PROCESSING THE REALLOCATION/ VIREMENT OF BUDGET REQUEST (MINISTRY GRANTS)

Prepared By: -	Approved By:-
(Signature)	(Signature)
Name: 1) Sr. Nurain Binti Mohd Zuber 2) Sr. Suzanah binti Umar 3) Sr.Noor Syahira Binti As'ari	Name: Prof. Dr. Amir Akramin Shafie
Position: 1) Assistant Director 2) Senior Executive Officer 3) Administrative Assistant	Position: Director, Research Management Centre
Date: 13/7/2023	Date: 13/7/2023

	Title	: PROCESSING REALLOCATION/VIREMENT OF BUDGET REQUEST (MINISTRY GRANTS)
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	Ref. No.	: RMC/GMU/12
يونيبرسيتي اسلام انتارابغسا مليسيا	Version No:	: 03
Garden of Knowledge and Virtue	Revision No	: 00
	Effective Date	: 13/7/2023

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 ministry 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 ministry 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)
MOHE	Ministry of Higher Education
PI	Principal Investigator
RMSV2	Research Management System Version 2
SEO	Senior Executive Officer

5.0   REFERENCE

Dokumen Tadbir Urus DP KPT Edisi Kelima

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5.0 RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
AA/SEO	5.1 Receive the virement request from researcher
AA	5.2 Check the details of the application and eligibility 5.3 Prepare the relevant documents to the funder 5.4 Submit the application to the funder 5.5 Notify the researcher once receive the virement result from MOHE
DD GMU	5.6 Recommend the application
MOHE	5.7 Approve the application

6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Online Database	7 years Permanent	RMSV2	ALL
2.	Virement Letter	7 years Permanent	Filing Room	AA

7.0 PROCESS FLOW

Responsiblity	Flow Chart	Remarks

Responsibility

- AA/SEO
- AA
- AA
- DD GMU
- AA
- AA
- SEO/AD
- DD GMU

Flow Chart

Start → Receive the virement request from researcher → Check the details of the application and eligibility
- No → Notify and return the application to the researcher (returns to Receive the virement request)
- Yes → Prepare the relevant document to the funder → Recommend the application → Submit the application to the funder → Receive the virement result from MOHE
  - No → Notify the researcher
  - Yes → Inform the researcher to apply the reallocation of budget in RMSV2 and MyGrants → Verify the application → Approve the application → End
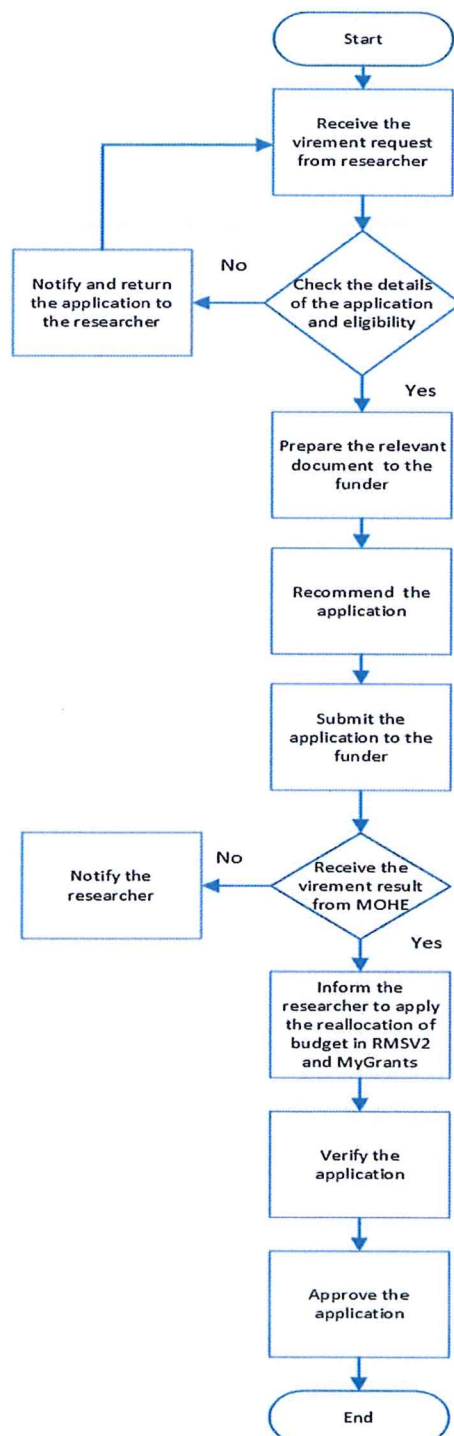
Remarks

Check the eligibility:

1. Type of research grants

   a) Ministry Grants

      i. FRGS – Allowed but shall not exceed 50% of the original approved amount per vote.

      ii. PRGS/LRGS/TRGS – Request the application to the Ministry and apply the reallocation of budget in RMSV2 once Ministry approved.

      iii. MyLab – Request the application to the Ministry and apply the reallocation of budget in RMSV2 once Ministry approved.

      iv. PPRN – Request the application to the Ministry Ministry and apply the reallocation of budget in RMSV2 once Ministry approved.

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

Check the document required:

9. Cover letter and approval from RMC
10. Virement Letter from RMC
11. Latest Financial Statements (Verified by Treasurer)
12. Three (3) Quotations (If involved) for purchase of research materials/equipment
13. Letter of Support from Program Leader (LRGS/TRGS/NRGS)
14. Other relevant supporting documents (If any)