B PROCESS FLOWCHART FOR JUNIOR RESEARCHER ENDEAVOUR MCAST RESEARCH PROJECTS

MCAST
Malta College of Arts, Science & Technology

NOTES ON PROCEDURE:
This Standard Operating Procedure (SOP) provides guidance to academics who seek to apply for research hours as part of their contact load. The objectives is to allow lecturers to have a contact load that is part related to lecturing and part related to research. Whilst the teaching component will always be a main factor, the research component will greatly add learning and innovation value to the outputs of lecturers. The SOP primarily looks at the stages that a lecturer needs to go through to prepare a request for research hour, and to evidence the research that is ultimately carried out.

Applied Research

- A) Externally Funded Research Project Awards
- B) Junior Researcher Endeavour (Junior Researcher: any member of MCAST's Lecturing Staff)
- C) M.Res SOP

Groundwork Stage/ Initiation
Junior Researcher communicates with: MCAST, Industry, relevant academic & Institutional partners to establish research thesis & possible internal / external funding

Compilation
Junior Researcher completes and submits request form to IRC identifying:
a) Theme; relevance; academic & industrial related needs; smart representation etc
b) Associated studies, groundwork so far
c) tentative deliverables
d) Any resource implications; including financial

Request Form for Research Contact Hours

Accepted by IRC, DP VPET and DP R&I?

NO → **Refine Request**
- JR to refine request based on review by IRC and DP R&I.

YES

Establishing Project Details
IRC to establish:
a) establish contact hours to be allotted
b) establish Timeframe
c) establish Target Deliverables
d) compile necessary contractual documents
e) incorporate any support functions

Project Implementation
JR to provide interim feedback to IRC through AD-HOC interactions

Project Conclusion and Reporting
At the end of the identified timeframe, JR compiles and submits a formal report highlighting:
a) descriptive outcome of research
b) outcome of deliverables
c) recommended way forward

End of Process

LIST OF ABBREVIATIONS

- **JR –** Junior Researcher (any member of MCAST's Lecturing Staff)
- **IRC –** Institute Research Committee
- **DP –** Deputy Principal
- **DP R&I –** Deputy Principal Research & Innovation
- **DP VPET –** Deputy Principal Vocational Professional Education and Training
- **SOP -** Standard Operating Procedure

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