

MEMORANDUM ASSESSMENT AND EVALUATION COMMITTEE (MCOM) CHECKLIST

FROM:

- OFFICE OF THE INTERNATIONAL AFFAIRS (IO)
- OFFICE OF INDUSTRIAL LINKS (OIL)
- RESEARCH MANAGEMENT CENTRE (RMC)
- OFFICE OF THE DEPUTY RECTOR (STUDENT DEVELOPMENT & COMMUNITY ENGAGEMENT)

MOU/MOA TITLE : _____

No.	Documents	Yes	No	Remarks
1.	Latest Company Search (SSM Search)			
2.	Company or University Profile			
3.	Draft of Memorandum of Agreement(MoA)/Memorandum of Undertaking(MoU)			
4.	Concept Paper i. Write up; ii. Planned activities; and/or iii. Implemented activities			
5.	Latest Financial Report (at least one year)			
6.	Other Document 1. Research Grant; 2. Relevant Policy; 3. Existing MoU/MoA; 4. Letter of Undertaking (LOU)/Letter of Intent (LOI).			

To IO / OIL / RMC / ODRSDCE:

Kindly tick the relevant documents.

Please be advised that all papers and relevant documents together with this Checklist must be sent to MCOM (mcom@iium.edu.my) using one (1) email only ONE (1) WEEK before meeting.