

ACRM Sponsorship Application Checklist (For Applicants)

Required for All Applicants:

Criteria	Please tick (✓)
Completed Sponsorship Application Checklist	
Updated Curriculum Vitae (CV) with recent research involvement	
Clear description of the event/publication/course (e.g., brochure, event website, journal details)	
Tentative budget with breakdown of expected costs	
Declaration of any alternative funding (source, amount, what it covers)	
Acknowledge that only one individual sponsorship is allowed every two years	

If Applying for Conference or Travel Sponsorship:

Criteria	Please tick (✓)
Abstract acceptance letter or invitation to present	
Proof that you are first or corresponding author	
Indicate if the presentation is oral, poster, or virtual	
Agree to submit a post-event write-up and photo for ACRM social media	
Certificate of attendance (to be submitted after the event)	
Receipts/proof of payment (to be submitted within 1 month post-event)	
Acknowledge ACRM in presentation materials (posters, slides, etc.)	

If Applying for Publication Support:

Criteria	Please tick (✓)
Proof that the journal is indexed in WoS or SCOPUS (and not predatory)	
Journal impact factor (must be ≥ 1.0)	
You are listed as first or second author with equal contribution	
At least 50% of authors are MOH-affiliated	
Acceptance letter or proof of journal submission	
Invoice from journal	
Letter of application to ACRM	
Letter of approval to publish (e.g., from DG if required)	
Receipts/proof of payment (to be submitted within 1 month post-publication)	
Acknowledge ACRM in manuscript	
Include DOI or manuscript reference once published	

If Applying for Online Course

Criteria	Please tick (✓)
Course details (e.g., provider name, topic, duration)	
Course relevance to your current work	
Fee amount (sponsorship capped at RM500)	
Proof of completion or certification (to be submitted after course)	
Acknowledge that this counts as a personal sponsorship under the 2-year rule	