

6.0 The Way Forward.

Recipients of Conference funding will be excited to know that policies have been reviewed to be consistent with the current trends and demands in the socio-economic scenario and the progress of research and postgraduate endeavors. Two new policies that we have on board are:

6.1) Cost Sharing Policy in Conference Funds

6.2) Benefits of Research & Conference Funding for GAP Students.

6.1) Cost Sharing Policy in Conference Funds.

The Research Committee has waived the previous policy of allocating fixed amount of **K6,000** and **K3,000** to

Nationals and Expatriates respectively and replaced with Cost Sharing Policy. This policy implies that for any conference destination with the total cost less than K15, 000;

- 1) **70%** from University Research Committee.
- 2) **20%** from the Department with the HOD's support.
- 3) **10%** from the Individual Staff.

6.2) Benefits of Research & Conference Funding for GAP students.

In the pursuit of grooming young researchers through Graduate Assistantship Program (GAP), the Research Committee has taken a bold step in including the GAP students to actively participate in Conference both within and abroad two times (2) for the duration of the scholarship. To qualify for that, GAP Research Proposals should **ONLY** be supported if the research is approved and sanctioned by the Postgraduate Committee.

For further information or to ask for application for Conference or Research funds, contact:

Robert Leso (Mr.)
Executive Officer
Research & Postgraduate Studies
PNG University of Technology
Student Academic & Administration
Private Mail Bag
LAE
Morobe

Phone: 473 4281 / 473 4280
Email: rleso@admin.unitech.ac.pg

PNG UNIVERSITY OF TECHNOLOGY



Research & Conference Guide for 2011

1.0 Introduction

Research activities are paramount ventures in achieving the goals and objectives of the PNG University of Technology. University Research Committee has been instituted to run research affairs of the University. This pamphlet briefly highlights the guidelines as to how academic staff can engage themselves in the venture.

2.0 University Research Activities

For an academic staff of the university to engage into any research ventures, certain vital issues have to be considered. All research should be inspired by the goals and objectives enshrined in the University's Corporate Vision. This could further be streamlined to department research focus. Any research carried out in this university that is funded by the Research Committee should display the virtue of consistency, focus and goal oriented. By all means, the idea of changing research themes and focus on a frequent basis should be limited. And undertaking a number of researches of assorted themes simultaneously be discouraged and exercise of more focused research in recommended themes be promoted.

3.0 University Conference Activities

Conference presentations play a leading role in portraying the image and pride of this great university. Research Committee sends a staff or a student as ambassador of the university at a national or international scene. How our staff or students present academic papers greatly reflect what actually happens behind the scenes with standards of research activities. As such, Research Committee sets guidelines for staff to adhere. Certain aspects need to be considered before expressing interest to present papers in conferences.

Foremost aspiration that a staff needs to consider is to ask whether an intended academic paper will assist the

university in achieving its goals and objectives. Following that is to identify whether the paper is in line with the department research focus and the particular staff's teaching and research themes. Every acknowledgement has to be offered to people who have assisted in the outcome of the paper. It is the Research Committee's concern that more fresh research findings should be presented rather than literature reviews and information taken from internet and other sources. Papua New Guinea is sitting on a wealth of fresh knowledge. Those should be researched and presented.

4.0 Requirements for Conference Application

For a successful conference funds application, following details should be considered:

- 1) Have not attended a national conference within the last 12 months funded by the Research Committee.
- 2) Have not attended an international conference within the last 24 months funded by the Research Committee.
- 3) Acquittals of previous Conferences submitted.
- 4) Application form for Conference Fund is filled in detail with the following attachments:
 - a) Cover Letter;
 - b) Full Conference Paper (No abstract accepted)
 - c) Letter of Acceptance from the Conference;
 - d) Conference Schedules/Programs;
 - e) Travel Itinerary with Quotes;
 - f) Cost for Accommodation with Quotes;
 - g) Per Diem;
 - h) Evidence of HOD's support.
 - i) Evidence of correct break-up of the total cost in the following way with invoices and quotations:
 - i) **70%** support by the **Research Committee**;

ii) **20%** support by the **Department**;

iii) **10 %** support by the **Individual Staff**.

- i) Within seven (7) days of return, the recipient of the funds are expected to submit the following reports;
 - i) Report of the **Conference Proceedings** to the Executive Officer's office;
 - ii) **Acquittals** of Funds to the Accounts office.
- j) Present Seminars organized by the Committee.

5.0 Requirements for Research Application

Following requirements need to be followed for a successful application for Research Funding.

- 1) Application form for Research Funds is filled in detail with the following attachments:
 - a) Cover Letter;
 - b) Evidence of HOD's support;
 - c) Letter of Confirmation by research partners;
 - d) Schedules/ Deadlines of the Research Projects;
 - e) Detailed Quotations of Goods and Services;
 - f) Realistic budget with the exclusion of luxury items in three portions.
- 2) During the project, the researcher will be asked to submit three (3) **Progress Reports** as per the allocation of funds accompanied by the acquittals of funds.
- 3) Presentation of the Seminars will be organized after completion of the research in response to submission of a Final Report of the Research..
- 4) Final copy shall be forwarded to the Committee.