

Annex 1 (AAS)

Guideline - Research Proposals for All Academic Staff FY2025 (Research Period: May 2025 to May 2026)

Theme 1: The Future Trends in Maritime Education and Training

(Max. USD 60,000)

Possible key concepts to be structured and explored within the theme, not limited to the following:

- Technological tools improving learning outcomes (VR, AR, AI...)
- Learning process in novel socio-technical environments
- Required competencies serving technologically advanced ships
- Comprehensive review of the STCW Convention 1978, as amended
- Global Maritime Professionals

Desirable Goals

- Applying the state-of-the-art MET methods
- The future requirements of the MET curriculum
- Implementing the Body of Knowledge
- Identifying the gaps in relevant IMO MET regulation, including future seafarer competencies
- Exploring virtual MET environment

Theme 2: Emerging technologies in the maritime industry

(Max. USD 60,000)

Possible key concepts to be structured and explored within the theme, not limited to the following:

- Decision-making in navigation
- Increasing cost efficiency through marine engineering
- Human-Machine interaction
- Intelligent fairways
- Smarter and greener ports
- Managing cyber safety and security risks
- Enabling Maritime Autonomous Surface Ships

Desirable Goals

- Exploring challenges in the maritime industry
- Exploring opportunities for emerging technologies onboard ships
- Introducing innovative technologies and solutions for ports
- Enhancing onboard marine operation

Theme 3: Shipping in the era of reducing emissions

(Max. USD 60,000)

Possible key concepts to be structured and explored within the theme, not limited to the following:

- Alternative fuels and energy sources
- Emission reduction and pollution prevention control
- Waste management in shipping
- Zero-emissions in ports
- Hull design
- Role of renewable energy

Desirable Goals

- Exploring technologies to reduce emissions
- Approaching zero emissions in shipping
- Introducing innovations for greener and cleaner shipping

Theme 4: Optional theme

(Max. USD 60,000)

Applicants to this research proposal are required to include possible key concepts and desirable goals to be structured and researched within the theme in their application forms

Note:

Each IAMU member university can submit one (1) proposal for each theme.

Form 1-A is for all themes

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

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Evaluation Form (All Academic Staff in FY2025)

Serial No.		
Theme		
Research Title		
Evaluator	(please type)	(Signature)
Due date		

Criteria	Weight	1	2	3	4	5	Score (1-5)	Blind comments are to be provided for each above-given criteria. Your comments provide valuable feedback to applicants. Please ensure that you provide sufficient detail to justify your score.
1 Adequacy of research aims, objectives and questions								
1.1 The overall aim and research questions are clearly stated		Strongly disagree	Disagree	Neutral	Agree	Strongly agree		
1.2 The objectives of the project are S.M.A.R.T. (Specific, Measurable, Achievable, Relevant, Timely)		Strongly disagree	Disagree	Neutral	Agree	Strongly agree		
1.3 The proposal directly addresses the theme against which it was submitted		Strongly disagree	Disagree	Neutral	Agree	Strongly agree		
2 Adequacy of the research methodologies								
2.1 The proposal provides a clear description and appropriate research methodology		Strongly disagree	Disagree	Neutral	Agree	Strongly agree		
2.2 The proposal confirms that approval will be sought from the appropriate ethics committee/s.		Strongly disagree	Disagree	Neutral	Agree	Strongly agree		
2.3 The research methodology is up-to-date and based on state-of-the-art practices		Strongly disagree	Disagree	Neutral	Agree	Strongly agree		
3 Originality								
3.1 This project will contribute new knowledge to the maritime field		Strongly disagree	Disagree	Neutral	Agree	Strongly agree		
3.2 This project is novel and presents work or methods which have not been seen before		Strongly disagree	Disagree	Neutral	Agree	Strongly agree		
3.3 The proposal references existing work in the field and explains how it will build upon that work		Strongly disagree	Disagree	Neutral	Agree	Strongly agree		
4 Collaboration with other IAMU member universities involved								
4.1 This project will bring a number of member universities together from a wide geographical area		Strongly disagree	Disagree	Neutral	Agree	Strongly agree		
4.2 The research team is well qualified and experienced to complete the work as proposed		Strongly disagree	Disagree	Neutral	Agree	Strongly agree		
4.3 The collaboration in this proposal adds real value to the project		Strongly disagree	Disagree	Neutral	Agree	Strongly agree		
4.4 This project will help to build research capability within IAMU member Universities.		Strongly disagree	Disagree	Neutral	Agree	Strongly agree		
5 Potential contribution to IAMU objectives and value of expected impact								
5.1 This proposal is clearly aligned with the IAMU objectives		Strongly disagree	Disagree	Neutral	Agree	Strongly agree		
5.2 If delivered, this project will have a positive impact on the IAMU members		Strongly disagree	Disagree	Neutral	Agree	Strongly agree		
5.3 This project will have a positive impact beyond the IAMU membership, including the maritime community		Strongly disagree	Disagree	Neutral	Agree	Strongly agree		
6 Feasibility of the budget and timeline								
6.1 The work plan can realistically be delivered within the project time frame		Strongly disagree	Disagree	Neutral	Agree	Strongly agree		
6.2 The budget conforms to the rules and represents good value for IAMU		Strongly disagree	Disagree	Neutral	Agree	Strongly agree		
7 Proposal structure and its design quality								
7.1 The proposal is complete and provides sufficiently detailed information under all headings		Strongly disagree	Disagree	Neutral	Agree	Strongly agree		
7.2 The proposal is well structured, easy to understand and word count limits are respected		Strongly disagree	Disagree	Neutral	Agree	Strongly agree		
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Annex 2 (AAS)

Procedure of the implementation of Research Proposals for All Academic Staff in FY2025

(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 FY2025” and its Guideline. Research proposals should be submitted using <<Form 1-A>>. Each IAMU member university can submit one proposal for each theme. The budget for the research proposal should be submitted using <<Form 2-A>>.

Please refer to "Tips for writing application forms for All Academic Staff in FY2025" <<Annex 3>>.

Both forms are to be submitted by e-mail to the IAMU Secretariat as follows:

Deadline: **24:00 Friday 31 May 2024 JST (Japan Standard Time)**

Contact person: Shigemi Matsuzaki, Coordinator

e-mail: project@iamu-edu.org

e-mail subject: “RP2025 Theme1”, “RP2025 Theme 2”, “RP2025 Theme 3”
or “RP2025 Theme 4”

(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 conducted by the Working Group members around September 2024. Based on the evaluation result, the Head of AAC recommends selected proposals to the International Executive Board (IEB) for its approval scheduled for October 2024.

(3) Notification of the selection results (scheduled for October 2024)

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 2025. An agreement between the Contractor and the Executive Director - “Consignment Contract for IAMU Research Project FY2025” - 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 2026, 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 presentation in English to report on the progress of their project at AGA25, to be held at the Academy of Maritime Education and Training (AMET) University, Chennai, India, in October 2025.

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

- ♦ Progress report <<Form 3>> by the end of March 2026 JST.
- ♦ Final research project report <<Form 4>> by the end of May 2026 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 AAC, and referees endorsed by the Head of AAC, 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 make a final decision based on the evaluation results mentioned in (7). If the outcome is positive, 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 electronic formatting of the reports and upload the reports on the IAMU online portal. The publication will be completed by around September 2026.

Annex 3 (AAS)

Tips for writing application forms for All Academic Staff in FY2025

1. Theme

Select only one of the four themes listed in the Annex 1.

2. 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, 3 and 4.

3. Research Coordinator

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 staff of the IAMU member university.

4. Designated Contractor

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

5. Background

The motivation of the research needs to be explained and discussed supported by the relevant state-of-the-art. It is important to provide a list of key references on the subject field.

6. Research objectives

For themes 1, 2 and 3, describe your research objectives in light of the desired goals for each theme shown in Annex 1 to the Call for Research Proposals for FY2025.

For theme 4, clarify the relationship between your proposed research theme and IAMU objectives and goals (Basic Agreement Article II & III, <https://iamu-edu.org/about-iamu/basic-agreement/>).

Describe your research objectives in a clear and concise manner in accordance with the goals you identified for your project.

7. Methodology and Description of work

The research methodology selected for the work needs to be described with sufficient details. 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 consideration for the proposal evaluation.

8. Expected impact and deliverables

Expected impact and potential contribution to IAMU objectives and goals need to be clearly defined. The following are minimum deliverables for the approved proposal:

- (1) Making a presentation of an interim report in AGA25 (2025) organized by Academy of Maritime Education and Training (AMET) University, Chennai, India;
- (2) Submitting a progress report and a final report by the deadline set; 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 highly desirable that the research project should be collaborative work with other IAMU member universities. Factors to consider including the number and global representation of research partner universities. Proposals with partners from various IAMU regions are strongly preferred. Maritime experts other than IAMU member universities may also be research partners in exceptional circumstances if deemed necessary.

Academic achievements in the fields related to the proposed research

It is strongly recommended that you list the 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 included in your application form.

Basis for calculation of Budget

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

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 by your university.

1) Travel Expenses

The cheapest airfare (discounted economy class)

The airfare for your research partners to AGA25 may be included in this category.

2) Accommodation fee

The hotel cost during AGA25

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

Between the airport and the hotel etc.

4) Personnel costs

Salary cost for researchers, part-time employment 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.

6) Miscellaneous (consumables, office supplies, etc.)

The registration fee for AGA25
