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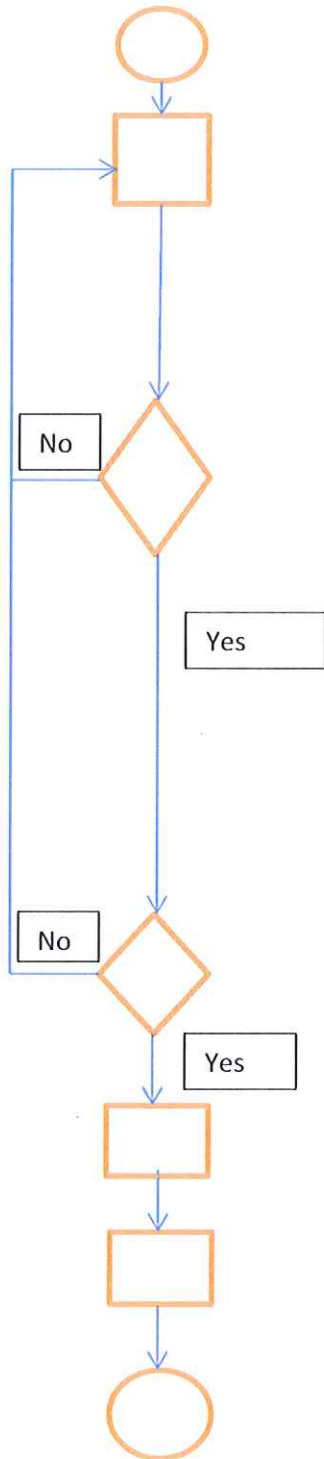
Position : Deputy Director (Administration)

Position : Director, Research Management Centre

Date : 01/09/2017

Date : 01/09/2017

CONTROLLED COPY NO. :



Start

Receive complete **Research Claim Form** or **Request for Payment Form** (invoice) with signatures.

Check whether the form is complete :

- 1) Allocation is to be taken from V29000
- 2) The following documents are attached :
 - a) Copy of letter of acceptance from the publisher.
 - b) Receipt of fee payment or invoice (verified by the researcher). The date of the receipt or invoice must be within the research period.
 - c) Evidence that the paper will be published as 'article' if the grant requires journal article.
 - d) Evidence that the paper will be published in indexed journal, if the grant requires publication in indexed journal.
 - e) Details for payment (external parties)
 - f) Copy of full paper.
 - g) Ensure acknowledgement to the funder is made in the paper.

Check against balance of grant (Vote 29000) in RMS whether the allocation is sufficient to pay for the reimbursement / invoice

Verify, recommend and approve the application, sign, date and stamp.

Submit the document to Finance Zone 2 (Gombak) / RMC (Kuantan) for payment purposes

End