



Annex 1

Guidance for the application of an Organizational Development Project in FY2024

Project title

A clear and concise title that easily understands the objectives of the project is essential, no more than 10 words.

Theme

The theme should be selected as either “open theme” or “themes given by the IEB”.

Project objectives

Project objectives must strengthen beneficial outcomes for IAMU member universities and have the potential to be in line with at least one of the items listed in the Tokyo Statement, or study on the specific theme given by the IEB.

Describe expected outcomes and how the outcomes are valuable for the IAMU and IAMU member universities, or how to achieve the project. Note that applications for projects related to any academic research will be rejected in the first screening process done by the Secretariat. Organizing an event is also not included in this project system. Comparison of Organizational Development and Research Projects and selected Organizational Development Projects since 2019 are respectively shown in Tables 1 and 2 for your reference.

Project Coordinator

Clearly indicate the name, position and academic/research interests. The project coordinator is responsible for communication with the Secretariat. The contractor shall be the representative of the member university where the coordinator belongs.

Project members

List a maximum of up to 5 members with name, position and academic/research interests. All members including the project coordinator shall be the academic staff of IAMU member universities. It is desirable to have members at least from two member universities in different regions.

Terms of reference for the project coordinator and project members

ToR for the project coordinator and members must be prepared and attached to your application.

Project schedule and budget application

A detailed project timetable and budget application must be attached to the application. A maximum of 20% of the total budget can be allocated for overhead costs of the member university to which the coordinator belongs.

Closing date for applications

Applications should be submitted by e-mail to the Secretariat as follows:

Due date: 31 January 2024
Contact person: Yusuke Mori, Deputy Executive Director
e-mail: project@iamu-edu.org

Please also note that one university can only submit one proposal.



Table 1 Comparison table of Organizational Development and Research Projects

Items	Organizational Development Project	Research Project
Project objectives	To build the strength of the IAMU as an organization and strengthen beneficial outcomes for IAMU member universities*1	To find out something new*2
Project approaches	Every possible approach	Strictly to be scientific and/or academic approaches
Project outcomes	Every possible form	Peer-reviewed journal papers
Beneficiary	IAMU member universities and the IAMU secretariat	Maritime society/industry
Project contractor	The representative of an IAMU member university	The representative of an IAMU member university
Project coordinator	Full-time academic staff of an IAMU member university	Full time academic staff of an IAMU member university
Project partners	Academic staff of IAMU member universities	Anyone who has research capacity on the subject
Project length	11 months	1 year
Project budget	Max 30,000USD/project	Max 60,000USD/project
Selection bodies	Secretariat and IEB	AAC*4 and IEB
Evaluators	International Executive Board	Designated referees and IEB

*1 Refer to the Tokyo Statement and IAMU's Basic Agreement

*2 Refer to the objectives of a scientific research project in general

*3 International Executive Board

*4 Academic Affairs Committee

Table 2 Selected Organizational Development Projects since 2019

FY	Develop project title	Member
2019	IAMU framework for Professional Doctorates	LJMU
2021	Development of a VR training Video Database for Marine Education and Training	SUNY MC
2022	Simulation Training Programmes for the Maritime Autonomous Surface Ships Operators	AMC
	Maritime Education and Training – Simulator Exercise Database (MET-SED)	SMT-CUT
2023	Increasing IAMU international visibility through improved liaison with maritime stakeholders (VISMAR)	CMU
	Learning Station Design for Maritime Education and Training (MAR-LSD)	ITUMF