

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
