Borang Permohonan *KTGS@PTJ*

Versi 3.0

Tarikh: 10/5/2023

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| ***Untuk Kegunaan Urusetia UCTC*** | |
| **Tarikh diterima & Cap** |  |

 

**BORANG PERMOHONAN**

**SKIM GERAN PEMINDAHAN ILMU (KTGS@PTJ)**

**PUSAT TRANSFORMASI KOMUNITI UNIVERSITI (UCTC), UPM**

***(KNOWLEDGE TRANSFER GRANT SCHEME – KTGS@PTJ)***

***Borang yang telah lengkap perlu dihantar kepada******Pejabat Timbalan Dekan Jaringan Industri dan Masyarakat PTJ @ Pejabat Ketua PTJ masing-masing sebelum dihantar ke urusetia geran UCTC UPM***

**PERMOHONAN PROJEK KOMUNITI**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **MAKLUMAT PROJEK /** *DETAILS OF PROJECT* | | | | | | | |
| 1. **TAJUK PROJEK YANG DICADANGKAN:**   *Title of proposed project:* | | |  | | | | |
| 1. **TEMPOH MASA PROJEK (MAKSIMUM 12 BULAN):**   *Duration of this project*  *(Maximum 12 months):* | **TEMPOH:**  *Duration:* | |  | | | | |
| **DARI:**  *From:* | |  | | | | |
| **HINGGA:**  *To:* | |  | | | | |
| 1. **BIDANG TUMPUAN UTAMA PERMOHONAN MENGIKUT KLUSTER (Sila tanda (/) pada kotak yang berkaitan) :**   *Key Result Area of application by cluster*  *(Please tick (/))* | | | |  |  | | --- | --- | | **KLUSTER KOMUNITI** | **(/)** | | Komuniti Setempat |  | | Komuniti Pertanian |  | | Belia |  | | Warga Emas |  | | Pesakit Kanser |  | | Orang Asli |  | | Pendidikan Kanak-kanak/Pelajar |  | | | | | |
| 1. **JENIS PROGRAM KOMUNITI:**   *Type of Community Project)* | | | |  |  | | --- | --- | | **PROGRAM KOMUNITI** | **(/)** | | Bandar Hijau Serdang |  | | Jaringan Antarabangsa |  | | Kesejahteraan Komuniti |  | | Pembangunan Modal Insan |  | | Penghayatan Alam dan Budaya |  | | Program Inkubasi |  | | Program Inovasi dan Reka cipta |  | | Program Kanser |  | | Program Pembangunan Halal |  | | Program Pembangunan Orang Asli |  | | Program Pembangunan Usahawan |  | | Khidmat Pengembangan dan Komuniti |  | | Program Warga Emas |  | | Sekolah Angkat |  | | | | | |
| **B**  **C** | **MAKLUMAT KETUA PROJEK /*DETAILS OF PROJECT LEADER*** | | | | | | | |
| **NAMA KETUA PROJEK:**  *Name of project leader:* | |  | | | | | |
| **NO. KAD PENGENALAN/PASPOT:**  *IC No./Passport:* | |  | | | | | |
| **NO. STAF:**  *Staf No.* | |  | | | | | |
| **JAWATAN :**  *Position :* | |  | | | | | |
| **PTJ (Sila nyatakan alamat penuh):**  *PTJ. Please provide full address:* | |  | | | | | |
| **NO. TELEFON:**  *Telephone no.* | | **Pejabat:**  *Office***:** | | | | **Telefon Bimbit:**  *Mobile Phone***:** | |
| **ALAMAT E-MAIL:**  *E-mail address:* | |  | | | | | |
| **TARIKH LANTIKAN JAWATAN SEKARANG:**  *Appointment date to present post* | |  | | | | | |
| **JENIS PERKHIDMATAN (Sila tanda √ ):**  *Type of Service (Please tick √ ):* | | **Tetap:**  *Permanent:* | | **Kontrak (Nyatakan tarikh tamat kontrak):**  *Contract (State contract expiry date):*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | |
| **MAKLUMAT AHLI PROJEK:**  *Details of project members:* | | | | | | | |
| Sila lampirkan CV ahli projek (staf akademik sahaja) mengikut format UPM  *Please attach CV of each project member (academic staff only) according to the UPM format* | | | | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Bil:**  *No.* | **NAMA**  *Name* | **JABATAN**  *Department:* | **PERANAN & KEPAKARAN**  *Role & expertise* | **TANDATANGAN**  *Signature* | | **Ahli Akademik** | | | | | | 1. |  |  |  |  | | 2. |  |  |  |  | | 3 |  |  |  |  | | 4. |  |  |  |  | | 5. |  |  |  |  | | 6. |  |  |  |  | | **Ahli Bukan Akademik** | | | | | | 1. |  |  |  |  | | 2. |  |  |  |  | | 3 |  |  |  |  | | 4. |  |  |  |  | | 5. |  |  |  |  |   ***\* Sila guna lampiran tambahan jika perlu*** | | | | | | | |
| **D** | **MAKLUMAT KOMUNITI/***Details of Community* | | | | | | | |
| **NAMA KOMUNITI / ORGANISASI:**  *Name of community/organisation:* | |  | | | | | |
| **ALAMAT PENUH KAWASAN KOMUNITI / ORGANISASI:**  *Community/Organisation full address:* | |  | | | | | |
| **NAMA KETUA KOMUNITI / ORGANISASI:**  *Name of community/organisation leader:* | |  | | | | | |
| **JENIS KOMUNITI / ORGANISASI:**  *Type of community/organisation:* | | **Masyarakat:**  *Society:* | | | **NGOs:**  *NGOs:* | | **Organisasi:**  *Organization:* |
| **BIL. AHLI DALAM KOMUNITI / ORGANISASI:**  *No. of members in community/organisation:* | |  | | | | | |
| **MAKLUMAT PERHUBUNGAN:**  *Contact person:* | **NAMA:**  *Name:* |  | | | | | |
| **JAWATAN:**  *Designation:* |  | | | | | |
| **NO. TELEFON PEJABAT:**  *Office telephone no.:* |  | | | | | |
| **NO. TELEFON BIMBIT:**  *Handphone no.:* |  | | | | | |
| **BUKTI KERJASAMA UNIVERSITI-KOMUNITI/ORGANISASI (Surat penerimaan):**  *Proof of collaboration University-Community/NGOs/Organisation (Letter of Acceptance):* | |  | | | | | |
| *\* Sila sertakan salinan bukti kerjasasama Universiti-Komuniti* | | | | | |
| **JUMLAH SUMBANGAN KEWANGAN KEPADA PROJEK (RM):**  *Amount of monetary contribution to the project (RM):* | |  | | | | | |
| **SUMBANGAN BUKAN KEWANGAN KEPADA PROJEK:**  *Amount of non-monetary contribution to the project (RM):* | | 1. | | | | | |
| *2.* | | | | | |
| *3.* | | | | | |
| *4.* | | | | | |
| *5.* | | | | | |
| *6.* | | | | | |
| *\* Sila guna lampiran tambahan jika perlu* | | | | | |
|  | **PERNYATAAN RINGKAS PERMASALAHAN KOMUNITI BERKAITAN DENGAN PROJEK:**  *Summary of community problem statement related to project:* | | | | | | | |
| ***\* Sila guna lampiran tambahan jika perlu*** | | | | | | | |
| **E** | **CADANGAN PROJEK/** *Proposed Project* | | | | | | | |
| **RINGKASAN CADANGAN EKSEKUTIF PROJEK (MAKSIMA 300 PATAH PERKATAAN)**  **(MELIPUTI LATAR BELAKANG PROJEK, PERMASALAHAN, KAEDAH PERLAKSANAAN PROJEK, OBJEKTIF DAN JANGKAAN HASIL PROJEK)**  *Executive Summary of Project Proposal (maximum 300 words)*  *(Please include the background of project, problem statements, objectives, project methodology and expected outcomes from the project)* | | | | | | | |
|  | | | | | | | |
| **PERINCIAN CADANGAN PROJEK**  *Detailed project proposal* | | | | | | | |
| 1. Latar Belakang Projek:   *Background of project:*   1. Permasalahan:   *Problem statements:*   1. Objektif :   *Objectives:*   1. Kaedah Perlaksanaan Projek:   *Project methodology:*   1. Deskripsi Metodologi   *Methodology description*   1. Carta Alir Aktiviti Projek (Sila lampirkan)   *Project activity flow chart (please provide as appendix)*   1. Carta Gantt Aktiviti Projek (Sila lampirkan)   *Project activity Gantt chart (please provide as appendix)*   1. Milestones &Tarikh (Sila lampirkan)   *Milestones &Tarikh (please provide as appendix)*   1. Jangkaan Hasil:   *Expected outcome:*   1. Impak Projek   *Project Impact:*   1. Jenis Ilmu Yang Akan Dipindahkan:   *Type of knowledge to be transferred:* | | | | | | | |
| **F** | **BELANJAWAN/ *Budget*** | | | | | | | |
| |  |  |  | | --- | --- | --- | | **Bil:**  *No.* | **BUTIRAN BELANJAWAN:**  *Budget details:*  **NO VOT TABUNG JINM PTJ:**  **(Contoh : 10213-6xxxxx)**  *PTJ Vot Not:* | **JUMLAH YANG DIPOHON OLEH PEMOHON**  *Amount requested by applicant:* | | | 1. | *Vot 11000 -*  **Upah dan Elaun**  *Wages and Allowances*  **Sila nyatakan secara lengkap dengan pecahannya sekali.**  *Please provide a detailed breakdown* |  | | 2. | *Vot 21000 -*  **Perjalanan dan Pengangkutan**  *Travels and Transports*  **Sila nyatakan secara lengkap dengan pecahannya sekali.**  *Please provide a detailed breakdown* |  | | 3. | *Vot 24000 -*  **Sewaan**  *Rentals*  **Sila nyatakan secara lengkap dengan pecahannya sekali.**  *Please provide a detailed breakdown* |  | | 4. | *Vot 26000 -*  **Bekalan dan Bahan Projek**  *Supplies and project materials*  **Sila nyatakan secara lengkap dengan pecahannya sekali.**  *Please provide a detailed breakdown* |  | | 5. | *Vot 29000 -*  **Perkhidmatan Iktisas**  *Ikhtisas and hospitality*  **Sila nyatakan secara lengkap dengan pecahannya sekali.**  *Please provide a detailed breakdown* |  | |  | **JUMLAH BESAR:**  *Total amount:* |  | | | | | | | | |
| **G** | **AKUAN PEMOHON / *Declaration by applicant*** | | | | | | | |
| **Saya dengan ini mengaku bahawa (Sila tanda √ ):**  *I hereby declared that (Please tick √ ):*   1. **Semua maklumat yang diisi adalah benar, UCTC UPM berhak menolak permohonan atau membatalkan tawaran pada bila-bila masa sekiranya keterangan yang dikemukakan adalah tidak benar.**   *All information stated here are true, UCTC UPM has the right to reject or to cancel the offer without prior notice if there is any inaccurate information given.*   1. **2. Permohonan projek ini juga dikemukakan untuk memohon peruntukan geran projek dari (nama geran dan jumlah**   **dana)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *Application of this project is also presented for other research grant/s (grant’s name and total amount)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **Tarikh : Tandatangan Pemohon : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *Date : Applicant’s Signature:* | | | | | | | |
| **H** | **AKUAN WAKIL KOMUNITI/*Declaration by community representative*** | | | | | | | |
| **Saya dengan ini mengaku bahawa (Sila tanda √ ):**  *I hereby declared that (Please tick √ ):*   1. **Semua maklumat yang dinyatakan di sini adalah benar dan kami bersetuju untuk memberikan komitmen dan kerjasama dalam menjayakan projek ini.**   *All information stated here are true and we submit our commitment of cooperation for this project.*   1. **Kami mengaku bahawa tidak ada projek yang serupa telah diajukan di bawah skim geran yang sama untuk IPTA lain**   *We attest that no similar project has been submitted under the same grant scheme to other IPTA.*  **Tarikh : Tandatangan Ketua Komuniti/organisasi : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *Date : Community/organisation Representative’s Signature :* | | | | | | | |
| **I** | **AKUAN KETUA PUSAT TANGGUNGJAWAB**  ***Declaration by Head of Department*** | | | | | | | |
| **Sila tandakan ( √** *) Please tick ( √ )*  **Diperakukan:**  *Recommended:*  **A. Disokong**  *Recommended*  **B. Tidak Disokong (Sila Nyatakan Sebab)**  *Not Recommended (Please specify reason)*  **Ulasan:**  *Comments:*  -------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------  -------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------  **Nama: Tandatangan:**  *Name: Signature:*  **Tarikh:**  *Date:* | | | | | | | |

**Nota: SEMUA PERMOHONAN DIANGGAP SULIT. KEPUTUSAN URUSETIA GERAN KTGS@PTJ ADALAH MUKTAMAD.**

*Applications submitted will be treated in full confidence. The decision of KTGS@PTJ Grant Scheme Secretariat is final.*

**SEBARANG PERTANYAAN/MAKLUMAT TAMBAHAN BOLEH DIAJUKAN KEPADA:**

*ANY QUERIES/ADDITIONAL INFORMATION CAN BE ADDRESSED TO THE:*

**Pengarah**

**Pusat Transformasi Komuniti Universiti (UCTC)**

**(Urusetia Geran KTGS@PTJ)**

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