

Quality Procedure

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Purpose

This procedure is established and maintained to ensure the process of managing research projects is done systematically, efficiently, without prejudice and covering wide range of areas affecting Pustaka Negeri Sarawak.

Scope

This procedure is used by Innovation and Sustainability (I&S) Division in managing research projects in the fields of library and information science; and records and archives management.

Process Details

Online copy of this documented information is the latest

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1.0 Initiation of Research

- 1.1 Based on research topics in the Pustaka Negeri Sarawak (Pustaka) Strategic Plans or topics suggested by members of the Board of Management of Pustaka, the Head of Division (HOD) or other Designated Officer (DO) shall prepare a research brief for every topic.

1.1.1 The research brief must consist of the following:

- a) Title of the research
- b) Statement of problem
- c) Objectives
- d) Methodology
- e) Contribution to knowledge
- f) Estimated Cost

- 1.2 Once the research brief is completed, the HOD/DO shall present it to the Research and Publications Committee (RPC).

1.2.1 If the RPC approved the research brief, the HOD/DO shall invite local universities/research institutes to submit their research proposals for the research.

1.2.2 If the RPC disapproved the research brief, the process ends here.

2.0 Planning of Research

- 2.1 Upon receipt of research proposals from local universities/research institutes, the HOD/DO shall examine, review and compile the proposals within 10 working days.

- 2.2 After compiling the research proposals, the HOD/DO shall set a date for the RPC to review and evaluate the research proposals based on pre-determined criteria.

- 2.3 When the RPC has selected the successful proposals, the HOD/DO shall inform the researchers about the status of their proposals through emails and letters within 3 working days.

- 2.4 After notifying the successful researchers about the status of their proposals, the HOD/DO shall set a date for the researchers to present the details of their research proposals to the RPC.

- 2.5 After the research proposals are presented and amendments made, if any, the HOD/DO shall present them to Jawatankuasa Perolehan Terus (JPT) for approval to purchase the services of the researchers.

Upon approval by JPT, the HOD/DO shall prepare Memorandum of Agreement (MOA) or Terms of Reference (TOR) and send it to relevance authority for vetting.

- 2.6 When MOA or TOR has been vetted, the HOD/DO shall send it to the researchers for their reading.

- 2.7 2.7.1 If the researchers accept the MOA or TOR, the HOD/DO shall set a date for the signing of the MOA or TOR.

2.7.2 If the researchers require amendment to be made, the HOD/DO shall make the required amendment and send it to the relevance authority for vetting.

3.0 Commissioning of Research

- 3.1 When the MOA or TOR have been signed and duty-stamp-paid, the HOD/DO shall inform the researchers via letter within 3 working days to commission the research.

3.1.1 Official copies the signed MOA or TOR shall be given to the researchers for their reference.

3.2 When the research studies have been commissioned, the HOD/DO shall monitor them regularly.

3.3 Upon the completion of each of the following phases of a research, the HOD/DO shall make preparation for progress payment.

- a. Inception
- b. Completion of research instrument
- c. Completion of data gathering

4.0 Completion of Research

4.1 After the completion of the draft final report of a research, the HOD/DO shall set a date for the researchers to present it to the RPC.

4.1.1 If the RPC accept the draft final report, the HOD/DO shall inform the researchers the final date of submission of the final report.

4.1.2 If the RPC requires amendment be made to the draft final report, the HOD/DO shall inform the researchers to make the necessary amendment and present it into the RPC again.

4.2 Upon receipt of the final report, the HOD/DO shall prepare the final payment and issue a letter of certification of completion of research.

4.3 When the letter of certification of completion of research has been issued, the HOD/DO shall submit the final report to the Technical Services Division to be catalogued and added to the collection.

5.0 Control of Documented Information

5.1 After the completion of a research brief, the HOD/DO shall immediately place it in the Innovation and Sustainability Division directory in the cloud storage.

5.1.1 The research brief shall be categorised as “Open” document and can be accessed by every staff.

5.1.2 The research brief, shall be kept for a minimum of 5 years.

5.2 After the issuance of the letter of completion, the HOD/DO shall immediately place it in the Research and Development file and keep the file in the Central Registry room.

5.2.1 The Research and Development file shall be categorised as “Open” record and can be accessed by every staff.

5.2.2 The Research and Development file shall be kept for a minimum of 5 years.

5.3 After the completion of the MOA or TOR, the HOD/DO shall immediately place it in the Research and Development file and keep the file in the Central Registry room.

5.3.1 The Research and Development file shall be categorised as “Open” record and can be accessed by every staff.

5.3.2 The Research and Development file shall be kept for a minimum of 5 years.

6.0 Disposal of Documented Information

6.1 When the Research and Development file has passed its retention period, the HOD/DO shall notify the Departmental Record Officer to seek permission of the Records Management Division for the disposal of the file.