
Annex 1

Guideline - Research Proposals for Young Academic Staff (Research Period: May 2019 to May 2020)

Young Academic Staff

- Age of applicants is to be equal to or less than 35 years old as of project proposal due date.
- Applicants must be full-time academic/research staff but not full professors of the IAMU member universities

Applicant

- Applicants shall make a presentation of an interim report for his/her project in the Annual General Assembly(AGA) and shall publish in the proceeding of the annual Conference.
- Applicants shall consider submitting the paper to the IAMU section of WMU journal of Maritime Affair.
- If needed, applicants can have research partner(s) who is/are young academic staff of the IAMU member universities only.

Project length and budget

- The project length is 13 months, start at 1 May to 31 May in the following year
- The project budget is maximum USD 20,000 per proposal for Young Academic Staff

Proposal and selection

- The research project must be related to maritime field.
- The AAC Working Group on Research Projects select 3 research projects and recommend to the IEB for approval.

Applicants to this research proposal are required to describe possible key concepts to be structured and explored within the theme as well as a couple of desirable goals in their application forms (Form 1-C)

Note:

Each IAMU member university can submit only one (1) proposal

Reference is the Evaluation form for Young Academic Staff (Criteria in the Evaluation form will help you to prepare for your application)

Annex 2

Procedure of the implementation of Research Proposals for Young Academic Staff in FY2019

(1) Research Proposals

The IAMU invites the submission of research proposals explained in “Call for Research Proposals for Young Academic Staff in FY2019” and its Guideline Research proposals should be submitted using <<Form 1-C >>. Each IAMU member university can submit only one proposal. The budget for the research proposal should be submitted using <<Form 2-C>> Please refer to "Tips for writing application form for Young Academic Staff" <<Annex 3>>. Both forms are to be submitted by e-mail to the IAMU Secretariat as follows:

Deadline: **24:00 Thursday 31 May 2018 JST (Japan Standard Time)**

Contact person: **Dr. Takeshi Nakazawa, Executive Director**

e-mail: info@iamu-edu.org

e-mail subject: **RP2019 YAS**

(2) Selection of Research Proposals

All proposals submitted to the Secretariat will be forwarded to the referees endorsed by the Working Group on Research Projects. Selection of the proposals will be also conducted by the Working Group members around August or September 2018. Based on the evaluation result, the Head of AAC recommends selected proposals to the International Executive Board (IEB) for its approval scheduled for October 2018.

(3) Notification of the selection results (scheduled for October 2018)

The Secretariat will inform all applicants of the selection results approved by IEB as:

Either ***“Accepted”*** or ***“Rejected.”***

Applicants of accepted proposals may be required to modify the contents and/or budget of the research proposals with recommendations from AAC and/or Secretariat.

(4) Notification of final approval

The Contractors/applicants of accepted proposals will be notified of final approval soon after the IEB meeting in April 2019. A written agreement between the Contractor and the Executive Director - “Consignment Contract for IAMU Research Project FY2019” - will be dispatched for signatures.

(5) Budget payments

At the request of the Contractor, a maximum of 60% of the total budget amount will be sent to the account of the Contractor's university. The balance (remaining 40%) will be sent to the same account by around August 2020, upon receipt of the invoice from the contractor within thirty days after the final research project report has been approved by the AAC and the IEB.

(6) Research reporting

The Contractor/applicant shall make a progress report in English at AGA20 to be held at Tokyo, Japan in October 2019.

The Contractor/Research applicant shall submit the following reports in English to the Secretariat as a set of pdf file and MS word file attached to an e-mail to the address <info@iamu-edu.org>.

- ♦ Progress report <<Form 3>> by the end of March 2020 JST.
- ♦ Final research project report <<Form 4>> by the end of May 2020 JST.

The Secretariat will send official reminders by one month prior to the deadlines shown above.

The Contractor will be penalized as follows if the deadlines are not met.

- The Contractor shall not receive the balance of the budget (remaining 40%).
- The Contractor shall not enter the Research Project competition for the next year, while the Research coordinator shall not enter the competition for the next three years as coordinator.

(7) Final report evaluation

The referees endorsed by the Working Group on research projects shall evaluate the final reports. The results of the evaluation shall be forwarded to IEB for consideration. Research coordinators may be required to modify the contents of the final report according to the comments from the evaluators.

(8) Final report approval

The AAC and IEB shall approve the final reports based on the evaluation results mentioned in (7). The balance of the fund shall be sent to the account of the Contractor's university.

(9) Publication of final reports

The Secretariat will arrange the printing of the reports and upload the reports on the IAMU online portal. Publication will be completed by around September 2020.

Annex 3

Tips for writing application forms for Young Academic Staff in FY2019

Theme

Optional theme but must be related to maritime fields. Use Form 1-C

Research title

The Research title should be concise and consistent with your research objectives.

A short sub-title may be included if necessary. Note that projects related to the maritime field.

Applicant

The appointment of an applicant is a requirement for the applying for research project funding. The applicant is responsible for communication with the Secretariat and the Academic Affairs Committee regarding the research project content. The applicant for Young Academic Staff shall be a full-time academic/research staff except a full professor of the IAMU member university.

Designated Contractor

The Designated Contractor of the research project shall be the representative of the IAMU member university to which the applicant belongs.

Research objectives

Describe your research objectives and goals for your own theme and clarify the relationship between your proposed research theme and your objectives and goals. You may refer to the objectives and goals of IAMU, Basic Agreement Article II and III. http://iamu-edu.org/?page_id=80

Description of work

The whole project may be broken down into tasks/work packages. In case you have research partners, the content of each task/work package should be identified in conjunction with the role of the partners listed in your application form. The description should be concrete and feasible. This is a key point for the proposal.

Deliverables

The followings are minimum deliverables for the approved proposal:

- (1) Making a presentation of an interim report in AGA20 (2019) organized by the Secretariat; and
- (2) Submitting a progress report and a final report by the dates given.

The name(s) of relevant peer review journal(s) can be listed in this column if the team members plan to submit papers based on their research.

Research partners

If needed, you can have research partners who are young academic staff of IAMU member universities only.

Academic achievements in the fields related to the proposed research

It is strongly recommended that you list academic achievements of Applicants (and partners if applicable) in the fields related to the proposed research, such as official reports and journal papers. Experience as designated members of committees associated with the proposed research can also be listed where appropriate.

Research Schedule

Research schedule should be clear and feasible. It is recommended that an appropriate graphic image such as a Gantt chart should be pasted on or attached to your application form.

Basis for calculation of Budget

Research budget proposals shall be submitted using <<Form 2-C>>.

The total budget applied for should not exceed the budget framework indicated on the call for research proposal. The cost for attending Annual General Assembly such as air ticket, accommodation fee and registration fee should be included for your budget.

Please note that you are not allowed to purchase any kind of equipment, such as PCs, iPad, Voice Recorder, Digital Camera, Digital Video Camera, Cell-phone etc.

Original receipt of the expenses should be deemed as evidence and must be kept in your university.

1) Travel Expenses

The cheapest airfare (discounted economy class)

The airfare for your research partners to the AGA20 may be included in this category.

2) Accommodation fee

The hotel cost during AGA20

3) Transportation cost (train, bus, subway, taxi etc.)

Between the airport and the hotel etc.

4) Miscellaneous (consumables, office supplies, software etc.)

The registration fee for IAMU Conference at Tokyo, Japan

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