

**ARAHAN / INSTRUCTIONS**  
 Sila gunakan satu borang untuk satu geran ~ Please use one form for each grant  
 Sila tanda ✓ pada petak berkaitan ~ Please tick ✓ in the appropriate box  
 \* Sila lampirkan penyata kewangan terkini ~ Please attach the latest financial statement  
 \*\* Sila gunakan lampiran berasingan sekiranya ruang tidak mencukupi ~ Please attach appendix if there is insufficient space  
 \*\*\* Sila potong yang tidak berkenaan ~ Please delete whichever inapplicable  
 Sila patuhi syarat dan peraturan pengurusan kewangan penyelidikan USM ~ Kindly comply with the rules and regulations of the research financial funding  
 ([http://www.research.usm.my/Buku/Kewangan/Pengurusan/Kewangan\\_Penyelidikan.pdf](http://www.research.usm.my/Buku/Kewangan/Pengurusan/Kewangan_Penyelidikan.pdf))

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Lanjutan Tempoh Geran ~ Extension of Grant</b><br>(Sila sertakan carta perbatuan terkini dan <b>Laporan Kemajuan bagi Geran Jangka Pendek</b> ~ Please include the latest milestone and Progress Reports for Short Term Grants)<br><input type="checkbox"/> 3 Bulan/ Months <input type="checkbox"/> 6 Bulan/ Months <input type="checkbox"/> 9 Bulan/ Months <input type="checkbox"/> 12 Bulan/ Months | <input type="checkbox"/> <b>Tukar Ketua Penyelidik atau Penyelidik Bersama</b><br>Change of Principal Investigator or Co-Researcher<br>(sila lampirkan resume terkini ~ Please attach latest CV)   |
| <input type="checkbox"/> <b>Tukar Tajuk Geran Penyelidikan</b><br>Change of Research Grant Title  | <input type="checkbox"/> <b>Tambahan Penyelidik Bersama</b><br>Addition of Co-Researcher<br>(sila lampirkan resume terkini ~ Please attach latest CV)  |
| <input type="checkbox"/> <b>*Pembayaran Yuran Penerbitan/Page Charges</b><br>(Sila nyatakan Faktor Impak<br>Please indicate the Impact Factor: _____ )<br>(Sila sertakan salinan bukti penerimaan<br>Please attach a copy of evidence)  | <input type="checkbox"/> <b>*Pembelian Alatan Tambahan</b><br>Purchase of Additional Equipment <ul style="list-style-type: none"> <li>▪ Alatan ini tidak tersenarai dalam kelulusan asal<br/>This equipment was not listed in the earlier approval</li> <li>▪ Sila lampirkan spesifikasi dan minima 3 sebutarga alatan<br/>Please attach specification and minimum of 3 quotation</li> </ul> |
| <input type="checkbox"/> <b>*Pembayaran Yuran Profesional atau Keahlian</b><br>Payment of Professional or Membership Fee<br>(Yuran ~ Fee: _____ )   | <input type="checkbox"/> <b>*Pembelian Perisian ~ Purchase of Software</b><br>(Sila sertakan 3 sebut harga ~ Please attach 3 quotations)   |
| <input type="checkbox"/> <b>*Menganjurkan Latihan/Bengkel/Seminar</b><br>Organizing Training/Workshop/Conference<br><input type="checkbox"/> Universiti <input type="checkbox"/> Kebangsaan <input type="checkbox"/> Antarabangsa<br>University    National    International<br>(Sila lampirkan kertas kerja & bajet~Please attach proposal & budget)   | <input type="checkbox"/> <b>*Pindaan Vot</b><br>Virement   |
| <input type="checkbox"/> <b>*Pembayaran Honorarium/Saguhati/Cenderahati/Upahan</b><br>Payment of Honorarium/Token/Souvenir/Wages<br>(**status penerima : staf / bukan staf / pelajar<br>***status of receiver : staff / non staff / student )<br>(Nilai dipohon/Requested amount: _____ )   | <input type="checkbox"/> <b>*Pertukaran Akaun (Baki Akaun Tidak Mencukupi)</b><br>Change of Account (Due to Insufficient Funds)<br>(Daripada/From : _____<br>Kepada/To : _____ )   |
| <input type="checkbox"/> <b>**Lain-lain ~ Others</b> (Sila beri justifikasi ~ Please justify):<br>_____<br>_____<br>_____   | <input type="checkbox"/> <b>*Perubahan Maklumat Persidangan Luar Negara</b><br>Change of Details for International Conference<br>(Sila lampirkan salinan borang yang telah diluluskan<br>Please attach a copy of the approved application)   |

**Bahagian I : Maklumat Penyelidik & Geran Penyelidikan (Akaun Dikenakan / Dipohon)**  
 Section I : Details Of Researcher & Research Grant (Account to be Charged / Requested)

**Nama : Dato'/Datin/Profesor/Prof. Madya /Dr. /Tuan/ Puan**  
 Name : Dato'/Datin/Professor/Assoc.Prof./Dr./Mr./Mrs. \_\_\_\_\_

**No. Kad Pengenalan/No. Pasport :** \_\_\_\_\_  
 Identity Card Number/Passport Number

**Institut /Pusat Pengajian/Pusat/Unit :** \_\_\_\_\_  
 Institute/School/Centre/Unit

**No. Akaun :** \_\_\_\_\_ **\*\*\*Jenis Geran:** USM-PRGS/Incentive-Postgraduate/Incentive/Short Term/RUI/RUT/RUC/DE  
 Account No. \_\_\_\_\_ Grant's Type ScienceFund / FRGS / ERGS / LRGS / MOHE-PRGS / External Agency /Others

**Tajuk Geran :** \_\_\_\_\_  
 Grant's Title

**Tempoh Geran diluluskan / Period of grant approved**

**Tempoh Asal ~ Approved Period :** \_\_\_\_\_ (mula~start) \_\_\_\_\_ (tamat~end)

**Pelanjutan 1 ~ Extension 1 :** \_\_\_\_\_ (mula~start) \_\_\_\_\_ (tamat~end)

**Pelanjutan 2 ~ Extension 2 :** \_\_\_\_\_ (mula~start) \_\_\_\_\_ (tamat~end)

**Permohonan Tarikh Pelanjutan :** \_\_\_\_\_ (mula~start) \_\_\_\_\_ (tamat~end)  
 Date of Extension

**No. Telefon Pejabat :** \_\_\_\_\_ **No. Faks :** \_\_\_\_\_ **Alamat emel :** \_\_\_\_\_  
 Office Telephone No Facsimile No E-mail address

**\*\*Alasan / Justifikasi / Komen (berdasarkan petak yang ditandakan ✓) ~ \*\*Reasons / Justifications / Comments (based on the chosen box) :**

**\*\*Cadangan bagi penyelesaian ~ \*\*Suggestion for problem solving :**

**Bahagian II : Permohonan Sumber Kewangan Selain Daripada Geran Penyelidikan**  
**Section II : Request for Financial Aid**

**RU Pusat ~ University Funding (RU)**  **\*\*\*Insentif KPI PTJ ~ PTJ's KPI Incentive**  
 **Lain-lain ~ Other :**  **\*\*\*Akaun Enterprise ~ Enterprise Account**  
Sila nyatakan / Please Specify \_\_\_\_\_

**Sila lampirkan cetakan penyata kewangan terkini daripada Jabatan Bendahari**

*Please print and attach the latest financial statement from Bursary Department*

**\*\*\* Perlu kelulusan Naib Canselor. Sila hantar terus ke Pejabat Naib Canselor melalui Ketua Jabatan/Dekan/Pengarah**

**\*\*\* Please submit to VC's Office for approval through Head of Department/Dean/Director**

**Bahagian III : Pengesahan Pemohon**  
**Section III : Declaration by Applicant**

Saya dengan ini mengesahkan bahawa semua maklumat di atas dan lampiran disertakan adalah benar, betul dan lengkap  
*I hereby confirm and declare that all the information provided and document attached is complete, true and correct*

**Tarikh :** **Tandatangan & Cop Pemohon :**  
*Date Applicant's Signature & Stamp*

**Bahagian IV : Pengesahan Ketua Cluster (Bagi geran RUC SAHAJA)**  
**Section IV : Endorsement by Head of Cluster (For RUC Grant ONLY)**

Catatan Ketua Cluster ~ Head of Cluster's Comments:

**Disyorkan / Diluluskan**  **Tidak Disyorkan / Diluluskan**  
*Recommended / Approved Not Recommended / Approved*  
**Tarikh :** **Tandatangan & Cop Ketua Kluster :**  
*Date Signature & Stamp of Head of Cluster*

**Bahagian V : Perakuan Ketua Jabatan/Dekan/Pengarah**  
**Section V : Endorsement by Head of Department/Dean/Director**

Catatan Ketua Jabatan/Dekan/Pengarah ~ Head of Department's/Dean's/Director's Comments:

**Disyorkan / Diluluskan**  **Tidak Disyorkan / Diluluskan**  
*Recommended / Approved Not Recommended / Approved*  
**Tarikh :** **Tandatangan & Cop Ketua Jabatan/Dekan/Pengarah :**  
*Date Signature & Stamp of Head of Department/Dean/Director*

**Bahagian VI : Perakuan Dekan IPS (Bagi geran USM-PRGS SAHAJA)**  
**Section VI : Endorsement by IPS Dean (For USM-PRGS Grant ONLY)**

Catatan Dekan IPS ~ IPS Dean's Comments:

**Disyorkan / Diluluskan**  **Tidak Disyorkan / Diluluskan**  
*Recommended / Approved Not Recommended / Approved*  
**Tarikh :** **Tandatangan & Cop Dekan Penyelidikan :**  
*Date Signature & Stamp of Research Dean*

**Bahagian VII : Kelulusan Pengarah RCMO dan/atau TNC (Penyelidikan & Inovasi) dan/atau Pengarah Kampus dan/atau Naib Canselor**  
**Section VII : Approval by RCMO Director and/or DVC (Research & Innovation) and/or Campus Director and/or Vice-Chancellor**

Catatan Pengarah RCMO dan/atau TNC (P&I) dan/atau Pengarah Kampus dan/atau Naib Canselor  
*RCMO Director and/or DVC (Research & Innovation) and/or Campus Director and/or Vice-Chancellor Comments:*

**Lulus / Approved :**  **Dengan Pembiayaan Geran Penyelidikan (Tertakluk kepada kewangan mencukupi)**  **Tidak Lulus / Not approved**  
*Using Research Grant Allocation(s) (Subject to sufficient funds)*  
 **Dengan Pembiayaan Lain :** \_\_\_\_\_  
*Using Other Allocation(s)*

**Tarikh :** **Tandatangan & Cop :**  
*Date Signature & Stamp*