

RESEARCH PROJECT EXECUTION



UTM
UNIVERSITI TEKNOLOGI MALAYSIA



APPOINTMENT

Types

- Research Officer (RO)
- Assistant Research Officer (ARO)
- Research Assistant (RA)
- Student Working Scheme (SPB)
- Research Student Grant (RSG)
- Post Doctoral Fellowship
- Research Wages (Upah Penyelidikan)
- Job on Campus (JOC)
implementation: September 2018

Project Leader's Responsibilities

- Understanding the nature of research appointment
- Completion of appointment documents upon submission
- Ensuring the staff / student performs the assigned tasks
- Submission of application at appropriate time



Documents

RO/ ARO / RA / SPB / RSG

- RADIS Appointment Module
- Annual Payroll Schedule
- Job On Campus (JOC) Guideline
- Salary Schedule For RO / ARO / RA Appointment Under Research Vot
- Pekeliling Pentadbiran Bil 38/2011 (Allowance)

Post Doc

- RADIS Grant Module
- Personal document
- Post Doctoral Scheme Agreement
- Income Tax Declaration Form

RMC'S Role

- Review and approve appointment applications
- Recording of appointments expenses and commitments

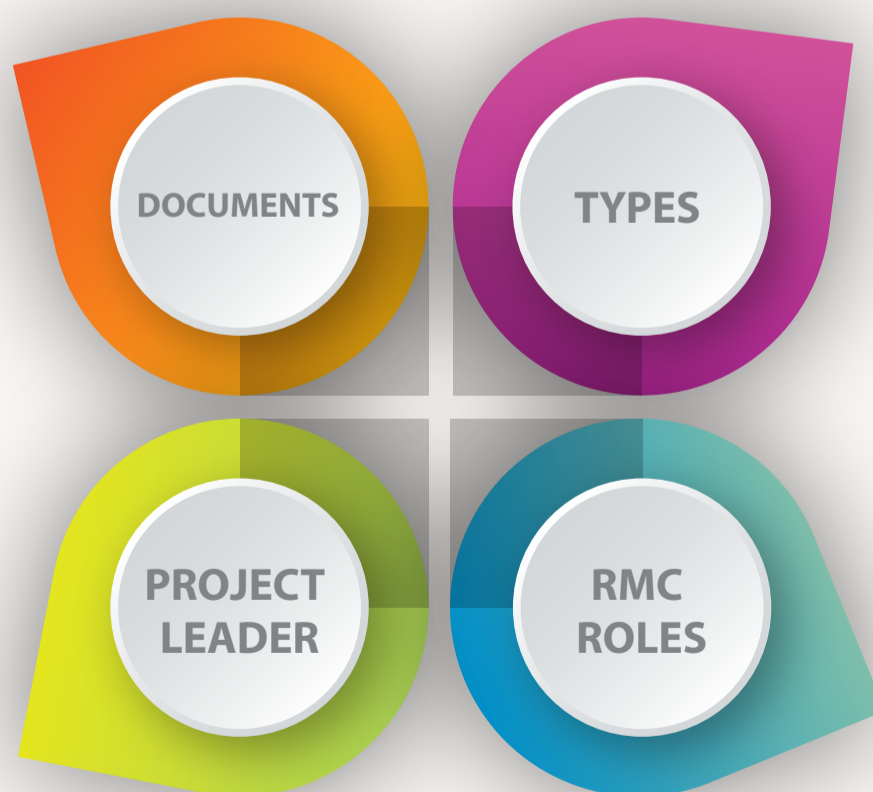
PROJECT MONITORING

DOCUMENTS

- > RADIS Monitoring Management Module
- > Radis SODO virement Module
- > RADIS Project Extension Module
- > Sponsors Progress / End Report
- > Approval of Virement and Extension from sponsor (External Grants)

PROJECT LEADER'S RESPONSIBILITIES

- > Ensure project KPI's achieved
- > Progress / End Report submission as requested by RMC/Sponsor



TYPES

- > Project extension
- > SODO virement
- > Second year disbursement
- > KPI achievement
- > Progress/End Report submission

RMC'S ROLE

- > Review and approve report, virements and project extension
- > monitor KPIs achievements
- > Report compilation for submission to sponsor