.

The Chair and Members of IRGC:

| Cluster: Sciences | | |
|-------------------------------|---|--|
| No. | Name | Designation |
| 1. | Prof. Dr. Vilasini Pillai | Chair & Director CRI, Dean FST |
| 2. | Prof. Dato' Dr. Sellaiah S. Pillay | Dean, FOM |
| 3. | Prof. Datuk Dr. Allan Mathews | Dean, FOP |
| 4. | Prof. Ts. Dr. Sim Yee Wai | Deputy Dean, FST |
| Cluster: Non- Sciences | | |
| No | Name | Designation |
| 1. | Prof. Dr Abdul Raheem bin Mohamad Yusof | Chair, Dean, FBM |
| 2. | Prof. Dr. Chan Nee Nee | Dean, FSS |
| 3. | Prof. Tina Lim | Director of Academic Affairs Division & Centre for Post-Graduate Studies |
| 4. | Assoc. Prof Jeffrey Yee | Deputy Dean, FBM |

2.3 APPROVAL FROM BOARD OF APPROVAL

The IRGC will send their recommendations to the Board of Approval and results will be notified by CRI.

PART 3: MONITORING

3.1 MONITORING PROJECT REPORT

- i. Progress reports will be submitted to CRI every 6 months;
- ii. Failure to submit the progress report also will affect the further usage of approved funds and/ or further applications by the Principal Investigator for the IRGS.

3.2 SUBMISSION OF PROJECT END REPORT

- i. All Principal Investigators must submit a research project end report to CRI within one (1) month after the project end date and attach proof of publication, conference, Intellectual Property and etc.
- ii. The status of the research project will be changed to “Project Completed” once CRI has received the completed project end report;

3.3 INACTIVE RESEARCH PROJECTS

Research projects that are inactive or do not spend after 6 months from the date of approval will be terminated with 14 days’ notice served to the Principal Investigators;