

Annex 2 (AAS)

Procedure of the implementation of Research Proposals for All Academic Staff in FY2026

(1) Research Proposals

The IAMU invites the submission of research proposals based on one of the themes explained in “Call for Research Project proposals for All Academic Staff in FY2026” and its guideline. Research project proposals should be submitted using <<Form 1-A>>. Each IAMU member university may submit one proposal for each theme. The budget for the research proposal should be submitted using <<Form 2-A>>

Please refer to "Tips for writing application forms for All Academic Staff in FY2026" <<Annex 3>> for guidance.

Both forms should be submitted by e-mail to the IAMU Secretariat as follows:

Deadline: **24:00 Saturday 31 May 2025 JST (Japan Standard Time)**

Contact person: Shigemi Matsuzaki, Coordinator

e-mail: project@iamu-edu.org

e-mail subject: “RP2026 Theme1”, “RP2026 Theme 2”, “RP2026 Theme 3”
or “RP2026 Theme 4”

(2) Selection of Research Project Proposals

All proposals submitted to the Secretariat will be forwarded to the referees endorsed by the Working Group on Research Project. Selection of the proposals will be conducted by the Working Group members in September 2025. Based on the evaluation results, the Head of Academic Affairs Committee (AAC) recommends selected proposals to the International Executive Board (IEB) for its approval, which is scheduled for October 2025.

(3) Notification of the selection results (scheduled for October 2025)

The Secretariat will inform all applicants of the selection results approved by IEB as:

Either “**Accepted**” or “**Rejected**.”

Research Project coordinators of accepted proposals may be required to modify the contents and/or budget of their research proposals based on recommendations from AAC and/or Secretariat.

(4) Notification of final approval

The contractors/research project coordinators of accepted proposals will be notified of final approval shortly after the IEB meeting in April 2026. An agreement between the Contractor and the Executive Director - “Consignment Contract for IAMU Research Project FY2026” - will be dispatched for signatures.

(5) Budget payments

At the request of the contractor, a maximum of 60% of the total budget will be sent to the account of the contractor's university. The remaining 40% will be sent to the same account by around August 2027, upon receipt of the invoice from the contractor within thirty days after the final research project report has been approved by AAC and IEB.

(6) Research reporting

The contractor/research project coordinator should make a presentation in English to report on the progress of their project at AGA26, to be held at the University of Split, Faculty of Maritime Studies, Split, Croatia in October 2026.

The contractor/research project coordinator shall submit the following reports in English to the Secretariat as a set of pdf files and MS word files attached to an e-mail to the address <project@iamu-edu.org>.

- ♦ Progress report <<Form 3>> by the end of March 2027 JST.
- ♦ Final research project report <<Form 4>> by the end of May 2027 JST.

The Secretariat will send official reminders by one month prior to the deadlines mentioned above.

If the deadlines are not met, the contractor will be penalized as follows:

- The Contractor will not receive the remaining 40% of the budget.
- The Contractor will be ineligible for the Research Project competition for the next year, while the research project coordinator shall be ineligible to participate as coordinator for the next three years.

(7) Final report evaluation

The AAC, and referees endorsed by the Head of AAC, will evaluate the final reports. The results of the evaluation will be forwarded to IEB for consideration. Research project coordinators may be required to modify the contents of the final report based on the comments from the evaluators.

(8) Final report approval

The AAC and IEB will make a final decision based on the evaluation results mentioned in (7). If the outcome is positive, the remaining fund will be sent to the contractor's university's account.

(9) Publication of final reports

The Secretariat will arrange for the electronic formatting of the reports and upload them to the IAMU online portal. Publication is expected completed by November 2027.

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