



# GRANT APPLICATION GUIDELINE

## INDUSTRY PROMOTION AND DEVELOPMENT GRANT

For enquiries please contact:

Grant Officer  
Malaysian Technical Standards Forum Bhd (MTSFB)  
Level 3A, MCMC Tower 2  
Jalan Impact  
Cyber 6  
63000 Cyberjaya  
Selangor Darul Ehsan

Tel : +603 8680 9950 / 8680 9952 (Puan Syarfina Junaida Bolhan)  
Fax : +603 8680 9944  
Email : [ipdg@mtsfb.org.my](mailto:ipdg@mtsfb.org.my)

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## **SECTION 1: REQUIREMENTS FOR INDUSTRY PROMOTION AND DEVELOPMENT GRANT**

### **1.1 Introduction**

The Industry Promotion and Development Grant (IPDG) was conceived for the purpose of enhancing knowledge, research and development, proof-of-concept (PoC), technical study and establishing competitiveness in technology innovation. Its main purpose is to make a meaningful contribution to the focus areas of MTSFB in the communications and multimedia industry.

The IPDG is designed to promote technology innovation and the development of technical codes and standards under the communications and multimedia industry.

It is envisaged that the project grant can be implemented with the collaborator's involvement. MTSFB foresee that collaborating with industry partner will further strengthen the capacity for effective and sustainable regulatory and policy formulation as well as implementation amidst the rapid pace of development in the communications and multimedia landscape.

Projects under this IPDG will generate greater impact and accelerate the development and adoption of technical codes.

### **1.2 Objectives**

The objectives of the IPDG are as indicated below:

- a) To contribute to the development of Technical Codes (TC) by the working groups.
- b) To spur technology innovation and advancement in standardisation works.
- c) To provide solutions to common problems encountered by the industry that will enhance the services offered to the consumers.
- d) To align with the national digital initiatives related to the communication and multimedia industry.
- e) To contribute to the development of new standards as use cases in developing recommendations to the regional as well as international platform to be equipotential with developed countries.

### **1.3 Project Focus Area**

The project grant offered through IPDG are focused on the following 9 areas:

- a) IoT and Smart Sustainable Cities
- b) International Mobile Telecommunications (IMT) and Future Networks

- c) Numbering and Electronic Addressing
- d) Fixed Network Facilities
- e) Radiocommunications Network Facilities
- f) Security, Trust, and Privacy
- g) Communication Terminal
- h) Green ICT, Environment and Climate Change
- i) Broadcast Technology
- j) Others, as required and approved by MTSFB

#### **1.4 Eligibility**

- a) The application is open to all MTSFB registered members, and strategic collaboration with industry partner(s) is encouraged.
- b) All applicants shall submit the duly completed application form with the corresponding project proposal via email to [ipdg@mtsfb.org.my](mailto:ipdg@mtsfb.org.my) on or before the specified closing date.
- c) The project shall be relevant to the grant objectives and shall include the elements of technical standards development as well as in tandem with the communications and multimedia industry.
- d) The project proposal shall relate to the problem statement specified in the advertisement.
- e) Each proposal shall have a lead applicant who will be subject to the general terms and conditions of granting.
- f) All short-listed applications shall present the project proposal to the committees.
- g) MTSFB reserves the right to modify or reject the grant application if any terms and conditions are not complied with.
- h) Each applicant is allowed to submit ONE (1) proposal in a Cycle and not allowed to act more than twice as applicant (include Lead Applicant and co-applicant)

#### **1.5 General Terms and Conditions of Project Grant**

Upon participate in the project grant, it will be construed that the applicants have

irrevocably agreed to the following general terms and conditions as set out below:

- a) The grant will be utilised for the purposes approved by the MTSFB.
- b) The grant funded by MTSFB shall be used solely for the purposes of the relevant working group project.
- 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) The applicant shall submit a written progress report for each project milestone achieved.
- e) There must be at least ONE (1) site visit arrangement during project implementation or as required by MTSFB.
- f) 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.
- g) MTSFB reserves the right to terminate the grant or require the applicant to make re-payment if the applicant's organisation becomes insolvent or liquidated and the funding has not been spent for its intended purpose.
- h) 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.
- i) MTSFB reserves the right to require the applicant to publish or make it public through commercial advertisement and/or a note of appreciation in recognition of MTSFB and MCMC roles if the project is commercialised.
- j) 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.
- k) MTSFB reserves the right to use the applicant information during the tenure of the project for administrative, analysis and research purposes and the details will not be made public in any way, except if required by law.
- l) 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.

## **1.6 Quantum of Funding**

The quantum of funds shall not exceed RM500,000.00.

## **1.7 Communication Medium**

Any information, notification or communication that is related to the IPDG will be informed by the MTSFB through email for record keeping purposes.

## **SECTION 2: APPLICATION PROCESS AND PROCEDURE**

### **2.1 Proposal Submission Documentation**

The proposal submission shall include the below documentations.

- a) Cover letter;
- b) Grant Application Form;
- c) Project Proposal; and
- d) All relevant supporting documentation.

### **2.2 Proposal Submission**

The proposal submission documentations are to be submitted via email **ipdg@mtsfb.org.my** and marked **"IPDG SUBMISSION 2024 Cycle 1"**.

The application shall be submitted on or before the specified closing date.

An acknowledgement through email will be sent once the proposal has been received by the Grant Officer.

### **2.3 Proposal and Project Evaluation**

The evaluation process as listed in the following:

#### **2.3.1 Administration work**

- a) Due diligence on all proposals received according to eligibility in section 1.4.
- b) Each submission will be given a project number.

#### **2.3.2 Shortlisting process by the Evaluation Committee**

- a) Each submission will be evaluated by the Evaluation Committee (EC).
- b) All submissions will be evaluated but only completed submissions will be considered for the next stage.
- c) Selection for the next stage will be based on ranking of project scores based on the selection criteria.
- d) Special consideration will be given to project(s) recommended by the committee for its merits.

### 2.3.3 Pitching session

- a) Short-listed projects will be presented by the lead applicant to the committee for clarification and challenge session.
- b) Each project will be given 15 minutes of presentation followed by 10 minutes of Questions & Answers (Q&A).
- c) Each project presentation will be evaluated by the EC.
- d) Each project presentation will be given a score based on the assessment criteria set by MTSFB.

### 2.3.4 Approval Committee

The Approval Committee (AC) is to evaluate, select the project(s) recommended by EC and to provide a final decision to award the project(s).

### 2.3.5 Project Award and Agreement

- a) The Grant Officer will prepare the Letter of Award (LoA).
- b) The Grant Officer schedules a discussion with the successful applicant to draft the agreement.
- c) The Grant Officer to deliver the agreed and final agreement with the cover letter to the successful applicant.

### 2.3.6 Project Kick Off

After the formalization of the project agreement, a project kick off meeting will be scheduled to confirm the deliverables and timeline.

## 2.4 Scope of Funding

The IPDG fund can be utilised for the following items subject to the committee's approval:

No	Item	Notes
i	Equipment / devices / materials / supplies	The cost for equipment / devices / materials / supplies directly related to the project can be included.
ii	Installation / Service	The cost for installation / service subscription related to the project can be included.
iii	Research Assistance (For university only)	Only allowed for 1 person with the max cost of RM1,500 per month.



iv	Transportation / travel	The transportation cost only allowed for site visit cost with the maximum cost of RM2,000 per quarter.
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The IPDG fund **will not** cover the following:

No	Item
i	Training
ii	Conference / Registration fee for conferences
iii	Certification/ patent registration
iv	Rentals
v	Food and beverage
vi	Entertainment
vii	Paper publication
viii	Consultancy

## 2.5 Assessment Criteria

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

### 2.5.1 Alignment with project grant

- a) The program clearly aligns with the project grant i.e. impact area, priorities, and collective outcomes.

### 2.5.2 Strategy & Project Delivery

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

### 2.5.3 Collaboration

- a) The project demonstrates partnerships and collaboration by sharing resources, responsibility, and results.
- b) The project aligns with key strategic plans on the local, state, or national level.

#### 2.5.4 Project Cost

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

### **2.6 Rejection of Proposal**

MTSFB reserves the right to reject proposals that do not meet the submission and evaluation criteria. MTSFB reserves the right to reject supplemental documents after the closing date.

### **2.7 Dispute Resolution**

The Applicant is required to submit the justification within TEN (10) business days if the applicant did not meet the timeline or deliver as per agreement and cannot meet the expected agreement.

Grant Officer will first attempt to resolve the issue through a collaborative meeting. If an agreement cannot be reached, the matter will be referred to the EC for a final decision.

EC will decide on the dispute resolution.

### **2.8 Project Withdrawal**

If the applicant wishes to withdraw from the grant awarded, they must formally provide an official letter with justification, and a supporting document where applicable.

AC to access and decide on the withdrawal.

## **SECTION 3: PROJECT IMPLEMENTATION AND MONITORING**

### **3.1 Project Implementation**

Upon acceptance of the project grant, the lead applicant shall implement and monitor the project. The lead applicant shall ensure the smooth implementation of the project in adhering to the timeline specified, deliverables and utilisation of the grant.

The project implementation shall start once the lead applicant is signing the LoA and following by steps below:

- a) Achievement of each of the project milestone/deliverables.
- b) Submit evidence of compliance/invoice to MTSFB.
- c) Submitted milestone report.
- d) Disbursement of funds.
- e) Final presentation to Committee.
- f) Submit final project report/technical report to MTSFB.
- g) MTSFB to issue the project closure letter and certificate of completion.

### **3.2 Project Reporting and Monitoring Requirement**

Project implementation is monitored typically in 5 phases as below.

<b>No</b>	<b>Milestone</b>	<b>Disbursement</b>	<b>Document</b>
1	Award and contracting	10%	Agreement
2	Project Planning & Kick-Off	20%	Inception Report
3	Project Development Completion	40%	Deliverable and Site Visit Report
4	Project Document Completion	20%	Final Report & Technical Report
5	Project Closure	10%	Closure Report

#### **3.2.1 Project Reporting Timeline**

The lead applicant to provide updates including current progress issues, challenges, recommendations, actions and support and budget to MTSFB Grant Officer based on the agreed reporting timeline as per project plan during kick-off.

The reports are required to be submitted in a timely manner and as agreed in the LoA where each project will have a different manner of deliverables. In the deliverable shall

include (but not limited to) the following:

- a) Statement of account for the period reported to be produced by the lead applicant; and
- b) Direct outputs of the deliverables

### 3.2.2 Final Report

The final report shall include (but not limited to) the following:

- a) Direct outputs of the project.
- b) Achievement based on the original objectives and its implications.
- c) Statement of account for the entire project duration by the lead applicant.
- d) Assessment of the whole project including the operational challenges faced by the lead applicant as well as risks and limitation; and
- e) Implications and recommendations for regulatory and policy considerations.

## 3.3 Reports to MTSFB and committee

The MTSFB and committee will review all reports submitted by the lead applicant.

The EC will assess the report and shall give advice on its direction. The committee shall also provide recommendations on improvements to the project (if necessary). The report will be evaluated against the deliverables.

Upon completion of the project, the final reports shall be submitted to MTSFB, and the lead applicant shall present to the EC the outcome of the project and the way forward.

## 3.4 Disbursement of Funds

Disbursement of funds for the project is subject to an approved amount as per the agreed schedule as contained in the Agreement. Each disbursement of funds shall be proceeded within thirty (30) days after MTSFB received all the related documents (refer 3.2.1) that had been approved by the committee.

## **SECTION 4: INTELLECTUAL PROPERTY**

### **4.1 Intellectual Property (IP)**

All the data collected, and reports prepared during the performance of the Programme are the property of the MTSFB and will be disposed of at the discretion of the MTSFB.

Ownership and management of IP, royalties and any other forms of fees received by the organisation or institution resulting from the findings or outputs of the project, shall be governed in accordance with the terms and conditions outlined in the Programme Guideline and LoA.

### **4.2 Publishing Rights**

The MTSFB has the rights to publish the final reports in any form as it deems fit, for the purpose of education or knowledge transfer. This notwithstanding, the lead applicant is required to contribute through publishing and presenting the project findings in local or international events/media, subject to prior approval of the MTSFB. Copies of all publications are to be submitted to the Grant Officer.

The lead applicant shall denote and acknowledge the source of project support and the contribution of the various entities.