

RESEARCH AND DEVELOPMENT

Our ref : MMU/RMC/MEMO/TMR&D/2013/002

MEMO

To : All TMR&D Prospective Project Leaders
Multimedia University

From : Research Management Centre
Multimedia University

Date : 7 May 2013

Re : **FINANCIAL GUIDELINES FOR TMR&D FUND PROPOSALS**

Dear Prospective Project Leaders,

Please follow these guidelines in preparing your TMR&D proposals:

1. Labour cost should follow the existing RMC guideline (available on RMC website)
2. Budget for conference is capped at RM 10,000.00/project
3. Budget for buying books is capped at RM 1,000.00
4. Cost of workstation is capped at RM 3,500.00 and laptop at RM 2,500.00
5. Office consumable such as toner, scanner, printer and stationary are not covered under the grant.
6. Payment for honorarium, token of appreciation and other related cost are not covered under the grant.
7. Purchase of phone and related fees are prohibited.

Yours sincerely,

PROF. DR. HAIRUL AZHAR ABDUL RASHID
DIRECTOR
RESEARCH MANAGEMENT CENTRE