



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونَيْتِي اِسْلَامًا اِنْتَارَا بَعْثًا مِلِّيْسِيَا

*RESEARCH MANAGEMENT SYSTEM VERSION 2 (RMS
V2) USER MANUAL*

Joint Project Registration Module



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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:-

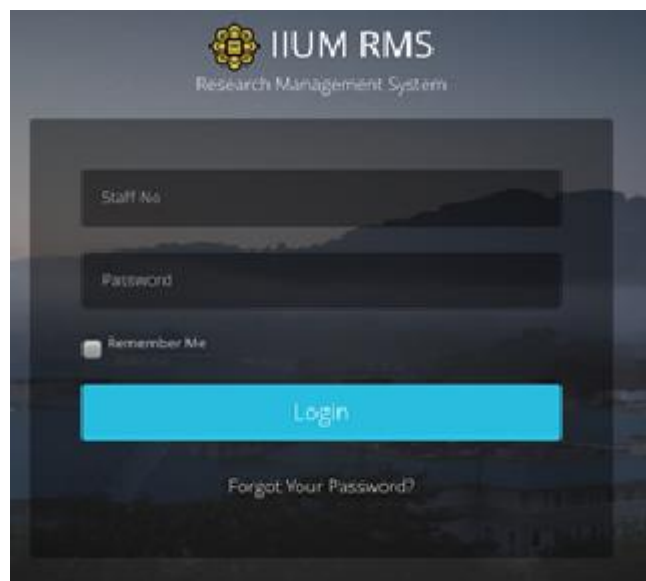
1. Researchers
2. Research Management Center Officers

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.



The screenshot shows the login interface for the IIUM Research Management System (RMS). At the top, the IIUM logo and the text "IIUM RMS Research Management System" are displayed. Below this, there are two input fields: "Staff No" and "Password". A "Remember Me" checkbox is located below the password field. A prominent blue "Login" button is centered at the bottom of the form. Below the button, there is a link that says "Forgot Your Password?". The background of the login form is a dark, scenic image of a landscape.



Dashboard

This is the first screen display when user successfully login to the system.

AZURA BT. AMID

- Dashboard
- Researcher
- Head Of Research

NO. OF PROJECTS AS PI: 18

NO. OF AWARDS AS PI: 0

NO. OF INTELLECTUAL PROPERTY AS PI: 0

List of Active Request

#	Project ID	Document Type	Submission Date	Status
No data				

Outstanding Advance

#	Project Id	Advance Type	Total Advance(RM)	OutStanding Amount(RM)
1	PRGS16-003-0034	Miscellaneous	6,000.00	6,000.00

List of Active Project as Principal Investigator

#	Project Name	Start Date	End Date	Extension Date	Allocation(RM)	Disburse(RM)	Balance(RM)
1	RU 12	11-07-2006	31-03-2017		0.00	73,015.00	-73,015.00
2	C17-012-0185	01-01-2017	31-12-2017		0.00	0.00	0.00
3	PRGS16-003-0034	04-10-2016	03-10-2018		170,000.00	15,000.00	154,128.68

The Dashboard consist of

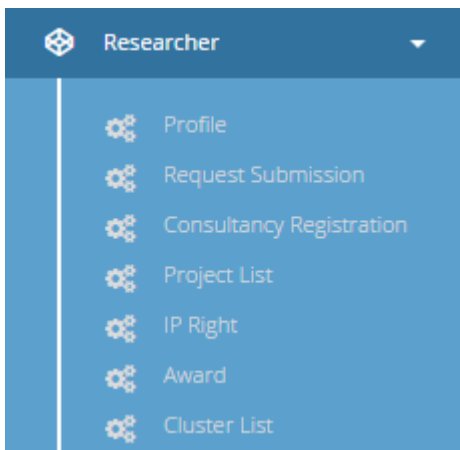
- 1) Menu on the left
- 2) Information Summary for the user such as
 - a) Number of projects which user is the Principal Investigator
 - b) No of awards received which user is the Principal Investigator
 - c) No of Intellectual Properties which user is the Principal Investigator
 - d) List of Active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

Researcher - Profile

Researcher Information 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.



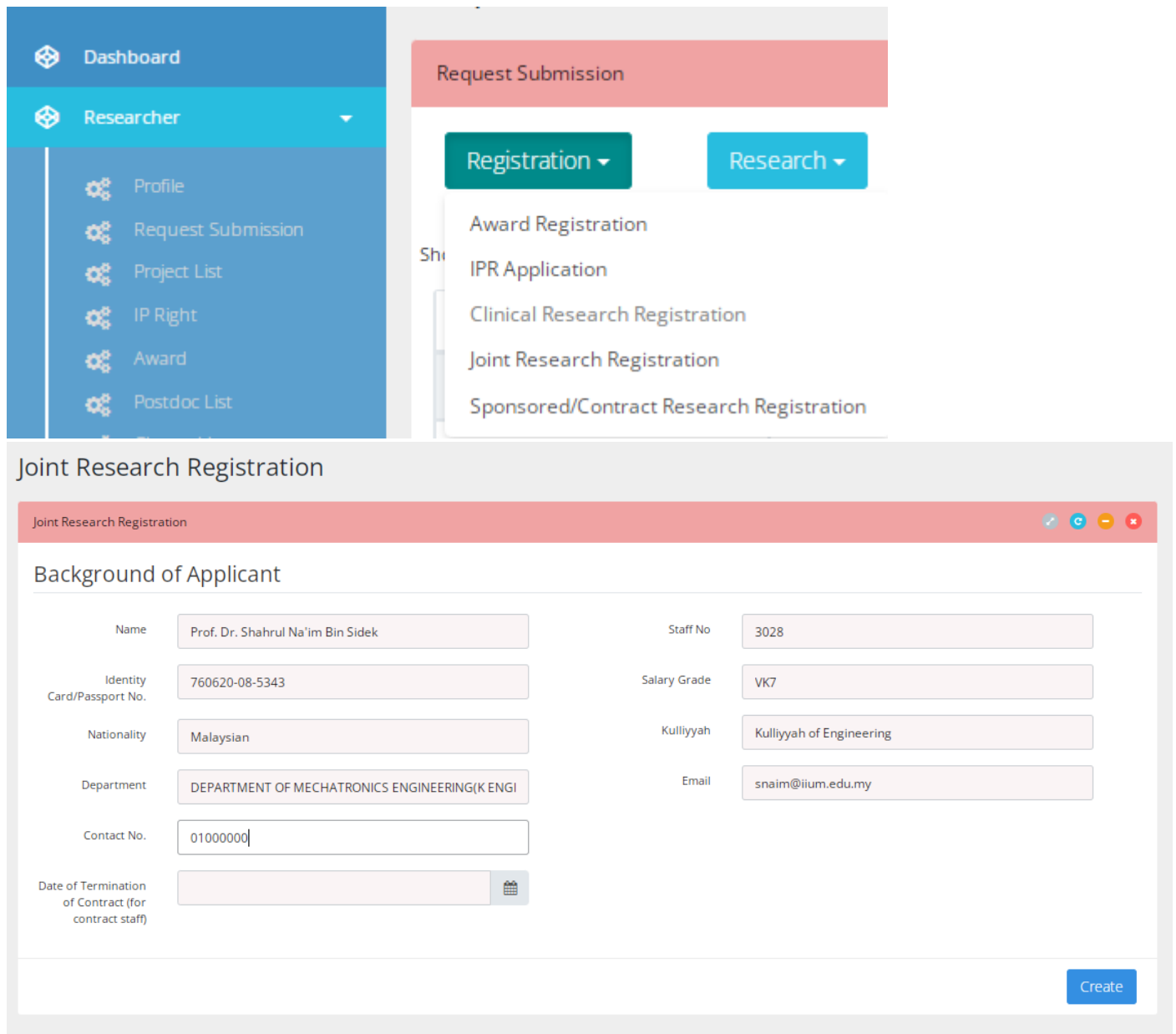
Researcher Profile

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

Researcher - Request Submission @ Joint Project Registration

To register joint project, sponsored or contract research, follow the steps below:-

Step 1. Click on Request Submission on the side menu and select Joint Research Registration from the Registration drop down.



The screenshot shows the user interface for a researcher. On the left is a navigation menu with 'Request Submission' selected. The main content area shows a 'Request Submission' header with two buttons: 'Registration' (selected) and 'Research'. A dropdown menu under 'Registration' lists several options, with 'Joint Research Registration' highlighted. Below this is a window titled 'Joint Research Registration' containing a form for 'Background of Applicant'.

Joint Research Registration

Joint Research Registration

Background of Applicant

Name	Prof. Dr. Shahrul Na'im Bin Sidek	Staff No	3028
Identity Card/Passport No.	760620-08-5343	Salary Grade	VK7
Nationality	Malaysian	Kulliyah	Kulliyah of Engineering
Department	DEPARTMENT OF MECHATRONICS ENGINEERING(K ENGI	Email	snaim@iium.edu.my
Contact No.	01000000		
Date of Termination of Contract (for contract staff)			

Create

Step 2. Fill in Contact No and click on Create button

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

Step 3. Fill in the fields in online registration form as required.

Joint Research Registration

Success! Your Joint Research Registration has been saved as draft

Joint Research Registration

- 1 Background of Applicant
- 2 Project Details
- 3 Funding Agency
- 4 Collaborator Details
- 5 File Documents
- 6 Declaration

Background of Applicant

Name	<input type="text"/>	Staff No	<input type="text"/>
Identity Card/Passport No.	<input type="text"/>	Salary Grade	<input type="text"/>
Nationality	<input type="text"/>	Kulliyah	<input type="text"/>
Department	<input type="text"/>	Email	<input type="text"/>
Contact No.	<input type="text"/>		
Date of Termination of Contract (for contract staff)	<input type="text"/>		

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Save as Draft Submit

Joint Research Registration

Joint Research Registration

- 1 Background of Applicant
- 2 Project Details
- 3 Funding Agency
- 4 Collaborator Details
- 5 File Documents
- 6 Declaration

Project Details

Project Title	<input type="text"/>	Project Start Date	<input type="text"/>
Funding Type	<input type="text" value="Please Select Funding Type"/>	Project End Date	<input type="text"/>
Research Type	<input type="text" value="Please Select Research Type"/>	Duration (Months)	<input type="text"/>
Total Amount of Grant (RM)	<input type="text"/>	S&T Type	<input type="text" value="Please Select S&T Type"/>
Amount Allocated to IUM Researcher(s) (RM)	<input type="text" value="Grant/Research Materials/Equipment"/>	Research Output / Expected Result	<input type="text"/>

Step 4. Please tick suitable SDG from the table (at least 1 SDG).

Sustainable Development Goals (SDG)

Please tick **at least 1 SDG**.

No.	Item	Please Tick (/)
GOAL 1	No Poverty	<input type="checkbox"/>
GOAL 2	Zero Hunger	<input type="checkbox"/>
GOAL 3	Good Health and Wellbeing	<input type="checkbox"/>
GOAL 4	Quality Education	<input type="checkbox"/>
GOAL 5	Gender Equality	<input type="checkbox"/>
GOAL 6	Clean Water And Sanitation	<input type="checkbox"/>
GOAL 7	Affordable And Clean Energy	<input type="checkbox"/>
GOAL 8	Decent Work And Economic Growth	<input type="checkbox"/>
GOAL 9	Industry innovation and Infrastructure	<input type="checkbox"/>
GOAL 10	Reduced Inequalities	<input type="checkbox"/>
GOAL 11	Sustainable Cities and Communities	<input type="checkbox"/>
GOAL 12	Responsible Consumption and Production	<input type="checkbox"/>

Step 5. Please tick suitable Maqasid Shari'ah from the table (at least 1 Maqasid Shari'ah).

Maqasid Shari'ah

Please tick **at least 1 Maqasid Shari'ah**.

No.	Item	Please Tick (/)
Maqasid 1	Faith	<input type="checkbox"/>
Maqasid 2	Life	<input type="checkbox"/>
Maqasid 3	Intellect	<input type="checkbox"/>
Maqasid 4	Wealth	<input type="checkbox"/>
Maqasid 5	Lineage	<input type="checkbox"/>
Maqasid 6	Not aligned with any Maqasid Al-Shari'ah	<input type="checkbox"/>

Step 6. Please add Co-Researcher (if applicable).

Co-Researcher

Member Type

[+ Add Member](#)

Members (Name)	IC / Passport No.	Kulliyah / Department / Agency / Company	Email / Phone No.	Action
ASSOC. PROF. DR. Adlina Binti Hj. Ariffin	740125-02-5732	Kulliyah of Islamic Revealed Knowledge and Human Sciences / DEPARTMENT OF ENGLISH AND LITERATURE(KIRKHS)	adlina@iiium.edu.my	

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- Click **Save as Draft** to save the draft application or
- Click **Next** button to proceed to other page.

Step 7. Please select Funding Agency/Company Details

Joint Research Registration

Joint Research Registration

1 Background of Applicant 2 Project Details **3 Funding Agency** 4 Collaborator Details 5 File Documents 6 Checklist & Declaration

Funding Agency/Company Details

***Important Notes:**

1. The researcher are required to select from **both fields**.
2. If the funder name are **not listed in KPT Funding Agency dropdown list, please select from the Others Funding Agency dropdown list.**
3. If the funder name are not in both dropdown list, please email to **Grant Initiatives Unit (GIU)** in order to register the required funder name in the system. The name of the funder to be registered will be listed in the **Others Funding Agency**.
4. If the funder name are listed in Others Funding Agency dropdown list, it is **mandatory** to fill in KPT Funding Agency dropdown list by **selecting either 'Swasta Tempatan @ Local Private' or the country name for the funder concerned.**

KPT Funding Agency

Funding Agency 1

Funding Agency 2 (if applicable)

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- Click **Save as Draft** to save the draft application or
- Click **Next** button to proceed to other page.

Step 8. Fill in Collaborator Details

Joint Research Registration

Joint Research Registration
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1 Background of Applicant

2 Project Details

3 Funding Agency

4 Collaborator Details

5 File Documents

6 Declaration

Collaborator Details

Collaborator Agency <input style="width: 90%;" type="text"/>	IC / Passport <input style="width: 90%;" type="text"/>
Contact Person Name <input style="width: 90%;" type="text"/>	Telephone No. <input style="width: 90%;" type="text"/>
Address <input style="width: 90%; height: 40px;" type="text"/>	Fax No. <input style="width: 90%;" type="text"/>
	Email <input style="width: 90%;" type="text"/>
	Website <input style="width: 90%;" type="text"/>

Co-Researcher

Members (Name)	IC / Passport No.	Kulliyah / Department / Agency / Company	Email / Phone No.	Action
ASSOC. PROF. DR. Adlina Binti Hj. Ariffin	740125-02-5732	Kulliyah of Islamic Revealed Knowledge and Human Sciences / DEPARTMENT OF ENGLISH AND LITERATURE(KIRKHS)	adlina@iiium.edu.my	

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Next

- Click **Save as Draft** to save the draft application or
- Click **Next** button to proceed to other page.

Step 9. Upload document(s)

Joint Research Registration

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1 Background of Applicant
2 Project Details
3 Funding Agency
4 Collaborator Details
5 File Documents
6 Declaration

List of Document(s)

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

Description of File	Document Upload (Kindly attach each document separately)	Action
Research Proposal	<input type="button" value="Choose File"/> No file chosen	
Offer Letter	<input type="button" value="Choose File"/> No file chosen	

previous
Next

- Click  button to add more fields and browse file to be uploaded.
- Click  button to remove any files.
- Click button save as draft to save the application.
- Click next to proceed.

Step 10. Save as Draft or Submit Application

Joint Research Registration

Joint Research Registration

- 1 Background of Applicant
- 2 Project Details
- 3 Funding Agency
- 4 Collaborator Details
- 5 File Documents
- 6 Checklist & Declaration

Declaration

Offer letter is attached herewith

Research Proposal

Research Agreement (If any)

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

This project will not affect my official duties at the university. I promise that I will give priority to my duties and responsibilities while undertaking this project.

I hereby give permission for this research to be announced in IIUM Community.

previous Next

- Click button to save application and edit later.
- Check on checklist like shown above.
- Click button to submit application for approval process.