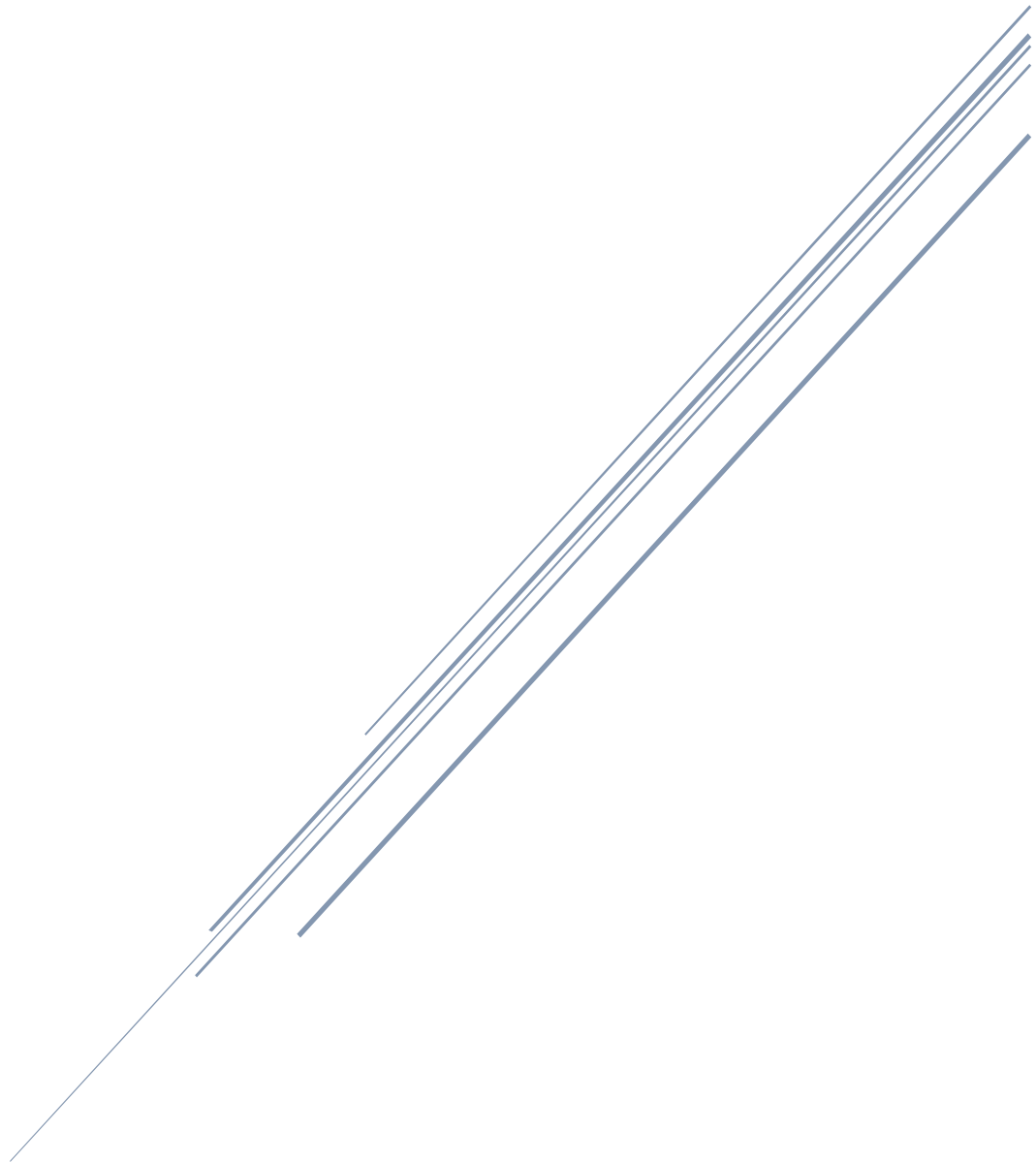


IPro2U

User's Manual v1.1



Universiti Teknologi Mara
May 2019

A. GENERAL INFORMATION

1.1 System Overview

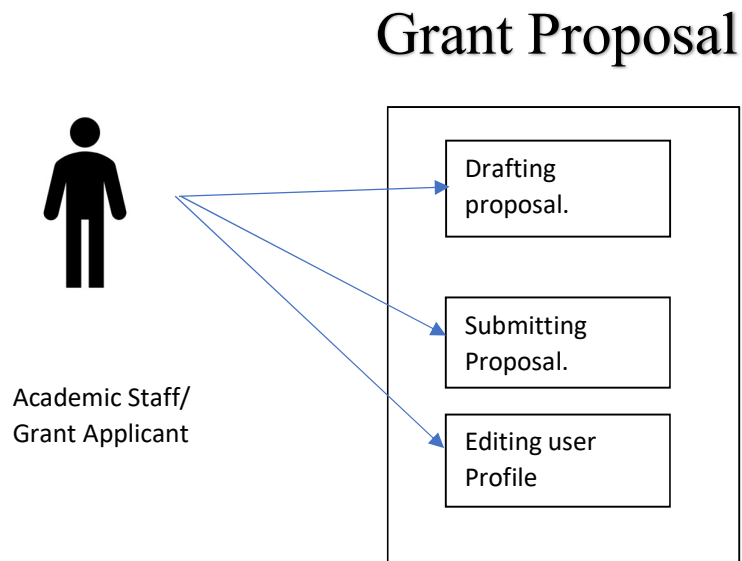
➤ IPRO2u Grant Proposal System is a web-based application that streamlines grant proposal management. It provided tools to user on managing grant application. The features provided on the application are as following:

- Drafting and Submitting Proposal through online application.
- Monitoring and Reporting an application.

1.2 System User and Roles

1) Academic Staff

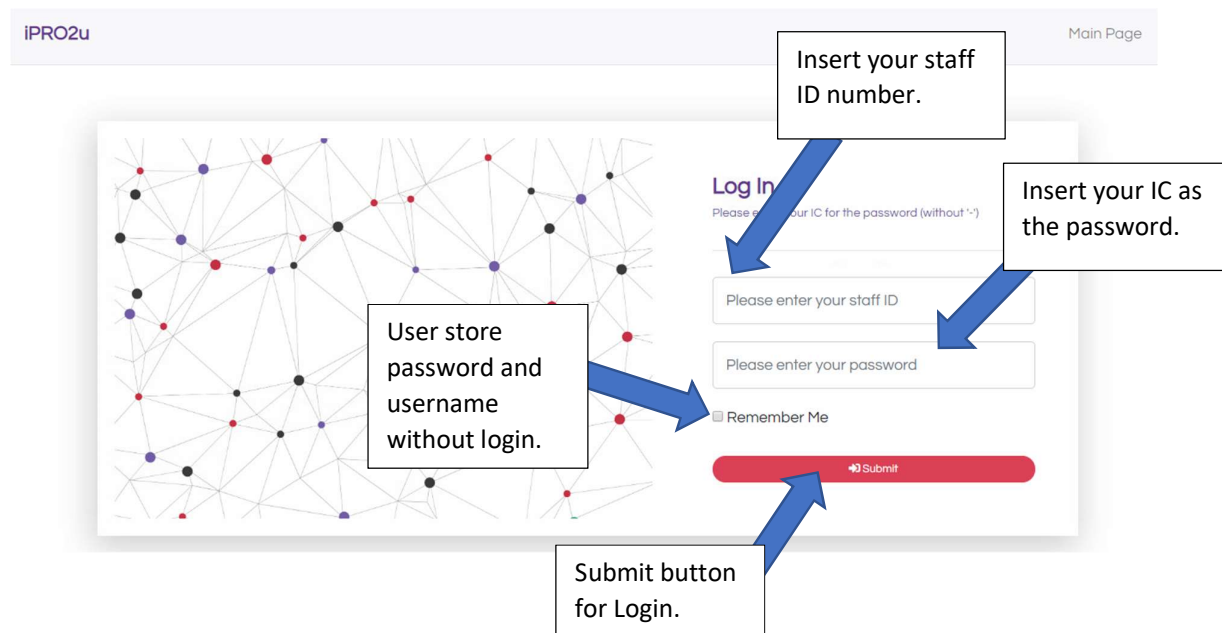
- Grant Applicant
 - User can draft and submit proposal.
 - User can edit user profile.



B. GETTING STARTED

This section provides a general walkthrough of the system from initiation through exit. The logical arrangement of the information shall enable the functional personnel to understand the sequence and flow of the system. Use screen prints to depict examples of text under each heading.

2.1 Logging On

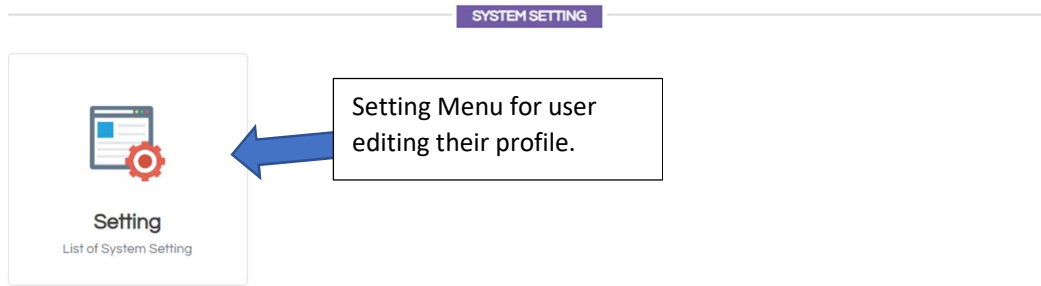


A staff ID and password is required to log onto web interface. After key in staff ID and passwords, click submit button to proceed. Please contact iPRO2u Admin for access purposes.

2.2 System Menu

This section describes in general terms the system menu first encountered by the user, as well as the navigation paths to functions noted on the screen.



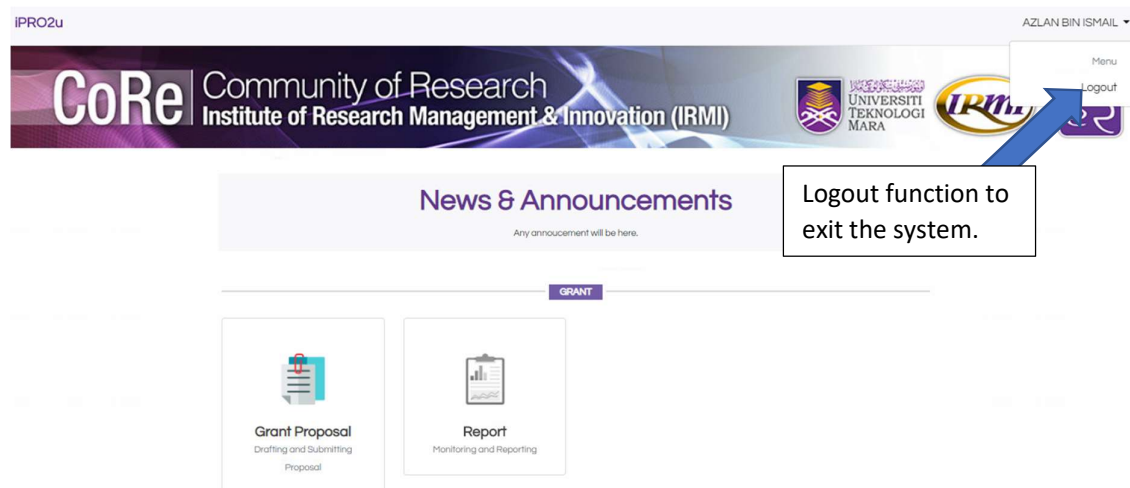


In Grant Proposal Menu, user can manage and creating Proposal for grant.

In Report Menu, only Admin can monitor and reporting the grant.

In Profile Settings Menu, user can edit user profile and reset passwords.

2.3 Exit System



On the top of the homepage, go to your profile and click Logout to exit the system.

C. GRANT PROPOSAL (ONLINE)

This section provides a detailed description of system functions. Each function should be under a separate section header, 3.1 - 3.x, and should correspond sequentially to the system functions (menu items) listed in subsections 3.2.1 - 3.2.x.

3.1 Insert Grant Proposal

The screenshot shows the CoRe Grant Proposal system interface. At the top, there is a header with the CoRe logo, the text 'CoRe Institute for Research & Innovation (IRMI)', and logos for Universiti Teknologi MARA and IRMI. Below the header, there is a navigation bar with a home icon, a lock icon, and a '+ Get Proposal Template...' button. A table below the navigation bar lists grant proposals. The first row shows a grant titled 'AI for smarter forest management' owned by 'AZLAN BIN ISMAIL' with the version 'IRMI/APPLICATION/LESTARISDGTTRIANGLE2019' and status 'Draft'. The table has columns for Grant Title, Owner, Grant Version, Batch, Status, and Action. The Action column contains buttons for 'View', 'Edit', and 'Delete'. Below the table, it says 'List of 1 to 1 from 1 records'. At the bottom, there are 'Previous', '1', and 'Next' buttons. Annotations with blue arrows point to the home icon, the lock icon, and the '+ Get Proposal Template...' button, explaining their functions.

Print icon to print existing Grant Record.

Create Grant Draft Button for new Grant Draft.

Home icon to return to the homepage.

Grant Title	Owner	Grant Version	Batch	Status	Action
AI for smarter forest management	AZLAN BIN ISMAIL	IRMI/APPLICATION/LESTARISDGTTRIANGLE2019		Draft	View Edit Delete

List of 1 to 1 from 1 records

Previous 1 Next

On a Grant Proposal menu, click on Get Proposal Button to create a new draft proposal.

3.1.1 Create Draft Proposal

The screenshot shows a web interface titled "LIST OF GRANT & PROPOSAL TEMPLATE". It features a table with columns: Grant & Proposal, Version, Description, Status, and Action. The table lists five entries. Annotations with blue arrows point to specific elements: a home icon, the "Status" column, and the "Create a Draft" button for the "GERAN LESTARI SDG TRIANGLE@UITM" entry.

Home icon to return to the homepage.

Status of Grant
Make Sure that it is active to create.

Create Draft button to create new Grant.

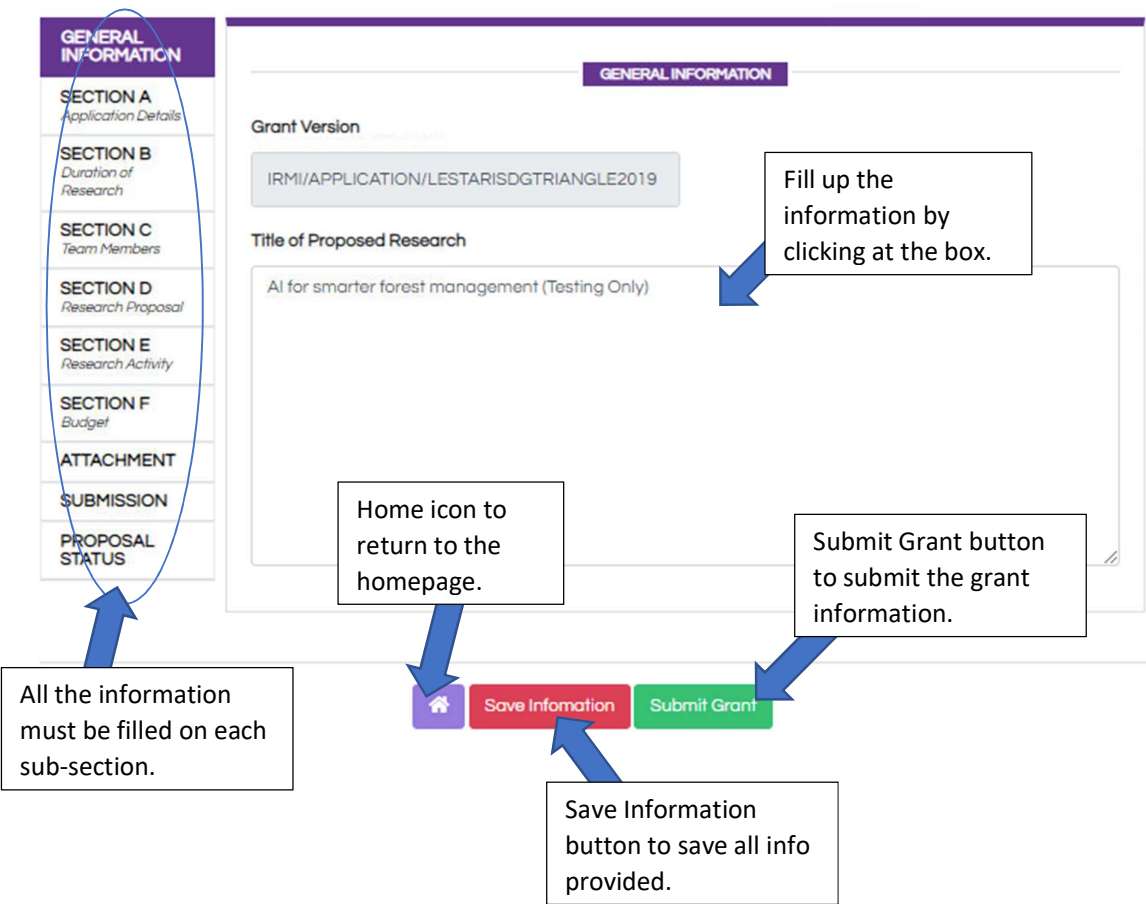
Grant & Proposal	Version	Description	Status	Action
GENERAL TEMPLATE	IRMI/GENERALTEMPLATE		Inactive	Create a Draft
GERAN BESTARI	IRMI/APPLICATION/BESTARI2017		Inactive	Create a Draft
GERAN INISIATIF PENYELIAAN (GIP)	IRMI/GP/GIP2016		Inactive	Create a Draft
GERAN LESTARI SDG TRIANGLE@UITM	IRMI/APPLICATION/LESTARISDGTRIANGLE2019		Active	Create a Draft
RESEARCH ENTITY INITIATIVE (REI) GRANT	IRMI/APPLICATION/REI2015		Inactive	Create a Draft

Showing 1 to 5 of 5 entries

Previous

On the List of Grant Proposal Templates, choose desire grant & proposal and click Create Draft Proposal on the right of the list. Please make sure the status of the grant & proposal is active before proceeding.

3.1.2 General Information



3.1.3 Section A: Applicant Details

The screenshot shows the 'SECTION A: APPLICANT DETAILS' form. On the left is a sidebar with navigation links: GENERAL INFORMATION, SECTION A (Application Details), SECTION B (Duration of Research), SECTION C (Team Members), SECTION D (Research Proposal), SECTION E (Research Activity), SECTION F (Budget), ATTACHMENT, and SUBMISSION. The main form area includes the following fields:

- Research Location (min 1 location):** A list with checkboxes for Pahang National Park, Gunung Ledang National Park, Royal Belum State Park, and Langkawi's Tuba Island. An annotation points to this list: "Select Research Location (at least 1 location)".
- Mapping of 17 Sustainable Development Goals (SDGs):** A dropdown menu currently showing "Affordable and clean energy". An annotation points to it: "Select SDGs on dropdown list."
- Field of Research:** A dropdown menu currently showing "Science and Technology (maximum limit : RM 30k)". An annotation points to it: "Select Field of Research on dropdown list."
- Personal Information:** Fields for Name of Project Leader (AZLAN BIN ISMAIL), Official Email (azlanismail@salamuitm.edu.my), Staff ID, Position (PENSYARAH KANAN), and Faculty (INST.PENG.PENYELIDIKAN & INOVASI (IRMI)).
- Contact Information:** Fields for Office No (0355211183), Hp No (Your personal phone n), and Fax No.

At the bottom of the form are three buttons: a home icon, "Save Information", and "Submit Grant".

3.1.4 Section B: Duration of Research

The screenshot shows the 'SECTION B: DURATION OF RESEARCH' form. The sidebar on the left is identical to the previous section, with 'SECTION B' highlighted. The main form area contains a single field labeled "Duration" with a value of "24 Months". An annotation points to this field: "Duration of Research will be set up to 24 months automatically."

At the bottom of the form are three buttons: a home icon, "Save Information", and "Submit Grant".

3.1.5 Section C: Team Members

GENERAL INFORMATION

SECTION A
Application Details

SECTION B
Duration of Research

SECTION C
Team Members

SECTION D
Research Proposal

SECTION E
Research Activity

SECTION F
Budget

ATTACHMENT

SUBMISSION

PROPOSAL STATUS

SECTION C: TEAM MEMBERS

Internal Team Members

+ Add

- Delete New Row

Delete apply only to entries with check marked check boxes only.

External Team Members

+ Add

- Delete New Row

Delete apply only to entries with check marked check boxes only.

Home

Save Information

Submit Grant

➤ Adding New Row

GENERAL INFORMATION

SECTION A
Application Details

SECTION B
Duration of Research

SECTION C
Team Members

SECTION F
Budget

ATTACHMENT

SUBMISSION

PROPOSAL STATUS

Internal Team Members

+ Add

- Delete New Row

Delete apply only to entries with check marked check boxes only.

Name of Members

SUZANA BINTI ZAMBRI

Name of Members

Select and Begin Typing

Search...

Start typing a search query

Delete list of team members (this button only valid for the rows that have not saved yet)

Adding Internal Team members (list will pop-up when clicked).

Select members from dropdown list or type a keyword.

ATTACHMENT

SUBMISSION

PROPOSAL

External Team Members

Add

Delete New Row

Delete apply only to entries with check marked c

Adding External Team members (list will pop-up when clicked.

Delete list of team members (this button only valid for the rows that have not saved yet)

Name of Members	NRIC/Passport	Phone No
AMIR HAMBALY	NRIC/Passport	0137594060
Institution	Email	
UITM	amirhambaly96@gmail.com	
Delete Member		
No		

Fill up the information.

Save Information

Submit Grant

➤ Before Delete New Row

Internal Team Member

Delete apply only to entries with check mark

Delete New Row button only used for the rows that have not been saved yet.

<input checked="" type="checkbox"/>	Name of Members
<input type="checkbox"/>	ABIDIN @ BHARUN
<input type="checkbox"/>	SUZANA BINTI ZAMBRI

Make sure tick on the list that want to delete the rows

➤ After Delete New Row

Internal Team Members

Delete apply only to entries with check marked check boxes only.

<input type="checkbox"/>	Name of Members
<input type="checkbox"/>	SUZANA BINTI ZAMBRI

The list will be deleted after applying delete new row.

➤ Before Delete Save Information

The screenshot shows the 'Internal Team Members' form with a sidebar on the left containing sections: GENERAL INFORMATION, SECTION A (Application Details), SECTION B (Duration of Research), SECTION C (Team Members), SECTION D (Research Proposal), SECTION E (Research Activity), SECTION F (Budget), ATTACHMENT, SUBMISSION, and PROPOSAL STATUS. The main form area is titled 'SECTION C: TEAM MEMBERS' and 'Internal Team Members'. It includes '+ Add' and '- Delete New Row' buttons, and a note: 'Delete apply only to entries with check marked check boxes only.' There are two rows of team members. The first row has 'Name of Members' as 'MARSHIMA BINTI MOHD ROSLI' and a 'Delete Member?' dropdown menu. The second row has 'Name of Members' as 'SUZANA BINTI ZAMBRI' and a 'Delete Member?' dropdown menu. A callout box points to the first dropdown menu with the text 'Select Status from the dropdown list to delete.' Another callout box points to the 'Save Information' button with the text 'Click here to save the information.'

Name of Members	Delete Member?
MARSHIMA BINTI MOHD ROSLI	No
SUZANA BINTI ZAMBRI	No

Buttons: Save Information, Submit Grant

➤ After Delete Save Information

The screenshot shows the 'Internal Team Members' form after deletion. The sidebar is the same as the previous screenshot. The main form area is titled 'SECTION C: TEAM MEMBERS' and 'Internal Team Members'. It includes '+ Add' and '- Delete New Row' buttons, and a note: 'Delete apply only to entries with check marked check boxes only.' There is now only one row of team members. The 'Name of Members' is 'SUZANA BINTI ZAMBRI' and the 'Delete Member?' dropdown menu is set to 'No'.

Name of Members	Delete Member?
SUZANA BINTI ZAMBRI	No

3.1.6 Section D: Research Proposal

GENERAL INFORMATION	
SECTION A Application Details	
SECTION B Duration of Research	
SECTION C Team Members	
SECTION D Research Proposal	<div>SECTION D: RESEARCH PROPOSAL</div> <div> <p>Ringkasan Eksekutif Cadangan Penyelidikan (maksima 300 patah perkataan)</p> <p>(Please include background of research, problem statement, objectives, research methodology and expected outcomes from the research project)</p> </div> <div> <p>Executive Summary</p> <p>The summary is about</p> </div> <div> <p>Problem Statement</p> <p>The problem here is</p> </div> <div> <p>Research Questions</p> <p>The question is</p> </div> <div> <p>Objective (s) of the Research</p> <p>The objective is</p> </div>
SECTION E Research Activity	
SECTION F Budget	
ATTACHMENT	
SUBMISSION	
PROPOSAL STATUS	

Literature Review

B I | Format -

The literature review

Fill up Literature Review.

Research Methodology

B I | Format -

The research methodology

Fill up Research Methodology.

References

B I | Format -

1. References 1
2. References 2

Fill up References.

Novel Theories/New Findings/Knowledge

B I | Format -

New

Knowledge

Fill up Novel Theories/New Findings/Knowledge

Expected Output / Outcomes /Implication And Significance of Output From The Research Project

B I | Format -

- Outcomes
- Expected Output

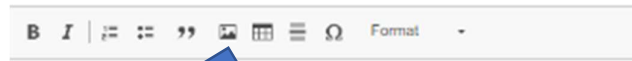
Fill up Expected Output/Outcomes.



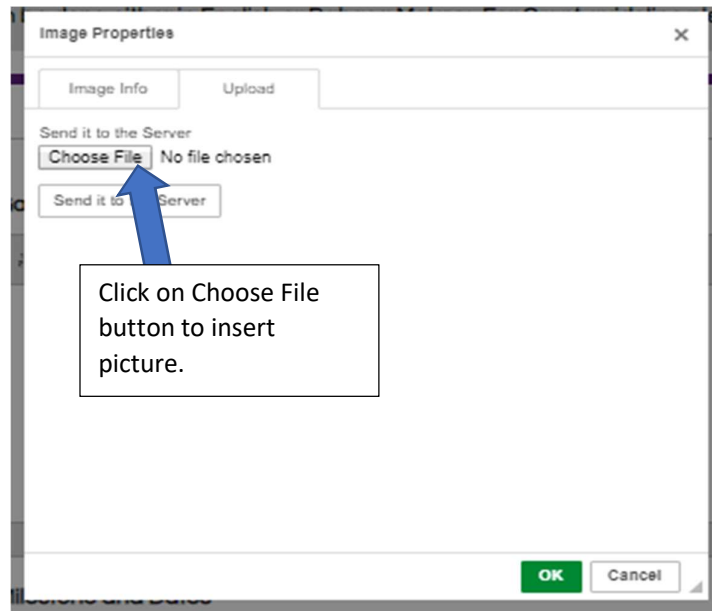
Save Information

Submit Grant

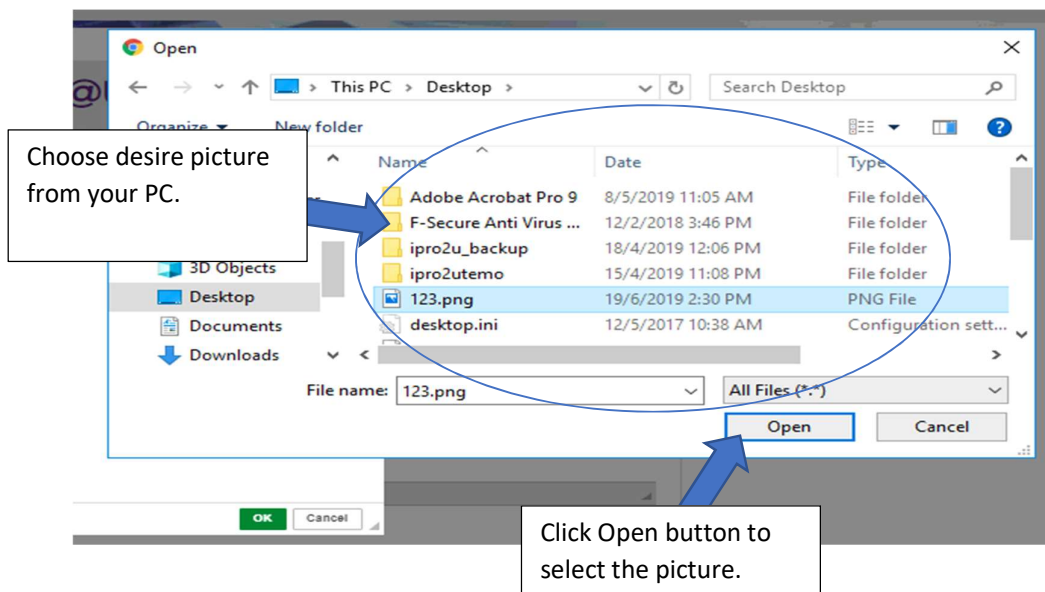
➤ Insert Image



Click on small Image icon to insert picture.

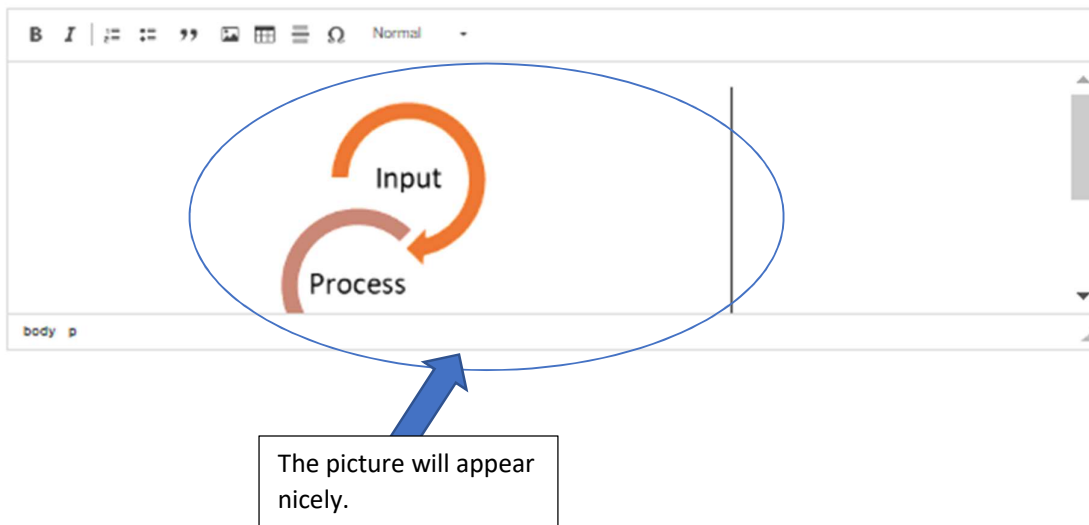
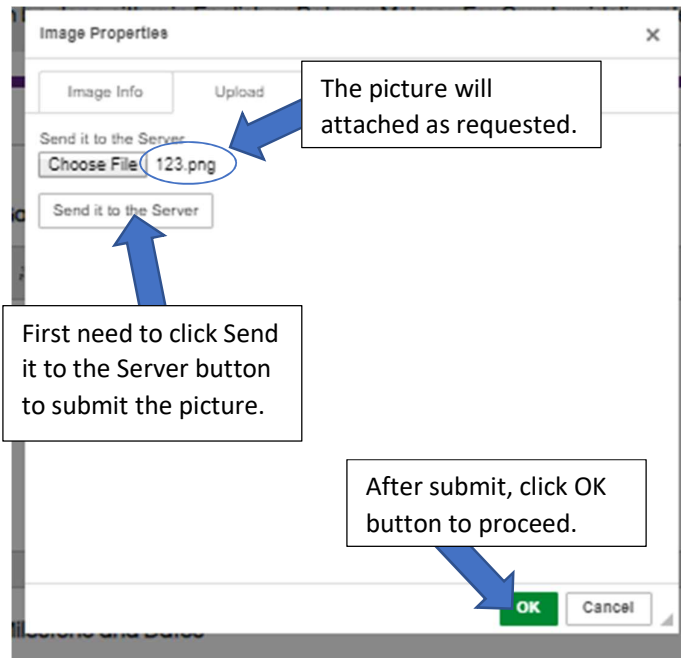


Click on Choose File button to insert picture.

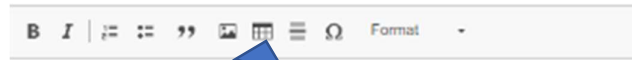


Choose desire picture from your PC.

Click Open button to select the picture.



➤ Insert Table

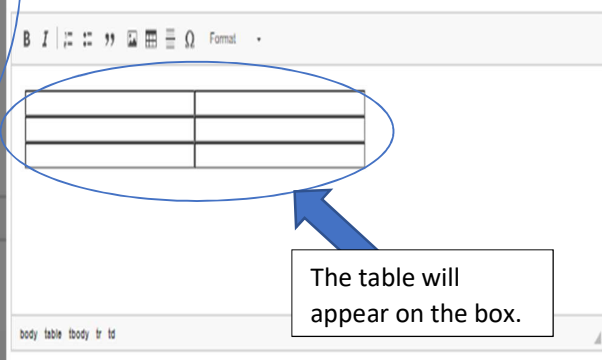


Click on small Table icon to insert Table.

A screenshot of the 'Table Properties' dialog box. The 'Rows' field is set to 3 and the 'Columns' field is set to 2. These fields are circled in blue. Other settings include Width: 500, Height: (empty), Headers: None, Border size: 1, Cell spacing: 1, Cell padding: 1, Alignment: <not set>, Caption: (empty), and Summary: (empty). At the bottom, there are 'OK' and 'Cancel' buttons. A blue arrow points to the 'OK' button.

Fill up the information to create a table.

Click Ok button to proceed.



The table will appear on the box.

3.1.7 Section E: Research Activity

GENERAL INFORMATION

SECTION A
Application Details

SECTION B
Duration of Research

SECTION C
Team Members

SECTION D
Research Proposal

SECTION E
Research Activity

SECTION F
Budget

ATTACHMENT

SUBMISSION

PROPOSAL STATUS

SECTION E: RESEARCH ACTIVITY

Project Gantt Chart

B

I

Format

Fill up Project Gantt Chart.

Project Milestone and Dates

B

I

Format

Milestone and Dates

Fill up Project Milestone and Dates.

Flowchart of Research Activities

B

I

Format

Flowchart of research Activities

Fill up Flowchart of Research Activities.

Home

Save Information

Submit Grant

3.1.8 Section F: Budget

GENERAL INFORMATION

SECTION A
Application Details

SECTION B
Duration of Research

SECTION C

SECTION E
Research Activity

SECTION F
Budget

ATTACHMENT

SUBMISSION

PROPOSAL STATUS

SECTION F: BUDGET

+ Add

- Delete New Row

Delete apply only to entries with

Add button for adding budget on the list.

Delete new row of budgets (make sure the entries were ticked before delete).

Save Information

Submit Grant

➤ Insert Budget New Row

GENERAL INFORMATION

SECTION A
Application Details

SECTION B
Duration of Research

SECTION C
Team Members

SECTION D
Research Proposal

SECTION E
Research Activity

SECTION F
Budget

ATTACHMENT

SUBMISSION

PROPOSAL STATUS

SECTION F: BUDGET

+ Add

- Delete New Row

Delete apply only to entries with check marked check boxes on

Budget Type

Vote 11000 : Salary and Wages

No

Year

Total (RM)

1

3000

Year

Total (RM)

2

2000

Budget Description

test again

Select suitable Budget Type.

Insert a total amount in Ringgit.

Enter a Budget Description.

Save Information

Submit Grant

➤ Delete Budget New Row

Delete apply only to entries with check marked check boxes only.

☒ **Budget Type**

Vote 11000: Salor

Total (RM)

3000

Year

2

Total (RM)

2000

Budget Description

test

Make sure checkbox was ticked before deleting selected row.

Delete New Row button only used for the rows that have not been saved yet.

Delete apply only to entries with check marked check boxes only.

The list will be deleted as requested.

➤ Before delete Save Information: Budgets

The screenshot shows the 'SECTION F: BUDGET' form. On the left is a sidebar with sections: GENERAL INFORMATION, SECTION A (Application Details), SECTION B (Duration of Research), SECTION C (Team Members), SECTION D (Research Proposal), SECTION E (Research Activity), SECTION F (Budget), ATTACHMENT, SUBMISSION, and PROPOSAL STATUS. The main form area has a header 'SECTION F: BUDGET' and buttons '+Add' and '-Delete New Row'. Below this is a table with columns 'Year' and 'Total (RM)'. The first row has '1' in the Year column and '3000' in the Total (RM) column. The second row has '2' in the Year column and '2000' in the Total (RM) column. To the right of the table is a 'Delete Budget' dropdown menu with options: No, Options, No, and Delete. A blue arrow points from a text box 'Select the status for delete action.' to the 'Delete' option in the dropdown. Below the table is a 'Budget Description' text area with the text 'test'. At the bottom of the form are three buttons: a purple button with a house icon, a red button 'Save Information', and a green button 'Submit Grant'. A blue arrow points from a text box 'Click here to save the information.' to the 'Save Information' button.

GENERAL INFORMATION

SECTION A
Application Details

SECTION B
Duration of Research

SECTION C
Team Members

SECTION D
Research Proposal

SECTION E
Research Activity

**SECTION F
Budget**

ATTACHMENT

SUBMISSION

PROPOSAL STATUS

SECTION F: BUDGET

+Add -Delete New Row

Delete apply only to entries with check marked check boxes only.

Budget Type

Vote 110

Year Total (RM)

1 3000

Year Total (RM)

2 2000

Budget Description

test

Delete Budget

No

Options

No

Delete

Select the status for delete action.

Click here to save the information.

Save Information Submit Grant

➤ After delete Save Information: Budgets

The screenshot shows the 'SECTION F: BUDGET' form after deleting a row. The sidebar is the same as in the previous screenshot. The main form area has the same header 'SECTION F: BUDGET' and buttons '+Add' and '-Delete New Row'. Below this is a table with columns 'Year' and 'Total (RM)'. The first row is empty. The second row is empty. Below the table is a 'Budget Description' text area. At the bottom of the form are three buttons: a purple button with a house icon, a red button 'Save Information', and a green button 'Submit Grant'.

GENERAL INFORMATION

SECTION A
Application Details

SECTION B
Duration of Research

SECTION C
Team Members

SECTION D
Research Proposal

SECTION E
Research Activity

**SECTION F
Budget**

ATTACHMENT

SUBMISSION

PROPOSAL STATUS

SECTION F: BUDGET

+Add -Delete New Row

Delete apply only to entries with check marked check boxes only.

Year Total (RM)

Year Total (RM)

Budget Description

Save Information Submit Grant

3.1.9 Attachment

GENERAL INFORMATION

SECTION A
Application Details

SECTION B
Duration of Research

SECTION C
Team Members

SECTION D
Research Proposal

SECTION E
Research Activity

SECTION F
Budget

ATTACHMENT

SUBMISSION

PROPOSAL STATUS

ATTACHMENT FILE

1. Please attach the proof of contribution to Tabung Amanah Penyelidikan dan Inovasi UTM (TAPIU) for Project Leader and all members from UTM.

2. Please zip or compress your files to attach multiple files.

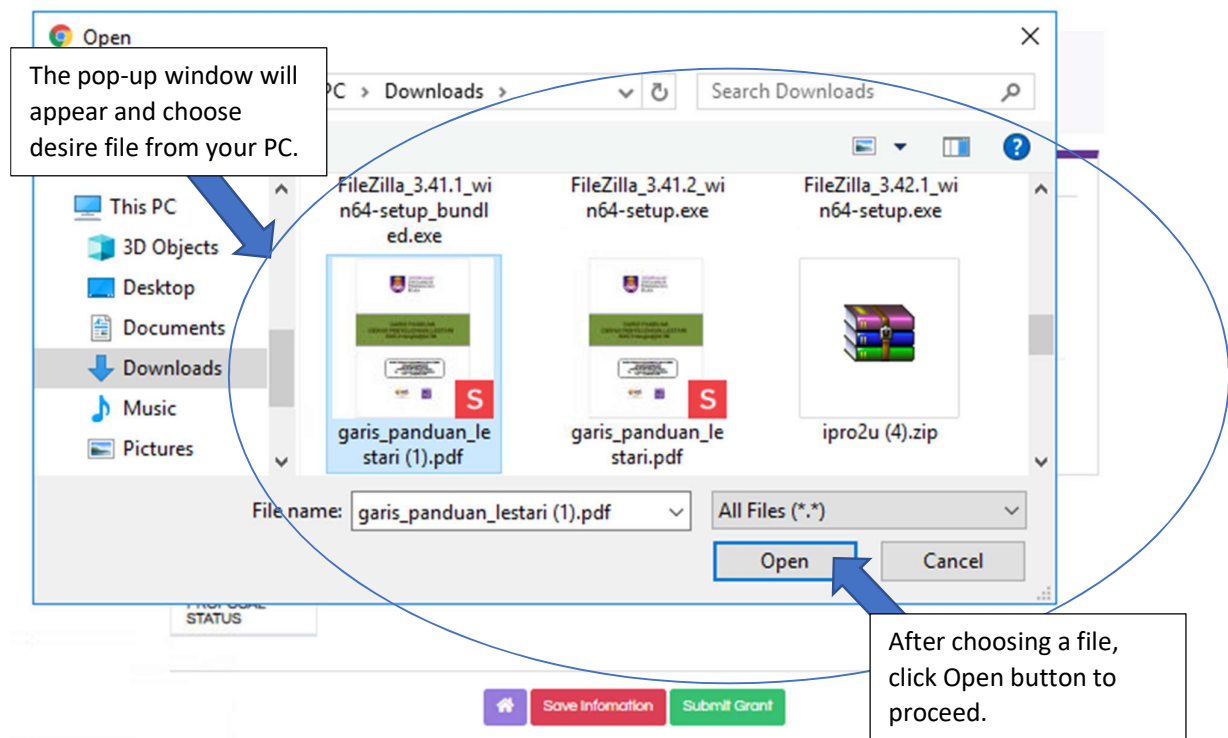
Current Attachment:

Attachment File

Choose File No file chosen

Choose File button to attach file as a proof of contribution.

Save Information Submit Grant



GENERAL INFORMATION	ATTACHMENT FILE
SECTION A Application Details	<p>1. Please attach the proof of contribution to Tabung Amanah Penyelidikan dan Inovasi UITM (TAPIU) for Project Leader and all members from UITM.</p> <p>2. Please zip or compress your files to attach multiple files.</p> <p>Current Attachment:</p>
SECTION B Duration of Research	<p>Attachment File</p> <p>Choose File garis_panduan...tari (1).pdf</p>
SECTION C Team Members	
SECTION D Research Proposal	
SECTION E Research Activity	
SECTION F Budget	
ATTACHMENT	
SUBMISSION	
PROPOSAL STATUS	

The file will be attached as requested.

 [Save Information](#) [Submit Grant](#)

Click here to save the information.

3.1.10 Submission

GENERAL INFORMATION

SECTION A
Application Details

SECTION B
Duration of Research

SECTION C
Team Members

SECTION D
Research Proposal

SECTION E
Research Activity

SECTION F
Budget

ATTACHMENT

SUBMISSION

PROPOSAL STATUS

SUBMISSION

Submission

LESTARISDGTRIANGLE2019

Please Choose

LESTARISDGTRIANGLE2019

Please choose desire submission from dropdown list.

Home

Save Information

Submit Grant

3.1.11 Proposal Status

GENERAL INFORMATION

SECTION A
Application Details

SECTION B
Duration of Research

SECTION C
Team Members

SECTION D
Research Proposal

SECTION E
Research Activity

SECTION F
Budget

ATTACHMENT

SUBMISSION

PROPOSAL STATUS

PROPOSAL STATUS

Name	Status	Date
AZLAN BIN ISMAIL	Create Proposal Draft	Tuesday : 23-April-2019 08:28:55 AM
AZLAN BIN ISMAIL	Edit Grant Draf	Tuesday : 23-April-2019 08:29:02 AM
AZLAN BIN ISMAIL	Submit Complete Grant	Sunday : 26-May-2019 08:08:02 AM
AZLAN BIN ISMAIL	Submit Complete Grant	Sunday : 26-May-2019 08:11:32 AM
AZLAN BIN ISMAIL	Submit Complete Grant	Monday : 10-June-2019 03:00:11 AM

Details about proposal status will appear here.

Home

Save Information

Submit Grant

3.1.12 Submit Grant Proposal

After finished fill in all section form, proceed to submit grant for submitting grant proposal.

Name	Status	Date
AZLAN BIN ISMAIL	Create Proposal Draft	Tuesday : 23-April-2019 08:28:55 AM
AZLAN BIN ISMAIL	Edit Grant Draft	Tuesday : 23-April-2019 08:29:02 AM
AZLAN BIN ISMAIL	Submit Complete Grant	Sunday : 26-May-2019 08:08:02 AM
AZLAN BIN ISMAIL	Submit Complete Grant	Sunday : 26-May-2019 08:11:32 AM
AZLAN BIN ISMAIL	Submit Complete Grant	

Submit Grant button for submitting grant proposal.

Submit Grant

➤ Error Message

Please address the following issues before submitting the proposal:

- Please choose at least one Research Location in Section A
- Please choose one Development Goal in Section A
- Please choose one Research Field in Section A
- Please complete your Project Gantt Chart in Section E
- Please complete your Project Milestone in Section E
- Please complete your Research Activities in Section E
- Please complete your Executive Summary in Section D
- Please complete your Problem Statement in Section D
- Please complete your Research Questions in Section D
- Please complete your Objective Research in Section D
- Please complete your Literature Review in Section D
- Please complete your Research Methodology in Section D
- Please complete your Reference in Section D
- Please complete your Finding in Section D
- Please complete your Expected Output in Section D
- Please choose one submission in Submission Section

Please make sure all information in the form is filled up before submitting grant proposal. Otherwise, pop-up error message is shown.

3.2 View Grant Proposal

LIST OF GRANT

Home

Print

+ Get Proposal Template

5

Grant Title	Owner	Grant Version	Batch	Status	Action
AI for smarter forest management	AZLAN BIN ISMAIL	IRMI/APPLICATION/LESTARISDGTRIANGLE2019		Draft	<div><div>View</div><div>Edit</div><div>Delete</div></div>

List of 1 to 1 from 1 records

Previous

1

Next

View button to view the details of grant.

On a Grant Proposal menu, select the grant title that you want to view. At the right side of the grant title list click edit button to View the details.

➤ View Grant Proposal

All the details are provided when clicked view grant button.

LESTARI SDGTriangle@UiTM RESEARCH GRANT

The application can be done either in English or Bahasa Melayu.

IRM/APPLICATION/LESTARIPERDANA2017	
 <div style="display: inline-block; vertical-align: middle;"> UNIVERSITI TEKNOLOGI MARA </div>	<p style="text-align: center;">APPLICATION FORM</p> <p style="text-align: center; font-size: 1.2em;"><i>LESTARI SDGTriangle@UiTM RESEARCH GRANT</i></p>

Please give attention to the following details:

1. Please attach the proof of contribution to Tabung Amanah Penyelidikan dan Inovasi UiTM (TAPIU) for Project Leader and all members from UiTM

SECTION A: APPLICANT DETAILS

Research Location (min 1 location)	Langkawi's Tuba Island		
Sustainable Development Goals (SDGs)			
Field of Research			
TITLE OF RESEARCH	AI for smarter forest management		
PROJECT LEADER	AZLAN BIN ISMAIL		
STAFF NO		NRIC/PASSWORD	
POSITION	No Information Available		
FACULTY	No Information Available		
OFFICE NO	0355211183	HP NO	
E MAIL ADDRESS	azlanismail@salam.uitm.edu.my		

SECTION C: TEAM MEMBERS

NAME OF MEMBERS	STAFF NO	NRIC/PASSWORD	FACULTY
SUZANA BINTI ZAMBRI			FAKULTI SAINS KOMPUTER & MATEMATIK(FSKM)

SECTION D: RESEARCH PROPOSAL

Executive Summary	
Problem Statement	
Research Question	
Objective (s) of the Research	
Literature Review	
Research Methodology	
References	
Novel Theories/New Findings/Knowledge	
Expected Output / Outcomes /Implication And Significance of Output From The Research Project	

SECTION E: BUDGET

Budget Type	Total
-------------	-------

SECTION F: DECLARATION

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

Project Leader

Name: AZLAN BIN ISMAIL

Signature and stamp:

Date:

SECTION G : FOR COMMUNITY OF RESEARCH (CoRe) OFFICE USE ONLY

3.3 Edit Grant Proposal

LIST OF GRANT

Home

Print

+ Get Proposal Template

5

Grant Title	Owner	Grant Version	Batch	Status	Action
AI for smarter forest management	AZLAN BIN ISMAIL	IRMI/APPLICATION/LESTARISDGTRIANGLE2019		Draft	<div><div>View</div><div>Edit</div><div>Delete</div></div>

List of 1 to 1 from 1 records

Previous

1

Next

Edit button for editing the details of grant.

On a Grant Proposal menu, select the grant title that you want to edit. At the right side of the grant title list click edit button to Edit the details.

3.4 Delete Grant Proposal

LIST OF GRANT

Home

Print

+ Get Proposal Template

5

Grant Title	Owner	Grant Version	Batch	Status	Action
AI for smarter forest management	AZLAN BIN ISMAIL	IRMI/APPLICATION/LESTARISDGTRIANGLE2019		Draft	<div><div>View</div><div>Edit</div><div>Delete</div></div>

List of 1 to 1 from 1 records

Previous

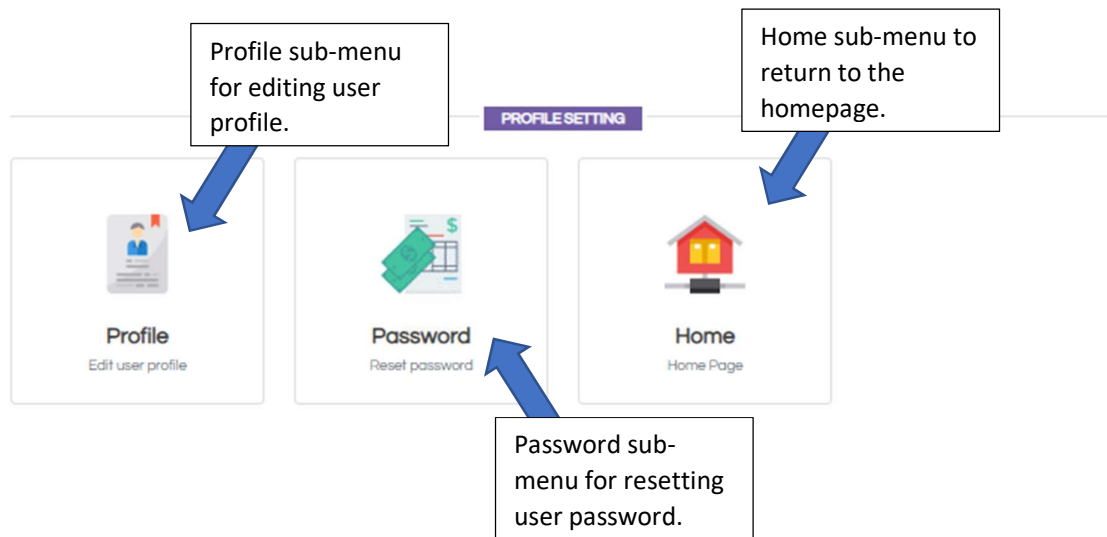
1

Next

Delete button for deleting the details of grant.

On a Grant Proposal menu, select the grant title that you want to delete. At the right side of the grant title list click edit button to Delete the details.

D. SETTINGS (ONLINE)



For user to edit user profile, click on Profile sub-menu to edit the information.

To reset or edit password, click on Password sub-menu to reset password.

4.1 Edit User Profile

The form is divided into two main sections: "BASIC USER INFORMATION" and "CONTACT INFORMATION".

BASIC USER INFORMATION

- User Full Name**: Text input field.
- Email**: Text input field.
- NRIC**: Text input field.
- Staff ID**: Text input field.
- Position**: Text input field.
- Faculty/Section**: Text input field (pre-filled with "INST.PENG.PENYELIDIKAN & INOVASI (IRMI)").
- Profile Picture**: A circular placeholder with a "Choose File" button and "No file chosen" text. (Indicated by a callout: "Choose file button to insert Profile picture.")

Fill up the information required on user profile. (Callout pointing to the input fields)

CONTACT INFORMATION

- Office No**: Text input field.
- Fax No**: Text input field (pre-filled with "Fax No").
- Phone No**: Text input field (pre-filled with "Phone No").
- Address**: Large text area with a rich text editor toolbar (Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Text Color, Background Color, Font Size, Font Family).

At the bottom, there are three buttons: a home icon, "Back", and "Submit".

4.2 Change Password

KEMASKINI KATA-LALUAN

Kata laluan baru

Please enter your password

Kata laluan baru semula

Please enter your password

Back

Submit

Enter a new password by clicking on it.

Re-enter a new password by clicking on it for confirmation