

# RESEARCH PROGRESS FORM (1/2020)



*Incomplete form will be rejected*

*Text in italics is explanatory and should be deleted in completed documents.*

A. RESEARCH IDENTIFICATION					
i. Title:					
ii. Proposed Budget (RM):					
iii. 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						
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 <i>(Please specify)</i>						
Total						
iii. Publication <i>(Please attached a copy of the publication)</i>						
No	Title of articles / manuscripts / books/conference paper/others <i>(Please specify)</i>	ISI/SCOPUS/ERA/MY CITE Index Journal	Others <i>(Please mention)</i>			
1.						
2.						
3.						
D. BUDGET						
BUDGET DETAILS	YEAR 1 RM	BUDGET APPROVED	AMOUNT SPENT	BALANCE	% OF AMOUNT SPENT	REMARKS
Vote 11000 - Salary and Wages For Graduate Research Assistant (GRA) (PhD: RM700/ MSc: RM500)						

<b>Vote 21000 - Travelling and Transportation</b> (Max 40%) Data collection and meeting within the country, Conference presentation, Lodging, food, flight and taxi fares.						
<b>Vote 24000 - Rental</b> Building, equipment, transport, etc.						
<b>Vote 27000 - Research Materials and Supplies</b> Books, journals, papers, chemicals, animals, etc						
<b>Vote 28000 - Maintenance and Minor Repair Services</b> Sand, cement, building, lab, equipment, etc						
<b>Vote 29000 - Professional Services Hospitality, and other Services including Printing</b> (Max 10%) Honorarium, consultation, training						
<b>Vote 35000 - Small/Supplementary Equipment and Accessories</b> (Max 40%) Special equipment (e.g. camera, tape recorder), upgrading of existing equipment, computer, printer						
<b>TOTAL AMOUNT</b>						
<b>E. PROBLEMS / CONSTRAINTS IF ANY</b>						
<b>Comments:</b>          						

<b>Signature:</b>	
<b>Full Name:</b>	
<b>Position:</b>	
<b>Date:</b>	
<b>F. ENDORSEMENT BY DEAN</b>	
<b>Comments:</b>	
<b>Signature:</b>	
<b>Full Name:</b>	
<b>Position:</b>	
<b>Date:</b>	
<b>G. VERIFICATION FROM FINANCE DEPARTMENT</b>	
<ul style="list-style-type: none"> <li>• Researcher must provide evidence of amount spent (receipt/invoice/document of all payment) to finance department for verification.</li> <li>• Quotations and detail of additional fund must be provided</li> </ul>	
<b>Comments:</b>	
<b>Signature:</b>	
<b>Full Name:</b>	
<b>Position:</b>	
<b>Date:</b>	

**H. APPROVAL OF THE PROGRESS REPORT BY DIRECTOR OF RMC (Please tick ✓ )**☐**A.    Approved**☐**B.    Not Approved (Please specify reason)****Comments:****Signature:****Full Name:****Position:****Date:****Note: PROGRESS REPORT SUBMITTED WILL BE TREATED IN FULL CONFIDENCE.**