IPRO2U

User's Manual v1.1
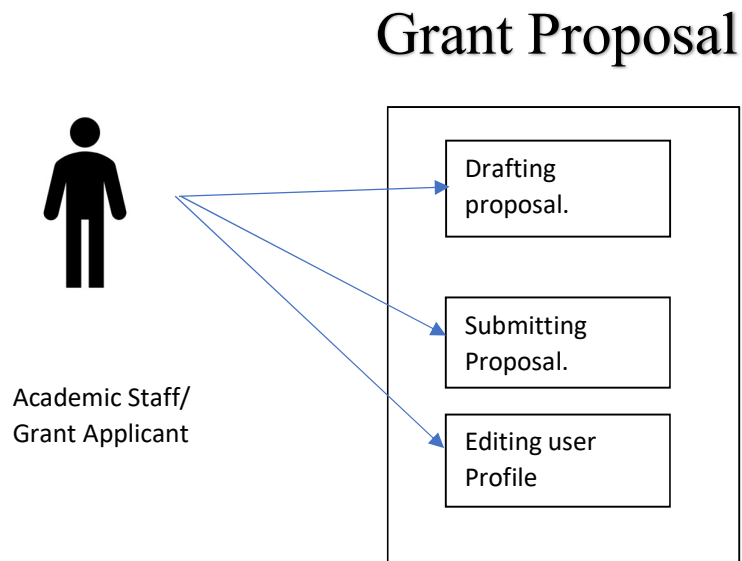
A. GENERAL INFORMATION

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:

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

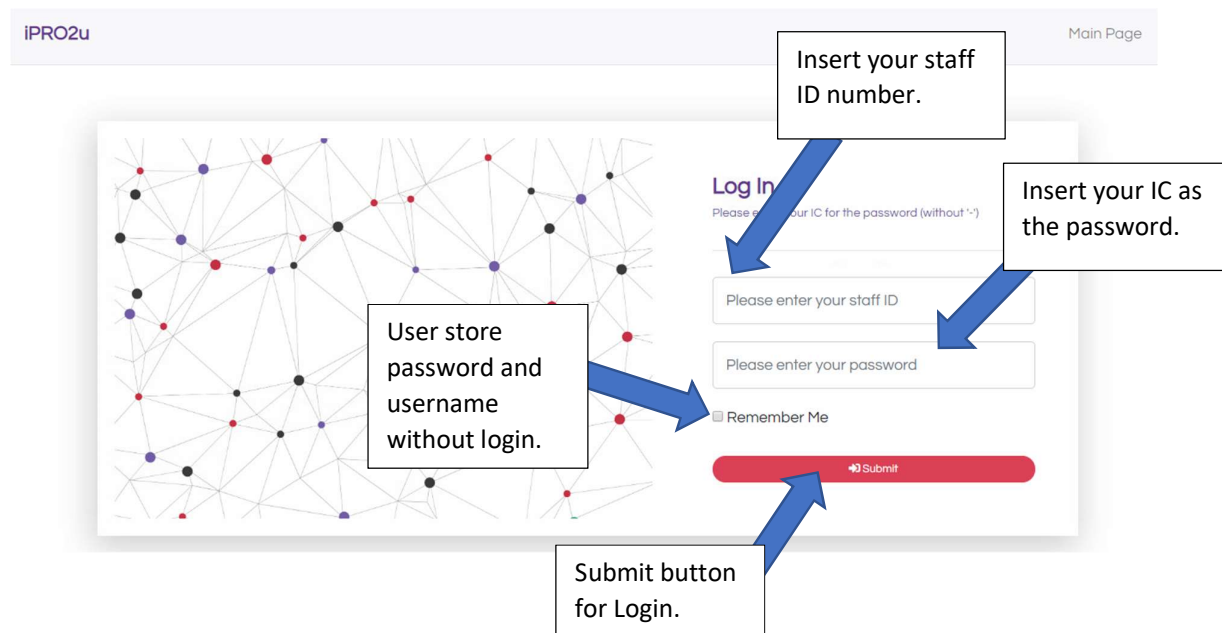### 1.2   System User and Roles

1) Academic Staff

   • Grant Applicant

      o User can draft and submit proposal.
      o User can edit user profile.

Grant Proposal

Academic Staff/
Grant Applicant

Drafting proposal.

Submitting Proposal.

Editing user Profile
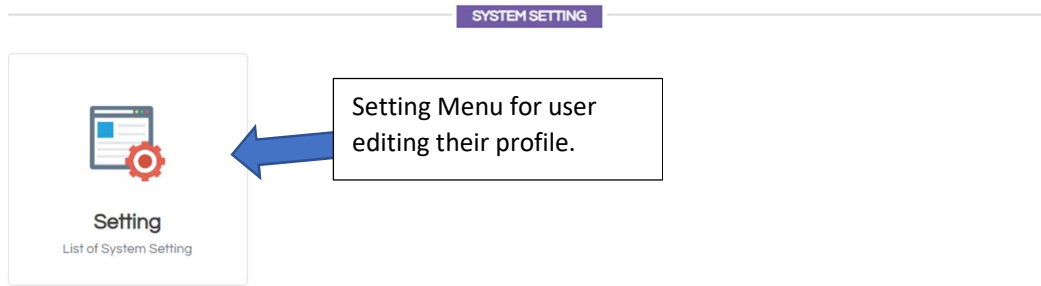
B. GETTING STARTED

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

Setting Menu for user editing their profile.

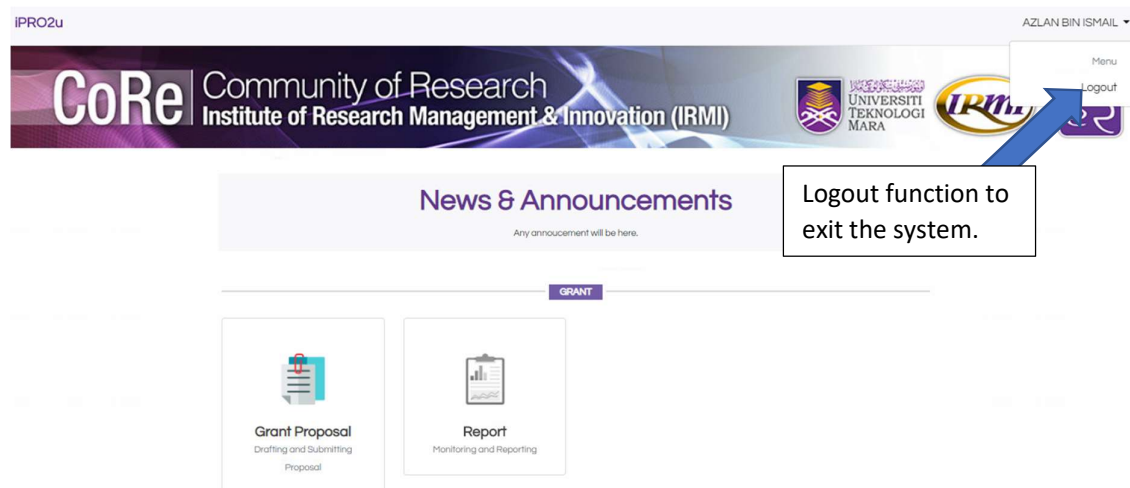**Setting**
List of System Setting

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

Logout function to exit the system.

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

C. GRANT PROPOSAL (ONLINE)

3.1   Insert Grant Proposal

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

3.1.1 Create Draft Proposal

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

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

GENERAL INFORMATION

Grant Version

IRMI/APPLICATION/LESTARISDGTRIANGLE2019

Title of Proposed Research

AI for smarter forest management (Testing Only)

Fill up the information by clicking at the box.

Home icon to return to the homepage.

Submit Grant button to submit the grant information.

Save Infomation   Submit Grant

All the information must be filled on each sub-section.

Save Information button to save all info provided.

3.1.3 Section A: Applicant Details

3.1.4 Section B: Duration of Research

3.1.5 Section C: Team Members

➢ Adding New Row

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

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PROPOSAL

Enternal Team Members

+Add   −Delete New Row

Delete apply only to entries with check marked

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

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

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

+ Add   **— Delete New Row**

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

Delete apply only to entries with check ma

Name of Members

ABIDIN @ BHARUN

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

SUZANA BINTI ZAMBRI

➢ After Delete New Row

Internal Team Members

+ Add   **— Delete New Row**

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

Name of Members

SUZANA BINTI ZAMBRI

The list will be deleted
after applying delete
new row.

➢ Before Delete Save Information

➢ After Delete Save Information

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

SECTION E
Research Activity

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SECTION D: RESEARCH PROPOSAL

Ringkasan Eksekutif Cadangan Penyelidikan (maksima 300 patah perkataan)
(Please include background of research, problem statement, objectives, research methodology and expected outcomes from the research project)

Executive Summary

B I | :≡ :≡ ᐧᐧ ⊡ ⊞ ☰ Ω   Format   ᐧ

The summary is about

Fill up Executive Summary.

Problem Statement

B I | :≡ :≡ ᐧᐧ ⊡ ⊞ ☰ Ω   Format   ᐧ

The problem here is

Fill up Problem Statement.

Research Questions

B I | :≡ :≡ ᐧᐧ ⊡ ⊞ ☰ Ω   Format   ᐧ

The question is

Fill up Research Questions.

Objective (s) of the Research

B I | :≡ :≡ ᐧᐧ ⊡ ⊞ ☰ Ω   Format   ᐧ

The objective is

Fill up Objective of the Research.

Literature Review

B *I* | ≔ ∷ ❞ 🖼 ▦ ☰ Ω Format ▾

The literature review

Research Methodology

B *I* | ≔ ∷ ❞ 🖼 ▦ ☰ Ω Format ▾

The research methodology

References

B *I* | ≔ ∷ ❞ 🖼 ▦ ☰ Ω Format ▾

1. References 1
2. References 2

Novel Theories/New Findings/Knowledge

B *I* | ≔ ∷ ❞ 🖼 ▦ ☰ Ω Format ▾

New

Knowledge

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

B *I* | ≔ ∷ ❞ 🖼 ▦ ☰ Ω Format ▾

- Outcomes
- Expected Output

🏠 Save Infomation Submit Grant
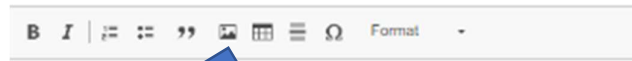
➢ Insert Image

Click on small Image icon to insert picture.

Image Properties ✕

Image Info | Upload

Send it to the Server

Choose File | No file chosen

Send it to the Server
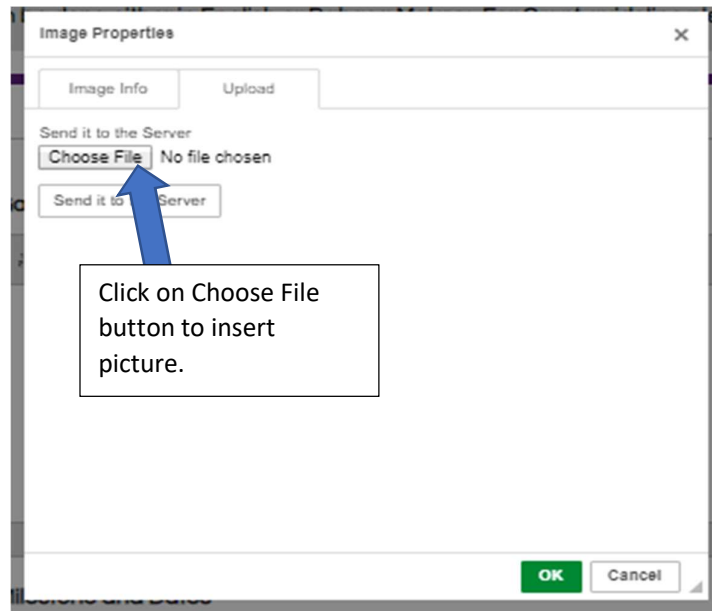
Click on Choose File button to insert picture.

OK | Cancel

Open ✕

← → ∨ ↑ 🔷 > This PC > Desktop > | ∨ ⟳ | Search Desktop 🔍

Organize ▾ | New folder
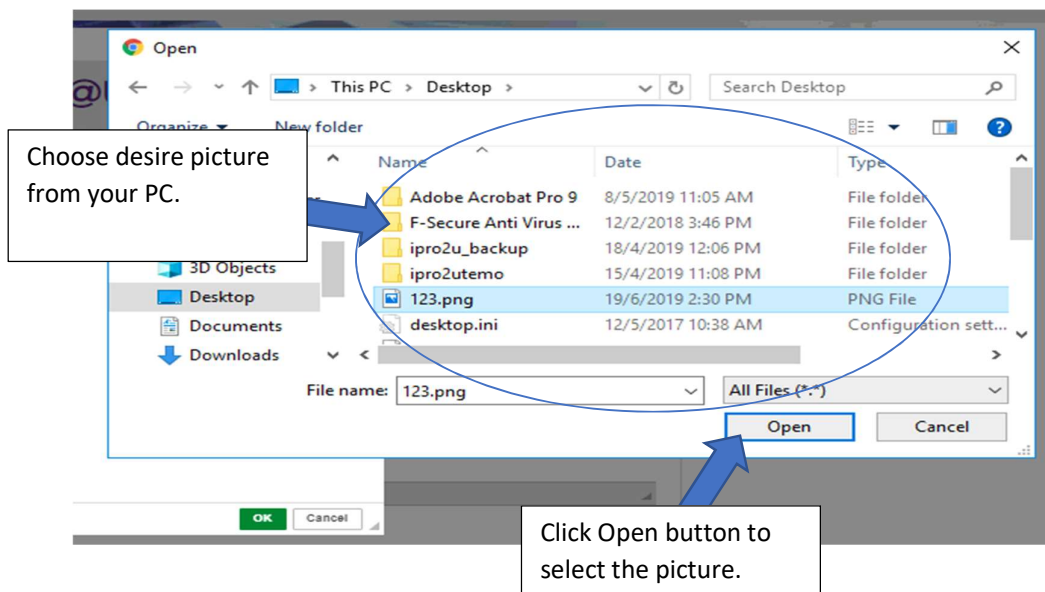
Choose desire picture from your PC.

Name	Date	Type
Adobe Acrobat Pro 9	8/5/2019 11:05 AM	File folder
F-Secure Anti Virus ...	12/2/2018 3:46 PM	File folder
ipro2u_backup	18/4/2019 12:06 PM	File folder
ipro2utemo	15/4/2019 11:08 PM	File folder
123.png	19/6/2019 2:30 PM	PNG File
desktop.ini	12/5/2017 10:38 AM	Configuration sett...

3D Objects
Desktop
Documents
Downloads

File name: 123.png | ∨ | All Files (*.*) ∨

Open | Cancel

Click Open button to select the picture.

OK | Cancel

Image Properties

Image Info | Upload

Send it to the Server

Choose File | 123.png

Send it to the Server

The picture will attached as requested.

First need to click Send it to the Server button to submit the picture.

After submit, click OK button to proceed.

OK | Cancel

B I | := := ,, 🖼 ⊞ ≡ Ω Normal ▾

Input

Process

body p

The picture will appear nicely.

➢ Insert Table

B *I* | ⠿ ⠿ ❞ 🖼 ⊞ ≡ Ω Format ▾
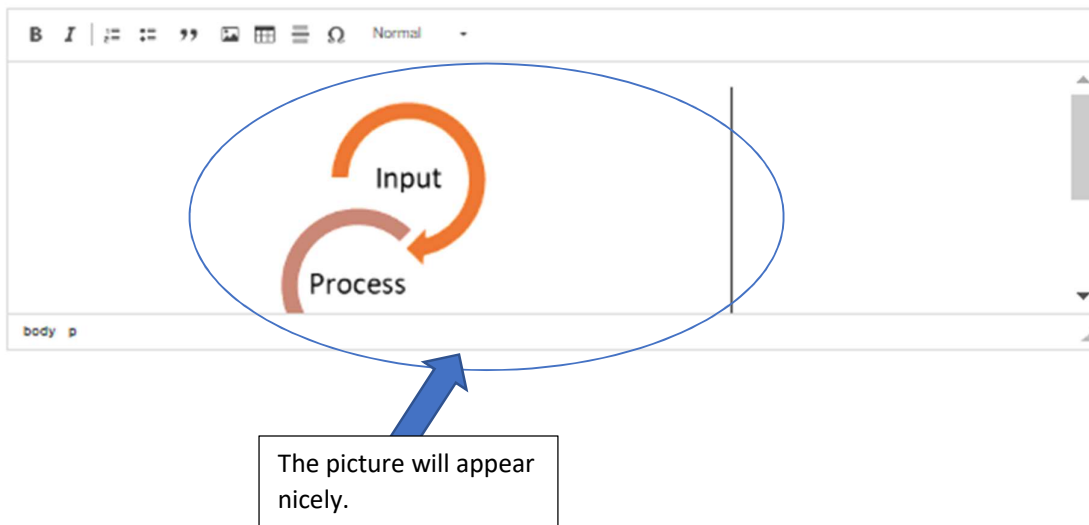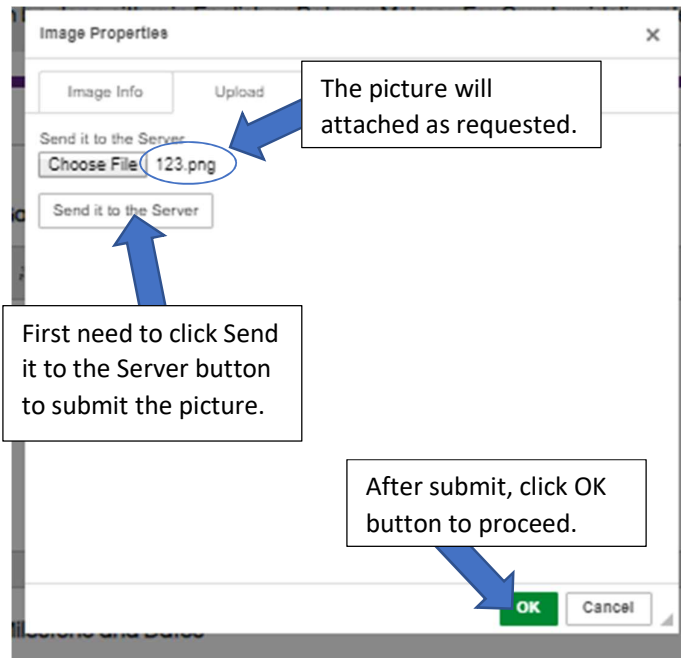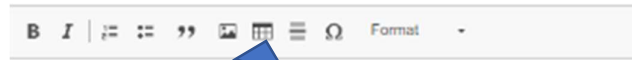
Click on small Table
icon to insert Table.

Table Properties   ✕

Rows   Width
[8]   [500]

Columns   Height
[2]   [   ]

Headers   Cell spacing
[None   ▼]   [1]

Border size   Cell padding
[1]   [1]

Alignment
[<not set> ▼]

Caption
[   ]

Summary
[   ]

                [**OK**] [Cancel]

⊞ ≡ Ω Format

Fill up the information
to create a table.

B *I* | ⠿ ⠿ ❞ 🖼 ⊞ ≡ Ω Format ▾

body table tbody tr td
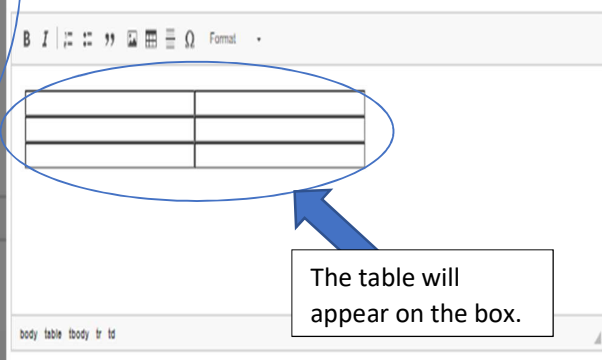
The table will
appear on the box.

Click Ok button
to proceed.

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

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SECTION E: RESEARCH ACTIVITY

Project Gantt Chart

B I | ⅉ ⅈ ❞ 🖾 ▦ ☰ Ω   Format   ▾

Fill up Project Gantt Chart.

Project Milestone and Dates

B I | ⅉ ⅈ ❞ 🖾 ▦ ☰ Ω   Format   ▾

Milestone and Dates

Fill up Project Milestone and Dates.

Flowchart of Research Activities

B I | ⅉ ⅈ ❞ 🖾 ▦ ☰ Ω   Format   ▾

Flowchart of research Activities

Fill up Flowchart of Research Activities.

Save Infomation   Submit Grant

3.1.8 Section F: Budget

GENERAL INFORMATION

SECTION A
Application Details

SECTION B
Duration of Research

SECTION C

+Add —Delete New Row

Delete apply only to entries w

Add button for adding budget on the list.

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

SECTION E
Research Activity

SECTION F
Budget

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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

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SECTION F: BUDGET

+Add —Delete New Flow

Delete apply only to entries with check marked check boxes or

Budget Type

Vote 11000 : Salary and Wages   No

Select suitable Budget Type.

Year	Total (RM)
1	3000

Insert a total amount in Ringgit.

Year	Total (RM)
2	2000

Budget Description

test again

Enter a Budget Description.

Save Information   Submit Grant

➤ Delete Budget New Row

+Add **―Delete New Row**

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

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

☑ **Budget Type**

Vote 11000 : Salar

Make sure checkbox was ticked before deleting selected row.

Total (RM)

3000

Year **Total (RM)**

2   2000

Budget Description

test

+Add **―Delete New Row**

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

The list will be deleted as requested.

➢ Before delete Save Information: Budgets

➢ After delete Save Information: Budgets

3.1.9 Attachment

GENERAL INFORMATION

SECTION A
Application Details

SECTION B
Duration of Research

SECTION C
Team Members

SECTION D
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SECTION E
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ATTACHMENT FILE

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

The pop-up window will appear and choose desire file from your PC.

Open

PC > Downloads >   Search Downloads

This PC
3D Objects
Desktop
Documents
Downloads
Music
Pictures

FileZilla_3.41.1_win64-setup_bundled.exe

FileZilla_3.41.2_win64-setup.exe

FileZilla_3.42.1_win64-setup.exe

garis_panduan_lestari (1).pdf

garis_panduan_lestari.pdf

ipro2u (4).zip

File name: garis_panduan_lestari (1).pdf   All Files (*.*)

Open   Cancel

PROPOSAL STATUS

After choosing a file, click Open button to proceed.

Save Information   Submit Grant

GENERAL INFORMATION

SECTION A
Application Details

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Budget

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PROPOSAL STATUS

ATTACHMENT FILE

1. Please attach the proof of contribution to Tabung Amanah Penyelidikan dan Inovasi UiTM (TAPIU) for Project Leader and all members from UiTM.
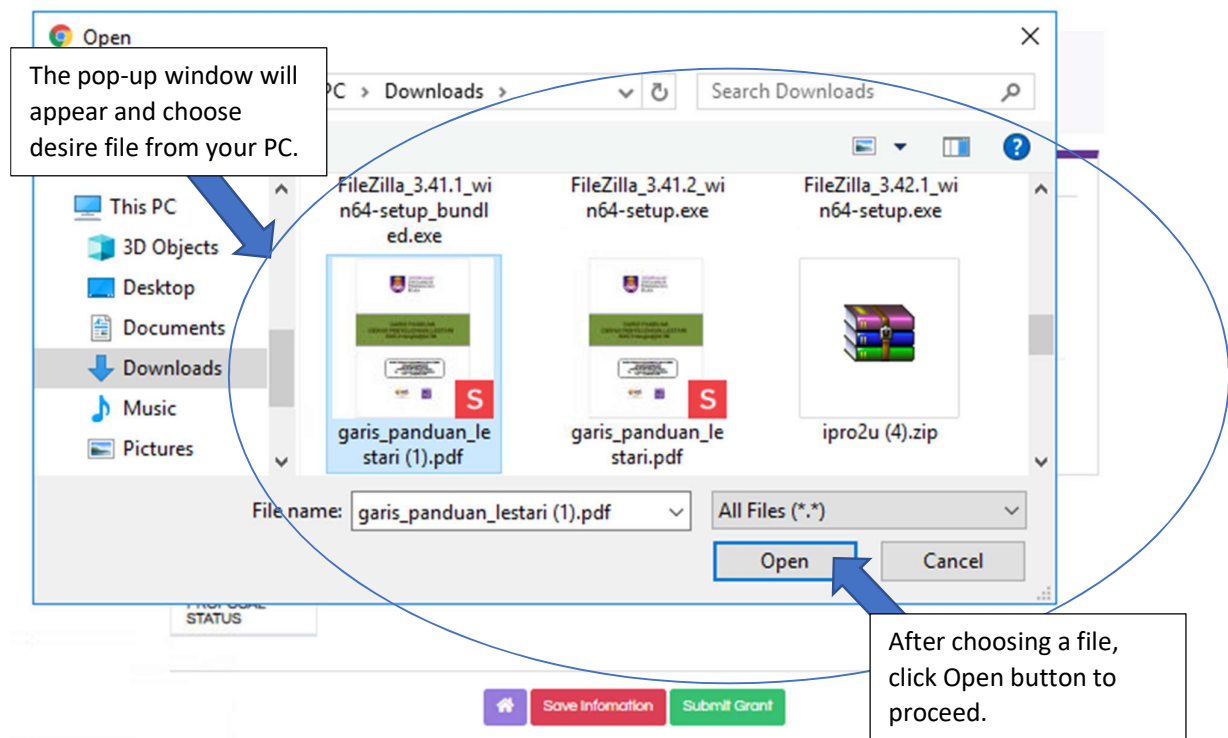2. Please zip or compress your files to attach multiple files.

Current Attachment:

Attachment File

Choose File | garis_panduan...tari (1).pdf

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.

🏠 Save Infomation 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.

🏠 Save Infomation Submit Grant

3.1.12 Submit Grant Proposal

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

➢ Error Message

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

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.

	IRMI/APPLICATION/LESTARIPERDANA2017
UNIVERSITI TEKNOLOGI MARA — APPLICATION FORM *LESTARI SDGTriangle@UiTM RESEARCH GRANT*	*rmi*

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 Infomation Available		
FACULTY	No Infomation 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

🏠 Back 🖨 Print

a

3.3 Edit Grant Proposal

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

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)

Profile sub-menu for editing user profile.

Home sub-menu to return to the homepage.

PROFILE SETTING

Profile
Edit user profile

Password
Reset password

Home
Home Page

Password sub-menu for resetting user password.
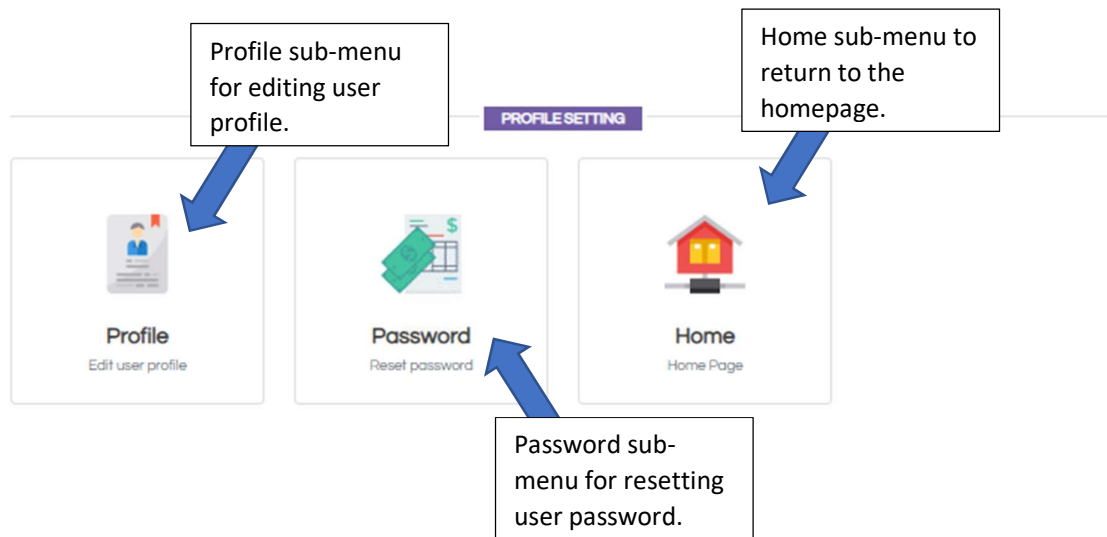
For user to edit user profile, click on Profile sub-menu to edit the information.

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

4.1 Edit User Profile

Fill up the information required on user profile.

BASIC USER INFORMATION

User Full Name

Email

Choose file button to insert Profile picture.

NRIC

Staff ID

Position

Choose File   No file chosen

Faculty/Section

INST.PENG.PENYELIDIKAN & INOVASI (IRMI)

CONTACT INFORMATION

Office No   Fax No   Phone No

                 Fax No   Phone No

Address

B I ≔ ≔ ❞ ⬛ ▦ ≣ Ω Format   ▾

Back   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