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**Malaysian Communications and Multimedia Commission**

Suruhanjaya Komunikasi dan Multimedia Malaysia

**DIGITAL SOCIETY RESEARCH GRANT**

**Proposal Submission Form**

***Important: Applicants are required to submit both pdf. and word copies of this form.***

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| **A** | **APPLICANT’S DETAILS** | | | | |
|  | Lead Researcher’s Name |  | | | |
|  | Designation |  | | | |
|  | Institution/University |  | | | |
|  | Faculty & Department |  | | | |
|  | Correspondence Address |  | | | |
|  | Contact Number | Office |  | Mobile |  |
|  | E-mail address |  | | | |

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| --- | --- |
| **B** | **VERIFICATION BY DIRECTOR OF RESEARCH MANAGEMENT CENTRE /FACULTY DEAN** |
| Name *(in block letters):* | |
| Signature: | |
| Designation: | |
| Date: | |
| Official stamp: | |

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| **B** | **PROJECT DETAILS** | |
|  | Research Focus Area | *(PLEASE TICK ONE ONLY. Refer to Appendix I of Application Guidelines)*   * Digital Citizenship & Cyber wellness * Research Category & Gap Area: DCC-…..   **OR**   * Digital Inclusion * Research Category & Gap Area:   DI-….. |
|  | Proposed Project Title |  |
|  | Proposed Commencement and End Date | From …………………to……………………. |
|  | Research activities duration | *(Max 6 months – including Research Report submission)*  ………… months |
|  | Research Team Member(s) | *(Attach brief CVs of all members and outline a clear role of each team member)*   1. Lead Researcher & Role: 2. Co-researcher 1 & Role: 3. Co-researcher 2 & Role: 4. Co-researcher 3 & Role 5. Co-researcher 4 & Role: |
|  | Ethical clearance considerations  *(If any)* |  |
|  | Access to support and resources required to complete the research (university database, library, PCs etc.). | *(Please tick one)*   * *Yes* * *No* |

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| **C** | **RESEARCH PROPOSAL *(please complete all sections)*** |
|  | Abstract |
|  | Introduction/Background |
|  | Problem Statement |
|  | Aims and objectives of the research |
|  | Literature Review & Bibliography |
|  | Conceptual/Theoretical Framework |
|  | Research Methodology |
|  | Challenges identified in relation to the project and measures to overcome the challenges, if any. |
|  | Implications and impact of research for regulatory and/or policy action |
|  | Expenditure details *(Up to RM10,000. Please refer to the Guide for details on the expenditures allowed. Researchers are advised to adhere to the specific heads of expenditure and accompanying expenditure and utilisation limits.)*   | **No.** | **Heads of Expenditure** | **Utilisation Period** | **Total**  **(RM)** | | --- | --- | --- | --- | | 1. | Remuneration and allowances  *(e.g. wages and allowance for temporary and contract personnel during research activities period)*  RMXXXX/person x no. of person(s) x duration (months) | Months  1 - 7  of Term |  | | 2. | Travel and Transportation  *(Only travel expenses (domestic) directly related to the project)*  e.g.:  Location (From – To, return)  RMXXX/day x no. of person(s) x day(s)  Flight ticket (From-To, return)  RMXXX/person x no. of person(s)  Petrol  RMXX/day x day(s) | Months  1 - 6  of Term |  | | 3. | Rental  *(e.g. rental expenses for building space, equipment, transportation rentals)*  RMXXX/day x day(s) | Months  1 - 6  of Term |  | | 4. | Research materials and supplies  *(e.g. books, magazines, computer software, photocopying, printing, binding, filming, consumables)*  An itemised description of items and quantities, and not to be used for the purchase of assets such as computers, tablets, phones, printers etc. | Months  1 - 6  of Term |  | | 5. | University Management Fees  Itemise rate and method of calculation where applicable | Months  1 - 6  of Term |  | | 6. | Special Services  *(e.g.: Translation, license for Grammarly[[1]](#footnote-1), incentives for data collection, data gathering and processing costs are claimable)*  Itemise items quantity and unit costs | Months  1 - 6  of Term |  | | 7. | Proofreading and editorial services  *(For research report and manuscript)*  Payment for qualified proof-reading services and not to be used for payment to research members | Months 1 - 8 of Term |  | | 8. | Conference Attendance or Presentations  (Intended for defraying conference costs for the Lead Researcher for the purpose of acquiring related knowledge on research or to disseminate research findings. Limited to not more than 10% of the total grant amount, whichever is lower) | Months 1 - 8 of Term |  | | 9. | Publications  *(Intended to defray costs for publications in relevant academic, indexed and/or peer-reviewed journals. Limited to not more than RM2,000).* | Months 1 - 8 of Term |  | | **TOTAL** | | | **RM** | |
|  | Gantt Chart – as an attachment *(to include project timelines, expenditure planning and deliverables at each milestone)* |

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| **D** | **DECLARATION** |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (NRIC No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) hereby declare that the information contained in this application forwarded to the Malaysian Communications and Multimedia Commission is true, accurate and complete to the best of my knowledge and belief and that I have not withheld/distorted any material facts. | |
| I also declare that I am free from any litigation, pending litigation claims, demands or actions pertaining to the proposed project. I understand that if the grant is obtained by false or misleading statements, I may be prosecuted, and in addition, the MCMC may, at its discretion, withdraw the grant and recover immediately from me any amount of the grant that may have been disbursed. | |
| Signature: | |
| Date of application: | |
| Official stamp: | |

**For the Commission’s Use only**

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| **E** | **Secretariat’s Comments** |
| Application Ref. No:  Date received: | |

1. Please note that license from Grammarly is renewable on a yearly basis. The disbursement from the grant can be only used for the license procured during the six (6) months of research activities. [↑](#footnote-ref-1)