PENDAFTARAN
PROJEK

TYPE OF GRANT

Selecting the right **TYPE OF GRANT** to ensure CCIN can **capture** all the CE Project **submitted** to **RADIS**

By selecting CCIN, the fund should be transferred and managed by RMC	**CENTRE FOR COMMUNITY & INDUSTRY NETWORK (CCIN)**	
By selecting BE, the fund should be transferred and managed by CCIN	**BUSINESS ENTITY (BE)**	
By selecting NG, the fund (monetary & in kind) is transferred directly to community.	**NETWORKING GRANT (NG)**	

RADIS REGISTRATION

Login

Research Grant

Grant Application / Registration

Select Type of Grant

Fill in Form

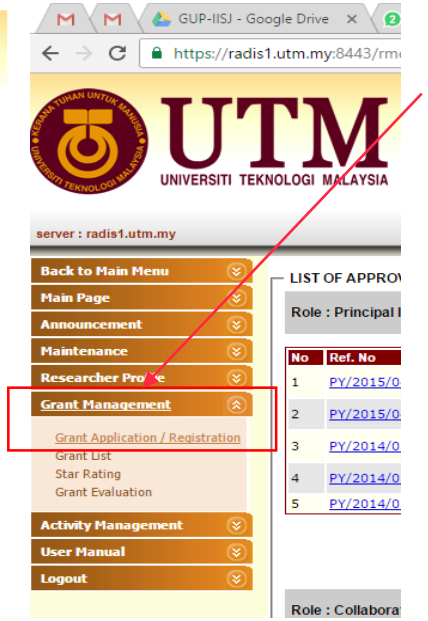
Submit

PROSES PENDAFTARAN PROJEK SECARA ONLINE (RADIS)

1. Proses pendaftaran projek untuk rekod didalam online sistem
   - Projek didaftarkan mengunakan sistem RADIS bagi 2 kategori yang berbeza iaitu
     1. Dana diuruskan oleh RMC (Centre for Communiti & Industry Network ,CCIN)
     2. Dana diuruskan oleh PTJ lain (Business Entity, BE) –
     3. Dana tidak masuk ke UTM (Networking Grant, NG)

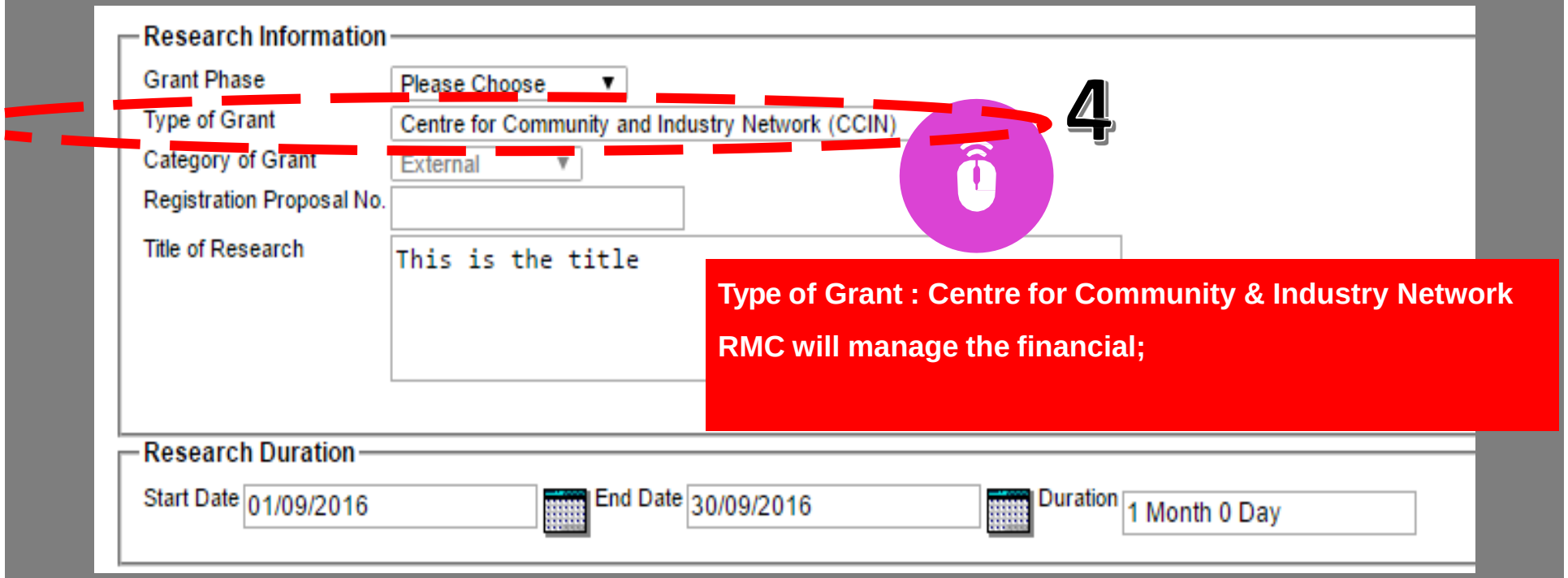
1) Pergi ke pautan RADIS
2) Log In ID dan pasword >> Login

3) Klik pautan Research Grant



4) Klik Grant Management dan pilih Grant Application/Registration

1. TOG : CENTRE FOR COMMUNITY & INDUSTRY NETWORK



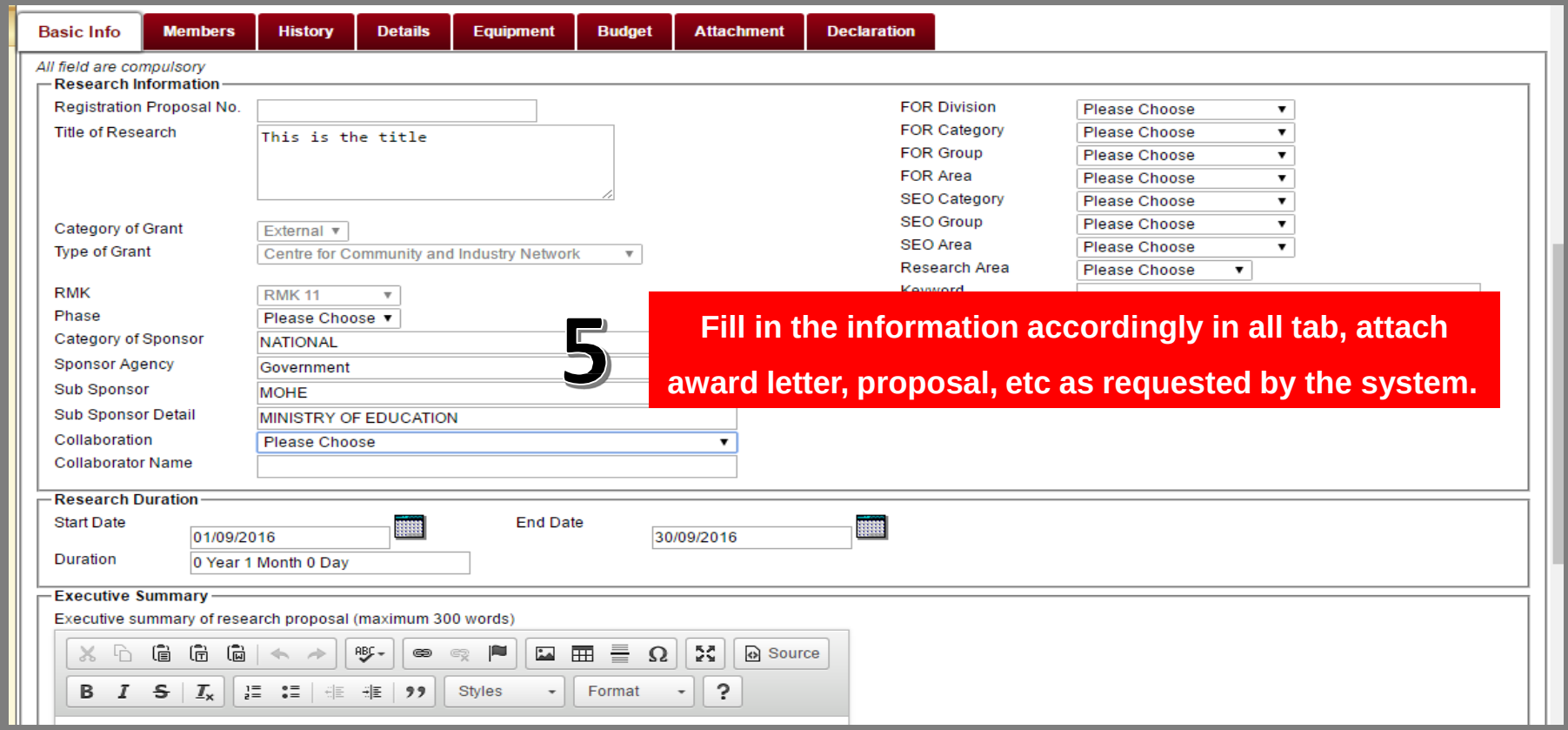
Type of Grant : Centre for Community & Industry Network

RMC will manage the financial;

Fill in information in all fields

2016

1. TOG : CENTRE FOR COMMUNITY & INDUSTRY NETWORK

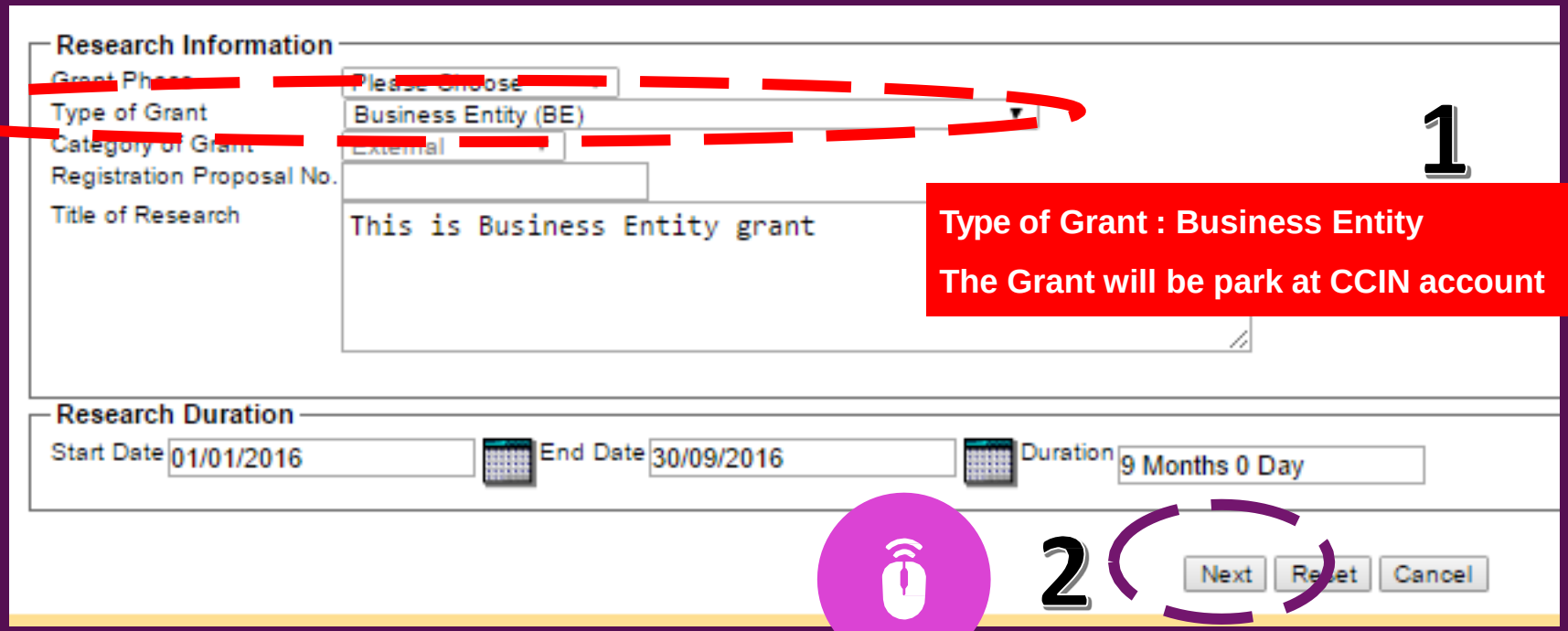


5

Fill in the information accordingly in all tab, attach award letter, proposal, etc as requested by the system.

2016

2. TOG: BUSINESS ENTITY



1

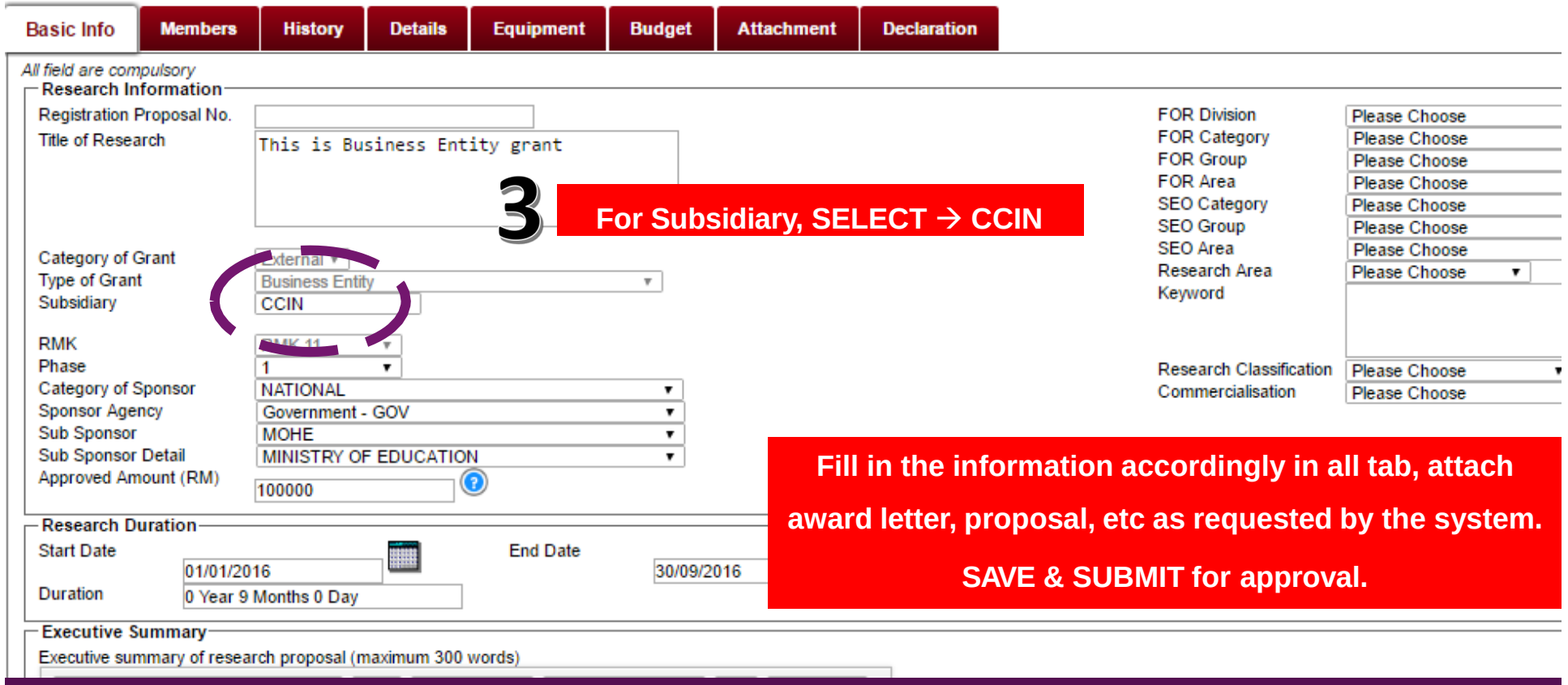
Type of Grant : Business Entity

The Grant will be park at CCIN account

2

Fill in information and click NEXT

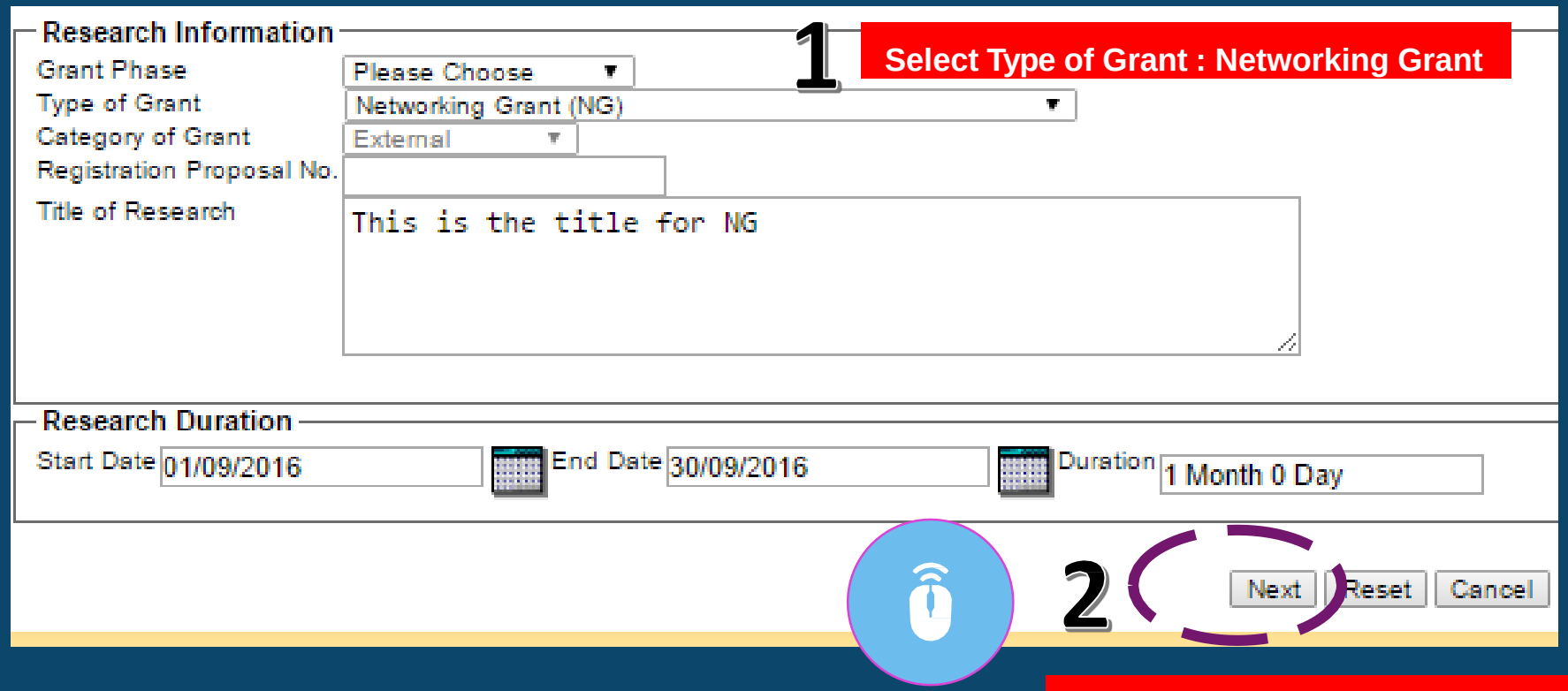
2. TOG: BUSINESS ENTITY



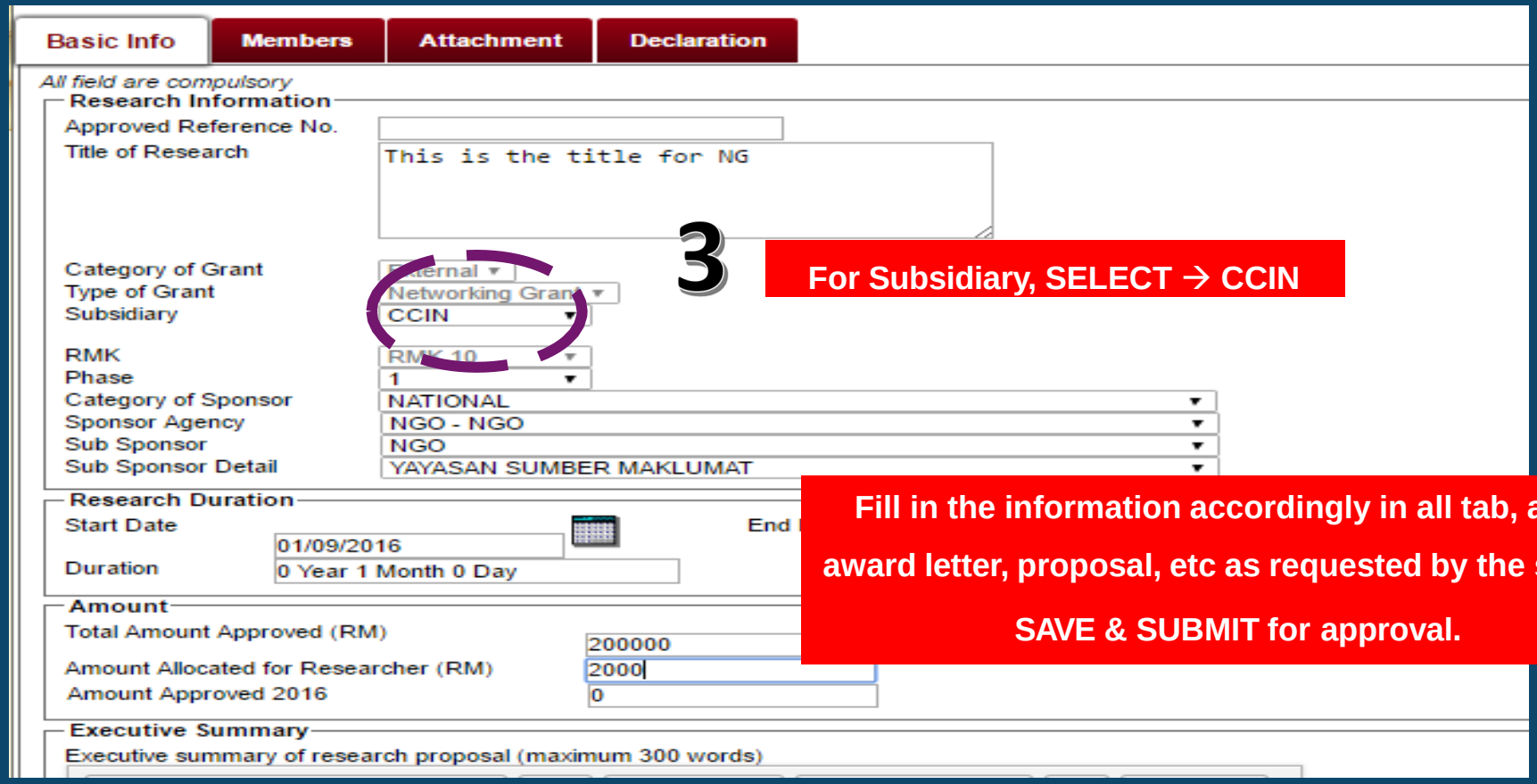
Fill in the information accordingly in all tab, attach award letter, proposal, etc as requested by the system.

SAVE & SUBMIT for approval.

3. TOG: NETWORKING GRANT



3. TOG: NETWORKING GRANT



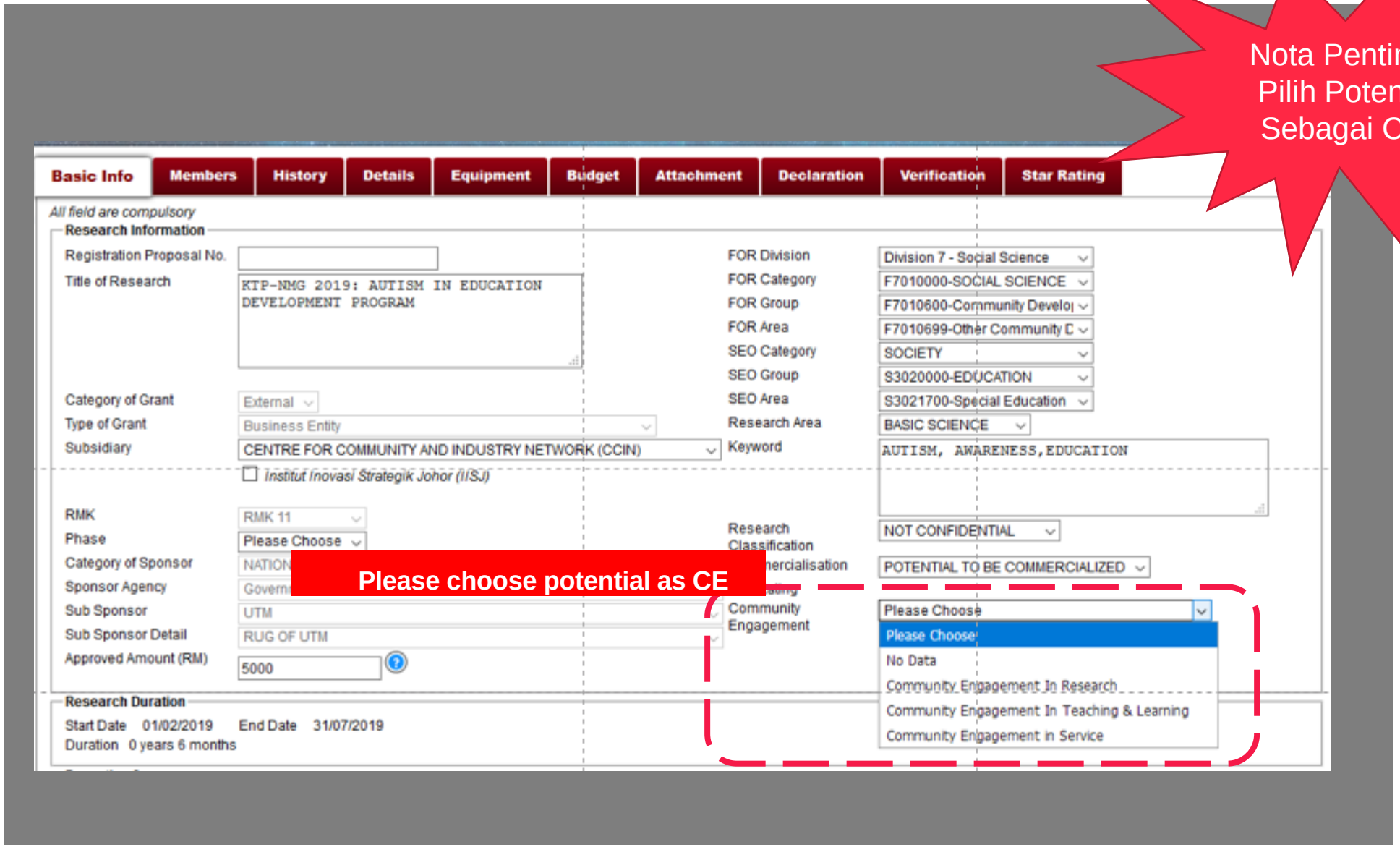
3

For Subsidiary, SELECT → CCIN

Fill in the information accordingly in all tab, attach award letter, proposal, etc as requested by the system.

SAVE & SUBMIT for approval.

Nota Penting!
Pilih Potensi
Sebagai CE



Community Engagement

Please Choose
No Data
Community Engagement In Research
Community Engagement In Teaching & Learning
Community Engagement in Service

Community Engagement In Research:

Community-Based Participatory Research (CBPR) :

Is a collaborative approach to research that equitably involves all partners in the research process and recognizes the unique strength that each brings. CBPR begins with a research topic of importance to the community and has the aim of combining knowledge with action and achieving social change through the advancement of knowledge through practice. CBPR is commonly used among researcher and practitioners trying to find answers to questions to better understand and address issues of community concern.

Community Engagement In Service:

Civic Engagement : is service that reflects personal interests and activities performed as a citizen (after work hours or on personal time). Examples of these activities could include volunteering at a local youth club, hospital, library, or coaching a sport team

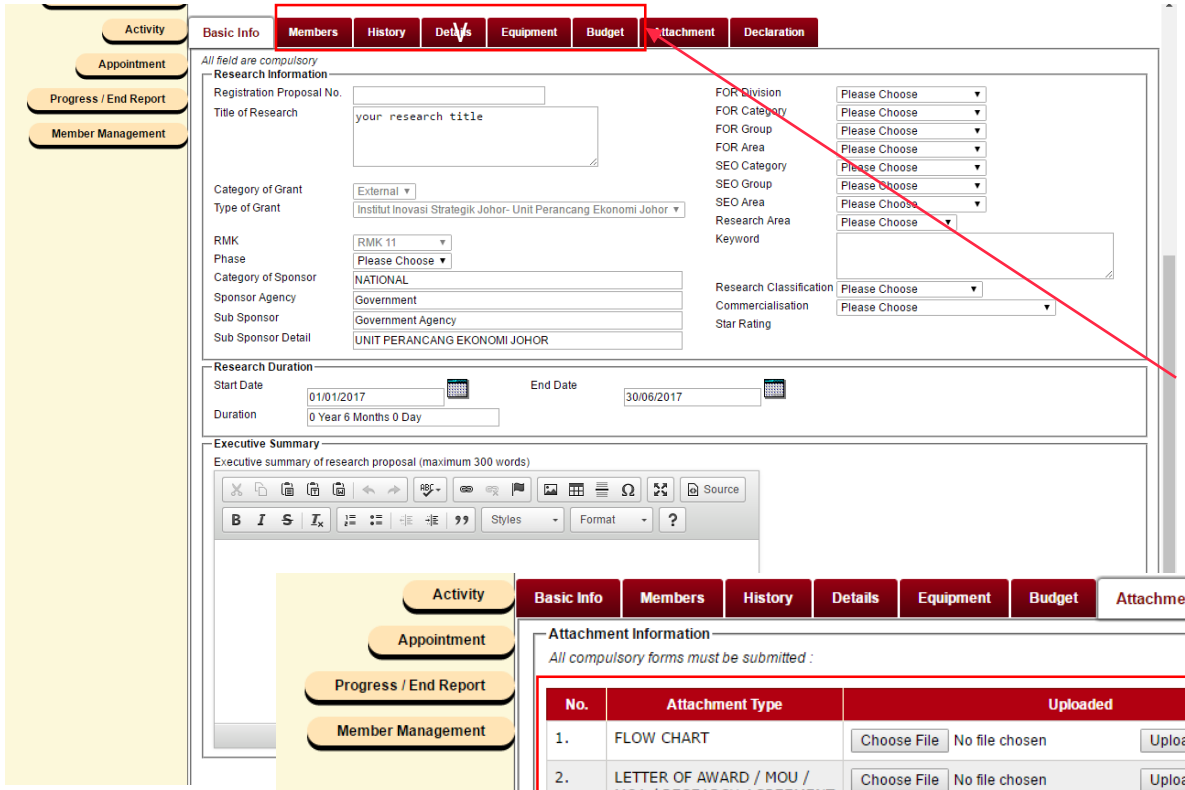
Community Service : is engaging with the community to provide services for the benefit of the community and may not require specific academic preparation or be linked to specific curricular or research activities

Community Engagement In Teaching & Learning :

Community-Based Learning (CBL):
Is a pedagogical approach that explicitly engages students in studying community issue in order to increase students' understanding and application of academic content.

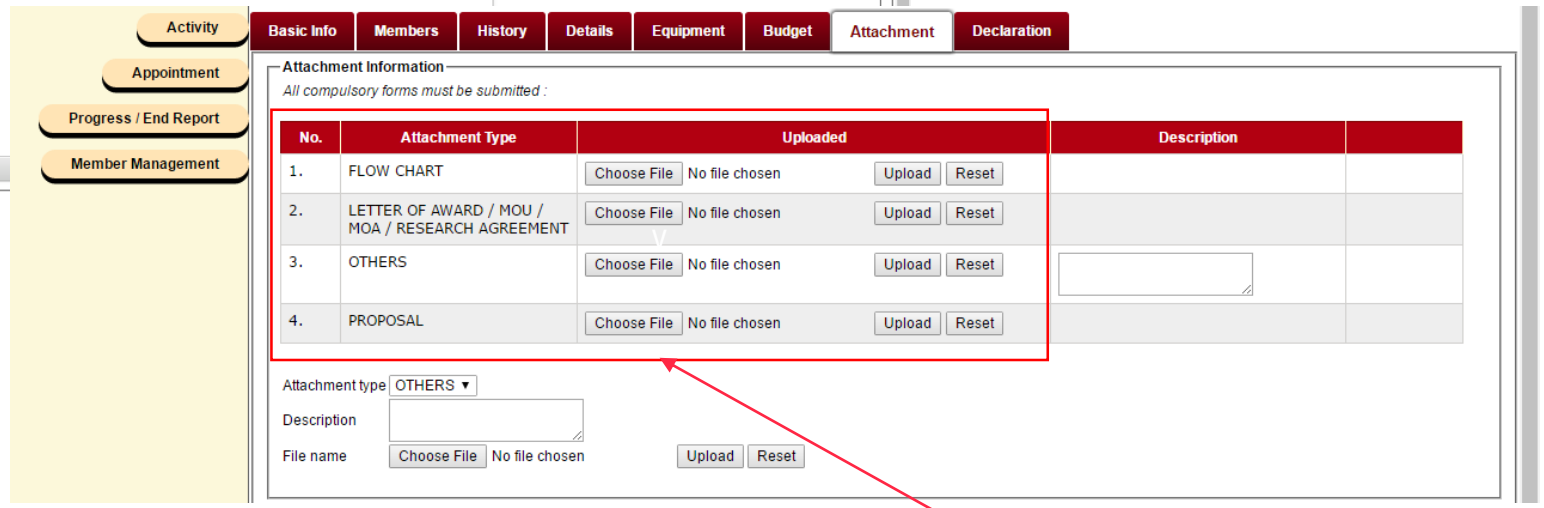
Service-learning (SL):
Is a teaching and learning approach that provides opportunities for students to apply academic knowledge and skills to respond to identified community needs and enrich the learning experience through guided reflection. The key components of service-learning include

i. The explicit connection of academic material within a course (credit bearing) and its application to community needs;
ii. The active reflection by students to foster critical and reflective thinking and enhance the understanding of academic content and social issues.



Nota Penting! Pengisian Maklumat adalah sama

1) Isikan maklumat pada setiap tab
2) Sila tekan butang ***save*** selepas mengisi maklumat

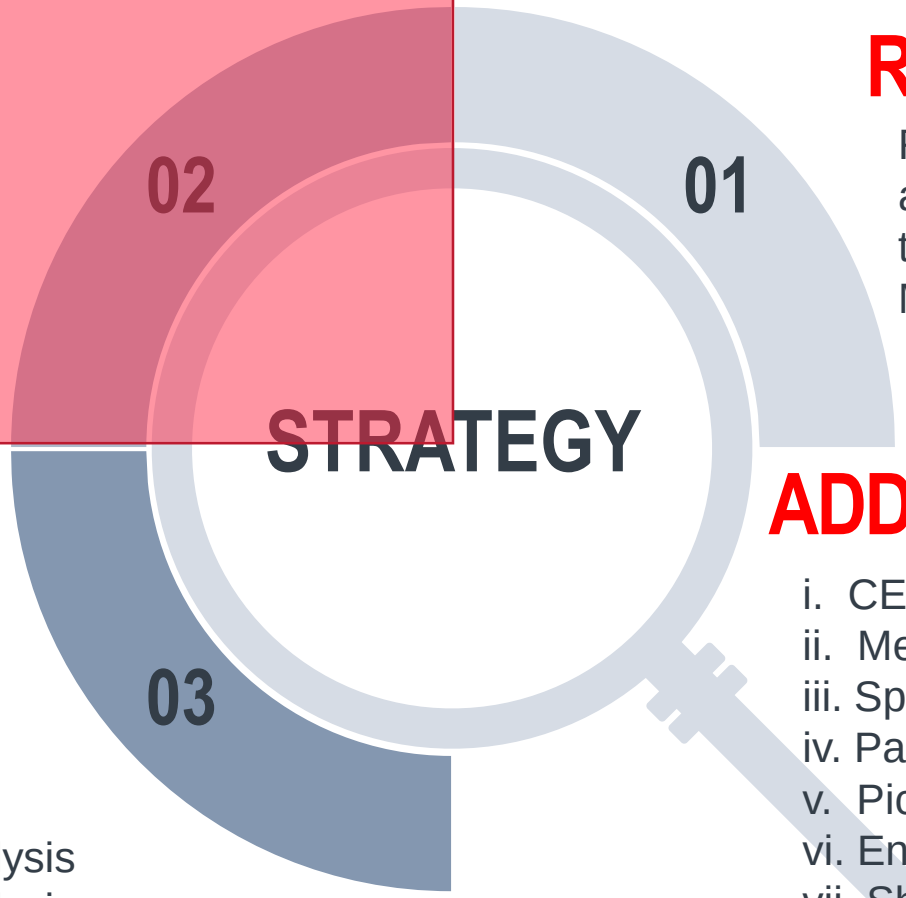


1) Sila masukkan lampiran mengikut jenis lampiran yang dikehendaki
2) Sila tekan butang ***upload***
3) Teruskan ke bahagian *declaration*
4) Mohon semak semua bahagian sebelum ***submit*** permohonan

3 IMPORTANT POINTS

APPLY FOR STAR RATING

Apply for star rating through RADIS, try to **achieve 5 star** and get **10 bonus marks** (for Project Leader) in eLPPT



REGISTER & REPORT

Register any activities related to CE and IL (**as Project Leader**) in RADIS to obtain **extra marks** in eLPPT and MyRA

PROPER DOCUMENTATION

1 Star: Attendance List
2 Star: Questionnaire / Interview
3 Star: Survey form & analysis
4 Star: Observation checklist & analysis
5 Star: Observation checklist & analysis

ADDITIONAL DOCUMENTS

i. CE Star Rating Application Form
ii. Media Coverage
iii. Sponsorship letters / Funding
iv. Partnership Formalization
v. Pictures of CE project
vi. End Report of the project / activity
vii. Short video of footage
ix. MOU / MOA / LOI
x. Intellectual Property

PENGISIAN STAR
RATING

Pekeliling Pentadbiran Bil.19/2016: PELAKSANAAN PENAMBAHBAIKAN PENILAIAN PRESTASI **AKADEMIK (eLPPT)** TAHUN 2016 MENGAMBIL KIRA KEPERLUAN UNIVERSITI PENYELIDIKAN BAGI KOMPONEN PENGAJARAN, PENYELIDIKAN DAN PERKHIDMATAN

Bonus knowledge transfer project kepada **staf akademik**

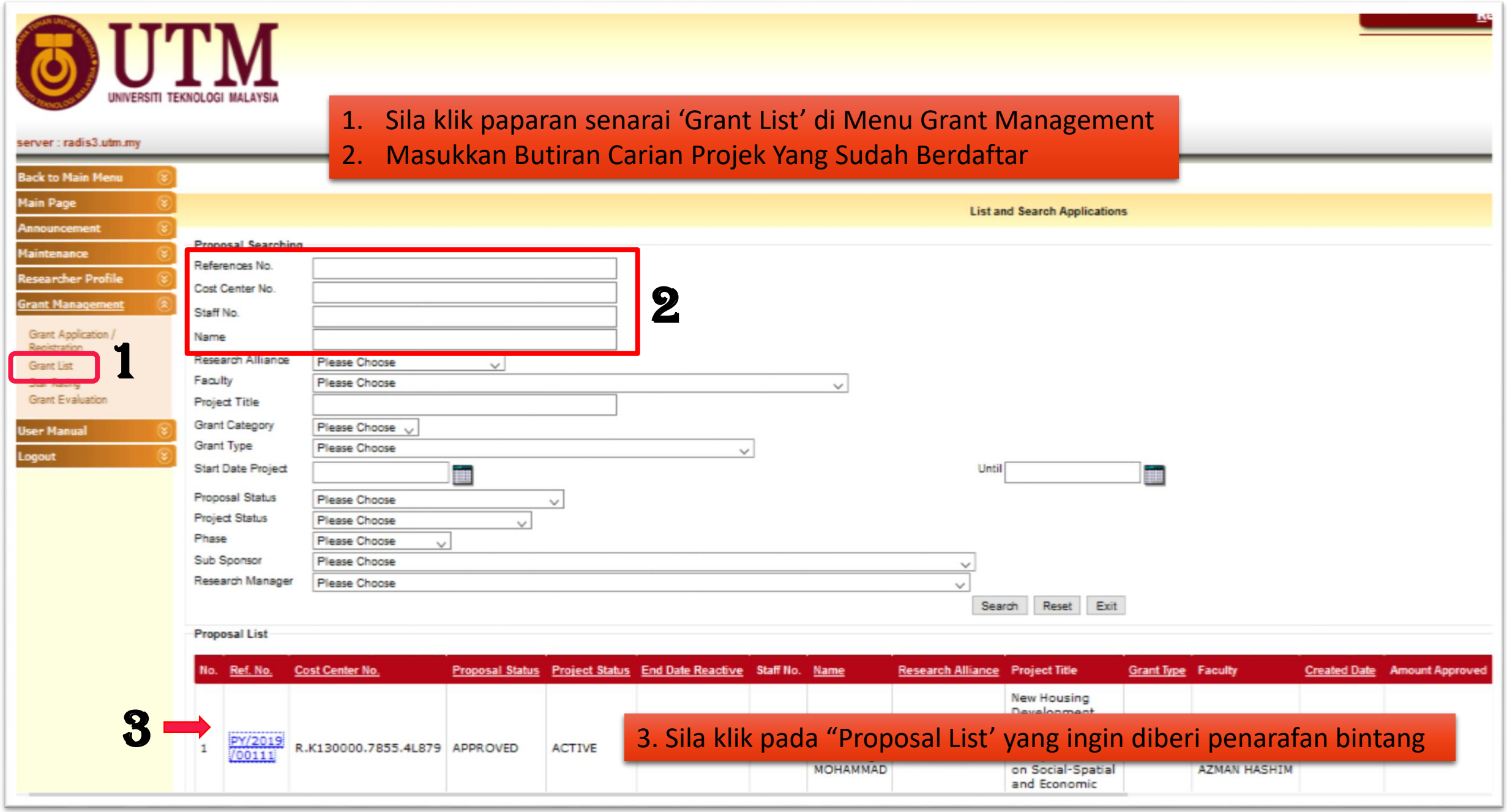
Jadual 1.8 Markah Bonus Komponen Penyelidikan (Baharu)

No	Bonus Komponen Penyelidikan	Catatan	Markah Maksima
1	*Quartile (overflow)*		Bonus Penyelidikan adalah maksima 10%
2	*Awarded OR Patent Pending (1 / Patent)*		
3	*Research IPR (5 * 2% = 10% max)*		
4	~~*Commercialisation (10 %)*~~		
5	*5 star Knowledge transfer project (1*10% = 10% max)* *4 star Knowledge transfer project (1*5% = 10% max)* *3 star Knowledge transfer project (1*2% = 10% max)*	50 % daripada markah kepada ahli projek	

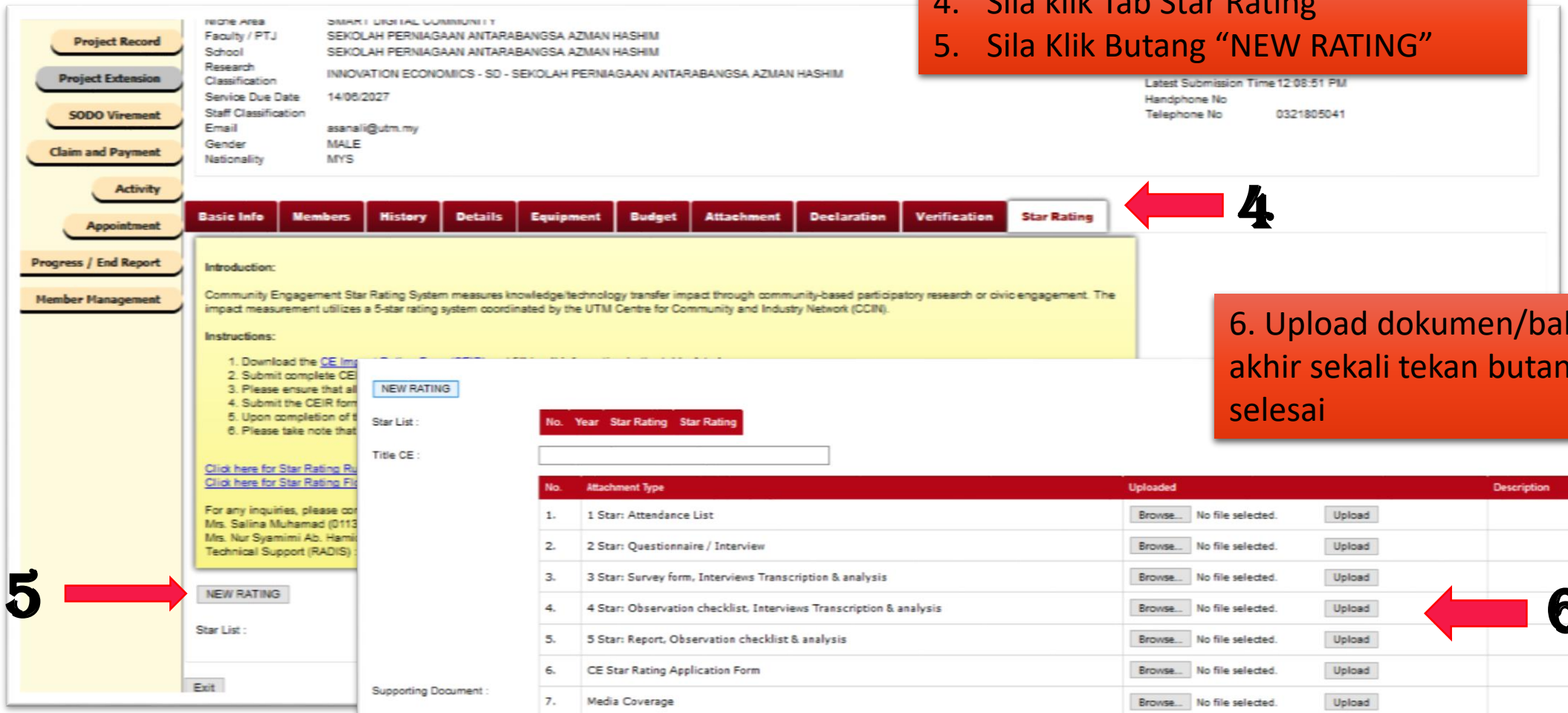
Skala bonus e-lppt

	LIBATSAMA KOMUNITI	LIBATSAMA KOMUNITI
	KETUA	AHLI
5 Star	10.0	5.0
4 Star	5.0	2.5
3 Star	2.0	1.0

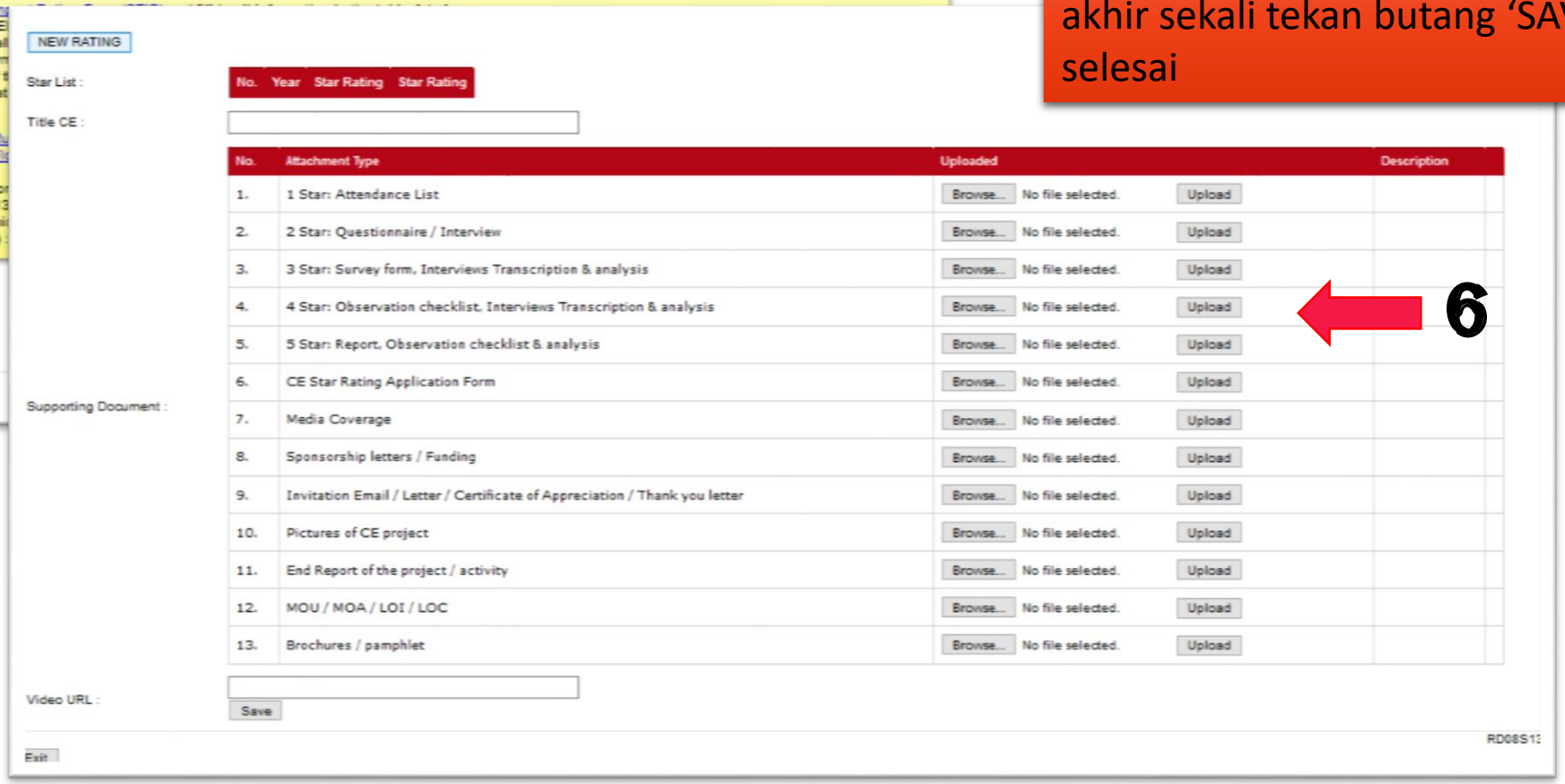
Komponen 5: Projek Pemindahan Pengetahuan (Star Rating)


UTM
UNIVERSITI TEKNOLOGI MALAYSIA
server : radis3.utm.my
1. Sila klik paparan senarai 'Grant List' di Menu Grant Management
2. Masukkan Butiran Carian Projek Yang Sudah Berdaftar
Back to Main Menu
Main Page
Announcement
Maintenance
Researcher Profile
Grant Management
Grant Application / Registration
Grant List
Grant Evaluation
User Manual
Logout
1
List and Search Applications
Proposal Searching
References No.
Cost Center No.
Staff No.
Name
2
Research Alliance
Faculty
Project Title
Grant Category
Grant Type
Start Date Project
Until
Proposal Status
Project Status
Phase
Sub Sponsor
Research Manager
Please Choose
Search
Reset
Exit
Proposal List
No.
Ref. No.
Cost Center No.
Proposal Status
Project Status
End Date Reactive
Staff No.
Name
Research Alliance
Project Title
Grant Type
Faculty
Created Date
Amount Approved
3
1
PY/2019/00111
R.K130000.7855.4L879
APPROVED
ACTIVE
MOHAMMAD
New Housing
on Social-Spatial and Economic
AZMAN HASHIM
3. Sila klik pada "Proposal List' yang ingin diberi penarafan bintang

4. Sila klik Tab Star Rating
5. Sila Klik Butang “NEW RATING”



6. Upload dokumen/bahan bukti dan akhir sekali tekan butang ‘SAVE’ apabila selesai



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x. Intellectual Property

Star Rating of CE: Evidence

1 STAR: The community has a positive orientation towards the program

Program Acceptance

The community has a positive orientation towards the program

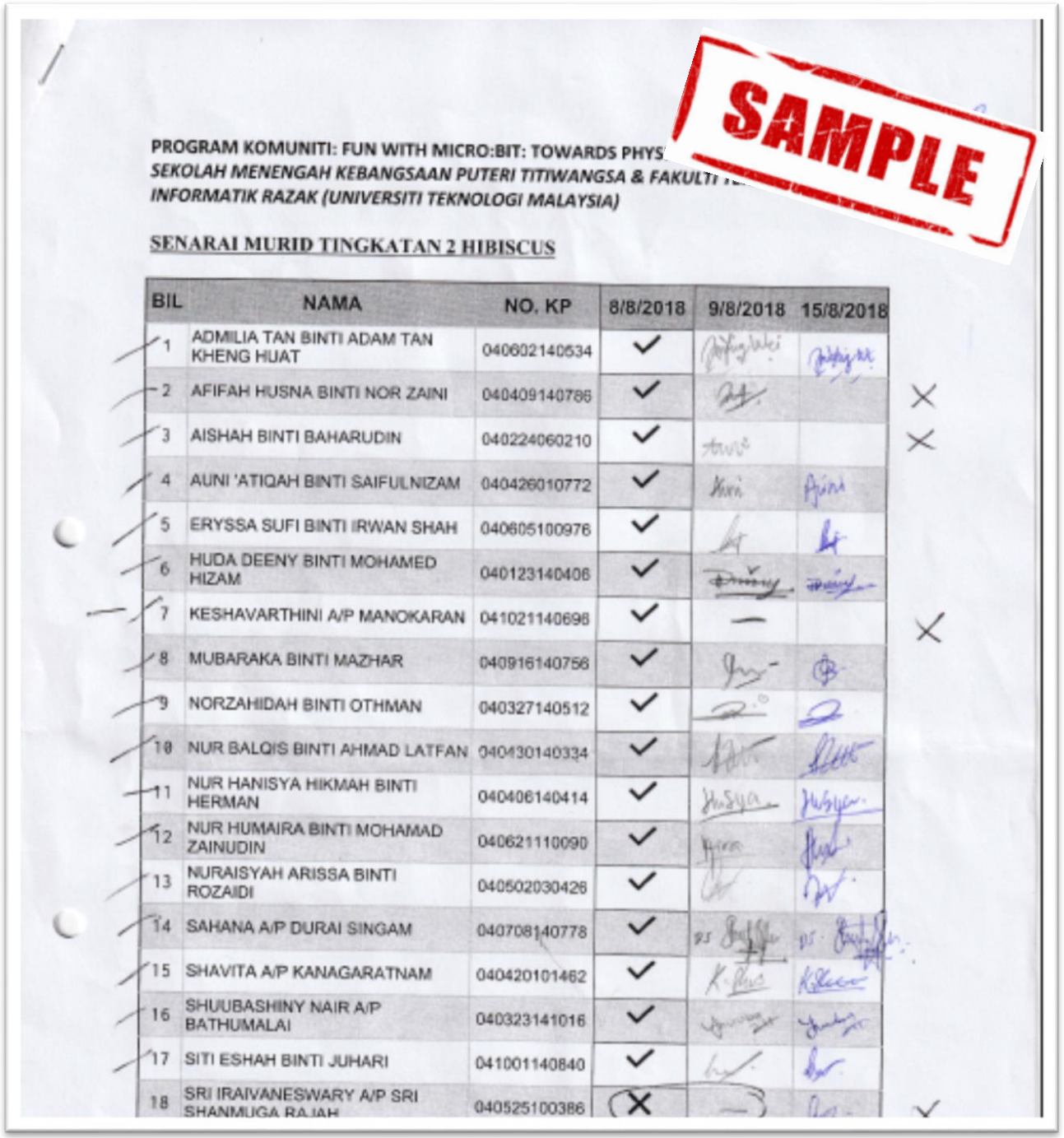
An attendance exceeding or equal to 80%

* Evidence can be gathered from attendance list

Target attendance	_____ people
Actual attendance	_____ people
Percentage	_____ per cent

Required EVIDENCE

- Program Proposal (Target Attendance)-*must mention how many participant will involves in the proposal*
- Attendance list (actual attendance)-must prepare list name of participation



PROGRAM KOMUNITI: FUN WITH MICRO:BIT: TOWARDS PHYS

SEKOLAH MENENGAH KEBANGSAAN PUTERI TITIWANGSA & FAKULTI

INFORMATIK RAZAK (UNIVERSITI TEKNOLOGI MALAYSIA)

SAMPLE

SENARAI MURID TINGKATAN 2 HIBISCUS

BIL	NAMA	NO. KP	8/8/2018	9/8/2018	15/8/2018
1	ADMILIA TAN BINTI ADAM TAN KHENG HUAT	040602140534	✓		
2	AFIFAH HUSNA BINTI NOR ZAINI	040409140786	✓		
3	AISHAH BINTI BAHARUDIN	040224060210	✓		
4	AUNI 'ATIQAH BINTI SAIFULNIZAM	040426010772	✓		
5	ERYSSA SUFI BINTI IRWAN SHAH	040605100976	✓		
6	HUDA DEENY BINTI MOHAMED HIZAM	040123140406	✓		
7	KESHAVARTHINI A/P MANOKARAN	041021140698	✓		
8	MUBARAKA BINTI MAZHAR	040916140756	✓		
9	NORZAHIDAH BINTI OTHMAN	040327140512	✓		
10	NUR BALQIS BINTI AHMAD LATFAN	040430140334	✓		
11	NUR HANISYA HIKMAH BINTI HERMAN	040406140414	✓		
12	NUR HUMAIRA BINTI MOHAMAD ZAINUDIN	040621110090	✓		
13	NURAISYAH ARISSA BINTI ROZAIDI	040502030426	✓		
14	SAHANA A/P DURAI SINGAM	040708140778	✓		
15	SHAVITA A/P KANAGARATNAM	040420101462	✓		
16	SHUUBASHINY NAIR A/P BATHUMALAI	040323141016	✓		
17	SITI ESHAH BINTI JUHARI	041001140840	✓		
18	SRI IRAIVANESWARY A/P SRI SHANMUGA RAJAH	040525100386	✗		

★ 1 Star: Attendance List

Tips:

1. **Nama**
2. **No. K/P**
3. **Tandatangan**

Star Rating of CE: Evidence

2 STAR: The community consider the program relevant and needed

Meeting Community Needs

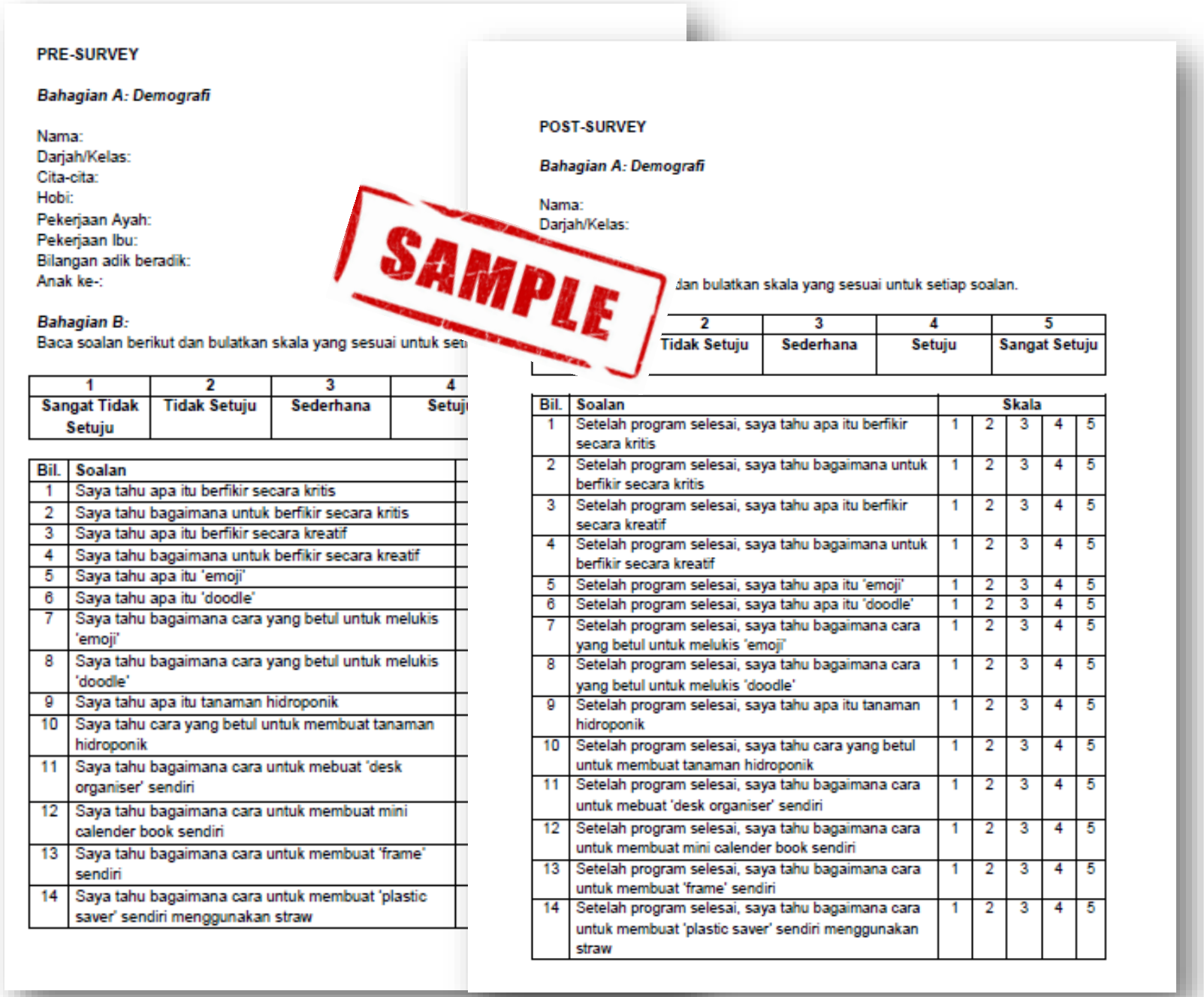
- The community consider the program relevant and needed
- A formal university-community cooperation agreement exists

Stakeholders generally agree to the implementation of the programme.
* Evidence can be gathered from interviews or surveys.

Number of participants who indicate that the programme is needed _____ people
Total number of participants _____ people
Percentage of participants indicating programme is needed _____ per cent

Required EVIDENCE

- **Question of survey / Interview**
- Based on questionnaire: Costumer satisfaction
- Prepare question that answering the requirement. (“yes-no” question)



PRE-SURVEY

Bahagian A: Demografi

Nama:
Darjah/Kelas:
Cita-cita:
Hobi:
Pekerjaan Ayah:
Pekerjaan Ibu:
Bilangan adik beradik:
Anak ke-:

Bahagian B:
Baca soalan berikut dan bulatkan skala yang sesuai untuk set

1	2	3	4
Sangat Tidak Setuju	Tidak Setuju	Sederhana	Setuj

Bil.	Soalan
1	Saya tahu apa itu berfikir secara kritis
2	Saya tahu bagaimana untuk berfikir secara kritis
3	Saya tahu apa itu berfikir secara kreatif
4	Saya tahu bagaimana untuk berfikir secara kreatif
5	Saya tahu apa itu 'emoji'
6	Saya tahu apa itu 'doodle'
7	Saya tahu bagaimana cara yang betul untuk melukis 'emoji'
8	Saya tahu bagaimana cara yang betul untuk melukis 'doodle'
9	Saya tahu apa itu tanaman hidroponik
10	Saya tahu cara yang betul untuk membuat tanaman hidroponik
11	Saya tahu bagaimana cara untuk mebuat 'desk organiser' sendiri
12	Saya tahu bagaimana cara untuk membuat mini calender book sendiri
13	Saya tahu bagaimana cara untuk membuat 'frame' sendiri
14	Saya tahu bagaimana cara untuk membuat 'plastic saver' sendiri menggunakan straw

SAMPLE

POST-SURVEY

Bahagian A: Demografi

Nama:
Darjah/Kelas:

dan bulatkan skala yang sesuai untuk setiap soalan.

2	3	4	5
Tidak Setuju	Sederhana	Setuju	Sangat Setuju

Bil.	Soalan	Skala				
1	Setelah program selesai, saya tahu apa itu berfikir secara kritis	1	2	3	4	5
2	Setelah program selesai, saya tahu bagaimana untuk berfikir secara kritis	1	2	3	4	5
3	Setelah program selesai, saya tahu apa itu berfikir secara kreatif	1	2	3	4	5
4	Setelah program selesai, saya tahu bagaimana untuk berfikir secara kreatif	1	2	3	4	5
5	Setelah program selesai, saya tahu apa itu 'emoji'	1	2	3	4	5
6	Setelah program selesai, saya tahu apa itu 'doodle'	1	2	3	4	5
7	Setelah program selesai, saya tahu bagaimana cara yang betul untuk melukis 'emoji'	1	2	3	4	5
8	Setelah program selesai, saya tahu bagaimana cara yang betul untuk melukis 'doodle'	1	2	3	4	5
9	Setelah program selesai, saya tahu apa itu tanaman hidroponik	1	2	3	4	5
10	Setelah program selesai, saya tahu cara yang betul untuk membuat tanaman hidroponik	1	2	3	4	5
11	Setelah program selesai, saya tahu bagaimana cara untuk mebuat 'desk organiser' sendiri	1	2	3	4	5
12	Setelah program selesai, saya tahu bagaimana cara untuk membuat mini calender book sendiri	1	2	3	4	5
13	Setelah program selesai, saya tahu bagaimana cara untuk membuat 'frame' sendiri	1	2	3	4	5
14	Setelah program selesai, saya tahu bagaimana cara untuk membuat 'plastic saver' sendiri menggunakan straw	1	2	3	4	5

2 Star: Questionnaire / Interview

Tips:

1. **Pre & Post Questionnaires**
2. **Bertanda**

Star Rating of CE: Evidence

3 STAR: The Community action program results in change in knowledge/skills/attitudes or aspirations

Knowledge, attitude, skills, and aspiration change

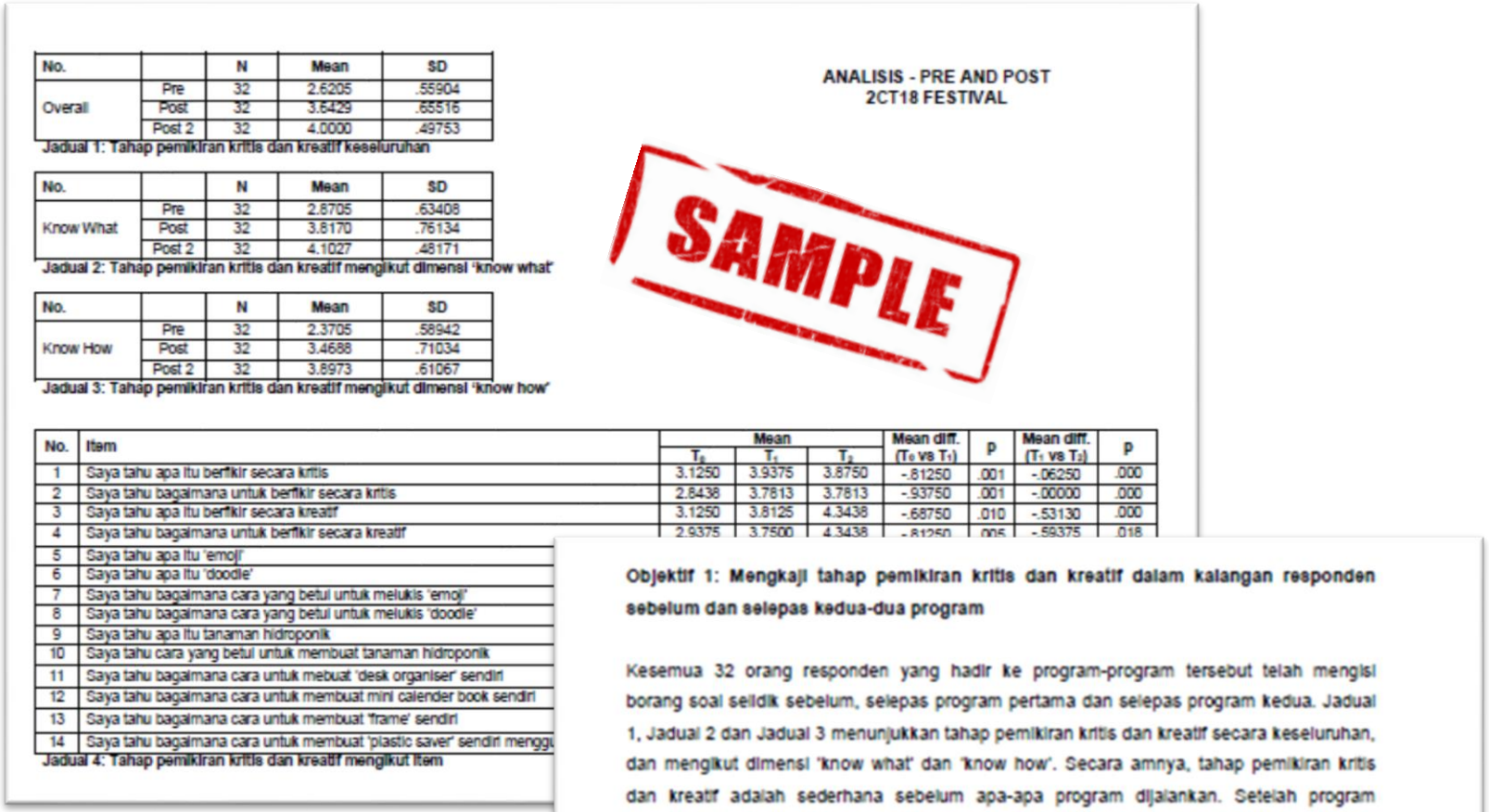
The Community action program results in change in knowledge / skills / attitudes or aspirations

Participants exhibit a change in knowledge, attitude, skills and/or aspiration.
* Evidence can be derived from interviews, observations or surveys.

Number of participants who indicate they know the subject matter	_____	people
Number of participants who respond positively to the change	_____	people
Number of participants who show they have the desired skills	_____	people
Number of participants who want to adopt the innovation	_____	people
Total number of participants	_____	people
Average Change	_____	per cent

Required EVIDENCE

- **Survey form & analysis**
- Based on questionnaire: Costumer satisfaction
- Prepare question that answering the requirement (preferably “before and after” survey)



ANALISIS - PRE AND POST
2CT18 FESTIVAL

SAMPLE

No.		N	Mean	SD
Overall	Pre	32	2.6205	.55904
	Post	32	3.6429	.65516
	Post 2	32	4.0000	.49753

Jadual 1: Tahap pemikiran kritis dan kreatif keseluruhan

No.		N	Mean	SD
Know What	Pre	32	2.8705	.63408
	Post	32	3.8170	.76134
	Post 2	32	4.1027	.48171

Jadual 2: Tahap pemikiran kritis dan kreatif mengikut dimensi 'know what'

No.		N	Mean	SD
Know How	Pre	32	2.3705	.58942
	Post	32	3.4688	.71034
	Post 2	32	3.8973	.61067

Jadual 3: Tahap pemikiran kritis dan kreatif mengikut dimensi 'know how'

No.	Item	Mean			Mean diff. (T_0 vs T_1)	p	Mean diff. (T_1 vs T_2)	p
		T_0	T_1	T_2				
1	Saya tahu apa itu berfikir secara kritis	3.1250	3.9375	3.8750	-.81250	.001	-.06250	.000
2	Saya tahu bagaimana untuk berfikir secara kritis	2.8438	3.7813	3.7813	-.93750	.001	-.00000	.000
3	Saya tahu apa itu berfikir secara kreatif	3.1250	3.8125	4.3438	-.68750	.010	-.53130	.000
4	Saya tahu bagaimana untuk berfikir secara kreatif	2.9375	3.7500	4.3438	-.81250	.005	-.59375	.018
5	Saya tahu apa itu 'emoji'							
6	Saya tahu apa itu 'doodle'							
7	Saya tahu bagaimana cara yang betul untuk melukis 'emoji'							
8	Saya tahu bagaimana cara yang betul untuk melukis 'doodle'							
9	Saya tahu apa itu tanaman hidroponik							
10	Saya tahu cara yang betul untuk membuat tanaman hidroponik							
11	Saya tahu bagaimana cara untuk mebuat 'desk organiser' sendiri							
12	Saya tahu bagaimana cara untuk membuat mini calender book sendiri							
13	Saya tahu bagaimana cara untuk membuat 'frame' sendiri							
14	Saya tahu bagaimana cara untuk membuat 'plastic saver' sendiri menggu							

Jadual 4: Tahap pemikiran kritis dan kreatif mengikut item

Objektif 1: Mengkaji tahap pemikiran kritis dan kreatif dalam kalangan responden sebelum dan selepas kedua-dua program

Kesemua 32 orang responden yang hadir ke program-program tersebut telah mengisi borang soal selidik sebelum, selepas program pertama dan selepas program kedua. Jadual 1, Jadual 2 dan Jadual 3 menunjukkan tahap pemikiran kritis dan kreatif secara keseluruhan, dan mengikut dimensi 'know what' dan 'know how'. Secara amnya, tahap pemikiran kritis dan kreatif adalah sederhana sebelum apa-apa program dijalankan. Setelah program pertama dijalankan, didapati tahap pemikiran kritis dan kreatif meningkat dan berada pada tahap yang tinggi. Corak peningkatan ini juga dapat dilihat setelah program kedua dijalankan yang mana tahap pemikiran kritis dan kreatif berada tahap yang lebih tinggi pada masa ini. Secara lebih spesifik, tahap 'know what' pemikiran kritis dan kreatif dalam kalangan responden juga berada pada tahap sederhana sebelum kedua-dua program. Setelah program pertama dijalankan, peningkatan telah dicatatkan kepada tahap yang tinggi, dan ini juga dapat dikekalkan setelah program kedua. Malah, catatan nilai min semakin meningkat setelah program kedua dijalankan. Selain itu, tahap 'know how' pemikiran kritis dan kreatif dalam kalangan responden juga meningkat, daripada sederhana sebelum kedua-dua program, dan tinggi setelah program pertama dan kedua dijalankan. Kesimpulannya, kedua-dua program telah Berjaya meningkatkan tahap pemikiran kritis dan kreatif dalam kalangan responden. Lebih menarik, kenaikan ini dicatatkan bagi kedua-dua dimensi 'know what' dan 'know how'.

3 Star: Survey form & Analysis

Tips:

1. **Pre & Post Questionnaires Analysis**

Star Rating of CE: Evidence

4 STAR: The Community Program results in a change of practices

Adoption of Change

The Community Program results in a change of practices

Participants adopted the innovations that were introduced
* Evidence derived from observation

Number of participants who adopted change	_____ people
Total number of participants	_____ people
Percentage of adoption change	_____ per cent

Required EVIDENCE

- **Observation checklist & analysis**
- Based on **picture** before and after the activity
- **Short video** of each activity done

SAMPLE

SEBELUM

SELEPAS

ubjek Kedua: Pengunjung Muzium Nelayan Tanjung Balau
(SELUM)

Penerangan kepada 24 pengunjung (12 perempuan, 12 lelaki) yang berminat untuk menyertai kajian dengan 12 orang (50%) ialah pelajar manakala selebihnya (50%) bukan pelajar iaitu sama ada ibu bapa (9 orang) atau/dan individu bekerjaya (11 orang) iaitu 3 ibu/bapa tidak bekerjaya. Didapati hanya hanya 24% subjek mengetahui apa itu AR dan 9% sahaja yang pernah mencuba aplikasi AR.

2) Subjek Kedua: Pengunjung Muzium Nelayan Tanjung Balau (SELEPAS)

Selepas sesi taklimat dan latihan ringkas penggunaan aplikasi AR di galeri Rumah Nelayan, Muzium Nelayan Tanjung Balau, semua subjek menunjukkan maklum balas positif dalam ketiga-tiga aspek: i) memenuhi keperluan komuniti iaitu pengunjung muzium (ii) perubahan pengetahuan, sikap, kemahiran dan aspirasi (ii) melaksana perubahan. Didapati para pengunjung bersedia untuk menggunakan teknologi AR seperti FishAR di muzium untuk mengetahui artifak lama sebagaimana disediakan di galeri Rumah Nelayan iaitu di segmen dapur.

4 Star: Observation Checklist & Analysis

Tips:

1. **Analisis Keberkesanan**
2. **Video pendek**
3. **Gambar sebelum & selepas**

Star Rating of CE: Evidence

5 STAR: The community is empowered and can independently sustain the practices that were introduced through the program

Sustainability

The community is empowered and can independently sustain the practices that were introduced through the program

Participants continue to practice innovations without UTM's assistance

* Evidence can be derived from interviews, observations and/or surveys.

Number of participants who continue to practice change	_____	people
Number of participants who having economic benefits due to change	_____	people
Number of participants who have improved their well-being	_____	people
Total number of participants	_____	people
Percentage of participants who continue to practice change	_____	per cent
Percentage of participants having economic benefits due to change	_____	per cent
Percentage of participants who have improved their well-being	_____	per cent
Average of sustainability	_____	per cent

Required EVIDENCE

- **Observation checklist & analysis**
- Based on interview, surveys and observation
- Evidence can be retrieved after 6-12 months of the program

MURAL

EDIBEL

KREATIVITI KAYU PALET

5 Star: Observation Checklist & Analysis

Tips:

1. **Analisis, pemerhatian Keberkesanan selepas 6-12 bulan program**

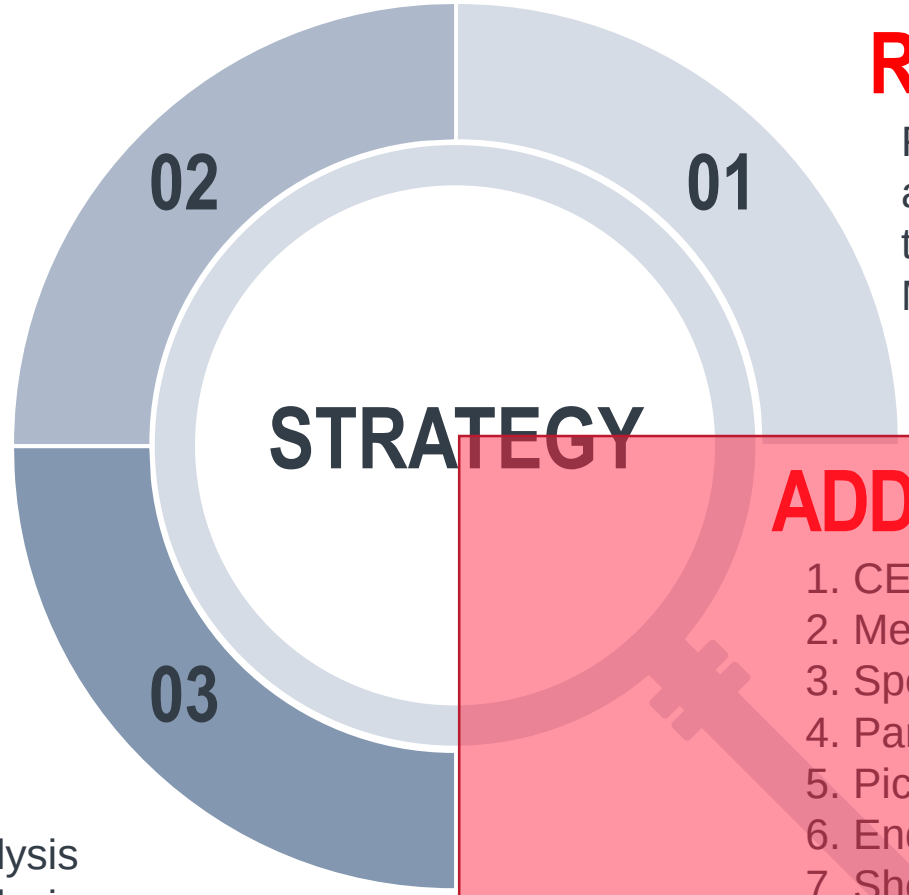
3 IMPORTANT POINTS

APPLY FOR STAR RATING

Apply for star rating through RADIS, try to **achieve 5 star** and get **10 bonus marks** (for Project Leader) in eLPPT

REGISTER & REPORT

Register any activities related to CE and IL (**as Project Leader**) in RADIS to obtain **extra marks** in eLPPT and MyRA



PROPER DOCUMENTATION

1 Star: Attendance List
2 Star: Questionnaire / Interview
3 Star: Survey form & analysis
4 Star: Observation checklist & analysis
5 Star: Observation checklist & analysis

ADDITIONAL DOCUMENTS

1. CE Star Rating Application Form
2. Media Coverage
3. Sponsorship letters / Funding
4. Partnership Formalization
5. Pictures of CE project
6. End Report of the project / activity
7. Short video of footage
8. MOU / MOA / LOI
9. Intellectual Property

Additional Document : CE Form

UNIVERSITI TEKNOLOGI MALAYSIA

COMMUNITY ENGAGEMEI

STAR RATING FORM

Notes:

1. **At the end of a project, successful applicant must deliver:**
   - i. A final report in two formats:
     - a. Adobe Reader (.pdf) to be uploaded in RADIS
     - b. Microsoft Word (.doc) for promotional purposes
   - ii. Pictures and short videos of activities (2 minutes) copied in CD.

2. **A project has to achieve a minimum of three (3) Star CE Impact Rating in orde**
   Thus, it needs to meet 3 minimum requirements:
   - i. The community should have a positive orientation towards the program equal to 80% from the targeted number of participants.
   - ii. A minimum of three (3) stakeholders' involvement (i.e. Government Ag Learning Institutions, etc.).
     - a. Provide evidence that the community consider the program
     - b. Provide a formal university-community cooperation agreeme
   - iii. The participants exhibit the expected changes based on the objectives attitude or increment of knowledge / skills or aspirations.

3. **Additional requirements to achieve four (4) or five (5) Star CE Impact Rating:**
   - i. The programme results in change of practice where the participar introduced (4 star).
   - ii. The community is empowered and independently able to sustain the pr the programme without UTM's assistance (5 star).

4. **Please note that all information will be kept confidential and will ONLY be usec**

Instruction:
1. Please fill in all required information in table A, B, C, D, E, F and G.
2. Please note that evidence such as participant attendance list, interview question social comment/ phone screenshot etc. are required for every rating level

G — COMMUNITY TRANSFORMATION IMPACT STAR RATING FORM
(This Impact evaluation of the programme has to be done at the end of the programme)

RATING LEVEL	
1	**STAR RATING (Programme Acceptance)** ❖ The community has a positive orientation towards the programme. An attendance exceed or equal to 80% ***Evidence Star rating 1: Attendance List** Targeted attendance Actual attendance Percentage
2	**STAR RATING (Meeting Community Needs)** ❖ The community consider the programme relevant and needed. ❖ A formal university-community cooperation agreement exists. Stakeholders generally agree to the implementation of the program ***Evidence Star rating 2: Question of survey / Interview** Number of participants who indicated that the programme is Total number of participants
4	**STAR RATING (Adoption of Change)** ❖ The community programme results in a change of practice. Participants adopted the innovations that were introduced ***Evidence Star rating 4: Observation checklist & analysis** Number of participants who adopted the change Total number of participants Percentage of change adoption
5	**STAR RATING (Sustainability)** The community is empowered and can independently sustain the practice t was introduced through the programme. Participants continue to practice innovations without UTM's assistance ***Evidence Star rating 5: Observation checklist & analysis**

Average Percentage of Change

E — DECLARATION BY PROJECT LEADER

I hereby declare that the information and documents provided are true and correct.

Date: _____ Signature: _____

F — VERIFICATION BY ASISTANT DEAN OF EXTERNAL & GLOBAL ENGAGEMENT

I hereby verify that the above information is true and correct to the best of my knowledge.

Name: _____

Date: _____ Signature: _____

.....

Stamp:

APPROVAL BY SECRETARIAT

erall score:

view:

.....

_____

.....

_____

.....

_____

Date: _____ Signature: _____

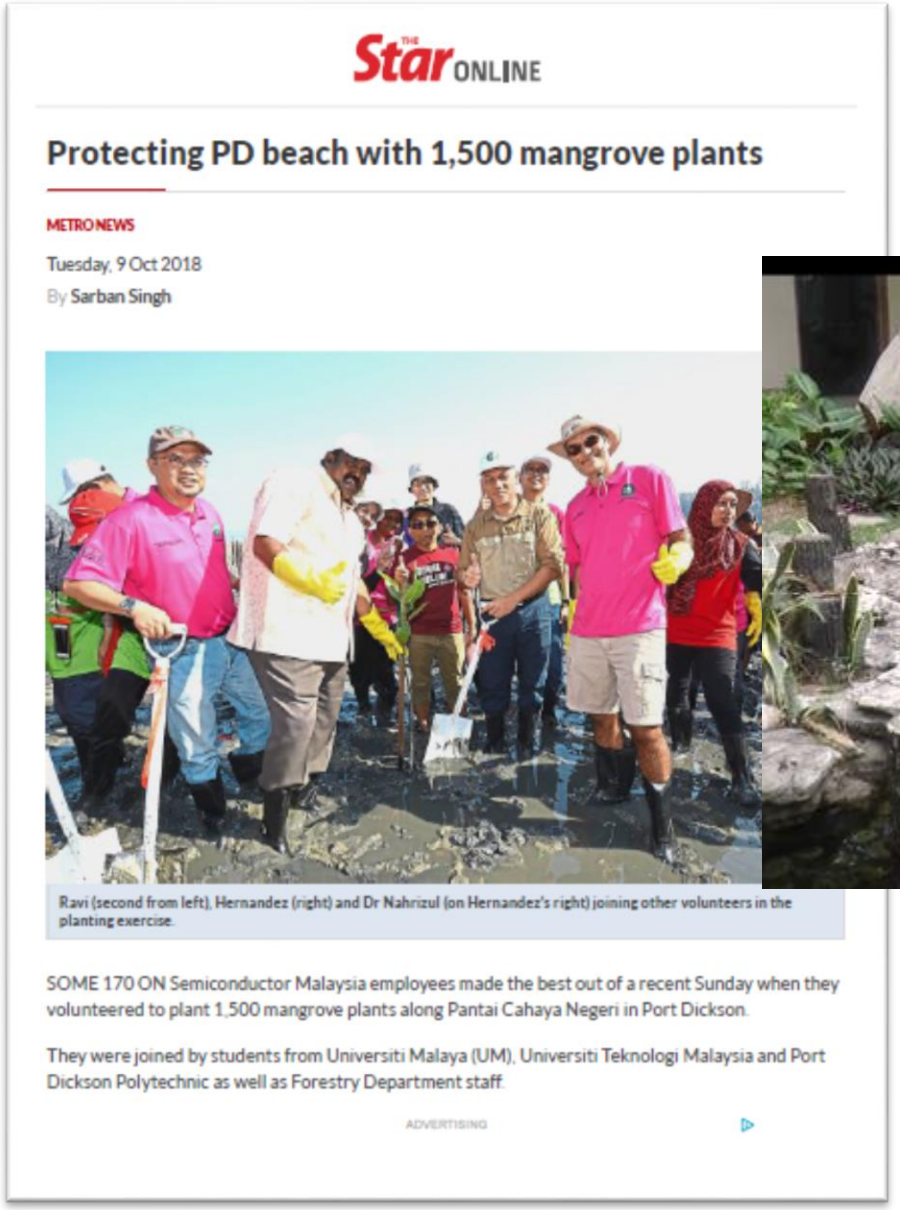
(Director of Centre for Community & Industry Network)

.....

Stamp:

Nota !
Borang CE mesti lengkap ditandatangani & cop oleh Ketua projek dan ADEGE SEBELUM diupload di dalam sistem

Additional Document : Media Coverage



The Star ONLINE

Protecting PD beach with 1,500 mangrove plants

METRO NEWS

Tuesday, 9 Oct 2018

By Sarban Singh

Ravi (second from left), Hernandez (right) and Dr Nahrizul (on Hernandez's right) joining other volunteers in the planting exercise.

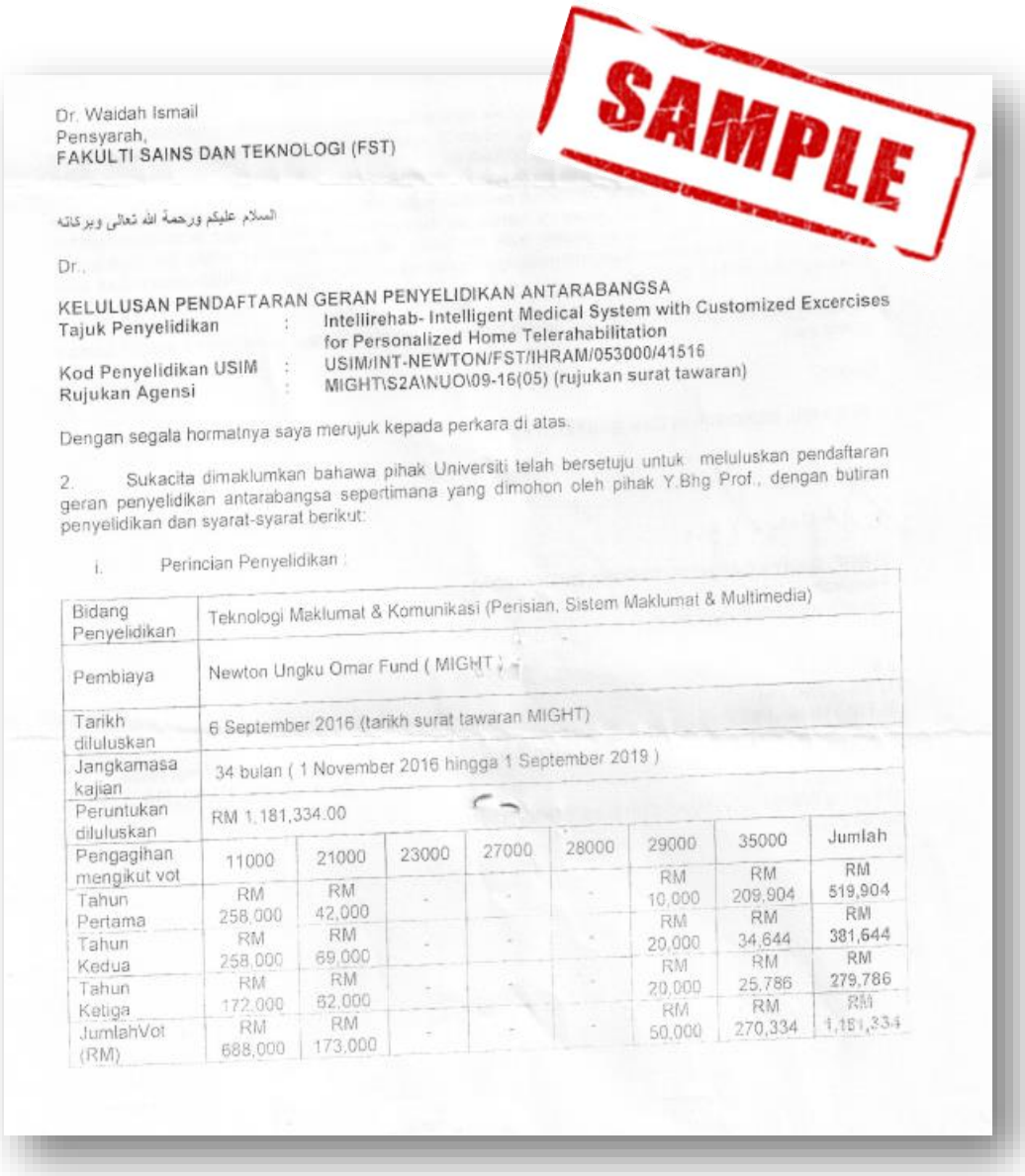
SOME 170 ON Semiconductor Malaysia employees made the best out of a recent Sunday when they volunteered to plant 1,500 mangrove plants along Pantai Cahaya Negeri in Port Dickson.

They were joined by students from Universiti Malaya (UM), Universiti Teknologi Malaysia and Port Dickson Polytechnic as well as Forestry Department staff.

ADVERTISING

1. Website
2. Suratkhabar
3. Facebook
4. Televisyen
5. Youtube
6. Lain-lain

Additional Document : Sponsorship Letter/Funding



SAMPLE

Dr. Waidah Ismail
Pensyarah,
FAKULTI SAINS DAN TEKNOLOGI (FST)

السلام عليكم ورحمة الله تعالى وبركاته

Dr.,

KELULUSAN PENDAFTARAN GERAN PENYELIDIKAN ANTARABANGSA

Tajuk Penyelidikan : Intellirehab- Intelligent Medical System with Customized Excercises for Personalized Home Telerahabilitation

Kod Penyelidikan USIM : USIM/INT-NEWTON/FST/IHRAM/053000/41516

Rujukan Agensi : MIGHT\S2A\NUO\09-16(05) (rujukan surat tawaran)

Dengan segala hormatnya saya merujuk kepada perkara di atas.

2. Sukacita dimaklumkan bahawa pihak Universiti telah bersetuju untuk meluluskan pendaftaran geran penyelidikan antarabangsa sepertimana yang dimohon oleh pihak Y.Bhg Prof., dengan butiran penyelidikan dan syarat-syarat berikut:

i. Perincian Penyelidikan :

Bidang Penyelidikan	Teknologi Maklumat & Komunikasi (Perisian, Sistem Maklumat & Multimedia)							
Pembiaya	Newton Ungku Omar Fund (MIGHT)							
Tarikh diluluskan	6 September 2016 (tarikh surat tawaran MIGHT)							
Jangkamasa kajian	34 bulan (1 November 2016 hingga 1 September 2019)							
Peruntukan diluluskan	RM 1,181,334.00							
Pengagihan mengikut vot	11000	21000	23000	27000	28000	29000	35000	Jumlah
Tahun Pertama	RM 258,000	RM 42,000	-	-	-	RM 10,000	RM 209,904	RM 519,904
Tahun Kedua	RM 258,000	RM 69,000	-	-	-	RM 20,000	RM 34,644	RM 381,644
Tahun Ketiga	RM 172,000	RM 62,000	-	-	-	RM 20,000	RM 25,786	RM 279,786
JumlahVot (RM)	RM 688,000	RM 173,000	-	-	-	RM 50,000	RM 270,334	RM 1,181,334

1. **Surat in-kind**
2. **Surat dana**

IN-KIND SAMPLE LETTER

ELVIRA

ELVIRA SYSTEMS SDN BHD.
(Company No. 976024-T)
6th Floor Suite 16, IOI Business Park, Persiaran Puchong Jaya Selatan,
Bandar Puchong Jaya
47100 Selangor, Malaysia.
Tel: +603-8064 4190 Fax: +603-8064 2190

Dr Azizul Azizan
Project Leader,
Community Project: *Fun with micro:bit : Towards Physical Computing Literacy*
Razak Faculty of Technology and Informatics,
Universiti Teknologi Malaysia,
Jalan Sultan Yahya Petra,
54100 Kuala Lumpur

28 August 2018

Dear Dr. Azizul Azizan,

Sponsorship for Community Project: *Fun with micro:bit : Towards Physical Computing Literacy*

With reference to the above matter, Elvira Systems Sdn Bhd is delighted to be one of the sponsors of the mentioned community project.

Elvira Systems Sdn Bhd agrees to assist and provide micro:bit leasing sponsorship (10 units for one week) which costs RM3000 and strategic partnership as support to this event.

We look forward to the success of the project and look forward to continued relations with Universiti Teknologi Malaysia in future projects.

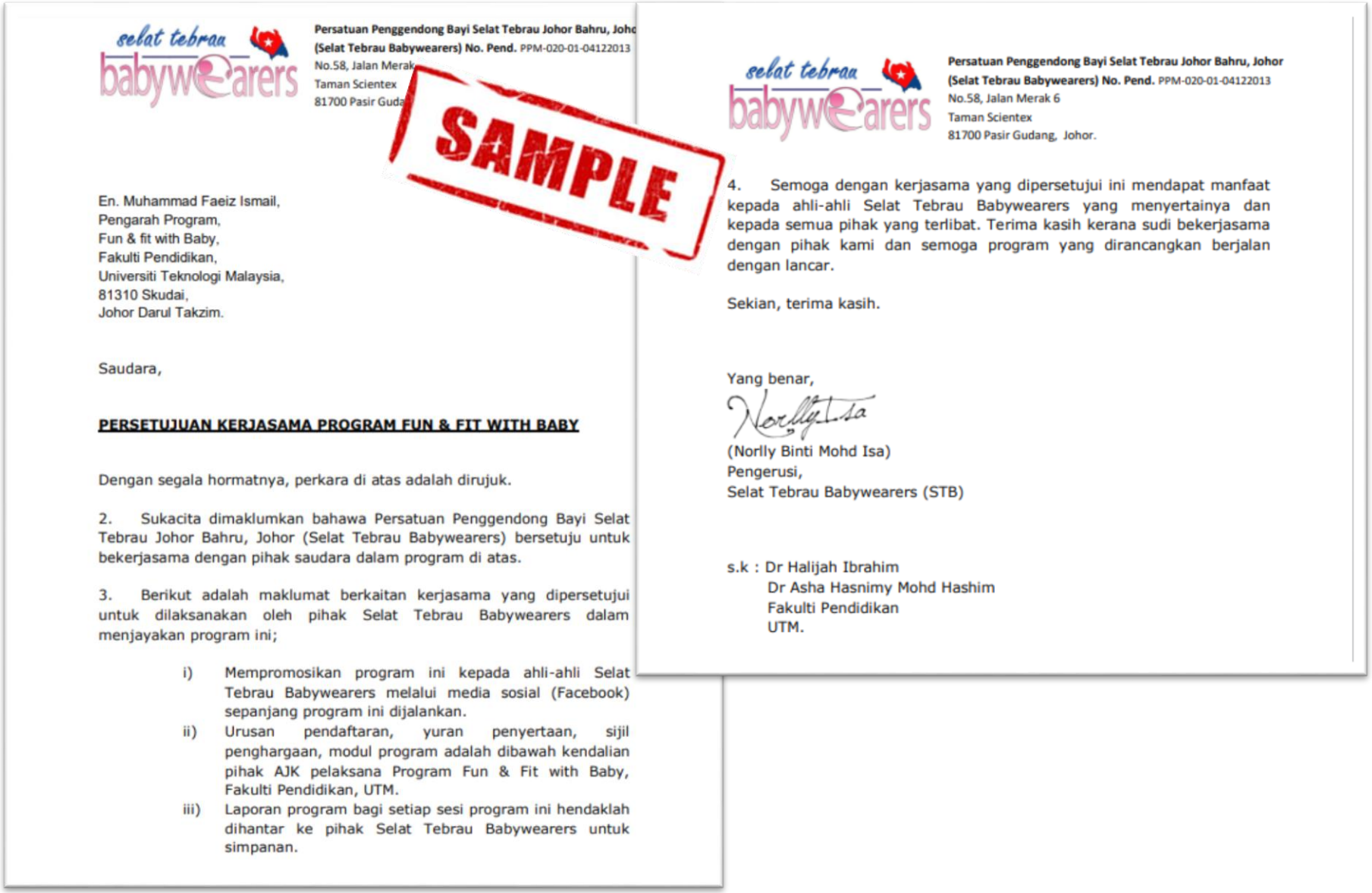
Thank you.

Yours Sincerely,

Requirement:

1. **Official letter** from sponsor (with letter head)
2. **Address To :** project leader/team member
3. Project or program **tittle**
4. **Type/Detail** of In-kind with estimated **amount/cost**

Additional Document : Partnership Formalization



selat tebrau babywearers

Persatuan Penggendong Bayi Selat Tebrau Johor Bahru, Joho
(Selat Tebrau Babywearers) No. Pend. PPM-020-01-04122013
No.58, Jalan Merak
Taman Scientex
81700 Pasir Guda

SAMPLE

En. Muhammad Faeiz Ismail,
Pengarah Program,
Fun & fit with Baby,
Fakulti Pendidikan,
Universiti Teknologi Malaysia,
81310 Skudai,
Johor Darul Takzim.

Saudara,

PERSETUJUAN KERJASAMA PROGRAM FUN & FIT WITH BABY

Dengan segala hormatnya, perkara di atas adalah dirujuk.

2. Sukacita dimaklumkan bahawa Persatuan Penggendong Bayi Selat Tebrau Johor Bahru, Johor (Selat Tebrau Babywearers) bersetuju untuk bekerjasama dengan pihak saudara dalam program di atas.

3. Berikut adalah maklumat berkaitan kerjasama yang dipersetujui untuk dilaksanakan oleh pihak Selat Tebrau Babywearers dalam menjayakan program ini;

i) Mempromosikan program ini kepada ahli-ahli Selat Tebrau Babywearers melalui media sosial (Facebook) sepanjang program ini dijalankan.
ii) Urusan pendaftaran, yuran penyertaan, sijil penghargaan, modul program adalah dibawah kendalian pihak AJK pelaksana Program Fun & Fit with Baby, Fakulti Pendidikan, UTM.
iii) Laporan program bagi setiap sesi program ini hendaklah dihantar ke pihak Selat Tebrau Babywearers untuk simpanan.

selat tebrau babywearers

Persatuan Penggendong Bayi Selat Tebrau Johor Bahru, Johor
(Selat Tebrau Babywearers) No. Pend. PPM-020-01-04122013
No.58, Jalan Merak 6
Taman Scientex
81700 Pasir Gudang, Johor.

4. Semoga dengan kerjasama yang dipersetujui ini mendapat manfaat kepada ahli-ahli Selat Tebrau Babywearers yang menyertainya dan kepada semua pihak yang terlibat. Terima kasih kerana sudi bekerjasama dengan pihak kami dan semoga program yang dirancangkan berjalan dengan lancar.

Sekian, terima kasih.

Yang benar,

(Norlly Binti Mohd Isa)
Pengerusi,
Selat Tebrau Babywearers (STB)

s.k : Dr Halijah Ibrahim
Dr Asha Hasnimy Mohd Hashim
Fakulti Pendidikan
UTM.

Surat persetujuan kerjasama

Additional Document : Picture of CE Project

1. Gambar sebelum, semasa, selepas program
2. Penceritaan

Additional Document : Report of the Project/Activity

KEMENTERIAN PENDIDIKAN MALA

LAPORAN KEMAJUAN
PROJEK DIBAWAH DANA UC

SAMPLE

A
NAMA PROGRAM / PROJEK : MELAHIRKAN USAHAWAN BELIA DALAM SEKTOR PENDAWAIAN ELEKTRIK DOMES
INSTITUSI PENDIDIKAN : UNIVERSITI TEKNOLOGI MALAYSIA
TEMPOH PROJEK : 1-Sep-17 hingga 31-Mar-18
TEMPAT PROJEK : FELDA PASOH 4, KUALA KELAWANG, NEGERI SEMBILAN
KETUA PROJEK : SALLEHUDDIN BIN MUHAMAD

PENCAPAIAN PROJEK

B
PERATUSAN PENCAPAIAN

Pencapaian projek berdasarkan carta perbatuan	0-25%	26-50%	51-75%	76-100%
Peratusan (nyatakan %)				100%

PERBELANJAAN

C

Peruntukan diluluskan	: RM20,000-00
Jumlah perbelanjaan	: RM20,000-00
Baki	: RM0-00
Peratusan perbelanjaan	: 100.00%

RINGKASAN DAPATAN PROJEK/
**(sekiranya melebihi ruang yang disediakan, mohon kemukakan dalam bentuk lampiran)

D
a. Seramai 20 orang peserta telah mendapat pengatahuan asas dan berupaya melakukan kerja pendawaian elektrik domestik dengan betul dan selamat.
b. Sistem pendawaian elektrik di Balai Masyarakat, Pusat Komuniti dan tadika di Felda Paloh 4 telah dinaik taraf.
c. Sebuah modul mengenai kerja pendawaian elektrik domestik dibekalkan kepada setiap peserta sebagai rujukan.

MASALAH/ HALANGAN (jika ada)

E
Tiada

PELAN TINDAKAN
(cadangan langkah penyelesaian masalah/ halangan)

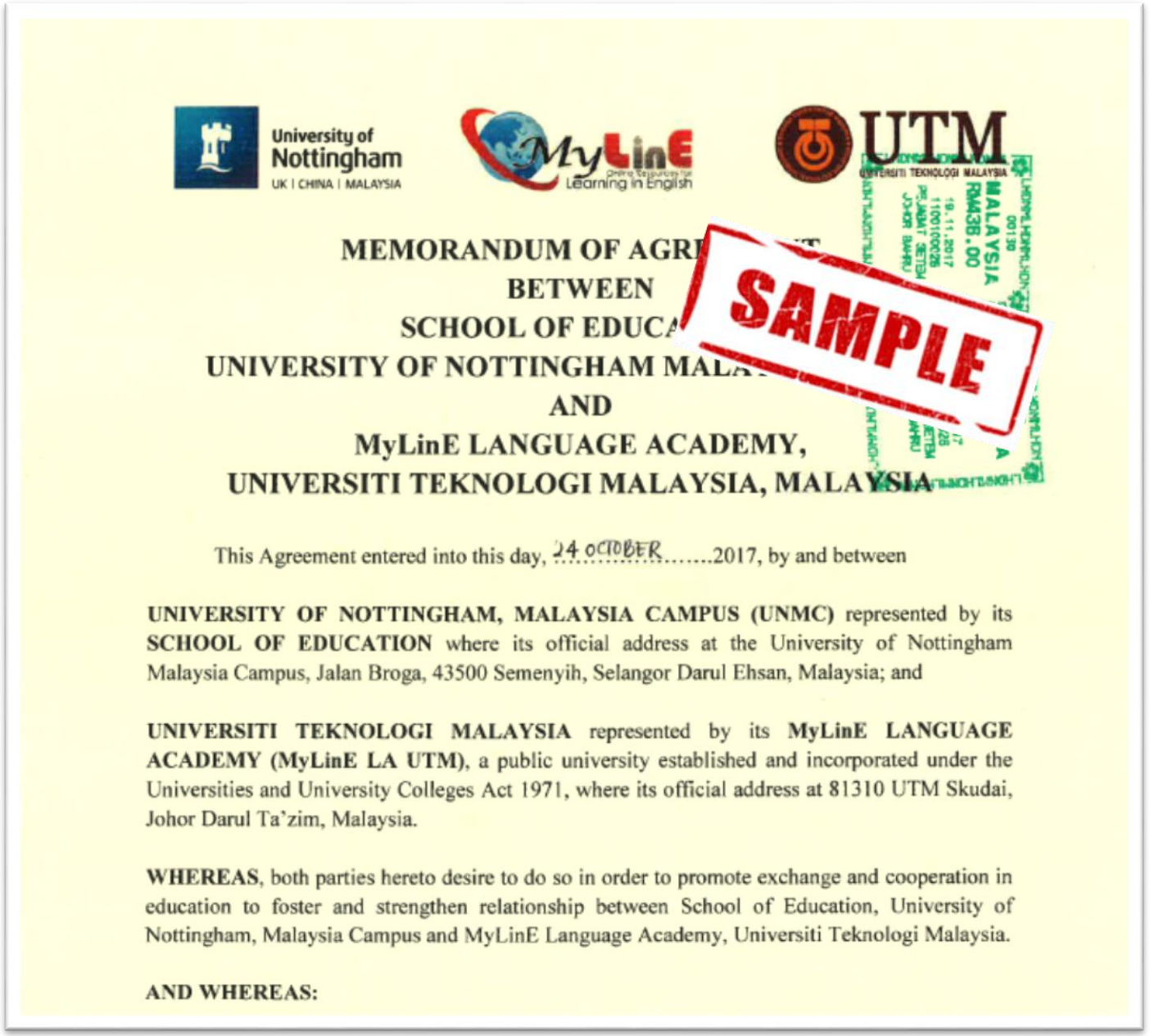
F
Tiada

1. Laporan kemajuan
2. Laporan Akhir

RTC PROJECT: MICRO HYDRO TURBINE UTM 10KW @ ROYAL BELUM

1. Video Kemajuan/ aktiviti yang dijalankan
2. Durasi 2-3 minit

Additional Document : MOU/MOA/LOI etc



University of Nottingham
UK | CHINA | MALAYSIA

MyLinE Online Resources for Learning in English

UTM
UNIVERSITI TEKNOLOGI MALAYSIA

SAMPLE

MEMORANDUM OF AGR
BETWEEN
SCHOOL OF EDUCA
UNIVERSITY OF NOTTINGHAM MALA
AND
MyLinE LANGUAGE ACADEMY,
UNIVERSITI TEKNOLOGI MALAYSIA, MALAYSIA

This Agreement entered into this day, 24 OCTOBER .....2017, by and between

UNIVERSITY OF NOTTINGHAM, MALAYSIA CAMPUS (UNMC) represented by its **SCHOOL OF EDUCATION** where its official address at the University of Nottingham Malaysia Campus, Jalan Broga, 43500 Semenyih, Selangor Darul Ehsan, Malaysia; and

UNIVERSITI TEKNOLOGI MALAYSIA represented by its **MyLinE LANGUAGE ACADEMY (MyLinE LA UTM)**, a public university established and incorporated under the Universities and University Colleges Act 1971, where its official address at 81310 UTM Skudai, Johor Darul Ta'zim, Malaysia.

WHEREAS, both parties hereto desire to do so in order to promote exchange and cooperation in education to foster and strengthen relationship between School of Education, University of Nottingham, Malaysia Campus and MyLinE Language Academy, Universiti Teknologi Malaysia.

AND WHEREAS:

Contoh yang telah discan

Additional Document : Intellectual Property

INTELLECTUAL PROPERTY CORPORATION OF MALAYSIA
An agency under the Ministry of Domestic Trade, Co-Operatives and Consumerism
COPYRIGHT ACT 1987
NOTIFICATION OF WORKS
[subregulation 5(2) and 5(3)]

MyIPO

CR - 1

SAMPLE

Applicant :

☐ Owner ☐ Author ☐ Licensee

Title of work (Original language) : Process Equipment Failure - Module 2 of Operational Level Process Safety Management Series

Translation :

Transliteration :

Name of the Language (*Language that been used in the work) :

If published in a periodical or serial (Literary Work) : (Volume / Number) (Issue Date) (On Pages)

Section A : Type of Works

☐ Literary ☐ Musical ☐ Artistic ☐ Film ☐ Sound Recording

Date of Fixation / First Published / Erected / Incorporated : 20 / 02 / 2017

Section B : Publication

The Work is : ☐ Published ☐ Unpublished

If published : (Year of Compilation) (Date of first publication) (Country)

Section C : Author (If author is "same as owner" go to Part D - if more than one author, please attach a list of names and addresses of all the author)

Contoh yang telah discan

Perhatian

1. To achieve a 3 Star CE Impact Rating, a project needs to have 3 minimum requirements :-

   The community has a positive orientation towards the programme.

   - An attendance exceeding or equal to 80%

   A minimum of three (3) stakeholder involvement. (Government, Industries, Civil Society, NGO, and Institutions of Learning)

   - The community consider the programme relevant and needed.
   - A formal university-community cooperation agreement exists.

   The civil community action programme results in change in knowledge/skills/attitudes or aspirations

   - Participants exhibit a change in knowledge, attitude, skills and/or aspiration (dependent on the program objectives)

2. Additional requirements to achieve a four (4)and Five (5) Star CE Impact Rating,

   The community programme results in a change of practices. (4 star)

   - Participants adopted the innovations that were introduced
   - The community is empowered and can independently sustain the practices that were introduced through the program. (5 star)

   Participants continue to practice innovations without UTM's assistance (5 Star)

The evaluation should be natural, no bias, nor prejudice and it is base on the reporting and evidences.

UTM
UNIVERSITI TEKNOLOGI MALAYSIA

Centre for
Community and
Industry Network (CCIN)

Thank you

ASSOC. PROF. DR. JOHARI SURIF
Director
Centre for Community & Industry Network
Office of Deputy Vice Chancellor (Research & Innovation)
University Teknologi Malaysia
ccin@utm.my