

# RMS USER MANUAL :

# PG CONFERENCE SPONSORSHIP

# APPLICATION

Date : 21 Dec 2018

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## Introduction

This user guide is designed to provide documentation for Project Leader and Project Member to use Research Management System (RMS). RMS development has been initiated on start 1 Feb 2018 with internal resources.

Main goal of RMS is to have better grant management system in single platform, centralized database for easier data sharing among different units, among project members and also for more accurate data gathering especially for MyRA and Setara exercises and also for any certification audit.

For any inquiry please do not hesitate to contact us at [rmc@mmu.edu.my](mailto:rmc@mmu.edu.my). For rectification of any system error, please provide details of the error and a snapshot or printscreen of the error.

RMS can be accessed at <https://rms.mmu.edu.my/> and works best with latest version of chrome browser.



## Login Form

\* Please use your IDM as your credential.

**Username**

**Password**

[Lost your password ?](#)

### Research Management System (RMS)

Please upgrade to the latest version of your browser

Best viewed in Chrome & Firefox

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Enter Username : Student ID

Enter Password : password

Please login to <https://spm.mmu.edu.my> if you need to reset your password

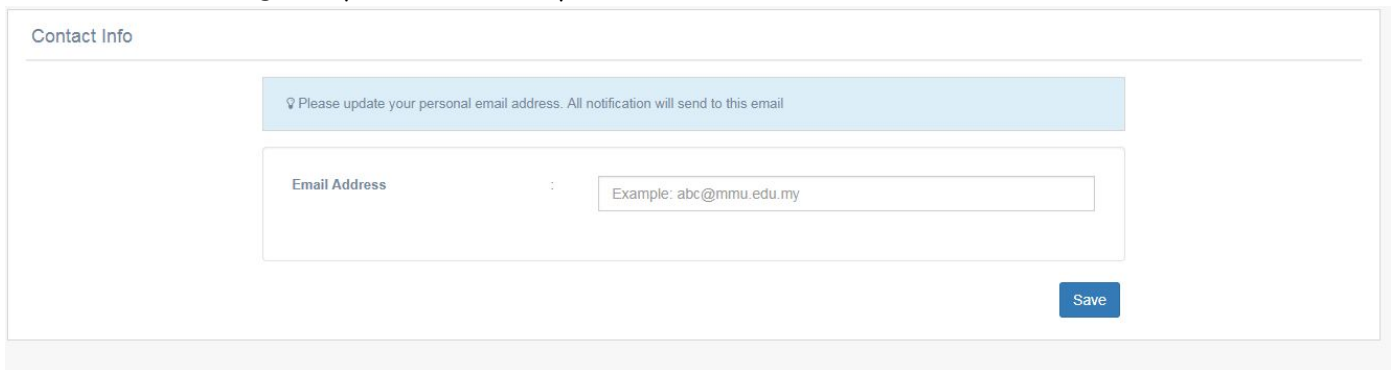
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# PG Conference Sponsorship Application

1. Login As Post Graduate (PG) Student :rms.mmu.edu.my

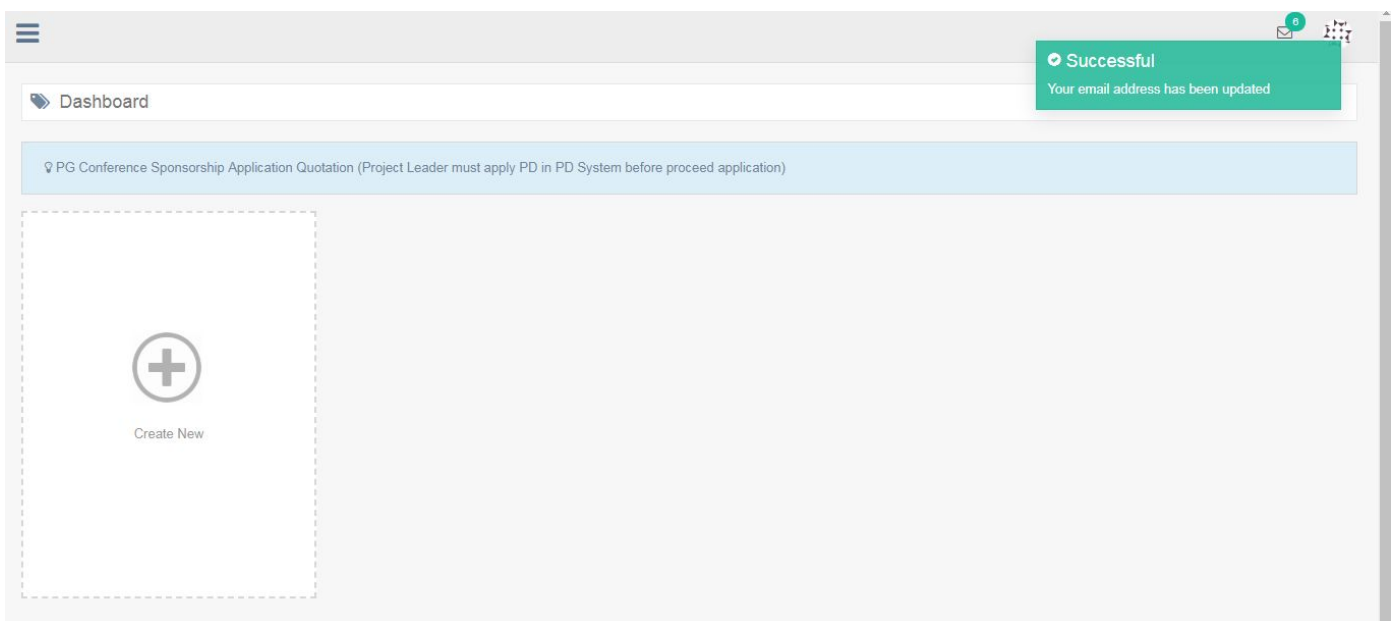
Login using student ID number.

For first time login, system will request student email



The screenshot shows a 'Contact Info' form. At the top, there is a light blue banner with the text: 'Please update your personal email address. All notification will send to this email'. Below this is a form field labeled 'Email Address' with a placeholder text 'Example: abc@mmu.edu.my'. A 'Save' button is located at the bottom right of the form.

2. Click Create New to Apply



3. Key In Public Disclosure Number and PG Supervisor/Project leader staff ID ( please refer to your PG Supervisor)

\*Public Disclosure Number

eg. PDXXXXXXXX

\*Project Leader Staff ID

eg. 1001111111

Submit

#### 4. System will display information keyed in PD System and start fill the conference details

##### PD Info

Article Title

Event Title

##### Authors

No.	Name	Affiliation
1		
2		
3		
4		

##### Application

\*Programme (Master/PHD)

Please select of programme

\*Conference Title

Conference Title

\*Index

SCOPUS

Web of Science (ISI)

\*Type of Conference

Please select type of conference

\*Conference Start

dd/---/yyyy

\*Conference End

dd/---/yyyy

\*Venue

Venue
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\*Expenditure Requirement

The maximum ceiling amount of sponsorship will be RM3,300.00 for international conference held in peninsular Malaysia or RM3600.00 for international conference held in East Malaysia.

Registration Fee	RM 0.00
Accommodation (Hotel proposed by organizer and with reasonable rate)	RM 0.00
Meal Allowance	RM 0.00
Flight (Economy Class & with shortest direct routes)	RM 0.00
Local Transport	RM 0.00
Other	RM 0.00
Amount Request	RM 0.00

Save to Draft


Click save draft once complete.

5. Click details button to continue the application

Dashboard

PG Conference Sponsorship Application Quotation (Project Leader must apply PD in PD System before proceed application)

**Draft**




PD [REDACTED]

PL [REDACTED]

Test Conference

[Details](#)



Create New

## 6. Upload relevant supporting document

### Supporting Documents

Item	File	Action
Conference Acceptance Letter (with date, fees amount) <b>REQUIRED</b>	✘ Not available	<a href="#">Upload</a>
Accomodation Quotations	✘ Not available	<a href="#">Upload</a>
Other amount (local TNT and etc.)	✘ Not available	<a href="#">Upload</a>
Flight Quotation	✘ Not available	<a href="#">Upload</a>

[Dashboard](#) / [Details](#) / [Supporting Document](#)

#### Conference Acceptance Letter (with date, fees amount)

Upload a clear pdf of your conference acceptance letter (with date, fees amount) :

Attachment (can attach more than one):

[Choose Files](#) Shahirad Re...dology..pdf

[Save](#)

## 7. Continue to do edit or click 'Submit to Verifier' button

### Confirmation ✕

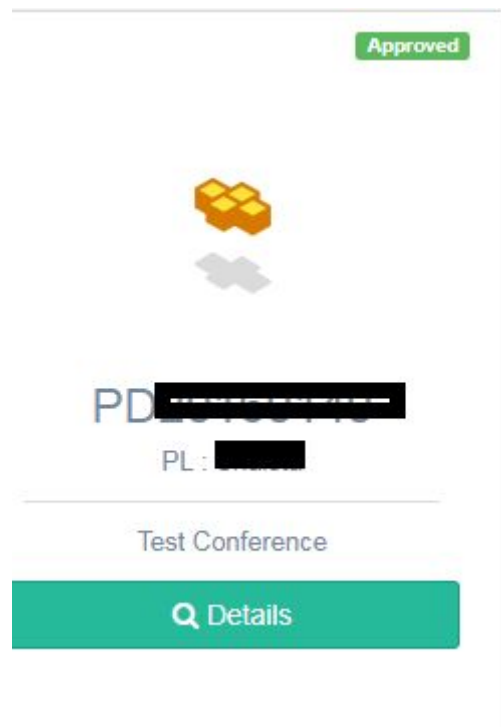
I hereby confirm that the information provided by me on my application form regarding my details is to the best of my knowledge true.

[Yes](#) [Close](#)

Confirm and submit (click yes). Status will change to 'Verification Process'

\*The application will be submit to PG Supervisor/PL ,then to IPS for candidature verification and later to RMC for Approval.

## 8. After RMC approved status application will change to Approved



9. Click detail to view the PG Conference Sponsorship Success Letter

RESEARCH MANAGEMENT CENTRE

Date : 20 Dec 2018

Ref. No: MMU/RMC PG 2018

master

Dear , [Redacted Name]

**Application to Attend Test Conference**

I am pleased to inform you that your application to attend the above-mentioned conference is successful.

The followings are the details of the conference and sponsorship:

Date	2018-12-31 - 2019-01-01
Venue	: Penang
Title of Paper	: Test Conference
Budget	:
Cost Centre	:
PG Supervisor	: [Redacted Name]

Sponsorship approved for the Post Graduate student only:

- (a) \* Registration Fee: **RM 1000.00**
- (b) Accommodation : **RM 233.00**
- (c) Meal Allowance : **RM 70.00**
- (d) Flight : **RM 123.00**
- (e) Local Transport : **RM 50.00**
- (f) Other : **RM 1000.00**
- Total : **RM 2476.00** \*Claim with Original Receipt

\*The maximum ceiling amount of sponsorship will be RM 3,300 for International conference held in peninsular

- Download the success letter letter and do claim (with all supporting expenses receipt and etc) when return from conference. Submit claim to your faculty admin for claiming process.