

CASE STUDY GRANTS APPLICATION GUIDELINES

1. ELIGIBILITY

- a. All academic staffs are eligible to apply for the grant.
- b. Academic staff who is on study leave is not allowed to lead the project
- c. Applicant can only lead one case study but can become members of the other two case studies.
- d. Applicant or group members must attend a series of case study workshop organized by IMBRe.
- e. The group members should not exceed five (5) persons.
- f. The case must be a Malaysian Cases

2. AMOUNT AND PERIOD

The maximum amount of the grant is **RM5, 000** and must be completed within 6 months.

3. ALLOWABLE EXPENSES:

Vot	Details
11000	Salary and Wages (Research Assistant, Enumerator)
21000	Travel Expenses and Subsistence
24000	Rental
27000	Research Materials and Supplies
29000	Professional services, training fees, publishing, printing and hospitality.
35000	Accessories and equipment

3. APPLICATION PROCEDURE:

- a. Complete the “Case Study Grant Scheme” application form.
- b. Applications are open throughout the year.
- c. Applications must be submitted to the IMBRe.
- d. IMBRe will arrange the proposal presentation session. Successful project will be forwarded to the RIMC.

4. FINANCIAL PROCEDURES

- a. Successful applicants must sign the Agreement Form within 14 days from the date of offer letter issued by the RIMC.
- b. RIMC will apply for research sub-account code (S/O Code) from the Bendahari to allow researchers to initiate research.
- c. The Case study project should be conducted in accordance with financial procedures laid down by the Bendahari.
- d. Application for financial advances can be made through RIMC using prescribes form (*Borang Pendahuluan Kakitangan*)
- e. Local Order Form (LPO) should be used for retail purchase of RM2,500.00 and above.
- f. Retail purchases of goods and services should not exceed RM2,500.00.
- g. Purchase of computers, notebooks, printers, or communication devices is not allowed.
- h. Researchers need to complete research expenses to claim any expenses incurred.
- i. Research Assistants may be appointed on a monthly basis or appointed to work for 14 days in a month and paid using prescribe form (*Borang Perakuan Penerimaan Bayaran*).

5. CASE STUDY PROJECT OUTPUT

Submit a final report in the form of teaching case. Teaching notes for the case should be attached

6. SERIES OF WORKSHOP

At least one member of the group must attend a series of case study workshops organized by IMBRe as follows:

- a. Introduction
- b. Case study writing
- c. Case Study Critique