



INTERNATIONAL ASSOCIATION OF MARITIME UNIVERSITIES

October, 2003

Notice of the Chair **Call for Research Proposals for Fiscal Year 2004**

In August, we sent out the first call for research proposals. The deadline for all submissions is Monday, November 17th, 2003. This is a reminder to all academic staff from IAMU member universities, interested in undertaking research in line with the main aims and objectives of the IAMU, that they may apply for financial assistance in support of their research projects. Research proposals should be prepared for the IAMU Fiscal Year 2004 using the following guidelines:

1. **Who can Apply?:** All academic staff from IAMU member Universities qualify. The qualified persons can apply either individually or collectively (jointly). In the latter case, the applicants may be from the same or different member universities/faculties.

2. **Topics:** Proposed project themes for this year are as follows:

Working Group 1:

- Innovative aspects of Undergraduate programs
- Quality assurance in Marine Engineering Technology
- Benchmarking in Marine Engineering Technology

Working Group 2:

- Identification/Analysis of safety/security management systems found in shore based operations such as:
 - Port Operations (pilotage, VTS, etc)
 - Terminal Operations
- Enrichment element of Marine Engineering Technology courses (subjects over and above STCW requirements) that IAMU members provide as part of their courses

Working Group 3:

- Impact of (new) technologies on teaching and learning
- Maritime English
- Simulation
- On board training
- Mobility (exchange of students and staff)

It is important that each presenter indicate clearly under which Working Group their proposal falls and in one paragraph or less, explain why.

3. **Nature of the Project:** The proposed project shall, in principle, be original, and of an academic nature. The aim is to focus the creative energies of IAMU members on topics of particular interest to the Working Groups this year. The project should also meet and enhance the objectives and goals of IAMU activities. This must be demonstrated in both the application (proposal) and the final report. Project proposals outside the above stated themes will be considered according to the amount of interest generated and subject to available funding.
4. **Submission of the application:** The application should be submitted through the office of the representative IAMU officer (i.e. President, Rector, and Dean) of the institution of the applicants. In the case of an international joint project, these should be endorsed by all the representing officers of the institutions concerned. There is no limitation on the number of applications from any single institutions. The applications shall be submitted to the following two offices ***in an electronic format***. The original application with the signature of (all) the representative IAMU officer(s) should subsequently be sent to the Chair through the normal post, with a copy to the Secretariat. **The Uniform Application Format is as per attached:**

(A) ***Project System Coordinator:***

RADM Leonard H. Tyler, President, Maine Maritime Academy
Castine, Maine 04420 U.S.A.
(Phone) +1-207-326-2220, (Fax) +1-207-326-2110
(E-mail) ltyler@mma.edu

(B) **Secretariat:**

Mr. Hisashi Yamamoto, Senior Lecturer
Istanbul Technical University Maritime Faculty
Tuzla Campus, 81716 Istanbul, Turkey
(Phone/Fax) +90-216-446-2392
(E-mail) hydeniz@attglobal.net

5. **Application Length:** Applications should be between 3 to 6 pages (A4) long, using a 12pt Times New Roman font. For applications that exceed the 6 page maximum, only the first 6 pages will be reviewed.
6. **Scrutiny Group:** The chair shall forward all applications that satisfy the basic requirements to the Project Selection Committee(s) to be further scrutinized. These will later be discussed at the IAMU Steering Board for a final recommendation.
7. **Closing Date for Applications:** **Monday, 17th November, 2003**
8. **Project Period:** The intended time for completion of the project should be clearly stated in the application. It is anticipated that most projects will have a timescale of

six to twelve months. A longer period will be considered on a case by case basis, purely depending on the contents of the proposed project. In all cases the proposal should include a detailed projection of activities, and budgetary breakdowns clearly indicated in the application.

9. **Project Funding:** Last year 50 project proposals were received, of which 8 were selected. *Support for the proposals was provided through the Nippon Foundation and ranged from \$8,000 to \$45,000. Once again this year, through the generosity of the Nippon Foundation financial support will be provided for the IAMU project proposal system.* Financial support will not cover the purchase cost of equipment that would be expected to be provided by the member university, i.e. personal computer, simulators, etc. Travel expense reimbursement should be requested according to the guidelines used by the member university. Compensation should not exceed \$25.00 per hour for the primary researcher and \$15.00 for research assistants.
10. **Interim Report:** The interim quarterly progress reports (one page in length), along with an updated budget projection shall be submitted to the Chair, and also copied to the representing officer of the institution concerned and to the Secretariat.
11. **Final Report:** The final report shall be submitted by the Researcher to the Chair by the stated completion date. Copies must also be forwarded to the representing officer of the institution concerned and the Secretariat.
12. **Financial Report:** All interim and final reports shall be accompanied by a financial report. At the end of the project, the final financial report together with all the original vouchers shall be submitted to the Chair.
13. **Use of the Project Outputs:** Successful project proposers are required to agree that no presentation of the project content will be made at any non-IAMU activities (including conferences and seminars) until the project has been presented in its final form at the first Annual General Assembly following the completion of the report, and in written form (including on the web-site) where it is formally acknowledged to be a tangible result of the IAMU project system.. It is a requirement of the grant that the successful applicants acknowledge in all publications the financial (and other) support provided by The Nippon Foundation through IAMU.
14. **Publicity:** All successful applications and their interim as well as final reports may be publicized through *IAMU Journal* or *IAMU News* at the discretion of IAMU.
15. **Other Terms and Conditions and Information:** Chair shall notify the successful applicants of any other terms and conditions, and necessary information from time to time.
16. **Communication:** Any communication to the Chair or IAMU shall be made in writing or electronically, also copied to the Secretariat.