

OFFICE OF INDUSTRIAL LINKS
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

PERMOHONAN GERAN
PROGRAM PEMINDAHAN ILMU DAN PEMERKASAAN YAYASAN BUDI
(Yayasan BUDI Knowledge Transfer and Empowerment Programme – KTEP)

A. MAKLUMAT PROGRAM / Details of Programme		
TEMA: Theme:		"MEMPERKASA MASYARAKAT MELALUI PEMINDAHAN ILMU DALAM WARISAN BUDAYA MELAYU: ALAM BINA, BAHASA, DAN BUDI". <i>"EMPOWERING SOCIETY THROUGH KNOWLEDGE TRANSFER IN MALAY CULTURAL HERITAGE: BUILT ENVIRONMENT, LANGUAGE AND VIRTUE."</i>
PENAJA: Funder:		YAYASAN BUDI
TEMPOH MASA PROGRAM (MAKSIMUM 6 BULAN): Duration of this programme (Maximum 6 months):	Dari: From	(December 2024 or January 2025)
	HINGGA: To	

B. MAKLUMAT UNIVERSITI AWAM (UA) / Details of Public University (UA)	
NAMA UA: UA Name:	INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
NAMA PENGARAH BERTANGGUNGJAWAB: Name of responsible Director	MIR AZRUL BIN SHAHARUDIN DIRECTOR, OFFICE OF INDUSTRIAL LINKS
NAMA PUSAT/UNIT/PEJABAT BERTANGGUNGJAWAB: Name of responsible centre/unit/office	OFFICE OF INDUSTRIAL LINKS, INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA.

C. MAKLUMAT BIDANG TUMPUAN UTAMA / Details of Key Result / Focus area	
Sila tandakan (/) pada kotak yang telah disediakan / Please mark (/) to the relevant box.	
Pendidikan – Meningkatkan tahap pendidikan di Malaysia <i>Education – Improving the level of education in Malaysia</i>	
Ekonomi Komuniti – Meningkatkan ekonomi komuniti setempat <i>Community's Economy – Improving the local community's economy</i>	
Terangkuman/Inklusif – Kumpulan kelainan mampu atau upaya <i>Inclusivity – Group of people with disabilities or different abilities.</i>	
Pembangunan Kemahiran Komuniti yang Relevan <i>Development of Relevant Community's Skills</i>	
Kesejahteraan Sosial <i>Social Well-being</i>	
Lain-lain:- Nyatakan : Other:-	

Sila tandakan (/) pada kotak yang telah disediakan / Please mark (/) to the relevant box	
1. Alam Bina (Built Environment) Memelihara dan mempromosikan warisan alam bina melalui arkib digital, amalan lestari, dan inisiatif industri/komuniti. Built Environment (Alam Bina) <i>Preserving and Promoting Built Environment Heritage Through Digital Archiving, Sustainable Practices, and Industry / Community-Led Initiatives.</i>	
2. Language (Bahasa) Memperkasa Bahasa Melayu di dalam pendidikan, sumber budaya, tradisi secara lisan, kolaborasi industri dan penglibatan komuniti untuk memperkukuhkan identiti kebudayaan. <i>Revitalising the Malay Language Through Education, Cultural Resources, Oral Traditions, Industry Collaboration, and Community Engagement to Strengthen Cultural Identity.</i>	
3. Virtue (Budi) Mempromosikan budi Melayu melalui pendidikan, pemindahan inter-generasi, dan kolaborasi industri untuk mempertahankan nilai kebudayaan. <i>Promoting Malay Virtues Through Education, Intergenerational Transfer, and Industry Collaboration to Uphold Cultural Values.</i>	

D. MAKLUMAT KETUA PROJEK / Details of Project Leader
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1. NAMA KETUA PROJEK: <i>Name of Project Leader:</i>				
2. NO. KAD PENGENALAN: <i>ID No.:</i>				
3. KULLIYAH/JABATAN: <i>Kulliyah/Department:</i> (Alamat Penuh/Full Address:)				
4. DIREKTORI: <i>Directory:</i>	NO. TELEFON PEJABAT: <i>Office Phone No.:</i>	NO. FAKSIMILI: <i>Fax No.:</i>	NO. TELEFON BIMBIT: <i>Mobile No.:</i>	ALAMAT E-MEL: <i>E-mail Address:</i>

E. MAKLUMAT PROJEK / Details of Project	
TAJUK PROJEK: <i>Title of Project:</i>	
PERNYATAAN RINGKAS PERMASALAHAN BERKAITAN DENGAN PROJEK (tidak melebihi 200 patah perkataan): <i>Summary of problem statement related to project (should not exceed 200 words):</i>	
RINGKASAN CADANGAN PROJEK (tidak melebihi 2 muka surat) <i>Summary of project proposal (maximum 3 pages)</i>	OBJEKTIF BERDASARKAN PERMOHONAN <i>Objective(s) based on application</i>
	Kaedah Perlaksanaan Projek: <i>Project methodology:</i>

	Jenis Ilmu Yang Akan Dipindahkan: <i>Type of knowledge to be transferred:</i>	
	Jangkaan Hasil Projek: <i>Project expected outcomes:</i>	
a) Milestones & Tarikh (Sila lampirkan): b) Date & Milestones (please provide as appendix) c) Carta Gantt Aktiviti Projek (Sila lampirkan): <i>Project activity Gantt chart (please provide as appendix)</i>		
TEMPOH PROJEK: (Tarikh berdasarkan surat kelulusan dari pusat bertanggungjawab.) <i>Duration of Project:</i> <i>Date is based on an approval letter from the responsible centre.</i>	TEMPOH: Duration:	
	TARIKH KUAT KUASA: Effective Date:	
	TARIKH TAMAT: End Date:	
LOKASI PROJEK: <i>Location(s) of Project:</i> Alamat Penuh/ Full Address		

F. MAKLUMAT AHLI PROJEK/ Details of Member(s) Project

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1. JUMLAH AHLI PROJEK: <i>Total of members project:</i>		
2. AHLI PROJEK 1: <i>Project Member 1:</i>	NAMA: <i>Name:</i>	
	KULLIYAH/JABATAN: <i>Kulliyyah/Department:</i> (Alamat Penuh/Full Address):	
	JAWATAN: <i>Designation:</i>	
	BIDANG KEPAKARAN: <i>Area of Expertise:</i>	
3. AHLI PROJEK 2: <i>Project Member 2:</i>	NAMA: <i>Name:</i>	
	KULLIYAH/JABATAN: <i>Kulliyyah/Department:</i> (Alamat Penuh/Full Address):	
	JAWATAN: <i>Designation:</i>	
	BIDANG KEPAKARAN: <i>Area of Expertise:</i>	
4. AHLI PROJEK 3: <i>Project Member 3:</i>	NAMA: <i>Name:</i>	
	KULLIYAH/JABATAN: <i>Kulliyyah/Department:</i> (Alamat Penuh/Full Address):	
	JAWATAN: <i>Designation:</i>	
	BIDANG KEPAKARAN: <i>Area of Expertise:</i>	

*Sila tambah jika perlu / Please add if needed.

G. MAKLUMAT PENERIMA FAEDAH DARIPADA PROJEK (INDUSTRI / KOMUNITI)
Beneficiary Information from the Project (Industry / Community)

1. NAMA INDUSTRI / KOMUNITI: <i>Name of Industry / Community:</i>				
2. NAMA KETUA INDUSTRI / KOMUNITI: <i>Name of Industry / Community Leader:</i>				
3. JAWATAN KETUA INDUSTRI / KOMUNITI: <i>Designation of Industry / Community Leader:</i>				
4. MAKLUMAT PERHUBUNGAN: <i>Contact Person:</i>	NO. TELEFON PEJABAT: <i>Office Phone No.:</i>	NO. FAKSIMILI: <i>Fax No.:</i>	NO. TELEFON BIMBIT: <i>Mobile No.:</i>	ALAMAT E-MEL: <i>E-mail Address:</i>
5. JENIS PENDAFTARAN SYARIKAT/KOMUNITI: <i>Type of Company Registration/ Community</i>	☐ Perniagaan: <i>(cth Sdn. Bhd., Berhad, Enterpris)</i> ☐ Bukan Perniagaan: <i>(cth Koperasi, Sekolah, JKK)</i> Lain-Lain (Sila Nyatakan):			
	* Sila sertakan salinan: i. Salinan Borang Pendaftaran Perniagaan / organisasi. (Borang A) ii. Surat persetujuan atau pengesahan kerjasama penglibatan industri / komuniti dan penajaan (kewangan / bukan kewangan) terhadap projek yang dicadangkan.			
6. BILANGAN PEKERJA/AHLI DALAM KOMUNITI: <i>No. of Employees/ No. of Members in Community:</i>				
7. PEKERJAAN UTAMA INDUSTRI / KOMUNITI: <i>Main Job of Industry / Community:</i>				

H. MAKLUMAT AGENSI SEBAGAI RAKAN KERJASAMA TERLIBAT PROJEK (JIKA ADA) <i>Details of Agency Project as Collaborator (If any)</i>	
1. NAMA AGENSI KERAJAAN/SWASTA 1:	

Name of Government/Private Agency:					
2. NAMA KETUA AGENSI KERAJAAN/SWASTA 1: Name of Government/Private Agency Leader:			JAWATAN: Designation:		
3. MAKLUMAT PERHUBUNGAN: Contact Person:	NO. TELEFON PEJABAT: Office Phone No.:	NO. FAKSIMILI: Fax No.:	NO. TELEFON BIMBIT: Mobile No.:	ALAMAT E-MEL: E-mail Address:	
4. ALAMAT PENUH: Full Address:					
1. NAMA AGENSI KERAJAAN/SWASTA 2: Name of Government/Private Agency:					
2. NAMA KETUA AGENSI KERAJAAN/SWASTA 2: Name of Government/Private Agency Leader:			JAWATAN: Designation:		
3. MAKLUMAT PERHUBUNGAN: Contact Person:	NO. TELEFON PEJABAT: Office Phone No.:	NO. FAKSIMILI: Fax No.:	NO. TELEFON BIMBIT: Mobile No.:	ALAMAT E-MEL: E-mail Address:	
4. ALAMAT PENUH: Full Address:					

i. BELANJAWAN / Budget

ORGANISASI DIGALAKKAN UNTUK MEMBERI SUMBANGAN YANG LEBIH DARIPADA 30% JUMLAH GERAN YANG

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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.

BUTIRAN BELANJAWAN: <i>Budget details:</i>	JUMLAH YANG DIPOHON OLEH PEMOHON <i>Amount requested by applicant:</i>	SUMBANGAN ORGANISASI: <i>Beneficiary contribution:</i>
Vot 21000 - PERJALANAN DAN PENGANGKUTAN <i>Travels and Transports</i> <i>Sila nyatakan secara lengkap dengan pecahanya sekali/ Please provide a detailed breakdown</i>		
Vot 23000 - PERHUBUNGAN DAN UTILITI <i>Communications and Utilities</i> <i>Sila nyatakan secara lengkap dengan pecahanya sekali/ Please provide a detailed breakdown</i>		
Vot 24000 - SEWAAN <i>Rentals</i> <i>Sila nyatakan secara lengkap dengan pecahanya sekali/ Please provide a detailed breakdown</i>		
Vot 27000 - BEKALAN DAN BAHAN PROGRAM <i>Supplies and programme materials</i> <i>Sila nyatakan secara lengkap dengan pecahanya sekali/ Please provide a detailed breakdown</i>		
Vot 29000 - PERKHIDMATAN IKHTISAS <i>Professional services</i> <i>Sila nyatakan secara lengkap dengan pecahanya sekali/ Please provide a detailed breakdown</i>		

JUMLAH BESAR: <i>Total amount</i>		

J. HASIL DAN IMPAK PROGRAM / Programme Outputs and Impacts		
PENGUKURAN: <i>Measurement:</i>	HASIL/Outputs: <i>(Sila nyatakan kaedah pengukuran/ Please state the method of measurement)</i>	IMPAK/Impacts: <i>(Sila nyatakan kaedah pengukuran/ Please state the method of measurement)</i>
1. Hasil kepada Masyarakat (Industri / Komuniti) <i>1.Output to Society (Industry /community)</i>		
2.Pulangan kepada Universiti (Pengiktirafan kepada ahli akademik) <i>2.Return to the University(Recognition to members of academia)</i>		
3. Keberhasilan yang ketara <i>Tangible outcome</i>		
3.Keberhasilan yang tidak ketara <i>3.Intangible outcome</i>		
4. Lain-lain (yang dapat mengukur pencapaian projek) <i>4.Others</i>		

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, Sekretariat berhak menolak permohonan atau membatalkan tawaran pada bila-bila masa sekiranya keterangan yang dikemukakan adalah tidak benar. <i>All information stated here is accurate, the Secretariat has the right to reject or to cancel the offer without prior notice if there is any inaccurate information given.</i>
☐	2. Permohonan program ini dikemukakan untuk memohon peruntukan di bawah Skim Geran Program Pemindahan Ilmu Dan Pernerdayaan Yayasan Budi <i>Application of this programme is presented for the Grant Yayasan Budi Knowledge Transfer and Empowerment Programme – KTEP</i>
☐	3. Permohonan program 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 :
Date :

Tandatangan Pemohon : _____
Applicant's Signature : _____

AKUAN WAKIL INDUSTRI / KOMUNITI
Declaration by Industry / community representative

Saya dengan ini mengaku bahawa (Sila tanda ✓):
I hereby declared that (Please tick ✓):

- ☐ 1. Semua maklumat yang dinyatakan di sini adalah tepat sejauh pengetahuan kami dan kami menyampaikan komitmen dan kerjasama untuk permohonan skim geran YB-KTEP.
All information stated here is accurate to the best of our knowledge and we submit our commitment of cooperation for the application of a grant scheme under YB-KTEP.
- ☐ 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.
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.

Tarikh :
Date :

Tandatangan Pemohon : _____
Applicant's Signature : _____

AKUAN PENGARAH
Declaration by Director

Saya dengan ini mengaku bahawa (Sila tanda ✓):
I hereby declared that (Please tick ✓):

Diperakukan:
Recommended:

- ☐ A. **Sangat Disokong**
Highly Recommended
- ☐ B. **Disokong**
Recommended
- ☐ C. **Tidak Disokong (Sila Nyatakan Sebab)**
Not Recommended (Please specify reason)

Ulasan:
Comments:

Nama:
Name:

Tandatangan:
Signature:

Tarikh:
Date:

Nota: SEMUA PERMOHONAN DIANGGAP SULIT. KEPUTUSAN PANEL PENILAIAN SKIM GERAN YB-KTEP ADALAH MUKTAMAD.

Applications submitted will be treated in full confidential. The decision by the YB-KTEP Evaluation Panel is final.

CHECKLIST APPLICATION:

1. **Completed Application Form**
 - Ensure the application form is fully completed and signed.
2. **Project Title**
 - The title should clearly indicate knowledge or expertise transfer to the specific community or industry benefited.
3. **Collaboration Letter**
 - Attach a current letter of collaboration from the organization (beneficiary) confirming their support and involvement in the project.
4. **Curriculum Vitae (CVs)**
 - Include CVs for the Project Leader and each Team Member involved in the project.
5. **Gantt Chart**
 - Provide a Gantt chart that outlines the project timeline, including key activities..
6. **Milestones**
 - List key milestones or important dates in the project timeline.
7. **Proof of Continuation**
 - Include supporting documents that demonstrate the project's continuation from a completed research project (e.g., FYP or related completed report).

Ensure all these elements are prepared and included in the project application to facilitate a comprehensive review and evaluation process.

**Sebarang pertanyaan/maklumat lanjut sila hubungi:
Any further inquiry/information please contact SEKRETARIAT YB-KTEP:**

OFFICE OF INDUSTRIAL LINKS

**Level 4, Human Sciences Building,
International Islamic University Malaysia,
Jalan Gombak, 53100
Gombak, Selangor.
Tel: 03- 6421 6324 / 6327 / 6321**

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Email: ktprigs@iium.edu.my & oil@iium.edu.my
Website: <https://www.iium.edu.my/office/oil/>

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