



## GUIDELINES FOR ESTABLISHMENT OF A RESEARCH CONSORTIUM

### 1.0 Introduction

UCSI University has in recent years made impressive progress in research with increased numbers of publications in high impact journals. The steady increase in the number of external grants secured by UCSI researchers indicates that UCSI University is ready to contribute significantly in the international arena. UCSI Council has approved the establishment of Research Consortia at its meeting on 17 June 2020.

A research consortium is an association of one/more UCSI University research entity/entities (Center of Research) with external research entities, ranging from universities, industrial companies, government organizations and non-government organizations or research institutions, with an aim to excel in a chosen field of research, through the pooling of expertise and resources. The research consortium will serve as the platform for accelerating the advancement of research capability of UCSI University researchers through collaboration with prominent research partners; boost the ability of the UCSI University researchers to compete for large external grants; and enhance the visibility of the UCSI research scholarly activities globally.

The establishment of a research consortium in UCSI University shall be reviewed by a Research Consortium Evaluation Committee chaired by the Deputy Vice-Chancellor (Research and Postgraduate Studies) with the Director of CERVIE as the Honorary Secretary. The proposed Research Consortium will have to be approved by the University Top Management and the University Council.

### 2.0 Submission on Request to form Research Consortium

(i) Prior to the submission on the request to form the research consortium, the respective Coordinator must provide documentation demonstrating at least **TWO (2)** industry/organizations/institution partners expressing their interest to join the proposed research consortium activities. Each interested entity shall sign a non-binding **Letter of Intent (LoI)** and submit the LoI to the Research Consortium Evaluation Committee for review.

(ii) A research consortium can be formed with the aim to establish on its basis a Center/Institute in future or merely to leverage on the efforts and research funds of the members.

(iii) Each of the Consortium's member retains its separate legal status and the Consortium's control over each participant is generally limited to activities involving joint endeavors. A Consortium is formed following the signing of a standard non-negotiable **Memorandum of Agreement (MoA)**, which delineates the rights and obligations of each member.

(iv) Each Consortium's member is responsible for their own projects with their own set of specific objectives which are aligned with the overall goal of the consortium. The Consortium will nominate a reputable Lead (Coordinator) who has strong track record in research.

### **3.0 Funding for Research Consortium**

(i) Each consortium member is responsible to source for research funding and support themselves financially either from internal or external grants.

(ii) For the consortium member affiliated with UCSI University, CERVIE may assist in providing the information to source for an external grant to achieve the sustainability of the research projects.

(iii) The research consortium shall jointly apply for funding to support the research activities.

### **4.0 Consortium Activities**

(i) The University expects the highest standards of good scientific practice in conducting research within all research fields. The consortium research activities must comply to the university policies, rules and regulations.

(ii) The consortium member affiliated with UCSI University must demonstrate excellent performance according to the Key Performance Index (KPI) developed with input from their members. The performance is evaluated based on the research outputs\* of the consortium and will be assessed by a Research Consortium Evaluation Committee comprising at least **FOUR (4)** Professors and/or Associate Professors, recommended by the Director of CERVIE, and approved by the Deputy Vice-Chancellor (Research and Postgraduate Studies).

\*The research outputs include publications, trademark, copyright, patents and etc.

(iii) Achievement of the research consortium will be monitored for **THREE (3)** consecutive years (equivalent to one cycle) in the form of assessment reports that are based on the KPI requirements. A research consortium that has failed to meet the desired performance for **THREE (3)** consecutive years, will be subjected to termination or reorganization based on the assessment reports.

(iv) The consortium member affiliated with UCSI University should update the research activities undertaken to the Research Consortium Evaluation Committee every 6 months, while the Lead of the research consortium should record and report the overall annual research activities and outputs to all the members of the consortium for annual evaluation purpose.

### **5.0 Board of Advisors**

(i) Each research consortium is expected to establish and facilitate the formation of an advisory board to support effective research consortium outcomes. These may include:

- Establishment and evaluation of advisory board structures concerning effectiveness and best practices
- Facilitation of advisory board planning and meetings
- Contribution to research consortium outcomes through value-driven insights, filling of knowledge gaps, thought leadership and outcome-driven activities

- Mentoring and monitoring the progress of research consortium activities and outputs
- (ii) Advisory board members should be selected based on their respective areas of expertise. The appointment is for a duration of **two (2) years** with renewals being subjected to Top Management approval.
- (iii) Each advisory board should consist of a **minimum of 5 members, not exceeding a maximum of 9 members**. Appointment of key roles within an advisory board structure should comprise of internal and external experts representing relevant stakeholders from academia, industry, NGOs and/or government bodies, subject to Top Management approval.
- (iv) The frequency of advisory board meetings are expected to be held **twice a year** to align and realize the vision and mission of the research consortium.

## **6.0 Intellectual Property**

Provisions for all research outputs inclusive of research publications, copyrights, trademarks, patent disclosures and patent applications generated by the consortium shall be included in the **Memorandum of Agreement (MoA)**.

In respect of all/any Intellectual Property and for any avoidance of doubt all/any Intellectual Property shall belong solely to the university unless otherwise agreed in writing and content thereof is reduced to record in the **Memorandum of Agreement (MoA)** any changes to the ownership of all/any Intellectual Property shall be presented for written approval to the Vice Chancellor & President of the university.