

UK-MALAYSIA CALL FOR PROPOSALS

MRC – MoE FULL STAGE APPLICATION GUIDANCE

This guidance document is for applicants wishing to apply to the UK-Malaysia Scheme. This guidance supplements the [Guidance for Applicants 2019](#). Please consult the MRC Handbook for Applicants for information such as preparing the budget for your proposal.

This present guidance document provides additional information specific to this call. Where guidance in the present document differs from that in the MRC Handbook for Applicants, you should follow the guidance in this present, scheme specific, document.

It is important that applicants read the below document as it includes important additional information that is not covered in the call text.

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1. Important application information

The Medical Research Council are pleased to invite applications for research proposals to the UK-Malaysia: Joint Partnership call on Non-Communicable Diseases. This initiative will provide funding for collaborative research projects. Researchers will be responsible for developing their own collaborations and, once a research proposal is developed, UK and Malaysian applicants must apply jointly for funding. For administrative purposes, all projects will have a Principal Investigator (PI) based at a UK Research Organisation (RO) and a Principal Investigator based at a Malaysian RO. Malaysian and UK partners must work together to complete a joint application to be written in English and submitted to the MRC via the MRC Joint electronic System (Je-S) System:

MRC – MoE Research Grants can be up to two years in duration and must start by 31 December 2019 and the end date of the proposed research should be no later than 31 December 2021. Funding for projects awarded under this call for proposals is jointly provided by UK Research Innovation, Medical Research Council (UKRI MRC) from MRC’s Newton-Ungku Omar Fund allocation and the Ministry of Higher Education (MoE).

We have up to £3m of MRC funding available for this scheme, and up to MYR 10million from MoE. MRC will provide funding for the UK-based applicants under standard (UK Research and Innovation) UKRI funding arrangements and at 80% full economic costing. Further details on the applying process can be found under the [Guidance for Applicants 2019](#) on the MRC website, MoE will provide funding for the Malaysian applicants according to the usual MoE funding guidelines (Annex 1). The size of the grants will vary according to the needs of the research project. However, **we would expect each project to cost up to a maximum £400k** (max. £350k from the MRC) and the funding request to commensurate to the project, therefore we expect to fund around ten (10) projects.

As the UK contribution will be provided by the MRC’s Newton-Ungku Omar Fund allocation, the research proposed must meet ODA requirements and be specifically relevant to the Malaysian population. Funding will be awarded in a manner that fits with Official Development Assistance (ODA) guidelines.

For further information on ODA please visit: <http://www.newtonfund.ac.uk/about/what-is-oda/>

1.1 Application and review process:

Activity	Date
Expression of Interest deadline	3 May 2019
Full Application submitted to MRC via the Joint Electronic System (JE-S) by the UK PI on behalf of the collaborators	29 May 2019
Principal Investigator (PI) Response	19 August – 26 August 2019
Panel Meeting	W/C 7 October 2019
Inform Outcome	November 2019
Projects start	December 2019

2. Who can apply?

2.1 Types of Research Organisations (ROs)

The UK Principal Investigator (PI) **MUST** be based at one of the following:

- Higher Education Institutions
- Independent Research Organisations
- Government Funded Organisations (other than MRC funded Units and Institutes)
- MRC Units/Institutes
- University Units (former MRC Units)

Applications with industry engagement are welcomed, however, funding will not be provided to industrial partners.

See [Guidance for Applicants 2019](#) for further details about eligible institutions. This call will follow standard MRC eligibility criteria.

Key Malaysian eligibility criteria include:

- Research Organisations eligible to apply are Public Universities and Private Universities. Researchers based in other ROs can be a Co-Investigator but not eligible to apply as a Principal Investigator.
- The Malaysian PI must have been awarded a doctorate at the time of application. Applicants working towards a PhD or awaiting the outcome of their viva/submission of corrections are not eligible to apply.
- Applicants must be Malaysian citizens and hold a permanent or fixed-term contract in an eligible university or higher learning institute in Malaysia. Applicants with fixed terms contracts finishing before their grant end-date must secure confirmation from their Head of Department, stating that their contract will be extended to cover the duration of the award if their application is successful.

- Contact between the Malaysian PI and UK PI prior to the application is essential. This contact should lead to a clearly defined and mutually beneficial research project proposal. Please note that MoE will not assist in locating a UK collaborator.
- Applications cannot be accepted from Principal Investigators in commercial organisations.
- Applicants must be competent in oral and written English.
- The Malaysian applicant's employing organisation must be willing to agree to administer the grant.
- Principal Investigator of UK campuses based in Malaysia are eligible to apply if the UK PI is not from the same institution.
- Malaysian applicants will need to adhere to MoE progress and outcomes monitoring requirements.

Malaysian applicant: By submitting your application you are agreeing that the information provided in your application can be shared with MoE.

2.2 People named on the grant

The Principal Investigators (PI's):

For awards under the MRC – MoE scheme there will be a UK PI and a Malaysian PI. The expectation is that the UK PI and associated costs for UK research will be funded by the MRC and the Malaysian PI and associated costs for research in Malaysia will be funded by MoE.

The PI's are responsible for the intellectual leadership of the research project and for the overall management of the research. The PI's will be the funding agencies' main contact for the proposal. For administrative purposes when completing the Je-S form, you will only be able to input one PI; this will need to be the UK PI. The Malaysian PI will need to be listed as a co-Investigator (Co-I).

Individuals can hold more than one grant at a time. The award of a grant does not guarantee any further commitment to funding by the MRC or MoE.

MRC will consider proposals from any UK-based researcher who is based at an eligible Research Organisation and can demonstrate that they will direct the proposed research and be actively engaged in carrying it through.

Each PI in the UK and Malaysia may submit only one research grant proposal for this research initiative. However, you may be a Co-Investigator on more than one application.

See the [Guidance for Applicants 2019](#) for further details about UK PI eligibility.

Co-Investigators (Co-Is):

The PI's may be supported by a number of UK and Malaysian Co-I's named on the application. A Co-I assist the PI in the management and leadership of the research project.

All UK and Malaysian PI's and Co-I's must have verified Je-S Accounts prior to submission of application. Please see section 3.4, below, 'Creating a Je-S application' for information on how to add an organisation on Je-S.

Please note: Malaysian PIs and CO-Is must be listed as Co-Investigators on the Application form for administrative purposes.

While, it is essential that all Malaysian PI's and Co-I's are added to the Je-S form, Malaysian costs should not be represented on this form. A separate form must be completed for Malaysian costs in the MoE Cost pro-forma.

Other support:

For information on other parties involved in research e.g. Project Partners, please see section 1.3.4 in the [Guidance for Applicants 2019](#).

If a project partner is from industry, applicants must follow the [MRC Industry Collaboration Agreement \(MICA\)](#).

3. Application Process

3.1 Expression of Interest

Researchers planning to submit to this scheme are asked to submit an **Expression of Interest** by clicking [here](#). The deadline for expressions of interests is at 23:59 (BST), **Friday 3 May**.

The questions asked are indicated in annex 2 of this document.

The Expression of Interests received will assist the funders in preparing for peer review. This step will not involve an assessment of the proposal; therefore, applicants should not expect to receive feedback from the funders. Once you have submitted the Expression of Interest, please proceed with producing your application and do not wait for a confirmation from the funders'.

Please note, the information you provide will be shared with peer reviewers.

3.2 Full Application Summary

The deadline for full applications is **16:00 BST on Wednesday, 29 May 2019** (<https://je-s.rcuk.ac.uk/>).

Applications must be submitted by the UK PI to the Joint Electronic System (Je-S) on behalf of the UK-Malaysian Research Partnership. The application must be **JOINTLY** prepared. Once received, MRC will share the applications with MoE. **As this will be the single application document, it is vital that the joint application form provides full details of the work proposed for both the UK and Malaysian components.**

An identical application must be submitted by the Malaysian PI on behalf of the UK-Malaysian Research Partnership for administrative purposes to the Malaysia Greater Research Network System (MyGRANTS) within fourteen (14) working days after deadline for full application. The format/template differs from the proposal form but must be filled as close as possible to reflect the proposal submitted to Je-S.

This submission is only for administrative purposes. Monitoring of successful projects will be based on proposal submitted to Je-S. The following documents must be included in the joint application submitted to Je-S:

- **A completed Je-S form.** All UK and Malaysian investigators **MUST** be included. This form reflects the UK costs, so while the Malaysian investigators should be included, hours charged for Malaysian Investigators should be 0. Malaysian costs should be captured in the MoE costs pro-forma.
- **A cover letter (optional)**
- **A jointly prepared Case for Support** (see additional guidance below)
- **CV's and publication lists** (uploaded individually) for each of the UK and Malaysian partners named as investigators on the grant
- **Justification of resources** for the total costs requested for the project (both UK and Malaysian costs should be fully justified)
- **Pathways to impact** – please see [section 2.2.5 guidance for applicants 2019](#)
- **Date Management Plan** – please see [section 2.2.8 guidance for applicants 2019](#)
- **MoE costs pro-forma** – a detailed budget form for MoE uploaded as a 'Non-UK component' attachment titled 'MoE costs pro-forma'
- **MICA form and heads of terms** (if necessary)
- **Signed letter of support:**
 - ODA Compliance Document (See template)
 - From Malaysian Research Organisation demonstrating support for the proposed research project.
 - Where the Malaysian partner or another third party (ANY organisation other than the UK RO) is responsible for recruitment of people as research participants and/or providing human tissue
 - From any project partner where an in-kind payment is being contributed.
 - From both PI's when animal research is proposed. Please see 'Use of Animals' in section 5.6 of this document for further information

All attachments should be completed in 11-point Arial typeface, with a minimum of 2cm margins. Applications will not be accepted where smaller or narrow typefaces have been used.

Page lengths (A4 size):

Document	Maximum length (Maximum)
Covering Letter	2 pages
A jointly prepared Case for Support	8 pages (including illustrations & references) + 1 page for reproducibility and statistical analysis design annex

CV	2 pages
Publications	1 page
Justification of Resource	4 pages (normally 2 pages)
Pathways to Impact	2 Pages
Data Management Plan	3 pages
Letter of supports	2 pages

Other documents for which page lengths are not relevant include:

- MoE Costs pro-forma (template on webpage)

Further guidance and details for all of the above content can be found in the [Guidance for Applicants 2019](#).

3.2.1 Case for Support:

A jointly prepared Case for Support, written in English, must be uploaded as a single PDF to the Je-S application. Same as the standard MRC guidelines, the case for support may be up to eight A4 pages in length, including 1 page of references plus one page for a Reproducibility and statistical design annex, using Arial 11pt typeface with margins of 2cms on all sides.

In your case for support you should address each of the following headings:

- Title
- Importance of the research
- Approximately 150 words to highlight why this research is Official Development Assistance compliant
- Scientific potential and expected outcomes
- People and track record
- Research Environment
- Research plans and deliverables
- Consideration of ethical, governance and IP issues around the project
- Data preservation, exploitation and dissemination

For further information regarding what should be included in the Case for Support, please see section 2.2.3 in the [Guidance for Applicants 2019](#).

It is **strongly advised** that a one-page annex to the case for support is included, in addition to the page limit, to provide additional information specifically relating to the statistical analyses, methodology and experimental design aspects of the proposal (beyond that contained in the main case for support). Please note that you should not duplicate information presented elsewhere in the application.

3.2.2 Justification of Resources:

In addition to the standard content for the **Justification of Resources** which can be found in the Guidance for Applicants, applicants should include:

- The UK value of resources requested by the UK researchers
- A statement detailing the UK value of resources requested by the Malaysian partner

This is so that the value of the total funds requested for the research project, can be assessed.

The costs on both the UK and Malaysian side should be separate with a clear justification of each cost.

3.2.3 ODA Compliance

Where a project is ODA compliant, the Impact Summary should also address how it meets ODA requirements. For example:

- Explain the specific problem or outcome which will have an impact on a developing country or countries on the DAC list
- Explain why this is a problem for the developing country or countries

Applicants must complete and attach the ODA Compliance document as an 'Letter of Support' to their Je-S application.

All applications under this call must be compliant with the ODA guidelines to be deemed eligible and therefore if the ODA Compliance document and Impact Summary has not been completed, your proposal will either be returned or deemed ineligible.

3.3 Creating a Je-S account

Please login to your Je-S account via <https://jes.rcuk.ac.uk/JeS2WebLoginSite/Logout.aspx>, using the username and password you have chosen (if you do not have a Je-S account, or have forgotten your password, please see the guidance provided further below).

- Select '**Documents**' from left hand menu list from your Je-S account home page
- Select '**New Document**' from within the Functions/create section of your documents page

Creating your Je-S application:

Please note, the below '**Call/Type/Mode**' can only be selected when the call opening date **Monday, 15 April** has been reached (until the advertised closing date **Wednesday, 29 May**).

This MRC-MoE funding call will close at **4pm (16:00 GMT/BST)**, on the advertised closing date **29 May 2019**.

- Select Council: **MRC**
- Select Document Type: **Standard Proposal**

- Select Scheme: **Research Grant**
- Select Call/Type/Mode (optional): **UK-Malaysia Health Research Partnership 2019**
- Select **'Create Document'** option

Je-S Add New Document

To find the council, document type and scheme combination for a particular call please use the call search.

Call Search (opens in a new window)

Select Council:
MRC

Select Document Type:
Standard Proposal

Select Scheme:
Research Grant

Select Call/Type/Mode (optional):
UK-Malaysia Health Research Partnership 2019

Copy existing document?

Create Document Cancel

New Je-S Users: In order to gain access to the Je-S System, [Create an Account](#).

Je-S users having problems successfully completing login to their Je-S account: [Retrieve User Name / Password](#).

Please telephone Je-S Helpdesk +44 (0) 1793 444164 or email JeSHelp@je-s.ukri.org should you require any assistance with the Je-S System

3.4 Budgets

UK-based research costs will be funded at 80% of the Full Economic Cost. Malaysian-based research costs will be funded according to MoE funding guidelines. It is the responsibility of the Malaysian and UK PIs to ensure the conditions of their respective funder is understood.

Full Economic Costing (FEC):

Please see section 3. Resources – Full Economic Costing in the [Guidance for Applicants 2019](#) for information on FEC.

All the UK and Malaysian PI(s)/Co-I(s) must be inputted onto the Je-S form. However, any costs for Malaysian PI(s)/Co-I(s) (unless agreed) must be inputted with hours and charged as £0. The Malaysian partner costs will be recorded in the MoE budget pro-forma (template on webpage) that can be downloaded from the MRC webpage for this call.

Funding available:

	MRC funding*	MoE funding
Research costs:		
Staff – directly incurred post	Yes	Please refer to MOE funding guidelines
Staff – directly allocated posts (PI and Co-I time)	Yes	
Other research costs (excluding equipment over £10k)	Yes	
Studentships (PhD)	No	No
Capital (items of equipment over £10k)	No	No
Travel and subsistence for exchange/mobility activities	Yes	Please refer to MOE funding guidelines
Cost of workshops, meetings etc.	Yes	

**MRC funding will be provided to the UK HEI but can be spent on activities in Malaysia which are outside of the funding available from the Malaysian funders and when identified and justified in the proposal. This must be agreed in advance of submission with the funders.*

Equipment:

Capital costs above £10,000 cannot be funded via the Newton-Ungku Omar Fund and therefore any capital costs requested will not be accepted.

Spending obligations under the Newton-Ungku Omar Fund:

As previously stated, funding must be awarded in a manner that fits with Official Development Assistance (ODA) guidelines. All applications under this call must therefore be compliant with these guidelines. ODA compliance will be assessed as an eligibility requirement and it is the responsibility of the PIs to communicate how the proposed research is ODA compliant.

For further information on ODA please visit <http://www.newtonfund.ac.uk/about/what-is-oda/>

Due to the tight time scales of the Newton-Ungku Omar Fund, if you are successful you will need to adhere to strict spending requirements. For this call, the end date of the proposed research should be no later than 31 December 2021.

4. Assessment Process and Criteria

Following submission, peer-review will be undertaken by the funding agencies. To be funded, proposals must be internationally competitive and at a standard equivalent to that normally expected to be supported by each funding organisation.

Key assessment criteria for the submissions will be:

- Significance and Impact of the research
- Scientific Rationale: novelty, importance and timeliness of the research;

- Design and Feasibility of the Project Plan
- Partnership: including strength and clarity of collaborations and opportunities provided, quality of the project management structure proposed;
- Quality and suitability of the research environment and of the facilities;
- Value for money for International and UK science;
- Ethical considerations and governance arrangements.
- In addition, applicants must describe how the proposed UK funded work is ODA compliant [approximately 150 words]. This section will be made publicly available. For further information on ODA, please visit: <http://www.newtonfund.ac.uk/about/what-is-oda/>

Applications received and comments from all peer-reviewers will be assessed by the joint MRC - MoE Review Panel in October 2019. This panel will consist of academic experts from both UK and Malaysia, where final decisions will be made.

For further information on the peer review process, please see section 2.5 in the [Guidance for Applicants 2019](#).

5. Agreements

5.1 Collaboration Agreement

As the research projects will be carried out by multiple research organisations and project partners, the basis of collaboration between the organisations and project partners, including ownership of intellectual property (IP) generated during the project and rights to exploitation, and costs of IP management [this is not an eligible cost to MRC and MoE], is expected to be set out in a formal collaboration agreement between the research organisations involved. It is the responsibility of the research organisations to put such an agreement in place before the research begins. The terms of collaboration shall not conflict with MRC and MoE terms and conditions.

Arrangements for collaboration and/or exploitation must not prevent the future progression of academic research and the dissemination of research results in accordance with academic custom and practise and the requirements of the funding bodies. A temporary delay in publication is acceptable in order to allow commercial and collaborative arrangements to be established.

Details of key issues included in the Collaboration Agreement, for example management of IP, should be detailed in the 'consideration of ethical, governance and IP issues around the project' section of the Case for Support

5.2 Intellectual property

Ownership of intellectual property (IP) generated during the project and rights to exploitation, as well as any costs regarding management of IP, are expected to be agreed between the

collaborating research organisations before the research begins. Details of this agreement should be included in the Collaboration Agreement (as above).

Agreements must not conflict with MRC or MoE terms and conditions. Any agreements in place between a research organisation and their respective funding organisation must be adhered to, including the sharing of IP costs or benefits. Any IP sharing agreements in place between a research organisation and their national funding body would be expected to apply only to the IP share of that research organisation.

5.3 Material Transfer Agreements

Collection and exchange of material may occur between collaborating institutions, as necessary, in strict compliance with the legislation in effect in both countries.

5.4 Ethics

Any research involving humans/human tissue and/or animals must comply with legislation in both the UK and Malaysia and must also comply with relevant policies and guidance of the MRC and MoE.

It is the absolute responsibility of the PIs and the ROs to ensure that appropriate ethical approval is granted and adhered to, and that no research requiring ethical approval is initiated until it has been granted.

The Ethical Information sub-sections in the Je-S proposal form should be completed to give details of any human participation, research using animals, genetic and biological risk, and ethical committee approvals required. Section 5 of the MRC [Guidance for Applicants 2019](#) has recently been updated to reflect amendments to this section of the Je-S form.

Applicants must be clear in their applications in which country the proposed research involving humans and/or animals will take place and must fully complete the Ethical Information section for research taking place in either country.

5.4.1 MRC Ethics guidance

Applicants must comply with all of the MRC's relevant policies and guidance regarding the use of humans/human tissue and/or animals in research.

Approval(s) for the research detailed in an MRC grant proposal must be granted by the appropriate bodies before any work can commence. Institutions, applicants and grant holders have absolute responsibility for ensuring that the necessary approvals are granted for the research considered by MRC and MoE.

The Principal Investigator/ Research Organisation must be prepared to furnish the MRC with a copy of the ethical approval, and any correspondence with the committees, if requested by

the Council. The principal investigator must notify the MRC if a regulator or a research ethics committee requires amendments that substantially affect the research question, methodology or costs to the extent that the project is no longer the same as that approved for funding by the MRC.

5.4.2 MoE Ethics guidance

Applicants are responsible to obtain ethical approval from relevant authorities before the start of activities that require such approval.

5.5 Humans/Human Tissue

5.5.1 MRC guidance

Applicants must comply with relevant MRC policies and guidance (section 5 of the [Guidance for Applicants 2019](#)). In particular, applicants should be aware of the following guidance/requirements:

MRC current policy for research involving humans to take place overseas, is that for research to be undertaken internationally, both local and UK ethical approval is required previously of the project execution. For clinical studies involving human participants and/or patients in the UK or overseas, appropriate consent must be obtained

For clinical studies involving human participants and/or patients in the UK or overseas, appropriate consent must be obtained.

Where the Malaysian partner or another third party (ANY organisation other than the UK RO) is responsible for recruitment of people as research participants and/or providing human tissue, details should be included in the case for support and a letter of support **MUST** be attached to the application. The letter of support should be titled Human participation and include confirmation of the following:

- That the international partner has agreed to recruit the participants/provide tissue
- That what is being supplied is suitable for the research being undertaken
- That the quantity of tissue (where relevant) being supplied is suitable, but not excessive for achieving meaningful results

The letter of support must be an integral part of the application (as an attachment) and must focus on the proposal it accompanies.

5.5.2 MoE guidance

All applications must comply with the current [Malaysian Guidelines for Good Clinical Practice](#).

5.6 Use of Animals

Applicants must ensure that all of the proposed research, both that in the UK and in Malaysia, will comply with the principles of the MRC common guidance on **“Responsibility in the use of animals in bioscience research”**

<https://www.nc3rs.org.uk/responsibility-use-animals-bioscience-research>

In particular, UK Institutions should be aware of the following aspect of the guidance relating to research or collaboration outside the UK:

“When collaborating with other laboratories, or where animal facilities are provided by third parties, researchers and the local ethics committee in the UK should satisfy themselves that welfare standards consistent with the principles of UK legislation (e.g. the Animals (Scientific Procedures) Act 1986), and set out in this guidance, are applied and maintained.

Where there are significant deviations, prior approval from the funding body should be sought and agreed. International research should also be compliant with all relevant national and local regulatory systems in the host country where the research is to be conducted.”

Malaysian applicants must ensure their proposed research complies with animal use guidance as advised by [Malaysian Guidelines for Good Clinical Practice](#)

Investigators proposing the use of animals should provide an additional letter including the following information:

- a signed statement from both UK and Malaysian PIs that:
 - they will adhere to all relevant national and local regulatory systems in the UK and Malaysia
 - they will follow the guidelines laid out in the <https://www.nc3rs.org.uk/responsibility-use-animals-bioscience-research> document and ensure that work is carried out to UK standards
 - before initiation of the proposed research work, appropriate approvals from Institutional and/or central animal ethics committees will be obtained for experimental protocols to be adopted in their projects. Successful proposals may be expected to provide copies of these permissions before funding is released.
- Details on where the animal research will take place (UK or overseas) and through which funder the resources are being sought. Applicants should include confirmation that animal welfare standards at these institutions meet the requirements outlined above.

All applicants are required to comply with Section 4: ‘Proposals involving animal use’ of the [Guidance for Applicants 2019](#). Applicants should detail in the letter any additional information which was not included in the proposal document, but which is pertinent to the animal research proposed and which the funders should be aware of.

In addition, researchers should be reminded that sufficient information and justification regarding any animal research proposed, regardless of country, must be provided in the proposal order to allow full peer review to take place.

6. Terms and Conditions

UKRI:

<https://www.ukri.org/funding/information-for-award-holders/grant-terms-and-conditions/>

Newton-Ungku Omar Fund terms and conditions:

This MRC grant is funded by the Newton-Ungku Omar Fund.

- This award is supported by the Newton-Ungku Omar Fund and is dependent on continuing Government commitment for this initiative.
- The Newton Fund is part of the UK's Official Development Assistance (ODA). Its aim is to develop science and innovation partnerships that promote the economic development and welfare of developing countries. The investigators must ensure the research that is undertaken as part of this grant is compliant with ODA rules and regulations as set out under the Newton-Ungku Omar Fund programme.
- UK PIs: The grant must start on 1 December 2019. The start date of the grant may NOT be delayed beyond this date. Please note that due to the fixed start date, the normal three-month start period rules outlined in UKRI Terms and Conditions do not apply to this project.
- The investigators must acknowledge the Newton-Ungku Omar Fund and the MRC in any publications or events associated with this grant.
- Investigators must assist the MRC with any additional reporting requirements requested by the Department of Business, Innovation and Skills.
- Due to financial restraints of the Newton-Ungku Omar Fund Programme, grant extensions will only be considered under exceptional circumstances (in line with the Equality Act 2010) and will require MRC agreement on a case-by-case basis.
- This award is dependent on continuing Government commitment for this initiative. In the event that this support is withdrawn, MRC reserve the right to terminate the award.

Ethical requirements for international grants:

- It is the responsibility of the Principal Investigator and the Research Organisation to ensure that appropriate ethical approval is granted for this study and adhered to, and that no research requiring ethical approval is initiated until it has been granted.
- MRC current policy for research involving humans, <http://www.mrc.ac.uk/news-events/publications/research-involving-human-participants-in-developing-societies/> is that for research to be undertaken overseas, both local and UK ethical approval is required.
- For clinical studies involving human participants and/or patients appropriate consent must be obtained.
- For grants that include the use of animals, the guidance <http://www.mrc.ac.uk/news-events/publications/responsibility-in-the-use-of-animals-in-research/> must be adhered to, and in particular: 'When collaborating with other laboratories, or where animal facilities are provided by third parties, researchers and the local ethics committee in the UK should satisfy themselves that welfare standards consistent with the principles of UK legislation (e.g. the ASPA) and set out in this guidance are applied and maintained.'

- The Principal Investigator/ Research Organisation must be prepared to furnish the MRC with a copy of the ethical approval, and any correspondence with the committees, if requested by the Council. The principal investigator must notify the MRC if a regulator or a research ethics committee requires amendments that substantially affect the research question, methodology or costs to the extent that the project is no longer the same as that approved for funding by the MRC.

7. Annex's

7.1 MoE Funding Guidance

Eligible Costs

Kod Perbelanjaan yang Dibenarkan

Vote 11000 Allowance & Stipend for Graduate Research Assistant (GRA)

Vot 11000 Upah dan Elaun untuk Pembantu Penyelidik Siswazah (GRA)

Allowance and stipend shall not exceed MYR2,300 for PhD student or MYR1,800 for MSc students and must comply with the university's guideline.

Siling upah dan elaun tidak melebihi RM2,300 untuk pelajar Ijazah Kedoktoran atau RM1,800 untuk pelajar Ijazah Sarjana serta mematuhi garis panduan IPT.

Vote 21000 Travelling and Transportation

Vot 21000 (Perjalanan dan Pengangkutan)

This includes all domestic travelling and transportation relevant to the project. Travelling abroad is only permitted for site work and attending conference/seminar/workshop /attachment relevant to the project. Travelling abroad is subject to grant sufficiency. Only Principal Investigator (PI) and members are allowed to travel abroad. GRA may be allowed for an attachment relevant to their research in UK for six months.

The destination chosen for overseas travel should be the most appropriate and economical in terms of facility availability, relevance of expertise and technology transfer. Travelling abroad shall comply with relevant institutions regulations. The total expenditure for Travelling and Transportation shall not exceed 40% of the total project allocation. However, travelling for the purpose of attending conference/seminar/workshop/attachment must not exceed 20% of the total project allocation.

Perbelanjaan merangkumi semua perjalanan dan pengangkutan domestik yang berkaitan dengan projek. Perjalanan ke luar negara hanya dibenarkan untuk kerja-kerja lapangan dan menghadiri persidangan/seminar/bengkel/program sangkutan yang berkaitan dengan projek. Perjalanan ke luar negara adalah tertakluk kepada kecukupangan. Hanya Ketua Projek dan ahli dibenarkan untuk melakukan perjalan ke luar negara. GRA hanya dibenarkan untuk mengikuti program sangkutan yang berkaitan dengan penyelidikan mereka di UK untuk tempoh maksimum enam bulan.

Destinasi perjalanan tersebut mestilah merupakan tempat yang paling sesuai dan ekonomikal dari segi kemudahan, kepakaran dan pemindahan teknologi. Perjalanan ke luar negara mestilah juga mengikut peraturan IPT masing-masing. Jumlah perbelanjaan untuk Perjalanan dan Pengangkutan tidak boleh melebihi 40% daripada jumlah keseluruhan geran. Manakala perbelanjaan bagi menghadiri persidangan/seminar/bengkel/program sangkutan tidak boleh melebihi 20% daripada keseluruhan peruntukan.

Vote 24000 Rental
Vot 24000 Sewaan

Rental is only allowed for premises, equipment, transport and others relevant to the development of the project.

Sewaan hanya dibenarkan untuk bangunan, peralatan, pengangkutan dan barangan lain yang terlibat secara langsung dengan pembangunan projek sahaja.

Vote 27000 Research Supplies & Materials
Vot 27000 Bekalan dan Bahan Penyelidikan

The expenditure may include supplies and materials relevant to the project.

Hanya perbelanjaan yang berkaitan dengan pembangunan projek sahaja dibenarkan.

Vote 28000 Minor Repairs and Renovation
Vot 28000 Baik Pulih Kecil dan Ubahsuai

The expenditure may include minor repair and renovation on premises, laboratory, equipment or others relevant to the project. Maintenance cost for existing equipment is allowed during the project implementation period. Upon project completion, such maintenance cost shall not be borne under the grant.

Hanya perbelanjaan untuk baik pulih dan pengubahsuaian yang kecil terhadap bangunan, makmal, peralatan atau lain-lain barang yang berkaitan dengan penyelidikan dibenarkan. Kos penyelenggaraan peralatan sedia ada semasa projek dilaksanakan adalah dibenarkan. Selepas projek selesai kos penyelenggaraan ini tidak akan ditanggung lagi oleh Geran ini.

Vote 29000 Consultancies and Other Services
Vot 29000 Perkhidmatan Ikhtisas

The expenditure may include services relevant to the project including printing, hospitality, honorarium, professional services, consultancies, computer usage, data processing and others.

Vot ini meliputi lain-lain perkhidmatan termasuk percetakan, hospitaliti, honorarium, perkhidmatan profesional, konsultasi, penggunaan komputer, pemprosesan data dan lain-lain perkhidmatan yang berkaitan dengan pembangunan projek.

Vote 35000 Accessories & Equipment
Vot 35000 Aksesori dan Peralatan

The expenditure may include purchase of equipment and accessories relevant to the project. Purchasing of equipment must adhere to Financial Regulations of the Federal Treasury. The need for purchase must be strongly justified. Quotation must be attached as proof of market study of the equipment. The total application under this Vote shall not exceed 40% of overall

project budget. Purchasing of IT and communication equipment (laptop, desktop, phone etc. are not allowed)

Hanya pembelian peralatan khas dan aksesori (termasuk meningkatkan keupayaan peralatan sedia ada) yang berkaitan dengan pembangunan projek berkenaan sahaja dibenarkan. Setiap permohonan mestilah disertakan justifikasi dan sebut harga mengikut Pekeliling Perbendaharaan. Jumlah yang dipohon pula tidak melebihi 40% daripada jumlah geran. Pembelian perlatan IT dan komunikasi (komputer riba, komputer meja, telefon dll) tidak dibenarkan.

	Budget details <i>Butiran belanjawan</i>	Amount approved by VC/Dep.VC (R&D)/Director of RMC <i>Jumlah yang diluluskan oleh Naib Canselor/ TNC (P&I)/Pengarah RMC</i>			
		Year 1 Tahun 1 (RM)	Year 2 Tahun 2 (RM)		Total Jumlah (RM)
1	Vote 11000 - Stipend and Allowance <i>Upah dan Elaun</i> Untuk Pembantu Penyelidik Siswazah (GRA) Please specify <i>Sila nyatakan secara lengkap dengan pecahannya sekali.</i>				
2	Vote 21000 - Travelling and Transportation/ <i>Perjalanan dan Pengangkutan</i> Please specify				

	<p><i>Sila nyatakan secara lengkap dengan pecahannya sekali.</i></p>				
4	<p>Vote 27000 - Research Materials & Supplies <i>Bekalan dan Bahan Penyelidikan</i></p> <p>Please specify <i>Sila nyatakan secara lengkap dengan pecahannya sekali.</i></p>				
5	<p>Vote 28000 - Maintenance and Minor Repair Services <i>Baik pulih kecil dan ubahsuai</i></p> <p>Please specify <i>Sila nyatakan secara lengkap dengan pecahannya sekali.</i></p>				

<p>6</p>	<p>Vote 29000 - Professional Services <i>Perkhidmatan Ikhtisas</i></p> <p>Please specify <i>Sila nyatakan secara lengkap dengan pecahannya sekali.</i></p>				
<p>7</p>	<p>Vote 35000 - Accessories and Equipment <i>Aksesori dan Peralatan</i></p> <p>Please specify <i>Sila nyatakan secara lengkap dengan pecahannya sekali.</i></p>				
<p>TOTAL AMOUNT <i>JUMLAH BESAR</i></p>					

7.2 Expression of Interest

Please click link to complete 'expression of interest' form.

Questions asked:

1. **Principal Investigator (PI) UK**
2. **UK PI Research Organisation (RO)**
3. **UK PI Email**
4. **UK CO-Investigators and RO's**
List of all Co-Investigators (stating whether UK or Malaysian based)
5. **Principal Investigator Malaysia**
6. **Malaysian PI RO**
7. **Malaysian PI Email**
8. **Malaysian Co-Investigators and RO's**
9. **Project Title**
10. **Project Summary**
Summary of proposed project (maximum 200 words). Please note this will be used when approaching potential reviewers.
11. **Ethical considerations**
Human/Animal Research - Will the proposed research involve the use of humans or vertebrae animals/ other organisms covered by the Animals (Scientific Procedures) Act? If yes, please provide details.
If your research involves animals, please specify the species involved
12. **Approximate UK total cost (100%FEC) GBP**
13. **Approximate Malaysian total cost MYR**
14. **ODA. Describe how the proposed UK funded work is ODA compliant (approximately 150 words)**