



RESEARCH MANAGEMENT CENTRE

RESEARCH ADVANCEMENT FORM

INSTRUCTIONS:

1. Research advancement **does not cover** the advancement for local or overseas travelling.
2. Research advancement is **only applicable for Internal Grants and Ministry Grants**
3. A maximum aggregated cash advances of **30% of the total grant received** or a **maximum of RM100,000 per project**, at any point of time, will be allowed for 'research in progress' provided that prior advances have been cleared and the research shows good progress;
4. The subsequent disbursement of the grant will be made once the researcher produces receipts (original) to completely clear the earlier disbursement. **The validity period for the receipts are 6 months only from the issuance date.**
5. Researcher who fails to return the unused cash advancements and/or proper substantiation of financial disbursement within the **maximum period of six (6) months** and/or upon **completion of the research project**, whichever date is earlier, will be subjected to payroll deduction.
6. Applicable for **V24000, V26000, V27000, V28000, and V29000 only**
7. As for **Vote 35000**, kindly use the procurement application form.

Notes:

1. **Internal Grants:**
 - a) Researcher obtains approval from the Head of Research/Deputy Dean (Postgraduate & Research)
 - b) Kuliyyah submits document directly to the Finance Zone 2 (except for the backdated salary for the Graduate Research Assistant, Procurement and Disbursement)
2. **Ministry Grants (MOHE & MOSTI Grants)** – Verification and approval by the Deputy Director (RMC)

FOR OFFICE USE

Document Complete / Incomplete

Date:

Checked by:

Name:

Position:

A REQUESTOR DETAILS			
Date:			
Name of Requestor :			
Staff No.		Post and Grade:	
K/C/D/I :		Tel No. / Mobile No. :	
Project ID :			
Type of Grant : <input type="checkbox"/> Ministry Grant <input type="checkbox"/> Internal Grant			
Project Title:			
B PROPOSED EXPENDITURE			
RESEARCH VOTE CODE	DESCRIPTION OF EXPENDITURE		AMOUNT (RM)
TOTAL AMOUNT (RM)			
C DECLARATION BY REQUESTOR			
<p>1. I hereby accept that I will be bounded by the terms and conditions as stated in the General / Funder Guidelines for Research Funding and IIUM Financial Policy.</p> <p>2. Shall I fail to return the unused cash advancements and/or proper substantiation of financial disbursement within the maximum period of six (6) months and/or upon completion of the research project, whichever date is earlier, I hereby authorized the Executive Director of Finance Division to deduct from the salary with immediate effect.</p> <p>Signature : _____ Date: _____</p>			
D APPROVAL BY: HEAD OF RESEARCH / DEPUTY DEAN (POSTGRADUATE & RESEARCH) / DEPUTY DIRECTOR (RMC)			
<p><input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Comment: _____</p> <p>Signature: _____</p> <p>Stamp: _____ Date: _____</p>			
FOR FINANCE ZONE 2			
ADVANCEMENT APPROVED: _____			