



SEKRETARIAT PEMINDAHAN ILMU, KEMENTERIAN PENDIDIKAN TINGGI MALAYSIA

PERMOHONAN GERAN PROGRAM PEMINDAHAN ILMU (Knowledge Transfer Programme – KTP)

SKIM PEMBELAJARAN SEPANJANG HAYAT (Lifelong Learning Scheme)

Satu (1) salinan borang ini hendaklah dihantar melalui UA masing-masing dan dialamatkan kepada **Urusetia KTP, Pusat Pemindahan Ilmu, Aras 1, Bangunan C26 Toray-USM, Universiti Sains Malaysia, 11800 Pulau Pinang.**

* Dokumentasi sokongan bagi permohonan ini diperlukan di dalam bentuk perisian (softcopy).

MAKLUMAT PROJEK/Details of Project

A	TAJUK PROJEK YANG DICADANGKAN: <i>Title of proposed project:</i>		
	TEMPOH MASA PROJEK (MAKSIMUM 12 BULAN): <i>Duration of this project (Maximum 12 months):</i>	Duration: <i>Tempoh:</i>	
		DARI: <i>From:</i>	
		HINGGA: <i>To:</i>	

MAKLUMAT UA/Details of PU

B	NAMA UA: <i>PU name:</i>	
	NAMA TIMBALAN NAIB CANSELOR/PENGARAH BERTANGGUNGJAWAB: <i>Name of responsible Deputy Vice Chancellor/Director:</i>	
	NAMA PUSAT/UNIT/PEJABAT BERTANGGUNGJAWAB: <i>Name of responsible centre/unit/office:</i>	

* Bahagian ini adalah untuk semakan IPTA

MAKLUMAT BIDANG TUMPUAN UTAMA/Details of National Priority Area

C	BIDANG TUMPUAN UTAMA PERMOHONAN (Sila tanda ✓): <i>Key Result Area of application (Please tick ✓)</i>	
	Cyber Security – development of national autonomous and secure system to reduce the dependency on foreign for systems of strategic importance	☐
	Environment and Climate Change – supporting ecosystem management, protection and improvement to mitigate flood, drought and air pollution as well as promotion of eco-tourism	☐
	Food Security – improvement of food crops, livestock, fisheries and animal feedstock; focusing on post-harvest physiology and technology to reduce dependency of import on staple food	☐
	Medical and Healthcare – improving health, wellbeing and longevity through the diagnostic, prevention and treatment of lifestyle diseases as well as new and emerging diseases	☐

*Sila tandakan satu (1) sahaja

Energy Security – harnessing alternative resources & improving the efficient use of energy Water Security – ensuring sustainable water supply by improving the processing & treatment of water		☐ ☐					
D MAKLUMAT AKADEMIA/Details of Academia							
NAMA KETUA PROJEK: <i>Name of project leader:</i>							
NO. KAD PENGENALAN/PASPORT: <i>IC/Passport No.:</i>							
JAWATAN (Sila tanda ✓): <i>Position (Please tick ✓):</i>		Profesor: <i>Professor:</i> ☐	Prof. Madya: <i>Assoc. Prof.:</i> ☐	Pensyarah: <i>Lecturer:</i> ☐			
ALAMAT PENUH FAKULTI/JABATAN/PUSAT/UNIT: <i>Full Address of Faculty/School/Centre/Unit:</i>							
NO. TELEFON: <i>Telephone no.:</i>		Pejabat: <i>Office:</i>		Fax: <i>Fax:</i>			
NO. TELEFON BIMBIT: <i>Mobile Phone No.:</i>							
ALAMAT E-MAIL: <i>E-mail address:</i>							
TARIKH MULA BERKHIDMAT DENGAN UNIVERSITI INI: <i>Date of first appointment with this University:</i>							
JENIS PERKHIDMATAN (Sila tanda ✓): <i>Type of Service (Please tick ✓):</i>		Tetap: <i>Permanent:</i> ☐	Kontrak (Nyatakan tarikh tamat kontrak): <i>Contract (State contract expiry date):</i> ☐ _____				
MAKLUMAT AKADEMIA LAIN: <i>Details of other academia:</i>							
Bil: No.:	NAMA: <i>Name:</i>	NO. KAD PENGENALAN/PASPORT: <i>IC No./Passport:</i>	FAKULTI/JABATAN/PUSAT/ UNIT (Sila nyatakan alamat penuh): <i>Faculty/School/Centre/Unit</i> <i>(Please provide full address):</i>	TAHAP KELAYAKAN AKADEMIK/JAWATAN: <i>Academic</i> <i>Qualification/Designation:</i>	SIGNATURE: <i>Tandatangan:</i>		
1.							

2.					
3.					

** Sila guna lampiran tambahan jika perlu*

PROJEK KTP YANG SEDANG/TELAH DIJALANKAN OLEH AHLI-AHLI AKADEMIKA DALAM TEMPOH TIGA TAHUN TERAKHIR
KTP or equivalent projects that have been completed or ongoing by academia including team members for the last three years.

Bil: No.:	TAJUK PROJEK: Title of project:	TEMPOH: Duration:	TARIKH MULA: Start Date:	TARIKH TAMAT: End Date:
1.				
2.				
3.				

** Sila guna lampiran tambahan jika perlu*

PROJEK BERKAITAN DENGAN ORGANISASI YANG DIKENALPASTI ATAU PERKONGSIAN YANG RELEVAN YANG LAIN, TERMASUK PERUNDINGAN, LATIHAN, KAJIAN KONTRAK, KOMERSIALISASI DAN PEKERJAAN LAIN YANG MENUNJUKKAN PROSES KERJASAMA PEMINDAHAN ILMU ORGANISASI YANG RELEVAN DALAM TEMPOH TIGA TAHUN TERAKHIR.
Collaborative or other projects with organisation identified or other relevant partnership. This includes consultancy, training, contract research, commercialization and other collaborative work indicating organisation relevant knowledge transfer process.

Bil: No.:	TAJUK PROJEK: Title of project:	JENIS GERAN:	TEMPOH: Duration:	TARIKH MULA: Start Date:	TARIKH TAMAT: End Date:
1.					
2.					
3.					

** Sila guna lampiran tambahan jika perlu*

MAKLUMAT GRADUATE INTERN/Details of Graduate Intern

Bil: No.:	NAMA: Name:	NO. KAD PENGENALAN/PASPOT: IC /Passport No.:	BIDANG PENGAJIAN & NAMA UA Study area & PU name:	TAHAP KELAYAKAN AKADEMIK & TAHUN BERIJAZAH: Academic qualification & year of graduation:	SIGNATURE: Tandatangan:
1.					

2.					
* Sila guna lampiran tambahan jika perlu					
F	MAKLUMAT ORGANISASI/Details of Organisation				
	NAMA ORGANISASI: <i>Name of organisation:</i>				
	JENIS ORGANISASI: <i>Type of organisation</i>		☐ Perniagaan: (<i>cth Sdn. Bhd., Berhad, Enterpris</i>) ☐ Bukan Perniagaan: (<i>cth Koperasi, Sekolah, JKK</i>)		
	NO. PENDAFTARAN ORGANISASI (jika ada): <i>Organisation registration no.:</i>				
			* Sila sertakan salinan Borang Pendaftaran Perniagaan (Borang A)		
	BIDANG/JENIS AKTIVITI: <i>Area/Type of activity:</i>				
	TAHUN MULA OPERASI: <i>Year in operation:</i>				
	TAHUN PENUBUHAN: <i>Year of establishment:</i>				
	ALAMAT PENUH: <i>Full address:</i>				
	PENDAPATAN TAHUNAN (RM): <i>Annual turnover (RM):</i>				
	BIL. PEKERJA/AHLI: <i>No. of employees/members:</i>				
	MAKLUMAT PERHUBUNGAN: <i>Contact person:</i>		NAMA: <i>Name:</i>		
JAWATAN: <i>Designation:</i>					
NO. TELEFON PEJABAT: <i>Office telephone no.:</i>					
NO. TELEFON BIMBIT: <i>Handphone no.:</i>					
EMEL: <i>Email:</i>					
BUKTI KERJASAMA UNIVERSITI-ORGANISASI (cth: Surat Hasrat Kerjasama terkini): <i>Proof of collaboration University-Organisation (ex: Current Letter of Intent):</i>					
		* Sila sertakan salinan bukti kerjasama Universiti-Organisasi			

G	JUMLAH SUMBANGAN KEWANGAN KEPADA PROJEK (RM): <i>Amount of monetary contribution to the project (RM):</i>		
	SUMBANGAN BUKAN KEWANGAN KEPADA PROJEK: <i>Non-monetary contribution to the project:</i>	Item:	Nilai Setara dalam RM: <i>Equivalent value in RM:</i>
	PERNYATAAN RINGKAS PERMASALAHAN ORGANISASI BERKAITAN DENGAN PROJEK KTP PEMBELAJARAN SEPANJANG HAYAT (tidak melebihi 200 patah perkataan): <i>Summary of organisation problem statement related to KTP Lifelong Learning project (should not exceed 200 words):</i>		
G	CADANGAN PROJEK/Proposed Project		
	RINGKASAN CADANGAN PROJEK (tidak melebihi 3 muka surat) <i>Summary of project proposal (maximum 3 pages)</i>		
	Latar Belakang Projek: <i>Background of project:</i> Kajian Literatur: <i>Literature reviews:</i> Objektif : <i>Objectives:</i> Kaedah Pelaksanaan Projek Pembelajaran Sepanjang Hayat: <i>Lifelong Learning Project methodology:</i> Jenis Ilmu Yang Akan Dipindahkan: <i>Type of knowledge to be transferred:</i> Milestones & Tarikh (Sila lampirkan): <i>Date & Milestones (please provide as appendix)</i> Carta Gantt Aktiviti Projek (Sila lampirkan): <i>Project activity Gantt chart (please provide as appendix)</i> Jangkaan Hasil Projek: <i>Project expected outcomes:</i>		

SILA NYATAKAN TATA KERJA DENGAN RAKAN ORGANISASI (CONTOH TEMPOH INTERN DALAM ORGANISASI DAN UA, ORGANISASI DIKUNJUNGI OLEH AHLI PROJEK, KONSULTASI BERKALA, PENILAIAN DAN BUKU LOG AKTIVITI):

Please indicate working arrangement with organisation (example period of intern in the organisation and PU, organisation visits by the project members, periodical consultation, assessment and activity log book)

ORGANISASI DIGALAKKAN UNTUK MEMBERI SUMBANGAN YANG LEBIH DARIPADA 30% JUMLAH GERAN YANG DIBERIKAN. SUMBANGAN DALAM BENTUK DANA KEWANGAN, KEPAKARAN, PERALATAN, KHIDMAT DAN SEBAGAINYA YANG PERLU DITERJEMAHKAN DALAM NILAI SUMBANGAN KEWANGAN.

The organisation is encouraged to contribute more than 30% of the total grant provided. Contributions in the form of financial funds, expertise, equipment, services etc. need to be translated in value of financial contribution.

Bil: No.:	BUTIRAN BELANJAWAN: <i>Budget details:</i>	JUMLAH YANG DIPOHON OLEH PEMOHON (Minimum 30% hendaklah datang dari pihak organisasi dari jumlah keseluruhan kos): <i>Amount requested by applicant (30% minimum from organisation of the total amount):</i>	
		GERAN KTP: <i>KTP grant:</i>	SUMBANGAN ORGANISASI: <i>Organisation contribution:</i>
1.	1. Vot 11000 - Upah dan Elaun untuk Graduate Intern (GI) <i>Wages and allowances for Graduate Intern (GI)</i> <i>(*tidak melebihi RM 24,000 / maximum RM 24,000)</i> Sila nyatakan secara lengkap dengan pecahannya sekali. <i>Please provide a detailed breakdown</i>		
2.	2. Vot 21000 - Perjalanan dan Pengangkutan <i>Travels and Transports</i> Sila nyatakan secara lengkap dengan pecahannya sekali. <i>Please provide a detailed breakdown</i>		
3.	3. Vot 23000 - Perhubungan dan Utiliti <i>Communications and Utilities</i> <i>(*tidak melebihi RM 5,000 / maximum RM 5,000)</i> Sila nyatakan secara lengkap dengan pecahannya sekali. <i>Please provide a detailed breakdown</i>		
4.	4. Vot 24000 - Sewaan <i>Rentals</i> Sila nyatakan secara lengkap dengan pecahannya sekali. <i>Please provide a detailed breakdown</i>		

Bil: No.:	BUTIRAN BELANJAWAN: <i>Budget details:</i>	JUMLAH YANG DIPOHON OLEH PEMOHON (Minimum 30% hendaklah datang dari pihak organisasi dari jumlah keseluruhan kos): <i>Amount requested by applicant (30% minimum from organisation of the total amount):</i>	
		GERAN KTP: <i>KTP grant:</i>	SUMBANGAN INDUSTRI: <i>Industry contribution:</i>
5.	5. <i>Vot 27000 -</i> Bekalan dan Bahan Projek <i>Supplies and project materials</i> Sila nyatakan secara lengkap dengan pecahannya sekali. <i>Please provide a detailed breakdown</i>		
6.	6. <i>Vot 29000 -</i> Perkhidmatan Ikhtisas <i>Professional services</i> Sila nyatakan secara lengkap dengan pecahannya sekali. <i>Please provide a detailed breakdown</i>		
	JUMLAH BESAR: <i>Total amount:</i>		

HASIL DAN IMPAK PROJEK/*Project Outputs and Impacts*

Bil: No.:	PENGUKURAN: <i>Measurement:</i>	KEBERHASILAN/outcomes: (sila nyatakan kaedah pengukuran/please state the method of measurement)	IMPAK/impacts: (sila nyatakan kaedah pengukuran/please state the method of measurement)
1.	Hasil kepada organisasi: <i>Output to the organisation:</i> (a) Faktor Ekonomi – (cth: Pertambahan jualan, pendapatan, keuntungan organisasi, produktiviti pekerja) <i>(a) Economic Factor - (ex: increase in sales, turnover, profits of the organisation, employee's productivity)</i> (b) Faktor Bukan Ekonomi – (cth: Peningkatan dalam tahap pengetahuan, perubahan sikap, kecekapan proses) <i>(b) Non-Economic Factor - (ex: improvement in level of knowledge, attitude transition, process efficiency)</i>		

2.	Pulangan kepada UA (Pengiktirafan kepada ahli academia) <i>Return to the PU (Recognition to members of academia)</i>		
3.	Pembangunan Modal Insan Graduan Pelatih <i>Human capital development of Graduate Intern</i>		
4.	Keberhasilan yang "Intangible" <i>Intangible outcome</i>		
5.	Lain-lain (yang dapat mengukur pencapaian projek) <i>Others</i>		

* Sila guna lampiran tambahan jika perlu

J	AKUAN PEMOHON/Declaration by applicant	
	Saya dengan ini mengaku bahawa (Sila tanda ✓): <i>I hereby declared that (Please tick ✓):</i> ☐ 1. Semua maklumat yang diisi adalah benar, KPT berhak menolak permohonan atau membatalkan tawaran pada bila-bila masa sekiranya keterangan yang dikemukakan adalah tidak benar. <i>All information stated here are accurate, KPT has the right to reject or to cancel the offer without prior notice if there is any inaccurate information given.</i> ☐ 2. Permohonan projek ini dikemukakan untuk memohon peruntukan di bawah Skim Geran Program Pemindahan Ilmu (Pembelajaran Sepanjang Hayat). <i>Application of this programme is presented for the Knowledge Transfer Programme Grant Scheme (Lifelong Learning).</i> ☐ 3. Permohonan projek ini juga dikemukakan untuk memohon peruntukan geran projek dari (nama geran dan jumlah dana) _____ <i>Application of this programme is also presented for other research grant/s (grant's name and total amount) _____</i> Tarikh : _____ Tandatangan Pemohon : _____ <i>Date :</i> _____ <i>Applicant's Signature :</i> _____	

K	AKUAN RAKAN ORGANISASI/ Declaration by Organisation	
	Saya dengan ini mengaku bahawa (Sila tanda ✓): <i>I hereby declared that (Please tick ✓):</i> ☐ 1. Semua maklumat yang dinyatakan di sini adalah tepat berdasarkan pengetahuan kami dan kami menyampaikan komitmen dan kerjasama untuk permohonan skim geran di bawah KPT, <i>All information stated here are accurate to the best of our knowledge and we submit our commitment of cooperation for the application of a grant scheme under KPT,</i> ☐ 2. Komitmen dinyatakan dalam permohonan ini akan disediakan apabila skim geran diluluskan. Jika selepas tawaran geran kami tidak dapat memberi komitmen, geran ini boleh ditarik balik. <i>Commitment stated in this application would be delivered when the grant scheme is approved. If upon the approval of the grant we are not able to fulfill the commitment, then the grant scheme can be withdrawn.</i> ☐ 3. Kami membuktikan bahawa tidak ada projek yang serupa telah diajukan di bawah skim geran yang sama untuk UA lain <i>We attest that no similar project has been submitted under the same grant scheme to other PU.</i>	

Tarikh : <i>Date :</i>	Tandatangan Rakan Organisasi : _____ <i>Organisation Representative's Signature :</i>
AKUAN TIMBALAN NAIB CANSOLOR/PENGARAH BERTANGGUNGJAWAB <i>Declaration by responsible Deputy Vice Chancellor/Director</i>	
Sila tandakan (✓) <i>Please tick (✓)</i> Diperakukan: <i>Recommended:</i> ☐ A. Sangat Disokong <i>Highly Recommended</i> ☐ B. Disokong <i>Recommended</i> ☐ C. Tidak Disokong (Sila Nyatakan Sebab) <i>Not Recommended (Please specify reason)</i> Ulasan: <i>Comments:</i> _____ _____	
Nama: <i>Name:</i>	Tandatangan: <i>Signature:</i>
Tarikh: <i>Date:</i>	

Nota: SEMUA PERMOHONAN DIANGGAP SULIT. KEPUTUSAN PANEL PENILAIAN SKIM GERAN PROGRAM PEMINDAHAN ILMU KTP ADALAH MUKTAMAD.

Applications submitted will be treated in full confidential. The decision by Knowledge Transfer Programme – KTP Evaluation Panel is final.

Sebarang pertanyaan/maklumat lanjut sila hubungi:

Any further inquiry/information please contact:

**URUSETIA PROGRAM PEMINDAHAN ILMU -
KTP**

Pusat Pemindahan Ilmu
 Aras 1, Bangunan C26 Toray-USM
 Universiti Sains Malaysia, 11800 Pulau Pinang

**SECRETARIAT OF KNOWLEDGE
TRANSFER PROGRAMME (KTP)**

Knowledge Transfer Centre
 Level 1, C26 Toray-USM Building
 Universiti Sains Malaysia, 11800 Penang

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