

**RESEARCH MANAGEMENT CENTRE (RMC)**

Ref. No.: RMC/TMRND/MEMO 2018 001

**MEMO**

To : All Project Leaders of TMR&D Funded Projects

From : Director, RMC

Date : 21<sup>st</sup> May 2018

Re : Financial Monitoring of all TMRND Funded Projects

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Dear Prof. / Dr. / Sir / Madam,

To make sure maximum spending of grant, we will enforce the following:

- 1) **Buying of equipment and attending conference** are not allowed in the last two (2) months of the project
- 2) All projects must achieve **minimum spending of 90%** four (4) months before the project end date
- 3) RMC will conduct **budget review** for projects which failed to achieve this target
- 4) RMC has appointed Project Coordinators to help Project Leaders to manage their projects more efficiently especially on financial aspect

Yours sincerely,

Thank You

**PROF. DR. ZUFADZLI YUSOFF**

*Director*

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