

**NOTE: THE RESEARCH MANAGEMENT CENTRE SHALL PROCESS COMPLETED FORM WITH SUPPORTING DOCUMENTS ONLY. THE INCOMPLETE FORM SHALL BE RETURNED TO THE PROJECT LEADER.**

## 1. CANDIDATE'S PERSONAL PARTICULARS

Full Name as in Passport/Identity Card:

Postal Address:

Telephone No.:

E-mail Address:

Nationality:

Position Applying  
for:

Research  
Officer (RO)

Research  
Assistant  
(RA)

Graduate Research  
Assistant (GRA)

Status :

Part Time

Full Time

Earliest Date Available (if appointed):

Education:  Tertiary  Secondary

Course:

Duration of Course:

Name of Institution:

Qualification Attained:

*(indicate class of degree/diploma and attach CV,  
academic transcript and certificate)*

I have duly completed this form and attached the following supporting documents:

Curriculum Vitae

Academic Transcript *(for new appointment only)*

Academic Certificate *(for new appointment only)*

Other Details (bank account details, etc.)

***I declare that the particulars in this application are true to the best of my knowledge and belief, and I have not willfully suppressed any material fact.***

Signature of Applicant:

Date:

## 2. PROJECT LEADER'S PARTICULARS

Title and Full Name as in Passport/Identity Card:  
(Prof / Assoc Prof/ Dr / Mr / Ms)

Designation:

Staff ID:

Faculty Address:

Telephone No.:

E-mail Address:

Project Title:

Type of Grant:

ScienceFund/ FRGS/ Internal/ Others (please specify)

Budget Balance under Temporary and Contract Personnel Category:  
*(please attach funding breakdown)*

Temporary and Contract Staff Job Description/ Contribution to the Project:

# Application for Temporary and Contract Staff Appointment using Internal/ External R&D Funding

Type of Appointment:  New  Renewal

Duration of Appointment : (From): \_\_\_ / \_\_\_ / \_\_\_ (To): \_\_\_ / \_\_\_ / \_\_\_

Proposed Basic Monthly Salary / Payment Rate :

*Note: (EPF and SOCSO: not applicable to GRA and Non-Malaysian)*

I have duly completed this form and attached the following supporting document:

Funding Breakdown

*I recommend the proposed appointment.*

Signature of Project Leader:

Date:

### 3. RECOMMENDATION BY DEAN

*I hereby confirm that the candidate is qualified to be employed under the specified research project.  
I recommend / do not recommend the proposed appointment.*

Name & Designation:

Signature:

Date:

### 4. RECOMMENDATION BY DIRECTOR, RESEARCH MANAGEMENT CENTRE

Total Deduction from the Grant =

Fund Availability :  Yes

No

*I recommend / do not recommend the proposed appointment.*

Name & Designation:

Signature:

Date:

### 5. APPROVAL BY VICE PRESIDENT/VICE CHANCELLOR

*I approve / do not approve the proposed appointment.*

Name & Designation:

Signature:

Date: