

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/Buku Kewangan/Pengurusan Kewangan Penyelidikan.pdf>)

- | | |
|--|--|
| <input type="checkbox"/> Lanjutan Tempoh Geran ~ Extension of Grant
(Sila sertakan carta perbatuan terkini ~ Please attach latest milestone)
<input type="checkbox"/> 3 Bulan/ Months <input type="checkbox"/> 6 Bulan/ Months <input type="checkbox"/> 9 Bulan/ Months <input type="checkbox"/> 12 Bulan/ Months

<input type="checkbox"/> Tukar Tajuk Geran Penyelidikan
Change of Research Grant Title

<input type="checkbox"/> *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)

<input type="checkbox"/> *Pembayaran Yuran Profesional atau Keahlian
Payment of Professional or Membership Fee
(Yuran ~ Fee: _____)

<input type="checkbox"/> *Menganjurkan Latihan/Bengkel/Seminar
Organizing Training/Workshop/Conference
<input type="checkbox"/> Universiti <input type="checkbox"/> Kebangsaan <input type="checkbox"/> Antarabangsa
University National International
(Sila lampirkan kertas kerja & bajet~Please attach proposal & budget)

<input type="checkbox"/> *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: _____)

<input type="checkbox"/> **Lain-lain ~ Others (Sila beri justifikasi ~ Please justify):

_____ | <input type="checkbox"/> Tukar Ketua Penyelidik atau Penyelidik Bersama
Change of Principal Investigator or Co-Researcher
(sila lampirkan resume terkini ~ Please attach latest CV)

<input type="checkbox"/> Tambahan Penyelidik Bersama
Addition of Co-Researcher
(sila lampirkan resume terkini ~ Please attach latest CV)

<input type="checkbox"/> *Pembelian Alatan Tambahan
Purchase of Additional Equipment
<ul style="list-style-type: none"> ▪ 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
<input type="checkbox"/> *Pembelian Perisian ~ Purchase of Software
(Sila sertakan 3 sebut harga ~ Please attach 3 quotations)

<input type="checkbox"/> *Pindaan Vot (bagi Geran Luar)
Virement (for External Grant)

<input type="checkbox"/> *Pertukaran Akaun (Baki Akaun Tidak Mencukupi)
Change of Account (Due to Insufficient Funds)
(Daripada/From : _____)
Kepada/To : _____)

<input type="checkbox"/> *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) |
|--|--|

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 : _____ *****Jenis Geran:** USM-PRGS/Incentive-Postgraduate/Incentive/Short Term/RUI/RUT/RUC/DE
 Account No. _____ 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 : _____ **No. Faks :** _____ **Alamat emel :** _____
 Office Telephone No _____ Facsimile No _____ 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 : *****Akaun Enterprise ~ Enterprise Account**
Sila nyatakan / Please Specify _____

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

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

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

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