



## Process Flow for Internal Grant Registration (Funded by RMC)

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 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
HOD	Head of Department
HOR	Head of Research
LOU	Letter of undertaking
REC	Research Evaluation Committee
RMC	Research Management Centre
RMSV2	Research Management System Version 2
SAA	Senior Administrative Assistant
URC	University Research Committee

## 4.0 REFERENCE

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

## 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 application

#### 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.	Revised proposal	7 years after release of appointment letter	Filing room	SAA & AA
3.	Approval letter	7 years after release of appointment letter	Filing room/RMSV2	SAA & AA
4.	Letter of undertaking	7 years after release of appointment letter	Filing room	SAA & AA

## 7.0 PROCESS FLOW

