



GUIDELINES FOR APPLICANTS –
INDUSTRY PROMOTION AND DEVELOPMENT GRANT

YEAR 2018

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SECTION 1: REQUIREMENT FOR MTSFB PROJECT GRANT

1.1 Introduction

The Malaysian Technical Standards Forum Bhd (MTSFB) Project Grant (“the Programme”) 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 impact to Multimedia and Communication industry. The idea of this programme was initiated by Malaysian Communication and Multimedia Commission (MCMC) where they have given mandate to MTSFB to take full responsibility to governance the project 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.

1.2 Objectives

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

- a) To spur the technology, standardisations 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 achieve the National Policy Objectives for the Communications and Multimedia industry towards building a Smart Nation.

1.3 Project Focus Area

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

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

Each of the session of grant advertisement will have different theme of the project that will be decided by the committee.

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

1.4 Eligibility

- a) Application of the Programme is only valid to the registered members of MTSFB.
- b) All applicants shall submit the duly completed application form with the corresponding project proposal. All documents shall reach MTSFB Office on or before the specified closing date.
- c) Both softcopy and hardcopy of application documents has to be submitted on or before the specified closing date.
- d) 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 Action Plan.
- e) The project proposal shall relate with the theme of the project that specified in the advertisement of the project.
- f) Each proposal shall have a lead applicant who will subject to the general terms and condition of granting.
- g) 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 to be developed for the purpose of POC project.
- h) All short-listed applications shall present the project proposal to the committees.
- i) MTSFB reserves the right to modify or reject the grant application if any terms and conditions are not complied.
- j) Each applicant is allowed to submit one proposal within this call and not allowed to act more than twice as applicant (include Lead Applicant and co-applicant).

1.5 General Term and Conditions of Project Grant

Upon participate the Programme from MTSFB, it will be construed that you 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 return progress report and Evidence of Compliance (EoC) for each project milestones archived.
- e) There must be at least ONE site visit arrangement during project implementation or as require 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 organisation becomes insolvent or goes into administration, receivership or liquidation 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 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. The right recognises the confidentiality of the information

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 Communication Medium

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

1.7 Quantum of Funding

Quantum of funding: Less than RM160,000.00;

Project duration: maximum period of 24 months; and

Mode of fund: Full grant / Matching fund

1.8 Dissemination of Findings

As a condition of the project grant, lead applicant shall furnish a skeleton document of use cases / best practises in developing recommendations to the new standard development within ninety (90) days from final report submission.

Committee may have right to decide whether the scope of the skeleton document can be implemented as Technical Code or Guideline. If the committee agreed to accept the skeleton document to be developed for Technical Code / Guideline, MTSFB may request the lead applicant to take part during the development of the Technical Code / Guideline.

SECTION 2: APPLICATION PROCESS AND PROCEDURE

2.1 Preparation of Application

The application shall be presented clearly and concisely and shall be submitted together (in hardcopy and softcopy). The submission shall be submitted at once consists of the following:

- a) Checklist for Grant Application Review (Appendix 1);
- b) Grant Application Form (Appendix 2);
- c) Project Proposal (Appendix 3);
- d) Project Presentation Slide;
- e) Letter of Collaboration Agreement with Industry – Original Copy;

- f) Copy of Identification Card (I/C) – Lead Applicant Only; and
- g) Proof of payment (Bank Draft, Cheque or Online Transfer Slip).

2.2 Proposal Submission

Applications shall be submitted to MTSFB Office before or on the closing date.

**Malaysian Technical Standards Forum Bhd (MTSFB)
Malaysian Communications and Multimedia Commission (MCMC)
Off Persiaran Multimedia, Jalan Impact
63000 Cyberjaya
Selangor Darul Ehsan**

Attn: Grant Secretariat

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

2.3 Fee

For each grant application, there will be no fee or charges will be imposed to the applicant. However, all the application shall be made with 2 years of up-front membership fee to MTSFB. The applicant shall request the invoice from MTSFB before proceed with the payment.

The payment shall be done via below channels:

- a) Bank Draft, or
- b) Cheque, or
- c) Online Transfer Slip (Original Slip)

The membership fee shall be made to MTSFB account as details below:

Account name	:	MALAYSIAN TECHNICAL STANDARDS FORUM BHD
Account number	:	5686 0301 6254
Banker's Detail	:	MAYBANK BERHAD
Bank Swift Code	:	MBBEMYKL
Contact Person	:	En. Zulkarnaen Mohd Japali (03-8320 0299)

2.4 Proposals and Projects Evaluation

The evaluation process as listed in the following:

2.4.1 Administration Work

- a) Each of submission will be given a project number.

2.4.2 Short-listed Process

- a) Each submission will be evaluated by the committee.
- b) All submissions will be evaluated but only completed submission were considered for next stage.
- c) Selection for 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.

2.4.3 Presentation Session

- a) Short-listed projects will be presented by 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 session.
- c) Each project presentation will be evaluated by the committee.
- d) Each project presentation was given a score based on the assessment criteria set by the MTSFB.

2.4.4 Approval Session

- a) Approval Session will be based on the recommendation from the committee.
- b) The corresponding project will be approved based on the voting method (minimum with three votes).

2.4.5 Signing Session

- a) MTSFB Secretariat will prepare the LoA.
- b) The successful lead applicant(s) allow to comment the clause in LoA until get the consensus with both parties.
- c) MTSFB will call the lead applicant(s) together with the collaborator partner(s) to the LoA signing session.
- d) Any lead applicant who not eligible to sign the LoA, he/she needs to officially appoint other representative from their organisation.

The evaluation process flow chart is as shown in Appendix 4.

2.5 Scope of Funding

The MTSFB Grant can be utilised for the following items subject to the committee's approval:

No	Item	Notes
i	Equipment / devices / materials / supplies	All the equipment / devices / materials / supplies directly related to the project can be included.
ii	Installation / Service	All the installation / services related to the project used are allowable to subscribe
iii	Research Assistance (For university only)	Only allowed for 1 person with the max cost of RM1,500 per month but limited to 12 months period
iv	Transportation / travel	The transportation cost only allowed for the site visit cost with the maximum cost of RM2000 per quarter

The MTSFB Grant **will not** covers the following:

- Training
- Conference / Registration fee for conferences
- Certification / patent registration
- Rentals
- Food and beverage
- Entertainment
- Paper publication
- Consultancy

2.6 Criteria of the Assessment

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

2.6.1 Alignment with project grant

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

2.6.2 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.

2.6.3 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.

2.6.4 Project Cost

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

2.7 Reject/Award of Proposal

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

2.8 Variation of Research 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 Grant Secretariat. The MTSFB will decide on the request within one (1) month of receipt of such request.

2.9 Extension of Project

Only written requests addressed to the Grant Secretariat three (3) months before the targeted completion date will be considered. Extensions shall not exceed two (2) months from the targeted completion date.

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 Project Acceptance Slip (PAS) in the LoA and following by steps below:

- a) Achievement each of the project milestone/deliverables;

- b) Submit evidence of compliance/invoice to MTSFB;
- c) Submit monthly report (refer 3.2.1);
- d) Disbursement of funds (refer 3.4);
- e) Final presentation to MCMC and Committee;
- f) Submit final project report/technical report to MTSFB (refer 3.2.3); and
- g) MTSFB issue the Letter of Appreciation.

3.2 Reports

The lead applicant is responsible for the successful implementation of the project according to agreed timelines and for the timely submission of the periodic reports where they are consisting of three types of report. The types of reports are as below:

- a) Monthly reports;
- b) Deliverable reports; and
- c) Final reports.

3.2.1 Monthly Reports

Monthly reports are required to be submitted in a timely manner and on monthly basis regardless the project duration. The report shall be submitted on the 7th day of every month and shall include (but not limited to) the following:

- a) Issues and challenges;
- b) Recommendation/action;
- c) Support required/action taker;
- d) Action taken on when; and
- e) Way forward/next month action.

3.2.2 Deliverable Reports

Deliverable 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

The report will be evaluated against the deliverables by the committee within seven (7) days and the MTSFB will use this mechanism to disburse the funds within thirty (30) days upon received official invoice.

3.2.3 Final Reports

The lead applicant is required to submit the final report within thirty (30) days of project completion to the MTSFB. In the final reports, the lead applicant 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.

The lead applicant will be notified by MTSFB to present the final reports to the MCMC and committee within (14) fourteen days after final report submission. If require amendment, the lead applicant shall re-submit the final report to MTSFB within seven (7) days after the presentation. Upon satisfaction of Final Report by committee, MTSFB will disburse the final funds within thirty (30) days upon receive official invoice.

3.3 Reports to the MTSFB and committee

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

3.3.1 Assessment of Monthly Reports

Upon monthly report from the lead applicant, MTSFB will assess the monthly progress and shall give advice and reminds on the progress (if necessary) to the lead applicant.

3.3.2 Assessment of Deliverable Reports

Upon receipt of the deliverable reports from the lead applicant, the committee will assess the overall progress of the project 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 and the committee will use this mechanism to determine whether it will continue to support the project.

3.3.3 Assessment of Final Reports

Upon completion of the project, final reports shall be submitted to MTSFB. The committee is to review the final reports and the lead applicant shall be presented to the MCMC and committee on the outcome of the project and the way forward.

The project monitoring and implementation flow chart is as shown in Appendix 5.

3.4 Disbursement of Funds

Disbursement of funds for the project is subject to approved amount as per agreed schedule as contained in the LoA. Each disbursement of funds shall be proceeded within thirty (30) days after the MTSFB received all the related documents (refer 3.2.2) 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 is entitled 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 Secretariat.

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

APPENDIX 1



CHECKLIST FOR GRANT APPLICATION REVIEW

NAME OF PROJECT : _____

ORGANISATION NAME : _____

LEAD APPLICANT NAME : _____

NOTES:
Please check (✓) each item to ensure that you have completed the application in its entirety.
Please fill out this cover and include it when sending the completed entry form.

	For Applicant	For Office
1. Grant Application Form	<input type="checkbox"/>	<input type="checkbox"/>
2. Project Proposal	<input type="checkbox"/>	<input type="checkbox"/>
3. Grant Presentation Slide	<input type="checkbox"/>	<input type="checkbox"/>
4. Letter of Collaboration Agreement with Industry	<input type="checkbox"/>	<input type="checkbox"/>
5. Copy of Identification Card (I/C) – Team Leader Only	<input type="checkbox"/>	<input type="checkbox"/>
6. Attachment all the above document in Softcopy (MS Word and Power Point Only) – CD or USB Drive	<input type="checkbox"/>	<input type="checkbox"/>
7. Proof of payment (Bank Draft, Cheque or Online Transfer Slip)	<input type="checkbox"/>	<input type="checkbox"/>

ACCEPTANCE SLIP:

Received by : _____

Signature : _____

Office Stamp : _____

APPENDIX 2

GRANT APPLICATION FORM



APPLICANT INFORMATION

1. Organization

Organization: _____

Address: _____ City/Town: _____

State: _____ Country: _____

2. Contact Person (Project Leader)

Name: _____

Tel: _____ Mobile: _____

E-mail: _____

Membership No.: _____ Associate

(Refer MTSI Website) Ordinary

PROJECT INFORMATION

1. Description

Project Title: _____

Project Description: _____

Amount Requested: _____ (RM)

GRANT SECRETARIAT

Total Project Cost: (RM) _____

FOR OFFICE USE

Submission Date: _____

Project No.: _____

ACKNOWLEDGEMENT

- a) I hereby acknowledge that I have read and understood all the process and terms and conditions as stated in the **STANDARD OPERATING PROCEDURE (SOP) ON MTSFB PROJECT GRANT** as available at <http://www.mtsfb.org.my/grant> and I agree to all of the terms.
- b) I confirm that the information given in this form is true, complete and accurate to the best of my knowledge. I also understand that any false statement provided in this document may be grounds for disqualification from grant application.

Signature :

Full Name :

Date :

Official Stamp :

APPENDIX 3

GRANT PROPOSAL TEMPLATE



MTSFB PROJECT GRANT
(IoT / GICT)
YEAR

NAME OF PROJECT

ORGANISATION

Prepared By:

(PROJECT TEAM LEADER)

Date

GRANT SECRETARIAT

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 Cost Breakdown

Project Planning / Milestone Target

Gantt Chart

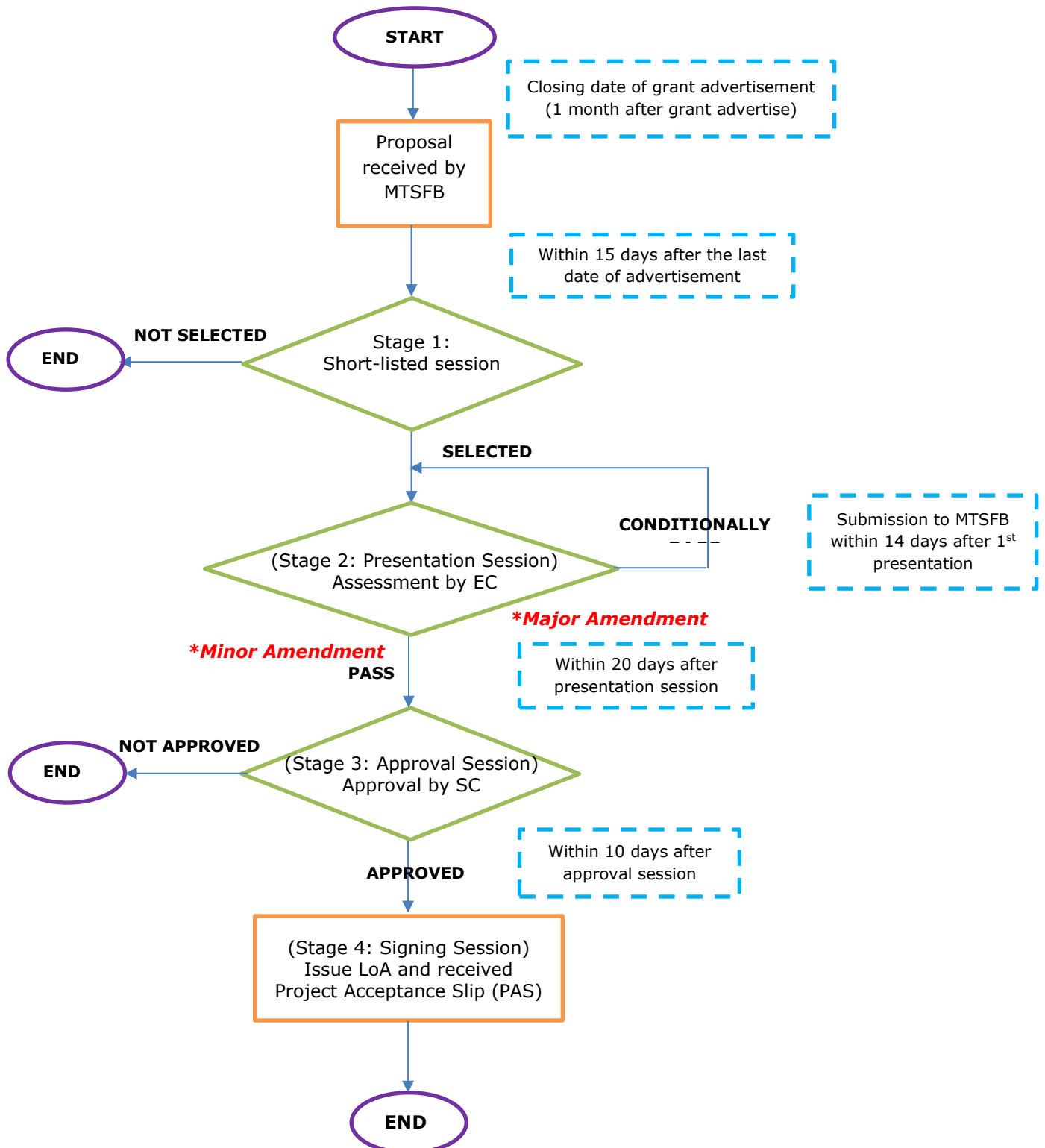
Any Other Information

Attachment (Any related to project)

SAMPLE

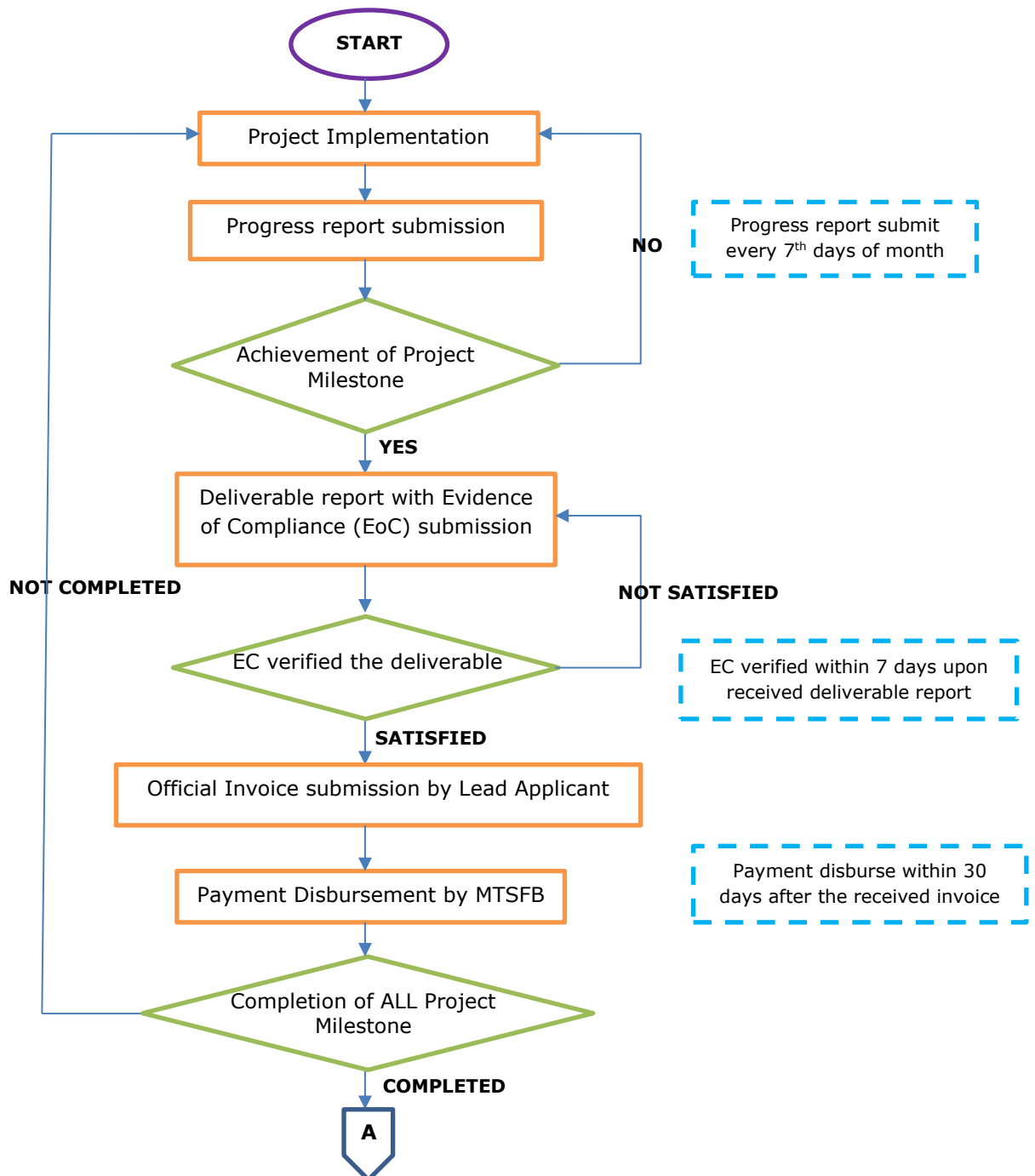
APPENDIX 4

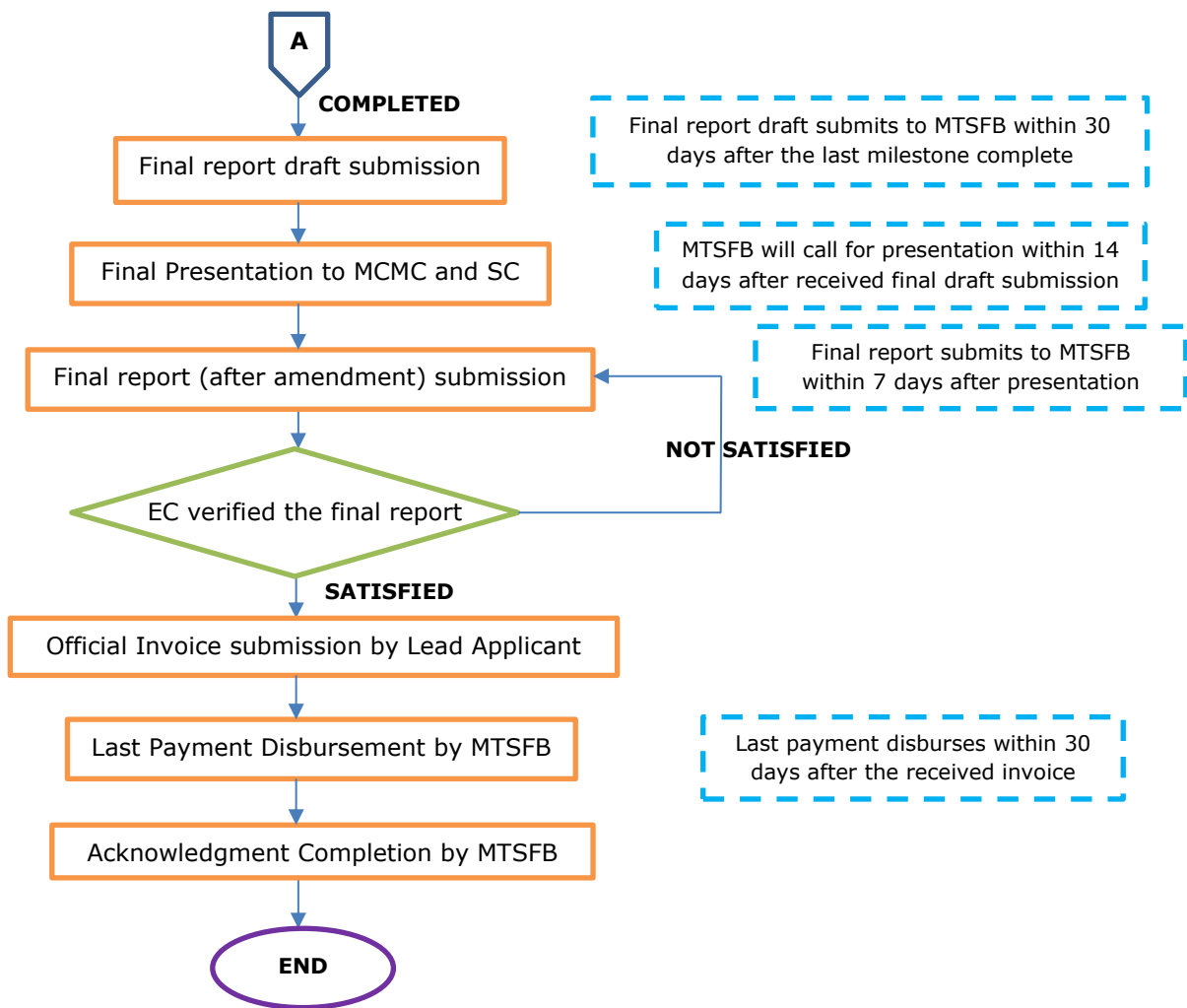
EVALUATION PROCESS FLOW CHART



APPENDIX 5

PROJECT MONITORING AND IMPLEMENTATION FLOW CHART





NOTES:
 EC – Evaluation Committee
 SC – Special Committee