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|  | **LAPORAN KEMAJUAN GERAN PENYELIDIKAN JANGKA PENDEK** SHORT-TERM GRANT PROGRESS REPORT FORM Sila kemukakan laporan kemajuan (salinan lembut) ini kepada Pejabat Pengurusan dan Kreativiti Penyelidikan (RCMO) menggunakan format fail PDF dan mohon untuk tidak meletakkan kata laluan. Mohon juga lampiran-lampiran dihantar secara berasingan daripada borang dan diletakkan nama bersesuaian.  *Please submit this progress report (softcopy) to RCMO Office using PDF format and please do not encrypt file with password. All appendixes should be sent in separate file and named properly.* | | | | | | |
| For RCMO Office use only | Date Received | |  | | Date Assessed | |  |
| PI Please tick (🗸) the appropriate box | 6 bulan /  *6 months* |  | | 12 bulan /  *12* *months* |  | 18 bulan /  *18* *months* |  |

|  |  |
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| **A** | **Project Details** |

1. **Title :**
2. **Account Number :**
3. **Project Leader :**
4. **School/Institute/Center :**
5. **Co-researchers**

|  |  |  |
| --- | --- | --- |
| **No.** | **Name** | **School/Institute/Center** |
| i. |  |  |
| ii. |  |  |
| iii. |  |  |
| iv. |  |  |
| v. |  |  |

1. **Duration (dd/mm/yy) :**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Start Date (Original)** | **:** | **....................................** |
|  | **Completion Date (Original)** | **:** | **....................................** |
|  | **Duration (months)** | **:** | **....................................** |
|  | **Revised Date** (*if any*) | **:** |  |
| **1st Extension** | **:** | **................. - .................** |
| **2nd Extension** | **:** | **................. - ................** |
| **3rd Extension** | **:** | **................. - ................** |

1. **Budget & Expenditure**

*(Please attach the latest financial statement)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget** | **Year 1** | | **Year 2** | **Total** |
| **Approved (RM)** |  | |  |  |
| **Received to date (RM)** |  | |  |  |
|  |  | |  |  |
| **Expenditure to date (RM)** |  | |  |  |
| **% of expenditure\*** |  | |  |  |
| **Balance (RM)\*\*** |  | |  |  |
| **Second Allocation Request**  Please tick (🗸) the appropriate box | **YES** | **NO** |  |  |
|  |  |

*\* Please provide the reasons/justifications/problems encountered if the percentage of expenditure for first allocation is below 70%. And if second allocation is needed, please state strong justification.*

*\*\* Please provide an updated financial statement via eFAS*

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| **B** | **Research Progress**  *Progress Report for All Conducted Work. Kindly attach progress reports that are relevant.* |

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| **ACHIEVEMENT PERCENTAGE**  Please tick (🗸) the appropriate box | | | | |
| **Project progress according to milestone achieved up to this period** | **0 – 25%** | **26 – 50%** | ***51- 75%*** | ***76 – 100%*** |
| **Percentage** |  |  |  |  |

*\* Please provide the reasons/justifications/problems encountered if the percentage is below 50% for 12 months progress report.*

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| **C** | **Research Output** |

1. **Expected Results/Benefits from this research** *(as stated in the grant offer letter).*

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| **No.** | **KPI** | **Total**  *(as stated in the grant offer letter)* | **Submitted for Progress Report** |
| 1. | **Research Publications**  (article / journal) |  |  |
| 2. | **Postgraduate Student**  (by research) |  |  |

1. **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 Short-Term’s support fund*** *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. APA Format) | **Acknowledge**  **USM Short-Term grant**  (Yes/No) | **Indexed**  Web of Science (WoS). Please tick (🗸) Journal Quartile Score | | **Indexed**  (SCOPUS/  ERA/  MyCite) | **Non-Indexed**  (Please specify) |
| Q1 | Q2 |
|  |  |  |  |  |  |  |  |  |
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1. **Recognized national/international conference(s) in which papers related to this research project were delivered.**

*(Please attach a copy of each conference abstract and proof for indexing; Wos/SCOPUS only)*

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| --- | --- | --- | --- | --- | --- |
| **No.** | **Conference Name** | **Title** | **Date/Place** | **Level**  (International/ National) | **Acknowledge USM Short-Term grant**  (Yes/No) |
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1. **Talent Development (Supporting documents are required, i.e. letter of registration, thesis etc)**

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| --- | --- | --- | --- | --- | --- |
| **Talent** | Please tick (🗸) the appropriate box | | | | **Name & Matric Number** |
| **On-Going** | | **Graduated** | |
| **National** | **International** | **National** | **International** |
| PhD |  |  |  |  |  |
| Master |  |  |  |  |  |
|  |  |  |  |  |  |
| Graduate Research Officer |  |  |  |  |  |
| Research Assistant |  |  |  |  |  |
| Others *(please specify)* |  |  |  |  |  |

**Signature of Reseacher:**

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Date:

|  |  |
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| **D** | **Comments, if any / Endorsement by PTJ**  *Dean/Deputy Dean*  *Director/Deputy Director* |

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Name : Signature :

Date :