



# University Of Macau

## Guidelines of Start-up Research Grant

### 1. Grant Applications

Start-up Research Grant (SRG) is bounded by the Rules of Start-up Research Grant. SRG applicants are required to submit<sup>1</sup> a completed application form along with supporting documents (if any) to the RSKTO via the [UM Research Grant Management System](#). Approval procedures shall follow the corresponding rules and RSKTO will follow-up the funding allocation.

### 2. Funding Execution

#### 2.1. Internal Research Grant Execution

- (1) All types of internal research grant support research works which are to be carried out in UM only. All purchased items must be utilized and/or located in UM. Exceptional case(s) such as outsourcing service must be presented with ample justification under the research funding application and subject to approval on a case-by-case basis.
- (2) Collaboration fee will not be supported.
- (3) External researchers, including external co-PI(s) and collaborator(s), could not be supported for trips (including conference trips, research trips and field trips).
- (4) The research funding should be executed in accordance with the original plan and the corresponding allocation. Budget re-allocation can be considered on a case-by-case basis provided with ample justification.

#### 2.2. Procurement Procedure

- (1) Procurement procedure should strictly follow Macau Decree-Law No. 122/84/M. Proper prior approval must be obtained before execution of the research fund. In general, it is recommended to process the procurement through the UM Procurement Section. Retroactive request and approval on the budget execution of all items would only be considered on a case by case basis with ample justification.
- (2) For purchase or expenditure (including service provision), disregard the purchase is done by UM Procurement Section or by the PI,
  - a. with an amount  $\leq$  MOP15k, at least 3 oral/written quotations should be obtained from vendors.
  - b. with an amount  $>$  MOP15k, at least 3 written quotations must be obtained from the vendors.

The written quotations or proper record of the quotation details (for oral quotations), should be submitted together with the corresponding payment/reimbursement.

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<sup>1</sup> SRG could be applied anytime in the first 2 months of arriving UM.

### 2.3. Payment/Reimbursement

In general, all payment/reimbursement on execution of research fund should be sent to the RSKTO for settlement within 1 month after the expenditure in order to meet the cut-off dates of the Finance Office<sup>2</sup>.

### 2.4. Acknowledgement of Research Outputs

All research outputs, including publications, of a funded research project must have proper affiliation of the University and acknowledgement of support by the Research Committee with indication of the project reference number. Each research output can be counted as an output of one internal funded project only.

## 3. Supported Items

In general, SRG can flexibly support the items listed below.

Personnel Cost	<a href="#">UM Student</a>
	<a href="#">Short-term Visiting Scholars</a>
	<a href="#">Fixed-term Research Staff</a>
Equipment	<a href="#">Equipment, IT Hardware/Software and Consumable</a>
Supplies & Materials	<a href="#">Outsourcing Service</a>
	<a href="#">Reference Materials</a>
	<a href="#">Survey/Questionnaire Studies</a>
	<a href="#">Academic Paper Submission/Book Publication</a>
	<a href="#">Miscellaneous</a>
Trips	<a href="#">Conference Trips</a>
	<a href="#">Research Trips</a>
	<a href="#">Field Trips</a>

### 3.1. Personnel Cost

#### 3.1.1. UM Student

Through involvement in the research project(s), UM students, both local and non-local, would gain hands-on research experience in their field or related area(s) of study. UM students<sup>3</sup> would be entitled to stipends which provide incentives for their involvement. Note that a student is not eligible to receive stipends after the UM Senate has approved his/her graduation. PI is responsible to inform the related RSKTO personnel to discontinue the corresponding stipend.

<sup>2</sup> Information on the payment/reimbursement cut-off dates for expenditure incurred from October to December will be disseminated by RSKTO via email according to the year-end closing announcement by the Finance Office.

<sup>3</sup> Stipend support for UM student is subject to all relevant rules/policies/guidelines of the University.

### **Hourly Support**

**Criteria** –UM students are eligible to receive stipends according to his/her hours of participation in the research project(s).

**Stipend rate<sup>4</sup>** – According to the type of support, the following rates are complied with a maximum of 72 hours per month.

Types of Hourly Support	Stipend Rate (per hour)
General	MOP 40
Technical	MOP 55

### **Monthly Support (for UM graduate students)**

**Criteria** – UM Master and PhD students are eligible to receive stipends on a monthly basis, for their involvement in the research project(s).

**Stipend rate** – Monthly stipend should not exceed the maximum assistantship amount as stipulated in the “Funding Policy for PhD and Master Students” announced by the Graduate School.

#### **3.1.2. Short-term Visiting Scholar**

**Criteria** – Support for Short-term Visiting Scholar could be considered for visits solely on research collaboration and discussion. It must be presented with ample justifications under the research funding application. The supported Short-term Visiting Scholar should be at doctoral level or above, while excellent doctoral student could also be considered. External co-PI(s) of a project could not be supported as Short-term Visiting Scholar(s).

**Supported item** – Each Short-term Visiting Scholar could be granted with an honorarium<sup>5</sup> according to his/her qualification, place of residence and number of days staying<sup>6</sup> in UM. The maximum honorarium rate is shown in the table below.

Place of residence Qualification	International	Asian
Associate Professor or above	MOP 8,000 + MOP 1,800/day	MOP 5,000 + MOP 1,800/day
Assistant Professor	MOP 8,000 + MOP 1,200/day	MOP 5,000 + MOP 1,200/day
With doctoral level	MOP 8,000 + MOP 600/day	MOP 5,000 + MOP 600/day

**Achievement Report** - An achievement report has to be submitted by the PI along with the request of honorarium payment upon completion of the visit.

<sup>4</sup> In accordance with the “Guidelines for Student Trainee Scheme”

<sup>5</sup> Honorarium is subject to professional tax according to the Professional Tax Law of Macau.

<sup>6</sup> According to Macau Administrative Regulations number 17/2004, short-term visiting scholar is not allowed to stay in Macau for more than 45 days (continuously or intermittently) within 6 months.

### 3.1.3. Fixed-term Research Staff

**Criteria** – Support for Research Assistants/Post-doctoral Fellows/Visiting Fellows on fixed-term basis could be considered. For non-local and non-permanent Macau resident appointees, government approval and/or working permit must be obtained before they commence their duties. The recruitment procedures and qualification requirements follow Chapter 5 of “Regulations of the Personnel Affairs of the UM”, while the remuneration of the fixed-term research staff shall depend on the availability of research funding, workload, qualification, etc. of individual research project but not lower than 50% of the lowest salary index point stated in Chapter 5 of “Regulations of the Personnel Affairs of the UM”. Exceptional case with ample justification could be considered on a case-by-case basis.

**Supported items** – Besides remuneration, according to the Labour Relations Law of Macao SAR, employer needs to provide non-local staff the transportation fee for repatriation to their places of habitual residence upon the end of the employment relation. The transportation fee will be supported by the corresponding research project based on reimbursement basis and it is subject to the ceiling amount stated in Chapter 7 of “Regulations of the Personnel Affairs of the UM”.

### 3.2. Equipment<sup>7</sup>, IT Hardware/Software and Consumable

**Criteria** – All purchase of equipment, software and database could be considered in accordance to the approved research proposal and item(s).

**Supported items** – Support of equipment, IT hardware/software and consumables could be considered, while purchase of tablets, USB flash drives and other mobile electronic devices are not allowed. Exceptional cases will have to be amply justified, together with faculty’s recommendation, and approved by the RC Chair on a case-by-case basis.

**Asset control** – All purchase of durable assets under the research fund, regardless of the value, should be recorded in the University inventory system. Purchase of equipment should be initiated through the UM Procurement Section. Note that PIs should return all purchased equipment, IT hardware/software to the University after the research project is concluded.

### 3.3. Supplies & Materials

#### 3.3.1. Outsourcing Service

**Criteria** – Outsourcing service includes proofreading, editing, translation, testing, survey & interview, etc. that are carried out by external party(s). Detailed description for each outsourcing service must be presented with ample justifications under the research funding application for consideration. Editing/proofreading costs can be supported for purpose of academic journal submission while editing/proofreading costs for book publication will be considered on a case-by-case basis. Depending on the nature of the research, translation costs could also be considered. In all cases, proper justification must be provided in the application. Service acquisition/outsourcing should strictly follow Macau Decree-Law No. 122/84/M.

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<sup>7</sup> Support of large scale equipment should be sought from the Faculty or PIDDA budget.

### 3.3.2. Reference Materials

**Supported items** – Subscribing materials such as books, journals or other academic references could be supported. It is recommended to confirm the budget amount and allocation with the RSKTO before the subscription.

**Asset control** – The PI should pass all purchased books to either the Wu Yee Sun Library or the respective faculties or faculty assigned personnel, at the discretion of the PI.

### 3.3.3. Survey/Questionnaire Studies

**Criteria** – Detailed description for the cost relating to survey/questionnaire studies must be included in the application for consideration. Note that ethics review must be cleared prior to the start of survey/questionnaire studies.

### 3.3.4. Academic Paper Submission/Book Publication

**Supported items** – Submission and/or publication fee for the academic publications (including journal, paper, book, etc.) could be supported.

### 3.3.5. Miscellaneous

**Criteria** – Miscellaneous expense should not exceed MOP 5k per year.

**Supported items** – Miscellaneous coverage includes fax, photocopy, stationery, local public transportation for student helpers, etc. In principle, professional association membership fees will not be supported. It is recommended to confirm the budget amount and allocation with the RSKTO prior to the expenditure.

## 3.4. Trips

Trip period must be in accordance with proper approved leave<sup>8</sup>. Otherwise, payment/reimbursement for expenses of the trip shall not be proceeded. Payment/reimbursement for the expenses will be based on the actual amount of submitted receipts and subject to the ceiling of the each expenditure<sup>9,10</sup>. Note that all boarding passes and receipts for expenses must correspond to the conference site/destination and must be within the conference period and the granted travelling time<sup>11</sup> (for conference trip)/trip period (for research trip and field trip).

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<sup>8</sup> Leave approval must be sought before the trip. Leave can be applied via the UM E-Leave System and should be applied separately with the trip application. Please refer to Chapter 1 of the Rules of the Personnel Affairs of the UM for detailed information about leave.

<sup>9</sup> One restricted-economy class round trip air/land/sea transportation direct from the airport/port/terminus of departure of the researcher's residence could be considered. In the case of a flight departing/landing at Hong Kong, Zhuhai or Shenzhen, an economy roundtrip from these points of disembarkation could also be included. The average transportation rate (at visited destination) should not exceed the ceiling of the one in an official trip which is stated in Chapter 2 of the Rules of the Personnel Affairs of UM.

<sup>10</sup> The average accommodation rate should not exceed the ceiling of the one in an official trip which stated in Chapter 2 of the Rules of the Personnel Affairs of UM.

<sup>11</sup> According to Chapter 1 of the UM Internal Rules of the Personnel Affairs, in the case that the academic event takes place outside Macao and long distance travelling is required, one day of travelling time can be

### 3.4.1. Conference Trips

**Criteria** – Conference trips can be supported for researchers affiliated with UM, who are involved in the project (including PI, co-PI, graduate student, etc.), to attend conference providing that he/she is presenting the corresponding research results in the conference. Only one researcher can be supported for each paper presentation. Note that all supported conference papers must have proper affiliation with the University and acknowledgement of support by the Research Committee with indicated the project reference number. The conference of each trip will be classified into 3 levels by the corresponding Faculty representative, for project assessment purpose. Alternation to the number of trips/destinations remains considerable within the ceiling of the budget.

**Supported items** – Full support for registration fee, transportation and accommodation could be considered. In case the trip period exceeds the conference period and the granted travelling time, payment or reimbursement for the air-tickets could be considered on a case-by-case basis upon ample justification. Meals, allowance, travelling insurance, passport expenses, visa expenses, excess luggage fee, etc. will not be supported.

### 3.4.2. Research Trips

**Criteria** – Research trips can be supported for researchers affiliated with UM, who are involved in the project (including PI, co-PI, graduate student, etc.). PI must provide full justification (including purpose of the trip, relevance to the project, schedule plan of activities, official invitation, detailed budget, etc.) in the trip application. Alternation to the number of trips/destinations could be considered within the ceiling of the budget.

**Supported items** – Transportation and accommodation could be considered. Meals, allowance, travelling insurance, passport expenses, visa expenses, excess luggage fee, etc. will not be supported.

### 3.4.3. Field Trips

**Criteria** – According to specific needs, field trips for data collection could be supported for researchers affiliated with UM, who are involved in the project (including PI, co-PI, graduate student, etc.). PI must provide full justification (including purpose of the trip, relevance to the project, schedule plan of activities, detailed budget, etc.) in the trip application. The budget for field trips must be included in the project application proposal. Alternation to the number of trips/destinations could be considered within the ceiling of the budget.

**Supported items** – Transportation and accommodation could be considered. Meals, allowance, travelling insurance, passport expenses, visa expenses, excess luggage fee, etc. will not be supported.

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granted for the outgoing and returning trips. For academic event taking place out of Asia, one more day for travelling may be granted for either the outgoing or the returning trip. These days of travelling will include weekends and public holidays.