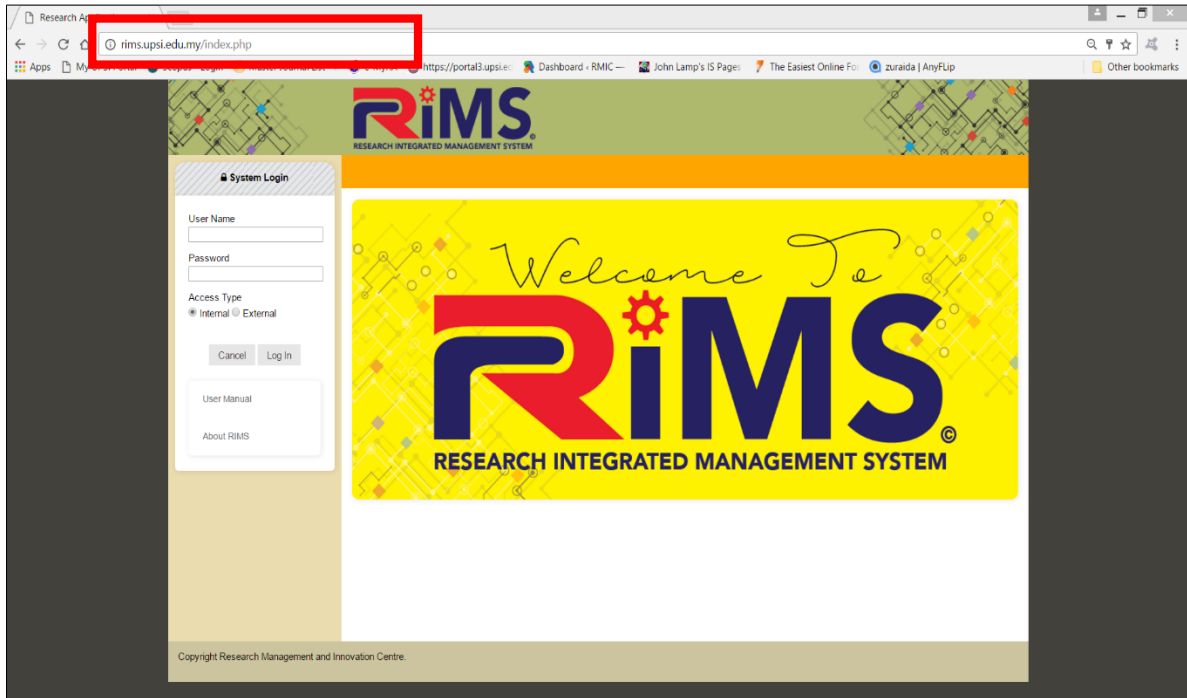


Login RIMS

1. Go to <http://rims.upsi.edu.my/>

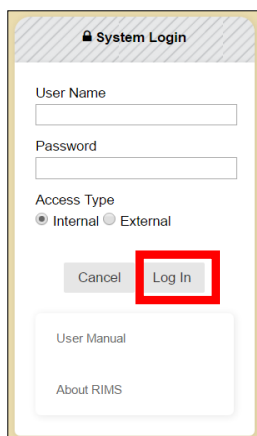


2. Key in User Name and Password (Register for the first time)

- Username: Staff Number **example: K02203**
- Password: Identification Number (without '-') or Passport Number for foreign staff
- Access Type; Internal

**For existing user, log in using your registered Username and Password*

3. Click 




System Login

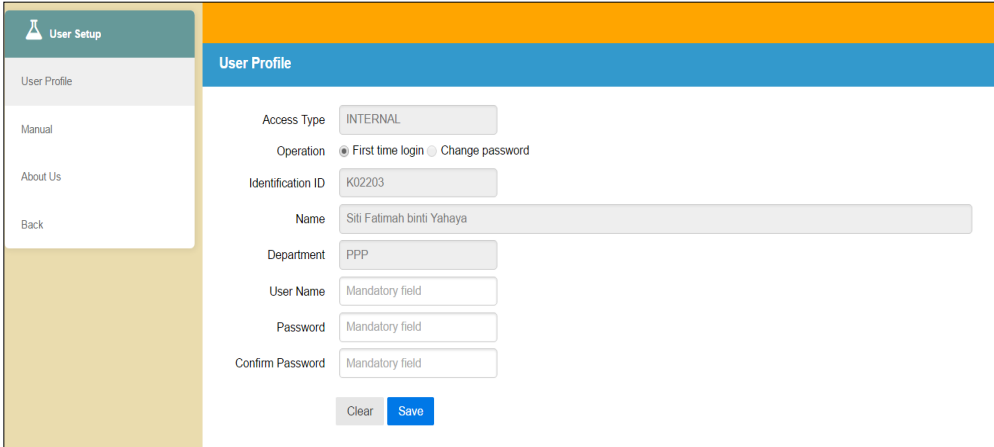
User Name

Password

Access Type
 Internal External

User Manual
About RIMS

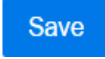
4. You will be directed to  screen. **(First time register only)**



The screenshot shows a web application interface for user setup. On the left is a navigation sidebar with a 'User Setup' header and menu items: 'User Profile', 'Manual', 'About Us', and 'Back'. The main content area is titled 'User Profile' and contains the following fields and controls:

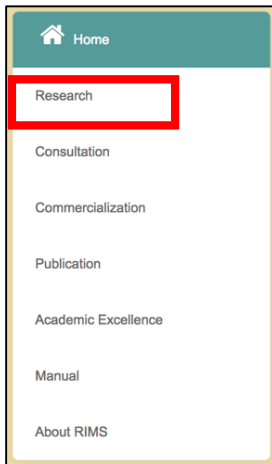
- Access Type:
- Operation: First time login Change password
- Identification ID:
- Name:
- Department:
- User Name:
- Password:
- Confirm Password:

At the bottom of the form are two buttons: 'Clear' and 'Save'.

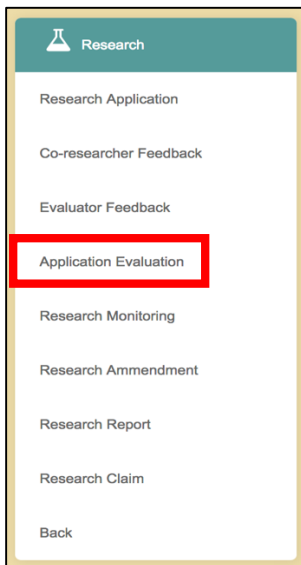
5. Set Username and Password, then click 

Steps to Evaluate Application

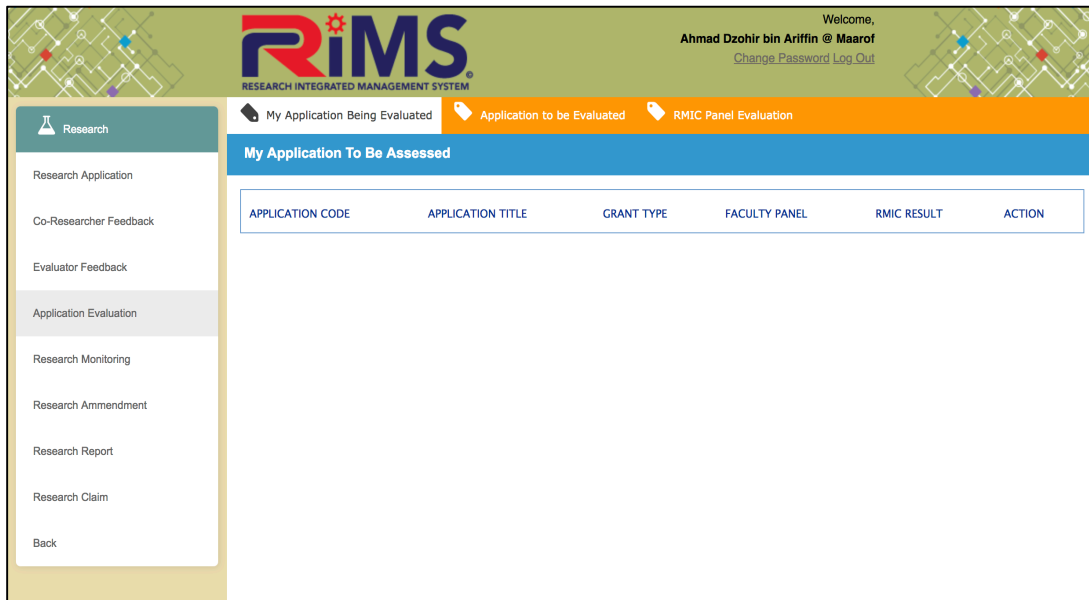
1. Click on 'Research' menu at Home menu


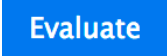


2. Then, click 'Application Evaluation' menu

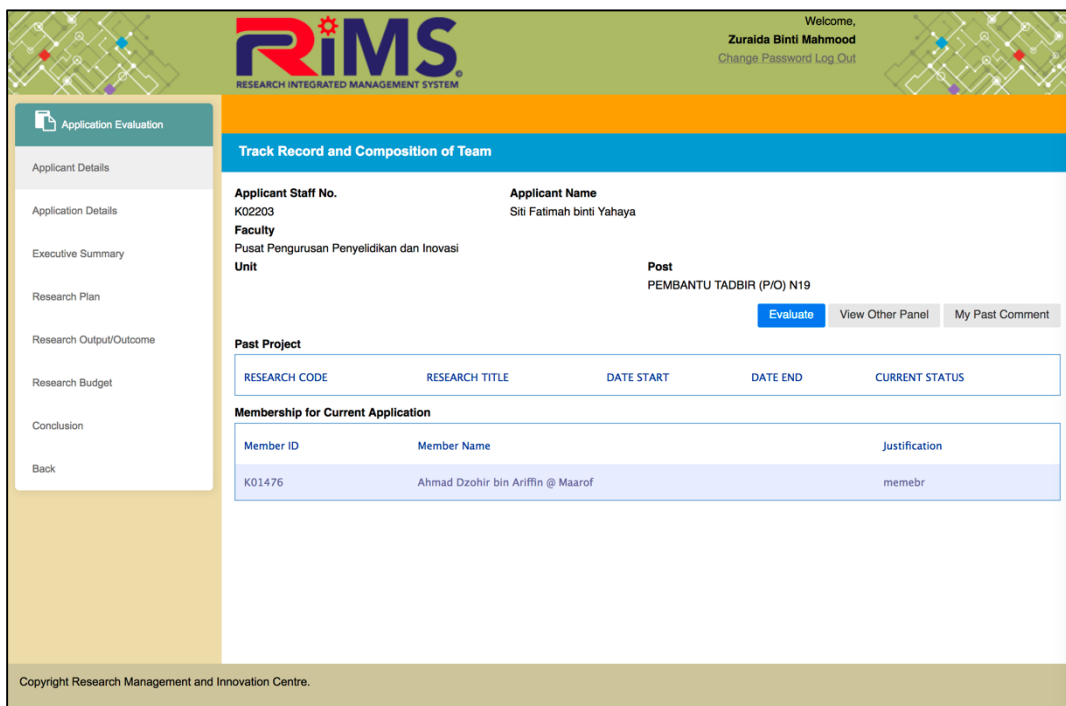


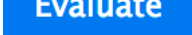
3. Screen will appear 'My Application Being Evaluated' page.



4. Click . Screen will appear 'Application to Evaluate', then click 

5. Screen will appear 'Track Record and Composition of Team'



6. Click , 'Evaluator Comment' screen will appear

Evaluator Comment

Evaluation Guidelines

1. Qualification and rank of researchers.
2. Well balanced team.

Clear Comment Save Comment Close

7. Key in Evaluator Comment. Then click Save Comment . System will appear pop up message

Comment successfully saved.

OK

8. Click Application Details . System will appear 'Application Detail' screen.

RIMS

Welcome,
Zuraida Binti Mahmood
[Change Password](#) [Log Out](#)

Application Evaluation

- Applicant Details
- Application Details
- Executive Summary
- Research Plan
- Research Output/Outcome
- Research Budget
- Conclusion
- Back

Application Detail

Application Code 20170031	Grant Type Geran Penyelidikan Universiti (GPU) Fasa 1/2017
Proposed Research Title test11111	
Research Cluster SAINS TULEN - 101	Location perak

Evaluate
View Other Panel
My Past Comment

9. Then click Evaluate . 'Evaluator Comment' screen will appear.

Evaluator Comment

Evaluation Guidelines

1. Is the proposed title specific to the issues highlighted/Novelty
2. The title is concise and focused on the content of the proposal

Clear Comment Save Comment Close


10. Key in Evaluator Comment. Then click Save Comment . System will appear pop up message.

Comment successfully saved.

OK

Executive Summary

11. Click Executive Summary . System will appear 'Executive Summary' screen.



RIMS
RESEARCH INTEGRATED MANAGEMENT SYSTEM

Welcome,
Zuraida Binti Mahmood
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Application Evaluation

- Applicant Details
- Application Details
- Executive Summary
- Research Plan
- Research Output/Outcome
- Research Budget
- Conclusion
- Back

Executive Summary

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Evaluate
View Other Panel
My Past Comment

12. Then click Evaluate . 'Evaluator Comment' screen will appear

Evaluator Comment

Evaluation Guidelines

1. The problem statement, objectives, research methodology, expected output/outcome/implications, and significance of output from research project must be included in the executive summary.

13. Key in Evaluator Comment. Then click **Save Comment**. System will appear pop up message.

Comment successfully saved.

14. Click **Research Plan**. System will appear **Research Statement** screen

15. Then click **Evaluate**. 'Evaluator Comment' screen will appear

Evaluator Comment

Evaluation Guidelines

1. To what extent research statement was elaborated.
2. Is the proposed research align with UPSI research niche, UPSI strategic planning, government policy and national agenda.

16. Key in Evaluator Comment. Then click **Save Comment** . System will appear pop up message.

Comment successfully saved.

17. Click **Hypothesis** . System will appear 'Hypothesis' screen

18. Then click **Evaluate** . 'Evaluator Comment' screen will appear

Evaluator Comment

Evaluation Guidelines

1. Do hypothesis clearly stated (if related).

19. Key in Evaluator Comment. Then click **Save Comment** . System will appear pop up message.

Comment successfully saved.

20. Click **Research Question/Objectives** System will appear 'Research Question/Objective' screen

21. Then click **Evaluate** . 'Evaluator Comment' screen will appear

Evaluator Comment

Evaluation Guidelines

1. Is it specific, measurable, realistic and can be implemented in a given time period.
2. Relate to research statement.

22. Key in Evaluator Comment. Then click **Save Comment** . System will appear pop up message.

Comment successfully saved.

23. Click **Literature Review** System will appear 'Literature Review' screen

The screenshot shows the RiMS interface. At the top, there's a header with the RiMS logo and user information: "Welcome, Zuraida Binti Mahmood, Change Password Log Out". Below this is a navigation bar with several menu items: "Application Evaluation", "Research Statement", "Hypothesis", "Research Question/Objectives", "Literature Review" (which is highlighted), and "Importants/Benefits". Under "Literature Review", there are sub-items: "Methodology" and "References". The main content area is titled "Literature Review" and contains a text input field with the word "test" entered. To the right of the text field are three buttons: "Evaluate", "View Other Panel", and "My Past Comment". On the left side, there is a sidebar menu under "Application Evaluation" with the following items: "Applicant Details", "Application Details", "Executive Summary", "Research Plan" (highlighted), "Research Output/Outcome", "Research Budget", "Conclusion", and "Back". At the bottom of the page, there is a footer that reads "Copyright Research Management and Innovation Centre."

24. Then click **Evaluate** . 'Evaluator Comment' screen will appear

Evaluator Comment

Evaluation Guidelines

1. literature review must be current and in line with current developments.

Clear Comment Save Comment Close

25. Key in Evaluator Comment. Then click **Save Comment** . System will appear pop up message.

Comment successfully saved.

OK

26. Click **Importants/Benefits** . System will appear 'Important/Benefits of Research' screen

Welcome, Zuralda Binti Mahmood
Change Password Log Out

Application Evaluation

Research Statement Hypothesis Research Question/Objectives Literature Review **Importants/Benefits**

Methodology References

Importance/Benefits of Research

test

Evaluate View Other Panel My Past Comment

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27. Then click **Evaluate** . 'Evaluator Comment' screen will appear

Evaluator Comment

Evaluation Guidelines

1. Impact to community, economy and nation.

Clear Comment **Save Comment** Close

28. Key in Evaluator Comment. Then click **Save Comment** . System will appear pop up message.

Comment successfully saved.

OK

29. Click **Methodology** System will appear 'Methodology' screen

Application Evaluation

- Applicant Details
- Application Details
- Executive Summary
- Research Plan
- Research Output/Outcome
- Research Budget
- Conclusion
- Back

Research Statement Hypothesis Research Question/Objectives Literature Review Importants/Benefits

Methodology References

Methodology

test

Evaluate View Other Panel My Past Comment

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30. Then click **Evaluate** . 'Evaluator Comment' screen will appear

Evaluator Comment

Evaluation Guidelines

1. Clear and detailed description of methodology (may consist of field work, sampling techniques, interviews, analysis, statistical analysis, lab work of different phases and experimental protocol).
2. Able to achieve research objectives.
3. Include research design, flow chart, gantt chart, activities and milestones

31. Key in Evaluator Comment. Then click **Save Comment**. System will appear pop up message.

Comment successfully saved.

32. Click **References** System will appear 'References' screen

The screenshot shows the RIMS interface. At the top, there's a header with the RIMS logo and user information: 'Welcome, Zuraida Binti Mahmood, Change Password Log Out'. Below the header is a navigation menu with tabs: 'Application Evaluation', 'Research Statement', 'Hypothesis', 'Research Question/Objectives', 'Literature Review', and 'Importants/Benefits'. The 'References' tab is currently active. On the left, there's a sidebar menu with options: 'Applicant Details', 'Application Details', 'Executive Summary', 'Research Plan', 'Research Output/Outcome', 'Research Budget', 'Conclusion', and 'Back'. The main content area of the 'References' screen displays the text 'test' and three buttons: 'Evaluate', 'View Other Panel', and 'My Past Comment'. At the bottom of the page, there is a copyright notice: 'Copyright Research Management and Innovation Centre.'

33. Then click **Evaluate**. 'Evaluator Comment' screen will appear

Evaluator Comment

Evaluation Guidelines


1. References must be related to proposed research.
2. References must be recent (last 5 years).

34. Key in Evaluator Comment. Then click **Save Comment** . System will appear pop up message.

Comment successfully saved.

35. Click **Research Output/Outcome** System will appear 'Expected Output/Outcome of the Research'

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Zuraida Binti Mahmood
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RIMS
RESEARCH INTEGRATED MANAGEMENT SYSTEM

Expected Output/Outcome of the Research

Output Category	Output Description	Quantity
PUBLICATION	Article Journal	2

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36. Then click **Evaluate** . 'Evaluator Comment' screen will appear

Evaluator Comment

Evaluation Guidelines

1. New theory or new finding/knowledge
2. Publication in indexed journals/Intellectual property
3. Impact on society, economy and nation

test sashaja

Clear Comment **Save Comment** Close

37. Key in Evaluator Comment. Then click **Save Comment** . System will appear pop up message.

Comment successfully saved.

OK

38. Click **Research Budget** System will appear 'Research Budget' screen

Application Evaluation

Applicant Details

Application Details

Executive Summary

Research Plan

Research Output/Outcome

Research Budget

Conclusion

Back

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Welcome,
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Research Budget

Vot	Budget Item Detail	Item Amount	Total by Tot	Percent by Tot
27000 SUPPLIES & MATERIALS	bell barang	3.00	3.00	100.00
TOTAL BUDGET			3.00	

Evaluate View Other Panel My Past Comment

39. Then click **Evaluate** . 'Evaluator Comment' screen will appear

Evaluation

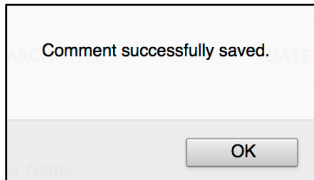
	Poor	Inadequate	Acceptable	Good	Very Good
Appropriateness of Cost Estimates	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Budget Recommendation

Vot	Vot Description	Proposed	Recommend	Percent
27000	SUPPLIES & MATERIALS	3.00	<input style="width: 50px;" type="text" value="3.00"/>	100.00
	Total Budget	3.00	<input style="width: 50px;" type="text" value="3.00"/>	

Comment

40. Key in Evaluator Comment. Then click Save Comment . System will appear pop up message.



41. Click Conclusion System will appear 'Conclusion' screen

Application Evaluation

- Applicant Details
- Application Details
- Executive Summary
- Research Plan
- Research Output/Outcome
- Research Budget
- Conclusion
- Back

Conclusion

Quality of Proposal

Poor Good Excellent

Recommendation to Research Management Secretariat

Overall Remark

Save Submit View Other Panel My Past Comment

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42. Tick 'Quality of Proposal', select 'Recommendation to Research Management Secretariat'. Then key in 'Overall Remark'.

43. Click **Save** then click **Submit** to submit the evaluation.