

MENGHADIRI AKTIVITI PENYELIDIKAN

SUBMIT 

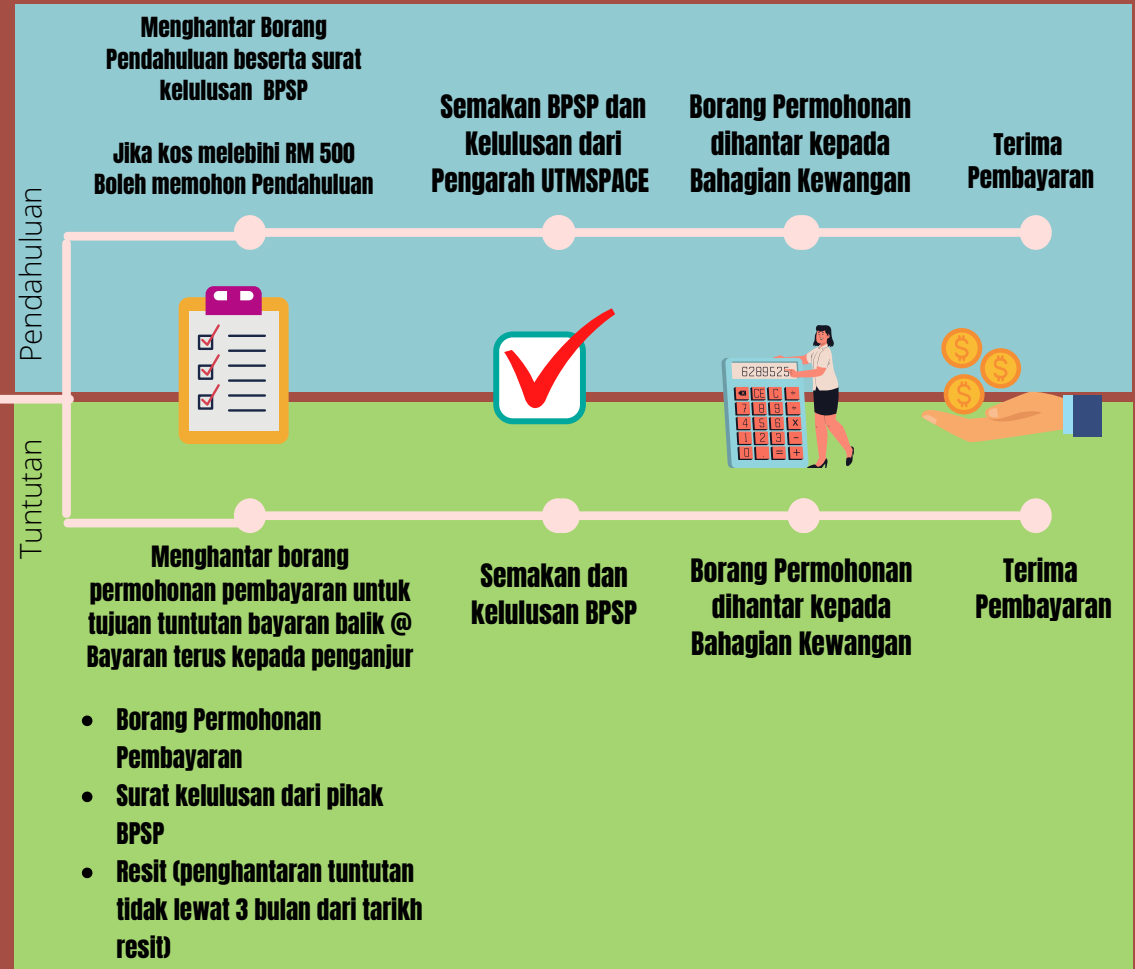


Menghantar permohonan aktiviti 2 minggu sebelum aktiviti dijalankan

- Borang Permohonan Menjalankan Aktiviti
- Brosure / Surat Jemputan
- Kertas kerja penuh (untuk ke persidangan)

Contoh aktiviti : Persidangan / Bengkel / Kursus / Seminar / Kajian lapangan / Membentangkan hasil kerja penyelidikan termasuk yuran dan perbelanjaan perjalanan di dalam negara

Menerima surat kelulusan dari pihak BPSP



Pendahuluan

Menghantar Borang Pendahuluan beserta surat kelulusan BPSP

Jika kos melebihi RM 500 Boleh memohon Pendahuluan

Semakan BPSP dan Kelulusan dari Pengarah UTMSPACE

Borang Permohonan dihantar kepada Bahagian Kewangan

Terima Pembayaran

Tuntutan

Menghantar borang permohonan pembayaran untuk tujuan tuntutan bayaran balik @ Bayaran terus kepada penganjur

Semakan dan kelulusan BPSP

Borang Permohonan dihantar kepada Bahagian Kewangan

Terima Pembayaran

- Borang Permohonan Pembayaran
- Surat kelulusan dari pihak BPSP
- Resit (penghantaran tuntutan tidak lewat 3 bulan dari tarikh resit)

TUNTUAN PERMOHONAN AKTIVITI

Tanggungjawab Ketua Projek (KP):

Memohon melalui Unit Pengurusan Penyelidikan dengan dokumen yang lengkap.

Tanggungjawab Bahagian Pengurusan Penyelidikan dan Sumber Penyelidikan:

Menyemak dan mengesahkan Borang Permohonan Aktiviti Penyelidikan

Tanggungjawab Timbalan Pengerusi, Pembangunan:

Meluluskan Borang Permohonan Aktiviti Penyelidikan

1. Membentangkan kerja-kerja hasil penyelidikan termasuk yuran dan perbelanjaan perjalanan di dalam negara.
 - Borang Permohonan Aktiviti Penyelidikan
 - Brosur
 - Surat Penerimaan
 - Kertas kerja Penuh
2. Penyelidik Mesyuarat di luar negara/ Pengumpulan Data Kajian/ Kajian Lapangan.
 - Borang Permohonan Aktiviti Penyelidikan
 - Surat Jemputan ke Mesyuarat
 - Kertas kerja
3. Mesyuarat di dalam negara/ Pengumpulan Data Kajian/ Kajian Lapangan.
 - Borang Permohonan Aktiviti Penyelidikan
 - Surat Jemputan ke Mesyuarat
4. Menghadiri Seminar/ Bengkel/ Kursus.
 - Borang Permohonan Aktiviti Penyelidikan
 - Brosur
 - Surat Jemputan / Surat Pengesahan menghadiri bengkel
5. Menguruskan bengkel yang melibatkan kos kurang dari RM 10,000.
 - Borang Permohonan Aktiviti Penyelidikan
 - Kertas kerja
6. Menguruskan bengkel yang melibatkan kos lebih dari RM10,000
 - Borang Permohonan Aktiviti Penyelidikan
 - Kertas kerja

RESEARCH ACTIVITY APPLICATION

Project Leader (PL) Responsibilities:

Apply through Division of Research Management and Learning Resources with completed documents

Division of Research Management and Learning Resources Responsibilities:

Review and recommend activity applications

Deputy Chair (Development) Responsibilities:

Approve activity applications

1. Presenting Conference Papers including Fees and Travel Expenses within the Country
 - Activity Application Form
 - Brochure
 - Acceptance Letter
 - Full Paper
2. National Meeting / Data Collection / Survey / Field Study in Overseas
 - Activity Application Form
 - Meeting Invitation Letter
 - Paperwork
3. Local Meeting / Data Collection / Survey / Field Study in Local
 - Activity Application Form
 - Meeting Invitation Letter
4. Attending Seminar / Workshop / Course
 - Activity Application Form
 - Brochure
5. Organizing Workshop Costing Less Than RM10,000
 - Activity Application Form
 - Paperwork
6. Organizing Workshop Costing More Than RM10,000
 - Activity Application Form
 - Paperwork



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

School of Professional and Continuing Education (SPACE)

DIVISION OF RESEARCH MANAGEMENT AND LEARNING RESOURCES

UTMSPACE/UPP/RM/A/001
Pindaan: 0

**ACTIVITY APPLICATION FORM FOR ATTENDING CONFERENCE / MEETING
TRAINING / WORKSHOP/ VISITING / FIELD WORK & DISCUSSION**

Note: Kindly submit to Research Management Unit **at least 1 month** from the date of the event. Please fill Section 1 to 5 and tick in the appropriate box.

1. APPLICANT'S PERSONAL PARTICULARS

Name (with designation)																				
Category	<input type="checkbox"/>	Permanent	<input type="checkbox"/>	Temporary	<input type="checkbox"/>	Contract Personnel	<input type="checkbox"/>	RO	<input type="checkbox"/>	RA	<input type="checkbox"/>	ARO	RSG	<input type="checkbox"/>	Master Student PhD Student	SPB	<input type="checkbox"/>	Master Student PhD Student	<input type="checkbox"/>	Others
NRIC / Passport No.							Staff No.													
Office Telephone No.							Office Fax No.													
Hand phone No.							E-mail Address													
Unit / Division							Nationality													

2. TYPE OF INVOLVEMENT

Presenter
 Participant
 Organizer

3. TYPE OF PROGRAMMES

Type of programme	Conference		Training		Seminar		Workshop / Visiting / Discussion / Meeting / Field work / Others					
	<input type="checkbox"/>	Local	<input type="checkbox"/>	Oversea	<input type="checkbox"/>	Local	<input type="checkbox"/>	Oversea	<input type="checkbox"/>	Local	<input type="checkbox"/>	Oversea
Name of programme												
Date of programme							Venue					

CONFERENCE & JOURNAL PARTICULARS (Note : For conference's purpose, all items are compulsory. For journal publication, only item remarked * are required)

Title of Paper *												
Conference / Journal Status *	<input type="checkbox"/>	Refereed	<input type="checkbox"/>	Non-refereed								
Type of Indexed *	<input type="checkbox"/>	ISI	<input type="checkbox"/>	SCOPUS	<input type="checkbox"/>	Others (please specify)	<input type="checkbox"/>	Non-indexed				
Principal Author *												
Co-Author (s) *												
Type of Presenter	<input type="checkbox"/>	Keynote Speaker	<input type="checkbox"/>	Invited Speaker	<input type="checkbox"/>	Presenter						
Type of Presentation	<input type="checkbox"/>	Oral	<input type="checkbox"/>	Poster								
Name of Organizer / Publisher *												

4. PROJECT PARTICULARS & SPONSORSHIP REQUIREMENT

Project Title		
Vote No.		
Funds (Year) :		
Balance of budget under V21000 as at <i>(Travel and Transportation)</i>	RM	
Total Balance as at	RM	
Total Sponsorship Required	RM	<i>For Research Management Unit Only</i>
• Registration Fee	RM	
• Accommodation	RM	
• Meal Reimbursement	RM	
• Transportation	RM	
• Others (Please specify)	RM	
TOTAL	RM	

I have duly completed this form and attached the following supporting documents			
No	Item (please tick where appropriate)		
(i)	Conference/ Training / Seminar / Workshop Brochure (info on date, venue, conference programme / course contents, registration fees)		<input type="checkbox"/>
(ii)	Full Paper to be presented (acknowledgement to Vote No. & UTMSPACE)		<input type="checkbox"/>
(iii)	Letter of Acceptance from Conference Organizer		<input type="checkbox"/>
I hereby declare that the particulars in this application are true to the best of my knowledge and belief			
Signature of Applicant			Date :
5. RECOMMENDATION BY PROJECT LEADER			
<i>(Project Leader to fill in if the applicant is a member of or RO/ ARO/RA/ RSG /SPB employed under the project)</i>			
Name		<input type="checkbox"/>	Recommended Signature :
Designation		<input type="checkbox"/>	Not Recommended Date :
Remarks			

FOR OFFICE USE ONLY

RECOMMENDATION BY DIVISION OF RESEARCH MANAGEMENT AND LEARNING RESOURCES (BPSP)			
Name		<input type="checkbox"/>	Recommended Signature :
Designation		<input type="checkbox"/>	Not Recommended Date :
Remarks			
APPROVAL / RECOMMENDATION BY DEPUTY CHAIR (DEVELOPMENT)			
Fund Availability	<input type="checkbox"/>	Yes, recommend the sponsorship	<input type="checkbox"/> No
Name		<input type="checkbox"/>	Approved Signature :
Designation		<input type="checkbox"/>	Not Approved Date :
		<input type="checkbox"/>	Not Recommended
Remarks			



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UTMSPACE/UPP/F/001
Pindaan: 0

PAYMENT APPLICATION FORM
Borang Permohonan Pembayaran

Note: Kindly submit to Research Management Unit before the closing date.
Please fill Section 1 to 4 and tick in the appropriate box

1. PROJECT LEADER'S PARTICULARS											
<i>Maklumat Ketua Projek</i>											
Name (with designation) <i>Nama (dengan gelaran)</i>				Staff No. <i>No. Pekerja</i>							
NRIC / Passport No. <i>No. I/C / Passport</i>						Nationality <i>Warganegara</i>					
Office Telephone No. <i>No. Telefon Pejabat</i>						E-mail Address <i>Alamat Email</i>					
Hand phone No. <i>No. Telefon Bimbit</i>						Staff Classification <i>Klasifikasi Staf</i>		<input type="checkbox"/> Permanent / Tetap <input type="checkbox"/> Contract / Kontrak			
Unit / Division <i>Unit / Bahagian</i>											
2. RECIPIENT PARTICULARS											
<i>Maklumat Penerima</i>											
Name (with designation) <i>Nama (dengan gelaran)</i>					Email :						
Hand phone No. <i>No. Telefon Bimbit</i>			Bank Name:		Account No:		Amount Amaun :				
3. TYPE OF CLAIMS											
<i>Jenis Tuntutan</i>											
Advanced Payment <i>Pendahuluan</i>		Participation Fees / Yuran Penyertaan				Travel Advance / Pendahuluan Diri @ Perjalanan				Honorarium For Visiting Professor / Saguhati untuk Professor Pelawat	
		<input type="checkbox"/>	<i>National Dalam Negara</i>	<input type="checkbox"/>	<i>International Luar Negara</i>	<input type="checkbox"/>	<i>National Dalam Negara</i>	<input type="checkbox"/>	<i>International Luar Negara</i>	<input type="checkbox"/>	<i>Telegraphic Transfer Pindahan Telegrafik</i>
Payment Claim <i>Tuntutan Bayaran</i>		<input type="checkbox"/>	<i>Local Order / Invoices Pesanan Tempatan / Inbois</i>	<input type="checkbox"/>	<i>Travelling Claims Tuntutan Perjalanan</i>	<input type="checkbox"/>	<i>Reimbursement of Money Bayaran Balik Wang</i>	<input type="checkbox"/>	<i>Wages / Honorarium / Student Working Scheme / Overtime Claims Upah / Saguhati / Skim Pelajar Bekerja/ Tuntutan Kerja Lebih Masa</i>		
		<input type="checkbox"/>	<i>Miscellaneous Advance Pendahuluan Pelbagai</i>	<input type="checkbox"/>	<i>Internal Vote Transfer Pemindahan Vot Dalam</i>	<input type="checkbox"/>	<i>Payment to Oversea Bayaran Ke Luar Negara</i>	<input type="checkbox"/>	<i>Returning Receipts for Miscellaneous Advance Pemulangan Resit Pendahuluan Pelbagai</i>		
4. APPLICATION PARTICULARS											
<i>Maklumat permohonan</i>											
Vote Number <i>No. Vot</i>						Funds (year) <i>Tabung (Tahun)</i>		PDF: _____			
V Series <i>V siri</i>											
Description : <i>Diskripsi :</i>						Project End Date <i>Tarikh Tamat Projek</i>					
VERIFIED BY PROJECT LEADER											
<i>Disahkan oleh Ketua Projek</i>											
Name : <i>Nama :</i>					Signature : <i>Tandatangan :</i>						
Designation : <i>Gelaran :</i>					Date : <i>Tarikh :</i>						
VERIFIED BY DIVISION OF RESEARCH MANAGEMENT AND LEARNING RESOURCES											
<i>Disahkan oleh Bahagian pengurusan penyelidikan dan Sumber Pembelajaran</i>											
Name : <i>Nama :</i>					<input type="checkbox"/>	Supported <i>Disokong</i>		Signature : <i>Tandatangan :</i>			
Unit Stamp : <i>Cop Unit :</i>					<input type="checkbox"/>	Not Supported <i>Tidak Disokong</i>		Date : <i>Tarikh :</i>			
VERIFIED BY ASSOCIATE CHAIR (DEVELOPMENT)											
<i>Disahkan oleh Timbalan Pengerusi (Pembangunan)</i>											
Name : <i>Nama :</i>					<input type="checkbox"/>	Approved <i>Diluluskan</i>		Signature : <i>Tandatangan :</i>			
Unit Stamp : <i>Cop Unit :</i>					<input type="checkbox"/>	Not Approved <i>Tidak Diluluskan</i>		Date : <i>Tarikh :</i>			

VERIFIED BY GENERAL MANAGER (FINANCE DIVISION)*Disahkan oleh Pengurus Besar (Bahagian Kewangan)*

Name : <i>Nama :</i>		<input type="checkbox"/>	Supported <i>Disokong</i>	Signature : <i>Tandatangan :</i>
Unit Stamp : <i>Cop Unit :</i>		<input type="checkbox"/>	Not Supported <i>Tidak Disokong</i>	Date : <i>Tarikh :</i>