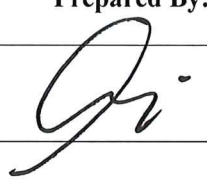



PROCESSING APPLICATION FOR LOCAL TRAVELLING - ATTENDING CONFERENCE/SEMINAR/ WORKSHOP/DATA COLLECTION

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
Name: 1) Sr. Nurain binti Mohd Zuber 2) Sr. Siti Sarah binti Marzuki 3) Sr. Nor Ilyana binti Mohamad Yusoff	Name: Prof. Dr. Amir Akramin bin Shafie
Position: 1) Assistant Director 2) Senior Administrative Assistant 3) 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 application for local travelling are effectively and efficiently managed.

2.0 SCOPE

This procedure is used by the Research Management Centre to process application for local travelling funded by the University and external funding agencies.

3.0 PROCESSING DAYS

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

4.0 ABBREVIATION (If any)

AA	Administrative Assistant
DD GMU	Deputy Director (Grant Management Unit)
PI	Principal Investigator
RMSV2	Research Management System Version 2
SAA	Senior Administrative Assistant

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
SAA / AA	5.1 Receive application form from researcher with the recommendation from Head of Department and Dean of K/C/D/I/O.
SAA / AA	5.2 Check on the completeness of documents submitted according to the checklist.
SAA / AA	5.3 Check the details of the application and eligibility.
DD GMU	5.4 Approve the application.
SAA / AA	5.5 Scanned approved application form and email to researcher.
SAA / AA	5.6 Upload the approved application form in RMSV2.
SAA / AA	5.7 Filing the approved application form.

6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Application for Local Travelling - Attending Conference/ Seminar/ Workshop/ Data Collection	7 years	RMSV2	ALL
2.	Application for Local Travelling - Attending Conference/ Seminar/ Workshop/ Data Collection	7 years	Filing room RMC	SAA

7.0 PROCESS FLOW

