



AUN/SEED-Net



Implementation Guidelines

For

Collaborative Research Program (CR)

Japanese Fiscal Year 2020

JICA Project for AUN/SEED-Net

As of Feb 2020

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1. About AUN/SEED-Net

JICA project for ASEAN University Network/Southeast Asia Engineering Education Development Network (AUN/SEED-Net project) was established in 2001. AUN/SEED-Net project has proved to be successful in strengthening university-industry relations, enhancing research capacities of academic staff in ASEAN Member Countries, and fostering a network of quality higher-education in engineering field within ASEAN. Thus, the continuation of this program in Phase IV will cover the following objectives:

- 1) To enhance education and research capacities of Member Institutions (MIs) through consistent collaboration between ASEAN and Japanese academia.
- 2) To strengthen applicability and relationships between academics and industries.
- 3) To address developmental issues in ASEAN.
- 4) To improve the quality of higher education through the expansion of ASEAN academic networks.

2. Program Concepts and Objectives

Collaborative Research Program (CR) brings together faculty staff from MIs and JSUs for a joint supervision of AUN/SEED-Net students' researches in the scope of 10 engineering fields. The program aims to strengthen research and educational capabilities of the MIs and improve graduate degree programs to international standard.

The research outputs are also encouraged to publicize in AUN/SEED-Net Regional Conferences and ASEAN Engineering Journal.

The objectives of the Program are:

- 1) To ensure high quality thesis research and successful and timely degree completion of AUN/SEED-Net students.
- 2) To promote research collaboration among MIs and JSUs, through a joint supervision of AUN/SEED-Net students' thesis researches.
- 3) To closely link scholars, alumni members, as well as local graduate students among MIs.

3. Applicant Eligibility

Faculty staff at Host Institution (HI) who is an advisor of AUN/SEED-Net student.

4. Persons Involved

The research project shall be an integration of different parties as listed below.

Table 1: Person Involved

Requirement	Persons involved	Description	Remarks
Compulsory	Principal Investigator (Applicant)	One full-time faculty member of HI* to be advisor of AUN/SEED-Net student	(1) One faculty member can be Advisor for maximum of four AUN/SEED-Net students at a time. (2) Co-investigator from governmental/ industrial sector, community and other non-MIs/network are welcome to join the program but will not be eligible for any financial support from AUN/SEED-Net.
	Co-investigator (Japan)	One full-time faculty member of JSU to be co-advisor of AUN/SEED-Net PhD* student	
	AUN/SEED-Net student (s)		
Optional	Co-investigator(s) from HI or SI	Other full-time faculty member(s) of HI or SI*	(3) See more detail of spending eligibility in Financial Guidelines for Collaborative Research Program (CR) JFY 2020 (Annex II)
	Research Assistant(s)	Local graduate student(s) and lab technician at HI*	

*HI = Host Institution/ SI = Sending Institution/ PhD = Doctoral Degree

5. Research Period (Budget Execution)

For Japanese Fiscal Year or JFY 2020;

Start: April 1, 2020 or contract signing date (whichever comes later)

End: March 15, 2021

6. Grant Management

a. General Regulations

- The Program Contract period approved in Japanese Fiscal Year (JFY) 2020 is from April 1, 2020 or contract signing date (whichever comes later) until March 15, 2021.
- In JFY 2020, there is only one call for application
- The fund allocated to each Principal Investigator (advisor) should be utilized for the benefit of a particular student (advisee) by the end of his/ her scholarship period, or the end of fiscal year, whichever comes first.
- In case the end of scholarship period comes before that of the fiscal year, the deadline for financial report submission is strictly 1 month after the scholarship end date of the student.
- Carryover of fund (surplus or deficit) from JFY 2020 to JFY 2021 is not permitted.
- Only official bank account of the university to which the Principal Investigator belongs, or equivalent, is applicable. The budget should be managed by Principal Investigator.
- Expenditure incurred before and/or after the Project Contract period is unacceptable.

Financial management must be fully compliant with the latest Financial Guidelines for Collaborative Research Program (CR) JFY 2020 (Annex II)

b. Ceiling Amount of Collaborative Research Budget

Ceiling Amount of CR is according to the table below.

Table 2: Ceiling Amount

Type of students	Total amount (US\$) (Annual amount x no. of year)
Master's	1,500 x 2 (yrs.)
PhD Sandwich	2,250 x 3 (yrs.)
Integrated Graduate (Direct PhD)	2,250 x 4 (yrs.)
Integrated Graduate (Upgraded PhD)	1,500 x 1 (yr.) before upgraded
	2,250 x 3 (yrs.) after upgraded

c. Budget Remittance

Budget Remittance of CR support is according to the table below.

Table 3: Remittance of CR support

Remittance	Remittance allocation	Expected month for remittance
1 st Remittance	80%	April 2020
2 nd Remittance	20%	January 2021

d. Financial Regulations

Please refer to the Financial Guidelines for Collaborative Research Program (CR) JFY 2020 attached as Annex II.

e. Recommended budget allocation for AUN/SEED-Net students

Recommended budget allocation for AUN/SEED-Net students is according to the table below.

Table 4: Recommended Budget Allocation

Master's students 100% = USD 1,500

1st year Student													2nd year student																
Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul		
				START																									
200% out of 200% CR budget													0%				END												

PhD Sandwich Students 100% = USD 2,250

1st year Student													2nd year student													3rd year student																
Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul															
				START																																						
200% out of 300% CR budget													100% out of 300% CR budget													0%				END												

Integrated Graduate Students 100% = USD 2,250

1st year Student													2nd year student													3rd year student													4th year student																
Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul																												
				START																																																			
200% out of 400% CR budget													100% out of 400% CR budget													100% out of 400% CR budget													0%				END												

7. Expectations and Obligations

- (1) Direction, progress and results of the CR projects are expected to be discussed and presented regularly at the AUN/SEED-Net Regional Conferences.
- (2) Research results should be accepted for publication in proceedings and/or journals including ASEAN Engineering Journal supported by AUN/SEED-Net.
- (3) Principal Investigator, advisors, co-advisors and student should share and discuss about research for timely completion of the degree.
- (4) The support on each category (see Annex II: Financial Guideline) shall be strictly follow without any exception.
- (5) The account book (Interim report) of all expenses related to the CR Program must be submitted to AUN/SEED-Net before the 2nd disbursement.
- (6) Principal Investigator is required to submit the following reports to AUN/SEED-Net as shown on table 5: Report submission.
Failure of submission will result in withholding the next disbursement or affecting the Principle Investigator's future applications for AUN/SEED-Net programs.

Table 5: Report submission

Report Type	Explanation	Submission
Interim Report	The account book (excel format) for interim report should be submitted to AUN/SEED-Net prior to the 2 nd remittance.	Deadline for the submission is <u>November 30, 2020</u>
Financial Report	This is a report consisting of an account book, payment slips, receipts, supporting documents and a technical report. For more details, please refer to Financial Guidelines for Collaborative Research Program (CR) JFY 2020 (Annex II)	Deadline for the submission is <u>March 15, 2021</u> * In case the end of scholarship period comes before that of the fiscal year, the deadline for financial report submission is strictly 1 month after the scholarship end date of the student.

8. Application Requirements and Deadline

- (1) Application and required documents
 - a) Cover letter signed by a designated representative of the Host Institution (HI).
 - b) Applicant list (Annex I)

- (2) Application deadline
Application list (Annex I) in soft copy (Excel format) and the signed cover letter (Word or PDF format) from respective institution should be submitted to AUN/SEED-Net by March 15, 2020 for CR budget of JFY 2020. Late submission will not be accepted for the consideration.

- (3) AUN/SEED-Net will not accept any application submitted by an individual Principal Investigator. HI is responsible to gather all information from respective applicants to submit to AUN/SEED-Net.

- (4) HI should ensure that all Principal Investigators are requested to study the guideline clearly and strictly follow the instruction.

Remarks: This Implementation Guidelines and other information of AUN/SEED-Net, MIs and JSUs are available on the website <http://seed-net.org/> .