

Cluster/Project Code:

.....  
(for RCMO use only)



# RU GRANT FINAL REPORT FORM

Please email a softcopy of this report to [rcmo@usm.my](mailto:rcmo@usm.my)

<b>A CLUSTER/PROJECT DETAILS</b>																																					
<b>i</b>	<b>Title of Cluster:</b>																																				
<b>ii</b>	<b>Name of Cluster Leader:</b>																																				
<b>iii</b>	<b>Name of Project Leader:</b> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>No.</th> <th>Project Title</th> <th>Project Leader</th> <th>Team Members</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	No.	Project Title	Project Leader	Team Members																																
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<b>iv</b>	<b>Duration of this research:</b> <p>a) <b>Start Date</b> : .....</p> <p>b) <b>Completion Date</b> : .....</p> <p>c) <b>Duration</b> : .....</p> <p>d) <b>Revised Date (if any)</b> : .....</p>																																				
<b>B ABSTRACT OF RESEARCH</b>																																					
<p><i>(An abstract of between 100 and 200 words must be prepared in Bahasa Malaysia and in English. This abstract will be included in the Report of the Research and Innovation Section at a later date as a means of presenting the cluster/project findings of the researcher/s to the University and the community at large)</i></p>																																					

C BUDGET & EXPENDITURE																										
i	<p><b>Total Approved Budget</b> : RM</p> <p style="text-align: right;"><b><u>Yearly Budget Distributed</u></b></p> <p>Year 1 : RM</p> <p>Year 2 : RM</p> <p>Year 3 : RM</p> <p>Year 4 : RM</p> <p>Year 5 : RM</p> <p><b>Total Expenditure</b> : RM</p> <p><b>Balance</b> : RM</p> <p><b>Percentage of Amount Spent (%) :</b></p> <p><b># Please attach final account statement (eStatement) to indicate the project expenditure</b></p>																									
ii	<p><b>Equipment Purchased Under Vot 35000</b></p> <table border="1"> <thead> <tr> <th>No.</th> <th>Name of Equipment</th> <th>Amount (RM)</th> <th>Location</th> <th>Status</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p><b># Please attach the Asset/Inventory Return Form (Borang Penyerahan Aset/Inventori) – Appendix 1</b></p>	No.	Name of Equipment	Amount (RM)	Location	Status																				
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1																										
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6																										

**ii Research Output**

**a) Publications in ISI Web of Science/Scopus**

No.	Publication (authors,title,journal,year,volume,pages,etc.)	Status of Publication (published/accepted/ under review)

**b) Publications in Other Journals**

No.	Publication (authors,title,journal,year,volume,pages,etc.)	Status of Publication (published/accepted/ under review)

**c) Other Publications**

*(book, chapters in book, monograph, magazine, etc.)*

No.	Publication (authors,title,journal,year,volume,pages,etc.)	Status of Publication (published/accepted/ under review)

**d) Conference Proceeding**

No.	Conference (conference name,date,place)	Title of Abstract/Article	Level (International/National)

**# Please attach a full copy of the publication/proceeding listed above**

**iii Other Research Output/Impact From This Cluster/Project**

*(patent, products, awards, copyright, external grant, networking, etc.)*

**E HUMAN CAPITAL DEVELOPMENT**

**a) Graduated Human Capital**

Student	Nationality (No.)		Name
	National	International	
PhD			1. 2.
MSc			1. 2.
Undergraduate			1. 2.

**b) On-going Human Capital**

Student	Nationality (No.)		Name
	National	International	
PhD			1. 2.
MSc			1. 2.
Undergraduate			1. 2.

**c) Others Human Capital**

Student	Nationality (No.)		Name
	National	International	
Post Doctoral Fellow			1. 2.
Research Officer			1. 2.
Research Assistant			1. 2.
Others (.....)			1. 2.

**F COMPREHENSIVE TECHNICAL REPORT**

Applicants are required to prepare a comprehensive technical report explaining the cluster/project. The following format should be used (this report must be attached separately):

- Introduction
- Objectives
- Methods
- Results
- Discussion
- Conclusion and Suggestion
- Acknowledgements
- References

<b>G</b>	<b>PROBLEMS/CONSTRAINTS/CHALLENGES IF ANY</b>
	<i>(Please provide issues arising from the cluster/project and how they were resolved)</i>
<b>H</b>	<b>RECOMMENDATION</b>
	<i>(Please provide recommendations that can be used to improve the delivery of information, grant management, guidelines and policy, etc.)</i>

**Cluster/Project Leader's Signature:**

.....

Name :

Date :



## RU GRANT FINAL REPORT CHECKLIST

Please use this checklist to self-assess your report before submitting to RCMO.  
Checklist should accompany the report.

NO.	ITEM	PLEASE CHECK (✓)	
		PI	RCMO
1	Completed Final Report Form		
2	Project Financial Account Statement (e-Statement)		
3	Asset/Inventory Return Form ( <i>Borang Penyerahan Aset/Inventori</i> )		
4	A copy of the publications/proceedings listed in Section D(ii) (Research Output)		
5	Comprehensive Technical Report		
6	Other supporting documents, if any		
7	Cluster/Project Leader's Signature		



**BORANG PENYERAHAN ASET / INVENTORI**

**A. BUTIR PENYELIDIK**

1. NAMA PENYELIDIK : .....
2. NO STAF : .....
3. PTJ : .....
4. KOD PROJEK : .....
5. TARIKH TAMAT PENYELIDIKAN : .....

**B. MAKLUMAT ASET / INVENTORI**

BIL	KETERANGAN ASET	NO HARTA	NO. SIRI	HARGA (RM)

**C. PERAKUAN PENYERAHAN**

Saya dengan ini menyerahkan aset/ inventori seperti butiran B di atas kepada pihak Universiti:

.....  
 ( ) Tarikh:

**D. PERAKUAN PENERIMAAN**

Saya telah memeriksa dan menyemak setiap alatan dan didapati :

- Lengkap
- Rosak
- Hilang : Nyatakan.....
- Lain-lain : Nyatakan .....

Diperakukan Oleh :

.....  
 Tandatangan Nama : .....  
 Pegawai Aset PTJ Tarikh : .....

**\*Nota** : Sesalanan borang yang telah lengkap perlulah dikemukakan kepada Unit Pengurusan Harta, Jabatan Bendahari dan Pejabat RCMO untuk tujuan rekod.