

## Description Grant Status

Step	Status	Description	Next Actor	Next Step
<b>Menu : Grant - Sub Menu : Grant List</b>				
<b>Step 1/8</b>	Grant In Progress	Grant application in progress.	<b>Liaison Officer</b>	Waiting for verification by Liaison Officer.
<b>Step 2/8</b>	Grant Verified	Grant application has been verified by Liaison Officer.	<b>Department Head</b>	Waiting for approval by Head of Department/ Campus/ PTJ.
<b>End Process</b>	Grant Not Verified	Grant application has been not verified by Liaison Officer.	<b>Applicant</b>	End process.
<b>Step 3/8</b>	Grant Head Dept Approved	Grant application has been approved for Academician Staff by Head of Department.	<b>Applicant</b>	Go to any computer supplier to purchase either laptop, desktop or tablet only.
	Waiting for JPPIT Approval	Grant application has been approved for Administration Staff by Head of Department.	<b>JPPIT Officer</b>	Waiting for approval by JPPIT Officer.
<b>End Process</b>	Grant Head Dept Rejected	Grant application has been rejected by Head of Department.	<b>Applicant</b>	End process.
<b>Step 4/8</b>	Grant JPPIT Approved	Grant application has been approved by JPPIT Officer.	<b>Applicant</b>	Go to any computer supplier to purchase either laptop, desktop or tablet only.
<b>End Process</b>	Grant JPPIT Rejected	Grant application has been rejected by JPPIT Officer.	<b>Applicant</b>	End process.
<b>Step 5/8</b>	Grant Claim	Applicant will input purchasing information about laptop or desktop or tablet to claim grant payment.	<b>Applicant</b>	Applicant should go to menu <b>My Assets</b> , click <b>My Grant List</b> and click <b>Grant Claim</b> button.
<b>Step 6/8</b>	Grant Claim Submitted	Purchasing information has been submit to Unit Kewangan Zon 6 (UKZ6) for verification and approval.	<b>UKZ6</b>	UKZ6 staff should go to menu <b>Bursary</b> and click <b>Grant Claim</b> .

<b>Step</b>	<b>Status</b>	<b>Description</b>	<b>Next Actor</b>	<b>Next Step</b>
<b>Step 7/8</b>	Grant Claim Returned	Some purchasing information does not meet the requirement from UKZ6 and applicant should update purchasing information back.	<b>Applicant</b>	Applicant should go to menu <b>My Assets</b> and click <b>My Grant List</b>
	Grant Claim Approved	UKZ6 was approved the grant claim and notification email will send to applicant.	<b>Applicant</b>	Payment grant to applicant is in progress. Any question about payment, applicant should contact Unit Kewangan Zon 6, UiTM Shah Alam.
<b>Step 8/8</b>	Grant Completed	Payment information have been updated by UKZ6.	<b>Applicant</b>	Applicant able to check payment received in salary account.