

ELECTRONIC SCIENCEFUND (eScienceFund)

<http://ernd.mosti.gov.my>

Application Process User Manual

First Edition

April 2006

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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 :-

Type of User	Description
Researchers	Project Leaders
Institutional Coordinator	Institution's liaison person with MOSTI . Also administer and manages application
MOSTI Secretariat	MOSTI officers who administer and manage ScienceFund application process
System Administrator	Person in charge of the system, to ensure the system runs smoothly

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

Abbreviations /Term	Meaning
eScienceFund	Electronic ScienceFund
IRPA	Intensification of Research in Priority Areas
MOSTI	Ministry of Science, Technology and Innovation
SEF	Institutional Screening Evaluation Form
TEF	MOSTI Technical Evaluation Form

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:-

Icon	Description	Function
	Printer	To perform print function.
	Submit	To submit a form upon completion.
	Up	To navigate one level up from the page.
	Calendar	To bring up a pop-up window of a calendar. Users can choose a date from the calendar.
	Folders	Indicates and to access a newly created form.
	Folders with files	Indicates and to access a form that has already been edited.
	View Remarks	To bring out a pop up window to view, add or edit remarks.
	Edit	To edit the data.
	Delete	To delete the data

Icon	Description	Function
	Update	To update the changes
	Cancel	To cancel an action performed
	Rich Text	To bring out a pop up window for entering special characters.
	Select All	<i>Special Textbox Icons</i> - To select all text.
	Cut	<i>Special Textbox Icons</i> -To cut text.
	Copy	<i>Special Textbox Icons</i> - To copy text.
	Paste	<i>Special Textbox Icons</i> - To paste text.
	Delete	<i>Special Textbox Icons</i> - To delete text.
	Eraser	<i>Special Textbox Icons</i> - To erase text.
	Undo	<i>Special Textbox Icons</i> - To undo an action.
	Redo	<i>Special Textbox Icons</i> - To redo an action.
	Special Character	<i>Special Textbox Icons</i> - To insert special character.
	Up/Down	To scroll the page to the top or bottom.

2.2 Menu Convention

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

Term	Meaning	Diagram
Scroll bar	<p>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.</p> <p>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.</p>	1.1
Frame	eScienceFund 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.	1.1
Button	When a button is clicked, eScienceFund will carry out the requested operation.	1.2
Title Bar	A frame label that usually corresponds with the menu option chosen.	1.2
List Box	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.	1.2
Text Box	An element to input data into eScienceFund .	1.2
Icon	A small picture that can be clicked and will carry out a requested function.	1.3
Table	A Table displays the available data in multiple columns.	1.3
Hyperlink	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.	1.3

Term	Meaning	Diagram
Check Box	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.	1.3
Multiple Item Controls	An interface to allow multiple items to be added and these items will be listed in rows.	1.4
Radio Button	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.	1.5
Tabs	The tab is used to navigate between chapters in the application form.	1.5
Text Area	An area for users to input data that is much longer in length.	1.6
Display Only Field	To display information of an item and cannot be edited.	-

The following diagram shows some of the terms above.

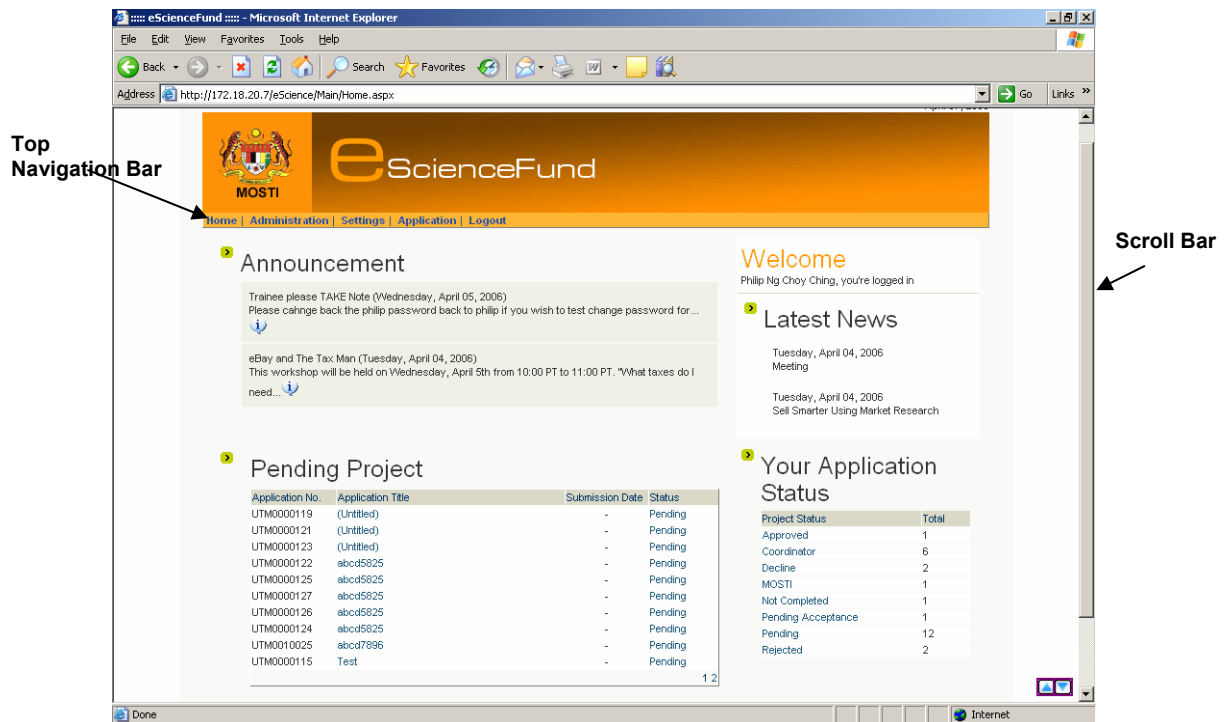


Diagram 1.1

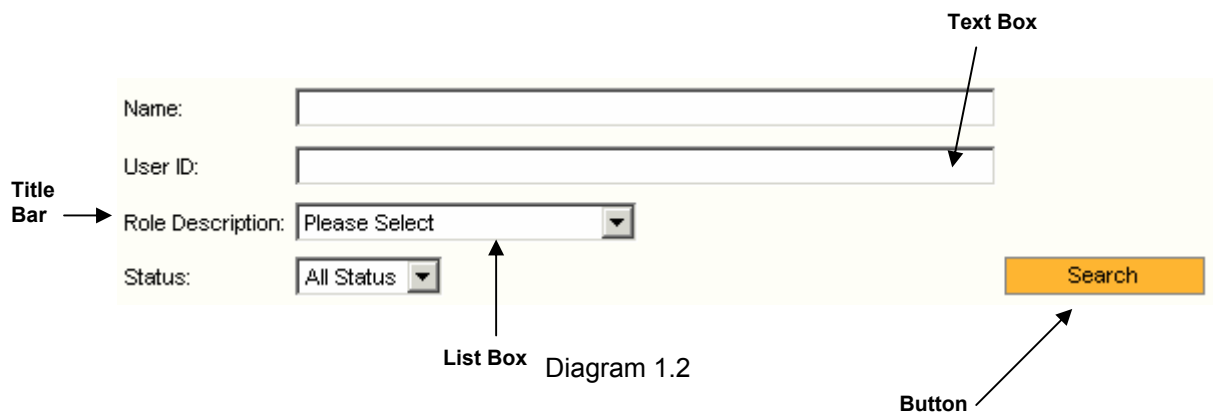


Diagram 1.2

<input type="checkbox"/>	User ID	User Fullname	Role Description	Status	Email Verification Status
<input type="checkbox"/>	600000000000	ORGTEST	Collaborator/Researcher	Pending	Verified
<input type="checkbox"/>	liyun20	liyun	Collaborator/Researcher	Pending	Not Yet Verify
<input type="checkbox"/>	liyun89	Tang	Researcher/Collaborator	Pending	Verified
<input type="checkbox"/>	researcher1	NEWRESEARCHER	Collaborator/Researcher	Pending	Not Yet Verify
<input type="checkbox"/>	researcher2	NEWRESEARCHER	Collaborator/Researcher	Pending	Not Yet Verify
<input type="checkbox"/>	tang12	TAng	Researcher/Collaborator	Pending	Verified
<input type="checkbox"/>	tang13	TANG	Collaborator/Researcher	Pending	Verified
<input type="checkbox"/>	tang14	TANG	Collaborator/Researcher	Pending	Verified
<input type="checkbox"/>	tangliyun	tangliyun	Collaborator/Researcher	Pending	Not Yet Verify
<input type="checkbox"/>	tangliyund	tangliyun	Collaborator/Researcher	Pending	Not Yet Verify

Table

Check Box

Hyperlink

Diagram 1.3

	Specialised Equipment	Description
<input type="checkbox"/>	<input type="text"/>	-Select- <input type="button" value="v"/>

Multiple Items Control

Diagram 1.4

Tabs

Project Identification	Project Objectives	Research Background	Relevant Past Research	Research Approach	Project Schedule	Project Benefits
Research Collaboration	Contractual Matters	Staff Cost Estimation	Direct Expense Estimation	Project Cost	Project Funding	Curriculum Vitae
<p>A. Specific objective of the project <i>(Please describe the measurable general and specific objectives of the project and define the expected results. Use results-oriented wording with verbs such as "to define ...", "to determine ...", "to identify ...") (10000 characters)</i></p> <p>B. Type of research <i>(Please indicate the type of research)</i></p> <p><input checked="" type="radio"/> 1. Basic research</p> <p><input type="radio"/> 2. Applied research</p>						

Radio Button

Diagram 1.5

- Related research (10000 Characters)*



of 10000 Characters 



Text Area

Diagram 1.6

COMMON FUNCTIONS



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)

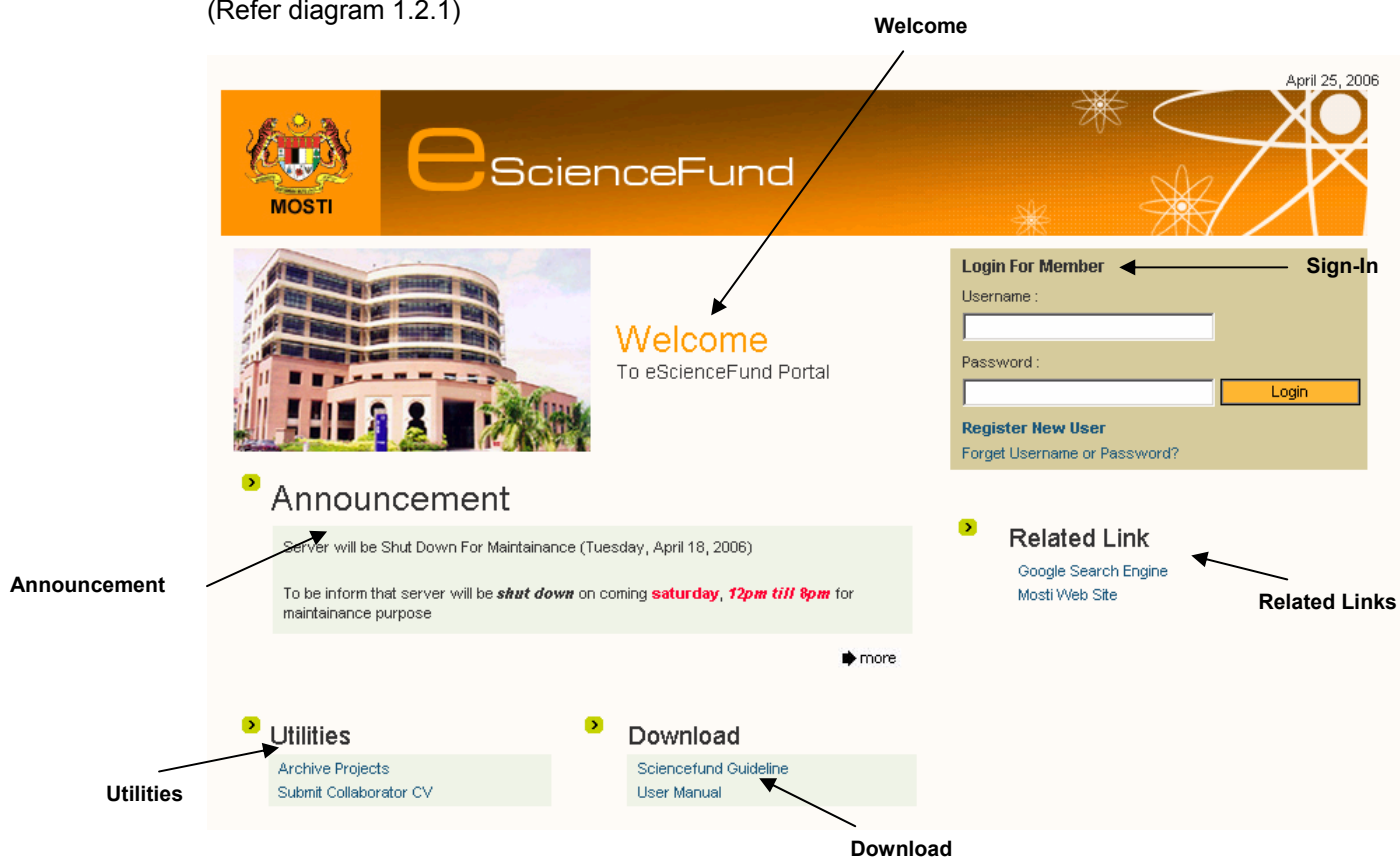


Diagram 1.2.1

(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.

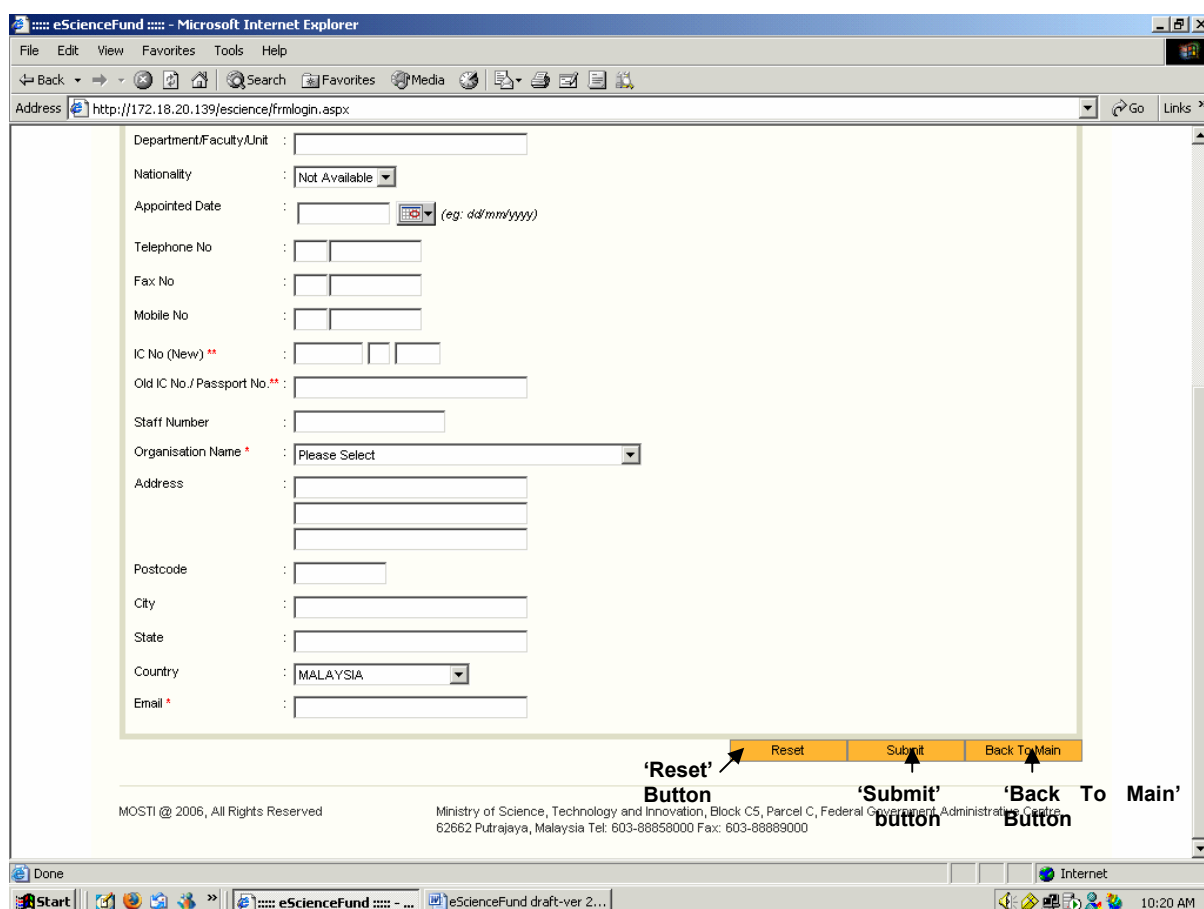


Diagram 1.2.2

- Step 4 Review the detail and click on 'Back To Main' button to go back to eScienceFund main page. (Refer diagram 1.2.3)

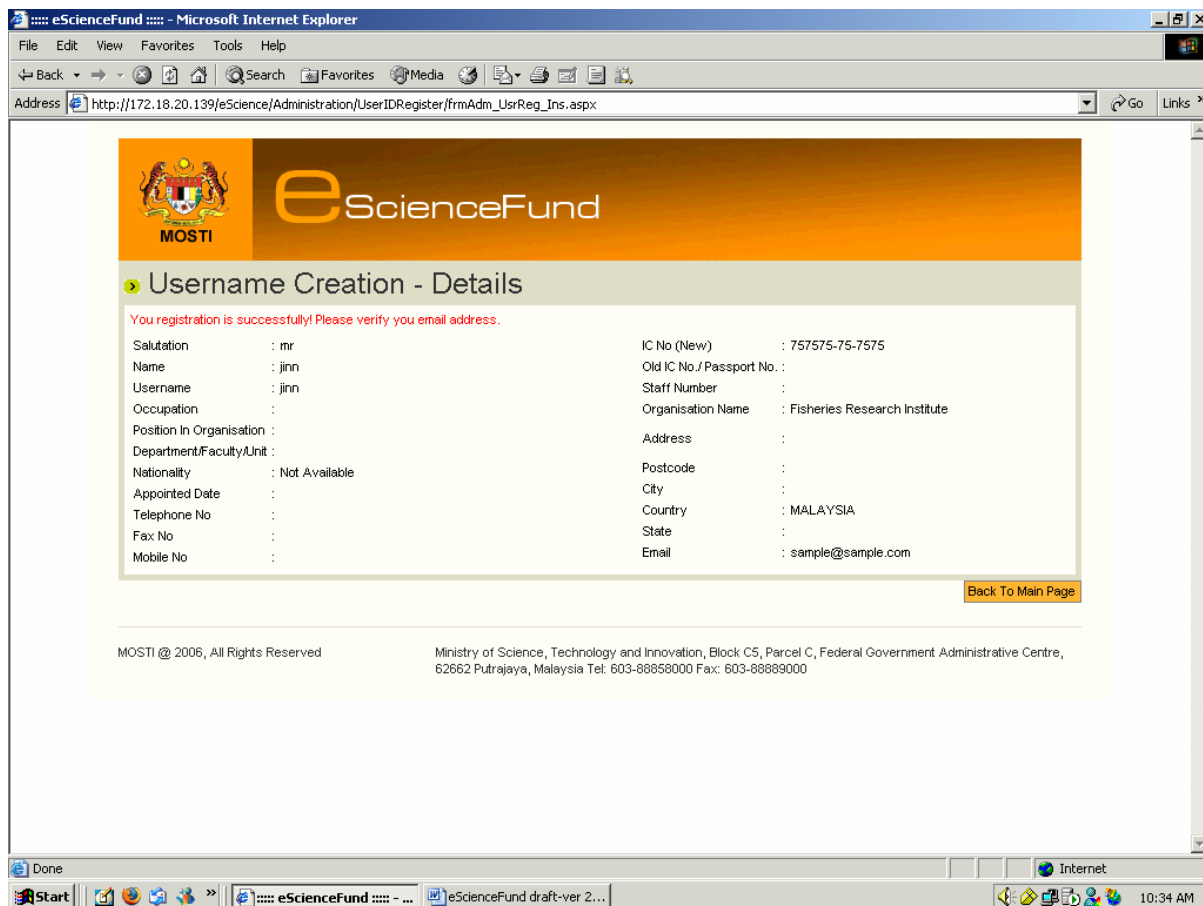


Diagram 1.2.3

- 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)

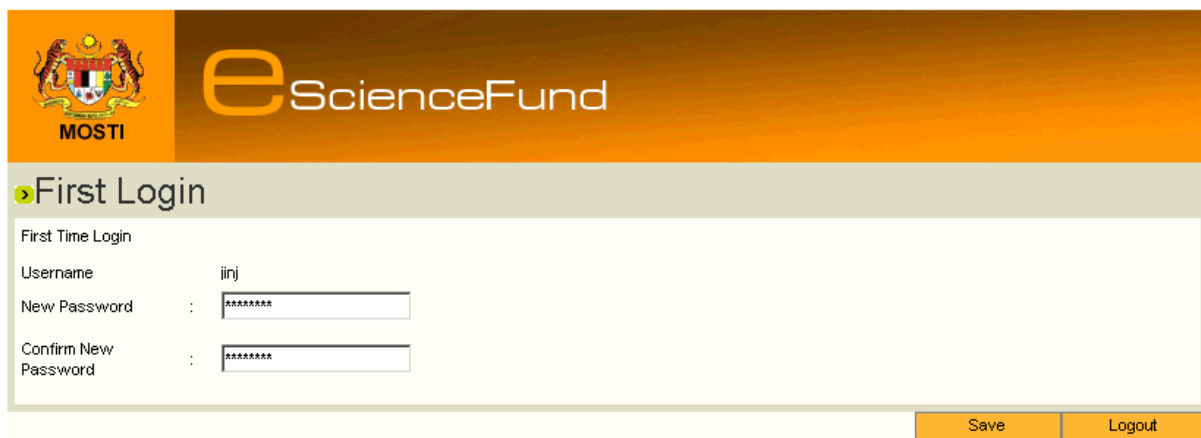


Diagram 1.2.4

↑
'Save' Button

↑
'Logout' Button

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.

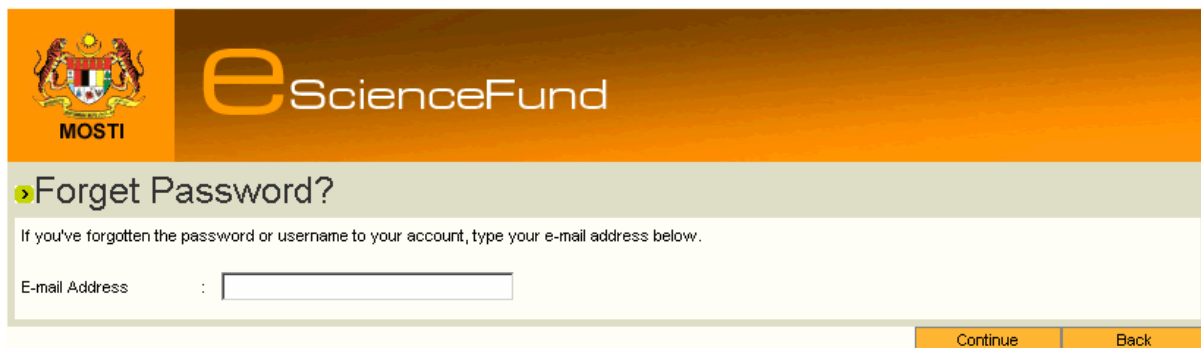


Diagram 1.2.5

↑
'Continue' Button

↑
'Back' Button

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  more 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)

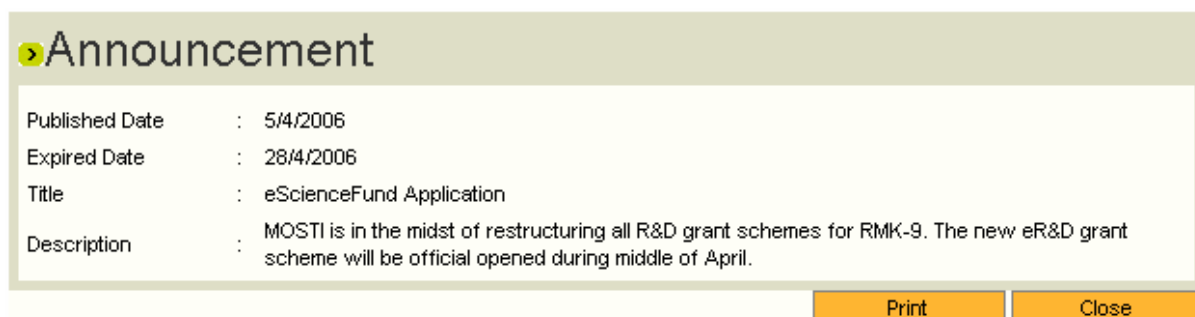


Diagram 1.2.6



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)

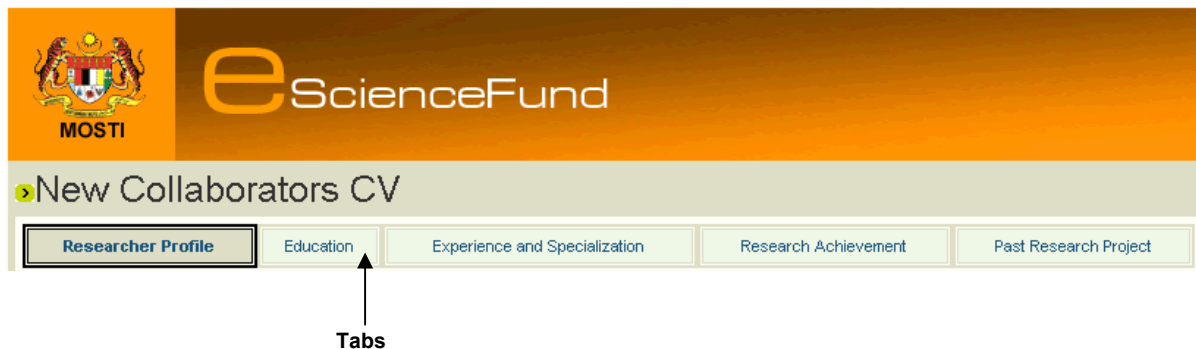


Diagram 1.2.7

- Step 4** Click on 'Submit' button to submit new CV. (Refer to Diagram 1.2.8)

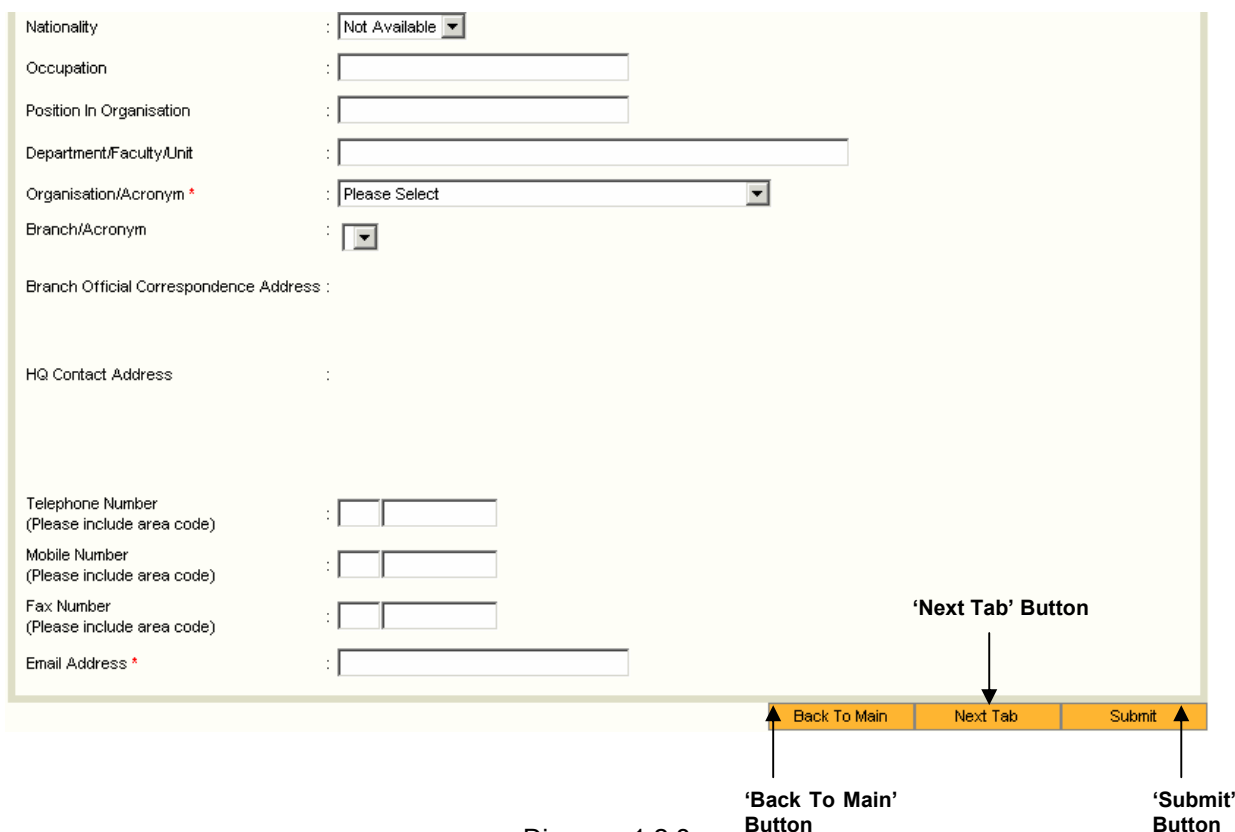


Diagram 1.2.8

- 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 Diagram1.2.9)

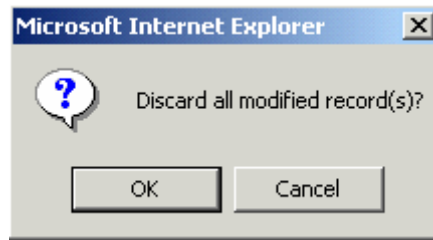


Diagram 1.2.9

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)

RPA	Application No.	Application Title	Submission Date	Status	Duplicate Copy	Print/Copy
<input type="checkbox"/>	DSTC0000016	Project	-	Coordinator		
<input type="checkbox"/>	DSTC0000017	Project	-	Pending		
	DSTC0000010	Project	-	Approved		
	DSTC0000012	Project	-	Rejected		
	DSTC0000013	Project	-	Pending Acceptance		
	DSTC0000015	Project	-	MOSTI		
	DSTC0000014	Project	-	Not Recommended		
	DSTC0010000	Project	-	Declined		
	DSTC0010001	Project	-	Declined		
<input type="checkbox"/>	DSTC0000011	Project	-	Not Completed		

Page 1 Of 1


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

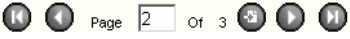





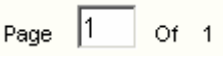
To print using the web the browser, do one of the following:-

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

Hyperlink	Description
	<p>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  button provided.</p> <p>Click  button to the next page or  for previous page.</p> <p>The  button will connect the user to the last page of the table and  button will connect the user to the first page of the table.</p>
<p>Application title</p> 	<p>The hyperlink is used to view or edit an existing application.</p> <p>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.</p>

PUBLIC ACCESS FUNCTIONS



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

The screenshot shows the user interface after login. It includes several sections:

- Welcome:** A message saying "Welcome coordinator, you're logged in".
- What I Need To Know:** A table showing the ScienceFund Application Cycle (Wednesday, April 26, 2006) for Cycle 1/2006.

Cycle 1/2006	
Request for Proposal	2 May 2006
Deadline for Submission of Proposal to ScienceFund Secretariat	16 June 2006
- Project Pending:** A table listing pending applications.

Application No.	Application Title	Submission Date	Status
UTM0000183	DNA Test 123	-	Pending
UTM0000182	Optical Testing	-	Pending
UTM0000119	„@happy birthday	-	Pending
UTM0000122	abcd5825	-	Pending
UTM0010025	abcd7896	-	Pending
UTM0000115	Test	-	Pending
UM0000338	Test @	-	Pending
UTM0000184	test organisation id generation	-	Pending
UM0000344	Test344	-	Pending
UTM0000134	Testing at Dellnet	-	Pending
- My Application Summary:** A table showing the status of the user's applications.

Project Status	Total
Approved	1
Coordinator	5
Decline	2
MOSTI	2
Not Recommended	1
Pending Acceptance	1
Pending	10
Rejected	2
- User Pending For Approval:** A table listing users pending approval.

User Name	Name	Staff No.	E-mail
600000000000	ORGTEST		liyunmail85@hotmail.com
parames	Parameswara		leion.cheong@fsd.com.my
liyun89	Tang		liyunmail85@hotmail.com
tang13	TANG		liyunmail85@hotmail.com
tang14	TANG		liyunmail85@hotmail.com
- RMC Status Summary:** A table showing the RMC status of the user's applications.

Project Status	Total
Coordinator	5
MOSTI	2
Not Recommended	1

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)

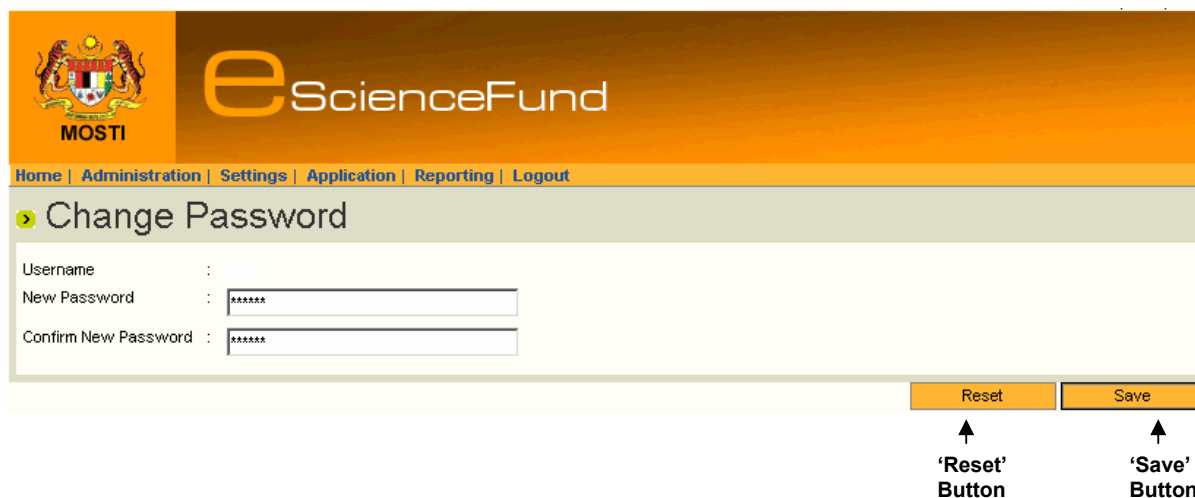


Diagram 3.1.1

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)

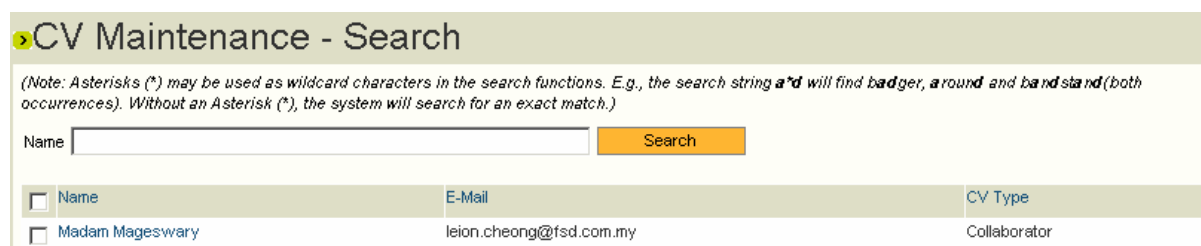


Diagram 3.1.2

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 will 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)

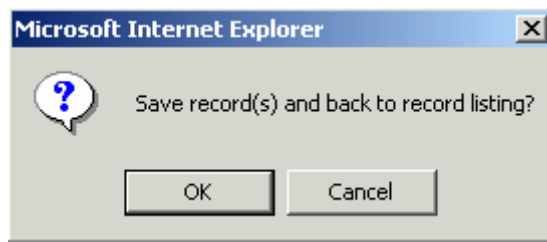


Diagram 3.1.4

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)

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)

Diagram 3.1.6-2

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

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)

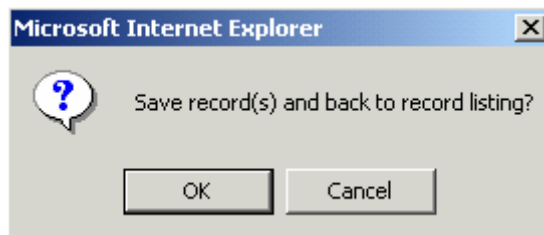


Diagram 3.1.6-3

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)

	Name	E-Mail	CV Type
Check box to delete → <input type="checkbox"/>	asd asd1	asd@asf.com	Collaborator

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)



Diagram 3.2.1-1

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

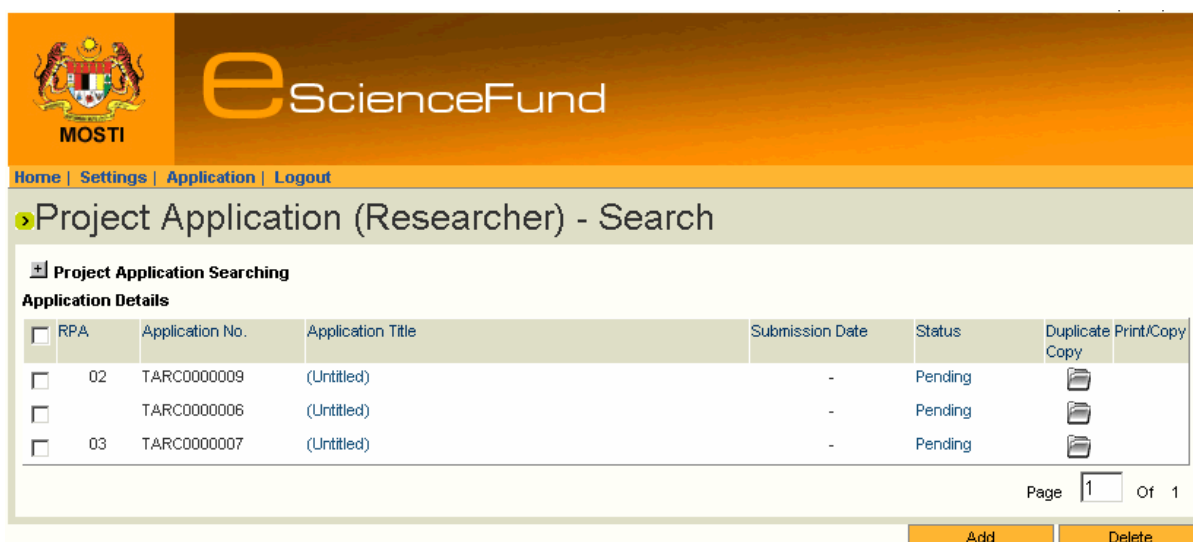


Diagram 3.2.1-2

↑
‘Add’ Button

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)

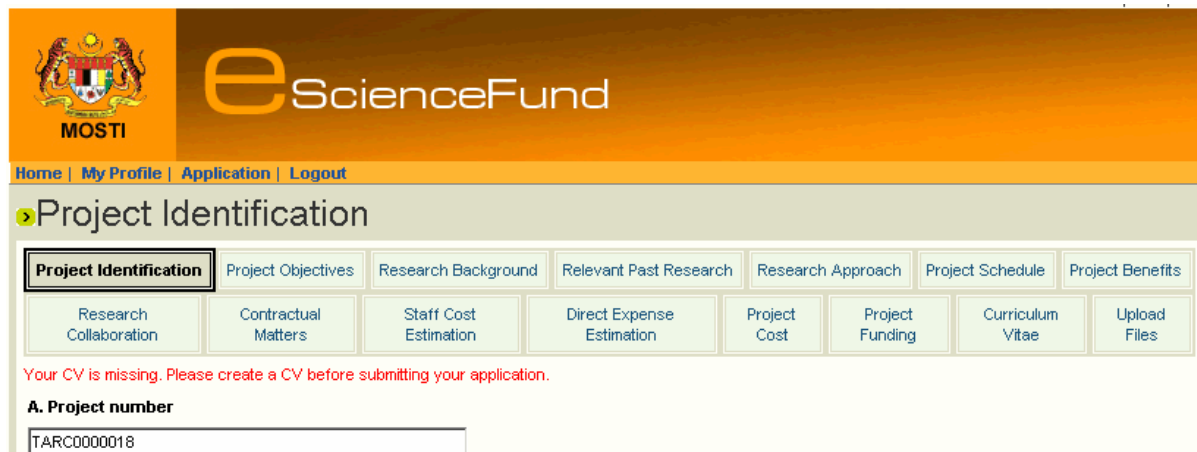


Diagram 3.2.1-3

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)

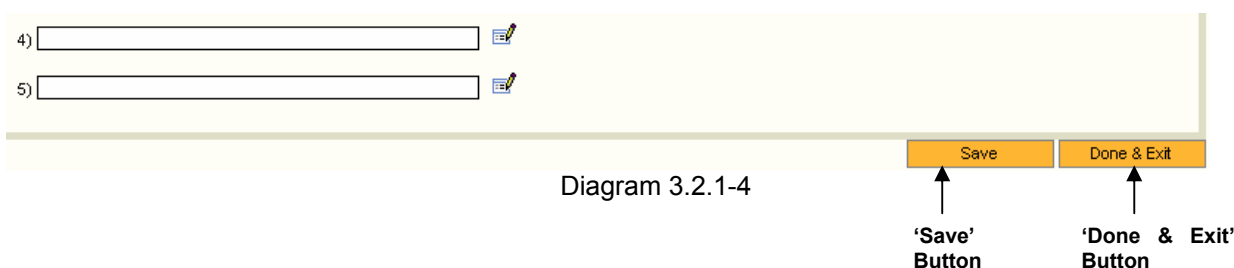


Diagram 3.2.1-4

1.2.2 Submit Application

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

<input type="checkbox"/>	RPA	Application No.	Application Title	Submission Date	Status	Duplicate Copy	Print/Copy
<input type="checkbox"/>		TARC0000017	(Untitled)	-	Pending		
<input type="checkbox"/>	02	TARC0000009	(Untitled)	-	Pending		
<input type="checkbox"/>		TARC0000006	(Untitled)	-	Pending		
<input type="checkbox"/>	03	TARC0000007	(Untitled)	-	Pending		

'Pending' Hyperlink to submit

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)

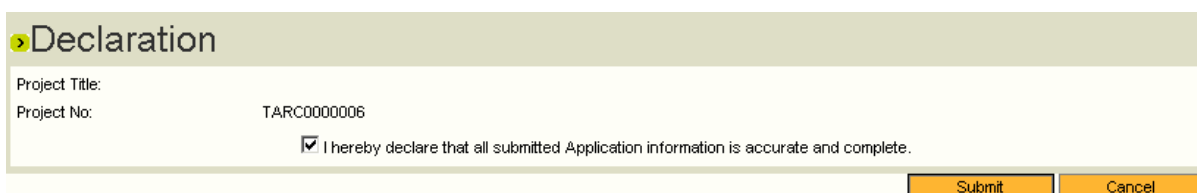


Diagram 3.2.2-2

Declaration

Project Title:
Project No: TARC0000006

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

Proposal Incomplete: Not submitted to Institution Coordinator. Please refer to the following list.

- Application of Project Identification is not completed
- Application of Project Objective is not completed
- Application of Research Background is not completed
- Application of Research Approach (Page 1) is not completed
- Application of Research Approach (Page 2) is not completed
- Application of Project Benefits is not completed
- Application of Research Collaborations is not completed
- Application of Contractual Matters is not completed
- Application of Staff Cost Estimation is not completed
- Application of Direct Expenses Estimation (Page 1) is not completed

Incomplete Forms Hyperlink

Submit Cancel

Diagram 3.2.2-3

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)

MOSTI eScienceFund

Home | Settings | Application | Logout

Project Identification

Project Identification | Project Objectives | Research Background | Relevant Past Research | Research Approach | Project Schedule | Project Benefits

Research Collaboration | Contractual Matters | Staff Cost Estimation | Direct Expense Estimation | Project Cost | Project Funding | Curriculum Vitae | Upload Files

A. Project number
DOA0000010

B. Project title *

C. Project leader

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

<input type="checkbox"/>	RPA	Application No.	Application Title	Submission Date	Status	Duplicate Copy	Print/Copy
<input type="checkbox"/>		TARC0000017	(Untitled)	-	Pending		
<input type="checkbox"/>	02	TARC0000009	(Untitled)	-	Pending		
<input type="checkbox"/>		TARC0000006	(Untitled)	-	Pending		
<input type="checkbox"/>	03	TARC0000007	(Untitled)	-	Pending		

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)

Project Application Searching

(Note: Asterisks () may be used as wildcard characters in the search functions. E.g., the search string **a*d** will find **badger**, **a round** and **band stand** (both occurrences). Without an Asterisk (*), the system will search for an exact match.)*

Application No. :

Application Title :

Status : Search

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.
- Steps 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 submenus 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)

Project Application Searching
(Note: Asterisks () may be used as wildcard characters in the search functions. E.g., the search string a*d will find badger, around and bandstand (both occurrences). Without an Asterisk (*), the system will search for an exact match.)*

Application No. :

Application Title :

Project Leader :

Institution :

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)

Application Details				
Application No	Application Title	Project Leader	Institution	Status
DSTC0010001	Project	TANG	DSTC	Accepted
DSTC0000010	Project	TANG	DSTC	Accepted
DSTC0000019	Project	TANG	DSTC	Accepted

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)

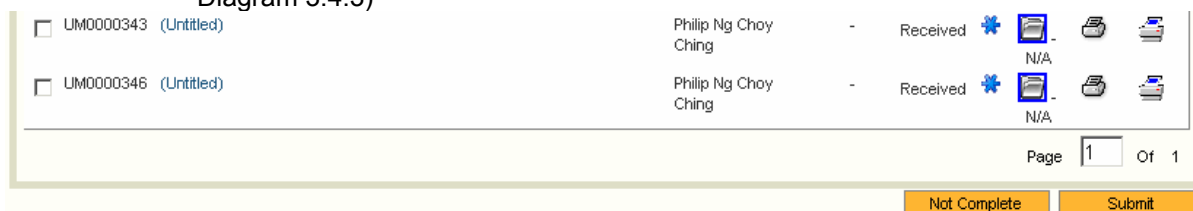


Diagram 3.4.3

- 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)



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)

Application Details						
Application No.	Application Title	Project Leader	Submission Date	Status	SEF	Print/Copy
<input type="checkbox"/>	DSTC0000010 Project	yenming	-	Approved	 Not Endorsed	

Diagram 3.4.7

- 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)

• Travel and transportation (V21000)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
• Rentals (V24000)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
• Research materials and supplies (V26000)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
• Minor modifications and repairs (V28000)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
• Special services (V29000)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
• Special Equipments, Accessoris (V35000)						
Total Funding	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

F. Comments regarding assessment (Please provide explanation for any assessment with low rating in Section C, reasons for rejection in section D and justification for any adjustment in Seaction E)

ok

of 500 Characters

Done

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

Part

4

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)

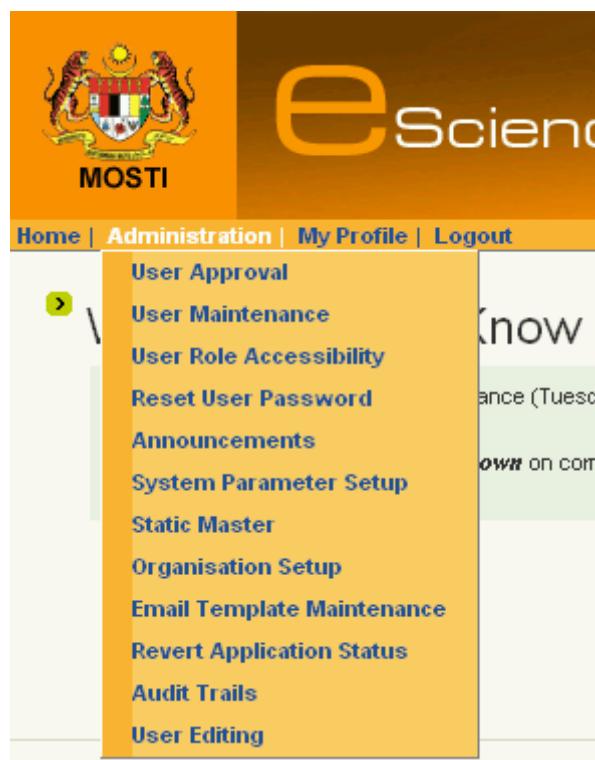


Diagram 3.1

1.1 User Approval

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

Home | Administration | My Profile | Application | Reporting | Logout

Username Approval - Search

(Note: Asterisks () may be used as wildcard characters in the search functions. E.g., the search string a*d will find badger, a round and band stand (both occurrences). Without an Asterisk (*), the system will search for an exact match.)*

Name:

Username:

Status:

<input type="checkbox"/>	Username	Name	Status	Email Verification Status
<input type="checkbox"/>	600000000000	ORGETEST	Pending	Verified
<input type="checkbox"/>	parames	Parameswara	Pending	Verified
<input type="checkbox"/>	liyun89	Tang	Pending	Verified
<input type="checkbox"/>	tang13	TANG	Pending	Verified
<input type="checkbox"/>	tang14	TANG	Pending	Verified

Page 1 Of 1

Please add comments here:

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 a*d will find badger, a round and bandstand (both occurrences). Without an Asterisk (*), the system will search for an exact match.)*

Name:

User ID:

Role Description:

Status:

<input type="checkbox"/> User ID	Name	Lock status	Status
<input type="checkbox"/> ahmad	AHMAD	LOCK	Pending
<input type="checkbox"/> alex	Alexander	LOCK	Pending
<input type="checkbox"/> alfred	Alfred John	LOCK	Pending
<input type="checkbox"/> A1654549	Angela	LOCK	Pending
<input type="checkbox"/> asd	asd	LOCK	Pending
<input type="checkbox"/> asd1	asd	LOCK	Pending
<input type="checkbox"/> 111111-11-1234	asd1	LOCK	Pending
<input type="checkbox"/> 346546-46-4654	Chan Chee Meng	LOCK	Rejected
<input type="checkbox"/> Jin	Choo Neng Jin	LOCK	Pending
<input type="checkbox"/> dsfds	fdsf	LOCK	Pending

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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.

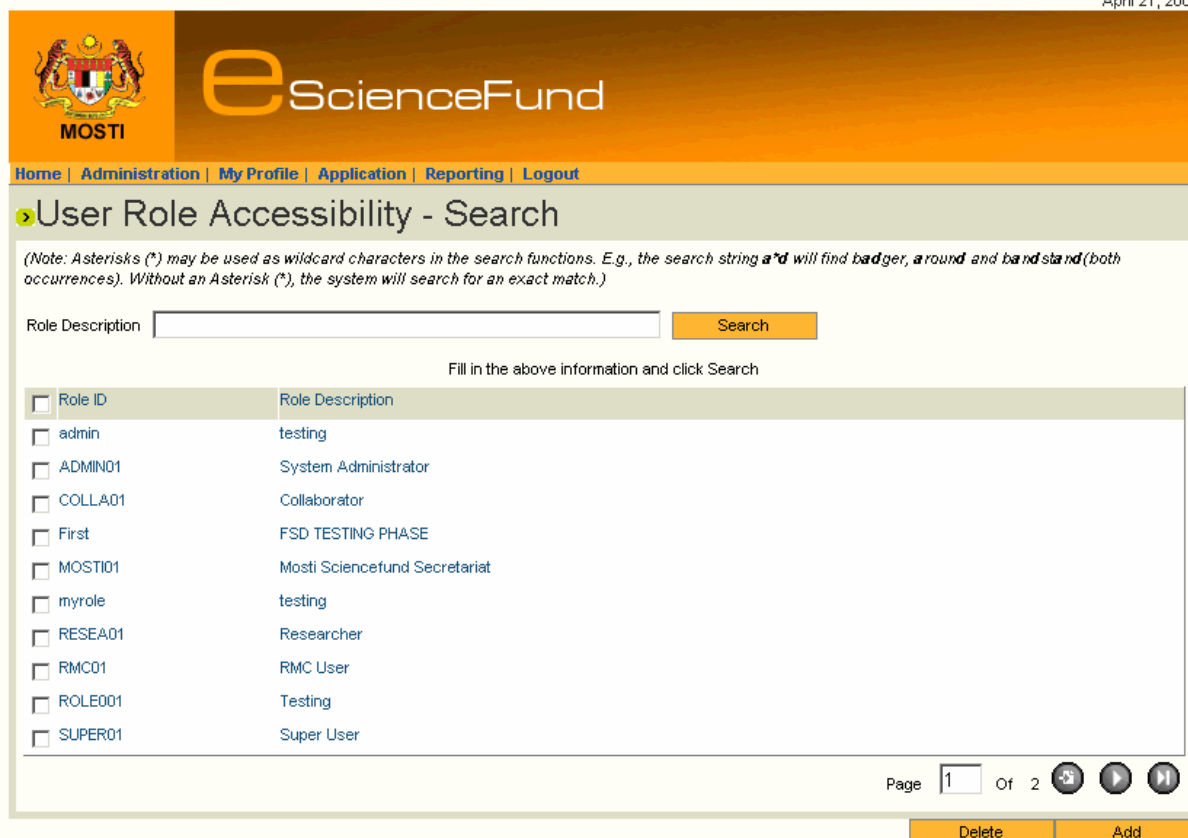


Diagram 3.3

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.



- Step 3** Click the 'Save' button to create.

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.

Reset User Password

(Note: Asterisks () may be used as wildcard characters in the search functions. E.g., the search string **a*d** will find **badger**, **a round** and **band stand** (both occurrences). Without an Asterisk (*), the system will search for an exact match.)*

Full Name

Username

Fill in the above information and click Search

<input type="checkbox"/>	Username	Full name	Lock Status
<input type="checkbox"/>	ahmad	AHMAD	LOCK
<input type="checkbox"/>	alex	Alexander	LOCK
<input type="checkbox"/>	alfred	Alfred John	LOCK
<input type="checkbox"/>	A1654549	Angela	LOCK
<input type="checkbox"/>	asd	asd	LOCK
<input type="checkbox"/>	asd1	asd	LOCK
<input type="checkbox"/>	111111-11-1234	asd1	LOCK
<input type="checkbox"/>	346546-46-4654	Chan Chee Meng	LOCK
<input type="checkbox"/>	Jin	Choo Neng Jin	LOCK
<input type="checkbox"/>	dsfds	fdsf	LOCK

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Reset to:

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.

Title

Published Date to

Fill in the above information and click Search

<input type="checkbox"/> Title	Published Date	Expire Date
<input type="checkbox"/> Server will be Shut Down For Maintainance	18/04/2006	30/04/2006
<input type="checkbox"/> eScienceFund Application	05/04/2006	28/04/2006
<input type="checkbox"/> eBay and The Tax Man	04/04/2006	19/04/2006
<input type="checkbox"/> Meeting	04/04/2006	20/04/2006
<input type="checkbox"/> IRPA New Application	04/04/2006	06/04/2006
<input type="checkbox"/> Sell Smarter Using Market Research	04/04/2006	29/04/2006
<input type="checkbox"/> Sourcing Products at Trade Shows	04/04/2006	19/04/2006

Page Of 1

Diagram 3.5

Title * :

Description * :

Font Name Font Size

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

Viewing As : Announcement

Publish at* : Internal Public

Publish Date* : (eg: dd/mm/yyyy)

Expiry Date* : (eg: dd/mm/yyyy)

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.

Parameter Setup - Edit

Logon Attempt times

Password Maximum Length characters

Password Minimum Length characters

Disable access to the system Yes No

Password Complexity

Upper Case

Lower Case

Numeric Character

Special Character

Reset Save Cancel

Diagram 3.7

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 Name	: tbl_Sta_ForArea
Static Code	: F1010103
Description	: Category theory, K-theory and homological algebra
Deleted	: N
Optional	
Parent Table	: tbl_Sta_ForGroup
Parent Table Code	: F1010100_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	: 771952B0-A676-47AC-A690-B7B016C97985
Custom Column 9	: 5CC09825-66EC-4D81-8754-8A2C8192C8F5

Confirm Edit Delete Back

Diagram 3.8

Static Master - Add Static Code

Table Name * : FOR AREA (3)

Static Code * : F1010104 (max length 10)

Description * : Combinatorics

Deleted : No Yes

Optional

Parent Table : FOR GROUP (2)

Parent Table Code : 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 : 771952B0-A676-47AC-A690-B7B016C9

Custom Column 9 : B9A902D0-E24C-492B-8D72-EEDD22DD

Save Back

Diagram 3.9

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: Asterisks () may be used as wildcard characters in the search functions. E.g., the search string **a*d** will find **badger**, **a round** and **band stand** (both occurrences). Without an Asterisk (*), the system will search for an exact match.)*

Record(s) has been deleted successfully.

Organisation Name

Bank Name

Fill in the above information and click Search

<input type="checkbox"/>	Org. Full Name	Org. Name	Org. Code	Ministry Code	Temporary Project No.	Serial Project Code	Bank Name	Bank Account No.
<input type="checkbox"/>	DOA	DOA	01	01	0000010	0	0	0
<input type="checkbox"/>	Defense Science and Technology Centre	DSTC	01	07	34	10001	DSTC Bank	11111
<input type="checkbox"/>	Forest Research Institute of Malaysia	FRIM	01	04	0000007	10000	FRIM Bank	11111
<input type="checkbox"/>	Institute for Medical Research	IMR	01	05	64	10010	IMR	11111
<input type="checkbox"/>	Veterinary Research Institute	IPH	02	03	4	10001	IPH Bank	11111
<input type="checkbox"/>	Fisheries Research Institute	IPP	01	03	0	10000	IPP Bank	11111
<input type="checkbox"/>	Sabah Veterinary Department	JHSB	06	03	0	10000	JHSB Bank	11111
<input type="checkbox"/>	Sabah Fisheries Department	JISB	05	03	0000001	10000	JISB	11111
<input type="checkbox"/>	Sarawak Fisheries Department	JISK	07	03	0	10000	JISK Bank	11111
<input type="checkbox"/>	Sabah Forestry Department	JPSB	05	04	0	10000	JPSB Bank	11111

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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 functions. E.g., the search string **a*d** will find **badger**, **a round** and **band stand** (both occurrences). Without an Asterisk (*), the system will search for an exact match.)*

Email Code

Email Title

Email Code	Email Title	Email Description
AppNotComplete	Email Notification: Application submitted was...	Dear @FULLNAME, INCOMPLETE APPLICATION / ADDITIONAL INFORMATION REQUIRED FOR PROJECT TITLE: ...
AppNotRecommended	Email Notification: Application was not...	Dear @FULLNAME, INSTITUTIONAL SCREENING COMMITTEE'S RECOMENDATION FOR PROJECT: @PROJECTTITLE...
AppSubmitted	Email Notification: Application was recommended...	Dear @FULLNAME, INSTITUTIONAL SCREENING COMMITTEE'S RECOMENDATION FOR PROJECT: @PROJECTTITLE...
ChangeOfOrgToRes	Email Notification: Change of organisation by...	Hi
ChangeOfOrgToRMC	Email Notification: Change of organisation by...	Hi
EmailConfirmation	Email Verification: Email verification	Dear @FULLNAME EMAIL VERIFICATION The eScienceFund has received your request to...
ForgetPassword	Email Notification: Your information	Dear @FULLNAME, INFORMATION OF eSCIENCEFUND USER Thank you for using...
InformRMC	Email Notification: A researcher from your...	Dear @FULLNAME, INVITATION OF COLLABORATOR FOR eSCIENCEFUND PROJECT We wish to...
Invitation	Email Notification: Invitation to collaborate in...	Dear @FULLNAME, INVITATION AS A COLLABORATOR FOR eSCIENCEFUND PROJECT You have been...
PendingApproval	Email Notification: New researcher user account...	Dear @FULLNAME, VERIFICATION OF eSCIENCEFUND USER This is to notify you that at...

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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.

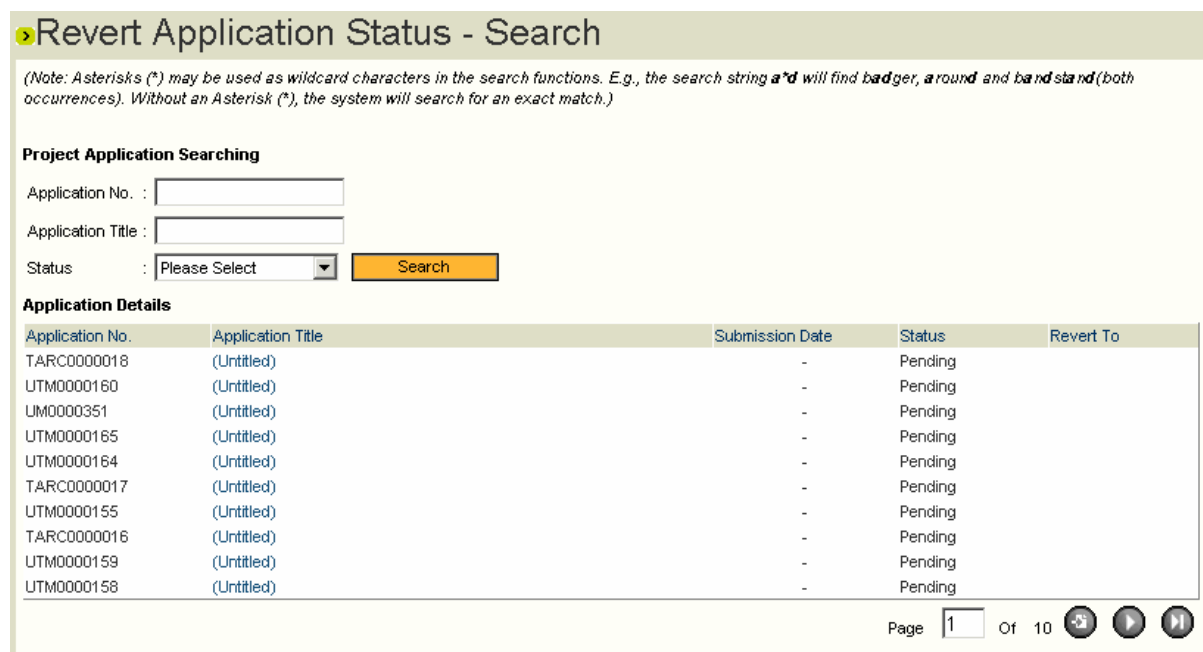


Diagram 3.10

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.

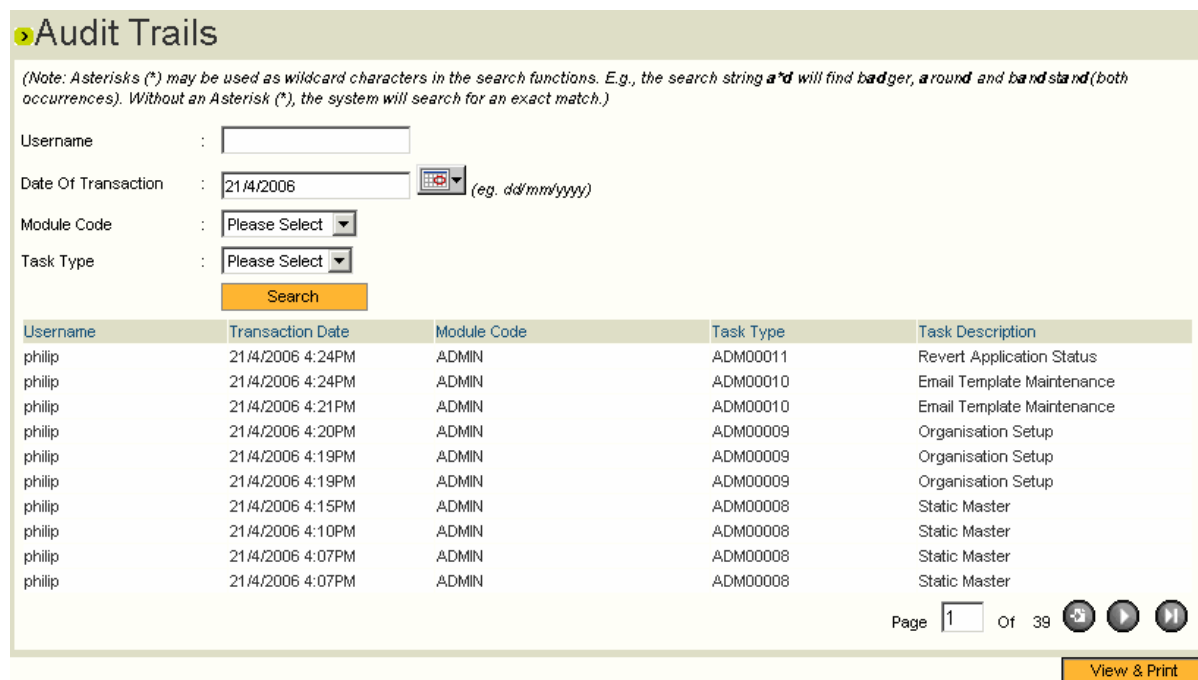


Diagram 3.11

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

(Note: Asterisks (*) may be used as wildcard characters in the search functions. E.g., the search string **a*d** will find **badger**, **aaround** and **bandstand** (both occurrences). Without an Asterisk (*), the system will search for an exact match.)

Name:

Username:

Status:

2 Record Updated Successfully.

<input type="checkbox"/>	Username	Name	Lock status	Status	Email Verification Status
<input type="checkbox"/>	730815-14-1111	Tang Gar Hor	LOCK	Pending	Not Yet Verify
<input type="checkbox"/>	850817-14-7788	liyunre2	LOCK	Approved	Not Yet Verify
<input type="checkbox"/>	A13531575	Tan Chia Ling	LOCK	Pending	Not Yet Verify
<input type="checkbox"/>	A1654549	Angela	LOCK	Pending	Not Yet Verify
<input type="checkbox"/>	A563516546	Tong Yeah Siang	LOCK	Pending	Not Yet Verify
<input type="checkbox"/>	dsfds	fdsf	LOCK	Pending	Not Yet Verify
<input type="checkbox"/>	guaz_5	guaz_5	LOCK	Pending	Not Yet Verify
<input type="checkbox"/>	guaz_8	guaz_8	LOCK	Pending	Not Yet Verify
<input type="checkbox"/>	liyun20	liyun	LOCK	Pending	Not Yet Verify
<input type="checkbox"/>	liyun89	Tang	LOCK	Pending	Verified

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Diagram 3.12