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UNIVERSITY MALAYSIA

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RECONCILIATION OF RESEARCH  
ADVANCEMENT

EFFECTIVE DATE : 01/09/2017

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# RECONCILIATION OF RESEARCH ADVANCEMENT

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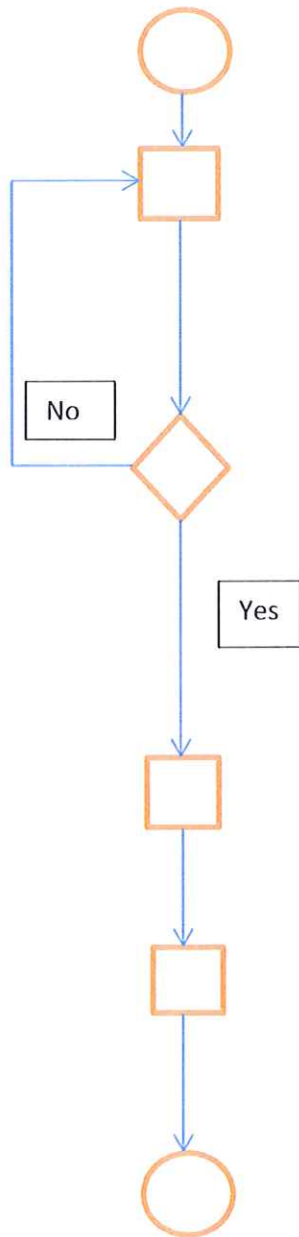
Position : Deputy Director (Administration)

Position : Director, Research Management Centre

Date : 01/09/2017

Date : 01/09/2017

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Start

Receive complete **Research Advancement Report Form** with signatures.

Check whether the report is complete :

- 1) Original receipts sorted according to votes and pasted on A4 paper.
- 2) Receipts must be processed according to the SOPs of the respective items. For example, if it is for publication fee, please refer to SOP on verification of publication fee. And if it is for payment of honorarium of experts, please refer to SOP on Appointment of experts / students etc. under Vote 29000.
- 3) Recommended by ITD if it is ICT related item.

Verify, recommend and approve the application, sign, date and stamp.

Submit the document to Finance Zone 2 (Gombak) / RMC (Kuantan) for updating in IFIS and payment, if applicable

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