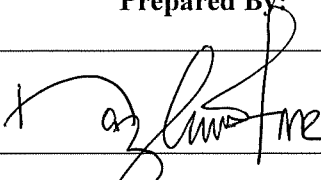
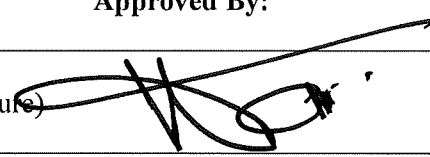


APPLICATION FOR STAFF PRESENTING IN LOCAL RESEARCH- RELATED EVENTS

Prepared By:	Approved By:
(Signature) 	(Signature) 
Name: Dr. Nazirah Mat Russ	Name: Hasanul Basri bin Abdullah
Position: Research Coordinator Centre for Foundation Studies, IIUM	Position: Dean Centre for Foundation Studies, IIUM
Date: 15 th April 2025	Date: 15 th April 2025

1.0 OBJECTIVE

Managing and handling the research activities at CFS IIUM in accordance with the standard stipulated by the IIUM

2.0 SCOPE

This procedure is prepared to ensure all research participations from academic and administrative staff to be approved by the CFS IIUM.

3.0 ACCOUNTABILITY

- 3.1 Office of the Dean
- 3.2 Research and Innovation Unit

4.0 ABBREVIATION (If any)

- 4.1 ACd Academic Staff
- 4.2 ADm Administrative Staff
- 4.3 CTD Continuous Talent Development
- 4.4 FD Finance Department
- 4.5 HOD Head of Department
- 4.6 HOU Head of Unit
- 4.7 HRD Human Resources Department
- 4.8 HURIS Human Resources Information System
- 4.9 IREP IIUM Repository
- 4.10 RC Research Coordinator
- 4.11 RIU Research and Innovation Unit
- 4.12 RCM Research Coordination Meeting

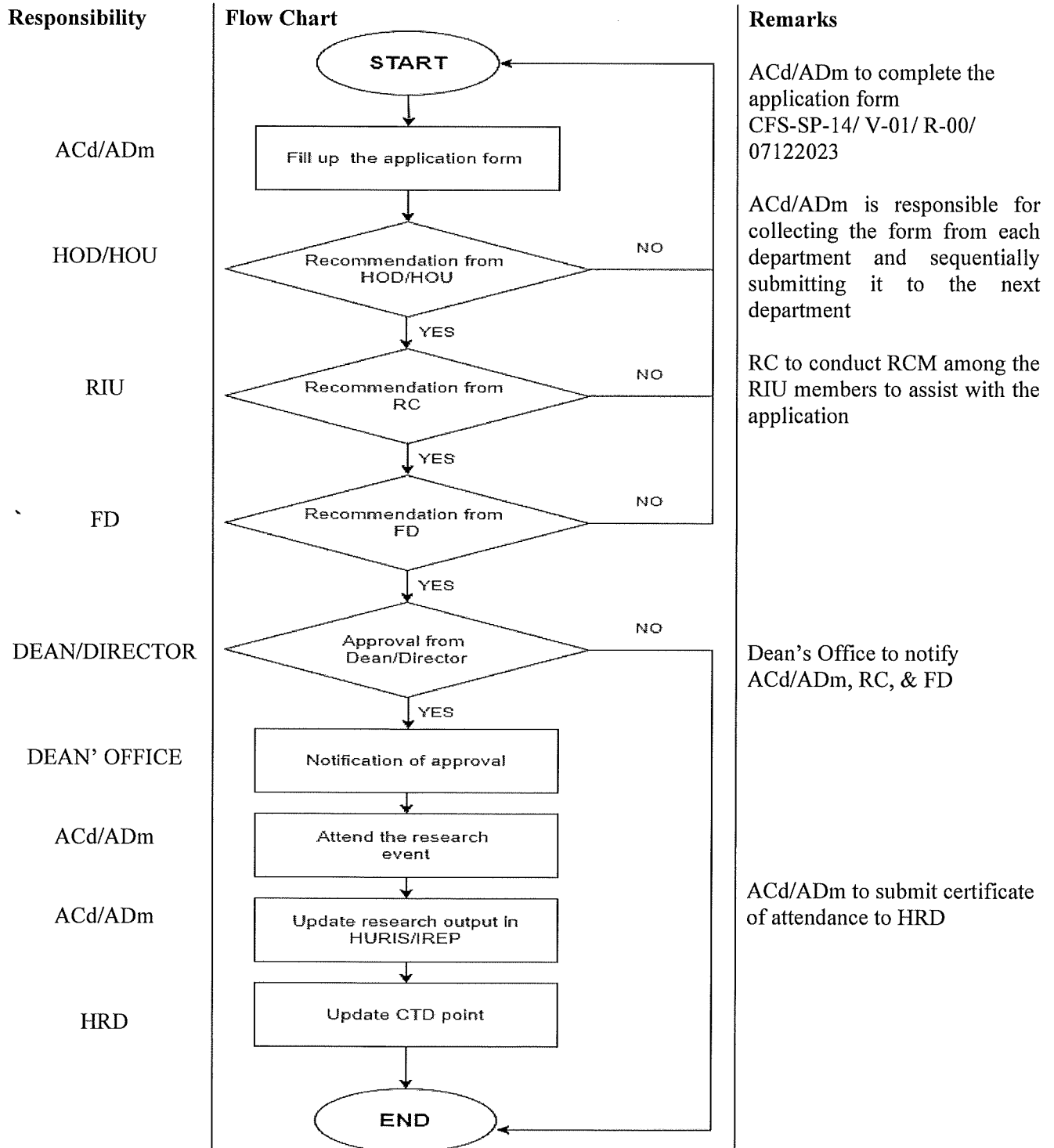
5.0 REFERENCE

IIUM Policy on Responsible Research and Innovation

6.0 RECORD RETENTION PERIOD

NO.	RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Application forms of the ACd / ADm staff	3 years	OneDrive	RIU (Soft Copy)
		3 years	FD	FD (Original copy)

7.0 PROCESS FLOW





Title : Application For Staff
Presenting in Local Research-
Related Events
Ref. No. : IIUM/CFS/SP/05
Version No. : 02
Revision No. : 00
Effective Date : 15th April 2025

ANNEXURE

1. APPLICATION FOR STAFF PRESENTING IN LOCAL RESEARCH-RELATED
EVENTS CFS-SP-05/ V-02/ R-00/ 15042025



LEADING THE WAY
KHALIFAH • AMANAH • IZZAT • KARMATAN ULLAHAMIN
LEADING THE WORLD



INTERNATIONAL MULTI-AWARD WINNING INSTITUTION FOR SUSTAINABILITY

RESEARCH AND INNOVATION UNIT (RIU)

APPLICATION FOR STAFF PRESENTING IN LOCAL RESEARCH-RELATED EVENTS

(Staff are required to complete this form prior to registration of any events)

The followings are the criteria for consideration:

1. Application must be submitted to RIU at least one (1) month prior to the date of event
2. The submitted research project must not be identical to any previously presented project.
If the project is based on a previous work, it must demonstrate significant improvements or new findings.

A. EVENT DETAILS

Event Name : _____

Date : _____

Venue : _____

Organizer : _____

Budget Requested : _____

Type of event (please check one):

☐ Conference ☐ Competition ☐ Seminars ☐ Exhibition ☐ Other (please specify): _____

Level of event (please check one):

☐ International ☐ National ☐ Kulliyah ☐ Centre

B. RESEARCH TEAM

(i) Principal Researcher

Name : _____
Staff No : _____
Department : _____
Email Address : _____
Contact No : _____

(ii) Co-Researcher (s)

Name : _____
Staff No : _____
Department : _____
Email Address : _____
Contact No : _____

**Add attachment for additional researchers*

C. RESEARCH DETAILS

(i) Research Title:

(ii) Output of Research:

☐ Publication (e.g., Journal article, conference paper, extended abstract -**please state**)

☐ Awards

☐ Other (please specify)

(iii) Has this research been presented at another event?

☐ Yes ☐ No

If yes, please provide details: _____

(iv) Has this research been based on previous research?

☐

Yes

☐

No

If yes, please provide details (e.g., improvements made, new findings, expanded scope):

Signature of
Principal Researcher: _____

Date: _____

Note: Please attach the following document to RIU

No	Document	Please (/)
1.	Poster of the event attended	
2.	Abstract (Please include Study background, Problem identification, Aim, Methodology, Result, and Implication- Not more than 250 words)	

Head of Department / Head of Unit

Recommended / Not Recommended

Comments (if any)

.....
Signature & Stamp

Date:

Research and Innovation Unit (RIU)

Recommended / Not Recommended

Comments (if any)

.....
Signature & Stamp

Date:

Finance Department

Recommended / Not Recommended

Comments (if any)

.....
Signature & Stamp

Date:

Dean / Director

Approved/Not Approved

Comments (if any)

.....
Signature & Stamp

Date:

CTD Points

Human Resource Department (HRD)	
Recommended / Not Recommended	
Comments (if any)	
_____ _____	
.....	
Signature & Stamp	Date:
CTD points awarded	<input type="text"/>

Note: Please attach the following document to HRD

No	Document	Please (/)
1.	Certificate of attendance	