

PGR Project Support Scheme

Guiding Principles

Name	PGR Project Support
Budget	REO
Objective	To support research projects undertaken by registered PGR students
Quantum	Up to RM 3,000 per full time PGR student per year; and RM 1,500 for part time mode students. Up to RM 10,000 per PhD Studentship holders per year
Support duration	Standard/normal duration of study program, excluding deferment.
Spending cycle	1 January - 31 December
Scope	<ul style="list-style-type: none"> • Purchase of materials necessary for the conduct of the research • Travel expenses for data collection/field visits • Presenting results of the research at a conference (per guidelines on conference support for PGR students) <p>Items that <u>will not normally be covered</u> are:</p> <ul style="list-style-type: none"> • Hospitality and entertainment costs; • Computing items such as laptops/smart gadgets; • Competition/exhibition participation; and • Expenses incurred by non-Sunway students/staff. • Items not deemed essential for the conduct of the research
Terms of support	<ol style="list-style-type: none"> 1. All expenditure must be approved in advance by the REO and is subject to any budget constraints. 2. Expenditure must be clearly and demonstrably required to support a PGR student project and may not be used in any other way. 3. Supervisors are expected to exercise financial prudence and to keep expenditure requests to a minimum. 4. Requested expenditures are to be spent/processed within applicable University and SEG policies and procedures. 5. No retrospective approval will be given 6. No unspent money may be carried over or otherwise used. 7. No additional support will be available from the REO
Process	<p>Supervisors to utilise the Requisition form (Appendix 1), and submit to REO. For conference attendance, to fill out the conference support application form.</p> <p>REO shall inform supervisors and students on approval / non-approval.</p>

REQUISITION FORM FOR PURCHASES / JOB SERVICES FOR RESEARCH

All PGR supervisors are required to fill in this form when processing payment for expenses related to their research funded by the grant. For purchases via the E-Purchasing System, this form precedes the request entry into the system. Please keep a copy of this form in your research file.

Routing: Supervisor → Head of Department/School Dean → Research Office → ITS/Purchasing Dept → Vendor

Name of PGR student (per formal ID): _____

School/Dept: _____ Date: _____

PhD Studentship: Yes No

Mode: Full time Part time Ethics Approval No: _____

No	Requested Item	Quantity	Unit Price (RM)	Total (RM)

*please attach official quotation(s) for your requested items

Brief Description of Research Project where requested item(s) will be used.

Requested by:

Endorsed by Head of Department/SchoolDean:

Signature:

Signature:

Name:

Name:

Date:

Date:

Research Office Use ONLY	
Provost's Decision:	Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>
Signature:	Date: