



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

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

Sponsored / Contract 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:-

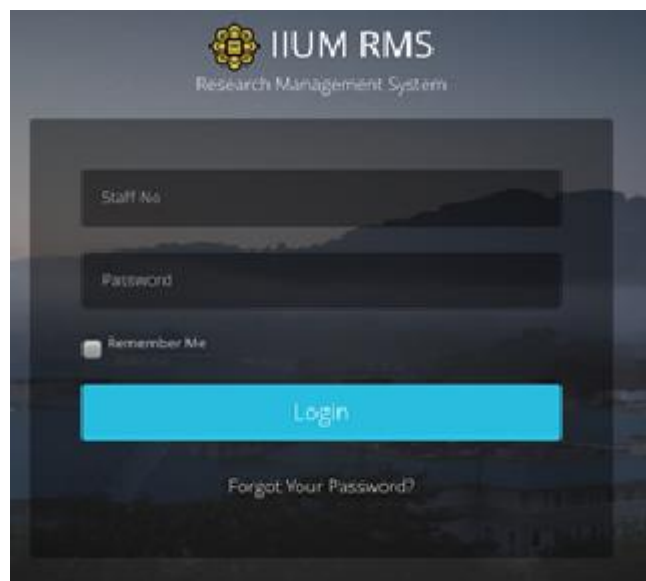
1. Researchers
2. Research Management Center Officers

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 '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 below the input fields. At the bottom of the form, 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

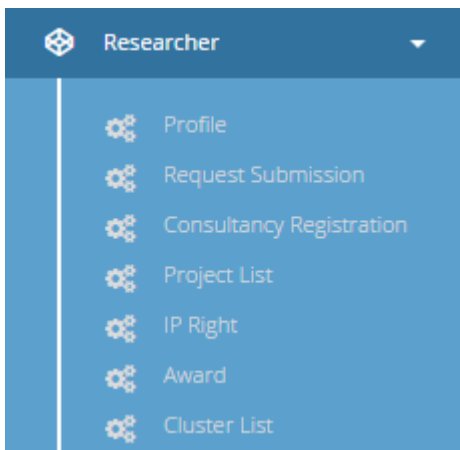
- 1) Menu on the left
- 2) Information Summary for the user such as
 - a) Number of projects which user is the Principal Investigator
 - b) No of awards received which user is the Principal Investigator
 - c) No of Intellectual Properties which user is the Principal Investigator
 - d) List of Active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

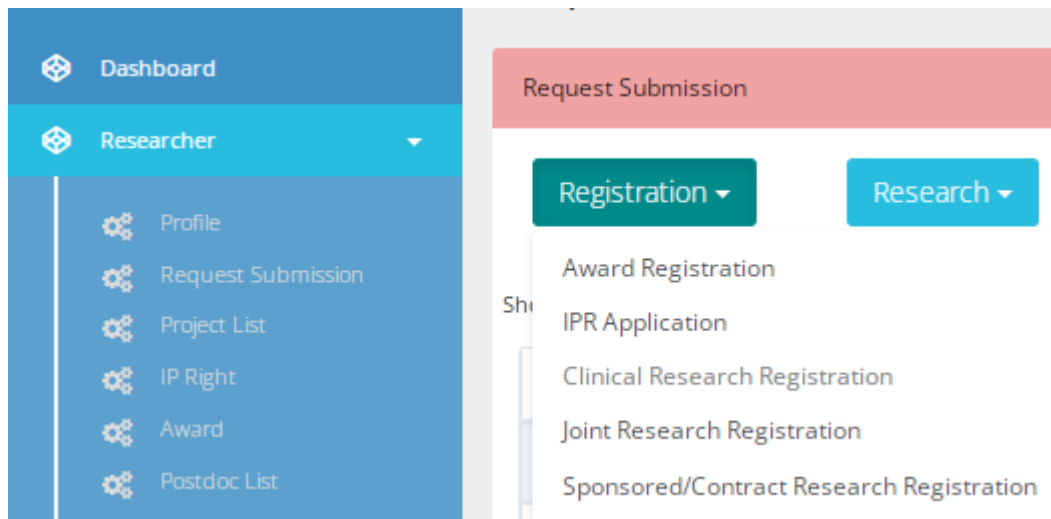
Researcher Profile

Name	[REDACTED]	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 @ Sponsored / Contract Project Registration

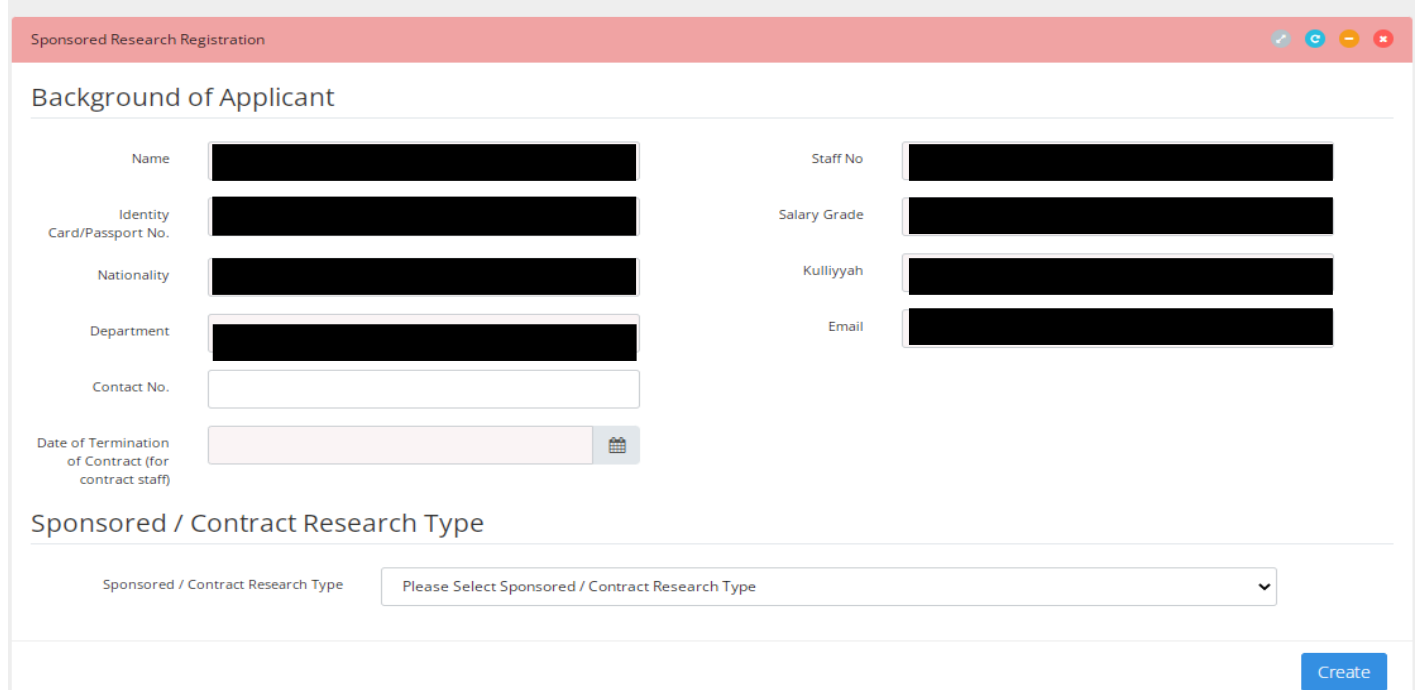
To register joint project, sponsored or contract research, follow the steps below:-

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



The screenshot shows the 'Request Submission' menu. On the left is a sidebar with 'Researcher' selected, showing options like Profile, Request Submission, Project List, IP Right, Award, and Postdoc List. The main area shows a 'Request Submission' header with two buttons: 'Registration' (selected) and 'Research'. A dropdown menu is open under 'Registration', listing options: Award Registration, IPR Application, Clinical Research Registration, Joint Research Registration, and Sponsored/Contract Research Registration.

Sponsored Research Registration



The screenshot shows the 'Sponsored Research Registration' form. It has a header 'Sponsored Research Registration' and a sub-header 'Background of Applicant'. The form contains several input fields: Name, Staff No, Identity Card/Passport No., Salary Grade, Nationality, Kulliyah, Department, Email, Contact No., and Date of Termination of Contract (for contract staff). Below this is a section for 'Sponsored / Contract Research Type' with a dropdown menu set to 'Please Select Sponsored / Contract Research Type'. A 'Create' button is located at the bottom right.

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.

Sponsored Research Registration

Success! Your Sponsored Research Registration has been saved as draft

Sponsored Research Registration

- 1 Background of Applicant
- 2 Research Informations
- 3 Research Details
- 4 Funding Agency/Company Details
- 5 Budget Details
- 6 Lists of Document
- 7 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"/>	Kulliyyah	<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"/>		

previous Next

Sponsored Research Registration

Sponsored Research Registration

- 1 Background of Applicant
- 2 Research Informations
- 3 Research Details
- 4 Funding Agency/Company Details
- 5 Budget Details
- 6 Lists of Document
- 7 Declaration

Sponsored / Contract Research Type

Sponsored / Contract Research Type:

Research Informations

Research Title	<input type="text"/>	Research Output	<input type="text"/>
Research Keywords	<input type="text"/>	Research Classification	<input type="text" value="Please Choose Classification"/>
S&T Type	<input type="text" value="Please Select S&T Type"/>	Research Type	<input type="text" value="Please Select Research Type"/>
Funding Type	<input type="text" value="Please Select Funding Type"/>	Permission to announce to IIUM Community	<input type="text" value="Please Select"/>
Total Funding for Project (RM)	<input type="text"/>	Project Start Date	<input type="text"/>
Total Funding Allocated for IIUM (RM)	<input type="text"/>	Project End Date	<input type="text"/>
Funder required invoice issuance	<input type="text" value="Please Select"/>	Duration (Months)	<input type="text"/>
		Amount funder required invoice issuance(RM)	<input type="text"/>

Step 4. Add Co-Researcher (if applicable).

Co-Researcher

Member Type

[Add Member](#)

Members (Name)	IC / Passport No.	Kulliyah / Department / Agency / Company	Email / Phone No.	Action
PROF. DR. Ahmad Fadzil Bin Ismail	[REDACTED]	Kulliyah of Engineering / DEPARTMENT OF ELECTRICAL COMPUTER ENGINEERING(K ENGINE-ELECCOM)	af_ismail@iiu.edu.my	Delete

Research Cluster

[previous](#)

[Next](#)

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

Step 5. Fill in the research details as required.

Sponsored Research Registration

Sponsored Research Registration

1 Background of Applicant 2 Research Informations **3 Research Details** 4 Funding Agency/Company Details 5 Budget Details 6 Lists of Document 7 Declaration

Research Details

Research Area

Potential Commercialization



Executive Summary of Research Proposal

Please include the problem statement, objectives, research methodology, expected output/outcomes/implication and significance of output from the research project.

Executive Summary

Detail Planning

Research Background

Problem Statement

Literature Review

Description of
Methodology

References


Only a maximum of 10400 characters will be stored. Please upload full references in Part 3

Step 6. Fill in the Objective(s) of the research (at least 1) as required.

Objective(s) of the Research

[+ Add Objective](#)

Click Add Objective button for each objective or exceed word limit




Objective	Action
<input type="text"/>	

Step 7. Fill in the Expected Results / Benefits of the research as required.

Expected Results / Benefits

[+ Add Item](#)

Click Add Item if current item(s) exceed word limit


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 8. Fill in the Milestone of the research as required.

Milestone

[+ Add Milestone](#)

The percentage does not to be 100%. Please note when Save as Draft is clicked, the total percentage may revert back to 0%. Retype any of the percentage number before submitting.

Milestone	Start Date	End Date	Percentage	Action
<input type="text"/>	<input type="text" value="01-01-1970"/>	<input type="text" value="01-01-1970"/>	<input type="text" value="0"/>	
+ Activity				
TOTAL PERCENTAGE			0	

Step 9. Tick on 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 10. Tick on 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"/>

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

Step 11. Select Funding Agency/Company Details

Sponsored Research Registration

Sponsored Research Registration



- 1 Background of Applicant
- 2 Research Informations
- 3 Research Details
- 4 Funding Agency/Company Details
- 5 Budget Details
- 6 Lists of Document
- 7 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), RMC** at grantapplication@ium.edu.my 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	<input style="width: 95%;" type="text" value="Please Choose Agency Name"/>
Others Funding Agency	<input style="width: 95%;" type="text" value="Please Choose Funding Agency"/>
Others Funding Agency 2 (if applicable)	<input style="width: 95%;" type="text" value="Please Choose Funding Agency"/>

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Next

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

Step 12. Fill in Budget Details

Sponsored Research Registration

Sponsored Research Registration
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1 Background of Applicant

2 Research Informations

3 Research Details

4 Funding Agency/Company Details

5 Budget Details

6 Lists of Document

7 Declaration

Budget Details

+ Add Year

Budget Detail	Description	Year	Total Amount Requested
Vote 11000 Salary & Wages of Research Assistant	<input style="width: 95%; height: 30px;" type="text"/>	2022 <input style="width: 80%; height: 25px;" type="text" value="0"/>	<input style="width: 100%; height: 25px;" type="text"/>
Vote 21000 Travelling and Transportation	<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text" value="0"/>	<input style="width: 100%; height: 25px;" type="text"/>
Vote 23000 Communication & Utilities	<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text" value="0"/>	<input style="width: 100%; height: 25px;" type="text"/>
Vote 24000 Rental	<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text" value="0"/>	<input style="width: 100%; height: 25px;" type="text"/>
Vote 27000 Research Materials & Supplies	<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text" value="0"/>	<input style="width: 100%; height: 25px;" type="text"/>

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

Step 13. Upload document(s)

Sponsored Research Registration

Sponsored Research Registration 🔍 🔄 ⌵ ✖

1 Background of Applicant

2 Research Informations

3 Research Details

4 Funding Agency/Company Details

5 Budget Details

6 Lists of Document

7 Declaration

List of Document(s)

+ Add File

Notes:

1. Minimum 1 file, 1MB/file and file type of image, words and pdf is allowed
2. Please **click on Add File button** to upload **Research Agreement** (if any) or **Financial Statement** if fund has been deposited into Research Management Centre Account.

Description of File	Document Upload (Kindly attach each document separately)	Action
Research Proposal	Choose File No file chosen	
Offer Letter	Choose File No file chosen	

previous
Next

- Click + Add File 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 14. Save as Draft or Submit Application

Sponsored Research Registration

Sponsored Research Registration

- 1 Background of Applicant
- 2 Research Informations
- 3 Research Details
- 4 Funding Agency/Company Details
- 5 Budget Details
- 6 Lists of Document
- 7 Checklist & Declaration

Declaration

Research Proposal

Offer letter is attached herewith.

Research Agreement (If any)

The fund has been deposited into Research Management Centre Account.

Account Details:
Account Name : IIUM Research Management Centre
Account No. : 1407-00000971-8
Bank Name : Bank Muamalat (M) Berhad
Bank Address : Bank Muamalat (M) Berhad, UIAM Branch, Jalan Gombak, 53100 Kuala Lumpur
Swift Code : BMMBMYKL

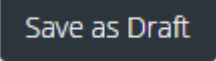
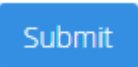
For Contract Research and Sponsored Research, there will be 2% Management Service Charge Imposed to the total amount of fund received.

Researcher must notify RMC for any fund received / transferred from funder for research purpose(s).

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.

previous Next

[Save as Draft](#) [Submit](#)

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