ñUndelivered projectòrefers to:

An uncompleted research project by a researcher who has left the University

Failure in submission of progress reports and/or the final report after expiry of the project duration by the research team

Failure in utilisation of the funds granted for the project by the research team

ñDelayed projectò refers to a research project that is not completed within the approved duration.

ñCompleted projectòrefers to a research project that is completed with its expected research deliverables whereby the PI submits the following documents to CERVIE:

Project Closure Checklist (FORM/CERVIE-01/10)

Progress Report (FORM/CERVIE-01/05)

Final Report Form (FORM/CERVIE-01/06)

Full final report in the format of a manuscript (FORM/CERVIE-01/09)

Final account statement

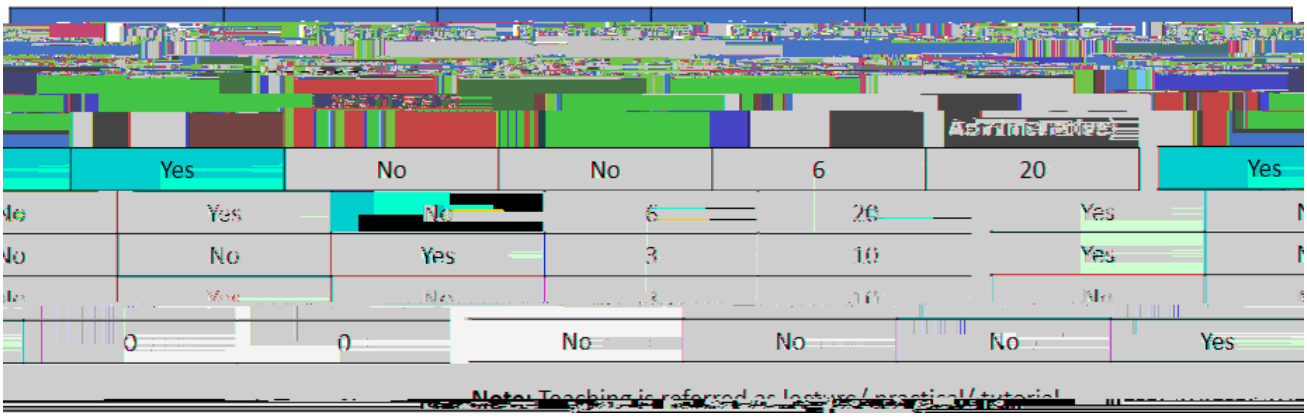
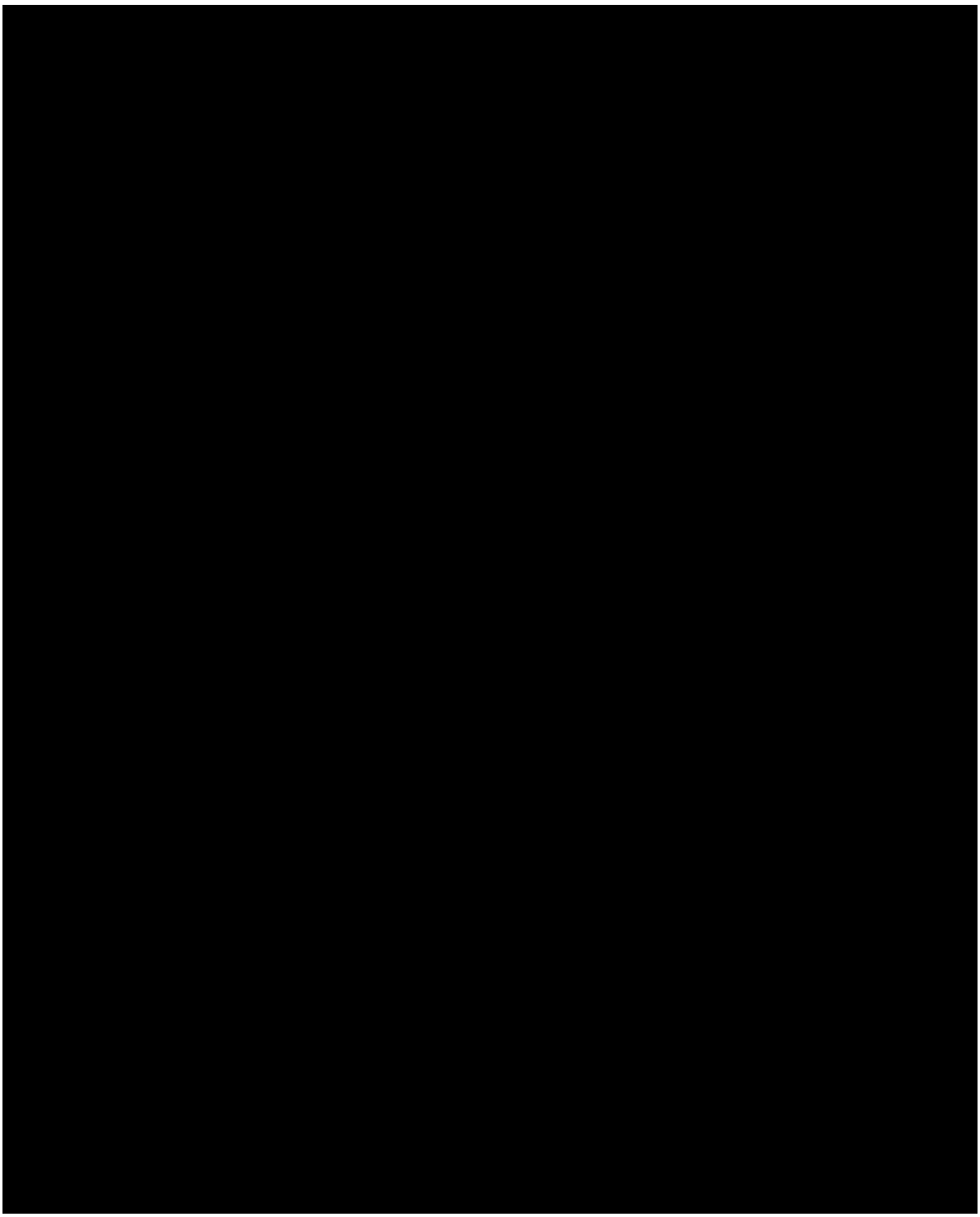
b. The research must be original and must not contain any contribution(s) from any person(s) who is/are not properly acknowledged, listed or cited in the report(s). The Research team also agrees that should it choose to include any significant contribution(s) from any person(s) and/or organisation(s) that has/have not been disclosed previously on the public domain, it will first obtain written permission from the said person(s) and/or organisation(s).
c. The PI and co-researchers should indemnify UCSI University from any losses as a result of his/her actions, failure, and negligence or otherwise, in whatsoever manner that will result in any losses to the University.
d. A co-PI must be appointed for the research project.
e. The research project must be completed within **24 months**. Application for extension for up to but not more than 6 months may be considered after careful evaluation by the appointed panel of the project progress report. However, project extensions can only be granted ONCE.
f. The PI can only hold one project t1j1yder7 11.04 T04t1j1jAUproj0bn r losse 0 0 1 90.ld one projd (i)5

the respective PI and co-researchers would be barred for 24 months from making any REIG applications.

5.9 Completion of Project

a. Upon completion of the project, the PI is required to submit the final report to CERVIE for acknowledgement.
b. The final report shall contain:
    Project Closure Checklist (FORM/CERVIE-01/10)
    Progress Report (FORM/CERVIE-01/05)
    Final Report Form (FORM/CERVIE-01/06)
    Full final report in the format of a manuscript (FORM/CERVIE-01/09)
    Final account statement
    Research Equipment Itemisation Checklist (FORM/CERVIE-01/08)
c. CERVIE will issue an acknowledgement letter to confirm the completion of the research project. A notification will be given to the Group Finance Office, and the said research account will be automatically closed within 3 months upon notification.
d. A REIG project is considered unclosed or undelivered, as recommended by the REIG panel, if the research deliverables

Postgraduate students granted with allowance are required to assist in teaching with the following arrangement:



Appendix B: REIG Application Process