
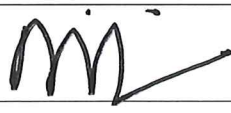


# PROCESSING REQUEST FOR PAYMENT USING RESEARCH GRANTS

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
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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 payment request 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 payment request 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 11<sup>th</sup> March 2019  
 Dokumen Tadbir Urus DP KPT Edisi Kelima

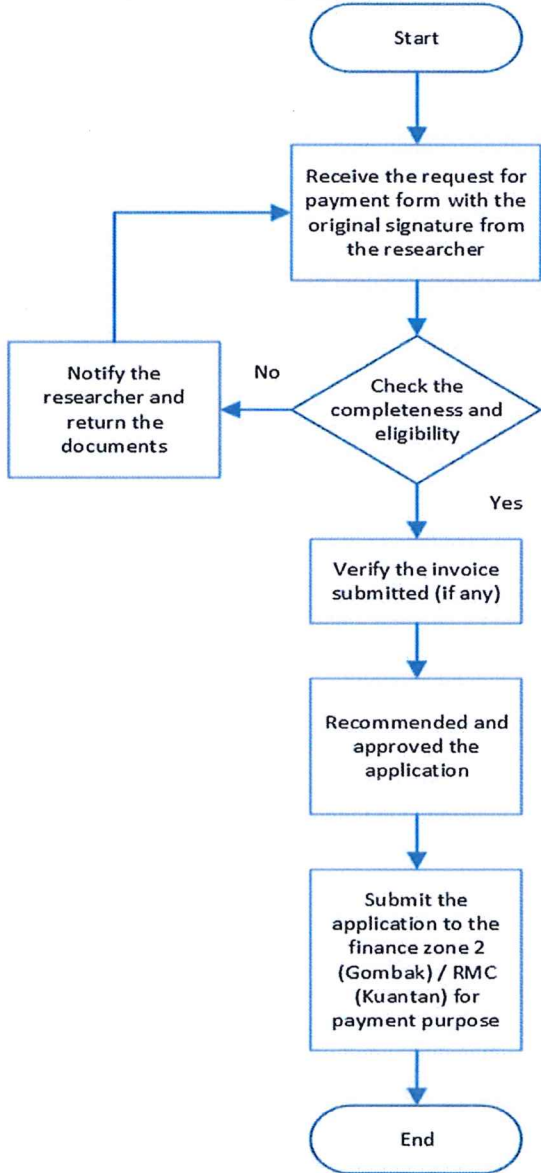
## 5.0 RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
AA	5.1 Receive the request for payment 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"> <li>i. Project Duration</li> <li>ii. Budget Availability</li> <li>iii. Items approved in the proposal</li> </ul> 5.4 Calculate all invoice submitted 5.5 Submit the complete documents to the finance zone 2 for payment purpose
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 request for payment form	7 years Permanent	Finance Filing Room	Finance Zone 2

## 7.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
AA	 <pre> graph TD     Start([Start]) --&gt; Receive[Receive the request for payment form with the original signature from the researcher]     Receive --&gt; Check{Check the completeness and eligibility}     Check -- No --&gt; Notify[Notify the researcher and return the documents]     Notify --&gt; Receive     Check -- Yes --&gt; Verify[Verify the invoice submitted (if any)]     Verify --&gt; Approved[Recommended and approved the application]     Approved --&gt; Submit[Submit the application to the finance zone 2 (Gombak) / RMC (Kuantan) for payment purpose]     Submit --&gt; End([End])           </pre>	<p><b>Check the completeness of the documents based on the following expenses:</b></p> <ol style="list-style-type: none"> <li><b>Honorarium (Experts/Students)</b> <ul style="list-style-type: none"> <li>Appointment Letter</li> <li>Account Bank Passbook</li> </ul> </li> <li><b>Backdated Salary of the GRA</b> <ul style="list-style-type: none"> <li>Justification Letter</li> <li>Appointment Letter</li> <li>Account Bank Passbook</li> </ul> </li> <li><b>Publication Fee</b> <ul style="list-style-type: none"> <li>Full Article with the acknowledgement to the funder</li> <li>Invoice</li> <li>Acceptance of the article</li> <li>Evidence that the journal is currently indexed by WoS-Scopus-ERA-MyCite</li> </ul> </li> <li><b>Conference Fee</b> <ul style="list-style-type: none"> <li>Approval form for attending the conference</li> <li>Invoice</li> </ul> </li> <li><b>Other expenses</b> <ul style="list-style-type: none"> <li>Invoice</li> </ul> </li> </ol>
AA		
AD		
DD GMU		
AA		