



# PROCESSING RESEARCH ADVANCEMENT REQUEST

Prepared by: -	Approved by:-
(Signature) 	(Signature) 
Name: SUZANAH BINTI UMAR	Name: PROF. DR. AMIR AKRAMIN SHAFIE
Position: ASST. ADMINISTRATIVE OFFICER	Position: DIRECTOR, RMC
Date: 26/7/2023	Date: 26/7/2023

## 1.0 OBJECTIVE

The procedure is established to ensure that the processing payment request for purchase through procurement order (PO) using research grant is strictly adhered as per IIUM Financial Policy and funder guidelines.

## 2.0 SCOPE

This procedure is used by the IIUM to process payment request for purchase through procurement order (PO) using research grant.

## 3.0 PROCESSING DURATION

The process takes a maximum of five (5) working days.

## 4.0 ABBREVIATION (If any)

D	Director RMC
DD GMU	Deputy Director (Grant Management Unit)
DD RMC Kuantan	Deputy Director RMC Kuantan Campus
DD (R&PG)	Deputy Dean (Research & Postgraduate)
HOR	Head of Research
R	Researcher
AD	Assistant Director
AA	Administrative Assistant
FZ2	Finance Zone 2
FU RMC	Finance Unit RMC Kuantan
RMSV2	Research Management System Version 2

## 5.0 REFERENCE

IIUM Financial Policies and Procedures  
 IIUM Policy On Research and Innovation  
 Sponsored Research Guidelines and Procedures 2020  
 Tadbir Urus Geran Penyelidikan Kementerian Pendidikan Tinggi Malaysia  
 Internal Grant Guidelines (RMC / Kull / Centre / Division / Institute / Office)

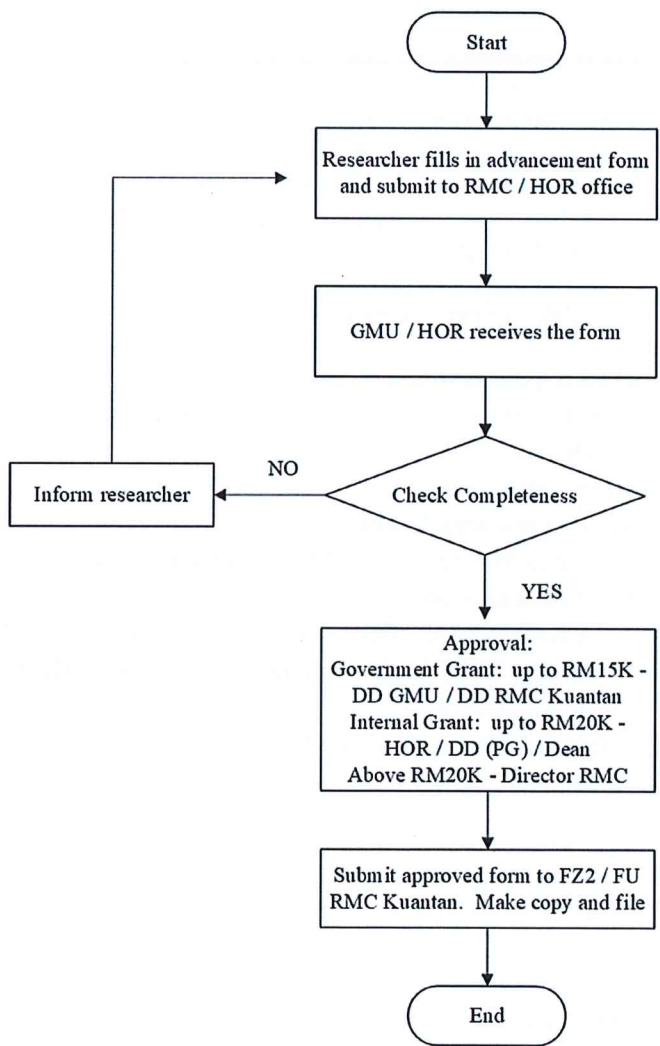
## 6.0 RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
R	6.1 Start
AA	6.2 Researcher fills in research advancement form and submit to GMU, RMC (Government Grant) / HOR office (Internal Grant)
	6.3 GMU / HOR receives the form.
	6.4 Check completeness of the proposal.
	<b>Checklist on completeness:</b> a) All information in the form must be filled. b) The form must be signed and stamped by the requestor. c) Balance of the grant i.e. balance of the allocation in the respective votes is sufficient. d) The expiry date of the grant must be more than 6 months from the date of form submission.
	If YES, proceed for verification.
	If NO, return to researcher and inform on the incomplete information / attachment.
AD	6.6 Approval Authority:
	a) <b>Government Grant:</b> Up to RM15K – DD GMU / DD RMC Kuantan
	b) <b>Internal Grant:</b> Up to RM20K – HOR / DD (R& PG) / Dean of KCDIO
AA	c) <b>Above RM15K (Government Grant) / RM20K (Internal Grant)</b> Director RMC
	6.7 Submit verified invoice to FZ2 / FU RMC Kuantan
	6.8 End

## 7.0 RECOND RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Completed PDF application form	7 years after release of appointment letter	Filing room	AA

## 8.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
R	 <pre> graph TD     Start([Start]) --&gt; Step1[Researcher fills in advancement form and submit to RMC / HOR office]     Step1 --&gt; Step2[GMU / HOR receives the form]     Step2 --&gt; Decision{Check Completeness}     Decision -- NO --&gt; Inform[Inform researcher]     Inform --&gt; Step1     Decision -- YES --&gt; Step3["Approval: Government Grant: up to RM15K - DD GMU / DD RMC Kuantan Internal Grant: up to RM20K - HOR / DD (PG) / Dean Above RM20K - Director RMC"]     Step3 --&gt; Step4[Submit approved form to FZ2 / FU RMC Kuantan. Make copy and file]     Step4 --&gt; End([End])           </pre>	<p><b>Checklist on completeness:</b></p> <ul style="list-style-type: none"> <li>a) All information in the form must be filled.</li> <li>b) The form must be signed and stamped by the requestor.</li> <li>c) Balance of the grant i.e. balance of the allocation in the respective votes is sufficient.</li> <li>d) The expiry date of the grant must be more than 6 months from the date of form submission.</li> </ul>
AA		
AD		<p><b>Approval Authority:</b></p> <ul style="list-style-type: none"> <li>a) Government Grant: Up to RM15K – DD GMU / DD RMC Kuantan</li> <li>b) Internal Grant: Up to RM20K – HOR / DD (R&amp; PG) / Dean of KCDIO</li> <li>c) Above RM15K (Government Grant) / RM20K (Internal Grant) - Director RMC</li> </ul>
AA		