

# **GUIDANCE ON THE USE OF RESEARCH GRANTS FOR CONFERENCES, ACADEMIC VISITS AND INTERNATIONAL RESEARCH ACTIVITIES**

Research Grant Management Centre  
Department of Research Management, Universiti Malaya

## **1. PURPOSE**

This guidance is prepared as a reference for researchers at Universiti Malaya regarding the utilisation of research grant funds for conferences, academic visits, fieldwork, and related international activities, in line with the Surat Arahan Kawalan Perbelanjaan Universiti Malaya dated 20 April 2026 – Pematuhan kepada Arahan Penjimatan dan Kawalan Perbelanjaan Awam Universiti Awam, as well as compliance with sponsors' terms and regulations.

## **2. USE OF GRANTS FOR CONFERENCES / SEMINARS**

### **2.1 Internal University Grants**

The use of Universiti Malaya internal grants for attending international conferences, seminars, symposiums, and related activities physically is currently **NOT ALLOWED**. However, participation in HYBRID modes, whereby international conferences are attended **ONLINE**, is **ALLOWED**.

Examples of affected grants include, but are not limited to:

- RU Grant
- University Malaya Research Excellence Grant (UMREG)
- Impact Oriented Interdisciplinary Research Grant (IIRG)
- UMG
- Faculty / Responsibility Centre (PTJ) Internal Grants
- Special grants under UM / JPP / TNCPI portfolios

### **2.2 Government Grants**

The use of government-funded grants for attending international conferences, seminars, symposiums, and related activities physically is currently **NOT ALLOWED**. However, participation in HYBRID modes, whereby international conferences are attended **ONLINE**, is **ALLOWED**.

Examples of affected grants include:

- Fundamental Research Grant Scheme (FRGS)
- Transdisciplinary Research Grant Scheme (TRGS)
- Long Term Research Grant Scheme (LRGS)
- Prototype Research Grant Scheme (PRGS)
- Research Maintenance Fund (RMF)

### **2.3 Private / Industry / International Grants**

The use of funds for conference purposes is **ALLOWED**, subject to:

- the sponsor's terms and conditions;
- sufficient available allocation; and
- approval from the university.

Types of grants/funds allowed include:

- Industry / private grants
- International grants
- International collaborative grants
- Consultancy-generated funds, subject to university financial regulations
- Other funds that do not utilise Government/RMF allocations and have received university approval

### **3. FIELDWORK AND DATA COLLECTION ACTIVITIES**

For research activities involving:

- fieldwork,
- data collection,
- site visits,
- research visits,
- experiments,
- community activities,
- project monitoring, and
- research networking activities directly related to project outputs,

the use of government grants such as FRGS, TRGS, and related grants **MAY BE CONSIDERED**, subject to:

- clear justification;
- direct relevance to the research objectives;
- compliance with sponsor requirements; and
- university approval.

### **4. USE OF RMF GRANTS**

The use of RMF funds for attending conferences, seminars, symposiums, or similar international activities physically is currently **NOT ALLOWED**. However, participation in HYBRID modes, whereby international conferences are attended **ONLINE**, is **ALLOWED**. Any other use of RMF funds shall be subject to the latest university circulars and regulations.

## 5. SPECIAL CASES

For special cases or matters not stated in this guidance, further consideration shall be referred to the university through:

- submission to PPGP for further review; and/or
- referral to the Deputy Vice-Chancellor (Research & Innovation) Office (TNCPI) for special consideration.

For enquiries:

**Google Form Link:** [ENQUIRIES RELATED TO CONFERENCES AND FIELDWORK ACTIVITIES](#)

## 6. EFFECTIVE DATE

This guidance shall take effect from the date of implementation until further notice or new directives are issued by the University, the Ministry of Higher Education (MOHE), or the Ministry of Finance Malaysia (MOF).

## 7. CONTACT INFORMATION

For further enquiries, please contact the relevant officer/unit as listed in the official guidance document.

| Division / Unit   | Matters                                      | Officer in Charge  | Email                     |
|---|--|--------------------|---------------------------|
| Bahagian Kewangan TNC P&I   | Financial Report / RMF                       | Nur Liyana         | liyanaalias@um.edu.my     |
|   |  | Nurul Hamizah      | hamizah@um.edu.my         |
| Pejabat Pengarah Eksekutif, Jabatan Pengurusan Penyelidikan (JPP) | General Matters                              | Suhaimi            | sumi@um.edu.my            |
|   |  | Nor Azura          | azurataib@um.edu.my       |
|   | Page Charge (Application / Approval)         | Mahfuzah           | mahfuzahmdyasin@um.edu.my |
|   | Approval for JK ICT (Application / Approval) | Aiza Zilla         | aizazilla@um.edu.my       |
|   |  | Mohd Farhan        | frhan@um.edu.my           |
|   | Research Assistant / Graduate Assistant      | Mohd Hafizul Asraf | hafizul_asraf@um.edu.my   |

|  |   |                  |                            |
|--|---|------------------|----------------------------|
|  | (Appointment / Extension / Increment / Termination)   | Zuraidah         | aida_z@um.edu.my           |
| Pusat Pengurusan Geran Penyelidikan (PPGP)                     | General Matters   | Azizon           | azizon@um.edu.my           |
| Pusat Pengurusan Geran Penyelidikan (PPGP) – Pre-Award Matters | UM Internal Grants / MOSTI Grants   | Yanti Norima     | yantinorima@um.edu.my      |
|  |   | Mohd Rizuwan     | mr.rizuwan@um.edu.my       |
|  | MOHE Grants / Government Agency   | Nuratiqah        | tqanorpi@um.edu.my         |
|  |   | Siti Halijah     | sitihalijahahmad@um.edu.my |
|  | Private / Industry Grant / UM Matching Grant (UMG) Private  | Mushira          | mushira@um.edu.my          |
|  |   | Khadijah         | khat@um.edu.my             |
|  | International Grant / Dana Padanan Antarabangsa (MyPAIR) / UM Matching Grant International  | Haryana Rozana   | hrozana@um.edu.my          |
|  |   | Zuraidah         | azureen@um.edu.my          |
| PPGP – Post-Award Matters                                      | AI for Medicine Research Grant Scheme / Geran Penyelidikan UM (UMRG) / Impact Oriented Interdisciplinary Research Grant (IIRG) / Government Agency / Faculty Research Programme / | Khasmidatul Akma | akma_khasmi@um.edu.my      |
|  |   | Noor Aini        | nooraini68@um.edu.my       |

|  |                            |                             |
|--|----------------------------|-----------------------------|
| University Malaya Grant  |                            |                             |
| MOST Grant / Other MOHE Grant (HiCoE) / RU Grant / UM Global Transformation Research Grant (UMGTR) / University Malaya Research Excellence Grant (UMREG)   | Norazkifni Faizura         | norazkifnifaizura@um.edu.my |
|  | Melur Syahmina             | syahmina@um.edu.my          |
|  | Norshida Binti Abdul Manan | norshida79@um.edu.my        |
| Fundamental / Prototype / Long Term / Trans-Disciplinary Research Scheme (FRGS/PRGS/LRGS/TRGS) / Malaysia Laboratories for Academia-Business Collaboration (MyLAB) / Malaysian Research University Network (MRUN)        | Sharifah Nurnadia          | shnurnadia@um.edu.my        |
|  | Muhamad Firdaus            | mrfirdaus@um.edu.my         |
|  | Suhailah                   | sue@um.edu.my               |
|  | Zuraini Zainal Abidin      | ezzura@um.edu.my            |
| Bantuan Khas Penyelidikan (BKP Special) / University Malaya Translational Research Grant (UMTRG) / University Research Program – Research Cluster / Dept. of Research Synergy / UM-UCSI Matching Grant / Private Funding | Siti Hajar Mohd Roffeei    | hajaroff@um.edu.my          |
|  | Nor Hadijah                | dija@um.edu.my              |

|              |  |                |                        |
|--------------|--|----------------|------------------------|
|              | International Grant /<br>UM Matching Grant   | Hairul Mardiah | mardiahamzah@um.edu.my |
|              | International / UM<br>International<br>Collaboration Grant /<br>Dana Padanan<br>Antarabangsa<br>(MyPAIR) | Mohd Zafifi    | mzm@um.edu.my          |
| Hotline PPGP |  | +601116384467  |                        |

**Research Grants Management Centre**

Universiti Malaya

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