

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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81310 • Johor Bahru  
Johor, Malaysia

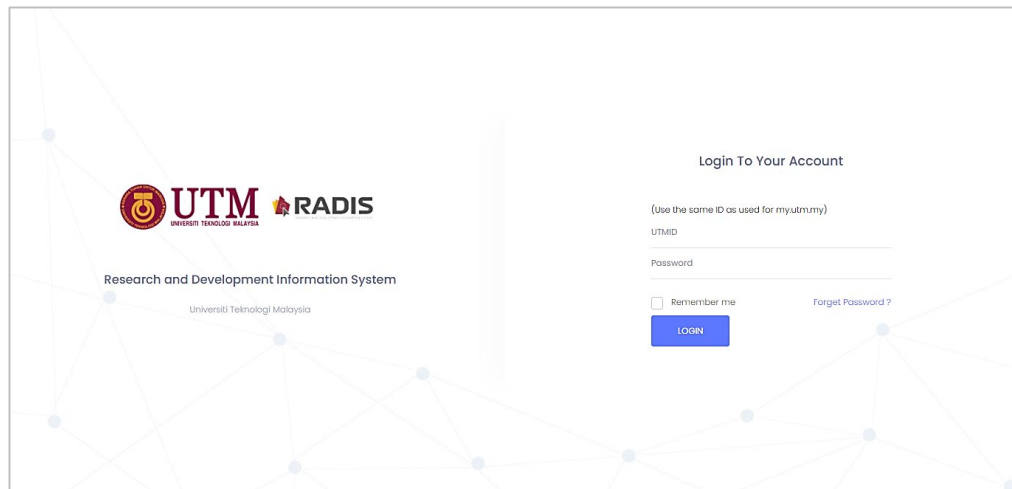
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## 1.0 User Log In

1.1. Figure 1.1 below shows User Log In Interface.



The screenshot displays a login interface for the 'Research and Development Information System' at 'Universiti Teknologi Malaysia'. The header includes the UTM logo and 'RADIS'. The main heading is 'Login To Your Account'. Below this, a note states '(Use the same ID as used for my.utm.my)'. The form contains two input fields: 'UTMID' and 'Password'. There are also two checkboxes: 'Remember me' and 'Forget Password?'. A blue 'LOGIN' button is positioned at the bottom of the form. The background features a light blue geometric pattern of dots and lines.

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.

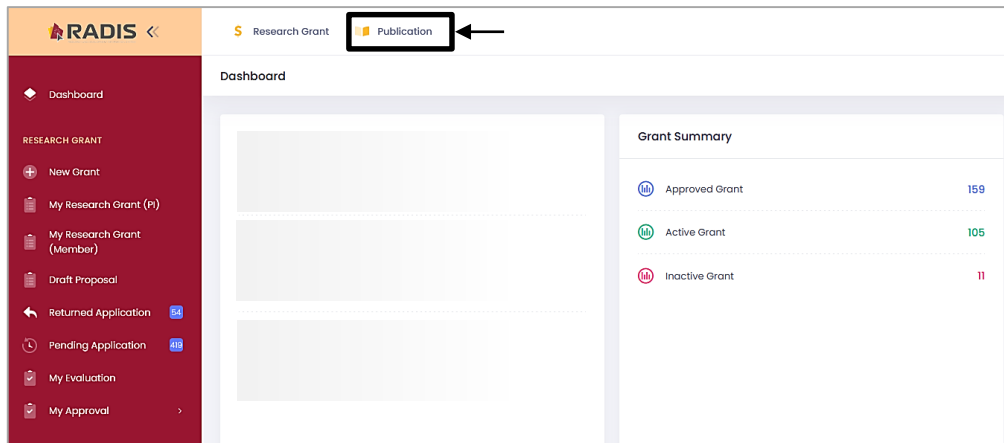


Figure 2.1 Module Publication

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

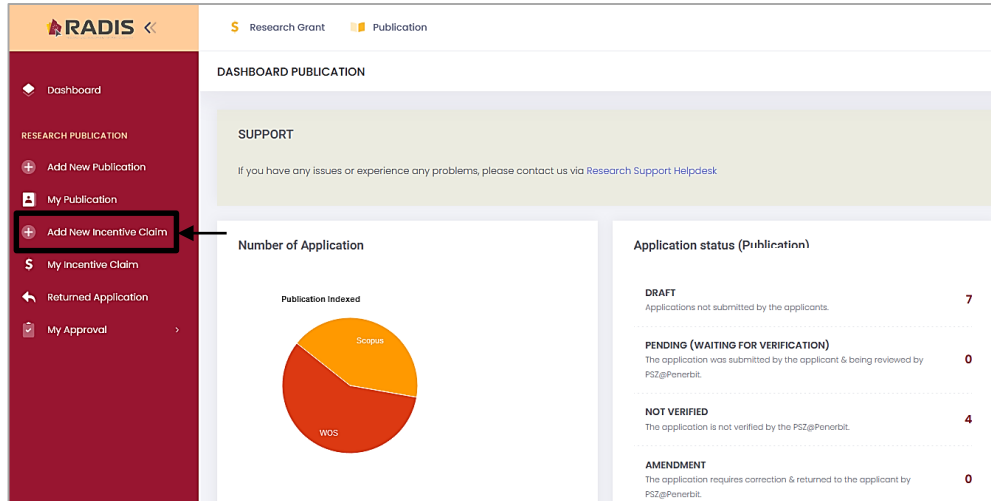


Figure 2.2 Add New Incentive Claim

- 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.

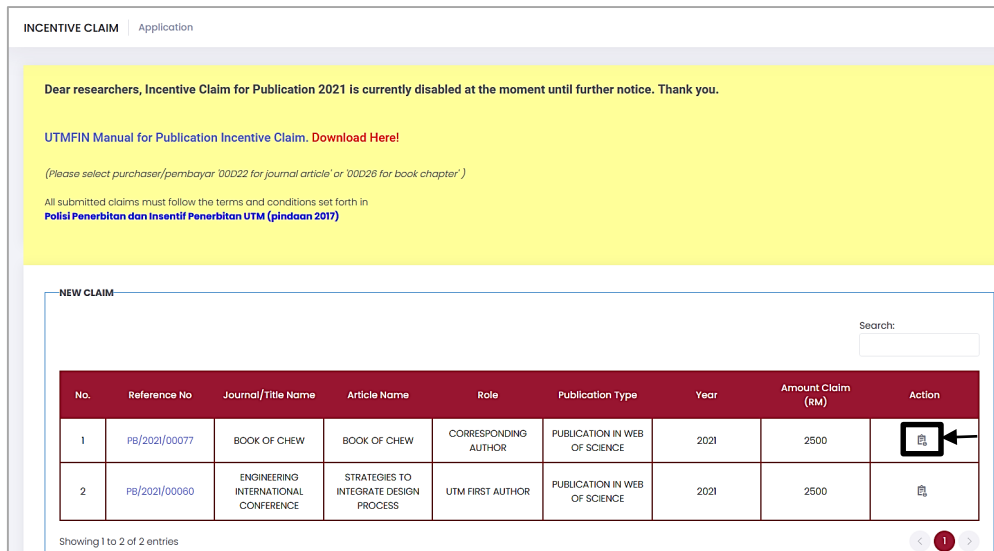


Figure 2.3 List of Publication Valid for Claim

## 2.2. Claim Details:

- 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.
- 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 2500.00**

Attachment (UTMFin e-form)

Payment Application No. :   
*(Payment Application No. Must Be in 23 Digits)*

Description :

Uploaded :  No file selected.  
*Please upload PDF file format only.*

←

Figure 2.4 Claim Details

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

INCENTIVE CLAIM | Incentive Claim Application

**Attachment (UTMFin e-form)**

Payment Application No. : B120000000000000000000000  
(Payment Application No. Must Be in 23 Digits)

Description :

Uploaded :  No file selected.  
Please upload PDF file format only.

**List of Attachment**

| No. | Attachment Type | Description                     | Uploaded           | Action |
|-----|-----------------|---------------------------------|--------------------|--------|
| 1   | UTMFin E-FORM   | WHATSAPPS EDUCATION DESIGN FLOW | Document 1 (2).pdf |        |
| 2   | UTMFin E-FORM   | ADDED DOCUMENT                  | Document 1 (4).pdf |        |

Showing 1 to 2 of 2 entries

Figure 2.5 UTMFin e-form Attachment

2.3. Declaration:

- a. Lastly, tick applicant declaration and click **“Submit”** as shown in figure 2.6 below.

INCENTIVE CLAIM | Incentive Claim Application

**List of Attachment**

| No. | Attachment Type | Description                     | Uploaded           | Action |
|-----|-----------------|---------------------------------|--------------------|--------|
| 1   | UTMFin E-FORM   | WHATSAPPS EDUCATION DESIGN FLOW | Document 1 (2).pdf |        |
| 2   | UTMFin E-FORM   | ADDED DOCUMENT                  | Document 1 (4).pdf |        |

Showing 1 to 2 of 2 entries

**Declaration**

**APPLICANT DECLARATION**

I hereby declare that all the information for this application are true. UTM has the right to reject or to cancel the offer without prior notice if there is any incorrect information given.

←

Figure 2.6 Declaration



### 3.0 View Approval Status

#### 3.1. View Current Status:

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

| No. | Reference No | Submission Date | Journal/Title Name | Article Name   | Publication Type                     | Year | Amount Claim (RM) | Status                            | Action |
|-----|--------------|-----------------|--------------------|----------------|--------------------------------------|------|-------------------|-----------------------------------|--------|
| 11  |              | 13/12/2013      | NON INDEX 2        | NON 2          | JOURNAL ARTICLE NON CITATION-INDEXED | 2012 | 100               | APPROVED (CLAIM SEND TO BENDAHAR) |        |
| 12  |              | 19/05/2014      | MEDIA RESEARCH     | RESEARCH ERA 2 | ESSENTIAL RESEARCH AUSTRALIA (ERA)   | 2013 | 200               | APPROVED                          |        |
| 13  |              | 09/03/2015      | BOOK TEST 4        | MIRACLE        | BOOK CHAPTER                         | 2015 | 100               | PENDING (WAITING FOR APPROVAL)    |        |

Figure 3.1 List of Incentive Claim

#### 3.2. View approval history:

- 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.

Figure 3.2 View Approval Status

- Click tab **“Approval”** as shown in Figure 3.3 below to view approval history.

| # | Date                    | Approval By      | Position             | Status                            | Remark         | Email             | Telephone No. |
|---|-------------------------|------------------|----------------------|-----------------------------------|----------------|-------------------|---------------|
| 1 | 14/02/2021 12:54:14 PIG | Anita E. Hester  | PROFESOR (VK07)      | APPROVED (CLAIM SEND TO BENDAHAR) | -              | noraini@utm.my    | 075534572     |
| 2 | 14/02/2021 12:51:47 PIG | Anita E. Hester  | PROFESOR (VK07)      | APPROVED                          | -              | noraini@utm.my    | 075534572     |
| 3 | 14/02/2021 12:46:27 PIG | Donna L. Blalock | PENYABAH KANAN (DSS) | PENDING (WAITING FOR APPROVAL)    | -              | ratidah-ar@utm.my | 075532391     |
| 4 | 14/02/2021 12:42:25 PIG | Anita E. Hester  | PROFESOR (VK07)      | AMENDMENT (RETURN FROM OFFICER)   | please correct | noraini@utm.my    | 075534572     |
| 5 | 14/02/2021 12:38:30 PIG | Donna L. Blalock | PENYABAH KANAN (DSS) | PENDING (WAITING FOR APPROVAL)    | -              | ratidah-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.

| No. | Reference No  | Submission Date | Journal/Title Name | Article Name   | Publication Type                            | Year | Amount Claim (RM) | Status                                   | Action |
|-----|---------------|-----------------|--------------------|----------------|---|------|-------------------|--|--------|
| 11  | PR/2013/00048 | 13/12/2013      | NON INDEX 2        | NON 2          | JOURNAL ARTICLE<br>NON CITATION-<br>INDEXED | 2012 | 100               | APPROVED (CLAIM<br>SEND TO<br>BENDAHARI) |        |
| 12  | PR/2013/00025 | 19/05/2014      | MEDIA RESEARCH     | RESEARCH ERA 2 | ESSENTIAL<br>RESEARCH<br>AUSTRALIA (ERA)    | 2013 | 200               | APPROVED                                 |        |
| 13  | PR/2013/00016 | 08/03/2015      | BOOK TEST 4        | MIRACLE        | BOOK CHAPTER                                | 2015 | 100               | PENDING (WAITING<br>FOR APPROVAL)        |        |

Figure 4.1 Print Document

### 4.2. For any system related technical problem, please report at:

<https://researchsupport.utm.my/> . Please include your Staff No./ Publication Reference No.

### 4.3. For any latest publication information, please refer your Library Officer.