



## Process Flow for Joint Project (Online Submission to RMC)

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
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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 Process Flow for Joint Project (Online Submission to 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 joint project via RMS V2.

## 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 470<sup>th</sup> Senate Meeting on 23<sup>rd</sup> October 2020

## 5.0 RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
Researcher	5.1 Fill up joint project form via RMS V2
	5.2 Upload offer letter from funder & research proposal as listed in the checklist on RMS V2
	5.3 Submit form to HOR
HOR	5.4 Recommendation by HOR
AO	5.5 Verification and Recommendation by GIU Officer
DD GIU	5.6 Approval by Deputy Director, Grant Initiative Unit
SAA & AA	5.7 Issue approval letter via RMS V2
	5.8 Update list of registration of project in One Drive
SAA & AA	5.9 Open new joint project file



#### 6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Registration form	7 years after release of appointment letter	RMS V2	SAA & AA
2.	Approval letter	7 years after release of appointment letter	Filing room	SAA & AA
3.	Offer letter from funder	7 years after release of appointment letter	Filing room	SAA & AA
4.	Research proposal	7 years after release of appointment letter	Filing room	SAA & AA

AO	5.10 Update list of registration of project in One Drive
	5.11 Memo for budget activation & allocation – fund transferred to RMC account;
	5.12 Memo for budget activation & notification – fund transferred to researcher account (international funder);
SAA & AA	5.13 Memo for budget activation & invoice issuance (process requested by funder before fund is transferred to RMC account)
	5.14 Prepare congratulatory announcement to IIUM community
AO	5.15 Open new project file
	5.16 Report to Research Evaluation Committee

#### 6.0 RECORD RETENTION PERIOD

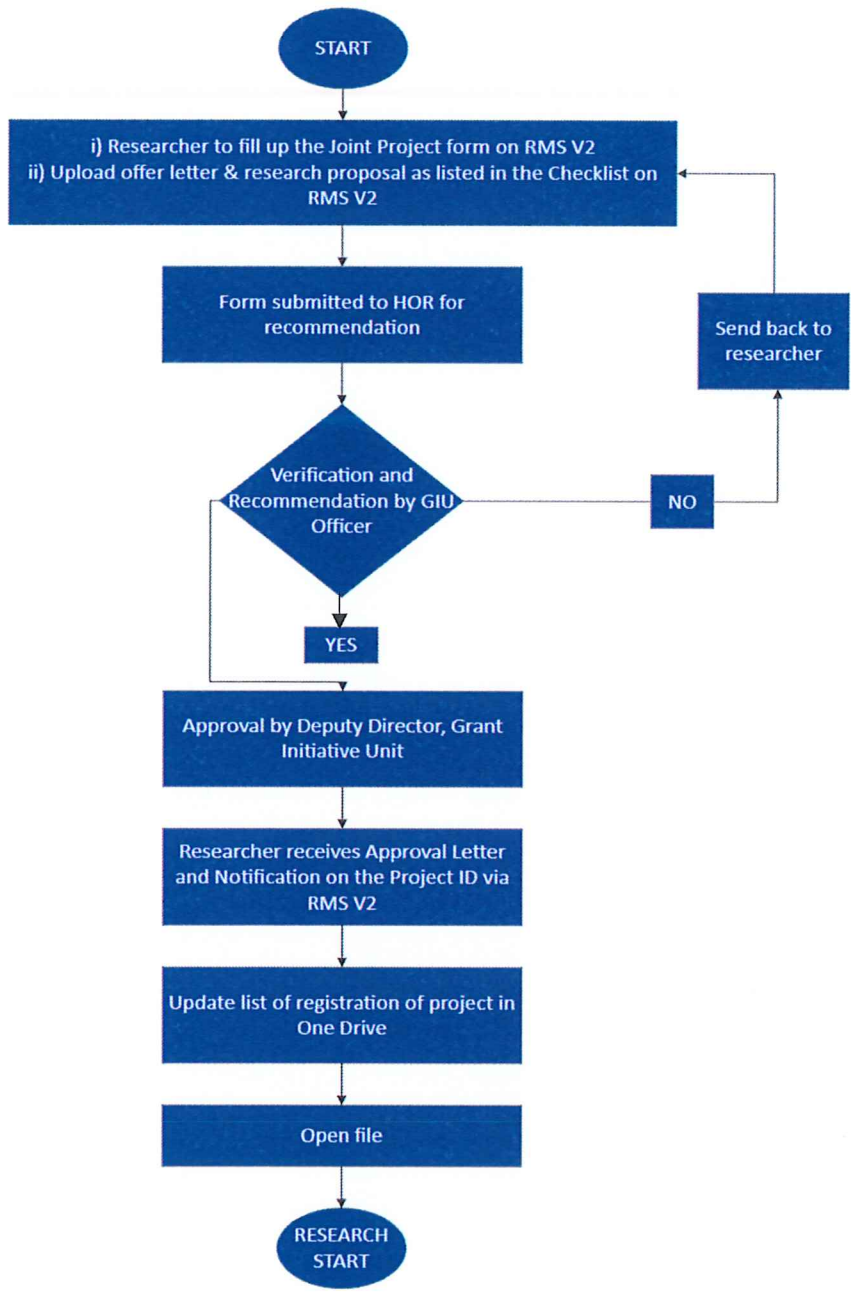
NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Registration form	7 years after release of appointment letter	Filing room	SAA & AA
2.	Approval letter	7 years after release of appointment letter	Filing room	SAA & AA
3.	Offer letter from funder	7 years after release of appointment letter	Filing room	SAA & AA
4.	Research proposal	7 years after release of appointment letter	Filing room	SAA & AA
5.	Memo for budget activation & allocation /invoice issuance	7 years after release of appointment letter	Filing room	SAA & AA

#### 6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Appointment letter for speaker/coach/facilitator	7 years after release of appointment letter	Filing room	SAA & AA
2.	Feedback form	7 years after release of appointment letter	Filing room	SAA & AA
3.	Attendance list	7 years after release of appointment letter	Filing room	SAA & AA
4.	Poster	7 years after release of appointment letter	Filing room	SAA & AA
5.	Memo for payment of the event	7 years after release of appointment letter	Filing room	SAA & AA



## 7.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
Researcher	 <pre> graph TD     START([START]) --&gt; Step1[i) Researcher to fill up the Joint Project form on RMS V2 ii) Upload offer letter &amp; research proposal as listed in the Checklist on RMS V2]     Step1 --&gt; Step2[Form submitted to HOR for recommendation]     Step2 --&gt; Decision{Verification and Recommendation by GIU Officer}     Decision -- NO --&gt; Step3[Send back to researcher]     Step3 --&gt; Step1     Decision -- YES --&gt; Step4[Approval by Deputy Director, Grant Initiative Unit]     Step4 --&gt; Step5[Researcher receives Approval Letter and Notification on the Project ID via RMS V2]     Step5 --&gt; Step6[Update list of registration of project in One Drive]     Step6 --&gt; Step7[Open file]     Step7 --&gt; END([RESEARCH START])           </pre>	<p>Apply online:  <a href="https://rmsv2.iiu.edu.my">https://rmsv2.iiu.edu.my</a> </p>
HOR		3-5 working days
AO		3-5 working days
DD GIU		3-5 working days
RESEARCHER		
SAA & AA		2-3 working days
SAA & AA		3-5 working days