

: PROCESSING THE APPLICATION FOR THE

RESEARCH EXTENSION (MINISTRY GRANT)

Ref. No.

: RMC/GMU/15

Version No: Revision No

:00

Effective Date : 25/07/2023

PROCESSING THE APPLICATION FOR THE RESEARCH EXTENSION (MINISTRY GRANT)

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



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

5.0 REFERENCE

5.1 Dokumen Tadbir Urus DP KPT Edisi Kelima.



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5.0 RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE	
PI	5.1 Receive the application for the research extension from PI.	
SAA	5.2 Check the details of the application and eligibility.	
DD, GMU	5.3 Recommend the application.	
SAA	5.4 Prepare the relevant documents to the funder.	
SAA	5.5 Submit the application to the funder.	
MOHE	5.6 Approve the application.	
SAA	5.7 Notify the PI once receive the result from funder.	
SAA	5.8 Upload the result in RMSV2.	
SAA	5.9 Filing the result from funder.	

6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	The result from funder	7 years	Filing room	SAA
		-		



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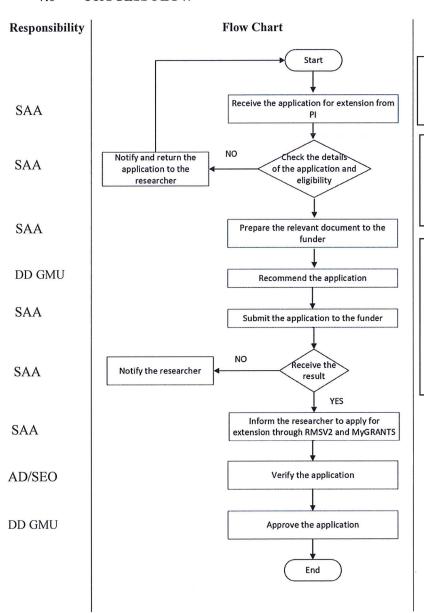
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7.0 PROCESS FLOW



Remarks

*Application form:

Download from

https://www.iium.edu.my/centre/rmc/research-forms

Check the eligibility:

- 1. Type of research grants
- Project duration the application must be submitted at least three (3) months before the end date to MOHE for its approval.

Check the document required:

- 1. Surat Iringan dan Perakuan RMC di Institusi
- 2. Borang Permohonan Pelanjutan
- 3. Surat Sokongan dari Ketua Program (LRGS/TRGS/NRGS)
- 4. Laporan Prestasi dan Kewangan Terkini
- 5. Aktiviti Penyelidikan serta Carta Perbatuan Asal dan Baru (Perbandingan).
- 6. Dokumen Sokongan Lain yang berkaitan