

IUKL INTERNAL RESEARCH FUND (IRF) General Guidelines

Eligibility Criteria:

To be considered, the applicant as the **Project Leader** must be a permanent academic staff member of IUKL. Applicant, however, is **not eligible** if he/she is a recipient of an ongoing IRF project.

Selection Criteria:

- a. Relevance / quality of the research proposal.
- b. Clear statement of the project intention and direction.
- c. Accurate budget preparations and detailed budget justifications.
- d. Potential results and dissemination of knowledge.
- e. A clear intent to submit proposals to appropriate external granting agencies within the next 2 years.
- f. Preference will be given to applicants who have not received previous IRF.

Eligible Costs:

- 1) Vote 11000: Salary and wages
Research Assistants (**positions should only be given to IUKL students**).
- 2) Vote 21000: Travelling and transportation
- 3) Vote 24000: Rental
Rental expenses for facilities related to research.
- 4) Vote 27000: Research materials and supplies
- 5) Vote 28000: Maintenance and minor repairs
- 6) Vote 29000: Professional services
- 7) Vote 35000: Special equipment and accessories

Application Durations:

Applications must be received by:

PHASE	SUBMISSION TO RMC
1	2 nd January - 1 st March
2	1 st June - 1 st August

Late applications will not be entertained.

Selection Process:

- a) All applications will be reviewed and awards determined by the IRF Selection Committee comprising members of the Faculty Vetting Committee, Director of RMC, and Vice-President chair (Research).

Application Process:

Complete the application form which can be downloaded from the RMC website at <http://iukl.edu.my/research-management-centre-rmc> and forward the completed proposal in hard-copy to the RMC office.

Important Notes:

- 1) The research funding scheme is up to **RM20,000** for science & technology-related research theme and a maximum of **RM10,000** for social science-related theme. The duration of research allowed under IRF is **1-3 years**.
- 2) Grant funds will be available for use in **Ten (10) working days** upon acceptance of the Letter of Award.
- 3) Funds will be made available in the form of a research account administered by the respective faculty.
- 4) Each grantee must submit Progress Reports to RMC (**on 2nd January and 1st July**) annually after the commencement of IRF project.
- 5) **A final report outlining evidence of project deliverables and projected research outcomes must be submitted to RMC by the end of the funding period.**
- 6) All report formats can be downloaded from the RMC website.

FOR MORE INFORMATION AND/OR SUPPORT, PLEASE CONTACT THE RESEARCH MANAGEMENT CENTER AT +603.8926.6993 ext 838 (Nur Amalina) or EMAIL AT amalina@iukl.edu.my