LETTERHEAD OF ORGANIZATION

**LETTER OF AWARD**

No reference :

Date :

Vice Chancellor

Universiti Putra Malaysia

43400 UPM Serdang

Selangor

(Attn: name of project leader, PTJ UPM)

YBhg Prof Dato' Dr,

TITLE: ………………………………………………………………..

We kindly draw your attention to the matter above.

2. We are pleased to inform you that our side agrees with and certifies the content and financial implications of the project working paper........................, which has been submitted for our review as Attachment 1. The development of this project appears to be very coincidental with our side as.........................

3. In addition, we agreed to provide an industry grant fund of RM...................... for the purpose of.................... We agree on a 10% management fee for this project. To begin, we will deposit RM................... to carry out this project.

4. We also agree that the implementation of this project (requires/does not require) a Memorandum of Agreement (MoA) between us and UPM. However, as stated in the project's working papers, UPM is required to provide reports and discussions to ensure project's progress.

All attention and cooperation from UPM regarding this matter is highly appreciated.

Thanks and regards,

…………………………………………..
[industry name & address]

c.c: Deputy Vice Chancellor (Industry and Community Relations) UPM

Dean of PTJ UPM

Director, Centre for Industrial Relation and Network (CiRNeT) UPM

**LAMPIRAN 1**



**TITLE OF INDUSTRIAL PROJECT**

**[ PROPOSAL PROJEK LENGKAP & PERINCIAN/PECAHAN KEWANGAN]**

**Executive Summary**

1. **Introduction**
2. **Problem Statement**
3. **Objectives**
4. **Current Technology**
5. **Scope of projects**
6. **Project Teams**
7. **Deliverables**
8. **Project Durations**
9. **Budget Schedule**
10. **Industry payment schedule and UPM Contribution**
11. **References**

**Prepared by: Approved by:**

**……………………… …………………………**

Universiti Putra Malaysia **[Nama Organisasi]**

**Cop: Cop:**

**Date: Date:**