



KEMENTERIAN PENGAJIAN TINGGI

MENGHASILKAN ZERO REJECT PERMOHONAN PROJEK PPRN 2.0



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Via Google Meet



UTM
UNIVERSITI TEKNOLOGI MALAYSIA



TOP 5 SEBAB-SEBAB PERMOHONAN DITOLAK

- 1 Tidak Memenuhi Kriteria
- 2 Off the shelf solution
- 3 Luar Skop (*melibatkan pemasaran, pengurusan perniagaan, fundamental dan exploratif, ujian clinical, perundingan, persijilan ISO/HALAL/LCA*)
- 4 Permasalahan/Cadangan penyelesaian tidak jelas/pembelian fasiliti
- 5 Tidak viable



KRITERIA PENILAIAN PROJEK

1. Completeness of Application

[Guide for Evaluation:

- Is the Application Form complete?
- Does the executive summary give sufficient background to the proposal?
- Is the problem statement, objectives and proposed solution clear?
- Is the checklist and declaration by applicants complete?]

2. Competency of Project Leader and team members and resources of the institution

[Guide for Evaluation:

- Are the details of the researcher, academia information and research team members complete?
- Do the Lead researcher and other team members have the required expertise to execute the project?
- Does the research team have access to necessary equipment/software? If No, what actions will be taken to ensure the accessibility?]

3. Readiness of Industrial Partner

[Guide for Evaluation:

- Is the role of the company in this project clear?
- Is there a Support Letter from the company?
- Does the proposed solution suitable with the needs of the company?]
- Is the Company ready to support/fund the project?

4. Adoption of Technology

[Guide for Evaluation:

Will the company be able to take advantage of the expected benefits of this project?]

KRITERIA PENILAIAN PROJEK

5. Costing

[Guide for Evaluation:

- Is the proposed cost of project reasonable with the work that will be undertaken by the research team?
- Is the proposed cost for each category in the budget suitable?]

6. Timeline

[Guide for Evaluation:

- Is the proposed duration of the proposed project suitable?
- Is the Gantt Chart of the project activities clear?]
- Is the proposed duration reasonable with the number of members in the research team?]
- Is the milestones clearly stated in timeline?

7. Viability of Project

[Guide for Evaluation:

- Is the solution suitable for the company needs?
- Is the timeline suitable to deliver the project?
- Is the project value for money?
- Are resources from both sides adequate to deliver the project?

8. Output of Project

[Guide for Evaluation:

- Are the suggested outputs (objectives, expected benefits and commercialization plan) measurable and can be quantified?]

9. Impact of Project

[Guide for Evaluation:

- Can the proposed project be replicated and address sustainability issues?]

Project Code



KEMENTERIAN PENGAJIAN TINGGI

PPRN GRANT APPLICATION FORM

One (1) hardcopy and softcopy (email: pprn@mohe.gov.my and pprn.kpm@gmail.com) of this form must be submitted to the Research and PPRN Unit, Policy Planning and Research Division, Ministry of Higher Education

[Incomplete Application will not be considered]

| |
|---|
| PROJECT TITLE: |
| A. DETAILS OF RESEARCHER |
| Name of Project Leader: |
| Designation: |
| Office Telephone No: Mobile No: |
| E-mail Address: |
| Mailing Address: |
| Name of Institute of Higher Education / Public Research <u>Institute</u> : |

**B. COMPANY INFORMATION**

Company Name:

Company Contact Person:

Phone No:

Email:

Company Address:

Company Registration Number(MyCoID):

Business Premise Registration Number (Local Authority / Authorised Government Agency):

Brief Description of Company:

Employees Information

Total Number of Employees:

Malaysian Citizen Employees:

Non Malaysian Citizens Employees:

Sales Information

Sales turn over in the last 3 years (in Ringgit Malaysia):

3 tahun terkini

Year: _____ Year: _____ Year: _____

Quantity and Sales of the product / services related to this project in for the past 12 months:

Quantity: Sales:

Expected turnover of the product / services related to this project after receiving PPRN grant:

Quantity: Sales:

Size of Company

Micro

Small

Medium

Large

(refer to [Garis Panduan Pelaksanaan Public-Private Research Network 2.0](#) to determine company size)

1. Nilai tahunan >RM100,000 – bukti penyata bank 6 bulan terkini (Enterprise) atau 3 tahun laporan audit kewangan (Sdn Bhd)
2. Syarikat mesti beroperasi sekurang-kurangnya 1 tahun



Industry Sector (Please cross one of the following options):

Manufacturing

Agriculture

Services

Mining

Construction

Type of Business Ownership (Please cross one of the following options):

Enterprise

Partnership

Private Limited

Limited Liability

Has the company been assessed by any Government/State Agency (e.g. SCORE SME Corp Malaysia, ezBE MPC, etc.): (Please cross one of the following options)

No (please fill in the Business Model details in the following page)

Yes

If Yes, please state all the Agencies and the year assessed:

1. _____
2. _____
3. _____

Has the company received any grant or other financial or non-financial assistance related to the project from any Government/State Agency in the last 3 years e.g. PPRN, MESTECC, MTDC, SMECorp, TEKUN, PUNB, MARA, CREST, SIRIM, MDEC *(Please state the information in detail, including the Agency involved, title/scope of grants, amount received and year):*

Future state of the company:
(Please briefly describe how do you see your business in the near future)

Company Performance Evaluation:
(Please attached related supporting documents as a proof that the company has been evaluated on their performance)

Business Model Canvas:
Please attached the Business Model Canvas for company that has not been evaluated in terms of their performance by agency such as SME Corp, PUNB, MTDC, SIRIM, MARA, MDEC, MIGHT and other related agencies). Example of Business Model Canvas can be downloaded at https://canvanizer.com/downloads/business_model_canvas_poster.pdf

Company's needs in the project:
(Please briefly describe the current status of the company's production and its process. What are the limitations and solutions needed)

1. Explanation why existing solution available off the market is not suitable to solve the company's problem



C. INSTITUTION INFORMATION

Name of Institute of Higher Education (IHE) / Public Research Institute (PRI):

Address:

Brief description of the Institute:

Institute's role in the project:


| D. RESEARCH TEAM MEMBERS: | | | | | | |
|---------------------------|------------------|-----------|--|------------------------------|-------------------------|-----------|
| No. | Name | IHE / PRI | Highest Academic Qualification / Area of Expertise | Email address and H/P number | Role and responsibility | Signature |
| 1 | (Project Leader) | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |

Note:

Please provide a one-page Curriculum Vitae for all team members

1. Ketua/ahli penyelidik bukan pakar bidang
2. CV yang terlalu detail – lebih satu muka surat



| E | INFORMATION ON THE PROPOSED PROJECT |
|--|-------------------------------------|
| Title of the proposed project: | |
| Project Duration(months): _____ | |
| *Maximum of 6 months for micro sized company **Maximum of 12 months for small, medium and large company | |
| Gantt Chart of Project Activities including Milestones and Dates: (please enclose in Appendix as appropriate) | |
| <div style="border: 1px solid red; padding: 10px; background-color: #d4edda;"> <p>1. Clear timeline based on the amount and size of company</p>  </div> | |

Executive Summary of the Proposed Project (maximum 300 words)

(Please include the background of the problem faced by the company, objectives of this project, proposed solution and expected outcomes)



1. Literature review
2. Exceed 300 words
3. Problems, objectives and outcome not clear

Scope of PPRN Project (Please tick X) Product Innovation Process Innovation

Briefly describe what is the specific product/process to be innovate or upgraded in this proposal? (maximum 100 words)

Briefly describe what is the science and technological solution that can be offered by the researcher/s to solve this problem. (maximum 100 words)

Project Background (including Problem Statement)

(Please enclose in the Appendix as appropriate)



1. Clear background and problem statement
2. Include pictures of current process/services

Objective(s) of the Proposed Project

The implementation of the proposed project is (please cross ☒ the appropriate box(es)):

To increase efficiency (please state details):

To reduce process time (please state details):

To improve quality (please state details):

To increase revenue (please state details):

To reduce manpower (please state details):

Please describe Details of the Proposed Solution (design, formulation, concept, specification, flow chart and suitability with company)

(Please enclose in the Appendix as appropriate)

1. Straight to the point, no need to quote extensive literature review
2. Design must be drawn and not copied from internet
3. Flowchart/Block Diagram
4. Formulation



Risk Plan (Time, Financial, Technical, etc)

| Rank | Risk Statement | Risk Level | Risk Response |
|------|----------------|------------|---------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |

Expected deliverables:

New or improved Product or Process (with manual, commissioning and training)
(Please enclose in the Appendix as appropriate)

1. Clear deliverables



Expected Impact *(Please enclose in the Appendix as appropriate):*

1. How does this project impact the participating company?
2. How does this project develop new talent?
3. How does this project benefit other companies within the industry?
4. What is the level of industry readiness to adopt the solution in term of space, manpower, facility, expertise?

G BUDGET

Indicate your estimated budget for the proposed project in the table below and provide **detailed information for each Vot** (in an Appendix as appropriate):

| CATEGORY | PROPOSED FUNDING (RM) | |
|---|-----------------------|---------|
| | PPRN | COMPANY |
| Vot 11000 Salary and Wages | | |
| Vot 21000 Travelling and Transportation (maximum of RM5,000) | | |
| Vot 24000 Rental • only applicable for rental of external facilities/equipment. • maximum of 10% total project cost or maximum of RM15,000 (whichever lower). | | |
| Vot 27000 Materials and Supplies | | |
| Vot 28000 Maintenance and Minor Repair Services • maximum of 2.5% total project cost or maximum of RM10,000 (which ever lower). | | |
| Vot 29000 Professional Services • Researcher's professional fees • Testing/Instrumentation/Characterization • Fabrication work | | |
| Vot 35000 Accessories and Equipment (attached quotation) • Not more than 40% of the total PPRN funding | | |
| TOTAL | | |
| Administration Fees (5%) | | |
| GRAND TOTAL | | |

1. Pecahan kos untuk setiap Vot
2. Mematuhi had maksimum ditetapkan bagi setiap vot



1. Kos 'lump sum'
2. Melebihi had maksimum vot



Note: Evidence of item pricing must be provided for Vot 24000,27000,28000,29000 and 35000 (e.g Quotation or Price list from Manufacturer/Vendor website, etc)

H ADDITIONAL CONTRIBUTION BY THE COMPANY

List of additional contribution that company is willing to offer (e.g industrial training for students, Training of Trainers (ToT) to local industries, job offers for student's involved in the project, etc)

I DECLARATION BY APPLICANTS (Please cross ☑):

I hereby declare that:

- All information stated in this form is accurate and the Ministry of Higher Education and Project Management Centre has the right to reject or to cancel the application without prior notice if there is any inaccurate information given.
- No conflict of interest exists between the Institute of Higher Education / Public Research Institute, Lead Researcher or any other team members in the research team and the Company involved in this proposed project.
- Application of this proposal is also presented for the other grant/funding entity or has received funding from other party (funding entity's name and total amount)
- Application of this proposal is subject to approval of certain related Committee. Please specify: _____

Date : _____

(Name of Company's Representative)

(Name of Lead Researcher)

(Company's Stamp)

(Institution's Stamp)

Recommended by Director of Project Management Centre (PMC)

Please tick (✓)

Recommended:

A. Approved for Submission

B. Rejected (Please specify reason)

Comments:

Name:

Signature:

Date:

1. Permohonan dihantar melalui PPP dan disahkan



CHECKLIST FOR PPRN GRANT APPLICATION FORM

(Please cross ☑)

- 1) One (1) set of hardcopy PPRN Grant Application Form
- 2) One (1) set of softcopy PPRN Grant Application Form
- 3) Letter of Support signed by Company's top management
- 4) One-page Curriculum Vitae for every researcher
- 5) Company's yearly sales turnover is RM100,000 and above
- 6) Copy of company's registration certificate with SSM or equivalent
- 7) Copy of related documents to show the performance of the company had been evaluated agencies or platform
- 8) Copies of 3 years audited account report (Sdn Bhd) or 6 months latest certified Bank statement (Enterprise)
- 9) Business model canvas (for companies not registered under any agencies/platform that evaluate the performance of the company)

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1. Dokumen dalam senarai checklist disertakan





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**SEKIAN,
TERIMA KASIH**