

**ASEAN University Network /
Southeast Asia Engineering Education Development Network**

AUN/SEED-Net

**Implementation Guidelines
and**

Application Form

for

**Collaborative Research Program for Common Regional Issues
(CRC)**

For Japanese Fiscal Year 2015

AUN/SEED-Net Project

As of August 2014



1. Project Background

The concept of ASEAN University Network/ Southeast Asia Engineering Education Development Network (AUN/SEED-Net) was developed at the ASEAN-Japan Summit Meeting in December 1997 and followed by the central issue of how to upgrade higher engineering education by way of creating an engineering institutions' network ASEAN-wide. As a result of a series of discussions and preparations between ASEAN Member Countries and Japan, AUN/SEED-Net was established in 2001 as a sub-network of ASEAN University Network (AUN).

After two years of preparation, full-scale operation of AUN/SEED-Net started in March 2003 and lasted for five years as the Phase 1 cooperation, which was then followed by another five-year project as the Phase 2 cooperation, supported by Japanese Government through Japan International Cooperation Agency (JICA).

In the last decade, AUN/SEED-Net supported young academic staff of Member Institutions (MIs) to acquire higher degrees (Master's and/or Doctoral degree) by providing them with opportunities to study at leading MIs in ASEAN or at Japanese Supporting Universities (JSUs). As a result, around 900 academic staff have obtained opportunities to study in higher degree programs and most of these staff have returned to teach students at universities in their respective countries. At the same time, the project has strengthened the research capacity of academic staff in ASEAN Member Countries by supporting collaborative research, academic staff exchange, academic conferences, "ASEAN Engineering Journal" and so on. As a result, around 700 collaborative research projects have been undertaken, and more than 1,000 academic papers have been published. Over 1,300 academic staff have also participated in exchange programs between institutions in the network. Through these activities AUN/SEED-Net has succeeded in strengthening the engineering faculties of each MI.

Based on these remarkable achievements, the ASEAN Member Countries, MIs, Government of Japan and JICA have a strong intention to continue AUN/SEED-Net aiming to bring about larger impacts not only to other universities in the region and Japan, but also to industry and community by making more direct contribution to the socio-economic development in the region and Japan. After continuous discussion, all parties agreed to implement the Phase 3 Project of AUN/SEED-Net with these following objectives:

- (1) Contribution to advancement and globalization of regional industry
- (2) Contribution to solution of regional common issues in Asia
- (3) Establishment of human resource development platform in science and technology in Asia

2. Program Concept

Realizing emerging issues in the region, whether with direct or indirect impact on each member country, is in the common interest of all the 10 ASEAN members and opened for discussion among all for a common solution. Determined to contribute to the solution of these challenges, AUN/SEED-Net designs a new Collaborative Research Program for Common Regional Issues. This new program is to conduct research project which focuses on the common issue that urgently needs solution and substantially benefits to the community. The program also aims to promote and strengthen human and academic collaboration between ASEAN and Japan by having faculty staff from Japan involving in the project.



3. Objectives

- (1) To conduct joint research activities that share common regional issues and substantially contribute to community or preferably to the region as a whole.
- (2) To strengthen human and academic network among MIs in ASEAN, Japanese Supporting Universities (JSUs).

4. Applicant Eligibility

An applicant must be a full-time faculty member of MIs (except Singapore and Brunei) who assumes full responsibility for project implementation.

5. Persons Involved

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

Requirement	Persons Involved	Description	No. of person
Compulsory	Principal Investigator (Applicant)	Full-time faculty member of MI	1
	Co-investigator (MI)	Full-time faculty member of another MI from different country	1
	Co-investigator (Japan)	Full-time faculty member of JSU	1
Optional	Co-researcher (MI)	Other full-time faculty member(s) of any MI	No ceiling
	Co-researcher (other)	Faculty member(s) of non-MI institutions, JSU and member of governmental or community sector	No ceiling
	Research Assistant	Graduate or postgraduate student at MI or JSU	No ceiling

**List of universities that can be involved in CRC Project**

AUN/SEED-Net Member Institutions (MIs)	Japanese Supporting Universities (JSUs)
Institute of Technology of Cambodia (ITC)	Hokkaido University
Institut Teknologi Bandung (ITB-INA)	Keio University
Institut Teknologi Sepuluh Nopember (ITS)	Kyoto University
Universitas Gadjah Mada (UGM)	Kyushu University
Universitas Indonesia (UI)	Nagoya University
National University of Laos (NUOL)	National Graduate Institute for Policy Studies
Universiti Malaya (UM)	Osaka University
Universiti Putra Malaysia (UPM)	Shibaura Institute of Technology
Universiti Sains Malaysia (USM)	Tohoku University
Universiti Teknologi Malaysia (UTM)	Tokai University
University of Yangon (UY)	Tokyo Institute of Technology
Yangon Technological University (YTU)	Toyohashi University of Technology
De La Salle University (DLSU)	University of Tokyo
Mindanao State University - Iligan Institute of Technology (MSU-IIT)	Waseda University
University of the Philippines – Diliman (UP)	
Burapha University (BUU)	
Chulalongkorn University (CU)	
Kasetsart University (KU)	
King Mongkut's Institute of Technology Ladkrabang (KMUTT)	
Thammasat University (TU)	
Hanoi University of Science and Technology (HUST)	
Ho Chi Minh City University of Technology (HCMUT)	
Institut Teknologi Brunei (ITB-BRU)*	
Universiti Brunei Darussalam (UBD)*	
National University of Singapore (NUS)*	
Nanyang Technological University (NTU)*	

(*) MIs that can be involved in research activity as a co-investigator or a co-researcher but are not eligible to apply for the program.

6. Research Areas

- (1) Chemical Engineering (ChE)
- (2) Civil Engineering (CE)
- (3) Computer and Information Engineering (CIE)
- (4) Electrical and Electronics Engineering (EEE)
- (5) Geological and Geo-Resource Engineering (GeoE)
- (6) Materials Engineering (MatE)
- (7) Mechanical and Manufacturing Engineering (ME/ManuE)
- (8) Energy Engineering (EneE)
- (9) Environmental Engineering (EnvE)
- (10) Natural Disaster (ND)

7. Research Period: 1 May 2015 – 15 March 2017**8. Research Fund Supported by AUN/SEED-Net**

- (1) Number of funded projects: 8
- (2) Ceiling fund: US\$50,000 per project for the whole research period



(3) Support items

a) Project expenses (within US\$50,000)

Only Principal Investigator, Co-researcher(s) and Research Assistant(s) from MIs (except Singapore and Brunei) are eligible to utilize the research fund. Expenses recurring from the Dispatches of Japanese Professors are prohibited from this fund.

Table 1: List of supported items

Item	Sub-item	Supported Item	Detail	Remark
Trip expense	International trip in ASEAN and Japan	Air ticket	Discounted economy	<ol style="list-style-type: none"> 1. Trip expenses cannot exceed 25% of total budget (US\$12,500) 2. Maximum supporting period of 30 days for international trip to Japan 3. Trip information, consists of traveller(s) name, dates, destination, purposes and relation to CRI, must be filed to AUN/SEED-Net for approval 4. Spending eligibility is limited to those listed in project proposal as research team members. Any changes must be informed to AUN/SEED-Net in writing.
		Daily allowance	Please refer to Table 2 for rate	
Accommodation	Follow each institution's rate but not exceed AUN/SEED-Net rate shown in Table 2			
Domestic trip	Transportation* daily allowance & accommodation	Please refer to Table 2 for rate of daily allowance & accommodation		
Research expenses	Equipment & spare parts			<ol style="list-style-type: none"> 1. Research expenses cannot exceed 50% of total budget (US\$25,000) 2. Unit cost ceiling: US\$3,000 3. 2 quotations are required for an item that costs more than US\$1,000 to purchase the cheaper one 4. Expenditure shall not be incurred inside of Japan
	Consumables			
	Commissioned Work			<ol style="list-style-type: none"> 1. Expenditure shall not be paid to those listed as research team members 2. Written contract must be presented if hiring duration is longer than 30 days 3. Contract details must include unit rate, workload and work content/description 4. 2 quotations are required for the commissioned work that costs more than US\$1,000 to purchase the cheaper one.



***Remark: Unsupported items include fuel, meals, overhead fee, honorarium, souvenirs, entertainment and language service fee. For more information, please study Financial Guideline of 2013**

Table 2: Maximum rate for the trip allowance under AUN/SEED-Net
(Unit=US\$)

Class	Japan		Singapore		Other ASEAN countries		Domestic Trip		Remark
	Daily allowance	Accom	Daily allowance	Accom	Daily allowance	Accom	Daily allowance	Accom	
1	35	120	35	120	30	90	15	70	Professor Associate Professor Assistant Professor Lecturer
2	20	100	20	100	20	70	15	70	Student/Lab Technician
3	--	100	--	100	--	70	15	70	AUN/SEED-Net ongoing student

Remarks: Daily allowance is paid by a number of days while Accommodation is paid by a number of nights.

b) Japanese professor dispatch (**not included in US\$50,000**)

- Principal Investigator can invite the aforementioned persons involved from Japan (Co-Investigator/ Co-researcher/ Japanese graduate / postgraduate student from JSU and AUN/SEED-Net PhD Japan student as Research Assistant) for a maximum of **4 trips** per project during the whole research period.
- All trips are arranged and funded by JICA.
- Maximum period per dispatch: 3 weeks
- Request should be made to AUN/SEED-Net at least 2 months before the expected dispatch period.
- Application for Japanese Professor Dispatch is as attached as ATTACHMENT 2
- For more information, please study Japanese Professor Dispatch Guidelines which is available on www.seed-net.org

9. Project Contract and Financial Management

- (1) The Project Contract is signed TWICE at the beginning of Japanese Fiscal Year (JFY) 2015 and 2016.
- (2) The Project Contract period approved in JFY 2015 is during 1 May 2015 - 15 March 2016.
- (3) The Project Contract for JFY 2015 is signed under the condition that the previous budget and research activity are spent and conducted properly.
- (4) 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.
- (5) Carryover of fund (surplus or deficit) from JFY 2015 to JFY 2016 is not permitted.
- (6) Expenditure incurred before the contract signing date and/or after the contract end date is unacceptable.
- (7) **Financial Management must be fully compliant with latest AUN/SEED-Net Financial Guideline.**



10. Intellectual Property Rights (IPRs)

A written agreement shall be made between the MI to which the Principal Investigator belongs and other concerned parties who are involved in the CRC Project to agree on the following:

- (1) Rights and ownership to all intellectual property generated by the Project, such as patents, trade secrets and copyrights, shall be vested on the MI and other concerned parties.
- (2) AUN/SEED-Net has rights to freely use these IPRs for academic and network purposes.
- (3) The MI and other concerned parties are expected to contribute a part of income generated by the IPRs resulting from the research fund to AUN/SEED-Net. Details shall be discussed and agreed on among concerned parties.
- (4) The MI shall bear full responsibility to make sure that any part of the Project activities or the outputs produced by the Project does not infringe IPRs of other parties. In this regard, AUN/SEED-Net shall bear no responsibility for any disputes or claims on IPRs related to the Project.

11. Obligations

- (1) At the time of CRC application and during the Project period, Principal Investigator (applicant) may not apply for the following supports from AUN/SEED-Net:
 - a) Collaborative Research Program for Alumni Members (CRA)
 - b) Collaborative Research Program with Industry (CRI)
 - c) Research Fellowship for Postdoctoral Study (RF)
- (2) During the 2-year research period, Principal Investigator is entitled to only ongoing CRC support and not the other supports mentioned above.
- (3) Principal Investigator awarded in the previous year may not apply for CRC, CRI, CRA and RF support in the following year.
- (4) Within 1 year after the Project period completes, publication of the final output in “ASEAN Engineering Journal” (<http://www.seed-net.org/journal.html>) or other peer-review journals is encouraged.

(5) Principal Investigator is required to submit the following reports to AUN/SEED-Net at the end of the JFY (end of March). Failure of submission will result in withholding the next disbursement or affecting the Principal Investigator’s future applications for AUN/SEED-Net programs.

Report Type	Submission Deadline	Remark
Technical Report	<ul style="list-style-type: none"> • March 31, 2016 • March 31, 2017 	The format of technical report will be forwarded to each Principal Investigator after the signing of Project Contract.
Financial Report	<ul style="list-style-type: none"> • March 31, 2016 • March 31, 2017 	The Financial Report Guidelines will be forwarded to each Principal Investigator after the signing of Project Contract.

- (6) Principal investigator and research team agree to the condition that AUN/SEED-Net has the right to use photos of the person engaged in AUN/SEED-Net activities for advertising or promotional purposes of PR and reporting without consent for each individual case.



12. Application Requirements and Deadline

(1) Application and required documents

- a) Application Part 1
- b) Application Part 2
- c) Cover letter signed by Dean or a representative of the MI to which the applicant belongs
- d) Letter, e-mail, or any evidence showing the commitment of Co-investigator (MI)
- e) Letter, e-mail, or any evidence showing the commitment of Co-investigator (Japan)
- f) Curriculum vitae of applicant
- g) Curriculum vitae of Co-investigators (MI and Japan)
- h) Curriculum vitae of Co-researchers (if applicable)

(2) Application review

Submitted applications are reviewed by reviewing committee members who are experts in the particular engineering fields assigned by AUN/SEED-Net based on the following review criteria:

- a) Originality
 - The research nature is original and beneficial in the engineering aspect.
 - The research purpose and topic are timely and useful.
- b) Relevancy and feasibility
 - The research purpose and topic are relevant with the purpose of CRC.
 - The research method is relevant to the purpose and expected output of the research.
 - Necessary data, facilities and equipment are well defined and prepared.
 - The budget proposal is reasonable and corresponds to the research nature.
 - The research findings have great potential of application, use or development, or can be put into practice.
- c) Research organization
 - The members of the research are adequate and the roles are clearly assigned to each member.

Important tips to improve quality of proposals:

- Appropriately address how a project is relevant to the concept and the objective of Collaborative Research Program for Common Regional Issues (CRC)
- Clearly describe purposes of the researches in relation with the social needs and contribution to the future technological evolution
- Elaborate research methodology with realistic and feasible schedules
- Logically structure research methodology with concrete planning
- Clearly define solid cost estimation

(3) Application deadline

Applications including all “Supporting Documents”, in soft copies, should be submitted to AUN/SEED-Net (support@aun-seed.net) by 15 November 2014.

Remark: This Implementation Guidelines and other information of AUN/SEED-Net MIs and JSUs are available on the website www.seed-net.org.



APPLICATION FORM
Collaborative Research Program for Common Regional Issues (CRC)
2015
INSTRUCTION

To fill in the application form, it is advised to study the Program Guideline of Collaborative Research Program for Common Regional Issues 2015.

To fill in the application form, please print or type all entries. Handwritten application is prohibited.

The application form of "Collaborative Research Program for Common Regional Issues 2015" or "CRC 2015" is consisted of **TWO parts**.

Part 1, in Microsoft Word format, contains 4 sections

- Once completed, you may convert Part 1 into either Microsoft Word or PDF

Part 2, in Microsoft Excel format, contains 6 sections

- In each section, applicants must strictly follow the instructions
- Once completed, **DO NOT** convert Part 2 into any other file type other than **Microsoft Excel**

In addition to the two parts, following "Supporting Documents" are required.

1. Cover letter signed by Dean or a representative of the MI to which applicant belongs
2. Letter, e-mail, or any evidence showing the commitment of Co-investigator
3. Curriculum vitae of the applicant (form is as attached as Attachment 1)
4. Curriculum vitae of Co-investigator (form is as attached as Attachment 1)
5. Curriculum vitae of other Co-researchers (if applicable, form is as attached as Attachment 1)

Both parts, including "Supporting Documents" must be emailed to support@aun-seed.net with subject line "Application: CRC 2015"