

Annex 1

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

Theme 1: Impact of new concepts on Maritime Education and Training (Max. USD 60,000)

Possible key concepts to be structured and explored within the theme might include:

- Autonomous ship
- Polar navigation
- Cyber security
- Environmental issues
- Risk assessment and management

Desirable Goals

- Improvement and development of new curricula
- Best practices for maritime education and training
- Proposals of new MET methodology and pedagogy
- Recommendation of possible regulatory changes

Theme 2: Innovative technology for improvement of routine ship operations

(Max. USD 60,000)

Possible key concepts to be structured and explored within the theme might include:

- Noise and vibration
- Anti-fouling coating
- Control of NO_x, SO_x, CO_x emissions
- Fuel efficiency
- Automation

Desirable Goals

- Improvement of efficiency of ship operations
- Reduction of the ship's operational cost
- Improvement of seafarers' working conditions
- Environmental protection

Theme 3: Optional theme

(Max. USD 60,000)

Applicants to this optional theme 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-B)

Note:

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

Form 1-A is for Theme 1 and 2

Form 1-B is only for Theme 3

Reference is the Evaluation form for All 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 All Academic Staff in FY2019

(1) Research Proposals

The IAMU invites the submission of research proposals based on one of the themes explained in “Call for Research Proposals for All Academic Staff in FY2019” and its Guideline. Research proposals should be submitted using <<Form 1-A>> or <<Form 1-B>>. Each IAMU member university can submit only one proposal per theme. The budget for the research proposal should be submitted using <<Form 2>>

Please refer to "Tips for writing application forms for All Academic Staff in FY2019" <<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 Theme1”, “RP2019 Theme 2” or “RP 2019 Theme 3”

(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*.”

Research coordinators 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/Research coordinators 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 AAC and IEB.

(6) Research reporting

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

The Contractor/Research coordinator 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 All Academic Staff in FY2019

Theme

Select only one of the two themes listed in the column in Form 1-A. Use Form 1-B if you propose an open theme for Theme 3.

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 development of teaching and course materials such as the development of model courses will not be accepted for research proposals for theme 1, 2 and 3.

Research Coordinator

The appointment of a Research coordinator is a requirement for the applying for research project funding. The Research Coordinator is responsible for communication with the Secretariat and the Academic Affairs Committee regarding the research project content. The Research Coordinator shall be a full-time academic/research staff 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 Research Coordinator belongs.

Research objectives

For themes 1 and 2, describe your research objectives in light of the desirable goals for each theme shown in the Annex 1 to the Call for Research Proposals for FY2019.

For theme 3, clarify the relationship between your proposed research theme and IAMU objectives and goals (Basic Agreement Article II & III, http://iamu-edu.org/?page_id=80). Describe your research objectives in a clear and concise manner in accordance with the goals you identified for your project.

Description of work

The whole project may be broken down into tasks/work packages. 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 AGA 20 (2019) organized by the Secretariat;
- (2) Submitting a progress report and a final report by the dates given; and
- (3) Submitting your research outcome to the IAMU section of WMU Journal of Maritime Affairs

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

It is desirable that the research project should be collaborative work with other IAMU member universities. Factors to consider include the number and global representation of research partner universities. Proposals with partners from various IAMU regions are preferred. Maritime experts other than IAMU member universities may also be research partners.

Academic achievements in the fields related to the proposed research

It is strongly recommended that you list academic achievements of Coordinators and partners 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>>.

The total budget applied for should not exceed the budget framework indicated on the call for research proposal. 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 of the intermediate class

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

Between the airport and destination, the hotel and destination etc

4) Personnel costs

Salary cost for researchers, part-time employments etc.

Keep the proportion devoted to personnel costs below 50% of the Total Budget.

5) Research cost (including costs for equipment rental, post, data, meetings etc.)

Cost for collecting information, gathering data, special software for the project, meeting cost for experts etc.

No personnel costs should be included here.

6) Miscellaneous (consumables, office supplies etc.)