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INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
يُونَيْبَرِيْتِيْ اِسْلَامْ اِنْتَارَا بَغْسِيَا مَلِيْسِيَا

## **Researcher User Manual**

*RESEARCH MANAGEMENT SYSTEM  
VERSION 2 (RMS V2)*

*Researcher User Manual Version 1.00  
Grant Application Module*

*This document contains the Researcher User Manual for the IIUM Research Management System.*

Htech Solutions Asia Pacific (M) Sdn. Bhd.



# Document Control

## General Information

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## Verification, Certification and Approval





Activity	Name/Position	Signature	Date
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## Revision Log

Version	Date	Description
0.1	1 Mar 2017	First Draft Release
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1.0	25 Apr 2017	First Release (User Sign Off)



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## Introduction

### Purpose

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

### Target Audience

The target audiences for this User Manual include:-

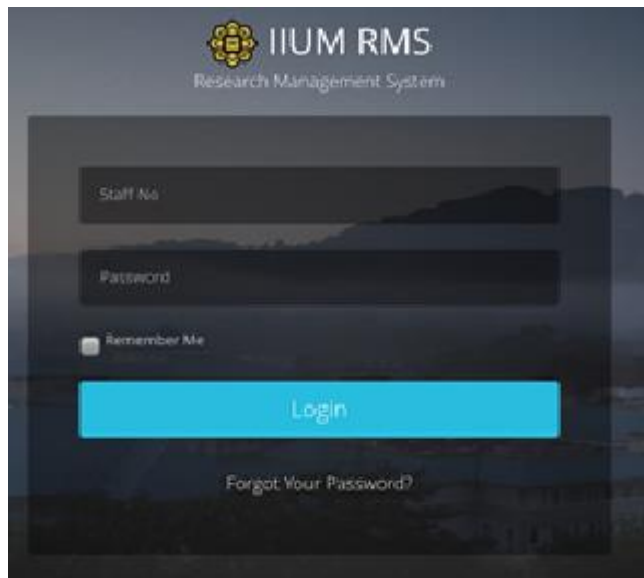
1. Researchers
2. Research Management Center Officers

### 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.





## Dash Board

This is the first screen displayed when user successfully logs to the system.

The dashboard for user AZURA BT. AMID features a left-hand navigation menu with options for Dashboard, Researcher, and Head Of Research. The main content area is divided into several sections:

- Summary Cards:** Three cards at the top show 'NO. OF PROJECTS AS PI' (18), 'NO. OF AWARDS AS PI' (0), and 'NO. OF INTELLECTUAL PROPERTY AS PI' (0).
- List of Active Request:** A table with columns for #, Project ID, Document Type, Submission Date, and Status. It currently displays 'No data'.
- Outstanding Advance:** A table with columns for #, Project Id, Advance Type, Total Advance(RM), and OutStanding Amount(RM). It shows one entry for project PRGS16-003-0034 with a total advance of 6,000.00 and an outstanding amount of 6,000.00.
- List of Active Project as Principal Investigator:** A table with columns for #, Project Name, Start Date, End Date, Extension Date, Allocation(RM), Disburse(RM), and Balance(RM). It lists three projects: RU 12, C17-012-0185, and PRGS16-003-0034.

The Dashboard consists of :

- 1) Menu on the left
- 2) Information Summary for the user such as
  - a) Number of projects which user is the Principal Investigator
  - b) No of awards received which user is the Principal Investigator
  - c) No of Intellectual Properties which user is the Principal Investigator
  - d) List of Active Request
  - e) Outstanding Advance
  - f) List of Active Project as Principal Investigator

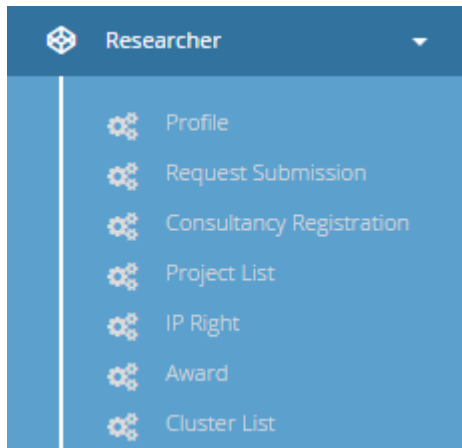


## Researcher - Profile

Researcher Information is extracted from Human Resource Information System.(HURIS) This data is read only information from HURIS. If there is any discrepancy, please contact HURIS 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 Application

To apply for research application that currently opens.

Take note that only grant types currently opened are listed in the dropdown menu of the Grant Type.

Follow the steps below to complete the application.

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



**Step 2. Select Grant Type, Research Type and Research Area for the project.**

Create

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

Research Application Form

Research Application Form

Identification

Grant Type: Please Select Grant Type

Research Type: Please Select Research Type

Research Area: Please Select Research Area

Create





**Step 3. Identification. Fill the following required fields:**

- Research Title
- Summary
- Research Duration Date (Start Date & End Date)

**Step 4. Click Next button or previous button to navigate through the application form.**

- Click next to proceed

<b>1</b> Identification Title, Type of Fund and Summary	<b>2</b> Researchers Background Principal Researcher Info, Co-Researcher, Past Researches, Publications etc	<b>3</b> Proposal Details Background, Objective, Methodology, Expected Result	<b>4</b> Budget Estimated Budget and details Expenditure	<b>5</b> List of Document(s) Document attachment	<b>6</b> Declaration Applicant Declaration
--	--	--	---	---	---

### Identification

Research Title	<input type="text"/>	Summary (in 200 words)	<input type="text"/>
Grant Type	<input type="text" value="Research Initiative Grant Scheme (RIGS)"/>	Research Duration Date	<input type="text"/> to <input type="text"/>
Research Type	<input type="text" value="Fundamental"/>	Duration (Months)	<input type="text"/>
Research Area	<input type="text" value="Sains Gunaan (Applied Science)"/>		

previous Next

**Step 5. Researchers Background**

Co-Researcher(s)	Information on Other Completed Research	Information on Other Ongoing Research	Information on Publication
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Participant Type


+ Add Participant

Participants (Name)	IC / Passport No.	Department / Kulliyah / Agency	Email / Phone No.	Participant Type	Action

previous Next






### Step 5a. Add Participants (Staff)

- Select "Staff" from Participant Type
- Search staff no or name then hit  button



Co-Researcher(s) Information on Other Completed Research Information on Other Ongoing Research Information on Publication

Participant Type:

Search by Staff No / Name:   






Participants (Name)	IC / Passport No.	Department / Kulliyah / Agency	Email / Phone No.	Participant Type	Action
---------------------	-------------------	--------------------------------	-------------------	------------------	--------

- Select one from options listed and click  button.
- Click  button if you want to remove any.

Co-Researcher(s) Information on Other Completed Research Information on Other Ongoing Research

Participant Type:

Search by Staff No / Name:   



5426 - DR. Noraini Binti Ahmad

7148 - Mohammad Norazmi Bin Ahmad

989 - Wan Ahmad Rahiman B Wan Husain

417 - PROF. Nik Ahmad Kamal Bin Nik Mahmod

3516 - ASSOC. PROF. DR. Aminudin Che Ahmad

3542 - DR. Ahmad Zamani Bin Jusoh

4312 - Syamsul Bin Ahmad Arifin

Participants (Name)	IC / Passport No.	Department / Kulliyah / Agency	Email / Phone No.	Participant Type	Action
---------------------	-------------------	--------------------------------	-------------------	------------------	--------



### Step 5b. Add Participants (External)

- Select "External" from Participant Type and click  button.


Co-Researcher(s) Information on Other Completed Research Information on Other Ongoing Research Information on Publication

Participant Type:



Participants (Name)	IC / Passport No.	Department / Kulliyah / Agency	Email / Phone No.	Participant Type	Action
Halimatussa'diah Binti Ahmad Radzi		Kulliyah of Allied Health Sciences / DEPARTMENT OF DIAGNOSTIC IMAGING AND RADIOTHERAPY(KAHS)	halimah@iiu.edu.my	Staff	






- Fill in all required fields.
- Click  button if you want to remove any.

Co-Researcher(s)    Information on Other Completed Research    Information on Other Ongoing Research    Information on Publication

Participant Type:

[Add Participant](#)

Participants (Name)	IC / Passport No.	Department / Kulliyah / Agency	Email / Phone No.	Participant Type	Action
Halimatussa'diah Binti Ahmad Radzi		Kulliyah of Allied Health Sciences / DEPARTMENT OF DIAGNOSTIC IMAGING AND RADIOTHERAPY(KAHS)	halimah@iiu.edu.my	Staff	
<input type="text"/>	<input type="text"/>	Agency: <input type="text"/>	Email: <input type="text"/> Tel No: <input type="text"/>	External	

**Step 6.** Click [Next](#) button or [previous](#) button to navigate through the application form.

- Click next to proceed
- 

**Step 7. Proposal Details**

- Fill in “Executive Summary” fields.

Research Application

1 Identification  
Title, Type of Fund and Summary

2 Researchers Background  
Principal Researcher Info, Co-Researcher, Past Researches, Publications etc

**3 Proposal Details**  
Background, Objective, Methodology, Expected Result

4 Budget  
Estimated Budget and details Expenditure

5 List of Document(s)  
Document attachment



6 Declaration  
Applicant Declaration

Detail Proposal of Research Project


Executive Summary




### Step 8. Add objective(s)



- Fill in “Objective” field.
- Click  button to add more objective.
- Click  to remove any objective.

#### Objective(s) of the Research







Objective	Action
<input type="text"/>	

### Step 9. Expected Results/Benefits

- Fill in details for “Publication”, “Human Capital” and “IP”.
- Click  button to add more item.
- Click  to remove any items.




#### Expected Results / Benefits




Item	Details	Action
<input type="text" value="Publication"/>	<input type="text"/>	
<input type="text" value="Human Capital"/>	<input type="text"/>	
<input type="text" value="IP"/>	<input type="text"/>	






## Step 10. Add Milestones

- Fill in Milestone, Start Date, End Date and Percentage fields.
- Click  button to add more milestone
- Click  button to add more activity for that particular Milestone.
- Click  to remove any Activity or Milestone.
- Click next to proceed

Milestone





Milestone	Start Date	End Date	Percentage	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	
				
TOTAL PERCENTAGE			0	


 



### Step 11. Add Budget details

- Insert amount of requested by vote respectively. Note that every vote have its limit prior to project type.
- Click  to add more year.
- Click  button to remove that particular year.
- Click next to proceed.



#### Budget Details

		
Budget Detail	Year <input type="text" value="2017"/>	Total Amount Requested
Vote 11000 Salary & Wages of Research Assistant	<input type="text" value="0"/>	
Vote 21000 Travelling and Transportation	<input type="text" value="0"/>	
Vote 23000 Communication & Utilities	<input type="text" value="0"/>	
Vote 24000 Rental	<input type="text" value="0"/>	
Vote 27000 Research Materials & Supplies	<input type="text" value="0"/>	
Vote 28000 Maintenance Services	<input type="text" value="0"/>	
Vote 29000 Professional Services	<input type="text" value="0"/>	
Vote 35000 Accessories & Equipment Total Amount	<input type="text" value="0"/>	

Total Amount :



## Step 12. 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 Application

Research Application

1 Identification  
Title, Type of Fund and Summary

2 Researchers Background  
Principal Researcher Info, Co-Researcher, Past Researches, Publications etc


3 Proposal Details  
Background, Objective, Methodology, Expected Result

4 Budget  
Estimated Budget and details Expenditure

5 List of Document(s)  
Document attachment

6 Declaration  
Applicant Declaration

List of Attachment

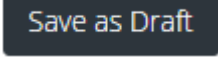
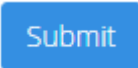
 \* Note: Minimum 1 file, 1MB/file and file type of image, words and pdf is allowed

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

previous Next

Save as Draft Submit

## Step 13. Save as Draft or Submit Application

- Click  button to save application and edit later.
- Tick at declaration box.
- Click  button to submit the application to RMC.