 UNIVERSITI KEBANGSAAN MALAYSIA <i>The National University of Malaysia</i>	UKM-SPPI-GP02	No. Semakan: 03	Tarikh Kuatkuasa:01/04/2020
	GARIS PANDUAN MENGISI BORANG PERMOHONAN MENJALANKAN PENYELIDIKAN (FAKULTI PERUBATAN UKM)		

***Borang boleh di muat turun dari laman web SPPI**

(<http://www.ukm.my/spifper/forms/>)

**Form can be downloads from SPI website <http://www.ukm.my/spifper/forms/>*

****Salinan lembut dalam format pdf dan harus disertakan tandatangan**

***Softcopy in pdf format and must be included the signatures*

1. Pemohon (Penyelidik Utama)

Applicant (Principle Investigator)

A. Nama: Nama Pensyarah FPUKM / Kakitangan yang layak menjadi Penyelidik Utama/ Ketua Projek

Name: Name of Faculty of Medicine Lecturer / Staff which qualified to be a Principal Investigator/ Project Leader

B. Nombor ID: UKMPer Penyelidik Utama/Ketua Projek

ID Number: UKMPer of Principal Investigator / Project Leader

C. Jabatan: Jabatan Penyelidik Utama/Ketua Projek

Department: Department of Principal Investigator/Project Leader

D. E-mel: E-mel daripada Penyelidik Utama/Ketua Projek

Email: Email of Principal Investigator/Project Leader

E. Nombor Telefon Bimbit: Nombor telefon bimbit Penyelidik Utama/Ketua Projek

Mobile Number: Mobile number of Principal Investigator/ Project Leader

2. Projek penyelidikan:

Research Project:

- **Satu kertas cadangan penyelidikan hendaklah disertakan bersama borang ini (maksimum 10-20 muka surat).**

A research proposal must be attached to this form (maximum 10-20 pages).

- **Kertas cadangan itu hendaklah mengandungi tajuk, latar belakang perkara yang hendak diselidiki itu dengan rujukan terkini, tujuan, jadual kerja dari bulan ke bulan, prasarana yang diperlukan, kaedah/metodologi dan anggaran belanjawan.**

The proposal must have a title, background of the research with current references, objective(s), Gantt chart, the required infrastructure, methodology and the estimated budget.

- **Lampirkan surat kelulusan bercuti sabbatical/belajar sekiranya berkenaan.**

Please enclose the sabbatical / study leave approval letter; if applicable

A. Tajuk: Tajuk proposal penyelidikan

Title: Title of the research proposal

B. Kata kunci: Kata kunci yang berkaitan dengan tajuk proposal penyelidikan


Keyword(s): Keyword(s) related to the title of research proposal

C. Tempoh (tidak melebihi 3 tahun - kecuali untuk projek penyelidikan percubaan klinikal): Tarikh di jangka kajian untuk dimulakan sehingga selesai (hendaklah ditulis dalam hh/ bb/tt contohnya 01 Mac 2011 - 15 Mac 2012).

Duration (not more than 3 years - except for clinical trial research project): Expected date of the study to be started until completed (must be written in dd/mm/yy e.g 01 March 2011 – 15 March 2012).

D. Jenis Projek Penyelidikan: Sila tandakan pada pilihan yang sesuai

Type of Research Project: Please tick at the suitable choices

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- E. **Kluster Penyelidikan:** Kluster Penyelidikan sesuai dengan projek penyelidikan. Rujuk Lampiran A untuk senarai Kluster Penyelidikan
Research Cluster: Research Cluster suitable with the research project. Refer to Attachment A for list of Research Cluster
- F. **Bidang Penyelidikan:** Bidang Penyelidikan sesuai dengan projek penyelidikan. Rujuk Lampiran A untuk senarai Bidang Penyelidikan
Research Area: Research Area suitable with the research project. Refer to Attachment A for list of Research Area
- G. **Peringkat Penyelidikan:** Sila tandakan pada pilihan yang sesuai
Research Level: Please tick at the suitable choices
- H. **Jenis Penyelidikan:** Sila tandakan pada pilihan yang sesuai
Research Type: Please tick at the suitable choices
- I. **Status Komersial:** Sila tandakan pada pilihan yang sesuai
Commercial Status: Please tick at the suitable choices
- J. **Jangkaan Output:** Lengkapkan jangkaan output berkaitan dengan projek penyelidikan
Expected Output: Fill up expected output related to the research project
- K. **Aktiviti Penyelidikan:** Lengkapkan aktiviti penyelidikan bermula dengan pengumpulan data
Research Activities: Fill up research activities starts with data collection.
- L. **Jejak kunci:** Lengkapkan jejak kunci atau pencapaian setiap 6 bulan
Milestone: Fill up milestone or achievement for every 6 months
- M. **Jangkaan tahap risiko:** Nyatakan faktor-faktor yang boleh menyebabkan kelewatan, atau menghalang pelaksanaan projek.
Estimate the degree of risk: State the factors that may cause delays, or hinder the implementation of the project.
3. **Maklumat bersama penyelidik:**
Co-researcher(s) Information:
- Isikan maklumat penyelidik bersama dari UKM, luar UKM dan pelajar yang terlibat dalam projek penyelidikan. **Perlu ditandatangani oleh semua penyelidik.** Sila sertakan maksimum 5 helai resume bagi setiap penyelidik.
*Fill up information of co-researchers from UKM, outside UKM and student(s) that involve in the research project. **Need to be signed by all researchers.** Please include maximum 5 pages of resume for each researcher.*
4. **Geran luar yang diterima:**
External Grant Received:
- Jika kajian itu menerima geran daripada institusi/syarikat luar, sila nyatakan nama penaja/no geran.
If the study received grant from external institution/company, please state the name of the sponsor/no. of grant
 - **Sila sertakan surat pengesahan daripada syarikat/organisasi, butiran dan jumlah peruntukan bersama-sama dengan kod kelulusan (geran daripada kementerian).**
Please enclose the endorsement letter from company, budget details and amount together with the code of approval (especially the grant from ministry).

**GARIS PANDUAN MENGISI BORANG PERMOHONAN MENJALANKAN
PENYELIDIKAN (FAKULTI PERUBATAN UKM)**

- **Sekiranya mendapat tajaan dalam bentuk barang (in-kind), sila kemukakan surat tajaan yang menyatakan nilai dan butiran barang tersebut.**

If the study received in-kind sponsorship, please enclose the endorsement letter stating the value and details of the in-kind.

- Untuk projek penyelidikan percubaan klinikal yang ditaja syarikat farmaseutikal, sila rujuk LAMPIRAN B- Garis Panduan bagi Projek yang Mendapat Tajaan Geran dari Pihak Luar/Syarikat untuk butiran nama penerima dan kos tak langsung yang akan di caj daripada jumlah keseluruhan peruntukan yang diterima.

For pharma-sponsored clinical trial research project, please refer to ATTACHMENT B - Guidelines for Research Funded by External Grants or Company Sponsored for details of payee name and overhead cost that will be charged of total grant received.

- Sila kosongkan perkara '5: KEPERLUAN KEWANGAN DAN JUSTIFIKASINYA UNTUK PROJEK PENYELIDIKAN' jika penyelidikan ini menerima geran luar.

Please leave out item number '5. FINANCIAL ESTIMATION AND JUSTIFICATION FOR RESEARCH PROJECT' if the research is receiving external grants.

5. Keperluan kewangan dan justifikasinya untuk projek penyelidikan:

Financial Estimation and Justification For Research Project:

- Ruangan ini adalah untuk permohonan Geran Fundamental Fakulti Perubatan (GFFP) sahaja.

This column is meant for Faculty of Medicine Fundamental Grant application only.

- Isikan butiran bersama-sama dengan justifikasi, berdasarkan pecahan belanjawan; Bahan & Bekalan Penyelidikan, Perjalanan & Pengangkutan, Alat Khusus & Aksesori dan Kos Rawatan & Ujian Makmal (Pesakit PPUKM sahaja).

Fill up the details together with the justification, based on portion of budget; Research Material & Supply, Travelling & Transportation, Special Equipment & Accessories and Treatment Cost & Laboratory Test (UKMMC Patients only).

- Rujuk LAMPIRAN C - Garis Panduan Perbelanjaan Geran Fundamental Fakulti Perubatan (GFFP)

Refer ATTACHMENT C – Guidelines for Faculty of Medicine Fundamental Grant (GFFP)

6. Perakuan pemohon:

Applicant Endorsement:

- Perlu ditandatangani oleh Penyelidik Utama/Ketua Projek.

Need to be signed by Principal Investigator/Project Leader.

7. Ulasan ketua jabatan:

Recommendation by Head of Department:

- Perlu ditandatangani oleh Ketua Jabatan

Need to be signed by Head of Department

- Jika pemohon adalah Ketua Jabatan, sila tinggalkan kosong bahagian ini.

If the applicant is the Head of Department, please leave this part blank.

- Permohonan hendaklah disaring di peringkat jabatan terlebih dahulu sebelum pengesahan.

Application must be screened at department level first before endorsement.

8. Keputusan Jawatankuasa Penyelidikan Fakulti/Pusat/Institut:

Decision of Faculty/Centre/Institute Research Committee:

- Sila kosongkan bahagian ini untuk tindakan selanjutnya oleh SPI.

Please leave this part blank for further action by SPI.

MAKLUMAT KLUSTER DAN BIDANG PENYELIDIKAN

KLUSTER	BIDANG FOKUS
<ul style="list-style-type: none">• TRANSFORMASI SOSIAL DAN EKONOMI• KESIHATAN DAN PERUBATAN TERMAJU• SUMBER LESTARI, ALAM SEKITAR & KEHIDUPAN PINTAR• WARISAN DAN MASYARAKAT MADANI• TEKNOLOGI DIGITAL DAN TERKEHADAPAN	<ul style="list-style-type: none">• Sains Matematik• Sains Fizik• Sains Kimia• Earth Sciences• Information, Computer and Communication Technology (ICT)• Applied Sciences and Technologies• Engineering Sciences• Biological Sciences• Agricultural Sciences• Medical and Health Sciences• Environmental Sciences• Material Sciences• Marine Sciences• Forestry Sciences• Bioteknologi• Sains Sosial• Humanities• Economics, Business and Management• Sains Tulen dan Gunaan• Teknologi dan Kejuruteraan• Sastera dan Sastera Ikhtisas• Warisan Alam dan Budaya• Teknologi Maklumat dan Komunikasi

GARIS PANDUAN BAGI PROJEK YANG MENDAPAT TAJAAN GERAN DARI SYARIKAT
FARMASEUTIKAL/TAJAJAN PIHAK LUAR

1. **Satu salinan keras & lembut surat tajaan pembiaya dan draf perjanjian penyelidikan** perlu dilampirkan bersama-sama borang berikut : UKM-SPPI-BO01, UKM-SPPI-BO02, UKM-SPPI-BO03 (jika perlu)

One hardcopy & softcopy letter of sponsored and draft of research agreement should be enclosed with the form as follows: UKM-SPPI-BO01, UKM-SPPI-BO02, UKM-SPPI-BO03 (if applicable)

2. Segala urusan berkaitan kewangan projek penyelidikan percubaan klinikal yang mendapat tajaan syarikat farmaseutikal perlu merujuk kepada maklumat seperti di bawah:

All matters pertaining to finance clinical trials research projects that receive funding from pharmaceutical companies should refer to the information below:

Nama Penerima <i>Payee's name</i>	:	UNIVERSITI KEBANGSAAN MALAYSIA
Alamat Penerima <i>Payee's address</i>	:	Jabatan Bendahari Kampus Kuala Lumpur Pusat Perubatan UKM Cheras, 56000 Selangor Darul Ehsan
No. Akaun Penerima <i>Payee's account number</i>	:	8600081140
Bank Penerima <i>Payee's Bank</i>	:	CIMB ISLAMIC BERHAD (TAMAN MALURI)

3. Kos tak langsung sebanyak 10% akan dikenakan bagi setiap projek penyelidikan percubaan klinikal tajaan syarikat farmaseutikal yang didaftarkan, di mana 7.5% disalurkan kepada UKM dan 2.5% kepada Tabung Kokurikulum Fakulti Perubatan (*Minit Mesy. Pertukaran Pengurusan Kewangan Penyelidikan Percubaan Klinikal dengan Unit CHES, UKM bertarikh 4 Julai 2013*)

Overhead cost of 10% will be charged for each clinical trial research projects sponsored by pharmaceutical companies that are registered, of which 7.5% was channeled to UKM and 2.5% to Tabung Kokurikulum Fakulti Perubatan (Minute of Mesy. Pertukaran Pengurusan Kewangan Penyelidikan Percubaan Klinikal dengan Unit CHES, UKM dated 4 July 2013)

4. Baki perbelanjaan bagi projek penyelidikan percubaan klinikal tajaan syarikat farmaseutikal yang telah tamat akan disalurkan ke akaun Tabung Kokurikulum Fakulti Perubatan setelah pihak SPPI menerima laporan akhir penyelidikan daripada Ketua Penyelidik projek berkenaan (*Minit Mesy. Pengurusan PPUKM bil. 24/2013 bertarikh 25 Jun 2013*).

The remaining expenses of clinical trial research projects sponsored by pharmaceutical companies that have expired will be directed to the Tabung Kokurikulum Fakulti Perubatan account after the MRIS received the final report of research project by the Principal Investigator (Minute of Mesy. Pengurusan PPUKM no. 24/2013 dated 25 June 2013).

GARIS PANDUAN GERAN FUNDAMENTAL FAKULTI PERUBATAN UKM

1. Had maksimum boleh diluluskan bagi setiap projek adalah seperti berikut :
The maximum limit can be approved for each project as follows:
 - a) Kategori A
 - RM20, 000.00 - RM30, 000.00
 - Category A*
 - RM20, 000 - RM30, 000
 - b) Kategori B
 - RM10, 000.00 – RM19, 999.00
 - Category B*
 - RM10, 000 – RM19, 999
 - c) Kategori C
 - RM0.00 – RM5, 000.00 (Ijazah Doktor Perubatan & Sarjanamuda sahaja)
 - Category C*
 - RM0.00 – RM5, 000.00 (Medical Degree & Degree only)
2. Untuk penyelidikan yang dijalankan di luar Malaysia, perbelanjaan di luar Malaysia tidak dibiaya.
For research conducted outside Malaysia, expenses outside Malaysia is not funded.
3. Perbelanjaan dibawah Peruntukan Geran Fundamental Fakulti Perubatan adalah dibenarkan untuk apa-apa pembelian, pembayaran atau perolehan yang memenuhi vot perbelanjaan berikut:
Expenses approved under Geran Fundamental Fakulti Perubatan:
 - a) **Vot 21000- Perjalanan dan Pengangkutan**

Tuntutan perjalanan yang dibenarkan untuk pelajar sahaja dengan tujuan pengumpulan data dan menghadiri persidangan dalam negara. Kadar tuntutan adalah sebanyak RM0.40/km. Permohonan tuntutan perjalanan yang diluluskan perlu menggunakan borang tuntutan perjalanan yang menyatakan kod projek dan ditandatangani oleh penyelia. Jumlah tuntutan perjalanan adalah tidak melebihi RM1, 000.00.

Mileage claims allowed for students only with the purpose of collecting data and attending conferences. The rate is RM0.40/km. Mileage claim can be requested by filling up the travel claim form stating the project code and signed by the supervisor. The total travel claim must not exceed RM1, 000.00.
 - b) **Vot 24000- Sewaan**

Sewaan hanya dibenarkan untuk sewa ruang, peralatan dan barangan lain yang terlibat secara langsung dengan penyelidikan.

Rental is allowed for space rental, inventory and other item directly related for research.
 - c) **Vot 27000- Bekalan dan Bahan Penyelidikan**

Bahan-bahan kimia dan bekalan penyelidikan pakai habis.

Chemicals and consumable research supplies

d) Vot 29000- Perkhidmatan Ikhtisas

- i) Rawatan dan ujian yang melibatkan pesakit PPUKM khusus untuk penyelidikan. Permohonan mengikut kadar caj yang diluluskan oleh PPUKM (kadar caj boleh dirujuk di Unit Hasil & Taksiran, Jabatan Kewangan, PPUKM). Perlu perincian rawatan/ujian yang dijalankan.

Treatment and tests involving UKMMC patients dedicated to research. Rates are according to charges approved by UKMMC (charging rate can be referred to Unit Hasil & Taksiran, Jabatan Kewangan, PPUKM). Please state details of the treatment/test.

- ii) Honorarium/token kepada pesakit adalah dibenarkan (kadar bayaran adalah RM25 - RM50 bagi setiap pesakit).

Token/honorarium to patient is allowed (rate is RM 25-RM 50 per patient).

e) Vot 11000- Upah dan Elaun

Lantikan Pembantu Penyelidik (RA) dengan gaji maksimum RM1,000.00 sebulan (tidak lebih dari 50% jumlah geran yang dipohon). Jumlah ini adalah termasuk dengan bayaran KWSP & SOCSO. Ketua Projek boleh berhubung terus dengan pihak CRIM UKM bagi urusan pelantikan RA selanjutnya.

Research Assistant with maximum salary of RM 1,000.00 per month (not exceeding more than 50% of grant application). This amount includes KWSP and SOCSO payment. Please contact CRIM UKM for further details.

4. Perbelanjaan yang **TIDAK** dibiaya di bawah Peruntukan Geran Fundamental Fakulti Perubatan.

Expenses NOT funded under the Peruntukan Fundamental Faculty Grant.

- | | |
|--|--|
| 1) Alat Tulis
<i>Stationery</i> | 10) Perbelanjaan untuk penjilidan tesis
<i>Expenses for binding thesis</i> |
| 2) Fotokopi
<i>Photocopy</i> | 11) Perjalanan untuk berjumpa penyelia
<i>Transportation to meet the supervisor</i> |
| 3) Urusan Pos (setem dsb)
<i>Postal items (stamp, etc)</i> | 12) Aset/Peralatan/Aksesori penyelidikan
<i>Assets/ Inventory</i> |
| 4) Laptop/iPad/Telefon bimbit dsbnya
<i>Laptop/IPAD/Mobile Phone etc.</i> | 13) Pendrive/CD/External Hard disk |
| 5) Dakwat pencetak
<i>Printer Toner</i> | 14) Cetakan Jurnal
<i>Journal printing</i> |
| 6) Pencetak
<i>Printer</i> | 15) Kad Prabayar/Bil Telefon
<i>Prepaid Card / Telephone Bill</i> |
| 7) Kertas A4
<i>A4 paper</i> | 16) Jamuan ringan
<i>Refreshments</i> |
| 8) Elaun Makan
<i>Meal allowance</i> | 17) Poster/pamphlet
<i>Poster / pamphlets</i> |
| 9) Penginapan
<i>Accommodation</i> | 18) Baik Pulih Kecil dan Ubahsuai
<i>Maintenance and renovation</i> |

5. Permohonan baru bagi penyelidik yang telah diluluskan GFFP pada fasa terdahulu akan diberi pertimbangan jika tahap selesai projek adalah pada kadar 75% (pembuktian melalui Laporan Kemajuan terbaru).

SYARAT-SYARAT PENERBITAN GERAN FUNDAMENTAL FAKULTI PERUBATAN

KATEGORI DANA	KPI PENERBITAN
<p>Kategori A RM20,000 - RM30,000</p>	<p>Penyelidik wajib menerbitkan sekurang-kurangnya :</p> <ul style="list-style-type: none"> • satu (1) artikel dalam Jurnal Terindeks ISI (Q1-Q4)
<p>Kategori B RM10,000 - RM19,999</p>	<p>Penyelidik wajib menerbitkan sekurang-kurangnya :</p> <ul style="list-style-type: none"> • satu (1) artikel dalam Jurnal Terindeks WOS
<p>Kategori C RM1,001.00 – RM5,000.00</p>	<p>Penyelidik wajib menerbitkan sekurang-kurangnya :</p> <ul style="list-style-type: none"> • satu (1) artikel dalam Jurnal Tidak Terindeks ATAU • dua (2) lain-lain penerbitan
<p>*Lain-lain penerbitan ialah seperti kajian kes, laporan teknikal, laporan komprehensif, artikel majalah, surat khabar, karya asli, penerbitan dari persidangan, digital atau media cetak. ** Penerbitan perlu didaftar dalam sistem e-repositori dalam masa setahun selepas tarikh tamat projek penyelidikan.</p>	

POLISI PENERBITAN

1. Authorship should be decided by the investigator (s) most involved in designing and executing the research, and the author(s) should be able to take public responsibility for the content of the publication and defend its criticism. Contributions from persons who had little to do with the intellectual content of the publication, but provided other kinds of assistance, need not be rewarded with authorship. Such assistance may be acknowledged in the appropriate section of the publication.
2. Authors have three main ethical responsibilities in presenting their work for publication;
 - (a) honest and full reporting, which implies accurate and complete description of the observation made and data collected,
 - (b) honest relation of their work to that of others allowing the reader too objectively evaluate their report,
 - (c) follow institutional procedures for the approval of their manuscripts to protect the institution's scientific reputation.
3. Unpublished data drawn from other sources should be identified as such and be appropriately credited, with indication that such acknowledgement is with the consent of the person being credited.
4. Unless the data have been updated and the conclusions modified, the same manuscript should not be published in more than one outlet. For example, a paper published in the proceedings of a workshop should not be published as such in a journal, but it may be offered to a journal if its content has substantially changed since it appeared in the workshop proceedings.
5. The editors and reviewers must treat manuscripts as confidential communications and not divulge their contents without the consent of the author(s). Reviewers are responsible not only for unbiased, objective critical analysis of manuscripts but also for completing their task within the time allowed.
6. Any publications arising from each sub-project, the authorship will be decided by sub-project leader taking into account that all those involved including ranking of authors. (if applicable)
7. All publication must include at least the name of sample provider and programme leader/ project supervisor.
8. Proceedings of scientific meetings (workshops, conferences, symposia, etc.) may carry on the cover the names of scientific editors and others who may have made substantial contributions to the production of the volume. It is recommended that the names of the organizing committee members, language editor(s), and translator(s) (if applicable) be placed on the inside of the inner title page.

9. Text books, reference books, and research reports written / edited by individual investigator(s) will carry the names of authors or scientific editors, as applicable, on the cover.
10. All manuscript arising from the whole project must be sent to the relevant sub-project leader and programme leader/project supervisor to be endorsed before submitting for any publications.
11. Student must include Faculty of Medicine, UKM as one of the affiliation when publishing any of the data from the research project.
12. If after six (6) months of study completion, a research paper has not been written up and submitted to a journal by the researchers who involved in this Project, Faculty of Medicine, UKM will assume absolute ownership and shall have the right to submit the manuscript. The parties shall be informed appropriately.