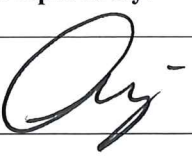



PROCESSING RECONCILIATION OF RESEARCH ADVANCEMENT

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
Name: 1) Sr. Nurain Binti Mohd Zuber 2) Sr. Noor Syahira Binti As'ari	Name: Prof. Dr. Amir Akramin Shafie
Position: 1) Assistant Director 2) Administrative Assistant	Position: Director, Research Management Centre
Date: 13/7/2023	Date: 13/7/2023

1.0 OBJECTIVE

The procedure is established to ensure that the process of reconciliation of research advancement is adhered to as required by the IIUM Manual Financial Policies and Procedures and Policy and Guidelines for all research grants.

2.0 SCOPE

This procedure is used by the Research Management Centre to process the reconciliation of the research advancement requested by the researcher for all research grants.

3.0 PROCESSING DURATION

The process takes maximum five (5) working days.

4.0 ABBREVIATION (If any)

AA	Administrative Assistant
AD	Assistant Director
DD GMU	Deputy Director (Grant Management Unit)
MyGrants	Malaysia Greater Research Network System
PI	Principal Investigator
RMSV2	Research Management System Version 2

5.0 REFERENCE

IIUM Manual Financial Policies and Procedures revised 11th March 2019
 Dokumen Tadbir Urus DP KPT Edisi Kelima

5.0 RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
AA	5.1 Receive the research advancement report form with the original signature from researcher 5.2 Check the completeness of the documents 5.3 Check the eligibility <ul style="list-style-type: none"> i. Project Duration ii. Budget Availability iii. Items approved in the proposal 5.4 Calculate all receipt submitted 5.5 Submit the complete documents to the finance zone 2 for reconciliation
AD	5.6 Verify all the receipt submitted
DD GMU	5.7 Approve the application

6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Completed research advancement report	7 years Permanent	Finance Filing room	Finance Zone 2

7.0 PROCESS FLOW

Responsibility

Flow Chart

Remarks

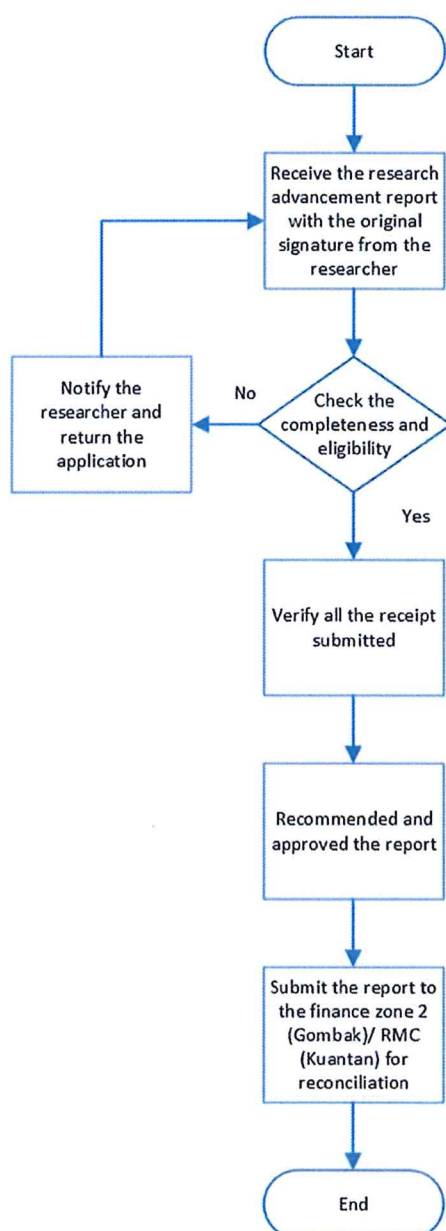
AA

AA

AD

DD
GMU

AA



Check completeness of the documents based on the following expenses:

1. **Honorarium (Experts/Students)**
 - Appointment Letter
 - Acknowledgement of receipt
2. **Publication Fee**
 - Full Article with the acknowledgement to the funder
 - Original receipt
 - Proof of payment
 - Acceptance of the article
 - Evidence that the journal is currently indexed by WoS-Scopus-ERA-MyCite
3. **Conference Fee**
 - Approval form for attending the conference
 - Original Receipt
 - Conference Certificate
4. **Research Materials**
 - Original Receipt
 - Invoice