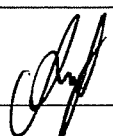
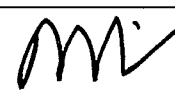




# RESEARCH AND INNOVATION EXHIBITION

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
Name : (1) Ami Nordin bin Ismail (2) Amir Qayyum bin Che Norrdin (3) Nur Ain Syahirah binti Shamsol Bahrin	Name : Prof. Dr. Amir Akramin Shafie
Position : (1) Senior Assistant Director (2) Assistant Director (2) Administrative Assistant	Position : Director Research Management Centre
Date : 01/08/2023	Date : 01/08/2023



## 1.0 OBJECTIVES

- 1.1 To ensure that the application of IIUM Researchers to participate in Local and International Exhibition is handled accordingly with a specified standard.
- 1.2 To ensure that the application process aligns with the rules and regulations stipulated by IIUM.
- 1.3 To assist our Researchers in planning their application to participate in exhibition effectively and achieve their target.

## 2.0 SCOPE

The procedure is used for approval of applications from IIUM researchers to participate in Local and International Exhibition sponsored by RMC.

## 3.0 ABBREVIATION (If any)

IIUM	International Islamic University Malaysia
RMC	Research Management Centre
TTO	Technology Transfer Office
KPT	Kementerian Pendidikan Tinggi
Rector	Rector of IIUM
DRRRI	Deputy Rector Responsible Research and Innovation
D	Director
DD	Deputy Director
AD	Assistant Director
AA	Administrative Assistant
MCOM	Memorandum Assessment and Evaluation Committee
LHDN	Lembaga Hasil Dalam Negeri
NDA	Non-Disclosure Agreement
SE	Substantive Examination
SEAR	Substantive Examination Adverse Report
INCC	Innovation and Commercialisation Committee
REC	Research Evaluation Committee
IRB	Inland Revenue Board Malaysia
IPR	Intellectual Property Right
RMSV2	Research Management System Version 2
MyRA	Malaysia Research Assessment

## 4.0 REFERENCES

- 4.1 IIUM Research & Innovation Policy & Guidelines 2020.
- 4.2 Intellectual Property Rights and Commercialisation.
- 4.3 Manual of Financial Policies and Procedures 2019.

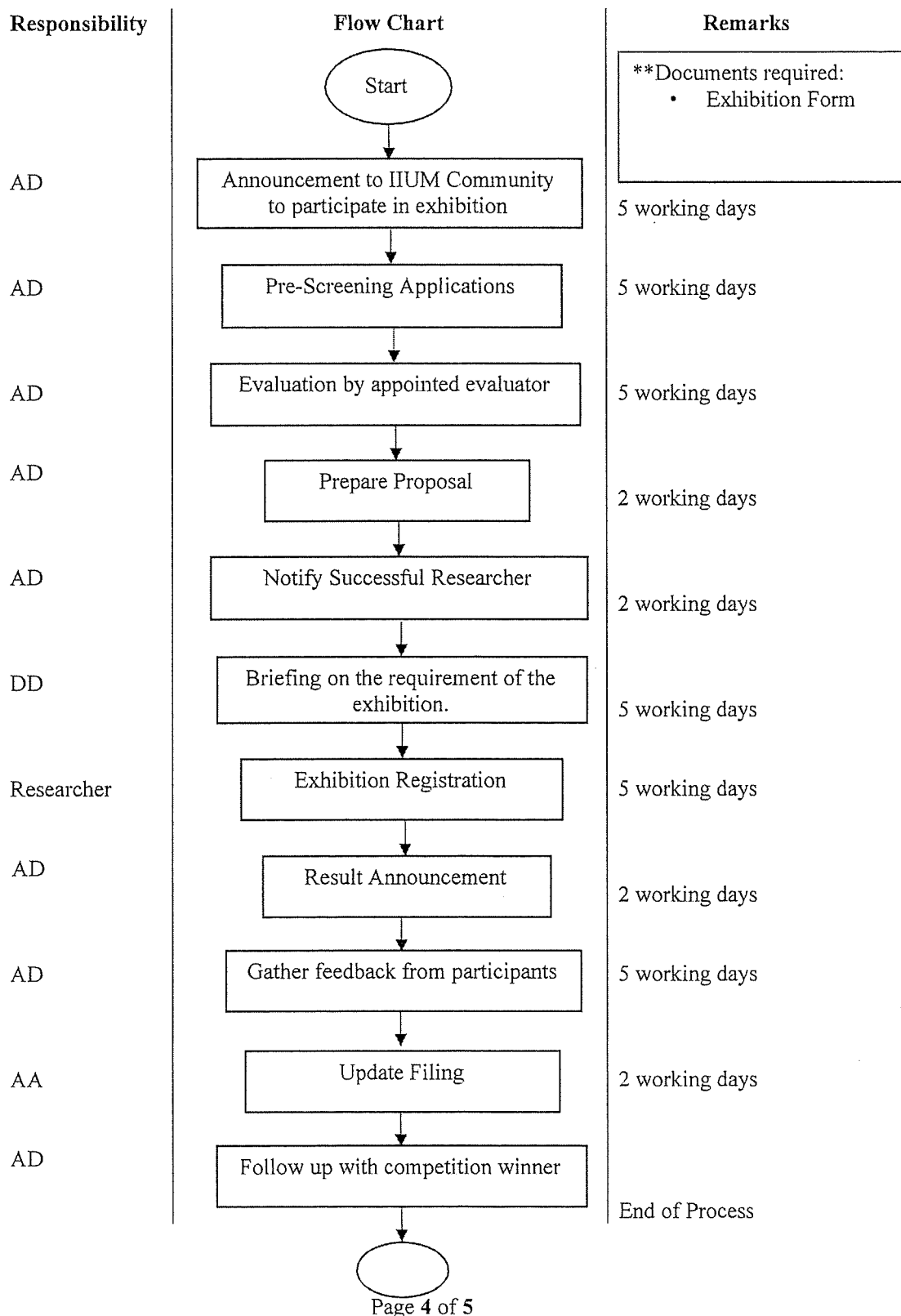
## 5.0 RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
AD	TTO RMC post announcements in IIUM with the approval of DD or send letters to specific researchers by invitation.
AD	TTO RMC conducts pre-screening of applications.
AD	TTO RMC appoints evaluators to evaluate the applications.
AD	TTO RMC prepares a budget proposal.
AD	Upon approval of the proposal, TTO RMC notify the selected Researcher.
DD	TTO RMC conducts a briefing on the requirements of the exhibition (optional for smaller exhibitions).
Researcher	Exhibition Registration
AD	TTO RMC makes an announcement through the IIUM announcement and RMC website when the result is released.
AD	TTO RMC gathers participant feedback and tables them in the RMC meeting.
AA	TTO RMC updates the file for recording purposes.
AD	Follow up with the competition winner.

## 6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Copies of Proposal to Participate in Local or International Exhibition.	5 years	Filing room	AA
2.	Copies of Purchase Order.	5 years	Filing room	AA
3.	Copies of certificate of participation.	5 years	Filing room	AA
4.	Copies of participants' feedback	5 years	Filing room	AA

## 7.0 PROCESS FLOW





الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
يونس بن ابي اسحاق  
Garden of Knowledge and Virtue

Title : RESEARCH AND INNOVATION EXHIBITION  
Ref. No. : RMC/TTO/2  
Version No: : 01  
Revision No : 00  
Effective Date : 01/08/2023