

## MEMORANDUM ASSESSMENT AND EVALUATION COMMITTEE (MCOM) CHECKLIST

FROM:

|                          |
|--------------------------|
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |

OFFICE OF INTERNATIONAL AFFAIRS (IO)

OFFICE OF INDUSTRIAL LINKS (OIL)

RESEARCH MANAGEMENT CENTRE (RMC)

MOU/MOA TITLE: \_\_\_\_\_

| No. | Documents                                                                                                                                        | Yes | No | Remarks |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|---------|
| 1.  | Latest Company Search<br>(SSM Search)                                                                                                            |     |    |         |
| 2.  | Company or University Profile                                                                                                                    |     |    |         |
| 3.  | Draft of Memorandum of<br>Agreement (MoA)/Memorandum<br>of Understanding (MoU)                                                                   |     |    |         |
| 4.  | Concept Paper<br>i. Write up;<br>ii. Planned activities;<br>and/or<br>iii. Implemented activities                                                |     |    |         |
| 5.  | Latest Financial Report (at<br>least one year)                                                                                                   |     |    |         |
| 6.  | Other Document<br>1. Research Grant;<br>2. Relevant Policy;<br>3. Existing MoU/MoA;<br>4. Letter of Undertaking<br>(LOU)/Letter of Intent (LOI). |     |    |         |

**To IO / OIL / RMC / ODRSDCE:**

Kindly tick the relevant documents.

Please be advised that all papers and relevant documents together with this Checklist must be sent to MCOM ([mcom@iium.edu.my](mailto:mcom@iium.edu.my)) using one (1) email only ONE (1) WEEK before meeting.