

USER MANUAL

HOME

Research Management

Research Grant Management



Application for Extension of Time



Application for Change of Scope



Application for Change of Project Member



Progress Report

APPLICATION FOR EXTENSION OF TIME

Application for Extension of Time for Research Project

1. Choose Project

SBK0261-SSI-2016-Student, Home and Schoc ▾

New Application

2. Click New Application

No	Ref No	Project ID	Status	Submit Date
1	R1800074	SBK0261-SSI-2016	Approved	18-12-2018
2	R1900088	SBK0261-SSI-2016	Pending HOD	09-01-2019
3	R1900089	SBK0261-SSI-2016	Pending HOD	07-02-2019

ppi.ums.edu.my says

Please complete progress report before submitting this application

OK

Please complete Progress Report before submitting application for Extension

Application for Extension of Time for Research Project

Guideline

- Maximum extension shall be a 6-month period throughout research project
- Application must be submitted to PPPI three (3) months before project end date
- Please complete latest Progress Report before submitting this application

Application Information

Ref Number: R1900380

Name: Cik ROZAIDAH BINTI MOHD YUSOP

Dept Code: JTMK

Project Code: TESTING001-2019

Project Title: Fabrication and Characterisation of Non-dairy Edible Foam using Unconsumed Liquid of Canned Food Products

Date Start: 1/5/2019

Date End: 10/1/2021

Extension Applied (months): 5

From: 01/06/2019

To: 1/11/2019

Justification:

Progress Report Submitted?

Date Submitted:

Click Button to Submit

Project Information

Choose Extension Month. Enter Start date, justification and click Calculate End Date button. View Progress Report button will be disabled if you haven't submit a Progress Report

Approval

ACKNOWLEDGEMENT BY DEAN/DIRECTOR/HEAD OF UNIT OF F/C/I/U

FKI

Click Application to View Application

No	Ref No	Name	Project ID	Status	Submit Date
1	R1800084	CIK ROZAIDAH BINTI MOHD YUSOP	GL2018-021	Pending HOD	11-28-2018 11:59 AM
2	R1800086	CIK ROZAIDAH BINTI MOHD YUSOP	GL2018-020	Pending HOD	11-28-2018 12:05 PM

HOD Verification

Remark Supported Not Supported

3 month(s)

3 bulan disokong

Date Verified: 12/12/2018 1:44:00 PM

Verifier Name: ROZAIDAH BINTI MOHD YUSOP

Submit

Complete information and click Submit button to submit to secretariat

Review by Secretariat

Review Application for Extension of Time for Research Project

Pending Secretariat Review

Click reference no to view application

No	Ref No	Name	Project ID	Status	Submit Date
1	R1800122	CIK ROZAIDAH BINTI MOHD YUSOP	GL2018-021	Pending Secretariat	12-18-2018 08:14 PM

Review

Remarks: permohonan pertama pensyarah.

Submit

Date Reviewed

Reviewer Name

Complete remarks and click Submit to end application for Director's approval

Approval by PPPI

Approval of Application for Extension of Time for Research Project

Pending Approval ▼

No	Ref No	Name	Project ID	Status	Submit Date
1	R1800086	CIK ROZAIDAH BINTI MOHD YUSOP	GL2018-020	Pending Approval	11-28-2018 12:05 PM

Approval

Choose

Choose approval status and extension number

First Extension Second Extension

Approved Not Approved

New Approved End Date

Approval months and new end date

4 month(s)

16/05/2019

Remarks

Add remarks and click submit

Mohon tingkatkan aktiviti penyelidikan

Submit

Approved Date

Approver Name

APPLICATION FOR CHANGE OF SCOPE

1. Applicant View

Application for Research Change of Scope

1. Choose project

2. Click New Application

SGI0048-2018-LEStani® A Solution for Curren ▼ **New Application**

No	Ref No	Project ID	Status	Submit Date
1	S1800016	GL2018-021	Approved	
2	S1800019	GL2018-021	Not Verified	
3	S1900023	SGI0048-2018	Pending Approval	13-03-2019

Application for Research Change of Scope

Application Information	
Ref Number	S1900025
Name	Cik ROZAIDAH BINTI MOHD YUSOP
Dept Code	JTMK
Project Code	SGI0048-2018
Project Title	LEStani® A Solution for Current and Future Ganoderma-Basal Stem Rot Disease of Oil Palm
Current Scope	
New Scope	
Justification	
File Description	<input type="text"/>
Browse to upload document	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Date Submitted	<input type="text"/>
	<input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Print Approval Letter"/>

Complete current scope, new scope and justification

If necessary, upload files

To save as draft, click Save. Click Submit to submit the form to PPPJ

2. APPROVER VIEW

Approval Information



Approved



Not Approved

Remarks

Choose approval status and remarks.

Click Submit button to submit.

Submit

Approved Date

Approver Name

APPLICATION FOR CHANGE OF PROJECT MEMBER

HOME Research Management

Application for Change of Research Member

Click New Application

SGI0048-2018-LEStani® A Solution for Curren ▾ **New Application** → Choose project

No	Ref No	Project ID	Status	Submit Date
1	RM18000000	GL2018-021	Pending Approval	30-12-2018
2	RM18000001	GL2018-021	Draft	
3	RM18000002	GL2018-021	Draft	
4	RM19000003	GL2018-021	Draft	
5	RM19000004	GL2018-021	Draft	
6	RM19000005	SGI0048-2018	Draft	
7	RM19000006	SGI0048-2018	Draft	

Application for Change of Research Member

Application Information

Ref Number: RM19000009

Name: Cik ROZAIDAH BINTI MOHD YUSOP

Dept Code: JTMK

Project Code: SGI0048-2018

Project Title: LEStani® A Solution for Current and Future Ganoderma-Basal Stem Rot Disease of Oil Palm

Status of Change: 1. Choose one of the option: Add new project member or remove current project member → Add New Project Member **Next**

2. Click Next

Status of Change Add New Project Member

Category: Choose internal or external researchers

ID Search Staff:

Name:

Researcher IC No *

Type: Complete the researcher's information

Membership:

Start Date (dd/mm/yyyy):

End Date (dd/mm/yyyy):

Remarks:

Status of Change Remove Current Project Member

Name	Membership	Category	
	Leader	Internal	<input type="button" value="Select"/>
ROZAIDAH	Leader	Internal	<input type="button" value="Select"/>

Choose Remove Current Project members and click Next

Click Select

LEStah® A Solution for Current and Future

ID:

Name:

End Date: Select End Date and Enter remarks

Remarks:

Click Remove Member

Project members Change Request

	Category	Name	Status	StartDate	EndDate
Delete	Internal	SARAH B.R KUBIS	Add	01-05-2019	01-10-2019
Delete		ROZAIDAH	Delete		05-01-2019

File Description

Browse to upload document

Choose File No file chosen

Upload

Date Submitted

Submit Cancel

PROGRESS / FINAL REPORT

1.

RESEARCH PROGRESS/FINAL REPORT

+ New Progress Report → 1. Click New Progress Report

Report ID	Project ID	Title	Phase	Year	Status	Last Update
PR1900001	GL181200	testing	January-June	2019	Draft	
RP1900002	GL181200	testing	January-June	2019	Draft	

2.

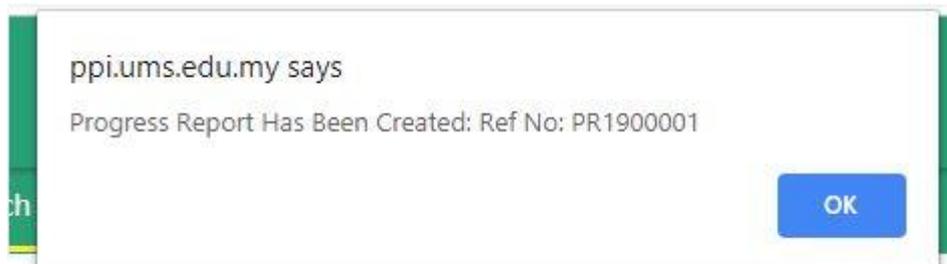
Project ID → 1. Select project id

Phase E.g : 2019 → 3. Type in Year

+ New Progress Report ↓ 2. Select Phase (Jan-Jun/July-Dec/Final Report)

4. Click New Progress Report

3.



4. For outside grant, have to enter milestone

Project Achievement Milestone is taken from previous grant application

Progress ID: PR1900001

1. To update milestone

3. Choose Yes/No for milestone achievement

	Record Number	Detail	Planned Date	Planned End Date	Achieve	Actual Completion
Edit	1	r	13/10/2017		1	14/10/2017
Edit	2	t	13/10/2017		1	14/10/2017
Update Cancel	3	test	01/08/2019	03/08/2019	No	<input type="text"/>
Edit	4	test	01/08/2019	03/08/2019	0	<input type="text"/>
		<input checked="" type="checkbox"/>	Progress (%)	50		

4. Enter completion date

2. Click update to save changes to milestone

5. Project Information

RESEARCH PROGRESS/FINAL REPORT

[← Back To List](#) To go back to main page

Project Information

Reference No.: PR1900001
 Project ID : GL181200
 Title: testing
 Project Start: 1/11/2012
 Project End: 1/12/2014
 Project Duration: 24
 Phase: January-June
 Year: 2019

This section will show the project information

6. Human capital

Human Capital Development

Search student → 1. Click search student to find student information

ID: PR1900001
Project ID: GL181200
Education Level: PRASISWAZAH UMUM
Name: ZURAIN BINTI MOHD JEFRIE
IC No/Matric No: BN16110164
Graduate Status: DALAM PENGAJIAN
Nationality: Not Stated → 2. Choose student's nationality
Gender: Not Stated → 3. Choose student's gender
Institution: Universiti Malaysia Sabah
Start Date: → 4. Select date
End Date: → 4. Select date

→ 5. Click this to save student information

Matric No	Name	LevelOfStudy	Start Date	End Date
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Enter Matric No: → 1. Enter student's matrick number

Matric No:
Name:
Level of Study:
Faculty:
Course:
Status:
Session Registered:

→ 2. Click this to select the student

7. Budget

Expenditure

ID PR1900001

Budget Approved

Amount Spent Enter amount spend

Balance Balance and percentage used will be

Percentage of Amount Spent %calculate by the system

[Save](#)

ProgressID	Phase	Spend	Balance	Percentage Used
PR1900001	January-June	1000.0000	19000.0000	5

8. Research Activities

Research Activities

ID PR1900001

Select Conference related to Research Project [Click Here to Add From Conference List](#) 1. Click this to enter conference information from previous application

CR No :

Title/Description :

Activity : 2. For activities other than conference, enter activity related to project.

Activity Type :

Level :

Date :

Venue :

Organizer :

[+ Add To List](#) 3. Click to save

RESEARCH ACTIVITIES

View Conference Select conference related to project ×

CR5	IC	ConferenceTitle	PaperworkTitle	Organizer	Place	Select
	850814125314					Select
	850814125314	test	test	test	test	Select
11	850814125314	test	test	test	test	Select

[Close](#)

+ Add To List

	Record Number	Phase	Activity	Level	
Delete	5	January-June	27/00/YY	Conference Participat	International <input type="button" value="Upload"/>
Delete	6	January-June	06/00/YY	Conference Participat	National <input type="button" value="Upload"/>
Delete	7	January-June	10/00/YY	Conference Participat	International <input type="button" value="Upload"/>

Click Upload to upload relevant document

9. Publication

Research Output

ID: PR1900001

Select Publications related to Research Project: Click Here to Add From Publication List Click this to add publication

Pub ID:

Title:

Publication Type:

Indexing:

+ Add To List

	Publication ID	Title	Type	Indexing
Delete	6188	Enhanced Enantioselectivity Of Bioimprinted Lipase In Organic Media: Application of Ibuprofen Resolution	Proceeding	

View Publication

Select your publication related to the project

Record Number	Title	Full Author Name	Publication Year	
1	test	To add publication, please go to the	2016	Select
2	test	Publication on the menu	2017	Select

10. Intellectual property

Intellectual Property

Progress ID: PR1900001

Intellectual Property:

Commercial Potential:

Save

For intellectual property, select Yes/No then click save

11. Asset

!!!Asset(s)

Progress ID PR1900001

Search Asset

Asset Name 1. Enter asset details

Registration No

Purchase Date

Price (RM)

2. Click to save

12. Progress Summary

Progress Summary

ID PR1900001

Summary of Research Findings 1. Enter progress summary

Problems/Constraints if Any

Proposed Solution

2. Click to save

13. Upload related documents

Document(s)

ID PR1900001

Ref Number

File Type 1. Select File type

File Description 2. Enter file name

Browse to upload document No file chosen 3. Browse document to upload

4. Click upload to save

ID	Ref ID	File Description	Upload Date
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14. Declaration

Declaration

I hereby declare that the information provided is true and correct.

Click to submit progress/final report

Submit Date

15. Status updated

RESEARCH PROGRESS/FINAL REPORT

After report submission, status will be Pending HOD

[+New Progress Report](#)

Report ID	Project ID	Title	Phase	Year	Status	Last Update
PR1900001	GL181200	testing	January-June	2019	Pending HOD	16-05-2019 03:46 PM

2. HOD VIEW

ACKNOWLEDGEMENT BY DEAN/DIRECTOR/HEAD OF UNIT OF F/C/I/U

JTMK

ProgressID	Name	ProjectID	Phase	Year	Status
RP1900006	ROZAIDAH BINTI MOHD YUSOP	SBK0261-SSI-2016	1	2017	Pending HOD

Head of Department

Comments, (if any) Endorsement by Dean/Director or Deputy Dean/Deputy Director (R&I)

1. Enter comments/suggestions here

2. Click to submit

Updated By:

Date:

3. PPPI DIRECTOR VIEW

Review by PPPI

1. Select recommendation (Progressing Well/Behind Schedule/
Need Closer Monitoring/Recommend to terminate)

(Comments, (if any) Endorsement by Director of Centre for Research and Innovation
Current Project Status As Recommended

Progressing Well

2. Enter comments

Submit 3. Click to save

