

ISLAMIC TOURISM RESEARCH GRANT (ITRG)

FREQUENTLY ASKED QUESTIONS (FAQs)

Who makes the funding decisions?

Proposals are reviewed by a panel of Advisory Committee which comprised of academics and non-academics professionals.

Can I talk with someone before submitting an application?

Yes – you can consult the Secretariat prior to submitting an application, especially if you have questions or would like a significant help with your proposal.

How do I apply for a grant?

All applications must be submitted using the form which can be downloaded from ITC website at www.itc.gov.my, or you can email the Secretariat to request for the softcopy.

Who is eligible to apply for the grant?

The grant is open to post-graduate students, lecturers as well as researchers from any educational institutions in Malaysia.

What is the total amount that can be applied for this grant?

Please refer to the Terms of Reference (TOR). Generally, each grant application is

Can I use the grant to purchase equipment or supplies?

Due to the limited allocation of funds, ITC typically does not fund proposals that are primarily to purchase equipment, devices, materials or supplies.

Can I revise my application after I have submitted it?

Yes, for as long as the application remains open. Submission of revisions/amendments is not allowed after the closing date.

When should I submit my application?

Please refer to the Terms of Reference (TOR) for details on the deadlines. Early submissions are encouraged to avoid application being rejected.

Are the deadlines final?

Yes. Late submissions will not be entertained.

Can you provide us with a proposed budget form?

You can find the layout of the proposed budget in the application form (item no. 9 – Estimated Budget in MYR).

Can I do the research in Malay (Bahasa Melayu) instead of English?

Although English is preferred, however, Bahasa Melayu is also accepted. Should your paper gets accepted to be published in the Islamic Tourism Journal, you will need to prepare the English translation as well.

When will I be notified that my application was selected?

Shortlisted applicants will be notified via email or telephone call within 2-3 weeks after the closing date. Shortlisted applicants will be required to prepare a short (15 minutes) presentation to the Advisory Committee.

Successful applicants should expect an award letter from ITC once the final decision is made by the Committee/Board.

Will my application be fully funded?

It depends as all submitted proposals are subject to review by the Advisory Committee. Revisions on proposals and budget may be required prior to final funding decisions. We encourage the submission of proposals that demonstrate a clear connection between the research activities and budget requests.

I received an award letter. How do I receive the funds?

Once grant is approved, an offer letter will be issued that explains in detail how and when the funds will be disbursed.

Do I need to provide a report of my project?

Yes. Please refer to the Terms of Reference (TOR) for details.

How long is the duration of the grant?

Please refer to the Terms of Reference (TOR). Since the grant is allocated on an annual basis, all approved grant must be completed within the same year.

I couldn't complete my project within the deadline. What should I do?

Generally extensions are not granted. Unspent funds must be returned to ITC. If you anticipate that you may not be able to spend the money in the specified grant period, please contact ITC as soon as possible.

I received a grant from ITC. Am I eligible to receive an additional grant in the same year?

Due to funding limitations, applicants may only receive one (1) ITRG grant per year, though there may be exceptions for other grant, i.e. ITRTG (Islamic Tourism Research Travel Grant).

I have already applied for ITC grant this year. May I apply for another?

You may apply for both the ITRG and the ITRTG in the same year. However, approval is subject to Advisory Committee's approval.

Will I be notified if my application is not selected?

Shortlisted applicants will be notified of the final decision of the Advisory Committee / Review Board. Your application is considered unsuccessful if you do not receive any notification from ITC within a month from the closing date.

If my application is not selected, will I receive review commentaries?

The high volume of applications received by ITC may not make it possible to provide review commentaries. ITC's policy prohibits it from providing any commentaries on applications that have been denied due to the confidential nature of the application process. Kindly note and understand that ITC funding is limited and the Review Panel / Advisory Committee must make very difficult decisions from among exceptional applications.

Would I/we maintain ownership over the intellectual property or would ITC now have joint ownership of the research or any new technology developed under the award from ITC?

In general, the grant recipient may retain the right, title and interest. With due respect however, ITC shall have non-exclusive license / right to use or quote the research content. If these conditions are not acceptable to the prospective recipient, he/she has the option of not accepting the award/grant.

Can I submit more than one proposal or concept paper under ITRG?

Yes.

Can I submit a joint or collaborative proposal?

Yes – application can be made in a group by using one of the group member's name. Please provide the names of all group members in the proposal/concept paper or additional paper and attach it to the application form.