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SAGA END OF PROJECT REPORT – To be filled by principal Investigator

Date of this report: _____

A. DETAILS OF THE SAGA PROJECT

Principal Investigator :

Co-researcher : i)
(**Please state names of additional co-researchers involved since project started [if any]) ii)
iii)

SAGA Fund Reference No. :

Title :

Grant Approved :

1st Disbursement :

2nd Disbursement :

Project Duration : ____ months. Start Date: _____ End Date: _____

This project was completed : a within the period originally proposed; or
b extended beyond the proposed period

How many man-months did the project involve?

Man-months

What were the total project expenses? RM _____

B. OBJECTIVES ACHIEVEMENT

- i) Original project objectives (please state the specific project objectives as described in the application form)

- ii) Objectives Achieved (Please state the extent to which the project objectives was achieved)

- iii) Objectives not achieved (Please identify the objectives that were not achieved and give reasons)

C. Assessment of Research Approach (Please highlight the main steps actually performed and indicate any major departure from the planned approach or any difficulty encountered)

D. Assessment of the Project Schedule (Please make any relevant comment regarding the actual duration of the project and highlight any significant variation from plan)

E. Assessment of Project Costs (Please comment on the appropriateness of the original budget and highlight any major departure from the planned budget)

F. Benefits of the Project

i. Technical contribution of the project :

a. What was the achieved direct output of the project :

Basic Research Project

- Algorithm
- Structure
- Data
- Other, please specify : _____

b. How would you characterize the quality of this output?

- Significant breakthrough
- Major Improvement
- Minor Improvement

ii. Contribution of the project to knowledge

a. How has the output of the project been documented?

- Detailed project report
- Product/process specification documents
- Other, please specify: _____

ii) How significant are citations of the results?

- Citations in national publications
- Citations in international publications
- None yet
- Not known

G. REPORTS, PAPERS AND PUBLICATIONS

i. List of reports and conference/seminar papers written:

ii. List of scientific publications (including name(s) of co-author(s), date of publication, location and name of publisher. Please attach pre-print copies of the publications)

H. FINANCIAL REPORT

i) Please report the expenditure of the project so far:

Vote	Project Cost Component	Expenditure RM	
		Allocated	Expended
Vote 11000	Salary and wage		
Vote 14000	Overtime		
Vote 21000	Traveling expenses and subsistence		
Vote 22000	Transportation of goods		
Vote 23000	Communication and utilities i.e. Phone, fax, postage etc		
Vote 24000	Rental		
Vote 26000	Supply of raw materials& materials for repair & maintenance		
Vote 27000	Research materials & supplies including animals, disposables etc.		
Vote 28000	Maintenance and minor repair services		
Vote 29000	Professional services & other services including printing & hospitality, registration fees		
Vote 35000	Equipment (Justification and quotation of each equipment to be purchased should be provided)		
Total			

- Please attach financial statement/ breakdown from bursary of institution.
- If there is amount transferred to another institution for use of co-researchers, please ensure financial statement/ breakdown is provided for that amount.

ii) If there is/are variation(s) between the proposed and actual expenditure, please provide the reasons:

iii) If there is/are variation(s) between the proposed and actual expenditure, please indicate the corrective action you plan to take:

I. KEY PERFORMANCE INDICATORS ACHIEVEMENT

i) Scientific Knowledge Creation

No. of Publications (with impact factors)

*(**Please list down all related publications since project started and attach the hardcopy)*

No	Type of Publication	No. of publication/s	Title	Impact factor
1	Journal i) International <i>[High impact or cited in Science Citation index (SCI) or Current Contents (CC)]</i>			
	ii) Local			
2	Papers (seminar/ conference/ workshop/Inaugural Lecture/Keynote) i) International			
	ii) Local			
3	Chapter in Scientific books/ Monographs i) International			
	ii) Local			
4	Electronic Journal (Peer reviewed/ with impact factors) i) International			
	ii) Local			

ii) Technology Creation

(Relevant documents to be attached)

No	Technology creation	
1	Major scientific discoveries & new inventions	i) ii) iii)
2	No. of patents filed	i) ii) iii)

3	No. of patents attained	i) ii) iii)
4	No. of technology platforms created and transferred	i) ii) iii)
5	No. of technology platforms acquired & applied	i) ii) iii)

J. ORGANISATIONAL OUTCOMES OF THE PROJECT ((Please describe as specifically as possible the organizational benefits arising from the project and provide an assessment of their significance)

i. Contribution of the project to expertise development

a. How did the project contribute to expertise?

PhD degrees How many: _____

MSc degrees How many: _____

Research staff with new specialty How many: _____

Other, please specify: _____

b. How significant is this expertise?

One of the key areas of priority for Malaysia

An important area, but not a priority one

ii. Economic contribution of the project? (only fill if relevant)

a. How has the economic contribution of the project materialized?

Cost savings

Time savings

Other, please specify: _____

b. How important is this economic contribution?

High economic contribution Value: RM _____

Medium economic contribution Value: RM _____

Low economic contribution Value: RM _____

c. When has this economic contribution materialized?

Already materialized

Within months of project completion

Within three years of project completion

Expected in three years or more

Unknown

iii. Infrastructural contribution of the project

a. What infrastructural contribution has the project had?

New equipment Value: RM _____

New/improved facility Investment: RM _____

New information networks

Other, please specify: _____

b. How significant is this infrastructural contribution for the organization?

Not significant/does not leverage other projects

Moderately significant

Very significant/significantly leverages other projects

iv. Contribution of the project to the organization's reputation

a. How has the project contributed to increasing the reputation of the organization

- Recognition as a Center of Excellence
- National award
- International award
- Demand for advisory services
- Invitations to give speeches on conferences
- Visits from other organizations
- Other, please specify:

b. How important is the project's contribution to the organization's reputation?

- Not significant
- Moderately significant
- Very significant

K) Human Capacity Building

i) No. of researchers in the team (since project started)
(Professor/Assoc. Prof./Lecturers (Dr.)/PhD student/Masters student/Research officer/Research Assistant)

Age and gender		No. of Researchers															
		<20		21-30		31-40		41-50		51-60		61-70		71-80		81-90	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
1) Professor																	
2) Assoc. Professor																	
3) Lecturer (Dr.)																	
4) PhD students																	
5) Masters student																	
6) Research officer																	
6a) No. of PhD level =																	
6b) No. of Master's level =																	
6c) No. of Undergraduate level =																	
6d) Others (please state[if any]) =																	
7) Research assistant																	
7a) No. of Undergraduate level =.....																	
7b) No. of diploma level =																	
7c) Others (please state[if any]) =																	

ii) Disciplines of researchers within team :

- 1)
- 2)
- 3)
- 4)

L.NATIONAL IMPACTS OF THE PROJECT

i. Contribution of the project to organizational linkages

a.. Which kinds of linkages did the project create?

- Domestic industry linkages
- International industry linkages
- Linkages with domestic research institutions, universities
- Linkages with international research institutions, universities

b. What is the nature of the linkages?

- Staff exchanges
- Inter-organizational project team
- Research contract with a commercial client
- Informal consultation
- Other, please specify: _____

ii. Social-economic contribution of the project

a. Who are the direct customer/beneficiaries of the project output?

Customers/beneficiaries: _____ Number: _____

b. How has/will the socio-economic contribution of the project materialized?

- Improvements in health
- Improvements in safety
- Improvements in the environment
- Improvements in energy consumption/supply
- Improvements in international relations
- Other, please specify: _____

iii. How important is this socio-economic contribution?

- High social contribution
- Medium social contribution
- Low social contribution

iv. When has/will this social contribution materialized?

- Already materialized
- Within three years of project completion
- Expected in three years or more
- Unknown

Signature:

Date:

Official Stamp:

Endorsed by:
Research Management Centre
Official Stamp: