**UM LIVING LAB GRANT (UMCARES)**

FINAL REPORT FORM

Instructions to researchers:

* **Please fill in all the information below (A,B,C,D,E,F,G & H).**
* **Section A,B,C,D,E,G & H, needs to be filled up by the project leader and section F will be filled up by the community.**
* **All reports must be in either hardcopy printout or softcopy document.**
* **For promotional purposes, all softcopy documents must be submitted in two format, Adobe Reader and Microsoft Word (.pdf and .doc).**
* **Please note that all information will be kept confidential by UMCares and ONLY be used for university reporting on Living Lab’s initiatives.**

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| **A** | **PROJECT INFORMATION** | | | | |
| 1 | **PROJECT TITLE** |  | | | |
| 2 | **PERIOD OF PROJECT EXECUTION** | Start Date : End Date :  Duration (month): | | | |
| 3 | **LOCATION** |  | | | |
| 4 | **TARGET COMMUNITY** |  | | | |
| 5 | **NAME OF PROJECT LEADER** |  | | | |
| 6 | **POSITION** |  | | | |
| 7 | **FACULTY / INSTITUTE / CENTRE** |  | | | |
| 8 | **MOBILE NO** |  | | | |
| 9 | **EMAIL ADDRESS** |  | | | |
| 10 | **INFORMATION ON PROJECT MEMBERS** | **Name & Title** | **Position & Faculty/Institution** | | |
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| 11 | **INFORMATION ON COLLABORATORS**  \*Please state equivalent / approximate value of contribution in RM.  \*\* State the type of donation. | **Name of Collaborators** | **Contributions (RM)** | | |
| \*In Kind | Monetary | \*\*Others | |
| Government : |  |  |  | |
| Industry: |  |  |  | |
| Civil Society: |  |  |  | |
| University/Institutions of Learning: |  |  |  | |
| NGO |  |  |  | |
| 12 | **NUMBER OF PARTICIPANTS/ VOLUNTEERS INVOLVED DURING THE PROGRAMS** | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | University students |  |  | NGO / Stakeholders / Partners |  | | UM Academic Staff |  |  | Communities |  | | UM Non-Academic Staff |  |  | Others |  | | | | |

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| **B** | **FINAL REPORT** | |
| 1 | **EXECUTIVE SUMMARY OF PROJECT**  *(maximum 300 words, using Arial font size 9 pt, line spacing "double spacing")* |  |
| 2 | **SET OUT A CLEAR PROCESS OF EARLY ENGAGEMENT**  *(Outline the scope of the consultation showing when and how the community is involved)* |  |
| 3 | **ENGAGEMENT WITH COLLABORATORS**  *(Outline how and why collaborators are engaged with this project)* |  |
| 4 | **CREATE ACCESSIBLE AND VALUABLE ENGAGEMENT**  *(Outline a mix of techniques used to encourage wide spread community involvement that will produce qualitative and quantitative feedback)* |  |
| 5 | **ANALYSIS AND FUTURE ENHANCEMENT OF PROJECT**  *(Ensure good analysis of feedback and through exploration of other potential solutions)* |  |
| 6 | **TIMELINE OF PROGRAM**  *List down monthly (where appropriate) activities conducted throughout the project.* |  |
| 7 | **INTELLECTUAL PROPERTY / POLICY PAPERS, GUIDELINES OR STANDARDS *(if any)***  *(Title and Details of IP or policy papers)* |  |
| 8 | |  |  | | --- | --- | | **BUDGET APPROVED** | **: RM** | | **AMOUNT SPENT** | **: RM ­­­­­­­­­­­­­** | | **BALANCE** | **: RM** | | **PERCENTAGE OF AMOUNT SPENT (%)** | **:** |   *Note: Please make sure the amount reported is tally with the RGMS statement. Project Leader* ***MUST*** *attached the RGMS statement to indicate the project expenditure.*  *(Data reported as of* ***dd/mm/yyyy****)*  **Issues to highlight**: .....................................................................................................................................................  .....................................................................................................................................................................................  ..................................................................................................................................................................................... | |

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| **C** | **PROJECT OUTPUTS**  **TO BE COMPLETED BY PROJECT LEADER** | | |
| 1 | **PUBLICATION IN MASS MEDIA (if any)**  *(i.e Newspaper, magazine articles, etc)* | Article Title |  |
| Publication Date |  |
| Name of Media |  |
| Evidence (s)  Screenshot/link to the article |  |
| 2 | **HIGH RESOLUTION PHOTOS WITH CAPTIONS** | Please upload in google drive that had been provided or email to UMCares.  Google drive link:  <https://drive.google.com/drive/folders/1hTzLvgIRz4wBbt4U4DhBJeRs0-h3SuNe?usp=sharing>  Email to : [asyarf90@um.edu.my](mailto:asyarf90@um.edu.my) [/aireenzuriani@um.edu.my](mailto:/aireenzuriani@um.edu.my) | |
| 3 | **CASE STUDY** | | |
| 3.1 | **UNDERPINNING RESEARCH**  **(PREVIOUS RESEARCH RELATED TO THIS PROJECT)**  This section should outline the key research insights or findings that underpinned the impact, and provide details of what research was undertaken, when, and by whom. This research may be a body of work produced over a number of years or may be the output(s) of a particular project. References to specific research outputs that embody the research described in this section, and evidence of its quality, should be provided in the next section. Details of the following should be provided in this section:   * The nature of the research insights or findings which relate to the impact claimed in the case study. * An outline of what the underpinning research produced by the submitted unit was (this may relate to one or more research outputs, projects or programmes). * Any relevant key contextual information about this area of research. | |  |
| 3.2 | **REFERENCES TO THE RESEARCH**  **(INDICATIVE MAXIMUM OF SIX REFERENCES)**  This section should provide references to key outputs and evidence about the quality of the research. Underpinning research outputs may include various range of types and are not limited to printed academic work. All forms of output cited as underpinning research will be considered equitably, with no one type of output being preferred over others. Include the following details for each cited output:   * author(s) * title * year of publication * type of output and other relevant details required to identify the output (for * example, DOI, journal title and issue)   Evidence of the quality of the research must also be provided in this section. Details of key research grants or end of grant reports, the following should be provided:   * who the grant was awarded to * the grant title * sponsor * period of the grant (with dates) Value of the grant | |  |
| 3.3 | **INPUT OF THE PROJECT**  Inputs, in simple terms, are those things that we use in the project to implement it. | | *Example: In any project, inputs would include things like human resource (personnel), finances in the form of money, machinery such a vehicle, and equipment such as public address systems among others. Inputs ensure that it is possible to deliver the intended results of a project.* |
| 3.4 | **ACTIVITIES**  Activities on the other hand are actions associated with delivering project goals. In other words, they are what the personnel/employees do in order to achieve the aims of the project. | | *Example: In a HIV and AIDS project, for example, activities would include things such as conducting community meetings to sensitize the public on prevention measures, installing condom dispensers at hot-spots, collecting periodic data to monitor project progress among others*. |
| 3.5 | **OUTPUT**  Definition: The first level of results of research which are direct, immediate and short term. | | *Example: These are the first level of results associated with a project. Often confused with “activities”, outputs are the direct immediate term results associated with a project. In other words, they are usually what the project has achieved in the short term. An easy way to think about outputs is to quantify the project activities that have a direct link on the project goal. For example, project outputs in a HIV and AIDS project would be: the number of community awareness meetings that were done, the number of condom dispensers installed, number of HIV and AIDS infected persons referred for ARTs among others.* |

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| **D** | **PROJECT OUTCOMES**  **TO BE COMPLETED BY PROJECT LEADER** | |
| 1 | **OUTCOME**  Definition: Outcomes are the second level or medium-term results. This is the second level of results associated with a project and refers to the medium-term consequences of the project. Outcomes usually relate to the project goal or aim. | *Example: In a safe water project, an outcome would be “the percentage of households that are using chlorinated drinking water”. Another outcome could be “the percentage of children suffering from diarrhea.” Nevertheless, an important point to note is that outcomes should clearly link to project goals.* |
| 2 | **VIDEO GUIDELINE**  Please attach in the email and please do not upload in Youtube. | 1. **VIDEO CRITERIA**  * Products that have been commercialized or have benefited continuously. * High impact on UM community (particularly), industry, government & academia (if any).  1. **VIDEO CONTENT**    1. ***INTRODUCTION***       * Video must contain product name / research result, logo, and branding.       * Video needs to be completed with a university logo or collaboration institution (if there are)       * The background, transition and effects are free.    2. ***CONTENT***       * Video needs to elaborate on products, product functions, groups’ targets, certifications & standards with creative, concise and clear.       * Video must contain at least three (3) interview testimonials from beneficiaries for examples :         + 1. Industry;           2. Government;           3. Non-government organization/ stakeholders;           4. Community;           5. Others       * Video needs to be completed with a revenue generating amount for the products are in the local and international markets (if any).       * Video needs to have a story based on before and after project was conducted.    3. ***VIDEO QUALITY***       * Background sound in English needs to be clear and subtitle view in Malay is **COMPULSORY**. If the background sounds in Malay, subtitle display should be made in English.       * Background music that matches the situation and does not drown the background sound of the video.       * Video must be provided in high definition & high definition.    4. ***VIDEO DURATION***       * Not exceeding 4 minutes. |

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| **E** | **IMPACT PROJECT**  **TO BE COMPLETED BY PROJECT LEADER** | |
| 1 | **DETAILS OF THE IMPACT**  Please describe the impact of your project (short and long-term) and its measurement. Include the changes or benefits that will result from the program (ie increased skills, knowledge, or capacity)  **Definition: Impact is defined as an effect on, change or benefit to the economy, society, culture, public policy or services, health, the environment or quality of life, beyond academia. Impact includes reduction or prevention of harm, risk, cost or other negative effects, but is not limited to, an effect on, change or benefit to:**   * + - **The activity, attitude, awareness, behaviour, capacity, opportunity, performance, policy, practice, process or understanding.**     - **of an audience, beneficiary, community, constituency, organisation or individuals.**     - **in any geographic location whether locally, regionally, nationally or internationally.**   **Impact is the long term economic, social, health or Environmental consequences of your research.** | *Example: It is the third level of project results and is the long- term consequence of a project. Most often than not, it is very difficult to ascertain the exclusive impact of a project since several other projects, not similar in nature can lead to the same impact. An example of an impact would be reduced poverty rates, reduced child mortality rates among others.*  *In the case of the Safe Water project, an increase in the number of households using, treated water would directly impact on fewer cases of people suffering from diarrheal, meaning that there will be a reduced number of lost man- hours. This has a direct impact on poverty reduction. Also, the number of children suffering from diarrheal may reduce, meaning that the cases of child deaths are reduced.* |
| 2**G** | **SOURCES TO CORROBORATE THE IMPACT**  This section with indicative maximum of ten references should list sources of external, provide corroboration of specific claims made in the case study. This section should list sufficient sources that could corroborate key claims made about the impact of the unit’s research. These could include, as appropriate to the case study, the following external sources of corroboration (stating which claim each source provides corroboration for):   * Reports, reviews, web links or other documented sources of information in the public domain. * Confidential reports or documents. * Individual users/beneficiaries. * Factual statements already provided to the higher education institution system by key users/beneficiaries that corroborate specific claims made in the case study. |  |

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| **F** | **IMPACT OF THE PROGRAM TO THE COMMUNITY**  **TO BE COMPLETED BY THE COMMUNITY (WITH THE ASSISTANCE OF PROJECT MEMBERS)** | | |
| 1. | **COMMUNITY FINAL PERCENTAGE INCREASED MONETARY BENEFITS TO THE COMMUNITY**  ***(IF ANY)*** | **QUANTITY (%)** | **IMPACT**  **(BEFORE AND AFTER)** |
| 1.1 | **SALES** | **Example: 80%** | **Example:** Increasing RM 800 per month after joining this program in compared to the previous sales which recorded only RM100 per month before the program is introduced. |
| 1.2 | **RETURN** |  |  |
| 1.3 | **COST SAVINGS** |  |  |
| 1.4 | **OTHERS, PLEASE SPECIFY:** |  |  |
| 2. | **FINAL PERCENTAGE INCREASED NON-MONETARY BENEFITS TO THE COMMUNITY** | **QUANTITY (%)** | **IMPACT** |
| 2.1 | **YOU** | **Example : 89%** | **Example:** Satisfied with the information and guidance provided but I still need help and guidance in realizing this program. |
| 2.2 | **YOUR FAMILY** |  |  |
| 2.3 | **YOUR COMMUNITY** |  |  |
| 2.4 | **COMMUNITY WORK** |  |  |
| 2.5 | **SERVICE QUALITY** |  |  |
| 2.6 | **OTHERS, PLEASE SPECIFY:** |  |  |
| 3. | **FINAL PERCENTAGE INCREASED NON MONETARY BENEFITS TO THE ORGANIZATION** | **QUANTITY (%)** | **IMPACT** |
| 3.1 | **BEHAVIOUR** | **Example: 75%** | **Example:** Changes in the aspects of PdP preparation and is ready to change in and out of the comfort zone |
| 3.2 | **SOFT SKILL** |  |  |
| 3.3 | **ACHIEVEMENT OF LEARNING** |  |  |
| 3.4 | **PERSONAL ABILITY** |  |  |
| 3.5 | **LIFELONG LEARNING** |  |  |
| 3.6 | **OTHERS, PLEASE SPECIFY:** |  |  |
| 4. | **PROBLEMS / CONSTRAINTS (IF ANY) AND ACTIONS TO SOLVED** | | |
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| 5. | **RECOMMENDATION** | | |
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| 6. | **DECLARATION BY ORGANISATION/COMMUNITY** | | |
|  | **REPRESENTATIVE OF ORGANISATION’ SIGNATURE :**  **DATE :** | | |
| **NAME AND ADDRESS OF ORGANISATION / COMMUNITY:** | | |
| **NAME AND POSITION OF REPRESENTATIVE FROM ORGANISATION / COMMUNITY:** | | |

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| **G** | **PROJECT LEADER DECLARATION** |
|  | **I declare that the information and documents provided are correct.**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **H** | **SECRETARIAT DECLARATION** |
|  | **Verified:**  **Review:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Stamp Position:** |

**CHECK LIST:**

Please (√) materials/ support documentations of proof provided to support each category. **Compulsory**:-

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| **1** | Media coverage / Publication in the form of : | |
|  |  | Newspaper articles, Magazine, |
|  |  | Media links, blogs |
|  |  | Brochures |
| **2** | Program Impact in the form of: | |
|  |  | Attendance List |
|  |  | Survey , Interviews, Focus Group Discussions, Forums |
| **3** | Contribution / Funding | |
|  |  | RM - Copy of Bank Slip / Cek / EFT |
|  |  | In Kind |
|  |  | Gift |
|  |  | Facilities |
|  |  | Equipment |
| **4** | Collaboration Partners: | |
|  |  | MOA / MOU / Certificate of Appreciation / Thank you letter / LOI / LOC |
| **5** | Pictures of CE project - 5 high-resolution images with the appropriate caption (soft copy) | |
|  |  | Photographs before, during and after the implementation of the Community Programmes |
| **6** | Executive summary of the project / activity | |
|  |  | (maximum 300 words, using Arial font size 9 pt., line spacing "double spacing" (soft copy) |
| Additional Request for Promotional Purposes: | | |
|  |  | A short video montage of footage or pictures before and after the implementation of projects / activities (maximum 4 minute) (In the form of CD / DVD) |