
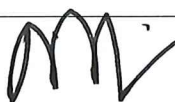


PROCESSING OF APPLICATION TO CHANGE PI / ADDITIONAL OF CO- RESEARCHER/ TERMINATION OF CO- RESEARCHER: ONLINE (RMSV2)

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
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Position: Assistant Director Grant Management Unit Research Management Centre	Position : Director Research Management Centre
Date : 13/07/2023	Date : 13/07/2023

1.0 OBJECTIVE

The procedure is established to ensure that the process of changing Principal Investigator, additional of co-researcher and termination of co-researcher through online (RMSV2) is strictly adhered.

2.0 SCOPE

This procedure is used by the GMU, RCMC to verify and approve the online application in RMSV2.

3.0 PROCESSING DURATION

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

4.0 ABBREVIATION (If any)

AD	Assistant Director
DD GMU	Deputy Director (Grant Management Unit)
EO	Executive Officer (Grant Management Unit)
PI	Principal Investigator
RMSV2	Research Management System Version 2
SAA	Senior Admin Assistant
KCI	Kulliyyah/Centre/Institute

5.0 REFERENCE

- 5.1 Policy and Guidelines for all research fund
- 5.2 Policies and Guidelines on internal research fund

6.0 RECORD RETENTION PERIOD

RESPONSIBILITY	DETAILED PROCEDURE
DD GMU	5.1 Receive verified application in RMSV2 to be approved/rejected.
AD/EO	5.2 Verify and check the eligibility of the application in RMSV2 for approval.
PI	5.3 Submit application through RMSV2.
SAA	5.4 Print a copy of appointment letter of the New PI which was emailed to the candidate once approved for filing.

7.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	1. Acceptance letter as new PI 2. Appointment letter for the new PI	7 years after release of appointment letter	Filing room RMC	SAA

8.0 PROCESS FLOW

