

RESEARCH IMPLEMENTATION GUIDELINES



Revised Edition



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2020

RESEARCH IMPLEMENTATION GUIDELINES

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FOREWORD

Following the policy of the Directorate of Research and Development of Community Service, Directorate General of Research and Development Strengthening Ministry of Research, Technology / BRIN (National Research and Innovation Agency) on Decentralization Research in Higher Education, it is deemed necessary to publish a Guidebook for the Implementation of Research at the Universitas Negeri Padang. This guidebook generally refers to the 2019 Guidelines for Implementation of Research and Community Service in Higher Education Edition XII (Revised) published by the Directorate of Research and Community Service. This book contains explanations of policies or research management mechanisms whose funds come from PNBP. Besides, this guidebook also contains a detailed explanation of (1) research schemes, (2) procedures for submitting and selecting research proposals, (3) presentation, (4) monitoring and evaluation of P2M implementation, (5) results seminar, and (6) research reporting.

This guidebook is expected to be used as a reference in improving the quality of research program management and guidelines for Universitas Negeri Padang lecturers in carrying out research activities to facilitate the implementation and accountability of research activities. The Research Implementation Guidelines Book of Universitas Negeri Padang is also available on the sim.lp2m.unp.ac.id page. We, from the drafting team, would like to express our gratitude and highest appreciation to the Rector, and the Vice Rectors, Dean and Deputy Dean I of UNP, as well as the Director and Deputy Director I of the UNP Postgraduate Program who have provided input in refining this guide through the *Focus Group Discussion* and all members of the drafting team who have worked hard and earnestly until this guidebook was published.

Padang, January 2020
Head of LP2M UNP,

Signed

Prof. Dr. Yasri, MS.
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FOREWORD OF RECTOR OF UNIVERSITAS NEGERI PADANG

The Tridharma of Higher Education's implementation proportionally and in balance is an obligation for every lecturer in Higher Education. Research activities and community service are the two principles of the Tridharma of Higher Education. These two principles need special attention so that lecturers are required to be more creative and provide adequate time to conduct research and community service. In other words, lecturers are not only focused on educational and teaching activities. Besides, with the obligation to fill Lecturer Workload (BKD), it is hoped that lecturers will carry out the obligations of the Tridharma of Higher Education in full.

In reconstructing the economic, social, cultural and political system, the universities must continue to strive to create breakthroughs to support national development as a whole. It means that research needs to be directed at innovation and quick responses to community needs, for example research that produces patents and appropriate technology. However, the field of research need not always be interpreted as being product-oriented by forgetting about science and technology-social and cultural studies which in the long run will also have an impact on economic progress and the nation's competitiveness. Besides, to have a positive impact on society, research activities should not only stop at the reporting stage, but must be followed up in the form of implementing the research results into various community service programs.

Universitas Negeri Padang continues to strive to package research and community service programs simultaneously and continuously following the development of Science and Technology-Social and Cultural Affairs and development needs towards a *research university*. In the short term, Universitas Negeri Padang strives to improve the quality and quantity of research so that all lecturers share a culture of research and service at the Universitas Negeri Padang. In 2016, there were several research schemes funded by PNBPN, namely (1) novice lecturer research, (2) intermediate lecturer research, (3) professor, professor research acceleration research, (5) lecturer research / graduate team research, (6) research on MM lecturers, and (7) research on religious studies. Starting in 2017, Universitas Negeri Padang has allocated research and community service funds amounting to fifteen percent (15%) of the total PNBPN funds. Some of the research programs that will be funded with PNBPN funds are as follows: (1) novice lecturer research, (2) postgraduate team research, (3) research collaborative domestic university, (4) research collaboration overseas university, (5) superior research PT, and (6) applied product research. In 2018 there was an additional research scheme for Cooperation between Domestic Agencies (Government / Non-Government), and in 2019 there was an addition of a particular research scheme for professors. In 2020 there is another addition of new

schemes, namely assignment research schemes, especially innovative research, primary research, applied research, development research, and research center-specific research. For novice lecturers' research schemes, postgraduate research teams (master's thesis), and thorough research for professors, the length of time for other research schemes is two years (*multi-years*).

The policy of increasing the budget allocation for research and community service by fifteen percent (15%) of the total PNPB funds is also expected to increase the quantity and quality of research outputs and community service conducted by lecturers. The research output in question includes (1) scientific publication articles in accredited national journals or reputable international journals, or proceedings at international scientific seminars, (2) HKI, (3) teaching materials or textbook sections, models or prototypes that can be used for students, (4) completion of student studies, (5) creation of collaborative researchers between universities, (6) works of art that are staged, exhibited or aired, performances, exhibitions, and art screenings that are strategic and on a national or international scale; a documentary book containing works of art and performances, exhibitions, and screenings.

I believe that this research program guide will receive a warm welcome from lecturers at Universitas Negeri Padang. I am happy to welcome the publication of this Research Guide book. Hopefully it can further increase the interest and quality of research conducted by lecturers. I appreciate the efforts of the Chairperson of the Institute for Research and Community Service (LP2M) and the Head of the Research Center, Universitas Negeri Padang and all staff who always optimize their performance in managing higher quality research. Happy researching and serving. Congratulations on working towards a superior university and for a better future for the nation.

Padang, January 2020
Rector of
Universitas Negeri Padang,

Signed.

Prof. Ganefri, Ph.D.
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CHAPTER 1

INTRODUCTION

The quality of education in tertiary institutions is greatly influenced by the quality of human resources involved in the education process. Lecturers constitute a significant component in the educational process. They are required always to develop science, technology, and arts (IPTEKS) which can be a source of energy for the education process and service to the community. Thus, graduates who have high knowledge and excellent mastery of technology and arts will produce. To achieve this qualification, a character development process is also required for students to achieve good cooperation skills, leadership skills, adequate experience in research and community service activities, the ability to express ideas, and the results of scientific activities in written form. Therefore, it is necessary to develop scientific activities that involve both lecturers and students in a synergy that is beneficial for lecturers and students' professional development.

In carrying out their duties, lecturers are obliged to carry out the higher Tridharma of Higher Education in a comprehensive and balanced manner in the form of educational and teaching activities, research, and community service. Article 20 of Law Number 20 of 2003 concerning the National Education System states that tertiary institutions are obliged to carry out research and community service and carry out education and teaching. To be able to carry out these research obligations, universities are required to have competent lecturers who can compile research proposals, carry out research, disseminate research results, and produce various technological, artistic and cultural processes and products that can produce Intellectual Property Rights (IPR) in order to improve the dignity of the nation. To achieve this goal, research must be carried out professionally with the principles of being accountable, transparent, and referring to the research quality assurance system. Furthermore, in Permenristekdikti No. 20 of 2018 concerning Research also explains that research activities in higher education are carried out through competitions and assignments. UNP Rector Regulation No. 6059 of 2018 concerning Research Implementation also explains that more technical provisions regarding research implementation will be further regulated in the research guidebook.

To support the achievement of the objectives of implementing the Tridharma of Higher Education and in line with one of the missions of the Rector of the Universitas Negeri Padang, the Institute for Research and Community Service (LP2M) Universitas Negeri Padang always increases the quantity and quality of research at Universitas Negeri Padang and always encourages and facilitates lecturers in carrying out research activities to improve the quality of higher education, the nation's competitiveness, and the people's welfare in a programmed and

sustainable manner. Starting in 2017, Universitas Negeri Padang plans to provide grants on a competitive basis for lecturer research and is expected to involve students in the proposed research process. This grant is an award for lecturers who constantly take part in research activities that produce their work in developing their knowledge and works that the wider community can practically utilize. This program focuses on the development of lecturers' careers and the development of innovations that can foster students' academic competences. Through this research activity, it is hoped that lecturers' professionalism can be more motivated and there will be an increase in the quality of Universitas Negeri Padang graduates as a whole. Other benefits that will be obtained are accelerating student final assignments and supporting the Ministry of Research, Technology and Higher Education's program regarding the obligation to publish scientific papers for students.

The Internal Research Program at Universitas Negeri Padang covers all scientific fields, namely religion, economy, law, health, sports, Mathematics and Natural Sciences, education, psychology, engineering, literature, socio-humanities, religion, art, and culture through several research schemes, namely (1) research by novice lecturers, (2) postgraduate team research, (3) Special Research for Professors, (4) research collaborative for domestic universities, (5) research on foreign universities' collaborations, (6) superior research for Higher Education, (7) collaborative research between domestic agencies, (8) Assignment Research, (9) Basic Research, (10) Applied Research, (11) Development Research, and (12) Special Research Center Studies through PNBP funding sources. Apart from the schemes above, there are independent research schemes that are self-financed by the lecturers.

Besides, research carried out at Universitas Negeri Padang should act as an ivory tower that is high above and far from the community's reach. Research results that have been made should not only be stored or enjoyed by certain groups, namely researchers at UNP. Research carried out by UNP lecturers should produce benefits that the community can use or felt, both the community in the broad sense and the community in the narrow sense, such as the school community. As much as possible will result in recognition of IPR from the authorized institution.

The downstreaming of research referred to in this case is the implementation of research methods in various ways, so that the public can enjoy the results. For example, research is oriented towards benefits, such as ways to prevent floods or research that can be applied in the industrial world. The results of research or research should not just stop being reports, published and patented. However, it must be a product that can be commercialized for the welfare of the community. To downstream research results, it does not have to be in large industries. The application can also directly touch the layers of society (small industry). To maximize the downstreaming of this research, UNP can work with the government and the private sector.

CHAPTER 2

GENERAL PROVISIONS OF RESEARCH IMPLEMENTATION AT UNIVERSITAS NEGERI PADANG

To ensure that the implementation of research by Universitas Negeri Padang lecturers is following research quality assurance standards in tertiary institutions and facilitating researchers in preparing proposals, several provisions have been established.

A. General

1. Proposals that are forwarded to the reviewer are proposals that meet the requirements / conditions set out following the 2020 UNP Research Guidelines' SKIM.
2. Each research proposal submitted must attach a statement of originality signed by the proposed team's head on paper stamped 6000 .
3. Budget provided and duration of activity for each type of study refer to the provision presented in Table 2.
4. The color of the cover research reports for each type of study tailored to the Applicants faculty of color, for instance postgraduate use gray color
5. Researchers(Chairman and Members) are permanent lecturers of UNP which has a National Lecturer Identification Number (NIDN).
6. The research proposal is proposed through the Institute for Research and Community Service (LP2M), Universitas Negeri Padang.
7. **Each researcher may only be involved in a maximum of 1 research title as chairman and 1 more title as a member; or 2 titles as member in the same year under different schemes (including research funded by other funders).**
8. **Especially for Applicantss who have an $h\text{-Index} \geq 2$ for the social-humanities field and $h\text{-Index} \geq 3$ for the science-technology sector obtained from reputable international indexing institutions, they can submit research proposals of up to no more than four proposals (2 as chairperson and 2 as members; or 1 as chairman 3 as members; or 4 as members).**
9. Specifically for the Postgraduate Team Research scheme (PTM and PDD), the applicant may submit a maximum of two (2) proposals either as chairman or member (including those that DRPM has funded), but excluding the provisions of points 7 and 8.
10. Research activities are terminated prematurely. the result: (a) negligence of researchers; (b) proven to have duplicated LP2M funding; (c) re-proposing research and community service that has been previously funded, the Head of Research is not allowed to propose Research funded by Universitas Negeri Padang for 2 (two) consecutive years and is required to return Research funds to the state treasury.

11. Researchers must upload progress reports according to a set schedule.
12. **Outcomes progress that have been defined in the proposal must be uploaded (*draft, submitted, accepted, published*) online the system to <http://sim.lp2m.unp.ac.id> by attaching the physical evidence.**
13. The Institute for Research and Community Service (LP2M), Universitas Negeri Padang has the authority to control all research and service activities and impose sanctions for all irregularities committed by researchers.
14. Researchers are required to create a *logbook*. *Logbook is filled in inputtedsim.lp2m.unp.ac.id; contains notes detailed on the research's substance, including materials, data, methods, analysis, results, and others deemed necessary. The logbook is kept by the researcher which can be used as evidence in submitting the KI.*
15. Researchers who fail to meet the outcomes according to the scheme's target may be subject to sanctions in the form of:
 - a. Termination of ongoing research for multi-years researchers.
 - b. Research termination in the following year is for researchers who have not fulfilled the research output until they have fulfilled the research outcome.
 - c. Termination or refund the research funds to the state treasury.

B. Research Proposal Selection System

Universitas Negeri Padang prepares internal research proposal selection guidelines which contain the following principles:

1. Universitas Negeri Padang publicly announces research activities attended by lecturers and / or research units using a competition system.
2. Research proposals are selected online by a team of internal reviewers and external reviewers.
3. If necessary, the prospective research lecturer must present his research proposal in front of the Review Team determined by LP2M.

C. Research Contract Implementation

Research contracts are carried out by following the following conditions:

1. The Research and Community Service Institute enters into a research work agreement with the head researcher whose proposal has passed the selection.
2. The research is carried out according to the schedule that has been determined in each fiscal year.
3. The Institute for Research and Community Service UNP conducts internal monitoring and

evaluation of research implementation in the field.

- 4. Each researcher and service worker must create and complete a LOG BOOK of activities that must be shown during money.**
5. The monitoring and evaluation results are used as a basis for consideration for the continuation of research funding for the following year.
6. The head researcher is obliged to present and report his research results every year (progress reports and final reports) and the final research report to LP2M Universitas Negeri Padang.
7. If the head researcher is unable to attend at the reporting time, the reporting can be authorized to the member provided that:
 - a. In the following year (for multi-year research), the researcher's member concerned automatically becomes the head researcher.
 - b. The head researcher must make a Power of Attorney and legalized by the Chairperson of LP2M.

Table 1. Types of Research Schemes and Budget and Length of Research

UNP / PNBP Internal Research Schemes	Description	Output	Requirements for Research Team	Maximum Budget (Rp. Million)	Maximum Time (years)
1. Novice Lecturers Research (PDP)	Novice Lecturers Research Program (PDP) is intended as a research activity to foster and direct novice researchers to improve their ability to carry out research and publish their research results in both national and international scientific journals. This scheme is expected to initiate the preparation of a research roadmap for Applicantss.	<p>Required:</p> <ol style="list-style-type: none"> 1. Publication of scientific articles in reputable international seminar proceedings. <p>Additional:</p> <ol style="list-style-type: none"> 1. Teaching materials or Textbook sections that can be used for students / students. 2. Science and technology and social and cultural products can be in the form of methods, blue prints, prototypes, systems, policies, models, or appropriate technology protected by KI. 	<ol style="list-style-type: none"> 1. The Applicants is a permanent lecturer at UNP; 2. The head Applicants has a maximum education of S2 with a maximum functional position as expert assistant or does not yet have a functional position; 3. The head researcher must be guided by a senior lecturer (at least Head Lector or Doctoral degree). 4. The member proposing 1-2 people has a leading position as Expert Assistant. 5. Applicants may only get the PDP scheme twice as chairman. 	20	1

UNP / PNB Internal Research Schemes	Description	Output	Requirements for Research Team	Maximum Budget (Rp. Million)	Maximum Time (years)
2. Postgraduate Team Research (PTM and PDD)	Postgraduate Team Research is research based on institutions and can be followed by lecturers to improve the quality of research, supervision (promoters and co-promoters at the master and or doctoral level), and improve competency and competency aspects. The scientific quality of graduates and teaching staff at Postgraduate institutions. One indicator of the increasing competence of graduates and teaching staff at postgraduate institutions is the ability to write and publish research results through articles in reputable international journals. The Research Scheme of the Postgraduate Team includes Master Thesis Research (PTM), Doctoral Dissertation Research (PDD)	<p>PTM</p> <p>Mandatory :</p> <ol style="list-style-type: none"> 1) One article in a national journal accredited Sinta 1-3; or international journals; or indexed / reputable international seminar proceedings. The guidance student is the first author and the lead researcher (supervisor) is the <i>corresponding author</i>. 2) Completing graduate student studies. <p>Additional :</p> <ol style="list-style-type: none"> 1) Teaching materials or Textbook sections that can be used for postgraduate students. 2) One product of science and technology and social and cultural affairs can be in the form of methods, blue prints, prototypes, systems, policies, models, or appropriate technology protected by KI for each student. <p>PDD</p> <p>Mandatory :</p> <ol style="list-style-type: none"> 1) Year One: Publication of two articles in reputable international proceedings where the 	<p>PTM</p> <ol style="list-style-type: none"> 1. The head of the Applicants is a permanent lecturer who teaches the Postgraduate Program at the Universitas Negeri Padang; 2. The Head Researcher has a doctorate (S3) who is guiding at least one full time master student in the Postgraduate Program at Universitas Negeri Padang; and 3. Applicants members consist of assistant supervisors (if any) and one master student who supervises them. <p>PDD</p> <ol style="list-style-type: none"> 1. The head of the Applicants is a permanent lecturer who teaches the Postgraduate Program at the 	40	1
				40	2

UNP / PNB Internal Research Schemes	Description	Output	Requirements for Research Team	Maximum Budget (Rp. Million)	Maximum Time (years)
		<p>student is the first author and the head researcher (supervisor) is the <i>corresponding author</i>.</p> <p>2) Second Year: publication in a reputable international journal.</p> <p>3) Completing doctoral student studies.</p> <p>Additional : Teaching materials or textbook sections that can be used for doctoral students. one science and technology and social culture product can be in the form of a method, blue print, prototype, system, policy, model, or appropriate technology protected by IP per year.</p>	<p>Universitas Negeri Padang;</p> <p>2. The head of the Applicants has a doctoral degree (S-3), and has guidance from program students Doctoral who come from UNP;</p> <p>3. The chief Applicants has published experience of at least two articles as the first author or <i>corresponding author</i> in a reputable international proceeding / journal;</p> <p>4. The team members consist of a <i>co-promoter</i> and one doctoral student (minimum semester 4).</p> <p>5. Guidance doctoral students come from lecturers or staff of UNP</p>		

UNP / PNB Internal Research Schemes	Description	Output	Requirements for Research Team	Maximum Budget (Rp. Million)	Maximum Time (years)
Specific Research for Professors (PK-GB)	Specific Research for Professors is research based on professors' scientific fields that can only be followed by professors to improve the quality and scientific development of the professors. One indicator of the professors' increasing quality and scientific development is the birth of scientific publications (articles) in various reputable international journals, especially those indexed by Scopus or Thomson Reuters.	<p>Mandatory : Public one article in reputable international seminar proceedings in the first year and one scientific article by the lead researcher as the first author in a reputable international journal (indexed by Scopus or Thomson Reuters) a maximum of one year after the research contract ends.</p> <p>Additional : Science and technology and social and cultural products can be in the form of methods, blue prints, prototypes, systems, policies, models, or appropriate technology protected by KI. Teaching materials or textbook sections that can be used for doctoral students.</p>	<ol style="list-style-type: none"> 1. The head of the Applicants is a permanent lecturer and has the title of Professor (Professor) at the Universitas Negeri Padang; 2. The Chief Applicants has publishing experience of at least one article as the first author or <i>corresponding author</i> in a reputable international proceeding / journal; and 3. Research members consist of a maximum of 2 members, one of which has a minimum position of expert assistant and the other has a minimum NIDN. 	60	1
Research on Cooperation between Domestic Universities (PKPT-DN)	Research on Collaboration between Domestic Universities (PKPT-DN) is conducted to reduce the quality gap between tertiary institutions, especially in the field of research by facilitating research collaboration between relatively new research groups through the proposing research	<p>Mandatory PKPT-DN Applied : One article in reputable international seminar proceedings. At least one article in science and technology-social and culture product which can be in the form of a method, <i>blue print</i>, prototype, system, policy, model, or appropriate technology that KI protects in the first year; and</p>	<ol style="list-style-type: none"> 1. The TPP consists of a chairperson and a maximum of two members of UNP permanent lecturers who have a NIDN; 2. The Chairperson of the TPP has a maximum education of S2 with a maximum functional position as lecturer; 3. 1-2 researchers who have the maximum position of Lector 4. TPM, not the place where TPP took their last 	60	2

UNP / PNB Internal Research Schemes	Description	Output	Requirements for Research Team	Maximum Budget (Rp. Million)	Maximum Time (years)
	<p>team (TPP). PKPT comes from universities with lower clusters. TPP partners with universities with research centers and excellent research groups (Team Research Partners / TPM). It is hoped that through this collaboration the quality of TPP research can be further improved. PKPT-DN can be in the form of basic research or applied research.</p>	<p>Documentation of product trial results, prototypes, policies or art performances in the 2nd year.</p> <p>Additional : Reputable international journal articles 2)Books / Materials</p> <p>Mandatory PKPT-DN-Development : Year one: One article in reputable international proceedings. Second year: One article in reputable international journals and industrial products or policy products with the criteria and stages as set out in Appendix 5 (see page 122) PPM Guidebook Edition XII Revision 2019.</p> <p>Additional : Teaching Materials / Textbook sections that undergraduate students can use.</p>	<p>education;</p> <p>5. The research performance cluster of the tertiary institutions TPM must be higher than or equivalent to the TPP tertiary institutions;</p> <p>6. TPP and TPM must come from different PT;</p> <p>7. TPM consists of a chairman and a member, both of whom have S3 education;</p> <p>8. TPM researchers have at least 5 publications as the first author or the <i>corresponding author</i> in a proceeding / journal of international repute or one registered KI;</p> <p>9. The research proposal was made jointly between the TPP and the TPM,</p> <p>10. Not currently officiate.</p> <p>11. TPP proposals must obtain TPM approval; and</p> <p>12. TPP and TPM have a valid MoU, and are still valid, and have been agreed and signed institutionally.</p> <p>13. TPM must provide matching funds of at least 50%.</p> <p>14. Include at least 2 (two) students, especially those who are researching to complete their thesis (at least have semester 6)</p>		

UNP / PNB Internal Research Schemes	Description	Output	Requirements for Research Team	Maximum Budget (Rp. Million)	Maximum Time (years)
Foreign Universities Collaboration Research (PKPT- LN)	Research to develop cooperation between UNP lecturers with various well-known universities abroad to <i>share ideas</i> and knowledge and skills in the field of research and science. This study aims to provide opportunities for lecturers / research groups to develop their research skills to take advantage of the facilities and expertise and adopt and imitate an excellent research culture from more advanced research groups in well-known universities abroad in carrying out quality research.	<p>Basic PKPT-LN Mandatory :</p> <ol style="list-style-type: none"> 1. At least one article in an international journal indexed in a reputable database; or At least one research book has an ISBN; or At least three articles in proceedings indexed in reputable databases; or At least three <i>book chapters</i> indexed in reputable or ISBN databases. 2. KI or appropriate technology, and others. <p>Additional :</p> <ol style="list-style-type: none"> 1) Teaching Materials / Textbook section. 2) The creation of collaboration between researchers at PT. 	<p>PKPT-LN Dasar</p> <ol style="list-style-type: none"> 1. Lecturers at UNP; Chairman of the Applicants and one of its members educated S3 with minimal functional expert assistant, or educated S2 with the functional position at least lecturer; 2. The chief Applicants has a track record of publication of at least two articles in a reputable indexed database and / or national journal accredited as the first author or <i>corresponding author as</i> evidenced by including the URL of the article in question; 3. 1-2 Applicants member. 4. Have a MoU with a foreign partner that is valid and still valid, and has been agreed and signed institutionally. 5. Have permission from the State of Secretary of Indonesia for doing research. 6. PT. Partners must provide matching funds of at least 50% 	80; foreign partner funds <i>inkind / incash</i>	2

UNP / PNBP Internal Research Schemes	Description	Output	Requirements for Research Team	Maximum Budget (Rp. Million)	Maximum Time (years)
		<p>PKPT-LN Applied Mandatory :</p> <ol style="list-style-type: none"> 1. One article in reputable international seminar proceedings. 2. At least one science and technology-social and culture product which can be in the form of a method, <i>blue print</i>, prototype, system, policy, model, or appropriate technology that KI protects in the first year; and 3. Documentation of product trial results, prototypes, policies or art performances, or patents, or simple patents in the 2nd year. <p>Additional :</p> <ol style="list-style-type: none"> 1. Teaching Materials / Textbook section. 2. The creation of collaboration between researchers at PT. 	<p>PKPT-LN Applied</p> <ol style="list-style-type: none"> 1. UNP permanent lecturer and chairman of the Applicants and one of its members has a doctoral education with a minimum functional position as an expert assistant, or a master degree with a minimum functional position as lecturer; 2. The chief Applicants has a publication track record of at least two articles in a reputable indexed database and / or national journal accredited as the first author <i>or corresponding author as</i> evidenced by including the URL of the article in question, or has at least one registered KI status; 3. The IP referred to in point 2 is the KI which protects the substance of research results but does not include the copyrights of books, articles, reports, theses, theses, dissertations, guides, and similar documents; 4. Having a partner as evidenced by a statement (support) containing a willingness to be a user of the research results; 5. The partner institutions referred to in point 5 are potential user partners who are relevant to the research product of the 	<p>80; foreign partner funds <i>in kind / in cash</i></p>	<p>2</p>

UNP / PNBP Internal Research Schemes	Description	Output	Requirements for Research Team	Maximum Budget (Rp. Million)	Maximum Time (years)
			<ul style="list-style-type: none"> 6. 1-2 proposing member. 7. Have an MoU with a foreign partner that is valid and still valid, and has been agreed and signed institutionally. 8. Have permission from the State of Secretariat of the Indonesia for research activities. 9. PT. Partners must provide matching funds of at least 50%. 		
		<p>PKPT-LN Mandatory development :</p> <ul style="list-style-type: none"> 1. Year one: One article in reputable international proceedings. 2. Second year: One article in reputable international journals and products industrial or policy products with the criteria and stages as set out in Appendix 5 (see page 122) PPM Guidebook Edition XII Revision 2019. <p>Supplement :</p> <ul style="list-style-type: none"> 1. Teaching Materials / Textbook section. 2. The creation of collaboration between researchers at PT. 	<p>PKPT-LN Development</p> <ul style="list-style-type: none"> 1. Permanent lecturer at UNP and the chairman of the Applicants and one of its members has a doctoral education with a minimum functional position as an expert assistant, or a master degree with a minimum functional position as lecturer; 2. The chief Applicants has a publication track record of at least five articles in an indexed database with a reputation as the first author or <i>corresponding author as</i> evidenced by including the URL of the article, or at least having one KI status <i>granted</i>; 3. Having investor partners as evidenced by a written statement containing the inclusion of funds 	<p>80;</p> <p>foreign partner funds <i>in kind / in cash</i></p>	<p>2</p>

UNP / PNBP Internal Research Schemes	Description	Output	Requirements for Research Team	Maximum Budget (Rp. Million)	Maximum Time (years)
			<p>committed by partners in the form of <i>in cash</i> at least 10% of the funds raised; and</p> <p>4. 1-2 of the Applicants member.</p> <p>5. Have a MoU with a foreign partner that is valid and still valid, and has been agreed and signed institutionally.</p> <p>6. Have permission from the State of Secretary of the Indonesia for research activities.</p> <p>7. PT. Partners must provide matching funds of at least 50%.</p>		
6. Leading Research PT (PUPT)	<p>Higher Education Leading Research (PUPT) is a form of implementation research decentralization policies that aim to produce new theories, methods, or policies that are used for scientific development.</p> <p>Besides, PUPT is also oriented towards science and technology products that have been validated in the laboratory / field or relevant environment. The final target of this research is the production of</p>	<p>PUPT-Mandatory Basics :</p> <p>One article in an international journal indexed in a reputable database; or one research book with ISBN; or three proceeding articles indexed in reputable databases; or Three <i>book chapters</i> indexed in reputable or ISBN databases.</p> <p>KI or appropriate technology, and others.</p> <p>Additional :</p> <p>Teaching materials / Textbook sections that undergraduate students can use.</p>	<p>PUPT-Basic</p> <p>1. The chief Applicants is a permanent lecturer at UNP;</p> <p>2. Chairman of the Applicants educated S3 with minimal functional is expert assistant, or educated S2 with the functional position of at least associate professor;</p> <p>3. The chief Applicants has a publication track record of at least two articles in a reputable indexed database and / or in a nationally accredited journal as the first author or <i>corresponding author</i> as evidenced by showing the URL of the article in question; and</p>	50	2

UNP / PNB Internal Research Schemes	Description	Output	Requirements for Research Team	Maximum Budget (Rp. Million)	Maximum Time (years)
	<p>technological innovation in frontier fields and socio-cultural engineering to improve sustainable development at the local and national levels, based on the direction of the RIP UNP 2020-2024. PUPT research can take the form of basic research (PUPT-D).), applied (PUPT-T), and development (PUPT-P).</p>	<p>Mandatory PUPT-Applied :</p> <ul style="list-style-type: none"> · One article in reputable international seminar proceedings. · One science and technology and social culture product which can be in the form of a method, <i>blue print</i>, prototype, system, policy, model, or appropriate technology that KI protects in the first year; and · Documentation of product trials, prototypes, policies or art performances, or patents, or simple patents in the second year. <p>Additional :</p> <p>Teaching Materials / Textbook section that undergraduate students can use.</p>	<p>4. 1-2 members of the Applicants</p> <p>5. Include at least 2 (two) students, especially those who are researching in order to complete their thesis (at least 6 semesters)</p> <p>PUPT-Applied</p> <ol style="list-style-type: none"> 1. The Applicants is a permanent lecturer at UNP; 2. Has a doctoral education with a minimum functional position as an expert assistant, or a master degree with a minimum functional position as lecturer; 3. The chief Applicants has a publication track record of at least two articles in a reputable indexed database and / or in a national accredited journal as the first author or <i>corresponding author as</i> evidenced by showing the URL of the article in question, or having at least one KI registered status; 4. The IP referred to in point 3 is the KI which protects the research results' substance but does not include the copyrights of books, articles, reports, theses, theses, dissertations, guides, and similar documents. 5. Has a partner as evidenced by a statement (support) containing 	50	2

UNP / PNBP Internal Research Schemes	Description	Output	Requirements for Research Team	Maximum Budget (Rp. Million)	Maximum Time (years)
		<p>PUPT-Mandatory Development : Year one: One article in reputable international proceedings. Second year: One article in reputable international journals and industrial products or policy products with the criteria and stages as set out in Appendix 5 (see page 122) PPM Guidebook Edition XII Revision 2019.</p> <p>Additional : Teaching Materials / Textbook sections that undergraduate students can use.</p>	<p>PUPT-Development The</p> <ol style="list-style-type: none"> 1. chief Applicants is a permanent lecturer at UNP; 2. The head Applicants has a doctoral degree with a minimum functional position as an expert assistant, or a master degree with a minimum functional position as lecturer; 3. The chief Applicants has a publication track record of at least five articles in an indexed database with a reputation as the first author or <i>corresponding author as</i> evidenced by showing the URL of the article in question, or at least having one KI status <i>granted</i>; 4. Having investor partners as evidenced by a written statement containing the inclusion of funds committed by partners in the form of <i>in cash</i> at least 10% of the funds raised; and 5. 2-3 members of the Applicants. 6. Include at least 2 (two) students, especially those who are researching in order to complete their thesis (at least 6 semesters) 	50	2

UNP / PNBP Internal Research Schemes	Description	Output	Requirements for Research Team	Maximum Budget (Rp. Million)	Maximum Time (years)
7. Research on Collaboration between Domestic	Agencies (PK-AIDN) Research on Collaboration between Domestic Agencies (PK-AIDN) is a research which is aimed at developing cooperation between higher education institutions, research centers, and UNP lecturers with various domestic agencies, both government and non-government agencies, especially in West Sumatra Province, so that there is synergy and <i>sharing of ideas</i> and knowledge and skills in the field of research and science, and in order to accelerate development in the regions. Another purpose of collaborative research with various domestic agencies is to provide opportunities for lecturers / research groups to develop a research culture and increase <i>income generating</i> for research institutions in universities. PK-	<p>Mandatory Basic PK-AIDN :</p> <ol style="list-style-type: none"> One article in an international journal indexed in a reputable database; or One research book with ISBN; or Three proceeding articles indexed in reputable databases; or Three <i>book chapters</i> indexed in reputable databases or with ISBNs. KI or appropriate technology, and others. <p>Additional :</p> <ol style="list-style-type: none"> Books / Teaching Materials. <p>Mandatory PK-AIDN Applied :</p> <ol style="list-style-type: none"> One article of reputable international proceedings. One science and technology-social culture 	<ol style="list-style-type: none"> The Applicants consists of a chairperson and a maximum of two members from UNP permanent lecturers who have NIDN; Minimally, the Applicants Team is S2 with a minimum functional position as lecturer; TPM consists of a chairperson and a member, both of whom have S-2 education; 1- 2 research members. Research proposals are made jointly between the TPP and the TPM; Not currently in office. The TPP and TPM have a valid MoU, still valid, and have agreed and been institutionally signed. TPM must provide matching funds of at least 50%. Include a minimum of 2 (two) students, especially those who are researching in order to complete their thesis (at least 6 semesters) 	50	2
				50	2

UNP / PNBP Internal Research Schemes	Description	Output	Requirements for Research Team	Maximum Budget (Rp. Million)	Maximum Time (years)
	AIDN may include research basic and applied research.	<p>product which can be in the form of a method, <i>blue print</i>, prototype, system, policy, model, or appropriate technology that KI protects in the first year and;</p> <p>Documentation of product trial results, prototypes, policies or art performances, or patents, or simple patents in the 2nd year.</p> <p>Additional :</p> <p>1. Books / Teaching Materials.</p>			
8. Research Assignments	Research assignments are research in the form of assignments based on excellence in research in tertiary institutions and / or based on higher education institutions' unique needs to increase the commercialization / downstreaming of research products protected by intellectual property and are innovative. This research can be in the form of consortium research, or KKS	<p>Mandatory:</p> <p>One article in an international journal indexed Q1 (for the three sub-schemes: consortium, KKS, and WCR).</p> <p>Specifically for consortium research: the first year is an industry-worthy prototype of science, technology, art, and culture with KI and documents <i>feasibility study</i>; and in the second year are patents;</p> <p>Especially for KKS research: academic papers can be in the form of a <i>policy brief</i>, policy</p>	<ol style="list-style-type: none"> 1. Chairman of the Applicants is Lecturer remain in the UNP; 2. The head of the Applicants has a doctoral degree with a minimum functional position as lecturer; 3. Received an assignment from the Chancellor of UNP; 4. The chief Applicants has a publication track record of at least one article in the Q2 indexed journal as the first author or the <i>corresponding author as</i> evidenced by showing the URL of the article in 	100	2

UNP / PNBP Internal Research Schemes	Description	Output	Requirements for Research Team	Maximum Budget (Rp. Million)	Maximum Time (years)
	research, or WCR research.	<p>recommendations, or a strategic policy model for a problem following the assignment field. Specifically for WCR research: patents.</p> <p>Supplement:</p> <ul style="list-style-type: none"> One-Social and culture, science and technology products that can be patented, ents, simple methods, <i>blue</i> print, prototypes, systems, policies, models, or appropriate technology KI protects that 	<p>question; and</p> <ol style="list-style-type: none"> 1-2 members of the Applicants with a minimum position of S3 expert assistant or S2 lecturer; Include a minimum of 2 (two) students, especially those who are researching in order to complete a thesis or dissertation 		
9. Basic	<p>Research Basic research is categorized as research that produces basic principles from technology, concept formulation and / or technology applications, to proof of concepts (<i>proof-of-concept</i>) of analytically and experimentally important functions and / or characteristics. This research aims to produce new theories, methods, or policy principles that are used for scientific development. Basic</p>	<p>Required :</p> <ul style="list-style-type: none"> One article in an international journal indexed in a reputable database; or One research book with ISBN; or Three proceeding articles indexed in reputable databases; or Three <i>book chapters</i> indexed in reputable or ISBN databases. KI or appropriate technology, and others. <p>Additional :</p> <ul style="list-style-type: none"> Teaching materials / Textbook sections that undergraduate students can use. 	<ol style="list-style-type: none"> The chief Applicants is a permanent lecturer at UNP; Chairman of the Applicants educated S3 with minimal functional as an expert assistant, or educated S2 with the functional position of at least associate professor; The chief Applicants has a publication track record of at least two articles in a reputable indexed database and / or in a nationally accredited journal as the first author or <i>corresponding author</i> as evidenced by showing the URL of the article in question; and Applicants Members 1-2 people 	50	2

UNP / PNBP Internal Research Schemes	Description	Output	Requirements for Research Team	Maximum Budget (Rp. Million)	Maximum Time (years)
	<p>research can be oriented towards explanations or discoveries (inventions) in order to anticipate new symptoms / phenomena, rules, models, or postulates that support a process of technology, health, agriculture, etc. in order to support applied research.</p> <p>In the process of measuring TKT, the results of basic research will be at level 1 to level 3</p> <p>..</p>		5. Include a minimum of 2 (two) students, especially those who are researching in order to complete their thesis (at least 6 semesters)		
10. Applied	<p>Applied Research is research aimed at getting a solution to a problem in society, industry, government as a continuation of basic research. Applied Research is a research model geared towards creating innovation and development of science and technology. This research is oriented towards science and</p>	<p>Mandatory :</p> <ul style="list-style-type: none"> . One article in reputable international seminar proceedings. . One science and technology and social culture product which can be in the form of a method, <i>blue print</i>, prototype, system, policy, model, or appropriate technology that IP protects in the first year; and . Documentation of product trials, prototypes, policies or art performances, or patents, or simple 	<ol style="list-style-type: none"> 1. The chief Applicants is a permanent lecturer at UNP; 2. Has a doctoral education with a minimum functional position as an expert assistant, or a master degree with a minimum functional position as lecturer; 3. The chief Applicants has a publication track record of at least two articles in a reputable indexed database and / or in a national accredited journal as the first author or <i>corresponding author as</i> 	50	2

UNP / PNBP Internal Research Schemes	Description	Output	Requirements for Research Team	Maximum Budget (Rp. Million)	Maximum Time (years)
	<p>technology products that have been validated in a laboratory / field environment or an appropriate environment. In the TKT measurement process, Applied Research results will be at level 4 to level 6.</p>	<p>patents in the second year.</p> <p>Additional :</p> <p>. Teaching materials / Textbook sections that undergraduate students can use.</p>	<p>evidenced by showing the URL of the article in question, or having at least one KI registered status;</p> <p>4. The KI referred to in point 3 is the KI which protects the substance of research results but does not include the copyright of books, articles, reports, theses, theses, dissertations, guides, and similar documents.</p> <p>5. Has a partner as evidenced by a statement (support) which contains willingness as a user of research results. The existence of funding support by partners is an added value in the proposal;</p> <p>6. The partner institutions referred to in point 5 are potential user partners who are relevant to the research product of the</p> <p>7. 1-2 proposing Member.</p> <p>8. Include at least 2 (two) students, especially those who are researching in order to complete their thesis (at least 6 semesters)</p>		

UNP / PNBP Internal Research Schemes	Description	Output	Requirements for Research Team	Maximum Budget (Rp. Million)	Maximum Time (years)
11. Research Development	Research Development aims to achieve further development at the model / product / prototype stage that has been tested in an environment that is real. Development research is a research model that is more geared towards developing commercial products. In this study, the involvement of partners as investors is required. In the TKT measurement process, the results of development research are at TKT 7 to 9.	<p>Mandatory :</p> <ul style="list-style-type: none"> . Year one: One article in reputable international proceedings. . Second year: One article in reputable international journals and industrial products or policy products with criteria and stages as set out in Appendix 5 (see page 122) PPM Guidebook Edition XII Revision 2019. <p>Additional :</p> <ul style="list-style-type: none"> . Teaching materials / Textbook sections that undergraduate students can use. 	<ol style="list-style-type: none"> 1. The chief Applicants is a permanent lecturer at UNP; 2. The head Applicants has a doctoral degree with a minimum functional position as an expert assistant, or a master degree with a minimum functional position as lecturer; 3. The chief Applicants has a publication track record of at least five articles in an indexed database with a reputation as the first author or <i>corresponding author as</i> evidenced by showing the URL of the article, or at least having one KI status <i>granted</i>; 4. Having investor partners as evidenced by a written statement containing the inclusion of funds committed by partners in the form of <i>in cash</i> at least 10% of the funds raised; and 5. 2-3 members of the Applicants. 6. Include a minimum of 2 (two) students, especially those who are researching in order to complete their thesis (at least 6 semesters) 	50	2
12. Specific Research Center for Studies (PK-PK)	Specific Research Center for Studies is research based on specific scientific fields that are the focus or interest of study centers in the UNP	<p>Mandatory :</p> <ul style="list-style-type: none"> . Publish one article in reputable international seminar proceedings in the first year and one scientific article in an international journal with a 	<ol style="list-style-type: none"> 1. The head of the Applicants is a permanent lecturer at the Universitas Negeri Padang; 2. Chairman of the Applicants educated S3 with minimal functional expert assistant, or educated S2 	80	1

UNP / PNBP Internal Research Schemes	Description	Output	Requirements for Research Team	Maximum Budget (Rp. Million)	Maximum Time (years)
	environment that Study Centers can only follow to improve the quality and scientific and institutional development of study centers. One indicator of increasing quality and scientific and institutional development of study centers is the birth of scientific publications (articles) in reputable international journals.	<p>minimum reputation of Q2 (indexed by Scopus or Thomson Reuters), a maximum of one year after the research contract ends.</p> <p>Additional :</p> <p>1. Science and technology and social and cultural products can be in the form of methods, blue prints, prototypes, systems, policies, models, or appropriate technology protected by KI.</p> <p>2. Teaching materials or Textbook sections that can be used for students.</p>	<p>with the functional position of at least associate professor;</p> <p>3. The Chief Applicants has publishing experience of at least one article as the first author or <i>corresponding author</i> in a reputable international proceeding / journal; and</p> <p>4. Research members consist of a maximum of 2 members, with a minimum position of expert assistant.</p> <p>Include a minimum of 2 (two) students, especially those who are researching in order to complete their thesis (at least 6 semesters)</p>		
13. Independent Research	Independent Research is research initiated and carried out by lecturers/researchers following the scientific field and each lecturer/researcher's needs whose funding is provided for or provided by the lecturer/researcher concerned. Any UNP lecturer/researcher may carry out research. It will be validated and counted as part of Tridharma of Higher Education's task by LP2M if it meets the predetermined criteria.	<p>Obligatory:</p> <p>1. Articles in national / international seminar proceedings, national journals (ISSN or accredited, or international journals.</p> <p>Additional :</p> <p>1. Science and technology-social and cultural products can be in the form of methods, blue prints, prototypes, systems, policies, models, or appropriate technology protected by KI.</p>	<p>1)the researcher is a lecturer at the Universitas Negeri Padang,</p> <p>2) As a Chief Researcher is minimal lector or a doctoral degree (S3).</p> <p>3) Research is original.</p> <p>4) The research team maximum amount to 3 people, consisting of one chairman and two members.</p> <p>5) Research must be relevant to the field of science occupied and the subject being taught.</p> <p>6) The research report is made in duplicate and submitted to LP2M for archiving.</p>	Tentative	Tentative

CHAPTER 3

NOVICE LECTURERS RESEARCH

A. Introduction

The Novice Lecturers Research Program (PDP) is intended as a research activity to foster and direct novice researchers to improve their ability to carry out research and publish their research results in both national and international scientific journals. This scheme is expected to initiate the preparation of a research roadmap for Applicants. The research results of this scheme are at TKT 1 - 6 levels.

The PDP research objectives are:

1. To develop and improve the research ability of novice lecturers;
2. Become a training tool for novice lecturers to publish their research results in scientific journals, at least a national journal with ISSN; and
3. Initiating the preparation of the research roadmap.

B. Research Output

The mandatory PDP output is the publication of scientific articles in seminar proceedings internationally reputable. This research is also expected to produce different outcomes referring to Table 1.

C. Research Criteria

The PDP criteria follow the following conditions:

1. PDP financing refers to the LP2M Proker as shown in Table 1;
2. The research period is one year.

D. Applicants Requirements

Requirements for proposing PDP are as follows:

1. Applicants are permanent lecturers at UNP;
2. The head Applicants has a maximum education of S2 with a maximum functional position as expert assistant;
3. The head researcher must be guided by a senior lecturer (at least Head Lector or Doctoral degree).
4. Applicants member 1-2 people; and
5. Applicants may only get the PDP scheme twice as chairman or member.

E. Components of the Proposal

Beginner Lecturer Research proposal contains the following components.

1. **Research Title.** The study's title should be brief and specific, but sufficiently clear to give an overview of the proposed research.
2. **Cover of proposal** according to the format as attached.
3. **Field of Science.** Write down the field of science of the chief researcher based on the following clusters of knowledge: (1) Education and Educational Sciences, (2) Energy, Science, and Engineering Technology, (3) Food, Health, and Sports, (4) Social, Cultural, Art, Sport and Humanities, (4) Disaster and Environment, (5) Resources, Economics and Business, and (6) Social, Arts, Culture, and Humanities.
4. **Abstract (Summary).** Contains no more than 500 words containing the research

- background, objectives and stages of the research method, targeted outcomes, and descriptions of the proposed research TKT.
5. **Introduction.** Contains no more than 500 words containing the background and problems to be studied, specific objectives, and the urgency of the research. In this section it is necessary to explain a description of the specific specifications related to the scheme.
 6. **Literature Review.** Literature review is not more than 1000 words by presenting the *state of the art and the (road map road map)* in the field under study. The charts and *road maps* are made in JPG / PNG form inserted in this field. Reference sources / primary references relevant and by prioritizing research results in the latest scientific journals and / or patents. It is recommended to use the library sources for the last 10 years
 7. **Research Methods.** The method or means to achieve predetermined goals should not exceed 600 words. This section is equipped with a research flow chart that illustrates what has been implemented and will be done during the proposed time. The flow chart format can be JPG / PNG files. The research chart must be made in its entirety with clear phases, starting from the beginning, how the process and its outputs are, and the targeted achievement indicators. In this section, each member of the Applicants must also fill in the duties according to the proposed research stage.
 8. **Schedule Research and Costs.** The research schedule is arranged in tabular form like the Research Proposal Template example (See Appendix 5). Research costs are made as detailed as possible in 4 components (Honorarium, Material Shopping, Non-Operational Goods shopping, Travel Shopping).
 9. **Bibliography (Reference).** Bibliography is arranged and written based on a number system under the order of citation. Only references cited on research proposals are listed in the Bibliography. The list of references is compiled based on the name and year system in alphabetical order, the author's name, the year of publication, the title of the article / book, and the place / city of the publisher and publisher institution. For references originating from scientific journals, it is necessary to include the name of the journal, volume and publication number, and the page where the article was published.
 10. **Attachments.** In the appendix, at least (a) research personnel and (b) must be attached, *curriculum vitae of the brief chairperson* and research members list including the identity of the researcher, the subjects taught, educational history, and research and community service experience for the last 5 years, and scientific publications for the last 5 years (books, articles in *proceedings*, articles in journals, and the like).

F. Proposal Template

A novice lecturer research (PDP) includes the following.

COVER OF PROPOSAL

TABLE OF CONTENTS

ABSTRACT (SUMMARY) (maximum 500 words)

INTRODUCTION (maximum 500 words)

LITERATURE REVIEW (Maximum 1000 words)

RESEARCH METHOD (Maximum 600 words)

SCHEDULE RESEARCH(See sample template)

RESEARCH COSTS

REFERENCES

Appendixes

Appendix 1 Research personnel

Appendix 2 List of CVs (*Curriculum Vitae*) Chairman and Research personnel

Forms of this appendixes can be found in the Appendix of this Research Handbook

Example of Format of Novice Lecturers Research Proposal Cover

FIELD OF STUDY

**NOVICE LECTURERS RESEARCH
PROPOSAL**



TITLE OF RESEARCH

Name of Chairman NIDN
Name of Member 1 NIDN
Name of Member 2 NIDN

DEPARTMENT
FACULTY
UNIVERSITAS NEGERI PADANG,
2019

Example of Approval Page of Novice Lecturers Research Proposal

**APPROVAL PAGE
NOVICE LECTURERS RESEARCH PROPOSAL**

- 1. Title Research :
- 2. Field of Study :
- 3. Chief Researcher
 - a. Full Name :
 - b. Gender :
 - c. NIP / NIDN :
 - d. Discipline :
 - e. Rank/Group :
 - f. Position :
 - g. Faculty/Department :
 - h. Address :
 - i. Phone/Fax/Email :
 - j. Home Address :
 - k. Phone/Fax/Email :
- 4. Number of Research Members :
- Name of Research Member and NIDN : 1
- : 2
- 5. Research Location :
- 6. Total research costs :
- Spells Number:

Acknowledged by:
Dean...UNP Padang,

Acknowledged by:
Supervisor,

Padang,.....202...
Chief Researcher,

.....
NIP.

.....
NIP.

.....
NIP.

Approved the
Chairperson of LP2M Padang State University

Prof. Dr. Yasri, MS.
NIP. 196303031987031

Example of Approval Page of Novice Lecturers Research Reportl

**APPROVAL PAGE
NOVICE LECTURERS RESEARCH REPORT**

1. Title Research :
2. Field of Study :
3. Chief Researcher
 - l. Full Name :
 - m. Gender :
 - n. NIP / NIDN :
 - o. Discipline :
 - p. Rank/Group :
 - q. Position :
 - r. Faculty/Department :
 - s. Address :
 - t. Phone/Fax/Email :
 - u. Home Address :
 - v. Phone/Fax/Email :
4. Number of Research Members :
- Name of Research Member and NIDN : 1
- : 2
5. Research Location :
6. Total research costs :
- Spells Number:

Acknowledged by:
Dean...UNP Padang,

Acknowledged by:
Supervisor,

Padang,.....202...
Chief Researcher,

.....
NIP.

.....
NIP.

.....
NIP.

Approved the
Chairperson of LP2M Padang State University

Prof. Dr. Yasri, MS.
NIP. 19630303198703

CHAPTER 4

POSTGRADUATE TEAM RESEARCH

A. Introduction

Postgraduate Team Research is research based on institutions and can be followed by lecturers to improve the quality of research, supervision (promoters and *co-promoters* at the master and or doctoral level), and improve competency aspects scientific quality of graduates and personnel lecturer at the Postgraduate institution. One indicator of the increasing competence of graduates and teaching staff at postgraduate institutions is the ability to write and publish research results through articles in reputable international journals.

As the issuance of the Circular of the Director General of Higher Education 152 / E / T / 2012 concerning the imposition of publication obligations for graduates up to the doctoral level, it is a strategic step to improve the quality of graduates which will also have an impact on the quality of graduates. Efforts to increase research productivity and its consequences with the publication of scientific papers in tertiary institutions are the provision of research assistance for postgraduate students. The research scheme for the Postgraduate Team includes Masters Thesis Research (PTM), Doctoral Dissertation Research (PDD).

The research objectives of the Masters Thesis (PTM) are as follows:

1. To produce master graduates who can compile ideas, thoughts, and scientific or technical arguments responsibly and based on academic ethics, and communicate them through the media to the academic community and the wider community;
2. Increase the number and quality of scientific publications both at the national and international levels;
3. Accelerate completion of master studies to increase the number and competence of master program graduates; and
4. Creating a more dynamic and conducive academic climate in the university environment, so that the relationship between lecturers and students becomes more interactive and high quality.

While the objectives of the Doctoral Dissertation Research (PDD) are as follows:

1. To produce doctoral graduates who can discover or develop new scientific theories / conceptions / ideas, contribute to the development and practice of science and / or technology that pay attention to and apply the value of humanities in their fields of expertise, by producing scientific research based on scientific methodology, logical, critical, systematic, and creative thinking, or producing applied doctoral graduates who can discover, create, and make new contributions to the development and practice of science and / or technology that pays attention to and applies the values of the humanities in their field of expertise, by producing design work, prototypes, or technological innovations with added value or that can be used for problem solving based on logical, critical, creative, and wise thinking;
2. Increase the number and quality of scientific publications at the international level;
3. Accelerate completion of doctoral studies to increase the number and competence of doctoral program graduates; and
4. Creating a more dynamic and conducive academic climate for postgraduate institutions in the higher education environment. The relationship between lecturers and students becomes more interactive and of high quality.

B. Research Output

PTM compulsory output is one article published in an accredited national scientific journal for each student; or One article in reputable indexed international seminar proceedings for each student; and finish the graduate student studies.

Whereas the mandatory output of PDD is the publication of two scientific articles in reputable international seminar proceedings in the first year (one article by the head researcher as the first author and the student as a member of the writer; and the other article by the student as the first author and the lead researcher as the *corresponding author*). Furthermore, in the second year it is mandatory to publish in reputable international journals; and complete doctoral student studies.

This research is also expected to produce other outcomes as described in Table 1.

C. Research Criteria

PTM criteria follow the following conditions:

1. The research proposal is part of the research umbrella as the thesis material of at least two masters of the Applicants guidance; and
2. a research period of 1 year with a maximum amount of cost as listed in Table 1.

While the criteria for PDD follow the following conditions:

1. Research proposals are part of the research umbrella as the dissertation material of at least one doctoral student guidance Applicants; and
2. a research period of 1-2 years with the maximum amount of the cost as listed in Table 1 to finance the research for the guidance student's dissertation.

D. Applicants Requirements

Requirements for proposing PTM are as follows:

1. The head of the Applicants is a permanent lecturer who teaches in the Postgraduate Program at the Universitas Negeri Padang;
2. The Head Researcher has a doctorate (S3) who is guiding a minimum of two master students; and
3. Applicants members consist of a supervisor and two master students (minimum semester 2).
4. Research members have at least a Doctorate (S3) title and at least have expert

assistant position. While the requirements for proposing PDD are as follows:

1. The head of the Applicants is a permanent lecturer who teaches at the Postgraduate Program at the Universitas Negeri Padang;
2. The head of the Applicants has a doctoral degree (S-3), and has guidance from domestic and / or foreign doctoral program students, both *doctor by course* and *doctor by research program*;
3. The lead Applicants has published experience of at least two articles as a *corresponding author* in a reputable international journal; and
4. Team members consist of a *co-promoter* and one doctoral student (minimum semester 4).
5. The doctoral student guidance comes from lecturers or UNP staff.

E. Proposal Component

The research proposal component for the Postgraduate Team is systematically defined

as follows.

1. **Research Title.** The study's title should be brief and specific, but sufficiently clear to give an overview of the proposed research.
2. **Cover of proposal** according to the format as attached.
3. **Field of Science.** Write down the field of science of the chief researcher based on the following clusters of knowledge: (1) Education and Educational Sciences, (2) Energy, Science, and Engineering Technology, (3) Food, Health, and Sports, (4) Social, Cultural, Art, Sport and Humanities, (4) Disaster and Environment, (5) Resources, Economics and Business, and (6) Social, Arts, Culture, and Humanities.
4. **Abstract (Summary).** Contains no more than 500 words containing the research background, objectives and stages of the research method, targeted outcomes, and descriptions of the proposed research TKT.
5. **Introduction.** Contains no more than 500 words containing the background and problems to be studied, specific objectives, and the urgency of the research. In this section it is necessary to explain a description of the specific specifications related to the scheme.
6. **Literature Review.** Literature review is not more than 1000 words by presenting the *state of the art and the(road map road map)* in the field under study. The charts and *road maps are* made in JPG / PNG form inserted in this field. Reference sources / primary references relevant and by prioritizing research results in the latest scientific journals and / or patents. It is recommended to use the library sources for the last 10 years
7. **Research Methods.** The method or means to achieve predetermined goals should not exceed 600 words. This section is equipped with a research flow chart that illustrates what has been implemented and will be done during the proposed time. The flow chart format can be JPG / PNG files. The research chart must be made in its entirety with clear phases, starting from the beginning, how the process and its outputs are, and the targeted achievement indicators. In this section, each member of the Applicants must also fill in the duties according to the proposed research stage.
8. **Schedule Research And Costs.** The research schedule is arranged in tabular form like the Research Proposal Template example (See Appendix 5). Research costs are made as detailed as possible in 4 components (Honorarium, Material Shopping, Non-Operational Goods shopping, Travel Shopping).
9. **Bibliography (Reference).** Bibliography is arranged and written based on a number system following the order of citation. Only references cited on research proposals are listed in the Bibliography. The list of references is compiled based on the name and year system in alphabetical order, the author's name, the year of publication, the title of the article / book, and the place / city of the publisher and publisher institution. For references originating from scientific journals, it is necessary to include the name of the journal, volume and publication number, and the page where the article was published.
10. **Attachments.** In the appendix, at least (a) research personnel and (b) must be attached, *curriculum vitae of the brief chairperson* and research members list including the identity of the researcher, the subjects taught, educational history, and research and community service experience for the last 5 years, and scientific publications for the last 5 years (books, articles in *proceedings*, articles in journals,

and the like).

F. Proposal Template

A Postgraduate Team's research includes the following.

COVER OF PROPOSAL

TABLE OF CONTENTS

ABSTRACT (SUMMARY) (maximum 500 words)

INTRODUCTION (maximum 500 words)

LITERATURE REVIEW (Maximum 1000 words)

RESEARCH METHOD (Maximum 600 words)

SCHEDULE RESEARCH(See sample template)

RESEARCH COSTS

REFERENCES

Appendixes

Appendix 1 Research personnel

Appendix 2 List of CVs (*Curriculum Vitae*) Chairman and Research personnel

Forms of this appendixes can be found in the Appendix of this Research Handbook

Continuation Proposal

A Postgraduate Team's research includes the following.

COVER OF PROPOSAL

TABLE OF CONTENTS

ABSTRACT (SUMMARY) (maximum 500 words)

INTRODUCTION (maximum 500 words)

LITERATURE REVIEW (Maximum 1000 words)

RESEARCH METHOD (Maximum 600 words)

ACHIEVED RESULT (Maximum 600 words)

NEXT YEAR RESEARCH PLAN (See sample template)

RESEARCH COSTS

REFERENCES

Appendixes

Appendix 1 Research personnel

Appendix 2 List of CVs (*Curriculum Vitae*) Chairman and Research personnel

Forms of this appendixes can be found in the Appendix of this Research Handbook.

Example of Format of Postgraduate Team's research Proposal Cover

FIELD OF STUDY

**POSTGRADUATE TEAM'S RESEARCH
PROPOSAL**



TITLE OF RESEARCH

Name of Chairman NIDN
Name of Member 1 NIDN
Name of Member 2 NIDN

POSTGRADUATE PROGRAM
UNIVERSITAS NEGERI PADANG,
2019

Example of Format of Postgraduate Team's research Proposal Cover

FIELD OF STUDY

**POSTGRADUATE TEAM'S RESEARCH
REPORT**



TITLE OF RESEARCH

Name of Chairman NIDN
Name of Member 1 NIDN
Name of Member 2 NIDN

this research was funded by:
Fund of DIPA Universitas Negeri PADang Fiscal Year
Under UNP Rector's Decree No.
Date

POSTGRADUATE PROGRAM
UNIVERSITAS NEGERI PADANG,
2019

Example of Approval Page of Postgraduate Team's research Report

**APPROVAL PAGE
POSTGRADUATE TEAM'S RESEARCH REPORT**

7. Title Research :
8. Field of Study :
9. Chief Researcher
- w. Full Name :
 - x. Gender :
 - y. NIP / NIDN :
 - z. Discipline :
 - aa. Rank/Group :
 - bb. Position :
 - cc. Faculty/Department :
 - dd. Address :
 - ee. Phone/Fax/Email :
 - ff. Home Address :
 - gg. Phone/Fax/Email :
10. Number of Research Members :
- Name of Research Member and NIDN : 1
- : 2
11. Research Location :
12. Total research costs :
- Spells Number:

Acknowledged by:
Dean...UNP Padang,

Padang,.....202...
Chief Researcher,

.....
NIP.

.....
NIP.

Approved the
Chairperson of LP2M Padang State University

Prof. Dr. Yasri, MS.
NIP. 19630303198703

CHAPTER 5

PROFESSOR SPECIAL RESEARCH

A. Introduction

Special Research for Professors (PK-GB) is research based on scientific fields owned by professors that professors can only follow to improve the quality and scientific development of professors. One indicator of the professors' increasing quality and scientific development is the birth of scientific publications (articles) in various reputable international journals, especially those indexed by Scopus or Thomson Reuters.

The research objectives for the Special Professors (PK-GB) are as follows:

1. Improve the quality and develop the knowledge of the Professors in the UNP Padang;
2. Increasing the quantity and quality of the scientific publications of the UNP Professor in reputable international journals, especially those indexed by Scopus or Thomson Reuters.

B. Research Output

PK-GB mandatory output is the publication of one article in reputable international seminar proceedings in the first year and one scientific article. The lead researcher is the first author in a reputable international journal (indexed by Scopus or Thomson Reuters) a maximum of one year after the research contract ends. This research is also expected to produce additional outputs as described in Table 1.

C. Research Criteria

Criteria PK-GB criteria follow the following conditions:

1. The research proposal is research whose scientific field is following the scientific field of the Professor who is the Chair of the Researcher;
2. The research period is 1 year with the maximum amount of money referring to the LP2M Proker as shown in Table 1.

D. Applicants Requirements

The requirements for proposing PK-GB are as follows:

1. The head of the Applicants is a permanent lecturer and has the position of Professor (Professor) in the Padang State University;
2. The lead Applicants has published experience of at least one article as a *corresponding author* in a reputable international journal; and
3. Research members consist of a maximum of 2 members, one of which has a minimum position of expert assistant and the other minimum has aNIDN.

E. Proposal Components

The components of the Professor research proposal are systematically defined as follows.

1. **Research Title.** The study's title should be brief and specific, but sufficiently clear to give an overview of the proposed research.
2. **Cover of proposal** according to the format as attached.
3. **Field of Science.** Write down the field of science of the chief researcher based on the following clusters of knowledge: (1) Education and Educational Sciences, (2) Energy, Science, and Engineering Technology,

- (3) Food, Health, and Sports, (4) Social, Cultural, Art, Sport and Humanities, (4) Disaster and Environment, (5) Resources, Economics and Business, and (6) Social, Arts, Culture, and Humanities.
4. **Abstract (Summary).** Contains no more than 500 words containing the research background, objectives and stages of the research method, targeted outcomes, and descriptions of the proposed research TKT.
 5. **Introduction.** Contains no more than 500 words containing the background and problems to be studied, specific objectives, and the urgency of the research. In this section it is necessary to explain a description of the specific specifications related to the scheme.
 6. **Literature Review.** Literature review is not more than 1000 words by presenting the *state of the art and the(road map road map)* in the field under study. The charts and *road maps are* made in JPG / PNG form inserted in this field. Reference sources / primary references relevant and by prioritizing research results in the latest scientific journals and / or patents. It is recommended to use the library sources for the last 10 years
 7. **Research Methods.** The method or means to achieve predetermined goals should not exceed 600 words. This section is equipped with a research flow chart that illustrates what has been implemented and will be done during the proposed time. The flow chart format can be JPG / PNG files. The research chart must be made in its entirety with clear phases, starting from the beginning, how the process and its outputs are, and the targeted achievement indicators. In this section, each member of the Applicants must also fill in the duties according to the proposed research stage.
 8. **Schedule Research And Costs.** The research schedule is arranged in tabular form like the Research Proposal Template example (See Appendix 5). Research costs are made as detailed as possible in 4 components (Honorarium, Material Shopping, Non-Operational Goods shopping, Travel Shopping).
 9. **Bibliography (Reference).** Bibliography is arranged and written based on a number system following the order of citation. Only references cited on research proposals are listed in the Bibliography. The list of references is compiled based on the name and year system in alphabetical order, the author's name, the year of publication, the title of the article / book, and the place / city of the publisher and publisher institution. For references originating from scientific journals, it is necessary to include the name of the journal, volume and publication number, and the page where the article was published.
 10. **Attachments.** In the appendix, at least (a) research personnel and (b) must be attached, *curriculum vitae of the brief chairperson* and research members least including the identity of the researcher, the subjects taught, educational history, and research and community service experience for the last 5 years, and scientific publications for the last 5 years (books, articles in *proceedings*, articles in journals, and the like).

F. Proposal Template

COVER OF PROPOSAL

TABLE OF CONTENTS

ABSTRACT (SUMMARY) (maximum 500 words)

INTRODUCTION (maximum 500 words)

LITERATURE REVIEW (Maximum 1000 words)

RESEARCH METHOD (Maximum 600 words)

SCHEDULE RESEARCH(See sample template)

RESEARCH COSTS

REFERENCES

Appendixes

Appendix 1 Research personnel

Appendix 2 List of CVs (*Curriculum Vitae*) Chairman and Research personnel

Forms of this appendixes can be found in the Appendix of this Research Handbook

Example of Format of Special Research for Professors (PK-GB) Proposal Cover

FIELD OF STUDY

**SPECIAL RESEARCH FOR PROFESSORS
PROPOSAL**



TITLE OF RESEARCH

Name of Chairman NIDN
Name of Member 1 NIDN
Name of Member 2 NIDN

DEPARMENT
FACULTY OF
UNIVERSITAS NEGERI PADANG,
YEAR

Example of Format of Special Research for Professors Report Cover

FIELD OF STUDY

**SPECIAL RESEARCH FOR PROFESSORS
REPORT**



TITLE OF RESEARCH

Name of Chairman NIDN
Name of Member 1 NIDN
Name of Member 2 NIDN

 this research was funded by:
Fund of DIPA Universitas Negeri Padang Fiscal Year

 Under UNP Rector's Decree No.

 Date

DEPARMENT
FACULTY OF
UNIVERSITAS NEGERI PADANG,
YEAR

Example of Approval Page of Special Research for Professors Report

**APPROVAL PAGE
SPECIAL RESEARCH FOR PROFESSORS REPORT**

- 1. Title Research :
- 2. Field of Study :
- 3. Chief Researcher
 - a. Full Name :
 - b. Gender :
 - c. NIP / NIDN :
 - d. Discipline :
 - e. Rank/Group :
 - f. Position :
 - g. Faculty/Department :
 - h. Address :
 - i. Phone/Fax/Email :
 - j. Home Address :
 - k. Phone/Fax/Email :
- 4. Number of Research Members :
- Name of Research Member and NIDN : 1
- : 2
- Name & NIM of Joined Students : 1
- : 2
- 5. Research Location :
- 6. Total research costs :
- Spells Number:

Acknowledged by:
Dean...UNP Padang,

Padang,.....202...
Chief Researcher,

.....
NIP.

.....
NIP.

Approved the
Chairperson of LP2M
Universitas Negeri Padang

Prof. Dr. Yasri, MS.
NIP. 19630303198703

CHAPTER 6

NATIONAL HIGHER EDUCATION COLLABORATIVE RESEARCH

A. Introduction

The gap in the quality of the implementation of the tridharma of higher education between several universities requires the implementation of various coaching programs to improve the quality of lecturers, especially in research. To reduce the quality gap between tertiary institutions, especially in the field of research, this is carried out by, among others, facilitating collaborative research between relatively new research groups through the National Higher Education Collaborative Research (PKPT-DN) scheme. The proposing research team (TPP). PKPT comes from universities with lower clusters. TPP partners with universities with research centers and excellent research groups (Team Research Partners / TPM). It is hoped that through this collaboration the quality of TPP research can be further improved. PKPT-DN can be in the form of primary research or applied research with TKT 1-6.

The research objectives of the PKPT-DN are as follows:

1. Providing a forum for TPP lecturers / research groups to be able to take advantage of the facilities, expertise, adopt, and imitate the TPM research culture; and the establishment of
2. cooperation between TPP and TPM in research management.

B. Research Output

Outputs Obligatory PKPT-DN Basic Research per year in the form of:

1. One international journal article indexed in a reputable database; or One research book with ISBN; or Three proceeding articles indexed in reputable databases; or Three *book chapters* indexed in reputable or ISBN databases.
2. KI or appropriate technology, and others.

The mandatory output of PKPT-DN for Applied Research per year is in the form of:

1. One article in reputable international seminar proceedings.
2. At least one science and technology-sosbud product which can be in the form of a method, *blue print*, prototype, system, policy, model, or appropriate technology that IP protects in the first year; and
3. Documentation of product trial results, prototypes, policies or art performances in the 2nd year.

This research is also expected to produce other outcomes following Table 1.

C. Research Criteria

criteria PKPT-DN follow the following conditions:

- a. Research proposals are research that can be carried out and developed at the TPP institution after the research program is completed;
- b. The research period is two years and is evaluated at the end of the first year; and
- c. PKPT-DN Financing refers to the LP2M Proker as shown in Table 1;

D. Applicants Requirements

Requirements for PKPT-DN Applicantss are as follows:

1. TPP consists of a chairperson and a maximum of two members of UNP permanent lecturers who have NIDN;

2. The Chairperson of the TPP has a maximum education of S-2 with a maximum functional position as lecturer;
3. Research members of 1-2 people have a maximum position as Lector of
4. TPM, not the place where TPP took their last education;
5. The research performance cluster of the TPM tertiary institutions must be higher than the TPP colleges;
6. TPP and TPM must come from different PT;
7. TPM consists of a chairman and a member, both of whom have S-3 education;
8. TPM researchers have at least 5 publications as the first author or the *corresponding author* in a proceeding / journal of international repute or one registered IP;
9. Research proposals are made jointly between the TPP and the TPM;
10. TPP proposals must obtain TPM approval; and
11. Not currently in office.
12. The TPP and TPM have a valid MoU, and are still valid, and have agreed and been institutionally signed.
13. TPM must provide matching funds of at least 50%.
14. Include a minimum of 2 (two) students, especially those researching to complete their thesis (at least 6 semesters).

E. Proposal Components

The following systematics determine this component of the State Universities Collaboration Research proposal.

1. ***Proposal Title***. The research title should be brief and specific, but clear enough and give an overview of the proposed research.
2. ***Cover of proposal*** according to the format as attached.
3. ***Field of Science***. Write down the field of science of the chief researcher based on the following clusters of knowledge: (1) Education and Educational Sciences, (2) Energy, Science, and Engineering Technology, (3) Food, Health, and Sports, (4) Social, Cultural, Art, Sport and Humanities, (4) Disaster and Environment, (5) Resources, Economics and Business, and (6) Social, Arts, Culture, and Humanities.
4. ***Abstract (Summary)***. Contains no more than 500 words containing the research background, objectives and stages of the research method, targeted outcomes, and descriptions of the proposed research TKT.
5. ***Introduction***. Contains no more than 500 words containing the background and problems to be studied, specific objectives, and the urgency of the research. In this section it is necessary to explain a description of the specific specifications related to the scheme.
6. ***Literature Review***. Literature review is not more than 1000 words by presenting the *state of the art* and the *(road map road map)* in the field under study. The charts and *road maps* are made in JPG / PNG form inserted in this field. Reference sources / primary references relevant and by prioritizing research results in the latest scientific journals and / or patents. It is recommended to use the library sources for the last 10 years
7. ***Research Methods***. The method or means to achieve predetermined goals should not exceed 600 words. This section is equipped with a research flow chart that illustrates what has been implemented and will be done during the proposed time.

The flow chart format can be JPG / PNG files. The research chart must be made in its entirety with clear phases, starting from the beginning, how the process and its outputs are, and the targeted achievement indicators. In this section, each member of the Applicants must also fill in the duties according to the proposed research stage.

8. ***Schedule Research And Costs***. The research schedule is arranged in tabular form like the Research Proposal Template example (See Appendix 5). Research costs are made as detailed as possible in 4 components (Honorarium, Material Shopping, Non-Operational Goods shopping, Travel Shopping).
9. ***Bibliography (Reference)***. Bibliography is arranged and written based on a number system following the order of citation. Only references cited on research proposals are listed in the Bibliography. The list of references is compiled based on the name and year system in alphabetical order, the author's name, the year of publication, the title of the article / book, and the place / city of the publisher and publisher institution. For references originating from scientific journals, it is necessary to include the name of the journal, volume and publication number, and the page where the article was published.
10. ***Attachments***. In the appendix, at least (a) research personnel and (b) must be attached, *curriculum vitae of the brief chairperson* and research members least including the identity of the researcher, the subjects taught, educational history, and research and community service experience for the last 5 years, and scientific publications for the last 5 years (books, articles in *proceedings*, articles in journals, and the like).

F. Proposal Templates

The proposal template of National Higher Education Collaborative Research the following.

COVER OF PROPOSAL

TABLE OF CONTENTS

ABSTRACT (SUMMARY) (maximum 500 words)

INTRODUCTION (maximum 500 words)

LITERATURE REVIEW (Maximum 1000 words)

RESEARCH METHOD (Maximum 600 words)

SCHEDULE RESEARCH(See sample template)

RESEARCH COSTS

REFERENCES

Appendixes

Appendix 1 Research personnel

Appendix 2 List of CVs (*Curriculum Vitae*) Chairman and Research personnel

Forms of this appendixes can be found in the Appendix of this Research Handbook

Continuation Proposal

COVER OF PROPOSAL

TABLE OF CONTENTS

ABSTRACT (SUMMARY) (maximum 500 words)

INTRODUCTION (maximum 500 words)
LITERATURE REVIEW (Maximum 1000 words)
RESEARCH METHOD (Maximum 600 words)
ACHIEVED RESULTS (Maximum 600 words)
NEXT YEAR RESEARCH PLAN (Maximum 500 words)
SCHEDULE RESEARCH(See sample template)
RESEARCH COSTS
REFERENCES

Appendixes

Appendix 1 Research personnel

Appendix 2 List of CVs (*Curriculum Vitae*) Chairman and Research personnel

Forms of this appendixes can be found in the Appendix of this Research Handbook

**Example of Format of National Higher Education Collaborative Research
Proposal Cover**

FIELD OF STUDY

**NATIONAL HIGHER EDUCATION COLLABORATIVE RESEARCH
PROPOSAL**



TITLE OF RESEARCH

Name of Chairman NIDN
Name of Member 1 NIDN
Name of Member 2 NIDN

DEPARMENT
FACULTY OF
UNIVERSITAS NEGERI PADANG,
YEAR

**Example of Format of National Higher Education Collaborative Research
Report Cover**

FIELD OF STUDY

**NATIONAL HIGHER EDUCATION COLLABORATIVE RESEARCH
REPORT**



TITLE OF RESEARCH

Name of Chairman NIDN
Name of Member 1 NIDN
Name of Member 2 NIDN

 this research was funded by:
Fund of DIPA Universitas Negeri Padang Fiscal Year

 Under UNP Rector's Decree No.

 Date

DEPARMENT
FACULTY OF
UNIVERSITAS NEGERI PADANG,
YEAR

Example of Approval Page of National Higher Education Collaborative Report

**APPROVAL PAGE
NATIONAL HIGHER EDUCATION COLLABORATIVE**

- 1. Title Research :
- 2. Field of Study :
- 3. Chief Researcher
 - a. Full Name :
 - b. Gender :
 - c. NIP / NIDN :
 - d. Discipline :
 - e. Rank/Group :
 - f. Position :
 - g. Faculty/Department :
 - h. Address :
 - i. Phone/Fax/Email :
 - j. Home Address :
 - k. Phone/Fax/Email :
- 4. Number of Research Members :
- Name of Research Member and NIDN : 1
- : 2
- Name & NIM of Joined Students : 1
- : 2
- 5. Research Location :
- 6. Total research costs :
- Spells Number:

Acknowledged by:
Dean...UNP Padang,

Padang,.....202...
Chief Researcher,

.....
NIP.

.....
NIP.

Approved the
Chairperson of LP2M
Universitas Negeri Padang

Prof. Dr. Yasri, MS.
NIP. 19630303198703

CHAPTER 7

INTERNATIONAL HIGHER EDUCATION COLLABORATIVE RESEARCH

A. Introduction

International Higher Education Collaborative Research (PKPT-LN) is intended as a research activity to develop cooperation between lecturers / researchers of Padang State University and lecturers / researchers from various well-known foreign universities. country so that there will be *sharing of ideas* and knowledge in the field of research and science. This study aims to provide a forum for lecturers / researchers to develop their research skills to take advantage of the facilities and expertise and adopt and imitate an excellent research culture from more advanced research groups in well-known overseas universities in carrying out quality research. This research is also intended so that UNP researchers / lecturers can improve the quality of research and the number of publications of their research results in reputable international scientific journals. The PKPT-LN program is considered strategic to increase scientific publications in reputable international journals and expand networks with fellow scientists in the same field.

The PKPT-LN aims to (1) expand the network research of higher education researchers in Indonesia with their partners and fellow scientists abroad so that the use of shared resources and facilities will be sustainably created between institutions; (2) increasing the ability of researchers at Indonesian universities to cooperate with partner institutions abroad; (3) increasing international recognition (*international recognition*) for research carried out; (4) increasing the quality of research and the number of scientific publications in reputable international scientific journals; (5) increasing the *citation index* of Indonesian researchers; (6) improving the quality and competence of lecturers in Indonesian universities; and (7) facilitating university lecturers in Indonesia who are or will carry out research collaborations with partner institutions abroad, especially with developed countries.

The scope of this program covers the following disciplines: (1) Education and Education Sciences, (2) Science, Technology and Engineering, (3) Social, Cultural, Arts, Sport and Humanities, (4) Resources, Economics, and Quality of Life Public. This research is intended for all permanent lecturers at the Universitas Negeri Padang. The Research Scheme for Foreign Universities Collaboration can be Basic, Applied, and Development Research. Foreign PT Cooperation Research can be carried out multilaterally or in the form of a consortium.

The objectives of the PKPT-LN are as follows:

1. Increase and encourage the acceleration of basic, applied and development research at UNP to produce invention, application and development, both methods, theories or policy principles;
2. Improve the quality and competence of researchers in conducting basic, applied and development research at UNP;
3. Improve the quality of the results of basic, applied and development research and produce scientific publications in reputable international scientific journals; and
4. Improve and encourage the ability of researchers at UNP to collaborate with partner institutions abroad.

B. Research Output

Outcomes The compulsory PKPT-LN Basic Research outputs per year are:

1. At least one article in an international journal indexed in a reputable database; or At least one research book has an ISBN; or At least three articles in proceedings indexed in reputable databases; or At least three *book chapters* indexed in reputable or ISBN databases.
2. KI or appropriate technology, and others.

The compulsory outputs of PKPT-LN Applied Research per year are:

1. One article in reputable international seminar proceedings.
2. At least one science and technology-sosbud product which can be in the form of a method, *blue print*, prototype, system, policy, model, or appropriate technology that IP protects in the first year; and
3. Documentation of product trial results, prototypes, policies or art performances in the 2nd year.

The compulsory outputs of PKPT-LN Development Research per year are: First

1. year:
 - a. One article in reputable international proceedings.
 - b. industry-worthy prototypes of science, technology, arts, and culture with KI;
 - c. documents *feasibility study*;
2. Second year industrial acceptance test results; and an article in a reputable international journal. The PKPT-LN research is also expected to produce other outcomes following Table 2.

C. Research Criteria

The PKPT-LN Basic Research Criteria follow the following guidelines:

1. study is multi-year, the study period is 2 years and the outcome will be evaluated annually; and
2. Research funding for each year follows the provisions of LP2M Proker funding as shown in Table 1.
3. Include a minimum of 2 (two) students, especially those who are researching in order to complete their thesis (at least 6 semesters)

The criteria for PKPT-LN Applied Research follow the following guidelines:

1. The research is multi-year, the study period is 2 years and the outcome will be evaluated annually; and
2. Research funding follows the funding provisions based on the LP2M Proker as shown in Table 1.
3. Include a minimum of 2 (two) students, especially those researching to complete their thesis (at least 6 semesters).

The PKPT-LN Development Research Criteria follow the following guidelines:

1. Development Research is multi-year with a research period of 2 years.
2. The output will be evaluated annually; and
3. Each year's research funding follows the funding provisions based on the LP2M Proker as shown in Table 1.
4. Include a minimum of 2 (two) students, especially those carrying out research to complete their thesis (at least 6 semesters).

D. Applicants Requirement

The requirements for proposing PKPT-LN Basic Research are as follows::

1. Lecturer at UNP; The chairman of the proposer and one of its members has a doctoral degree with a minimum of functional assistant positions, or a master degree with at least a functional position as lecturer;
2. The chief proposer has a publication track record of at least two articles in a reputable indexed database and / or national journal accredited as the first author or corresponding author as evidenced by including the URL of the intended article; and
3. members of the Applicants 1-2 people.
4. Have an MoU with a foreign partner that is valid and still valid, and has been agreed and signed institutionally.
5. Have permission from the State Secretary of the Republic of Indonesia for research activities.
6. PT. Partners must provide matching funds of at least 50%

The requirements for proposing PKPT-LN Applied Research are as follows:

1. The permanent lecturer at UNP and the head of proposer and one of its members has a doctoral education with a minimum functional position as an expert assistant, or a master degree with a minimum functional position as lecturer;
2. The chief Applicants has a publication track record of at least two articles in a reputable indexed database and / or national journal accredited as the first author or corresponding author as evidenced by including the URL of the article in question, or has at least one registered KI status;
3. members of the proposer 1-2 people.
4. Have an MoU with a foreign partner that is valid and still valid, and has been agreed and signed institutionally.
5. Have permission from the State Secretary of the Republic of Indonesia for research activities.
6. PT. Partners must provide matching funds of at least 50%..

The requirements for proposing the PKPT-LN Development Research are as follows:

1. The permanent lecturer at UNP and the head of proposer and one of its members has a doctoral education with a minimum functional position as an expert assistant, or a master degree with a minimum functional position as lecturer;
2. The chief Applicants has a publication track record of at least five articles in an indexed database with a reputation as the first author or the corresponding author as evidenced by including the URL of the article, or at least having one KI status granted;
3. Having investor partners as evidenced by a written statement containing the inclusion of funds committed by partners in the form of in cash at least 10% of the funds raised; and
4. members of the Applicants 1-2 people.
5. Have an MoU with a foreign partner that is valid and still valid, and has been agreed and signed institutionally.
6. Have permission from the State Secretary of the Republic of Indonesia for research activities.
7. PT. Partners must provide matching funds of at least 50%.

E. Proposal Components

This component of the Foreign Universities Cooperation Research proposal is determined systematically as follows.

1. **Proposal Title.** The research title should be brief and specific, but clear enough and give an overview of the proposed research.
2. **Cover of proposal** according to the format as attached.
3. **Field of Science.** Write down the field of science of the chief researcher based on the following clusters of knowledge: (1) Education and Education, (2) Energy, Science, and Engineering Technology, (3) Food, Health, and Sports, (4) Social, Cultural, Art, Sport and Humanities, (4) Disaster and Environment, (5) Resources, Economics and Business, and (6) Social, Arts, Culture, and Humanities.
4. **Abstract (Summary).** Contains no more than 500 words containing the research background, objectives and stages of the research method, targeted outcomes, and descriptions of the proposed research TKT.
5. **Introduction.** Contains no more than 500 words containing the background and problems to be studied, specific objectives, and the urgency of the research. In this section it is necessary to explain a description of the specific specifications related to the scheme.
6. **Literature Review.** Literature review is not more than 1000 words by presenting the *state of the art and the(road map road map)* in the field under study. The charts and *road maps are* made in JPG / PNG form which is then inserted in this field. Reference sources / primary references that are relevant and by prioritizing research results in the latest scientific journals and / or patents. It is recommended to use the library sources for the last 10 years
7. **Research Methods.** The method or means to achieve predetermined goals should not exceed 600 words. This section is equipped with a research flow chart that illustrates what has been implemented and will be done during the proposed time. The flow chart format can be JPG / PNG files. The research chart must be made in its entirety with clear phases, starting from the beginning, how the process and its outputs are, and the indicators of targeted achievement. In this section, each member of the Applicants must also fill in the duties according to the proposed research stage.
8. **Schedule Research And Costs.** The research schedule is arranged in tabular form like the example in the Research Proposal Template (See Appendix 5). Research costs are made as detailed as possible in 4 components (Honorarium, Material Shopping, Non-Operational Goods shopping, Travel Shopping).
9. **Bibliography (Reference).** Bibliography is arranged and written based on a number system in accordance with the order of citation. Only references cited on research proposals are listed in the Bibliography. The list of references is compiled based on the name and year system in alphabetical order, the name of the author, the year of publication, the title of the article / book, and the place / city of the publisher and publisher institution. For references originating from scientific journals, it is necessary to include the name of the journal, volume and publication number, as well as the page where the article was published.
10. **Attachments.** In the appendix, at least (a) research personnel and (b) must be attached, curriculum *vitae of the brief chairperson* and research members least including the identity of the researcher, the subjects taught, educational history,

and research and community service experience for the last 5 years, and scientific publications for the last 5 years (books, articles in *proceedings*, articles in journals, and the like).

F. Proposal Templates

The proposal template of International Higher Education Collaborative Research the following.

COVER OF PROPOSAL

TABLE OF CONTENTS

ABSTRACT (SUMMARY) (maximum 500 words)

INTRODUCTION (maximum 500 words)

LITERATURE REVIEW (Maximum 1000 words)

RESEARCH METHOD (Maximum 600 words)

SCHEDULE RESEARCH(See sample template)

RESEARCH COSTS

REFERENCES

Appendixes

Appendix 1 Research personnel

Appendix 2 List of CVs (*Curriculum Vitae*) Chairman and Research personnel

Forms of this appendixes can be found in the Appendix of this Research Handbook

Continuation Proposal

COVER OF PROPOSAL

TABLE OF CONTENTS

ABSTRACT (SUMMARY) (maximum 500 words)

INTRODUCTION (maximum 500 words)

LITERATURE REVIEW (Maximum 1000 words)

RESEARCH METHOD (Maximum 600 words)

ACHIEVED RESULTS (Maximum 600 words)

NEXT YEAR RESEARCH PLAN (Maximum 500 words)

SCHEDULE RESEARCH(See sample template)

RESEARCH COSTS

REFERENCES

Appendixes

Appendix 1 Research personnel

Appendix 2 List of CVs (*Curriculum Vitae*) Chairman and Research personnel

Forms of this appendixes can be found in the Appendix of this Research Handbook

Example of Format of International Higher Education Collaborative Research Proposal Cover

FIELD OF STUDY

INTERNATIONAL HIGHER EDUCATION COLLABORATIVE RESEARCH PROPOSAL



TITLE OF RESEARCH

Name of Chairman NIDN
Name of Member 1 NIDN
Name of Member 2 NIDN

DEPARMENT
FACULTY OF
UNIVERSITAS NEGERI PADANG,
YEAR

Example of Format of International Higher Education Collaborative Research Report Cover

FIELD OF STUDY

INTERNATIONAL HIGHER EDUCATION COLLABORATIVE RESEARCH REPORT



TITLE OF RESEARCH

Name of Chairman NIDN
Name of Member 1 NIDN
Name of Member 2 NIDN

this research was funded by:
Fund of DIPA Universitas Negeri Padang Fiscal Year
Under UNP Rector's Decree No.
Date

DEPARMENT
FACULTY OF
UNIVERSITAS NEGERI PADANG,
YEAR

Example of Approval Page of International Higher Education Collaborative Report

**APPROVAL PAGE
INTERNATIONAL HIGHER EDUCATION COLLABORATIVE REPORT**

13. Title Research :
14. Field of Study :
15. Chief Researcher
- hh. Full Name :
 - ii. Gender :
 - jj. NIP / NIDN :
 - kk. Discipline :
 - ll. Rank/Group :
 - mm. Position :
 - nn. Faculty/Department :
 - oo. Address :
 - pp. Phone/Fax/Email :
 - qq. Home Address :
 - rr. Phone/Fax/Email :
16. Number of Research Members :
- Name of Research Member and NIDN : 1
- : 2
- Name & NIM of invited Students : 1
- : 2
17. Research Location :
18. Total research costs :
- Spells Number:

Acknowledged by:
Dean...UNP Padang,

.....
NIP.

Padang,.....202...
Chief Researcher,

.....
NIP.

Approved the
Chairperson of LP2M
Universitas Negeri Padang

Prof. Dr. Yasri, MS.
NIP. 19630303198703

CHAPTER 8

EXCELLENCE RESEARCH OF HIGHER EDUCATION

A. Introduction

One of the objectives of research decentralization policy is to create research excellence in tertiary institutions through the sustainable implementation of the Research Strategic Plan (Renstra) that each PT. The implementation of this research decentralization policy is manifested in the Excellence Research Of Higher Education (PUPT) scheme which has the goal of producing new theories, methods or policies that are used for scientific development. In addition, PUPT is also oriented towards science and technology products that have been validated in the laboratory / field or relevant environment. The ultimate goal of this research is the production of technological innovations in frontier fields and socio-cultural engineering to promote sustainable development at the local and national levels, based on the direction of the UNP Research Master Plan (RIP) 2020-2024.

In addition, the research decentralization policy is also expected to be able to create higher education (PT) research excellence not only in terms of conducting basic or applied research but also development research which leads to the downstreaming of research results. This development research is designed to facilitate the development of PT research results that have been carried out (fundamental / applied) so that they can be applied to the user community. This research is aimed at achieving further development at the model / product / prototype stage that has been tested in an actual environment. Thus PUPT can be in the form of primary research (PUPT-D), applied (PUPT-T), and development (PUPT-P).

The objectives of the Basic PUPT (PUPT-D) are as follows:

1. To increase and encourage the acceleration of basic research in tertiary institutions so as to produce inventions, both new methods, new theories or new policies that have never existed before, at TKT 1-3;
2. Improve the quality and competence of researchers in conducting basic research in tertiary institutions; and
3. Improve the quality of basic research results and produce scientific publications in reputable international scientific journals.

While the objectives of the PUPT Applied (PUPT-T) are as follows:

1. Increase the ability of researchers in the tertiary institutions to produce science, technology, art and culture products, at TKT 4-6;
2. Strengthening the multidisciplinary research roadmap;
3. Building collaboration between universities and partners who use research results;
4. Obtain KI ownership of science, technology, art and culture products.

Meanwhile, the objectives of the PUPT Development (PUPT-P) are as follows:

1. Producing ready-to-apply science, technology, art and culture products characterized by TKT 7-9;
2. Strengthening the multidisciplinary research roadmap that produces commercial products; and
3. Building Partnerships *Academic, Business, Government, and Community* (ABGC).

B. Research Outputs

The mandatory PUPT-D output per year can be in the form of:

1. One article in an international journal indexed in a reputable database; or One research book with ISBN; or Three proceeding articles indexed in reputable databases; or Three *book chapters* indexed in reputable or ISBN databases.
2. KI or appropriate technology, and others.

The PUPT-T mandatory output can be in the form of:

1. One article in a reputable international seminar proceedings.
2. One science and technology and social culture product which can be in the form of a method, *blue print*, prototype, system, policy, model, or appropriate technology that is protected by IP in the first year; and
3. Documentation of product trial results, prototypes, policies or art performances in the second year and thereafter.

The PUPT-P compulsory outputs are as follows:

1. First year:
 - a. One article in reputable international seminar proceedings.
 - b. Industry-worthy prototypes of intellectual science, technology, arts, and culture;
 - c. document *Feasibility study*;
2. Second year industrial acceptance test results; and one article in a reputable international journal.

This PUPT research is also expected to produce additional outcomes according to Table 1.

C. Research Criteria

The criteria for PUPT-D are as follows:

1. The research is multi-year; the research period is 2 years and the outcome will be evaluated annually; and
2. PUPT-D research funding refers to the LP2M Program as listed in Table 1. The

criteria for PUPT-T follow the following guidelines:

1. The study is multi-year; the research period is 2 years and the outcome will be evaluated every year;
2. The PUPT-T research funding refers to the LP2M Program as shown in Table 1.

While the PUPT-P criteria are as follows:

1. The research is multi-year, the research period is 2 years and the outcome will be evaluated every year;
2. Financing for PUPT-P refers to the LP2M Proker as listed in Table 1.

D. Requirements for Applicants

Requirements for Applicants for PUPT-D are as follows:

1. The head of Applicants is a permanent lecturer at UNP;
2. The head of the Applicants has a doctoral minimum of an expert assistant functional position, or a

3. degree with a master's degree with a functional position at least as a lecturer;
4. The chief Applicants has a publication track record of at least two articles in a reputable indexed database and / or in a nationally accredited journal as the first author or *corresponding author as* evidenced by showing the URL of the article intended; and
5. members of the Applicants 1-2 people.
6. Include a minimum of 2 (two) students, especially those who are carrying out research in order to complete their thesis (at least 6 semesters)

Requirements for proposing PUPT-T are as follows:

1. The head Applicants is a permanent lecturer at UNP;
2. Has a doctoral education with a minimum functional position as an assistant professor, or
3. Has a Master degree with a minimum functional position as a lecturer;
4. The head Applicants has a publication track record of at least two articles in a reputable indexed database or a national accredited journal as the first author or *corresponding author as* evidenced by showing the URL of the article, or having at least one KI registered status; and
5. members of the Applicants 1-2 people.
6. Include a minimum of 2 (two) students, especially those carrying out research to complete their thesis (at least at their 6th semester).

While the PUPT-P requirements are as follows:

1. The Applicants is a permanent lecturer at UNP;
2. The head Applicants has a doctoral degree with a minimum functional position as an assistant professor or a master degree with a minimum functional position as a lecturer;
3. The head Applicants has a publication track record of at least five articles in a reputable indexed database as the first author or *corresponding author as* evidenced by showing the URL of the article, or at least having one KI status as *granted*;
4. Having partner investors as evidenced by a statement letter containing a commitment to invest funds by the partner in the form of *in cash* of at least 10% of the proposed funds; and
5. Applicants member 2-3 people.
6. Include a minimum of 2 (two) students, especially those carrying out research to complete their thesis (at least at their 6th semester).

E. Proposal Components

The component of the Excellence Researches of Higher Education (PUPT) proposal is determined by the following systematics.

1. **Proposal Title.** The research title should be brief and specific but clear enough and give an overview of the proposed research.
2. **Cover of the Proposal** according to the format as attached.
3. **Field of Science.** Write down the field of science of the head researcher based on the leading directions of UNP's research, namely: (1) Digital Learning Services and (2) Minangkabau Culinary (Rendang).
4. **Abstract (Summary).** Contains no more than 500 words containing the research background, objectives and stages of the research method, targeted outcomes, and TKT descriptions of the proposed research
5. **Introduction.** Contains no more than 500 words, including the background and problems to be studied, specific objectives, and the urgency of the research. In this section, it is necessary to explain a description of the particular specifications related to the scheme.
6. **Literature Review.** The literature review is not more than 1000 words by presenting the *state of the art and the road map* in the field being studied. The charts and *road maps* are made in JPG / PNG format, inserted in this field. Reference sources / primary references relevant and focus on the research results in the most recent scientific journals or patents are also included. It is recommended to use the latest library sources (at least for the recent ten years).
7. **Research Methods.** The method or means to achieve predetermined goals should be written by not exceeding 600 words. This section also contains a research flow chart that illustrates what has been implemented and will be done during the proposed time. The flow chart format can be JPG / PNG files. The research chart must be made in its entirety with clear phases, starting from the beginning, how the process and its outputs are, and the targeted achievement indicators. In this section, each member of the Applicants must also fill in the duties according to the proposed research stage.
8. **Research Schedule And Costs.** The research schedule is arranged in tabular form, as shown in the Research Proposal Template (See Appendix 5). Research costs are made as detailed as possible in 4 components (Honorarium, Material Shopping, Non-Operational Goods shopping, Travel Expenses).
9. **Bibliography (Reference).** The bibliography is arranged and written based on a number system following the order of citation. Only references cited on research proposals are

included in the Bibliography. The list of references is compiled based on the name and year system in alphabetical order, the author's name, the year of publication, the title of the article/book, and the place/city of the publisher and publisher institution. For references originating from scientific journals, it is also necessary to include the name of the journal, volume, publication number, and the page where the article was published.

10. **Appendixs.** The appendix, at a minimum, should covers (a) research personnel and (b) the brief *curriculum vitae* of chairperson and research members, which must at least include the identity of the researcher, the subjects being taught, educational history, and research experience and community service for the last five years, and scientific publications for the previous five years (books, articles in *proceedings*, articles in journals, and the like).

F. Proposal Template

The systematics of the Excellent Researches of Higher Education Includes the following.

COVER

TABLE OF CONTENTS

ABSTRACT (SUMMARY) (maximum 500 words)

INTRODUCTION (maximum 500 words)

LITERATURE REVIEW (Maximum 1000 words)

RESEARCH METHOD (Maximum 600 words)

RESEARCH SCHEDULE (See the template)

RESEARCH COSTS

REFERENCES

APPENDIX

Appendix 1 Research personnel

Appendix 2 List of CVs(*curriculum vitae*)of the Head Researcher and Research Members The format can be found in the Appendix of this Handbook.

Continuation Proposal:

COVER

TABLE OF CONTENTS

ABSTRACT (SUMMARY) (maximum 500 words)

INTRODUCTION (maximum 500 words)

LITERATURE REVIEW (Maximum 1000 words)

RESEARCH METHOD (Maximum 600 words)

ACHIEVED RESULTS (Maximum 600 words)

NEXT YEAR PLAN (Maximum 500 words)

RESEARCH SCHEDULE (See the template)

RESEARCH COSTS

REFERENCES

APPENDIX

Appendix 1 Research personnel

Appendix 2 List of CVs(*curriculum vitae*)of the Head Researcher and Research Members

Sample format of the Excellence Researches of Higher Education Proposal Cover

FIELD OF STUDY

**EXCELLENCE RESEARCHES OF HIGHER EDUCATION PROPOSAL
(BASIC, IMPLEMENTATION, DEVELOPMENT) ***



RESEARCH TITLE

Name of Head Researcher NIDN
Name of Research Member 1 NIDN
Name of Research Member 2 NIDN

DEPARTMENT
FACULTY
UNIVERSITAS NEGERI PADANG YEAR

* Choose one

sample format of the Excellence Researches of Higher Education Report Cover

FIELD OF STUDY

**EXCELLENCE RESEARCHES OF HIGHER EDUCATION REPORTS
(BASIC, IMPLEMENTATION, DEVELOPMENT) ***



RESEARCH TITLE

Name of Head Researcher NIDN

Name of Research Member 1 NIDN

Name of Research Member 2 NIDN

This research was funded by:

Universitas Negeri Padang DIPA Fund Year

Under UNP Rector Decree No.

Date

DEPARTMENT

FACULTY

UNIVERSITAS NEGERI PADANG

Month, Year

* Choose one

Letter of Approval Format of the Excellence Researches of Higher Education Report

**LETTER OF APPROVAL
EXCELLENCE RESEARCHES OF HIGHER EDUCATION REPORT
(BASIC, IMPLEMENTATION, DEVELOPMENT) ***

1. Research Title :
2. Field of Study :
3. Head Researcher
 - a. Full Name :
 - b. Sex :
 - c. NIP / NIDN :
 - d. Discipline :
 - e. Rank / Group :
 - f. Position :
 - g. Faculty / Department :
 - h. Address :
 - i. Phone/ Fax / Email :
 - j. Home Address :
 - k. Phone/ Fax / Email :
4. Number of Research Members :
- Name of Research Member and NIDN :1.....
- :2.....
- Name and NIM of student involved :1.....
- :2.....
5. Research Site :
6. Total research costs :
-
- Amount in words :.
-

Acknowledged by:
Dean...UNP Padang,

Padang,.....202...
Chief Researcher,

.....
NIP.

.....
NIP.

Approved the
Chairperson of LP2M
Universitas Negeri Padang

Prof. Dr. Yasri, MS.
NIP. 19630303198703

* Choose one

CHAPTER 9

NATIONAL COLLABORATIVE RESEARCH

A. Introduction

The National Collaborative Research Scheme between Domestic Institutions (PK-AIDN) aims to develop cooperation between higher education institutions, research centers, and UNP lecturers with various domestic agencies, both governmental and non-governmental agencies, especially in West Sumatra Province. There will be synergy and *sharing of ideas*, knowledge and skills in research and science, and it encourages the acceleration of development in the regions. Another purpose of collaborative research with various national institutions is to provide opportunities for lecturers/research groups to take advantage of facilities and expertise, develop a research culture, and increase *income-generating* for research institutions in universities.

Fields of collaborative research between national institutions may include several fields of study as follows: (1) Education and Educational Sciences, (2) Energy, Science and Engineering Technology, (3) Food, Health and Sports, (4)) Social, Culture, Arts, Sports and Humanities, (4) Disaster and Environment, (5) Resources, Economics and Business, and (6) Social, Arts, Culture and Humanities. This research is intended for all permanent lecturers at the Universitas Negeri Padang.

Research (PK-IDN) is a research scheme whose management is carried out by LP2M Universitas Negeri Padang in collaboration with several national institutions (government/non-government), especially in regencies/cities in West Sumatra Province. This program aims to improve and develop the ability of research lecturers at the Universitas Negeri Padang so that their competence and research sensitivity will grow and be able to produce teaching materials and scientific publications. It also fosters lecturers' productive research and always publishes their research results in scientific journals, especially national scientific journals that are accredited and or reputable international scientific journals. After the research is complete, researchers are required to submit research reports, scientific publication outputs and are expected to be able to continue their research to other, more competitive research programs. PK-AIDN may include research basic and applied research.

B. Research Outputs

Basic PK-AIDN compulsory output per year is in the form of:

1. One article in an international journal indexed in a reputable database; or One research book with ISBN; or Three proceeding articles indexed in reputable databases; or Three

book chapters indexed in reputable or ISBN databases

2. KI or appropriate technology, and others

The mandatory output of Applied PK-AIDN per year is in the form of:

1. One article in reputable international proceedings
2. At least one science and technology or social science and culture product which can be in the form of a method, *blue print*, prototype, system, policy, model, or appropriate technology that is protected by IP in the first year; and
3. Documentation of product trial results, prototypes, policies, or art performances in the 2nd year

This research is also expected to produce additional outcomes in accordance with Table 1.

C. Research Criteria

PK-AIDN criteria follow the following conditions:

1. Research proposals are research that can be carried out and developed at the TPP institution after the research program is completed;
2. The research period is two years and is evaluated at the end of the first year; and
3. PK-AIDN Financing refers to the LP2M Proker as shown in Table 1;

D. Applicants Requirements

PK-AIDN Applicants requirements are as follows:

1. Applicant consists of a chairperson and a maximum of two members of UNP permanent lecturers who have NIDN;
2. The Applicants Team is educated minimally S2 with a minimum functional position as a lecturer;
3. Research members 1-2 people.
4. TPM consists of a chairperson and a member, both of whom have S-2 education;
5. Research proposals are made jointly between the TPP and the TPM;
6. Not currently in office.
7. The TPP and TPM have a legal MoU, and are still valid, and have agreed and been institutionally signed.
8. TPM must provide matching funds of at least 50%.
9. Include a minimum of 2 (two) students, especially those who are carrying out research to complete their thesis (at least at their 6th semester)

E. Proposal Components

The components of the National Collaborative Research (PK-AIDN) is systematically determined as follows.

1. **Proposal Title.** The research title should be brief and specific but clear enough and give an overview of the proposed research.
2. **Cover of the proposal** according to the format as attached.
3. **Field of Study.** Write down the field of study of the head researcher based on the following clusters of knowledge: (1) Education and Educational Sciences, (2) Energy, Science, and Engineering Technology, (3) Food, Health, and Sports, (4) Social, Cultural, Art, Sport, and Humanities, (4) Disaster and Environment, (5) Resources, Economics and Business, and (6) Social, Arts, Culture, and Humanities.
4. **Abstract (Summary).** Contains no more than 500 words, including the research background, objectives and stages of the research method, targeted outcomes, and descriptions of the proposed research TKT
5. **Introduction.** Contains no more than 500 words, including the background and problems to be studied, specific objectives, and the urgency of the research. In this section, it is necessary to explain a description of the particular specifications related to the scheme.
6. **Literature Review.** The literature review is not more than 1000 words by presenting *state of the art and road map* in the field under study. The charts and *road maps* are made in JPG / PNG format, inserted in this field. Reference sources / primary references that are relevant and prioritize research results in the most recent scientific journals or patents. It is recommended to use the recent ten years' library sources.
7. **Research Methods.** The method or means to achieve predetermined goals should not exceed 600 words. This section is equipped with a research flow chart that illustrates what has been implemented and will be done during the proposed time. The flow chart format can be JPG / PNG files. The research chart must be made in its entirety with clear phases, starting from the beginning, how the process and its outputs are, and the targeted achievement indicators. In this section, each member of the Applicants must also fill in the duties according to the proposed research stage.
8. **Research Schedule And Costs.** The research schedule is arranged in the tabular form like the Research Proposal Template example (See Appendix 5). Research costs are made as detailed as possible in 4 components (Honorarium, Material Shopping, Non-

Operational Goods shopping, Travel Expenses).

9. **Bibliography (Reference).** The bibliography is arranged and written based on a number system following the order of citation. Only references cited on research proposals are included in the Bibliography. The list of references is compiled based on the name and year system in alphabetical order, the author's name, the year of publication, the title of the article/book, and the place/city of the publisher and publisher institution. For references originating from scientific journals, it is also necessary to include the name of the journal, volume, publication number, and the page where the article was published.
10. **Appendix.** In the appendix, at a minimum, (a) research personnel and (b) the brief *curriculum vitae* of chairperson and research members must at least include the identity of the researcher, the subjects being taught, educational history, and research experience, and community service for the last five years, and scientific publications for the previous five years (books, articles in *proceedings*, articles in journals, and the like).

F. Proposal Template

The Systematics of the National Collaborative Research (PK-AIDN) includes the following.

COVER

TABLE OF CONTENTS

ABSTRACT (SUMMARY) (maximum 500 words)

INTRODUCTION (maximum 500 words)

LITERATURE REVIEW (Maximum 1000 words)

RESEARCH METHOD (Maximum 600 words)

RESEARCH SCHEDULE (See sample template)

RESEARCH COSTS

REFERENCES

APPENDIX

Appendix 1 Research personnel

Appendix 2 List of CVs(*curriculum vitae*) of the Head Researcher and Research Members.

The format can be found in the Appendix of this Handbook.

Continuation Proposal:

COVER

TABLE OF CONTENTS

ABSTRACT (SUMMARY) (maximum 500 words)

INTRODUCTION (maximum 500 words)

LITERATURE REVIEW (Maximum 1000 words)

RESEARCH METHOD (Maximum 600 words)

ACHIEVED RESULTS (Maximum 600 words)

NEXT YEAR PLAN (Maximum 500 words)

RESEARCH SCHEDULE (See sample Template)

RESEARCH COST

REFERENCES

APPENDIX

Appendix 1 Research personnel

Appendix 2 List of CVs(*curriculum vitae*) of the Head Researcher and Research Members.

Cover Proposal sample format of the National Collaborative Research (PK-AIDN)

FIELD OF STUDY

NATIONAL COLLABORATIVE RESEARCH PROPOSAL



RESEARCH TITLE

Name of Head Researcher NIDN

Name of Research Member 1 NIDN

Name of Research Member 2 NIDN

DEPARTMENT

FACULTY

UNIVERSITAS NEGERI PADANG

Sample format of the National Collaborative Research Report Cover

FIELD OF STUDY

NATIONAL COLLABORATIVE RESEARCH REPORT



RESEARCH TITLE

Name of Head Researcher NIDN

Name of Research Member 1 NIDN

Name of Research Member 2 NIDN

This research was funded by:

Universitas Negeri Padang DIPA Fund Year

Under UNP Rector Decree No.

Date

DEPARTMENT

FACULTY

UNIVERSITAS NEGERI PADANG

Month, Year

* Choose one

CHAPTER 10

ORDERED RESEARCH

A. Introduction

Ordered Research is research in the form of assignments based on research field excellence in higher institutions or based on higher education special needs to increase the productivity of commercialization/downstream of research products protected by intellectual property and are innovative. The ordered research scheme can be in the form of a research scheme *Consortium*, a form of research funding program aimed at increasing the productivity of publications and IP and the commercialization/downstream of research products. This program is also an instrument to accelerate the achievement of UNP policies in realizing the objectives of the UNP Research Strategic Plan. Ordered research can also take the form of a scheme *Strategic Policy Study (KKS)*, which is expected to provide a solid academic foundation in determining strategic policies. Strategic policy studies can be in the form of a review of policies being implemented or an analysis of policies to be taken. A review of existing or implemented policies is expected to provide a robust scientific basis for the necessary improvements. It is hoped that the study of the policies to be taken can provide a robust scientific foundation in the process, context, and substance of the policy. Furthermore, this ordered research scheme can also take the form of a scheme *world-class research (World Class Research = WCR)*, a scheme aimed at improving the quality of publication of articles in reputable international journals to increase citation.

Ordered Research Objectives are as follows:

1. Consortium research aims to establish or strengthen research collaborations with higher education consortiums and research or industrial institutions in a particular field; and produce science, technology, art, and culture products that are ready to be applied characterized by TKT 6-9.
2. The purpose of KKS is to find a solution to a problem that is considered essential and urgent to support the performance of Universitas Negeri Padang.
3. The WCR aims to improve the quality and productivity of scientific articles publication from higher education in reputable international journals and produce superior science and technology.

B. Research Output

The mandatory research outputs of Ordered Research are:

1. One article in an international journal indexed Q1 (for the three sub-schemes: consortium, KKS, and WCR).
2. Specifically for consortium research: the first year is an industry-worthy prototype of science, technology, art, and culture with KI and documents *feasibility study*; and in the second year are patents;
3. Especially for KKS research: academic papers which can be in the form of a *policy brief*, policy recommendations, or a strategic policy model for a problem in accordance with the assignment field.
4. Specifically for WCR research: patents.

This research is also expected to produce other outcomes in accordance with Table 1.

C. Research Criteria

The Criteria of ordered research are as follows:

1. The research is multi-year, the research period is two years, and the outcome will be evaluated annually; and
2. Research Funding for Ordered Research refers to the LP2M Work Program as listed in Table 1.

D. Requirements for Applicants

Requirements for Ordered Research Applicants are as follows:

1. The head of the Applicants is a permanent lecturer at UNP;
2. The head of the Applicants has a doctoral degree with a minimum functional position as an assistant professor, or a
3. degree with at least a master degree with a functional position at least as a lecturer;
4. The head Applicants has a publication track record of at least one article in the Q2 indexed journal as the first author or the *corresponding author as* evidenced by showing the URL of the article; and
5. members of the Applicants 1-2 people.
6. Include a minimum of 2 (two) students, especially those carrying out research to complete their thesis (at least at their sixth semesters).

E. Proposal Components

The components of the ordered research proposal is systematically determined as follows.

1. **Proposal Title.** The research title should be brief and specific but clear enough and give an overview of the proposed research.
2. **Cover of the proposal** according to the format as attached.
3. **Field of Science.** Write down the field of science of the head researcher based on the following clusters of knowledge: (1) Education and Science Education, (2) Energy, Science, and Engineering Technology, (3) Food, Health, and Sports, (4) Social, Cultural, Art, Sport and Humanities, (4) Disaster and Environment, (5) Resources, Economics and Business, and (6) Social, Arts, Culture, and Humanities.
4. **Abstract (Summary).** Contains no more than 500 words, including the research background, objectives and stages of the research method, targeted outcomes, and TKT descriptions of the proposed research
5. **Introduction.** Contains no more than 500 words, including the background and problems to be studied, specific objectives, and the urgency of the research. In this section, it is necessary to explain a description of the particular specifications related to the scheme.
6. **Literature Review.** The literature review is not more than 1000 words by presenting *state of the art and the road map* in the field under study. The charts and *road maps* are made in JPG / PNG format, inserted in this field. Reference sources / primary references that are relevant and prioritize research results in the most recent scientific journals or patents. It is recommended to use the recent ten years library sources.
7. **Research Methods.** The method or means to achieve predetermined goals should not exceed 600 words. This section provides a research flow chart that illustrates what has been implemented and will be done during the proposed time. The flow chart format can be JPG / PNG files. The research chart must be made in its entirety with clear phases, starting from the beginning, how the process and its outputs are, and the targeted achievement indicators. In this section, each member of the Applicants must also fill in the duties according to the proposed research stage.
8. **Research Schedule And Costs.** The research schedule is arranged in the tabular form like the Research Proposal Template example (See Appendix 5). Research costs are made as detailed as possible in 4 components (Honorarium, Material Shopping, Non-Operational Goods shopping, Travel Expenses).
9. **Bibliography (Reference).** The bibliography is arranged and written based on a number system following the order of citation. Only references cited on research proposals are included in the Bibliography. The list of references is compiled based on the name and

year system in alphabetical order, the author's name, the year of publication, the title of the article/book, and the place/city of the publisher and publisher institution. For references originating from scientific journals, it is also necessary to include the name of the journal, volume and publication number, as well as the page where the article was published.

10. **Appendix.** In the appendix, at a minimum, (a) research personnel and (b) the brief *curriculum vitae* of chairperson and research members must at least include the identity of the researcher, the subjects being taught, educational history, and research experience, and community service for the last five years, and scientific publications for the previous five years (books, articles in *proceedings*, articles in journals, and the like).

F. Proposal Template

The Systematics of The Ordered Research includes the following.

COVER

TABLE OF CONTENTS

ABSTRACT (SUMMARY) (maximum 500 words)

INTRODUCTION (maximum 500 words) LITERATURE REVIEW (Maximum 1000 words)

RESEARCH METHOD (Maximum 600 words) RESEARCH SCHEDULE (See sample template) RESEARCH COSTS

REFERENCES APPENDIX

Appendix 1 Research personnel

Appendix 2 List of CVs(*curriculum vitae*) of the Head Researcher and Research Members.

The format can be found in the Appendix of this Handbook.

Continuation Proposal:

COVER

TABLE OF CONTENTS

ABSTRACT (SUMMARY) (maximum 500 words)

INTRODUCTION (maximum 500 words) LITERATURE REVIEW (Maximum 1000 words)

RESEARCH METHOD (Maximum 600 words)

ACHIEVED RESULTS (Maximum 600 words)

NEXT YEAR PLAN 500 words)

RESEARCH SCHEDULE (See sample Template)

RESEARCH COST

REFERENCES APPENDIX

Appendix 1 Research personnel

Appendix 2 List of CVs (curriculum vitae) of the Head Researcher and Research Members.

Sample format of Ordered Research Proposal Cover

FIELD OF STUDY

ORDERED RESEARCH PROPOSAL



RESEARCH TITLE

Name of Head Researcher NIDN
Name of Research Member 1 NIDN
Name of Research Member 2 NIDN

DEPARTMENT
FACULTY
UNIVERSITAS NEGERI PADANG

Report Cover sample format of Ordered Research

FIELD OF STUDY

ORDERED RESEARCH REPORT



RESEARCH TITLE

Name of Head Researcher NIDN

Name of Research Member 1 NIDN

Name of Research Member 2 NIDN

This research was funded by:

Universitas Negeri Padang DIPA Fund Year

Under UNP Rector Decree No.

Date

DEPARTMENT

FACULTY

UNIVERSITAS NEGERI PADANG

Month, Year

* Choose one

Letter of Approval Format of Ordered Research Report

**LETTER OF APPROVAL
ORDERED RESEARCH REPORT**

1. Research Title :
2. Field of Study :
3. Head Researcher
 - a. Full Name :
 - b. Sex :
 - c. NIP / NIDN :
 - d. Discipline :
 - e. Rank / Group :
 - f. Position :
 - g. Faculty / Department :
 - h. Address :
 - i. Phone/ Fax / Email :
 - j. Home Address :
 - k. Phone/ Fax / Email :
4. Number of Research Members :
- Name of Research Member and NIDN :1.....
- :2.....
- Name and NIM of student involved :1.....
- :2.....
5. Research Site :
6. Total research costs :
-
- Amount in words :
-

Acknowledged by:
Dean...UNP Padang,

Padang,.....202...
Chief Researcher,

.....
NIP.

.....
NIP.

Approved the
Chairperson of LP2M
Universitas Negeri Padang

Prof. Dr. Yasri, MS.
NIP. 19630303198703

CHAPTER 11

BASIC RESEARCH

A. Introduction

Basic research is categorized into research that produces basic principles from technology, concept formulation, or technology applications, to proof-of-concept of essential analytical and experimental functions or characteristics. This research aims to produce new theories, methods, or policy principles that are used for scientific development. Basic research can be oriented to explanations or discoveries (inventions) in order to anticipate new symptoms/phenomena, rules, models, or postulates that support a process of technology, health, agriculture, etc. in order to support applied research. This Basic Research Scheme can be carried out for collaborative research from within or outside the country. Research on foreign cooperation can be carried out multilaterally or in the form of a consortium. In the TKT measurement process, Basic Research results will be at level 1 to level 3.

The objectives of the Basic Research are as follows:

1. To increase and encourage the acceleration of basic research in higher institutions to produce inventions, both methods, new theories or new policy principles that have never been there before, on the TKT 1-3 measurements;
2. To improve the quality and competence of researchers in conducting basic research in tertiary institutions;
3. To improve the quality of basic research results and produce scientific publications in reputable international scientific journals; and
4. To enhance and encourage researchers' ability in tertiary institutions to collaborate with partner institutions at home or abroad.

B. Research Outputs

The mandatory Basic Research output per year can be in the form of:

1. at least one article in an international journal indexed in a reputable database; or
2. at least one research book with ISBN; or
3. at least three articles in proceedings indexed in reputable databases; or
4. at least three *book chapters* indexed in reputable databases or with ISBNs.

This research is also expected to produce additional outcomes in accordance with Table

1.

C. Research Criteria

The basic research criteria are as follows:

1. The research is multi-year, the research period is two years, and the outcome will be evaluated annually; and
2. Funding for Basic Research research refers to the LP2M Proker as listed in Table 1.

D. Requirements for Applicants

Requirements for Applicants for Basic Research are as follows:

1. The head of the Applicants is a permanent lecturer at UNP;
2. The head of the Applicants has a doctoral degree with a minimum functional position as an assistant professor, or a
3. degree with at least a master degree with a functional position at least as a lecturer;
4. The chief Applicants has a publication track record of at least two articles in a reputable indexed database or a nationally accredited journal as the first author or corresponding author as evidenced by showing the URL of the article in question; and
5. members of the Applicants 1-2 people.
6. Include a minimum of 2 (two) students, especially those who are carrying out research to complete their thesis (at least at their sixth semesters)

E. Proposal Components

The components of this Basic Research proposal are systematically determined as follows.

1. **Proposal Title.** The research title should be brief and specific but clear enough and give an overview of the proposed research.
2. **Cover of the Proposal** according to the format as attached.
3. **Field of Science.** Write down the field of science of the head researcher based on the following clusters of knowledge: (1) Education and Educational Sciences, (2) Energy, Science, and Engineering Technology, (3) Food, Health, and Sports, (4) Social, Cultural, Art, Sport, and Humanities, (4) Disaster and Environment, (5) Resources, Economics and Business, and (6) Social, Arts, Culture, and Humanities.
4. **Abstract (Summary).** Contains no more than 500 words containing the research background, objectives and stages of the research method, targeted outcomes, and TKT descriptions of the proposed research
5. **Introduction.** Contains no more than 500 words containing the background and problems to be studied, specific objectives, and the urgency of the research. In this

section it is necessary to explain a description of the particular specifications related to the scheme.

6. **Literature Review.** The literature review is not more than 1000 words by presenting the *state of the art and the road map* in the field being studied. The charts and *road maps* are made in JPG / PNG format, inserted in this field. Reference sources / primary references relevant and focus on the research results in the most recent scientific journals or patents are also included. It is recommended to use the latest library sources (at least for the recent ten years).
7. **Research Methods.** The method or means to achieve predetermined goals should be written by not exceeding 600 words. This section also contains a research flow chart that illustrates what has been implemented and will be done during the proposed time. The flow chart format can be JPG / PNG files. The research chart must be made in its entirety with clear phases, starting from the beginning, how the process and its outputs are, and the targeted achievement indicators. In this section, each member of the Applicants must also fill in the duties according to the proposed research stage.
8. **Research Schedule And Costs.** The research schedule is arranged in tabular form, as shown in the Research Proposal Template (See Appendix 5). Research costs are made as detailed as possible in 4 components (Honorarium, Material Shopping, Non-Operational Goods shopping, Travel Expenses).
9. **Bibliography (Reference).** The bibliography is arranged and written based on a number system following the order of citation. Only references cited on research proposals are included in the Bibliography. The list of references is compiled based on the name and year system in alphabetical order, the author's name, the year of publication, the title of the article/book, and the place/city of the publisher and publisher institution. For references originating from scientific journals, it is also necessary to include the name of the journal, volume, publication number, and the page where the article was published.
10. **Appendixs.** The appendix, at a minimum, should covers (a) research personnel and (b) the brief *curriculum vitae* of chairperson and research members, which must at least include the identity of the researcher, the subjects being taught, educational history, and research experience and community service for the last five years, and scientific publications for the previous five years (books, articles in *proceedings*, articles in journals, and the like).

F. Proposal Template

The systematics of Basic research includes the following.

COVER

TABLE OF CONTENTS

ABSTRACT (SUMMARY) (maximum 500 words)

INTRODUCTION (maximum 500 words)

LITERATURE REVIEW (Maximum 1000 words)

RESEARCH METHOD (Maximum 600 words)

RESEARCH SCHEDULE (See sample template)

RESEARCH COSTS

REFERENCES

APPENDIX

Appendix 1 Research personnel

Appendix 2 List of CVs(*curriculum vitae*)of the Head Researcher and Research Members

The format can be found in the Appendix of this Handbook.

Continuation Proposal:

COVER

TABLE OF CONTENTS

ABSTRACT (SUMMARY) (maximum 500 words)

INTRODUCTION (maximum 500 words)

LITERATURE REVIEW (Maximum 1000 words)

RESEARCH METHOD (Maximum 600 words)

ACHIEVED RESULTS (Maximum 600 words)

NEXT YEAR PLAN (Maximum 500 words)

RESEARCH SCHEDULE (See sample template)

RESEARCH COSTS

REFERENCES

APPENDIX

Appendix 1 Research personnel

Appendix 2 List of CVs(*curriculum vitae*)of the Head Researcher and Research Members

sample format of Basic Research Proposal Cover

FIELD OF STUDY

BASIC RESEARCH PROPOSAL



RESEARCH TITLE

Name of Head Researcher NIDN

Name of Research Member 1 NIDN

Name of Research Member 2 NIDN

DEPARTMENT

FACULTY

UNIVERSITAS NEGERI PADANG YEAR

Sample Format Basic Research Report Cover

FIELD OF STUDY

BASIC RESEARCH REPORT



RESEARCH TITLE

Name of Head Researcher NIDN

Name of Research Member 1 NIDN

Name of Research Member 2 NIDN

This research was funded by:

Universitas Negeri Padang DIPA Fund Year

Under UNP Rector Decree No.

Date

DEPARTMENT

FACULTY

UNIVERSITAS NEGERI PADANG

Month, Year

Sample Format of Basic Research Report Letter of Approval

**LETTER OF APPROVAL
BASIC RESEARCH REPORT**

1. Research Title :
2. Field of Study :
3. Head Researcher
 - a. Full Name :
 - b. Sex :
 - c. NIP / NIDN :
 - d. Discipline :
 - e. Rank / Group :
 - f. Position :
 - g. Faculty / Department :
 - h. Address :
 - i. Phone/ Fax / Email :
 - j. Home Address :
 - k. Phone/ Fax / Email :
4. Number of Research Members :
- Name of Research Member and NIDN :1.....
- :2.....
- Name and NIM of student involved :1.....
- :2.....
5. Research Site :
6. Total research costs :
- Amount in words :

Acknowledged by:
Dean...UNP Padang,

Padang,.....202...
Chief Researcher,

.....
NIP.

.....
NIP.

Approved the
Chairperson of LP2M
Universitas Negeri Padang

Prof. Dr. Yasri, MS.
NIP. 19630303198703

CHAPTER 12

APPLIED RESEARCH

A. Introduction

Applied research aims at finding solutions to problems that exist in society, industry, and government as a continuation of basic research. Applied Research is a research model that is more geared towards creating innovation and the development of science and technology. This research is oriented towards science and technology products that have been validated in a laboratory/field environment or a relevant environment.

In the TKT measurement process, Applied Research results will be at level 4 to level 6. The objectives of Applied Research are as follows:

1. to increase the ability of researchers in higher institutions to produce products of science, technology, arts, and culture;
2. to strengthen multidisciplinary research roadmaps;
3. to build collaboration between universities and partners who use research results;
4. to improve and encourage the ability of researchers in higher institutions to collaborate with partner institutions at home or abroad; and
5. to obtain ownership of KI for science, technology, art, and culture products.

B. Research Outputs

Mandatory Applied Research outputs include:

1. at least one science and technology and social culture product which can be in the form of methods, *blueprints*, prototypes, systems, policies, models, or appropriate technology protected by IP in the first year; and
2. documentation of product trial results, prototypes, policies, or art performances in the 2nd and upcoming years.

This research is also expected to produce other outcomes in accordance with Table 1.

C. Research Criteria

The criteria for applied research are as follows:

1. The research is multi-year, the research period is two years, and the outcome will be evaluated annually; and
2. Financing for Applied Research refers to the LP2M Program as listed in Table 1.

D. Requirements for Applicants

Requirements for Applicants for Applied Research are as follows:

1. The head of the Applicants is a permanent lecturer at UNP;
2. Have a doctoral education with a minimum functional position as an expert assistant, or a
3. Master degree with a minimum functional position as a lecturer;
4. The chief Applicants has a publication track record of at least two articles in a reputable indexed database or a national accredited journal as the first author or *corresponding author* as evidenced by showing the URL of the article in question, or having at least one KI registered status; and
5. members of the Applicants 1-2 people.
6. Include a minimum of 2 (two) students, especially those carrying out research to complete their thesis (at least at their sixth semesters).

E. Proposal Components

The following systematics determine the component of the Applied Research proposal.

1. **Proposal Title.** The research title should be brief and specific but clear enough and give an overview of the proposed research.
2. **Cover of the Proposal** according to the format as attached.
3. **Field of Science.** Write down the field of science of the head researcher based on the following clusters of knowledge: (1) Education and Educational Sciences, (2) Energy, Science, and Engineering Technology, (3) Food, Health, and Sports, (4) Social, Cultural, Art, Sport, and Humanities, (4) Disaster and Environment, (5) Resources, Economics and Business, and (6) Social, Arts, Culture, and Humanities.
4. **Abstract (Summary).** Contains no more than 500 words including the research background, objectives and stages of the research method, targeted outcomes, and TKT descriptions of the proposed research
5. **Introduction.** Contains no more than 500 words including the background and problems to be studied, specific objectives, and the urgency of the research. In this section, it is necessary to explain a description of the particular specifications related to the scheme.
6. **Literature Review.** Literature review is not more than 1000 words by presenting *state of the art* and the *road map* in the field under study. The charts and *road maps* are made in JPG / PNG form inserted in this field. Reference sources / primary references that are relevant and by prioritizing research results in the latest scientific journals or

patents. It is recommended to use the recent ten years' library sources.

7. **Research Methods.** The method or means to achieve predetermined goals should not exceed 600 words. This section is equipped with a research flow chart illustrating what has been implemented and will be done during the proposed time. The flow chart format can be JPG / PNG files. The research chart must be made in its entirety with clear phases, starting from the beginning, how the process and its outputs are, and the targeted achievement indicators. In this section, each member of the Applicants must also fill in the duties according to the proposed research stage.
8. **Research Schedule And Costs.** The research schedule is arranged in tabular form like the Research Proposal Template example (See Appendix 5). Research costs are made as detailed as possible in 4 components (Honorarium, Material Shopping, Non-Operational Goods shopping, Travel Expenses).
9. **Bibliography (Reference).** The bibliography is arranged and written based on a number system following the order of citation. Only references cited on research proposals are included in the Bibliography. The list of references is compiled based on the name and year system in alphabetical order, the author's name, the year of publication, the title of the article/book, and the place/city of the publisher and publisher institution. For references originating from scientific journals, it is also necessary to include the name of the journal, volume, publication number, and the page where the article was published.
10. **Appendix.** In the appendix, at a minimum, (a) research personnel and (b) the brief *curriculum vitae* of chairperson and research members must at least include the identity of the researcher, the subjects being taught, educational history, and research experience, and community service for the last five years, and scientific publications for the previous five years (books, articles in *proceedings*, articles in journals, and the like).

F. Proposal Template

Systematics of Applied research includes the following.

COVER

TABLE OF CONTENTS

ABSTRACT (SUMMARY) (maximum 500 words)

INTRODUCTION (maximum 500 words)

LITERATURE REVIEW (Maximum 1000 words)

RESEARCH METHOD (Maximum 600 words)

RESEARCH SCHEDULE (See sample template)

RESEARCH COSTS

REFERENCES

APPENDIX

Appendix 1 Research personnel

Appendix 2 List of CVs(*curriculum vitae*) of the Head Researcher and Research Members. The format can be found in the Appendix of this Handbook.

Continuation Proposal:

COVER

TABLE OF CONTENTS

ABSTRACT (SUMMARY) (maximum 500 words)

INTRODUCTION (maximum 500 words)

LITERATURE REVIEW (Maximum 1000 words)

RESEARCH METHOD (Maximum 600 words)

ACHIEVED RESULTS (Maximum 600 words)

NEXT YEAR PLAN (Maximum 500 words)

RESEARCH SCHEDULE (See sample Template)

RESEARCH COST

REFERENCES

APPENDIX

Appendix 1 Research personnel

Appendix 2 List of CVs(*curriculum vitae*) of the Head Researcher and Research Members.

sample format Cover Proposals for Applied Research

FIELD OF STUDY

APPLIED RESEARCH PROPOSAL



RESEARCH TITLE

Name of Head Researcher NIDN

Name of Research Member 1 NIDN

Name of Research Member 2 NIDN

DEPARTMENT

FACULTY

UNIVERSITAS NEGERI PADANG

Sample Format for Applied Research Reports

FIELD OF STUDY

APPLIED RESEARCH REPORT



RESEARCH TITLE

Name of Head Researcher NIDN

Name of Research Member 1 NIDN

Name of Research Member 2 NIDN

This research was funded by:
Universitas Negeri Padang DIPA Fund Year
Under UNP Rector Decree No.
Date

DEPARTMENT
FACULTY
UNIVERSITAS NEGERI PADANG
Month, Year

CHAPTER 13

DEVELOPMENT RESEARCH

A. Introduction

Development research aims to achieve further development at the model/product/prototype stage tested in an actual environment. Development research is a research model that is more geared towards developing commercial products. In this study, the involvement of partners as investors is required. In the process of measuring TKT, the results of development research are at TKT 7 to 9. The objectives of Development Research are as follows:

1. to produce scientific, technological, artistic, and cultural products that are ready to be applied characterized by TKT 7-9;
2. to realize technology roadmaps or multidisciplinary research results that produce commercial products;
3. to build partnerships *Academic, Business, Government, and Community (ABGC)*; and
4. to enhance and encourage researchers' ability in higher institutions to collaborate with partner institutions at home or abroad.

B. Research Outputs

The compulsory research and development outputs are as follows:

1. first-year:
 - a) industry-worthy prototypes of science, technology, arts, and culture that are KI;
 - b) documents *feasibility study*;
2. the second year the results of the industrial acceptance test; and
3. the third year of the *business plan*.

This research is also expected to produce other outcomes in accordance with Table 1.

C. Research Criteria

The criteria for development research are as follows:

1. The research is multi-year, the research period is two years, and the outcome will be evaluated annually;
2. Development Research Financing refers to the LP2M Proker as shown in Table 1.

D. Applicants Requirements

Requirements for Applicants for Development Research are as follows:

1. The head of the Applicants is a permanent lecturer at UNP;
2. The head Applicants has a doctoral degree with a minimum functional position as an assistant professor, or a master degree with a minimum functional position as a lecturer;
3. The chief Applicants has a publication track record of at least five articles in an indexed database with a reputation as the first author or *corresponding author as* evidenced by showing the URL of the article, or at least having one KI status *granted*;
4. Having investor partners as evidenced by a written statement containing the inclusion of funds committed by partners in the form of *in cash* at least 10% of the funds raised; and
5. members of the Applicants 2-3 people.
6. Include a minimum of 2 (two) students, especially those carrying out research to complete their thesis (at least at their sixth semesters).

E. Proposal Components

The Components of this Research Development proposal are systematically defined as follows.

1. **Proposal Title.** The research title should be brief and specific but clear enough and give an overview of the proposed research.
2. **Cover of the Proposal** according to the format as attached.
3. **Field of Science.** Write down the field of science of the head researcher based on the following clusters of knowledge: (1) Education and Educational Sciences, (2) Energy, Science, and Engineering Technology, (3) Food, Health, and Sports, (4) Social, Cultural, Art, Sport, and Humanities, (4) Disaster and Environment, (5) Resources, Economics and Business, and (6) Social, Arts, Culture, and Humanities.
4. **Abstract (Summary).** Contains no more than 500 words including the research background, objectives and stages of the research method, targeted outcomes, and TKT descriptions of the proposed research
5. **Introduction.** Contains no more than 500 words including the background and problems to be studied, specific objectives, and the urgency of the research. In this section, it is necessary to explain a description of the particular specifications related to the scheme.
6. **Literature Review.** The literature review is not more than 1000 words by presenting *state of the art and the road map* in the field under study. The charts and *road maps*

are made in JPG / PNG format, inserted in this field. Reference sources / primary references that are relevant and prioritize research results in the most recent scientific journals or patents. It is recommended to use the current ten years library sources.

7. **Research Methods.** The method or means to achieve predetermined goals should not exceed 600 words. This section provides a research flow chart that illustrates what has been implemented and will be done during the proposed time. The flow chart format can be JPG / PNG files. The research chart must be made in its entirety with clear phases, starting from the beginning, how the process and its outputs are, and the targeted achievement indicators. In this section, each member of the Applicants must also fill in the duties according to the proposed research stage.
8. **Research Schedule And Costs.** The research schedule is arranged in the tabular form like the Research Proposal Template example (See Appendix 5). Research costs are made as detailed as possible in 4 components (Honorarium, Material Shopping, Non-Operational Goods shopping, Travel Expenses).
9. **Bibliography (Reference).** The bibliography is arranged and written based on a number system following the order of citation. Only references cited on research proposals are included in the Bibliography. The list of references is compiled based on the name and year system in alphabetical order, the author's name, the year of publication, the title of the article/book, and the place/city of the publisher and publisher institution. For references originating from scientific journals, it is also necessary to include the name of the journal, volume and publication number, as well as the page where the article was published.
10. **Appendix.** In the appendix, at a minimum, (a) research personnel and (b) the brief *curriculum vitae* of chairperson and research members must at least include the identity of the researcher, the subjects being taught, educational history, and research experience, and community service for the last five years, and scientific publications for the previous five years (books, articles in *proceedings*, articles in journals, and the like).

F. Proposal Template

The proposal of Development Research Includes the following.

COVER

TABLE OF CONTENTS

ABSTRACT (SUMMARY) (maximum 500 words)

INTRODUCTION (maximum 500 words)

LITERATURE REVIEW (Maximum 1000 words)

RESEARCH METHOD (Maximum 600 words)

RESEARCH SCHEDULE (See sample template)

RESEARCH COSTS

REFERENCES

APPENDIX

Appendix 1 Research personnel

Appendix 2 List of CVs(*curriculum vitae*) of the Head Researcher and Research Members.

The format can be found in the Appendix of this Handbook.

Continuation Proposal:

COVER

TABLE OF CONTENTS

ABSTRACT (SUMMARY) (maximum 500 words)

INTRODUCTION (maximum 500 words)

LITERATURE REVIEW (Maximum 1000 words)

RESEARCH METHOD (Maximum 600 words)

ACHIEVED RESULTS (Maximum 600 words)

NEXT YEAR PLAN (Maximum 500 words)

RESEARCH SCHEDULE (See sample Template)

RESEARCH COST

REFERENCES

APPENDIX

Appendix 1 Research personnel

Appendix 2 List of CVs (*curriculum vitae*) of the Head Researcher and Research Members.

sample format Development Research Proposal Cover

FIELD OF STUDY

DEVELOPMENT RESEARCH PROPOSAL



RESEARCH TITLE

Name of Head Researcher NIDN

Name of Research Member 1 NIDN

Name of Research Member 2 NIDN

DEPARTMENT

FACULTY

UNIVERSITAS NEGERI PADANG

Sample Format of Development Research Report Cover

FIELD OF STUDY

DEVELOPMENT RESEARCH REPORT



RESEARCH TITLE

Name of Head Researcher NIDN

Name of Research Member 1 NIDN

Name of Research Member 2 NIDN

This research was funded by:
Universitas Negeri Padang DIPA Fund Year
Under UNP Rector Decree No.
Date

DEPARTMENT

FACULTY

UNIVERSITAS NEGERI PADANG

Month, Year

CHAPTER 14

INSTITUTES' RESEARCH

A. Introduction

Institutes Research is research based on specific scientific fields which is the focus or interest of research centers in the UNP environment which can only be followed by the research centers in order to improve the quality and development of scientific and institutional centers. One indicator of increasing quality and scientific and institutional development of research centers is the birth of scientific publications (articles) in reputable international journals.

The research objectives of the Institutes' Research are as follows:

1. Improve quality and develop science which is the focus and interest of the study centers within the UNP Padang;
2. Increase the quantity and quality of scientific publications of research centers within UNP in reputable international journals, especially those indexed by Scopus or Thomson Reuters.

B. Research Outputs

The mandatory Institutes Research output is the publication of one article in reputable international seminar proceedings in the first year and one scientific article in a reputable international journal of at least Q2 (indexed by Scopus or Thomson Reuters) a maximum of one year after the research contract ends. This research is also expected to produce additional outputs, as described in Table 1.

C. Research Criteria

Institutes Research criteria follow the following conditions:

1. The proposed research is research whose scientific field is in accordance with the focus and scientific interest of the study center;
2. The research period is one year, with the maximum amount of money referring to the LP2M Proker as listed in Table 1.

D. Applicants Requirements

Institutes Research Applicants requirements are as follows:

1. The head of the Applicants is a permanent lecturer at Padang State University;
2. The Head Applicants has publishing experience of at least one article as the first author

- or *corresponding author* in a reputable international proceeding/journal; and
3. Research members consist of a maximum of 2 members, with a minimum position of assistant professor.

E.Proposal Components

The proposal components of the Postgraduate Team research are systematically defined as follows.

11. **Research Title.** The title of the study should be brief and specific, but sufficiently clear to give an overview of the proposed research.
12. **Cover of the proposal** according to the format as attached.
13. **Field of Study.** Write down the field of study of the head researcher based on the following clusters of knowledge: (1) Education and Educational Sciences, (2) Energy, Science, and Engineering Technology, (3) Food, Health, and Sports, (4) Social, Cultural, Art, Sport, and Humanities, (4) Disaster and Environment, (5) Resources, Economics and Business, and (6) Social, Arts, Culture, and Humanities.
14. **Abstract (Summary).** Contains no more than 500 words, including the research background, objectives and stages of the research method, targeted outcomes, and descriptions of the proposed research TKT
15. **Introduction.** Contains no more than 500 words, including the background and problems to be studied, specific objectives, and the urgency of the research. In this section, it is necessary to explain a description of the particular specifications related to the scheme.
16. **Literature Review.** The literature review is not more than 1000 words by presenting *state of the art and road map* in the field under study. The charts and *road maps* are made in JPG / PNG format, inserted in this field. Reference sources / primary references that are relevant and prioritize research results in the most recent scientific journals or patents. It is recommended to use the recent ten years' library sources.
17. **Research Methods.** The method or means to achieve predetermined goals should not exceed 600 words. This section is equipped with a research flow chart that illustrates what has been implemented and will be done during the proposed time. The flow chart format can be JPG / PNG files. The research chart must be made in its entirety with clear phases, starting from the beginning, how the process and its outputs are, and the targeted achievement indicators. In this section, each member of the Applicants must also fill in the duties according to the proposed research stage.

18. **Research Schedule And Costs.** The research schedule is arranged in the tabular form like the Research Proposal Template example (See Appendix 5). Research costs are made as detailed as possible in 4 components (Honorarium, Material Shopping, Non-Operational Goods shopping, Travel Expenses).
19. **Bibliography (Reference).** The bibliography is arranged and written based on a number system following the order of citation. Only references cited on research proposals are included in the Bibliography. The list of references is compiled based on the name and year system in alphabetical order, the author's name, the year of publication, the title of the article/book, and the place/city of the publisher and publisher institution. For references originating from scientific journals, it is also necessary to include the name of the journal, volume, publication number, and the page where the article was published.
20. **Appendix.** In the appendix, at a minimum, (a) research personnel and (b) the brief *curriculum vitae* of chairperson and research members must at least include the identity of the researcher, the subjects being taught, educational history, and research experience, and community service for the last five years, and scientific publications for the previous five years (books, articles in *proceedings*, articles in journals, and the like).

F. Proposal Template

The Systematics of The Institutes Research includes the following.

COVER

TABLE OF CONTENTS

ABSTRACT (SUMMARY) (maximum 500 words)

INTRODUCTION (maximum 500 words)

LITERATURE REVIEW (Maximum 1000 words)

RESEARCH METHOD (Maximum 600 words)

RESEARCH SCHEDULE (See sample template)

RESEARCH COSTS

REFERENCES

APPENDIX

Appendix 1 Research personnel

Appendix 2 List of CVs (*curriculum vitae*) of the Head Researcher and Research Members. The format can be found in the Appendix of this Handbook.

Sample Format of Institutes Research Proposal Cover

FIELD OF STUDY

INSTITUTES RESEARCH PROPOSAL



RESEARCH TITLE

Name of Head Researcher NIDN

Name of Research Member 1 NIDN

Name of Research Member 2 NIDN

DEPARTMENT

FACULTY

UNIVERSITAS NEGERI PADANG

Sample Format of Institutes Research Proposal Report Cover

FIELD OF STUDY

INSTITUTES RESEARCH REPORT



RESEARCH TITLE

Name of Head Researcher NIDN

Name of Research Member 1 NIDN

Name of Research Member 2 NIDN

This research was funded by:
Universitas Negeri Padang DIPA Fund Year
Under UNP Rector Decree No.
Date

DEPARTMENT

FACULTY

UNIVERSITAS NEGERI PADANG

Month, Year

CHAPTER 15

INDEPENDENT RESEARCH

A. Introduction

Independent research is research initiated and carried out by lecturers/researchers in accordance with the scientific field and the needs of each lecturer/researcher whose funding is provided by the lecturer/researcher concerned. Research may be carried out by any UNP lecturer/researcher. It will be validated and counted as part of Tridharma Perguruan Tinggi (the threefold mission of higher education) task by LP2M if it meets the predetermined criteria. Independent Research is a research scheme whose management is carried out by lecturers/researchers and endorsed by LP2M Universitas Negeri Padang. This program is intended to improve and develop research lecturers' ability at the Universitas Negeri Padang. Their competence and research sensitivity will grow and be able to produce teaching materials and scientific publications, as well as foster a productive research culture that always publishes their research results in scientific journals, especially accredited national scientific journals or reputable international scientific journals.

B. Research Criteria and Requirements

The criteria and requirements for this Independent Research are defined as follows.

1. The researcher is a permanent lecturer at the Universitas Negeri Padang.
2. The Head Researcher has a minimum position of Lecturer or a Doctorate (S3).
3. Research is original.
4. The maximum number of the research team is three people, consisting of 1 chairman and two members.
5. Research must be relevant to the field of science being occupied and the subject being taught.
6. Independent Research Assessment is carried out by reviewers who are SK by the chancellor.
7. The research report is made in 2 (two) copies and submitted to LP2M Padang State University for archiving.

C. Research Outputs

The expected outputs of this study are as follows.

1. Articles in national seminar proceedings or accredited national journals or international journals
2. IPR or Teaching Materials / Textbook sections or Prototypes or Appropriate Technology, Models

D. Research Proposal Components

The components of this Independent Research proposal are systematically defined as follows.

1. **Research Title.** The research title should be brief and specific but clear enough and give an overview of the proposed research.
2. **Cover of the Proposal** according to the format as attached.
3. **Field of Science.** Write down the field of science of the head researcher based on the leading directions of UNP research, such as (1) Education and Educational Sciences, (2) Energy, Science, and Engineering Technology, (3) Food, Health, and Sports, (4) Social, Culture, Arts, Sports and Humanities, (4) Disaster and Environment, (5) Resources, Economics and Business, and (6) Social, Arts, Culture, and Humanities.
4. **Abstract (Summary).** Contains no more than 500 words including the research background, objectives and stages of the research method, targeted outcomes, and TKT descriptions of the proposed research
5. **Introduction.** Contains no more than 500 words including the background and problems to be studied, specific objectives, and the urgency of the research. In this section, it is necessary to explain a description of the particular specifications related to the scheme.
6. **Literature Review.** The literature review is not more than 1000 words by presenting *state of the art and the road map* in the field under study. The charts and *road maps* are made in JPG / PNG format, inserted in this field. Reference sources / primary references that are relevant and prioritize research results in the most recent scientific journals or patents. It is recommended to use the current ten years library sources.
7. **Research Methods.** The method or means to achieve predetermined goals should not exceed 600 words. This section provides a research flow chart that illustrates what has

been implemented and will be done during the proposed time. The flow chart format can be JPG / PNG files. The research chart must be made in its entirety with clear phases, starting from the beginning, how the process and its outputs are, and the targeted achievement indicators. In this section, each member of the Applicants must also fill in the duties according to the proposed research stage.

8. **Research Schedule And Costs.** The research schedule is arranged in the tabular form like the Research Proposal Template example (See Appendix 5). Research costs are made as detailed as possible in 4 components (Honorarium, Material Shopping, Non-Operational Goods shopping, Travel Expenses).
9. **Bibliography (Reference).** The bibliography is arranged and written based on a number system following the order of citation. Only references cited on research proposals are included in the Bibliography. The list of references is compiled based on the name and year system in alphabetical order, the author's name, the year of publication, the title of the article/book, and the place/city of the publisher and publisher institution. For references originating from scientific journals, it is also necessary to include the name of the journal, volume and publication number, as well as the page where the article was published.
10. **Appendix.** In the appendix, at a minimum, (a) research personnel and (b) the brief *curriculum vitae* of chairperson and research members must at least include the identity of the researcher, the subjects being taught, educational history, and research experience, and community service for the last five years, and scientific publications for the previous five years (books, articles in *proceedings*, articles in journals, and the like).

E. Proposal Template

The systematics of Independent research includes the following.

COVER

TABLE OF CONTENTS

ABSTRACT (SUMMARY) (maximum 500 words)

INTRODUCTION (maximum 500 words)

LITERATURE REVIEW (Maximum 1000 words)

RESEARCH METHOD (Maximum 600 words)

RESEARCH SCHEDULE (See sample template)

RESEARCH COSTS

REFERENCES

APPENDIX

Appendix 1 Research personnel

Appendix 2 List of CVs(*curriculum vitae*) of the Head Researcher and Research
Members

Sample format of Independent Research Proposal Cover

FIELD OF STUDY

INDEPENDENT RESEARCH PROPOSAL



RESEARCH TITLE

Name of Head Researcher NIDN
Name of Research Member 1 NIDN
Name of Research Member 2 NIDN

DEPARTMENT
FACULTY
UNIVERSITAS NEGERI PADANG YEAR

Sample format of Independent Research Report Cover

FIELD OF STUDY

INDEPENDENT RESEARCH REPORT



RESEARCH TITLE

Name of Head Researcher NIDN
Name of Research Member 1 NIDN
Name of Research Member 2 NIDN

FACULTY
UNIVERSITAS NEGERI PADANG
Month, Year

CHAPTER 16

CLOSING

Completion of this Handbook goes through a relatively long process and goes through repeated stages of refinement. The notes on the implementation of research and community service using the previous handbook edition are invaluable enrichment materials. The dynamics of the development needs of research focus and community service in various fields have also been accommodated in this Guide by formulating several new schemes.

Thanks to the entire compilation project team's hard work, the 2020 Revised Edition Research Handbook was finally completed. To that end, we should be grateful to God Almighty for His favors in making things easier to complete the project.

This handbook is an apparent reference in the implementation of research and community service activities, especially for lecturers as the main actors of research and community service activities. This handbook is also an apparent reference for research activities administrators at UNP, including a team of experts who guide the selection process to the reporting stage. With reference to this handbook, the research activities stakeholders(*stakeholders*) can function correctly.

- This guideline has been adapted to the application of grant management with Information and Communication Technology (ICT) based starting from the process of proposal, selection, implementation, monitoring, and evaluation to reporting. With an ICT-based management system, supported by clear guidelines, it has been proven that research and community service can be managed efficiently, transparency and accountability.

Although this handbook has been written well, it does not rule out the possibility of imperfections. For this reason, suggestions and criticisms are highly expected for the perfection of this handbook for the coming period. Hopefully, this handbook can oversee research activities at UNP so that it can produce outputs that can make a meaningful contribution to raising UNP's competitiveness at the national and international levels.

REFERENCES

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2. Undang-Undang Nomor 12 Tahun 2012 tentang Pendidikan Tinggi.
3. Undang-Undang Nomor 20 Tahun 2003 tentang Sistem Pendidikan Nasional.
4. Undang-Undang Nomor 18 Tahun 2002 tentang Sistem Nasional Penelitian, Pengembangan, dan Penerapan Ilmu Pengetahuan dan Teknologi.
5. Peraturan Presiden Nomor 13 Tahun 2015 tentang Kementerian Riset, Teknologi dan Pendidikan Tinggi.
6. Peraturan Pemerintah RI Nomor 66 Tahun 2010 tentang Perubahan atas Peraturan Pemerintah Nomor 17 Tahun 2010 tentang Pengelolaan dan Penyelenggaraan Pendidikan.
7. Peraturan Pemerintah RI Nomor 41 Tahun 2006 tentang Perizinan Melakukan Kegiatan Penelitian dan Pengembangan Bagi Perguruan Tinggi Asing, Lembaga Penelitian dan Pengembangan Asing, Badan Usaha Asing, dan Orang Asing.
8. Peraturan Menteri Keuangan Nomor 69 Tahun 2018 tentang Standar Biaya Keluaran Tahun 2019.
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10. Permenristekdikti Nomor 69 Tahun 2016 tentang Pedoman Pembentukan Komite Penilaian dan/atau *Reviewer* dan Tatacara Pelaksanaan Penilaian Penelitian dengan Menggunakan Standar Biaya Keluaran.
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16. Peraturan Dirjen Penguatan Riset dan Pengembangan Nomor 603/E1.2/2016 tentang Pedoman Indikator Capaian Tingkat Kesiapterapan Teknologi.
17. Peraturan Rektor UNP No. 6059 Tahun 2018 tentang Penyelenggaraan Penelitian

APPENDICES

Appendix 1. Themes and Topic of the Excellence Research Developed at UNP 2020-2024

Areas of	Top Themes	Excellence Research Topics
DIGITAL LEARNING SERVICES (1)	Learning Model in ERI (Industrial Revolution Era) 4.0	1. <i>Blended Flipped Learning and Learning</i>
		2. <i>E-Learning</i>
		3. <i>Remote Learning</i>
		4. <i>Hybrid Learning</i>
		5. <i>MOOC (Massive Open Online Course)</i>
		6. <i>STEM (Science Technology Engineering and Mathematics)</i>
		7. <i>Collaborative Learning and 4K Model</i>
		8. <i>TPACK Model-Based Learning (Technological, Pedagogical, Content Knowledge)</i>
		9. <i>Vocational Education Learning Model</i>
		10. <i>Social Media Based Learning (FB, IG, WA)</i>
		11. <i>HOTS (High Order Thinking Skills) Learning Model</i>
		1. <i>Local Content</i>
		2. <i>ICT (Information and Communication Technology) based learning resources and media</i>
		3. <i>Online Digital Media</i>
		4. <i>Online Learning Community</i>

Areas of	Top Themes	Excellence Research Topics
	Media and Learning Resources at ERI (Industrial Revolution Era) 4.0	5. Mobile Learning
		6. HOTS Based Digital Learning Media and Resources
		7. Distance Learning Media and Technology
		8. Coding-based Programming
		9. Animation Media Development
		10. STEM Media (<i>Science Technology Engineering and Mathematics</i>)
		11. <i>Block Programming</i>
		12. Development of <i>edugame</i> media
		13. Development of <i>augmented reality</i> media
		14. Development of <i>virtual reality</i> fields
	15. Development of <i>mixed reality</i> media	
	Assessment and Evaluation of Learning in ERI (Era	1. CBT (Computer Based Test)
		2. Online-Based Vocational Evaluation Model
		3. Innovation of Contemporary Evaluation Model
Areas of	Top Themes	Excellence Research Topics
	the Industrial Revolution) 4.0	4. ICT-Based Assessment and Evaluation
		5. <i>Conduct Exam Technologies</i>
		6. <i>Fly-Exam and Mobile Exam</i>
		7. HOTS-based evaluation and test
		1. Nutritional Composition of Randang

Areas of	Top Themes	Excellence Research Topics
MINANGKABAU CULINARY (RANDANG) (2)	Composition and Specifications	2. Ingredient Composition in Making Dry and Wet Randang
		3. Selection of Randang Ingredients
		4. Health-Based Randang
		5. Today / Contemporary Randang
	Process and Technology	1. Nanotechnology-based Randang
		2. The Technology Diversification of Randang Production and Process
		3. Technolgy for storing Randang and its Raw Material
		4. Packaging Technology
		5. Standardization and License of Randang
	variant of Products and Flavors	1. Rendang Products from Meat, Poultry, Seafood,Egg and Vegetable
		2. Contemporary Rendang and Unique combination Rendang
		3 Randang with extras like Frond leaves, Moringa leaves and Cassava leaves
		4. Randang distinctive taste
	Management	1. Production and Operations Management
		2. Financial Management
		3. Human Resource Management
4. Marketing Management		

Appendix 2. Appendix Sample format of Research Personnel

Fill in the table: researchers' full name, functional position, study programs/departments, and the allocation of time available per week.

No.	Full Name	Functional Position	Study Program	Time Allocation (Hour / Week)
1.				
2.				
3. etc.				

Appendix 3. Example of Research Cost Appendix Format

The research plan budget proposal is planned to refer to the Regulation of the Minister of Finance of the Republic of Indonesia Number 69 / PMK.02 / 2018, concerning Standard Output Cost for Fiscal year 2019.

Estimated Research Budget Proposal

No.	Types of Expenditures	Proposed (Rp)		
		Year 1	Year 2 *	Year 3 *
1	Honorarium for laboratory personnel, data collectors, data processing, operator fees, and system builder fees (maximum 30% and paid according to the provisions)			
2	Purchase of consumables for stationery, photocopies, correspondence, a compilation of reports, printing, binding reports, publications, credit, internet, laboratory materials, journal subscriptions (maximum 40%)			
3	Travel Cost for survey/ data sampling, seminars/workshop (domestic/international), accommodation-costs consumption, lump sum, transportation (maximum 40%)			
4	Rent for laboratory equipment/machines/space, vehicles, experimental gardens, other research support equipment (maximum 40%)			
	Amount			

* specifically for multi-year research

Appendix 4. Example of Chairman's and Members of Research CVs (Curriculum Vitae) Appendix Format

Curriculum Vitae should include the following:

- a. Personal Information (Identity)
- b. Subjects taught
- c. Educational history
- d. Research experience and community service in the last five years
- e. Scientific publications in the last five years (books, articles in proceedings, articles in journals, and the like)

The Curriculum vitae of the chairman and member of the research need to have the date and signature originally written and signed by them (in blue ballpoint pen as much as possible).

Appendix 5. Research Proposal Template

Summary contains no more than 500 words containing the research background, objectives and stages of the research method, targeted outcomes, and TKT descriptions of the proposed

SUMMARY

.....
.....
.....
.....
.....
.....
.....

Keywords are a maximum of five words

Keyword 1; Keyword 2; etc.....

Introduction contains no more than 500 words, including the background and problems to be studied, specific objectives, and the urgency of the research. In this section, it is necessary to explain a description of the particular specifications related to the scheme.

INTRODUCTION

.....
.....
.....
.....
.....
.....

The literature review is not more than 1000 words by presenting the *state of the art and the road map* in the field being studied. The charts and *road maps* are made in JPG / PNG format, inserted in this field. Reference sources / primary references relevant and focus on the research results in the most recent scientific journals or patents are also included. It is recommended to use the latest library sources (at least for the recent ten years).

FEES

Research costs are made as detailed as possible in 4 components (Honorarium, Material Shopping, Non-Operational Goods shopping, Travel Expenses).

The bibliography is arranged and written based on a number system following the order of citation. Only references cited on research proposals are included in the Bibliography.

REFERENCES

-
-
-
-
-

Appendix 6. Format of Research Report

1. *Report of Research Progress*

The writing of research progress report (except independent research) follows the format :

COVER

LETTER OF APPROVAL

SUMMARY

PREFACE

TABLE OF CONTENT

LIST OF TABLES

LIST OF FIGURES

LIST OF APPENDICES

CHAPTER 1. INTRODUCTION

CHAPTER 2. REVIEW OF LITERATURE

CHAPTER 3. RESEARCH PURPOSES AND BENEFITS

CHAPTER 4. RESEARCH METHODS

CHAPTER 5. RESEARCH RESULT AND OUTPUT DRAFT

CHAPTER 6. PLAN FOR THE NEXT STEPS

CHAPTER 7. CONCLUSIONS AND SUGGESTIONS DRAFT

REFERENCES

APPENDICES (output evidence obtained)

- Scientific articles (draft, submission status, or reprint), etc.

- IPR, publications, and other research products

2. *Research Report the end of the year (minimum 60 pages)*

The writing of the year-end research report (except for Young Lecturer Research and Independent Research) follows the format :

COVER

LETTER OF APPROVAL

SUMMARY

PREFACE

TABLE OF CONTENT

LIST OF TABLES

LIST OF FIGURES

LIST OF APPENDICES

CHAPTER 1. INTRODUCTION

CHAPTER 2. REVIEW OF LITERATURE

CHAPTER 3. RESEARCH PURPOSES AND BENEFITS

CHAPTER 4. RESEARCH METHODS

CHAPTER 5. RESEARCH RESULT AND OUTPUT

CHAPTER 6. PLAN FOR THE NEXT STEPS

CHAPTER 7. CONCLUSIONS AND SUGGESTIONS

REFERENCES

APPENDICES (output evidence obtained)

- Scientific articles (draft, submission status, or reprint), etc.
- IPR, publications, and other research products

3. *Final Year Research Report* (minimum 60 pages)

COVER

LETTER OF APPROVAL SUMMARY

PREFACE

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

LIST OF APPENDICES

CHAPTER 1. INTRODUCTION

CHAPTER 2. REVIEW OF LITERATURE

CHAPTER 3. RESEARCH PURPOSES AND BENEFITS CHAPTER 4. RESEARCH
METHOD

CHAPTER 5. RESULTS AND OUTCOMES

CHAPTER 6. CONCLUSIONS AND SUGGESTIONS

REFERENCES

APPENDICES (evidence of outputs obtained)

- Instruments.
- Organizing personnel and their qualifications.
- Scientific articles (draft, submission status, or reprint), etc.
- IPR, publications, and other research products.

Appendix 7. Administrative Requirements of the Proposal

No.	Administrative Requirements of Research Proposal	Information
1	Proposal Cover	Format attached, Fields / Clumps of Science (1) Education and Education Sciences, (2) Energy, Science, and Engineering Technology, (3) Food, Health, and Sports, (4) Social, Culture, Arts, Sports, and Humanities, (4) Disaster and Environment, (5) Resources, Economics and Business, and (6) Social, Arts, Culture, and Humanities.
2	Size and Font type	<i>Times New Roman</i> font, size 12
3	Binding color	Based on the color of each faculty
4	Validation Sheet	Attached format
5	Appendices: at least attaching (a) Research Personnel, (b) Research Implementation Schedule, (c) Estimated Proposals budget research, and (d) curriculum vitae of chairman and members of the researcher	In researchers' curriculum vitae should be reflected their track record in the Field of Study
6	Number of Proposals	2 (two) copies
7	Proposal, Report and Outcomes	Uploaded through the Application LP2M

Appendix 8. The Comparison (Change) of 2019 and 2020 PNBPN Research Scheme

Year	2019		2020	
	Research Scheme	Sub scheme	Research Scheme	Sub scheme
1.	Young Lecturers Research (PDP)	PDP	Young Lecturer Research (PDP)	PDP
2.	Postgraduate Team Research (PTPs)	PTM PDD	Postgraduate Team Research (PTPs)	PTM PDD
3.	National Higher Education Collaborative Research (PKPT-DN)	Basic Applied	National Higher Education Collaborative Research (PKPT-DN)	Applied Development
4.	Professor Research (PK-GB)	-	Professor Research (PK-GB)	-
5.	International Higher Education Collaborative Research (PKPT-LN)	Basic Applied Development	International Higher Education Research Collaboration (PKPT-LN)	Basic Applied Development

6.	Excellence Higher Education Research (PUPT)	Basic	Excellence Higher Education Institution Research (PUPT) (Specifically for Digital Learning and Minang Culinary)	Basic
7.	National Collaborative Research (PK-AIDN)	Applied	National Collaborative Research (PK-AIDN)	Applied
	-	Development		Development
	-	Basic		Basic
	-	Applied		Applied
8.	-	-		Ordered Research (Innovative)
9.	-	-	Basic Research	
10.	-	-	Applied Research	-
11.	-	-	Development Research	-
12.	-	-	Institutes' Research	-

Note: —→ : Specifically for continued research in 2019 to 2020 of PUPT scheme (Basic, Applied and Development) that pass the verification, except Digital Learning and Minang Culinary, directed to continue it through basic, or Applied, or Development research scheme (points 9, 10, 11).

Appendix 9. RESEARCH SUPPORTING FORMATS

PROPOSAL EVALUATION FORM OF YOUNG LECTURER RESEARCH

Research Title :
 Field of Study :
 Faculty/ University :
 Study Program :
 Head Researcher
 a. Full Name :
 b. NIDN :
 c. Functional Position :
 Research Member : people
 Research Duration :years
 Research Costs
 a. Proposed to Faculty / UNP : Rp
 b. Recommended : Rp

No	Evaluation Criteria	Quality (%)	Score	Value
1	Formulation of Problem: a. Accuracy of problem formulation b. Research Objectives	25		
2	Possible research output: a. Scientific publication b. Development of Technology and Science and Social Culture c. Enrichment of Teaching Materials	25		
3	Research method - Accuracy and conformity of the method used	25		
4	Literature review: a. Relevance b. Sophistication c. Bibliography	15		
5	Research Expedience: a. Time Conformity b. Cost Conformity c. Personnel Conformity	10	•	
Total		100		

Description :

Score: 1, 2, 3, 5, 6, 7 (1 = Bad; 2 = Very less; 3 = Less; 5 = adequate; 6 = good; 7 = very good);

Value = Quality x Score

Reviewer's Comments:

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Padang, ... - ... - 202 ..
Reviewer,

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RESEARCH PROPOSAL EVALUATION FORM

POSTGRADUATE TEAM: PTM

Research Title :
 Field of Study :
 Faculty / University :
 Study Program :
 Head Researcher
 a. Full Name :
 b. NIDN :
 c. Functional Position :
 Research Members :people
 Number of Postgraduate Students : S -2 =people
 Research Duration :years
 Research cost
 Proposed to Faculty / UNP : Rp
 Recommended : Rp

No	Evaluation Criteria	Quality (%)	Score	Score
1	Integrity and Integrated of research programs: a. Roadmaps b. Research framework, c. Interdisciplinary	20		
2	Integration of research to postgraduate education: a. Integration of research roadmap to student research b. Involvement of research teams in student supervising c. Time projection and quality of study accomplishment by the student	30		
3	Quality of research: a. Sophistication and innovation, b. invention, c. Conformity of research methods	15		
4	Planned output: a. publications b. IPR, including copyright c. other science and technology products	20		
5	Expedience: a. Cost, b. Equipment, c. Track record of the research team, d. Possible output achieved	15	•	
Total		100		

Description : Score: 1, 2, 3, 5, 6, 7 (1 = Bad; 2 = Very less; 3 = Less; 5 = Adequate; 6 = Good; 7 = Very good); Value = Quality x Score

Reviewer' Comments:

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Padang, ... - ... - 202 ..
Reviewer,

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RESEARCH PROPOSAL EVALUATION FORM
POSTGRADUATE TEAM: PDD

Research Title :

Field of Study :

Faculty / University: :

Head Researcher:

a. Full Name :

b. NIDN :

c. Functional Position :

Research Member :people

Number of Postgraduate Student : S -2 = people S-3 =people

Research Duration :Year

Research Cost

Proposed to Faculty / UNP : Rp

Recommended : Rp

No	Evaluation Criteria	Quality (%)	Score	Score
1	Relevance of research topics to the title of dissertation	20		
2	Originality and novelty	30		
3	Research Outputs	30		
4	Possible acceleration of doctoral studies accomplishment	20		
Total		100		

Description : Score: 1, 2, 3 , 5, 6, 7 (1 = Bad; 2 = Very Less; 3 = Less; 5 = Adequate; 6 = Good; 7 = Very good); Value = Quality x Score

Reviewer's Comments:

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Padang, ... - ... - 202 ..
 Reviewer,

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RESEARCH PROPOSAL EVALUATION FORM
PROFESSOR RESEARCH

Research Title :

Field of Study :

Faculty / University :
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Head Researcher

a. Full Name :

b. NIDN :

c. Functional Position :

Research Members : people

Number of Postgraduate Students : S -2 = people S-3 = people

Research Duration :Year

Research Cost

Proposed to Faculty / UNP : Rp

Recommended : Rp

No	Evaluation Criteria	Quality (%)	Score	Values
1	Integrity and Integrated of research programs: a. Road map b. Framework research, c. Cross-discipline	20		
2	Quality of research: a. sophistication and innovation, b. Invention, c. Conformity of research methods	25		
3	Planned outcomes: a. publications b. IPR, including copyright c. other science and technology products	35		
4	Expedience: a. Cost, b. equipment, c. track record of the research team, d. Potential output achieved	20	•	
Total		100		

Description : Score: 1, 2, 3, 5, 6, 7 (1 = Bad; 2 = Very Less; 3 = Less; 5 = Adequate; 6 = Good; 7 = Very good); Value = Quality x Score

Reviewer's Comments:

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Padang, ... - ... - 202 ..
Reviewer,

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PROPOSAL EVALUATION FORM

NATIONAL HIGHER EDUCATION COLLABORATIVE RESEARCH APPLIED)

Research Title :

Field of Study :

Faculty / TPP University :

Study Program :

Head Researcher of TPP

 a. Full Name :

 b. NIDN :

 c. Functional Position :

Head Researcher of TPM

 a. Full Name :

 b. TPM University :

 c. NIDN :

 d. Functional Position :

Research Duration :years

Research Costs

 a. Proposed to Fak / UNP : Rp

 b. Funds from TPM : Rp.

 c. Recommended : Rp

No	Evaluation Criteria	Quality (%)	Score	Value
1	Conformity of the applicant's expertise to the program	15		
2	The importance of research collaboration	20		
3	Track record of TPM: a. Conformity of expertise b. Research and publication achievements, IPR, collaboration	25		
4	Research Quality (objectives, methods, outputs)	20		
5	Expedience: a. Continuity of research at TPP b. Cost c. planning / allocation of collaboration time	20		
Total		100		

Description : Score: 1, 2, 3, 5, 6, 7 (1 = Bad; 2 = very Less; 3 = Less; 5 = Adequate; 6 = Good; 7 = Very good); Value = Quality x Score

Reviewer's Comments:

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Padang, ... - ... - 202 ..
 Reviewer,
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PROPOSAL EVALUATION FORM
NATIONAL HIGHER EDUCATION COLLABORATIVE
RESEARCH (DEVELOPMENT)

Research Title :

Field of Study :

Faculty / TPP University :

Study Program :

Head Researcher of TPP

a. Full Name :

b. NIDN :

c. Functional Position :

Head Researcher of TPM

a. Full Name :

b. TPM University :

c. NIDN :

d. Functional Position :

Research Duration :years

Research Costs

a. Proposed to Faculty / UNP : Rp

b. Funds from TPM : Rp.

c. Recommended : Rp

No	Evaluation Criteria	Quality (%)	Score	Score
1	Conformity of the applicant's expertise with the program	15		
2	The importance of research collaboration	20		
3	Track record of TPM: a. Conformity of expertise b. Research and publication achievements, IPR, collaboration	25		
4	Quality of research (objectives, methods, outputs)	20		
5	Expedience: a. Continuity of research at TPP b. Cost c. planning / allocation of collaboration time	20		
Total		100		

Description : Score: 1, 2, 3, 5, 6, 7 (1 = Bad; 2 = very Less; 3 = Less; 5 = Adequate; 6 = Good; 7 = Very good); Value = Quality x Score

Reviewer's Comments:

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Padang, ...-...- 202..

Reviewer,

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PROPOSAL EVALUATION FORM
INTERNATIONAL HIGHER EDUCATION
COLLABORATIVE RESEARCH (BASIC)

Research Title :

Field of Study :

Faculty / TPP University :

Study Program :

Head Researcher of TPP

a. Full Name :

b. NIDN :

c. Functional Position :

Head Researcher of TPM

a. Full Name :

b. TPM University :

c. NIDN :

d. Functional Position :

Research Duration :years

Research Costs

a. Proposed to Faculty / UNP : Rp

b. Funds from TPM : Rp.

c. Recommended : Rp

No	Evaluation Criteria	Quality (%)	Score	Value
1	Research relevance (urgency, accuracy of material)	20		
2	Research quality (originality, accuracy of method, literature, output/outcome)	35		
3	Collaboration (strategic, internationalization)	20		
4	Expedience (Administration requirements, track record of Indonesian researcher and collaboration partner, and budget)	25		
Total		100		

Description : Score : 1, 2, 3, 5, 6, 7 (1 = Bad; 2 = Very Less; 3 = Less; 5 = Adequate; 6 = Good; 7 = Very Good); Value = Quality x Score

Reviewer's Comments:

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Padang, ...-...- 202..

Reviewer,

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PROPOSAL EVALUATION FORM
INTERNATIONAL HIGHER EDUCATION
COLLABORATIVE RESEARCH ((APPLIED)

Research Title :

Field of Study :

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Faculty / TPP University :

Study Program :

Head Researcher of TPP

 a. Full Name :

 b. NIDN :

 c. Functional Position :

Head Researcher of TPM

 a. Full Name :

 b. TPM University :

 c. NIDN :

 d. Functional Position :

Research Duration :years

Research Costs

 a. Proposed to Faculty / UNP : Rp

 b. Funds from TPM : Rp.

 c. Recommended : Rp

No	Evaluation Criteria	Quality (%)	Score	Value
1	Research relevance (urgency, accuracy of material)	20		
2	Research quality (originality, accuracy of method, literature, output/outcome)	35		
3	Collaboration (strategic, internationalization)	20		
4	Expedience (Administration requirements, track record of Indonesian researcher and collaboration partner, and budget)	25		
Total		100		

Description : Score : 1, 2, 3, 5, 6, 7 (1 = Bad; 2 = Very Less; 3 = Less; 5 = Adequate; 6 = Good; 7 = Very Good); Value = Quality x Score

Reviewer's Comments:

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Padang, ...-...- 202..

Reviewer,

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PROPOSAL EVALUATION FORM
INTERNATIONAL HIGHER EDUCATION
COLLABORATIVE RESEARCH (DEVELOPMENT)

Research Title :

Field of Study :

Faculty / TPP University :

Study Program :

Head Researcher of TPP

a. Full Name :

b. NIDN :

c. Functional Position :

Head Researcher of TPM

a. Full Name :

b. TPM University :

c. NIDN :

d. Functional Position :

Research Duration :years

Research Costs

a. Proposed to Faculty / UNP : Rp

b. Funds from TPM : Rp.

c. Recommended : Rp

No	Evaluation Criteria	Quality (%)	Score	Value
1	Research relevance (urgency, accuracy of material)	20		
2	Research quality (originality, accuracy of method, literature, output/outcome)	35		
3	Collaboration (strategic, internationalization)	20		
4	Expedience (Administration requirements, track record of Indonesian researcher and collaboration partner, budget and commercialization prospect)	25		
Total		100		

Description : Score : 1, 2, 3, 5, 6, 7 (1 = Bad; 2 = Very Less; 3 = Less; 5 = Adequate; 6 = Good; 7 = Very Good); Value = Quality x Score

Reviewer's Comments:

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Padang, ...-...- 202..
Reviewer,

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PROPOSAL EVALUATION FORM
EXCELLENCE HIGHER EDUCATION RESEARCH
(BASIC)

Research Title :

Field of Excellence HEI :

Excellence Topic :

Faculty/ University :

Study Program :

Head Researcher

a. Full Name :

b. NIDN :

c. Functional Position :

Research Member : people

Research Duration :years

Research Costs

a. Proposed to Faculty / UNP : Rp

b. Recommended : Rp

No	Evaluation Criteria	Quality (%)	Score	Value
1	Correlation of research proposal and road map achievements/excellence of research strategic plan of university	25		
2	Expedience (track record of researcher team, Schedule, and Budget)	25		
3	Method: a. Expedience of research method b. Wholeness of roadmap c. Originality and Innovation	20		
4	Possible output achieved : a. Publications, and/or b. HKI, TTG, models/policy, and other science and technology products	30		
Total		100		

Description : Score : 1, 2, 3, 5, 6, 7 (1 = Bad; 2 = Very Less; 3 = Less; 5 = Adequate; 6 = Good; 7 = Very Good); Value = Quality x Score

Reviewer's Comments:

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Padang, ...-...- 202..
 Reviewer,

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PROPOSAL EVALUATION FORM
EXCELLENCE HIGHER EDUCATION RESEARCH
(APPLIED)

Research Title :

Field of Excellence HEI :

Excellence Topic :

Faculty/ University :

Study Program :

Head Researcher

a. Full Name :

b. NIDN :

c. Functional Position :

Research Member : people

Research Duration :years

Research Costs

a. Proposed to Faculty / UNP : Rp

b. Recommended : Rp

No	Evaluation Criteria	Quality (%)	Score	Value
1	Correlation of research proposal and road map achievements/excellence of research strategic plan of university	25		
2	Expedience (track record of researcher team, Schedule, and Budget)	25		
3	Method: Expedience of research method Wholeness of roadmap Originality and Innovation	20		
4	Potential of output achieved : Publications, and/or HKI, TTG, models/policy, and other science and technology products	30		
Total		100		

Description : Score : 1, 2, 3, 5, 6, 7 (1 = Bad; 2 = Very Less; 3 = Less; 5 = Adequate; 6 = Good; 7 = Very Good); Value = Quality x Score

Reviewer's Comments:

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Padang, ...-...- 202..
 Reviewer,

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PROPOSAL EVALUATION FORM
NATIONAL COLLABORATIVE RESEARCH (BASIC)

Research Title :

Field of Study :

Faculty / TPP University :

Study Program :

Head Researcher of TPP

a. Full Name :

b. NIDN :

c. Functional Position :

Head Researcher of TPM

a. Full Name :

b. TPM University :

c. NIDN :

d. Functional Position :

Research Duration :years

Research Costs

a. Proposed to Faculty / UNP : Rp

b. Funds from TPM : Rp.

c. Recommended : Rp

No	Evaluation Criteria	Quality (%)	Score	Score
1	Conformity of the applicant's expertise to the program	15		
2	The importance of research collaboration	20		
3	Track record of TPM: Conformity of expertise Research achievements, publications, IPR, collaboration	20		
4	Research Quality (objectives, methods, publications and outputs)	25		
5	Expedience: Continuity of research at TPP Schedule and Cost planning / allocation of collaboration time	20		
Total		100		

Description : Score: 1, 2, 3, 5, 6, 7 (1 = Bad; 2 = very Less; 3 = Less; 5 = Adequate; 6 = Good; 7 = Very good); Value = Quality x Score

Reviewer's Comments:

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Padang, ...-...- 202..
Reviewer,

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PROPOSAL EVALUATION FORM
NATIONAL COLLABORATIVE RESEARCH (APPLIED)

Research Title :

Field of Study :

Faculty / TPP University :

Study Program :

Head Researcher of TPP

a. Full Name :

b. NIDN :

c. Functional Position :

Head Researcher of TPM

a. Full Name :

b. TPM University :

c. NIDN :

d. Functional Position :

Research Duration :years

Research Costs

a. Proposed to Faculty / UNP : Rp

b. Funds from TPM : Rp.

c. Recommended : Rp

No	Evaluation Criteria	Quality (%)	Score	Score
1	Conformity of the applicant's expertise to the program	15		
2	The importance of research collaboration	20		
3	Track record of TPM: Conformity of expertise Research and publication achievements, IPR, collaboration	20		
4	Research Quality (objectives, methods, publications, science and technology and social culture products, TTG, Social engineering, policy, etc)	25		
5	Expedience: Continuity of research at TPP Schedule and Cost planning / allocation of collaboration time	20		
Total		100		

Description : Score: 1, 2, 3, 5, 6, 7 (1 = Bad; 2 = very Less; 3 = Less; 5 = Adequate; 6 = Good; 7 = Very good); Value = Quality x Score

Reviewer's Comments:

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Padang, ...-...- 202..
Reviewer,

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PROPOSAL EVALUATION FORM

BASIC RESEARCH

Research Title :
 Field of Study :
 Faculty / University :
 Study Program :
 Head Researcher :
 a. Full Name :
 b. NIDN :
 c. Functional Position :
 Research member :people
 Number of Students involved : S -1 =people S-2 / S-3 =people
 Research Duration :Year
 Research Cost :
 Proposed to Faculty / UNP : Rp
 Recommended : Rp

No.	Evaluation Criteria	Quality (%)	Score	Values
1	Integrity and integrated of research programs: Road map, Research Framework	25		
2	Expedience (the track record of research team, Schedule, and Budget)	20		
3	Methods: Conformity of research methods Originality and innovation	20		
4	Possible output achieved: Publications, IPR, TTG, models / policies, social engineering, and / or other science and technology products;	35	•	
Total		100		

Description : Score: 1, 2, 3, 5, 6, 7 (1 = Bad; 2 = Very Less; 3 = Less; 5 = Adequate; 6 = Good; 7 = Very good);
 Value = Quality x Score

Reviewer's Comments:

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Padang, ... - ... - 202 ..
 Reviewers

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PROPOSAL EVALUATION FORM
APPLIED RESEARCH

Research Title :

Field of Study :

Faculty / University :

Study Program :

Head Researcher

 a. Full Name :

 b. NIDN :

 c. Functional Position :

Research Members :people

Number of Students involved :S -1 = people S-2 / S-3 =people

Research Duration : Year

Research Cost

Proposed to Faculty / UNP : Rp

Recommended : Rp

No	Evaluation Criteria	Quality (%)	Score	Values
1	Integrity and integrated of research programs: Road map Research framework	25		
2	Expedience (the track record of research team, Schedule, and Budget)	20		
3	Methods: Conformity of research methods Originality and novelty	20		
4	Possible output achieved : Publications, IPR, TTG, models / policies, social engineering, and / or other science and technology products	35	•	
Total		100		

Description : Score: 1, 2, 3, 5, 6, 7 (1 = Bad; 2 = Very Less; 3 = Less; 5 = Adequate; 6 = Good; 7 = Very good);
Value = Quality x Score

Reviewer's Comments:

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Padang, ... - ... - 202 ..
Reviewers

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PROPOSAL EVALUATION FORM
DEVELOPMENT RESEARCH

Research Title :

Field of Study :

Faculty / University :

Study Program :

Head Researcher

a. Full Name :

b. NIDN :

c. Functional Position :

Research Members :people

Number of Students involved :S -1 = people S-2 / S-3 =people

Research Duration : Year

Research Cost

Proposed to Faculty / UNP : Rp

Recommended : Rp

No	Evaluation Criteria	Quality (%)	Score	Values
1	Integrity and integrated of research programs: Road map Research framework	25		
2	Expedience (the track record of research team, Schedule, and Budget)	20		
3	Methods: Conformity of research methods Originality and novelty	20		
4	Possible output achieved : Publications, IPR, TTG, models / policies, social engineering, and / or other science and technology products	35	•	
Total		100		

Description : Score: 1, 2, 3, 5, 6 , 7 (1 = Bad; 2 = Very Less; 3 = Less; 5 = Adequate; 6 = Good; 7 = Very good);
Value = Quality x Score

Reviewer's Comments:

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Padang, ... - ... - 202 ..
Reviewers

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PROPOSAL EVALUATION FORM
INSTITUTES' RESEARCH

Research Title :

Field of Study :

Faculty / University :

Study Program :

Head Researcher

 a. Full Name :

 b. NIDN :

 c. Functional Position :

Research Members :people

Number of Students involved :S -1 = people S-2 / S-3 =people

Research Duration : Year

Research Cost

Proposed to Faculty / UNP : Rp

Recommended : Rp

No	Evaluation Criteria	Quality (%)	Score	Values
1	Integrity and integrated of research programs: Road map Research framework	25		
2	Expedience (the track record of research team, Schedule, and Budget)	20		
3	Methods: Conformity of research methods Originality and novelty	20		
4	Possible output achieved : Publications, IPR, TTG, models / policies, social engineering, and / or other science and technology products	35	•	
Total		100		

Description : Score: 1, 2, 3, 5, 6, 7 (1 = Bad; 2 = Very Less; 3 = Less; 5 = Adequate; 6 = Good; 7 = Very good);
Value = Quality x Score

Reviewer's Comments:

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Padang, ... - ... - 202 ..
Reviewers

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FIELD MONITORING AND EVALUATION / RESULT SEMINAR*
NOVICE LECTURERS RESEARCH

Research Title :

Main Researcher :

NIDN :

University :

Research Conducting Year :

Cost proposed to LP2M UNP : Rp

Costs approved by LP2M UNP : Rp

No	Evaluation Component	Information					Quality (%)	Score	Value
		None	Draft	Submitted	Accepted	Published			
1.	Proceedings Publications / Reputable International Journal	None	Draft	Submitted	Accepted	Published	50		
2.	Teaching materials or Part of textbooks sections that can be used for University students / students.	None	Draft	Submitted	Accepted	Published	20		
3.	Science and technology-social and cultural products in the form of methods, blue prints, prototypes, systems, policies, models, or appropriate technology	None	Draft	Registered	Has been Implemented		15		
4.	Copyright (IPR)	No	Draft	Proposed	Published		15		
Total							100		

Reviewer's Comments:

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Padang ,... -... - 202 .. Reviewers

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Description:

1. Score: 1, 2, 3, 5, 6, 7 (1 = bad, 2 = very Less, 3 = Less, 5 = enough, 6 = good, 7 = very good)
2. The scoring of evaluation is adjusted by looking at the planned targets to the achievements at the time the monitoring and evaluation is carried out. The monitor and evaluator must see evidence of output achievement. As a reference for scoring can use the following conditions.
3. Publication of Proceedings / Reputable International Journal: Score 7 = published / accepted, 6 = reviewed, 5 = submitted, 3 = draft, 2 = none. (If the planned target has reached the published / accepted stage)
4. Teaching materials or textbook sections that can be used for University students / students. Score 7 = published, 6 = Editing, 5 = draft, 3 = none (if the planned target has reached the published stage)
5. Science and technology-social and cultural products in the form of methods, blue prints, prototypes, systems, policies, models, or appropriate technology: Score 7 = implementation, 6 = product, 5 = draft, 3 = none (if the planned target has reached the implementation stage)
6. Copyright (IPR): Score 7 = published, 6 = proposed, 5 = draft, 3 = none (if the planned target is up to the published stage)

FIELD MONITORING AND EVALUATION / RESULTS SEMINAR*

RESEARCH OF MAGISTER THESIS (PTM)

Research Title :

Main Researcher :

NIDN :

University :

Research Conducting Year :

Cost proposed to LP2M UNP : Rp

Costs approved by LP2M UNP : Rp

No	Evaluation Component	Information						Quality (%)	Score	Value
		None	Draft	Submitted	reviewed	Accepted	Published			
1.	One article in a Sinta-accredited national journal 1-3 for each student ; or international journals; or in reputable indexed of international proceedings for each student.	International						50		
		Accredited National								
2.	One science and technology-social culture product which can be in the form of methods, blue prints, prototypes, systems, policies, models, or appropriate technology protected by KI for each student.	None	Draft	Product	Application			15		
3.	Teaching materials or textbook sections that can be used for postgraduate students.							15		
4.	Accomplishing the study of postgraduate student (Master Program Progress)							20		
Total							100			

Reviewer's comments:

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Padang, ... - ... - 202

Reviewers

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Description :

1. Score: 1, 2, 3, 5, 6, 7 (1 = Bad, 2 = Very Less, 3 = Less, 5 = Adequate, 6 = Good, 7 = Very Good)
2. The scoring of the evaluation is adjusted by looking at the planned targets to the achievements at the time the monitoring and evaluation is carried out. The monitor and evaluator must see evidence of output achievement. As a reference for scoring can use the following conditions.
3. International/National Scientific Publications: Score 7 = published / accepted, 6 = reviewed, 5 = submitted, 3 = draft, 2 = none. (If the planned target has reached the published / accepted stage)
4. One science and technology-social culture product which can be in the form of method, *blue print*, prototype, system, policy, model, or appropriate technology protected by KI for each student: Score 7 = implementation, 6 = product, 5 = draft, 3 = none. (if the planned target reaches application stage)
5. Teaching materials or textbook section: Score 7 = published / editing process, 6 = draft, 5 = none (if the planned target reaches the published stage)
6. Teaching materials or textbook section: Score 7 = published / editing process, 6 = draft, 5 = none (if the planned target reaches the published stage)
7. Accomplishing the study of postgraduate student: Score 7 = The student has finished the exam / graduation, 6 = students have completed a thesis draft, 5 = students have completed a proposal, 3 = students have not completed a proposal.

FIELD MONITORING AND EVALUATION / RESULTS SEMINAR *

RESEARCH OF DOCTORATE DISERTATION (PDD)

Research Title :
 Main Researcher :
 NIDN :
 University :
 Research Conducting Year :
 Cost proposed to LP2M UNP : Rp
 Costs approved by LP2M UNP : Rp

No	Evaluation Component	Information							Quality (%)	Score	Value
		None	Draft	Submitted	reviewed	Accepted	Published				
1.	One article in a Sinta-accredited national journal 1-3 for each student ; or international journals; or in reputable indexed of international proceedings for each student.	International							50		
		Accredited National									
2.	One science and technology-social culture product which can be in the form of methods, blue prints, prototypes, systems, policies, models, or appropriate technology protected by KI for each student.	None	Draft	Product	Application			15			
3.	Teaching materials or textbook sections that can be used for postgraduate students.								15		
4.	Accomplishing the study of postgraduate student (Master Program Progress)								20		
Total								100			

Reviewer's comments:

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Padang, ... - ... - 202

Reviewers

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Description :

1. Score: 1, 2, 3, 5, 6, 7 (1 = Bad, 2 = Very Less, 3 = Less, 5 = Adequate, 6 = Good, 7 = Very Good)
2. The scoring of the evaluation is adjusted by looking at the planned targets to the achievements at the time the monitoring and evaluation is carried out. The monitor and evaluator must see evidence of output achievement. As a reference for scoring can use the following conditions.
3. International/National Scientific Publications: Score 7 = published / accepted, 6 = reviewed, 5 = submitted, 3 = draft, 2 = none. (If the planned target has reached the published / accepted stage)
4. One science and technology-social culture product which can be in the form of method, *blue print*, prototype, system, policy, model, or appropriate technology protected by KI for each student: Score 7 = implementation, 6 = product, 5 = draft, 3 = none. (if the planned target reaches application stage)
5. Teaching materials or textbook section: Score 7 = published / editing process, 6 = draft, 5 = none (if the planned target reaches the published stage)
6. Teaching materials or textbook section: Score 7 = published / editing process, 6 = draft, 5 = none (if the planned target reaches the published stage)
1. Accomplishing the study of postgraduate student: Score 7 = The student has finished the exam / graduation, 6 = students have completed a thesis draft, 5= students have completed a proposal, 3 = students have not completed a proposal.

FIELD MONITORING AND EVALUATION / RESULTS SEMINAR*

PROFESSOR RESEARCH (PK-GB)

Research Title :

Main Researcher :

NIDN :

University :

Research Conducting Year : Year of the plan year

Cost proposed to LP2M UNP : Rp

Cost approved by LP2M UNP : Rp

No	Evaluation Component	Information						Quality (%)	score	Value
		None	Draft	Submitted	reviewed	Accepted	Published			
1.	The first year: Publication of an article in the proceeding of the reputable international seminar	International Proceedings						60		
	One year after the end of contract: a scientific article of Head Researcher as the first author in reputable international journals (Scopus or Thomson Reuters Indexes)	International Journals								
2.	Science and technology-social and cultural products which can be in the form of methods, blue prints, prototypes, systems, policies, models, or appropriate technology protected by KI	None	Draft	Product	Implementation			20		
3.	Teaching materials or textbook sections that can be used for doctoral students							20		
Total							100			

Reviewer's Comments:

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Padang, ... - ... - 202 ..

Reviewers

Description:

1. Score: 1, 2, 3, 5, 6, 7 (1 = Bad, 2 = Very Less, 3 = Less , 5 = Adequate, 6 = Good, 7 = Very good)
2. The scoring of the evaluation is adjusted by looking at the planned targets to the achievements at the time the monitoring and evaluation is carried out. The monitor and evaluator must see evidence of output achievements. As a reference for scoring can use the following conditions.
3. International scientific publication: Score 7 = published / accepted, 6 = reviewed, 5 = submitted, 3 = draft, 2 = none. (If the planned target reaches the published / accepted stage)
4. One science and technology-social culture product that can be in the form of a method, Blue print, prototype, system, policy, model, or appropriate technology protected by KI for each student: Score 7 = implementation, 6 = product, 5 = draft, 3 = none. (if the planned target reaches the implementation stage)
5. Teaching materials or textbook section for postgraduate student: Score 7 = published / editing process, 6 = draft, 5 = none (if the planned target has reached the published stage)

FIELD MONITORING AND EVALUATION / RESULT
SEMINAR* RESEARCH NATIONAL HIGHER
EDUCATION COLLABORATIVE RESEARCH
(APPLIED)

Research Title :

Head of the Proposing Research Team (TPP) :

NIDN :

TPP Higher Education :

Head researcher Partners :

TPM Higher Education :

Year of Research Conducting : Year of the plan.....years

Cost proposed to LP2M UNP : Rp

Cost approved by LP2M UNP : Rp

No	Evaluation Component	Information					Quality (%)	Score	Score
		None	Draft	Submitted	reviewed	Accepted / Published			
1.	One article in proceeding of reputable international seminar.	None	Draft	Submitted	reviewed	Accepted / Published	40		
2.									
	The first year: At least one product of science and technology-social culture product which can be either method, blueprint, prototypes, systems, policies, models, or appropriate technology that is protected by KI	None	Drafts	Product/ In Process	Already Published		30		
	The second year: Documentation of the test results of products , prototypes, policies or art performances								
3.	Articles in reputable international journals	Draft	Submitted	reviewed	Accepted / Published		15		
4.	Books / Teaching Materials						15		
Total						100			

Reviewer's comments:

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Padang, ... - ... - 202 ..

Reviewers

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Description:

1. Score: 1, 2, 3, 5, 6, 7 (1 = Bad, 2 = Very Less, 3 = Less , 5 = Adequate, 6 = Good, 7 = Very good)
2. The scoring of the evaluation is adjusted by looking at the planned targets to the achievements at the time the monitoring and evaluation is carried out. The monitor and evaluator must see evidence of output achievements. As a reference for scoring can use the following conditions.
3. International scientific publication: Score 7 = published / accepted, 6 = reviewed, 5 = submitted, 3 = draft, 2 = none. (If the planned target reaches the published / accepted stage)
4. Science and technology-social culture product that can be in the form of a method, Blue print, prototype, system, policy, model, or appropriate technology protected by KI for each student: Score 7 = implementation, 6 = product, 5 = draft, 3 = none. (if the planned target reaches the implementation stage)
5. Article publication in reputable international journal: Score 7 = Published/Accepted, 6= Reviewed, 5=Submitted, 4=Draft, 3=None
6. Textbook/Teaching materials: Score 7 = published / editing process, 6 = draft, 5 = none (if the planned target has reached the published stage

FIELD MONITORING AND EVALUATION / RESULT SEMINAR*
NATIONAL HIGHER EDUCATION COLLABORATIVE RESEARCH
(DEVELOPMENT)

Research Title :

Head of the Proposing Research Team (TPP) :

NIDN :

TPP Higher Education :

Head researcher Partners :

TPM Higher Education :

Year of Research Conducting : Year of the plan.....years

Cost proposed to LP2M UNP : Rp

Cost approved by LP2M UNP : Rp

No	Evaluation Component	Information					Quality (%)	Score	Value
		None	Draft	Submitted	reviewed	Accepted / Published			
1.	The first year: One article in reputable international proceedings.	None	Draft	Submitted	reviewed	Accepted / Published	40		
	The second year: One article in a reputable international journal	None	Draft	Product/ In Process	Already published				
2.	Industrial products or policy products which criteria and stages as stipulated in appendix 5 (see page 122) PPM Guidelines Edition XII Revision 2019.						40		
3.	Books / Teaching Materials						10		
4.	The establishment of collaboration between researchers at that higher education						10		
Total						100			

Reviewer's Comments:

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Padang, ... - ... - 202 ..
Reviewers

Description:

1. Score: 1, 2, 3, 5, 6, 7 (1 = bad, 2 = very less, 3 = less, 5 = adequate, 6 = good, 7 = very good)
2. The scoring of the evaluation is adjusted by looking at the planned targets to the achievements at the time the monitoring and evaluation is carried out. The monitor and evaluator must see evidence of output achievement. As a reference for scoring can use the following conditions.
3. International scientific publication: Score 7 = published / accepted, 6 = reviewed, 5 = submitted, 4 = draft, 3 = none. (If the planned target reaches the published / accepted stage)
4. Industry-worthy prototypes from science, technology, art , and culture with IP and expedience study documents: Score 7 = implementation, 6 = product, 5 = draft, 4 = none. (if the planned target reaches the implementation stage)
5. Textbook / Teaching materials: Score 7 = published / editing process, 6 = draft, 5 = none (if the planned target has reached the published stage)
6. The establishment of collaborationbetween researchers in higher education. : Score 7 = there is already an MoU, 6 = There is already an MoU, 5 = In the evaluation process, 3 = (None).

FIELD MONITORING AND EVALUATION / RESULTS SEMINAR*

INTERNATIONAL HIGHER EDUCATION

COLLABORATIVE RESEARCH (BASIC)

Research Title :

Main Researcher :

NIDN :

University :

Overseas Partner Institutions :

Research Conducting Year : Year of the plan.....year

Cost proposed to LP2M UNP : Rp

Cost approved by LP2M UNP : Rp

No	Evaluation Component	Information					Quality (%)	Score	Value
		None	Draft	Submitted	reviewed	Accepted / Published			
1.	One article in an international journal which indexed in a reputable database; or						50		
	One research book with ISBN; or								
2.	Three articles in proceedings which indexed in reputable databases; or						30		
	Three book chapters indexed in a reputable database or with an ISBN.								
3.	Books / Teaching Materials	None	Draft	Product/ In-Process	Already published		10		
4.	Establishment of collaboration between researchers at the university.						10		
Total							100		

Reviewer's Comments:

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Padang, ...-...- 202..

Reviewer

Description:

1. Score: 1, 2, 3, 5, 6, 7 (1 = bad, 2 = very less, 3 = less, 5 = adequate, 6 = good, 7 = very good)
2. The scoring of the evaluation is adjusted by looking at the planned targets to the achievements at the time the monitoring and evaluation is carried out. The monitor and evaluator must see evidence of output achievement. As a reference for scoring can use the following conditions.
3. International scientific publication/Book/Book Chapter: Score 7 = published / accepted, 6 = reviewed, 5 = submitted, 4 = draft, 3 = none. (If the planned target reaches the published / accepted stage)
4. One science and technology-social culture product which can be method, blue print, prototype, system, policy, model or appropriate technology protected by KI : Score 7 = implementation, 6 = product, 5 = draft, 4 = none. (if the planned target reaches the implementation stage)
5. Textbook / Teaching materials: Score 7 = published / editing process, 6 = draft, 5 = none (if the planned target has reached the published stage)
6. The establishment of collaboration between researchers in higher education. : Score 7 = there is already an MoU, 6 = There is already an MoU, 5 = In the evaluation process, 3 = (None).

FIELD MONITORING AND EVALUATION / RESULTS SEMINAR *

INTERNATIONAL HIGHER EDUCATION

COLLABORATIVE RESEARCH (APPLIED)

Research Title :
 Main Researcher :
 NIDN :
 University :
 Overseas Partner Institutions :
 Research Conducting Year : Year of the plan.....year
 Cost proposed to LP2M UNP : Rp
 Cost approved by LP2M UNP : Rp

No	Evaluation Component	Information					Quality (%)	Score	Value
1.	One article in proceeding of reputable international seminar	None	Drafts	Submitted	Reviewed	Accepted / Published	40		
2.	The first year: At least one product of science and technology- social and culture product which can be either method, blueprint, prototypes, systems, policies, models, or appropriate technology that is protected by KI The second year: Documentation of the test results of products , prototypes, policies or art performances	None	Drafts	Product/ In-Process	Already published		40		
3.	Books / Teaching Materials						10		
4.	Establishment of collaboration between researchers at the universities						10		
Total						100			

Reviewer's Comments:

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Padang, ... - ... - 202 ..
Reviewer

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Description:

1. Score: 1, 2, 3, 5, 6, 7 (1 = bad, 2 = very less, 3 = less, 5 = adequate, 6 = good, 7 = very good)
2. The scoring of the evaluation is adjusted by looking at the planned targets to the achievements at the time the monitoring and evaluation is carried out. The monitor and evaluator must see evidence of output achievement. As a reference for scoring can use the following conditions.
3. International scientific publication: Score 7 = published / accepted, 6 = reviewed, 5 = submitted, 4 = draft, 3 = none. (If the planned target reaches the published / accepted stage)
4. One science and technology-social culture product which can be method, blue print, prototype, system, policy, model or appropriate technology protected by KI : Score 7 = implementation, 6 = product, 5 = draft, 4 = none. (if the planned target reaches the implementation stage)
5. Textbook / Teaching materials: Score 7 = published / editing process, 6 = draft, 5 = none (if the planned target has reached the published stage)
6. The establishment of collaboration between researchers in higher education. : Score 7 = there is already an MoU, 6 = There is already an MoU, 5 = In the evaluation process, 3 = (None)

FIELD MONITORING AND EVALUATION / RESULTS SEMINAR *
INTERNATIONAL HIGHER EDUCATION
COLLABORATIVE RESEARCH (DEVELOPMENT)

Research Title :
 Main Researcher :
 NIDN :
 University :
 Overseas Partner Institutions :
 Research Conducting Year : Year of the plan.....year
 Cost proposed to LP2M UNP : Rp
 Cost approved by LP2M UNP : Rp

No	Evaluation Component	Information					Quality (%)	Score	Value
		None	Draft	Submitted	reviewed	Accepted / Published			
1.	The first year: One article in reputable international proceedings.						40		
	The second year: One article in a reputable international journal	None	Draft	Product/ In Process	Already published		40		
2.	Industrial products or policy products with criteria and stages as stipulated in appendix 5 (see page 122) PPM Guidelines Edition XII Revision 2019.						40		
3.	Books / Teaching Materials						10		
4.	The establishment of collaboration between researchers at that higher education						10		
Total						100			

Reviewer's Comments:

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Padang, ... - ... - 202 ..

Reviewer

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Description:

1. Score: 1, 2, 3, 5, 6, 7 (1 = bad, 2 = very less, 3 = less, 5 = adequate, 6 = good, 7 = very good)
2. The scoring of the evaluation is adjusted by looking at the planned targets to the achievements at the time the monitoring and evaluation is carried out. The monitor and evaluator must see evidence of output achievement. As a reference for scoring can use the following conditions.
3. International scientific publication/Book/Book Chapter: Score 7 = published / accepted, 6 = reviewed, 5 = submitted, 4 = draft, 3 = none. (If the planned target reaches the published / accepted stage)
4. Industry-worthy prototypes from science, technology, art , and culture with IP and expedience study documents: Score 7 = implementation, 6 = product, 5 = draft, 4 = none. (if the planned target reaches the implementation stage)
5. Textbook / Teaching materials: Score 7 = published / editing process, 6 = draft, 5 = none (if the planned target has reached the published stage)
6. The establishment of collaboration between researchers in higher education. : Score 7 = there is already an MoU, 6 = There is already an MoU, 5 = In the evaluation process, 3 = (None)

FIELD MONITORING AND EVALUATION / RESULTS SEMINAR *
EXCELLENCE HIGHER EDUCATION RESEARCH (BASIC)

Research Title :

Main Researcher :

NIK / NIP :

NIDN :

University :

Research Conducting Year : Year of the plan.....year

Cost proposed to LP2M UNP : Rp

Cost approved by LP2M UNP : Rp

No	Evaluation Component	Information					Quality (%)	Score	Value
		None	Draft	Submitted	reviewed	Accepted / Published			
1.	One article in international journals which indexed in a reputable database; or						40		
	One research book with ISBN; or								
2.	Three articles in proceedings which indexed in reputable databases; or						30		
	Three book chapters indexed in a reputable database or with an ISBN.								
	KI or appropriate technology, and others.	None	Draft	Product/ In-Process	Already published		30		
3.	Books / Teaching Materials						30		
Total						100			

Reviewer's Comments:

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Padang, ... - ... 202..

Reviewer

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Description:

1. Score: 1, 2, 3, 5, 6, 7 (1 = Bad, 2 = Very Less, 3 = Less , 5 = Adequate, 6 = Good, 7 = Very good)
2. The scoring of the evaluation is adjusted by looking at the planned targets to the achievements at the time the monitoring and evaluation is carried out. The monitor and evaluator must see evidence of output achievements. As a reference for scoring can use the following conditions.
3. International scientific publication: Score 7 = published / accepted, 6 = reviewed, 5 = submitted, 3 = draft, 2 = none. (If the planned target reaches the published / accepted stage)
4. One science and technology-social culture product that can be in the form of a method, Blue print, prototype, system, policy, model, or appropriate technology protected by KI for each student: Score 7 = implementation, 6 = product, 5 = draft, 3 = none. (if the planned target reaches the implementation stage)
5. Books/Teaching materials: Score 7 = published / editing process, 6 = draft, 5 = none (if the planned target has reached the published stage.

FIELD MONITORING AND EVALUATION / RESULTS SEMINAR*

EXCELLENCE HIGHER EDUCATION RESEARCH (APPLIED)

Research Title :

Main Researcher :

NIK / NIP :

NIDN :

University :

Research Conducting Year : Year of the plan year

Cost proposed to LP2M UNP : Rp

Cost approved by LP2M UNP : Rp

No	Evaluation Component	Information					Quality (%)	Score	Value
		None	Drafts	Submitted	Reviewed	Accepted / Published			
1.	One article in proceeding of reputable international seminar						40		
2.	The first year: A minimum of science technology- social culture product which can be either method, blueprint, prototypes, systems, policies, models, or appropriate technology that is protected by KI The second year: Documentation of the test results of products , prototypes, policies or art performances			Product/ In-Process	Already published		40		
3.	Books / Teaching Materials						20		
Total							100		

Reviewer's Comments:

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Padang, ... - ... - 202 ..

Reviewer

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Description :

1. Score: 1, 2, 3, 5, 6, 7 (1 = Bad, 2 = Very Less, 3 = Less , 5 = Adequate, 6 = Good, 7 = Very good)
2. The scoring of the evaluation is adjusted by looking at the planned targets to the achievements at the time the monitoring and evaluation is carried out. The monitor and evaluator must see evidence of output achievements. As a reference for scoring can use the following conditions.
3. International scientific publication: Score 7 = published / accepted, 6 = reviewed, 5 = submitted, 3 = draft, 2 = none. (If the planned target reaches the published / accepted stage)
4. One science and technology-social culture product that can be in the form of a method, Blue print, prototype, system, policy, model, or appropriate technology protected by KI for each student: Score 7 = implementation, 6 = product, 5 = draft, 3 = none. (if the planned target reaches the implementation stage)
5. Books/Teaching materials: Score 7 = published / editing process, 6 = draft, 5 = none (if the planned target has reached the published stage)

FIELD MONITORING AND EVALUATION / RESULTS SEMINAR*
EXCELLENCE HIGHER EDUCATION RESEARCH (DEVELOPMENT)

Research Title :

.Main Researcher :

NIK / NIP :

NIDN :

University :

Research Conducting Year : Year of the plan.....year

Cost proposed to LP2M UNP : Rp
 Cost approved by LP2M UNP : Rp

No	Evaluation Component	Information					Quality (%)	Score	Score
		None	Draft	Submitted	reviewed	Accepted / Published			
1.	The first year: One article in reputable international proceedings.	None	Draft	Submitted	reviewed	Accepted / Published	40		
2.	Second year: One article in reputable international journal .	None	Draft	Product/ In-Process	Already published				
3.	Industrial products or policy products with criteria and stages as stipulated in appendix 5 (see page 122) PPM Guidebook Edition XII Revision 2019.						40		
4.	Books / Teaching Materials								
Total							100		

Reviewer's comment:

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Padang,.... -... - 202. .
 Reviewer

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Description:

1. Score: 1, 2, 3, 5, 6, 7 (1 = bad, 2 = very less, 3 = less, 5 = adequate, 6 = good, 7 = very good)
2. The scoring of the evaluation is adjusted by looking at the planned targets to the achievements at the time the monitoring and evaluation is carried out. The monitor and evaluator must see evidence of output achievement. As a reference for scoring can use the following conditions.
3. International scientific publication: Score 7 = published / accepted, 6 = reviewed, 5 = submitted, 4 = draft, 3 = none. (If the planned target reaches the published / accepted stage)
4. Industry-worthy prototypes from science, technology, art , and culture with IP and expedience study documents: Score 7 = implementation, 6 = product, 5 = draft, 4 = none. (if the planned target reaches the implementation stage)
5. Textbook / Teaching materials: Score 7 = published / editing process, 6 = draft, 5 = none (if the planned target has reached the published stage)

FIELD MONITORING AND EVALUATION / RESULTS SEMINAR *
NATIONAL COLLABORATIVE RESEARCH (BASIC)

Research Title :

Head of Proposing Research Team (TPP) :

NIDN :

TPP Higher Education :

Head Research Partner :

TPM Institution :

Year of Research Conducting : Year..... of the plan.....years

Cost proposed to LP2M UNP : Rp

Cost approved by LP2M UNP : Rp

No	Evaluation Component	Information					Quality (%)	Score	Value
		None	Draft	Submitted,	reviewed	Accepted / Published			
1.	One article in an international journal which indexed in a reputable database; or						50		
	One research book with ISBN; or								
2.	Three articles in proceeding which indexed in reputable databases; or						30		
	Three book chapters indexed in reputable databases or with ISBN								
3.	Books / Teaching Materials	None	Draft	Product/ In Process	Already Published		20		
Total						100			

Reviewer's Comments:

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Padang, ... - ... - 202 ..
 Reviewer

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Description:

1. Score: 1, 2, 3, 5, 6, 7 (1 = bad, 2 = very less, 3 = less, 5 = adequate, 6 = good, 7 = very good)
2. The scoring of the evaluation is adjusted by looking at the planned targets to the achievements at the time the monitoring and evaluation is carried out. The monitor and evaluator must see evidence of output achievement. As a reference for scoring can use the following conditions.
3. International scientific publication/Book/Book Chapter: Score 7 = published / accepted, 6 = reviewed, 5 = submitted, 4 = draft, 3 = none. (If the planned target reaches the published / accepted stage)
4. One science and technology-social and culture product which can be method, blue print, prototype, system, policy, model or appropriate technology protected by KI : Score 7 = implementation, 6 = product, 5 = draft, 4 = none. (if the planned target reaches the implementation stage)
5. Textbook / Teaching materials: Score 7 = published / editing process, 6 = draft, 5 = none (if the planned target has reached the published stage)

FIELD MONITORING AND EVALUATION / RESULTS SEMINAR *
NATIONAL COLLABORATIVE RESEARCH (APPLIED)

Research Title :

Head of the Proposing Research Team (TPP) :

NIDN :

TPP Higher Education :

Head Research Partner :

TPM Institution :

Year of Research Conducting : Year..... of the plan.....years

Cost proposed to LP2M UNP : Rp

Cost approved by LP2M UNP : Rp

No	Evaluation Component	Information					Quality (%)	Score	Value
		None	Draft	Submitted	Reviewed	Accepted / Published			
1.	One article in proceeding of reputable international seminar	None	Draft	Submitted	Reviewed	Accepted / Published	40		
2.									
	The first year: At least one product of science and technology-social and culture which can be either method, blueprint, prototypes, systems, policies, models, or appropriate technology that is protected by KI The second year: Documentation of the test results of products , prototypes, policies or art performances	None	Draft	Product/ In Process	Already Published		40		
3.	Books / Teaching Materials						20		
Total						100			

Reviewer's Comments:

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Padang, ... - ... - 202 ..
Reviewer

()

Description:

1. Score: 1, 2, 3, 5, 6, 7 (1 = bad, 2 = very less, 3 = less, 5 = adequate, 6 = good, 7 = very good)
2. The scoring of the evaluation is adjusted by looking at the planned targets to the achievements at the time the monitoring and evaluation is carried out. The monitor and evaluator must see evidence of output achievement. As a reference for scoring can use the following conditions.
3. International scientific publication/Book/Book Chapter: Score 7 = published / accepted, 6 = reviewed, 5 = submitted, 4 = draft, 3 = none. (If the planned target reaches the published / accepted stage)
4. One science and technology-social and culture product which can be method, blue print, prototype, system, policy, model or appropriate technology protected by KI : Score 7 = implementation, 6 = product, 5 = draft, 4 = none. (if the planned target reaches the implementation stage)
5. Textbook / Teaching materials: Score 7 = published / editing process, 6 = draft, 5 = none (if the planned target has reached the published stage)

FIELD MONITORING AND EVALUATION / RESULTS SEMINAR *

ORDERED RESEARCH

Research Title :

Main Researcher :

NIDN :

University :

Partner Research Team (if any) :

Research conducting year : Year of the plan.....year

Cost proposed to LP2M UNP : Rp

Cost approved by LP2M UNP : Rp

No	Evaluation Component	Information							Quality (%)	Score	Value
		None	Draft	Submitted	Reviewed	Accepted	Published				
1	The First Year : One publication article in a proceeding of reputable international seminar							60			
	The Second Year: one scientific article in an international journal indexed (WCR only = Q1; specifically for consortium= industry expence test results)	International Proceedings									
		International Journals									
2	<ul style="list-style-type: none"> Specifically for Consortium: The first year is an industry-worthy prototype of science, technology, art, and culture with IP and feasibility study documents Specifically for KKS research: The first year is an academic paper which can be in the form of a policy brief, policy recommendation, or a strategic policy model on a problem following with the ordered field. 	None	Draft	Product	Application			20			
3	One science and technology-social and culture product which can be in the form of a copyright, simple copyright, method, blue print, prototype, system, policy, model, or appropriate technology protected by KI								20		
Total									100		

Reviewer's comments:

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Padang, ... - ... - 202 ..

Reviewer

()

Description:

1. Score: 1, 2, 3, 5, 6, 7 (1 = bad, 2 = very less, 3 = less, 5 = adequate, 6 = good, 7 = very good)
2. The scoring of the evaluation is adjusted by looking at the planned targets to the achievements at the time the monitoring and evaluation is carried out. The monitor and evaluator must see evidence of output achievement. As a reference for scoring can use the following conditions.
3. International scientific publication/Book/Book Chapter: Score 7 = published / accepted, 6 = reviewed, 5 = submitted, 4 = draft, 3 = none. (If the planned target reaches the published / accepted stage)
4. One science and technology-social and culture product which can be method, blue print, prototype, system, policy, model or appropriate technology protected by KI : Score 7 = implementation, 6 = product, 5 = draft, 4 = none. (if the planned target reaches the implementation stage)
5. Textbook / Teaching materials: Score 7 = published / editing process, 6 = draft, 5 = none (if the planned target has reached the published stage)

FIELD MONITORING AND EVALUATION / RESULTS SEMINAR *

BASIC RESEARCH

Research Title :

Main Researcher:

NIK / NIP :

NIDN :

University :

Year of Research Conducting : Year of the planned.....year

Cost proposed to LP2M UNP : Rp.

Cost approved by LP2M UNP : Rp

No	Evaluation Component	Information					Quality (%)	Score	Value
		None	Draft	Submitted,	reviewed	Accepted / Published			
1	One article in an international journal which indexed in a reputable database; or						40		
	One research book with ISBN; or								
2	Three articles in proceeding which indexed in reputable databases; or						30		
	Three book chapters indexed in reputable databases or with ISBN								
	KI or appropriate technology, and others.	None	Draft	Product/ In Process	Already Published		30		
3	Books / Teaching Materials						30		
Total						100			

Reviewer's Comments:

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Padang,... -... - 202 ..

Reviewer

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Description:

1. Score: 1, 2, 3, 5, 6, 7 (1 = bad, 2 = very less, 3 = less, 5 = adequate, 6 = good, 7 = very good)
2. The scoring of the evaluation is adjusted by looking at the planned targets to the achievements at the time the monitoring and evaluation is carried out. The monitor and evaluator must see evidence of output achievement. As a reference for scoring can use the following conditions.
3. International scientific publication/Book/Book Chapter: Score 7 = published / accepted, 6 = reviewed, 5 = submitted, 4 = draft, 3 = none. (If the planned target reaches the published / accepted stage)
4. One science and technology-social and culture product which can be method, blue print, prototype, system, policy, model or appropriate technology protected by KI : Score 7 = implementation, 6 = product, 5 = draft, 4 = none. (if the planned target reaches the implementation stage)
5. Textbook / Teaching materials: Score 7 = published / editing process, 6 = draft, 5 = none (if the planned target has reached the published stage)

FIELD MONITORING AND EVALUATION / RESULTS SEMINAR *
APPLIED RESEARCH

Research Title :

Main Researcher:

NIK / NIP :

NIDN :

University :

Year of Research Conducting : Year of the plan.....year

Cost proposed to LP2M UNP : Rp.

Cost approved by LP2M UNP : Rp.

No	Evaluation Component	Information					Quality (%)	Score	Value
		None	Draft	Submitted	Reviewed	Accepted / Published			
1.	One article in proceeding of reputable international seminar	None	Draft	Submitted	Reviewed	Accepted / Published	40		
2.									
	The first year: At least one product of science and technology-social and culture which can be either method, blueprint, prototypes, systems, policies, models, or appropriate technology that is protected by KI The second year: Documentation of the test results of products , prototypes, policies or art performances	None	Draft	Product / In Process	Already Published		40		
3.	Books / Teaching Materials						20		
Total						100			

Reviewer's Comments:

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Padang, ... - ... - 202 ..
 Reviewer

()

Description:

1. Score: 1, 2, 3, 5, 6, 7 (1 = bad, 2 = very less, 3 = less, 5 = adequate, 6 = good, 7 = very good)
2. The scoring of the evaluation is adjusted by looking at the planned targets to the achievements at the time the monitoring and evaluation is carried out. The monitor and evaluator must see evidence of output achievement. As a reference for scoring can use the following conditions.
3. International scientific publication/Book/Book Chapter: Score 7 = published / accepted, 6 = reviewed, 5 = submitted, 4 = draft, 3 = none. (If the planned target reaches the published / accepted stage)
4. One science and technology-social and culture product which can be method, blue print, prototype, system, policy, model or appropriate technology protected by KI : Score 7 = implementation, 6 = product, 5 = draft, 4 = none. (if the planned target reaches the implementation stage)
5. Textbook / Teaching materials: Score 7 = published / editing process, 6 = draft, 5 = none (if the planned target has reached the published stage)

**FIELD MONITORING AND EVALUATION / RESULTS SEMINAR *
DEVELOPMENT RESEARCH**

Research Title :

Main Researcher: :

NIK / NIP :

NIDN :

University :

Year of Research Conducting : Year of the planned.....year

Cost proposed to LP2M UNP : Rp.

Cost approved by LP2M UNP : Rp

No	Evaluation Component	Information					Quality (%)	Score	Score
		None	Draft	Submitted	reviewed	Accepted / Published			
1.	The first year: One article in reputable international proceedings.	None	Draft	Submitted	reviewed	Accepted / Published	40		
2.									
3.	Second year: One article in reputable international journal	None	Draft	Product/ In-Process	Already published		40		
4.	Industrial products or policy products with criteria and stages as stipulated in appendix 5 (see page 122) PPM Guidebook Edition XII Revision 2019.								
4.	Books / Teaching Materials						20		
Total							100		

Reviewer's Comments :

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Padang, ... - ... - 202.
Reviewer

()

Description:

1. Score: 1, 2, 3, 5, 6, 7 (1 = bad, 2 = very less, 3 = less, 5 = adequate, 6 = good, 7 = very good)
2. The scoring of the evaluation is adjusted by looking at the planned targets to the achievements at the time the monitoring and evaluation is carried out. The monitor and evaluator must see evidence of output achievement. As a reference for scoring can use the following conditions.
3. International scientific publication: Score 7 = published / accepted, 6 = reviewed, 5 = submitted, 4 = draft, 3 = none. (If the planned target reaches the published / accepted stage)
4. Industry-worthy prototypes from science, technology, art , and culture with IP and expedience study documents: Score 7 = implementation, 6 = product, 5 = draft, 4 = none. (if the planned target reaches the implementation stage)
5. Textbook / Teaching materials: Score 7 = published / editing process, 6 = draft, 5 = none (if the planned target has reached the published stage)

**FIELD MONITORING AND EVALUATION / RESULTS SEMINAR *
INSTITUTES' RESEARCH (PK-PK)**

Research Title :

Main Researcher :

NIDN :

Research Center / University :

Research Conducting Year : Year of the planned.....year

Cost proposed to LP2M UNP : Rp

Cost approved by LP2M UNP : Rp

No	Evaluation Component	Information							Quality (%)	score	Value
		None	Draft	Submitted	reviewed	Accepted	Published				
1.	The first year: Publication of an article in the proceeding of the reputable international seminar								60		
	International Proceedings										
2.	One year after the end of contract: a scientific article of Head Researcher as the first author in reputable international journals (Scopus or Thomson Reuters Indexes)								20		
	International Journals										
	Science and technology-social and cultural products which can be in the form of methods, blue prints, prototypes, systems, policies, models, or appropriate technology protected by KI	None	Draft	Product	Implementation			20			
3.	Teaching materials or textbook sections that can be used for the students							20			
Total								100			

Reviewer's Comments:

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Padang, ... - ... - 202 ..

Reviewer,

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Description :

1. Score: 1, 2, 3, 5, 6, 7 (1 = bad, 2 = very less, 3 = less, 5 = adequate, 6 = good, 7 = very good)
2. The scoring of the evaluation is adjusted by looking at the planned targets to the achievements at the time the monitoring and evaluation is carried out. The monitor and evaluator must see evidence of output achievement. As a reference for scoring can use the following conditions.
3. International scientific publication/Book/Book Chapter: Score 7 = published / accepted, 6 = reviewed, 5 = submitted, 4 = draft, 3 = none. (If the planned target reaches the published / accepted stage)
4. One science and technology-social and culture product which can be method, blue print, prototype, system, policy, model or appropriate technology protected by KI : Score 7 = implementation, 6 = product, 5 = draft, 4 = none. (if the planned target reaches the implementation stage)
5. Textbook / Teaching materials for Postgraduate student: Score 7 = published / editing process, 6 = draft, 5 = none (if the planned target has reached the published stage)