**PROPOSAL OF**

**FLAGSHIP COMMUNITY SERVICES ACTIVITY**

LOGO

MITRA

A logo of a university

Description automatically generated

**TITLE**

**TEAM MEMBER :**

**Leader**

(Name of team leader, salutation, NIDN)

**Member**

(Name of team member, salutation, NIDN)

**Partner Team Leader**

(Name of partner team leader, salutation)

**FIELD OF …………………**

**UNIVERSITAS MERCU BUANA**

**YEAR**

# **APPROVAL FORM OF**

**FLAGSHIP COMMUNITY SERVICES**

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | **a. Title of Proposal** | : |  |
|  | **b. Title of Previous Research** | : |  |
| **2.** | **Team Leader** | : |  |
|  | a. Name (with designation) | : |  |
|  | b. NIDN | : |  |
|  | c. Academic Positions | : |  |
|  | d. Faculty/Department | : |  |
|  | e. Phone Number | : |  |
|  | f. E-mail | : | ………………….@mercubuana.ac.id |
|  | g. Bank Account Number | : | (Name of Bank – Bank Account Number) |
| **3.** | **Team Member (Lecturer)** | : |  |
|  | a. Name/NIDN of Member I (with salutation) | : |  |
|  | b. Name/NIDN of Member II (with salutation) | : |  |
|  | c. Name/NIDN of Member III (with salutation) | : |  |
|  | d. Name/NIDN of Member IV (with salutation) |  |  |
| **4.** | **Team Member (Student)** |  |  |
|  | a. Name/NIM of Student I | : |  |
|  | b. Name/NIM of Student II | : |  |
|  | c. Name/NIM of Student III | : |  |
|  | d. Name/NIM of Student IV | : |  |
| **5.** | **Location of Activity** | : |  |
| **6.** | **Partner** |  |  |
|  | Name of Partner Institution | : |  |
|  | Name of Partner Team Leader | : |  |
|  | Email of Partner Team Leader | : |  |
| **7.** | **Duration of Implemetation** | : | …. Months |
| **8.** | **Source of Funding** |  |  |
|  | Source from UMB | : | **Rp. 15.000.000,-** |
|  | Source from Partner (*inkind*)  Total | :  : | **Rp.**  **Rp.** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | |  | Jakarta, Date-Month-Year |
| Knowing, | |  |  |
| Dean …………… | |  | Team Leader |
|  | |  |  |
| (Name and Designation) | |  | (Name and Designation) |
| NIK | |  | NIK. |
|  | |  |  |
| Approve by, | | | |
| Head of  Research and Community Services  (Dafit Feriyanto, ST., M.Eng., Ph.D)  NIK. 118900633 | | | |
|  |  | | |

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# **LIST OF FIGURE**

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|  |  |
| --- | --- |
| A logo with blue and green text  Description automatically generated | Substance of the Proposal  **SCHEMA FLAGSHIP – Community Services**  Instructions: Applicants are only permitted to fill in the space provided in accordance with the filling instructions and are not permitted to modify the template or delete any sections. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TITLE** | | | | |
| Write the title of the proposal | | | | |
| …………………………………………………………………………………………………………………..………………………………………………………………………………………………………………….. | | | | |
| 1. **SUMMARY** | | | | |
| A summary of no more than 300 words containing urgency, goals, and targeted outputs. | | | | |
| …………………………………………………………………………………………………………………..………………………………………………………………………………………………………………….. | | | | |
| **KEYWORDS** | | | | |
| Keywords maximum 5 words, separated by semicolon marks (;) | | | | |
| …………………………………………………………………………………………………………………..………………………………………………………………………………………………………………….. | | | | |
| 1. **Introduction** | | | | |
| Introduction of no more than 1,500 words containing **an analysis of the partner's situation and problems** to be resolved. The description of the situation analysis is made comprehensively in order to fully describe the condition of the partner. The situation analysis is explained based on the existing conditions of the partner/community to be empowered, supported by partner profiles with informative data and images. Especially for partners who are engaged in economics and learn entrepreneurship. The existing conditions are made completely upstream and downstream of its business. The purpose of the activity and its relation to MBKM, IKU, and the focus of service need to be described. **The next 5 years community services roadmap** is outlined and reviewed the compatibility between the community services proposal and the UMB Community Service Master Plan (RIPkM), especially in terms of the community services roadmap. The implementers determines the areas of excellence and topics relevant to the roadmap. Thus, the proposed community services can explain the synergy between community service groups to produce solutions to problems that exist in the community. | | | | |
| …………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………..………………………………………………………………………………………………………………….. | | | | |
| 1. **Problems and Solutions** | | | | |
| **C.1. Priority Problems** | | | | |
| The maximum priority problem consists of 500 words containing a description that will be handled at least 2 (two) fields / aspects of activity. For economically productive communities and prospective new entrepreneurs include the fields of production, business management and marketing (upstream downstream of business). For non-productive community groups (the general public), the problems are in accordance with the needs of these groups, such as improving services, increasing community peace, improving / assisting service facilities in all fields, such as social, cultural, economic, security, health, education, law, and various other problems comprehensively. The priority of the problem is made specifically. The purpose of the activity and its relation to IKU and the focus of service need to be described. | | | | |
| …………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………..………………………………………………………………………………………………………………….. | | | | |
| **C.2. Solution** | | | | |
| **The solution to the problem** consists of a maximum of 1,500 words containing a description of all solutions offered to solve the problem at hand. The full description of the problem solution section contains the following.   1. Write down **all solutions offered** to solve problems faced by partners systematically according to the priority of the problem. Solutions must be closely related to partner priority problems. 2. Write down **the output targets** that will result from each of these solutions both in terms of production and business management (for productive economic partners / leading to a productive economy) or according to specific solutions to problems faced by partners from economically / socially unproductive community groups. 3. Each solution has its own **output completion target / achievement** indicator and as much as possible measurable or can be quantified and put in the form of a table. 4. **The description of the research results of the proposer team or researchers related to** the activities to be carried out will have added value. | | | | |
| …………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………..………………………………………………………………………………………………………………….. | | | | |
| 1. **Method** | | | | |
| The implementation method consists of a maximum of 1,500 words that describe the stages or steps in implementing the solutions offered to overcome partner problems. Complete description of the implementation method section to solve the problem according to the following stages.   1. For Partners engaged in a productive economy and leading to a productive economy, the method of implementing activities is related to stages in at least 2 (two) different problem areas that are handled by partners, such as: 2. Problems in the field of production. 3. Problems in the field of management. 4. Problems in the field of marketing, and others. 5. For partners who are not economically / socially productive at least 2 (two) problem areas, **state the stages or steps for implementing the service** taken to implement solutions to specific problems faced by partners. The implementation of these solutions is made systematically which includes health services, education, security, social conflicts, land ownership, clean water needs, illiteracy and others. 6. Describe how partners participate in program implementation. 7. Describe how to evaluate program implementation and program sustainability in the field after the activity is completed. 8. Describe the roles and duties of each team member according to their competence and student assignments. 9. Describe the potential recognition of credits for students involved. | | | | |
| …………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………..………………………………………………………………………………………………………………….. | | | | |
| 1. **Schedule and Budget Summary** | | | | |
| Table of Schedule   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **No** | **Name of Activity** | **Months** | | | | | | | | | 1 |  |  |  |  |  |  |  |  |  | | 2 |  |  |  |  |  |  |  |  |  | | 3 |  |  |  |  |  |  |  |  |  |   Table of Budget Summary   |  |  |  |  | | --- | --- | --- | --- | | **No** | **Type Of Spending** | **Internal Institution Fund** | **Partner Fund** | | 1 | Salary and wages (max 15%) |  |  | | 2 | Technologi and Innovation (min. 40%) |  |  | | 3 | Training Fees (25%) |  |  | | 4 | Travel (max. 15%) |  |  | | 5 | Others (max. 5%) |  |  | | **Total** | |  |  | | | | | |
| 1. **Team Member** | | | | |
| **No.** | **Name** | **Institutions** | **Positiions** | **Job Description** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
|  |  |  |  |  |
| 1. **Bibliography** | | | | |
| The bibliography is organized and written according to the number system (Vancouver style) according to the order of citation. Only libraries cited in community service proposals are listed in the Bibliography. | | | | |
| …………………………………………………………………………………………………………………..………………………………………………………………………………………………………………….. | | | | |

* **Attachment 1 Bio of Leader, Members and Partners**

(that has been signed using the Higher Education format)

* **Attachment 2 Overview of Science and Technology**

(The description contains a description of a maximum of 500 words explaining the description of IPTEKSs that will be implemented in the target partner. Made in schematic form, equipped with Drawings/Photos and narration)

* **Attachment 3 Target Partner Location Map**

(The target partner location map contains an image of the partner location map which is equipped with an explanation of the distance between the target partner and the proposing university. Insertable map images can be JPG/PNG)