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

PROCESSING THE APPLICATION FOR THE RESEARCH EXTENSION (MINISTRY GRANT)

Prepared By:-	Approved By:-
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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

7.0   PROCESS FLOW

Responsibility	Flow Chart	Remarks
	Start	*Application form: • Download from https://www.iium.edu.my/centre/rmc/research-forms
SAA	Receive the application for extension from PI	
SAA	Check the details of the application and eligibility — NO → Notify and return the application to the researcher	**Check the eligibility:** 1. Type of research grants 2. Project duration - the application must be submitted at least three (3) months before the end date to MOHE for its approval.
SAA	Prepare the relevant document to the funder	**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
DD GMU	Recommend the application	
SAA	Submit the application to the funder	
SAA	Receive the result — NO → Notify the researcher	
SAA	YES → Inform the researcher to apply for extension through RMSV2 and MyGRANTS	
AD/SEO	Verify the application	
DD GMU	Approve the application	
	End	