



RESEARCH ADVANCEMENT REPORT FORM

INSTRUCTIONS:

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 original signature	<input type="checkbox"/>
2	<ul style="list-style-type: none"> • Original receipts sorted according to Votes (pasted on A4 paper) • All claims for reimbursement must be submitted within 6 months from the date of receipt • All expenses incurred should be made before the end date of the project • All receipts & related documents must be verified by the Head of Research (Internal Grants) / Asst. Director of RMC (Ministry Grant) 	<input type="checkbox"/>
3	Proof of expenses:	
	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"> • Original Receipts • Full Article with acknowledgement to the funder by using funder reference code • Acceptance of Article • Evidence that the journal is currently indexed by WoS – SCOPUS – ERA - MyCite <p>Notes: MyCite (Applicable for FRGS 2021 onwards)</p>	<input type="checkbox"/>

FOR OFFICE USE

Document Complete / Incomplete

Date:

Checked by:

Name:

Position:

A REQUESTOR DETAILS					
Date:					
Name of Requestor :			Staff No./ Matric No.:		
K / C / D /I:			Tel No. / Mobile No. :		
Project ID :					
Type of Grant : <input type="checkbox"/> Ministry Grant <input type="checkbox"/> Internal Grant					
Project Title :					
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 (Workstation / Laptop / iPad, Hand Phone, Printer – as approved in the proposal)		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

I, the requestor of the above, hereby declare that all receipts attached are genuine and the claims are true.

Signature: _____

Date: _____

VERIFIED BY:
(if requestor is not the Principal Researcher)

Principal Researcher's : _____
Signature

Stamp:

Date: _____

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

Approved

Not Approved
Comment: -

Signature: _____

Stamp:

Date:

Notes:**1. Internal Grants:**

- a) Researcher obtains approval from the Head of Research/Deputy Dean (Postgraduate & Research)
- b) Kuliyyah submits document directly to the Finance Zone 2 (except for the backdated salary for the Graduate Research Assistant, Procurement and Disbursement)

2. Ministry Grants (MOHE & MOSTI Grants) – Verification and approval by the Deputy Director (RMC)

