 <b>MMU</b> MULTIMEDIA UNIVERSITY	<b>IRFund (SEEDING) GENERAL GUIDELINES</b>	<b>Ref: RMC-Internal/Guideline (Seeding fund)</b>	
		<b>3.0</b>	<b>15.11.2021</b>

## PROCESS PROFILE

<b>Process Name</b>	IRFund (Seeding) General Guidelines		
<b>Process Owner</b>	Director, Research Management Centre	<b>Version No.</b>	3.0
<b>Process Lead</b>	Director, Research Management Centre	<b>Date Created</b>	
<b>Process Author</b>	Executive, Research Management Centre	<b>Date Approved</b>	

## VERSION HISTORY

Version Number	Effective Date	Page No	Description of Changes
1.0	6 Dec 2020	All	New Guidelines of IRFund to replace Mini Fund
2.0	2 Oct 2020	1.5	Additional of the number of journal paper from 1 to 2 journal paper
3.0	15 Nov 2021	1.1 1.4.3	Max amount for Science Social Appointment of GRA

<b>PROCESS PROFILE</b> .....	<b>1</b>
<b>VERSION HISTORY</b> .....	<b>1</b>
<b>1.0 OBJECTIVES</b> .....	<b>2</b>
<b>1.1 THE RESEARCH GRANT</b> .....	<b>2</b>
<b>1.2 TERMS OF APPLICATION</b> .....	<b>2</b>
<b>1.3 REVIEW AND APPROVAL OF THE APPLICATION</b> .....	<b>2</b>
<b>1.4 FINANCIAL REGULATION</b> .....	<b>3</b>
<b>1.5 RESEARCH OUTCOME</b> .....	<b>4</b>
<b>1.6 PROJECT REPORT</b> .....	<b>4</b>

## **IRFund(Seeding Fund) General Guidelines**

### **1.0 OBJECTIVES**

- 1.0.1 To nurture junior researchers in MMU.
- 1.0.2 To ensure sustainable research activities in MMU.

### **1.1 THE RESEARCH GRANT**

- 1.1.1 Project duration is 12 months.
- 1.1.2 Amount per project is as per below table :

<b>Project Category</b>	<b>Minimum amount (RM)</b>	<b>Maximum amount (RM)</b>
Science & Technology	20,000.00	25,000.00
Social Science	5,000.00	25,000.00

### **1.2 TERMS OF APPLICATION**


- 1.2.1 The application is open to all but priority will be given to junior academicians and those that do not have active funded research project.
- 1.2.2 Each project must have one (1) project leader and a minimum of one (1) project member who is an academics from MMU. It is highly encouraged to have external collaborators as project members.
- 1.2.3 If the proposed project is a PhD research of the project leader, the project member(s) has to be only the supervisors.
- 1.2.4 Project extension is not allowed.

### **1.3 REVIEW AND APPROVAL OF THE APPLICATION**

- 1.3.1 The application will be reviewed and approved as follows :

<b>Task</b>	<b>Personnel</b>
Review	1. RMC Director / Deputy 2. RMC Panel Reviewer(s)
Approval	VP RICE

- 1.3.2 The University R&D Committee will be notified on the approved fund.

 <b>MMU</b> MULTIMEDIA UNIVERSITY	<b>IRFund (SEEDING)          GENERAL GUIDELINES</b>	<b>Ref: RMC-Internal/Guideline (Seeding fund)</b>	
		<b>3.0</b>	<b>15.11.2021</b>

## 1.4 FINANCIAL REGULATION

### 1.4.1 APPROVED FUNDING ALLOCATION

- 1.4.1.1 Approved funding allocation is strictly not allowed to be carried forward to the following year.
- 1.4.1.2 Purchasing or spending of the approved funding allocation must be as per MMU standard Financial guidelines.
- 1.4.1.3 Purchasing of laptops, desktop computers, printers or mobile phones are not allowed.

### 1.4.2 VIREMENT BETWEEN BUDGET CATEGORY


- 1.4.2.1 Virement can be done two (2) times only during the project duration and between the same budget category only. For example, virement between budget TRAVEL AND TRANSPORTATION and budget RESEARCH MATERIALS AND SUPPLY. Both are categorised as OPEX budget category (as in the table below).
- 1.4.2.2 Virement between budget for SPECIAL EQUIPMENTS AND ACCESSORIES and budget for RESEARCH MATERIALS AND SUPPLIES is not allowed as both are not from the same budget category.

Budget Name		Budget category
R&D Labour	Temporary & Contract Personnel	OPEX
R&D Materials	Research Materials & Supplies	
R&D Incidental	Travel & Transportation	
	Rental Maintenance & Minor Repair Services	
R&D Equipment	Special Equipment and Accessories	CAPEX

- 1.4.2.3 The virement application should be supported with strong justifications.

### 1.4.3 TEMPORARY AND CONTRACT PERSONNEL (OPEX)

Salary is for the appointment of Graduate Research Assistant (GRA) or Research Assistant/Student Worker (RA/SW) only. Only MMU postgraduate students can be appointed as GRAs and only MMU undergraduate students can be appointed as RAs/SWs.

	<b>IRFund (SEEDING) GENERAL GUIDELINES</b>	<b>Ref: RMC-Internal/Guideline (Seeding fund)</b>	
		<b>3.0</b>	<b>15.11.2021</b>

#### 1.4.4 **TRAVEL AND TRANSPORTATION (OPEX)**

1.4.4.1 Field trips for data collection and official meeting only (not for overseas field trips and local/overseas conference/workshop/seminar).

1.4.4.2 Conference/workshop sponsorship should be applied from SDEC through HCM.

#### 1.4.5 **RENTAL (OPEX)**

Only rental on research equipment, transportation and other items that are directly with research are allowed.

#### 1.4.6 **RESEARCH MATERIALS AND SUPPLIES (OPEX)**

1.4.6.1 Research materials and supplies are mainly for stationery and consumable items only.

1.4.6.2 Purchase of books and payment for journal page charge are not allowed.

#### 1.4.7 **MAINTENANCE AND MINOR REPAIR SERVICES (OPEX)**

Only expenses for repairs and modifications of research equipment or other items related to the research are allowed.

#### 1.4.8 **SPECIAL EQUIPMENT AND ACCESSORIES (CAPEX)**

1.4.8.1 Purchasing of item categorised as CAPEX must be as per MMU guidelines. For more information, please contact your faculty asset liaison officer.

1.4.8.2 Items purchased under R&D Equipments (CAPEX) are to be asset tagged and monitored by the faculty.

#### 1.4.9 **RESEARCH OUTCOME**

Must publish at least two (2) publications in SCOPUS/WoS indexed journal. Acknowledgement to IRFund (Bridging) must be clearly stated in each publication.

#### 1.4.10 **PROJECT REPORT**

Project leaders will be required to submit the progress report and end of project report as required by RMC. Oral presentation may be requested by RMC