



Procedure
Quality Management System
MS ISO 9001:2015

GRANT ACCOUNT OPENING

Ref No.	AIMST-SOP-RMC-02
Effective Date	July-18
Revision	00
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PROCEDURE

GRANT ACCOUNT OPENING

Prepared by	Reviewed by
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Approved by	
VICE CHANCELLOR	



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REVISION HISTORY

Rev. No	Rev. Date	Summary of Changes	Author

UNCONTROLLED DOCUMENT

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1.0 OBJECTIVE

This procedure describes the process of opening a grant account for successful grant recipients.

2.0 SCOPE

This procedure is a mandatory document and shall be implemented by all RMC and Finance division staff for all approved funding.

3.0 ABBREVIATION

PI	:	Principal Investigator
RMC	:	Research Management Centre
DRMC	:	Director of Research Management Centre
RDO	:	Research & Development Officer
FADS	:	Finance & Accounts Division Staff
FAD	:	Finance & Accounts Division
VC	:	Vice Chancellor

4.0 DEFINITION

Principal Investigator	:	The lead researcher for a grant project
Finance & Account Division Staff	:	A person who manages the financial affairs of the university
Finance & Accounts Division	:	The Division that is responsible for financial record management, handling financial and banking transaction as well as providing procurement services to the university
Research Management Centre	:	Centre responsible for research related administration
Vice Chancellor	:	Vice-chancellor is the person in charge of the entire operation of the university
Grant	:	Research funds awarded by local or international funding agency, industry, ministry, Non-Governmental Organization or any personnel



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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

6.0 INPUT PROCESS

- 6.1 Letter/Proof from the funding body confirming the amount of funding granted.
- 6.2 Research Grant Agreement

7.0 OUTPUT PROCESS

- 7.1 RMC reference no. for the Grant account.

8.0 QUALITY RECORD

No.	Reference Name	Reference No.	Location	Storage Duration
8.1	Letter/Proof from the funding body confirming the amount of funding granted.		RMC	7 years
8.2	Research Grant Agreement		RMC	7 years
8.3	Grant Ledger		RMC	7 years



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9.0 APPENDIX

9.1 Work Process Flow

Responsibilities	Work Flow	Work Process	Quality Record
	<pre> graph TD Start([Start]) --> Step1[Step 1] Step1 -- 3 days --> Step2[Step 2] Step2 -- 2 days --> Step3[Step 3] Step3 -- 3 days --> Step4[Step 4] Step4 -- 4 days --> Step5[Step 5] Step5 -- 2 days --> End[] </pre>		
RDO		1. Collecting and filing letter/proof from the funding body confirming the amount of funding granted.	Letter/ Any Proof
DRMC		2. Issuance of grant offer letter. 3. Verification the grant offer Letter and obtaining acceptance from Principal Investigator of the application.	
RDO		4. Preparation Research Grant Agreement. 5. Generating grant reference number.	



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DRMC	<pre> graph TD Start(()) --> S6[Step 6] S6 -- 5 days --> S7[Step 7] S7 -- 3 days --> S8[Step 8] S8 -- 5 days --> S9[Step 9] S9 -- 5 days --> S10[Step 10] S10 -- 5 days --> End([End]) </pre>	6. Verification of the grant reference and agreement. Initiation of the agreement signing.	
VC/PI		7. Signing of the Research Grant Agreement.	Research Grant Agreement
FADS		8. Initiation of the documentation to receive the funds from the funding body.	
RDO		9. Notifying the PI on the opening of their grant account and grant reference number	
FADS		10. Verification of the grant fund transfer and the receipt issuance	