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Effective Date: 22/12/2020

**RESEARCH MANAGEMENT CENTRE**

**APPLICATION AND APPROVAL FORM FOR ATTENDING VIRTUAL CONFERENCE / SEMINAR / WORKSHOP USING RESEARCH GRANT**

*This form needs to be submitted to RMC at least* ***10 working days*** *before the event.*

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| --- | --- | --- |
| **Details** | | |
| **A** | Name of Applicant : | |
| Department : | |
| Kulliyyah : | |
| Tel No. / Mobile No. : | |
| Type of Research Grant : | Project ID : |
| Conference Title: | |
| Organizer : | |
| Date : | |
| Title of Paper : | |
|  | |
| Name of Presenter : | |
| **Financial Implication** | |
| Conference/Registration Fee : RM | **Important. Please attach:**  Full paper with acknowledgement (optional)  Acceptance Letter    Complete brochure of the conference |
| Publication Fee : RM |
| Signature :  Date : |
| **Comments and Endorsement** | | |
| **B** | **HEAD OF DEPARTMENT**  Recommended  Not Recommended  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date :  Stamp: | **DEAN OF KULLIYYAH/DIVISION/CENTRE/ INSTITUTE**  Recommended  Not Recommended  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date :  Stamp: |
| **Official of use of RMC** | | |
| **C** | With regards to the above matter, we would like to inform you that your application has been:   1. **Approved** for total amount of RM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. **Rejected** due to:    1. Insufficient grant balance.    2. Late submission.    3. Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Thank you.  Deputy Director  Grant Management Unit Date: | |