



# PROCESSING THE REALLOCATION/ VIREMENT OF BUDGET REQUEST (UNIVERSITY GRANTS/SPONSORED GRANTS)

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## 1.0 OBJECTIVE

The procedure is established to ensure that the process the reallocation of budget application is adhered to as required by the IIUM Manual Financial Policies and Procedures and Policy and Guidelines for university and sponsored research grants.

## 2.0 SCOPE

This procedure is used by the Research Management Centre to process the reallocation of budget application requested by the researcher for university and sponsored research grants.

## 3.0 PROCESSING DURATION

The process takes maximum five (5) working days.

## 4.0 ABBREVIATION (If any)

AD	Assistant Director
DD GMU	Deputy Director (Grant Management Unit)
PI	Principal Researcher
RMSV2	Research Management System Version 2
SEO	Senior Executive Officer

## 5.0 REFERENCE

IIUM Manual Financial Policies and Procedures revised 11<sup>th</sup> March 2019  
 Dokumen Tadbir Urus DP KPT Edisi Kelima  
 General Policies and Guidelines for University and Sponsored Research Grants

## 5.0 RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
PI	5.1 Submit application through RMSV2 and upload document (if any).
AD/SEO	5.2 Check and verify the application within 3 working days.
PI	5.3 Should the amount inaccurate, PI to update and resubmit the application.
DD GMU	5.4 Approve the application within 7 working days.
RMSV2	5.5 Notify PI once the application was approved.

## 6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Online Database	7 years Permanent	RMSV2	ALL

## 7.0 PROCESS FLOW

