

GUIDELINE FOR RESEARCH GRANT EXPENSES

EXPENSES CATEGORIES	TYPE OF GRANT			
	MOSTI (SCIENCEFUND)	MOHE (FRGS/ERGS/PRGS/LRGS)	RU GRANT (UMRG/BKP)	PPP
<p>PURCHASING OF EQUIPMENT</p> <ul style="list-style-type: none"> • Subject to current guideline from UM/ MOHE/ MOSTI. • All procurement MUST BE DETAILED in the original proposal. • All equipment purchased under research grant MUST FOLLOW THE PROCUREMENT PROCEDURE adhered by Bursar. • All equipment MUST BE TAGGED AND RETURNED TO THE DEPARTMENT after completion of project. 	<p>All items listed in the approval budget can be purchases but for equipment not listed in the Approval Budget, researcher must apply to MOSTI through IPPP with strong justification and supporting documents.</p>	<p>FRGS/ERGS / PRGS/LRGS Maximum allocation allowed for buying equipment must not exceed 40% of total grant.</p> <p>OTHER REGULATIONS Each purchasing of equipment must get approval from Deputy Director (Research Grant Management) by using Application Form.</p> <p>Researchers (PI) are not allowed to buy tablet computer / gadget including I-Pad or Samsung Galaxy Tab. Application for the above gadgets for research on IT with strong justification may be considered.</p> <p>Researchers are allowed to buy laptop once in 3 years and the laptop must be returned to the Department upon the completion of the project or if the PI resigns from UM / termination of contract.</p>	<p>UMRG Maximum allocation allowed for buying equipment must not exceed 40% of total grant.</p> <p>BKP Maximum allocation allowed for buying equipment must not exceed RM 10,000.</p> <p>OTHER REGULATIONS Each purchasing of equipment must get approval from Dean Cluster (UMRG) / Director (Research Grant Management) (BKP) by using Application Form.</p> <p>Researchers (PI) are not allowed to buy tablet computer / gadget including I-Pad or Samsung Galaxy Tab. Application for the above gadgets for research on IT with strong justification may be considered.</p> <p>Researchers are allowed to buy laptop once in 3 years and the laptop must be returned to the Department upon the completion of the project or if the PI resigns from UM / termination of contract.</p>	<p>Only lab equipment less than RM 3000 are allowed and can be purchased under RESEARCH MATERIAL VOTE.</p> <p>Researchers (PPP Holder) are not allowed to buy digital equipment such as laptop, desktop, digital camera and GPS.</p> <p>PPP grant cannot be used for thesis preparation including photocopy, binding, proof reading etc.</p> <p>Each purchasing of equipment must get approval from Director (Research Grant Management) by using Application Form.</p>

*** PLEASE GET APPROVAL FROM CENTRE OF RESEARCH GRANT MANAGEMENT (PPGP), IPPP OR RESEARCH CLUSTERS BEFORE PROCUREMENT OF EQUIPMENT.**

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<p>TRAVEL: CONFERENCE/ SEMINAR/ FIELDWORK</p> <ul style="list-style-type: none"> • Subject to current guideline from UM/ MOHE/ MOSTI. • All fieldwork itinerary and expenses MUST BE DETAILED in the original proposal. • Approval is subject to Guideline travel leave from Human Resource Division / Deputy Vice Chancellor (Academic & International). • All travel claims under the research grant MUST follow the Procurement Procedure adhered by Bursar. 	<p>Overseas PI / Collaborator / Team member only allowed to go once for the duration of the project.</p> <p>Approval for overseas trip must be obtained from MOSTI through IPPP.</p> <p>Maximum amount can be funded is 15% from total allocation or RM 15,000 whichever is less.</p>	<p>FRGS / ERGS PI are allowed to use this fund for attending overseas conference while others (Co-Researcher, Student, Research Assistant) are eligible for local only.</p> <p>Maximum amount that can be funded for travel is 40% from total allocation.</p> <p>Overseas Maximum amount that can be funded is 20% from the total allocation or RM 15,000 whichever is less.</p> <p>PRGS Researchers are allowed to attend course or fieldwork ONLY with a maximum of 15% from total allocation.</p> <p>LRGS Total maximum amount that can be funded for travel is 25% with 10% of which can be used for overseas travel.</p>	<p>UMRG PI and nominated Co-Researcher are allowed to attend conference (local and overseas) by applying Conference Fund with possible maximum amount of RM9,000.00 cumulative.</p> <p>BKP The grant cannot be used for attending conference or overseas travel.</p>	<p>PPP fund cannot be used to support foreign student doing research in their own country.</p> <p>It also does not support researchers (students) to attend course/ workshop/ student exchange program/ practical.</p> <p>Conference Fund PPP 2010 holders are eligible to apply Conference Fund with possible maximum cumulative amount of RM7,000 for PhD candidate and RM 3,000 for Master candidate.</p> <p>Please refer to the <u>Guidelines for Conference Fund for Student</u></p>

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EXTENSION OF RESEARCH DURATION	Requests for project extension must be made at least three (3) months before the project expiry date to MOSTI through IPPP.	<p>6 months extension Requests for project extension must be made at least one (1) month before the project expiry date to IPPP.</p> <p>Extension over 6 months (2nd extension) Request for project extensions must be made at least one (1) month before the project expiry date to MOHE through IPPP.</p>	<p>UMRG Requests for project extension must be made at least one (1) month before the project expiry date to Research Cluster.</p> <p>BKP Requests for project extension must be made at least one (1) month before the project expiry date to IPPP.</p>	Request for project extension must be made at least three (3) months before the project expiry date to IPPP.

*** ALL RESEARCHERS ARE RESPONSIBLE TO SPEND THEIR ENTIRE RESEARCH GRANT ACCORDING TO THE GUIDELINES WITHIN DURATION GIVEN.**

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ALLOCATION TRANSFER	<p>Only once throughout the project duration.</p> <p>Must obtain approval for virement of more than 20% from MOSTI through IPPP. * Refer to V-Series Guideline.</p>	Apply to Director (Research Grant Management) by referring to the respective guideline from MOHE.	Apply to Director (Research Grant Management) or Dean of Research Cluster by referring to the respective guideline from UM.	Apply to Director (Research Grant Management) by referring to the respective guideline from UM.

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<p>SALARY & WAGES</p> <div style="border: 1px solid black; background-color: yellow; padding: 5px; margin: 5px 0;"> <p>* PLEASE BE INFORMED THAT A RESEARCH ASSISTANT APPOINTED UNDER THE RESEARCH GRANT IS NOT ELIGIBLE TO RECEIVE ANY HONORARIUM WITHIN THEIR EMPLOYMENT.</p> </div>	<p>Only two (2) temporary or contract personnels will be funded for each project.</p> <p>Maximum wages/ allowances for temporary or contract personnel are up to RM 2,500 per month/per person inclusive of deductions for SOCSO/EPF. The allocation cannot be used for tuition fees.</p>	<p>FRGS/ERGS/LRGS Maximum wages/ allowances for temporary or contract personnel are up to RM 1800 (Master candidate) and RM 2500 (PhD candidate) per month/per person inclusive of deductions for EPF.</p> <p>PRGS Maximum allocation for salary and wages are 10% from total allocation.</p>	<p>UMRG Maximum two (2) Research Assistants. Refer to the salary scheme RA Information in IPPP website.</p> <p>BKP Maximum salary for Research Assistant is RM 1500 only.</p>	<p>This grant cannot be used to employ / pay honorarium to Research Assistant.</p> <p>Students should carry out their own research.</p>
	<p>ENUMERATOR</p> <p>Reference: Manual Perolehan Perkhidmatan Perundingan 2006. Below are the payment schedule:</p> <ol style="list-style-type: none"> a. Payment depends on number of questionnaire with rate RM 6.00 – RM 10.00 / questionnaire b. Payment made based on number of interviewer and duration (day) with rate RM 40.00 – RM 50.00 / day <p>PPP Researchers must get approval from Director (Research Grant Management). Questionnaire, activity schedule and justification must be submitted with the application.</p>			
	<p>RESPONDENT / SUBJECT</p> <p>Clinical: RM 50.00 (max) / session Non-Clinical: RM 5.00 – RM 20.00 / session</p>			