

**LAPORAN IMPAK JALINAN KOMUNITI (PENARAFAN BINTANG)  
COMMUNITY ENGAGEMENT IMPACT (STAR RATING) REPORT**

**Notes:**

No.	Explanation
1.	<b>At the end of a project, successful applicant must deliver:</b> <ul style="list-style-type: none"> <li>i. A final report in two formats: <ul style="list-style-type: none"> <li>a. Adobe Reader (.pdf)</li> <li>b. Microsoft Word (.doc)</li> </ul> </li> <li>ii. a. Pictures or b. Short videos of activities (2 minutes) copied in CD (if any).</li> </ul>
2.	<b>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:</b> <ul style="list-style-type: none"> <li>i. The community should have a positive orientation towards the programme where the attendance exceeds or equal to 80% from the targeted number of participants.</li> <li>ii. A minimum of one (1) stakeholders' involvement either Government Agencies, Industries, Civil Society, NGOs, Learning Institutions, etc.). <ul style="list-style-type: none"> <li>a. Provide evidence that the community consider the programme relevant and needed.</li> <li>b. Provide a formal university-community cooperation agreement.</li> </ul> </li> <li>iii. 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.</li> </ul>
3.	<b>Additional requirements to achieve four (4) or five (5) Star CE Impact Rating:</b> <ul style="list-style-type: none"> <li>i. The programme results in change of practice where the participants adopt the innovations that were introduced (4 star).</li> <li>ii. The community is empowered and independently able to sustain the practices that were introduced through the programme without UTM's assistance (5 star).</li> </ul>
4.	<b>Please note that all information will be kept confidential and will ONLY be used for university reporting.</b>

**Instruction:**

- Please fill in all required information in table A, B, C, D, E, F, G, H and I.
- 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	
<b>PROGRAMME AREA OF EXPERTISE</b> Please tick (√) <b>ONLY ONE</b> 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):
<b>FOCUS AREA</b> 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	<b>JUSTIFICATION</b> 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	<b>METHOD</b> Research design, sampling technique, instrument, analysis technique.																															
16	<b>ACTIVITY</b> Identify / Plan / Implement / Evaluate. Example : 1. Meeting with stakeholders 2. Site visit 3. Conduct the programme / lab																															
<b>E</b>	<b>STAKEHODER / COMMUNITY INFORMATION</b>																															
17	<b>TARGETED PARTICIPANT</b> 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	<b>ACTUAL NUMBER OF PARTICIPANTS INVOLVED DURING THE PROGRAMME</b>	<table border="1"> <tr> <td>UTM student</td> <td></td> <td>Stakeholder</td> <td></td> </tr> <tr> <td>UTM Staff</td> <td></td> <td>Government Agency</td> <td></td> </tr> <tr> <td>Community</td> <td></td> <td>Industry</td> <td></td> </tr> <tr> <td>Learning Institution</td> <td></td> <td>NGO</td> <td></td> </tr> </table>	UTM student		Stakeholder		UTM Staff		Government Agency		Community		Industry		Learning Institution		NGO															
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19	<b>COLLABORATIVE PARTNER (multi-stakeholders)</b> i. List the collaborative partners and their roles ii. State approximate value of collaboration partners' contribution in Ringgit Malaysia (RM). iii. Provide evidence such as contribution letter, bank transfer, cheque etc.																															
	<b>Name of Collaborative Partner</b>	<b>Contribution (RM) *</b> <table border="1"> <tr> <td>In kind</td> <td>Gift</td> <td>Monetary</td> <td>Facility</td> <td>Equipment</td> <td>Others</td> </tr> <tr> <td><b>Government Agency:</b> eg: FELDA</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Industry:</b> eg: IOI PROPERTIES</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Civil Society :</b> eg : PPRT Ayer Panas</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>University/ Learning Institution:</b> eg : UiTM</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	In kind	Gift	Monetary	Facility	Equipment	Others	<b>Government Agency:</b> eg: FELDA						<b>Industry:</b> eg: IOI PROPERTIES						<b>Civil Society :</b> eg : PPRT Ayer Panas						<b>University/ Learning Institution:</b> eg : UiTM					
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	NGO: eg : Persatuan Pustaka Jalanan						
	Total Project Cost (RM)						
F	<b>PROGRAMME ASSESSMENT</b>						
20	Analysis based on questionnaire / observation / interview (before and after the programme is conducted)						
	<b>BEFORE</b> <ul style="list-style-type: none"> <li>The community consider the programme relevant &amp; needed.</li> <li>A formal university-community cooperation agreement exists.</li> </ul>			<b>AFTER</b> <ul style="list-style-type: none"> <li>An assessment is carried out right after the programme is conducted.</li> <li>The participants exhibit the expected changes based on the objectives of the programme such as change of attitude or increment of knowledge / skills / aspirations.</li> </ul>			
21	<b>PROJECT OUTCOME</b> Example*: <ul style="list-style-type: none"> <li>i. Facility / Tools / Equipment / Machinery / System invented for the community</li> <li>ii. MOU / MOA / LOI / IP</li> <li>iii. Award</li> </ul> (*Please provide evidence for the project outcome)						
22	<b>IMPACT OF THE PROGRAMME</b> Indicate the project's impact on / or: <ul style="list-style-type: none"> <li>i. The community, the students and the lecturers involved.</li> <li>ii. The number of beneficiaries directly/indirectly involved.</li> <li>iii. The frequency of yield</li> <li>iv. Time frame for yield output</li> <li>v. Monetary output</li> <li>vi. Economic benefits due to the change</li> <li>vii. Impact to the community</li> </ul>						
23	<b>SUSTAINABILITY VALUE FOR THE COMMUNITY</b> Provide evidence for the following: <ul style="list-style-type: none"> <li>i. the community can independently sustain the practice that was introduced through the programme.</li> <li>ii. benefit the community who continue the practice / change and improve their well-being (after 3 / 6 / 8 / 12 months of programme completion)</li> <li>iii. the potential to replicate project to other interested community.</li> </ul>						

G		COMMUNITY TRANSFORMATION IMPACT STAR RATING FORM (This Impact evaluation of the programme has to be done at the end of the programme)	
<b>RATING LEVEL</b>			
<b>1</b>	<b>STAR RATING (Programme Acceptance)</b> ❖ The community has a positive orientation towards the programme.		
An attendance exceed or equal to 80% <b>*Evidence Star rating 1: Attendance List</b>  <div style="display: flex; justify-content: space-between;"> <div>Targeted attendance</div> <div>_____ people</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Actual attendance</div> <div>_____ people</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Percentage</div> <div>_____ %</div> </div>			
<b>2</b>	<b>STAR RATING (Meeting Community Needs)</b> ❖ The community consider the programme relevant and needed. ❖ A formal university-community cooperation agreement exists.		
Stakeholders generally agree to the implementation of the programme. <b>*Evidence Star rating 2: Questionnaire / Interview Questions</b>  <div style="display: flex; justify-content: space-between;"> <div>Number of participants who indicated that the programme is needed</div> <div>_____ people</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Total number of participants</div> <div>_____ people</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Percentage of participants indicating programme is needed</div> <div>_____ %</div> </div>			
<b>3</b>	<b>STAR RATING (Knowledge, Aspiration, Skills or Attitude Change)</b> ❖ The community action programme results in change in attitude/knowledge/skills or aspirations.		
Participants exhibit a change in attitude, knowledge, skills and/or aspiration. <b>*Evidence Star rating 3: Interview transcription, Survey form &amp; analysis</b>  <div style="display: flex; justify-content: space-between;"> <div>Number of participants who indicated they know the subject matter</div> <div>_____ people</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Number of participants who responded positively to the change</div> <div>_____ people</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Number of participants who showed they have acquired the desired skills</div> <div>_____ people</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Number of participants who wanted to adopt the innovation</div> <div>_____ people</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Total number of participants</div> <div>_____ people</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Average Percentage of Change</div> <div>_____ %</div> </div>			
<b>4</b>	<b>STAR RATING (Adoption of Change)</b> ❖ The community programme results in a change of practice.		
Participants adopted the innovations that were introduced <b>*Evidence Star rating 4: Interview transcription, observation checklist &amp; analysis</b>  <div style="display: flex; justify-content: space-between;"> <div>Number of participants who adopted the change</div> <div>_____ people</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Total number of participants</div> <div>_____ people</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Percentage of change adoption</div> <div>_____ %</div> </div>			
<b>5</b>	<b>STAR RATING (Sustainability)</b> 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 <b>*Evidence Star rating 5: Report, observation checklist &amp; analysis</b>  <div style="display: flex; justify-content: space-between;"> <div>Number of participants who continue to practice change</div> <div>_____ people</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Number of participants who received economic benefits due to change</div> <div>_____ people</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Number of participants who have improved their well-being</div> <div>_____ people</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Total number of participants</div> <div>_____ people</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Percentage of participants who continue to practice change</div> <div>_____ %</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Percentage of participants received economic benefits due to change</div> <div>_____ %</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Percentage of participants who have improved their well-being</div> <div>_____ %</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Average Percentage of sustainability</div> <div>_____ %</div> </div>			

H		PROJECT LEADER DECLARATION		
I have duly completed this form and attached the relevant supporting documents:				
<i>Please tick (✓) the box and circle relevant document.</i>				
1	<b>Programme Impact in the form of:</b>			
	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	<b>Media coverage / Publication in the form of:</b>			
	Newspaper articles, Magazine,			
	Media links / blogs / Web page / Facebook			
	Brochures / pamphlet			
3	<b>Contribution / Funding</b>			
	RM - Copy of Bank Slip / Cheque/ EFT			
	Letter / Note / E-mail indicating the contribution in the form of In kind / Gift / Facilities / Equipment			
4	<b>Collaborative Partners:</b>			
	MOA / MOU / LOI / LOC			
	Invitation Email / Letter / Certificate of Appreciation / Thank you letter			
5	<b>Additional Documents</b>			
	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: _____		Signature: _____		
Date: _____		Signature: _____		
Stamp :				

J	MyRA SECRETARIAT APPROVAL
	<p>Overall score:</p> <p>Review:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Date: _____ Signature: _____</p> <p>Stamp:</p>