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RESEARCH UNIVERSITY

Online Registration for
Research Grant
(RADIS 3)

USER MANUAL

Research Management Centre

Online Registration for
Research Grant
Prepared Date: 2 January 2012 / Versi 1.0

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Suggestions and Support

Your suggestions for Online Registration for Research Grant are welcomed. Please email your comments to radis@utm.my. Technical support for Record Unit is also available from this email address or by joining our support email list. You can find details on joining our support list on our web site at utmonline.utm.my/rmc.

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1. General

Online Registration for Research Grant is a management application written in JAVA that can be used as a basis for grant registration. Through this system, applicants can register a research grant that already approved. Online Registration for Research Grant is a complete web-based management system developed by the Research Management Center (RMC) in collaboration with the Center of Information Communications and Technology (CICT), Universiti Teknologi Malaysia.

This user manual is provided as a guide to researcher in using Online Registration for Research Grant. The main goal is to ensure that all data entry requirements as required to ensure the system operates smoothly and consistently.

2. Minimum Requirements

Development environment is used with the following configuration:

Table 2.1: Minimum Requirements

Type of Requirements	Application
Operating System	1. All types of Windows operating system
Web Browsers	1. Mozilla Firefox 2.0 or higher 2. The best resolution of 1024x768

3. Condition of Use

3.1 User Login



Figure 1: Website URL Screen

- 1 Type <https://hrfin.utm.my> at any of your favorite browser. Mozilla Firefox browsers are recommended.
- 2 Select Sistem RADIS from pane selection and click on the Sistem RADIS Ver 3 link.



Figure 2: User Login Screen

- 1 Applicant key in ACID username
- 2 Applicant key in appropriate password
- 3 Click button.



Figure 3: Submenu Screen

- 1 Select Grant Registration from pane selection and select New Registration link.

3.2 Project Registration

New Project Registration

1 Applicant Information

Staff No. <input type="text" value="5877"/>	<small>Ref. No will be generate after button next is click.</small> Ref. No. <input type="text"/>
Project Leader Name <input type="text" value="MUHAMMAD HISYAM LEE @ LEE WEE YEW"/>	Date <input type="text"/>
Research Alliance <input type="text" value="ESciNano"/>	Time <input type="text"/>
Faculty <input type="text" value="PUSAT PENGURUSAN PENYELIDIKAN (RMC)"/>	Handphone No <input type="text"/>
Service Due Date <input type="text" value="21/04/2024"/>	Telephone No <input type="text" value="075537899"/>
Staff Classification <input type="text" value="70% RESEARCH"/>	Nationality <input type="text" value="MYS"/>
Email <input type="text" value="mhl@utm.my"/>	Gender <input type="text" value="MALE"/>

Research Information

Registration Proposal No. **2**

Title of Research **3**

Category of Grant **4**

Grant Type **4**

Research Duration

Start Date End Date **5**

6

Figure 4: Field for new project registration

- 1** Applicant information will be automatically displayed.
- 2** Insert proposal number (if any).
- 3** Insert title of research.
- 4** Select grant type for the research project.
- 5** Select start date and end date for research project.
- 6** Click button to continue application process or click button to reset the form, otherwise click button to cancel the application.

3.3 Basic Info

1 Research Information

Registration Proposal No. PY/2011/02391

Title of Research Development of a Commercial chip for the Detection of Security in Fail Management

FOR Division Division 1 - Natural Sciences, Technology and Engineering

FOR Category F102000-Physical Sciences

FOR Group F1020100-Astronomy and Astrophysics

FOR Area F1020199-Other Astronomy And Astrophysics

SEO Category Society

SEO Group S3030000-Social Development And Community Services

SEO Area S3030100-COMMUNITY SERVICES

Research Area APPLIED SCIENCE

Category of Grant External

Type of Grant Technofund

RMK RMK 10

Phase 2

Category of Sponsor NATIONAL

Sponsor Agency Government - GOV

Sub Sponsor MOHE

Sub Sponsor Detail NATIONAL ADVANCED I/6 CENTRE (NAV6) USM

Amount Approved (RM) 0

2 Research Duration

Start Date 30/12/2011

End Date 03/02/2012

2 Executive Summary

Executive summary of research proposal (maximum 300 words)

The initial portion of the Program Director's (PTN-D) survey provides information about program structure, services provided, and client demographics. The remainder of the survey (35 items) focuses on four content domains – Program Needs, Training Needs, Pressures to Change, and Diagnostics and Billing Issues. The Program Clinical Staff (PTN-S) version consists of 54 items organized into seven domains – Facilities and Climate, Satisfaction with Training, Training Content Preferences, Counseling Staff Training Needs, Training Strategy Preferences, Computer Resources, and Barriers to Training.

3 Save

Exit

Figure 5: Basic Info Screen

- 1 Fill in all research information needed.
- 2 Enter executive summary for the research project.
- 3 Click **Save** button to save the application, otherwise click **Exit** button to exit from the application.

3.4 Members

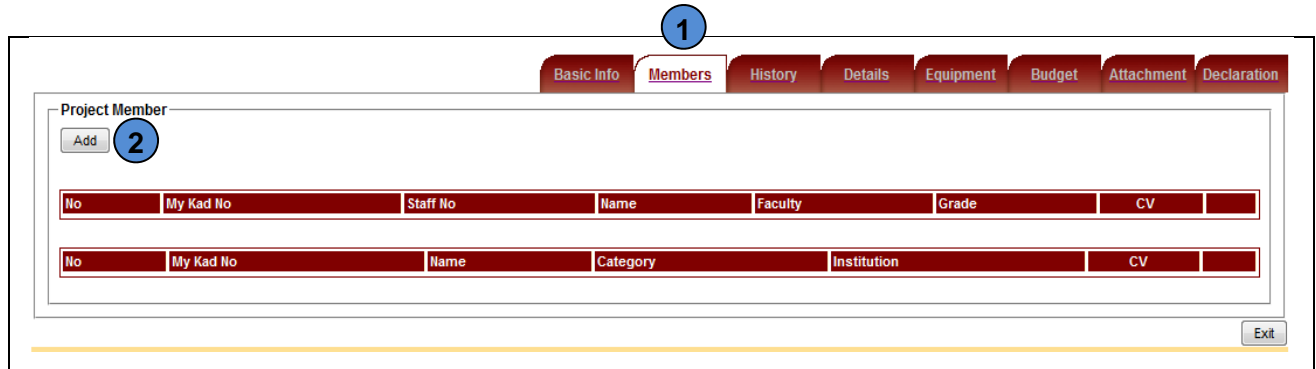


Figure 6: Members Screen

- 1 This tab will display all the information about project members.
- 2 Click button to add project member.

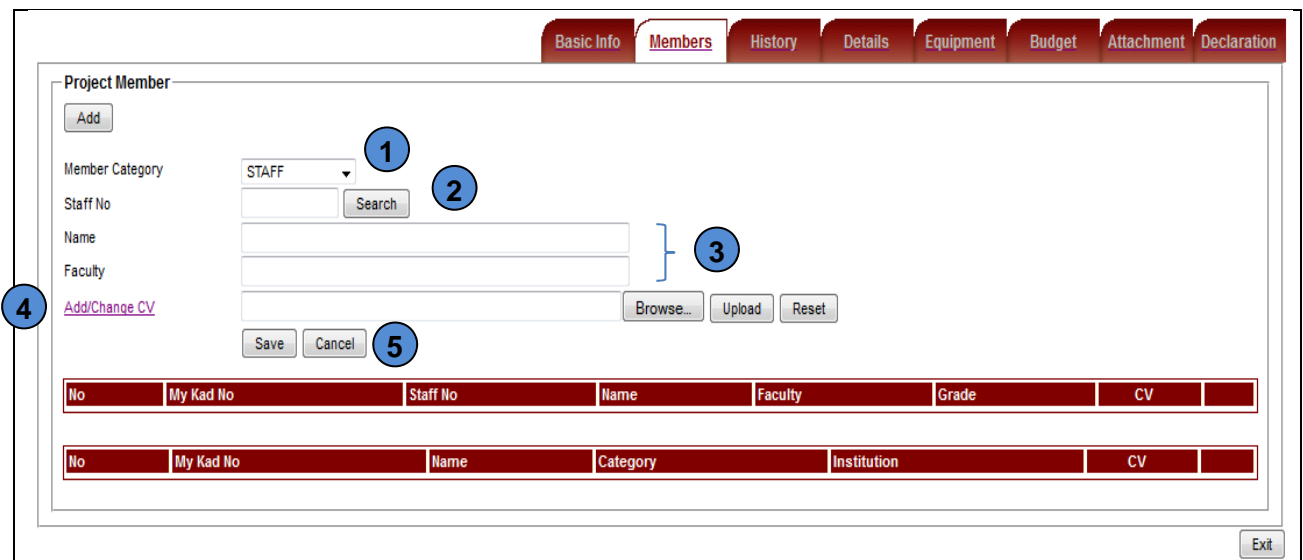


Figure 7: Add New Project Member Screen (Staff)

If the member category is **staff**, the information will be displayed as a Figure 7.

- 1 Choose the member category from drop-down menu.
- 2 If **member category** is **staff**, key in staff no and click button.
- 3 Staff related information will be automatically displayed.
- 4 Click [Add/Change CV](#) link to upload or change CV. Click button to browse file. Then, click button to upload file, otherwise click button to reset the fill.
- 5 Click button to save project member, otherwise click button to cancel the addition project members.

Figure 8: Add New Project Member Screen (Others National)

If the member category is **other than staff** and the category is **national**, the information will be displayed as a Figure 8.

- 1 Choose the member category from drop-down menu.
- 2 Choose the others category from drop-down menu.
- 3 Insert my card no and click button.
- 4 Project member's related information will be automatically displayed (if any). If the project members still not register in our system, please insert all the information needed.
- 5 Click [Add/Change CV](#) link to upload or change CV. Click button to browse file. Then, click button to upload file, otherwise click button to reset the fill.
- 6 Click button to save project member, otherwise click button to cancel the addition project members.

Project Member

Add

Member Category: OTHERS (1)

Others Category: INTERNATIONAL (2)

Email: [] Search (3)

Name: []

Country: Please Choose

Faculty: []

Institution: Please Choose

Department: [] (4)

Add/Change CV (5)

Upload, Reset, Save, Cancel (6)

Browse...

No	My Kad No	Staff No	Name	Faculty	Grade	CV

No	My Kad No	Name	Category	Institution	CV

Exit

Figure 9: Add New Project Member Screen (Others International)

If the member category is **other than staff** and the category is **international**, the information will be displayed as a Figure 9.

- 1 Choose the member category from drop-down menu.
- 2 Choose the others category from drop-down menu.
- 3 Insert full email address and click **Search** button.
- 4 Project member's related information will be automatically displayed (if any). If the project members still not register in our system, please insert all the information needed.
- 5 Click **Add/Change CV** link to upload or change CV. Click **Browse...** button to browse file. Then, click **Upload** button to upload file, otherwise click **Reset** button to reset the fill.
- 6 Click **Save** button to save project member, otherwise click **Cancel** button to cancel the addition project members.

Project Member

Add

No	My Kad No	Staff No	Name	Faculty	Grade	CV
1	611021015715	5434	RAMLI BIN NAZIR	FAKULTI KEJURUTERAAN AWAM	DS54A	LayoutOffice-20111-IT.pdf Delete Change CV (1)

No	My Kad No	Name	Category	Institution	CV

Exit (2)

Figure 10: List of Project Member screen

- 1 Click **Delete** button to delete the uploaded CV or click **Change CV** button to update the CV.
- 2 Click **Exit** button to exit from the application system.

3.5 History

1

Basic Info
Members
History
Details
Equipment
Budget
Attachment
Declaration

Historical Information

Research projects headed by the Applicant that have been completed or currently ongoing in the last three (3) years.

No	Title of research including RMC vote number	Duration	Beginning month/year
1	Title of Research	12 months	2011-04-11
2	Title of Research	12 months	2011-04-11
3	Testing for Human Interface Design	0 months	2011-04-12
4	Design testing for electronic website	0 months	2011-04-13
5	Design testing for electronic website	0 months	2011-04-13
6	Research Title	0 months	2011-04-14
7	Methanol from renewable resources	12 months	2011-04-15
8	Testing of Stess by Human	0 months	2011-04-17
9	Research for beginning for sciences chip	0 months	2011-04-17
10	Effect system Management Testing	0 months	2011-04-17

11 records found

◀◀ 1, 2 ▶▶

Information on academic publications that has been published by the researcher for the last three (3) years.

No	Title of Publication	Name of Journals/books	Year published
1	Phasellus Malesuada Turpis Rhoncus Est Condimentum Nec Auctor Risus Viverra	Duis Nec Est Nunc Sed In Nisl Et Tortor Feugiat Placerat Ut In Dui	2011
2	Phasellus Malesuada Turpis Rhoncus Est Condimentum Nec Auctor Risus Viverra	Duis Nec Est Nunc. Sed In Nisl Et Tortor Feugiat Placerat Ut	2011
3	Nulla Ut Ante Quis Purus Fermentum Porta. Sed Auctor Iaculis Posuere	Phasellus Malesuada Turpis Rhoncus Est Condimentum	2011
4	Duis Nec Est Nunc. Sed In Nisl Et Tortor Feugiat Placerat	Proin Rhoncus Erat In Ante Adipiscing Gravida	2011
5	Vestibulum Ante Ipsum Primis In Faucibus Orci Luctus Et Ultrices Posuere Cubilia Curae	Proin Rhoncus Erat In Ante Adipiscing Gravida	2011
6	Praesent Felis Urna Tincidunt Ut Condimentum Sed, Molestie Quis Nulla	Rhoncus Est Condimentum Nec Auctor Risus Viverra	2011
7	Vestibulum Ante Ipsum Primis In Faucibus Orci Luctus Et Ultrices Posuere Cubilia Curae	Sed Auctor Iaculis Posuere Pellentesque Pulvinar Mattis	2011
8	Tincidunt Ut Condimentum Sed	Turpis Rhoncus Est Condimentum Nec Auctor Risus	2011
9	-	TESTING	2010
10	aisyah testing	aisyah testing	2010

12 records found

◀◀ 1, 2 ▶▶

Figure 11: History Screen

1 The history information of research project will be automatically displayed.

3.6 Details

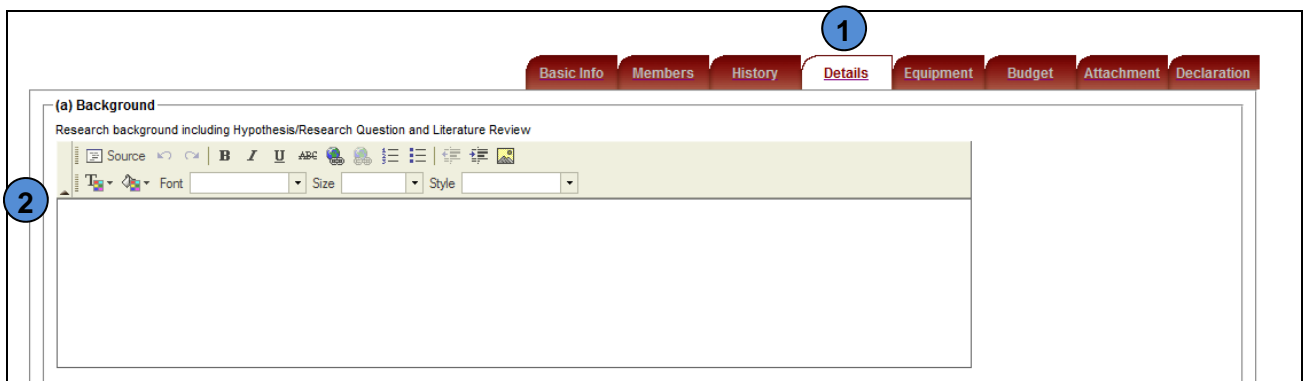


Figure 12: Details Screen (Background)

- 1 This tab will display all the information about project research details.
- 2 Insert background information.

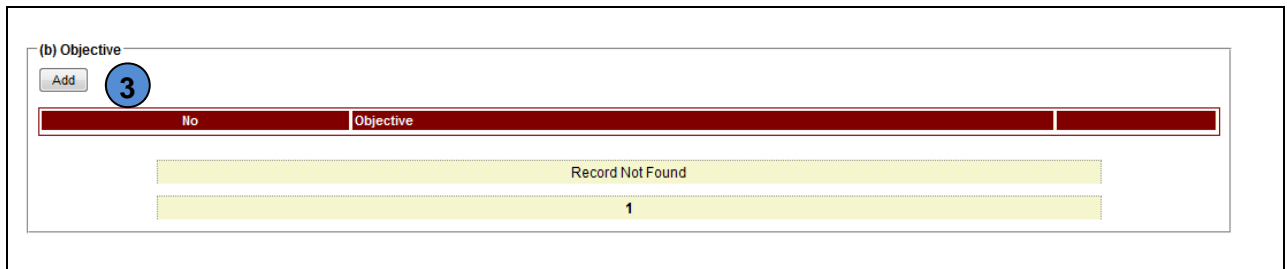


Figure 13: Details Screen (Objective)

- 3 Click button to add objective for research project.

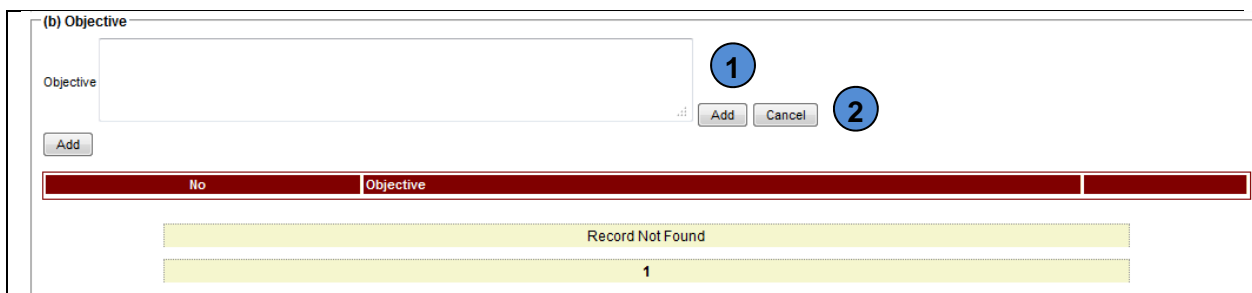


Figure 14: Details Screen (Objective)

- 1 Enter objective for research project.
- 2 Click button to add the objective, otherwise click button to cancel.

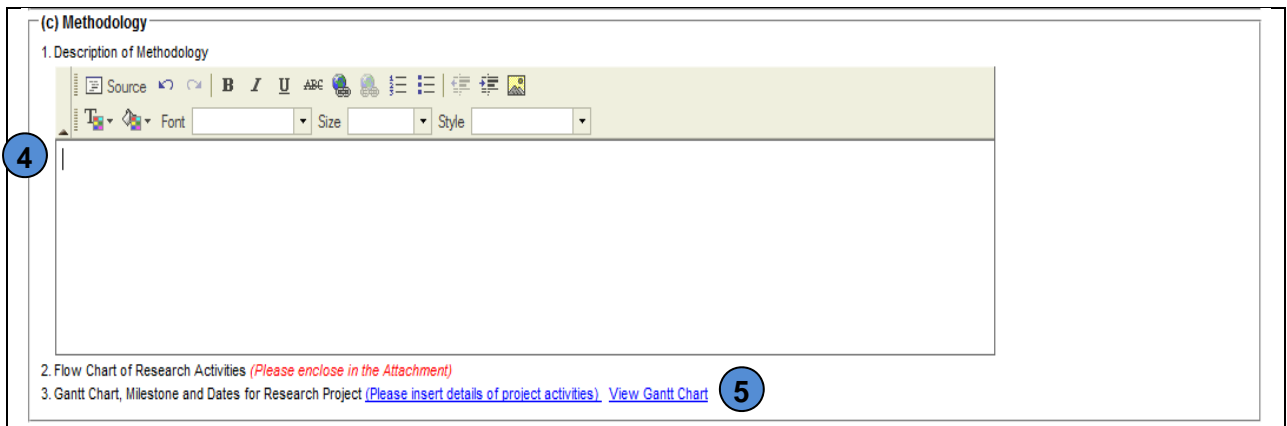


Figure 15: Details Screen (Methodology)

- 4 Enter description of methodology.
- 5 Click [\[Please insert details of project activities\]](#) link to insert details of project activities, or click [\[View Gantt Chart\]](#) link to view Gantt chart.

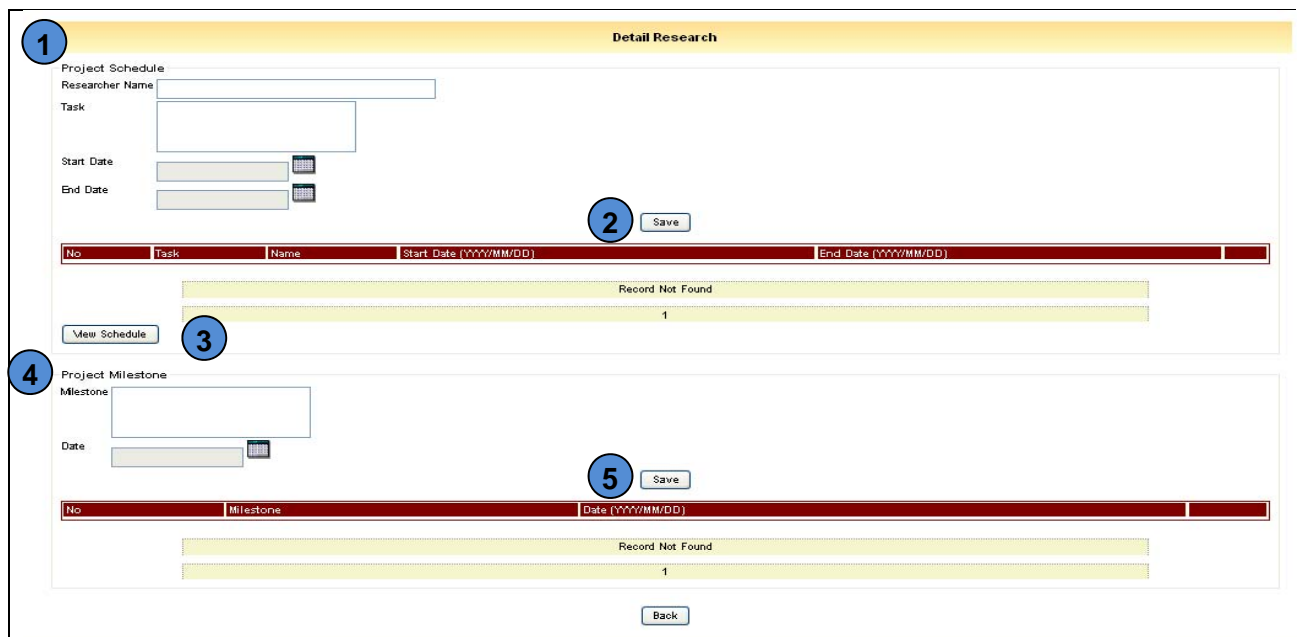


Figure 16: Details Screen (Project Schedule and Milestone)

- 1 Fill in all the information for project schedule.
- 2 Click button to save.
- 3 Click button to view schedule.
- 4 Fill in all information for project milestone.
- 5 Click button to save project milestone.

(d) Expected Results/Benefit

1. No. of Award	<input type="text" value="0"/>
2. Publication	
(a) Cumulative impact factor	<input type="text" value="0"/>
(b) No. of non-index journal	<input type="text" value="0"/>
(c) No. of book chapter	<input type="text" value="0"/>
(d) No. of other publication	<input type="text" value="0"/>
3. No. of PhDs enrolled	<input type="text" value="0"/>
4. No. of MSc enrolled	<input type="text" value="0"/>
5. No. of IPR	<input type="text" value="0"/>
6. No. of Research Officer (RO)	<input type="text" value="0"/>
7. No. of Assistant Research Officer (ARO)	<input type="text" value="0"/>
8. No. of Research Assistant (RA)	<input type="text" value="0"/>
9. No. of Undergraduate	<input type="text" value="0"/>

Figure 17: Details Screen (Expected Results/Benefit)

6 Fill the entire field for expected result/ benefit.

7 Click button to save.

3.7 Equipment

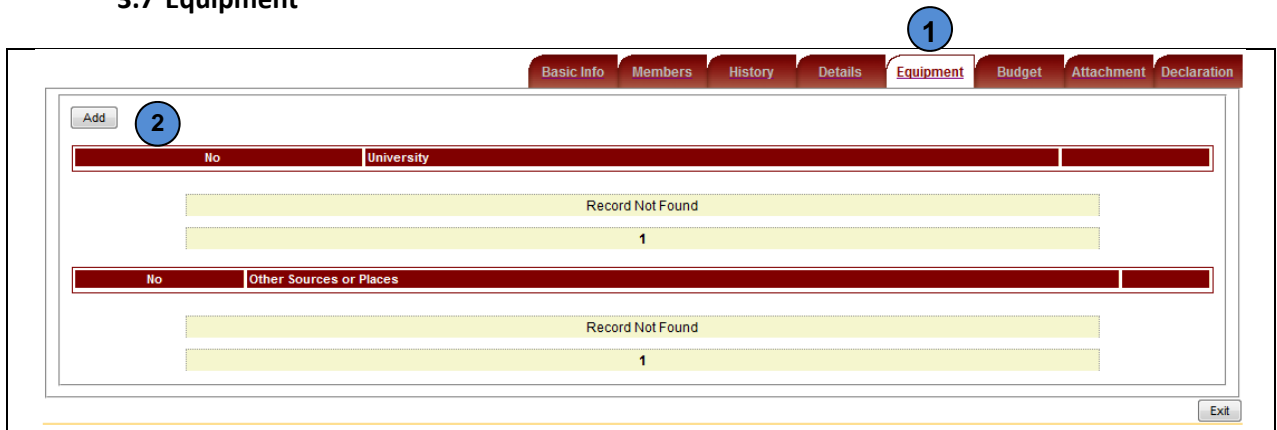


Figure 18: Equipment Screen

- 1 This tab will display all equipment information.
- 2 Click button to add equipment.

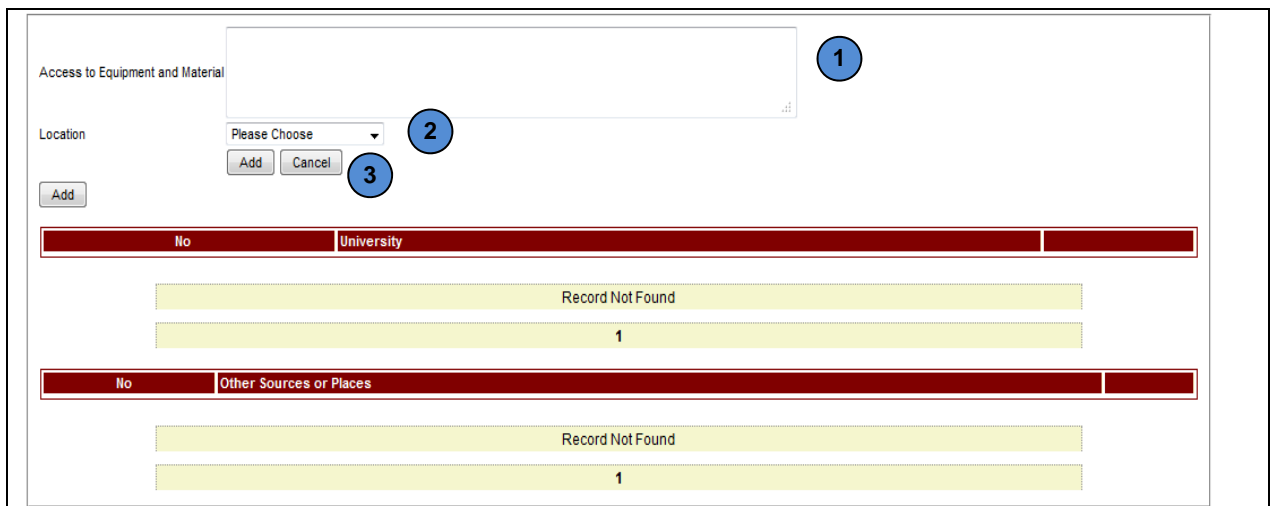


Figure 19: Equipment Screen

- 1 Insert access to equipment and material.
- 2 Select location from dropdown list.
- 3 Click button to add equipment, otherwise click button to cancel.

3.8 Budget

1

2

No	V-Series	SODO	Year	Description	Amount	Total Amount
----	----------	------	------	-------------	--------	--------------

Total Amount 0

Exit

Figure 20: Budget Screen

- 1** This tab will display budget information.
- 2** Click **Add** button to add budget details.

1

2

3

4

5

6

No	V-Series	SODO	Year	Description	Amount	Total Amount
----	----------	------	------	-------------	--------	--------------

Total Amount 0

Figure 21: Budget Screen

- 1** Select V-Series from dropdown list.
- 2** Select SODO from dropdown list.
- 3** Enter description.
- 4** Choose year.
- 5** Key in the amount for selected budget without RM symbol and decimal point.
Example is 1500 or 2324.
- 6** Click **Add** button to add, otherwise click **Cancel** button to cancel.

Budget
Please indicate your estimated budget for this research and details of expenditure according to the guidelines.

No	V-Series	SODO	Year	Description	Amount	Total Amount	
1	V26000 - Research Materials & Supplies	B26000 - Raw materials & spare parts	1		25000	25000	<input type="button" value="Delete"/> <input type="button" value="Edit"/>

Total Amount

Figure 22: List of Budget Screen

1 Click button to delete or click button to edit the budget.

3.9 Attachment

The screenshot shows the 'Attachment' tab in a system interface. At the top, there are several tabs: 'Basic Info', 'Members', 'History', 'Details', 'Equipment', 'Budget', 'Attachment' (highlighted), and 'Declaration'. Below the tabs, the 'Attachment Information' section contains a dropdown menu for 'Attachment type' (set to 'Please Choose'), a text input for 'Description', and a 'File name' input with 'Browse...', 'Upload', and 'Reset' buttons. A message below the file name input reads 'Please upload PDF file format only.' and 'Attachment successfully saved!'. Below this is a table with columns 'No', 'Type', 'Description', and 'File Name'. The table contains one row with '1' in the 'No' column, 'ATTACHMENT' in the 'Type' column, 'RESEARCH FILE' in the 'Description' column, and 'Researchfile.pdf' in the 'File Name' column. A 'Delete' button is next to the row. Below the table, there are two summary rows: '1 record found' and '1'. Numbered callouts 1 through 7 are placed over various elements: 1 (tab), 2 (dropdown), 3 (description input), 4 (Browse button), 5 (Upload button), 6 (Reset button), and 7 (Delete button).

Figure 23: Attachment Screen

- 1 This tab will display attachment information.
- 2 Select Attachment Type.
- 3 Insert description that gives some explanation to the attached file.
- 4 Click **Browse...** button to upload a file. The file MUST be in PDF format. It's recommended to write the file name by starting with staff no, underscore, and other attachment details. Example is 5877_FullPaper.PDF.
- 5 Click **Upload** button and related data will be displayed in the below table.
- 6 Click **Reset** button to reset all information about attachment.
- 7 Click **Delete** button to delete attachment.

3.10 Declaration

1

Basic Info Members History Details Equipment Budget Attachment Declaration

2 Declaration by Applicant

1. All information given are correct. UTM has the right to reject or to cancel the offer without prior notice if there is any incorrect information given.

2. All End of Project Reports have been submitted.

3. I am heading a research project registered with RMC which is currently active.


3 Review 4 Print 5 Submit

Exit

Figure 24: Declaration Screen

- 1 This tab will display declaration information.
- 2 Tick the declaration as an agreement that the inserted information is accurate and correct.
- 3 Click button to view all information and agree with the declaration.
- 4 Click button to print the application form.
- 5 Click button to submit the application. Applicant is not allowed to update the information after pressing the submit button.

3.10.1 Review

 UTM UNIVERSITI TEKNOLOGI MALAYSIA RESEARCH UNIVERSITY		GRANT REGISTRATION APPLICATION FORM PY/2011/02385												
A) PROPOSAL														
Title of Proposed Research	: Development of a Commercial chip for the Detection of Security in Fail Management													
Category	: Technofund													
B) PARTICULAR OF RESEARCHER														
Name of Project Leader	: MUHAMMAD HISYAM LEE @ LEE WEE YEW	Research Alliance	: EScillano											
My Kad No	: 660421045025	Faculty	: PUSAT PEIGURUSAH PEHYELIDIKAN (RMC)											
Staff No	: 5877	Staff Classification	: 70% RESEARCH											
Position	: PROFESOR MADYA (DS54)	Telephone No	: 075537899											
Service Due Date	: 21/04/2024	Handphone No	: 0177275490											
Email	: mhl@utm.my	Nationality	: MYS											
C) PROJECT MEMBERS														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>No</th> <th>My Kad No</th> <th>Staff No</th> <th>Name</th> <th>Faculty</th> <th>Grade</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>611021015715</td> <td>5434</td> <td>RAMLI BIN NAZIR</td> <td>FAKULTI KEJURUTERAAN AWAM</td> <td>DS54A</td> </tr> </tbody> </table>	No	My Kad No	Staff No	Name	Faculty	Grade	1	611021015715	5434	RAMLI BIN NAZIR	FAKULTI KEJURUTERAAN AWAM	DS54A	No Record.	
No	My Kad No	Staff No	Name	Faculty	Grade									
1	611021015715	5434	RAMLI BIN NAZIR	FAKULTI KEJURUTERAAN AWAM	DS54A									
D) RESEARCH INFORMATION														
Registration Proposal No.	: PY/2011/02391													
Phase	: 1													
RMK	: RMK 10													
Category of Sponsor	: NATIONAL													
Sponsor Agency	: Government													
Sub Sponsor	: UNIVERSITI													
Sub Sponsor Detail	: UNIVERSITI TEKNOLOGI MALAYSIA													
Amount Approved (RM)	: 250000													
Research Area	: BASIC SCIENCE													
FOR Division	: F1050000-Information, Computer and Communication Technology (ICT)													
FOR Category	: F1050000-Information, Computer and Communication Technology (ICT)													
FOR Group	: F1050100-Information Systems													
FOR Area	: F1050199-Other Information Systems													
SEO Category	: Defence & Security													
SEO Group	: S1010000-Defence													
SEO Area	: S1010200-Defence Equipment													
Research Duration	: 10 Month(s)													
Date	: 04/01/2012 to 16/11/2012													
Background	Enabling programs are a common and successful strategy for improving educational opportunities and subsequent success for disadvantaged students in the USA (Tripodi 1994), UK (Davies & Parry 1993), New Zealand (James 1994) and Australia (Postle, Clarke & Bull 1997). In the USA these tend to be intensive summer programs offered prior to enrolment for 'at risk' minority (sic) (meaning 'racial minority') students; while for the UK, New Zealand and Australia they tend to be pre-enrolment programs that facilitate access to higher education by mainly mature students who lack conventional entry qualifications, generally because of a background of disadvantage. (A distinction will be drawn here to smaller scale 'bridging programs' that address only very specific aspects of preparedness, for example, bridging Mathematics programs for enhancing the Maths skills of students entering technical fields. Although these often represent important equity initiatives, their tight focus and relatively short duration serve to distinguish them from the broader and more intensive enabling programs that are the focus of this paper.)													
Objective	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>No</th> <th>Objective</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1)To analyze security management 2)To design chip analysis system 3)To develop security system management using chip technology</td> </tr> </tbody> </table>		No	Objective	1	1)To analyze security management 2)To design chip analysis system 3)To develop security system management using chip technology								
No	Objective													
1	1)To analyze security management 2)To design chip analysis system 3)To develop security system management using chip technology													
Methodology	Three methods were used to acquire a representative sample of the 16,000 teachers of science and mathematics in Illinois. In the end, the sample consisted of 2881 unique email addresses and 1241 responses. Three methods were used to engage participants. 1) State Superintendent Randy Dunn sent a request to principals in 898 randomly selected schools and middle schools which represented eight geographical areas, various school sizes and income levels for both high schools and middle schools. Follow-up emails and phone calls solicited email addresses for teachers of science and mathematics. This method yielded a 33% response rate from principals, for a total of 625 schools. Unfortunately, between faulty email addresses, aggressive spam filters, and reluctance to participate in yet another survey, the number of actual respondents was not sufficient. 2) Organizations of science and mathematics teachers advertised a sign-up Web address where their members could register for access to the survey. About 85% of teachers who entered their email and county information completed the survey, a total of 290 participants.													
Project Schedule	: No Record.													
Project Milestone	: No Record.													
E) EXPECTED RESULT														
1. No. of Award	: 1													
2. Publication	: 1													
2.1 Cumulative impact factor	: 1													
2.2 No. of non-index journal	: 1													
2.3 No. of book chapter	: 1													
2.4 No. of other publication	: 1													
3. No. of PhDs enrolled	: 2													
4. No. of MSc enrolled	: 1													
5. No. of IPR	: 1													
6. No. of Research Officer (RO)	: 2													
7. No. of Assistant Research Officer (ARO)	: 1													
8. No. of Research Assistant (RA)	: 3													
9. No. of Undergraduate	: 4													

F) HISTORY

No	Title of research including RMC vote number	Duration	Beginning month/year
1	Title of Research	12 months	2011-04-11
2	Title of Research	12 months	2011-04-11
3	Testing for Human Interface Design	0 months	2011-04-12
4	Design testing for electronic website	0 months	2011-04-13
5	Design testing for electronic website	0 months	2011-04-13
6	Research Title	0 months	2011-04-14
7	Methanol from renewable resources	12 months	2011-04-15
8	Testing of Stess by Human	0 months	2011-04-17
9	Research for beginning for sciences chip	0 months	2011-04-17
10	Effect system Management Testing	0 months	2011-04-17
11	Title	23 months	2011-05-05

No	Title of Publication	Name of Journals/books	Year published
1	Phasellus Malesuada Turpis Rhoncus Est Condimentum Nec Auctor Risus Viverra	Duis Nec Est Nunc Sed In Nisl Et Tortor Feugiat Placerat Ut In Dui	2011
2	Phasellus Malesuada Turpis Rhoncus Est Condimentum Nec Auctor Risus Viverra	Duis Nec Est Nunc. Sed In Nisl Et Tortor Feugiat Placerat Ut	2011
3	Nulla Ut Ante Quis Purus Fermentum Porta. Sed Auctor Iaculis Posuere	Phasellus Malesuada Turpis Rhoncus Est Condimentum	2011
4	Duis Nec Est Nunc. Sed In Nisl Et Tortor Feugiat Placerat	Proin Rhoncus Erat In Ante Adipiscing Gravida	2011
5	Vestibulum Ante Ipsum Primis In Faucibus Orci Luctus Et Ultrices Posuere Cubilia Curae	Proin Rhoncus Erat In Ante Adipiscing Gravida	2011
6	Praesent Felis Urna Tincidunt Ut Condimentum Sed, Molestie Quis Nulla	Rhoncus Est Condimentum Nec Auctor Risus Viverra	2011
7	Vestibulum Ante Ipsum Primis In Faucibus Orci Luctus Et Ultrices Posuere Cubilia Curae	Sed Auctor Iaculis Posuere Pellentesque Pulvinar Mattis	2011
8	Tincidunt Ut Condimentum Sed	Turpis Rhoncus Est Condimentum Nec Auctor Risus	2011
9	-	TESTING	2010
10	aisyah testing	aisyah testing	2010
11	aisyah testing 2	aisyah testing 2	2010
12	-	aisyah testing 3	2010

G) EQUIPMENT

No	University
1	laboratory and chip material

No Record.

H) BUDGET

No	V-Series	SODO	Year	Description	Amount
1	V26000 - Research Materials & Supplies	B26000 - Raw materials & spare parts	1		25000.00
Sub Total					25000.00
Total Estimated Cost					25000.00

I) DECLARATION BY APPLICANT

1. All information given are correct. UTM has the right to reject or to cancel the offer without prior notice if there is any incorrect information given.

2. All End of Project Reports have been submitted.

3. I am heading a research project registered with RMC which is currently active. |

Date 03/01/2012 Applicant's Signature _____

Agree Print Back

① ② ③

Figure 25: Review Screen

- ① Click **Agree** button after agreed with all the information in application form.
- ② Click **Print** button to print the application form.
- ③ Click **Back** button to enter the previous page.