
	<b>UNIVERSITI KUALA LUMPUR</b>  <b>STANDARD OPERATING PROCEDURE (SOP)</b> <b>APPLICATION FOR SHORT TERM RESEARCH GRANT (STRG)</b>	Doc. No:	UniKL/CoRI/ SOP/01
		Level:	2
		Revision No:	00
		Date:	02/10/2015
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#### AMENDMENT RECORDS

No.	Date	Justification	Revision No.	Approved by
1	02/10/2015	Establishment	00	Director

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## 1.0 OBJECTIVE

- 1.1 The objective of this SOP is to guide the application process for the Short Term Research Grant (STRG).
- 1.2 To serve as a procedure for continuous improvement to the Short Term Research Grant (STRG) application process.
- 1.3 To ensure the process of Short Term Research Grant (STRG) application is carried out in a consistent manner.

## 2.0 SCOPE


- 2.1 This procedure covers the process of Short Term Research Grant (STRG) application.

## 3.0 REFERENCES

- 3.1 Short Term Research Grant Guideline
- 3.2 Short Term Research Grant (Microsoft Access) database


## 4.0 DEFINITIONS / ABBREVIATIONS

UniKL	:	Universiti Kuala Lumpur
Institutes	:	Branch campuses under UniKL
HoRI	:	Head of Research & Innovation
CoRI	:	Centre for Research & Innovation, UniKL Chancellery
PC	:	Programme Coordinator
URPC	:	University Research & Postgraduate Committee
STRG	:	Short Term Research Grant
R&I Committee	:	Research & Innovation Committee
DPAT	:	Deputy President (Academic & Technology)

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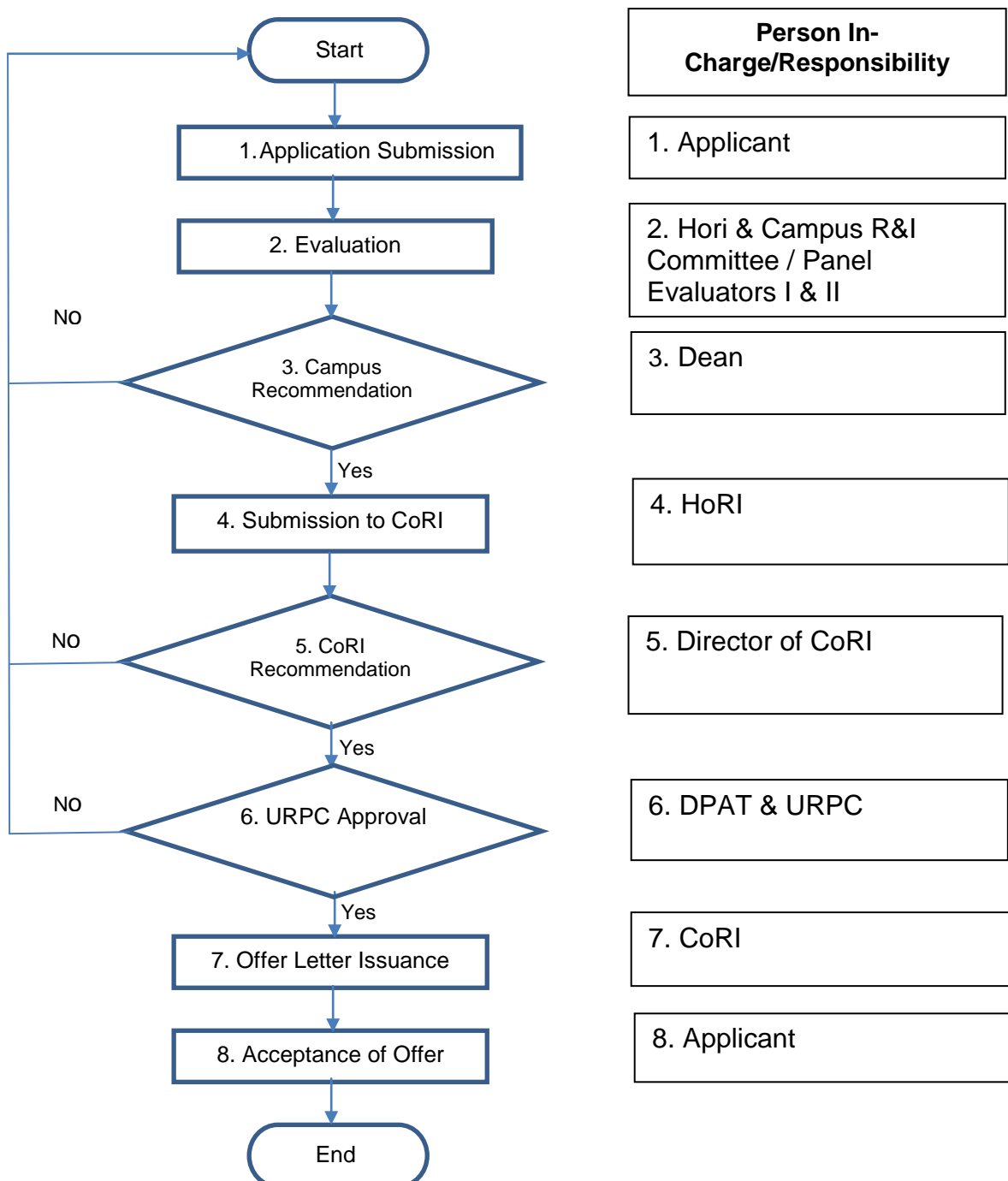
## 5.0 RESPONSIBILITY


- 5.1 The Director of CoRI is responsible to ensure that this SOP is adhered to at UniKL level.
- 5.2 Dean is responsible to ensure that this SOP is adhered to at institute level.
- 5.3 HoRI/PC at institutes is responsible to ensure this procedure is adhered to the application for STRG.
- 5.4 HoRI/PC at institutes is responsible to present and table the applications in Campus R&I Committee at institute level.
- 5.5 CoRI is responsible to issue Letter of Offer to successful applicant and Letter of Acceptance to researcher and co-researcher.

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## 6.0 PROCEDURE


6.1 Refer to the process flow chart as below.



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## 7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	Application Submission	Applicant	STRG Application form & CV
2	Evaluation & Recommendation	Hori & Campus R&I Committees /Panel Evaluators I & II	STRG Application form, CV & Evaluation Form
3	Campus Recommendation	Dean	STRG Application form, CV & Evaluation Form
4	Submission to CoRI	HoRI	STRG Application form, CV & Evaluation Form
5	CoRI Recommendation	Director of CoRI	STRG Application form, CV & Evaluation Form
6	URPC Approval	DPAT & CoRI	URPC Approval
7	Offer Letter Issuance	CoRI	Offer Letter, Acceptance Letter, Memo Disbursement
8.	Acceptance of Offer	Applicant	Acceptance Letter

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## 8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	STRG Application form, CV & Evaluation Form	CoRI/HoRI	3 years
2	Offer Letter/ Acceptance Letter/ Notification letter	CoRI/DPAT/HoRI	3 years