

TRAINING PROVIDER'S CIRCULAR NO. 03/2016
HRDF RESEARCH GUIDELINES FOR SUBMISSION OF
REQUEST FOR PROPOSAL (RFP), PROPOSAL AND REPORT IN
CONDUCTING TRACERS / EFFECTIVENESS / OUTCOME-BASED STUDIES

1.0 PURPOSE

- 1.1 The purpose of this circular is to inform consultants and training providers on the issuance of the HRDF Research Guidelines which presents the requirements on the preparation of proposal and report for submission to HRDF in conducting tracers / effectiveness / outcome-based studies.

2.0 BACKGROUND

- 2.1 The booklet has been prepared by the Research and Analytics (R&A) Dept. in collaboration with the Research Advisory Committee (RAC) that comprises of the Department of Statistics Malaysia (DoSM) and five (5) Research Universities in Malaysia namely;
- a. Universiti Sains Malaysia (USM)
 - b. Universiti Kebangsaan Malaysia (UKM)
 - c. Universiti Teknologi Malaysia (UTM)
 - d. Universiti Putra Malaysia (UPM)
 - e. Universiti Malaya (UM)

3.0 IMPLEMENTATION

- 3.1 Starting from 30th November 2016, the HRDF Research Guidelines shall serve as guidelines on the preparation of proposal and report for submission to HRDF in conducting tracers / effectiveness / outcome-based studies. Information and inputs in the Guidelines are the basic information required by HRDF in the proposal and reports of the study.
- 3.2 This handbook comprises of four sections, namely;
- (i) Format of Proposal and Report;
 - (ii) HRDF Research Proposal Guidelines;
 - (iii) HRDF Research Report Guidelines; and
 - (iv) HRDF Research Code of Conduct.

3.3 This handbook must be read together with the following documents:

- (i) The Terms of Reference (TOR) of the research (if applicable);
- (ii) The Request for Proposal (RFP) of the Research (if applicable);
- (iii) The Service Agreement signed by the appointed consultant(s) of the research; and
- (iv) The American Psychological Association (APA) guidelines.

3.4 The Guidelines is available on the HRDF portal at www.hrdf.com.my > Resources > Guidelines > HRDF Research Guidelines.

4.0 CLOSING

4.1 Consultants and training providers are advised to adhere to these Guidelines to avoid any disqualification of proposal and rejection of reports.

4.2 For any inquiries and further information, please contact the Research and Analytics Department or Customer Service Officer at 1800 88 4800.

Thank you.

“PEOPLE, PROWESS, PROGRESS”

“PEKERJA BERKEMAHIRAN PENGGERAK EKONOMI”

Yours sincerely,

(DATO' CM VIGNAESVARAN A/L JEYANDRAN)
CHIEF EXECUTIVE
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