



AVID COLLEGE
GATEWAY TO  LIFELONG LEARNING

RESEARCH GRANT POLICY

This document has been permitted to proceed on (DD/MM/YEAR)

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Dr. Suneena Rasheed

Rector

Policies can be established or altered only by the Academic Board: **Procedures** may be altered by the Rector

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Revision History

Revision No	Revised by	Revised Date	Amendment

AVID COLLEGE

Research Grant Policy

Approved Date: February 08, 2022

1. Statement

The fundamental aim of Avid Research Grant Policy (ARGP) is to support research (basic or applied) for the staff of Avid College in the fields of all academic programs offered at Avid College. The Avid Research Grant (ARG) should be funded and administered by Avid College’s Center of Research and Innovation (CRI).

2. Scope

2.1. The ARG enables the staff of Avid College to conduct research within their field of study and in collaboration with other staff. The ARG applicants must pay heed to the ARG requirements and ensure that the proposals they submit contain clear evidence of the amount that they expect to receive via ARG.

2.2. Research may be undertaken for any period of time from three months to one year. Awards for longer periods will not be considered.

2.3. The ARG provides financial support of up to Maldivian Rufiyaa 25,000 (Twenty Five Thousand) to the ARG recipient for a twelve-month period in agreement with CRI

2.4. The granted amount will be calculated in progressive key milestones.

2.5. A fixed term of the contract should be signed between CRI and the ARG recipient(s) and a copy should be provided to the CRI (Appendix 1).

2.6. Payment Schedule:

- 20% will be paid one week before the starting date proposed.
- 20% will be paid after the submission of the progress report (Appendix 2) one.
- 20% will be paid after the collection of data and the submission of progress report two.
- 20% will be paid after data analysis and the submission of progress report three.
- 20% will be paid after the submission of the completed research.

CRI has the right to withhold or suspend the payment of any grants awarded due to the ARG recipient and or the ARG recipient to repay all or part of the grant in the case if the recipient fails to conform to the conditions of the ARG.

3. Abbreviations

ARGP	Avid Research Grant Policy
ARG	Avid Research Grant
ARGC	Avid Research Grant Committee
CRI	Center of Research and Innovation

4. ARG Committee

4.1 The purpose of the Avid Research Grant Committee (ARGC) is to develop research within the college environment and to facilitate funding to develop research. Hence, the main responsibilities of of the ARGC are:

- 4.1.1 Identify the main reason(s) to permit ARG and highlight the main points.
- 4.1.2 Ensure that the ARG applicants meet the requirements.
- 4.1.3 Develop or revise criteria for the ARG.
- 4.1.4 Develop procedures for the review of ARG proposals.
- 4.1.5 Ascertain that the ARG is being granted in a transparent manner, free from prejudice.
- 4.1.6 Keep documented evidence of the recipients of the ARGs.
- 4.1.7 Keep a regular record of the progress of the ARGs.

- 4.2 The ARGC should comprise the Head of CRI (Chair), Rector, Vice Rector for Research and Business Development, Vice Rector for Academic Affairs, Dean of Student Support Services, Head of Corporate Affairs and a Representative from Deans of the Faculties appointed by the Rector.
- 4.3 The Rector will appoint a Deputy Chair to consider smooth functioning of the ARGC, for terms of two years. Deputy ARG Chairs have authority to act on behalf of the Chair, where appropriate. The Rector will appoint an Acting ARG Chair if the Chair and/or Deputy Chair is unable to act.

5. Eligibility Criteria

Applicants of the ARG must meet the following criteria:

- 5.1.1 The applicant must be a full time staff member of Avid College.
- 5.1.2 Hold a Master's degree or equivalent or must have started a master's degree prior to the deadline of the ARG.
- 5.1.3 Applications for the research grants are made on the understanding that the recipient agrees to accept the established terms and conditions of the ARG.
- 5.1.4 A proposal should be prepared and submitted by the applicant, acknowledged by their immediate supervisor.
- 5.1.5 Applicants are responsible for ensuring that the documents are completed and submitted to RC before the given deadline.
- 5.1.6 The project proposal should not exceed five pages and should be compiled as per the stipulated Sample Grant Proposal (Appendix 3).

6. Regulations

- 6.1 It is mandatory for the ARGC to ensure that the following regulations are enforced when granting the ARGs:
- 6.1.1 The closing date to receive applications for the ARG should be decided by the ARGC on an annual basis; at least two months prior to the ARG deadline.
 - 6.1.2 Late applications should not be considered for review.
 - 6.1.3 A maximum of four ARG can be awarded on an annual basis.
 - 6.1.4 Priority can be given to applicants who have not been given an ARG.
 - 6.1.5 ARGs will be awarded for a fixed-term contract period of one year.
 - 6.1.6 No additional ARGs may be received for the same recipient within the same year; however, the recipient can apply for another ARG upon completion of the first grant.
 - 6.1.7 The maximum amount awarded for each ARG is 25,000 (Twenty Five Thousand) Maldivian Rufiyaa
 - 6.1.8 Any changes in the grant recipients' research from those approved by the ARGC will require approval from CRI.
 - 6.1.9 Grant recipients are required to submit progress reports to CRI during specified periods of the project duration.
 - 6.1.10 A final report should be submitted to CRI after the successful completion of the research undertaken.

- 6.1.11 The college’s Research Governance & Ethics committee approval is required for any research that is carried out. In the case of education or medical research, ethics approval should be sought from all relevant parties.
- 6.1.12 Award recipients must be encouraged to submit all or part of the project for publication in a Scopus indexed journal or higher.
- 6.1.13 It is mandatory for recipients of ARG to acknowledge Avid College’s support in presentations, journal articles, or any other publications.
- 6.1.14 It is compulsory for The ARG recipients to submit a copy of any publications to CRI.
- 6.1.15 Award recipients are encouraged to present their research at the “Thaulemee Fanaaru” seminar.

7. Communication

- 7.1 Communications about the ARGs and applications to the grant scheme should be made available through the email address; arg@avidcollege.edu.mv

8. Proposal Review Process

- 8.1 The ARGC should review all proposals submitted for the ARG to check if they meet the criteria.
- 8.2 All proposals should be reviewed by not less than 4 members of the ARGC to ensure that the applicants meet the criteria
- 8.3. The reviewers are required to provide a summary of the proposals to the ARGC, identifying the four proposals recommended for the year.
- 8.4. Proposal review should not be reviewed by any ARGC member who has applied for the ARG the same year.
- 8.5. The three reviewers will submit the summary report entailing the score sheet to the ARG Chair. The aforesaid documents must be checked and signed by the three reviewers. **This should be regularly documented and filed.**

9. Evaluation Criteria for proposals

The following general criteria should be applied for proposal evaluation:

Criteria	Points
Significance and importance of the proposed study for the context of Maldives	20
Clarity and feasibility of research plan	40
Detailed budget for the proposed research	30
Years of service at Avid College	10
TOTAL	100

Appendices

1. Contract

Insert here

2. Progress Report

ARGS Progress Report



Project Number:	
Project Title:	
Project Period:	
Reporting Period:	
Report Submission Date:	
Section1: Summary	
Section TWO: Activities and Progress	
Section 3: Risks, Issues,or Challenges	
Section 4: Financial Statement	
Section 5: Next Steps	
Name:	
Signature:	
Date:	

3. Sample Grant Proposal

Abstract

The project abstract should provide a concise summary of the project and should not exceed half a page.

Significance of the Study

Briefly identifies the significance of the proposed study in the context of the industry or field including the problem.

Project Plan

Identify how the project will be implemented according to the objectives of the study. Briefly describe the step-by-step process.

The Budget

Include in the budget all expenses for your project. You may want to include a brief narrative of expenses along with a table of individual cost components.

Description	Qty.	Price	Total
TOTAL			

The Expertise of the Applicant and or Members

Include the staff qualifications, certifications, and skills. Include information indicating the capacity to implement and sustain the program.