FUNDAMENTAL RESEARCH GRANT SCHEME (FRGS) GUIDELINES

AMENDMENT 2010

(Note: This is the English translation of MOHE’s guidelines for the benefit of UTAR’s Staff. The official guidelines are in Bahasa Malaysia which is available at MOHE’s website http://jpt.mohe.gov.my/menupenyelidik.php)
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PART 1
APPLICATION

1.1 Philosophy

As a nation that aspires to become a developed country, Malaysia needs to enrich its research culture. Therefore, a certain funding is needed for this purpose. FRGS can encourage basic research to generate knowledge that will contribute towards increasing intellectual level, creating new technologies and enrich a dynamic culture in line with our national aspiration.

1.2 Definition

FRGS is for basic research that can develop theories, concept and new ideas towards knowledge development.

1.3 Objective

This research involves exploration of new ideas, concepts or theories which will be the backbone to new discoveries and innovative creations that can further expand the boundaries of knowledge.

1.4 Research Areas

FRGS funding covers basic areas that can support the nation’s strategic agenda. Areas that have been identified are:

A. Pure Science
B. Applied Science
C. Technology and Engineering
D. Clinical and Health Sciences
E. Social Sciences
F. Arts and Applied Arts
G. Natural Science and National Heritage.
1.5 Conditions of Application

This grant is open to academic staff of IPT (Public and Private Institution) with the following conditions:

1.5.1 Malaysian Citizen; and

1.5.2 Permanent academic staff (Professor, Associate Professor, Senior Lecturer, Lecturer); or

1.5.3 For Contract academic staff, must have a permanent staff as co-researcher

1.5.4 For non-Malaysian Citizen, must have a Malaysian Citizen and permanent staff as co-researcher

1.5.5 Application from branch University must follow criteria below:

1.5.5.1 Principal Investigator can be non-Malaysian Citizen but co-researcher must hold Malaysian Citizenship.

1.5.5.2 This grant must be used within Malaysia only.

1.5.6 An applicant is allowed to be the Principal Investigator for one project only and hence only one application will be approved in every cycle.

1.5.7 If a Principal Investigator of the previous cycle wishes to apply for the new cycle, 75% of the previous project must have been completed.

1.5.8 Total fund request shall not exceed maximum amount.

1.5.9 Every Research Project is required to contribute towards human capital development as enshrined in National Strategic Higher Education Plan (PSPTN). Therefore, for:-

(i) Three (3) years project
   - Required to produce at least one (1) PhD or two (2) Master graduate; or both.

(ii) Two (2) years project
   - Required to produce at least one (1) Master graduate
1.5.10 Academic staff who is on study leave is not allowed to be the Principal Investigator. However, he/she can be a co-researcher.

1.5.11 Principal Investigator who moves to another University must relinquish his/her position as the PI. However he/she still remains as a co-researcher.

1.6 Application Rules

1.6.1 Application for this grant should use the latest FRGS-A1(R) Form. This form is available at the Department of Higher Education, Ministry of Higher Education (MOHE)'s website: http://jpt.mohe.gov.my/menupenyelidik.php

1.6.2 This application is open to research projects that fulfill the research areas (para. 1.4) and conditions (para. 1.5) as above.

1.6.3 All applications must be evaluated and recommended by the respective University’s Director of Research Management Centre (RMC). An evaluation report must be submitted together with the application form to FRGS Secretariat, MOHE. Only applications that are recommended by RMC need to be submitted to MOHE,

1.6.4 The applicant must declare all his/her other research projects that are funded by FRGS or other sources.

1.7 Assessment Criteria

1.7.1 Application must be a research project that can develop new ideas/theories/methods/models/process; and

1.7.2 Research that can improve current policies/methodologies and solution model; or

1.7.3 Research that cover humanity and social issues for the purpose of upgrading the life of the country and universal; or

1.7.4 Research that can contribute towards nation’s strategic agenda.
1.8 Financial Rule

1.8.1 Vote 11000
Wages and Allowances for Graduate Research Assistant (GRA)

1.8.1.1 Wages and allowances is meant to hire GRA and the maximum amount is RM2,000.00 for PhD student and RM1,500.00 for Master student or as per IPT guidelines.

1.8.2 Vote 21000
Travelling and Transportation

1.8.2.1 Expenses that cover all domestic travelling and transportation related to the project.

1.8.2.2 For overseas travelling (based on Assessment Committee approval) must follow the criteria below:-

- Shall depend on the sufficiency of the grant and only the Principal Investigator is allowed. Research Assistant is only allowed to attend domestic conference/seminar/workshop that relates to the project.

  i. Overseas travelling allowed is for attending conference/seminar/workshop/colloquium to present the research output.

  ii. The destination must be the most economical in terms of facilities, expertise and transfer of technology

  iii. The travelling must adhere to IPT’s Guidelines

  iv. Only RM15,000.00 or 20% of the allocation (whichever is lower) is allowed for this purpose.

1.8.2.3 Total travelling expenses shall not exceed 40 percent (40%) of the total grant allocation.
1.8.3 Vote 24000  
Rental

Rental is only allowed for building, equipment, transportation and other items directly involved in the research.

1.8.4 Vote 27000  
Research Materials and Supplies

Only expenses related to the research is allowed.

1.8.5 Vote 28000  
Maintenance and Minor Repair Services

Only expenses for maintenance and minor repair services of building, laboratory, equipment or other items that involve in the research is allowed.

Maintenance cost for existing equipment during project implementation is allowed. Once the project is completed, the managing cost shall not be borne by the grant.

1.8.6 Vote 29000  
Professional Service

This vote allocation covers other services include printing, hospitality, honorarium, professional service, consultancy, computer usage, data processing and other services related to the research.

(Special Service)  
Special service expenses that include attending courses, short-term connectivity program (once (1) only) to learn special techniques related to the research project. Maximum duration allowed shall not be more than three (3) months. Total expenses for this shall not exceed 10% of the total grant allocation.

1.8.7 Vote 35000  
Accessories and Equipment

Only purchases of special equipment and accessories (including to enhance the capability of the existing equipment) related to the project is
allowed. List down and justify the required equipment. Total amount requested shall not exceed 40% of the total grant allocation.

1.9 Research Output

1.9.1 Publication

All researchers must publish at least two (2) journal publications. Acknowledgement of the FRGS Grant has to be clearly indicated in the publication.

1.9.2 Intellectual Property (IP)

1.9.2.1 For FRGS funded projects, the researcher is encouraged to apply for IP registration domestically before going for the International level. Any IP of FRGS belongs jointly to the Malaysian Government and the University.

1.9.2.2 The respective IPT is responsible for the management of the IP.

1.9.3 Commercialization Output

1.9.3.1 Commercialization output from a research project that is funded under FRGS Grant and other sources has to be equally shared according to the funding allocation and other form of contribution for that particular project.

1.9.3.2 For Public Institutions (IPTA), commercialization output has to be distributed according to the current Commercialization Policy.

1.9.3.3 For Private Institutions (IPTS), commercialization property details has to be agreed upon in the clause of contract.

1.10 Announcement of Opening and Closing Date of Application

1.10.1 Opening and Closing Date of Application

MOHE will announce the opening and closing application date through official letters to the IPTs.
PART 2

ASSESSMENT

2.1 FRGS Assessment

2.1.1 FRGS Applications by the IPTs will be assessed by an Assessment Committee according to various fixed research areas. This committee is led by a Chairman and comprises of committee members who are expert in their fields.

2.1.2 The Chairman of each committee will approve the application that has been evaluated by FRGS Main Committee. The Main Committee is chaired by the Director-General of Department of Higher Education, MOHE.

2.1.3 Evaluation by the Assessment Committee is based on the conditions, rules and criteria as above and other guidelines prescribed by the Department of Higher Education, MOHE.
PART 3
MONITORING

3.1 Project Implementation

All FRGS approved project must be monitored in terms of:-

(i) Project progress; and

(ii) Financial progress

3.2 Project Control

3.2.1 Each IPT needs to fill up and submit progress and financial reports to FRGS Secretariat, MOHE. The reports will consist of:-

(i) **FRGS-P1(R) Form**
   - FRGS Progress Report
   - To be filled up by IPT’s researcher
   - To be submitted to IPT’s Research Management Center (RMC)

(ii) **FRGS-P2(RMC) Form**
   - An overall FRGS Report by Cycle
   - To be submitted to FRGS Secretariat before 15 February and August every year.
   - To be filled up by IPT’s RMC in three copies; and
   - To be submitted together with FRGS-P1(R), FRGS-K1(RMC) and FRGS-K2(RMC) Form.

(iii) **FRGS-K1(RMC) Form**
   - A summary of Financial Performance by Cycle
   - To be filled up by IPT’s RMC
   - To be submitted together with FRGS-P2(RMC) Form.
(iv) **FRGS-K2(RMC) Form**

- A Financial Expenditure Report by Cycle
- To be filled up by IPT’s RMC
- To be submitted together with FRGS-P2(RMC) Form.

(v) The Final Report has to be submitted within three (3) months after the project ends, using IPT’s format.

3.2.2 For milestones/monthly or quarterly Progress Reports, it is the discretion of the IPT’s RMC and do not require submission to MOHE, unless specifically instructed.

3.2.3 Administration, monitoring and reporting of the projects are the responsibilities of the IPT’s RMC.

3.2.4 The IPT’s RMC is also responsible for asset management. Asset is a joint ownership between Malaysia Government and the IPT. Any asset disposal needs to follow guidelines set.
PART 4
RESULT

4.1 Result Announcement and Fund Allocation

4.1.1 MOHE will forward approval letters to IPT’s Vice Chancellor and a cc copy to RMC.

4.1.2 Once FRGS approval letter has been forwarded, MOHE will disburse the funding amount as per approved by FRGS Main Committee

PART 5
OTHERS

Other Matters

5.1 Principal Investigator resigns/transfers to other IPT

FRGS Grant is being approved and recommended to an IPT. If Para 5.1 occurs, the grant is still under the management of that IPT and all the decision for that IPT will be adopted.