



Procedure
Quality Management System
MS ISO 9001:2015

SALARY CLAIM FROM GRANT

Ref No.	AIMST-SOP-RMC-04
Effective Date	July 2018
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PROCEDURE

SALARY CLAIM FROM GRANT

Prepared by	Reviewed by
RESEARCH & DEVELOPMENT OFFICER	DIRECTOR RESEARCH MANAGEMENT CENTRE
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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 salary claim by Graduate Research Assistant, Postdoctoral fellow and Research officer employed under research grant.

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 for all approved funding.


3.0 ABBREVIATION

Co-I	:	Co – Investigator
PI	:	Principal Investigator
RMC	:	Research Management Centre
RDO	:	Research & Development Officer
FADS	:	Finance & Accounts Division Staff
FAD	:	Finance & Accounts Division
GRA	:	Graduate Research Assistant
PDF	:	Post-doctoral fellow

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4.0 DEFINITION

Principal Investigator	:	The lead researcher for a grant project
Co-Investigator	:	The co-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
Co-investigator	:	The co-researcher for a grant project
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
Graduate Research Assistant	:	Postgraduate student employed on a contract basis by university under the research grant for the purpose of assisting in research
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

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5.0 REFERENCE DOCUMENT

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

6.0 INPUT PROCESS

6.1 Salary Claim Form

7.0 OUTPUT PROCESS

7.1 Salary payment

8.0 QUALITY RECORD

No.	Reference Name	Reference No.	Location	Storage Duration
8.1	Salary Claim Form	AIMST-SOP-RMC-04-01	FAD	7 years
8.2	Manpower Requisition/Renewal Form	AIMST-SOP-RMC-03-01	RMC	7 years
8.2	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 --> Step2[Step 2] Step2 --> Step3[Step 3] Step3 --> Step4[Step 4] Step4 --> Complete{Complete?} Complete -- No --> Step4 Complete -- Yes --> Step5[Step 5] Step5 --> End([End]) </pre>		
GRA/PDF		1. Submitting the Salary Claim Form to PI for endorsement	Salary Claim Form
PI/Co - I		2. Endorsing salary claim form	
GRA/PDF		3. Submitting endorsed claim to RDO	
RDO		4. Checking for the completeness of the form and validity of the contract.	
FADS		5. Verification of the availability of fund under the account. Processing the payment.	