



UTS

RESEARCH FELLOW

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Prepared by:

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Approved by:

Name: Prof. Dr. Salfarina Abdul Gapor

Position: Director, Centre for Research and Development, UTS

AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	05/09/19	Establishment	00	Director, CRD
2	13/12/21	Revision from UCTS to UTS	01	Director, CRD

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1.0 OBJECTIVE

The objective of this procedure is to provide guidelines for Research Fellow funded by research grant in UTS.

2.0 SCOPE

The scope of this procedure covers the management of Research Fellow in UTS.

3.0 REFERENCES

Nil

4.0 DEFINITIONS / ABBREVIATIONS

UTS : University of Technology Sarawak
CRD : Centre for Research and Development
PL : Project Leader

5.0 RESPONSIBILITY

- 5.1 Director of CRD is responsible to ensure this procedure is adhered to.
- 5.2 Project Leaders are responsible to follow and adhere to this procedure.
- 5.3 Research Fellows are responsible to follow and adhere to this procedure.

6.0 PROCEDURE

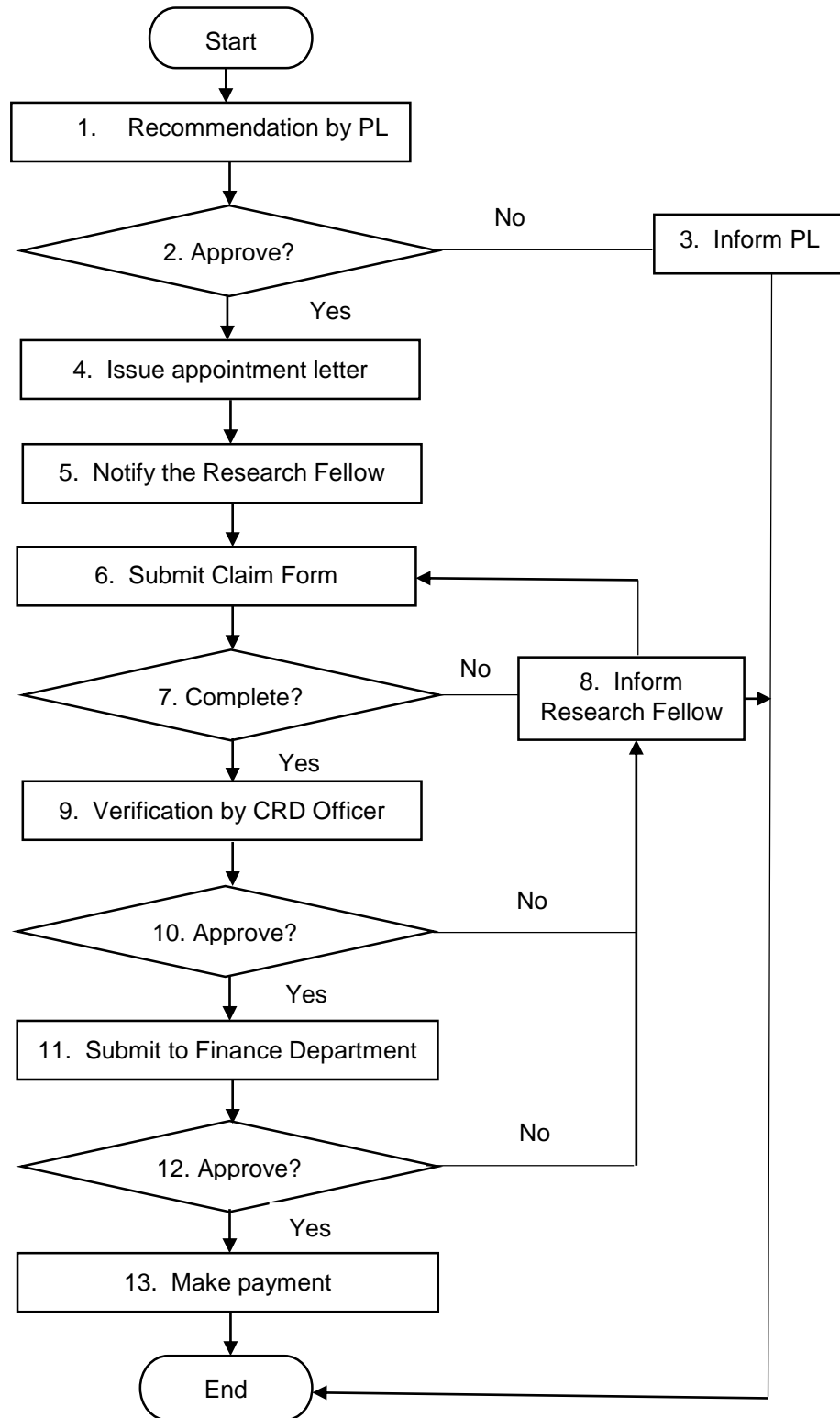
- 6.1 Refer to the process flow chart.



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7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	<p>Recommendation by PL.</p> <p>PL to inform CRD on the proposed Research Fellow and provide the details to CRD.</p>	PL	<ul style="list-style-type: none"> Memo (include details such as name of external grant, name of Research Fellow, tasks of Research Fellow, monthly emolument, etc.)
2	<p>Approve?</p> <p>2.1 If yes, proceed to No. 3. CRD to issue the Research Fellow appointment letter.</p> <p>2.2 If no, CRD to inform PL and the process end.</p>	CRD	<ul style="list-style-type: none"> Memo
3	Inform PL.	CRD	<ul style="list-style-type: none"> Email
4	Issue appointment letter.	CRD	<ul style="list-style-type: none"> Memo Research Fellow Appointment Letter
5	<p>Notify the Research Fellow.</p> <p>Research Fellow or PL to collect the appointment letter together with from CRD.</p>	CRD	<ul style="list-style-type: none"> Research Fellow Appointment Letter
6	<p>Submit claim form.</p> <p>Research Fellow to submit the claim form every month to request for emolument.</p>	CRD	<ul style="list-style-type: none"> Research Fellow Claim Form (UTS-CRD-P09-RF)
7	<p>Complete?</p> <p>7.1 If yes, proceed to No. 9. CRD Officer to verify the claim.</p> <p>7.2 If no, CRD to inform Research Fellow to re-submit the claim form.</p>	CRD	<ul style="list-style-type: none"> Research Fellow Claim Form (UTS-CRD-P09-RF)



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8	Inform Research Fellow.	CRD	<ul style="list-style-type: none">Research Fellow Claim Form (UTS-CRD-P09-RF)
9	Verification by CRD Officer.	CRD	<ul style="list-style-type: none">Research Fellow Claim Form (UTS-CRD-P09-RF)
10	Approve? 10.1 If yes, proceed to No. 11. CRD to submit the claim form to Finance Department. 10.2 If no, CRD to inform Research Fellow and the process end.	CRD Director	<ul style="list-style-type: none">Research Fellow Claim Form (UTS-CRD-P09-RF)
11	Submit to Finance Department.	CRD	<ul style="list-style-type: none">Research Fellow Claim Form (UTS-CRD-P09-RF)
12	Approve? 12.1 If yes, proceed to No. 13. Finance Department to process the payment. 12.2 If no, Finance Department to inform Research Fellow and the process end.	Finance Department	<ul style="list-style-type: none">Research Fellow Claim Form (UTS-CRD-P09-RF)
13	Make payment. Finance Department to make payment to Research Fellow.	Finance Department	<ul style="list-style-type: none">Research Fellow Claim Form (UTS-CRD-P09-RF)

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8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Memo	CRD	5 years
2	Research Fellow Appointment Letter	CRD	5 years
3	Research Fellow Claim Form	CRD	5 years