

RESEARCH MANAGEMENT CENTRE

Our ref : MMU/RMC/MEMO/GRANT/2020/1

MEMO

To : Project Leaders (external grant)
Multimedia University

From : Director,
Research Management Centre
Multimedia University

Date : 31/01/2020

Re : Project Management and Monitoring

Dear Prof. / Dr. / Sir / Madam,

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

As you know the university is monitoring funded research projects very closely to ensure timely spending and also achievement of promised deliverables. At same time, Ministry of Education (MOE) has also tighten the monitoring of research projects funded by them through a number of ways including:

1. Not allowing any financial transaction at all after project end date (even for claim purposes).
2. Not allowing purchasing of equipment less than 6 months from the original project end date.
3. Increasing the minimum appointment period for GRA to 12 months to be counted as project outcome.
4. Reducing the maximum extension of projects to 6 months.
5. Instructing RMC to produce show cause letters, sanction spending and even black list project leaders who do not submit progress reports / end of project reports on time or do not attend progress report presentation without valid reasons or do not achieve agreed KPI / deliverables.
6. Introducing a new section in MyRA to measure percentage of projects completed without extension.

(please refer to Tadbir Urus Dana Penyelidikan KPM available in RMC website for details)

Due to the above, RMC will tighten progress monitoring of all funded projects through RMS. Please ensure project planning are done properly at the beginning (request changes if required). We would like to remind all project leaders again that it is compulsory to update monthly progress in RMS.

Please give your full cooperation to ensure smooth progress of all research projects.

Yours sincerely,

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

PROF. DR. ZULFADZLI YUSOFF
Director
Research Management Centre
Multimedia University
Persiaran Multimedia, 63100 Cyberjaya
Selangor Darul Ehsan, Malaysia.

Universiti Telekom Sdn. Bhd. (436821-T)
Research Management Centre, Multimedia University,
Cyberjaya Campus, Persiaran Multimedia, 63100 Cyberjaya
Tel: +603 8312 5000/5570 Fax: +603 8312 5022
Melaka Campus, Jalan Ayer Keroh Lama, 75450 Melaka
Tel: +606 252 3997 Fax: +606 231 5604
Url : www.mmu.edu.my

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