

RESEARCH MANAGEMENT CENTRE

Our ref : MMU/RMC/MEMO/GRANT/2019/1

MEMO

To : Project Leaders (External grant)
Multimedia University

From : Director,
Research Management Centre
Multimedia University

Date : 18/3/2019

Re : Grant Spending

Dear Prof. / Dr. / Sir / Madam,

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

The university is now closely monitoring grant spending with certain target to be achieved every year. To ensure the actual spending of projects to be as close as possible to the planned spending, RMC will :

1. Closely monitor individual project spending (Actual vs Plan) – Project Leaders must update RMS or Project Dashboard monthly
2. Arrange meetings between Project Leaders and RMC/PMO
3. Call Project Leaders whose projects have large variance to a face-to-face session with VP R&I or RMC Director

Please give your full cooperation to ensure that we can achieve the target.

Yours sincerely,


PROF. DR. ZULFADZLI BIN YUSOFF
DIRECTOR
RESEARCH MANAGEMENT CENTRE

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