

RESEARCH MANAGEMENT CENTRE

Our ref : MMU/RMC/MEMO/2020/08

## MEMO

**To** : All Academic Staff  
Multimedia University

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

**Date** : **8 September 2020**

**Re** : Inclusion of Project Leader's Salary and FAC in Industry Grant Budget

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Dear Prof. / Dr. / Sir / Madam,

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

In order to ensure optimum cost saving to the University through external grant, RMC in consultation with Finance and HCM has decided all academicians who are applying for industry grants to include the following two items in the budget proposal:

- 1. 2 man-months of project leader's salary**
- 2. Facilities and Administrative Charge (FAC) equals to 5% from the total grant amount**

Please ensure these two items are included in the budget before submitting the proposal to the potential funder. In the event that the two items were not included in the budget proposal, RMC has the right to charge the grant with the amount equals to the abovementioned items accordingly once the project is approved by the funder.

Kindly please take note and plan accordingly to avoid any future complications on the project spending.

Yours sincerely

  
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