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**RESEARCH MANAGEMENT CENTRE**  
Tel: 03-6421 6194/ 5009 /5017 | Fax: 03-6421 4053

## DISBURSEMENT REQUEST FORM FOR SPONSORED RESEARCH (MAXIMUM 100K)

Name : \_\_\_\_\_

Staff No. : \_\_\_\_\_ Kull./Dept.: \_\_\_\_\_

Project Title : \_\_\_\_\_

Project ID : \_\_\_\_\_

Start Date : \_\_\_\_\_ End Date: \_\_\_\_\_

Please tick (√):

Upfront/initial disbursement     
  Progress disbursement     
  Final disbursement

**Proposed Expenditure:**

Vote Code	Description of Expenditure	Amount (RM)
<b>Vote 21000</b> <i>Travelling Expenses &amp; Subsistence</i>		
<b>Vote 27000</b> <i>Research Materials &amp; Supplies</i>		
<b>Vote 28000</b> <i>Maintenance &amp; Minor Repair Services</i>		
<b>Vote 29000</b> <i>Professional Services &amp; Other Services</i>		
<b>Total</b>		

**Note:**

1. A maximum aggregated cash advances with maximum of RM100,000 per project, at any point of time during the research active period provided that prior advances have been cleared and the research shows good progress.
2. The subsequent disbursement of the grant will be made once the researcher produces receipts (original) to completely clear the earlier disbursement. The validity period for the receipts are 6 months only from the issuance date.
3. Researcher who fails to return the unused cash advancements and/or proper substantiation of financial disbursement within the maximum period of six (6) months and/or upon completion of the research project, whichever date is earlier, will be subjected to payroll deduction. All receipts to be kept according to the respective vote.
4. For V21000, a travel approval form for local or overseas travelling must be attached.
5. Please keep all receipts according to the respective vote.
6. For lump sum payment: 70% of total grant at the start of the project and balance upon reaching 50% of the project duration.
7. For staggered payment: 100% from the staggered payment.  
**\* subject to 2% of management fee deduction**

