

## **Annex 3 (AAS)**

### **Tips for writing application forms for All Academic Staff in FY2027**

#### **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 themes 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 FY2027.

For theme 4, describe your research objectives in a clear and concise manner based on the desirable goals identified in your proposed research 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**

The expected impact and potential contribution to IAMU need to be clearly defined.

The following are minimum deliverables for the approved proposal:

- (1) Making a presentation of an interim report in AGA27 (2027), organised by John B. Lacson Foundation Maritime University, Iloilo, the Philippines;

(2) Submitting a progress report and a final report by the deadline set; and

(3) Submitting your research outcome to WMU Journal of Maritime Affairs

The name(s) of other relevant peer review journal(s) can be listed on the application form if the team members plan to submit papers based on their research.

### **9. 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.

### **10. Academic achievements in the fields related to the proposed research**

It is strongly recommended that you list the academic achievements of the coordinator 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.

### **11. 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.

### **12. 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, Mobile 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 (discount economy class) for project members for research activities, including meetings and presentation at AGA27

#### 2) Accommodation fee

Hotel costs incurred for research activities, including meeting and AGA27

#### 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 costs for experts, etc.

6) Miscellaneous (consumables, office supplies, etc.)  
The registration fee for AGA27

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