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| **FACULTY OF BUSINESS AND ECONOMICS**  **SELF INSTRUCTIONAL MATERIAL DEVELOPMENT GRANT 2025** APPLICATION FORM | | | | | | | | | |
| **APPLICATION CODE** *(for RMU office perusal)* | |  | | | | | | | |
| **PROJECT**  **LEADER** | |  | | | | | | | |
| **DEPARTMENT** | |  | | | | | | | |
| **UNDERGRADUATE SUBJECT/ COURSES CURRENTLY TAUGHT** | |  | | | | | | | |
| **PROJECT**  **TITLE** | |  | | | | | | | |
| **TOTAL**  **BUDGET** | |  | | | | | | | |
| **EXECUTIVE SUMMARY**  **(max. 300 words):** | | | | | | | | | |
| **RESEARCH BACKGROUND & OBJECTIVES (Literature Review, Problem Statement(s) & Project Objective(s)**  **(Please attach detailed proposal & Gantt Chart altogether upon submitting this form)** | | | | | | | | | |
| **QUALITY OF RESEARCHERS**   1. **Research Team Track Record** | | | | | | | | | |
| No. | Name | | | Department | H-index | | Citations | No. of Publications | Role/  Contribution |
| 1 |  | | |  |  | |  |  |  |
| 2 |  | | |  |  | |  |  |  |
| 3 |  | | |  |  | |  |  |  |
| 4 |  | | |  |  | |  |  |  |
| 5 |  | | |  |  | |  |  |  |
| **ACCESS TO EQUIPMENT AND MATERIAL** | | | | | | | | | |
| EQUIPMENT | | | | | | LOCATION | | | |
| 1)  2) | | | | | |  | | | |
| **BUDGET** | | | | | | | | | |
| **Please indicate your estimated budget for this research and details of expenditure**  **(*Please refer to Guideline) (Maximum Allocation: RM10,000)*** | | | | | | | | | |
| **BUDGET DETAILS** | | | **AMOUNT REQUESTED** | | | | | | |
| **Total (RM)** | | | | | | |
| **Vote 11000 –**  **Salary and Wages**  **Please specify:** | | |  | | | | | | |
| **Vote 21000 –**  **Travelling and Transportation**  **Please specify:** | | |  | | | | | | |
| **Vote 24000 –**  **Rental**  **Please specify:** | | |  | | | | | | |
| **Vote 27000 –**  **Research Materials & Supplies**  **Please specify:** | | |  | | | | | | |

|  |  |  |
| --- | --- | --- |
| **Vote 28000 –**  **Maintenance and Minor Repair Services**  **Please specify:** |  | |
| **Vote 29000 –**  **Professional Services**  **Please specify:** |  | |
| **Vote 35000**  **Minor Equipment**  **Please specify:** |  | |
| **TOTAL AMOUNT (RM)** |  | |
|  | | |
| **TARGETTED RESEARCH OUTPUT**   1. **ACADEMIC OUTPUT**  |  |  |  | | --- | --- | --- | | **No.** | **Details** | **Output**  **(please specify)** | | 1 | Self-instructional material such as interactive multimedia, applications, platform, gamification, equipment or any other related materials that may be filed for copyright or patenting (minimum 1) |  | | 2 | Human Capital Development (if any) |  | | | |
| **Anticipated Research Impact** | | |
| **DECLARATION BY PROJECT LEADER / *AKUAN KETUA PROJEK***  **(PLEASE TICK (*√*) / *SILA TANDA (√)*:** | | |
| **I hereby declare that:**  *Saya dengan ini mengaku bahawa:* | | |
| 1. **All information stated here are accurate, Faculty has the rights to reject or to cancel the offer without prior notice if there is any inaccurate information given.**   *Semua maklumat yang diisi adalah benar, Fakulti berhak menolak permohonan atau membatalkan tawaran pada bila-bila masa sekiranya keterangan yang dikemukakan adalah tidak benar.* | | |
| 1. **I have read, understood and will implement all requirements stipulated in the UM Safety & Research Handbook and Code of Research Ethics. Failure to do so will result in disqualification of my application**.   *Saya telah membaca, memahami dan akan melaksanakan semua keperluan dalam UM Safety & Research Handbook dan Kod Etika Penyelidikan. Kegagalan berbuat demikian akan menyebabkan permohonan saya ditolak.*   1. [Code of Research Ethics](https://umresearch.um.edu.my/Forms/University%20of%20Malaya%20Research%20Ethics%20Committee%20(UMREC)/Code%20of%20Research%20Ethics.pdf) 2. [UM Safety & Research Handbook](https://umresearch.um.edu.my/Forms/Research%20Guidelines%20%26%20Policies/UM%20Safety%20Handbook%20%26%20UM%20Policy%20and%20Procedure%20on%20Lab%20Biosafety%20and%20Biosecurity/UM%20Safety%20Handbook.pdf) 3. [The Malaysian Code of Responsible Conduct in Research](https://umresearch.um.edu.my/Forms/Research%20Guidelines%20&%20Policies/Malaysian%20Code%20of%20Responsible%20conduct%20in%20Research/Malaysia%20Code%20of%20Responsible%20Conduct%20(MCRC)%20-%202017.pdf) | | |
| Date:  *Tarikh:* | | Project Leader’s Signature:  *Tandatangan Ketua Projek:* |
| **DECISION BY FACULTY’S EVALUATION COMMITTEE**  **(PLEASE TICK (*√*) / *SILA TANDA (√)*:** | | |
| **Recommendation:**  ***Perakuan:*** | | |
|  | 1. **Recommended**   *Disokong*   1. **Not Recommended (specify reason at Comments)**   *Tidak Disokong (nyatakan sebab di Komen)* | |
| **Comments:**  *Ulasan:*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date of evaluation:** *Tarikh penilaian:* | | |