



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونَيْبَرَسِيْتِيْ اِسْلَامْ اِنْتَارَا بَغْسِيَا مَلِيْسِيَا

Research Completion Module User Manual

*RESEARCH MANAGEMENT SYSTEM
VERSION 2 (RMS V2)*



Introduction

Purpose

This document cover how to use the Research Management System Version 2 (RMSV2) - Researcher User Manual

Target Audience

The target audiences for this User Manual include:-

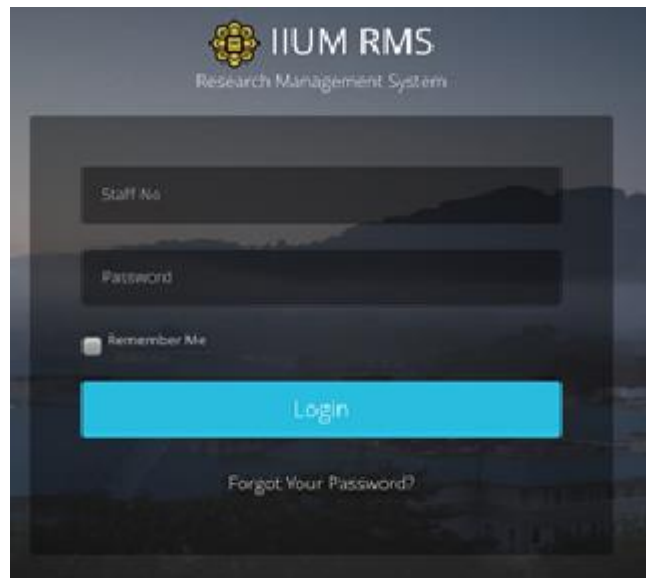
1. Researchers
2. Research Management Center Officers

Login

In a web browser, enter the following address:-

<https://rmsv2.iium.edu.my>

In the screen, enter your valid HURIS username and password, Then click the LOGIN icon as depicted on screen.



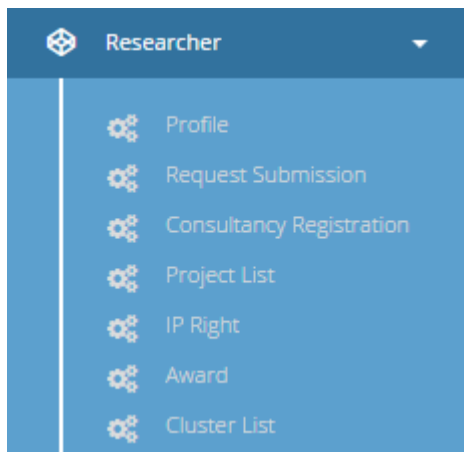


Researcher - Profile

Researcher Information are pulled from Human Resource Management System.(HRMS) This data is read only information from HRMS. If there is any discrepancy, please contact HRMS directly.

Follow the steps below to access the profile.

Step 1. Click on Profile on the side menu. Researcher's Profile can be viewed only.



Researcher Profile

Name	Prof. Dr. Ahmad Faris Bin Ismail	Staff No	1743
IC Or Passport No	[REDACTED]	Kulliyah	Kulliyah of Engineering
Gender	Male	Department	DEPARTMENT OF MECHANICAL ENGINEERING(K ENGINE-MECHANICAL)
Status	Active	Designation	ACADEMIC



Researcher - Request Submission

Research Completion Application


When a research is completed, you are required to submit online research completion application, follow the steps to submit your research submission.

Step 1. Click on Request Submission on the side menu and select Research Completion Application from the research drop down.

The screenshot shows the 'Researcher' side menu with 'Request Submission' selected. The 'Research' dropdown menu is open, displaying various application types. 'Research Completion Application' is highlighted in the list.

- Research
- Financial
- Post Doctoral Application
- Research Extension Application
- ReAllocation of Budget
- Research Completion Application**
- Research Assistant Application
- Research Application
- Progress Report
- Attending Conference/Data Collection Application
- Special Programme
- Change of PI/Additional/Termination Members Application

Step 2. Select the research project.

- Click  to proceed.
- Your application will be saved as draft
- You can **edit** or **delete** your draft application from **Request Submission**.

The screenshot shows the 'Research Completion' form. The 'Research Information' section is visible, featuring a 'Project ID' label and a dropdown menu with the text 'Please Select Project ID'.



Step 3. Click Next button or previous at the bottom of the page button to navigate through the application form.

- Click next to proceed

Research Completion

Research Completion

1 Research Information 2 Research Findings and Summary 3 Financial 4 Project Achievement 5 List of Document(s) 6 Declaration

Research Information

Project ID Kulliyah

Project Title Project Duration Date to

Grant Type Duration (Months)

Status

Principal Researcher

Staff No Kulliyah

Step 4. Research Findings and Summary

- Fill in each fields in Research Findings and Summary.
- Click next to proceed.

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Dashboard Researcher

- Profile
- Request Submission
- Project List
- IP Right
- Award
- Postdoc List
- Cluster List

RMC Monitoring Deputy Director

Research Completion

Research Completion

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Research Findings and Summary

Extract




Max 1/500 characters

Introduction


Max 1/500 characters



Step 5. List of Methodology File(s)


- Click  button to add Reference at least one(1) and it is required.
- Click  button to add Methodology Files
- Click  to remove any methodology file.

References



Name	Action
<input type="text"/>	

List of Methodology File(s)

 * Note: Minimum 1 file, 2MB/file and file type of img is allowed

Description of File	File Upload (Kindly attach each document separately)	Action

Step 5. Financial

- Choose Yes or No for declaration on Asset from IFIS.
- Click next to proceed.

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Dashboard

Researcher

- Profile
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RMC Monitoring Deputy Director

1 Research Information
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Financial

VoteCode	Description	Allocation(RM)	Disburse(RM)	Commit(RM)	Balance(RM)
V11000	Research Assistant (RA)	0.00	0.00	0.00	0.00
V29000	Professional Services & Other Services including Printing & Hospitality, Honorarium for subjects	5,000.00	0.00	0.00	5,000.00
V36000	Miscellaneous Research Advancement	0.00	0.00	0.00	0.00
V37000	Travelling Research Advancement	0.00	0.00	0.00	0.00
Total		5000.00	0.00	0.00	5000.00

Asset from IFIS



VoteCode	Description	Unit Price(RM)	Quantity	Total(RM)	Location
I have handed over the asset(s) acquired from this grant to the Kulliyah (if applicable). <input type="radio"/> Yes <input type="radio"/> No					

previous
Next






Step 6. Project Achievement

6.1 Publication



- Click  button to add more publication.
- Fill in Author, Year, Title, etc
- Click  to remove any publications.

6.2 IREP Publication


- Click  to select publication and click  button.
- Click  to remove any publications.




6.3 Project Achievement (Intellectual Property)

- Click  button to add more Intellectual Property fields
- Fill in IP type, Detail and Date.
- Click  to remove any Intellectual Property.

Intellectual Property Rights



Ip Type	Detail	Date	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	

6.4 Project Achievement (Human Capital)

- Number of Human Capital for Malaysian and Non-Malaysian students wil appear automatically.

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- [Dashboard](#)
- [Researcher](#)
- [RMC Monitoring Deputy Director](#)

Human Capital Development

Human Capital	Malaysian	Non-Malaysian
Ph.D Student	<input type="text" value="0"/>	<input type="text" value="0"/>
Masters Student	<input type="text" value="0"/>	<input type="text" value="0"/>
Undergraduate Student	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	0	0



Step 7. Upload document(s)

- Click  button to add more fields and browse file to be uploaded.
- Click  button to remove any files.
- Click next to proceed.

Research Completion

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1 Research Information

2 Research Findings and Summary

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4 Project Achievement

5 List of Document(s)

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List of Attachment

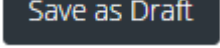
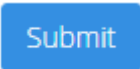
+ Add File
* Note: Minimum 1 file, 1MB/file and file type of image, words and pdf is allowed

Description of File	Attachment Upload (Kindly attach each document separately)

previous
Next

Save as Draft
Submit

Step 8. Save as Draft or Submit Application

- Click  button to save application and edit later.
- Check on checklist like shown below.
- Fill in IREP ID.
- Click  button to submit application for approval process.

Research Completion

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1 Research Information

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Declaration

Check List

No	Item		Status
1	Evidence of Final Report - Insert ID of uploaded document in IREP		<input type="checkbox"/>
2	A copy of evidences		<input type="checkbox"/>

I hereby declare that all information stated here are accurate. RMC has the right to reject or to cancel the offer without prior notice if there is any inaccurate information given.

previous
Next