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# GENERAL GUIDELINE ON **RESEARCH FUNDING**

POSSIBLE

**Research & Innovation  
Management Centre (RIMC),  
SEGi University**



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University

Towards



# GENERAL GUIDELINES ON RESEARCH FUNDING

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**TABLE OF CONTENTS**


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No.	Content	Page
1.	INTRODUCTION	1
2.	ELIGIBILITY	1
3.	APPLICATION	2
4.	SCOPE OF FUNDING	2 - 13
5.	REALLOCATION IN PROJECT COSTING	14
6.	PROJECT DURATION	14
7.	PROJECT EXTENSION	14
8.	OWNERSHIP AND USE OF R&D EQUIPMENT	14
9.	COMMERCIALIZATION INTEREST	14
10.	INTELLECTUAL PROPERTY	14
11.	PUBLICATIONS	15
12.	CONFERENCES	15
13.	PROGRESS REPORT	15 - 16
14.	DISBURSEMENT OF GRANT	16
15.	COMPLETED RESEARCH	16
16.	RESEARCH OUTPUT	16 - 17
17.	GRANT TERMINATION	17 - 18

## **1. INTRODUCTION**

1.1 These guidelines are applicable to all research grants under the management of the SEGi University Research & Innovation Management Centre (RIMC) and other grants which may be considered from time to time, except for the Research Endowment Fund.

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

## **2. ELIGIBILITY**

2.1 The following full time academic staff are eligible to apply for the University Research Grant:

- i) Academic staff with Doctoral qualifications or
- ii) Academic staff who have registered for Doctoral studies or
- iii) Academic staff from the Health Science programme with Master of Science (by Research) or
- iv) Academic staff who have continuously published a minimum of two SCOPUS or WOS indexed papers as first or second author annually or
- v) Academic staff who have been a Principal Investigator in a research grant

2.2 The internal grant applicants are encouraged to collaborate with external researchers/professionals from Government agencies, private sectors, NGOs, Research Institutions (RIs) and other Institutions of Higher Learning (IHLs).

### 3. APPLICATION

- 3.1 All applications must be made through RIMC Grant Application approved by the Cluster Head and the Faculty Dean.
- 3.2 The completed form and other necessary documents need to be submitted to RIMC for next-level approval process.
- 3.3 The fund grant application deadline on a yearly basis as follows:
- Cycle 1: Submission Due – February, 15
  - Cycle 2: Submission Due – June, 15

### 4. SCOPE OF FUNDING

- 4.1 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 budget categories.
- 4.2 The internal grant will be divided into (3) three main categories as Table A.

**Table A**

Type of Grant	Non-S&T	S&T	Requirements	Applicant Criteria
Emerging Research Grant	Min Amount: RM5,000.00  Max Amount: RM20,000.00	Min Amount: RM20,000.00  Max Amount: RM30,000.00	<ul style="list-style-type: none"><li>• The Principal Investigator need to meet the criteria of application as pe the policy Item 2.1</li><li>• A minimum team member of 3 (internal and external)</li><li>• Encouraged to have industrial collaboration</li></ul>	Open to all novice researchers that have been identified by the Faculties / Schools.

			<ul style="list-style-type: none"> <li>• Encouraged to have matching grants or collaborative grants from other institutions.</li> <li>• Researcher must have advanced academic knowledge and have implications for practice.</li> <li>• Encouraged to apply for external grant upon approval for internal grant</li> <li>• Duration: 2 years.</li> </ul> <p><b>Expected Output:</b></p> <ul style="list-style-type: none"> <li>• Min. of 2 Indexed publications (SCOPUS/WOS/ERA)</li> <li>• A min. of 1 Research Assistant (RA)</li> <li>• Min. of 1 Research Memorandum of Agreement (MOA)</li> </ul>	
Major Research Grant	Min Amount: RM20,000.00  Max Amount: RM40,000.00	Min Amount: RM30,000.00  Max Amount: RM50,000.00	<ul style="list-style-type: none"> <li>• The Principal Investigator need to have a Doctorate qualification.</li> <li>• A minimum team member of 4 (internal and external)</li> </ul>	Open to researcher with track record in delivering research output (3 publications output).

			<ul style="list-style-type: none"> <li>• Researcher must have advanced academic knowledge and have implications for practice.</li> <li>• Encouraged to apply for external grant upon approval for internal grant</li> <li>• Collaborated research with other institutions.</li> <li>• Encouraged to have industrial collaboration.</li> <li>• Duration: 3 years</li> </ul> <p><b>Expected Output:</b></p> <ul style="list-style-type: none"> <li>• Min. of 4 Indexed publications (SCOPUS/WOS/ERA)</li> <li>• A min. of 1 Research Assistant (RA)</li> <li>• Min. of 2 Research Memorandum of Agreements (MOAs)</li> <li>• Creation of niche specialization or Research Centres at the end of the project</li> </ul>	<p>Novice researchers are not eligible for this grant</p>
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<p>Multidisciplinary &amp; High Impact Research Grant</p>	<p>Above RM40,000.00</p> <p>Capped at RM60,000.00</p>	<p>Above RM50,000.00</p> <p>Capped at RM70,000.00</p>	<ul style="list-style-type: none"> <li>• The Principal Investigator need to have a Doctorate qualification.</li> <li>• A minimum team member of 4</li> <li>• Researcher must have advanced academic knowledge and have implications for practice.</li> <li>• Only applicable to collaborated research with other institution or industry</li> <li>• Encouraged to have matching grants or collaborative grants</li> <li>• Duration: 3 years.</li> <li>• Encouraged to have Intellectual Properties (IPs) as part of the outcome</li> </ul> <p><b>Expected Output:</b></p> <ul style="list-style-type: none"> <li>• Min. of 5 Indexed publications - (SCOPUS/WOS/ERA)</li> <li>• A min. of 2 Research Assistant (RA)</li> <li>• Intellectual Properties (IPs)</li> </ul>	<p>Open the researchers with track record in delivering research output.</p> <p>Novice researchers are not eligible to apply for this grant.</p>
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			<ul style="list-style-type: none"> <li>• Min. of 2 Research Memorandum of Agreements (MOAs)</li> <li>• Creation of niche specialization or Research Centres in collaboration with industry/external Institutions at the end of the project</li> </ul>	
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**Table B**

<b>V11000</b>	Salary and wages
<b>V21000</b>	Travelling & transportations
<b>V24000</b>	Rental
<b>V27000</b>	Research materials & supplies
<b>V28000</b>	Maintenance and minor repair services
<b>V29000</b>	Professional services
<b>V35000</b>	Accessories & equipment

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

**4.3.1 (V11000) Salary and Wages**

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.

4.3.2 There are two (2) types of research personnel for both internal and external grant as tabled below:

<b>Position</b>	<b>Criteria for Appointment</b>	<b>Type of Employment</b>	<b>Salary and Wages</b>	<b>Hours Required</b>
Graduate Research Assistance (GRA)	Must be an active Doctoral or Master's degree student by research with SEGi University	Part-time for internal grant	RM8.00 per hour (PhD)  RM7.00 per hour (Master's degree)	Below 59 hours per month
		Full-time for internal grant	RM750.00 per month (Master's degree)  RM1,200.00 per month (Doctoral)	60 hours per month
		Full-time / Part-time for external grant	In accordance with External grant guideline	8 hours per day x 5 days per week
Post Graduate Research Assistant Fellowship (PGRAF) *Terms & conditions apply*	This is applicable to full time students with SEGi who applied for the PGRAF scheme through the SEGi University Postgraduate Committee (PG) and eligible for stipend	Part-time for external grant	RM1,300.00 per month (Master's degree)  RM1,700.00 per month (Doctoral)	Academic duties e.g., tutoring, field work etc. - 8 hours per week x 4 weeks  Administrative duties - e.g., organizing seminar, symposium etc. - 16 hours per week x 4 weeks.

- 4.3.3 The appointment of research personnel for external grant can be done on a part-time or full-time basis, depending on the needs of the researcher and the terms of the grant.
- 4.3.4 Researchers are required to appoint, as far as possible, SEGi students on a part-time basis and if non-SEGi students, the researcher should get prior permission from RIMC.
- 4.3.5 The approval for full-time research personnel is at the discretion of the Principal Investigator (PI) for external grant – based on the terms of the grant with approval from RIMC. These full-time graduate research assistants who are not a full-time employee of the University will not be eligible for any benefits from the University.
- 4.3.6 The appointment of the Post Graduate Research Assistant Fellowship (PGRAF) is for Master's degree and PhD students of SEGi University full-time research mode with the maximum rate for payment of Master's degree students is RM1,300/month and PhD students is RM1,700/month.  
To be eligible for this scheme the candidate needs to apply through the Postgraduate Committee and conferred the scheme.
- 4.3.7 No exemption of tuition fees will be given to students under this scheme.
- 4.3.8 Part-time research assistants must work for a minimum 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. The hourly rate is based on HR policy and as per qualification.

4.3.9 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 eight (8) hours including rest hour (maximum of one (1) hour). Exception is given for Master's degree and PhD students registered under research mode to be hired as full-time research assistant.

4.3.10 The researcher is required to submit the complete application form on the **Appointment of GRA / RA Form** to RIMC to issue the GRA/RA appointment letter.

4.3.11 Research personnel must not be appointed from among members of the immediate or extended family of the researcher. Neither do staff members of SEGi qualify.

4.3.12 The payment rate to research personnel will be based on the existing HR policy.

4.3.13 A foreign student to be appointed as a research assistant must possess a valid visa at the time of the appointment.

#### 4.4 **(V21000) Travelling and Transportation**

Include travel and transportation expenses for domestic and overseas trips that are directly related to the project as per the SEGi Group Procurement & Quality Assurance (GPQA) Travel Policy.

4.4.1 **Air Fare** (subject to the rules and regulations stated by the SEGi PQA Travel Policy (Internal grant) and based on funding agencies policy for external grant)

(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 within Malaysia only (on case-by-case basis only).

**4.4.2 Travelling Approval**

- (a) Prior approval must be obtained from the University Management for any travelling inside or outside Malaysia.
- (b) The researcher may also request for cash advance by filling up the appropriate form available in HR intranet.
- (c) Prior approval must be obtained from the Ministry of Higher Education if it involves Government trip.

**4.5 (V24000) Rentals**

4.5.1 Only rental expenses for building space, equipment, transportation and any other item directly related to the project should be included.

4.5.2 Rental of vehicles for the purpose of transportation must be from a licensed transport company.

**4.6 (V27000) Research Materials**

4.6.1 Include the purchase of all supplies and materials that are not categorized as assets.

4.6.2 The vote encompasses items such as chemical reagents, consumables, glassware, animals for research and other relevant items.

4.6.3 Only experts for research materials and suppliers, directly related to the project should be in charged.

**4.7 (V28000) Maintenance and Minor Repair Services**

4.7.1 Only expenses for minor modifications and repairs of a building, laboratory, equipment or any other item directly related to the project.

4.7.2 The maintenance costs of existing equipment used during the duration of project period should also be included.

4.7.3 The cost of maintenance of any equipment purchased will not be borne by the research grant after the project is completed

**4.8 (V29000) Professional Services**

4.8.1 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).

4.8.2 Engagement of foreign expert(s) will be considered on a case-by-case basis

**4.9 (V35000) R&D Accessories and Equipment**

4.9.1 Only purchases of special equipment and accessories (including accessories to upgrade the capability of existing equipment) directly related to the project should be included.

4.9.2 The approval for equipment is at the discretion of the appropriate approving authority and is made on a case-by-case basis.

4.9.3 All newly purchased equipment needs to be tagged.

4.9.4 All purchased equipment must be registered under asset of the University laboratory and must be maintained on the premise of the University.

4.9.5 All equipment must be returned to the University after the resignation of the researcher/completion of service.

4.9.6 Purchasing of desktop and laptop is not allowed under the SEGi Grant, however for External grants it would be subject to their terms and subject to approval from RIMC.

In summary Table 2 below provides an estimated cost allocation by categories of vote listed Above.

Table 2: Percentage of cost allocation based on category of expenses

<b>Type of Vote</b>	<b>Recommended % of Expenses</b>	<b>Availability to Grant Type</b>
(V11000) Salary and Wages	20 – 40%	Internal Grant
(V21000) Travelling and Transportation	5 – 10%	Internal Grant
(V24000) Rentals	5 – 8%	Internal Grant
(V27000) Research Materials	15 – 20%	Internal Grant
(V28000) Maintenance and Minor Repair Services	2 – 5%	Internal Grant
(V29000) Professional Services	10 – 15%	Internal Grant
(V35000) R&D Accessories and Equipment	20 – 25%	Internal Grant

**4.10 Guidelines for purchasing research materials, supplies and equipment (adopted from SEGi GPQA). Policies and Procedures may change from time to time:**

**4.10.1 Purchase of Research Equipments**

- To call for at least 3 original quotations
- The purchase proposal must include an explanation of the need for the purchase
- Approval from faculty (Dean/ Deputy Dean), Director of RIMC, DVC / VC / Group CEO

4.10.2 All vendors should register with GPQA. Failure to do so will delay the process.

4.10.3 For any procurement of IT equipment (hardware and software), researchers must consult the Group Technology & Digital Development (GTDD) in writing, for an up-to-date specification and get advice on the suitability and compatibility of the system, prior to committing with any suppliers/vendors.

4.10.4 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 faculty's purview.

**4.11 Purchase of Academic Publications or Books**

4.11.1 Academic publications purchased using research grant must be returned to and registered as inventory of the SEGi Library.



**5 COST REALLOCATION/VIREMENT**

- 5.1 Requests for funding reallocation must be made through RIMC.
- 5.2 Each project is allowed to make a reallocation once throughout the duration of the particular research grant.

**6 PROJECT DURATION**

- 6.1 The project duration is as stated in the approval letter.

**7 PROJECT EXTENSION**

- 7.1 Requests for project extensions must be made to RIMC at least (3) three months prior to the expected date of completion for approval.
- 7.2 No extension can exceed (3) three months from the expected date of completion.

**8 OWNERSHIP AND USE OF R&D EQUIPMENT**

- 8.1 All R&D equipment purchased under the project will be returned to the University at the end of the project.
- 8.2 The researcher's faculty will be responsible for the maintenance of such equipment bought under the grant. However, the equipment shall not be exclusively owned by the faculty and to be shared with other faculties and departments if there is a need.

**9 COMMERCIALIZATION INTEREST**

- 9.1 Any decision relating to the commercialization of the research output must go through RIMC.
- 9.2 If the researcher intends to commercialize through any external party, an approval from the University can be obtained through RIMC.

## **10 INTELLECTUAL PROPERTY**

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

## **11 PUBLICATIONS**

11.1 Researchers are expected to publish the results of their projects, locally as well as internationally in indexed journals – SCOPUS/WOS/ERA.

11.2 Researchers must, however, acknowledge on the publications to RIMC with sufficient evidence such as confirmation letter from the Editor-in-Chief on the publication and indexing status.

11.3 Researchers need to publish their outcome or research papers in SCOPUS/WOS/ERA indexed journals.

## **12 CONFERENCES**

12.1 Conferences attendances will not be considered as a research output.

12.2 Researchers are not allowed to apply for conferences through internal grant budgets.

12.3 All conference application needs to be applied separately using the “Conference Application Forms” and based on SEGi HR policy. All applications need to be attached with full paper and review form.

12.4 The University will only support conferences with oral presentations and leading towards SCOPUS/WOS/ERA indexed publications.

## **13 PROGRESS REPORT**

13.1 Each researcher is required to submit a quarterly progress report of all approved projects as required by the RIMC or funding agencies.

13.2 The format of progress reports is as prescribed in the SEGi Grant Quarterly Progress Report Form by RIMC or any funding agencies.

#### **14 DISBURSEMENTS OF GRANT**

14.1 Disbursement of fund will be made in stages throughout the duration of conducting the research. The purchaser shall follow the University procurement process as per the GPQA policy with all the necessary approval as per the Purchase Requisition form (PRF).

14.2 By the end of each quarter, the researcher is required to update the financial data in the Quarterly Progress Report.

14.3 Researcher who fails to return unused cash advances and/or proper substantiation of financial disbursement within three (3) weeks from returning (travel expenses) / one (1) week from purchase (miscellaneous expenses) will be subject to payroll deduction.

#### **15 COMPLETED RESEARCH**

15.1 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
- Evidence of output
- Complete statement of accounts with copies of original receipts attached.
- Declaration of inventory purchased using research grant has been verified by RIMC.

#### **16 RESEARCH OUTPUT**

16.1 Approved grants are required to produce research output as per Table A and based on the Grant Offer Letter.

16.2 Each approved SEGi Internal Grant project is required to produce publications and human capital based on the following rates:

Emerging Research Grants	<ul style="list-style-type: none"> <li>• Min. of 2 Indexed publications (SCOPUS/WOS/ERA)</li> <li>• A min. of 1 RA</li> <li>• Min. of 1 Research MOA</li> </ul>
Major Research Grant	<ul style="list-style-type: none"> <li>• Min. of 4 Indexed publications (SCOPUS/WOS/ERA)</li> <li>• A min. of 1 RA</li> <li>• Min. of 2 Research MOAs</li> <li>• Creation of niche specialization or Research Centres at the end of the project</li> </ul>
Multidisciplinary & High Impact Research Grant	<ul style="list-style-type: none"> <li>• Min. of 5 Indexed publications (SCOPUS/WOS/ERA)</li> <li>• A min. of 2 RA</li> <li>• IPs</li> <li>• Min. of 2 Research MOAs</li> <li>• Creation of niche specialization or Research Centres in collaboration with industry/external Institutions at the end of the project</li> </ul>

16.3 High priority will be given to those applicants with collaboration Partners, matching grants, or contribution from external stakeholders.

## 17 GRANT TERMINATION

17.1 The progress of the approved grant will be strictly monitored by the Faculty and RIMC.

17.2 The Principal Investigator (PI) of an approved grant who have tendered resignation need to ensure the grant has been delivering the needed output as per the milestone and responsible for the hand-over to the new Principal Investigator. The resigning PI has to inform RIMC about his/her resignation within 2 months notice period to allow RIMC to start the grant transfer process.

17.2 In case if the grant does not meet the required output, the University has the right to close the grant with immediate effect through the Research Board.

17.3 The Principal Investigator of the incomplete grant or without the required output will be required to face the HR Disciplinary committee if the Research Board could not receive a satisfactory feedback.

Proposed by Research Innovation Management Centre

Supported by	Approved by	Approved by
		
Doreen Ong Lee Aei Vice President, GHRM	Hew Moi Lan Group Chief Executive Officer	Tan Sri Clement Hii Group Managing Director

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