

## Mini Fund (2019) 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 Amount per project is as per table below for a duration of 12 months from 1 March 2019 till 29 February 2020.
- 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	8,000.00

### 1.2 TERMS OF APPLICATION

- 1.2.1 The grant is opened to lecturers and assistant lecturers only.
- 1.2.2 Project leaders with 2 continuous previous cycles of Mini Fund are not allowed to apply.
- 1.2.3 Academicians who are active project leaders of external research grant(s) are not allowed to apply as a project leader for this fund.
- 1.2.4 Each project must have one (1) project leader and a minimum of one (1) project member. One of the project member must be an academician from Multimedia University.
- 1.2.5 If the proposed project is a Master/PhD research of the project leader, the project member(s) has to be only the supervisor.
- 1.2.6 Project leaders must show proof of draft project proposal submitted to external grant agency.
- 1.2.7 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 :

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 will be allocated in the year as specified by Research Management Centre (RMC).
- 1.4.1.2 Approved funding allocation is strictly not allowed to carry forward to the following year of the approved budget year.
- 1.4.1.3 Purchasing or spending of the approved funding allocation must as per MMU standard Financial guidelines.
- 1.4.1.4 Purchasing of laptop, desktop computer, printer or mobile phone 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 Equipments	Special Equipments 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 Research Assistant/Student Worker (RA/SW) only.

**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 officer.

1.4.8.2 Items purchased under R&D Equipments (CAPEX) are to be returned to RMC by end of the project or as requested by RMC by end of the project.

**1.5 RESEARCH OUTCOME**

Must publish at least one (1) publication in indexed journal. Acknowledgement to Mini Fund must be clearly stated in each publication.

**1.6 PROJECT REPORT**

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