|  |
| --- |
| **Section A: Applicant’s Particulars** |
|  |
| Name: |  | Staff ID/No: |  |
| Faculty: |  | Department: |  |
| Primary Email: |  | Secondary Email: |  |
| Office Phone No: |  | Mobile Phone No: |  |
| Field of Expertise: |  |

|  |
| --- |
| **Section B: Change of Research Group (RG) \*to be filled by New RG Leader** |
| ***Name of RG*** | ***Remarks*** | ***Signature & Stamp by Applicant*** |
|  |  | Date: |
|  |  |  |
| **Section C: Dean of Faculty or Chair of School (applicable for SDRG only)** |
| ***Name of School/Faculty*** | ***Remarks*** | ***Signature & Stamp by Dean of Faculty or Chair of School*** |
|  |  | Date: |

|  |
| --- |
| **Section D: Chair of Research Alliance (RA) (applicable for MDRG only)** |
| ***Research Alliance*** | ***Remarks*** | ***Signature & Stamp by Chair of RA*** |
|  |  | Date: |

|  |
| --- |
| **Section E: Secretariat, Office of Deputy Vice Chancellor (Research & Innovation)** |
|  |
| Remarks: |  |
|  |
| **Signature & Stamp:** |  | **Date:** |  |

**\*\*\* IMPORTANT**

1. Please attach meeting minute from management, endorsing the change of RG leader. i.e. Faculty/School/RA Management meeting, Research Group meeting, etc.
2. The Office of DVCRI would assume that all parties involved has agreed to change the RG leader and the previous RG leader has been notified by the management (RA, Faculty & School) of his/her replacement.
3. This form is for **CHANGES** of RG Leader, please refer to <http://www.utm.my/office-dvcri/strategic-unit/>
4. Changes of RG Leader are advisable to be done early of each year (preferably before July) to avoid eLPPT/progress tracking/evaluation issue
5. RA/RG memberships are enforced by the Research Entities Membership Policy (available at <http://www.utm.my/office-dvcri/strategic-unit/>)

**Process Flow for Niche Area/Research Group Registration for Academic Staff**

Officer-in-charge (Mr Chew, teonghan@utm.my, 07-5531202 , Mr Naim, nazirulnaim@utm.my, 07-5530551)