

**ASEAN University Network /
Southeast Asia Engineering Education Development Network**

AUN/SEED-Net

Implementation Guidelines

for

**Special Research Program for Disaster
Prevention and Mitigation
(SDM)**

For the Japanese Fiscal Year 2011

AUN/SEED-Net Project

As of September 2011

1. Background

Since the ASEAN University Network / Southeast Asia Engineering Education Development Network (AUN/SEED-Net) was first established in 2001, through several joint academic and research activities in engineering field between ASEAN member countries and Japan, the Project has made significant progress in human resources development and research collaboration in nine engineering fields. AUN/SEED-Net Project has also extended collaborative research activities to five interdisciplinary research areas to address common issues of ASEAN region. Disaster Mitigation, as one of the interdisciplinary research areas, has generated a variety of region-wide collaborations and become a more dynamic research area to tackle the critical issues of the community and the region. The prominent activities of Disaster Mitigation research area include collaborative researches, regional conferences in Disaster Mitigation under the theme Geo-Disaster Mitigation in ASEAN organized annually and consecutively in Kuala Lumpur, Bali, Kyoto and Phuket as to be the venue for academicians to share recent research results and to discuss future collaboration to reduce natural disaster risks.

In March 2011, the severe earthquake in Japan brought about devastating losses and damages to Japan. Although the Japanese Government has tried hard to settle the aftermath of the earthquake, tsunami and accident of Fukushima nuclear power plant, many issues remain unsolved due to massiveness, severity and complexity of the problems.

Recently, the Japanese Government approved an additional fund to promote higher education network and research activities in ASEAN countries and a portion of the fund was allocated to AUN/SEED-Net. Considering the effect and experience of the massive earthquake in Japan, as well as the aim to offer solutions to such critical issues through academic and research collaboration in Disaster Mitigation area among ASEAN and Japan, AUN/SEED-Net Project launches a new supporting program, namely **Special Research Program for Disaster Prevention and Mitigation (SDM)**. The program involves fields and areas related to AUN/SEED-Net's Disaster Mitigation research area and provides opportunity for research collaboration between faculty staff among Member Institutions (MIs) and Japanese Supporting Universities (JSUs). Through this new program activity, research capability of faculty staff of the MIs can be further developed to directly respond to the common needs of disaster prevention and mitigation in ASEAN region.

2. Objectives

- To create joint research activities and promote research collaboration on disaster prevention and mitigation among MIs and JSUs;
- To strengthen human network among MIs and JSUs;
- To contribute to the development of the ASEAN region by addressing common critical problems or needs;
- To develop human resources through involvement of young researchers and master's and doctoral students in ASEAN and Japan.

3. Applicant Eligibility

Principal investigator must be full-time faculty members of MIs (except Singapore and Brunei) who assumes full responsibility for the implementation of the research project.

4. Research Area

Disaster Mitigation

5. Persons Involved in a Project and Roles

The research project shall be an integration of different parties as listed below.

Principal & Co-investigator (compulsory)	Persons involved
Principal investigator (submit the proposal)	Full-time faculty member of MI (1 person)
Co-investigator	Full-time faculty member of JSU (1 person)
Other Co-researchers (not compulsory)	Persons involved
Co-researcher	Other full-time faculty member of any MI (incl. those in Singapore & Brunei Darussalam) and JSU*
Co-researcher (Research Assistant)	Graduate or postgraduate student at MI or JSU*
Co-researcher	Co-researcher from governmental sector, community, non-MIs, other networks/regions, etc.*

() Co-researchers from MIs in Singapore and Brunei Darussalam, Co-researchers from governmental sector, community, non-MIs, and other networks/regions, as well as other Co-researchers from Japan, although are welcome to be involved in research activity, **are not eligible to take part in budget spending.***

6. Research Period

1 December 2011 – 10 March 2013 (by the end of AUN/SEED-Net Project Phase II)

7. Research Fund Supported by AUN/SEED-Net

- 1) Number of Research Funded under Special Research Program for Disaster Prevention and Mitigation :
2 projects

2) Ceiling Amount of Support

The ceiling amount is US\$ 50,000 per project for the whole research period (1 December 2011 – 10 March 2013). The research fund shall be allocated based on the proposal once it is approved.

3) Project Contract and Financial Management

- 1) Contract period of the projects approved in 2011 is between 1 December 2011 - 15 March 2012.
- 2) The Project Contract will be signed every single Japanese Fiscal Year. New Project Contract for an on-going research project will be signed upon the AUN/SEED-Net Project's confirmation on validity of the project and its adequate implementation under the previous contract.
- 3) Only official bank account of the university or equivalent to which the principal investigator belongs is applicable.
- 4) Carryover of funds (surplus or deficit) from one financial year (April – March) to the next is not permitted.
- 5) Expenditure incurred before the Contract signing date and/or after the Contract termination date is unacceptable.

4) Breakdown of Support

The breakdown of support will be applied to all research funds given under the Special Research Program for Disaster Prevention and Mitigation.

a. Research expenses (within US\$50,000)

**Only Principal Investigator, Co-researcher and student from MIs (excl those in Singapore and Brunei) are eligible to take part in this budget spending.*

Item	Sub-item, Definition	Regular Ceiling	Remarks	
Research Expenses (*)	International trip	Only for research activity in other ASEAN countries	Air ticket (discounted economy)	Maximum supporting period : 30 days
			Daily Allowance (**)	
			Accommodation (***)	
			Travel insurance (****)	
		Only for research activity in Japan	Air ticket (discounted economy)	
		Daily Allowance (**)		
		Accommodation (***)		
		Travel insurance (****)		
	Domestic trip		Transportation Daily Allowance (**) & Accommodation (***)	
	Equipment & spare parts(*)		-Ceiling of unit cost is US\$3,000	In case unit cost is more than \$1,000, two quotations are required to purchase the cheaper one
Consumables				
Commissioned Work				
Others (Please specify)				

- (*) To facilitate several expenses, it is not encouraged for the researcher to plan the budget spending on equipment purchase only.
- (**) Please refer to Maximum rate for the trip allowance under AUN/SEED-Net Project shown in the table in the *Application Form p. 9*.
- (***) Follow the rate of the Institution but must not over the maximum rate of (**) set by AUN/SEED-Net.
- (****) INSURANCE
Insurance during the trip is strictly required. Insurance policy must cover not only death and accident, but also medical treatment for illness.

b. Japanese professor dispatch (not included in US\$50,000)

Principal Investigator can invite professors or students (research assistant) from Japanese supporting universities who are involved in this research for maximum six (6) trips per project during the whole research period. The trip arrangements will be supported by JICA.

**Request should be made to AUN/SEED-Net at least 2 months before expected dispatch period.*

8. Submission of Reports

Principal Investigator is required to submit the following reports to the AUN/SEED-Net Project. Failure to submit the required reports will result in withholding future installments.

Report Type	Submission Time
Technical Report	At the end of the Japanese Fiscal Year (end of March) (The Financial Report Guidelines will be forwarded to each Principal Investigator whose proposal is approved after the signing of the Project Contract.)
Financial Report	

Remark:

- *The output of the research is encouraged to be published in ASEAN Engineering Journal or other journals within 1 year after the research period.*
- *Rights and ownership to all intellectual property rights (IPRs) generated by the program such as patents, trade secrets, and copyrights, shall follow the policy of the Member Institution to which the applicant belong.*

9. Application Preparation and Deadline

1) Application Form

Principal investigator should complete the application form.

2) Application Endorsement

Item	Required endorsement
Individual proposal	Head of Department
Entire set of proposals	Cover letter from Dean or Representative of MI

3) Application Review

Submitted applications are reviewed by reviewing committee members who are experts in the particular engineering fields assigned by AUN/SEED-Net.

All the submitted applications are reviewed based on following review criteria.

- a. Originality:
 - The research nature is original and beneficial in the engineering aspect.
 - The research purpose and topic are timely and useful.
 - The research findings have great potential of application, use or development, or can be put into practice.

- b. Relevancy and feasibility
 - The research purpose and topic are relevant with the purpose of the Special Research Program for Disaster Prevention and Mitigation.
 - The research method is relevant to the purpose and expected output of the research.
 - Necessary data, facilities and equipments are well defined and prepared.
 - The budget proposal is reasonable and corresponds to the research nature.
- c. Research organization
 - The members of the research are adequate and the roles are clearly assigned to each member.

4) Deadline of Proposal Submission

Proposals either in hard or soft copies (PDF or JPG format) should be submitted to the AUN/SEED-Net Project (prog@aun-seed.net) before **Monday 14th November 2011**.

Remarks: This Implementation Guidelines and other information of AUN/SEED-Net Member Institutions and Japanese Supporting Universities are available on the website www.seed-net.org.