

**Reference No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPLICATION FOR UNIVERSITY RESEARCH LEAVE AND GRANT**

**ACADEMIC YEAR \_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_**

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

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| SECTION A: RESEARCH PROJECT IDENTIFICATION |
| Name in full: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Appointment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Programme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty/Centre: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of Appointment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of expiry of contract, if applicable: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| SECTION B: DETAILS OF RESEARCH |
| 1. Title of Research Project: |
| 1. Name of Researcher(s): |
| 1. Name of the Principal Researcher:   I/C No:  Permanent Staff Contract Staff  Designation:  Date of expiry of contract:  Office Phone No: Ext:  Mobile Phone No:  E-mail Address: |
| 1. Name of Co-researcher(s)-(*if any):*      |  |  |  |  | | --- | --- | --- | --- | |  | Co-Researcher 1 | Co-Researcher 2 | Co-Researcher 3 | | Name |  |  |  | | I/C No |  |  |  | | Permanent or Contract Staff |  |  |  | | Designation |  |  |  | | Date of expiry of contract |  |  |  | | Office Phone No. |  |  |  | | Mobile Phone No. |  |  |  | | E-mail Address |  |  |  | | Signature |  |  |  | | Consent |  |  |  | |
| Proposed Budget BND \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Duration of Proposed Research: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ months (…… months)  Commencement Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Expected Date of Completion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Research Leave:  Total Days of Leave: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (days)  From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ until\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature of the  Principal Researcher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 3. RATIONALE/ SUMMARY OF PROPOSED RESEARCH PROJECT |
| Provide a summary of the proposed research project in not more than 200 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 of 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*)** |

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| 4. REVIEW OF RELEVANT LITERATURE |
| Provide a review of the current state of research related to the proposed topic and a justification of your proposal. Use additional sheets if needed (max 750 words). |

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| **5. 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 |

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| 6. 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. |
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| **7. EXPECTED RESULTS:**  **SIGNIFICANCE AND BENEFITS OF PROPOSED RESEARCH PROJECT** |
| Discuss the expected results of the proposed research (e.g. publishable articles, chapter in books of reading, etc.) and significance for the discipline and the community. Use additional sheets if necessary. |
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| 8. REFERENCES |
| List citations of literature referred to and suggested references in the text of the proposal in standard format and in numerical order. |
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| 9. TIME -FRAME PROPOSED FOR PROJECT/PROJECT SCHEDULE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| List major activities involved in the proposed project. 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). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **200\_** | | | | | | | | | | | | **200\_** | | | | | | | | | | | | **200\_** | | | | | | | | | | | |
| Project Activities | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
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| 10. PROPOSED BUDGET | | | | | |
| Estimated fund in the Researcher’s proposed budget should be broken down, for example, under equipment, consumables, travel and subsistence, project assistants, miscellaneous items and by year if the project duration were to exceed one year. | | | | | |
| ***Budget details*** | **Amount** | **Justification** | *Amount requested by applicant* | | |
| ***Year 1*** | ***Year 2*** | ***Year 3*** |
|  |  |  |  |  |  |
| **Total** |  |  |  |  |  |

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| 11. COMPLETED AND OTHER ONGOING RESEARCH PROJECTS *(In case of group project, each researcher should complete a separate sheet)*   |  | | --- | | State Research Projects that have been completed or ongoing by the Principal Researcher for the last three years. Please provide Title of the Project, Duration, year commence and year ending. | |
| Title of Research Project  Identification No: |
| Date of commencement \_\_\_\_\_\_\_\_\_\_\_\_ Expected date of completion \_\_\_\_\_\_\_\_\_\_\_\_\_\_    Source of fund \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current status of study \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Title of Research Project  Identification No: |
| Date of commencement\_\_\_\_\_\_\_\_\_\_\_\_ Expected date of completion \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Source of fund \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current status of study \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 12. RECOMMENDATION OF THE PROGRAM (Head of Program / Coordinator) |
| 1. Comments: 2. Recommended / Not Recommended     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Date |

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| 13. RECOMMENDATION OF THE FACULTY/CENTRE (Dean/Director) |
| 1. Comments: 2. Recommended / Not Recommended   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Date |

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| 14. DECISION BY THE UNISSA RESEARCH COMMITTEE |
| Approved / Not approved:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature by Chairperson Date |