



## CHECKLIST FOR ACTIVITY APPLICATION

ACTIVITY UNIT

EXT: 37864 / 37870

Website: <http://rmc.utm.my/> => Choose (Download – Research Activity)

Updated on 28<sup>th</sup> May 2015

### A. Local Conference/Seminar/Colloquium

Compulsory Document :

1. Activity Application by online (<https://hrfin.utm.my/rmc>)
2. Brochure (*include name of conference, date, venue, registration fee & organizer*)
3. Acceptance letter (*via letter/ email*)
4. Full paper to be presented (*acknowledgement to Funder, not no & UTM*)

### Note:

1. All overseas application by staff UTM **MUST** fills up online form (E- boarding Form A) at least **1 month (30 days)** before the start dates of the event.
2. For overseas application by staff UTM use e-science and LRGS grant **MUST** fills up online form (E- boarding Form A) at least **1 ½ month (45 days)**.
3. For overseas application, all supporting documents (**for staff UTM only**) **must be uploaded at E- boarding Form A as attachment**. The supporting document as below.
4. All overseas application by student UTM **MUST** submit to RMC (h/copy doc) at least **2 month (60 days)**.
5. **PLEASE PUT THE EXACT DATE OF THE EVENT/ACTIVITY AS IN THE BROCHURE OR INVITATION LETTER, NOT A DAY BEFORE OR A DAY AFTER**

### B. Oversea Conference (Staff UTM)

#### CONFERENCE MUST BE INDEXED IN ISI/SCOPUS

Compulsory Document:

1. E-boarding Form A by online (<https://hrfin.utm.my/oversea>)  
(Applicant must at least publish a paper within 2 years from the date of the activity. Published at Scopus or WOS and must be either Corresponding Author OR 1st Author OR 1st UTM Author. All the published paper will be checked at RADIS. So please update your publication lists.) Impact Factor IS NOT COMPULSORY
2. Brochure (*include name of conference, date venue, registration fee & organizer*)
3. Acceptance letter (*via letter/ email*)
4. Full paper to be presented (*acknowledgement to Funder, not no & UTM*)

### C. Oversea Training/Workshop/Visiting/Meeting/Discussion/Fieldwork (Staff UTM)

Compulsory Document:

1. E-boarding Form A by online (<https://hrfin.utm.my/oversea>)  
(Applicant must at least publish a paper within 2 years from the date of the activity. Published at Scopus or WOS and must be either Corresponding Author OR 1st Author OR 1st UTM Author. All the published paper will be checked at RADIS. So please update your publication lists.) Impact Factor IS NOT COMPULSORY
2. Brochure (*include name of conference, date venue, registration fee & organizer*)
3. Acceptance/Invitation letter (*via letter/ email*)
4. Paperwork (justification & benefit to research vot)
  - a. *-Format provided at portal RMC*
5. Slide presentation

### D. Oversea Conference (Student UTM)

Compulsory Document:

1. Activity Application Form (*6th revision*)- *with recommendation by Dean Research Alliance/TdPI/Dean of Faculty/Hi-CoE/CoE*)
2. KN (HEP) Form – 2 copy (*with recommendation by Dean SPS/Dean Faculty*)
3. Paperwork - 3 copy (*Format provided at RMC portal*)
4. Applicant's Personal Detail (*Format provided at RMC portal*)  
(Applicant must at least publish a paper within 2 years from the date of the activity. Published at Scopus or WOS and must be either Corresponding Author OR 1st Author OR 1st UTM Author. All the published paper will be checked at RADIS. So please update your publication lists.) Impact Factor IS NOT COMPULSORY
5. Brochure (*include name of conference, date venue, registration fee & organizer*)
6. Acceptance letter (*via letter/ email*)
7. Full paper to be presented (*acknowledgement to Funder, not no & UTM*)

#### **E. Oversea Training/Fieldwork (Student UTM)**

Compulsory Document:

1. Activity Application Form (*6th revision*)- *with recommendation Dean Research Alliance/TdPI/Dean of Faculty/Hi-CoE/CoE*
2. KN (HEP) Form – 2 copy (*with recommendation by Dean SPS/Dean Faculty*)
3. Paperwork - 3 copy (*Format provided at RMC portal*)
4. Applicant's Personal Detail (*Format provided at RMC portal*)  
(Applicant must at least publish a paper within 2 years from the date of the activity. Published at Scopus or WOS and must be either Corresponding Author OR 1st Author OR 1st UTM Author. All the published paper will be checked at RADIS. So please update your publication lists.) Impact Factor IS NOT COMPULSORY
5. Brochure (*include name of conference,date venue,registration fee & organizer*)
6. Acceptance/Invitation letter by organizer (*via letter/ email*)