



**The National Real Estate Research Coordinator (NAPREC)**

**FUNDING FOR REAL ESTATE  
RESEARCH PROJECTS:  
A GUIDELINE FOR  
PROSPECTIVE APPLICANTS**

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## **ACKNOWLEDGEMENTS**

**T**he National Institute of Valuation (INSPEN) wishes to acknowledge the substantial help and cooperation of the Ministry of Science Technology and the Environment, in particular its research Unit, towards the production of this guideline.

INSPEN would also like to thank the Legal Division, Treasury of Ministry of Finance and the Economic Planning Unit of the Prime Minister's Department of their direction and invaluable assistance in making these guideline complete.

Finally, INSPEN wishes to express its gratitude to anyone who has been involved and have contributed to the publication of this guideline.

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## **FUNDING FOR REAL ESTATE RESEARCH PROJECTS: A GUIDELINE FOR PROSPECTIVE APPLICANTS**

### **1.0 THE REAL ESTATE RESEARCH FUND**

The Government has approved an application towards funding research in real estate since the 8<sup>th</sup>. Malaysia Plan. Prior to this, funds provided by other government agencies for research are more inclined towards scientific research. This new approved allocation would provide more opportunities for research in real estate to be undertaken. Institut Penilaian Negara (INSPEN), the training and research arm of the Valuation and Property Services department (JPPH), has been charged with the responsibility to manage and coordinate the disbursements of this fund, as part of its larger function of acting as the coordinator to real estate research programmes in the country. For identification purpose, the secretariat will be referred to as the National real Estate research Coordinator or NAPREC in this guideline.

This guideline aims to explain the requirements, conditions and processes required of prospective research workers seeking to apply for the real estate research fund.

The funding will focus on research and development (R&D) activities in areas of national importance in **real estate**. In disbursing the fund R&D projects, NAPREC will strive towards the attainment of the following goals:

- To promote research projects of high national priority in real estate;
- To promote research that addresses the needs of Malaysia real estate industry;
- To encourage joint efforts among real estate research institutions;
- To foster R&D links between the public and private sectors; and
- To enhance the nation's global competitiveness through internationalisation of real estate research.

Given that the scope on real researches is predominantly socio-economic, activities directed towards deeper insight and knowledge advancement are relevant even if the proposed research projects are not currently seen as commercially significant. Such activities contribute towards greater understanding of socio-economic phenomena and will ultimately contribute to informed decisions for improved management of the nation's resources.

### **2.0 CLASSIFICATION OF REAL ESTATE RESEARCH**

In classifying the types of research on real estate, the following have been adopted based on an adaptation of the definitions from the Frascati Manual, OECD:

**Basic (Fundamental) research.** This type of research involves theoretical work undertaken primarily to acquire new knowledge and to improve understanding of phenomena in real estate. It need not have any application or use in view. As an example, theoretical investigation of the factors determining regional variations in house prices in basic research.

**Applied research.** This type of research is original investigation, also to acquire new knowledge, but directed towards a specific practical aim or objective. In relation to real estate, four sub-categories are distinguishable:

- a. **Short term high impact research**  
This type of applied research addresses issues of immediate relevance in this real estate industry. A great deal of importance is placed on getting fast results that can contribute towards resolving contemporary problems. In most cases, project timeframe should not exceed one (1) year. As an example, the investigation into the effect of interest rate increase on housing demand for the purpose of macroeconomic monitoring is one such research.
- b. **Longer term research**  
This type of research investigates longer term trends and behavior related to real estate industry. Fast results are not critical, but the outcomes can represent real estate contributions towards improvement in the country's socio-economy. Policy research usually qualifies under this category. Project timeframe can extend up to three (3) years. As an example, the investigation into current low-cost housing practices for the purpose of informing policy decisions on housing distribution is this type of research.
- c. **Strategic research**  
Projects under this category are aimed at putting the nation's real estate industry on competitive terms in the context of globalization and liberalisation. Project timeframe can extend up to three (3) years. As an example, the cross-country comparative study of house price dynamics for the purpose of reaching conclusions on investment competitiveness of real estate in this country is strategic research.
- d. **Product/process development research**  
It is systematic work drawing on existing knowledge gained from research and practical experience that is directed to developing new products or devices, to installing new processes, systems and services, or to improving substantially those already produced and installed. As an example, project to develop new tools for performing valuation is product development research.

### 3.0 RESEARCH PRIORITY AREAS

Current priority areas are as follows:

- Housing Economics
- Real Estate Finance
- Real Estate Valuation
- Real Estate Planning And Development
- Real Estate Laws And Policies
- Real Estate Management Analysis
- Real Estate Investment
- Real Estate Economic
- Corporate Real Estate Management
- Property Management
- Real Estate Taxation
- Property Information System
- Education And Training In Real Estate
- Knowledge Advancement In Real Estate

Priority areas are subject to changes. Any changes will be announced in the INSPEN's website: <http://www.inspen.gov.my>. In terms of funding allocation, at least 50% of the total available fund will be channeled to researches in priority areas.

#### 4.0 TYPES OF FUNDING SCHEME

Funding will be made available under two schemes, namely grant and job commissioning.

##### 4.1 Grant

The fund is open to all public sector real estate research organisations and institutions of higher learning with **adequate research facilities and trained fulltime staff**. It also open to real estate related private sector organisations; in such a case, entitlement will be up to 70% of validated research costs.

Joint or collaborative research projects will also qualify. Funding entitlement will be asses on the individual merits of the case based on the nature of the organizations involved in the collaboration.

Appendix A provides a listing of organisations that have been pre-identified as having fulfilled the criteria of a real estate research organization. Other organizations may apply to be considered for inclusion in the list.

Students on postgraduate research programmes can also be considered for funding. They must submit through their academic institutions and be subject to the same screening process as in other cases. In addition, students must provide proper justifications as to financial needs.

##### 4.2 Job Commissioning

###### 4.2.1 Proposal by NAPREC

NAPREC may invite research organization to participate in job commissioning. Under this arrangement, NAPREC may employ an organisation to carry out real estate research on its behalf. In such a case, the entire proprietorship of the research and its products will belong to NAPREC.

###### 4.2.2 Proposal by others

NAPREC may also commission research jobs put forward by organisations on any related real estate issues that are of national interest.

#### 5.0 QUALIFYING FOR THE FUND

##### 5.1 Projects that qualify

Appendix B provides the type of real estate research projects that are eligible for the funding by subject area classification. Applicants may apply under any of the areas defined in the classification. However, applications on other real estate-related areas not already included in the classification will also be considered based on the merits of the case.

In line with the internationalization goal, projects undertaken in collaboration with related real estate research organization overseas will also qualify.

## 5.2 **Costs that qualify**

All items of cost will be considered on the merits of the individual cases. In general, the following items are included for the purposes of the funding:

- (a) Emoluments for contract personnel
- (b) Travel and transportation costs
- (c) Stationery items
- (d) Day living allowances
- (e) Rental of equipments
- (f) Postages and packagings

## 5.3 **Costs that do not qualify**

The funds do not cover the following:

- (a) Purchase of equipments or gadgets likely to end up as personal items unless recommended for approval by Panel of Expert;
- (b) Emoluments for fulltime staff; and
- (c) Cost of construction or purchase, or rental, of premises for research purposes.

## 6.0 **GENERAL GUIDELINE ON UTILISATION OF ALLOCATION**

The fund is to be utilised strictly on the project for which a particular allocation has been made, and not for other purposes. All procurements and expenditures arising from the allocation need prior clearances from the heads of the research institution and should be in line with existing Treasury procurement procedure and current accounting practice. Heads of research institution are responsible for the management and inventory of all procured research equipments in their respective institutions.

Specific issues in relation to spending the money are as follows:

### \* **Overseas travel**

Overseas travels (for visits, meetings, discussions, attendance at seminars, etc) will require justifications in the original research proposal. Each trip requires the approval from the institutional research Committee as endorsed by the NAPREC Steering Committee (see Appendix C for the set up). Air travel should use the service of MAS wherever possible, and on the shortest air route.

### \* **Sponsorship of research assistant to seminars/workshops**

Sponsorship of research assistants to seminars/workshops requires prior approval from institutional Research Committee and is limited to two (2) persons.

### \* **Cash advance**

The amount allowed on cash advance is only up to three (3) months the researcher's basic salary; the advance can only be utilized for the purpose as specified in the application and cannot be used to purchase assets.

### \* **Reimbursement of money spent**

The amount of reimbursement cannot exceed RM1,000.00 per claim. Money spent for the purpose of reimbursement is only limited to purchase of consumables and services and must be supported by receipts.

- \* **Rental of vehicles or transport carriers**  
Rental of vehicles for specific purpose related to research project should only be from registered car companies to ensure insurance coverage in case of accidents.
- \* **Research allocation**  
The approved grant amount represents the maximum a researcher can spend from the fund. Any excess cannot be utilized for other purposes and should be returned to NAPREC within 3 months of acceptance of the project or upon request by NAPREC. No cross-transfer of funds between projects is allowed. An institution is not allowed to take any percentages out of the total allocation awarded to research projects.

## 7.0 ACTIVITIES EXCLUDED FROM RESEARCH FUNDING

The following activities do not come within the definition of research and therefore do not qualify for the research funding:

Real estate information services. The specialized activities of collecting, coding, recording, classifying, disseminating, translating, analyzing, and evaluating data for the purpose of providing real estate information services are excluded except where conducted solely or primarily for the specific purpose of real estate research at hand;

- \* General purpose data collection undertaken generally to record real estate phenomena that are of general public interest or that only the government has the resources to record. However, data collection conducted solely or primarily as part of the research process is included. The same reasoning applies to the processing and interpretation of the data. When these are specially collected or processed for the purpose of real estate research, the cost should be attributed to research. Data collected for other or general purposes, which are already available from government sources as census and NAPIC property stock reports, should be excluded even if exploited for real estate research. Market surveys are also excluded.
- \* Feasibility studies. Investigation such as of proposed housing projects in order to provide additional information before deciding on its implementation is not included. However, studies on feasibility of research projects are part of research.

In all other cases, NAPREC will consider on a case basis based on its merit.

## 8.0 BIDDING FOR FUND

### 8.1 Eligibility

NAPREC funding is to an organization rather than to an individual; all applications therefore must have the full support of the organisations from which they originate. **Prior to their submission to NAPREC, all applications must have written approval and endorsement by the organizations concerned.**



## **8.2 Applications Forms**

Applications may submit applications using any of the four (4) applications forms below according to their needs.

### **8.2.1 Concept Proposal**

Applications may submit a concept proposal prior the submission of the full research proposal under 8.2.2. This concept paper should be submitted through applicant's organization. It allows the applicant to provide an outline of his project and should be adequate to justify the need for the research. This will enable NAPREC to determine whether the proposal can be considered for funding. If so, NAPREC will issue an approval in principle to the applicant, who can then use this as leverage with his organization in order to submit the full formal application to NAPREC. (Appendix D1)

### **8.2.2 Full Application (Appendix D2)**

This is a full proposal form which requires applicants to furnish details of its research complete with budget computations, key-milestone achievements etc.

### **8.2.3 Small Grant (Appendix D3)**

This is an application for grants not exceeding RM50,000.00 and for a research project not exceeding a duration of 12 months.

To qualify for NAPREC Small Grant, the project must have NAPREC as its major sponsor.

In Cases where NAPREC fund is needed to top up other funds, decision will be made on a case-by-case basis.

### **8.2.4 Research Needs Proposal**

Organisations who would like to suggest any specific related issues that they would like NAPREC to look into, may fill up this form and submit to NAPREC. NAPREC will evaluate the suggestion and will take the necessary action to commission a study where feasible. (Appendix D4)

## **9.0 THE EVALUATION PROCESS**

The flowchart for the approval process is as in Appendix C.

The evaluation process is two-tier process, which involves both the requesting organization and NAPREC. At the first tier, applications are processed at the level of the individual research organization. At the second tier is the processing at NAPREC.

### **9.1 Technical evaluation at organization level**

The organization must appoint its own research committee to evaluate applications. Each organization is required to screen and evaluate all projects proposed by their researchers before submitting them to the NAPREC Secretariat. The organisation's research committee must ensure that the application is complete, the objectives of the project address national priority areas in real estate research, the project leader and research team are

technically competent and available to conduct the project, the cost and duration estimates are fair, and that the infrastructure is adequate to undertake the proposed projects.

The organisation's research committee must also ensure that a project leader's involvement in research project has not exceeded a total of 4 months per annum at the time of putting in the application.

#### **9.2 Evaluation by NAPREC**

Once an application has been evaluated, the organization must submit to NAPREC a copy of the recommended proposal.

NAPREC shall verify the proposal by the organisation. A Panel of Expert shall evaluate the recommended proposal and financial proposal and reports on the evaluation. The NAPREC Steering Committee shall consider the proposal.

#### **9.3 Expert screening**

The Panel of Expert will conduct technical evaluation of the proposal taking into consideration the following:

- Scope and activities of the proposed research project
- Research objectives
- Research methodology
- Project duration
- Project leader and
- Budget requirement

In the course of screening the proposal, the Panel may call the project leader for clarification of details.

#### **9.4 Submission deadline**

An organization may submit endorsed application to NAPREC at any time during the year. NAPREC will verify and evaluate all projects. Decisions will be made at the Steering Committee meeting held not less than twice a year. Fund disbursements will be made according to the key milestones achieved.

Submission of application should be forwarded to:

**Secretariat  
The National Real Estate Research Coordinator (NAPREC)  
National Institute of Valuation (INSPEN)  
Persiaran INSPEN  
43000 Kajang  
Selangor DARUL EHSAN**

#### **10.0 ANNOUNCEMENT OF DECISIONS**

Applicants will be informed of the funding decisions through their Research Management Centres or equivalent.

#### **11.0 MEMORANDUM OF AGREEMENT**

A memorandum of agreement will be signed between NAPREC and the chief executive officer of organization for projects that have been approved.

## **12.0 BUDGET CEILING FOR ORGANISATION**

Budget ceiling will be determined on the of the individual project and is subject to the fund remaining available for the particular year.

## **13.0 IMPLEMENTATION AND MONITORING OF PROJECTS**

### **13.1 Project implementation**

All projects funded by this grant must be undertaken in accordance with the projects approach and within the budget as outlined in the approved proposal.

### **13.2 Project monitoring**

Significant emphasis will be placed on monitoring the results of projects. Such monitoring will include an evaluation of projects outputs, organizational outcomes and sectoral/national impacts of projects. As such, project leaders are required to submit to the NAPREC Secretariat through the head of organization, the following reports for each project:

- A summary of monthly Financial Report for all approved projects, by the 5<sup>th</sup> of the following month and also the Quarterly Financial Report (format as in Appendix E);
- A Milestone Achievement Report every time a planned milestone date is reached, or at least twice a year, on 30 June and 31 December (format as in Appendix F);
- An End of Project report within three (3) months of project completion (format as in Appendix G);
- A Benefits Report no later than eighteen (18) months after projects completion (only for projects identified by NAPREC) (format as in Appendix H); and
- NAPREC will make visits of the organizations involved to monitor the progress on projects.

### **13.3 Summary of the financial report**

The coordinator for each research organization is required to submit the quarterly financial report of each approved project.

### **13.4 Project failure**

Should the project to comply with the terms of the memorandum of agreement, NAPREC reserves the right to terminate the contract. Upon the termination of this contract, NAPREC is entitled to recover from the organization any portion of the disbursed fund it deems appropriate.

## **14.0 PRESENTATION, PUBLICATIONS AND INTELLECTUAL PROPERTY RIGHTS**

### **14.1 Presentations**

The Project Leader or members of the research team shall present their research findings (preliminary or final) at any organized seminar, conference or symposiums by JPPH before presenting it at any platforms.

### **14.2 Publications**

Researches are encouraged to publish the results of their projects in local and overseas journals and publications. Researchers must, however, obtain approval from the head of their organization for these publications, to ensure that the national interests are not compromised. Researchers should indicate, in all publications, the sources of funding for the project and acknowledge the contribution of the various public entities to the project.

### **14.3 Intellectual Property Rights**

Where appropriate, organizations are encouraged to apply for patent registration, locally and overseas of the results of projects which have potential for commercialization. In addition, organisations are encouraged to be active in commercialising the results of such projects. Royalties and any other form of fees received by the organization resulting from technology or any other form commercialization, shall belong to the organisation. However, NAPREC reserves the rights to access the research and publish it in the way Secretariat deems fit. For this, NAPREC would not be required to pay any special honorarium other than the incentive (s) INSPEN ordinarily provides.

The guidelines for intellectual property rights are as in the "Pekeliling Perkhidmatan Bil. 5 Tahun 1999".

# **APPENDIX A**

**A LISTING OF PRE-IDENTIFIED  
PROPERTY RESEARCH ORGANISATIONS IN MALAYSIA**

**PUBLIC SECTOR AGENCIES**

1. Institut Penilaian Negara (INSPEN)
2. Pusat Maklumat Harta Tanah Negara (NAPIC)
3. Universiti Malaya
4. Universiti Teknologi Malaysia
5. Universiti Teknologi MARA
6. Universiti Sains Malaysia
7. Universiti Islam Antarabangsa
8. Universiti Putra Malaysia
9. Universiti Utara Malaysia
10. Universiti Industri Malaysia
11. Institut Latihan Tanah dan Pemetaan Negara (INSTUN)
12. Universiti Kebangsaan Malaysia
13. Universiti Tun Hussein Onn Malaysia (UTHM)

**PRIVATE SECTOR AGENCIES**

1. Kolej TAR
2. Kolej L & G Twintech
3. Sunway College
4. Kolej IKRAM
5. Universiti Tenaga Nasional (UNITEN)

# **APPENDIX B**

## AREAS IN PROPERTY RESEARCH

- **Real Estate Management and Services**
  - Real Estate Marketing
  - Real Estate Business Development
  - Facilities Management
  - Real Estate Investment
  - IT in Real Estate
  
- **Real Estate Industry Studies**
  - Performance Measurement
  - Real Estate Economics
  - Real Estate Index
  - Real Estate Forecasting Techniques
  
- **Real Estate Development and Finance**
  - Land Use Study
  - Property Management
  - Property Taxation
  - Real Estate Development
  - Real Estate Finance
  - Building Technology
  - Construction Economics
  
- **Real Estate Laws and Policies**
  - Real Estate Policies
  - Real estate Laws
  - Planning Laws
  - Acquisition and Compensation
  
- **Real Estate Valuation**
  - Valuation Methods and Approaches
  - Statutory Valuations
  - Plant and Machinery Valuations

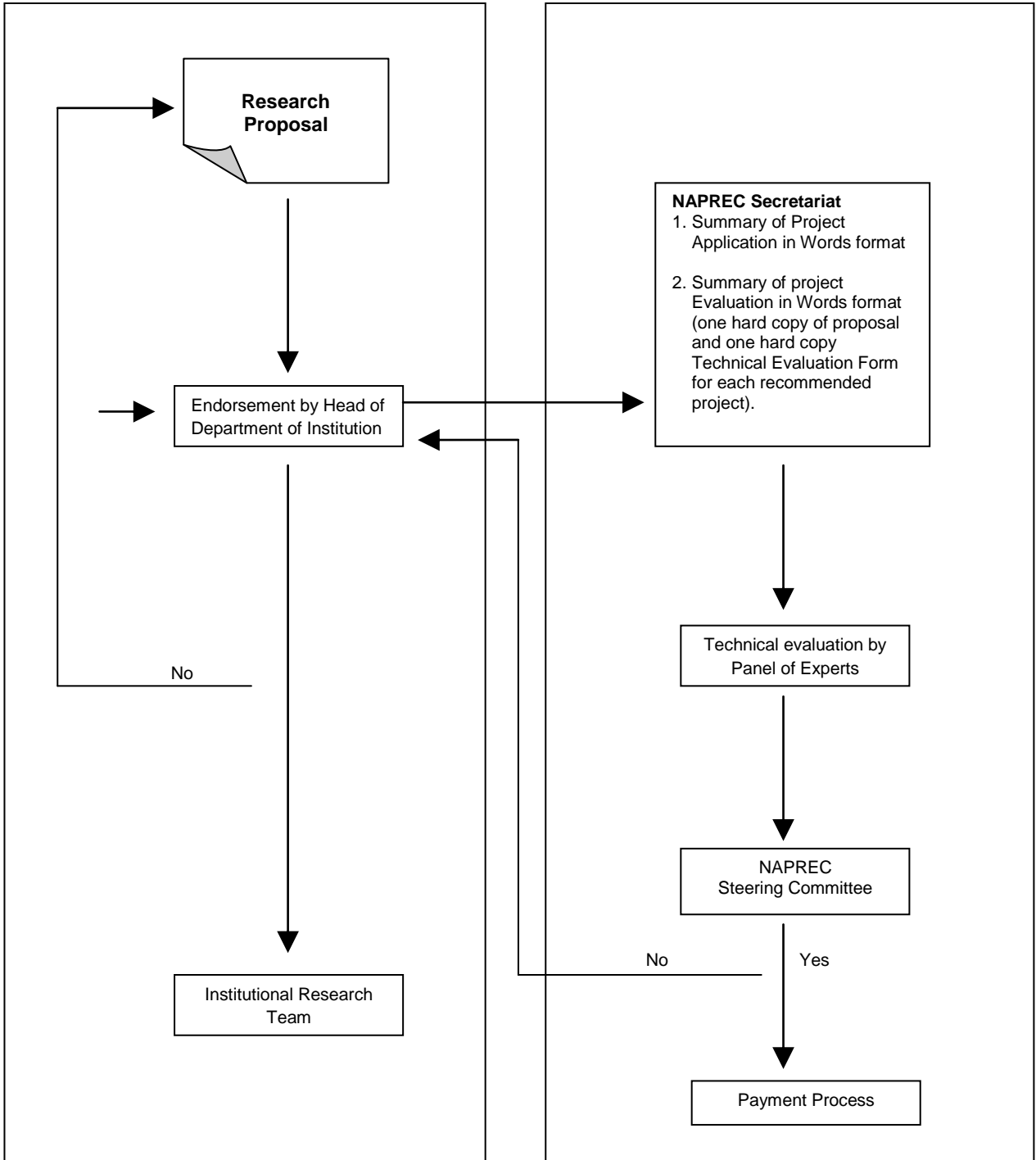


# **APPENDIX C**

# PROCESS FLOW FOR PROPERTY RESERCH FUNDING APPROVAL

## INSTITUTION LEVEL

## INSPEN LEVEL



# **APPENDIX D**

**NAPREC RESEARCH FUND  
FORMAT FOR CONCEPT PAPER**

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Note to applicant

Use this format if you wish to prepare a concept paper for the purpose of an initial submission for research funding. This concept paper is for you to quickly provide outline of your project proposal for NAPREC to access; it will enable NAPREC to decide whether or not to give your project an outline approval. Getting such approval will mean that, based on the initial evaluation, your proposal is deemed researchable and in line with NAPREC's interest and that NAPREC is waiting you to submit your formal application.

- A. RESERCH THEME:**
- B. FIELD OF RESERCH** (Refer to Appendix B of NAPREC Guideline):
- C. RESEARCH CATEGORY** (Refer to para 2 NAPREC Guideline):
- D. DETAILS OF THE PROJECT LEADER AND ORGANISATION**  
(Attach curriculum vitae or resume if you wish)
- Name (as in NRIC) :**
- E-mail address :**
- Contact nos: (a) Office: (b) Mobile:**
- (c) Fax:**
- Organisation's name :**
- E. ABOUT THE RESERCH PROPOSAL** (Attach a separate sheet if necessary. Your points may contain, but are not necessarily limited to the following):
- Problem statement/Research questions:**
- Research objectives:**
- Research scope:**
- Research methodology:**
- Related past research projects:**
- Benefits of the research:**
- Expected project timeframe:**
- Estimated total project cost and amount required from NAPREC:**
- Research team members:**
- F. Approving Officer** (of the organization in which the Project is based)
- Name:**
- Designation:**
- Date:**
- Signature:**

# **APPENDIX D2**

## **GRANT FOR PROPERTY RESEARCH: APPLICATION GUIDELINES AND FORMS**

### **A. APPLYING FOR GRANT**

This is a full form which requires applicant to fill-up in details its research proposal. There is no limit to the amount of grant asked.

The standard application form is available from the NAPREC Secretariat or it can be downloaded from INSPEN's website. Applicants should either obtain this form from the Secretariat or use a reproduced copy of the standard format. Submission must be made in one (1) hard copy and one (1) soft copy (email/diskette).

### **B. INFORMATION REQUIRED**

All applications for the research grant be submitted using the standard application form. A separate form is necessary for each project.

### **C. SUBMISSION PROCEDURE**

One copy of the application form is to be mailed to:

**Secretariat  
The National Real Estate Research Coordinator (NAPREC)  
National Institute of Valuation (INSPEN)  
Persiaran INSPEN  
43000 Kajang  
SELANGOR DARUL EHSAN**

Note: For any part of the proposal, please append extra sheets where necessary. You may, alternatively adjust the space allocation accordingly if using a soft copy version.

**I. PROJECT IDENTIFICATION**

<p><b>A. Project Title:</b></p>
<p><b>B. Project leader</b> (Please indicate the name as in NRIC of the project leader)</p> <p><b>Name:</b></p> <p><b>NRIC:</b></p> <p><b>B1. Programme Head</b></p> <p><b>Name :</b></p> <p><b>NRIC :</b></p>
<p><b>C. Organisation</b> (Please indicate the name, address, telephone and fax of the organisation in which the project leader is based)</p>
<p><b>D. Key words</b> (Please provide a maximum of 5 key to described the research to be undertaken. The key words will be incorporated in a database on Malaysian real estate research)</p>

## II. OBJECTIVES OF THE PROJECT

**A. Problem statements/research questions** (Please explain the specific background or problems that have led to the necessity for this research. Also formulate the research questions).

**B. Specific objectives(s) of the project** (Please described the measurable general and specific objectives of the protect and define the expected results. Use results-oriented wording with verbs such as “to define ...”, “to determine ...”, “to identify ...”)

**C. Scope of research** (Please define the scope to be covered by this research)

**D. Research background of the project** (Please indicate if the project is new, modified or extended. Give a summary of your literature review to indicate the originally of the proposed research, and described related research to assist in assessing the research rationale and the potential for success).

- Project status (please indicate)  New  Modification to Previous project  Extension of existing project
- Literature review summary
- Related research



**E. Category of research** (Please indicate the category of research refer to the definition of terms in the Guidelines)

- 1. Fundamental research (fundamental research)
- 2. Applied (short term high-impact) research
- 3. Applied (longer term) research
- 4. Applied (strategic) research
- 5. Applied (product/process development) research

**F. Field of research** (Please identify area in real within which your proposed project falls. For definition, please refer to the Guideline)

### III. BENEFITS OF THE PROJECT

**A. Direct customers/beneficiaries of the project** (Please identify clearly the potential customers/beneficiaries of the research results and provide details their relevance, eg, size, economic contribution, etc)

**B. Outputs expected from the project** (Please give further details)

**C. Technology transfer/diffusion approach** (For technology development, please describe how the outputs of the project will be transferred to the direct beneficiaries/customers. Please also state if these project outputs are sustainable, ie, if they can be utilized without further external assistance)

**D. Organisational outcomes expected** (Please give further details)

**E. Sectoral/national impacts expected** (Please give further details)

#### IV. PROJECT STRUCTURE

**A. Research organisations involved in the project** (Please identify all research organizations collaborating in the project, and describe their role/contribution to the project)

**B. Industry linkages** (Please identify any industry or end-user group involved in the project, and describe its role/contribution to the project)

**C. Project Team**

Name <sup>1</sup>	Organisation	Man-month <sup>2</sup> on project
<p><b>Project Leader</b> (Please provide name)</p>		
<p><b>Researchers</b> Please provide names or numbers of researchers)</p>		
<p><b>Support Staff</b> (Please indicate how many)</p>		
<p><b>Contract Staff</b> (Please indicate how many)</p>		
<b>Total</b>		

**IV. PROJECT STRUCTURE**

**A. Research methodology** (Please described the research methodology to be followed. Identify specialized equipment, facilities and infrastructure which are required for the project and indicate which are new)

**B. Project activities** (Please list and describe the main project activities, including those associated with the transfer of the research results to customers/beneficiaries. The timing and duration of research activities are to be shown in the Gantt Chart)

**C. Key milestones** (Please list and described the principal milestones of the project. The timing of milestones is to be shown in the Gantt chart on Form VI. A key milestone is reached when a significant phase in the project is concluded, e.g. completion of test, review, commissioning of equipment, etc)

**D. Risks of the project** (Please described the factors that may cause delays in, or prevent implementation of the project as proposed above; estimate the degree of risk)

Factors:

	Low	Medium	High
• Technical risk:	<input type="text"/>	<input type="text"/>	<input type="text"/>
• Timing risk:	<input type="text"/>	<input type="text"/>	<input type="text"/>
• Budget risk:	<input type="text"/>	<input type="text"/>	<input type="text"/>

**E. Duration** (State the planned starting date of the project and the elapsed time, in months, to complete this project; technology transfer activities should be excluded from elapsed time)

- Starting date
- Duration/elapsed time

**VI. PROJECT SCHEDULE**

Project Activities	201_	S1		
		S2		
		S3		
		S4		
	201_	D		
		O		
S				
N				
Technology Transfer Activities	201_	J		
		F		
		M		
		A		
	M			
	A			
J				
201_	J			
	F			
	M			
A				
M				
J				
201_	D			
	O			
	S			
N				
201_	J			
	F			
	M			
A				
M				
J				

**VII. PROJECT COSTS**

**A. Staff costs** (Please include the yearly costs of the project. For Computation, use the Staff Cost Estimation Form in Appendix D.

Staff Category	Year 1 (.....)	Year 2 (.....)	Year 3 (.....)	Year 4 (.....)	Year 5 (.....)	Total
• Salaried personnel						
• Temporary and contract personnel (J400)						
Sub-total costs						

**B. Direct project expenses** (Please include the yearly direct expenses of the project. For computation, use the Direct Expenses Estimation Form in Appendix E. Numbers in parentheses refer to expense codes)

Expenses Category	Year 1 (.....)	Year 2 (.....)	Year 3 (.....)	Year 4 (.....)	Year 5 (.....)	Total
• Travel and transportation (J500)						
• Rentals (J600)						
• Research materials and supplies (J700)						
• Minor modification and repairs (J800)						
• Special services (J900)						
• Special equipment and accessories (J1000)						
Sub-total direct expenses						

**C. Total costs** (Please add the sub-totals of A and B)

	Year 1 (.....)	Year 2 (.....)	Year 3 (.....)	Year 4 (.....)	Year 5 (.....)	Total



**VIII. PROJECT FUNDING**

**A. Staff SOURCES** (Please indicate funding sources for the project; see list of funding sources in the guidelines)

Funding Sources	RM	% Total Funding
NAPREC Grant		
Internal Funds		
Other Sources (please specify)		
<b>Total 100%</b>		

**B. Disbursement schedule for NAPREC funds, by participating research organisation** (Please indicate how NAPREC funding for the project will be allocated)

Organisation	Year 1 (.....)	Year 2 (.....)	Year 3 (.....)	Year 4 (.....)	Year 5 (.....)	Total
<b>Total NAPREC Grant</b>						

**IX. CONTRACTUAL MATTERS**

**A. Contractual obligation under this project** (Please indicate any contractual obligations with third parties that will be entered for this project)

**B. Ownership of intellectual property rights** (Please indicate the organisation(s) that will own the intellectual property rights that may arise from this project)

**C. Approving Officer** (of the organization in which the project Leader is based)

Name : .....

Designation : .....

Date : .....

Signature : .....

**X. DECLARATION BY PROJECT LEADER**

I hereby declare that:

- A.** This proposal has never been accepted by any other research grant provider, for the purpose of funding
  
- B.** I am involved in not more than 2 project at nay one time of research per year throughout the project term.
  
- C\*.** The contents of this proposal are consistent with the concept paper I have submit ted earlier.
  
- D.** I agree to submit these materials, data, etc. when directed by the Secretariat at a quarterly basis.

Name : .....

Designation : .....

Date : .....

Signature : .....

\* Delete if not relevant

## APPENDIX A – CURRICULUM VITAE

Please follow the following format when submitting the curriculum vitae of key research personnel

### A. Personal Data

1. Name :
2. IC No :
3. Date and Place of Birth :
4. Sex :
5. Nationality :
6. Name of Current Employer :
7. Address :

8. Telephone No
9. Fax No :
10. Title of Position Held :
11. Signature of Researcher :
12. Date :

### B. Telephone No

#### 1. Academic Qualification

- Degree :
- Field :
- Year :
- Name and Place of Institution :  
(Repeat as necessary)

**2. Other Professional Courses Completed**

Field :  
Year :

(Repeat as necessary)

**3. Other Professional Courses Completed**

**1. Number of Years of Experience :  
in the Field Related to the  
Proposed Project**

**2. Fields of Specialisation :**

**3. Major Research Programmes/  
Projects Completed :**

Title

From

To

Position held

Major output  
(Repeat as necessary)

**C. RESEARCH ACHIEVEMENTS**

**1. Honour and Awards :**

**2. Major Publications :**

**3. Number of Patents :**

**4. Major Commercial :  
Achievements**

**APPENDIX B – SUMMARY OF RELEVANT PAST RESEARCH PROJECT**

<p><b>A. Project title</b></p>
<p><b>B. Relevance to proposed project</b></p>
<p><b>C. Organisation (s) that were involved in the project</b> (please indicate the organisation that led the project)</p>
<p><b>D. Names of senior staff</b></p> <p>a. Programme Head :</p> <p>b. Project Leader :</p> <p>c. Key Researchers :</p>
<p><b>E. Description of the project</b> (please indicate project customers/beneficiaries, research approach adopted and outputs)</p>

## APPENDIX C – STAFF COST ESTIMATION WORKSHEET

Role of Project	Total	Project Leader	Researchers	Support Staff	Contract Staff
Daily Rates (RM)					
<b>Research Activities</b>	<b>Man-Days<sup>1</sup></b>				
Total Year 1 (201_) Man -days		(11100)	(11100)	(11100)	(J400)
Total Year 1 (201_) Cost (RM) <sup>2</sup>					
Total Year 2 (201_) Man- days		(11100)	(11100)	(11100)	(J400)
Total Year 2 (201_) Cost (RM) <sup>2</sup>					
Total Year 3 (201_) Man -days		(11100)	(11100)	(11100)	(J400)
Total Year 3 (201_) Cost (RM) <sup>2</sup>					
Total Year 4 (201_) Man -days		(11100)	(11100)	(11100)	(J400)
Total Year 4 (201_) Cost (RM) <sup>2</sup>					
Total Year 5 (201_) Man- days		(11100)	(11100)	(11100)	(J400)
Total Year 5 (201_) Cost (RM) <sup>2</sup>					
Total Project Man-days		(11100)	(11100)	(11100)	(J400)
Total Project Staff Cost (RM)					
Total Project Man-days					
Total Project Staff cost (RM)		(11100)	(11100)	(11100)	(J400)
Total Man-Months <sup>3</sup>					

### Notes:

1. For each research activity, estimate the man-days required by each staff category.
2. Compute the staff cost for each year by multiplying the total man-day by the daily rate of the corresponding staff category for daily rate computation, refer to the guidelines.
3. Compute the total man-moths required for the project by diving the total project man-days by 24 Numbers in parentheses are expense codes as shown in Form VII.



**APPENDIX D – DIRECT EXPENSES ESTIMATION WORKSHEET**

Expense Categories and Items	Year 1 (....)	Year 2 (....)	Year 3 (....)	Year 4 (....)	Year 5 (....)
Travel and Transportation (J 500)					
Rentals (J 600)					
Research materials and supplies ( J 700)					
Minor modification and repairs (J 800)					
Special services (J 900)					
Special equipment and accessories (J1000)					
<b>Total direct expenses</b>					

- If major equipment, please provide description on page 2 of this appendix. Number in parentheses are expense codes as shown in Form VII

**Special Equipment and Accessories** (Please describe and provide justification for major purchases)

1. Description
2. Justification
3. Estimated Cost

**Special Equipment and Accessories** (Please describe and provide justification for major purchases)

1. Description
2. Justification
3. Estimated Cost

**Special Equipment and Accessories** (Please describe and provide justification for major purchase)

1. Description
2. Justification
3. Estimated Cost

## **APPENDIX D3**

**NATIONAL INSTITUTE OF VALUATION (INSPEN)  
MINISTRY OF FINANCE MALAYSIA**

**APPLICATION FORM FOR NAPREC SMALL GRANT**

Note to the applicant

You use this format to apply under the NAPIC Small Grant scheme, which will be applicable if your research project is for a term not exceeding 12 months and your asking amount is RM 50,000.00 or less

**PART A: PROJECT IDENTIFICATION**

<p><b>1.0 Project Title</b></p> <p><b>Field of Research</b> (Refer to Appendix B of NAPREC Guideline):</p> <p><b>Research Category</b> ( Refer to para 2 of NAPREC Guideline) :</p>
<p><b>2.0 Details of the Project leader</b></p> <p>Name (as in NRIC) :</p> <p>NRIC No. :</p> <p>Name of organization :</p> <p>Position in the organization :</p> <p>E-mail address :</p> <p>Contact nos: (a) Office : (b) Mobile :</p> <p>(c) Fax :</p>
<p><b>3.0 Details of the Organisation</b> (Please indicate the address, telephone and fax nos, of the Organisation the project leader belongs to)</p>
<p><b>4.0 Planned Project Duration</b></p>
<p><b>5.0 Amount of Funding required from NAPREC</b></p>

**PART B: RESEARCH PROPOSAL** ( Use a separate sheet if necessary)

**1.0 Problem Statements / Research Questions**

**2.0 Research Objectives** ( Please describe the measurable general and specific of the project and define the expected results. Use results-oriented wording with verbs such as “ to define...” “to determine...”, to identify...”)

**3.0 Research Methodology** ( Please describe the research methodology to be followed)

**4.0 Project Status** (Please tick)  New  
 Modification to  
 Extension of existing project

**5.0 Related past research projects:**

**6.0 Benefits of the research** (Please identify clearly the potential benefits and outputs expected from the project)

**7.0 Key Milestones** (Please list and describe the principle activities and milestones of the project with a Gant Chart)

**8.0 Project Total Costs** ( Please attach a separate sheet if necessary)

<b>Staff Category</b>	<b>Amount (RM)</b>
Salaried personnel	
Temporary and contract personnel	
<b>Direct project expenses</b>	
Travel and Transportation	
Rental	
Research material and supplies	
Minor modification and repairs	
Special services	
Special equipment and accessories	

<b>Funding Sources</b>	<b>RM</b>	<b>% of Total Funding</b>
NAPREC Grant		
Internal Funds		
Other Sources (please specify)		
<b>Total</b>		

**PART C : PROJECT MEMBERS**

<b>Nos</b>	<b>Name</b>	<b>Organisation</b>	<b>Man-month</b>

**PART D: CONTRACTUAL MATTERS**

- a. **Contractual obligations under this project** (please indicate any contractual obligations with third parties that will be entered for this project)
  
- b. **Ownership of intellectual property rights** (please indicate the organisations (s) that will own the intellectual property rights that may arise from this project)
  
- c. **Approving officer** (of the organization in which the Project Leader is based)

Name :  
 Designation :  
 Date :  
 Signature :

**DECLARATION BY PROJECT LEADER**

I hereby declare that:

- A. This proposal has never been accepted by any other research grant provider, for the purpose of funding.
- B. I am not involved in more than four (4) man months of research per annum at the time of making this declaration.
- C. The contents of this proposal are consistent with the concept paper (if I have submitted one earlier)
- D. I agree to submit all data and materials related to the research on quarterly basis when directed by the Secretariat

Name : .....

Designation : .....

Date : .....

Signature : .....

## **APPENDIX D4**



## RESEARCH SUGGESTION TO NAPREC

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### Note applicant

Use this format to suggest specific property related issues that you would like NAPREC to look into, NAPREC will evaluate your suggestion and will take the necessary action to commission a study, if finding it feasible to do so.

If you have any problem with filling this form, please do not hesitate to get in touch with the NAPREC Secretariat.

---

### A. ABOUT YOUR SUGGESTION

**What are your issues / problems** :

**What will be the outputs you expected** :

**Specify the scope of study expected** :

### B. DETAILS OF YOUR ORGANISATION

**Name of Organisation** :

**Address** :

**E-mail address** :

**Contact nos :** (a) Office : (b) Mobile :

(c) Fax :

### C. PERSON TO CONTACT

**Name (as in NRIC)** :

**Position in the organisation** :

**E-mail address** :

**Contact nos :** (a) Office : (b) Mobile :

(c) Fax :

# **APPENDIX E**

## **QUARTERLY FINANCIAL REPORT : GUIDELINES AND FORM**

### **A. PURPOSE**

The purpose of the Monthly and Quarterly Financial Report is to allow the NAPREC Secretariat to monitor the actual expenditures incurred by each NAPREC- funded project.

### **B. INFORMATION REQUIRED**

The Project Leader is required to indicate the actual expenditure incurred during the quarter

and provide justification and planned corrective actions for any variation of expenditure from budget.

### **C. RESPONSIBILITY**

The Project Leader of the NAPREC – funded project should complete the Quarterly Financial Report.

### **D. FREQUENCY**

The Quarterly Financial Report is to be submitted within one month of the end of each quarter.

### **E. SUBMISSION PROCEDURE**

One copy of the Quarterly Financial Report is to be mailed to:

**Secretariat  
The National Real Estate Research Coordinator (NAPREC)  
National Institute of Valuation (INSPEN)  
Persiaran INSPEN  
43000 Kajang  
Selangor DARUL EHSAN**

## QUARTERLY FINANCIAL REPORT

A. Project title :

Project leader :

Tel :

Fax :

### B. Actual Project Expenditure (Please report the expenditure for the past quarter)

Year :

Quarter :

Project Cost Components	Actual Expenditure RM
• Salaried personnel	
• Temporary and contract personnel	
• Sub-total staff costs	
• Travel and transportation	
• Rentals	
• Research materials and supplies	
• Minor modifications and repairs	
• Special services	
• Special equipment and accessories	
• Sub-total direct expenses	
• Total	

Is this performance in line with plan?  Yes  No (Please complete Sections C and D)

### C. Reason for variations from budget (Please provide the reasons)

### D. Propose corrective action ( Please give details of the proposed action)

Date :

Signature :

## **APPENDIX F**

## **MILESTONE ACHIEVEMENT REPORT: GUIDELINES AND FORM**

### **A. PURPOSE**

The purpose of the Milestone Achievement Reports is to allow the NAPREC Secretariat to monitor the progress of NAPREC – funded projects, particularly in looking at project attainment against the planned original project milestones.

### **B. INFORMATION REQUIRED**

The Project Leader is required to indicate whether the milestones proposed in the original project plan are achieved. In the event that the milestones are not achieved by the proposed deadline, the Project Leader is required to:

- \* justify the non-attainment
- \* propose modifications to the project approach; and
- \* revise the project schedule and budget.

### **C. RESPONSIBILITY**

The Project Leader of the NAPREC-funded project should complete the Milestones Achievement Report, Institution Research Coordinator is responsible to collect milestone achievement report of all projects and submit to NAPREC Secretariat.

### **D. FREQUENCY**

The Milestone Achievement Report is to be submitted within one month of the proposed milestone deadline, as outlined in the original project plan. There should be at least one milestone for each semester (half-year).

### **E. SUBMISSION PROCEDURE**

One copy of the Milestone Achievement Report is to be mailed to :

**Secretariat  
The National Real Estate Research Coordinator (NAPREC)  
National Institute of Valuation (INSPEN)  
Persiaran INSPEN  
43000 Kajang  
SELANGOR DARUL EHSAN**

## MILESTONE ACHIEVEMENT REPORT

<p><b>A. Project title</b> : Project leader : Tel : Fax :</p>
<p><b>B. Milestone achievement</b> ( Please attach the original project schedule from Section VI of the Application Form)</p> <p>Milestone name :</p> <p>Planned milestone date :</p> <p>Achievement : <input type="checkbox"/> Yes <input type="checkbox"/> No ( If No, please complete Sections C, D, E and F )</p> <p><b>Milestone description</b> (Please enclose report of achievement and supporting document)</p>
<p><b>C. Reason for non-achievement</b> (Please give the reasons for non-achievement of the milestone)</p>
<p><b>D. Suggested adjustments to the project approach</b> (Please state the changes you propose)</p>
<p><b>E. Impact on project schedule</b> (please attach revised project schedule, if applicable)</p> <p>Revised date for this milestone : New date of project completion : Original date :</p>
<p><b>F. Impact on project budget</b> (Please attach revised project budget, if applicable)</p> <p>Original approved budget : RM .....</p> <p>Revised project budget : RM .....</p>
<p>Date: Signature :</p>