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UTHM/RMC/BPG/2018/01

***For Office Use Only:***

Ref. No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recv. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PUSAT PENGURUSAN PENYELIDIKAN (RMC)**

**UNIVERSITI TUN HUSSEIN ONN MALAYSIA**

**BORANG PERMOHONAN GERAN PENYELIDIKAN JANGKA PENDEK**

***APPLICATION FORM OF SHORT TERM RESEARCH GRANT***

***(STG)***

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| **A.** | | **TITLE OF RESEARCH** | |
|  | |  | |
| **B.** | | **PERSONAL INFORMATION** | |
| (i) | | Name of Researcher |  |
| Staf ID |  |
| Position and Grade \* |  |
|  | Department / Faculty / School /  Centre / Unit | |  |
|  | Office Telephone No. | |  |
|  | Handphone No. | |  |
| E-mail Address | |  |
| Type of Service (Please tick)  Permanent Contract (State contract expiry date) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Have you heading any research projects before ? If Yes, please state the source and number.  No Yes , Source : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No : \_\_\_\_\_\_\_\_\_\_ project(s) | | |

\* Professor / Associate Professor / Lecturer / Others (please specify)

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| **C.** | **DETAILS OF CO-RESEARCHER** | | |
| (i) | | Name of Co-Researcher |  |
| Staf ID |  |
| Position and Grade |  |
| Department / Faculty / School /  Centre / Unit |  |
| (ii) | | Name of Co-Researcher |  |
| Staf ID |  |
| Position and Grade |  |
| Department / Faculty / School /  Centre / Unit |  |

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| **D.** | **DETAILS OF RESEARCH PROJECT** | |
| **(i)** | **Background of Research***(Literature review and problem statement in 200 – 300 words)* | |
| **(ii)** | **Objectives** | |
| **(iii)** | **Scope** | |
| **(iv)** | **Expected Outcome** | |
| **(v)** | **Gantt Chart of Research Activities***(Maximum duration : 24 months)*   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Year/months** | | **Year 1** | | | | | | | | | | | | | **M1** | **M2** | **M3** | **M4** | **M5** | **M6** | **M7** | **M8** | **M9** | **M10** | **M11** | **M12** | | **Project Activities** | |  |  |  |  |  |  |  |  |  |  |  |  | | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  | | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  | | 3 |  |  |  |  |  |  |  |  |  |  |  |  |  | | 4 |  |  |  |  |  |  |  |  |  |  |  |  |  | | 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Year/months** | | **Year 2** | | | | | | | | | | | | | **M13** | **M14** | **M15** | **M16** | **M17** | **M18** | **M19** | **M20** | **M21** | **M22** | **M23** | **M24** | | **Project Activities** | |  |  |  |  |  |  |  |  |  |  |  |  | | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  | | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  | | 3 |  |  |  |  |  |  |  |  |  |  |  |  |  | | 4 |  |  |  |  |  |  |  |  |  |  |  |  |  | | 5 |  |  |  |  |  |  |  |  |  |  |  |  |  | | |
| **(vi)** | **Location of Research** |  |

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| **E.** | **BUDGET** | | | |
|  | Please indicate your estimated budget for this research and details of expenditure according to the guidelines attached. | | | |
|  | **Budget details** | **Amount requested** | **Amount approved by** |
| **Vote 11000**  *Allowance for Research Working Students Scheme (If any)* |  |  |  |
| **Vote 21000**  *Travelling*  *Expenses and*  *Subsistence*  *(max 40%)* |  |  |  |
| **Vote 26000 –**  *Supply of Raw Materials & Materials for Repair and Maintenance* |  |  |  |
| **Vote 27000 -**  *Research Meterials & Supplies (Including Animals, Disposables,*  *ets)* |  |  |  |
| **Vote 28000 -**  *Maintenance and Minor Repair Services* |  |  |  |
| **Vote 29000 -**  *Professional Services, and Training*  *(max 10%)* |  |  |  |
| **TOTAL AMOUNT** |  |  |  |

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| **F.** | **DECLARATION BY APPLICANT** |
|  | I certify that the information given in this application is correct. I agree to the condition that the university has the right to reject this application and to withdraw the offer of admission if any information given is found to be false.  I hereby agree thet the grant will be utilized solely for undertaking activities related to the proposed research.  **Name: Signature:**  **Date:** |

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| **G.** | | | **EVALUATION FORM**  **SHORT TERM GRANT (STG)**  *Borang Penilaian Permohonan Geran Jangka Pendek (STG)* |
| **SUMMARY OF ASSESSMENT (Please tick appropriate box)/** *Ringkasan Penilaian* | | | |
| **G.(i)** | | Poor Inadequate Acceptable Good Very Good    1 2 3 4 5  **1.** **Completeness of project background** ………….  **2.** **Research Approach and Technical**  **Objectives** ………...............................................  i) Review of the Literature ……………………..  ii) Project Objectives …………………………….  iii) Methodology …………………………………..  **3.Viability of Research** ……………………………….  **4.The experience, qualifications and availability**  **of research team** …………………………………….  i) Capability of project leader …………………..  ii) Capability, appropriateness and availability  of research team ……………………………….  **5.Utilisation of existing/available infrastructure** …  **6.** **Time Planning** ………………………………………  **7. Overall Assessment** ……………………………….   1. **Others:** .................................................................. | |
| **RECOMMENDED FUNDING/** *Cadangan Peruntukan* | | | |
| **G.(ii)** | | |  |  | | --- | --- | | **COST CATEGORY** | **RECOMMENDED FUNDING (RM)** | | Vot 11000 - Salary and Wages |  | | Vot 21000 - Travelling and Transportation |  | | Vot 24000 - Rental |  | | Vot 27000 - Research Materials and Supplies |  | | Vot 28000 - Maintenance and Minor Repair Services |  | | Vot 29000 - Professional Services |  | | Vot 35000 - Accessories and Equipment |  | | **TOTAL** |  |   Poor Inadequate Acceptable Good Very Good    1 2 3 4 5  1. Appropriateness of cost estimates ……………… | |
| **RECOMMENDATION BY EVALUATION COMMITTEE of FACULTY /**Perakuan oleh Jawatankuasa Penilaian Fakulti | | | |
| **G.(iii)** | | **Please tick ( √ )**  *Sila tandakan ( √ )*  **Recommended:**  *Diperakukan:*  ***A.* Highly Recommended B. Recommended**  *Sangat Disokong Disokong*  **C. Not Recommended (Please specify reason)**  *Tidak Disokong (Sila Nyatakan)*  **Comments:**  *Ulasan:*  --------------------------------------------------------------------------------------------------------------------------------------------  --------------------------------------------------------------------------------------------------------------------------------------------  **Name: Signature:**  *Nama: Tandatangan:*  **Date:**  *Tarikh:* | |
| **RECOMMENDATION BY DEPUTY DEAN OF FACULTY** | | | |
| **G.(iv)** | **Please tick ( √ )**  *Sila tandakan ( √ )*  **Recommended:**  *Diperakukan:*  ***A.* Highly Recommended B. Recommended**  *Sangat Disokong Disokong*  **C. Not Recommended (Please specify reason)**  *Tidak Disokong (Sila Nyatakan)*  **Comments:**  *Ulasan:*  --------------------------------------------------------------------------------------------------------------------------------------------  --------------------------------------------------------------------------------------------------------------------------------------------  **Name: Signature:**  *Nama: Tandatangan:*  **Date:**  Tarikh: | | |

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| **H.** | **RECOMMENDATION BY DEAN OF FACULTY / STUDIES CENTRE / CENTRE** |
|  | **Please tick ( √ )**  *Sila tandakan ( √ )*  **Recommended:**  *Diperakukan:*  ***A.* Highly Recommended B. Recommended**  *Sangat Disokong Disokong*  **C. Not Recommended (Please specify reason)**  *Tidak Disokong (Sila Nyatakan)*  **Comments:**  *Ulasan:*  --------------------------------------------------------------------------------------------------------------------------------------------  --------------------------------------------------------------------------------------------------------------------------------------------  **Name: Signature:**  *Nama: Tandatangan:*  **Date:**  Tarikh: |
| **I.** | **APPROVAL BY COMMITTEE OF TECHNICAL, RESEARCH & DEVELOPMENT (JTPP)** |
|  | **Approved Not Approved**  **Comments:**  *Ulasan:*  -------------------------------------------------------------------------------------------------------------------------------------------  --------------------------------------------------------------------------------------------------------------------------------------------  -------------------------------------------------------------------------------------------------------------------------------------------  -------------------------------------------------------------------------------------------------------------------------------------------- |

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| **J.** | **APPROVAL BY DIRECTOR RESEARCH MANAGEMENT CENTRE (RMC)** |
|  | * **Committee Of Technical, Research & Development**   *Jawatankuasa Teknikal Penyelidikan & Pembangunan (JTPP)*  **Bil. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Please tick ( √ )**  *Sila tandakan ( √ )*  **A.Approved**  *Diluluskan*  **B. Not Approved (Please specify reason)**  *Tidak Diluluskans (Sila Nyatakan)*  **Comments:**  *Ulasan:*  --------------------------------------------------------------------------------------------------------------------------------------------  --------------------------------------------------------------------------------------------------------------------------------------------  **Name: Signature:**  *Nama: Tandatangan:*  **Date:**  Tarikh: |