



YAYASAN PENYELIDIKAN DAN PENDIDIKAN PERAKAUNAN MALAYSIA (MALAYSIAN ACCOUNTANCY RESEARCH AND EDUCATION FOUNDATION)

RESEARCH GUIDELINES

Background
<p>The Malaysian Accountancy Research and Education Foundation (MAREF), a trust body established by the Malaysian Institute of Accountants for the promotion, encouragement, and advancement of accountancy research and education in Malaysia, was set up in 1990 and received its certificate of registration as a corporate body under the Trustees (Incorporation) Act 1952 on 26 July 1993. The objectives of MAREF, inter alia, are to:</p> <ul style="list-style-type: none"> ✓ Encourage and promote the advancement and development of accountancy in Malaysia; ✓ Carry out such other legally charitable purposes for the advancement of education and training in the Profession; ✓ Carry out research in and to promote the development of the profession of accountancy in general and the development of accounting and auditing standards in particular; ✓ Publish and disseminate literature for the advancement of the Profession.
Purpose of the MAREF Research Grant Program
<p>MAREF is committed to funding and publishing relevant, practitioner-oriented research that will support the world-wide accounting profession as a whole. It is also committed to investing in research initiatives that are relevant to the roles and domains of professional accountants in Malaysia. It is MAREF's hope that the funding provided will allow researchers not only to conduct the study, but also to report the results of their study at both the national and international levels so as to increase the image of MAREF as well as that of the researcher.</p> <p>The purpose of the MAREF Research Grant program is to encourage and support high quality and timely, applied accounting research, which involves identifying an accounting problem or issue and developing a solution using theory and existing professional literature. Applied accounting research also covers both practitioner research and academic research, with practice implications covering a variety of current topics facing public and private accountants.</p> <p>The MAREF research grant is designed to help researchers cover the costs associated with the development and completion of a research project. Collaboration between academicians and practitioners is highly encouraged.</p>
Types of research grant program
<p>There are two types of research grant applications may be submitted:</p> <ol style="list-style-type: none"> 1. Specific/Priority Research – Applications for funding under a specific call for research issued by MAREF, which will require applications to be submitted by a specific date; and 2. General Research – Pro-active applications for research grants, where they are in the public interest. Such applications are accepted at any point in time.

Guidelines for the application of research grants

1. Eligibility

Applications for research grants are open to local and foreign researchers but the topic of the proposed research must be relevant to the Malaysian accounting profession or accountancy education.

1.1 The following rules apply to the applicant:

- i. Lead Researcher must hold a doctoral degree.
- ii. Lead Researcher must have an appointment with a local private or public institution of higher learning (IHLs).
- iii. The researcher(s) is responsible for research and financial matters; and

1.2 Researcher(s) can only submit one (1) proposal as the Lead Researcher within this call, and each researcher can act no more than twice as an applicant (as Lead Researcher or co-researcher).

1.3 The research team must comprise at least two (2) researchers (a Lead Researcher and a co-researcher). Researcher(s) in professions other than academia are allowed to be part of the research team to complement the expertise and with the expectation that the product of the research will contribute to the broader body of knowledge on the topic specified.

2. Funding policies

2.1 Applications for research grants will be considered by MAREF Board of Trustees (BoT). The BoT will make the final decision on research grant approvals. MAREF Secretariat will be responsible for monitoring the progress of the research until its completion and to deal with any issues that may arise in relation to the research.

2.2 Each call for research will detail the maximum grant available for a particular project. There is no upper or lower limit for general research. However, each application will be assessed individually to consider if it reflects value for money.

2.3 Funding will be disbursed based on actual expenditure. Appropriate documentation has to be maintained to support and justify the costs and time reported in the cost statements. The documentation must be precise and complete.

2.4 Disbursement of funds

No.	Disbursement phase	Descriptions	Amount
i.	First disbursement	Within 21 working days upon receipt of the letter of acceptance.	10% of total approved grant.
ii.	Second disbursement	Upon receipt of the progress report and claim form (with supporting documents).	Based on expenditure incurred, up to total approved grant.
iii.	Third disbursement	Upon submission of the required deliverables and approval from MAREF BoT as well as final claim form (with supporting documents).	Based on expenditure incurred, up to total approved grant.

3. Evaluation criteria

Please refer to Appendix 1 for the criteria that will be used to evaluate research proposal.

4. Review of proposals

4.1 MAREF may appoint a reviewer to review the proposals.

4.2 For general research application, the reviewers will be asked to consider the following points:

- **Strength & Completeness of the Proposal:** Is the proposal well-structured and comprehensive?
- **Achievability:** Is the project feasible within the proposed scope, resources, and timeline?
- **Likelihood of Completion:** Can the research realistically be completed as proposed?
- **Identification of Key Issues:** Does the proposal clearly identify the critical issues to be investigated and align with the research topic?
- **Forward-Looking Impact:** Is the research innovative, and does it have the potential to contribute to the development of the accountancy profession?
- **Potential for Knowledge Contribution:** Will the research add to the understanding and knowledge of those interested in the field?
- **Literature Review:** Is the review of existing literature adequate and relevant to the research topic?
- **Suitability of Research Method:** Is the research method appropriate for the topic and research goals?
- **Anticipated Impact:** Is the research likely to achieve significant influence or impact?
- **Experience & Track Record:** Does the research team have sufficient experience and a strong history of similar research?
- **Reasonable Timing:** Is the timing of the project realistic and appropriate for its scope?

4.3 Applicants may be invited into a meeting with a panel of experts to discuss their proposals before the final funding decision is made.

5. Submission of research proposal

5.1 Applicants for a MAREF Research Grant are required to complete an application form, which may be obtained at www.maref.org.my and submit it together with the following:

- i. Curriculum vitae of the Lead Researcher and team member(s) involved;
- ii. Certified true copies of the highest academic certificates; and
- iii. Other relevant materials to support the proposal.

5.2 Each research proposal should be submitted to MAREF secretariat at admin@maref.org.my.

5.3 For specific/priority research, applications received after the deadline for submission outlined in the call for research will not be considered. If no suitable applications are received, MAREF may decide to: (i) extend the deadline submission and re-advertise the specific/priority research or (ii) decide not to proceed with the project(s).

5.4 All the applications received under the specific/priority research will be reviewed together in order that a short list of preferred bidders can be produced.

6. Approval policies

Research Grants will be awarded based on the relevance and timeliness of the topic proposed for research, the likelihood of successful and timely completion of the project, and the likelihood of the project's leading to findings that can be published and widely disseminated.

7. Progress reports and project management

- 7.1 Researchers are required to submit a progress report to the foundation midway through the project period. For example, if the duration of the project is 6 months, the progress report should be submitted after 3 months since the project started. The progress report is a general report, which highlights the work / activities done to date, milestones achieved, and expenses incurred. Claims will only be reimbursed upon receipt of the progress report.
- 7.2 Project milestones must be identified in the application form and ongoing performance will be measured against these milestones.
- 7.3 MAREF will monitor the project milestones assiduously to ensure that such projects are delivered in a timely manner.
- 7.4 Researchers may be invited to attend MAREF BoT meetings in order to provide an update on the progress of their projects, initial findings, and conclusions.
- 7.5 Researchers who fail to complete their research projects within the stipulated time frame, or within a reasonable period will need to refund the grant amount disbursed and will be blacklisted as a lead researcher for future MAREF grants applications.
- 7.6 Research abandonment occurs when the research project is halted and discontinued leading to unachieved research objectives and outcome. MAREF may report to the Dean if it is found that a research project has been abandoned by the researcher.
- 7.7 Researchers may be invited to attend MAREF BoT meetings in order to provide an update on the progress of their projects.

8 Changes to research proposals

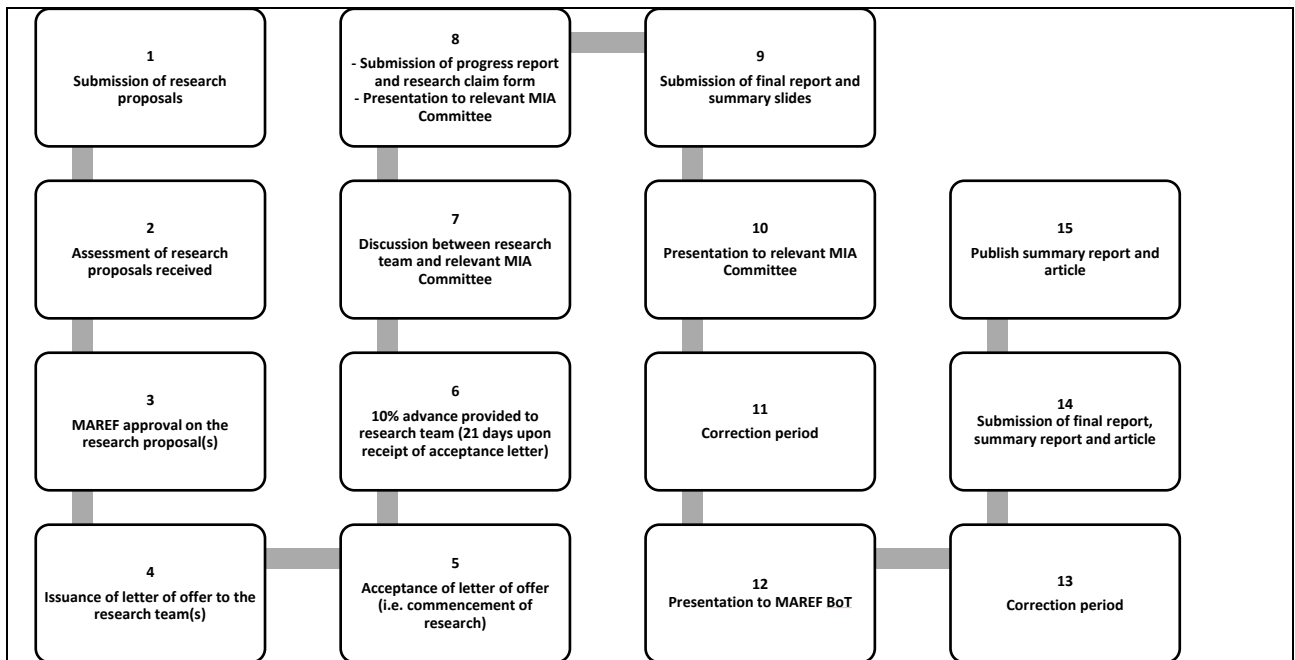
Researchers may encounter circumstances forcing them to modify their research plan, which may compromise the objectives of the research originally approved by MAREF. In such cases, researchers must obtain the prior approval of the MAREF BoT before implementing any changes.

9 Delay in project starting date

If the approved research project has not commenced within two months of the proposed date, approval has to be sought from MAREF. MAREF reserves the right to withdraw the research grant if the project is delayed for more than two months or approval has not been obtained for the delayed starting date.

10 Research schedule

For general/specific/priority research, MAREF expects that research findings should be disseminated on a timely basis and the research project must be completed within the specified grant period. The researcher is expected to return the acceptance letter for the research grant offer within 3 weeks from the date of the letter of offer.



11 Extensions

Extensions to the duration of a research project without additional funding will be limited to three months and is subject to MAREF BoT approval. Request for extension will need to be submitted at least two months before the deadline. Extensions will not be awarded automatically or retrospectively.

12 Right to suspend or terminate payment to grantee

MAREF reserves the right to revise or amend at any time the conditions of the grant or suspend or terminate the research grant at any time. This situation may arise if:

- ✓ MAREF is of the view that the research has been unduly delayed or would not be able to achieve the objectives stated in the proposal;
- ✓ the grantee has deviated from the objectives stated in the proposal;
- ✓ if grantee fails to comply with any material terms of the research grant program
- ✓ if the grantee has made or makes any material misrepresentation of any nature with respect to any information or statements furnished.

In this event MAREF may terminate the grant and recover any unspent or improperly spent grant funds.

13 Submission of reports

Within 2 months of the completion of a Research Project, researcher is required to submit the soft copy of the following:

- (a) Final Report;
- (b) Summary Report of not more than 3,000 words;
- (c) Power point slides that would be presented to MAREF BoT;
- (d) Article to be published in the MIA Accountants Today (not more than 800 words).
- (e) Any research material and related documentation which the researcher has collected or produced; and
- (f) Other materials as may be reasonably requested by MAREF.

14 Exceptional costs**14.1 Conference/seminars**

The cost of attending conferences/seminars will only be considered if full justification was provided in the application to show that it is an integral part of the research. The research should also have been completed, and that the findings have been presented at MAREF. The approval of funding will be at MAREF's discretion.

14.2 Rental

Purchase of equipment(s) is not allowed. However, researchers may rent essential equipment(s) that is necessary for the research and not already available. Rental expenses for building space, equipment, transportation, and any other items directly related to the project are claimable.

14.3 Travel and Transportation

Only travel and transportation expenses directly related to the project are claimable.

14.4 Research Materials and Supplies

Only extends to expenses for research materials and supplies directly related to the project, such as books, magazines, computer software, photocopying, printing, binding, filming, consumables (stationeries, etc.), charges from postage, telephone, fax and other expenses necessary to complete the project. The purchase of mobile phones is not claimable.

14.5 Special Services

Translation, license for Grammarly, incentives for data collection, data gathering and processing costs are claimable.

14.6 Proofreading and Editorial Services

Payment made specifically for qualified proofreading services for the research report and project manuscript are claimable. This exclude payment to research members who carry out proofreading exercise.

14.7 Publication

Specifically, to defray costs for publications in relevant academic, indexed and/or peer-reviewed journals. It is limited to RM2,000.

15 Research assistants

15.1 The qualification of the research assistants must be stated. The period of employment and the mode of payment must be stated, including the number of research assistants required for the research project.

15.2 Only the costs of the actual hours worked by the research assistants may be claimed. The cost for research assistants should not exceed 30% of the total budget for a research project, unless approved by MAREF.

16 Rights of the researcher and MAREF

16.1 MAREF shall own all technical reports, data and information developed under this research grant scheme and shall have the right to copyright, publish, disclose, disseminate, and use, in whole or in part, any data and information received, collected, or developed under this grant program.

16.2 The researcher may use the results of the research for any other purposes with written permission from MAREF and with appropriate acknowledgement to MAREF.

16.3 All publications resulting from the research must acknowledge MAREF as the source of funding.

16.4 Grant recipients are expected to present their research results at any of the MAREF/ MIA conferences, workshops, or events in which MAREF is directly involved, and the ultimate goal for all projects is the publication of the research result in an academic and practitioner journal.

16.5 MAREF does not guarantee that it will publish the funded research report.

17 Patent rights

17.1 All rights to inventions, discoveries or other commercially useful research products arising from research conducted under this grant program shall belong to MAREF and shall be disposed of in accordance with MAREF policy.

17.2 The researcher shall not transfer or assign any or all rights or obligations under the grant program, and any attempt at assignment shall be totally null and void. No 3rd party shall have any right of action under the grant program.

17.3 No appeal will be allowed for unapproved applications.

Editorial Policy

(a) Researchers are required to submit a Full Research Report and a Summary Report of not less than 3,000 words.

(b) MAREF may appoint reviewer(s) to review the report.

(c) Both reports should be typed double spaced, on 12 point Times Roman, and should address the issues of coherence, clarity, and readability.

(d) An abstract of not less than 300 words should be enclosed. The abstract should provide a statement of the purpose and procedures of the study, including the major conclusions of the research.

(e) The Complete Research Report should contain the following aspects:

- ✓ Abstract
- ✓ Summary Report
- ✓ Preface/Introduction
- ✓ Background of study, literature review
- ✓ Objective and Research Methodology
- ✓ Findings and Discussion
- ✓ Conclusions
- ✓ Recommendations and Possible Solutions
- ✓ References
- ✓ Appendices, Questionnaires, and supporting documents

Any additional requirements will be communicated to the research team separately.

(f) The report must be academically rigorous with all statements and sources being fully cited.

(g) The Summary Report should be a summary of the Full Report, and should also include the above aspects, excluding references, appendices, and supporting documents. The researcher should bear in mind that the primary audience are accounting practitioners as well as non-academic readers interested in accounting research. Hence, the following should be taken into consideration:

- ✓ The Report should be of interest and relevance to the readership.
- ✓ The implications of the results for the practitioner must be clearly shown
- ✓ The presentation and discussion of data must not pre-suppose more than a basic knowledge of statistics. Statistics, when presented, should be done so in a meaningful way.

- (h) Researchers are encouraged to provide examples, illustrations, graphs, and tables to facilitate the understanding of the points being discussed. The author is also encouraged to use bullet points to summarise information and important results.
- (i) If the research is part of an extensive academic research project, the report should make reference to the main research.

Appendix 1: Assessment Criteria for MAREF Research Proposal

	Criteria	Assessment	Weightage
1	Research objective	Demonstrates clear and achievable objectives.	20%
2	Literature review summary	Critically analyses and integrates the literature, discusses the relevant concepts and the relationships among variables.	10%
3	Research gap	Clearly identifies and addresses the research gap.	5%
4	Expected contribution	Provides clear justification and significance of the proposed research.	5%
5	Benefits of the project	<p>The proposal has an impact on one or more of the following:</p> <ul style="list-style-type: none"> • Contribution to Accounting Standards • Offering solution to practical accounting problems • Development of accounting practice • Fulfilling a governmental interest/request 	10%
6	Industry linkages	Engages industry in the research plan.	10%
7	Research methodology	Clearly describes the research method and demonstrates knowledge of appropriate research strategies (including possibility to obtain data)	15%
8	Credibility of research team	Team members demonstrate good research records that support ability to meet research objectives.	10%
9	Research schedule	Provides clear distribution of tasks over time	10%
10	References	Provides appropriate and recent references	5%