



## Process Flow for Sponsored Research (Manual Submission to RMC)

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 Application of Research Grant is strictly adhered to IIUM Research & Innovation Policy & Guidelines and Sponsored Research (SP) Guidelines and Procedures 2020 endorsed in 471st Senate held on 27th November 2020.

## 2.0 SCOPE

This procedure is used by the RMC and IIUM Researchers as a reference to register sponsored research manually.

## 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  
 Sponsored Research (SP) Guidelines and Procedures 2020 endorsed in 471st Senate held on 27th November 2020

## 5.0 RESPONSIBILITY AND DETAILED PROCEDURE

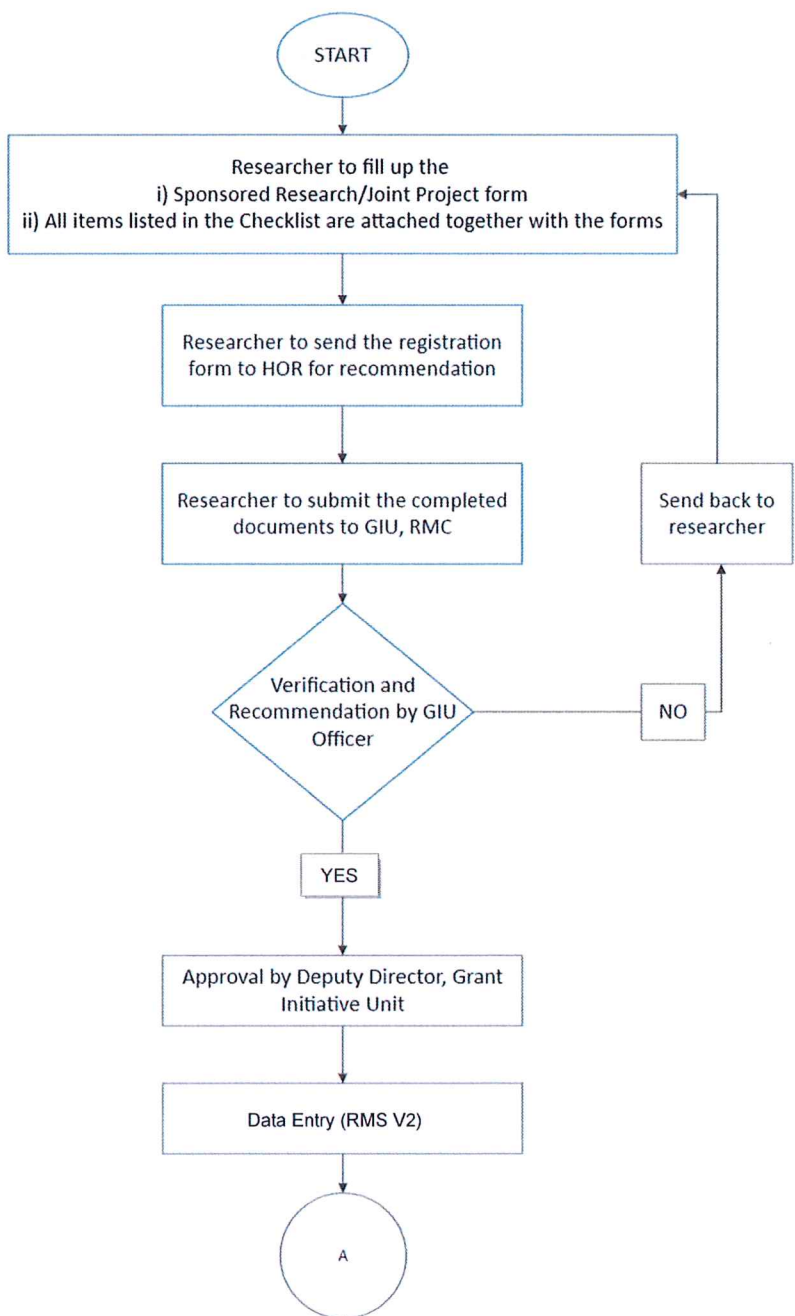
RESPONSIBILITY	DETAILED PROCEDURE
Researcher  HOR Researcher AO DD GIU SAA & AA	5.1 Fill up registration form for sponsored research 5.2 Ensure all items listed in the checklist are attached together with the form 5.3 Submit the registration form to HOR for recommendation 5.4 Recommendation by HOR 5.5 Researcher to submit the completed documents to GIU, RMC 5.6 Verification and Recommendation by GIU Officer 5.7 Approval by Deputy Director, Grant Initiative Unit 5.8 Registration on the RMS V2 5.9 Issue approval letter via RMS V2

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);
	5.13 Memo for budget activation & invoice issuance (process requested by funder before fund is transferred to RMC account)
SAA & AA	5.14 Prepare congratulatory announcement to IIUM community
	5.15 Open new project file
AO	5.16 Report to Research Evaluation Committee

#### 6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Registration form	10 years after release of approval letter	Filing room	SAA & AA
2.	Approval letter	10 years after release of approval letter	Filing room	SAA & AA
3.	Offer letter from funder	10 years after release of approval letter	Filing room	SAA & AA
4.	Research proposal	10 years after release of approval letter	Filing room	SAA & AA
5.	Memo for budget activation & allocation /invoice issuance	10 years after release of approval letter	Filing room	SAA & AA

## 7.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
Researcher	 <pre> graph TD     START([START]) --&gt; A[Researcher to fill up the i) Sponsored Research/Joint Project form ii) All items listed in the Checklist are attached together with the forms]     A --&gt; B[Researcher to send the registration form to HOR for recommendation]     B --&gt; C[Researcher to submit the completed documents to GIU, RMC]     C --&gt; D{Verification and Recommendation by GIU Officer}     D -- NO --&gt; E[Send back to researcher]     E --&gt; A     D -- YES --&gt; F[Approval by Deputy Director, Grant Initiative Unit]     F --&gt; G[Data Entry (RMS V2)]     G --&gt; H((A))           </pre>	<p>- Download form <a href="#">here</a></p> <p>- For SP without fund download form <a href="#">here</a></p>
Researcher		
Researcher		
Researcher		
AO		3-5 working days
DD GIU		3-5 working days
SAA & AA		3-5 working days



