

## **TMR&D Project Guidelines**

The ceiling amount is **RM250,000** for a two-year project. Please find the latest template for the proposal, LOI and URS from the following link (<http://research.mmu.edu.my/index.php?req=58>).

### **1.0 Financial Rule**

#### *Project Assets*

- Only purchases of special equipment and accessories (including to enhance the capability of the existing equipment) related to the project is allowed.
  - List and justify the required equipment.
  - Attach quotations.
  - Higher total budget (more than RM250,000) can be considered for purchasing very important and high impact equipment.
  - For every (up to) RM10,000 extra allocations, 1 SCOPUS/WoS indexed journal must be added as the outcome.
  - This extra allocation cannot be vired into other votes.
- Purchase of phone/tablet are prohibited.
- No assets can be purchased within 6 months before the end of the project.

#### *Incidental*

- Only expenses for maintenance and minor repair services of building, laboratory, equipment or other items related to the research are allowed.
- Maintenance cost for existing equipment during project implementation is allowed.
- This vote allocation covers other services including printing, hospitality, professional service, consultant fees, computer usage, data processing and other services related to the research.
- To Include the related postgraduate fees for the RS in accordance to the amount stated by IPS.

#### *Material*

- Only expenses related to the research is allowed.

#### *Manpower*

- Wages and allowances is meant to hire Research Scholars (RS) or Research Officers (RO) or Postdoc and the maximum amount is according to RMC (RS/RO/Postdoc) Application guidelines ( see <http://research.mmu.edu.my/index.php?req=134> )
- To add one item as 'Project Manager' amounting RM1000/month
- To add project leader salary equals to 2 months' salary per project year.
  - Associate Professor and Professor – RM15,000/month
  - Senior Lecturer and below –RM8,000/month
- If a postdoc salary is included, the following applies
  - Candidate must be within 5 years of completing his/her PhD
  - The scope of research for the postdoc must be clearly justified

- Salary is RM5000 for one year only (can be on top of the max RM250k)
- Must add 7 SCOPUS/WoS indexed journal publications as the outcome of the project
- Allocation for postdoc cannot be vired to other votes

#### *Travelling and Transportation*

- Expenses that cover all domestic travelling and transportation related to the project.
- For overseas travelling, the criteria below must be followed:
  - a) Overseas travelling allowed is for attending conference/seminar/workshop/colloquium to present the research output.
  - b) The travelling must adhere to MMU guidelines.
- Total travelling expenses shall not exceed 10 percent (10%) of the total grant allocation or RM25,000 whichever is lower.

#### *Stamping Fees*

- To include 1% stamping fees in budget plan

#### *MMU FAC*

- To include FAC which is equal to 5% from the project cost [5% x (Project Assets + Incidental + Material + Manpower + T&T)]

#### *Management Fee*

- To include management fee for TMR&D which is equal to 15% of the total Project Cost [15% x (Project Assets + Incidental + Material + Manpower + T&T + MMU FAC)]

### **1.1 Research Output**

#### *Publication*

- All researchers must publish at least two (2) SCOPUS/WoS indexed journal publications per year.
- Acknowledgement of the TMR&D Grant has to be clearly indicated in the publication.

#### *Postgraduate student*

- At least one sponsored RS.
- All sponsored RS will be bonded to TMR&D or MMU or TM with the duration of bonding equivalent to the duration of the sponsorship.

#### *Intellectual Property (IP)*

- At least one (1)
- Expenses will be borne by TM
- Any IP belongs jointly to TM and MMU

**RMC has the right to request project leader to revise any proposed budget if the guideline is not followed. RMC has the right to change any mentioned guidelines from time to time as needed.**

