	DEPARTMENT OF CHEMISTRY FSM DIPONEGORO UNIVERSITY	DOCUMENT LEVEL PROCEDURE MANUAL	CODE MP. KIM-16
TITLE: RESEARCH ACTIVITIES		ISSUED DATE February 19, 2010	
AREAS: STUDY		NO. REVISION: -	

PROCEDURE MANUAL RESEARCH GRAND FROM THIRD PARTIES

AIM

This Research Activity Proposal Procedure Manual is prepared to provide guidance in carrying out research activities with funds from outside 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 Procedure Manual for Proposed Research Activities with funds from **outside** the Faculty of Mathematics and Natural Sciences 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. Funders offer research to lecturers
2. The lecturer prepares a proposal in a format according to the procedure from the funder and then asks for legality.
3. The lecturer submits a photocopy of the cover page and the confirmation sheet to UP3ST
4. Lecturer sends proposal to funder

No	Activity	Involved Parties				Time	Document
		Funder	lecturer	Legality Giver	UP3ST		
1	Funders offer research to lecturers						Research guide
2	The lecturer prepares a proposal in a format according to the procedure from the funder and then asks for legality						proposal draft
3	The lecturer submits a photocopy of the cover page and the confirmation sheet to UP3ST					1 day	Minutes of submission of cover pages and approval sheets
4	Lecturer sends proposal to funder						Proposal

ATTACHMENT

I. Related document :

1. Minutes of submission of photocopy of cover page and validation sheet

II. Parties Involved in the Process:

The parties involved in the implementation of the research are:

1. Funder
2. UP3ST (Science and Technology Service Research Development Unit)
3. Giver of legality
4. Lecturer

**MINUTES OF SUBMISSION OF COVER PAGE
AND RESEARCH PROPOSAL APPROVAL SHEET**

The undersigned below :

Name :

NIP :

Department / Study

Program:

Have submitted a photocopy of the cover page and the research proposal approval sheet:

Source of funds :

Title :

.....

On :

Day/Date :

Hour:

Knowing Semarang,.....

Head of UP3ST FMIPA who submitted

(.....)(.....)
NIP. NI P.