

	UNIVERSITI TEKNIKAL MALAYSIA MELAKA CENTRE FOR RESEARCH AND INNOVATION MANAGEMENT
	RESEARCH GRANT ACCEPTANCE

Principal investigator must complete and submit the grant acceptance form and Letter of Undertaking (Surat Aku Janji) to CRIM upon agreed with terms and conditions applied by the University.

A. PROJECT DETAILS								
Name:								
(Principal Investigator) :								
Faculty/Centre :								
Contact No. (Off./HP) :		E-mail :						
Project Title :								
Project No. :								
Date of Approval (dd/mm/yy) :								
Project Duration (date) :	From		To:					
Approved Duration :								
Approved Budget (RM) :								
B. RESEARCHERS ADMISSION								
I, as the Principal Investigator/Co-Investigator of the above mentioned research project hereby agree to abide by the terms and conditions of the grant and will follow the University Research and Innovation Policy and Guidelines. I agree to work towards research excellence for the University and the country.								
NAME OF RESEARCHERS (STAFF NO.)	CONTACT NO.	I/C NO. / PASSPORT	DESIGNATION (FACULTY)	SIGNATURE				
PRINCIPAL INVESTIGATOR:								

C. BUDGET (Itemized vot)

BUDGET APPROVED					
VOT	ITEM	AMOUNT (RM)			TOTAL (RM)
		YEAR 1	YEAR 2	YEAR 3	
VOT 11000	Temporary and Contract Personal <i>Upah dan Elaun Pembantu Penyelidikan</i>				
VOT 21000	Travel and Transportation <i>Perbelanjaan Perjalanan dan Sara Hidup</i>				
VOT 24000	Rentals <i>Sewaan</i>				
VOT 27000	Research Materials and Supplies <i>Bekalan dan Bahan-bahan Lain</i> a) b) c) d) e)				
VOT 28000	Minor Modifications and Repairs <i>Penyelenggaraan dan Pembaikan Kecil yang dibeli</i> a) b) c) d) e)				

VOT 29000	Special Services <i>(Professional Service, Conference, Training, Journal, Printing, and honorarium)</i> <i>Perkhidmatan Ikhtisas, Latihan, Jurnal, Percetakan hospitaliti, dan honorarium</i> a) b) c) * Tabung Pengurusan Penyelidikan <i>(Deduction of 3% from the approved grant allocation total to Tabung Pengurusan Penyelidikan and this is subject to the conditions of the grant allocation offer (only applies for other grants besides university grant))</i>				
VOT 35000	Special Equipment (Fixed Asset) <i>Harta Tetap</i> a) b) c)				
VOT 36000	Accessories (Inventory) <i>Inventori</i> a) b) c)				

VOT 38000	Computer Software <i>Perisian Komputer/Perisian</i> <i>Inventori</i> a) b) c) d)				
TOTAL AMOUNT :					

*** Finance Committee Meeting (N0.4/2017) has collectively endorsed the deduction of 3% from the approved grant allocation total to 'Tabung Pengurusan Penyelidikan' and this is subject to the conditions of the grant allocation offer (only applies for other grants besides university grant)**

Expected Results/Benefit / *Jangkaan Hasil Penyelidikan*

D. EXPECTED RESULTS/BENEFIT	
Publication	
Talent	
Intellectual property/Product/Prototype	
Others (please state)	

E. CONFIRMATION BY PRINCIPAL INVESTIGATOR	
Signature	: _____
Official stamp	:
Name	:
Designation	:
Date	:

F. ADMISSION BY FACULTY/CENTRE

[DEPUTY DEAN (RESEARCH & POSTGRADUATES) / DEPUTY DEAN (RESEARCH & INDUSTRIAL NETWORK) / DEPUTY DEAN]

Signature : _____

Official stamp :

Name :

Designation :

Date :

G. ENDORSEMENT BY DIRECTOR/DEPUTY DIRECTOR, CRIM

Signature : _____

Official stamp :

Name :

Designation :

Date received :

LETTER OF UNDERTAKING (RESEARCH)

A. PROJECT DETAILS			
Name of the Principal Investigator			
Title of the Project			
Total Allocation			
Project Duration	Start:	End:	
Faculty / Centre			
Name of the Co- Investigator	IC/ Passport No.	Signature	
1.			
2.			
3.			
4.			
5.			
6.			

B. DETAILS OF THE TERMS

I, as per name stated as above, hereby confirm my acceptance to undertake the terms as stated below:

- i) Will conduct the research according to designated scope and objective(s) agreed upon and approved;
- ii) Will take full responsibility of the Research Project and related Financial Management;
- iii) Will abide by the principles, rules, circulars, guidelines and other law enforcements stated in the *Akta Rahsia Rasmi 1972*;
- iv) Will conduct the research with full commitment, careful approaches, effective and efficient methods, honesty, and responsibility;

- v) Will not opt to any act that instigates breach of trust;
- vi) Will not neglect my obligations to Universiti Teknikal Malaysia Melaka for any personal gain;
- vii) Will perform my obligations as below:
 - a. Prepare progress report and financial report on a scheduled basis according to the conditions registered by the provider of the grant.
 - b. Prepare research completion report and final in thesis/profile format report (if the condition requires – refer to conditions registered by the grant provider) within 2-3 months upon the completion of the project.
 - c. Achieve the output as agreed mutually (if the condition requires – refer to conditions registered by the grant provider)
 - i. Publication must be in the form of journal and proceeding endorsed by the university. Acknowledgement to the grant provider must be exhibited clearly in every publication.
 - ii. Recruitment of Doctorate or Masters level talents/research asisstants.
 - iii. Creation of intellectual property (if relevant, legally registering intellectual property in order to fulfill the need of grant provider and the university).
- viii) In the event I am in breach of any term or condition stated and agreed upon or I fail to fulfill my responsibilities given above, I am aware that Universiti Teknikal Malaysia Melaka has ultimate right to take legal actions or any relevant measures against me.

Signature : _____

Name : _____

IC No. : _____

Mobile Phone No. : _____

E-mail : _____

Approval by Director/Deputy Director of CRIM

Signature and Formal Stamp: _____

B. MAKLUMAT PERAKUAN

Saya seperti nama di atas dengan ini mengakui dan berjanji bahawa :

- i. Akan melaksanakan penyelidikan sepertimana skop, objektif yang telah dipersetujui dan diluluskan;
- ii. Akan bertanggungjawab kepada Projek Penyelidikan dan pengurusan kewangan penyelidikan yang dijalankan;
- iii. Akur kepada peruntukan Akta Rahsia Rasmi 1972, dasar, peraturan, pekeliling, surat pekeliling, garis panduan dan undang-undang lain yang berkuat kuasa;
- iv. Akan sentiasa menjalankan penyelidikan dengan cermat, bersungguh-sungguh, cekap, jujur, amanah dan bertanggungjawab;
- v. Tidak akan melakukan apa-apa perbuatan pecah amanah;
- vi. Tidak akan membelakangkan kewajipan saya kepada Universiti Teknikal Malaysia Melaka demi kepentingan peribadi;
- vii. Akan menunaikan tanggungjawab seperti berikut :-
 - a. Menyediakan laporan kemajuan dan laporan kewangan secara berkala berdasarkan syarat peraturan pemberi dana.
 - b. Menyediakan laporan tamat penyelidikan, laporan akhir dalam bentuk profil/tesis (sekiranya ada - mohon rujuk syarat peraturan pemberi dana) dalam tempoh 2 - 3 bulan selepas projek tamat.
 - c. Mencapai output seperti yang dijanjikan iaitu : (sekiranya ada – mohon rujuk syarat output berdasarkan syarat pemberi dana)
 - i. Penerbitan dalam bentuk jurnal dan prosiding yang diiktiraf universiti. Penghargaan kepada pemberi dana dan geran mestilah dinyatakan dengan jelas dalam setiap penerbitan.
 - ii. Penghasilan bakat bertaraf pelajar Doktor Falsafah / Sarjana.
 - iii. Penghasilan harta intelek (jika bersesuaian, mendaftarkan harta intelek untuk menjaga kepentingan pemberi dana dan universiti.
- viii. Bersetuju dan mengambil maklum sekiranya saya melanggar mana-mana undang-undang yang berkuat kuasa serta gagal menunaikan tanggungjawab seperti yang ditetapkan dalam perenggan di atas, pihak Universiti Teknikal Malaysia Melaka berhak mengambil tindakan undang-undang atau apa-apa tindakan lain yang sewajarnya.