

Financial Guidelines for LBE Research Grant 2025

**The Project for Enhancing Industry-Academic-
Community Networks for Strengthening
Capacity of Engineering Research and
Development**

I. FUNDS, CATEGORIES AND PROCUREMENT POLICIES

A) Research Fund:

USD 15,000 as Maximum (1 year)

The research fund is reserved exclusively for the Principal Investigator (PI) and registered Cambodian members of the LBE research team to conduct proposed research activities. Procurement of items necessary for the research will be conducted by the Project Office in accordance with rules and regulations set by JICA. Any items considered inappropriate by JICA and/or not stated in the application form will not be procured.

Requests for purchase should be submitted to the Project Office four times in 2025 (tentatively on January 6, March 17, May 16, and August 18, 2025; and because of Japanese fiscal year, all procurement procedures between January and March, including delivery and payment, must be completed by March 14, 2025 (Tentatively).

* To ensure the implementation of all grants, it is strongly recommended that a purchasing plan is developed to ensure delivery and payment by the end of February 2025.

B) Categories and Procurement Policies

Criteria of “Equipment” and “Consumables” - Table 1

	Categories	Unit Price including taxes	Usable period
1)	Research and general Equipment	JPY200,000 (Approx. USD 1,319.00) or more	One (1) or more years
		PC and smart phone JPY50,000 – JPY200,000 (Approx. USD330.00 –1,319.00)	N/A
2)	Consumables	Less than JPY200,000 (Approx. USD1,319.00)	N/A
		JPY200,000 or more (Approx. USD1,319.00)	Less than one (1) year
		* Actual unit price in JPY at the time of purchase should apply. In the case where the actual purchase price, calculated using the JICA exchange rate of the month, is JPY 1000,000 or more, procurement would not be executed.	

Note) Exchange rate is for December 2024: 1USD=151.60 yen

1) Research equipment: Not more than 50% of the total budget

Research equipment (e.g. tools, devices, machines) refers to items that meet the following criteria:

- The proposed items are relevant to the research and meet the purposes specified in the research proposal.
- Total price of each request, including taxes and duties, **must not exceed JPY 1,000,000 (Approx. 6,596.00USD)**.
- The unit price (including taxes) and usable period are as above criteria.

Important Notes:

- a) A minimum of one (1) quotation¹ in USD with particular attention to the following information should be submitted to the Project Office:
 - i) “JICA” or “Japan International Cooperation Agency” as a quote to
 - ii) Reference brands/manufacturers
 - iii) Reference models and specifications (Note: all reference models on the quotations must meet every specification and criteria required for proposed research activities; this is because JICA can select and procure any one of them based on the information provided in the quotations)
 - iv) Whether fees for transportation, installation and initial training, as well as taxes and warranties, are included or added to the total cost
 - v) Payment terms (payment should be made only after a successful inspection of the delivered items and up on the receipt of the tax invoice, i.e. in principle, advance payment is not permitted under this project. Any advance payment needs prior approval from JICA Cambodia Office)
 - vi) Date of issue and validity of the quotation
- b) In principle, only equipment available in Cambodia can be procured. If equipment import is required, PI shall consult with the Project.
- c) In general, procurement of equipment takes a couple of months. To avoid failure to procure important equipment by March 14, 2025, procurement of equipment should be requested before the mid of January 2025. The exact date of the deadline will be announced later.
- d) All equipment purchased under this project must be properly maintained during and after the project period as per JICA rules. Their statuses must be regularly checked and explained in the Mid-term and

¹ Original quotation should be submitted . The Project Office will acquire one more quotation to compare and make an order to a more reasonable company among the two quotations.

Final Reports. If an item is lost or damaged, the PI of the LBE research team should immediately report it to the Project Office.

- e) The ownership may be transferred from JICA to ITC only after the JICA technical cooperation project is completed, with due procedures set by JICA. If any equipment is lost or damaged due to mismanagement of the LBE research team, the team shall replace it at its own cost. PI of the team shall be responsible for attending any auditing by JICA and the Japanese Government.

2) Consumables

Consumables (e.g. reagents, glassware, electric goods, materials, purchased data) are items that meet the following criteria:

- Relevant to the research and meet the purposes specified in the research proposal.
- The unit price (including taxes) and usable period are as above criteria (Table 1).

The following points should be noted when requesting support for consumable items:

- a) The disposal of any of the proposed items shall not violate laws and regulations set by governmental authorities (e.g. potentially hazardous materials).
- b) In principle, one (1) quotation should be submitted to the Project Office. However, if the total price of each request is less than USD 200, only a price survey may be required according to the type of items. Please consult with Project Office in advance for the detailed process.

3) General Equipment and Consumables for LBE Activities: Not more than 10% of the total budget

Equipment and consumables are items that meet the following criteria.

- Relevant to LBE activities such as conducting lab. Seminars, workshops, study, etc.
- As considerations of sustainable use of general equipment, maintenance and running cost of the equipment should be secured by the team or ITC with an agreement signed by PI.
- The unit price (including taxes) and durability are as above criteria (Table 1).

4) Registration fees for international conferences

Important Notes:

- a) Only when the proposed participant has been accepted for an oral presentation at the conference can the Project support the registration fee and related travel expenses.
- b) International travel expenses are limited to registered Cambodian faculty members of the LBE research team.
- c) The destination of international travel is restricted to Japan or ASEAN member countries.
- d) As a general rule, one (1) Cambodian member of the LBE research team per conference is eligible to register and attend.
- e) A quotation should be submitted to the Project Office for approval. Information available on the conference website can be accepted provided that the following information is clearly mentioned: name of conference, date, venue, fee breakdown and requirements/participant's responsibilities.
- f) The registration fee should be paid by the participant after approval by Project Office and JICA Cambodia Office if payment by credit card is required. The amount will be reimbursed to the participant in USD based on the receipt submitted to the Project Office.
- g) After attending the conference, the participant is required to submit a copy of the presented paper to the Project Office.

5) Paper publication fees for international academic journals

The following points should be noted when requesting support for journal submission/publication fees:

- a) Costs for proofreading, translation and additional offprints are not covered by this research fund.
- b) The cost of a plagiarism check can be covered by this research fund.
- c) The publishing fee should be paid by the participant after approval by Project Office and JICA Cambodia Office if payment by credit card is required. The amount will be reimbursed to the participant in USD based on the receipt submitted to the Project Office.
- d) The invoice should include information on the name, publisher, volume number and publication date of the journal, author(s), paper title and the number of pages.
- e) Once the paper is published, the author should submit a copy of the published paper (including the journal volume and issue numbers).

6) Travel costs: Not more than 30% of the total budget

Travel costs are categorized into the following:

- International travel cost for attending international conferences in Japan or ASEAN member countries.
- International travel costs for research activities in Japan for less than two (2) weeks
- Local travel costs for registered LBE research team members

For details, see Appendix 1.

Important Notes:

- a) Travel coordination will be conducted by the Project Office in accordance with rules and regulations set by JICA.
 - b) LBE research team members who have traveled to Japan for research activities are requested to report the results in the Mid-term and/or Final Reports.
 - c) Students are not eligible for international travel to Japan and ASEAN countries by this fund.
 - d) The following expenses will be covered under this fund in accordance with rules and regulations set by JICA (for more information, refer to “Travel Expenses and Related Procedures for LBE Research Team Members” (Appendix 1)):
 - i) International/domestic airfare*
 - * After traveling by air, all boarding passes and refunded tax should be submitted to the Project Office.
 - ii) Local transportation**
 - **Reimbursements of shuttle bus, auto and any other local transportation which cannot be checked through website will be made based on receipts according to JICA regulation. Should no receipts be submitted, the expenses will not be reimbursed.
 - In principle, taxi expenses will not be covered unless there is any imperative reason.
 - iii) Accommodation
 - iv) Daily allowance
 - v) International travel insurance
- 7) Disaster and Accident Insurance for researcher/student Education and Research**

Important Notes;

- a) Insurance shall cover only for PI, Co-PI, and registered team members.
- b) Insurance contract should be made each year in line with Japanese fiscal year (January 2025 to March 2025, April 2025 to March 2026)
- c) One (1) quotation should be submitted with a request form.

8) Any activities related to improve, promote, and implement LBE

Grant is recommended to use for implementation of LBE such as group seminars, joint seminars/workshops, conferences and company visits.

Important Notes;

- a) Grant may be able to use for students under supervision by PI but not registered members of LBE granted teams with clear purposes for LBE. Approved by the Project is required.
- b) Grant can be used for renting a venue with coffee and snacks for Organizing conferences/seminars.

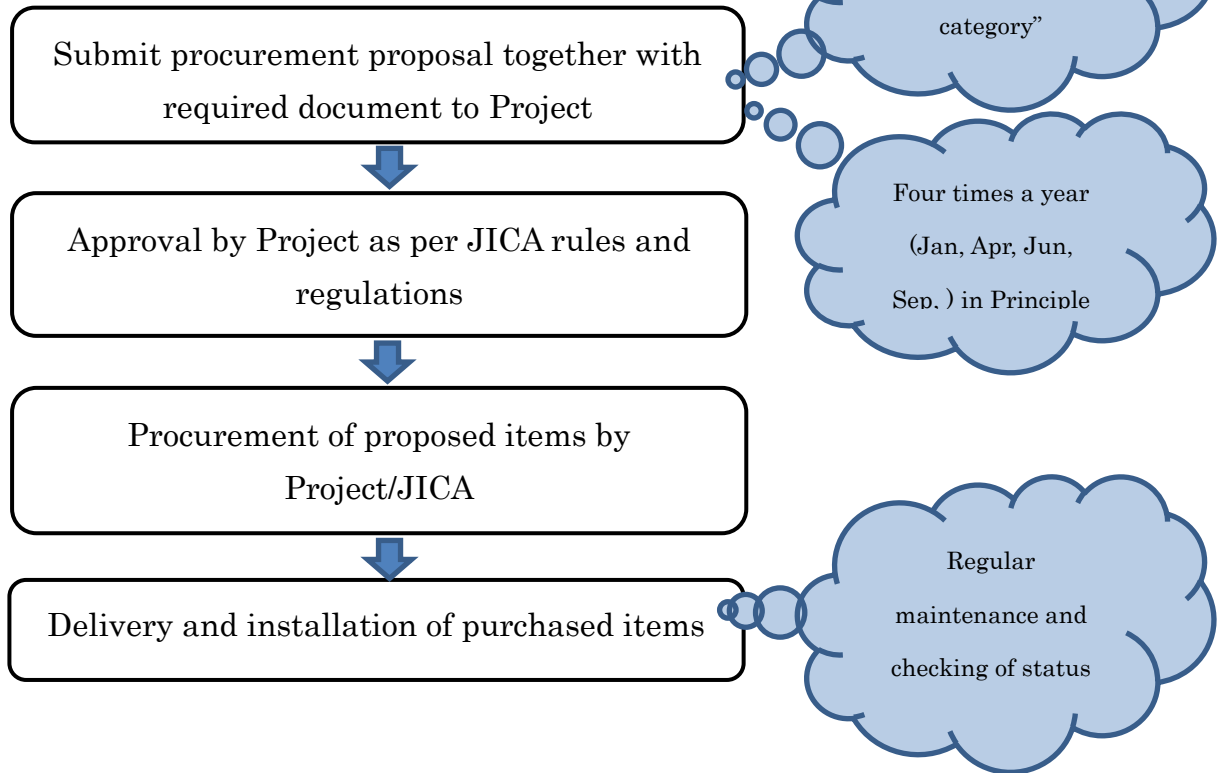
C) Other responsibilities

Other responsibilities expected of the LBE research team are as follows:

- 1) The research team is responsible for submitting the following reports to the Project Office (refer to “JICA LBE Research Mid-term/Final Report”)
 - a) Mid-term Report (at the end of September – exact date will be announced after the project is started)
 - b) Final Report (at the end of March - ditto)
- 2) The team is responsible to participate on development of a LBE Guideline in cooperation with Project.
- 3) PI should submit “Request Approval for Change of Plan” to the Project Office if necessary modifications of the research occur and should get approval by Chief Advisor before any actions are made.
- 4) The team is responsible for the management of the intellectual property concerning their research outputs.
- 5) The project funds do not support any overheads to the LBE research team and the members’ affiliated institutions.

PROCUREMENT PROCESS AND REQUIRED DOCUMENTS

A) Procurement flow



B) Required documents by item category

Ref.	Category	Quotations	Form 1 Procurement Proposal	Oral/Published Paper	Form 2 Plan of Activities	Form 3.1-3.3 Order & Calculation Form of Trip	Form 4 Pre-Departure Information	Form 5 Report on Travel Fee in Japan	Form 6 Log Record	Form 7 Travel Report	Form 8 Request Approval of Change of Resarch Plan
1)	Research and General Equipment	◎1*	◎								△
2)	Consumables (incl. reference materials, data)	○1*	◎								△
3)	Conference Registration Fees	◎1**	◎	◎**							△
4)	Paper Submission/Publication Fees	◎1**	◎	◎**							△
5)	Travel Costs										△
	International Conference				◎	◎	◎	◎		◎	△
	Research Activities in Japan				◎	◎	◎	◎		◎	△
	Local Travel				◎	◎	◎***	◎	◎****	◎	△

- ◎ Required
- Necessary if one request (incl taxes) is USD 200) or more
- 1~2 Minimum number of quotations required
- * Original Quotation should be submitted by the time for payment.
- ** Online quotations accepted
- *** Necessary if airplanes are used.
- **** Necessary if rental car is used.
- △ Necessary if research plan including budget plan, the schedule, and the members needs to be changed.

Note: Additional documents may be required as per rules and regulations of JICA