

ARAHAN / INSTRUCTIONS

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

Sila tanda ✓ pada petak berkaitan ~ Please tick ✓ in the appropriate box

* Sila lampirkan penyata kewangan terkini ~ Please attach the latest financial statement

** Sila gunakan lampiran berasingan sekiranya ruang tidak mencukupi ~ Please attach appendix if there is insufficient space

*** Sila potong yang tidak berkenaan ~ Please delete whichever inapplicable

Sila patuhi syarat dan peraturan pengurusan kewangan penyelidikan USM ~ Kindly comply with the rules and regulations of the research financial funding (<http://www.research.usm.my/BukuKewangan/PengurusanKewanganPenyelidikan.pdf>)

- | | |
|---|--|
| <p>☐ Lanjutan Tempoh Geran ~ Extension of Grant
 (Sila sertakan carta perbatuan terkini ~ Please attach latest milestone)
 ☐ 3 Bulan/ Months ☐ 6 Bulan/ Months ☐ 9 Bulan/ Months ☐ 12 Bulan/ Months</p> <p>☐ Tukar Tajuk Geran Penyelidikan
 Change of Research Grant Title</p> <p>☐ *Pembayaran Yuran Penerbitan/Page Charges
 (Sila nyatakan Faktor Impak
 Please indicate the Impact Factor: _____)
 (Sila sertakan salinan bukti penerimaan
 Please attach a copy of evidence)</p> <p>☐ *Pembayaran Yuran Profesional atau Keahlian
 Payment of Professional or Membership Fee
 (Yuran ~ Fee: _____)</p> <p>☐ *Menganjurkan Latihan/Bengkel/Seminar
 Organizing Training/Workshop/Conference
 ☐ Universiti ☐ Kebangsaan ☐ Antarabangsa
 University National International
 (Sila lampirkan kertas kerja & bajet~Please attach proposal & budget)</p> <p>☐ *Pembayaran Honorarium/Saguhati/Cenderahati/Upahan
 Payment of Honorarium/Token/Souvenir/Wages
 (**status penerima : staf / bukan staf / pelajar
 ***status of receiver : staff / non staff / student)
 (Nilai dipohon/Requested amount: _____)</p> <p>☐ **Lain-lain ~ Others (Sila beri justifikasi ~ Please justify):

 _____</p> | <p>☐ Tukar Ketua Penyelidik atau Penyelidik Bersama
 Change of Principal Investigator or Co-Researcher
 (sila lampirkan resume terkini ~ Please attach latest CV)</p> <p>☐ Tambahan Penyelidik Bersama
 Addition of Co-Researcher
 (sila lampirkan resume terkini ~ Please attach latest CV)</p> <p>☐ *Pembelian Alatan Tambahan
 Purchase of Additional Equipment
 ▪ Alatan ini tidak tersenarai dalam kelulusan asal
 This equipment was not listed in the earlier approval
 ▪ Sila lampirkan spesifikasi dan minima 3 sebutharga alatan
 Please attach specification and minimum of 3 quotation</p> <p>☐ *Pembelian Perisian ~ Purchase of Software
 (Sila sertakan 3 sebut harga ~ Please attach 3 quotations)</p> <p>☐ *Pindaan Vot (bagi Geran Luar)
 Virement (for External Grant)</p> <p>☐ *Pertukaran Akaun (Baki Akaun Tidak Mencukupi)
 Change of Account (Due to Insufficient Funds)
 (Daripada/From : _____
 Kepada/To : _____)</p> <p>☐ *Perubahan Maklumat Persidangan Luar Negara
 Change of Details for International Conference
 (Sila lampirkan salinan borang yang telah diluluskan
 Please attach a copy of the approved application)</p> |
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Bahagian I : Maklumat Penyelidik & Geran Penyelidikan (Akaun Dikenakan / Dipohon)

Section I : Details Of Researcher & Research Grant (Account to be Charged / Requested)

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

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

No. Kad Pengenalan/No. Paspot : _____

Identity Card Number/Passport Number _____

Institut /Pusat Pengajian/Pusat/Unit : _____

Institute/School/Centre/Unit _____

No. Akaun : _____
 Account No. _____

***Jenis Geran: USM-PRGS/Incentive-Postgraduate/Incentive/Short Term/RUI/RUT/RUC/DE
 Grant's Type ScienceFund / FRGS / ERGS / LRGS / MOHE-PRGS / External Agency /Others

Tajuk Geran : _____
 Grant's Title _____

Tempoh Geran diluluskan / Period of grant approved

Tempoh Asal ~ Approved Period : _____ (mula~start) _____ (tamat~end)

Pelanjutan 1 ~ Extension 1 : _____ (mula~start) _____ (tamat~end)

Pelanjutan 2 ~ Extension 2 : _____ (mula~start) _____ (tamat~end)

Permohonan Tarikh Pelanjutan : _____ (mula~start) _____ (tamat~end)
 Date of Extension

No. Telefon Pejabat : _____
 Office Telephone No

No. Faks : _____
 Facsimile No

Alamat emel : _____
 E-mail address

****Alasan / Justifikasi / Komen (berdasarkan petak yang ditandakan ✓) ~ **Reasons / Justifications / Comments (based on the chosen box) :**

****Cadangan bagi penyelesaian ~ **Suggestion for problem solving :**

Bahagian II : Permohonan Sumber Kewangan Selain Daripada Geran Penyelidikan
Section II : Request for Financial Aid

☐	RU Pusat ~ University Funding (RU)	☐	***Insentif KPI PTJ ~ PTJ's KPI Incentive
☐	Lain-lain ~ Other : Sila nyatakan / Please Specify _____	☐	***Akaun Enterprise ~ Enterprise Account

Sila lampirkan cetakan penyata kewangan terkini daripada Jabatan Bendahari

Please print and attach the latest financial statement from Bursary Department

***** Perlu kelulusan Naib Canselor. Sila hantar terus ke Pejabat Naib Canselor melalui Ketua Jabatan/Dekan/Pengarah**

***** Please submit to VC's Office for approval through Head of Department/Dean/Director**

Bahagian III : Pengesahan Pemohon
Section III : 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

Tarikh :
Date

Tandatangan & Cop Pemohon :
Applicant's Signature & Stamp

Bahagian IV : Pengesahan Ketua Cluster (Bagi geran RUC SAHAJA)
Section IV : Endorsement by Head of Cluster (For RUC Grant ONLY)

Catatan Ketua Cluster ~ Head of Cluster's Comments:

☐	Disyorkan / Diluluskan <i>Recommended / Approved</i>	☐	Tidak Disyorkan / Diluluskan <i>Not Recommended / Approved</i>
Tarikh : <i>Date</i>		Tandatangan & Cop Ketua Kluster : <i>Signature & Stamp of Head of Cluster</i>	

Bahagian V : Perakuan Ketua Jabatan/Dekan/Pengarah
Section V : Endorsement by Head of Department/Dean/Director

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

☐	Disyorkan / Diluluskan <i>Recommended / Approved</i>	☐	Tidak Disyorkan / Diluluskan <i>Not Recommended / Approved</i>
Tarikh : <i>Date</i>		Tandatangan & Cop Ketua Jabatan/Dekan/Pengarah : <i>Signature & Stamp of Head of Department/Dean/Director</i>	

Bahagian VI : Perakuan Dekan IPS (Bagi geran USM-PRGS SAHAJA)
Section VI : Endorsement by IPS Dean (For USM-PRGS Grant ONLY)

Catatan Dekan IPS ~ IPS Dean's Comments:

☐	Disyorkan / Diluluskan <i>Recommended / Approved</i>	☐	Tidak Disyorkan / Diluluskan <i>Not Recommended / Approved</i>
Tarikh : <i>Date</i>		Tandatangan & Cop Dekan Penyelidikan : <i>Signature & Stamp of Research Dean</i>	

Bahagian VII : Kelulusan Pengarah RCMO dan/atau TNC (Penyelidikan & Inovasi) dan/atau Pengarah Kampus dan/atau Naib Canselor
Section VII : Approval by RCMO Director and/or DVC (Research & Innovation) and/or Campus Director and/or Vice-Chancellor

Catatan Pengarah RCMO dan/atau TNC (P&I) dan/atau Pengarah Kampus dan/atau Naib Canselor

RCMO Director and/or DVC (Research & Innovation) and/or Campus Director and/or Vice-Chancellor Comments:

Lulus <i>Approved</i>	☐	Dengan Pembiayaan Geran Penyelidikan (Tertakluk kepada kewangan mencukupi) <i>Using Research Grant Allocation(s) (Subject to sufficient funds)</i>	☐	Tidak Lulus <i>Not approved</i>
	☐	Dengan Pembiayaan Lain : <i>Using Other Allocation(s)</i> _____		
Tarikh : <i>Date</i>		Tandatangan & Cop : <i>Signature & Stamp</i>		