

### TERM OF REFERENCE\*

#### FACULTY OF BUSINESS AND ECONOMICS SPECIAL RESEARCH GRANT (GPKF) (GERAN PENYELIDIKAN KHAS FAKULTI PERNIAGAAN DAN EKONOMI)

<b>INTRODUCTION</b>	The Faculty of Business and Economics Special Research Grant ( <b>GPKF</b> ) is introduced to assist academic staff in FBEC to improve their research activities/output.	
<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. Active Principal Investigators (PI) may apply to join as team members but not as PI for new applications.</li> <li>3. Each application must follow the terms of reference set and evaluated by the Evaluation Committee, appointed by the Faculty. The Evaluation Committee's decision is final.</li> <li>4. The number of project team members should not exceed five (5), including PI.</li> <li>5. <b>Contract academic staff applying for PI must appoint at least one (1) PERMANENT academic staff</b> as the next assigned PI.</li> <li>6. First/Corresponding Author must be of active academic staff.</li> </ol>	
<b>RESEARCH PROJECT DURATION</b>	The maximum project duration allowed is <b>12 months</b> ; with consideration for <b>one (1) extension, up to a maximum of six (6) months only</b> .	
<b>FUND ALLOCATION</b>	The amount of funding for each eligible and approved research grant is <b>up to RM20,000</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> *No virement of funds are allowed to/from other categories</p>
	<p><b>Vote 21000</b> Travelling and Transportation (maximum 40%)</p>	<p>Allowable to pay/claim travel expenses including transportation (flight, e-hailing, car rental etc.) for <b>local fieldwork/ local conference</b> only.</p>
	<p><b>Vote 24000</b> Rental</p>	<p>Allowable to pay/claim rental expenses for building/research space, equipment and other items directly involved in the research.</p>

	<b>Vote 27000</b> Research Materials and Supplies	Allowable to pay/claim expenses for materials/ supplies purchased or procurement related to research.
	<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 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.  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>1. <b>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>2. <b>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>

<p><b>RESEARCH OUTPUT</b></p>	<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>Each project must conduct at least one (1) presentation/ seminar to the stakeholders invited from industry/ government/ civil society/ international organizations.</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 Research 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>
<p><b>RESEARCH IMPACT</b></p>	<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>
<p><b>RESEARCH ETHICS</b></p>	<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.