



Procedure  
Quality Management System  
MS ISO 9001:2015

**GRANT CASH REIMBURSEMENT**

Ref No.	AIMST-SOP-RMC-07
Effective Date	July-18
Revision	01
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**PROCEDURE**

**GRANT CASH REIMBURSEMENT**

<b>Prepared by</b>	<b>Reviewed by</b>
<b>RESEARCH &amp; DEVELOPMENT OFFICER</b>	<b>DIRECTOR RESEARCH MANAGEMENT CENTRE</b>
<b>Approved by</b>	
<b>VICE CHANCELLOR</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>• 3.0: Abbreviation of "Co-I", "RDO" and "DRMC" was added</li> <li>• 4.0: Definition of Grant was revised and definition for "invoice" and "Co-I" was added.</li> </ul>	RMC

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### 1.0 OBJECTIVE

This procedure describes the cash reimbursement process related to grant.

### 2.0 SCOPE

This procedure is a mandatory document and shall be implemented by all grant holders, Research Management Centre (RMC) and Finance & Account Division Staff (FADS)

### 3.0 ABBREVIATION

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




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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
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 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
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
Invoice	:	The term "invoice" could refer to either Tax Invoice, Invoice, official receipts or unofficial receipts

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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 Manual	Registry	AIMST-QM-RMC-01

## 6.0 INPUT PROCESS

- 6.1 Reimbursement Claim Form
- 6.2 Invoice

## 7.0 OUTPUT PROCESS

- 7.1 Approved or rejected of the reimbursement request
- 7.2 Cash transferred to the claimant
- 7.3 Email to PI on cash transfer notification

## 8.0 QUALITY RECORD

No.	Reference Name	Reference No.	Location	Storage Duration
8.1	Reimbursement Claim Form	AIMST-SOP-RMC-07-01	FAD	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]) --&gt; Step1[Step 1]     Step1 --&gt; Step2[Step 2]     Step2 --&gt; Complete{Complete?}     Complete -- No (3 days) --&gt; Step1     Complete -- Yes (3 days) --&gt; Step3[Step 3]     Step3 --&gt; Step4[Step 4]     Step4 --&gt; End([End])           </pre>		
PI/Co-I		1. Filling up the Reimbursement Claim Form and provide all the necessary documents.	Reimbursement Claim Form
RDO		2. Checking for the completeness of the requisition. If the form is incomplete it will be sent back to the PI for amendment.	
DRMC		3. Verification of the form and ensures the spending is according to the Vote allotted.	
FADS		4. Verification of the availability of fund under the account.	



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VC/Rg/FADS	<pre> graph TD     Start(( )) --&gt; Step5[Step 5]     Step5 --&gt; Step6[Step 6]     Step6 --&gt; End([End])           </pre>	5. Approving the claim.	
FADS		6. Processing the payment	Email Notification

UNCONTROLLED DOCUMENT