

Frequent Ask Question (FAQ)

Grant Application

1. Who should I contact regarding research grant matters?

- ***Petronas related grant (MRA, YUTP, PRF, GR&T, STIRF)***

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- ***National grant (MOHE, MOSTI, NCRF)***

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- ***International grant***

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2. Are there any specific deliverables required to meet at the end of the research project?

Basic deliverables are:

- a. Research publication***
- b. Talent development/human capital (depends on grant requirement)***
- c. Intellectual Property/IP (depends on grant requirement)***

3. The external organization is interested in funding the proposed research project. What is the next process after both parties agree to conduct research collaboration?

CRF APPLICATION PROCESS

i. Preparation for application (offline):

- a. Pre-endorsement from Research Institute and/or DVC, RI&C:***

Grant Utilization

1. Can the Project Leader appoint an international student as a GRA?

Yes, it is.

2. Can the Project Leader appoint an international student as a special service?

No, because it violates rule of immigration department, Malaysia

3. I want to hire a postgraduate student as GRA under my research project. Are there any specific rules or eligibility to consider?

a. Submit GRA request through UResearch system to get approval of the fund.

b. Please refer to the Centre of Graduate Studies (CGS) eligibility below:

- i. Fulfils all the UTP admission criteria.**
- ii. Registered as a full time on-campus postgraduate student only.**
- iii. Shows research capability in the proposed research project.**
- iv. Able to carry out the work assigned by Project Leader (PL).**
- v. Applicants must be appointed as GRA by Universiti Teknologi PETRONAS (UTP).**
- vi. The UTP GRA scheme is open to full time on-campus both local and international postgraduate candidates.**
- vii. Academic requirement for Graduate Research Assistant (GRA) Scheme.**

Level	Requirements
Master	CGPA: Minimum 3.00/4.00 and above 5 years working experience. CGPA: 3.25/4.00 and above or equivalent from a renowned university or 5 years of working experience.
PhD	Coursework: CGPA 3.00/4.00 and above or equivalent from renowned university or 5 years working experience. Research: Pass

4. Is there any limit to the period of appointing a GRA?
**Master = 24 months, PhD=42 months.
Full Time mode only**

5. Can I pay the semester fee using a research grant?

Yes, using YUTP grant only. Semester fee only RM1,200

6. Does the RMC limit the amount paid for a journal?

There is no limitation to paying the publication/journal fees

7. Are students allowed to use the grant allocation for the purpose of seminars, conferences, workshops, or training?

Yes, GA, GRA and FYP students are allowed to use grant allocation for the purpose of seminars etc. but subjected to approval from CGS.

8. Can the GRA request the travel claim using a research grant? What is the rate for the claim and the process?

Process of claim, PI request in UResearch once approved RMC personnel will process and notify user by email. Rate for GRA from CGS as below, for others I get from previous PIC in RMC.

Entitlement	Mileage	Accommodation	Meal Allowance	Others	Flight
GRA	NA	RM80/night	RM20/day	Train, Bus, Taxi, Ferry, Grab Car and other public transport as per receipt. Conference Fee as per invoice from organizer.	
RA	RM0.60/Km	i) unreceipted RM80/night OR ii) as per receipt not exceed RM300/night	RM60/day	Train, Bus, Taxi, Ferry, Grab Car and other public transport as per receipt.	Flight ticket RM300 (return), subject to Malaysia Region only
RO/RS/PD	RM0.80/Km	i) unreceipted RM80/night OR ii) as per receipt not exceed RM300/night	RM80/day	Toll and parking as per receipt.	

9. What is the process of claim and how long will the payment be released?

Process of claim, PI request in UResearch once approved RMC personnel will process and notify user by email. Payment will be processed by RMC Personnel in 3 to 5 working days and released by UTP Finance every Tuesday or Thursday.

10. What is the procedure if in the current financial statement, a negative amount appears?

Memo from PI, through Mr. Nor Razmi Ahmad Suhaimi, Manager of Grant Office and to Mr. Vincent (Manager of Financial Acct. & Tax). No need to include Dr Amila & Mr. Andrew as this request still under managers' LOA.

Appreciate to list down what are the item required for reclass, in table format should be enough (Item info; amount in SAP as per financial statement from Mr. Faizul; VOT info).

Send the above memo to grant executives and later on manager of grant office & manager of finance will sign before proceeding to reclass the items in SAP system.

Project Virement

1. How to request a project allocation virement for FRGS project?

FRGS virement is done by using two separate systems.

- a.) ***Submit virement through UResearch system. "Amendment-virement". Please refer below link.***

<https://web.microsoftstream.com/video/fec5900c-ef8b-4f2a-b663-3e808f720076?channelId=a02352e9-f5ba-4e72-9a68-4350f68bf048>

- b.) ***Once it is approved by RMC Director, kindly log in to Mygrants and submit the same virement. Click your project, click 'Finance' and then click 'Request Virement'. We need to inform MOHE about the virement made.***

2. What are the requirements needed for FRGS virement?

- a.) ***For FRGS, the virement can be done once a year. The transferred/received amount must be not more than 50% from the approved allocation for each VOT. For example, in V29000, the approved amount is RM 5,000. Maximum transferred/received amount should be RM 2,500 only.***

3. How much can I request for virement?

- a.) ***There is no virement restriction on the amount for all grants except for FRGS & PRGS where both grants allow 50% virement for each VOTs and 40% for equipment***

Project Extension

1. What should I do if I need to extend the period/duration of the initial approved dates to complete the research?

To obtain approval from the funder and the funder need to issue an Approval Extension Letter. The said approval letter needs to be uploaded in UResearch System in order to update the project Extension Date automatically.

For FRGS or PRGS project, it requires utilization of two systems which are UResearch and Mygrants.

Please find below for the FRGS extension procedure:

1. ***Please fill up the 'UTP RID 005 Project Extension' form & presentation template for progress report-extension.***
2. ***Max extension duration is 6 months.***
3. ***Kindly get endorsement from your Institute Director first. Please communicate through the Institute Executive.***

4. **Submit extension request through Uresearch System by attaching endorsed extension form and presentation slides. Please refer below link:**

<https://web.microsoftstream.com/video/d88e3dbf-d01e-4c2e-98e27bbf88286be1?channelId=a02352e9-f5ba-4e72-9a68-4350f68bf048>

5. **Once it is approved by RMC Director, kindly log in to Mygrants and submit the same extension. Click your project in 'Monitoring', click 'Overview' and then click 'Request Timeline Revision'. We need to inform MOHE about the extension made.**

2. Can I extend the project due to the low budget utilization?

It depends on Funders. The extension reasons must be approved or allowed by Funders, kindly check the guideline before submitting extension request in UResearch system.

3. I have an available balance in my research grant project, yet the project is now completed. How can I utilize the funds for other additional activities?

Not allowed. The grant balance belongs to UTP.

4. Why was the extension application rejected?

- **No approval by the funder**
- **No endorsement by the Institute**
- **No details justification on the extension request, with regards to delay on completing the proposed milestones**
- **The extension request is just for utilizing the remaining grant balance only**

Progress Report/ Final Report

1. I have YUTP-FRG project, when should the progress report be submitted?

YUTP – By quarter (Q1: JAN-MARCH, Q2: APRIL-JUNE, Q3: JULY – SEPT, Q4: OCT – DEC)

NEW YUTP AWARD: First progress report after 9 months

2. What documents are required for final report submission?

a. YUTP: Final report (URResearch template), PowerPoint presentation of project,

PRF 06, PRF 08, PRF 09, UTP value creation, Asset transfer form. - get signature from ID

Deliverables (Journal or conference paper)

3. How to close the project if the project has been completed?

Project closure update in URResearch upon completion of audit. (Clearance for financial, reporting, payment received)- case to case basis

4. I have an FRGS grant, what is the procedure to submit a progress report?

The progress report submission of any MOHE grants must be submitted through URResearch and MyGRANTS systems every six months.

Procurement

1. How to purchase materials or assets for the project using research grant?

- **The user must identify either the purchase items request is for Direct Purchase or Bidding.**
- **The user must apply to the UResearch System and select the tab Expenditure Procurement.**
- **The user must choose an appropriate vote before submitting the purchase item.**
- **The information details are required as below: -**

Direct Purchase Request	Bid Waiver	P-Card (<15K)
Key-in Expenditure Budget	Key-in Expenditure Budget	Key-in Expenditure Budget
Attach Quotation from Supplier	N/A	Attach Quotation from Supplier
Attach Sole Agent - Undertaking Letter	N/A	N/A

- **If that the supplier from the overseas company, the user must provide the UTP-RID024 form to RMC (that form can request to salmiothman@utp.edu.my)**
- **If that purchase material is above than RM3,000.00 the item is declared under asset category. The user must get the PPE form for asset number requisition purposes.**

2. What is the next process after the user has submitted the UResearch application?

- **A waiting Technical Review/HSSE/PMMD/ITMS from System Administration**
- **The application will be endorsed "APPROVE or REJECT" through RMC Grant Executive & MoGo.**
- **Shopping cards (SRM7 System) will be created accordingly.**
- **Procurement will be raised Purchase Order (PO) to vendor/supplier**

3. When can I get the product after the Purchase Order is issued?

- **Upon the subject of purchase item and the product will deliver as per Purchase Order term and condition.**

4. What is the next step if the user has received their product?

- **The Delivery Order (D/O) and Invoice must be signed by the user. The copy must be submitted to Procurement or RMC**
- **RMC will create GRN or Service Entry through SAP system. The copy of D/O must be uploaded to system for audit trials purposes.**