

## TERM OF REFERENCE\*

### FACULTY OF BUSINESS AND ECONOMICS SPECIAL MATCHING GRANT (GERAN PADANAN KHAS FAKULTI PERNIAGAAN DAN EKONOMI)

<b>INTRODUCTION</b>	The Faculty of Business and Economics Special Matching Grant ( <b>FSMG</b> ) is introduced to encourage academic staff in FBEC researchers conduct collaborative research with external parties, namely the private, industries and international institutions, and subsequently obtaining research grants.
<b>APPLICATION TERMS &amp; REGULATIONS</b>	<p>Each applicant must follow the following terms:</p> <ol style="list-style-type: none"> <li>1. Application is open to all academic staff in FBEC.</li> <li>2. Principal Investigators (PI) for international grants may apply .</li> <li>3. Each application must follow the terms of reference set and evaluated by the Evaluation Committee, appointed by the Faculty. <b>The Evaluation Committee's decision is final.</b></li> <li>4. <b>Contract academic staff applying for PI must appoint at least one (1) PERMANENT academic staff</b> as the next assigned PI.</li> <li>5. First/Corresponding Author must be of active academic staff.</li> <li>6. The quantum of the Faculty Matching Grant will be determined based on a 1:1 ratio (for every RM1 from private/industry/international sources will be matched with RM1 by Faculty to a maximum of RM10,000 per project).</li> </ol>
<b>RESEARCH PROJECT DURATION</b>	The maximum project duration as per agreed project period with the collaborative partner. Requests for extensions for the use of the matching fund for complementary work must be made to the Deputy Dean (Research & Innovation) with justification and detailed information on research activities.
<b>FUND ALLOCATION</b>	The amount of funding for each eligible and approved research grant is <b>up to RM10,000.</b>
<b>SCOPE OF FUNDING</b>	<p><b>Vote 11000</b> Wages and Allowance for Research Assistant (RA) / Graduate Research Assistant (GRA)</p> <p>Allowable to pay salary and wages of appointed RA/GRA subject to the university's Guidelines on Appointment of Project Assistant/ Research Assistant. <b>*Ceiling wage is RM2,000 per month (by salary).</b></p>
	<p><b>Vote 21000</b> Travelling and Transportation</p> <p>Allowable to pay/claim travel expenses including transportation (e-hailing, car rental etc.) for local fieldwork/ local conference only.</p>

	<b>Vote 24000</b> Rental	Allowable to pay/claim rental expenses for building/research space, equipment and other items directly involved in the research.
	<b>Vote 27000</b> Research Materials and Supplies	Allowable to pay/claim expenses for materials/ supplies purchased or procurement related to research (e.g software - subject to JKICT's approval, stationery, data).
	<b>Vote 28000</b> Maintenance and Minor Repair Services	Allowable to pay/claim maintenance costs of existing research equipment <b>during the project period only.</b> *No renovation of lab/office spaces allowed *Once the project has been completed, this cost will not be covered by the grant.
	<b>Vote 29000</b> Professional Services	Allowable to pay wages* for temporary Project Assistant/ Research Assistant who are directly involved in project. <b>*Ceiling wage is RM2,000 per month for 3 months maximum in current year (by honorarium).</b>  Allowable to pay/claim** for publication costs such as page charge fee, proofreading charges, typesetting fee; subject to the terms & conditions stipulated. <b>**Maximum budget is RM3,000</b>
	<b>Vote 35000</b> 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.
<b>RESEARCH PROJECT REPORT</b>	<b>Progress Report &amp; Final Report</b>	<p><b>1. Progress Report</b></p> <p>Progress Report and project expenditures (hardcopy) must be submitted to Deputy Dean (Research) office <b>every six (6) months.</b></p> <p><b>2. Final Report</b></p> <p>Final Report (hardcopy) must be submitted to the Deputy Dean (Research) office within three (3) months after the project's end date.</p>

<b>RESEARCH OUTPUT</b>	<p>Each project must produce at least <b>one (1)</b> journal article published in <b>Web of Science (WoS)</b> or <b>Scopus</b> indexed journals.</p> <p>All publications <b>MUST</b> have Faculty's affiliation and acknowledge this grant through the project number.</p> <p><b>Example:</b>  <i>"We would like to acknowledge financial support provided by the Faculty of Business and Economics Special Matching Grant: UMGXXXX-2024"</i></p> <p>Non-fulfilment by the Principal Investigator to submit proof of publication resulting from this grant allocation may affect their Faculty's research funding opportunities in the future.</p> <p>Proof of publication's acceptance once accepted/ published must be submitted to the Deputy Dean (Research) office within 24 months after the grant ends.</p>
<b>RESEARCH IMPACT</b>	<p>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.</p>
<b>RESEARCH ETHICS</b>	<p>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.</p> <p>Research Ethics application is <b>mandatory</b> for research using primary data.</p>

Updated: 20 March 2025

\* Subject to change from time to time.