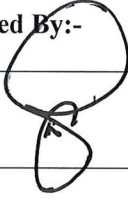



## Process Flow for Application of Research Grant

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
Name : 1) Raja Nur Sabrina binti Raja Ahmad Shah 2) Fuziah binti Ningah 3) Nur Nadhirah binti Kamarudin	Name : Prof. Dr. Amir Akramin bin Shafie
Position : 1) Administrative Officer 2) Senior Administrative Assistant 3) Administrative Assistant	Position : Director Research Management Centre
Date : 13/7/2023	Date : 18/7/2023

## 1.0 OBJECTIVE

The procedure is established to ensure that the process of Approved Application for Research Grant is strictly adhered to IIUM Research & Innovation Policy & Guidelines and guidelines from funding agency

## 2.0 SCOPE

This procedure is used by the RMC and IIUM Researchers as a reference to register approved application for research grant.

## 3.0 ABBREVIATION (If any)

AA	Administrative Assistant
AO	Administrative Officer
AOARD	Asian Office of Aerospace Research and Development
DD GIU	Deputy Director (Grant Initiative Unit)
GIU	Grant Initiative Unit
HOR	Head of Research
HOD	Head of Department
MOHE	Ministry of Higher Education
MOSTI	Ministry of Science, Technology and Innovation
MSD	Management Services Division
MyGRANTS	Malaysia Greater Research Network System
PPRN	Public-Private Research Network
RMC	Research Management Centre
RMSV2	Research Management System Version 2
SAA	Senior Administrative Assistant

## 4.0 REFERENCE

IIUM Research & Innovation Policy & Guidelines endorsed in 470<sup>th</sup> Senate Meeting on 23<sup>rd</sup> October 2020  
 MOHE Grants Guidelines  
 MOSTI Grants Guidelines

## 5.0 RESPONSIBILITY AND DETAILED PROCEDURE

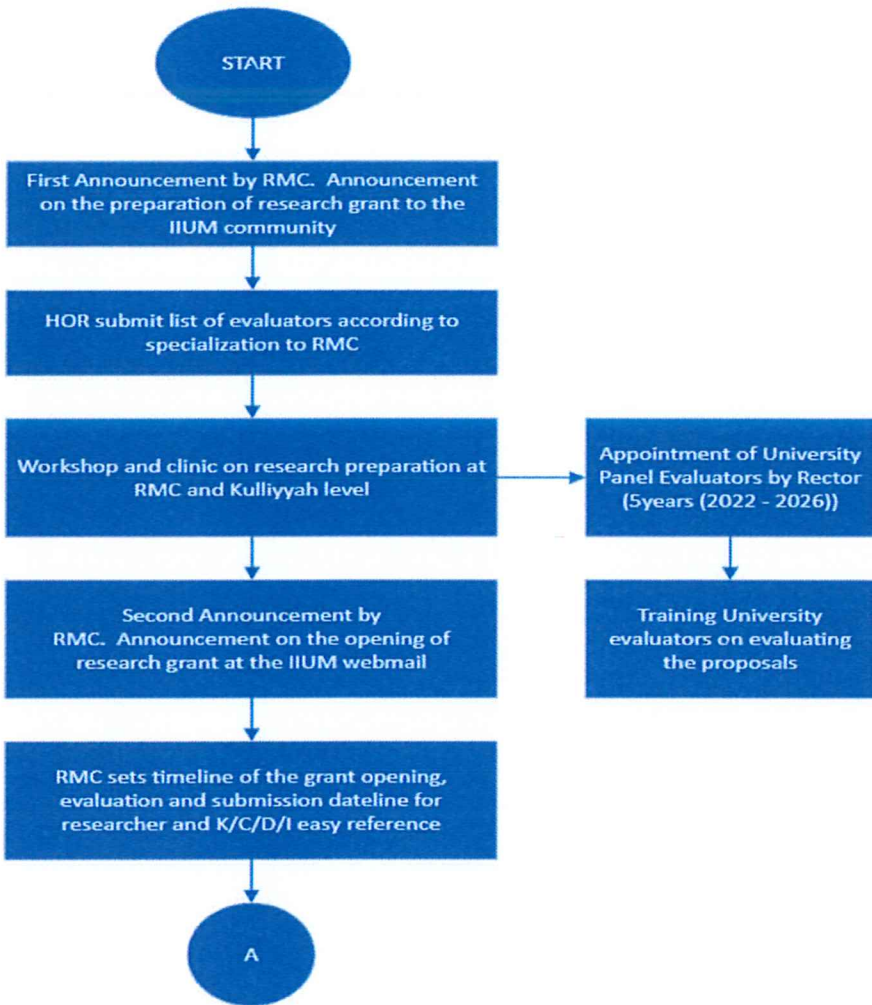
RESPONSIBILITY	DETAILED PROCEDURE
AO	5.1 Announce grant opening to IIUM Community
	5.2 Prepare proposal and evaluation schedule
HOR	5.3 HOR to submit list of internal evaluators to GIU
GIU	5.4 Organise talk/workshop/clinic to IIUM Community (Researcher/Evaluator)
SAA & AA	5.5 Appointment of internal evaluators
Researcher	5.6 Submit proposal via MyGRANTS

GIU	5.7 Assign evaluators in MyGRANTS
AO	5.8 Prepare evaluation checklist according to the criteria of grant guidelines
SAA & AA	5.9 Check evaluation progress based on the checklist
DD GIU	5.10 Ensure the internal evaluator comply with the grant guideline
SAA & AA	5.11 Review all proposals that has issues during internal evaluation process
AO	5.12 Finalise decision by the internal evaluators
	5.13 Insert comment (Highly Recommended/Recommended/Not Recommended) in the proposals in MyGRANTS
	5.14 Submit the decision of proposal application of IIUM researchers to MOHE

#### 6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Application for grant	Nil	MyGRANTS, PPRN, SAM.GOV, Sistem Dana Bersepadu	MOHE MOHE AOARD MOSTI
2.	Evaluation checklist	Nil	Drive	GIU
3.	Appointment letter evaluator	7 years after release of appointment letter	Filing room	SAA & AA
4.	Appointment letter speaker/facilitator	7 years after release of appointment letter	Filing room	SAA & AA
5.	Poster, Feedback form for events and list of attendance	7 years after release of appointment letter	Filing room	SAA & AA

## 7.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
AO	 <pre> graph TD     START([START]) --&gt; A1[First Announcement by RMC. Announcement on the preparation of research grant to the IIUM community]     A1 --&gt; A2[HOR submit list of evaluators according to specialization to RMC]     A2 --&gt; A3[Workshop and clinic on research preparation at RMC and Kuliyah level]     A3 --&gt; A4[Appointment of University Panel Evaluators by Rector (5years (2022 - 2026))]     A3 --&gt; A5[Training University evaluators on evaluating the proposals]     A4 --&gt; A6[Second Announcement by RMC. Announcement on the opening of research grant at the IIUM webmail]     A5 --&gt; A6     A6 --&gt; A7[RMC sets timeline of the grant opening, evaluation and submission dateline for researcher and K/C/D/I easy reference]     A7 --&gt; A8([A])           </pre>	<p>Announcement made on IIUM Community email</p> <p>3 to 5 working days</p> <p>3 to 5 working days</p> <p>3 to 5 working days</p> <p>3 to 5 working days</p>



