



SSRC Research Grant Guidelines (SSRCRG)

1.0 Objective of SSRCRG

The SSRCRG supports research in areas of social security, old age financial protection and related topics with project duration no less than 6 months, but no more than 36 months. The aim of the grant is to encourage the generation of new ideas/concepts/theories as a catalyst to new findings, development of new scientific knowledge and to help formulate policies to promote social security and to improve old age financial protection.

2.0 Application criteria

- 2.1 The grant is open to all permanent academic staff/researchers of an institute of higher learning and/or relevant organizations.
- 2.2 Application is subject to the applicant with proof of publications and/ or research work related to SSRC's areas of interest.
- 2.3 Contract staff of the University of Malaya with appointment of not less than 12 months is eligible to apply. At least one of the co-researchers must be a permanent academic staff of the University of Malaya.
- 2.4 Permanent staff of other institutions outside of University of Malaya is eligible. At least one of the co-researchers must be a permanent staff of the University of Malaya.
- 2.5 Successful applicants will be required to present their research progress to SSRC at least once a year during the project duration (**Refer to Table 1**).
- 2.6 Project leaders are required to submit a progress report every three (3) months during the project duration.

Table 1: Approval authority for research projects and expected research output

Amount of funding	Approval Committee		Research output
	Research Proposal	Research Funding	
Not more than RM 20,000	- Research Committee	- Research Committee	- A policy brief - A working paper
More than RM 20,000 to RM 50,000	- Research Committee	- Research Committee	- A policy brief - A working paper - At least ONE paper published in ISI cited journal OR; - ONE paper published in SCOPUS and ONE other publication
More than RM 50,000 to RM 500,000	-Research Committee & Working Committee	-Research Committee & Working Committee	- A policy brief - A working paper - At least TWO papers published in ISI cited journals and ONE paper published in SCOPUS OR; - ONE paper published in ISI cited journal and TWO paper in SCOPUS

3. Format of concept paper

3.1 Background and rationale of the concept paper

The concept paper should contain theoretical concept or basic scientific knowledge that could enhance the proposed research program. The proposed concept paper should be able to answer questions regarding the fundamental research.

3.2 Description of the research program

Prepare the plan of the research program. Briefly describe the sub-projects proposed under the research program. List the institutions that would be involved in the program together with their expertise. List down the names of the project leader and team member involved as well as their role in the program/sub-program.

3.3 Methodology

Include the methodologies that are going to be used in the research project. Justify how the chosen methods could produce precise and reliable research data. Propose new research technique that will be developed as part of the outcome of the research program.

3.4 Budget outline

Prepare the budget outline which includes the following items:

- 1) Salaries and allowances
- 2) Materials and supplies
- 3) Travel and transportation
- 4) Equipment
- 5) Rental
- 6) Minor modifications and repairs
- 7) Special services

3.4 Track record of each member in the research group

Include the Curriculum Vitae of all members.

3.5 Expected outputs

Describe how the expected output could contribute to the research centre and/or development of scientific knowledge and/or development of social protection.

4. Affiliation

Researchers who obtain funding from SSRC are required to include SSRC as their second affiliation in all the manuscript titles for presentation and/or publication.

5. Scope of funding

5.1 Vote 11000 Wages and allowance for research assistant

- Include wages and allowances for temporary and contract personnel who are directly engaged in the project. Up to two (2) temporary or contract personnel will be funded for each program/sub-program.
- The maximum wages/allowances for temporary or contract personnel are subjected to the rules and regulation stated in the *Guidelines for Appointment of Research Assistant, University of Malaya* which is available at the UM Research website.

5.2 Vote 21000 Travel and transportation

- Include travel and transportation expenses for domestic and overseas trips/field work/conferences/training directly related to the project.
- Related documents must be submitted for every field trip/conference:
 - Endorsement from the Head of Department/Dean
 - Justification for carrying out the field work/attending the conference
 - Timetable of the respective activities
 - Invitation letter from respective institution/organization (if applicable)
- Documents for field trips must be submitted 15 days before the travelling date.
- Total spending must not exceed 40% of the total allocation.
- Application for conferences must be submitted 30 days before the travelling date.

- For all approved conferences, electronic copy of the presentation must be submitted to SSRC within **ONE month** after the conference. A copy of acceptance letter to the publication of the paper must be submitted within **THREE months** after the conference.

5.3 Vote 24000 Rental

Only rental for building space, equipment, transportation and any other items directly related to the project can be included. Researchers are required to rent a transport from a licenced transportation company should the need for transport arise.

5.4 Vote 27000 Materials and supplies

Only expenses for research materials and supplies directly related to the project can be included. All purchases above RM10, 000.00 must follow the procedure provided by the University of Malaya Procurement System and an application must be submitted for approval of the Director.

5.5 Vote 29000 Special Services

Only services directly related to the project such as; payment for enumerators; sample testing and analysis; data processing; patent registration, paper publications related to the project excluding–maintenance cost; and registration fees for the conference. Claims pertaining to Special Services must:

- a) Obtain approval from the Director
- b) Refer to the Bursary, University of Malaya for the rate of payment

Guidelines for Honorarium (Research Assistant)

- a) Honorarium cannot be paid for 3 months consecutively
- b) Reimbursement of cash honorarium must not be more than RM500.00
- c) Appointment letter of research assistant must be issued by the Project Leader

5.6 Vote 35000 R&D equipment and accessories

Only purchases of equipment and/or accessories directly related to the research project are allowed.

Only 40% from the total of the research grant are allowed to be allocated for this Vote.

Application for purchase of equipment/accessories must be submitted together with:

a) List of equipment/accessories

b) Justification

c) Quotation

d) Endorsement from the Director

e) E-procurement exception letter (if applicable)

Note:

Purchase of iPad, Tablet, Mobile phone, and their accessories are not allowed. However, it is subjected to the justification presented to the Director.

Only ONE computer/laptop/printer is allowed

All equipment above RM50.00 must be tagged and registered under the SSRC.

All equipment MUST BE returned to the SSRC immediately after the project has ended/resignation of the researcher/completion of service.

6. Important notice

- 6.1 Approval from the Director is REQUIRED for all purchasing/travelling claims.
- 6.2 Purchasing/travelling claims without approval will not be processed.
- 6.3 Project extension
Request for project extension must be made ONE month before the project completion date.
Related documents must be submitted for application of extension:
 - a) Justification for project extension
 - b) Latest progress report, financial statement and Gantt chart.
- 6.4 All claims must be made by the Project Leader.