



**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

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**PUBLIC-PRIVATE RESEARCH NETWORK  
MANAGEMENT SYSTEM (PPRN)  
USER MANUAL (RESEARCHER)**

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# 1 USER MANAGEMENT

## 1.1 REGISTRATION

For first time user, researcher needs to register for an account. Steps to register are:

1. Click “Daftar” at Homepage as shown in Figure 3.1.



Figure 3.1 Home Interface

2. Click “Researcher” on next page.
3. Fill in all required information as shown in Figure 3.2.
4. Click “Register as Researcher” button.
5. The registration will be verified by PPP of researcher’s institution. Once the registration has been verified, researcher can login to the system.

**Researcher Registration**  
Sign up to your account

**Login Information**

Full Name \*  Email Address \*

Password \*  Re-type Password \*

**Profile Information**

NRIC \*  Designation \*  Institute of Higher Education / Public Research Institute \*

Curriculum Vitae \*  No file chosen  Mobile Phone No. \*  Office Phone No. \*

Upload PDF file only

Figure 3.2 Registration Form

## 1.2 LOGIN

To login into the system, researcher needs to use email registered and password. Steps to login are:

1. Click “Log Masuk” at Homepage as shown in Figure 3.3.



Figure 3.3 Home Interface

2. Enter email address and password as shown in Figure 3.4.
3. Click “Sign In” button.

Figure 3.4 Login

## 1.3 USER PROFILE

To update user profile in the system, researcher needs to follow the steps as follows:

1. Click “Profile” at Dashboard page as shown in Figure 3.5.

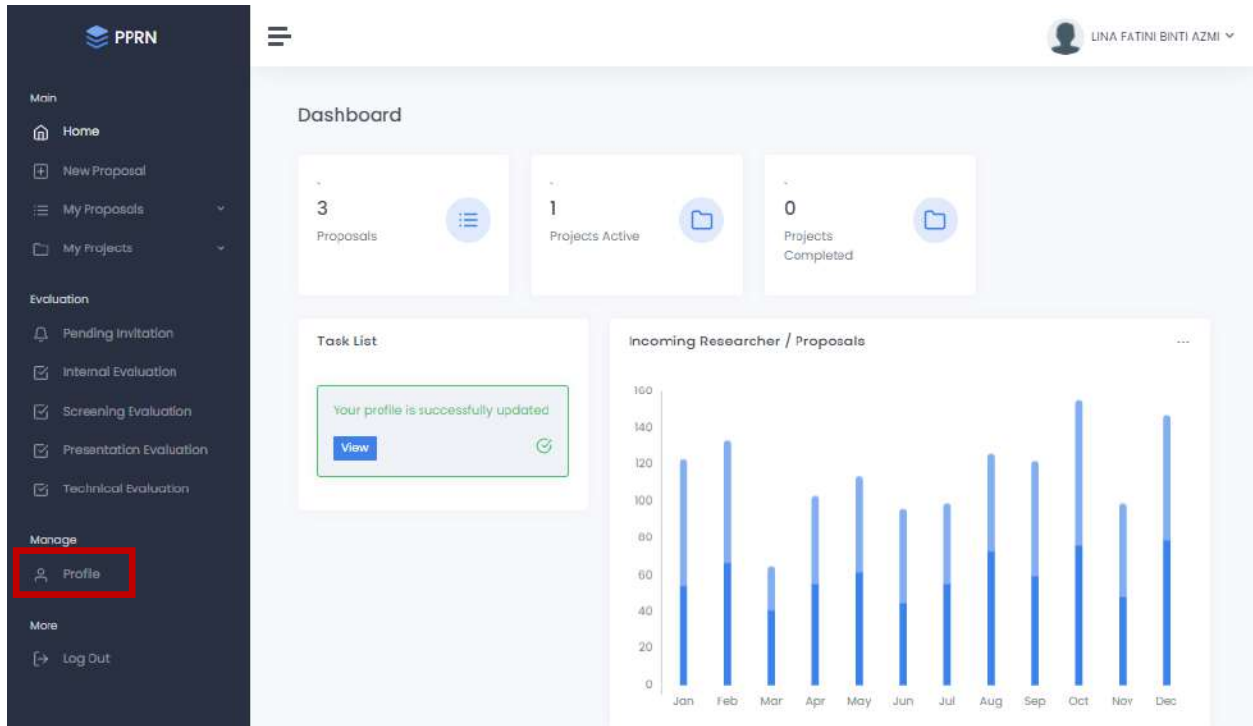


Figure 3.5 Dashboard

### 1.3.1 Edit Profile Information

1. Update any relevant information in the form as shown in Figure 3.6.
2. Click "Save" button to save all the information updated.

**Edit Researcher**

**Profile Information**

Full Name \*  
Enter full name

Email Address \*  
Enter email address

NRIC \*  
Enter NRIC

Designation \*  
Select Designation

Mobile Phone No. \*  
Enter mobile phone no.

Office Phone No. \*  
Enter office phone no.

Curriculum Vitae \*  
Choose File No file chosen  
Upload PDF file only 2108f43gd2zcQs4eQB94t.pdf

Institution  
Select Institution

← Back      Reset      Save

Figure 3.6 Profile Information

### 1.3.2 Edit Mailing Address

1. Click "Mailing Address" tab.
2. Update any relevant information in the form as shown in Figure 3.7.
3. Click "Save" button to save all the information updated.

**Edit Researcher**

**Mailing Address**

Address Line 1\*  
Enter address 1

Address Line 2  
Enter Address Line 2

Postal Code \*  
Enter postal code

State \*  
Select State

City \*  
Select City

← Back      Reset      Save

Figure 3.7 Mailing Address

### 1.3.3 Edit Academic Qualification

1. Click “Academic Qualification” tab.
2. Update any relevant information in the form as shown in Figure 3.8.
3. Click “Save” button to save all the information updated.

The screenshot shows the 'Edit Researcher' interface. On the left is a navigation menu with tabs: Profile, Mailing Address, Academic Qualification (highlighted in blue), and Change Password. The main content area is titled 'Highest Academic Qualification / Area of Expertise'. It contains several input fields: 'Academic Qualification \*' (a dropdown menu with 'Select Academic Qualification'), 'Specialization \*' (a text input with 'Enter specialization'), 'Year \*' (a dropdown menu with 'Select Year'), and 'Institution \*' (a text input with 'Enter institution'). Below these are three 'Area of Expertise' sections, each with a text input field labeled 'Enter area of expertise'. At the bottom of the form are three buttons: '← Back', 'Reset', and 'Save'.

Figure 3.8 Academic Qualification

### 1.3.4 Change Password

1. Click “Change Password” tab.
2. Enter old password and new password as shown in Figure 3.9.
3. Click “Save” button to save new password.

The screenshot shows the 'Edit Researcher' interface. On the left is a navigation menu with tabs: Profile, Mailing Address, Academic Qualification, and Change Password (highlighted in blue). The main content area is titled 'Change Password'. It contains two input fields: 'Old Password' (with 'Enter old password') and 'New Password' (with 'Enter new password'). At the bottom of the form are three buttons: '← Back', 'Reset', and 'Save'.

Figure 3.9 Change Password

## 2 PROPOSAL MANAGEMENT

### 2.1 CREATE NEW PROPOSAL

To create new proposal in the system, researcher needs to follow the steps as follows:

1. Click “New Proposal” at Dashboard page as shown in Figure 4.1.

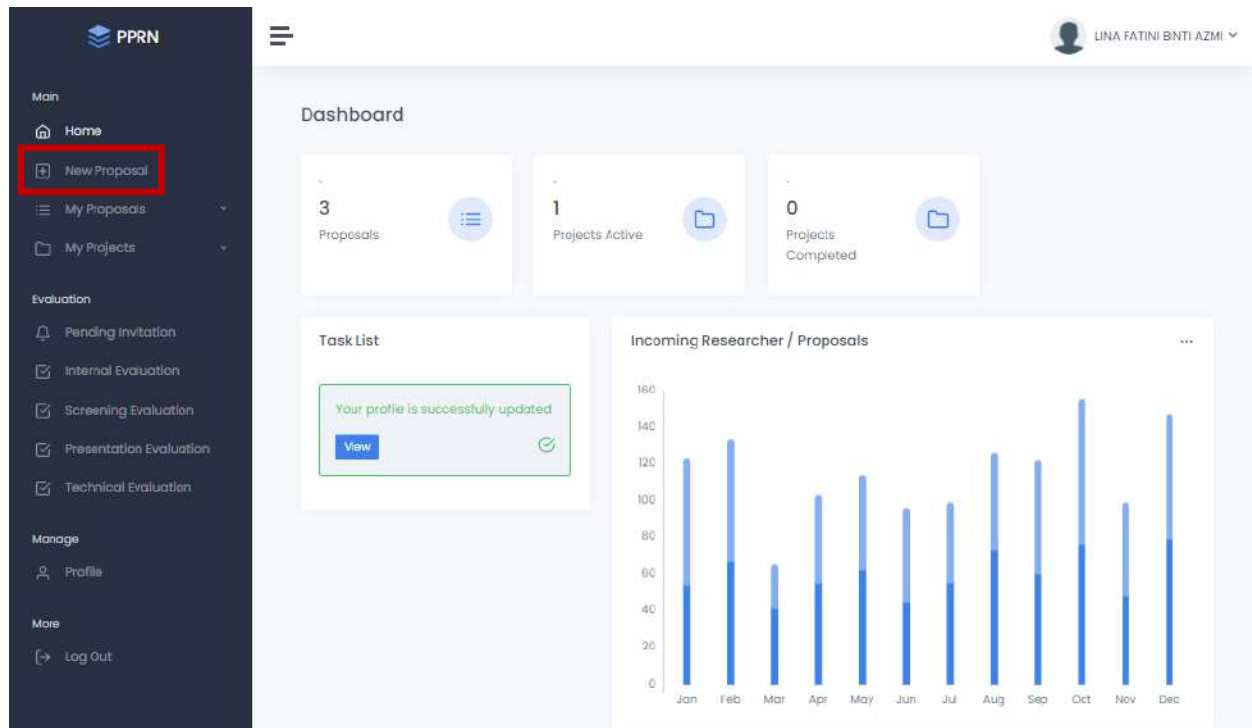


Figure 4.1 Dashboard

2. Enter “Project Title”.
3. Enter “Start Date” and “End Date” as shown in Figure 4.2.
4. Click “Create” button to create new proposal.

The screenshot shows the 'Create New Proposal' form. It includes a 'Project Title' input field, 'Start Date' (18 Aug 2021) and 'End Date' (19 Aug 2021) input fields, and a blue 'CREATE' button highlighted with a red box.

Figure 4.2 Create New Proposal



## 2.2 PROJECT DURATION

1. View Project Information
2. Update “Start Date” and “End Date” if applicable as shown in Figure 4.3.
3. Click “Save & Continue” button to save new project duration.

The screenshot displays the 'Project Duration' section of the PPRN system. At the top, there is a 'Project Information' table with the following data:

Project Title	Improving Sleep-Wake Behaviors Using Mobile App Gamification
Project No.	2021/UTM/005
Project Leader	UN
Company's Name	N/A   N/A   N/A
Institution	Universiti Teknologi Malaysia
Start	13 Sep 2021
End	16 Sep 2022
Duration (Month)	12

Below the table is a navigation bar with tabs: 'Project Duration' (active), 'Researcher Details', 'Company Information', 'Institution Details', 'Team Members', and 'Detail of Proposed Project'. Underneath, there are additional tabs: 'Budget', 'Company Contribution', 'Attachments', and 'Declaration'. The main form area contains two date input fields: 'Start Date' with the value '13 Sep 2021' and 'End Date' with the value '16 Sep 2022'. A blue 'Save & Continue' button is located at the bottom right of the form.

Figure 4.3 Project Duration

## 2.3 RESEARCHER DETAILS

1. Click “Researcher Details” tab.
2. View Researcher Details as shown in Figure 4.4. All researcher details were extracted from researcher’s profile information.
3. If user needs to update researcher details, please refer **3.3 User Profile**.
4. Click “Save & Continue” button to proceed to company information.

Project Duration **Researcher Details** Company Information Institution Details Team Members Detail of Proposed Project

Budget Company Contribution Attachments Declaration

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**Researcher Details**

Designation	Name	Email
Dr.	LINA FATINI BINTI AZMI	linafaazmi@gmail.com
Office Telephone No	Mobile No	Institute of Higher Education / Public Research
+6078821477	+601127823451	Universiti Teknologi Malaysia

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**Mailing Address**

Address Line 1  
NO 10, JALAN BACANG 1,

Address Line 2  
TAMAN KOTA JAYA

Postal Code	City	State
81900	Kota Tinggi	Johor

[Save & Continue](#)

Figure 4.4 Researcher Details

## 2.4 COMPANY INFORMATION

1. Select “Company Name” from the drop down. All registered company will be listed out. If the desired company name is not listed out, company needs to register and create an account first, please refer **3.1 Registration in User Manual (Company)**.
2. View Company Information as shown in Figure 4.5. All company information were extracted from company’s profile information.
3. Click “Save & Continue” button to proceed to institution details.

Project Duration   Researcher Details   **Company Information**   Institution Details   Team Members   Detail of Proposed Project

Budget   Company Contribution   Attachments   Declaration

---

Company Name  
Select value

---

**Company Profile**

Company Contact Person   Position

Phone No   Email

Company Address

Company Registration Number (MyCoID)   Business Premise Registration Number

Size Of Company   Business Ownership   Sector Industry

Brief Description of Company

Figure 4.5 Researcher Details

## 2.5 INSTITUTION DETAILS

1. View Institution details as shown in Figure 4.6. All institution details were extracted from institution details saved in the system.
2. Enter "Institution Role".
3. Click "Save & Continue" button to proceed to team members.

The screenshot shows a web interface for the 'Institution Details' section. At the top, there is a navigation bar with tabs: 'Project Duration', 'Researcher Details', 'Company Information', 'Institution Details' (which is highlighted in blue), 'Team Members', and 'Detail of Proposed Project'. Below this, there is a secondary navigation bar with links: 'Budget', 'Company Contribution', 'Attachments', and 'Declaration'. The main content area is titled 'Institution Details' and contains several input fields: 'Institution Name' with the value 'Universiti Teknologi Malaysia', 'Address' with the value 'Jalan Universiti, <br> UPM, <br> 81310, Johor Bahru, <br> Johor', 'Brief Description of Institute' with the value 'Institute Description', and 'Institution Role \*' which is currently empty.

Figure 4.6 Institution Details

## 2.6 TEAM MEMBERS

1. Select "Search Members" from the drop down as shown in Figure 4.7. All registered and available researcher will be listed out. If the desired member name is not listed out, the researcher might not available because of running project or researcher needs to register and create an account first, please refer **3.1 Registration**.
2. Click "Add" button to add selected member to the list of team members. Then, click "Send Invitation" button to invite member.
3. Click "Send Invitation" button at company name to invite company.
4. Click "Save & Continue" button to proceed to details of proposed project.

Project Duration   Researcher Details   Company Information   Institution Details   **Team Members**   Detail of Proposed Project

Budget   Company Contribution   Attachments   Declaration

### Team Members

Search Member

Add

---

Research Team Members

No	Name	Institute	Role	Status	Actions
1	LIN lina	Universiti Teknologi Malaysia	Project Leader	N/A	N/A

Company

No	Company	Status	Actions
1	Creativeorzo	Added	<span style="border: 2px solid red; padding: 2px 5px;">Send Invitation</span>

Save & Continue

Figure 4.7 Team Members

## 2.7 PROPOSED PROJECT

1. Enter all required information as shown in Figure 4.8 except last question to be filled out by company.
2. Click "Save & Continue" button to proceed to budget.

Project Duration   Researcher Details   Company Information   Institution Details   Team Members   **Detail of Proposed Project**

Budget   Company Contribution   Attachments   Declaration

Executive Summary \*

\*Maximum 300 words

\*\*Please include the background of the problem faced by the company, objectives of this project, proposed solution and expected outcomes

File   Edit   View   Insert   Format   Tools   Table

↶ ↷   Paragraph   **B**   *I*   ☰ ☰ ☰ ☰   ☰ ☰ ☰ ☰   🔗 🖼️

Figure 4.8 Details of Proposed Project

## 2.8 BUDGET

1. Enter all relevant information of budget for proposed funding in the form as shown in Figure 4.9.
2. Click “Add Remark” to add remark of proposed value. Enter remark and click “Add” button to save remark.
3. Click “View Remark” to view remark.
4. Click “Save & Continue” button to proceed to company contribution.

CATEGORY	PROPOSED FUNDING (RM)	
	PPRN	COMPANY
VOT11000 Salary and Wages	0.00 0.00% <a href="#">Add Remark</a>	0.00 0.00% <a href="#">Add Remark</a>
VOT21000 Travelling and Transportation (Maximum of RM5000)	0.00 0.00% <a href="#">Add Remark</a>	0.00 0.00% <a href="#">Add Remark</a>
VOT24000 Rental <i>* Only applicable for rental of external facilities/equipment.</i> (Maximum of 10% total project cost or maximum of RM15,000)	0.00 0.00% <a href="#">Add Remark</a>	0.00 0.00% <a href="#">Add Remark</a>

Figure 4.9 Budget

## 2.9 COMPANY CONTRIBUTION

1. This field are need to be inserted by company. Researchers also can fill in this field if researchers are representing company in completing proposal.
2. Enter relevant information in the form as shown in Figure 4.10.
3. Click “Save & Continue” button to proceed to attachments.

Project Duration   Researcher Details   Company Information   Institution Details   Team Members   Detail of Proposed Project

Budget   **Company Contribution**   Attachments   Declaration

List of additional contribution that company is willing to offer \*  
(e.g Industrial training for students, Training of Trainers (ToT) to local industries, job offers for student's involved in the project, etc)

To be inserted by company

Save & Continue

Figure 4.10 Company Contribution

## 2.10 ATTACHMENTS

1. Click "Choose File" to browse file and click "Open" to upload the file to the system.
2. Click "+" button to add file to the system as shown in Figure 4.11. Click "X" button to delete the attachment.
3. Click "Save & Continue" button to proceed to declaration.

Project Duration   Researcher Details   Company Information   Institution Details   Team Members   Detail of Proposed Project

Budget   Company Contribution   **Attachments**   Declaration

Required Attachment(s)

No	Attachment	File	Actions
1	Gantt Chart	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="+"/> <input type="button" value="X"/>
2	Company Letter of Support	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="+"/> <input type="button" value="X"/>
3	SSM	<a href="#">2108144PN9h4E10eizDII.pdf</a>	<input type="button" value="X"/>
4	Audited Account	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="+"/> <input type="button" value="X"/>
5	Business Model Canvas	<a href="#">2108144PN9h4E10eizDII.pdf</a>	<input type="button" value="X"/>
6	Company's Yearly Sales	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="+"/> <input type="button" value="X"/>
7	Others Document	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="+"/> <input type="button" value="X"/>

Figure 4.11 Attachment

## 2.11 DECLARATION

1. Read all declaration and tick on declaration box as shown in figure 4.12.
2. Click “Agree” button as agreement to the declaration. Once “Agree” button has been clicked, it automatically changed to “Submit” button.
3. Click “Submit” button to submit the proposal.

The screenshot shows a web interface for a declaration form. At the top, there is a navigation bar with tabs: Project Duration, Researcher Details, Company Information, Institution Details, Team Members, and Detail of Proposed Project. Below this, there is a secondary navigation bar with tabs: Budget, Company Contribution, Attachments, and Declaration (which is highlighted in blue). The main content area is titled "I hereby declare that:" and contains two checkboxes with text:

- All information stated in this form is accurate and the Ministry of Higher Education has the right to reject or to cancel the application without prior notice if there is any inaccurate information given.
- No conflict of interest exists between the Institute of Higher Education / Public Research Institute, Lead Researcher or any other team members in the research team and the Company involved in this proposed project.

Below the checkboxes, there are two columns of information:

- Company Name: N/A
- Company Representative: N/A
- Researcher Name: LINA FATINI BINTI AZMI
- Researcher Institute: Universiti Teknologi Malaysia

At the bottom center, there is a blue button labeled "Agree".

Figure 4.12 Declaration

## 2.12 VIEW AND EDIT PROPOSAL

To view and edit proposal in the system, researcher needs to follow the steps as follows:

1. Click “My Proposal” and choose either “Project Leader” or “Members” as shown in Figure 4.13.



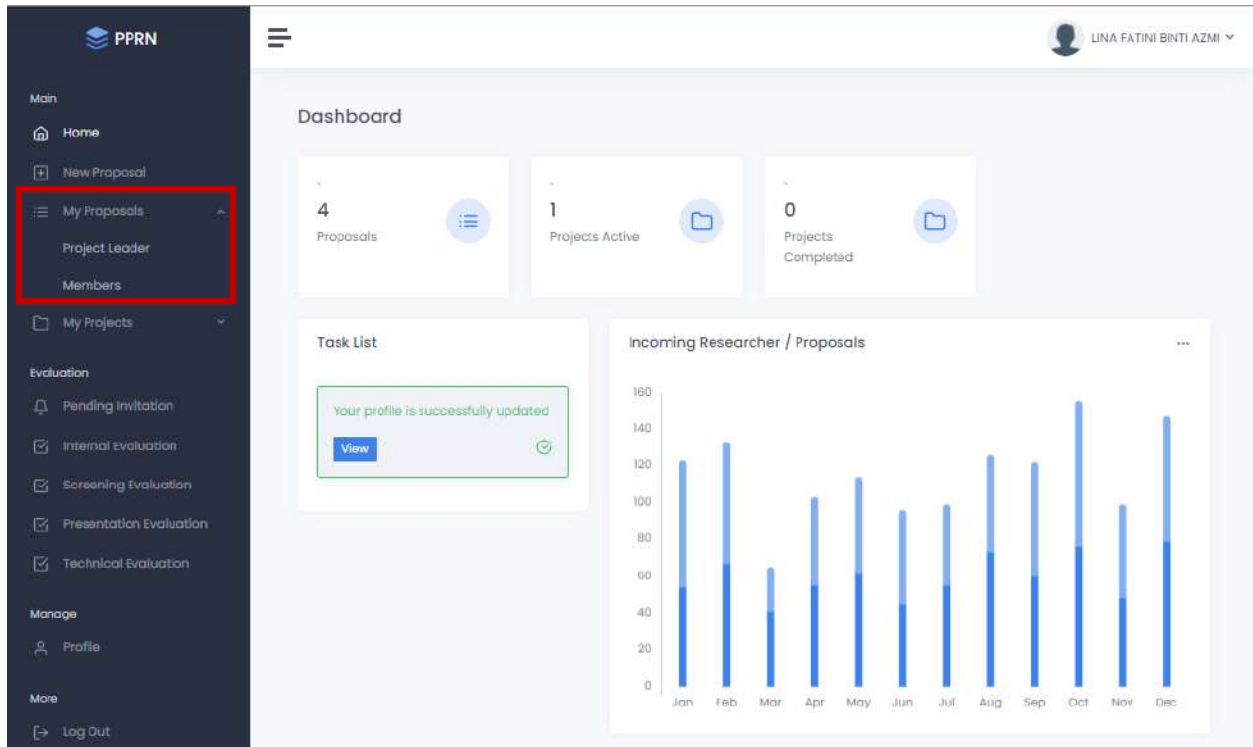


Figure 4.13 Dashboard

2. The system will display a list of proposals with their status as shown in Figure 4.14.
3. Click “Edit Proposal” button to edit draft proposal. Once the proposal submitted, the proposal cannot be edit anymore unless there is amendment by internal evaluator.
4. Click “Delete Proposal” button to delete draft proposal.
5. Click “View Proposal” button to view submitted or approved proposal.

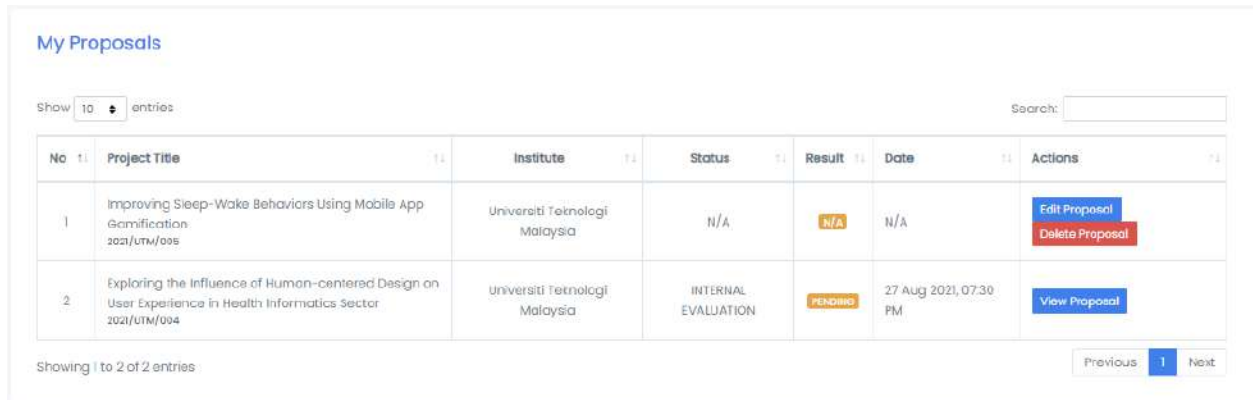


Figure 4.14 My Proposals

## 2.13 INVITATION ACCEPTANCE

To accept or reject an invitation as team members, researcher needs to follow the steps as follows:

1. Click “Pending Invitation” at Dashboard page as shown in Figure 4.15.

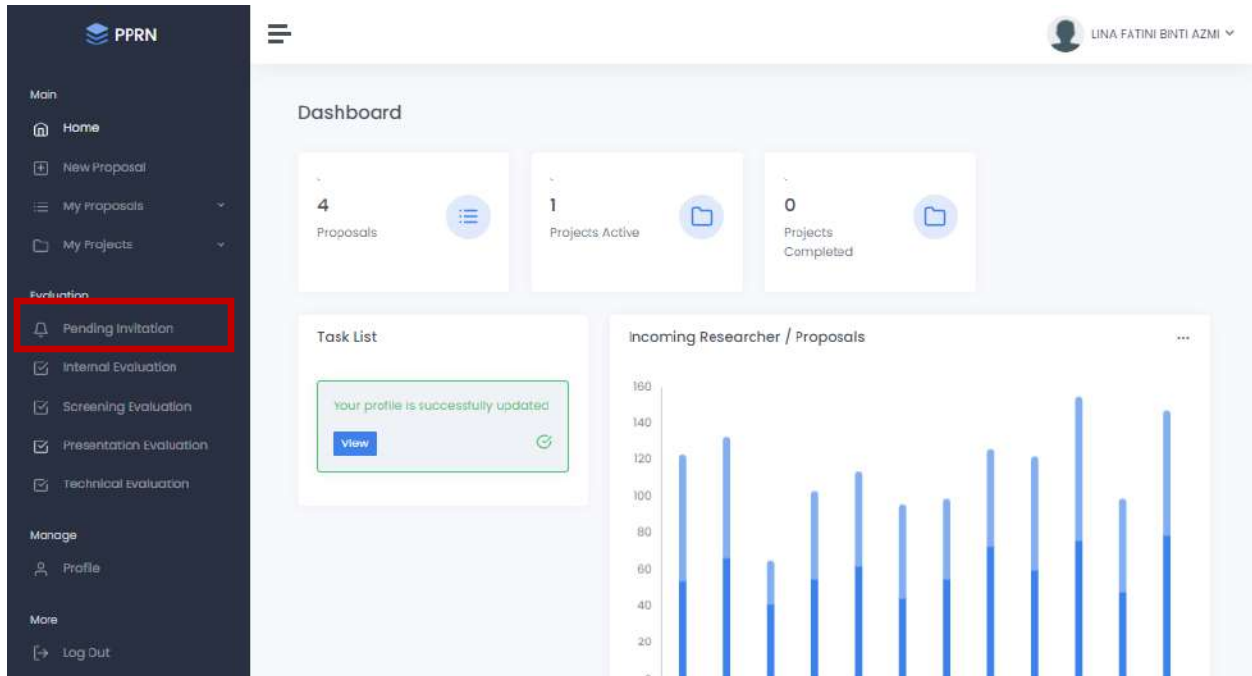


Figure 4.15 Dashboard

2. Click “” to accept invitation or click “” to reject invitation as shown in Figure 4.16.

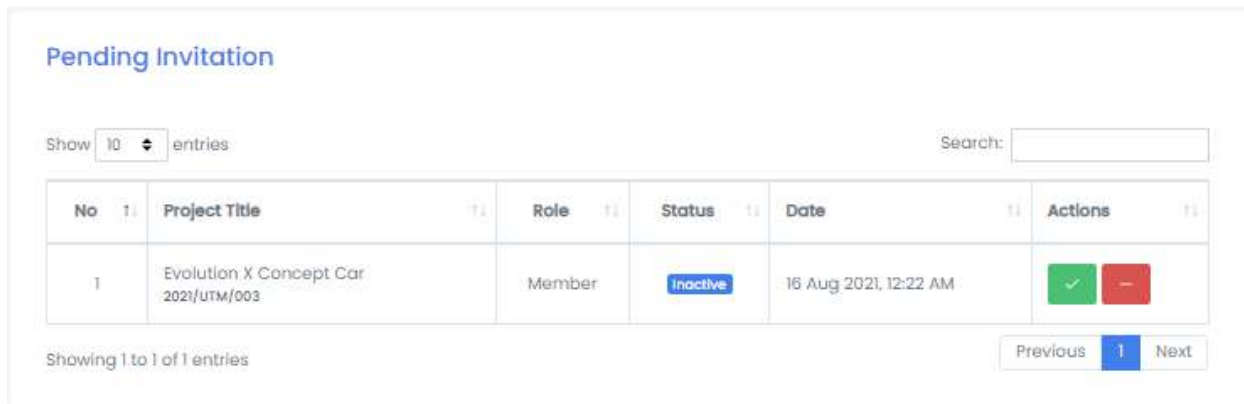


Figure 4.16 Pending Invitation

## 2.14 UPDATE PROPOSAL (AMENDMENT)

To update the amended proposal, researcher needs to follow the steps as follows:

1. Click “My Proposal” and choose either “Project Leader” or “Members” at Dashboard page as shown in Figure 4.17.

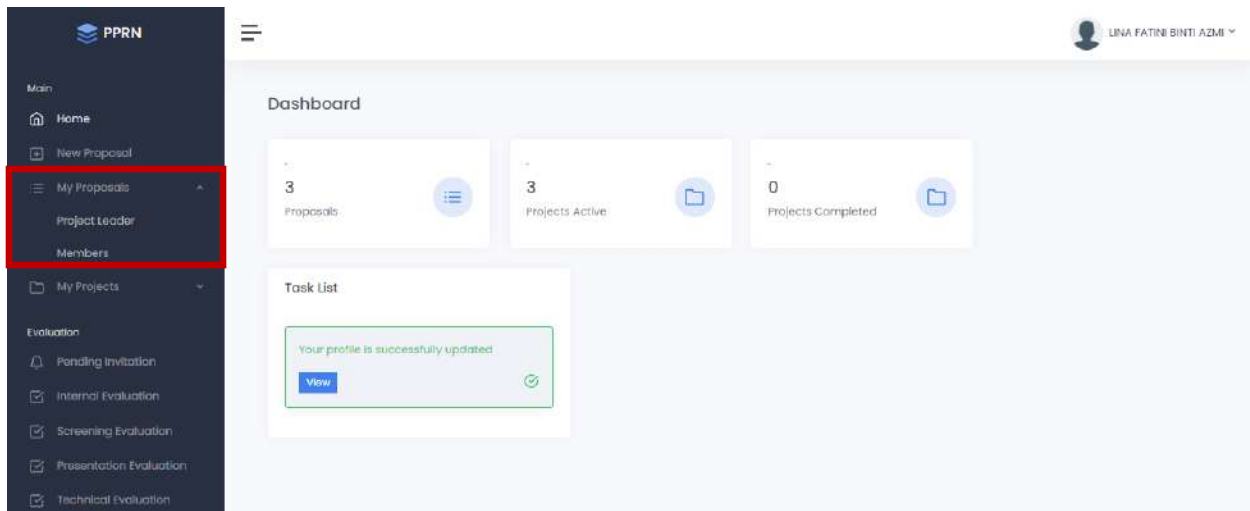


Figure 4.17 Dashboard

2. System will display a list of proposals as shown in Figure 4.18.
3. Click “Evaluation” button to view evaluation comments by evaluators.
4. Click “Proposal Amendment” button to update amended proposal.
5. Update any relevant information based on evaluator comments.
6. Tick all declaration box and click “Agree” button. Then, click “Submit” button to re-submit the proposal.

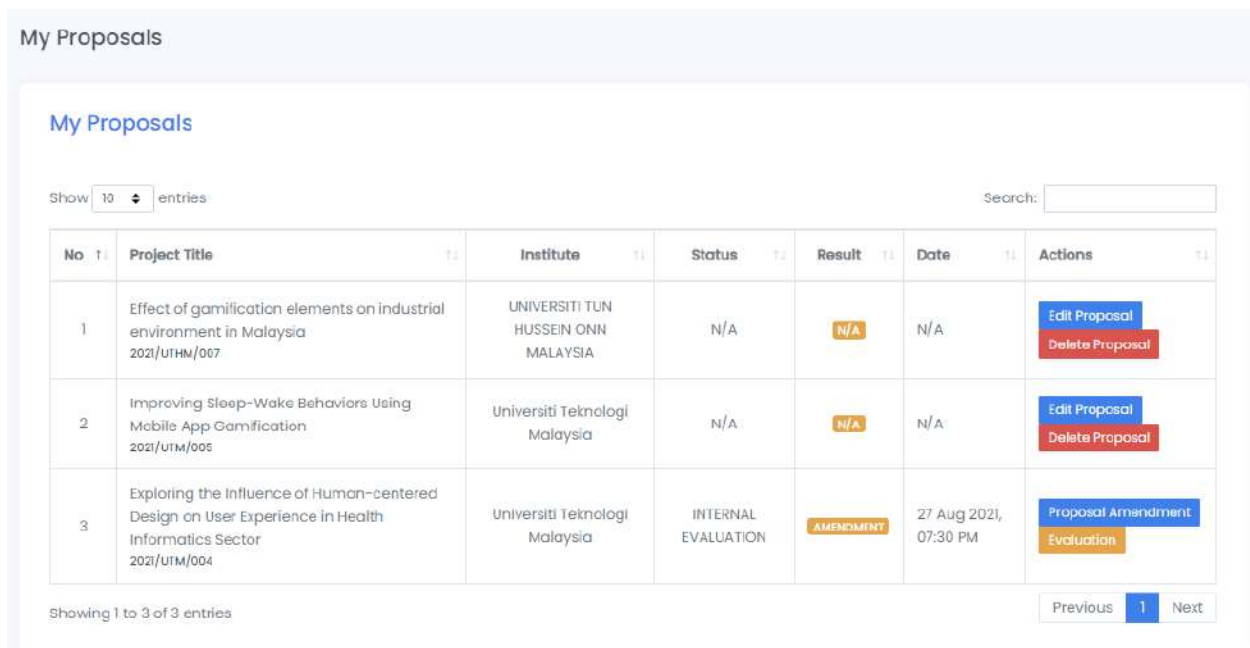


Figure 4.18 My Proposals