**RESEARCH MANAGEMENT CENTRE**

**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

**CHECKLIST FOR COMPLETION OF RESEARCH PROJECT**

|  |  |  |
| --- | --- | --- |
| **NO.** | **ITEMS** | **✓** |
| 1. | End of Project Report (Full version) (hard and soft copies) |  |
| 2. | Evidence of Research Report * Printed version of uploaded document in IREP
 |  |
| 3. | A copy of seminar paper, conference, proceedings, publications, offer letter of student |  |
| 4. | Original Receipts (if applicable)*(Kindly sort the receipts according to votes / budgets and properly pasted on separate sheets)* |  |

*Note:*

*The research project is considered complete once all the above have been submitted and all disbursed funds have been fully reconciled.*

**RESEARCH MANAGEMENT CENTRE**

**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

**END OF PROJECT REPORT FORM**

**(Please attach the copy of online end-of-project report)**

|  |
| --- |
| 1. **RESEARCH DETAILS**
 |

TITLE OF RESEARCH:

TYPE OF GRANT: MIRGS

PROJECT ID:

PROJECT START DATE:

PROJECT END DATE:

|  |
| --- |
| 1. **RESEARCHER DETAILS**
 |

PRINCIPAL RESEARCHER:

DEPARTMENT/KULLIYYAH/CENTRE:

PROJECT MEMBERS:

DEPARTMENT/KULLIYYAH/CENTRE:

Signature of Principal Researcher: …………………………………………

Name : ……………………………………………………………….

Date : ……………………………………………………………….

1. **RESEARCH MANAGEMENT CENTRE**

**COMMENT:**

**VERIFICATION ON RESEARCH OUTPUT:**

1. Book
2. Journal
3. Prototype
4. Patent
5. Commercialization
6. Other (Please specify)

Signature:

Name:

Date:

|  |
| --- |
| **FORMAT OF FULL VERSION OF RESEARCH REPORT****TO BE SUMMITTED TO THE RMC AND UPLOADED IN THE E-SCIENCE SYSTEM** **(http://ernd.mosti.gov.my/site/login)** |

*Guidelines for writing the Research Report*

* *Report should be written in ‘Times New Roman 12’ Font, with 1.5 line spacing*
* *Report should be between 5- 10 pages (excluding references)*
* *Report must be in English (Applicable for Research in Arabic as well)*
* *Any graphic must be in JPEG*
* The arrangement of the of Research Report is as follow:

**Project ID/Title: (*All CAPS*)**

**Project Sponsor:**

**Author Name(s):**

**Department/Kulliyyah/Institute/Centre:**

**Abstract:**

**Key words:** *List at least five keywords*

**Introduction:**

**Background:**

**Objectives:**

 **Methodology:**

**Findings:**

**Conclusion:**

**Output:**

**Future Plan of the research:**

**References:**