

*Action: Deputy Dean, Centre for Excellence*

**MINUTE NO 6.0    POLICY ON SEED MONEY GIVEN TO RESEARCH CLUSTERS**

**6.1    The meeting was presented with the following:**

6.1.1 In light of the absence of a clear policy on the use of the balance of the seed money, it is proposed that the seed money can be used;

- i. to prepare proposals for research grant applications from external sources (e.g. MOHE or any other external funders);
- ii. to conduct seminars/ conferences/workshops etc for the purpose of generating income for the cluster;
- iii. for promotion of the cluster;
- iv. for capacity building of the cluster's members i.e. attending skill enhancement workshop in the niche area or inviting experts in the niche area from outside to train the members;
- v. to employ supporting staff on project basis (e.g. to prepare proposals for external funding, to carry out seminars/conferences/workshops);
- vi. each research cluster needs to indicate or prove that it is financially stable and sustainable after 3 years of establishment, failing which, the cluster will be terminated;
- vii. subject to the policy of University, the seed money would not be replenished.

6.1.2 Since the money should be used to generate income, the seed money should not be used;

- i. to carry out fundamental research;
- ii. to attend conferences;
- iii. to buy equipment; or
- iv. to employ supporting staff on a long term basis.

6.1.3 The details of the proposal paper were as per appended in the e-meeting system.

**6.2 Decision:**

Upon deliberation, the meeting endorsed the proposal and strongly encouraged all Research Clusters to generate more money. Successful Research Clusters should be invited to share their strategy with other clusters on how they generate income through their activities.

*Action: Deputy Dean, Centre for Excellence*