

UNIVERSITI TUNKU ABDUL RAHMAN

Procedure Title : **CREATION OF A RESEARCH CENTRE**

Procedure Number : **QP-IPSR-R&D-032**

Rev No: **0**

Effective Date: **24/2/2011**

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For process flow, refer Flowchart

OBJECTIVE : To outline the process for establishment of Research Centre

SCOPE : Research Centre

DEFINITION : VP RDC : Vice President (Research, Development and Commercialisation)
 FRDPC: Faculty Research, Development and Postgraduate Committee
 FBO: Faculty Board
 RDCC : Research, Development and Commercialisation Committee
 SMC: Senior Management Committee

PROCESS No.	DETAILS	INTERFACE	RESPON-SIBILITY
1.1	Discussion and the drafting of a proposal relevant to the core research theme of a research centre.	Hardcopy	Research Team
1.2	Discussion and consultation with the VP R&D to enhance the relevance and justification of the proposal .	Softcopy/ Verbal	Research Team
1.3	Submit the proposal to the hosting Faculty (usually the faculty which is most closely relevant or related to the research theme of the proposed research centre).	Hardcopy / Softcopy	Research Team
1.4	Consider and recommend to RDCC for consideration	Softcopy	FRDPC & FB
1.5	Verify proposal a) Complete - proceed to 1.7 (b) Not recommended - notify to provide the requested information, go to 1.6	Softcopy	VP RDC Office
1.6	Provide the requested information –go to 1.5	Softcopy	Research Team
1.7	Prepare agenda paper. Table in RDCC for recommendation.	Hardcopy / Softcopy	VP RDC Office
1.8	Recommendation from RDCC (a) Recommended - proceed to 1.9 (b) Not recommended - notify to provide the requested information, go to 1.6	Hardcopy / Softcopy	RDCC
1.9	Approval from SMC (a) Approved - proceed to 2.0 (b) Not Approved - notify to provide the requested information, go to 1.6	Hardcopy / Softcopy	SMC
2.0	Notify Research Team	Email	VP RDC Office

Appendix 1

