# FINAL REPORT FORM
## (1/2021)

جامعة المدينة العالمية
Al-Madinah International University

*Incomplete form will be rejected*
*Text in italics is explanatory and should be deleted in completed documents.*

| A. RESEARCH IDENTIFICATION | |
|---|---|
| **i. Title** | |
| **ii. Type of Grant** | |
| **iii. Proposed Budget (RM)** | |
| **iv. Duration of this Research** (Maximum 24 months) | |
|     **a. Duration** (Months) | |
|     **b. Start (**Month/Year) | |
|     **c. End** (Month/Year) | |
| **B. DETAILS OF RESEARCHERS** | |
| **i. Principal Researcher** | |
|     **a. Staff ID** | |
|     **b. Name** | |
|     **c. Faculty/Department** | |
|     **d. MyGRANTS ID** | |

**ii. Other Researchers**

| No | Staff ID | Name | Faculty/ Department | Signature | MyGRANTS ID |
|---|---|---|---|---|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |

## C. DETAILED ACHIEVEMENT OF RESEARCH/RESEARCH OUTCOME

### i. Achievement Percentage on Schedule

| Research progress according to activities/ milestone achieved on literature review up to this period | 0 – 25% | 26 – 50% | 51- 75% | 76 – 100% |
|---|---|---|---|---|
| a. | | | | |
| b. | | | | |
| c. | | | | |
| d. | | | | |

### ii. Human Capital Development

| Human Capital | Number | |
|---|---|---|
| | On-going | Graduated |
| PhD Student | | |
| Master Student | | |
| Undergraduate Student | | |
| Others *(Please Specify)* | | |
| Total | | |

### iii. Publication *(Please attached a copy of the publication)*

| No | Title of articles / manuscripts / books/conference paper/others *(Please specify)* | ISI/SCOPUS/ERA/MYCITE Index Journal | Others (Please mention) |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |

### iv. Intellectual Property Rights (Patent. Industrial Design, Trademark, Copyright, etc)
*(Please attached a copy of the certificate)*

| |
|---|
| |

### v. Commercialization (Licensing royalty, spin-off, direct sale, etc.)
*(Please attached a copy of the certificate)*

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## D. BUDGET

Please indicate your estimated budget for this research and details of expenditure according to the guidelines attached.

| BUDGET DETAILS | TOTAL BUDGET APPROVED (RM) | AMOUNT SPENT (RM) | BALANCE (RM) |
|---|---|---|---|
| **Vote 11000 -** **Salary and Wages** For Graduate Research Assistant (GRA) (PhD: RM700/ MSc: RM500) | | | |
| **Vote 21000 -** **Travelling and  Transportation** (Max 40%) Data collection and meeting within the country, Conference presentation, Lodging, food, flight and taxi fares. | | | |
| **Vote 24000 -** **Rental** Building, equipment, transport, etc. | | | |
| **Vote 27000 -** **Research Materials and Supplies** Books, journals, papers, chemicals, animals, etc | | | |
| **Vote 28000 -** **Maintenance and Minor Repair Services** Sand, cement, building, lab, equipment, etc | | | |
| **Vote 29000 -** **Professional Services Hospitality, and other Services including Printing** (Max 10%) Honorarium, consultation, training | | | |
| **Vote 35000 -** **Small/Supplementary Equipment and Accessories** (Max 40%) Special equipment (e.g. camera, tape recorder), upgrading of existing equipment, computer, printer | | | |
| **TOTAL AMOUNT** | | | |

## E. EQUIPMENT/ASSET PURCHASED
(*Machinery, books, software, IT equipment e.g. laptop, desktop, printer, scanner, digital camera, and others*)

| No. | Item | Placement (please state specific location) |
|---|---|---|
| | | |
| | | |
| | | |

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|---|---|---|
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## F. DECLARATION BY APPLICANT

**I hereby declare that:**

**All information stated here are accurate, MEDIU has right to reject or to cancel the offer without prior notice if there is any inaccurate information given.**

**Date:**                           **Applicant's Signature:**

## G. ENDORSEMENT BY DEAN

**Comments:**

| **Signature:** |  |
|---|---|
| **Full Name:** |  |
| **Position:** |  |
| **Date:** |  |

## H. VERIFICATION FROM FINANCE DEPARTMENT

- **Researcher must provide evidence of amount spent (receipt/invoice/document of all payment) to finance department for verification.**
- **Quotations and detail of additional fund must be provided**

**Comments:**

| **Signature:** |  |
|---|---|
| **Full Name:** |  |
| **Position:** |  |
| **Date:** |  |

**I.  APPROVAL OF THE FINAL REPORT FORM BY DIRECTOR OF RMC** (Please tick √)

☐   **A.   Approved**

☐   **B.   Not Approved (Please specify reason)**

| No | Verification on Research Output | Please tick (✓) |
|---|---|---|
| 1. | **Book/ Book Chapter** | |
| 2. | **Journal** | |
| 3. | **Prototype** | |
| 4. | **Patent** | |
| 5. | **Commercialization** | |
| 6. | **Others** *(Please specify)* | |

**Comments:**

| | |
|---|---|
| **Signature:** | |
| **Full Name:** | |
| **Position:** | |
| **Date:** | |

**Note: FINAL REPORT SUBMITTED WILL BE TREATED IN FULL CONFIDENTIAL.**

| No | Items | Please tick (✓) |
|---|---|---|
| **J. CHECKLIST FOR COMPLETION OF RESEARCH PROJECT** (Please attach) | | |
| **1.** | **Final Report Form** | |
| **2.** | **Evidence of Research Report**<br>– **Printed version of uploaded document in RMC System** | |
| **3.** | **A copy of seminar paper, conference, proceedings, publications** | |
| **4.** | **Attach Original Receipts**<br>**(Kindly sort the receipts according to votes / budgets and properly pasted on separate sheets)** | |

Note:

The research project is considered completed once all the above have been submitted and all disbursed funds have been fully reconciled.

**K. FORMAT OF FULL VERSION OF RESEARCH REPORT TO BE UPLOADED IN THE RMC SYSTEM**

Guidelines for writing the Research Report
- Report should be written in 'Times New Roman 12' Font, with 1.5 line spacing
- Report should be between 5 - 10 pages (excluding references)
- Report must be in English (Applicable for Research in Arabic as well)
- Any graphic must be in JPEG

The arrangement of the of Research Report is as follow:

   i. Research Title (All CAPS)
   ii. Research ID
  iii. Project Sponsor
  iv. Researcher Name(s)
   v. Faculty/Department
  vi. Abstract
 vii. Key words
viii. Introduction
  ix. Background
   x. Objectives
  xi. Methodology
 xii. Findings
xiii. Conclusion
xiv. Output
 xv. Future Plan of the Research
xvi. References

*Compulsory for the principal researcher to prepare this report for the presentation of the result of the research project at the MEDIU Seminar on Research Findings. Kindly submit a full-version of the research report.