



# PROCESSING DISBURSEMENT REQUEST (Sponsored / Contract Research)

Prepared by: -	Approved by:-
(Signature) 	(Signature) 
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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 research advancement request 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 research advancement request using research grant.

## 3.0 PROCESSING DURATION

The process 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
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)

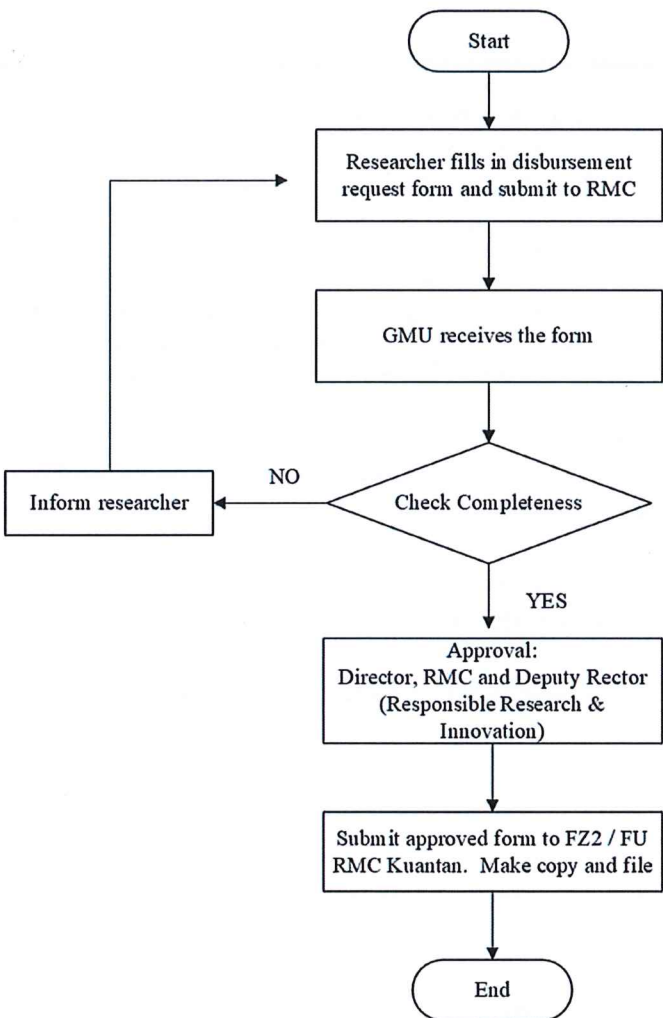
## 6.0 RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
R	6.1 Start 6.2 Researcher fills in disbursement request form and submit to RMC. 6.3 GMU receives the research advancement form. 6.4 Check completeness of the form.
AA	<b>Checklist on completeness:</b> a) All information in the form filled. b) The form must be signed and stamped by the requestor. c) Balance of grant whether the allocation in the respective vote is sufficient. d) Expiry date of the grant must be valid during the submission date. e) For lump sum payment: 70% of total grant at the start of the project and balance upon reaching 50% of the project duration. f) For staggered payment: 100% from the staggered payment.  If <b>YES</b> , proceed for approval. If <b>NO</b> , return to researcher and inform on the incomplete information / attachment.
AA	6.6 Approval authority: Director, RMC and Deputy Rector (Responsible Research & Innovation)  6.7 Submit approved form 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 disbursement request form and submit to RMC]     Step1 --&gt; Step2[GMU receives the form]     Step2 --&gt; Decision{Check Completeness}     Decision -- NO --&gt; Inform[Inform researcher]     Inform --&gt; Step1     Decision -- YES --&gt; Step3[Approval: Director, RMC and Deputy Rector (Responsible Research &amp; Innovation)]     Step3 --&gt; Step4[Submit approved form to FZ2 / FU RMC Kuantan. Make copy and file]     Step4 --&gt; End([End])                     </pre>	<b>Checklist on completeness:</b> <ul style="list-style-type: none"> <li>a) All information in the form filled.</li> <li>b) The form must be signed and stamped by the requestor.</li> <li>c) Balance of grant whether the allocation in the respective vote is sufficient.</li> <li>d) Expiry date of the grant must be valid during the submission date.</li> <li>e) For lump sum payment: 70% of total grant at the start of the project and balance upon reaching 50% of the project duration.</li> <li>f) For staggered payment: 100% from the staggered payment.</li> </ul>
AA		
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