

## **ITEMS APPROVED FOR BENCH FEE CLAIM**

The current list of items eligible for bench fees claim is presented and approved as follows: -

- a) Any chemicals / research materials related to research activity during study period.
- b) Lab services: Equipment rental, consultation, charged lab tests, etc.
- c) Repair and maintenance of the research equipment.
- d) Purchase of papers, stationery, and printing related to research activities.
- e) PPEs (face shield, PPE gown, N95 mask) for use during experiments (in vivo with human volunteers)
- f) Computer hardware and software related to the respective research activities.
- g) Payment for sample analysis.
- h) Travelling claim related to the respective research activities (e.g.: sample collections, traveling to other institution/facilities, for data collection, etc.) – capped at RM200 per semester [claim over RM200 per semester will be deliberated in KPGRC] and would need pre-approval.
- i) Printing charges for research materials and supplies (including printing charges for hardcopy of questionnaires, modules, booklets, and others required to conduct study).
- j) Subjects' honorarium for participation in qualitative / quantitative survey studies.
- k) Payment to data collectors or enumerators.
- l) Training fee attended by the student related to the respective research activities including training on computer software, research methodology and manuscript writing.
- m) Article Processing Charge (APC) for journal publications.
- n) Proofreading fee for student's thesis and research manuscripts.
- o) Conference fees for final year students (minimum 2nd year MSc @ 3rd year PhD) and must participate as presenter.

### **NOTES:**

- The research article must be the product of the student's thesis, with the student as the first author.
- Bench Fees claim is cumulative along the student study period.
- Claims will be entertained based on the student's current financial statement.
- Traveling claim mileage claim = RM0.40/kilometer [subject to 500km]
- Claim of unlisted items could be brought into KPGRC for deliberation and approval.

*as per endorsed in:*

**KULLIYAH OF PHARMACY**

**KPGRC MEETING NO. 7/2023 / 21 September 2023 / Thursday**