

ELECTRONIC SCIENCEFUND (eScienceFund)

<http://ernd.mosti.gov.my>

Application Process User Manual

Second Edition

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AN INTRODUCTION TO ESCIENCEFUND



1.0 ESCIENCEFUND USER MANUAL

1.1 Foreword

The Electronic ScienceFund (eScienceFund) is a web-based system that supports online application for **eScienceFund** research grants. Researchers and Institutional Coordinators will benefit from the system with its built-in mechanism. These include real-time update of application status as well as on-line announcement by the institutional coordinator and the ScienceFund secretariat.

The **eScienceFund** users and their functions are listed and described below: -

Type of User	Description
Researchers	Project Leaders
Institutional Coordinator	Institution's liaison person with MOSTI . Also administer and manages application
MOSTI Secretariat	MOSTI officers who administer and manage ScienceFund application process
System Administrator	Person in charge of the system, to ensure the system runs smoothly

1.2 Scope

This manual provides a comprehensive guide for users to access the functions of **eScienceFund**.

It details out the functions and features available in **eScienceFund** related to the application of grants.

1.3 Intended Audience

This manual is designed for researchers (Project Leaders) and Coordinators from the different institutions, **MOSTI** officers (MOSTI Secretariat, **MOSTI** Technical Committee) and system administrators, as well as external expert group.

The purpose of this user manual is to assist the user in performing functions related to the application process flow for **ScienceFund** research grant.

1.4 List of Abbreviations And Definitions

Abbreviations /Term	Meaning
eScienceFund	Electronic ScienceFund
IRPA	Intensification of Research in Priority Areas
MOSTI	Ministry of Science, Technology and Innovation
SEF	Institutional Screening Evaluation Form
TEF	MOSTI Technical Evaluation Form

1.5 Helpdesk

Please contact the helpdesk at **03-8885 8848** or **03- 8885 8851**. Enquiry can also be made via email at esciencefund@mosti.gov.my.

2.0 CONVENTIONS





The flow of this manual assumes that users are familiar with the Microsoft Internet Explorer or Mozilla Firefox web browsers.

To help users locate and interpret information easily, this manual adopts the following conventions:-

- (i) Icon conventions.
- (ii) Menu conventions.

2.1 Icon conventions

You will find the following icon throughout this manual:-

Icon	Description	Function
	Printer	To perform print function.
	Duplicate	To duplicate copy application form
	Delete	To delete the data
	Calendar	To bring up a pop-up window of a calendar. Users can choose a date from the calendar.

2.2 Menu Convention

The following is a list of common terms used throughout the user manual in conjunction with web browser usage:-

Term	Meaning	Diagram
Scroll bar	<p>A list box is sometimes accompanied with a scroll bar on its right hand side. Scroll along the list box vertically to view and select the available options.</p> <p>A scroll bar can also run horizontally at the bottom of a frame. If data cannot be accommodated fully into a frame, scroll to the left and right to view the data.</p>	1.1
Frame	<p>eScienceFund is a single Web page divided into two (2) sections that can each display separate Web pages. Each section is called a Frame. The top-most frame contains the Web page title and the Top Navigation Bar. The bottom frame displays the data input and/or output.</p>	1.1
Button	<p>When a button is clicked, eScienceFund will carry out the requested operation.</p>	1.2
Title Bar	<p>A frame label that usually corresponds with the menu option chosen.</p>	1.2
List Box	<p>To display available choices in a list format. If the list exceeds the box size, you can scroll through the list to view additional choices.</p>	1.2
Text Box	<p>An element to input data into eScienceFund.</p>	1.2
Icon	<p>A small picture that can be clicked and will carry out a requested function.</p>	1.3
Table	<p>A Table displays the available data in multiple columns.</p>	1.3
Hyperlink	<p>A hyperlink is shown as coloured and underlined text. You can click on a hyperlink to go to another option or an HTML page on the World Wide Web.</p>	1.3

Term	Meaning	Diagram
Check Box	A check box is an element to select an option. A click on the check box will select the option. Another click on the check box will clear the option. You can click on one or more check boxes.	1.3
Multiple Item Controls	An interface to allow multiple items to be added and these items will be listed in rows.	1.4
Radio Button	A radio button in a group of two or more choices that are mutually exclusive - that is, you can select only one option at a time. A click on a radio button will display an option. Another click on the option box will clear the option.	1.5
Tabs	The tab is used to navigate between chapters in the application form.	1.5
Text Area	An area for users to input data that is much longer in length.	1.6
Display Only Field	To display information of an item and cannot be edited.	-

The following diagram shows some of the terms above.

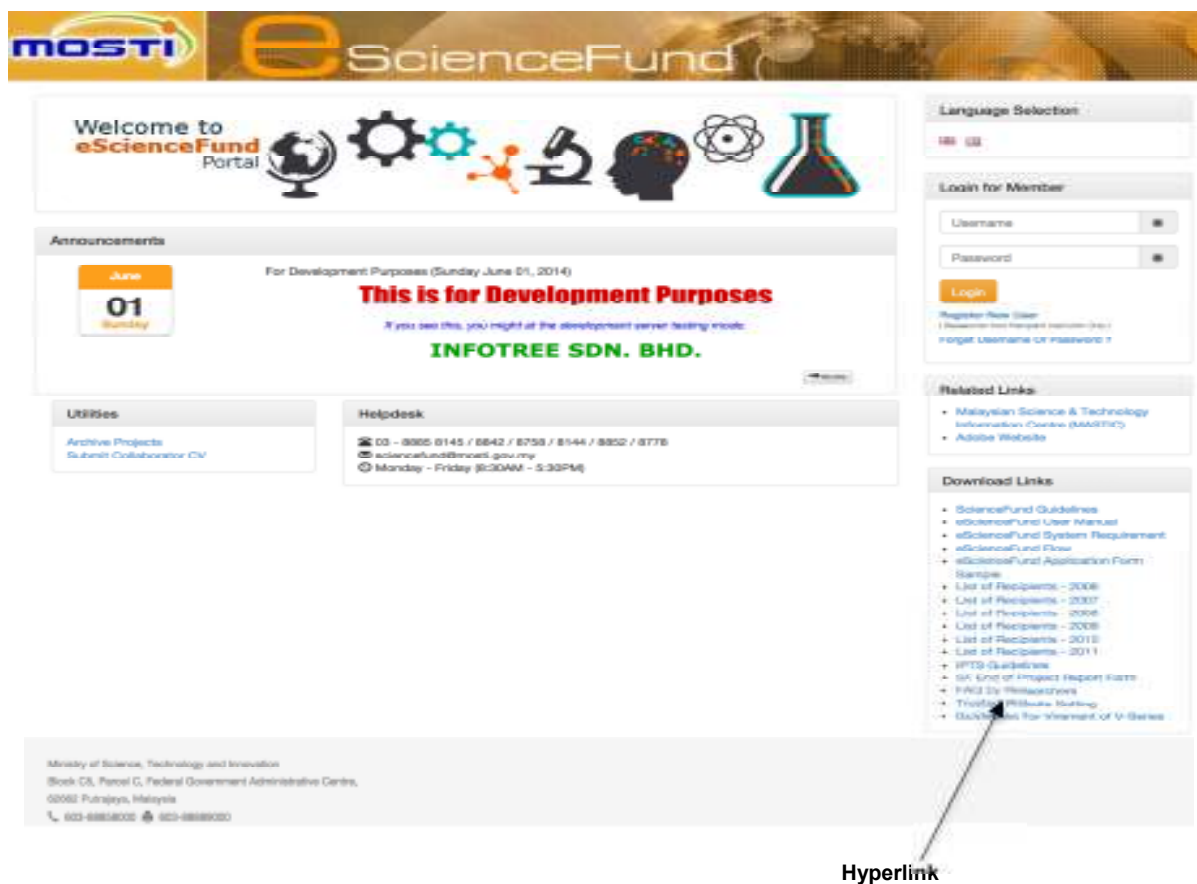


Diagram 1.1

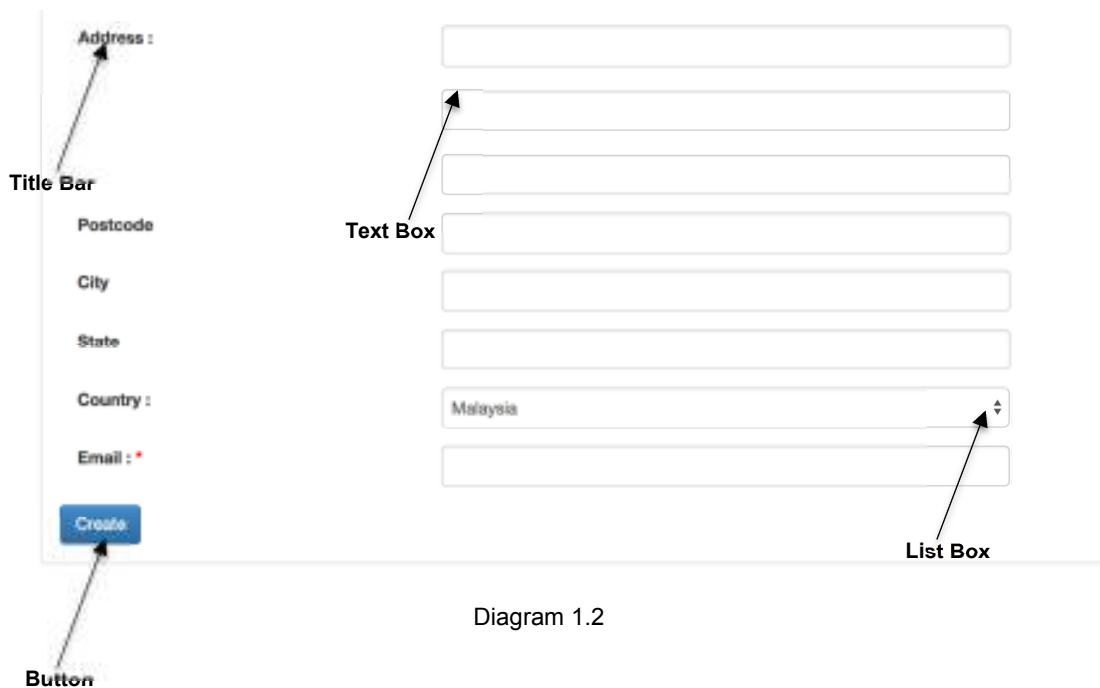


Diagram 1.2

Project No	ProjTitle	Project Leader	Firm Submitted Date	Monitoring Date	Project Status	Report Period	Misc	Print Report
09-09-02-090158	Preparation of Core-Shell Quantum Dots for Glucose Monitoring		2011-09-29			Jul-Dec 2012		

Diagram 1.3

Fields with * are required:

Research

Quantity

Details/Remarks (250 characters)

Diagram 1.4

Project Identification | Project Objectives | **Research Background** | Relevant Past Research | Research Approach | Project Schedule | Project Details

Research Collaboration | Contractual Matters | Staff Cost Estimation | Direct Expense Estimation | Project Cost | Project Funding | Curriculum Vitae | Upload Files

Fields with * are required:

Research Background

New

Modification to previous project

Extension of existing project

Diagram 1.5

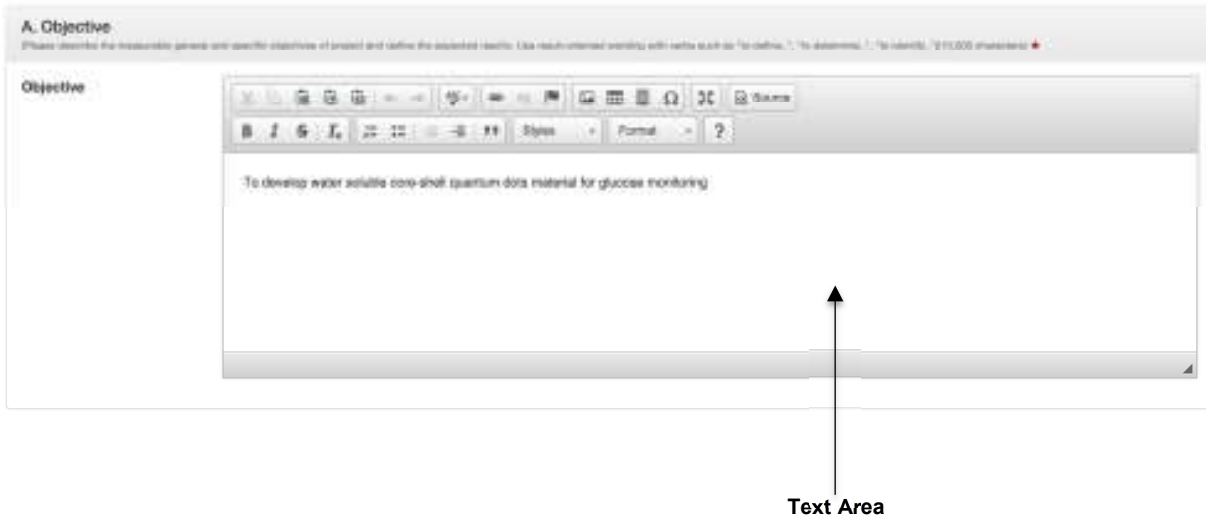


Diagram 1.6

COMMON FUNCTIONS

Part

2

1.0 ESCIENCEFUND MAIN PAGE

1.1 Accessing eScienceFund Web Site

To access the eScienceFund web site, (at your web browser), key in the eScienceFund web site address at the Address or Location. The eScienceFund main page will be displayed. (Refer to diagram 2.0)

1.2 Main Page

The main page can be accessed by everyone. The page consists of the following sections. (Refer diagram 1.2.1)

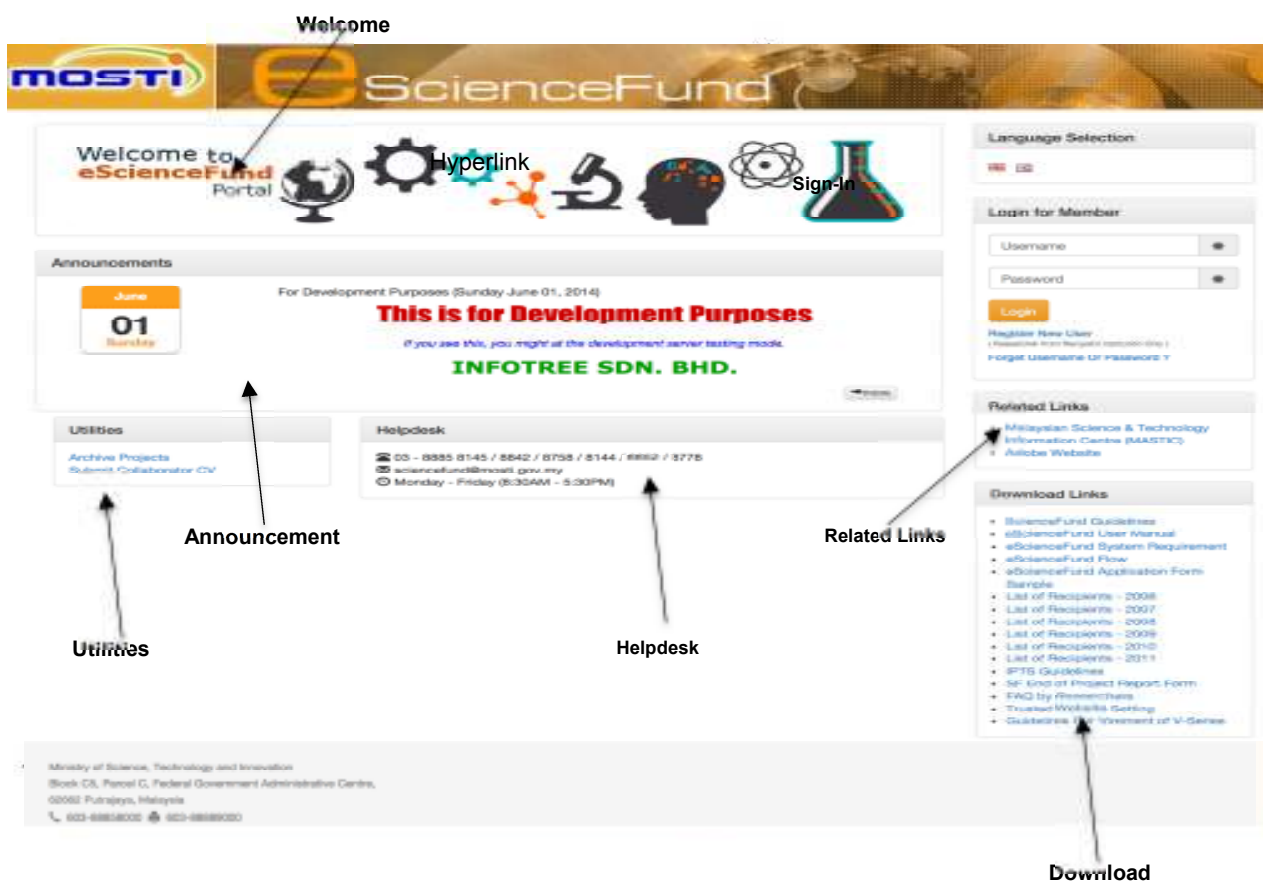


Diagram 1.2.1