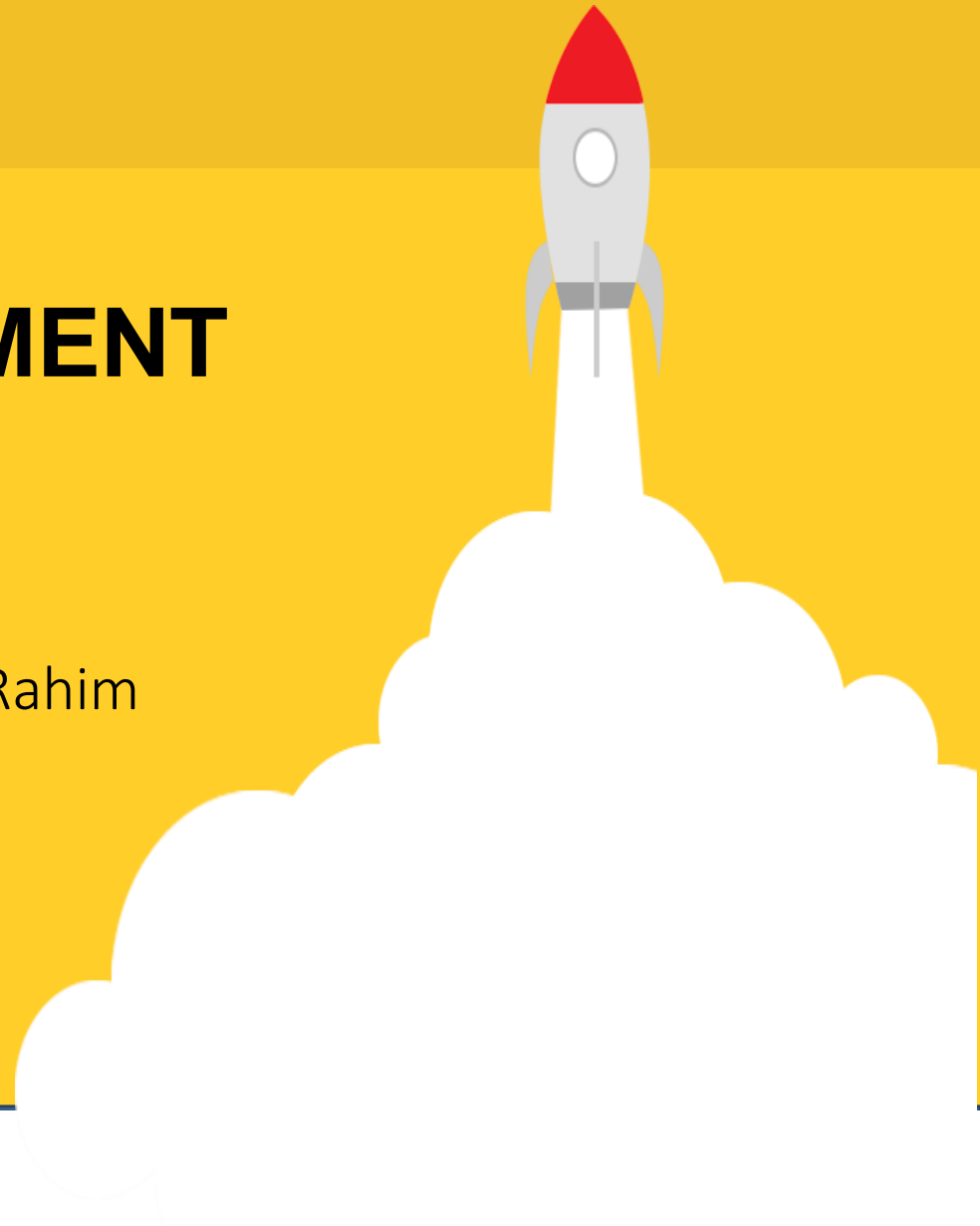


# GRANT MANAGEMENT

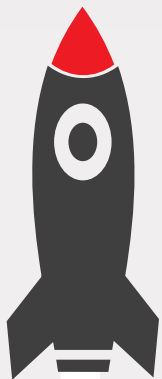
Research Management Centre

Assoc. Prof. Ir. Dr. Herlina Abdul Rahim

5 Sept 2019



# SCOPE



- 01 RESEARCH GRANT MANAGEMENT PROCESS
- 02 RESEARCH MANAGER (RM) & ASSISTANT RESEARCH MANAGER (ARM)
- 03 RESEARCH MANAGEMENT DEPARTMENT
- 04 RESEARCH GRANT CATEGORY
- 05 RESEARCH GRANT & TYPE OF SPONSOR
- 06 GUIDE LINE & GOVERNANCE
- 07 Q & A



# RESEARCH GRANT MANAGEMENT PROCESS



## FINANCE

1. GRANT DISBURSEMENT
2. CLAIM & PAYMENT
3. PROCUREMENT
4. ACCOUNT & RESEARCH ASSET



## APPOINTMENT

Appointment of SLPP-SRA /SLPP-GRA  
Appointment of RO/ARO/RA



## RECORD AND PROPOSAL

1. **Grant registration** : Proposal, MoA / LoA, Budget document
2. PL replacement
3. Add / Delete Research Member



## ACTIVITY

1. Activity stated in proposal
2. Local & International activity
3. SODO virement
4. Approval based on
  1. Circular
  2. Sponsor



## MONITORING

**Second Year Disbursement  
Extension**

### Monitoring Report

- Progress report submission
- End report submission
- Financial expenditure
- Milestone and achievement

# RESEARCH MANAGER (RM) & ASSISTANT RESEARCH MANAGER (ARM)

## RESEARCH MANAGER

- To improve quality services
- Up close and personal relationship
  - 1 RM= 425 researchers
- Total of 1700 active researchers



RM ROHAIZA  
ARM SARAH



SENIOR RESEARCH MANAGER (SRM)  
NOOR FAZILAH ZAKARIA



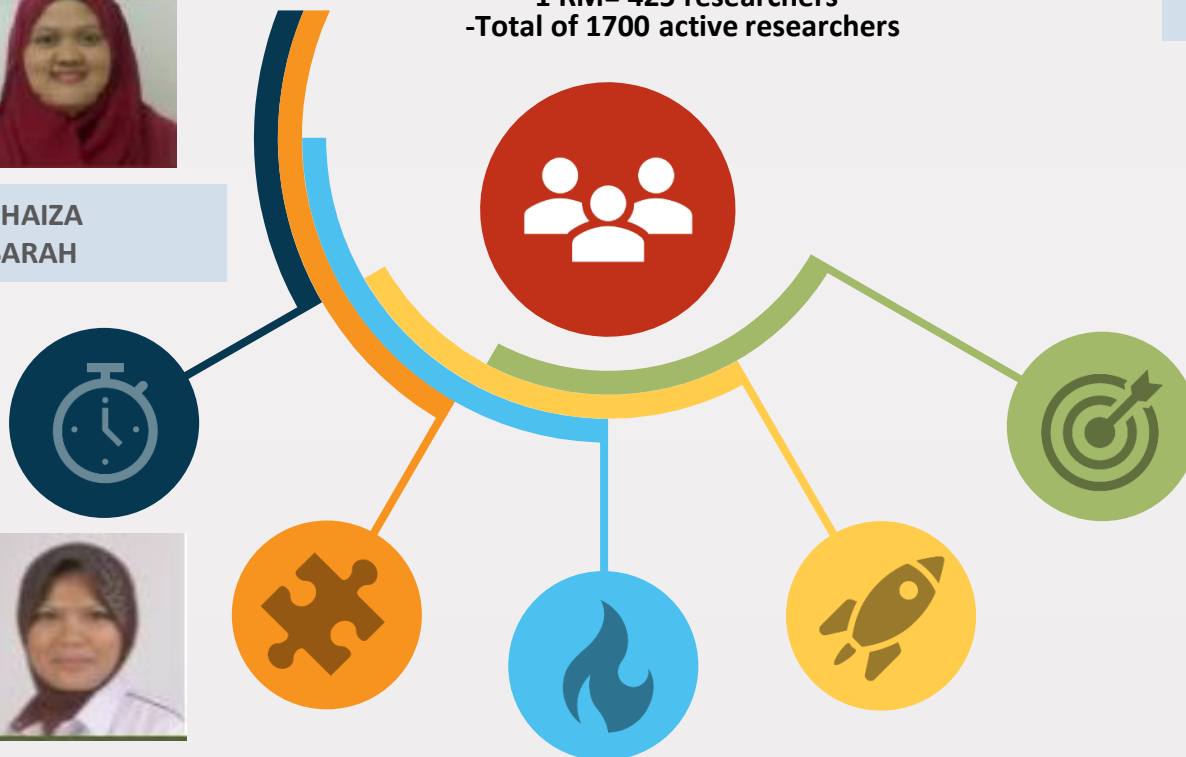
RM NORLINDA  
ARM HAZIDA



RM HASMAYATI  
ARM AMELIA



RM NORFAEZA  
ARM NABILAH





# RESEARCH MANAGEMENT DEPARTMENT

## Record & Proposal

- ✓ Proposal management
- ✓ Grant registration
- ✓ Project Leader replacement
- ✓ Add / Delete Research Member

## Appointment

- ✓ RA/ ARO/ RO application
- ✓ SLPP-GRA /SLPP-SRA
- ✓ Wages application
- ✓ Appointment termination

## Research Activity

- ✓ Local research activity application
- ✓ Oversea research activity application
- ✓ Visiting Professor
- ✓ Workshop application
- ✓ SODO virement

## Monitoring

- ✓ Progress Report (PR)
- ✓ End Report (ER)
- ✓ Second year disbursement (KPM and University grant)
- ✓ Project extension

# RESEARCH GRANT CATEGORY

## 1: UNIVERSITY

### GERAN UNIVERSITI PENYELIDIKAN (GUP)

- TIER 1
- TIER 2/EG/PAS
- UTMShine/HIR/UTMTDR/COE/CRG
- Matching Grant/ Industri International Incentive Grant (IIIG)
- PDRU

### INSTITUSI

- UTM R&D FUND
- Award Grant
- UTMTRG/ TRG@Campus
- UTM Top-Down

### PTJ

- UTM Razak
- MJIIT
- PRGS-ICC

## 2: NATIONAL

### NGO / State Government

- Others
- Contract

### KEMENTERIAN KERAJAAN

- FRGS/TRGS/PRGS/LRGS
- MYLAB/MRUN
- PPRN
- KTP /LEP
- NAPREC
- Translational Research Grant
- Sciencefund
- Inno Fund MESTECC
- ICF MESTECC



## 3: INDUSTRY

### COMPANY/MULTINASIONAL

### UMW

### PROTON

### TNB

- Contract DTD
- Contract

### GATES IT

### QSR

### PLUS

## 4: INTERNATIONAL

UNIVERSITY : HANYANG, SRIWIJAYA, TOKAI

INDUSTRY : TAKASAGO, NIPPON SHEET

AGENCY : EU, JICA, EC

- Others
- Contract

| Jenis Geran  | Deskripsi   |
|--------------|---|
| Others       | Projek <b>TIADA</b> bayaran khidmat prof/ honorarium kepada penyelidik UTM  |
| Contract     | Projek <b>ADA</b> bayaran khidmat professional kepada staf akademik UTM. Perlu beri sumbangan kepada UTM sebanyak 25% daripada bayaran honorarium tersebut. |
| Contract DTD | Projek <b>ADA</b> caj bayaran perkhidmatan kepada RMC sebanyak 5% dari peruntukan lulus.  |



# Research Proposal

## Types of proposal

- **GUP Grants** (Tier 1, Tier 2, PAS, Flagship, CRG, IIIG, PDRU)
- **External Grants - National** - Private, Industry, MOHE, MOSTI, NAPREC, CREST, IISJ
- **External Grants - International** - AUNSEED, NEWTON, Nippon Sheet
- All new types of grant

## Documents

- RADIS grant management module
- Approved Proposal
- Letter of award
- MOA (completed and signed) if any
- Others document related with the project



## Proposal



## Documents

## Project Leader



## Project Leader responsibilities

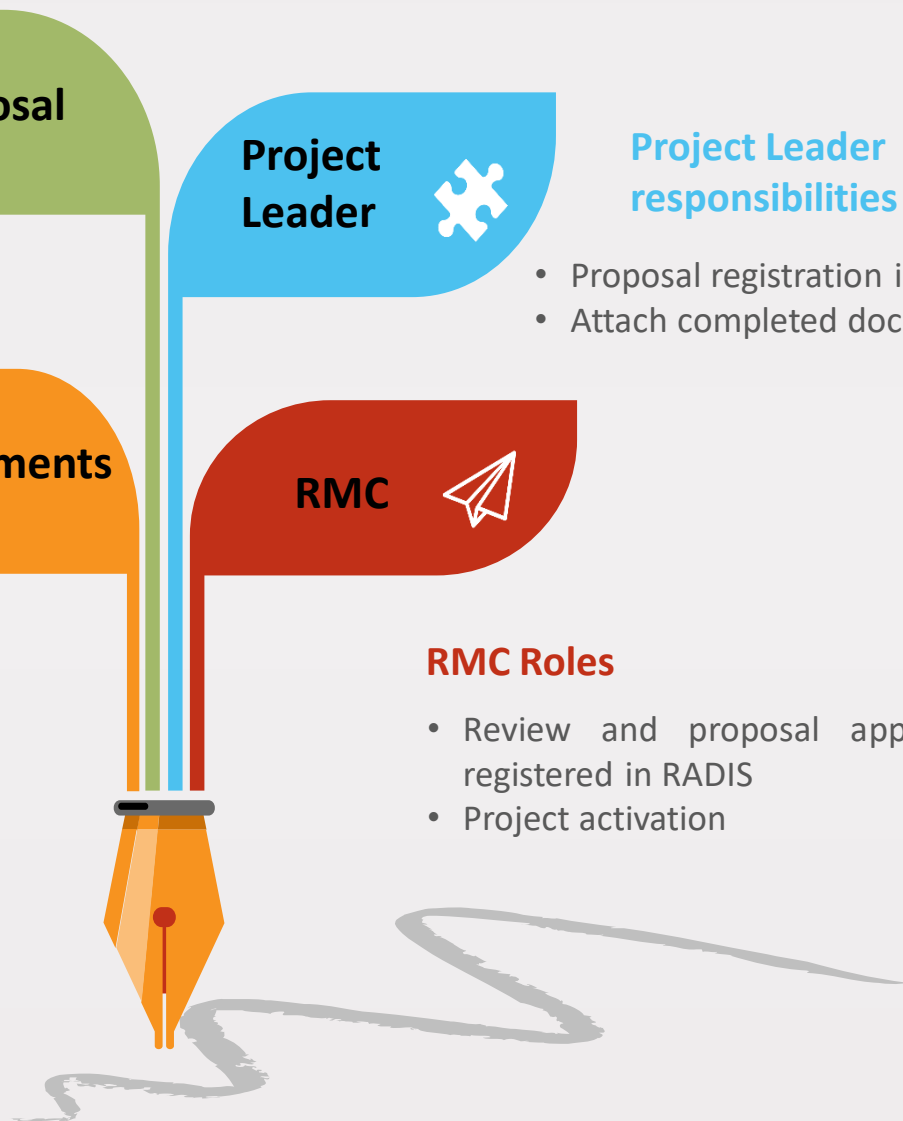
- Proposal registration in RADIS
- Attach completed documents

## RMC



## RMC Roles

- Review and proposal approval registered in RADIS
- Project activation





# Appointment

## Types

- Research Officer (RO)
- Assistant Research Officer (ARO)
- Research Assistant (RA)
- Student Working Scheme (SPB)
- Research Student Grant (RSG)
- Post Doctoral Fellowship
- Research Wages (Upah Penyelidikan)
- Job on Campus (JOC)  
implement on Sep 2018

## Project Leader Responsibilities

- Understanding the nature Research Appointment
- Completion of appointment documents upon submission
- Ensuring the staff / student performs the assigned tasks.
- Submission application at appropriate time



## Documents

### RO/ ARO/ RA/ SPB/RSG/ JOC

- RADIS appointment module
- Annual Payroll Schedule
- Job On Campus (JOC) Guideline
- Salary Schedule For RO / ARO / RA Appointments Under Research Vot
- Pekeliling Pentadbiran Bil 38/2011 (Allowance)

### Post Doc

- RADIS grant module
- Personal document
- Post Doctoral Scheme Agreement
- Income Tax Declaration Form

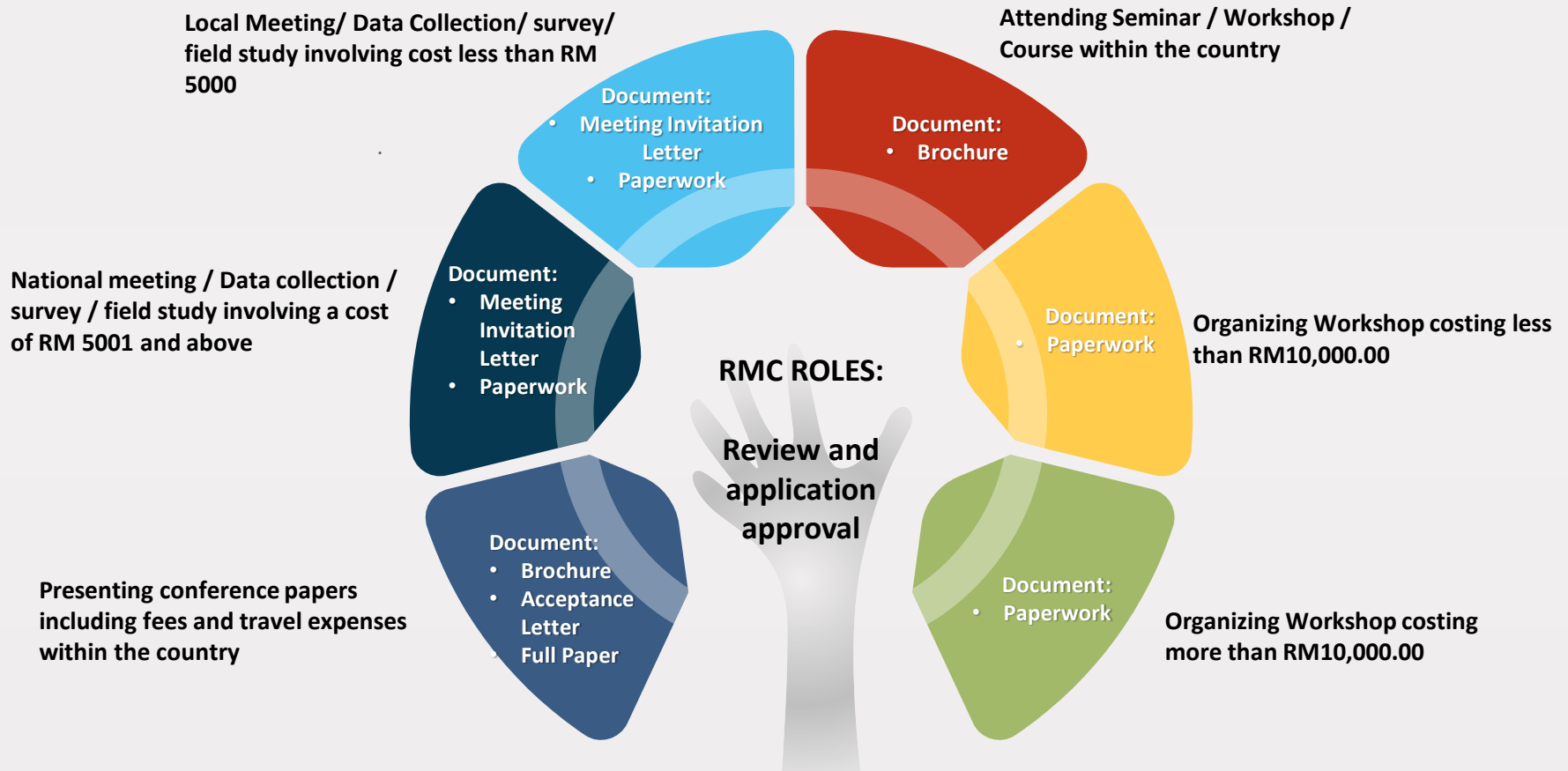
## RMC Role

- Review and approve appointment applications
- Recording all expenses of appointment and commitments



# RESEARCH ACTIVITY

Project Leader responsibilities: Apply in Radis Activity with complete documents



Oversea activities application under RMC research grant must be submitted through E-Boarding(UTMHR)



# Monitoring

## DOCUMENT

- RADIS Monitoring Management Module
- RADIS SODO Virement Module
- RADIS Project Extension Module
- Sponsors Progress/End Report
- Approval of Virement and Extension from sponsor (External Grants)

## PROJECT LEADER RESPONSIBILITIES

- Ensure project KPI 's achieved.
- All Progress/End Report submitted as requested by RMC/Sponsor.

## TYPES

## DOCUMENT

## RMC ROLES

## PROJECT LEADER RESPONSIBILITIES

## TYPES

- Project Extension
- SODO Virement
- Second year disbursement
- Project Monitoring.
- KPI achievement.
- Progress/End report submission.

## RMC ROLES

- Review and application approval.
- Report compilation for submission to sponsor.

# PROJECT MODIFICATION



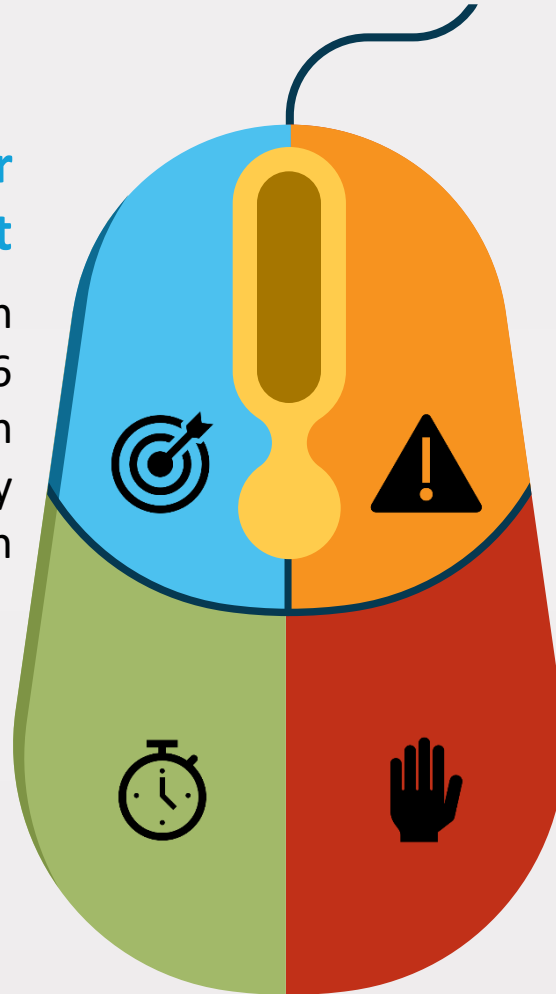
## Project leader replacement

- 1) Resign
- 2) Sabbatical leave > than 6 month
- 3) Passed away
- 4) Attachment > 6 month



## Addition or dismissal of project members

According to the needs of the project.



## Project extension



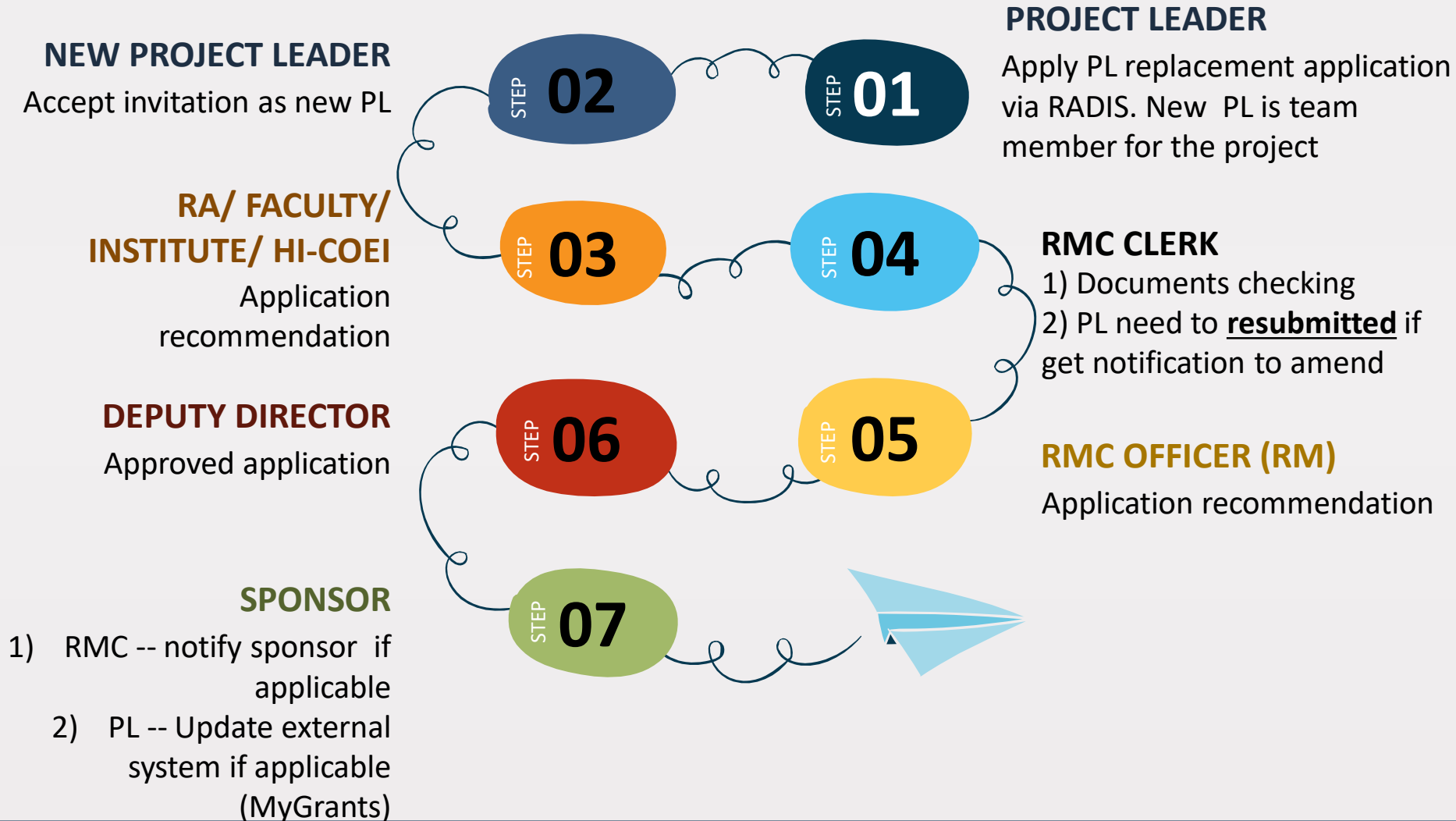
Additional time requirements for project execution.

## SODO virement



change of budget SODO according to project requirements

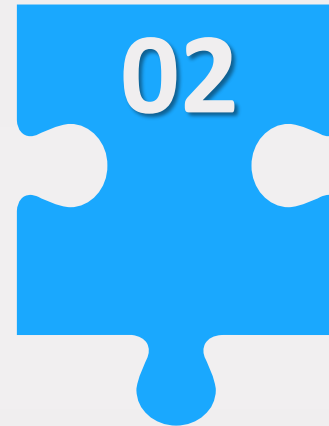
## PROJECT LEADER REPLACEMENT



# ADDITION AND DISMISSAL OF PROJECT MEMBER

## PROJECT LEADER

Add/ dismiss team member in RADIS with justification



## RMC CLERK

1) Documents checking  
2) PL need to **resubmitted** if get notification to amend

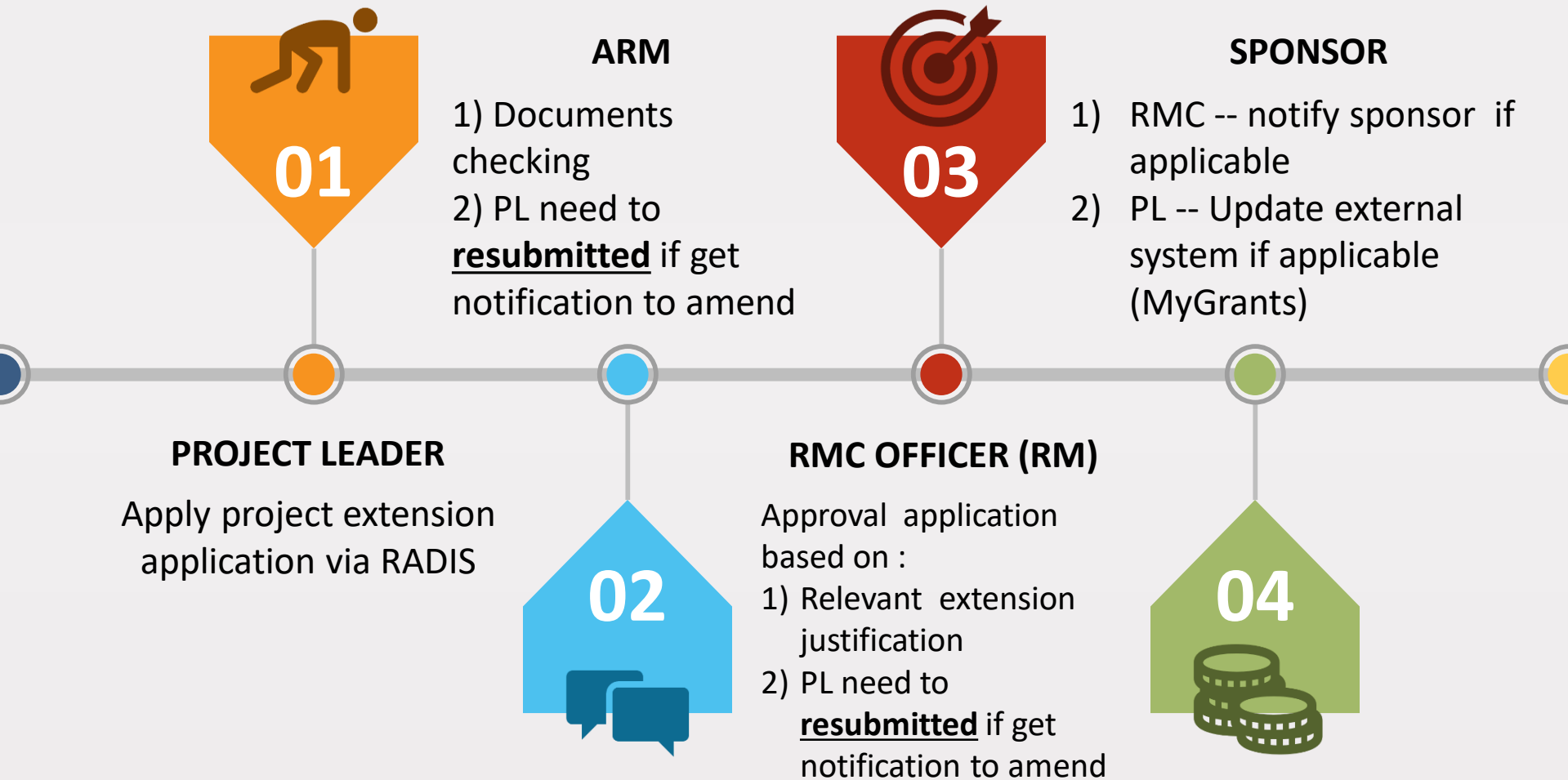


## RMC OFFICER (RM)

Application approval

# PROJECT MODIFICATION

# PROJECT EXTENSION



# PROJECT MODIFICATION

## SODO VIREMENT

### PROJECT LEADER



- 1) PL is allow to make virement in RADIS  
EXCEPT involve B11 as SODO contributor (out)
- 2) PL need to email to RM if the virement involve B11 as SODO contributor (out)

### RADIS



- 1) RADIS check capping for relevant SODO receive (in)



### RMC OFFICER (RM)



Approval application based on :

- 1) Check B11 commitment (student appointment)
- 2) Relevant justification if back dated application
- 3) PL need to **resubmitted** if get notification to amend
- 4) RM do virement in RADIS if approved

### SPONSOR



- 1) RMC -- notify sponsor if applicable
- 2) PL -- Update external system if applicable (MyGrants)

# TADBIR URUS DAN GARIS PANDUAN

## UTM & SPONSOR



Sistem RADIS UTM: [radis.utm.my](http://radis.utm.my)  
Laman Web RMC UTM: [www.rmc.utm.my](http://www.rmc.utm.my)



### **GARIS PANDUAN GERAN PENYELIDIKAN**

Semua jenis geran penyelidikan mempunyai peraturan dan garis panduan yang perlu dipatuhi



### **TADBIR URUS GERAN PENYELIDIKAN**

Perlaksanaan pengurusan geran penyelidikan perlu mematuhi tadbir urus yang telah ditetapkan oleh UTM dan penaja



### **PEKELILING UNIVERSITI & PERBENDAHARAAN**

Prosedur kewangan geran penyelidikan yang diuruskan oleh RMC perlu mematuhi pekeliling universiti dan perbendaharaan

Sistem MESTECC: [ernd.mestecc.gov.my](http://ernd.mestecc.gov.my) / [www.edana.org](http://www.edana.org)  
Sistem KPM: [mygrants.gov.my](http://mygrants.gov.my)





Terima Kasih