

Version No. :	00
Revision No. :	00
Effective Date :	18 <sup>th</sup> April 2016



الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
وَتَبَرَّكُوا فِي سَائِرِ الْأَشْهُارِ بِمَدِينَتِنَا

**RESEARCH MANAGEMENT CENTRE**  
Tel: 03-6196 4632/ 5019 /5017 | Fax: 03-6196 4862

## DISBURSEMENT REQUEST FORM FOR CONTRACT RESEARCH (MAXIMUM 100K)

Name : \_\_\_\_\_

Staff No. : \_\_\_\_\_ Kull./Dept.: \_\_\_\_\_

Project Title : \_\_\_\_\_

Project ID : \_\_\_\_\_

Start Date : \_\_\_\_\_ End Date: \_\_\_\_\_

Please tick (√):

Upfront/initial disbursement

Progress disbursement

Final disbursement

### Proposed Expenditure:

Vote Code	Description of Expenditure	Amount (RM)
<b>Vote 21000</b> <i>Travelling Expenses &amp; Subsistence</i>		
<b>Vote 27508</b> <i>Research Equipment &amp; Supplies</i>		
<b>Vote 29000</b> <i>Professional Services &amp; Other Services</i>		
<b>Total</b>		

### Note:

- Maximum request for disbursement RM100K.
- For V21000, travelling approval form for local or overseas travelling must be attached.
- For V29000, all expenses including Appointment Form of Research Analyst / Enumerator must be attached.
- Please keep all receipts according to the respective vote.
- For lump sum payment: 70% of total grant at the start of the project and balance upon reaching 50% of the project duration.
- For staggered payment: 100% from the staggered payment.

**\*for no. 5 & 6 – subject to 2% of management fee deduction**

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**REQUESTED BY:**

\_\_\_\_\_  
Signature and stamp

\_\_\_\_\_  
Date:

Name:

**APPROVAL BY DEAN OF RESEARCH MANAGEMENT CENTRE**

Approved

Not Approved

Comment:

\_\_\_\_\_  
Signature and stamp

\_\_\_\_\_  
Date:

Name:

**APPROVAL BY DEPUTY RECTOR (RESEARCH AND INNOVATION)**

Approved

Not Approved

Comment:

\_\_\_\_\_  
Signature and stamp

\_\_\_\_\_  
Date:

Name: