**RESEARCH MANAGEMENT CENTRE**

**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

**CHECKLIST FOR COMPLETION OF RESEARCH PROJECT**

|  |  |  |
| --- | --- | --- |
| **NO.** | **ITEMS** | **✓** |
| 1. | End of Project Report Form |  |
| 2. | Evidence of Research Report * Printed version of uploaded document in IREP
 |  |
| 3. | A copy of seminar paper, conference, proceedings, publications  |  |
| 4. | Attach Original Receipts*(Kindly sort the receipts according to votes / budgets and properly pasted on separate sheets)* |  |

*Note:*

*The research project is considered completed once all the above have been submitted and all disbursed funds have been fully reconciled.*

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**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

**END OF PROJECT REPORT FORM**

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| 1. **RESEARCH DETAILS**
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TITLE OF RESEARCH:

TYPE OF GRANT:

PROJECT ID:

PROJECT START DATE:

PROJECT END DATE:

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| 1. **RESEARCHER DETAILS**
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PRINCIPAL RESEARCHER:

DEPARTMENT/KULLIYYAH/CENTRE:

PROJECT MEMBERS:

DEPARTMENT/KULLIYYAH/CENTRE:

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| 1. **RESEARCH ALLOCATION**
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| **Vote** | **Total Approved budget****(RM)** | **Supplementary Budget Approved (***if any***)****(RM)** | **Total Cumulative Expenditure****(RM)** | **Balance****(RM)** |
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| **TOTAL** |  |  |  |  |

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| 1. **EQUIPMENT/ASSET PURCHASED**
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| --- | --- | --- |
| **No.** | **Item**  | **Placement****(*please state specific location)*** |
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(*Machinery, books, software, IT equipments e.g. laptop, desktop, printer, scanner, digital camera, and others)*

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| 1. **PROJECT ACHIEVEMENT**
 |

1. **Publications** *(International, national, books, chapter in a book, citation, articles, seminar paper, proceedings, etc.***) *A thesis is considered as a publication***

 **(Format:** *Authors, year, title, full name of journal/conference/proceedings/volume, number of pages***)**

* ***Please submit a copy of the publication***
1. **Intellectual Property Rights** *(Patent, Industrial Design, Trademark, Copyright, etc.***)**
2. **Human Capital Development** *(PhD, Masters, Research staff with specialty, etc.***)**
3. **Commercialization** *(Licensing royalty, spin-off, direct sale, etc.***)**

Signature of Principal Researcher: …………………………………………

Name : ……………………………………………………………….

Date : ……………………………………………………………….

1. **RESEARCH MANAGEMENT CENTRE**

**COMMENT:**

**VERIFICATION ON RESEARCH OUTPUT:**

1. Book
2. Journal
3. Prototype
4. Patent
5. Commercialization
6. Other (Please specify)

Signature:

Name:

Date:

|  |
| --- |
| **FORMAT OF FULL VERSION OF RESEARCH REPORT****TO BE UPLOADED IN THE IREP** |

*Guidelines for writing the Research Report*

* *Report should be written in ‘Times New Roman 12’ Font, with 1.5 line spacing*
* *Report should be between 5- 10 pages (excluding references)*
* *Report must be in English (Applicable for Research in Arabic as well)*
* *Any graphic must be in JPEG*
* The arrangement of the of Research Report is as follow:

**Project ID/Title: (*All CAPS*)**

**Project Sponsor:**

**Author Name(s):**

**Department/Kulliyyah/Institute/Centre:**

**Abstract:**

**Key words:** *List at least five keywords*

**Introduction:**

**Background:**

**Objectives:**

 **Methodology:**

**Findings:**

**Conclusion:**

**Output:**

**Future Plan of the research:**

**References:**

1. **FULL VERSION OF RESEARCH REPORT**

**(Compulsory for the principal researcher to prepare this report for the presentation of the result of the research project at the IIUM Seminar on Research Findings)**

* Kindly also submit a full-version of the research report