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Version: 00

Revision: 00

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.*

|  |
| --- |
| **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**RecommendedNot RecommendedSignature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date : Stamp: | **DEAN OF KULLIYYAH/DIVISION/CENTRE/ INSTITUTE**RecommendedNot RecommendedSignature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_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 DirectorGrant Management Unit Date: |