

COUNCIL FOR RESEARCH AND ADVANCEMENT IN TECHNOLOGY AND SCIENCE (CREATES): Interim Research Funding Guidelines

NOTE:

THIS IS AN INTERIM GUIDELINE BASED FROM PREVIOUS BRUNEI RESEARCH COUNCIL (BRC) FUNDING GUIDELINE, WHILE WORK IS BEING DONE TO REVIEW THE OVERALL STI POLICY. THIS GUIDELINE HEREINAFTER REFERRED TO “CREATES FUNDING GUIDELINE”.

**Ministry of Transport and Infocommunications
Jalan Menteri Besar
Bandar Seri Begawan BB3910
Negara Brunei Darussalam**

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1. INTRODUCTION

1.1 Council for Research and Advancement in Technology and Science (CREATES)

1.1.1. The Government has established the Council for Research and Advancement in Technology and Science (hereinafter referred to 'CREATES') to promote and encourage research which can contribute to national development. The CREATES Secretariat is located at the Ministry of Transport and Infocommunications (MTIC).

1.1.2. The CREATES :

- To champion national Science, Technology and Innovation (STI) which includes Research and Development (R&D);
- Set national policies, strategies and planning priorities for STI including research activities for every 5 years;
- Strengthen STI cooperation with government, academia and industry, both locally and abroad;
- Approve budget for STI research related projects; and
- Ensure the development of STI that will be able to contribute to national development as well as the commercialization of R&D projects.

1.2 CREATES Funding

1.2.1 A specific fund known as the CREATES Fund has been allocated under the National Development Plan. The funds are aimed at fostering R&D in STI to support national development efforts towards realising "Wawasan Brunei 2035" and beyond. It is presently focused on the generation of economic output to support economic diversification and sustainability.

1.3 Funding Priorities

1.3.1 Benefits and contributions of any research projects must be identified and priority will be given to those research proposals that possess most of the following elements:

- Research that has the potential for human capital development;
- discovery of new knowledge and technology; and
- development of new products or improvement of existing products, processes, systems or service that may lead to increase in productivity in all sectors in the economy and commercialisation.

1.4 Areas of Research

1.4.1 CREATES aims to encourage research in all fields and subjects with a particular focus on:

- 1) **Food Science and Technology:** A research area on food processing and enhancement of food processing and other related products.
- 2) **Health:** This research area includes development of devices, medications, procedures and systems to improve health problems and improve quality of life
- 3) **Information and Communication Technology:** Research regarding modeling and simulation, cloud computing and biometrics
- 4) **Energy:** Focuses on renewable energy sources, biofuels, energy efficiency, advanced energy conversion and energy distribution and sustainable energy systems.
- 5) **Environment and Sustainable Development:** Covers a wide range of topics with special emphasis on climate change, maritime and marine issues, forestry, biodiversity and infrastructure and the environment.

1.5 Types of Funding

1.5.1 Basic Research Fund

Basic Research Fund which is best known as research that pursue new knowledge without any particular application in view. Basic research is likely to underpin solutions to be applied at the moment or in the future. The maximum funding for each research project under the Basic Research Fund amounts to BND50,000.00.

1.5.2 Applied Research Fund

Applied research that is best known as research that determine possible uses of basic research and to determine new ways of achieving a predetermined objective. In the cycle of research and development (R&D), applied research would come after basic research. The maximum funding for each research project under the Applied Research Fund amounts to BND250,000.00.

1.6 Eligibility

1.6.1 CREATES fund is open to all researchers who are employed on a permanent or contractual basis from the following organisations:

- Brunei-based Institutions of Higher Learning (IHLs)
- Brunei-based Research Institutions (RIs)
- Public sector (subject to collaboration with the IHLs or RIs)
- Non-profit Organisations (subject to collaboration with the IHLs or RIs)

1.6.2 Expatriates working under contract with any of the above institutions are eligible to apply. However, the project must have a permanent Bruneian co-researcher from the same institution, well-versed with the project, to ensure its completion in the event the expatriate's contract is terminated. The project is required to be developed in such a way that its benefits and final outcome (knowledge, new products or services) remain towards national development interests. Research report must also be co-authored with local researchers in order to ensure that the knowledge is shared.

1.6.3 The service of a contract researcher must be valid during the period of research proposed and contractual documents must be furnished as proof of employment for the period.

1.6.4 Principal Researchers can only lead one (1) project at any time.

1.6.5 Principal Researchers must be based in Brunei Darussalam.

1.6.6 The research proposals must not be already funded by other agencies locally or internationally. Please declare other funding resources during application.

1.7 Location of Research

1.7.1 The proposed research to be funded must be conducted in Brunei Darussalam. If some part of the research is to be conducted abroad, applicants are required to provide justification.

1.8 Project Duration

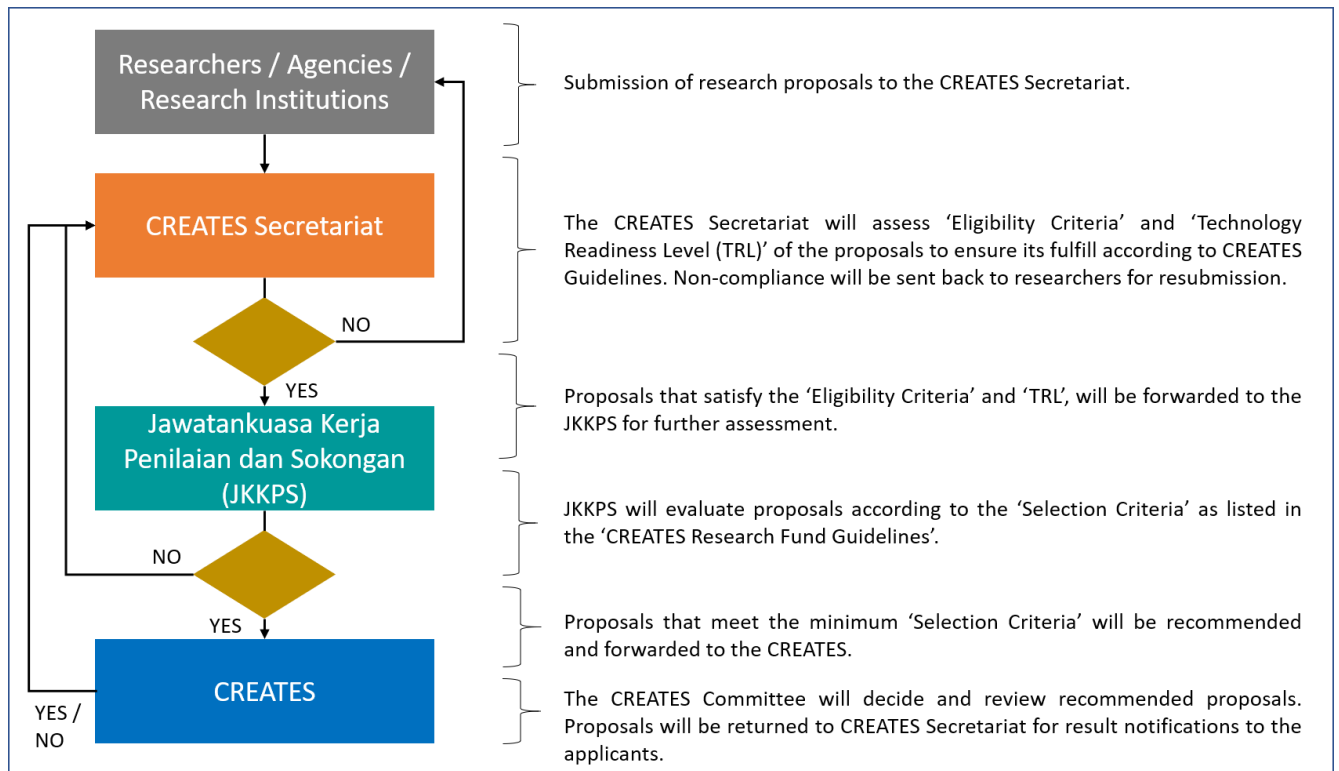
- 1.8.1 The project duration for Basic Research Fund, including completion of Final Report and all miscellaneous project activities, shall not exceed one (1) year.
- 1.8.2 The project duration for Applied Research Fund, including completion of Final Report and all miscellaneous project activities, shall not exceed two (2) years.
- 1.8.3 The proposed project schedule includes the preparation of a final report.

2. EVALUATION AND SELECTION OF PROPOSALS

2.1 Project Evaluation

- 2.1.1 The project evaluation consists of the CREATES Secretariat, the CREATES Jawatankuasa Kerja Penilaian dan Sokongan (JKKPS) and the CREATES. Please refer Diagram 1 below.
- 2.1.2 The process Workflow of CREATES above is intended to serve as a guideline for funding application process only. Certain procedures may be skipped through approval from members of CREATES.

Diagram 1: CREATES Process Work Flow



- 2.1.3 CREATES Secretariat
All applications are to be screened by the CREATES secretariat to ensure that the applications conform to the CREATES Fund requirements.
- 2.1.4 CREATES Jawatankuasa Kerja Penilaian dan Sokongan (JKKPS)
All applications will be evaluated by the CREATES JKPPS. The committee will study the proposals based on the merits of the research objectives, appropriateness of research methodology, ability of researchers and the cost effectiveness of the proposal.
- 2.1.5 CREATES
Recommended projects evaluated by the CREATES JKKPS are then submitted to the CREATES for approval. Any decision made by the CREATES is final.

2.2 Selection Criteria

2.2.1 Applications will be assessed on attributes based on the following criteria:

<p>Relevance to Brunei Darussalam</p>	<p>Relevance: Why should Brunei Darussalam embark on this research? What problem and/or opportunity will the research address and why is it important?</p> <p>Objectives: Describe the main objectives of the research project (including potential economic and other impact on Brunei Darussalam). Describe how the project will help achieve Wawasan Brunei 2035 and meets your institution’s work-plan or medium-term plan.</p>
<p>Project Effectiveness</p>	<p>Work plan: Provide a timeline of actions you will take to reach your objectives.</p> <p>Risks: Please state the risk(s) that maybe faced in the implementation process of research and specify the action plan(s) to address the risk(s) mentioned.</p> <p>Monitoring and Evaluation: What indicators will you use to know if the project is on track (monitoring) and successful in meeting the objectives (evaluation)? What information will you collect and how will you collect it?</p> <p>Linkages: Describe the involvement of relevant stakeholders.</p>
<p>Project Efficiency</p>	<p>Research Team: Who will undertake the research project and drive it to success? Please include the names and CVs of the researchers and any other main point(s) of contact responsible for this project.</p> <p>Cost Efficiency: Highlight how the project offers CREATES maximum value for money. In what ways will the project maximize the cost-efficient use of resources?</p>
<p>Project Impact</p>	<p>Beneficiaries: Explain who the direct project beneficiaries are and what the intended benefits will be. Include an explanation of how the project outputs (e.g. research paper, etc.) will assist the project beneficiaries.</p> <p>Dissemination: Describe plans to disseminate results and/or outputs of the project.</p>
<p>Project Sustainability</p>	<p>Sustainability: Describe how the project will continue to have impact after the CREATES funding is finished.</p>
<p>Project Budget</p>	<p>This information is a summary of the breakdown you would provide in the Budget Breakdown Template</p>

2.3 Project Budget

2.3.1 **Allowable Expenses**

- The Project budget should detail the budgeted resources, cash, and in-kind contributions from all participants (including the provision of staff, facilities and other resources) as well as cash and non-cash expenses. It must demonstrate how the Project will leverage investment and in-kind contributions from other relevant organisations/agencies. It must also provide justifications for the

resources required.

- An Applicant shall fill in the detailed budget breakdown, broken down into the following broad categories as defined in the “CREATES Guide on Research Costs Items ” (see **Annex A**), mainly:
 - Manpower
 - Capacity Building
 - Equipment, Hardware and Software
 - Consumables
 - Miscellaneous
- Any additional information (e.g., equipment quotations for items with unit cost over \$50,000) should be attached as separate attachments.
- The full budget details provided should be submitted with further line item breakdown if necessary (e.g., consumables, if given as a single line item, should be broken down into sub-categories by type). Only details for the amount of CREATES funding should be provided in this section; other sources of funding for the programme should also be indicated for support.
- Unless approved by CREATES , no Project-related expenses shall be claimed if these expenses were incurred outside of the period of availability of the grant.
- The Administering Organisation shall contact CREATES and obtain its written consent before making any substantial changes in budgetary allocation.
- The Administering Organisation shall comply with the Financial Regulations, which are under the jurisdiction of the Ministry of Finance, for purchasing, installing, recording, maintaining and insuring all items of equipment purchased with the Funds. The Administering Organisation shall ensure that any equipment purchased with CREATES Funds shall be used exclusively for carrying out the objectives of the Project and only made available to the researchers working on the Project. Project grant holders are responsible for the loss or damage to such goods or equipment.
- Unless otherwise approved by the CREATES, the ownership of any Asset purchased wholly or partly with the Funding shall be vested in the Administering Organisation, located on its campus and listed in its assets register unless:
 - otherwise specified in the Proposal;
 - the Project is terminated, in which case CREATES may, by notice in writing, require the transfer of any such item of equipment to the CREATES.

2.3.2 Contingency Cost

- Support for indirect costs, in the form of contingency, will be provided with funding support of 20 percent of the project value for Science and Technology (S&T)-based projects and 10 percent for others.

3. APPLICATION PROCESS

3.1 Rolling Call for Proposals

- 3.1.1 Grant applications can be submitted anytime of the year from 1st January to 31st December.
- 3.1.2 The CREATES JKKPS will evaluate the proposals every quarter of the year.
- 3.1.3 One (1) signed hardcopy of the application addressed to and marked as follows:

Yang Mulia
Sekretariat Majlis Penyelidikan dan Kemajuan Teknologi dan Sains
(Council for Research and Advancement in Technology and Science - CREATES)
Kementerian Pengangkutan dan Infokomunikasi
Jalan Menteri Besar
Bandar Seri Begawan BB3910
Negara Brunei Darussalam

PERKARA: "CREATES Grant Application"

- 3.1.4 One (1) electronic copy of the application in PDF format email to creates@mtic.gov.bn, with subject of the email being written as "CREATES Grant Application".
- 3.1.5 Any additions, deletions or modifications to these applications shall not be accepted after submitting, unless express permission has been provided by the CREATES in writing.

3.2 Funding Applications: Submissions

- 3.2.1 An Applicant who wishes to obtain CREATES funding is required to comply with the following procedures:
- Submit a **"CREATES Research Concept Note" (Annex B)** to the CREATES Secretariat. In the submission of the **"CREATES Research Proposal Form" (Annex C)**, the Principal Investigator is asked to use the template provided. Use of the template and prescribed format is mandatory.
 - Attach any other supporting documents (i.e., Curriculum Vitae(s) of Project Team, Reports of International Peer Reviews, Credential and References)

3.3 Funding Applications: Approvals

3.3.1 Recommendations of Applications to be funded and the amount of funding to be awarded will be submitted to the CREATES Committee for their final determination. Where a project is approved for funding, the Administering Organisation will be notified in writing and advised of the Funding to be offered.

SUCCESSFUL APPLICANT

Commencement of Research Project

3.3.2 All projects shall be assumed to commence on the date of approval by CREATES.

3.3.3 If the Administering Organisation wishes to defer commencement of a Project beyond the approved start date, a letter justifying the requested deferral in terms of special circumstances must be submitted to the CREATES for approval.

Change of Specified Personnel

3.3.4 If a Principal investigator is at any time during the term of a project no longer able to continue working on the Project, the Project may be continued under one or more other researchers provided that:

- there is at least one researcher who is an original researcher on the proposal working on the Project;
- the replacement Principal investigator meets the eligibility criteria for the particular role he is to perform, for the periods for which he is to perform that role;
- the replacement Principal investigator must have a Track Record which is commensurate with the standard of the original research team which was awarded the Project;
- approval is sought from CREATES for the change in Specified Personnel:
 - in writing (including with the request a copy of the proposed replacement Personnel's curriculum vitae and Track Record details); and
 - within 3 months of the date that the Specified Personnel cease working on the Project;

Extension of Research Period

3.3.5 Extensions to ongoing projects may be requested by submitting the “**CREATES Project Extension Request Form**” (**Annex D**), if:

- No term of award specifically prohibits the extension,
- No additional funds are required to be obligated by the CREATES, and
- There are no changes to the project's originally approved scope.
- Requests for extension shall be subject to the CREATES's review and approval.

Reporting Requirements

3.4.6 The Administering Organisation must submit the following reports in the format required by the CREATES, if specified.

a) Progress Report (Annex E):

- Unless otherwise approved by the CREATES, the Administering Organisation must ensure that Principal investigators provide Progress Reports in respect of each ongoing Project:

- At the end of the third month if the research period is six (6) months or less; or
- At the end of each six-month period if the research period exceeds six (6) months.

b) Final Report (Annex F):

- Unless otherwise approved by the CREATES, the grantees must ensure that Final Reports are provided for each Project within ninety (90) days of completion of project.

Preparing Project Reports

- 3.4.7 In preparing the Progress Report and the Final Report, please consult the “**Guidance Notes on Project Reporting**” (see **Annex E and F**).
- 3.4.8 The CREATES may review the outcomes reported against the objectives of the Project as stated in the Proposal, or any approved revised budget, aims and research plan. Any Principal investigator who was involved in a Project for which a Progress Report was deemed inadequate or unsatisfactory may be contacted for further information. The CREATES will take into account the progress reports when considering the application for extension of the research period.
- 3.4.9 If the CREATES is not satisfied with the progress of any Project, further payment of Funds will not be made until satisfactory progress has been made on the Project. If satisfactory progress is still not achieved within a reasonable period of time, the Funding may be terminated and all outstanding monies will be recovered by the CREATES.

Completion of Research / Expiry of Research Period:

- 3.4.10 A researcher is required to submit the following to the CREATES Secretariat on completion of the research or on expiry of the research period, whichever is the earlier:
- a “Final Report” on the research undertaken in Brunei Darussalam;
 - an inventory of all items made, obtained or collected during the research undertaken in the country, e.g. recordings, films, photographs, manuscripts, plants, wild-life specimens, etc., indicating clearly items which are to be taken out of the country; and
 - a copy, at no cost to the Council, of every recording, film, photograph or manuscript (unedited and clearly annotated) made, obtained or collected during the research undertaken in the country.

UNSUCCESSFUL APPLICANT

- 3.4.11 CREATES Secretariat will notify applicants of an unsuccessful application at the following stages:
- a decision that an applicant is ineligible; or
 - a decision whether the proposed research/project is worth funding; or
 - a final funding decision is made in relation to the CREATES Grants scheme.

4 FUNDING TERM

4.4 Funding Terms

4.4.1 All successful applicants are expected to comply with CREATES Funding Terms and Conditions especially those pertaining to the funding award, which are stated as follows:

Payment of funding

4.4.2 All Funding for a Project is subject to the following conditions:

- a) that the Administering Organisation conducts the Project substantially in accordance with the project details contained in the Proposal, or in the event of any variation to the Project, in accordance with the description, aims and research plan as otherwise approved by the CREATES;
- b) that the Administering Organisation spends all funds paid under this Agreement for each Project substantially in accordance with the 'Project Budget' detailed in the Proposal for that Project and any Special Conditions, or the budget as otherwise approved by the CREATES and any conditions otherwise imposed by the CREATES ; and
- c) that the Administering Organisation submits on time all reports required with content satisfactory to the CREATES .

Fund Disbursement (Annex G)

4.4.3 The payment of Funding for an approved Project will be made in stages as follows:

- a) The subsequent payments will be disbursed based on successful completion of milestones and financial achievements of the Project.
- b) Final payment of 10% of the total amount of Funding will be disbursed upon submission of the Final Report of the Project within the stipulated time.

Accuracy of information

4.4.4 The provision of any Funding for a Project is conditional on all information contained in the Proposal for that Project and all reports required by CREATES from the Administering Organisation being complete, accurate and not misleading.

4.4.5 If the CREATES considers that a Proposal for a Project, or any report submitted contains incomplete, inaccurate or misleading information, the CREATES may by notice in writing to the Administering Organisation do any or all of the following:

- a) not pay the Administering Organisation any further Funds for that Project;
- b) recover all or some of the Funds paid under this Agreement for that Project, including all unspent Funds and any Funds not spent in accordance with this Agreement;
- c) vary the amount of Funding approved for that Project.

Over-Expenditure by the Administering Organisation

- 4.4.6 Any Project expenditure incurred by the Administering Organisation for a Project additional to the approved amount by the CREATES is the responsibility of the Administering Organisation. The CREATES will not reimburse the Administering Organisation for such costs under any circumstances.

Intellectual Property (IP) Rights

- 4.4.6 Applicants must indicate the organization(s) that will own the intellectual property rights that may arise from the Project.
- 4.4.7 All discoveries must first be registered with the Patent Registry Office, Brunei Darussalam. This includes patents, copyrights, trademarks, and industrial design. The grant recipient has to inform the CREATES Secretariat in writing upon successful registration of the IP.
- 4.4.8 Any IP rights derived from the project is encouraged to be commercialised.

Audit and Monitoring

- 4.4.9 The Administering Organisation is responsible for monitoring the expenditure of the Funding and certifying to the CREATES that the Funding has been expended in accordance with the detailed budget schedule in the End of Year Report.
- 4.4.10 The CREATES may conduct ad hoc on-site reviews in relation to financial and other reports to ensure that the Funding Terms are being, or were, met and that reports submitted to the CREATES are an accurate statement of compliance by the Administering Organisation and are not misleading. Persons nominated by the CREATES to conduct these reviews are to be given full access by the Administering Organisation, if required, to all accounts, records, documents and premises in relation to the Funding and the administration of the Funds in general.

Dismissal of Research Project

- 4.4.11 The CREATES may immediately terminate Funding for a Project by notice in writing to the Administering Organisation if:
- a) the CREATES reasonably considers there is fraud, misleading or deceptive conduct on the part of the Administering Organisation or any Specified Personnel in connection with any Project;
 - b) the Administering Organisation fails to comply as soon as possible with any CREATES requirement or condition notified by the CREATES;
 - c) the CREATES receives notice that work on the Project will cease, or has ceased.
- 4.4.12 If the CREATES terminates Funding for a Project, the Administering Organisation must immediately take all available and reasonable steps to stop any further expenditure of Funding on the Project;
- 4.4.13 If otherwise, the project is to be **discontinued** by the Administering Organisation for any reasons, the research proponent must be held accountable and should consult CREATES to discuss on possible resolutions.

Return of Funds

- 4.4.14 Within 90 calendar days after the Completion or Termination Date, the Administering Organisation shall return to CREATES any funds not used for the project.

Compliance with National Laws

- 4.4.15 In carrying out this Project, the Administering Organisation shall, subject to its privileges and immunities, be responsible for complying with all applicable laws and regulations of the countries in which the Research Work will be carried out and to which Project Team may have to travel to as part of the Project.

Definitions

In this guideline, unless the contrary intention appears:

- **Administering Organisation** means an Eligible Organisation which submits a Proposal for CREATES funding and which will be responsible for the administration of the Funding if the proposed Project is approved for Funding.
- **Eligible Organisation** means an organisation which is eligible to apply for and receive CREATES Funding.
- **Personnel** means those persons involved in the conduct of the Project.
- **Specified Personnel** means the researchers to perform the Project or as otherwise approved by the CREATES.