



RESEARCH AND CONSULTANCY POLICY 2013

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RESEARCH MANAGEMENT CENTRE

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I. INTRODUCTION

This policy prescribes that research, invention and innovation form a necessary and significant part of the functions of a higher learning institution. This is demonstrated clearly in the Research Management Centre (RMC) of Infrastructure University Kuala Lumpur (IUKL) mission statement:

“To provide a unique and substantial research support in encouraging continuous and lifelong research experience.”

This IUKL research policy serves as a guide to all academic and non-academic staff to understand the systems and processes which have been developed for the effective implementation of research grant application, evaluation and approval, as well as consultancy activities.

II. OBJECTIVES

The objectives of this IUKL research policy includes:

- i) Encouraging academic and non-academic staff's involvement in research activities
- ii) Improving researchers' capability and supporting technological development
- iii) Promoting collaboration and relations with local, national and global partners including industry, business, commerce, government, agencies, private companies, professional bodies, educational establishment and the community in general through research activities
- iv) Transforming knowledge into products, processes, services or solutions that add values for socio-economic benefit
- v) Ensuring research culture and enthusiasm to be embedded among the academic and non-academic staff in the institution
- vi) Igniting new invention, innovation and design of new knowledge for the benefit of mankind

III. SCOPE

This research policy should be applied to all academic and non-academic staff of IUKL. However, this policy is not extended to part-time staff of IUKL.

TERMS AND DEFINITIONS

The following terms are used in this research policy with specific meanings:

i) **Patent**

Granted for a new, useful research invention that gives the patent holder a right to prevent others from practicing the invention without a licence from the inventor for a certain period of time.

ii) **Royalty**

Payment made for a concession of commercial value or to the owner a copyright, patent, trademark or know how for its use.

iii) **Copyright**

The exclusive right to control reproduction or adaptation of such works for a certain period of time.

iv) **Intellectual Property Right**

Legal entitlements are attached to all outcomes and ownership from research that shall be governed in accordance with the terms and conditions outlined in the National Intellectual Property Policy by Intellectual Property Corporation of Malaysia (MyIPO).

IV. RESEARCH POLICY STATEMENT

A. Research Areas

- i) Research areas in IUKL are basically guided by the research clusters defined by the Ministry of Science, Technology and Innovation (MOSTI), Malaysia.
- ii) Within the context of support and available resources, IUKL believes that the focus of decision making in identifying research areas significantly lies with the faculties where the knowledge of available resources and expertise reside.
- iii) The university encourages faculties to be selective in the areas of research, harnessing and developing the talents of the resources available in the most productive and effective manner.

B. Research Funding

- i) Research activities are funded in the following ways:
 - a) Research without grant (RWG): This type of research utilizes existing resources available without any monetary requirement.
 - b) Internal Research Grant (IRG): This type of research utilizes funding from IUKL in the form of research grant.
 - c) External Research Grant (ERG): This type of research utilizes research grant awarded by external funding agencies to IUKL.
 - d) Contract Research Grant (CRG): This type of research utilizes funding that is made available as a result of research contract between IUKL and the external partner. The research funding is provided by the external partner under the terms and conditions as agreed by both parties.
- ii) For IUKL internal research grant (IRG), the guidelines and procedures are stated in the guidelines for IUKL Research Grant document.
- iii) Expenditure of the research grant is subject to the relevant circulars on financial rules and regulations of IUKL.

C. Staff Requirements

i) Requirements for staff to do research depend on the following staff categories:

a) Academic Staff

Research activities form part of the duties of academic staff, and their performance will be assessed accordingly in the staff appraisal management system.

b) Non-academic Staff

Non-academic staff are not required to carry out research activities unless stated otherwise in their conditions of appointment.

ii) Research Code of Conduct

The university is committed to the highest standard of conduct in research practices embarking on the following principles:

a) Integrity

Researchers regardless of academic disciplines are expected to uphold research integrity at all times.

b) Accountability

Researchers are accountable to society, their profession, the communities and institution where the research is taking place, the staff and students involved and to sponsoring bodies which are funding the research.

c) Professional Guidelines and Legal Requirements

Researchers should observe standards of practice set out in guidelines published by funding bodies, scientific societies and other related professional bodies.

d) Openness

The university encourages researchers to be as open as possible in disseminating the work to other researchers and the public.

e) Interest and National Security

All research activities conducted must not be contradictory to the interest of IUKL and national security.

f) Registration

IUKL staff must obtain prior approval and register with the university to conduct all research activities.

D. Intellectual Property and Royalty

All outcomes of research activities including patent, copyright and royalty are subject to the terms and conditions as stipulated in the National Intellectual Property Policy by Intellectual Property Corporation of Malaysia (MyIPO).

V. ROLES AND RESPONSIBILITIES

The following responsibilities are set forth to facilitate the research policy:

- a) Faculty Research and Development Committee
 - i) To set out direction and strategies of research activities in the Faculty.
 - ii) To evaluate and approve research proposals by staff
 - iii) To monitor progress and promote research activities in the Faculty.

- b) Faculty Dean
 - i) To review and approve the research proposal application.

- c) Researcher (Academic or non-academic IUKL staff)
 - i) To apply for IUKL internal research grant scheme (IRG) or external funding (ERG).
 - ii) To submit the complete research proposal form to the Faculty's research and development committee for review and approval.
 - iii) To submit the research progress reports to RMC every 6 months starting from the date of official approval from RMC.

- d) Research Management Centre (RMC)
 - i) To prepare strategic planning on research and development for IUKL.
 - ii) To coordinate and manage all vetting procedures of research proposals.
 - iii) To coordinate, monitor and audit all research activities in IUKL.
 - iv) To promote and nurture research culture in IUKL.
 - v) To conduct staff development programmes to enhance research skills and competency.
 - vi) To promote inter-disciplinary and inter-faculty research activities
 - vii) To promote research collaboration with external parties.
 - viii) To coordinate and liaise with research funding agencies.
 - ix) To act as the secretariat to the IUKL Research and Development committee.

- e) IUKL Research and Development Committee.
 - i) To set out direction of research policies and management of research activities in the university.
 - ii) To approve research project proposals recommended by the faculties.
 - iii) To monitor progress and promote research in the university.

- f) Effective Date

The research policy is effective beginning 1st July 2013.

VI. CONSULTANCY POLICY

A. Introduction

IUKL recognises the potential of Consultancies to develop and maintain skills among staff and enable the University to contribute to industry and the wider community. They represent a means by which University staff can increase their own remuneration, and to benefit the University via enhanced consulting capability. Also, where consultancies involve research and community service, they may increase the level of funding support from elsewhere to the University.

B. Objectives of the Consultancy Policy

- To support the University's mission;
- To provide a system to ensure the quality and performance of consulting;
- To be undertaken by the University staff (not extended to part-time staff) in their field of expertise, for clients outside the institution, and for which payment is made direct to the University (when consultancy is done within office hours);
- To provide clear procedures for attaining approval for the proposed activities;
- To be consistent with our Intellectual Property policy, our employment contracts, the university charter and statutes, as well as the law of Malaysia;
- To be undertaken by the University staff in their field of expertise, for clients outside the institution, and for which payment is made direct to the University (when consultancy is done within office hours);
- To encourage and develop the research activities of the University through increased consultancy activity.

C. Benefits

1. Specific benefits for individual staff members

- Opportunities for additional personal income;
- A broadening and strengthening of skills and expertise of individual staff;
- Opportunities for industrial and commercial collaboration and building new relationships within the public and private sectors;
- Support staff retention (increase rewards to staff & strengthen links between entrepreneurial staff and locality);
- Support student recruitment (attraction of entrepreneurial culture & ability to gain entrepreneurial skills and increase employability); and
- Provision of additional facilities and opportunities for staff and students through both spin-out and spin-in activities.

2. Specific benefits for the University and Faculty

- Establishing additional external relationships via University-University and University-Industry Networking;
- Improving and raising the profile of the University/Faculty with industry players and other communities;
- Relating pure, strategic and applied research pursued in the University/Faculty to applied research and technology necessary for industry players and government agencies; and
- Enhancing links between the University/Faculty and industry players, government agencies, and other organisations at both national and international levels.

D. Definitions

For the purposes of this policy, the following words shall have the meanings given below:

A general definition of consultancy can be described as ‘the provision of expert or professional advice, information and/or service to individuals or organisations, usually resulting in the receipt of negotiated remuneration.

A “**Consultancy**” covers the provision of professional services or advice by IUKL academic or member of staff to an external party, which may be provided in exchange for money or other considerations.

E. Scope of Policy

This policy applies only to academic and non-academic staff.

F. Purpose of Policy

The purpose of this policy is to establish guidelines and reporting requirements for paid consulting, external and internal to the university that is undertaken by staff members including administrators with administrative appointments and that are related to their areas of professional expertise.

G. Implementation

The Research Management Centre (RMC) will regularly reassess the objectives, targets and strategies designed to achieve the University's goals in consultancy services.

RMC will:

1. help strengthen the service culture across the University;
2. build up and share information about consultancy service activities;
3. facilitate sharing of resources;
4. promote the University’s service activities to the external parties;

5. provide clear linkage points between the University and the external parties through MoU or MoA; and
6. assist with quality assurance for professional services provided.

H. The Scope of Consulting

Consulting is defined as part of knowledge and technology transfer, and arises where knowledge and expertise can be deployed successfully for financial and other forms of benefit.

I. Consent

All consulting activity through all channels must be reviewed and given prior consent from the respective Faculty Deans and Director of RMC who will oversee policy requirements such as:

1. Eligibility: This varies according to staff category.
2. Consulting channel: Different commercial rules apply.
3. Risk: This is to safeguard the University and staff interests.

J. Additional Relevant Information

If the Dean, Director or other officials designated by the President have any concern about whether a staff member meets the standards of this policy, he or she will discuss this with the staff member and may seek additional relevant information. If a satisfactory resolution cannot be reached, the appropriate Dean/Director or Administrative Head will be advised of the problem and of the specific steps that have been taken in attempting to resolve the issue. Further attempts at resolution shall follow the University Policy on Staff Conduct and other applicable regulations.

VII. CONSULTANCY PROCEDURES AND GUIDELINES

The Consultancy Procedures and Guidelines have been developed by the Research Management Centre (RMC) to assist staff members (not extended to part-time staff) to understand the process of managing a consultancy from initial enquiry to finalisation. Consultancy involves the purchase of the following by external agencies: (a) the skills and expertise of University staff and/or (b) access to University equipment or facilities to work on a specific project. Consultancy may cover activities such as expert opinions, analysis and testing services, training, product and process development, and can be usefully defined as professional services based on existing knowledge.

The consultancy procedures are as follows:

1. Staff members approached by various industry players for consultancy services shall notify the University of the need to provide such services. Subsequently, the Director, Research Management Centre shall remit a quotation to the industry players based on the agreed consultancy services which are deemed profitable to the University.
2. Upon agreement for provision of consultancy services to the external agencies, the consultancy offer letter / appointment letter is then addressed to the Vice Chancellor, Infrastructure University Kuala Lumpur (IUKL) and cc'd to Director, Research Management Centre.
3. Once the letter is received, an official appointment letter will be issued by RMC to the staff members concerned.
4. The RMC appointment letter shall state the breakdown of the consultancy fees for every staff involved in the consultancy project.
5. Progress of the consultancy work will be monitored by RMC.
6. Upon completion of the consultancy work, RMC should be notified to facilitate closure of account, payment to the staff members and archiving of projects.

Consultancy is fully coordinated by RMC, and consultancy income is distributed as follows:

Income Distribution		
No.	Parties	Percentage (%)
1	University	30
3	Staff	70

Appendix 1

RESEARCH MANAGEMENT CENTRE (RMC)

VISION

- To inculcate an excellent research culture in supporting research activities.

MISSION

- To provide a unique and substantial research support in encouraging life long and superb research experience.

OBJECTIVES

- To provide a one stop management centre in coordinating all matters related to research activities.
- To strengthen commitment towards enhancing new innovation, invention, design, process and product

Appendix 2

MANAGEMENT STRUCTURE OF RESEARCH MANAGEMENT CENTRE (RMC)

