

RESEARCH ACTIVITY

Project Leader responsibilities: Apply in RADIS Activity Module with completed documents

Local meeting/ data collection/ survey/ Attending seminar / workshop / field study involving cost less than Course within the country **Document:** Document: RM 10,000 **Brochure Meeting Invitation** Invitation/Acceptance Letter Letter **Paperwork Document:** Document: **Paperwork** National meeting / data Invitation Three (3) Organizing workshop costing collection / survey / field Letter quotation less than RM10,000 study involving a cost of RM **Tentative RMC ROLES:** (if any) program 10,000 and above List of **Paperwork** participant **Review and** approve **Document:** activity **Paperwork Document:** Three (3) Presenting conference papers applications Brochure quotation Acceptance including fees and travel Organizing workshop costing (if any) Letter expenses within the country more than RM10,000 List of **Full Paper** participant

- Oversea activity applications under RMC research grant must be submitted through E-Boarding(UTMHR)
- For backdated activity, Project Leader must attach justification letter and submitted through RADIS
- For activity not in a proposal, Project Leader must email <u>unitaktivitirmc@utm.my</u> to seek approval. Upon obtaining approval from RMC Director, attach the approval letter and submitted through RADIS