



## INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA (IIUM)

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### GUIDELINES ON THE USAGE OF RESEARCH GRANT AFTER COMPLETION DATE

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#### 1. CITATION

This guideline shall be referred to as the Guidelines on the Usage of Research Grant after Completion Date. It intends to provide clarification on the utilisation of research grant after the completion date of the project.

#### 2. PURPOSE

2.1. The purpose of this guideline is to be a source of reference and guidance to researchers to ensure that the research grant awarded shall be optimally utilised in producing the research outputs.

#### 3. APPLICATION

These guidelines shall be applicable to all grants managed by the Research Management Centre and shall be read together with the specific guidelines provided by the respective funding agencies.

#### 4. DATE OF IMPLEMENTATION

These regulations shall be effective from 17 October 2018 onwards

#### 5. INTERPRETATION

In these regulations, unless otherwise stated –

“**Grant**” means a sum of money allocated by the government, university, private or international organizations for the University or academic staff to conduct a specific research;

“**Project**” means a planned piece of research work that has particular aims and objectives, which is funded by government, university, private or international organizations in the form of grant;



“**Research**” comprises creative work undertaken on a systematic basis in order to expand the body of knowledge, including knowledge of man, culture and society, and the use of this knowledge to devise new applications;

“**End Date**” means the deadline in conducting the research;

“**Active Project**” means ongoing research project within the period approved by the funder i.e. from the start date to the project's end date;

“**Expiration**” means a research project that has reached its completion date and the project leader has not submitted a final report to the funder;

“**Completion**” means a completed research project where the project leader has submitted the final research report to the funder;

“**Researcher**” means any person who conducts research;

“**University**” refers to the International Islamic University Malaysia.

## 6. USAGE OF GRANT AFTER PROJECT COMPLETION DATE

6.1. Within **THREE (3) MONTHS** after the project completion date, a researcher is allowed:

- i) to settle any outstanding invoice payment for official order using procurement which was approved during the active duration of the project;
- ii) to settle any claim made via original payment receipt during the active duration of the project;
- iii) to settle expenses for holding workshops related to publication of journal articles or books, technical report writing and final research reports where the programmes have been approved during the active duration of the project ;
- iv) to settle expenses including payment of honorarium for tasks related to the preparation of the research final documents i.e. writing journal articles or books, writing technical reports and research final report. The tasks include, among others, translating, editing and proofreading;
- v) to pay the publication fees for articles accepted for publication. The acceptance letters from the publishers must be attached when making the application for payment or claim.

*Note: 1.Payment for items (iii) until (v) shall be made by utilising all the balance of the grant notwithstanding the allocation of the approved vote.*

6.2. Within **TWELVE (12) MONTHS** after project completion date, a researcher is allowed:



- i) to make payment to publishing companies for publication and printing of books
- ii) to pay the publication fees for articles which are newly accepted for publication due to reasons such as rejection by an earlier publisher. The acceptance letters from the publishers must be attached when making the application for payment or claim.

*Note: Application shall be made according to the official order and financial procedures of the University while the project is still active. The cost shall be borne by vote 29000.*

- iii) to settle payment of conference fees for local or overseas conferences that take place after the expiration of the project.

*Note: Application must be made in accordance with the procedure of attending conferences while the project is still active. The cost shall be borne by vote 29000.*

6.3. Items 6.1 and 6.2 are applicable for research projects funded by internal and external funds; except,

- i) For research projects funded by the Ministry of Energy, Science, Technology, Environment and Climate Change (MESTECC), only items 6.1 (i) and (ii) are applicable.
- ii) For research projects funded by the Ministry of Education (MOE), items 6.1 (i) until (v) are applicable.

