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AN INTRODUCTION TO ESCIENCEFUND

1.0 ESCIENCEFUND USER MANUAL

1.1 Foreword

The Electronic ScienceFund (eScienceFund) is a web-based system that supports online application for eScienceFund research grants. Researchers and Institutional Coordinators will benefit from the system with its built-in mechanism. These include real-time update of application status as well as on-line announcement by the institutional coordinator and the ScienceFund secretariat.

The eScienceFund users and their functions are listed and described below:

<table>
<thead>
<tr>
<th>Type of User</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Researchers</td>
<td>Project Leaders</td>
</tr>
<tr>
<td>Institutional Coordinator</td>
<td>Institution’s liaison person with MOSTI. Also administer and manages application</td>
</tr>
<tr>
<td>MOSTI Secretariat</td>
<td>MOSTI officers who administer and manage ScienceFund application process</td>
</tr>
<tr>
<td>System Administrator</td>
<td>Person in charge of the system, to ensure the system runs smoothly</td>
</tr>
</tbody>
</table>
1.2 Scope

This manual provides a comprehensive guide for users to access the functions of eScienceFund.

It details out the functions and features available in eScienceFund related to the application of grants.
1.3 Intended Audience

This manual is designed for researchers (Project Leaders) and Coordinators from the different institutions, MOSTI officers (MOSTI Secretariat, MOSTI Technical Committee) and system administrators, as well as external expert group.

The purpose of this user manual is to assist the user in performing functions related to the application process flow for ScienceFund research grant.
1.4 List of Abbreviations And Definitions

<table>
<thead>
<tr>
<th>Abbreviations /Term</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>eScienceFund</td>
<td>Electronic ScienceFund</td>
</tr>
<tr>
<td>IRPA</td>
<td>Intensification of Research in Priority Areas</td>
</tr>
<tr>
<td>MOSTI</td>
<td>Ministry of Science, Technology and Innovation</td>
</tr>
<tr>
<td>SEF</td>
<td>Institutional Screening Evaluation Form</td>
</tr>
<tr>
<td>TEF</td>
<td>MOSTI Technical Evaluation Form</td>
</tr>
</tbody>
</table>
1.5 Helpdesk

Please contact the helpdesk at 03-8885 8848 or 03- 8885 8851. Enquiry can also be made via email at esciencefund@mosti.gov.my.
2.0 CONVENTIONS

The flow of this manual assumes that users are familiar with the Microsoft Internet Explorer or Netscape Communicator web browsers.

To help users locate and interpret information easily, this manual adopts the following conventions:-

(i) Icon conventions.

(ii) Menu conventions.

2.1 Icon conventions

You will find the following icon throughout this manual:-

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printer</td>
<td>To perform print function.</td>
<td></td>
</tr>
<tr>
<td>Submit</td>
<td>To submit a form upon completion.</td>
<td></td>
</tr>
<tr>
<td>Up</td>
<td>To navigate one level up from the page.</td>
<td></td>
</tr>
<tr>
<td>Calendar</td>
<td>To bring up a pop-up window of a calendar. Users can choose a date from the calendar.</td>
<td></td>
</tr>
<tr>
<td>Folders</td>
<td>Indicates and to access a newly created form.</td>
<td></td>
</tr>
<tr>
<td>Folders with files</td>
<td>Indicates and to access a form that has already been edited.</td>
<td></td>
</tr>
<tr>
<td>View Remarks</td>
<td>To bring out a pop up window to view, add or edit remarks.</td>
<td></td>
</tr>
<tr>
<td>Edit</td>
<td>To edit the data.</td>
<td></td>
</tr>
<tr>
<td>Delete</td>
<td>To delete the data</td>
<td></td>
</tr>
<tr>
<td>Icon</td>
<td>Description</td>
<td>Function</td>
</tr>
<tr>
<td>------</td>
<td>-----------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>![Update Icon]</td>
<td>Update</td>
<td>To update the changes</td>
</tr>
<tr>
<td>![Cancel Icon]</td>
<td>Cancel</td>
<td>To cancel an action performed</td>
</tr>
<tr>
<td>![Rich Text Icon]</td>
<td>Rich Text</td>
<td>To bring out a pop up window for entering special characters.</td>
</tr>
<tr>
<td>![Select All Icon]</td>
<td>Select All</td>
<td>Special Textbox Icons - To select all text.</td>
</tr>
<tr>
<td>![Cut Icon]</td>
<td>Cut</td>
<td>Special Textbox Icons - To cut text.</td>
</tr>
<tr>
<td>![Copy Icon]</td>
<td>Copy</td>
<td>Special Textbox Icons - To copy text.</td>
</tr>
<tr>
<td>![Paste Icon]</td>
<td>Paste</td>
<td>Special Textbox Icons - To paste text.</td>
</tr>
<tr>
<td>![Delete Icon]</td>
<td>Delete</td>
<td>Special Textbox Icons - To delete text.</td>
</tr>
<tr>
<td>![Eraser Icon]</td>
<td>Eraser</td>
<td>Special Textbox Icons - To erase text.</td>
</tr>
<tr>
<td>![Undo Icon]</td>
<td>Undo</td>
<td>Special Textbox Icons - To undo an action.</td>
</tr>
<tr>
<td>![Redo Icon]</td>
<td>Redo</td>
<td>Special Textbox Icons - To redo an action.</td>
</tr>
<tr>
<td>![Special Character Icon]</td>
<td>Special Character</td>
<td>Special Textbox Icons - To insert special character.</td>
</tr>
<tr>
<td>![Up/Down Icon]</td>
<td>Up/Down</td>
<td>To scroll the page to the top or bottom.</td>
</tr>
</tbody>
</table>
## 2.2 Menu Convention

The following is a list of common terms used throughout the user manual in conjunction with web browser usage:

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
<th>Diagram</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scroll bar</td>
<td>A list box is sometimes accompanied with a scroll bar on its right hand side. Scroll along the list box vertically to view and select the available options. A scroll bar can also run horizontally at the bottom of a frame. If data cannot be accommodated fully into a frame, scroll to the left and right to view the data.</td>
<td>1.1</td>
</tr>
<tr>
<td>Frame</td>
<td><strong>eScienceFund</strong> is a single Web page divided into two (2) sections that can each display separate Web pages. Each section is called a Frame. The top-most frame contains the Web page title and the Top Navigation Bar. The bottom frame displays the data input and/or output.</td>
<td>1.1</td>
</tr>
<tr>
<td>Button</td>
<td>When a button is clicked, <strong>eScienceFund</strong> will carry out the requested operation.</td>
<td>1.2</td>
</tr>
<tr>
<td>Title Bar</td>
<td>A frame label that usually corresponds with the menu option chosen.</td>
<td>1.2</td>
</tr>
<tr>
<td>List Box</td>
<td>To display available choices in a list format. If the list exceeds the box size, you can scroll through the list to view additional choices.</td>
<td>1.2</td>
</tr>
<tr>
<td>Text Box</td>
<td>An element to input data into <strong>eScienceFund</strong>.</td>
<td>1.2</td>
</tr>
<tr>
<td>Icon</td>
<td>A small picture that can be clicked and will carry out a requested function.</td>
<td>1.3</td>
</tr>
<tr>
<td>Table</td>
<td>A Table displays the available data in multiple columns.</td>
<td>1.3</td>
</tr>
<tr>
<td>Hyperlink</td>
<td>A hyperlink is shown as coloured and underlined text. You can click on a hyperlink to go to another option or an HTML page on the World Wide Web.</td>
<td>1.3</td>
</tr>
<tr>
<td>Term</td>
<td>Meaning</td>
<td>Diagram</td>
</tr>
<tr>
<td>---------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Check Box</td>
<td>A check box is an element to select an option. A click on the check box will select the option. Another click on the check box will clear the option. You can click on one or more check boxes.</td>
<td>1.3</td>
</tr>
<tr>
<td>Multiple Item Controls</td>
<td>An interface to allow multiple items to be added and these items will be listed in rows.</td>
<td>1.4</td>
</tr>
<tr>
<td>Radio Button</td>
<td>A radio button in a group of two or more choices that are mutually exclusive - that is, you can select only one option at a time. A click on a radio button will display an option. Another click on the option box will clear the option.</td>
<td>1.5</td>
</tr>
<tr>
<td>Tabs</td>
<td>The tab is used to navigate between chapters in the application form.</td>
<td>1.5</td>
</tr>
<tr>
<td>Text Area</td>
<td>An area for users to input data that is much longer in length.</td>
<td>1.6</td>
</tr>
<tr>
<td>Display Only Field</td>
<td>To display information of an item and cannot be edited.</td>
<td>-</td>
</tr>
</tbody>
</table>
The following diagram shows some of the terms above.

Diagram 1.1

Diagram 1.2
### Diagram 1.3

#### Specialised Equipment

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>-Select-</td>
</tr>
</tbody>
</table>

### Diagram 1.4

**A. Specific objective of the project**

(Provide a description of the project's objective, up to 5000 characters)

**B. Type of research**

- Basic research
- Applied research

### Diagram 1.5

**Project Identification**

- Research Collaboration
- Contractual Matters

**Project Objectives**

- Start Cost Estimation
- Relevant Past Research

**Research Background**

- Direct Expense Estimation
- Project Cost

**Research Approach**

- Project Funding
- Curriculum Vitae

**Project Schedule**

- Updated Flow

---

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*Application Process User Manual*
Diagram 1.6
1.0 eScienceFund MAIN PAGE

1.1 Accessing eScienceFund Web Site

To access the eScienceFund web site, (at your web browser), key in the eScienceFund web site address at the Address or Location. The eScienceFund main page will be displayed. (Refer to diagram 2.0)

1.2 Main Page

The main page can be accessed by everyone. The page consists of the following sections. (Refer diagram 1.2.1)

Diagram 1.2.1
(i) **Sign-In**

Users have to key in the Username and Password to enter the system. Different access rights will bring users to a different view of the system. Click Login button to enter after both the compulsory text boxes have been filled up. The ‘Register New User’ is a hyperlink to new users’ registration. The ‘Forgot Username or Password’ is a hyperlink to help users retrieve their user name or password if they forgot their login information.

**Sign Up** (Refer to Diagram 1.2.2)

**Step 1** Click on the ‘Register New User’ hyperlink.

**Step 2** Fill-in the necessary information.

**Step 3** Click on ‘Submit’ button.

**Diagram 1.2.2**

**Step 4** Review the detail and click on ‘Back To Main’ button to go back to eScienceFund main page. (Refer diagram 1.2.3)
Step 5  Click the ‘Reset’ button to clear the form.

Step 6  Click the ‘Back To Main’ button to go back to eScienceFund main page.

First Time Login

Step 1  Login to the account using the password given by system administrator

Step 2  Fill in the new password at ‘New Password’ text box and reconfirm the password by retyping the same password at ‘Confirm New Password’ text box.
Step 3  Click on ‘Save’ button to update the changes. (Refer to Diagram 1.2.4)

Step 4  Click the ‘Logout’ button to go back to eScienceFund main page and discard the change of the password.

Forgot ID or Password (Refer to Diagram 1.2.5)
Step 1  Click the ‘Forgot Username or Password?’ hyperlink.
Step 2  Fill in the e-mail address which was used when signing up as a member.
Step 3  Click the ‘Continue’ button, the necessary information will send to the e-mail account.

Step 4  Click the ‘Back’ button to go back to eScienceFund main page.
(ii) Public Announcement
The daily public announcement posted by the system administrator.

Print the Announcement

Step 1 Click the symbol. A pop-up window will appear.

*Note: If the pop-up window does not appear, please temporarily disable the pop-up windows blocker in order to view the pop-up window. Re-enable the pop-up windows blocker when it is done.*

Step 2 Click the symbol which is placed behind the announcement.

Step 3 A pop-up window appears with all the detailed information of the announcement.

Step 4 Click the ‘Print’ button to print out the announcement. (Refer Diagram 1.2.6)

Diagram 1.2.6

![Diagram 1.2.6](image)

- **Print**
- **Close**

Step 5 Click on ‘Close’ button to close the pop-up window.

(iii) Related Links
Other links related to MOSTI.

(iv) Download Documents
Provide download service of related document to user.

(v) Utilities
Provide utilities such as print and search facilities to user.

Search Archive Projects

Step 1 Click the ‘Archive Projects’ hyperlink.

Step 2 Click the ‘Search’ button.

Step 3 Type text boxes keywords and click the ‘Search’ button to retrieve project titles.

Step 4 Click the ‘Back To Main’ button to go back to eScienceFund main page.
Submit Collaborator CV

Step 1  Click the ‘Submit Collaborator CV’ hyperlink

Step 2  Complete the form in every tab.

Step 3  Click the ‘Next Tab’ button to proceed to the next form until all the tabs are filled with the correct information. (Refer to Diagram 1.2.7)

Step 4  Click on ‘Submit’ button to submit new CV. (Refer to Diagram 1.2.8)
Step 5  Click the ‘OK’ button to save all the information or click ‘cancel’ to remain at the page and continue to complete form. (Refer to Diagram 1.2.9)

Diagram 1.2.9

PRINT

Throughout the eScienceFund system, you can print applications or reports using the print function in the system. Users can click on the print icon provided to print out pre-formatted forms and reports. Users can also print using the web browser, however, this is not recommended as the reports will not be in their proper format.

1.3 Printing Requirements

- Designated printer or default printer
- Adobe Acrobat Reader
1.4 How to Print Application

1.4.1 Using the system’s print function

**Step 1**
Click the print icon to print the desired application. (Refer diagram 1.4.0)

<table>
<thead>
<tr>
<th>Application No.</th>
<th>Application Title</th>
<th>Submission Date</th>
<th>Status</th>
<th>Print/Copy</th>
</tr>
</thead>
<tbody>
<tr>
<td>DST000010</td>
<td>Project</td>
<td></td>
<td>Coordinator</td>
<td></td>
</tr>
<tr>
<td>DST000017</td>
<td>Project</td>
<td></td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>DST000010</td>
<td>Project</td>
<td></td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>DST000010</td>
<td>Project</td>
<td></td>
<td>Rejected</td>
<td></td>
</tr>
<tr>
<td>DST000013</td>
<td>Project</td>
<td></td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>DST000015</td>
<td>Project</td>
<td></td>
<td>accomplishment</td>
<td></td>
</tr>
<tr>
<td>DST000015</td>
<td>Project</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DST000014</td>
<td>Project</td>
<td></td>
<td>Not Recommended</td>
<td></td>
</tr>
<tr>
<td>DST0011000</td>
<td>Project</td>
<td></td>
<td>Declined</td>
<td></td>
</tr>
<tr>
<td>DST0011001</td>
<td>Project</td>
<td></td>
<td>Declined</td>
<td></td>
</tr>
<tr>
<td>DST0011001</td>
<td>Project</td>
<td></td>
<td>Not Completed</td>
<td></td>
</tr>
</tbody>
</table>

Diagram 1.4.0

**Step 2**
Wait for the pop-up windows to appear. Click the “Open” button.

*Note: If the pop-up windows do not appear, temporarily disable the pop-up windows blocker in order to view the pop-up windows. Re-enable the pop-up windows blocker when it is closed.*

**Step 3**
Wait for a while until the Acrobat Reader successfully opens the PDF formatted application. Click the Print Icon in order to perform the printing task.

1.4.2 Using the web browser

To print using the web the browser, do one of the following:-

- At the web browser, click the **Print** option on **File Menu**.

- Click the **Print** icon at the web browser toolbar.

- Right-click at the main frame, and then click the **Print** or **Print Frame**.

The printout will be printed at the designated printer.
2.0 COMMON HYPERLINKS

A hyperlink is shown as coloured and underlined text in the **eScienceFund** main page. You can click on a hyperlink to go to another function or an HTML page on the World Wide Web. Listed here are some common hyperlinks you can find in **eScienceFund**:

<table>
<thead>
<tr>
<th>Hyperlink</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Page 2 of 3" /></td>
<td>You can see this type of hyperlink at the footer of a table. Key in the page number in the small text box and press the “Enter” tab on the keyboard or click the <img src="image" alt="button" /> button provided. Click <img src="image" alt="button" /> button to the next page or <img src="image" alt="button" /> for previous page. The <img src="image" alt="button" /> button will connect the user to the last page of the table and <img src="image" alt="button" /> button will connect the user to the first page of the table.</td>
</tr>
<tr>
<td>Application title</td>
<td>The hyperlink is used to view or edit an existing application.</td>
</tr>
<tr>
<td><img src="image" alt="Page 1 of 1" /></td>
<td>This is another type of hyperlink at the footer of the table. Key in the page number and press the “Enter” tab on the keyboard to access to the desired page for table.</td>
</tr>
</tbody>
</table>
1.0 eScienceFund GRANT APPLICATION PROCESS

The first step is to Login to the system. Make sure you are a valid user, if not, register as a new user through the new users registration hyperlink on the main page. (Refer eScienceFund Main Page)

General Level

1.1 After Login for User

Diagram 3.1

(i) Welcome
Greetings to the registered user

(ii) What I Need To Know
This includes announcements posted by the system administrator. This function is similar to the Announcement at eScienceFund main page.

(iii) Pending User
New registered users waiting for approval. A user cannot login to the system until he gets approval.

(iv) Pending Project
A list of the entire pending projects.

(v) My Application Summary
Summarises the number of project applications and their status.

(vi) RMC Status Summary
Summary status at the RMC level.

1.1.1 Change Password

Step 1 At the top menu bar, move the pointer to the “My Profile” menu. A list of submenu will appear. Click on the “Change Password” submenu.

Step 2 Fill in the ‘New Password’ and ‘Confirm New Password’ text boxes. (Refer Diagram 3.1.1)

Step 3 Click the ‘Save’ button to submit.

Step 4 Click the ‘Reset’ button to clear all the text boxes.
1.1.2 Searching CV

Step 1  At the top menu bar, move the pointer to the “My Profile” menu. A list of submenu will appear. Click on the “CV Maintenance” submenu.

Step 2  Fill in the person’s name at the ‘Name’ text box.

Step 3  All the available CVs will be listed. Fill in the name and click the ‘Search’ button to get the specific CV. (Refer Diagram 3.1.2)

1.1.3 View CV

Step 1  At the top menu bar, move the pointer to the “My Profile” menu. A list of submenu will appear. Click on the “CV Maintenance” submenu.

Step 2  All the available CVs be listed. Fill in the name and click the ‘Search’ button to get the specific CV.

Step 3  Click the ‘Name’ hyperlink to view the specific CV.

1.1.4 Edit CV

Step 1  At the top menu bar, move the pointer to the “My Profile” menu. A list of submenu will appear. Click on the “CV Maintenance” submenu.

Step 2  All the available CVs be listed. Fill in the name and click the ‘Search’ button to get the specific CV.

Step 3  Click the ‘Name’ hyperlink to edit the specific CV.

Step 4  Edit the details accordingly.

Note: Editing the CV is only allowed for the person who created the CV.

Step 5  Navigate through the tab by clicking the ‘Next Tab’ button.

Step 6  Click the ‘Save’ button to update the changes.

Step 7  Click the ‘Done & Exit’ button. A confirmation message box wills pop-up. Click ‘OK’ to save the changes and leave or ‘Cancel’ to remain at the page and continue with the editing work. (Refer Diagram 3.1.4)
Diagram 3.1.4
1.1.5 Add New CV

**Step 1** At the top menu bar, move the pointer to the “My Profile” menu. A list of submenu will appear. Click on the “CV Maintenance” submenu.

**Step 2** Click the ‘Add’ button.

**Step 3** Select the CV type and click “Continue” button (Only required when user Personal CV is not in system yet). (Refer to diagram 3.1.6-1)

**Step 4** Fill in the form in every tab accordingly.

**Step 5** Click the ‘Next Tab’ button to fill in the next form until all the tabs are chosen and the forms are completely filled. (Refer Diagram 3.1.6-2)

**Step 6** Click on ‘Save’ button to save the records. (Refer Diagram 3.1.6-3)
Step 7

Click the ‘Done & Exit’ button. A confirmation message box will pop-up. Click ‘OK’ to save the new CV and leave or ‘Cancel’ to remain at the page and continue the incomplete form. (Refer Diagram 3.1.6-3)

Diagram 3.1.6-3

1.1.6 Delete CV

Step 1

At the top menu bar, move the pointer to the “My Profile” menu. A list of submenu will appear. Click on the “CV Maintenance” submenu.

Step 2

All the available CVs be listed. Fill in the name and click the ‘Search’ button to get the specific CV.

Step 3

Check on the unwanted CV by clicking the check box once. (Refer diagram 3.1.6-1)

Diagram 3.1.6-1

Step 4

Click the ‘Delete’ button to delete the unwanted CV. (Refer diagram 3.1.6-2)

Diagram 3.1.6-2

1.1.7 Logout

Click the ‘Logout’ hyperlink at the menu bar to logout from the system and back to the eScienceFund main page. (Refer diagram 3.1.7)

Diagram 3.1.7
Institutional Level

The first step is to Login to the system. Make sure you are a valid user if not register as a new user through the new users registration hyperlink on the main page. (Refer eScienceFund Main Page)

1.2 Researcher

1.2.1 Creating new application

**Step 1**
At the top menu bar, move the pointer to the “Application” menu. A list of submenu will appear. Click on the “Project Application” submenu. (Refer Diagram 3.2.1-1)

**Step 2**
Click on the ‘Add’ button. (Refer Diagram 3.2.1-2)

**Step 3**
Fill in the pages accordingly.

**Step 4**
Navigate through the pages by clicking the tabs provided. If the message, “Your CV is missing. Please create a CV before submitting your application” is encountered, it means that your personal CV has not been created and must be done before an application can be submitted. (Refer diagram 3.2.1-3)
### Project Identification

<table>
<thead>
<tr>
<th>Project Identification</th>
<th>Project Objectives</th>
<th>Research Background</th>
<th>Relevant Past Research</th>
<th>Research Approach</th>
<th>Project Schedule</th>
<th>Project Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Collaboration</td>
<td>Contractual Matters</td>
<td>Staff Cost Estimation</td>
<td>Direct Expense Estimation</td>
<td>Project Cost</td>
<td>Project Funding</td>
<td>Curriculum Value</td>
</tr>
</tbody>
</table>

Your CV is missing. Please create a CV before submitting your application.

A. Project number

**Diagram 3.2.1-3**

**Step 5** Click the ‘Save’ button to save and proceed to another chapter or click ‘Done & Exit’ button to exit the application form. Application that is not yet submitted can be edited anytime. (Refer Diagram 3.2.1-4)

**Diagram 3.2.1-4**

### 1.2.2 Submit Application

**Step 1** Click the hyperlink on the ‘Status’ column to submit application form. (Refer Diagram 3.2.2-1)

**Diagram 3.2.2-1**

**Step 2** Check the declaration checkbox to submit. Click the ‘Submit’ button to submit application. Any incomplete chapters in the application will be listed as hyperlinks. Click on the hyperlink to directly access the chapter(s). Click ‘Cancel’ button to cancel submission. (Refer Diagram 3.2.2-2 and Diagram 3.2.2-3)

**Diagram 3.2.2-2**

### Declaration

- **Project Title:** TARC00000000
- **Project No.:** TARC00000000

I hereby declare that all submitted Application information is accurate and complete.

**Diagram 3.2.2-2**
1.2.3 Editing existing application

Step 1  At the top menu bar, move the pointer to the “Application” menu. A list of submenu will appear. Click the “Project Application” submenu.

Step 2  In the application list, click the title of application to edit.

Step 3  Edit the chapters accordingly. Fill in all the required fields (with * symbol) (fields without * symbol is optional).

Step 4  Navigate through the chapters by clicking the hyperlinks provided. (Refer Diagram 3.2.3-1)
Diagram 3.2.3-1

**Step 5**

Click the ‘Save’ button to save and proceed to another chapter or click ‘Done & Exit’ button to exit the application form. Application that is not yet submitted can be edited anytime. (Refer Diagram 3.2.3 -2)

Diagram 3.2.3 -2

**Step 6**

Click on the ‘Pending’ hyperlink on the ‘Status’ column to submit application form. (Refer Diagram 3.2.2 -3)

*Note: Only the ‘Pending’ status will be shown as hyperlink and clickable*

Diagram 3.2.3-3

**Step 7**

Check the declaration checkbox before submitting. Click the ‘Submit’ button to submit application. Any incomplete chapters in the application will be listed as hyperlinks. Click on the hyperlink to directly access the chapter(s). Click ‘Cancel’ button to cancel submission. (Refer Diagram 3.2.3 -4)

Diagram 3.2.3-4

1.2.4 Searching Project Applications

**Step 1**

At the top menu bar, move the pointer to the “Application” menu. A list of submenu will appear. Click on the “Project Application” submenu.

**Step 2**

Click on button beside the title “Project Application Searching”. New text fields will appear on the screen.

**Step 3**

Fill in the ‘Application No’ or ‘Application Title’ text box to search for specific application.
Step 4  Select from ‘Status’ combo box available to narrow down the search. (Refer Diagram 3.2.3)

Diagram 3.2.3

Step 5  The search result will be displayed in a table and click the application title to view the application.

1.2.5 Deleting Application

Step 1  At the top menu bar, move the pointer to the “Application” menu. A list of submenus will appear. Click on the “Project Application” submenu.

Step 2  Check on the check box the application you wish to delete. Then, click ‘Delete’ button.

1.2.6 Viewing Application

Step 1  Click on the application title to view the application. Click on the chapters’ links to view the chapters. Click ‘Next’ or ‘Previous’ button to view the pages in the chapters. No amendments can be done when viewing the application.

Step 2  Click on ‘Done & Exit’ button to exit the application.

1.2.7 Viewing Approved Application

Step 1  Click on the application title to view the application. Click on the chapters’ links to view the chapters. Click ‘Next’ or ‘Previous’ button to view the pages in the chapters. No amendments can be made when viewing the application.

Step 2  Click on ‘Done & Exit’ button to exit the application.

Step 3  Click on the hyperlink on the ‘Status’ column to view the budget proposed.

Step 4  Select the radio button to accept or not accept the budget proposed.

Step 5  If accepted, then another window will pop-up.

1.2.8 View Remarks

Step 1  Click on the symbol 🌟.

Step 2  A pop-up window will appear. 

Note: If the pop-up window do not appear, please temporarily disable the pop-up window blocker in order to view the pop-up window. Re-enable the pop-up windows blocker once this is done.

Step 3  Click the ‘Close’ button to close the pop-up windows.
1.2.9 Duplicate Application (Only for rejected application)

Step 1 Click the symbol 📒
Step 2 A duplicate applications will appear on the application list.

1.3 Collaborator

1.3.1 Searching Project Applications

Step 1 At the top menu bar, move the pointer to the “Application” menu. A list of submenu will appear. Click the “View Project” submenu.

Step 2 Fill in the ‘Application No’, ‘Application Title’, ‘Project Leader’, ‘Institution’ text boxes and click the ‘Search’ button to search for application. (Refer Diagram 3.3.1)

Diagram 3.3.1

1.3.2 Accepting Applications

Step 1 At the top menu bar, move the pointer to the “Application” menu. A list of submenu will appear. Click on the “View Project (Collaborator)” submenu.

Step 2 By default all applications are accepted automatically. Should a researcher decline the invitation to collaborate, the researcher will have to inform the Project Leader who made the invitation. (Refer Diagram 3.3.2)

Diagram 3.3.2
Coordinators (RMC) Level

1.4 RMC

1.4.1 Searching Project Application

Step 1 At the top menu bar, move the pointer to the “Application” menu. A list of submenus will appear. Click on the “Submitted Application (RMC)” submenu.

Step 2 Fill in the ‘Application No’, ‘Application Title’, or the ‘Leader Name’ text box to search for specific application.

Step 3 Select from the list box available to narrow down the search.

Step 4 The search result will be displayed in the application list. Click on the application title to view the application.

1.4.2 Viewing Submitted Application

Step 1 At the top menu bar, move the pointer to the “Application” menu. A list of submenu will appear. Click on the “Submitted Application (RMC)” submenu.

Step 2 Click the application title to view the application. Click on the tabs to view the chapters. Click ‘Next’ or ‘Previous’ button to view the pages in the chapters. No amendments can be done when viewing the application.

Step 3 Click the ‘Done’ button to exit the application.

Step 4 Click the on numbers below the application list to view the collections of applications available.

1.4.3 Reject Incomplete Application

Step 1 Click on the ‘Application’ link. Then click on ‘Submitted Application (RMC)’ Link.

Step 2 Check on the incomplete applications with a tick on the check box. (Refer Diagram 3.4.3)

Step 3 Click the ‘Not Complete’ button to reject the application.
1.4.4 Submit Completed Application

Step 1  At the top menu bar, move the pointer to the “Application” menu. A list of submenu will appear. Click the “Submitted Application (RMC)” submenu.

Step 2  Check the completed applications with a tick on the check box. (Refer Diagram 3.4.4)

Step 3  Click the ‘Submit’ button to submit the application.

1.4.5 Searching Approved Application

Step 1  At the top navigation bar, click the ‘Application’ link. Then click the ‘Approved Application (RMC)’ link.

Step 2  You can also fill in the ‘Application No’, ‘Application Title’, or the ‘Leader Name’ text box to search for specific application.

Step 3  Select from the list box available to narrow down the search.

Step 4  The search result will be displayed in the application list and click the application title to view the application.
1.4.6 Viewing Approved Application

Step 1  At the top menu bar, move the pointer to the “Application” menu. A list of submenu will appear. Click on the “Submitted Application (RMC)” submenu.

Step 2  Click the application title to view the application. Clicks the tabs to view the chapters. Click ‘Next’ or ‘Previous’ button to view the pages in the chapters. No amendments can be done when viewing the application.

Step 3  Click the ‘Done’ button to exit the application.

Step 4  Click the numbers below the application list to view the collections of applications available.

1.4.7 Fill-in Screening Evaluation Form

Step 1  At the top menu bar, move the pointer to the “Application” menu. A list of submenu will appear. Click on the “Submitted Application (RMC)” submenu.

Step 2  Click the symbol 🕳️ within the same row of record of the desired application. (Refer Diagram 3.4.7-1)

---

**Diagram 3.4.7**

<table>
<thead>
<tr>
<th>Application No</th>
<th>Application Title</th>
<th>Project Leader</th>
<th>Submission Data</th>
<th>Status</th>
<th>SEF</th>
<th>Print/Copy</th>
</tr>
</thead>
<tbody>
<tr>
<td>D47700001010</td>
<td>D47700001010</td>
<td></td>
<td></td>
<td>Approved</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Step 3  Fill in the screening evaluation form accordingly.
Step 4  Click the ‘Done’ button to save the SEF. (Refer Diagram 3.4.7-2)

### MOSTI Level

The first step is to Login to the system. Make sure you are a valid user, if not register as a new user through the new users registration hyperlink on the main page. (Refer eScienceFund Main Page)

1.5  MOSTI

1.5.1  Searching Project Application

**Step 1**  At the top menu bar, move the pointer to the “Application” menu. A list of submenu will appear. Click on the “Submitted Application (MOSTI)” submenu.

**Step 2**  You can also fill in the ‘Application Number’, ‘Application Title’, ‘Leader Name’, and ‘Organization’ text boxes to search for specific application.

**Step 3**  The search result will be displayed in the application list and click on the application title to view the application.

1.5.2  Viewing Submitted Application

**Step 1**  At the top menu bar, move the pointer to the “Application” menu. A list of submenu will appear. Click on the “Submitted Application (MOSTI)” submenu.

**Step 2**  Click the application title to view the application. Clicks the tabs to view the chapters. Click ‘Next’ or ‘Previous’ button to view the pages in the chapters. No amendments can be done in this application.
Step 3  Click the ‘Done & Exit’ button to exit application.

1.5.3 Searching Approved Application

Step 1  At the top menu bar, move the pointer to the “Application” menu. A list of submenu will appear. Click on the “Approved Application (MOSTI)” submenu.

Step 2  Fill in the ‘Application Number’, ‘Application Title’, ‘Leader Name’, and ‘Organization’ text boxes to search for specific application.

Step 3  The search result will be displayed in the application list. Click on the application title to view the application.

1.5.4 Viewing Approved Application

Step 1  Click the top menu bar, move the pointer to the “Application” menu. A list of submenu will appear. Click on the “Approved Application (MOSTI)” submenu.

Step 2  Click the application title to view the application. Click on the chapters' links to view the chapters. Click ‘Next’ or ‘Previous’ button to view the pages in the chapters. No amendments can be done when viewing the application.

Step 3  Click the ‘Done & Exit’ button to exit the application.
ACCESSIBILITY OF ADMINISTRATION

1.0 SYSTEM ADMINISTRATION

The accessible links for the administrator are listed in the menu bar of Administration. Those links are:
- User Approval (RMC)
- User Maintenance (System Administrator)
- User Role Accessibility (System Administrator)
- Reset User Password (System Administrator & Super User)
- Announcements & News (System Administrator)
- Parameter Setup (System Administrator)
- Static Master (System Administrator)
- Organisation Setup (System Administrator)
- Email Template Maintenance (System Administrator)
- Revert Application Status (System Administrator & Super User)
- Audit Trails (System Administrator)
- User Editing (RMC)
1.1 User Approval

Allows for the system administrator to search, approve and reject eScienceFund users.

Diagram 3.2

Searching

Step 1  Fill in the ‘Name’ or the ‘Username’ text box or select a ‘Status’ from list box to search for specific User.

Step 2  Click the “Search” button, the search results will be displayed in the user list. Click the Username to view the user details.

Approve user

Step 1  Check the checkbox beside the Username.

Step 2  Type the comments in the comments text fields.

Step 3  Press the ‘Approve’ button to accept.

Reject user

Step 1  Check the checkbox beside the Username

Step 2  Type the comments in the comments text fields.

Step 3  Press the ‘Reject’ button to disapprove.
**View/Print User list**

**Step 1** Press the “View/Print” button

**Step 2** User can view 3 types of user list based on the following status: Pending, Approve or Reject, or All Status.

---

### 1.2 User Maintenance

Create or update user account.

#### User Maintenance - Search

*Note: Asterisks (*) may be used as wildcard characters in the search functions. E.g., the search string "John Smith" will find entries with the name John Smith and entries Smith John.*

**Diagram 3.2**

**Searching**

**Step 1** Fill in the ‘Name’ or the ‘Username’ text box or select a ‘Role Description’ from list box to search for specific User.

**Step 2** Click the “Search” button, the search results will be displayed in the user list. Click the Username to view the user details.

#### Adding a new user account

**Step 1** Click the ‘Add’ button.

**Step 2** Fill in all the required fields (with * symbol) and/or optional fields (without * symbol)

**Step 3** Add at least one Role description.

**Step 4** Fill in the Username and password.
Step 5  Click the ‘Save’ button to create.

Note  To make sure entered id is not a duplicate, click the “availability” button beside the Username textbox. A message will be displayed beside the textbox to indicate whether the username is used by another user or not.

Update existing user account

Step 1  Click the Username.
Step 2  Edit the user detail.
Step 3  Click the ‘Save’ button to save.

Delete existing user account

Step 1  Check the checkbox beside the Username.
Step 2  Click the Delete button.
Step 3  A dialog box will appear to ask for confirmation.
Step 4  Select OK to delete, Cancel to decline.

1.3 User Role Accessibility

To create and change the user’s role accessibility.
User Role Accessibility - Search

(Note: Asterisks (*) may be used as wildcards characters in the search functions. E.g., the search string and will find “data”, “annual” and “bandstand”(both occurrences). Without an Asterisk (*), the system will search for an exact match.)

<table>
<thead>
<tr>
<th>Role ID</th>
<th>Role Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>admin</td>
<td>testing</td>
</tr>
<tr>
<td>ADMIN01</td>
<td>System Administrator</td>
</tr>
<tr>
<td>COLLAB01</td>
<td>Collaborator</td>
</tr>
<tr>
<td>First</td>
<td>PSEI TESTING PHASE</td>
</tr>
<tr>
<td>MOST101</td>
<td>MOSTI ScienceFund Secretariat</td>
</tr>
<tr>
<td>myrole</td>
<td>testing</td>
</tr>
<tr>
<td>RESEARCH1</td>
<td>Researcher</td>
</tr>
<tr>
<td>RM01</td>
<td>RMC User</td>
</tr>
<tr>
<td>ROLE01</td>
<td>Testing</td>
</tr>
<tr>
<td>SUPER01</td>
<td>Super User</td>
</tr>
</tbody>
</table>

Diagram 3.3

Searching

Step 1 Fill in the ‘Role Description’ or the ‘Role Description’ text box to search for specific Roles.

Step 2 Click the “Search” button, the search results will be displayed in the role list

Add New Role

Step 1 Click the ‘Add’ button.

Step 2 Fill in Role ID and Role Description textbox, select a Role Type from list box.

Update Existing Role

Step 1 Click the Role ID hyperlink.

Step 2 Modify the Role Description and the Role Type.
Step 3  Click the ‘Save’ button to save.

Change Role Accessibility

Step 1  Click the Role Description hyperlink.
Step 2  Click the Tasks hyperlinks.
Step 3  Check Tasks checkboxes.
Step 4  Click the ‘Save’ button to save.

Delete Existing Roles

Step 1  Check the checkbox beside the Role ID.
Step 2  Click the delete button.
Step 3  A dialog box will appear to ask for confirmation.
Step 4  Select OK to delete, Cancel to decline.
1.4 Reset User Password

Changing the password of the users.

Searching

Step 1 Fill in the ‘Full Name’ or the ‘Username’ text box to search for specific User.

Step 2 Click the “Search” button, the search results will be displayed in the user list.

Reset Password

Step 1 Check the checkbox beside Username.

Step 2 Enter new passwords into the Reset To textbox.

Step 3 Click the ‘Reset Password’ button.

Step 4 A dialog box will appear for confirmation.

Step 5 Select OK to change, Cancel to decline.

Diagram 3.4
1.5 Announcements

Create and modify announcements.

Searching

**Step 1** Fill in the ‘Announcement Title’ or the ‘Announcement Date’ to search for specific announcement and news.

**Step 2** Click the “Search” button, the search results will be displayed in the list.

---

**Diagram 3.5**

**Title**: eScienceFund Application

**Description**: MOSTI is in the midst of restructuring all R&D schemes for RMK-9. The new eR&D grant scheme will be officially opened during middle of April.

---

**Diagram 3.6**
Add Announcements

Step 1  Press the Add button.
Step 2  Type new announcement content.
Step 3  Check the publish place.
Step 4  Select Publish Date and Expiry Date.
Step 5  Click the ‘Save’ button to save.

Note  publish at: internal – display in all user home pages, which can only be viewed after login; public – display in the login page which everyone can view.

Update Announcement

Step 1  Click the Announcement Title hyperlink.
Step 2  Modify announcement content.
Step 3  Click the ‘Save’ button to save.

Delete Announcement

Step 1  Check the checkbox beside the Announcements Title.
Step 2  Click the ‘Delete’ button.
Step 3  A dialog box will appear for confirmation.
Step 4  Select OK to delete.

1.6 System Parameter Setup

Change and modify the Parameters of the system.

Edit Parameters

Step 1  Click the ‘Edit’ button.
Step 2  Enter the new value into the parameter text field.
Step 3  Click the ‘Save’ button to save. Click ‘Reset’ button to reset to default value.
1.7 Static Master

Create and modify static table and static code into database.

Searching

Step 1 Select a Table Name from the list box.
Step 2 Click the ‘Search’ button to search.
Step 3 The search results will be displayed in the list.

Create Table

Step 1 Click the Create Table button.
Step 2 Fill in the information and click the ‘Create’ button.

Add New Static Value

Step 1 Click the Add button.
Step 2 Select the Table Name.
Step 3 Fill in the code and description.
Step 4 Click the ‘Save’ button to save.

Modify Existing Static Values

Step 1 Search for a desired table.
Step 2 Click the Static Code (first column of the table). A page with the Static Code’s detail will be displayed.
Step 3 Click the Edit button.
Step 4 Modify the information of the static value.
Step 5  
Click the ‘Save’ button to save.

Delete Static Detail

Step 1  
Search for the table.

Step 2  
Clicks on the Static Code (first column of the table). A page with the Static Code’s detail will be displayed.

Step 3  
Change the “Deleted” status from “No” to “Yes” by clicking the radio button.

Step 4  
Click the ‘Save’ button to save.

Static Master - Static Details

<table>
<thead>
<tr>
<th>Table Name</th>
<th>tbl_Sta_ForAree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Static Code</td>
<td>F10100000</td>
</tr>
<tr>
<td>Description</td>
<td>Category theory, K-theory and homological algebra</td>
</tr>
<tr>
<td>Deleted</td>
<td>N</td>
</tr>
</tbody>
</table>

Optional
Parent Table : tbl_Sta_ForGroup
Parent Table Code : F10100000_mathematics

Custom Column 1 : 
Custom Column 2 : 
Custom Column 3 : 
Custom Column 4 : 
Custom Column 5 : 
Custom Column 6 : 
Custom Column 7 : 
Custom Column 8 : 77195250-6766-475C-4690-B7F6-6C97965
Custom Column 9 : 5C20B8D5-885C-4081-87F6-8A2D6102C3F5

Diagram 3.8
1.8 Organisation Setup

Add, edit and delete organisation information.

Searching

Step 1 Fill in the ‘Organisation Name’ or the ‘Bank Name’ to search for specific organisation.

Step 2 The search results will be displayed in the list.

Add New Organisation

Step 1 Click the ‘Add’ button.

Step 2 Fill in the fields.

Step 3 Click the ‘Save’ button to create the organisation.

Modify Existing Organisation

Step 1 Click the Organisation Full Name hyperlink.

Step 2 Modify the information.

Step 3 Click the ‘Update’ button to save.
**Note**

Please note that Abbreviation Name cannot be changed.

**Delete Existing Organisation**

**Step 1**
Check the checkbox beside the Organisation Full Name.

**Step 2**
Click the Delete button to delete the chosen organisation.

**Organisation - Search**

(Note: Asterisk (*) may be used to wildcard characters in the search functions. E.g., the search string will find Badger, around and Badgerland (both occurrences). Without an Asterisk (*), the system will search for an exact match.)

Records has been deleted successfully.

Fill in the above information and click Search.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DOA</td>
<td>01</td>
<td>01</td>
<td>000000010</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Defense Science and Technology Centre</td>
<td>DGTC</td>
<td>01</td>
<td>07</td>
<td>04</td>
<td>10001</td>
<td>DGTC Bank</td>
</tr>
<tr>
<td>Forest Research Institute of Malaysia</td>
<td>FRIM</td>
<td>01</td>
<td>01</td>
<td>00000007</td>
<td>00000</td>
<td>FRIM Bank</td>
</tr>
<tr>
<td>Institute for Medical Research</td>
<td>IMR</td>
<td>01</td>
<td>05</td>
<td>64</td>
<td>10010</td>
<td>IMR</td>
</tr>
<tr>
<td>Veterinary Research Institute</td>
<td>IHR</td>
<td>02</td>
<td>03</td>
<td>4</td>
<td>10001</td>
<td>IHR Bank</td>
</tr>
<tr>
<td>Fisheries Research Institute</td>
<td>FP</td>
<td>01</td>
<td>03</td>
<td>0</td>
<td>10000</td>
<td>FP Bank</td>
</tr>
<tr>
<td>Sabah Veterinary Department</td>
<td>JHSE</td>
<td>05</td>
<td>03</td>
<td>0</td>
<td>10000</td>
<td>JHSE Bank</td>
</tr>
<tr>
<td>Sabah Fisheries Department</td>
<td>JFSB</td>
<td>05</td>
<td>03</td>
<td>00000001</td>
<td>10000</td>
<td>JFSB</td>
</tr>
<tr>
<td>Sarawak Fisheries Department</td>
<td>JFSK</td>
<td>07</td>
<td>03</td>
<td>0</td>
<td>10000</td>
<td>JFSK Bank</td>
</tr>
<tr>
<td>Sabah Forestry Department</td>
<td>JFSB</td>
<td>05</td>
<td>04</td>
<td>0</td>
<td>10000</td>
<td>JFSB Bank</td>
</tr>
</tbody>
</table>

Diagram 3.9
1.9 Email Template Maintenance

Modifying email templates.

**Email Template Maintenance - Search**

(Note: Asterisks (*) may be used as wildcard characters in the search function. E.g., the search string will find ‘kates’ around and bands/fields occurrences). Without an Asterisk (*), the system will search for an exact match.)

<table>
<thead>
<tr>
<th>Email Code</th>
<th>Email Title</th>
<th>Email Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ApproveComplete</td>
<td>Email Notification: Application submitted successfully...</td>
<td>Dear @FULLNAME, INCOMPLETE APPLICATION. ADDITIONAL INFORMATION REQUIRED FOR PROJECT TITLE...</td>
</tr>
<tr>
<td>ApproveRecommended</td>
<td>Email Notification: Application was not recommended...</td>
<td>Dear @FULLNAME, INSTITUTIONAL SCREENING COMMITTEE'S RECOMMENDATION FOR PROJECT TITLE...</td>
</tr>
<tr>
<td>AppSubmit</td>
<td>Email Notification: Application was recommended...</td>
<td>Dear @FULLNAME, INSTITUTIONAL SCREENING COMMITTEE'S RECOMMENDATION FOR PROJECT TITLE...</td>
</tr>
<tr>
<td>ChangeOrgFunds</td>
<td>Email Notification: Change of organization trigger...</td>
<td>Hi</td>
</tr>
<tr>
<td>ChangeOrgRole</td>
<td>Email Notification: Change of organization by...</td>
<td>Hi</td>
</tr>
<tr>
<td>EmailConfirmation</td>
<td>Email Verification: Email verification request...</td>
<td>Dear @FULLNAME, EMAIL VERIFICATION: The eScienceFund has received your request to...</td>
</tr>
<tr>
<td>ForgotPassword</td>
<td>Email Notification: Your information...</td>
<td>Dear @FULLNAME, INFORMATION OF eSCIENCEFUND USER: Thank you for using...</td>
</tr>
<tr>
<td>Invitation</td>
<td>Email Notification: Invitation to collaborate...</td>
<td>Dear @FULLNAME, INVITATION AS A COLLABORATOR FOR eSCIENCEFUND PROJECT: You have been...</td>
</tr>
<tr>
<td>FundingApproval</td>
<td>Email Notification: New researcher user account...</td>
<td>Dear @FULLNAME, VERIFICATION OF eSCIENCEFUND USER: This is to notify you that...</td>
</tr>
</tbody>
</table>

**Diagram 2.14**

**Searching**

**Step 1**
Fill in the ‘Email Code’ or the ‘Email Title’ to search for specific Email Template.

**Step 2**
Click the ‘Search’ button.

**Step 3**
The search results will be displayed in the list.

**Modify Email Template**

**Step 1**
Click the Email Code.

**Step 2**
Modify the title or content of the email template.

**Step 3**
Click the ‘Save’ button to save. ‘Reset’ button to reset to default email template.
1.10 Revert Application Status

View and edit the application status.

Searching

Step 1  
Fill in the ‘Application No’ or the ‘Application Title’ to search for specific project.

Step 2  
Click the ‘Search’ button.

Step 3  
The search results will be displayed in the list.

View and edit application status

Step 1  
Click the Application Title to browse for more detail.

Step 2  
Modify the detail accordingly.

Step 3  
Click the “Save” and “Done & Exit” button to update the changes made.

Diagram 3.10

1.11 Audit Trails

View the audit trails data and printing it out.

Searching

Step 1  
Fill in the ‘Username’ or the ‘Date of Transaction’ or select Module Code or Task Type to search for specific records.

Step 2  
Click the ‘Search’ button.
Step 3  
The search results will be displayed in the list.

Print

Step 1  
Click the ‘View & Print’ button.

Step 2  
Download records.

Step 3  
Print records.

1.12 User Editing

Searching

Step 1  
Fill in the ‘Name’ or the ‘Username’ and select the user Status to search for specific records.

Step 2  
Click the ‘Search’ button.

Step 3  
The search results will be displayed in the list.

1.13 Disable User

Step 1  
Check the checkbox beside the Username.

Step 2  
Click the “Lock User” button.

Step 3  
From the message box, click the “OK” button to disable the user or “Cancel” button to undo the task.
## Username Editing - Search

(Add asterisks (*) may be used to wildcard characters in the search function, e.g., the search string "ald" will find pillar, around and baldness (both occurrences). Without an Asterisk (*), the system will search for an exact match.)

<table>
<thead>
<tr>
<th>Username</th>
<th>Name</th>
<th>Lock status</th>
<th>Status</th>
<th>Email Verification Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>730815-14-1111</td>
<td>Tan Gao Hua</td>
<td>LOCK</td>
<td>Pending</td>
<td>Not Yet Verify</td>
</tr>
<tr>
<td>650817-14-7788</td>
<td>Ivanne2</td>
<td>LOCK</td>
<td>Approved</td>
<td>Not Yet Verify</td>
</tr>
<tr>
<td>A13531575</td>
<td>Tan Chia Ling</td>
<td>LOCK</td>
<td>Pending</td>
<td>Not Yet Verify</td>
</tr>
<tr>
<td>A10645262</td>
<td>Angela</td>
<td>LOCK</td>
<td>Pending</td>
<td>Not Yet Verify</td>
</tr>
<tr>
<td>A99381641</td>
<td>Tong Yeoh Siang</td>
<td>LOCK</td>
<td>Pending</td>
<td>Not Yet Verify</td>
</tr>
<tr>
<td>zids</td>
<td>test</td>
<td>LOCK</td>
<td>Pending</td>
<td>Not Yet Verify</td>
</tr>
<tr>
<td>guest_5</td>
<td>guest_5</td>
<td>LOCK</td>
<td>Pending</td>
<td>Not Yet Verify</td>
</tr>
<tr>
<td>guest_9</td>
<td>guest_9</td>
<td>LOCK</td>
<td>Pending</td>
<td>Not Yet Verify</td>
</tr>
<tr>
<td>vyun20</td>
<td>vyun</td>
<td>LOCK</td>
<td>Pending</td>
<td>Not Yet Verify</td>
</tr>
<tr>
<td>vyun29</td>
<td>vyun</td>
<td>LOCK</td>
<td>Pending</td>
<td>Verified</td>
</tr>
</tbody>
</table>

![Diagram 3.12](image-url)