



**YAYASAN PENYELIDIKAN ANTARTIKA SULTAN MIZAN
(YPASM)**

RESEARCH GRANT

- GUIDELINES TO APPLICANTS -

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TABLE OF CONTENT

NO.		PAGE
1.	INTRODUCTION	3
2.	OBJECTIVE	3
3.	RESEARCH PRIORITY AREAS	3
4.	ELIGIBILITY CRITERIA	3
5.	QUANTUM AND DURATION OF RESEARCH GRANT	4
6.	SCOPE OF EXPENDITURE	4
7.	EVALUATION OF APPLICATION	6
8.	PROJECT MONITORING	5
9.	RULES OF APPLICATION	7
10.	RESPONSIBILITIES OF GRANT HOLDERS	7
11.	REQUEST FOR EXTENSION	7
12.	NOTIFICATION OF RESULTS	7
13.	ACCEPTANCE OF OFFER	8
14.	YAYASAN PENYELIDIKAN ANTARTIKA SULTAN MIZAN (YPASM) RESEARCH GRANT AGREEMENT	8
15.	SEMINAR AND PUBLICATIONS	8
16.	TERMINATION	8
17.	FINANCIAL REPORT	9

1. INTRODUCTION

Yayasan Penyelidikan Antartika Sultan Mizan (YPASM) Research Grant is awarded to encourage local researchers to undertake research in polar science.

The research grant will partially support the cost of research in polar sciences and policy by providing fund for the purpose of research, capacity building or joint fieldwork in the polar region or in established polar laboratories.

2. OBJECTIVES

Yayasan Penyelidikan Antartika Sultan Mizan Research Grant was established to:

- i. Promote and support scientific research in polar regions;
- ii. Foster research activities that create broader beneficial impacts to the YPASM, nation and mankind; and
- iii. Nurture and develop local expertise and human capital in polar research;
- iv. Promote good governance of Polar Regions.

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

- Projects must be related to scientific research in polar regions;
- Applicants must possess a PhD in any field of science & technology;
- Applicants must have at least 3 years' experience in related field/ programme/ research project; and
- Application is open to Malaysian researchers from universities participating in YPASM Smart Partnership initiative only (**UM, UiTM, USM, UMS, UPM, UKM, UMT and IMU**).
- Projects must involve a minimum of two (2) local or international institutions. Letter of Agreement between collaborating institutions must

accompany the application, clearly stating the respective scope of work and IP agreement and ownership.

5. QUANTUM AND DURATION OF RESEARCH GRANT

The quantum and duration of Yayasan Penyelidikan Antartika Sultan Mizan (YPASM) Research Grant will be based on merit of each application, and not exceeding 36 months with a total maximum allocation of RM150, 000.00.

6. SCOPE OF EXPENDITURE

The research grant can be utilized for the following categories:

i. Wages and Allowances for Temporary and Contract Personnel

Includes wages and allowances for temporary and contract personnel who are directly engaged in the project. Up to two (2) temporary or contract personnel will be funded for each project.

- The maximum wages/allowances for temporary or contract personnel are up to RM 1,800.00 per month/per head.

ii. Travel and Transportation

Includes travel and transportation expenses for domestic and overseas trip directly related to the project. Overseas trips must meet the following criteria;

- Only oral presentation at conferences or seminars on the findings of the project;
- When domestic facilities and expertise are inadequate to conduct a portion of the research. However, the venue must be suitable in terms of facilities, expertise and technology transfer;
- The project leader or collaborator or team member is only allowed to go once for the duration of the project, unless otherwise approved by YPASM;
- Travel is limited to economy class using the shortest direct routes the airlines shall be either MAS or Air Asia except under extenuating circumstances

wherein travel via other airlines may be permitted with prior written approval from YPASM;

- The project leader or collaborator needs to send an application for approval to YPASM before attending the conference together with a copy of the abstract/paper that is going to be presented
- The allocation for travelling overseas must be budgeted for in the research proposal and must get prior approval from YPASM; and,
- Travel and transportation allocation for overseas trips will be funded up to RM 22,500.00 or a maximum of 15% of the total expenses of the project, whichever is lesser.

iii. **Rentals**

Only for special equipment not available in the institutions involved in the project and any other items directly related to the project can be included.

iv. **Special Services**

Funding will be approved only for services directly related to the project such as:

- Consultancy – **agreement/letter of intent must be submitted together with the project proposal;**
- Payment for enumerators;
- Sample testing and analysis;
- Data processing;
- Paper publications related to the project;
- Registration fees for conference; and
- Engagement of foreign expert(s) will be considered on a case-by-case basis.

v. The Funding **cannot** be used for:

- Capital purchases (equipment, facilities, etc). However, if specialized equipment is required for the success of the project, justification for its purchase must be given. Project leader will need to provide information on availability of such equipment and why it cannot be used or shared;

- Purchase of capital assets such as building, vehicles and furniture;
- Purchase of personal computer, laptop, printer, scanners;
- Utilities;
- Purchase of books, stationeries and subscription to journals etc.
- Salary or allowances of any personnel.

7. EVALUATION OF APPLICATION

- Yayasan Penyelidikan Antartika Sultan Mizan (YPASM) Research Grant follows a competitive bidding process.
- Applications will be evaluated by an Evaluation Committee according to the terms, conditions and criteria stated above and other established guidelines;

8. PROJECT MONITORING

- i. Projects 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 research grant;
- 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 three (3) 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. RULES OF APPLICATION

The conditions for application of the YPASM Research Grant are:

- Applicants must submit research proposal (**Form A**) and detailed CV of applicants and collaborators (**Form B**) to YPASM;
- Applicants with relevant offer letter or invitation letter from other organization are encouraged to apply; and
- Research proposal will be evaluated by a panel of evaluators appointed by YPASM. Applicant may be called for presentation if required.

10. RESPONSIBILITIES OF GRANT HOLDERS

- Grant holders should ensure that the projects are carried out effectively to meet specified objectives as listed in the proposal;
- Grant holders should ensure that the correct and updated information related to the research activities and expenditure are reported;
- Failure to submit the Progress Report is a serious omission that will result in the withholding of further disbursement of the funds or possible termination of YPASM Research Grant.
- Grant holders are encouraged to support and be involved in YPASM activities including its outreach and awareness programs.

11. REQUEST FOR EXTENSION

- Requests for extensions must be made in writing to the YPASM Chief Executive Officer for approval at least **three (3) months before** the project completion date;
- YPASM may allow for extension of project duration without additional funding; and
- The maximum extension period given will be **6 months which is inclusive of 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 Research Grant 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. YAYASAN PENYELIDIKAN ANTARTIKA SULTAN MIZAN (YPASM) RESEARCH GRANT AGREEMENT

Grant holders are required to sign the YPASM Research Grant Agreement within **30 working days** upon communication of 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 grant provider must be acknowledged at all times in all forms of publications.

16. TERMINATION

YPASM reserves the right to withdraw the grant 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 Agreement of YPASM

Research Grant;

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

17. FINANCIAL REPORT

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