



**SULTAN MIZAN ANTARCTIC RESEARCH FOUNDATION  
YAYASAN PENYELIDIKAN ANTARTIKA SULTAN MIZAN**

**YPASM SMART PARTNERSHIP INITIATIVE**

**FELLOWSHIP SCHEME**

**- GUIDELINES TO APPLICANTS -**

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## **1. INTRODUCTION**

Yayasan Penyelidikan Antartika Sultan Mizan (YPASM) provides fellowship opportunities especially for the young Malaysian scientists to pursue their research interests in Polar science. The main aim of this scheme is to facilitate the professional development and training of early career scientists in Polar Regions research.

This fellowship allows researchers to undertake short-term visits to major international laboratories, field facilities, and/or institutes in or operated by SCAR member countries, so as to become acquainted with recent advances in research and/or to develop long-term scientific links and partnerships. The work must be carried out in a research group of a SCAR member country other than Malaysia.

## **2. OBJECTIVES**

YPASM Fellowship is designed to:

- Encourage active involvement of early career scientists in Antarctic and/or Arctic scientific research;
- Develop local expertise and talent in polar research; and
- Build new connections and networking with established researchers and experts in polar science.

## **3. RESEARCH PRIORITY AREAS**

All science and policy research related to the Polar Regions in the field of biology, ecology, geology, oceanography, glaciology and atmospheric science.

## **4. ELIGIBILITY CRITERIA**

The YPASM Fellowship Scheme is for PhD students, or those within five (5) years of having completed PhD on the day of the deadline for application, to undertake research at an institute in one of the SCAR member countries other than Malaysia.

- Applicant should not be more than 40 years old at the time of application;

- Projects must be related to scientific research in Polar Regions;
- Applicant will only be allowed to hold one YPASM Fellowship at any one time.
- Application is open to Malaysian researchers from universities participating in YPASM Smart Partnership initiative (UM, UiTM, USM, UMS, UPM, UKM, UMT and IMU).

## **5. QUANTUM AND DURATION OF FELLOWSHIP**

The quantum and duration of YPASM Fellowship Scheme will be based on merit of each application, and not exceeding 12 months with a total maximum allocation of RM50,000.00.

## **6. SCOPE OF EXPENDITURE**

The fellowship can be utilized for the following categories:

- Economy-class round-trip travel using the shortest direct routes the airlines shall be either MAS or Air Asia and a modest subsistence allowance for the fellowship period.
- The Entity's home institute will bear all expenses incurred in his or her home country (domestic travel, visa costs, etc.) and the host institute will waive any bench fees that they might normally charge trainees.

## **7. EVALUATION OF APPLICATION**

- YPASM Fellowship Scheme follows a competitive bidding process.
- Applications will be evaluated by an Evaluation Committee according to the terms, conditions and criteria stated above and other guidelines established.

## **8. PROJECT MONITORING**

- i. Fellowships awarded will be monitored and evaluated every 6 months. If the project shows non-compliance of agreement and non-adherence to milestone, YPASM reserves the right to suspend or withdraw the fund;

- ii. **Project Progress Report (PR)** must be submitted every 6 months after project commencement. These reports will be used to monitor the progress of the project as well as determine the timing of the fund disbursements. This will take into account milestone achieved, as well as 50% expenditure of the amount already disbursed; and
- iii. **End of Project Report (EPR)** should be submitted within two (2) months after project completion. All publications must acknowledge YPASM contribution as a grant provider. The End of Project Report requires the following information :
  - Direct outputs of the project;
  - Extent of achievement of the original project objectives;
  - Benefits of the project, particularly project outputs and organizational outcomes;
  - Technical Report of the project
- iv. Both PR and EPR need to be submitted according to the format outlined by YPASM.

## **9. ELEMENTS OF APPLICATION**

The proposal texts should make it absolutely clear what activities will be carried out, what will be achieved, what deliverables will ensue (e.g. papers, technologies), at what costs, and in what time frame. Guidelines for preparing the proposal are given in the proposal sheet.

In order to apply, candidates will be required to first contact and liaise with appropriate host Antarctic projects or programs in order to secure the support and mentorship of an active research team capable of including them in their own research program.

The elements of the application of the YPASM Fellowship Scheme are:

- **Research Proposal** – The applicant must have the Research Proposal (with relevant appendices) as a single document.

- Applicants to send **Cover Note 1 to the Home Institute Referee**, and the Referee to return it to the Applicant, along with the reference letter, as a single document.
- Application to send **Cover Note 2 to the Host Institute Referee**, and the host to return it to the Applicant, ready to be submitted to YPASM.
- **Application Form** – to be completed and submitted by the Application.

It is the Applicant's responsibility to make sure that all parts of the application (Research Proposal, Home Institution Form and Host Institution Form are completed and received by them before submitting to YPASM.

## 10. RESPONSIBILITIES OF FELLOWSHIP RECIPIENTS

- Recipients should ensure that the fellowship activities are carried out effectively to meet specified objectives as listed in the proposal;
- Recipients should ensure that the correct and updated information related to the research activities and expenditure are reported;
- At the end of Fellowship, each recipient must provide a final report within two (2) months of the completion date, to be published on the YPASM website. Reports should cover the scientific accomplishments and a financial report and should be completed following the format of the YPASM Fellowship Report.

## 11. REQUEST FOR EXTENSION

- Request for extension must be made in writing to the YPASM Chief Executive Officer for approval at least **two (2) months before** the project completion date;
- YPASM may allow for extension of project duration without additional funding; and
- The maximum extension period given is **4 months including the submission of the End of Project Report**.

## 12. NOTIFICATION OF RESULTS

The results of applications will be notified within **7 working days** after the meeting of the YPASM Evaluation Committee.

### **13. ACCEPTANCE OF OFFER**

Applicants must return the letter of acceptance to the Secretariat within **14 days** after the notification of the results by the secretariat via email.

### **14. YPASM FELLOWSHIP SCHEME AGREEMENT**

Fellowship recipients are required to sign the YPASM Fellowship Scheme Agreement within **30 working days** upon acceptance of the approved applications, failing which YPASM has the right to revoke the approval and offer.

### **15. SEMINAR AND PUBLICATIONS**

It is compulsory for the recipient to present his/her research findings at a seminar organized by YPASM. Recipient is encouraged to publish the results of their projects in renowned local and international publications. The contribution of YPASM as the provider must be acknowledged at all times in all forms of publications.

### **16. TERMINATION**

YPASM reserves the right to withdraw the fellowship in the event of the following:

- Any false information provided by the grant holder;
- Change in scope of the research without the prior written consent of YPASM;
- Change of project leader without the prior consent of YPASM;
- Any false information provided by the recipient;
- Changes in scope of the research without the prior written consent of YPASM;
- Any misuse of grants;
- Achievements / progress are not as specified in the YPASM Fellowship Scheme Agreement;
- Any breach of the agreement;
- YPASM reserves the right, at any time, to review, suspend or withdraw approval of any grant or payment if such measures are deemed necessary; an

- YPASM reserves the right to make a claim against the recipient for any losses incurred as result of any default by the fellowship recipient as specified in the agreement.

## **17. FINANCIAL REPORT**

YPASM reserves the right to require the recipient to complete and submit a financial report or to provide supplementary information at any time during the project duration.



## 18. YPASM FELLOWSHIP SCHEME APPLICATION PACK

The application pack contains the Research Proposal Guidelines, Home Institute Form (Cover Note 1) and Supporting Letter, Host Institute Form (Cover Note 2) and Acceptance to Host Letter and Fellowship Application Form.

### Summary Checklist

YPASM Fellowship Scheme	
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>a) Currently a PhD student or within 5 years of completing PhD;</li> <li>b) Not more than 40 years old as of March 2021;</li> <li>c) Will be visiting a facility/laboratory <b>in or run by a SCAR Member country</b> other than Malaysia;</li> <li>d) Project would contribute to the objectives of YPASM;</li> <li>e) Applicant is a Malaysian citizen.</li> </ul>
<b>Award</b>	<ul style="list-style-type: none"> <li>a) 3 awards annually;</li> <li>b) Up to <b>RM50,000 per award</b>;</li> <li>c) Home institute to bear in-home country costs (e.g. visa costs, domestic travel);</li> <li>d) Host institute to waive bench fees, if any.</li> </ul>
<b>Application Package Pack</b>	<ul style="list-style-type: none"> <li>a) <b>Research Proposal</b> (with relevant appendices);</li> <li>b) <b>Home Institute Form (Cover Note 1) &amp; Supporting Letter</b></li> <li>c) <b>Host Institute Form (Cover Note 2) &amp; Acceptance to Host Letter</b></li> <li>d) <b>Application Form</b></li> </ul>
<b>Deadline</b>	<b>31 March 2021 (Wednesday)</b>
<b>Submission and Contact Person</b>	<p>For enquiries and to send your application, please contact:</p> <p>Muhammad Fardy Md Ibrahim (<a href="mailto:fardy@ypasm.my">fardy@ypasm.my</a>) and            Intan Fazlin Ab Razak (<a href="mailto:intan@ypasm.my">intan@ypasm.my</a>)            03-2691 0651</p>

## **19. RESEARCH PROPOSAL GUIDELINES**

**(Maximum length 1,000 words + References + Illustrative materials)**

Applicant must provide a description of the project, indicating its expected achievements and showing what the applicant and the host institute are expected to gain from the work. The write up **must include the following headers** and **must answer the questions** posed within each header.

**Project title:**

**Duration:** *Provide the duration of attachment at Host Institute*

**Background and Rationale:** *Why it is important? Why it should be done now and at this particular host institution?*

**Relevance:** *How does the proposed research activity/work “fit” with YPASM’s goals and objectives?*

**Methodology:** *How are you going to do it? Provide Gantt Chart/project timeline*

**Deliverables:** *What do you expects to achieve?*

**Budget:**

- i) *How much funding is required and how it will be spent? Please supply an outline budget indicating approximate expenditures on travel, accommodation, subsistence, materials and other anticipated costs;*
- ii) *Are you able to obtain additional financial support? If so, how much and from where?*

**Scientific references cited** *(Attach as Appendix 1, max. 1 page)*

**Illustrative materials – tables and figures** *(Attach as Appendix 2, max. 2 pages)*