Workstation: RMC Version: 01 Revision: 00 Effective: 1/1/2023



RESEARCH MANAGEMENT CENTRE

RESEARCH ADVANCEMENT REPORT FORM

INSTRUCTIONS:

- 1. Please ensure the following **documents are attached** with the completed form.
- 2. All expenses must adhere to the General / Funder Guidelines for Research Funding and IIUM Financial Policy.
- 3. Researcher is responsible to get the approval from the relevant authority prior to purchase.

CHECKLIST:

No	Items	Check List (Please tick)
1	Completed Form with original signature	
2	 Original receipts sorted according to Votes (pasted on A4 paper) All claims for reimbursement must be submitted within 6 months from the date of receipt All expenses incurred should be made before the end date of the project All receipts & related documents must be verified by the Head of Research (Internal Grants) / Asst. Director of RMC (Ministry Grant) 	
3	Proof of expenses:	
	Copy of online transaction (if payment through online)	
4	Registration fee – Copy of approval form for Attending Seminar/ Conference / Workshop / Training	
5.	Publication fee – Original Receipts Full Article with acknowledgement to the funder by using funder reference code Acceptance of Article Evidence that the journal is currently indexed by WoS – SCOPUS – ERA - MyCite Notes: MyCite (Applicable for FRGS 2021 onwards)	

FOR OFFICE USE				
Document Complete / Incomplete	Checked by:			
Date:	Name: Position:			

A ADVANCEMENT TAKEN V36000	REQUE	ESTOR DETAILS			
R/C / D /II: Tel No. / Mobile No. :	Date:	:			
Project ID: Type of Grant :	Name	e of Requestor :	Staff No./ Mat	ric No.:	
Type of Grant :	K/C	/ D /I:	Tel No. / Mobi	le No. :	
Project Title :	Projec	ect ID :			
NO. ITEMS	Туре	of Grant : ☐ Ministry Grant ☐ Internal G	Grant		
NO. ITEMS	Projec	ect Title :			
NO. NOTE N	RECEI	PTS DETAILS			
A ADVANCEMENT TAKEN V36000	NO.	ITEMS		IIUM VOTE	AMOUNT (RM)
1 Travelling Expenses & Subsistence Local Decided	Α	ADVANCEMENT TAKEN	1012	V36000	
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Local Overseas P21101 B21201	1	Travelling Expenses & Subsistence			
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Printing / Photocopy Printing / Refreshment (related to research only Page 101 P		ν, ,		B29120	
Entertainment / Refreshment (related to research only				B29199	
			V29000	B29201	
		and subject to Government Policy)		B29401	
Honorarium (Enumerators / Proof reading / Editing / Consultant fee / Research Assistant) B29404 B29404		(Enumerators / Proof reading / Editing / Consultant fee /		B29404	
Conference / Seminar / Workshop Fee (local) B52102		Conference / Seminar / Workshop Fee (local)		B52102	
Conference Fee (Overseas) B52103		Conference Fee (Overseas)		B52103	
Special Program (Focus Group Discussion) B52207		Special Program (Focus Group Discussion)		B52207	

	6	Equipment				
		Asset (RM5,000 and above)		_		
		AV Equipment			A35501	
		ICT Related (Workstation / Laptop / iPad, Hand Phone, Printer – a approved in the proposal)	s	V35000	A38101	
		Scientific Equipment			A39401	
		Inventory (RM500 – RM4,999.99 per item)			B27801	
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				BALA	ANCE (A – B)	
		АМО	UN'	T TO REIMBURS	SE / REFUND	
	' <u>'</u>					
С	DECL	ARATION BY REQUESTOR				
	receipt true. Signatu Date: _	s attached are genuine and the claims are ure:	VERIFIED BY: (if requestor is not the Principal Researcher) Principal Researcher's: Signature Stamp: Date:			
APPROVAL BY: D HEAD OF RESEARCH / DEPUTY DEAN (POSTGRADUATE & RESEARCH) / DEPUTY DIRECTOR (RMC)						
	Approved Not Approved Comment: -					
	Signature:					
	Oignature.					
	Stamp	tamp: Date:				

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)

PROJECT NO	
RESEARCH VOTE	
TOTAL (RM)	

No.	Details	Amount (RM)
	Total	

I, the researcher of this project, hereby declare that all the above receipts are genuine and the claims are true.
Signature:

Name: