

UNIVERSITY RESEARCH LEAVE AND GRANT POLICY & GUIDELINES



UNISSA
Press

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SECTION 1: INTRODUCTION

1.1 Objective

The objective of Universiti Islam Sultan Sharif Ali (UNISSA) Research Leave and Grant Policies and Guidelines is to provide a comprehensive set of guidelines for research and reference to its academic staff, research coordinators and committees at the Faculties/Centres and approving authorities.

1.2 Effective Date

7th August 2023

1.3 Definitions

Under these Policies and Guidelines, unless otherwise stated:

“Abandoned research” means a research project which was left uncompleted (with or without utilising the grant), or no progress report was presented at all, after the due date of completion as stipulated in the UNISSA’s approval letter.

“Accommodation” refers to a place where the researcher stays during the research trip.

“Books and reading materials” refer to required references purchased with the grant funds.

“Completed research” means a research project completed by the researcher(s) in achieving the objective(s) and submitting the final report.

“Co-Researcher” means another/other researcher(s) undertaking the research.

“Delayed research” means an incomplete research project which has passed the due date of completion as stipulated in the UNISSA’s approval letter.

“Equipment” refers to any tools which are necessary, vital, and directly related to the research project e.g., computer, scanner, tape recorder, digital camera, software, etc.

“High Impact Journal” refers to Journals that are listed in SCOPUS/ISI/WoS/ERA.

“Indexed Journal” refers to renowned and leading journals in various fields listed by specific publishers, societies or institutions and recognised by the research community globally.

“Per diem” refers to transportation expenses, including daily allowances for trips directly related to the research project.

“Refereed Journal” refers to journals that publish articles that have been evaluated and approved for publication by evaluators appointed by the Journals’ Editorial Committee.

“Research Assistant” refers to an assistant who can help the researcher in conducting research.

“Graduate Research Assistant” refers to graduate student who is enrolled in UNISSA.

“Researcher” means the principal researcher who applies for the research grant and/or research leave.

“Research Leave with Grant” refers to research leave approved by the university with funding.

“Research Leave without Grant” refers to research leave approved or recorded by the university without any funding.

“Supplies” refer to stationeries or sample materials used in the research project, for example; paper, pens, pencils, and other disposable materials.

SECTION 2: TERMS OF REFERENCE FOR RESEARCH LEAVE AND GRANT COMMITTEE

2.1 UNISSA Research Leave and Grant Committee (URLGC)

There shall be a Research Leave and Grant Committee, hereafter refers to as UNISSA Research Leave and Grant Committee (URLGC). The Committee shall be responsible for all matters relating to the applications for research grants and/or research leave.

The Committee consists of the following:

Deputy Rector (Chairman)

Assistant Rector (Deputy Chairman)

Registrar (Member)

Bursar (Member)

Director of the Centre for Research and Publication - CRP (Member)

Deputy Director of CRP (Member)

Representative/s from Faculty or Centre (Member/s)

Head of Research Unit (Secretary)

The Committee shall have the following functions:

- i) To recommend to the Principal Officers Meeting (POM) the existing policies and regulations relating to Research Leave and Grant.
- ii) To formulate policies, rules, and regulations on the university's research activities.
- iii) To evaluate the research proposals and research feasibility submitted by academic staff or students through the Faculties or Centres.
- iv) To recommend research projects and research leave with or without grants.
- v) To propose ways and means of enhancing the research activities.
- vi) To recommend the endorsed research grant application to the Rector for approval.

SECTION 3: GUIDELINES FOR RESEARCH GRANT'S APPLICATION

3.1 Research Grant

The research grant is a form of financial help to assist the academic staff to conduct research. The research grants are classified under the following three main categories:

Grant Categories	Remarks
(i) Small Grant	<p>The grant is classified as follows:</p> <ul style="list-style-type: none"> (a) Minimum BND3,000 and not exceeding BND5,000. (b) Not more than 12 months. (c) Recommended by the Dean/Director. (d) Maximum number of researchers is three (3).
(ii) Medium Grant	<p>The grant is classified as follows:</p> <ul style="list-style-type: none"> a) A research project which costs between BND5,001 to BND10,000. b) Not more than 18 months. c) Recommended by the Dean/Director. d) Maximum number of researchers is three (3).
(iii) Large Grant	<p>The grant is classified as follows:</p> <ul style="list-style-type: none"> a) A research project which costs above BND10,001 to BND\$20,000 b) Not more than 24 months. c) Recommended by the Dean/Director. d) Maximum number of researchers is five (5).
(iv) Premium Grant	<p>The grant is classified as follows:</p> <ul style="list-style-type: none"> a) A research project which costs above BND\$20,000 b) Not more than 36 months. c) Recommended by the Dean/Director. d) Maximum number of researchers is seven (7).

3.2 Eligibility:

3.2.1 Principal Researcher:

- All full-time academic staff including contract staff are eligible to apply for UNISSA's Research Grant.
- Contract staff who become the Principal Researcher must have at least one local academic staff as one of the co-researchers.
- All academic staff who are on Study Leave or Sabbatical Leave are not entitled to apply for UNISSA's Research Grant.
- Each Researcher is entitled to be the Principal Researcher for a maximum of two (2) research projects and become a co-researcher for a maximum of two (2) research projects concurrently. Exemption can be made on the maximum number of research projects a researcher can undertake given the nature of the project such that the project(s) are significant for the country. This again depends on the approval of the URLGC.

3.2.2 Research Member:

- Research member must be among UNISSA academic staff only.
- Research member can be from other institutions or agencies, subject to the approval of the URLGC.

3.3 Financial Procedures:

- 3.3.1 Every research grant holder(s) shall abide by the financial procedures of UNISSA.
- 3.3.2 Upon the approval of the research grant application, the Assistant Rector issues a letter notifying the successful applicant(s) of the total amount and the duration of the research approved.

3.4 Funds Transfer

- 3.4.1 Recommendation: Applications to transfer allocations between budget categories that have been approved previously are only allowed with the following frequency:

Grant Categories	Frequency of transferring allocations
Small and Medium Grants	1 time
Large and Premium Grants	2 times

- 3.4.2 Requests to transfer allocations of funds can only be made during active research period no later than two (2) months before the end of the research period. Allocation transfer applications can be made after the research has been conducted for three (3) months.
- 3.4.3 All claims should be made within the research grant period. Any claims submitted outside of the research grant period will not be reimbursed and will not have any access to the research fund after the research grant has been completed.

SECTION 4: RESEARCH LEAVE AND GRANT APPLICATION PROCEDURES

4.1 Application Procedure

- 4.1.1 An application for a research grant must be completed by using PPP01 Form obtainable from the CRP or UNISSA Website.
- 4.1.2 The research committee of respective Faculties and Centres must assess the applications and then recommend them to the URLGC for consideration and approval.
- 4.1.3 The completed form should be submitted to the URLGC Secretariat, through the respective Dean of the Faculty or Director of the Centre, at least three (3) months prior to the proposed date of commencement of the project.
- 4.1.4 The CRP compiles the applications and call for the URLGC meeting.
- 4.1.5 The Principal Researchers are called to defend their proposals, if necessary.
- 4.1.6 The URLGC may reject the application or make a recommendation of approval to the Rector.
- 4.1.7 Assistant Rector will issue the letter of approval to the applicant/s upon the approval of the research grant from the Rector.
- 4.1.8 CRP will monitor the progress of the approved research and leave grant records such as budget utilisation, progress reports, final report, etc.

4.2 Research Leave Guidelines

- 4.2.1 Application for Research Leave can be made to the URLGC through the CRP, **at least three (3) months** prior to the intended start date of the Research Leave. All applications should be accompanied by a completed, approved and verified Risk Assessment Activity-Based Form and Safety Management Plan.
- 4.2.2 Research Leave should only be used for undertaking a research project outside Brunei i.e., not research or writing leave within Brunei

- 4.2.3 The period of the Research Leave should be within a non-teaching and assessment period.
- 4.2.4 The Research Leave will only be granted once every academic year for each research.
- 4.2.5 The maximum duration of Research Leave will not be more than 30 days per academic year per researcher. In exceptional cases, the duration of the approved research leave can be extended for another 14 days, subject to strong justification from the researcher and the Dean/Director. If necessary, the researcher may apply to use his/her annual leave or unpaid leave to extend the research leave duration.
- 4.2.6 Researchers may use their Research Leave or part thereof for Research Output Writing.
- 4.2.7 Days of travel and public holidays falling within the period of granted Research Leave shall be counted as part of that leave.
- 4.2.8 In the case of contract staff, the Research Leave in the last six (6) months of his/her contract will only be approved in exceptional circumstances.
- 4.2.9 Research Grant may be used to fund Research Leave, including a return economy airfare and a per diem of BND150 per day for a maximum of 14 days. This amount is to cover accommodation, transportation and meals during the research leave.
- 4.2.10 Research Grant and Leave can be taken subsequently with approved Conference Leave and Conference Grant or vice versa.
- 4.2.11 In case of Research Leave taken subsequently with Conference Leave, the airfare may be obtained from either grant. However, it must be specified at the time of application and be subjected to UNISSA's Conference Leave and Conference Grant Guidelines for eligibility.
- 4.2.12 Special consideration on the Research Leave may be given to Visiting Professors who reside at UNISSA for at least 12 months by applying for the Research Leave. However, the Research Leave is on a pro-rata basis without per diem and tickets.

- 4.2.13 Any remuneration paid to the researcher during the Research Leave period, either by the host institution or other external funding body, should be declared in the Research Leave application. The applicant will be responsible for ensuring that any remuneration received during the Research Leave period does not violate the terms and conditions of their employment or contract. If in doubt, the applicant should first consult the Registrar.
- 4.2.14 The researcher granted with the Research Leave is required to submit a report to the URLGC through the CRP, not later than 14 days from the date of his/her reporting back for duty.

4.3 Reports

4.3.1 Submission of Progress Reports

- 4.3.1.1 Progress Report should be submitted to the Director of CRP every six (6) months.
- 4.3.1.2 Failure to submit progress report will impact all financial claims and other requests for the research made to URLGC.
- 4.3.1.3 Research Progress Report must be attached together with the Research Financial Report that can be obtained from the Bursar.
- 4.3.1.4 Inactive research or research that has not made any financial claims from the budget after six (6) months the research has been approved must provide justification to CRP. Without any valid reason CRP has the authority to propose to terminate the research through URLGC meeting.
- 4.3.1.5 The Rector may, at his discretion or after consulting the URLGC, order the suspension or termination of any research if the research progress is unsatisfactory.

4.3.2 Final Report

- 4.3.2.1 The Final Report should be submitted to the Director of CRP not later than one month from the date of completion of the research with the following items:
- Final Research Report Form (PPP04)
 - A hardcopy and softcopy of the Final Research Output
 - Research Financial Statement from the Finance Section.

- Research Items Clearance Form (if any)

4.3.2.2 Final Report with Incomplete document(s) will not be processed.

4.3.2.3 A research without a final report will be considered as abandoned research, subject to the clause under 4.5;

4.3.2.4 Any books purchased from grants should be returned to the University Library after the completion of the project/research. Furthermore, the Research Logbook and all equipment purchased from the University funds should be returned to the University upon completion of the research project. These can be listed out in the 'Research Items Clearance Form', which must be submitted for verification by the Director of CRP.

4.4 Delayed Research

4.4.1 In the case of an extension is required, the researcher may apply for three (3) months extension for research with a duration of less than one (1) year and six (6) months extension for research with duration of more than one (1) year. This is subject to the approval by the URLGC.

4.4.2 The application for extension should be submitted to the Director of CRP through the Dean/Director at least three (3) months prior to the expected completion date, using the Research Extension Application Form. No additional funding can be requested during the extension.

4.4.3 If the researcher is unable to complete the Delayed Research within the first extension, the researcher may apply for another three (3) months extension for research with duration of less than one (1) year and six (6) months extension for research with duration of more than one (1) year. This is subject to approval by the URLGC. **A third extension is not permitted.**

4.5 Abandoned Research

4.5.1 An abandoned research will be declared by the Assistant Rector by issuing a letter to the researchers.

4.5.2 In case of an abandoned research after utilizing the grant, the researcher(s) must return the utilized grant within three (3) months from the expiry date of the abandoned research.

4.5.3 In case of an abandoned research, with or without utilizing any amount of the grant, but after taking research leave, the researcher(s) should replace the leave taken with his/her/their annual leave.

4.5.4 Researcher(s) who abandon his/ her/their research(s) without a valid reason cannot be considered for another new research grant application for two (2) years.

4.5.5 Clause 4.5.4 is also applied to all co-researcher(s) in the research concerned.

4.6 Publication of Research Findings

4.6.1 Any manuscripts submitted for publication upon completion of the research must acknowledge the awarded grant.

4.6.2 Manuscript(s) from research output submitted to UNISSA Press will be referred to the Publication Committee for consideration of publication.

4.7 Projected Outcomes

GRANT CATEGORIES	KPI	FINANCIAL UTILISATION
SMALL GRANT BND3,000 – BND5,000	At least one article in a refereed journal.	At least 90% of total funds approved
MEDIUM GRANT BND5,001 – BND10,000	At least one (1) article in an indexed journal, and any of the following: - Indexed Journal Article - Chapter in a Book / Monograph - Seminar Proceedings - Working Papers in Seminars	At least 90% of total funds approved
LARGE GRANT BND10,001 – BND15,000	1. At least one (1) article in an indexed journal, and any of the following: - Indexed Journal Article - Chapter in a Book / Monograph - Seminar Proceedings - Working Papers in Seminars	At least 90% of total funds approved

	2. Produce one (1) Master student (with GRA), or publish one (1) book (without GRA).	
LARGE GRANT BND15,001 - BND20,000 (with GRA)	<p>1. At least one (1) article in an indexed journal, and any of the following:</p> <ul style="list-style-type: none"> - Indexed Journal Article - Chapter in a Book / Monograph <p>2. Produce one (1) Ph.D student or two (2) Master students</p>	At least 90% of total funds approved
PREMIUM GRANT BND20,001 and above (without GRA)	<p>1. At least two (2) articles in a Scopus journal, and any of the following:</p> <ul style="list-style-type: none"> - Indexed Journal Article - Chapter in a Book / Monograph <p>2. Publish one (1) refereed book.</p>	At least 90% of total funds approved
PREMIUM GRANT BND20,001 and above (with GRA)	<p>1. At least two (2) articles in Scopus indexed journal, and any of the following:</p> <ul style="list-style-type: none"> - Indexed Journal Article - Chapter in a Book / Monograph <p>2. Produce one (1) PhD student or two (2) Master students</p>	At least 90% of total funds approved

SECTION 5: RESEARCH ASSISTANT (RA)

5.1 Definition of Research Assistant (RA)

Research Assistant (RA) is an individual who is formally appointed to help with research, such as helping with literature review, retrieving information, collecting data, and managing research equipment and other matters related to research.

5.2 Research Assistant Appointment Application

5.2.1 The principal researcher is required to submit the Research Assistant's nomination using the prescribed form to URLGC.

5.2.2 Appointment of Research Assistant for external grants is subjected to the agreement with the concerned parties (if any).

5.3 Research Assistant Appointment Offer Letter

5.3.1 The approved Research Assistant will be appointed by the Director of CRP by issuing an official appointment letter containing the following information:

- Name of Position Offered
- Name of Personnel
- Status of Appointment (Full-Time or Part-Time)
- Duration of Appointment
- Rates of Remuneration Application
- Terms of Reference

5.3.2 Appointment letters issued by the Researchers themselves would not be considered as official and cannot be used to claim for salaries or other related expenses.

5.3.3 Research Assistant candidate(s) who accept an offer must sign a Letter of Acceptance of the Research Assistant Offer before commencing the work as an RA.

5.4 Requirements and Qualifications of a Research Assistant Candidate

- 5.4.1 Only local or international living in the country can be appointed as research assistants. The Government Financial Regulations do not allow payment of salaries for research assistant residing outside of Brunei Darussalam.
- 5.4.2 Current UNISSA students can be hired as research assistants, but only on a part-time basis. UNISSA graduate and undergraduate scholarship students may be employed subject to the Scholarship rules and regulations.

5.5 Self Reporting Notification

- 5.5.1 The Research Assistant is required to report their attendance by filling in the Research Assistant Attendance Report Form and certified by the Principal Researcher.

5.6 Research Assistant Appointment

- 5.6.1 A Research Assistant can be appointed for two (2) different research projects over the same period, provided that:
 - a) The RA given declaration from the ongoing Principal Researcher; and
 - b) The RA does not work for different projects on the same dates; and
 - c) The overall compensation does not exceed one monthly salary, accordingly as full- (22 days) or part-time (equivalent to 11 days)

5.7 Term of Appointment

- 5.7.1 The full-time RA appointment period shall not exceed three (3) months for a one (1) year research project period, and six (6) months for a two (2) years research project period.
- 5.7.2 The appointment period of a part-time RA is not more than six (6) months or a maximum assignment of 90 days for a research project period of one (1) year. For a research project period of two (2) years, the appointment period is not more than one (1) year or a maximum assignment of 180 days, subject to the approval of the URLGC Meeting.
- 5.7.3 The RA Appointment Period may exceed the maximum appointment period stated in (5.7.1) and (5.7.2) but subject to justification and research requirements and URLGC approval.

5.8 Working Hours

- 5.8.1 The full-time rate is for 7.5 (in the month of Ramadan, it will be 6) working hours per day. For daily work less than 7.5 hours, the payment shall be calculated on a pro-rata basis.
- 5.8.2 A full-time Research Assistant can work for a maximum of 22 days per month. Part-time Research Assistant may work for a few hours per day, and not exceeding 7.5 hours per day, and are allowed to work up to a maximum equivalent of 11 full days per month.

5.9 Duties and Responsibilities

- 5.9.1 The Research Assistant shall assist in related research works as directed by the Principal Researcher.
- 5.9.2 While carrying out their duties, RAs are subject to UNISSA's rules and circulars and are responsible to Principal Researcher.

5.10 Appointment Extension

- 5.10.1 Application for the extension of Research Assistant appointment can be made at least one (1) month before the expiry date of the appointment or subject to the approval of URLGC.
- 5.10.2 The extension of the Research Assistant appointment period may be considered and is subject to the following:
 - a) The maximum period of Research Assistant appointment extension does not exceed one (1) month at a time and is subject to the needs of the research being conducted; and
 - b) Research Assistant service can be extended if the performance of the Research Assistant is satisfactory and certified by the Principal Researcher; and
 - c) The financial allocation of the research grant must be sufficient for the purpose of paying for the wages or allowances of the Research Assistant.

5.11 Termination and Resignation of Research Assistant

- 5.11.1 Research Assistant appointment may be terminated by giving one (1) week's written notice to the Research Assistant or by paying one (1) week's compensation.
- 5.11.2 The Research Assistant can resign by submitting a letter to the Director of Centre for Research and Publication (CRP) through the Principal Researcher.

5.12 Allowance Rates

- 5.12.1 The appointment of the Research Assistant should be clearly stated in the grant application, along with the duration and allowances granted.
- 5.12.2 The rate of allowance for RA is as follows:

Level	Allowance Rate Per Day
PhD holder	BND100 – BND130
Master's holders	BND80 – BND100
Bachelor's Degree holders	BND80
HND or Advanced Diploma holders	BND60
Non-Degree holders	BND40

- 5.12.3 Research Assistant daily allowance shall not exceed 22 working days in any one (1) month period.
- 5.12.4 Other current rates for supporting personnel are as follows:

Research Personnel	Allowance Rate
Field Assistant (Full-Time)	BND30 per day
Copy Editor	Up to BND4,000 (rates depending on the workload; single payment after completing service)

Proof Reader	BND20 – BND50 (depending on the complexity and terminology)
Data Entry Assistant	BND0.50 – BND2.00 per script
Administrator of Questionnaire	BND1 – BND2 per questionnaire
Informant	BND5 per hour with a max of BND40 per day
Typist	BND4 per hour with a max of BND30 per day
Labourer	BND2.70 per hour with a max of BND20 per day

5.12.5 The Research Assistant shall not be entitled to any facilities or privileges as staff of UNISSA.

5.13 Payment of Wages/Allowance

The payment of wages/allowance to the Research Assistant is subject to the following conditions:

5.13.1 Records of attendance and activities from the Research Assistant must be completed and attached with the Claim Form to claim the monthly allowance. The Principal Researcher must attach a report on the Research Assistant's attendance and activities to the application for allowance claim.

5.13.2 Monthly total claim shall not exceed one monthly salary, accordingly as full- (equivalent to 22 days) or part-time (equivalent to 11 days).

5.14 Advertising Research Assistant Positions

5.14.1 Principal Researcher should communicate with the Human Resource Department (HRD), requesting to publish a new advertisement for a Research Assistant.

5.14.2 HRD will publish the advertisement under Career Opportunities in the UNISSA Website and on social media platforms like Facebook and Instagram.

5.14.3 Principal Researchers can communicate with the Head of Research Unit, Centre for Research and Publication for the advertisement of Research Assistant positions through the email address: urlgc@unissa.edu.bn

SECTION 6: GRADUATE RESEARCH ASSISTANT (GRA)

6.1 Definition of Graduate Research Assistant (GRA)

Graduate Research Assistant (GRA) refers to graduate students who are enrolled in UNISSA.

6.2 Graduate Research Assistant Appointment Application

6.2.1 Principal Researcher must fill in the new Appointment Application in the GRA Application Form to CRP through respective Dean/Director:

- a) The Appointment Application Form must be submitted with the latest/recent certified Curriculum Vitae (CV); and
- b) The proposed term of appointment; and
- c) Scope of duties to be assigned; and
- d) Proposed allowance; and
- e) Provisions used; and
- f) Photocopy of Identity Card; and
- g) Bank Account Number.

6.2.2 Appointment of GRA for external grants is subject to the agreement with the concerned parties (if any).

6.3 Graduate Research Assistant Appointment Offer Letter

6.3.1 The approved GRA will be appointed by the Director of CRP by issuing an official appointment letter containing the following information:

- Name of Position Offered
- Name of Personnel
- Status of Appointment (Full-Time or Part-Time)
- Duration of Appointment
- Rates of Remuneration Application
- Terms of Reference

6.3.2 Appointment letters issued by the Researchers themselves would not be considered as official and cannot be used to claim for salaries or other related expenses.

6.3.3 GRA candidate(s) who accept an offer must sign a Letter of Acceptance of the Graduate Research Assistant Offer before commencing the work as a GRA.

6.4 Application Eligibility Requirements:

6.4.1 Must be UNISSA graduate students who are enrolled for any graduate study program on a full-time basis and conduct research (thesis only) or coursework and dissertation.

6.4.2 Master students who have not exceeded 5 semesters.

6.4.3 Doctoral students who have not exceeded 7 semesters.

6.4.4 Supervisors who have a sufficient amount of research grants to fund the GRA appointments.

6.5 Monthly Allowance

6.5.1 Candidates will be paid an allowance based on their level of study as follows:

a) A maximum of BND700.00 per month for students pursuing a Doctor of Philosophy (PhD) Degree; The difference amount that a Scholarship recipient receive for a monthly allowance.

b) A maximum of BND600.00 per month for students pursuing a master's degree.

6.5.2 For Brunei government scholarship, UNISSA will top up the difference in the allowance received.

6.5.3 All GRA fees/allowances will be processed based on the GRA Allowance Claim Form confirmed by the Principal Researcher and approved by the URLGC /CRP.

6.5.4 If the attendance record of the GRA is found to be unsatisfactory without any strong justification, the Principal Researcher reserves the right to deduct the salary/allowance of the GRA either by percentage (%) of absenteeism or number of days absent.

6.6 Benefits

6.6.1 Tuition Fee including registration and acceptance fees at the Universiti Islam Sultan Sharif Ali (UNISSA) will be waived.

6.7 Terms of Reference & Involvement of Academic Activities

- 6.7.1 In addition to researching to develop/produce their thesis, GRAs are required to assist lecturers in carrying out research-related work and activities.
- 6.7.2 GRAs are allowed to attend any local academic activities such as seminars/conferences/courses that are related to their respective research areas with the approval of the Principal Researcher.

6.8 Key Performance Indicators (KPIs)

- 6.8.1 GRAs must meet the attendance requirements within the stipulated time.
- 6.8.2 GRAs are not eligible to receive any other rewards or payments unless permitted by the University.
- 6.8.3 Research activities that are conducted should be in line with the 'milestones' of their specialisation.
- 6.8.4 GRAs must produce at least one (1) publication paper in a Refereed or Scopus-indexed journal for master's level of study and two (2) Refereed or Scopus-indexed journals for PhD level of study; that is, the GRA must be the first writer in at least one of the journals during the period of study following the requirements of CGS.
- 6.8.5 GRAs may assist in teaching or tutorial or practical or laboratory work or supervising final year students and/or tutoring for a period not exceeding 4 hours per week for Master students and 6 hours per week for PhD students including semester break/leave.
- 6.8.6 GRAs must carry out the duties assigned by the supervisor in matters related to research and teaching that will provide mutual benefit within the stipulated period;
- 6.8.7 GRAs must carry out the duties assigned by the Principal Researcher under the prescribed period.

6.9 Terms of Appointment

- 6.9.1 The maximum period of GRA for each appointment (both local and international students) is one semester and this appointment can be extended subject to the performance of the candidate's progress report from the

Supervisor or Principal Researcher (subject to the duration of the research project).

- 6.9.2 The maximum appointment period for Master students is 5 semesters and for Doctor of Philosophy (PhD) students is 7 semesters.
- 6.9.3 Master students who are in Semester 6 and PhD students who are in Semester 8 can be considered for the GRA appointment provided that the student has produced a journal publication (Refereed or Scopus-indexed Journal).
- 6.9.4 Candidates must pay full attention to their respective postgraduate studies and research activities related to the candidate's program of study. Candidates are not allowed to engage in other activities that may affect their appointment.
- 6.9.5 Candidates will be paid an allowance to be determined by the University if the candidate is required to do outside work such as fieldwork.
- 6.9.6 This scheme can be terminated if the candidate's performance does not meet the required level.
- 6.9.7 Candidates are subject to the University's Rules and Acts, Terms of Service and other regulations in effect from time to time at UNISSA.
- 6.9.8 Candidates are solely under the responsibility of the Dean/Director/Head of Program/Supervisor from time to time.

6.10 Application Procedure and Extension of Appointment Period

- 6.10.1 Supervisors/Project Leaders who apply to extend the GRA appointment period are required to fill in the information using the GRA Application System Form and submit it two (2) months before the end of the appointment date.
- 6.10.2 The Supervisor/Project Leader is required to submit a GRA Research Progress Report to extend the appointment term.

6.11 Termination of Appointment/Service

The GRA appointment/service can be terminated when:

- a) Students are withdrawn/terminated from studies.
- b) The research period has expired or the amount of research grant is insufficient.

- c) The URLGC with the support of the Principal Researcher may terminate the service of a GRA by giving one (1) month's notice when it is found that the performance of the GRA is unsatisfactory.
- d) If the student himself wishes to terminate the service, the student must submit 14 days written notice to CRP through the Principal Researcher.

6.12 Discipline and Conduct

- 6.12.1 Through the appointment, GRAs are also subject to the University's Constitutions and all Statutes, Acts, Regulations and Rules in force at this University and to administrative instructions issued by the University Authority from time to time.
- 6.12.2 The Research Assistant must record his attendance at the workplace according to the time set by the Principal Researcher.
- 6.12.3 It is the responsibility of the Project Leader to report to the Director of CRP if a candidate is absent from duty without permission to enable appropriate actions to be taken.
- 6.12.4 Candidates whose appointment is terminated for violating the rules/conditions of appointment can be taken appropriate action by discontinuing the allowance immediately.

6.13 Other Matters

- 6.13.1 If the candidate is not a local citizen, the permit arrangements by the Government of Brunei shall be done and executed by the candidate or the Principal Researcher and all related expenses shall be borne by the candidate.
- 6.13.2 Although non-local candidates are not encouraged, however, it can be considered if the candidate's expertise cannot be obtained locally or is subject to the conditions of the grant. In this case, the title of the research should be relevant and beneficial to Brunei Darussalam.
- 6.13.3 Candidates may not be held concurrently with other positions either within or outside of UNISSA. If there is an overlap of appointment, legal action will be taken against the individual.
- 6.13.4 Candidates are subject to the rules and regulations of the University, including conditions of the service and other regulations enforce from time to time.
- 6.13.5 The number of appointments at one time is a maximum of two (2) persons only (GRA and/or RA) or subject to a project research agreement.

6.14 Ethics and Responsibilities

Supervisors should be fully responsible for the appointed GRA in the following aspects:

- a) *Project Implementation Guidelines to GRA*
GRAs who help to execute the research activities must receive proper training with adequate and complete explanations of the research project carried out by the supervisor.
- b) *Research Data*
Research data obtained during the GRA appointment may not be used for publication purposes or any other purposes after the appointment expires.
For example, research data obtained by a GRA cannot be used when the GRA publishes any paper while holding a position elsewhere.
- c) *Publications by GRA*
Any publication that is written by students while working as a GRA must acknowledge UNISSA as an affiliate and include the names of UNISSA supervisors and researchers as co-authors. The GRA must maintain the authenticity of the information in each publication produced without falsifying or modifying any information or plagiarism.

- d) *Supervisor Guidance and Supervision*
Supervisors need to guide students under their supervision who work as GRAs. The supervisor is also responsible to inform the University if the student's achievement is unsatisfactory.
- e) Any raw materials and equipment must not be taken out of the Laboratory without the permission and approval of the Supervisor/Faculty/UNISSA.

6.15 GRA Monitoring

- a) The GRA needs to sign a binding agreement from the aspect of intellectual rights.
 - b) The Principal Research needs to monitor GRA's study performance as a postgraduate student.
 - c) The GRA's service period can be terminated by giving one (1) month notice if the GRA's performance in assisting the research is found to be unsatisfactory to the Principal Researcher. Any GRA who quits or is dismissed can be replaced by another potential candidate depending on the remaining budget allocation/vote.
 - d) Any GRAs who quit are not entitled to continue their studies by using the same research title and data.
 - e) The Principal Researcher or the appointed researcher has the right to remain as a supervisor for the new (substitute) GRA who replaces the previous/former GRA until the completion of his/her studies even if the research period has ended.
 - f) The new (substitute) GRA's allowance will cease when the research period ends.
- 6.15.1 The working hours are five (5) days with a working time of at least 7.5 hours a day. Cumulative working hours are at least 37.5 hours per week.

SECTION 7: OTHER RESEARCH RELATED MATTERS

7.1 Equipment and Supplies

- 7.1.1 A maximum of 40% of the total grant approved may be allocated for equipment.
- 7.1.2 The approval of equipment is at the discretion of the appropriate approving authority and is made on a case-by-case basis.
- 7.1.3 Purchasing of equipment should be made through Bursar's Office. However, for minor purchases not exceeding BND200, the grant holder may purchase the items using his/her own money and request for reimbursement by submitting a specific form issued by the Bursar's Office and producing the original receipts.
- 7.1.4 Upon completion of the research project, all equipment must be returned to the CRP or Technology and Multimedia Centre (PTM) for record, disposal, maintenance purposes, and/or for future use.
- 7.1.5 Purchasing procedures must comply with the Purchasing Policies and Procedures of the University.
- 7.1.6 Any tools owned by UNISSA, which are necessary and directly related to the research project, may be used by the researcher(s) on a loan basis.
- 7.1.7 Research material, stationaries, supplies and samples to be used in the research project, e.g. paper, pens, pencils, and other disposable materials can be included in the grant.

7.2 Books and Reading Materials

- 7.2.1 A maximum of 30% of the total grant approved may be allocated for books and reading materials.
- 7.2.2 Should the researcher be permitted to purchase the books, he/she must present the books to the Library for recording purposes. The books will then be given to the researcher on a loan basis.
- 7.2.3 In the case of (7.2.2), the researcher may claim for reimbursement from the Finance Division. He/she must submit the original receipts with the Library's

certification that the books were recorded under the library ownership, and given to the researcher on a loan basis.

- 7.2.4 Any photocopies, publication reprints and books purchased from grants, etc. should be returned to the University Library after the completion of project. Furthermore, the Research Logbook and all equipment purchased from the University funds should be returned to the University upon completion of research project. These can be listed out in the 'Research Items Clearance Form', which must be submitted for verification by the CRP.

7.3 Travelling

- 7.3.1 A maximum of 30% of the total grant approved may be allocated for travelling.
- 7.3.2 Travel tickets will be issued by UNISSA.
- 7.3.3 Application form shall be submitted two (2) months before intended research travel.
- 7.3.4 Date of leave shall be within the approved leave and verified by the university.
- 7.3.5 Tickets will be purchased by the Ministry of Finance. Tickets purchased by the applicant will not be reimbursed by the Treasury Department.

7.4 Donations, Grants and Assistance from Outside Sources

- 7.4.1 Researcher(s) must report, in writing, to the Rector all donations, grants, or assistance, whether in cash or in-kind, from any outside source for any research project. Such donations, grants, and assistance should not be accepted without the prior written approval of the Rector.
- 7.4.2 No one is allowed to apply for any outside source for any donation for any research project for any purpose without prior written permission from the Rector.
- 7.4.3 All equipment or supplies donated by or purchased with the funds provided by an outside source shall remain the property of UNISSA unless there is a prior written agreement to return the equipment or the balance of any supplies to the donor on completion of a project.
- 7.4.4 Only the Rector or the Deputy Rector / Assistant Rector/ Dean, if so authorised beforehand by the Rector, is permitted to sign a Memorandum / Note of

Understanding or Agreement with an outside party in respect of any joint research project.

7.5 Accounting of Research Grant and Donations / Assistance from Outside Sources

7.5.1 The Bursar will open and operate an account for each approved research grant or each donation/grant/assistance received from outside sources.

7.5.2 All expenditures must be made in accordance with the approved items shown in the research grant or as specified by the donors in the case of any donation/grant/assistance received from outside sources. All requests for payment of bills, cash advances, or claims for reimbursements must be supported by original receipts, invoices or vouchers and be duly certified as correct by the staff member or the team leader concerned.

SECTION 8: MATCHING RESEARCH GRANT

8.1 Background

To enhance the research and innovation network of Universiti Islam Sultan Sharif Ali (UNISSA) with external parties such as public and/or private higher education institutions (PHEI)/Industries/government and private agencies/ local and international non-governmental organisations (NGOs).

8.2 The Policy

- 8.2.1 Matching Research Grants must have at least one (1) collaborating partner.
- 8.2.2 The collaborating partner's contribution must be in the form of financial.
- 8.2.3 The contribution between UNISSA and the collaborating partner(s) should follow a reasonable division at the rate of 50:50.
- 8.2.4 For collaborating partners from private agencies, funds must be directed and made payable to UNISSA.
- 8.2.5 The approved grant amount for UNISSA and the collaborating partners must be clearly stated in the MOA or equivalent document.

8.3 Application Criteria and Requirements

- 8.3.1 This grant is open to UNISSA Academic Staff with the following conditions:
- 8.3.2 Applicants must be permanent or contract academic staff of UNISSA.
- 8.3.3 Contract academic staff applicants need to include one (1) permanent academic staff as a research member.
- 8.3.4 The minimum number of members in any research project is two (2) academic staff including the Principal Researcher.
- 8.3.5 Applicants who will be or are currently on study leave/sabbatical leave are not allowed to apply as Principal Researcher.

- 8.3.6 Research projects must involve collaboration between UNISSA and external parties either from PHEI, government agencies, private sectors, domestic or foreign NGOs.
- 8.3.7 Proof of cooperation (LOI/MoU/MoA) must be submitted from the collaborating partner(s) as an indication of financial contributions.
- 8.3.8 The funding must be in accordance with the planned activities with justification. The URLGC Committee has the right to determine the actual amount to be approved.

8.4 Scope of Funding

- 8.4.1 Grant allocation is as per UNISSA Research Policy and Guidelines.
- 8.4.2 The allocation of matching grant funding is subject to the University's financial availability.

8.5 Research Project Duration

- 8.5.1 A research project duration is between six (6) months to two (2) years.
- 8.5.2 For contract staff, the research project duration should not exceed the contract period at UNISSA.

8.6 Expected Research Outcome

The research outcome should be as stated and agreed in the letter or agreement.

8.7 Application and Evaluation Procedure

- 8.7.1 Applicants must fill in the form provided and to be submitted to CRP.
- 8.7.2 The evidence of cooperation/commitment stating the amount of funds from external parties e.g. MoA must be attached.
- 8.7.3 The proposal submitted from external parties is also to be attached.
- 8.7.4 Applications must be submitted no later than three (3) months before the commencement of the research.

- 8.7.5 The Principal Researcher and UNISSA research members are encouraged to hold discussions with collaborating researchers before the Principal Researcher presents the proposal and application at the URLGC Meeting.
- 8.7.6 The accepted proposal will be presented at the URLGC Meeting.
- 8.7.7 Upon the approval of the research grant application, the Assistant Rector issues a letter notifying the successful applicant(s) of the total amount and the duration of the research approved.
- 8.7.8 Documents such as Letter of Intent (LoI) or Memorandum of Agreement (MoA) will be issued after obtaining the approval from the URLGC Meeting and permission from the Rector.
- 8.7.9 Decisions and selections of proposals are final.

8.8 Project Commencement Date

All projects shall commence according to the date of approval from the URLGC Meeting.

8.9 Research Progress

- 8.9.1 The Principal Researcher is fully responsible to monitor the progress of the research project.
- 8.9.2 The Principal Researcher should be in constant communication with collaborating fellow researchers throughout the research grant duration.
- 8.9.3 The Principal Researcher should inform the URLGC Secretary if any problems are encountered during the research grant period.
- 8.9.4 Research progress report must be submitted in every six (6) months to the Director of CRP.

8.10 Research Grant Period Extension

- 8.10.1 In the case of an extension is required, the researcher may apply for three (3) months extension for research with duration of less than one (1) year and six (6) months extension for research with duration of more than one (1) year. This is subject to the approval by the URLGC.
- 8.10.2 The application for extension should be submitted to the Director of CRP through the Dean/Director at least three (3) months prior to the expected completion date, using the Research Extension Application Form. No additional funding can be requested during the extension.
- 8.10.3 If the researcher is unable to complete the Delayed Research within the first extension, the researcher may apply for another three (3) months extension for research with a duration of less than one (1) year and six (6) months extension for research with a duration of more than one (1) year. This is subject to approval by the URLGC. A third extension is not permitted.
- 8.10.4 The Principal Researcher must first obtain approval to extend the grant period from the collaborating partners.

8.11 Research Final Report

- 8.11.1 The Final Report should be submitted to the Director of CRP not later than one month from the date of completion of the research with the following items:
- Final Research Report Form (PPP04)
 - A hardcopy and softcopy of the Final Research Output
 - Research Financial Statement from the Finance Section.
 - Research Items Clearance Form (if any)
- 8.11.2 Final Report with Incomplete document(s) will not be processed.
- 8.11.3 A research without a final report will be considered as abandoned research, subject to the clause under 4.5.

SECTION 9: INTELLECTUAL PROPERTY AND PATENT RIGHT

9.1 Intellectual Property

- 9.1.1 All academic staff are bound to the University's Intellectual Property (IP) policy.
- 9.1.2 Inventions resulting from a research project funded through UNISSA or external sources shall be the property of UNISSA. A patent application will be filed in the name of UNISSA. Staff involved in the research are advised to register with the IP & Commercialisation Office prior to publishing their research findings if they believe the findings may have commercial potential. The researcher(s) must sign a Research Agreement or similar form prior to commencing the research project.
- 9.1.3 Protection of intellectual property generated by research projects funded by any government agencies should follow the Brunei Government policy of intellectual property.
- 9.1.4 Researchers are required to acknowledge in their publication that their research has been funded by Universiti Islam Sultan Sharif Ali (UNISSA).

9.2 Patent Right

- 9.2.1 A patent right involving a research grant provided by UNISSA shall be the property of UNISSA. An application for a patent right shall be made in the name of UNISSA.
- 9.2.2 If the research project is funded by outside sources, the property of the patent right shall be subject to the Agreement signed by UNISSA and the funding party.
- 9.2.3 In applying for a patent right, UNISSA will pay for the costs relating to the registration of the patent right. Any royalty received will be shared according to the agreed proposition between UNISSA and the inventor(s).

SECTION 10: OTHER FUNDING

- 10.1 UNISSA staff may be involved in research projects carried out and funded by other institutions or organisations.
- 10.2 A researcher involved in a research project with other institutions or organisations without any grant from UNISSA must register the research with CRP for record.
- 10.3 The research grant from outside must be credited to the university fund.
- 10.4 A researcher involved in a research project funded by other institutions or organisations registered with CRP, may apply for research leave from UNISSA.

Revised and approved by:

University Research Leave & Research Grant Committee (URLGC)
22 & 26 July 2023

Approved by:

UNISSA Council 27th Meeting
28 Muharram 1445H/07 August 2023

APPENDIX A



جامعة السلطان الشريف علي الإسلامية
UNIVERSITI ISLAM SULTAN SHARIF ALI
SULTAN SHARIF ALI ISLAMIC UNIVERSITY

PPP01

Grant Reference No.: _____
APPLICATION FOR UNIVERSITY RESEARCH LEAVE AND GRANT

ACADEMIC YEAR _____ / _____

(To be completed and submitted to the Centre for Research and Publication through the Dean of Faculty / Director of Centre, normally at least 3 months prior to the proposed date of research)

SECTION A: ADMINISTRATIVE DETAILS AND PROJECT SUMMARY

Project Title

Project Summary (not more than 250 words)

- Why is the research needed and what significant new understanding will this project lead to?
- How internationally competitive is this proposed research / project?
- What will this project contribute to knowledge in the area of the research?
- What relevance does the project have to national development needs in Brunei?
- Is there similar or complementary research being undertaken elsewhere?

Keywords (Please provide a maximum of 5 keywords that describe the nature of the research project) (if applicable)

For textbook writing: (please provide details of proposed chapters)

Type of Research Grant Category (please tick one):

<input type="checkbox"/>	University Research Leave and Grant (URLG)
<input type="checkbox"/>	Collaboration with Outside University, please specify: _____
<input type="checkbox"/>	Collaboration with Outside Ministry/Department, please specify: _____
<input type="checkbox"/>	Others. Please Specify: _____

Proposed Start Date: _____ **Duration in months:** _____

Commencement Date: _____ **Expected Date of Completion:** _____

Total Proposed Budget Requested: BND _____

SECTION B: DETAILS OF APPLICANT AND CO-RESEARCHERS

Name of person responsible for grant application and IC Number: _____

Designation/Appointment: _____

Faculty/Centre: _____

Date of Appointment: _____ Permanent Staff Contract Staff

Date of Expiry of Contract, if applicable: _____

Mobile Phone Number: _____

E-mail Address: _____

a) Name of Co-Researcher(s)-(if any) and please attach their latest CVs:

	Co-Researcher 1	Co-Researcher 2	Co-Researcher 3
Name			
IC Number			
Permanent or Contract Staff			
Designation			
Date of expiry of contract (if applicable)			
Mobile Phone Number			
E-mail Address			
Signature			
Consent			

Research Leave:

Total Days of Leave: _____ (days)

From: _____ until _____

SECTION C: AIMS AND OBJECTIVES

The main aims of the research should be clearly stated together with more specific objectives. These should be measurable, either qualitatively or quantitatively.

SECTION D: RESEARCH METHODOLOGY

Describe in detail the procedures and methods to be used to achieve the research objectives of the proposed project. Each objective must be dealt with while discussing methodology. Type of instruments to be used for data collection and analysis should be discussed. Use additional sheets if necessary.

SECTION E: POTENTIAL IMPACTS OF THE PROJECT

What will be the potential impacts of the project towards enhancement of new knowledge and understanding in your related field of expertise?

SECTION F: PROJECT OUTPUTS

How will you publish/disseminate the research findings? Use additional sheets if necessary.

SECTION G: REFERENCES

List citations of literature referred to and suggested references in the text of the proposal in standard format and in numerical order.

SECTION H: PROJECT TIMELINE AND ACTIVITIES

Please give a detailed timeline and description of the project activities on the Gantt Chart using the template below. Place an **(x)** against each researcher responsible for that activity. Indicate duration of each activity by placing a solid line **(-)** against that activity under the related month(s).

PROJECT ACTIVITIES	YEAR(S)											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

SECTION J: OTHER ONGOING RESEARCH PROJECTS

State ANY ongoing Research Projects by the applicant for the last two years. Please provide Title of the Project, Date Commenced and Expected Date of Completion and Approved Budget.

<i>Grant Reference No.</i>	<i>Research Project Title</i>	<i>Date Commenced</i>	<i>Expected Date of Completion</i>	<i>Budget Approved</i>	<i>Role (Principal Researcher or Co-Researcher)</i>

SECTION K: STATEMENT OF AGREEMENT AND DECLARATION

I understand that I must submit to standard University forms and purchasing procedures. I further understand that Written Progress Report and Final Report must be submitted to the Centre of Research and Publication (CRP) in due course.

If the grant is approved, I

- Will ensure that the URLGC contribution to funding the research is suitably acknowledged in all publications arising from it and ensure that signed copies of any such publications are forwarded to the Centre for Research and Publication (CRP), UNISSA.
- Will comply with policies on intellectual property rights as set out in the URLG Guidelines noting that in general, Intellectual Property Rights (IPR), developed as part of the research grant, will remain as the property of UNISSA.
- Understand that a Final Project Report must be submitted to the Centre for Research and Publication (CRP) one month after the completion of the Project. And **failure to spend the funds/budgets approved and/or submit a final report after the project has completed will compromise my eligibility for future funding.**

Signature

Date

SECTION K: RECOMMENDATION OF THE FACULTY/CENTRE (DEAN/DIRECTOR)

i) Comments and justification:

Signature

Date

PPPO1_URLGC FORM

SECTION L: DECISION BY THE UNISSA RESEARCH COMMITTEE

Approved / Not Approved:

Signature by Chairperson

Date

APPENDIX B



جامعة السلطان الشريف علي الإسلامية
UNIVERSITI ISLAM SULTAN SHARIF ALI
SULTAN SHARIF ALI ISLAMIC UNIVERSITY

• ACTIVITY BASED RISK ASSESSMENT FORM

ACTIVITY BASED RISK ASSESSMENT FORM

Name of Department		Location of Event	
Name of Event		Name of Participants	
Type of Activity	International Conference		

1. Hazard Identification			2. Hazard Assessment			3. Additional Risk Control and Follow Up				
No	Description/Details of Activity	Hazards	Possible Accidents/ill Health & Persons-at-risk	Existing Risk Control (Mitigation)	Severity	Likelihood (Probability)	Risk Level	Additional Risk Control	Person Responsible	By (Date)
1	Travelling by air	Motion Sickness. Air Crash.	Minor (Self and Other Passengers)	Take medicine before journey Observe and abide both local and international Civil Aviation Safety Rules and Regulation. Familiarize with aircraft emergency procedure.	3	2		Walk along the alley of the flight cabin. Do not read when the plane is taking off. Avoid heavy meals, spicy or fatty foods before or during travelling.	Self/UNISSA	Before/On travel
2	Travelling by land (Car/Bus)	Road accidents	Injury or death (self and other passengers)	Check vehicle condition. Obey local road traffic rules and regulation and ensure seatbelts is worn at all times. Have control over driver.	3	2		Look ahead and do not read when the vehicle is moving. Breathe fresh air if possible (i.e.: open a car window)	Driver	Before/On travel
3	Accommodation	Fire/Terrorism / Theft	Minor to severe injury	Stay at recommended accommodation. Familiarize self with building layout and emergency escape plan & procedure.	1	1		Familiarize with local situation from the organizer and MOFAT Brunei. Put important equipment and documents in safe box.	UNISSA/Self/ Organizer	Before/On Travel
4	Meals	Food Poisoning	Diarrheas/ Dehydration/ Severely ill/Death	Eat freshly prepared food and those prepared on hygienic condition. Avoid semi-cooked or raw food & check the expiry date.	1	2		Should you are allergic to a specific food, please be extra careful. Ask the ingredients if in doubt	Organizer / Self	Before/On Travel
5	Meals	Contaminated drinking water	(Self)	Make sure drink clean water.	1	2		Ensure personal hygiene.		
6	Networking	Meeting new people	Deceived/ Threatened/ Discrimination	Avoid unnecessary high risk activities.	1	2		Keep important contact numbers. Be cautious all time.	Organizer / Self	While attending the event
7	Field Activities	Lowered body temperature	Illness	Remove wet clothing and cover body and head with something warm.	1	2		Find a shelter	Self	Before/ During activities

8	Field Activities	Cuts, bruises, burn	Minor to serious injury	Wear proper attire	1	2	Stay in shade where possible	Self	Before/ During activities			
9	Field Activities	Sunburn	Minor	Apply & re-apply sun cream	1	2		Self	Before/ During activities			
10	Others	Personal Health Complications	Minor to severe injury	Bring enough personal medication.	1	2	Always liaise with Brunei High Commissioner/Brunei Embassy personnel at all times	Self	Before/ During activities			

RISK ASSESSMENT MATRIX		LIKELIHOOD	
CONSEQUENCES/SEVERITY		1	2
Low	No lasting effect on environment, minor injuries (require First Aid etc.), low legal issue, slight impact on reputation	1	2
Medium	Moderate impact on environment, minor to moderate injuries (hospitalization/medical leave etc.), minor legal issue, moderate impact on reputation	2	3
High	Very serious environmental effects and injuries (fatality or permanent disability), potential major prosecution with serious impact on reputation	3	4

RISK LEVEL	DECISION PROCESS
<3	Risk acceptable but ensure controls are properly and adequately maintained
3 – 4	Consider additional risk control to reduce the risk
4>	Additional risk control mandatory. If risk not reduced, stop activity immediately

Conducted by

Name :
 Designation :
 Department : FACULTY
 Signature :

Approved by

Name :
 Designation :
 Department :
 Signature :

Verified by

Name :
 Designation : ASSISTANT REGISTRAR
 Department : FACULTY OF
 Signature :



جامعة السلطان الشريف علي الإسلامية
UNIVERSITI ISLAM SULTAN SHARIF ALI
SULTAN SHARIF ALI ISLAMIC UNIVERSITY

SAFETY MANAGEMENT PLAN

DETAILED DESCRIPTION OF YOUR ACTIVITIES

SAFETY MANAGEMENT PLAN

ACCOMPANYING OFFICER AND PERSONNEL

FACULTY/DEPARTMENT

CONTACT NUMBER

EMAIL

Date (s) of travel :

Total number of participants
Officer :

Country :

Location :

Accommodation(s) : Hotel

Mode of Travel : Air Flight

Climate : Tropical

Political / Food / Water / Environmental Situation:

Nearest Brunei Darussalam overseas missions and contact details :	
University Faculty/Department Incident Commander	Emergency Contacts (Locally/Overseas)
UNIVERSITY SULTAN SHARIF ALI Simpang 347 1alan Pasar, Gadong BE 1310 Hp: +6732462000	
University Campus HOTLINE number:	
Emergency Operation Plan: <i>(The detailed plans for the field location, the necessary evacuation and emergency</i>	



جامعة السلطان الشريف علي الإسلامية
UNIVERSITI ISLAM SULTAN SHARIF ALI
SULTAN SHARIF ALI ISLAMIC UNIVERSITY

DETAILS OF PARTICIPANTS AND THEIR NEXT OF KIN (NOK)

DETAILS OF PARTICIPANTS AND THEIR NEXT OF KIN (NOK)

No	Full Name	Institution / Faculty / Centre	Address & Contact Detail	Gender	Special Condition/ Allergy	Next of Kin (NOK) name	(NOK) Relationship	NOK Address & Contact Details
1					NIL			
2								
3								
4								
5								

APPENDIX C



جامعة السلطان الشريف علي الإسلامية
UNIVERSITI ISLAM SULTAN SHARIF ALI
SULTAN SHARIF ALI ISLAMIC UNIVERSITY

PPP02

RESEARCH GRANT PROGRESS REPORT / تقرير إحراز التقدم	
A. PROJECT INFORMATION / معلومات عن المشروع	
GRANT REFERENCE NUMBER	
RESEARCH TITLE / عنوان البحث	
START DATE / تاريخ البدء	
END DATE (EXPECTED) / الموعد النهائي (المتوقع)	
EXTENSION DATE, IF EXTENSION HAS BEEN APPLIED BEFORE / إذا تمّ، تاريخ التمديد / تطبيق التمديد من قبل	
PROJECT STATUS (ACTIVE / TERMINATED / COMPLETED) / حالة (مستمر منتهى/ مكتمل) / المشروع	

PRINCIPAL RESEARCHER / رئيس المشروع :	
I/C / PASSPORT NUMBER / رقم البطاقة الشخصية/ جواز سفر	
NEW PRINCIPAL RESEARCHER (if applicable) / إن وجد ،الرئيس الجديد للمشروع I/C / PASSPORT NUMBER/ رقم البطاقة الشخصية/ جواز سفر	
CO-RESEARCHER(S) / أعضاء المشروع	1. 2.

B. PROJECT ACHIEVEMENT / إنجازات المشروع

ACHIEVEMENT PERCENTAGE / النسبة المئوية للإنجاز				
Project progress according to milestones achieved up to this period / التقدم المحقق في المشروع حتى الآن	0 - 25%	26 - 50%	51 - 75%	76 - 100%
Percentage (please state %) / النسبة المئوية (%) (يرجى ذكر %)				
Progress Details / تفاصيل التقدم المحقق في المشروع				

RESEARCH OUTPUT / نتائج البحث		
Number of articles/ manuscripts/ books / Chapter in books عدد المقالات/ المخطوطات/ الكتب باب في كتب <i>(Please attach the First Page of Publication)</i> (يرجى إرفاق الصفحة الأولى من المنشورات)	Indexed Journal / مجلة مفهرسة	Non-Indexed Journal / غير مفهرسة
Conference Proceeding / عدد وقائع المؤتمرات <i>(Please attach the First Page of Publication)</i> (يرجى إرفاق الصفحة الأولى من المنشورات)	International / المستوى الدولي	National / المستوى المحلي
Intellectual Property / الهوية الفكرية <i>(Please specify) /</i> (يرجى التحديد)		
C. EXPENDITURE / النفقات		
Budget Approved / الميزانية المعتمدة		BND
Amount Spent / المبالغ المصروفة		BND
Last Claim Payment Made & Date / تقديم المطالبة الأخيرة والتاريخ		BND
Balance / الرصيد		DATE
Percentage of Amount Spent / النسبة المئوية للمبالغ المصروفة		BND

D. SUMMARY OF CURRENT RESEARCH FINDINGS / ملخص لنتائج البحث

E. PROBLEMS / CONSTRAINTS (IF ANY) / المشكلات/ المعوّقات (إذا وجدت)

Date / تاريخ :

Principal Researcher's Signature / توقيع رئيس المشروع :

F. COMMENTS, IF ANY/ ENDORSEMENT BY DEAN/ DIRECTOR FROM FACULTY/ CENTRE / تعليقات، إذا كانت/ موافقة عميد الكلية أو مدير المركز

Name / الاسم :

Date / التاريخ :

Signature / التوقيع :

APPENDIX D



جامعة السلطان الشريف علي الإسلامية
UNIVERSITI ISLAM SULTAN SHARIF ALI
SULTAN SHARIF ALI ISLAMIC UNIVERSITY

PPP03

استمارة الطلب لتمديد البحث		RESEARCH EXTENSION APPLICATION FORM
A. RESEARCH INFORMATION / معلومات عن البحث		
GRANT REFERENCE NUMBER		
RESEARCH TITLE / عنوان البحث		
PRINCIPAL RESEARCHER / رئيس المشروع		
B. RESEARCH INFORMATION DETAILS / تفاصيل المعلومات عن البحث		
START DATE / تاريخ البدء		
END DATE (EXPECTED) / (موعد الإنجاز) المتوقع		
1 st EXTENSION DATE / التمديد الأول تاريخ		
2 nd EXTENSION DATE / التمديد الثاني تاريخ		
% PROJECT'S PERFORMANCE (Milestone) / (نسبة الأداء في المشروع) (كمعالم %)		
Budget Approved / الميزانية المعتمدة		BND
Amount Spent / المبالغ المصروفة		BND
Last Claim Payment Made & Date / تقديم المطالبة الأخيرة والتاريخ		BND Date
Balance / المبالغ الباقية		BND
Percentage of Amount Spent / النسبة المئوية للمبالغ المصروفة		%

PPPO3_EXTENSION FORM

C. EXTENSION PERIOD APPLIED / فترة التمديد

3 months / ٣ أشهر

6 months / ٦ أشهر

END DATE (NEW) / (معد الإينجاز (الجديد):

Please state the justification(s) for applying the extension period / (التبرير/ أسباب لطلب التمديد (يرجى التحديد

.....
.....
.....
.....
.....
.....
.....

D. SUPPORTING DOCUMENTS / الوثائق الداعمة

Enclosed herewith the supporting documents / أرفق جميع الوثائق اللازمة لدعم هذا
الطلب

1. Summary of Financial Expenditure / البيان الموجز للمصروفات المالية

2. **New** milestone chart report / تقرير جديد بمعالم الإينجاز

Date / تاريخ :

Principal Researcher's Signature / توقيع رئيس المشروع :

.....

.....

E. COMMENTS, IF ANY/ ENDORSEMENT BY DEAN/ DIRECTOR FROM FACULTY/CENTRE /
التعليقات أو المصادقة من عميد الكلية أو مدير المركز

.....

.....

.....

.....

Name / الاسم :

Date / التاريخ :

Signature / التوقيع :

APPENDIX E



**TIME -FRAME PROPOSED BUDGET FOR PROJECT/BUDGET SCHEDULE
RESEARCH GRANT TITLE:**

Duration:

PPP04

List major activities involved in the proposed budget project.

Project Activities	2021												2022												Amount BND \$	
	J	F	M	A	M	J	J	A	S	O	N	D	J	J	M	A	M	F	J	J	O	S	O	N		D
1																										
2																										
3																										
4																										
5																										
6																										
AMOUNT SPEND BND \$																										

APPENDIX F



جامعة السلطان الشريف علي الإسلامية
UNIVERSITI ISLAM SULTAN SHARIF ALI
SULTAN SHARIF ALI ISLAMIC UNIVERSITY

PPP05

RESEARCH GRANT FINAL REPORT FORM		
استمارة التقرير النهائي للبحث		
A	GRANT REFERENCE NUMBER	
	RESEARCH TITLE / عنوان البحث	
	START DATE / تاريخ البدء:	
	END DATE / الموعد النهائي:	
	EXTENSION PERIOD (DATE) IF APPLICABLE: فترة التمديد (التاريخ) إن وجد	
	PRINCIPAL RESEARCHER / رئيس المشروع:	
	I/C / PASSPORT NUMBER / رقم البطاقة الشخصية/ جواز سفر	
	NEW PRINCIPAL RESEARCHER (if any) / رئيس المشروع الجديد (إن وجد)	
	I/C / PASSPORT NUMBER / رقم البطاقة الشخصية/جواز سفر:	

	CO-RESEARCHER(S) / أعضاء المشروع	1. 2.
B. RESEARCH ABSTRACT – Not More Than 200 Words / ملخص البحث لا يزيد عن 200 كلمة <i>(if the abstract is in Arabic, please provide translation in either English or Malay)</i>		

PROJECT ACHIEVEMENT / إنجازات المشروع
 (Please attach proof of publication/articles/chapter in a book and/or book chapter)

C	RESEARCH OUTPUT / نتائج البحث			
	Journal		Books / Books Chapter	
	Indexed Journal / مجلة مفهرسة	Non-Indexed Journal / مجلة غير مفهرسة	Indexed Journal / مجلة مفهرسة	Non-Indexed Journal / مجلة غير مفهرسة
Number of articles/ manuscripts / books / Chapter in books عدد المقالات/ المخطوطات/ الكتب باب في كتب (Please attach the First Page of Publication) يرجى إرفاق (/ الصفحة الأولى (من المنشورات)				
	International / المستوى الدولي		National / المستوى المحلي	
Conference Proceeding / عدد وقائع المؤتمرات (Please attach the First Page of Publication) يرجى إرفاق (/ الصفحة الأولى (من المنشورات)				

EXPENDITURE / النفقات		
D	Budget Approved / الميزانية المعتمدة	BND
	Amount Spent / المبالغ المصروفة	BND
	Balance / الرصيد	BND
	Last Claim Payment Made & Date	BND Date
	Percentage of Amount Spent / النسبة المئوية للمبالغ المصروفة	%
RESEARCH FINDINGS THAT CONTRIBUTE TOWARDS DEVELOPING SOFT AND HARD SKILLS / الأنشطة البحثية الإضافية التي ساهمت في تطوير المهارات		
E	International / المستوى الدولي	
	Activity / الأنشطة	Date (Month, Year) / التاريخ (شهر، سنة)
	Organizer / المنظم	
	(e.g : Course/ Seminar/ Symposium/ Conference/ Workshop/ Site Visit) مثل: برنامج/ مؤتمر/ ندوة/) (ورشة/ زيارة ميدانية)	
National / محلي/ قومي		
Activity / الأنشطة	Date (Month, Year) / التاريخ (شهر، سنة)	
Organizer / المنظم		
(e.g : Course/ Seminar/ Symposium/ Conference/ Workshop/ Site Visit) مثل: برنامج/ مؤتمر/ ندوة/) (ورشة/ زيارة ميدانية)		

F	RECOMMENDATION(S) FOR FUTURE RESEARCH / التوصيات
G	PROBLEMS / CONSTRAINTS ENCOUNTERED (IF ANY) / (إذا وجدت) / المشكلات/المعوقات
H	DECLARATION OF PRINCIPAL RESEARCHER
	<p>I hereby confirm that all the details and information submitted are true and reflect the findings and outcomes from the research conducted.</p> <p>Principal Researcher's Signature / توقيع رئيس المشروع :</p> <p>Date / تاريخ :</p>

I	COMMENTS, IF ANY/ ENDORSEMENT BY DEAN/ DIRECTOR FROM FACULTY/CENTRE تعليقات/موافقة عميد الكلية أو مدير المركز
	<p>Name / الاسم :</p> <p>Signature / التوقيع :</p> <p>Date / التاريخ :</p>

APPENDIX G



جامعة السلطان الشريف علي الإسلامية
UNIVERSITI ISLAM SULTAN SHARIF ALI
SULTAN SHARIF ALI ISLAMIC UNIVERSITY

PPP06

RESEARCH ASSISTANT / GRADUATE RESEARCH ASSISTANT NOMINATION FORM

Principal Researcher	
Research Title	

I hereby nominate the person/s particulars are given below:

No	Name of the Nominee/s	IC No	Contact No	Remarks

APPROVED BY:

Name of Principal Researcher: _____

Signature: _____

Date: _____

APPENDIX H



جامعة السلطان الشريف علي الإسلامية
UNIVERSITI ISLAM SULTAN SHARIF ALI
SULTAN SHARIF ALI ISLAMIC UNIVERSITY

PPP07

RESEARCH ASSISTANT / GRADUATE RESEARCH ASSISTANT APPLICATION FORM

Post Applying For	Research Assistant <input type="checkbox"/>	Graduate Research Assistant <input type="checkbox"/>
Research Title		

PERSONAL INFORMATION:

Name of the Candidate	
Address	
Date of Birth	
Gender	
Identity Card Number	
Contact Number	
Email	

HIGHER EDUCATION QUALIFICATIONS:

NO	QUALIFICATION	UNIVERSITY	PASSING YEAR	GRADE/ CGPA

DECLARATION

I hereby affirm that all the information provided in my application is true, complete, and accurate to the best of my knowledge and belief. I am fully aware that if any of the information provided by me is discovered to be false or incorrect at any stage, my candidacy or appointment may be cancelled or terminated immediately without any notice or compensation.

Candidate's Name: _____

Signature: _____

Date: _____

APPENDIX I



جامعة السلطان الشريف علي الإسلامية
UNIVERSITI ISLAM SULTAN SHARIF ALI
SULTAN SHARIF ALI ISLAMIC UNIVERSITY

PPP08

RESEARCH ASSISTANT / GRADUATE RESEARCH ASSISTANT APPOINTMENT APPLICATION FORM

Principal Researcher	
Research Title	

RESEARCH ASSISTANT / GRADUATE RESEARCH ASSISTANT'S PERSONAL INFORMATION:

Name	
Address	
Date of Birth	
Gender	
Identity Card Number	
Contact Number	
Email	

BRIEF REASON FOR APPOINTMENT:

APPROVED BY:

Name of Principal Researcher: _____

Signature: _____

Date: _____

Notes:

* The Appointment Application Form must be submitted to Centre of Research and Publication (CRP) through respective Dean/Director.

** The Appointment Application Form must be submitted with (please tick):

- a) The latest/recent certified Curriculum Vitae (CV)
- b) The proposed term of appointment
- c) Scope of duties to be assigned
- d) Proposed allowance
- e) Provisions used
- f) Photocopy of Identity Card
- g) Bank Account Number

APPENDIX J



جامعة السلطان الشريف علي الإسلامية
UNIVERSITI ISLAM SULTAN SHARIF ALI
SULTAN SHARIF ALI ISLAMIC UNIVERSITY

PPP09

RESEARCH ASSISTANT / GRADUATE RESEARCH ACCEPTANCE FORM

To
Acting Registrar
Universiti Islam Sultan Sharif Ali
Brunei Darussalam

Through
Director
Centre for Research and Publication
Universiti Islam Sultan Sharif Ali
Brunei Darussalam

السلام عليكم ورحمة الله وبركاته

Dear Sir / Madam,

I hereby _____ (accept / decline) the offer as _____
(Research Assistant / Graduate Research Assistant) for the Research Grant entitled:

“ _____ ”.

Sincerely,

_____)

IC Number:

Date:

PPPXX_ RESEARCH ASSISTANT / GRADUATE RESEARCH ACCEPTANCE FORM

-CRP-

APPENDIX K



جامعة السلطان الشريف علي الإسلامية
UNIVERSITI ISLAM SULTAN SHARIF ALI
SULTAN SHARIF ALI ISLAMIC UNIVERSITY

PPP010

RESEARCH ASSISTANT / GRADUATE RESEARCH ASSISTANT EXTENSION APPLICATION FORM

Principal Researcher	
Research Title	

RESEARCH ASSISTANT / GRADUATE RESEARCH ASSISTANT'S PERSONAL INFORMATION:

Name	
Address	
Date of Birth	
Gender	
Identity Card Number	
Contact Number	
Email	

BRIEF REASON FOR THE EXTENSION:

APPROVED BY:

Name of Principal Researcher: _____

Signature: _____

Date: _____

APPENDIX L



جامعة السلطان الشريف علي الإسلامية
UNIVERSITI ISLAM SULTAN SHARIF ALI
SULTAN SHARIF ALI ISLAMIC UNIVERSITY

PPP011

RESEARCH ASSISTANT / GRADUATE RESEARCH ASSISTANT ATTENDANCE REPORT FORM

Research Assistant's Name	
Research Grant ID	CRP00xx
Research Title	
Principal Researcher	
Approved Research Duration	

MONTH: _____ YEAR: _____

DATE	DAY	TASKS	AM		PM		TOTAL HOURS	SIGNATURE/ APPROVED BY	DATE APPROVED
			FROM	UNTIL	FROM	UNTIL			

APPENDIX M



جامعة السلطان الشريف علي الإسلامية
UNIVERSITI ISLAM SULTAN SHARIF ALI
SULTAN SHARIF ALI ISLAMIC UNIVERSITY

PPP012

RESEARCH CLAIM FORM FOR RESEARCH ASSISTANT / GRADUATE RESEARCH ASSISTANT

RESEARCH TITLE:

“ _____ ”

DATE	DAY	TASK	FROM	UNTIL	FROM	UNTIL	TOTAL OF HOURS
TOTAL HOURS OF B/F							
TOTAL HOURS OF C/F							

Done by:

()
Name:
Research Assistant / Graduate Research Assistant
IC No:

Verified by:

()
Name:
Principal Researcher
Date:

CALCULATION OF THE RESEARCH CLAIMS FOR RESEARCH ASSISTANT/ GRADUATE RESEARCH ASSISTANT IS AS FOLLOWS:

TOTAL OF DAY X BND \$60 (DAILY RATE PAYMENT) = BND \$ _____

TOTAL OF CLAIM FOR MONTH _____ YEAR _____ : BND\$ _____

Done by:

(_____)
Name:
Research Assistant / Graduate Research Assistant
IC No:

Verified by:

(_____)
Name:
Principal Researcher
Date:

APPENDIX N

APPENDIX O

CLAIMING (\$2,000 & BELOW)

Procedure Details

Activity	Details	Responsible Person	Documented Information	Duration (Working days)	
<pre> graph TD Start([Start]) --> Step1[1. Receive Related documents] Step1 --> Dec2{2. Documents for evaluation} Dec2 -- No --> Step1 Dec2 -- Yes --> Step3[3. Prepare Approval Documents] Step3 --> Dec4{4. Answer Query} Dec4 -- No --> Dec2 Dec4 -- Yes --> Step5[5. Approval] Step5 --> End([End]) </pre>	1. Receives Related Documents				
	1.1 Complete the form and provide other relevant documents	Researcher/ PPP	<ul style="list-style-type: none"> Minute requestor (Enduser) Form “<i>Borang Kebenaran dan Sokongan Nilai Kecil</i>” (Form under 2k) Original receipt with Validation Chop (Perakuan) and sign Copy of Grand approval letter Copy of Grand Extension Letter (If any) Vendor Form (If necessary) Other relevant documents 	1 day	
	1.2 Officer checks & validate. Director verifies.	PPP			
	1.3 Finance section receives all the documents to further proses;	Bursar/ FO			
	2. Forward documentations for evaluations				
	2.1 Decide on the budget provisions	Bursar	<ul style="list-style-type: none"> Form “<i>Borang Kebenaran dan Sokongan Nilai Kecil</i>” (Form under 2k) 	3 days	
	2.2 Forward successful vendor to relevant parties for approval; 2.2.1 If Approved, proceed to process 3 2.2.2 If Disapproved, return to process 1	Registrar, Bursar and Rector			
	3. Prepare Approval documents				
	3.1 Issue Purchase Order 3.2 Create Payment Voucher	Finance Clerk	<ul style="list-style-type: none"> Purchase Order Payment Voucher 	3 days	
	4. Answer Query				
	4.1 Query to be responded (If any)	Finance Clerk/ PPP	<ul style="list-style-type: none"> Query 	3 days	
	5. Approve Payment Voucher				
	5.1 Approval	Finance Officer	<ul style="list-style-type: none"> Payment Voucher 	1 day	
End of Process		13 working days			

IMPORTANT NOTES:

- 1 No project-related expenses can be claimed if the expenses incurred outside the grant period
- 2 Invoices must be original, stamped and signed by company
- 3 All receipts and invoices must be certified by researcher
- 4 Items to be purchased or already purchased must be those already approved in approved budget
- 5 All required documents must be attached, to avoid further queries.

CONTOH BORANG KEBENARAN & SOKONGAN PEMBELIAN NILAI KECIL (BAWAH \$2,000)



BORANG KEBENARAN DAN SOKONGAN NILAI KECIL (\$2,000 DAN KEBAWAH)

Pemohon hendaklah mengisikan pada **Bahagian A, B dan C** sahaja. Borang yang lengkap diisi bersama dengan dokumen sokongan perlu dihadapkan ke Bahagian Kewangan **sekurang-kurangnya 2 minggu** sebelum tarikh diperlukan.

Sila tandakan (/) : Derma Perkhidmatan/ Pembelian Bayaran Balik Wang Pendahuluan

BAHAGIAN A – KETERANGAN PERMOHONAN

Nama Pemohon	PG DR HAJAH NORKHAIRIAH BTE PG HJ HASHIM	Tandatangan Pemohon	
Jawatan Pemohon	PENGARAH	Bahagian /Pusat/Fakulti/Unit	PHH
Tarikh Permohonan	16 FEBRUARI 2023	Tarikh Diperlukan	20 FEBRUARI 2023
Bagi Keperluan			
PERMOHONAN PERUNTUKAN KULIAH KHAS JEMPUTAN BAGI MODUL HS3319: HALAL TOURISM PUSAT PENYELIDIKAN HALALAN THAYYIBAN			

BAHAGIAN B - KETERANGAN SEBUTHARGA / TAWARAN

Nama Syarikat- syarikat Yang Mengikuti Tawaran					Harga Tawaran
1. PERPERMOHONAN PERUNTUKAN UNISSA – PSU FRIENDSHIP TIES VISIT					
BIL	PERKARA	PERINCIAN	JUMLAH	CATATAN / SARANAN	
1	Elaun bagi Pensyarah Pengiring (Pg Dr Hj Norkhairiah binti Pg Hj Hashim)	\$90/hari x 6 hari	BND 540	UNISSA	
2	Elaun bagi Pensyarah Pengiring / Pelajar PhD (Nor Surilawana binti Haji Sulaiman)	\$30/hari x 6 hari	BND 180	UNISSA	
3	Elaun bagi Pelajar	7 pelajar x \$30/hari x 6 hari	BND 1,260	UNISSA	
2.					
3.					

*Keterangan sebutharga yang melebihi dari 3 syarikat di atas, akan dihadapkan sebagai lampiran sahaja.

*Jika permohonan adalah berbentuk wang tunai, 3 Sebutharga tidak diperlukan. Walau bagaimanapun jumlah hendaklah dinyatakan di atas.

BAHAGIAN C – SOKONGAN SEBUTHARGA

Syarikat Disokong		Kedudukan Tawaran	
Harga Disokong		Tempoh Siap	
Tempoh Sah Laku			
Ulasan Sokongan			

*Jika permohonan adalah berbentuk wang tunai, hanya harga dan ulasan yang diisikan.

2

BAHAGIAN D – PENGESAHAN

Keputusan	Disokong <input type="checkbox"/> Tidak Disokong <input type="checkbox"/>		
Nama	Zalinawati binti Haji Mohaimin	Jawatan	Pmk. Pendaftar
Ulasan			
Tanda Tangan		Tarikh	
Tajuk Peruntukan	B00405–Pemeliharaan Asset <input type="checkbox"/> B00606–Operasi <input type="checkbox"/> B001201–Perkhidmatan Pendidikan <input type="checkbox"/> Tabung <input type="checkbox"/>		
Nama	Nor Hayati Binti Haji Awang Besar	Jawatan	Pmk. Bendahari
Ulasan			
Tanda Tangan		Tarikh	

BAHAGIAN E – KEBENARAN

Keputusan	Dibenarkan <input type="checkbox"/> Tidak Dibenarkan <input type="checkbox"/>		
Nama	Dr Haji Norarfan Bin Haji Zainal	Jawatan	Rektor
Ulasan			
Tanda Tangan		Tarikh	

CONTOH RESIT ASAL & DI SAHKAN:



COP PERAKUAN KERJA SIAP



COP FR "BELUM PERNAH DIBAYAR"

APPENDIX P



PURCHASING (\$2,000 & BELOW)

Procedure Details

Activity	Details	Responsible Person	Documented Information	Duration (Working days)	
<pre> graph TD Start([Start]) --> Step1[1. Receive Related documents] Step1 --> Step2{2. Documents Evaluation} Step2 -- No --> Step1 Step2 -- Yes --> Step3[3. Prepare Supporting Documents] Step3 --> Step4[4. Item received / Services performed] Step4 --> Step5[5. Receive Invoice] Step5 --> Step6[6. Prepare Payment Voucher] Step6 --> End([End]) </pre>	1. Receives Related Documents				
	1.1.1 Complete the form and provide other relevant documents	Researcher	<ul style="list-style-type: none"> Approved Minute Form "Borang Kebenaran dan Sokongan Nilai Kecil" (Form under 2k) At least 3 quotations and copy of the vendor's 16/17 Business Registration Certificate 	3 days	
	1.1.2 Officer checks & approves. Director verifies.	PPP	<ul style="list-style-type: none"> Copy of Grand approval letter Copy of Grand Extension Letter Copy of Bank Details (for claim only) Other relevant documents 		
	1.2 Finance section receives all the documents to further proses;	B.O			
	2. Forward documentations for evaluations				
	2.1 Decide on the budget provisions	B.O		3 days	
	2.2 Forward successful vendor to relevant parties for approval; 2.2.1 If Approved, proceed to process 3 2.2.2 If Disapproved, return to process 1	Registrar, Bursar and Rector			
	3. Prepare supporting documents				
	3.1 Issue Award Letter to be awarded to successful vendor	B.O	<ul style="list-style-type: none"> Award Letter Purchase Order 	2 days	
	3.2 Issue Purchase Order (PO) in TAFIS for payment purposes				
	4. Item received / Services performed				
	4.1 Received the items or services performed by the vendors	Researcher	<ul style="list-style-type: none"> Delivery Order 	2 days	
	4.2 Received Delivery Order (DO) to be signed				
	5. Receive invoice from vendor				
	5.1 Invoice must be stamped with the applicant's verification and signed	Reseracher	<ul style="list-style-type: none"> Vendor's Invoice 	2 days	

	5.2 Invoice must be stamped with the Financial Regulation (FR75) stamp and signed	B.O		
	5.3 Once signature completed, vendor need to upload the invoices into TAFIS	Vendor		
	6. Prepare Payment Voucher			
	6.1 Prepare Payment Voucher (PV) for payment purposes after all required documents are completed	B.O	• Payment Voucher	1 day
	6.2 Approval from officer	B.O		
	7. End of Process	13 working days		

KEYWORD:

B.O : Bursar Office

IMPORTANT NOTES:

- 1 No project-related expenses can be claimed if the expenses incurred outside the grant period
- 2 Invoices must be original, stamped and signed by company
- 3 All receipts and invoices must be certifies by researcher
- 4 Items to be purchased or already purchased must be those already approved in approved budget
- 5 All required documents must be attached, to avoid further queries.



**Centre for Research and Publication
Universiti Islam Sultan Sharif Ali
Simpang 347, Jalan Pasar Gadong,
Gadong, BE 1310
Negara Brunei Darussalam**

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Fax: +673 2462233

Email: urlgc@unissa.edu.bn

Website <http://www.unissa.edu.bn>