

RESEARCH UNIVERSITY

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.

	Login To Your Account	
	UTMID Password	
Industry & Community Engagement System Centre for Community & Industry Network (CCIN)	Remember me     Forget Passv     LOGIN	vord ?

- 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.

GICESys «	☐ Industry & Community Engagement Syster	n			
👔 Dashboard	Main Dashboard 🛆				
MODULES	CE STATUS SUMMADY		II STATUS SUMMADY		
Application/Registration >					Support If you have any issues or experie
<ul> <li>Star Pating Application</li> </ul>	Draft Status		Draft Status	0	contact us via Research Support
	Pending Status	0	Pending Status	0	
KTP Application	(h) Approved Status	0	(III) Approved Status	0	RMC Portal
Returned Application 0					KWO PORGI
My Evaluation					
🖉 My Approval 🛛 💿 >					
🛱 Masterlist >	Community Engagement List				
Assign Evaluator	Export to Excel				Search:
ADMINISTRATOR	No. Ti Reference No Ti	Engagement Title	L Engagement Type	Start Date	End Date 🌐
Maintenance >	1 CE/2021/00027	ssad	Corporate/University Social Responsibility (CSR)	03/06/2021	08/06/2021
	Showing I to I of I entries Show 10 ¢ entries			< 1 >	

Figure 2.1 Dashboard

#### b. New Application

• Click "New" button as shown in Figure 2.2 below.

Industry & Community Engagement System									
lease click 'New' to add new KTP application	New								
Export to Excel						s	earch:		
No. <sup>11</sup> KTP Reference No. <sup>11</sup>	Type of Grant	1↓	Core Project Name	11	Phase	μ	Status	14	Action
			No c	lata available ir	n table				
Showing 0 to 0 of 0 entries					$\langle \rangle$				

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.
	V Malaysian Citizenship
	⇒ next

Figure 2.3 Checking Qualification

- 2.3. Basic Info Tab
  - a. Add/Select any required information as shown in Figure 2.4 below.
  - b. Click **"Save"** button to save basic info.

+Researcher Info	
Checking Qualificati	on Buile Mo.
Core Project Name	
Type of Grant	KNOWLEDGE TRANSFER PROGRAM - RIG
Phase	Please Choose v
Start Date	Select Start Dote
End Date	Select End Date
Duration	
Location	
Level	Please Choose 🗸
Country	Please Choose V
Engagement Classification	Please Choose v
Programme Area of Expertise	Please Choose v
Commercialisation	Please Choose v
Focus Area	Copacity Building
	Social Entrepreneurship
	Improving Livelihood
	Environmental Sustainability
	Education Enhancement
	R Save
K 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.

۵							
esearcher Info							
Checking Qualification	Basic Info	Details Stakeholder	Committee	Output	Budget	Attachment	Declaration
	Reference No :	ктр/2021/00008	Status :	DRA	FT		
Executive Summary							
× 5 8 8 8 4 × /		ource					
B I U S ×, × 1	Γ <sub>x</sub>   ]Ξ ;Ξ   4≡ 4≣   99   Style	s - Format - ?					
							Words: 0/100 _
							_
		🛱 Sav					

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.

Important! Please add attachment in collaborative	record by clicking the Collaborative Agency name belo	w.		
If the collaborative partner is not availab	ble from the list, please contact CCIN through research:	upport.utm.my		
+ Add Partner				
Category	Colloborative Agency (Attachment)	Contribution	Amount	Action
Category Government Agency	Collaborative Agency (Attachment) AKADEMI SAINS MALAYSIA	Contribution Expertise	Amount 20000	Action

Figure 2.8 Collaborative Agency Attachment

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

©ICESys «	🚊 Industry & Community Engageme	Attachmer	nt		×			Hi, Anita E. Hest
	KTP 🗅		Attachment Type	Please Choose V Please Choose Approval Letter				
			File	In Kind Letter Letter of Collaboration (LOC)	Upload Reset			
	+Researcher Info		l	Other Partner Attachment				
🚖 Star Rating Application		Attachmer	nt					
	Checking Qualification					Budget	Attachment	Declaration
		No.	Attachment Type	File	Action			
		1	Approval Letter	DOCUMENT TEST Lpdf	ŧ	DRAFT		
	Targeted Participant							
		showing I to I	or Lentries			J		
	+ Add Participant				_			
					Back			

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.

Checking	Qualification	Basic Info	Details	Stakeholder	Committee	Dutput	Budget	Attachment	Declaration
		Reference No :	КТР/2021/00	8000	Status :	DR/	AFT		
Add M	1ember								
Commit	too liet								
No.	Member Role	Member Type	Name	Staff No/ IC No/ Passport No	Organization Type	Organiza	ation Name	Task	Action
No.	Member Role	Member Type STAFF	Name Anita E. Hester	Staff No/ IC No/ Passport No 740301010080	Organization Type	Organize	ation Name	Task	Action
No.	Member Role LEADER to 1 of 1 entries	Member Type STAFF	Name Anita E. Hester	Staff No/ IC No/ Passport No 740301010080 < 1 >	Organization Type -	Organize	ation Name	Task	Action
No.	Member Role LEADER to 1 of 1 entries	Member Type STAFF	Name Anita E. Hester	Staff No/ KC No/ Passport No 740301010080 < 1 >	Organization Type -	Organiza	-	Task	Action
No. 1 Showing 1 to	Member Role LEADER to 1 of 1 entries	Member Type	Name Anita E. Hester	Staff No/ IC No/ Passport No 740301010080 < 1 >	Organization Type -	Organize	ation Name	Tosk	Action

Figure 2.10 Add Member

• Search member by Staff No as shown in Figure 2.11 below and click "Search" button.

Checking Qualification	Basic Info	Details 5	Stakeholder C	committee O	utput Budget	Attachment	Declaration
	Reference No -	KTP/2021/00	008	Status -	DRAFT		
	Reference no.	K17/2020/00		hands.	DRAFT		
Committee Application							
ember Category :							
taff No							
	Staff No			Sear	Câncel		
Committee List							
			Staff No/ IC No/ Passport				
No. Member Role	Member Type	Name	No	Organization Type	Organization Name	Task	Action
1 LEADER	STAFF	Anita E. Hester	740301010080	-	-		
i cenoen							

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.

ember Category :	O staff	
llaborator	Notional O International	
National		
My Kad	My Kad	
Name	Staff Name	
Email	Email	
Sector	Select Sector v	
Organization Type	Select Organization Type	
Role	Role	
Task	Task	
Unload / Undato CV (odf file only		

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
  - a. Add Output for Core Project
    - Add quantity of output as shown in Figure 2.13 below.
    - Click "Save" button.

Checking Qualific	ation Basic Info	Details	Stakeholder	Committee	Output	Budget	Attachment	Declaration
	Reference No :	ктр/3	2021/00008	Status :	DR	AFT		
Output for core pro	ject							
	_							
No.		Out			Quantity			
1								
2		No of Edi	ited book					
3		No of Journal						
4		No of Star R	ating award					
5		No of F	Product					
6		No of Pro	ject Video					
7		No of Comm	unity involved					
8		No of Indus	try involved					
9		No of Governmen	t agency involved					
10		No of Institution invo	lved (excluded UTM)					
Showing 1 to 10 of 10 o	entries		[	Save				

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.

Sub Project	
Staff No	Staff No
Staff Name	Staff Name
	Scarch Reset
Staff No.	
Staff Name	
Sub Project Title	
Start Date	Select Start Date End Date Select End Date
Duration	
Scano ()	
scope	
Objective 🚺	
Target Community 🚺	
Taraet Outcome for Beneficiery	
0	
Target Sponsor 🚯	
Amount	

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.

	Basic In	fo	Details Sto	keholder	Committe	10	Output	Budget	Attachment	Declare
Budget										
V-Series	Sodo Type		Description	(01/	Cast Year 1 1/2021 - 31/10/2022)	Ca (01/11/202	ist Year 2 22 - 31/10/2023)	Ju	stification	Total Per Item
V11000 Salary & Wage /	BIIDDD Salary & wages	Ŧ	student researcher	2000		2000				4000.00
Overtime	Total	er Sodo			2000.00	2	000.00	L		4000.00
	B12000 Fixed allowances	Ŧ		0		0				0.00
	Total	Per Sodo			0.00		0.00			0.00
	B13000 Statutory contributions to public staff	Ŧ				0			ĥ	0.00
	Total	Per Sodo			0.00		0.00			0.00
	BI4000 Overtime	Ŧ		0		0			b	0.00
	Total I	Per Sodo	[		0.00		0.00	(		0.00
	Other financial benefits staff	Œ				0			ĥ	0.00
	Total	Per Sodo			0.00		0.00			0.00
V21000	B21000	Ŧ			2000.00	2	000.00		]	0.00
Travelling expenses & Subsistence	Travel & subsistence					η <b>ι</b>			ß	
	Total I	Per Sodo	[		0.00		0.00			0.00
	Transport of goods								li	
Total Per VSeries(V21000)	Total I	Per Sodo			0.00		0.00			0.00
V24000 Rentals	823000 Transportation &	Ŧ	lorry to carry machine	300		300				600.00
	utilities	Per Sode	L		300,00		300.00	L		600.00
	B24000	Đ		0		0			]	0.00
	Total	Per Sodo			0.00		0.00			0.00
Total Per VSeries(V24000	)		ſ		300.00	:	300.00			600.00
Research Materials &	Raw materials & spare	÷		0		0				0.00
Supplies	parts									
Supplies	parts Total I	Per Sodo			0.00		0.00			0.00
Supplies	parts Total I 827000 Supplies & consumable goods	Per Sodo	supplies for machine	3000	0.00	2000	0.00			0.00 5000.00
Supplies	parts Total B27000 Supplies & consumable goods Total	Per Sodo	supplies for machine	3000	0.00	2000	0.00			0.00 5000.00 5000.00
Supplies Supplies Total Per VSeries(V26000 V28000	parts Total I B27000 Supplies & consumable goods Total I ) B28000	Per Sodo	supplies for machine	3000	0.00 3000.00 3000.00	2000 2000 22 2 0	0.00			0.00 5000.00 5000.00 5000.00 0.00
Supplies Supplies Total Per VSeries (V26000 V28000 V28000 Repair Service	parts * Total I B27000 Supplies & consumable goods Total I D B28000 Maintenance & repairs	Per Sodo	supplies for mochine	3000 3000	0.00 3000.00 3000.00	2000 2000 2 2 0	0.00			0.00 5000.00 5000.00 5000.00 0.00
Supplies Supplies Total Per Vanies(V28000 V28000 V28000 Repair Service Total Per Vanies(V28000 Total Per Vanies(V28000 Total Per Vanies(V28000	parts Totall 827000 827000 90048 Totall 9 828000 Maintenance & repairs Totall 9	Per Sodo	supplies for machine		0.00 3000.00 3000.00 0.00 0.00	2000	0.00			0.00 5000.00 5000.00 0.00 0.00
Supplies Supplies Total Per Vianis (V25000 V28000 Molinterance & Minor I Report Service V28000 V38000 Protestand Services I	parts Total E27000 Supplies & consumable goods Total Maintenance & repars Total D E29000 Professional services &	Per Sodo	supplies for machine		0.00 3000.00 3000.00 0.00 0.00	2000	0.00			0.00 5000.00 5000.00 5000.00 0.00 0.00
Supplies Total Per Viseles(V28000 V28000 Mointerionice & Minor Bepair Service Total Per Viseles(V28000 V28000 Professional Services I	parts Control of the second	Per Sodo	supplies for machine		0.00	2000 2000 2 2 2 2 0	0.00			0.00 5000.00 5000.00 0.00 0.00 0.00 0.00
Supplies Supplies Total Per VSerles(V28000 Mointenance & Minar Repair Service Total Per VSerles(V28000 V29000 Professional Services Total Per VSerles(V28000 Total Per VSerles(V28000	parts ' Cooling Strengthere & consumption goods Upplies & consumption goods Total B28000 Malintenance & repairs Total B29000 Professional services & hospitality Total ) Total	Per Sodo Per Sodo Per Sodo Per Sodo Per Sodo Per Sodo	supplies for machine		0.00 3000.00 3000.00 0.00 0.00	2000 2000 2000 0 0	0.00 000.00 0.00 0.00 0.00 0.00			
Supplies Supplies Total Per Viselas(V35000 Nainterance & Minor Repair Service Total Per Viselas(V25000 V23000 Professional Services Total Per Viselas(V25000 Spacial Equipment &	parts Color E2700 Supplies & consumable goods Total B28000 Maintenance & repars Total PE3000 Professional services & hospitality Total B28000 Assets & equipments	rer Sodo Ter Sodo Ter Sodo Ter Sodo Ter Sodo Ter Sodo Ter Sodo	supplies for machine		0.00 3000.00 3000.00 0.00 0.00 0.00 0.00	2000 2000 22 2000 2000 22 2000 2000 20	0.00 000.00 0.00 0.00 0.00 0.00			0.00 5000.00 5000.00 0.00 0.00 0.00 0.0
Supplies Supplies Total Per Visiris (V26000 Mointeronce & Minor Beparis Revice V28000 V28000 V28000 V28000 V28000 V28000 V28000 Sencial Services I Total Per Visiris (V28000 V28000 Sencial Services I Total Per Visiris (V28000 V28000 V28000 Sencial Services I	parts Cotal E27000 Bugoles & consumable goods Total D E28000 Maintenance & repairs Total D E28000 Professional services & hospitality Total D E35000 Professional services & hospitality Total	er Sodo er Sodo er Sodo er Sodo er Sodo er Sodo er Sodo er Sodo	supplies for machine		0.00 3000.00 3000.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00		0.00 000.00 0.00 0.00 0.00 0.00 0.00			
Supplies Supplies Total Per Visiries(V28000 Mointenance & Minor Repair Service Total Per Visiries(V28000 V29000 Protessional Services Total Per Visiries(V28000 V39000 V39000 V39000 Services Accessories	parts ' Creating and the second seco	er Sodo er Sodo er Sodo er Sodo er Sodo er Sodo er Sodo er Sodo er Sodo	supplies for machine		0.00 3000.00 3000.00 0.00 0.00 0.00 0.00 0.00		0.00 000.00 0.00 0.00 0.00 0.00 0.00			
Supplies Supplies Total Per Viserles(V28000 V2800 Nointeronce & Minor Repark Service Total Per Viserles(V28000 V29000 Professional Services Total Per Viserles(V28000 Superial Exponent & Accessories	parts ' Fotell 827000 Supplies & consumable goods ' 10 E28000 Maintenance & reparts ' 10 E28000 Maintenance & reparts ' 10 E28000 Professional sanivas & hospitalist 10 E28000 Assets & equipments ' 10 E28000 Assets & equipments ' 10 E28000 Inventory & furnitures ' 10 E28000 Inventory & furnitures '	ter Sodo Ter Sodo Ter Sodo Ter Sodo Ter Sodo Ter Sodo Ter Sodo			0.00 3000.00 3000.00 0.00 0.00 0.00 0.00 0.00		0.00 000.00 000.00 0.00 0.00 0.00 0.00			
Supplies Supplies Total Per Vise/ise(V28000 Mointenance & Minor I Begari Service V28000 V28000 V28000 V28000 V28000 Special Explorem & Accessories Total Per Vise/ise(V28000 V48000 V48000 V48000 V48000 V48000 V48000 V48000	parts ' E27000 Supplies & consumable goods Totell () E28000 Maintenance & reparts Totell ) E28000 Professional services & hospitality Totell ) E85000 Assets & equipments Totell E85000 Inventory & functures Totell () E85000 Assets & equipments Totell () E85000 () () () () () () () () () ()	er Sodo er	supplies for machine		0.00 3000.00 3000.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00		0.00 000.00 0.00 0.00 0.00 0.00 0.00 0			
Supplies         1           Total Per VSerles (V28000         V28000           McIntercince & Minori Report Service         1           Total Per VSerles (V28000         V29000           V29000         V29000           V05000         Services           Total Per VSerles (V28000         1           V29000         V29000           V29000         Services           Total Per VSerles (V28000         1           Special Experimer & Accessories         1           Total Per VSerles (V38000         1           Special Experimer & Accessories         1           Total Per VSerles (V38000         1           Special Experimer & Accessories         1           Total Per VSerles (V38000         1           Special Experimer & Accessories         1	parts ' Crotell Supplies & consumote goods ' Totell ) E22000 Maintenance & repairs Totell ) E25000 Professional services & hospitality Sector Totell ) E35000 Assetts & equipments Cotell B36000 Inventor \$ 6 Intifucures Totell B36000 Inventor \$ 6 Intifucures Totell B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B36000 Inventor B360000 Inventor B36000000 Inventor B360000000000	her Sodo Ter Sodo Her Sodo Her Sodo Her Sodo Her Sodo Her Sodo Her Sodo			0.00 3000.00 3000.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00		0.00 000.00 000.00 0.00 0.00 0.00 0.00			C.00     S000.00     S000.00     C.00     C
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Supplies         :           Total Per Vise/is(V25000 Mointeronce & Mon? Expair Service         :           Total Per Vise/is(V25000 V23000 Professional Services         :           Total Per Vise/is(V25000 V35000 Sipecial Equipment & Accessories         :           Total Per Vise/is(V25000 V45000 Sipecial Equipment & Accessories         :           Total Per Vise/is(V25000 V40000 Biblishino, Dermositiono discription Peligiano Distribution         :           Total Per Vise/is(V40000 Other Conges & Distribution         :           Total Per Vise/is(V40000 Other Conges & Distribution         :	parts ' E27000 E27000 Suppies & consumable goods Tetel b) E28000 Maintenance & reparts Tetel b) E28000 Professional services & hospitality E85000 Assets & equipments Tetel B85000 Assets & equipments Tetel B85000 Assets & equipments Tetel B85000 Charlenton y & fundances Tetel B85000 Charlenton y & fundances Tetel B85000 Charlenton y & fundances Tetel B85000 Charlenton y & fundances B85000 Charlenton y & fundances Charlenton y & fundances B85000 Charlenton y & fundances Charlenton y & fundan	Her Sodo T T T Her Sodo T Her Sodo T	supplies for machine           supplies for machine		0.00 3000.00 3000.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00		0.00 000.00 000.00 0.00 0.00 0.00 0.00			

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.

Checking C	Qualification	Basic Info	Details	Stakeholder	Committee	Output	Budget	Attachment	Declaration
		Reference No :	ктр/	2021/00008	Status :	1	DRAFT		
No.	Att	achment Type				Uploaded			Action
1	Core	Project Proposal				DOCUMENT TEST 1(2	).pdf	7	Û
2		Flowchart			Choose File	o file chosen	Upload File		
3	Sub F	Project Proposal 1			Choose File	o file chosen	Upload File		
4	Sub F	Project Proposal 2			Choose File	io file chosen	Upload File		
5	Sub F	Project Proposal 3			Choose File	lo file chosen	Upload File		
6	Sub F	Project Proposal 4			Choose File	lo file chosen	Upload File		
7	Collaborati	ion Letter From Industry			Choose File	o file chosen	Upload File		
8	Collaboration	n Letter from Government			Choose File	lo file chosen	Upload File		
9	Pre	sentation Slide			Choose File	lo file chosen	Upload File		
nowing 1 to 9	9 of 9 entries								
NO.	At	tachment Type				Uploaded			Actio
		016-0-0			Choose File	No file chosen	Upload File		
		Guleis			File Description : Des	ription			
howing 1 to 1	of 1 entries								
& BACK									S NE

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.

	Basic Info	Details	Stakeholder	Committee	Output	Budget	Attachment	Declaration
	Reference No :	к	TP/2021/00008	Status :	DRAI	т		
Panel Suggestion								
+ Add Panel								
No. Staff No		Name		Faculty		Expertise		Action
Showing 0 to 0 of 0 entries			$\langle \rangle$	•				
I hereby declare that inform	ation and documents prov	ided are true and corr	ect					
I hereby declare that inform I submit all ended project un ate: 11/10/2021	ation and documents prov ader KTP community engag	ided are true and corr gement and industrial	ect linkages final report					
l hereby declare that informs I submit all ended project un ate: 11/10/2021	ation and documents prov	ided are true and corr gement and industrial	ect linkages final report					
l hereby declare that inform. I submit all ended project un ate: 11/10/2021	ation and documents prov nder KTP community engag Agree	ided are true and corr gement and industrial Submit	ect linkages final report Print					
I hereby declare that inform I submit all ended project un ste: 11/10/2021	ation and documents prov nder KTP community engag	ided are true and corr gement and industrial Submit	ect linkages final report Print					

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.

Panel Suggestion			
Staff No	9089	Search	Cancel
No. Stat	ff No	Name	Action
1		Danna L Blalock	Å
Showing I to I of I entries			
Name	Donna L. Blalock		
Faculty	FAKULTI SAINS KOMPUTER & SIS	EM MAKLUMAT	
Expertise	Expertise		
		Save	

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.

hecking Quo	lification	Basic Info	Details	Stakeholder	Committee	Output	Budget	Attachment	Declaration
		Reference No :	KTP	/2021/00008	Status :	DB	AFT		
Banal Suga	oction								
Parler sogg	esuon								
+ Add	Panel								
No.	Staff No		Name		Faculty		Expertise		Action
1	9089		Donna L. Blalock	FAKULTI SAI	NS KOMPUTER & SISTEM MAKLUMAT		machine resea	rcher	Û
Showing 1 to	1 of 1 entries			< 1	>				
I hereby dec I submit all e ate: 11/10/202	lare that information Inded project under	n and documents prov KTP community engag	ided are true and correc	t kages final report					
		Agree	Submit	Print					

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.

			Detans	stakenoider	Committee	output	Budget	Attochment	Docidiation	venicatio
		Reference No :		KTP/2021/00008	Statu	16 :	PENDIN	IG TO CLERK		
Panel Su	ggestion Staff No		Name		Faculty			Expertise		Action
1	208		William O. Jones FAKULTI KEJURUTERAAN AWAM machine engineer							
2	12074		AAFIYAH BINTI MOHAMAD PUSAT TEKNOLOGI MAKLUMAT & KOMUNIKASI mochine engineer							
3	9089		Donna L. Bla	llock	FAKULTI SAINS KOMPUTER &	SISTEM MAKLUMAT		machine researcher		
Showing 1	to 3 of 3 entries									
I hereby d	eclare that information	n and documents j	provided are true o	ind correct						
I submit al	l ended project under	KTP community er	ngagement and in	dustrial linkages final re	eport					
ate: 11/10/2	021 11:57:20 AM									
	]		٦							

Figure 2.20 Print Registration Form

#### **3.0. EXPORT TO EXCEL**

a. Click **"KTP Application"** as shown in Figure 3.1 below.

GICESys «	🛕 Industry & Community Engagement System		
🔓 Dashboard	Main Dashboard 🛆		
MODULES	CE STATUS SUMMARY	IL STATUS SUMMARY	Support
Application/Registration >     Star Rating Application	Draft Status 1	Draft Status 0	If you have any issues or experie contact us via Research Support
	Pending Status     O     Approved Status     O	Pending Status 0	RMC Portal
<ul> <li>Returned Application</li> <li>My Evaluation</li> </ul>			
My Approval 0 → Approval 0 →	Community Engagement List		
Assign Evaluator	Export to Excel		Search:
ADMINISTRATOR	No. <sup>11</sup> Reference No <sup>11</sup> Engagement Title	TL Engagement Type TL Start Date 1	1 End Date 11
Maintenance >	1 CE/2021/00027 ssad	Corporate/University Social Responsibility (CSR) 03/06/2021	08/06/2021
	Showing to 1 of entries Show 10 e entries		

Figure 3.1 Dashboard

b. Click **"Export to Excel"** button as shown in Figure 3.2 below.

Please click 'Ne	w' to add new KTP applic	cation New				
KTP List	_					
🔄 Export to	Excel				Search:	
No. <sup>11</sup>	KTP Reference No.	Type of Grant	Core Project Name	Phase	11 Status	Action
1	ктр/2021/00008	KNOWLEDGE TRANSFER PROGRAM - RIG	EXAMINING POST COVID SYMPTOM USING HI INN TECH PROCEDURE	KTP-RIG 2021/1	PENDING TO CLERK	
Showing 1 to 1	of 1 entries			< 1 >		
anomingito						

Figure 3.2 Export to Excel

#### 4.0. VIEW VERIFICATION TIMELINE

a. Click "KTP Application" as shown in Figure 4.1 below.

GICESys «	🚡 Industry & Community Engagement System		
🔓 Dashboard	Main Dashboard 🛆		
MODULES	CE STATUS SUMMARY	IL STATUS SUMMARY	Support
Application/Registration >     Star Ration Application	Groft Status	Draft Status	If you have any issues or experie contact us via Research Support
	Pending Status     O     Approved Status     O	Pending Status     O     Approved Status     O	RMC Portal
Returned Application     My Evaluation			KMC Portai
My Approval 💿 >	Community Engagement List		
Masterlist >     Assign Evaluator	Export to Excel		Search:
ADMINISTRATOR	No. <sup>11</sup> Reference No <sup>11</sup> Engagement Title	11 Engagement Type 11 Start Date	11 End Date 11
Maintenance >	1 CE/2021/00027 ssod	Corporate/University Social Responsibility (CSR) 03/06/2021	08/06/2021
	Showing to I of Lentries Show 10 ¢ entries	< 1 >	

Figure 4.1 Dashboard

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

lease click 'Nev	v' to add new KTP appli	cation New				
KTP List						
Export to	Excel				Search:	]
	KTP Reference No.	Type of Grant	Core Project Name	Phase	11 Stotus	Action
No.						
No. "	ктр/2021/00008	KNOWLEDGE TRANSFER PROGRAM - RIG	EXAMINING POST COVID SYMPTOM USING HI INN TECH PROCEDURE	KTP-RIG 2021/1	PENDING TO CLERK	



- c. Click "Verification" tab as shown in Figure 4.3 below.
- d. All verification levels, clerk and officer details are provided.

nce No : KTP/2021/000	08 Status :	PENDING TO CLERK		
Verification By Position	Status	Remark	Email Telep	hone No.
Anita E. Hester PROFESOR (VK	07) PENDING TO CLERK	· ·		
	Vertification By Position Anita E. Hester PROFESOR (VK	Position         Position         Status           Initia E. Hester         PROFESOR (VK07)         PENDHO TO CLERK	Verification By         Position         Status         Remark           Initia E. Hester         PROFESOR (VK07)         PENDING TO CLERK         -	Verification By         Position         Status         Remark         Email         Telep           Initia E. Hester         PROFESOR (VK07)         PENDING TO CLERK         -

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.

SICESys «	ີ່ industry & Community Engagement System		
n Dashboard	Main Dashboard 🛆		
MODULES	CE STATUS SUMMARY	IL STATUS SUMMARY	Support
Application/Registration >			If you have any issues or experience ar
🚖 Star Rating Application	(iii) Draft Status	Draft Status	0
KTP Application	Pending Status	Pending Status	0 RMC Portal
Returned Application	(h) Approved Status	(iii) Approved Status	0 RMC Portal
My Evaluation			
🎒 My Approval 📃 >			
🛱 Masterlist >	Community Engagement List		
Assign Evaluator	Export to Excel		Search:
ADMINISTRATOR	No. <sup>11</sup> Reference No <sup>11</sup> Engagement Title	11 Engagement Type 11 Start Date	11 End Date 11
Maintenance >	1 CE/2021/00027 ssad	Corporate/University Social Responsibility (CSR) 03/06/2021	08/06/2021
	Showing 1 to 1 of 1 entries Show 10 ¢ entries		

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.

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