



**UNIVERSITI TEKNOLOGI MARA**  
OFFICE OF THE DEPUTY VICE-CHANCELLOR  
(RESEARCH AND INNOVATION)

**USER MANUAL**

System : Portal for Research and Innovation  
Management (PRIME) System

Module : Grant Management

Sub-Module : New Grant Application

Manual Version : 1.1

**PORTAL FOR RESEARCH AND INNOVATION  
MANAGEMENT (PRIME) SYSTEM**

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**GRANT MANAGEMENT**

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## 1.0. SIGN IN AS STAFF

1. Figure 1.1 below shows User Sign In Interface.

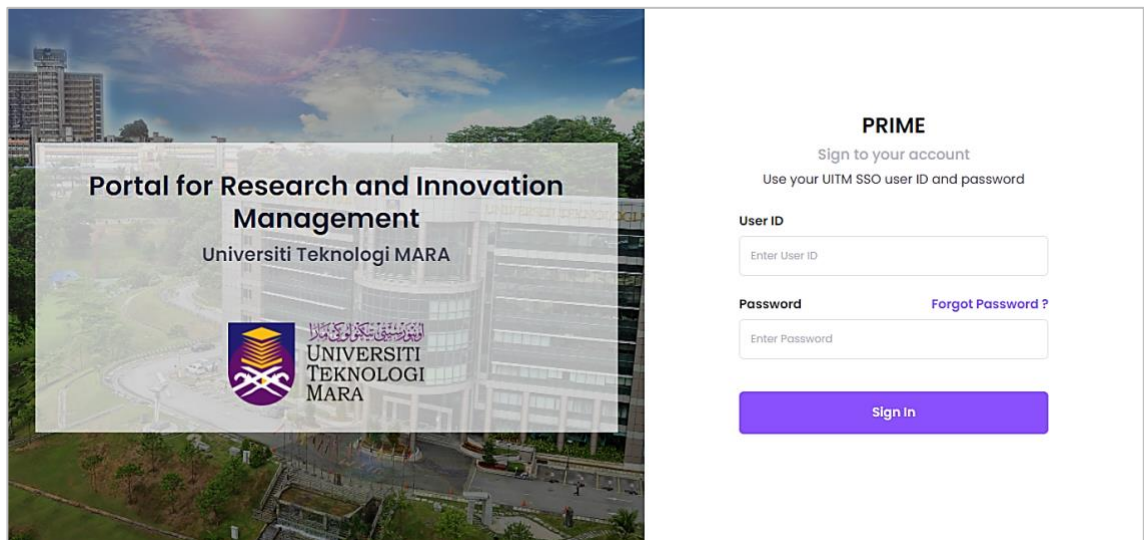


Figure 1.1 User Log Interface

2. To log in, user is required to use User ID and Password as UITM SSO.
3. Steps to Sign in are:
  - a. URL: <https://prime.uitm.edu.my/>
  - b. Enter “**User ID**” as registered in UITM portal.
  - c. Enter “**Password**” as registered in UITM portal.
  - d. Click “**Sign In**” button.

## 2.0. APPLY NEW GRANT

### 2.1. Dashboard

- a. On Main menu after login, click tab “Grant Management” as shown in Figure 2.1 below.

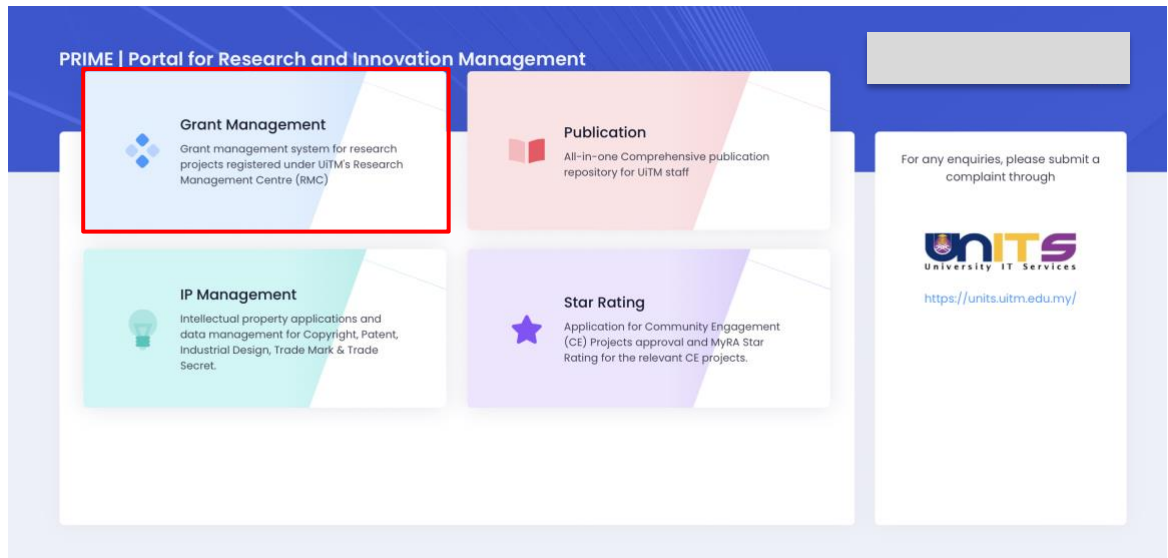


Figure 2.1 Main Menu

- b. On Dashboard, user can view their application statistic and application status.

### 2.2. Checking Qualification Tab

- a. Select “New Grant” for Grant Application.
- b. Select “Type of Grant” as shown in Figure 2.2 below. System will display qualification list of the respective researcher.
- c. Click “Save & Continue” button to save information.

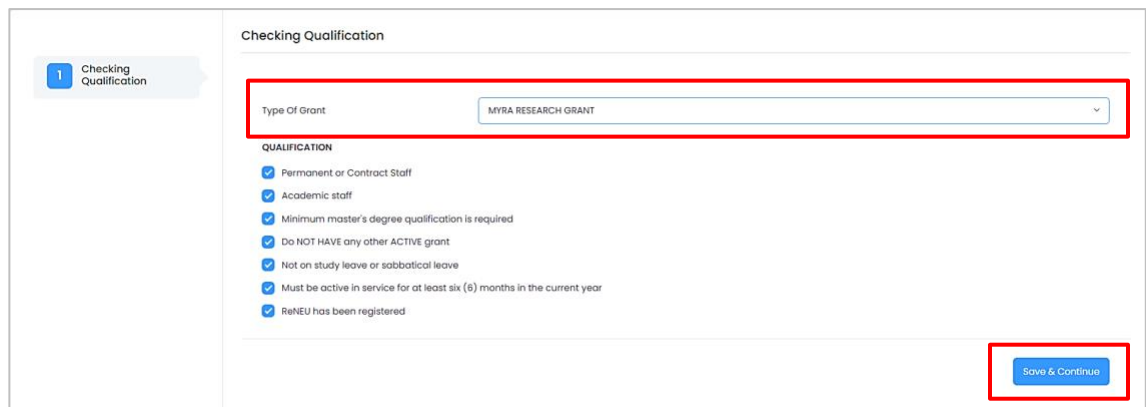
The image shows a web form titled "Checking Qualification". On the left, there is a sidebar with a step indicator "1 Checking Qualification". The main form area has a dropdown menu for "Type Of Grant" with "MYRA RESEARCH GRANT" selected. Below this is a section titled "QUALIFICATION" with a list of seven items, each with a checked checkbox: "Permanent or Contract Staff", "Academic staff", "Minimum master's degree qualification is required", "Do NOT HAVE any other ACTIVE grant", "Not on study leave or sabbatical leave", "Must be active in service for at least six (6) months in the current year", and "ReNEU has been registered". At the bottom right, there is a blue button labeled "Save & Continue".

Figure 2.2 Checking Qualification

- d. Reference number automatically generated, and the respective application will be in “Draft” status.

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Reference number format: **PY/Year/Reference Number**

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Example of generated data: **PY/2022/000016**

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### 2.3. Basic Info Tab

- a. Insert all required information as shown in Figure 2.3 below. Form may be different as it depends on type of grant.
- b. Click **“Save & Continue”** button to save information.

The screenshot shows a web interface for a grant application. At the top, there is a header with 'Researcher Info' and a small upward arrow icon. Below the header, the 'REFERENCE NO: PY/2022/00078' is displayed on the left and 'PROPOSAL STATUS: DRAFT' on the right. A vertical navigation menu on the left side lists nine tabs: 1 Qualification, 2 Basic Info (highlighted in blue), 3 Members, 4 History, 5 Details, 6 Equipment, 7 Budget, 8 Attachment, and 9 Declaration. The main content area is titled 'Grant Basic Info' and contains the following fields:

- \* Registration Proposal No.: PY/2022/00078
- \* Title of Research: 3D Simulation of Networking Robotic
- \* Start Date: 31/05/2022
- \* End Date: 31/05/2024
- \* Duration: 2 Years 0 Month 0 Day
- \* Phase: GPM 2022/1
- \* Sponsor Category: NATIONAL
- \* Sponsor Agency: Government
- \* Sub Sponsor: LOCAL UNIVERSITY
- \* Sub Sponsor Detail: UNIVERSITI TEKNOLOGI MARA
- \* FOR Division: Select FOR Division (dropdown)
- \* FOR Category: (dropdown)
- \* FOR Group: (dropdown)
- \* FOR Area: (dropdown)
- \* SEO Category: Select SEO Category (dropdown)
- \* SEO Group: (dropdown)
- \* SEO Area: (dropdown)
- \* Research Type: Select Research Type (dropdown)
- \* Research Classification: Select Research Classification (dropdown)
- \* Field Type: Select Field Type (dropdown)
- \* Agreement Type: Select Agreement Type (dropdown)
- \* RMK: Select RMK (dropdown)
- \* Sustainable Development Goals (SDG): Select SDG (dropdown)
- \* Commercialisation: Select Commercialisation (dropdown)
- \* Community Engagement: Select Community Engagement (dropdown)
- \* National Party Areas (NPAs): Select NPAs (dropdown)
- \* National Key Economic Area (NKEAs): Select NKEAs (dropdown)
- \* Keyword: Enter any keywords (text input)

At the bottom of the form, there is a 'Previous' button on the left and a 'Save & Continue' button on the right, which is highlighted with a red rectangular box. Below the keyword field, it says 'Maximum Characters: 1500'.

Figure 2.3 Basic Info

## 2.4. Members Tab


- a. Minimum of 2 members must be added and maximum of 5 members are allowed
- b. Define Project Leader Role
  - Click Update button as shown in Figure 2.4 below.

Member

Member Category: UITM STAFF

Staff Id:  Search

MEMBER LIST

#	Member Info	Name (Staff No / IC No/ Passport No) Faculty / Institute / Agency	Role	CV	Action
1	Project Leader Staff	[REDACTED] FAK.SAINS P'BIRAN & P'JIAN POLISI,SRMBN3	ROLE IS NOT DEFINED	[REDACTED]	

Showing 1 to 1 of 1 entries Previous 1 Next

Previous Continue

Figure 2.4 Add Members

- Insert all required information as shown in Figure 2.5 below.
- Click **“Update Member”** button.

Member

Member Category: UITM STAFF

Staff Id:  Search

Name: [REDACTED]

Faculty: FAK.SAINS P'BIRAN & P'JIAN POLISI,SRMBN3

Upload / Update CV (pdf file only): Choose file Browse Upload CV

CV: [REDACTED]

Role Description:

Role Task:

Update Member Clear Search

Figure 2.5 Update Project Leader Role Description and Task

- c. To add new member, enter staff ID (for UITM Staff), Student ID (for UITM Student), IC No (for National Collaborator) or email address (for International Collaborator).
- d. Click **“Search”** button to view details as shown in Figure 2.6 below.

Figure 2.5 Search Member

- e. For collaborator, if the detail of collaborator is not available, system will provide new form to add new collaborator details.
- f. Click **“Add Member”** button to save new member details as shown in Figure 2.6 below.

Figure 2.6 Add New Member

- g. Click **“Continue”** button to proceed with History Tab.



## 2.5. History Tab

- a. System displays all grant and publication history of the respective researcher as shown in Figure 2.7 below.

The screenshot displays a user interface with a sidebar on the left containing navigation tabs: 1 Qualification, 2 Basic Info, 3 Members, 4 History (highlighted), 5 Details, 6 Equipment, 7 Budget, 8 Attachment, and 9 Declaration. The main content area is titled "Grant History" and contains two sections. The first section, "Research projects headed by the Applicant that have been completed or currently ongoing in the last three (3) years," shows a table with columns: #, Title of Research, Duration, Type of Grant, and Project Status. The table is empty, displaying "No data available in table". Below this table, it says "Showing 0 to 0 of 0 entries" with "Previous" and "Next" buttons. The second section, "Information on academic publications that has been published by the researcher for the last three (3) years," shows a table with columns: #, Title of Publication, Source, Impact Factor (IF), and Year Published. The table contains 10 rows of data. Below this table, it says "Showing 31 to 40 of 128 entries" with "Previous", "1", "2", "4" (highlighted), "5", "...", "13", and "Next" buttons. At the bottom of the main content area, there are "Previous" and "Continue" buttons.

#	Title of Publication	Source	Impact Factor (IF)	Year Published
31	The Role of Universiti Teknologi MARA (UiTM) in Education and Social Mobility in Malaysia	Journal of Administrative Science	0.000	2020
32	Assessment of Halal Governance Issues in Malaysia	Insight Journal	0.000	2020
33	An Integrated Accountability Reporting Model of Non-Profit Organisations (NPOs)	INSIGHT JOURNAL	0.000	2020
34	I-PRESTIGE 2019 ANNUAL REPORT RESEARCH, INDUSTRIAL LINKAGES AND ALUMNI DIVISION	I-PRESTIGE 2019	0.000	2020
35	Factors contributing towards research productivity in higher education	International Journal of Evaluation and Research in Education (IJERE)	0.000	2020
36	Protected Areas, National Parks and Sustainable Future		0.000	2020
37	Protected Areas, National Parks and Sustainable Future		0.000	2020
38	Introductory Chapter: Today's National Parks (PAs) and Protected Areas (PAs) for a Sustainable Future	Protected Areas, National Parks and Sustainable Future	0.000	2020
39	The Workplace Learning Strategies Among Adult Gen Y	Eurasian Business Perspectives	0.000	2020
40	SLOW DOWN! YOUR LOVED ONE IS WAITING FOR YOU: POCKETNOTE FOR MOTORCYCLISTS		0.000	2019

Figure 2.7 View Grant and Publication History

- b. Click **“Continue”** button to proceed with History Tab.

## 2.6. Details Tab

- a. Insert all required information as shown in Figure 2.8 below.
- b. Click **“Save”** button to save details information.



c. Click **“Continue”** button to proceed with Equipment Tab.

## 2.7. Equipment Tab

- a. Insert all required information as shown in Figure 2.9 below.
- b. Click **“Add New Equipment”** button to save equipment details.

The screenshot shows a web application interface for managing equipment. On the left, a vertical sidebar contains nine numbered tabs: 1 Qualification, 2 Basic Info, 3 Members, 4 History, 5 Details, 6 Equipment (highlighted), 7 Budget, 8 Attachment, and 9 Declaration. The main content area is titled 'Equipment' and contains a form for adding new equipment. The form includes a text input for 'Name of Equipment and/or Material' with the placeholder 'Enter equipment name'. Below this are two columns: 'Location' with a dropdown menu showing 'Select Location', and 'Place' with a text input 'Enter equipment name'. A blue button labeled 'Add New Equipment' is highlighted with a red box. Below the form is an 'EQUIPMENT LIST' section with two columns: 'University' and 'Other Place'. The 'University' column contains two items: 'Haasdrill 4' with 'lab 1' and a red trash icon, and 'TYRE SPEED DRILL' with 'Adam Shah Paddock' and a red trash icon. At the bottom of the form are 'Previous' and 'Continue' buttons.


Figure 2.9 Equipment Details

c. Click **“Continue”** button to proceed with Budget Tab.

## 2.8. Budget Tab

a. Insert all required information as shown in Figure 2.10 below.

**Budget**

 Please indicate your estimated budget for this research and details of expenditure according to the guidelines.

SODO Type	Description	Year 1 (31/05/2022 - 30/05/2023)
<b>B11000</b> Salary & wages	<input type="text"/>	0.00
<b>Total Per Sodo</b>		0.00
<b>B12000</b> Fixed allowances	<input type="text"/>	0.00
<b>Total Per Sodo</b>		0.00
<b>B13000</b> Statutory contributions to public staff	<input type="text"/>	0.00
<b>Total Per Sodo</b>		0.00
<b>B14000</b> Overtime	<input type="text"/>	0.00
<b>Total Per Sodo</b>		0.00

Figure 2.10 Add Description and Budget

b. Click **“Continue”** button to proceed with Attachment Tab.

## 2.9. Attachment Tab

- a. Click **“Choose File”** button as shown in Figure 2.11 below. Select document in your device and upload into system.

Attachment	File	Action
* Proof of Contribution to TAPIU	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
OTHERS	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

Figure 2.11 Upload Attachment

- b. Click **“Continue”** button to proceed with Declaration Tab.

## 2.10. Declaration Tab

- a. Tick declaration as shown in Figure 2.12 below.
- b. Click **“Submit Application”** button. All submitted application will be reviewed by Clerk and Officer.

**Applicant Declaration**

- All information given are correct. UiTM has the right to reject or to cancel the offer without notice if there is any incorrect information given.
- I hereby agree to accept the offer to conduct research upon generation and activation of cost center to the proposed research project and will understand and comply to all terms and condition as the following.
- I hereby agree to contribute 5% from the total allocation for research services

Figure 2.12 Applicant Declaration

### 3.0 VIEW APPLICATION FORM

#### 3.1. Draft Proposal

- Draft Proposal is application that has not been submitted yet by researcher. The list shows allowed researcher to update or delete application.
- Click **“Draft Proposal”** menu to view list of proposal as shown in Figure 3.1 below.
- Click **Update** button in Action section to update proposal.
- Click **Delete** button in Action section to delete proposal.









No.	Reference No	Project Title	Project Status	Grant Type	Action
1	Pf/2022/00078	EDUCATION FRAMEWORK IN PANDEMIC 2022	DRAFT	MYRA RESEARCH GRANT	 
2	Pf/2022/00048		DRAFT	GERAN INSENTIF PENYELIAAN	 
3	Pf/2022/00034		DRAFT	GERAN INSENTIF PENYELIAAN	 
4	Pf/2022/00033	TEST REQUIRED CV MEMBER	DRAFT	GERAN INSENTIF PENYELIAAN	 

Figure 3.1 Draft Proposal

#### 3.2. Pending Application

- Pending application is application that has been submitted and in process of verification, evaluation, and approval by Officer. The list shows allowed researcher to view application form, approval timeline and evaluation summary.
- Click **“Pending Application”** menu to view list of pending application as shown in Figure 3.2 below.
- Click View button in Action section to view details of approval timeline and evaluation summary.


No.	Reference No	Module Name	Title	Status Name	Submitted Date	Action
1	Pf/2022/00001	GRANT PROPOSAL	MYRA 21 Feb	SUBMITTED	25/03/2022	

Figure 3.2 Pending Application

#### 3.3. My Research Grant (PI)

- PI stands for Principal Investigator means for researcher’s grant as Project Leader. This menu specifically created for Project Leader only and shows all grant with all status of proposal. The list shows allowed researcher to view application form, approval timeline and evaluation summary.
- Click **“My Research Grant (PI)”** menu to view list of application as shown in Figure 3.3 below.
- Click reference no of the selected grant.

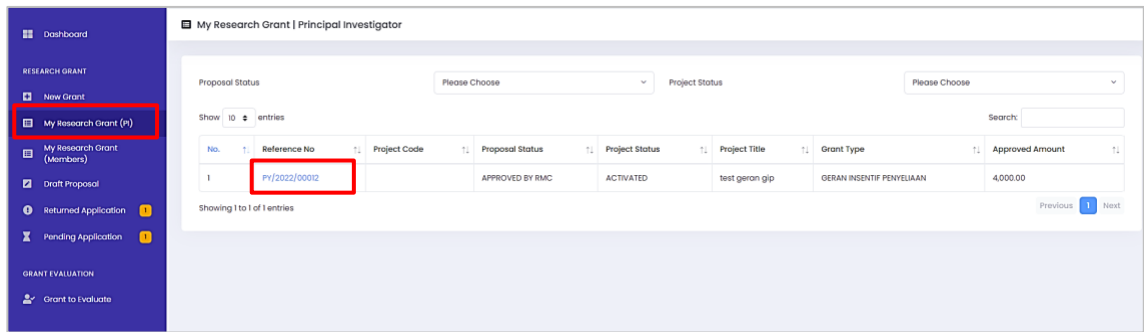


Figure 3.3 My Research Grant (PI)

### 3.4. My Research Grant (Members)

- My Research Grant (Members) menu allowed member of the respective grant to view the grant details. This menu specifically created for members. The list shows allowed researcher to view application form, approval timeline and evaluation summary.
- Click **“My Research Grant (Members)”** menu to view list of application as shown in Figure 3.4 below.
- Click reference no of the selected grant.

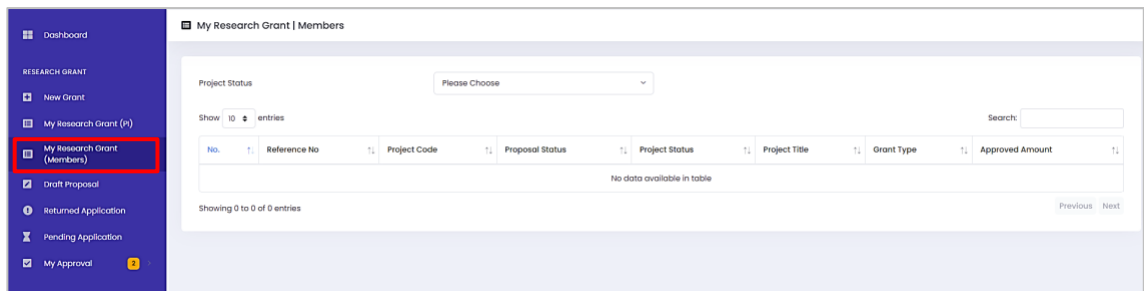


Figure 3.4 My Research Grant (Members)

#### 4.0. RETURNED APPLICATION

- a. Returned Application allowed researcher to notified for any amendment needed for re-submitted of application.
- b. Click **“Returned Application”** as shown in Figure 4.1 below.
- c. List shows all Returned Application needs for amendment action by Researcher.
- d. Click **View** button of any selected application.
- e. Fill in and update any required information as mentioned by Officer in Approval Timeline.

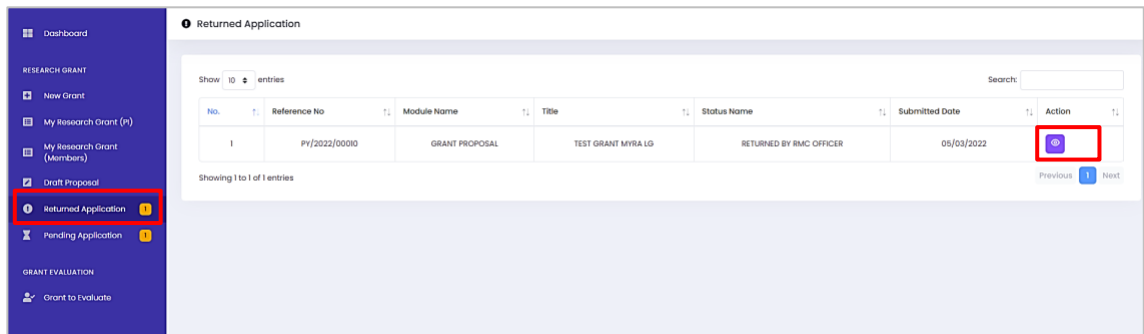


Figure 4.1 Returned Application

- f. For any questions or problem, please submit your inquiry to <https://units.uitm.edu.my>