

CREST-UNIVERSITY MATCHING GRANT GUIDELINES FOR APPLICANTS

1. Objective

The objective of this procedure is to provide principles and guidelines for the implementation of the CREST-University Matching Grant Programme.

2. The CREST-University Matching Grant

The philosophy CREST R&D Grant is to build a higher value Electrical & Electronic (E&E) economic sector with the creation of R&D ecosystem through collaborative research between industry and academia.

The CREST-University Matching Grant programme is created to assist Malaysian Universities in increasing their industrial based research. This programme requires monetary contribution from Malaysian Universities through a matching grant. The concept of this programme is to form an equal joint funding for R&D projects.

2.1 Eligibilities

The criteria below are mandatory to be eligible for the CREST-University Matching Grant.

Partnership

1. Research project involves at least one Malaysian SME pairing with USM.
2. Malaysian SME involved must not be owned by USM or related to the USM Researcher.

Researchers

3. Project shall be led by USM. Project leader must be Malaysian citizen.
4. Full-time post graduate student researchers must be Malaysian citizen.
5. Students involved in the research project shall not be the project lead.

Limitation

6. Research duration shall correspond to the research scope. Maximum approved duration is no more than 3 years.

Financial

7. Financial obligations for both USM and CREST shall be stated clearly in every individual Research Grant Agreements.
8. Malaysian SME is encouraged to contribute in-kind to the project.

Obligation

9. Each approved research project is obligated to meet stated deliverable (output) obligation.

2.2 Financial Regulations

CREST and USM shall conduct a meeting to finalise and agree upon the detailed financial obligations for each and every project.

Upon approval of the Projects, funding from CREST and USM shall be utilised in accordance to the detailed financial obligations as stated in the Research Grant Agreements.

2.3 Deliverable Obligations

USM will be assigned with a set of output following the guidelines below:

1. Project must produce a minimum of 1 post graduate student regardless of whether the student is funded by CREST or by Industry.
2. For every Master's student declared, at least 1 journal paper shall be published.
3. For every PhD student declared, at least 3 journal papers shall be published.
4. For every Post-doctoral funded, at least 3 journal papers shall be published in a year.

The set of detailed output is stated in the research grant agreement.

3. The CREST-University Matching Grant Application

Deadlines for submission of project applications will be communicated to USM at every grant cycle. Submission in softcopy (MS words) must be made through USM. Results will be announced in approximately 6 months duration.

Application must be made using the CREST-University Matching Grant Application Form in Annex 1.

4. The CREST-University Matching Grant Process

The implementation of this grant is divided in the stages as below:

- a) **Solicitation:** Announcement of grant opening shall be conducted by USM.
- b) **Stage 1 Evaluation by USM:** USM evaluates the proposals and prepare list of approved proposals. USM provides CREST with the application forms of the approved proposals meeting the Screening Criteria. Refer Annex 2 for Screening Criteria.
- c) **Stage 2 Evaluation by CREST:** CREST evaluates applications received from USM. Refer Annex 3 for Evaluation Process.
- d) **Discussion on Financial Obligations:** CREST informs USM of the list of proposals to be funded by CREST. CREST and Malaysian University conduct meeting to finalise and agree upon the detailed financial obligations. Only proposals with financial obligations agreed by both parties can be awarded through the CREST-University Matching Grant.
- e) **Grant Approval by CREST BOD:** CREST presents the list with the agreed financial obligations to CREST BOD for endorsement.
- f) **Awarding & Notification:** CREST notifies USM on the list of approved projects. Offer letter and Rejection letter shall be sent by USM to grant applicants.

- g) **Research Grant Agreement:** CREST, USM and Malaysian SME enter into a Research Grant Agreement.
- h) **Disbursement:** CREST shall disburse the awarded amount on quarterly basis according to the Research Grant Agreement to USM. USM shall make disbursement to the individual projects.
- i) **Implementation:** Monitoring of projects shall be conducted by USM. USM shall submit project progress and financial report to CREST every 6 months.
- j) **Project and Financial Audit:** Audit shall be conducted by USM on the projects at least twice a year. A copy of the audit report shall be submitted to CREST. CREST shall be allowed to conduct a financial audit on the USM.
- k) **Project Completion:** Upon completion of the projects, USM shall verify the KPI achievement and submit a full report on all projects.

5. The CREST-University Matching Grant Screening Criteria

All applications shall be screened and filtered by USM before submission to CREST. Screening and selection of the application shall be conducted based on the criteria below:

- a) The application must comply with the basic requirements stated in item 2 of Schedule 1 of this document.
- b) Project must be industrial based. Proposals can be of various disciplines but must focus on E&E industry. The result of the project should benefit the Malaysian SME involved.

6. CREST's Right to Information

As CREST has an obligation to provide information about grant fund to its funding agency, CREST shall be allowed to request relevant information related to the projects from USM from time to time.

Annex 1: CREST-University Matching Grant Evaluation Process

