



MCAST Research Framework

facilitated through the

MCAST Applied Research & Innovation Centre (ARIC)

Operational Research Framework as sanctioned by BoG Resolution 58/2021

Incorporating:

- **Regulatory and Operational Framework for Applied Research – BoG 09/2019**
- **DOC 327 – SOP for the bidding and implementation of Externally funded research – BoG 09/2019**
- **DOC 328 – SOP for Junior Research endeavour on MCAST Research Projects – BoG 09/2019**
- **DOC 343 – SOP for Research Funding Support – BoG 32/2020**

‘Real Solutions to Real World Problems’

January 2021

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1. Introduction

Almost a year has passed since the introduction of the MCAST Research Framework. During the past year, we have been witnessing enthusiasm on the part of academic staff to uptake research. In fact, despite the relative short time from its implementation, we are already observing over a hundred academics who are opting to take on research endeavours. The past few months were a learning curve to us all, and we are already feeling the need to provide an operational update to the research framework so that it better reflects the current scenarios as well as to provide better guidance to lecturers as they embark on research projects and initiatives.

While MCAST has a number of academics who are leaders in their field of research, most of the staff are still in the early days of carrying out research. The updates enlisted here are a result of negotiations held throughout these past months in order to make research more accessible to MCAST academic staff and provide better support structures to all lecturers. The setup of the MCAST Corporate Research Committee and the Institute Research Committee are now well-defined and several additional initiatives have been approved by the BoG to support lecturers who would like to carry out research beyond their allocated resources. The Senior Research Officers have been working within ARIC and in Institutes to disseminate research amongst academics and their pivotal role can be evermore appreciated. Through frequent interactions with academics, it has been possible to establish different research stages to which lecturers can relate to. It has also been possible to identify a number of research themes to provide direction to the research carried out by MCAST staff. Such research mindsets are indeed necessary in order to embrace an innovative approach in the College, which will ultimately aim to render the students' stay at MCAST truly meaningful, help them embrace a culture of excellence and adapt rapidly to the changing requirements of industry.

This success can be witnessed in the exponential increase in lecturers requesting research contact hours. Through this investment, MCAST academics are evermore improving their practices to be better relevant in their provision to students and industry. Moreover, it is possible to observe several cross-institute research projects as well as an increasing number of collaborations with industrial partners. MCAST is also increasing its international exposure through externally funded research projects. This changing trend is only possible because of the support MCAST is committed to provide to its academics and the enthusiasm of staff to become leaders in their chosen field of research.

We are hopeful that the changes presented here represent a significant step to a more robust research policy across MCAST.

Ian Refalo
President, Board of Governors

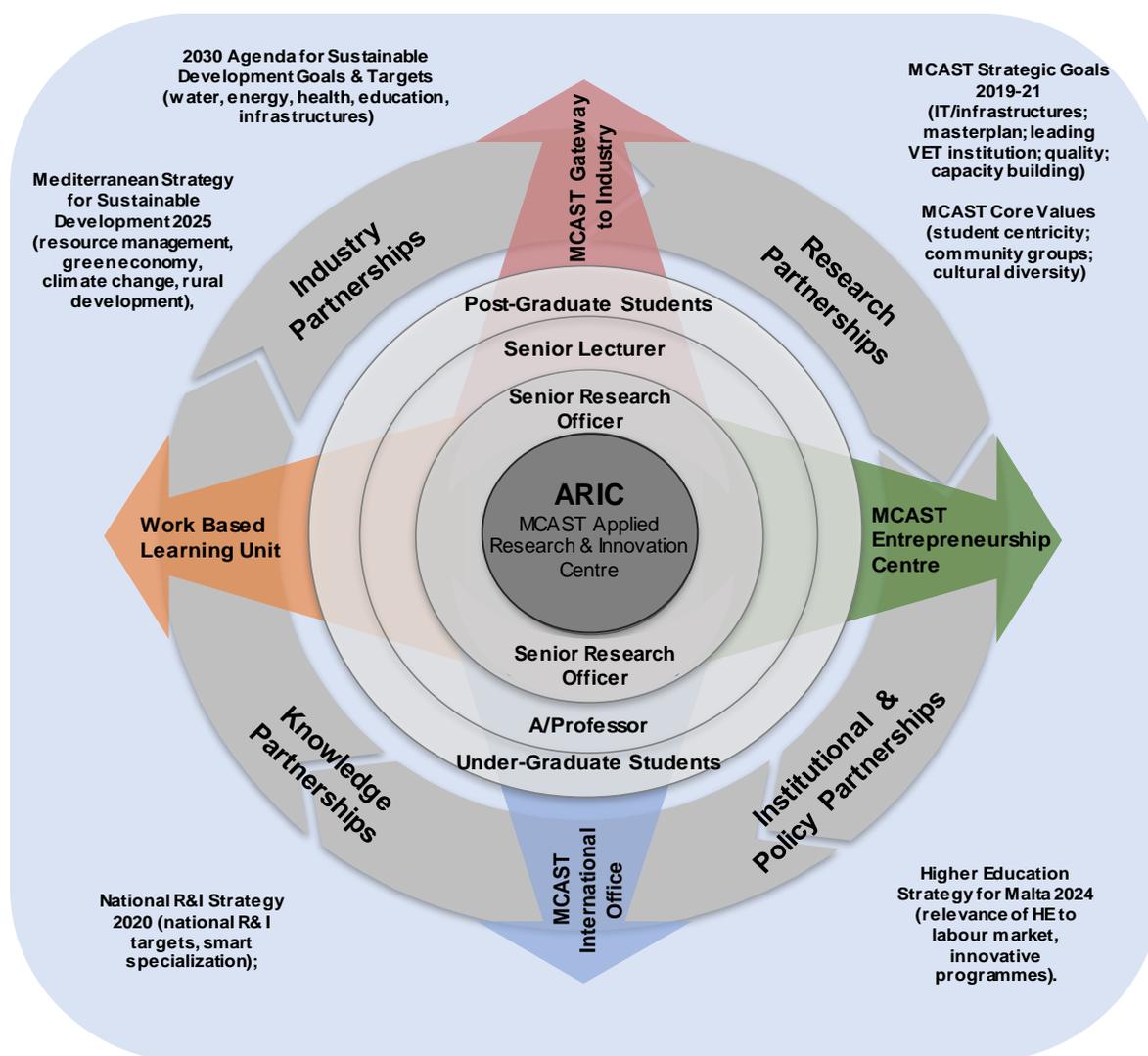
Joachim James Calleja
Principal and CEO

Underlying Pillars

The Applied Research and Innovation Centre (ARIC)'s strategy is anchored on the premises of making existing structures more flexible, and of fostering their ability to innovate, react and respond.

Three main underlying pillars:

1. A focus on **key, select research thrusts** leading to smart specializations.
2. Creating and working within one or more Knowledge Centres / R&I Ecosystem, Centres for Smart Specialization, and **peer learning through international networks** such as ASEF, Eurashe and UAS4Europe.
3. Developing and propagating **new research, innovation and pedagogical and anagogical methodologies** and technologies.



There are three main concepts that fuel the ARIC, these being:

1. **'What'** constitutes Research, and similarly, what constitutes Innovation? From the General Annexes of Horizon2020, research aims to establish new knowledge or explore the feasibility of a new or improved technology, product, process, service or solution. Innovation aims at producing designs for the application of new, altered or improved products, processes or services, and the vital piloting and dissemination of these innovative solutions.

2. **'Why' the need for Applied Research & Innovation?** "We cannot consider higher education without research and innovation" (UAS4Europe; 5/12/2018). Research and innovation provide: 1) new knowledge as opposed to mere reproduction; 2) solution to real-world problems; 3) a process of learning that translates into new teaching approaches; 4) a cycle of collaborating and disseminating findings, solutions and new understandings.

3. **'How' is MCAST implementing research and innovation?**

- By enabling motivated academic researchers¹ through research contact hours, working within the Institutes, and driven/supported by the ARIC.
- Approved non-timetabled research contact hours allow lecturers to focus on, reviewing journals and literature on the subject, network with like-minded colleagues in Malta and abroad, draft funding proposals, carry out qualitative and/or quantitative research, gather and analyse data, draft research reports and papers.
- By providing a mechanism whereby middle and senior management grades can take on research as extra duties over and above those falling within the responsibilities listed in their job description as per Circular 247/2020.
- By applying a multiplier effect whereby senior academic researchers guide fellow academic researchers in research endeavours, and who then enable students, and where this internal capacity is used to acquire externally-funded EU research projects that would significantly add to the funding volume. This would allow for a combined top-down, largely smart specialization themes as well as EU project-driven research, with bottom-up curiosity-driven research that has the potential to open unexpected new fields of research and innovation.
- By having strong pre-award and post-award support teams that assist in, and take on, part of the ownership of the research projects.
- By allocating a recurrent annual budget to be utilized specifically to support early-stage academic researchers (see Section 1.4) and their initiatives (*BoG resolution 32/2020*).

¹ An academic is an employee who carries out duties in line with the collective agreement between MUT and MCAST (27th July 2016). An academic is understood to potentially have both lecturing and research duties. The term academic researcher refers to an academic with research duties.

The principal investigator² of externally-funded projects shall be provided with a research fund that equates to around 15% of the calculated overhead component of relevant research project budget/s allocated to MCAST, which shall be utilized by the researcher for their personal research-related expenses (*BoG resolution 32/2020*). This sum will be given upon successful completion of the research project.

2. Regulatory and Operational Framework

Six inter-linking operational levels are identified here, each with its own objectives, roles and policy dimensions.

Complementary to this applied research initiative, as visualized in Section 3 of this document, are;

- a) a separate Strategic Innovation Unit, that pilots and develops innovative technologies & programmes, and
- b) a Research Project Management office.

To the right is a depiction of the operationalization cascading effect of Applied Research within MCAST



1: MCAST Corporate Research Committee (CRC)

Preamble: The CRC is tasked with the setting of corporate direction and the overseeing of R&I implementation across MCAST. In summary, tasks entrusted to the CRC include, but are not limited to the following:

- a) Decisions regarding funding and financing of R&I at the various levels within MCAST.
- b) Decisions and direction on the choice of key research themes.
- c) Provide direction to the IRCs on requests which go beyond the indicated research parameters.
- d) Operational base of the MCAST Ethics Committee.
- e) Monitoring the performance and progress of the ARIC, holding of direct interaction with the Senior Research Officers.

² The principal investigator is the academic researcher responsible for the research grant.

Setup: The CRC is to be chaired by the Deputy Principal R&I. The role of Board Executive Secretary is to be carried out by the MCAST Research Director. Board members shall include the Deputy Principals for VPET, a member from MCST and-or ME, a member of MCAST senior academic staff, and a member of the MCAST BoG (*BoG resolution 32/2020*).

Role: Strategic. To oversee R&I policy compilation and implementation, supported and guided by the proposed Strategic Innovation Unit.

Policy Docs: To be included in College Board Procedures (Doc188) and to operate within the Intellectual Property Policy (Doc085) and the Research Ethics Policy & Procedure (Doc074).

Operation: The CRC meets regularly on a quarter-annually (3-month) basis, establishes procedures and review operations, and decides upon tactical issues requiring high-level intervention. To include the existing MCAST Research Ethics Committee (REC) within its remit.

2: Institute Research Committee (IRC)

Preamble: The IRCs are set up in all Institutes operating under Regulation Doc074. The IRCs are the Institute committees involved in all aspects of institute level research endeavours. The Senior Research Officer (see below) acts as the non-voting executive secretary to the IRC and works strongly to sustain its momentum.

Setup: This structure operates within each Institute, chaired by the Institute Director and supported by Institute Deputies and Senior Lecturers relevant to a particular research theme. The Senior Research Officer strongly supports the IRC (see Section 3 below).

Role: To oversee all research initiatives pertaining to the Institute's domain at various levels including undergraduate, post-graduate and academic research proposals and subsequent projects.

Policy Docs: Research Ethics Policy & Procedure (Doc074) and Research Proposal Forms (Doc164 & Doc181).

Operation: The IRC oversees and supports all Institute-related R&I initiatives, going beyond solely student undergraduate/postgraduate dissertations and into external research projects and initiatives. The IRC also aims to direct research into specific research areas which are prioritized by the Institute and provides decisions and direction on the choice of collaborative partners. Both regular monthly meetings and ad-hoc meetings allow the IRC to involve itself in ongoing and targeted research initiatives and provide direction, decisions and approvals in a timely manner depending on the urgency. The IRC is also involved in the monitoring of the research processes and ensuring the receipt and reviewing of the deliverables³.

Lecturers carry out any form of research work from *within* the Institute that they are attached to, ultimately reporting to the Institute Director who chairs the *Institute Research Committee* (IRC). This allows institutes to fully integrate research into their curricula, and to guide research endeavours in the appropriate directions. The IRC reports periodically to the Corporate Research Committee.

³ A deliverable is an outcome of the research endeavour. Some examples include, but are not limited to, publication of research papers in peer-reviewed journals, writing of a report, award of a patent, generation of innovative products, routines, practices, dissemination of findings at conferences, seminars etc.



3: Senior Research Officer

Preamble: Aimed to capitalize on the strong research potential at MCAST, the Senior Research Officers (SROs) empower and support academic staff in kickstarting research initiatives. The role of the SROs is managerial in nature, through which they identify research opportunities, motivate and mentor staff, and liaise/interact with respective MCAST entities for the necessary resource requirements.

Setup: This is a pivotal managerial position operating within the ARIC research structure but stemming out into the different Institutes and Centres. Academically qualified SROs are respectively assigned to each of the six Institutes, with the Gozo Centre and the Curriculum and Student Support Departments also being collectively supported.

Role: The SROs act as the operational arm of the ARIC, allowing for an outreach of research into each of the institutes. Their role is:

- To drive and support the adoption of research initiatives by Institute academic staff and to facilitate inter- and intra- Institute research initiatives.
- To steer research groups and themes within the allocated Institute, interacting with stakeholder and vying for research initiatives, projects and grants.
- To act as a contact point and liaison between the ARIC and the respective IRC.
- To provide pre-award guidance to academics in drafting internal and external research proposals.

- To act as the contact points with organizations such as MCST and to follow developments on national R&I strategy and national policies devised by governmental entities.
- To offer expertise on national and international research funding schemes available for MCAST applied research projects.
- To regularly review periodic reports from lead academic researchers to ascertain that all research projects involving external funding within the Institute are adequately on progress towards achieving their research targets.
- To provide guidance on externally funded projects so that activities fully abide by the financial, operational metrics and guidelines that are set out by the external agency concerned.
- To support and act as the executive non-voting secretary within the IRC.
- To form part of the Research Ethics Board and have an active role in analysing and reporting on the ethics section of the research proposals pertaining to the identified Institute.

Policy Docs: Research Ethics Policy & Procedure (Doc074) and Research Proposal Forms (Doc164 & Doc181), Request for Research Contact Hours (Doc 251 & Doc 328), Request for Research Funding Support (Doc 343 & Doc 344), SOP for Externally Funded Research Project (Doc 327)

Operation: SROs are assigned to support Institutes, working in collaboration with the IRC, given the remit of collectively building research capacity within MCAST. This is done through the facilitation of information sessions and collaboration meetings, as well as the direct, individual interaction with lecturers that show an interest to be involved in research. The SRO is essentially the ‘facilitator’ for the adoption of applied research endeavours by Institute academic staff. The SROs may also be asked to present the Institute’s research initiatives to the CRC in order to keep the Committee updated on the groundwork being carried out within the Institutes.

4: Research Profile Descriptors

Preamble: In line with the new MCAST – MUT Collective Agreement (27th July 2016), “Academic staff may be required to participate in research and/or industrial collaboration activities. Staff participating in such activities shall have their contact load reduced by an amount of time which reflects their additional responsibilities” (Clause 14.4.). “Senior Lecturers 1 and 2, Associate Professors and Professors will be expected to carry out academic research related to their area of specialization as directed by MCAST” (Clause 14.6). All grades “may come up with research projects themselves and carry out these projects if approved by management (Clause 14.6).” In line with Circular 247/2020 it is also understood that there may be circumstances whereby middle and senior management grades may engage their professional services in relation to research over and above duties which fall outside the scope of the job description in their grade.

Setup: This role relates to all the existing academic positions (Assistant Lecturer, Lecturer, Senior Lecturer I, Senior Lecturer II), and the upcoming positions of Associate Professor/Professor. It also relates to middle and senior management grades embarking on research as an extra duty. Moreover, it also applies to researchers and research assistants which are employed on a definite contract basis in relation to a particular externally funded project.

Role: To dedicate an approved number of contact hours towards areas of applied research that complement MCAST’s R&I interests.

Definition:

Full-time equivalent research experience is measured from the date when the researcher obtained the degree entitling him or her to embark on a doctorate, even if a doctorate was never envisaged. Experience is a period of activity in research, proven by e.g. a work contract, a scholarship, a study certificate.⁴

For the sake of guidance and ease of implementation, the following nomenclatures are adopted.

- **Early-stage academic researcher** is an assistant lecturer/lecturer/senior lecturer who normally has less than three years of full-time equivalent research experience.
- **Established academic researcher** is an assistant lecturer/lecturer/senior lecturer who normally has a doctoral degree or at least three years of equivalent research experience.
- **Lead academic researcher** is an assistant lecturer/lecturer/senior lecturer who is an established academic researcher with a well-developed level of independence and the capacity of leading a research area or field.
- **Assistant Researcher / Research Assistant** is a recruited researcher on a definite contract with at least one year of academic/industry experience that involves a considerable research contribution.
- **Researcher** is a recruited researcher on a definite contract with a relevant First Degree and Master's degree and at least two years of academic/industry experience that involves a considerable research contribution.
- **Senior Researcher** is a recruited researcher on a definite contract who has a relevant Doctoral degree with at least three years of academic/industry experience that involves a significant research contribution.

Policy Docs: Collective Agreement 2018 between MCAST and MUT.

Operation:

Position⁵:	Deliverables/Expectations:	Reporting to:
Early-stage academic researcher / Assistant Researcher / Research Assistant	<ul style="list-style-type: none"> -Demonstrates a good understanding of a field of study - Develops knowledge of research methodologies and discipline - Generates research data - Critically analyses, evaluates and synthesizes new and complex ideas - Explains the outcome of research and its value to research colleagues 	IRC & Institute Director Guided by Senior Academic Researcher
Established academic researcher / Researcher	<ul style="list-style-type: none"> -Demonstrates a systematic understanding of a field of study and mastery of its research - Conceives, designs, implements and adapts a research programme with integrity - Extends the frontier of knowledge through new research, innovation or application, as evidenced by publication in national or international refereed journals or patents. 	IRC & Institute Director

⁴ Definitions adapted from Horizon2020 Marie Skłodowska-Curie Actions guidelines.

⁵ Positions and definitions adapted from Horizon2020 Marie Skłodowska-Curie Actions guidelines and European Commission's Euraxess Research Profile descriptors.

	<ul style="list-style-type: none"> - Critically analyses, evaluates and synthesizes new and complex ideas. -Communicates research and its value effectively to research peers. 	
Lead academic researcher / Senior Researcher	<ul style="list-style-type: none"> -Identifies research problems and opportunities within an area of expertise -Develops adequate research methods and approaches -Demonstrates independence in carrying out research to advance a research agenda -Can positively contribute to the development of knowledge, research and development through cooperation and collaboration - Makes substantial breakthroughs to their research field or related areas - Takes the lead when collaborating on research projects -Has an established reputation based on research excellence in the field. -Publishes in peer-reviewed journals as a lead author, organises conferences and/or workshops. -Mentors early-stage and experienced researchers -Proactively creates a collaborative team of lead researchers/senior researchers, such that the propagation of research can be sustained and additional research bids can be submitted through the various lead researchers working under the specific group/hub/team. 	IRC & Institute Director

5: Post-Graduate/Under-Graduate Student

Preamble: By far the largest component of absorption capacity towards applied research within MCAST is that of under-graduate and post-graduate student research initiatives. Within any academic year MCAST hosts over 1,000 under-graduate / post-graduate research initiatives, many of which have a strong practical significance and industry collaboration. The challenge remains to channel and focus these varied research initiatives, allowing them to cumulate into areas of knowledge and expertise within MCAST, and subsequently the nation.

Setup: This position relates to around 600 Level 5 student research projects, 500 final year dissertation students, and 100 post-graduate dissertation students annually.

Role: To carry out research within select research themes that are supported and guided by Junior and Senior Research/Lecturing staff.

Policy Docs: Programme Regulations MQF/EQF LV 5-7 (Doc005) and Research Proposal Forms (Doc164 & Doc181).

Operation: On an annual basis the following student-based research projects take place:

- a) EQF Level 5 – approximately 600 student interventions, at an early exploratory research stage.
- b) EQF Level 6 – approximately 500 dissertation projects, at a more advanced exploratory stage.

- c) EQF Level 7 – around 100 MSc/MBA/MA post-graduate dissertations, Post-Graduate Certificate in Research Methods dissertations, Master in Research Methods and Master by Research projects

6. Research Themes

Preamble: MCAST identifies areas of focus to direct its academic staff in their research initiatives, an approach aimed to ensure the development of areas of specialisation within MCAST and to avoid sporadic research. These research themes are aligned to the Malta Smart Specialization – National R&I Strategy as well as the UN Sustainable development Goals.

Setup: A set of research themes which reflect the interests of the academic staff and which relate to the interests of MCAST. These are dynamic and are updated at regular intervals as communicated by the ARIC.

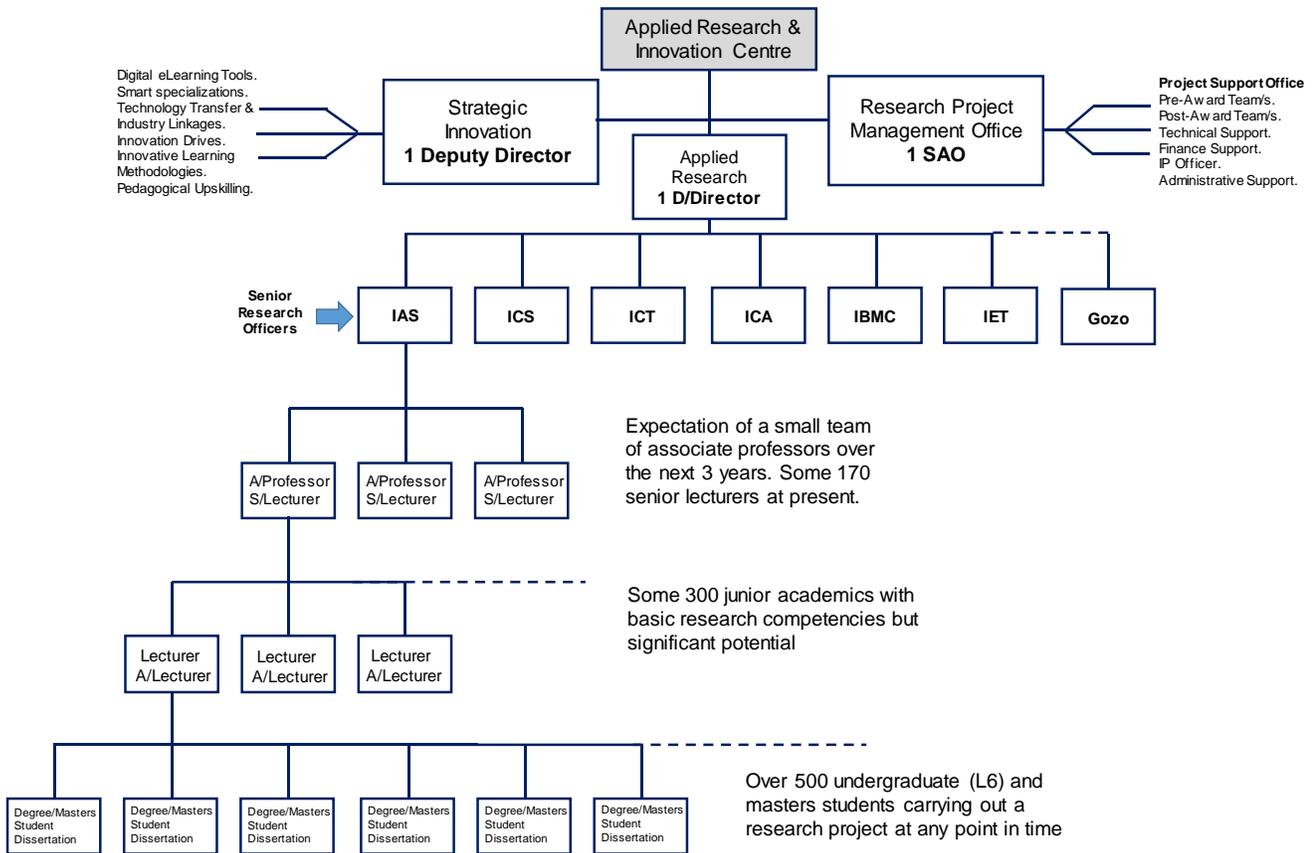
Role: To collate and showcase the research interests of MCAST and its academic staff. While being identified at the Institute level, research themes are meant to span the research interest of the whole institution and thus act as a means to identify interdisciplinary research that involves academics from different institutes. Research being implemented should significantly influence mainstream curricula. This can be through new modules/syllabi, resource acquisitions, lecturer training and CPD, etc.

Operation: The SRO identifies and develops research themes pertaining to each Institute through discussion with the ARIC and the IRC (top-down) and members of the academic staff (bottom-up). The IRC endorses the selected research themes before being passed on to the ARIC for approval. The research themes are communicated to the Board of Studies and sanctioned by the CRC. The approved research themes are displayed in the Applied Research webpage of the MCAST website, and contain information about relevant research projects and the academic staff involved in the research. The ARIC reports to the CRC at regular intervals, but not less than once every semester, regarding the setup, composition and progress of research groups, hubs and collaboration teams working within MCAST.



Picture by: RRossignaud, Courtesy of Aurobindo Malta

3. Concept Design showing the Multiplier Effect of Research:



4. Overview of Request Process for Research Contact Hours

4.1 Underlying Parameters for Allocation of Research Contact Hours to Academics

In line with MUT collective agreement dated 27th July 2018 criteria, Clauses 14.4 and 14.6, lecturers are to be allotted contact hours for research, in accordance to research budget availabilities and in line with lecturer competencies and MCAST requirements.

Definition: A **research contact hour** is an hour of direct research implementation (including the acquiring and analysis of primary data and experimentation), supplemented with additional effort on secondary data, planning, dissemination and exploitation of research.

Lecturers are not to go below a 50% teaching workload (50% of contact hours), meaning that research contact hours allotted to them cannot exceed 50% of the contact load at maximum. Thus, for example, if a Senior Lecturer II has a 15-hour per week contact load, the maximum research load that can be adopted is 7 contact hours, allowing for 8 contact hours of contact time per week for teaching.

Research contact hours not to exceed a maximum of 5 contact hours/week when going beyond a full teaching contact load. This will ensure that lecturers retain a strong focus towards their teaching commitment, whilst still benefiting from initiatives to take on research beyond their workload.

4.2 Request for Approval

All requests for approval of research contact hours, need to be made by the individual academic to their respective Institute Research Committee (IRC).

Applications should include all the details requested in the template as shown to the right. If the research proposed forms part of a formal study programme at MQF Level 6, 7 or 8, which the academic is following, this needs to be indicated and reference to how MCAST benefits from the research need to be highlighted.

Devising your Research Deliverables

Keep in mind the **research question** you would like to investigate. A good research question aims to go **beyond the state-of-the-art** and provide innovative answers to new applied problems. Depending on the stage of your research, the following questions might help you draw up your research deliverables.

1. Does your research project fall within a research theme of interest to MCAST? Will you need to involve **internal** (students, colleagues within a research group) / **external industry collaborators** in this research drive?
2. **What** does the existing literature, secondary research say / inform / argue / guide on the state-of-the-art in the chosen research theme?
3. Will you devise a protocol / procedure to help you plan your work better?
4. Will you adapt a **research methodology** (qualitative / quantitative etc) to help you answer the research question?
5. What **primary data** will you generate through the implementation of your research?
6. How will you **analyse** your raw data?
7. How will you **report** your research findings?
8. How will you **disseminate** your research outcomes / findings to different audiences (publications, seminar, conferences, training, workshop)? Keep in mind how the research findings / outcomes will give students / lecturers / industry innovative solutions / advantages / insights that can be applied in a practical/professional manner. Will the findings generate recommendations for change in policy/practice?
9. Is there some **external funding scheme** which you plan to apply for in order to sustain your research and secure funding for future projects? Does this require substantial proposal writing?

Requests made for a single semester and the request form need to be submitted at least 1 month before the start of the respective semester, or as directed by the Institute Director. Decision by the IRC will be

communicated, latest, within 3 weeks from the date of submission. Any urgencies in the submission should be included and highlighted upon submission.

4.3 Request Form

The request form should be submitted to the Director of the Institute as Chair of the IRC. Guidance can be sought at pre-application stage either through the SRO or staff at the ARIC. Request forms should also include any flexibility in contact hours necessary for the research work. Requests beyond the indicated research parameters can be considered by the Corporate Research Committee.

4.4 Deliverables

The proposed deliverables are negotiated during the approval process. Once agreed, interim and final reporting (in the form of a report and a presentation) is expected by the lecturer at the end of the semester. The SOP DOC 328 entitled “Process Flowchart for Junior Researcher Endeavour MCAST Research Projects” provides further detail. The sharing of the research process and outcomes with MCAST students and academics, publishing articles, and presenting papers are very important deliverables.

4.5 Researchers recruited on a definite contract

The recruitment of these researchers is normally tied to a particular externally funded project. The deliverables and working hours are as defined in the employment contract and operate under the guidance of the project lead researcher

REQUEST FORM FOR RESEARCH CONTACT HOURS FOR LECTURING STAFF

Lecturers should only have one active form for any point in time, collating all research-hour loading for a defined period

Definition: A research contact hour is an hour of direct research implementation (including the acquiring and analysis of primary data and experimentation), supplemented with additional effort on secondary data, planning, dissemination and exploitation of research.

Lecturer Name/ Surname		Institute / Centre	
Grade		Academic Year	
Signature		Semester	
Research Area/s, Title/s, Topic/s			
Links to other relevant / previous studies (if any)			
Proposed Research Theme/s (1,000 words max.)			
Proposed Research Deliverables <i>Deliverables are the achievements obtained at the end of the specific research period, such as submitting a publication, hosting a seminar, bidding/achieving research funds, directing a research team, acquiring significant research data/findings...</i>			
1. 2. 3.			
Number of weekly research contact hours applied for:			

<i>if hours applied are to be dedicated towards an externally funded project, please fill-in funding support below:</i>			
Acronym of Project	Name of PI / Project Lead	Weekly Project Hours Allocated	Confirmation by PI / Project Lead

<i>For Office Use Only</i>			
Number of approved weekly research contact hours	<i>Do not leave blank</i>	Academic Year	
		Semester	
Position	Name/Surname	Signature	Date
Director of Institute			
Deputy Principal (R&I)			
Deputy Principal VPET			

5. Overview of Request Process for Research Funding Support

The annually renewed research fund is meant to support research initiatives for which there is no other funding support, and can therefore be utilised only if there is no external funding for the project and once an academic has exhausted the assigned work resource allowance. The procedure for applying for research funding is defined in Doc 343. An academic makes his or her request by filling in Doc 344 and presenting it to the respective Institute Research Committee (IRC). The research fund can be utilised for:

- A) Equipment and Consumables
- B) Affiliations and Memberships
- C) Academic Publications
- D) Mobility / Networking & Dissemination

Applicants are expected to provide a suitable justification for the request as well as the expected contribution to MCAST. Applications should include all the details requested in the template as shown below. The approval process of this fund is dictated in line with SOP Doc 343, "Process Flowchart for Research Funding Support"



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Document Owner : Deputy Principal R&I
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REQUEST FORM FOR RESEARCH FUNDING SUPPORT

This form and its submission are regulated by the SOP for Research Funding Request (Doc N° 343); please, refer to document for any further detail.

Researcher Name/Surname		Institute / Centre	
Research Area/s, Title/s, Topic/s (500 words max.) <i>Please indicate the title and describe the research project that is related to this request:</i>			
Amount of Research Fund <i>Please indicate the required amount of Research Fund</i>			
Use of Research Fund <i>Please indicate what the Research Fund will be allocated for:</i>			
<input checked="" type="checkbox"/> A) Equipment & Consumables <input type="checkbox"/> B) Affiliations & Memberships <input type="checkbox"/> C) Academic Publications <input type="checkbox"/> D) Mobility/Networking & Dissemination			
<i>Please describe and justify your request in further detail (150-300 words).</i>			
Financial justification for the Research Funding Support <i>Please provide justification for why the personal work resource allowance cannot be used/is not enough, indicating the manner in which this has been allocated during the current year:</i>			
<i>In case the Research Fund is needed to purchase new equipment, state whether similar equipment is already present within MCAST premises and, if present, provide justification for why this is not suitable to carry out the activities required by the research project.</i>			
<i>Please provide justification for why external funding cannot be sought:</i>			
<i>If external funding is available, please provide justification for why this cannot be used:</i>			
Expected Contribution to MCAST <i>Please indicate the outcome that will be achieved using the allocated Research Fund (e.g., publication of a paper, participation to an international conference, etc.) and its contribution towards MCAST research activities/themes/framework. For those instances where the Research Fund will be allocated for the purchasing of new equipment, please indicate: (1) whether the purchased equipment could have a use beyond the proposed project; and (2) whether/how the institute/centre is going to cover any cost related to the maintenance of such equipment.</i>			

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Document Owner : Deputy Principal R&I
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Attached Documents

Please attach as an annex to this form a report/s in line with the request for use as per section "Use of Research Fund". Indicate from the list below the report/s that is/are being attached.

- A) Technical report on specifications
- B) Detailed report on Society Membership
- C) Report on Journal/Conference scientific and professional impact
- D) Research report on Activity

Statement

I, the undersigned, hereby declare that the requested funds are not subject of any other financing and no funding received or will be applied further. Funds will be used solely for the purpose outlined above in this form and that I will seek approval in writing if the all or part of the allocated funds will need to be used for other purposes. I, also, hereby declare that I understand that any approved research activity is not conditional to the awarding of this research support fund, even if such research activity might be related to it.

there is no double financing through

Name:

Signature

Date

For Office Use Only			
Position	Name/Surname	Signature	Date
Director of Research			
Deputy Principal for R & I			

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