

**GUIDELINE**

# CHAPTER 1: INTRODUCTION TO TOP GLOVE INDUSTRIAL COLLABORATION GRANT (TGICG)

## 1.1 WHAT IS TOP GLOVE INDUSTRIAL COLLABORATION GRANT?

Top Glove Industrial Collaboration Grant (TGICG) is a grant provided by Top Glove Corporation Berhad to facilitate collaborations between Top Glove and universities and/or research institutions on research projects on areas listed in 1.3 below.

## 1.2 OBJECTIVE OF TGICG

The main objective of TGICG is to strengthen the glove industry’s collaboration with universities and research institutions in Malaysia for the development of breakthrough in glove products and processes in order to enhance the industry’s competitiveness in the global market.

## 1.3 RESEARCH PRIORITY AREAS

1. TGICG will prioritize research projects which focuses on the following areas/ products:

1. Natural latex-based products;
2. Synthetic latex-based products;
3. Automation and process improvement; and
4. Former (Ceramic, engineering plastic and etc.)
5. Compostable material
6. Recycling and reuse of by-products

## 1.4 ELIGIBILITY CRITERIA

The application is opened to all individuals who are academicians with Public and Private Institutions of Higher Learning in Malaysia.

**Note:**

* + Expatriates working under contract with any of the above institutions are eligible to apply. However, the project team must also include co-researcher (Malaysian) from the same institution, well-versed with the project to ensure its completion in the event the expatriate’s contract is terminated.
  + The researcher’s contract must be valid during the period of research proposed and contractual documents must be furnished as proof of employment for the period. Minimum of two (2) team members per team and must have maximum 1 project leader.

## 1.5 PROJECT SELECTION CRITERIA

An Industrial Collaboration Grant (Committee) appointed by Top Glove will assess all project proposals based on the following criteria:

1. **Scientific and technical merit:**

The project must be scientifically and technically feasible with achievable milestones, and has the potential for further development and commercialization.

1. **Research competence:**

The research team must have the knowledge and competency to carry out the project successfully until completion.

1. **Innovativeness of the research:**

The proposal must indicate whether it is recombination, fusion, integration, replication or refinement of existing technologies with improved value, enhanced efficiency or cost reduction. Applicants are also required to conduct the novelty Prior Art Search to verify the patentability aspect.

1. **Clear and measurable expected output:**

The project must be clear, accurate and consistent with the objective of the TGICG. The project must also describe appropriate methodologies and the expected output which benefits Top Glove.

1. **Proven concept or prototype (pre-commercialization):**

The project must theorize a technology solution to a problem and have a reasonable basis that there is a market opportunity. The theory must also be tested based on a prototype.

## 1.6 SCOPE OF FUNDING

1. Funding will be provided in the form of research grants.

* 1. A full grant will be awarded to projects which falls under our research priority area. The project will be a joint collaboration between the university which will lead the project and an industry partner (supplier) chosen by the higher learning institute who has indicated its interest for commercialization (specialty chemical/ technology) with Top Glove upon completion of project.

1. The quantum of the funding allocated will be based on the project proposal. The maximum fund for each project (under a full grant) shall not be more than RM 300,000. If the project proposed trails high impact and potential breakthrough for our industry, additional funding can be requested from the committee but is strictly subjected to Top Glove management approval.

1. The funding can be utilized for the following categories of research expenditure:

* 1. Wages and allowances for temporary and contract personnel
  2. Travel and transportation
  3. Research materials and supplies
  4. Special services such as consultation and sample testing and analysis.

vii. Prototype development

**Note:**

* + For a full grant, the allocations for wages and allowance, travel and transportation shall not be more than 20% of total project cost.

1. The costs of patent filing and registration are not within the scope of the grant. Cost of patent filling and processing will be bared by Top Glove.

## 1.7 LOCATION OF PROJECT

The research project must be carried out in Malaysia. However, researchers are allowed to conduct testing and consultation overseas, with prior approval from the Committee.

## 1.8 PROJECT DURATION & REPORTS REQUIRED

1. The project duration shall not be more than two (2) years from the date of project commencement.

1. Researchers are required to provide the following information throughout the project duration.

* 1. To submit quarterly reports, i.e. project progress report and financial report to Top Glove for review by the Committee.
  2. To give a presentation on interim and final research findings to the Committee.
  3. To submit a complete project report to Top Glove for review by the Committee.
  4. All reports must be submitted in both Word and PDF format.

1. **Final Project Report** should be submitted within one (1) month after project completion date. The Final Project Report requires the following information:

1. Direct outputs of the project;
2. Extent of achievement of the original project objectives;
3. Technology transfer and commercialization approach;
4. Benefits of the project, particularly project outputs and endorsement by the industry;
5. Technical report for the project; and
6. Financial report for the project.

Note: All reports will be treated as private and confidential. The Committee reserves the right to audit the amount spent by the researchers, as reported in the Quarterly Financial Report.

## 1.9 RESPONSIBILITY OF THE PROJECT LEADER

The successful implementation of the project is the responsibility of the project leader. Project leaders shall ensure that the projects meet the specified objectives and milestones within the approved timeframe and funding.

## 1.10 RESPONSIBILITY OF THE UNIVERSITY/RESEARCH INSTITUTION (INSTITUTION)

The Institution shall be responsible for the project leader and team members research conduct to ensure that the research is undertaken in accordance with the highest standards of research integrity. It shall assume the responsibility for the entire research project until its completion.

## 1.11 THIRD PARTY COLLABORATIONS

It is compulsory for the Institution to work on the project in collaboration with a supplier who will be chosen by the higher learning institution to collaborate in the project.

## 1.12 REQUEST FOR VARIATION TO THE GRANT AWARDED BASED ON MILESTONE

Request for any variation on the fund granted must be made three (3) months before the end of the project term. The Committee reserves the right to reject any additional expenses incurred without prior approval.

## 1.13 ADDITIONAL GRANT FUNDING IN PROJECT COSTING

Request for any additional grant within project costing from the approved proposal must be made three (3) months before the end of the project term.

**Note:**

* No additional grant may be extended between categories without the approval of the Committee.
* No additional grant will be made where it is deemed to result in over expenditure by the Committee.

## 1.14 PROJECT EXTENSION

1. Requests for project extensions must be made in writing by the project leaders for approval at least **three (3) months before** the project completion date. The requests for extensions must be accompanied by appropriate supporting evidence.

1. Applications for project extension received after the project completion date will not be considered.

1. The maximum duration for an extension is **six (6) months including the submission of the Final Project Report.**

## 1.15 NOTIFICATION OF RESULTS

Applicants will be notified of the outcome of their application for the TGICG within 14 working days upon completion of their presentation to the judging panel.

## 1.16 INDUSTRIAL COLLABORATION GRANT AGREEMENT

Project leaders are required to sign the Industrial Collaboration Grant Agreement within **thirty (30) working days** upon acceptance of the approved projects, failing which the Committee has the right to revoke the approval.

## 1.17 INTELLECTUAL PROPERTY (IP) RIGHTS

1. IP generated from research projects under a full grant, if any, shall be wholly owned by Top Glove Corporation Bhd.

## 1.18 PUBLICATION OF RESULTS

Upon project completion, researchers may publish the results of their projects in established local and international publications, with approval from the Committee.

**Note:**

* The contribution of Top Glove as the grant provider and technology owner must be acknowledged at all time in all forms of publications.
* Researchers are required to submit one (1) copy of publications featuring the aforementioned results to Top Glove.

## 1.19 CHANGE OF PROJECT LEADER/TEAM MEMBERS

If a project leader/team member wishes to resign, retire or move to another organisation, he/she must inform the Committee and recommend a suitable replacement possessing the necessary expertise and experience, within the same Institute, for approval.

## 1.20 TERMINATION

Projects may be terminated in the event one or more of the following occurs:

1. False reporting by the project leader;
2. Misuse of the grant provided;
3. Non-performance in terms of progress, such as failure to achieve milestone;
4. Variation of scope of project without prior approval from Top Glove

**Note:** Any unutilized funding must be returned to Top Glove upon termination of the project.

**CHAPTER 2: APPLICATION AND PROPOSAL SUBMISSION**

**2.1 TOP GLOVE’S INDUSTRIAL COLLABORATION GRANT APPLICATION PROCESS FLOW**

## 2.2 APPLICATION AND SUBMISSION OF PROPOSAL

The application is opened until 17th April 2019. All applicants for the TGICG are required to prepare the proposal in detail following the template provided. The completed proposal shall be sent to Top Glove via postal mail at the following address.

Attention to: Dr. Teh Chee Yang/ Dr. Vidhyaa Paroo Indran

TOP GLOVE RESEARCH & DEVELOPMENT CENTRE

TOP GLOVE INTERNATIONAL SDN. BHD.

LOT 64593, JALAN DAHLIA/ KU8,

41050 KLANG, SELANGOR D.E., SELANGOR

Email: [cyteh@topglove.com.my](mailto:cyteh@topglove.com.my)

[vidhyaa@topglove.com.my](mailto:vidhyaa@topglove.com.my)

**CHAPTER 3: PROJECT EVALUATION**

The project evaluation consists of three (3) stages before it is approved by the Committee.

## 3.1 SCREENING STAGE

* All applications will be screened by the Committee to ensure that the project proposals meet the requirements of the Top Glove’s Collaboration Grant.
* The Committee will assess various technical aspects of the research proposal. It will also ensure the project leader and project team are technically competent, the project costs are fair, and there is optimal utilization of available research equipment and infrastructure.

## 3.2 TECHNICAL AND FINANCIAL EVALUATION STAGE

* The project proposal will be evaluated technically and financially by a Fund Committee which comprises of a Chairman and committee members appointed by Top Glove.
* Members of the Committee consist of industry experts.
* The Committee will study the proposals based on the merits of the research objectives, appropriateness of research methodology, the ability of researchers and the cost effectiveness of the proposal.
* A project proposal will be evaluated based on the following weighted criteria.

|  |  |  |
| --- | --- | --- |
| **No.** | **Criteria** | **Weightage** |
| 1 | Benefits to the industry | 40% |
| 2 | Uniqueness/ innovation/ novelty of the proposed idea | 20% |
| 3 | Technical support | 10% |
| 4 | Financial/ cost benefit | 10% |
| 5 | Collaborating supplier competency | 10% |
| 6 | Duration of project | 5% |
| 7 | Intellectual property value | 5% |
|  | **Total** | 100% |

*Each criteria will be scored based on a scale of 1 to 5:*

*(1: Very Poor; 2 : Poor; 3 : Average; 4 : Good; 5 : Excellent)*

The results will be determined based on the following:

A total score of 80% and above: The project will be shortlisted

A total score of 70% to 79%: The Committee may request for the proposal to be improved on and resubmitted within the year

69% and below: The application will be deemed unsuccessful

## 3.3 PROJECT APPROVAL STAGE

Projects which successfully clear the two (2) stages stipulated in 3.1 and 3.2 above, will be shortlisted. Applicants whose projects have been shortlisted are required to present their proposals to the Committee for final approval. All decisions made by the Committee and panel of judges from TG are final.

# CHAPTER 4: ALLOCATION AND DISBURSEMENT OF GRANT

4.1 **QUANTUM OF FUNDING**

The quantum of each project depends on the proposal received. The grant size for each project shall not be more than RM 300,000.

## 4.2 DISBURSEMENT OF FUNDING

The fund will be disbursed annually and the amount to be disbursed to the institutions according to the project proposal milestones.

Payment for the first year will be disbursed to the relevant Institutions within one month of Top Glove receiving the signed Memorandum of Agreement.

## 4.3 INSTITUTIONAL FINANCIAL PROCEDURE

Researchers must abide by all financial rules and regulations of their respective Institutions especially those pertaining to procurement, disbursement, the appointment of research staff and intellectual property rights.

# CHAPTER 5: PROJECT IMPLEMENTATION AND MONITORING

## 5.1 PROJECT IMPLEMENTATION AND MONITORING

All projects must be carried out in accordance with the terms and conditions outlined in the Memorandum of Agreement.

The project will be closely monitored to ensure that they are carried out successfully. Researchers are required to submit their reports through the Committee.

Top Glove reserves the right to request for periodic information on progress or to conduct site visits to the Institute and premises of the collaborating supplier.

# CHAPTER 6: Employment Opportunities

## 6.1 Employment Opportunities

1. Upon completion of the funded project, Top Glove welcomes students who have worked part of the project and offers employment opportunity to the candidates.
2. The employment is subjected to the vacancies at Top Glove at the time of completion of the project.
3. Other graduating students from the collaborating Institution are also welcome to apply for employment with Top Glove.
4. A minimum CGPA of 3.5 is required to be hired under the R&D team.

**APPENDIX I**

### Table 1: Research Priority Areas

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Research Areas** | **Priority Areas/Products** |  |
| 1 | Latex-based Products | Synthetic gloves (NBR/ Chloroprene/ Polyisoprene) | |
| Natural rubber products |  |
| Condoms |  |
| Exercise bands | |
| 2 | Engineering/Chemistry | Production process enhancement | |
| Specialty chemical |  |
|  |  | Green energy and technology |  |
| 3 | Automation | Machinery and robotic for process improvement |  |
| 4 | Former | Ceramic, engineering plastic and etc. |  |
| 5 | Industrial Effluent Treatment System | Green Environment |  |
| 6 | Natural Plastic | Compostable material for plastic gloves |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No | Project Title | Project Leader | Project Duration | | Project Status (Completed/ Ongoing/ Extension) | Total Amount Approved (RM) | Total Amount received (RM) | Category of Expenditure | | | | | | | Total Actual Expenditure (RM) | % Total Actual Expenditure | Committed Expenditure (RM) | Committed Expenditure + Total Actual Expenditure (RM) | Balance (RM) |
|  |  |  | Start | End |  |  | A | 1 | 2 | 3 | 4 | 5 | 6 | 7 | B | (B/A) X 100 | C | D = (B + C) | E = A+D |
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**Table 2: Project details and expenditure**

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| Category of expenditure | |
| 1 | Wages and allowances for temporary staff(?) |
| 2 | Travel and transportation |
| 3 | Rentals |
| 4 | Research materials and supplies |
| 5 | Minor modifications and repairs |
| 6 | Special services such as consultation, sample testing and analysis |
| 7 | Prototype development |