



**RESEARCH GRANT ON
PRODUCTIVITY DEVELOPMENT AND IMPLEMENTATION FOR
UNIVERSITIES**

**A GUIDELINE
FOR PROSPECTIVE APPLICANTS**

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CONTENTS

- 1.0 About the Productivity Grant**
- 2.0 Objectives**
- 3.0 Research Priority Areas**
- 4.0 Types of Research**
 - 4.1 Short and High Impact Research
 - 4.2 Moderate Term Research
 - 4.3 Long Term Research
- 5.0 Types of Funding Scheme**
- 6.0 Financial Provisions**
 - 6.1 Costs that qualify
 - 6.2 Costs that do not qualify
 - 6.3 Payment of grant
- 7.0 Project Extension**
- 8.0 Evaluation Process**
 - 8.1 Evaluation by MPC Research Panel of Experts
 - 8.2 Review and Approval Process
 - 8.3 Result of Application
- 9.0 Submission of Deadline**
- 10.0 Announcement of decisions**
- 11.0 Implementation and Monitoring of Projects**
 - 11.1 Project Implementation
 - 11.2 Project Monitoring
 - 11.3 Reporting on the Output of the Grant-Funded Projects
 - 11.4 Project Failure
- 12.0 Presentations, Publications and Intellectual Property Rights**
 - 12.1 Presentations and Publications
 - 12.2 Intellectual Property Rights

APPENDICES

- Appendix 1: Application Guidelines and Form
- Appendix 2: Curriculum Vitae

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A GUIDELINE FOR PROSPECTIVE APPLICANTS

1.0 About the Productivity Grant

The Productivity Grant Secretariat is pleased to announce the opening of the Productivity Grant. The government of Malaysia is continuously striving to maintain and enhance productivity and competitiveness through private-sector driven and people-centered growth. In the Eleventh Malaysia Plan (11MP) productivity was identified as a game changer to enable Malaysia to achieve its 2020 economic growth targets. The Eleventh Malaysia Plan (11MP) aims to increase the contribution of multi-factor productivity (MFP) to Gross Domestic Product (GDP) growth to 40% by 2020, as well as increase labour productivity growth to 3.7% per annum during the Plan period. To achieve this, efforts need to be focused on driving productivity improvements over the next few years against a challenging global context of declining productivity, increasingly competitive markets and worsening global macroeconomic trends. Hence, research studies on the development of productivity and competitiveness play vital roles for MPC in achieving government target.

2.0 Objectives

The main objectives of this guideline are as follows:

- a) Provide research support on the development of productivity and competitiveness in Malaysia;
- b) Strengthen collaboration between MPC and universities by leveraging expertise of universities;
- c) Create productivity movement and inclusiveness; and
- d) Ramp-up in helping business and regulators to improve productivity.

3.0 Research Priority Areas

The collaboration between universities and MPC emphasises on research areas related to enhancing productivity and competitiveness as follows:

Thematic aspects:

- a) Human capital
- b) Technology
- c) Incentives
- d) Regulatory
- e) Behavioural Insights

Sectorial aspects:

- a) Electrical and Electronics
- b) Retail

- c) Healthcare
- d) Tourism
- e) Professional Services
- f) Agrofood
- g) ICT
- h) Chemical
- i) Machinery and equipment

Priority areas are subject to changes. Any changes will be announced in the MPC's website: <http://www.mpc.gov.my> . Preference will be given to evidence based research studies, surveys and case studies with findings that may be published in academic journals or publications for popular consumption. Research outcomes must lead to recommendations for policies, laws, guidelines, codes of practice, strategies advocacy activities that will improve the productivity and competitiveness, hence promote efficient culture in the country.

4.0 Types of Research

The types of research can be classified into three terms:

4.1 Short term high impact research

This type of applied research addresses issues of immediate relevance to improve productivity and competitiveness of identified industries. A great deal of importance is placed on getting fast results that can contribute towards resolving contemporary problems. In most cases, project time frame should not exceed six months.

4.2 Moderate Term Research

This type of research investigates longer term trends and behavior related to productivity. Fast results are not critical, but the outcomes can represent real contributions towards good regulatory practices in identified areas. Policy research usually qualifies under this category. Project timeframe can extend up to one (1) year.

4.3 Long Term Research

Projects under this category are aimed at putting selected industries on competitive terms in the context of globalization and liberalisation. Project timeframe can extend up to two (2) to three (3) years.

5.0 Types of Funding Scheme

Funding will be made available in two schemes, namely grant and job commissioning.

a) Grant

The fund is open to all public research organisations and institutions of higher learning with adequate research facilities and trained fulltime staff. It also opens to research related private sector organisations.

Joint or collaborative research projects will also qualify. Funding entitlement will be assessed on the individual merits of the case based on the nature of the organizations involved in the collaboration.

Students on postgraduate research programmes can also be considered for funding. They must submit through their academic institutions and be subject to the same screening process as in other cases. In addition, students must provide proper justifications as to financial needs.

b) Job Commissioning

i. Proposal by MPC

MPC may invite research organization to participate in job commissioning. Under this arrangement, MPC may employ an organisation to carry out research on its behalf. In such a case, the entire proprietorship of the research and its products will belong to MPC.

ii. Proposal by others

MPC may also commission research jobs put forward by organisations on any related research issues that are of interest to MPC. No limitations are placed on proposals with regard to the nationality or place of residence of the project representative or participants; nor is there any restriction with regard to the candidate's affiliation (or lack thereof) with a university, research institute, NPO/NGO, or other organization. Applicants should be Malaysian citizens with proven research capacity in any discipline. Faculty, post-doctoral or doctoral researchers attached to public or private universities can also apply. Staff of think tanks or civil society organizations may submit applications in the name of the organisation, represented by a member of staff or the Chief Executive Officer. Freelance researchers can also apply.

6.0 Financial Provisions

Budget ceiling will be determined on the individual project and is subject to the fund remaining available for the particular year.

6.1 Costs that qualify

In general related items of cost can be considered on the merits of the individual cases among others:

i. Emoluments for contract personnel

Include wages and allowances for temporary staff who are directly engaged in the project and only for the duration required for the project. Researchers, collaborators and support staff should play an active role in the project. The employment of temporary staff should be minimized for their optimal use. Salaries are allowable for research assistants (post-doctoral scientists, graduate students, technicians) but not for institutional staff such as secretaries, nor laboratory managers. The salaries shall be in accordance with the salary scales of the institutions concerned. These awards are intended to support research by trained personnel. They are not training programs. In consequence, while student stipends or salaries are allowed, student tuition fees are not a permissible expense.

ii. Travel and transportation costs

Include only costs for travel and transportation expenses, which are directly related to the research project.

Overseas travels (for visits, meetings, discussions, attendance at seminars, etc.) will require justifications in the original research proposal. Each trip requires the approval from the institutional research Committee as endorsed by the MPC Research Secretariat. Air travel should use the service of the cheapest transport (wherever possible), and on the shortest air route.

iii. Research materials and supplies

Only expenses for research materials and supplies directly related to the project should be included.

iv. Day living allowances

Daily allowance is a specific amount of money where a researcher can claim per day to cover living expenses when traveling for work.

It may cover all of the expenses incurred, for example it may exclude accommodation (for which reimbursement may be available on presentation of receipts) and only cover meals. Living allowances are subjected to the guidelines of the relevant government bursary circular or the researchers' institution research guidelines.

v. Rental of equipment

Include only rentals for space, facilities, transport, equipment and any other items directly related to the project. Where possible, equipment, which are not available and are used only during the duration of the project, should be rented. Rental of office equipment is generally not allowed unless such equipment is critical for the conduct of the project.

vi. Minor Modifications and Repairs

Only expenses for minor modifications and repairs of the laboratory, equipment or any other items directly related to the project should be included.

Maintenance costs of existing equipment used during the duration of project can be included but not after completion of the project.

vii. Special Equipment and Accessories

Special equipment and accessories purchased, including accessories to upgrade the capability of existing equipment directly related to the project.

viii. Special Services

Services can include among others:

- a) Computer services specific to the project, including rental fees (fees for computer or telephone networks may be included in the indirect costs).
- b) Express courier services (Fedex, DHL, TNT, UPS etc.). Express courier services (Fedex, DHL, TNT, UPS etc.).
- c) Sponsorship of research assistant to seminars/workshops

Sponsorship of researchers to seminars/workshops is allowed. However, sponsorship of research assistants to seminars/workshops requires prior approval from MPC Research Expert Panels and is limited to two (2) persons.

ix. Honorarium for researchers (on case by case basis)

As a form of incentive, it is an approach that acknowledges the researchers for their time and effort on the account of their broad and superior knowledge and expertise in a specific field. Researchers are the crucial driver of research and development (R&D) productivity and rewarding them on the basis of their outputs builds a capacity for research to support the economic and social growth in the country. Researchers are free to propose the amount of honorarium to be paid but are subjected to the approval of the MPC Research Secretariat.

x. Research allocation

The approved grant amount represents the maximum a researcher can spend from the fund. Any excess cannot be utilized for other purposes and should be returned to MPC within 3 months after submission of the final report or upon request by MPC. No cross-transfer of funds between projects is allowed. An institution is not allowed to take any percentages out of the total allocation awarded to research projects.

6.2 Costs that do not qualify

The funds do not cover the following:

- a) Purchase of equipment or gadgets likely to end up as personal items unless recommended for approval by Panel of Expert;
- b) Emoluments for full time staff; and
- c) Cost of construction or purchase, or rental, of premises for research purposes.

6.3 Payment of grant

After approval, MPC Research Secretariat may release 100% of the funds upfront or in case to case basis, after approval, 50% of the funds are transferred to the institution upon start of the project. The remaining 50% (or lesser) of the

approved funds are paid out upon receipt of the progress report (as required by the MPC Research Secretariat) on case-by-case basis upon recommendations by the Panel of Experts.

7.0 Project Extension

Requests for project extensions must be made to the Secretariat at least 3 months before completion date of the project. The maximum period for project extension is not more than 6 months.

8.0 Evaluation Process

8.1 Evaluation by MPC Research Panel of Experts

The applicant must submit to MPC Research Secretariat a copy of the recommended proposal.

MPC Research Secretariat shall verify the proposal by the organisation. MPC Research Panel of Experts shall evaluates the recommended proposal, financial proposal and reports on the evaluation.

8.2 Review and Approval Process

The approval of research grant applications involves a dual review process. The initial review is at the institutional level by the MPC Research Panels, which will evaluate the grant application for its scientific merit, appropriateness of budget requests and investigators' competencies. The second level of review is undertaken by the External Panel of Experts. The External Panel of Experts will conduct technical evaluation of the proposal taking into consideration the following:

- a) Scope and activities of the proposed research project
- b) Research objectives
- c) Research methodology
- d) Project duration
- e) Project leader and
- f) Budget requirement
- g) Outcome and impact

In the course of screening the proposal, the MPC Research Panels or External Panel of Experts may call the project leader for clarification of details. Research grant applications with favorable recommendations from both review processes shall be considered for funding.

8.3 Result of Application

Grant applicants not selected for funding will be notified of the reasons for the rejection of their research proposals. Such research proposals may be amended and re-submitted for a second round of evaluation. In the event that the re-submitted research proposal is again not selected for funding, it may not again be re-submitted. The decision of MPC Research Panels and the External Panel of Experts is final and no appeals will be entertained.

9.0 Submission deadline

An organization may submit a proposal each time MPC Research Secretariat opens for submission of proposals. MPC Research Secretariat will verify and evaluate all projects during its Evaluation Research Meeting.

Submission of application should be forwarded to:

MPC Research Secretariat
Malaysia Productivity Corporation (Petaling Jaya Office)
A-06-01 Level 6, Blok A, PJ 8
No. 23, Jalan Barat, Seksyen 8
46050 Petaling Jaya, Selangor
Tel: 03-79600173 Fax: 03-79600211

10.0 Announcement of Decisions

Applicants will be informed of the funding decisions through their Research Management Centres or equivalent. Prior to the issuing of the offer letter, the applicant may be asked to provide further information of an element of the grant the Committee felt needs further explanation. If an application is unsuccessful and the applicant is invited to re-submit, a detailed feedback letter will be sent as part of the standard practice of the MPC Research Secretariat.

Successful Research Organisations receive an offer letter detailing the level of award and the terms and conditions: It is the responsibility of the lead Research Organisation to distribute copies as necessary.

An offer acceptance, which must be returned within 14 working days of the offer being issued. Return of the "Offer Acceptance" will be taken as acceptance of the grant on the terms stated. A memorandum of agreement will be signed between the Director of MPC and the Lead Researcher for projects that have been approved.

The start of the grant may be delayed by up to 3 months from the start date shown in the offer letter. Details of awarded grants will be transferred to MPC awarded grants database.

11.0 Implementation and Monitoring of Projects

11.1 Project implementation

All projects funded by this grant must be undertaken in accordance with the projects approach and within the budget as outlined in the approved proposal.

11.2 Project monitoring

Significant emphasis will be placed on monitoring the results of projects. Such monitoring will include an evaluation of projects outputs, organizational outcomes and sectoral/national impacts of projects. As such, project leaders are required to submit to the MPC Research Secretariat through the head of organization, the following reports for each project:

- a) Milestone Achievement Report(s) where the researchers will be informed upfront earlier before the stipulated date.
- b) An End of Project report within three (3) months of project completion.

11.3 Reporting on the output of the grant-funded project

A financial report and a scientific report should be submitted latest within three (3) months after completion of the project.

In the financial report, the applicant needs to provide a detailed breakdown of the funds used.

The scientific report should include:

- a) Short introduction
Summarizing the current stage of knowledge for non-specialists.
- b) Study hypothesis
Main findings: these may also include how the data contributed to other projects within the department(s).
- c) Conclusion(s)
Should the funding period exceed one year, the applicant needs to submit an interim report (i.e. including a scientific and financial update of the project) halfway through the project.
If a published scientific article is submitted with the report, the report may be abridged and refer to the relevant sections in the article. The article needs to disclose work within the project that received funding from other sources.

11.4 Project failure

Should the researcher(s) fail(s) to comply with the terms of the memorandum of agreement, MPC reserves the right to terminate the contract. Upon the

termination of this contract, MPC is entitled to recover from the organization any portion of the disbursed fund it deems appropriate.

12.0 Presentations, Publications and Intellectual Property Rights

12.1 Presentations and Publications

The Project Leader or members of the research team could present their research findings (preliminary or final) at any organized seminar, conference or symposiums and are also encouraged to publish the results of their projects in local and overseas journals and publications with proper acknowledgment of the contribution of the various public entities to the project. However, researchers should prioritise in writing articles as requested by MPC for example for the purpose of publication at MPC's websites and bulletins.

12.2 Intellectual Property Rights

Where appropriate, organizations are encouraged to apply for patent registration, locally and overseas of the results of projects which have potential for commercialization. In addition, organisations are encouraged to be active in commercializing the results of such projects. Royalties and any other form of fees received by the organization resulting from technology or any other form commercialization shall belong to the organisation. However, MPC reserves the rights to access the research and publish it in the way MPC deems fit. For this, MPC would not be required to pay any special honorarium other than the incentive(s) MPC ordinarily provides.

APPLICATION GUIDELINES AND FORM

This is a full form which requires applicant to fill-up in details its research proposal. There is no limit to the amount of grant proposed.

The standard application form is available from the MPC Secretariat or it can be downloaded from MPC's website. Applicants should either obtain this form from the Secretariat or use a reproduced copy of the standard format. Submission must be made in one (1) hard copy and one (1) soft copy (email/diskette).

All applications for the research grant be submitted using the standard application form. A separate form is necessary for each project.

Submission Procedure

One copy of the application form is to be mailed to:

MPC Research Secretariat
Malaysia Productivity Corporation (Petaling Jaya Office)
A-06-01 Level 6, Blok A, PJ 8
No. 23, Jalan Barat, Seksyen 8
46050 Petaling Jaya, Selangor
Tel: 03-79600173 Fax: 03-79600211

Note: For any part of the proposal, please append extra sheets where necessary. You may, alternatively adjust the space allocation accordingly if using a soft copy version.

APPLICATION FORM

I. PROJECT IDENTIFICATION

<p>A. Project Title:</p> <p>Abstract (maximum 300 words)</p>
<p>B. Project leader (Please indicate the name as in NRIC of the project leader)</p> <p>Name:</p> <p>NRIC:</p> <p>Position in organisation:</p>
<p>C. Organisation (Please indicate the name, address, telephone and fax of the organisation in which the project leader is based)</p> <p>Name of current employer:</p> <p>Title of position held:</p> <p>Address:</p> <p>Tel:</p> <p>Fax:</p> <p>Email:</p>
<p>D. Key words (Please provide a maximum of 5 keywords to describe the research to be undertaken.)</p>

II. OBJECTIVES OF THE PROJECT

<p>A. Problem statements/research questions (Please explain the specific background or problems that have led to the necessity for this research. Also formulate the research questions).</p>
<p>B. Specific objectives(s) of the project (Please describe the measurable general and specific objectives of the project and define the expected results. Use results-oriented wording with verbs such as “to define ...”, “to determine ...”, “to identify ...”)</p>

C. Scope of research (Please define the scope to be covered by this research)

D. Research background of the project (Please indicate if the project is new, modified or extended. Give a summary of your literature review to indicate the originality of the proposed research, and describe related research to assist in assessing the research rationale and the potential for success).

- Project status (please indicate)
☐ New ☐ Modification to Previous project ☐ Extension of existing project
- Literature review summary
- Related research

E. Field of research (Please identify area within which your proposed project as per indicated in the research priority areas)

III. BENEFITS OF THE PROJECT

Direct customers/beneficiaries of the project (Please identify clearly the potential customers/beneficiaries of the research results and provide details their relevance, eg, size, economic contribution, etc)

IV. PROJECT STRUCTURE

A. Research organisations involved in the project (Please identify all research organizations collaborating in the project, and describe their role/contribution to the project)

B. Industry linkages (Please identify any industry or end-user group involved in the project, and describe its role/contribution to the project)

C. Project Team

Project Leader:
(Please provide name & age)

Researchers:
(Please provide names & age of researchers)

Research Assistants:
(Provide names & age)

V. PROJECT STRUCTURE

A. Research methodology (Please describe the research methodology to be followed. Identify specialized equipment, facilities and infrastructure which are required for the project and indicate which are new)

B. Project activities (Please list and describe the main project activities, including those associated with the transfer of the research results to customers/beneficiaries. The timing and duration of research activities are to be shown in the Gantt Chart)

C. Key milestones (Please list and describe the principal milestones of the project. A key milestone is reached when a significant phase in the project is concluded, e.g. completion of test, review, commissioning of equipment, etc.)

D. Risks of the project (Please describe the factors that may cause delays in, or prevent implementation of the project as proposed above; estimate the degree of risk)

Factors causing risks:
Please tick (✓) whichever is relevant:

	Low	Medium	High
• Technical risk:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Timing risk:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Budget risk:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E. Duration (State the planned starting date of the project and the elapsed time, in months, to complete this project; technology transfer activities should be excluded from elapsed time)

Starting date:

Duration/elapsed time:

VI. PROJECT SCHEDULE

Project Schedule (Please attach a separate sheet if necessary)

VII. PROJECT COSTS

Cost (Please attach a separate sheet if necessary)

VIII. DECLARATION BY PROJECT LEADER

I hereby declare that:

A. This proposal has never been accepted by any other research grant provider, for the purpose of funding.

B. I am involved in not more than 3 projects at any one time of research per year throughout the project term.

C. I agree to submit these materials, data, etc. when directed by the Secretariat.

Name :

Designation :

Date :

Signature :

CURRICULUM VITAE**PERSONAL INFORMATION****PHOTO**

Name:

Date of Birth:

Nationality:

Organisation:

Position:

EDUCATION

Year	Level	Institution

POSITION(S)

Year	Position

EXPERIENCES IN RESEARCH GRANTS (past 5 years)

Project Title	Funding Organisation	Amount	Period	Position held (Principal Investigator/member/research assistant etc.)

EXPERIENCES IN CONSULTATIONS

Project Title	Company/ Organisation/ Agency/ Ministry	Period	Position held (principal consultant/member/research assistant etc.)	Status (on-going/completed)

PUBLICATIONS (past 5 years)

Year	Title	Journal	Position (1 st author, 2 nd author etc.)

SUPERVISION (POST GRADUATE)

Year	Title	Position (main supervisor, co-supervisor etc.)	Status (on-going/completed)