Online Registration for Research Grant (RADIS 3)

USER MANUAL

Research Management Centre
Online Registration for Research Grant
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Suggestions and Support

Your suggestions for Online Registration for Research Grant are welcomed. Please email your comments to radis@utm.my. Technical support for Record Unit is also available from this email address or by joining our support email list. You can find details on joining our support list on our web site at utmonline.utm.my/rmc.

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1. General

Online Registration for Research Grant is a management application written in JAVA that can be used as a basis for grant registration. Through this system, applicants can register a research grant that already approved. Online Registration for Research Grant is a complete web-based management system developed by the Research Management Center (RMC) in collaboration with the Center of Information Communications and Technology (CICT), Universiti Teknologi Malaysia.

This user manual is provided as a guide to researcher in using Online Registration for Research Grant. The main goal is to ensure that all data entry requirements as required to ensure the system operates smoothly and consistently.

2. Minimum Requirements

Development environment is used with the following configuration:

<table>
<thead>
<tr>
<th>Type of Requirements</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating System</td>
<td>1. All types of Windows operating system</td>
</tr>
<tr>
<td>Web Browsers</td>
<td>1. Mozilla Firefox 2.0 or higher</td>
</tr>
<tr>
<td></td>
<td>2. The best resolution of 1024x768</td>
</tr>
</tbody>
</table>
3. Condition of Use

3.1 User Login

Figure 1: Website URL Screen

Type https://hrfin.utm.my at any of your favorite browser. Mozilla Firefox browsers are recommended.

Select Sistem RADIS from pane selection and click on the Sistem RADIS Ver 3 link.

1. Enter User Login Screen
2. Enter Applicant key in ACID username
3. Enter Applicant key in appropriate password
4. Click Log Masuk button.

Figure 3: Submenu Screen

1. Select Grant Registration from pane selection and select New Registration link.
3.2 Project Registration

Figure 4: Field for new project registration

1. Applicant information will be automatically displayed.
2. Insert proposal number (if any).
3. Insert title of research.
4. Select grant type for the research project.
5. Select start date and end date for research project.
6. Click Next button to continue application process or click Reset button to reset the form, otherwise click Cancel button to cancel the application.
3.3 Basic Info

Figure 5: Basic Info Screen

1. Fill in all research information needed.
2. Enter executive summary for the research project.
3. Click Save button to save the application, otherwise click Exit button to exit from the application.
3.4 Members

Figure 6: Members Screen

1. This tab will display all the information about project members.
2. Click Add button to add project member.

Figure 7: Add New Project Member Screen (Staff)

If the member category is **staff**, the information will be displayed as a Figure 7.

1. Choose the member category from drop-down menu.
2. If **member category** is **staff**, key in staff no and click Search button.
3. Staff related information will be automatically displayed.
4. Click Add/Change CV link to upload or change CV. Click Browse button to browse file.
   Then, click Upload button to upload file, otherwise click Reset button to reset the fill.
5. Click Save button to save project member, otherwise click Cancel button to cancel the addition project members.
If the member category is **other than staff** and the category is **national**, the information will be displayed as a Figure 8.

1. Choose the member category from drop-down menu.
2. Choose the others category from drop-down menu.
3. Insert my card no and click **Search** button.
4. Project member’s related information will be automatically displayed (if any). If the project members still not register in our system, please insert all the information needed.
5. Click **Add/Change CV** link to upload or change CV. Click **Browse** button to browse file. Then, click **Upload** button to upload file, otherwise click **Reset** button to reset the fill.
6. Click **Save** button to save project member, otherwise click **Cancel** button to cancel the addition project members.
If the member category is other than staff and the category is international, the information will be displayed as a Figure 9.

1. Choose the member category from drop-down menu.
2. Choose the others category from drop-down menu.
3. Insert full email address and click Search button.
4. Project member’s related information will be automatically displayed (if any). If the project members still not register in our system, please insert all the information needed.
5. Click Add/Change CV link to upload or change CV. Click Browse button to browse file. Then, click Upload button to upload file, otherwise click Reset button to reset the fill.
6. Click Save button to save project member, otherwise click Cancel button to cancel the addition project members.

Figure 10: List of Project Member screen

1. Click Delete button to delete the uploaded CV or click Change CV button to update the CV.
2. Click Exit button to exit from the application system.
3.5 History

![Figure 11: History Screen](image)

The history information of research project will be automatically displayed.
3.6 Details

![Figure 12: Details Screen (Background)](image)

1. This tab will display all the information about project research details.
2. Insert background information.

![Figure 13: Details Screen (Objective)](image)

3. Click **Add** button to add objective for research project.

![Figure 14: Details Screen (Objective)](image)

1. Enter objective for research project.
2. Click **Add** button to add the objective, otherwise click **Cancel** button to cancel.
Enter description of methodology.

Click [Please insert details of project activities] link to insert details of project activities, or click [View Gantt Chart] link to view Gantt chart.

Fill in all the information for project schedule.

Click Save button to save.

Click View Schedule button to view schedule.

Fill in all information for project milestone.

Click Save button to save project milestone.
6 Fill the entire field for expected result/benefit.

7 Click the Save button to save.
3.7 Equipment

**Figure 18: Equipment Screen**

1. This tab will display all equipment information.
2. Click **Add** button to add equipment.

**Figure 19: Equipment Screen**

1. Insert access to equipment and material.
2. Select location from dropdown list.
3. Click **Add** button to add equipment, otherwise click **Cancel** button to cancel.
### 3.8 Budget

**Figure 20: Budget Screen**

1. This tab will display budget information.
2. Click **Add** button to add budget details.

**Figure 21: Budget Screen**

1. Select V-Series from dropdown list.
2. Select SODO from dropdown list.
3. Enter description.
4. Choose year.
5. Key in the amount for selected budget without RM symbol and decimal point. Example is 1500 or 2324.
6. Click **Add** button to add, otherwise click **Cancel** button to cancel.
Figure 22: List of Budget Screen

1. Click **Delete** button to delete or click **Edit** button to edit the budget.
3.9 Attachment

This tab will display attachment information.

Select Attachment Type.

Insert description that gives some explanation to the attached file.

Click button to upload a file. The file MUST be in PDF format. It’s recommended to write the file name by starting with staff no, underscore, and other attachment details. Example is 5877_FullPaper.PDF.

Click button and related data will be displayed in the below table.

Click button to reset all information about attachment.

Click button to delete attachment.
### 3.10 Declaration

**Figure 24: Declaration Screen**

1. This tab will display declaration information.

2. Tick the declaration as an agreement that the inserted information is accurate and correct.

3. Click **Review** button to view all information and agree with the declaration.

4. Click **Print** button to print the application form.

5. Click **Submit** button to submit the application. Applicant is not allowed to update the information after pressing the submit button.
3.10.1 Review

Enabling programs are a common and successful strategy for improving educational opportunities and subsequent success for disadvantaged students in the USA (Trigari 1994), UK (Davies & Pany 1993), New Zealand (James 1994) and Australia (Poole, Clarke & Bull 1997). In the USA these tend to be intensive summer programs offered prior to enrollment for at-risk minority (case) (members) (racial minority) students, while for the UK, New Zealand and Australia they tend to be pre-academic programs that provide academic to higher education to minority (case) students and focus on small scale polishing programs that address only very specific aspects of preparedness, for example, bridging Mathematics programs for enhancing the Math skills of students entering technical fields. Although those often represent important equity initiatives, their light touch and relatively short duration serve to distinguish them from the broader and more intensive enabling programs that are the focus of this paper.

Methodology

Three methods were used to acquire a representative sample of the 16,000 teachers of science and mathematics in Illinois. In the end, the sample consisted of 2,601 unique email addresses and 1,241 responses. Three methods were used to engage participants:

1. State Superintendent Randy Dunn sent a request to principals in 918 randomly selected schools and middle schools which represented eight geographical areas, various school sizes and income levels for both high schools and middle schools. Follow-up emails were sent to those who had no email addresses for teachers of science and mathematics. This method yielded a 32% response rate from principals, for a total of 655 schools. Unfortunately, between faulty email addresses, age/missing spam filters, and reluctance to participate in yet another survey, the number of actual respondents was not sufficient.

2. Organizations of science and mathematics teachers advertised a sign-up Web address where their members could register for access to the survey. About 65% of teachers who entered their email and county information completed the survey, a total of 250 participants.

Project Schedule

No Record.

Project Milestone

No Record.

E) EXPECTED RESULT

<table>
<thead>
<tr>
<th>Objective</th>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

1. No. of Award    : 1
2. Cumulative impact factor    : 1
3. No. of non-index journal    : 1
4. No. of book-chapter    : 1
5. No. of other publication    : 1
6. No. of PhDs enrolled    : 2
7. No. of MSc enrolled    : 1
8. No. of EPR    : 1
9. No. of Research Officer (PRO)    : 2
10. No. of Assistant Research Officer (ARO)    : 1
11. No. of Research Assistant (RA)    : 3
12. No. of Undergraduate    : 4
G) EQUIPMENT

<table>
<thead>
<tr>
<th>No</th>
<th>University</th>
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<tbody>
<tr>
<td>1</td>
<td>laboratory and chip material</td>
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</tbody>
</table>

No Record.

H) BUDGET

<table>
<thead>
<tr>
<th>No</th>
<th>V26000 - Research Materials &amp; Supplies</th>
<th>2011-04-11</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>V26000 - Raw materials &amp; spare parts</td>
<td>2011-04-11</td>
<td></td>
<td>25000.00</td>
</tr>
</tbody>
</table>

Sub Total

Total Estimated Cost

25000.00

I) DECLARATION BY APPLICANT

☐ 1. All information given are correct. UTM has the right to reject or to cancel the offer without prior notice if there is any incorrect information given.

☐ 2. All End of Project Reports have been submitted.

☐ 3. I am heading a research project registered with RMC which is currently active.

Date 03/01/2012

Applicant's Signature

Figure 25: Review Screen

1. Click [Agree] button after agreed with all the information in application form.

2. Click [Print] button to print the application form.

3. Click [Back] button to enter the previous page.