

GUIDANCE FOR INTERNATIONAL JOINT RESEARCH

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FOREWORD

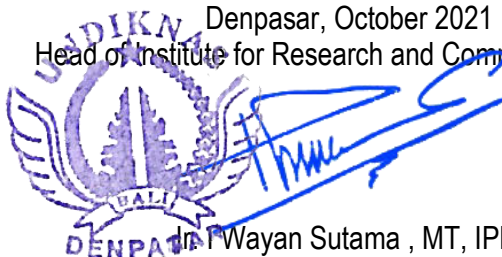
This Guidance for International Collaboration Research explains the policies and mechanisms of collaboration research management for institution or overseas higher education with the Universitas Pendidikan Nasional (Undiknas). This Guidance for International Collaboration Research contains a description of the research program scheme, which also explains in detail the procedures for submission, criteria, financial, implementation research, monitoring and evaluation of implementation, as well as reporting of activity results.

As Techno Research-preneur University, Undiknas realized that there are many more problems that the world is facing today, which is necessary answered through the research activity. Hence, the schemes research managed by the Research and Community Service Institute (LP2M) Undiknas prepared such likeness, therefore all Undiknas lecturers could be involved actively in the research activities, especially research collaboration with overseas institutions. So that later, this could create research ecosystem that could support the nation's progress and support international vision through research and innovation.

Although this is not fully complete, the Guidance has been directed to follow research themes in accordance with the vision of the university referred to Undiknas RIR (Research Master Plan) 2021 – 2025 and National Research Master Plan (RIRN) 2017 – 2045 and Sustainable Development Goals (SDGs). In addition, Readiness Level for Technology (TKT) is also used in mapping activity for research and innovation that are linked to the technology preparation in terms of supporting the downstream and commercialization programs results research. It is hoped that the publication of this Guidance for International Collaboration Research could improve the quality of international management of cooperation programs, hence it can be answered better without reducing the creativity of the proponents and research manager within the Universitas Pendidikan Nasional.

We are sincerely thankful for the publication of this Guidance for International Collaboration Research, love and highest appreciation to all parties who participate actively in giving criticisms and suggestions during the process of completing this guide.

Denpasar, October 2021
Head of Institute for Research and Community Service



Wayan Utama , MT, IPM.

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CHAPTER I INTRODUCTION

Research is a part of nation's improvement. There is no developed country without good research. Research is closely related to nation's improvement in a manner complex and dimensional plural. Moreover, to keep it competitive in global economy based on knowledge, investing on a field study as well as overcome a number discouraging obstacles quality study become the main priority. Judging a number fact and in accordance with the publication of The National Research Master Plan (RIRN) through Presidential Regulation No. 38/2018 as a reference for research priorities in Indonesia and The Vision and Mission of Undiknas and more broadly refer to the globally applicable Sustainable Development Goals (SDGs), it is necessary that the development ecosystem conducive research at Undiknas Denpasar to support climate research in Indonesia. The development of ecosystem research is specifically directed to make Undiknas as qualified *Techno Research-preneur University* in development and enrichment of science and technology.

The effort in developing ecosystem research of Undiknas was carried out through various of schemes, especially International Research Collaboration. Distribution scheme aims to encourage and be a guidance for the lecturer to carry out the activity of study in order to support enhancement quality of the Higher Education, nation competitiveness, and the welfare of the people in a well programmed and sustainable. To be expected later, we can build a good atmosphere through research among lecturers, cultivating quality and sustainable research according to the direction research stated in the Research Master Plan (RIR) Universitas Pendidikan Nasional. Hence, it could be disseminated in a form of scientific international journal reputation that can be implemented to society's improvement, nation, state and global society.

CHAPTER II

INTERNATIONAL RESEARCH COLLABORATION

1. Introduction

In order to adapt to the era of globalization and support the vision of international universities that are included in the World University Rankings, lecturers are required to be able to realize research collaboration among other researchers within domestically, it is also expected to be able to implement collaboration with abroad researchers. It is necessary to remember the rapid change of knowledge development and technology, hence through cooperation with abroad partners, it is expected to be capable to increase the quality of research and numbers of publication results study from the lecturers on scientific journal of international reputation.

Although in the last few years there are several MoU has been made in the field of research study between college and institutions or college and international institution, however the implementation in the field to realize the MoU is still very rare. In general, the collaboration between lecturers and abroad partners in the field of research study is still have the quality of individual, hence the equality of the collaboration is unequal, where right ownership of the outcome data of the research are mostly controlled by the abroad partner. The limited matching funds from the higher institution in Indonesian to facilitate the lecturers to do research collaboration with foreign partners is one many factor on how difficult the implementation of collaboration and low position bid the lecturers from Indonesia. Grant International Research Collaboration and International Publications are meant to push the realization of collaboration research study from Indonesian lecturers whose institutions already have MoUs with overseas institutions. The outcomes are to intertwined wider network for research and more intense communication between national experts and foreign experts so that it will create the utilization resources and facilities between institution in a sense of continuous. The ultimate goal of this program is to increase the number of publications within lecturers in scientific journal of international reputation significantly, hence this could increase the dignity and worth of Indonesian intellectuals in the international community.

2. Purpose

The purposes of international research collaboration program and international publications are:

- a. Expand research network from researchers of higher-education institution in Indonesia with overseas partners so that it will create the utilization resources and facilities between institution in a manner of continuous;
- b. Increase the ability of researchers higher-education institution in Indonesia to do research collaboration with overseas partners;
- c. Increase international confession (international recognizing) for research that has been conducted;
- d. Increase the quality of research and numbers publication of scientific journal of international reputation;
- e. Increase the citation index of Indonesian researchers;
- f. Increase the quality and competence of lecturers in higher-education institution in Indonesia.

3. Dissemination of Results

The outputs of International Research Collaboration program and international publications are:

- a. Network research with researchers in overseas institutions;
- b. Publication in scientific journal of international reputation;

- c. Dissemination at scientific meetings on an international level which published in proceedings of international reputable.

4. Criteria and Proposal

- a. Head of researcher and one of the members are permanent lecturer at Universitas Pendidikan Nasional with a doctoral degree (S3);
- b. The amount of researcher team is maximum consist of 3 people from Universitas Pendidikan Nasional;
- c. Research proposal must be written in English;
- d. Head of researcher capable to speak English fluently both written and verbal;
- e. Head of researcher have a sufficient research track record shown in the curriculum vitae;
- f. Have an MoU with overseas partners that is legitimate and has been agreed upon as well as signed in a manner of institutions (not MoUs between individual researcher);
- g. Research study with multiyear characteristic, maximum 3 years with a clear roadmap;
- h. Have letter statement / agreement implementation collaboration study from chairman team partners abroad (letter of agreement for research collaboration);
- i. Obey legal aspects related to the material to be taken overseas (material transfer agreement);
- j. There is a clear division part which research is conducted in Indonesia and which part will be done on the researcher partners;
- k. During implementation, Indonesian researchers as well researcher partners must fulfil the Eligibility for residence on site respective research;
- l. The arrival partner to Indonesia in form of implementation activity must follow the provisions of PP No.41 of 2006 concerning Licensing Foreign Researcher; Law No. 18 of 2002 (www.ristek.go.id);
- m. The proposals are drafted together with partners then sent to LP2M to be checked for the complete administration as well as reviewed by the team executor of grant study as well with the reviewers;
- n. Universities could set other policies according to urgency research;

5. Financing

The institution prepares the maximum funds allocated for this program is Rp. 50,000,000 (fifty million rupiah) per proposal per year. Meanwhile, International partners is required to contribute both in this form kind or in cash. Mechanisms and procedures for funding are regulated in the Research Contract letter.

6. Implementation and Reporting

International Research Collaboration is monitored and evaluated by internal assessors. Each researcher is required to prepare a final research report to be evaluated by an internal assessor. At the end of the research implementation, each researcher reports the results of the research activities in the form of a compilation of research outputs. When the research is done / complete, researchers are required to publish their research results in International Journal Indexed / Reputable / by Scopus.

Every researcher is required to report the implementation of research by doing the following things:

- a. Head of researcher from international collaboration must submit a final report to the Head of Institute for Research and Community Service Cq. Head of Research and Journal Publications.
- b. After the research is completed, researchers are required to publish their research results in international journals reputable SCOPUS Q1 – Q2.
- c. Must participate in monitoring and evaluation in the current year, as a consideration for determining the winner of research funds in the following year.

- d. Negligence that causes research to not be completed so that the promised outcomes are not fulfilled by every researcher, hence the researcher subject to possible sanctions which could be form as research funding cuts as stated in the research contract.
- e. The format of validation letter and systematics writing final report written in English which could be downloaded on the following page:

https://drive.google.com/drive/folders/1E-wB_nBYFg1UBvcd6xr--Ein-srlo5h4?usp=sharing

7. Systematic Research Proposal

The research proposal is made maximum **20 pages** (not included cover page, endorsement page, and attachments), which are written using *the Times font New Roman* size 12 with 1 line spacing and size A-4 paper and follow the systematics in the following order:

Cover Page

Letter of Approval

List of contents

Summary

The summary is no more than 500 words containing the research background, objectives and stages of the research method, targeted outputs, as well as a description of the proposed TKT.

Keywords maximum 5 words

Background

The research background is no more than 500 words containing the background and problems to be studied, specific objectives, and the urgency of the research. In this section it is necessary to explain the description of the special specifications related to the scheme.

1.1 Background

1.2 Research Problem

1.3 Objective Study

1.4 Research Advantages

1.5 Achievement Target Plan

The achievement plans and outputs targeted in this study are as shown in table 1.1 below:

Table 1. Target Achievement Plan

No	Outer Type	Achievement Indicator	
1	Scientific publications in international journals reputable SCOPUS Q1 – Q2.	Published in Journal ... Url ...	
2	Speakers in scientific meetings	National	Yes/ No
		International	Yes/ No
3	Teaching materials	Yes/ No	
4	Other outputs if any (Appropriate Technology, Model/Prototype/Design/Work of art/Social Engineering)	Yes/ No	
5	Technology Readiness Level (TKT)	TKT ...	

Literature Review

Literature review is no more than 1000 words by presenting *the state of the art* in the field studied. Charts can be created as JPG/PNG which are then inserted in this field. Relevant primary sources/references and prioritizing research results in scientific journals and/or the latest patents. It is recommended to use library sources for the last 5 years.

Method

Methods or ways to achieve the goals that have been set are written not to exceed 600 words. This section is equipped with a research flowchart that describes what has been done and what will be done during the proposed time. The flowchart format can be JPG/PNG file. The research chart must be made as a whole with clear stages, starting from the beginning how the process and outcomes are, and targeted achievement indicators. In this section, the duties of each proposing member must also be filled in according to the proposed research stages.

Cost and Schedule

Budget

The summary of the budget is prepared according to the format of Table 2. with the following components:

Table 2. Format of the Budget Summary of Funds for the Proposed Scientific Basic Research

No	Description	Amount
1	Material	
2	Data Collection	
3	Data Analysis	
4	Reporting , Out Mandatory , and Exclusion Addition	
	Amount	

Budget justification study from table 2. written in detail and clearly made as attachment .

Research Schedule

The research schedule is prepared by filling in the following table directly by allowing the addition of rows according to the number of activities.

Table 3. Schedule of Activities Study

No	Name of activity	Month											
		1	2	3	4	5	6	7	8	9	10	11	12
1	Proposal Preparation	x	x										
2	Problem Analysis and Literature Study		x	x	X								
...												

Bibliography

The bibliography is compiled and written based on a number system according to the order of citation. Only references cited on research proposals are included in the Bibliography.


Attachments

- Appendix 1.** Justification of the budget research (See the format in Appendix 1 in the General Appendix)
- Appendix 2.** Organizational structure of the research team and division of tasks (See format in Appendix 2 in the General Appendix)
- Appendix 3.** Biodata of the chairman and members of the proposing team (see format in Appendix 3 in the General Appendix)
- Appendix 4.** Statement letter from the head of the researcher (See the format in Appendix 4 in the General Appendix)

LIST OF GENERAL ATTACHMENTS

Appendix 1. Example of Cover Format and Endorsement Page

a. Cover:

Code / Name of field:.....
<p>PROPOSAL / FINAL RESEARCH REPORT INTERNATIONAL COLLABORATION</p>  <p>RESEARCH TITLE (Capital Letter)</p> <p>PROPOSAL TEAM (Name of the team leader and members, complete with degree and NIDN)</p> <p>STUDY PROGRAM/DEPARTMENT..... FACULTY..... UNIVERSITAS PENDIDIKAN NASIONAL</p> <p>Month and Year</p>

b. Letter of Approval:

LETTER OF APPROVAL
INTERNATIONAL RESEARCH COLLABORATION

1. Title of Research :
2. Field of Science :
3. Lead Researcher
 - a. Full name with title : b.
 - NIP/NIDN :
 - c. Rank/Gol I. :
 - d. Functional Position :
 - e. Research experience : (attached to the CV)
 - f. Faculty :
 - g. Study Program :
 - h. Home / HP Address :
 - i. E- mail :
4. Research Members 1
 - a. Full name with title :
 - b. NIP/NIDN :Research Member 2
 - a. Full name with title :
 - b. NIP/NIDN :
5. Research Location :
6. Collaboration (if any)
 - a. Name of Institution :
 - b. Address :
7. Period of research :
8. Research year to :
9. Research Expenses : Rp (amount with letters ...)

Acknowledgement,
Dean

Denpasar,
Head of Researcher

(.....)
NIP./ NPP.

(.....)
NIP./ NPP.

Approval
Head of Institute for Research and Community
Service

Head of Research and Journal Publications

(.....)
NIP./ NPP.

(.....)
NIP./ NPP.

Appendix 2. Example of Budget Justification Format

Budget arranged in accordance with the latest Ministry of Finance Regulation (PMK) .

No.	GROUP	COMPONENT	ITEMS	UNIT	VOL	freq	PRICE	TOTAL
1	Material	ATK	paper 70 grams	rim	4	1	35,000	140,000
2	Material	Material Research (Completed use)	Binding and Printing Report Study	copy	10	1	150,000	1,500,000
3	Data Collection	Preparatory FGDs study	Preparatory FGD costs Research 10 People	Activity	1	1	1,000,000	1,000,000
4	Data Collection	Cost consumption	Cost Data Collection Preliminary Meeting Consumption	Person	5	1	50,000	250,000
5	Data Collection	Cost consumption	Cost Consumption of the Second Meeting Data Collection	Person	5	1	50,000	250,000
6	Data Collection	Cost consumption	Cost Consumption of the Third Meeting Data Collection	Person	5	1	50,000	250,000
7	Data Analysis	Data Processing HR	Data Processing HR	Study	1	1	1,500,000	1,500,000
8	Data Analysis	Cost meeting consumption	Consuming Trial Meetings System First	Person	5	1	50,000	250,000
9	Reporting , Out Mandatory , and Exclusion Addition	Cost meeting consumption	Consumption of 10 People's Research Results Presentation Meeting	Person	10	1	50,000	500,000
10	Reporting , Out Mandatory , and Exclusion Addition	Cost Publication articles in the National Journal	Cost Preparation of Articles and Publications	article	1	1	1,500,000	1,500,000
							TOTAL	7,140,000

Appendix 3 . Format of Organizational Structure of the Proposing Team and Distribution of Tasks

No	Name/NIDN	Knowledge field	Time Allocation (hours/week)	Job description
1				
2				
3				
4				

Appendix 4 . Biodata Format for Head and Members of the Proposing Team

1	Full Name (with title)	
2	Gender	L/P
3	Functional	
4	NIP/NIK/other identity	
5	NIDN	
6	Place and date of birth	
7	E-mail	
8	Address	
9	Telephone/ HP No	
10	Produced Graduates	S-1=...people; S-2=...people; S-3=...people
11	Covered Courses	1
		2
		3
		etc

B. Educational History

	S-1	S-2	S-3
University Name			
Knowledge field			
Entry-Graduation Year			
Title of Thesis/Thesis/Dissertation			
Name of Advisor/Promoter			

C. Research Experience in the Last 5 Years

(Not a Thesis, Thesis, or Dissertation)

NO	Year	Research Title	Funding	
			Source	Total (million)
1				
2				
etc				

**Write down the source of funding both from Undiknas and from other sources.*

D. Community Service Experience in the Last 5 Years

NO	Year	Title of Community Service	Funding	
			Source	Total (million)
1				
2				
etc				

**Write down the source of funding both from Undiknas and from other sources.*

E. Publication of Scientific Articles in Natural Journals in the Last 5 Years

No	Year	Scientific Article Title	Journal Name	Volume/ Number/Year
1				
2				
3				
etc				

F. Presenters in Scientific Seminars (*Oral Presentations*) in the Last 5 Years

No	Name of Scientific Meeting / Seminar	Scientific Article Title	Time and Place	
1				
2				
3				
etc				

G. Books in the Last 5 Years

No	Book title	Year	Number of pages	Publisher
1				
2				
3				
etc				

H. Acquisition of IPR in the Last 5–10 Years

No	IPR Title/Theme	Year	Type	P/ID number
1				
2				
3				
etc				

I. Experience Formulating Public Policy/Other Social Engineering in 5**Last year**

No	Title/Theme/Other Types of Social Engineering that has been implemented	Year	Place Application	Response Public
1				
2				
3				
etc				

J. Awards in the Last 10 years (from government, association or institution other)

No	Award Type	Granting Institution Award	Year
1			
2			
3			
etc			

All data that I have filled in and listed in this biodata is correct and legally accountable. If in the future it turns out that there is a discrepancy with reality, I am ready to accept sanctions. Thus, I actually made this biodata to fulfill one of the requirements in the Assignment submission(write the research/service scheme).....

City, date-month-year

Proposal Head/Member*,

Signature
(Full name)

Appendix n 5. Format of The Head of Researcher Statement Letter

STATEMENT LETTER OF THE HEAD OF RESEARCHER

The undersigned below:

Name :

NIP/NPP/ NIDN :

Rank / Group :

Functional Position :

Hereby declare that my proposal with the title:

.....
.....

proposed in the scheme(write research scheme)..... for the fiscal year **is original and has never been funded by an institution/source other funds.**

If in the future discrepancies with this statement are found, then I am willing to be prosecuted and processed according to the applicable provisions and return all assignment fees that have been received to the Universitas Pendidikan Nasional's treasury. Thus this statement is made truthfully.

Denpasar,
That stated

10000 stamp duty
Signature

(.....)
NIP./ NPP.

Appendix 6 . Proposal Document Evaluation Format

a. Basic Scientific Research Proposal Document Evaluation Form

**PROPOSAL DOCUMENT EVALUATION
BASIC SCIENCE RESEARCH COMPETITIVE GRANT**

Research Title :

Field of Research :

Faculty/ Study Program :

Head of Researcher

a. Full Name :

b. NIDN :

c. Functional Position :

Research Members :person

Proposed Cost :

Appropriateness Cost :

No	Assessment criteria	Weight (%)	Score	Mark
1	Formulation of the problem: a. Sharpness of Problem Formulation b. Research purposes	25		
2	Research output opportunities a. Scientific Publications b. Development of Science and Technology-Sosbud c. Enrichment of Teaching Materials	25		
3	Research methods -The accuracy and appropriateness of the method used	25		
4	Literature review: a. Relevance b. Up to date c. Bibliography Compilation	15		
5	Research Feasibility: a. Time suitability b. Cost compliance c. Personal suitability	10		
	Amount	100		

Information:

Score: 1, 2, 3, 5, 6, 7 (1 = bad, 2 = very poor, 3 = not enough, 5 = enough, 6 = good, 7 = very good)

Value = weight × score

Assessor Comments:

.....
.....

City, date-month-year
Evaluator,
Signature
(Full name)

b. Applied Research Proposal Document Evaluation Form

**PROPOSAL DOCUMENT EVALUATION
APPLIED RESEARCH COMPETITIVE GRANT**

Research Title :

Field of Research :

Faculty/ Study Program :

Head of Researcher

a. Full Name :

b. NIDN :

c. Functional Position :

Research Members :person

Proposed Cost :

Appropriateness Cost :

No	Assessment criteria	Weight (%)	Score	Mark
1	Formulation of the problem, objectives and research roadmap	15		
2	Output (process and product): a. Products, policies, models, social engineering, and appropriate technologies b. IPR c. Publication	35		
3	Literature Review (literature study/progress that has been achieved and preliminary studies)	15		
4	Research methods -The accuracy and appropriateness of the method used	20		
5	Research Feasibility: a. Timetable b. Personnel c. Cost (Budget Breakdown) d. Facilities and infrastructure support	15		
	Amount	100		

Information:

Score: 1, 2, 3, 5, 6, 7 (1 = bad, 2 = very poor, 3 = not enough, 5 = enough, 6 = good, 7 = very good)

Value = weight × score

Assessor Comments:

.....
.....

City, date-month-year
Evaluator,
Signature
(Full name)

c. University Superior Research Proposal Document Evaluation Form

PROPOSAL DOCUMENT EVALUATION
UNIVERSITY LEADING RESEARCH COMPETITIVE GRANT

Research Title :

Field of Research :

Faculty/ Study Program :

Head of Researcher

a. Full Name :

b. NIDN :

c. Functional Position :

Research Members :person

Proposed Cost :

Appropriateness Cost :

No	Assessment criteria	Weight (%)	Score	Mark
1	Presentation ability and mastery of the material	10		
2	The link between the research proposal and RIP, the sharpness of the problem formulation and research objectives	15		
3	Relevance, update, and compilation of bibliography and road map integrity	15		
4	Accuracy of methods, suitability of schedules, suitability of personnel expertise, reasonableness of costs and facilities and infrastructure	20		
5	Linkage of research with scientific background and experience of researchers	15		
6	The potential for achieving output	25		
	Amount	100		

Information:

Score: 1, 2, 3, 5, 6, 7 (1 = bad, 2 = very poor, 3 = not enough, 5 = enough, 6 = good, 7 = very good)

Value = weight × score

Assessor Comments:

.....
.....

City, date-month-year
Evaluator,
Signature
(Full name)

Written By:

**Institute for Research and Community Service
Universitas Pendidikan Nasional**

Jalan Bedugul No,.39, Sidakarya, Denpasar