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| **Reference code:** |  |
| **Project Code:** |  |



**PBS INTERNAL GRANT APPLICATION FORM**

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|  | **PUTRA BUSINESS SCHOOL****INTERNAL GRANT SCHEME 2021****APPLICATION FORM****OBJECTIVES*** To advance knowledge in social science research.
* To inculcate a research culture in PBS.
* To nurture young and new researchers in PBS.
* To ensure sustainable research activities in PBS.

**TERMS OF APPLICATON*** The ceiling amount for the year 2021 per project is RM6,000 for a duration of one year from the date of application.
* Internal grant application is open to all academic staff.
* Proposed project must carry some novelty and be of scholarly significance.
* Each project must have one (1) project leader and one (1) project member.
* Co-researcher(s) must only be amongst PBS academic staff.
* To facilitate knowledge transfer, projects leaders who are lecturers or senior lecturers are encouraged to invite associate professor/professor to be a project member.
* Each researcher is allowed to hold only one (1) project leader and one (1) project member position in this special funding. This is to give more opportunities to as many researchers as possible.
* The project leader of this internal grant must agree to submit at least one external research grant proposal to funding agencies during year 2021 upon securing the internal grant.
* Project extension is allowed at the discretion of the Research & Innovation Committee.

*One hardcopy and one softcopy of this form must be submitted to Head of Research Management Centre (RMC) not later than* ***16th February 2021.*** ***[Incomplete form will be rejected]*** |
| **A** | **TITLE OF PROPOSED RESEARCH:** |
| **B** | **DETAILS OF RESEARCHER** |
| **B(i)** | **Name of Project Leader: IC / Passport Number:**  |
| **B(ii)** | **Designation (Please tick** *( √ )***):**  **Professor** **Assoc. Prof. / Sen. Lect.** **Lecturer** **Research Centre:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **B(iii)** | **Office Telephone/Extension No :** **Mobile No.:**  |
| **B(iv)** |  **E-mail Address:**   |
| **B(v)** | **Date of commencement of employment at PBS:**  |
| **B(v)** | **Type of Service (Please tick** *( √ )***):** **Permanent Contract (State contract expiry date):**   |
| **C** | **RESEARCH INFORMATION**  |
| **C(i)** | **Research Area (Please tick** *( √ )):* Accounting Finance Human Potential Management  Marketing Operations [Management](http://www.google.com.my/aclk?sa=l&ai=CCKIkCqb8S-GgBcGBrQfyidVj9uu2T5zv0csS1ImOmwIIABABUNCn_uj7_____wFgy9P_hIwXoAHQw-30A8gBAaoEFk_Q5nxCXm47k92xQ3vTb7VQCXrR5pg&sig=AGiWqtzFSFyXY60wU6Xw4BZSo93N1g4_eA&adurl=http://www.biztree.com%3Fcm_source%3Dgo-sw%26cm_adgroup%3DC002%26cm_kw%3Dmanagement%2520and%2520business)  Strategic Management   Economics Corporate Governance Information Systems Others (Please State:) \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    |
| **C(ii)** |  **Duration of this research (12 months):**  **Duration: \_\_\_\_months From: \_\_\_\_\_\_\_\_ \_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_ \_\_\_**  |
| **C(iii)** | **Co- Researchers:** |
| **No** | **Name** | **Research Centre** | **Designation** | **Signature** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| **C(iv)** | **Research projects that have been completed or ongoing by project leader and/or members for the last three years. Please provide title of research, duration, year commenced and year ended/ending.**  |
| **Title of Research** | **Grant’s Name** | **Role** | **Duration** | **Start Date**  | **End Date** |
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| **C(v)** | **Please furnish information on academic publications that have been published by projrct leader and/or members for the last five (5) years. (Example: Journals, Books, Chapters in books, etc).** |
| **Title of publication** | **Name of journals/books** | **Year published** |
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| **C(vi)** | **Executive Summary of Research Proposal (maximum 300 words)** **(Please include the background of research, literature reviews, objectives, research methodology and expected outcomes from the research project)** |
| **C(vii)** | **Detailed proposal of research project:****(a) Research background including Hypothesis / Research Questions and Literature Reviews.** **(b) Objective (s) of the Research** **(c) Methodology****Please state in the form:** **1. Description of Methodology****2. Flow Chart of Research Activities ( Please enclose in the Appendix)****3. Gantt Chart of Research Activities (Please enclose in the Appendix)****4. Milestones and Dates****(d) Expected Results/Benefit** **1. Novel theories/New findings/Knowledge (please specify in details)****2. Research Publications (CIJ journal)****3. Significance of your research to PBS**  |
| **D** | **BUDGET** |
|  | **Please indicate your estimated budget for this research and details of expenditure according to the guidelines attached.** |
| **Budget details** | **Amount requested by applicant**  |
| **Details** | **Amount requested by applicant**  | **Amount recommended by Internal Assessing Committee** | **Amount approved PBS R&D Committee**  |
| **D(i)** | **Salary and** **wages (research assistants)** |  |  |  |  |
| **D(ii)** | **Travelling and Transportation**  |  |  |  |  |
| **D(iii)** | **Rental** |  |  |  |  |
| **D(iv)** | **Research Materials & Supplies**  |  |  |  |  |
| **D(v)** | **Maintenance and Minor Repair Services** |  |  |  |  |
| **D(vi)** | **Professional Services** |  |  |  |  |
| **TOTAL AMOUNT (RM)** |  |  |  |  |
| **E** | **Acknowledgement by applicant** **(Please tick *√* ):** |
|  | **I hereby acknowledge that:**1. **All information stated above are accurate. PBS has right to reject or to cancel the offer without prior notice if there is any inaccurate information given.**
2. **The output of this research will be published in at least one CIJ journal.**

 **Date : Applicant’s Signature :**  |
| **F** | **Recommendation by PBS Internal Assessing Committe** |
|  | **Please tick ( √ )**  **A. Highly Recommended****B. Recommended** **C. Not Recommended** **General Comments:**---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------**Name: Signature:**1.2.3. **Date:** |
| **G** | **Approval by PBS University Research and Development Committe** |
|  | **Please tick ( √ )**  **A. Approved**  **B. Not Approved (pls specify reasons)** **General Comments:**----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------**Name: Signature:****Date:** |

**Note: THE APPROVAL DECISION OF THE PBS RESEARCH AND DEVELOPMENT COMMITTEE IS FINAL.**

**FINANCIAL REGULATIONS**

### Approved Funding Allocation

* + Approved funding allocation will be allocated and spent during the approved project duration only based on the spending plan by the Project Leader and as PBS Standard Financial Guidelines.

### Virement Between Budget Category

* + Virement can be done two (2) times only during the project duration and between the same budget category only. For example, virement between budget **TRAVEL AND TRANSPORTATION** and budget **RESEARCH MATERIALS AND SUPPLY**. Both are categorised as OPEX budget category.
	+ Any virement application should be accompanied with strong justifications.

### Temporary and Contract Personnel (OPEX)

* + Salary is for the appointment of part time Research Officer/Student Worker (RO/SW) only for the purpose of data collection.
	+ Allowance for RO/SW is capped at RM55 per day with a maximum of 20 days in a month.

### Travel and Transportation (OPEX)

* + Field trips for data collection and official meeting with registered industry collaborators only are allowed.
	+ Application for conference/workshop sponsorship shall be submitted to PBS R&D Committee for consideration.
	+ Only one conference participation in international conference held locally or in any ASEAN countries is allowed.
	+ Budget cap for participation fees (conference and travel) is RM3,000.00.

### Research Materials and Supplies (OPEX)

* + Only research materials and supplies necessary for the conduct of research is allowed. Purchase of office stationery (paper, pen, etc.) is not allowed.
	+ Purchase of storage device like external hard disk/pen drive, etc. is not allowed.
	+ Any purchase of books is not allowed.
	+ Subscription to data analysis software is allowed during the duration of the project only.
	+ For claims purposes, only electronic receipts are accepted.

### Maintenance and Minor Repair Services (OPEX)

* + Only expenses for repairs and modifications of research equipment or other items related to the research are allowed.

### Special Equipment and Accessories (CAPEX)

* + Any capital expenditure is not allowed.

### Professional Services

* + Conference fees
	+ Publications fees (allowed for journals indexed by WoS, Scopus (Q3 and above) and ERA only.
	+ Enumerator fees

Note: Please show all computations used to derive the expenses quoted.

### RESEARCH OUTCOME

* Final recommendation will be made by Research & Innovation Committee.
* All researchers are required to publish at least one (1) publication in journals indexed by WoS, Scopus (Q3 and above) and ERA.
* Acknowledgement to Internal Grant must be clearly stated in each publication.

### PROJECT REPORT

* You will be required to submit the progress monitoring report and end of project report to RMC.