	Procedure Quality Management System MS ISO 9001:2015 GRANT ACCOUNT MONITORING AND CLOSING	
	Ref Num	AIMST-SOP-RMC-12
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PROCEDURE

GRANT ACCOUNT MONITORING AND CLOSING

Prepared By	Verified By
RESEARCH & DEVELOPMENT OFFICER	DIRECTOR OF RESEARCH MANAGEMENT CENTRE
Approved By	
VICE CHANCELLOR	




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REVISION HISTORY

Rev. No	Rev. Date	Summary of Changes	Author

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1.0 OBJECTIVE

This procedure is established to ensure the monitoring process for grant progress report, application for extension and completion of research project are effectively and efficiently managed.

2.0 SCOPE

This procedure is a mandatory document and shall be implemented by all principle investigators and RMC staff.

3.0 ABBREVIATION

PI : Principal Investigator
RMC : Research Management Centre
DRMC : Director of Research Management Centre
RDO : Research & Development Officer

4.0 DEFINITION

Principal Investigator : The lead researcher for a grant project.
Research Management Centre : Centre responsible for research related administration.
Grant : Research funds awarded by various agencies

5.0 REFERENCE DOCUMENT

No.	Document Name	Location	Ref. No.
5.1	MS ISO 9001:2015	Registry	
5.2	Quality Manual	Registry	AIMST-QM-RMC-01



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6.0 INPUT PROCESS

- 6.1 Grant progress report
- 6.2 Grant extension application
- 6.3 Grant final report

7.0 OUTPUT PROCESS

- 7.1 Progress report
- 7.2 Extension status
- 7.3 Final report

8.0 QUALITY RECORD

No.	Reference Name	Reference No.	Location	Storage Duration
8.1	Individual grant folder		RMC	7 Years
8.2	Grant ledger		RMC	7 Years
8.3	Respective Grant Portal/Email		Online	



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9.0 APPENDIX

9.1 Work process flow

9.1.1 Monitoring of research progress

Responsibilities	Work Flow	Work Process	Quality Record
	<pre> graph TD Start([Start]) --> Step1[Step 1] Step1 --> Step2[Step 2] Step2 --> Step3[Step 3] Step3 --> Complete{Complete} Complete -- No --> Step2 Complete -- Yes --> Step4[Step 4] </pre>		
RDO		1. Reminding PI on progress report submission via email.	Email notification
PI		2. Submission of the progress report to RMC.	
RDO		3. Receiving the progress report from PI and check for the completeness. Reverting back to PI if the progress report is incomplete. 4. Verification and recommending to DRMC for endorsement.	Respective Grant Portal/Email



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DRMC	<pre> graph TD Start(()) --> S5[Step 5] S5 --> S6[Step 6] S6 --> End([End]) </pre>	<p>5. Verification and endorsing the progress report.</p> <p>6. Submission of the progress report to the funding agency.</p>	

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9.1.2 Application for extension of research project

Responsibilities	Work Flow	Work Process	Quality Record
	<pre> graph TD Start([Start]) --> Step1[Step 1] Step1 --> Step2[Step 2] Step2 --> Complete{Complete} Complete -- No --> Step1 Complete -- Yes --> Step3[Step 3] Step3 --> Step4[Step 4] Step4 --> End([End]) </pre>		
RDO		1. Receiving the application of grant research project extension from PI and forward to DRMC for verification and recommendation.	Extension application
DRMC		2. Verification and recommending the grant project extension. 3. Submission of the grant extension application to funding agency.	
RDO		4. Notifying PI on the outcome of the extension.	



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9.1.3 Completion of research project

Responsibilities	Work Flow	Work Process	Quality Record
	<pre> graph TD Start([Start]) --> Step1[Step 1] Step1 --> Step2[Step 2] Step2 --> Complete{Complete} Complete -- No --> Step1 Complete -- Yes --> Step3[Step 3] Step3 --> Step4[Step 4] Step4 --> End([End]) </pre>		
RDO		1. Receiving the final report of the grant from PI and forwarding to DRMC for verification and endorsement.	Final report
DRMC		2. Verification and endorsing final report. 3. Submission of final report to funding agency. 4. Preparation and issuance of completion letter.	