**TEACHING CASE STUDY GRANT SCHEME (CSGS) APPLICATION GUIDELINES**

**PUSAT KAJIAN KES PENGURUSAN & KEPIMPINAN (PKKPK)**

**OBJECTIVE:**

To produce teaching case studies of the industry in Malaysia context for classroom use.

**MAIN CRITERIA:**

1. The project leader must be a permanent/contract academician and must lead one PKKPK’s project only at the point of application.
2. The case MUST be a Malaysian-based case.

**ELIGIBILITY:**

1. Project leader is not leading any ongoing University grants (e.g: Geran Penjanaan, SOTL, Geran Khas, Matching Grants etc.) at the point of application.
2. Academic staff who have less than 6 months before retirement/study leave/sabbatical leave are not allowed to lead the proposed research project but may become a member.
3. Every application must have a group member. The maximum number of members is four (4) people and highly recommended to include one (1) industry member and/or one (1) other local university member to be part of the team.
4. The proposed case must be related to business organizations/public or government agency.

**AMOUNT AND PERIOD:**

The amount of the grant would be RM7,000 and must be completed within 6 months.

**CASE STUDY PROJECT OUTPUT:**

1. Submission of a final report is in the form of a teaching case. Teaching notes for the case should be attached together.
2. Submission of final report in CDR Template.
3. Evidence of usage in Class.
4. Researchers are encouraged to apply for Intellectual Property (IP) registration through the ICC UUM before the end of the research.
5. Researchers need to present research results at the conference organized by PKKPK UUM as well as produce publications in the Proceedings or Chapters in Book.
6. Acknowledgement for the PKKPK UUM Case Study Grant, must be clearly stated in each publication and/or IP.
7. Evidence of teaching case and teaching note MUST be uploaded in the UUM Staff Portal.

**FINANCIAL PROCEDURES**

Allocation for PKKPK Grants is allowed for any purchase, payment or acquisition that meets the following expenditure codes:

|  |  |
| --- | --- |
| **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, hospitality and enumerator |
| 35000 | Accessories and equipment  |

For details, kindly refer to Dokumen 3P UUM and Peraturan Kewangan Universiti.

**APPLICATION PROCEDURE:**

1. Applications must be submitted to PKKPK.
2. PKKPK will arrange for the proposal presentation session. Potential proposals will be forwarded for approval by the JKPI.

**SERIES OF WORKSHOP**

At least one member of the group/team must attend a series of case study workshops organised by PKKPK as follows:

1. Proposal Writing
2. Case Study Writing
3. Case Study Publication

\*This guideline is subject to any latest decision made by the JKPI from time to time. Applicants are advised to contact PKKPK for any latest procedures and guidelines.