

: PROCESSING APPLICATION FOR PROGRESS

REPORT

Ref. No.

: RMC/GMU/18 : 03

Version No: Revision No

: 00

Effective Date : 25/07/2023

PROCESSING APPLICATION FOR PROGRESS REPORT

Prepared By:-	Approved By:-		
(Signature)	(Signature)		
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Position: Assistant Director	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 processing application for progress report are effectively and efficiently managed.

2.0 SCOPE

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

3.0 PROCESSING DAYS

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

4.0 ABBREVIATION (If any)

DD GMU	Deputy Director (Grant Management Unit)	
HOR	Head of Research	
PI	Principal Investigator	
RMSV2	Research Management System Version 2	

5.0 REFERENCE

- 5.1 Dokumen Tadbir Urus DP KPT Edisi Kelima.
- 5.2 Policy and Guidelines for all research fund.
- 5.3 Policies and Guidelines on internal research fund.



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5.0 RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
HOR	5.1 Receive the application from PI through RMSV2.
HOR	5.2 Check the details of the progress report.
HOR	5.3 Recommend the application.
RMSV2	5.4 Automated notification sent to the DD GMU once the application recommended.
DD GMU	5.5 Approve the application.
RMSV2	5.6 Automated notification sent to the PI once the application approved / completed.

6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Application for Progress	7 years	RMSV2	ALL
1	Report			



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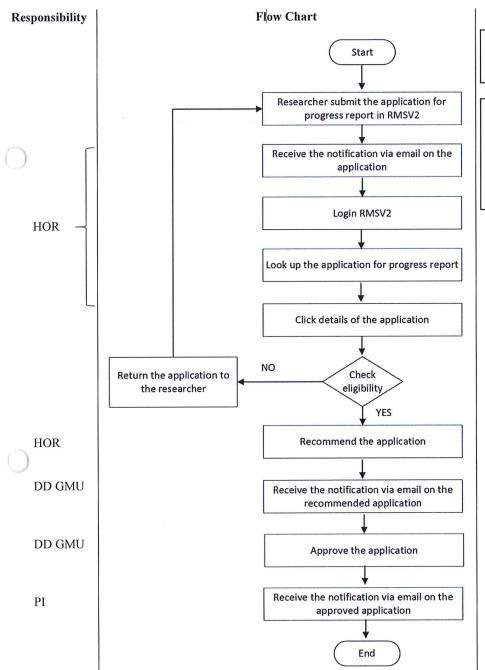
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7.0 PROCESS FLOW



Remarks

Application through Research Management System Version 2 (RMSV2) accessible at https://rmsv2.iium.edu.my/auth/login

Checklist of request:

- 1. Project Milestone.
- 2. Research Outputs (Publication).
- 3. Research Outputs (Intellectual Property).
- 4. Research Outputs (Human Capital).
- Uploaded Document.