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| *For Office Use Only* | |
| **Ref. No. RIGS-KTP** |  |



**RIGS - Knowledge Transfer Programme – (RIGS-KTP) Application Form**

*Submit ONE (1) copy of the application form to* ***Grant Initiative Unit, Research Management Centre, International Islamic University Malaysia, 53100 Gombak Campus, Selangor Darul Ehsan*** *through the RMSV2 online system.*

*\* All supporting documents for this application must also be submitted through the RMSV2 online system.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **DETAILS OF PROJECT** | | | | | | | |
| **TITLE OF PROPOSED PROJECT:** | |  | | | | | |
| **DURATION OF THIS PROJECT (MAXIMUM 24 MONTHS):** | **DURATION:** |  | | | | | |
| **FROM:**  ***(dd/mm/yy)*** |  | | | | | |
| **TO:**  ***(dd/mm/yy)*** |  | | | | | |
| **B** | **DETAILS OF KULLIYYAH** | | | | | | | |
| **KULLIYYAH:** | |  | | | | | |
| **DEPARTMENT***:* | |  | | | | | |
| **\*NAME OF RESPONSIBLE CENTRE/UNIT/OFFICE:** | |  | | | | | |
| *\* For Office Use Only* | | | | | |
| **C** | **DETAILS OF KEY RESULT AREA** | | | | | | | |
| **KEY RESULT AREA OF APPLICATION (PLEASE TICK √)** | | | | | | | |
| ***Pure and Applied Science***    ***Technology and Engineering***  ***Clinical and Health Sciences***  ***Social Sciences***  ***Arts and Applied Arts***  ***Natural and Cultural Heritage***  ***Information and Communication Technology*** | | | | | *\*Tick ONE (1) only* | | |
| **D** | **DETAILS OF PROJECT LEADER** | | | | | | | |
| **NAME OF PROJECT LEADER:** | |  | | | | | |
| **STAFF NUMBER:** | |  | | | | | |
| **POSITION (PLEASE TICK √):** | | **Professor:** | **Assoc. Prof.:** | | | | **Asst. Prof/Lecturer:** |
| **FULL ADDRESS OF KULLIYYAH/SCHOOL/CENTRE/UNIT:** | |  | | | | | |
| **Telephone No.:** | | **Office:** | | | | **Fax:** | |
| **Mobile Phone No.:** | |  | | | | | |
| **E-mail address:** | |  | | | | | |
| **Date of first appointment with this University:** | |  | | | | | |
| **Type of Service (Please tick √):** | | **Permanent:** | | **Contract (State contract expiry date):**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| **Details of Other Project Member/s:** | | | | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **No.:** | **Name & Position:** | **Staff Number:** | **Kulliyyah/School/Centre/Unit (Please provide full address):** | **Email Address:** | **Signature:** | | **1.** |  |  |  |  |  | | **2.** |  |  |  |  |  | | **3.** |  |  |  |  |  | | **4.** |  |  |  |  |  |   **\* Please use additional attachments if necessary** | | | | | | | |
| ***KTP OR EQUIVALENT PROJECTS THAT HAVE BEEN COMPLETED OR ONGOING BY PROJECT LEADER AND TEAM MEMBERS FOR THE LAST THREE YEARS.*** | | | | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **No.:** | **Title of project:** | **Duration:** | **Start Date:**  ***(dd/mm/yy)*** | **End Date:**  ***(dd/mm/yy)*** | | **1.** |  |  |  |  | | **2.** |  |  |  |  | | **3.** |  |  |  |  |   **\* Please use additional attachments if necessary** | | | | | | | |
| **Collaborative or other projects with the Organisation identified or other relevant partnership. This includes consultancy, training, contract research, commercialization and other collaborative work indicating Organisation relevant knowledge transfer process.** | | | | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **No.:** | **Title of project:** | **GRANT TYPE:** | **Duration:** | **Start Date:**  ***(dd/mm/yy)*** | **End Date:**  ***(dd/mm/yy)*** | | **1.** |  |  |  |  |  | | **2.** |  |  |  |  |  | | **3.** |  |  |  |  |  |   **\* Please use additional attachments if necessary** | | | | | | | |
| **E** | **DETAILS OF ORGANISATION** | | | | | | | |
| **Name of Organisation:** | |  | | | | | |
| **Type of Organisation** | | **Business: (ex: Sdn. Bhd., Berhad, Enterprise)**  **Non-Business: (ex: Koperasi, School, JKK)** | | | | | |
| **Organisation Registration No. (if any):** | |  | | | | | |
| **\* Please attach a copy of Borang Pendaftaran Perniagaan (Borang A)** | | | | | |
| **Area/Type of Activity:** | |  | | | | | |
| **Year in operation:** | |  | | | | | |
| **Year of establishment:** | |  | | | | | |
| **Full address:** | |  | | | | | |
| **Contact person:** | **Name:** |  | | | | | |
| **Designation:** |  | | | | | |
| **Office telephone no.:** |  | | | | | |
| **Handphone no.:** |  | | | | | |
| **Email:** |  | | | | | |
| **Proof of Collaboration University-Organisation**  **(Example: Current Letter of Intent):** | |  | | | | | |
| **\* Please enclose a copy of the University-Organization collaboration evidence** | | | | | |
| **Amount of monetary contribution (RM) to the project, if any):** | |  | | | | | |
| **Non-monetary contribution to the project:** | | **Item:** | | | | **Equivalent value in RM:** | |
|  | | | |  | |
|  | | | |  | |
|  | | | |  | |
| **Summary of organisation problem statement related to the Knowledge Transfer Programme (should not exceed 200 words):** | | | | | | | |
|  | | | | | | | |
| **F** | **PROPOSED PROJECT** | | | | | | | |
| **Summary of project proposal (maximum 3 pages)** | | | | | | | |
| 1. **Background of project:** 2. **Literature review:** 3. **Objectives:** 4. **Type of knowledge to be transferred:** 5. **Date & Milestones (please provide as appendix)** 6. **Project activity Gantt chart (please provide as appendix)** 7. **Project expected outcomes:** | | | | | | | |
|  | **Please indicate working arrangement with organisation (Example: period of internship in the organisation (if applicable), organisation visits by the project members, periodical consultation, assessment and activity log book)** | | | | | | | |
|  | | | | | | | |
| **G** | **BUDGET** | | | | | | | |
|  | |  |  |  |  | | --- | --- | --- | --- | | **No.:** | **Budget details:** | **RIGS-KTP grant:** | **Industry contribution:** | | **1.** | *Vote 21000 -*  **Perjalanan dan Pengangkutan**  *Travels and Transports*  *.*  **Sila nyatakan secara lengkap dengan pecahannya sekali.**  *Please provide a detailed breakdown* |  |  | | **2.** | *Vote 23000 -*  **Perhubungan dan Utiliti**  *Communications and Utilities*  *(Maximum RM 1,000)*  **Sila nyatakan secara lengkap dengan pecahannya sekali.**  *Please provide a detailed breakdown* |  |  | | **3.** | *Vote 24000 -*  **Sewaan**  *Rentals*  **Sila nyatakan secara lengkap dengan pecahannya sekali.**  *Please provide a detailed breakdown* |  |  | | **4.** | *Vote 27000 -*  **Supplies and project materials**  *Please provide a detailed breakdown* |  |  | | **6.** | *Vote 29000 -*  **Professional services**  **\*Please provide a detailed breakdown** |  |  | |  | **Total amount:** |  |  | | | | | | | | |
| **H** | **Project Outputs and Impacts** | | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **No.:** | **Measurement:** | **Outcomes:**  **(please state the method of measurement)** | **Impacts:**  **(please state the method of measurement)** | | **1.** | **Output to the organisation:**  **(a) Economic Factor - (Example: increase in sales, turnover, profits of the organisation, employee’s productivity)**  **(b) Non-Economic Factor - (Example improvement in level of knowledge, attitude transition, process efficiency)** |  |  | | **2.** | **Returns to IIUM and Project Members (Recognition to members of academia)** |  |  | | **3.** | **Intellectual Property** |  |  | | **4.** | **Intangible outcome/s** |  |  | | **5.** | **Others (which can measure the achievement of the project)** |  |  |   **\* Please use additional attachments if necessary** | | | | | | | |
| **I** | **DECLARATION BY APPLICANT** | | | | | | | |
| **I hereby declare that (Please tick √ ):**     1. **All information stated here are accurate, the University has the right to reject or to cancel the offer without prior notice if there is any inaccurate information given.**      1. **Application of this programme is presented for the RIGS - Knowledge Transfer Programme Grant Scheme.** 2. **Application of this programme is also presented for other research grant/s (grant’s name and total amount)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   **Date : Applicant’s Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |
| **J** | **RECOMMENDATION OF DEPUTY DEAN POSTGRADUATE RESEARCH / HEAD OF RESEARCH** | | | | | | | |
| **Please tick ( √ )**  **Recommended:**  **A. Highly Recommended**  **B. Recommended**  **C. Not Recommended (Please specify reason)**    **Comments:**  **-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------**  **-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------**  **Name: Signature:**    **Date:** | | | | | | | |

**Applications submitted will be treated in full confidentiality. The decision by the RIGS-Knowledge Transfer Programme (RIGS-KTP) Evaluation Panel is final.**

**Any further inquiry/information please contact:**

**Grant Iniative Unit, RMC**

**Prof. Dr. Noor Lide Binti Abu Kassim 03-6196 5006**

**Sr. Aida Melly Tan Mutalib 03-6196 5011**

**Sr. Nur Nadhirah Kamarudin E-mail:grant\_app@iium.edu.my**