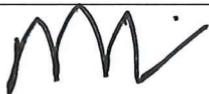




Title : Process Flow for Internal Grant
Registration (Funded by Kulliyah)
Ref. No. : RMC/GIU/01
Version No: : 00
Revision No : 00
Effective Date : 01/01/2023

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
Name : 1) Raja Nur Sabrina binti Raja Ahmad Shah 2) Nur Nadhirah binti Kamarudin	Name : Prof. Dr. Amir Akramin Shafie
Position : 1) Administrative Officer 2) 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 Internal Grant Registration (Funded by RMC) is strictly adhered to IIUM Research & Innovation Policy & Guidelines.

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
AD	Assistant Director
AO	Administrative Officer
DD GIU	Deputy Director (Grant Initiative Unit)
GIU	Grant Initiative Unit
HOR	Head of Research
IIUM	International Islamic University Malaysia
LOU	Letter of undertaking
REC	Research Evaluation Committee
RMC	Research Management Centre
RMS V2	Research Management System Version 2
SAA	Senior Administrative Assistant

4.0 REFERENCE

IIUM Research & Innovation Policy & Guidelines endorsed in 470th Senate Meeting on 23rd October 2020
 Grant guidelines

5.0 RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
AD (Admin)	5.1 Approval of fund in Trust Fund Meeting
AD (Admin)	5.2 Report in REC
AO	5.3 Announce grant opening to IIUM Community
Researcher	5.4 Submit application via RMS V2
GIU	5.5 Evaluation of proposal
AO	5.6 Report of grant recipients in REC
DD GIU	5.7 Approval in RMS V2
SAA & AA	5.8 Congratulatory announcement to IIUM community
SAA & AA	5.9 Issue approval letter and letter of undertaking via RMS V2
Researcher	5.10 Submit completed LOU to GIU
AO	5.11 Budget Activation & allocation

SAA & AA

5.12 Open file for each of the proposal

6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	List of successful applicants	10 years after release of appointment letter	Filing room	SAA & AA
2.	Registration form	10 years after release of appointment letter	Filing room	SAA & AA
3.	Revised proposal	10 years after release of appointment letter	Filing room	SAA & AA
4.	Approval letter	10 years after release of appointment letter	Filing room	SAA & AA
5.	Letter of undertaking	10 years after release of appointment letter	Filing room	SAA & AA

7.0 PROCESS FLOW

