



The Centre for Poverty & Development Studies (CPDS)

Research Grant Guidelines

1.0 Objective of CPDS Research Grant

The objective of the Centre for Poverty and Development Studies Research Grants (CPDSRG) is to fund research projects on poverty and development studies. CPDS Research Grant must be in line with eight (8) CPDS Research Pillars namely:

1) Poverty

To understand the multi-dimensional aspects of poverty eradication in order to expand poverty analysis to include the broader development challenges and to derive appropriate policy measures at different stages of development.

2) Poverty & Sustainable Development

To understand and search for compatible frameworks between development targets such as growth, poverty eradication, the provision of basic needs, employment creation, equity and distribution, while sustaining the environment for future generations and to design appropriate policy measures for social transformation and managing sustainability.

3) Inequality, Distribution & Social Security

To understand the dynamics of social and economic development with the aim of promoting inclusiveness, equality of access to resources and to reduce vulnerability of citizens, especially those at the lower strata of society at every level of policy making.

4) Labour & Human Capital

To understand and address labour market constraints that creates segmentation by class, income, ethnicity and gender and to understand the dynamics behind the upward social mobility of vulnerable groups by exploring existing tools and framework for the purpose of informing policy making.

5) Gender, Development and Group Vulnerability

To understand Group Vulnerabilities as defined by gender, ethnicity, children, youth and the aging population for the purpose of mainstreaming vulnerabilities in policy making.

6) Human Security

To understand human security (such as food security, safety from crime and prosecution, freedom from lack and want, protection from vagaries of war, failed states and issues relating to internally displaced people and migration) as distinct dimensions of development that has become a global challenge for policy making and to contribute towards developing appropriate policy instruments for intervention both locally and internationally.

7) Development & Social Policy

To understand the vulnerability of citizens in the face of crisis, natural or man-made and their rights to welfare and social protection and to contribute towards designing policy instruments.

8) Political Economy

To understand the inter-relationships between the political, economic and social dimensions of development by comparing old and new modalities to analyze current realities from an academic and policy perspectives.

2.0 Application Criteria

- i. The grant is open to all permanent academic staff of the University of Malaya for individual or group research or collaborative projects between Faculty members and researchers from other institutions of Higher learning and/or relevant organizations.
- ii. 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.
- iii. Permanent staff of other institutions outside of University of Malaya is also eligible. At least one of the co-researchers must be a permanent staff of the University of Malaya.
- iv. Successful applicants or project leaders will be required to present quarterly reports regarding their research progress to CPDS depending on the project duration.

Table 1. 1 Approval Authority for Research Projects and Expected Research Output

Amount of Funding	Approval Committee		Research output
	Research Proposal	Research Funding	
Below RM 20,000	Research Committee	Research Committee	<ul style="list-style-type: none">• A working paper; and• One (1) paper published in ISI cited journal
RM 20,000 to RM 50,000	Research Committee	Research Committee	<ul style="list-style-type: none">• A working paper; and• At least two (2) papers published in ISI cited journal OR two (2) papers published in SCOPUS

3.0 Affiliation

- i. Researchers who obtain funding from CPDS are required to include CPDS as their second affiliation in all manuscript titles for presentation and/or publication.
- ii. Project leaders need to provide proof of publications/formal journal submission and soft copies of completed working papers to the Centre.

4.0 Format of the concept paper

i. 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.

ii. 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.

iii. 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.

iv. Budget outline

Prepare the budget outline which includes the following items:

- i. Salaries and allowances
- ii. Materials and supplies
- iii. Travel and transportation
- iv. Equipment
- v. Rental
- vi. Minor modifications and repairs
- vii. Special services

v. Track record of each member in the research group

Include the Curriculum Vitae of all members.

vi. 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.

5.0 Scope of Funding

i. Vote 11000 Wages and Allowance for Research Assistant

- a) 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.
- b) 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.

ii. **Vote 21000 Travel and Transportation**

- a) Include travel and transportation expenses for domestic and overseas trips/field work/conferences/training directly related to the project.
- b) Related documents must be submitted for every field trip/conference:
 - i. Endorsement from the Head of Department/Dean
 - ii. Justification for carrying out the field work/attending the conference
 - iii. Timetable of the respective activities
 - iv. Invitation letter from respective institution/organization (if applicable)
- c) Documents for field trips must be submitted 15 days before the travelling date.
- d) Total spending must not exceed 40% of the total allocation.
- e) Application for conferences must be submitted 30 days before the travelling date.
- f) For all approved conferences, electronic copy of the presentation must be submitted to CPDS 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.

iii. **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 licensed transportation company should the need for transport arise.

iv. **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.

v. **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.

- a) Claims pertaining to Special Services must:
 - i. Obtain approval from the Director
 - ii. Refer to the Bursary, University of Malaya for the rate of payment
- b) Guidelines for Honorarium (Research Assistant):
 - i. Honorarium cannot be paid for 3 months consecutively
 - ii. Reimbursement of cash honorarium must not be more than RM500.00
 - iii. Appointment letter of research assistant must be issued by the Project Leader

vi. **Vote 35000 R&D Equipment and Accessories**

- a) Only purchases of equipment and/or accessories directly related to the research project are allowed.
- b) Only 40% from the total of the research grant are allowed to be allocated for this Vote.
- c) Application for purchase of equipment/accessories must be submitted together with:
 - i. List of equipment/accessories
 - ii. Justification
 - iii. Quotation
 - iv. Endorsement from the Director
 - v. E-procurement exception letter (if applicable)

6.0 Important notice

- i. Approval from the Director is **REQUIRED** for all purchasing/travelling claims.
- ii. Purchasing/travelling claims without approval will not be processed.
- iii. 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; and
- c) All claims must be made by the Project Leader.

Disclaimer

Project Leader must be responsible for any problem encountered during the project duration.

This document is in line with University of Malaya research grant guidelines and is subject to review and change from time to time in accordance with University policy.

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