



PROCESSING THE APPLICATION FOR THE RESEARCH EXTENSION

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
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1.0 OBJECTIVE

The procedure is established to ensure that the process application for extension of research project is adhered to as required by the Guidelines for all research grants.

2.0 SCOPE

This procedure is used by the Research Management Centre to process application for extension of research project.

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)
HOR	Head of Research
PI	Principal Investigator
RMSV2	Research Management System Version 2
SAA	Senior Administrative Assistant
SEO	Senior Executive Officer

5.0 REFERENCE

- 5.1 Policy and Guidelines for all research fund.
- 5.2 Policies and Guidelines on internal research fund.

5.0 RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
PI	5.1 Submit application through RMSV2 and upload approval from funder.
HOR	5.2 Recommend the application.
AD / SEO	5.3 Check and verify the application.
PI	5.4 Should the application be incomplete, PI to update the information.
DD, GMU	5.5 Approve the application.
RMSV2	5.6 The extension letter was automatically generated by system.
SAA	5.7 Filing the extension letter.

6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Extension letter	7 years	RMSV2	ALL
2.	Extension letter	7 years	Filing room	SAA

7.0 PROCESS FLOW

