

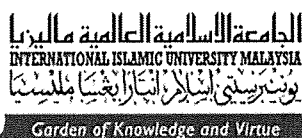




# ESTABLISHMENT OF RESEARCH CLUSTERS TO COST CENTRE (RESEARCH INSTITUTE OR RESEARCH CENTRE)

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Date : 10/03/2023	Date : 20/03/2023



Title : ESTABLISHMENT OF RESEARCH CLUSTERS TO COST CENTRE (RESEARCH INSTITUTE OR RESEARCH CENTRE)  
Ref. No. : RMC/REU/2  
Version No: : 01  
Revision No : 00  
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## 1.0 OBJECTIVE

The procedure is established to ensure that the process of establishment of Research Clusters to Cost Centre (Research Institute or Research Centre) is strictly adhered.

## 2.0 SCOPE

This procedure is used by the IIUM to establish Cost Centre.

### 3.0 ABBREVIATION (If any)

DD REU	Deputy Director (Research Excellence Unit)
FD	Finance Division
SAD	Senior Assistant Director
SAA	Senior Administrative Assistant
RMSV2	Research Management System Version 2
RU	Research Unit
KCI	Kulliyah/Centre/Institute

## 4.0 REFERENCE

Minutes of University Management Committee (UMC) Meeting No. 1/2022, 12<sup>th</sup> Jan. 2022  
Minutes of University Research Committee (URC) Meeting No. 5/2021, 17<sup>th</sup> Nov. 2021  
Minutes of RMC Management Meeting No. 4/2021, 18<sup>th</sup> Nov. 2021

## 5.0 RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
DD REU	5.1 Receive application for Cost Centre from KCI.
SAD	5.2 Evaluate the application by using Evaluation Form to Upgrade to Centre.
SAD	5.3 Prepare proposal to URC.
SAD	5.4 Subject to URC approval, prepare proposal to UMC for establishing a Cost Centre.
SAD	5.5 Subject to the evaluation marks, prepare proposal to establish Cost Centre: <ul style="list-style-type: none"> <li>a) Evaluation marks: 60% – 79% Proposal to establish Research Centre to BOG.</li> <li>b) Evaluation marks: 80% and above Proposal to establish Research Institute to Senate, BOG and KPT.</li> </ul>
SAA	5.6 If the Cost Centre was formerly established as RU, RMC is required to liaise with Finance Division to close the RU account and transfer balance available from the RU account to a newly approved Cost Centre's account.
SAA	5.7 Update Cluster List in RMSV2.

## 6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Application from Kulliyyah/Centre/Institute to establish Cost Centre	5 years	Filing room	SAA
2.	Evaluation Form to Upgrade to Centre	5 years	Filing room	SAA
3.	Memo to Finance Division on closure of account and transfer of balance from RU account to a newly approved Cost Centre's account.	5 years	Filing room	SAA



## 7.0 PROCESS FLOW

