



*Mencerdaskan dan
Memartabatkan Bangsa*

**RESEARCH
AND DEVOTION TO
PUBLIC EDITION VI**

**INSTITUTION STUDY AND DEVOTION TO PUBLIC
UNIVERSITAS NEGERI JAKARTA
2021**

GUIDE STUDY AND DEVOTION TO PUBLIC
UNIVERSITAS NEGERI JAKARTA

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**SAMBUTAN REKTOR
UNIVERSITAS NEGERI JAKARTA**

Assalaamu'alaikum warohmatulloohi wabarokaatuh,

Puji syukur kehadiran Allah SWT atas tersusunnya buku Panduan Penelitian dan Pengabdian kepada Masyarakat Universitas Negeri Jakarta tahun 2021. Penyusunan buku panduan yang mengacu *roadmap* Rencana Induk Penelitian tahun 2021 merupakan bukti bahwa Universitas Negeri Jakarta sebagai perguruan tinggi LPTK menerapkan kebijakan pemerintah yang dituangkan pemerintah melalui Permendikbud 03 tahun 2020 tentang Standar Nasional Pendidikan Tinggi dan Keputusan Menteri Pendidikan dan Kebudayaan Republik Indonesia Nomor 754/P/020 tentang Indikator Kinerja Utama Perguruan Tinggi Negeri (IKU-PTN).

Di dalam IKU-PTN, penelitian dan pengabdian kepada masyarakat harus memiliki keluaran yang dapat memiliki rekognisi internasional atau dapat diterapkan oleh masyarakat. Upaya ini tentunya menjadi tugas seluruh civitas akademik Universitas Negeri Jakarta terutama dosen untuk dapat meningkatkan kualitas penelitian dan pelaksanaan pengabdian kepada masyarakat. Melalui penancangan IKU-PTN dalam kebijakan Merdeka Belajar Kampus Merdeka (MBKM), dosen Universitas Negeri Jakarta diharapkan dapat melakukan kolaborasi dengan dosen/peneliti lintas perguruan tinggi atau instansi baik nasional maupun internasional. Sehingga, pelaksanaan penelitian hasil kolaborasi tentunya akan menghasilkan keluaran dengan kuantitas dan kualitas yang baik. Hal tersebut diharapkan dapat pula meningkatkan jumlah publikasi internasional, jumlah sitasi, jumlah hak cipta, serta produk-produk berkualitas berdaya saing nasional/internasional yang dapat diterapkan untuk mengatasi berbagai persoalan masyarakat melalui pelaksanaan pengabdian kepada masyarakat. Sehingga pada akhirnya, prestasi Universitas Negeri Jakarta di bidang Penelitian yang saat ini berada di kluster mandiri dapat terus membuat program-program yang *up to date* sehingga mampu menjawab kebutuhan masyarakat dan tuntutan bangsa.

Buku panduan ini telah diselaraskan dengan buku Panduan Penelitian dan Pengabdian Kepada Masyarakat yang diterbitkan oleh DRPM Kemenristek-BRIN, saya yakin dapat menjadi pedoman dalam melakukan penelitian dan pengabdian masyarakat yang berkualitas sehingga rasio keluaran penelitian dan pengabdian kepada masyarakat akan terus meningkat.

Akhir kata, dengan senang hati, Saya menyambut baik terbitnya Buku ini dan semoga dapat menjadi panduan yang efektif bagi seluruh dosen dalam penyusunan proposal penelitian dan pengabdian kepada masyarakat tahun anggaran 2021. Terima kasih.

Wassalamu'alaikum Warahmatulloohi Wabarokaatuh

Jakarta, Januari 2021

Rektor,



Prof. Dr. Komarudin, M.Si

SAY INTRODUCTION

Assalamualaikum Warahmatulloohi Wabarokaatuh.

Praise and gratitude, We pray to the presence of Allah SWT, who has bestowed grace and His guidance so that book Guide Study And Devotion to Public Jakarta State University in 2021 can be arranged. The preparation of this guide refers to to Minister of Education and Culture Regulation 03 year 2020 about Standard National Education Tall And Decision Minister Education And Culture Republic Indonesia Number 754/P/020 about Main Performance Indicators for State Universities (IKU-PTN), Research Guidebook and Devotion to Public Edition XIII year 2020 Which published by DRPM Kemenristek-BRIN, RSB State University of Jakarta 2020-2024, Chancellor's Regulation number 7 2019 concerning Research and Community Service, Research Master Plan (RIP) 2021-2025, And Plan Strategic Devotion To the Community UNJ 2021-2025.

Jakarta State University Research and Community Service Guidebook load a number of scheme study And devotion to public Which Already customized with new policies from the Ministry of Education and Culture regarding main performance indicators, namely (1) Grants Study Superior University, (2) Grant Study Collaborative National, (3) Grant Study Collaborative International, (4) Grant Study Product Innovation, (5) Grant Study Partnership Industry, (6) Grant Study Base Faculty, (7) Grant Study Applied Faculty, (8) Research Grants for Young Faculty Lecturers, and (9) Research Grants for Work Products Art And Literature. Furthermore, For devotion to public there is four scheme that is (1) International Collaborative PPM, (2) KKN Integrated PPM, (3) Partnership Program PPM World Business and local government, as well as (4) PPM Program Partnership Public – Faculty.

Therefore, I hope this Handbook provides general criteria information, special, instruction technical submission proposal study And devotion to public, And obligation Which must fulfilled by lecturer schema Which proposed. In the end, I hope to carry out research and community service in UNJ produces products that benefit the wider community and improve capabilities Power competitive UNJ For compete in level global as form reputation in area Asia.

I would like to express my thanks to the Chancellor of Jakarta State University and everyone leadership for their support to the Institute for Research and Community Service in preparing this guidebook. I also express my thanks to my colleagues fellow LPPM leaders and staff who have worked hard in compiling the Guidebook Study And Devotion to Public For progress performance study And devotion to public.

There is no ivory that is not cracked, hopefully this guidebook can be a technical reference for make research and service proposals to public. Accept love.

Wassalamu'alaikum Warahmatulloohi Wabarokaatuh.

Jakarta, Januari 2021

Ketua LPPM



LPPM Dr. Ucu Cahyana, M.Si

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INTRODUCTIO
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CHAPTER 1

INTRODUCTION

A. Background Behind

Carrying out research at the Jakarta State University (UNJ) in general divided into two funding sources, namely funds from the Ministry of Higher Education Research (Kemendikbudristek)-National Innovation Research Agency (BRIN) and UNJ internal funds as Public Service Agency (BLU). Therefore, research policies and *roadmaps and* devotion to public And its development has poured on Plan Parent Research (RIP) 2021-2025 and Strategic Plan for Community Service Program (Renstra PKM) 2021-2025 needs to be equipped with guidance.

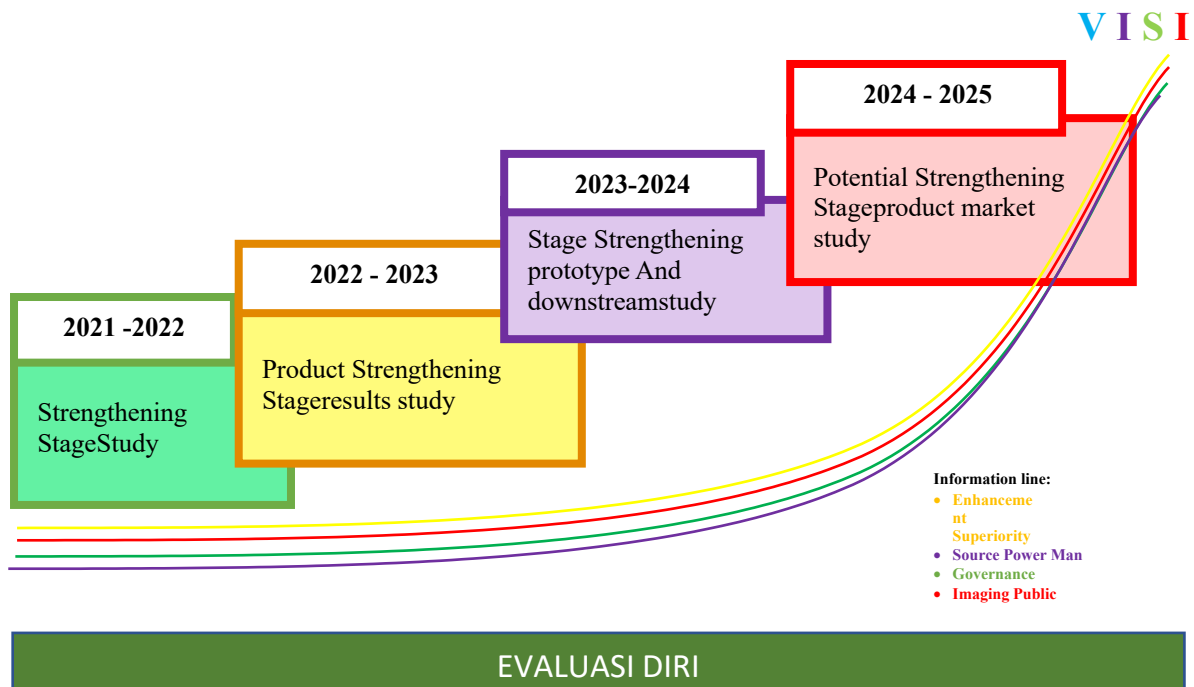
However, in 2020, the government has established a new policy for higher education, namely the Independent Campus Learning Policy. the policy regulated by Minister of Education and Culture Regulation 03 of 2020 concerning National Higher Education Standards and Decision Minister Education And Culture Republic Indonesia Number 754/P/020 regarding Main Performance Indicators for State Universities (IKU-PTN). The consequences is an LPTK college, apart from producing UNJ teaching staff as well are required to produce innovations that bring direct benefits to society. This means that UNJ is aware of its obligations in carrying out research and community service in addition to carrying out education. This corresponds to mandate as outlined in Law Number 20 of 2003 concerning Systems Education National Chapter 20 And Constitution Number 12 Year 2012 about Education High Article 45 which confirms that research in higher education is directed to develop knowledge knowledge And technology, as well as increase well-being society and national competitiveness. In this article it is also emphasized that devotion to public is activity *civitas academics* in practice And civilize science and technology to advance general welfare and enlighten life nation.

In line with his role as facilitator, amplifier, And empowerer in field Study and LPPM Community Service Jakarta State University (UNJ) continues to strive escort study And devotion to public in UNJ. By Because That, management study and devotion to public in higher education is directed For,

1. Realize research excellence And devotion to public in UNJ;
2. Increase Power competitive UNJ in field study And devotion to public

on level national and international;

3. Increase number participation lecturer /researcher in carry out study Anddevotion to society which quality;
4. Increase capacity management study And devotion to public inUNJ; as well as
5. Enabling UNJ's deep potential sustain Power competitive nation.



Picture 1. Stages Research Policy UNJ Year 2021-2025

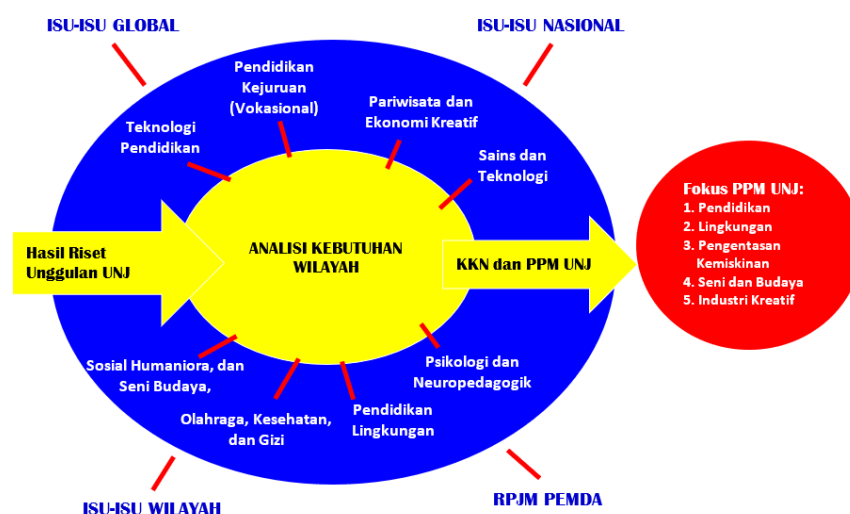
Whereas For implementation activity Devotion to Public (PPM) in Jakarta State University is encouraged to implement the research results of UNJ lecturers for solution problem in public. This in line with policy Ministry Research, Technology, And Education Tall For do downstream results study in a way implementative in form devotion to public. For That, in in book guide This containing also information about information implementation devotion to public. The hope is, so that all over lecturer UNJ understand in a way technical implementation activity community service and referring to UNJ's superior research results in book Plan Parent Study UNJ year 2021-2025 Which covers eight (8) fieldsuperior research, viz

1. Technology Education
2. Education Vocational (Vocational)

3. Social Humanities And Art and culture
4. Science And Technology
5. Tourist And Creative Economy
6. Sports, Health, And Nutrition
7. Education Environment
8. Psychology And Neuropedagogics

Furthermore, so that implementation study And devotion to public (PPM) in a way concrete issues can gain recognition from the national and international community latest national and global, National Medium Term Development Plan (RPJMN), issues regional issues, and the Regional Medium Term Development Plan (RPJMD) must be reference. Analysis of the need to obtain information on various problems must be The initial study priority is to understand the characteristics of each region such as Regional Provinces Specifically for the capital city of Jakarta, West Java Province (City/Regency of Bekasi, Depok City, Kota Bogor, Karawang City/Regency, And Province Banten (Tangerang City/Regency)).

In line with Plan Strategic Devotion To Public LPPM UNJ, results study Which can implemented in activity devotion to public focused on field education, environment, well-being, as well as art And culture then an analysis of the needs of the community in the service-supported area is carried out. As for channel thinking service activities to public can depicted as following:



Picture 2. Channel Thinking Strategic Plan PPM UNJ changed according to the Strategic Plan PPM

1. Paradigm Devotion to Public (PPM)

The PPM program is UNJ's response to Minister of Education and Culture Regulation 03 of 2020 concerning National Higher Education Standards and Decree of the Minister of Education and Culture Republic of Indonesia Number 754/P/020 concerning Main Performance Indicators for Higher Education State (IKU-PTN), as well as further strengthening competition in facing society ASEAN Economy (MEA). Development of community service programs for adults This characterized by a paradigm shift, namely from the development paradigm (*development*) become *empowering* .

Process maintenance PPM done in a way professional in frame guard quality and benefits of the PPM program. The implementation of PPM involves various parties in environment UNJ both Study Programs, Faculty, LPPM, and partner in outside UNJ.

2. Principles Devotion to Public (PPM)

Regarding with change paradigm devotion to public from 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 base in planning, implementation, and benchmarks PPM evaluation.
- b. Participative; PPM implemented For move public in development through various activity Which can involving, include, And foster a sense of community ownership of development. PPM is implemented in a way interactive and synergistic between lecturers, students, and society.
- c. Multidisciplinary: PPM held by lecturer Which originate from various discipline knowledge in environment university And its implementation coordinated by LPPM. In In its implementation, students develop mechanisms for thinking patterns and work patterns multidisciplinary to break problem which exists at the PPM location.
- d. Comprehensive: PPM is implemented in a planned and comprehensive manner in accordance with need public.
- e. Pragmatic: the planned activity programs are basically based on problem And need real in field, can held in accordance with carrying capacity of resources available in the field, and provide benefits to public, good in the long run short or term long.

- f. Sustainable; implementation PPM held continuously so that can measured benefits PPM activities are good in a way quantity as well as quality.

B. Standard Research and Devotion to Public

So that implementation study in University Country Jakarta can reach objective naturally referring to the Regulation of the Minister of Education and Culture of the Republic of Indonesia number 3 year 2020 about standard National Education Tall Which previously poured in in Permenristekdikti number 44 of 2015 concerning National Higher Education Standards and Permenristekdikti number 50 of 2018 concerning changes to Permenristekdikti number 44 in 2015.

C. 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 Education and Culture Regulation No. 3 Year 2020 about Standard National Education Tall;
- 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 great for public Indonesia; And
- e. Increase dissemination results study in faculty, university, as well as to para Teacher big and protection intellectual property 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

alternatives in fulfilling the living needs of the assisted community independently 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. Realize achievements results that is increasing empowerment public in a way measurable such as increases in gross enrollment rates in education, per capita income, enhancement Index Development Man (IPM), Index Development Gender (IPG), And decline number death Mother give birth to, as well as enhancement age hopelife.
- c. Spur empowerment public with grow motivation Forutilise 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.

D. Provision General

Implementation of research and community service programs must refer to standards for ensuring the quality of research and community service in universities height according to the signs that have been set. In this regard, LPPM establishes general provisions for implementing research and service programs to society which described as follows

- a. The head researcher/executor of the service is a permanent lecturer at Jakarta State University who have a National Lecturer Identification Number (NIDN) or Lecturer Identification Number Special (NIDK) from the Ministry Education and Culture.

- b. Member researcher/executor devotion is lecturer Which have NIDN orNIDK and/or not a lecturer.
- c. Proposer can only be 1 chairman and 2 members on scheme different.
- d. Proposal done through application SIPP And can accessed through website main LPPM (<http://lppm.unj.ac.id>).
- e. No currently in task Study

E. Target Performance UNJ Year 2021



Picture 3. Target Performance UNJ Year 2021

F. Summary Scheme Study And Devotion To Society

NO	SCHEME	FUND	CRITERIA	OUTDOOR	PERIOD TIME	COLOR COVER
Study						
1	Research Grants University Flagship (PUU)	Max. Rp. 70,000,000,-	<ol style="list-style-type: none"> 1. Chief Researcher for S3 or S2Lector Head 2. Have NIDN/NIDK, Sinta ID and Scopus ID 3. Topic study refers to RIP UNJ 4. Research Schemes can be: Study Applied or Study Base 5. Member researcher lecturer amount Max 2 person 6. Researchers must involve minimum 3 students, in knowledge field which is relevant 	<p>Must:</p> <ul style="list-style-type: none"> • 1 Publication in journal international reputable indexed Scopus, And • 1 Publication in proceedings international reputable indexed Scopus <i>(published on year walk / year implementation of research)</i> <p>Addition: Produce 1 IPR or Book or Product / model / prototype / design / work art / social engineering</p>	1 – 3 Year	Light blue
2	Research Grants National Collaborative (PKN)	Max. Rp. 50,000,000,-	<ol style="list-style-type: none"> 1. Chairman Researcher Minimal S3 2. Have NIDN/NIDK, Sinta ID and Scopus ID 3. Topic study refers to leading research areas at RIP UNJ 4. Research Schemes can be: Applied Research or Research Base 5. Have collaboration partners study in country (college higher/research institutions showed with letter willingness of authorized partners by the leadership (Dean/Director Research) in letter form research collaboration agreement. Priority Cooperation with College Tall LPTK 	<p>Must:</p> <p>1 Publication in journal international reputable indexed Scopus <i>(published on year walk / year implementation of research)</i></p> <p>Addition: Produce 1 IPR or Book or Product / model / prototype / design / work art / social engineering</p>	1 – 3 Year	Orange

NO	SCHEME	FUND	CRITERIA	OUTDOOR	PERIOD TIME	COLOR COVER
			<p>6. Member researcher lecturer amount max 2 UNJ people and 2 people lecturer from partner</p> <p>7. Researchers must involve student minimum 3 person, in field knowledge Which relevant</p>			
3	Research Guidelines Collaborative International (KI)	Max. Rp. 100,000,000,-	<p>1. Chairman Researcher Minimal S3</p> <p>2. Have NIDN/NIDK, Sinta ID and Scopus ID</p> <p>3. Topic study refers to leading research areas at RIP UNJ</p> <p>4. Research Schemes can be: Study Applied or Study Base</p> <p>5. Proposals study must written in English</p> <p>6. Have partners collaboration research in higher education / external universities/research institutions country indicated by partner's willingness letter approved by the Chairman (Dean/Research Director) in form of agreement letter implementation Work The same study from the head of the overseas partner team (<i>letter of agreement for research collaboration, LoA</i>) which describe facets equality/lead come back;</p> <p>7. Have complied with legal aspects Which related with material Which will be taken abroad (<i>material transfer agreement</i>)</p> <p>8. The number of lecturer research members is: max 2 person And 2 person from partner</p>	<p>Must:</p> <ul style="list-style-type: none"> • 1 Publication in international journals reputable indexed Scopus • 1 Publication in proceedings international reputable indexed Scopus <p>Addition: Produce 1 IPR or Book or Product / model / prototype / design / work art / social engineering</p>	1 – 3 Year	Yellow

NO	SCHEME	FUND	CRITERIA	OUTDOOR	PERIOD TIME	COLOR COVER
			<p>9. Researchers must involve student minimum 3 person, in knowledge field which is relevant</p> <p>10. Proposal And report written in Language English</p>			
4	Grant Study Product Innovation (PPI)	Max. Rp. 75,000,000,-	<ol style="list-style-type: none"> 1. Chief Researcher for S3 or S2 Lector Head 2. Have NIDN/NIDK, Sinta ID and Scopus ID 3. Topic study refers to RIP UNJ 4. Research Produces Products Innovation that is useful for industry, world business, And public 5. Research Schemes can be: Study Applied or Study Development 6. Member researcher lecturer amount max 2 person 7. Researchers must involve student minimum 3 person, in knowledge field which is relevant 8. Proposer only may be 1 chairman researcher And 1 member researcher 	<p>Must:</p> <p>Produce 1 piece of IPR (copyright, Patent, Brand Trade, etc.)</p> <p>Product Trial Documents (Instruments, Images, Videos, etc)</p> <p>Addition:</p> <p>Publications in International Journals Reputable or National Accredited</p>	1 – 2 Year	Blue Old
5	Research Grants Partnership Industry (PK)	Max. Rp. 100,000,000,-	<ol style="list-style-type: none"> 1. Chief Researcher for S3 or S2 Lector Head 2. Have NIDN/NIDK, Sinta ID and Scopus ID 3. Topic study refers to RIP UNJ 4. Must Own Partner Industry / Business World / Government (Incorporated) 	<p>Must:</p> <ul style="list-style-type: none"> • Produce 1 piece of IPR (copyright, Patent, Brand Trade, etc.) • Document Test Try Worthy Industry (Instrument, Picture, Videos, etc) • Letter Statement Application Industry / World Business / Government • Business plans 	1 – 3 Year	Chocolate Young

				Addition:		
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NO	SCHEME	FUND	CRITERIA	OUTDOOR	PERIOD TIME	COLOR COVER
			5. Product Study Solveproblems for the industrial world / World Business / Government 6. Scheme Study can form Applied Research 7. Member researcher lecturer amountmax 2 person 8. Researchers must involve student minimum 3 person, inknowledge field which is relevant	Publication in Journal/proceedings InternationalReputable		
6	Grant Study Base Faculty/Postgraduate (PDF)	Max. Rp. 50,000,000,-	1. Chairman Researcher minimum S2 2. Have NIDN/NIDK, Sinta IDand ID Scopus 3. Own publication scientific in journalnational (SINTA 1 – SINTA 6) / indexed international proceedings Scopus /international journal indexed Scopus 4. Results study scheme This is atin TKT level 1 until 3 5. Topic Study refers toGroup Research Roadmap Researcher /Program Studies 6. Member researcher lecturer amountmax 2 person 7. Researchers must involve student minimum 3 person, inrelevant fields of science and or Labschool teacher	Must: • 1 Publication in international journals reputable indexed Scopus, Or • 2 Publication in proceedings internationalreputable indexed Scopus Addition: Produce 1 IPR or Book orProduct / model / prototype / design / work art / social engineering	1 – 3 Year	Flag Faculty
7	Research Grants Applied Faculty/Postgraduate (PTF)	Max. Rp. 50,000,000,-	1. Chairman Researcher minimum S2 2. Have NIDN/NIDK, Sinta IDand Scopus ID 3. Research Topic refers toGroup research roadmap researcher or Research roadmap Study program	Must: Produce 1 IPR or Book orProduct / model / prototype / design / work art / social engineering Addition:	1 – 3 Year	Flag Faculty

NO	SCHEME	FUND	CRITERIA	OUTDOOR	PERIOD TIME	COLOR COVER
			<p>4. Has scientific publications in journalsnational (SYNTA 1 – SYNTA 6)/international proceedings indexed by Scopus / journal international indexed Scopus</p> <p>5. The research results of this scheme are locatedin TKT level 4 until 6</p> <p>6. Member researcher lecturer amountmax 2 person</p> <p>7. Researchers must involve student minimum 3 person, inrelevant fields of science and or Labschool teacher</p> <p>8. Outer study in accordance with proposed year study.</p>	<ul style="list-style-type: none"> • 1 Publication in journal Internationalreputable Or • 2 Publication in proceedings internationalreputable indexed Scopus <p><i>(published on year walk / year implementation of research)</i></p>		
8	Young Research Grant Faculty (PMF)	Max. Rp. 15,000,000,-	<ol style="list-style-type: none"> 1. Chairman Researcher minimum S2 2. Own NIDN/NIDK, And ID Sinta 3. Topic Study refers toGroup research roadmap researcher or Research roadmap Study program 4. Member researcher maximumamount 2 person. 5. Outer study in accordance with year proposal study. 	<p>Must: 1 Publication minimum in journal national(SYNTA 2-6)</p> <p>Addition: Produce 1 IPR or Book orProduct / model / prototype / design / work art / social engineering</p>	1 – 3 Year	Flag Faculty

9	Grant Study Product Work Art And Literature (PPKSS)	Max. Rp. 50,000,000,-	<ol style="list-style-type: none"> 1. Chairman Researcher minimum S2 2. Own NIDN/NIDK, And ID Sinta 3. Topic Study refers to Group research roadmap researcher or Research roadmap Study program 4. Product Work Art can form : 	<p>Must: Artistic and Literary Products get Recognition International or implemented in society with Terms attached.</p> <p>Addition: Produce 1 IPR or Book or Product / model / prototype / design / work art / social engineering</p>	1 – 3 Year	Flag Faculty
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NO	SCHEME	FUND	CRITERIA	OUTDOOR	PERIOD TIME	COLOR COVER
			<ul style="list-style-type: none"> • Visuals, audios, audiovisual, performance (performance) • Design draft (Design Product / Visual communication design /Architectural Design / Design Craft) • Written Works (Novels/Poems/Poetry / Notation Music) • Work preservation (Modernizationart dance area) <p>5. Member researcher lecturer amountmax 2 person</p> <p>6. Researchers must involve student minimum 3 person, inknowledge field which is relevant</p> <p>7. Outer study in accordance with proposed year study.</p>			
Devotion						
10	Program Devotion Collaborative Society International (PPM-KI)	Max. Rp. 50,000,000,-	<ol style="list-style-type: none"> 1. Chairman Researcher minimum S2 2. Own NIDN/NIDK, And ID Sinta 3. The PPM implementation location is at Overseas/Foreign Embassies in Jakarta or can be carried out in domestically by inviting Devotion Overseas. 4. Have a Partner Willingness Letterbody law (International). 5. Mandatory Reporting Amount Funding (Material/Non Material) Obtained from Outside/Partners 6. Grant topics PPM collaborative international refers on Strategic Plan Community serviceUNJ. 	<p>Must:</p> <ul style="list-style-type: none"> • 1 Publication in journal DevotionNational scientific Ber ISSN • Publication writing in media mass or media other online • Publication videos activity in YouTube • Follow Seminar Results PPM • Letter Information Partner about exists Increased partner empowerment accordingly problem • Servants and Partners Must Fill Out Instrument Satisfaction Standard PPM onLinks: http://spm.unj.ac.id/?page_id=1828 	1 – 3 Year	Light green

NO	SCHEME	FUND	CRITERIA	OUTDOOR	PERIOD TIME	COLOR COVER
			<p>7. the output of service is in accordance with year proposal devotion public</p> <p>8. Based need region Which is the implementation of the results research carried out by sustainable and possible improve welfare public</p> <p>9. Member devotion lecturer amount min 2 people with Science Disciplines Different</p> <p>10. PPM must involve student minimum 3 people, in the field science which relevant</p> <p>11. Proposal And report written in Language English</p>			
11	Service Program To the Community Integrated Lectures Work Real (PPM-KKN)	Max. Rp. 25,000,000,-	<ol style="list-style-type: none"> 1. Chairman Researcher minimum S2 2. Own NIDN/NIDK, And ID Sinta 3. The PPM - KKN grant topic refers in the Dedication Strategic Plan Public UNJ 4. Proposed dedication to public integrated KKN in the form of a service proposal group 5. Each group involves 5-10 student KKN 6. Member devotion lecturer amount min 2 people with Science Disciplines Different 7. Own Letter Willingness Partner incorporated. 8. The output of service is in accordance with proposed year of service public 	<ul style="list-style-type: none"> • 1 Publication in journal Devotion berISSN • Publication writing in media mass or media other online • Publication videos activity in YouTube • Seminar Results PPM • Report KKN Student • Partner's Certificate of existence Increased partner empowerment accordingly problem • Servants and Partners Must Fill Out Instrument Satisfaction Standard PPM on Links: http://spm.unj.ac.id/?page_id=1828 	1 – 3 Year	Dark green

NO	SCHEME	FUND	CRITERIA	OUTDOOR	PERIOD TIME	COLOR COVER
			9. Based need region Whichis the implementation of the results research carried out by sustainable and possible improve welfare public			
12	Service Program To the Community Business World PartnershipAnd local government (PPM-KDUP)	Max. Rp. 25,000,000,-	<ol style="list-style-type: none"> 1. Chairman Researcher minimum S2 2. Own NIDN/NIDK, And ID Sinta 3. Topic grant PPM-Partners DUDI refers on Strategic Plan Devotion To UNJ Community 4. Location Implementation PPM distancemax. 200 km from UNJ 5. Have a Partner Willingness Letterincorporated. 6. Mandatory Reporting Amount Funding (Material/Non-Material) Obtained from Outside/Partners 7. PPM must involve students minimum 3 person, in field knowledgewhich is relevant 8. Member devotion lecturer amount min 2 people with Science Disciplines Different 9. The output of service is in accordance with year proposal devotion public 10. Based need region Whichis the implementation of the results research carried out by sustainable and possible improve welfare public 	Must: <ul style="list-style-type: none"> • 1 Publication in journal Devotion BerISSN • Publication of writings in mass media ormedia other online • Publication videos activity in YouTube • Follow Seminar Results PPM • Letter Information Partner about exists Increased partner empowerment accordingly problem • Servants and Partners Must Fill Out Instrument Satisfaction Standard PPM onLinks: http://spm.unj.ac.id/?page_id=1828 	1 – 3 Year	Green Tosca
13	Service ProgramTo the Community Faculty (PPM-F)	Max. Rp. 15,000,000,-	<ol style="list-style-type: none"> 1. Chairman Researcher minimum S2 2. Own NIDN/NIDK, and ID Sinta 3. The applicant's biodata reflects clusters of knowledge relevant to suggested devotion to public 	Must: <ul style="list-style-type: none"> • 1 Publication in journal Devotion BerISSN 	1 – 3 Year	Flag Faculty

NO	SCHEME	FUND	CRITERIA	OUTDOOR	PERIOD TIME	COLOR COVER
			<p>4. Topics of dedication grants to community in faculty / postgraduate refers to UNJ strategic plan</p> <p>5. Have a Partner Willingness Letter body law (<i>Provision Partner attached</i>) .</p> <p>6. PPM must involve students minimum 3 person, in field knowledgewhich is relevant</p> <p>7. Member devotion lecturer amount min 2 people with Science Disciplines Different</p> <p>8. The output of service is in accordance with year proposal devotion public</p> <p>9. Based need region Whichis the implementation of the results research carried out by sustainable and can improve welfarepublic</p>	<ul style="list-style-type: none"> • Publication writing in media mass or media other online • Publication videos activity in YouTube • Follow Seminar Results PPM • Letter Information Partner about exists Increased partner empowerment accordingly problem • Servants and Partners Must Fill Out Instrument Satisfaction Standard PPM onLink http://spm.unj.ac.id/?page_id=1828 		



**CHA
PTE R 2 RESEARCH GUIDE
SUPERIOR UNIVERSITY**

CHAPTER 2

GUIDE STUDY SUPERIOR UNIVERSITY

A. Room Research Scope Superior University

The University's Research Excellence is a competitive research-oriented scheme to development research base, applied, or development product Which own impact for enhancement quality method And process learning, And development knowledge knowledge and technology in accordance with the University's Research Master Plan (RIP). Jakarta State 2021-2025.

B. Criteria Proposal

Criteria And general requirement proposal study is:

1. The Head of Research is a UNJ lecturer with a minimum of a doctoral or master 's degree Lector Head and have NIDN/NIDK, ID SINTA, And Scopus ID.
2. Biodata proposer reflect field research Which relevant with suggested study.
3. Topic study refers to field research superior UNJ Which There is in inMaster Plan Research (RIP UNJ) 2021-2025.
4. Member researcher maximum 2 person And special study education / social humanities must involving labschool teachers as one of the member.
5. Researcher must involve minimum 3 person student in field knowledge Which relevant.
6. No currently operate task Study.
7. Study can nature *multiyear* with period time 1-3 year And outerstudy in accordance with the year of research proposal.
8. Fund study per year maximum Rp. 70,000,000,-
9. 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 implementation of research).
10. Produce outer addition form 1 fruit IPR or book, or product/model/prototype/design/work art/engineering social.
11. Proposals study saved become **One files in format pdf** And given Name files: **Name Researcher_PUU_BLU_UNJ.pdf**, Then **hardcopy as much 2 (two)** copy color light blue collected at LPPM UNJ.



**CHA
PTER 3 RESEARCH GUIDE
COLLABORATIVE
NATIONAL**

CHAPTER 3

GUIDE STUDY COLLABORATIVE NATIONAL

A. Room Research Scope Collaborative National

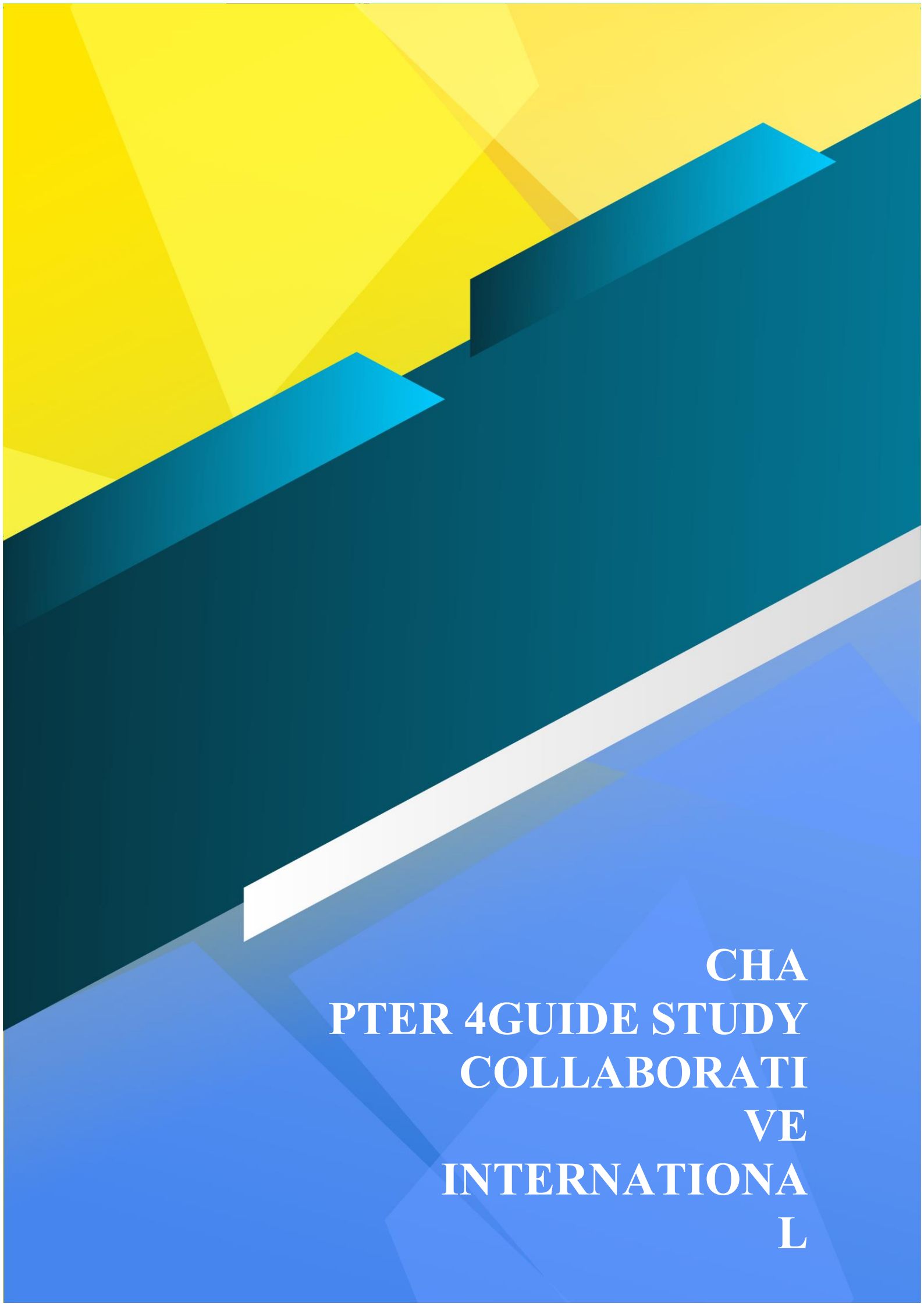
National Collaborative Research is research carried out in the form of collaboration with relevant research groups at colleges/universities/research institutions national Which umbrella by document cooperation agreement. Study Collaborative National oriented towards increasing research collaboration between UNJ lecturers/researchers and researchers domestically, thus having an impact on increasing the quality of research and the number of publications in journal scientific international reputable. Besides That, with exists collaboration national expected can form clusters study plot cross college universities/research institutions so that they can develop research each of which has its own characteristics so that it can produce creative research and innovative.

B. Criteria Proposal

Criteria And general requirement proposal study is:

1. Chairman Researcher is Lecturer UNJ minimum degree S3 And own NIDN/NIDK, ID SINTA, And Scopus ID.
2. Have partner collaboration study in country (college higher education/institution research as indicated by a letter of partner willingness approved by the leadership (Dean/Research Director) in the form of a research collaboration agreement letter.
Priority Cooperation with College LPTK.
3. Biodata proposer reflect field research Which relevant with suggested study.
4. Member lecturer researcher max number 2 person UNJ and 2 lecturers from partners
5. Amount student Which involved in study from party UNJ And partner each each two person.
6. No currently studies carry on (task Study).
7. Study nature multiyear, maximum three years with a map roads clear.
8. Topic study refers to field research superior UNJ Which There is in in PlanParent Research (RIP UNJ).

9. The chief researcher has an adequate research track record as demonstrated in his biodata.
10. There is distribution Work Which describe facet equality/lead come back between parties.
11. Domestic cooperation partners are required to contribute in *kind kind* And or *in cash* .
Mechanism And system method funding arranged in Letter AgreementImplementation
Funding Study.
12. LPPM UNJ can set other policies in accordance with the urgency of research.
13. Fund study per year maximum Rp. 50,000,000,-
14. Willing sign letter statement stamped For One publication in journal international indexed by *Scopus* published in the current year (year of implementation study).
15. Produce outer addition form 1 fruit IPR or book, or product/model/prototype/design/work art/engineering social.
16. The research proposal is saved into **one file in pdf format** and given the file name: **Researcher Name_PKN_BLU_UNJ.pdf**, then **2 (two) *hardcopy*** copies color people gathered at LPPM UNJ.



**CHA
PTER 4GUIDE STUDY
COLLABORATI
VE
INTERNATIONA
L**

CHAPTER 4

GUIDE STUDY COLLABORATIVE INTERNATIONAL

A. Room Research Scope Collaborative International

Study Collaborative International is study Which held in form collaboration with group research Which relevant in institution research international, association science, And institution education/university in various country Which umbrella in framework Work The same institution between UNJ with institution in outside country. Study Collaborative Internationally oriented towards increasing research collaboration between UNJ lecturers/researchers with researchers abroad, thus having an impact on increasing the quality of research and quantity publication in journal scientific international reputable as well as capable jack partnership study with institution overseas so that it can develop study- study which is innovative.

B. Criteria Proposal

Criteria And condition general proposal study is:

1. Chairman Researcher is Lecturer UNJ minimum degree S3 And own NIDN/NIDK, ID SYNTA, and ID Scopus.
2. Biodata the proposer reflects field research Which relevant with suggested study.
3. Member researcher number of lecturers max 2 person UNJ and 2 people from partner
4. Engaging minimum 3 person student in field knowledge Which relevant.
5. No currently studies carry on (task Study).
6. Study nature multiyear, maximum three years with a map roads clear.
7. Research topic refers to research field superior UNJ Which There is in in PlanParent Research (RIP UNJ) 2021-2025.
8. Proposals study must be written in English.
9. Chairman researchers have good English skills verbally or writing.
10. The chief researcher has an adequate research track record as demonstrated in his biodata.
11. Have partner collaboration study in College Tall, University, or Institution Overseas research as demonstrated by a letter of partner willingness authorized by leader (Dean/Director Research) in form letter implementation Work The same study

- from partner outside country (*letter of agreement for research collaboration*) Which describe in terms of equality/reciprocity.
12. Comply with legal aspects related to materials to be brought abroad (*material transfer agreement*).
 13. There is a clear division of which activities are carried out in Indonesia and which part will be carried out at the partner researcher's place which describes the aspect equality/lead come back.
 14. In matter, bring partner to Indonesia in frame implementation activity must comply with the provisions of PP No.41 of 2006 concerning Licensing to Conduct Activities Research and Development for Foreign Universities, Research Institutes and Foreign Development, Foreign Business Entities, and Foreigners and Law No. 18 of the Year 2002 about System National Study, Development, And Application Knowledge Knowledge and Technology.
 15. Proposals study arranged together between researcher Indonesia And researcher partner.
 16. Partner Work The same outside country required make a contribution Good in form *in kind* and or *in cash* . Funding mechanisms and procedures are regulated in the Letter of Agreement Implementation Funding Study.
 17. LPPM UNJ got it set policies others according to urgency of research.
 18. Fund study per maximum year Rp. 100,000,000,-
 19. Willing sign letter statement stamped For One publication in journal internationally indexed by *Scopus* and one publication in a reputable international proceeding indexed *Scopus* Which published on year running (years implementation study).
 20. Produce outer addition form 1 fruit IPR or book, or product/model/prototype/design/work art/engineering social.
 21. 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.
 22. Proposal And report written in Language English



**CHA
PTER 5GUIDE
STUDY PRODUCT
INNOVATION**

CHAPTER 5

GUIDE STUDY PRODUCT INNOVATION

A. Room Research Scope Product Innovation

Innovation Product Research is oriented towards the development of research and development studies product Which own mark novelty And impact for enhancement quality process student learning and science and technology and solving relationships national problem. This research is oriented towards producing creative products and innovative who have a technology readiness level of 7-9.

B. Criteria Proposal

Criteria And general requirement proposal study is:

1. The Head of Research is a UNJ lecturer with a minimum of a doctoral or master 's degree Lector Head too have NIDN/NIDK, ID SINTA, And Scopus ID.
2. Biodata proposer reflect field research Which relevant with suggested study.
3. Topic study refers to field research superior UNJ Which There is in inMaster Plan Research (RIP UNJ) year 2021-2025.
4. Member lecturer researcher maximum amount 2 persons.
5. Researcher must involve minimum 3 person student, in field knowledge Which relevant.
6. No currently studies carry on (task Study).
7. Study can nature *multiyear* with period time 1-2 year And outerstudy in accordance with the year of research proposal.
8. Fund study per year maximum Rp. 75,000,000,-
9. Willing to sign a stamped statement letter for 1 (one) IPR (Hak Copyrights, Patents, Trademarks, etc.), Product Trial Documents (Instruments, Picture, Videos, And others), and outer addition in the form of publications in Journal / proceedings Reputable International.
10. Proposals study saved become **One files in format pdf** And given Name files: **Name Researcher_PPI_BLU_UNJ.pdf**, Then *hardcopy* as much **2 (two)** copy color blue old collected at LPPM UNJ.



**CHAPTER 6 RESEARCH
GUIDE PARTNERSHIP
INDUSTRY**

CHAPTER 6

GUIDE STUDY PARTNERSHIP INDUSTRY

A. Room Scope Study Partnership Industry

Study Partnership Industry oriented For produce products creative Andinnovative that has a technology readiness level of 7-9. Apart from that, the aim of this research in a way internal is For development study research applied nor effort developmentproduct which has potential for connection partnerships with industry.

B. Criteria Proposal

Criteria And general requirement proposal study is:

1. Head of Research is Lecturer UNJ minimum degree Masters and Associate Professor or degree Doctor as well as having NIDN/NIDK, SINTA ID, and Scopus ID.
2. Own partner industry body law. (*shown with letter willingness partner*)
3. Biodata proposer reflect field research Which relevant with suggested study.
4. Topic study refers to field research superior UNJ Which There is in in PlanParent Research (RIP UNJ) year 2021-2025.
5. Member lecturer researcher maximum amount 2 persons.
6. Researcher must involve minimum 3 student, in field knowledge Which relevant.
7. No currently studies carry on (task Study).
8. Study can nature *multiyear* with period time 1-3 year And outer studyin accordance with the year of research proposal.
9. Fund study per year maximum Rp. 100,000,000,-
10. Willing sign letter statement stamped For 1 (One) fruit IPR (Right Create, Patents, Trademarks, etc.), Product Trial Documents (Instruments, Drawings, Videos, etc.), Business plans, and additional output in the form of publications in Journals / proceedings International Reputable.
11. The research proposal is saved into **one file in pdf format** and given the file name: **Name of Researcher_PK_BLU_UNJ.pdf**, then **2 (two) hardcopy** copies color light brown collected at LPPM UNJ.



**CHA
PTER 7 RESEARCH
GUIDE FACULTY BASIS
/ POSTGRADUATE**

CHAPTER 7

GUIDE STUDY BASE FACULTY/POSTGRADUATE

A. Room Research Scope Base Faculty/Postgraduate

Basic Research is research that produces the basic principles of technology, concept formulation and/or technology application, to proof *-of-* concept function and/or characteristics important in a way analytical And experimental. Target from study This is the production of new theories, methods, or policy principles that are used for scientific development. Basic Research Results have a level of technological readiness (TKT) 1-3.

B. Criteria Proposal

Criteria And General requirements for proposals study is:

1. Chairman Researcher is Lecturer UNJ minimum degree S2 And own NIDN/NIDK, ID SINTA, And Scopus ID.
2. Chairman researcher own publication scientific in journal national (SYNTA 1 – SYNTA 6) /proceeding indexed international Scopus /journal indexed international Scopus.
3. Biodata proposer reflect field research Which relevant with suggested study.
4. Member researcher lecturer amount maximum 2 persons.
5. Engaging minimum 3 person student in field knowledge Which relevant And or TeacherLabschool.
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 field research superior UNJ Which There is in in PlanParent Research (RIP UNJ) in 2021 - 2025.
9. Chairman researcher have record footsteps study adequate Which showed in his biodata.
10. Results study located in levels TKT 1 - 3.
11. Fund maximum research Rp. 50,000,000,-
12. Willing sign letter statement stamped For One publication in journal international indexed by *Scopus* published in the current year (year of implementation study).

13. Produce outer must that is 1 (One) publication in journal international reputable Scopus indexed, or 2 (two) publications in reputable international proceedings indexed Scopus published on current year (year of research implementation).
14. Produce outer addition form 1 fruit IPR or book, or product/model/prototype/design/artwork/social engineering published in walk (year of research implementation).
15. The research proposal is saved into **one file in pdf format** and given the file name: **Researcher Name_PDF_BLU_UNJ.pdf**, then **2 (two) *hardcopy*** copies color flag faculty collected at LPPM UNJ.



**CHA
PTER 8 RESEARCH
GUIDE APPLIED
FACULTY /
POSTGRADUATE**

CHAPTER 8

GUIDE STUDY APPLIED FACULTY/POSTGRADUATE

A. Room Research Scope Faculty/Postgraduate Applied


Applied Research is research aimed at obtaining solutions to a problem that exists in society, industry, government as a continuation of research base. Applied Research is a research model that is more directed towards creating innovation and development of science and technology. This research is oriented towards existing science and technology products validated in environment laboratory/field or environment Which relevant. Results Study Applied own level technology readiness (TKT) 4-6.

B. Criteria Proposal

Criteria And general requirement proposal study is:

1. Chairman Researcher is Lecturer UNJ minimum degree S2 And own NIDN/NIDK, ID SYNTA, and ID Scopus.
2. Chairman researcher own publication scientific in journal national (SYNTA 1 – SYNTA6)/proceeding international Scopus indexed /international Journal Scopus indexed.
3. Biodata proposer reflect field research Which relevant with suggested study.
4. Member researcher lecturer amount maximum 2 person.
5. Engaging minimum 3 person student in field knowledge Which relevant And or TeacherLabschool.
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 field research superior UNJ Which There is in in PlanParent Research (RIP UNJ) in 2021 - 2025.
9. Chairman researcher have record footsteps study adequate Which showed in his biodata.
10. Results study is at in levels TKT 4 - 6.
11. Fund maximum research Rp. 50,000,000,-
12. Willing sign letter statement stamped For One publication in journal international indexed by *Scopus* published in the current year (year of implementation study).

13. Produce outer must form 1 fruit IPR or book, or product/model/prototype/design/artwork/social engineering published in walk (year implementation study) And document Test Try Worthy Industry (Instrument, Picture, Videos, etc)
14. Produce additional output, namely 1 (one) publication in a reputable international journal Scopus indexed, or 2 (two) publications in reputable international proceedings indexed Scopus published on current year (year of research implementation).
15. The research proposal is saved into **one file in pdf format** and given the file name: **Name of Research_PTF_BLU_UNJ.pdf**, then **2 (two) *hardcopy*** copies color flag faculty collected at LPPM UNJ.



**CHA
PTER 9GUIDE
LECTURER
RESEARCHYOUNG
FACULTY**

CHAPTER 9

GUIDE STUDY LECTURER YOUNG FACULTY

A. Room Scope Study Lecturer Young Faculty

Study For Researcher Young Faculty oriented to development study research base (*fundamental*) And or study research applied nor development product Which own impact for enhancement quality process learning student And development science and technology according to their field of science.

Topic grant Study For Grant Researcher Young Faculty refers to *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 Minimum S-2 education.

B. Criteria Proposal

Criteria And general requirement proposal study lecturer in level Faculty is:

1. Chairman Researcher is Lecturer UNJ minimum degree S2 And own NIDN /NIDK as well as own ID SINTA.
2. Topic Study refers to *roadmap* Study Group Researcher or *roadmap* Study Program Studies.
3. Member maximum researcher amount 2 person.
4. Engaging student.
5. No currently studies carry on (task Study).
6. Study can nature *multiyear* with period time 1-3 year And outer study in accordance with the year of research proposal.
7. Fund study maximum as big as Rp. 15,000,000.
8. Willing sign letter statement stamped For One publication in journal national Sinta accredited 2 to 6.
9. Proposal study saved become One files in format pdf And given Name file: Name of Researcher_PMF_BLU_UNJ.pdf, Then *hardcopy* as much 4 (four) copy in accordance color flag faculty collected in faculty each (Servant Dean I).



**CHAP
TER 10 RESEARCH GRANT
PRODUCT WORK ART AND
LITERATURE**

CHAPTER 10

GRANT STUDY PRODUCT WORK ART AND LITERATURE

A. Room Scope Study Product Work Art And Literature

Research Grant Research on Arts and Literary Products (FBS) is a grant research specifically intended for the Faculty of Languages and Arts, the purpose of the research This means that more and more artistic and literary works by FBS lecturers are getting recognition International And applied in society. Example work art And literature Which get International recognition such as, obtaining funding sources from Non-Governmental Organizations (NGO) International, displays works of art and literature on festival or exhibition International level through strict selection, listed in the published exhibition catalogue international Good academic nor commercial, as well as produce work art Which get award International. Topic Proposals Which proposed must refers to *roadmap* Study Group Researcher or *roadmap* Study Program Studies in FBS.

B. Criteria Proposer

1. Criteria Chairman Researcher Grant Study Work Arts and Literature as following
 - a. Education Minimal S2.
 - b. Own NIDN/NIDK.
 - c. Own ID Sinta.
2. Topic Study refers to *roadmap* Study Group Researcher or *roadmap* Study Program Studies.
3. Product Work Art can form :
 - a. Visual, audio, audio visual, show (*performance*).
 - b. Design draft (Design Product / Design Communication Visual / Design Architecture /Design Craft).
 - c. Work Write (Novel/Verse/Poetry/Music Notation).
 - d. Work preservation (Modernization art dance area).
4. Member researcher lecturer amount max 2 persons.
5. Researcher must involve student minimum 3 person, in field knowledge Which relevant.
6. Outer study in accordance with year proposal study.
7. Time Study 1-3 Year

8. Size Fund Study As big as : Rp 50,000,000,-
9. Willing sign One letter statement For outer must study,
10. Product Work Art And Literature get Recognition International or applied in community with the attached provisions. Produce 1 IPR or book or product/model/prototype/design/work art/engineering social.
11. Proposals study saved become **One files in format pdf** And given Name files: **Name Researcher_PPKSS_BLU_UNJ.pdf**, Then *hardcopy* as much **2 (two)** copy color flag faculty collected at LPPM UNJ.



**CHAP
TER 11PPM
GUIDELINES
COLLABORATIV
E
INTERNATIONA**

CHAPTER 11

GUIDELINES PPM COLLABORATIVE INTERNATIONAL

A. Room Scope Devotion Public Collaborative International

Devotion to public collaborative international (PPM-KI) on basically is an implementation activity of international collaborative research results done by lecturers UNJ. Implementation various results study collaborative is expected to be able to provide benefits for improving quality and well-being community life.

Activity devotion to public collaborative international Which done by lecturer And student customized with the problems and needs of society region built. Activity can character: stub, complement, support nor continuation of the program in an international collaborative manner. Scope of field of service to public in accordance with Plan Strategic Devotion Public Year 2021-2025.

B. Criteria Proposal

Criteria And condition general proposal devotion to public collaborative international is

1. Location Implementation PPM is at in Outside Country/Embassy Big Foreign in Jakarta or can carried out in domestically with inviting Overseas Servants.
2. Own Letter Willingness Partner body law (International).
3. Must Report Amount Funding (Material/Nonmaterial) Which obtained from Outside/Partners.
4. Topic grant PPM collaborative international refers on Strategic Plan Devotion To UNJ Community.
5. Outer devotion in accordance with year proposal devotion public.
6. Based need region Which is implementation results study Which done in a way sustainable as well as can increase well-being public.
7. Member devotion lecturer amount min 2 person with discipline knowledge Which different.
8. PPM must involve student minimum 3 person, in field knowledge Which relevant.

9. Chairman proposer is Lecturer UNJ minimum degree S2 And own NIDN/NIDK.
10. Chairman proposer have ID Sinta.
11. Biodata team proposer reflect grove knowledge Which relevant with proposal devotion.
12. The topic of international collaborative grants refers to the Community Service Plan Public UNJ.
13. Proposer only can become 1 chairman And 1 member devotion to public.
14. Service can be *multiyear* with a period of 1-3 years and outcomes devotion according to the proposed year of service public.
15. Maximum international collaborative community service funding as big as Rp. 50,000,000,-
16. The applicant for community service at the university level signs the letter statement stamped mandatory produce (obligatory output).
17. Proposed international collaborative Community Service is saved as **One files in format pdf** And given Name files: **Name of Lecturer_PPM- KI_BLU_UNJ.pdf**, then *hardcopy* 2 (two) copies in Green Young at LPPM UNJ.
18. Proposal And report written in Language English



**CHAP
TER 12PPM
GUIDELINES
INTEGRATED KKN**

CHAPTER 12

GUIDELINES PPM INTEGRATED KKN

A. Room Scope Devotion 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 students on university schemes. Implementation of various research results in the form of knowledge, technology, and art expected can give benefit for enhancement quality and welfare public.


Activity devotion to public integrated KKN which done by lecturer and students are adapted to the problems and needs of regional communities built. Activities can character: stub, complement, support nor continuation program. The scope of the field of community service is in accordance with the Plan Strategic Devotion Public Year 2021-2025.

B. Criteria Proposal

Criteria and condition general proposal devotion to public integrated Studying Real Work (PPM-KKN) as following:

1. Topic grant PPM-KKN refers on Strategic Plan Devotion To Public UNJ.
2. Proposed community service integrated KKN in the form of dedication proposal group.
3. Every group involve 5-10 students KKN.
4. Member devotion lecturer amount min 2 person with discipline knowledge which different.
5. Own Letter Partner Willingness incorporated.
6. Based need region which is implementation results study which done in a way sustainable as well as can improve community welfare.
7. Chairman proposer is Lecturer UNJ minimum degree S2 And own NIDN/NIDK.
8. Chairman proposer have ID Sinta.
9. Biodata team proposer reflect grove knowledge which relevant with proposal devotion.
10. Topic grant PPM-KKN refers on Strategic Plan Devotion To Public UNJ.

11. Proposals for community service integrated with KKN are in the form of community service proposals group.
12. Proposers may only be 1 chairman and 1 community service member Which funded by BLU UNJ.
13. Service can be *multiyear* with a period of 1-3 years and outcomes devotion according to the proposed year of service public.
14. Community service must be based on regional needs (**directed to Jakarta area**) which is the implementation of the results of the research conducted in a way sustainable as well can improve welfare public.
15. Community service funding integrated with Real Work Lectures maximum amounting to Rp. 25,000,000,-
16. The applicant for community service at the university level signs the letter statement stamped mandatory produces the form mandatory external.
17. Proposals for Community Service Integrated Real Work Lectures are saved become **One files in pdf format** And given Name files: **Name of Lecturer_PPM-KKN_BLU_UNJ.pdf**, then *hardcopy* 2 (two) copies in GreenOld at LPPM UNJ.



**CHAP
TER 13 PPM PROGRAM
GUIDELINES
PARTNERSHIP WORLD
BUSINESS
AND LOCAL GOVERNMENT**

CHAPTER 13

GUIDELINES PPM PROGRAM PARTNERSHIP WORLD BUSINESS AND LOCAL GOVERNMENT

A. Scope of Community Service and Business World Partnership Program Local Government

Community Service Partnership Program between Business World and Regional Government (**PPM- PKDUP**) is basically an implementation activity of research results done by lecturers UNJ on year walk. Implementation various results The university research scheme is expected to provide benefits for improvement quality and the welfare of society.


Activity devotion to public Program Partnership World Business And Local Government Which done by lecturer And student customized with problem And community needs region built. Activities can character: stub, complement, support nor continuation program. Room scope field devotion to public in accordance with Plan Strategic Devotion Public Year 2021-2025.

B. Criteria Proposal

Criteria And condition general proposal devotion to public ProgramPartnership World Business and local government as follows

1. Topic grant PPM-Program Partnership World Business And Local Government refers onStrategic Plan Devotion To UNJ Community.
2. Own Letter Willingness Partner body law.
3. Must Report Amount Funding (Material/Nonmaterial) Which obtained from Outside/Partners.
4. PPM must involve student minimum 3 person, in field knowledge Which relevant.
5. Member devotion lecturer amount min 2 person with discipline knowledge Which different.
6. Based need region Which is implementation results study Whichdone in a way sustainable as well can improve welfare public.
7. Proposed community service Partnership Program between the Business World and Regional Governmentform group service proposals.

8. Chairman proposer is Lecturer UNJ minimum degree S2 And own NIDN/NIDK.
9. Chairman the proposer has ID Sinta.
10. Biodata team proposer reflect grove knowledge Which relevant with proposal devotion.
11. Proposer only can become 1 chairman And 1 member devotion to public.
12. Service can be *multiyear* with a period of 1-3 years and outcomes devotion according to the proposed year of service public.
13. Maximum PPM Funds for the Business World and Regional Government Partnership Program amounting to Rp. 25,000,000,-
14. The proponent of community service to the business world and local government signs letter stamped statement for mandatory output.
15. Proposal PPM Program Partnership World Business And Local Government saved become **One files in format pdf** And given Name files: **Name of Lecturer_PPM-PKDUP_BLU_UNJ.pdf**, then *hardcopy* 2 (two) color copies Green Tosca at LPPM UNJ.



**CHAP
TER 14PPM PROGRAM
GUIDELINES COMMUNITY
PARTNERSHIP –FACULTY /
POSTGRADUATE**

CHAPTER 14

GUIDELINES PPM PROGRAM PARTNERSHIP PUBLIC -FACULTY/POSTGRADUATE

A. Room Scope PPM-PKMF

Community Service Grant Faculty Community Partnership Program / Postgraduate (PPM-PKMF) is oriented towards implementing research results in faculties that have an impact on improving the quality of life of the people in the target area. Activity in program PPM-PKMF Which done by lecturer designed in accordance with real problems and needs faced by society. Activities can be: stub, complement, support nor continuation program. Room scope field community service in accordance with the Community Service Strategic Plan Year 2021-2025.

B. Criteria Proposal

Criteria And condition general proposal devotion to public as following

1. Biodata proposer reflect grove knowledge Which relevant with suggested devotion to public.
2. Topic grant devotion to public in faculty refers to strategic plan UNJ.
3. Own Letter Willingness Partner body law (*Provision Partner attached*) .
4. PPM must involve student minimum 3 person, in field knowledge Which relevant.
5. Member devotion lecturer amount min 2 person with discipline science which different.
6. Outer devotion in accordance with year proposal devotion public.
7. Based need region Which is implementation results study And based region Which done in a way sustainable as well as can increase well-being public.
8. Lecturer UNJ minimum degree S2.
9. Proposal devotion to public form proposal group devotion lecturer.
10. Proposer only can become 1 chairman And 1 member devotion to public.
11. Service can be *multiyear* with a period of 1-3 years and outcomes devotion to public in accordance with year proposal devotion to public.
12. Fund service level group faculty maximum of Rp. 15,000,000

13. Recipient devotion to public level faculty must sign contract stamped and attach outer.
14. Faculty community service proposals are saved into **one file in pdf format** and given the file name: **NamaDosen_PPMF_BLU_UNJ.pdf**, then 2 (two) *hardcopy copies according to the color of the faculty flag are collected at faculty each* (Assistant Dean I).



CLOSING

CHAPTE
R 15
CLOSING

Completion Book Guidelines Study And Devotion To Public Which consisting of University Excellence Research Grants, National Collaborative Research Grants, Grant Study Collaborative International, Grant Study Product Innovation, Grant Study Industrial Partnerships, Faculty Basic Research Grants, Faculty Applied Research Grants, Grant Study Lecturer Young Faculty, Grant Study Product Work Art And Literature, PPM Collaborative International, PPM Integrated KKN, PPM Program Partnership World Business And Regional Government, as well as the PPM Community – Faculty Partnership Program through the process and through stages improvement Which over and over again. Blessing effort all Team Compiler And Coordinator of the Guidebook for Faculty Research and Community Service In 2021 this can be completed. For this reason, gratitude should be offered to God Which Maha One with His permission Book This guide has resolved well.

This guidebook is a clear reference in carrying out research activities And devotion to public, specifically for para lecturer as perpetrator main activity research and community service. This manual is also a reference clear for managers of research activities and community service in the environment University Country Jakarta including team expert Which escort start process selection until to reporting stage. By referring to this guidebook, stakeholders in faculties for research activities and community service can carry out their functions with Good.

Although this manual has been prepared with the utmost care, it is not close possibility exists imperfection. For That, suggestion And critics very It is hoped that this guidebook will be more perfect for the coming period. Hopefully Book this guide can escort activity study And devotion to community in higher education so that they are able to produce outcomes that can provide donation Which means For lifting power Indonesia's competitiveness in in level world.



LIST REFERENCES

LIST REFERENCES

- Guide to Implementing Research and Community Service in Higher Education Edition XII Revised 2019 Directorate of Research and Community Service, Directorate General Strengthening Research And Development Ministry Research, Technology, and Higher Education
- Guide to Implementing Research and Community Service in Higher Education Edition XII Year 2018 Directorate Research And Devotion to Public, Directorate General for Strengthening Research and Development of the Ministry of Research, Technology and Higher education
- Guide to Implementing Research and Community Service in Higher Education Edition XI Year 2017 Directorate Research And Devotion to Public, Directorate General for Strengthening Research and Development of the Ministry of Research, Technology and Higher education.
- Guide to Implementing Research and Community Service in Higher Education Edition X 2015 Directorate of Research and Community Service, Directorate General for Strengthening Research and Development of the Ministry of Research, Technology and Higher education.
- Study, Development, And Application of Knowledge Knowledge and Technology.
- Regulation Director General Strengthening Research And Development Number 603/E1.2/2016 about Indicator Guidelines Achievement of Technology Readiness Level.
- Minister of Finance Regulation Number 106 of 2016 concerning Output Cost Standards Year 2017
- Regulation Government R.I No. 41 Year 2006 about Licensing Do Activity Study And Development For College Tall Foreign, Institution Study And Development Foreign, Body Business Foreigners, and Foreigners.
- Regulation Government R.I Number 66 Year 2010 about Change on Regulation Government Number 17 Year 2010 about Management And Implementation of Education.
- Regulation President Number 13 Year 2015 about Ministry Research, Technology And Higher education.
- Jakarta State University Chancellor's Regulation Number 16 of 2020 concerning Work Guidelines Same state University Jakarta.
- Minister of Education and Culture Regulation Number 3 of 2020 concerning National Higher Education Standards. Permenristekdikti Number 13 Year 2015 about Plan Strategic Ministry Research, Technology And Education Tall 2015-2019.
- Minister of Research, Technology and Higher Education Regulation Number 15 of 2015 concerning Organization and Work Procedures of the Ministry Research, Technology, and Higher Education.
- Minister of Research, Technology and Higher Education Regulation Number 44 of 2015 concerning National Higher Education Standards Permenritekdikti Number 42 Year 2016

neighbor Measurement And Determination Level

Technology Readiness.

Permenritekdikti Number 69 Year 2016 about Guidelines Formation Committee Evaluation

And /or Reviewers And System method Implementation Evaluation Study withUsing
Standard Cost Output.

Plan Parent Study Year 2021-2025. Institution Study And Devotion ToPublic University
Jakarta State.

Plan Strategic Devotion To Public Year 2021-2025. Institution StudyAnd University
Community Service Country Jakarta.

Statute University Country Jakarta

Constitution No 13 years old 2016 neighbor Patent

Constitution Number 12 Year 2012 about Higher education.

Constitution Number 20 Year 2003 about System Education National.

The background features a series of overlapping, angular shapes in shades of yellow, teal, and blue, creating a dynamic, layered effect. A prominent white diagonal line runs across the middle of the page.

ATTACHMENTS

Attachment 1. Stages Management Study

By general, stages activity study covers announcement, proposal, selection/appointment, determination, implementation, supervision, reporting, And evaluation output. Timetable all stages activity the be delivered by LPPM through choose 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 receptionproposal study in a way online via the page *website* LPPM or media others .

2. Stage Proposal

Proposal proposal done by lecturer, is known by Dean, Approved by ChairmanLPPM 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 the price *output* sub output study;
- c. Determination proposal study Which funded informed through page website LPPM or circular LPPM.

5. Stage Implementation

Stage implementation of research arranged with provision:

- a. Announcement results selection proposal And determination winner grant through pagehttp://lppm.unj.ac.id or LPPM circular letter.
- b. Signing contract study between PPK LPPM UNJ with lecturer recipientgrant Study.
- c. Process signing contract And melting fund study based on patternmanagement finance BLU UNJ.
- d. Implementation study refers on contract study.
- e. Contract Study at least containing :
 1. Para party Which involved in research contracts, in terms of This PPK LPPM UNJ (partyFirst, And Receiving lecturer second party Research grants)
 2. Base making /room scope contract
 3. Amount fund And mechanism melting fund study Which divided in 2 stage(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 form activity monitoring And evaluation (Monev)
 - 2) Every title study must be done Monev by 2 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

Executor study obliged give report progress, report end year And report the end of the study follows the following provisions.

- 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 final report on research implementation and design of other research outputs Which has been 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 study other.
- c. Committee Evaluation and/or *Reviewers* outer study give recommendation to LPPM form rating result which 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 continuity study; And
- d. Implementation contract study Which in accordance with rule scientific And provision contract research does not can be declared failed.
- e. Evaluation about fulfillment rule scientific contract study done based on *reviewer* recommendations about research output.

Timetable Tentative Implementation Study

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

Attachment 2. Systematics Proposal Study

The maximum number of Research Proposals is 20 pages (not including the cover page, page validation, And attachment), Which written use *fonts Times New Romance* size 12 with a 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. Summary must capable elaborate in a way carefully stages study And channel study in a way short and about the plan activity study Which proposed.

5. CHAPTER 1. INTRODUCTION

- a. **Background back** ; Describe the setting behind and problem Which 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. **Objective research** ; For points points objective study For answer from restrictions problem. Describe the specific objectives and urgency (priority) of the research. Explain that too what findings/innovations are targeted and their implementation in order to support them 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

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 summary budget arranged as format on attachment 14.

2. Timetable Study

The research schedule is arranged in the form of a *bar chart* for the research plans submitted and according to the format in Attachment 15.

9. 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.

10. ATTACHMENT

Entire document And documentation which is related proposal research that will held

Attachment 3. Systematics Report Study

The implementation of the research will be monitored and evaluated by external assessors. Monitoring results And evaluation reported by LPPM through menu upload proposal on website <http://lppm.unj.ac.id/> . Furthermore evaluator LPPM do monitoring And evaluation centralized regarding the implementation of research in higher education after reviewing the results of monitoring and internal evaluation included on the LPPM website. Results evaluation centralized evaluation and uploaded online via the website <http://lppm.unj.ac.id>. At the end of implementation research, each implementer reports the results of research activities in form compilation outer study.

Every executor must report implementation study with do things following:

- a. Taking notes all activity implementation program on Book Notes Daily Activities (logbook) And fill in activity daily in a way routine counted since signing agreement devotion in accordance with format
- b. LPPM prepare instrument evaluation monitoring And evaluation research activities
- c. Send report activity study to LPPM Which has signed by the Dean
- d. Sending documents report in pdf format with a maximum file size of 5 MB to page <http://lppm.unj.ac.id> and email lppm@unj.ac.id.

COVER PAGE

ENDORSEMENT PAGE

LIST CONTENTS

SUMMARY (maximum 1 page)

CHAPTER I. Introduction

- a. Background behind;
- b. State of the arts;
- c. Formulation problem And restrictions problem;
- d. Objective study; For points

CHAPTER II. REVIEW REFERENCES

- a. Map road study;
- b. Study results results study;

CHAPTER III. RESEARCH

METHODS CHAPTER IV. RESULTS

AND DISCUSSION

CHAPTER V. OUTDOOR AND TARGET ACHIEVEMENTS

CHAPTER VI. BUDGET COST AND TIMETABLE ACTIVITY

- a. Budget Cost
- b. Timetable Activity

CHAPTER V. CONCLUSIONS AND SUGGESTIONS LIST REFERENCES

ATTACHMENT

Attachment 4. Format Page Cover Study Superior 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 5. Format Page Cover Collaborative Research National

Color Cover Orange

Field Knowledge :

STUDY COLLABORATIVE NATIONAL



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

Color Yellow Cover

Research fields : _____

International Research Collaboration



Title _____

List of Researcher

Chief :
Members :

FACULTY OF_

UNIVERSITY COUNTRY JAKARTA

February 2021

Attachment 7. Format Page Cover Study Product Innovation

Color Dark Blue Cover

Field Knowledge :

STUDY PRODUCT INNOVATION



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 8. Format Page Cover Industry Partnership Research

Color Light Brown Cover

Field Knowledge :

STUDY PARTNERSHIP INDUSTRY



JUDUL RESEARCHER IAN

TEAM RESEARCHER

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

FACULTY
UNIVERSITY COUNTRY JAKARTA
Month, year

Color Cover Flag Faculty

Field Knowledge :

STUDY BASE FACULTY/POSTGRADUATE



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

Color Faculty Flag Cover

Field Knowledge :

STUDY APPLIED FACULTY/POSTGRADUATE



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

Color Cover Flag Faculty

Field Knowledge :

STUDY LECTURER YOUNG FACULTY



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

Color Cover Flag Faculty

Field Knowledge :

STUDY PRODUCT ARTWORKS AND LITERATURE



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

**PAGE ENDORSEMENT
RESEARCH(SCHEME)**

Title Research :

Code/Field Knowledge : /

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:

1. Upload Proposals Enough use signed from researcher And dean/WD 1.

Attachment 14. Format Justification Budget Study

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

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

Attachment 15. 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							■

Notes: Table can added in accordance need

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 HasGenerated	
14.	Eye Studying which Captured	

B. History Education

	S-1	S-2	S-3
Name College Tall			
Field Knowledge			
Year Enter-Pass			
Title of Thesis / Thesis /Dissertation			
Supervisor's Name / 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 Devotion ToPublic	Funding	
			Source	Qty (Million Rp)
1				
2				
3				
4				
5				

E. Experience Writing Scientific articles 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 Internal Scientific Meetings/Seminars 5 Last year

No.	Name of Scientific Meeting /Seminar	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 / IPR Theme	Year	Type	Number P / ID
1				
2				
3				
4				
5				

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

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

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

No.	Type Award	Institution Giver Award	Year
1			
2			
3			

4			
5			

All data Which I fill in And listed in biodata This is Correct And can legally accountable. If at a later date it turns out that there is no appropriate with reality, I capable accept the risk. Thereby biodata This I for with Actually For fulfil Wrong One condition in submission STUDY

.....(SCHEME).

Jakarta, / 20...
 Researcher,

.....
 NIP.

MEMBER RESEARCHER 1 DST.

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 Studying which Captured	

B. History Education

	S-1	S-2	S-3
Name College Tall			
Field Knowledge			
Year Enter-Pass			
Title Thesis / Thesis / Dissertation			
Name Supervisor / 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 Devotion ToPublic	Funding	
			Source	Qty (Million Rp)
1				
2				
3				
4				
5				

E. Experience Writing Scientific articles 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 Internal Scientific Meetings/Seminars 5 Last year

No.	Name of Scientific Meeting /Seminar	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 / IPR Theme	Year	Type	Number P / ID
1				
2				
3				
4				
5				

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

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

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

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

All data Which I fill in And listed in biodata This is Correct And can legally accountable. If at a later date it turns out that there is no appropriate with reality, I capable accept the risk. Thereby biodata This I for with Actually For fulfil Wrong One condition in submission STUDY

.....(SCHEME).

Jakarta, / 20...
Proposer,

.....
NIP.



MINISTRY OF EDUCATION AND CULTURE
UNIVERSITY STATE OF JAKARTA

INSTITUTION RESEARCH AND DEVOTION TO PUBLIC

Ki Hadjar Dewantara Building Floor 6 - 7, Jalan Rawamangun Muka, Jakarta

13220 Telephone/Fax: 021-4890856, Page: <http://lppm.unj.ac.id> ; e-mail:

lppm@unj.ac.id ;

LETTER STATEMENT ORIGINALITY

Which marked hand under This:

Name :

NIP / NIDN :

Rank / Group :

Position Functional :

Address :

.....

.....

Hereby declare that my research proposal with _
title

.....

..... Which proposed in skim Study For year
budget in 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 willing to be sued and
processed in accordance with applicable regulations and returned all over cost existing
research accepted to Treasury Fund.

Thereby statement This made with actually And with actually.

Researcher,

Signed + Stamp

.....
NIP.

Appendix 18. Format of Researcher's Statement of Willingness to Obtain Publication in National Journals, Reputable International Journals, and International Proceedings Reputable.



MINISTRY OF EDUCATION AND CULTURE
UNIVERSITY STATE OF JAKARTA

INSTITUTION RESEARCH AND DEVOTION TO PUBLIC

Ki Hadjar Dewantara Building Floor 6 - 7, Jalan Rawamangun Muka, Jakarta
13220 Telephone/Fax: 021-4890856, Page: <http://lppm.unj.ac.id> ; e-mail:

lppm@unj.ac.id ;

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 sign the Researcher's Statement Letter regarding the obligation to publish national journals (national, reputable international journals, And proceedings international reputable) Which published on year walk (year implementation study).

If at a later date there is any discrepancy with this statement, then I willing return all costs research that has been accepted into UNJ.

Thereby statement This made with actually And with actually.

Researcher,

Signed + Stamp

.....
NIP.

Attachment 19. Stages Management Devotion

In general, the stages of service activities include announcing acceptance of the proposal, proposal, selection/appointment, determination reception, implementation, supervision, reporting, and output assessment. The schedule for all stages of these activities was submitted by LPPM through page website LPPM, poster, letter circular and/or through media other. Authority every stages study based on group performance study arranged as in below:

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. Proposals Grant Devotion To Public University Superior University proposed via the website page <http://lppm.unj.ac.id/>
- c. Budget fund in accordance scheme devotion
- d. Chairman LPPM announce proposal Which funded in page LPPM or media other.

4. Source Fund

Source fund Devotion PPM can originate from:

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

5. Monitoring Guarantee Quality Service Program To Public

A. Monitoring Implementation PPM

Monitoring is activity important in implementation PPM, without monitoring, evaluation will lose the basis of its validity. To guarantee quality PPM done monitoring in a way simultaneous. Aspect important in monitoring implementation PPM covers three matter that is: executor, time implementation, and monitoring process.

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

B. Evaluation Implementation Devotion To Public

Evaluation of the implementation of PPM is carried out by the LPPM team manager as an action carry on activity monitoring. Activity This done on every end period PPM program to measure the goals that have been achieved as well as the obstacles which exists. Evaluation materials can be obtained from monitoring results, written reports as a form of scientific and managerial accountability for all stages activity program PPM Which has done. From report That also can is known success implementation program PPM in form quantity and quality, appropriateness activity, And big participation public Good in form thinking, manpower and funding.

Results monitoring And evaluation can used as:

1. Input For repair, enhancement, And development efforts __ furthermore good by management as well as society.
2. Bait come back For repair, enhancement, And development collegetall.

6. Guarantee Quality Program Devotion To Public

Assurance of the quality of the PPM program as a whole is structured in a system quality assurance.

A. Provision General

UNJ establishes, documents, implements and improves systems quality management in the field of PPM through Empowerment Learning activities effectively And sustainable in accordance with Standard Which set. Activity Which done LPPM UNJ includes:

1. Standardize lecturer PPM activities based on the empowerment paradigm public.
2. Ensure quality implementation program PPM through principles : _ Tri Dharma integration, participative, multidisciplinary, comprehensive, pragmatic, And sustainable.
3. Determine the criteria and methods necessary to ensure that control from the process implementation of PPM it is effective.
4. Ensure the availability of resources, information and collaborative partners necessary to support and monitor the program implementation process PPM.
5. Monitoring, measure, analyze And compile report annual implementation process PPM program.
6. Implement necessary actions to achieve planned results And increase process implementation program PPM Which sustainable.

B. Condition Documentation

Documentation System Guarantee Quality implementation program PPM UNJ consistson:

Document levels 1: Guide Quality (QM)

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

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

1. Guide Quality

LPPM UNJ determines and look after Guide Quality Which includes:

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

2. Procedure Quality

LPPM UNJ establishes documented procedures required by Guarantee Quality For system management quality, or refer in accordance with The main activities of the community service service system through PPM program.

3. Instructions Work

Instructions Work containing description Work implementation activity PPM Which customized under the condition Guarantee System Quality.

4. Form/ Records/Documents Supporter

Containing file And document supporter activity PPM.

C. Not quite enough Answer Management

Management LPPM UNJ committed For development And application quality management system and continuously improve its effectiveness through:

1. Plan, implement, monitor and evaluate as well report UNJ PPM activities.
2. Do communication to civitas academics, partner cooperation And related about importance PPM activities UNJ.
3. Strive fulfillment satisfaction from recipient benefit from activity PPM UNJ.
4. Set And review policy quality.
5. Set And review target quality in a way periodically
6. Carry out regular management reviews and ensure availability source Power, information and partner cooperation

D. Resource

LPPM UNJ set And provide source Power Which needed For:

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

E. Measurement, Analysis, And Repair

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

1. For ensure achieved paradigm And principles __ implementation devotion to public.
2. For ensure suitability system management quality.
3. For in a way sustainable increase effectiveness management system quality.

4. For ensure measurement, analysis And repair, LPPM UNJ establish documented procedures for Internal Quality Audit, Monitoring and Evaluation of Activities, Program Corrective Actions, and Preventive Actions Program Devotion To Public.

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

1. Draft

- a. Understanding quality in a way general is suitability with script academic and UNJ PPM implementation standards, conformity with the PPM paradigm, And fulfillment of implementation principles PPM.
- b. Quality devotion to public through program PPM UNJ is responsive to community problems, in the sense that lecturer UNJ have empathy/caring to problem public at the same time being able to invite the community to complete it the problem.
- c. The UNJ PPM quality assurance system is designed and implemented to can ensure quality ability subserve lecturer to public.

2. Application

- a. UNJ implements guarantee quality PPM that sustainable.
- b. LPPM UNJ is an institution that controls quality guidelines, quality procedures, instructions Work and supporting documents.
- c. In development And application system guarantee quality, LPPM UNJ choose a Learning, Empowerment and Development approach(*Educating, Empowering and Developing*)
- d. Implementation guarantee quality PPM explained in a way more detailed in Monitoring and Evaluation of PPM Activities.

G. Organization Guarantee Quality PPM UNJ

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

Attachment 20. Systematics Proposal Devotion

Proposal activity devotion to public refers on Guide Study And UNJ Community Service 2020. UNJ refers to one of the Simlitabmas **Program schemes Community Service (PPM)** which is adapted to the characteristics of scientific discipline at UNJ. The maximum dedication proposal is **20 pages** (not including the cover page, pages endorsement, and attachments), written using Times New Roman size 12 with spacing line 1.5 space And size paper A-4 as well as follow systematic with order as following:

COVER PAGE PAGE

ENDORSEMENT

IDENTITY AND GENERAL

DESCRIPTIONLIST CONTENTS

PROPOSAL SUMMARY (maximum one page)

Maximum proposal summary of 500 words containing problems, solutions and output targets which will be achieved in accordance with each community service scheme. Summary Also load description in a way carefully And short plan activity Which proposed Andwritten with distance One space.

CHAPTER 1 INTRODUCTION

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

1.1 Analysis Situation

On part This outlined analysis situation focus to condition latest partner Whichcovers 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 problem Which 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 coverthings following This:

- a. For Businessman Micro/Services Service: determination problem priority partner 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 mutually agreed.
- d. For Public General: state problem priority partner in facet social, culture, religious, service quality or social life.
- 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. 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 Which 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 problems faced partner in a way systematic in accordance with priority problem. Solutions must be related properly with problem priority partner.
2. Write it down type outer Which will generated from each solution that's good in facet production nor management business (For economic partners productive/directive to economy productive) or in accordance with solution Specific on problem Which faced partner from 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 the like, state Also the specifications.
5. Make it plan achievements outer in accordance with outer Which targeted.

CHAPTER 3. METHOD IMPLEMENTATION

Method implementation maximum consists on 2000 say Which explain stages or steps in implementing the solutions offered to overcome the problem partner. In this section, you must fill in a description of the expertise and duties of each team memberservice to society. A complete description of the implementation method section can be described as following:

1. For Businessman Micro/Services Service, And For Group Candidate Businessman New soimplementation method activity associated with stages or steps in carry out solution from problem partners, at least in two field problem Which different being handled on partners, like:
 - a. Problem in field production.
 - b. Problem in field management.
 - c. Problems in the field marketing, and others.
2. For Public General, state stages or steps Which taken To 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 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 activities finished held.
6. Write it down Name team proposer And explain expertise And task each in PPM activities

CHAPTER 4. OUTDOOR AND TARGET ACHIEVEMENTS

On part This, proposer must fill in outer must And addition, year achievements, And status his achievements. Just like research outputs, service publication outputs to public Which form article required mention Name journal Which aimed And For outer form book must include Name publisher Which aimed.

CHAPTER 5. COST AND TIMETABLE ACTIVITY

5.1 Budget Cost

Justification budget arranged in a way detailed And attached in accordance with format. Summary budget cost Which submitted in table form with components like table following.

Table 5.1. Format Summary Budget Program Fees PPM Which Filed

No	Component	Cost Which Proposed (Rp)
1	Honorarium for officers laboratory, collector data, processor data, analyzer data, honor operator, And honormaker system	
2	Purchase material finished use For purchase ATK, photo copy, correspondence, drafting report, print, binding, publication, credit, Internet, material laboratory, subscriber journal, material making tools/machines for partner	
3	Journey for survey/sampling data, socialization/ training/mentoring/evaluation, Seminar/Workshop DN-LN, accommodation-consumption, per diem/lumpsum, transport	
4	Rent For equipment/machines/space laboratory, vehicle, garden test, equipment support devotion other	
	Amount	

5.2 Timetable Activity

Timetable activity arranged in form a bar chart according to the service implementation plan to public Which submitted And in accordance with format.

LIST REFERENCES

bibliography arranged and written based on number system in accordance citation order. Only literature cited in the proposal for community service is included in Bibliography.

ATTACHMENTS

Proposals submitted to LPPM will be selected by an internal or external review team set by LPPM. Assessment instrument proposal in accordance with the elements Which assessed .

Attachment 21. Systematics Report Devotion

Implementation program Devotion Public University Country Jakarta will monitored and evaluated by an external assessor. Monitoring and evaluation results are reported by LPPM through page website <http://lppm.unj.ac.id>. Furthermore evaluator LPPM do centralized monitoring and evaluation towards 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 end of implementation devotion, every executor report activity results deep devotion 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 Activities (*logbook*) And fill in activity daily in a way routine counted since signing agreement devotion in accordance with format attached
- b. LPPM prepares assessment instrument for monitoring and evaluating service activities to public.
- c. Send community service activity reports to the community to the LPPM has signed by the Dean
- d. Send seminar report documents 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 . Assessment instrument seminar appropriate results format .

The systematic report on the implementation of community service activities is as follows:

COVER PAGE
ENDORSEMENT PAGE IDENTITY

AND DESCRIPTION GENERAL

LIST CONTENTS

PROPOSAL SUMMARY

CHAPTER 1

INTRODUCTION

1.1 Analysis Situation

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 CHAPTER 1 until 5 adapt with description proposal)

CHAPTER 6. IMPLEMENTATION OF ACTIVITIES

CHAPTER 7. CONCLUSIONS AND

RECOMMENDATIONS

REFERENCE

ATTACHMENTS

Light Green Cover

PROPOSAL/REPORT

GRANT JUDGMENT TO PUBLIC COLLABORATIVE INTERNATIONAL (PPM-KI)



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, and country

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

Dark Green Cover

PROPOSAL/REPORT

GRANT JUDGMENT TO PUBLIC INTEGRATED STUDYING
WORK REAL
(PPM-KKN)



TITLE PROGRAM*

By :

Full Name and NIDN Proposing Team Leader Name
Complete And NIDN/NIM 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

Tosca Green Cover

PROPOSAL/REPORT
GRANT JUDGMENT TO PUBLIC PROGRAM PARTNERSHIP
WORLD BUSINESS AND LOCAL GOVERNMENT
(PPM-PKDUP)



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

Cover Color corresponds to the flag of each faculty

PROPOSAL/REPORT

GRANT JUDGMENT TO PUBLIC PROGRAM PARTNERSHIP
PUBLIC FACULTY
(PPM-PKMF)



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 so that be equipped with location Village, Subdistrict, Regency And Province

PAGE ENDORSEMENT GRANT

..... (SCHEME)

1. Title PPM-PKMF :
2. Name Partner Program PPM-PKMF (1) :
 Name Partner Program PPM-PKMF (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 skills :/.....
 - 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 produced :
8. Period time Implementation Year
9. Cost Total : IDR
- Institution UNJ : Rp

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

Jakarta, 20.....
 Dean Team Proposer
 Sign hand
 (Name Complete)
 NIDN

Know Chairman
 LPPM UNJstamp
 and TTD

(Full name)
 NIDN

Notes: Upload Sufficient proposal using sign from researchers and dean/WD 1

IDENTITY AND DESCRIPTION GENERAL

1. Title :

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. Problem Which found And solution Which offered:

.....

9. Fundamental contribution to the target audience (describe in no more than 50 words, emphasison benefit Which obtained)

.....

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

.....

Attachment 28. Format Biodata Chairman And Member Team Proposer

A. Identity Self

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 Deep Research 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 sourceother.

D. Experience Devotion To Public in 5 Year Final

					Pendanaan
--	--	--	--	--	-----------

No.	Year	Title Devotion To Public	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/Year
1			
2			
3			
Etc.			

F. Presenter Scientific Seminar (*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 Last year

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

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

No.	Title/Theme/Type Manipulation Social OtherWhich Has Applied	Year	Place Implem enter	Respon se 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 can legally accountable. If at a later date it turns out that there is no according to reality, I capable receive sanctions.

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

Jakarta, 20
Chairman/Members Proposer*,

Signature (Name

Complete)

Attachment 29. Format Justification Budget Devotion

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

* Wages And Wages only for power field and energy technician

Attachment 30. Format Timetable Activity Devotion

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

Attachment 31. Format Notes Daily

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

Description: results achieved in each activity (photos, notes, documents, etc.)attached (uploaded).

Letters of Research Collaboration

The undersigned,

Name :
Research interests :
e-mail :
School/faculty/division :
Universities/Institutes :
Address :

hereby confirms our commitment to have research collaboration with,

Name :
Program/Faculty/School :
Universities : University Country Jakarta
Research interests :
Title of research proposal :

This letters hereby affirms my intent to be collaborator and authorship in join publications.

Approval _____, _____, 2021
Director/principal, Name,

Signature and stamp Signature

Notes: Letter format can be customized with need And agreement with partner

**Letters of Collaboration
in International Community Services**

The undersigned,

Name :
e-mail :
Institution :
Address :

hereby confirms our commitment to collaborate in the international community services activities with

Name :
e-mail :
Program/Faculty/School :
Universities : University Country Jakarta
Title of proposals :

Both parties hereby state their willingness to comply with all rules and regulations pertaining to these activities and affirm their intent to conduct joint authorship in publication in regard to these international services activities.

Approval _____, _____, 2021
Director/principal, Name,

Signature and stamp Signature

Notes: Letter format can be customized with need And agreement with partner

LETTER STATEMENT WILLINGNESS PARTNER COLLABORATION NATIONAL

Which marked hand under This,

Name :
_____ NIDN/NIP

: _____
Rank/Group :

Position Functional :

Study Program/Faculty/PT : _____

Hereby declare that I am willing to become a PARTNER RESEARCH in the grant scheme Collaboration National BLU funding University Jakarta State by title:

Which proposed by Chairman Researcher,

Name :
_____ NIDN/NIP

: _____
Position Functional : _Study program/faculty

: _____
PT
: State University of Jakarta

For year budget 2021, with commitment as following:

1. Willing follow all over stages study until finished.
2. Willing to actively participate in every stage of research activities to achieve outer according to obligations.

If later day it turns out, I No Can fulfil commitment the, I capablereceive sanctions. Thus, this statement is made truly and truly.that's right.

knowing,
Dean/Director

.....,

Researcher Partner

TTD+Stamp

Signed + Stamp

Notes:

- Format can be changed according to the needs

- *Dean/Director And Researcher partner is lecturer from Education Tall Other*

KOP LETTER PARTNER

LETTER INFORMATION PARTNER

Number:

Which marked hand under This,

Name : _____

Position : _____

Explain That

Name :

_____ Job

_____ :

_____ Study Program/Faculty

_____ :

_____ PT

: State University of Jakarta

Own activity study Which themed “ ”.

These activities have the potential to be developed and can produce innovative products, therefore(partner name) have been willing to partner in support implementation research so that the product resulting from to be valuable commercial.

Thereby letter information this was made For can be used as it should be.

.....,

Director/CEO/etc

TTD+Stamp

Notes:

- *Format can be changed according to the needs*

**LETTER STATEMENT OF WILLINGNESS
PARTNER COMMUNITY SERVICE ACTIVITIES
UNIVERSITY STATE OF JAKARTA**

Which marked hand under This,

Name : _____
Position : _____
Name Institution/Foundation/Institution* : _____
Address : _____
: _____

With This state that I willing become PARTNER in activity Devotionto Jakarta State University Society with theme/title:

Which proposed by Chairman Researcher,

Name : _____
NIDN/NIP : _____
Position Functional : _____
Study program/faculty : _____
PT : University Country Jakarta

For year budget 2021, with commitment as following:

1. Willing follow implementation devotion to public until finished.
2. Willing to actively participate in community service activities up to produce required output according to the scheme grant.

Thereby statement This made with actually And with actually.

.....,

Partner

Signed + Stamp

Notes: Letter format can be customized with need And agreement with partner

Attachment 37. Proof Involvement Student



MINISTRY OF EDUCATION AND CULTURE
UNIVERSITY COUNTRY JAKARTA
INSTITUTION RESEARCH AND DEVOTION TO PUBLIC

Ki Hadjar Dewantara Building Floor 6 - 7, Jalan Rawamangun Muka, Jakarta 13220
Telephone/Fax: 021-4890856, Page: <http://lppm.unj.ac.id> ; e-mail: lppm@unj.ac.id ;

**PROOF INVOLVEMENT STUDENT
IN ACTIVITY STUDY / DEVOTION TO PUBLIC**

Title Study / P2M :
Scheme :
Year Funding :

NO	NAME STUDENT	NIM	FORM INVOLVEMENT	TTD
1				
2				
3				
4				
5				
Etc.				

Jakarta, 2021
Chairman Researcher/Executor P2M,

.....
NIP.

Information:

Column Form Involvement filled with type activity student, like as collector data, processor data, develop instrument, etc. When filled with solution thesis/assignment end student, write it down thesis/assignment title end student the.

Attachment 38. Criteria Application in public And Recognition International

On IKU results Work lecturer used by public or get recognition international, Related data attributes consist of scientific papers, applied works, and works of art. Data for IKU purposes will later be obtained from PDDikti which will be sourced from a number of application that is Sisters PDDikti. Kedaireka (kedaireka.id) And or application external Ministry that is application SYNTA on page sinta.ristekbrin.go.id. Following criteria data For IKU research output:

Criteria Indicator : a. Papers scientific,	
1) Journal Scientific, Book Academic, And Chapter (Chapters) in Book Academic.	
Criteria Recognition International	Criteria Application in public
<ul style="list-style-type: none"> • Indexed by institution global Which reputable (order writer No differentiated the weight, For push collaboration international); • work / thoughts disseminated in conference or seminar international; or • work / thoughts disseminated in form article scientific popular Which published in media with reader international. 	<ul style="list-style-type: none"> • Idea in in journal, book, or chapter (chapter) used by government, company, or organization outside And applied in A project or activity; • research cited by more than 10 (ten) time by other researchers; • results study used as material teach by other lecturers; or • book succeed published with scale distribution National level.
2) Work reference: book pocket (handbook), guidelines (guidelines), manual, book text (textbook), monograph, encyclopedia, dictionary.	
Criteria Recognition International	Criteria Application in public
<ul style="list-style-type: none"> • Published by publisher international; • used in community academic or professional international scale; • arranged with the author with background behind international; or • involved in preparation pocket book (handbook) containing thinking up to date And original from fellow academics international Which have specialization in the field. 	<ul style="list-style-type: none"> • Book pocket (handbook}, book text (textbooks, monograph used by government, company, or organization outside And applied in A project or activities.
3) Case Study	
Criteria Recognition International	Criteria Application in public

<ul style="list-style-type: none">• Studies case used as part learning or study in collegetall overseas.	<ul style="list-style-type: none">• Studies case used as material learning cases method in eye studying national universities.
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4) Report study For partner	
Criteria Recognition International	Criteria Application in public
<ul style="list-style-type: none"> Fulfil all criteria success implementation in society, but at scale multilateral or international 	<ul style="list-style-type: none"> Study applied or done For institution government, company private, BUMN, BUMD, organization non-profit, or organization multilateral.

Indicator Explanation : a. Papers scientific		
Topic	Sub Topic	Explanation
Criteria Outer Scientific Indexed – Global	Definition index global	Databases journal scientific reputable tall according to discipline, topic and type publication scientific
	Example index global	Index global Which registered in SYNTA
		Index reputable global: SCOPUS, Web of Science, Microsoft Academic Research, DOAJ, CABI, Copernicus, Ebscho <i>List Keep going updated</i>
Criteria conference/seminar international as external dissemination scientific	Definition Conference international	Conference academic Which held by college tall outside country, community academic international, nor organization international with topic Which in accordance And has held in a way routine (annually, binary)
	Definition Conference international	Seminar academic which can form <i>public lectures</i> , speech academic, nor presentation findings research in college tall outside country, community academic international nor organization international

Criteria Indicator : b. Applied Works	
1) physical product, digital, And algorithm (including prototypes).	
Criteria Recognition International	Criteria Application in public

<ul style="list-style-type: none"> • Get award international; • used by company or organization government/ non-government scale international; or • there is partnership between inventor And company or organization government/ non-government scale international. 	<ul style="list-style-type: none"> • Acquire patent national; • confession association; • used by industry/companies or institution government/non-government; or • there is partnership between inventor And company or government organization/ non-government scale national.
<p>2) Development invention with partner</p>	

Criteria Recognition International	Criteria Application in public
<ul style="list-style-type: none"> • Work developed together with partner international or multinational. 	<ul style="list-style-type: none"> • Work funded by, developed together with, or used by industry in in country.

Indicator Explanation : b. Work Applied		
Topic	Sub Topic	Explanation
Award criteria international, association recognition, and national patents For work applied	Award international	International award for work applied (invention And innovation) Which own judging strict, Power competitive between country, And reputable in accordance the field.
	Criteria award international	Criteria more carry on about award internationally recognized ones followed regulation college tall Which applies
	Confession association	Work applied acknowledged by association Which included in the Ministry's list Industry and the Indonesian Chamber of Commerce, or association other Which appointed in a way official by government
	Patent national	Work applied own right patent national which was officially issued by government Indonesia

Criteria Indicator : c. Artworks,	
1) Visual, audio, audio visual, show [performance)	
Criteria Recognition International	Criteria Application in public

<p>A collection of original works, not reproductions And:</p> <ul style="list-style-type: none"> • can sponsorship/ funding from organization non-government international; • listed on catalog exhibition publication international, both academic nor commercial; • is displayed in festival, exhibition, And show scale international with process selection Which strict (for example panel jury, And theme, And other-other); or • get award scaleinternational. 	<p>Collection work original, No work reproductionAnd:</p> <ul style="list-style-type: none"> • get sponsorship/ funding fromnon-governmental organizations; • published in exhibition orshow national official; • get away curation party third; • method work (art methods) used for interest public like art therapy for disaster situations, implementation design which is inclusive for disabilities, and other-other; or • acquired or financed by industry or government.
<p>2) Design draft, design product, design communication visual, design architecture, design</p>	

craft	
Criteria Recognition International	Criteria Application in public
<ul style="list-style-type: none"> • Work listed in the exhibition catalogue publication international, Good academic or commercial; • work is displayed at festivals, exhibitions, And show scale international;or • work get award scale international. 	<ul style="list-style-type: none"> • Collection original work; • Published in exhibition or show official in area nor national; • get away curation party third; • method work (art methods) used for the benefit of society like art therapy for disaster situation, application design which is inclusive for disability, and others; or • work acquired or financed by industry or government.
3) Work write novels, rhyme, poetry, notation music	
Criteria Recognition International	Criteria Application in public
<ul style="list-style-type: none"> • Work received an award (award, shortlisting, prizes) scale international; • works displayed at festivals or events show national scale; or • the work is substantially reviewed/reviewed by circles academic/practitioner international. 	<ul style="list-style-type: none"> • Work original; • work published / discussed infestivals or large-scale performance events national • work published, Good by publisher academic nor publisher commercial Which reputable; or • work financed by industry or government.
4) Work preservation, example: modernization art dance area	
Criteria Recognition International	Criteria Application in public
<ul style="list-style-type: none"> • Can sponsorship/ funding from organization non-government international; • work listed on catalog exhibition publication international, Good academic nor commercial; • works displayed at festivals, exhibitions, And show scale international with process selection Which strict (e.g. jury panel, theme, etc.);or • work get award scale international. 	<ul style="list-style-type: none"> • work get award scale international. • Can sponsorship/ funding from non-governmental organizations; published in exhibition or show officialnational; • get away curation party third; or • works are acquired or financed by the sectorprivate or industry or government.

Attachment 39. Level Readiness Technology (TKT)

TKT	DEFINITION	DESCRIPTION READINESS
1	Basic principles from a technology has researched	<ol style="list-style-type: none"> 1. Has determined assumption And law base Which will used on technology to be developed. 2. Literature studies, both theoretical and empirical, have been carried out study previous, about principle base technology which will developed. 3. If There is, hypothesis study has formulated.
2	Draft technology and applications been in formulate	<ol style="list-style-type: none"> 1. Has identified equipment And system Which will used. 2. It has been identified from literature studies (theoretical/empirical) that the technology that will be developed will make it possible applied. 3. Has identified design in a way theoretical And empirical. 4. Has known elements base from technology Which will developed. 5. Have mastered and understood the characterization of technological components Which will be developed. 6. The performance of each constituent element has been predicted technology which will be developed. 7. Has done analysis beginning show that function main required to work with Good. 8. A model has been created and simulations carried out to test truth principle base. 9. Has done study analytic For test the truth principle basically. 10. Tests have been carried out on the components technology to be developed, separately can be Work well. 11. Has done testing that equipment Which used Already valid and reliable. 12. Has is known stages experiment Which will done
3	Concept and characteristics important than a technology has proven analytically And experimental	<ol style="list-style-type: none"> 1. Analytical studies have been conducted to support performance prediction elements Technology. 2. Has identified And predicted character/trait And capacity show off basic system work. 3. Laboratory experiments have been carried out to test appropriateness application of this technology. 4. Has done modeling And simulation support predictions ability Technological elements. 5. Has done development technology the with The first step is to use a very mathematical model possible and can simulated. 6. Has done study laboratory For predict performance each element of Technology. 7. Theoretically, empirically and experimentally have been known component 2 system technology etc can Work with Good.

TKT	DEFINITION	DESCRIPTION READINESS
		<p>8. Has done study in laboratory with use data dummy.</p> <p>9. Results have been obtained that the technology is scientifically feasible (studies analytic, models / simulation, experiment).</p>
4	Component technology has validated in environment laboratory	<p>1. Laboratory tests of the components have been carried out separated.</p> <p>2. Condition system For application according to user basis known (adopter's wishes).</p> <p>3. Results test laboratory to every components show that every component can operate.</p> <p>4. Has done test function main technology in environment which is relevant.</p> <p>5. Prototype technology scale laboratory has made</p> <p>6. Study integration component has started.</p> <p>7. Process 'key' For its manufacturing has identified And studied in the laboratory.</p> <p>8. Integration system technology And design get up scale laboratory has been completed (<i>low fidelity</i>).</p>
5	Component technology has validated in environment Which relevant	<p>1. Preparation production device hard has done.</p> <p>2. Has done study market (marketing research) And laboratory research for choose process fabrication.</p> <p>3. Prototype already made.</p> <p>4. Equipment And machine supporter has tested in laboratory.</p> <p>5. System integration has been completed with a high degree of accuracy (high fidelity), ready to be tested on real/simulated environment.</p> <p>6. System accuracy (fidelity) has been improved prototype.</p> <p>7. Has done modification condition laboratory so that similar with that environment actually.</p> <p>8. Process production has been assessed (<i>review</i>) by part manufacture</p>
6	Model or Prototype has been tested in environment Which relevant	<p>1. Condition environment operation actually has been known.</p> <p>2. Need investment For equipment And process manufacturing has identified.</p> <p>3. <i>Machinery and Systems</i> (M & S) for technology system performance on operating environment.</p> <p>4. Part manufacture/ manufacturing agree And accept results testing laboratory.</p> <p>5. Prototype has tested with accuracy/ fidelity laboratory the high one on simulation environment operational (environment Actually).</p> <p>6. Test results prove technically feasible (<i>engineering feasibility</i>).</p>

7	Prototype has been tested in environment	<ol style="list-style-type: none">1. Equipment, process, method And design technique has identified.2. Process And fabrication procedure equipment start tried out.3. Equipment process And equipment test/inspection tried out in a production environment.
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TKT	DEFINITION	DESCRIPTION READINESS
	Actually	4. Draft picture design has complete. 5. Equipment, process, method And design technique has developed and start tried out. 6. Calculation estimation cost has validated (<i>design to cost</i>). 7. Process fabrication in a way general has understood with Good. 8. Almost all function can walk in environment/conditions operation. 9. The complete prototype has been demonstrated in simulation environment operational. 10. Prototype system has tested on trials field. 11. Ready for initial production (<i>Low Rate Initial Production -LRIP</i>).
8	System Technology is complete And fulfil condition (<i>qualified</i>)	1. Form, suitability And function component compatible with system operation. 2. Machine And equipment has tested in environment production. 3. Diagram end finished made. 4. The fabrication process was tested on a pilot scale (<i>pilot-line</i> or LRIP). 5. Test process fabrication show results And level productivity which can accepted. 6. Test all over function done in simulation environment operation. 7. All material/ material And equipment available For used in production. 8. System fulfil qualification through test and evaluation. 9. Ready For scale production full (capacity full).
9	Technology truly tested/proven through success operation	1. Draft operational has truly can applied. 2. Estimation investment technology already made. 3. No There is design changes which is significant. 4. Technology has tested on condition Actually. 5. Productivity has stable. 6. All documentation has complete. 7. Has done estimation price production compared to competitors. 8. Technology competitors has is known.



*Memcerdaskan dan
Memartabatkan Bangsa*

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

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