

SCHEDULE E



**YAYASAN PENYELIDIKAN ANTARTIKA
SULTAN MIZAN (YPASM)
FELLOWSHIP SCHEME**

GUIDELINES FOR APPLICANTS

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YAYASAN PENYELIDIKAN ANTARTIKA SULTAN MIZAN SULTAN MIZAN ANTARCTIC RESEARCH FOUNDATION

Introduction

The Sultan Mizan Antarctic Research Foundation or the Yayasan Penyelidikan Antartika Sultan Mizan (YPASM) was established in 2012 with the main objective of promoting scientific research programmes in the Arctic and Antarctic regions and on the role of the Polar regions in the Earth system. YPASM also aims to develop scientific capacity among Malaysian young scientists; and to promote Polar science in education at all levels and communicate scientific information about the Polar regions to the public.

In line with the above objectives, YPASM provides fellowship opportunity especially for the young Malaysian scientists to pursue their research interests in Polar regions. Details of the fellowship scheme are provided below.

Objectives

The YPASM Fellowship Scheme is designed to:

- i. encourage the active involvement of early career scientists in Antarctic and Arctic scientific research; and
- ii. build new connections and further strengthen international capacity and cooperation in polar research.

The YPASM Fellowships are intended **to allow researchers to undertake short-term visits to major international laboratories, field facilities, and/or institutes in or operated by SCAR member countries**, so as to become acquainted with recent advances in research and/or to develop long-term scientific links and partnerships. The work must be carried out in a research group of a SCAR member country other than Malaysia.

Topics

Topics for support should make a contribution to the objectives of YPASM in the disciplines including biology, ecology, atmospheric, earth and ocean sciences, astronomy and astrophysics, and policy.

Awards

Awards will be up to RM50,000.00, providing, as needed, economy-class round-trip travel and a modest subsistence allowance for the fellowship period. The Fellow's home institute will bear all expenses incurred in his or her home country (domestic travel, visa costs, etc.), and the host institute will waive any bench fees that they might normally charge trainees. The duration of the fellowship **should not exceeding 12 months**.

Three to four awards will be made in total, depending on the quality of the applications and the budget available.

Eligibility

The YPASM Fellowship scheme is for PhD students, or those within five years of having completed a PhD on the day of the deadline for applications, to undertake research at an institute in one of the SCAR Member countries.

Applicants should not be more than 40 years old at the time of application and the application is only open to Malaysian.

Applicant will only be allowed to hold one YPASM Fellowship Award at any one time.

Fellowships are awarded purely on the selection criteria for competitive selection, which are clearly stated in the Evaluation section below.

Application for the scheme

The last date for submitting an application is **30th July every year**. All proposals must be made on the appropriate forms, and submitted to YPASM.

The proposal texts should make it absolutely clear what activities will be carried out, what will be achieved, what deliverables will ensue (e.g. papers, technologies), at what cost, and in what time frame. Guidelines for preparing the proposal are given on the Research Proposal sheet.

In order to apply, candidates will be required to first contact and liaise with appropriate host Antarctic projects or programmes in order to secure the support and mentorship of an active research team capable of including them in their own research programme.

Elements of the Application

1. **Research Proposal** – Prepared following the guidelines given in the Research Proposal section of the Application Pack. The Applicant must have the Research Proposal (with relevant appendices) as a single document.
2. Applicant to send **Cover note 1 to the Home Institute Referee**, and the Referee to return it to the Applicant, along with the reference letter, as a single document.

3. Applicant to send **Cover note 2 to the Host Institute Referee**, and the Host to return it to the Applicant, ready to be submitted to YPASM.
4. **Application Form** - to be completed and submitted by the Applicant by the deadline of **30th July every year**.

It is the Applicant's responsibility to make sure that all parts of the application (Research Proposal, Home Reference and Host Agreement) are completed and received by them before submitting to YPASM.

Evaluation for the scheme

A scientific review panel to be appointed by YPASM will evaluate all proposals on the basis of the scientific excellence of the proposed research. This evaluation will also take into consideration factors such as:

- its importance, timeliness and achievability within the time frame allotted;
- the extent to which links have already been established with the proposed host country;
- the extent to which it will strengthen the scientific research capacity of the country's polar research programmes;
- its 'fit' with YPASM's goals and objectives.

Completion of Fellowship

At the end of each Fellowship, each recipient must provide a final report within two months of the completion date, to be published on the YPASM website. Reports should cover the scientific accomplishments and a financial report and should be completed following the format of the YPASM Fellowship Report.

Financial Report

YPASM reserve the right to require the recipient to complete and submit a financial report or to provide supplementary information at any time during the fellowship duration.

Responsibilities of Recipients

- Recipient should ensure that the fellowship activities are carried out effectively to meet specified objectives as listed in the proposal;
- Recipient should ensure that the correct and updated information related to the fellowship including its expenditures are reported.

Request for extension

- Request for fellowship extension must be made in writing to the YPASM for approval at least three (3) months before the fellowship completion date;
- YPASM may allow for extension of fellowship duration without additional funding; and
- The maximum extension period given is 6 months including submission of the fellowship report.

Notification of Results

The result of application will be notified within 7 working days after the meeting of the Fellowship Evaluation Panel.

Acceptance of Offer

Applicant must return the letter of acceptance to YPASM within 14 days after the notification via e-mail to YPASM.

YPASM Fellowship Agreement

Recipient is required to sign the YPASM Fellowship agreement within 30 working days upon acceptance of the approved applications, failing which YPASM has the right to revoke the approval.

Seminars & Publications

The recipient shall present research findings at a seminar organized by YPASM. Recipient is encouraged to publish the results of their fellowship in renowned local and international publications. The YPASM Fellowship scheme should be acknowledged in any resulting publications.

Termination

- YPASM reserves the right to withdraw the fellowship in the event of the followings:
- Any false information provided by the recipient;
- Changes in scope of the fellowship without the prior written consent of YPASM;
- Change of Recipient without the prior written consent of YPASM;
- Any misuse of awards;
- Any breach of the agreement;
- YPASM reserve the right, at any time, to review, suspend or withdraw approval of any grant or payment if such measures are deemed necessary; and
- YPASM reserves the right to make a claim against the recipient for any losses incurred as a result of any default by the recipient as specified in the agreement.

YPASM Fellowship Application Packs

Application Packs contain the Summary Checklist, the Research Proposal Instructions, the Home Institute Agreement (Cover Note 1), the Host Institute Agreement (Cover Note 2), the Fellowship Report Format and the Fellowship Application Form.

Checklist for YPASM Fellowship Scheme

YPASM Fellowships	
Eligibility	(a) Current PhD researcher or 5 years from finishing PhD (b) Visiting a facility in or run by a SCAR member country other than in Malaysia. (c) Should contribute to the objectives of YPASM. (d) Applicant must be a Malaysian citizen.
Award	(a) 3 to 4 awards (b) up to RM50,000.00 per award (c) Home institute to bear in-home country costs (e.g. visa costs, domestic travel) (d) Host institute to waive bench fees, if any
Application package contents	(a) Research proposal (with relevant appendices) (c) Home Institute reference (d) Host Institute agreement (e) Application form
Closing date	30th July every year
Submission to	Yayasan Penyelidikan Antartika Sultan Mizan/ Sultan Mizan Antarctic Research Foundation 902-4, Jalan Tun Ismail, 50480 Kuala Lumpur
Any doubts/queries, contact	nasa@ypasm.my

SCIENTIFIC RESEARCH PROPOSAL

(Maximum length 1000 words + References cited + Illustrative material)

Candidates should provide a description of the project, indicating its expected achievements and showing what the candidate and the host institute are expected to gain from the work. The write up **must** include the following headers and **must** answer the questions posed within each header. (The word count for the scientific research proposal **does not** include the references cited or extra illustrative material – e.g. Tables and/or Figures)

Title of the project:

Objectives: What are you going to do?

Background and Rationale: Why is it important? Why should it be done now and at this particular host institution?

Relevance: How does the proposed research activity/work ‘fit’ with YPASM’s goals and objectives?

Methodology: How are you going to do it?

Deliverables: What do you expect to achieve?

Success Factors: What will show if the project has succeeded?

Budget:

- (i) How much money is required, and how will it be spent? Please supply an outline budget indicating approximate expenditures on travel, accommodation, subsistence, materials, and other anticipated costs.
- (ii) Are you able to obtain additional financial support – if so how much and from where?

Scientific references cited (Attach as Appendix 1, maximum 1 page)

Illustrative material - tables and figures (Attach as Appendix 2, maximum 1 page)

Please compile your Research Proposal (and any relevant appendices) as a single document preferably, for submission to YPASM.

Cover Note 1 - Home Institute Agreement for an Application to YPASM Fellowship

(Please answer all questions)

1. APPLICANT Details: (For whom you are providing a Nomination and Reference)

Fullname	Title
Title of Applicant's Project	

2. Referee (From Applicant's HOME Institute) Details:

Fullname	Title
Name of Institute:	Daytime telephone number:
City and country:	E-mail address:

How long have you known the applicant?
In what context do you know the applicant?

I confirm that the information given above and on the appended reference letter is accurate to the best of my knowledge. *(If you do not have an electronic signature, please*

write your name in FULL CAPITAL LETTERS, to signify that you have signed the document.)

Signature

.....

Date

.....

Please now write your reference or recommendation in English on a separate sheet. The sheet should include either your official letterhead, or the letterhead of your institute. Please make sure the reference is also signed and dated.

The reference letter should be scanned and combined with this cover note in a single document. It must be returned to the applicant **before the deadline of 15th July** for submission to YPASM.

Cover Note 2 - Host Institute Agreement for an Application to YPASM Fellowship

(Please answer all questions)

1. APPLICANT Details: (Whom you will be hosting)

Fullname	Title
Title of Applicant's Project	

2. Host's Details:

Fullname	Title
Name of Institute:	Daytime telephone number:
City and country:	E-mail address:

(a) Do you know the applicant?

If yes, please answer (b) and (c):

(b) How long have you known the applicant?

(c) In what context do you know the applicant?

I agree and confirm that the host institute will provide the necessary facilities for the nominee to undertake the project described in the application. *(If you do not have an electronic signature, please write your name in FULL CAPITAL LETTERS, to signify that you have signed the document.)*

Signature

.....

Date

.....

This document should be returned to the applicant **before the deadline of 30^h July** for submission to YPASM.

YPASM Fellowship Application Form**1. Applicant Information**

Full Name :	
Title (e.g: Dr., Lecturer, etc) :	Date of Birth:
Nationality :	Name of Home Institute:
Mailing Address:	
Phone No. :	Handphone No.:
E.mail Address:	

2. Academic Background

Highest Academic Degree Earned:	Year Obtained:
University:	

3. Post-doctoral Information

(if you have completed your PhD in the last five year and are currently working, please fill in the following details)

Are you currently a Post-Doctoral researcher	
Yes: _____	No: _____

4. Fellowship Award Request

Total Fellowship award request (RM) and its breakdown.