



## RESEARCH GRANT MANAGEMENT SYSTEM (RGMS) GUIDELINES FOR LECTURERS

### PERSONAL RESEARCH GRANT MANAGEMENT SYSTEM OVERVIEW


- Personal Research Grant Management System is a web-based system designed to allow grant researchers at KUPTM KL manage data, calculate expenses, and generate reports. The system can also store numerous files and types of folders, keep track of all spending, compute the grant amount, and generate reports in PDF format that can be downloaded. It has a variety of functions for different types of users. The research coordinator is able to keep track of the generated reports from the lecturers. One of the users who will be able to use the system is RMC staff.

### HOW TO OPEN AND LOG IN THE PERSONAL RESEARCH GRANT MANAGEMENT SYSTEM?

- Use the website address: <http://> "to open the Grant Research Management System.
- Then, click **Sign in** to open Login window as presented in Figure 1



Figure 1 : RGMS Home Page

 For the first time log in please click sign up to register as shown in figure 2.

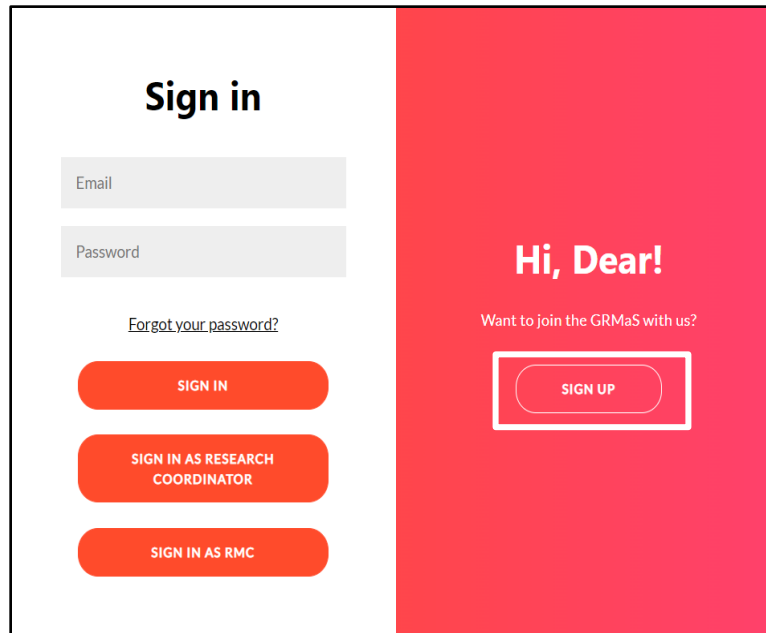






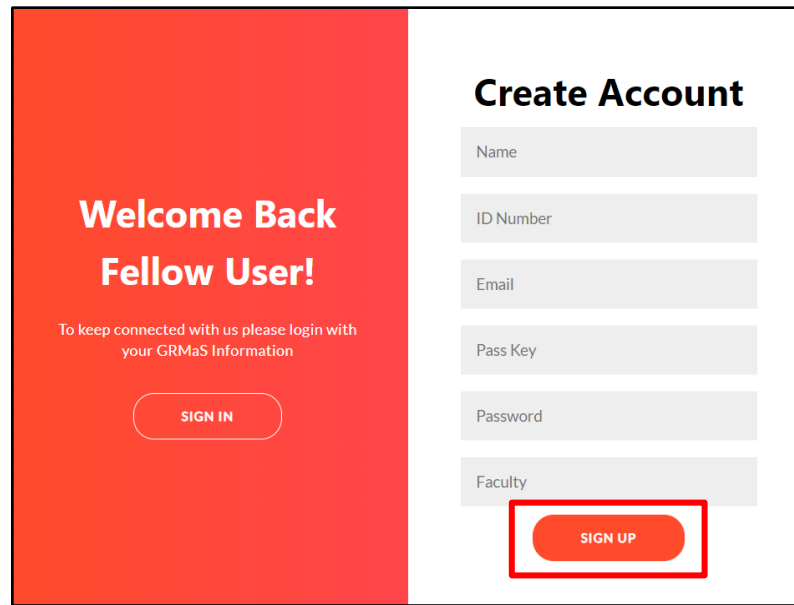


Figure 2 : Log In Page

 To register please use as the following and sign in after register are completed;

-  Name : **Your Name**
-  Id Number : **Your ID Number**
-  Email : **Your Email**
-  Passkey : **Provided key from the research coordinator (admin)**
-  Password : **Your own password**

A screenshot of a web registration page. The left side has a red background with the text 'Welcome Back Fellow User!' and 'To keep connected with us please login with your GRMaS Information' above a 'SIGN IN' button. The right side has a white background with the title 'Create Account' and a form with fields for Name, ID Number, Email, Pass Key, Password, and Faculty. A red box highlights the 'SIGN UP' button at the bottom right of the form.

**Welcome Back  
Fellow User!**

To keep connected with us please login with  
your GRMaS Information

**SIGN IN**

**Create Account**

Name

ID Number

Email

Pass Key


Password

Faculty

**SIGN UP**

Figure 3 : Register Page

#### FORGOT PASSWORD?

 If you forgot your Password, click **Forgotten your password?** as shown in Figure 4.

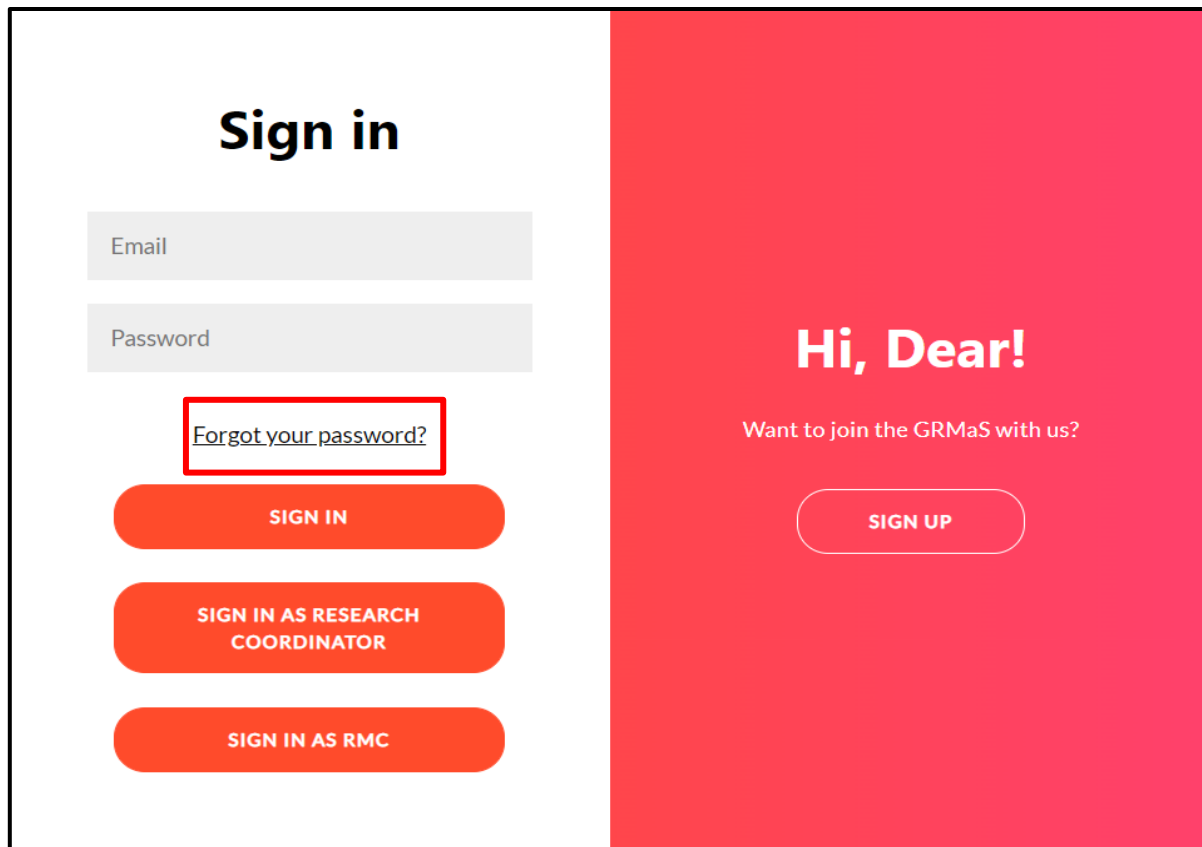

The image shows a sign-in page with a white background on the left and a pink background on the right. On the white background, there is a 'Sign in' heading, followed by 'Email' and 'Password' input fields. Below these is a link 'Forgot your password?' which is highlighted with a red rectangle. Underneath the link are three orange buttons: 'SIGN IN', 'SIGN IN AS RESEARCH COORDINATOR', and 'SIGN IN AS RMC'. On the pink background, there is a 'Hi, Dear!' heading, followed by the text 'Want to join the GRMaS with us?' and a white 'SIGN UP' button with a pink outline.

Figure 4 : Forgot Password link.

-  You need to enter your email and click the **Reset Password** to submit as in Figure 5 . A password request email will be sent to your email address.

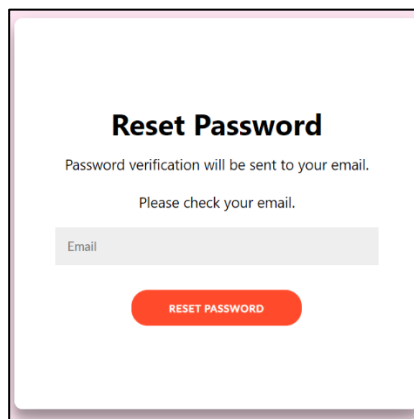


The image shows a 'Reset Password' form. It has a heading 'Reset Password' and two lines of text: 'Password verification will be sent to your email.' and 'Please check your email.' Below the text is an 'Email' input field. At the bottom is an orange button labeled 'RESET PASSWORD'.

Figure 5 : Resetting Password

-  Please open your email account and look for the request password changes email in your inbox.
-  Please open the email and click the link included in the email to confirm the request for a new password for your RGMS account as shown in Figure 6.

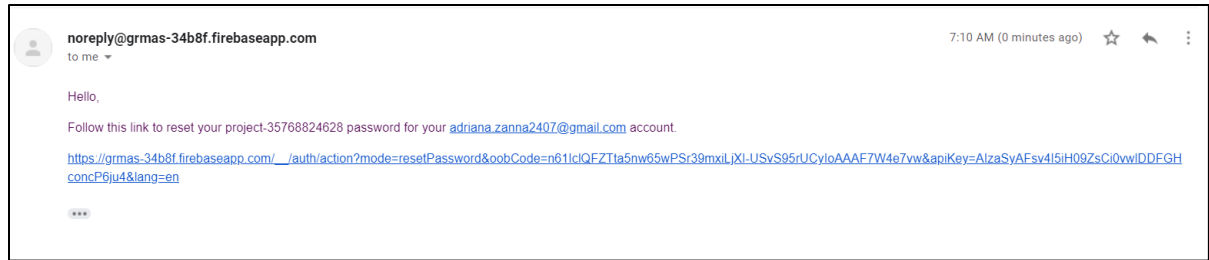




Figure 6 : Confirmation Email.

Note : This email is important for you to reset the email.

-  You are required to enter the new password in the space provided and click the **Save changes** button as shown in Figure 7.

A screenshot of a web form titled 'Reset your password' for the email 'adriana.zanna2407@gmail.com'. Below the title is a label 'New password' followed by a text input field. To the right of the input field is an eye icon for toggling password visibility. At the bottom right of the form is a blue button labeled 'SAVE'.

Figure 6 : Reset Password.

-  Then you are required to sign in again with your new password.

## EXPLORE YOUR RGMS PAGE

- Once you log in, you will be redirected to the profile page. You will be shown your profile data. For the first time of log in you need to update several information regarding your profile.
- There will be a navigation bar located on the top left. You can navigate throughout the website from the menu given as in figure 7.

UPTM Research Grant Management System (RGMS)

PROFILE FINANCIAL REPORT RECORD LOG OUT

### • PROFILE •

PLEASE REMEMBER TO UPDATE YOUR INFORMATION REGULARLY.

Name  
SITI ADRIANA BINTI ABD SAMAD

Email  
ADRIANA.ZANNA2407@GMAIL.COM

Staff ID  
FP00123

Grant Title:  
GRANT RGMS

Grant Category:  
NATIONAL GRANT

Faculty  
FCOM

Phone  
0192187292


Figure 7 : Profile page

- You can add your grant member data. For the first member you can just click the **Edit** button in the table to update one of the member data.
- You can click the **Edit Grants Member** to add a new grant member's data as in Figure 8.

No	Grant Member Name	Email	Phone Number	Edit/Delete
1	AINA	ASD@GMAIL.COM	0176982533	<button>Edit</button> <button>Delete</button>
2	LALAS	ASD@GMAIL.COM	01675778698	<button>Edit</button> <button>Delete</button>
3	MUHAMMAMD	MUHAMMAD@GMAIL.COM	014859674	<button>Edit</button> <button>Delete</button>
4	ADRIANA	LIYANA@GMAIL.COM	017465982533	<button>Edit</button> <button>Delete</button>

**Add Grants Member**

Figure 8 : Add Grants Member.

 A popup form as in figure 9 will be shown an you need to fill all the data and click upload to submit the information.

• **ADD GRANTS MEMBER** •

PLEASE FILL ALL THE FORM

Grant Member Name

GRANT MEMBER NAME

Grant Member Email

GRANT MEMBER EMAIL


Grant Member Phone Number

GRANT MEMBER PHONE NUMBER

UPLOAD

Figure 9: Add Grants Member.

## FINANCIAL PAGE

 If you navigate to financial menu as in figure 10, you will be shown the financial page. In this page is where all the tracks of expenses will be calculated for you. But for the first time user, you need to update new expenses data by clicking the “+” button.

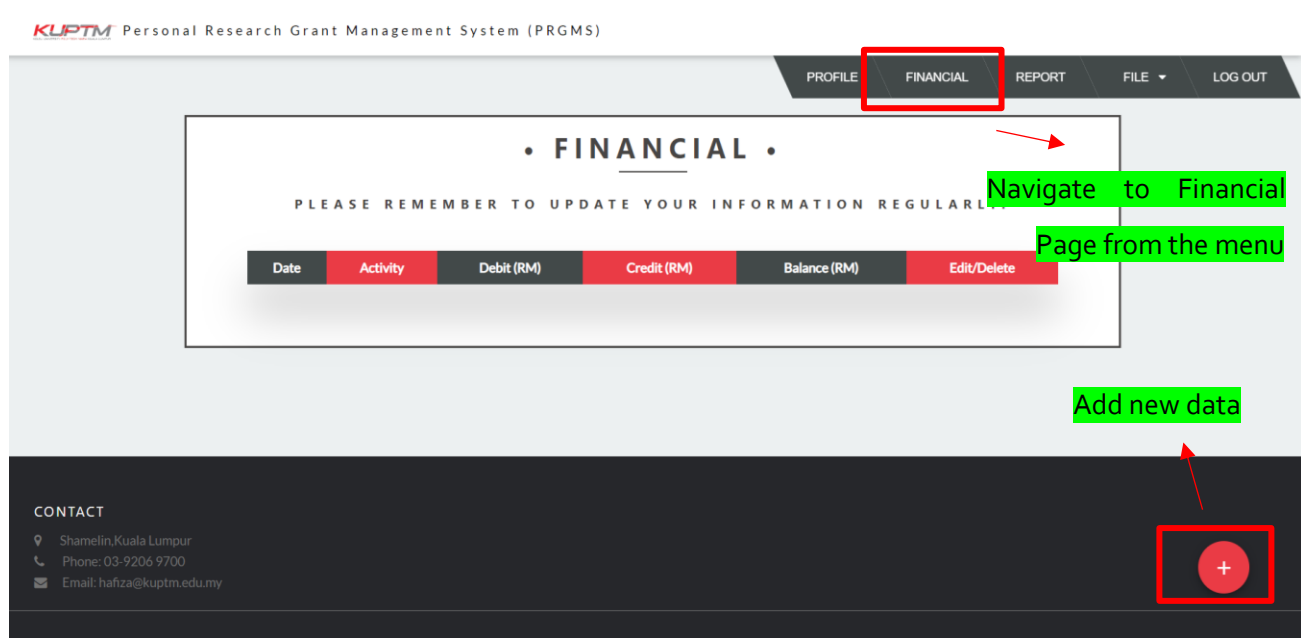


Figure 10 : Financial Page

- 🖥 In order to add a popup form in figure 11 will appear and you need to fill all the data in order to upload the data and document as proof of the expenses.

• UPLOAD •

PLEASE CLICK X AFTER UPLOAD REACH 100% .

Activity Reference

ACTIVITY REFERENCE

Entries of Transaction

DEBIT

✓

Amount (RM)

0.00

Date: dd/mm/yyyy

Drop file here or click to upload

UPLOAD

Figure 11 : Add a new data in financial page.



## REPORT PAGE

- Then, you can navigate to the report page as in Figure 12. In the report page there will be three different table which represent different type of report. For the first table is the report document which you add for your own record, the second is for the generated report PDF format document and the third table represent the generated Final Report in PDF format only. The second and third table (report) can only be added to by clicking the generate button.
- You can store your own document of report by clicking the "+" button and fill out the form to upload the document. However, by doing this the report document only be stored for your own record and not will be shared to any parties.
- The generated Progress Report and generated Final Report will be submit to the Research Coordinator as well to the RMC for their approval and monitor.

UPTM Research Grant Management System (RGMS)

PROFILE FINANCIAL **REPORT** RECORD LOG OUT

• **REPORT** •

PLEASE REMEMBER TO UPDATE YOUR REPORT REGULARLY.

URG INTERNAL RESEARCH / MATCHING GRANT PROGRESS REPORT

No.	Research Title	Grant Reference	Start Date	End Date	RMC Status	View/Delete
1	RESEARCH GRANT MANAGEMENT SYSTEM	KUPTM.DVCRI.RMC.15.MS (26)	7/6/2021	10/12/2022	PENDING	<a href="#">View</a> <a href="#">Delete</a>
2	STUDENT CENTERED ONLINE LEARNING (ONE LEARNING APPS) 2	URG/0520/FCOM/FP01318(10)	18/11/2021	29/11/2021	APPROVED	<a href="#">View</a> <a href="#">Delete</a>

**Generate Report Buttons**

GENERATE PROGRESS REPORT GENERATE FINAL REPORT

Navigate to report page

file:///C:/Users/user/OneDrive/Desktop/Developer/GRANT SYSTEM/report.html#


Figure 12: Report Page

- 🖥 To upload the report, you need to fill out the forms and once the upload finish you can click the close button.



Figure 13: Upload a report from

- 🖥 If you would like to submit either generated Progress or Final Report you need to click the generated button as in figure 12. The you will be direct to the form page and fil out all the information and submit the form.
- 🖥 Once submitted you will be able to view the report and you can download it in a PDF format.



A. MAKLUMAT PROJEK / PROJECT INFORMATION	
Tajuk Projek / Project Title	RESEARCH GRANT MANAGEMENT SYSTEM
Rujukan Geran / Grant Reference	KUPTM.DVCRI.RMC.15.MS (26)
Tempoh Projek (Bulan) / Project Duration (Month)	24 BULAN
Jumlah Geran diluluskan (RM) / Approved Grant (RM)	21.00

Figure 13 : View the PDF report.

## CONFERENCE PAGE

- 🖥 If you hover your cursor to the file menu a drop-down list will show you different category of file that you would like to use to store your document as in figure 14. All the file storage works the same but different category of files only. Choose your preferred file destination.
- 🖥 This file section only store document and file for your own record only.

UPTM Research Grant Management System (RGMS)

PROFILE FINANCIAL REPORT RECORD LOG OUT

CONFERENCE

INNOVATION

COPYRIGHT

PROCEEDING

JOURNAL

• CONFERENCE •

PLEASE REMEMBER TO UPDATE YOUR INFORMATION REGULARLY.

No.	Conference Title	Location	Date	Edit/Delete
1	ICAR2021	KUALA LUMPUR	7/7/2021	<a href="#">Edit</a> <a href="#">Delete</a>
2	CONFERENCE	BALI	6/3/2021	<a href="#">Edit</a> <a href="#">Delete</a>

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+

Figure 14 : Conference Page

- 🖥 For an example you would like to upload a document in the conference page. You need to add document by clicking the “+” button. Then fill the forms and upload the document as in figure 15.

## • UPLOAD •

PLEASE CLICK X AFTER UPLOAD REACH 100%.

Conference Name  
CONFERENCE NAME

---

Conference Location  
LOCATION

---



Date:  
DD/MM/YYYY


---

Drop file here or click to upload

Figure 15: Upload Document Form

## INNOVATION PAGE

-  If you hover your cursor to the file menu a drop-down list will show you different category of file that you would like to use to store your document as in figure 16. All the file storage works the same but different category of files only. Choose your preferred file destination.
-  This file section only store document and file for your own record only.


Research Grant Management System (RGMS)

PROFILE
FINANCIAL
REPORT
RECORD ▾
LOG OUT

## • INNOVATION •

PLEASE REMEMBER TO UPDATE YOUR INFORMATION REGULARLY.

No	Innovation Title	Exhibition	Award	Location	Date	Status	Edit/Delete
1	ADA	ADAS	ASDAD	SAD	16/6/2023	Incomplete	<a href="#">Edit</a>
2	GRANT UPTM KUALA LUMPUR	EXHIBIT GRANT 1	GRANT AWARD 1	KUALA LUMPUR 1	14/6/2023	INCOMPLETE	<a href="#">Edit</a>   <a href="#">Delete</a>
3	GRANT WE	ASDA	ASDA	KUALA LUMPUR	6/6/2023	INCOMPLETE	<a href="#">Edit</a>   <a href="#">Delete</a>
4	ICE 2022			KUALA LUMPUR	21/7/2022	COMPLETE	<a href="#">Edit</a>   <a href="#">Delete</a>
5	STUDENT CENTERED ONLINE LEARNING (ONE LEARNING APPS)	undefined	undefined	ASAS	18/11/2021	Incomplete	<a href="#">Edit</a>   <a href="#">Delete</a>

CONFERENCE

INNOVATION

COPYRIGHT

PROCEEDING

JOURNAL




Figure 16 : Innovation Page

🖥️ For an example you would like to upload a document in the conference page. You need to add document by clicking the “+” button. Then fill the forms and upload the document in figure 16.



The image shows a web form titled "• UPLOAD •" with a subtitle "PLEASE CLICK X AFTER UPLOAD REACH 100%.". The form contains four input fields: "Innovation Name" with placeholder text "INNOVATION NAME", "Innovation Location" with placeholder text "LOCATION", "Innovation Status" with a dropdown menu showing "INCOMPLETE" and a downward arrow, and "Date:" with placeholder text "DD/MM/YYYY" and a calendar icon. Below these fields is a large dashed rectangular box with the text "Drop file here or click to upload" in the center.

Figure 17: Upload Document Form

## COPYRIGHT PAGE

- 🖥️ If you hover your cursor to the file menu a drop-down list will show you different category of file that you would like to use to store your document as in figure 18. All the file storage works the same but different category of files only. Choose your preferred file destination.
- 🖥️ This file section only store document and file for your own record only.

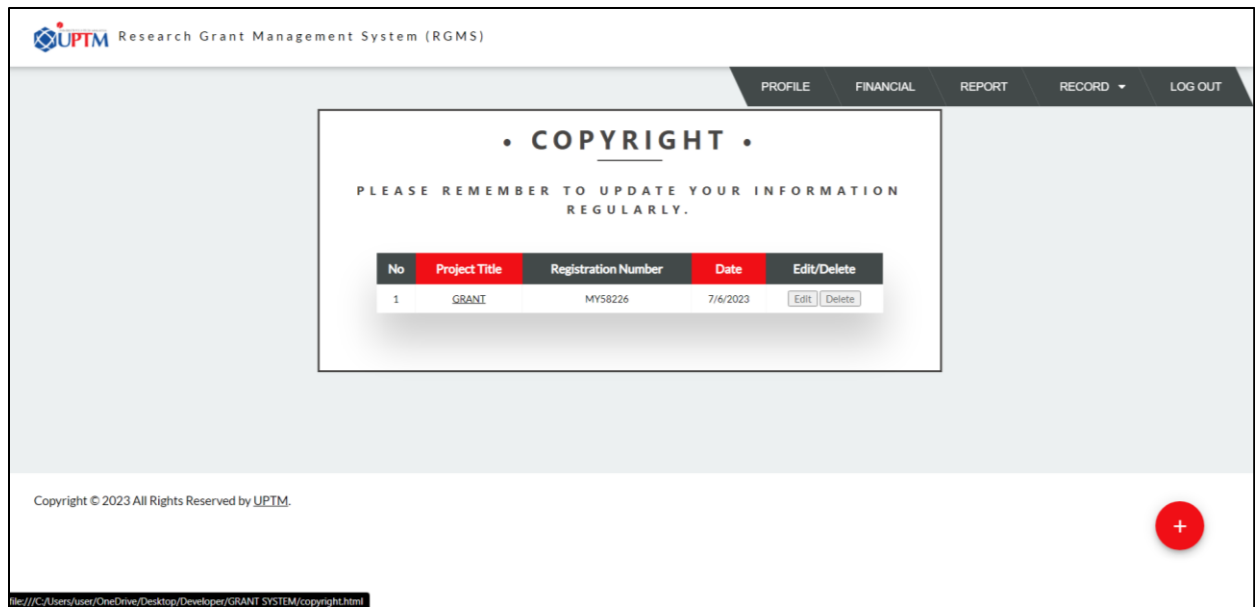


Figure 18: Intellectual Property Page

For an example you would like to upload a document in the conference page. You need to add document by clicking the "+" button. Then fill the forms and upload the document in figure 19.

UPTM

LOG OUT

## • UPLOAD •

PLEASE CLICK X AFTER UPLOAD REACH 100%.

Project Title  
PROJECT TITLE

Registration Number  
REGISTRATION NUMBER

Date:  
DD/MM/YYYY

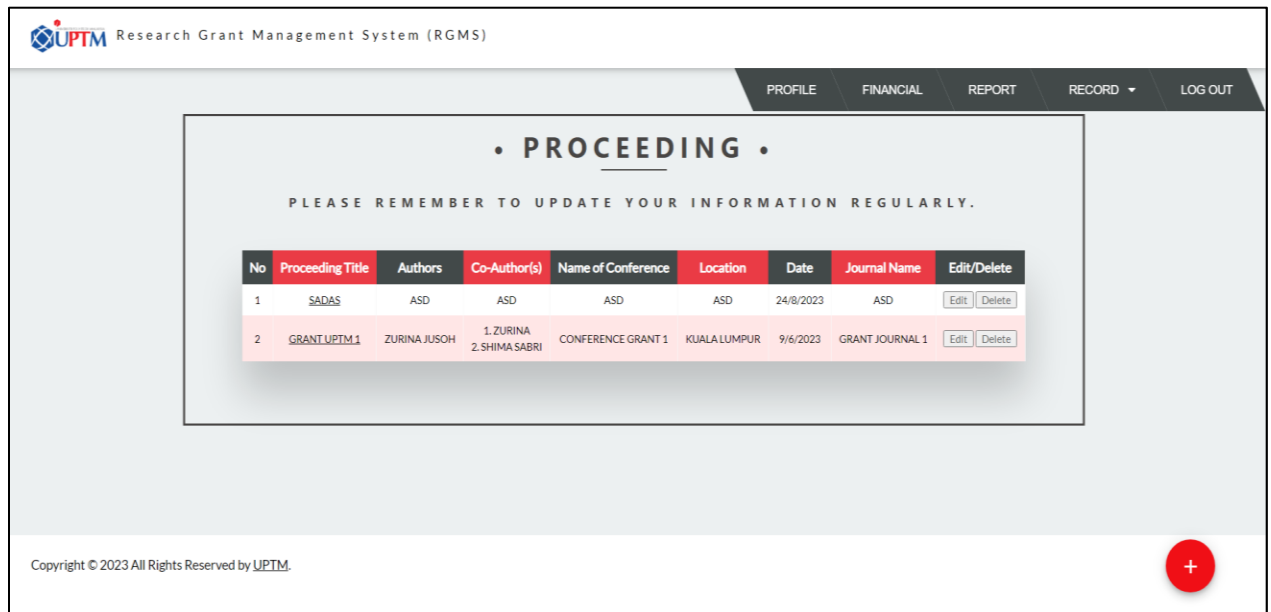
Drop file here or click to upload

Copyright © 2023

Figure 19: Upload Document Form.

## PROCEEDING PAGE

- 🖥 If you hover your cursor to the file menu a drop-down list will show you different category of file that you would like to use to store your document as in figure 20. All the file storage works the same but different category of files only. Choose your preferred file destination.
- 🖥 This file section only store document and file for your own record only.



UPTM Research Grant Management System (RGMS)

PROFILE FINANCIAL REPORT RECORD LOG OUT

### • PROCEEDING •

PLEASE REMEMBER TO UPDATE YOUR INFORMATION REGULARLY.

No	Proceeding Title	Authors	Co-Author(s)	Name of Conference	Location	Date	Journal Name	Edit/Delete
1	SADAS	ASD	ASD	ASD	ASD	24/8/2023	ASD	<a href="#">Edit</a> <a href="#">Delete</a>
2	GRANT UPTM 1	ZURINA JUSOH	1. ZURINA 2. SHIMA SABRI	CONFERENCE GRANT 1	KUALA LUMPUR	9/6/2023	GRANT JOURNAL 1	<a href="#">Edit</a> <a href="#">Delete</a>

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+

Figure 20: Proceeding Page

- 🖥 For an example you would like to upload a document in the conference page. You need to add document by clicking the "+" button. Then fill the forms and upload the document in figure 21.

**• UPLOAD •**

PLEASE CLICK X AFTER UPLOAD REACH 100%.

Proceeding Title  
PROCEEDING NAME

Author  
AUTHOR NAME

Co-Author(s)  
1.

Name of Conference  
CONFERENCE NAME

Proceeding Location  
PROCEEDING LOCATION

Journal Name  
JOURNAL NAME

Figure 21: Upload Document Form.

## JOURNAL PAGE

- If you hover your cursor to the file menu a drop-down list will show you different category of file that you would like to use to store your document as in figure 22. All the file storage works the same but different category of files only. Choose your preferred file destination.
- This file section only store document and file for your own record only.

**• JOURNAL •**

PLEASE REMEMBER TO UPDATE YOUR INFORMATION REGULARLY.

No	Article Title	Journal Name	Authors	Co-Author(s)	Index	Journal Status	Date	Edit/Delete
1	ASDAS	ASDASD	ASD	ASDASD	ASDA	PUBLISHED	26/8/2023	<a href="#">Edit</a> <a href="#">Delete</a>
2	undefined	ASDASD	FDSFSD	DSFDS SDFSD	undefined	PUBLISHED	13/6/2023	<a href="#">Edit</a> <a href="#">Delete</a>
3	undefined	GRANT	ZURINA	1.ADRIANA 2.ADRIANA	undefined	PUBLISHED	9/6/2023	<a href="#">Edit</a> <a href="#">Delete</a>
4	undefined	RESEARCH GRANT MANAGEMENT SYSTEM	undefined	undefined	undefined	undefined	11/1/2023	<a href="#">Edit</a> <a href="#">Delete</a>

Figure 22: Proceeding Page



For an example you would like to upload a document in the conference page. You need to add document by clicking the "+" button. Then fill the forms and upload the document in figure 23.



The screenshot shows a web interface for uploading a document. At the top left is the UPTM logo. The main content area is titled "• UPLOAD •" and includes a instruction: "PLEASE CLICK X AFTER UPLOAD REACH 100%.". Below this are several input fields: "Article Title" (with placeholder "ARTICLE TITLE"), "Journal Name" (with placeholder "JOURNAL NAME"), "Author" (with placeholder "AUTHOR NAME"), "Co-Author(s)" (with a numbered list "1." and a blank line), "Index" (with placeholder "INDEX"), and "Journal Status" (with placeholder "PUBLISHED"). A red circular button with a white "+" sign is located on the right side of the form. The bottom left corner of the interface shows "Copyright © 2021".

Figure 23: Upload Document Form.

## SEARCH PAGE

🖥️ If you want to find any grant report without the need to sign in into the system. There is Search Page where you are able to search for any grant report details but not able to download them. In order to download the report you need to sign in into the system.

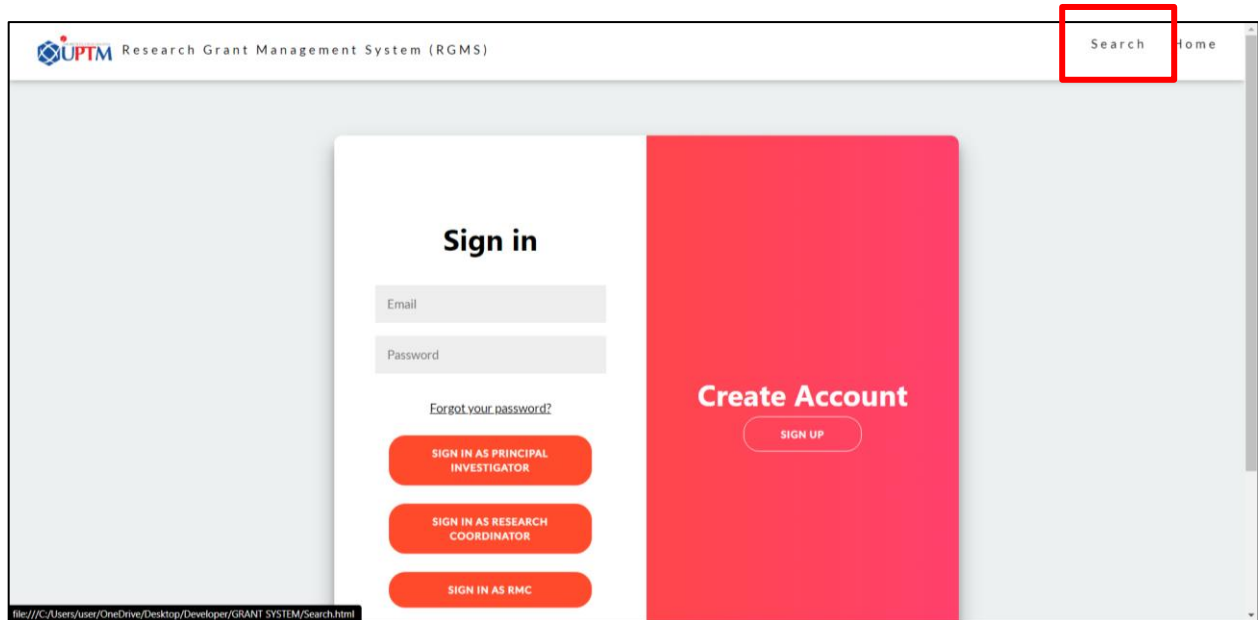



Figure 23: Sign In Page

🖥️ This search page is able to reach at the sign page in, navigation menu bar. User need to click the search button then they will be able to search any documents' title, date, reference, and leader name.


Research Grant Management System (RGMS)

Sign In

## Grant Research Information

Search grant information here

### SEARCH RESULT

No.	Report Progress Title	Grant Reference	Grant Leader	Date of Research
1	AYAM	URG/0520/FCOM/FP01318(10)	ADRIANA	to
2	TEST 500	URG/0520/FCOM/FP01318(10)	ADRIANA	to
3	XZCZXCZXC			2023-08-13 to 2023-08-10
4	LECTURE CENTERED ONLINE LEARNING (ONE LEARNING APPS)	URG/0520/FCOM/FP01318(10)	NOOR MAIZATULSHIMA BINTI MUHAMMAD SABRI	2022-04-20 to 2022-12-29
5	SADASDA	ASDASDASDA	PUAN LIYANA	2023-07-31 to 2023-08-17
6	STUDENT CENTERED ONLINE LEARNING (ONE LEARNING APPS)	URG/0520/FCOM/FP01318(10)	NOOR MAIZATULSHIMA BINTI MUHAMMAD SABRI	2021-08-26 to 2021-08-14
7	RESEARCH GRANT MANAGEMENT SYSTEM	KUPTM.DVCR.LRMC.15.MS (26)	ZURINA BINTI JUSOH	2021-06-07 to 2022-12-10

Figure 24: Search Page

**Thank you everyone! If you have any inquiries or need further information, please contact Research Coordinator or the Grant Administration.**

## RESEARCH GRANT MANAGEMENT SYSTEM (RGMS)

### GUIDELINES FOR ADMINISTRATION

#### PERSONAL RESEARCH GRANT MANAGEMENT SYSTEM OVERVIEW

Personal Research Grant Management System is a web-based system designed to allow grant researchers at KUPTM KL manage data, calculate expenses, and generate reports. The system can also store numerous files and types of folders, keep track of all spending, compute the grant amount, and generate reports in PDF format that can be downloaded. It has a variety of functions for different types of users. The research coordinator is able to keep track of the generated reports from the lecturers. One of the users who will be able to use the system is RMC staff.

#### HOW TO OPEN AND LOG IN THE PERSONAL RESEARCH GRANT MANAGEMENT SYSTEM?

Use the website address: <http://> to open the Grant Research Management System.

Then, click **Sign in** to open Login window as presented in Figure 1



Figure 1 : RGMS Home Page

To sign in please use the information given from the administration that you have registered from them.

Email : Your Email  
Password : Registered password

The image shows a web page layout for logging in. The left side has a white background with the heading "Sign in". Below it are two input fields labeled "Email" and "Password". A link "[Forgot your password?](#)" is positioned below the password field. There are three orange buttons: "SIGN IN", "SIGN IN AS RESEARCH COORDINATOR" (which is highlighted with a red rectangular border), and "SIGN IN AS RMC". The right side of the page has a pink background with the heading "Hi, Dear!". Below it is the text "Want to join the GRMaS with us?" and a white "SIGN UP" button.

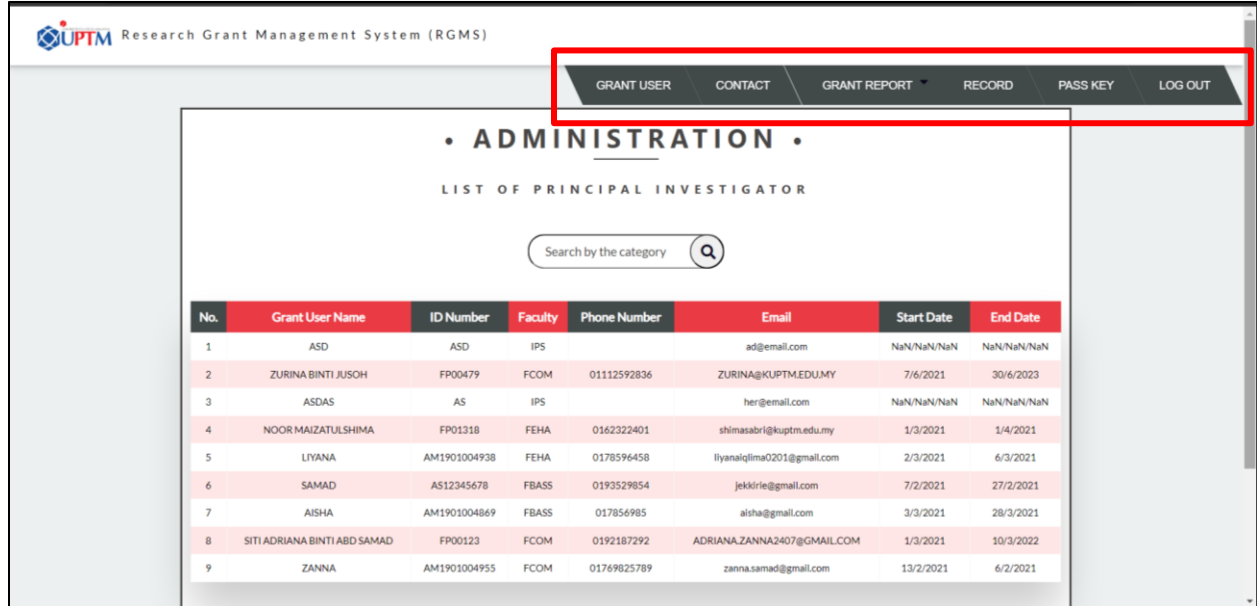
Figure 2 : Log In Page

## FORGOT PASSWORD?

🖨 If you forgot your Password, please contact the grant administration to request for password change.

## EXPLORE YOUR RGMS PAGE

- Once you log in, you will be redirect to the Research Coordinator page. You will be shown lists of the grant user profile data. You can search for their name, id number, phone number and email.
- There will be a navigation bar located on the top left. You can navigate through out the website from the menu given as in figure 3.

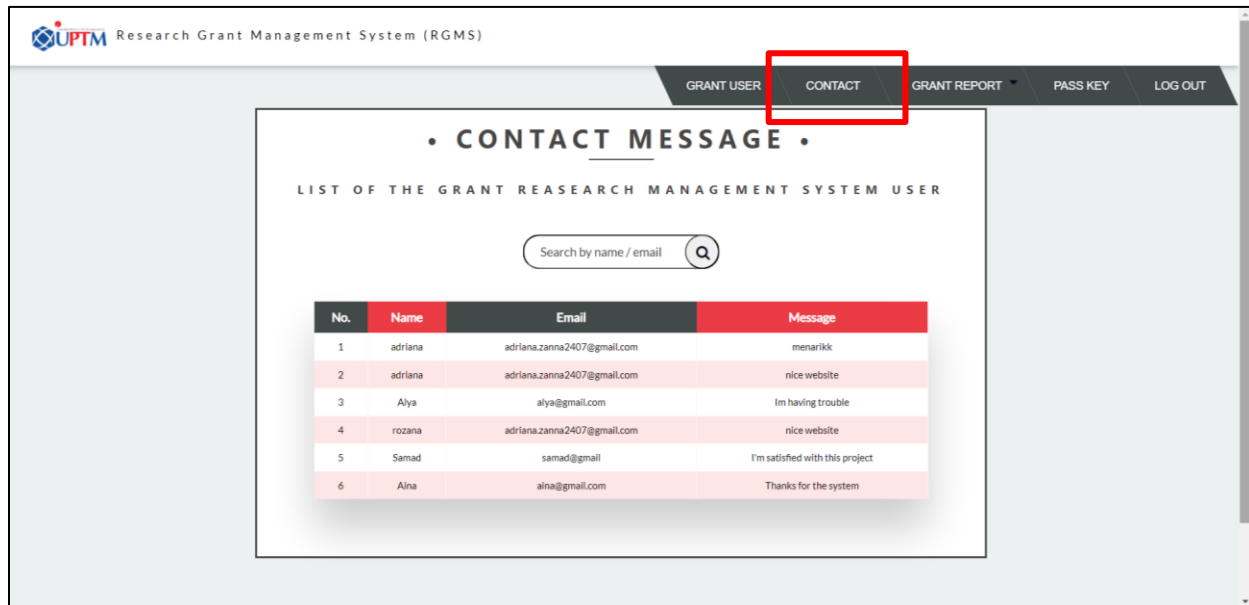


No.	Grant User Name	ID Number	Faculty	Phone Number	Email	Start Date	End Date
1	ASD	ASD	IPS		ad@email.com	NaN/NaN/NaN	NaN/NaN/NaN
2	ZURINA BINTI JUSOH	FP00479	FCOM	01112592836	ZURINA@KUPTM.EDU.MY	7/6/2021	30/6/2023
3	ASDAS	AS	IPS		her@email.com	NaN/NaN/NaN	NaN/NaN/NaN
4	NOOR MAIZATULSHIMA	FP01318	FEHA	0162322401	shimasabri@kuptm.edu.my	1/3/2021	1/4/2021
5	LIYANA	AM1901004938	FEHA	0178596458	liyanalqima0201@gmail.com	2/3/2021	6/3/2021
6	SAMAD	AS12345678	FBASS	0193529854	jekkirie@gmail.com	7/2/2021	27/2/2021
7	AISHA	AM1901004869	FBASS	017856985	alsha@gmail.com	3/3/2021	28/3/2021
8	SITI ADRIANA BINTI ABD SAMAD	FP00123	FCOM	0192187292	ADRIANA.ZANNA2407@GMAIL.COM	1/3/2021	10/3/2022
9	ZANNA	AM1901004955	FCOM	01769825789	zanna.samad@gmail.com	13/2/2021	6/2/2021

Figure3: Grant User page

## CONTACT PAGE

🖥️ If you navigate to financial menu as in figure 4, you will be shown the Contact page. In this page is where all message or feedback from user are listed for the administration to view.



UPTM Research Grant Management System (RGMS)

GRANT USER CONTACT GRANT REPORT PASS KEY LOG OUT

### • CONTACT MESSAGE •

LIST OF THE GRANT RESEARCH MANAGEMENT SYSTEM USER

Search by name / email 🔍

No.	Name	Email	Message
1	adriana	adriana.zanna2407@gmail.com	menarikkk
2	adriana	adriana.zanna2407@gmail.com	nice website
3	Alya	alya@gmail.com	Im having trouble
4	rozana	adriana.zanna2407@gmail.com	nice website
5	Samad	samad@gmail	I'm satisfied with this project
6	Alina	alina@gmail.com	Thanks for the system

Figure 4: Contact Page

## GRANT REPORT PAGE

If you navigate to financial menu as in figure 5, you will be shown the Grant Report page with the faculties FEHA, FBASS, and FCOM as the submenu . In this page is where all the Generated Progress Report and Generated Final Report are list from all grant user.

UPTM Research Grant Management System (RGMS)

GRANT USER CONTACT GRANT REPORT PASS KEY LOG OUT

FCOM  
FBASS  
FEHA  
IPS  
CIGLS

REPORT

Search by the category  Category

LIST OF GRANT LEADER.

No.	Grant User Name	ID Number	Faculty	Phone Number	Email	Session
1	ASD	ASD	IPS		ad@email.com	NaN/NaN/NaN to NaN/NaN/NaN
2	ZURINA BINTI JUSOH	FP00479	FCOM	01112592836	ZURINA@KUPTM.EDU.MY	7/6/2021 to 30/6/2023
3	ASDAS	AS	IPS		her@email.com	NaN/NaN/NaN to NaN/NaN/NaN
4	NOOR MAJZATULSHIMA	FP01318	FEHA	0162322401	shimasabri@kuptm.edu.my	1/3/2021 to 1/4/2021
5	LIYANA	AM1901004938	FEHA	0178596458	liyanalqima0201@gmail.com	2/3/2021 to 6/3/2021
6	SAMAD	AS12345678	FBASS	0193529854	jekkirie@gmail.com	7/2/2021 to 27/2/2021
7	AISHA	AM1901004869	FBASS	017856985	aisha@gmail.com	3/3/2021 to 28/3/2021
8	SITI ADRIANA BINTI ABD SAMAD	FP00123	FCOM	0192187292	ADRIANA.ZANNA2407@GMAIL.COM	1/3/2021 to 10/3/2022

Figure 5: Report Page



UPTM Research Grant Management System (RGMS)

GRANT USER CONTACT GRANT REPORT PASS KEY LOG OUT

## • REPORT •

Search by the category

Category

- Report Name
- Report Reference
- Year
- List Progress Report
- List Final Report

### LIST OF GRANT

No.	Grant User Name	ID Number	Faculty	Phone Number	Report Name	Session
1	ASD	ASD	IPS			NaN/NaN/NaN to NaN/NaN/NaN
2	ZURINA BINTI JUSOH	FP00479	FCOM	01112592836	ZURINA@KUPTM.EDU.MY	7/6/2021 to 30/6/2023
3	ASDAS	AS	IPS		her@email.com	NaN/NaN/NaN to NaN/NaN/NaN
4	NOOR MAIZATULSHIMA	FP01318	FEHA	0162322401	shimasabri@kuptm.edu.my	1/3/2021 to 1/4/2021
5	LIYANA	AM1901004938	FEHA	0178596458	liyanalqima0201@gmail.com	2/3/2021 to 4/3/2021
6	SAMAD	AS12345678	FBASS	0193529854	jekkie@gmail.com	7/2/2021 to 27/2/2021
7	AISHA	AM1901004869	FBASS	017856985	aisha@gmail.com	3/3/2021 to 28/3/2021
8	SITI ADRIANA BINTI ABD SAMAD	FP00123	FCOM	0192187292	ADRIANA.ZANNA2407@GMAIL.COM	1/3/2021 to 10/3/2022

Figure 6: Report Page Category

You can search a certain user report by entering the user information such as their full name. If you want to search the report based on category, please choose the option from the category then search based on the category you want.

UPTM Research Grant Management System (RGMS)

GRANT USER CONTACT GRANT REPORT PASS KEY LOG OUT


### GENERATED PROGRESS REPORT.

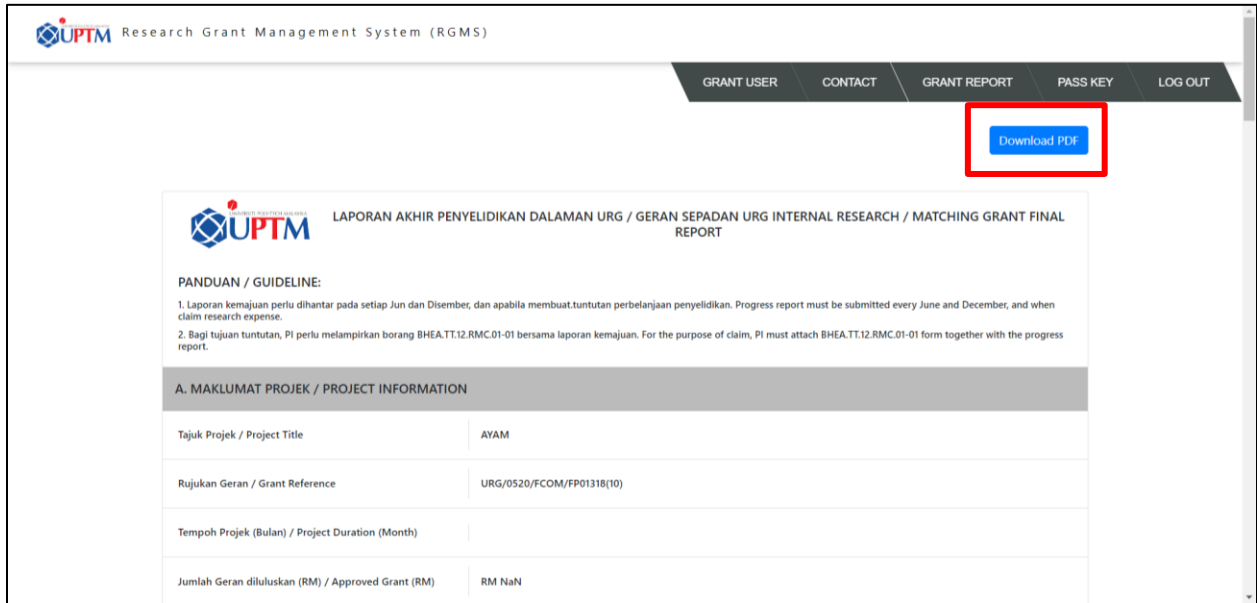
No.	Report Progress Title	Grant Reference	Grant Date	RMC Status	View/Delete
1	THE EFFECTIVENESS OF BAHASA MELAYU E-BOOK FOR DYSLLEXIA STUDENT		NaN/NaN/NaN	PENDING	<a href="#">View</a>
2	Lecture Centered Online Learning (One Learning Apps)	URG/0520/FCOM/FP01318(10)	21/10/2021	APPROVED	<a href="#">View</a>
3	RESEARCH GRANT MANAGEMENT SYSTEM	KUPTM.DVCRJ.RMC.15.MS (26)	17/1/2023	PENDING	<a href="#">View</a>
4	STUDENT CENTERED ONLINE LEARNING (ONE LEARNING APPS) 2	URG/0520/FCOM/FP01318(10)	11/11/2021	APPROVED	<a href="#">View</a>
5	Student Centered Online Learning (One Learning Apps)	URG/0520/FCOM/FP01318(10)	25/8/2021	APPROVED	<a href="#">View</a>

### GENERATED FINAL REPORT.

No.	Report Progress Title	Grant Reference	Grant Date	RMC Status	View/Delete
1	AYAM	URG/0520/FCOM/FP01318(10)	NaN/NaN/NaN	Approved	<a href="#">View</a>
2	TEST 500	URG/0520/FCOM/FP01318(10)	NaN/NaN/NaN	Approved	<a href="#">View</a>
3	XZCZXCZXC		NaN/NaN/NaN	PENDING	<a href="#">View</a>
4	LECTURE CENTERED ONLINE LEARNING (ONE LEARNING APPS)	URG/0520/FCOM/FP01318(10)	20/4/2022	Approved	<a href="#">View</a>
5	SADASDA	ASDASDASDA	NaN/NaN/NaN	PENDING	<a href="#">View</a>
6	STUDENT CENTERED ONLINE LEARNING (ONE LEARNING APPS)	URG/0520/FCOM/FP01318(10)	13/8/2021	Approved	<a href="#">View</a>

Figure 7: Report Page

 To view the report then click on the view button based on your preferred report to view. Then you will be redirected to view as well as download the file (PDF format) by clicking the download button as in figure 6.



**UPTM** Research Grant Management System (RGMS)

GRANT USER CONTACT GRANT REPORT PASS KEY LOG OUT

**Download PDF**

**UPTM** LAPORAN AKHIR PENYELIDIKAN DALAMAN URG / GERAN SEPADAN URG INTERNAL RESEARCH / MATCHING GRANT FINAL REPORT

**PANDUAN / GUIDELINE:**

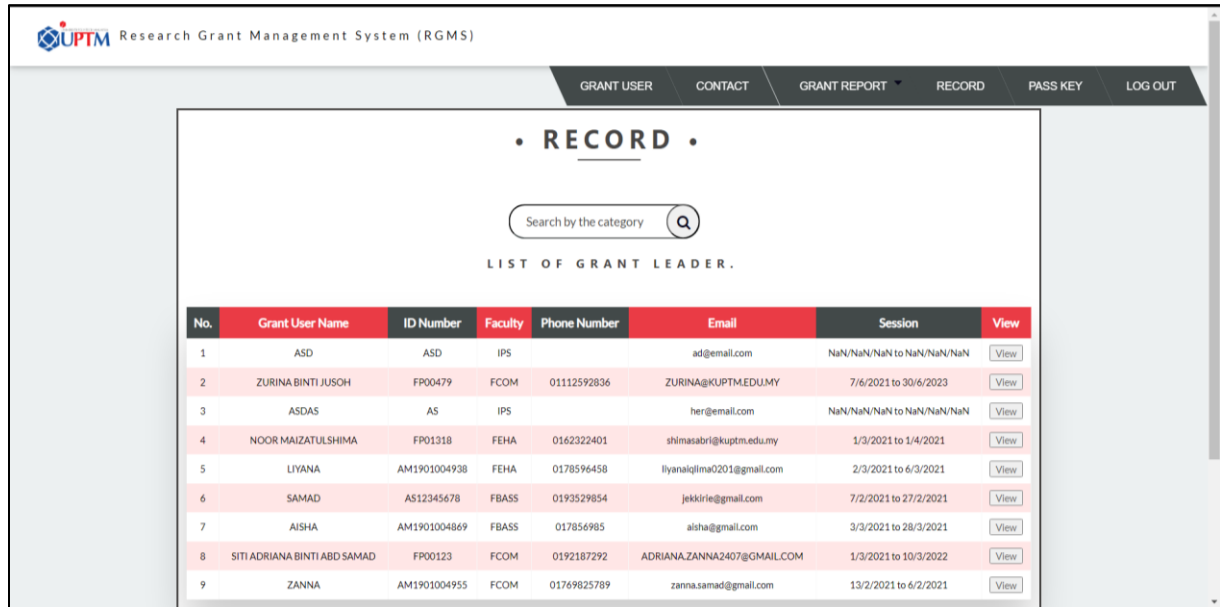
1. Laporan kemajuan perlu dihantar pada setiap Jun dan Disember, dan apabila membuat tuntutan perbelanjaan penyelidikan. Progress report must be submitted every June and December, and when claim research expense.
2. Bagi tujuan tuntutan, PI perlu melampirkan borang BHEA.TT.12.RMC.01-01 bersama laporan kemajuan. For the purpose of claim, PI must attach BHEA.TT.12.RMC.01-01 form together with the progress report.

**A. MAKLUMAT PROJEK / PROJECT INFORMATION**

Tajuk Projek / Project Title	AYAM
Rujukan Geran / Grant Reference	URG/0520/FCOM/FP01318(10)
Tempoh Projek (Bulan) / Project Duration (Month)	
Jumlah Geran diluluskan (RM) / Approved Grant (RM)	RM NaN

Figure 6: View Report page.

## RECORD PAGE



UPTM Research Grant Management System (RGMS)

GRANT USER CONTACT GRANT REPORT RECORD PASS KEY LOG OUT

• RECORD •

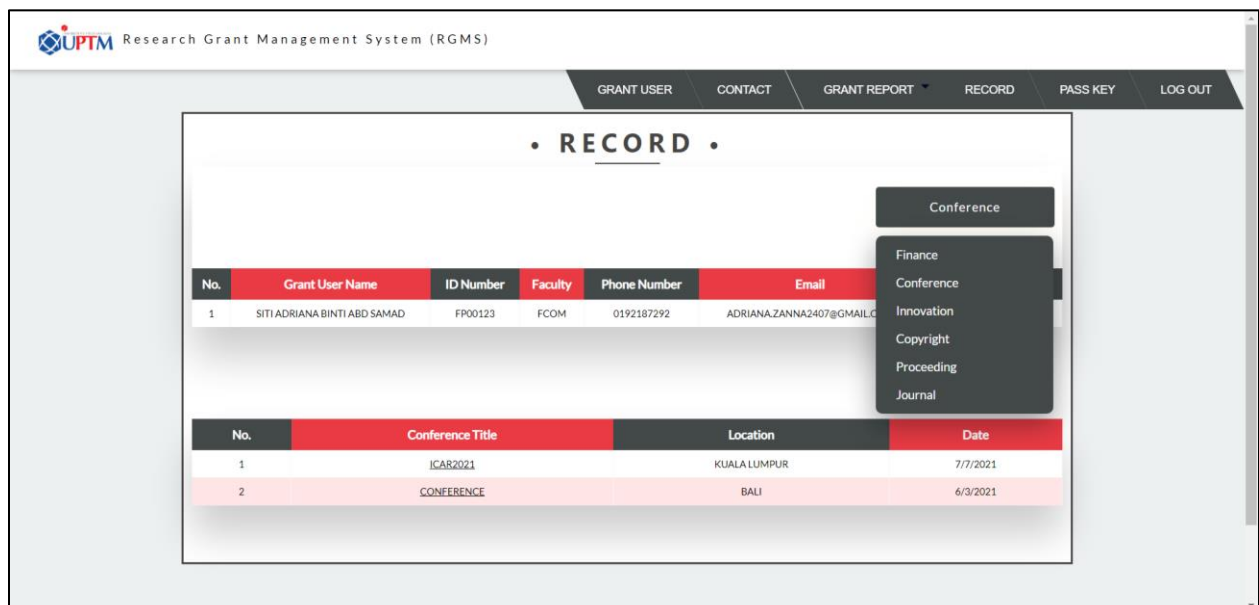
Search by the category

LIST OF GRANT LEADER.

No.	Grant User Name	ID Number	Faculty	Phone Number	Email	Session	View
1	ASD	ASD	IPS		ad@email.com	NaN/NaN/NaN to NaN/NaN/NaN	<a href="#">View</a>
2	ZURINA BINTI JUSOH	FP00479	FCOM	01112592836	ZURINA@KUPTMEDUMY	7/6/2021 to 30/6/2023	<a href="#">View</a>
3	ASDAS	AS	IPS		her@email.com	NaN/NaN/NaN to NaN/NaN/NaN	<a href="#">View</a>
4	NOOR MAUZATULSHIMA	FP01318	FEHA	0162322401	shimasabri@kuptm.edu.my	1/3/2021 to 1/4/2021	<a href="#">View</a>
5	LIYANA	AM1901004938	FEHA	0178596458	liyanalq@mao201@gmail.com	2/3/2021 to 6/3/2021	<a href="#">View</a>
6	SAMAD	AS12345678	FBASS	0193529854	jekkkirie@gmail.com	7/2/2021 to 27/2/2021	<a href="#">View</a>
7	AISHA	AM1901004869	FBASS	017856985	aisha@gmail.com	3/3/2021 to 28/3/2021	<a href="#">View</a>
8	SITI ADRIANA BINTI ABD SAMAD	FP00123	FCOM	0192187292	ADRIANA.ZANNA2407@GMAIL.COM	1/3/2021 to 10/3/2022	<a href="#">View</a>
9	ZANNA	AM1901004955	FCOM	01769825789	zanna.samad@gmail.com	13/2/2021 to 6/2/2021	<a href="#">View</a>

Figure 7: Record Page

- If you navigate to financial menu as in figure7, you will be shown the Record page where all the record of Journal, Copyright, Proceeding, Finance, Conference, and Innovation of the Principal Investigator. To view click on the button view from the list of user.



UPTM Research Grant Management System (RGMS)

GRANT USER CONTACT GRANT REPORT RECORD PASS KEY LOG OUT

• RECORD •

Conference

Finance

Conference

Innovation

Copyright

Proceeding

Journal

No.	Grant User Name	ID Number	Faculty	Phone Number	Email
1	SITI ADRIANA BINTI ABD SAMAD	FP00123	FCOM	0192187292	ADRIANA.ZANNA2407@GMAIL.COM

No.	Conference Title	Location	Date
1	ICAR2021	KUALA LUMPUR	7/7/2021
2	CONFERENCE	BALI	6/3/2021

Figure 8: Record View Page

🖥️ Then you can click on the category button to view based on category, then you can export the list into an excel file.

The screenshot displays the UPTM Research Grant Management System (RGMS) interface. The top navigation bar includes links for GRANT USER, CONTACT, GRANT REPORT, RECORD, PASS KEY, and LOG OUT. The main content area is titled "• RECORD •" and features a "Conference" button. Below this, there are two tables. The first table lists grant records with columns: No., Grant User Name, ID Number, Faculty, Phone Number, Email, and Session. The second table lists conference details with columns: No., Conference Title, Location, and Date. An "Export to Excel" button is highlighted with a red box.

No.	Grant User Name	ID Number	Faculty	Phone Number	Email	Session
1	SITI ADRIANA BINTI ABD SAMAD	FP00123	FCOM	0192187292	ADRIANA.ZANNA2407@GMAIL.COM	1/3/2021 to 10/3/2022

No.	Conference Title	Location	Date
1	ICAR2021	KUALA LUMPUR	7/7/2021
2	CONFERENCE	BALI	6/3/2021

Figure 9: Record View Page

## PASS KEY PAGE

- Pass key are used for the new user lecturer to sign up as new user. Therefore, the pass key are important for administration to change frequently and disclose the from the public.
- To change the passkey, user need to enter new key and click on the pen logo to update in figure 7.

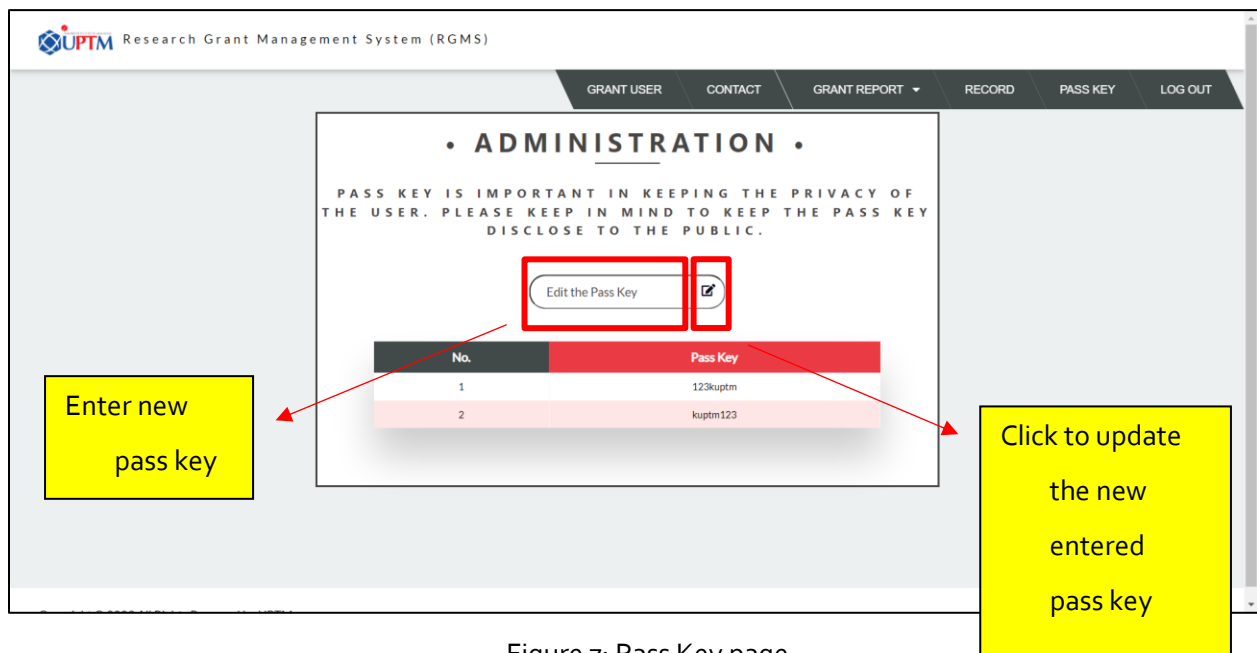


Figure 7: Pass Key page.

## SEARCH PAGE

- If you want to find any grant report without the need to sign in into the system. There is Search Page where you are able to search for any grant report details but not able to download them. In order to download the report you need to sign in into the system.

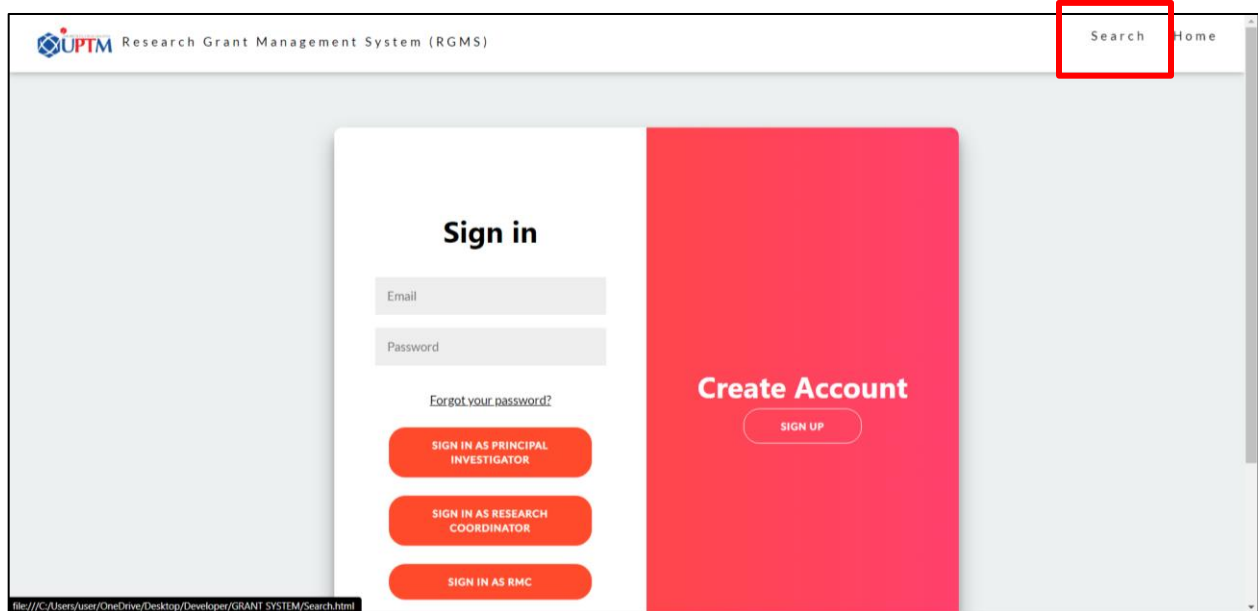


Figure 8: Sign In Page

🖥️ This search page is able to reach at the sign page in, navigation menu bar. User need to click the search button then they will be able to search any documents' title, date, reference, and leader name.

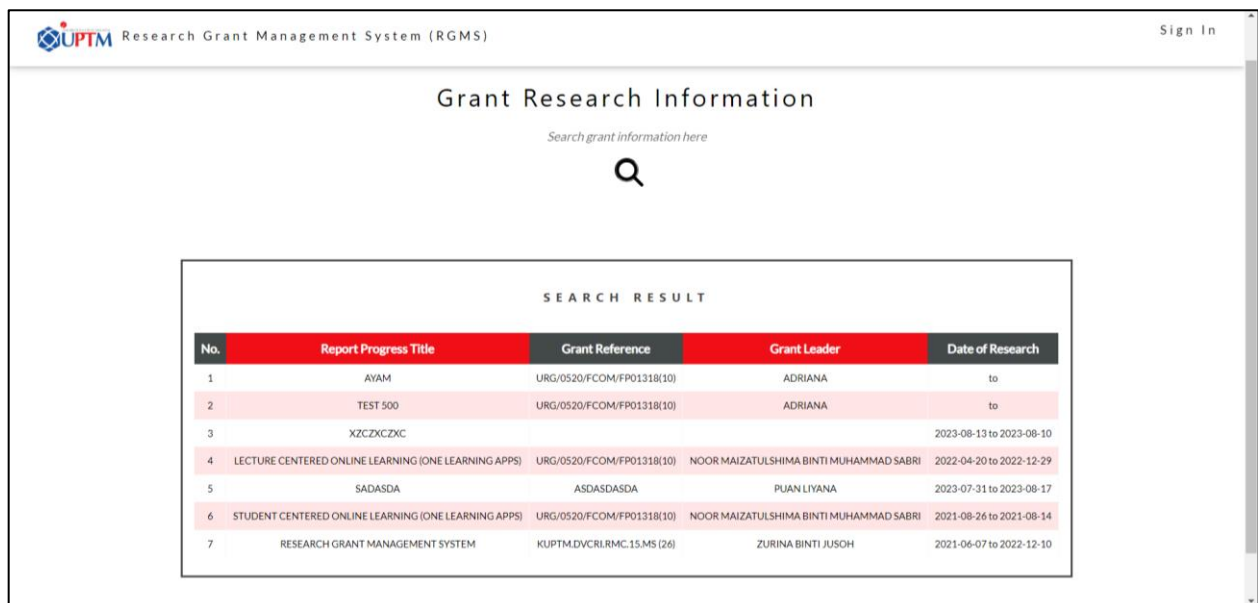


Figure 9: Search Page

**Thank you everyone! If you have any inquiries or need further information, please contact Research Coordinator or the Grant Administration.**

## RESEARCH GRANT MANAGEMENT SYSTEM (RGMS)

### GUIDELINES FOR RMC

#### PERSONAL RESEARCH GRANT MANAGEMENT SYSTEM OVERVIEW

- Personal Research Grant Management System is a web-based system designed to allow grant researchers at KUPTM KL manage data, calculate expenses, and generate reports. The system can also store numerous files and types of folders, keep track of all spending, compute the grant amount, and generate reports in PDF format that can be downloaded. It has a variety of functions for different types of users. The research coordinator is able to keep track of the generated reports from the lecturers. One of the users who will be able to use the system is RMC staff.

#### HOW TO OPEN AND LOG IN THE PERSONAL RESEARCH GRANT MANAGEMENT SYSTEM?

- Use the website address: <http://> to open the Grant Research Management System.
- Then, click **Sign in** to open Login window as presented in Figure 1



Figure 1 : RGMS Home Page

- To sign in please use the information given from the administration that you have registered from them.

✎ Email : Your Email  
✎ Password : Registered password

**Sign in**

Email

Password

[Forgot your password?](#)

**SIGN IN**

**SIGN IN AS RESEARCH COORDINATOR**

**SIGN IN AS RMC**

**Hi, Dear!**

Want to join the GRMaS with us?

**SIGN UP**

Figure 2 : Log In Page

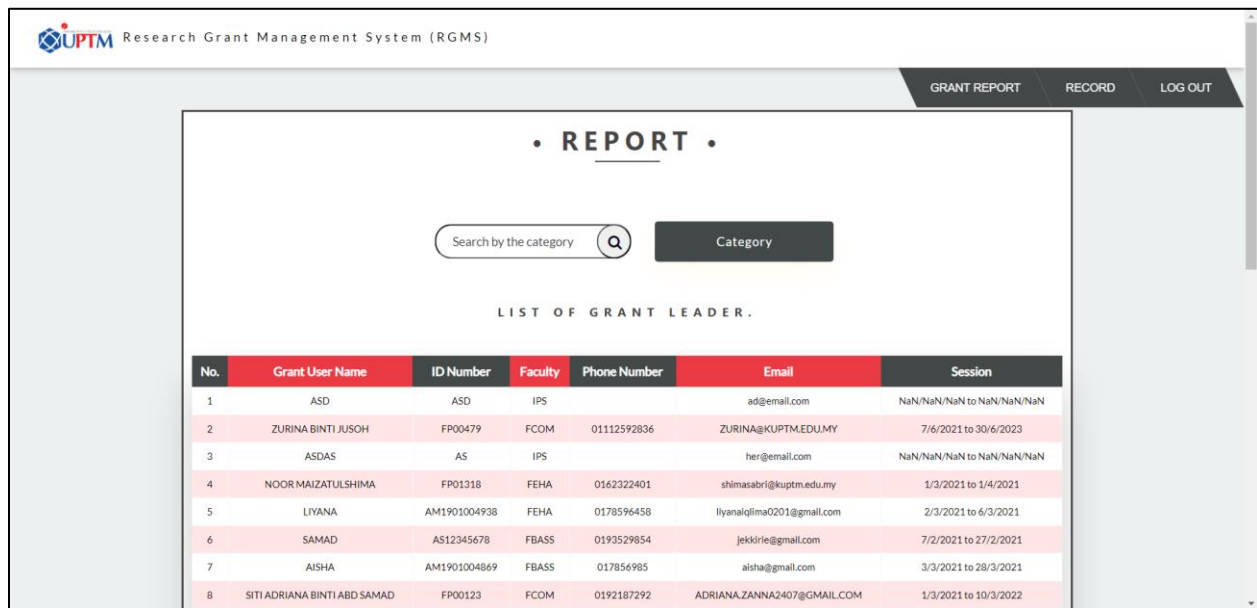
## FORGOT PASSWORD?

💻 If you forgot your Password, please contact the administration to request for password change.



## EXPLORE YOUR RGMS PAGE

Once you log in, you will be redirect to the RMC page. You will be shown lists of the grant user profile data as well as their report that have been submitted. You can search for their name, id number, phone number and email based on the category . There will be a navigation bar located on the top left. You can navigate through out the website from the menu given as in figure 3.




The screenshot displays the RMC main page of the Research Grant Management System (RGMS). At the top, there is a navigation bar with links for GRANT REPORT, RECORD, and LOG OUT. Below this, a search bar is labeled "Search by the category" with a magnifying glass icon and a "Category" button. The main content area is titled "REPORT" and "LIST OF GRANT LEADER". It contains a table with 8 columns: No., Grant User Name, ID Number, Faculty, Phone Number, Email, and Session. The table lists 8 grant users with their respective details.

No.	Grant User Name	ID Number	Faculty	Phone Number	Email	Session
1	ASD	ASD	IPS		ad@email.com	NaN/NaN/NaN to NaN/NaN/NaN
2	ZURINA BINTI JUSOH	FP00479	FCOM	01112592836	ZURINA@KUPTM.EDU.MY	7/6/2021 to 30/6/2023
3	ASDAS	AS	IPS		her@email.com	NaN/NaN/NaN to NaN/NaN/NaN
4	NOOR MAIZATULSHIMA	FP01318	FEHA	0162322401	shimasabri@kuptm.edu.my	1/3/2021 to 1/4/2021
5	LIYANA	AM1901004938	FEHA	0178596458	liyanalqima0201@gmail.com	2/3/2021 to 6/3/2021
6	SAMAD	AS12345678	FBASS	0193529854	jekkirie@gmail.com	7/2/2021 to 27/2/2021
7	AISHA	AM1901004869	FBASS	017856985	aisha@gmail.com	3/3/2021 to 28/3/2021
8	SITI ADRIANA BINTI ABD SAMAD	FP00123	FCOM	0192187292	ADRIANA.ZANNA2407@GMAIL.COM	1/3/2021 to 10/3/2022


Figure3: RMC main page


## APPROVE REPORT

 To approve a report, user need to view the preferred report with status “PENDING” by clicking view button as in figure 4.


GENERATED FINAL REPORT.				
No.	Report Progress Title	Grant Reference	Status	View/Edit
1	AYAM	URG/0520/FCOM/FP01318(10)	Approved	<a href="#">View</a>
2	TEST 500	URG/0520/FCOM/FP01318(10)	Approved	<a href="#">View</a>
3	SUKAN	URG/0520/FCOM/FP01318(10)	PENDING	<a href="#">View</a>
4	LECTURE CENTERED ONLINE LEARNING (ONE LEARNING APPS)	URG/0520/FCOM/FP01318(10)	Approved	<a href="#">View</a>
5	STUDENT CENTERED ONLINE LEARNING (ONE LEARNING APPS)	URG/0520/FCOM/FP01318(10)	Approved	<a href="#">View</a>
6	HARI JAMUAN	URG/0520/FCOM/FP01318(10)	PENDING	<a href="#">View</a>

Figure 4: View Report

 The system then will show you the grant report as well as the details based on the format that have been set in the system.

 Research Grant Management System (RGMS)

GRANT REPORTLOG OUT



LAPORAN KEMAJUAN PENYELIDIKAN DALAMAN URG / GERAN SEPADAN URG INTERNAL RESEARCH / MATCHING GRANT  
PROGRESS REPORT

PANDUAN / GUIDELINE:  
1. Laporan kemajuan perlu dihantar pada setiap Jun dan Disember, dan apabila membuat tuntutan perbelanjaan penyelidikan. Progress report must be submitted every June and December, and when claim research expense.  
2. Bagi tujuan tuntutan, PI perlu melampirkan borang BHEA.TT.12.RMC.01-01 bersama laporan kemajuan. For the purpose of claim, PI must attach BHEA.TT.12.RMC.01-01 form together with the progress report.

A. MAKLUMAT PROJEK / PROJECT INFORMATION

Tajuk Projek / Project Title	THE EFFECTIVENESS OF BAHASA MELAYU E-BOOK FOR DYSLEXIA STUDENT
Rujukan Geran / Grant Reference	
Tempoh Projek (Bulan) / Project Duration (Month)	12 MONTHS
Jumlah Geran yang diluluskan (RM) / Approved Grant (RM)	25.00
Tarikh Mula & Tamat / Start & End Date	5/7/2023 to 3/7/2024

Figure 5: View Report Page

- 🖥️ If user scroll the grant report to the bottom there will be two buttons which allow user to download or approved the report. To approve report, click the “Approve Document” button as in figure 6.

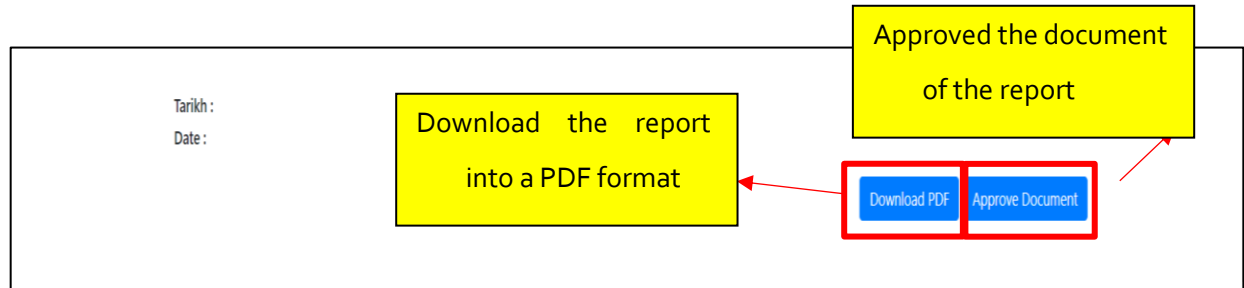


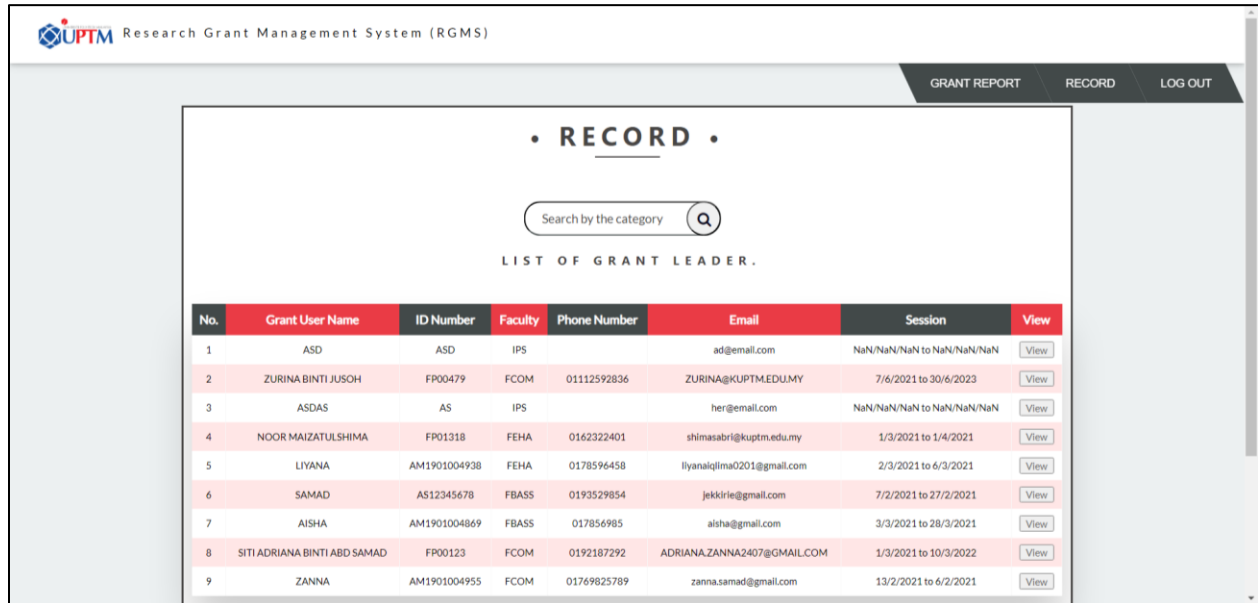
Figure 6: Approve and download button

- 🖥️ User need to fill the approval from and click button save at the bottom of the form to submit. Then you can see the status of the report that you approved change from “Pending” to “Approved” as in figure 7.

GENERATED FINAL REPORT.				
No.	Report Progress Title	Grant Reference	Status	View/Edit
1	AYAM	URG/0520/FCOM/FP01318(10)	Approved	<button>View</button>
2	TEST 500	URG/0520/FCOM/FP01318(10)	Approved	<button>View</button>
3	SUKAN	URG/0520/FCOM/FP01318(10)	PENDING	<button>View</button>
4	LECTURE CENTERED ONLINE LEARNING (ONE LEARNING APPS)	URG/0520/FCOM/FP01318(10)	Approved	<button>View</button>
5	STUDENT CENTERED ONLINE LEARNING (ONE LEARNING APPS)	URG/0520/FCOM/FP01318(10)	Approved	<button>View</button>
6	HARI JAMUAN	URG/0520/FCOM/FP01318(10)	Approved	<button>View</button>

Figure 7: Status Report Updated

## RECORD PAGE



UPTM Research Grant Management System (RGMS)

GRANT REPORT RECORD LOG OUT

• RECORD •

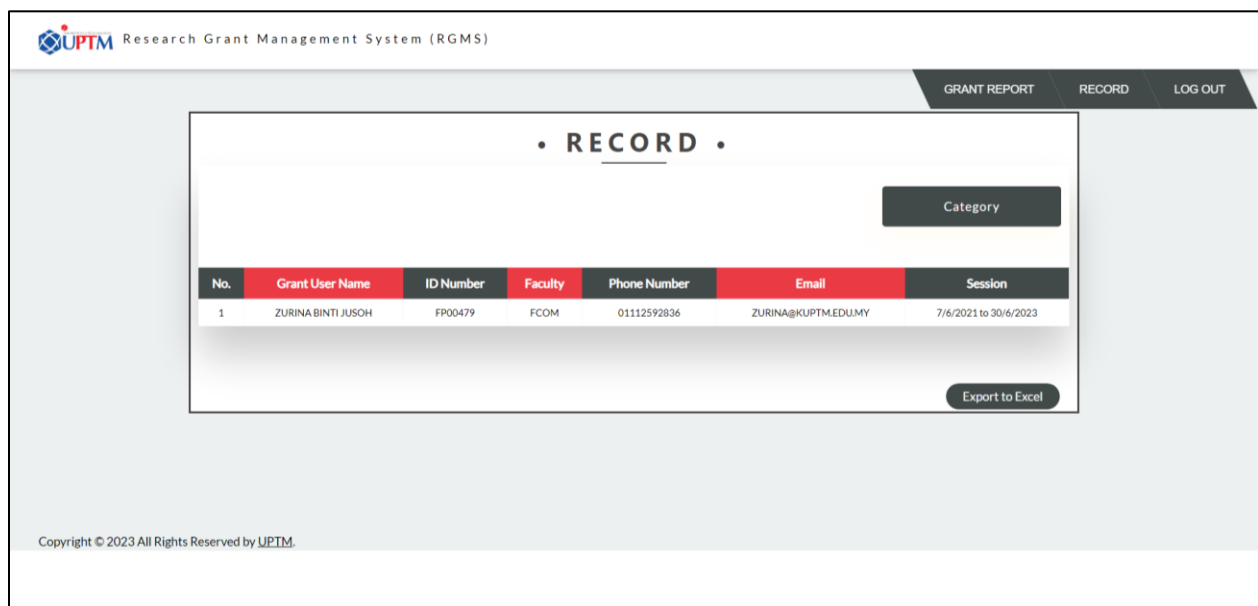
Search by the category

LIST OF GRANT LEADER.

No.	Grant User Name	ID Number	Faculty	Phone Number	Email	Session	View
1	ASD	ASD	IPS		ad@email.com	NaN/NaN/NaN to NaN/NaN/NaN	<a href="#">View</a>
2	ZURINA BINTI JUSOH	FP00479	FCOM	01112592836	ZURINA@KUPTM.EDU.MY	7/6/2021 to 30/6/2023	<a href="#">View</a>
3	ASDAS	AS	IPS		her@email.com	NaN/NaN/NaN to NaN/NaN/NaN	<a href="#">View</a>
4	NOOR MAIZATULSHIMA	FP01318	FEHA	0162322401	shimasabri@kuptm.edu.my	1/3/2021 to 1/4/2021	<a href="#">View</a>
5	LIYANA	AM1901004938	FEHA	0178596458	liyanalqilma0201@gmail.com	2/3/2021 to 6/3/2021	<a href="#">View</a>
6	SAMAD	AS12345678	FBASS	0193529854	jekkirie@gmail.com	7/2/2021 to 27/2/2021	<a href="#">View</a>
7	AISHA	AM1901004869	FBASS	017856985	aisha@gmail.com	3/3/2021 to 28/3/2021	<a href="#">View</a>
8	SITI ADRIANA BINTI ABD SAMAD	FP00123	FCOM	0192187292	ADRIANA.ZANNA2407@GMAIL.COM	1/3/2021 to 10/3/2022	<a href="#">View</a>
9	ZANNA	AM1901004955	FCOM	01769825789	zanna.samad@gmail.com	13/2/2021 to 6/2/2021	<a href="#">View</a>

Figure 7: Record Page

If you navigate to financial menu as in figure7, you will be shown the Record page where all the record of Journal, Copyright, Proceeding, Finance, Conference, and Innovation of the Principal Investigator. To view click on the button view from the list of user.



UPTM Research Grant Management System (RGMS)

GRANT REPORT RECORD LOG OUT

• RECORD •

Category

No.	Grant User Name	ID Number	Faculty	Phone Number	Email	Session
1	ZURINA BINTI JUSOH	FP00479	FCOM	01112592836	ZURINA@KUPTM.EDU.MY	7/6/2021 to 30/6/2023

Export to Excel

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Figure 8: Record View Page

Then you can click on the category button to view based on category, then you can export the list into an excel file.

UPTM Research Grant Management System (RGMS)

• RECORD •

GRANT REPORT RECORD LOG OUT

Finance

No.	Grant User Name	ID Number	Faculty	Phone Number	Email	Session
1	ZURINA BINTI JUSOH	FP00479	FCOM	01112592836	ZURINA@KUPTM.EDUMY	7/6/2021 to 30/6/2023

Export to Excel

Date	Activity	Debit (RM)	Credit (RM)	Balance (RM)
2021-06-08	FUND		10900.00	-10900.00
15/6/2021	L-RJA REGISTRATION FEE	90.00		-10810.00
23/6/2021	PAYMENT TO DEVELOPER -1	1400.00		-9410.00
28/7/2021	PAYMENT TO DEVELOPER -2	1400.00		-8010.00
17/8/2021	KNOWLEDGE SHARING BY RMC	50.00		-7960.00
23/8/2021	PROOF READ	264.74		-7695.26
2023-07-24	BOOKS		150.00	-7845.26

Figure 9: Record View Page

## SEARCH PAGE

🖥️ If you want to find any grant report without the need to sign in into the system. There is Search Page where you are able to search for any grant report details but not able to download them. In order to download the report you need to sign in into the system.

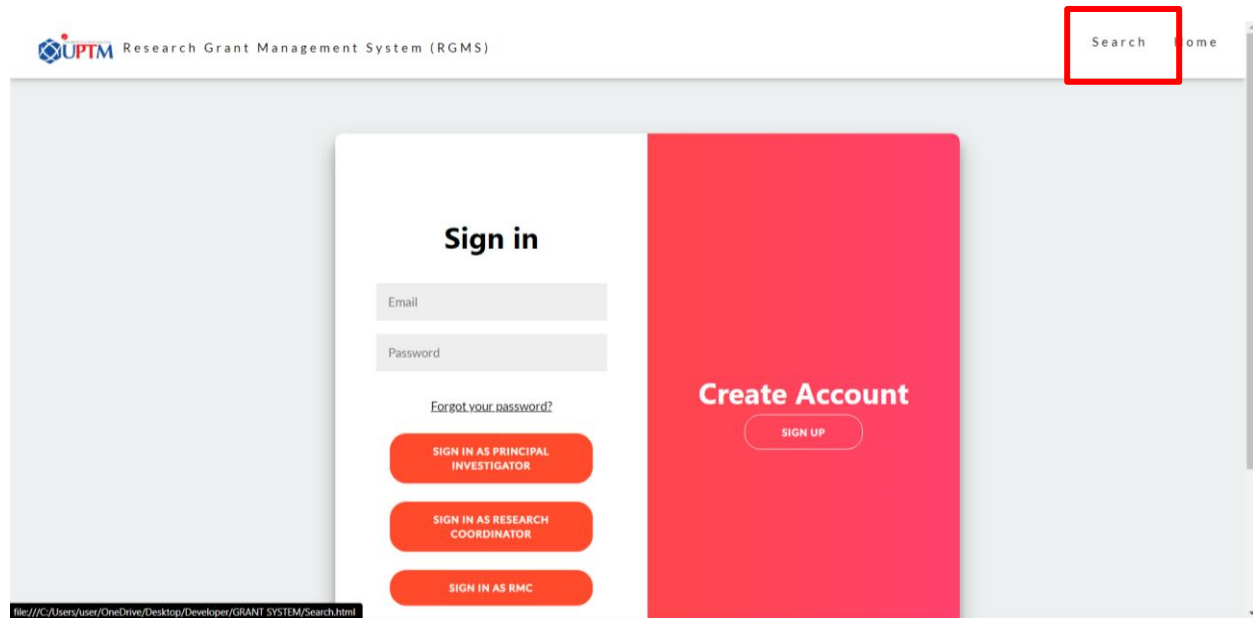



Figure 8: Sign In Page

🖥️ This search page is able to reach at the sign page in, navigation menu bar. User need to click the search button then they will be able to search any documents' title, date, reference, and leader name.


Research Grant Management System (RGMS)

Sign In

# Grant Research Information

Search grant information here

Q

SEARCH RESULT

No.	Report Progress Title	Grant Reference	Grant Leader	Date of Research
1	AYAM	URG/0520/FCOM/FP01318(10)	ADRIANA	to
2	TEST 500	URG/0520/FCOM/FP01318(10)	ADRIANA	to
3	XZCZXCZXC			2023-08-13 to 2023-08-10
4	LECTURE CENTERED ONLINE LEARNING (ONE LEARNING APPS)	URG/0520/FCOM/FP01318(10)	NOOR MAIZATULSHIMA BINTI MUHAMMAD SABRI	2022-04-20 to 2022-12-29
5	SADASDA	ASDASDASDA	PUAN LIYANA	2023-07-31 to 2023-08-17
6	STUDENT CENTERED ONLINE LEARNING (ONE LEARNING APPS)	URG/0520/FCOM/FP01318(10)	NOOR MAIZATULSHIMA BINTI MUHAMMAD SABRI	2021-08-26 to 2021-08-14
7	RESEARCH GRANT MANAGEMENT SYSTEM	KUPTM.DVCR.LRMC.15.MS (26)	ZURINA BINTI JUSOH	2021-06-07 to 2022-12-10

Figure 9: Search Page

Thank you everyone! If you have any inquiries or need further information, please contact Research Coordinator or the Grant Administration.

