



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

## **IPR Registration @ Copyright User Manual**

*RESEARCH MANAGEMENT SYSTEM  
VERSION 2 (RMS V2)*

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## Introduction

### Purpose

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

### Target Audience

The target audiences for this User Manual include: -

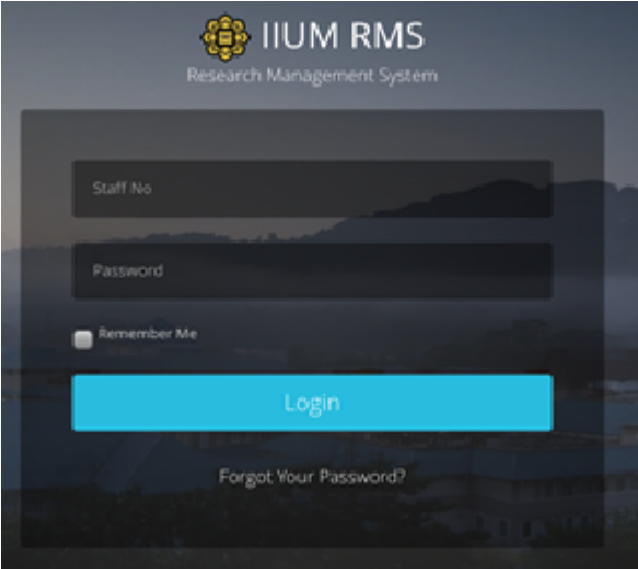
1. Researchers
2. Research Data and Copyright Unit Officers

### Login

On a web browser, enter the following address:

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

Enter your valid HURIS username and password, then click the LOGIN icon as depicted on screen.



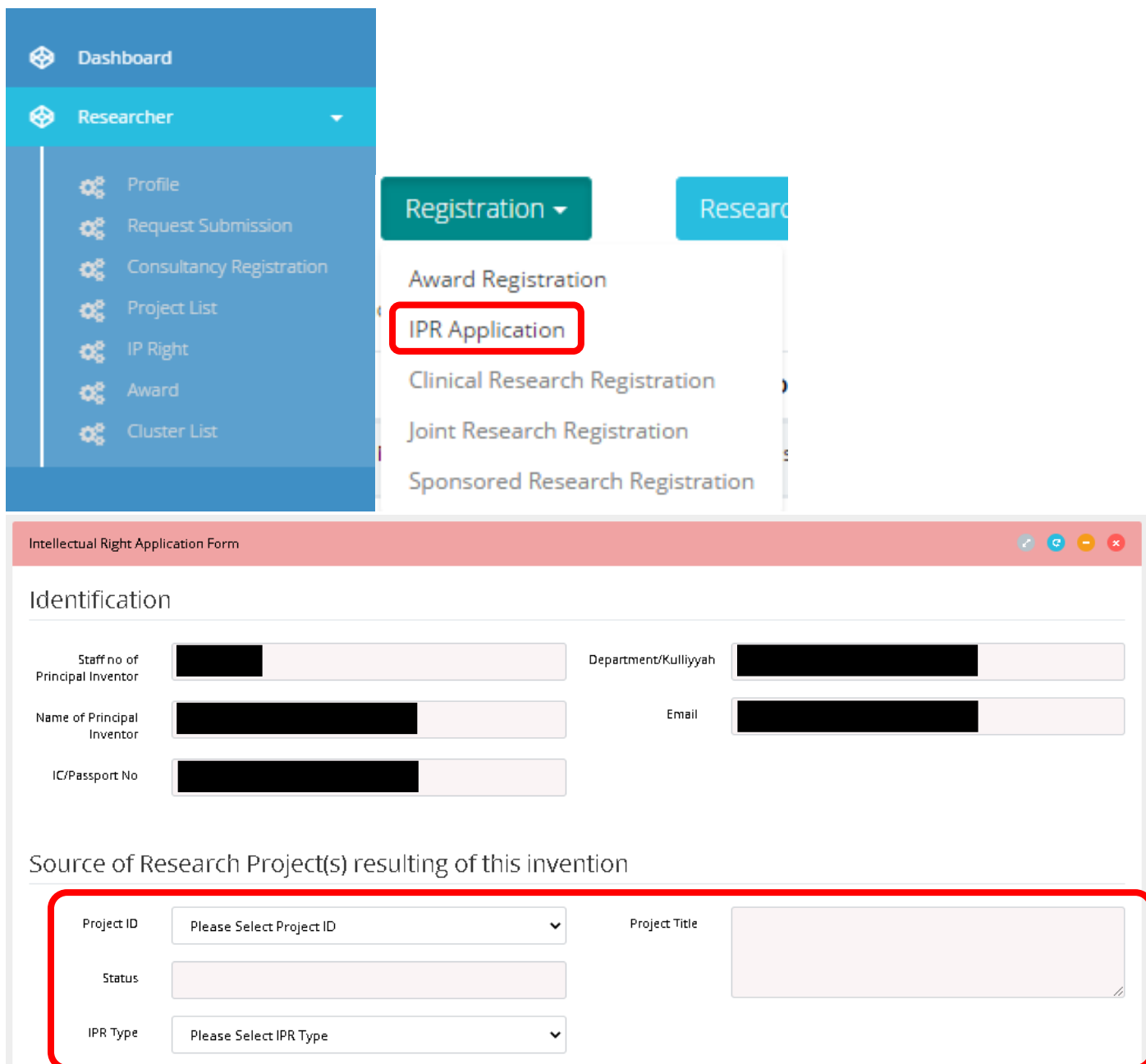
The screenshot shows the login interface for the IIUM Research Management System (RMS). At the top, the IIUM logo and 'IIUM RMS Research Management System' are displayed. Below this, there are two input fields: 'Staff No' and 'Password'. A 'Remember Me' checkbox is located below the password field. A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

## Researcher - Request Submission

### IPR Application

To register Intellectual Property Right (IPR) with RMS, follow the steps below: -

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



Intellectual Right Application Form

Identification

Staff no of Principal Inventor  Department/Kulliyah

Name of Principal Inventor  Email

IC/Passport No

Source of Research Project(s) resulting of this invention

Project ID  Please Select Project ID  Project Title

Status

IPR Type  Please Select IPR Type

**Step 2. Select the research project and IPR type.**

Create

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

## Intellectual Right Application Form

Intellectual Right Application Form
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**1** Part 1: Identification  
Information about the principal and its co-participant

**2** Part 2: Description of IPR  
Title, Field and Description

**3** Part 3: List of Document(s)  
Document Attachment

**4** Part 4: Source of Research Project(s) resulting of this invention  
Research Project, R&D Status, Patent Search, Marketing, Inquiries

**5** Part 5: Declaration  
Applicant Declaration

### Part 1: Identification

Application ID

Staff no of Principal Inventor

Name of Principal Inventor

IC/Passport No

Owner

POSTCODE: 53100  
STATE: WILAYAH PERSEKUTUAN  
CITY: KUALA LUMPURN  
COUNTRY: MALAYSIA

Department/Kulliyah

Email

Equity %

Date of Document First Created

Date of Document Updated

If this is a joint work, please state the name(s) of those involved in the invention that are eligible to be names as Co-Inventor(s) below.

Participant Type

+ Add Co-Participant

Participants (Name)	IC / Passport No.	Department / Kulliyah / Company	Email / Phone No.	Participant Type	Man Hours Spent	Equity %	Action
<b>TOTAL EQUITY (%)</b>						<b>100.00</b>	

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Next

Save as Draft
Submit

### Step 3. Fill in Equity and add Co-Participant.

- Fill in Equity field as required.
- Fill in Date of document first created as required.
- Select Participant Type.
- For IIUM staff, search staff no/name and select from suggested list.
- Click + Add Participant button to add.
- Click button save as draft to save the application.
- Click next to proceed.

## Step 4. Description of IPR

- Fill in all required fields
- Click button save as draft to save the application.
- Click next to proceed.

Intellectual Right Application Form

1 Part 1: Identification  
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3 Part 3: List of Document(s)  
Document Attachment



4 Part 4: Source of Research Project(s) resulting of this invention  
Research Project, R&D Status, Patent Search, Marketing, Inquiries

5 Part 5: Declaration  
Applicant Declaration

### Part 2: Description of IPR

<p><b>Title of Work*</b> <input style="width: 90%;" type="text" value="Title"/></p> <p><b>Translation</b> <small>(If the title of work is neither in Bahasa nor English)</small> <input style="width: 90%;" type="text" value="Translation"/></p> <p><b>Transliteration</b> <small>(If the title of work is neither in Bahasa nor English)</small> <input style="width: 90%;" type="text" value="Transliteration"/></p> <p><b>Name of the Language*</b> <small>(Language use in the work)</small> <input style="width: 90%;" type="text" value="Language"/></p> <p><b>Product Type</b> <input style="width: 90%;" type="text" value="Please Select Product Type"/></p> <p><b>Category of Works*</b> <input style="width: 90%;" type="text" value="Please Select Sub Type"/></p> <p><b>Copyright Summary</b> <small>(Please attach the details/documents in Part 3)</small> <div style="border: 1px solid #ccc; height: 40px; width: 90%;"></div></p>	<p><b>IPR Type*</b> <input style="width: 90%;" type="text" value="Copyright"/></p> <p><b>IPR category*</b> <input style="width: 90%;" type="text" value="NATIONAL"/></p> <p><b>Brief Description of the Disclosure*</b> <div style="border: 1px solid #ccc; height: 30px; width: 90%;"></div></p>
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## Step 5. Upload document(s)

- Click  button to add more fields and browse file to be uploaded. If exceeded the size limit, kindly attach a document consists of a Google Drive link to the file(s).
- Click  button to remove any files.
- Click button save as draft to save the application.
- Click next to proceed.

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**Intellectual Right Application Form**

**1 Part 1: Identification**  
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**2 Part 2: Description of IPR**  
Title, Field and Description

**3 Part 3: List of Document(s)**  
Document Attachment

**4 Part 4: Source of Research Project(s) resulting of this invention**  
Research Project, R&D Status, Patent Search, Marketing, Inquiries

**5 Part 5: Declaration**  
Applicant Declaration

### 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 6. Source of Research Project resulting to the invention

- Fill in the fields if applicable.
- Click button save as draft to save the application.
- Click next to proceed.

Intellectual Right Application Form
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3 Part 3: List of Document(s)  
Document Attachment

4 Part 4: Source of Research Project(s) resulting of this invention  
Research Project, R&D Status, Patent Search, Marketing, Inquiries

5 Part 5: Declaration  
Applicant Declaration

### Part 4: Source of Research Project(s) resulting of this invention

Project ID

Project Title

R&D Status Checklist

Item	Status
R&D Completed	<input type="checkbox"/>
Prototype Available (if applicable)	<input type="checkbox"/>
Field Test/Clinical Trial (if applicable)	<input type="checkbox"/>

Have you exposed this invention to any medium of publicity?  
i.e. submitted for publication, participated in exposition, presentation etc

If yes, please specify the date

Can this invention be exploited for commercialization directly, or does it need further development?

Have you done any patent search for prior art of your invention?

If yes, please specify the keyword search and type of databases been used

Please name rival invention(s) that already in the market

Please state if there is any inquiry on the invention from the industry

if yes, please specify and state name of the interested party

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Next

Save as Draft
Submit

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## Step 7. Save as Draft or Submit Application

- Click **Save as Draft** button to save application and edit later.
- Check on declaration checklist as shown below.
- Click **Submit** button to submit application for approval process.

Intellectual Right Application Form
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**1** Part 1: Identification  
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**5** Part 5: Declaration  
Applicant Declaration

### Declaration

- I hereby declare that the applicant is the Author of the work
- I have discussed this intellectual property with the Head of Research representative for my Kulliyah/Centre/Institute
- I have discussed the content of this intellectual property disclosure and obtained consent for its submission with my co-inventor/s and co-contributor/s
- I understand that the assignment of the Intellectual Property Right to International Islamic University shall follow IIUM Policies and Guidelines for Intellectual Property Rights and Commercialization
- I promised to work with Research Management Centre (RMC) / IIUM Dar al-Hikmah Library / assigned expert / agents to complete the full registration of my IP.
- I declare that this disclosure is an original work and belongs to the undersign and the listed inventor and co-inventor/s and co-contributor/s, and I / We will be responsible for any infringement.
- I hereby declare that all information stated here is accurate. Research Management Centre (RMC) / IIUM Dar al-Hikmah Library has the right to reject or to cancel the offer without prior notice if there is any inaccurate information given.

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Save as Draft
Submit