

**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)

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| **PPP01** |

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| SECTION A: ADMINISTRATIVE DETAILS AND PROJECT SUMMARY |
| Project Title |
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| **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):**   |  |  | | --- | --- | |  | University Research Leave and Grant (URLG) | |  | Collaboration with Outside University, please specify: | |  | Collaboration with Outside Ministry/Department, please specify: | |  | 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: |
| 1. 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 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. |

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| **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. |

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| 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? |
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| **SECTION F: PROJECT OUTPUTS** |
| How will you publish/disseminate the research findings? Use additional sheets if necessary. |
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| 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. |
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| 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). |

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| ***PROJECT ACTIVITIES*** | **YEAR(S)** | | | | | | | | | | | |
| ***JAN*** | ***FEB*** | ***MAR*** | ***APR*** | ***MAY*** | ***JUN*** | ***JUL*** | ***AUG*** | ***SEP*** | ***OCT*** | ***NOV*** | ***DEC*** |
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| SECTION I: PROPOSED BUDGET |
| Please give details of the nature of support requested (e.g. equipment, research assistants, etc) |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | ***Budget Details*** | ***Amount*** | ***Justification*** | ***Amount Requested*** | | | ***Year 1*** | ***Year 2*** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |

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| 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. | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | ***Grant Reference No.*** | ***Research Project Title*** | ***Date Commenced*** | ***Expected Date of Completion*** | ***Budget Approved*** | ***Role (Principal Researcher or Co-Researcher)*** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |

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| 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 |

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| SECTION K: RECOMMENDATION OF THE FACULTY/CENTRE (DEAN/DIRECTOR) |
| 1. Comments and justification:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Date |

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| SECTION L: DECISION BY THE UNISSA RESEARCH COMMITTEE |
| Approved / Not Approved:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature by Chairperson Date |