

# Sunway University

## Internal Research Grant Schemes

### 2018

## Context

Sunway University seeks to become recognised internationally for the quality of its research. To become so recognised, the University must provide opportunities for its staff to develop and to publish their research. The internal grant scheme is intended to provide a mechanism for supporting academic staff to (*inter alia*):

- (i) Undertake research projects for the purpose of generating results for publication in peer-reviewed journals of international standing, or equivalent professional outputs;
- (ii) Undertake 'proof-of-concept' or 'pump-priming' research projects aimed at enabling the researcher(s) to make strong bids for external funding for future research;
- (iii) Provide funding opportunities for career-young researchers to develop their research profiles.
- (iv) Provide opportunities for researchers to collaborate with colleagues from other, internationally-recognised research-intensive universities.

## Eligibility

All full-time academic staff of the University are eligible to apply. Contract staff are eligible for support under the scheme provided that it may be reasonably expected that the member of staff shall remain in post for the duration of any award and that the anticipated outputs from the award will be of significant benefit to Sunway University (for example, any publications would originate from and be attributed to Sunway).

No member of staff may normally be the Principal Investigator on more than two (2) internally funded projects at any one time.

## Duration

Grants shall normally be for a period not exceeding **12 months** and all monies must be spent in the financial year of the award. Carry-over of unspent monies shall **not** be permitted.

## Funding

The amount of funding available shall be determined by the Research Office and subject to its annual budget. In determining the number of awards made the Research Office shall:

- (i) Take cognisance of the available funding; and
- (ii) Balance the desire to adequately fund individual projects against the desire to support a number of projects across the university in any one round.

Funding may be sought for (*inter alia*):

- (i) Research materials;
- (ii) Equipment purchase or rental;
- (iii) Professional services;
- (iv) Salaries for Research Assistants.

In general, funds will not be provided for such things as:

- (i) Covering the salaries of the applicants;
- (ii) Replacement teaching cover;
- (iii) General departmental equipment or expenses;
- (iv) Student tuition fees;
- (v) Travel (and related expenses) for collaborators from other universities/organisations;
- (vi) Any costs not detailed in the offer letter, setting out any award under the scheme, or variation to that approved in advance.

### **The Scheme**

Funding of up to **RM50,000** is available to support each project. Projects should normally be short, highly focused pieces of research that will:

- (i) Lead to high-quality indexed journal outputs – or equivalent – that count towards MyRA, SETARA, and/or QS Rankings or Ratings; and/or
- (ii) Provide preliminary data that shall form the basis of an application for an external research grant.

### **Application Process**

Applicants should complete and submit a **short proposal** (not more than 4 sides A4) containing the following information:

- (i) Project Title;
- (ii) Names and designations of the Principal Investigator(s) and any co-investigator(s);
- (iii) Department/Centre/Institute/unit to which the Principal Investigator(s) is (are) attached;
- (iv) Brief summary of the research planned (in lay terms);
- (v) Brief summary of the current state of knowledge, indicating the gaps in that knowledge that the proposed project aims to fill;
- (vi) Brief description of the proposed research, including the research methods to be used;

- (vii) A Gantt (or similar) chart showing timescales and key milestones;
- (viii) Statement of the anticipated outputs of the research (e.g. number of publications);
- (ix) A brief *Impact statement*, indicating the impact that the research is expected to have (e.g. benefits to society/Malaysia/Sunway)
- (x) Budget requested, with accompanying justification

Applications, which must be endorsed by the relevant Head of Department and Dean, must be submitted to the Research Office by 9am on 20/11/2017. Incomplete applications or applications received after the deadline will **not** be considered.

Applications shall be reviewed and ranked by a school-level committee of senior academic staff, determined by the Dean, and may, at the discretion of the Dean, include external experts to assist in the evaluation process.

The final decision on funding shall be taken by the Provost according to the ranking of the various school committee, available monies and strategic objectives of the University.

#### **Expenditure and variations to the budget**

Principal Investigators shall be solely responsible for ensuring that all expenditure is in line with approved spending, falls within budget limits and complies with appropriate University regulations, processes and procedures.

Requests for variations to the budget, such as suspensions, extensions or realignments, should be made in writing to the Provost, justifying the variation. Grantees should not assume that a request for a variation shall be automatically granted.

#### **Monitoring and Reporting**

Successful applicants shall be required to provide a final project report, detailing the research undertaken and the outcomes of the project. Project reports shall be evaluated by a committee of senior academic staff of the University, established under the Research and Enterprise Office; the outcome of the evaluation will be taken into consideration when reviewing any future applications from Principal Investigator.

Successful applicants shall be required to give a presentation on their research and must agree to contributing to and/or having their research included in any publicity materials of the university.