

## Introduction

Beginning 1 January 2018, the Legal Office of Universiti Sains Malaysia through the Campus Online or the ICNIS System, had introduced the online application for the drafting/reviewing of the University's Memorandum of Understanding (MoU) and Memorandum of Agreement (MoA).

The online application is intended to heighten the efficiency of the University's management of MoU/MoA as well as strategizing the data collection and record of the same for the University's performance audit. The online application will also enable the data to be shared by other relevant stakeholders.

All online applications must be approved by the respective Head of Departments before the applications are forwarded to the Legal Office. In the event the online application remains pending at the Head of Department's level, the University's Legal Adviser may approve the online application if it is deemed necessary in the interest of the University.

*Bermula 1 Januari 2018, Pejabat Perundangan Universiti Sains Malaysia melalui Sistem Campus Online atau Sistem ICNIS, telah memperkenalkan permohonan secara atas talian untuk penyediaan/penyemakan Memorandum Persefahaman (MoU) dan Memorandum Perjanjian (MoA) Universiti.*

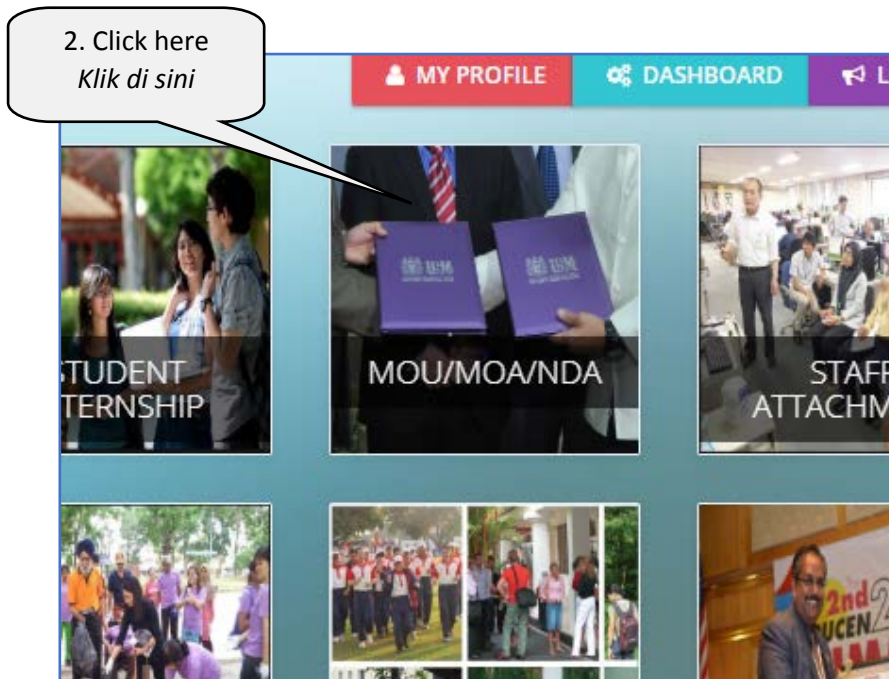
*Permohonan atas talian ini adalah bagi memantapkan efisiensi pengurusan MoU/MoA Universiti di samping strategi pengumpulan dan penyimpanan data untuk pengauditan prestasi Universiti. Selain itu, permohonan atas talian ini membolehkan data dikongsi oleh pemegang taruh lain di Universiti.*

*Semua permohonan atas talian yang dipohon oleh staf perlu diluluskan oleh Ketua Jabatan masing-masing sebelum dikemukakan kepada Pejabat Perundangan. Bagaimanapun, sekiranya Ketua Jabatan belum meluluskan permohonan MoU/MoA berkenaan, Penasihat Undang-Undang boleh meluluskan permohonan MoU/MoA tersebut terlebih dahulu demi kepentingan Universiti.*

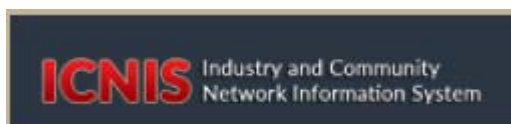
1

**Accessible through:**  
***Boleh dicapai melalui:***

(a) USM Campus Online; or/atau



(b) URL: <https://icnis.usm.my>



2

The screenshot shows a red button labeled '+ Add New LO-1' on the left. To its right is a 'Choose Department' dropdown menu. Below these are two filter dropdowns: 'All Types' and 'All Status'. Further right is a year dropdown set to '2018', followed by 'Filter' and 'Reset' buttons.

Click '+Add New LO-1'  
Klik '+Add New LO-1'

3

The header shows 'LO-1 : MoU/MoA Application Form' with window control icons. Below it, a red banner contains the text: 'This Application Form must first be endorsed by the Head of the Department of Respective School/Center/Unit/Office. Legal Office will assist in drafting and finalising the proposed MoU/MoA.'

Type of Document for the proposed of collaboration \*

The dropdown menu shows 'Memorandum of Understanding (MoU)' as the selected option. Other visible options include 'Select Type' and 'Memorandum of Agreement (MoA)'. A callout bubble points to this selection.

Select 'MoU' for MoU  
Pilih 'MoU' untuk MoU

The header shows 'LO-1 : MoU/MoA Application Form' with window control icons. Below it, a red banner contains the text: 'This Application Form must first be endorsed by the Head of the Department of Respective School/Center/Unit/Office. Legal Office will assist in drafting and finalising the proposed MoU/MoA.'

Type of Document for the proposed of collaboration \*


The dropdown menu shows 'Memorandum of Agreement (MoA)' as the selected option. Other visible options include 'Select Type' and 'Memorandum of Understanding (MoU)'. A callout bubble points to this selection.

Select 'MoA' for any type of Agreement  
Pilih 'MoA' untuk sebarang jenis perjanjian

The screenshot shows the 'MoA - Area of Collaboration' dropdown menu expanded. A list of MoA types is displayed, including 'Academic Collaborations / Exchanges Agreement', 'Academic Programs (Dual Degree / Joint Degree)', 'Collaboration Agreement (General/Various Collaboration)', 'Clinical Trial Agreement', 'Donation / Endowment Agreement', and 'E-Book Publication / Licencing Agreement (PENERBIT USM)'. A green arrow points to this list.

1. If you choose 'MoA', the following box (green arrow) will appear and display a list of agreements.  
*Sekiranya anda memilih 'MoA', kotak berikut (anak panah hijau) akan terpapar dan menyenaraikan senarai perjanjian.*
2. Choose a suitable agreement for your collaboration.  
*Pilih perjanjian yang sesuai dengan kolaborasi anda.*

4

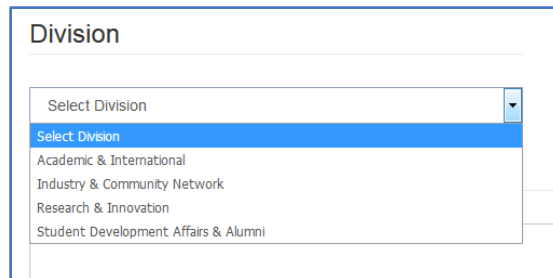


The screenshot shows a form field titled "Level of Agreement \*". Below the title is a dropdown menu with the text "Select Type" and a downward arrow. The dropdown is open, showing three options: "Select Type" (highlighted in blue), "National", and "International".

Select the level of the MoU/MoA based on the collaborator. i.e. whether it is a national collaborator or an international collaborator.

*Pilih tahap MoU/MoA berdasarkan kolaborator, contoh: sama ada ianya kolaborator tempatan atau kolaborator antarabangsa.*

5

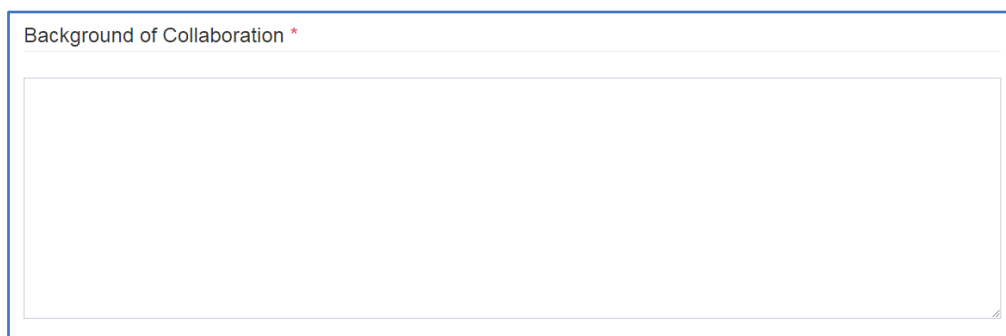


The screenshot shows a form field titled "Division". Below the title is a dropdown menu with the text "Select Division" and a downward arrow. The dropdown is open, showing five options: "Select Division" (highlighted in blue), "Academic & International", "Industry & Community Network", "Research & Innovation", and "Student Development Affairs & Alumni".

Select the Division applicable for the collaboration. You may select more than 1 Division.

*Pilih Bahagian yang sesuai untuk kolaborasi. Anda boleh memilih lebih dari 1 Bahagian.*

6



The screenshot shows a form field titled "Background of Collaboration \*". Below the title is a large, empty text area with a light gray border and a small cursor icon in the bottom right corner.

Write a background summary of the collaboration. This is to provide the Legal Office an understanding of the intended collaboration.

*Nyatakan ringkasan latarbelakang kolaborasi. Ini bagi memberikan pemahaman kepada Pejabat Perundangan tentang kolaborasi tersebut.*

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**Detail of Stakeholder**

Stakeholder  
Choose School/Center/Unit/Office

Principal Researcher/Officer in-charge  
Choose Officer in Charge

Address \*

Email \*

Telephone No. \*

Signatory Name  
Professor Datuk Dr Asma Ismail, FASc

Signatory Position  
Vice-Chancellor

Fill in the details of the applicant (School/Department).  
*Isikan butir-butir pemohon (PTJ/Jabatan).*

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ICNIS Industry and Community Network Information System

AZIAN BINI SAAIYA ADMINISTRATOR

Telephone No. \*

Signatory Name  
ACCOBIOTECH SDN BHD

Stid  
ANN JOO RESOURCES BERHAD  
ARIZONA STATE UNIVERSITY  
ASIA-INTERNATIONAL BIOMEDICAL SCIENCE CONSORTIUM  
ASIA-INTERNATIONAL BIOMEDICAL SCIENCE CONSORTIUM  
ASIA-INTERNATIONAL BIOMEDICAL SCIENCE CONSORTIUM

Choose Companies

**Notes:**  
Please choose existing company by searching/typing the company's name from the dropdown box above. If the company you would like to add as collaborator cannot be found, click the "Add New Collaborator" on the right

+ Add New Collaborator

Objectives of Collaboration \*

Type Objectives of Collaboration here:

1. Fill in the details of the collaborator(s). You may search the name of the collaborator(s) from the existing list in the dropdown box (red arrow).  
*Isikan butir-butir kolaborator. Carian nama kolaborator boleh dibuat di kotak ini (anak panah merah).*

2. **IMPORTANT:** If the name of the collaborator(s) is/are not listed, click '+Add New Collaborator' (blue arrow) to fill in the details of the collaborator(s) and the field below will appear.

**PENTING:** Sekiranya nama kolaborator tiada dalam senarai, klik '+Add New Collaborator' (anak panah biru) untuk mengisi butir-butir kolaborator dan medan seperti di bawah akan terpapar.

### Company/Organization

Name \*

Category

Address

Town

Country  State

Postcode

### Signatory

Signatory Name

Signatory Position



### Objectives of Collaboration \*

Please state the objectives/purposes of the collaboration.  
*Nyatakan objektif/tujuan kolaborasi.*

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**Fields(s) of Collaboration/Cooperation**

Mode of cooperation

Choose mode of collaboration

Search

- Select all
- Academic
- Access Website Contents
- Awards / Endowment / External Funding
- Chair Establishment
- Commercialisation / Patent / Product Licensing
- Community Engagement / Outreach / Volunteerism
- Conferences / Seminar / Symposia / Meeting / Lectures / Workshop
- Consultancy
- Development
- Education
- Exchange of Publications, Reports and Other Academic Information
- Facilities / Lab / Equipment
- Graduate Studies (Co-Supervision / External Examiners / External Degree)
- Human Capital Development
- Industrial Engagement
- Industrial Training
- Installation and Maintenance of Equipment
- Intellectual Property
- Interactic / Practical Training / Placement

**Compulsory for MoA )**

Obligation

Collaborator Obligation here

By the amount/the value (RM)

000.00

How Intellectual Property expected to be generated from this

o

te

Year Enforcement

based on propose

2019

ert proposed duration, ect date here. It is

Choose from the dropdown the area(s) of collaboration that the MoU/MoA falls under (you may tick more than 1 area of collaboration).  
*Pilih bidang kolaborasi MoU/MoA tersebut dari dropdown (anda boleh memilih lebih dari 1 bidang kolaborasi).*

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**Obligation of each party in the collaboration/document ( Compulsory for MoA )**

USM Obligation

Type USM Obligation here

Collaborator Obligation

Type Collaborator Obligation here

List down the respective obligation(s) of the parties under the collaboration (applicable for MoA only).  
*Senaraikan obligasi setiap pihak terhadap kolaborasi tersebut (terpakai untuk MoA sahaja).*

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Does the collaboration involve any financial implication/cost to the USM? <input checked="" type="radio"/> Yes <input type="radio"/> No	If YES, specify the amount/the value (RM) ex: RM 10,000.00
Proposed duration of MoU/MoA (month /year) * Ex: 3 month / 2 year	Is there any new Intellectual Property expected to be generated from this collaboration * <input checked="" type="radio"/> Yes <input type="radio"/> No
Please insert correctly as example format in this box because the value will be used to calculate target end date	

1. Tick 'Yes' if the collaboration has a financial implication to the University and state the amount in the next box.  
*Pilih 'Yes' sekiranya kolaborasi ini mempunyai implikasi kewangan kepada Universiti dan nyatakan jumlah tersebut dalam kotak berikutnya.*
2. State the duration of the MoU/MoA.  
*Nyatakan tempoh MoU/MoA.*
3. Tick 'Yes' if a new Intellectual Property will be generated from the collaboration.  
*Pilih 'Yes' sekiranya terdapat Harta Intelek baru yang akan dijana dari kolaborasi ini.*
4. Applicant must ensure that information stated in this part is to the best of the applicant's knowledge.  
*Pemohon hendaklah memastikan bahawa maklumat yang dinyatakan di sini adalah benar setakat pengetahuan pemohon.*

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Target date of signing (if relevant) <input type="text"/>	Enforcement Date <input type="text"/>	Target End Date Calculated based on pri <input type="text"/>	Year Enforcement 2019
If you have insert proposed duration, no need to select date here. It is optional.			

1. State the targeted signing date of the MoU/MoA. This is applicable where a signing ceremony will be held or the parties have a certain deadline to comply.  
*Nyatakan tarikh untuk menandatangani MoU/MoA. Ini terpakai sekiranya terdapat majlis tandatangan atau Universti dan kolaborator mempunyai tarikh akhir untuk memuktamadkan MoU/MoA.*
2. State the enforcement date if the date is different from the signing date.  
*Nyatakan tarikh kuatkuasa sekiranya ia berbeza dengan tarikh tandatangan.*



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Notice: The University's Board of Governors requires a value (in RM) to be attached to each and respective MoU/MoA. As such, please endeavour to assist in the following table:

"Value" means your estimate on the monitoring worth or economic return of the MoU/MoA to USM or The monetary worth / or return may include all the services, benefits, profits, gain and advantage, either tangible or intangible, arising from signing MoU/MoA.

Cash \* : RM (Only digit and decimal, no comma allowed)

25000.00

In kind (Please state nature item or services) :

RM

Estimated value (RM)

If no cash, insert value 0 and state the reason below

Please ensure that a figure is provided. If no figure is provided, the LO-1 Form will set a default amount at RM25,000.00.

*Sila pastikan nilai ini diisi. Jika tiada nilai dinyatakan, Borang LO-1 akan menyatakannya sebagai RM25,000.00.*

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### Upload Attachment:

Choose File No file chosen

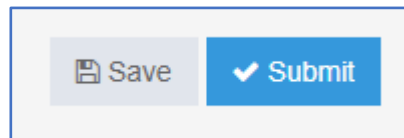
Maximum file size is 50Mb. Files format supported are doc and docx only

Upload the draft MoU/MoA (if any).  
*Muatnaik draf MoU/MoA (jika ada).*

### Declaration:

I hereby confirm that I am the person named in this application and that all information given in this application is true and accurate to the best of my knowledge. I hereby declare and confirm that this collaboration is within the School's/my academic scope and expertise and has no element which may detriment and/or jeopardize the reputation and interests of the University.

Note: \* means fields are required



The image shows two buttons side-by-side. The first button is light grey with a floppy disk icon and the text 'Save'. The second button is blue with a white checkmark icon and the text 'Submit'.

1. Tick at 'Declaration' and submit.  
*Pilih 'Declaration' dan hantar.*
2. If the LO-1 Form is not ready for submission, click 'Save' and the LO-1 Form will be saved as 'Draft' and can still be amended by the applicant.  
*Sekiranya Borang LO-1 belum sedia untuk dihantar, klik 'Save' dan Borang LO-1 akan disimpan sebagai 'Draft' dan masih boleh dipinda oleh pemohon.*

Note: Boxes marked '\*\*' are compulsory to be completed/filled in.

*Nota: Kotak bertanda '\*\*' adalah wajib diisi.*

Date/Tarikh: : 1 May 2019  
 Contact/Hubungi: :  
 Pn Azian (Ext 6600)  
 En Suhadi (Ext 6607)  
 Pn Nurrul (Ext 6607)  
 En Wan Muhammad  
 Zulhafizsyam(Technical) (Ext 6695)