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Ref No. : MTAC/TRG/600 A



KEMENTERIAN PELANCONGAN, KESENIAN DAN KEBUDAYAAN SARAWAK
MINISTRY OF TOURISM, ARTS AND CULTURE SARAWAK

BORANG PERMOHONAN GERAN PELANCONGAN KAJIAN DAN PENYELIDIKAN
TOURISM RESEARCH GRANT APPLICATION FORM

SEKSYEN A : MAKLUMAT UMUM
Section A: General Info

A.	Tajuk Kajian Yang Dicadangkan / Title of Proposed Study:
B.	Maklumat Pemohonan / Details of Application :
Nama Ketua Projek: <i>Name of Project Leader:</i>	
No. Kad Pengenalan/ Pasport: <i>IC / Passport Number:</i>	
Jawatan; <i>Designation</i>	
Nama dan alamat Universiti/Jabatan/Pusat/Organisasi: <i>Name and Address of University/Department/Centre/Organisation :</i>	
No. Telefon Pejabat: <i>Office Telephone No.:</i>	
No. Telefon Bimbit: <i>Handphone No.:</i>	
No. Fax: <i>Fax No</i>	
Alamat e-mel: <i>E-mail Address:</i>	
C.	Maklumat Pembayaran / Payment Information
Nama Pemegang Akaun: <i>Account name holder</i>	
Nama Bank: <i>Bank Name</i>	
Akaun Nombor: <i>Number Account</i>	
Emel pengesahan: <i>Verification Email</i>	

***PLEASE ATTACH A COPY OF THE FOLLOWING;**

1. COMPANY PROFILE AND CERTIFICATION
2. VALID COMPANY BUSINESS LICENSE
3. BANK ACCOUNT STATEMENT
4. ANY OTHER DOCUMENTS (if any)

SEKYEN B : MAKLUMAT PROJEK
Section B: Information of Project

A.	Ringkasan Eksekutif Penyelidikan /Executive research summary:
Ringkasan Cadangan Eksekutif Projek (maksimum 600 patah perkataan) (Meliputi pernyataan Kajian dan Penyelidikan, objektif, kaedah Kajian dan Penyelidikan, jangkaan hasil Kajian dan Penyelidikan, implikasi dan kepentingan output projek terhadap industri pelancongan, kesenian dan kebudayaan Sarawak.) <i>Executive Summary of Project Proposal (maximum 600 words)</i> <i>(Please include the problem statement, objectives, research method, expected output/outcomes/implication, and significance of output from the project towards tourism, arts and culture in Sarawak).</i>	
B.	Maklumat Kajian/Projek/ Information of the research/projetc:

Bidang Penyelidikan: <i>Research Area:</i>				
Objektif kajian/projek; <i>Objective of research/project</i>				
Kaedah Kajian/project; <i>Methodology of research/project</i>				
Jangkaan hasil Kajian/Projek; <i>Expected Outcome of research/project</i>				
Tempat kajian/projek dijalankan: <i>Location of research/project:</i>				
Tempoh masa kajian/projek ini (bulan): <i>Duration of research/ project (months):</i>				
Mula: _____ Tamat: _____ <i>Start Finish</i>				
Jumlah peruntukan yang dipohon (RM): <i>Amount applied (RM):</i>				
Carta Perbatuan (sila lampirkan): <i>Gantt Chart (please attach)</i>				
Carta Alir (sila lampirkan): <i>Flowchart (please attach)</i>				
C	Maklumat Ketua Penyelidik/ Details of Project Leader:			
Resume / CV Ketua Projek (lampirkan): <i>Resume / CV Project Leader (Please attach):</i>				
Alamat Lengkap & Tempat kajian/projek dan Sub-Projek dijalankan: (senaraikan semua dan lampirkan) <i>Complete address, Location of Research/Project & Sub-Project on going: (List All the project and attach)</i>				
Ahli-ahli Ketua Sub-Projek: (Sila sertakan maksimum 5 halaman resume untuk setiap penyelidik) <i>Members of the Sub - Project Leader: (Please include maximum 5 pages of curriculum vitae for each researcher)</i>				
Bil.	Nama <i>Name</i>	No. Kad Pengenalan/ Pasport : <i>IC / Passport No.</i>	Nama Universiti/ Organisasi : <i>Name of University/ Organisation:</i>	Tahap Kelayakan Akademik/ Jawatan : <i>Academic Qualification/ Designation :</i>

SEKSYEN C : BELANJAWAN PROJEK
Section C: Project Budget

A. Perincian Kewangan / *Financial Implicationn*

Sila nyatakan anggaran bajet bagi cadangan penyelidikan ini dan berikan butir – butir perbelanjaan lengkap dengan berpandukan kepada garis panduan yang dilampirkan.
Please indicate your estimated budget for this research and details of expenditure according to the guidelines attached.

Senaraikan komitmen kewangan berdasarkan carta perbatuan
List of financial commitment based on milestones

Senaraikan bantuan kewangan dari sumber lain (sekiranya ada)
List of other sources of financial contribution (if any)

SEKSYEN D : PERAKUAN KETUA PROJEK & SOKONGAN KETUA JABATAN
Section D: Declaration by Project Leader & Recommendation from Head of Department

A PERAKUAN KETUA PROJEK [SILA TANDAKAN (✓)]:
 DECLARATION BY PROJECT LEADER [PLEASE TICK (✓)]:

Saya dengan ini mengaku bahawa:

I hereby declare that:

1. Semua maklumat yang diisi adalah benar, Kementerian berhak menolak permohonan atau membatalkan tawaran pada bila-bila masa sekiranya keterangan dan maklumat yang dikemukakan adalah bercanggah dan tidak benar.
All information stated here are accurate, the Ministry has the right to reject or to cancel the offer without prior notice if the application submitted are contradictory and inaccurate information.
2. Permohonan projek penyelidikan ini dikemukakan untuk memohon peruntukan di bawah Geran Kajian dan Penyelidikan Kementerian.
This research project application is presented for the Ministry Research Grant.
3. Mematuhi segala syarat yang ditetapkan oleh Kementerian untuk memudahkan urusan projek.
To comply with all conditions set by the Ministry to facilitate the project.
4. Dengan ini, saya mengaku bahawa saya akan mematuhi segala syarat yang ditetapkan oleh Kementerian Pelancongan, Kesenian dan Kebudayaan Sarawak, dan saya juga memberi jaminan bahawa 3 naskhah laporan akhir kajian akan dihantar kepada Kementerian Pelancongan, Kesenian dan Kebudayaan Sarawak sebaik sahaja kajian ini selesai.
With this, I acknowledge that I will comply with all conditions set by the Ministry of Tourism, Arts and Culture Sarawak, and I also guarantee that 3 copies of the final report of the study will be sent to the Ministry of Tourism, Arts and Culture Sarawak once the study is completed.
5. Kementerian mempunyai hak cipta bagi hasil dapatan keseluruhan Kajian dan penyelidikan ini, percetakan dan penerbitan untuk kegunaan Kementerian mendapatkan input atau maklumat yang diperlukan.
The Ministry reserves the copyright to the overall findings of this Study and research, printing and publication for the use of the Ministry to obtain the necessary input or information.

Tandatangan Ketua Projek : _____
Project Leader's Signature

Cop Rasmi Universiti/Jabatan/Pusat/Organisasi;
University/Department/Centre/Organisation official stamp



Tarikh: _____
Date

Saya dengan ini melampirkan [Sila tandakan(✓)]:
I hereby attach the [Please tick (✓)]:

1.	Borang dalam Tiga (3) Salinan; <i>Three (3) Copies of This Form</i>	
2.	Kertas cadangan Projek <i>Proposal</i>	
3.	Curriculum Vitae (Ketua Projek dan ahli-ahli projek) <i>Curriculum Vitae (Project leader and project members)</i>	
4.	Carta Alir <i>Flow Char</i>	
5.	Carta Gantt <i>Gantt Chart</i>	
6.	Milestone <i>Milestone</i>	

B	SOKONGAN KETUA JABATAN <i>RECOMMENDATION BY HEAD OF DEPARTMENT</i>	
Permohonan ini : <i>This application</i> Disokong <input type="checkbox"/> Tidak disokong <input type="checkbox"/>		
Ulasan; <i>Comment</i> <hr/> <hr/> <hr/>		
Tandatangan Ketua Jabatan Institusi; _____ <i>Head of Department's Signature</i>		
Cop Rasmi Universiti/Jabatan/Pusat/Organisasi; <i>University/Department/Centre/Organisation official stamp</i>		<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"> <p style="text-align: center;">Stamp here</p> </div>
Tarikh: _____ <i>Date</i>		

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Designation:
Note:
Office Stamp



KEMENTERIAN PELANCONGAN, KESENIAN DAN KEBUDAYAAN SARAWAK
MINISTRY OF TOURISM, ARTS AND CULTURE SARAWAK

TOURISM RESEARCH PROPOSAL CHECKLIST

Requirement		Checklist
PART A – RESEARCHER BACKGROUND		
1	Resume of head of research	
2	Resume for all the researchers	
3	Organisation/university brief background	
4	List of previous research (please attach)	
5	Contact details: <ul style="list-style-type: none"> - Company profile - Registered address - Person in-charge name - Contact details (telephone, fax, mobile, email address) - 	
PART B – RESEARCH DETAILS		
1	Title of research/project	
2	Tentative milestone	
3	Research details: <ul style="list-style-type: none"> - Objective - Scope - Methodology - Duration - Location - Details proposal - Research outcomes - Any other documents 	
4	Collaboration/ sponsor/ partner (please specify) <ul style="list-style-type: none"> - Government agency - Non-Government agency (NGO) - Corporate organisation - Private company 	

PART C – RESEARCH METHOD		
1	Mission/ goal/ research target	
2	Method to conduct the research	
3	Research Gantt chart	
PART D – FINANCIAL STATEMENT		
1	Budget projection	
2	Other source of funding	
3	Research outcomes projection	
4	Sponsorship entitlement and benefit	
5	Projected spending	
6	Projected value towards tourism arts and culture in Sarawak	

****Kindly fulfil the above requirement in your proposal. Should you have any additional documents, please attach with your proposal. This is to ensure your proposal gets full consideration by the Ministry of Tourism, Arts and Culture Sarawak.***