

MSOHNS-CORLAMM Research Grant Guidelines

INTRODUCTION

The MSOHNS-CORLAMM research grant is designed to provide a platform for supporting research projects carried out by ENT residents, trainees, and qualified surgeons, resulting in publications in WOS/Scopus/MyCite/ISI Journals.

This is aimed at encouraging ENT residents, trainees, and qualified surgeons to conduct research.

ELIGIBILITY (Principal Investigator)

Applicants must comply with **ALL**:

1. ENT residents, trainees, and qualified surgeons working in Malaysia
2. Malaysian Citizen or Malaysian PR
3. Member or Associate Member of the Society
4. Should not be holding another grant for the same proposal

APPLICATION

Applications should be submitted in writing to the Society by a stipulated date, and short-listed candidates may be required to present their proposals to the MSOHNS-CORLAMM Research Grant Committee.

The proposal should include *Title, Executive summary, Introduction, Research Questions, Objectives, Hypothesis, Materials and Methods, Expected Results, Publication Potential, and Expected Expenses* for the study. A summary including the curriculum vitae of the principal investigator (PI), previous research, grants, and publications should be submitted. The CV summary should be in a separate document from the research proposal. The research proposal **must** be anonymous.

Repeat application is only allowed after publication of the previous research proposal.

The successful candidate will be required to present his/her research at the Annual Scientific Meeting within two years of the project commencement date, with evidence of submission to an International Journal.

In the event of failure to complete the project without a valid reason or failure to present his/her research in the Annual Scientific Meeting not later than 2 years from the commencement date of the project, the PI will have to return the entire grant money to the Society.

The Committee may award more than one grant depending on the quality of the proposals.

AMOUNT & PROJECT DURATION

The candidate can apply for a maximum of RM20,000 and a maximum duration of two years for the project. The funds will be released upon receipt of an official letter accompanied by the original invoices.

SCOPE OF FUNDING

The funding can be utilized for the following categories:

i) Research Consumable Materials

Only expenses for research consumable materials directly related to the project should be included.

ii) Fieldtrips

Expenses include accommodation, transportation, and food or a daily allowance. (Maximum of RM 100 for food/daily allowance)

iii) Minor Modifications and Repairs

Only expenses for minor modifications and repairs of the laboratory equipment or any other items directly related to the project should be included

iv) Special Services

1. Services directly related to the project, such as payments to the respondent/research subject and laboratory analysis. (Note: Students should perform their own experiments/research. Payments of honorarium are not allowed to a person who assists in the actual experiment/research.
2. **Publication fee**
3. **Expenses related to the presentation of research findings at a conference.**

VARIATION IN PROJECT COSTING

Requests for funding variations after a project has been approved must be submitted to the Committee for approval.

PROJECT EXTENSION

Requests for project extensions must be made to the Committee **SIX MONTHS** before the project's completion date. The maximum extension period is six months.

ACCEPTANCE OF OFFER

Applicants must accept or decline the offer within 14 days after notification. Upon acceptance, the candidate will need to sign a contract with MSOHNS-CORLAMM to fulfill all terms and conditions.

PUBLICATIONS

Researchers should publish their research findings only in WOS/ISI/Scopus/MyCite publications. **All publications must indicate and acknowledge MSOHNS-CORLAMM as the source of funding.**

The PI must indicate in the application the number of WOS/ISI/Scopus publications expected from the project.

FINANCIAL REPORT

A financial report must be submitted at the same time as the progress report.

PROJECT IMPLEMENTATION AND MONITORING

Project Implementation

All projects funded by the MSOHNS-CORLAMM research grant must be conducted in accordance with the rules and conditions governed by research in dedicated universities or hospitals. Projects that involve experimentation with humans or animals will require approval from the relevant Ethics Committee before funds are released. All PIs must have a Good Clinical Practice certificate. The projects will be closely monitored to ensure successful completion.

Progress report

1. The first progress report must be submitted **six** months after the beginning, and the second report will be submitted **18** months after the project has started.
2. Failure to submit the Progress Report by the stipulated deadlines shall result in suspension of the progress
3. The End of Project Report (EPR) must be submitted three months after the completion of the **project. Failure to submit the EPR will jeopardize future grant approval to all those involved in the project. EPR must also contain evidence of an ethics approval letter and submission of the manuscript to a Scopus-indexed journal.**
4. In addition to reviewing the above reports, the Committee may, from time to time, conduct on-site monitoring of projects.

Note: Failure to complete the project satisfactorily may result in the principal investigator being barred from making future applications for the MSO-HNS research funding.