D PROCESS FLOWCHART FOR RESEARCH FUNDING SUPPORT

MCAST
Malta College of Arts, Science & Technology

NOTES ON PROCEDURE:
This Standard Operating Procedure (SOP) provides guidance to junior researchers who apply for the funding support provided by MCAST for research coordinated by Applied Research & Innovation Centre (ARIC). The SOP looks towards the process for assessment of justification for financial requests, whilst aiming to provide support to junior researchers in undertaking and expanding their research endeavours.

Applied Research coordinated by ARIC

Research Budget Allocated
Executive Management allocates research budget at start of financial year

Doc 344
Request for Research Funding Support

Groundwork Stage / Initiation
Junior Researcher compiles a 'Request for Research Funding Support' application following guidance by IRC and SRO of the particular institute (adequate justification via a report in line with identified request*)

Internal Proposal Submission
SRO submits application document to ARIC and categorizes request in line with the nature of the support needed

Equipment and Consumables
*Technical report on specifications
Review Considerations:
- Suitability of WRA ?
- Does Equipment exist already at MCAST ?
- Necessary Lab support ?

Affiliations and Memberships
*Detailed report on Society Membership
Review Considerations:
- Suitability of WRA / adequate prior usage of WRA during the year?
- Contribution of this membership towards MCAST research themes ?

Publications & Conference Presentations
*Report on Journal / Conference impact
Review Considerations:
- Adequate prior usage of WRA during the year?
- Impact factor of publication ?
- Contribution to MCAST ?

Mobility / Networking Dissemination Activities
*Research report on Activity
Review Considerations:
- Adequate prior usage of WRA during the year?
- Contribution of this activity towards MCAST research themes and external funding initiatives?

Internal Proposal Review
DR reviews proposal in light of justification provided, other potential sources of funding and in correspondence with respective IRC if needed

Request Justified ?
NO → **Feedback and Guidance provided to JR**
YES

Escalation of Research Request
DP R&I to sanction Funding Request and inform DP Admin

Funding Approval ?
NO → **Feedback and Guidance provided to JR**
YES

Funding Allocated in line with Operational Regulations

Fund Utilization Report
Detailed use of fund provided to the CRC and EMT boards on quarterly periods

End

List of Abbreviations:

- **ARIC** – Applied Research & Innovation Centre
- **CRC** – Corporate Research Committee
- **DR** – Director of Research
- **DP Admin** –Deputy Principal Administrative
- **DP R&I** – Deputy Principal Research and Innovation
- **EMT** – Executive Management Team
- **IRC** – Institute Research Committee
- **JR** – Junior Researcher (any member of MCAST Staff – particularly lecturers in early stages of reseach)
- **SRO** – Senior Research Officer
- **WRA** – Work Resource Allowance