



## GUIDELINES FOR POSTGRADUATE RESEARCH GRANT (PPP) APPLICATION

### INTRODUCTION

The postgraduate research grants from the University of Malaya are to support projects carried out by postgraduate candidates which will result in the publication of manuscripts in Q1-Q4, Web of Science journals.

### ELIGIBILITY

Only postgraduate candidates by full dissertation are eligible. Applications must be made in the name of their supervisors. Due to limited budget, candidates who are under supervisors having active grants with remaining balance of RM500, 000 and above are advised not to apply for PPP. Academic staff members (except tutors) doing postgraduate studies, working permanently or on a contract basis at the University of Malaya are not eligible for PPP.

### AMOUNT & PROJECT DURATION

Postgraduate candidates can apply only once during their candidatures according to the limits shown below:

Programme Mode	Maximum	Duration
PhD candidate	RM 30,000	3 years
Master's candidate	RM 10,000	2 years

### SCOPE OF FUNDING

The funding can be utilized for the following categories:

#### **a) Research Materials and Supplies**

- i. Only expenses for research materials and supplies directly related to the project should be included.
- ii. Lab equipment not more than RM 3,000.00 is allowed. Purchase of laptops, digital cameras, GPS, software, external hard disk, pendrive and other IT gadgets is not allowed.
- iii. We are not encouraging students to buy books under this grant. If necessary, the purchasing must be made through UM Library. Books purchased must be returned to the library after the completion of the project.

(Note: The grant is not to be used for thesis preparation (including binding, proofreading, translation, editing or purchasing stationery)

### **b) Travel: Local Fieldtrips**

Expenses are for accommodation, transportation and food or daily allowance for LOCAL FIELDTRIPS ONLY except Selangor and Klang Valley (Selangor and Klang Valley are not allowed due to the short distance from the University of Malaya). No virement to travel category is allowed.

### **c) 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 (not more than RM 5,000.00).

### **d) Special Services**

Services directly related to the project such as payment to respondent/research subject and laboratory analysis.

(Note: Students should perform their own experiments / research. Payments of honorarium are not allowed to people who assist in the actual experiments, research, editing, translation, or proofreading)

### **e) Others**

- i. Candidates can apply for Conference Fund for Students to present their findings in a seminar / conference (guidelines and forms can be downloaded from the website [umresearch.um.edu.my](http://umresearch.um.edu.my))
- ii. The grant does not support training / courses / practical / workshops / exchange programme.
- iii. The supervisor cannot use the grant for other research projects.

## **VARIATIONS**

- i) Requests for variations in funding after a project has been approved must be made to the Committee for approval.
- ii) There shall be no changes on research members or project title without the prior written approval of IPPP.

## **PROJECT EXTENSION**

Requests for project extensions must be made to the committee six (6) months before the completion date of the project. Application of extension that is less than six (6) months before the completion date shall not be entertained. The maximum extension period is six (6) months.

## **ACCEPTANCE OF OFFER**

Applicants must accept or decline the offer within 14 days after notification. Upon acceptance, both supervisor and student will need to sign a contract with the university to fulfil all terms and conditions as stated.

## **OWNERSHIP OF RESEARCH EQUIPMENT**

All items purchased under the project belong to the university and should be made available to other researchers and returned to the university upon completion of the project. The university also reserves the right to relocate the item at the end of the project.

## **PUBLICATIONS/ OUTPUTS**

All outputs from the research belong to the university and cannot be used elsewhere.

Researchers should only publish their research findings in Q1-Q4 Web of Science journals. All publications must indicate and acknowledge the University of Malaya and Postgraduate Research Fund (PPP) (eg: PG001-2013A) as the source of funding.

## **PROJECT IMPLEMENTATION AND MONITORING**

### **Project Implementation**

All projects funded by the postgraduate research grant must be conducted in accordance with the rules and conditions governed by research at the university. Projects which involve experimentation with humans or animals will require approval from the respective Ethics Committee prior to the fund being released. The projects will be closely monitored to ensure that they are carried out successfully.

### **Progress report**

1. The first progress report must be submitted eight (8) months after the beginning of the project. The second report will be 16 months after the project has started.
2. Failure to submit the Progress Report by the stipulated deadlines shall result in suspension of the progress payments.
3. The End of Project Report (EPR) must be submitted three (3) months after the completion of the project. **Failure to submit the EPR may result in suspension of degree to be awarded.**
4. In addition to reviewing the above reports, the committee may, from time to time, conduct on site monitoring of projects and colloquiums.

***Note: Failure to complete the project satisfactorily may result in the principal investigator (student's supervisor) being barred from making future application for university research funding.***