



الجامعة الإسلامية العالمية ماليزيا  
**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**  
يُؤْتِيهِمُ اللَّهُ مِنْ فَضْلِهِ يُغْنِيهِمْ عَنِ الْكُنُفِ

## **GENERAL GUIDELINES ON RESEARCH FUNDING\***

**IIUM RESEARCH AND INNOVATION  
International Islamic University Malaysia**

\* Not applicable to funding from the Research Endowment Fund

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## GENERAL GUIDELINES ON RESEARCH FUNDING

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### 1.0 INTRODUCTION

**These guidelines are applicable to all research grants under the management of the IIUM Research and Innovation<sup>1</sup> and other grants which may be considered from time to time, except for the Research Endowment Fund.**

The role of the **IIUM Research and Innovation** is to manage all grants funded by the Malaysian Government and some other agencies as well as funds from sources within IIUM. For efficient and effective services, the **IIUM Research and Innovation** initiates this General Guidelines on Research Funding in order to give a clear view to all researchers in conducting their research.

### 2.0 ELIGIBILITY

All full time members of the academic staff are eligible to apply for grants currently managed by the **IIUM Research and Innovation**.

Private sector entities, Research Institutions (RIs) and other Institutions of Higher Learning (IHLs) can collaborate with IIUM researchers.

**Eligibility (as per decision of Research Board Meeting No.1/2010)**

Full time members of the academic staff are eligible to apply for the fund. However, the following categories of staff are not eligible for this grant;

- Full time academic staff without Ph.D. or equivalent is not eligible to apply for the University research grant except for those appointed as Academic Fellows.
- Those who are on study leave and unpaid leave are not entitled to apply.
- Assistant lecturer is not eligible to apply for university research grant.

### 3.0 APPLICATION

All applications must be made through the most updated form provided by the funding agencies.

### 4.0 SCOPE OF FUNDING

The scopes of funding differ from one grant to another grant. **Table A** shows the types of grants currently available and **Table B** shows the scopes of funding covered by them.

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<sup>1</sup> These include the IRPA, Science Fund, National Biotechnology Grant, Techno Fund, Fundamental Research Grant Scheme, SAGA and FELDA

**Table A**

<b>V11000</b>	Salary and wages
<b>V14000</b>	Overtime
<b>V21000</b>	Travelling expenses and subsistence
<b>V22000</b>	Transportation of goods
<b>V23000</b>	Communication and utilities (Phone, Fax, Postage, etc)
<b>V24000</b>	Rental
<b>V26000</b>	Supply of Raw Materials for Repair & Maintenance
<b>V27000</b>	Research Materials & Supplies (including animals, disposables, etc)
<b>V28000</b>	Maintenance and minor repair services
<b>V29000</b>	Professional services & other services including printing & hospitality, honorarium
<b>V35000</b>	Equipment

**Table B**

No	Type of Grant	Scope of Funding										
		V11000	V14000	V21000	V22000	V23000	V24000	V26000	V27000	V28000	V29000	V35000
1	Fundamental Research Grant Scheme (FRGS)	√	√	√	√	√	√	√	√	√	√	√
2	eScience Fund	√		√			√	√		√	√	√
3	National Biotechnology Grant	√		√			√	√		√	√	√
4	IIUM Fundamental Research Grant (IFRG)	√		√		√			√		√	√

The following section describes each vote that can be utilized based on the category stated:

**4.1 (V11000) Salary and Wages for Temporary and Contract Personnel**

- 4.1.1 Include wages for temporary and contract personnel who are directly engaged in the project. The number of temporary or contract personnel that can be appointed for each project depends on the type of grant and is subject to the rules and regulations stated by the funding agencies.
- 4.1.2 The appointment of research personnel may be on a part-time or full-time basis, depending on the needs of the researcher.

- 4.1.3 Researchers are required to appoint, as far as possible, IIUM students on a part-time basis and if non-IIUM students, the researcher should get prior permission from the IIUM Research Niche Area Office.
- 4.1.4 The approval for full-time research personnel is at the discretion of the appropriate approving authority.
- 4.1.5 Part-time research assistants, have to work for 60 hours in a month. If a research assistant has not put in a minimum of 60 hours per month, he/ she is not entitled for the full allowance. The researcher is asked to keep a record of every research assistant's attendance.
- 4.1.6 A full-time research assistant must not be a full-time registered student, since the person is expected to work according to the normal daily working hours of nine (9) hours including rest hour (maximum of one (1) hour). Exception is given for Masters and Ph.D. students registered under research mode to be hired as full-time research assistant.
- 4.1.7 The researcher is required to submit a copy of the appointment letter to the Research Management Office. The appointment letter should contain the following information:
- Details of Personnel (Name, Student ID, Level of Study e.g. Undergraduate, Masters, Ph.D)
  - Rates applicable
  - Duration of appointment
  - Status of appointment (part-time, full time)
- 4.1.8 The researcher may also request the Research Management Office to appoint the Research Assistant on behalf of researcher. In this case, the researcher has to fill in the form of Research Assistant appointment, which is available at <http://research.iium.edu.my>.
- 4.1.9 Research personnel must not be appointed from among members of the immediate or extended family of the researcher. Neither do staff members of IIUM qualify.
- 4.1.10 Payment to research personnel should be based on qualifications and not on designation/position.
- 4.1.11 A foreign student to be appointed as a research assistant must possess a valid visa at the time of the appointment

4.1.12 Below are the recommended rates for research personnel

**Rate payment (maximum amount) allowed for Research Assistant**

Type of Grant	Full-Time (Maximum Payment)	Part-Time (Minimum 60 hours per month)		
		Degree (RM)	Masters (RM)	PhD (RM)
National Biotechnology Grant	subject to the rules and regulations stated by the funding agencies	500.00 – 700.00	700.00-1,000.00	800.00-1,500.00
eScience Fund				
FRGS				
IFRG				
Others				

**4.2 (V21000) Travelling expenses and subsistence**

Include travel and transportation expenses for domestic and overseas trips that are directly related to the project.

4.2.1 **Air Fare** (subject to the rules and regulations stated by the funding agencies)

(a) **Researcher**

Air travel is limited to economy class or the cheapest fare and the shortest direct routes. This is for both local and overseas travel.

(b) **Research Assistant**

Travel is limited to economy class and the shortest direct routes. This is for both local and overseas travel.

4.2.2 **Overseas travelling**

4.2.2.1 Overseas trips must meet the criteria stated by the funding agencies, as follows:

- The purpose of the overseas trip should either be for attending conferences, seminars or workshops to present the results of the project, or for conducting a portion of the required research when domestic facilities and expertise are inadequate;
- The destination must be the most suitable in terms of facilities, expertise and technology transfer.
- Only one overseas trip is allowed during the duration of the project (for Science Fund project). The persons allowed for the overseas trip are the project leader and a collaborator.
- Travel is limited to economy class and the shortest direct routes. Under the Science Fund, the trip must be made on Malaysia Airline System carrier.

#### 4.2.3 Travelling Approval

4.2.3.1 Prior approval must be obtained from the Rector of the University for any travelling outside Malaysia by filling in the “Form for attending seminar/ conference/ workshop/ visit /data collection using research grant budget”. **The form is available at the IIUM Research and Innovation’s website <http://research.iiu.edu.my>**

4.2.3.2 The researcher may also request for advancement by filling up the “Travelling Advance for IIUM Staff”. The form is available at the IIUM Research and Innovation’s website <http://research.iiu.edu.my>;

4.2.3.3 **Prior approval must be obtained from the Ministry of Higher Education for the following cases::**

- (a) If the duration of the overseas trip (attending seminar/conference/workshop/visit) is more than 14 days;
- (b) If a researcher is going for his/her third overseas trips for that particular year (includes overseas trip using other sources of funding besides research grant)

#### 4.2.4 Local mileage

The researcher or research assistant is encouraged to travel by air or by train if the distance is more than 240km and the cost is cheaper. **Claims based on petrol receipts are not acceptable.**

Claims must be made using the current Travelling Claim Form of IIUM and the rates for mileage are as follow:

- i) **Researcher**  
The current procedures adopted by IIUM should be followed.
- ii) **Research Assistant**  
The rate for a research assistant’s local mileage claim is RM0.50 per kilometer.

#### 4.2.5 Lodging, hotel and food allowance

Food allowances are given only for those who carry out official duties outside the office for of at least 24 hours from the time of departure.

If the researcher or research assistant carries out official duties outside the office for more than 8 hours but fewer than 24 hours, he or she is entitled half of the food allowance (daily allowance).

- i) **Researcher**  
The current procedures adopted by IIUM should be followed for the above allowances.
- ii) **Research Assistant**  
The rates agreed for a research assistant for the above allowances are as follows:

<b>Allowance</b>	<b>Rate</b>
Lodging	RM50 per day
Hotel	RM100 per day and supported with receipts
Food	RM20 per day for local traveling and RM50 per day for overseas trip

**4.3 (V22000) Transportation of Goods**

These are expenses incurred in the transportation of goods within and outside the country. These include costs of operation and safekeeping during the transportation of project equipment. They also include charges for carrier services, insurance and storage.

**4.4 (V23000) Communication and Utilities**

Include expenses related to special services, such as postage and charges for telephone calls and telex and fax services, charges for electricity, water, gas and other utilities. This vote also includes installation and commissioning of equipment and phone rentals. All claims should be supported by original receipts and bills. Claims for phone cards will not be entertained.

**4.5 (V24000) Rentals**

Only rental expenses for building space, equipment, transportation and any other item directly related to the project should be included. Rental of vehicles for the purpose of transportation must be from a licensed transport company.

**4.6 (V26000) Research Materials and Supplies**

Only expenses for research materials and supplies directly related to the project should be included.

**4.7 (V27000) Research Materials & Supplies, Including Animals and Disposables**

Include the purchase of all supplies and materials that are not categorized as assets. These do not include materials and supplies under vote 26000. The vote encompasses items such as chemical reagents, consumables, glassware, animals for research and other relevant items.

**4.8 (V28000) Minor Modifications and Repairs**

Only expenses for minor modifications and repairs of a building, laboratory, equipment or any other item directly related to the project. The maintenance costs of existing equipment used during the duration of project period should also be included. The cost of maintenance of any equipment purchased will not be borne by the research grant after the project is completed

**4.9 (V29000) Special Services**

Include expenses for special services directly related to the project (such as consultancy, payment for enumerators, use of computer facilities, chemical analyses, data processing, editing and proof reading). Engagement of foreign expert(s) will be considered on a case-by-case basis. The maximum amount allowed for enumerators is RM15 per

questionnaire. The actual amount to be given is based on the workload that has been decided by the researcher of a particular research.

#### **4.10 (V35000) R&D Equipment and Accessories**

- a) Only purchases of special equipment and accessories (including accessories to upgrade the capability of existing equipment) directly related to the project should be included.
- b) The approval for equipment is at the discretion of the appropriate approving authority and is made on a case-by-case basis.
- c) All pieces of equipment must be returned to the respective department or kulliyah upon completion of the research project.

#### **4.11 Guidelines for purchasing research materials, supplies and equipment (*adopted from the IIUM Financial Policies and Procedures and may change from time to time*):**

- 4.11.1 Purchase of below than RM5,000.00
  - 1 original quotation
  - Complete Procurement Approval Form that has been vetted by the kulliyah
- 4.11.2 Purchase of RM5,000.00 and above but less than RM10,000.00
  - At least three (3) original quotation
  - Complete Procurement Approval Form that has been vetted by Kulliyah
- 4.11.3 Purchase of RM10,000.00 and above
  - To call for at least 5 original quotations
  - The purchase proposal must include an explanation of the need for the purchase
  - Approval from kulliyah (Dean/ Deputy Dean), Director Research Management Office, Director Finance Division and Rector
- 4.11.4 All vendors should register with the Finance Division IIUM. Failure to do so will delay the process.
- 4.11.5 For any procurement of IT equipments (hardware and software), researchers must consult the Information and Technology Division (ITD) in writing, for an up-to-date specifications and get advice on the suitability and compatibility of the system, prior to committing with any suppliers/vendors.
- 4.11.5 All research materials, supplies and equipment purchased under the grant will be registered under the inventory and asset management of the University and will be under the kulliyahs' purview.



#### **4.12 Purchase of academic publications or books**

Academic publications purchased using research grant must be returned to and registered as inventory of the Kulliyah's Resource Centre or IIUM Library.

#### **5.0 REALLOCATION IN PROJECT COSTING**

Requests for funding reallocation must be made through the IIUM Niche Area Offices (IRNA Office). Each project is allowed to make a reallocation once throughout the duration of the particular research grant.

#### **6.0 PROJECT DURATION**

The project duration is as stated in the approval letter.

#### **7.0 PROJECT EXTENSION**

Requests for project extensions must be made to the IIUM Research Niche Area Office (IRNA Office) at least six months prior to the expected date of completion for approval. No extension can exceed six months from the expected date of completion.

#### **8.0 OWNERSHIP AND USE OF R&D EQUIPMENT**

All R&D equipment purchased under the project will belong to the project leader's kulliyah. The maintenance of such equipment is the responsibility of the kulliyah. However, no piece of equipment is for the exclusive use of any kulliyah or even IIUM, but to be shared with other research organizations.

#### **9.0 COMMERCIALIZATION INTEREST**

Any decision relating to the commercialization of the research output must go through the Innovation and Commercialization Office (I&C Office). If the researcher intends to commercialize through any external party, an approval from the University can be obtained through Innovation and Commercialization Office (I&C Office).

#### **10.0 INTELLECTUAL PROPERTY**

All matters concerning Intellectual Property Rights of research funded by the university are subject to the IIUM Policy on Intellectual Property Rights.

#### **11.0 PUBLICATIONS**

Researchers are expected to publish the results of their projects, locally as well as internationally. Researchers must, however, acknowledge the IIUM Research and Innovation.

Researchers are encouraged to publish research papers in refereed journals or present them at conferences on a regular basis and a copy of every publication must be submitted to the IIUM Press Office.

#### **12.0 PROGRESS REPORT**

Each researcher is required to submit progress reports of all approved projects as frequently as required by the funding agencies. The format of progress reports is as prescribed by the funding agencies.

### **13.0 DISBURSEMENT OF GRANT**

- 13.1 Disbursement of fund will be made in stages throughout the duration of conducting the research. The maximum of RM10, 000 will be disbursed upon request by the researcher by submitting his plan of expenditure for the next six (6) months. This disbursement does not cover for travelling advancement.
- 13.2 By the end of the sixth month, the researcher is required to send the financial progress report.
- 13.3 The subsequent disbursement of the fund will be made once the researcher produces all the original receipts of the earlier disbursement showing at least 70% utilization of the said disbursement and the plan for the next expenditure.
- 13.4 Researcher who fails to return unused cash advances and/or proper substantiation of financial disbursement **within** the maximum period of six months and/or upon completion of the research project, whichever date is earlier, will be subject to payroll deduction.
- 13.5 Expenses advanced by the researcher can be claimed using the “**Claim Application Form**”, which is available at the IIUM Research and Innovation website <http://research.iiu.edu.my>. Claims must be supported with the original receipts of the purchasing.

### **14.0 COMPLETED RESEARCH**

To complete a research project, it must have satisfied all requirements for project completion, complying with the following:

- End of Project Report or Research Report according to the prescribed format, softcopy & hardcopy
- Complete statement of accounts with original receipts attached.
- Declaration of inventory purchased using research grant has been verified by K/C/D.