



PANDUAN PELAKSANAAN PENELITIAN TAHUN 2026

LPPM Universitas PGRI Semarang



**LEMBAGA PENELITIAN DAN PENGABDIAN KEPADA MASYARAKAT
UNIVERSITAS PGRI SEMARANG**

ii

Research Implementation Guide Revised Edition January 2026

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**LEMBAGA PENELITIAN DAN
PENGABDIAN KEPADA MASYARAKAT
UNIVERSITAS PGRI SEMARANG**

RESEARCH GUIDE

Research Institute of PGRI University of Semarang

REVISED EDITION JANUARY 2026

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FOREWORD

Praise be to God Almighty who has bestowed His grace and guidance on the completion of the preparation of the Research Implementation Guidelines, Research and Community Service Institute, PGRI Semarang University in 2026.



The preparation of this Research Guide is in line with the Republic of Indonesia Law No. 12 of 2012 concerning the Implementation of Higher Education, the Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 concerning National Standards for Higher Education and the Regulation of the Minister of Education, Culture, Research, and Technology No. 53 of 2023 concerning Quality Assurance of Higher Education. This Guidebook is a revision of the previous edition of the LPPM Universitas PGRI Semarang research guidebook.

The 2026 Research Implementation Guidelines broadly contain the Introduction, Research Themes and Schemes, Activity Flow, Activity Schedule, Criteria and Systematics of Research Proposals, Systematics of Research Reports, Financial Reports & Reporting, Proposal Evaluation Desk, Monitoring & Evaluation & Follow-up.

We hope that this 2026 Research Implementation Guidebook can be used as a reference and can be optimally utilized by researchers at Universitas PGRI Semarang.

Finally, on behalf of the Head of LPPM UPGRIS, we would like to express our deepest gratitude to all the drafting team and leaders of UPGRIS who made this research guidebook possible.

Semarang, January 2026
Head of LPPM

Prof. Dr. Wiyaka, M.Pd.



LIST OF CONTENTS

COVER.....	i
DRAFTING TEAM	ii
PREFACE.....	iii
LIST OF CONTENTS.....	iv
APPENDIX LIST.....	v
CHAPTER I INTRODUCTION.....	1
CHAPTER II RESEARCH THEME AND SCHEME.....	5
A. Research Theme.....	5
B. Research Scheme.....	10
CHAPTER III ACTIVITY FLOW, ACTIVITY SCHEDULE, AND PROPOSAL SYSTEMATICS.....	
STUDY.....	21
A. Research Activity Flow.....	21
B. Research Activity Schedule.....	23
C. Proposal Systematics.....	24
CHAPTER IV SYSTEMATICS OF RESEARCH REPORTS, FINANCIAL REPORTS, & REPORTING	27
A. Systematics of Research Reports.....	27
B. Systematics of Research Financial Reports.....	30
C. Reporting	32
CHAPTER V <i>DESK</i> PROPOSAL EVALUATION, MONEV, & FOLLOW-UP	33
A. Proposal Evaluation <i>Desk</i>	33
B. Monitoring and Evaluation	33
C. Follow-up.....	33
ATTACHMENT.....	34
BIBLIOGRAPHY.....	63



APPENDIX LIST

Appendix 4.1 Cover of Research Proposal for Beginner Lecturers	34	Appendix
4.2 Cover of Basic/Fundamental Research Proposal	35	Appendix 4.3 Cover of Applied Research Proposal
36	Appendix 4.4 Cover of Development Research Proposal	37
Appendix 4.5 Cover of APBU Grant Research Proposal	38	Appendix 4.6 Cover of Domestic Collaborative Research Proposal (Regional Government/University) Other Universities/Institutions.....
39	Appendix 4.7 Cover of Research Proposal for Foreign Collaboration	40
Appendix 4.8 Cover of Research Proposal for Assignment.....	41	Appendix 4.9 Cover of Independent Research Proposal.....
42	Appendix 4.10 Cover of Research Report & Research Financial Report Beginning Lecturer	43
Appendix 4.11 Research Report Cover, & Basic Research Financial Report/ Fundamentals.....	44	
Appendix 4.12 Research Report Cover & Applied Research Financial Report	45	Appendix 4.13 Research Report Cover & Applied Research Financial Report Development.....
46	Appendix 4.14 Cover of Research Report & APBU Grant Research Financial Report ..	47
Appendix 4.15 Cover of Domestic Collaborative Research Report (Regional Government/University) Other Universities/Institutions.....	48	
Appendix 4.16 Research Report Cover & Collaborative Research Financial Report Abroad	49	Appendix 4.17 Research Report Cover, & Financial Report for Assigned Research
50	Appendix 4.18 Research Report Cover, & Financial Report for Independent Research.....	51
Appendix 5.1 Research Proposal Evaluation Desk Form for Beginner Lecturers Research	52	Appendix 5.2 Research Proposal Evaluation Desk Form for Basic Research/ Fundamentals
53	Appendix 5.3 Desk Evaluation Form for Applied Research Proposals (Downstream Pathway).....	54
Appendix 5.4 Desk Evaluation Form for Applied Research Proposals (Expertise Pathway)	55	Appendix 5.5 Desk Evaluation Form for Development Grant Research Proposals.....
56	Appendix 5.6 Desk Evaluation Form for APBU Grant Research Proposals	57
Appendix 5.7 Desk Evaluation Form for Domestic Research Proposals.....	58	Appendix 5.8 Desk Evaluation Form for Foreign Research Proposals.....
59	Appendix 5.9 Desk Evaluation Form for Assignment Research Proposals	60
Appendix 5.10 Desk Evaluation Form for Independent Research Proposals.....	61	Appendix 5.11 Field Monitoring and Evaluation Forms
62		



CHAPTER I INTRODUCTION

Semarang PGRI University through LPPM is obliged to organize research and community service in addition to implementing education as mandated by Law Number 20 of 2003 concerning the System National Education Article 20. In line with this obligation, Law Number 12 of 2012 concerning Higher Education Article 45, and Regulation of the Minister of Education, Culture, Research and Technology No. 53 of 2012 2023 Concerning Quality Assurance of Higher Education confirms that research in universities are directed to develop science and technology, as well as improve community welfare and national competitiveness.

The duties and obligations of lecturers are stated in Law Number 14 of 2005 Regarding Teachers and Lecturers in Article 1 number 2 which states that Lecturers are professional educators and scientists with the main task of transforming, develop and disseminate science, technology and art through education, research, and community service. In addition, Article 60 letter a states that in carrying out their professional duties, lecturers are obliged to carry out education, research, and community service.

The research objectives of PGRI Semarang University are generally in line with Law Number 18 of 2002 concerning the National Research System, Development and Application of Science and Technology, namely strengthening the power support science and technology for the purposes of accelerating the achievement of goals country, as well as increasing competitiveness and independence in fighting for the interests of the state in international relations. In particular, research at the University PGRI Semarang focuses on themes related to marginalized communities.

In order for the above mandate to be carried out properly, the implementation of research in universities must be directed in accordance with National Research Standards and to achieving research objectives in higher education. National Research Standards (Regulations) Minister of Education and Culture, Research, Technology and Higher Education Regulation Number 57 of 2021 and Government Regulation No. 4 of 2021 2022 concerning the implementation of PP No. 57 of 2021), namely:



1. Result Standards

- a. Directed towards the development of science and technology in order to improve welfare society and national competitiveness.
- b. External Form:
 - 1) Scientific Publications (Journals, Proceedings)
 - 2) Products that can be used directly, Innovation Works, TTG, Social Engineering, artwork, models, etc.
 - 3) Textbooks, teaching materials, monographs,
 - 4) Intellectual Property Rights (IPR),
 - 5) Final assignment reports, theses, dissertations.

2. Content Standards

Depth and breadth of research material:

- a. Basic research material: oriented towards explanation or discovery for anticipate a new symptom, phenomenon, rule, model, or postulate;
- b. Applied research material: oriented towards the application of innovation and science and technology beneficial to society, the business world, and/or industry.
- c. Development research materials: oriented towards developing innovation and Science and technology that is beneficial to society, the business world, and/or industry.

3. Process Standards

Includes planning, implementation and reporting activities.

- a. Fulfilling scientific rules and methods systematically in accordance with autonomy academic science and culture;
- b. Meet quality standards, occupational safety, health, comfort, and safety of researchers, the public, and the environment;
- c. Facilitating umbrella research for students and lecturers in study programs.



4. Assessment Standards

Includes assessment of the research process and results.

Assessment principles:

- a. Educational principle: motivates researchers to continue to improve the quality of their research;
- b. Objective principle: free from the influence of subjectivity;
- c. Accountable principle: procedures that are clear, measurable and understood by researchers;
- d. Principle of transparency: the assessment procedures and results can be accessed by everyone.
stakeholders.

5. Researcher Standards

- a. Researchers must master various types of research that are appropriate to their scientific field, research objects, as well as the level of complexity and depth of research;
- b. Researchers are able to collaborate with various scientific disciplines.
- c. Researchers meet the applicable authority requirements

6. Facilities and Infrastructure Standards

- a. Laboratories, studios, experimental gardens, workshops, or other facilities as appropriate needs that meet quality, health and safety standards;
- b. Adequate information and communication technology facilities;
- c. Research facilities and infrastructure at other institutions through collaborative programs.

7. Management Standards

Research Institutional Obligations:

- a. Compiling and developing research programs in accordance with the PT Research Strategic Plan;
- b. Compiling and developing regulations, guidelines, and SPMI for PT research;
- c. Facilitate the implementation of research;
- d. Carrying out research monitoring and evaluation;
- e. Disseminating research results;
- f. Facilitate the improvement of researchers' capabilities;
- g. Inventorying research activity reports; and
- h. Reward system.



8. Research Funding and Financing Standards

- a. Internal university funds;
- b. Government funds;
- c. Funds for cooperation with other institutions at home and abroad;
- d. Community funds;
- e. Personal Funds.

As the scope of research implementation becomes increasingly complex and broad, LPPM UPGRIS uses research guidelines to make it easier for lecturers to carry out research activities. In general, the objectives of this research guide are to guide lecturers in:

1. produce research that is in accordance with the National Research Master Plan (RIRN) determined by the Government;
2. produce specific superior research based on the LPPM Research Strategic Plan UPGRIS 2024 to 2028;
3. increase research capacity and quality;
4. achieve and improve the quality according to targets and the relevance of research results for Indonesian society; and
5. increase the dissemination of research results and IPR protection

Research proposal process, implementation, reporting, monitoring and evaluation implemented through SIMPELMAS version 2.0 (Research and Development Management Information System Community Service). Through SIMPELMAS version 2.0, it is hoped that all activities research can be managed well so that transparency, efficiency and accountability are achieved. can be guaranteed.



CHAPTER II RESEARCH THEME AND SCHEME

A. Research Theme

The research themes carried out by UPGRIS lecturers and students are expected to be appropriate with the vision, mission and strategic plan of LPPM. The vision of LPPM UPGRIS is to become an institution Research and Community Service (LPPM) that is superior and has its own identity.

Meanwhile, the mission is (1) to develop an academic culture with character.

(based on the values of Pancasila, struggle, solidarity, devotion, and

services) in research. (2) Producing research and service personnel who

superior, reliable, and have national character. (3) Develop research-

leading research and improving the role of PGRI Semarang University in terms of

research, community service, and international publications. (4)

Developing and realizing superior research products for

public welfare. (5) Achieving and increasing the acquisition of IPR for the results

research and developing community empowerment in order to

IPR protection. (6) Improving and realizing internal cooperation and

external in the field of research and community service. (7) Towards

A research university with character by developing research relevance and

Community service based on National Character, ICT, and Local Excellence

to improve the quality of education, the needs of the business world and industry, and

society in general.

The research themes in the research strategic plan are focused on superior themes.

empowerment of marginalized communities, in accordance with human resource capabilities and facilities

infrastructure. The featured themes are focused on 4 areas including:

1. Education
2. Engineering, Science, and Environment
3. Food Security
4. Economics, Management and Business
5. Social Humanities

The four leading research areas above are described in *the roadmap* below:



Table 2.1 Research Roadmap of PGRI Semarang University

No.	Research Topic A.	2024	2025	2026	2027	2028
Education Field						
1.	Human Resource Development (HRD) in the field of education: a. Educators and education personnel. b. Professionalism of prospective educators. c. The role of society in the field of education. d. Implementation of educational standards. e. Character education and competitiveness. f. Cognitive psychology.	v	v	v	v	v
2.	Character Education a. Character Education Curriculum. b. Development of a Character-Based Society. c. System innovation in educational planning and implementation. d. Development of a character-based school model with a global perspective. e. Development of learning resources and instructional Media f. Monitoring and evaluation of globally-minded character education. g. Local wisdom (Indigenous Study)	v	v	v	v	v
3.	Educational Development a. Curriculum reform b. Application of technology in education	v	v	v	v	v
4.	Innovative Learning	v	v	v	v	v
Resources and Media						
a.	Educational teaching aids	v	v	v	v	v
b.	Innovative modules	v	v	v	v	v
c.	Innovative learning applications	v	v	v	v	v
Learning Approaches, Models, Methods, and Strategies						
a.	Digital learning	v	v	v	v	v
b.	Collaborative learning	v	v	v	v	v
6.	Learning evaluation a. Authentic evaluation	v	v	v	v	v
b.	Output-based evaluation	v	v	v	v	v
7.	Policy, Education Management, and Early Childhood Education, Elementary, Middle, and Higher Education Curriculum					
a.	Early Childhood Education and Elementary School Education Policy and Management	v	v	v	v	v
b.	Secondary Education Policy and Management	v	v	v	v	v
c.	Education Policy and Management	v	v	v	v	v
	Tall					



8	Guidance and Counseling a. Guidance and Counseling Services b. IT-based Guidance and Counseling Media c. Guidance and Counseling Management	v	v	v	v	v
9	Development of primary and secondary education in an effort to increase the Gross Participation Rate (APK): a. Educators, students and education personnel b. Education financing c. Education policy	v	v	v	v	v
10	Language and Literature Education	v	v	v	v	v
11	Early Childhood Education, Elementary, Middle, and Higher Education a. Indonesian Language and Literature Education b. English Language and Literature Education, c. Regional Language and Literature Education	v	v	v	v	v
11	Sports and Recreation Education a. <i>Sports Pedagogy</i> b. <i>Sports Coaching</i> c. <i>Sports Recreation</i>	v	v	v	v	v
B	Engineering, Science, and Environment					
1	Information and Communication Technology a. ICT Infrastructure b. Development of <i>open source</i> software c. Development of ICT content enhancement technology d. Social research supporting the field of ICT	v	v	v	v	v
2	Transportation a. Structure and engineering of building construction systems and transportation b. Universal <i>design</i> in architecture c. Transportation Management	v	v	v	v	v
3	Energy a. Energy conservation and renewable energy b. Energy control <i>systems</i>	v	v	v	v	v
4	Engineering and applied geology	v	v	v	v	v
5	Provision of Water Resources (SDA) and Sanitation a. Conservation of natural resources b. Sanitation Management c. Natural Resource	v	v	v	v	v
6	Management Advanced Materials and Manufacturing a. Advanced materials b. Renewable building materials c. Industrial automation, industry 4.0 d. Additive manufacturing and subtract manufacturing	v	v	v	v	v
7	Buildings a. Building conservation	v	v	v	v	v



	b. Traditional buildings c. Local wisdom in the environmental field d. <i>Green building</i> and <i>green design</i> e. Behavioral architecture f. Construction management	v	v	v	v	v
	8. Environment	v	v	v	v	v
	a. Conservation of natural resources and the environment b. Engineering of natural resources and the environment c. Disaster mitigation d. Regional planning and design e. Environmental pollution	v	v	v	v	v
	9 Environmental Biology a. Abiotic and biotic factors b. Eco Enzyme c. Ethnobotany	v	v	v	v	v
	d. <i>Indigenous Study</i>	v	v	v	v	v
10	Botany and applied studies in the field of Botany a. Planting Media b. Urban Farming c. Plant tissue culture	v	v	v	v	v
	11 Zoology and applied studies in the field of Zoology a. Animal feed innovation b. Maintenance management c. Utilization of livestock waste d. Utilization of fishery waste	v	v	v	v	v
	12 Physics a. Applied Physics b. Theoretical and Computational Physics	v	v	v	v	v
	C. Food Security Sector 1. Food and nutrition technology a. Food chemistry and analysis b. Food processing engineering c. Food microbiology and safety d. Biochemistry, nutrition and health e. Applied food D. Economics, Management and	v	v	v	v	v
	Business 1. Creative economy management a. Human resource development in the economic sector creative b. development of marketing management in the creative economy sector Contribution of the creative economy c. development of financial management in creative economy sector d. Tourism development	v	v	v	v	v
	2. <i>Digital Creative Entrepreneur</i> a. digital-based business development b. prototype creation skills development c. software development	v	v	v	v	v
		v	v	v	v	v



3	Digital Business Analyst Digital mediatics a. development of business analysis skills <i>Digital marketing strategy</i>	✓	✓	✓	✓	✓
	b. development of data analysis c. development of <i>machine learning: supervised; unsupervised; semi-unsupervised, reinforcement learning</i> E. Social Humanities	✓	✓	✓	✓	✓
Field 1 Social Humanities						
	a. Transdisciplinarity of Social Studies Education	✓	✓	✓	✓	✓
	b. Formation of Civil Society in Indonesia	✓	✓	✓	✓	✓
2	Public Law and Private Law					
	a. Crimes against people b. Crimes against property c. Cybercrime law d. Legislation e. Human Rights (HAM) f. Inheritance Law	✓	✓	✓	✓	✓
		✓	✓	✓	✓	✓
		✓	✓	✓	✓	✓
		✓	✓	✓	✓	✓
		✓	✓	✓	✓	✓
		✓	✓	✓	✓	✓
	g. Protection of Intellectual	✓	✓	✓	✓	✓
Property Rights 3.	Implementation of Law a. Public Legal Awareness	✓	✓	✓	✓	✓
	b. Private Legal Awareness	✓	✓	✓	✓	✓
4	Protection of children and women					
	a. Protection of children from violence	✓	✓	✓	✓	✓
	b. Health and nutrition	✓	✓	✓	✓	✓
	c. Child-friendly schools and environments	✓	✓	✓	✓	✓
	d. Childcare in the <i>cyber era</i> e. Indigenous <i>studies</i>	✓	✓	✓	✓	✓
		✓	✓	✓	✓	✓
5.	Women's empowerment a. Women's dual roles b. Gender studies	✓	✓	✓	✓	✓
	c. Indigenous <i>studies</i>	✓	✓	✓	✓	✓
6	Population a. Demographic bonus	✓	✓	✓	✓	✓
	b. Family development c. Reproductive health	✓	✓	✓	✓	✓
		✓	✓	✓	✓	✓
7	Literature					
	a. Concept and Development of Literature b. Study of Literary Works	✓	✓	✓	✓	✓
	c. Literature in Language Learning d. National Literature 8	✓	✓	✓	✓	✓
		✓	✓	✓	✓	✓
Linguistics a.	<i>Micro Linguistics</i> b. <i>Macro Linguistics</i> c. Linguistics in Language Learning 9	✓	✓	✓	✓	✓
		✓	✓	✓	✓	✓
		✓	✓	✓	✓	✓
Translation a.	Translation of Non-Literary Languages	✓	✓	✓	✓	✓
	b. Translation of Literary	✓	✓	✓	✓	✓
Languages 10	Culture and Arts	✓	✓	✓	✓	✓



B. Research Scheme

Institute for Research and Community Service (LPPM) UPGRIS is one of the institutions responsible for improving capacity of the academic community by providing the widest possible access to receive research assistance funds that have been allocated annually by institutions. The allocation of research funding assistance is also intended to facilitate efforts to develop scientific fields developed at UPGRIS towards excellence and self-identity. In addition, the allocation of this assistance also encourage academics to interact and collaborate with colleagues academics from various faculties or various other universities from within and outside the country overseas.

In relation to this, the source of funding for PGRI University research Semarang comes from a grant from the Directorate General of Research and Development Ministry of Science and Technology and APBU. The schemes funded by the Directorate General Research and Development of the Ministry of Education and Science and Technology is National Competition Research, and APBU funded research includes APBU Regular Research (Basic, Applied, and Development), APBU Research Grants, Domestic and International Cooperation, and assignment research.

1. National Competition

The scheme for national competition research follows research guidelines.

Directorate General of Research and Development, Ministry of Education and Science and Technology.

2. Regular APBU Research

Regular Research is intended to increase participation in optimal and integrated potential and availability of human resources at UPGRIS in meeting local and national development needs. Research programs at UPGRIS related to the real sector and oriented towards market needs (*market driven*). This research is directed to anticipate the needs of science, technology, socio-culture for the medium and long term. Regular APBU research consists of:

Research for Beginner Lecturers, Basic Research /Fundamental Research, Research Applied, and Development Research.



A. Research by Novice Lecturers

1) Proposal Requirements

Requirements for proposing research for novice lecturers are as follows:

- a) The head of the proposal is a permanent lecturer with teaching staff status or maximum expert assistants have NIDN/NUPTK
- b) The maximum number of proposing members is 2 lecturers with NIDN/NUPTK;
- c) Involves a minimum of 3 students, maximum semester 7;
- d) The maximum research period is 8 months;
- e) The Chairperson and members do not have any responsibility for research reports;
- f) The research team must have an adequate track record in the field
will be investigated;
- g) Each researcher may only propose one research title, either
as chairman or as a member of various Schemes
- h) The maximum amount of research funding per title is IDR 7,500,000.

2) Research Output

Mandatory outputs include: national journals accredited by SINTA 1-6 or articles published in international journals indexed in databases
international reputation.

B. Basic/Fundamental Research

Basic research can be oriented towards explanation or discovery (invention) in order to anticipate a new symptom/phenomenon, rule, model or postulate which supports a process of technology, health, agriculture, etc.

in order to support applied research. Basic/Fundamental Research produce basic principles of technology, concept formulation and/or applications technology, to proof of concept.

1) Proposal Requirements

The requirements for proposing Basic/Fundamental Research are as follows:

- a. The proposing chairman must have at least the functional position of Assistant Expert
- b. the proposing members must be at least 2 lecturers with NIDN/NIDK/NUPTK;
- c. Involves a minimum of 3 students, maximum semester 7;
- d. maximum research period of 8 months;



- e. The Chair and members do not have any responsibility for research reports;
- f. The research team must have an adequate track record in the field
will be investigated;
- g. Each researcher may only propose one research title, either
as chairman or as a member of various Schemes
- h. The maximum amount of research funding per title is IDR 12,500,000.

2) Research Output

Mandatory outputs include: national journals accredited with a minimum of SINTA 4 or articles published in international journals are indexed on a database reputable international data, or research books with ISBNs (books) teaching/reference book/monograph).

Additional output in the form of Intellectual Property Rights (HaKI): Copyright, or registered patent/simple patent, or plant variety protection (PVT) registered, or design layout of integrated circuits (DTLST) registered, or policy brief, or academic manuscript submitted to the user or monumental work.

C. Applied Research

The Applied Research Scheme is divided into two paths, namely: the downstream path and the expertise. The downstream pathway is expected to be a continuation of basic research with prototype output/monumental work or policy text. Expertise path intended to increase the competitiveness of researchers through the output of articles in reputable or SINTA 2 accredited international journals.

1) Downstream Route

a) Proposal Requirements

The requirements for proposing research on downstream pathways are as follows:
following:

- a) the head of the proposal with a minimum functional position of Lecturer;
- b) the proposing members must be at least 3 lecturers with NIDN/NIDK/NUPTK;
- c) Involves a minimum of 3 students, maximum semester 7;
- d) maximum research period is 8 months;
- e) The Chairperson and members do not have any responsibility for research reports;



- f) The research team must have an adequate track record in the field
which will be researched;
- g) Each researcher may only propose one research title, either
as chairman or as a member of various schemes
- h) The maximum amount of research funding per title is IDR 15,000,000.
- i) have partners as evidenced by a statement (support)
which contains the willingness to be a user of research results;

b) Research Output

Mandatory research outputs: (1) Prototype/monumental work, and/or prototype/monumental work trial documents, and/or test documents try out prototypes/monumental works on industrial partners/industry partners creative; and (2) articles in international journals indexed in the database international reputation, or one article in an accredited national journal minimum SINTA 3; or (3) research books with ISBN (textbooks/books) reference/monograph book).

Additional output in the form of Intellectual Property Rights (IPR): Rights Copyright, or registered patent/simple patent, or variety protection registered plant (PVT), or integrated circuit layout design (DTLST) registered, or policy brief, or submitted academic paper to users or monumental works.

2) Expertise Path

a) Proposal Requirements

The requirements for proposing expert research are as follows:

- a) the head of the proposal with a minimum functional position of Lecturer;
- b) the proposing members must be at least three lecturers with NIDN/NIDK/NUPTK;
- c) Involves a minimum of 3 students, maximum semester 7;
- d) maximum research period is 8 months;
- e) The Chairperson and members do not have any responsibility for research reports;
- f) The research team must have an adequate track record in the field
which will be researched;



- g) Each researcher may only propose one research title, either as chairman or as a member of various schemes
- h) The maximum amount of research funding per title is IDR 15,000,000.
- i) have partners as evidenced by a statement (support) which contains the willingness to be a user of research results;

b) Research Output

Mandatory output is publication of articles in reputable international journals. or national journals accredited with at least SINTA 2.

Additional output in the form of Intellectual Property Rights (IPR): Rights Copyright, or registered patent/simple patent, or variety protection registered plant (PVT), or integrated circuit layout design (DTLST) registered, or policy brief, or submitted academic paper to users or monumental works.

D. Development Research

The Research and Development Scheme is expected to accelerate commercialization. research results involving the business world and the industrial world (DUDI) in the process.

1) Proposal Requirements

The requirements for proposing development research are as follows:

- a) the head of the proposal with a minimum functional position of Senior Lecturer;
- b) The Chair and members do not have any responsibility for research reports;
- c) The research team must have an adequate track record in the field will be investigated;
- d) Each researcher may only propose one research title, either as chairman or as a member of various schemes
- e) The maximum amount of research funding per title is IDR 20,000,000.
- f) have partners as evidenced by a letter of statement (support) contains willingness to be a user of research results;
- g) have investment partners as evidenced by a written statement contains a commitment to provide funds by partners in the form of cash minimum of 50% of the funds requested;



- h) the proposing members must be at least 2 lecturers with NIDN/NIDK/NUPTK and 1 people from industry partners. Members who come from industry partners proven by a letter of appointment from an institution/industry;
- i) Involves a minimum of 3 students, maximum semester 7;
- j) maximum research period is 8 months;

2) Research Output

Mandatory outputs of Development Research can be in the form of industrial products or policy products, namely: industrial-grade prototype trial documents on limited environment, and/or industrially viable prototype trial documents on actual environment, and/or feasibility study and business documents plan.

3. APBU Grant Research

APBU Grant research activities are carried out as one of the research models which is included in the independent research group which is more directed towards creating innovation and development of science, technology, socio-culture. Research grants must be oriented towards products that are expected to have an economic impact in the long term close. Products can also be intangible, for example studies for improve government institutional policies. Research Grants are intended for lecturers who are productive in their research.

Outputs and requirements for proposing a Research and Development Scheme as following:

a. Proposal Requirements

The requirements for proposing research on downstream pathways are as follows: following:

- 1) the head of the proposal with a minimum functional position of Lecturer;
- 2) the proposing members must be at least 2 lecturers with NIDN/NIDK/NUPTK;
- 3) The head of the research team has a doctoral degree or at least has a position functional Senior Lecturer;
- 4) Involves a minimum of 3 students, maximum semester 7;
- 5) Each researcher may only propose one research title, either as both as chairman and as a member of this Scheme



- 6) The research team must have an adequate track record in the field to be studied.
researched and (chairman & members) **do not have responsibility for the report study;**
- 7) The maximum research funding per title is IDR 20,000,000.
- 8) The maximum research period is 8 months.

b. Research Output

The mandatory outputs of this APBU Grant Research are:

- 1) Science, technology, socio-cultural products (basic concepts, methods, appropriate technology, blueprint, prototype, system, policy, model, social engineering);
- 2) Publication of articles in national journals accredited with at least SINTA 2 or journals international reputation.

Additional output is in the form of IPR, *book chapter*, or monograph (not mandatory).

4. Domestic Collaborative Research (Regional Government/Universities/Other Institutions)

Domestic Collaborative Research Activities (Regional Government/University/Institution Others) is implemented as one of the research models which is included in independent research groups that are more directed towards creating innovation and development of science, technology, socio-culture. Collaborative research must be oriented towards products that have an economic impact in the near future. Products can also intangible, for example studies to improve policies government institutions. Research grants are intended for productive lecturers in his research.

Outputs and requirements for proposing a Domestic Collaborative Research Scheme as follows:

a. Proposal Requirements

The requirements for proposing domestic collaborative research are as follows:

- 1) The proposer is a permanent lecturer who has a NIDN/NIDK/NUPTK;
- 2) The team consists of a maximum of 4 people consisting of 1 research leader who already have a functional position and members (maximum 3 people);
- 3) The head of the research team has a doctoral degree with a minimum functional position Lecturer;
- 4) The research team is recommended to come from across study programs.



- 5) Involves a minimum of 3 students, maximum semester 7;
- 6) The research team must have an adequate track record in the field
will be investigated;
- 7) Each researcher may only propose one research title, either as
chairman or as a member;
- 8) Must attach MoU and MoA with partners
- 9) The MoA states that funding sharing is 50% : 50% from both parties.
- 10) The maximum amount of research funding per title is Rp. 15,000,000.

Fund sharing from partners is at least the same as the researcher's proposal in the form of
in kind and cash. Financial management is based on the MoA made
by both parties

- 11) The maximum research period is 8 months from the time the proposal is approved.
funded.

b. Research Output

Mandatory outputs from Domestic Collaborative Research (Regional Government/Other Institutions)

this is:

- 1) Science, technology, socio-cultural products (basic concepts, methods, appropriate technology,
blueprint, prototype, system, policy, model, social engineering);
- 2) Publication of articles in national journals accredited with a minimum of SINTA 3 or
international journal;

Additional output in the form of IPR, *book chapter*, or monograph (not mandatory)

5. Overseas Collaborative Research

Overseas Collaborative Research Activities are carried out as one of the
research models that are included in the independent research group that are more
directed at creating innovation and development of science, technology, socio-culture. Research
cooperation must be oriented towards products that have an economic impact in
near future. Products can also be intangible, for example, research studies.
to improve government institutional policies. Collaborative Research
intended for lecturers who are productive in their research.

Requirements for proposals and outputs of overseas collaborative research schemes
as follows:



a. Proposal Requirements

The requirements for proposing overseas collaborative research are as follows:

- 1) The proposer is a permanent lecturer who has a NIDN/NIDK/NUPTK;
- 2) The team consists of a maximum of 4 people consisting of 1 research leader who already have a functional position and members (maximum 3 people);
- 3) The head of the research team has a doctoral degree with a minimum functional position Lecturer;
- 4) Research team from at least 2 different study programs
- 5) Involves a minimum of 3 students, maximum semester 7;
- 6) The research team must have an adequate track record in the field will be investigated;
- 7) Each researcher may only propose one research title, either as chairman or as a member of this Scheme;
- 8) Must attach MoU and MoA with partners
- 9) The MoA states that funding sharing is 50% : 50% from both parties.
- 10) The maximum amount of sharing funds per title is Rp. 25,000,000.
Fund sharing from partners is at least the same as the researcher's proposal in the form of in kind and cash. Financial management is based on the MoA created by both parties.
- 11) The maximum research period is 8 months from the time the proposal is approved.
funded.

b. Research Output

The mandatory outputs of this Foreign Cooperation are:

- 1) Research results report
- 2) Science, technology, socio-cultural products (basic concepts, methods, appropriate technology, blueprint, prototype, system, policy, model, social engineering);
- 3) Publication of articles in international journals indexed by Scopus;

Additional output in the form of IPR, book chapter, or monograph (not mandatory)

6. Research Assignment

Assignment research activities are a research scheme that carried out as a form of special task in certain circumstances. Research



assignments are intended to create innovation, development of science and technology socio-cultural, or solving specific problems that are seen as very urgent. This research assignment was given by the Head of LPPM to lecturers who have the competencies appropriate to the existing problems. The outputs and requirements for proposing the Research Scheme assignment are as follows:

a. Proposal requirements

The requirements for proposing overseas collaborative research are as follows:

- 1) The proposer is a permanent lecturer who has a NIDN/NIDK/NUPTK;
- 2) The team consists of a maximum of 4 people consisting of 1 research leader who already have a functional position and members (maximum 3 people);
- 3) The head of the research team has a doctoral degree with a minimum functional position Lecturer;
- 4) Research team from at least 2 different study programs
- 5) Involves a minimum of 3 students, maximum semester 7;
- 6) The research team must have an adequate track record in the field will be investigated;
- 7) Each researcher may only propose one research title, either as both as chairman and as a member in this scheme;
- 8) The maximum amount of research funding per title is IDR 25,000,000.
- 9) The maximum research period is 8 months from the time the proposal is approved. funded.

b. Research Output

The mandatory outputs of this assignment research are:

- 1) Research results report
- 2) Science, technology, socio-cultural products (methods, appropriate technology, blueprints, prototypes, systems, policies, models, social engineering);
- 3) Publication of national or international seminar proceedings and national journals accredited at least SINTA 2 or accredited international journal;

Additional output in the form of IPR, book chapter, or monograph (not mandatory)



7. Independent Research

Independent Research is intended to increase participation in optimal and integrated potential and availability of human resources at UPGRIS in meeting local and national development needs. Research programs at UPGRIS related to the real sector and oriented towards market needs (*market driven*). Research in the fields of science and technology, social, arts and culture, refers to improving the development of national character. Research is also directed at anticipating the needs of science, technology, socio-culture for the medium and long term through independent research.

The objectives of Independent Research are:

- 1) Synergize research at UPGRIS with policies and programs local/national/international development through the use of expertise universities, research facilities and infrastructure, and/or resources.
- 2) Responding to the challenges of the needs of science, technology, socio-culture by real sector users.
- 3) Building a collaborative network between researchers in the scientific field and same interests, so as to be able to grow research capacity institutions and technological innovation in line with technological progress and *frontiers technology*.

The mandatory outputs of Independent Research are:

- 1) Research results report
- 2) Science, technology, socio-cultural products (basic concepts, methods, appropriate technology, blueprints, prototype, system, policy, model, social engineering).

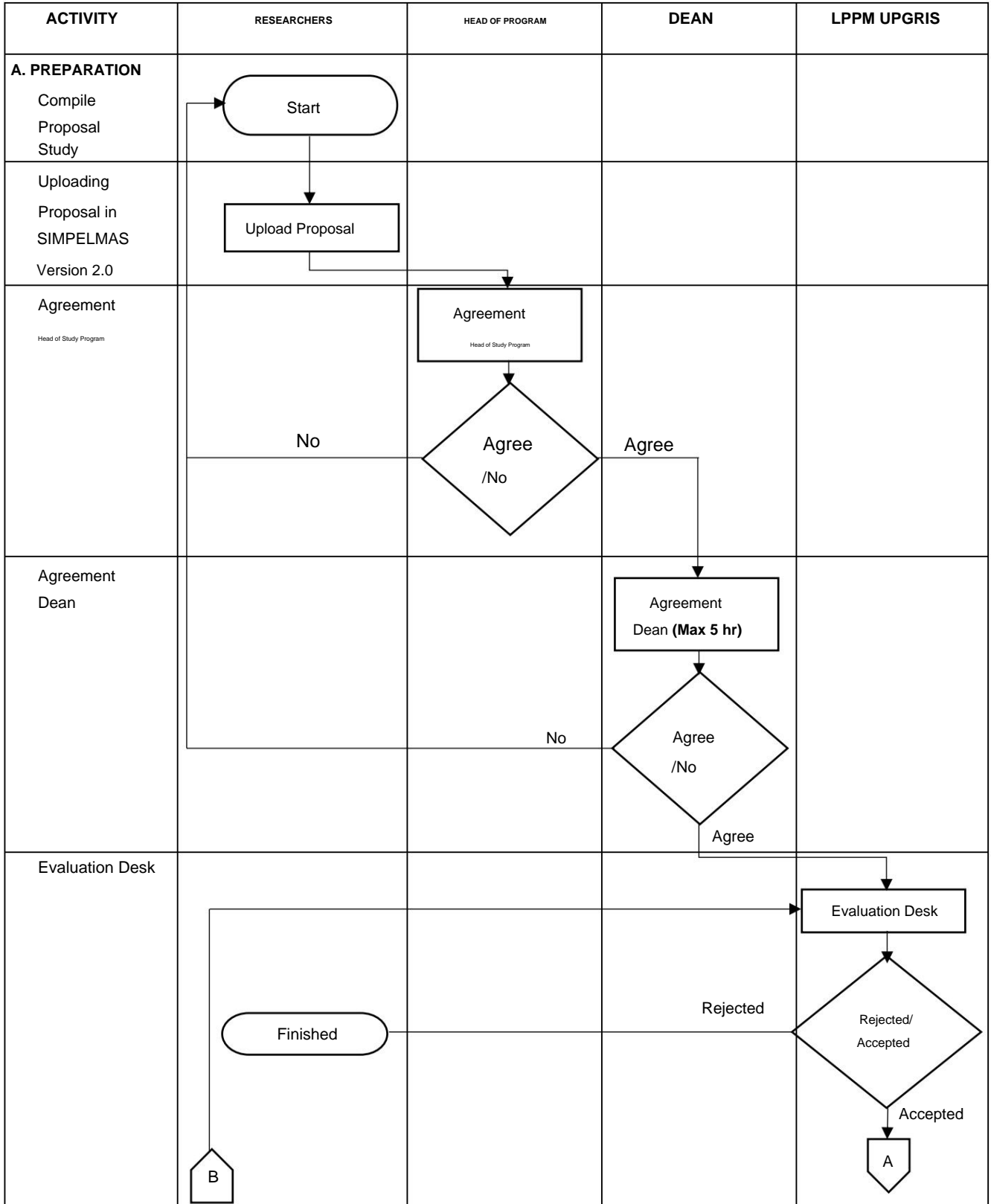
Additional Outputs of Independent Research are:

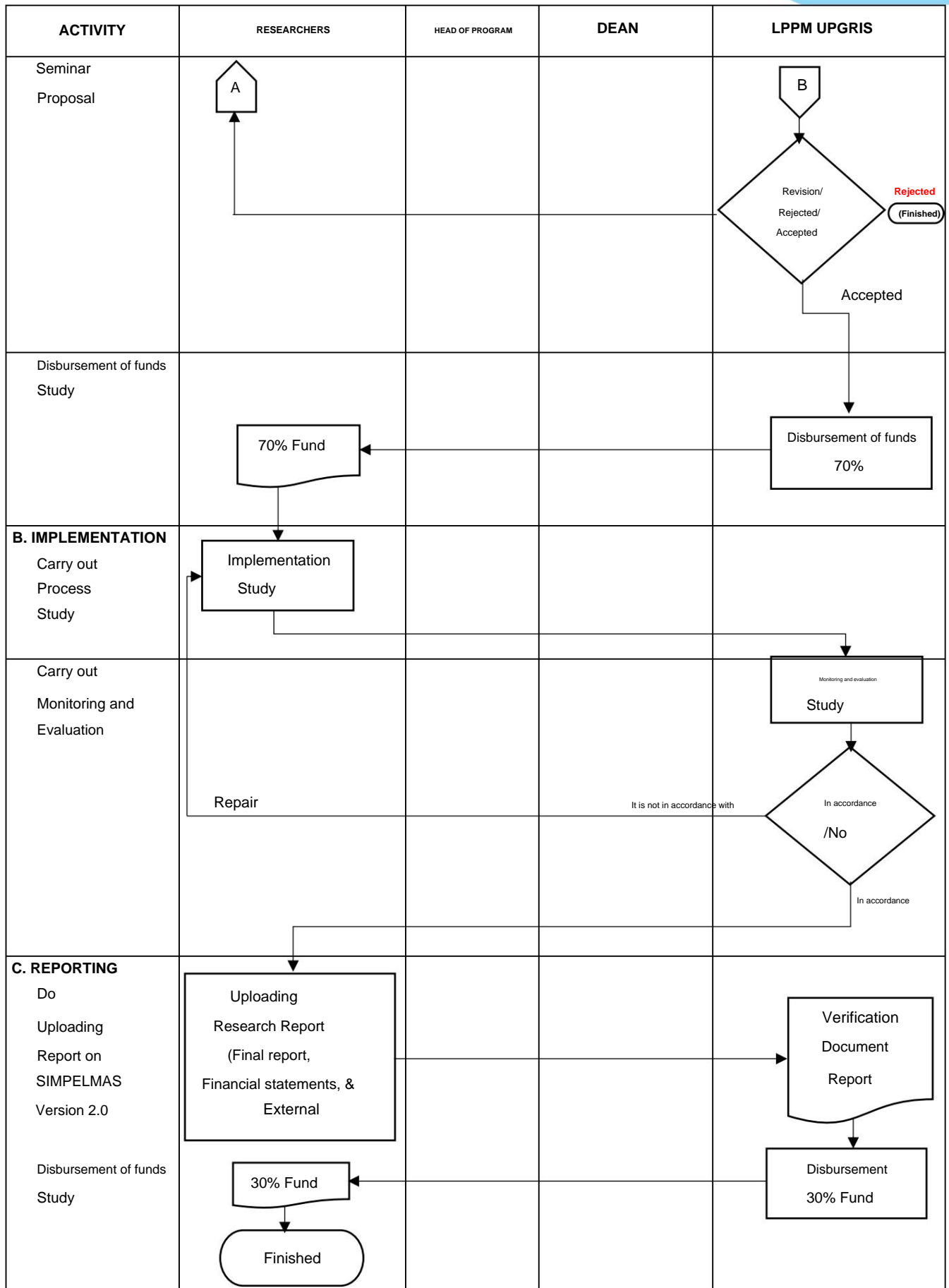
- 1) Publication in national/international seminar proceedings and/or publications articles in national journals accredited by SINTA; or internationally accredited; and or *book chapters*; and or monograph.
- 2) IPR (additional output).



CHAPTER III ACTIVITY FLOW, ACTIVITY SCHEDULE, AND SYSTEMATICS OF RESEARCH PROPOSALS

A. Research Activity Flow





Description: Upload to SIMPELMAS version 2.0 (<https://simpelmas2.upgris.ac.id/>) **Diagram 3.1 Flow of Lecturer Research Activities**



B. Research Activity Schedule

The research activity schedule at UPGRIS is carried out by following the stages as in Table 3.1 below,

Table 3.1 Research Activity Schedule

No	Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1	Regular Research APBU BATCH I (Beginner, Basic, Applied, Development)													
	a. Proposal													
	b. Evaluation Desk													
	c. Proposal Seminar													
	d. 70% Fund Disbursement													
	e. Implementation													
	f. Monitoring and evaluation													
	g. Final Report													
h. Disbursement of Funds 30%														
2	Regular Research APBU BATCH II (Beginner, Basic, Applied, Development)													
	a. Proposal													
	b. Evaluation Desk													
	c. Proposal Seminar													
	d. 70% Fund Disbursement													
	e. Implementation													
	f. Monitoring and evaluation													
	g. Final Report													
h. 30% Fund Disbursement														
3	PBU Grant Research (open when grant funds are available)													
	a. Proposal Submission													
	b. Evaluation Desk													
	c. Proposal Seminar													
	d. 70% Fund Disbursement													
	e. Implementation													
	f. Monitoring and Evaluation													
	g. Final Report													
h. Disbursement of Funds 30%														
4.	Research Cooperation Overseas/Domestic (Local Government/University/ Other Institutions), Assignment Research and Independent Research (Submission March-April)													
	The research schedule is adjusted to the partner's schedule.													



C. Proposal Systematics

Proposals uploaded to simplemas version 2.0 must include a cover, page the signed and stamped approval and the contents of the proposal. Third The components are combined into *a single .pdf file* and uploaded to simplemas version 2.0.

1. Cover

The cover for each study is distinguished by a different color.

see **appendices 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8.**

2. Approval Page

After completing the online form, the confirmation page can be downloaded from simplemas version 2.0 independently. The approval page is signed by and stamped in full (Chief Researcher, Dean, and Head of LPPM).

3. Proposal Contents

The proposal template can be downloaded in simplemas version 2.0. The proposer does not allowed to delete the box containing filling instructions, the proposer only You are allowed to fill in the dots provided.



SUMMARY

The research summary should be no more than 300 words and should include the urgency, objectives, and targeted outcomes.

.....
.....
..... etc.

KEYWORDS

Maximum keywords 5 words

Keyword_1;keyword_2;.....
.....etc.

INTRODUCTION

The research introduction should be no more than 1000 words and consist of:
A. Background and formulation of the problem to be studied
B. Problem solving approach
C. *State of the art* and novelty
D. Research *roadmap* for the next 5 years (if in the form of a consortium)
 must be equipped with a consortium research roadmap)
E. Citations are arranged and written based on a numbering system according to the order of citation, following the Vancouver format.

.....
.....
..... etc.

METHOD

The method or means for achieving the stated objectives should be written in no more than 1,000 words. This section can be supplemented with a research flowchart illustrating what has been implemented and what will be done during the proposed timeframe. The flowchart format can be a JPG/PNG file. The research methodology should be comprehensive, with clear stages, from the initial process and outputs, and targeted achievement indicators reflected in the Budget Plan (RAB).

.....
.....
.....
..... etc.



RESEARCH SCHEDULE

The research schedule is prepared based on the implementation of the research, please adjust it based on the duration of the research implementation.

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

BIBLIOGRAPHY

Citations are arranged and written using a numbering system according to the order of citation, following the Vancouver format. Only references cited in the research proposal are listed in the bibliography.

1.
2.
3.
4. etc.



CHAPTER IV SYSTEMATICS OF RESEARCH REPORTS, REPORTS FINANCE & REPORTING

A. Systematics of Research Reports

Research reports uploaded to simplemas version 2.0 must include a cover, the signed and stamped approval page, the letter of assignment has been signed and stamped and the contents of the report. These four components combined into a *single .pdf file* and uploaded to simplemas version 2.0.

1. Cover

The cover for each study is distinguished by a different color see

Attachments 4.9, 4.10, 4.11, 4.12, 4.13, 4.14, 4.15, 4.16. Contract number obtained automatically via simplemas version 2.0 on the research contract menu after proposal approved for funding.

2. Authentication page that has been signed

After completing the online form, the confirmation page can be downloaded from simplemas version 2.0 independently. The approval page is signed and stamped in full (Chief Researcher, Dean, and Head of LPPM).

3. Research Contract

Research Contracts will be obtained automatically through simplemas version 2.0 on research contract menu after the proposal is approved for funding.

4. Signed letter of assignment

After completing the online form, the confirmation page can be downloaded from simplemas version 2.0 independently. The assignment letter was signed and stamped in full (Head of LPPM and Authorized Institution as proof that conducting research).

5. Report Contents

The research report template can be downloaded in simplemas version 2.0. it is not permitted to delete the box containing the filling instructions, the proposer only allowed to fill in the dots provided.



SUMMARY

The research summary should be no more than 500 words and should include the research background, objectives and stages of the research method, targeted outputs including journal/seminar links, and a description of the proposed research TKT.

.....etc.

KEYWORDS

Maximum keywords 5 words

Keyword_1;keyword_2;..... etc

INTRODUCTION

The research introduction should be no more than 1000 words and consist of:
A. Background and formulation of the problem to be studied
B. Problem solving approach
C. State of the art and novelty
D. Research roadmap for the next 5 years (if in the form of a consortium) must be equipped with a consortium research roadmap)
E. Citations are arranged and written based on a numbering system according to the order of citation, following the Vancouver format.

.....etc.

LITERATURE REVIEW

The literature review should be no more than 1,000 words and should outline the state of the art and a roadmap for the field being studied. Charts and roadmaps must be created in JPG/PNG format and inserted into this section. Relevant primary sources/references should be used, prioritizing research findings from recent scientific journals and/or patents.
It is recommended to use library sources from the last 10 years.

.....etc.

METHOD

The method or way to achieve the stated goal is written in no more than 600 words.
This section includes a research flowchart that illustrates what has been implemented and what will be done during the proposed timeframe. The flowchart must be in JPG/PNG format. The research chart must be complete with clear stages, from the beginning, the process and its outputs, and the targeted achievement indicators. This section should also outline the duties of each member of the proposal according to the proposed research stages.

.....etc.



RESEARCH IMPLEMENTATION RESULTS

Briefly describe the research results achieved according to the year of implementation. The presentation should include data, analysis results, and outputs (mandatory and/or additional). All reported results or achievements must relate to the research implementation stages as planned in the proposal. Data presentation can take the form of tables, graphs, and the like, and analysis is supported by relevant and up-to-date primary literature sources.

.....

 etc.

OUTER STATUS

List the type, identity, and achievement status of each mandatory output and any additional outputs (if any) promised. Outputs may include publications, intellectual property acquisition, test results, or other outputs promised in the proposal. The description of the output status must be supported by evidence of progress toward achieving the promised outputs.

Complete the promised output type and upload documentary evidence of achievement of mandatory and additional outputs via SIMPELMAS version 2.0.

No.	Type of Output (Seminar/ Journal/ Books/IPR)	Description	Date	Status
Mandatory Output				
1				
2				
Additional Output				
1				
2				

BIBLIOGRAPHY

The bibliography is compiled and written based on a numbering system according to the order of citation. Only the literature cited in the research proposal is listed in the Bibliography following Vancouver style.

1.
 2.
 3. etc.

PROOF OF ASSIGNMENT LETTER

EVIDENCE OF RESEARCH CONTRACT

PHOTOGRAPHIC EVIDENCE OF ACTIVITIES

EXTERNAL STATUS PROOF (Correspondence Email or LOA)

EXTERNAL EVIDENCE (Manuscript or Prototype Details)

OTHER SUPPORTING EVIDENCE



B. Systematics of Research Financial Reports

Research financial reports must include a summary of budget realization, and equipped with proof of purchase in the following format:

1. Cover

The cover for each study is distinguished by a different color see **appendices 4.9, 4.10, 4.11, 4.12, 4.13, 4.14, 4.15, 4.16.**

2. Authentication page that has been signed

After completing the online form, the confirmation page can be downloaded from *simpelmas* version 2.0 independently. The approval page is signed and stamped in full (Chief Researcher, Dean, and Head of LPPM).

3. Details of Realization of 100% Use of Funds

REALIZATION OF RESEARCH BUDGET USE (RESEARCH TITLE)

No	Date Realization	Component	Item	Unit	Vol	Cost Unit	Total
MATERIAL							
1		stationery					
2		Implementation Materials Study					
3		Inventory Items					
AMOUNT							
DATA COLLECTION							
1		FGD Preparation Research Implementation					
2		HR Assistant Research Implementer					
3		HR Secretariat/Administration the Implementer Study					
4		HR Survey Officer Location of Implementation Study					
5		Honorarium Source person					
6		Transport					
7		Tickets					
8		Daily Money					
9		Lodging					
10		Daily Meeting Allowance in the Office					



11		Daily Allowance for Meetings Outside the Office					
12		Consumption Costs					
13		HR Assistant Field					
AMOUNT							
DATA ANALYSIS							
1		HR Secretariat/Administration the Implementer Study					
2		HR Data Processor Post-Achievement Research Implementation					
3		Honorarium Source person					
4		Sample Analysis Cost Research Products					
5		Tickets					
6		Daily Money					
7		Local Transport					
8		Lodging					
9		Meeting Consumption Costs					
							AMOUNT
EQUIPMENT RENTAL							
1		Implementation Equipment Study					
2		Object of Implementation Study					
3		Supporting Space Research Implementation					
4		Transport Implementation Study					
							AMOUNT
REPORTING AND OUTPUT							
1		HR Secretariat/Administration the Implementer Study					
2		Daily Meeting Allowance in the Office					
3		Daily Allowance for Meetings Outside the Office					
4		Meeting Consumption Costs					
5		Seminar Fees National					
6		Seminar Fees International in Country					



7		Publication Fees for Articles in National Journals					
8		Article Publication in International Journal					
9		IP output (Patents, copyrights, etc.)					
10		Other Science and Technology Output Costs (prototypes, TTG, etc.)					
11		Video Document Production Costs					
12		Publication Costs in Mass Media					
13		Preparation Costs Books Included Books Chapter					
AMOUNT							
TOTAL NUMBER							

Chief Researcher

Semarang,

Treasurer

Name of Chief Researcher

NIDN.

Treasurer's Name

NIDN.

4. Attachment of Notes and Receipts

C. Reporting

Every researcher is obliged to report on the implementation of research by doing the following things: as follows :

1. Researchers are required to make final reports and financial reports 100% in accordance with format in points A and B then upload it to the Proposing Chair's account
Research on SIMPELMAS version 2.0
2. Researchers are required to produce outputs according to the targets in the research proposal.
by listing all the names of the research proposal team then
upload it to the Head of Research Proposer's account on SIMPELMAS version 2.0
3. The deadline for collecting research reports and financial reports is in accordance with contract signed by researchers and LPPM UPGRIS.



CHAPTER V *DESK PROPOSAL EVALUATION, MONEV, & FOLLOW-UP*

A. Proposal Evaluation *Desk*

Selection and evaluation of research proposals is carried out in the form of *desk* evaluation.

The desk evaluation component of the proposal assessment uses the form as follows:

in **Appendices 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9.**

B. Monitoring and Evaluation

1. Research monitoring is carried out by LPPM Universitas PGRI Semarang.
2. Monitoring aims to determine progress and suitability of implementation study.
3. In carrying out monitoring, if research activities do not comply with the proposal submitted, then LPPM Universitas PGRI Semarang provides input and suggestions to researchers.
4. The monitoring and evaluation format is in **Appendix 5.7.**

C. Follow-up

1. If no indication of deviation is found in the monitoring and evaluation, then research can be continued until completion.
2. If in the monitoring and evaluation there are indications of deviations and the researcher willing to improve, then the research can be continued according to the proposal submitted.
3. If in the monitoring and evaluation there are indications of deviations and the researcher does not
If the researcher is willing to improve, LPPM can impose sanctions on the researcher. Sanctions can be :
 - a) The researcher cannot disburse the remaining funds (30%); or
 - b) Researchers return all funds received.



Appendix 4.1 Proposal Cover (Dark Blue)

**RESEARCH FIELD: EDUCATION/ENGINEERING &
ENVIRONMENT / FOOD SECURITY / SOCIAL
HUMANITIES & ARTS AND CULTURE**

PROPOSAL

RESEARCH BY BEGINNING LECTURERS



RESEARCH TITLE

RESEARCH TEAM:

Full name	NIDN/NIDK
Full name	NIDN/NIDK
Full name	NIDN/NIDK

FACULTY.....

Research Institute of PGRI University of Semarang

MONTH YEAR



Appendix 4.3 Proposal Cover (Red)

RESEARCH FIELD: EDUCATION/ENGINEERING &
ENVIRONMENT / FOOD SECURITY / SOCIAL
HUMANITIES & ARTS AND CULTURE

**PROPOSAL
APPLIED RESEARCH**



RESEARCH TITLE

RESEARCH TEAM:

Full name	NIDN/NIDK
Full name	NIDN/NIDK
Full name	NIDN/NIDK

FACULTY.....

Research Institute of PGRI University of Semarang

MONTH YEAR



Appendix 4.4 Proposal Cover (Orange Color)

RESEARCH FIELD: EDUCATION/ENGINEERING &
ENVIRONMENT / FOOD SECURITY / SOCIAL
HUMANITIES & ARTS AND CULTURE

PROPOSAL RESEARCH AND DEVELOPMENT



RESEARCH TITLE

RESEARCH TEAM:

Full name	NIDN/NIDK
Full name	NIDN/NIDK
Full name	NIDN/NIDK

FACULTY.....

Research Institute of PGRI University of Semarang

MONTH YEAR



Appendix 4.5 Proposal Cover (Light Blue)

**RESEARCH FIELD: EDUCATION/ENGINEERING &
ENVIRONMENT / FOOD SECURITY / SOCIAL
HUMANITIES & ARTS AND CULTURE**

**PROPOSAL
APBU GRANT RESEARCH**



RESEARCH TITLE

RESEARCH TEAM:

Full name	NIDN/NIDK
Full name	NIDN/NIDK
Full name	NIDN/NIDK

FACULTY.....

Research Institute of PGRI University of Semarang

MONTH YEAR



Appendix 4.6 Proposal Cover (White)

**RESEARCH FIELD: EDUCATION/ENGINEERING &
ENVIRONMENT / FOOD SECURITY / SOCIAL
HUMANITIES & ARTS AND CULTURE**

PROPOSAL

**DOMESTIC COOPERATIVE RESEARCH (REGIONAL GOVERNMENT/UNIVERSITY/
OTHER INSTITUTIONS)**



PARTNER LOGO

RESEARCH TITLE

RESEARCH TEAM:

Full name	NIDN/NIDK	Agency
Full name	NIDN/NIDK	Agency
Full name	NIDN/NIDK	Agency

FACULTY.....

Research Institute of PGRI University of Semarang

MONTH YEAR



Appendix 4.7 Proposal Cover (White)

**RESEARCH FIELD: EDUCATION/ENGINEERING &
ENVIRONMENT / FOOD SECURITY / SOCIAL
HUMANITIES & ARTS AND CULTURE**

**PROPOSAL
FOREIGN COOPERATIVE RESEARCH**



PARTNER LOGO

RESEARCH TITLE

RESEARCH TEAM:

Full name	NIDN/NIDK	Agency
Full name	NIDN/NIDK	Agency
Full name	NIDN/NIDK	Agency

FACULTY.....

Research Institute of PGRI University of Semarang

MONTH YEAR



Appendix 4.9 Proposal Cover (Orange Color)

RESEARCH FIELD: EDUCATION/ENGINEERING &
ENVIRONMENT / FOOD SECURITY / SOCIAL
HUMANITIES & ARTS AND CULTURE

**PROPOSAL
INDEPENDENT RESEARCH**



RESEARCH TITLE

RESEARCH TEAM:

Full name	NIDN/NIDK
Full name	NIDN/NIDK
Full name	NIDN/NIDK

FACULTY.....

Research Institute of PGRI University of Semarang

MONTH YEAR



Appendix 4.10 Research Report Cover & Financial Report (Dark Blue)

RESEARCH FIELD: EDUCATION/ENGINEERING &
ENVIRONMENT / FOOD SECURITY / SOCIAL
HUMANITIES & ARTS AND CULTURE

**RESEARCH REPORT / FINANCIAL REPORT
BASIC/FUNDAMENTAL RESEARCH**



RESEARCH TITLE



Funded by PGRI Semarang University
Research Implementation Contract for Junior Lecturers
Number :.....Date.....

RESEARCH TEAM:

Full name	NIDN/NIDK
Full name	NIDN/NIDK
Full name	NIDN/NIDK

FACULTY.....

Research Institute of PGRI University of Semarang

MONTH YEAR



Appendix 4.11 Research Report Cover & Financial Report (Pink)

**RESEARCH FIELD: EDUCATION/ENGINEERING &
ENVIRONMENT / FOOD SECURITY / SOCIAL
HUMANITIES & ARTS AND CULTURE**

**RESEARCH REPORT / FINANCIAL REPORT
BASIC/FUNDAMENTAL RESEARCH**



RESEARCH TITLE



**Funded by PGRI Semarang University
Basic/Fundamental Research Implementation Contract
Number :Date.....**

RESEARCH TEAM:

Full name	NIDN/NIDK
Full name	NIDN/NIDK
Full name	NIDN/NIDK

FACULTY.....

Research Institute of PGRI University of Semarang

MONTH YEAR



Appendix 4.12 Research Report Cover & Financial Report (Red)

RESEARCH FIELD: EDUCATION/ENGINEERING &
ENVIRONMENT / FOOD SECURITY / SOCIAL
HUMANITIES & ARTS AND CULTURE

**RESEARCH REPORT / FINANCIAL REPORT
APPLIED RESEARCH**



RESEARCH TITLE



**Funded by PGRI Semarang University
Applied Research Implementation Contract
Number :.....Date.....**

RESEARCH TEAM:

Full name	NIDN/NIDK
Full name	NIDN/NIDK
Full name	NIDN/NIDK

FACULTY.....

Research Institute of PGRI University of Semarang

MONTH YEAR



Appendix 4.15 Research Report Cover & Financial Report (White)

RESEARCH FIELD: EDUCATION/ENGINEERING &
ENVIRONMENT / FOOD SECURITY / SOCIAL
HUMANITIES & ARTS AND CULTURE

**RESEARCH REPORT / FINANCIAL REPORT
DOMESTIC COOPERATIVE RESEARCH (REGIONAL GOVERNMENT/UNIVERSITY/
OTHER INSTITUTIONS)**



PARTNER LOGO

RESEARCH TITLE

**Funded by PGRI Semarang University
Domestic Collaborative Research Implementation Contract (Regional
Government/University/Other Institutions)
Number :.....Date.....**

RESEARCH TEAM:

Full name	NIDN/NIDK	Agency
Full name	NIDN/NIDK	Agency
Full name	NIDN/NIDK	Agency

FACULTY.....

Research Institute of PGRI University of Semarang

MONTH YEAR



Appendix 4.16 Research Report Cover & Financial Report (White)

RESEARCH FIELD: EDUCATION/ENGINEERING &
ENVIRONMENT / FOOD SECURITY / SOCIAL
HUMANITIES & ARTS AND CULTURE

RESEARCH REPORT / FINANCIAL REPORT FOREIGN COOPERATIVE RESEARCH



PARTNER LOGO

RESEARCH TITLE

Funded by PGRI Semarang University
Contract for Implementation of Overseas Collaborative Research
Number :Date.....

RESEARCH TEAM:

Full name	NIDN/NIDK	Agency
Full name	NIDN/NIDK	Agency
Full name	NIDN/NIDK	Agency

FACULTY.....

Research Institute of PGRI University of Semarang

MONTH YEAR



Appendix 4.17 Research Report Cover & Financial Report (Green)

RESEARCH FIELD: EDUCATION/ENGINEERING &
ENVIRONMENT / FOOD SECURITY / SOCIAL
HUMANITIES & ARTS AND CULTURE

**RESEARCH REPORT / FINANCIAL REPORT
RESEARCH GRANTS ASSIGNMENT**



RESEARCH TITLE

**Funded by PGRI Semarang University
Research Assignment Implementation Contract
Number:.....Date.....**

RESEARCH TEAM:

Full name	NIDN/NIDK
Full name	NIDN/NIDK
Full name	NIDN/NIDK

FACULTY.....

Research Institute of PGRI University of Semarang

MONTH YEAR



Appendix 4.18 Research Report Cover & Financial Report (Orange Color)

**RESEARCH FIELD: EDUCATION/ENGINEERING &
ENVIRONMENT / FOOD SECURITY / SOCIAL
HUMANITIES & ARTS AND CULTURE**

**RESEARCH REPORT / FINANCIAL REPORT
INDEPENDENT RESEARCH**



RESEARCH TITLE



Funded by Dana Mandiri

RESEARCH TEAM:

Full name	NIDN/NIDK
Full name	NIDN/NIDK
Full name	NIDN/NIDK

FACULTY.....

Research Institute of PGRI University of Semarang

MONTH YEAR



Appendix 5.2 Desk Evaluation Form for Research Proposals for Beginner Lecturers

PROPOSAL EVALUATION *DESK* FORM RESEARCH BY BEGINNING LECTURERS

Research Title :
 Research Field of :
 Higher Education :
 Study Program :
 Chief Researcher :
 Full name :
 a. NIDN :
 b. Functional Position :
 c. Research Members : person
 Overall Research Duration :month
 Research Costs :
 a. Proposed b. : Rp.
 Recommended : Rp.
 c. Funds from other agencies : Rp. / in kind :

No	Assessment criteria	Weight (%)	Score	Mark
1.	Formulation of research problems, objectives, and roadmap. 2.	15		
	Outputs (process and product): a. national journals accredited by SINTA 1-6 or articles published in international journals indexed in reputable international databases.	35		
3	Literature review (Literature study/ progress that has been made) achieved and preliminary studies)	15		
4	Research methods (Design and accuracy of the method) study)	20		
5	Eligibility: a. Schedule b. Personnel c. Costs (Budget details) d. Support for facilities and infrastructure	15		
Amount		100		

Description: Score: 1, 2, 3, 5, 6, 7 (1 = Bad; 2 = Very poor; 3 = Poor; 5 = Sufficient; 6 = Good; 7 = Very good); Value = Weight x Score

Assessor Comments:

.....

Semarang,

Assessor,

Signature

(Full name)



Appendix 5.2 Basic/Fundamental Research Proposal Evaluation *Desk* Form

PROPOSAL EVALUATION *DESK* FORM BASIC/FUNDAMENTAL RESEARCH

Research Title :
 Research Field of :
 Higher Education :
 Study Program :
 Chief Researcher :
 Full name :
 d. NIDN :
 e. Functional Position :
 f. Research Members : person
 Overall Research Duration :month
 Research Costs :
 d. Proposed e. : Rp.
 Recommended : Rp.
 f. Funds from other agencies : Rp. / in kind :

No	Assessment criteria	Weight (%)	Score	Mark
1.	Formulation of research problems, objectives, and roadmap. 2.	15		
	Outputs (process and product): b. international journals indexed in reputable international databases, or national journals accredited with at least SINTA 3 c. research books with ISBN (textbooks/books) reference/monograph book	35		
3	Literature review (Literature study/ progress that has been made) achieved and preliminary studies)	15		
4	Research methods (Design and accuracy of the method) study)	20		
5	Eligibility: e. Schedule f. Personnel g. Costs (Budget details) h. Support for facilities and infrastructure	15		
Amount		100		

Description: Score: 1, 2, 3, 5, 6, 7 (1 = Bad; 2 = Very poor; 3 = Poor; 5 = Sufficient; 6 = Good; 7 = Very good); Value = Weight x Score

Assessor Comments:

.....

Semarang,

Assessor,

Signature

(Full name)



Appendix 5.3 Regular Research Proposal Evaluation *Desk* Form

PROPOSAL EVALUATION *DESK* FORM APPLIED RESEARCH (DOWNSTREAMING PATH)

Research Title :
 Research Field of :
 Higher Education :
 Study Program :
 Chief Researcher :
 Full name :
 a. NIDN :
 b. Functional Position :
 c. Research Members : person
 Overall Research Duration :month
 Research Costs :
 a. Proposed b. : Rp.
 Recommended : Rp.
 c. Funds from other agencies : Rp. / in kind :

No	Assessment criteria	Weight (%)	Score	Mark
1.	Formulation of research problems, objectives, and roadmap	15		
2	Output (process and product): a. Prototypes/monumental works, and/or trial documents of prototypes/ monumental works, and/or trial documents of prototypes/ monumental works with industrial partners/creative industry partners; and b. Publications of international journals indexed in databases reputable international journal, or one article in a national journal accredited with at least SINTA 3; or a research book with an ISBN (textbook/reference book/monograph).	35		
3	Literature review (Literature study/ progress that has been made) achieved and preliminary studies)	15		
4	Research methods (Design and accuracy of the method study)	20		
5	Eligibility: a. Schedule b. Personnel c. Costs (Budget details) d. Support for facilities and infrastructure	15		
Amount		100		

Description: Score: 1, 2, 3, 5, 6, 7 (1 = Bad; 2 = Very poor; 3 = Poor; 5 = Sufficient; 6 = Good; 7 = Very good); Value = Weight x Score

Assessor Comments:

.....

Semarang, date-month-year

Assessor,

Signature

(Full name)



Appendix 5.4 Regular Research Proposal Evaluation *Desk* Form

PROPOSAL EVALUATION *DESK* FORM APPLIED RESEARCH (EXPERIENCE PATH)

Research Title :
 Research Field of :
 Higher Education :
 Study Program :
 Chief Researcher :
 Full name :
 a. NIDN :
 b. Functional Position :
 c. Research Members : person
 Overall Research Duration :month
 Research Costs :
 a. Proposed b. : Rp.
 Recommended : Rp.
 c. Funds from other agencies : Rp. / in kind :

No	Assessment criteria	Weight (%)	Score	Mark
1.	Formulation of research problems, objectives, and roadmap	15		
2	Outputs (process and product): a. Publication of reputable international journals or national journals accredited with at least SINTA 2	35		
3	Literature review (Literature study/ progress that has been made) achieved and preliminary studies)	15		
4	Research methods (Design and accuracy of the method) study)	20		
5	Eligibility: a. Schedule b. Personnel c. Costs (Budget details) d. Support for facilities and infrastructure	15		
Amount		100		

Description: Score: 1, 2, 3, 5, 6, 7 (1 = Bad; 2 = Very poor; 3 = Poor; 5 = Sufficient; 6 = Good; 7 = Very good); Value = Weight x Score

Assessor Comments:

.....

Semarang, date-month-year

Assessor,

Signature

(Full name)



Appendix 5.5 APBU Grant Research Proposal Evaluation *Desk* Form

PROPOSAL EVALUATION *DESK* FORM RESEARCH AND DEVELOPMENT

Research Title :
 Research Field of :
 Higher Education :
 Study Program :
 Chief Researcher :
 Full name :
 a. NIDN :
 b. Functional Position :
 c. Research Members : person
 Overall Research Duration :month
 Research Costs
 a. Proposed : Rp.
 b. Recommended : Rp.
 c. Funds from other agencies : Rp. / in kind :

No	Assessment criteria	Weight (%)	Score	Mark
1.	Formulation of research problems, objectives, and roadmap	15		
2	Outputs (process and product): Industrial products or policy products, namely: industrial-grade prototype trial documents in limited environments, and/or industrial-grade prototype trial documents in actual environments, and/or feasibility study and business plan documents.	35		
3	Literature review (Literature study/ progress that has been made) achieved and preliminary studies)	15		
4	Research methods (Design and accuracy of the method) study)	20		
5	Eligibility: a. Schedule b. Personnel c. Costs (Budget details) d. Support for facilities and infrastructure	15		
Amount		100		

Description: Score: 1, 2, 3, 5, 6, 7 (1 = Bad; 2 = Very poor; 3 = Poor; 5 = Sufficient; 6 = Good; 7 = Very good); Value = Weight x Score

Assessor Comments:

.....

Semarang, date-month-year

Assessor,

Signature

(Full name)



Appendix 5.6 APBU Grant Research Proposal Evaluation *Desk* Form

PROPOSAL EVALUATION *DESK* FORM APBU GRANT RESEARCH

Research Title :
 Research Field of :
 Higher Education :
 Study Program :
 Chief Researcher :
 Full name :
 d. NIDN :
 e. Functional Position :
 f. Research Members : person
 Overall Research Duration :month
 Research Costs
 d. Proposed : Rp.
 e. Recommended : Rp.
 f. Funds from other agencies : Rp. / in kind :

No	Assessment criteria	Weight (%)	Score	Mark
1.	The relationship between research proposals and achievements roadmap/excellence of Higher Education Research Strategic Plan	20		
2	Track record of the research team	20		
3.	Financial support from internal universities and institutions other	35 15		
4.	Integrity of the research roadmap	15		
5	Potential outcomes: a. Science, technology, social and cultural products (basic concepts, methods, appropriate technology, blueprints, prototypes, systems, policies, models, social engineering); b. Publication of articles in accredited national journals minimum SINTA 2 or reputable international journal.	30		
Amount		100		

Description: Score: 1, 2, 3, 5, 6, 7 (1 = Bad; 2 = Very poor; 3 = Poor; 5 = Sufficient; 6 = Good; 7 = Very good); Value = Weight x Score

Assessor Comments:

.....

Semarang, date-month-year

Assessor,

Signature

(Full name)



Appendix 5.7 Domestic Collaborative Research Proposal Evaluation Desk Form

PROPOSAL EVALUATION DESK FORM DOMESTIC COOPERATIVE RESEARCH

Research Title :
 PT's Leading Fields :
 Featured Topics :
 College :
 Study program :
 Chief Researcher :
 Full name :
 a. NIDN :
 b. Functional Position :
 c. Research Members : person
 Overall Research Duration : year
 Research Costs
 a. Proposed b. : Rp.
 Recommended : Rp.
 c. Funds from other agencies : Rp. / in kind :

No	Assessment criteria	Weight (%)	Score	Mark
1	The relationship between research proposals and the achievements of the roadmap/excellence of the Higher Education Research Strategic Plan	20		
2	Track record of the research team	20		
3	Funding support from internal universities and other institutions	35 10		
4	Partner Involvement in Research	15		
5	Integrity of the research roadmap	15		
6	Potential outcomes: a. Science, technology, social and cultural products (basic concepts, methods, appropriate technology, blueprints, prototypes, systems, policies, models, social engineering); b. Publication of articles in accredited national journals minimum SINTA 3 or international journal;	30		
Amount		100		

Description: Score: 1, 2, 3, 5, 6, 7 (1 = Bad; 2 = Very poor; 3 = Poor; 5 = Sufficient; 6 = Good; 7 = Very good); Value = Weight x Score

Assessor Comments:

.....

Semarang, date-month-year

Assessor,

Signature

(Full name)



Appendix 5.8 Evaluation *Desk* Form for Foreign Collaborative Research Proposals

PROPOSAL EVALUATION *DESK* FORM FOREIGN COOPERATIVE RESEARCH

Research Title :
 PT's Leading Fields :
 Featured Topics :
 College :
 Study program :
 Chief Researcher :
 Full name :
 d. NIDN :
 e. Functional Position :
 f. Research Members : person
 Overall Research Duration : year
 Research Costs
 d. Proposed e. : Rp.
 Recommended : Rp.
 f. Funds from other agencies : Rp. / in kind :

No	Assessment criteria	Weight (%)	Score	Mark
1	The relationship between research proposals and the achievements of the roadmap/excellence of the Higher Education Research Strategic Plan	20		
2	Track record of the research team	20		
3	Funding support from internal universities and other institutions	35 10		
4	Partner Involvement in Research	15		
5	Integrity of the research roadmap	15		
6	Potential outcomes: a. Science, technology, socio-cultural products (basic concepts, methods, appropriate technology, blueprints, prototypes, systems, policies, models, social engineering); b. Publication of articles in indexed international journals Scopus;	30		
Amount		100		

Description: Score: 1, 2, 3, 5, 6, 7 (1 = Bad; 2 = Very poor; 3 = Poor; 5 = Sufficient; 6 = Good; 7 = Very good); Value = Weight x Score

Assessor Comments:

.....

Semarang, date-month-year

Assessor,

Signature

(Full name)



Appendix 5.9 Research Proposal Assignment Evaluation *Desk* Form

PROPOSAL EVALUATION *DESK* FORM RESEARCH ASSIGNMENT

Research Title :
 PT's Leading Fields :
 Featured Topics :
 College :
 Study program :
 Chief Researcher :
 Full name :
 a. NIDN :
 b. Functional Position :
 c. Research Members : person
 Overall Research Duration : year
 Research Costs
 a. Proposed b. : Rp.
 Recommended : Rp.
 c. Funds from other agencies : Rp. / in kind :

No	Assessment criteria	Weight (%)	Score	Mark
1	The relationship between research proposals and the achievements of the roadmap/excellence of the Higher Education Research Strategic Plan	20		
2	Track record of the research team	20		
3	Funding support from internal universities and other institutions	35 10		
4	Partner Involvement in Research	15		
5	Integrity of the research roadmap	15		
6	Potential outcomes: a. Science, technology, socio-cultural products (methods, appropriate technology) use, blueprint, prototype, system, policy, model, social engineering); b. Publication of national seminar proceedings or international and national journals accredited with a minimum of SINTA 2 or accredited international journals;	30		
Amount		100		

Description: Score: 1, 2, 3, 5, 6, 7 (1 = Bad; 2 = Very poor; 3 = Poor; 5 = Sufficient; 6 = Good; 7 = Very good); Value = Weight x Score

Assessor Comments:

.....

Semarang, date-month-year

Assessor,

Signature

(Full name)



Appendix 5.10 Independent Research Proposal Evaluation *Desk* Form

PROPOSAL EVALUATION *DESK* FORM INDEPENDENT RESEARCH

Research Title :
 Research Field of :
 Higher Education :
 Study Program :
 Chief Researcher :
 Full name :
 a. NIDN :
 b. Functional Position :
 c. Research Members : person
 Overall Research Duration :month
 Research Costs :
 a. Proposed b. : Rp.
 Recommended : Rp.
 c. Funds from other agencies : Rp. / in kind :

No	Assessment criteria	Weight (%)	Score	Mark
1.	Formulation of research problems, objectives, and roadmap	15		
2	Outputs (process and product): Science, technology, social and cultural products (basic concepts, methods, appropriate technology, blueprints, prototypes, systems, policies, models, social engineering).	35		
3	Literature review (Literature study/ progress that has been made) achieved and preliminary studies)	15		
4	Research methods (Design and accuracy of the method) study)	20		
5	Eligibility: a. Schedule b. Personnel c. Costs (Budget details) d. Support for facilities and infrastructure	15		
Amount		100		

Description: Score: 1, 2, 3, 5, 6, 7 (1 = Bad; 2 = Very poor; 3 = Poor; 5 = Sufficient; 6 = Good; 7 = Very good); Value = Weight x Score

Assessor Comments:

.....

Semarang, date-month-year

Assessor,

Signature

(Full name)



Appendix 5.11 Field Monitoring and Evaluation Form

FIELD MONITORING AND EVALUATION FORM

Title :

Chairman :

NIDN :

Faculty :

Proposed costs : Rp.

Approved costs : Rp.

No	Assessment Components	Information			Score	Weight Value	
		< 25%	25 – 50%	51 – 75%			
1	Research achievements				30		
2	Scientific Publications scientific journals	<i>Draft Submitted</i>	<i>Accepted</i>	<i>Published</i>	30		
3	As a speaker in scientific meeting	<i>Draft</i>	<i>Registered</i>	<i>Already Implemented</i>	25		
4	Intellectual Property Rights	<i>Draft</i>	<i>Registered</i>	<i>Granted</i>	5		
5	Product/Model/Prototype/Design/Artwork/ Social Engineering	<i>Draft</i>	<i>Product</i>	<i>Implementation</i>	5		
6	Teaching Materials	<i>Draft</i>	<i>Editing</i>	<i>Already Published</i>	5		
Total					100		

Monitor Comments:

.....

Semarang, date-month-year

Assessor,

Signature

(Full name)

Information:

Score: 1, 2, 4, 5 (1 = less, 2 = sufficient, 4 = good, 5 = very good)

1. Research achievement: Score 5 = > 75%, 4 = 51-75%, 2 = 25-50%, 1 = < 25%.

2. Publication in scientific journals:

Score 5 = *published/accepted*, 4 = *submitted*, 2 = *draft/not yet available*.

3. Presenters at local scientific meetings:

Score 5 = *has been implemented/registered*, 4 = *draft*, 2 = *not yet available*.

4. IPR: Score 5 = *granted/registered*, 4 = *draft*, 2 = *not yet/does not exist*.

5. *Product/Model/Prototype/Design/Artwork /*

Social Engineering: Score 5 = *implementation/product*,

2 = *draft/not yet available*.

6. Teaching Materials: Score 5 = *published/ editing process*, 4 = *draft*, 2 = *not yet/does not exist*.

7. Include evidence from the external source in question.



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