Guide for Applying

INTERNATIONAL RESEARCH GRANTS

2025

Faculty of Engineering and Planning
Universitas Warmadewa

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PART 1

Guide for Applying to International Research Grants

The Faculty of Engineering and Planning (FTP) at Warmadewa University is committed to achieving its Global Vision by encouraging faculty members to actively participate in international research grant opportunities. As part of this initiative, all research grant proposals must align with the **United Nations Sustainable Development Goals (SDGs)**, ensuring relevance to the faculty's academic disciplines and the specific research topics being pursued. This alignment aims to foster impactful research contributions that address global challenges while promoting the university's commitment to sustainable development.

A. Objectives of Collaborative Research

1. To foster innovation through cross-disciplinary approaches.
2. To address complex real-world problems that require expertise from multiple disciplines.
3. To enhance the university's visibility and research contributions on a national and international scale.
4. To provide opportunities for resource-sharing and capacity-building across programs.

B. Identify Suitable Grant Opportunities

Research and select grants that align with your expertise and research focus. Examples include:

1. **Joint Research Grant (JRG):** Collaborative research with international partner institutions.
2. **Archipelago Scholar Research Grant:** Research in design, and engineering scope
3. **Visiting Professor and Research Fellowship Grant:** Opportunities for collaboration with leading universities or research centers abroad.

C. Prepare Required Documentation

Ensure that you have the following documents ready:

1. **Research Proposal:** Include background, objectives, methodology, expected outcomes, and budget.
2. **Curriculum Vitae (CV):** Highlight academic and research achievements.
3. **Letter of Intent (LOI):** Express your motivation and commitment to the research.
4. **Support Letters:** Obtain letters from your home institution and collaborators.

D. Collaborate with International Partners

1. Identify and establish communication with international researchers or institutions.
2. Discuss mutual goals, roles, and contributions.

E. Eligibility and Team Composition

To ensure the quality and credibility of research grant applications, the following criteria apply to all faculty members:

1. **Team Leader Requirements:**
   a. The **Team Leader** must hold an **academic rank** (e.g., Assistant Professor, Associate Professor, or Professor).
   b. The research title or topic must align with the Team Leader's **research background** and **track record**, as evidenced by their **Curriculum Vitae (CV)**.
   c. The proposed topic must also align with the expertise of the international partner involved.
2. **Team Composition:**
   a. The research team must include **international partners** from universities, research institutions, or relevant organizations.
   b. Faculty members currently enrolled in a **Doctoral (PhD) program are not eligible** to apply for research grants.
   c. The team must involve **students** to support research activities, such as data collection, analysis, or administrative assistance.
3. **Relevance to Expertise:**
   a. The proposed research topic must directly align with the **Team Leader's** and collaborators' areas of expertise, supported by their **research history and prior publications**.
4. **Documentation:**
   a. The Team Leader and all team members, including international collaborators, must submit their **CVs** to demonstrate their qualifications and relevance to the proposed research project.

F. Proposal Submission Guidelines

Collaborative research proposals should include:

1. Research objectives and methodology.
2. Clear roles and responsibilities for each discipline.
3. Budget allocation and resource-sharing mechanisms.
4. Expected outcomes and benefits of collaboration.

Proposals must be reviewed and approved by relevant departments and assessment team [UPPS /Dept].

G. Funding and Resources
1. Allocation of matching funds for collaborative projects.
2. Access to shared resources such as labs, equipment, and software.
3. Possibility of external funding from national and international grant

H. Intellectual Property (IP) and Publication

1. Clear agreements on IP rights and authorship, ensuring equal recognition for all contributors.
2. Targeting high-impact journals and conferences that reflect the interdisciplinary nature of the research.

I. Submit Application

Faculty members are encouraged to submit international research grant proposals throughout 2025, with the final deadline set for **31 October 2025**. Please note that the submission timeline depends on the specific grant you are applying for. Ensure you are aware of the deadlines and requirements set by the grant provider. Early submission is recommended to allow sufficient time for review and improvements.

J. Institutional Support for International Research Grant Applications

The Faculty of Engineering and Planning (FTP) at Warmadewa University is dedicated to supporting faculty members in pursuing international research grants. To strengthen this initiative, the FTP Dean, in collaboration with the Vice Dean for Academic, Research, and Community Service (WD BARPM), provides **financial assistance in the form of matching funds**. These funds are designed to facilitate the preparation and submission of high-quality grant applications, ensuring alignment with global standards and increasing the likelihood of success.

J1. Key Details

1. Total Allocation: **IDR 180,000,000**
2. Maximum Allocation Per Program (Department): **IDR 45,000,000**

The allocation of funds will prioritize research proposals with higher academic and practical value, ensuring alignment with the Faculty's strategic objectives and the United Nations Sustainable Development Goals (SDGs).

All submitted proposals and budget plans (RAB) will undergo a thorough evaluation process based on the following criteria:

1. **Relevance of the Research Topic:** Alignment with SDGs and the academic expertise of the Team Leader and team members.
2. **Clarity and Feasibility:** The clarity of the research objectives, methodology, and expected outcomes.
3. **Budget Efficiency:** Appropriateness and justification of the proposed budget as outlined in the RAB.

This evaluation ensures that funds are allocated effectively to proposals with the greatest potential for impact and success. Faculty members are encouraged to prepare high-quality proposals and detailed RAB submissions to maximize their chances of receiving funding.

J2. Eligible Uses of Funds

1. Proposal Development Costs:
   a. Drafting research proposals.
   b. Hiring consultants or experts to refine the proposal.
2. Administrative Support:
   a. Fees for grant application submission.
   b. Communication and coordination costs with international partners.
3. Preliminary Research Activities:
   a. Initial data collection or pilot studies to strengthen proposals.
   b. Developing collaborative frameworks with international institutions.
4. Other Supporting Activities:
   a. Workshops or training related to grant writing.
   b. Travel expenses for meetings with international collaborators.

J3. Fund Allocation and Usage Limit

1. Initial Allocation:
   From the total allocated matching funds, **up to 50%** of the funds may be utilized during the grant proposal preparation process.

2. Remaining Funds:
   If the grant application **is rejected**, the **remaining 50%** must be allocated to producing academic outputs *(detail in point N)*

J4. Internal Competition System

The funds will be allocated through an internal competitive system to ensure that the most promising and impactful proposals are supported. Faculty members must submit:

1. A concept note outlining the proposed research.
2. A budget plan detailing the use of matching funds.
3. A timeline for proposal submission to the international grant provider.

Applications will be evaluated based on their alignment with FTP's strategic goals and the potential for success.

K. Terms and Conditions for Matching Funds

1. Matching funds must be used specifically for research-related expenses.
2. Applicants must submit a detailed budget plan and timeline for fund utilization.

L. Monitoring and Evaluation

1. Periodic progress reports and meetings to ensure alignment with research objectives.
2. Assessment of outcomes, such as publications, patents, or community impact.
3. Success metrics for collaborative projects

M. Post-Award Requirements

If awarded, recipients must:

1. Submit regular updates on the project's progress to FTP.
2. Share findings through publications or presentations.
3. Highlight the institution's contribution and visibility in all outputs.

N. Terms and Conditions for Unsuccessful Research Grant Applications

To ensure the effective and responsible use of matching funds, the Faculty of Engineering and Planning (FTP) at Warmadewa University has established the following terms and conditions for faculty members whose international research grant applications are not successful.

N1. Accountability Requirements

1. Faculty members must submit a comprehensive report within 30 days after the grant decision, including:

   a. A summary of activities undertaken using the allocated funds.
   b. A detailed financial report on expenses incurred (up to 60% of the funds).
   c. A concrete plan for utilizing the remaining funds, such as article submission or proposal improvement.
2. Failure to submit the report may result in the following actions:

   a. Ineligibility for future matching fund opportunities.
   b. Administrative sanctions as determined by FTP leadership.

N2. Academic Publication Requirement (Academic Output)

1. If the grant application is rejected, faculty members are required to produce at least one academic output, such as:
    a. An article published in a Scopus-indexed journal (minimum Q3).
    b. A publication in a WoS-indexed journal or journals of equivalent standing.
    c. Contributions to other high-impact academic platforms approved by FTP.
2. The remaining funds (50%) may be used for:
    a. Drafting and editing the article.
    b. Journal submission fees.
    c. Proofreading, language editing, or peer review services.

N3. Ensuring Quality in Grant Applications

1. Faculty members must ensure that proposals submitted for international research grants are of high quality and competitive.
2. Proposals that appear substandard or intentionally exploit the funding system may be flagged for review.
3. Faculty members found to have misused funds or submitted substandard proposals may face:
    a. Exclusion from future matching fund programs.
    b. Other administrative actions as deemed necessary by the Vice Dean for Academic, Research, and Community Service (WD BARPM).

N4. Support for Resubmission

1. Faculty members whose grant applications are unsuccessful are encouraged to revise their proposals based on feedback from the grant provider.
2. FTP may provide additional institutional support for improved proposals that are resubmitted in subsequent funding cycles, subject to review and approval.

O. Template Download:

Faculty provides standardized templates to assist faculty members in meeting grant requirements efficiently. The following templates are available for download:

O1. Proposal Structure Template (Download template here)
This template outlines the systematic structure required for drafting research proposals, ensuring alignment with international standards and funding body expectations.

O2. Budget Plan Template (RAB) (Download template here)
A detailed template for preparing the research budget, including cost categories and allocation guidelines to ensure transparency and compliance.

O3. Team CV Template (Download template here)
A standardized curriculum vitae (CV) format for all team members, including the Team

Leader, collaborators, and international partners, to highlight relevant expertise and qualifications.

O4. Project Timeline (Download template here)
A project timeline is a structured plan that outlines tasks, responsibilities, and deadlines to ensure efficient progress and successful project completion.

PART 2

Technical and Detailed Guidelines for the Review Process

To ensure transparency and the quality of research grant applications, the review process will be managed by the Dean of the Faculty of Engineering and Planning (FTP). Below are the technical and detailed guidelines:

A. Eligibility for Grant Application

1. All faculty members, including those holding structural positions, are eligible to submit research grant proposals.
2. Applicants must ensure their proposals align with the **United Nations Sustainable Development Goals (SDGs)** and meet the requirements for substance, budget planning, collaboration partners, and academic output targets.

B. Appointment of Reviewers

1. The **Dean** will assign reviewers for each grant application.
2. Reviewers will be selected based on their expertise and will include:
   a. **Substance Reviewer:** Focuses on the academic and technical content of the proposal, ensuring it aligns with the applicant's expertise, research goals, and the selected international partner's expertise.
   b. **Budget Reviewer:** Evaluates the feasibility and appropriateness of the proposed budget (RAB) in relation to the research activities.
   c. **SDGs Reviewer:** Ensures the proposal aligns with one or more SDGs and assesses its potential impact on sustainability goals.

C. Review Workflow

1. **Submission:**
   a. Applicants submit their proposal, including:
      i. Research objectives, methodology, and activities.
      ii. Budget (RAB) details.
      iii. Details of the international partner(s) and their role in the project.
      iv. Academic output targets (e.g., Scopus-indexed articles, conference presentations).
2. **Reviewer Assignment:**
   a. The Dean assigns reviewers for each proposal, ensuring no conflict of interest.

3. **Initial Screening:**
   a. Reviewers conduct an initial check for the completeness of the submission (proposal, RAB, SDGs alignment, partner details, and output targets).
4. **Detailed Review:**
   a. **Substance Reviewer:** Assesses research objectives, methodology, partner roles, and feasibility of achieving academic output targets.
   b. **Budget Reviewer:** Verifies cost allocations, ensuring they are reasonable and justified.
   c. **SDGs Reviewer:** Evaluates the relevance of the research to specific SDGs and its potential contribution to global sustainability.
5. **Consolidation Meeting:**
   a. Reviewers meet to consolidate their evaluations and provide a final recommendation.
6. **Decision Making:**
   a. The Dean makes the final decision based on reviewers' feedback, and applicants are informed of the outcome.

D. Key Responsibilities

1. **Applicants:** Ensure proposals are well-prepared, justified, and aligned with SDGs. Clearly state the international partner's role and the academic output targets.
2. **Reviewers:** Provide objective and constructive feedback, ensuring all evaluations are transparent and thorough.
3. **Dean:** Assign reviewers, oversee the process, and make the final decision.

E. Evaluation Criteria

1. **Clarity and Relevance of Research Objectives**
   a. The objectives must be well-defined, addressing significant academic or practical challenges.
   b. The relevance of the research to the chosen topic and target outcomes should be evident.
2. **Feasibility and Innovation in Methodology**
   a. The proposed methods must be practical, achievable, and innovative in addressing the research problem.
   b. The methodology should align with international standards and support the intended outcomes.
3. **Alignment with Applicant's Expertise and Partner's Role**
   a. The research must align with the expertise and track record of the applicant (Team Leader).
   b. The role of the international partner must complement the project's goals and add credibility to the collaboration.

4. **Budget (RAB):**
   a. **Transparency and Justification:** Expenses must be clearly outlined and justifiable based on the proposed activities.
   b. **Proportionality:** The budget allocation must be reasonable and balanced relative to the scope and objectives of the project.

5. **SDGs Alignment:**
   a. The proposal must directly address one or more **United Nations Sustainable Development Goals (SDGs)**.
   b. It should demonstrate potential for significant academic or practical contributions to global sustainability.

6. **Collaboration Partners:**
   a. The expertise and credibility of the selected international partner(s) must align with the research objectives.
   b. The partner's role should support the success of the project and the achievement of desired outcomes.

7. **Academic Output Targets:**
   a. Feasibility of producing high-quality academic outputs, including:
      i. Scopus/WoS-indexed articles (minimum Q3).
      ii. Conference presentations or proceedings.
      iii. Policy briefs or community engagement reports.

8. **Timeline:**
   a. A clear and structured timeline must be provided, outlining all phases of the research, including:
      i. **Proposal Preparation and Submission.**
      ii. **Data Collection and Fieldwork.**
      iii. **Data Analysis and Interpretation.**
      iv. **Drafting and Review of Results.**
      v. **Publication and Dissemination.**

      The timeline must align with the grant provider's deadlines and demonstrate the feasibility of completing the project within the proposed time frame.

F. Reporting and Feedback

1. **Review Outcome:** Applicants will receive written feedback highlighting strengths, weaknesses, and areas for improvement, including recommendations for enhancing partner collaboration and academic outputs.
2. **Appeals:** Applicants may appeal decisions with supporting evidence, which will be reviewed by a secondary panel appointed by the Dean.

Contact Information

For guidance and inquiries, please contact:
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Good luck with your application!