



PROCESSING OF COMPLETION OF PROJECT

Prepared By:-	Approved By:-
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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
- 5.2 Dokumen Tadbir Urus DP KPT Edisi Kelima

6.0 RESPONSIBILITY AND DETAILED PROCEDURE

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 RMC	SAA

