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

Project code :

(for RCMO use only)

Please tick (🗸) the appropriate box

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| **Report Period** | **12 Months** | **24 Months** | **36 Months** | **>36 Months** |
|  |  |  |  |

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| **A** | **PROJECT DETAILS** | | | | |
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| Please tick (🗸) the appropriate box   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Sub Project** | **Project 1** | **Project 2** | **Project 3** | **Project 4** | **Project 5** | |  |  |  |  |  | | | | | |
| **1.** | **Project Title** | : | |  | | | |
| **2.** | **Name of Project Leader** | : |  | | | |
| **3.** | **Account Number** | : |  | | | |
| **4.**  **5.** | **School/Institute//Center**  **Research Domain** | :  : |  | | | |
| **6.** | **Co-researchers** | : |  | | | |

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| **No.** | | **Name** | | | | **School/Institute/Center** | | |
| **i.** | |  | | | |  | | |
| **ii.** | |  | | | |  | | |
| **iii.** | |  | | | |  | | |
| **iv.** | |  | | | |  | | |
| **v.** | |  | | | |  | | |
| **7.** | |  |  |  |  | | --- | --- | --- | --- | | No. | Name of Collaborator | Institution of Collaborator *(Industry/government agencies/NGO/communities/international universities or other RUs)* | Roles and contributions of collaborators | | i. |  |  |  | | ii. |  |  |  |   **Collaboration** :  *State clearly name, institution and roles of collaborators and how they will contribute to the achieving the main aim of the team. Attached proof of collaboration.* | | | | | | | | |  |  | |
| **8.** | | **Project Duration (dd/mm/yy)** | | | | **:** |  | | | | | | | |
|  | |  | | | | | | | | | | | | |
|  | | **i)** | | **Start Date** | | **:** | | **.......................................** | | | | | |
|  | | **ii)** | | **End Date** | | **:** | | **......................................** | | | | | |
|  | | **iii)** | | **Duration** | | **:** | | **......................................** | | | | | |
|  | | **iv)** | | **Revised Date (if any)** | | **:** | |  | | | | | |
|  | |  | | **1st Extension** | | **:** | | **................................ - ................................** | | | | | |
|  | |  | | **2nd Extension** | | **:** | | **................................ - ................................** | | | | | |
| **B** | | **PROJECT RESEARCH PROGRESS** | | | | | | | | | | |

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| **9.** | **Project 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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| **10.** | **Project Objective (s)** | |
|  | **i.** | **Original Objective** |

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

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|  | **ii.** | **Revised Objective** *(if any)* |

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

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| **11.** | **Project Research Activities**  (*Please state the summary of research findings, results, time involved, expenditure, problems encountered and how they have affected the project 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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| **12.** | **Project Milestone Achievement**  *(Please list down the project milestones)* | |
|  | **i.** | **Original Schedule** |

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| --- | --- | --- | --- | --- |
| **No.** | **Milestone Description** | **Expected Completion Date** | | **Completed Percentage**  **(%)** |
| **Month** | **Year** |
| **M1** |  |  |  |  |
| **M2** |  |  |  |  |
| **M3** |  |  |  |  |
| **M4** |  |  |  |  |
| **M5** |  |  |  |  |
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ii. **Revised Schedule** *(if any)*

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

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|  | **iii.** | **Overall progress attained in regards to the milestones** | | | | | |
|  |  |  | | | | | |
|  |  | **ACHIEVEMENT PERCENTAGE** *(Please tick (√ ) the appropriate box)* | | | | |  |
|  |  | **Project progress according to milestone achieved up to this period**  *(Project Leader* ***MUST*** *attached the Gantt Chart & Milestone to indicate the project progress)* | **0% - 25%** | **26% - 50%** | **51% - 75%** | **76% - 100%** |  |
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| **C** | **PROJECT OUTPUT** |

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| **13.** | **Expected & Actual Output Summary** |  |  |  |

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

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| **14.** | **Publication(s) of peer-reviewed journals arising directly from this particular research project.** (*Please* ***attach the First Page & Acknowledgement Page of the manuscript/publication*** *and/or* ***the letter of acceptance****. All listed publications* ***must acknowledge USM RUTeam Grant support fund******ONLY*** *by providing the specific account grant no.*) |

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| **No.** | **Latest Status of Publication**  *(Please state : Published/*  *Accepted/*  *Under Review/*  *Under Preparation)* | **Authors** | **Title of Article/**  **Journal**  *(complete with year, volume, pages, etc.)* | **Acknowledge**  **USM RUTeam Grant**  (Yes/No) | **Indexed**  Web of Science (WoS). Please tick (🗸) Journal Quartile Score | | | | **Keyword SDG** | **Sub Keyword SDG** |
| **Q1** | **Q2** | **Q3** | **Q4** |  |  |
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|  | **Notes :**   * 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). * Projects that have collaborations with industry/government agencies/NGO/communities/international universities or other RUs **need to produce publication of articles in indexed journals** **with the collaborations involved.** * Adopt **at least one (1) keyword and one (1) SDG sub keyword** **on each publication.** |

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| **15.** | **Talent Development**  (*Please attach the student profile and GRA appointment letter)* |

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| **Talent** | **Status of Talent**  *(Please state number in the appropriate box)* | | | | **Name & Matric Number** | **Source of Funding** |
| **On-Going** | | **Graduated** | |
| **National** | **International** | **National** | **International** |
| PhD |  |  |  |  |  |  |
| Master |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Research Officer |  |  |  |  |  |  |
| Research Assistant |  |  |  |  |  |  |
| Others  *(please specify)* |  |  |  |  |  |  |

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| **16.** | **Intellectual Property (I.P.)**  (*Please attached application of I.P. or relevant supporting documents eg. letter from CIC)* |

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| **Number of I.P.**  *(Please state number in the appropriate box)* | | | | | | | **Total** |
| **Patent** | **Trade**  **Mark** | **Industrial Design** | **Geographical Indication** | **Copyright** | **Layout Design** | **Others** |
|  |  |  |  |  |  |  |  |

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| **17.** | **External Grant/Fund**  *(Please attached application/offer letter of external grant or relevant supporting documents)* |

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| **No.** | **Name of Project Leader** | **Project Title** | **Name of Sponsor** | **Status Application**  *[Please tick (🗸) the appropriate box]* | |
| **Submit** | **Approved** |
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| **18.** | **Other research output/impact from this project**  *(Please attached relevant supporting documents)* |

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| **D** | **SIGNATURE OF PROJECT LEADER** |

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

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| **E** | **ENDORSEMENT BY PROJECT LEADER PTJ. COMMENTS** *(if any).* | |
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|  | **.......................................................................................................................................................................** |  |
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|  | **Name** | **:** | **Signature** | **:** |
|  | **Date** | **:** |  | |

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| **F** | **SIGNATURE OF TEAM LEADER. Comments** *(if any).* |

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