

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**

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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:-

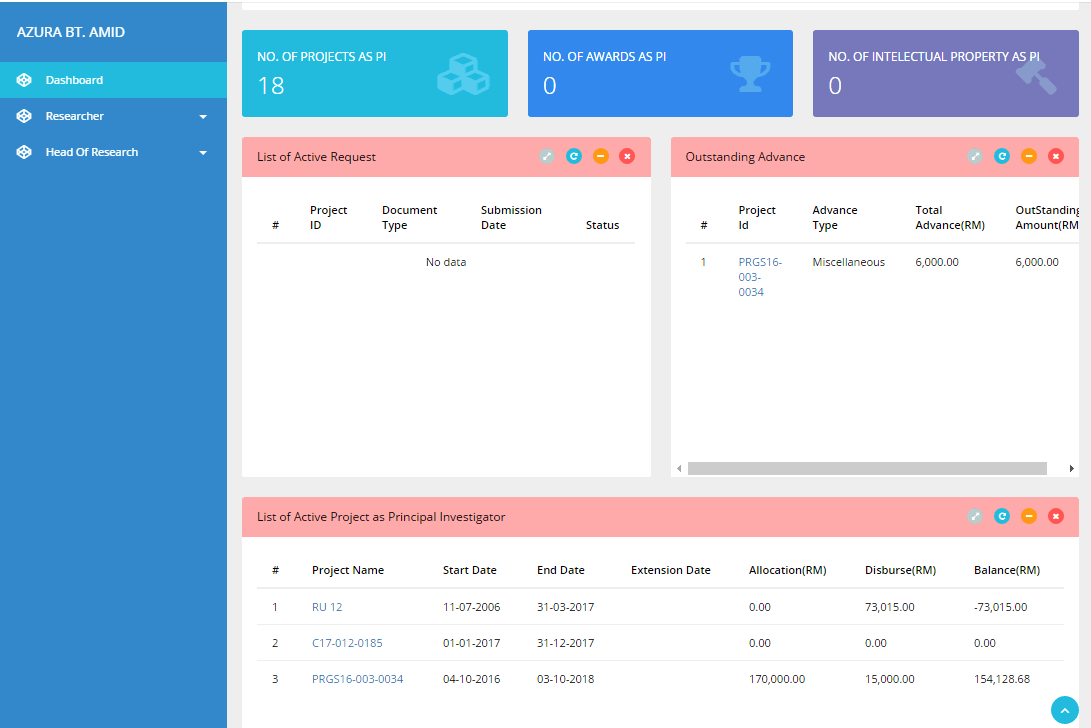
<https://rmsv2.iium.edu.my>

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 logins to the system.

The Dashboard consists of :

1. Menu on the left
2. Information Summary for the user such as
   1. Number of projects which user is the Principal Investigator
   2. No of awards received which user is the Principal Investigator
   3. No of Intellectual Properties which user is the Principal Investigator
   4. List of Active Request
   5. Outstanding Advance
   6. List of Active Project as Principal Investigator

# 

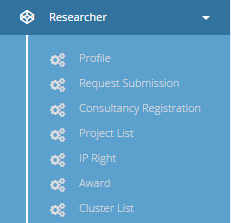
# 

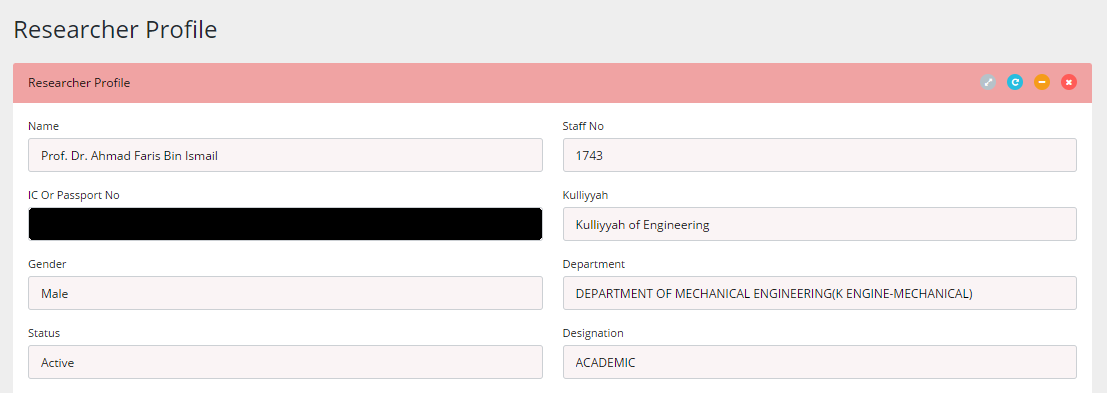
# Researcher - Profile

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 - Request Submission

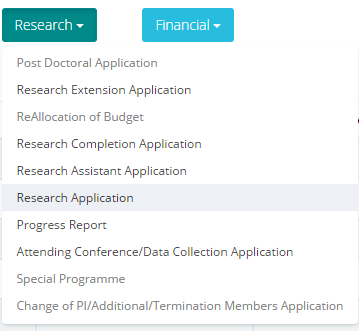
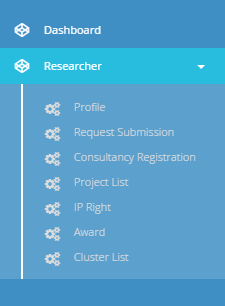
## Research Application

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.

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

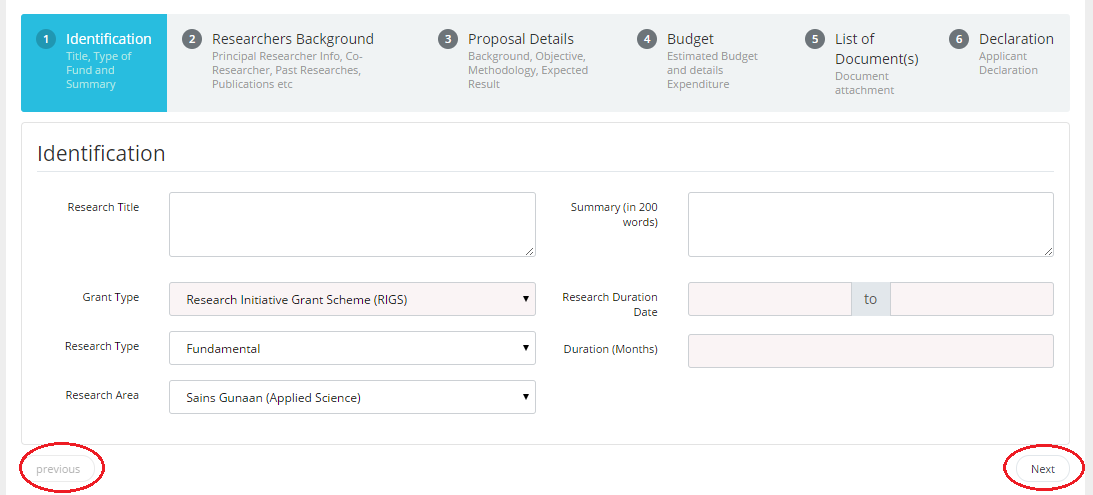
#### 

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

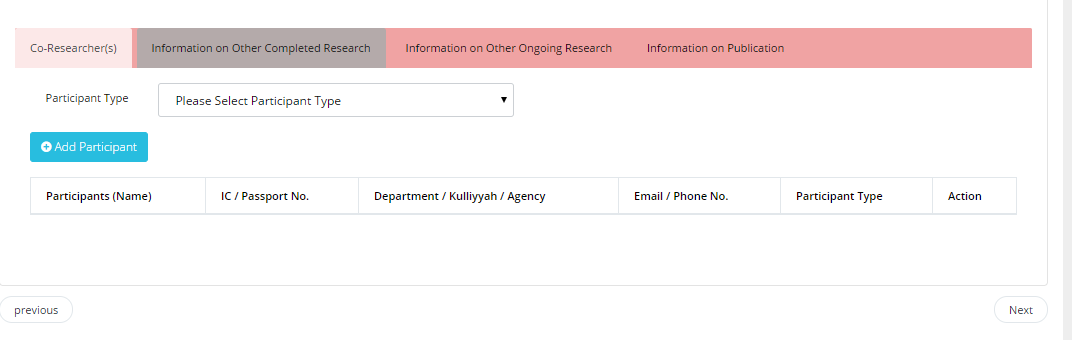
* Research Title
* Summary
* Research Duration Date (Start Date & End Date

#### Step 4. Click button orbutton to navigate through the application form.

* Click next to proceed

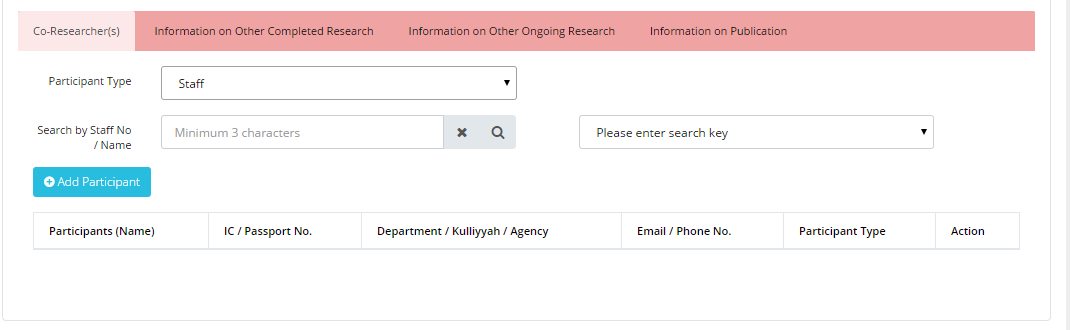


#### Step 5. Researchers Background

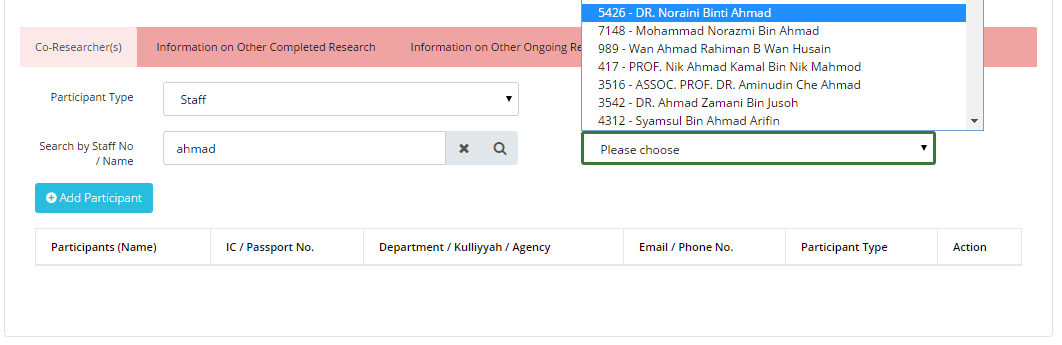


#### Step 5a. Add Participants (Staff)

* Select “Staff” from Participant Type
* Search staff no or name then hit  button

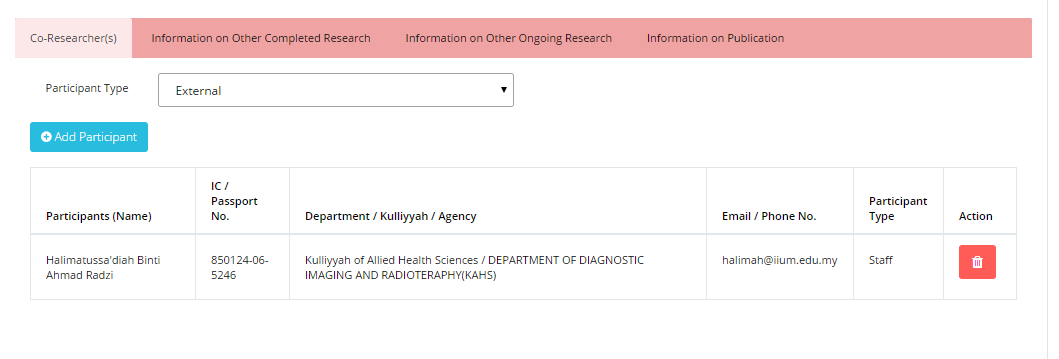


* Select one from options listed and click button.
* Click button if you want to remove any.

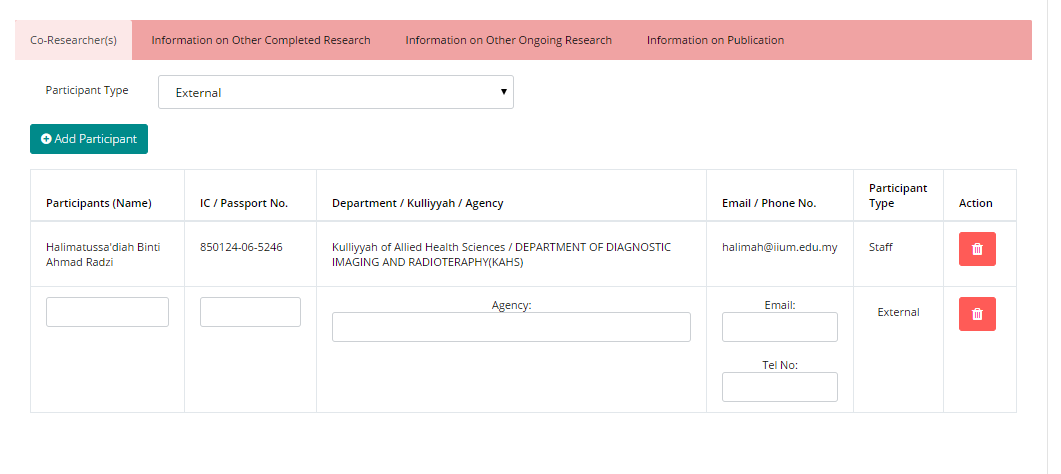


#### Step 5b. Add Participants (External)

* Select “External” from Participant Type and click button.



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

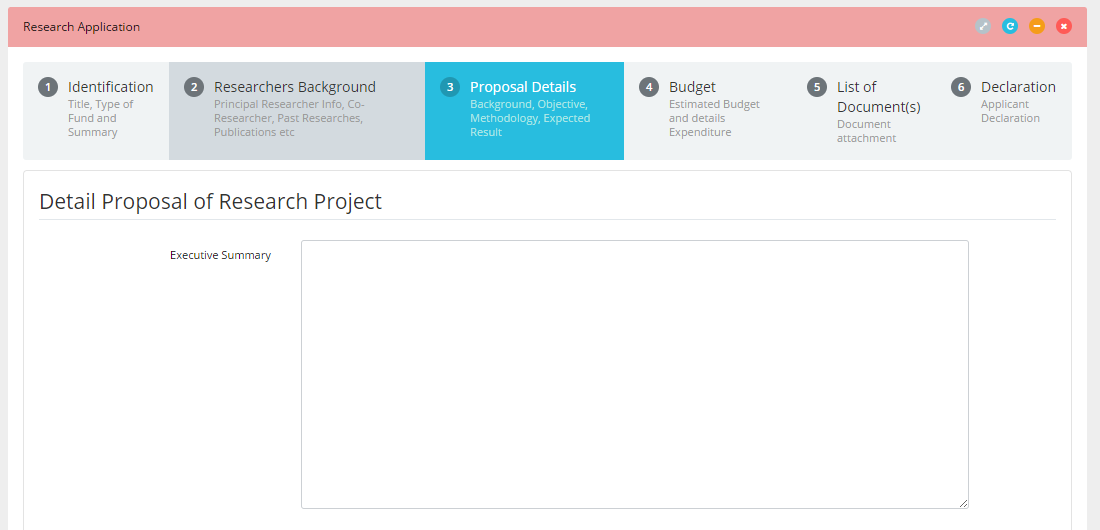


#### Step 6. Click button orbutton to navigate through the application form.

* Click next to proceed

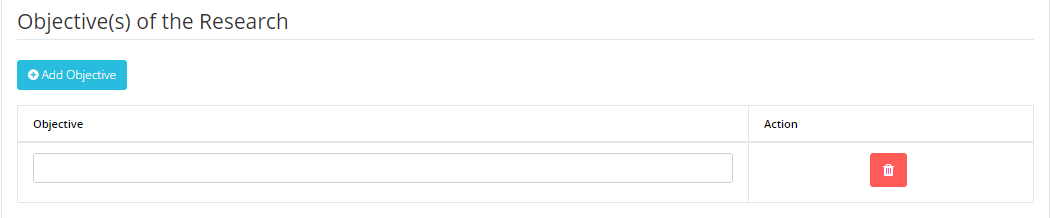
#### Step 7. Proposal Details

* Fill in “Executive Summary” fields.



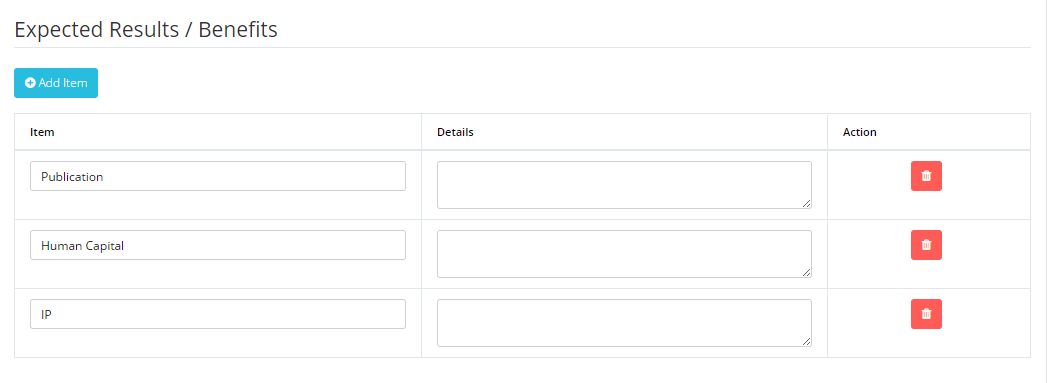
#### Step 8. Add objective(s)

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



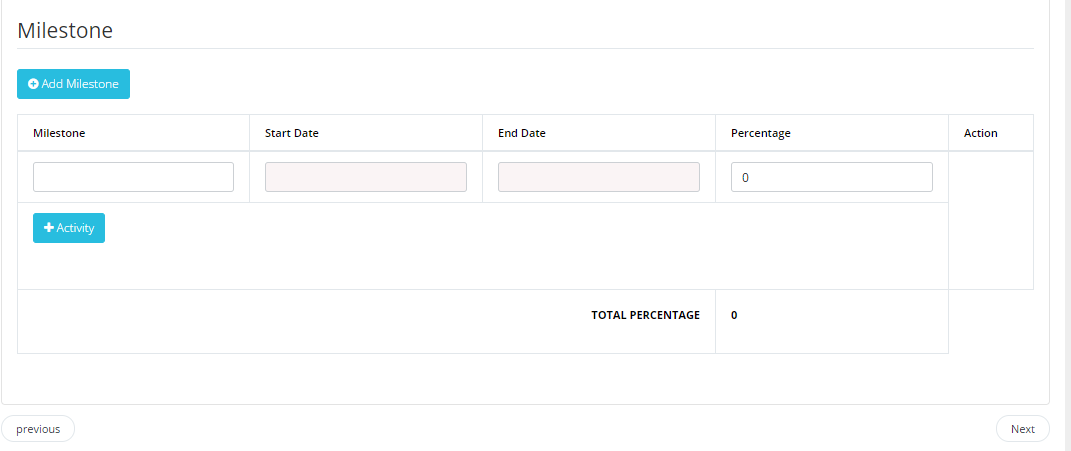
#### Step 9. Expected Results/Benefits

* Fill in details for “Publication”, “Human Capital” and “IP”.
* Clickbutton to add more item.
* Clickto remove any items.



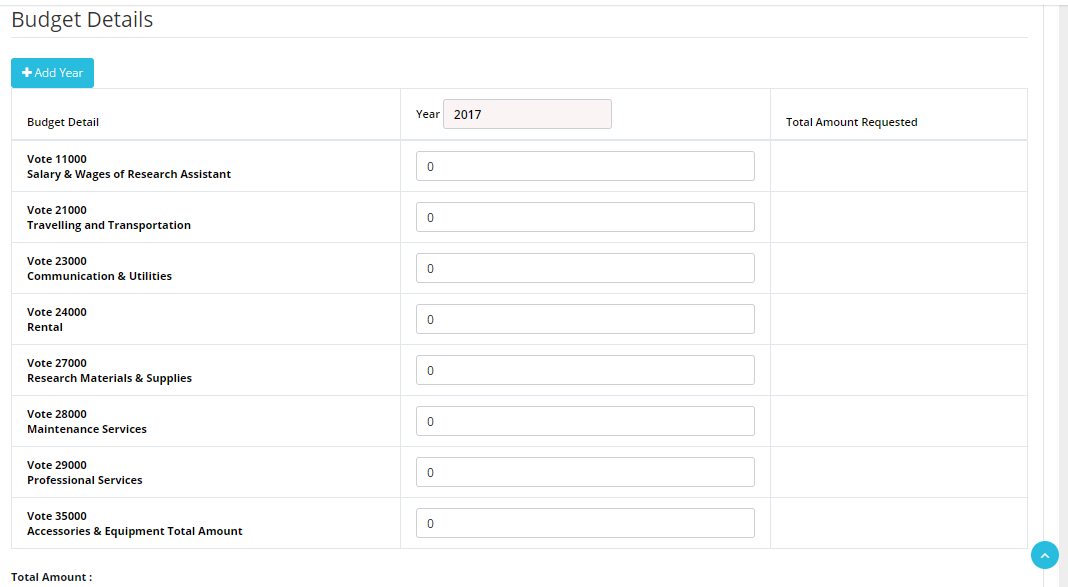
#### Step 10. Add Milestones

* Fill in Milestone, Start Date, End Date and Percentage fields.
* Clickbutton 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



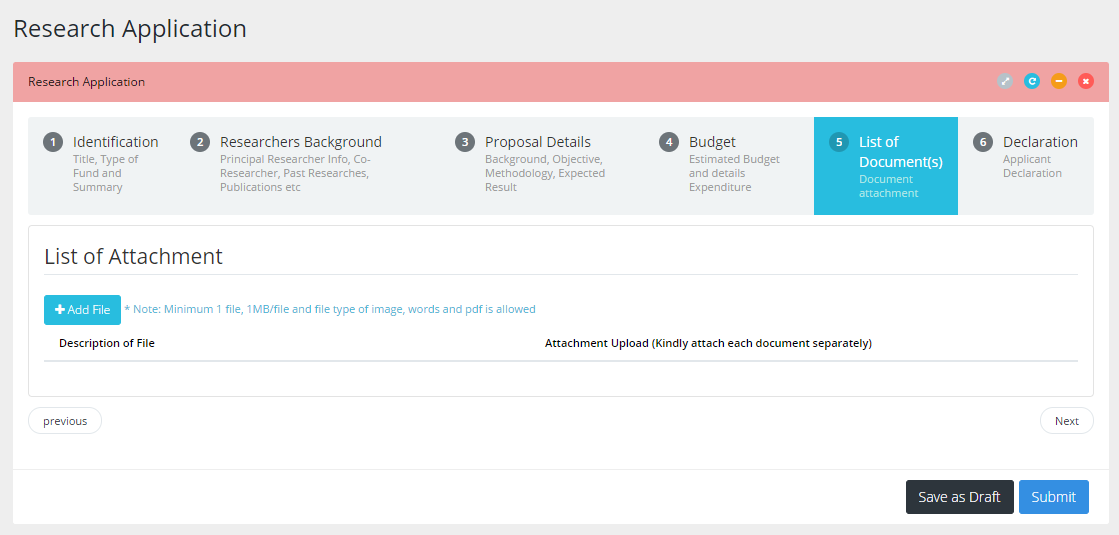
#### Step 11. Add Budget details

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



#### 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.



#### 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.