**BORANG SoTLG**

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| LOGO  **APPLICATION FORM**  **SCHOLARSHIP OF TEACHING AND LEARNING GRANT (SoTLG)** | | | | | | | | | | | | | | | | | | | |
| **A** | **TITLE OF PROPOSED RESEARCH:**  *Tajuk penyelidikan yang dicadangkan :* | | | | | | | | | | | | | | | | | | |
| **B** | **DETAILS OF RESEARCHER** / *MAKLUMAT PENYELIDIK* | | | | | | | | | | | | | | | | | | |
| **B(i)** | Name of Project Leader: IC / Passport Number:  ***Nama Ketua Projek:* *No. Kad Pengenalan/ Pasport:*** | | | | | | | | | | | | | | | | | | |
| **B(ii)** | **Position (Please tick** *( √ )***:**  *Jawatan (Sila tanda ( √ ):*    **Professor** **Assoc. Prof. / Sen. Lect.** **Lecturer**  *Profesor*  *Prof. Madya / P. Kanan* *Pensyarah* | | | | | | | | | | | | | | | | | | |
| **B(iii)** | **Faculty/Institute/Centre/ (Please provide full address):**  *Fakulti/Institut /Pusat/(Sila nyatakan alamat penuh):* | | | | | | | | | | | | | | | | | | |
| **B(iv)** | **Office Telephone No.:** **Handphone No.:**  *No. Telefon Pejabat: No. Telefon Bimbit:* | | | | | | | | | | | | | | | | | | |
| **B(v)** | **E-mail Address:**  *Alamat e-mel:* | | | | | | | | | | | | | | | | | | |
| **B(vi)** | **Date of first appointment with this University:**  *Tarikh mula berkhidmat dengan Universiti ini****:*** | | | | | | | | | | | | | | | | | | |
| **B(vii)** | **Type of Service (Please tick** *( √ )***):**  *Jenis Perkhidmatan (Sila tanda ( √ )):*  **Permanent Contract (State contract expiry date):**  *Tetap Kontrak (Nyatakan tarikh tamat kontrak)*: | | | | | | | | | | | | | | | | | | |
| **C** | **RESEARCH INFORMATION /** MAKLUMAT PENYELIDIKAN | | | | | | | | | | | | | | | | | | |
| **C(i)** | Project Focus  *Focus projek*  Please tick (✓) the relevant item(s) below:  *Sila tanda (✓) pada item yang berkaitan:*   |  |  | | --- | --- | | Design of a Course/ Curriculum/ Programme |  | | Cognition and Learning |  | | Innovative Teaching and Learning Material |  | | High Impact Educational Practice |  | | Teaching and Learning Strategy |  | | Technology-based Learning Environment |  | | Assessment of the Student Learning/ Curriculum/ Programme |  | | Others (Please specify): |  | | | | | | | | | | | | | | | | | | | |
| **C(ii)** | **Location of Research:**  *Tempat penyelidikan dijalankan:* | | | | | | | | | | | | | | | | | | |
| **C(iii)** | **Duration of this research (12 to 18 months):**  *Tempoh masa penyelidikan ini (12 hingga 18 bulan):*  **Duration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *Tempoh* :    **From : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *Dari* :  **To : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *Hingga* | | | | | | | | | | | | | | | | | | |
| **C(iv)** | **Other Researchers:**  *Ahli-ahli penyelidik yang lain:*  *(Please include maximum 5 pages of curriculum vitae for each researcher)* | | | | | | | | | | | | | | | | | | |
| **Bil** | **Name**  *Nama* | | **IC / Passport Number:**  *No. Kad Pengenalan/ Pasport:* | | | | | **Faculty/ School/ Centre/ Unit**  *Fakulti/*  *P.Pengajian/*  *Pusat/Unit* | | | | | **Academic Qualification/**  **Designation**  *Tahap Kelayakan Akademik/Jawatan* | | | | **Signature**  *Tandatangan* | |
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| **C(v)** | **Research projects that have been completed or ongoing by project leader for the last three years. Please provide title of research, grant’s name, position, duration, year commence and year ending.**  *Sila sediakan maklumat termasuk termasuk tajuk, nama geran, peranan, tempoh, tahun mula dan tahun tamat bagi penyelidikan yang sedang/telah dijalankan oleh ketua penyelidik dalam tempoh tiga tahun terakhir.* | | | | | | | | | | | | | | | | | | |
| **Title of Research**  *Tajuk penyelidikan* | | | | **Grant’s Name**  *Nama Geran* | | | **Position / Role**  *Jawatan / Peranan* | | | | | **Duration**  *Tempoh* | | | **Start Date**  *Tarikh mula* | | | **End Date**  *Tarikh tamat* |
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| **C(vi)** | **Please provide information on courses taught by the project leader for the last three (3) years.**  *Sila kemukakan maklumat berkaitan kursus yang diajar oleh ketua penyelidik dalam tempoh tiga (3) tahun terakhir.* | | | | | | | | | | | | | | | | | | |
| **Course code**  *Kod kursus* | | | | | **Course title**  *Tajuk kursus* | | | | | | | | | | | **Year**  *Tahun* | | |
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| **C(vii)** | **Executive Summary of Research Proposal (maximum 300 words)**  **(Please include the problem statement, objectives, research methodology, expected output/outcomes/implication, and significance of output from the research project)**  *Ringkasan Cadangan Eksekutif Penyelidikan (maksimum 300 patah perkataan)*  *(Meliputi pernyataan masalah, objektif, kaedah penyelidikan, jangkaan hasil penyelidikan/implikasi dan kepentingan output projek penyelidikan)* | | | | | | | | | | | | | | | | | | |
| **C(viii)** | **Detailed proposal of research project:**  *Cadangan maklumat penyelidikan secara terperinci:*  **(a) Research background including Problem Statement, Hypothesis/Research Questions, Literature Reviews, Related References and Relevance to Goverment Policy, if any.**  *Keterangan latar belakang penyelidikan termasuk Pernyataan Masalah, Hipotesis/Persoalan Penyelidikan, Kajian Literatur*, *Rujukan Berkaitan dan Perkaitan dengan Dasar Kerajaan, jika berkenaan.*  **(b) Objective (s) of the Research**  *Objektif Penyelidikan*  **Example** /*Contoh:*    ***This study embarks on the following objectives:***   * 1. *To investigate ......*   2. *To assess..........*      1. *To investigate ......* 2. *To make recommendation based on ......................*   **(c)Methodology**  *Kaedah penyelidikan*  **Please state in the form** / *Sila nyatakan di borang ini*   1. ***Description of Methodology*** 2. ***Flow Chart of Research Activities ( Please enclose in the Appendix)*** 3. ***Gantt Chart of Research Activities (Please enclose in the Appendix)*** 4. ***Milestones and Dates***   **(d) Expected Results/Benefit**  *Jangkaan Hasil Penyelidikan*   1. ***Findings/Knowledge/Applications*** 2. ***Research Publications***   For every approved project, the grant recipient(s) are expected to:   * publish the results of the project in at least ONE (1) Teaching and Learning bulletin * Present or demonstrate the work in at least ONE (1) internal knowledge sharing session   Please also tick (✓) at least ONE (1) of the following items.   |  |  | | --- | --- | | Local conference paper |  | | International conference paper |  | | Book chapter |  | | Local journal paper |  | | International journal paper |  | | Others (please specify): |  | | | | | | | | | | | | | | | | | | | |
| **D** | **ACCESS TO EQUIPMENT AND MATERIAL /** *KEMUDAHAN SEDIA ADA UNTUK KEGUNAAN BAGI PENYELIDIKAN INI* | | | | | | | | | | | | | | | | | | |
|  | **Equipment**  *Peralatan* | | | | | | | | | | | **Location**  *Tempat* | | | | | | | |
| **Example */*** *Contoh****:***  **NMR**  **HPLC** | | | | | | | | | | | **FSTS**  **FSTS** | | | | | | | |
| **E** | **BUDGET***/BELANJAWAN* | | | | | | | | | | | | | | | | | | |
|  | **Please indicate your estimated budget for this research and details of expenditure according to the guidelines attached.**  *Sila nyatakan anggaran bajet bagi cadangan penyelidikan ini dan berikan butir – butir perbelanjaan lengkap dengan berpandukan kepada garis panduan yang dilampirkan.* | | | | | | | | | | | | | | | | | | |
| **Budget details**  *Butiran belanjawan* | | **Amount requested by applicant**  *Jumlah yang dipohon*  *oleh pemohon* | | | | | | | | | | | | **Amount approved by VC/Dep.VC**  **(R&D)/Director of RMC**  *Jumlah yang diluluskan oleh Naib Canselor/ TNC (P&I)/Pengarah RMC* | | | | |
| **Year 1**  Tahun 1  (RM) | | | | **Year 2**  Tahun 2  (RM) | | | | **Total**  Jumlah  (RM) | | | |
| **E(i)** | **Vote 11000 -**  **Salary and** **wages**  *Upah dan Elaun*  Untuk Pembantu Penyelidik Siswazah (GRA)  Please specify  *Sila nyatakan secara lengkap dengan pecahannya sekali.* | |  | | | |  | | | |  | | | | **Please Indicate the overall Budget**  *Sila nyatakan bajet secara keseluruhan* | | | | |
|  | **Budget details**  *Butiran belanjawan* | | **Amount requested by applicant**  *Jumlah yang dipohon*  *oleh pemohon* | | | | | | | | | | | | **Amount approved by VC/Dep.VC**  **(R&D)/Director of RMC**  *Jumlah yang diluluskan oleh Naib Canselor/ TNC (P&I)/Pengarah RMC* | | | | |
| **Year 1**  Tahun 1  (RM) | | | | **Year 2**  Tahun 2  (RM) | | | | **Total**  Jumlah  (RM) | | | |
| **E(ii)** | **Vote 21000 -**  **Travelling and Transportation/**  *Perjalanan dan Pengangkutan*  Please specify  *Sila nyatakan secara lengkap dengan pecahannya sekali.* | |  | | | |  | | | |  | | | | **Please Indicate the overall Budget**  *Sila nyatakan bajet secara keseluruhan* | | | | |
| **E(iii)** | **Vote 24000 -**  **Rental**  *Sewaan*  Please specify  *Sila nyatakan secara lengkap dengan pecahannya sekali.* | |  | | | |  | | |  | | | | |  | | | | |
| **E(iv)** | **Vote 27000 -**  **Research Materials & Supplies**  *Bekalan dan Bahan Penyelidikan*  Please specify  *Sila nyatakan secara lengkap dengan pecahannya sekali.* | |  | | | |  | | |  | | | | |  | | | | |
|  | **Budget details**  *Butiran belanjawan* | | **Amount requested by applicant**  *Jumlah yang dipohon*  *oleh pemohon* | | | | | | | | | | | | **Amount approved by VC/Dep.VC**  **(R&D)/Director of RMC**  *Jumlah yang diluluskan oleh Naib Canselor/ TNC (P&I)/Pengarah RMC* | | | | |
| **Year 1**  Tahun 1  (RM) | | | | **Year 2**  Tahun 2  (RM) | | | **Total**  Jumlah  (RM) | | | | |
| **E(v)** | **Vote 28000 -**  **Maintenance and Minor Repair Services**  *Baik pulih kecil dan ubahsuai*  Please specify  *Sila nyatakan secara lengkap dengan pecahannya sekali.* | |  | | | |  | | |  | | | | | **Please Indicate the overall Budget**  *Sila nyatakan bajet secara keseluruhan* | | | | |
| **E(vi)** | **Vote 29000 -**  **Professional Services**  *Perkhidmatan Ikhtisas*  Please specify  *Sila nyatakan secara lengkap dengan pecahannya sekali.* | |  | | | |  | | |  | | | | |  | | | | |
| **E(vii)** | **Vote 35000 -**  **Accessories and Equipment**  *Aksesori dan Peralatan*  Please specify  *Sila nyatakan secara lengkap dengan pecahannya sekali.* | |  | | | |  | | |  | | | | |  | | | | |
| **TOTAL AMOUNT**  *JUMLAH BESAR* | | |  | | | |  | | |  | | | | |  | | | | |
| **F** | **Declaration by applicant /** *Akuan Pemohon*  **(Please tick *( √ )*):****/** *(Sila tanda ( √ )):* | | | | | | | | | | | | | | | | | | |
|  | **I hereby declare that:**  *Saya dengan ini mengaku bahawa:*  **All information stated here are accurate, CALM and RIMC have the right to reject or to cancel the offer without prior notice if there is any inaccurate information given.**  *Semua maklumat yang diisi adalah benar, RIMC berhak menolak permohonan atau membatalkan tawaran pada bila-bila masa sekiranya keterangan yang dikemukakan adalah tidak benar.*  **Date : Applicant’s Signature :**  *Tarikh : Tandatangan Pemohon : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | | | | | | | | | | | | | | | | |
| **G** | **Endorsement by Dean/Director F/I/P:**  *Pengesahan Dekan/Pengarah F/I/P:* | | | | | | | | | | | | | | | | | | |
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| **H** | **Recommendation by Director, Research & Innovation Management Centre**  *Perakuan oleh Pengarah, Pusat Pengurusan Penyelidikan & Inovasi* |
|  | **Please tick ( √ )**  *Sila tandakan ( √ )*  **Recommended**  *Disokong*  **Not Recommended**  *Tidak Disokong*    **Comments:**  *Ulasan:*  --------------------------------------------------------------------------------------------------------------------------------------------  --------------------------------------------------------------------------------------------------------------------------------------------  --------------------------------------------------------------------------------------------------------------------------------------------  --------------------------------------------------------------------------------------------------------------------------------------------  --------------------------------------------------------------------------------------------------------------------------------------------  --------------------------------------------------------------------------------------------------------------------------------------------  --------------------------------------------------------------------------------------------------------------------------------------------  --------------------------------------------------------------------------------------------------------------------------------------------  **Name: Signature:**  *Nama: Tandatangan:*    **Date:**  *Tarikh:* |

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| **I** | **Approval by Deputy Vice Chancellor (Research and Innovation)**  *Kelulusan Timbalan Naib Canselor (P & I)* |
|  | **Approved**  *Setuju*  **Not Approved**  *Tidak setuju*    **Comments:**  *Ulasan:*  --------------------------------------------------------------------------------------------------------------------------------------------  --------------------------------------------------------------------------------------------------------------------------------------------  --------------------------------------------------------------------------------------------------------------------------------------------  --------------------------------------------------------------------------------------------------------------------------------------------  --------------------------------------------------------------------------------------------------------------------------------------------  --------------------------------------------------------------------------------------------------------------------------------------------  --------------------------------------------------------------------------------------------------------------------------------------------  --------------------------------------------------------------------------------------------------------------------------------------------  **Name: Signature:**  *Nama: Tandatangan:*    **Date:**  *Tarikh:* |

**Note: APPLICATIONS SUBMITTED WILL BE TREATED IN FULL CONFIDENCE AND EVALUATED BY A SoTL PANEL HEADED BY CALM. ENDORSEMENT WILL BE MADE AT RIMC LEVEL AND SUBJECT TO APPROVAL BY DVC (RESEARCH AND INNOVATION).**

**Carta Alir Permohonan *Scholarship of Teaching & Learning (SoTL) Grant* (TLG)**

Tamat

RIMC maklumkan kelulusan kepada pemohon dan disalin kepada Dekan/Pengarah F/I/P dan Dekan PPGM

RIMC simpan rekod

RIMC majukan dokumen ke Pejabat Bendahari untuk bayaran

Panel SoTL menyemak dan menilai permohonan dan majukan cadangan kepada JK Penyelidikan untuk perakuan dan seterusnya TNC (P&I) untuk kelulusan

Tidak

Tidak

Permohonan tidak lengkap dikembalikan kepada pemohon

Dekan/Pengarah F/P/I mengesahkan permohonan dan hantar ke CALM

Staf akademik kemukakan borang permohonan kepada Dekan/Pengarah F/P/I

TNC (P&I) lulus / tolak permohonan

Ya

Ya