4. PROCEDURE

4.1 Application Attending Overseas Conference Procedure

Responsibilities	Flowchart	Records
Researcher	i. Fills in **application form** (with completed signature and stamp) ii. Attaches **abstract of paper, full paper, acceptance letter from organizer, report from paper raters, turnitin report, brochure of conference, justification to attend conference and MOHE Form Lampiran A and Lampiran A1**	Application Attending Overseas Conference Record
Department PA	Forwards the completed form to Head of Department recommendation Head of Department recommends the application and PA forwards the completed form to Dean's PA	
Dean's PA	Dean's PA forwards the application to the Research Unit	
Senior Assistant Administrative Officer	Checks the **application form** and prepares **cover letter**	
RMC	Completed application forwarded to Grant Management Unit, RMC for recommendation	

4. PROCEDURE

4.1 Application for Local Seminar / Conference / Workshop / Data Collection (Using Research Grant) Procedure

Responsibilities	Flowchart	Records
Researcher	i. Fills in **application form** (with completed signature and stamp) ii. Attaches **acceptance letter / abstract / brochure of seminar / conference / updated financial statement of research grant** iii. Submits hardcopy to respective Department Office	Application For Local Seminar / Conference / Workshop / Data Collection (Using Research Grant) Record
Department PA	Department PA forwards the completed form to Head of Department for recommendation	
	Head of Department recommends the **application** and PA forwards the completed form to Dean's PA	
Dean's PA	Application forwarded to the Dean for recommendation. Dean's PA forwards the **application** to the Research Unit	
Senior Assistant Administrative Officer	Checks the **application form** and prepares cover letter	
RMC	Completed application forwarded to Grant Management Unit, RMC for approval	

4. PROCEDURE

4.1 Research Advancement Application

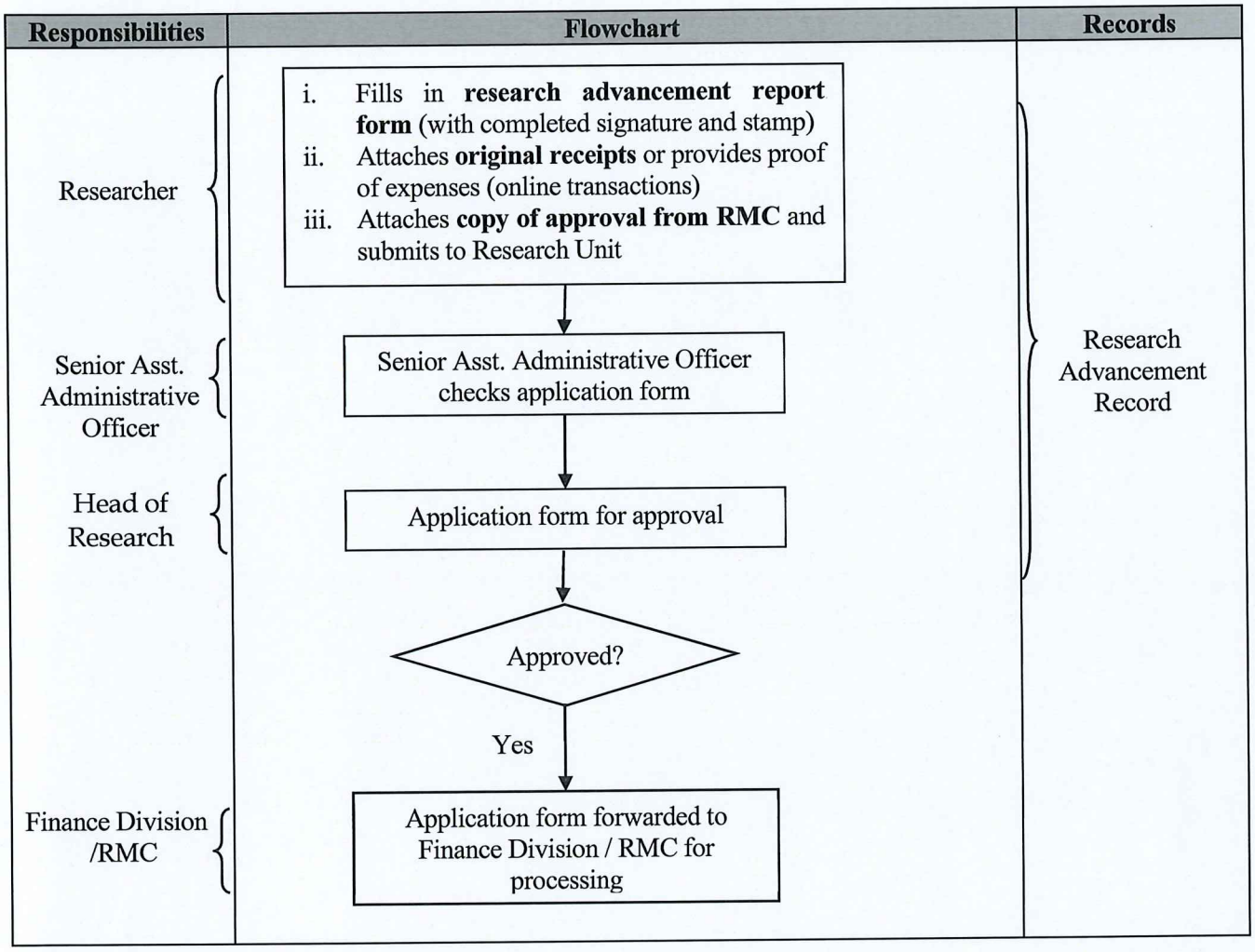
Responsibilities	Flowchart	Records
Researcher	Researcher fills in **application form** (with completed signature and stamp) and submits to Research Unit	Research Advancement Application Record
HOR	Research Unit reviews and HOR approve the request	
RMC	**Application form** forwarded to Finance Division / RMC for processing	

5. RECORDS

No	Records	Form No.	Department
1.	Research Advancement Record	RU-F03	Research Unit

4. PROCEDURE

4.1 Research Advancement Report Procedure



5. RECORDS

No	Records	Form No.	Department
1.	Research Advancement Record	RU-F04	Research Unit

4.PROCEDURE

4.1 Research Claim Procedure

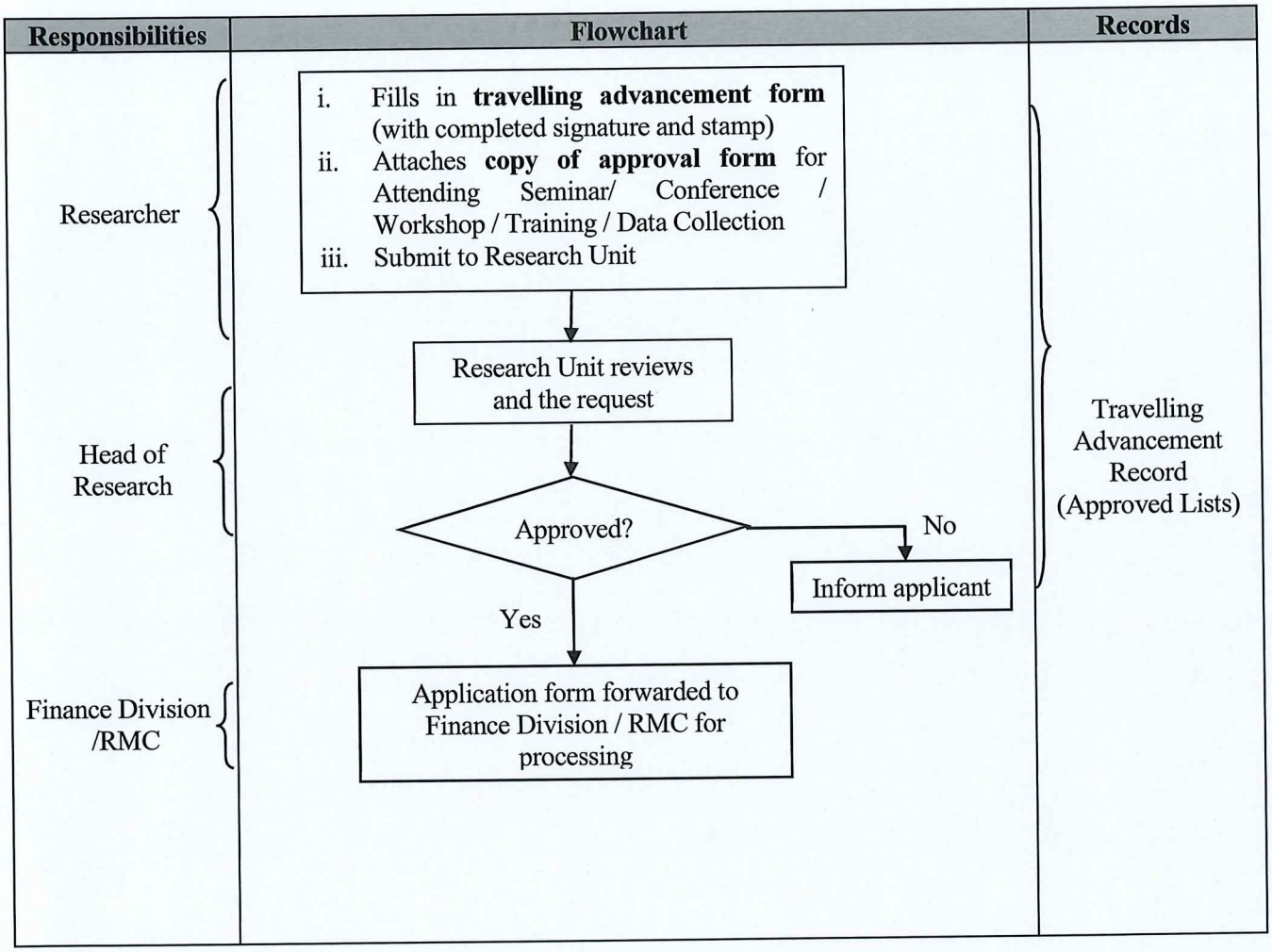
Responsibilities	Flowchart	Records
Researcher	Researcher: i. Fills in **research claim** form (with completed signature and stamp) ii. Attaches **original receipts** or provides proof of expenses (online transactions) iii. Attaches copy of **approval from RMC** and submits to Research Unit	Research Claim Record
Senior Asst. Administrative Officer	Senior Asst. Administrative Officer checks application form	
HOR	Forwards application form to Head of Research for approval	
RMC	Forwards application form to Finance Division / RMC for processing	

5. RECORDS

No	Records	Form No.	Department
1.	Research Claim Record	RU-F05	Research Unit

4. PROCEDURE

4.1 Travelling Advancement Procedure

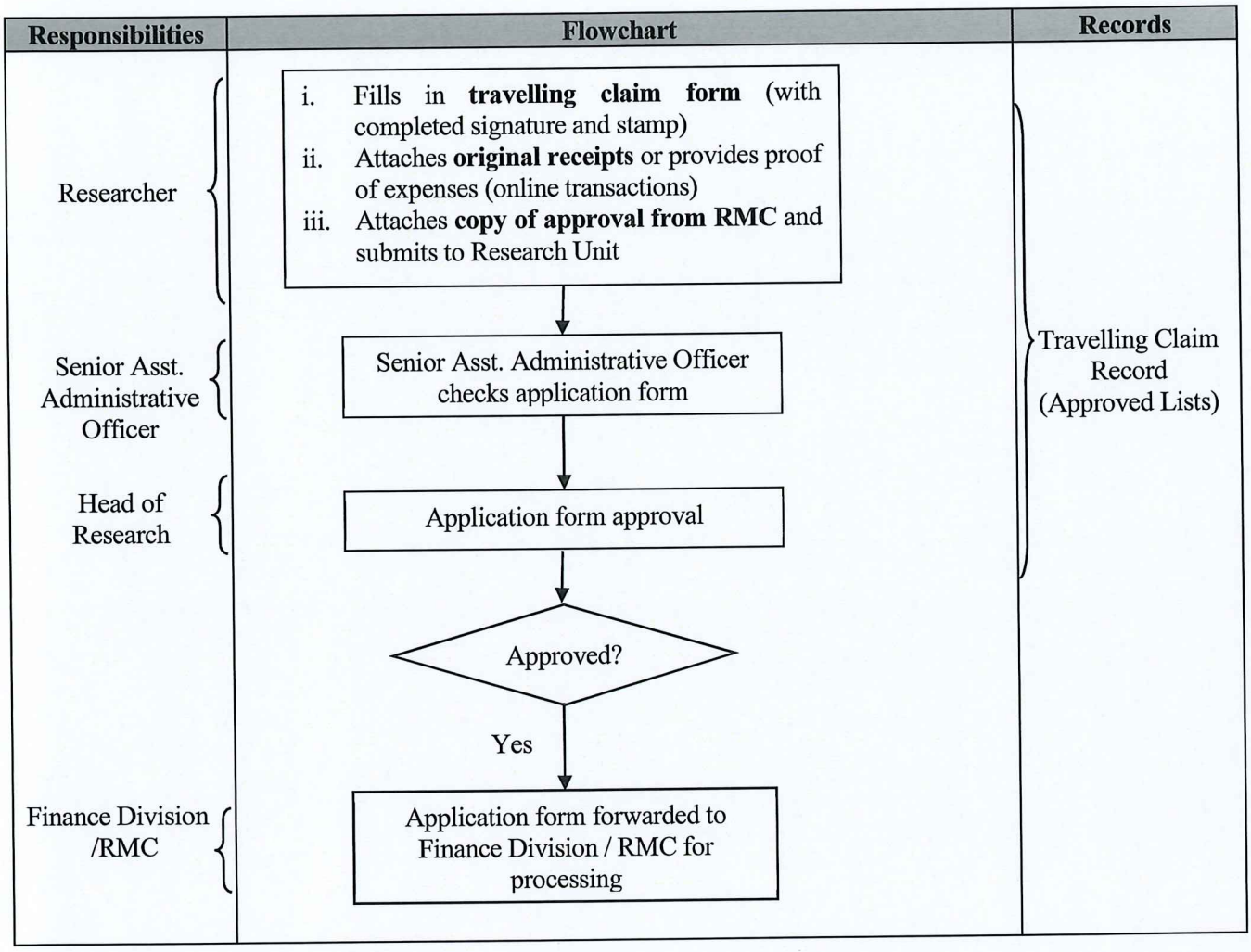


5. RECORDS

No	Records	Form No.	Department
1.	Travelling Advancement Record (Approved Lists)	RU-F06	Research Unit

4. PROCEDURE

4.1 Travelling Claim Procedure



5. RECORDS

No	Records	Form No.	Department
1.	Travelling Claim Record (Approved Lists)	RU-F07	Research Unit

4. PROCEDURE

4.1 Progress Report Of Research Project (FRGS/RIGS) Procedure

Responsibilities	Flowchart	Records
Researcher	Researcher fills in **progress report** application in RMSV2 / MyGrants ↓ Researcher updates **project milestone**	Research Project Record
Head of Research/ RMC	↓ HOR recommendation / RMC approval	

5. RECORDS

No	Records	Form No.	Department
1.	Research Project Record	RU-F08	Research Unit

4. PROCEDURE

4.1 Extension of Research Project (FRGS/RIGS) Procedure

Responsibilities	Flowchart	Records
Researcher	Researcher fills in **research extension application** in RMSV2 / MyGrants ↓ Researcher updates **project milestone**	Research Project Record
Head of Research/ RMC	↓ HOR recommendation / RMC approval	

5. RECORDS

No	Records	Form No.	Department
1.	Research Project Record	RU-F09	Research Unit

4. PROCEDURE

4.1 Completion Of Research Project (RIGS) Procedure

Responsibilities	Flowchart	Records
Researcher	i. Fills in **End of Project Report Form** ii. Submits **evidence** of deposit of full report uploaded in IREP iii. Attaches **copy of publications** v. Updates **achievement** in RMSV2 and submits to Research Unit	Research Project Record
Research Unit	Research Unit prepares **cover letter** and forwards **End of Project Report Form** to RMC	

5. RECORDS

No	Records	Form No.	Department
1.	Research Project Record	RU-F010	Research Unit

4. PROCEDURE

4.1 Completion of Research Project (FRGS) Procedure

Responsibilities	Flowchart	Records
Researcher	i. Fills in **End of Project Report Form** ii. Fills in **Profile of Final Report** iii. Submits **evidence of depository of publication** uploaded IREP iv. Submits **evidence of depository of full report** uploaded in IREP v. Updates **achievement** in RMSV2 and MyGrants and submits to Research Unit	Research Project Record
Research Unit	↓ Research Unit prepares **cover letter** and forwards **End of Project Report Form** to RMC	

5. RECORDS

No	Records	Form No.	Department
1.	Research Project Record	RU-F011	Research Unit