



Southeast Asian Ministers of Education Organization  
Regional Centre for Early Childhood Care Education and Parenting

# GUIDELINES RESEARCH GRANT SEAMEO CECCEP 2021



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## PREFACE

Praise and gratitude to the presence of God Almighty because of His grace and guidance, the 2021 SEAMEO CECCEP Research Grant Guidelines have been completed.

Sustainable Development Goals (SDGs) 4.2 and Government Regulation Number 59 year 2017 on the Sustainable Development Plan states that by 2030 the Indonesian government guarantees all children have access to quality early childhood development, care, and early year education. Southeast Asian Ministers of Education Organization Regional Center for Early Childhood Care Education and Parenting (SEAMEO CECCEP) was established, which is part of the organization of the Southeast Asian ministers of education. The establishment of this center is to increase the development of early childhood education (PAUD) and Parenting and manifest the commitment of Southeast Asian countries in increasing the competitiveness of the ASEAN community.

One of the SEAMEO CECCEP programs is conducting quality research for lecturers, researchers, academics to increasing research productivity which is oriented to the national and international scientific publications. SEAMEO CECCEP is developing a research grant program intended for researchers, academics, and educational practitioners of early childhood education and parenting. The results of the program will be published in the journal SEAMEO CECCEP in 2021.

Finally, with the publication of the 2021 SEAMEO CECCEP Research Grant Guidelines, it is expected that it can be used as a reference and guideline for researchers, academics, and educational practitioners in conducting research in early childhood education and parenting funded by SEAMEO CECCEP.

Bandung,

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NIP 196003251984031005



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## I. INTRODUCTION

### A. BACKGROUND

Sustainable Development Goals (SDGs) 4.2 and Government Regulation Number 59 year 2017 on the Sustainable Development Plan states that by 2030 the Indonesia government guarantees all children have access to quality early childhood development, care, and early year education.

In order to support the government goals, the Southeast Asian Ministers of Education Organization Regional Center for Early Childhood Care Education and Parenting (SEAMEO CECCEP) was established, which is part of the organization of the Southeast Asian ministers of education. The establishment of this center is to increase the development of early childhood education (PAUD) and Parenting and manifest the commitment of Southeast Asian countries in increasing the competitiveness of the ASEAN community.


One of the SEAMEO CECCEP programs is conducting quality research for lecturers, researchers, academics to increasing research productivity which is oriented to the national and international scientific publications. All programs aimed to produce scientific works in various products such as academic articles, scientific journals, books, and other forms which could disseminate at the national or international level. Understanding the need of researchers for conducting research, especially among lecturers, researchers, academics, or educational practitioners, SEAMEO CECCEP developed a research grant program applied on a limited basis for 14 selected research proposals from researchers, academics, and educational practitioner.

2021 is the third year of the SEAMEO CECCEP Research Grant program. The four major themes of SEAMEO CECCEP research in 2021 are compiled based on the themes of the development of the SEAMEO CECCEP Program, namely 1) Quality Learning Environment and 2) Policies and Programs for 21st-century learning, while for the field of Parenting are 3) Inclusive, Cultural Relevant, and Sensitive Parenting Education Programs, and 4) 21st Century Parenting.

The quality learning environment's theme aims to understand the relationship between the environment, the school, and child welfare. The previous study shows that the right ECE environment will provide a strong foundation for future education and child development. Understanding the quality of the learning environment is necessary to comprehensively look at a complex and dynamic system, including the quality of teachers, facilities and infrastructure, teacher-child and teacher relationships, children's experiences with peers, and children's relationship with the home environment.

Based on an ecological perspective, several factors affect children's development. The factor creates a circumstance between children as individuals, families, the environment, and broader social discourses that can affect children's welfare. Education Policy is one of the factors that contribute to the ECE services. As the policies and programs contribute to educational practices, the theme of Policies and Programs for 21st-century education was raised in the research grant.

Meanwhile, the parenting theme will explore parents' knowledge and practices from diverse backgrounds such as certain indigenous tribes, low socio-economic-status, minority groups, or families with special needs children. By raising this research theme, the research result is expected



to be a positive input for parents, teachers, schools, and the government to make parenting programs sensitive and culturally responsive. Besides, other themes will cover topics such as negotiating the use of technology with parenting or exploring parenting best practices in the family with various backgrounds.

The 2021 Research Grants Program aims 14 research proposals for researchers, academics, and educational practitioners in the ECE and Parenting. The 2021 Research Grant guideline is created to support the 2021 Research Grant program's implementation, which contains detailed information regarding the preparation, implementation, and reporting of the 2021 Research Grant Program.

## **B. POLICY BASIS**

- a) SEAMEO Charter.
  - b) Law number 11 years 1968 about Charter the Southeast Asian Ministers of Education Organisation.
  - c) Law number 20 years 2003 about National Education System.
  - d) Law number 17 years 2007 about National Long Term Development Plan for 2004-2025
  - e) Memorandum of Agreement between Government of Republic of Indonesia and Southeast Asian Ministers of Education Organisation about the establishment of SEAMEO Regional Centre for Early Childhood Care Education and Parenting in Indonesia on 25 Juli 2017.
  - f) Enabling Instrument signed by H. E. Prof. Dr. Muhadjir Effendi as SEAMEO Council President on 25 Juli 2017.
  - g) Government regulations number 19 years 2005 about National Education Standard.
  - h) Government regulations number 17 years 2010 about Implementation of Education Management, changed to Government regulation number 66 years 2010.
  - i) Minister of Education and Culture regulations number 28 years 2018 about Appointment of Secretary General Ministry of Education and Culture Indonesia as the Mother Agency for 7 SEAMEO Centres in Indonesia.
  - j) National Minister of Education regulations number 137 years 2014 about Early Childhood Education Standard.
  - k) National Minister of Education regulations number 146 years 2014 about Curriculum of 2013 Early Childhood Education.
  - l) Minister of Finance Republic of Indonesia regulations number 168 years 2015 about Mechanism of Government Aid Budget Implementation on Ministries and Institutions changed to Minister of Finance Republic of Indonesia regulations number 173 years 2016 about Mechanism of Government Aid Budget Implementation on Ministries and Institutions.
- 

- m) Republic of Indonesia Minister of Education and Culture regulation number 24 years 2013 about General Instructions of Management and Accountability on Social Aid Expenses within Ministry of Education and Culture.
- n) Circular Letter from Minister of Education and Culture number 1 years 2019 about Coordination in Implementation of Technical Implementation Unit's Duties within the Ministry of Education and Culture.
- o) SEAMEO Strategic Plan 2011- 2020
- p) SEAMEO 7 Priority Areas 2015- 2035

### **C. PURPOSE AND OBJECTIVES**

- a) To increase research quality which supported the vision and mission of SEMAEO to be regional research, advocacy, and capacity building center of excellence on ECCE and Parenting in the national level and Southeast Asia region.
- b) To raise the current issues related to Early Childhood Education and Parenting through various research themes.
- c) To develop collaboration with an organization and educational institution at the national level to cooperate and collaborate in the research and technology transfer.
- d) To increase international recognition through research dissemination and international journal publication.

### **D. ELIGIBILITY**

The research grant is open to lecturers, researchers, academics, ECE education practitioners (including headmaster or teacher) from Southeast Asia countries. In 2021, the total of the grant is 14 grantees.

### **E. RESEARCH THEMES**

Research studies may cover one or more areas in supporting SEAMEO CECCEP programs, as follows:

#### **a) Quality Learning Environment**

The quality of the ECE learning environment should be seen as a complex and dynamic system. Further, this theme includes the quality of teachers, facilities and infrastructures, teacher-child and teacher relationships, children's experiences with peers, children's and teacher's perspectives on their learning environment, and teaching-learning experience in the home environment.

#### **b) Policy and Programs for 21<sup>st</sup> Century Learning**

This theme includes reviewing early childhood education policies and programs, analyzing and comparing ECE policies in Southeast Asia, or developing curriculum programs for learning in the 21<sup>st</sup> century.

c) **Inclusive Family Education Program**

The theme is to explore the best parenting practices from disadvantaged backgrounds such as low socio-economic-status families, minority groups, indigenous communities, certain ethnicity/cultures, or families with special needs children..

d) **The 21<sup>st</sup> Century Parenting**

This theme covers the parents' parenting challenges in the 21st century, such as technology, changes in family structure, single-parent families, multicultural family background (ex: families with different nationalities), and father and mother's role division.

e) **Assessment for children development**

The theme focuses on developing assessment tools to screening and measuring the aspects of early childhood development aged 0-2 years and 2-4 years. The objective of the assessment is to screen the child's developmental stages and tasks. This instrument tool is targeted to be applied in Southeast Asian countries. In the research process on developing the instrument, various contexts should be considered, including the linguistic, cultural, and social backgrounds.

f) **Study on Strategic Issues and Challenges on ECCE and Parenting**

This theme covers the global latest issues the ECE and Parenting, such as emergency response in the ECE, Covid-19 pandemic, disasters, or others.

g) **Innovative Financing for ECCE**

This theme focuses on research to recommend the right, innovative, and sustainable financing model for the ECE center.

h) **Strategy on ECCE Advocacy and Assistance**

This theme focuses on research to find a good model of advocacy and assistance in the ECE and Parenting in a school and community.

## **II. GRANT TERM AND CONDITION**

### **A. SEAMEO CECCEP Research Grant 2021 Program**

The SEAMEO CECCEP Research Grant 2021 Program is a research grant program from SEAMEO CECCEP for lecturers, researchers, academics, or educational practitioners chosen through a selection process and proposal approval. The program objective is to stimulate the researcher to enrich knowledge and develop ECE services and Parenting.

The program objective is in line with the vision and mission of SEAMEO CECCEP to become a regional center of excellence for research, advocacy, and capacity building in ECD and Parenting at the national and regional Southeast Asia levels.

### **B. Applicant Criteria**

- a) Proposal is made according to research ethic.
- b) Proposals will be selected administratively. Proposals that do not meet the administrative requirements will be rejected and not forwarded to the substantive selection.
- c) Applicants can be in the form of individuals or teams.
- d) The maximum number of the research team is four, including the lead researcher.
- e) Applicants are eligible to submit one research proposal.
- f) Applicants are not allowed to receive funding from other parties to fund the proposed research.
- g) The lead researcher had never received research funding from SEAMEO CECCEP in the previous year.
- h) Applicants who are non-Indonesian citizens (WNA) must have one of the team members who is an Indonesian citizen (WNI).

### **C. Application and Implementation Process**

#### **a) Publication**

The program begins with the announcement on the SEAMEO CECCEP website and its media social. The announcement is followed by a research grant guideline that can be accessed at the SEAMEO CECCEP website.

#### **b) Application**

Research applications are carried out by lecturers, researchers, academics, or educational practitioner by accessing the SEAMEO CECCEP website, and the application stages are as follows:

1. Applicants for research grant access the online application through the SEAMEO CECCEP website.
2. Applicants are advice to download the research grant guideline.



3. Applicants should follow the guideline to complete the research proposal and administrative documents.
4. Applicant should create an account and upload the research proposals on the official SEAMEO CECCEP website.
5. For further information, please contact :

**Research Grant Committee**

*Research and Development Division*

*Southeast Asian Ministers of Education Organization Regional Center for Early*

*Childhood Care Education and Parenting (SEAMEO-CECCEP)*

Jl. Jayagiri No.63, Jayagiri, Lembang, Kabupaten Bandung Barat, Jawa Barat 40391

Email: [researchgrant@seameo-ceccep.org](mailto:researchgrant@seameo-ceccep.org)

c) Selection/Nomination

The selection process is assessed through a competitive review by the committee and reviewer, which the director of SEAMEO CECCEP has arranged. The selection process for research grants is consists of the following stages:

1. The committee and reviewer screen all applications received to ensure that applications are complete administratively and substantively, including the budgeting plan to assess whether the proposal is eligible to be included in the selection process.
2. The committee and reviewer issue a recommendation on selected research proposal to the Director of SEAMEO CECCEP;
3. According to the recommendation from the committee and reviewer, the Director of SEAMEO CECCEP as the person in charge of the program, will issue a decision letter on the determination of the SEAMEO CECCEP Research Grant Research 2021;

The nomination process is to nominate a research team through the assignment procedure. The assignment procedure intended for research is considered strategic according to the competence of the institute and the research team with the following conditions:

1. The research team is assigned to conduct research based on assignment and agreement from SEAMEO CECCEP
2. The research team submit the research proposal to the committee through the official website SEAMEO CECCEP
3. The committee and reviewer still assess the research proposal submitted by the assignment team.

d) Announcement

The determination of research proposals funded by the SEAMEO CECCEP Research Grant is regulated with the following conditions:

1. The committee and reviewer issue a recommendation on eligible research proposal to the Director of SEAMEO CECCEP;
2. According to the recommendation from the committee and reviewer, the Director of SEAMEO CECCEP as the person in charge of the program, will issue a decision letter on the determination of the SEAMEO CECCEP Research Grant Research 2021;
3. Announcement of proposal approval will be published on the official website of SEAMEO CECCEP.

e) Implementation

The implementation of the *Research Grant* SEAMEO CECCEP 2021 is regulated with the following conditions:

1. Successful applicants are required to sign grant agreements with SEAMEO CECCEP.
2. The grant agreement is signed immediately after the announcement of the proposal acceptance.
3. The grant agreement contains:
  - 1) The official signed
  - 2) Term and condition of the grant
  - 3) The total of fund received
  - 4) The term of the contract
  - 5) Target Output
  - 6) Rights and obligations
  - 7) Reporting
  - 8) Monitoring and evaluation
  - 9) Changes in the research team and research substance
  - 10) Taxation
  - 11) Intellectual Property
  - 12) *Force majeure*
  - 13) Sanction/Penalty
  - 14) Dispute/Legal Action
4. The researchers are required to conduct the research with the following conditions:
  - 1) Researcher should implement the research activities following the proposed research schedule.
  - 2) Researcher should be documenting the research process on the research logbook. The logbook consists of documentation of research progress, including detailed information of the research process, research materials, research method, data collection, data analysis, and additional information. The research logbook must be submitted on the

SEAMEO CECCEP website Research Grant. The logbook will be assessed as a supporting research document.

- 3) Researcher are obligate to documented the research progress.
- 4) Researcher writes and submits the research report through the SEAMEO CECCEP website Research Grant.
- 5) Supervision and monitoring of research implementation will be done by the monitoring and evaluation team designated by the Director of SEAMEO CECCEP
- 6) The results of Monitoring and Evaluation are reported to the Director of SEAMEO CECCEP

f) Reporting

Researchers are obliged to provide progress reports, year-end reports, and final reports with the following conditions:

1. The lead researcher is required to report the receipt of funds to the Director of SEAMEO CECCEP in the written report or through electronic media (telephone, email, fax) no later than two weeks after the funds are received.
2. The lead researcher shall report the daily research activity records according to the specified deadline on the research schedule. The report must be submitted through the SEAMEO CECCEP website (format attached).
3. The lead researcher shall submit the research progress report according to the specified deadline on the research schedule. The report must be submitted through the SEAMEO CECCEP website (format attached).
4. The lead researcher shall submit the final report according to the specified deadline on the research schedule. The report must be submitted through the SEAMEO CECCEP website (format attached).
5. The lead researcher shall writes Statement of Asset Handover (*Surat Pernyataan Berita Acara Serah Terima Aset*) (format attached).
6. SEAMEO CECCEP will register/publish the Intellectual Property of the research output (Models, Teaching Materials, Modules, Policy Briefs, Books, Products, etc.)
7. The lead researcher is obliged to make an English-language research journal of the research results. This article will be published in the SEAMEO CECCEP journal.
8. The lead researcher must write and submits financial reports to the SEAMEO CECCEP Research Grant committee.
9. All research grant recipients are required to disseminate their research results in the "Dissemination of Research Results of the SEAMEO CECCEP Research Grants". In this activity, SEAMEO CECCEP only covers costs during the activity, while the transportation costs are included in the research grant.

#### g) Assessment of Research Results

The stages of assessing research results are follows:

1. Researcher is obligated to report the research progress, final research result, and other research outcomes as promised to SEAMEO CECCEP.
2. The external assessor and/or reviewer conduct the assessment process to assess the feasibility of research implementation regarding the submitted report and other research outcomes.
3. The external assessor and/or reviewer provides recommendations to the SEAMEO CECCEP of the assessment results consisting of:
  - 1) The percentage of research success rate following the promised recommendations;
  - 2) Suggestions and inputs related to the suitability of the fund aid that has been given to the research results;
  - 3) Suggestions and inputs related to research sustainability;
  - 4) The assessment of the fulfillment of the scientific ethic and principles of research; and
  - 5) The results of the assessment and recommendations are written in the submitted report to SEAMEO CECCEP.

#### h) Reviewer

Reviewer are obligated to conduct research assessment in accordance with the regulations determined. Reviewer shall meet the following requirements:

1. Have a responsibility, integrity, honesty, following code of ethics, and able to carry out duties as an assessor and/or reviewer;
2. Doctoral education with a functional position (min. Lector); or magister with a functional position head Lector;
3. Experienced in Community Service, had been chief executive at least once in multi-year activities and once in mono-year activities;
4. Experienced in scientific publications in accredited international and / or national journals as the main author (first author) or correspondence author;
5. Experienced as a speaker in international and/or national scientific seminars; and
6. Preferably have h-index from reputable international indexing institutions, experience in teaching materials and holding Intellectual property right.

#### D. Research Funding

In the total, there will be 14 selected proposals that received grants from SEAMEO CECCEP through competitive selection. The successful applicant will get IDR 25.000.000 – 50.000.000 for conducting the research within 6 months.

##### a) Budgeting Plan

All the funding should be used for the research activities, as follows:

No	Type of Activity	Percentage
1	Honorarium	Max 30%
2	Research material	Max 35%
3	Operational material	Max 15%
4	Non-operational material	Min 20%

1. Honorarium (Resource Person)
2. Research Material (Stationary, Administration, Documentation, Photocopy, and Reporting)
3. Operational material (Accommodation, Transportation, Meal)
4. Non-operational material (Dissemination/Publication/Intellectual Property Rights)

##### b) Funding Administration

Researchers are required to manage aid funds with the following conditions:

1. Using aid funds by referring to the terms and conditions contained in the Agreement Letter and the guidelines established by SEAMEO CECCEP.
2. Administer all expenditure accompanied by receipt / valid proof of expenditure (in accordance with the regulations on the use of state funds). All evidence of expenditure is made in 2 (two) copies. The first copy is for researcher archives and the second copy is attached on the research report submitted to the Director of SEAMEO CECCEP.
3. Researchers who do not report physical evidence of the use of funds and tax payments are categorized to have not used the funds and have not accounted for their finances.
4. Documenting and administering all financial expenditures in a responsible manner for the preparation of audits by auditors (Inspectorate General of the Ministry of Education and Culture, the Audit Board of Finance and Development (BPKP), the Supreme Audit Agency (BPK), Bawasda/Bawaska or other business parties) and stored for a 5 (five) years in minimum period.

##### c) Use of Funding

1. Payment of honorarium. Each payment of honorarium must have proof of receipt from the recipient (may not be represented).
2. Purchase of goods. Every purchase should be proven by an official receipt from the company/store, complete with the seller's signature with the stamp from the company/store.

3. Purchase for consumption/meal. Purchase of consumption/meal should be made through a caterer or a restaurant. Every purchase should be proven by an official receipt from the caterer/restaurant, complete with the seller's signature with the stamp from the caterer/restaurant.

d) Taxation

Grantees are responsible for making their own arrangements regarding any taxation liabilities that may arise from the award of funding. Grantees are also responsible for the following actions:

1. Request proof of purchase tax payment for every purchase made;
2. Withholding the honorarium regarding the PPh pasal 21 and depositing the proceeds of tax collection to the State Treasury following tax provisions or regulations;
3. Documented all tax payment proofs;
4. Attach a copy of all proof of tax payment in the final report.

### E. Research Implementation Schedule

The research implementation schedule is prepared based on a predetermined time by considering the availability of funding and each stage's achievement. Determination of the research implementation schedule and report submission is as follows:

[illegible]

Appendix 1.



**PROPOSAL RESEARCH GRANT SEAMEO CECCEP**

**2021**

**(RESEARCH TITLE)**

Team:

*Full name and Tittle*

(Lead researcher)

(Research team members 1)

(Research team members 2)

(Research team members 3)

**(Institution)**

**(City, Province)**

**(Year)**

## **ABSTRACT**

Abstract is a brief and short explanation of research. The contents consist of the background, the research problem, the methodology used and the research findings. Abstract is written in two languages; Indonesian and English. (200 - 250 words)

Keywords: 5-6 words

## **TABLE OF CONTENTS**

1. ABSTRACT
2. CHAPTER I : INTRODUCTION
3. CHAPTER II : LITERATURE REVIEW
4. CHAPTER III : RESEARCH METHOD
5. REFERENCES
6. DECLARATION AND AUTHORIZATION
7. BUDGET PLANING
8. RESEARCHER RESUME/CV
9. RESEARCH TIMELINE

### **CHAPTER I: INTRODUCTION**

This chapter consists of background research, including the rationalization of research based on previous research and literature. Also, researchers need to include research questions and the expected research outcomes.

### **CHAPTER II: LITERATURE REVIEW**

The second chapter is about a literature review. This chapter consists of previous research and the theory that will be used. The researcher should also explain how this study addresses 'the gap' from the previous study.

### **CHAPTER III: RESEARCH METHOD**

The third chapter consists of information about the research design, including research settings, participants, data collection, and data analysis, including other information related to the research plan and the research schedule.



## REFERENCE

Refer to APA 6<sup>th</sup> ed (2018), which could be access on:

1. <https://apastyle.apa.org/6th-edition-resources>, and
2. [https://library.westernsydney.edu.au/main/sites/default/files/pdf/cite\\_APA.pdf](https://library.westernsydney.edu.au/main/sites/default/files/pdf/cite_APA.pdf)

For example:

From book :

Andreasen, N. C. (2001). *Brave new brain: Conquering mental illness in the era of the genome*. Oxford, England: Oxford University Press.

From internet:

Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., ...Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and are more severe with stress, dependence, DRD2 A1 allele, and depressive traits. *Nicotine and Tobacco Research*, 6, 249-267. doi:10.1080/14622200410001676305

From Dissertation:

Natsir, M. 2008. *Studi Efektivitas Mekanisme Transmisi Kebijakan Moneter di Indonesia Melalui Jalur Suku Bunga, Jalur Nilai Tukar, dan Jalur Ekspektasi Inflasi Periode 1990:2-2007:1. Disertasi*. Program Pasca Sarjana Universitas Airlangga. Surabaya.

From National Constitution/Laws:

Undang-Undang Republik Indonesia Nomor 20 Tahun 2003 *Sistem Pendidikan Nasional*. 8 Juli 2003. Lembaran Negara Republik Indonesia Tahun 2003 Nomor 4301. Jakarta.

## Appendix 2.

### DECLARATION AND AUTHORIZATION

#### A. Applicant Details

1. Lead Researcher

- a) Full Name :
- b) Id Number :
- c) Position Level :
- d) Institution :
- e) Address :
- f) Phone Number/HP :
- g) Email Address :

2. Team Member Details (if any):

No	Full name and Tittle	ID Number (NIK/NIP/NIDN)	Position	Institution	Expertise
1					
2					

#### B. Proposal Identity

- 1. Research Tittle :
- 2. Type of Study : Basic Research / Applied Research / Research and Development / Policy Studies
- 3. Research Topic : ECCE/ Parenting\*
- 4. Research Theme :
- 5. Location :
- 6. Research Output :
- 7. Journal Article (published on SEACECCEP journal)
- 8. Model, Learning Material, Module, Policy Brief, Books, Product, etc
- 9. Proposal description including the output expected (100 words maximum)

#### C. Research Schedule

No	Activity	Start Date	End Date	Notes

\*choose one

Lead Researcher,

(Full name and Tittle)  
NIP .....

### Appendix 3.

#### BUGDET PLANNING

Activity	Description	Name of Item	Volume		Amount (IDR)	Total	Additional Info
			Quantity	Unit			
Honorarium							
Research Material							
Operational Material							
Non-operational Material							
Total Amount							

#### Contoh\*

Activity	Description	Name of Item	Volume		Amount (IDR)	Total	Additional Info
			Quantity	Unit			
Research Material	Administrative material	HVS Paper	1	Rim	25.000	25.000	
Operational Material	Transportation expenditure	Ticket Travel	5	Ticket	40.000	200.000	
Total Amount						225.000	

Lead Researcher,

(Full name and Tittle)  
NIP .....

#### Appendix 4.

#### RESUME/CV RESEARCHER

1. Full Name :
2. ID Number :
3. Position Level :
4. Institution :
5. Place/Date of Birth :
6. Address :
7. Phone number/HP :
8. Email Address :
9. NPWP :
10. Account Bank Number :

11. Education Background :

Degree	Institution/University	City/Country	End Year	Field of Study
S1				
S2				
S3				

12. Research Experience

Program Name	Source of Fund	Total of Fund	Research Title	Role in Research	Year

13. Publications

No	Authors	Title	Seminar/Journal	City/Country	Month, Year

City, Date (DD/MM/YY)  
Signature

(Full name and title)

## Appendix 5.

### RESEARCH SCHEDULE

No	Activity	Month											
		1	2	3	4	5	6	7	8	9	10	11	12
1													
2													
3													
4													
5													

### Details of Activities

No	Description of Activity	Start Date	End Date	Output