

Annex 3 (YAS)

Tips for writing application forms for Young Academic Staff in FY2025

1. Theme

Optional theme but must be related to maritime fields. Use Form 1- Y.

2. Research title

The Research title should be concise and consistent with your research objectives.

A short sub-title may be included if necessary.

3. Applicant

The applicant is responsible for communication with the Secretariat and the Academic Affairs Committee regarding the research project content. The applicant for Young Academic Staff shall be a full-time academic staff except for a full professor 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 applicant 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

Describe your research objectives and goals for your own theme and 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/>).

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. In case you have research partners, 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 the minimum deliverables for the approved proposal:

- (1) Making a presentation of an interim report in AGA25 (2025) organized by the Academy of Maritime Education and Training (AMET) University (India); and
- (2) Submitting a progress report and a final report by the deadline set.

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.

9. Research partners

Research partners are not required.

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

It is strongly recommended that you list the academic achievements of Applicants (and partners if applicable) 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-Y>>.

The total budget applied for should not exceed the budget framework indicated on the call for research proposal. The cost for attending Annual General Assembly such as air ticket, accommodation fee and registration fee should be included in your budget.

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 the 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) 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.

5) Miscellaneous (consumables, office supplies, etc.)

The registration fee for AGA25

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