

RINGKASAN PROSES KERJA MENDAPATKAN KELULUSAN UNTUK MENJALANKAN AKTIVITI PENYELIDIKAN MENGGUNAKAN VOT PENYELIDIKAN (Pindaan 3 – 2013)
SUMMARY OF WORK FLOW TO SEEK APPROVAL FOR CONDUCTING RESEARCH ACTIVITY USING RESEARCH VOT (Rev 3 - 2013)

1	2	3
Permohonan Aktiviti Penyelidikan melalui kelulusan RMC <i>Research Activities Application through RMC approval</i>	Permohonan Aktiviti Penyelidikan melalui kelulusan Dekan Research Alliance (RA) <i>Research Activities Application through RA Dean Approval</i>	Aktiviti Penyelidikan dengan kelulusan Ketua Projek <i>Research Activities with Project Leader Approval</i>
<p>Aktiviti penyelidikan Staf UTM ke luar Negara (melibatkan perbelanjaan perjalanan) <i>Research activities of UTM staff going abroad (out of Malaysia, involve travelling expenses)</i> <i>*Permohonan ini perlu mendapat kelulusan daripada TNCPi setelah disokong oleh Pengarah RMC</i> <i>*This application should be approved by the DVCRI after verified by the Director of RMC</i></p> <p>Procedure: 1) E-Boarding System: https://hrfin.utm.my/smu 2) Activity application form and attach relevant hardcopy documents (please download form and refer checklist): http://utmonline.utm.my/rmc/resources/41-permohonan-menjalankan-aktiviti-penyelidikan.html</p>	<p>Menghadiri Mesyuarat/Bengkel/Seminar/Persidangan/Latihan/Lawatan Tapak/Kerja Lapangan/Kolokium/Perbincangan/Lain-lain di luar UTM (dalam Negara) (melibatkan perbelanjaan perjalanan) <i>Attend Meeting/Workshop/Seminar/Conference/Training/Site visit/Fieldwork/Colloquium/Discussion/Others outside UTM within Malaysia (involve travelling expenses)</i></p> <p>Procedure: a) Application process: Project Leader should apply to Dean of K-Economy RA via email, deanrake@utm.my. (The e-mail content should complete as announced on 1 April 2013). b) Approval process: The application will be approved by the Dean of K-Economy RA by e-mail.</p>	<p>Ketua Projek dan ahli kumpulan menghadiri bengkel/seminar/latihan/mesyuarat/perbincangan/kerja lapangan dalam UTM (tidak melibatkan perbelanjaan perjalanan) <i>Project Leader and members attending workshop/seminar/training/meeting/discussion/fieldwork in UTM</i></p> <p>Penyelidik jemputan dari dalam negara sahaja (perlu ada surat/email jemputan rasmi daripada Ketua Projek) <i>Malaysian Invited Researcher only (must attach formal e-mail/letter from Project Leader)</i></p>
<p>Aktiviti penyelidikan Pelajar UTM ke luar Negara (melibatkan perbelanjaan perjalanan) <i>Research activities of UTM student going abroad (out of Malaysia, involve travelling expenses)</i> <i>*Permohonan ini perlu mendapat kelulusan daripada Unit HEMA setelah disokong oleh Pengarah RMC</i> <i>*This application should be approved by the Students Affair Unit after verified by the Director of RMC</i></p> <p>Procedure: 1) E-Boarding System: https://hrfin.utm.my/smu 2) Activity application form and attach relevant hardcopy documents (please download form and refer checklist): http://utmonline.utm.my/rmc/resources/41-permohonan-menjalankan-aktiviti-penyelidikan.html</p>	<p>Mengadakan atau menganjurkan bengkel/mesyuarat/ seminar/ latihan/perbincangan di luar UTM (dalam Negara) (melibatkan perbelanjaan perjalanan) <i>Organize Workshop/Meeting/training/discussion outside UTM within Malaysia (involve travelling expenses)</i> <i>*Permohonan ini perlu mendapat kelulusan daripada TNCPi setelah disokong oleh Dekan Research Alliance</i></p> <p>Procedure: Project Leader should submit the application of approval to the Deputy Vice Chancellor (Research & Innovation) through the Dean of K-Economy RA using Template B1 and Template B2. Please submit the application and necessary documents VIA e-mail to deanrake@utm.my. The application will be verified by the Dean of K-Economy RA and approved by the DVC(RI) through DVC(RI) official letter in hardcopy.</p>	

1

2

3

<p style="text-align: center;">Permohonan Aktiviti Penyelidikan melalui kelulusan RMC <i>Research Activities Application through RMC approval</i></p>	<p style="text-align: center;">Permohonan Aktiviti Penyelidikan melalui kelulusan Dekan Research Alliance (RA) <i>Research Activities Application through RA Dean Approval</i></p>	<p style="text-align: center;">Aktiviti Penyelidikan dengan kelulusan Ketua Projek <i>Research Activities with Project Leader Approval</i></p>
<p>Menghadiri persidangan/symposium/seminar/kolokium untuk membentang kertas kerja dalam Negara melalui sistem RADIS 3.0 (https://hrfin.utm.my/rmc) <i>Attending conference/symposium/seminar/colloquium for presenting paper within Malaysia</i> through RADIS 3.0 system (https://hrfin.utm.my/rmc)</p> <p>Procedure: Step 1: At https://hrfin.utm.my/rmc, select Activity Unit – Application Form – National – Activity Detail Step 2: At Activity Details tab, click Add button, select category ATTENDING ACTIVITIES Step 3: Complete Activity Details Step 4: Complete Project Details Step 5: Complete Expenditure Details Step 6: Upload Attachment Step 7: Tick Declaration, Print and Submit.</p>	<p>(1) Bayaran Yuran peserta bagi menghadiri persidangan/symposium/seminar/kolokium/kursus Dalam Negara (tidak membentang kertas kerja) <i>Participant fees for attending conference/symposium/seminar/colloquium/courses within Malaysia (not presenting paper)</i></p> <p>(2) Bayaran Yuran peserta bagi menghadiri persidangan/symposium/seminar/ kolokium/kursus Luar Negara (tidak melibatkan sebarang kos perjalanan & tidak membentang kertas kerja) <i>Participant fees for conference/symposium/ seminar/ colloquium/courses out of Malaysia (not involve any travelling expenses & not presenting paper)</i></p> <p>Procedure: Project Leader should submit the application of approval to the Dean of K-Economy RA using UTM/K-E/ACTIVITY/2012 form. Please complete the form and e-mail it to deanrake@utm.my. The application will be verified and approved by the Dean of K-Economy RA through e-mail.</p>	<p>Menganjurkan bengkel/seminar/latihan/mesyuarat/perbincangan/ kerja lapangan Dalam UTM yang melibatkan penyelidik UTM sahaja <i>Organize workshop/seminar/training/meeting/discussion/fieldwork in UTM (involve UTM researchers only)</i></p>
<p>Bayaran Yuran bentang kertas kerja sahaja untuk persidangan/symposium/seminar/ kolokium Dalam & Luar Negara melalui sistem RADIS 3.0 (https://hrfin.utm.my/rmc) <i>Payment of Paper presentation Fees only for conference/symposium/seminar/colloquium within & out of Malaysia</i> through RADIS 3.0 system (https://hrfin.utm.my/rmc)</p> <p>Procedure: Step 1: At https://hrfin.utm.my/rmc, select Activity Unit – Application Form – National – Activity Detail Step 2: At Activity Details tab, click Add button, select category PRESENTATION FEES ONLY Step 3: At Activity Details menu, Select location LOCAL or OVERSEA and write necessary details. Step 4: Complete Project Details Step 5: Complete Expenditure Details</p>	<p>Menganjurkan bengkel/latihan/seminar/mesyuarat dalam UTM yang melibatkan individu luar <i>Organize workshop/seminar/training in UTM (involve non-UTM staff/student)</i></p> <p>Procedure: Project Leader should submit the application of approval to the Deputy Vice Chancellor (Research & Innovation) through the Dean of K-Economy RA using Template B1 and Template B2. Please submit the application and necessary documents VIA e-mail to</p>	<p>Pembayaran Yuran Jurnal berimpak tinggi sahaja (perlu ada bukti IF daripada <i>Web of Science</i> (WOS)) <i>Payment of fees for high Impact journal publication only (should attach IF proof from Web of Science (WOS))</i></p>

Step 6: Upload **Attachment**

Step 7: Tick **Declaration**, **Print** and **Submit**.

deanrake@utm.my. The application will be verified by the Dean of K-Economy RA and approved by the DVC(RI) through official letter in hardcopy.