**Internal Reviewer Checklist for Science Fund Application**

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| **Category** | **Item** | **Description** | **Yes** | **No** |
| Administrative | Eligibility | Researchers can lead only one (1) project at any time. Researchers have to submit the End of Project Report (EPR), before submitting a new application. |  |  |
| Status of Citizenship | This fund is open to all research scientists and engineers who are employed on a permanent or contractual basis.  Those on contractual basis must have a permanent Malaysian co-researcher from the same institution, well-versed with the project, to ensure its completion in the event the expatriate’s contract is terminated. The service of a contract researcher must be valid during the period of research proposed and contractual documents must be furnished as proof of employment for the period. |  |  |
| Project Duration | The project duration is up to 30 months |  |  |
| Financial Guidelines | Accessories needed include items that are necessary to upgrade the capability of existing equipment directly related to the project. Purchasing of equipment must be made in the first year. Purchasing of personal computer, laptop, printer, server, scanners are not allowed. |  |  |
| Funding for specialised equipment and accessories is up to a maximum of 40% of the total project expenses. |  |  |
| All specialised equipment/software directly related to the project must be itemised. Applicants need to provide justifications, specifications, quotations and estimated costs for such purchases |  |  |
| Location of Research | The research project under ScienceFund must be carried out in Malaysia |  |  |
| Technical | Project Title | The title is concise, clearly indicating the subject of the research and reflecting the key idea(s) of the project. |  |  |
| Research Background | Addressed major issues and problems |  |  |
| Research necessity and importance |  |  |
| Variables and parameters of the research |  |  |
| Hypothesis or theory, if any |  |  |
| Setting the limits or boundaries of the proposed research in order to provide a clear focus. |  |  |
| Research Approach | Research Methodology  Compares the methodology with alternative methods and justifies why the approach chosen is the most appropriate. |  |  |
| Project Activities  Research activities including all timelines must be reflected in the Gantt chart. |  |  |
| Milestones  There must be at least 2 milestones per calendar year. The timing of the milestones must be reflected in the Gantt chart.  \**Literature review and report writing are not part of milestones* |  |  |
| Technical | Output Expected | * Method / technique * Demonstrator / prototype * New / improved product / device * New / improved process * New / improved software * New / improved material * New / improved service * IPR |  |  |
| Human Capital Development | * Post Doctorate * Doctorate * Master * Research staff with new specialisation |  |  |
| Economic Contribution | * Sales of manufactured product / device / equipment * Royalties from licensing * Revenue from consultancies * Cost savings * Time savings * Others |  |  |
| Infrastructural contribution | * New equipment * New / improved facility * New information networks * Others |  |  |
| Research Priority Areas | * Life Sciences * Computer Sciences and Information and Communication Technology (ICT) * Agriculture Sciences/ Agricultural Engineering * Environmental Sciences * Advanced Materials Science * Chemical Sciences * Physical and Mathematical Sciences * Engineering * Medical and Health Sciences * Social Sciences and Humanities |  |  |
| Selection Criteria of the Project | Scientific and technical merit  The project must be scientifically sound, technically feasible with achievable milestones, and has the potential for further development and commercialisation. |  |  |
| Research competence  The research team must have the knowledge and competency to carry out the research successfully to completion. |  |  |
| Innovativeness of the research. |  |  |
| High impact research  Clear and measureable expected output, outcome and impact in line with National Key Economic Areas / National Key Result Areas (NKEA/NKRA). |  |  |