



## Process Flow for Process Flow for Approved Application for Research Grant

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
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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
LOU	Letter of undertaking
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
REC	Research Evaluation Committee
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

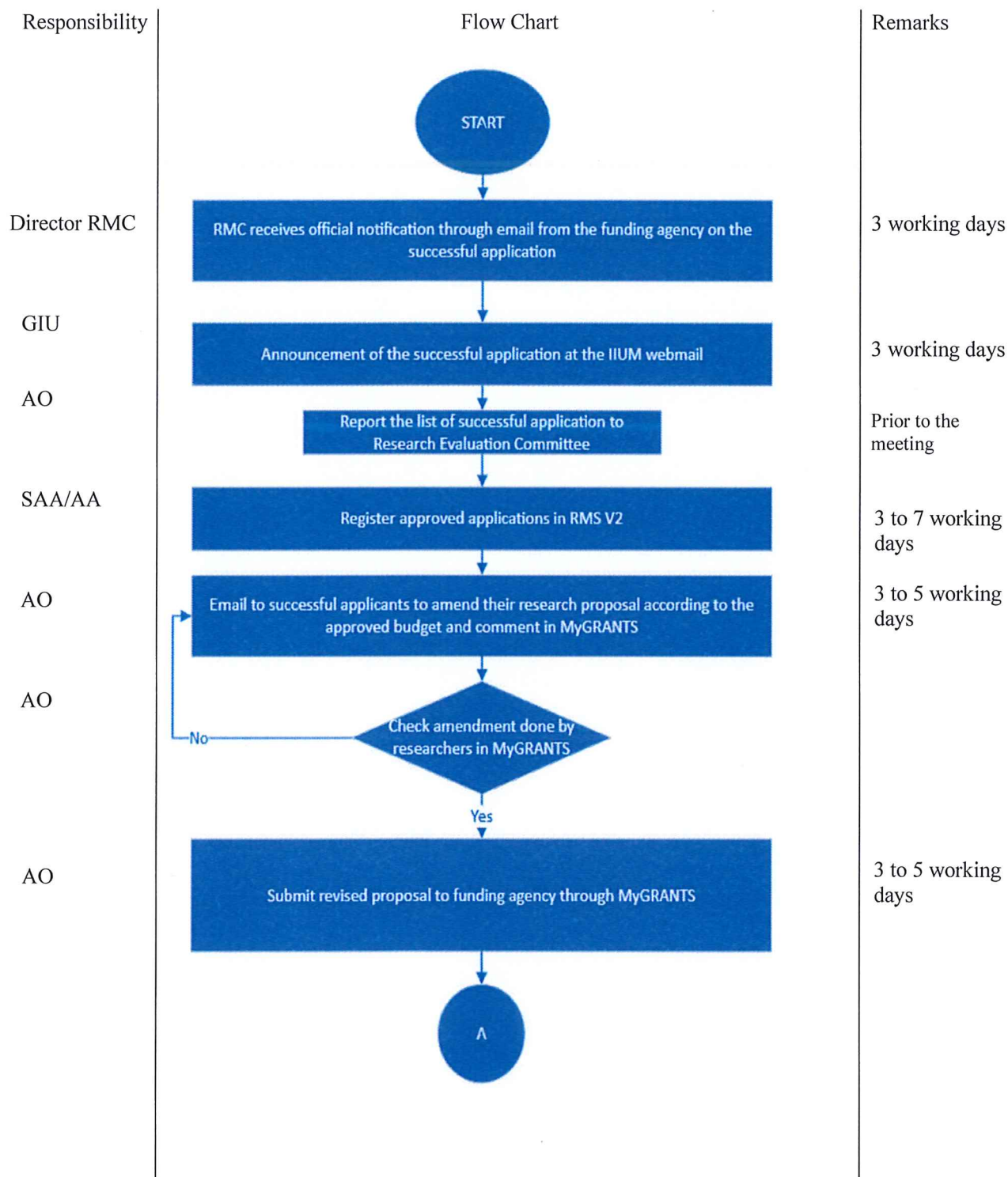
RESPONSIBILITY	DETAILED PROCEDURE
Director RMC	5.1 Notify GIU the list of successful grant recipient from funding agency
GIU	5.2 Announce the list to IIUM Community
AO	5.3 Report the list of successful applicants to REC
Researcher	5.4 Submit registration form to RMC
AO	5.5 Email to successful applicants to amend research proposal via MyGRANTS/PPRN
AO	5.6 Check amendments done by researchers in MyGRANTS

SAA & AA	5.7 Submit revised proposal to MOHE via MyGRANTS
Researcher	5.8 Print revised proposal for filing purposes
SAA & AA	5.9 Issue approval letter and letter of undertaking (LOU) via RMS V2
SAA & AA	5.10 Submit completed LOU to GIU
	5.11 Open file for each of the proposal
	5.12 Process research agreement from funding agency
	5.13 Submit signed agreement, revised proposal and LOU to funding agency

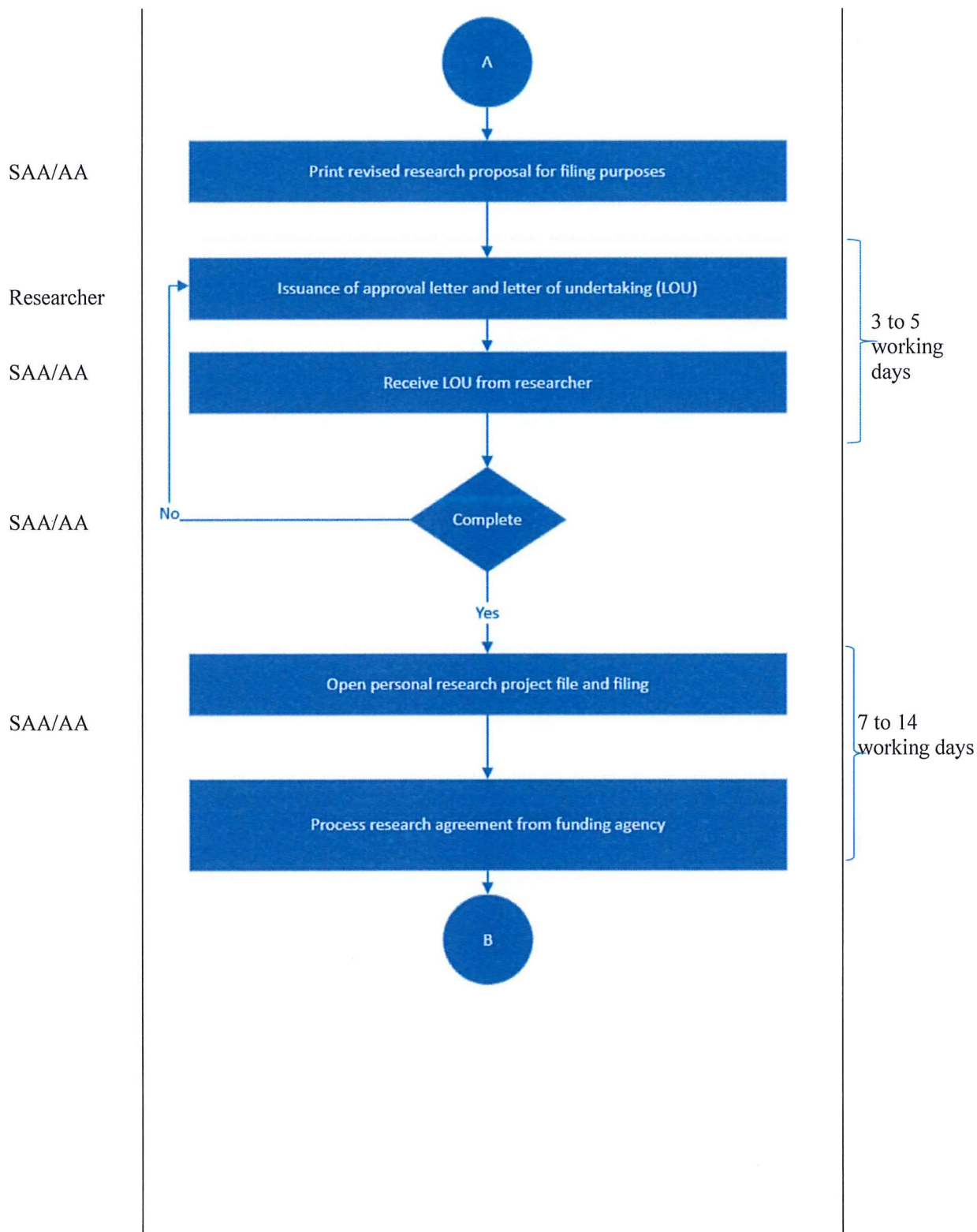
#### 6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	List of successful applicants	7 years after release of appointment letter	Filing room	SAA & AA
2.	Registration form	7 years after release of appointment letter	Filing room	SAA & AA
3.	Revised proposal	7 years after release of appointment letter	Filing room	SAA & AA
4.	Approval letter	7 years after release of appointment letter	Filing room	SAA & AA
5.	Letter of undertaking	7 years after release of appointment letter	Filing room	SAA & AA
6.	Signed research agreement	7 years after release of appointment letter	Filing room	SAA & AA

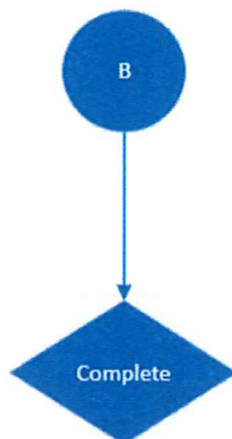
## 7.0 PROCESS FLOW





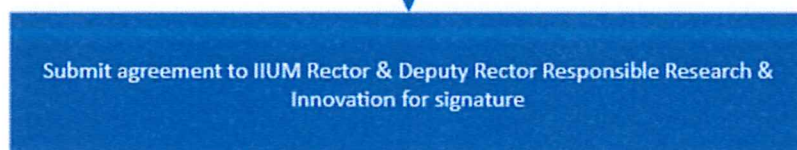


SAA/AA



Yes

SAA/AA



3 to 5 working days

SAA/AA

