



**LAPORAN AKHIR PROJEK SKIM
GERAN PEMINDAHAN ILMU (KTGS)
FINAL REPORT FORM FOR PROJECT UNDER
KNOWLEDGE TRANSFER GRANT SCHEME (KTGS)**



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 <i>GENERAL PROJECT DETAILS</i>			
1. Tajuk Projek <i>Project Title:</i>			
2. Nombor ID Projek <i>ID Project No.</i>		3. No. Pusat Kos <i>Vote Number:</i>	
4. Tarikh mula projek <i>Commencement date:</i>		5. Tarikh tamat projek <i>End date:</i>	
6. Tempoh projek (bulan) <i>Project duration (month)</i>			
7. Kluster (Rujuk L1): <i>Cluster (Refer to L1):</i>			
8. Jenis Program (Sila Rujuk L1): <i>Type of Programme (Refer to L1)</i>			
9. Alamat Tempat Projek / <i>Postal Address of Project Site</i>			
10. Nama Ketua Projek/ <i>Project Leader's Name:</i>			
11. PTJ <i>Institution:</i>		12. Jabatan/Makmal <i>Department/Laboratory:</i>	
13. No. Telefon <i>Telephone Number:</i>		14. No. Faks <i>Fax Number:</i>	
15. E-mel <i>E-mail:</i>			
Nama Akademia lain <i>Co-Project's Name</i>	PTJ <i>Institution</i>	Jabatan/Makmal <i>Department/Laboratory</i>	Telefon <i>Telephone</i>

B. LAPORAN PROJEK <i>PROJECT REPORT</i>								
1. Objektif Projek <i>Project Objective(s)</i>								
2. Hasil Projek / <i>Project Output</i>								
3. Impak Projek/ <i>Project Impact</i>								
4. Bilangan Penglibatan (Jika Ada) <i>No. of Involvement (If Any)</i>	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)
5. Ringkasan aktiviti projek. <i>Summary of the project:</i>								
6. Penarafan Bintang. <i>Star Rating</i> Sila tandakan pencapaian projek mengikut penarafan bintang seperti berikut (Rujuk L1): <i>Please tick your project achievement by star rating below (Refer to L1):</i>								
<input type="checkbox"/> 1* (Jaringan Hubungan) <input type="checkbox"/> 2** (Sokongan dan Penglibatan) <input type="checkbox"/> 3*** (Perubahan Pengetahuan, Kemahiran, Sikap dan Aspirasi) <input type="checkbox"/> 4**** (Perubahan Amalan) <input type="checkbox"/> 5***** (Pengehakupayaan)								

C. LAPORAN KEWANGAN (Isi yang berkaitan sahaja)* <i>FINANCIAL REPORT (Kindly fill in the relevant details only)</i>				
Skop Pembiayaan <i>Scope of funding</i>	Sumber Kewangan Setara / Tajaan Luar (RM) <i>Source of In Kind (RM)</i>	Peruntukan Yang Diluluskan (RM) <i>Approved Budget (RM)</i>	Jumlah Perbelanjaan (RM) <i>Total Expenses (RM)</i>	Jumlah Baki (RM) <i>Total Balance (RM)</i>
1. V11000 Gaji dan upahan. <i>Salary and wages for contract personnel</i>				
2. V21000 Belanja Perjalanan dan sara diri. <i>Traveling expenses and subsistence (domestic only)</i>				

3. V23000 Perhubungan dan Utiliti <i>Communications and utilities</i>				
4. V24000 Sewaan <i>Rental and Hire</i>				
5. V27000 Bahan-bahan penyelidikan dan bekalan (termasuk haiwan, tumbuhan dll) <i>Research Materials & Supplies (Including Animals, Disposables, etc)</i>				
6. V29000 Perkhidmatan profesional, hospitaliti dll. <i>Professional services, hospitality, and other services</i>				
7. V35000 Peralatan kecil dan aksesori. <i>Small Equipment and Accessories</i>				
JUMLAH KESELURUHAN (RM) <i>GRAND TOTAL (RM)</i>				
JUMLAH YANG DITERIMA (RM) <i>TOTAL RECEIVED (RM)</i>				
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
<i>PENERANGAN</i>
<i>PENERANGAN</i>

NO. SEMAKAN : 01

NO. ISU : 02

TARIKH KUATKUASA : 2 Okt. 2014 3 drp. 5

<p><i>PENERANGAN</i></p>
<p><i>PENERANGAN</i></p>

**Sila tambah kotak untuk gambar*

E. PERAKUAN KETUA PROJEK *DECLARATION OF PROJECT LEADER*

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 OLEH ORGANISASI / *DECLARATION BY ORGANISATION (Industry or Community)*

<p>1. Adakah Projek ini memberi manfaat kepada industri/komuniti <i>Does the project meet the needs of the industry/community</i></p>	<p>Ya <input type="checkbox"/> Tidak <input type="checkbox"/></p>
<p>2. Jika YA nyatakan bentuk penerimaan manfaat Cth: Penghasilan produk, khidmat nasihat, pemindahan teknologi dll <i>If YES list the type of benefits received</i> <i>Example: Product development, advisory service, knowledge transfer etc</i></p>	

<p>3. Nyatakan Impak projek kepada industry/komuniti Cth: Peningkatan pendapatan, peningkatan bilangan/markah penjimatan kos, sistem yang efisien dll <i>State the impact of this project to your industry/community</i> <i>Example: Increase in income, increase in number/marks, cost savings, efficient system etc.</i></p>	
<p>TANDATANGAN WAKIL ORGANISASI TARIKH: <i>Representative of Organisation' Signature :</i> <i>Date:</i></p>	
<p>NAMA ORGANISASI: <i>Name of Organisation:</i></p>	
<p>NAMA PEGAWAI YANG BERTANGGUNGJAWAB: <i>Name of Responsible Officer</i></p>	