



# PROCESSING APPLICATION FOR PROGRESS REPORT

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
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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.

## 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 Report	7 years	RMSV2	ALL

## 7.0 PROCESS FLOW

