

 <b>DEPARTMENT OF CHEMISTRY FSM DIPONGORO UNIVERSITY</b>	<b>DOCUMENT LEVEL: PROCEDURE MANUAL</b>	<b>CODE: MP.KIM-15</b>
<b>TITLE :                               STAFF's RESEARCH ACTIVITIES</b>		<b>ISSUED DATE: February 19, 2010</b>
<b>AREAS :                                        Research</b>		<b>NO. REVISION: -</b>

**PROCEDURE MANUAL  
PROPOSED RESEARCH ACTIVITIES OF FUNDS DIPA PNBP FMIPA**

**AIM**

The Procedure Manual for Proposed Research Activities is prepared to provide guidance in carrying out research activities with DIPA PNBP funds at the Faculty of Mathematics and Natural Sciences as part of the Tri Dharma of Higher Education.

**DEFINITION**

Research is an activity that includes problem identification, analysis and interpretation of an object carried out by a lecturer at the Faculty of Mathematics and Natural Sciences, Diponegoro University. Research activities are intended to improve knowledge and accommodate research activities in the field of Mathematics and Natural Sciences. The scope of the Proposed Procedure Manual for Research Activities with DIPA PNBP FMIPA funds includes general provisions for proposed research activities, stages of proposed research activities, the parties involved, the time required for each stage and the documents required or produced.

**REFERENCE**

1. Policies and regulations regarding existing research at Diponegoro University

**PROCEDURE**

1. The Unit for Development, Research and Community Service, Science and Technology (UP3ST) prepares technical and research schedules and provides information to each Department/Study Program
2. The head of the department/study program coordinates with the head of the lab at the department/study program level to discuss technical research activities
3. The head of the department/study program provides information to all lecturers regarding the provisions for submitting research proposals
4. Proposals prepared by the research team in each department/study program are approved by the head of the department/head of the study program and the Dean.
5. Proposals are then submitted to UP3ST for review by experts from representatives of departments/study programs who have relevant expertise
6. UP3ST announces proposals that pass the selection through the Head of the Department/Study Program.
7. The Head of the Department/Study Program informs the proposal that passes the selection to the lecturer concerned

## FLOW DIAGRAM

No	Activity	Involved Parties					Time	Document
		Dean	UP3ST	Head of department/ study program	Head of Lab	Lecturer		
1	UP3ST compiles the technical and research schedule and then informs the department/prodi						5 days	
2	Head of Department / Head of Study Program coordinates with the Head of the lab to discuss technical research activities						30 minutes	-Meeting minutes
3	Head of Department / Head of Study Program informs all lecturers						30 minutes	Meeting minutes
4	The lecturer makes a proposal and asks for approval from the Head of the Department / Head of the Study Program and the Dean						14 days	Proposal
5	Proposals are submitted to UP3ST to be reviewed by experts from representatives of departments/study programs who have relevant expertise keahlian						10 minutes	- Proposals -Minutes of proposal submission
6	UP3ST announces proposals that pass the selection through the Head of the Department/Study Program						14 days	-Minutes of proposal appraisal
7	The Head of the Department/Study Program informs the proposal that passes the selection to the lecturer concerned						10 minutes	-Minutes of proposal appraisal

## **ATTACHMENT**

### **I. General requirements :**

1. The faculty provides research funds to lecturers whose research proposals have passed the selection at the Department/Study Program level
2. The Department/Study Program determines the field of research for lecturers in each Department/Study Program according to their expertise
3. Research can be done with a multiparadigm approach (multidisciplinary expertise)
4. Lecturers who conduct research are expected to involve students
5. Research results are expected to be published through seminars or writing in scientific journals

### **II. Related document :**

1. Minutes of submission of research proposals
2. Minutes of submission of proposal assessment results
3. Minutes of submission of research reports

### **III. Parties Involved in the Process:**

The parties involved in the implementation of the research are:

1. Dean
2. UP3ST (Science and Technology Service Research Development Unit)
3. head of program
4. head of the study program
5. Head of Lab
6. Lecturer

**MINUTES OF SUBMISSION OF RESEARCH PROPOSAL**

The undersigned below :

Name : .....

NIP : .....

Department / Study Program: .....

Has submitted a research proposal for DIPA PNBP funds from the Faculty of  
Mathematics and Natural Sciences with the title:

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

On :

Day/Date : .....

Hour : .....

Knowing  
Head of UP3ST FMIPA

Semarang,.....  
Researcher,

(.....)  
NIP

(.....)  
NIP

**MINUTE OF RESEARCH PROPOSAL ASSESSMENT**

Research Title : .....

Chief Researcher : .....

Department / Study Program: .....

No	Assessment Component	Indicator	Maximum Score	Score
1	Formulation of the problem	Sharpness of Problem Formulation and Research Objectives	30	
2	Benefits of Research Results	Science and Technology Development, Institutional Development and Development	20	
3	Literature review	Relevance, Update and Bibliography	15	
4	Research methods	The Accuracy of the Method Used	25	
5	Research Eligibility	Schedule Suitability, Cost Reasonability	10	
	<b>Total</b>		<b>100</b>	

Knowing  
Head of UP3ST FMIPA

Semarang,.....  
Reviewers

(.....)  
NIP

(.....)  
NIP