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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)***

|  |  |
| --- | --- |
| **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 |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| --- | --- |
| **Year/months** | **Year 2** |
| **M13** | **M14** | **M15** | **M16** | **M17** | **M18** | **M19** | **M20** | **M21** | **M22** | **M23** | **M24** |
| **Project Activities** |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **(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)** |

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| **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: |