

## CASE STUDY GRANT SCHEME (CSGS) APPLICATION GUIDELINES

### INSTITUTE FOR MANAGEMENT & BUSINESS RESEARCH (IMBRe)

#### CSGS OBJECTIVES:

1. To produce teaching and research case studies of the Malaysian context for classroom teaching and learning.
2. To investigate and discover ideas that are used in an ongoing process among renowned Malaysian companies.

#### MAIN CRITERIA:

1. Involve **TWO (2)** types of the project within the same grants (Teaching and Research Case).
2. The program leader (Head) must be a permanent academician and must lead one project.
3. The project leader must lead only one project.
4. Must use the same company as a case for both projects.

#### ELIGIBILITY

1. All UUM academic staff (permanent or contract) are eligible to apply for the grant (Professor/Associate Prof./Senior Lecturer/Lecturer).
2. Academic staff who has less than 6 months before retirement/study leave/sabbatical leave is not allowed to lead the project but may become a member.
3. Applicants can lead **ONE (1)** case study grant and may become a member of **ONE (1)** other case study grant at any one point in time.
4. Applicants are not leading any ongoing University grants (eg: Geran Penajaan, SOTL, Geran Khas, Geran Universiti etc.) during the application.
5. Every application must have a group member/s. (UUM visiting lecturer can be a leader with permanent local academic staff as a member/s)
6. Applicants or group members must attend a series of case study workshops organized by IMBRe.
7. The maximum number of members is **FIVE (5)** persons. It is **highly recommended** that the group members would include ONE (1) industry member and/or ONE (1) other local universities member to be part of the team.
8. The case **MUST** be *Malaysian Based Case*.

9. The proposed case must be related to good business organisations i.e. in terms of their size, reputation and have an outstanding company including:

- Public Listed Companies (PLCs);
- Government-Linked Investment Companies (GLICs);
- Government-Linked Companies (GLCs);
- Multinational Companies (MNCs);
- Syarikat Menteri Kewangan Diperbadankan (MKD);
- Notable State-Owned Enterprises (SOEs); and
- Selected Small and Medium Enterprises (SMEs) under Medium Size Category.

### AMOUNT AND PERIOD

The amount of the grant would be RM10,000 or less and must be completed within 12 months (Research Case and Teaching Case). Subject to the availability of funds and JKPI approval, a higher amount of grants can be considered.

### RESEARCH OUTPUT

Research Case Output	Teaching Case Output
Submission of the final report of Research Case; AND	Submission of the final report of Teaching Case with Teaching Notes; AND
Publish one (1) article in SCOPUS or WoS indexed journal	Researchers are encouraged to apply for Intellectual Property (IP) registration through the ICC UUM before the end of the research
	Evidence of usage in class

- Researchers need to present research results at the conference organized by IMBRe UUM as well as produce publications in the Proceedings; AND
- Acknowledgement for the IMBRe Research Grant, UUM must be clearly stated in each publication and/or IP.
- Evidence of research output (teaching notes, teaching case and article published) **MUST** be uploaded in the UUM Staff Portal.

## FINANCIAL PROCEDURES

Allocation for IMBRe Grants is allowed for any purchase, payment or acquisition that meets the following expenditure codes:

<b>Vot</b>	<b>Details</b>
11000	Salary and Wages (Research Assistance)
21000	Travel Expenses and Subsistence
23000	Communications and Utilities
24000	Rental
27000	Research Materials and Supplies
28000	Repair and Maintenance
29000	Professional services, training fees, publishing, printing and hospitality.
35000	Accessories and equipment

For details, please refer to **Dokumen 3P UUM** and **Peraturan Keuangan Universiti**.

## APPLICATION PROCEDURE:

1. Complete both the “Case Study Grant Scheme (Teaching Case)” and “Case Study Grant Scheme (Research Case)” application forms.
2. Applications are open throughout the year.
3. Applications must be submitted to IMBRe.
4. IMBRe will arrange for the proposal presentation session. The potential proposal will be forwarded to the RIMC for JKPI’s approval.

## SERIES OF WORKSHOP

At least one member of the group must attend a series of case study workshops organised by IMBRe as follows:

1. Proposal Writing
2. Case Study Writing
3. Case Study Evaluation

\* This guideline is subjected to any latest decision made by the JKPI from time to time. Applicants are advised to contact IMBRe for any latest procedures and guidelines.