



Procedure
Quality Management System
MS ISO 9001:2015

GRANT MANPOWER REQUISITION

Ref No.	AIMST-SOP-RMC-03
Effective Date	July-18
Revision	00
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PROCEDURE

GRANT MANPOWER REQUISITION

Prepared by	Reviewed by
RESEARCH & DEVELOPMENT OFFICER	DIRECTOR RESEARCH MANAGEMENT CENTRE
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 involved in manpower requisition for grants that has vote allocation for salary or wages.

2.0 SCOPE

This procedure is a mandatory document and shall be implemented by all grant holders, Research Management Centre (RMC) and Finance & Accounts division staff (FADS) 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 & Account Division Staff
FAD	:	Finance & Accounts Division
VC	:	Vice Chancellor
Rg	:	Registrar
PR	:	Purchase Requisition
GRA	:	Graduate Research Assistant
PDF	:	Post-doctoral fellow

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4.0 DEFINITION

Principal Investigator	:	The lead researcher for a grant project
Post-doctoral fellow	:	A Doctor of Philosophy (PhD.) holder hired on a contract basis by the university under the research grant to professionally conduct and manage research after the completion of their doctoral studies
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
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
Finance & Account Division Staff	:	A person who manages the financial affairs of the university
Vice Chancellor	:	Vice-chancellor is the person in charge of the entire operation of the university
Vote	:	Classification of grant expenditure
Registrar	:	Head of university's administration
Graduate Research Assistant	:	Postgraduate student employed on a contract basis by university under the research grant for the purpose of assisting in research



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5.0 REFERENCE DOCUMENT

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

6.0 INPUT PROCESS

6.1 Manpower Requisition Form

7.0 OUTPUT PROCESS

7.1 Manpower Requisition Form

7.2 GRA/PDF Appointment Letter

8.0 QUALITY RECORD

Reference Name	Reference No.	Location	Storage Location
Manpower Requisition/Renewal Form	<u>AIMST-SOP-RMC-03-01</u>	RMC	7 years
GRA/PDF Appointment Letter		RMC	7years
Grant ledger		RMC	7 years



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9.0 APPENDIX

9.1 Work Process Flow

Responsibilities	Work Flow	Work Process	Quality Record
PI		1. Filling up the Manpower Requisition Form and provide all the necessary documents mentioned in the form.	Man Power Requisition Form
RDO		2. Checking for the completeness of the form. If the form is incomplete it will be sent back to the PI for amendment.	
DRMC		3. Verification of the form and ensuring the spending is according to the Vote allotted.	
VC/Rg/FADS		4. Approving the requisition.	
RDO		5. Notifying the PI of the approved contract for manpower hiring and Issuance of Manpower Offer Letter	- Manpower Requisition Form - GRA/PDF Appointment Letter