**BORANG PENDAFTARAN PROJEK PENYELIDIKAN DANA DALAMAN NEGERI (DDN) / DANA DALAMAN FAKULTI (DDF) / DANA DALAMAN JABATAN (DDJ)**

*Registration Form* – *Internal State Fund (DDN)/ Internal Faculty Fund (DDF) / Internal Department Fund (DDJ)*

|  |  |
| --- | --- |
| Tarikh: |  |
| *Date* |  |

Kepada,

*To*,

Pengarah

Pusat Pengurusan Penyelidikan (RMC)

Pejabat Timbalan Naib Canselor (P&I)

Aras 3, Bangunan Wawasan

Universiti Teknologi MARA

40450 Shah Alam, Selangor

Y. Bhg. Prof.,

Sukacita saya ingin mendaftarkan projek penyelidikan seperti di bawah dalam sistem iRES RMC. Geran projek penyelidikan ini adalah berbentuk Dana Dalaman Negeri (DDN) / Fakulti (DDF)/ Jabatan (DDJ) oleh pihak \*penaja / penyelidik utama (*potong yang tidak berkenaan*) di dalam UiTM.

*I would like to request the registration of the following project in the iRES portal of RMC. The grant for the research project mentioned below is Internal State Fund (DDN)/ Internal Faculty Fund (DDF)/ Internal Department Fund (DDJ) inside UiTM.*

Saya memahami bahawa pendaftaran DDN/DDF/DDJ ini dalam sistem iRES, iaitu dalam masa empat belas (14) hari bekerja daripada tarikh diterima di RMC, akan disusuli dengan pemaklumannya secara otomatik melalui emel rasmi kepada saya.

*I understand that the registration of this application, if approved, would take fourteen (14) business days from the day it is deposited at the RMC counter. An email notifying the successful registration of the project will be automatically generated by the iRES.*

Dilampirkan jadual perancangan dan pencapaian utama projek penyelidikan ini sebagai sebahagian keperluan dokumen bagi tujuan pendaftaran:

*Attached please find the following supporting documents pertinent to this application*:

|  |  |  |
| --- | --- | --- |
| **Bil.**  ***No*.** | **Dokumen**  ***Document*** | **Tandakan** ✓  ***Tick*** ✓ |
| 1 | Surat Tawaran  *Letter of Offer* |  |
| 2 | Carta Gantt Aktiviti Projek  *Gantt Chart* |  |
| 3 | Jadual Pencapaian Utama  *Milestones* |  |
| 4 | Perincian Perbelanjaan Jumlah Peruntukan (Lampiran A)  *Itemized Budget (Appendix A)* |  |
| 5 | Kertas Cadangan Penyelidikan  *Research Proposal* |  |

1. **Maklumat Pemohon**

***Applicant Details***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nama Pemohon  *Name of applicant* |  | | | |
| No. Pekerja  *Staff ID* |  | No. Kad Pengenalan / Paspot  *NRIC or Passport No*. | |  |
| Tel. Pejabat  *Phone* (*Desk*) |  | Tel. Bimbit  *Phone* (*Cell*) | |  |
| Emel  *Email* |  | | | |
| Fakulti/Pusat/  Bahagian/Jabatan  *Faculty*/*Center*/*Division*/  *Department* |  | | Research Nexus UiTM (ReNeU) *Must be filled out by applicant from* ***UiTM Selangor only*** |  |

1. **Maklumat Projek**

***Project Details***

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Tajuk Projek**  *Project Title* | : |  | | | | | | | | | | |
|  |  |  | | | | | | | | | | |
| **Nama Cawangan/Fakulti/ Jabatan**  *Name of Branch/Faculty/ Department* | : |  | | | | | | | | | | |
| *\*\* Nyatakan nama geran atau badan pembiaya. Orang peseorangan tidak dibenarkan membiayai projek penyelidikan DDN/DDF/DDJ.*  *\*\* State the name of the funding body, company or institution. Personal grants do not qualify for DDN/DDF/ DDJ registration.* | | | | | | | | | | | | |
|  |  |  | | |  | | | | |  |  | |
| **No. Rujukan Penaja** (*Jika ada*)  *Reference no. (if any)* | : |  | | | **Jumlah Peruntukan**  *Grant allocation* | | : | RM | | | | |
|  |  |  | | | | | | | | | | |
|  |  |  | | | | | | | | | | |
| **Bidang Penyelidikan**  *Area of Research* | : |  | | | | | | | | | | |
|  |  |  |  |  | |  | | |  | | |  |
| **Tempoh**  *Duration* | : |  | bulan  *months* | Tarikh mula  *Start date* | |  | | | Tarikh tamat  *End date* | | |  |

1. **Petanda Kebolehasilan Projek** (*selari dengan kriteria* MyRA® I)

***Potential Strategic Project Outcomes*** (*in line with MyRA® I criteria*)

***Sertakan salinan dokumen, jika ada. Attach a copy of the article(s) or related document(s), if available.***

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| --- |
|  |
| **Kriteria Seksyen C**♣  ***Criterion in Section C\**** | : |  | Jurnal  *Journal* |  |  | Kertas prosidang C*onference paper* |  |  |  |
|  |
| **Kriteria Seksyen E**♣  ***Criterion in Section E*** | : |  | Paten  *Patent* |  |  | Pengkomersilan *Commercialization* |  |  | Teknologi / Perlesenan *Technology* / *Know-How Licensing* |
| ♣*Pilih satu dan tandakan* ✓ *berdasarkan potensi projek untuk menghasilkan penerbitan dan / atau inovasi berkenaan*  ♣*Tick* ✓*at one or more outcomes that can potentially be generated from the proposed project* | | | | | | | | | |
|  | | | | | | | | | |
| Saya dengan ini bertanggungjawab sepenuhnya dan mengakui bahawa semua maklumat yang diberikan di atas adalah tepat dan benar. Saya juga bertanggungjawab dan akur sekiranya pihak RMC mengambil tindakan ke atas saya jika maklumat yang saya berikan adalah palsu.  *I hereby accept full responsibility and acknowledge that all information provided above is accurate and true. I shall be held responsible by and allow RMC to take action against me if the information provided above is found to be false.*  Sumber kewangan DDN/DDF?DDJ yang diterima akan digunakan untuk tujuan menjalankan projek DDN/DDF/ DDJ berkenaan sepenuhnya. Pendaftaran projek ini akan terbatal dengan sendirinya jika syarat ini tidak ditepati.  *The financial and*/*or supportive resources received for the proposed project will be used entirely for carrying out the DDN/ DDF/ DDJ project*. *Registration of the project will be canceled automatically if this condition is not fulfilled.* | | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tandatangan Pemohon**  *Signature of applicant* | : |  | **Tarikh**:  *Date* |  |

|  |  |  |
| --- | --- | --- |
| **Sokongan Dekan/Rektor/Ketua PTJ**:✪  ***Comments and endorsement by Faculty Dean* / *Campus Rector* / *Head of Department*** | | |
| Ulasan  *Comments* | Tandatangan & cop rasmi  *Signature & official stamp* |  |
| Tarikh  *Date* |  |

✪ *Borang yang lengkap hendaklah dihantar ke* ***kaunter RMC (secara berfasa oleh TD/TR (PJI))***  *dan salinan lembut imbasan hendaklah diemel ke*:

✪ *Completed form must be submitted to the* ***RMC Counter*** *and a scanned version of the same must be emailed to*:

[***sekretariatupg@uitm.edu.my***](mailto:sekretariatupg@uitm.edu.my)

**Untuk kegunaan pejabat**

***For office use only***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ulasan | ❖ Kelulusan Pengarah RMC/  Ketua RMC (Unit Perolehan Geran) / Ketua RMC (Unit Operasi Penyelidikan) | | | | |
|  | **Tidak Lulus** | |  | **Lulus** |
| ❖ Tandatangan & cop rasmi | |  | | |
| Tarikh | |  | | |