




UTS

RESEARCH ASSISTANT APPLICATION & CLAIM SUBMISSION

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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	07/11/16	Establishment	00	Director, CRD
2	20/09/18	Revision	01	Director, CRD
3	13/05/19	Revision on Abbreviation of Centre for Research and Development, SRA forms Document No. and URCMS Implementation and Addition of Finance Department	02	Director, CRD
4	13/12/21	Revision from UCTS to UTS	03	Director, CRD
5	10/07/24	Revision the whole content	04	Director, CRD



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1.0 OBJECTIVE

- The objective of this procedure is to provide guidelines for Research Assistant application and claim submission.

2.0 SCOPE

The scope of this procedure covers the appointment and claim submission of Research Assistant in UTS.

3.0 REFERENCES

Nil

4.0 DEFINITIONS / ABBREVIATIONS

UTS	:	University of Technology Sarawak
CRD	:	Centre for Research and Development
PL	:	Project Leader
SRA	:	Student Research Assistant
GRA	:	Graduate Research Assistant
URCMS	:	UTS Research Cloud Management System

5.0 RESPONSIBILITY

- 4.1 Director of CRD is responsible to ensure this procedure is adhered to.
- 4.2 The project leaders and research assistants are responsible to follow and adhere to this procedure.



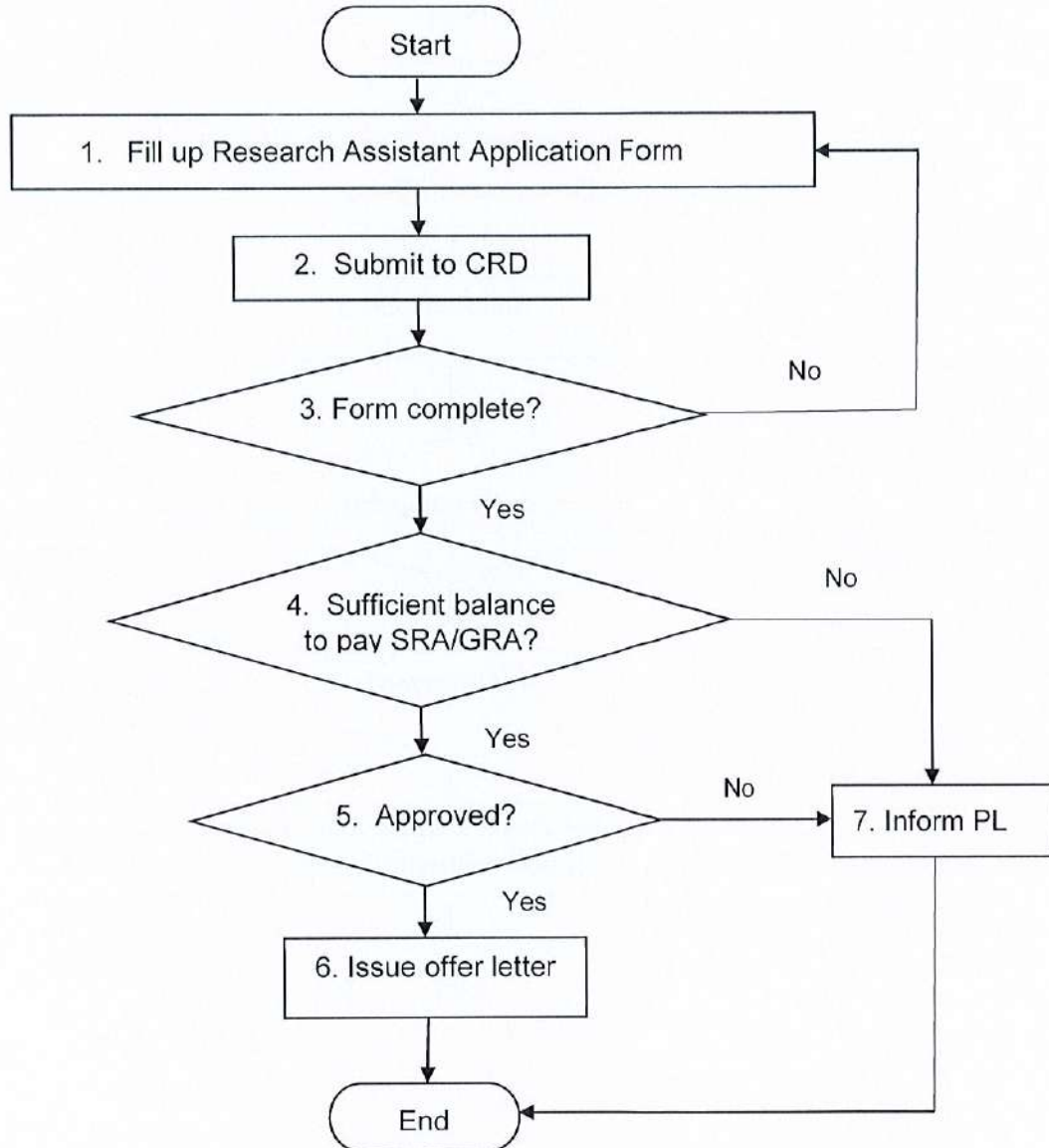
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6.0 PROCEDURE

6.1 Refer to the Research Assistant Application process flow chart as below.



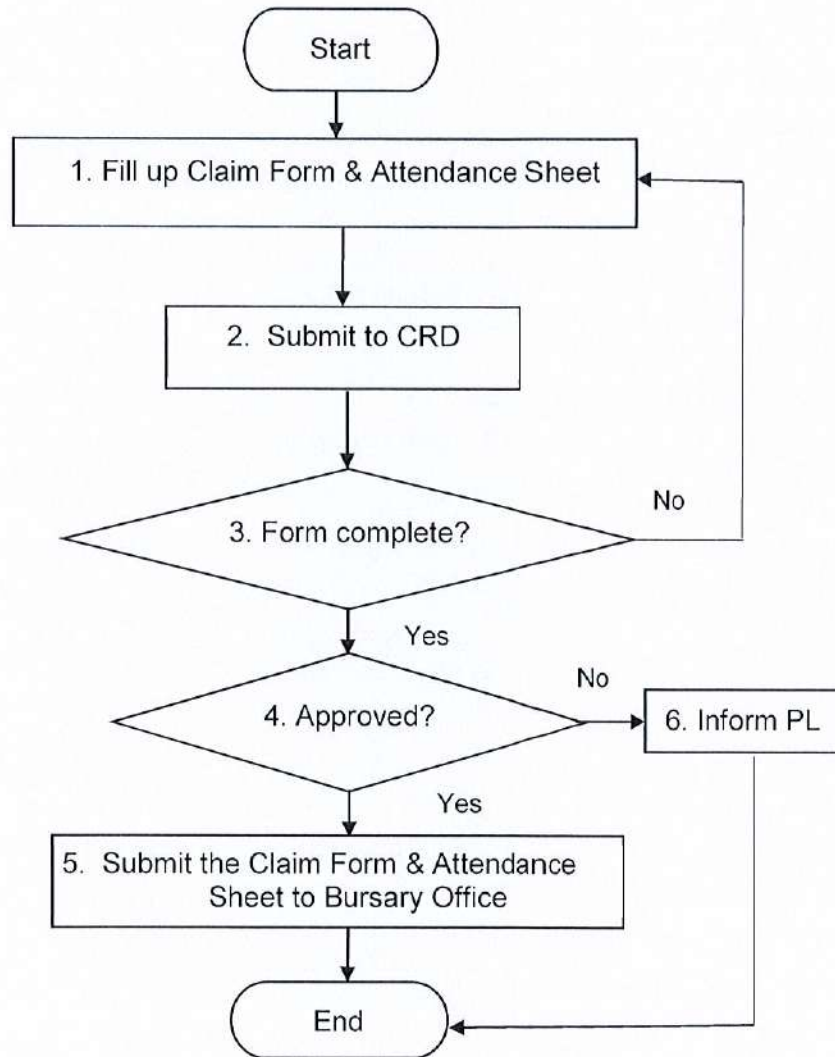


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6.2 Refer to the Research Assistant Claim Submission process flow chart as below.





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7.0 DESCRIPTION

7.1 RESEARCH ASSISTANT APPLICATION

No	Description	Person in Charge	Document
1	<p>Fill up Research Assistant Application Form.</p> <p>1.1 For SRA, the applicant to fill up Student Research Assistant Application Form (UTS-CRD-P03-SRA).</p> <p>1.2 For GRA, the applicant to fill Graduate Research Assistant Application Form (UTS-CRD-P03-GRA).</p> <p>1.3 The category of Research Assistant will be decided based on the type of grant and research grant guidelines.</p>	Applicant	<p>Student Research Assistant Application Form</p> <p>Graduate Research Assistant Application Form</p>
2	Submit to CRD.	PL	<p>Student Research Assistant Application Form</p> <p>Graduate Research Assistant Application Form</p>
3	<p>Form complete?</p> <p>3.1 If yes, proceed to No. 4.</p> <p>3.2 If no, go to No. 1.</p>	CRD	<p>Student Research Assistant Application Form</p> <p>Graduate Research Assistant Application Form</p>
4	<p>Sufficient balance to pay SRA/GRA?</p> <p>4.1 CRD to check the budget allocation based on the Research ID in URCMS (https://urcms.uts.edu.my) or External Grant Financial Record Excel Sheet (https://docs.google.com/spreadsheets/d/1i-1XVAAtPDZitt9p4nCjSyYXN0zj7d-g/edit?usp=sharing&ouid=107060031527007395097&rtpof=true&sd=true).</p> <p>4.2 If sufficient, proceed to No. 5.</p> <p>4.2 If not sufficient, proceed to No. 6.</p>	CRD	<p>Student Research Assistant Application Form</p> <p>Graduate Research Assistant Application Form</p> <p>URCMS</p> <p>External Grant Financial Record Excel Sheet</p>



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5	<p>Approved?</p> <p>5.1 If yes, proceed to No. 6.</p> <p>5.2 If no, proceed to No. 7.</p>	CRD Director	<p>Student Research Assistant Application Form</p> <p>Graduate Research Assistant Application Form</p>
6	<p>Issue offer letter.</p> <p>6.1 PL to collect the offer letter and inform SRA/GRA on the claim submission.</p>	<p>CRD</p> <p>PL</p>	<p>Student Research Assistant Offer Letter</p> <p>Graduate Research Assistant Offer Letter</p>
7	Inform PL via email.	CRD	<p>Student Research Assistant Application Form</p> <p>Graduate Research Assistant Application Form</p>

7.2 RESEARCH ASSISTANT CLAIM SUBMISSION

No	Description	Person in Charge	Document
1	<p>Fill up Claim Form and Attendance Sheet.</p> <p>1.1 For SRA, the applicant to fill up Student Research Assistant Claim Form (UTS-CRD-P03-SRAC) and Student Research Assistant Attendance Sheet (UTS-CRD-P03-SRAAS).</p> <p>1.2 For GRA, the applicant to fill up Graduate Research Assistant Claim Form (UTS-CRD-P03-GRAC) and Graduate Research Assistant Task Sheet (UTS-CRD-P03-GRATS).</p>	<p>SRA</p> <p>GRA</p>	<p>Student Research Assistant Claim Form</p> <p>Student Research Assistant Attendance Sheet</p> <p>Graduate Research Assistant Claim Form</p> <p>Graduate Research Assistant Task Sheet</p>
2	Submit to CRD.	<p>SRA</p> <p>GRA</p> <p>PL</p>	<p>Student Research Assistant Claim Form</p> <p>Student Research Assistant Attendance Sheet</p> <p>Graduate Research Assistant Claim Form</p>



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			Graduate Research Assistant Task Sheet
3	Form complete? 3.1 If yes, proceed to No. 4. 3.2 If no, go to No. 1.	CRD	Student Research Assistant Claim Form Student Research Assistant Attendance Sheet Graduate Research Assistant Claim Form Graduate Research Assistant Task Sheet
4	Approved? 4.1 If yes, proceed to No. 5. 4.2 If no, proceed to No. 6.	CRD Director	Student Research Assistant Claim Form Student Research Assistant Attendance Sheet Graduate Research Assistant Claim Form Graduate Research Assistant Task Sheet
5	Submit the Claim Form & Attendance Sheet to Bursary Office.	CRD	Student Research Assistant Claim Form Student Research Assistant Attendance Sheet Graduate Research Assistant Claim Form Graduate Research Assistant Task Sheet
6	Inform PL via email.	CRD	Student Research Assistant Claim Form Student Research Assistant Attendance Sheet



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			Graduate Research Assistant Claim Form
			Graduate Research Assistant Task Sheet

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Student Research Assistant Application Form (UTS-CRD-P03-SRA)	CRD	5 years
2	Graduate Research Assistant Application Form (UTS-CRD-P03-GRA)	CRD	5 years
3	URCMS (https://urcms.uts.edu.my)	CRD	5 years
4	External Grant Financial Record Excel Sheet (https://docs.google.com/spreadsheets/d/1i-1XVAtpDZitt9p4nCJjSyYXN0zj7d-g/edit?usp=sharing&ouid=107060031527007395091&rtpof=true&sd=true)	CRD	5 years
5	Student Research Assistant Offer Letter	CRD	5 years
6	Graduate Research Assistant Offer Letter	CRD	5 years
7	Student Research Assistant Claim Form (UTS-CRD-P03-SRAC)	CRD	5 years
8	Graduate Research Assistant Claim Form (UTS-CRD-P03-GRAC)	CRD	5 years
9	Student Research Assistant Attendance Sheet (UTS-CRD-P03-SRAAS).	CRD	5 years
10	Graduate Research Assistant Task Sheet (UTS-CRD-P03-GRATS)	CRD	5 years