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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:** |
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| --- | --- | --- | --- | --- | --- |
| **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.***  |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.**  |
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| --- | --- | --- | --- | --- | --- |
| **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:** |  |  |

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| **H** | **Project Outputs and Impacts** |
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| --- | --- | --- | --- |
| **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**