

Annex 2 (AAS)

Procedure of the implementation of Research Proposals for All Academic Staff in FY2027

(1) Research Proposals

The IAMU invites the submission of research proposals based on one of the themes explained in the “Call for Research Proposals for All Academic Staff in FY2027” and its Guideline (Annex1). 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 FY2027" <<Annex 3>>.

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

Deadline: **24:00 Sunday 31 May 2026 JST (Japan Standard Time)**

Contact person: Shigemi Matsuzaki, Coordinator

e-mail: project@iamu-edu.org

e-mail subject: “RP2027 Theme1”, “RP2027 Theme 2”, “RP2027 Theme 3”
or “RP2027 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 2026. Based on the evaluation result, the Head of AAC recommends selected proposals to the International Executive Board (IEB) for its approval scheduled for October 2026.

(3) Notification of the selection results (scheduled for October 2026)

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 2027. An agreement between the Contractor and the Executive Director - “Consignment Contract for IAMU Research Project FY2027” - 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 around October 2028, 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

AGA27 to be held at John B. Lacson Foundation Maritime University, Iloilo, the Philippines, in October 2027

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 email to the address <project@iamu-edu.org>.

- ♦ Progress report <<Form 3>> by the end of March 2028 JST.
- ♦ Final research project report <<Form 4>> by the end of May 2028 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 and deliverables evaluation

The AAC, and referees endorsed by the Head of AAC, shall evaluate the final reports and deliverables. 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 around December 2028.