



**RESEARCH MANAGEMENT CENTRE
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

**IIUM RESEARCH INITIATIVE GRANT SCHEME
GUIDELINES AND PROCEDURES 2018
(POST-DOCTORAL FELLOW)**

1. OBJECTIVE

The objective of the IIUM Research Initiative Grant Scheme guidelines and procedures 2018 (Post-Doctoral Fellow) is to provide information with regards to the management of this grant and other matters related to its research. It is intended as a source of reference to academic staff, research coordinators, and research committees at the Kulliyah / Centre / Division / Institute (K/C/D/I) and Research Management Centre.

2. RESEARCH AREA

Areas of research for the IIUM Research Initiative Grant Scheme are:

- a. Pure and Applied Science
- b. Technology and Engineering
- c. Clinical and Health Sciences
- d. Social Sciences and Humanities
- e. Arts and Applied Arts
- f. Natural Sciences and National Heritage

3. DURATION OF PROJECT

Research projects shall be completed within a period of 12 months from the approval date with up to 12 months extension (**subject to a good progress report**).

4. ELIGIBILITY

- 4.1 Open to ALL academic staff;
- 4.2 The applicant is not on study leave;
- 4.3 The applicant is not an academic fellow;
- 4.4 The budget is appropriate and meets the objectives of the grant.
Note: Local and overseas conferences are not covered in this grant.



4.5 The funding opportunity is up to RM 36,000.00.

5. APPROVING AUTHORITY

Panel of Evaluators to evaluate the research proposals shall be appointed by the University with the responsibility for ensuring that the proposals support the vision and mission of the University as well as meet the guidelines of the grant.

6. APPROVAL PROCESS

6.1.1 The application shall be based on the announcement. Application shall be submitted to the RMC using the form provided.

6.1.2 The University shall appoint panel of evaluators to evaluate the proposals. Only recommended proposals shall be approved.

6.1.3 Subject to decision of the evaluators, a researcher may be given the opportunity to revise the proposal based on feedback from the evaluators;

6.1.4 Approval and unsuccessful letters shall be sent to the Principal Investigator, co-researchers and respective Deans.

6.1.5 Researchers are to fill-in and sign the acceptance form i.e. Letter of Undertaking before embarking on the research.

7. EXPECTED OUTPUT OF RESEARCH

7.1 Researchers are required to produce, within the 12-month research duration, from four (4) to eight (8) journal articles indexed in SCOPUS and/or Web of Science (WoS). One (1) indexed journal article is required for every RM4,500.00 secured.

7.2 Researchers shall acknowledge all fellow research collaborators, IIUM Research Initiative Grant Scheme (Post-Doctoral Fellow) and all sources of funding explicitly in any publication or publicity.

8. FUNDING SCOPE

8.1 **Vote 29000 (Professional services, hospitality & other services including printing)**

8.1.1 These are expenses incurred for services in the course of conducting research and they include payment of post-doctoral fellow, consultation with experts, payment for enumerators, chemical analyses, data processing, editing and proofreading. Engagement of foreign expert(s) may be considered on a case-by-case basis.



8.1.2 The maximum allowance for enumerators is RM15 per questionnaire. The rate to be approved is based on the workload that has been decided by the researcher for a particular research.

8.1.3 Publication fee is excluded from these services and shall be taken from other allocation as provided by the University.

9. CASH ADVANCEMENT

9.1 Disbursement of fund may be made throughout the duration of conducting the research. Upon signing the Letter of Undertaking (LOU), up to a maximum of RM10,000 of the approved grant may be disbursed.

9.2 By the end of the sixth month, the researcher is required to send the financial progress report for reconciliation.

9.3 A 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, shall be subject to **payroll deduction**.

10. RESEARCH PROGRESS REPORT

10.1 Researchers are responsible to submit timely progress reports to the Research Management Centre twice a year i.e. in **June and December**.

10.2 For researcher who fails to submit the progress report twice consecutively, the University has the right to suspend, revoke or terminate the project and retract the allocated grant.

11. RESEARCH PROJECT EXTENSION

Requests for research project extensions shall be made to the Grant Management Unit for approval. Extension may be considered based on the progress report and clearly revised research schedule. No extension shall exceed six (6) months from the expected date of completion. The approval of the extension is made by the Deputy Director, Research Management Centre.

12. END OF PROJECT REPORT

The researchers are responsible to submit the end of project report as well as the project output as mentioned in clause 7 of this document to the Research Management Centre upon completion of his project.

13. FINANCIAL REPORT

The researcher is responsible to prepare a financial report at the end of the project for the purpose of closing the project file.



14. RESEARCH AND RESEARCHERS

14.1 Roles and Responsibilities of Principal Investigators and Co-researchers

14.1.1 Principal Investigators (PI) and co-researchers shall at all times conduct their research professionally, in a responsible and ethical manner in accordance with the IIUM Code of Ethics for Research, Consultancy and Publication and Staff Disciplinary Rules 2015.

14.1.2 The PI is accountable for the overall technical and fiscal management of the research project. This includes adherence to reporting requirements and ensuring that projects are managed within the approved budget and schedule.

14.1.3 The co-researcher is responsible to support the PI in all matters pertaining to the management and execution of the research project when necessary.

14.1.4 Researchers are obliged to complete all assigned and agreed upon research, and to publish findings of such research as widely as possible.

14.2 Research Integrity

14.2.1 Researchers, regardless of academic disciplines, are expected to be honest in their research activities. This applies to the whole range of research, including the design of research projects or experiments, generating and analysing data, applying for funding and grants, and publishing results.

14.2.2 Researchers are expected to uphold research integrity at all times. Specifically, researchers shall acknowledge the direct and indirect contributions of colleagues, research collaborators and others in their work and publications at all times.

14.2.3 Researchers are accountable to the society, their professions, the communities and K/C/D/Is where the research is taking place, the staff and students involved, and to sponsors that are funding the research.

14.2.4 Researchers are expected to declare and manage any real or potential conflicts of interest, both financial and professional. Areas of potential conflict of interest include:

- a) Existing or potential financial interest in the outcome of the research;
- b) Gaining a private or private practice benefit that is significantly dependent on the research outcome;
- c) Professional or personal gain arising from the research outcome may be more than usual / normal in a specific research undertaking.



14.3 Research Misconduct

Research Misconduct includes, but is not limited to:

- 14.3.1 **Fabrication of data** is defined as dishonesty in reporting results, ranging from fabrication of data, improper adjustment of results, and gross negligence in collecting or analysing data, to selective reporting or omission of data for deceptive purposes.
- 14.3.2 **Falsification of research** is defined as deliberately misrepresenting research, including the progress of research, making grossly exaggerated claims of the significance of research results, falsely claiming priority by deliberately ignoring prior relevant reports in research literature.
- 14.3.3 **Plagiarism** is defined as taking credit for someone else's work and ideas, stealing other's results or methods, omitting acknowledgement of significant contribution(s) received from others, copying the writing of others without proper acknowledgement, or otherwise falsely taking credit for the work and ideas of others.
- 14.3.4 **Failure to acknowledge**, in the context of biosafety, is defined as ignoring and failing to acknowledge the source of biological materials used in laboratory research.
- 14.3.5 **Abuse of confidentiality** is defined as taking or releasing ideas and data that was shared with legitimate expectation of confidentiality (e.g. use of confidential results without permission of other researchers or previous employers), stealing ideas from others' grant proposals, award applications, or manuscript publication.
- 14.3.6 **Dishonesty in publication** is defined as knowingly publishing material that will mislead readers (e.g. misrepresenting data, particularly its originality, misrepresenting research progress, adding the names of other authors without their permission, or including honorary authorship or excluding a major collaborator as a co-author of the paper).
- 14.3.7 **Property violation** is defined as stealing or destroying property of others, such as research papers, supplies, equipment or product of research.
- 14.3.8 **Misuse of fund** is defined as failure to spend research funds in ways consistent with the goals stated in the relevant contract documents and/or failure to maintain clear and proper records of expenditure.
- 14.3.9 **Mistreatment of human research subjects** is defined as failure to obtain informed consent of research informants / clinical trial patients, failure to protect the rights of informants regarding their privacy and to protect the research subject's anonymity and the confidentiality of information sources.
- 14.3.10 **Mistreatment of animals** is defined as failure to treat animals with care, and humaneness.



14.3.11 **Failure to report known incidents of serious research misconduct** is defined as covering up or otherwise failing to report major offences of research known to oneself; and/or

14.3.12 **Retaliation** is defined as taking punitive action against an individual for having reported alleged major research offences.

14.4 Complaint procedure

14.4.1 Allegations of research misconduct made by any person about a member of the University shall be made or be referred in strictest confidence to the Deputy Rector in-charge of Research and Innovation who shall determine the course of action to be followed (if any) in accordance with the provisions provided under the Staff Disciplinary Rules 2015.

14.4.2 The initiator of the allegation – who need not be a member of the University – shall be asked to set out in writing the basis for their allegation.

14.4.3 There shall be a preliminary inquiry into any allegation of research misconduct to ascertain whether there is sufficient substance to the allegation as to warrant a reference to the Disciplinary Authority of the University.

14.5 Breach of Guidelines and Procedures

Where the Deputy Rector in-charge of Research and Innovation is satisfied that a researcher has committed a breach of any provision of these Guidelines and Procedures, the researcher shall be considered to have committed an offence and, the Deputy Rector shall report the breach to the Staff Disciplinary Authority for the appropriate disciplinary proceedings. If the researcher is found guilty of a disciplinary offence under these Guidelines and Procedures, he/she shall be liable to any of the disciplinary punishment as provided by Clause 29 of the Staff Disciplinary Rules 2015.

15. TERMINATION

15.1 Projects may be terminated based on the following:

15.1.1 Any false reporting by the project leader;

15.1.2 Any misuse of the grant provided;

15.1.3 Non-performance in terms of progress;

15.1.4 Variation of scope of project without getting prior approval from the University; and

15.1.5 No suitable project leaders as replacement of the original project leader (due to resignation, retirement or demise).

15.2 The University shall give written notice to the Principal Investigator specifying the default and requiring the principal investigator to remedy such default



within 30 days after the date of the notice. If the entity fails to remedy the relevant default within such period or such other period as may be determined by the University, the University shall have the right to terminate the agreement at any time thereafter by giving notice to the effect.

15.3 Upon termination of the agreement,

The principal investigator shall:

15.3.1 Forthwith cease the project; and

15.3.2 Stop utilizing balance of the grant; and

15.3.3 Prepare a statement of expenditure incurred and a report in a form satisfactory to the University in connection of the project including the present of its progress; and

15.3.4 Pay back the money that has been paid to the researcher.

15.4 Termination on University interest

Notwithstanding any provision of the research agreement, the University may terminate the research agreement by giving not less than thirty (30)-day notice to that effect to the principal investigator (without obligation to give any reason thereof) if it considers that such termination is necessary for University interest, in the interest of University security or for any other deemed appropriate reason.

For the purpose of this clause, what constitute 'University interest', 'in the interest of University security' or 'for any other deemed appropriate reason' shall be solely made and determined by the University and such determination shall for all intent and purposes be final and conclusive and shall not be open to any challenge whatsoever.

15.5 The approving authority for termination of research is the Director of Research Management Centre.

- END -

