"Research is to see what everybody else has seen, and to think what nobody else has thought".

Albert Szent–Gyorgyi

MyRIMS (Research Integrated Management System) is a cutting-edge website designed to support research management and consultation at UPSI (Universiti Pendidikan Sultan Idris). With the Research function, lecturers and staff can efficiently handle research projects, collaborate seamlessly, manage funding, and track publications. The Consultation function enables easy appointment scheduling, resource sharing, and feedback exchange between academic staff and students. MyRIMS aims to enhance research productivity and provide excellent support for academic growth within the UPSI community.
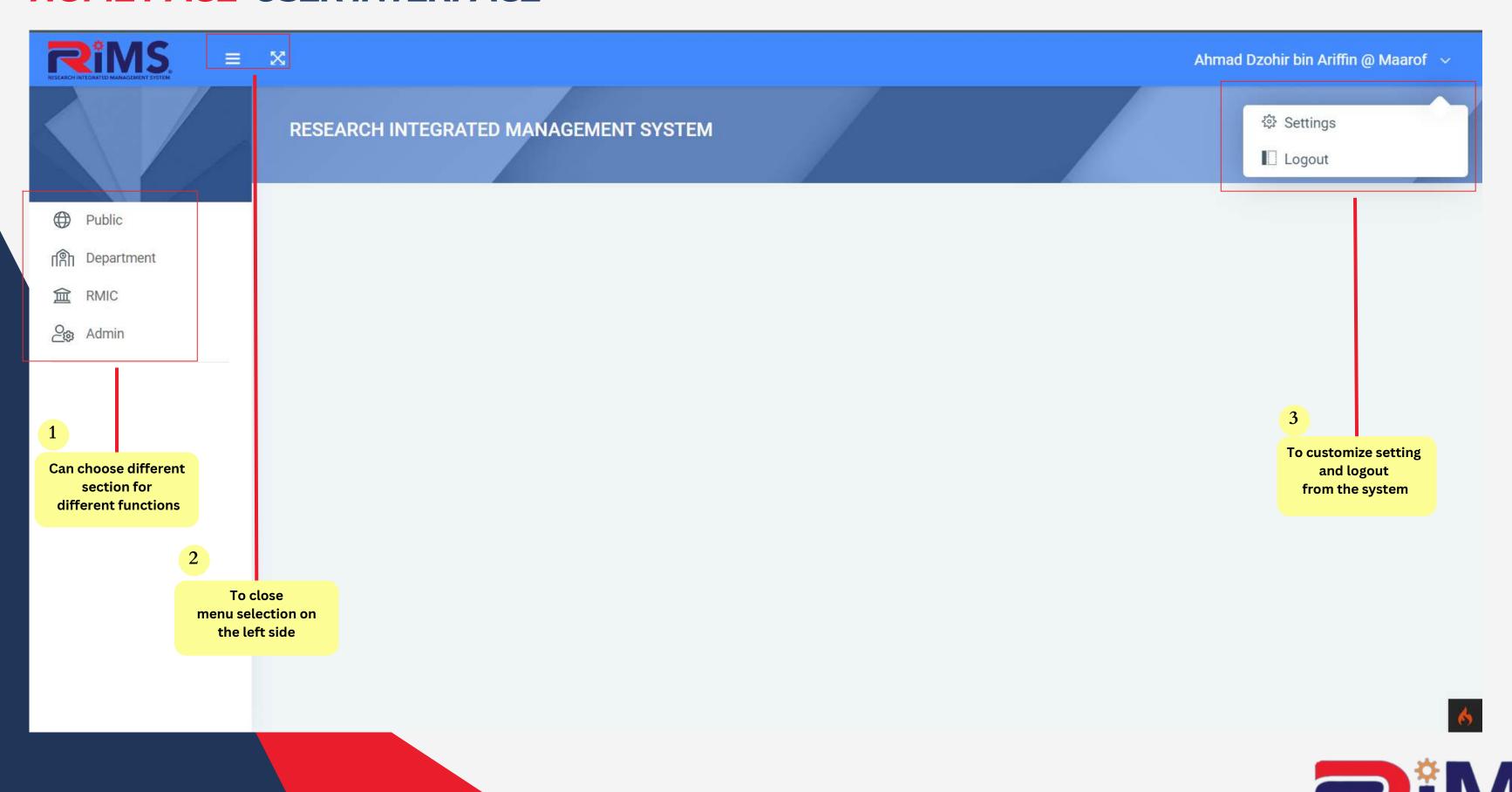
FUNCTIONS IN EXTERNAL RESEARCH MODULE

Feedback

Joint Research Application

Application Evaluation

External Research Registration

RiMS

RESEARCH INTEGRATED MANAGEMENT SYSTEM

HOME PAGE

HOME PAGE USER INTERFACE

RIMS
RESEARCH INTEGRATED MANAGEMENT SYSTEM

Ahmad Dzohir bin Ariffin @ Maarof

RESEARCH INTEGRATED MANAGEMENT SYSTEM

⚙ Settings
▯ Logout

🌐 Public
🏢 Department
🏛 RMIC
👤⚙ Admin

1

Can choose different section for different functions

2

To close menu selection on the left side

3

To customize setting and logout from the system

HOME PAGE *USER INTERFACE*

1. First, choose which section you want to access by clicking either **Public, Department, RMIC or Admin.**

2. You also can choose either to close menu selection and enter to fullscreen mode by clicking.

3. You also can go to **Settings** and **Logout.**

RIMS

RESEARCH INTEGRATED MANAGEMENT SYSTEM

PUBLIC PAGE

RiMS

RESEARCH INTEGRATED MANAGEMENT SYSTEM

EXTERNAL RESEARCH REGISTRATION
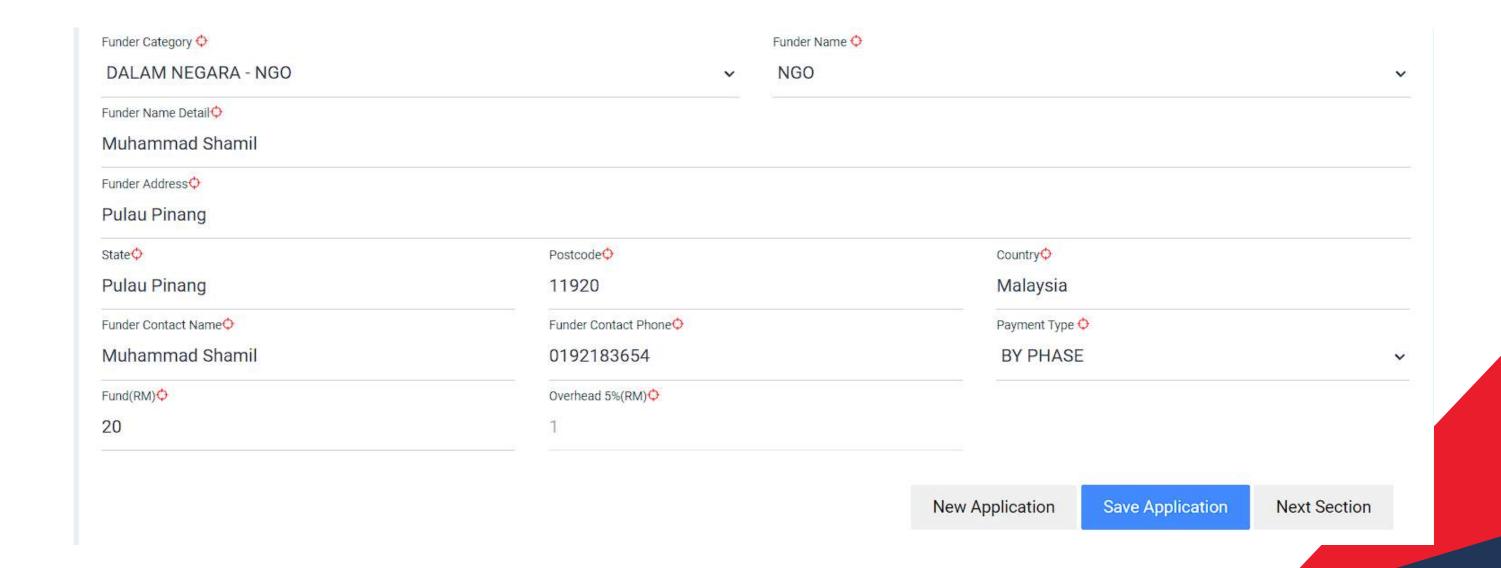
ADDING DETAIL

Detail

Active Application ▼   New Mode

Research Code

Clasification ○
TIDAK SULIT/NON CONFIDENTIAL ▼

Proposed Research Title ○
Gaming Is Not a Waste

Keywords ○
Game

Abstract (Words: 5/300) ○
Gaming Is Not a Waste

Duration (Month) ○
2

Date Start ○
01/10/2023 📅

Date End ○
03/10/2023

Research Domain ○
TEKNOLOGI MAKLUMAT DAN KOM ▼

Cluster
FRONTIER TECHNOLOGIES & ADVANCED MANUI ▼

National Priority Area
NOT APPLICABLE (TIDAK BERKENAAN) ▼

Sustainable Delevopment Goal (SDG) Category ○
DECENT WORK AND ECONOMIC GROWTH ▼

ADDING DETAIL

Funder Category ✛

DALAM NEGARA - NGO ⌄

Funder Name ✛

NGO ⌄

Funder Name Detail ✛

Muhammad Shamil

Funder Address ✛

Pulau Pinang

State ✛

Pulau Pinang

Postcode ✛

11920

Country ✛

Malaysia

Funder Contact Name ✛

Muhammad Shamil

Funder Contact Phone ✛

0192183654

Payment Type ✛

BY PHASE ⌄

Fund(RM) ✛

20

Overhead 5%(RM) ✛

1

New Application   Save Application   Next Section

ADDING DETAIL

1. Click **Public.**

2. Click the **Research** from the side menu.

3. Choose the **External Research Registration.**

4. List **External Research Registration** will be displayed once the button is clicked and just select the **Application.**

5. Choose the **Detail** from the Application list.

ADDING DETAIL

1. First of all, choose clasification.

2. Next is proposed research title.

3. Put a keywords.

4. Write an abstract.

5. Insert duration.

6. Insert date start and date end.

7. Choose research domain.

8. Choose cluster if related.

9. Choose national priority area if related.

10. Choose SDG category.

ADDING DETAIL

11. Choose funder category.

12. Insert funder name.

13. Give funder name detail.

14. Give funder address.

15. Give funder contact name.

16. Give funder contact phone.

17. Choose payment type.

18. Lastly, insert fund and click **Save**. Then click **Next Section**.

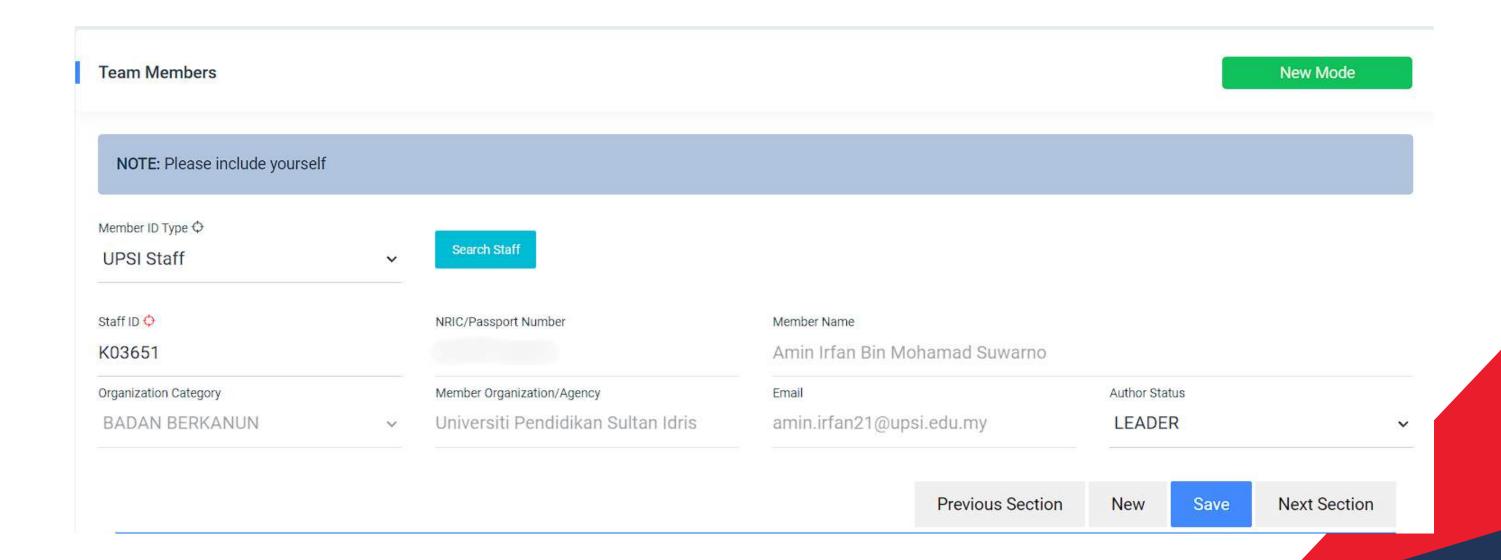## Research

Research Application

Feedback

Application Evaluation

External Research Registration —

≫ Application

- ▦ Detail
- ▦ Member(s)
- ▦ Milestones
- ▦ Budget
- ▦ Output(s)
- ▦ Documents
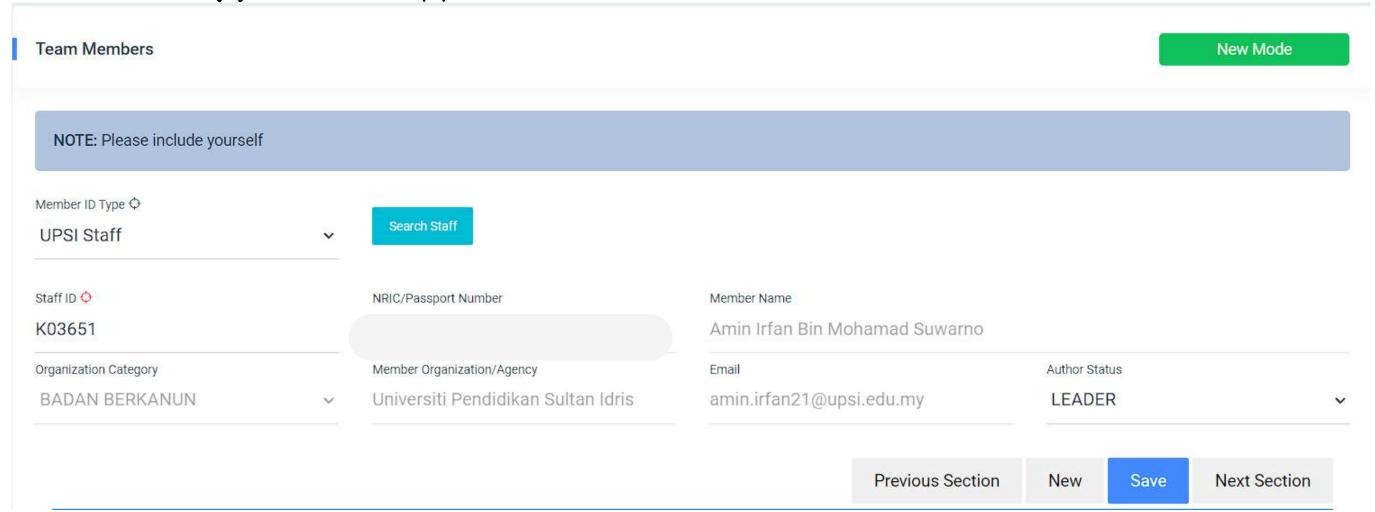- ▦ Submission

≫ External Evaluation
≫ Joint Research

Application Member(s)

ADDING MEMBER(S)

Team Members

New Mode

NOTE: Please include yourself

Member ID Type ⟳

UPSI Staff

Search Staff

Staff ID ⟳

K03651

NRIC/Passport Number

Member Name

Amin Irfan Bin Mohamad Suwarno

Organization Category

BADAN BERKANUN

Member Organization/Agency

Universiti Pendidikan Sultan Idris

Email

amin.irfan21@upsi.edu.my

Author Status

LEADER

Previous Section | New | Save | Next Section

ADDING MEMBER(S)

1. Click **Public.**

2. Click the **Research** from the side menu.

3. Choose the **External Research Registration.**

4. List **External Research Registration** will be displayed once the button is clicked and just select the **Application.**
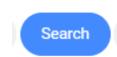
5. Choose the **Member(s)** from the Application list.

ADDING MEMBER(S)

1. Click search and enter the name of the member [Search Staff]

2. Click search. [Search]

3. Click this green box to choose the membe ✅

4. Then, the system will automatically fill in the existing information about the member.

5. Next, Choose member status.

6. Click **Save** to save all the progress and click **Next Section** to move to the next section. [Save] [Next Section]

7. Member that has been added will be displayed under the form.
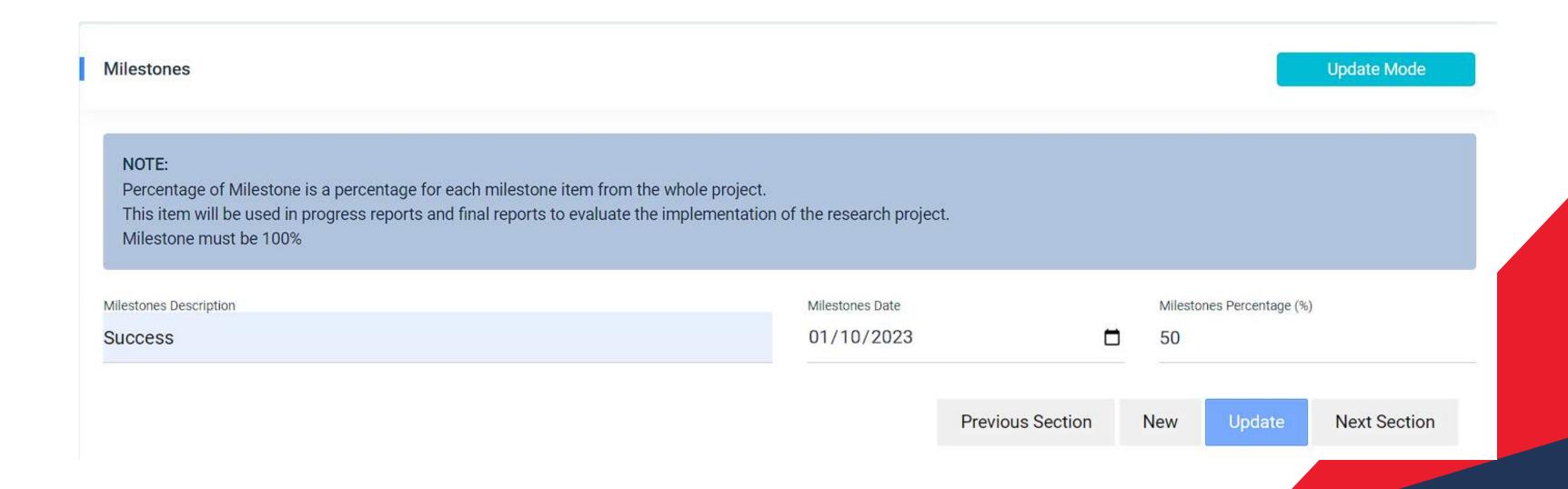
ADDING MILESTONES

Milestones

Update Mode

NOTE:
Percentage of Milestone is a percentage for each milestone item from the whole project.
This item will be used in progress reports and final reports to evaluate the implementation of the research project.
Milestone must be 100%

Milestones Description	Milestones Date	Milestones Percentage (%)
Success	01/10/2023	50

Previous Section   New   Update   Next Section
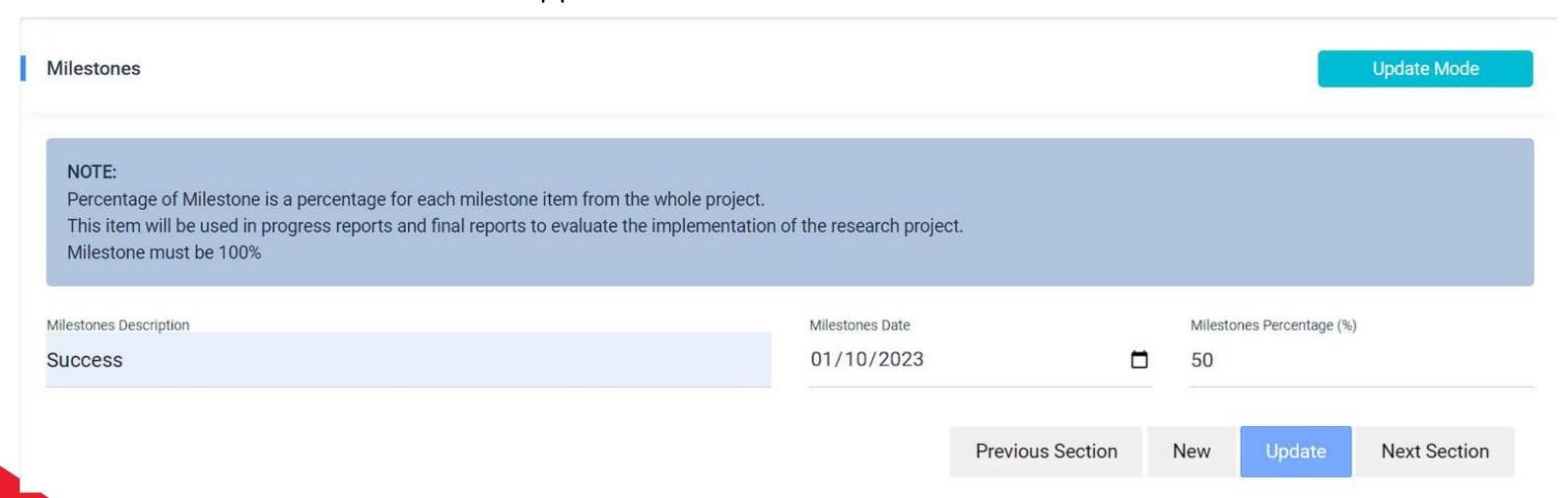
ADDING MILESTONES

1. Click **Public.**

2. Click the **Research** from the side menu.

3. Choose the **External Research Registration.**

4. List **External Research Registration** will be displayed once the button is clicked and just select the **Application.**

5. Choose the **Milestones** from the Application list.

ADDING MILESTONES

1. Write the milestones description.

2. Insert the milestones date.

Evidence ⬡
[Choose File] No file chosen

3. Insert milestones percentage.

4. Click **Save** to save all the progress and click **Next Section** to move to the next section. [Save] [Next Section]

5. Milestones that has been added will be displayed under the form.

Milestones Description	Milestones Date	Milestone Percentage (%)	Operation
Success	2023-01-10	50	✏️ 🗑️
Total Percentage (%)		**50.00**	
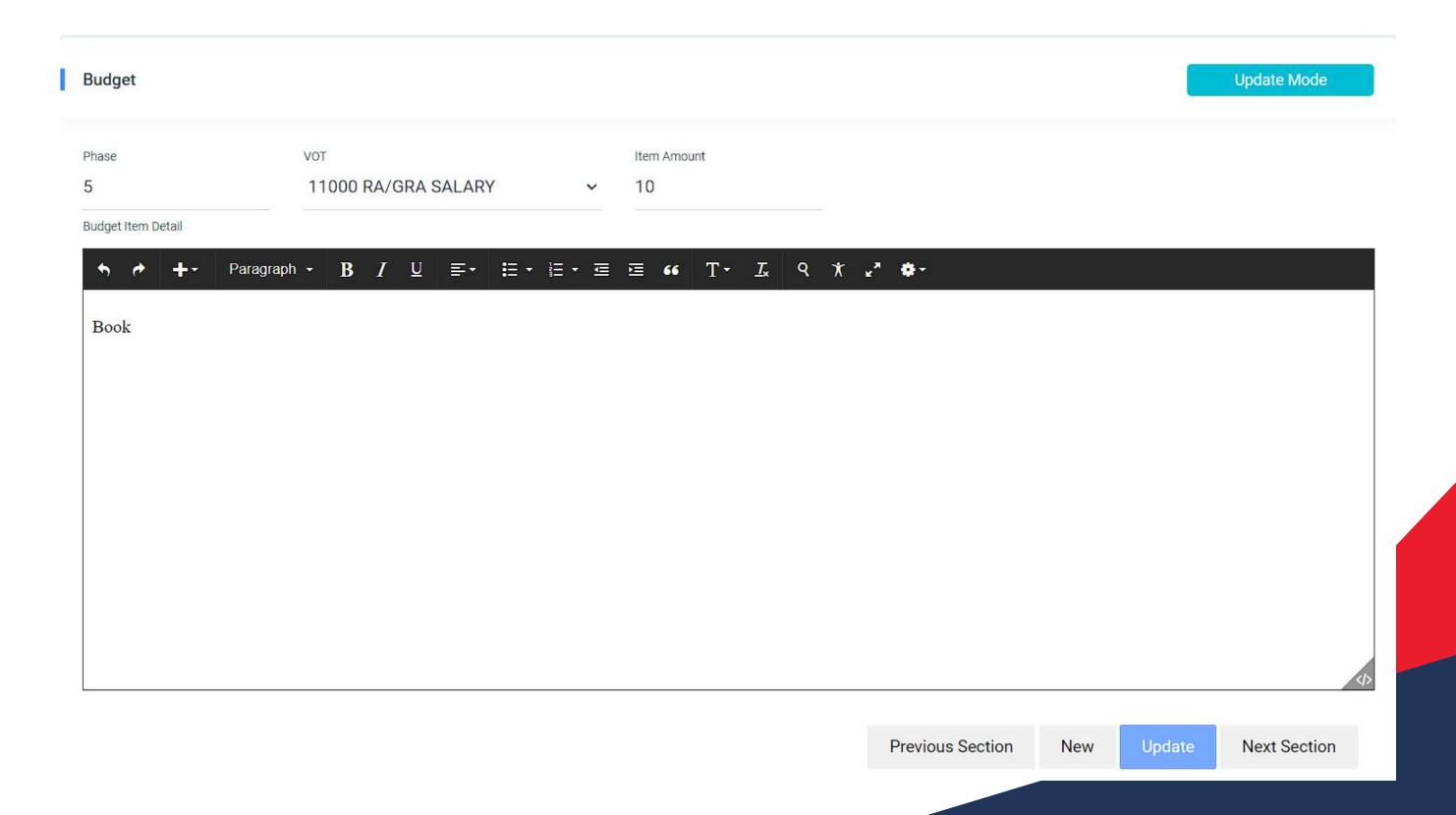
Application Budget

Research

- Research Application
- Feedback
- Application Evaluation
- **External Research Registration** —

  » Application
  - ⊞ Detail
  - ⊞ Member(s)
  - ⊞ Milestones
  - ⊞ Budget
  - ⊞ Output(s)
  - ⊞ Documents
  - ⊞ Submission

  » External Evaluation
  » Joint Research

ADDING BUDGET

Budget

Update Mode

Phase
5

VOT
11000 RA/GRA SALARY

Item Amount
10

Budget Item Detail

Book

Previous Section | New | Update | Next Section
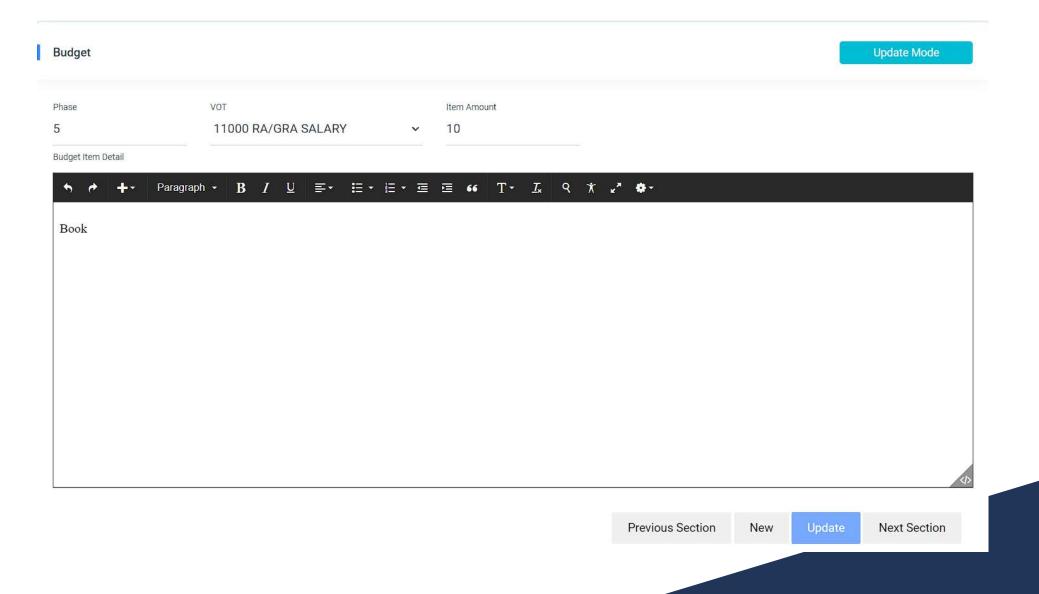
ADDING BUDGET

1. Click **Public.**

2. Click the **Research** from the side menu.

3. Choose the **External Research Registration.**

4. List **External Research Registration** will be displayed once the button is clicked and just select the **Application.**

5. Choose the **Budget** from the Application list.

ADDING BUDGET

1. Insert phase.

2. Select VOT.

3. Insert item amount.

4. List budget item detail.

5. Click **Save** to save all the progress and click **Next Section** to move to the next section. [Save] [Next Section]

6. Budget that has been added will be displayed under the form.

PHASE	VOT	BUDGET ITEM DETAIL	ITEM AMOUNT (RM)	TOTAL BY VOT (RM)	PERCENT BY VOT (%)	ACTION
5	11000 RA/GRA SALARY	Book Phase 5	10.00	10.00	100.00	✏️ 🗑️
		TOTAL	10.00	10.00	100	
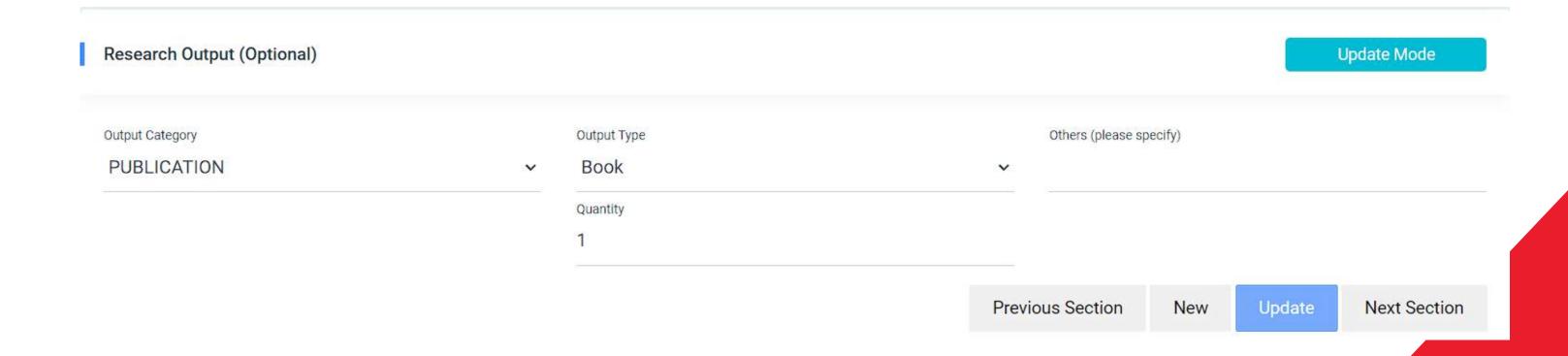
Application Output(s)

Research

Research Application

Feedback

Application Evaluation

External Research
Registration

≫ Application

⊟ Detail
⊟ Member(s)
⊟ Milestones
⊟ Budget
⊟ Output(s)
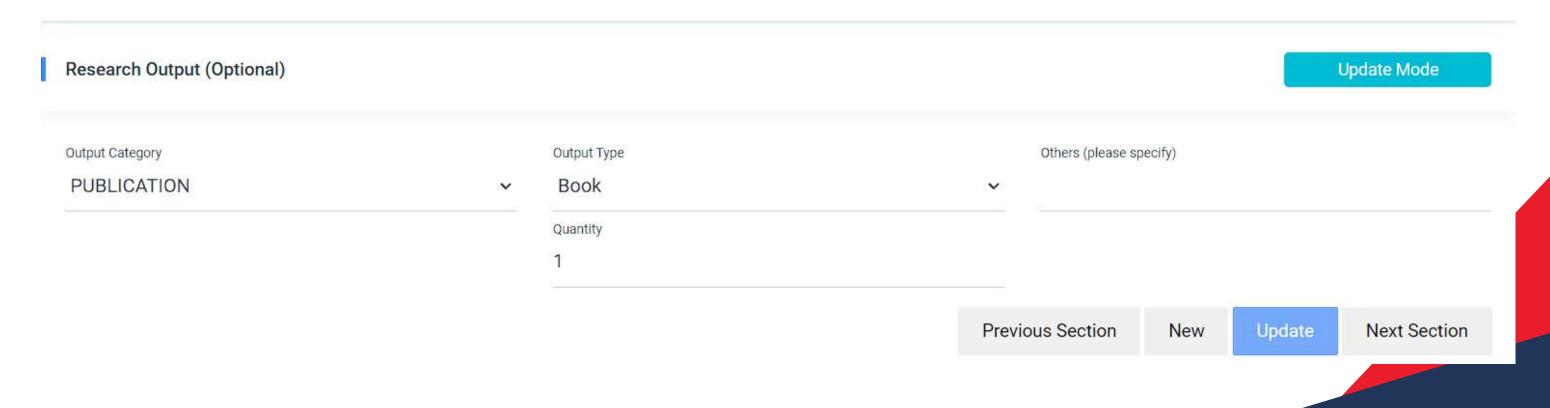⊟ Documents
⊟ Submission

≫ External Evaluation
≫ Joint Research

ADDING OUTPUT(S)

Research Output (Optional)

Update Mode

Output Category
PUBLICATION

Output Type
Book

Others (please specify)

Quantity
1

Previous Section | New | Update | Next Section

ADDING OUTPUT(S)

1. Click **Public.**

2. Click the **Research** from the side menu.

3. Choose the **External Research Registration.**

4. List **External Research Registration** will be displayed once the button is clicked and just select the **Application.**

5. Choose the **Output(s)** from the Application list.

ADDING OUTPUT(S)

1. Select output category.

2. Select output type.

3. Insert quantity.

4. Specify on others if related.

5. Click **Save** to save all the progress and click **Next Section** to move to the next section.

6. Output(s) that has been added will be displayed under the form.

CATEGORY	TYPE	OTHERS	QUANTITY	ACTION
PUBLICATION	Book		1	

Research
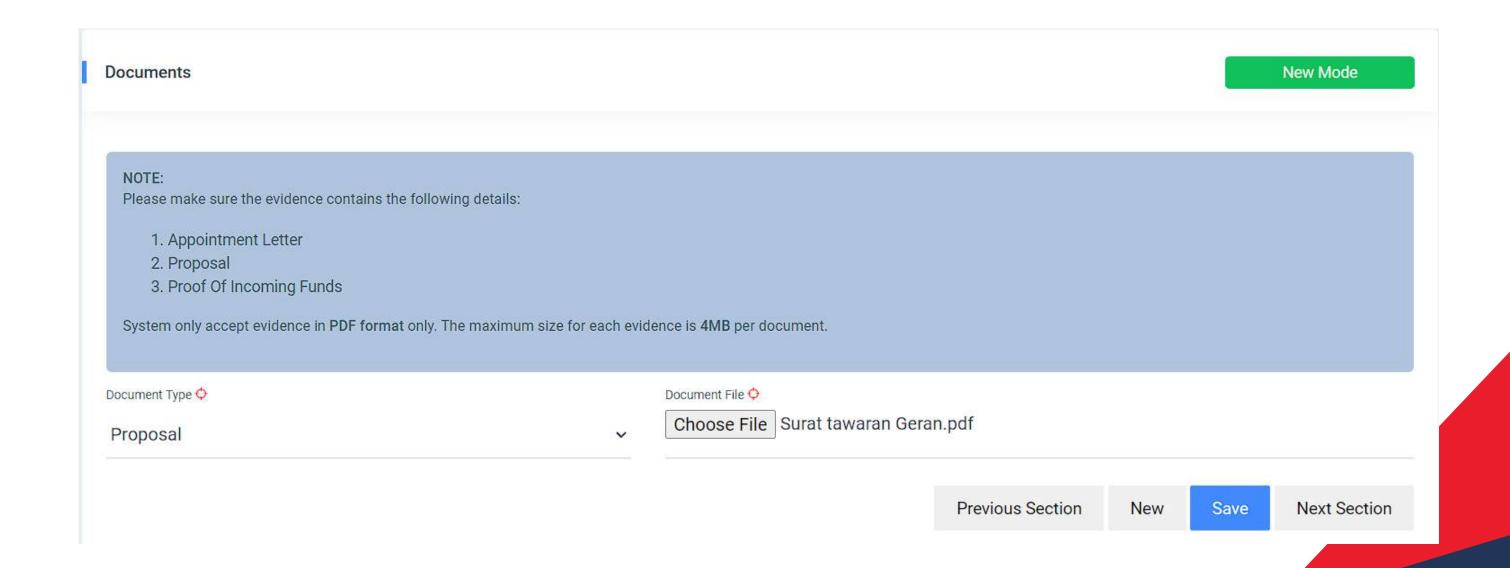
Research Application

Feedback

Application Evaluation

External Research Registration —

» Application

   Detail
   Member(s)
   Milestones
   Budget
   Output(s)
   Documents
   Submission

» External Evaluation
» Joint Research
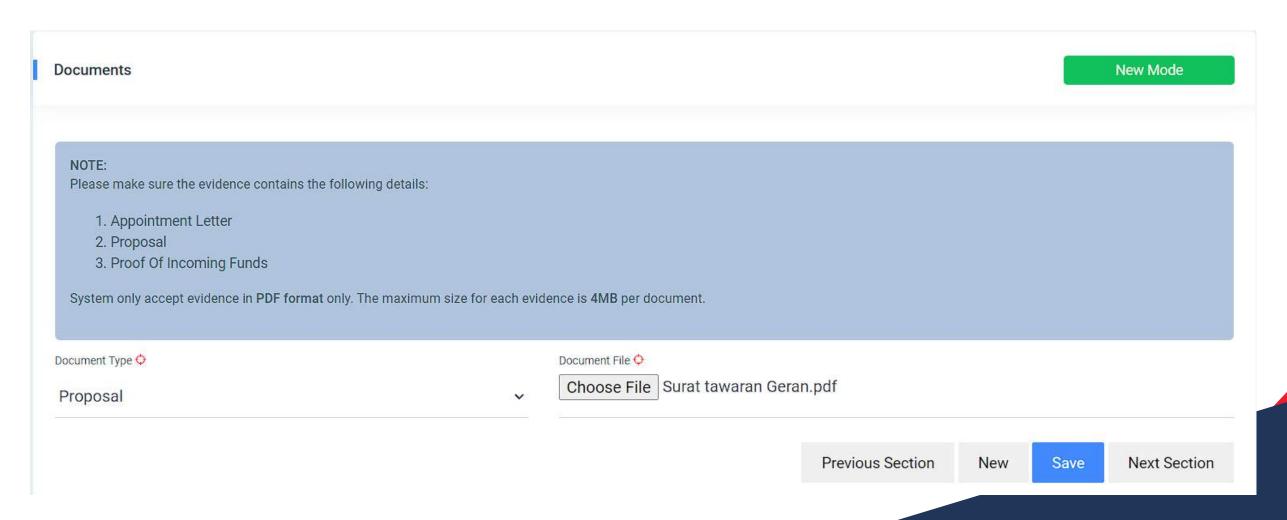
Application Documents

ADDING DOCUMENTS

Documents

New Mode

NOTE:
Please make sure the evidence contains the following details:

1. Appointment Letter
2. Proposal
3. Proof Of Incoming Funds

System only accept evidence in **PDF format** only. The maximum size for each evidence is **4MB** per document.

Document Type ✛

Proposal ⌄

Document File ✛

Choose File | Surat tawaran Geran.pdf

Previous Section | New | Save | Next Section

ADDING DOCUMENTS

1. Click **Public.**

2. Click the **Research** from the side menu.

3. Choose the **External Research Registration.**

4. List **External Research Registration** will be displayed once the button is clicked and just select the **Application.**

5. Choose the **Documents** from the Application list.
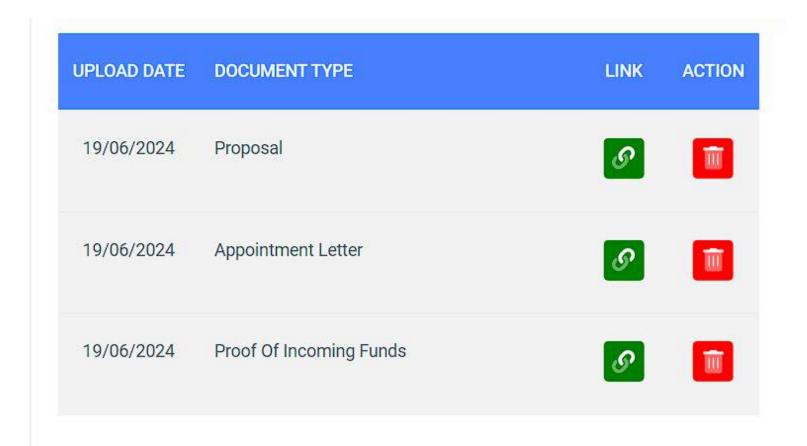
ADDING DOCUMENTS

1. Select document type.

2. Insert document file.

3. Must insert document file on all document type.

4. Click **Save** to save all the progress and click **Next Section** to move to the next section. [Save] [Next Section]

5. Documents that has been added will be displayed under the form.
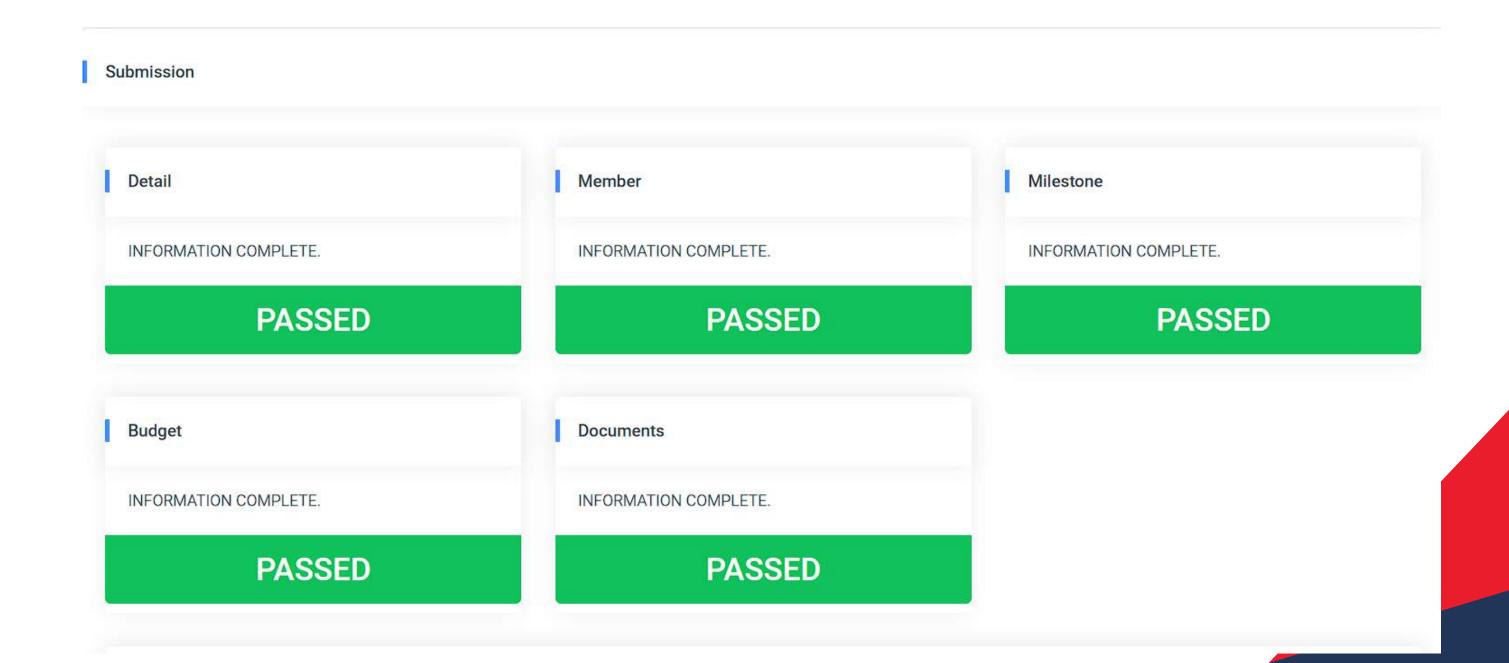
UPLOAD DATE	DOCUMENT TYPE	LINK	ACTION
19/06/2024	Proposal	🔗	🗑
19/06/2024	Appointment Letter	🔗	🗑
19/06/2024	Proof Of Incoming Funds	🔗	🗑

Research

Research Application

Feedback

Application Evaluation

External Research Registration

≫ Application

⊞ Detail
⊞ Member(s)
⊞ Milestones
⊞ Budget
⊞ Output(s)
⊞ Documents
⊞ Submission
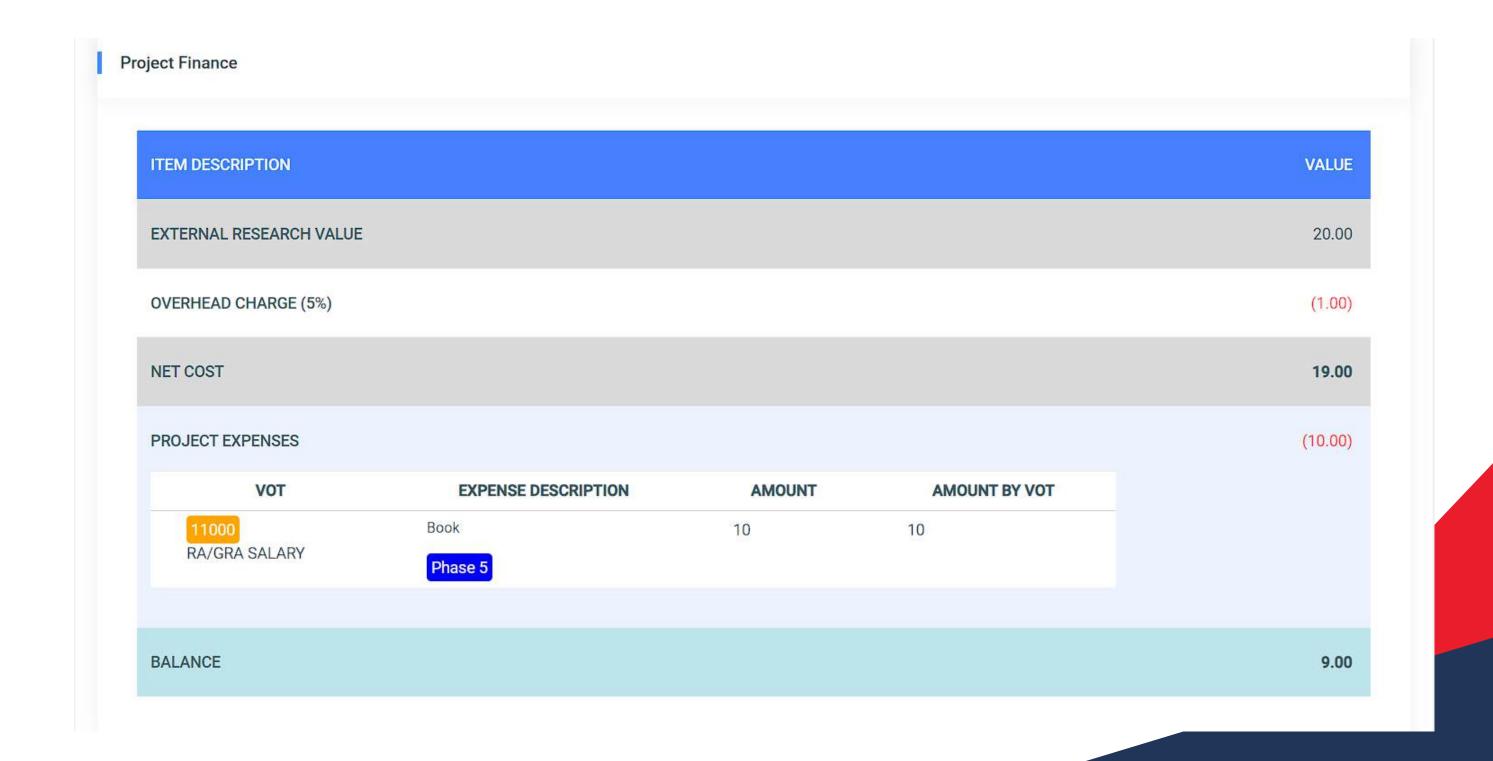
≫ External Evaluation
≫ Joint Research

Application Submission
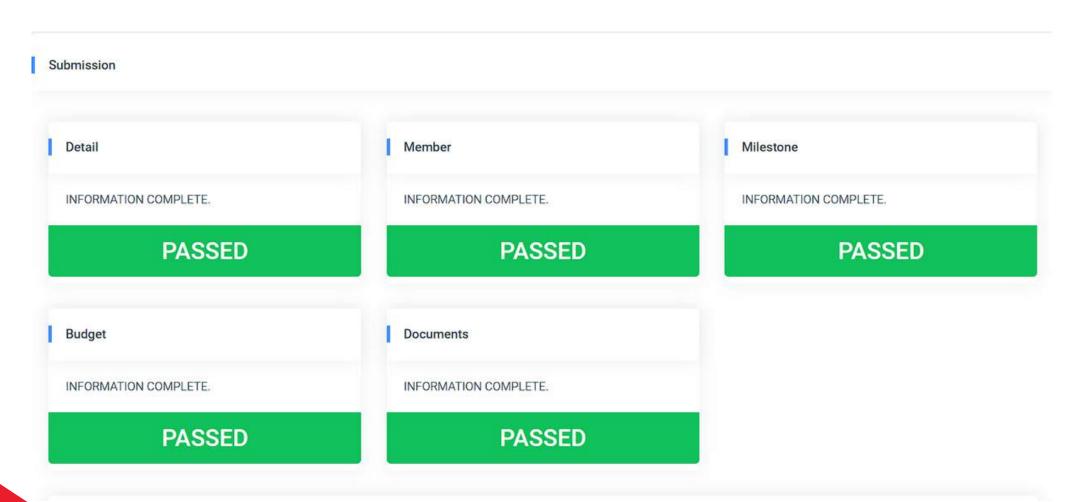
SUBMISSION

Submission

Detail

INFORMATION COMPLETE.

PASSED

Member

INFORMATION COMPLETE.

PASSED

Milestone

INFORMATION COMPLETE.

PASSED

Budget

INFORMATION COMPLETE.

PASSED

Documents

INFORMATION COMPLETE.

PASSED

SUBMISSION

Project Finance

ITEM DESCRIPTION	VALUE
EXTERNAL RESEARCH VALUE	20.00
OVERHEAD CHARGE (5%)	(1.00)
NET COST	**19.00**
PROJECT EXPENSES	(10.00)

VOT	EXPENSE DESCRIPTION	AMOUNT	AMOUNT BY VOT
11000 RA/GRA SALARY	Book Phase 5	10	10

BALANCE	**9.00**

SUBMISSION

Declaration

- ☑ All information stated here are accurate, RMIC has the right to reject or to cancel the offer without prior notice if there is any inaccurate information given

- ☑ I hereby confirm that I and/or my family have no direct or indirect financial or personal interest with any staff of the funding agency in any matter that creates or may create a conflict with my duties as a researcher

- ☑ Application of this research is presented for the selected Grant

- ☑ UPSI has the right to reject this registration appilation if information provided is not completed or inccorrect

Previous Section   Submit

SUBMISSION

1. Click **Public.**

2. Click the **Publication** from the side menu.

3. Choose the **External Research Registration.**

4. List **External Research Registration** will be displayed once the button is clicked and just select the **Application.**

5. Choose the **Submission** from the Application list.

SUBMISSION

1. Make sure all the indicators are in green color.

2. If the indicators are in red color, that means there might be something missing in the certain section.

3. Next, make sure to read all the declaration carefully and click on it to confirm.

Previous Section   Submit
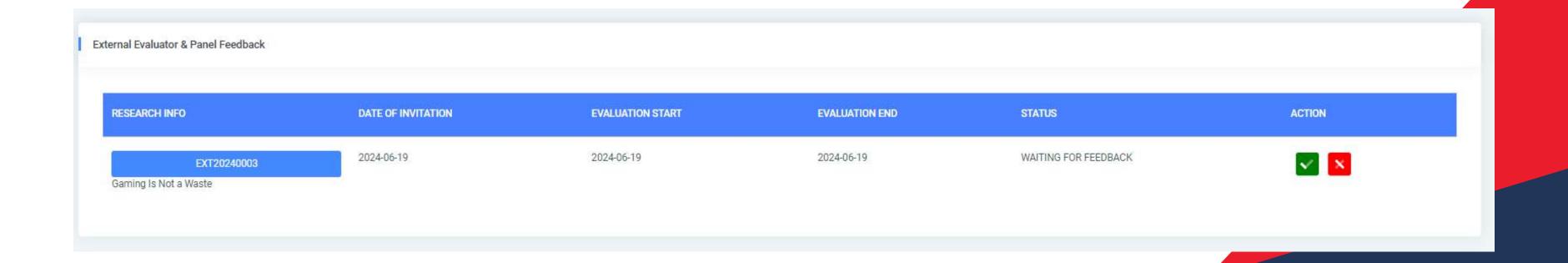
Feedback —

🗔 Co Researcher
🗔 Evaluator & Panel
🗔 External Application
Evaluator & Panel

**External Application
Evaluator & Panel**

EXTERNAL APPLICATION EVALUATOR & PANEL

1. Click **Public.**

2. Click the **Research** from the side menu.

3. Choose the **Feedback.**

4. List of **Feedback** will be displayed once the button is clicked and just select the **External Application Fion & Panel.**

5. Click the **Greem Icon** to accept or the **Red Icon** to reject.

RESEARCH INFO	DATE OF INVITATION	EVALUATION START	EVALUATION END	STATUS	ACTION
EXT20240003 Gaming Is Not a Waste	2024-06-19	2024-06-19	2024-06-19	WAITING FOR FEEDBACK	✓ ✕

External Evaluator & Panel Feedback

External Research Registration —

» Application
» External Evaluation
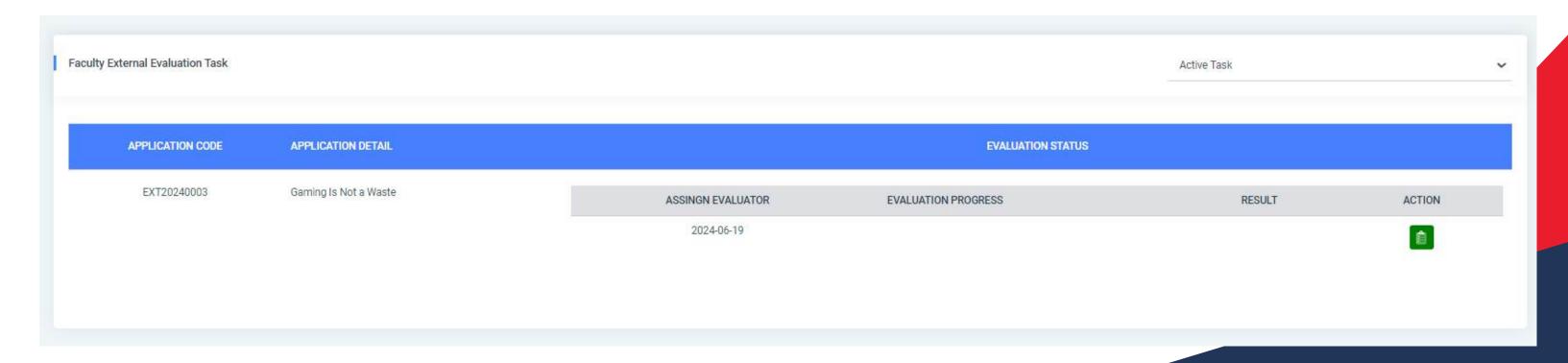
⊟ Task List
⊟ Application Detail
⊟ Executive Summary
⊟ Backgroud Research
⊟ Objective(s)
⊟ Methodology
⊟ Output
⊟ Member(s)
⊟ Budget
⊟ Overall
⊟ Submit

Task List

TASK LIST

1. Click **Public.**

2. Click the **Research** from the side menu.

3. Choose the **External Research Registration.**

4. List of **External Research Registration** will be displayed once the button is clicked and select the **External Evaluation>Task List.**
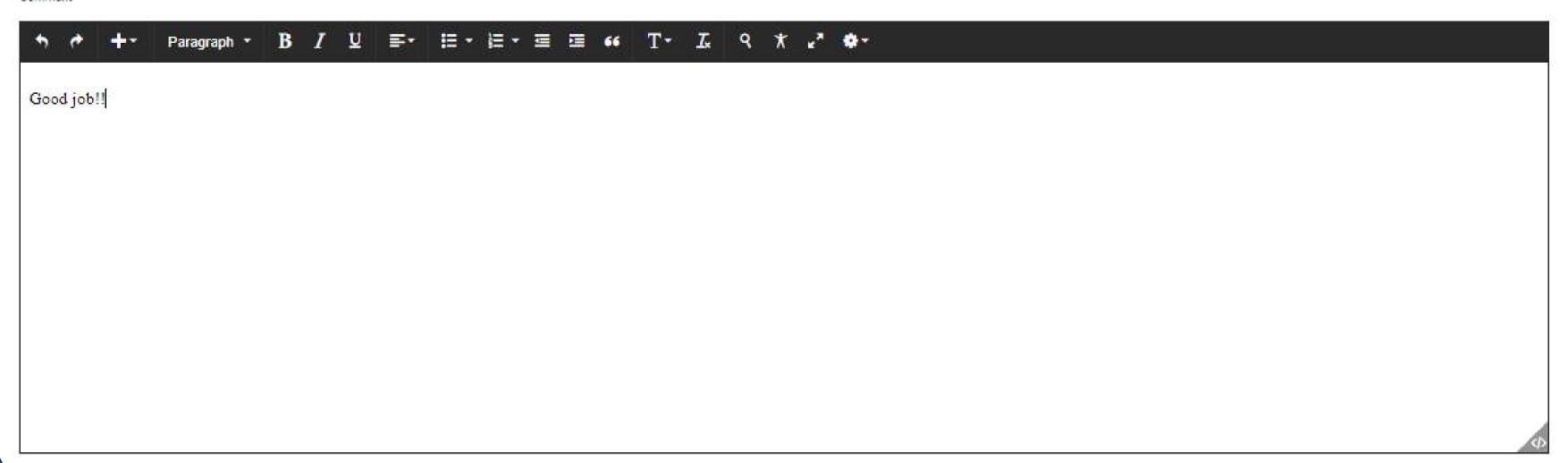
5. Click the green icon to evaluate the task.
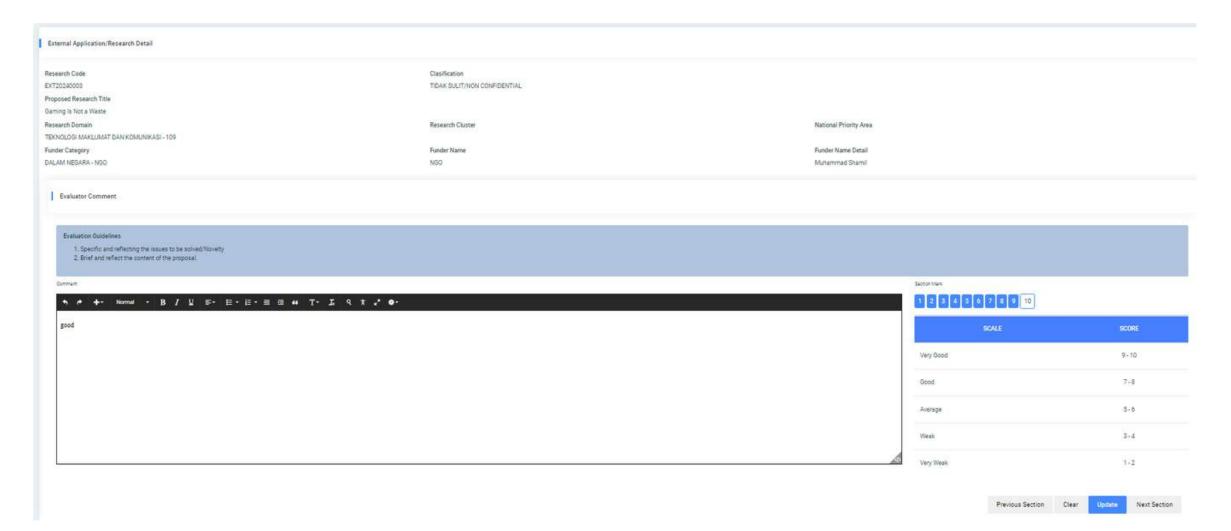
External Research Registration —

≫ Application
≫ External Evaluation

⊟ Task List
⊟ Application Detail
⊟ Executive Summary
⊟ Backgroud Research
⊟ Objective(s)
⊟ Methodology
⊟ Output
⊟ Member(s)
⊟ Budget
⊟ Overall
⊟ Submit

Application Detail

APPLICATION *DETAIL*
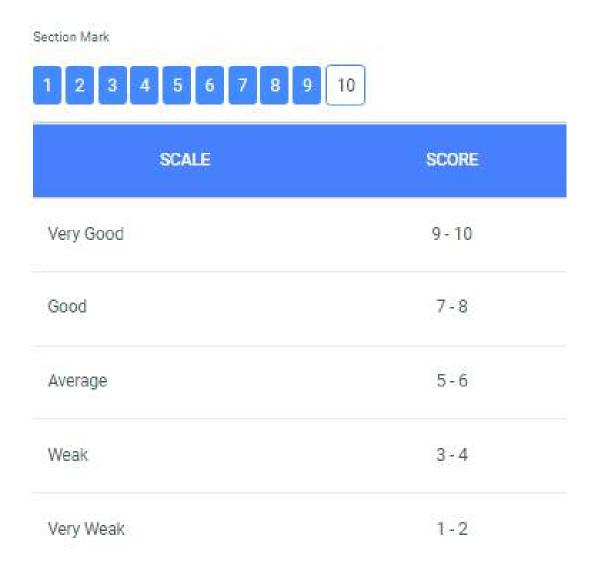
1. Click **Public.**

2. Click the **Research** from the side menu.

3. Choose the **External Research Registration.**

4. List of **External Research Registration** will be displayed once the button is clicked and just select the **Application Detail.**
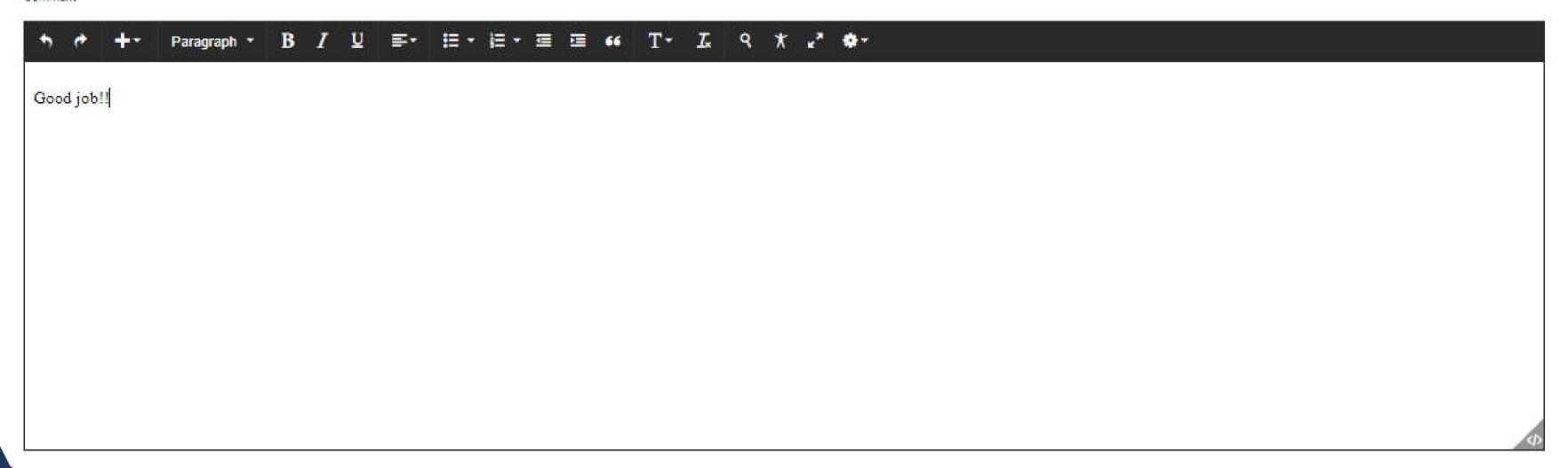
5. Evaluator can give comment

APPLICATION DETAIL
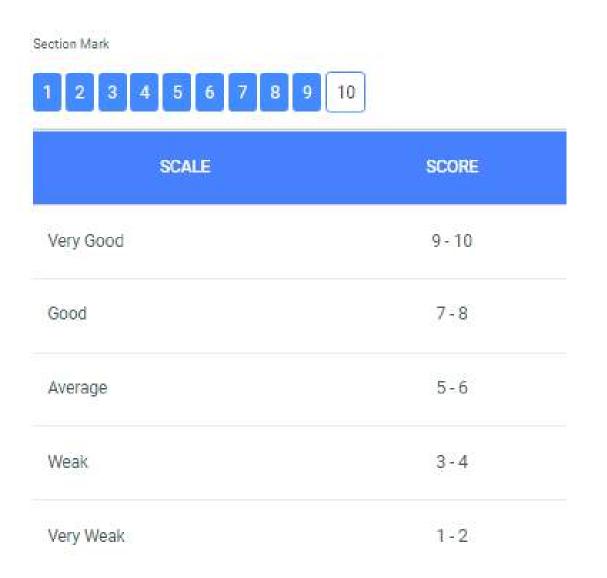
5. Evaluator can give mark by clicking the number based on the scale below

6. Click save to save the comment and the mark

| Previous Section | Clear | Save | Next Section |

Section Mark

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

SCALE	SCORE
Very Good	9 - 10
Good	7 - 8
Average	5 - 6
Weak	3 - 4
Very Weak	1 - 2

RiMS
RESEARCH INTEGRATED MANAGEMENT SYSTEM

External Research Registration −
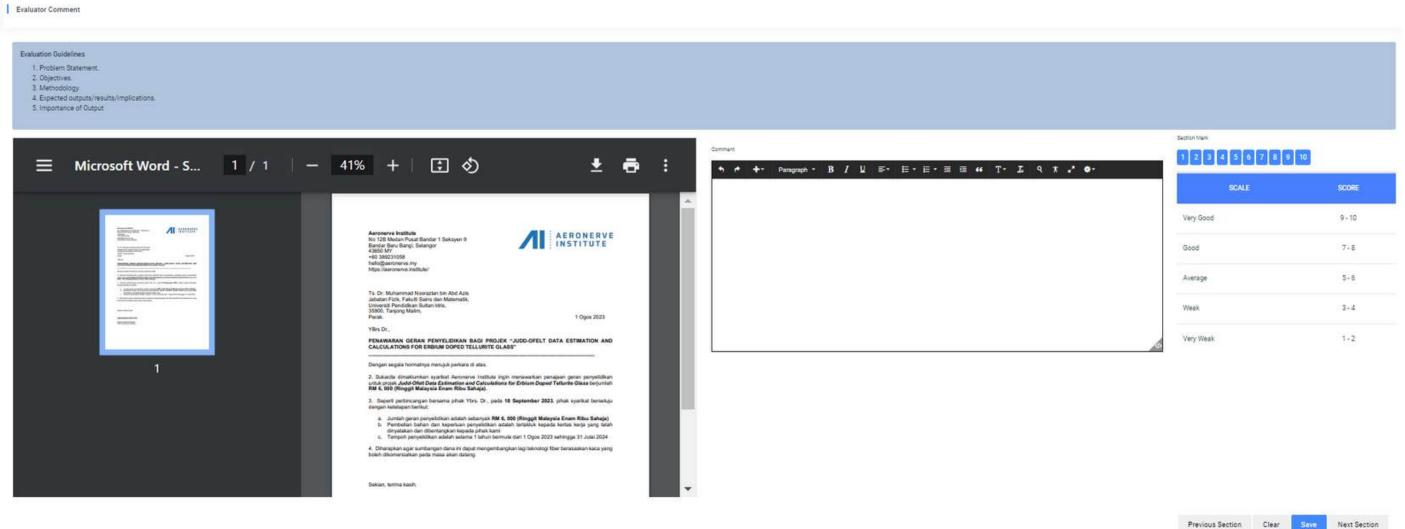
Executive Summary

EXECUTIVE SUMMARY
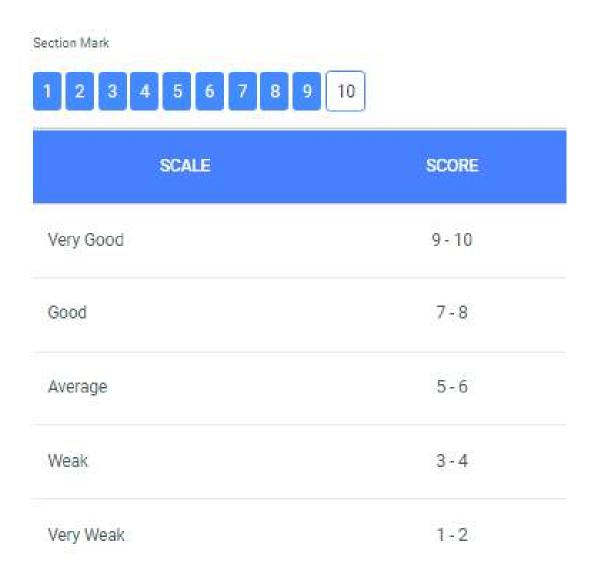
1. Click **Public.**

2. Click the **Research** from the side menu.

3. Choose the **External Research Registration.**

4. List of **External Research Registration** will be displayed once the button is clicked and just select the **Executive Summary.**

5. Evaluator can give comment

EXECUTIVE SUMMARY

5. Evaluator can give mark by clicking the number based on the scale below

6. Click save to save the comment and the mark

Section Mark

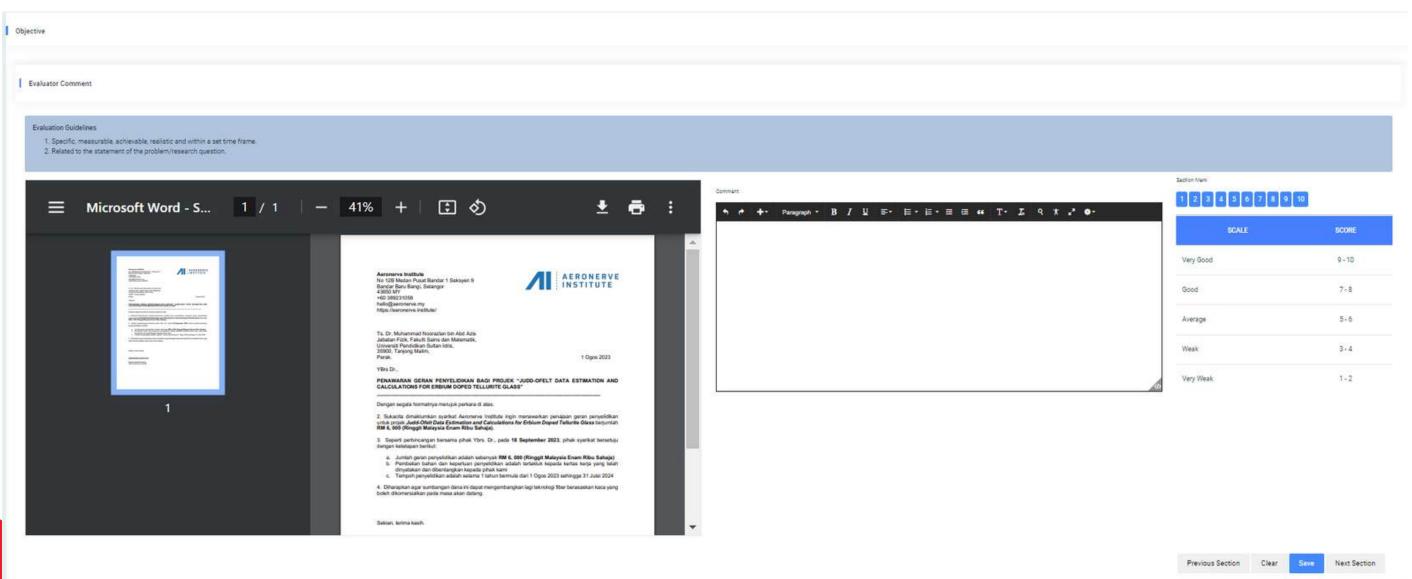| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

SCALE	SCORE
Very Good	9 - 10
Good	7 - 8
Average	5 - 6
Weak	3 - 4
Very Weak	1 - 2

Previous Section | Clear | Save | Next Section

Background Research
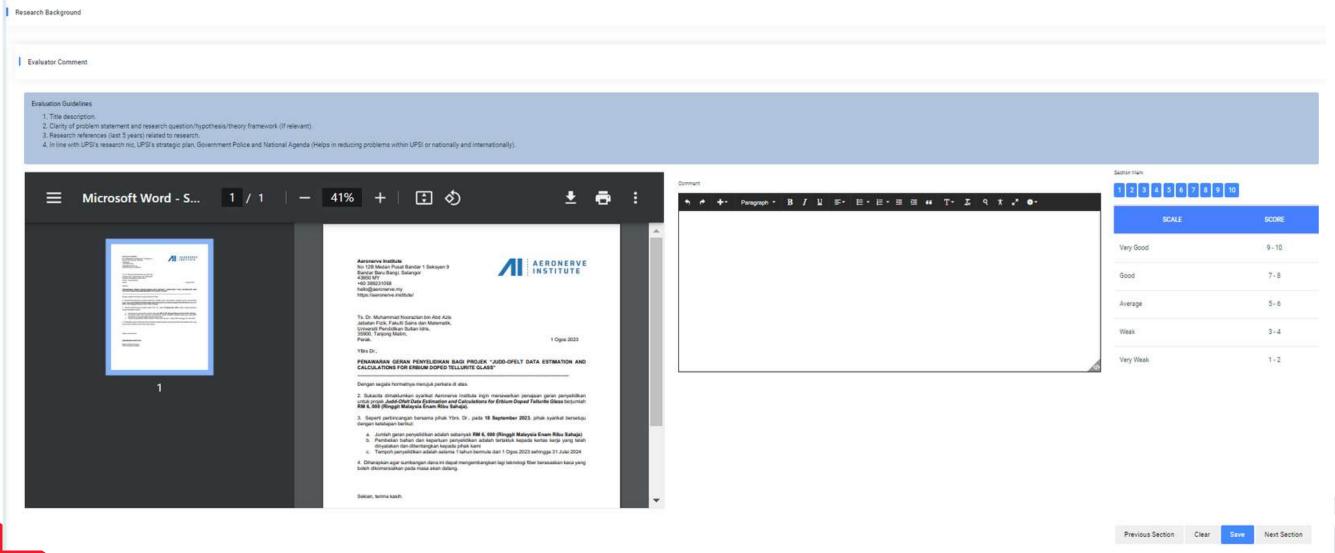
BACKGROUND RESEARCH

1. Click **Public.**

2. Click the **Research** from the side menu.

3. Choose the **External Research Registration.**

4. List of **External Research Registration** will be displayed once the button is clicked and just select the **Background Research.**

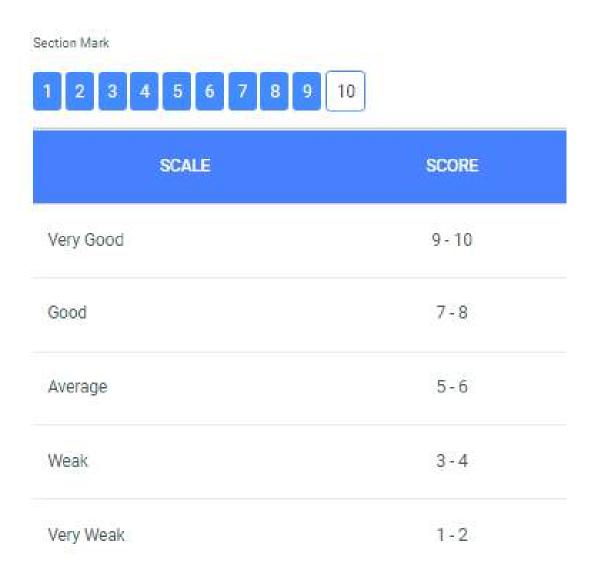# BACKGROUND RESEARCH

5. Evaluator can give comment

Comment

BACKGROUND RESEARCH

5. Evaluator can give mark by clicking the number based on the scale below

6. Click save to save the comment and the mark

Section Mark

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

| Previous Section | Clear | Save | Next Section |

SCALE	SCORE
Very Good	9 - 10
Good	7 - 8
Average	5 - 6
Weak	3 - 4
Very Weak	1 - 2

External Research Registration

≫ Application
≫ External Evaluation

🗔 Task List
🗔 Application Detail
🗔 Executive Summary
🗔 Backgroud Research
🗔 Objective(s)
🗔 Methodology
🗔 Output
🗔 Member(s)
🗔 Budget
🗔 Overall
🗔 Submit

Objective(s)

OBJECTIVE(S)

1. Click **Public.**

2. Click the **Research** from the side menu.

3. Choose the **External Research Registration.**

4. List of **External Research Registration** will be displayed once the button is clicked and just select the **Objective(s).**
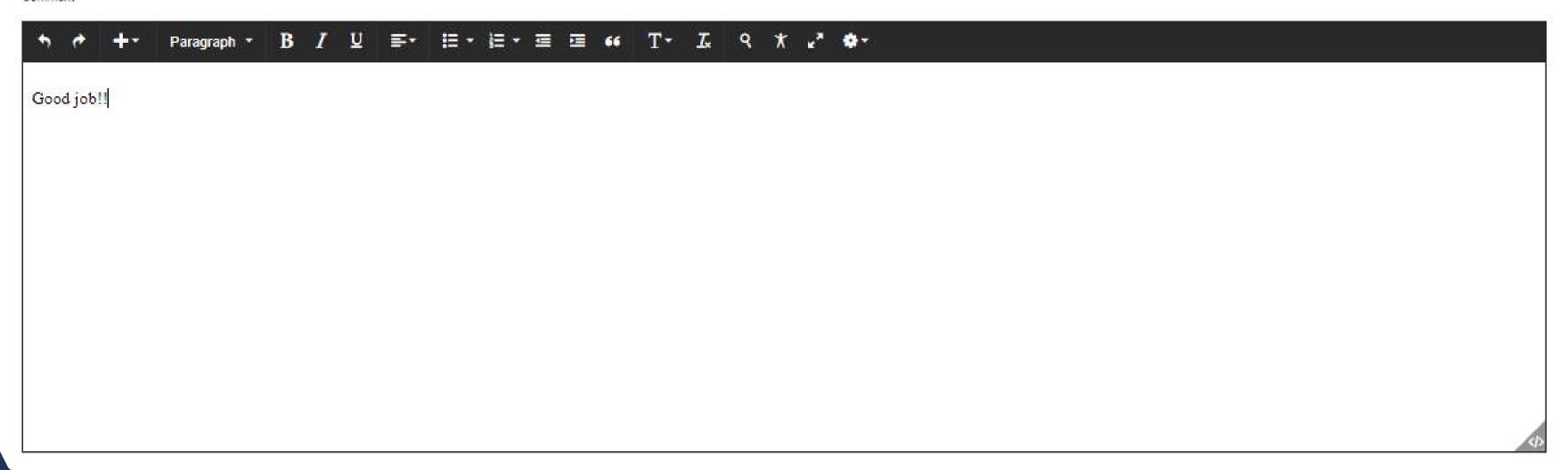
OBJECTIVE(S)

5. Evaluator can give comment

Comment

Good job!!

OBJECTIVE(S)
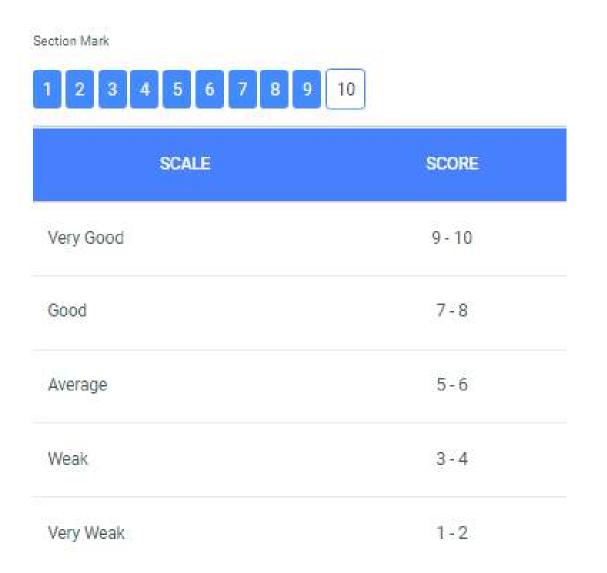
5. Evaluator can give mark by clicking the number based on the scale below
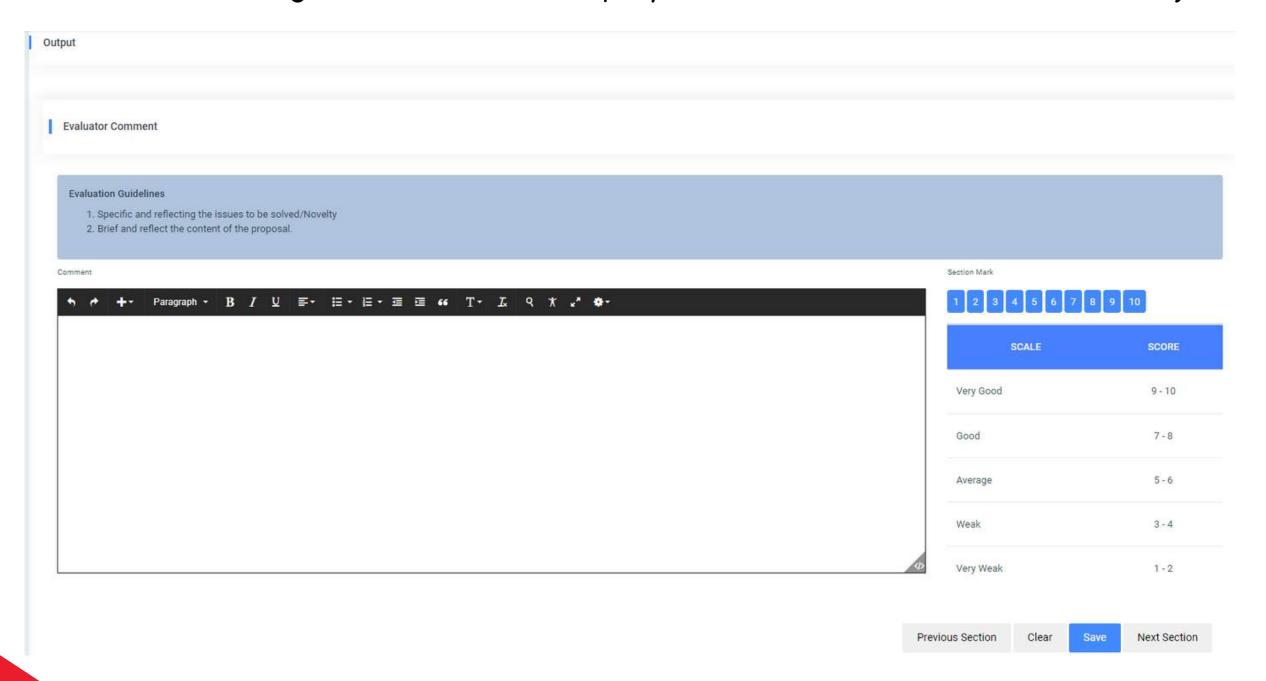
6. Click save to save the comment and the mark

Previous Section | Clear | Save | Next Section

Section Mark

1 2 3 4 5 6 7 8 9 10

SCALE	SCORE
Very Good	9 - 10
Good	7 - 8
Average	5 - 6
Weak	3 - 4
Very Weak	1 - 2

RiMS
RESEARCH INTEGRATED MANAGEMENT SYSTEM

External Research Registration —

≫ Application
≫ External Evaluation
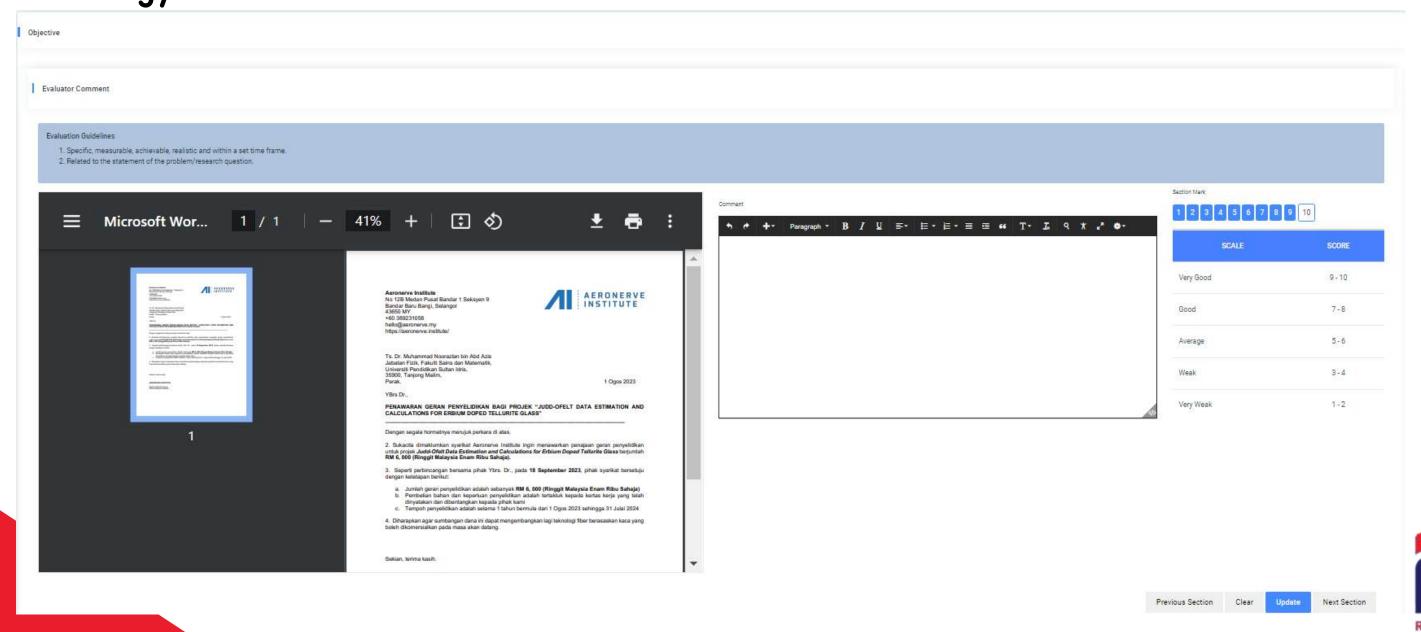
⊞ Task List
⊞ Application Detail
⊞ Executive Summary
⊞ Backgroud Research
⊞ Objective(s)
⊞ Methodology
⊞ Output
⊞ Member(s)
⊞ Budget
⊞ Overall
⊞ Submit

Methodology

METHODOLOGY

1. Click **Public.**

2. Click the **Research** from the side menu.

3. Choose the **External Research Registration.**

4. List of **External Research Registration** will be displayed once the button is clicked and just select the

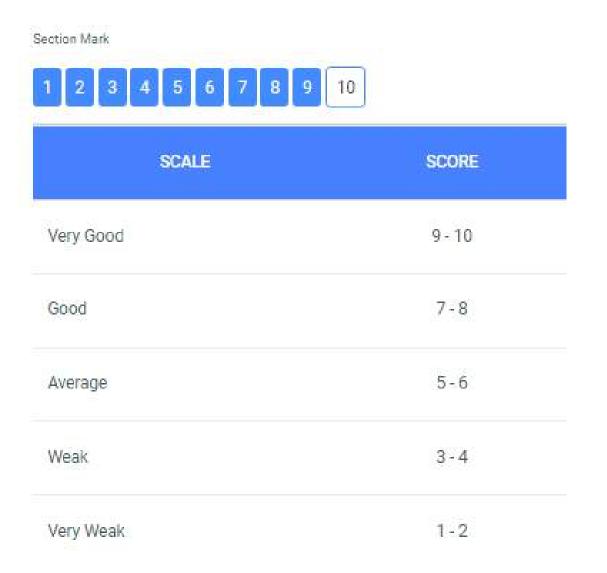**Methodology.**

METHODOLOGY

5. Evaluator can give comment

METHODOLOGY

5. Evaluator can give mark by clicking the number based on the scale below

6. Click save to save the comment and the mark

Section Mark

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

SCALE	SCORE
Very Good	9 - 10
Good	7 - 8
Average	5 - 6
Weak	3 - 4
Very Weak	1 - 2

Previous Section | Clear | Save | Next Section

External Research Registration —

» Application
» External Evaluation

▦ Task List
▦ Application Detail
▦ Executive Summary
▦ Backgroud Research
▦ Objective(s)
▦ Methodology
▦ Output
▦ Member(s)
▦ Budget
▦ Overall
▦ Submit

Output

OUTPUT()Optional

1. Click **Public.**

2. Click the **Research** from the side menu.

3. Choose the **External Research Registration.**

4. List of **External Research Registration** will be displayed once the button is clicked and just select the **Output.**
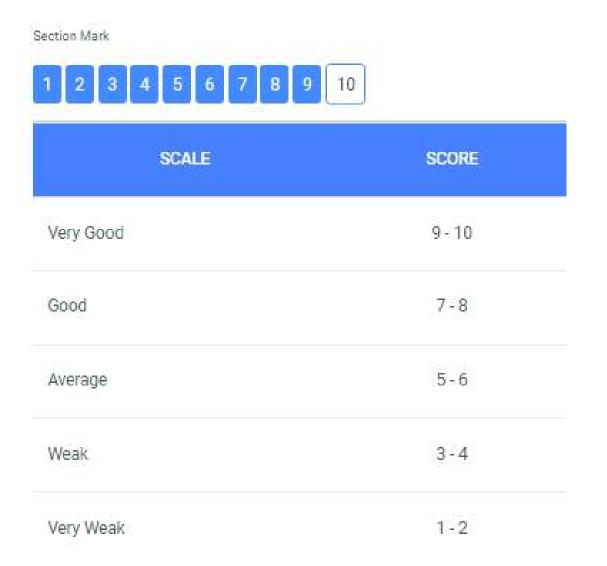
OUTPUT

5. Evaluator can give comment

OUTPUT

5. Evaluator can give mark by clicking the number based on the scale below

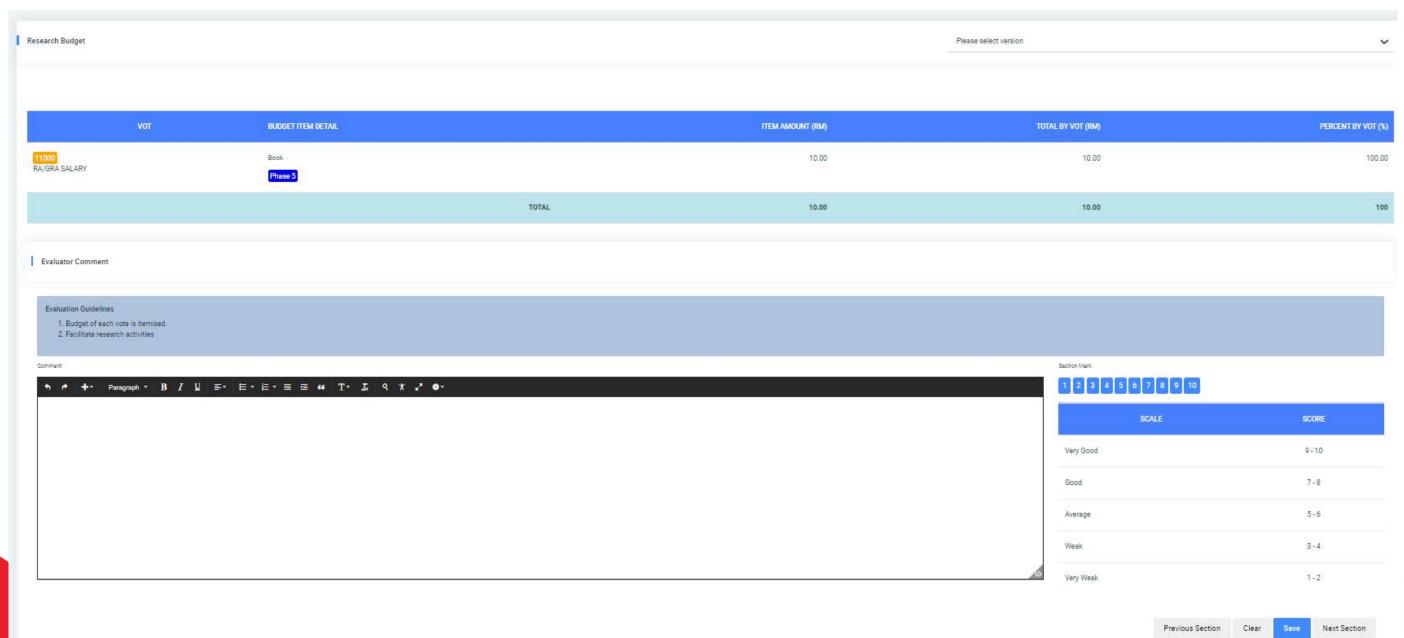6. Click save to save the comment and the mark

Previous Section   Clear   Save   Next Section

Section Mark

1 2 3 4 5 6 7 8 9 10

SCALE	SCORE
Very Good	9 - 10
Good	7 - 8
Average	5 - 6
Weak	3 - 4
Very Weak	1 - 2

External Research Registration −

» Application
» External Evaluation

⊡ Task List
⊟ Application Detail
⊟ Executive Summary
⊟ Backgroud Research
⊟ Objective(s)
⊟ Methodology
⊟ Output
⊟ Member(s)
⊟ Budget
⊟ Overall
⊟ Submit
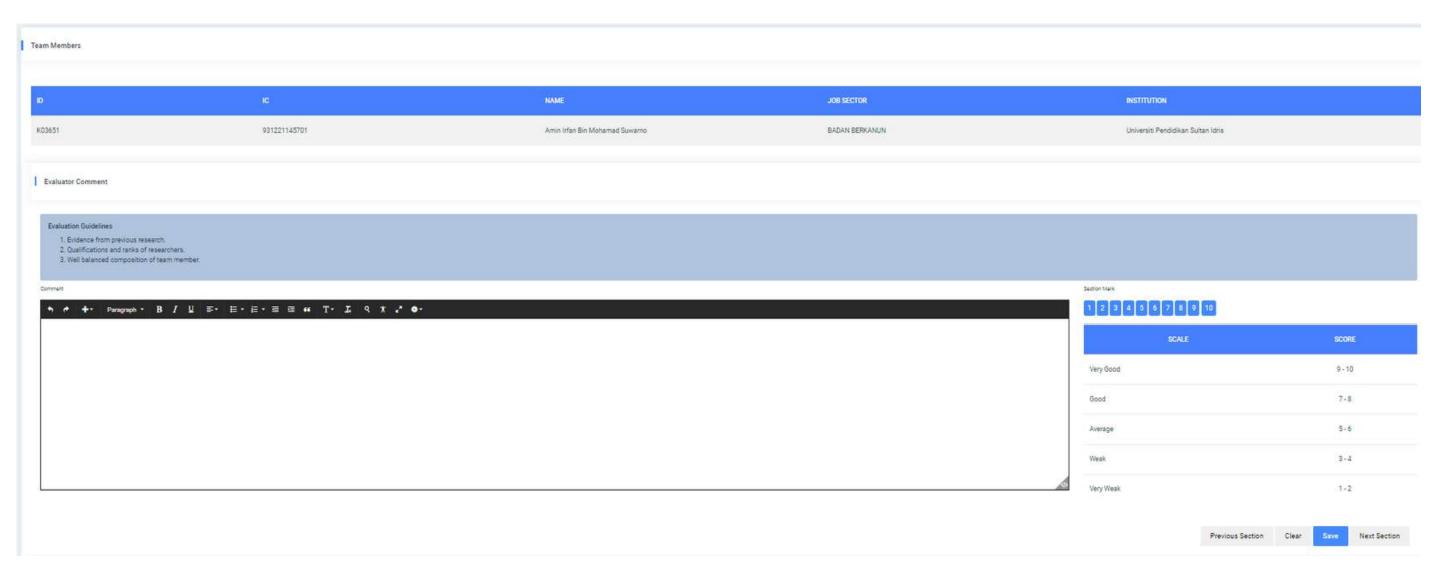
Member(s)

MEMBER(S)

1. Click **Public.**

2. Click the **Research** from the side menu.

3. Choose the **External Research Registration.**

4. List of **External Research Registration** will be displayed once the button is clicked and just select the **Member.**
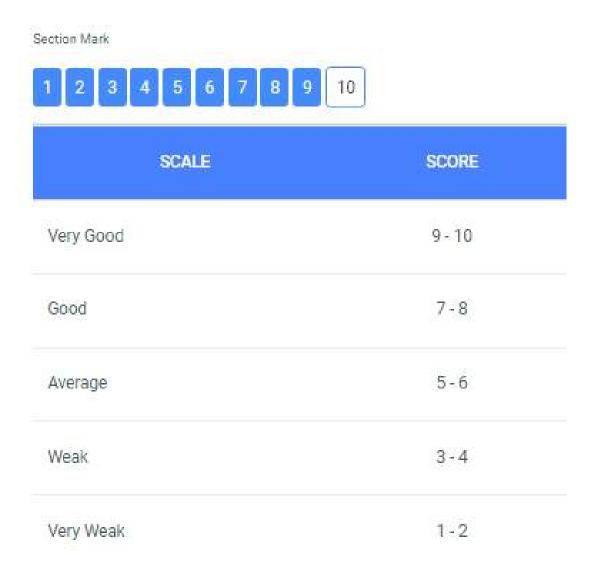
5. Evaluator can give comment

Comment

MEMBER(S)

5. Evaluator can give mark by clicking the number based on the scale below

6. Click save to save the comment and the mark

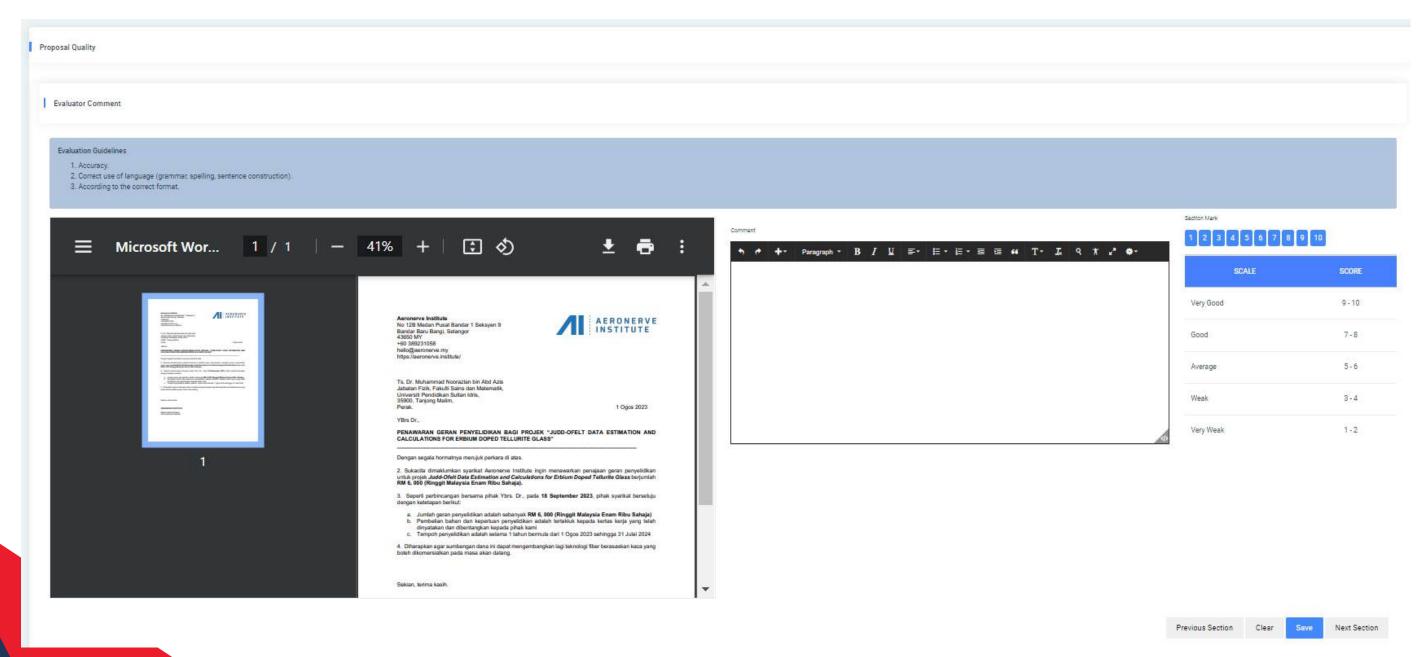| Previous Section | Clear | Save | Next Section |

Section Mark

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

SCALE	SCORE
Very Good	9 - 10
Good	7 - 8
Average	5 - 6
Weak	3 - 4
Very Weak	1 - 2

RiMS
RESEARCH INTEGRATED MANAGEMENT SYSTEM

Budget

BUDGET

1. Click **Public.**

2. Click the **Research** from the side menu.

3. Choose the **External Research Registration.**

4. List of **External Research Registration** will be displayed once the button is clicked and just select the **Budget.**

5. Evaluator can give comment

Comment

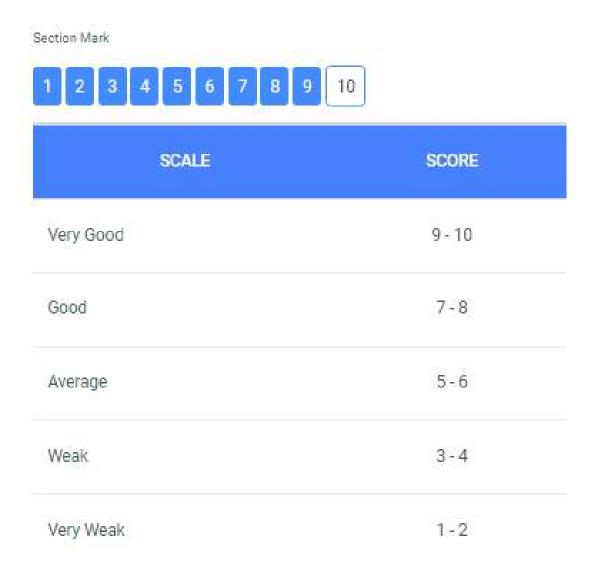## *BUDGET*

5. Evaluator can give mark by clicking the number based on the scale below
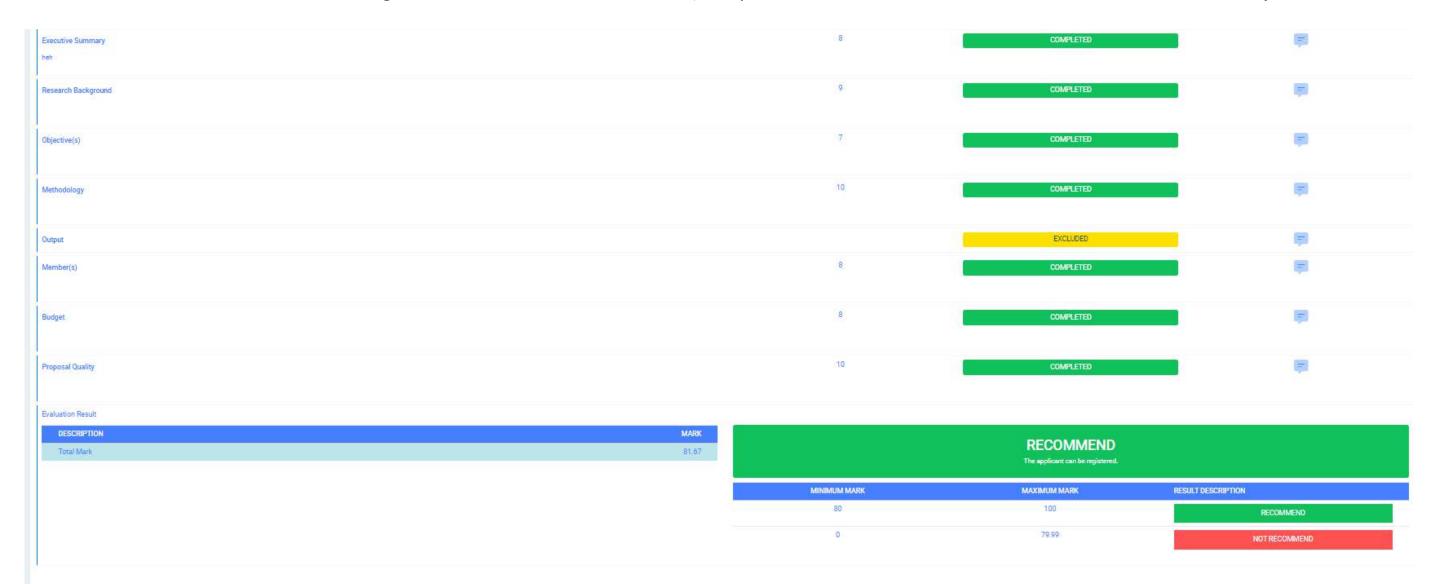
6. Click save to save the comment and the mark

Previous Section | Clear | Save | Next Section

Section Mark

1 2 3 4 5 6 7 8 9 10

SCALE	SCORE
Very Good	9 - 10
Good	7 - 8
Average	5 - 6
Weak	3 - 4
Very Weak	1 - 2

External Research
Registration

≫ Application
≫ External Evaluation

⊟ Task List
⊟ Application
Detail
⊟ Executive
Summary
⊟ Backgroud
Research
⊟ Objective(s)
⊟ Methodology
⊟ Output
⊟ Member(s)
⊟ Budget
⊟ Overall
⊟ Submit

Overall

OVERALL

1. Click **Public.**

2. Click the **Research** from the side menu.

3. Choose the **External Research Registration.**

4. List of **External Research Registration** will be displayed once the button is clicked and just select the **Overall.**

5. Evaluator can give comment

OVERALL

5. Evaluator can give mark by clicking the number based on the scale below

6. Click save to save the comment and the mark

Previous Section | Clear | Save | Next Section

Section Mark

1 2 3 4 5 6 7 8 9 10

SCALE	SCORE
Very Good	9 - 10
Good	7 - 8
Average	5 - 6
Weak	3 - 4
Very Weak	1 - 2

RiMS
RESEARCH INTEGRATED MANAGEMENT SYSTEM

External Research Registration

Submit

SUBMIT

1. Click **Public.**

2. Click the **Research** from the side menu.

3. Choose the **External Research Registration.**

4. List of **External Research Registration** will be displayed once the button is clicked and just select the **Submit.**
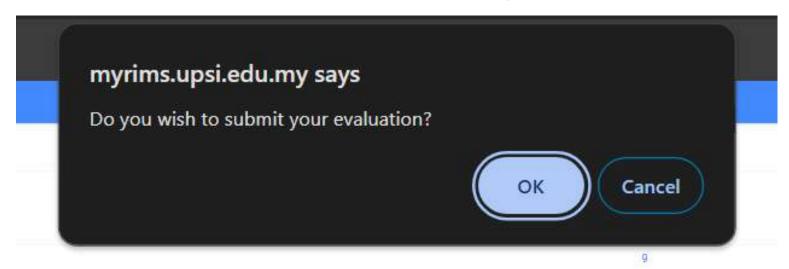
SUBMIT

1. All the mark for each sectione will be diplay here.

2. Click **Submit My Evaluation** to submit.

   Previous Section   Submit My Evaluation

3. A popup will appear to re-confirm your submission. Click **OK** to confirm

   myrims.upsi.edu.my says

   Do you wish to submit your evaluation?

   OK   Cancel

9

Joint Research Detail

ADDING *DETAIL*

Detail

<div align="right">New Mode</div>

Research Code

Clasification
SULIT/CONFIDENTIAL

Letter Code
12

Research Title

Duration (Month)
11

Date Start
11/06/2024

Date End
11/05/2025

Research Domain
SAINS SOSIAL - 106

Cluster
BASIC INFRASTRUCTURE (INFRASTRUKTUR ASAS)

National Priority Area
CYBER SECURITY (KESELAMATAN SIBER)

Sustainable Delevopment Goal (SDG) Category
AFFORDABLE & CLEAN ENERGY

Institution Category
LUAR NEGARA - NGO

Institution Name
MUTINASIONAL/ASING

Institution Name Detail
11

Peruntukan diluluskan (RM)
11

New Application | Save Application | Next Section

RiMS
RESEARCH INTEGRATED MANAGEMENT SYSTEM

Member(s)

ADDING DETAIL

- **Fill the staff members info**
- **Go to next section**

Home
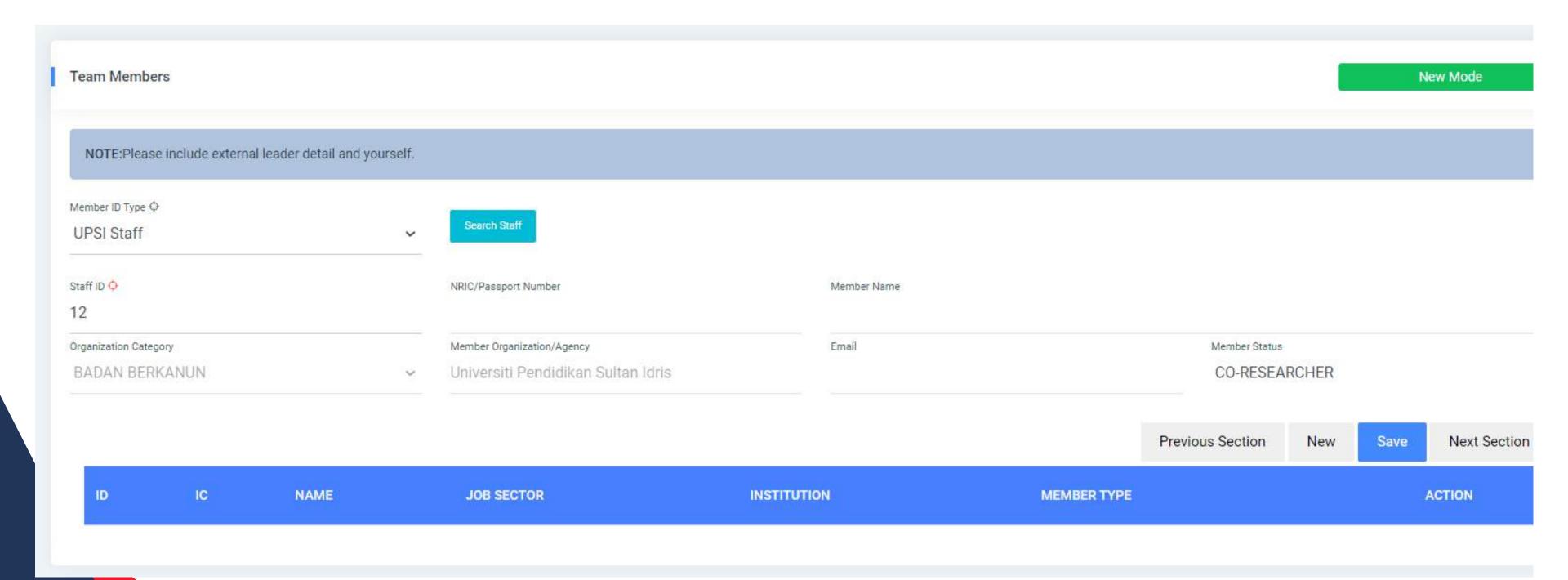
Research
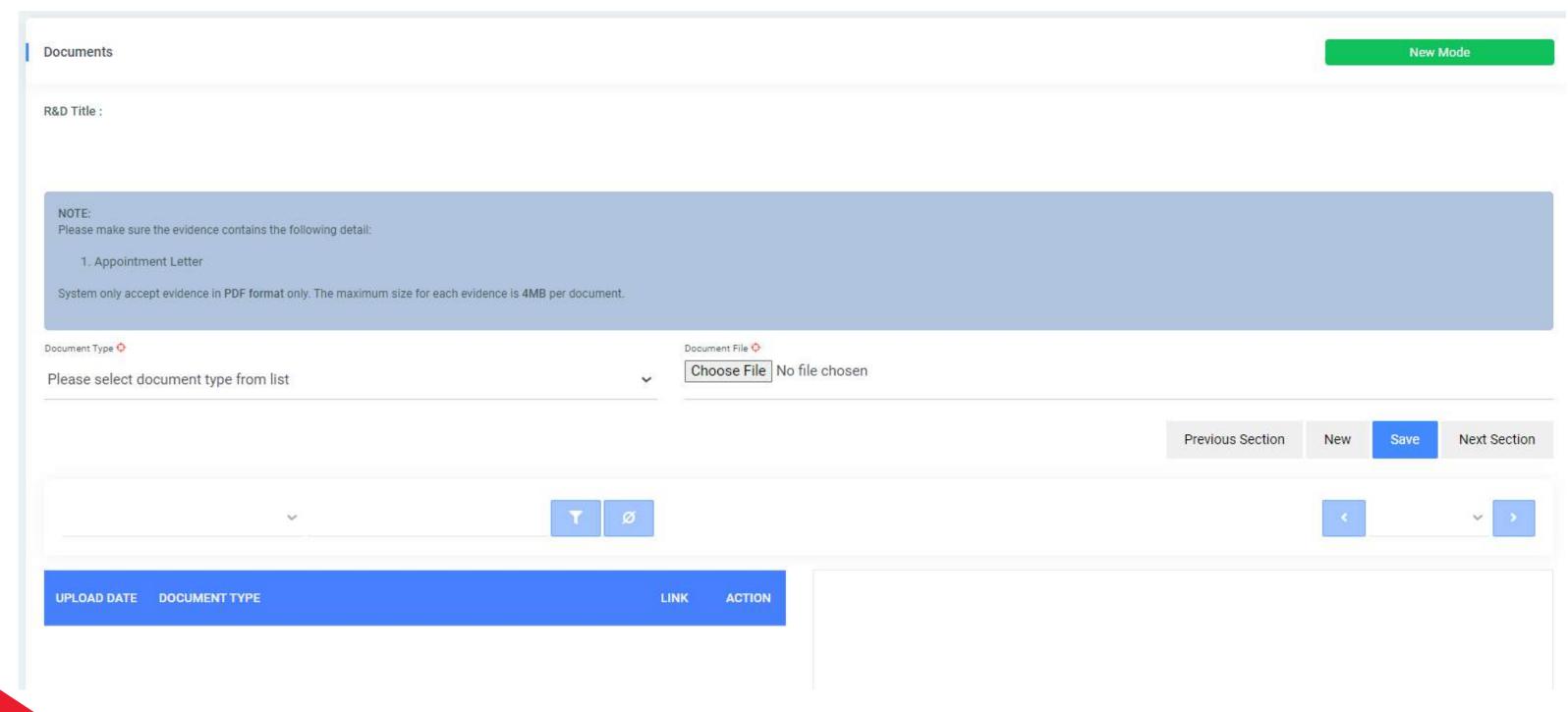
Research Application

Feedback

Application Evaluation

External Research Registration

≫ Application
≫ External Evaluation
≫ Joint Research

⊟ Detail
⊟ Member(s)
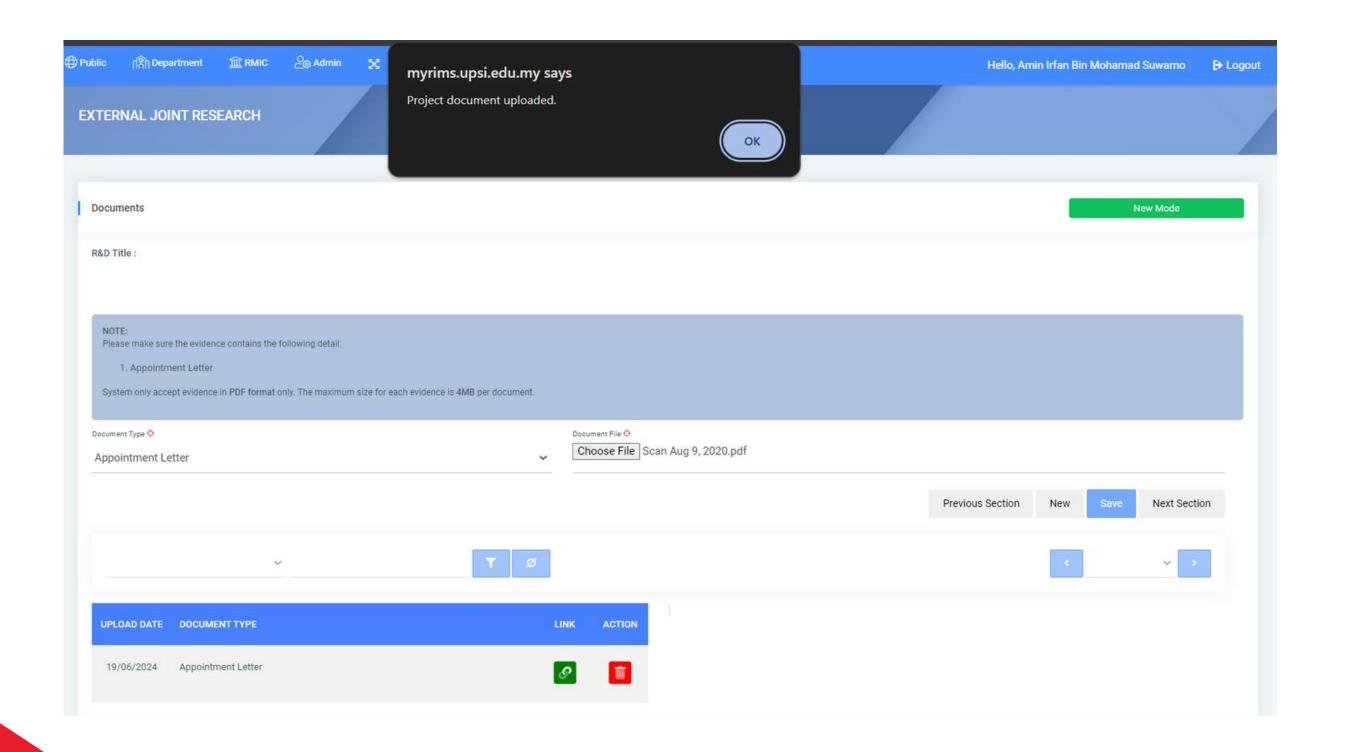⊟ Documents
⊟ Submission

Documents

ADDING DETAIL

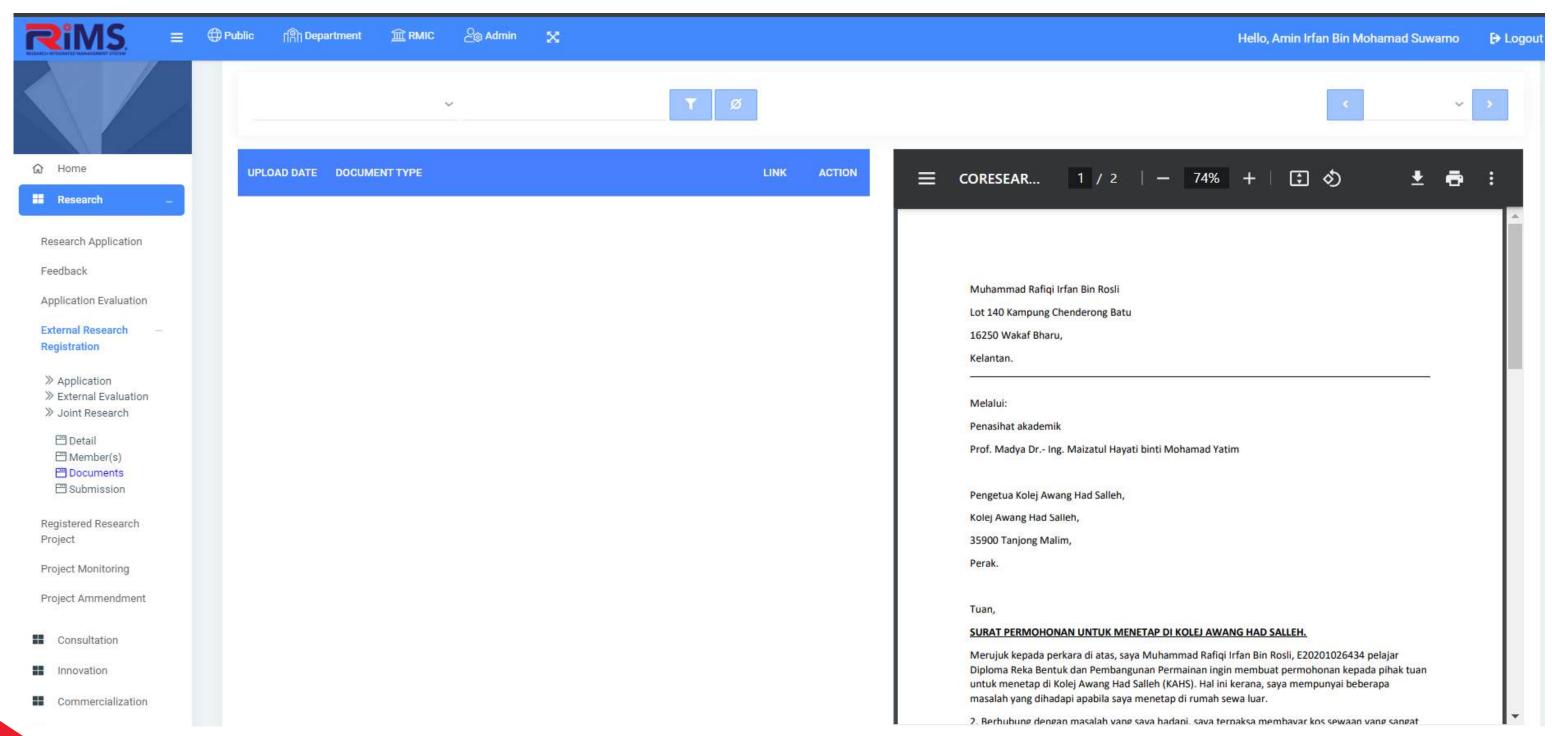- **Select document type**
- **Insert file**

ADDING *DOCUMENT*

- **Pop up will appear to confirm document uploaded**

ADDING *DETAIL*

- **Uploaded files will show at the bottom**

Submission

ADDING SUBMISSION

Submission

Detail	Member	Documents
INFORMATION COMPLETE.	INFORMATION COMPLETE.	INFORMATION COMPLETE.
PASSED	**PASSED**	**PASSED**

Declaration

- ☑ All information stated here are accurate, RMIC has the right to reject or to cancel the offer without prior notice if there is any inaccurate information given

- ☑ I hereby confirm that I and/or my family have no direct or indirect financial or personal interest with any staff of the funding agency in any matter that creates or may create a conflict with my duties as a researcher

- ☑ Application of this research is presented for the selected Grant

- ☑ UPSI has the right to reject this registration appilation if information provided is not completed or inccorrect

SUBMISSION

1. **Make sure all the indicators are in green color.**

2. **If the indicators are in red color, that means there might be something missing in the certain section.**

3. **Next, make sure to read all the declaration carefully and click on it to confirm.**