UNIVERSITI
TEKNOLOGI
PETRONAS

31-October-2017

Dr Noreen Izza binti Arshad
Department of Computer and Information Sciences

Dear Dr Noreen Izza binti Arshad,

APPOINTMENT AS A PRINCIPAL INVESTIGATOR (PI) FOR FUNDAMENTAL RESEARCH GRANT SCHEME (FRGS) PROJECT

The above-mentioned subject is kindly referred.

We are pleased to inform that you have been appointed as the Principal Investigator (PI) of the research project with the details are as below:

Project Cost Centre	0153AB-L53
Project Title	EXPLORING THE TRANSFORMATION OF E-GOVERNMENT AMONG RURAL COMMUNITIES: TOWARDS A POLICY
Project Duration Approved	15-August-2017 – 14-August-2019
Funding Source	Ministry of Higher Education Malaysia (MOHE)
Type of Funding	Fundamental Research Grant Scheme (FRGS)
Total Amount Approved	RM 52,000.00

Enclosed herewith is a copy of Terms of Reference of this appointment. The tasks and responsibilities require you to report to the Deputy Vice Chancellor of Research and Innovation whenever required.

With this appointment, I look forward to your contribution especially in strengthening the University towards becoming a leading R&D institution of choice.

Thank you.

Yours sincerely,

Assoc Prof Ir Dr Zuhairi Haji Baharudin
Director
Research Management Center
Research & Innovation Division

Terms of Reference for Principal Investigator (PI)

Amongst the key roles of PI are:-

1. To lead research activities with regard to the project.
2. To identify and nominate the team members for the project.
3. To lead the necessary activities to achieve the desired outcomes and targets for the project.
4. To monitor the expenditure of the project.
5. To monitor the progress of the project and carry out the project in accordance with the milestones as outlined in the Research Agreement.
6. From time to time, to regularly convene a meeting with the team members to review and analyze the progress and performance of the project.
7. To report to the Deputy Vice Chancellor of Research and Innovation or Yayasan Universiti Teknologi PETRONAS on the outcome and progress of the research activities as led by the Project Leader, whenever required.
8. The Deputy Vice Chancellor of Research and Innovation may, upon consultation with the Programme Head, amend or make additions to this Terms of Reference from time to time as it deems necessary.