

## Mini Fund (2017/2018) General Guidelines

### 1.0 OBJECTIVES

- 1.0.1 To nurture young and new researchers in MMU.
- 1.0.2 To ensure sustainable research activities in MMU.

### 1.1 THE RESEARCH GRANT

Amount per project is as per table below for a duration of 12 months from 1st December 2017 till 31st January 2019.

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 or senior lecturers only. Other academicians can also apply but must have a very strong justification and will be given less priority.
- 1.2.2 Project leaders with 2 continuous previous cycles of Mini Fund must show proof of submission of external research grant proposal and will be given less priority.
- 1.2.3 Academicians who are project leaders of external research grant(s) are not allowed to apply as a project leader for this Mini Fund.
- 1.2.4 Each academician is allowed to hold only one (1) project leader position in this Mini Fund. This is to give more opportunities to as many researchers as possible.
- 1.2.5 Each project must have one (1) project leader and a minimum of one (1) project member.
- 1.2.6 The project leader of this Mini Fund must agree to submit at least one external research grant proposal to funding agencies by year 2018 if he or she successfully secured this Mini Fund.
- 1.2.7 If the proposed project is the Master/PhD research of the project leader, the project member(s) has to be only the supervisor and the co-supervisor.
- 1.2.8 Project extension is not allowed.

### 1.3 FINANCIAL REGULATION

#### 1.3.1 APPROVED FUNDING ALLOCATION

- 1.3.1.1 Approved funding allocation will be allocated and spent in year 2018 only based on the spending plan by the Project Leader and as per MMU standard Financial guidelines.

1.3.1.2 Any expenditure spent starting 1 December 2017 can be submitted for claim in year 2018.

1.3.1.3 Approved funding allocation is strictly not allowed to carry forward to year 2019.

1.3.1.4 Purchasing of laptop, desktop computer, printer or mobile phone is not allowed.

### 1.3.2 **VIREMENT BETWEEN BUDGET CATEGORY**

1.3.2.1 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.

1.3.2.2 The virement application should be accompanied with strong justifications.

### 1.3.3 **TEMPORARY AND CONTRACT PERSONNEL (OPEX)**

Salary is for the appointment of **part time** Research Assistant/Student Worker (RA/SW) only.

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

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

1.3.4.2 Claim for accomodation is not allowed.

1.3.4.2 Conference/workshop sponsorship should apply to SDEC.

1.3.4.3 Total travel & transporation cost **shall not exceed 15%** of the total project costs.

### 1.3.5 **RENTAL (OPEX)**

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

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

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

1.3.6.2 Purchase of of books and payment for journal page chages fee are not allowed.

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

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

**1.3.8 SPECIAL EQUIPMENT AND ACCESSORIES (CAPEX)**

1.3.8.1 The total CAPEX **shall not exceed 40%** of the total project costs.

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

1.3.8.2 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.

**1.4 RESEARCH OUTCOME**

All researchers are required to publish at least one (1) publication in indexed journal. Acknowledgement to Mini Fund grant must be clearly stated in each publication.

**1.5 PROJECT REPORT**

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