

**RESEARCH MANAGEMENT CENTRE**

Our ref : MMU/RMC/MEMO/INTERNAL/2020-11

**MEMO**

**To** : Project Leaders, Faculty Office Administrators  
Multimedia University

**From** : Director,  
Research Management Centre  
Multimedia University

**Date** : **27/10/2020**

**Re** : Activities related to MMU Internal Budget

Dear Prof. / Dr. / Sir / Madam,

We would like to draw your attention to the above matter.

As you are aware, annual internal budget is not transferable to the following year. Because of that, we have to set certain date limits for approvals and claims so that we can clear all payments by 15th December 2020.

Affected activities are as follows:

| Activities        | Last Date of Approval          | Last Date to Claim            |
|-------------------|--------------------------------|-------------------------------|
| Page Charge*      | 30 <sup>th</sup> November 2020 | 7 <sup>th</sup> December 2020 |
| Language Editing* | 30 <sup>th</sup> November 2020 | 7 <sup>th</sup> December 2020 |
| PG Conference     | 30 <sup>th</sup> November 2020 | 7 <sup>th</sup> December 2020 |
| IRFund**          | 30 <sup>th</sup> November 2020 | 7 <sup>th</sup> December 2020 |

\*Payment using external grant will not be affected

\*\*Faculty Office to do accrual if payment cannot be made before 15<sup>th</sup> December 2020

Approval processes for all these activities will only resume next year once Finance has allocated budget for 2021 which is normally in Feb/Mar 2021.

Kindly please plan your research activities accordingly. Your kind cooperation is much appreciated.

Yours sincerely,

**PROF. IR. DR. ZULFADZLI BIN YUSOFF**  
**DIRECTOR**  
**RESEARCH MANAGEMENT CENTRE**

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