

: PROCESSING APPLICATION FOR LOCAL

TRAVELLING : RMC/GMU/16

Ref. No. Version No:

: 03 :00

Revision No Effective Date

: 25/07/2023

# **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	



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#### 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.



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#### 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	7 years	RMSV2	ALL
	Travelling - Attending			
	Conference/ Seminar/			
	Workshop/ Data Collection			
2.	Application for Local	7 years	Filing room	SAA
	Travelling - Attending		RMC	
	Conference/ Seminar/			
	Workshop/ Data Collection			



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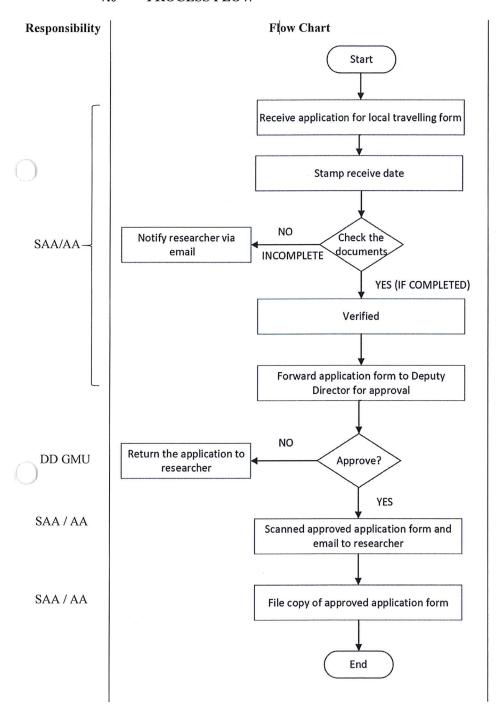
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#### 7.0 PROCESS FLOW



#### Remarks

\*Application form:

Download from

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

#### Checklist of the completed documents

- 1. Application form RAC 01/ Virtual.
- 2. Details of applicant.
- B. Details of event.
- 4. Status of project.
- Details of financial implication.
- 6. Letter of acceptance.
- 7. Brochure.
- 8. Abstract of paper with acknowledgement to the funder.
- Data collection tentative itinerary and correspondence with relevant authorities (if any).
- Current balance of grant and related vote i.e Vote 21000 (Travelling Expenses and Subsistence) and Vote 29000 (Professional Services & Other Services).