



“KNOWLEDGE TRANSFER PROGRAMME” – (KTP)

LAPORAN KEMAJUAN BERKALA / PERIODIC PROGRESS REPORT

NOTA : Jika terdapat sebarang perubahan seperti dalam borang asal, sila pohon kelulusan dari pihak Urusetia.

NOTE : If there any changes in the original form, kindly get approval from Secretariat.

| | | | | | | | |
|--------------------------|----------------------|--------------------------|----------------------|--------------------------|----------------------|--------------------------|----------------------|
| <input type="checkbox"/> | 3 bulan / 3 months | <input type="checkbox"/> | 6 bulan / 6 months | <input type="checkbox"/> | 9 bulan / 9 months | <input type="checkbox"/> | 12 bulan / 12 months |
| <input type="checkbox"/> | 15 bulan / 15 months | <input type="checkbox"/> | 18 bulan / 18 months | <input type="checkbox"/> | 21 bulan / 21 months | <input type="checkbox"/> | 24 bulan / 24 months |

*Sila tanda (√) di ruang yang berkenaan / Please tick (√) in the appropriate space.

A : MAKLUMAT GERAN / Information of Grant

KOD RUJUKAN GERAN:
Reference Code of Grant:

B : MAKLUMAT KETUA PROJEK / Details of Project Leader

NAMA KETUA PROJEK :
Name of Project Leader:

NO.KAD PENGENALAN :
ID no.:

FAKULTI/JABATAN:
Faculty/School/Centre:

(Alamat Penuh/Full Address):

DIREKTORI :
Directory :

NO. TELEFON PEJABAT :
Office Phone No.:

NO. FAKSIMILI :
Fax No.:

NO. TELEFON BIMBIT:
Mobile No.:

ALAMAT EMEL:
E-mail Address:

| | | | | |
|---|---|------------------------------------|---|--|
| A : MAKLUMAT GERAN / Information of Grant | | | | |
| KOD RUJUKAN GERAN: Reference Code of Grant: | | | | |
| B : MAKLUMAT KETUA PROJEK / Details of Project Leader | | | | |
| NAMA KETUA PROJEK : Name of Project Leader: | | | | |
| NO.KAD PENGENALAN : ID no.: | | | | |
| FAKULTI/JABATAN: Faculty/School/Centre: (Alamat Penuh/Full Address): | | | | |
| DIREKTORI : Directory : | NO. TELEFON PEJABAT : Office Phone No.: | NO. FAKSIMILI : Fax No.: | NO. TELEFON BIMBIT: Mobile No.: | ALAMAT EMEL: E-mail Address: |
| | | | | |

C : MAKLUMAT PROJEK / Details of Project

| | | |
|--|---|--|
| <p>TAJUK PROJEK : <i>Title of Project:</i></p> | | |
| <p>OBJEKTIF PROJEK: <i>Objective(s) of Project:</i></p> <p>Sila senaraikan objektif asal dan perubahan objektif , sekiranya ada <i>Please list down original and changes objective(s), if any.</i></p> | <p align="center">OBJEKTIF BERDASARKAN PERMOHONAN / Objective(s) based on application:</p> | <p align="center">SILA TANDAKAN (✓) SEKIRANYA MENCAPAI OBJEKTIF/ Please tick (✓) If objective(s) achieved:</p> |
| | <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p> | <p align="center"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p> |
| | <p align="center">PERUBAHAN OBJEKTIF/ Changes Objective(s):</p> | |
| | <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p> | <p align="center"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p> |

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| TEMPOH PROJEK : Tarikh berdasarkan surat kelulusan dari pusat bertanggungjawab IPTA masing-masing. <i>Duration of Project: Date is based on approval letter from IPTAs responsible center</i> | TEMPOH : <i>Duration</i> | | LOKASI PROJEK : <i>Location(s) of Project:</i> | |
| | TARIKH KUAT KUASA : <i>Effective Date:</i> | | 1. | |
| | TARIKH TAMAT : <i>End Date:</i> | | 2. | |
| | | | 3. | |
| D : MAKLUMAT AKADEMIA BERSAMA / Details of Co-Academia | | | | |
| JUMLAH AKADEMIA BERSAMA : <i>Numbers of Co-Researcher:</i> | | | | |
| AKADEMIA BERSAMA 1: <i>Co-Researcher 1:</i> | NAMA : <i>Name:</i> | | | |
| | FAKULTI/JABATAN: <i>Faculty/School/Centre:</i> (Alamat Penuh/ Full Address): | | | |
| | JAWATAN /Designation: | BIDANG KEPAKARAN /Area of Expertise: | TAHAP KELAYAKAN AKADEMIK & IPTA/ <i>Academic Qualification & IPTA</i> | |
| | | | | |

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|---|--|---|---|
| AKADEMIA BERSAMA 2: <i>Co-Researcher 2:</i> | NAMA : <i>Name:</i> | | |
| | FAKULTI/JABATAN: <i>Faculty/School/Centre:</i> (Alamat Penuh/ Full Address): | | |
| | JAWATAN /Designation: | BIDANG KEPAKARAN /Area of Expertise: | TAHAP KELAYAKAN AKADEMIK & IPTA <i>/Academic Qualification & IPTA</i> |
| | | | |
| AKADEMIA BERSAMA 3: <i>Co-Researcher 3:</i> | NAMA : <i>Name:</i> | | |
| | FAKULTI/JABATAN: <i>Faculty/School/Centre:</i> (Alamat Penuh/ Full Address): | | |
| | JAWATAN /Designation: | BIDANG KEPAKARAN /Area of Expertise: | TAHAP KELAYAKAN AKADEMIK & IPTA <i>/Academic Qualification & IPTA</i> |
| | | | |

E : MAKLUMAT RAKAN INDUSTRI/KOMUNITI / Details of Partners Industry/Community

| | | | | |
|--|---|---|--|---|
| NAMA INDUSTRI / KOMUNITI : <i>Name of Industry / Community:</i> | | | | |
| NAMA KETUA INDUSTRI / KOMUNITI : <i>Name of Industry / Community Leader:</i> | | | | JAWATAN KETUA INDUSTRI / KOMUNITI : <i>Designation of Industry / Community Leader:</i> |
| ALAMAT INDUSTRI / KOMUNITI : <i>Address of Industry / Community:</i> | | | | |
| MAKLUMAT PERHUBUNGAN : <i>Contact Person:</i> | NO. TELEFON PEJABAT : <i>Office Phone No.:</i> | NO. FAKSIMILI : <i>Fax No.:</i> | NO. TELEFON BIMBIT: <i>Mobile No.:</i> | ALAMAT EMEL: <i>E-mail Address:</i> |
| | | | | |
| JENIS PENDAFTARAN SYARIKAT/KOMUNITI : <i>Type of Company Registration/Community:</i> | <input type="checkbox"/> Persendirian <input type="checkbox"/> Berhad <input type="checkbox"/> Koperasi <input type="checkbox"/> Enterprise | | | BILANGAN PEKERJA/AHLI DALAM KOMUNITI: <i>No. of Employees/:No. of Members in Community:</i> |
| | <input type="checkbox"/> Masyarakat <input type="checkbox"/> NGO <input type="checkbox"/> Organisasi <input type="checkbox"/> Lain-Lain(Sila Nyatakan) : _____ | | | |
| <i>*Sila tanda(√) di ruang yang berkenaan / Please tick (√) in the appropriate space.</i> | | | | |

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|--|--|--|
| <p>PENERIMA MANFAAT : (Sekiranya berlainan dari nama industri/komuniti) <i>Beneficiary:</i> <i>(If different from industry / community name):</i></p> | | |
| <p>MAKLUMAT PERHUBUNGAN PENERIMA MANFAAT 1: <i>Contact Person of Beneficiary 1:</i></p> | <p>NAMA : <i>Name:</i></p> | |
| | <p>JAWATAN : <i>Designation:</i></p> | |
| | <p>NO. TELEFON PEJABAT: <i>Office Telephone No.:</i></p> | |
| | <p>NO. TELEFON BIMBIT: <i>Mobile Phone No.:</i></p> | |
| | <p>ALAMAT EMEL: <i>E-mail Address:</i></p> | |
| <p>MAKLUMAT PERHUBUNGAN PENERIMA MANFAAT 2: <i>Contact Person of Beneficiary 2:</i></p> | <p>NAMA : <i>Name:</i></p> | |
| | <p>JAWATAN : <i>Designation:</i></p> | |
| | <p>NO. TELEFON PEJABAT: <i>Office Telephone No.:</i></p> | |
| | <p>NO. TELEFON BIMBIT: <i>Mobile Phone No.:</i></p> | |
| | <p>ALAMAT EMEL: <i>E-mail Address:</i></p> | |

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| KUMPULAN SASARAN: <i>Targeted Audience :</i> | 1. 2. 3. |
|--|------------------------|

F : MAKLUMAT GRADUATE INTERN (GI) / Details of Graduate Intern (GI)

| | | | |
|---|--|--|---|
| BILANGAN GI 1 : <i>Details of GI 1:</i> | NAMA : <i>Name:</i> | | |
| | DIREKTORI: <i>Directory:</i> | NO. TELEFON BIMBIT: <i>Mobile No.:</i> | ALAMAT EMEL: <i>E-mail Address:</i> |
| | | | |
| | STATUS BERKHIDMAT : <i>Period of Internship:</i> | MULA / Start | TAMAT / End |
| | | | |
| AKADEMIK: <i>Academic:</i> | STATUS/Status: | | KELAYAKAN/Qualification: |
| | <input type="checkbox"/> Masih Belajar <i>Student</i> <input type="checkbox"/> Telah Berijazah <i>Graduated</i> | | <input type="checkbox"/> Ijazah Sarjana Muda <i>Bachelor Degree</i> <input type="checkbox"/> Ijazah Sarjana <i>Master</i> <input type="checkbox"/> PhD |
| <small>*Sila tanda(√) di ruang yang berkenaan / Please tick (√) in the appropriate space.</small> | | | |
| | JUMLAH GAJI/ELAUN/ SAGUHATI (Bulanan) : <i>Total of Wage/Allowance/ Consolation (Per Month):</i> | | |

| | | | | | | | |
|---|--|--|---|--------------|---|--------------|--------------|
| BILANGAN GI 2 : <i>Details of GI 2:</i> <i>*Sila gunakan lampiran tambahan jika perlu/ Kindly use additional sheet if necessary</i> | NAMA : <i>Name:</i> | | | | | | |
| | DIREKTORI: <i>Directory:</i> | NO. TELEFON BIMBIT: <i>Mobile No.:</i> | ALAMAT EMEL: <i>E-mail Address:</i> | | | | |
| | STATUS BERKHIDMAT : <i>Period of Internship:</i> | MULA / Start | | | TAMAT / End | | |
| | AKADEMIK: <i>Academic:</i> | STATUS/Status: | | | KELAYAKAN/Qualification: | | |
| | JUMLAH GAJI/ELAUN/ SAGUHATI (Bulanan) : <i>Total of Wage/Allowance/ Consolation (Per Month):</i> | <input type="checkbox"/> Masih Belajar <i>Student</i> <input type="checkbox"/> Telah Berijazah <i>Graduated</i> | | | | | |
| | | <input type="checkbox"/> Ijazah Sarjana Muda <i>Bachelor Degree</i> | | | <input type="checkbox"/> Ijazah Sarjana <i>Master</i> | | |
| | | <input type="checkbox"/> PhD | | | <i>*Sila tanda(√) di ruang yang berkenaan / Please tick (√) in the appropriate space.</i> | | |
| G : MAKLUMAT KEWANGAN (GERAN, PERBELANJAAN DAN SUMBANGAN / <i>Details of Financial (Grant, Expenses and Contribution)</i> | | | | | | | |
| JUMLAH GERAN KTP: <i>Amount of KTP Grant :</i> | RM | PECAHAN VOT/VOT Breakdown | | | | | |
| | | 11000 | 21000 | 23000 | 24000 | 27000 | 29000 |
| | | | | | | | |

| BAKI GERAN DAN JUMLAH PECAHAN MENGIKUT VOT: <i>*Sila sertakan slip bayaran dari bendahari.</i> <i>Balance of Approved Grant and Total Fractions According to VOT :</i> <i>*Please attach payment slip from bursary</i> | RM | PECAHAN VOT/VOT Breakdown | | | | | |
|---|------|---|-------|-------|-------|--|-------|
| | | 11000 | 21000 | 23000 | 24000 | 27000 | 29000 |
| Peratus Belanja: <i>Percentage of Expenses:</i> | ()% | ()% | ()% | ()% | ()% | ()% | ()% |
| JUMLAH SUMBANGAN KEWANGAN DARIPADA RAKAN INDUSTRI / KOMUNITI KEPADA PROJEK SEHINGGA KINI: <i>Amount of Monetary Contribution from Industry / Community Partner to Project According to Progress:</i> | RM | PERINCIAN SUMBANGAN KEWANGAN ATAU SETARA/ Details of Monetary Contribution or Equivalent to: | | | | NILAI ANGGARAN/ Estimated Value (RM) | |
| | | 1. | | | | 1. | |
| | | 2. | | | | 2. | |
| | | 3. | | | | 3. | |
| JUMLAH SUMBANGAN BUKAN KEWANGAN DARIPADA RAKAN INDUSTRI / KOMUNITI KEPADA PROJEK SEHINGGA KINI: <i>Amount of Non-Monetary Contribution from Industry / Community Partner to Project According to Progress:</i> | RM | PERINCIAN SUMBANGAN KEWANGAN ATAU SETARA/ Details of Monetary Contribution or Equivalent to: | | | | NILAI ANGGARAN/ Estimated Value (RM) | |
| | | 1. | | | | 1. | |
| | | 2. | | | | 2. | |
| | | 3. | | | | 3. | |

| LAIN-LAIN SUMBANGAN KEPADA PROJEK SEHINGGA KINI: <i>Others Contribution According to Progress:</i> | RM | PERINCIAN SUMBANGAN KEWANGAN ATAU SETARA/ Details of Monetary Contribution or Equivalent to: | NILAI ANGGARAN/ Estimated Value (RM) |
|--|-----------|--|--|
| | | 1. 2. 3. | 1. 2. 3. |

H : STATUS PROJEK / Status of Project

| ILMU YANG DIPINDAHKAN SEHINGGA KINI: <i>Knowledge Transferred According to Progress:</i> | ISU/ MASALAH/ CABARAN: <i>Issues/ Problems/ Challenges:</i> | TINDAKAN YANG DIAMBIL UNTUK MENANGANI ISU/ MASALAH/ CABARAN: <i>Action Taken to Overcome/Issues/ Problems/ Challenges:</i> | TEMPOH MASA MENANGANI ISU/MASALAH/CABARAN: <i>Duration to Overcome Obstacles:</i> |
|--|---|--|---|
| 1. | 1. | 1. | 1. |
| 2. | 2. | 2. | 2. |
| 3. | 3. | 3. | 3. |
| 4. | 4. | 4. | 4. |
| 5. | 5. | 5. | 5. |

Sila gunakan lampiran tambahan jika perlu/ Kindly use additional sheet if necessary

I : HASIL DAN IMPAK BERDASARKAN 'MILESTONE' / Outcome and Impact based on Milestone

| PENCAPAIAN MENGIKUT 'MILESTONE' BERDASARKAN PROGRES BESERTA PERATUS: <i>Achievement(s) based on Milestone According to Progress and Percentage :</i> | 'MILESTONE' / <i>Milestone</i> | HASIL/ <i>Outcome</i> | IMPAK/ <i>Impact</i> |
|---|-----------------------------------|--------------------------|-------------------------|
| | 1. ()% | 1. | 1. |
| | 2. ()% | 2. | 2. |
| | 3. ()% | 3. | 3. |
| | 4. ()% | 4. | 4. |
| | 5. ()% | 5. | 5. |

J : PENCAPAIAN PROJEK BERDASARKAN PROGRES / Project Achievement Based on Progress

| HASIL KEPADA INDUSTRI / KOMUNITI SASARAN BERDASARKAN PROGRES: <i>Outcome(s) to Targeted Industry / Community According to Progress :</i> | HASIL/ <i>Outcome</i> | IMPAK/ <i>Impact</i> |
|---|--------------------------|-------------------------|
| | 1. | 1. |
| | 2. | 2. |
| | 3. | 3. |

| PULANGAN KEPADA IPTA: <i>Return(s) to IPTA :</i> | HASIL/ Outcome | IMPAK/ Impact |
|--|------------------------|------------------------|
| | 1. 2. 3. | 1. 2. 3. |
| SUMBANGAN KEPADA PEMBANGUNAN MODAL INSAN: <i>Contribution(s) to Human Capital Development:</i> | HASIL/ Outcome | IMPAK/ Impact |
| | 1. 2. 3. | 1. 2. 3. |

| | |
|---|--|
| <p>HASIL TIDAK LANGSUNG YANG DITERIMA OLEH INDUSTRI / KOMUNITI (SASARAN): <i>Indirect Outcome received by recipient Industry / Community (Targeted):</i></p> | <p>1.</p> <p>2.</p> <p>3.</p> <p style="text-align: right;"><i>*Sila gunakan lampiran tambahan jika perlu/ Kindly use additional sheet if necessary.</i></p> |
|---|--|

| | |
|---|---|
| <p>HASIL TIDAK LANGSUNG YANG DITERIMA OLEH PIHAK KETIGA(BUKAN SASARAN): <i>Indirect Outcome received by third party:</i></p> | <p>1.</p> <p>2.</p> <p>3.</p> <p style="text-align: right;"><i>* Sila gunakan lampiran tambahan jika perlu/ Kindly use additional sheet if necessary.</i></p> |
|---|---|

K : AKUAN KETUA PROJEK / Declaration by Project Leader

| | |
|--|---|
| <p>TANDATANGAN KETUA PROJEK : _____ <i>Project Leader's Signature :</i> (Tandatangan Elektronik) <i>(Electronic Signature)</i></p> | <p>TARIKH : <i>Tarikh:</i></p> |
|--|---|

L : AKUAN TIMBALAN NAIB CANSELOR/ PENGARAH YANG BERTANGGUNGJAWAB

Declaration by responsible Deputy Vice Chancellor/ Director

NAMA PUSAT BERTANGGUNGJAWAB:

Name of Responsible Center :

NAMA TIMBALAN NAIB CANSELOR/PENGARAH YANG BERTANGGUNGJAWAB:

Name of Responsible Deputy Vice Chancellor/Director :

TANDATANGAN TNC/PENGARAH :

DVC's/Director's Signature :

_____ **(Tandatangan Elektronik)**
(Electronic Signature)

TARIKH :

Tarikh:

UNTUK KEGUNAAN SEKRETARIAT SAHAJA/ For Secretariat Use Only

| NO. | BAHAGIAN / PART | LENGKAP / Complete | TIDAK LENGKAP / Incomplete |
|-----|--|--------------------|----------------------------|
| 1 | A : MAKLUMAT GERAN / <i>Information of Grant</i> | | |
| 2 | B : MAKLUMAT KETUA PROJEK / <i>Details of Project Leader</i> | | |
| 3 | C : MAKLUMAT PROJEK / <i>Details of Project</i> | | |
| 4 | D : MAKLUMAT AKADEMIA BERSAMA / <i>Details of Co-Academia</i> | | |
| 5 | E : MAKLUMAT RAKAN INDUSTRI/KOMUNITI / <i>Details of Partners Industry/Community</i> | | |
| 6 | F : MAKLUMAT GRADUATE INTERN (GI) / <i>Details of Graduate Intern (GI)</i> | | |
| 7 | G : MAKLUMAT KEWANGAN (GERAN, PERBELANJAAN DAN SUMBANGAN) / <i>Details of Financial (Grant, Expenses and Contribution)</i> | | |
| 8 | H : STATUS PROJEK / <i>Status of Project</i> | | |
| 9 | I : HASIL DAN IMPAK BERDASARKAN 'MILESTONE' / <i>Outcome and Impact based on Milestone</i> | | |
| 10 | J : PENCAPAIAN PROJEK BERDASARKAN PROGRES / <i>Project Achievement Based on Progress</i> | | |
| 11 | K : AKUAN KETUA PROJEK / <i>Declaration by Project Leader</i> | | |
| 12 | L : AKUAN TIMBALAN NAIB CANSELOR/ PENGARAH YANG BERTANGGUNGJAWAB / <i>Declaration by responsible Deputy Vice Chancellor/ Director</i> | | |



SEKRETARIAT KNOWLEDGE TRANSFER PROGRAMME – (KTP)

Pusat Pemindahan Ilmu
 Aras 1, Bangunan C26 Toray-USM
 Universiti Sains Malaysia
 11800 Pulau Pinang

TEL : 04 – 653 6725 FAKS: 04 – 653 6728

TERIMA/ Received

DIKEMBALIKAN/Returned

ULASAN / Comments:
