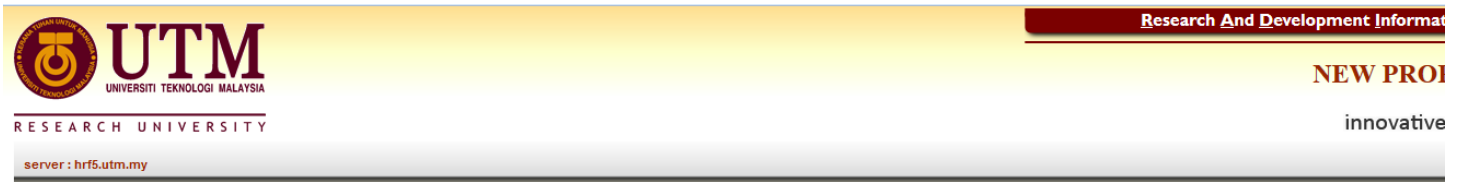


HOW TO REGISTER YOUR POST DOC GRANTS

1. Login into RADIS : <https://radis.utm.my/rmc/>
2. Click Research Grant
3. Select Grant Management - Grant Application / Registration
4. Insert Required field and click 'Next'



New Proposal Application

Application Information

Staff No.
Project Leader Name
Position and Grade
Research Alliance
Faculty
Type of Service
Service Due Date
Staff Classification

Ref. No will be
Ref. No.
Date
Time
Email
Handphone No.
Office No.
Gender

Research Information

Title of Research

Title of Project

Category of Grant

Internal

Type of Grant

Please Choose

Choose : Professional Development Research University (PDRU)

Research Duration

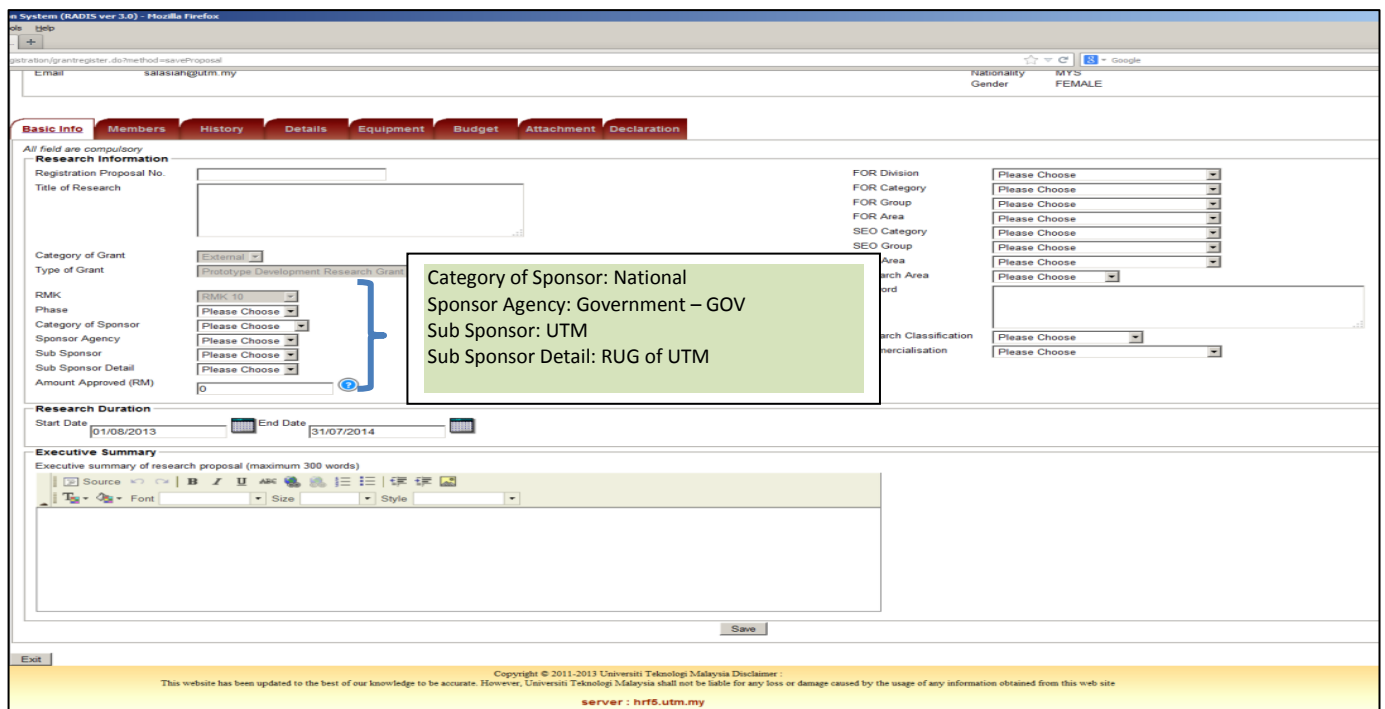
Start Date End Date Duration

Eg: Start 1 May 2015

Calculate based on appointment date

Next Reset Cancel

5. Insert Required field as follows:



6. Update all required fields in all tabs.
7. Update members (*only insert Post-Doctoral*)
 - a. Select collaborator
 - b. Insert Post-Doctoral CV
8. Update information on budget by V-Series & Sodo
 - a. **V11000 – total salary/year (RMXXX x 24 month)**
 - b. **V13000 – KWSP/Socso RM8,030.00 X 2 = RM 16,060.00- for local Post-Doctoral**
 - c. **V29000 – medical claim RM600.00 X 2 = RM1,200.00**
 - d. **V21000 – travel & expenses RM4,400.00 (return flight ticket - coming to Malaysia & going back to hometown after contract end)- for international Post-Doctoral only**
9. Please attach all relevant documents as follows :
 - a. Post-Doctoral research proposal
 - b. Flow Chart research
 - c. Post-Doctoral Offer Letter
 - d. PhD Certificate
10. Submit application

*Prepared by
Project Management Division
Nov 2017*