

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 TEAM/PROJECT DETAILS</b>	
<b>i</b>	<b>Title of Team:</b>
<b>ii</b>	<b>Account Number:</b>
<b>iii</b>	<b>Name of Team Leader:</b>
<b>iv</b>	<b>Name of Co-Researcher:</b>  1. 2. 3.
<b>v</b>	<b>Duration of this research:</b>  a) <b>Start Date</b> : ..... b) <b>Completion Date</b> : ..... c) <b>Duration</b> : ..... d) <b>Revised Date (if any)</b> : .....
<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 project findings of the researcher/s to the University and the community at large)</i></p>

**C BUDGET & EXPENDITURE**

**i**

**Total Approved Budget** : RM

**Yearly Budget Distributed**

Year 1 : RM

Year 2 : RM

Year 3 : RM

Year 4 : RM

**Total Expenditure** : RM

**Balance** : RM

**Percentage of Amount Spent (%) :**

*# Please attach final account statement (eStatement) to indicate the project expenditure*

**ii Equipment Purchased Under Vot 35000**

No.	Name of Equipment	Amount (RM)	Location	Status

*# Please attach the Asset/Inventory Return Form (Borang Penyerahan Aset/Inventori) – Appendix 1*

**D RESEARCH ACHIEVEMENTS**

**i Team/Project Objectives (as stated/approved in the team/project proposal)**

No.	Team/Project Objectives	Achievement
1		
2		
3		
4		
5		
6		

**ii Research Output**

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

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

**b) Publications in Other Journals**

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

**c) Other Publications**

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

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

**d) Conference Proceeding**

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

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

**iii Other Research Output/Impact From This Team/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 team/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 team/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>

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

.....

Name :

Date :

**I COMMENTS, IF ANY/ENDORSEMENT BY PTJ'S RESEARCH COMMITTEE**

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**Signature and Stamp of Chairperson of PTJ's Research Committee**

**Name :**

**Date :**

.....  
**Signature and Stamp of Dean/ Director of PTJ**

**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	JKPTJ	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	Project Leader's Signature			
8	Endorsement of PTJ's Research Committee			
9	Endorsement of Dean/Director of PTJ's			



**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.