

ASEAN University Network /
Southeast Asia Engineering Education Development Network

AUN/SEED-Net

Implementation Guidelines
for

Research Program for Alumni Members (RA)

2nd batch

For the Japanese Fiscal Year 2010

AUN/SEED-Net Project

As of 28 July 2010

1. Background

Increasing number of AUN/SEED-Net master's and doctoral graduates or alumni returns to home country and becomes teaching staff at Member Institutions. Due to the significant demand of lecturers in higher education in several Member Countries, the alumni members are taking a loaded teaching duty in their Institution. Being educators of young generation of students, it is thus indispensable for them to keep their knowledge updated, expanded and deepened in order to maintain high teaching standard and produce high-quality engineers who will eventually contribute to the development of the countries and the region. Doing research is one of the means to improve their capacity. **Research Program for Alumni Members** is then initiated to fulfill the alumni's capacity enhancement and alumni network.

The program aims to support the alumni members to further doing their research in the home country, *preferably* in relation to their Collaborative Research (CR) topics done during master's/ doctoral study. Through the implementation of this program, research capacity of the alumni and of the Member Institution(s) would be improved and the scope of CR could be expanded from Host Institution(s) to Sending Institution(s) in a more integrating manner. Also, the network of engineering academicians, including advisors and lecturers at Host Institutions and AUN/SEED-Net scholars at different Member Institutions, developed during their graduate studies could be strengthened.

Participating alumni must submit an application form and a research proposal, including a research plan, to AUN/SEED-Net and only 20 alumni with outstanding proposals per year will be selected and granted with the research fund. Outputs of the research must be presented at AUN/SEED-Net Regional Conference/Workshop in the related engineering field.

The concept structure of AUN/SEED-Net Project activities



As of 15 Dec 2008

2. Objectives

- (1) To encourage research continuation of AUN/SEED-Net graduates after they returned home country.
- (2) To enhance educational and research capacity of AUN/SEED-Net graduates and Member Institutions.
- (3) To boost research collaboration in the nine engineering fields and/or five interdisciplinary research areas among all Member Institutions.
- (4) To sustain the network among Member Institutions.

3. Eligible Applicants

- (1) AUN/SEED-Net master's/doctoral graduates* who are *faculty staff* or *research staff* working at Member Institutions and not pursuing any degree at the time of application.
- (2) Graduates in Cambodia, Laos, Myanmar and Vietnam have higher priority.

* *Graduates mean scholars who have already completed the study and graduation requirements by the time of application submission.*

4. Coverage and Expectation of the Program

- (1) The Program provides research fund of 2,000 USD/ grant to 20 selected alumni.
- (2) The research output should be reported to the Secretariat and presented at AUN/SEED-Net Regional Conference/Workshop in the related engineering field.

5. Target Number for the 2nd Batch

Up to 8 grants

6. Application

Applicants are required to submit *application form* endorsed by Dean/Head of Department of their working institution.

In case the proposed research *relates to* Collaborative Research (CR), a letter or e-mail of acknowledgement from the concerned principal investigator should be submitted together with the application form.

7. Breakdown of Support

Please note that the given fund could be used to support the applicant only for the items listed below.

Item	Sub-item, Definition	Regular Ceiling	Remarks	
Research Expenses	Small equipment & spare parts		- In case sub-total of this category is over 70% of grand total budget, justification for the proposal is required. - Purchased equipment will belong to the Member Institution where the applicant belongs to.	
	Reference books			
	Report printing			
	Consumables	incl. office supplies		
	Experiments			
	Seminar registration fee			

Item	Sub-item, Definition	Regular Ceiling	Remarks
Research Expenses (Cont.)	International travel (for research activity in other ASEAN countries)	Air ticket (discounted economy)	- Research trip plan is required (2 weeks prior to the trip)
		Daily Allowance (*)	
		Accommodation (*)	
		Travel insurance (***)	
	International travel (for research activity in Japan)	Air ticket (discounted economy)	-maximum period : <u>10 days</u> -Research trip plan is required (2 weeks prior to the trip)
		Daily Allowance (*)	
		Accommodation (*)	
		Travel insurance (***)	
	International travel (for presentation in <u>Regional/International Conference</u> in ASEAN or in Japan) (***)	Air ticket (discounted economy)	Acceptance letter from the conference organizer & paper accepted by the conference are required
		Daily Allowance (*)	
Accommodation(*)		-during seminar/conference only	
Travel insurance (***)			
Domestic travel (for research activity or participation in conference in other cities)	Transportation	Research trip plan is required. (2 weeks prior to the trip)	
	Daily Allowance (**) & Accommodation (**)		

(*) Please refer to Maximum rate for the trip allowance under AUN/SEED-Net Project shown in the table in *the Application form pp. 8-9.*

(**) Follow the rate of Member Institution.

(***) **INSURANCE**

- Insurance during the trip is strictly required. Insurance policy must cover not only death and accident, but also medical treatment for illness.
- Traveller must submit the trip plan, as well as photocopy of insurance policy before the start of the trip.
- For those who already have insurance for death, accident, and illness with world-wide coverage, they can submit only photocopy of their own insurance before the start of the trip, without the needs to purchase additional insurance.

(****) **Support for Participation in Regional/International Conference**

- In case of international trip to participate in regional/international conference, paper presentation at the conference is a must.
- In case of regional/international conference within the Home Country, the participation can be supported with or without presentation.

8. Process of Implementation

- (1) Applicants must seek approval on the research proposals from Head of Department as well as Dean of their working institution. The approval must be for both academic and administrative term. The approved research proposal is then submitted to AUN/SEED-Net.
- (2) AUN/SEED-Net screens all applications.
(In the case that the proposed research relates to CR, screening will be done in consultation with Host Institution.)
- (3) Successful applicants are selected and announced to the Member Institutions.
(In the case that the proposed research relates to CR, the announcement will be copied to the principal investigator for acknowledgement.)
- (4) AUN/SEED-Net remits the budget to the designated bank account of the Member Institution.
- (5) The AUN/SEED-Net notifies the Member Institution about the remittance (with copy to the applicants).
- (6) Member Institutions must submit financial report to the AUN/SEED-Net before the fiscal year end (by **mid of February 2011**).
- (7) Research report/ result must be reported to the Secretariat after the research is completed.

9. Submission of Reports

Applicants are required to submit the following reports to the AUN/SEED-Net through Member Institution.

Report Type	Submission Time
Research Progress Report	Within October (Failure to submit the required reports will result in withholding future installments.)
Final Research Report	Mid of February (The Financial Report Guidelines will be provided after the signing of the Project Contract.)
Financial Report	

10. Financial Management

- (1) Contract period for the selected research is expected to be September 2010 – February 2011.
- (2) Only official bank account of the university or equivalent to which the applicants belong is applicable.
- (3) Expenditure incurred before the Contract signing date and/or after the Contract termination date will not be accepted.

11. Application deadline

Application form, either hard or soft copy (in *PDF* or *JPEG* format), together with supporting documents should be submitted to the AUN/SEED-Net Project by **31 August 2010**.