|  |  |
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| *Untuk Kegunaan Pejabat* | |
| **No. Rujukan Projek KTP** |  |

JABATAN PENGAJIAN TINGGI

KEMENTERIAN PENGAJIAN TINGGI MALAYSIA

**PERMOHONAN SKIM GERAN PROGRAM PEMINDAHAN ILMU**

(Knowledge Transfer Programme) - KTP

- KOMUNITI -

*Satu (1) Salinan borang ini hendaklah dihantar melalui IPTA masing-masing dan dialamatkan kepada* ***Pengerusi******KTP,Suite 125, Kompleks EUREKA, USAINS Holding Sdn. Bhd., Universiti Sains Malaysia, 11800 Pulau Pinang.***

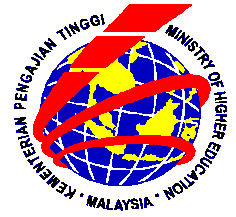
*\* Dokumentasi sokongan bagi permohonan ini diperlukan di dalam bentuk perisian (softcopy).*

**PROGRAM PEMINDAHAN ILMU**

(Knowledge Transfer Program) – KTP

Borang Permohonan Geran dan Cadangan Projek KTP

Borang KTP KOMUNITI (Versi 1.0 Mac 2011)

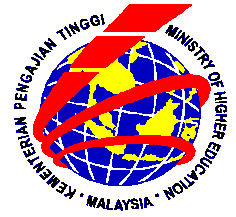


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| --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **MAKLUMAT PROGRAM/** *Details of Programme* | | | | | | |
| **TAJUK PROGRAM YANG DICADANGKAN:**  *Title of proposed programme:* | |  | | | | |
| **TEMPOH MASA PROGRAM (MAKSIMUM 24 BULAN):**  *Duration of this programme (Maximum 24 months):* | **Duration:**  *Tempoh:* |  | | | | |
| **DARI:**  *From:* |  | | | | |
| **HINGGA:**  *To:* |  | | | | |
| **B** | **MAKLUMAT IPTA/** *Details of IPTA* | | | | | | |
| **NAMA IPTA:**  *IPTA name:* | |  | | | | |
| **NAMA TIMBALAN NAIB CANSELOR/PENGARAH BERTANGGUNGJAWAB:**  *Name of responsible Deputy Vice Chancellor/Director:* | |  | | | | |
| **NAMA PUSAT/UNIT/PEJABAT BERTANGGUNGJAWAB:**  *Name of responsible centre/unit/office:* | |  | | | | |
|  | | *\* Bahagian ini adalah untuk semakan IPTA* | | | | |
| **C** | **MAKLUMAT BIDANG TUMPUAN UTAMA/** *Details of Key Result Area* | | | | | | |
| **BIDANG TUMPUAN UTAMA PERMOHONAN (Sila tanda *√*****):**  *Key Result Area of application (Please tick √ ):* | | **Pendidikan - meningkatkan tahap pendidikan di daerah-daerah tertentu**  *Education - raising level of education in certain areas*  **Keuntungan ekonomi untuk sektor industri di sektor dikenalpasti**  *Economic gains for sector/s of industry in identified sector*    **Kelestarian dan Inisiatif Teknologi Hijau**  *Sustainability and Green Technology Initiatives*  **Kumpulan Kelainan Mampu atau Upaya (OKU)**  *The Disadvantage groups*  **Pembangunan Kurikulum Industri yang relevan (Untuk sektor impak tinggi)**  *Developing Industry Relevant curriculum (for High Impact sector* | | | |  |
| **D** | **MAKLUMAT AKADEMIA/** *Details of Academia* | | | | | | |
| **NAMA KETUA PROGRAM:**  *Name of programme leader:* | |  | | | | |
| **NO. KAD PENGENALAN/PASPOT:**  *IC No./Passport:* | |  | | | | |
| **JAWATAN (Sila tanda *√*****):**  *Position (Please tick √ ):* | | **Profesor:**  *Professor:* | | **Prof. Madya:**  *Assoc. Prof.:* | **Pensyarah:**  *Lecturer:* | |
| **FAKULTI/JABATAN/PUSAT/UNIT (Sila nyatakan alamat penuh):**  F*aculty/School/Centre/Unit (Please provide full address):* | |  | | | | |
| **NO. TELEFON PEJABAT:**  *Office telephone no.* | |  | | | | |
| **NO. TELEFON BIMBIT:**  *Handphone No.* | |  | | | | |
| **ALAMAT E-MAIL:**  *E-mail address:* | |  | | | | |
| **TARIKH MULA BERKHIDMAT DENGAN UNIVERSITI INI:**  *Date of first appointment with this University:* | |  | | | | |
| **JENIS PERKHIDMATAN (Sila tanda √ ):**  *Type of Service (Please tick √ ):* | | **Tetap:**  *Permanent:* | **Kontrak (Nyatakan tarikh tamat kontrak:**  *Contract (State contract expiry date :*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | |
| **MAKLUMAT AKADEMIA LAIN:**  *Details of other academia:* | | | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Bil:**  *No.* | **NAMA:**  *Name:* | **NO. KAD PENGENALAN/PASPOT:**  *IC No./Passport:* | **FAKULTI/JABATAN/PUSAT/UNIT (Sila nyatakan alamat penuh):**  F*aculty/School/Centre/Unit (Please provide full address):* | **TAHAP KELAYAKAN AKADEMIK/JAWATAN:**  *Academic Qualification/Designation:* | **SIGNATURE:**  *Tandatangan:* | | 1. |  |  |  |  |  | | 2. |  |  |  |  |  | | 3. |  |  |  |  |  |   ***\* Sila guna lampiran tambahan jika perlu*** | | | | | | |
|  | **KTP ATAU PROJEK BERKAITAN YANG SEDANG/TELAH DIJALANKAN OLEH AHLI-AHLI AKADEMIA DI DALAM TEMPOH TIGA TAHUN TERAKHIR**  *KTP or equivalent projects that have been completed or ongoing by academia including team members for the last three years.* | | | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Bil:**  *No***.** | **TAJUK PROJEK:**  *Title of project:* | **TEMPOH:**  *Duration:* | **TARIKH MULA:**  *Start Date:* | **TARIKH TAMAT:**  *End Date:* | | 1. |  |  |  |  | | 2. |  |  |  |  | | 3. |  |  |  |  | | 4. |  |  |  |  |   ***\* Sila guna lampiran tambahan jika perlu*** | | | | | | |
| **KERJASAMA ATAU PROJEK LAIN DENGAN KOMUNITI YANG DIKENALPASTI ATAU PERKONGSIAN YANG RELEVAN YANG LAIN. INI TERMASUK, KHIDMAT MASYARAKAT, PERUNDINGAN, LATIHAN, KAJIAN KONTRAK, PENGKOMERSILAN DAN AKTIVITI RELEVAN YANG MENUNJUKKAN PROSES KERJASAMA PEMINDAHAN ILMU KOMUNITI.**  *Collaborative or other projects with community identified or other relevant partnership. This includes community service, consultancy, training, contract research, commercialization and relevant activities indicating collaboration process of community knowledge transfer.* | | | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Bil:**  *No.* | **TAJUK PROJEK:**  *Title of project:* | **TEMPOH:**  *Duration:* | **TARIKH MULA:**  *Start Date:* | **TARIKH TAMAT:**  *End Date:* | | 1. |  |  |  |  | | 2. |  |  |  |  | | 3. |  |  |  |  | | 4. |  |  |  |  |   ***\* Sila guna lampiran tambahan jika perlu*** | | | | | | |
| **E** | **MAKLUMAT *GRADUATE INTERN*/** *Details of Graduate Intern* | | | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Bil:**  *No.* | **NAMA:**  *Name:* | **NO. KAD PENGENALAN/PASPOT:**  *IC ./Passport No.:* | **BIDANG PENGAJIAN & NAMA IPTA**  *Study area & IPTA name:* | **TAHAP KELAYAKAN AKADEMIK & TAHUN BERIJAZAH:**  *Academic qualification & year of graduation:* | **SIGNATURE:**  *Tandatangan:* | | 1. |  |  |  |  |  | | 2. |  |  |  |  |  | | 3. |  |  |  |  |  | | 4. |  |  |  |  |  | | 5. |  |  |  |  |  | | 6. |  |  |  |  |  | | 7. |  |  |  |  |  | | 8. |  |  |  |  |  | | 9. |  |  |  |  |  | | 10. |  |  |  |  |  | | 11. |  |  |  |  |  | | 12. |  |  |  |  |  |   ***\* Sila guna lampiran tambahan jika perlu*** | | | | | | |
| **F** | **MAKLUMAT KOMUNITI/***Details of Community* | | | | | | |
| **NAMA KOMUNITI/ORGANISASI:**  *Name of community/organisation:* | |  | | | | |
| **ALAMAT PENUH KAWASAN KOMUNITI/ORGANISASI:**  *Community/Organisation area 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 member in community/organisation:* | |  | | | | |
| **BIL. KUMPULAN SASARAN (Jika berbeza):**  *No. in target group (if different):* | |  | | | | |
| **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 PROGRAM (RM):**  *Amount of monetary contribution to the program (RM):* | |  | | | | |
| **SUMBANGAN BUKAN KEWANGAN KEPADA PROGRAM:**  *Amount of non-monetary contribution to the program (RM):* | | 1. | | | | |
| *2.* | | | | |
| *3.* | | | | |
| *4.* | | | | |
| *5.* | | | | |
| *6.* | | | | |
| *7.* | | | | |
| *\* Sila guna lampiran tambahan jika perlu* | | | | |
| **PERNYATAAN RINGKAS PERMASALAHAN KOMUNITI BERKAITAN DENGAN PROJEK KTP:**  *Summary of community problem statement related to KTP project:* | | | | | | |
|  | | | | | | |
| **REKOD PENGLIBATSAMAAN ATAU KERJASAMA UNIVERSITI-KOMUNITI/NGO/ORGANISASI:**  *Record of past engagement or collaboration of University-Community/NGOs/Organisation:* | | | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Bil:**  *No.:* | **TAJUK PROJEK:**  *Title of project:* | **TEMPOH:**  *Duration:* | **TARIKH MULA:**  *Start Date:* | **TARIKH TAMAT:**  *End Date:* | | 1. |  |  |  |  | | 2. |  |  |  |  | | 3. |  |  |  |  |   ***\* Sila guna lampiran tambahan jika perlu*** | | | | | | |
|  | **KEMUDAHAN SEDIA ADA KOMUNITI/NGO/ORGANISASI:**  *Accessibility to the community/NGOs/organisation:* | | | | | | |
| |  |  |  | | --- | --- | --- | | **Bil:**  *No.:* | **SILA NYATAKAN:**  *Please Specify:* | **TEMPOH MASA PENGGUNAAN**  *Duration of accessibility:* | | 1. |  |  | | 2. |  |  | | 3. |  |  |   ***\* Sila guna lampiran tambahan jika perlu*** | | | | | | |
| **G** | **CADANGAN PROGRAM/** *Proposed Programme* | | | | | | |
| **RINGKASAN CADANGAN EKSEKUTIF PROGRAM (MAKSIMA 300 PATAH PERKATAAN)**  **(MELIPUTI LATAR BELAKANG PROGRAM, KAJIAN LITERATUR, KAEDAH PERLAKSANAAN PROGRAM, OBJEKTIF DAN JANGKAAN HASIL PROGRAM)**  *Executive Summary of Project Proposal (maximum 300 words)*  *(Please include the background of Program, literature reviews, objectives, Program methodology and expected outcomes from the program)* | | | | | | |
| 1. **Latar Belakang Program:**   *Background of programme:*   1. **Kajian Literatur:**   *Literature reviews:*   1. **Objektif :**   *Objectives:*   1. **Kaedah Perlaksanaan Program:**   *Programme methodology:*   1. Deskripsi Metodologi   *Methodology description*   1. Carta Alir Aktiviti Program (Sila lampirkan)   *Programme activity flow chart (please provide as appendix)*   1. Carta Gantt Aktiviti Program (Sila lampirkan)   *Programme activity Gantt chart (please provide as appendix)*   1. Milestones & Tarikh (Sila lampirkan)   *Milestones & Tarikh (please provide as appendix)*   1. **Jenis Ilmu Yang Akan Dipindahkan:**   *Type of knowledge to be transferred::*   1. **Jangkaan Hasil Program:**   *Programme expected outcomes:* | | | | | | |
| **H** | **BELANJAWAN/** *Budget* | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Bil:**  *No.* | **BUTIRAN BELANJAWAN:**  *Budget details:* | **JUMLAH YANG DIPOHON OLEH PEMOHON**  *Amount requested by applicant:* | | | **GERAN KPT:**  *KTP grant:* | **SUMBANGAN KOMUNITI:**  *Community contribution:* | | 1. | *Vot 11000 -*  **Upah dan Elaun**  **untuk Graduate Intern (GI)**  *Wages and allowances*  *for Graduate Intern (GI)*  **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 23000 -*  **Perhubungan dan Utiliti**  *Communications and Utilities*  **Sila nyatakan secara lengkap dengan pecahannya sekali.**  *Please provide a detailed breakdown* |  |  | | 4. | *Vot 24000 -*  **Sewaan**  *Rentals*  **Sila nyatakan secara lengkap dengan pecahannya sekali.**  *Please provide a detailed breakdown* |  |  | | | | | | | |
|  | |  |  |  |  | | --- | --- | --- | --- | | **Bil:**  *No.* | **BUTIRAN BELANJAWAN:**  *Budget details:* | **JUMLAH YANG DIPOHON OLEH PEMOHON**  *Amount requested by applicant:* | | | **GERAN KPT:**  *KTP grant:* | **SUMBANGAN KOMUNITI:**  *Community contribution:* | | 5. | *Vot 27000 -*  **Bekalan dan Bahan Penyelidikan**  *Supplies and research materials*  **Sila nyatakan secara lengkap dengan pecahannya sekali.**  *Please provide a detailed breakdown* |  |  | | 6. | *Vot 29000 -*  **Perkhidmatan Ikhtisas**  *Professional services*  **Sila nyatakan secara lengkap dengan pecahannya sekali.**  *Please provide a detailed breakdown* |  |  | | 7. | *Vot 35000 -*  **Aksesori, Peralatan dan Perisian**  *Accessories, equipment and software*  **Sila nyatakan secara lengkap dengan pecahannya sekali.**  *Please provide a detailed breakdown* |  |  | |  | **JUMLAH BESAR:**  *Total amount:* |  |  |   **KESELURUHAN BAJET PROJEK BOLEH DIASASKAN DARIPADA PERMOHONAN GERAN INI. WALAU BAGAIMANAPUN JIKA KOMUNITI BOLEH MENUNJUKAN KOMITMEN KEPADA KOS PROJEK DALAM BENTUK KOMITMEN KEWANGAN DAN BUKAN KEWANGAN, PERTIMBANGAN KHAS BAGI KOMITMEN INI BOLEH DIJADIKAN KRTERIA PEMILIHAN GERAN.**  *The whole project budget will be based on the total amount of grant applied. However, if the community can show commitments in the form of financial or non-financial nature, special consideration will be made for these commitments as the criteria selection of this grant.* | | | | | | |
| **I** | **HASIL PROGAM/***Programme Outputs* | | | | | | |
| |  |  |  | | --- | --- | --- | | **Bil:**  *No.:* | **PENGUKURAN:**  *Measurement:* | **JANGKAAN HASIL**  **(Expected output):**  **(sila nyatakan kaedah pengukuran)**  *(please state the method of measurement)* | | **1.** | **Hasil kepada sasaran komuniti/organisasi (Peningkatan kualiti hidup sasaran komuniti/orgabisasi)**  *Output to target community/organisation (Increase in quality of life on the target community/organisation)* |  | | 2. | **Pulangan kepada IPTA (Pengiktirafan kepada ahli academia)**  *Return to the IPTA (Recognition to members of academia)* |  | | 3. | **Pembangunan Modal Insan (Keboleh pasaran Graduate Intern)**  *Human capital development (Employability of Graduate Intern)* |  | | 4. | **Hasil yang “Intangible”**  *Intangible output* |  |   ***\* Sila guna lampiran tambahan jika perlu*** | | | | | | |
| **J** | **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, KPT berhak menolak permohonan atau membatalkan tawaran pada bila-bila masa sekiranya keterangan yang dikemukakan adalah tidak benar.**   *All information stated here are accurate, KPT has the right to reject or to cancel the offer without prior notice if there is any inaccurate information given.*     1. **Permohonan program ini dikemukakan untuk memohon peruntukan di bawah Skim Geran Program Pemindahan Ilmu.**   *Application of this programme is presented for the Knowledge Transfer Programme Grant Scheme.*   1. **Permohonan program ini juga dikemukakan untuk memohon peruntukan geran projek dari (nama geran dan jumlah dana)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   *Application of this programme is also presented for other research grant/s (grant’s name and total amount)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **Tarikh : Tandatangan Pemohon : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *Date : Applicant’s Signature**:* | | | | | | |
| **K** | **AKUAN WAKIL KOMUNTI/***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 tepat sejauh pengetahuan kami dan kami menyampaikan komitmen dan kerjasama untuk permohonan skim geran di bawah KPT,**   *All information stated here are accurate to the best of our knowledge and we submit our commitment of cooperation for the application of a grant scheme under KPT,*     1. **Komitmen dinyatakan dalam permohonan ini akan disediakan apabila skim geran diluluskan. Jika selepas tawaran geran kami tidak dapat memberi komitmen, geran ini boleh ditarik balik.**   *Commitment stated in this application would be delivered when the grant scheme is approved. If upon the approval of the grant we are not able to fullfill the committment, then the grant scheme can be withdrawn.*   1. **Kami membuktikan 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 :* | | | | | | |
| **L** | **AKUAN TIMBALAN NAIB CANSELOR BERTANGGUNGJAWAB/PENGARAH**  *Declaration by responsible Deputy Vice Chancellor/Director* | | | | | | |
| **Sila tandakan ( √** *)*  *Please tick ( √ )*  **Diperakukan:**  *Recommended:*  ***A.* Sangat Disokong**  *Highly Recommended*  **B. Disokong**  *Recommended*  **C. Tidak Disokong (Sila Nyatakan Sebab)**  *Not Recommended (Please specify reason)*  **Ulasan:**  *Comments:*  -------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------  -------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------  **Nama: Tandatangan:**  *Name: Signature:*    **Tarikh:**  *Date:* | | | | | | |

**Nota: SEMUA PERMOHONAN DIANGGAP SULIT. KEPUTUSAN MAJLIS SKIM GERAN PROGRAM PEMINDAHAN ILMU KTP ADALAH MUKTAMAD.**

*Applications submitted will be treated in full confidence. The decision of Knowledge Transfer Programme – KTP council grant scheme is final.*

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



KNOWLEDGE TRANSFER PROGRAMME - KTP

Pengerusi KTP: **PROFESOR DATO’ OMAR OSMAN**

Pengerusi Projek Agenda Kritikal ‘Program Pemindahan Ilmu’

Kementerian Pengajian Tinggi Malaysia

*Selaku*

Timbalan Naib Canselor

Hal Ehwal & Pembangunan Pelajar

Universiti Sains Malaysia

*atau*

**URUSETIA PROGRAM PEMINDAHAN ILMU - KTP**

Suite 125, Kompleks EUREKA

USAINS Holding Sdn. Bhd.

Universiti Sains Malaysia

11800 Pulau Pinang

Tel: 04-6578870

Fax: 04-6575444

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**JABATAN PENGAJIAN TINGGI**

**KEMENTERIAN PENGAJIAN TINGGI MALAYSIA**