

RESEARCH UNIVERSITY

UNIVERSITI TEKNOLOGI MALAYSIA Research Management Centre (RMC)

USER MANUAL – PUBLICATION INCENTIVE CLAIM APPLICATION

Research & Development Information System (RADIS 4.0) Publication Module (Ver. 1.0)

RESEARCH MANAGEMENT CENTRE **RADIS 4.0 Publication Module (Ver. 1.0)**

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1.0 User Log In

1.1. Figure 1.1 below shows User Log In Interface.



Figure 1.1 User Log Interface

- 1.2. To log in, user is required to use **UTMID** and **Password** as used for **my.utm.my**.
- 1.3. Steps to log in are:
 - a. URL: https://radis.utm.my
 - b. Key in **'UTMID'** as used for my.utm.my
 - c. Key in **'Password'** as used for my.utm.my
 - d. Click 'LOGIN' button.

PUBLICATION INCENTIVE CLAIM APPLICATION USER: RESEARCHER

2.0 New Application

- 2.1. View Publication List:
 - a. Please be informed that only Q1 and Q2 publication can apply for an incentive claim of RM2500 only. Please refer Library Officer for further information.
 - b. On Dashboard, click tab "Publication" as shown in Figure 2.1 below.

	ARADIS «	S Research Grant		
۲	Dashboard	Dashboard		
RESE	ARCH GRANT		Grant Summary	
Ð	New Grant		(iii) Approved Grant	159
Û	My Research Grant (Pl)			
Ê	My Research Grant (Member)		(h) Active Grant	105
Û	Draft Proposal		(iii) Inactive Grant	n
•	Returned Application 54			
	Pending Application			
Ŷ	My Evaluation			
Ŵ	My Approval >			

Figure 2.1 Module Publication

- c. Figure 2.2 below shows the Publication Dashboard.
- d. Click "Add New Incentive Claim" as shown in Figure 2.2 below.

	RADIS «	S Research Grant Publication	
۲	Dashboard	DASHBOARD PUBLICATION	
RESI	EARCH PUBLICATION	SUPPORT	
⊕	Add New Publication	If you have any issues or experience any problems, please contact us via Rese	earch Support Helpdesk
4	My Publication		
ŧ	Add New Incentive Claim	Number of Application	Application status (Publication)
\$	My Incentive Claim		
*	Returned Application	Publication Indexed	DRAFT Applications not submitted by the applicants.
Ŷ	My Approval >	Зсеря	PENDING (WAITING FOR VERIFICATION) The application was submitted by the applicant & being reviewed by PSZ@Pendrbit.
		wos	NOT VERIFIED 4
			AMENDMENT The application requires correction & returned to the applicant by PSZ@Penerbit.

Figure 2.2 Add New Incentive Claim

- e. The list in Figure 2.3 shows all related publication that can apply for claim.
- f. Click button Action for the selected publication as shown in Figure 2.3.

lear researchers, Incentive Claim for Publication 2021 is currently disabled at the moment until further notice. Thank you.										
UTMFIN Manual for Publication Incentive Claim. Download Here!										
lease selec	t purchaser/pembayo	ar '00D22 for journal articl	e' ar '00D26 far book ch	napter')						
l submitted	claims must follow th itan dan Insentif Pen	e terms and conditions s erbitan UTM (pindaan 20	et forth in 17)							
		u u								
	4									
-NEW CLAI	И						Se	arch:		
-NEW CLAI	и						Se	arch:		
NEW CLAI	A Reference No	Journai/Title Name	Article Name	Role	Publication Type	Year	Se Amount Claim (RM)	arch: Action		
No.	м Reference No PB/2021/00077	Journal/Title Name BOOK OF CHEW	Article Name BOOK OF CHEW	Role CORRESPONDING AUTHOR	Publication Type PUBLICATION IN WEB OF SCIENCE	Year 2021	Se Amount Claim (RM) 2500	Action		

Figure 2.3 List of Publication Valid for Claim

- 2.2. Claim Details:
 - a. Please be informed that researcher must register claim first in UTMFin system followed by an application of incentive claim in RADIS system to complete the overall process of claim.
 - b. Fill in all the necessary information and upload UTMFin e-form attachment (pdf) as shown in Figure 2.4 below. Click button **"Upload"**.

INCENTIVE CLAIM Incentive Claim	Application
Publication Details Attachment	Declaration Verification Claim Details
Claim Amount	
Total Claim : RM 250	0.00
Attachment (UTMFin e-form)	
Payment Application No.	: (Payment Application No. Must Be in 23 Digits)
Description	
Uploaded	Browse No file selected. Please upload PDF file format only.
	Upload Reset

Figure 2.4 Claim Details

c. List of attachment will appear as shown in Figure 2.5 below. User may view document/delete document.

schmen	nt (UTMFin e-form)			
Payment Application No. Description		B12000000000000000000000000000000000000	00000	
		(Payment Application No. M	tust Be in 23 Digits)	
Upk	oaded	Browse No file se Please upload PDF file for	lected.	
List of Al	ttachment	Upload Reset		
No.	Attachment Type	Description	Uploaded	Action
1	UTMFin E-FORM	WHATSAPPS EDUCATION DESIGN FLOW	Document I (2).pdf	Ū

Figure 2.5 UTMFin e-form Attachment

- 2.3. Declaration:
 - Lastly, tick applicant declaration and click **"Submit"** as shown in figure 2.6 below. a.

No.	Attachment Type	Description	Uploaded	Action
1	UTMFin E-FORM	WHATSAPPS EDUCATION DESIGN FLOW	Document 1 (2) pdf	Ū
2	UTMFin E-FORM	ADDED DOCUMENT	Document 1 (4) pdf	Ū
nowing	1 to 2 of 2 entries			
aratio	1			
	NT DECLARATION			

Figure 2.6 Declaration

3.0 View Approval Status

3.1. View Current Status:

- a. Click tab **"My Incentive Claim"** as shown in Figure 3.1 below to view list of incentive claim/draft made by researcher.
 - b. List shows the current approval status of the application.

Dashboard	INCENTI	/E CLAIM LIST								
RESEARCH PUBLICATION Add New Publication My Publication	Incent	ive Claim List							Sea	rch:
Add New Incentive Claim	No.	Reference No	Submission Date	Journal/Title Name	Article Name	Publication Type	Year	Amount Claim (RM)	Status	Action
My Incentive Claim Returned Application	n		13/12/2013	NON INDEX 2	NON 2	JOURNAL ARTICLE NON CITATION- INDEXED	2012	100	APPROVED (CLAIM SEND TO BENDAHARI)	◆
My Approval >	12		19/05/2014	MEDIA RESEARCH	RESEARCH ERA 2	ESSENTIAL RESEARCH AUSTRALIA (ERA)	2013	200	APPROVED	0
	13		09/03/2015	BOOK TEST 4	MIRACLE	BOOK CHAPTER	2015	100	PENDING (WAITING FOR APPROVAL)	٠
	Showi	ng 11 to 13 of 13 entries							<	1 2 3 >

Figure 3.1 List of Incentive Claim

- 3.2. View approval history:
 - a. To view history of Approval Status, click the Reference No. of the selected claim to view claim application details and approval history as shown in Figure 3.2 below.

Dashbeard	INCEN [®]	TIVE C	CLAIM LIST								
RESEARCH PUBLICATION											
Add New Publication My Publication	Ince	entive	Claim List							Sea	ch:
Add New Incentive Claim	N	No.	Reference No	Submission Date	Journal/Title	Article Name	Publication Type	Year	Amount Claim	Status	Action
My Incentive Claim Returned Application		n		13/12/2013	NON INDEX 2	NON 2	JOURNAL ARTICLE NON CITATION- INDEXED	2012	100	APPROVED (CLAIM SEND TO BENDAHARI)	0
My Approval >		12		19/05/2014	MEDIA RESEARCH	RESEARCH ERA 2	ESSENTIAL RESEARCH AUSTRALIA (ERA)	2013	200	APPROVED	θ
		13		09/03/2015	BOOK TEST 4	MIRACLE	BOOK CHAPTER	2015	100	PENDING (WAITING FOR APPROVAL)	Θ
	Sho	wing 11	to 13 of 13 entries							<	1 2 3 >

Figure 3.2 View Approval Status

b. Click tab "Approval" as shown in Figure 3.3 below to view approval history.

۲	Dashboard	INC	INCENTIVE CLAIM Incentive Claim Application										
RESE													
	Add New Publication Status : VERIFIED												
÷	My Publication		Appro	oval Status									
			#	Date	Approval By	Position	Status	Remark	Email	Telephone No.			
€	Add New Incentive Claim		1	14/02/2021 12:54:14 PTG	Anita E. Hester	PROFESOR (VK07)	APPROVED (CLAIM SEND TO BENDAHARI)	-	norainih@utm.my	075534572			
, ,	Returned Application		2	14/02/2021 12:51:47 PTG	Anita E. Hester	PROFESOR (VK07) APPROVED	APPROVED	-	norainih@utm.my	075534572			
1	My Approval >		3	14/02/2021 12:46:27 PTG	Donna L. Blalock	PENSYARAH KANAN (DS51)	PENDING (WAITING FOR APPROVAL)		rafidah-ar@utm.my	075532391			
			4	14/02/2021 12:42:25 PTG	Anita E. Hester	PROFESOR (VK07)	AMENDMENT (RETURN FROM OFFICER)	please correct	noraini.h@utm.my	075534572			
			5	14/02/2021 12:38:30 PTG	Donna L. Blalock	PENSYARAH KANAN (DS51)	PENDING (WAITING FOR APPROVAL)	-	rafidah-ar@utm.my	075532391			

Figure 3.2 View Approval Status

4. Print Document

- 4.1. Print document:
 - a. Click tab **"My Incentive Claim"** as shown in Figure 4.1 below to view list of incentive claim/draft made by researcher.
 - b. Click print icon shown in Action column as shown in Figure 4.1 below and print document.

Dashboard	INCENTIVE	CLAIM LIST								
Add New Publication	Incentiv	e Claim List								
My Publication									560	cit.
Add New Incentive Claim	No.	Reference No	Submission Date	Journal/Title Name	Article Name	Publication Type	Year	Amount Claim (RM)	Status	Action
My Incentive Claim Returned Application	n	PB/2013/00048	13/12/2013	NON INDEX 2	NON 2	JOURNAL ARTICLE NON CITATION- INDEXED	2012	100	APPROVED (CLAIM SEND TO BENDAHARI)	•
My Approval >	12	P8/2013/00025	19/05/2014	MEDIA RESEARCH	RESEARCH ERA 2	ESSENTIAL RESEARCH AUSTRALIA (ERA)	2013	200	APPROVED	Θ
	13	PB/2013/00016	09/03/2015	BOOK TEST 4	MIRACLE	BOOK CHAPTER	2015	100	PENDING (WAITING FOR APPROVAL)	Θ
	Showing	11 to 13 of 13 entries							<	1 2 3

Figure 4.1 Print Document

- 4.2. For any system related technical problem, please report at: <u>https://researchsupport.utm.my/</u>. Please include your Staff No./ Publication Reference No.
- 4.3. For any latest publication information, please refer your Library Officer.