**LAPORAN IMPAK JALINAN KOMUNITI (PENARAFAN BINTANG)**

***COMMUNITY ENGAGEMENT IMPACT (STAR RATING) REPORT***

**Notes:**

|  |  |
| --- | --- |
| **No.** | **Explanation** |
| **1.** | **At the end of a project, successful applicant must deliver:**   * 1. A final report in two formats:      1. Adobe Reader (.pdf)      2. Microsoft Word (.doc)   2. a. Pictures or   b. Short videos of activities (2 minutes) copied in CD (if any). |
| **2.** | **A project has to achieve a minimum of three (3) Star CE Impact Rating in order to contribute to MyRA performance. Thus, it needs to meet 3 minimum requirements:**   * 1. The community should have a positive orientation towards the programme where the attendance exceeds or equal to 80% from the targeted number of participants.   2. A minimum of one (1) stakeholders’ involvement either Government Agencies, Industries, Civil Society, NGOs, Learning Institutions, etc.).      1. Provide evidence that the community consider the programme relevant and needed.      2. Provide a formal university-community cooperation agreement.   3. The participants exhibit the expected changes based on the objectives of the programme such as change of attitude or increment of knowledge / skills or aspirations. |
| **3.** | **Additional requirements to achieve four (4) or five (5) Star CE Impact Rating:**   1. The programme results in change of practice where the participants adopt the innovations that were introduced (4 star). 2. The community is empowered and independently able to sustain the practices that were introduced through the programme without UTM’s assistance (5 star). |
| **4.** | **Please note that all information will be kept confidential and will ONLY be used for university reporting.** |

Instruction:

1. Please fill in all required information in table A, B, C, D, E, F, G, H and I.
2. Please note that evidence such as participant attendance list, interview question, questionnaire, video, SMS /media social comment/ phone screenshot etc. are required for every rating level

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A** | **PROJECT / PROGRAMME AREA OF EXPERTISE** | | | |
| **PROGRAMME AREA OF EXPERTISE**  Please tick () **ONLY** **ONE** area of expertise in the space provided.  \* CE areas of expertise are extracted from Minister of Higher Education - UCTC Award | |  | Environmental Development |
|  | Health |
|  | ICT & Technology |
|  | Entrepreneurial |
|  | Education |
|  | Risk Management & Disaster Assistance |
|  | Preserve Heritage and Culture |
|  | Sports and Recreation |
|  | Social Welfare |
|  | Rural Development |
|  | Edu-Tourism |
|  | Art & Design |
|  | Others (Please specify): |
| **FOCUS AREA**  You may tick () more than 1 focus area. | |  | *Capacity Building* |
|  | *Social Entrepreneurship* |
|  | *Improving Livelihood* |
|  | *Environmental Sustainability* |
|  | *Education Enhancement* |
|  | Others (Please specify): |

|  |  |  |  |
| --- | --- | --- | --- |
| **B** | **BASIC INFORMATION** | | |
| 1 | **PROGRAMME TITLE** |  | |
| 2 | **PROGRAMME ID.** |  |  |
| 3 | **RELATED RESEARCH PROJECT NO.** | (Relate the current programme / activities to the research has been done previously)  Research Name :  Project No.: | |
| 4 | **PERIOD OF PROJECT EXECUTION** | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Start Date: |  | End Date |  | Duration by Month: |  | | |
| 5 | **LOCATION** |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **C** | **PROJECT COMMITTEE** | | | |
| 6 | **PROJECT LEADER’S NAME** |  | | |
| 7 | **STAFF NO.** |  | | |
| 8 | **POSITION** |  | | |
| 9 | **FACULTY / DEPT / PTJ** |  | | |
| 10 | **MOBILE NO.** |  | **E-MAIL ADDRESS:** | |
| 11 | **PROJECT MEMBERS’ NAMES** (List the names, title, faculty; multi-disciplinary and institutional members)  \*If the project has more than 8 members, please attach a separate committee list. | **Name / Staff No.** | | **PTJ / Faculty / Institution** |
| 1.  2.  3.  4.  5.  6.  7.  8. | | 1.  2.  3.  4.  5.  6.  7.  8. |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **D** | | **PROJECT BASIC INFORMATION** | | | | | | | |
| 12 | | **PROJECT**  **EXECUTIVE SUMMARY**  (Overview of the project / programme – maximum 300 words, in Arial font size 9 pt.) |  | | | | | | |
| 13 | | **OBJECTIVE**  Specify the objectives;  minimum 3. | 1.  2.  3. | | | | | | |
| 14 | | **JUSTIFICATION**  i) Provide a justification on the needs to conduct the programme.  ii) Specify the intellectual / physical / energy resources of the university to solve the problem faced by the community. |  | | | | | | |
| 15 | | **METHOD**  Research design, sampling technique, instrument, analysis technique. |  | | | | | | |
| 16 | | **ACTIVITY**  Identify / Plan / Implement / Evaluate.  Example :  1. Meeting with stakeholders  2. Site visit  3. Conduct the programme / lab |  | | | | | | |
| **E** | | **STAKEHODER / COMMUNITY INFORMATION** | | | | | | | |
| 17 | **TARGETED PARTICIPANT**  who they are / why they are chosen / number of people involved.  Example:  1. SPM students or youth aged 16-26  2. Focus group: SPM students; 200 participants | | |  | | | | | |
| 18 | **ACTUAL NUMBER OF PARTICIPANTS INVOLVED DURING THE PROGRAMME** | | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | UTM student |  |  | Stakeholder |  | | UTM Staff |  |  | Government Agency |  | | Community |  |  | Industry |  | | Learning Institution |  |  | NGO |  | | | | | | |
| 19 | **COLLABORATIVE PARTNER (multi-stakeholders)**   1. List the collaborative partners and their roles 2. State approximate value of collaboration partners’ contribution in Ringgit Malaysia (RM). 3. Provide evidence such as contribution letter, bank transfer, cheque etc. | | | | | | | | |
| **Name of Collaborative Partner** | | | **Contribution (RM) \*** | | | | | |
| In kind | Gift | Monetary | Facility | Equipment | Others | |
| **Government Agency:** *eg: FELDA* | | |  |  |  |  |  |  | |
| **Industry:** *eg:* *IOI PROPERTIES* | | |  |  |  |  |  |  | |
| **Civil Society :** *eg : PPRT Ayer Panas* | | |  |  |  |  |  |  | |
| **University/ Learning Institution:** *eg : UiTM* | | |  |  |  |  |  |  | |
| **NGO:** *eg : Persatuan Pustaka Jalanan* | | |  |  |  |  |  |  | |
| **Total Project Cost (RM)** | | |  | | | | | | |
| **F** | **PROGRAMME ASSESSMENT** | | | | | | | | | | |
| 20 | Analysis based on questionnaire / observation / interview (before and after the programme is conducted) | | | | | | | | | | |
| **BEFORE**   * The community consider the programme relevant & needed. * A formal university-community cooperation agreement exists. | | | | | **AFTER**   * An assessment is carried out right after the programme is conducted. * The participants exhibit the expected changes based on the objectives of the programme such as change of attitude or increment of knowledge / skills / aspirations. | | | | | | |
|  | | | | |  | | | | | | |
| 21 | | **PROJECT OUTCOME**  Example\*:   1. Facility / Tools / Equipment / Machinery / System invented for the community 2. MOU / MOA / LOI / IP 3. Award   (\*Please provide evidence for the project outcome) | | |  | | | | | | |
| 22 | | **IMPACT OF THE PROGRAMME**  Indicate the project's impact on / or:   * + - 1. The community, the students and the lecturers involved.       2. The number of beneficiaries directly/indirectly involved.       3. The frequency of yield       4. Time frame for yield output       5. Monetary output       6. Economic benefits due to the change       7. Impact to the community | | |  | | | | | | |
| 23 | | **SUSTAINABILITY VALUE FOR THE COMMUNITY**  Provide evidence for the following:  i. the community can independently sustain the practice that was introduced through the programme.  ii. benefit the community who continue the practice / change and improve their well-being (after 3 / 6 / 8 / 12 months of programme completion)  iii. the potential to replicate project to other interested community. | | |  | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **G** | **COMMUNITY TRANSFORMATION IMPACT STAR RATING FORM**  **(This Impact evaluation of the programme has to be done at the end of the programme)** | | |
| **RATING LEVEL** | | | |
| **1** | **STAR RATING (Programme Acceptance)**   * The community has a positive orientation towards the programme. | | |
|  | | An attendance exceed or equal to 80%  **\*Evidence Star rating 1: Attendance List**  Targeted attendance  Actual attendance  Percentage | \_\_\_\_\_\_\_\_\_\_\_ people  \_\_\_\_\_\_\_\_\_\_\_ people  \_\_\_\_\_\_\_\_\_\_\_ % |
| **2** | **STAR RATING (Meeting Community Needs)**   * The community consider the programme relevant and needed. * A formal university-community cooperation agreement exists. | | |
|  | | Stakeholders generally agree to the implementation of the programme.  **\*Evidence Star rating 2: Questionnaire / Interview Questions**  Number of participants who indicated that the programme is needed  Total number of participants  Percentage of participants indicating programme is needed | \_\_\_\_\_\_\_\_\_\_\_ people  \_\_\_\_\_\_\_\_\_\_\_ people  \_\_\_\_\_\_\_\_\_\_\_ % |
| **3** | **STAR RATING (Knowledge, Aspiration, Skills or Attitude Change)**   * The community action programme results in change in attitude/knowledge/skills or aspirations. | | |
|  | | Participants exhibit a change in attitude, knowledge, skills and/or aspiration.  **\*Evidence Star rating 3: Interview transcription, Survey form & analysis**  Number of participants who indicated they know the subject matter  Number of participants who responded positively to the change  Number of participants who showed they have acquired the desired skills  Number of participants who wanted to adopt the innovation  Total number of participants  Average Percentage of Change | \_\_\_\_\_\_\_\_\_\_\_ people  \_\_\_\_\_\_\_\_\_\_\_ people  \_\_\_\_\_\_\_\_\_\_\_ people  \_\_\_\_\_\_\_\_\_\_\_ people  \_\_\_\_\_\_\_\_\_\_\_ people  \_\_\_\_\_\_\_\_\_\_\_ % |
| **4** | **STAR RATING (Adoption of Change)**   * The community programme results in a change of practice. | | |
|  | | Participants adopted the innovations that were introduced  **\*Evidence Star rating 4: Interview transcription, observation checklist & analysis**  Number of participants who adopted the change  Total number of participants  Percentage of change adoption | \_\_\_\_\_\_\_\_\_\_\_ people  \_\_\_\_\_\_\_\_\_\_\_ people  \_\_\_\_\_\_\_\_\_\_\_ % |
| **5** | **STAR RATING (Sustainability)**  The community is empowered and can independently sustain the practice that  was introduced through the programme. | | |
|  | | Participants continue to practice innovations without UTM’s assistance  **\*Evidence Star rating 5: Report, observation checklist & analysis**  Number of participants who continue to practice change  Number of participants who received economic benefits due to change  Number of participants who have improved their well-being  Total number of participants  Percentage of participants who continue to practice change  Percentage of participants received economic benefits due to change  Percentage of participants who have improved their well-being  Average Percentage of sustainability | \_\_\_\_\_\_\_\_\_\_\_ people  \_\_\_\_\_\_\_\_\_\_\_ people  \_\_\_\_\_\_\_\_\_\_\_ people  \_\_\_\_\_\_\_\_\_\_\_ people  \_\_\_\_\_\_\_\_\_\_\_ %  \_\_\_\_\_\_\_\_\_\_\_ %  \_\_\_\_\_\_\_\_\_\_\_ %  \_\_\_\_\_\_\_\_\_\_\_ % |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **H** | **PROJECT LEADER DECLARATION** | | | | | | |
|  | I have duly completed this form and attached the relevant supporting documents: | | | | | | |
| *Please tick (√ ) the box and circle relevant document.* | | | | | | |
| **1** | | **Programme Impact in the form of:** | | | | |
|  | | Star Rating 1: Attendance List | | | | |
|  | | Star Rating 2: Questionnaire / Interview Questions | | | | |
|  | | Star Rating 3: Survey Form, Interviews Transcription & analysis | | | | |
|  | | Star Rating 4: Observation Checklist, Interview Transcription & analysis | | | | |
|  | | Star Rating 5: Report, Observation Checklist & analysis | | | | |
| **2** | | **Media coverage / Publication in the form of:** | | | | |
|  | | Newspaper articles, Magazine, | | | | |
|  | | Media links / blogs / Web page / Facebook | | | | |
|  | | Brochures / pamphlet | | | | |
| **3** | | **Contribution / Funding** | | | | |
|  | | RM - Copy of Bank Slip / Cheque/ EFT | | | | |
|  | | Letter / Note / E-mail indicating the contribution in the form of In kind / Gift / Facilities / Equipment | | | | |
| **4** | | **Collaborative Partners:** | | | | |
|  | | MOA / MOU / LOI / LOC | | | | |
|  | | Invitation Email / Letter / Certificate of Appreciation / Thank you letter | | | | |
| **5** | | **Additional Documents** | | | | |
|  | | Photographs before, during and after the implementation of the Community Programmes | | | | |
|  | | End Report of the project / activities | | | | |
|  | | URL of a short video of footage before and after the implementation of project / activities (maximum 2 minutes) (not compulsory) | | | | |
| I hereby declare that the information and documents provided are true and correct.  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Stamp : | | | | | | | |
| **I** | **DEAN/ DEPUTY DEAN (RESEARCH & INNOVATION)** | | | | | | |
|  | This project has achieved at least 80% rating for dimension: | | | | | | |
|  | 1: Programme Acceptance | |  | 2: Meeting Community Needs |  | 3: Knowledge, Aspiration, Skills or Attitude Change |
|  | 4: Adoption of Change | |  | 5: Sustainability | | |
| I hereby verify that the above information is true and correct to the best of my knowledge.  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Stamp : | | | | | | | |
| **J** | **MyRA SECRETARIAT APPROVAL** | | | | | | |
|  | Overall score:  Review:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Stamp: | | | | | | |