

RESEARCH ADVANCEMENT REPORT FORM

INSTRUCTION:

1. Please ensure the following **documents are attached** with the completed form.
2. All expenses must adhere to the General / Funder Guidelines for Research Funding and IIUM Financial Policy.
3. Researcher is responsible to get the approval from the relevant authority prior to purchase.

CHECKLIST:

| No | Items | Check List (Please tick) |
|----|--|--------------------------|
| 1 | Completed Form with signature | <input type="checkbox"/> |
| 2 | Original receipts sorted according to Votes (pasted on A4 paper) | <input type="checkbox"/> |
| 3 | Proof of expenses: | |
| | Conversion proof for expenses not in Ringgit Malaysia – Oanda.com | <input type="checkbox"/> |
| | Copy of online transaction (<i>if payment through online</i>) | <input type="checkbox"/> |
| 4 | Registration fee – <ul style="list-style-type: none"> • Copy of approval form for Attending Seminar/ Conference / Workshop / Training | <input type="checkbox"/> |
| 5. | Publication fee – <ul style="list-style-type: none"> • Receipt of payment • Full Article with acknowledgement to the funder • Acceptance of Article • Evidence that the journal is currently indexed by WoS – SCOPUS – ERA | <input type="checkbox"/> |

| FOR OFFICE USE | |
|--------------------------------|--------------------|
| Document Complete / Incomplete | Checked by: |
| Date: | Name: |
| | Position: |

| A REQUESTOR DETAILS | | | | |
|---------------------|--|--|------------------------|-------------|
| Date: | | | | |
| Name of Requestor : | | | Staff No./ Matric No.: | |
| K / C / D / I: | | | Tel No. / Mobile No. : | |
| Project ID : | | | | |
| B RECEIPTS DETAILS | | | | |
| NO. | ITEMS | RESEARCH VOTE | IUM VOTE | AMOUNT (RM) |
| A | ADVANCEMENT TAKEN | | V36000 | |
| B | DETAIL OF RECEIPTS | | | |
| 1 | Travelling Expenses & Subsistence | V21000 | | |
| | Local | | B21101 | |
| | Overseas | | B21201 | |
| 2 | Rental | V24000 | | |
| | Ship and Boat Rental | | B24110 | |
| | Other Machinery Rental | | B24114 | |
| | Other Rental (<i>Car / Computer etc</i>) | | B24199 | |
| 3 | Research Material and Supplies | V26000 (E-SCIENCE) / V27000 | | |
| | Stationery (<i>related to research only</i>) | | B27102 | |
| | Disposable Science Supply | | B27503 | |
| | Research Material Supplies | | B27505 | |
| | Research Equipment and Supplies (<i>Contract Research only</i>) | | B27508 | |
| | Computer Software and License | | B27701 | |
| 4 | Maintenance and Minor Repair Services | V28000 | | |
| | Machinery Maintenance and Repair | | B28351 | |
| | Computer Maintenance and Repair | | B28651 | |
| | Scientific Equipment Maintenance and Repair | | B28751 | |
| | Civil Maintenance (<i>Installation of partition for Laboratory as approve in the proposal</i>) | | B28401 | |
| 5 | Professional Services and Other services | V29000 | | |
| | Scientific and Research Services (<i>Analysis / Sampling</i>) | | B29115 | |
| | Patent / Copyright / IP | | B29136 | |
| | Advertising and Publication Services (fee) | | B29120 | |
| | Other Services (<i>Data subscription / Renewal of Software License</i>) | | B29199 | |
| | Printing / Photocopy | | B29201 | |
| | Entertainment / Refreshment (<i>related to research only and subject to Government Policy</i>) | | B29401 | |
| | Honorarium (<i>Enumerators / Proof reading / Editing / Consultant fee / Research Assistant</i>) | | B29404 | |
| | Conference / Seminar / Workshop Fee (local) | | B52102 | |
| | Conference Fee (Overseas) | | B52103 | |
| | Special Program (<i>Focus Group Discussion</i>) | | B52207 | |

| | | | | |
|-------------------------------------|--|---------------|---------------|--|
| 6 | Equipment | V35000 | | |
| | Asset (RM5,000 and above) | | | |
| | AV Equipment | | A35501 | |
| | ICT Related <i>(Workstation / Laptop / iPad, Hand Phone, Printer – as approved in the proposal)</i> | | A38101 | |
| | Scientific Equipment | | A39401 | |
| | Inventory (RM500 – RM4,999.99 per item) | | B27801 | |
| TOTAL AMOUNT OF RECEIPTS | | | | |
| BALANCE (A – B) | | | | |
| AMOUNT TO REIMBURSE / REFUND | | | | |

C DECLARATION BY REQUESTOR

| | |
|---|---|
| <p>I, the requestor of the above, hereby declare that all receipts attached are genuine and the claims are true.</p> <p>Signature: _____</p> <p>Date: _____</p> | <p>VERIFIED BY: <i>(if requestor is not the Principal Researcher)</i></p> <p>Principal Researcher's : _____ Signature</p> <p>Stamp:</p> <p>Date: _____</p> |
|---|---|

D APPROVAL BY: HEAD OF RESEARCH / DEPUTY DEAN (POSTGRADUATE & RESEARCH) / DEPUTY DIRECTOR (RMC)

| | | |
|-----------------------------------|---------------------------------------|---------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Not Approved | Comment: - _____ |
| Signature: _____ | | |
| Stamp: | Date: | |

| | |
|----------------------|--|
| PROJECT NO | |
| RESEARCH VOTE | |
| TOTAL (RM) | |

| No. | Details | Amount (RM) |
|--------------|----------------|--------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total | | |

I, the researcher of this project, hereby declare that all the above receipts are genuine and the claims are true.

Signature:

Name: