TERM OF REFERENCE*

**FACULTY OF BUSINESS AND ECONOMICS SELF INSTRUCTIONAL
MATERIAL DEVELOPMENT GRANT (FSIMDG)
*(GERAN PEMBANGUNAN BAHAN PENGAJARAN KENDIRI
FAKULTI PERNIAGAAN DAN EKONOMI)***

INTRODUCTION	The Faculty of Business and Economics Advancement Research Grant **(FSIMDG)** is introduced to provide financial support for academic staffs in developing self-instructional materials for undergraduate courses under implementation of Substitute Blended Learning.
APPLICATION TERMS & REGULATIONS	Each applicant must follow the following terms: 1. Application is open to academic staff in FBEc who teaches undergraduate courses. 2. Each application must follow the stipulated terms of reference and will be evaluated by the Evaluation Committee where the committee's decision is final. 3. The number of project team members must not exceed five (5) member, including PI. 4. **Contract academic staff applying for PI must appoint at least one (1) PERMANENT academic staff** as the next assigned PI.
RESEARCH PROJECT DURATION	The maximum project duration allowed is only **for 12 months;** with consideration for **one (1) extension, up to a maximum of six (6) months only.**
FUND ALLOCATION	The amount of funding for each eligible and approved research grant is **up to RM10,000.**

SCOPE OF FUNDING	**Vot 11000** Wages and Allowance for Research Assistant (RA) / Graduate Research Assistant (GRA)	Allowable to pay salary and wages of appointed RA/GRA subject to the university's Guidelines on Appointment of Project Assistant/ Research Assistant. ***Ceiling wage is RM2,000 per month (by salary).**

	Vot 21000 Travelling and Transportation (maximum 40%)	Allowable to pay/claim travel expenses including transportation (e-hailing, car rental etc.) for local fieldwork/ local conference only.
	Vot 24000 Rental	Allowable to pay/claim rental expenses for building/research space, equipment and other items directly involved in the research.
	Vot 27000 Research Materials and Supplies	Allowable to pay/claim expenses for materials/ supplies purchased or procurement related to research.
	Vot 28000 Maintenance and Minor Repair Services	Allowable to pay/claim maintenance costs of existing research equipment **during the project period only.** *No renovation of lab/office spaces allowed *Once the project has been completed, this cost will not be covered by the grant.
	Vot 29000 Professional Services	Allowable to pay wages for temporary Project Assistant/ Research Assistant who are directly involved in project. ***Ceiling wage is RM2,000 per month for 3 months maximum in current year (by honorarium).** Allowable to pay/claim for special services directly related to the project (such as consultancy, payment for enumerators, usage of computer facilities, chemical analysis and data processing). PI must provide TOR for the consultant hired in this project.
	Vote 35000 Minor Equipment	Only purchase of special equipment and accessories (including accessories to upgrade the capability of existing equipment) directly related to the project should be included.
RESEARCH PROJECT REPORT	**Progress Report & Final Report**	1. **Progress Report** Progress Report and project expenditures (hardcopy) must be submitted to Deputy Dean (Research) office **every six (6) months**.

		2. **Final Report** Final Report (hardcopy) must be submitted to the Deputy Dean (Research) office within three (3) months after the project's end date .
RESEARCH OUTPUT		Each project must produce at least one (1) **self-instructional material such as interactive multimedia, applications, platform, gamification, equipment** or any other related materials that may be **filed for copyright or patenting.** All publications MUST have Faculty's affiliation and acknowledge this grant through the project number. **Example:** *"We would like to acknowledge financial support provided by the Faculty of Business and Economics Self Instructional Material Development Grant: UMGXXXX-2024"* Non-fulfilment by the Principal Investigator to submit proof of publication resulted from this granted allocation may affect the Faculty's research funding opportunities in future. Proof of publication's acceptance once accepted/ published must be reported to the Deputy Dean (Research) office.
RESEARCH IMPACT		Every proposed research project should have an impact on knowledge (new findings / theories), industry, and / or society. Principal Investigator need to mention their expected research impact.
RESEARCH ETHICS		All research conducted by university staff and students involving human participants and the use of vertebrate animal subjects must be referred to the appropriate ethics committee. Research Ethics application is **mandatory** for research using primary data.

Updated: 20 March 2025.
* Subject to change from time to time