

Universiti Tunku Abdul Rahman			
Policy Title : POLICY ON UTAR INNOVATION EXCELLENCE AWARD			
Policy Number : POL-DCC-003	Rev No: 0	Effective Date: 01/07/2009	Page No: 1 of 4

1.0 Introduction

- 1.1 Innovation is the heartbeat of modern economics. Without it firms cannot introduce new products, services or processes. In today's globally competitive environment, no firm, large or small, can survive without innovating.
- 1.2 Universities play a role in supplying well-educated people who can contribute to innovation in business and industry. They also provide continuing training and education and serve as strategic research partners. Effective technology transfer through a variety of mechanisms can convert excellent research into economic benefit.

2.0 Objectives

As an incentive to motivate UTAR academia towards achieving excellence in the fields of research and development, due recognition should be given to any staff who has been outstanding in the creation of intellectual innovation through the UTAR Innovation Excellence Award.

Among others, the award aims to achieve the following:

- (a) To provide a platform to recognise innovative ideas, concepts, systems, processes, techniques developed by staff of the University.
- (b) To inculcate the innovation culture at UTAR.
- (b) To identify and encourage individual excellence and innovation in the respective field of expertise.

3.0 Definition

- 3.1 'Innovation Excellence Award' is an internal award provided to encourage innovation excellence among UTAR staff in their respective field of expertise.
- 3.2 'Staff' shall mean a staff member who is on regular employment or on full time fixed term contract with the University.

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4.0 Implementation

- 4.1 This Policy on UTAR Innovation Excellence Award is applicable to staff of UTAR.
- 4.2 This UTAR Innovation Excellence Award is based on nomination.
- 4.3 The President is empowered to make exemptions from any section of this Policy as he deems appropriate.
- 4.4 The decision of the President is final on all matters regarding the interpretation of this Policy.
- 4.5 UTAR reserves the right to vary or modify the policy at anytime without notice.

5.0 Eligibility of the award

- 5.1 Full time staff members in all faculties, institutes and centre in UTAR are eligible to be nominated by the Deans / Directors for the award.
- 5.2 The nominated staff members for the award should have served in UTAR for one calendar year or more as at the deadline of submission for the nomination for the award.
- 5.3 The recipient of the award will also be eligible for the same award in the following years. However, no staff member will be given the award more than three (3) successive times. The staff member concerned (i.e. staff member who receives the award for three (3) successive times) will only be eligible for another nomination after a lapse of one year from the last awarded date.
- 5.4 Members of the Judging Committee / Deans / Directors are NOT eligible to be nominated for the award.

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6.0 Criteria for the award

- 6.1 Each nomination for the award shall contain an idea, concept, system, process or technique which contributes to innovation in the selected field of expertise.
- 6.2 The assessment criteria for the award shall be but not limited to the following:
 - i. Originality of the innovation / invention
 - ii. Applicability of the innovation / invention in practice
 - iii. Status of innovation / invention
 - iv. Potential for commercialisation
 - v. Clear elaboration and presentation of the idea

7.0 The Award

- 7.1 The award recipient shall receive the following:
 - (a) Cash prize of RM1,000.00;
 - (b) A certificate of acknowledgement; and
 - (c) A trophy.
- 7.2 One Award is to be granted.
- 7.3 If a nominated staff member's innovation consists of a team and the team wins, then all team members are part of the award recipients. The team members shall be presented with a certificate each and the cash prize shall be shared equally among the team members.

8.0 Judging Committee

- 8.1 Members of the Judging Committee shall consist of:
 - i. Chairman (to be appointed by the President);
 - ii. Vice-President (R&D and Commercialisation); and
 - iii. Director of IPSR.
- 8.2 The role of the Judging Committee is to evaluate, in total discretion, the nominations of innovation submitted and recommend the award winner.
- 8.3 The Judging Committee has the option of declining to make an award in a given year if, in its judgment, no nomination is sufficiently compelling.

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9.0 The Process

- 9.1 Announcement for nominations by Division of Human Resource.
(*Nomination period: July to August*).

Deans and Directors shall announce the opening of nomination during the Faculty /Institute / Centre meetings.

Nominations by Deans / Directors shall be done via the **UTAR Innovation Excellence Award Nomination Form** (Form No. FM-RDC-DCC-002).

- 9.2 Nominations received and processed by Department of Consultancy & Commercialisation to ensure that all items required in the nomination form and relevant enclosures are submitted.
- 9.3 Assessment and / or shortlist of nominations by the Judging Committee.
- 9.4 Final evaluation by the Judging Committee. If necessary, an interview with the candidate/s is to be arranged.
- 9.5 Recommendation and submission to the Senior Management Committee (SMC) the best innovation and name of recipient for approval.
- 9.6 DHR is to broadcast the decision of SMC to all staff on the recipient of the award for the year.

Note

Enquiries:
Department of Consultancy & Commercialisation
9, Jalan Bersatu 13/4, 46200 Petaling Jaya,
Selangor, Malaysia