



GUIDELINES

INTERNATIONAL COLLABORATION RESEARCH PROGRAM

**INSTITUTE FOR RESEARCH AND COMMUNITY SERVICE
SAM RATULANGI UNIVERSITY**

JULY 2023

PREFACE

Sam Ratulangi University continues to improve its performance as measured through Key Performance Indicators (IKU). Until now, the achievement of IKU 5 as the responsibility of the Institute for Research and Community Service (LPPM) has been exceeded, while for IKU 6, which is study programs in collaboration with leading international institutions, it has not reached the expected target. To support the achievement of these targets, the Institute for Research and Community Service always tries to collaborate with other units to improve all required IKU. For this reason, it is also in line with the vision of the Unsrat Rector, namely internationalization to go to World Class University, several research and community service activities are directed at the international level. Based on this background, LPPM invites Unsrat lecturers to carry out International Cooperation Research. Since it takes time to prepare for this activity, especially in collaborating with educational and / or research institutions included in QS100, this guideline is published early. Collaboration with educational or research institutions that are included in QS100 based on study programs so that it can be QS100 higher education institutions or QS100 scientific fields.

We hope that the group of lecturers within Unsrat can take this opportunity for the benefit of themselves as lecturers but also for the benefit of the University that we both love. Viva Unsrat!

Head of LPPM.

Prof. Dr. Ir. Ar. Jeffrey I. Kindangen, DEA., GP., IAI.



**PROGRAM RISET KERJASAMA LUAR
NEGERI
TAHUN 2024**

**INTERNATIONAL COLLABORATION
RESEARCH PROGRAM
YEAR 2024**

Latar belakang

Sejalan dengan visi Rektor Universitas Sam Ratulangi terutama untuk program internasionalisasi: Menuju *World Class University*, maka LPPM mendesain skema Riset Kerjasama Luar Negeri dalam skema Riset Pengembangan LPPM Unsrat untuk tahun 2024. Kegiatan ini dimaksudkan juga untuk memenuhi dan meningkatkan Indikator Kinerja Utama (IKU) 6 dan 8. Berhubung kegiatan ini membutuhkan persiapan yang cukup lama sampai pada eksekusi penelitian maka LPPM berusaha untuk menginformasikan lebih dini sehingga diharapkan pengusul dapat mempersiapkan semua hal yang disyaratkan. Skema penelitian ini bersifat kompetitif, kelompok dosen harus bermitra dengan institusi pendidikan/penelitian luar negeri yang termasuk dalam QS100, bagi yang memenuhi persyaratan dan proposal substansi yang terbaik menjadi pertimbangan dalam penilaian proposal.

Eligibilitas Pengusul

1. Pengusul berbentuk kelompok yang terdiri dari dosen yang berbasis program studi tapi tanpa dibatasi lintas program studi bilamana perlu. Setiap kelompok diketuai seorang dosen dan beranggotakan minimal 4 dosen.
2. Ketua Kelompok adalah dosen aktif Universitas Sam Ratulangi memiliki NIDN, sekurang-kurangnya berpendidikan S3 dengan jabatan fungsional Lektor, dan belum memasuki masa pensiun sampai akhir tahun 2024.
3. Ketua kelompok dalam tiga tahun terakhir sudah pernah memiliki pengalaman mendapatkan hibah penelitian nasional atau internasional minimal satu kali, dan

Background

In line with the vision of the Rector of Sam Ratulangi University, especially for the internationalization program: Towards a *World Class University*, LPPM designed a Foreign Cooperation Research scheme in the LPPM Unsrat Development Research scheme for 2024. This activity is also intended to meet and improve Key Performance Indicators (IKU) 6 (international collaboration) and 8 (internationally accreditation and recognized). Since this activity requires a long preparation to the execution of the research, LPPM strives to inform early so that it is expected that the proposer can prepare all the required things. This research scheme is competitive, the lecturer group must partner with foreign educational/research institutions included in QS100, for those who meet the requirements and the best substance proposal is taken into consideration in the proposal assessment.

Eligibility of Proposer

1. Proposers form groups consisting of lecturers based on study programs but without being limited across study programs if necessary. Each group is chaired by a lecturer and consists of at least 4 lecturers.
2. The Team Leader is an active lecturer at Sam Ratulangi University who has NIDN, at least has an S3 education with a functional position of Lector, and has not entered retirement until the end of 2024.
3. The Team leader in the last three years has had experience obtaining national or international research grants at least once, and has publications in reputable international journals at least Scopus Q4 and

memiliki publikasi di jurnal internasional bereputasi paling kurang Scopus Q4 dan tercatat dalam link resmi scopus (<https://www.scopus.com/freelookup/form/author.uri>)

4. Anggota adalah dosen aktif Universitas Sam Ratulangi memiliki NIDN, sekurang-kurangnya berpendidikan S2 dengan jabatan fungsional Lektor atau sekurang-kurangnya berpendidikan S3 dengan jabatan fungsional Asisten Ahli, dan belum memasuki masa pensiun sampai akhir tahun 2024.
5. Pengusul sudah harus memiliki mitra kerjasama penelitian yang dinyatakan dalam surat pernyataan kesediaan kerjasama (MOA) dari institut/universitas yang termasuk dalam QS100 secara kelembagaan. Tidak diperkenankan surat yang bersifat pribadi hanya dari seorang dosen mitra kerjasama.

Eligibilitas Mitra kerjasama

1. Mitra kerjasama penelitian dapat berupa unit laboratorium/penelitian atau pendidikan sampai level fakultas yang bersesuaian dengan topik usulan penelitian; yang bernaung dalam institut/universitas luar negeri yang termasuk dalam QS100 (<https://www.topuniversities.com/student-info/choosing-university/worlds-top-100-universities>).
2. Mitra kerjasama terdiri dari 2 orang maksimal dimana minimal satu orang pakar sebagai Leader counterpart sekaligus sebagai anggota atau bisa juga bersama satu orang anggota maksimal.
3. Mitra kerjasama walaupun belum memiliki hubungan kerjasama dengan Unsrat dalam bentuk MOU atau apapun dianggap eligibel sepanjang memenuhi ketentuan di atas; dan akan menyusul atau diikuti dengan proses penandatanganan kerjasama antara lembaga (U to U).

Luaran penelitian

Luaran wajib berupa:

1. Publikasi bersama mitra yang diterbitkan di jurnal internasional bereputasi sekurang-kurangnya Scopus Q2, atau sebuah buku yang diterbitkan oleh penerbit bereputasi.
2. Melaksanakan seminar internasional bersama atau mengikuti seminar

recorded in the official link of Scopus (<https://www.scopus.com/freelookup/form/author.uri>)

4. Members are active lecturers of Sam Ratulangi University have NIDN, at least have an S2 education with the functional position of Lector or at least have an S3 education with the functional position of Expert Assistant, and have not entered retirement until the end of 2024.
5. The proposer must already have a research cooperation partner stated in the statement of willingness to cooperate (MOA) from the institute/university included in QS100 institutionally. No personal letter from a cooperating partner lecturer is allowed.

Eligibility of collaboration partners

1. Research collaboration partners can be in the form of laboratory/research or educational units up to the faculty level in accordance with the topic of the research proposal; under the auspices of overseas institutes/universities included in the QS100 (<https://www.topuniversities.com/student-info/choosing-university/worlds-top-100-universities>).
2. Cooperation partners consist of a maximum of 2 people where at least one expert as a Leader counterpart as well as a member or it can also be with one member maximum.
3. Cooperation partners even though they do not have a cooperative relationship with Unsrat in the form of an MOU or anything else are considered eligible as long as they meet the above conditions; and will follow or be followed by the signing process of cooperation between institutions (University to University).

Research output

Mandatory outputs are:

1. Publications with partners published in reputable international journals at least Scopus Q2, or a book published by a reputable publisher.

- internasional dengan membawa nama Unsrat bersama mitra.
3. Seorang pakar dari mitra wajib memberikan kuliah umum kepada civitas akademika Unsrat baik secara online atau onsite sepanjang anggaran memungkinkan.

Format penulisan Proposal

Penulisan sesuai dengan format dalam lampiran yang disertakan di bawah.

Melampirkan dokumen lainnya berupa Surat Pernyataan Kesediaan secara institusional, dan dokumen lain yang terkait.

Jumlah dana

Dana yang disediakan berasal dari PNBPK BLU Unsrat tahun 2024, jumlah anggaran yang dapat diusulkan maksimal Rp. 150.000.000 (Seratus lima puluh juta rupiah) sudah termasuk biaya transportasi dan akomodasi ketua peneliti ke luar negeri atau biaya transportasi dan akomodasi seorang pakar dari mitra datang ke Unsrat, dan biaya Article Publishing Charge (APC) atau biaya publikasi buku minimal 25 eksemplar.

Penilaian Proposal

Penilaian proposal didasarkan pada eligibilitas, kepentingan Unsrat, rekam jejak ketua peneliti, dan rekam jejak mitra.

Waktu

Pelaksanaan penelitian ini mulai pada tahun 2024, akan tetapi untuk mempersiapkan segala sesuatu yang terkait maka proposal sudah harus kami terima secara lengkap selambat-lambatnya 31 November 2023. Diserahkan ke sekretariat LPPM Unsrat.

2. Conducting international seminars together or participating in international seminars under the name of Unsrat with partners.
3. An expert from a partner is required to give a public lecture to the Unsrat academic community either online or onsite as long as the budget allows.

Proposal writing format

Writing according to the format in the appendix included below.

Attach other documents in the form of a Statement of Willingness institutionally, and other related documents.

Amount of funds

The funds provided come from PNBPK BLU Unsrat in 2024, the amount of budget that can be proposed is a maximum of Rp. 150,000,000 (One hundred fifty million rupiah) including transportation and accommodation costs for the chief researcher abroad or transportation and accommodation costs for an expert from a partner coming to Unsrat, and Article Publishing Charge (APC) fees or book publication fees of at least 25 copies.

Proposal Assessment

The assessment of proposals is based on eligibility, Unsrat's interests, the track record of the lead researcher, and the track record of partners.

Time

The implementation of this research starts in 2024, but to prepare everything related, we must receive the proposal in full no later than November 31, 2023. Submitted to the secretariat of LPPM Unsrat.

Lampiran A: Template Proposal

Appendix A: Proposal Template

**1. HALAMAN SAMPUL (warna cover biru muda)
COVER PAGE (light blue cover color)**

Faculty:

**PROPOSAL
INTERNATIONAL COLLABORATION RESEARCH**



RESEARCH TITLE

Proposer

(Team leader and member names, with degrees and NIP)

OVERSEAS PARTNERS

(Name of partner institution, principal/PIC of partner institution)

UNIVERSITY OF SAM RATULANGI

Month and Year

1. ENDORSEMENT PAGE

Customized, by adding counterparts information

Title of Research :
Focus Area :
Topic of Research :

Team Leader

Name :
Institution :
NIP :
Position :
Study Program :
HP/WA :
E-mail :
Budget proposal :
Duration of research : 1 year

Foreign Counterpart (Team Leader)

Name :
Institution :
Address :
Position :
HP/WA :
E-mail :

Members

Name :	Student (1)
NIP :	Name / NIM :
Study Program :	Student (2)
Name :	Name / NIM :
NIP :	Student (3)
Study Program :	Name / NIM :
Etc.	

Counterpart member

Name :
Institution :
Etc.

Manado,

Dean
Faculty

Team Leader

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Approved by
Head of LPPM

Prof. Dr. Ir. Jeffrey I. Kindangen, DEA.
NIP. 196506031990031003

2. IDENTITY PAGE AND OVERVIEW

1. Research Title :

2. Research Team:

No	Name	Position	Areas of Expertise	Faculty	Time Allocation (hours/week)
1.	Team leader
2.	Member 1
3.	Member 2
4.	Member 3

3. Research Object (type of material to be studied and aspects of research):

4. Implementation Period

Start : month: u n t i l : month:year:

5. Location of Research (lab/studio/field).....

6. Other agencies/Partners involved (describe what their contribution is)

7. Background why choose the partner

8. Targeted findings (methods, theories, products, or policy inputs)

9. Fundamental contribution to a field of science (describe no more than 50 words, emphasize on fundamental and original ideas that will support the development of science and technology)

10. Contribution to the achievement of the Unsrat Strategic Plan (description of at least 2 paragraphs).....

11. Output plan :

CONTENT OF THE PROPOSAL:

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

SUMMARY

.....

Keywords maximum 5 words/phrases

KEYWORDS

.....

The bibliography is arranged and written based on the number system according to the order of citation. Only libraries cited in the research proposal are included in the Bibliography. (Vancouver style)

BIBLIOGRAPHY

1.

2.

IMPORTANT APPENDIX:

1. Statement of willingness to cooperate (MOA) from partners and guarantees for the implementation of activities that clearly state exactly the activities in question according to the proposal.
2. MOU between partner and Unsrat (if any)

OTHER APPENDIX:

Customized



@LPPM
July 2023