



**GUIDELINES FOR MANAGEMENT OF RESEARCH AND
DEVELOPMENT INCENTIVES, RESEARCH PROJECTS,
RESEARCH PAPERS, INNOVATION PRODUCTS,
COMPETITIONS OF INNOVATION PRODUCTS AND
CONSOLATION GIFTS**

EFFECTIVE FROM JULY 2015

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1.0 INTRODUCTION

This guidelines is designed to guide POLISAS staff regarding the implementation of incentive management which is acquired or awarded in relation to research and development projects. This includes work related to innovation research and development projects. The main aims of this guidelines are:

- a. To motivate POLISAS's Staff to be actively involved in research and innovation projects.
- b. To strengthen and develop creative and innovative researches culture
- c. To enhance and reinforce cooperation and collaboration network between polytechnic, industry and society during innovation products commercialisation processes

2.0 THE BACKGROUND

The objectives of POLISAS's Research, Innovation and Commercialisation Unit (RICU):

- a. To ensure the aims of research, innovation and commercialisation processes are achieved
- b. To coordinate POLISAS involvement and participation in research, innovation and commercialisation activities
- c. To disseminate information regarding research, innovation and commercialisation
- d. To provide a venue and opportunity for sharing of ideas, expertise knowledge of proposal writing, publishing and application for research grants.
- e. To conduct courses related to research, innovation and commercialisation.

The RICU comprises five main committee. They are:

- a. Innovation Committee
- b. Intellectual Properties Management Committee
- c. Commercialisation Committee
- d. Research and Publication Committee, and
- e. Grants Committee

3.0 THE ROLES OF RICU COMMITTEE

All committees have their own roles which are outlined by their specific responsibilities and scopes of work.

3.1 Innovation Committee

This committee is responsible for the management on innovation products, participation in exhibitions and management of commercialisation of innovative products for POLISAS. This responsibility is carried out without the centralized control of 'Unit Inovasi Pusat Penyelidikan dan Inovasi Politeknik

(PPIP), Jabatan Pengajian Politeknik. Nevertheless, all activities carried out by this committee are in line and based on the '*Buku Panduan Perancangan Dan Pengurusan Inovasi, Harta Intelek (IP) Dan Pengkomersilan Politeknik Malaysia*' terbitan Pusat Penyelidikan dan Inovasi Politeknik (PPIP), Jabatan Pengajian Politeknik, 2014. POLISAS need to submit the innovation planning and management to PPIP which will coordinate the plan with the other polytechnics. The implementation report should be sent to PPIP in every quarter of a year.

3.1.1 Scope

Scope of implementation, planning and management of POLISAS innovation are as follows:

- a. Polytechnic's Innovation Planning
- b. Polytechnic's Innovation Management
- c. Participation in Exhibitions and Competitions

Scope 1 – Polytechnic's Innovation Planning

- a. The head of RICU, POLISAS together with the innovation Committee are obliged to:
- b. Encourage generation of innovative ideas among the staff as well as students of polytechnic and to help in management of innovation
- c. Coordinate the organization and running of polytechnic's Final year project Competition
- d. Identify and appoint panel members could comprise polytechnic staff and representatives from higher institutions of learning and industry players.
- e. Ensure the shortlisted innovative products to be protected under Intellectual Property Act prior to their presence in higher level exhibitions and competitions

Scope 2 – Participation in Exhibitions and Competitions

The Head of RICU, POLISAS together with the Innovation Committee are obliged to:

- a. Encourage polytechnic's participation in innovation exhibitions and competitions
- b. Ensure the innovations have been accredited at polytechnic and national levels for international level qualification
- c. Ensure the participations in international level exhibition and competition are managed through PPIP office

3.2 Intellectual Properties Committee

The management of POLISAS Intellectual properties is handled separately and the committee needs to inform PPIP by sending scheduled reports of activities for each quarter of the year. The Head of RICU, POLISAS together with the Intellectual Properties are obliged to:

- a. Identify needs for Intellectual Properties rights and execute plans (which involves estimates of expenditure) for the acquisition of Polytechnic's Intellectual Properties rights (refer to numbers and categories of IP)
- b. Systematically coordinate works regarding the acquisitions of Intellectual properties rights by monitoring and gaining feedback of the processes.
- c. Manage shortlisting processes of innovation, registration and management of polytechnic's intellectual properties data.
- d. Ensure that the registration of polytechnic's intellectual properties is executed according to the procedures outlined by 'Perbadanan Harta Intelek Malaysia' (MyIPO)
- e. Send scheduled reports of intellectual properties registration to PPIP every quarter of the year
- f. Identify and list intellectual properties aids/training needed by polytechnic (such as advice on selecting intellectual properties agents, workshop on the awareness/importance of intellectual properties, technical writing for intellectual properties acquisition and others)

3.3 Commercialisation Committee

The management of POLISAS commercialisation is handled separately and the committee needs to inform PPIP by sending scheduled reports of activities for each quarter of the year. The Head of RICU, POLISAS together with the Commercialisation Committee are obliged to:

- a. Ensure all commercialisation planning are carried out systematically
- b. Identify the types of aids/training needed by POLISAS in terms of such as consultation, documentation, pitching and other that can be provided by POLISAS entrepreneurship unit
- c. Work out consultation/training plans regarding commercialisation with POLISAS entrepreneurship unit
- d. Manage and run needed workshops/courses related to commercialisation

3.4 Research and Publication Committee

This committee focuses on the effort to increase staff's involvement in producing quality research papers, presentation of findings as well as publications of researches. The Head of RICU, POLISAS together with the Research and Publication Committee are obliged to:

- i. Coordinate researches and presentation of papers at POLISAS level
- ii. Manage and organize seminars and colloquiums for staff at national and international levels.
- iii. Encourage and monitor the presentations of research papers at polytechnic, zone, national and international levels
- iv. Coordinate needs for budgets and resources activities at POLISAS level
- v. Monitor KPI for POLISAS research papers
- vi. Assist in the process of publishing POLISAS staff's research papers

3.5 Grant Committee

This committee focuses in the management of grants which covers the dissemination of offers, application process and monitoring the use of the grants. The Head of RICU, POLISAS together with the Research and Publication Committee are obliged to:

- a. Inform the staff on the opening and closing dates of grants application. The related grants are:
 - i. Public-Private Research Network (PPRN) is a new initiative by the Ministry of Education (MOE) Malaysia together with Malaysian Technology Development Corporation (MTDC) that serves as a strategy to increase productivity and reinforce Malaysia's economic development through innovation and commercialisation. PPRN is a strategic cooperation model between higher institutions of learning, industry and government agencies to generate demands influenced by innovation programmes for productivity and innovation development
 - ii. Science Fund
 - iii. Pre-Commercialisation Fund
 - iv. TechnoFund/Inno Fund
 - v. Fundamental Research Grant Scheme (FRGS)
- b. Help POLISAS staff in the proper process of grant application by organizing seminars and related workshops.
- c. Help in monitoring all approved projects under research grant schemes. The researchers will be monitored in terms of:
 - i. Project performance
 - ii. Financial performance

3.5.1 The roles of the Head of Projects

Project leaders are responsible to”

- a. Prepare application
- b. Conduct the agreed and approved research
- c. Prepare and communicate financial report, project performance and final report as required and outlined in the guidelines
- d. Manage the research and the researchers

3.5.2 The roles of researchers

Researches are responsible to:

- a. Conduct the approved research
- b. Monitor the progress of the research in line with the provided guidelines

4.0 The Guidelines for Incentive Management

Any financial gain acquired from innovative products, innovative competition, commercialisation, innovation or intellectual properties exploitation should be equally shared between polytechnic and the innovators after all related expenditures have been deducted. POLISAS may distribute the net income based on the agreement signed between polytechnic, innovators and related parties (buyers/joint venture companies, license holder)

Example of profit sharing Model is shown in Table 1 below:

Table 1: Profit Sharing Model

No.	Total	Innovator	Polytechnic
1	First RM250,000.00	80%	20%
2	RM250,000.00 – RM 1,000,000.00	70%	30%
3	RM 1,000,000.00 – RM 2,000,000.00	60%	40%
4	RM 2,000,000.00 and above	50%	50%

In the condition where there are two or more innovators, the sharing of income to innovators has to follow the written agreement made between them. In the condition where there is no written agreement, each innovator has the right for equal net income between them. If there are changes in the number of innovators, new terms have to be discussed and agreed upon between the new and the former teams. These terms of agreement need to be documented. Table 2 below illustrates distribution in POLISAS based on values in Table 1 :

Table 2: POLISAS Incentive Distribution Guide

No.	Total	Innovator	Polytechnic
1	Commercialisation of Innovation product (>30K)	80%	20%
2	Innovation competition (>30K)	70%	30%

If the project does not involve polytechnic's budget, the total income will be 100% for the innovators or researchers. If the research or innovation product is sponsored by any agency, the distribution of grant or income will be distributed according to the agreement made between the researcher/innovator (representing polytechnic) and the agency involved.

4.1 Additional Incentives

To encourage staff and students participation in research and innovation, a number of incentives are provided. Some of which are:

- a) Payment of participation fees for potential innovation products and products that have high value for commercialisation.
- b) Outstanding Researcher Award
- c) Research and innovation is a criterion for DH career promotion
- d) Payment of staff lodging and travel expenses (depending on budget allocation)
- e) Payment of fees for research presentations (depending on budget allocation)

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