الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يونيۏرسيتي إسلام انتارابڠسا مليسيا
Garden of Knowledge and Virtue

Title : PROCESSING APPLICATION FOR GRADUATE RESEARCH ASSISTANT/ RESEARCH OFFICER APPOINTMENT
Ref. No. : RMC/GMU/13
Version No: : 03
Revision No : 00
Effective Date : 25/07/2023

PROCESSING APPLICATION FOR GRADUATE RESEARCH ASSISTANT/ RESEARCH OFFICER APPOINTMENT – ONLINE RMSV2

Prepared By:-	**Approved By:-**
(Signature)	(Signature)
Name: 1) Sr. Nurain binti Mohd Zuber 2) Sr. Siti Hawa bt Kamsin 3) Sr. Siti Sarah binti Marzuki	Name: Prof. Dr. Amir Akramin bin Shafie
Position: 1) Assistant Director 2) Assistant Administrative Officer 3) Senior Administrative Assistant	Position: Director Research Management Centre
Date: 25/07/2023	Date: 25/07/2023

1.0   OBJECTIVE

This procedure is established to ensure that the monitoring process for appointment of Graduate Research Assistant/ Research Officer are effectively and efficiently managed.

2.0   SCOPE

This procedure is used by the Research Management Centre to monitor research projects funded by the University and external funding agencies.

3.0   PROCESSING DAYS

The process takes maximum five (5) working days to complete.

4.0   ABBREVIATION (If any)

AAO	Assistant Administrative Officer
DD GMU	Deputy Director (Grant Management Unit)
GRA	Graduate Research Assistant
PI	Principal Investigator
RMSV2	Research Management System Version 2
RO	Research Officer
SAA	Senior Administrative Assistant

5.0   REFERENCE

5.1 Dokumen Tadbir Urus DP KPT Edisi Kelima.
5.2 Guidelines on Appointment of Graduate Research Assistant (GRA) 2018, Endorsed in the 450th Senate meeting held on 30th November 2018.
5.3 Guidelines on Appointment of Contract Research Personnel, Endorsed in the University Research Committee Meeting No. 1/2021 held on 24th February 2021.

5.0 RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
GRA	5.1 Register bank details/ vendor code at Finance Student Unit.
RO	5.2 Register vendor code at Finance Division.
AAO / SAA	5.3 Receive the application from PI through RMSV2.
AAO / SAA	5.4 Check the details of the application.
AAO / SAA	5.5 Verify the application.
RMSV2	5.6 Automated notification sent to the DD GMU once the application verified.
DD GMU	5.7 Approve the application.
RMSV2	5.8 Automated appointment letter, acceptance letter and confidentiality and non-disclosure agreement were sent to the GRA & PI once the application approved / completed.
GRA	5.9 Submit the duly signed acceptance letter and confidentiality and non-disclosure agreement within 14 working days after receiving appointment letter.
AAO / SAA	5.10 Request for signature of Deputy Director and Assistant Director before filing the acceptance letter and confidentiality and non-disclosure agreement.

6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	GRA appointment letter, Acceptance Letter and Confidentiality and Non-Disclosure Agreement	7 years	RMSV2	ALL
2.	GRA appointment letter, Acceptance Letter and Confidentiality and Non-Disclosure Agreement	7 years	Filing room RMC	AAO / SAA

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7.0   PROCESS FLOW

Responsibility	Flow Chart	Remarks
	Start	Application through Research Management System Version 2 (RMSV2) accessible at https://rmsv2.iium.edu.my/auth/login
SAA/AA	Receives notification via email on the application of GRA/RO	Check the eligibility: 1. Type of grant 2. Project status 3. Appointment Type (New / Extension) 4. Appointment Status (Full Time / Part Time) 5. Status of study of candidate (Active / Inactive) 6. Nationality of candidate 7. Bank Name and Account Number 8. Thesis title 9. Mode of study 10. Main Supervisor 11. Duration of appointment 12. Rate of Payment 13. Balance of allocation for GRA/RO i.e. Vote 11000.
	Login RMSV2	
	Look up for Application for GRA/RO list	
	Click details of application	
	Check eligibility → NO → Return the application to researcher	
	↓ YES	
	Verify the application	
DD GMU	Approve the application	Check the document required (GRA): 1. Bank Passbook (front page); 2. Offer letter from IIUM Centre for Postgraduate Studies (CPS); 3. IC/Passport; and 4. Student Matric.
SAA/AA	Receives notification via email on the approved application for GRA/RO	
	Receives acceptance of offer and Non-Disclosure Agreement (NDA) and forward to Deputy Director and Assistant Director for signature	Check the document required (RO): 1. Academic Certificate; 2. Bank Passbook (front page); and 3. CV.
	File the signed NDA, copy of appointment letter and acceptance of offer	
	End	