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| HomeLogo RCMO English |
| RUTeam GRANT SCHEME  PROGRESS REPORT FORM (TEAM) |
| ATTENTION :   1. Each Project Leader must fill in this form and submit to the Team Leader. 2. Please send the COMPLETE Progress Report Form (TEAM) to Research Creativity & Management Office (RCMO), USM each by hard copy and soft copy. 3. Incomplete form will be rejected by RCMO. |

Please tick (🗸) the appropriate box

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| **Report Period** | **12 Months** | **24 Months** | **36 Months** | **>36 Months** |
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| **A.** | **TEAM DETAILS** | | | | | | |
|  | | | | | | | |
| **1.** | **Team Title** | | : |  | | | |
| **2.** | **Name of Team Leader** | | : |  | | | |
| **3.** | **School/Institute/Center** | | : |  | | | |
| **4.** | **Research Domain** | | : |  | | | |
| **5.** | **No. of Sub Project** | | : |  | | | |
| **No. Sub Project** | **Name of Sub Project Leader** | | | **Sub Project Title** | **School/Institute/Center** |
| **SP1** |  | | |  |  |
| **SP2** |  | | |  |  |
| **SP3** |  | | |  |  |
| **SP4** |  | | |  |  |
| **SP5** |  | | |  |  |

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| **6.** | **Team Duration (dd/mm/yy)** | | **:** |  |
|  |  | | | |
|  | **i)** | **Start Date** | **:** | **.......................................** |
|  | **ii)** | **End Date** | **:** | **......................................** |
|  | **iii)** | **Duration** | **:** | **......................................** |
|  | **iv)** | **Revised Date** (*if any*) | **:** |  |
|  |  | **1st Extension** | **:** | **................................ - ................................** |
|  |  | **2nd Extension** | **:** | **................................ - ................................** |
|  |  | **3rd Extension** | **:** | **................................ - ................................** |
| **B.** | **TEAM PROGRESS SUMMARY** | | | |

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| **7.** | **Team Budget & Expenditure** |

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| **Budget** | **Year 1** | **Year 2** | **Year 3** | **Total** |
| **Approved (RM)** |  |  |  |  |
| **Received to date (RM)** |  |  |  |  |
|  |  |  |  |  |
| **Expenditure to date (RM)** |  |  |  |  |
| **% of expenditure\*** |  |  |  |  |
| **Balance (RM)\*\*** |  |  |  |  |

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|  | *\* Please provide the reasons/justifications/problems encountered* ***if the percentage of expenditure is below 70%.***  *\*\* Please provide an updated financial statement via EFAS.* |

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| **No.** | **Reasons/Justifications/Problems**  *(for project with percentage of expenditure below 70%.)* |
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| **8.** | **Team Objective (s)** | |
|  | **i)** | **Original Objective** |

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| **No.** | **Team Objective** | **Achievement**  **(%)** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |

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|  | **i)** | **Revised Objective** (*if any*) |

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| **No.** | **Team Objective** | **Achievement**  **(%)** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |

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| **9.** | **Team Research Activities**  (*Please state the summary of research findings, results, time involved, expenditure, problems encountered and how they have affected the team progress, e.g., delay in project commencement, manpower recruitment, deviation from the original objectives; and how these problems were/could be overcome. Highlight deviations, if any, in the aims and/or methodology from the original proposal and justify for the deviation(s).* | |
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| **10.** | **Team Milestone Achievement** *(Please list down all the team milestones)* | |
|  | **i)** | **Original Schedule** |

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| **No.** | **Milestones Description** | **Expected Completion Date** | | **Completed Percentage (%)** |
| **Month** | **Year** |
| **M1** |  |  |  |  |
| **M2** |  |  |  |  |
| **M3** |  |  |  |  |
| **M4** |  |  |  |  |
| **M5** |  |  |  |  |

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| **ii)** | | **Revised Schedule** (*if any*) | | | | | | | | |
| **No.** | | **Milestones Description** | | | **Expected Completion Date** | | | **Completed Percentage (%)** | |
| **Month** | **Year** | |
| **M1** | |  | | |  |  | |  | |
| **M2** | |  | | |  |  | |  | |
| **M3** | |  | | |  |  | |  | |
| **M4** | |  | | |  |  | |  | |
| **M5** | |  | | |  |  | |  | |
|  | **iii)** | | | **Overall Progress attained in regards to the milestones** | | | | | | | | | | |
|  |  | | |  | | | | | | | | | | |
|  |  | | | **ACHIEVEMENT PERCENTAGE** *(Please tick (√ )* | | | | | | | | | |  |
|  |  | | | **Team progress according to milestones achieved up to this period**  *(Researcher* ***MUST*** *attached the Gantt Chart & Milestone to indicate the team progress)* | | **0% - 25%** | **26% - 50%** | | | **51% - 75%** | | **76% - 100%** | |  |
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| **C.** | **TEAM SUMMARY OF RESEARCH OUTPUT** |

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| **11.** | **Output Summary** |  |  |  |

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| **Type** | **Number** | |
| **Expected** *(Overall output of each sub project as stated in the RUTeam Offer Letter)* | **Current Achievement** |
| WoS Listed Journal |  |  |
| Q1/Q2 Journal |  |  |
| Talent *(PhD & Master students-by research)* |  |  |
| Intellectual Property Rights (I.P.)  *(Copyright and Industrial Property; Trademarks, Patents, Industrial Design, Confidential Information and Geographical Indications)* |  |  |
| External Grant/Fund |  |  |

* Note: Team Leader need to ensure **that 60% of the WoS journal publications** in the team **must** be indexed in **Q1/Q2 journals** for both Science and Technology (S&T) or Non-Science and Technology (Non S&T).

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| **12.** | **Current Output Based on Sub Project** |

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| **Sub Project** | **Name of Project Leader** | **Sub Project**  **Title** | **Milestones**  **Achieved**  *(Total number of milestones archieved /*  *Overall number of milestones) (eg: 10/12)* | **Projection Completion Rate**  **(%)**  *(Percentage of milestones archieved)* | **Output**  **(Number)** | | | | |
| **WoS Listed Journal** | **Q1/Q2 Journal** | **Talent** | **I.P.** | **External Grant/**  **Fund** |
| **SP1** |  |  |  |  |  |  |  |  |  |
| **SP2** |  |  |  |  |  |  |  |  |  |
| **SP3** |  |  |  |  |  |  |  |  |  |
| **SP4** |  |  |  |  |  |  |  |  |  |
| **SP5** |  |  |  |  |  |  |  |  |  |

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| **13.** | **Other Team Research Output/Impact**  *(Please attached supporting documents for each output/impact)* |

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| **D.** | **OVERALL COMMENTS BY TEAM LEADER ON THE RESEARCH SUMMARY AND FUTURE PLANS** |
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| **E.** | **SIGNATURE OF TEAM LEADER:** |

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|  | **.........................................................** |
|  | **Date :** |

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| **F.** | **ENDORSEMENT BY TEAM LEADER PTJ**  *Comments (if any)* |

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| --- | --- | --- | --- | --- |
|  | **Name** | **:** | **Signature** | **:** |
|  | **Date** | **:** |  | |