

## **Annex 1 (AAS)**

### **Guideline - Research Proposals for All Academic Staff (Research Period: May 2021 to May 2022)**

#### **Theme 1: The prospective role of Maritime Education and Training**

**(Max. USD 60,000)**

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

- Maritime Autonomous Surface Ships (MASS)
- E-learning, distance learning
- Virtual Reality, Augmented Reality
- S-Mode and E-Navigation
- Simulation
- Comprehensive review of the STCW Convention 1978, as amended
- Shipping 4.0
- Seafarers' preparation for career shift

#### **Desirable Goals**

- Introducing innovative MET concepts
- Applying Best Practices for MET
- Identifying amendments in relevant IMO regulation including future seafarer competencies

#### **Theme 2: Maritime transport for sustainable development**

**(Max. USD 60,000)**

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

- Energy management
- Air pollutants control, Decarbonization
- Alternative fuels and technologies
- Automation
- Crew health and welfare
- Risk management
- New economic models (competitiveness, cost efficiency)
- Life cycle impact assessment
- Seamless and smart logistics

#### **Desirable Goals**

- Introducing new approaches for enhanced sustainability
- Harmonizing international maritime transportation with UN-SDGs
- Developing low-carbon and energy efficient concept for maritime transport
- Understanding and deepening social and economic aspects analysis

### **Theme 3: The nexus of ocean and maritime transportation**

**(Max. USD 60,000)**

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

- Under water noise
- Marine renewable energy
- Marine Resources exploration including fishing
- Marine spatial planning
- Marine Litter
- Biofouling and Ballast Water Management

#### **Desirable Goals**

- Integrating ocean and maritime disciplines
- Identifying amendments in relevant ocean/maritime international regulations
- Applying new technologies for Biofouling and Ballast Water Management
- Introducing innovative technologies and solutions for the subject nexus

### **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 only one (1) proposal per 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)

\* \* \*

**Evaluation Form (All Academic Staff in FY2022)**

<b>Serial No.</b>		
<b>Theme</b>		
<b>Research Title</b>		
<b>Evaluator</b>	<i>(Please type)</i>	<i>(Signature)</i>
<b>Due Date</b>		

Evaluation Criteria	Weight	1	2	3	4	5	POINT* (1-5)	Total (Weight x Point)
1 Adequacy of aims, objectives and research questions	4	None	Poor	Average	Adequate	Substantial		0
2 Adequacy of the research methodologies	4	None	Poor	Average	Adequate	Substantial		0
3 Originality	4	None	Poor	Average	Adequate	Substantial		0
4 Potential contribution to IAMU objectives and value of expected impact	2	None	Poor	Average	Adequate	Substantial		0
5 Feasibility of the budget and timeline	2	Not feasible	Low	Average	High	Very high		0
6 Project team scientific capacity	2	None	Poor	Average	Adequate	Substantial		0
7 Proposal structure and its design quality	2	None	Poor	Average	Adequate	Substantial		0
<b>Total Points :</b>								<b>0</b>

\* Please input your point for each item in the column.

<b>Blind comments to be provided for each above-given criteria (mandatory)</b>
1. Adequacy of aims, objectives and research questions
2. Adequacy of the research methodologies
3. Originality
4. Potential contribution to IAMU objectives and value of expected impact
5. Feasibility of the budget and timeline
6. Project team scientific capacity
7. Proposal structure and its design quality

## **Annex 2 (AAS)**

### **Procedure of the implementation of Research Proposals for All Academic Staff in FY2022**

#### **(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 FY2022” and its Guideline. Research proposals should be submitted using <<Form 1-A>>. Each IAMU member university can submit only one proposal per 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 FY2022"<<Annex 3(AAS)>>.

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

**Deadline: 24:00 Thursday 31 May 2021 JST (Japan Standard Time)**

**Contact person: Yusuke Mori, Deputy Executive Director**

**e-mail: [project@iamu-edu.org](mailto:project@iamu-edu.org)**

**e-mail subject: “RP2022 Theme1”, “RP2022 Theme 2”, “RP 2022 Theme 3”  
or “RP2022 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 August or September 2021. Based on the evaluation result, the Head of AAC recommends selected proposals to the International Executive Board (IEB) for its approval scheduled for October 2021.

#### **(3) Notification of the selection results (scheduled for October 2021)**

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 2022. A written agreement between the Contractor and the Executive Director - “Consignment Contract for IAMU Research Project FY2022” - 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 2023, 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 AGA22 to be held at Batumi State Maritime Academy, Batumi, Georgia in October 2022.

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 <project@iamu-edu.org>.

- ♦ Progress report <<Form 3(AAS)>> by the end of March 2023 JST.
- ♦ Final research project report <<Form 4(AAS)>> by the end of May 2023 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 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. Publication will be completed by around September 2023.

## **Annex 3 (AAS)**

### **Tips for writing application forms for All Academic Staff in FY2022**

#### **1. Theme**

Select only one of the four themes listed in the column in Form 1-A.

#### **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 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 desirable goals for each theme shown in the Annex 1 to the Call for Research Proposals for FY2022.

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 AGA 22 (2022) organized by the Batumi State Maritime Academy, Batumi, Georgia;
- (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 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 in exceptional circumstances if deemed necessary.

### **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 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 the AGA22 may be included in this category.

#### 2) Accommodation fee

The hotel cost during AGA22

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

Between the airport and the hotel 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.

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

The registration fee for IAMU Conference at AGA22