

APPENDIX: RESEARCH PROJECT MANAGEMENT AND MONITORING SCHEDULE FOR RESEARCH GRANTS UNDER THE MINISTRY OF HIGHER EDUCATION (MOHE)

APPLICATION TYPE	APPLICATION PERIOD	APPLICATION REQUIREMENTS / ELIGIBILITY CRITERIA	SUPPORTING DOCUMENTS
(A) Project Extension Application	At least three (3) months before the project end date	Application Requirements Clear and well-substantiated justification. Justifications That Will Not Be Considered for Project Extension 1. Completion of the Final Report. 2. Publication of books or journal articles. 3. Attendance at conferences. 4. Payment of Graduate Research Assistant (GRA) stipend/salary. 5. Procurement of research assets/equipment. 6. Utilisation of the remaining project balance. 7. Weak or unsupported justification. 8. Poor project management, inadequate planning, or non-compliance with the MOHE Research Grant Guidelines. Note: A second extension will only be considered under critical circumstances and is subject to approval by MOHE.	i. Project Extension Application Form ii. Latest Project Progress Report iii. Latest Financial Expenditure Report certified by the Bursar iv. Current project progress, including the achievement status of each research objective v. Status of project milestones and action plan for outstanding milestones during the proposed extension period vi. Current status of project outputs (publications, talent development and intellectual property, where applicable), together with supporting evidence vii. Proposed utilisation of the remaining project funds during the extension period viii. Application justification supported by relevant documentary evidence Template / Form : 1. Template : PROJECT EXTENSION APPLICATION TEMPLATE.docx 2. PROJECT EXTENSION APPLICATION FORM 3. Progress Report : i. FRGS - PROGRESS REPORT ii. PRGS - PROGRESS REPORT 4. Financial Form : FINANCIAL REPORT FORM

(B) Budget Virement Application	Permitted after six (6) months from the project commencement date	1. Budget virement is permitted once per year for each project. 2. Applications may only be submitted after six (6) months from the project commencement date. 3. Applications involving less than 50% of the original approved allocation for each vote shall be submitted through UMPortal → Research → RGMS (eFinance) → Virement Application. 4. Applications involving more than 50% of the original approved allocation for any vote shall be submitted to the <i>Jawatankuasa Penyelidikan Universiti (JPU)</i> for consideration. 5. Transfer of funds from Vote 11000 will only be considered if it does not affect the achievement of the approved Talent KPI (i.e. the student has successfully graduated).	i. Application letter and completed Budget Virement Application Template with a clear and well-substantiated justification ii. Record of previously approved budget virements (where applicable) iii. Detailed information on the affected items and votes iv. Letter of support from the Programme Leader (for LRGS/TRGS projects) v. Latest financial statement certified by the Bursar vi. Detailed financial breakdown of the amended vote vii. Financial implications for the affected vote(s) viii. Implications should the virement application not be approved ix. Other relevant supporting documents (where applicable) Template / Forms : 1. Template Cover Letter JPU : COVER LETTER to JPU 2. Virement Template Exceeding 50%: VIREMENT APPLICATION TEMPLATE 3. Virement Form : VIREMENT FORM
(C) Overseas Conference Application	At least three (3) months before the conference date	1. Application must be submitted through the Conference Leave Module. 2. The conference must have been stated in the approved research proposal. 3. The conference must be directly related to the research project. 4. The applicant must deliver an oral presentation (full paper), with	i. Application submitted through the Conference Leave Module ii. Conference acceptance letter confirming the presentation iii. Full paper acknowledging the research grant and MOHE project code iv. Evidence that the conference proceedings/publication are indexed in Scopus or Web of Science (WoS) v. Confirmation that sufficient funds are available under Vote 21000 and Vote 29000 vi. Other relevant supporting documents (where applicable)

		publication indexed in Scopus or Web of Science (WoS). 5. Applications are only eligible from the second year of the project onwards. 6. A maximum of two (2) researchers per project may attend the conference.	
(D) Change of Principal Investigator / Addition of Project Members	Permitted after six (6) months from the project commencement date	1. Clear and well-substantiated justification. 2. The expertise of the proposed Principal Investigator must be relevant to the research project.	i. Letter of consent from the proposed Principal Investigator. ii. Application letter and justification from the current Principal Investigator. iii. Updated Curriculum Vitae (CV) of the proposed Principal Investigator and/or new project member. iv. Latest Project Progress Report and Financial Expenditure Report certified by the Bursar. v. Letter of support from the Programme Leader (for LRGS/TRGS projects). vi. Other relevant supporting documents (where applicable).
(E) Addition of New Items Not Included in the Approved Proposal	Permitted after six (6) months from the project commencement date	Clear and well-substantiated justification demonstrating that the proposed purchase is directly related to the research project.	ii. Letter of support from the Programme Leader (for LRGS/TRGS projects). ii. Latest overall financial statement certified by the Bursar. iii. Detailed financial breakdown of the proposed vote or item. iv. Other relevant supporting documents (where applicable).
(F) Amendment to Project Scope, Objectives or Methodology (subject to MOHE's approval)	Within the first six (6) months of the research project	1. Clear and well-substantiated justification. 2. Recommendation from an internal reviewer (subject matter expert in the relevant field) for amendments to the project scope, objectives or methodology.	i. Comparison between the original and proposed methodology, research activities and project milestones. ii. Approved research proposal. iii. Latest Project Progress Report and Financial Expenditure Report certified by the Bursar. iv. Official cover letter endorsed by the Research Grant Management Centre (PPGP). v. Other relevant supporting documents (where applicable)

(G) Amendment to Project Outputs	Within the first six (6) months of the research project	Clear and well-substantiated justification.	i. Current project outputs and the proposed amendments. ii. Current status of talent development (PhD/MSc). iii. Letter of Offer for postgraduate study (the thesis title must be directly related to the research project). iv. Confirmation that the GRA's research scope/objectives are aligned with the project scope/objectives. v. Details of the research scope/objectives assigned to the GRA. vi. Latest Project Progress Report and Financial Expenditure Report certified by the Bursar. vii. Financial implications arising from the proposed amendment. viii. Other relevant supporting documents (where applicable).
(H) Appointment of a Non-Malaysian Graduate Research Assistant (GRA)	-	1. Application must be submitted through the UMPortal – RA Recruitment System (RARS). 2. The GRA's thesis title must be directly related to the research project. 3. Clear and well-substantiated justification	i. Letter of Offer for postgraduate study (the thesis title must be directly related to the research project). ii. Confirmation that the GRA's research scope/objectives are aligned with the project scope/objectives. iii. Details of the research scope/objectives assigned to the GRA. iv. Letter of support from the Programme Leader (for LRGS/TRGS projects). v. Financial implications. vi. Other relevant supporting documents (where applicable)
(I) Project Termination	-	Clear and well-substantiated justification.	i. Official cover letter endorsed by the Research Grant Management Centre (PPGP). ii. Current status of project output achievements. iii. Latest Project Progress Report and Financial Expenditure Report certified by the Bursar. iv. Status of the Graduate Research Assistant (GRA), indicating whether the appointment has been terminated or continued. v. Other relevant supporting documents (where applicable).

Completed application forms, together with all required supporting documents, must be submitted via the designated **Google Form** ([LINK](#)) within the application submission period specified in the table above.