



*Mencerdaskan dan
Memartabatkan Bangsa*

RESEARCH GUIDE AND DEVOTION TO PUBLIC 2020

Institution Study and Devotion to Public

UNIVERSITAS NEGERI JAKARTA

RESEARCH GUIDE AND DEVOTION TO PUBLIC

UNIVERSITAS NEGERI JAKARTA

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(LPPM UNJ)

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WELCOME RECTOR UNIVERSITAS NEGERI JAKARTA

Assalaamu'alaikum warohmatulloohi wabarokaatuh,

We give thanks to the presence of Allah SWT who has given us grace and guidance His so that arranged book Guide Study And Devotion to Public Jakarta State University in 2020. Preparation book Guide these are as part of the implementation of Kemenristek DIKTI policies to strengthen research and publication scientific in every college tall Which oriented to development superiority research seeking characteristic typical a university and the use of research results to increase economic value, scientific development, and build national character through activity devotion to public. Matter This in line with vision UNJ, that is become College High reputation in the Asian region.

Efforts to improve the quality and quantity of research are continuously carried out by the Institute for Research and Community Service (LP2M). One of those businesses It is hoped that the quality of UNJ research can be improved by improving the quality study lecturer UNJ based group study Which refers to roadmap study which have been developed by each study program. Apart from that, efforts are also made development multidisciplinary research and transdisciplinary.

On year 2020 UNJ has endeavor increase allocation budget study And devotion to public Which sourced from fund internal (fund BLU UNJ). Because That, in 2020 various types of research and service grants will be developed public that is: (1). Grant Study Superior University; (2). Grant Study Collaborative International; (3). Assignment Research Grant; (4). Professorial Competitive Research Grants; (5). Research Grants for Prospective Professors; (6). Faculty Competitive Research Grants; (7). Grant Young Faculty Researcher; (8). University Level Community Service Program; (9). KKN Integrated Community Service Program; (10). Devotion Program to Public Faculty Level.

Book guide Which has been aligned with the Research and Community Service Guidebook To the Community published by DRPM Kemenristek Dikti and also harmonized with Plan Parent Study (RIP) UNJ year 2020-2024 expected can become guidelines in do study And submission grant study. So that performance study And devotion to public civitas academic UNJ can increase.

Enhancement the naturally must measurable from enhancement amount proposal study, increasing scientific publications in indexed international journals, increasing the number of IPRs, And product improvement innovative.

Finally, I am pleased to welcome the publication of the Research Guide book and Devotion to Public University Country Jakarta year 2020 And Hopefully can increase productivity And quality Study as well as Devotion To Public lecturerUNJ.

Wassalamu'alaikum Warahmatulloohi Wabarokaatuh

Jakarta, March 2020

Rector,

Dr. Komarudin, M.Sc

INTRODUCTION

Assalamualaikum Warahmatulloohi Wabarokaatuh.

We offer praise and gratitude to the presence of Allah SWT, who has bestow grace and His guidance so that book Guide Study And Devotion to Public University Jakarta State in 2020 can be arranged. The preparation of this guide refers to the book Guide to Research and Community Service Edition XII published by DRPM Ministry of Research, Technology and Higher Education.

Jakarta State University Research and Community Service Guidebook consists of several research and community service schemes, namely: (1). Grant University Leading Research; (2). International Collaborative Research Grants; (3). Grant Study Assignment; (4). Grant Study Competitive Teacher Big; (5). Grant Study Candidate Professor; (6). Faculty Competitive Research Grants; (7). Faculty Young Researcher Grant; (8). University Level Community Service Program; (9). Devotion Program to Public Integrated Community Service Program; (10). Program Devotion to Public Level Faculty. The Research Guide refers to the UNJ Research Master Plan (RIP) for 2020-2024. Meanwhile, service guide to public Also refers to the Plan UNJ Community Service Strategy 2020-2024. Hence, the Guidebook Study And Devotion to Public This can made guidelines for development research and service to society in UNJ.

I also hope that this Guidebook will provide benefits for the entire academic community UNJ, For can together develop Study And Devotion to Community at UNJ. So that research products and community service activities Which generated by civitas academic UNJ can beneficial for public wide And increasing UNJ's competitive ability to compete at the global level as an effortWe towards Higher Education reputable in the Asian region.

I would like to express my thanks to my fellow leaders and staff LPPM has worked hard in compiling the book Guide to Research and Community Service For performance progress research and service to public.

Wassalamu'alaikum Warahmatulloohi Wabarokaatuh.

Jakarta, March 2020

Chairman LPPM

Dr. Ucu Cahyana, M.Sc

LIST CONTENTS

TEAM PREPARATION	iii
FOREWORD	iv
INTRODUCTION	vi
LIST CONTENTS	viii
CHAPTER 1 INTRODUCTION	1
A. Background Back	1
B. Objective	4
C. Outer Research and Service to Society	5
CHAPTER 2 GUIDELINES STUDY SUPERIOR UNIVERSITY	7
A. Criteria Proposal	7
B. Stages Research Management	7
c. Systematics Research Proposal	10
d. Writing Bibliography	11
e. Attachment- Appendix	12
Attachment 1. Format Page Cover Study Superior University	13
Attachment 2. Approval Page Format	14
Attachment 3. Justification of Research Budget	14
Attachment 4. Research Schedule	16
Attachment 5. Biodata Researcher	17
Attachment 6. Letter Statement Originality Study By Researcher Which Signed Wet In Ink Blue	26
Attachment 7. Letter Statement Researcher about Willingness obtain one publication in a <i>Scopus indexed international</i> <i>journal</i> And One publication in international proceedings indexed <i>Scopus</i>	27
CHAPTER 3 GUIDELINES STUDY COLLABORATIVE INTERNATIONAL	29
A. Criteria Proposal	29
B. Stages Research Management	30
C. Systematics Research Proposal	33
D. Writing Bibliography	34
E. Attachment- Appendix	35
Attachment 1. Format Page Cover Study Collaborative International	36
Attachment 2. Approval Page Format	37
Attachment 3. Justification of Research Budget	38
Attachment 4. Research Schedule	39

Attachment 5. Biodata Researcher	40
Attachment 6. Letter Statement Originality Study By Researcher Which Signed Wet Ink Blue	49
Attachment 7 Letter Statement Researcher about Willingness obtain one publication in a <i>Scopus indexed international journal</i> or two publication in proceedings indexed international <i>Scopus</i>	50
CHAPTER 4 GUIDELINES STUDY ASSIGNMENT	52
A. Criteria Recipient Assignment Grant	52
B. Stages Management Research	53
C. Systematics Proposals Research	55
D. Writing List Reference	56
E. Attachment- Appendix	56
Attachment 1. Format Page Cover Study Assignment	58
Attachment 2. Format Page Endorsement	59
Attachment 3. Justification Budget Research	60
Attachment 4. Timetable Research	61
Attachment 5. Biodata Researcher	62
Attachment 6. Letter Statement Originality Study By Researcher Which Signed Wet Ink Blue	71
Attachment 7. Letter Statement Researcher about Willingness obtain one publication in a <i>Scopus indexed international journal</i> And One publication in international proceedings indexed <i>Scopus</i>	72
CHAPTER 5 GUIDELINES STUDY COMPETITIVE TEACHER BIG	74
A. Criteria Proposal	74
B. Stages Management Research	74
C. Systematics Proposal Research	77
D. Writing List Reference	78
E. Attachment- Appendix	78
Attachment 1. Format Page Cover Study Competitive Teacher Big	79
Attachment 2. Format Page Endorsement	80
Attachment 3. Justification Budget Research	81
Attachment 4. Timetable Research	82
Attachment 5. Biodata Researcher	83
Attachment 6. Letter Originality Statement Study by Researcher Which signed Wet Ink Blue	86
Appendix 7 Researcher's Statement of Willingness Acquire One article in Journal International	

international indexed Scopus.	87
CHAPTER 6 GUIDELINES STUDY CANDIDATE TEACHER BIG	89
A. Introduction	89
B. Goal	89
C. Outer Research	89
D. Criteria Proposal	89
E. Stages Management Research	90
F. Systematics Proposal Research	92
G. Reference	93
H. Attachment- Appendix	93
Attachment 1. Format Page Cover Study Candidate Teacher Big	95
Attachment 2. Format Page Endorsement	96
Attachment 3. Justification Budget Research	97
Attachment 4. Timetable Research	98
Attachment 5. Biodata Researcher	99
Attachment 6. Letter Originality Statement Study by Researcher Which signed Wet Ink Blue	102
Appendix 7 Researcher's Statement of Willingness Obtained one article in an international journal indexed Scopus or two article in proceedings international Scopus indexed.	103
CHAPTER 7 GUIDELINES STUDY COMPETITIVE FACULTY / GRADUATE	105
A. Criteria Proposal	105
B. Stages Management Research	105
C. Systematics Proposal Research	108
D. Writing List Reference	109
E. Appendices	110
Attachment- Attachment on Proposal Study covers	110
Attachment 1. Format Cover Page Study Competitive Faculty	111
Attachment 2. Format Page Endorsement	112
Attachment 3. Justification Budget Research	113
Attachment 4. Timetable Research	114
Attachment 5. Biodata Researcher	115
Attachment 6. Letter Statement Originality Study By Researcher Which Signed Wet Ink Blue	118
Appendix 7 Researcher's Statement of Willingness Acquire One Publication in journal National, Junal Reputable International or Two Publications in Proceedings International Reputable	119
CHAPTER 8 GUIDELINES STUDY RESEARCHER YOUNG FACULTY 121	

A. Criteria Proposal	121
B. Stages Management Research	121
C. Systematics Proposal Research	124
D. Writing List Reference	125
E. Appendices	126
Attachment 1. Format Page Cover Study Researcher Young Faculty	127
Attachment 2. Format Page Endorsement	128
Attachment 3. Justification Budget Research	129
Attachment 4. Timetable Research	130
Attachment 5. Biodata Researcher	131
Attachment 6. Letter Statement Originality Study By Researcher Which Signed Wet Ink Blue	134
CHAPTER 9 COMMUNITY SERVICE PROGRAM GUIDELINES SUPERIOR UNIVERSITY (PPM-U)	136
A. Room Scope Devotion Public University Featured	136
B. Criteria Proposal	137
C. Procedure Implementation PPM Superior University	137
D. Monitoring Quality Assurance for Community Service Programs Superior University	142
1. Monitoring Implementation PPM	142
2. Evaluation Implementation Devotion To Society	142
E. Guarantee Quality Program Devotion To Society	142
Attachment 1. Page Cover Proposal Grant Devotion to Society	145
Attachment 2. Format Page Endorsement Proposal Grant Devotion to Public Superior University	146
Appendix 3. Format Identity And Description General	147
Attachment 4. Format Biodata Chairman And Member Team Applicant	148
Attachment 5. Format Justification Budget	151
Attachment 6. Format Timetable Activity	152
Attachment 7. Note Format Daily	153
CHAPTER 10 GUIDELINES ROGRAM DEVOTION TO PUBLIC INTEGRATED STUDYING WORK REAL (PPM-KKN)	155
A. Room Scope Devotion To Public integrated KKN	155
B. Criteria Proposal	156
D. Procedure Implementation PPM - KKN	156
D. Monitoring Quality Assurance for Community Service Programs Integrated KKN	161
1. Monitoring Implementation PPM	161
2. Evaluation Implementation Devotion To Society	161

E. Guarantee Quality Program Devotion To Society	161
Attachment 1. Page Cover Proposal Grant Devotion to Public Integrated Studying Work Real	165
Attachment 2. Format Page Endorsement Proposal Grant Devotion to Public Integrated Studying Work Real	166
Appendix 3. Format Identity And Description General	168
Attachment 4. Format Biodata Chairman And Member Team Applicant	169
Attachment 5. Format Justification Budget	172
Attachment 6. Format Timetable Activity	173
Attachment 7. Note Format Daily	174
CHAPTER 11 GUIDELINES PROGRAM DEVOTION TO PUBLIC LEVEL FACULTY (PPM-F)	176
A. Room Scope PPM-F	176
B. Criteria Proposal	177
C. Procedure Implementation PPM-F	177
D. Monitoring Guarantee Quality Program Devotion To Society	182
1. Monitoring Implementation Devotion To Society	182
2. Evaluation Implementation Devotion To Society	182
Attachment 1. Page Cover Proposal Grant Devotion to Public Faculty ..	183
Attachment 2. Format Page Endorsement Proposal Grant Devotion to Public Faculty	184
Appendix 3. Format Identity And Description General	185
Attachment 4. Format Biodata Chairman And Member Team Applicant	185
Attachment 5. Format Justification Budget	189
Attachment 6. Format Timetable Activity	190
Attachment 7. Note Format Daily	191
CHAPTER 12 CONCLUSION	193
LIST BIBLIOGRAPHY	195



BAB 1

PENDAHULUAN

CHAPTER 1 INTRODUCTION

A. Background Behind

Carrying out research at the Jakarta State University (UNJ) in general divided into two sources of funds, namely funds from the research ministry higher education (Kemenristekdikti)-national innovation research agency (BRIN) and UNJ internal funds as bodies public services (BLU). Therefore, in an effort to implement improvements research performance and community service with a scope of development which has been outlined in the 2020-2024 research master plan (RIP) and strategic plan community service program (Renstra PKM) 2020-2024 needs to be equipped with guide. This guidebook certainly functions as a guide and reference for lecturer in environment UNJ in compile proposal study Which financed by source fund public service agency (BLU) UNJ. UNJ as a BLU university is well aware obligation organize study And devotion to public beside carry out education as mandated by Law Number 20 of the Year 2003 about System Education National Chapter 20. In line with obligation the, Law Number 12 of 2012 concerning Higher Education Article 45 confirms that research in higher education is directed at developing knowledge and technology, as well as improving the welfare of society and the nation's competitiveness. In art It is also emphasized that community service is a community activity academics in practicing and cultivating science and technology for advance general welfare and the intelligent life of the nation.

Article 1 Regulation of the Minister of Research, Technology and Higher Education (Permenristekdikti) Republic Indonesia Number 44 year 2015 about Standard National Education Tall states that the National Higher Education Standards are standard units that include National Education Standards, plus National Research Standards, and Standards National Devotion to Public. In chapter the Also explained that Standard National Study And Devotion to Public is criteria minimum about system research and Community Service in higher education that applies throughout region law of the Unitary State of the Republic Indonesia.

College Tall Indonesia has Lots produce innovation Which bring direct benefits to society. In the future, universities must be more encouraged and facilitated For can produce more Lots Again innovation Which beneficial direct on public. As stated in the Attachment to Minister of Research, Technology and Higher Education Regulation No. 13 of 2015, target program And indicator performance program Which related direct with outer study And devotion to public includes: 1) increasing quality learning And student affairs education tall; 2) increasing quality institutional Science and technology And Higher Education; 3) increasing relevance, quality, And quantity source Power Science and technology And Higher Education; 4) increasing relevance And productivity research And development; And 5) strengthen it capacity innovation.

In line with its role as a facilitator, strengthener and empowerer in the field of research and Community Service LPPM Jakarta State University (UNJ) continues to strive escort study And devotion to public in UNJ. Management study And

devotion to public in college tall directed For :

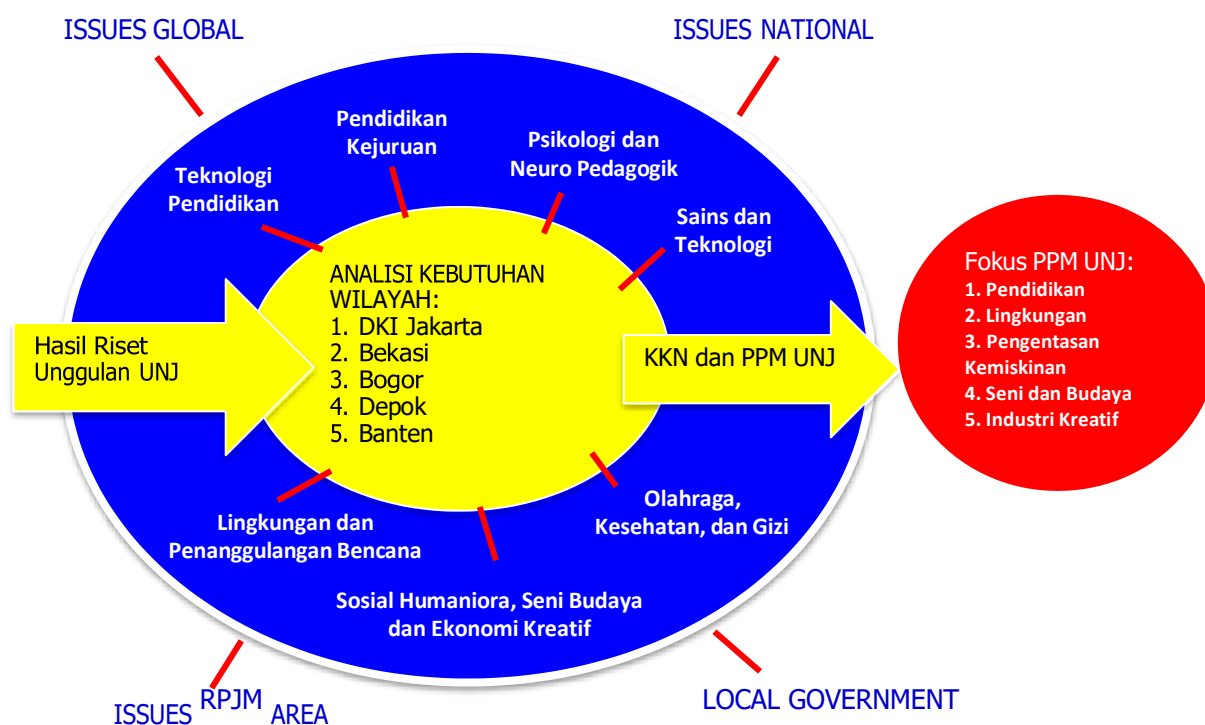
- a. Realize research excellence And devotion to public in UNJ;
- b. Increase Power competitive UNJ in field study And devotion to public on national and international levels;
- c. Increase number participation lecturer /researcher in carry out study And devotion to society which quality;
- d. Increase capacity management study And devotion to public in UNJ; And
- e. Enabling UNJ's potential in sustain power competitive nation.

Implementation activity Devotion to Public (PPM) in a way true is implementation of UNJ lecturers' research results which are used for the benefit of society. Downstreaming results study in a way implementative in form devotion to public This in line with policy Ministry Research, Technology, And Education Tall. For That need arranged guidelines devotion to public Which can become instruction implementation for UNJ lecturers in carrying out community service activities and continue to refer to results research superior UNJ stated in book Plan Parent Study UNJ year 2020- 2024 which cover seven (7) leading areas of research, namely:

1. Technology Education
2. Education vocational (vocational)
3. Psychology And neuropedagogic
4. Science And technology
5. Social humanities, art culture, and economics creative
6. Sport, health, And nutrition
7. Environment And countermeasures disaster

Furthermore, research and community service (PPM) can also be developed with refers on issues global, issues national, Plan Development Period Medium National (RPJMN), regional issues, and Regional Medium Term Development Plans (RPJMD). Analysis of the need to obtain information on various problems must be priority every region (Province Area Special Capital Jakarta, Province Java West (Bekasi City/Regency, Depok City, Bogor City, Karawang City/Regency), and Province Banten (County town Tangerang)).

In line with the LPPM UNJ Community Service Strategic Plan, results study Which can implemented in activity devotion to public focused on field education, environment, well-being, as well as art And culture. The communities that serve as UNJ service areas include DKI Jakarta, Tangerang, Bogor, Depok, Bekasi and Karawang. The flow of thought for service activities to public can be described as follows:



Picture 1. Flow Strategic Planning Thought PPM UNJ changed according to the strategic plan PPM

Guidelines Devotion To Public (PPM) LPPM UNJ arranged based on Minister of Research, Technology and Higher Education Regulation number 44 of 2015 concerning National Higher Education Standards, especially Chapter IV concerning National Service Standards To the Community. The scope of the National Standard for Community Service consists of: on: Standard results devotion to public; Standard fill devotion to public; Standard process devotion to public; Standard evaluation devotion to public; Standards for implementing community service; Facilities and infrastructure standards community service; Community service management standards; And Standards for funding and financing community service. Eighth PPM standards This will become main reference in planning, implementation, and evaluation PPM results UNJ.

1. Paradigm Devotion to Public (PPM)

Program PPM is response UNJ to regulations Regulation Minister Research, Technology And Education Tall Number 44 year 2015 About Standard National Higher Education, especially regarding Community Service, and more strengthen competition in face Public Economy ASEAN (MEA). The development of community service programs today is characterized by the existence of change paradigm, that is from paradigm development (*development*) become empowerment (*empowerment*).

Process maintenance PPM done in a way professional in frame guard quality And benefit program PPM. Maintenance PPM involve various party in environment UNJ both Study Programs, Faculties, LPPM, as well as partners outside UNJ.

2. Principles Devotion to Public (PPM)

Regarding the change in the paradigm of community service from the paradigm development becomes empowerment, then the principles that underlie implementation PPM includes:

- a. Integration of aspects of the Tri Dharma of Higher Education; educational and research aspects become deep foundation planning, implementation, and yardstick measuring evaluation PPM.
- b. Participative; PPM is implemented to mobilize the community in development through various activities that can involve, include and grow sense of community ownership of development. PPM is carried out interactively And synergy between lecturers, students, and the community.
- c. Multidisciplinary: PPM is carried out by lecturers from various scientific disciplines in the environment university And its implementation coordinated by LPPM. In its implementation student develop mechanism pattern think And pattern Work multidisciplinary to break problem Which There is at location PPM.
- d. Comprehensive: PPM is implemented in a planned and comprehensive manner in accordance with need public.
- e. Pragmatic: programs _ _ activity Which planned on basically relies on real problems and needs in the field, can be implemented according to capacity support source Power Which available in field, And give benefit for public, good in the long run short or term long.
- f. Sustainable; implementation PPM held in a way sustainable so that can be measured benefits of activities PPM is good quantity and quality.

B. Objective

So that trustworthy in on can held with Good, implementation study And Community service at UNJ must be directed towards achieving goals and standards certain.

1. Objective Study

By general objective study at UNJ is:

- a. Produce study in accordance with Minister of Research and Technology Regulation Higher Education No. 44 Year 2015 about Standard National Higher Education;
- b. Ensure development study superior Specific;
- c. Increase research capacity in faculty and universities;
- d. Reach And increase quality in accordance target And relevance results study in faculty, university, as well as to para Teacher big for public Indonesia; And
- e. Increase dissemination results study in faculty, university, as well as to para Teacher big And protection riches intellectual in a way national And international.

2. Objective Devotion to Public

Objective from implementation PPM as estuary from education And study civitas academic between other:

- a. Carry out applied SCIENCE AND TECHNOLOGY in a way *teamwork* And

interdisciplinary in various program learning And empowerment public For support
solution alternative

in fulfillment need life public built in a way independent And sustainable.

- b. Able to make decisions and develop appropriate innovations based on scientific analysis, and provide guidance in selecting various alternative solutions in a way independent And group in implementation program learning And empowerment built community.
- c. Responsible answer in development learning And empowerment public built in effort enhancement well-being nation in a way independent, And sustainable.

PPM activities are directed at the community of the target area and the Regional Government with orientation program:

- a. Empowering communities to manage existing and owned potential increase quality of life.
- b. Realizing the achievement of results, namely increasing community empowerment in a measurable manner like increase number participation rough in education, income per capita, enhancement Index Development Man (IPM), Index Development Gender (IPG), And decreasing numbers maternal death giving birth, as well increasing age life expectancy.
- c. Spur empowerment public with grow motivation For utilise in a way optimal source Power Which owned so that capable carry out development activities in a way independent and sustainable.
- d. Shaping cadres _ _ empowerment public.

C. Outer Study And Devotion to Public

Outer from Study lecturer Good Grant Study Superior University, Grant Study Competitive Faculty, Grant Study Teacher Big, Grant Study International Collaborative; is in the form of two scientific articles in **Indexed Proceedings Scopus** or One article scientific on **Journal International Indexed Scopus** as well as 1 fruit IPR or Book Which published on year walk (year implementation study). As for research by young faculty researchers, the required output is publication in National Journal or national seminar proceedings.

The output of Community Service activities for lecturers can be one scientific articles in **Accredited National Journals** published in the current year (year implementation of community service activities Public).

BAB 2

**PEDOMAN PENELITIAN
UNGGULAN UNIVERSITAS**

CHAPTER 2

GUIDELINES STUDY SUPERIOR UNIVERSITY

The University's Leading Research is oriented towards the development of basic research studies and applied nor effort development product Which own impact for enhancement quality student learning process and development of science and technology as well as solve connection national problem.

Topic study Competitive Superior University refers on seven (7) field superior study, that is: (1) Technology Education, (2) Education vocational (vocational), (3) Psychology and neuropsychology, (4) Science and technology, (5) Social humanities, arts and culture, and economics creative, (6) Sports, health, and nutrition, (7) Environment and mitigation disaster.

A. Criteria Proposal

Criteria And general requirement proposal study is:

1. Chairman Study is Lecturer UNJ minimum degree Masters And own NIDN/NIDK, SINTA ID, and Scopus ID
2. Biodata proposer reflect field research Which relevant with research proposal.
3. Topic study refers to seven (7) field research superior UNJ Which There is in in Master Plan Research (RIP UNJ) 2020-2024.
4. Member researcher amount 2-3 person. Member researcher Which originate from school built / Labschool placed as member second And so on /member field.
5. Researcher must involve student, in field knowledge Which relevant.
6. Proposer only 1 chairman is allowed researcher.
7. No currently studies carry on (task Study).
8. Study can nature *multi years* with period time 1-3 year And outer study in accordance with the year of research proposal
9. Fund study per year Rp. 75,000,000,-
10. Willing to sign a stamped statement for one publication in the journal internationally indexed by *Scopus* and one publication in a reputable international proceeding indexed *Scopus* Which published on year walk (year of implementation study).
11. Produce 1 IPR fruit or Book
12. The research proposal is saved into **one file in pdf format** and given the file name: **Name Researcher_PUU_BLU_UNJ.pdf**, Then **hardcopy as much 2 (two)** copy color light blue collected at LPPM UNJ.

B. Stages Management Study

By general, stages activity study covers announcement, proposal, selection/appointment, determination, implementation, supervision, reporting, And evaluation output. The schedule for all stages of these activities is conveyed by LPPM via selecting the menu **upload proposals** on the website <http://lppm.unj.ac.id/>, posters, circulars and/or via other media. The authority for each research stage is based on the research performance group Which arranged in the following terms:

1. Stage Announcement

Cycle management study started with LPPM announce reception proposal study in a way online via the page *website* LPPM or media others .

2. Stage Proposal

Proposal done by lecturer, is known by Dean, Approved by Chairman LPPM Then choose menu **upload proposal** on website <http://lppm.unj.ac.id/>

3. Stage Selection/Appointment

Selection proposal done by team reviewer externally on line.

4. Stage Determination

Determination proposal worthy For funded arranged with provision as following:

- a. Chairman LPPM set proposal study Which will funded, based on results selection;
- b. Size cost Which set is price *output* sub research output;
- c. Determination proposal study Which funded informed through page website LPPM or circular LPPM.

5. Stage Implementation

Stage implementation study arranged with provision:

- a. Announcement results selection proposal And determination winner grant PKUU through page <http://lppm.unj.ac.id> or LPPM circular letter.
- b. Signing contract study between PPK LPPM UNJ with lecturer recipient grant Study.
- c. Process signing contract And melting fund study based on pattern management finance BLU UNJ.
- d. Implementation study refers on contract study.
- e. Contract Study at least containing :
 1. Para party Which involved contract study, in matter This PPK LPPM UNJ (party First, And Receiving lecturer second party Research grants)
 2. Base making /scope contract
 3. The amount of funds and the mechanism for disbursing research funds are divided into 2 stages(stage I by 70% And stage II by 30%)
 4. Period the contract applies
 5. Target Outer
 6. Right And obligation
 7. Reporting study
 8. Monitoring And evaluation
 9. Change team executor and substance study
 10. Tax
 11. Riches Intellectual
 12. *Force majeure*
 13. Penalty
 14. Dispute

6. Stage Supervision

Target supervision covers executor study (researcher) And organizer study each follow the rule:

- a. Monitoring And Evaluation Researcher
 - 1) Supervision implementation study must done by LPPM in the form of activity monitoring and evaluation (Monev)
 - 2) Every title study must done Monev by 2 person reviewer or in accordance provision set by the university.
 - 3) Monev can done by *reviewer* external.
 - 4) *Reviewers* external PT is determined by the Chairman LPPM
 - 5) Monitoring and Evaluation Results be delivered to dean.
- b. Monitoring And Evaluation Institution
 - 1) LPPM organize monitoring And evaluation For implementation study
 - 2) Activity monitoring And evaluation done by team monitoring And evaluation institution appointed by LPPM / University
 - 3) Form Evaluation Monitoring And Evaluation served in Book Guide Study
 - 4) Team monitoring And evaluation institution must report to LPPM / University.
 - 5) LPPM / University must give bait come back to institution For enhancement guarantee sustainable quality.

7. Stage Reporting

Executer study obliged give report progress, report end year And report end of research follow the rule as follows.

- a. Chairman Team Researcher must report progress outer study, And notes daily activity Study according to date and time that determined.
- b. Chairman Team Researcher must make Report End Year Study.

8. Stage Evaluation Results Study

Stage evaluation results study follow provision as following.

- a. The research implementer is obliged to submit a report on the research results which constitute report end implementation study And design outer results study other Which has promised
- b. Assessment is carried out by the Assessment Committee and/or Research Output Reviewers For evaluate appropriateness on implementation study based on report results study and design research output other.
- c. Committee Evaluation and/or *Reviewers* outer study give recommendation to LPPM form assessment results consists of:
 - 1) Percentage level success study in accordance with proposal study Which submitted;
 - 2) Suggestion And input related suitability budget study with results study;
 - 3) Suggestion And input related research sustainability; And
- d. Implementation contract study Which in accordance with rule scientific And provision contract study cannot be declared a failure.
- e. Evaluation about fulfillment rule scientific contract study done based on *reviewer* recommendations about research output.

Table 2.1 Timetable Tentative Implementation Study

No.	Description Activity	Month											
		1	2	3	4	5	6	7	8	9	10	11	12
		Proposals New											
1	Announcement proposal proposal												
2	Proposal proposal												
3	Evaluation proposal												
4	Discussion proposal And visit field team expert to proposer/unit proposer (If there are)												
6	Determination proposal Which funded												
		Funding Activities walk											
7	Announcement proposal Which funded												
8	Contract												
9	Implementation study												
10	Report progress												
11	Supervision (Monitoring And evaluation) internal PT												
12	Report annual/final												
13	Seminar Results /Evaluation outer												

c. Systematics Proposal Study

Featured Competitive Research Proposals The university has a maximum of 20 pages (No including page cover, page validation, And attachment), Which written Use *Times New Roman* font size 12 with 1.5 line spacing except for the summary One space and A-4 paper size as well follow systematics as follows:

1. PAGE COVER

2. PAGE ENDORSEMENT

3. LIST CONTENTS

4. SUMMARY (maximum 1 page)

Summary containing problem And objective study Which want to achieved as well as target special Which what you want to achieve *and the research methodology* that will be used to achieve the goal. The summary must be able to carefully describe the research stages and research flow in a way short and about the plan activity study Which proposed.

5. CHAPTER 1. INTRODUCTION

- a. **Background back** ; Describe background behind And that problem will researched,
- b. **State of the arts** ; Bring it up *state of the art* in field Which researched, use References primary references (reputable journals) that are relevant and up-to-date by prioritizing results study on scientific journals,
- c. **Problem formulation and problem limitations** ; Description of points based on findings description background and *state of the arts* .
- d. **Research objectives** ; Create points for research objectives to answer the limitations problem. Describe the specific objectives and urgency (priority) of the research. Explain that too findings/innovations What Which targeted as well as its implementation in frame support development and development of science and technology-social culture.

6. CHAPTER II. REVIEW REFERENCES

In chapter II, theoretical studies and research results in the field studied are presented. use References reference primary (journal reputable) Which relevant And latest (5 year final) with prioritize research results on scientific journals.

- a. **Research roadmap** ; Create a strategic plan and research road map in the field study.
- b. **Study of research results** ; Describe the results that have been published relevant with study Which will done based on source journal reputable.

7. CHAPTER III. METHOD STUDY

A brief explanation regarding the objectives and research methodology adopted. Be equipped with chart flow study (*flow charts*) Which describe What Which Already implemented and what will be done . The research chart must be made in its entirety with clear stages, where to start, what the annual output will be, location study, and indicators measurable achievements.

8. CHAPTER IV. COST AND RESEARCH SCHEDULE

1. Budget Cost

The budget justification is prepared in detail in accordance with PMK no. 106 and attached in accordance with format Attachment 1 from Proposals Study. As for The cost budget summary is prepared in the format of Table 2.2 with components as following.

Table 2.2 Component financing study

No.	Type Expenditure	Costs are Proposed (Rp)
1	Wages And wages*	
2	Material finished use And equipment	
3	Journey	
4	Etc: publication, seminar, report, other mention	
	Amoun t	

* *Wages And Wages only For power field and energy technician*

2. Timetable Study

Timetable Study arranged in form *bar charts* For plan study Whichsubmitted and according to the format in Attachment 3.

d. Writing List References

The bibliography is arranged based on the name and year system (APA / *American Psychology Association*). Only References Which quoted in proposal study Which be included in Bibliography. 80% of the references referred to must come from reputable journal articles relevant And maximum rise not enough or The same with 5 (five) year from time proposal.

e. Attachment- Attachment

Attachment- Appendix on Proposal Study covers :

- Attachment 1. Format Page Cover Study Competitive Superior College Tall (PKUPT-UNJ)
- Attachment 2. Format Page Endorsement
- Attachment 3. Justification Budget Study
- Attachment 4. Schedule Study
- Attachment 5. Biodata Researcher
- Appendix 6. Signed statement of research originality by the researcher wet blue ink
- Attachment 7. Researcher Statement Letter regarding Willingness to obtain one publication in journal international reputable And One publication in proceeding international reputable

**Attachment 1. Page Format Cover Leading Research University
(Color Light Blue Cover)**

Field Knowledge :

STUDY SUPERIOR UNIVERSITY



JUDUL STUDY

TEAM RESEARCHER

Chairman Researcher :	NIDN.	
Member Researcher 1	:	NIDN.
Member Researcher 2	:	NIDN.
Member Researcher 3	:	NIDN.

FACULTY
UNIVERSITY COUNTRY JAKARTA
Month, year

Attachment 2. Format Page Endorsement

ENDORSEMENT PAGE STUDY SUPERIOR UNIVERSITY

Title Research :

Code/Field Science : /

Identity Chairman Researcher :

a. Name Complete :

b. NIDN :

c. Functional Position :

d. Study Program :

e. Number HP :

f. Address email (e-mail) :

Identity Member Researcher 1 :

a. Name Complete :

b. NIDN :

c. Functional Position :

d. Study Program :

Identity Member Researcher 2 :

a. Name Complete :

b. NIDN :

c. Functional Position :

d. Study Program :

Identity Member Researcher 3 :

a. Name Complete :

b. NIDN :

c. Functional Position :

d. Study Program :

Cost Study Overall :

Know,
Dean of Faculty

.....
NIP.:

Jakarta,

Researcher,

.....
NIP.:

Agree,
Chair of the Institute for Research and Community Service
University Jakarta State

.....
NIP.

Note: Upload Proposals enough to use signed from researchers And dean/WD 1.

Attachment 3. Justification Budget Study

No.	Type Expenditure	Costs are Proposed (Rp)
1	Wages And wages*	
2	Material finished use And equipment	
3	Journey	
4	Etc: publication, seminar, report, other mention	
	Amount	

** Wages And Wages only For power field and energy technician*

Attachment 4. Timetable Study

No.	Stages Study	Year						
		1	2	3	4	5	6	7
1	Preparation Study	■						
2	Drafting Instrument	■						
3	Validation Instrument		■					
4	Collection data Field			■	■			
5	Processing data					■		
6	Analysis data					■	■	
7	Report Study							■

**Appendix 5. Researcher
BiodataHistory Life
Researcher**

CHAIRMAN RESEARCHER

A. Identity Self

1.	Name Complete (with title)	
2.	Position Functional	
3.	Position Structural	
4.	NIP/NIK/Identity other	
5.	NIDN	
6.	Place And Date Born	
7.	Address House	
9.	Number Telephone/Fax / MOBILE PHONE	
10.	Address Office	
11.	Number Telephone/Fax	
12.	Address e-mail	
13.	Graduate of Which Has Generated	
14.	Eye Studying which Captured	

B. History Education

	S-1	S-2	S-3
Name College Tall			
Field Knowledge			
Year Enter- Pass			
Title Thesis / Thesis / Dissertat ion			
Name Mentor / Promoter			

C. Experience Study In 5 Year Final

No.	Year	Title Study	Funding	
			Source	Qty (Million Rp)
1				
2				
3				
4				
5				

D. Experience Devotion To Public In 5 Year Final

No.	Year	Title Dedication to Public	Funding	
			Source	Qty (Million Rp)
1				
2				
3				
4				
5				

E. Experience Writing Article Scientific In Journal In 5 Year Final

No.	Title Article Scientific	Volume / Number / Year	Name Journal
1			
2			
3			
4			
5			

F. Experience of Oral Delivery of Papers at Scientific Meetings/Seminars In the Last 5 Years

No.	Name Meeting Scientific / Seminars	Title Article	Time and Place
1			
2			
3			
4			
5			

G. Experience Writing Book in 5 Year Final

No.	Title Book	Year	Amount Page	Publisher
1				
2				
3				
4				
5				

H. Experience Acquisition IPR In 5 – 10 Year Final

No.	Title / Theme IPR	Year	Type	Number P/ID
1				
2				
3				
4				
5				

I. Experience in Formulating Public Policy/Other Social Engineering 5Year Final

No.	Title / Theme / Type of Social Engineering Other Which Has Been Implemented	Year	Place Application	Response Public
1				
2				
3				
4				
5				

J. Award Which Once Achieved in 10 year Final (from government, association or other institutions)

No.	Type Award	Providing Institution Award	Year
1			
2			
3			
4			
5			

All data that I have filled in and listed in this biodata is correct and valid legally accountable. If at a later date it turns out that there is no according to reality, I am able to accept the risk. That's how I created this biodata actually to fulfill one of the requirements in the **RESEARCH application SUPERIOR UNIVERSITY**.

Jakarta, / 20...
Proposer,

.....
NIP.

MEMBER RESEARCHER 1

A. Identity Self

1.	Name Complete (with title)	
2.	Position Functional	
3.	Position Structural	
4.	NIP/NIK/Identity other	
5.	NIDN	
6.	Place And Date Born	
7.	Address House	
9.	Number Telephone/Fax / MOBILE PHONE	
10.	Address Office	
11.	Number Telephone/Fax	
12.	Address e-mail	
13.	Graduate of Which HasGenerated	
14.	Eye Lectures Taught	

B. History Education

	S-1	S-2	S-3
Name College Tall			
Field Knowledge			
Year Enter- Pass			
Title Thesis / Thesis / Dissertat ion			
Name Mentor / Promoter			

C. Experience Study In 5 Year Final

No.	Year	Title Study	Funding	
			Source	Qty (Million Rp)
1				
2				
3				
4				
5				

D. Experience Devotion To Public In 5 Year Final

No.	Year	Title Dedication to Public	Funding	
			Source	Qty (Million Rp)
1				
2				
3				
4				
5				

E. Experience Writing Article Scientific In Journal In 5 Year Final

No.	Title Article Scientific	Volume / Number / Year	Name Journal
1			
2			
3			
4			
5			

F. Experience of Oral Delivery of Papers at Scientific Meetings/Seminars In the Last 5 Years

No.	Name Meeting Scientific / Seminars	Title Article	Time and Place
1			
2			
3			
4			
5			

G. Experience Writing Book in 5 Year Final

No.	Title Book	Year	Amount Page	Publisher
1				
2				
3				
4				
5				

H. Experience Acquisition IPR In 5 – 10 Year Final

No.	Title / Theme IPR	Year	Type	Number P/ID
1				
2				
3				
4				
5				

I. Experience in Formulating Public Policy/Other Social Engineering 5Year Final

No.	Title / Theme / Type of Social Engineering Other Which Has Been Implemented	Year	Place Application	Response Public
1				
2				
3				
4				
5				

J. Award Which Once Achieved in 10 year Final (from government, association or other institutions)

No.	Type Award	Providing Institution Award	Year
1			
2			
3			
4			
5			

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Jakarta, / 20...
Proposer,

.....
NIP.

MEMBER RESEARCHER 2

A. Identity Self

1.	Name Complete (with title)	
2.	Position Functional	
3.	Position Structural	
4.	NIP/NIK/Identity other	
5.	NIDN	
6.	Place And Date Born	
7.	Address House	
9.	Number Telephone/Fax / MOBILE PHONE	
10.	Address Office	
11.	Number Telephone/Fax	
12.	Address e-mail	
13.	Graduate of Which Has Generated	
14.	Eye Studying which Captured	

B. History Education

	S-1	S-2	S-3
Name College Tall			
Field Knowledge			
Year Enter- Pass			
Title Thesis / Thesis / Dissertat ion			
Name Mentor / Promoter			

C. Experience Study In 5 Year Final

No.	Year	Title Study	Funding	
			Source	Qty (Million Rp)
1				
2				
3				
4				
5				

D. Experience Devotion To Public In 5 Year Final

No.	Year	Title Dedication to Public	Funding	
			Source	Qty (Million Rp)
1				
2				
3				
4				
5				

E. Experience Writing Article Scientific In Journal In 5 Year Final

No.	Title Article Scientific	Volume / Number / Year	Name Journal
1			
2			
3			
4			
5			

F. Experience of Oral Delivery of Papers at Scientific Meetings/Seminars In the Last 5 Years

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1			
2			
3			
4			
5			

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No.	Title Book	Year	Amount Page	Publisher
1				
2				
3				
4				
5				

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No.	Title / Theme IPR	Year	Type	Number P/ID
1				
2				
3				
4				
5				

I. Experience in Formulating Public Policy/Other Social Engineering 5Year Final

No.	Title / Theme / Type of Social Engineering Other Which Has Been Implemented	Year	Place Application	Response Public
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2				
3				
4				
5				

J. Award Which Once Achieved in 10 year Final (from government, association or other institutions)

No.	Type Award	Providing Institution Award	Year
1			
2			
3			
4			
5			

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Jakarta, / 20...
Proposer,

.....
NIP.

Attachment 6. Letter Statement Originality Study By Researcher Which Signed Wet Blue Ink



**MINISTRY RESEARCH EDUCATION AND CULTURE
INSTITUTION STUDY AND DEVOTION TO PUBLIC UNIVERSITY
STATE OF JAKARTA
(Cop Letter LPPM)**

LETTER STATEMENT ORIGINALITY

Which marked hand under This:

Name :
 NIP / NIDN :
 Rank / Group :
 Position Functional :
 Address :

Hereby declare that my research proposal with the title

.....

..... Which proposed in Research scheme Flagship University for year budget
 **nature original And Not yet Once financed by institution / source fund
 other .**

If at a later date there is any discrepancy with this statement, I ready to be sued And processed in accordance with provision Which applies And return all over cost research that has been accepted to Treasury Fund.

Thus this statement is made truly and truthfully. Know,
 Chairman LPPM Researcher,

.....

.....

.....
 NIP.

.....
 NIP.

BAB 3

PEDOMAN PENELITIAN KOLABORATIF INTERNASIONAL

CHAPTER 3

GUIDELINES STUDY COLLABORATIVE INTERNATIONAL

International Collaborative Research is a form of collaborative research between UNJ and institution research international, association science, And institution education /university in various country. Study Collaborative International oriented For enhancement collaboration research para UNJ lecturers/researchers with researchers abroad so that it has an impact on improvement the quality of research and the number of publications in reputable and capable international scientific journals jack partnership study with foreign, beside develop study- study which is innovative.

This International Collaborative Research research topic besides still refers to seven (7) leading areas of research, namely: (1) Educational Technology, (2) Vocational education (vocational), (3) Psychology and neuropedagogy, (4) Science and technology, (5) Social humanities, arts, culture and creative economy, (6) Sports, health and nutrition, (7) Environment and countermeasures disaster.; and oriented towards the following goals:

1. Expanding the research network *of* UNJ lecturers and their partners and fellow scientists in a field abroad so that resource utilization will be created And means together between institutions in a way sustainable;
2. Increasing the ability of UNJ lecturers to collaborate with partner institutions in outside country;
3. Increasing international recognition *for* research done;
4. Increase quality study And amount publication scientific in journal scientific international reputable;
5. Increase *citation index* para lecturer UNJ;
6. Increase quality And competence para lecturer UNJ; And
7. Facilitate para lecturer UNJ Which currently or will carry out cooperation study with the institution partner abroad especially with countries proceed.

A. Criteria Proposal

Criteria And General requirements for proposals study is:

1. Chairman Researcher is Lecturer UNJ minimum degree S3 And own NIDN And ID SYNTA
2. Biodata proposer reflect field research Which relevant with suggested study.
3. Amount team researcher from party UNJ maximum three person;
4. Member number of researchers 2-3 person.
5. Proposer only can become 1 chairman researcher And 1 member researcher.
6. No currently studies carry on (task Study).
7. Study nature multi year, maximum three year with map road Which clear;
8. Topic study refers to 8 (eight) field research superior UNJ Which There is in inMaster Plan Research (RIP UNJ).
9. Proposals study must be written in Language English;
10. Chairman researcher own ability English Good oral or writing;
11. The chief researcher has an adequate research track record as demonstrated in biodata;
12. Have MoU with partner in outside country Which legitimate, Still applies, And has agreed as well as marked handle it in a way institution (No MoU between individuals researcher), or in under the umbrella of cooperation bilateral between UNJ And foreign parties;

13. Have a letter of agreement for the implementation of research collaboration from the head of the external partner team country (*letter of agreement for research collaboration, LoA*) which describes the aspects equality/lead come back;
14. Comply with legal aspects related to materials to be brought abroad (*material transfer agreement*);
15. There is distribution Which clear part activity where Which done in Indonesia And part where Which will done in place researcher partner Which describe facet equality/lead come back;
16. In implementation, UNJ researchers and partner researchers must meet eligibility requirements period live in their respective research locations;
17. Bringing partners to Indonesia to carry out activities must comply provisions of PP No.41 of 2006 concerning Licensing to Conduct Research Activities and Development for Foreign Universities, Research and Development Institutions Foreign, Business entity Foreign, And Person Foreign And Act No. 18 Year 2002 about System National Study, Development, And Application of Knowledge Knowledge And Technology;
18. Proposals study arranged together between researcher Indonesia And researcher partner;
19. Foreign cooperation partners are required to provide contributions in *kind* and or *in cash* . Funding mechanisms and procedures are regulated in the Letter of Agreement Implementation Funding Study;
20. LPPM UNJ can set policy others are appropriate with urgency study;
21. Fund study per year Rp. 100,000,000,-
22. Willing sign letter statement stamped For One publication in journal indexed international *Scopus* and One publication in reputable international proceedings indexed *Scopus* Which published on year running (years implementation study).
23. The research proposal is saved into **one file in pdf format** and given the file name: **Name of Researcher_KI_BLU_UNJ.pdf**, then **hardcopy 2 (two)** copies color yellow collected at LPPM UNJ.

B. Stages Management Study

By general, stages activity study covers announcement, proposal, selection/appointment, determination, implementation, supervision, reporting and assessment output. The schedule for all stages of these activities is conveyed by LPPM via the website website LPPM, poster, letter circular And or through media other. Authority every stages study based on performance group study arranged as in below.

1. Stage Announcement

Cycle management study started with LPPM announce reception proposal research online via page *website* LPPM or other media .

2. Stage Proposal

Proposal done by lecturer, is known by Dean, Approved by Chairman LPPM then select menu **upload proposals** on website <http://lppm.unj.ac.id/>

3. Stage Selection/Appointment

Selection proposal done by Team reviewer external in a way on line.

4. Stage Determination

Determination proposal worthy For funded arranged with provision as following:

- a. Chairman LPPM set proposal study Which will funded, based on results selection;
- b. Size cost Which set is price *output* sub research output;
- c. Determination proposal study Which funded informed through page website LPPM or circular LPPM.

5. Stage Implementation

Stage implementation study arranged with provision as following.

- a. Implementation study started with make contract study.
- b. Contract study done after proposal study set And announced through website page or LPPM circular letter.
- c. Signing contract study done quick after announcement determination reception proposal.
- d. Process signing contract And melting fund study based on pattern management finance.
- e. Implementation study refers on contract study.
- f. Contract Study at least containing :
 - i. Official signatory contract
 - ii. Base making /room scope contract
 - iii. Amount fund And mechanism melting fund study Which divided in 2 stage(stage I by 70% And stage II by 30%)
 - iv. Period the contract applies
 - v. Target Outer
 - vi. Right And obligation
 - vii. Reporting study
 - viii. Monitoring And evaluation
 - ix. Change team executor And substance study
 - x. Tax
 - xi. Riches Intellectual
 - xii. Force majeure
 - xiii. Penalty
 - xiv. Dispute

6. Stage Supervision

Target supervision covers executor study (researcher) And organizer study each comply with the following conditions.

- a. Monitoring And Evaluation Researcher
 - i. Supervision of research implementation must be carried out by LPPM in the form of activity monitoring and evaluation
 - ii. Monitoring and evaluation is carried out by *reviewers* , and each research title is mandatory monitoring and evaluation is carried out by 2 reviewers or according to the provisions set by the university.
 - iii. Monitoring And evaluation can done by external *reviewers* .
 - iv. *Reviewers* external PT is determined by the Chairman LPPM
 - v. Results monitoring And evaluation be delivered to dean.
- b. Monitoring And Evaluation Institution

- i. LPPM organize monitoring And evaluation For implementation study
- ii. Monitoring and evaluation activities are carried out by the monitoring and evaluation team institution appointed by LPPM / University
- iii. Form Evaluation Monitoring And Evaluation served in Book guide study
- iv. Team monitoring And evaluation institution must report to LPPM / University.
- v. LPPM / Universiats must give bait come back to institution For enhancement guarantee sustainable quality.

7. Stage Reporting

Executor study obliged give report progress, report end year And report end of research follow the rule as follows.

- a. The Research Team Leader is required to report the progress of the research output and make daily notes activity appropriate research specified deadline.
- b. The Head of the Research Team is required to make a Final Research Year Report and upload it in a way online via the website <http://lppm.unj.ac.id>.

8. Stage Evaluation Results Study

Stage evaluation results study follow provision as following.

- a. The research implementer is obliged to submit a report on the research results which constitute report end implementation study And design outer results study other Which has promised
- b. Assessment is carried out by the Assessment Committee and/or Research Output Reviewers For evaluate appropriateness on implementation study based on report results study and design output results other research.
- c. The Assessment Committee and/or Research Output *Reviewers* provide recommendations to LPPM form rating result which consists of:
 - i. Percentage level success study in accordance with proposal Which promised; promised;
 - ii. Suggestion And input related suitability budget study Which has givento research result;
 - iii. Suggestion And input related continuity research; and
 - iv. Recommendation For get cost outer addition.
 - v. Implementation contract study Which in accordance with rule scientific And provisioncontract research does not can be declared failed.
 - vi. An assessment of the fulfillment of the scientific principles of the research contract is carried outbased on recommendation *reviewer of* research output.

Table 2.1 Timetable Tentative Implementation Study

No.	Description Activity	Month											
		1	2	3	4	5	6	7	8	9	10	11	12
		Proposals New											
1	Announcement proposal proposal												
2	Proposal proposal												
3	Evaluation proposal												
4	Discussion proposal And visit field team expert to proposer/unit proposer (If there are)												
6	Determination proposal Which funded												
		Funding Activities walk											
7	Announcement proposal Which funded												
8	Contract												
9	Implementation study												
10	Report progress												
11	Supervision (Monitoring And evaluation) internal PT												
12	Report annual/final												
13	Seminar Results /Evaluation outer												

C. Systematics Proposal Study

Proposal Study Collaborative International maximum amount 20 page (No including page cover, page validation, And attachment), Which written use *fonts Times New Roman* size 12 with line spacing of 1.5 spaces except for single-spaced summaries and size A-4 paper and follow the systematics as following:

1. PAGE COVER

2. PAGE ENDORSEMENT

3. LIST CONTENTS

4. SUMMARY (maximum 1 page)

Summary containing problem And objective study Which want to achieved as well as target special Which what you want to achieve *and the research methodology* that will be used to achieve the goal. The summary must be able to carefully describe the research stages and research flow in a way short and about the plan activity study Which proposed.

5. CHAPTER 1. INTRODUCTION

- a. **Background back** ; Describe background behind And that problem will researched,
- b. **State of the arts** ; Bring it up *state of the art* in field Which researched, use References primary references (reputable journals) that are relevant and up-to-date by prioritizing results study on scientific journals,
- c. **Problem formulation and problem limitations** ; Description of points based on findings description background and *state of the arts* .
- d. **Research objectives** ; Create points for research objectives to answer the limitations problem. Describe the specific objectives and urgency (priority) of the research. Explain that too findings/innovations What Which targeted as well as its implementation in frame support development and development of science and technology-social culture.

6. CHAPTER II. REVIEW REFERENCES

In chapter II, theoretical studies and research results in the field studied are presented. use References reference primary (journal reputable) Which relevant And latest (5 year final) with prioritize research results on scientific journals.

- a. **Research roadmap** ; Create a strategic plan and research road map in the field study.
- b. **Study of research results** ; Describe the results that have been published relevant with study Which will done based on source journal reputable.

7. CHAPTER III. METHOD STUDY

A brief explanation regarding the objectives and research methodology adopted. Be equipped with chart flow study (*flow charts*) Which describe What Which Already implemented and what will be done . The research chart must be made in its entirety with clear stages, where to start, what the annual output will be, location study, and indicators measurable achievements.

8. CHAPTER IV. COST AND RESEARCH SCHEDULE

1. Budget Cost

The budget justification is prepared in detail in accordance with PMK no. 106 and attached in accordance with format Attachment 1 from Proposals Study. As for The cost budget summary is prepared in the format of Table 2.2 with components as following.

Table 2.2 Component financing study

No.	Type Expenditure	Costs are Proposed (Rp)
1	Wages And wages*	
2	Material finished use And equipment	
3	Journey	
4	Etc: publication, seminar, report, other mention	
	Amoun t	

* *Wages And Wages only For power field and energy technician*

2. Timetable Study

Timetable Study arranged in form *bar charts* For plan study Whichsubmitted and according to the format in Attachment 3.

D. Writing List References

The bibliography is arranged based on the name and year system (APA / *American Psychology Association*). Only References Which quoted in proposal study Which be included in Bibliography. 80% of the references referred to must come from reputable journal articles relevant And maximum rise not enough or The same with 5 (five) year from time proposal.

E. Attachment- Attachment

Attachment- Attachment on Proposal Study covers :

Attachment 1. International Collaborative Research Cover Page Format

Attachment 2. Format of the Approval Page

Attachment 3. Justification of the Research

BudgetAttachment 4. Research Schedule

Attachment 5. Biodata Researcher

Attachment 6. Letter Statement originality study by Researcher Which signed wetblue ink

Attachment 7. Letter Statement Researcher about Willingness obtain One publication in journal international reputable And One publication in proceeding international reputable

Attachment 1. Format Page Cover Collaborative Research International
(Color Cover Yellow)

Field Knowledge :

**RESEARCH PROPOSAL
INTERNATIONAL RESEARCH COLLABORATION**



RESEARCH TITLE

RESEARCH TEAM

Name of Principal : NIDN.
Members of Researchers 1 : NIDN.
Members of Researchers 2 : NIDN.
Members of Researchers 3 : NIDN.

FACULTY
UNIVERSITY COUNTRY JAKARTA
Month, year

Attachment 2. Format Page Endorsement

ENDORSEMENT PAGE STUDY COLLABORATIVE INTERNATIONAL

Title of Research :

Code/Name of fields of science : /

Principal researcher :

a. Full name :

b. NIDN :

c. Academic rank :

d. Study program :

e. Mobile phone :

f. e-mail :

Identity Member Researcher 1 :

a. Full name :

b. NIDN :

c. Academic rank :

d. Study program :

Identity Member Researcher 2 :

a. Full name :

b. NIDN :

c. Academic rank :

d. Study program :

International partners :

a. Full name :

b. Name of institution :

c. Address of institution :

d. Name of field of science :

Length of research period : year

Total research funds : Rp (U.S \$.)

Jakarta,

Acknowledged,
Dean of Faculty

Principal researchers,

.....
NIP.:

.....
NIP.:

Approved,
Head of Research and Community Services Institution
University Jakarta State

.....
NIP.

Note: Upload Proposals Enough use Signed from researchers and dean/WD 1.

Attachment 3. Justification Budget Study

No.	Type Expenditure	Costs are Proposed (Rp)
1	Wages And wages	
2	Material finished use And equipment	
3	Journey	
4	Etc: publication, seminar, report, other mention	
	Amount	

Attachment 4. Timetable Study

No.	Stages Study	Year						
		1	2	3	4	5	6	7
1	Preparation Study	■						
2	Drafting Instrument	■						
3	Validation Instrument		■					
4	Collection data Field			■	■			
5	Processing data					■		
6	Analysis data					■	■	
7	Report Study							■

**Appendix 5. Researcher
BiodataHistory Researcher's
Life**

CHAIRMAN RESEARCHER

A. Identity Self

1.	Name Complete (with title)	
2.	Position Functional	
3.	Position Structural	
4.	NIP/NIK/Identity other	
5.	NIDN	
6.	Place And Date Born	
7.	Address House	
9.	Number Telephone/Fax / MOBILE PHONE	
10.	Address Office	
11.	Number Telephone/Fax	
12.	Address e-mail	
13.	Graduate of Which Has Generated	
14.	Eye Studying which Captured	

B. History Education

	S-1	S-2	S-3
Name College Tall			
Field Knowledge			
Year Enter- Pass			
Title Thesis / Thesis / Dissertat ion			
Name Mentor / Promoter			

C. Experience Study In 5 Year Final

No.	Year	Title Study	Funding	
			Source	Qty (Million Rp)
1				
2				
3				
4				
5				

D. Experience Devotion To Public In 5 Year Final

No.	Year	Title Dedication to Public	Funding	
			Source	Qty (Million Rp)
1				
2				
3				
4				
5				

E. Experience Writing Article Scientific In Journal In 5 Year Final

No.	Title Article Scientific	Volume / Number / Year	Name Journal
1			
2			
3			
4			
5			

F. Experience of Oral Delivery of Papers at Scientific Meetings/Seminars In 5 Years Final

No.	Name Meeting Scientific / Seminars	Title Article	Time and Place
1			
2			
3			
4			
5			

G. Experience Writing Book in 5 Year Final

No.	Title Book	Year	Amount Page	Publisher
1				
2				
3				
4				
5				

H. Experience Acquisition IPR In 5 – 10 Year Final

No.	Title / Theme IPR	Year	Type	Number P/ID
1				
2				
3				
4				
5				

I. Experience in Formulating Public Policy/Other Social Engineering 5Year Final

No.	Title / Theme / Type of Social Engineering Other Which Has Been Implemented	Year	Place Application	Response Public
1				
2				
3				
4				
5				

J. Award Which Once Achieved in 10 year Final (from government, association or other institutions)

No.	Type Award	Providing Institution Award	Year
1			
2			
3			
4			
5			

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Jakarta, / 20...
Proposer,

.....
NIP.

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MEMBER RESEARCHER 2

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Jakarta, / 20...
Proposer,

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NIP.

BAB 4

PEDOMAN PENELITIAN PENUGASAN

CHAPTER 4

GUIDELINES STUDY ASSIGNMENT

In order to increase scientific publications and innovation research, the LPPM determines exists Grant Study Assignment. Grant This given to researchers best field

i) Education, Teacher Training and Women's Studies; ii) Science, Technology and Environment; iii) Social, Economics and Humanities; and iv) Sports and Health. In its implementation, research Assignment held under coordination Head Centers Study in LPPM UNJ. By Because That, giving grant This Also aim For stimulating formation And coaching so that can realize exists groups researcher superior Which oriented on innovation and development of superior research in accordance with RIP UNJ 2020-2024 and RIRN 2019-2045. Apart from that, through this research scheme it is hoped that research collaboration will be formed institutions between UNJ represented by LPPM UNJ and universities or research institutions both abroad and within the country so that sustainable cooperation can be established contribute to atmosphere research Which innovative with oriented to outer And product applicative.

The implementation of research funded through assignment grant schemes must be oriented to following goals:

1. Development group researcher superior in lower Centers Study LPPM UNJ
2. Increasing the quantity and quality of institutional research collaboration through the Centers LPPM UNJ research center with excellent research institutions and universities inside nor overseas.
3. Maintaining sustainable and contributive cooperation towards development academic community research UNJ.
4. Increase confession international (*international recognition*) for institution (UNJ);
5. Increase quality study And amount publication scientific in journal scientific international reputable;
6. Increase quality research groups researcher in the environment; And
7. Bridging the realization of further collaboration that can facilitate students who currently conducting final assignment research to be able to carry out joint research group researchers at partner institutions.

A. Criteria Recipient Grant Assignment

Criteria And general requirements of the recipient Grant Assignments are:

1. Researcher combined in group researcher on centers study LPPM UNJ;
2. Chairman Researcher is Lecturer UNJ with Education S3, own NIDN, ID Sinta AndID Scopus;
3. Chairman researcher own H-index minimum 3 with amount citation international highest;
4. Member number of researchers 2-3 person.
5. Chief researcher Once get a grant National Competitive from the Ministry of Research, Technology and Higher Education or institution other (not funds decentralization grant) as principal researcher/chairman;
6. Own tracks records study Which relevant with field research Which proposed;
7. Amount member researcher minimum 1 person;
8. Proposer only can become 1 chairman researcher And 1 member researcher.
9. No currently studies carry on (task Study).
10. Study nature multi year, maximum three year with map road Which clear;
11. Topic study refers to 7 (seven) field research superior UNJ Which There is in inMaster Plan Research (RIP UNJ) 2020-2024.
12. The chief researcher has an adequate track record of research and scientific

publications showed in his biodata;

13. Comply with legal aspects related to materials to be brought abroad(*material transfer agreement*) in terms of implementation research in overseas;
14. Group researcher in a way continuous follow coordination And supervision from center Related research.
15. Fund study per year Rp. 100,000,000,-
16. Willing sign letter statement stamped For two publication in journal international indexed *Scopus* Which submitted on year walk (year implementationstudy).
17. The research proposal is saved into **one file in pdf format** and given the file name: **Name of Researcher_PKP_BLU_UNJ.pdf, then 2 (two) *hardcopy*** copies Orange collected in LPPM UNJ.

B. Stages Management Study

By general, stages activity study covers announcement, appointment, determination, availability of funded research groups, implementation, supervision, reporting, and output assessment. The schedule for all stages of these activities is submitted by LPPM through page website LPPM, poster, letter circular And /or through media other. Authority every stages study based on group performance study arrangedas below this.

1. Determination Stage Appropriateness

The research management cycle begins with determining the suitability of the research group Which funded on scheme assignment research by LPPM .

2. Stage Statement Willingness from group Researcher

The research group expressed its willingness through a statement from the head of the research group Which appointed. Attachment format is attached.

3. Stage Determination

Determination group Which worthy For funded arranged with provision as following:

- a. Chairman LPPM set proposal study Which will funded, based on resultsselection;
- b. Size cost Which set is price *output* sub research output;
- c. Determination group study Which funded informed through page websiteLPPM or circular LPPM.

4. Stage Implementation

Stage implementation study arranged with provision as following.

- a. Implementation study started with make contract study.
- b. Contract study done after proposal study set And announcedthrough website page or LPPM circular letter.
- c. Signing contract study done quick after announcement determinationreception proposal.
- d. Process signing contract And melting fund study based on patternmanagement finance.
- e. Implementation study refers on contract study.
- f. Contract Study at least containing :
 - i. Official signatory contract
 - ii. Base making /room scope contract
 - iii. Amount fund And mechanism melting fund study Which divided in 2 stage(stage I by 70% And stage II by 30%)

- iv. Period the contract applies
- v. Target Outer
- vi. Right And obligation
- vii. Reporting study
- viii. Monitoring And evaluation
- ix. Change team executor And substance study
- x. Tax
- xi. Riches Intellectual
- xii. Force majeure
- xiii. Penalty
- xiv. Dispute

5. Stage Supervision

The targets of supervision include research implementers (researchers) and research organizer each comply with the following conditions.

- a. Monitoring And Evaluation Researcher
 - i. Supervision of research implementation must be carried out by LPPM in the form of activity monitoring and evaluation
 - ii. Monitoring and evaluation is carried out by *reviewers*, and each research title is mandatory monitoring and evaluation is carried out by 2 reviewers or according to the provisions set by the university.
 - iii. Monitoring And evaluation can done by external *reviewers*.
 - iv. *Reviewers* external PT is determined by the Chairman LPPM
 - v. Results monitoring And evaluation be delivered to dean.
- b. Monitoring And Evaluation Institution
 - i. LPPM organize monitoring And evaluation For implementation study
 - ii. Monitoring and evaluation activities are carried out by the monitoring and evaluation team institution appointed by LPPM / University
 - iii. Form Evaluation Monitoring And Evaluation served in Book guide study
 - iv. Team monitoring And evaluation institution must report to LPPM / University.
 - v. LPPM / Universiats must give bait come back to institution For enhancement guarantee sustainable quality.

6. Stage Reporting

Executor study obliged give report progress, report end year And report end of research follow the rule as follows.

- a. The Research Team Leader is required to report the progress of the research output and make daily notes activity research according to the specified deadline.
- b. The Head of the Research Team is required to make a Final Research Year Report and upload it in a way online via the website <http://lppm.unj.ac.id>

7. Stage Evaluation Results Study

Stage evaluation results study follow provision as following.

- a. The research implementer is obliged to submit a report on the research results which constitute report end implementation study And design outer results study other Which has promised
- b. Assessment is carried out by the Assessment Committee and/or Research Output Reviewers For evaluate appropriateness on implementation study based on report results study and design output results other research.
- c. The Assessment Committee and/or Research Output *Reviewers* provide recommendations to LPPM form rating result which consists of:
 - i. Percentage level success study in accordance with proposal Which promised; promised;

- ii. Suggestion And input related suitability budget study Which has given to research result;
- iii. Suggestion And input related continuity research; and
- iv. Recommendation For get cost outer addition.
- v. Implementation contract study Which in accordance with rule scientific And provision contract research does not can be declared failed.
- vi. An assessment of the fulfillment of the scientific principles of the research contract is carried out based on recommendation *reviewer* of research output.

Table 2.1 Timetable Tentative Implementation Study

No.	Description Activity	Month											
		1	2	3	4	5	6	7	8	9	10	11	12
		Proposals New											
1	Determination appropriateness group researcher												
2	Statement of willingness from group researcher												
3	Group assignment researcher funded												
4	Discussion research proposal and visit field team expert to proposer/unit proposer (If There is)												
6	Delivery proposal research												
		Funding Activities walk											
7	Group announcements researcher Which funded												
8	Contract												
9	Implementation study												
10	Report progress												
11	Supervision (Monitoring And evaluation) internal PT												
12	Report annual/final												
13	Seminar Results /Evaluation outer												

C. Systematics Proposals Study

The maximum Assignment Research Proposal is 20 pages (excluding pages cover, page validation, And attachment), Which written use *fonts Times New Romance* size 12 with line spacing of 1.5 spaces except for single spaced summaries and A-4 paper size as well follow systematic as follows:

1. PAGE COVER

2. PAGE ENDORSEMENT

3. LIST CONTENTS

4. SUMMARY (maximum 1 page)

Summary containing problem And objective study Which want to achieved as well as target special Which what you want to achieve *and the research methodology* that will be used to achieve the goal. The summary must be able to carefully describe the research stages and research flow in a way short and about the plan activity study Which proposed.

5. CHAPTER 1. INTRODUCTION

a. **background** ; Describe the background and problems to be researched. Explain suitability topic study with plan development group researcher on Center Study related.

b. **State of the arts** ; Bring it up *state of the art* in field Which researched, use References primary references (reputable journals) that are relevant and up-to-date by prioritizing

results study on scientific journals,

- c. **Problem formulation and problem limitations** ; Description of points based on findings description background and *state of the arts* .
- d. **Research objectives** ; Create points for research objectives to answer the limitations problem. Describe the specific objectives and urgency (priority) of the research. Explain that too findings/innovations What Which targeted as well as its implementation in frame support development and development of science and technology-social culture.

6. CHAPTER II. REVIEW REFERENCES

In chapter II, theoretical studies and research results in the field studied are presented. use References reference primary (journal reputable) Which relevant And latest (5 year final) with prioritize research results on scientific journals.

- a. **Research roadmap** ; Create a strategic plan and research road map in the field study.
- b. **Study of research results** ; Describe the results that have been published relevant with study Which will done based on source journal reputable.

7. CHAPTER III. METHOD STUDY

A brief explanation regarding the objectives and research methodology adopted. Be equipped with chart flow study (*flow charts*) Which describe What Which Already implemented and what will be done . The research chart must be made in its entirety with clear stages, where to start, what the annual output will be, location study, and indicators measurable achievements.

8. CHAPTER IV. COST AND TIMETABLE STUDY

1. Budget Cost

The budget justification is prepared in detail in accordance with PMK no. 106 and attached in accordance with format Attachment 1 from Proposals Study. As for The cost budget summary is prepared in the format of Table 2.2 with components as following.

Table 2.2 Component financing study

No.	Type Expenditure	Costs are Proposed (Rp)
1	Wages And wages*	
2	Material finished use And equipment	
3	Journey	
4	Etc: publication, seminar, report, other mention	
	Amoun t	

* *Wages And Wages only For power field and energy technician*

2. Timetable Study

Timetable Study arranged in form *bar charts* For plan study Whichsubmitted and according to the format in Attachment 3.

D. Writing List References

The bibliography is arranged based on the name and year system (APA / *American Psychology Association*). Only References Which quoted in proposal study Which be included in Bibliography. 80% of the references referred to must come from reputable journal articles relevant And maximum rise not enough or The same with 5 (five) year from time proposal.

E. Attachment- Attachment

Attachment- Attachment on Proposal Study covers :

- Attachment 1. Assignment Research Cover Page Format
- Attachment 2. Format of the Approval Page
- Attachment 3. Justification of the Research Budget
- Attachment 4. Research Schedule
- Attachment 5. Biodata Researcher
- Appendix 6. Signed statement of research originality by the researcher wet blue ink
- Appendix 7. Researcher's Statement of Willingness to obtain a publication in journal international reputable And One publication in proceeding international reputable

Attachment 1. Format Page Cover Study Assignment
(Color Cover orange)

Field Knowledge :

STUDY ASSIGNMENT



JUDUL STUDY

TEAM RESEARCHER

Chairman Researcher :	NIDN.	
Member Researcher 1	:	NIDN.
Member Researcher 2	:	NIDN.
Member Researcher 3	:	NIDN.

FACULTY
UNIVERSITY COUNTRY JAKARTA
Month, year

Attachment 2. Format Page Endorsement

ENDORSEMENT PAGE STUDY ASSIGNMENT

Title Research :

Code/Field Science : /

Identity Chairman Researcher :

a. Name Complete :

b. NIDN :

c. Functional Position :

d. Study Program :

e. Number HP :

f. Address email (e-mail) :

Identity Member Researcher 1 :

a. Name Complete :

b. NIDN :

c. Functional Position :

d. Study Program :

Identity Member Researcher 2 :

a. Name Complete :

b. NIDN :

c. Functional Position :

d. Study Program :

Identity Member Researcher 3 :

a. Name Complete :

b. NIDN :

c. Functional Position :

d. Study Program :

Cost Study Overall :

Jakarta,

Know,
Dean of Faculty

Researcher,

.....
NIP.:

.....
NIP.:

Agree,
Chair of the Institute for Research and Community Service
University Jakarta State

.....
NIP.

Note: Upload Proposals Enough use Signed from researchers and dean/WD 1.

Attachment 3. Justification Budget Study

No.	Type Expenditure	Costs are Proposed (Rp)
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4				
5				

E. Experience Writing Article Scientific In Journal In 5 Year Final

No.	Title Article Scientific	Volume / Number / Year	Name Journal
1			
2			
3			
4			
5			

F. Experience of Oral Delivery of Papers at Scientific Meetings/Seminars In 5 Years Final

No.	Name Meeting Scientific / Seminars	Title Article	Time and Place
1			
2			
3			
4			
5			

G. Experience Writing Book in 5 Year Final

No.	Title Book	Year	Amount Page	Publisher
1				
2				
3				
4				
5				

H. Experience Acquisition IPR In 5 – 10 Year Final

No.	Title / Theme IPR	Year	Type	Number P/ID
1				
2				
3				
4				
5				

I. Experience in Formulating Public Policy/Other Social Engineering 5Year Final

No.	Title / Theme / Type of Social Engineering Other Which Has Been Implemented	Year	Place Application	Response Public
1				
2				
3				
4				
5				

J. Award Which Once Achieved in 10 year Final (from government, association or other institutions)

No.	Type Award	Providing Institution Award	Year
1			
2			
3			
4			
5			

All data that I have filled in and listed in this biodata is correct and valid legally accountable. If at a later date it turns out that there is no according to reality, I am able to accept the risk. That's how I created this biodata actually to fulfill one of the requirements in the **RESEARCH application ASSIGNMENT**.

Jakarta, / 20...
Proposer,

.....
NIP.

Attachment 6. Letter Statement Originality Study By Researcher Which Signed Wet Blue Ink



**MINISTRY RESEARCH EDUCATION AND CULTURE
INSTITUTION STUDY AND DEVOTION TO PUBLIC UNIVERSITY
STATE OF JAKARTA
(Cop Letter LPPM)**

LETTER STATEMENT ORIGINALITY

Which marked hand under This:

Name :
NIP / NIDN :
Rank / Group :
Position Functional :
Address :
.....
.....

Hereby declare that my research proposal with the title

.....
.....

..... Which proposed in skim Study Assignment For year budget
..... **nature original And Not yet Once financed by institution / source fund
other .**

If at a later date there is any discrepancy with this statement, I ready to be sued And processed in accordance with provision Which applies And return all over cost research that has been accepted to Treasury Fund.

Thus this statement is made truly and truthfully. Know,
Chairman LPPM Researcher,

.....

.....

.....
NIP.

.....
NIP.

BAB 5

PEDOMAN PENELITIAN KOMPETITIF GURU BESAR

CHAPTER 5

GUIDELINES STUDY COMPETITIVE TEACHER BIG

Study competitive Teacher Big oriented to enhancement study research base (fundamental) and/or applied research studies. So that the output of research and service to community from Professors in the form of publications, innovative products, intellectual property rights (IPR), prototype, And etc can own quantity And quality Which reflect fieldhis knowledge.

Professor's competitive research is a research activity that refers to a field superior Which has set in RIP UNJ. Objective Grant Competitive Study Teacher Big are to: (1) Develop a superior research umbrella for UNJ professors; (2) Encouraging the acceleration of scientific publications in accordance with Minister of Research, Technology and Higher Education Regulation Number 20 of the Year 2017; and (3) encourage the acceleration of achievements of higher education research strategic plans become center of excellence in producing innovation.

A. Criteria Proposal

Criteria And general requirement proposal study competitive Teacher Big is:

1. Chairman researcher is lecturer UNJ with position Teacher Big, own NIP/NIDN, ID-SINTA, And ID-Scopus.
2. Biodata proposer reflect field research Which relevant with suggested study.
3. Topic study refers to seven (7) field research superior UNJ Which There is in in Master Plan Research (RIP UNJ) 2020-2024.
4. There are 2-3 research members. Research members must have a minimum of a master's degree position functional lecturer. **Member researcher Which originate from school fostered/Labschool is placed as the second member and so on /member field .**
5. Proposer only can become 1 chairman researcher And 2 member researcher in scheme studydifferent.
6. Study can nature *multi years* with period time 1-3 year And outer study in accordance with the year of research proposal
7. Cost research per year Rp. 50,000,000,-
8. Willing to publish one article in an international journal indexed by Scopus at least Q4 or publication of two (2) articles in Scopus indexed proceedings published on year walk (year of research implementation).
9. The research proposal is saved into **one file in pdf format** and given the file name: **NamaPeneliti_GB_BLU_UNJ.pdf**, then 2 (two) *hardcopy copies* collected at LPPM UNJ.

B. Stages Management Study

By general, stages activity study covers announcement, proposal, selection/appointment, determination, implementation, supervision, reporting, And evaluation output. The schedule for all stages of these activities is submitted by LPPM via menu **upload proposals** on the website <http://lppm.unj.ac.id/>, posters, circulars and/or via other media. The authority for each research stage is based on the research performance group Which arranged in the following terms:

1. Stage Announcement

Cycle management study started with LPPM announce reception proposal study in a way online via the website page LPPM or other media .

2. Stage Proposal

Proposal proposal done by lecturer, is known by Dean, And Approved by Chairman LPPM.

3. Stage Selection/Appointment

Selection proposal done by Team evaluator external And nature closed.

4. Stage Determination

Determination proposal worthy For funded arranged with provision as following:

- a. Rector set proposal study faculty Which will funded, based on selection results;
- b. Size cost Which set is price *output* sub research output;
- c. Determination proposal study Which funded informed through page website LPPM or circular letter LPPM.

5. Stage Implementation

The research implementation stage is regulated by the following provisions.

a Implementation study started with make research contract.

- b Contract study done after proposal study set And announced through website page or LPPM circular letter.
- c Signing contract study done quick after announcement determination reception proposal.
- d Process signing contract And melting fund study based on pattern management finance.
- e Implementation of research refers to a research contract.

Contract Research at least containing :

- i. Official signatory contract
- ii. Base making /room scope contract
- iii. Amount fund and mechanisms melting fund study
- iv. Period the contract applies
- v. Target Outer
- vi. Right And obligation
- vii. Reporting study
- viii. Monitoring And evaluation
- ix. Change team executor And substance study
- x. Tax
- xi. Riches Intellectual
- xii. Force majeure
- xiii. Penalty
- xiv. Dispute

6. Supervision Stage

Target supervision covers executor study (researcher) And organizer study each comply with the following conditions.

1. Monitoring And Evaluation Researcher

- a Supervision implementation study must done by LPPM in form activity monitoring and evaluation
- b Monitoring and evaluation is carried out by *reviewers* , and each research title is mandatory done monitoring And evaluation by 2 reviewer or in accordance provision Which set by the university.
- c Monitoring and evaluation can be carried out by internal *reviewers* . d *Reviewers* PT's internal affairs are determined by the Chancellor
- e Results monitoring and evaluation be delivered to dean.

2. Monitoring And Evaluation Institution

a LPPM/faculty organize monitoring And evaluation For implementation

- study
- b Activity monitoring And evaluation done by team monitoring And evaluation institution Which appointed by LPPM/University
- c The Monitoring and Evaluation Assessment Form is presented in the research guidebookd Team monitoring and mandatory institutional evaluation report to LPPM/University.
- e LPPM/Universities must give bait come back to institution For enhancement guarantee sustainable quality.

7. Stage Reporting

Executor study obliged give report progress, report end year And report end of research follow the provisions as following.

- a Researcher must report progress output research, And notes daily activity research in accordance specified deadline.
- b Researcher must make Report End Year Study And uploaded in a way online through website <http://lppm.unj.ac.id>.

8. Stage Evaluation Results Study

Stage evaluation results study follow provision as following.

- a Executor study must convey report results study Which is final report on research implementation and design of other research outputs has promised to LPPM
- b The assessment is carried out by the Assessment Committee and/or Research Output Reviewers for assess the feasibility of conducting research based on research results reports and design other research outputs.
- c Committee Evaluation and/or *Reviewers* Output Study give recommendation to LPPM form rating result which consists of:
 - i. Percentage level success study in accordance with proposal Which promised; promised;
 - ii. Suggestion And input related suitability budget study Which has given to research result;
 - iii. Suggestion And input related continuity research; and
 - iv. Recommendation For get cost outer addition.
- d. Implementation of research contracts in accordance with scientific principles and contract provisions study No can stated fail. Evaluation about fulfillment rule scientific contract study done based on recommendation output *reviewer* study.

Table 4.1 Timetable Tentative Implementation Study

No.	Descripti on Activity	Month to											
		1	2	3	4	5	6	7	8	9	10	11	12
		Proposals New											
1	Announcement proposal proposal												
2	Proposal proposal												
3	Evaluation proposal												
4	Discussion proposal And visit field teamexpert to proposer/unit proposer (If there are)												
6	Determination proposal Which funded												
		Activity Funding walk											
7	Announcement proposal Which funded												
8	Contract												
9	Implementation study												
10	Report progress												
11	Supervision (Monitoring And evaluation) internal PT												
12	Report annual/final												
13	Seminar Results /Evaluation outer												

C. Systematics Proposal Study

Proposal Study Competitive Teacher Big maximum amount 20 page (No including cover page, endorsement page, and attachments), written using *the Times font New Roman* size 12 with 1.5 line spacing except single spaced summary and size paper A-4 as well follow systematics as follows:

1. PAGE COVER

2. PAGE ENDORSEMENT

3. LIST CONTENTS

4. SUMMARY (maximum 1 page)

The summary contains the problem and research objectives to be achieved as well as specific targets what you want to achieve *and the research methodology* that will be used to achieve it objective. The summary must be able to carefully describe the research stages and flow study in a way short And about plans research activities The proposed.

5. CHAPTER 1. INTRODUCTION

- a. **Background back** ; Describe background behind And that problem will researched,
- b. **State of the art** ; Put forward *the state of the art* in the field under study, use it References reference primary (journal reputable) Which relevant And latest with prioritize research results on scientific journals,
- c. **Formulation problem And restrictions problem** ; Description points points findings based on background description back and *state of the arts* .
- d. **Objective research** ; For points points objective study For answer from restricting the problem. Describe the specific objectives and urgency (priority) of the research. Also explain what findings/innovations are targeted and their implementation in the framework support development and development of science and technology-social culture.

6. CHAPTER II. REVIEW REFERENCES

In chapter II, theoretical studies and research results in the field studied are presented. Use primary reference literature (reputable journals) that are relevant and up to date (5 years final) by prioritizing research results on scientific journals.

- a. **Research roadmap** ; Create a strategic plan and research road map in the field

study.

- b. **Study of research results** ; Describe the results that have been published relevant with study Which will done based on source journal reputable.

7. CHAPTER III. METHOD STUDY

A brief explanation regarding the objectives and research methodology adopted. Be equipped with chart flow study (*flow charts*) Which describe What Which Already implemented and what will be done . The research chart must be made in its entirety with clear stages, where to start, what the annual output will be, location study, and indicators measurable achievements.

8. CHAPTER IV. COST AND TIMETABLE STUDY

1. Budget Cost

Justification budget arranged in a way detailed in accordance with fund PMK No. 106 And attached according to the format of Attachment 1 of the Research Proposal. As for summary budget cost arranged as format Table 2.2 with component as following.

Table 2.2 Component financing study

No.	Type Expenditure	Costs are Proposed (Rp)
1	Wages And wages	
2	Material finished use And equipment	
3	Journey	
4	Etc: publication, seminar, report, other mention	
	Amount	

* *Wages And Wages only For power field and energy technician*

2. Timetable Study

Timetable Study arranged in form *bar charts* For plan study Whichsubmitted and according to the format in Attachment 3.

D. Writing List References

The bibliography is arranged based on the name and year system (APA / *American Psychology Association*). Only literature cited in the research proposal is included Bibliography. 80% of the references referred to must come from relevant reputable journal articles And the maximum rise is less or equal to 5 (five) years from the time of proposal.

E. Attachment- Attachment

Attachment- Attachment on Proposal Study covers :

Attachment 1. Professor Competitive Research Cover Page Format

Attachment 2. Format of the Approval Page

Attachment 3. Justification of the Research

BudgetAttachment 4. Research Schedule

Attachment 5. Biodata Researcher

Attachment 6. Letter Statement originality study by Researcher Which signed wetblue ink

Attachment 7. Letter Statement Researcher about Willingness obtain One publication in journal international reputable

Appendix 1. Professor Competitive Research Cover Page Format(color covers dark brown)

Field Knowledge :

PROPOSAL COMPETITIVE RESEARCH TEACHER BIG



JUDUL STUDY

PROPOSER

Name Proposer : NIDN.

**FACULTY
UNIVERSITY COUNTRY JAKARTA**

Month, year

Attachment 2. Format Page Endorsement

**ENDORSEMENT PAGE STUDY
COMPETITIVE TEACHER BIG**

Title Research :
:
Code/Field Science : /
Identity Researcher :
a. Name Complete :
b. NIDN :
c. Functional Position :
d. Study Program :
e. Number HP :
f. Address email (e-mail) :
Cost Study Overall :

Know,
Director PPs

Jakarta,

Researcher,

.....
NIP.:

.....
NIP.:

Agree,
Chairman
Research institutions and community service University
Jakarta State

.....
NIP.

Note: Upload Proposals Enough use Signed from researchers and dean/WD 1.

Attachment 3. Justification Budget Study

No.	Type Expenditure	Costs are Proposed (Rp)
1	Wages And wages*	
2	Material finished use And equipment	
3	Journey	
4	Etc: publication, seminar, report, other mention	
	Amount	

** Wages And Wages only For field worker and energy technician*

Attachment 4. Timetable Study

No.	Stages Study	Year						
		1	2	3	4	5	6	7
1	Preparation Study	■						
2	Drafting Instrument	■						
3	Validation Instrument		■					
4	Collection data Field			■	■			
5	Processing data					■		
6	Analysis data					■	■	
7	Report Study							■

Appendix 5. Researcher

BiodataHistory Researcher's

Life

A. Identity Self

1.	Name Complete (with title)	
2.	Position Functional	
3.	Position Structural	
4.	NIP/NIK/Identity other	
5.	NIDN	
6.	Place And Date Born	
7.	Address House	
9.	Number Telephone/Fax / MOBILE PHONE	
10.	Address Office	
11.	Number Telephone/Fax	
12.	Address e-mail	
13.	Graduate of Which HasGenerated	
14.	Eye Lectures Taught	

B. History Education

	S-1	S-2	S-3
Name College Tall			
Field Knowledge			
Year Enter- Pass			
Title Thesis / Thesis / Dissertat ion			
Name Mentor / Promoter			

C. Experience Study In 5 Year Final

No.	Year	Title Study	Funding	
			Source	Qty (Million Rp)
1				
2				
3				
4				
5				

D. Experience Devotion To Public In 5 Year Final

No.	Year	Title Dedication to Public	Funding	
			Source	Qty (Million Rp)
1				
2				
3				
4				
5				

E. Experience Writing Article Scientific In Journal In 5 Year Final

No.	Title Article Scientific	Volume / Number / Year	Name Journal
1			
2			
3			
4			
5			

F. Experience of Oral Delivery of Papers at Scientific Meetings/Seminars In the Last 5 Years

No.	Name Meeting Scientific / Seminars	Title Article	Time and Place
1			
2			
3			
4			
5			

G. Experience Writing Book in 5 Year Final

No.	Title Book	Year	Amount Page	Publisher
1				
2				
3				
4				
5				

H. Experience Acquisition IPR In 5 – 10 Year Final

No.	Title / Theme IPR	Year	Type	Number P/ID
1				
2				
3				
4				
5				

I. Experience in Formulating Public Policy/Other Social Engineering 5Year Final

No.	Title / Theme / Type of Social Engineering Other Which Has Been Implemented	Year	Place Application	Response Public
1				
2				
3				
4				
5				

J. Award Which Once Achieved in 10 year Final (from government, association or other institutions)

No.	Type Award	Providing Institution Award	Year
1			
2			
3			
4			
5			

All data that I have filled in and listed in this biodata is correct and valid legally accountable. If at a later date it turns out that there is no according to reality, I am able to accept the risk. That's how I created this biodata with Actually For fulfil Wrong One condition in submission Study Competitive Professor.

Jakarta, / 20...
Proposer,

.....
NIP.

BAB 6

**PEDOMAN PENELITIAN
CALON GURU BESAR**

CHAPTER 6

GUIDELINES STUDY CANDIDATE TEACHER BIG

A. Introduction

In 2019, Jakarta State University had 939 lecturers. When classified based on position functional, amount Lector as much 360 person (38.33%), Lector There were 224 heads (23.85%), and 46 professors (4.9%). Lecturer achievements Jakarta State University in publications, especially in international journals, is sufficient proud. Based on data Which recorded in databases Scopus, counted month January 2019, Jakarta State University has recorded 1,002 paper titles in journals international reputable And is at in position five between College LPTK high Indonesia

B. Objective

Objective program Study Candidate Teacher Big are:

- a. Increase amount professor in University Country Jakarta;
- b. increase confession international (*international recognition*) for results study Which done;
- c. increase quality study And amount publication scientific in journal scientific reputable international;
- d. increase *citation index* para researcher University Country Jakarta;
- e. increase quality And competence para candidate Teacher Big in University Country Jakarta; And
- f. facilitate para candidate Teacher Big Which currently or will submit proposal become Teacher Grew up at Jakarta State University.

C. Outer Study

Outer must study This is 1 publication scientific on journal international reputable indexed Scopus minimum Q3.

D. Criteria Proposal

Criteria And condition general proposal Incentive Study Candidate Teacher Big is:

- a. Chairman researcher is lecturer still in University Country Jakarta with title PhD academic with the functional position of Associate Professor with more than 10 years of service year;
- b. Member researcher 2-3 person with title academic minimum S2 And position functional minimum Lecturer;
- c. Proposer Not yet Once The same very get funding grant skim PCGB ;
- d. Proposals study written in Indonesian;
- e. Candidate chairman researcher have record footsteps as chairman researcher adequate Which showed in *curriculum vitae* ;
- f. Has been the main/first author in an accredited national journal (S1/S2)/journal international/journal international reputable (indexed Scopus);
- g. Own ID Scopus.
- h. - Once get grant study competitive/assignment level regional/national/ministerial/international/corporate, or Competitive internal College Tall, (as chairman, except study program thesis/dissertation); **or**

- Once guide/help guide program doctor, **or**

- Have tested at least three doctoral program students (both in college own height as well as universities other height); **or**
- as reviewer at least on 2 (two) journal internationalreputable different
- i. Duration study One year, with map road Which clear;
- j. Amount fund study Which allocated on program This maximum Rp. 50,000,000,- per title per year. Mechanism And system method funding arranged in Letter Research Implementation Agreement; And
- k. The research proposal is saved into **one file in PDF format with size maximum 5 MB** , then uploaded to SIPP UNJ and hard copies collected 2 copy at LPPM UNJ

E. Stages Management Study

By general, stages activity study covers announcement, proposal, selection/appointment, determination, implementation, supervision, reporting, And evaluation output. The schedule for all stages of these activities is submitted by LPPM via menu **upload proposals** on the website <http://lppm.unj.ac.id/>, posters, circulars and/or via other media. The authority for each research stage is based on the research performance group Which arranged in the following terms:

1. Stage Announcement

Cycle management study started with LPPM announce reception proposal study in a way online via the website page LPPM or other media .

2. Stage Proposal

The proposal is submitted by the lecturer, known to the Dean, and approved by Chairman LPPM.

3. Stage Selection/Appointment

Selection proposal done by Team evaluator external And nature closed.

4. Stage Determination

Determination proposal worthy For funded arranged with provision as following:

- a. Rector set proposal study faculty Which will funded, based onselection results;
- b. Size cost Which set is price *output* sub research output;
- c. Determination proposal study Which funded informed through page websiteLPPM or circular LPPM.

5. Stage Implementation

The research implementation stage is regulated by the following provisions.a Implementation study started with make research contract.

- b Contract study done after proposal study set And announcedthrough website page or LPPM circular letter.
- c Signing contract study done quick after announcement determinationreception proposal.
- d Process signing contract And melting fund study based on patternmanagement finance.
- e Implementation of research refers to a research contract.f Contract Research at least containing :
 - i. Official signatory contract
 - ii. Base making /room scope contract
 - iii. Amount fund And mechanism melting fund study
 - iv. Period the contract applies
 - v. Target Outer

- vi. Right And obligation
- vii. Reporting study
- viii. Monitoring And evaluation
- ix. Change team executor And substance study
- x. Tax
- xi. Riches Intellectual
- xii. Force majeure
- xiii. Penalty
- xiv. Dispute

6. Stage Supervision

Target supervision covers executor study (researcher) And organizer study each comply with the following conditions.

1. Monitoring And Evaluation Researcher
 - a Supervision implementation study must done by LPPM in form activity monitoring and evaluation
 - b Monitoring and evaluation is carried out by *reviewers* , and each research title is mandatory done monitoring And evaluation by 2 reviewer or in accordance provision Which set by the university.
 - c Monitoring and evaluation can be carried out by internal *reviewers* .d *Reviewers* internal PT determined by Rector
 - e Results monitoring and evaluation delivered to dean.
2. Monitoring And Evaluation Institution
 - a LPPM/faculty organize monitoring And evaluation For implementation study
 - b Activity monitoring And evaluation done by team monitoring And evaluation institution Which appointed by LPPM/University
 - c The Monitoring and Evaluation Assessment Form is presented in the research guidebookd Team monitoring and evaluation mandatory institutions report to LPPM/University.
 - e LPPM/Universities must give bait come back to institution For enhancement guarantee sustainable quality.

7. Stage Reporting

Executor study obliged give report progress, report end year And report end of research comply with the following conditions.

- a Researcher must report progress output research, And notes daily activity research in accordance specified deadline.
- b Researcher must make Report End Year Study And uploaded in a way online through website <http://lppm.unj.ac.id>.

8. Stage Evaluation Results Study

Stage evaluation results study follow provision as following.

- a Executor study must convey report results study Which is final report on research implementation and design of other research outputs has promised to LPPM
- b The assessment is carried out by the Assessment Committee and/or Research Output Reviewers for assess the feasibility of conducting research based on research results reports and design output results other research.
- c Committee Evaluation and/or *Reviewers* Output Study give recommendation to LPPM form rating result which consists of:
 - i. Percentage level success study in accordance with proposal Which

- ii. Suggestion And input related suitability budget study Which has givento research result;
 - iii. Suggestion And input related continuity research; and
 - iv. Recommendation For get cost outer addition.
- d. Implementation of research contracts in accordance with scientific principles and contract provisions study No can stated fail. Evaluation about fulfillment rule scientific contract study done based on recommendation *reviewer* research output.

Table 4.1 Timetable Tentative Implementation Study

No.	Descripti on Activity	Month to											
		1	2	3	4	5	6	7	8	9	10	11	12
		Proposals New											
1	Announcement proposal proposal												
2	Proposal proposal												
3	Evaluation proposal												
4	Discussion proposal And visit field teamexpert to proposer/unit proposer (If there are)												
6	Determination proposal Which funded												
		Activity Funding walk											
7	Announcement proposal Which funded												
8	Contract												
9	Implementation study												
10	Report progress												
11	Supervision (Monitoring And evaluation) internal PT												
12	Report annual/final												
13	Seminar Results /Evaluation outer												

F. Systematics Proposal Study

A **maximum of 15 pages** of research proposals for prospective professors (not included cover page, endorsement page, and attachments), written using *the Times font New Roman* size 12 with 1.5 line spacing except single spaced summary and size paper A-4 as well follow systematics as follows:

1. PAGE COVER

2. PAGE ENDORSEMENT

3. IDENTITY AND DESCRIPTION GENERAL

Arrangement organization team proposer And distribution task

4. LIST CONTENTS

5. SUMMARY (*maximum 1 page*)

State long-term goals and specific targets to be achieved as well as methods Which will used in achievement objective the. Summary must capable elaborate in a way carefully And short about plan activity Which proposed, writtenwith line spacing is one space.

6. CHAPTER 1. INTRODUCTION

Introduction load background behind displayed problem Which will researched, urgency as well as rational And potency contribution team researcher in finish problem the.

Record footsteps study, study Which Already taking place during This And the result (when Already There is) as well as map road study the in a way line big. Objective special research, and the urgency (priority) of the research and the potential results that can be obtained until the end of the research period. In the introduction, the output targets also need to be stated that will be achieved, especially planned publications and international seminars, as well as output other Which relevant. Make it achievement plan annual in accordance outer Which targeted.

7. CHAPTER II. REVIEW REFERENCES

In this chapter *the state of the art* in the field under study, the results must be presented Already achieved, studies introduction Which Already held related with proposal study Which submitted as well as contribution Which will generated from study This. Use relevant and up-to-date primary reference library sources with priority results research on scientific journals.

8. CHAPTER III. METHOD STUDY

The research method must be equipped with a research flow chart that describes it what has been implemented and what will be implemented over a multi-year period. Chart research must be made in its entirety with clear stages, where to start, what are the outcomes, and achievement indicators that are measured more elaborately on Chapter 1. Describe the parts of the research that will be carried out domestically and in outside country.

9. CHAPTER IV. COST AND TIMETABLE STUDY

1. Budget Cost

The budget justification is prepared in detail and attached according to the format in attachment. Meanwhile, the summary of the cost budget is prepared according to table 2.2 with component as follows.

Table 2.2 Component financing study

No.	Type Expenditure	Costs are Proposed (Rp)
1	Wages And wages	
2	Material finished use And equipment	
3	Journey	
4	Etc: publication, seminar, report, other mention	
	Amoun t	

* *Wages And Wages only For power field and energy technician*

2. Timetable Study

Schedule Study arranged in form diagram stem (*barchart*) For plan research submitted and in accordance with the appropriate research activity schedule table with format on Appendix 3.

G. Reference

Reference arranged based on system Name And year, with order alphabet Name author, year, title writing, And source. Only References Which quoted in research proposal Which be included in the Bibliography.

H. Attachment- Attachment

Attachment- Attachment on Proposal Study covers :

- Attachment 1. Format of Research Cover Page for Prospective Professors
Attachment 2. Format of the Approval Page
Attachment 3. Justification of the Research Budget
Attachment 4. Research Schedule
Attachment 5. Biodata Researcher
Attachment 6. Letter Statement originality study by Researcher Which signed wetblue ink
Attachment 7. Letter Statement Researcher about Willingness obtain One publication in journal international reputable

Appendix 1. Professor Candidate Research Cover Page Format(color covers chocolate young)

Field Knowledge :

PROPOSAL PROSPECTIVE RESEARCH TEACHER BIG



JUDUL STUDY

PROPOSER

Name Proposer : NIDN.

**FACULTY
UNIVERSITY COUNTRY JAKARTA**

Month, year

Attachment 2. Format Page Endorsement

ENDORSEMENT PAGE STUDY CANDIDATE TEACHER BIG

Title Research :
:
Code/Field Science : /

Identity Researcher :
a. Name Complete :
b. NIDN :
c. Functional Position :
d. Study Program :
e. Number HP :
f. Address email (e-mail) :

Cost Study Overall :

Know,
Director PPs

Jakarta,

Researcher,

.....
NIP.:

.....
NIP.:

Agree,
Chairman
Institution Study And Devotion to Public University Jakarta
State

.....
NIP.

Note: Upload Proposals Enough use Signed from researchers and dean/WD 1.

Attachment 3. Justification Budget Study

No.	Type Expenditure	Costs are Proposed (Rp)
1	Wages And wages*	
2	Material finished use And equipment	
3	Journey	
4	Etc: publication, seminar, report, other mention	
	Amount	

* *Wages And Wages only For power field and energy technician*

Attachment 4. Timetable Study

No.	Stages Study	Year						
		1	2	3	4	5	6	7
1	Preparation Study	■						
2	Drafting Instrument	■						
3	Validation Instrument		■					
4	Collection data Field			■	■			
5	Processing data					■		
6	Analysis data					■	■	
7	Report Study							■

Appendix 5. Researcher

BiodataHistory Researcher's

Life

A. Identity Self

1.	Name Complete (with title)	
2.	Position Functional	
3.	Position Structural	
4.	NIP/NIK/Identity other	
5.	NIDN	
6.	Place And Date Born	
7.	Address House	
9.	Number Telephone/Fax / MOBILE PHONE	
10.	Address Office	
11.	Number Telephone/Fax	
12.	Address e-mail	
13.	Graduate of Which HasGenerated	
14.	Eye Lectures Taught	

B. History Education

	S-1	S-2	S-3
Name College Tall			
Field Knowledge			
Year Enter- Pass			
Title Thesis / Thesis / Dissertat ion			
Name Mentor / Promoter			

C. Experience Study In 5 Year Final

No.	Year	Title Study	Funding	
			Source	Qty (Million Rp)
1				
2				
3				
4				
5				

D. Experience Devotion To Public In 5 Year Final

No.	Year	Title Dedication to Public	Funding	
			Source	Qty (Million Rp)
1				
2				
3				
4				
5				

E. Experience Writing Article Scientific In Journal In 5 Year Final

No.	Title Article Scientific	Volume / Number / Year	Name Journal
1			
2			
3			
4			
5			

F. Experience of Oral Delivery of Papers at Scientific Meetings/Seminars In the Last 5 Years

No.	Name Meeting Scientific / Seminars	Title Article	Time and Place
1			
2			
3			
4			
5			

G. Experience Writing Book in 5 Year Final

No.	Title Book	Year	Amount Page	Publisher
1				
2				
3				
4				
5				

H. Experience Acquisition IPR In 5 – 10 Year Final

No.	Title / Theme IPR	Year	Type	Number P/ID
1				
2				
3				
4				
5				

I. Experience in Formulating Public Policy/Other Social Engineering 5Year Final

No.	Title / Theme / Type of Social Engineering Other Which Has Been Implemented	Year	Place Application	Response Public
1				
2				
3				
4				
5				

J. Award Which Once Achieved in 10 year Final (from government, association or other institutions)

No.	Type Award	Providing Institution Award	Year
1			
2			
3			
4			
5			

All data that I have filled in and listed in this biodata is correct and valid legally accountable. If at a later date it turns out that there is no according to reality, I am able to accept the risk. That's how I created this biodata actually to fulfill one of the requirements in the Prospective Research application Teacher Big.

Jakarta, / 20...
Proposer,

.....
NIP.

Attachment 6. Signed Statement of Research Originality by the Researcher
Wet Blue Ink



MINISTRY RESEARCH EDUCATION AND CULTURE
FACULTY
UNIVERSITY COUNTRY JAKARTA

(Cop Faculty Letter)

LETTER STATEMENT ORIGINALITY

Which marked hand under This:

Name :
NIP / NIDN :
Rank / Group :
Position Functional :
Address :
.....
.....

Hereby declare that my research proposal with the title
.....
.....
..... Which proposed in skim study Candidate Teacher Big For year budget
..... **nature original And Not yet Once financed by institution / source fund
other .**

If at a later date there is any discrepancy with this statement, I ready to be sued And processed in accordance with provision Which applies And return all over cost research that has been accepted to Treasury Fund.

Thus this statement is made truly and truthfully. Know,
Director PPs Researcher,

.....
.....
NIP.

.....
.....
NIP.

BAB 7

**PEDOMAN PENELITIAN
KOMPETITIF FAKULTAS /
PASCASARJANA**

CHAPTER 7

GUIDELINES STUDY COMPETITIVE FACULTY / POSTGRADUATE

Competitive Research Faculty / Postgraduate studies are oriented towards developing studies basic (fundamental) research and/or applied research studies and product development has an impact on the improvement and development of science and technology accordingly field science at the faculty.

Topic grant Study Competitive Faculty / Postgraduate refers to *roadmap* research for each study program that is in accordance with the Research Master Plan (RIP) LPPM UNJ. And starting in 2019, the PKF scheme began to be developed collaborative research partnership between UNJ lecturers and teachers at target schools UNJ which in within the scope of UNJ Labschool.

A. Criteria Proposal

Criteria And condition general proposal study lecturer level Faculty is:

- a. Chairman Researcher is Lecturer UNJ minimum degree S2 And own NIDN /NIDK
- b. Own ID SYNTA And ID Scopus
- c. Own publication scientific in journal national accredited (SYNTA 1 or SYNTA 2) /proceeding international indexed Scopus /journal international indexed Scopus
- d. Biodata proposer reflect field research Which relevant with Usal study
- e. In proposal must be included *road folder* superior each Study Program Which Already official legalized by the Faculty
- f. *Road folder* Study Program must refers to RIP LPPM UNJ
- g. Topic Study refers to Roadmap Study Group Researcher /Program Studies
- h. Can nature group
- i. Member researcher amount 2-3 person.
- j. Engaging student And or Teacher Labschool
- k. No currently studies carry on (task Study).
- l. Proposal study form proposal study group. Researcher must involves 2 – 3 personstudent, in a relevant field of science.
- m. Proposer only can become 1 chairman researcher And 1 member researcher.
- n. Study can nature *multiyear* with period time 1-3 year And outer studyin accordance with the year of research proposal.
- o. Fund study per group as big as Rp. 50,000,000,-.
- p. Willing sign letter statement stamped For One publication in journal indexed international *Scopus* or two publications in reputable international proceedings indexed *Scopus* Which published on year running (years implementation study).
- q. Produce 1 IPR fruit or Book
- r. The research proposal is saved into **one file in pdf format** and given the file name: **ResearcherName_PKF_BLU_UNJ.pdf**, Then *hardcopy* as much 2 (two) copy in accordance color flag faculty collected in faculty each (Deputy Dean I).

B. Stages Management Study

By general, stages activity study covers announcement, proposal, selection/appointment, determination, implementation, supervision, reporting and assessment output. Timetable all stages activity the be delivered by Faculty through page website faculty each, foster, letter circular and/or through media other. Authority every stages study based on group performance study in faculty

arranged as under This.

1. Stage Announcement

Cycle management study started with Faculty announce reception proposal study in a way online through menu **upload proposal** on website <http://lppm.unj.ac.id/>.

2. Stage Proposal

The proposal is submitted by the lecturer, approved by the Deputy Dean I, then submitted know by Dean.

3. Stage Selection /Designation

Selection proposal done by Team evaluator done in a way on line.

4. Stage Determination

Determination proposal worthy For funded arranged with provision as following:

- a. Dean set proposal study faculty Which will funded, based on resultsselection;
- b. Size cost Which set is price *output* sub research output;
- c. Determination proposal study Which funded informed through page websitefaculty or circular faculty.

5. Stage Implementation

The research implementation stage is regulated by the following provisions.a Implementation research begins with make contract study.

- b Contract study done after proposal study set And announcedthrough website page or circular faculty.
- c Signing contract study done quick after announcement determinationreception proposal.
- d Process signing contract And melting fund study based on patternmanagement finance.
- e Implementation of research refers to a research contract.f

Contract Research at least containing:

- i. Official contract signing
- ii. Base creation/space scope of contract
- iii. Amount fund And mechanism melting fund study
- iv. Period the contract applies
- v. Target Outer
- vi. Right And obligation
- vii. Reporting study
- viii. Monitoring and evaluation
- ix. Change team executor And substance study
- x. Tax
- xi. Riches Intellectual
- xii. Forcem ajeure
- xiii. Penalty
- xiv. Dispute

6. Stage Supervision

Target supervision covers executor study (researcher) And organizer studyeach comply with the following conditions.

1. Monitoring And Evaluation Researcher

- a Supervision implementation study must done by faculty in form activity monitoring and evaluation
- b Monitoring and evaluation is carried out by *reviewers* , and each research title is mandatory done monitoring And evaluation by 2 reviewer or in accordance provision Which set by the university.

- c Monitoring and evaluation can be carried out by internal *reviewers* .d *Reviewers* PT's internal affairs are determined by the Chancellor
 - e Results monitoring and evaluation be delivered to dean.
2. Monitoring And Evaluation Institution
- a LPPM / faculty organize monitoring And evaluation For implementation research in faculty
 - b Activity monitoring And evaluation done by team monitoring And evaluation institution Which appointed by LPPM / University
 - c The Monitoring and Evaluation Assessment Form is presented in the research guidebook
 - d Team monitoring and evaluation institution required to report to LPPM / University.
 - e LPPM / Universiats must give bait come back to institution For enhancement guarantee quality which is sustainable.

7. Stage Reporting

Research implementers are obliged to provide progress reports, year-end reports and report end of research follow the provisions as following.

- a Chairman Team Researcher must report progress output research, and notes daily activity research according to the specified deadline.
- b The Head of the Research Team is required to make a Final Research Year Report and upload it in a way online via the website <http://lppm.unj.ac.id> .

1. Stage Evaluation Results Study

Stage evaluation results study follow provision as following.

- a The research implementer is obliged to submit a report on the research results which constitute final report on research implementation and design of other research outputs Which been promised to Faculty
- b Assessment is carried out by the Assessment Committee and/or Research Output Reviewers For evaluate appropriateness on implementation study based on report results study and design other research outputs.
- c The Assessment Committee and/or Research Output *Reviewers* provide recommendations to LPPM form results assessment consisting of:
 - i. Percentage level success study in accordance with proposal Which promised; promised;
 - ii. Suggestion And input related suitability budget study Which has given to research result;
 - iii. Suggestion And input related continuity research; and
 - iv. Recommendation For get cost outer addition.
- d. Implementation contract study Which in accordance with rule scientific And provision contract research does not can be declared failed.
- e. Assessments regarding the fulfillment of scientific principles of research contracts are carried out based on research output *reviewer* recommendations .

Table 3.1 Timetable Tentative Implementation Study

No.	Description Activity	Month to											
		1	2	3	4	5	6	7	8	9	10	11	12
		Proposals New											
1	Announcement proposal proposal												
2	Proposal proposal												
3	Evaluation proposal												
4	Discussion proposal And visit field team expert to proposer/unit proposer (If there are)												
6	Determination proposal Which funded												
		Activity Funding walk											
7	Announcement proposal Which funded												
8	Contract												
9	Implementation study												
10	Report progress												
11	Supervision (Monitoring And evaluation) internal PT												
12	Report annual/final												
13	Seminar Results /Evaluation outer												

C. Systematics Proposal Study

Faculty Competitive Research Proposals must be a maximum of 20 pages (excluding cover page, endorsement page, and attachments), written using *the Times font New Roman* size 12 with 1.5 line spacing except single spaced summary and size paper A-4 as well follow systematics as follows:

1. **PAGE COVER**
2. **PAGE ENDORSEMENT**
3. **LIST CONTENTS**
4. **SUMMARY (maximum 1 page)**

The summary contains the problem and research objectives to be achieved as well as specific targets what you want to achieve *and the research methodology* that will be used to achieve it objective. The summary must be able to carefully describe the research stages and flow study in a way short And about plans research activities The proposed.

5. CHAPTER 1. INTRODUCTION

- a. **Background back** ; Describe background behind And that problem will researched,
- b. **State of the art** ; Put forward *the state of the art* in the field under study, use it References reference primary (journal reputable) Which relevant And latest with prioritize research results on scientific journals,
- c. **Formulation problem And restrictions problem** ; Description points points findings based on background description back and *state of the arts* .
- d. **Objective research** ; For points points objective study For answer from restricting the problem. Describe the specific objectives and urgency (priority) of the research. Also explain what findings/innovations are targeted and their implementation in the framework support development and development of science and technology-social culture.

6.

CHAPTER II. REVIEW REFERENCES

In chapter II, theoretical studies and research results in the field studied are presented. Use primary reference literature (reputable journals) that are relevant and up to date (5 years final) by prioritizing research results on scientific journals.

- a. **Research roadmap** ; Create a strategic plan and research road map in the field study.
- b. **Study of research results** ; Describe the results that have been published relevant with study Which will done based on source journal reputable.

7. CHAPTER III. METHOD STUDY

A brief explanation regarding the objectives and research methodology adopted. Be equipped with chart flow study (*flow charts*) Which describe What Which Already implemented and what will be done . The research chart must be made in its entirety with clear stages, where to start, what the annual output will be, location study, and indicators measurable achievements.

8. CHAPTER IV. COST AND TIMETABLE STUDY

Study This using funds appropriate with funds PMK No. 106

1. Budget Cost

The budget justification is prepared in detail in accordance with PMK no. 106 and attached according to the format of Attachment 1 of the Research Proposal. Whereas The cost budget summary is prepared according to the format of Table 2.2 with components as following.

Table 2.2 Component financing study

No.	Type Expenditure	Costs are Proposed (Rp)
1	Wages And wages*	
2	Material finished use And equipment	
3	Journey	
4	Etc: publication, seminar, report, other mention	
	Amoun t	

* *Wages And Wages only For power field and energy technician*

2. Timetable Study

Timetable Study arranged in form *bar charts* For plan study Which submitted and according to the format in Attachment 3.

D. Writing List References

The bibliography is arranged based on the name and year system (APA / *American Psychology Association*). Only literature cited in the research proposal is included Bibliography. 80% of the references referred to must come from relevant reputable journal articles And the maximum rise is less or equal to 5 (five) years from the time of proposal.

E. Attachments

Attachment- Attachment on Proposal Study covers :

- Attachment 1. Format Page Research Cover Superior Faculty (PUF-UNJ)
- Attachment 2. Format Page Endorsement
- Attachment 3. Justification Budget Study
- Attachment 4. Schedule Study
- Attachment 5. Biodata Researcher
- Appendix 6. Signed statement of research originality by the researcher wet blue ink
- Attachment 7. Researcher Statement Letter regarding Willingness to obtain one publication in journal international reputable And One publication in proceeding international reputable

Appendix 1. Faculty Competitive Research Cover Page Format(color covers customized with color faculty flag)

Field Knowledge :

STUDY COMPETITIVE FACULTY



JUDUL STUDY

PROPOSER

Name Proposer : NIDN.
Name Members : NIDN.
Name Members : NIDN.

FACULTY
UNIVERSITY COUNTRY JAKARTA

Month, year

Attachment 2. Format Page Endorsement

**ENDORSEMENT PAGE STUDY
COMPETITIVE FACULTY**

Title Research :
.....
Code/Field Science : /

Identity Researcher :
a. Name Complete :
b. NIDN :
c. Functional Position :
d. Study Program :
e. Number HP :
f. Address email (e-mail) :

Cost Study Overall :

Know, Jakarta,
Dean of Faculty Researcher,

.....
NIP.:

.....
NIP.:

Agree,
Chairman
Institution Study And Devotion to PublicUniversity Jakarta
State

.....
NIP.

Note: Upload Proposals Enough use Signed from researchers and dean/WD 1.

Attachment 3. Justification Budget Study

No.	Type Expenditure	Costs are Proposed (Rp)
1	Wages And wages*	
2	Material finished use And equipment	
3	Journey	
4	Etc: publication, seminar, report, other mention	
	Amount	

** Wages And Wages only For power field and energy technician*

Attachment 4. Timetable Study

No.	Stages Study	Year						
		1	2	3	4	5	6	7
1	Preparation Study	■						
2	Drafting Instrument	■						
3	Validation Instrument		■					
4	Collection data Field			■	■			
5	Processing data					■		
6	Analysis data					■	■	
7	Report Study							■

Appendix 5. Researcher

BiodataHistory Researcher's

Life

A. Identity Self

1.	Name Complete (with title)	
2.	Position Functional	
3.	Position Structural	
4.	NIP/NIK/Identity other	
5.	NIDN	
6.	Place And Date Born	
7.	Address House	
9.	Number Telephone/Fax / MOBILE PHONE	
10.	Address Office	
11.	Number Telephone/Fax	
12.	Address e-mail	
13.	Graduate of Which Has Generated	
14.	Eye Studying which Captured	

B. History Education

	S-1	S-2	S-3
Name College Tall			
Field Knowledge			
Year Enter- Pass			
Title Thesis / Thesis / Dissertat ion			
Name Mentor / Promoter			

C. Experience Study In 5 Year Final

No.	Year	Title Study	Funding	
			Source	Qty (Million Rp)
1				
2				
3				
4				
5				

D. Experience Devotion To Public In 5 Year Final

No.	Year	Title Dedication to Public	Funding	
			Source	Qty (Million Rp)
1				
2				
3				
4				
5				

E. Experience Writing Article Scientific In Journal In 5 Year Final

No.	Title Article Scientific	Volume / Number / Year	Name Journal
1			
2			
3			
4			
5			

F. Experience of Oral Delivery of Papers at Scientific Meetings/Seminars In the Last 5 Years

No.	Name Meeting Scientific / Seminars	Title Article	Time and Place
1			
2			
3			
4			
5			

G. Experience Writing Book in 5 Year Final

No.	Title Book	Year	Amount Page	Publisher
1				
2				
3				
4				
5				

H. Experience Acquisition IPR In 5 – 10 Year Final

No.	Title / Theme IPR	Year	Type	Number P/ID
1				
2				
3				
4				
5				

I. Experience in Formulating Public Policy/Other Social Engineering 5Year Final

No.	Title / Theme / Type of Social Engineering Other Which Has Been Implemented	Year	Place Application	Response Public
1				
2				
3				
4				
5				

J. Award Which Once Achieved in 10 year Final (from government, association or other institutions)

No.	Type Award	Providing Institution Award	Year
1			
2			
3			
4			
5			

All data that I have filled in and listed in this biodata is correct and valid legally accountable. If at a later date it turns out that there is no according to reality, I am able to accept the risk. That's how I created this biodata with Actually For fulfil Wrong One condition in submission **Study Faculty Competitive** .

Jakarta, / 20...
Proposer,

.....
NIP.

Attachment 6. Signed Statement of Research Originality by the Researcher Wet Blue Ink



MINISTRY RESEARCH TECHNOLOGY AND EDUCATION TALL
UNIVERSITY COUNTRY
JAKARTA FACULTY

(Cop Letter Faculty/Postgraduate)

LETTER STATEMENT ORIGINALITY

Which marked hand under This:

Name :
NIP / NIDN :
Rank / Group :
Position Functional :
Address :
.....
.....

Hereby declare that my research proposal with the title

.....
.....

..... Which proposed in skim study competitive faculty For year budget
..... **nature original And Not yet Once financed by institution / source fundother**

If at a later date there is any discrepancy with this statement, I ready to be sued And processed in accordance with provision Which applies And return all over cost research that has been accepted to Treasury Fund.

Thus this statement is made truly and truthfully. Know,
Servant Dean of Research,

.....
.....
NIP.

.....
.....
NIP.

Attachment 7 Researcher's Statement Letter Regarding Willingness to Obtain One Publication in a National Journal, Reputable International Journal or Two Publications in Proceedings Reputable International



MINISTRY RESEARCH TECHNOLOGY AND EDUCATION TALL
UNIVERSITY COUNTRY
JAKARTA FACULTY

(Cop Letter Faculty/Postgraduate)

LETTER STATEMENT WILLINGNESS PUBLICATION

Which marked hand under This:

Name :
NIP / NIDN :
Rank / Group :
Position Functional :
Address :
.....
.....

This states that the researcher is willing to obtain a Researcher's Statement regarding Willingness obtain One publication in journal international indexed *Scopus* or two publication in proceedings internationally reputable indexed *Scopus* _ published on year walk.

If at a later date there is any discrepancy with this statement, I ready to be sued And processed in accordance with provision Which applies And return all over cost research that has been accepted to Treasury Fund.

Thus this statement is made truly and truthfully. Know,
Dean of Research,

.....
.....
NIP.

.....
.....
NIP.

BAB 8

**PEDOMAN PENELITIAN
PENELITI MUDA FAKULTAS**

CHAPTER 8

GUIDELINES STUDY RESEARCHER YOUNG FACULTY

Research for Young Faculty Researchers is oriented towards developing research studies base (fundamental) And or study research applied nor development product Which own impact on improving the quality of student learning processes and knowledge development knowledge and technology according to their field of science.

Research grant topics for Young Faculty Researcher Grants refer to *the roadmap* research for each study program that is in accordance with the Research Master Plan (RIP) UNJ. Research for Young Faculty Researcher Grants is intended for UNJ lecturers, with a minimum of Master's degree and not currently receiving DRPM Research grant funding Ministry of Research, Technology and Higher Education Year Walk.

A. Criteria Proposal

Criteria And condition general proposal study lecturer level Faculty is:

- a. Chairman Researcher is Lecturer UNJ minimum degree S2 And own NIDN /NIDK as well as own ID SINTA
- b. Topic Study refers to roadmap Study group researcher or roadmap Study Study program
- c. Characteristic group
- d. Member researcher amount 2-3 person.
- e. Engaging student or Teacher Labschool
- f. No currently studies carry on (task Study).
- g. Study can nature *multiyear* with period time 1-3 year And outer study in accordance with the year of research proposal.
- h. Fund research amounted to Rp. 10,000,000,- up to Rp. 15,000,000,-
- i. Willing sign letter statement stamped For One publication in journal national accredited.
- j. The research proposal is saved into **one file in pdf format** and given the file name: **ResearcherName_PMF_BLU_UNJ.pdf**, Then *hardcopy* as much 2 (two) copy in accordance color flag faculty collected in faculty each (Servant Dean I).

B. Stages Management Study

By general, stages activity study covers announcement, proposal, selection/appointment, determination, implementation, supervision, reporting and assessment output. Timetable all stages activity the be delivered by Faculty through page website faculty each, foster, letter circular and/or through media other. The authority for each research stage is based on the research performance group at the faculty arranged as below this.

1. Stage Announcement

The research management cycle begins with the Faculty and Postgraduate Program making an announcement Acceptance of research proposals online via the **upload proposal menu** on the website <http://lppm.unj.ac.id/>.

2. Stage Proposal

The proposal is submitted by the lecturer, approved by the Dean or Deputy Dean I, Then known by Chairman of LPPM.

3. Stage Selection /Designation

Selection proposal done by Team evaluator done in a way on line.

4. Stage Determination

Determination proposal worthy For funded arranged with provision as following:

- a. Dean set proposal study faculty Which will funded, based on resultsselection;
- b. Size cost Which set is price *output* sub research output;
- c. Determination proposal study Which funded informed through page websitefaculty or circular faculty.

5. Stage Implementation

The research implementation stage is regulated by the following provisions.a Implementation study started with make contract study.

- b Contract study done after proposal study set And announcedthrough website page or circular faculty.
- c Signing contract study done quick after announcement determinationreception proposal.
- d Process signing contract And melting fund study based on patternmanagement finance.
- e Implementation of research refers to a research contract.f

Contract Research at least containing:

- i. Official contract signing
- ii. Base creation/space scope of contract
- iii. Amount fund And mechanism melting fund study
- iv. Period the contract applies
- v. Target Outer
- vi. Right And obligation
- vii. Reporting study
- viii. Monitoring and evaluation
- ix. Change team executor And substance study
- x. Tax
- xi. Riches Intellectual
- xii. Force majeure
- xiii. Penalty
- xiv. Dispute

6. Stage Supervision

Target supervision covers executor study (researcher) And organizer studyeach comply with the following conditions.

1) Monitoring And Evaluation Researcher

- a Supervision implementation study must done by faculty in form activity monitoring and evaluation
- b Monitoring and evaluation is carried out by *reviewers* , and each research title is mandatory done monitoring And evaluation by 2 reviewer or in accordance provision Which set by the university.
- c Monitoring and evaluation can be carried out by internal *reviewers* . d *Reviewers* PT's internal affairs are determined by the Chancellor
- e Results monitoring and evaluation be delivered to dean.

2) Monitoring And Evaluation Institution

- a LPPM / faculty organize monitoring And evaluation For implementation research in faculty
- b Activity monitoring And evaluation done by team monitoring And evaluation institutionWhich appointed by LPPM / University
- c The Monitoring and Evaluation Assessment Form is presented in the research guidebook d Team monitoring and evaluation institution required to report to LPPM / University.

e LPPM / Universitas must give bait come back to institution For

enhancement quality assurance which is sustainable.

7. Stage Reporting

Research implementers are obliged to provide progress reports, year-end reports and report end of research follow the provisions as following.

- a. Chairman Team Researcher must report progress output research, And notes daily activity research according to the specified deadline.
- b. The Head of the Research Team is required to make a Final Research Year Report and upload it in a way online via the website <http://lppm.unj.ac.id>.

8. Stage Evaluation Results Study

Stage evaluation results study follow provision as following.

- a. Executor study must convey report results study Which is final report on research implementation and design of other research outputs has promised to Faculty
- b. The assessment is carried out by the Assessment Committee and/or Research Output Reviewers for assess the feasibility of conducting research based on research results reports and design other research outputs.
- c. Committee Evaluation and/or *Reviewers* Output Study give recommendation to LPPM form rating result which consists of:
 - i. Percentage level success study in accordance with proposal Which promised; promised;
 - ii. Suggestion And input related suitability budget study Which has given to research result;
 - iii. Suggestion And input related continuity research; and
 - iv. Recommendation For get cost outer addition.
- d. Implementation of research contracts in accordance with scientific principles and contract provisionsstudy cannot be declared a failure.
- e. Assessments regarding the fulfillment of scientific principles of research contracts are carried out based on research output *reviewer* recommendations .

Table 3.1 Timetable Tentative Implementation Study

No.	Description Activity	Month to											
		1	2	3	4	5	6	7	8	9	10	11	12
		Proposals New											
1	Announcement proposal proposal												
2	Proposal proposal												
3	Evaluation proposal												
4	Discussion proposal And visit field team expert to proposer/unit proposer (If There is)												
6	Determination proposal Which funded												
		Activity Funding walk											
7	Announcement proposal Which funded												
8	Contract												
9	Implementation study												
10	Report progress												
11	Supervision (Monitoring And evaluation) internal PT												
12	Report annual/final												
13	Seminar Results /Evaluation outer												

C. Systematics Proposal Study

Proposal Study Researcher Young Faculty maximum amount 20 page (No including cover page, endorsement page, and attachments), written using *the Times font New Roman* size 12 with 1.5 line spacing except single spaced summary and size paper A-4 as well follow systematics as follows:

1. **PAGE COVER**
2. **PAGE ENDORSEMENT**
3. **LIST CONTENTS**
4. **SUMMARY (maximum 1 page)**

The summary contains the problem and research objectives to be achieved as well as specific targets what you want to achieve *and the research methodology* that will be used to achieve it objective. The summary must be able to carefully describe the research stages and flow study in a way short And about plans research activities The proposed.

5. CHAPTER 1. INTRODUCTION

- a. **Background back** ; Describe background behind And that problem will researched,
- b. **State of the art** ; Put forward *the state of the art* in the field under study, use it References reference primary (journal reputable) Which relevant And latest with prioritize research results on scientific journals,
- c. **Formulation problem And restrictions problem** ; Description points points findings based on background description back and *state of the arts* .
- d. **Objective research** ; For points points objective study For answer from restricting the problem. Describe the specific objectives and urgency (priority) of the research. Also explain what findings/innovations are targeted and their implementation in the framework support development and development of science and technology-social culture.

6.

CHAPTER II. REVIEW REFERENCES

In chapter II, theoretical studies and research results in the field studied are presented. Use primary reference literature (reputable journals) that are relevant and up to date (5 years final) by prioritizing research results on scientific journals.

- a. **Research roadmap** ; Create a strategic plan and research road map in the field study.
- b. **Study of research results** ; Describe the results that have been published relevant with study Which will done based on source journal reputable.

7. CHAPTER III. METHOD STUDY

A brief explanation regarding the objectives and research methodology adopted. Be equipped with chart flow study (*flow charts*) Which describe What Which Already implemented and what will be done . The research chart must be made in its entirety with clear stages, where to start, what the annual output will be, location study, and indicators measurable achievements.

8. CHAPTER IV. COST AND TIMETABLE STUDY

Study This using funds appropriate with funds PMK No. 106

1. Budget Cost

The budget justification is prepared in detail in accordance with PMK no. 106 and attached according to the format of Attachment 1 of the Research Proposal. Whereas The cost budget summary is prepared according to the format of Table 2.2 with components as following.

Table 2.2 Component financing study

No.	Type Expenditure	Costs are Proposed (Rp)
1	Wages And wages*	
2	Material finished use And equipment	
3	Journey	
4	Etc: publication, seminar, report, other mention	
	Amoun t	

* *Wages And Wages only For power field and energy technician*

2. Timetable Study

Timetable Study arranged in form *bar charts* For plan study Which submitted and according to the format in Attachment 3.

D. Writing List References

The bibliography is arranged based on the name and year system (APA / *American Psychology Association*). Only literature cited in the research proposal is included Bibliography. 80% of the references referred to must come from relevant reputable journal articles And the maximum rise is less or equal to 5 (five) years from the time of proposal.

E. Attachments

Attachment- Attachment on Proposal Study covers :

Attachment 1. Young Faculty Researcher Research Cover Page Format

Attachment 2. Format of the Approval Page

Attachment 3. Justification of the Research

BudgetAttachment 4. Research Schedule

Attachment 5. Biodata Researcher

Attachment 6. Letter Statement originality study by Researcher Which signed wetblue ink

Appendix 1. Young Faculty Researcher Research Cover Page Format

(color covers customized with flag colors faculty)

Field Knowledge :

**STUDY RESEARCHER
YOUNG FACULTY**



JUDUL RESEARCH

PROPOSER

Name Proposer	:	NIDN.
Name Members	:	NIDN.
Name Members	:	NIDN.

**FACULTY
UNIVERSITY COUNTRY JAKARTA**

Month, year

Attachment 2. Format Page Endorsement

**ENDORSEMENT PAGE STUDY
RESEARCHER YOUNG FACULTY**

Title Research :
:
Code/Field Science : /
Identity Researcher :
a. Name Complete :
b. NIDN :
c. Functional Position :
d. Study Program :
e. Number HP :
f. Address email (e-mail) :
Cost Study Overall :

Know, Jakarta,
Dean of Faculty Researcher,

.....
NIP.:

.....
NIP.:

Agree,
Chairman
Research institutions and community service University
Jakarta State

.....
NIP.

Note: Upload Proposals Enough use Signed from researchers and dean/WD 1.

Attachment 3. Justification Budget Study

No.	Type Expenditure	Costs are Proposed (Rp)
1	Wages And wages*	
2	Material finished use And equipment	
3	Journey	
4	Etc: publication, seminar, report, other mention	
	Amount	

** Wages And Wages only For power field and energy technician*

Attachment 4. Timetable Study

No.	Stages Study	Year						
		1	2	3	4	5	6	7
1	Preparation Study	■						
2	Drafting Instrument	■						
3	Validation Instrument		■					
4	Collection data Field			■	■			
5	Processing data					■		
6	Analysis data					■	■	
7	Report Study							■

Appendix 5. Researcher

BiodataHistory Life

Researcher

A. Identity Self

1.	Name Complete (with title)	
2.	Position Functional	
3.	Position Structural	
4.	NIP/NIK/Identity other	
5.	NIDN	
6.	Place And Date Born	
7.	Address House	
9.	Number Telephone/Fax / MOBILE PHONE	
10.	Address Office	
11.	Number Telephone/Fax	
12.	Address e-mail	
13.	Graduate of Which Has Generated	
14.	Eye Studying which Captured	

B. History Education

	S-1	S-2	S-3
Name College Tall			
Field Knowledge			
Year Enter- Pass			
Title Thesis / Thesis / Dissertat ion			
Name Mentor / Promoter			

C. Experience Study In 5 Year Final

No.	Year	Title Study	Funding	
			Source	Qty (Million Rp)
1				
2				
3				
4				
5				

D. Experience Devotion To Public In 5 Year Final

No.	Year	Title Dedication to Public	Funding	
			Source	Qty (Million Rp)
1				
2				
3				
4				
5				

E. Experience Writing Article Scientific In Journal In 5 Year Final

No.	Title Article Scientific	Volume / Number / Year	Name Journal
1			
2			
3			
4			
5			

F. Experience of Oral Delivery of Papers at Scientific Meetings/Seminars In the Last 5 Years

No.	Name Meeting Scientific / Seminars	Title Article	Time and Place
1			
2			
3			
4			
5			

G. Experience Writing Book in 5 Year Final

No.	Title Book	Year	Amount Page	Publisher
1				
2				
3				
4				
5				

H. Experience Acquisition IPR In 5 – 10 Year Final

No.	Title / Theme IPR	Year	Type	Number P/ID
1				
2				
3				
4				
5				

I. Experience in Formulating Public Policy/Other Social Engineering 5Year Final

No.	Title / Theme / Type of Social Engineering Other Which Has Been Implemented	Year	Place Application	Response Public
1				
2				
3				
4				
5				

J. Award Which Once Achieved in 10 year Final (from government, association or other institutions)

No.	Type Award	Providing Institution Award	Year
1			
2			
3			
4			
5			

All data that I have filled in and listed in this biodata is correct and valid legally accountable. If at a later date it turns out that there is no according to reality, I am able to accept the risk. That's how I created this biodata with Actually For fulfil Wrong One condition in submission Study Researcher Young Faculty.

Jakarta, / 20...
Proposer,

.....
NIP.

Attachment 6. Signed Statement of Research Originality by the Researcher Wet Blue Ink



MINISTRY RESEARCH TECHNOLOGY AND EDUCATION TALL
UNIVERSITY COUNTRY
JAKARTA FACULTY

(Cop Letter Faculty)

LETTER STATEMENT ORIGINALITY

Which marked hand under This:

Name :
NIP / NIDN :
Rank / Group :
Position Functional :
Address :
.....
.....

Hereby declare that my research proposal with the title

.....
.....

..... Which proposed in skim study Researcher Young Faculty For year budget
..... **nature original And Not yet Once financed by institution / source fundother**

If at a later date there is any discrepancy with this statement, I ready to be sued And processed in accordance with provision Which applies And return all over cost research that has been accepted to Treasury Fund.

Thus this statement is made truly and truthfully. Know,
Servant Dean of Research,

.....
.....
NIP.

.....
.....
NIP.

BAB 9

**PEDOMAN PROGRAM
PENGABDIAN MASYARAKAT
UNGGULAN UNIVERSITAS
(PPM-U)**

CHAPTER 9
COMMUNITY SERVICE PROGRAM GUIDELINES
SUPERIOR UNIVERSITY
(PPM-U)

A. Room Scope Devotion Public Superior University

Devotion to public superior university on basically is activity implementation of the results of superior university research carried out by lecturers UNJ. Implementation various results study superior university expected capable give benefit for enhancement quality and well-being life public.

University superior community service activities carried out by lecturer And student customized with problem And need public region built. Activity can character: stub, complement, support nor continuation program. Room field scope devotion to intermediate society other:

1. Development Field Education includes:

- a. Development competence Teacher
- b. Development productivity source Power man education
- c. Fulfillment standard unit quality education
- d. Development education public

2. Development Field Environment includes:

- a. Enhancement sanitation And health public
- b. Management environment critical
- c. Development source Power natural
- d. Development infrastructure region
- e. Management system energy renewable

3. Development Field Alleviation Poverty includes:

- a. Development potency area based computerization
- b. Development potency environment around
- c. Empowerment public through activities social
- d. Development potency children talented from family underprivileged

4. Development Field Art And Culture includes:

- a. Development productivity source Power art And culture
- b. Development art And culture based local wisdom
- c. Development art And culture based culture national
- d. Development workshop literary arts, art, dance, art music, And art appearanceDevelopment performing arts workshop.

5. Development Field Economy Creative includes:

- a. Development potency production industry creative
- b. Productivity business design get up environment
- c. Productivity business design product And property business
- d. Productivity business fashion
- e. Productivity business film/video/photography
- f. Productivity business craft
- a. Productivity business culinary
- b. Productivity business technology information
- c. Productivity business art show
7. Productivity business game interactive built
8. Productivity business tourist

B. Criteria Proposal

Criteria And condition general proposal devotion to public superior university are as follows:

1. Chairman proposer is Lecturer UNJ minimum degree S2 And own NIDN/NIDK
2. Chairman proposer own ID Sinta
3. Biodata team proposer reflect grove knowledge Which relevant with proposal devotion.
4. Topic grant superior university refers on Strategic Plan Devotion To Public UNJ.
5. Proposer only can become 1 chairman And 1 member devotion to public superior university
6. Member number of researchers 2-3 person.
7. No currently studies carry on (task Study).
8. Devotion can nature *multiyear* with period time 1-3 year And outer devotion according to the proposed year of service public.
9. Devotion to public must based need region (**directed to region Jakarta**) Which is implementation results study superior university done in a way sustainable as well as can increase well-being public.
10. The community service fund for superior universities is IDR. 25,000,000,-
11. The applicant for community service at the university level signs the letter stamped statement to be required to produce: articles of service in the year walk, publication of writings in mass media or other online media, and publications videos on YouTube, **as well as mandatory seminar on University level.**
12. The university's superior Community Service Proposals are saved into **one file in pdf format** and given the file name: **NamaDosen_PPM-U_BLU_UNJ.pdf**, Then *hardcopy* as many as 2 (two) copies green color Young in LPPM UNJ.

C. Procedure Implementation PPM Superior University

In general, the stages of service activities include announcing acceptance of the proposal, proposing, selecting/appointing, determining acceptance, implementing, supervising, reporting, and output assessment. The schedule for all stages of these activities is submitted by LPPM through page website LPPM, poster, letter circular and/or through media other. The authority for each stage of research is regulated based on research performance groups as below this:

1. Announcement Proposal Proposals

Cycle management proposal proposal started with LPPM announce accept service proposals online via the LPPM *website* or media others .

2. Proposal Proposals

Proposal proposal done by lecturer, is known by Dean, Approved by Chairman LPPM Then uploaded on menu **upload proposal** on website <http://lppm.unj.ac.id/> .

3. Procedure Submission Proposals

- a. Proposals can submitted by group lecturer field knowledge, or group lecturer cross science...
- b. Leading University Community Service Grant Proposal proposed via the website page <http://lppm.unj.ac.id/>
- c. Budget fund PPM-Featured University of Rp. 25,000,000,-

d. The LPPM Chair announces funded proposals on the LPPM website or the media other.

4. Systematics of Proposed Leading Community Service Activities University

Proposal activity devotion to public refers on Guide UNJ Research and Community Service 2020. UNJ refers to one Simlitabmas scheme **Community Partnership Program (PPM)** customized with characteristics discipline science in UNJ. Proposal devotion **maximum totaling 20 pages** (not including the cover page, endorsement page, and attachment), Which written use Times New Romance size 12 with distance line 1.5 spaces and A-4 paper size and follow the systematic order as follows following:

PAGE COVER (Attachment 1)

PAGE ENDORSEMENT (Attachment 2)

IDENTITY AND GENERAL DESCRIPTION

(Appendix 3)LIST CONTENTS

PROPOSAL SUMMARY (max One page)

Summary proposal maximum 500 say Which load problem, solution And the output targets to be achieved are in accordance with each service scheme to public. Summary Also load description in a way carefully And short plan activity Which proposed And written with distance One space.

CHAPTER 1 INTRODUCTION

Part introduction maximum 2000 say Which containing analysis description situation And problem. Description complete part introduction scheme devotion Program Partnership Society outlined as following:

1.1 Analysis Situation

On part This outlined analysis situation focus to condition latest partner Which covers things following:

- a. For Businessman Micro/Services Service
 - 1) Show profile partner Which be equipped with data and picture/photo situation partner.
 - 2) Describe facet production And management business partner.
 - 3) Reveal it complete Possible that problem faced partner.
- b. For Public Candidate Businessman
 - 1) Show profile partner Which be equipped with data and pictures/photos of the situationpartner.
 - 2) Explain potential And opportunity business partner.
 - 3) Explain And group from facet production And management business.
 - 4) Reveal it all over problem condition source Power Which faced partner
- c. For Public General
 - 1) Describe location partner And case Which happened/ever happened happen and supported with data And picture/photo.
 - 2) Explain social, cultural, religious, health, quality of service or life aspects social.
 - 3) Reveal all the problems currently being faced, for example related to issues of conflict, land ownership, needs clean water, thuggery, blindness script And etc.
 - 4) Explain problem special ones faced by partner

1.2 Problem Partner

Referring to item Analysis Situation, explain problem partner Which covers things following This:

- a. For Businessman Micro/Services Service: determination partner priority issues Good production nor management Which has agreed together partner.
- b. For group candidate businessman new: determination problem priority partner.
- c. Good production nor management For entrepreneurship Which agreed together.
- d. For the General Public: state partner priority issues in terms of social, culture, religious, service quality or life social.
- e. Write it down in a way clear justification proposer together partner in determine problem priority Which agreed For resolved during implementation program PPM.
- f. Try problem priority nature Specific, concrete as well as truly in accordance with partner needs.

CHAPTER 2. SOLUTION PROBLEMS

Part This maximum consists on 1500 say Which containing description all solution offered to solve the problems faced systematically. Description complete part solution problem can outlined as following:

1. Write down all the solutions offered to solve the problem faced partner in a way systematic in accordance with priority problem. Solution must really related with problems priority partner.
2. Write down the type of output that will be produced of each of these solutions good in facet production nor management business (For partner productive/directive economy to the economy productive) or in accordance with solution specific to the problem Which faced partners of group public non economic/general.
3. Every solution have outer separately And as far as possible Possible measurable orcan quantified.
4. If outer can form product or goods or certificate And similar,state Also the specifications.
5. Make it plan achievements outer in accordance with outer Which targeted.

CHAPTER 3. METHOD IMPLEMENTATION

The maximum implementation method consists of 2000 words that explain stages or steps in implementing the solutions offered to overcome problem partner. On part This must fill in description expertise And task each each member service team to public. Description complete part methodimplementation can outlined as following:

1. For Businessman Micro/Services Service, And For Group Candidate Businessman New then the method of implementing activities is related to stages or steps in implementing solutions to partner problems, in at least two fields problem Which different Which handled on partner, like:
 - a. Problem in the field production.
 - b. Problem in field management.
 - c. Internal problems field marketing, And etc.
2. For Public General, state stages or steps Which taken to implement solutions to problems specifically encountered by partner. Implementation solution the made in a way systematic Which covers facet social,culture, religious, service quality or life social.

3. Describe method approach Which offered For finish problem partner Which agreed together.
4. Describe How participation partner in implementation program.
5. Describe How step evaluation implementation program And continuity program in field after activity PPM finished held.
6. Write down the name of the proposing team and describe their expertise and tasks each in PPM activities
(Appendix 4).

CHAPTER 4. OUTDOOR AND TARGET ACHIEVEMENTS

In this section, the proposer is required to fill in the mandatory and additional outputs, year of achievement, And status his achievements. Same case like on outer study, outer publication Community service in the form of articles is required to mention names The intended journal and the output in the form of a book must include the name of the publisher Which aimed.

CHAPTER 5. COST AND TIMETABLE ACTIVITY

5.1 Budget Cost

The budget justification is prepared in detail and attached according to the format (Appendix 5) . Summary budget cost Which submitted in the form of table with components like following table.

Table 5.1. Format Summary Budget Program Fees PPM Which Filed

No	Component	Costs are Proposed
1	Honorarium For officer laboratory, collector data, processor data, analyzer data, honor operator, And honor maker system	
2	Purchase material finished use for purchase ATK, photocopy, letter correspondence, drafting report, printing, binding, publications, credits, internet, materials laboratory, journal subscriptions, manufacturing materials tools/machines for partner	
3	Journey For survey/sampling data, socialization/ training/ mentoring/evaluation, DN-LN Seminar/Workshop, accommodation-consumption, per diem/lumpsum, transport	
4	Rental for equipment/machinery/ laboratory space, vehicles, gardens test, equipment support devotion other	
	Amount	

5.2 Timetable Activity

Timetable activity arranged in form *bar charts* in accordance plan implementation of service to public Which submitted And in accordance with format (Appendix 6).

LIST REFERENCES

List References arranged And written based on system number in accordance order quotation. Only literature is cited for proposals for community service Which included in the Bibliography.

ATTACHMENTS

Proposals Which submitted to LPPM will selected by team review internal or external determined by LPPM. The proposal assessment instrument is in accordance with the

elements which is assessed (**Attachment 7**).

5. Systematic Reports on Leading Community Service Activities University

The implementation of the PPM-University Excellence program will be monitored and evaluated by external assessor. The results of monitoring and evaluation are reported by LPPM via the page website <http://lppm.unj.ac.id>. Furthermore evaluator LPPM do monitoring And evaluation centralized to implementation devotion on college tall after reviewing the results of internal monitoring and evaluation included on the LPPM website. Results evaluation evaluation centralized And uploaded in a way online through page website <http://lppm.unj.ac.id>. On At the end of the service implementation, each implementer reports activity results devotion in form compilation output of devotion.

Every executor must report implementation devotion with do things following:

- a. Taking notes all activity implementation program on Book Notes Daily Activity (*logbook*) And fill in activity daily in a way routine counted since signing agreement devotion in accordance with format (**Attachment 8**).
- b. LPPM prepares assessment instrument for monitoring and evaluating service activities to public (**Appendix 9**).
- c. Send community service activity reports to the community to LPPM who have signed by the Dean
- d. Send document seminar results form article, poster And profile results implementation of community service with a maximum file size of 5 MB to page lppm@unj.ac.id . Instrument evaluation seminar results in accordance format Which determined (**Appendix 10**).

The systematics of PPMU Activity Implementation Reports are as follows: PAGE COVER

ENDORSEMENT PAGE IDENTITY

AND DESCRIPTION GENERAL

LIST CONTENTS

PROPOSAL SUMMARY

CHAPTER 1

INTRODUCTION

1.1 Situation Analysis

1.2 Problem Partner

CHAPTER 2. PROBLEM

SOLUTION CHAPTER 3. METHOD

IMPLEMENTATION

CHAPTER 4. OUTCOMES AND

ACHIEVEMENT TARGET CHAPTER 5.

COST AND TIMETABLE ACTIVITY

5.1 Budget Cost

5.2 Timetable Activity

(Description of CHAPTERS 1 to 5 adapts to the description of the Proposal) CHAPTER 6, IMPLEMENTATION OF ACTIVITIES

CHAPTER 7. CONCLUSIONS AND

RECOMMENDATIONS

REFERENCE

ATTACHMENTS

6. Source Fund

Source fund Devotion PPM can originate from:

- a. Fund Institution UNJ
- b. Fund Work The same with industry, or institution government/private.

D. Monitoring Quality Assurance of Leading Community Service Programs University

1. Monitoring Implementation PPM

Monitoring is an important activity in implementing PPM, without monitoring, evaluation will lost basics _ _ its validity. For ensure quality PPM done monitoring in a way simultaneous. Aspect important in monitoring implementation PPM covers three matter that is: executor, time implementation, And process monitoring.

- a. Executor monitoring is LPPM Team UNJ
- b. Time implementation monitoring PPM done on every stage PPM Which covers preparation, implementation and reporting.
- c. Process monitoring
 - 1) Monitoring on stage implementation done by Team LPPM.
 - 2) Monitoring on stage reporting done by Coordinator Center PPM LPPMUNJ.

2. Evaluation Implementation Devotion To Public

Evaluation of PPM implementation is carried out by the LPPM team manager as a follow-up activity monitoring. Activity This done on every end period program PPM For measure objective Which has achieved as well as obstacles _ _ Which There is. Material evaluation can obtained from results monitoring, report written as form accountability scientific and managerial for all stages of PPM program activities that have been carried out. From The report can also show the success of implementing the PPM program in the form of: quantity And quality, appropriateness activity, And big participation public Good inform thoughts, energy and funding.

Results monitoring And evaluation can used as:

- a. Input For repair, enhancement, And development efforts _ _ furthermore Good by the management as well as society.
- b. Bait come back For repair, enhancement, And development College.

E. Guarantee Quality Program Devotion To Public

Assuring the quality of the PPM program as a whole is structured in a system guarantee quality.

1. Provision General

UNJ set, documenting, apply And increase system management quality in field PPM through activity Learning Empowerment in a way effective And sustainable in accordance with Standard Which set. Activity Whichdone LPPM UNJ includes:

- a. Standardize activity PPM lecturer based on paradigm empowerment public.
- b. Ensure the quality of PPM program implementation through the principles : integration Tri Dharma, participatory, multidisciplinary, comprehensive, pragmatic, And sustainable.
- c. Determine criteria And method Which required For ensure that control from the process the implementation of the PPM is effective.
- d. Ensure availability source Power, information And partner cooperation Which required For support and monitor the implementation process program PPM.
- e. Monitoring, measure, analyze And compile report annual implementation process PPM program.
- f. Implement actions necessary to achieve results planned and increase process program implementation PPM that sustainable.

2. Condition Documentation

Documentation of the Quality Assurance System for implementing the UNJ PPM program consists of: Document level 1: Quality Manual (QM)

Document levels 2: Procedure Quality (QP) Document levels 3: Instructions

Work (WI) Document level 4: Forms/Records/Documents Supporter .

a. Guide Quality

LPPM UNJ determines and look after Guide Quality Which includes:

- 1). Room scope system management quality, including details And justification exists exception.
- 2). Paradigm and principles implementation PPM, Policy Quality, Target Quality and Management Commitment.
- 3). Description interaction between processes from the system management quality.

b. Procedure Quality

LPPM UNJ set procedure documented Which required by Quality Assurance for the quality management system, or refer in accordance with The main activities of the community service service system are through program PPM.

c. Instructions Work

Work instructions contain work descriptions for implementing customized PPM activities with System provisions Quality assurance.

d. Form/ Records/Documents Supporter

Containing file And document supporter activity PPM.

3. Not quite enough Answer Management

Management LPPM UNJ committed For development And application system management quality And in a way sustainable increase its effectiveness through:

- a. Plan, carry out, monitor And evaluate as well as report UNJ PPM activities.
- b. Do communication to civitas academics, partner cooperation And related about importance activity PPM UNJ.
- c. Strive fulfillment satisfaction from recipient benefit from activity PPM UNJ.
- d. Set And review policy quality.
- e. Set And review target quality in a way periodically
- f. Carry out review management in a way periodically And ensure availability source Power, information and partner cooperation

4. Resource

LPPM UNJ set And provide source Power Which needed For:

- a. Implement and maintain a quality management system and in a way sustainable increase its effectiveness.
- b. Reach satisfaction partner cooperation And public recipient benefit.

5. Measurement, Analysis, And Repair

LPPM UNJ plan And apply monitoring, measurement, analysis and improvement process required:

- a. For ensure achieved paradigm And principles __ implementation devotion to public.
- b. For ensure suitability system management quality.
- c. For in a way sustainable increase effectiveness system quality management.
- d. For ensure measurement, analysis And repair, LPPM UNJ set procedure documented Auditing Quality internal, Monitoring And Evaluation Activity,

Action Correct Program, And Action Prevention Program DevotionTo Public.

6. System Guarantee Quality devotion to public through program PPM UNJ

a. Draft

1. The general definition of quality is conformity with academic texts And standard implementation PPM UNJ, suitability with paradigm PPM, And fulfillment principles for implementing PPM.
2. The quality of service to the community through the UNJ PPM program is important responsive to community problems, in the sense that UNJ lecturers have empathy/caring to problem public at a time capable invite public the finish the problem.
3. System guarantee quality PPM UNJ designed And held For can ensure quality ability subserve lecturer to public.

b. Application

1. UNJ implements guarantee quality PPM that sustainable.
2. LPPM UNJ is an institution that controls quality guidelines, quality procedures, instructions Work and supporting documents.
3. In developing and implementing a quality assurance system, LPPM UNJ choose a Learning, Empowerment and Development approach (*Educating, Empowering and Developing*)
4. Implementation guarantee quality PPM explained in detail more detailed in Monitoring and Evaluation PPM activities.

7. Organization Guarantee Quality PPM UNJ

- a. Organization guarantee quality PPM in level university consists on Representative Rector
- b. Field Academic, LPPM And Units Guarantee Quality.
- c. Representative Rector Which field academic helped by LPPM responsible answer for the implementation, quality improvement and quality assurance of the PPM program UNJ.
- d. LPPM duties as manager PPM between other:
 - 1) Compile policy And strategy University about implementation devotionpublic through the PPM program,
 - 2) compile criteria And method evaluation performance program PPM UNJ,
 - 3) give report performance program PPM UNJ to Rector,
 - 4) formulate regulation implementation program PPM UNJ,
 - 5) carry out supervision And repair quality implementation program PPM UNJ.
- e. Units Guarantee Quality on duty organize, increase, And carry out PPM program quality assurance UNJ.

Appendix 1. Page Cover Proposal Grant Devotion to Public
(color covers *light green*)

PROPOSAL
GRANT JUDGMENT TO PUBLIC SUPERIOR UNIVERSITY
(PPM-U)



TITLE PROGRAM*

By :

Full Name and NIDN Proposing Team Leader

Name Complete And NIDN Member Team

Proposer

FACULTY COLLEGE
YEAR

* Example Title: PPM Group Farmer Jackfruit in Village...District...Regency ...Province

* Title to be completed with location Village, Subdistrict, Regency And Province

Attachment 2. Format Page Endorsement Proposal Grant Devotion to Public Superior University

**PAGE ENDORSEMENT GRANT
DEVOTION TO PUBLIC SUPERIOR
UNIVERSITY**

-
1. Title PPM-U :
 2. Name Partner Program PPM-U (1) :
 - Name Partner Program PPM-U(2) :
 3. Chairman Team Proposer
 - a. Name :
 - b. NIDN :
 - c. Position/Group :
 - d. Program Study :
 - e. College Height :
 - f. Field Skills :
 - g. Address Office/Tel/Fax/email :
 4. Member Team Proposer
 - a. Amount Members : Lecturer people,
 - b. Name Member I/field skills :/.....
 - c. Name Member II/field skill :/.....
 - d. Amount student Which involved people
 - e. Address Office/Tel/Fax/email :
 5. Location Activities/Partners (1)
 - a. Region Partner (Village/District) :
 - b. Regency/City :
 - c. Province :
 - d. Distance PT to location partner 1 (Km) :
 - e. Address Office/Tel/Fax/email :
 6. Location Activities/Partners (2)
 - a. Region Partner (Village/District) :
 - b. Regency/City :
 - c. Province :
 - d. Distance PT to location partner 2 (Km) :
 - e. Address Office/Tel/Fax/email :
 7. Outer Which resulting :
 8. Period time Implementation Year
 9. Cost Total : IDR
 - Institution UNJ : Rp

Knowing,
Presiding
Stamp and signs hand
(Full Name)
NIDN

City, date month Year
Dean Team Proposer
Sign hand
(Full Name)
NIDN

Know Chairman
LPPM UNJ stamp
and TTD (Full
name) NIDN
.....

Note: Upload Proposals Enough using sign from researchers and dean/WD 1.

Attachment 3. Identity Format And Description General

IDENTITY AND DESCRIPTION GENERAL

1. Title PPM-U :

2. Team Executor:

No	Name	Position	Field Skill	Institution Origin	Allocation Time (hours/week)
1.		Chairman			
2.		Member 1			
3.		Member 2			

3. Object (audience target) Devotion to Public:

.....
.....

4. Period Implementation

Start : month: year:

Ending : month: year:

5. Proposal Cost Institution UNJ: Rp

6. Location Devotion to Public:

7. Partner Which involved (describe What contribution)

.....
.....

8. The problem is found And solution Which offered:

.....
.....

9. Fundamental contribution to the target audience (describe no more than 50say, emphasize on benefit Which obtained)

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

10. Plan outer form service, system, products/goods, patent, or outer other Which targeted

.....
.....

Attachment 4. Format Biodata Chairman And Member Team Proposer

A. Personal identity

1	Name Complete (with title)	
2	Type Sex	L/P
3	Position Functional	
4	NIP/NIK/Identity other	
5	NIDN	
6	Place And Date Born	
7	E-mail	
9	Number Telephone/cellphone	
10	Office address	
11	Number Telephone/Fax	
12	Graduate of Which Has Generated	S-1 = ... person; S-2 = ... person; S-3 = ... person
13.	Eye Studying Which Captured	1
		2
		3
		Etc.

B. History Education

	S-1	S-2	S-3
Name College Tall			
Field Knowledge			
Year Enter-Pass			
Title Thesis/Thesis/Dissertation			
Name Mentor/Promoter			

C. Experience Study In 5 Year Final

(No Thesis, Thesis, And Dissertation)

No.	Year	Title Study	Funding	
			Source*	Qty (Million Rp)
1				
2				
3				
Etc.				

* Write it down source funding Good from scheme study DRPM nor from source other.

D. Experience Devotion To Public in 5 Year Final

No.	Year	Title Devotion To Public	Funding	
			Source*	Qty (Million Rp)

1				
2				
3				
Etc.				

* Write it down source funding Good from scheme devotion to public DRPMnor from source other.

E. Publication Article Scientific In Journal in 5 Year Final

No.	Title Article Scientific	Name Journal	Volume/ Number/ Know
1			
2			
3			
Etc.			

F. Presenter Seminar Scientific (Oral Presentation) in 5 Year Final

No	Name Meet scientific / Seminar	Title Article Scientific	Time and Place
1			
2			
3			
Etc			

G. Work Book in 5 Year Final

No	Title Book	Year	Amount Page	Publisher
1				
2				
3				
Etc.				

H. Acquisition IPR in 10 Year Final

No.	Title/Theme IPR	Year	Type	Number P/ID
1				
2				
3				
Etc.				

I. Experience Formulating Public Policy/Other Social Engineering in 10 Years Final

No.	Title/Theme/Type Manipulation Social/Other Which Has Applied	Year	Place Implem	Respon se

			enter	Masyar
1				

2				
3				
Etc.				

J. Award in 10 year Final (from government, association or institution other)

No.	Type Award	Institution Giver Award	Year
1			
2			
3			
Etc.			

All data Which I fill in And listed in biodata This is Correct And legally accountable. If later it turns out to be found non- appropriate with reality, I capable accept penalty.

Thus, I created this biodata to fulfill one of the requirements in submission Assignment (write scheme research/service).....

City, date-month-year
Chairman/Members
Proposer*,

Signature

(Name Complete)

Attachment 5. Format Justification Budget

1. Honorarium						
Honor	Honor/Jam (Rp)	Waktu (jam/minggu)	Minggu	Honor per Tahun (Rp)		
				Tahun ke-1	Tahun ke- ...	Tahun ke- <i>n</i>
Pelaksana 1						
Pelaksana 2						
Pelaksana <i>n</i>						
Subtotal (Rp)						
2. Pembelian bahan habis pakai						
Material	Justifikasi Pembelian	Kuantitas	Harga Satuan (Rp)	Harga Peralatan Penunjang (Rp)		
				Tahun ke-1	Tahun ke- ...	Tahun ke- <i>n</i>
Bahan habis pakai 1						
Bahan habis pakai 2						
Bahan habis pakai <i>n</i>						
Subtotal (Rp)						
3. Perjalanan						
Material	Justifikasi Perjalanan	Kuantitas	Harga Satuan (Rp)	Biaya per Tahun (Rp)		
				Tahun ke-1	Tahun ke- ...	Tahun ke- <i>n</i>
Perjalanan 1						
Perjalanan 2						
Perjalanan <i>n</i>						
Subtotal (Rp)						
4. Sewa						
Material	Justifikasi Sewa	Kuantitas	Harga Satuan (Rp)	Biaya per Tahun (Rp)		
				Tahun ke-1	Tahun ke- ...	Tahun ke- <i>n</i>
Sewa 1						
Sewa 2						
Sewa <i>n</i>						
SUB TOTAL (Rp)						
TOTAL ANGGARAN YANG DIPERLUKAN SETIAP TAHUN (Rp)						
TOTAL ANGGARAN YANG DIPERLUKAN SELURUHNYA (Rp)						

Attachment 6. Format Timetable Activity

No	Type Activity	Year number 1					Year 2nd					Year <i>n</i>							
		1	2	3	1	1	2	3	1	1	2	3	12
1	Activity 1																		
2	Activity 2																		
3																		
4																		
5																		
6	Activity nth _																		

Attachment 7. Format Notes Daily

No	Date	Activity
1	.../.../.....	Notes:
	.../.../.....	Notes: Document Supporters:
3	.../.../.....	Notes:
etc	Etc	And so on

Information: results Which achieved on every activity (Photo, notes, document, Andetc) attached (uploaded)

BAB 10

**PEDOMAN ROGRAM PENGABDIAN
KEPADA MASYARAKAT TERINTEGRASI
KULIAH KERJA NYATA
(PPM-KKN)**

CHAPTER 10
GUIDELINES COMMUNITY SERVICE PROGRAM INTEGRATED
STUDYING WORK REAL
(PPM-KKN)

A. Room Scope of Service To Public integrated KKN

Integrated Community Service Grants for Real Work Lectures (PPM - KKN) is an activity to implement research results carried out by lecturers and student (outside study Superior University). Implementation various results study both in the form of science, technology and art are expected to provide benefits for quality improvement and welfare of life public.

Community service activities integrated with KKN carried out by lecturers And student customized with problem And need public region built. Activities can character: stub, complement, support nor continuation program. Room field scope devotion to intermediate society other:

1. Development Field Education includes:

- a. Development competence Teacher
- b. Development productivity source Power man education
- c. Fulfillment standard unit quality education
- d. Development education public

2. Development Field Environment includes:

- a. Enhancement sanitation And health public
- b. Management environment critical
- c. Development source Power natural
- d. Development infrastructure region
- e. Management system energy renewable

3. Development Field Alleviation Poverty includes:

- a. Development potency area based computerization
- b. Development potency environment around
- c. Empowerment public through activities social
- d. Development potency children talented from family underprivileged

4. Development Field Art And Culture includes:

- a. Development productivity source Power art And culture
- b. Development art And culture based local wisdom
- c. Development art And culture based culture national
- d. Development workshop literary arts, art, dance, art music, And art appearance
- e. Development workshop art show.

5. Development Field Economy Creative includes:

- a. Development potency production industry creative
- b. Productivity business design get up environment
- c. Productivity business design product And property business
- d. Productivity business fashion
- e. Productivity business film/video/photography
- d. Productivity business craft
- e. Productivity business culinary
- f. Productivity business technology information
- g. Productivity business art show
- h. Productivity business game interactive built
- i. Productivity business tourist

B. Criteria Proposal

Criteria And condition general proposal community service integrated Studying Real Work (PPM - KKN) are as follows:

1. Chairman proposer is Lecturer UNJ minimum degree S2 And own NIDN/NIDK
2. Chairman proposer own ID Sinta
3. Biodata team proposer reflect grove knowledge Which relevant with proposal devotion.
4. Topic PPM-KKN grant refers to Strategic Plan Devotion To UNJ Community.
5. Proposal devotion to public integrated KKN form proposal devotion group.
6. Every group involves 5-10 student KKN which are already go through >100 credits
7. Proposer only can become 1 chairman And 1 member devotion to public integrated KKN.
8. No currently studies carry on (task Study).
9. Devotion can nature *multiyear* with period time 1-3 year And outer devotion according to the proposed year of service public.
10. Devotion to public must based need region (**directed to region Jakarta**) Which is implementation results study Which done in a way sustainable as well can improve welfare public.
13. Fund service devotion to public integrated Studying Work Real as big as Rp. 25,000,000,-
14. The applicant for community service at the university level signs the letter stamped statement to be required to produce: articles of service in the year walk, publication of writings in mass media or other online media, and publications videos on YouTube, and **it's mandatory seminar at university level.**
15. Proposals for Community Service Integrated Real Work Lectures are saved become **One files in format pdf** And given Name files: **Name of Lecturer_PPMKKN_BLU_UNJ.pdf**, Then *hardcopy* as much 2 (two) copy color Dark green at LPPM UNJ.

D. Procedure Implementation PPM - KKN

In general, the stages of service activities include announcing acceptance of the proposal, proposing, selecting/appointing, determining acceptance, implementing, supervising, reporting, and output assessment. The schedule for all stages of these activities is submitted by LPPM through page website LPPM, poster, letter circular and/or through media other. The authority for each stage of research is regulated based on research performance groups as below this:

1. Announcement Proposal Proposals

Cycle management proposal proposal started with LPPM announce accept service proposals online via the LPPM *website* or media others .

2. Proposal Proposals

Proposal proposal done by lecturer, is known by Dean, Approved by Chairman LPPM Then uploaded on menu **upload proposal** on website <http://lppm.unj.ac.id/> .

3. Procedure Submission Proposals

- a. Proposals can be submitted by groups of lecturers in the field of science, or groups of lecturers cross science, and involved 10 students KKN.
- b. Proposals Grant Devotion To Public University (PPM-KKN) proposed via the website page <http://lppm.unj.ac.id/>

- c. Budget fund PPM-KKN as big as Rp. 25,000,000,-
- d. Chairman LPPM announce proposal Which funded in page LPPM or media other.

4. Systematics of Proposed Integrated Community Service ActivitiesKKN

Proposal activity devotion to public refers on Guide UNJ Research and Community Service 2019. UNJ refers to one Simlitabmas scheme **Community Partnership Program (PPM)** customized with characteristics discipline science in UNJ. Proposal devotion **maximum totaling 20 pages** (not including the cover page, endorsement page, and attachment), Which written use Times New Romance size 12 with distance line 1.5 spaces and A-4 paper size and follow the systematic order as follows following:

PAGE COVER (Attachment 1)

PAGE ENDORSEMENT (Attachment 2)

IDENTITY AND GENERAL DESCRIPTION

(Appendix 3)LIST CONTENTS

PROPOSAL SUMMARY (max One page)

Summary proposal maximum 500 say Which load problem, solution And the output targets to be achieved are in accordance with each service scheme to public. Summary Also load description in a way carefully And short plan activity Which proposed And written with distance One space.

CHAPTER 1 INTRODUCTION

Part introduction maximum 2000 say Which containing analysis description situation And problem. Description complete part introduction scheme devotion Program Partnership Society outlined as following:

1.1 Analysis Situation

On part This outlined analysis situation focus to condition latest partner Which covers things following:

- a. For Businessman Micro/Services Service
 - 1) Show profile partner Which be equipped with data And picture/photo situation partner.
 - 2) Describe facet production And management business partner.
 - 3) Reveal it complete Possible that problem faced partner.
- b. For Public Candidate Businessman
 - 1) Show profile partner Which be equipped with data And picture/photo situationpartner.
 - 2) Explain potential And opportunity business partner.
 - 3) Explain And group from facet production And management business.
 - 4) Disclose all resource condition issues faced by partnersc . For Public General
 - 1) Describe location partner And case Which happened/ever happened happen and supported with data And picture/photo.
 - 2) Explain social, cultural, religious, health, quality of service or life aspects social.
 - 3) Reveal all the problems currently being faced, for example related to issues of conflict, land ownership, the need for clean water, thuggery, blindness script And etc.
 - 4) Explain problem special ones faced by partners

1.2 Problem Partner

Referring to item Analysis Situation, explain problem partner Which covers things following This:

- a. For Micro/Service Entrepreneurs: determining partner priority issues Good production nor management Which agreed together partner.
- b. For group candidate businessman new: determination problem priority partner.
- c. Good production nor management For entrepreneurship Which agreed together.
- d. For the General Public: state partner priority issues in terms of social, culture, religious, service quality or life social.
- e. Write it down in a way clear justification proposer together partner in determine problem priority Which agreed For resolved during implementation PPM program.
- f. Work on the problem priority nature Specific, concrete as well as really in accordance with partner needs.

CHAPTER 2. SOLUTION PROBLEMS

Part This maximum consists on 1500 say Which containing description all solution offered to solve the problems faced systematically. Description complete part solution problem can outlined as following:

1. Write down all the solutions offered to solve the problem partners face systematically according to problem priorities. Solution must really related with problems priority partner.
2. Write down the type of output that will result from each solution good in facet production nor management business (For partner productive economy /leading to a productive economy) or in accordance with the solution specific to the problems faced by partners from non-community groups economic/general.
3. Every solution have outer separately And as far as possible Possible measurable orcan quantified.
4. If outer can form product or goods or certificate And similar,state Also the specifications.
5. Make it plan achievements outer in accordance with outer Which targeted.

CHAPTER 3. METHOD IMPLEMENTATION

The maximum implementation method consists of 2000 words which explains the stages or steps in implementing the solutions offered to overcome problem partner. On part This must fill in description expertise And task each each member service team to public. Description complete part methodimplementation can outlined as following:

1. For Businessman Micro/Services Service, And For Group Candidate Businessman New then the method of implementing activities is related to stages or steps in implementing solutions to partner problems, in at least two fields problem Which different Which handled on partner, like:
 - a. Problem in the field production.
 - b. Problem in field management.
 - c. Internal problems field marketing, And etc.
2. For Public General, state stages or steps Which takenTo use carry out solution on problem Specific Which faced by partner.

- Implementation solution the made in a way systematic Which covers facet social, culture, religious, service quality or life social.
3. Describe method approach Which offered For finish problempartner Which agreed together.
 4. Describe How participation partner in implementation program.
 5. Describe How step evaluation implementation program And continuityprogram in field after activity PPM finished held.
 6. Write down the name of the proposing team and describe their expertise and tasks each in PPM activities (Appendix 4).

CHAPTER 4. OUTDOOR AND TARGET ACHIEVEMENTS

In this section, the proposer is required to fill in the mandatory and additional outputs, year of achievement, And status his achievements. Same case like on outer study, outer publication Community service in the form of articles is required to mention names The intended journal and the output in the form of a book must include the name of the publisher Which aimed.

CHAPTER 5. COST AND TIMETABLE ACTIVITY

5.1 Budget Cost

The budget justification is prepared in detail and attached according to the format (Appendix 5) . Summary budget cost Which submitted in the form of table with components like following table.

Table 5.1. Format Summary Budget Program Fees PPM Which Filed

No	Componen t	Costs are Proposed
1	Honorarium For officer laboratory, collector data, processordata, analyzer data, honor operator, And honor maker system	
2	Purchase material finished use for purchase ATK, photocopy, letter correspondence, drafting report, printing, binding, publications, credits, internet, materials laboratory, journal subscriptions, manufacturing materials tools/machines for partner	
3	Journey for survey/sampling data, outreach/ training/ accompaniment/ evaluation, Seminar/ Workshops DN- LN, accommodation-consumption, per diem/lump sum, transport	
4	Rental for equipment/machinery/ laboratory space, vehicles, gardens test, equipment support devotion other	
	Amoun t	

5.2 Timetable Activity

Timetable activity arranged in form *bar charts* in accordance plan implementation of service to public Which submitted And in accordance with format (Appendix 6).

LIST REFERENCES

List References arranged And written based on system number in accordance order quotation. Only literature is cited for proposals for community service Which included in the Bibliography.

ATTACHMENTS

Proposals Which submitted to LPPM will selected by team review internal or external determined by LPPM. The proposal assessment instrument is in accordance with the elements which is assessed (**Attachment 7**).

5. Systematics Report Activity Devotion To Public

Implementation program PPM-KKN will monitored And evaluated by evaluator external. Monitoring results are reported by LPPM via the **upload proposal menu** on the website <http://lppm.unj.ac.id/> . Next, the LPPM assessor carries out monitoring and centralized evaluation regarding the implementation of service at higher education after reviewing the results of internal monitoring and evaluation included on the LPPM website. Results evaluation evaluation centralized And uploaded in a way online through page website <http://lppm.unj.ac.id> . On At the end of the service implementation, each implementer reports activity results devotion in form compilation output of devotion.

Every executor must report implementation devotion with do thingsfollowing:

- a. Taking notes all activity implementation program on Book Notes Daily Activity (*logbook*) And fill in activity daily in a way routine counted since signing agreement devotion in accordance with format (**Attachment 8**).
- b. LPPM prepares assessment instrument for monitoring and evaluating service activitiesto public (**Appendix 9**).
- c. Send community service activity reports to the community to LPPM who have signed by the Dean
- d. Send document seminar results form article, poster And profile results implementation of community service with a maximum file size of 5 MB to page lppm@unj.ac.id . Instrument evaluation seminar results in accordance format Which determined (**Appendix 10**).

The systematics of the PPM-KKN Activity Implementation Report are as follows:

PAGE COVER
ENDORSEMENT PAGE IDENTITY
AND DESCRIPTION GENERAL
LIST CONTENTS
PROPOSAL SUMMARY
CHAPTER 1
INTRODUCTION
 1.1 Situation Analysis
 1.2 Problem Partner
CHAPTER 2. PROBLEM
SOLUTIONCHAPTER 3. METHOD
IMPLEMENTATION
CHAPTER 4. OUTCOMES AND
ACHIEVEMENT TARGETCHAPTER 5.
COST AND TIMETABLE ACTIVITY
 5.1 Budget Cost
 5.2 Timetable Activity
(Description of CHAPTERS 1 to 5 adapts to the description of the
Proposal)CHAPTER 6, IMPLEMENTATION OF ACTIVITIES
CHAPTER 7. CONCLUSIONS AND
RECOMMENDATIONS
REFERENCE

ATTACHMENTS

6. Source Fund

Source fund Devotion PPM can originate from:

- i. Fund Institution UNJ
- ii. Fund Work The same with industry, or institution government/private.

D. Monitoring Quality Assurance of Integrated Community Service Programs KKN

1. Monitoring Implementation PPM

Monitoring is an important activity in implementing PPM, without monitoring, evaluation will lost basics _ _ its validity. For ensure quality PPM done monitoring in a way simultaneous. Aspect important in monitoring implementation PPM covers three matter that is: executor, time implementation, And process monitoring.

- a. Executor monitoring is LPPM Team UNJ
- b. Time implementation monitoring PPM done on every stage PPM Which covers preparation, implementation and reporting.
- c. Process monitoring
- d. Monitoring on stage implementation done by Team LPPM.
- e. Monitoring on stage reporting done by Coordinator Center PPM LPPM UNJ.

2. Evaluation Implementation Devotion To Public

Evaluation of PPM implementation is carried out by the LPPM team manager as a follow-up activity monitoring. Activity This done on every end period program PPM For measure objective Which has achieved as well as obstacles _ _ Which There is. Material evaluation can obtained from results monitoring, report written as form accountability scientific and managerial for all stages of PPM program activities that have been carried out. From The report can also show the success of implementing the PPM program in the form of: quantity And quality, appropriateness activity, And big participation public Good inform thoughts, energy and funding.

Results monitoring And evaluation can used as:

- a. Input For repair, enhancement, And development efforts _ _ furthermore Good by the management as well as society.
- b. Bait come back For repair, enhancement, And development College.

E. Guarantee Quality Program Devotion To Public

Assuring the quality of the PPM program as a whole is structured in a system guarantee quality.

1. Provision General

UNJ set, documenting, apply And increase system management quality in field PPM through activity Learning Empowerment in a way effective And sustainable in accordance with Standard Which set. Activity Whichdone LPPM UNJ includes:

- a. Standardize activity PPM lecturer based on paradigm empowerment public.
- b. Ensure the quality of PPM program implementation through the principles : integration Tri Dharma, participatory, multidisciplinary, comprehensive, pragmatic, And sustainable.
- c. Determine criteria And method Which required For ensure that control from the process the implementation of the PPM is effective.
- d. Ensure availability source Power, information And partner cooperation Which required For support and monitor the implementation process program PPM.
- e. Monitoring, measure, analyze And compile report annual implementation process PPM program.
- f. Implement actions necessary to achieve results planned and increase process program implementation PPM that sustainable.

2. Condition Documentation

Documentation of the Quality Assurance System for implementing the UNJ PPM program consists of: Document level 1: Quality Manual (QM)

Document levels 2: Procedure Quality (QP) Document levels 3: Instructions

Work (WI) Document level 4: Forms/Records/Documents Supporter .

a. Guide Quality

LPPM UNJ determines and look after Guide Quality Which includes:

- 1). Room scope system management quality, including details And justification exists exception.
- 2). Paradigm and principles implementation PPM, Policy Quality, Target Quality and Management Commitment.
- 3). Description interaction between processes from system quality management.

b. Procedure Quality

LPPM UNJ set procedure documented Which required by Quality Assurance for the quality management system, or refer in accordance with The main activities of the community service service system are through program PPM.

c. Instructions Work

Work instructions contain work descriptions for implementing customized PPM activities with System provisions Quality assurance.

d. Form/ Records/Documents Supporter

Containing file And document supporter activity PPM.

3. Not quite enough Answer Management

Management LPPM UNJ committed For development And application system management quality And in a way sustainable increase its effectiveness through:

- a). Plan, carry out, monitor And evaluate and report activity PPM UNJ.
- b). Do communication to civitas academics, partner cooperation And related about importance activity PPM UNJ.
- c). Strive fulfillment satisfaction from recipient benefit from activity PPM UNJ.
- d). Set And review policy quality.
- e). Set And review target quality in a way periodically
- f). Carry out review management in a way periodically And ensure availability source power, information and partners cooperation

4. Resource

LPPM UNJ set And provide source Power Which needed For: a). Implement and maintain a quality management system and in a way sustainable increase its effectiveness.

b). Reach satisfaction partner cooperation And public recipient benefit.

5. Measurement, Analysis, And Repair

LPPM UNJ plan And apply monitoring, measurement, analysis and improvement process required:

a). To ensure the achievement of the paradigm and implementation principles devotion to public.

b). For ensure suitability system quality management.

c). To continuously improve the effectiveness of the quality management system. d).

For ensure measurement, analysis And repair, LPPM UNJ set

procedure documented Auditing Quality internal, Monitoring And . Evaluation Activity,

Action Correct Program, And Action Prevention Program DevotionTo Public.

6. System Guarantee Quality devotion to public through program PPM UNJ

a. Draft

1. Understanding quality in a way general is suitability with script academic And standard implementation PPM UNJ, suitability with paradigm PPM, And fulfillment principles for implementing PPM.
2. Quality of service to the community through the UNJ PPM program nature responsive to community problems, in the sense that UNJ lecturers have empathy/caring to problem public at a time capable invite public the finish the problem.
3. The UNJ PPM quality assurance system is designed and implemented to be able to ensure quality ability subserve lecturer to public.

b. Application

1. UNJ implements guarantee quality PPM that sustainable.
2. LPPM UNJ is an institution that controls quality guidelines, quality procedures, instructions Work and supporting documents.
3. In developing and implementing a quality assurance system, LPPM UNJ choose a Learning, Empowerment and Development approach (*Educating, Empowering and Developing*)
4. Implementation guarantee quality PPM explained in detail more detailed in Monitoring and Evaluation PPM activities.

7. Organization Guarantee Quality PPM UNJ

- a. Organization guarantee quality PPM in level university consists on Representative Rector
- b. Field Academic, LPPM And Units Guarantee Quality.
- c. Representative Rector Which field academic helped by LPPM responsible answer for the implementation, quality improvement and quality assurance of the PPM program UNJ.
- d. LPPM duties as manager PPM between other:
 1. Compile policy And strategy University about implementation devotion public through the PPM program,
 2. compile criteria And method evaluation performance program PPM UNJ,
 3. give report performance program PPM UNJ to Rector,
 2. formulate regulation implementation program PPM UNJ,
 3. carry out supervision And repair quality implementation program PPM UNJ.
- e. Units Guarantee Quality on duty organize, increase, And carry out PPM program quality assurance UNJ.

**Attachment 1. Cover page for Community Service Grant Proposal Integrated
Community Service Program**
(color covers *dark green*)

PROPOSAL
GRANT JUDGMENT TO PUBLIC
INTEGRATED YANTA WORK COLLEGE
(PPM-KKN)



TITLE PROGRAM*

By :

Full Name and NIDN Proposing Team Leader

Name Complete And NIDN Member Team

Proposer

FACULTY COLLEGE
YEAR

* Example Title: PPM Group Farmer Jackfruit in Village...District...Regency ...Province

* Title to be completed with location Village, Subdistrict, Regency And Province

Attachment 2. Format Page Endorsement Proposal Grant Devotion to Public Integrated Work Study Real

**PAGE ENDORSEMENT GRANT
DEVOTION TO PUBLIC INTEGRATED
STUDYING WORK REAL (PPM-KKN)**

-
1. PPM-KKN title :
 2. Name Partner Program PPM-KKN (1) :
 - Name Partner Program PPM-KKN (2) :
 3. Chairman Team Proposer
 - a. Name :
 - b. NIDN :
 - c. Position/Group :
 - d. Program Study :
 - e. College Height :
 - f. Field Skills :
 - g. Address Office/Tel/Fax/email :
 4. Member Team Proposer
 - a. Amount Members : Lecturer people,
 - b. Name Member I/field skills :/.....
 - c. Name Member II/field skill :/.....
 - d. Amount student Which involved people
 - e. Address Office/Tel/Fax/email :
 5. Location Activities/Partners (1)
 - a. Region Partner (Village/District) :
 - b. Regency/City :
 - c. Province :
 - d. Distance PT to location partner 1 (Km) :
 - e. Address Office/Tel/Fax/email :
 6. Location Activities/Partners (2)
 - a. Region Partner (Village/District) :
 - b. Regency/City :
 - c. Province :
 - d. Distance PT to location partner 2 (Km) :
 - e. Address Office/Tel/Fax/email :
 7. Outer Which resulting :
 8. Period time Implementation Year
 9. Cost Total : IDR
 - Institution UNJ : Rp

Knowing,
Presiding

City, date month Year
Dean Team Proposer

Stamp and signs hand

Sign hand

(Full Name)
NIDN

(Full Name)
NIDN

Know Chairman
LPPM UNJ

stamp and TTD
(Full name)
NIDN

Note: Upload Proposals Enough using sign from researcher And dean/WD 1

Attachment 3. Identity Format And Description General

IDENTITY AND DESCRIPTION GENERAL

1. Title PPM-KKN :

2. Team Executor:

No	Name	Position	Field Skill	Institution Origin	Allocation Time (hours/week)
1.		Chairman			
2.		Member 1			
3.		Member 2			

3. Object (audience target) Devotion to Public:

.....
.....

4. Period Implementation

Start : month: year:

Ending : month: year:

5. Proposal Cost Institution UNJ: Rp

6. Location Devotion to Public:

7. Partner Which involved (describe What contribution)

.....
.....

8. The problem is found And solution Which offered:

.....
.....

9. Fundamental contribution to the target audience (describe no more than 50say, emphasize on benefit Which obtained)

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

10. Plan outer form service, system, products/goods, patent, or outer other Which targeted

.....
.....

Attachment 4. Format Biodata Chairman And Member Team Proposer

A. Personal identity

1	Name Complete (with title)	
2	Type Sex	L/P
3	Position Functional	
4	NIP/NIK/Identity other	
5	NIDN	
6	Place And Date Born	
7	E-mail	
9	Number Telephone/cellphone	
10	Office address	
11	Number Telephone/Fax	
12	Graduate of Which Has Generated	S-1 = ... person; S-2 = ... person; S-3 = ... person
13.	Eye Studying Which Captured	1
		2
		3
		Etc.

B. History Education

	S-1	S-2	S-3
Name College Tall			
Field Knowledge			
Year Enter-Pass			
Title Thesis/Thesis/Dissertation			
Name Mentor/Promoter			

C. Experience Study In 5 Year Final

(No Thesis, Thesis, And Dissertation)

No.	Year	Title Study	Funding	
			Source*	Qty (Million Rp)
1				
2				
3				
Etc.				

* Write it down source funding Good from scheme study DRPM nor from source other.

D. Experience Devotion To Public in 5 Year Final

No.	Year	Title Devotion To Public	Funding	
			Source*	Qty (Million Rp)

1				
2				
3				
Etc.				

* Write it down source funding Good from scheme devotion to public DRPMnor from source other.

E. Publication Article Scientific In Journal in 5 Year Final

No.	Title Article Scientific	Name Journal	Volume/ Number/ Know
1			
2			
3			
Etc.			

F. Presenter Seminar Scientific (Oral Presentation) in 5 Year Final

No	Name Meet scientific / Seminar	Title Article Scientific	Time and Place
1			
2			
3			
Etc			

G. Work Book in 5 Year Final

No	Title Book	Year	Amount Page	Publisher
1				
2				
3				
Etc.				

H. Acquisition IPR in 10 Year Final

No.	Title/Theme IPR	Year	Type	Number P/ID
1				
2				
3				
Etc.				

I. Experience Formulating Public Policy/Other Social Engineering in 10 Years Final

No.	Title/Theme/Type Manipulation Social Other Which Has Applied	Year	Place Implem	Respon se

			enter	Masyar
--	--	--	-------	--------

1				
2				
3				
Etc.				

J. Award in 10 year Final (from government, association or institution other)

No.	Type Award	Institution Giver Award	Year
1			
2			
3			
Etc.			

All data Which I fill in And listed in biodata This is Correct And legally accountable. If later it turns out to be found non- appropriate with reality, I capable accept penalty.

Thus, I created this biodata to fulfill one of the requirements in submission Assignment (write scheme research/service).....

City, date-month-year
Chairman/Members
Proposer*,

Signature

(Name Complete)

Attachment 5. Format Justification Budget

1. Honorarium						
Honor	Honor/Jam (Rp)	Waktu (jam/minggu)	Minggu	Honor per Tahun (Rp)		
				Tahun ke-1	Tahun ke- ...	Tahun ke- <i>n</i>
Pelaksana 1						
Pelaksana 2						
Pelaksana <i>n</i>						
Subtotal (Rp)						
2. Pembelian bahan habis pakai						
Material	Justifikasi Pembelian	Kuantitas	Harga Satuan (Rp)	Harga Peralatan Penunjang (Rp)		
				Tahun ke-1	Tahun ke- ...	Tahun ke- <i>n</i>
Bahan habis pakai 1						
Bahan habis pakai 2						
Bahan habis pakai <i>n</i>						
Subtotal (Rp)						
3. Perjalanan						
Material	Justifikasi Perjalanan	Kuantitas	Harga Satuan (Rp)	Biaya per Tahun (Rp)		
				Tahun ke-1	Tahun ke- ...	Tahun ke- <i>n</i>
Perjalanan 1						
Perjalanan 2						
Perjalanan <i>n</i>						
Subtotal (Rp)						
4. Sewa						
Material	Justifikasi Sewa	Kuantitas	Harga Satuan (Rp)	Biaya per Tahun (Rp)		
				Tahun ke-1	Tahun ke- ...	Tahun ke- <i>n</i>
Sewa 1						
Sewa 2						
Sewa <i>n</i>						
SUB TOTAL (Rp)						
TOTAL ANGGARAN YANG DIPERLUKAN SETIAP TAHUN (Rp)						
TOTAL ANGGARAN YANG DIPERLUKAN SELURUHNYA (Rp)						

Attachment 6. Format Timetable Activity

No	Type Activity	Year number 1					Year 2nd					Year <i>n</i>							
		1	2	3	1	1	2	3	1	1	2	3	12
1	Activity 1																		
2	Activity 2																		
3																		
4																		
5																		
6	Activity nth _																		

Attachment 7. Format Notes Daily

No	Date	Activity
1	.../.../.....	Notes:
	.../.../.....	Notes: Document Supporters:
3	.../.../.....	Notes:
etc	Etc	And so on

Information: results Which achieved on every activity (Photo, notes, document, Andetc) attached (uploaded)

BAB 11

**PEDOMAN PROGRAM
PENGABDIAN KEPADA MASYARAKAT
TINGKAT FAKULTAS
(PPM-F)**

CHAPTER 11

GUIDELINES COMMUNITY SERVICE PROGRAM LEVEL FACULTY (PPM-F)

A. Room Scope PPM-F

Grant Devotion to Public Faculty oriented to implementation results study Which impact for enhancement quality life public region built. Activities in the program The PPM-F carried out by lecturers is designed accordingly with problem And need real Which faced public. Activity can character: stub, complement, support nor continuation program. Room scope field devotion to intermediate society other:

1. Development Field Education includes:

- a. Development competence Teacher
- b. Development productivity source Power man education
- c. Fulfillment standard unit quality education
- d. Development education public

2. Development Field Environment includes:

- a. Enhancement sanitation And health public
- b. Management environment critical
- c. Development source Power natural
- d. Development infrastructure region
- e. Management system energy renewable

3. Development Field Alleviation Poverty includes:

- a. Development potency area based computerization
- b. Development potency environment around
- c. Empowerment public through activities social
- d. Development potency children talented from family underprivileged

4. Development Field Art And Culture includes:

- a. Development productivity source Power art And culture
- b. Development art And culture based local wisdom
- c. Development art And culture based culture national
- d. Development workshop literary arts, art, dance, art music, And art appearance
- e. Development workshop art show.

5. Development Field Economy Creative includes:

- a. Development potency production industry creative
- b. Productivity business design get up environment
- c. Productivity business design product And property business
- d. Productivity business fashion
- e. Productivity business film/video/photography
- f. Productivity business craft
- g. Productivity business culinary
- h. Productivity business technology information
- i. Productivity business art show
- k. Productivity business game interactive built
- l. Productivity business tourist

B. Criteria Proposal

Criteria And condition general proposal devotion to public is asfollowing:

1. Lecturer UNJ minimum degree S2
2. Biodata proposer reflect grove knowledge Which relevant with suggested devotioonto public.
3. Topic grant devotion to public at the faculty refers to strategic plan UNJ.
4. Proposal devotion to public form proposal group devotion lecturer.
5. Proposer only can become 1 chairman And 1 member devotion to society.
6. Member number of researchers 2-3 person.
7. No currently studies carry on (task Study).
8. Devotion can nature *multiyear* with period time 1-3 year And outer devotion to public in accordance with year proposal devotion to public.
9. Community service must be based on the needs of the region implementation results study Which done in a way sustainable as well as can increase public welfare.
10. Fund service level group faculty as big as Rp. 10,000,000 – Rp. 15,000,000
11. Activity devotion to public in faculty can involve student .
12. Community service at the faculty level must include: Publications in print media or online media, and video publication on YouTube (year of implementation devotion) on final report And must be held at the seminar faculty level.
13. Faculty research proposals are saved into **one file in pdf format** and given file name: **NamaDosen_PPMFAK_BLU_UNJ.pdf**, then 2 *hardcopies* (two) copy in accordance color flag faculty collected in faculty each(Servant Dean I).

C. Procedure Implementation PPM-F

In general, the stages of service activities include announcing proposals, proposing, selection/appointment, determination, implementation, supervision, reporting and assessment output. Timetable all stages activity the be delivered by Faculty through page website faculty each, poster, letter circular and/or through media other. The authority for each research stage is based on the research performance group at the faculty arranged as below this:

1. Announcement Reception Proposals Devotion To Public
The service management cycle begins with the Faculty announcing acceptance proposal devotion in a way online through menu **upload proposal** on the website <http://lppm.unj.ac.id/>.
2. Proposal Proposals Devotion To Public
The proposal is submitted by the lecturer, approved by the Deputy Dean I, then is known by Chairman of LPPM.
3. Procedure Submission Proposals Devotion To Public
 - a. Proposals can submitted by group lecturer field knowledge, or group lecturer cross science.
 - b. Grant Devotion to Public Faculty (HPPM-F) proposed in a way onlinevia menu **upload proposal** on website <http://lppm.unj.ac.id/> .
 - c. Fund budget HPPM-F Rp. 10,000,000 – Rp. 15,000,000
 - e. Dean announce proposal Which funded in page faculty each.
4. Systematics Proposal Activity Devotion To Public
Proposal activity devotion to public refers on guideStudy And Devotion to Public Edition XII 2018. Wrong One scheme in

Simlitabmas Which made reference is **Program Partnership Public (PKM)** Proposal devotion maximum amount 20 page (No including page cover, endorsement page, and attachments), written using Times New Romance size 12 with distance line 1.5 space And size paper A-4 as well as follow systematic with order as following:

COVER PAGE (Appendix 1) PAGE
ENDORSEMENT (Appendix 2)
IDENTITY AND GENERAL DESCRIPTION
(Appendix 3)LIST CONTENTS
PROPOSAL SUMMARY (max One page)

Summary proposal maximum 500 say Which load problem, solution And the output targets to be achieved are in accordance with each service scheme to public. Summary Also load description in a way carefully And short plan activity Which proposed And written with distance One space.

CHAPTER 1 INTRODUCTION

Part introduction maximum 2000 say Which containing analysis description situation And problem. Description complete part introduction scheme devotion Program Partnership Society outlined as following:

1.1 Analysis Situation

In this section, a situation analysis is described that focuses on the current conditions of the partners covers things following:

- a. For Businessman Micro/Services Service
 - 1) Show profile partner Which be equipped with data and picture/photo situation partner.
 - 2) Describe facet production And management business partner.
 - 3) Reveal it complete Possible that problem faced partner.
- b. For Public Candidate Businessman
 - 1) Show profile partner Which be equipped with data And picture/photo situationpartner.
 - 2) Explain potential And opportunity business partner.
 - 3) Explain And group from facet production And management business.
 - 4) Reveal it all over problem condition source Power Which faced partner
- c. For Public General
 - 1) Describe location partner And case Which happened/ever happened happen and supported with data And picture/photo.
 - 2) Explain social, cultural, religious, health, quality of service or life aspects social.
 - 3) Reveal all the problems currently being faced, for example related to issues of conflict, land ownership, the need for clean water, thuggery, blindness script And etc.
 - 4) Explain problem special ones faced by partner.

1.2 Problem Partner

Referring to item Analysis Situation, explain problem partner Which covers things following This:

- a. For Businessman Micro/Services Service: determination partner priority issues Good production nor management Which has agreed together partner.

- b. For group candidate businessman new: determination problem priority partner.
- c. Good production nor management For entrepreneurship Which agreed together.
- d. For the General Public: state partner priority issues in terms of social, culture, religious, service quality or life social.
- e. Write it down in a way clear justification proposer together partner in determine problem priority Which agreed For resolved during implementation program PPM-F.
- f. Try priority issues nature Specific, concrete as well as truly in accordance with partner needs.

CHAPTER 2. SOLUTION PROBLEMS

Part This maximum consists on 1500 say Which containing description all solution offered to solve the problems faced systematically. Description complete part solution problem can outlined as following:

1. Write down all the solutions offered to solve the problem faced partner in a way systematic in accordance with priority problem. Solution must really related with problems priority partner.
2. Write down the type of output that will be produced of each of these solutions good in facet production nor management business (For partner productive/directive economy to the economy productive) or in accordance with solution specific to the problem Which faced partners of group public non economic/general.
3. Every solution have outer separately And as far as possible Possible measurable or can quantified.
4. If outer can form product or goods or certificate And similar, state Also the specifications.
5. Make it plan achievements outer in accordance with outer Which targeted.

CHAPTER 3. METHOD IMPLEMENTATION

The maximum implementation method consists of 2000 words that explain stages or steps in implementing the solutions offered to overcome problem partner. On part This must fill in description expertise And task each each member service team to public. Description complete part method implementation can outlined as following:

1. For Businessman Micro/Services Service, And For Group Candidate Businessman New then the method of implementing activities is related to stages or steps in implementing solutions to partner problems, in at least two fields problem Which different Which handled on partner, like:
 - a. Problem in the field production.
 - b. Problem in field management.
 - c. Internal problems field marketing, And etc.
2. For Public General, state stages or steps Which taken to implement solutions to problems specifically encountered by partner. Implementation solution the made in a way systematic Which covers facet social, culture, religious, service quality or life social.
3. Describe method approach Which offered For finish problem partner Which agreed together.
4. Describe How participation partner in implementation program.
5. Describe How step evaluation implementation program And continuity program in field after PPM-F activities finished held.

6. Write down the name of the proposing team and describe their expertise and tasks each in PPM-F activities (**Appendix 4**).

CHAPTER 4. OUTDOOR AND TARGET ACHIEVEMENTS

In this section, the proposer is required to fill in the mandatory and additional outputs, year of achievement, And status his achievements. Same case like on outer study, outer publication Community service in the form of articles is required to mention names The intended journal and the output in the form of a book must include the name of the publisher Which target, mass media publication output, or YouTube video link.

CHAPTER 5. COST AND TIMETABLE ACTIVITY

5.1 Budget Cost

Justification budget arranged in detail and attached according to the format (**Appendix 5**) . Budget summary cost Which submitted in the form of table with components like following table.

Table 5.1. Format Summary Budget Program Fees PPM-F Which Filed

No	Component	Costs are Proposed
1	Honorarium For officer laboratory, collector data, processor data, analyzer data, honor operator, And honor maker system	
2	Purchase material finished use for purchase ATK, photocopy, letter correspondence, drafting report, printing, binding, publications, credits, internet, materials laboratory, journal subscriptions, manufacturing materials tools/machines for partner	
3	Journey For survey/sampling data, socialization/ training/ mentoring/evaluation, DN-LN Seminar/Workshop, accommodation-consumption, per diem/lumpsum, transport	
4	Rental for equipment/machinery/ laboratory space, vehicles, gardens test, equipment support devotion other	
Amount		

5.2 Timetable Activity

Timetable activity arranged in form *bar charts* in accordance plan implementation of service to public Which submitted And in accordance with format (**Appendix 6**).

LIST REFERENCES

List References arranged And written based on system number in accordance order quotation. Only literature is cited for proposals for community service Which included in the Bibliography.

ATTACHMENTS

Proposals Which submitted to LPPM will selected by team review internal or external determined by LPPM. The proposal assessment instrument is in accordance with the elements which is assessed (**Attachment 7**).

Systematics Report Activity Devotion To Public

Implementation program PPM-F evaluated by evaluator internal faculty. Results monitoring And evaluation reported by team evaluator faculty to Dean. Furthermore

evaluator carry out centralized monitoring and evaluation towards the implementation of service faculty level after reviewing the results monitoring and internal evaluation who entered on the LPPM website. At the end of the service implementation, each implementer reports activity results devotion in form compilation output of devotion.

Every executor is obliged to report the implementation of service by carrying out things following:

- a. Taking notes all activity implementation program on Book Notes Daily Activity (*logbook*) And fill in activity daily in a way routine counted since signing agreement devotion in accordance with format (**Attachment 8**).
- b. LPPM prepare instrument evaluation monitoring And evaluation activity PPM (**Appendix 9**).
- c. Send report PPM-F activities to LPPM Which has signed Dean
- d. Send document seminar results form article, poster, And profile results implementation of community service with a maximum file size of 5 MB to page lppm@unj.ac.id . Instrument evaluation seminar results in accordance with format (**Appendix 10**).

The systematics of PPMF Activity Implementation Reports are as follows:

PAGE COVER

ENDORSEMENT PAGE IDENTITY

AND DESCRIPTION GENERAL

LIST CONTENTS

PROPOSAL SUMMARY

CHAPTER 1

INTRODUCTION

1.1 Situation Analysis

1.2 Problem Partner

CHAPTER 2. PROBLEM

SOLUTIONCHAPTER 3. METHOD

IMPLEMENTATION

CHAPTER 4. OUTCOMES AND

ACHIEVEMENT TARGETCHAPTER 5.

COST AND TIMETABLE ACTIVITY

5.1 Budget Cost

5.2 Timetable Activity

(Description of CHAPTERS 1 to 5 adapts to the description of the Proposal)CHAPTER 6, IMPLEMENTATION OF ACTIVITIES

CHAPTER 7. CONCLUSIONS AND

RECOMMENDATIONS

REFERENCE

ATTACHMENTS

6. Source Fund

Source fund Devotion PPM-F can originate from:

- a. Fund BLU UNJ
- b. Fund Work The same with industry, or institution government/private.

D. Monitoring Guarantee Quality Program Devotion To Public

1. Monitoring Implementation Devotion To Public

Monitoring is activity important in implementation PPM-F, without monitoring, evaluation will lost basics _ _ its validity. For ensure quality PPM-F done monitoring in a way simultaneous. Aspect important in monitoring implementation PPM- F covers three matter that is: executor, time implementation, And process monitoring.

- a. Executor monitoring is Team Faculty.
- b. Time implementation monitoring PPM-F done on every stage PPM-F Which covers preparation, implementation and reporting.
- c. Process monitoring includes:
 - 1) Monitoring on stage implementation done by Team Faculty.
 - 2) Monitoring on stage reporting done by Coordinator Center PPM LPPMUNJ.

2. Evaluation Implementation Devotion To Public

Evaluation of the implementation of PPM-F is carried out by the LPPM team manager as an action carry on activity monitoring. Activity This done on every end period program PPM For measure objective Which has achieved as well as obstacles _ _ Which There is. Material evaluation can obtained from results monitoring, report written as form accountability scientific And managerial on all stages activity program PPM-F Which has done. From this report it can also be seen the success of implementing the PPM-F program in form of quantity and quality, feasibility of activities, and the amount of community participation Good in the form of thoughts, energy, and funding.

Results monitoring And evaluation can used as:

- a. Input For repair, enhancement, And development efforts _ _ furthermore Good by the management as well as society.
- b. Bait come back For repair, enhancement, And development College.

Appendix 1. Page Cover Proposal Grant Devotion to Public Faculty
(color covers in accordance with the flag each faculty)

PROPOSAL
GRANT JUDGMENT TO PUBLIC FACULTY
(PPM-F)



TITLE PROGRAM*

By :

Full Name and NIDN Proposing Team Leader

Name Complete And NIDN Member Team

Proposer

FACULTY COLLEGE
YEAR

* Example Title: PPM Group Farmer Jackfruit in Village...District...Regency ...Province

* Title to be completed with location Village, Subdistrict, Regency And Province

**Attachment 2. Format Page Endorsement Proposal Grant Devotion to Public Faculty
PAGE ENDORSEMENT GRANT DEVOTION
TO PUBLIC FACULTY**

-
1. Title PPM-F :
 2. Name Partner Program PPM-F (1) :
 - Name Partner Program PPM-F (2) :
 3. Chairman Team Proposer
 - a. Name :
 - b. NIDN :
 - c. Position/Group :
 - d. Program Study :
 - e. College Height :
 - f. Field Skills :
 - g. Address Office/Tel/Fax/email :
 4. Member Team Proposer
 - a. Amount Members : Lecturer people,
 - b. Name Member I/field skills :/.....
 - c. Name Member II/field skill :/.....
 - d. Amount student Which involved people
 - e. Address Office/Tel/Fax/email :
 5. Location Activities/Partners (1)
 - a. Region Partner (Village/District) :
 - b. Regency/City :
 - c. Province :
 - d. Distance PT to location partner 1 (Km) :
 - e. Address Office/Tel/Fax/email :
 6. Location Activities/Partners (2)
 - a. Region Partner (Village/District) :
 - b. Regency/City :
 - c. Province :
 - d. Distance PT to location partner 2 (Km) :
 - e. Address Office/Tel/Fax/email :
 7. Outer Which resulting :
 8. Period time Implementation Year
 9. Cost Total : IDR
 - Institution UNJ : Rp

Knowing,
Presiding
Stamp and signs hand
(Full Name)
NIDN

City, date month Year
Dean Team Proposer
Sign hand
(Full Name)
NIDN

Know Chairman
LPPM UNJ stamp
and TTD

(Full name)
NIDN

Note: Upload Proposals Enough use Signed from researchers and dean/WD 1.

Attachment 3. Identity Format And Description General

IDENTITY AND DESCRIPTION GENERAL

1. Title PPM-F :

2. Team Executor:

No	Name	Position	Field Skill	Institution Origin	Allocation Time (hours/week)
1.		Chief			
2.		Member 1			
3.		Member 2			

3. Object (audience target) Devotion to Public:

.....
.....

4. Period Implementation

Start : month: year:

Ending : month: year:

5. Proposal Cost Institution UNJ: Rp

6. Location Devotion to Public:

7. Partner Which involved (describe What contribution)

.....
.....

8. The problem is found And solution Which offered:

.....
.....

9. Fundamental contribution to the target audience (describe no more than 50say, emphasize on benefit Which obtained)

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

10. Plan outer form service, system, products/goods, patent, or outer other Which targeted

.....
.....

Attachment 4. Format Biodata Chairman And Member Team Proposer

A. Personal identity

1	Name Complete (with title)	
---	----------------------------	--

2	Type Sex	L/P
3	Position Functional	
4	NIP/NIK/Identity other	
5	NIDN	
6	Place And Date Born	
7	E-mail	
9	Number Telephone/cellphone	
10	Office address	
11	Number Telephone/Fax	
12	Graduate of Which Has Generated	S-1 = ... person; S-2 = ... person; S-3 = ... person
13.	Eye Studying Which Captured	1
		2
		3
		Etc.

B. History Education

	S-1	S-2	S-3
Name College Tall			
Field Knowledge			
Year Enter-Pass			
Title Thesis/Thesis/Dissertation			
Name Mentor/Promoter			

C. Experience Study In 5 Year Final

(No Thesis, Thesis, And Dissertation)

No.	Year	Title Study	Funding	
			Source*	Qty (Million Rp)
1				
2				
3				
Etc.				

* Write it down source funding Good from scheme study DRPM nor from source other.

D. Experience Devotion To Public in 5 Year Final

No.	Year	Title Devotion To Public	Funding	
			Source*	Qty (Million Rp)

1				
---	--	--	--	--

2				
3				
Etc.				

* Write it down source funding Good from scheme devotion to public DRPMnor from source other.

E. Publication Article Scientific In Journal in 5 Year Final

No.	Title Article Scientific	Name Journal	Volume/ Number/ Know
1			
2			
3			
Etc.			

F. Presenter Seminar Scientific (Oral Presentation) in 5 Year Final

No	Name Meet scientific / Seminar	Title Article Scientific	Time and Place
1			
2			
3			
Etc			

G. Work Book in 5 Year Final

No	Title Book	Year	Amount Page	Publisher
1				
2				
3				
Etc.				

H. Acquisition IPR in 10 Year Final

No.	Title/Theme IPR	Year	Type	Number P/ID
1				
2				
3				
Etc.				

I. Experience Formulate Policy Public/Engineering Social Other in 10 YearsFinal

No.	Title/Theme/Type Manipulation Social Other Which Has Applied	Year	Place Implementer	Response Masyar
1				

2				
3				
Etc.				

J. Award in 10 year Final (from government, association or institution other)

No.	Type Award	Institution Giver Award	Year
1			
2			
3			
Etc.			

All data the one I fill it in and include it in your biodata this is true and can be legally accountable . If at a later date a discrepancy is found reality, I capable receive sanctions.

Thus, I created this biodata to fulfill one of the requirements in submission Assignment (write scheme research/service).....

City, date-month-year
Chairman/Members
Proposer*,

Signature

(Name Complete)

Attachment 5. Format Justification Budget

1. Honorarium						
Honor	Honor/Jam (Rp)	Waktu (jam/minggu)	Minggu	Honor per Tahun (Rp)		
				Tahun ke-1	Tahun ke- ...	Tahun ke- <i>n</i>
Pelaksana 1						
Pelaksana 2						
Pelaksana <i>n</i>						
Subtotal (Rp)						
2. Pembelian bahan habis pakai						
Material	Justifikasi Pembelian	Kuantitas	Harga Satuan (Rp)	Harga Peralatan Penunjang (Rp)		
				Tahun ke-1	Tahun ke- ...	Tahun ke- <i>n</i>
Bahan habis pakai 1						
Bahan habis pakai 2						
Bahan habis pakai <i>n</i>						
Subtotal (Rp)						
3. Perjalanan						
Material	Justifikasi Perjalanan	Kuantitas	Harga Satuan (Rp)	Biaya per Tahun (Rp)		
				Tahun ke-1	Tahun ke- ...	Tahun ke- <i>n</i>
Perjalanan 1						
Perjalanan 2						
Perjalanan <i>n</i>						
Subtotal (Rp)						
4. Sewa						
Material	Justifikasi Sewa	Kuantitas	Harga Satuan (Rp)	Biaya per Tahun (Rp)		
				Tahun ke-1	Tahun ke- ...	Tahun ke- <i>n</i>
Sewa 1						
Sewa 2						
Sewa <i>n</i>						
SUB TOTAL (Rp)						
TOTAL ANGGARAN YANG DIPERLUKAN SETIAP TAHUN (Rp)						
TOTAL ANGGARAN YANG DIPERLUKAN SELURUHNYA (Rp)						

Attachment 6. Format Timetable Activity

No	Type Activity	Year number 1					Year 2nd					Year <i>n</i>							
		1	2	3	1	1	2	3	1	1	2	3	12
1	Activity 1																		
2	Activity 2																		
3																		
4																		
5																		
6	Activity nth _																		

Attachment 7. Format Notes Daily

No	Date	Activity
1	.../.../.....	Notes:
	.../.../.....	Notes: Document Supporters:
3	.../.../.....	Notes:
etc	Etc	And so on

Information: results Which achieved on every activity (Photo, notes, document, Andetc) attached (uploaded)

BAB 12

PENUTUP

CHAPTER 12

CLOSING

Completion Book Guidelines Study Which consists from Study Superior University, Faculty Competitive Research, Young Faculty Researcher, Research Teacher Large, Research International Collaborative, Community Service Integrated KKN, and Community Service to Public Faculty This through process And through stages improvement Which over and over again. Thanks to the efforts of the entire Team for Compiling and Coordinating the Guidebook Study Faculty And Devotion to Public Year 2019 This can resolved. For Therefore, we should express our gratitude to God Almighty for His blessing of this book Guidelines this has been resolved well.

Book guidelines This is reference Which clear in implementation activity study And community service, especially for lecturers as the main actors in activities research and community service. This manual is also a clear reference for managers of research activities and community service within the University Country Jakarta including team expert Which escort start process selection until to stage reporting. By referring to this guidebook, stakeholders in the faculty research and community service activities can carry out their functions properly Good.

Although this manual has been prepared with the utmost care, it is not close possibility exists lacking perfection. For That, suggestion And critics very expected sake more its perfect book guidelines This For period Which will come. Hopefully This guidebook can guide research and community service activities in universities so that they are able to produce outputs that can make a significant contribution means to lift power competitive Indonesia is at the world level.



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*Mencerdaskan dan
Memartabatkan Bangsa*

**LEMBAGA PENELITIAN DAN
PENGABDIAN KEPADA MASYARAKAT
UNIVERSITAS NEGERI JAKARTA**

Gedung Ki Hajar Dewantara Lantai 6-7 Kampus A UNJ
Jalan Rawamangun Muka Jakarta Timur, 13220
Telp/Fax : (021) 4890856
Email : lppm@unj.ac.id
Website : <http://lppm.unj.ac.id>