A. GENERAL INFORMATION

1.1 System Overview

- IPRO2u Grant Proposal System is a web-based application that streamlines grant proposal management. It provides tools to users 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.

![Grant Proposal Diagram]

Academic Staff/Grant Applicant
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

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 your desired 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

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

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 Information button to save all info provided.
3.1.3 Section A: Applicant Details

Select Research Location (at least 1 location)

Select SDGs on dropdown list.

Select Field of Research on dropdown list.

Duration of Research will be set up to 24 months automatically.

3.1.4 Section B: Duration of Research
3.1.5 Section C: Team Members

- Adding New Row

   Adding Internal 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)

   Select members from dropdown list or type a keyword.
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).

Fill up the information.

<table>
<thead>
<tr>
<th>Name of Members</th>
<th>NRIC/Passport</th>
<th>Phone No</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMRIT HMBLY</td>
<td></td>
<td>0137594060</td>
</tr>
</tbody>
</table>

Institution: UTM
Email: amrithambaly96@gmail.com
Before Delete New Row

- Make sure to tick on the list that you want to delete the rows.

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

After Delete New Row

- The list will be deleted after applying delete new row.

Make sure to tick on the list that you want to delete the rows.
Before Delete Save Information

After Delete Save Information
3.1.6 Section D: Research Proposal

Fill up Executive Summary.

Fill up Problem Statement.

Fill up Research Questions.

Fill up Objective of the Research.
Fill up Literature Review.

Fill up Research Methodology.

Fill up References.

Fill up Novel Theories/New Findings/Knowledge

Fill up Expected Output/Outcomes.
- **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.
The picture will be attached as requested.

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

After submit, click OK button to proceed.

The picture will appear nicely.
- **Insert Table**

  Click on small Table icon to insert Table.

  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

<table>
<thead>
<tr>
<th>Project Gantt Chart</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Milestone and Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milestone and Dates</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Flowchart of Research Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flowchart of research Activities</td>
</tr>
</tbody>
</table>

Fill up Project Gantt Chart.

Fill up Project Milestone and Dates.

Fill up Flowchart of Research Activities.
3.1.8 Section F: Budget

- Add button for adding budget on the list.

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

- Insert Budget New Row

- Select suitable Budget Type.

- Insert a total amount in Ringgit.

- Enter a Budget Description.
Delete Budget New Row

Make sure checkbox was ticked before deleting selected row.

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

The list will be deleted as requested.
Before delete Save Information: Budgets

Click here to save the information.

Select the status for delete action.

After delete Save Information: Budgets
3.1.9 Attachment

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

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

After choosing a file, click Open button to proceed.
The file will be attached as requested.

Click here to save the information.
3.1.10 Submission

Please choose desire submission from dropdown list.

3.1.11 Proposal Status

Details about proposal status will appear here.
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.

<table>
<thead>
<tr>
<th>Research Location (min 1 location)</th>
<th>Langkawi's Tuba Island</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sustainable Development Goals (SDGs)</td>
<td></td>
</tr>
<tr>
<td>Field of Research</td>
<td></td>
</tr>
<tr>
<td>TITLE OF RESEARCH</td>
<td>AI for smarter forest management</td>
</tr>
<tr>
<td>PROJECT LEADER</td>
<td>AZLAN BIN ISMAIL</td>
</tr>
<tr>
<td>STAFF NO</td>
<td>NRIC/PASSWORD</td>
</tr>
<tr>
<td>POSITION</td>
<td>No Information Available</td>
</tr>
<tr>
<td>FACULTY</td>
<td>No Information Available</td>
</tr>
<tr>
<td>OFFICE, NO</td>
<td>03552111B3</td>
</tr>
<tr>
<td>E MAIL ADDRESS</td>
<td><a href="mailto:azlanismail@salam.uitm.edu.my">azlanismail@salam.uitm.edu.my</a></td>
</tr>
</tbody>
</table>

SECTION: TEAM MEMBERS

<table>
<thead>
<tr>
<th>NAME OF MEMBERS</th>
<th>STAFF NO</th>
<th>NRIC/PASSWORD</th>
<th>FACULTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUZANA BINTI ZAMBI</td>
<td></td>
<td></td>
<td>FAKULTI SAINS KOMPUTER &amp; MATEMATIK (FSKM)</td>
</tr>
</tbody>
</table>
SECTION D: RESEARCH PROPOSAL

<table>
<thead>
<tr>
<th>Executive Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problem Statement</td>
</tr>
<tr>
<td>Research Question</td>
</tr>
<tr>
<td>Objective(s) of the Research</td>
</tr>
<tr>
<td>Literature Review</td>
</tr>
<tr>
<td>Research Methodology</td>
</tr>
<tr>
<td>References</td>
</tr>
<tr>
<td>Novel Theories/New Findings/Knowledge</td>
</tr>
<tr>
<td>Expected Output / Outcomes /Implication And Significance of Output From The Research Project</td>
</tr>
</tbody>
</table>

SECTION E: BUDGET

<table>
<thead>
<tr>
<th>Budget Type</th>
<th>Total</th>
</tr>
</thead>
</table>

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

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.

![Edit button for editing the details of grant.](image1)

### 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.

![Delete button for deleting the details of grant.](image2)
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

Choose file button to insert Profile picture.

Fill up the information required on user profile.
4.2 Change Password

Enter a new password by clicking on it.

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