

: PROCESSING THE REALLOCATION/

VIREMENT OF BUDGET REQUEST

(UNIVERSITY GRANTS/SPONSORED GRANTS)

Ref. No.

: RMC/GMU/11

Version No: : 03 Revision No : 00

Effective Date: 13/7/2023

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

Prepared By: -	Approved By:-		
(Signature)	(Signature)		
Name: 1) Sr. Nurain Binti Mohd Zuber 2) Sr. Suzanah binti Umar	Name: Prof. Dr. Amir Akramin Shafie		
Position: 1) Assistant Director 2) Senior Executive Officer	Position: Director, Research Management Centre		
Date: 13/7/2023	Date: 13/7/2023		



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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



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# 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	RMSV2	ALL
		Permanent		



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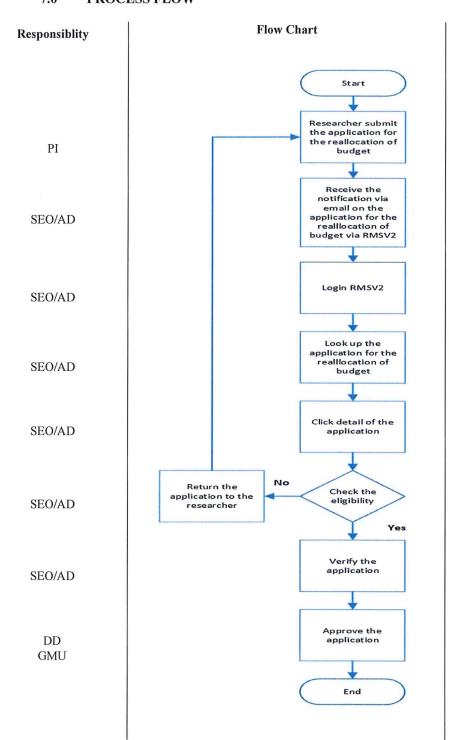
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# 7.0 PROCESS FLOW



### Remarks

# Check the eligibility:

1. Type of research grants

University Grants/Sponsored Grants/KCDIO Grants – Based on the research grant policies and guidelines

- 2. Project duration
- 3. Approved allocation
- 4. Disbursement allocation
- 5. New Allocation
- 6. Justification
- 7. Total Allocation
- 8. Approval from funder