|  | **LAPORAN AKHIR PROJEK SKIM GERAN PEMINDAHAN ILMU (KTGS)**  *FINAL REPORT FORM FOR PROJECT UNDER KNOWLEDGE TRANSFER GRANT SCHEME (KTGS)* |  |
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Borang ini perlu dikemukakan kepada Pusat Transformasi Komuniti Universiti (UCTC), UPM

*This form needs to be submitted to Universiti Community Transformation Centre (UCTC), UPM*

| **A. MAKLUMAT AM PROJEK** *GENERAL PROJECT DETAILS* | | | | | | |
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| 1. Tajuk Projek  *Project Title:* |  | | | | | |
| 2. Nombor ID Projek  *ID Project No.* |  | | 3. No. Pusat Kos  *Vote Number:* | | |  |
| 4. Tarikh mula projek  *Commencement date:* |  | | 5. Tarikh tamat projek  *End date:* | | |  |
| 6. Tempoh projek (bulan)  *Project duration (month)* |  | | 7. Pelanjutan projek (jika ada)  *Project extension (if any):* | | |  |
| 8. Alamat Tempat Projek /  *Postal Address of Project*  *Site* |  | | | | | |
| 9. Nama Ketua Projek/ *Project Leader’s Name:* |  | | | | | |
| 10. PTJ  *Institution:* |  | 11. Jabatan/Makmal  *Department/Laboratory:* | | |  | |
| 12. No. Telefon  *Telephone Number:* |  | 13. No. Staf  *Staf No.:* | | |  | |
| 14. E-mel  *E-mail:* |  | | | | | |
| **Nama Akademia lain**  *Co-Project’s Name* | **PTJ**  *Institution* | **Jabatan/Makmal**  *Department/Laboratory* | | **Telefon**  *Telephone* | | |
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| **B. LAPORAN PROJEK** *PROJECT REPORT* | | | | | | | | | |
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| 1. Objektif Projek  *Project Objective(s)* |  | | | | | | | | |
| 2. Perubahan Objektif  (jika ada) |  | | | | | | | | |
| 3. Hasil Projek / *Project Output* |  | | | | | | | | |
| 4. Impak Projek/ *Project Impact* |  | | | | | | | | |
| 5. Bilangan Penglibatan (Jika Ada) *No. of Involvement (If Any)* |  | | | | | | | | |
|  | **PENGLIBATAN** | | | | | **KEMAJUAN** | | |
| **Pegawai Akademik** | **Pegawai Bukan**  **Akademik** | **Pelajar** | **Pegawai Agensi** | **Lain-lain (Swasta/**  **NGO/dll)** | ***Bil. Sasaran***  ***(A)*** | ***Bil. Terlibat***  ***(B)*** | ***%***  ***Pencapaian***  ***(B/A x 100)*** |
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|  | | | | | | | | |
| 6. Ringkasan aktiviti projek yang dijalankan. *Summary of the project:*  (Komuniti mengamalkan ilmu yang dipindahkan, Ilmu yang berjaya dipindahkan) | | | | | | | | | |
| 7. Penarafan Bintang. *Star Rating*  Sila tandakan pencapaian projek mengikut penarafan bintang seperti berikut:  *Please tick your project achievement by star rating below:*  1\* (Jaringan Hubungan)  2\*\* (Sokongan dan Penglibatan)  3\*\*\* (Perubahan Pengetahuan, Kemahiran, Sikap dan Aspirasi) 4\*\*\*\* (Perubahan Amalan)  5\*\*\*\*\* (Penghakupayaan) | | | | | | | | | |

|  | **C. LAPORAN KEWANGAN (Isi yang berkaitan sahaja)\*** *FINANCIAL REPORT (Kindly fill in the relevant details only)* | | | | |
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| **Skop Pembiayaan** *Scope of funding* | | **Sumber Kewangan Setara / Tajaan Luar**  **(RM)**  *Source of In Kind*  *(RM)* | **Peruntukan Yang Diluluskan (RM)**  *Approved Budget (RM)* | **Jumlah Perbelanjaan (RM)**  *Total Expenses(RM)* | **Jumlah Baki (RM)**  *Total Balance (RM)* |
| **1. V11000** Gaji dan upahan.  *Salary and wages for contract personnel* | |  |  |  |  |
| **2. V21000** Belanja Perjalanan dan sara diri. *Traveling expenses and subsistence (domestic only)* | |  |  |  |  |
| **3. V23000 Perhubungan dan Utiliti**  *Communications and utilities* | |  |  |  |  |
| **4. V24000** Sewaan  *Rental and Hire* | |  |  |  |  |
| **5. V27000** Bahan-bahan penyelidikan dan bekalan (termasuk haiwan, tumbuhan dll) *Research Materials & Supplies (Including*  *Animals, Disposables, etc)* | |  |  |  |  |
| **6. V29000** Perkhidmatan profesional, hospitaliti dll.  *Professional services, hospitality, and other*  *services* | |  |  |  |  |
| **7. V35000** Peralatan kecil dan aksesori.  *Small Equipment and Accessories* | |  |  |  |  |
| **JUMLAH KESELURUHAN (RM)**  *GRAND TOTAL (RM)* | |  |  |  |  |
| **JUMLAH YANG DITERIMA (RM)**  *TOTAL RECEIVED (RM)* | |  | | | |
| **PERATUS BELANJA** *PERCENTAGE EXPENDITURE* | |  | | | |
| *\*Sila lampirkan penyata kewangan terkini daripada Pejabat Bendahari*  *\* please attach the financial transaction slip from Bursar’s office* | | | | | |

| **D. BUKTI GAMBAR SEMASA PROGRAM/AKTIVITI DIJALANKAN** *PHOTO EVIDENCE OF ACTIVITIES DURING THE PROJECT* |
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| *PENERANGAN GAMBAR* |
| *PENERANGAN GAMBAR* |

| **E. PERAKUAN KETUA PROJEK** *DECLARATION OF PROJECT LEADER* | |
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| Saya mengaku bahawa segala maklumat yang diberikan di atas adalah betul dan benar.  *I declare that all information given above is correct and true.*  Tarikh *Date:*  Tandatangan Ketua Projek dan Cap Rasmi  *Signature of Project Leader and Official Stamp* | |
| **F. PERAKUAN KETUA PTJ** | |
| Tarikh *Date*:  Tandatangan dan Cop  *Signature and Official Stamp* | |
| **G. PERAKUAN OLEH ORGANISASI (KOMUNITI/INDUSTRI)**  *DECLARATION BY ORGANISATION ( Industry or Community)* | |
| 1. Adakah Projek ini memberi manfaat kepada industri/komuniti  *Does the project meet the*  *needs of the industry/community* | **Ya Tidak** |
| 2. Jika YA nyatakan bentuk penerimaan manfaat Cth: Penghasilan produk, khidmat nasihat, pemindahan teknologi dll *If YES list the type of benefits received Example: Product development, advisory service, knowledge*  *transfer etc* |  |
| 3. Nyatakan Impak projek kepada industry/komuniti Cth: Peningkatan pendapatan, peningkatan bilangan/markah penjimatan kos, sistem yang efisyen dll  *State the impact of this project to your industry/community Example: Increase in income, increase in number/marks, cost savings, efficient system etc.* |  |
| ***TANDATANGAN WAKIL ORGANISASI (KOMUNITI/INDUSTRI)***  ***TARIKH:***  *Representative of Organisation’ Signature :****……………………………………..*** *Date: …………………………………* | |
| ***NAMA ORGANISASI:***  *Name of Organisation:* |  |
| ***NAMA PEGAWAI***  ***YANG BERTANGGUNGJAWAB:***  *Name of Responsible Officer* |  |
| ***NO. UNTUK DIHUBUNGI:***  *Contact Number* |  |