**BORANG PERMOHONAN DANA PENYELIDIKAN & PEMBANGUNAN NIOSH**

( NIOSH-A130R01-C | ISO 9001 )

**NIOSH R&D FUND APPICATION FORM CHECKLIST**

|  |  |
| --- | --- |
| PART 1: APPLICANT & PROJECT INFORMATION |  |
| PART 2 : EXECUTIVE SUMMARY OF THE PROJECT |  |
| PART 3 : BENEFITS OF THE PROJECT |  |
| PART 4 : PROJECT SCHEDULE |  |
| PART 5 : PROPOSED BUDGET |  |
| PART 6 : ADDITIONAL INFORMATION |  |
| PART 7 : APPLICANT DECLARATION |  |
| PROJECT PROPOSAL INCLUDED (IN DETAILS) |  |
| PROJECT INSTRUMENT/ QUESTIONNAIRE INCLUDE |  |
| COPY OF MOF CERTIFICATE (APPROVED R&D INSTITUTION) |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PART 1: APPLICANT & PROJECT INFORMATION** | | | | | |
| 1. | Project Leader |  | | | |
| 2. | Organisation |  | | | |
| 3. | Mobile No. |  | | 4. Tel. No. |  |
| 5. | Email |  | | NIOSH Member | **YES / NO** |
| 6. | The organisation is “[**R&D Institute Approved**](https://drive.google.com/file/d/1OatUdC5r3er8u3XNW_XmCiTEiC7EN4W6/view?usp=share_link)**”** by The Ministry of Finance (MOF): **YES / NO** | | | | |
| 7. | Project Title | **<topic shall related to Occupational Safety and Health>** | | | |
| 8. | Project Keywords  *(3 keywords)* |  | | | |
| 9. | Proposed Budget | **RM XXX,XXX** | | 10. MaRINA Remark : M : XX ; P : X ([refer website](http://www.niosh.com.my/research-and-development#marina-2-0-focus-area)) | |
| 11. | Proposed Duration |  | **12 Months** |
|  | **15 Months** |
|  | **Others : ……… *Months*** |
| 12. | Research Criteria | **X** | **The output that can be used directly for hazard control; AND** | | |
| **X** | **Research that can develop tools / instruments and support NIOSH functions** | | |
| **X** | **Utilisation of existing NIOSH facilities, laboratories & scientific instruments.** | | |
|  | Other : ……...………………………………………………………………………… | | |
| 13. | *Project Team*  (Lead, Co-Researchers / Experts etc.) | **Name** | | **Competency/ Position/ Experience/ Background** | |
| 1. **< Project Leader >** | |  | |
| 1. **< Team member >** | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
|  |  | 1. **<NIOSH Staff – If any>** | |  | |

|  |
| --- |
| **PART 2: PROJECT SUMMARY** |
| 1. **Executive Summary of proposed project** *(not more than 500 words)* 2. **Project Objective** *(SMART goal & clearly stated)*   1.  2.  3.   1. **List of Equipment needed/ to be used** (if any)  |  |  |  |  | | --- | --- | --- | --- | | **No.** | **Name of Equipment** | **Status of Availability** | **Ownership (If any)** | | 1. |  | Ready / To be rented / To be procured | Owner name | | 2. |  | Ready / To be rented / To be procured |  | | 3. |  | Ready / To be rented / To be procured |  |  1. **Please put together your proposal in details at the last page of this document** *(the proposal shall cover those minimum item : INTRODUCTION, PROBLEM STATEMENTS, OBJECTIVES, DETAIL METHOD,RESEARCH FLOWCHART/ FRAMEWORK, APPENDICES (draft instrument, related picture, quotation etc.,)* |

|  |
| --- |
| **PART 3 : PROJECT DELIVERABLES** |
| 1. **Direct Output, Potential Outcome and Benefit of the Project.**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **No.** | **Direct Output from the project** | **Potential Outcome from the Output**  (within 3-5 years after) | **Benefit to NIOSH** | **Benefit to Industries** | | **1.** |  |  |  |  | | **2.** |  |  |  |  | | **3.** |  |  |  |  | | **4.** |  |  |  |  | | **5.** |  |  |  |  | |

| **PART 4 : PROJECT SCHEDULE *(Please state activitities involve to achieve objectives and deliverables of the proposed project)*** | | | | | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **List of Activitities** | **M1** | **M2** | **M3** | **M4** | **M5** | **M6** | **M7** | **M8** | **M9** | **M10** | **M11** | **M12** | **M13** | **M14** | **M15** | **M16** | **M17** | **M18** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PART 5 : PROPOSED BUDGET *(Term and condition for Expenses as per Appendix A)*** | | | | | | | |
| **Direct project expenses** *(Please put the details of expenses)* | | | | | | | |
|  | **Expense Category** | **Total (RM)** | **Details** (Quantity/ unit price/ etc.) | | | |  |
|  | * **Travelling**   (8-07-02-0100) | **XX** | (including tolls, parking, public, private transportation fares not exceeding NIOSH rates) | | | |  |
|  | * **Accommodations**   (8-07-02-0200) | **XX** | (Including accommodations to conduct research and attend programs organised by NIOSH only and not exceed NIOSH rates) | | | |  |
|  | * **Rentals of equipment**   (8-07-03-0000) | **XX** | (For external equipment, facilities and other items directly involved with the research only) | | | |  |
|  | * **Research materials & supplies**   (8-07-04-0000) | **XX** | (including printing, stationery, documentation, reporting and binding of research reports and other research requirements only are allowed) | | | |  |
|  | * **Minor modifications & repairs**   (8-07-05-0000) | **XX** | (Only expenses involving minor renovation activities of equipment, facilities or other items related to research as well as maintenance costs during project implementation are allowed) | | | |  |
|  | * **Special services – expert**   (8-07-06-0000) | **XX** | (Including payment of services to individuals/experts including professional services, consultancy, data processing expertise and other expertise services required in connection with the research project.) | | | |  |
|  | **R&D equipment & accessories**  (8-07-07-0000) | **XX** | (Only involves the purchase of special equipment/ software and accessories related to the research project only with justification and quotation. List down the item accordingly.) | | | |  |
|  | * **Workshop/Meeting**   (8-07-08-0000) | **XX** | (Cost covers food and beverages for research -related workshop and meeting activities only) | | | |  |
|  | **Total (RM)** | **XX** |  | | | |  |
|  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **PART 6 : ADDITIONAL INFORMATION (Compulsory)** | |
| **R&D CRITERIA** | **DESCRIPTION** |
| **A : New knowledge, new/improvement of product/process from objective of the proposed Project** | |
| ***\*(i) acquire new knowledge*** *refers to the seeking of new additional knowledge and devising new applications of available knowledge, to achieve an advancement in the overall knowledge or capabilities in a field of science or technology.*  ***(ii) Create new products or processes*** *refers to the incorporation or representation of an increase in the overall knowledge or capability in a field of science or technology through the new product or process.*  ***(iii) Improvement of existing products or processes*** *refers to a substantial improvement through scientific or technological changes to the existing product or process.* | (Please state your related project objective/s and briefly describe why it/s could :   1. Acquires new knowledge? 2. Create new products or processes? 3. Improve the existing products or processes? |
| **B : The proposed project is something new (novelty) or involve a technical risk** | |
| ***New (Novelty)*** *1. Definition: Novelty means something that is new and original. New knowledge is an expected objective of an R&D activity. An R&D activity must have a significant or important objective of seeking to create new knowledge, or new or improved products and processes. The purpose for this requirement is to disqualify new knowledge or applications that are discovered by accident.  2. To establish whether there is potential novelty or newness in an R&D activity in relation to the creation or improvement of knowledge, products or processes, it has to be assessed by comparison with the existing stock of knowledge in the industry, which is already available or accessible in the industry.* | (Please briefly describe the R&D activity that involved/ will be involved to show the novelty of the project) |
| ***Technical risk*** *Definition: involve technical risks if scientific or technological uncertainty arises from a knowledge gap between the intended activity outcome and the state of scientific or technological knowledge, information or experience that is reasonably and publicly available at the time of commencement of the R&D activity.* | (Please briefly describe the R&D activity that involved/ will be involved to show the technical risk of the project) |
| **C : Systematic, Investigative and Experimental ("SIE") elements of the proposed project** | |
| *The project is a systematic, investigative and experimental ("SIE") study in a field of science or technology.* | (Please briefly describe the R&D activity that involved/ will be involved to show the "SIE" of the project) |

|  |
| --- |
| **PART 7 : APPLICANT DECLARATION** |
| I certify that:  The information provided in this application, including attachments, is true and correct to the best of my knowledge.  Name:    Designation :  Signature :  (*digital sign is acceptable)*  Date: |
| **ATTACHMENT** |
| Please attach following documents to complete your application:   1. **ATTACHMENT 1 : DRAFT OF INSTRUMENTS TO BE USED** (e.g Questionnaire etc.) 2. **ATTACHMENT 2 : COPY OF** [**CERTIFICATE**](https://drive.google.com/file/d/1OatUdC5r3er8u3XNW_XmCiTEiC7EN4W6/view?usp=share_link) **OF RECOGNITION AS A “R&D INSTITUTE**   **APPROVED” BY THE MINISTRY OF FINANCE (MOF)**   1. **ATTACHMENT 3 : QUOTATION/ RELATED DOCUMENTS OF THE ITEM TO BE PROCURED** (if related) |

**RESEARCH PROJECT PROPOSAL**

1. **INTRODUCTION**
2. **PROBLEM STATEMENT**

**3.0 OBJECTIVE**

**4.0 DETAIL METHOD**

**5.0 RESEARCH FLOWCHART/ FRAMEWORK**

* 1. **APPENDICES (draft instrument, related picture, quotation etc.,)**

1. **etc.**