GUIDELINES ON PROJECT GRANT

MALAYSIAN TECHNICAL STANDARDS FORUM BHD (MTSFB)
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1.0 INTRODUCTION OF GUIDELINE

This document is the guidelines for Malaysian Technical Standards Forum Bhd (MTSFB) members to apply for project grant that is provided by MTSFB. This document covers the following general topics:

a) criteria of grant
b) eligibility of grant candidate
c) process of grant approval
d) assessment and scoring

Project may be interpreted in the context of this guidelines to mean as studies, pilot or proof of concept.

1.1 Objective of Grant

There are 6 main objectives of the grant that is provided to MTSFB as indicated below:

a) To spur the technology, standardizations development and adoption of Information and Communication Technology (ICT) within the field of communication network, infrastructure and applications.
b) To encourage members of MTSFB / industry to develop any innovation project that can provide benefits to the communication and multimedia industry.
c) To provide solution to common problem confronted by the industry that will enhance the service offered to the consumers.
d) To discover new strategic mechanism that will reduce cost, increase in value, and contribute to better, healthier and conducive user experience.
e) To contribute to the development of new standard as use cases in developing recommendations to the regional as well as international platform to be equipotential with developed countries.
f) To contribute to exercising the national policy objectives and the achievement and transformation of V2020.

1.2 Key Focus Areas

The project grant offered through MTSFB are currently focused on the following key areas:

a) Internet of Things (IoT) including Smart Cities and Communities; and
b) Green ICT

The focus areas may be extended to other new standard developments as and when it is necessary.
2.0 CRITERIA OF GRANT

1. Application of the grant is only valid to the registered members of MTSFB.
2. All applicants must submit the duly completed application form with the corresponding project proposal. All documents must reach MTSFB Office on or before the specified closing date.
3. All short-listed applications are required to present the project proposal to the committees.
4. The project must be relevant to the grant objectives and must include the elements of technical standards development as well as in tandem with the Communications and Multimedia Action Plan.
5. MTSFB reserves the right to modify or reject the grant application if any terms and conditions are not complied.
6. There are 2 categories of project grant that offered by MTSFB as below:

   a) Category 1
      a) The quantum of funding: **RM50,000 > RM100,000**
      b) The project duration is from **3 to 9 months**.
      c) The project **requires** collaboration with Industry.

   b) Category 2
      a) The quantum of funding: **RM100,000 > RM200,000**
      b) The project duration is from **6 to 15 months**.
      c) The project **requires** collaboration with Industry.
3.0 TERMS AND CONDITIONS OF GRANT

If you accept a grant from MTSFB it will be construed that you have irrevocably agreed to the following general terms and conditions as set out below:

1. The grant will be utilized for the purposes approved by the MTSFB.
2. All grant funds provided to MTSFB must be used solely for the purposes of the relevant working group project.
3. There will be no changes or modification made to the project/proposal without the agreement of MTSFB after the 1st disbursement has been made. The applicant shall notify MTSFB of any amendments on the approved project even if the funding scheduled is not disbursed.
4. The applicant must submit a return progress report and Evidence of Compliance (EC) for each project milestones archived.
5. MTSFB reserves the right to visit the project site.
6. MTSFB reserves the right to withhold a grant or request re-payment if any false information is supplied to the project deliberately and/or the work undertaken is not for the funding approved and/or any changes or amendments made has not been approved by MTSFB.
7. MTSFB reserves the right to terminate the grant or require the applicant to make re-payment if the applicant organisation becomes insolvent or goes into administration, receivership or liquidation and the funding has not been spent for its intended purpose.
8. MTSFB reserves the right to make public the name of the applicant organisation and the general nature of the project, but will not disclose the details except in confidence to our advisors and as and when required by law and/or any regulators.
9. MTSFB reserves the right to require the applicant to publish or make public through commercial advertisement and/or a note of appreciation in recognition of MTSFB and MCMC roles if the project is commercialized.
10. MTSFB reserves the right to use the applicant’s personal information and/or its personnel information related to the project and/or the company information for security clearance, credit reference, fraud prevention and due diligence.
11. MTSFB reserves the right to use the applicant information during the tenure of the project for administrative, analysis and research purposes. The right recognises the confidentiality of the information and the details will not be made public in any way, except if required by law.
12. MTSFB reserves the right to include any additional condition(s) to an individual grant to take account of unforeseen circumstances. These will be included as an addendum to the grant offer letter.
4.0 GRANT APPROVAL PROCESS

1. The project proposal must be submitted to MTSFB Office before or on the closing date of the grant offer. The assessment of the proposal will be carried out by the MTSFB Office and Evaluation Committee.

2. The successful candidate will be notified and must present the project proposal to the Evaluation Committee (EC) within 15 days after the closing date of proposal submission.

3. Any amendment request by EC panel will be identify to 2 categories as below:
   a) For major amendment – substantial amendment to the content of the proposal (e.g wrong theoretical concept, inaccurate objective and etc.)
      - the applicant required to re-submitted the amendment within 14 days after the 1st presentation date and required to re-presented to EC.
   b) For minor amendment – Non-substantial amendment (e.g incomplete process, unclear information and etc.)
      - the applicant required to submit the amendment to MTSFB Office and will directly proceed to approval session by Special Committee within 20 days after 1st presentation to EC.

4. After all the amendments done by applicants and have been satisfied by EC, the chairman of EC panel will be presenting the scoring marks to Special Committee(SC) for the approval of the project. All the candidates are required to provide a representative during this approval session and they will call for the presentation if require by SC. The approval session will be held within 20 days after the notification by the EC. The SC is comprised of representatives of the followings:
   Chair Person:
      a) Board of Directors
   Members:
      a) Reference Panel (RP)
      b) MTSFB
      c) WG (Chairman and Vice Chairman)

5. The consideration will be based on merits as per scoring sheet developed for the assessment of the EC and will approved by SC through voting system.

6. Upon receiving the approval of the project from SC, the successful candidate/s will be issued the Letter of Award (LoA). In return, the successful candidate/s will return the Project Acceptance Slip (PAS) to MTSFB as a confirmation of accepting the grant. The date of receipt of the PAS marked the start date of the project.
5.0 GRANT ASSESSMENT AND SCORING

1. Appendix 5.0 provides the criteria that will be used by the Evaluation Committee to assess the merits of the project proposal as follows:
   a) Each criterion has a different weighting percentage.
   b) The grant application scoring system uses a 5-point rating scale (5 = exceptional; 1 = poor) in solid numbers (no decimals) for overall impact and criterion scores for the application.
   c) The score for each criterion will be converted to percentage.
   d) Total Grant scores will be averaged and the average scores will determine the category of grant.

2. The grant will be assessed using the same scoring sheet for all grant categories.

3. Additional criterion may be considered in replacement of any non-applicable criterion for specific grant proposal.

4. The Evaluation Committee will make recommendations to the Special Committee who will then decide and approve the project and the corresponding funding based on voting method (refer to the appendix 6.0 for the voting template).

6.0 GRANT PROJECT MILESTONE

1. Upon acceptance of the project grant, the project owner must implement and monitor the project. The project owner must ensure the smooth implementation of the project in adhering to the timeline specified, deliverables and utilization of the grant. MTSFB required progress report from the project owner based on the duration of project.

2. Upon completion of every milestone, the project owner must submit the milestone deliverable with the Evidence of Compliance (EC) to MTSFB.

3. Upon receipt of the request for project fund disbursement accompanied by the project milestone deliverable and Evidence of Compliance (EC) from the project owner, MTSFB will disburse the grant as per project grant disbursement schedule to the Project Owner account within 20 working days.

4. Upon completion of ALL Project Milestones, the Project owner must present the FULL project achievement result to SC and the MCMC within 20 working days after the final request for grant disbursement submitted to MTSFB.

5. Project Owner is required to submit full project accomplishment report to MTSFB within 10 working days after the presentation to the SC and MCMC. Upon receipt of the FULL Project Accomplishment Report, MTSFB will disburse the final grant disbursement within 20 working days.

6. MTSFB will acknowledge the Project completion and will issue Letter of Appreciation to the Project Owner.
APPENDIX 1: FLOWCHART OF GRANT APPROVAL PROCESS

START

Proposal received by MTSFB

Presentation to Evaluation Committee (EC)

Assessment by EC

Require Proposal Amendment

Approval session by Special Committee (SC)

Approval by SC

NOT APPROVED

MTSFB issue Letter of Award (LoA)

NOTES:
Assessment for short-listed process will be conducted by:
1. MTSFB
2. EC

NOTES:
*For major amendment, the applicant required for 2nd assessment by EC
*For minor amendment, the applicant required to submit the amendment to MTSFB Office and will directly proceed to Special Committee presentation

NOTES:
Head of EC will be presented to SC on the scoring details
* Applicants will be called to present to SC if required by SC

CLOCK START

Closing date of grant advertisement (1 month after grant advertise)

Within 15 days after MTSFB received proposal

Submission to MTSFB within 14 days after 1st presentation

Within 5 days after presentation to EC

Within 5 days after issue LoA

CLOCK END

TOTAL DURATION: 45 DAYS

END
APPENDIX 2: FLOWCHART OF GRANT PROJECT DISBURSEMENT & PROJECT TIMELINE

Start

Project Implementation

Achievement of Project Milestone

Deliverable

Submit Evidence of Compliance (EC) to MTSFB

Payment Disbursement by MTSFB

Completion of ALL Project Milestones

YES

Final Presentation to MCMC and SC

Submit Final Project Report

Last payment disbursement by MTSFB

MTSFB acknowledge completion of project and issue Letter of Appreciation

End

NOTES:
Progress report must be submitted to MTSFB based on the duration time of the project.
APPLICANT INFORMATION

1. Organization/ Working Group

Date: ____________________________

Organization/Working Group: ___________________________________________________

Address: ____________________________ City/Town: ____________________________

State: ____________________________ Country: ____________________________

2. Contact Person

Name: ________________________________

Tel: ____________________________ Mobile: ____________________________

E-mail: ________________________________

Members ID: ________________________________ ☐ Associate

☐ Ordinary

PROJECT INFORMATION

1. Description

Working Group: ____________________________

Project No.: ____________________________

Project Title: ____________________________________________________________

Project Description:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Submission Date: __________________________

Project Duration: (Year) (Month)

Amount Requested: (RM) ________________

Total Project Cost: (RM) ________________

Signature: __________________________ Date: __________________________
GRANT PROPOSAL TEMPLATE

Subtitle document

Prepared By:
## Working Group

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## Introduction


## Problem Statement


## Objective


Scope

Target Groups, Benefits and Impacts

<Who are the key stakeholders to be engaged / consulted during the development of the standard / guideline>

<Who are the target end users of the standard / guideline>

<What are the benefits of the standard / guideline for the country>

<What are the impacts of the standard / guideline to the stakeholders / users / industry>

Methodology / approach

Reference materials

Development team information

Project Planning / Milestone Target
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<td>Gantt Chart</td>
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