



Procedure  
Quality Management System  
MS ISO 9001:2015

**GRANT APPLICATION PROCESS**

Ref No.	AIMST-SOP-RMC-01
Effective Date	July-18
Revision	01
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**PROCEDURE**

**GRANT APPLICATION PROCESS**

<b>Prepared by</b>	<b>Reviewed by</b>
<b>RESEARCH &amp; DEVELOPMENT OFFICER</b>	<b>DIRECTOR RESEARCH MANAGEMENT CENTRE</b>
<b>Approved by</b>	
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**REVISION HISTORY**

Rev. No	Rev. Date	Summary of Changes	Author
01	01/10/2018	<ul style="list-style-type: none"> <li>• Cover Page: Approved by changed from 'Deputy Vice Chancellor' to 'Vice Chancellor'</li> <li>• The sentence structure for input process 6.1 and 6.2 has been revised.</li> <li>• 9.1: Work process flow has been revised by addition of a decision box at step 9. The sentence structure at Step 1, 2 and 9 has been revised.</li> </ul>	RMC

UNCONTROLLED DOCUMENT

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### 1.0 OBJECTIVE

This procedure describes the process of Grant Application at Research Management Centre (RMC) in AIMST University.


### 2.0 SCOPE

This procedure is a mandatory document and shall be implemented by all RMC staff when an announcement of grant opening is made by the funding agency.

### 3.0 ABBREVIATION

PI	: Principal Investigator
RMC	: Research Management Centre
DRMC	: Director of Research Management Centre
RDO	: Research & Development Officer
PRv	: Panel Reviewers
AP	: Associate Professor
FRC	: Faculty Research Committee

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#### 4.0 DEFINITION

Principal Investigator	:	The lead researcher for a grant project
Faculty Research Committee	:	Faculty assigned academicians responsible to vet/review research proposals
Panel Reviewers	:	University assigned academicians responsible to vet/review research proposals
Research Management Centre	:	Centre responsible for research related administration
Grant	:	Research funds awarded by local or international funding agency, industry, ministry, Non-Governmental Organization or any personnel.
Independent panel	:	Academician (AP and above)

#### 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
5.3	List of External Funding Agencies Guidelines	RMC	



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**6.0 INPUT PROCESS**

- 6.1 Announcement of funding call from funding agency.
- 6.2 Announcement to the staff about funding call and the deadline for application.
- 6.3 Guideline for grant application from funding agency.

**7.0 OUTPUT PROCESS**

- 7.1 Proposals recommended for submission.
- 7.2 Rejected proposals

**8.0 QUALITY RECORD**

No.	Reference Name	Reference No.	Location	Storage Duration
8.1	MOHE Grant application		MyGRANTS system	N/A
8.2	Proof of Faculty Screening of Proposals (Minutes)		RMC	N/A
8.3	Other Grants application		Respective funding agency portal/system	N/A



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**9.0 APPENDIX**

9.1 Work Process Flow

Responsibilities	Work Flow	Work Process	Quality Record
RDO		1. Receiving the grant opening announcement by funding agency and makes an announcement about funding call and deadlines to all academic staff.	Email/Memo/ Web announcement by funding agency
PI		2. Proposals are prepared following the funding agencies guidelines and deadlines.	
FRC		3. All proposals must undergo screening by the Faculty Research Committee.	
PI		4. Screened proposals are submitted to RMC.	



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RDO	<pre> graph TD     A{Faculty proposal screening} -- Yes --&gt; B[Step 6]     A -- No --&gt; B     B --&gt; C[Step 7]     C --&gt; D{Recommend/Resubmission?}     D -- Resubmission --&gt; B     D -- Recommend --&gt; E[Step 8]     E --&gt; F[Step 9]     F --&gt; G{Recommend/Resubmission/Reject?}     G -- Resubmission --&gt; E     G -- Reject --&gt; H[Rejected proposals]     G -- Recommend --&gt; I[Step 10]     I --&gt; J([End])           </pre>	5. Obtaining minutes from the faculty confirming that the proposals have undergone screening at the faculty level. Only proposals that have passed the screening will be subjected to the next phase.	Minutes of faculty proposal screening meeting
DRMC		6. RMC assigns two PRvs to evaluate the proposal	
PRv		7. Panel reviewers will review and recommend/reject the proposals.	
PI		8. PI will make the final amendments as per PRv/RMC recommendation and submits to RMC.	
RDO/DRMC		9. RDO and/or DRMC does the final proposal screening to ensure error free proposals. Final amended proposals are subjected to the final stage which is recommendation and submission to funding agency. If rejected, the proposal is no longer accepted for resubmission	
DRMC		10. Recommendation and submission of the accepted proposal to the funding agency.	