 MMU MULTIMEDIA UNIVERSITY	IRFund (STRATEGIC) GENERAL GUIDELINES	Ref: RMC-Internal/Guideline (Seedfund)	
		3.0	15. 11. 2021


PROCESS PROFILE

Process Name	IRFund (Strategic) General Guidelines		
Process Owner	Director, Research Management Centre	Version No.	3.0
Process Lead	Director, Research Management Centre	Date Created	
Process Author	Executive, Research Management Centre	Date Approved	

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	Achived the intended outcome that has significant impact
3.0	15 Nov 2021	1.1 1.4.3	Max amount for Science Social Appointment of GRA

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IRFund (Strategic) General Guidelines

1.0 OBJECTIVES

To support strategic and urgent research project which has significant impact to the university.

1.1 THE RESEARCH GRANT

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

Project Category	Minimum amount (RM)	Maximum amount (RM)
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 for this fund is open throughout the year.
- 1.2.2 The application is open to all academics.
- 1.2.3 The strong strategic and urgent reasons of the project must be clearly justified.
- 1.2.4 Each project must have one (1) project leader and a minimum of one (1) project member who is an academics from MMU.

1.3 REVIEW AND APPROVAL OF THE APPLICATION

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

Task	Personnel
Review	1. RMC Director / Deputy 2. RMC Panel Reviewer(s)
Approval	VP R&I

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

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	
R&D Equipment	Maintenance & Minor Repair Services	CAPEX
	Special Equipment and Accessories	

- 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.

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 charges 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**

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

1.4.9.2 OR Achieved the intended outcome that has significant impact to the university as promised in the proposal.

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.