Kulliyyah of
MEDICINE
كلية الطب

Endorsement	KPGC 8/2025
Version	1
Effective Date	1/10/2025

POSTGRADUATE OFFICE
KULLIYYAH OF MEDICINE
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

RESEARCH AND BENCH FEE CHECKLIST

Please use this checklist to ensure all necessary documents are complete for processing research and bench fee claims.

No.	Items	Tick (√)
1.	**Bench and Research Fee Withdrawal Application Form** i. Verify all details are correct. ii. Check and confirm the claimed amount. iii. Choose reason for application: ○ Reimbursement of research expenses made is for claiming expenses. ○ *Procurement of service and material for research via Purchase Orders (For example: Equipment, Service Quotation, Reagents). ○ *Note: The financial process for procurement will take longer than reimbursement. iv. Ensure the form is checked, signed and stamped with date by the Supervisor.	
2.	**Justification Letter** i. If the claim is related to research, include the Title of Research. ii. Clearly state the reason for each expenditure. iii. **For conference claims**, specify whether this is the first claim and whether their presentation is oral or poster. iv. Must be signed by the student. v. Must be verified and stamped by the Supervisor.	
3.	**Payment Approval Form** i. To be completed by the person who made the payment (name on the receipt). ii. Fill in the bank and account number of the payee. iii. Attach proof of bank account (front page of bank statement or screenshot of online bank details). iv. Please choose budget from STUDENT ACTIVITY TRUST v. Fill in project code: ○ For PhD or Master's students: S-169-0001. ○ For Clinical Specialist Training students: S-169-0002. Ensure the form is signed and stamped by the payee.	

No.	Items	Tick (√)
4.	**Required documents:**	
	i. KRC and IREC Approval Letters.	
	ii. Receipts/Invoices: o Original copies only. o Must be pasted on A4 paper. o Amounts must be specific, detailed and match the amount stated in the form.	
	iii. **For honorarium claim**, there must be proof of transfer to each recipient. Accepted proof of transaction such as: o E-wallet transfer. o Online banking. o IIUM acknowledgment receipt if payment was made using cash OR o If a bulk payment is made to a representative, provide a breakdown (For example, RM 50 x 100 participants) noted on the receipt.	
	iv. **For conference, publication, workshop, etc.**: o Registration/Invitation email/letter. o Acceptance email/letter. o Published poster or proceedings.	
5.	**Conference, publication, workshop claims** i. Refer to the approval form guidelines for allowable rate (e.g., accommodation, flights, mileage).	
6.	**Verification of all documents** (must be signed and stamped by the Supervisor) i. Each proof of payment. ii. Every attachment/supporting document. iii. Justification letter.	