

UNIVERSITI TEKNOLOGI MALAYSIA

Centre for Community & Industry Network (CCIN)

USER MANUAL (VER. 1.1) – NEW APPLICATION

Industry & Community Engagement System
Knowledge Transfer Programme (KTP) Module

Centre for Community & Industry Network (CCIN)

INDUSTRY & COMMUNITY ENGAGEMENT SYSTEM

KTP New Application

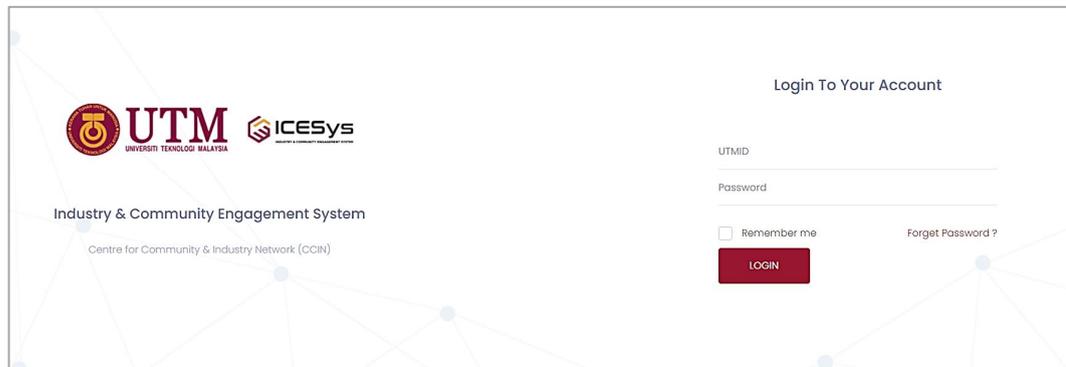
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1.0. LOG IN AS STAFF

1. Figure 1.1 below shows User Log In Interface.



The screenshot displays the login interface for the Industry & Community Engagement System (ICESys) at Universiti Teknologi Malaysia (UTM). On the left, the UTM logo and ICESys logo are shown, along with the text "Industry & Community Engagement System" and "Centre for Community & Industry Network (CCIN)". On the right, the "Login To Your Account" section contains a form with two input fields: "UTMID" and "Password". Below these fields are a "Remember me" checkbox and a "Forget Password?" link. A red "LOGIN" button is positioned at the bottom of the form.

2. To log in, user is required to use UTMID and Password as my.utm.my.

3. Steps to log in are:

- a. URL: <https://icesys.utm.my/>
- b. Enter "UTMID" as used for my.utm.my
- c. Enter "Password" as used for my.utm.my
- d. Click "Login" button.

NEW APPLICATION

USER: UTM STAFF (ACADEMIC)

2.0. NEW APPLICATION

2.1. Dashboard

a. On Dashboard, click menu “KTP Application” as shown in Figure 2.1 below.

The screenshot shows the ICESys dashboard. The left sidebar has a menu with 'KTP Application' highlighted. The main dashboard area is titled 'Main Dashboard' and contains two summary cards: 'CE STATUS SUMMARY' and 'IL STATUS SUMMARY'. Below these is a 'Community Engagement List' table with one entry.

No.	Reference No	Engagement Title	Engagement Type	Start Date	End Date
1	CE/2021/00027	ssad	Corporate/University Social Responsibility (CSR)	03/06/2021	08/06/2021

Figure 2.1 Dashboard

b. New Application

- Click “New” button as shown in Figure 2.2 below.

The screenshot shows the 'KTP Application' page. A 'New' button is highlighted. Below it is a 'KTP List' table with the following columns: No., KTP Reference No., Type of Grant, Core Project Name, Phase, Status, and Action. The table currently shows 'No data available in table'.

Figure 2.2 New Registration

2.2. Check Qualification

- a. Select Grant Type as shown in Figure 2.3 below.
- b. System will automatically check for qualification criteria.
- c. Click “Next” button to proceed with Basic Info tab.

KTP

+ Researcher Info

Checking Qualification Basic Info

Grant Type KNOWLEDGE TRANSFER PROGRAM - RIG

Qualification

- ✓ Academic staff with PhD holder.
- ✓ Malaysian Citizenship

NEXT

Figure 2.3 Checking Qualification

2.3. Basic Info Tab

- Add/Select any required information as shown in Figure 2.4 below.
- Click **“Save”** button to save basic info.

+ Researcher Info

Checking Qualification Basic Info

Core Project Name

Type of Grant KNOWLEDGE TRANSFER PROGRAM - RIG

Phase -- Please Choose --

Start Date Select Start Date

End Date Select End Date

Duration

Location

Level --- Please Choose ---

Country --- Please Choose ---

Engagement Classification --- Please Choose ---

Programme Area of Expertise --- Please Choose ---

Commercialisation --- Please Choose ---

Focus Area

- Capacity Building
- Social Entrepreneurship
- Improving Livelihood
- Environmental Sustainability
- Education Enhancement

Save

BACK

Figure 2.4 Add Basic Info

- c. Reference number automatically generated, and the respective application will be in “Draft” status.

Reference number format is: **Module Name/ Year /Reference Number**
 Example of generated data: **KTP/2021/000016**

- d. The remaining tab automatically appear.
- e. Click “Next” button to proceed with Details tab.

2.4. Details Tab

- a. Add/Select any required information as shown in Figure 2.5 below.
- b. Click “Save” button to save details.
- c. Click “Next” button to proceed with Stakeholder tab.

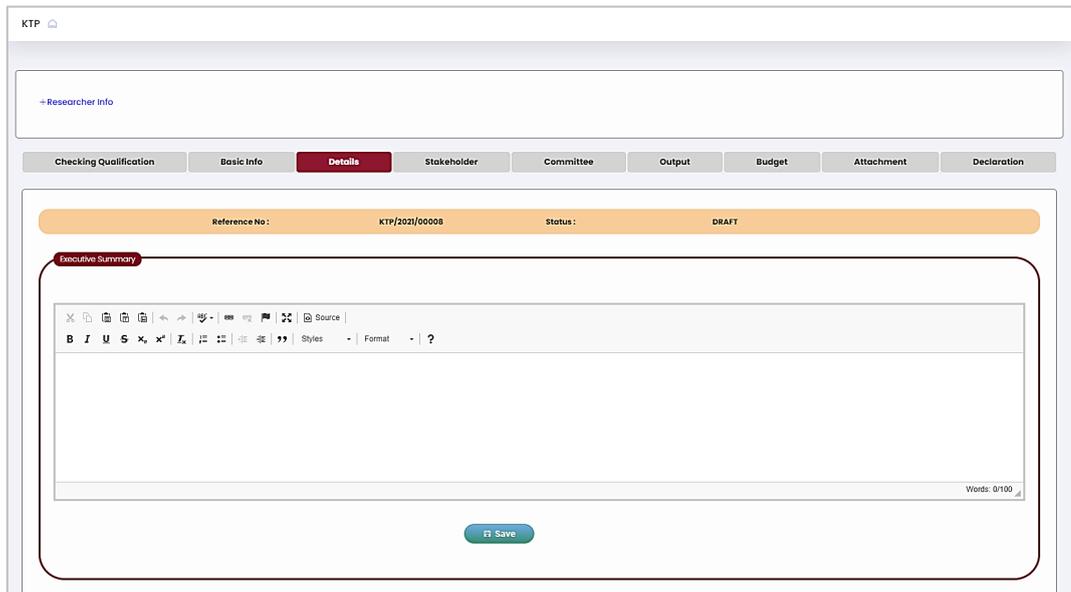


Figure 2.5 Add Details

2.5. Stakeholder Tab

- a. Targeted Participant
 - Click “Add Participant” button as shown in Figure 2.6 below.
 - All added Category will be displayed in the list provided.

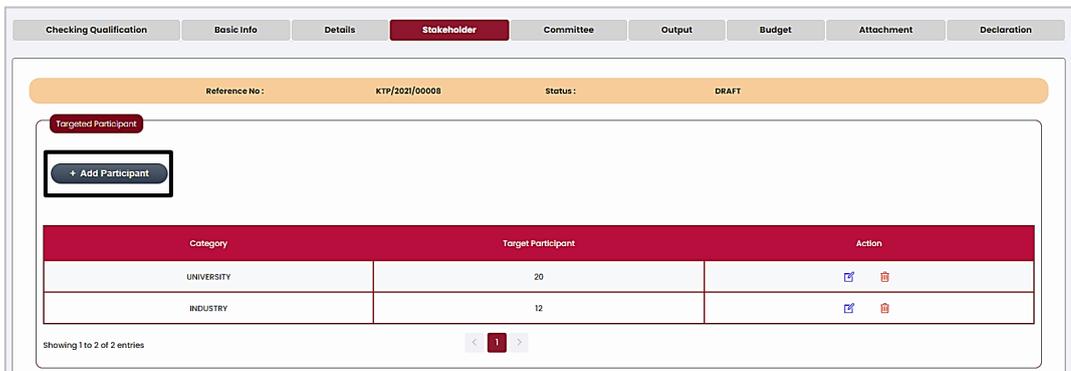


Figure 2.6 Targeted Participant

b. Collaborative Partner

- Click **“Add Partner”** button as shown in Figure 2.7 below.
- All added Partner will be displayed in the list provided.

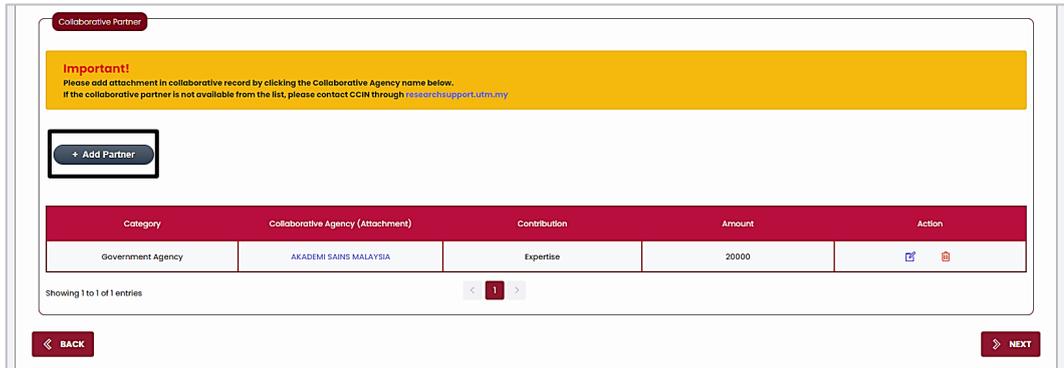


Figure 2.7 Collaborative Partner

- Click the selected Collaborative Agency (Attachment) link to upload attachment as shown in Figure 2.8 below.

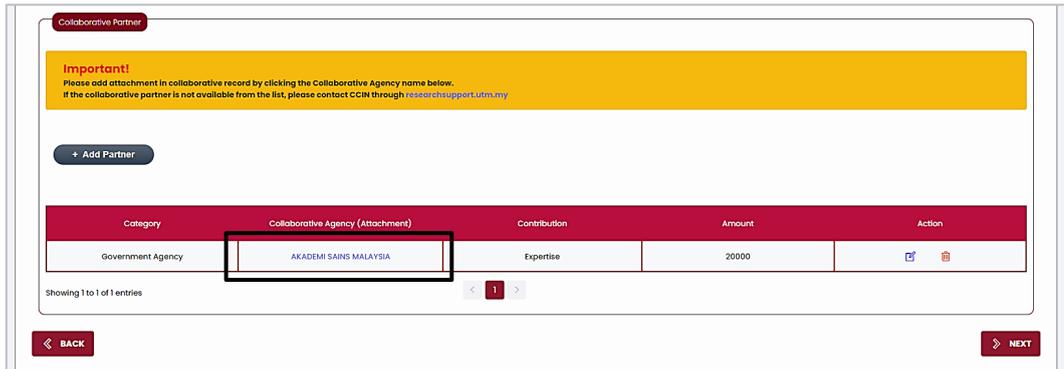


Figure 2.8 Collaborative Agency Attachment

- Upload any selected document as shown in Figure 2.9 below.

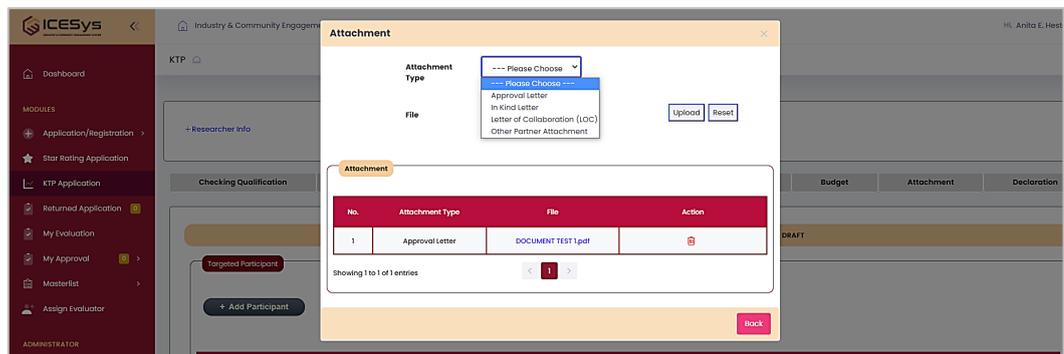


Figure 2.9 Add Collaborative Attachment

- Click **“Next”** to proceed with Committee Tab.

2.6. Committee Tab

a. Add Member (if any)

- There are two (2) types of member category which are UTM Staff or Collaborator.
- Click **“Add Member”** button as shown in Figure 2.10 below.

The screenshot shows the 'Committee' tab in a web application. At the top, there are navigation tabs: Checking Qualification, Basic Info, Details, Stakeholder, **Committee**, Output, Budget, Attachment, and Declaration. Below the tabs, the Reference No is KTP/2021/00008 and the Status is DRAFT. A red 'Add Member' button is highlighted with a black box. Below this is a 'Committee List' section containing a table with one entry.

No.	Member Role	Member Type	Name	Staff No/ IC No/ Passport No	Organization Type	Organization Name	Task	Action
1	LEADER	STAFF	Anita E. Hester	740301010080	-	-		

Showing 1 to 1 of 1 entries

Navigation buttons: BACK and NEXT.

Figure 2.10 Add Member

- Search member by Staff No as shown in Figure 2.11 below and click **“Search”** button.

The screenshot shows the 'Committee' tab with the 'Committee Application' section active. The 'Member Category' is set to 'Staff' (selected) and 'Collaborator'. A search input field labeled 'Staff No' contains the text 'Staff No'. A red 'Search' button is highlighted with a black box, and a red 'Cancel' button is next to it. Below the search section is the 'Committee List' table, which is identical to the one in Figure 2.10.

No.	Member Role	Member Type	Name	Staff No/ IC No/ Passport No	Organization Type	Organization Name	Task	Action
1	LEADER	STAFF	Anita E. Hester	740301010080	-	-		

Showing 1 to 1 of 1 entries

Figure 2.11 Search Member (Staff)

- User also can search member by Nationality if the member is collaborator as shown in Figure 2.12 below and click **“Search”** button.

KTP

Committee Application

Member Category: Staff Collaborator

Collaborator: National International

National

My Kad:

Name:

Email:

Sector:

Organization Type:

Role:

Task:

Upload/ Update CV (pdf file only) No file chosen

Figure 2.12 Search Member (Collaborator)

- However, if no collaborator found, applicant can fill in form if the collaborator is a new collaborator.
- Click **“Next”** to proceed with Output Tab.

2.7. Output Tab

- Add Output for Core Project
 - Add quantity of output as shown in Figure 2.13 below.
 - Click **“Save”** button.

Checking Qualification Basic Info Details Stakeholder Committee **Output** Budget Attachment Declaration

Reference No : KTP/2021/00008 Status : DRAFT

Output for core project

No.	Output	Quantity
1	No of Final report	<input type="text"/>
2	No of Edited book	<input type="text"/>
3	No of Journal	<input type="text"/>
4	No of Star Rating award	<input type="text"/>
5	No of Product	<input type="text"/>
6	No of Project Video	<input type="text"/>
7	No of Community involved	<input type="text"/>
8	No of Industry involved	<input type="text"/>
9	No of Government agency involved	<input type="text"/>
10	No of Institution involved (excluded UTM)	<input type="text"/>

Showing 1 to 10 of 10 entries

Figure 2.13 Core Project Output

- b. Add Sub Project
- Search member by Staff No to add staff details as shown in Figure 2.14 below and add Sub Project details.
 - Click **“Save”** button.

The screenshot shows a web form titled "Sub Project". At the top left, there is a red tab labeled "Sub Project". The form contains the following fields and controls:

- Staff No:** A text input field.
- Staff Name:** A text input field.
- Search/Reset:** Two orange buttons located below the Staff Name field.
- Staff No.:** A label for the Staff No field.
- Staff Name:** A label for the Staff Name field.
- Sub Project Title:** A large text area.
- Start Date:** A date selection field with a calendar icon.
- End Date:** A date selection field with a calendar icon.
- Duration:** A text input field.
- Scope:** A text input field with a red exclamation mark icon.
- Objective:** A text input field with a red exclamation mark icon.
- Target Community:** A text input field with a red exclamation mark icon.
- Target Outcome for Beneficiary:** A text input field with a red exclamation mark icon.
- Target Sponsor:** A text input field with a red exclamation mark icon.
- Amount:** A text input field.
- Buttons:** At the bottom center, there are two buttons: a green "Save" button (highlighted with a black border) and a red "Cancel" button.

Figure 2.14 Sub Project

- Click **“Next”** button to proceed with Budget Tab.

2.8. Budget Tab

- a. Add budget details
- Add description, budget and justification as shown in Figure 2.15 below.
 - Please ensure the overall amount budget based on the value specified in the application guidelines.
 - Click **“Update”** button.

Checking Qualification		Basic Info		Details		Stakeholder		Committee		Output		Budget		Attachment		Declaration	
Budget																	
V-Series	Sodo Type	Description		Cost Year 1 (01/11/2021 - 31/10/2022)		Cost Year 2 (01/11/2022 - 31/10/2023)		Justification		Total Per Item							
V1000	B1000	Salary & Wage / Overtime	student researcher	2000	2000						4000.00						
Total Per Sodo				2000.00	2000.00						4000.00						
	B12000	Fixed allowances		0	0						0.00						
Total Per Sodo				0.00	0.00						0.00						
	B13000	Statutory contributions to public staff		0	0						0.00						
Total Per Sodo				0.00	0.00						0.00						
	B14000	Overtime		0	0						0.00						
Total Per Sodo				0.00	0.00						0.00						
	B15000	Other financial benefits staff		0	0						0.00						
Total Per Sodo				0.00	0.00						0.00						
Total Per VSeries(V1000)				2000.00	2000.00						4000.00						
V2000	B20000	Travelling expenses & Subsistence		0	0						0.00						
Total Per Sodo				0.00	0.00						0.00						
	B22000	Transport of goods		0	0						0.00						
Total Per Sodo				0.00	0.00						0.00						
Total Per VSeries(V2000)				0.00	0.00						0.00						
V34000	B23000	Rentals	lorry to carry machine	300	300						600.00						
Total Per Sodo				300.00	300.00						600.00						
	B24000	Rentals		0	0						0.00						
Total Per Sodo				0.00	0.00						0.00						
Total Per VSeries(V34000)				300.00	300.00						600.00						
V28000	B29000	Research Materials & Supplies		0	0						0.00						
Total Per Sodo				0.00	0.00						0.00						
	B27000	Supplies & consumable goods	supplies for machine	3000	2000						5000.00						
Total Per Sodo				3000.00	2000.00						5000.00						
Total Per VSeries(V28000)				3000.00	2000.00						5000.00						
V28000	B28000	Maintenance & Minor Repair Service		0	0						0.00						
Total Per Sodo				0.00	0.00						0.00						
Total Per VSeries(V28000)				0.00	0.00						0.00						
V29000	B29000	Professional Services		0	0						0.00						
Total Per Sodo				0.00	0.00						0.00						
Total Per VSeries(V29000)				0.00	0.00						0.00						
V35000	B35000	Special Equipment & Accessories		0	0						0.00						
Total Per Sodo				0.00	0.00						0.00						
	B36000	Inventory & Furnitures		0	0						0.00						
Total Per Sodo				0.00	0.00						0.00						
Total Per VSeries(V35000)				0.00	0.00						0.00						
V40000	B40000	Biasiswa, Dermasiswa dan Bantuan Pelajaran		0	0						0.00						
Total Per Sodo				0.00	0.00						0.00						
Total Per VSeries(V40000)				0.00	0.00						0.00						
V50000	B52000	Other Charges & Distribution		0	0						0.00						
Total Per Sodo				0.00	0.00						0.00						
	B59000	Tax		0	0						0.00						
Total Per Sodo				0.00	0.00						0.00						
Total Per VSeries(V50000)				0.00	0.00						0.00						
Grant Total				5300.00	4300.00						9600.00						

Update

Figure 2.15 Budget

- Click **“Next”** button to proceed with Budget Tab.

2.9. Attachment Tab

a. Upload mandatory attachment

- Click **“Choose File”** button as shown in Figure 2.16 below. Select pdf file from your computer file.
- Click **“Upload File”** button.

The screenshot shows the 'Attachment' tab in a web application. At the top, there are navigation tabs: Checking Qualification, Basic Info, Details, Stakeholder, Committee, Output, Budget, Attachment (selected), and Declaration. Below the tabs, the reference number is 'KTP/2021/00008' and the status is 'DRAFT'. The main area contains a table with 9 rows of mandatory attachments. Each row has columns for 'No.', 'Attachment Type', 'Uploaded', and 'Action'. The 'Uploaded' column contains a 'Choose File' button and the text 'No file chosen', followed by an 'Upload File' button. The first row is highlighted, and the 'Choose File' button is circled in red. Below the table, there is a section for 'Others' with a 'File Description' field and 'Choose File' and 'Upload File' buttons. At the bottom, there are 'BACK' and 'NEXT' buttons.

No.	Attachment Type	Uploaded	Action
1	Core Project Proposal	DOCUMENT TEST (2).pdf	
2	Flowchart	Choose File No file chosen Upload File	
3	Sub Project Proposal 1	Choose File No file chosen Upload File	
4	Sub Project Proposal 2	Choose File No file chosen Upload File	
5	Sub Project Proposal 3	Choose File No file chosen Upload File	
6	Sub Project Proposal 4	Choose File No file chosen Upload File	
7	Collaboration Letter From Industry	Choose File No file chosen Upload File	
8	Collaboration Letter From Government	Choose File No file chosen Upload File	
9	Presentation Slide	Choose File No file chosen Upload File	

Figure 2.16 Upload Attachment

- Click **“Next”** to proceed with Declaration Tab.

2.10. Declaration Tab

a. Add Panel Suggestion

- Click **“Add Panel”** as shown in Figure 2.17 below.

The screenshot shows the 'Declaration' tab in a web application. At the top, there are navigation tabs: Checking Qualification, Basic Info, Details, Stakeholder, Committee, Output, Budget, Attachment, and Declaration (selected). Below the tabs, the reference number is 'KTP/2021/00008' and the status is 'DRAFT'. The main area contains a 'Panel Suggestion' section with an '+ Add Panel' button highlighted in red. Below this is a table with columns for 'No.', 'Staff No.', 'Name', 'Faculty', 'Expertise', and 'Action'. The table is currently empty, with the text 'No data available in table' displayed. Below the table, there are two checkboxes for declarations, a date field showing '11/10/2021', and three buttons: 'Agree', 'Submit', and 'Print'. At the bottom, there are 'BACK' and 'NEXT' buttons.

Figure 2.17 Add Panel

- Search Staff No and select staff by click Action button as shown in Figure 2.18 below.
- Insert expertise of the respective panel.
- Applicant need to insert at least three (3) panels.
- Click **“Save”** button.

The screenshot shows a 'Panel Suggestion' form. At the top, there is a search bar for 'Staff No' with the value '9089' and buttons for 'Search' and 'Cancel'. Below this is a table with the following data:

No.	Staff No	Name	Action
1	9089	Donna L. Blalock	

Below the table, there are fields for 'Name' (Donna L. Blalock), 'Faculty' (FAKULTI SAINS KOMPUTER & SISTEM MAKLUMAT), and 'Expertise' (Expertise). At the bottom, there are 'Save' and 'Cancel' buttons. The 'Action' button in the table is highlighted with a red box.

Figure 2.18 Select Panel

b. Read and Tick Declaration

- Lastly, tick declaration box and click **“Agree”** button as shown in Figure 2.19 below.
- Then, click **“Submit”** button.
- The application that has been submitted will be reviewed by CCIN Clerk and approved by CCIN Officer.

The screenshot shows a 'Declaration' form. At the top, there are tabs for 'Checking Qualification', 'Basic Info', 'Details', 'Stakeholder', 'Committee', 'Output', 'Budget', 'Attachment', and 'Declaration'. Below the tabs, there is a header with 'Reference No : KTP/2021/00008' and 'Status : DRAFT'. The main content area contains a 'Panel Suggestion' section with an 'Add Panel' button and a table with the following data:

No.	Staff No	Name	Faculty	Expertise	Action
1	9089	Donna L. Blalock	FAKULTI SAINS KOMPUTER & SISTEM MAKLUMAT	machine researcher	

Below the table, there are two declaration boxes with checked options:

- I hereby declare that information and documents provided are true and correct
- I submit all ended project under KTP community engagement and industrial linkages final report

The date is 11/10/2021. At the bottom, there are 'Agree', 'Submit', and 'Print' buttons. The 'Agree' and 'Submit' buttons are highlighted with a red box. There are also 'BACK' and 'NEXT' buttons at the bottom corners.

Figure 2.19 Declaration

2.11. Print Submitted Application Form

a. Print Form.

- In Declaration Tab, click **“Print”** button as shown in Figure 2.20 below.

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Checking Qualification, Basic Info, Details, Stakeholder, Committee, Output, Budget, Attachment, Declaration (highlighted in red), and Verification. Below the navigation bar, a header bar displays 'Reference No : KTP/2021/00008' and 'Status : PENDING TO CLERK'. The main content area is titled 'Panel Suggestion' and contains a table with the following data:

No.	Staff No	Name	Faculty	Expertise	Action
1	208	William O. Jones	FAKULTI KEJURUTERAAN AWAM	machine engineer	
2	12074	AARIYAH BINTI MOHAMAD	PUSAT TEKNOLOGI MAKLUMAT & KOMUNIKASI	machine engineer	
3	9089	Donna L. Blalock	FAKULTI SAINS KOMPUTER & SISTEM MAKLUMAT	machine researcher	

Below the table, it says 'Showing 1 to 3 of 3 entries' with a pagination control showing '1'. There are two checkboxes for declarations: 'I hereby declare that information and documents provided are true and correct' and 'I submit all ended project under KTP community engagement and industrial linkages final report'. The date 'Date: 11/01/2021 11:57:20 AM' is displayed. A blue 'Print' button is highlighted with a red box at the bottom of the form.

Figure 2.20 Print Registration Form

3.0. EXPORT TO EXCEL

a. Click “KTP Application” as shown in Figure 3.1 below.

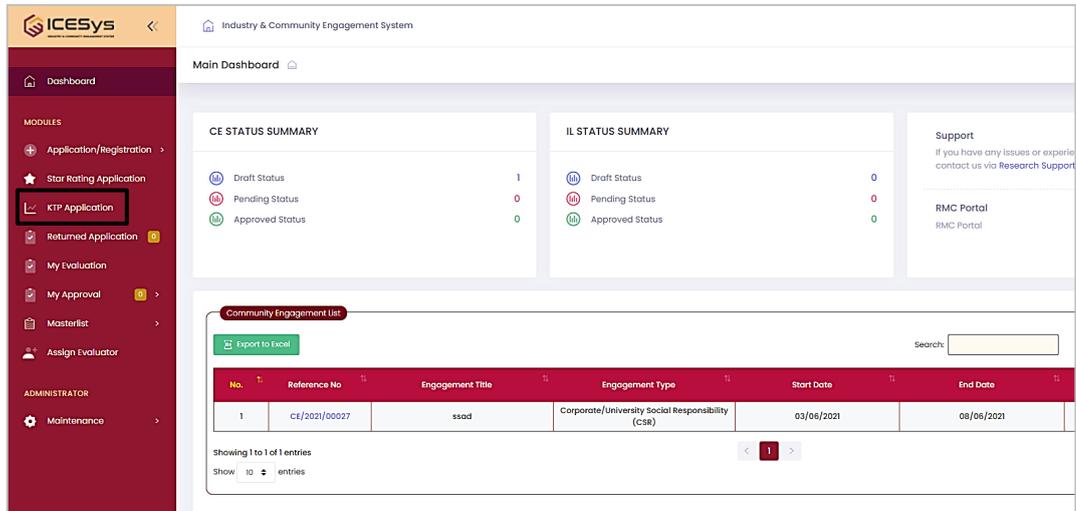


Figure 3.1 Dashboard

b. Click “Export to Excel” button as shown in Figure 3.2 below.

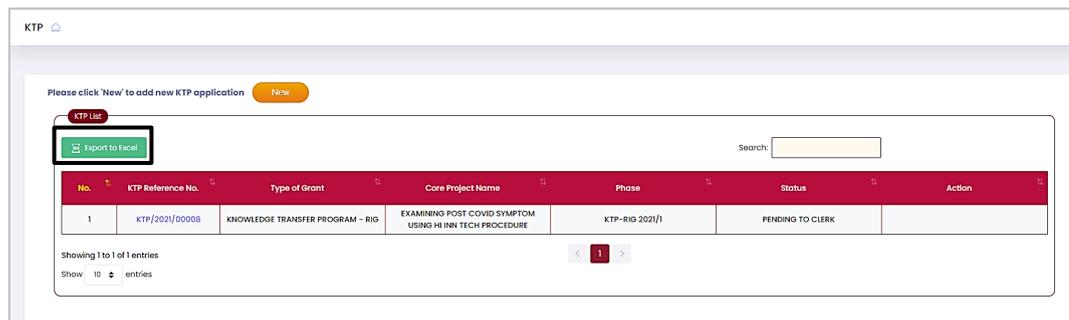


Figure 3.2 Export to Excel

4.0. VIEW VERIFICATION TIMELINE

a. Click “KTP Application” as shown in Figure 4.1 below.

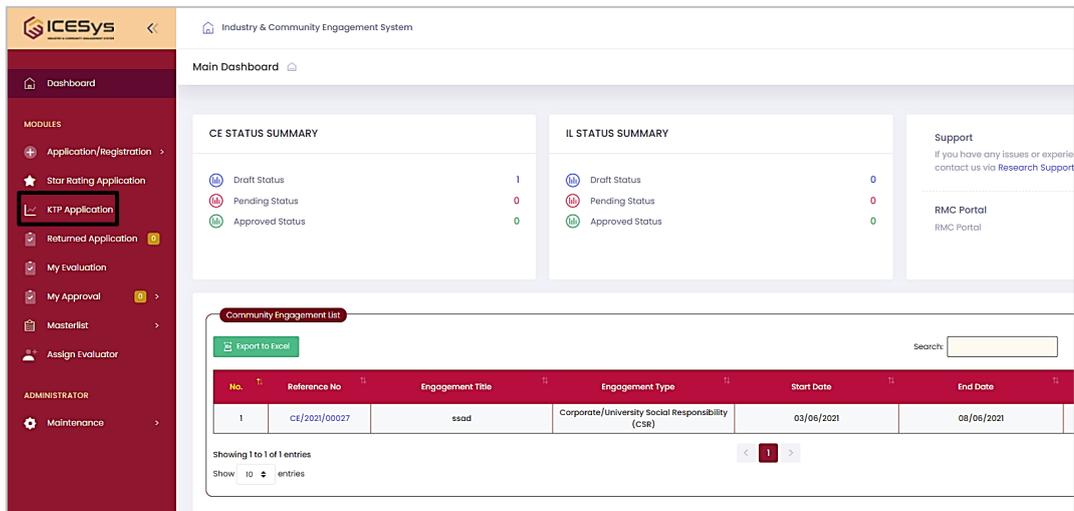


Figure 4.1 Dashboard

b. Click any selected Reference No as shown in Figure 4.2 below.

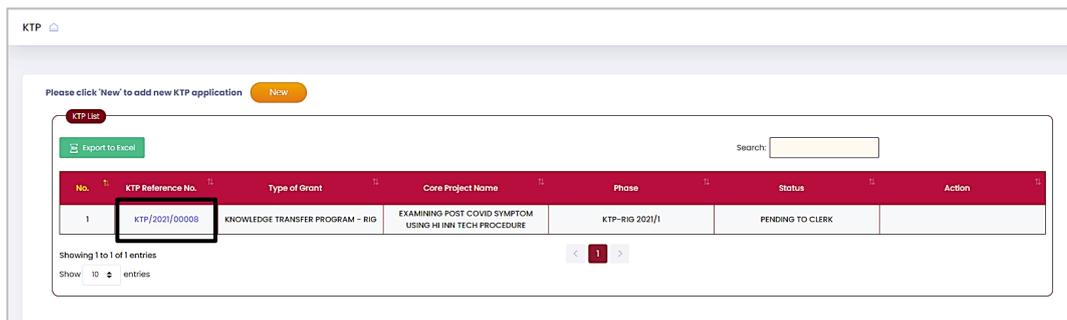


Figure 4.2 KTP Application List

c. Click “Verification” tab as shown in Figure 4.3 below.

d. All verification levels, clerk and officer details are provided.

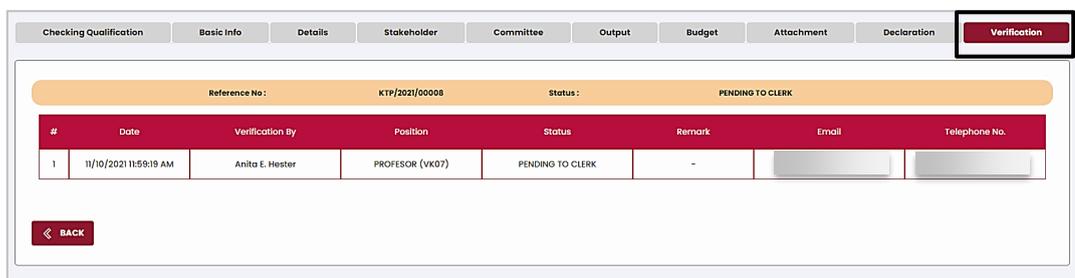


Figure 4.3 Verification Timeline

5.0. RETURNED APPLICATION

- a. Re-submit returned application (if any)
 - Returned application only applied if any amendments of application needed as requested by CCIN Clerk/CCIN Officer.
 - Click **“Returned Application”** as shown in Figure 5.1 below.

The screenshot shows the ICESys main dashboard. The left sidebar has a red background with a white 'Returned Application' icon and label highlighted with a yellow box. The main content area is titled 'Main Dashboard' and contains two summary cards: 'CE STATUS SUMMARY' and 'IL STATUS SUMMARY'. Below these is a 'Community Engagement List' table with one entry. The table has columns for No., Reference No., Engagement Title, Engagement Type, Start Date, and End Date. The entry has Reference No. 'CE/2021/00027' and Engagement Type 'Corporate/University Social Responsibility (CSE)'. A search bar and 'Export to Excel' button are also visible.

No.	Reference No.	Engagement Title	Engagement Type	Start Date	End Date
1	CE/2021/00027	ssad	Corporate/University Social Responsibility (CSE)	03/06/2021	08/06/2021

Figure 5.1 Returned Application

- b. List shows all Returned Application. Click the selected Reference No with Module Name - KTP ICESYS as shown in Figure 5.2 below.
- c. Fill in and update any required information.
- d. Click **“Submit”** to re-submit the application.

The screenshot shows the 'Returned Application' detail view. It features a search bar at the top right and a table with columns: NO, REFERENCE NO, MODULE NAME, STATUS NAME, DESCRIPTION, and DATE. The 'REFERENCE NO' cell for the first entry, 'KTP/2021/00008', is highlighted with a black box. The table also shows 'AMENDMENT BY CLERK' in the STATUS NAME column and 'EXAMINING POST COVID SYMPTOM USING HI INN TECH PROCEDURE' in the DESCRIPTION column. A search bar and 'Showing 1 to 1 of 1 entries' are also visible.

NO	REFERENCE NO	MODULE NAME	STATUS NAME	DESCRIPTION	DATE
1	KTP/2021/00008	KTP ICESYS	AMENDMENT BY CLERK	EXAMINING POST COVID SYMPTOM USING HI INN TECH PROCEDURE	11/10/2021 12:24:38 PM