



**AUN/SEED-Net**



**Implementation Guidelines**

**For**

**Collaborative Research Program for Common Regional Issues (CRC)**

**Japanese Fiscal Year 2018**

ASEAN University Network /  
Southeast Asia Engineering Education Development Network (AUN/SEED-Net)

September, 2017

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## **1. About AUN/SEED-Net**

ASEAN University Network/Southeast Asia Engineering Education Development Network (AUN/SEED-Net) was established in 2001. After 2 years of preparation, full-scale operation started in March 2003 for 5 years as the Phase 1 cooperation, which was then followed by the Phase 2 and the Phase 3, supported by Japanese Government through Japan International Cooperation Agency (JICA). AUN/SEED-Net has proved to succeed in strengthening university-industry relations, improving research capacities of academic staff in ASEAN Member Countries, and fostering a network of quality engineering higher-education in the ASEAN region. These were evidenced in collaborative researches, academic staff exchanges, conferences, and papers published in the “ASEAN Engineering Journal” by higher degree participants (Master’s degree and/or Doctoral Degree) and academics from Japan. Thus, continuation of this program in Phase 4 will have the following objectives.

- I. Enhance education and research capacities of Member Institutions (MIs) through their collaboration among ASEAN and Japanese academia
- II. Strengthen industrial relations and application
- III. Address developmental issues in ASEAN
- IV. Improve the quality of higher education through the expansion of ASEAN academic networks

## **2. Program Concepts and Objectives**

The **Collaborative Research Program for Common Regional Issues (CRC)** aims to improve the commerciality and cohesiveness of academia research and industrial sector’s needs. Academic researchers liaise with industry players to understand core regional issues and needs as well as build rapport. The objectives of the program are as follows:

- I. Address ASEAN regional industrial needs by analyzing common critical issues
- II. Strengthen academic networks among MIs, Japanese Supporting Universities (JSUs), and industries
- III. Establish and promote joint research activities among MIs, JSUs, and industries
- IV. Improve human resources by involving young researchers / graduate students

### 3. Principle Investigator and Team Composition

Requirement	Type of Involvement	Description	Quantity
Compulsory	Principal Investigator [PI] (Lead researcher for the grant project)	Full-time faculty member of MI as listed in Appendix 1 (excluding MI in Singapore and Brunei)  Japanese nationals are not allowed.  Take full responsibility of CRC research implementation throughout the two-year-research period  At the time of application, PI must not apply for the following support from AUN/SEED-Net: i) Collaborative Research Program for Common Regional Issues (CRI) ii) Research Fellowship for Postdoctoral Study (RF)	1
	Co-investigator (JSU)	Full-time faculty member of JSU as listed in Appendix 1	At least 1
	Co-investigator (MI)	Full-time faculty member of another MI from different country	At least 1
Preferable	Co-investigator (same MI as PI)	Full-time faculty member of the same MI as PI  In the event that Principal Investigator (PI) cannot continue the duty, this person must be PI instead.	No ceiling
Optional	Co-researcher (MI or Any university)	Faculty member(s) of any universities or member of industrial, governmental, or community sector	No ceiling
	Research Assistant [RA]	Current Master's or Doctoral Degree Programs Students at the same MIs which PI or Co-investigator (MI) or Co-researcher (only MI) belongs to.  Honorarium is available ONLY for RA who is not a current AUN/SEED-Net scholar nor Japanese national.	No ceiling

#### 4. Research Area

10 Engineering Fields as listed in Appendix 1

#### 5. Grant Management

5.1. Maximum of US\$50,000 for 2 Japanese fiscal years (JFY) which is from April to March

- JFY 2018: from contract date (start from 1 April, 2018) to 15 March, 2019
- JFY 2019: from contract date (start from 1 April, 2019) to 15 March, 2020

5.2. General regulations

- Budget allocation for each JFY is based on the online application form.
- Principal Investigator is required to submit the financial report to AUN/SEED-Net at the end of each JFY. Failure of submission will result in subsequent disbursement being withheld and will be cause for scrutiny in the Principal Investigator's future applications to other AUN/SEED-Net program.
- Carryover of funds deficit from the JFY 2018 to JFY 2019 is not permitted.
- Expenditure incurred before contract date and/or after 15 March is not claimable.
- Only official bank account of the university to which the applicant belongs, or equivalent, is applicable. The two-year budget should be managed by the applicant.
- Only research team members of MI as listed in Appendix 1 (excluding MI in Singapore and Brunei) are eligible to use this grant.

#### 6. Support for 2 Japanese Fiscal Year

	<b>Financial Support</b>	<b>Japanese Professor Dispatch Program (JPDP)</b>
<b>Quantity</b>	Maximum of US\$50,000	6 Slots
<b>Description</b>	Using for research expenses in 5 categories; 1) Trip Expense 2) Equipment 3) Consumables/Spare Parts/Others 4) Commissioned Work 5) Honorarium for Research Assistant	Additional travelling support for PI to invite the academic staff of JSUs whose names listed on the research team member
<b>Reference</b>	Temporary Financial Guidelines as attachment at <a href="http://www.seed-net.org/application-forms/">http://www.seed-net.org/application-forms/</a>	Implementation Guidelines for Japanese Professor Dispatch Program (JPDP) (always refer to the latest version) at <a href="http://www.seed-net.org/application-forms/">http://www.seed-net.org/application-forms/</a>

## **7. Intellectual Property Rights (IPRs)**

A written agreement shall be made between the MI(s), to which the Principal Investigator belongs, and the other concerned parties who are involved in the CRC Project. Agreements must stipulate the following:

- 7.1. Rights and ownership to all intellectual property generated by the Project, such as patents, trade secrets, and copyrights shall be vested on the MI(s) and other concerned parties involved.
- 7.2. Only by written consent of all parties involved in the research will allow AUN/SEED-Net and other MI(s) to have the rights to use the research's IPRs for academic, network purposes, and publication.
- 7.3. The MI(s) and other concerned parties are expected to contribute a part of the income generated by the IPRs resulting from the research fund to AUN/SEED-Net. Details shall be discussed and agreed upon among concerned parties.
- 7.4. The MI(s) shall bear full responsibility to make sure that any part of the Project activities or the outcomes produced by the Project will not infringe upon the IPRs of other parties. In this regard, AUN/SEED-Net shall bear no responsibility for any disputes or claims on IPRs related to the Project.

## **8. Commitment**

- 8.1. PIs are required to submit the Financial Report including Technical Report to AUN/SEED-Net at the end of each JFY. Failure of submission will result in subsequent disbursement being withheld and will be cause for scrutiny in the Principal Investigator's future applications to other AUN/SEED-Net program.
- 8.2. In principle, within 1 year of completing the CRC program period, a final publication of the research outcomes is required to be submitted to the ASEAN Engineering Journal.
- 8.3. The PIs and research team agree to the condition that AUN/SEED-Net has the right to use photos of the persons engaged in AUN/SEED-Net activities for advertising or promotional purposes of PR and reporting without consent for each individual case.
- 8.4. If a CRC program is found to be improperly conducted, AUN/SEED-Net has the right to terminate the funding.

## 9. Application Process

9.1. Apply online at [www.seed-net.org/crcapplication2018](http://www.seed-net.org/crcapplication2018) by **November 26, 2017**.

Online application form requires you to upload the following documents;

Online application form requires you to upload the following documents;

- Form A - Research Proposal
- Form B - Endorsement Letter with Department Head's (or above) Signature
- Form C - Letter/E-mail showing the content of commitment from each Co-investigator
- Form D - Curriculum Vitae of each research team member

9.2. Before you apply;

- Please download 'Form A-D' at <http://www.seed-net.org/application-forms/>
- You can preview the online application questions as attachment at <http://www.seed-net.org/application-forms/>

9.3. Application review data

Submitted applications are reviewed by a reviewing committee whom are experts in the particular engineering fields assigned by AUN/SEED-Net based on the following review criteria:

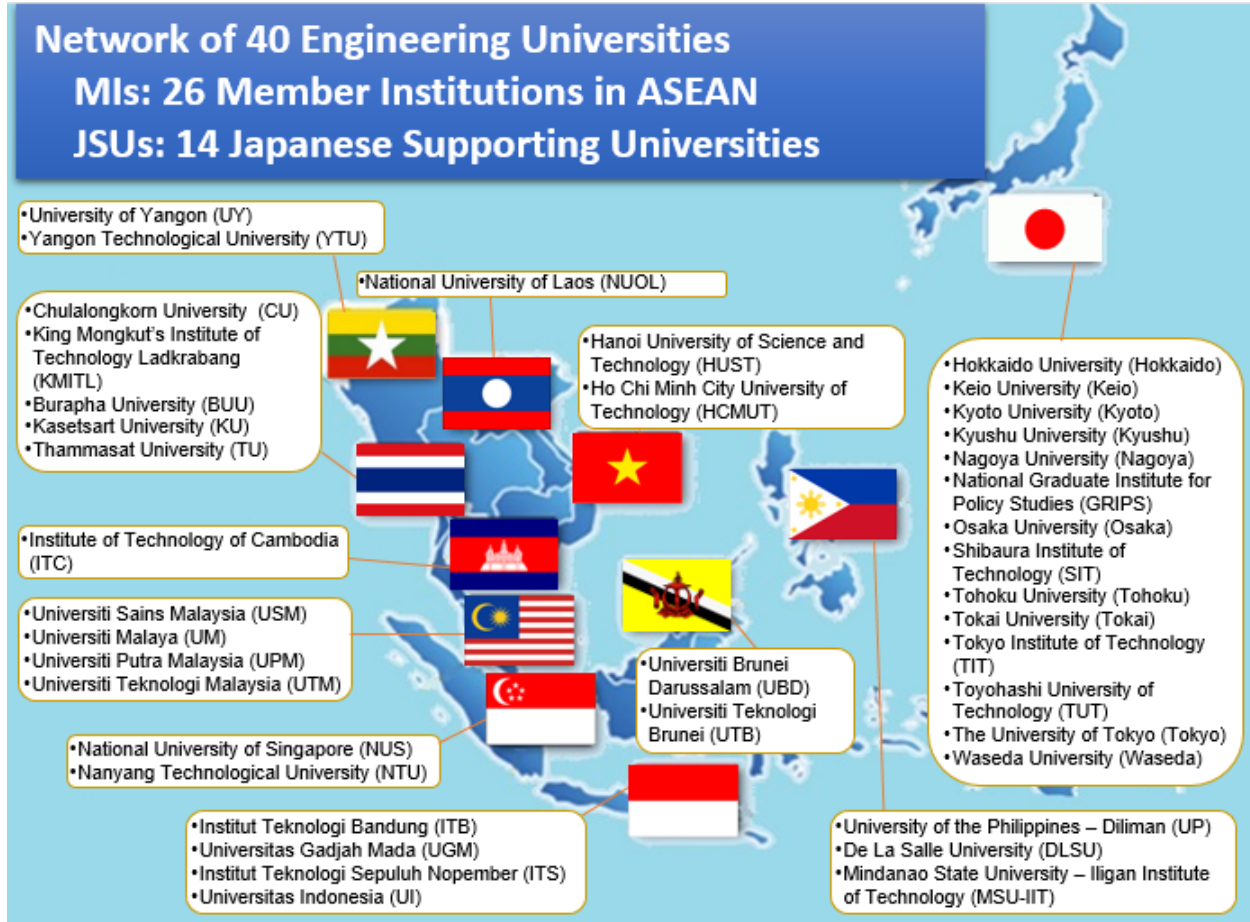
- Originality
  - The research nature is original and beneficial in the engineering aspect or industrial practice.
  - The research purpose and topic are timely and useful.
- Relevance and feasibility
  - The research purpose and topic are relevant to the purpose of CRC.
  - The research method is relevant to the purpose and expected outcomes of the research.
  - Necessary data, facilities, and equipment are well defined and prepared.
  - The budget proposal is reasonable and corresponds to the research nature.
  - The research findings have great potential for practical application, use, or development.
- Research organization
  - The members of the research are adequate and the roles are clearly assigned to each member.

9.4. Important tips to improve the quality of proposals:

- Appropriately address how a project is relevant to the concept and the objective of Collaborative Research Program for Common Regional Issues (CRC)
- Clearly describe purposes of the researches in relation to social needs and future technological evolution
- Elaborate on research methodology with realistic and feasible schedules
- Logically structure research methodology with concrete planning

## Appendix 1

List of Member Institutions (MIs) and Japanese Supporting Universities (JSUs)



List of 10 Engineering Fields

- Chemical Engineering (ChE)
- Civil Engineering (CE)
- Computer and Information Engineering (CIE)
- Electrical and Electronics Engineering (EEE)
- Energy Engineering (EneE)
- Environmental Engineering (EnvE)
- Geological and Geo-Resource Engineering (GeoE)
- Materials Engineering (MatE)
- Mechanical and Manufacturing Engineering (ME/Manu)
- Natural Disaster (ND)