HIGHLIGHTS ON MOE 2020 GUIDELINES

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DEPUTY DIRECTOR (GRANT MANAGEMENT UNIT)

22 JAN 2020
IMPORTANT REMINDERS TO ALL RESEARCHERS

- Update your RESEARCHER PROFILE on MyGrants
- Please do not submit the same proposal to 2 or more funders in the hope to be accepted by one of them
  - IIUM Policy & Procedure on Academic Integrity & Honesty 2008
- Applying FRGS = previous FRGS 75% completed
- Applying TRGS (as Program Leader & Project Leader) = previous TRGS 100% completed
- Applying PRGS= all previous competitive grants – FRGS / TRGS/ PRGS 100% completed
- Applying LRGS (as Program Leader & Project Leader) = previous LRGS 100% completed
IMPORTANT REMINDERS TO ALL RESEARCHERS

• MOE will not open the system for you to immediately update your previous project.
• So:
  ➢ You need to provide all evidences to prove that the project is already completed
  ➢ Researcher submits them to RMC
  ➢ RMC will go through the documents, verify them & provide a supporting letter on the completion of the project
  ➢ RMC will request MOE to allow the researcher to update the completion of the previous project on MyGrants
  ➢ Researcher will upload the letter during the new grant application
NEW APPLICATION REQUIREMENTS

**Duration of Service**
- Principle Investigator (PI) must have at least 2 years of service left in their respective institutions.

**Sabbatical Leave**
- Over six (6) months - not allowed to submit application. PI is required to update leave information.

**Co-Researcher**
- PI is required to have one (1) Malaysian researcher with the same expertise and from the same Institution.

**Patent Search Evidence**
- PI must attach patent search evidence for each application.

**Industry / Agency Collaboration**
- PI needs to collaborate with related Industries / Agencies to carry out the research.

**Risk Management**
- PI needs to identify any chance / probable risks that will happen before, during and after carrying out the research.
BUDGET PREPARATION FOR THE PROPOSAL
# BUDGET PREPARATION FOR THE PROPOSAL

<table>
<thead>
<tr>
<th>VOTE</th>
<th>Related items in proposal</th>
<th>Questions to ask yourself</th>
</tr>
</thead>
</table>
| 11000 (Salary & Wages) | • Output – Talent  
   ➢ 3 years – 1 PhD / 2 Master  
   ➢ 2 years – 1 Master | • What is your promise in your output for Talent  
• How much is the salary for 1 PhD?  
• How much is the salary for 1 Master?  
• What is the min duration to be considered as output for the research? |

| 11000 - Salary and Wages | 1 Master student  
RM1800x24months | 21600 | 21600 | 43200 |
| Vot-Total | | 21600 | 21600 | 43200 |
## BUDGET PREPARATION FOR THE PROPOSAL

<table>
<thead>
<tr>
<th>VOTE</th>
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</tr>
</thead>
</table>
| 21000 (Travelling & Transportation) | • Data collection activities  
• Research meetings  
• Conference (local & abroad)  
• Validation activities | • Does my data collection require travelling? Interview? FGD?  
• How do I plan to meet my research collaborators? Frequency?  
• How many local conference do I want to go?  
• What are the requirements for attending conference abroad?  
➢ Once only / in the 2\textsuperscript{nd} year |
## BUDGET PREPARATION FOR THE PROPOSAL

<table>
<thead>
<tr>
<th>21000 - Travelling and Transportation</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research meetings</td>
<td>500</td>
</tr>
<tr>
<td>2 x per year = 4 times</td>
<td>500</td>
</tr>
<tr>
<td>RM250 x 4</td>
<td></td>
</tr>
<tr>
<td>(Food, mileage, venue)</td>
<td>1000</td>
</tr>
<tr>
<td>Presenting papers at 2 international</td>
<td>1500</td>
</tr>
<tr>
<td>local conferences</td>
<td>1500</td>
</tr>
<tr>
<td>(travelling, accommodation &amp; food)</td>
<td>3000</td>
</tr>
<tr>
<td>1 person x RM1,500 x 1 trip per year</td>
<td></td>
</tr>
</tbody>
</table>
BUDGET PREPARATION FOR THE PROPOSAL

| Overseas | Presenting papers at 1 international overseas conference (travelling, accommodation & food) 1 person x RM4000 x 1 trip per project | 4000 | 4000 | 8000 |
# BUDGET PREPARATION FOR THE PROPOSAL

<table>
<thead>
<tr>
<th>Field work</th>
<th>2000</th>
<th>1600</th>
<th>3600</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Collecting data (interview)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 stakeholders</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Mileage, transportation, food)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 person x RM100 x 20 time per project</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Collecting data (focus group discussion)</td>
<td></td>
<td>1600</td>
<td>1600</td>
</tr>
<tr>
<td>20 customers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Muslim customers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>= 5 members</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local non-Muslim customers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>= 5 members</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign Muslim customers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>= 5 members</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign non-Muslim customers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>= 5 members</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Mileage, transportation, food)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 person x RM200 x 4 time per project</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub-Total                                      | 2000 | 1600 | 3600 |
### BUDGET PREPARATION FOR THE PROPOSAL

<table>
<thead>
<tr>
<th>VOTE</th>
<th>Related items in proposal</th>
<th>Questions to ask yourself</th>
</tr>
</thead>
<tbody>
<tr>
<td>24000 Rental</td>
<td>• Data collection activities:</td>
<td>• Do I need to rent anything? Justify</td>
</tr>
<tr>
<td>27000 Research materials &amp; supplies</td>
<td>➢ Clinical testing</td>
<td>• What are the chemicals needed?</td>
</tr>
<tr>
<td>(Refer guidelines on items not allowable</td>
<td>➢ Laboratory experiments</td>
<td></td>
</tr>
<tr>
<td>for purchase)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28000 Maintenance &amp; minor repair services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## BUDGET PREPARATION FOR THE PROPOSAL

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<th>Questions to ask yourself</th>
</tr>
</thead>
</table>
| 29000 Professional services (This vote normally has the biggest portion) | • Data collection activities  
➤ Honorarium for respondents  
• Attending conferences  
➤ Conference fees  
• Output – Publication & research report  
➤ Publication fees  
➤ Editing & proofreading  
• Employ expert services – to validate results | • How many local conferences am I planning to go?  
• How many articles have I promised? Scopus & WoS |
| Short term course | Attend courses related & required for the research – to acquire new skills related to research | • What are the skills needed for this research? |
# BUDGET PREPARATION FOR THE PROPOSAL

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount 1</th>
<th>Amount 2</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>29000</td>
<td>Professional Services/Consultancy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Payment for editing report &amp; articles</td>
<td>500</td>
<td>500</td>
<td>1000</td>
</tr>
<tr>
<td></td>
<td>1 report x RM100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 journal articles x RM300</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Publication fees</td>
<td>2000</td>
<td>4000</td>
<td>6000</td>
</tr>
<tr>
<td></td>
<td>(USD550 x 3.63 = RM2000 x 3 articles)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Honororium</td>
<td>2000</td>
<td></td>
<td>2000</td>
</tr>
<tr>
<td></td>
<td>20 customers (FGD)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount 1</th>
<th>Amount 2</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>RM100 x 20 person</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Honororium</td>
<td>2000</td>
<td></td>
<td>2000</td>
</tr>
<tr>
<td></td>
<td>20 stakeholders (interview)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>RM100 x 20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sub-Total</td>
<td>4500</td>
<td>6500</td>
<td>11000</td>
</tr>
<tr>
<td></td>
<td>Short term course</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Workshop on Corpus Linguistics</td>
<td>1000</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sub-Total</td>
<td>1000</td>
<td>0</td>
<td>1000</td>
</tr>
</tbody>
</table>
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</tr>
</thead>
<tbody>
<tr>
<td>35000 (Accessories &amp; equipment)</td>
<td>• Data collection</td>
<td>• Are there equipment that I need to purchase? Justify</td>
</tr>
</tbody>
</table>
GUIDELINES ON MANAGEMENT OF MOE RESEARCH
## GUIDELINES ON MANAGEMENT OF MOE RESEARCH GRANTS

<table>
<thead>
<tr>
<th>Bil</th>
<th>Description</th>
<th>Level of Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>FRGS</strong></td>
</tr>
<tr>
<td>1</td>
<td>Proposal Amendment</td>
<td>Any additional items before MOE approval (during proposal revision period) is prohibited</td>
</tr>
<tr>
<td>2</td>
<td>Change of Scope</td>
<td>MOE</td>
</tr>
<tr>
<td>3</td>
<td>Change of Program Leader</td>
<td>MOE</td>
</tr>
<tr>
<td>4</td>
<td>Change of PI</td>
<td>RMC</td>
</tr>
<tr>
<td>5</td>
<td>Addition of Co-Researcher</td>
<td>RMC</td>
</tr>
<tr>
<td>6</td>
<td><strong>Project Extension (max. 6 months)</strong></td>
<td>RMC</td>
</tr>
</tbody>
</table>
## GUIDELINES ON MANAGEMENT OF MOE RESEARCH GRANTS

<table>
<thead>
<tr>
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<th>Description</th>
<th>Level of Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>FRGS</strong>  <strong>TRGS</strong>  <strong>PRGS</strong>  <strong>ERGS</strong>  <strong>RAGS</strong>  <strong>RACE R</strong>  <strong>NRGS</strong>  <strong>LRGS</strong></td>
</tr>
</tbody>
</table>
| 7   | Budget Reallocation                | 1. Once per year  
2. Amount cannot exceed 50% from the approved amount for each vote  
3. Allowed only after 6 months of the start date |
|     |                                    | **RMC**  **MOE**  **MOE**  **RMC**  **RMC**  **NA**  **MOE**  **MOE** |
| 8   | Items not stated in original proposal | MOE |
| 9   | Oversea Conference                 | Approval by Univ in accordance with Uni policy and balance amount  
|     |                                    | **RMC**  **MOE**  **Prohibited**  **RMC**  **RMC**  **NA**  **MOE**  **MOE** |
| 10  | End of Project Report              | Profile  Thesis  Profile  Profile  Profile  Profile  Thesis  Thesis  Thesis  |
GUIDELINES ON MANAGEMENT OF MOE RESEARCH GRANTS

- Note:
- All applications for changes on the items above must be verified and supported by the Program Leader (TRGS, LRGS, NRGS)
- All the changes made on the items stated above must be updated on the MyGrants system
CHANGE OF PROGRAM/PROJECT LEADER

- Replacer of the PI must be an existing co-researcher who has been with the project for 6 months.
- PIs who are going for sabbatical leave for less than 6 months is allowed to maintain the position as long as the research is related to the on-going project.
PROJECT MEMBERS (ADDITIONAL OR REMOVAL)

<table>
<thead>
<tr>
<th>MINIMUM NUMBER</th>
<th>FRGS/PRGS/TRGS/RACER</th>
<th>LRGS (MAX)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2*</td>
<td>5*</td>
<td>8*</td>
</tr>
</tbody>
</table>

* Does not include the PI
- To add a new member:
  - provide justification
  - application must be made ONE MONTH before the actual appointment of the new member
- Members can be academic staff or collaborator (industry, public/private agency, overseas institution)
- Cannot add co-researchers less than 6 months before end of project
- Cannot add member during the proposal revision period
EXPECTED OUTPUT (FOR PRGS)

- Prototype with potential for commercialisation
- Intellectual property
  - Must produce at least ONE IP
  - It is COMPULSORY for the PI to file for at least ONE IP one year after the start of the project
PROJECT DURATION

- Application for extension must be submitted to the RMC 3 months before the project end date
- Max. duration of extension - 6 months
- Exception: Max. 3 months for publication of article (indexed journal) to achieve the project output
- Project will be terminated if does not get approval from the Ethic Committee within 1 year of project duration
- Authority: a) FRGS by RMC
  b) PRGS/TRGS/LRGS will be terminated during the first monitoring session at MOE
PROJECT DURATION

- Justifications for extension which will NOT be entertained:
  - Preparing the final report
  - Attending conferences (local or abroad)
  - Payment of GRA
  - Payment of asset at the end of the project duration (the last 6 months)
  - Utilising the balance of the project money
MANAGEMENT OF FUND

- Grant must be utilized within Malaysia (unless approval has been given by MOE to conduct research aboard as stated in the proposal)
- The fund must remain with the recipient university as approved by MOE
- Transfer of MOE grant to holding/spin-off company is prohibited
- Budget reallocation between votes shall be in accordance with the Treasury Circular and IIUM Financial Regulations
- Spending that exceeds the approval amount of each vote is not allowed.
- Expenses can only be made after the transfer of vote is approved
MANAGEMENT OF FUND

- **Budget reallocation between votes (in the same project) for all grants**
  - It is allowed as long as it is related to the project and in accordance with the percentage limit.
  - Reallocation to a co-researcher from another university is not allowed.

- **Budget reallocation between projects in the same Program (TRGS or LRGS)**
  - Allowed only for Vote 11000 (same or different university) within project active period pending MOE approval
  - Unutilised amount must be returned to the recipient university
Budget reallocation for Teacher Training College/ Research Institute (for FRGS only)
- Allowed only for Vote 11000 to Public University within the project active period pending MOE approval.
- For the purpose to achieve KPI for Talent

Transfer of grants to another University (for PI who had changed University) is not allowed
# TERM OF REFERENCE FOR BUDGET REALLOCATION

<table>
<thead>
<tr>
<th>VOTE</th>
<th>Description</th>
<th>Term/Reference</th>
</tr>
</thead>
</table>
| 11000| Allowance for GRA/ RO (PRGS only)                | • Allowed to reallocate if the **GRA output** has been achieved. (min 6 months) (MOE plans to increase to 12 months)  
• Allowed only in the second year or above |
|      | Allowance for RO (PRGS only) (RM48K)             | • **Not allowed for PRGS**                                                     |
| 21000| Travelling and Transportation                     | • Allowed only for local travelling (attend conference(not for PRGS)/ data collection/ fieldwork and other research related activities) |
| 24000| Rental                                           |                                                                              |
| 27000| Supplies and Material                             | • Allowed as long as it is directly related to the research                   |
| 28000| Maintenance                                      |                                                                              |
| 29000| Professional Services                             |                                                                              |
| 35000| Accessories and Equipment                         | • Allowed as long as it is directly significant to the research (not more than 40% of total approved amount for the vote) |
• Budget reallocation is allowed only after 6 months from the start date of the project
• Once per year
• Not more than 50% of total approved vote
PROCUREMENT OF ASSETS, SUPPLIES AND SERVICES

- Allowed only if it was approved by MOE in the proposal.
- If asset was not itemized in approved proposal, application must be made through RMC for the consideration and approval by MOE.
- Procurement cannot be made less than 6 months from expected completion date.
- Procurement cannot be made during the proposal revision period (only GRA & RO-PRGS is allowed).
- PI is responsible for any procurement and financial matters.
- Procurement of asset can only be done by the PI.
- Transfer of fund to other university is not allowed.
MANAGEMENT OF ASSETS

- Assets will be the property of the Government and University.
- Product/prototype that was invented must be registered as university’s asset.
- PI must report assets purchased via Vote 35000 in the MyGRANTS (progress report)
EXPENSES THAT ARE NOT ALLOWED (FOR PRGS)

- Develop business plan
- Develop market survey
- Product exhibition & promotion
- Attending conference, seminar & colloquium
EXPENSES THAT ARE NOT ALLOWED

- Payment for membership fees for Professional Body
- Buying reference material
- ICT and Communication Equipment
- Storage (USB/Hard disk/etc.)
- Utility and Telecommunication Bill
- Furniture/equipment for office
- Rental of Space/Facility at the University
- Filing of IP except for PRGS
- Administrative charges
- Other Expenses not Related to the Project
Remaining balance of TRGS/LRGS program must be returned to the University that leads the project.

Leading university is responsible to report the current balance for the whole Program.
LOCAL CONFERENCE (NOT FOR PRGS)

- Only **oral presentation** which leads to publication of articles in **indexed journal** (SCOPUS or WOS) is allowed. *(MOE plans to include poster presentation)*

- Conference must be related to the research
OVERSEA CONFERENCE (NOT FOR PRGS)

- Only oral presentation which leads to publication article in indexed journal (SCOPUS or WOS) is allowed.
- Allowed once (for FRGS/TRGS) and twice for LRGS.
- For virtual presentation, PI must have verification from the organizer and must be verified by the University.
Articles in Indexed Journals

- Publication in **SCOPUS** or **WoS** only
- Status: **Accepted**
- **MOE** plan to change to ‘Published’ or at least the publication already has received the DOI
- Acknowledge the funder (name of the Ministry and MOE project code)
- Acknowledgement to more than ONE MOE grants is not allowed
- Acknowledgement to DIFFERENT FUNDERS is allowed
- Other output produced must be referred to the criteria that are stated in the “Glossary Malaysia Research Assessment (MYRA)”
Example of acknowledgement for ONE grant only:
The research has been carried out under Transdisciplinary Research Grant Scheme project TRGS/1/2015/UXM/02/5/2 provided by the Ministry of Education of Malaysia.

Example of acknowledgement for multiple grants/funders:
The research was supported by the Ministry of Education (MOE) through Fundamental Research Grant Scheme (FRGS/1/2013/UXM/02/5/2). We also want to thank to the Government of Malaysia which provides MyBrain 15 program for sponsoring the work under the self-funded research grant and L00022 from Ministry of Science, Technology and Innovation (MOSTI).
a) GRA appointed and funded by the MOE grant

Terms for GRA:

• Appointment within the active duration of the project (min. 6 months) and must graduate (even after end of project) **MOE plans to extend to 12 months**
• GRA must be **supervised by the PI or co-researcher** of the project
• GRA study must be **related** to the research
• GRA must be **full time research mode**
• GRA appointed must not be the PI/co-researcher on study leave
• Research and appointment must be made within Malaysia

or

b) GRA funded by other sources. RMC need to verify the status and research that is conducted.
RESEARCH OFFICER (FOR PRGS)

- Appointment from 1 to 2 years
- Allowance – total RM48000 (RM2000 per month)
- Anyone with a student status is not eligible
- Minimum qualification is Diploma from any higher education institutions
- Post Doctoral ???? Yet to get a reply from MOE
INTELLECTUAL PROPERTY (FOR PRGS)

For grants where IP is one of the outputs:

- IP must be related to the current research
- IP which had been filed must be supported with evidence
- Vote 29000 to be used for payment of IP (not more than RM5000)
COMMENTS FROM MOE AUDIT 2019

- For PRGS application - FRGS must be 100% completed; no less
- IP should be filed in the 2nd year NOT in the 1st year of the research project
- Submitting the same proposal to 2 or more funders concurrently is prohibited
ALL THE BEST
THANK YOU

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suzanah@iium.edu.my