

Title

: Processing of Completion of Project

Ret. No. : RMC/GMU/20
Version No: : 03
Revision No.

Effective Date: 14/7/2023

# **PROCESSING OF COMPLETION OF PROJECT**

| Prepared By:-  | Approved By:-                                     |  |  |
|--|---|--|--|
| (Signature)  | (Signature)                                       |  |  |
| Name : Nurain binti Mohd Zuber   | Name : Prof. Dr. Amir Akramin Shafie              |  |  |
| Position : Assistant Director Grant Management Unit Research Management Centre | Position : Director<br>Research Management Centre |  |  |
| Date : 14/07/2023  | Date : 14/07/2023                                 |  |  |



Title : Processing of Completion of Project

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## 1.0 **OBJECTIVE**

The procedure is established to ensure that the process of monitoring the completion of project is strictly adhered.

## 2.0 **SCOPE**

This procedure is used by the GMU, RMC to process the completion of the research project in the 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)   |
| HOR    | Head Of Research                          |
| EO     | Executive Officer (Grant Management Unit) |
| MOHE   | Ministry Of Higher Education              |
| PI     | Principal Investigator                    |
| RMC    | Research Management Centre                |
| RMSV2  | Research Management System Version 2      |
| SAA    | Senior Admin Assistant                    |
| KCI    | Kulliyyah/Centre/Institute                |

## 5.0 REFERENCE

- 5.1 Policy and Guidelines for research grant
- Dokumen Tadbir Urus DP KPT Edisi Kelima 5.2



Title : Processing of Completion of Project
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## RESPONSIBILITY AND DETAILED PROCEDURE 6.0

| RESPONSIBILITY | DETAILED PROCEDURE   |  |
|----------------|--|--|
| DD GMU         | 5.1 Receive verified application in RMSV2 to be approved or rejected.  |  |
| AD/EO          | 5.2 Verify and check the application and completion report in RMSV2 for approval.  |  |
| HOR            | 5.3 To check and recommend the completion report and application in the RMSV2.   |  |
| PI             | 5.4 Submit the completion letter and final report (with complete required documents) to apply for project completion in the RMSV2. |  |
| SAA            | 5.5 Print copy of completion letter which was email to researcher once approved for filing   |  |

## 7.0 RECORD RETENTION PERIOD

| NO. | QUALITY RECORDS   | RETENTION PERIOD                           | LOCATION           | RESPONSIBILITY |
|-----|-------------------|--|--------------------|----------------|
| 1.  | Completion letter | 7 years after release of completion letter | Filing room<br>RMC | SAA            |



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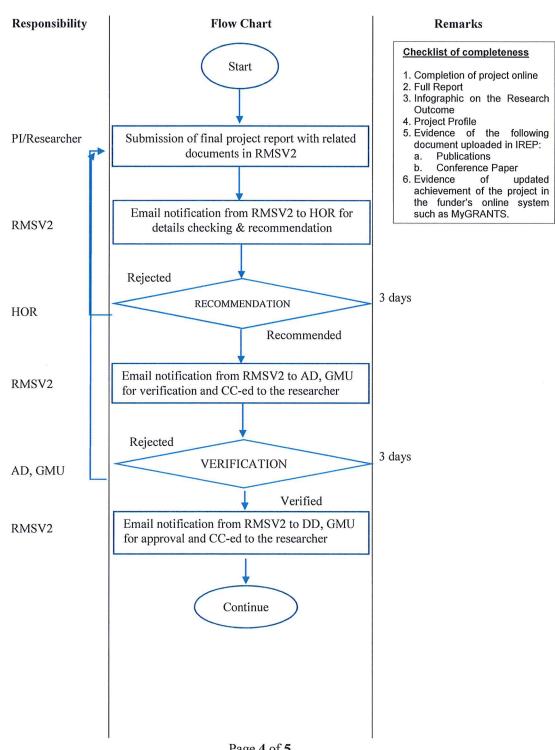
Ref. No.

: RMC/GMU/20

Version No: : 03 Revision No : 01

Effective Date: 14/7/2023

#### 8.0 **PROCESS FLOW**



Page 4 of 5



Title : Processing of Completion of Project : RMC/GMU/20

Ref. No. Version No: : 03

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