

TERM OF REFERENCE*

FACULTY OF BUSINESS AND ECONOMICS SPECIAL BOOK GRANT (GBKF) (GERAN BUKU KHAS FAKULTI PERNIAGAAN DAN EKONOMI)

INTRODUCTION	The Faculty of Business and Economics Special Book Grant (GBKF) is introduced to assist academic staff in FBEC to increase publication and production of books.	
APPLICATION TERMS & REGULATIONS	<p>Each applicant must follow the following terms:</p> <ol style="list-style-type: none"> 1. Application is open to all academic staff in FBEC. 2. Active Principal Investigators (PI) may apply to join as team members but not as PI for new applications. 3. Each application must follow the terms of reference set and evaluated by the Evaluation Committee, appointed by Faculty. The Evaluation Committee's decision is final. 4. The number of project team members must not exceed five (5), including PI. 5. Contract academic staff applying for PI must appoint at least one (1) PERMANENT academic staff as the next assigned PI. 6. A list of draft chapters or a book proposal must be submitted with the application. 7. First/Corresponding Author must be of active academic staff. 	
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 book grant is up to RM10,000 .	
SCOPE OF FUNDING	Vote 11000 Wages and Allowance for Research Assistant (RA) / Graduate Research Assistant (GRA)	Not allowed.
	Vote 21000 Travelling and Transportation	Not allowed.
	Vote 24000 Rental	Not allowed.
	Vote 27000 Research Materials and Supplies	Allowable to claim expenses for materials/ supplies purchased or procurement related to research.

	Vote 28000 Maintenance and Minor Repair Services	Not allowed.
	Vote 29000 Professional Services	<p>Allowable to pay wages* for temporary Project Assistant/ Research Assistant who are directly involved in project.</p> <p>*Ceiling wage is RM2,000 per month for 3 months maximum in current year (by honorarium).</p> <p>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.</p> <p>Allowable to pay/claim** for publication costs such as page charge fee, proofreading charges, typesetting fee; subject to the terms & conditions stipulated.</p> <p>**Maximum budget is RM3,000</p>
	Vote 35000 Minor Equipment	Not allowed.
RESEARCH PROJECT REPORT	Progress Report & Final Report	<p>1. Progress Report</p> <p>Progress Report and project expenditures (hardcopy) must be submitted to Deputy Dean (Research) office every six (6) months.</p> <p>2. Final Report</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>
RESEARCH OUTPUT	<p>For every allocation distributed, the project must produce at least one (1) book publication published and indexed in WOS/SCOPUS <u>or</u> published by International Publisher <u>or</u> Publisher recognized by the Malaysian Scholarly Publishing Council (MAPIM).</p> <p>All publications MUST have Faculty's affiliation and acknowledge this grant through the project number.</p>	

	<p>Example: <i>"We would like to acknowledge financial support provided by the Faculty of Business and Economics Special Book Grant: UMGXXXX-2024"</i></p> <p>Non-fulfilment by the Principal Investigator to submit proof of publication resulted from this grant allocation may affect their Faculty's research funding opportunities in future.</p> <p>Proof of acceptance or contract of the publication must be submitted to the Deputy Dean (Research) office within 24 months after the grant ends.</p> <p>Every project must submit one (1) hardcopy of the published book to the Deputy Dean (Research) office.</p>
RESEARCH IMPACT	<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. (not exceeding 5 lines of text)</p>
RESEARCH ETHICS	<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 mandatory for research using primary data.</p>

Updated: 20 March 2025.

* Subject to change from time to time.