



## **INDUSTRY PROMOTION & DEVELOPMENT GRANT**

# **GUIDELINE FOR GRANT APPLICANT**

**Table of Content**

1 Introduction..... 1

2 Objective..... 1

3 Requirements ..... 1

4 Application Process and Procedure .....4

## 1 Introduction

The Industry Promotion and Development Grant ("the Grant") was conceived for the purpose of enhancing knowledge, research and development and establishing competitiveness in technology innovation towards more productive value and sustainable by creating a Proof of Concept (PoC) project that will impact to the Multimedia and Communication industry. The idea of the Grant was initiated by Malaysian Communications and Multimedia Commission (MCMC) where they have given mandate to Malaysian Technical Standards Forum Bhd (MTSFB) to take full responsibility to govern the Grant.

It is envisaged that the project grant can be implemented with the collaborator involvement where they can provide the real location to the lead applicant to enhance their system and process through PoC methodology. MTSFB foreseen that the involvement of the collaboration of industry partner will further strengthen the capacity for effectiveness and sustainable regulatory and policy formulation and implementation amidst the rapid pace of development in the communications and multimedia landscape.

This document is applicable to MTSFB and the lead applicant.

## 2 Objective

There are six (6) main objectives of the Grant are as indicated below:

No	Objective
1	To spur the technology, standardisations development and adoption of Information and Communication Technology (ICT) within the field of communication network, infrastructure and applications.
2	To encourage members of MTSFB/industry to develop any innovation project that can provide benefits to the communication and multimedia industry.
3	To provide solution to common problem confronted by the industry that will enhance the service offered to the consumers.
4	To discover new strategic mechanism that will reduce cost, increase in value, and contribute to better, healthier and conducive user experience.
5	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.
6	To achieve the National Policy Objectives for the Communications and Multimedia industry towards building a Smart Nation.

## 3 Requirements

### 3.1 Research focus area:

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

- a) IoT including Smart Cities and Communities (IoT); and
- b) Green ICT (GICT)

Each of grant advertisement will have different theme of the project that will be decided by the Evaluation Committee (EC).

### 3.2 Eligibility:

- a) Application of the Grant is only valid to the registered members of MTSFB.
- b) All applicants shall apply online through MTSFB website by filing in the application details. All supporting documents shall be uploaded online to MTSFB website. The application only valid on or before the specified closing date.
- c) The project shall be relevant to the Grant objectives.
- d) The project proposal shall relate with the theme of the project that specified in the advertisement of the Grant.
- e) Each proposal shall have a lead applicant who will subject to the general terms and condition of the Grant.
- f) Each proposal shall attach with the original copy of the approval of the collaboration letter from any industry partner who agree to serve their location as project site for the purpose of PoC project.
- g) All short-listed applicants shall present the project proposal to the Evaluation Committee (EC) and/or Special Committee (SC).
- h) MTSFB reserves the right to modify or reject the grant application if any terms and conditions are not complied.
- i) Each applicant is allowed to submit only one proposal within this call.

### 3.3 General Terms and Conditions of the Grant:

The general terms and conditions are set out for all the Grant recipients. It will be construed that the you have irrevocably agreed to the following:

- a) The Grant will be utilised for the purposes approved by the MTSFB.
- b) All grant funds provided from MTSFB shall be used solely for the purposes of the projects on the funded items only.
- c) There will be no changes or modification made to the proposal/project 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.
- d) MTSFB reserves the right to visit the project site.
- e) MTSFB reserves the right to withhold the 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.
- f) 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.
- g) 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.

- h) 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 commercialised.
- i) 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.
- j) 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.
- k) 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 Letter of Acceptance (LoA) of the Grant.

#### 3.4 Communication Medium

Any information, notification or communication that related to the Grant will be informed by the MTSFB through an email and/or a phone conversation.

#### 3.5 Quantum of Funding and Duration

The quantum of funding: <RM 350,000.

The duration of the Grant shall not exceed 24 months.

#### 3.6 Dissemination of Findings

As a condition of the Grant, lead applicant shall furnish the MTSFB a Technical Report in MS Word format and in form and manner acceptable to the MTSFB together with the submission of the final report. EC may have right to decide whether the scope of the Technical Report can be implemented as Technical Code or Guideline. If EC agreed to accept the Technical Report to be developed for Technical Code, MTSFB may request the lead applicant to take part during the development of the Technical Code from the initial process until the Technical Code registered to MCMC.

## 4 Application Process and Procedure

### 4.1 Preparation of Application and Proposal

Checklist for Grant Application consists of the following:

- a) Grant Application Form (apply online in MTSFB website);
- b) Project Proposal (upload the proposal online in MTSFB website);
- c) Grant Presentation Slide (if the project is short-listed);
- d) Letter of Collaboration Agreement with Industry – Original Copy; and
- e) Copy of Identification Card (I/C) – Lead Applicant Only

### 4.2 Proposal Submission

Applicants shall download the project proposal template from MTSFB website. The completed project proposal shall be uploaded in the website for submission of application.

An acknowledgement email will be sent once the proposal has been received by the Secretariat.

### 4.3 Evaluation of Proposals

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

Any amendment request by EC will be identify to two 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 fourteen (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 SC within twenty (20) days after the first presentation to EC.

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 SC for the approval of the project. Any short-listed candidates will be called for the presentation session if require by SC. The approval session will be held within twenty (20) days after the presentation session with the EC.

### 4.4 Criteria of the Assessment

The EC and SC will evaluate the proposal based on the criteria outlines as below:

#### 4.4.1 Alignment with the Grant

The proposed projects clearly align with the Grant theme and focus area.

#### 4.4.2 Strategy & Project Delivery

- a) The project goals and scopes are clearly defined.
- b) Project design and methodology are clearly defined and realistic.
- c) Project plans are well organised with set deadlines that are realistic.
- d) Project provides a service/benefit to the community/industries.

#### 4.4.3 Collaboration

The project demonstrates partnerships and collaboration by sharing resources, responsibility and results. The ecosystem of the collaborator is matched with the project.

#### 4.4.4 Innovation of the project

The project discovered new strategic mechanism that will reduce cost, increase in value, and contribute to better, healthier and conducive user experience.

#### 4.4.5 Contribute to Standards Development

The project is potentially developed into Technical Codes.

#### 4.4.6 Project Cost

- a) Budget is realistic and reasonable.
- b) Clear and concise plan for use of money.

#### 4.6 Reject/Award of Proposal

Applicants are to ensure that the proposal is complete. The Secretariat reserves the right to reject supplemental documents after the closing date. The MTSFB reserves the right to reject proposals that do not meet the submission and assessment criteria.

The EC will identify the short-listed projects based on the assessment criteria. The decision for short-listed proposal or reject the proposal shall be communicated to the applicants after thirty (30) days of the closing date. The decision to award the project shall be communicated within twenty-five (15) days after the presentation session.

#### 4.7 Variation of Project

Any requests for variation in scope and/or funding after a project has been approved shall be made in writing with strong justification to the Secretariat. The MTSFB after considering the advice from the EC will decide on the request within one (1) month of receipt of such request.

#### 4.8 Extension of Project

Only written requests addressed to the Secretariat three (3) months before the targeted completion date will be considered. Extensions shall not exceed two (2) months from the targeted completion date. Nevertheless, the MTSFB reserves the right to grant additional extension period.