

RESEARCH UNIVERSITY

UNIVERSITI TEKNOLOGI MALAYSIA Research Management Centre (RMC)

USER MANUAL – PUBLICATION REGISTRATION

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. Figure 1.1 below shows User Log In Interface.

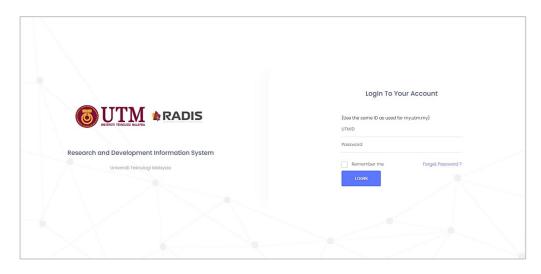


Figure 1.1 User Log Interface

- 2. To log in, user is required to use User ID and Password as my.utm.my.
- 3. Steps to log in are:
 - a. URL: https://newradis.utm.my
 - b. Key in **'ID'** as used for my.utm.my
 - c. Key in 'Password' as used for my.utm.my
 - d. Click 'LOGIN' button.

PUBLICATION REGISTRATION USER: RESEARCHER

2.0 New Application

Tab Publication Details

1. Add Publication Details:

a. On Dashboard, click tab "Publication" as shown in Figure 2.1 below.

	RADIS «	S Research Grant		
٢	Dashboard	Dashboard		
RESI	EARCH GRANT		Grant Summary	
Ð	New Grant		(iii) Approved Grant	159
Ê	My Research Grant (PI)			
Ê	My Research Grant (Member)		(iii) Active Grant	105
Û	Draft Proposal		🔟 Inactive Grant	n
•	Returned Application 54			
	Pending Application			
2	My Evaluation			
	My Approval >			

Figure 2.1 Module Publication

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

ARADIS «	S Research Grant E Publication						
🔶 Dashboard	DASHBOARD PUBLICATION						
RESEARCH PUBLICATION	SUPPORT If you have any issues or experience any problems, please contact us via Rese	arch Support Helpdesk					
My Publication Add New Incentive Claim My Incentive Claim	Number of Application	Application status (Publication)					
Returned Application	Publication Indexed	DRAFT Applications not submitted by the applicants.					
🖻 My Approval 🛛 🕉	5000	PENDING (WAITING FOR VERIFICATION) The application was submitted by the applicant & being reviewed by PSZgiPenerbit.					
	wos	NOT VERIFIED 4 The application is not verified by the PSZ@Penarbit.					
		AMENDMENT The application requires correction & returned to the applicant by PS2gPenerbit.					

Figure 2.2 Add New Publication

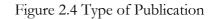
d. Select Publication as shown Figure 2.3 below.

ARADIS «	S Research Grant	Apply New Publication		×	1
Dashboard	DASHBOARD PUBLICATION				
Se Dashbodid	Uasnooara		[Please Select]	~	
RESEARCH PUBLICATION	SUPPORT		[Please Select]		
+ Add New Publication	If you have any issues or experienc		INDEXED PUBLICATION NON-INDEXED PUBLICATION OTHERS PUBLICATION		
My Publication			OTTERS Publication		
Add New Incentive Claim	Number of Application		Application status (Publication)		Application status (Incentive Cla
\$ My Incentive Claim					
 Returned Application 	Publication Indexed		DRAFT Applications not submitted by the applicants.	7	PENDING (WAITING FOR APPROVAL) The opplication was submitted by the opp

Figure 2.3 Publication For

e. Select Type of Publication as shown in Figure 2.4 below.

Publication Details Attachm * All fields are compulsory, except to		
Type of Publication	Please Select Please Select PUBLICATION IN SCOPUS PUBLICATION IN WEB OF SCIENCE ESSENTIAL RESEARCH AUSTRALIA (ERA)	
2020 © Universiti Teknologi Malaysia		



f. Select Category of Publication as shown in Figure 2.5 below.

	leturned Application	Handphone No. : Fax No. :07556504	Please Select		
Publication Details Attachment BOOK NOTE BOOK * All fields are compulsory, except for Type of Publication ERRATUM LETTER SHORT SURVEY Type of Publication ENCYCLOPEDIA INDEXED ABSTRACT T	My Approval >	Email : rafidah-a	CONFERENCE/PROCEEDINGS PAPER ARTICLE/REVIEW BOOK CHAPTER		
All fields are compulsary, except for LETTER SHORT SURVEY Type of Publication ENCYCLOPEDIA INDEXED ASSTRACT		Publication Details Attachment	NOTE BOOK		
NDEXED ABSTRACT		* All fields are compulsory, except for I	LETTER		
Cotegory of Publication : Please Select		Type of Publication :		0	
		Category of Publication :	Please Select	~	<

Figure 2.5 Category of Publication

- g. Fill in all the necessary information and click **"Save"** button to save all the information as shown in Figure 2.6.
- h. Reference number automatically generated.

Reference	number for	mat is: M	odule Na	ame/ Ye	ar /Reference	e Number		
	Example of generated data: PB/2020/000286							
· styleD1	1							

i. **Please be informed that only Q1 and Q2 publications can apply for an incentive claim of RM2500 only. Please refer Library Officer for further information.

	PUBLICATION New Applic	ation		
Dashboard	ISSN/ISBN		Volume	(Put 0 if null)
RESEARCH PUBLICATION				
Add New Publication	Issue	: (Put 0 If null)	Page No.	to (eg : 1 to 10, Put 0 if null) (2)
My Publication	Year of Publication	Please Select	Month of Publication	Please Select
🕀 Add New Incentive Claim	Year of Publication	Please Select	Month of Publication	Piease Select
\$ My Incentive Claim	Media Format	: Please Select ~	Place of Publication	
Returned Application	Publisher		Level of Publication	INTERNATIONAL
My Approval >				
	Document Id.			
	URL		URL for Document Id	
		A		A
	Organizer			
		Save		^

Figure 2.6 Application Form

- 2. Add Cost Center:
 - a. Select related cost center no and click **"Add"** or **"Cancel"** button as shown in Figure 2.7 below.

Dashboard	PUBLICATION Application			
	Add Related Cost Center			
EARCH PUBLICATION	Related Cost Center No.	Q J130000 2528 10H78		
Add New Publication	Related Cost Center No.	. 42.3130000.2320.10170		
My Publication	Cost Center Code	Q.J130000.2528.10H78		
Add New Incentive Claim (Temporarily Closed)		RADIS 4.0 UAT - MEMBER MANAGE TIER 1).6	MENT (TEST GRANT	
My Incentive Claim	Title	incivity o		
Returned Application		Add Cancel	4	
My Approval >	Cost Center List			
	Cost Center List			
	No.	Cost Center No.	Title	Action
	No data available in table			
	Showing 0 to 0 of 0 entries			

Figure 2.7 Add Cost Center

b. Researcher may delete cost center from the list by click button bin as shown in Figure 2.8 below.

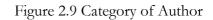
Dashboard	Add Related Cost Cer							
ESEARCH PUBLICATION	Related Cost (Center No. : Please Select	*					
Add New Publication	Cost Center List							
My Publication								
Add New Incentive Claim (Temporarily Closed)	No.	Cost Center No.	Title	Action				
My Incentive Claim	1	S.J130000.0128.4X003	test geran BE23	(i) (i)				
Returned Application	2	S.J130000.7828.4X020	test geran gwp41	Delete				
My Approval Showing I to 2 of 2 entries								
Add Author Guidelines for Add Author. Please Click Here								
	Category of A	thor Please Select	Ū					

Figure 2.8 Delete Cost Center

3. Add Author

a. Select Category of Author as shown in Figure 2.9 below.

\$	My Incentive Claim		Add Author							٦
•	Returned Application		Guidelines for Add Author. Please Click H	lere						
2	My Approval	*	Category of Author :	UTM STAFF (NON ACADEMIC)	~]				
			Author List	Please Select UTM STAFF (ACADEMIC) UTM STUDENT						1
			Note : For information, this type of au			3.				
			1) UTM Staff	UTM POST DOC UTM RO/RA UTM STAFF (NON ACADEMIC)						
			No. Staff No.	Name	Faculty	Research Alliance	Type of Author	Category Staff	Action	^
<				- 1 - 1		1				



- Please be informed that for UTM Student category, system already has record of all student in current semester. All UTM Staff records are taken from UTMHR database. Other category is specifically for non -UTM staff/student.
- c. Researcher may edit or delete author by click at edit/delete icon at Action column. Figure 2.10 below shows form for edit type of Author.

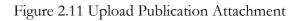
	\$RADIS «	S Re	Edit Type of Author	×		Hİ, D	onna L. Blalock
	Dashboard	PUBLICA	" "		itionality	Type of Author	Action
	EARCH PUBLICATION	No c	Author Name :SITI				
	Add New Publication	Showi	Current Type of Author :CORRESPONDING AUTHOR				
8	My Publication		Change to : Please Select v				
	Add New Incentive Claim (Temporarily Closed)	4) UT	Please Select INDIVIDUAL AUTHOR				
	My Incentive Claim		Note : UTM FIRST AUTHOR • This system will accept 1 (one) Cc CORRESPONDING AUTHOR		Type of Author	_	Action
*	Returned Application		This system will accept 1 (one) or CO-AUTHOR This system will accept 1 (one) or TRANSLATOR		CORRESPONDING AUTHO		ट पी
	My Approval >		If there was any staff/student that EDITOR for please edit/delete their author type first before change it to the suitable type of Author.		SORRESPONDING AUTHO	к	
		Showi					
		5) Ot	Update Close				
		No.c				Action	

Figure 2.10 Edit Type of Author

Tab Attachment

- 4. Upload attachment
 - a. Click "Browse" and click "Upload" as shown in Figure 2.11 below.

Dashboard	PUBLICATION Application	
RESEARCH PUBLICATION	Publication Details Attachment Declaration	
Add New Publication	List of Attachment	
My Publication	Piecese upload PDF format only and file site must below than 30MB . All compulsary forms (*) must be submitted :	
Add New Incentive Claim (Temporarily Closed)	* PROOF INDEXING IN WEB OF SCIENCE / SCOPUS / ERA or PROOF OF JCR (F WAITING FOR INDEXING)	set
\$ My Incentive Claim		
Returned Application	* PUBUSHED PAPER	aat
My Approval >	OTHERS Browse No file selected. Uplood Ree	set
		-
	No. Attochment Type Description File Action	
	No data available in table	
	Shawing 0 to 0 of 0 entries	>



- 5. Delete attachment
 - a. Click bin delete icon at Action column to delete attachment file as shown in Figure 2.12 below.

	Publication Details	Attachment Declaration							
ESEARCH PUBLICATION									
Add New Publication	List of Attachment								
My Publication		ormat only and file size must below than 30MB . s (*) must be submitted :							
Add New Incentive Claim (Temporarily Closed)	* FUBLISED PAPER Browsen No file selected. Uplood Roset								
S My Incentive Claim		<u>i.</u>							
Returned Application	OTHERS	j.	Browse No f	ile selected.	Uplood Reset				
My Approval >									
	No.	Attachment Type	Description	Filo	Action				
	1	PROOF INDEXING IN WEB OF SCIENCE / SCOPUS / ERA or PROOF OF JCR (IF WAITING FOR INDEXING)	INDEXING PROOF	Document 1 (2).pdf	∎				
	Showing 1 to 1 of 1 en	teine			C 1 5				

Figure 2.12 Delete Publication Attachment

Tab Declaration

1. Lastly, tick declaration status and click **"Submit"** as shown in figure 2.13 below.

٠	Dashboard	PUBLICATION Application
RESI	ARCH PUBLICATION	Publication Details Attachment Declaration
	Add New Publication	Declaration by Applicant
4	My Publication	I hereby declare that all the information for this application are true. UTM has the right to reject or to cancel the offer without
	Add New Incentive Claim (Temporarily Closed)	 Thereby declare that us the minimum to it in a capacitation the true. One has the right to reject to to carbot the one without prior notice if there is any incorrect information given.
\$	My Incentive Claim	submit 🖌
*	Returned Application	
2	My Approval >	Back

Figure 2.13 Declaration

3.0 View Approval Status

1. Click tab **"My Publication"** as shown in Figure 3.1 below to view list of application/draft made by researcher.

RADIS «	S Research Grant		
Dashboard	DASHBOARD PUBLICATION		
RESEARCH PUBLICATION	SUPPORT		
Add New Publication My Publication	If you have any issues or experience any problems, please contact us via Reser	arch Support Helpdesk	
Add New Incentive Claim	Number of Application	Application status (Publication)	
My Incentive Claim Returned Application	Publication Indexed	DRAFT Applications not submitted by the opplicants.	7
My Approval >	Sopur	Pendition in the additional by the oppresentation of the oppresent	0
	wos	NOT VERIFIED The opplication is not verified by the PSZ@Penerbit.	4
		AMENDMENT The application requires correction & returned to the applicant by	0

Figure 3.1 My Publication

2. Click Reference No. of the selected publication as shown in Figure 3.2 below.

٠		Indexed Publication											
(HE 1	EARCH PUBLICATION											Search:	
8	My Publication		No.	Reference No	Submission Date	Journal/Title Name	Article Name	Туре	Year	Insert By	Migration Data	Status	Action
⊕ s	(Temporarily Closed) My Incentive Claim		1	PB/2021 /00087	4 /03/2021	SPEED CROSS ENGINEERING INTERNATIONAL 2021	GEAR CROSS INTERMEDIATE RE- ENGINEERING FRAMEWORK	PUBLICATION IN WEB OF SCIENCE	2021	Donna L Blalock	-	PENDING (WAITING FOR VERIFICATION)	٠
*	Returned Application		2	РВ/2021 /00085	-			PUBLICATION IN SCOPUS	2021	Donna L Blalock	-	DRAFT	-
2	My Approval >		3	PB/2021 /00084	-			PUBLICATION IN SCOPUS	2021	Donna L Blalock	-	DRAFT	-
			4	PB/2021 /00083	-			PUBLICATION IN WEB OF SCIENCE	2020	Donna L Blalock	-	DRAFT	•
			5	PB/2021 /00082	-			PUBLICATION IN WEB OF SCIENCE	2020	Donna L. Blalock	-	DRAFT	-
			Showing	g 1 to 5 of 20 er	tries							< 1 2 3	4 >

Figure 3.2 List of Researcher Publication

3. View latest verification by click tab **"Verification"** as shown in Figure 3.3 below.

Dashboard RESEARCH PUBLICATION Add New Publication		cation Details Atta	chment Declaration	Verification				
My Publication								
 Add New Incentive Claim (Temporarily Closed) 	porarily Closed)		Verification By	Position	Status	Remark	Email	Telephone Ne.
S My Incentive Claim	1	14/02/2021 12:20:05 PTG	Kathryn E. Hensley	PROFESOR (VK07)	VERIFIED	-		075534452
Returned Application	2	14/02/2021 1214:39 PTG	Donna L. Blalock	PENSYARAH KANAN (DS5I)	PENDING (WAITING FOR VERIFICATION)	-		075532391
My Approval >	3	14/02/2021 12:06:02 PTG	Kathryn E. Hensley	PROFESOR (VK07)	AMENDMENT	betulkan		075534452
	4	14/02/2021 12:01:09 PTG	Donna L. Blalock	PENSYARAH KANAN (DS51)	PENDING (WAITING FOR VERIFICATION)	-		075532391

Figure 3.3 List of Researcher Publication

4.0 Print Document

1. Click tab **"My Publication"** as shown in Figure 4.1 below to view list of application/draft made by researcher.

RADIS «	S Research Grant Publication	
Dashboard	DASHBOARD PUBLICATION	
RESEARCH PUBLICATION Add New Publication My Publication	SUPPORT If you have any issues or experience any problems, please contact us via Reser	arch Support Helpdesk
 Add New Incentive Claim My Incentive Claim 	Number of Application	Application status (Publication)
Returned Application My Approval	Publication Indexed	DRAFT 7 Applications not submitted by the applicants. 7 PRONING (WAITING FOR VERIFICATION) 7 The application was submitted by the applicant & being reviewed by PSI_@Penarbit. 0
	wos	NOT VERIFIED 4 The application is not verified by the PS2gPenetbit. AMENDMENT The application requires correction & returned to the opplicant by 0

Figure 4.1 My Publication

2. Click print icon shown in Action column as shown in Figure 4.2 below and print document.

	Indexe	d Publication								Search:	
Add New Publication My Publication	No.	Reference	Submission	Journal/Title Name	Article Name	Туре	Year	Insert By	Migration Data	Status	Action
Add New Incentive Claim (Temporarily Closed) My Incentive Claim	1	No PB/2021 /00087	15/03/2021	SPEED CROSS ENGINEERING INTERNATIONAL 2021	GEAR CROSS INTERMEDIATE RE- ENGINEERING FRAMEWORK	PUBLICATION IN WEB OF SCIENCE	2021	Donna L Blalock	-	PENDING (WAITING FOR VERIFICATION)	Ð
eturned Application	2	P8/2021 /00085	-			PUBLICATION IN SCOPUS	2021	Donna L Blalock	-	DRAFT	
r Approval >	3	PB/2021 /00084	-			PUBLICATION IN SCOPUS	2021	Donna L. Blalock	-	DRAFT	٠
	4	P8/2021 /00083	-			PUBLICATION IN WEB OF SCIENCE	2020	Donna L Blalock	-	DRAFT	۰
	5	P8/2021 /00082	-			PUBLICATION IN WEB OF SCIENCE	2020	Donna L Blalock	-	DRAFT	-

Figure 4.2 Print Document

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