



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

School of
Professional and
Continuing
Education
(SPACE)

UTMSPACE RESEARCH GRANT:
POTENTIAL DEVELOPMENT FUND
GRANT APPLICATION FORM
SP-PDF/____/

Title of Research Proposal

A) RESEARCHER PROFILE

Name of Project Leader	:	(For UTM Staff)
Identity Card / Passport No.	:	Staff No.
Staff No.	:	Email Address
Type of Service	:	Staff Classification
Position	:	RG / RC / COE
Centre / Division / Unit	:	Research Alliance
Email Address	:	
Tel. No. (HP)	:	
Tel. No. (O)	:	

B) PROJECT INFORMATION

Start Date	:	End Date	:
Duration	:		
Key Focus Area	:		

FIELD OF RESEARCH*

FOR Category	:
FOR Group	:
FOR Code & Area	:

SOCIO-ECONOMIC OBJECTIVE*

SEO Category	:
SEO Group	:
SEO Code & Area	:

SPONSOR

Category of Sponsor	:	National
Sponsor Agency	:	Private
Sub Sponsor	:	UTMSPACE
Sub Sponsor Detail	:	Potential Development Fund

Keyword	:	
Research Classification	:	Confidential / Non-confidential
Commercialisation	:	Yes / No

PROJECT MEMBER*

No.	IC No. / Passport No.	Staff No.	Name	Position	Centre / Division / Unit	Research Alliance (for UTM Staff)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

*please attach brief CV of project leader and all project members

RESEARCH PROJECTS HEADED BY THE PROJECT LEADER AND PROJECT MEMBERS THAT HAVE BEEN COMPLETED OR ON-GOING IN THE LAST THREE (3) YEARS

No.	Title	Duration	Name of Grant	Start Date	End Date	Project Status
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

INFORMATION ON ACADEMIC PUBLICATIONS THAT HAS BEEN PUBLISHED BY THE PROJECT LEADER AND PROJECT MEMBERS IN THE LAST THREE (3) YEARS

No.	Title of Publication	Journal / Source	Journal / Source Information*	Year Published
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

*ISI-indexed / SCOPUS-indexed / non-indexed / proceedings / book / book chapter / website / magazine;
for ISI-indexed, state Q1, Q2, Q3 or Q4

Please supply the information requested below.

Attach additional sheets.

1. EXECUTIVE SUMMARY

2. DETAILED PROPOSAL OF RESEARCH PROJECT

I. Research Background including Hypothesis, Research Questions, and Literature Review with References

II. Objectives of Research Project

III. Methodology

- Description of methodology
- Flow chart of research activities
- Gann chart of research activities
- Project schedule
- Project milestone

IV. Expected Findings and Contribution

C) ACCESS TO RESOURCES, EQUIPMENT, AND MATERIALS

No.	Resources, Equipment, and Materials	Source
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

D) BUDGET					
V-Series	SODO Type	Description	Year One (1)	Justification	Total Per Item
V11000 Salary / Wage / Overtime	B11000 Salary & Wages				
	Total Per SODO				
	B12000 Fixed Allowances				
	Total Per SODO				
	B13000 Statutory Contributions to Public Staff				
	Total Per SODO				
	B14000 Overtime				
	Total Per SODO				
	B15000 Other Financial Benefits				
	Total Per SODO				
Total Per V-Series					
V21000 Travelling Expenses & Subsistence	B21000 Travel & Subsistence				
	Total Per SODO				
	B22000 Transport of Goods				
	Total Per SODO				
Total Per V-Series					
V24000 Rentals	B23000 Transportation & Utilities				
	Total Per SODO				
	B24000 Rentals				
	Total Per SODO				
Total Per V-Series					
V26000 Research Materials & Supplies	B26000 Raw Materials & Spare Parts				
	Total Per SODO				

	B27000 Supplies & Consumable Goods				
	Total Per SODO				
Total Per V-Series					
V28000 Maintenance & Minor Repair Service	B28000 Maintenance & Repairs				
	Total Per SODO				
Total Per V-Series					
V29000 Professional Services	B29000 Professional Services & Hospitality				
	Total Per SODO				
Total Per V-Series					
V35000 Special Equipment & Accessories	B35000 Assets & Equipment				
	Total Per SODO				
	B36000 Inventory & Furnitures				
	Total Per SODO				
Total Per V-Series					
V50000 Other Charges & Distribution	B52000 Other Charges & Distribution				
	Total Per SODO				
Total Per V-Series					
GRAND TOTAL			()		()

E) DECLARATION BY PROJECT LEADER

	1. All information provided are correct. UTMSPACE has the right to reject or to cancel the offer without prior notice if there is any incorrect information given.
	2. I am heading a research project registered with other institutions including UTM which is currently active.
	3. I do not have any active research grant. However, I have submitted a research grant application to a funding provider (UTM or other institutions) in the last six (6) months before this application is made or I currently have another research proposal ready for submission.
	4. I do not have any active research grant.

NAME _____ :
(Signature and Official
Chop)

DATE _____ :