



INSTITUTE OF TECHNOLOGY OF CAMBODIA

Russian Federation Boulevard,
P.O. Box 86 Phnom Penh, Cambodia
www.itc.edu.kh

Telephone : (855) 23 880 370
Fax : (855) 23 880 369
E-mail : info@itc.edu.kh

STATUS OF RESEARCH COMMITTEE AT INSTITUTE OF TECHNOLOGY OF CAMBODIA

- Having seen the status of the Institute of Technology of Cambodia, dated 03 February 1994
- Having seen the Scientific Council of the Institute of Technology of Cambodia, dated 07 July 2014

DECISION

Article 1:

Establishment of Research Committee at Institute of Technology of Cambodia (RC-ITC) for discussion and decision on research activity at ITC. The principle task of the committee is to **evaluate and select** the preliminary proposals for further process.

Article 2:

The composition of RC-ITC includes:

- Chairman: Director General of Institute of Technology of Cambodia
- Alternate Chairman: Deputy Director in charge of Research and Cooperation
- Member:
 - o Director of Research and Innovation Center (RIC)
 - o Deputy director of Research and Innovation Center
 - o Head of Research Units
 - o Director of Graduate School
 - o Secretary of RIC
- The relevant faculties/offices which Chairman/Alternate Chairman has authority to invite in case needed:
 - o Dean of faculty
 - o Head of University Industry Linkage office
 - o Head of incubation center
 - o Head of procurement office
 - o Administration office
 - o Private sector if any

Article 3:

The RC-ITC will record the proceedings of the meeting and write the minutes. The RC-ITC shall request the principle investigators of selected Preliminary Proposals to transform these into full proposals including technical details and submit the proposals in Complete Proposal Format to the RC-ITC office on time.

Article 4:

The principle role and responsibility of RC-ITC is subjected to the following TERM of REFERENCE:

- Examine whether the preliminary proposals have been prepared correctly by following the prescribed format and including all the required information/data;
- Review the preliminary proposals according to the evaluation/selection criteria mentioned in **article 5** of this status;
- Review the complete proposals according to the evaluation/selection criteria mentioned in **article 5** of this status.
- Select preliminary proposals and complete proposals that meet the quality checks;
- Assist the subproject's proposal with language editing, if necessary;
- May request, if necessary, the proposal writer to explain in person specific issues where clarification is required;
- RC-ITC member who is also a member of a subproject team will excuse himself/herself from participating in the evaluation meeting if his/her proposal is presented;
- Prepare a list of selected preliminary proposals and complete proposals with recommendations recording the marks awarded; and

Article 5:

The RC-ITC shall evaluate the preliminary and complete proposals according to the following criteria in the below table and put values on each criterion according to the following scale: Excellent (10 marks); Good (8); Fair (6); Weak (4); Deficient (2); Incomplete (0). The proposed criteria are not a must to follow. The RC-ITC can use their own or modify based on the example provided here.

<p>Coherence with Research Project and Institutional Objectives. Clarity of Preliminary Proposal</p> <p>50 marks (10 marks per criterion)</p>	<ol style="list-style-type: none">1. Relevance of research proposal2. Compatibility of the proposal with the mission/development plan of:<ol style="list-style-type: none">(i) ITC(ii) Research and Innovation Center(iii) Research unit(iv) Faculty; department3. Innovative nature of the project4. Clarity of involvement of the industry and its alignment with Industrial Development Policy in the proposal / Strong for policy dialogue or formulation5. Possibility of future expansion of proposed research for commercialization perspective
<p>Feasibility of research proposals</p> <p>50 marks (10 marks per criterion)</p>	<ol style="list-style-type: none">(i) Sufficient capacity of research team;(ii) Presentation of concrete research steps to achieve the proposed expected results;(iii) Sufficient facilities to carry out the proposed research;(iv) Achievable goals and objectives within the proposed time and budget;(v) Reasonability of budget.

Notes: The RC-ITC shall select only those proposals which are awarded evaluation marks equal/greater than 60

Article 6:

The Chairman of RC-ITC shall call all members for a meeting with precise agenda upon necessary.

Article 7:

All members or respective representative are required to attend the meeting once there is invitation from the chairman of RC-ITC.

Article 8:

The RC-ITC, if it feels necessary, may request the principle investigator and/or member of the proposal to attend in person to explain specific issues related to the proposal. The RC-ITC shall record the proceedings of the meeting and write the minutes.

Article 9:

Members of the RC-ITC shall excuse themselves from participating in the evaluation meeting if their own sub-project proposals should be presented for screening.

Article 10:

The RC-ITC will take a maximum of 14 working days to complete the evaluation/selection of Preliminary and complete proposals. This time may vary upon the number of proposals.

Article 11:

Any provision contrary to this status shall be annulled.

Article 12:

This status shall be enforced from this date of its signature.



Phnom Penh, January. 24., 2019

Dr. OM Romney
Director General of ITC

CC:

- President of Council of administration of ITC
- Direction board of ITC
- File and chronicle