

## BORANG PENGURUSAN GERAN (BPG) Research Management Form

### ARAHAN / INSTRUCTIONS

Sila gunakan satu borang untuk satu geran ~ *Please use one form for each grant*

Sila tanda (l) pada petak berkaitan ~ *Please tick (l) in the appropriate box*

\* Sila gunakan lampiran berasingan sekiranya ruang tidak mencukupi ~ *Please attach appendix if the space is not enough*

\*\* Sila potong yang tidak berkenaan ~ *Please delete wherever not applicable*

Sila patuhi syarat dan peraturan pengurusan kewangan penyelidikan UMP~*Kindly comply with the rules and regulations of the research financial funding*

### Bahagian 1 : Maklumat Penyelidik & Geran Penyelidikan

Section 1 : Details Of Researcher & Research Grant

Nama : Dato'/Datin/Profesor/Prof. Madya /Dr. /Tuan/ Puan

Name : Dato'/Datin/Professor/Assoc.Prof./Dr./Mr./Mrs.

No. Kad Pengenalan/No. Pasport :

Identity Card Number/Passport Number

No Staf

Staff No:

Fakulti /Pusat Kecemerlangan/Pusat TanggungJawab :

Faculty/COE/Centre :

No Geran :

Grant No. : RDU/UIC

Jenis Geran:

Type of Grant

<input type="checkbox"/>	FRGS
<input type="checkbox"/>	ERGS
<input type="checkbox"/>	SCIENCEFUND

<input type="checkbox"/>	LRGS
<input type="checkbox"/>	PRGS
<input type="checkbox"/>	SEEDMONEY

<input type="checkbox"/>	RAGS
<input type="checkbox"/>	RACE
<input type="checkbox"/>	LAIN LAIN/Others:(sila nyatakan/please identify)

<input type="checkbox"/>	KTP
<input type="checkbox"/>	NRGS

<input type="checkbox"/>	UMP
<input type="checkbox"/>	MTUN COE

Tajuk Geran :

Grant's Title

Tempoh Geran diluluskan / Period of grant approval Mula/Start :

(hh/mm/year)

Tamat/End:

(hh/mm/year)

No. Telefon Bimbit :

Handphone No.:

No. Faks :

Facsimile No

Alamat emel :

E-mail address

### Bahagian 2 : Maklumat Permohonan

Section 2 : Details Of Application

a) Lanjutan Tempoh Geran ~ Extension of Grant

(sila sertakan/ Please attach):

- 1) Laporan Kemajuan Projek (progress report)
- 2) Penyata kewangan semasa(current financial statement)
- 3)Jadual gantt baharu (New Gantt Chart)
- 4) Justifikasi (Justification)- please attach other supporting documents if necessary.
- 5) Borang Kelulusan Hasil Penyelidikan (Approved Outcome Form)

3 bulan/3 months

6 bulan/6 months

Pelanjutan 1 ~ Extension 1 Mula/Start: \_\_\_\_\_ Tamat/End: \_\_\_\_\_

Pelanjutan 2 ~ Extension 2 Mula/Start: \_\_\_\_\_ Tamat/End: \_\_\_\_\_

**b) Tukar Tajuk Geran Penyelidikan ~ Changing of Research Title**

1. Tajuk Sekarang: \_\_\_\_\_  
(Current title)

\_\_\_\_\_

2. Tajuk Baharu: \_\_\_\_\_  
(New title)

\_\_\_\_\_

**c) Tukar Ketua Projek ~ Changing of Project Leader**

1)Ketua Projek Sekarang: \_\_\_\_\_  
(Current Project Leader)

2)Ketua Projek Baharu: \_\_\_\_\_  
(New Project Leader)

\_\_\_\_\_

3) Justifikasi (Justification)- please attach other supporting documents if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) Justifikasi (Justification)- please attach other supporting documents if necessary

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**d) Tambah/Gugur Ahli Projek ~ Add/Drop Project Member**

1)Tambah/Gugur Ahli : \_\_\_\_\_  
(Add/Drop Team Member)  
NO ID/ID No: \_\_\_\_\_

2)Tambah/Gugur Ahli : \_\_\_\_\_  
(Add/Drop Team Member)  
NO ID/ID No: \_\_\_\_\_

2)Tambah/Gugur Ahli : \_\_\_\_\_  
(Add/Drop Team Member)  
NO ID/ID No: \_\_\_\_\_

3) Justifikasi (Justification)- please attach other supporting documents if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**e) Pindahan Vot ~ Virement Budget**

Sila gunakan lampiran jika ruangan tidak mencukupi/Please use attachment if the column is not enough

Vot/Vote	Peruntukan Ditoluskan/Approved budget	Peruntukan Baharu/New budget	Justifikasi/ Justification
11000			
21000			
24000			
26000			
27000			
28000			
29000			
35000			
Jumlah/ Total			

**f) Pembayaran Honororium/Khidmat Teknikal/saguhati/konsultant (payment of honororium/special service/consultant/token)**

- 1) Status penerima/receiver status: Staf / bukan staf / pelajar
- 2) Baki vot 29000 (balance Vote 29000) : RM  
(sila lampirkan penyata akaun geran terkini/please attach summary of current account)
- 3) Nama Penerima/ Name of receiver : \_\_\_\_\_
- 4) No. K/P/Pasport /IC/ Pasport Number: \_\_\_\_\_
- 5) Nama Bank/ Bank's Name: \_\_\_\_\_
- 6) No. akaun/Account Number: \_\_\_\_\_
- 7) Tempoh/duration: \_\_\_\_\_
- 8) Tujuan/Propose: \_\_\_\_\_
- 9) Jumlah Bayaran: RM

**g) Lain - lain /Others**


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**Bahagian 3 : Pengesahan Permohonan***Section 3 : Declaration by Applicant*

Saya dengan ini mengesahkan bahawa semua maklumat di atas dan lampiran disertakan adalah benar, betul dan lengkap  
*I hereby confirm and declare that all the information provided and document attached is complete, true and correct*

**Tandatangan & Cop Pemohon :**  
*Applicant's Signature & Stamp*

Tarikh /Date: \_\_\_\_\_

**Bahagian 4 : Perakuan Ketua Jabatan/ Dekan/ Timbalan Dekan/ Pengarah/ Timbalan Pengarah**

*Section 4 : Endorsement by Head of Department/ Dean/ Deputy Dean/Director/ Deputy Director*

**Catatan Ketua Jabatan/Dekan/Timb. Dekan/Pengarah/Timb. Pengarah ~ Head of Department's/Dean's/Deputy Dean's/Director's/Deputy Director's Comments:**

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Disyorkan/ Diluluskan  
*Recommended / Approved*

Tidak Disyorkan / Tidak Diluluskan  
*Not Recommended / Not Approved*

**Tandatangan & Cop Ketua Jabatan/Dekan/Timb. Dekan/Pengarah/Timb. Pengarah :**  
*Signature & Stamp of Head of Department/Dean/Deputy Dean/Director/Deputy Director:*

Tarikh /Date: \_\_\_\_\_

**Bahagian 5 : Semakan Oleh Jabatan Penyelidikan & Inovasi**

*Section 5 : Checking by Research & Inovation Department*

Menepati garis panduan pembiayaan geran  
*Fullfill the requirement form the grant funder*

Baki vot ..... mencukupi  
*Enough budget*

Lain - lain /others: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tidak menepati garis panduan pembiayaan geran  
*Not Fullfill the requirement form the grant funder*

Pindahan peruntukan dibenarkan  
*Virement budget approved*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cadangan /Suggestion:

Lulus  
*Approved*

Tidak Lulus  
*Not approved*

**Tandatangan & Cop :**  
*Signature & Stamp*

Tarikh /Date: \_\_\_\_\_

**Bahagian 6 : Kelulusan Dekan (Penyelidikan & Inovasi) dan/atau Timbalan Naib Canselor (Penyelidikan & Inovasi)**  
*Section 6 : Approval by Dean (Research & Innovation) and/or Deputy Vice-Chancellor (Research & Innovation)*

**Catatan Dekan (P&I) dan/atau Timbalan Naib Canselor (P&I) :**  
**Dean (Research & Innovation) and/or Deputy Vice-Chancellor (Research & Innovation) Comments:**

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Lulus :  Dengan Peruntukan Geran Penyelidikan (Tertakluk kepada kewangan mencukupi)  
Approved :  Using Research Grant Allocation(s) (Subject to sufficient financial)

Tidak Lulus  
 Not approved

**Tandatangan & Cop :**  
*Signature & Stamp*

Tarikh /Date: \_\_\_\_\_

**Tindakan oleh Jabatan Penyelidikan & Inovasi**  
**Action taken by JPI**

**Permohonan ini**  
*This application is;*

Telah dikemaskinikan di dalam sistem (*Edited in the system*) pada .....

Surat pemakluman telah dikeluarkan (*Notification letter* ) pada .....

Difailkan (*filing* ) pada .....

**Tandatangan & Cop :**  
*Signature & Stamp*

Tarikh /Date: \_\_\_\_\_

**APPROVED OUTCOME**

**DETAILS OF RESEARCH PROGRAM** (*Maklumat Penyelidikan*)

**A** Name ( Project Leader ):

Staff No : \_\_\_\_\_

Grant No : \_\_\_\_\_

Type of Grant : \_\_\_\_\_

Grant's Tittle : \_\_\_\_\_

Faculty/CoE/Centre : \_\_\_\_\_

**Expected Output** (*Jangkaan Hasil*)

**TOTAL RESEARCH OUTPUT**

<b>B</b>	<b>i. Publications Published Under Grant</b>				
		<b>Indexed</b>		<b>Non-Indexed</b>	
	<b>Number of articles in journal/</b>				
	<b>Number of manuscripts</b>				
	<b>Number of books</b>				
		<b>International</b>		<b>National</b>	
	<b>Indexed Conference</b>				
	<b>Non-Index Conference</b>				
	<b>ii. Intellectual Property</b>				
		<b>Filed</b>		<b>Granted</b>	
		<b>International</b>	<b>National</b>	<b>International</b>	<b>National</b>
	<b>Number of Patents</b>				
<b>Number of Copyright</b>					
<b>Number of Trade marks</b>					
<b>Others</b> (please specify)					

iii. Collaboration		
	In the process of discussion	Signing
Memorandum of		
Memorandum of		
Letter of Intent		
Others (training, snaring technology, etc.)		

HUMAN CAPITAL DEVELOPMENT					
Human Capital	Number				Others (please specify)
	On-going		Graduated		
Citizen	Malaysian	Non Malaysian	Malaysian	Non Malaysian	
PhD Student					
Master Student					
Undergraduate Student					
<b>Total</b>					

<b>C</b>	<p><b>Date:</b> Tarikh:</p> <p style="text-align: center;"><b>Signature &amp; Stamp:</b> <i>Tandatangan &amp; Cop:</i></p>
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