



**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 <i>(Kindly sort the receipts according to votes / budgets and properly pasted on separate sheets)</i>	

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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END OF PROJECT REPORT FORM

I. RESEARCH DETAILS

TITLE OF RESEARCH:

TYPE OF GRANT:

PROJECT ID:

PROJECT START DATE:

PROJECT END DATE:

II. RESEARCHER DETAILS

PRINCIPAL RESEARCHER:

DEPARTMENT/KULLIYAH/CENTRE:

PROJECT MEMBERS:

DEPARTMENT/KULLIYAH/CENTRE:

III. RESEARCH ALLOCATION

Vote	Total Approved budget (RM)	Supplementary Budget Approved (if any) (RM)	Total Cumulative Expenditure (RM)	Balance (RM)
TOTAL				

IV. EQUIPMENT/ASSET PURCHASED

No.	Item	Placement <i>(please state specific location)</i>

(Machinery, books, software, IT equipments e.g. laptop, desktop, printer, scanner, digital camera, and others)

V. 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**

2. Intellectual Property Rights *(Patent, Industrial Design, Trademark, Copyright, etc.)*

3. Human Capital Development *(PhD, Masters, Research staff with specialty, etc.)*

4. Commercialization *(Licensing royalty, spin-off, direct sale, etc.)*

Signature of Principal Researcher:

Name :

Date :

VI. 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:

(A) 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