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**RESEARCH MANAGEMENT CENTRE**

**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

**APPLICATION FOR ATTENDING LOCAL**

**SEMINAR / CONFERENCE / WORKSHOP / VISIT / DATA COLLECTION**

**(USING RESEARCH GRANT)**

**CHECK LIST**

*Application form must be submitted to Research Management Centre (RMC)* ***at least 1 month*** *from the date of seminar / conference / workshop / visit / data collection*

|  |  |  |
| --- | --- | --- |
| **No.** | **Item / Document** | **Please tick ( *√ )*** |
| **Applicant** | **RMC** |
| 1. | Complete Application form with signature of applicant |  |  |
| 2. | Letter of acceptance of working paper |  |  |
| 3. | Abstract / Research article with acknowledgement of the grant |  |  |
| 4. | Brochure of seminar / conference / workshop / visit and other supporting documents |  |  |
| 5. | Updated Financial Statement of research grant |  |  |
| 6. | Verification / Certification from Principal Researcher if applicant is either co-researcher or Research Assistant |  |  |
| 7. | Recommendation by Head of Department and Dean of K/C/D/I |  |  |

**FOR OFFICE USE**

Document Complete / Incomplete

 Received by :

 Name :

 Post :

Date :

**PART A – PERSONAL DETAIL OF APPLICANT**

1. Name:
2. Academic Title: Kull./Dept.:
3. Salary Grade: Staff No. / Matric No.:
4. I/C No / Passport No: Status of appointment:

**PART B – DETAIL OF SEMINAR / CONFERENCE / WORKSHOP/ VISIT / DATA COLLECTION**

1. Title :
2. Date and Duration :
3. Venue :
4. Name of Organizer :
5. Nature of Participation : Paper Presenter / Discussant / Chairperson / Participant
6. Title of paper presentation :
7. Detail of Seminar / Conference / Workshop / Visit attended in the last **TWO (2) years**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of Seminar / Conference / Workshop / Visit** | **Venue** | **Date** | **Source of Sponsorship** |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Please specify the reason why you should attend the seminar / conference / workshop / visit / data collection

**PART C – FINANCIAL IMPLICATION**

**Detail of financial incurred:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Amount (RM)** | **Vote** | **Remarks** |
| 1. Registration Fee
 |  | 29000 |  |
| 1. Air tickets
2. Hotel / Lodging
3. Food
4. Others
 |  | 21000 |  |
|  |  |
|  |  |
|  |  |
| **Total**  |  |  |  |

**PART D – SOURCE OF FINANCIAL SUPPORT**

**Detail of Research Grant**

Project ID :

Project Title :

**PART E – DECLARATION BY APPLICANT**

*I hereby affirm that all information stated above is correct. The University approval is void if information so provided is false.*

Applicant’s Signature : Date:

**VERIFIED BY:**

Principal Researcher’s: Date:

Signature

Name :

**PART E – RECOMMENDATION**

**HEAD OF DEPARTMENT**

Recommended / Not Recommended

Comment:

Signature : Date:

Name & :

Official Stamp

**DEAN OF KULLIYYAH / CENTRE / DIVISION / INSTITUTE**

Recommended / Not Recommended

Comment:

Signature : Date:

Name & :

Official Stamp

**PART F – APPROVAL**

**RESEARCH MANAGEMENT CENTRE, IIUM**

APPROVED / NOT APPROVED

Comment:

Signature : Date:

Name & :

Official Stamp