



## MALAYSIA SPINE SOCIETY

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# APPLICATION GUIDELINES FOR MSS RESEARCH GRANT

## 1. PURPOSE

The Malaysian Spine Society Research Grant aims to promote scientific and clinical research amongst Malaysian spine surgeons. This is the endeavour of the MSS Research Committee to encourage society's members to pursue academic, clinical, and surgical excellence by participating in research projects. With this grant, we hope that the members of MSS can contribute to novel, innovative, pioneering, and translational research that would impact the practice of spine surgery.

## 2. AWARD

There will be four (4) grants (two (2) grants per term), each total up to RM10,000 awarded to:

- **Active member of MSS**

## 3. APPLICATION PERIOD

The grant is open for application before the closing date for each term:

- Closing date of 1<sup>st</sup> term: 30<sup>th</sup> June 2024
- Closing date of 2<sup>nd</sup> term: 31<sup>st</sup> December 2024

## 4. APPLICATION ELIGIBILITY / CRITERIA

1. MSS active member (*Annual Member with active subscription, or Life Member*).
2. Not less than 3 people.
3. MSS surgeons are encouraged and will be given priority.
4. Only support new research projects without other funding
5. Research which is more than 50% completed will not be eligible.
6. Research aimed at making financial gain will not be eligible.
7. Research that directly promotes a product will not be eligible.
8. Project duration should not exceed 2 years from the time the grant is awarded.
9. Upon completion, the research project must be presented at the International MSS Scientific Meeting. Publication of the research project is strongly encouraged but not compulsory.

## **5. APPLICATION TERMS & CONDITIONS**

1. **Late applications will not be accepted or will be forwarded to the next term.**
2. Each Project shall appoint a Principal Investigator who acts as a representative for correspondence.
3. Applications should include:
  - a. Completed Application Form which has the following uploaded:
    - i. Research Proposal detail which contains the following:
      1. Title of the Research Project
      2. Purpose of Research
      3. Outline of Research Plan
    - ii. Research Budget Proposal
  - b. Incomplete applications **will not be considered.**
4. Please observe the eligibility/criteria carefully and ensure compliance. **Non-compliant applications will not be considered.**
5. Strongly advised to ensure compliance and to get approval from relevant governing agencies in respective participating investigators to commence the research accordingly.
6. Any use of the funding outside the budget proposed is prohibited unless permission is granted after a written request is provided.
7. Applicants who have received support will not be eligible to apply for the next 2 consecutive terms.
8. Any funds that are not utilized must be return to the society.

## **6. REVIEW AND SELECTION PROCESS**

1. All applications will be reviewed and scored by the MSS Research Panel, in accordance with the criteria and weighting described below.
2. The MSS Research Panel will comprise of selected members of the society from different institutions and/or regions.
3. The Executive Committee and the Chairman of the Research Grant Subcommittee will not be permissible to be a member of the MSS Research Panel.
4. Based on the Research Panel's evaluations, the MSS Secretariat will announce the final selection results to the applicants withing 30 days from the closing date of each term.
5. Evaluation Criteria & Scores:

Quality of the proposal	40%
Methodological feasibility	20%
Novelty and clinical impact	20%
Accountability of the budget	20%
<b>TOTAL SCORE</b>	<b>100%</b>

## **7. GUIDELINES FOR GRANT BUDGET ITEMS**

The entire amount of grant must be used for the execution of the awarded project purpose only. MSS grant amounts are determined based on specific estimate contained in applications, and grant funds shall not to be used to pay for any costs other than those expressly detailed in the application.

1. Expenses may include:

Direct Costs - These expenses are solely incurred for executing your research. It broadly includes expenses towards:

- a. Personnel (payroll)
- b. Materials
- c. Equipment
- d. Consumables
- e. Travel
- f. Other costs directly related to the research.

2. Expenses may **NOT** include:

Indirect Costs - These do not directly attribute to specific expenses of a research, but rather act as an accomplice to run a project.

- a. Electricity bill
- b. Water bill
- c. Library membership
- d. Administrative charges
- e. Scholarship for students
- f. Students' course fees

*Note: Contact the MSS Secretariat for inquiries.*

## **8. GRANT RECIPIENT OBLIGATIONS**

1. **Submission 1:** No later than 1 year from the awarded date

- a. Progress Report
- b. Ongoing Financial Report

2. **Submission 2:** No later than 2 years from the awarded date

- a. Final Project Report
- b. Final Consolidated Financial Report
- c. Submission Proof for Presentation or Publication

The Lead Investigator must email the reports to MSS Secretariat by the deadline stipulated above.

*Note: Failure to comply with various follow-up procedures will disqualify ALL investigators from submitting for any funding initiative for 5 years*

3. Fund Recipients are requested to acknowledge the support received from MSS Research Grant in presentations, publications, events, and publicity materials stemming from project activities (e.g., MSS logos to be placed on necessary documents)

4. In the event the investigators are unable to complete the research project, this might be a consideration in awarding future research grant to the same investigator in view of poor track record.

#### **9. CONSENT TO DISCLOSURE**

Applicants must consent to the disclosure of information, details of which can be found below. The submission of applications will be regarded as acceptance thereof.

The following information will be disclosed via email to unsuccessful applicants who submit individual requests, limited to, if, and when the request is received and approved by the MSS Research Committee:

1. The content of each successful proposal as provided in their Application Forms, excluding personal information such as names and contacts, etc.
2. A list of successful proposals with the total scores indicated, along with the total score of the requestor's proposal.