|  |  |
| --- | --- |
| **images** | UNIVERSITI TEKNIKAL MALAYSIA MELAKA**CENTRE FOR RESEARCH AND INNOVATION MANAGEMENT** |
| **RESEARCH GRANT ACCEPTANCE** |

Principal investigator must complete and submit the grant acceptance form and Letter of Undertaking (Surat Akujanji) to CRIM upon agreed with terms and conditions applied by the University.

|  |
| --- |
| **A. PROJECT DETAILS** |
| Principal Researcher : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Faculty/Centre : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact No. (Off./Hp) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Project Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Project No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Approval (dd/mm/yy):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Project Duration (date) : From \_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Approved Duration : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Approved Budget (RM) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **B. RESEARCHERS ADMISSION** |
| I, as the Principal Investigator/Co-Investigator of the above mentioned research project hereby agree to abide by the terms and conditions of the grant and will follow the University Research and Innovation Policy and Guidelines. I agree to work towards research excellence for the University and the country.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME OF RESEARCHERS (STAFF NO.)** | **CONTACT NO.** | **I/C NO. / PASSPORT** | **DESIGNATION (FACULTY)** | **SIGNATURE** |
| PRINCIPAL RESEACHER : |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 |

**Notification on the updates of co-investigators as per above list compared with the original research proposal (if any):**

1. Name of the co-investigator(s) that has been added:

|  |  |
| --- | --- |
| **NAME OF CO-INVESTIGATOR** | **STAFF NO.** |
|  |  |
|  |  |

1. Name of the co-investigator(s) that has been removed:

|  |  |
| --- | --- |
| **NAME OF CO-INVESTIGATOR** | **STAFF NO.** |
|  |  |
|  |  |

|  |
| --- |
| **C. BUDGET (Itemized vot)** |

|  |
| --- |
| **BUDGET APPROVED** |
| **VOT** | **ITEM** |   | **AMOUNT (RM)** | **TOTAL (RM)** |
| **YEAR 1** | **YEAR 2** | **YEAR 3** |
| **VOT** **11000** | **Temporary and Contract Personal***Upah dan Elaun Pembantu Penyelidikan* |  |  |  |  |
| **VOT 21000** | **Travel and Transportation***Perbelanjaan Perjalanan dan Sara Hidup* |   |   |   |   |
|  |  |  |  |
| **VOT 24000** | **Rentals** |   |   |   |   |
| *Sewaan* |   |
| **VOT 27000** | **Research Materials and Supplies** *Bekalan dan Bahan-bahan Lain* |   |   |   |   |
|   |   |   |
| *a)* |   |   |   |
| *b)* |   |   |   |
| *c)* |   |   |   |
| *d)* |   |   |   |
| *e)* |   |   |   |
|  |  |  |  |
| **VOT 28000** | **Minor Modifications and Repairs***Penyelenggaraan dan Pembaikan Kecil yang dibeli* |   |   |   |  |
|   |   |   |
| *a)* |   |   |   |
| *b)* |   |   |   |
| *c)* |   |   |   |
| *d)* |   |   |   |
| *e)* |   |   |   |
|   |   |   |  |
|  |  |  |  |
| **VOT 29000** | **Special Services***Perkhidmatan Ikhtisas, Latihan berkaitan diantara 3 minggu hingga 3 bulan dan perkhidmatan lain-lain yang dibeli termasuk percetakan hospitaliti dan honorarium* |   |   |   |   |
|   |   |   |
| *a)*  |   |   |   |
| *b)* |   |   |   |
| *c) \* Tabung Pengurusan Penyelidikan****(Pemotongan ini juga tertakluk mengikut kepada Kebenaran Garis Panduan Pemberi Dana)*** |   |   |   |
| **VOT 35000** | **Special Equipment (Fixed Asset)** |   |   |   |   |
| *Harta Tetap* |   |   |   |
| *a)* |   |   |   |
| *b)* |   |   |   |
| *c)* |   |   |   |
|  |  |  |  |
| **VOT 36000** | **Accessories (Inventory)***Inventori**a)**b)**c)* |  |  |  |  |
| **VOT 38000** | **Computer Software** *Perisian Komputer/Perisian**Inventori**a)**b)**c)**d)* |   |   |   |   |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |
|   |   |   |   |
| **TOTAL AMOUNT :** |   |  |  |

***\* Mesyuarat Jawatankuasa Tetap Kewangan Bil. 4/2017 telah menetapkan potongan dari Jumlah Peruntukan yang Diluluskan mengikut jenis geran perlu diagihkan kepada Vot 29000 untuk Tabung Pengurusan Penyelidikan UTeM.***

|  |
| --- |
| **D. CONFIRMATION BY PRINCIPAL RESEARCHER** |
| Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Official stamp :Name :Designation : Date :  |
| **E. ENDORSEMENT BY FACULTY/CENTRE** [DEPUTY DEAN (RESEARCH & POSTGRADUATES) / DEPUTY DEAN (RESEARCH &  INDUSTRIAL NETWORK) / DEPUTY DEAN] |
| Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Official stamp :Name :Designation : Date :  |
| **F. FOR CRIM USE ONLY** |
| Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Official stamp :Name :Designation : Date received :  |

****

**SURAT AKUJANJI PENYELIDIKAN**

|  |
| --- |
| 1. **MAKLUMAT PROJEK**
 |
| Nama Ketua Projek |  |
| Tajuk Projek |  |
| Jumlah Peruntukan |  |
| Tempoh Projek | Mula : Tamat : |
| Fakulti /PTj |  |
| Nama Penyelidik Bersama | No Kad Pengenalan / Passport | Tandatangan |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |

1. **MAKLUMAT PERAKUAN**

Saya seperti nama di atas dengan ini mengakui dan berjanji bahawa :

1. Akan melaksanakan penyelidikan sepertimana skop, objektif yang telah dipersetujui dan diluluskan;
2. Akan bertanggungjawab kepada Projek Penyelidikan dan pengurusan kewangan penyelidikan yang dijalankan;
3. Akur kepada peruntukan Akta Rahsia Rasmi 1972, dasar, peraturan, pekeliling, surat pekeliling, garis panduan dan undang-undang lain yang berkuat kuasa;
4. Akan sentiasa menjalankan penyelidikan dengan cermat, bersungguh-sungguh, cekap, jujur, amanah dan bertanggungjawab;
5. Tidak akan melakukan apa-apa perbuatan pecah amanah;
6. Tidak akan membelakangkan kewajipan saya kepada Universiti Teknikal Malaysia Melaka demi kepentingan peribadi;
7. Akan menunaikan tanggungjawab seperti berikut :-
	1. Menyediakan laporan kemajuan dan laporan kewangan secara berkala berdasarkan syarat peraturan pemberi dana
	2. Menyediakan laporan tamat penyelidikan, laporan akhir dalam bentuk profil/tesis (sekiranya ada - mohon rujuk syarat peraturan pemberi dana) dalam tempoh 2 - 3 bulan selepas projek tamat.
	3. Mencapai output seperti yang dijanjikan iaitu : (sekiranya ada – mohon rujuk syarat output berdasarkan syarat pemberi dana)
		1. Penerbitan dalam bentuk jurnal dan prosiding yang diiktiraf universiti. Penghargaan kepada pemberi dana dan geran mestilah dinyatakan dengan jelas dalam setiap penerbitan.
		2. Penghasilan bakat bertaraf pelajar Doktor Falsafah / Sarjana
		3. Penghasilan harta intelek (jika bersesuaian, mendaftarkan harta intelek untuk menjaga kepentingan pemberi dana dan universiti
8. Bersetuju dan mengambil maklum sekiranya saya melanggar mana-mana undang-undang yang berkuat kuasa serta gagal menunaikan tanggungjawab seperti yang ditetapkan dalam perenggan di atas, pihak Universiti Teknikal Malaysia Melaka berhak mengambil tindakan undang-undang atau apa-apa tindakan lain yang sewajarnya.

 Tandatangan : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Nama : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 No. Kad Pengenalan : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 No. Tel. Bimbit : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 E mel : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Perakuan oleh Pengarah / Timbalan Pengarah CRIM** |

 Tandatangan dan cop : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_