

4 Review of Application

All applications received by MAKNA will be reviewed by the MAKNA Vetting Committee. Selection by the Vetting Committee is final and will not be contested. Applicants will be evaluated on:

- Approach
- Originality and Innovation
- Doability
- Significance of project to cancer research in Malaysia
- Translational potential
- Track record of Investigator(s)

5 Implementation and Monitoring of Project

5.1 Management

With the execution of the MoA, there shall be a Working Committee that monitors the implementation of the MoA. The committee shall consist of experienced scientists appointed by the council of MAKNA and the institution. The committee shall meet once every 3 months and at such meetings there shall be tabled a report on the utilisation of the funds and the progress of the research.

5.2 Budget

Funds allocated are intended to fit a variety of needs in scientific investigations related to cancer. The allocation is generally made to cover the cost of items such as salaries for professional and technical personnel, reagents/ consumables, special equipment, training for personnel and other miscellaneous items required to conduct the proposed research. Due to its limited resources, MAKNA expect applicants to exercise considerable budgetary restraint. MAKNA research funds are not designed to cover the total cost of the research proposed nor the investigator's entire compensation. The institution is expected to provide the required physical facilities and administrative services normally available in an institution.

5.3 Disbursement of funds

The fund will be monitored by MAKNA in a special account. All procurement procedures will be conducted by MAKNA Secretariat. Standard operating procedures for disbursement of the funds are summarised in Appendix A.

5.4 Financial records

Financial report is to be submitted to MAKNA once in 6 months. Balance from the previous years will be carried forward.

5.5 Progress reports

The progress report shall be tabled and reported to MAKNA once in 6 months. A final report, to be provided within six weeks after completion of the project, should consist of both a scientific report and a summary of work accomplished, plus a bibliography of all publications and a copy of all reprints of these publications. Both the progress and final reports are to be sent to the attention of the President of MAKNA and are not considered confidential. Interim progress report may be requested at any time by MAKNA when it is deemed desirable.

5.6 Publications

Researchers are encouraged to publish the results of their project in local and international journals. Researchers must, however, obtain written approval from the Institution for these publications, to ensure that national interests are not compromised. Publications resulting from research supported by MAKNA must contain the following acknowledgement: *Acknowledgements: This work was funded by National Cancer Council Malaysia (MAKNA) Cancer Research Collaboration Fund.*

Recipients must provide MAKNA with copies of all publications arising from the grant. The recipient's institution must ensure the validity of the research findings prior to publication. MAKNA takes no responsibility for the validity of the research findings. Recipients must also present the research findings at a suitable conference in Malaysia or to MAKNA if requested.

Besides scientific journal publications, the recipients will also be requested by MAKNA to produce writeup pertaining to their research projects for other publications such as MAKNA newsletter, Neoplasia, press or website.

5.7 Ownership of Equipment

Equipment purchased under the funds is considered as MAKNA's asset for the use of the principal researcher and collaborators. Title of such equipment shall be vested in the institution at which the principal researcher is conducting the research. In the event that MAKNA wishes to collaborate with another institution/research team (after completion of the project), equipment necessary for continuation of the research project that was purchased with the funds, may be transferred to the new institution/research team. Title to such equipment shall be vested in the new institution.

6 Change of Institution

Recipients of a Research Project may transfer their grant from one institution to another only after receiving written approval from MAKNA. Prior to a transfer, MAKNA must receive the following: (i) The request for transfer in writing, indicating the anticipated transfer amount and date, and (ii) a statement from an administrative official at the original institution.

7 Intellectual Property

As a not-for-profit organization supported by public contribution, MAKNA believes it has the responsibility to adopt necessary safeguards to make reasonably certain that potentially beneficial discoveries are developed regardless of their commercial profitability. MAKNA's patent policy is

designed to ensure that such discoveries are brought to practical application and to provide the grantee institutions responsible for them with sufficient flexibility regarding the funding of research and the patenting and developing of any discoveries made hereunder. The research teams are encouraged to apply for patent registration, of the results of project which have potential for commercialization. They are also encouraged to be active in commercializing the results of such project. Royalties received resulting from technology transfer, licensing of technology or any form of commercialization shall be shared by MAKNA, the Institution and the researchers.

Research findings should be jointly and equally owned by the researcher, the institutions and MAKNA.

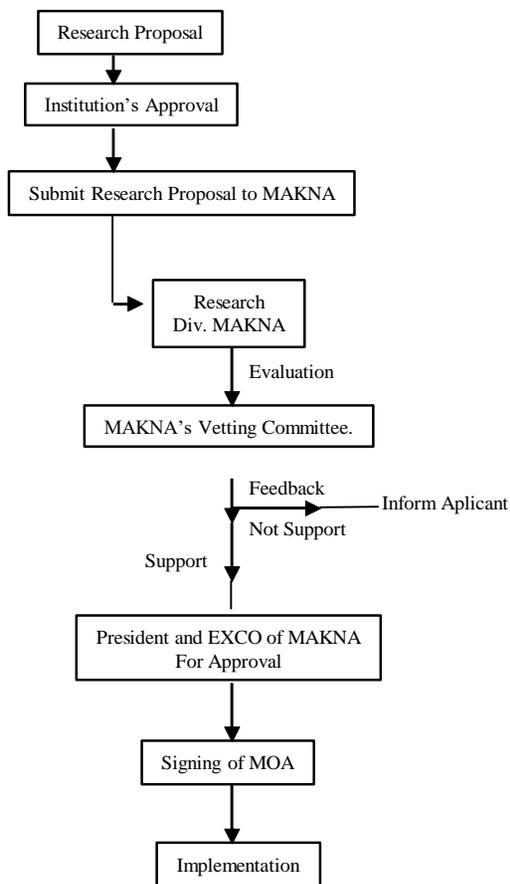
8 Research personnel employed under the grant

Research Assistant employed using this grant will be an employee of MAKNA and shall follow the training and regulations set by MAKNA Human Resources department.

9 Contact

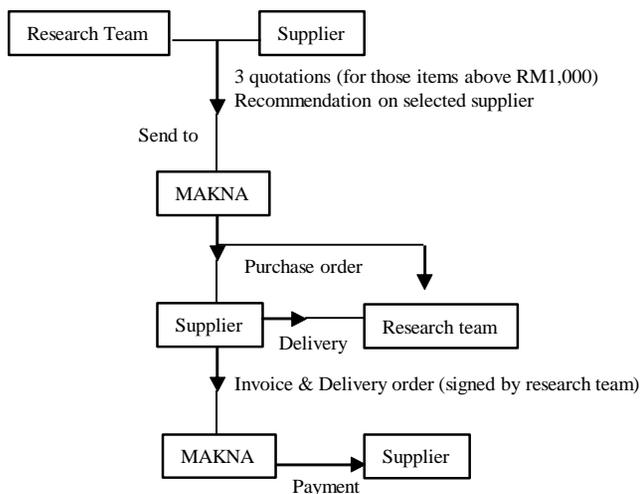
For further information regarding the grant, please email to research@makna.org.my

Standard Operation Procedures for research collaboration



Approval Phase

Purchasing instruments / reagents / consumables



Recruitment of manpower / Training



Implementation Phase

Note: Budget would held by MAKNA and disbursement would be carried out according to operating procedures of MAKNA for both human resources and other expenses.