Research Information System

User Manual

Institute for Research and Academic Services

Assumption University

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Preface

Conducting academic research is crucial for all university professors. Academic research generates beneficial knowledge for both internal and national utilization. Assumption University recognizes the importance of academic research. So the Institute for Research and Academic Services (IRAS) has been established to provide service and support to all research matters for all AU faculty members. Research database management is the essential for AU community due to the challenges in collecting research data from each school. Therefore, the research information system (RIS) has been created with the collaboration of the Office of Information Technology Services (ITS) and IRAS since 2015.

RIS is an important mission that IRAS would like to promote for both AU and non-AU members. RIS functions are designed to be a web-based system which manages and collects all AU research data as well as benchmarking academic research trends and comparing this with AU academic research works. In order to make sure that all users can be able to use the system effectively, the RIS User Manual is provided as a guideline to assist all AU members.
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Getting Started

Welcome to Research Information System User Manual. This short guide will familiarize you with all of the features and functionality for creating, updating, maintaining, and monitoring your research profiles. Please visit the system website via http://www.research.au.edu to follow the step-by-step instructions.

How to access all Research Information Systems:

Go to [http://www.research.au.edu/](http://www.research.au.edu/) and then click on the “Main Menu” button at the top-right corner of the screen (See Figure 1).

**Figure 1:** Research Information System main screen page

When you click on the main menu, the screen will demonstrate the four main system categories:

1) Research Information Searching System
2) Research and Creative Works Database System
3) Research Grants Management and Monitoring System
4) IP Management and Monitoring System
“Research Information Searching System” is an open-access system that allows everyone (AU and Non-AU Members) to search information which is classified into two different types: Type 1 and Type 2. Type 1, dealing with the number of projects, is divided into 3 levels: university level, faculty level, and department level. Type 2, dealing with the number of people, is divided into 4 levels: university level, faculty level, department level, and individual level (see Figure 3). The types of the information include the following things.

1) Academic Services
2) Awards
3) Conference/ Paper Presentation
4) Creative Works
5) IP (Patents/ Petty Patents)
6) Paper Publications
7) Research Grants
8) Textbooks

Figure 2: 4 Categories in the Research Information Systems Database
Figure 3: Type and level selection menu screen

The results of university and faculty levels of academic works are demonstrated over the last 3 years bar chart illustrations (see Figure 4) as well as the summary table shows on the bottom of the page (see Figure 5). Please note that the results of department and individual levels are displayed in summary table only.

Figure 4: The number of works reporting in bar chart illustration format screen page
Research and Creative Works Database System

*(Authorized Username and Password Only)*

Research and Creative Works Database System is a limited access available for AU members only, and accessible by the same username and password that is used for the AU’s internet login (see Figure 6).
After you have logged in, the screen will display your personal information, acquired from the HR department. If you need to edit this information, please contact the HR Department (see Figure 7).

![Faculty member/researcher profile screen page](image)

**Figure 7:** Faculty member/researcher profile screen page

**Data Logging**

Before input of any data into the system, you must select an academic year and a type of research information from the 9 tabs. Then, click on the Add button and begin to input your data (see Figure 8). In case of any research or academic work which receives funding from the University, all information will be inputted by IRAS administrators.

![Drop down menu selection of the academic year and types of research information](image)

**Figure 8:** Drop down menu selection of the academic year and types of research information

Figure 9 – Figure 17 show the adding form in each research type.
**Figure 9:** Adding an External Research Grant Inputting Data

**Specification Details**

**Title:** Specify the title of research project

**Source of Funding:** Specify source of funds (Only External and Without Funds)

**Duration:** Specify the duration of the research project

**Member:** Specify number of participants

**Contribution Percentage:** Specify the percentage of research contribution

**Actual Budget:** Specify research project budget (in Thai baht)

**Document:** Full research paper attachment (PDF file)

**Status:** Specify the status of the external research grant (Finished/Processing)

**Report:** Specify “By Project” for the principal author status

"By People” for another author status
Figure 10: Adding academic works publication data

**Specification Details**

**Title:** Specify the title of academic work

**Source of Funding:** Specify source of funds (Only External and Without Funds)

**Publication:** Specify type of publication (journal/proceedings)

**Journal/Proceedings:** Specify the name of journal/proceedings

**Database:** Specify research database where the journal appears (Only the article that published in journal)

**Country:** Specify the country name of journal/proceedings

**Duration:** Specify time period for publication

**Weight:** Specify weight score of academic work

**Member:** Specify number of participants  **Contribution Percentage:** Specify the percentage of research contribution

**Actual Budget:** Specify the remuneration of academic work (in Thai baht)

**Document:** Full research or academic article attachment (PDF file)

**Status:** Specify the status of the remuneration of publication (Finished/Processing)

**Report:** Specify “By Project” for the principal author status

“By People” for another author status
**Figure 11:** Adding creative work dissemination data

### Specification Details

**Title:** Specify the title of creative work

**Source of Funding:** Specify source of funds (Only External and Without Funds)

**Exhibition Places:** Specify the title of event/exhibition

**Country:** Specify the country that belong to the event/exhibition

**Duration:** Specify time period for creative work dissemination

**Weight:** Specify weight score of creative work

**Member:** Specify number of participants

**Contribution Percentage:** Specify the percentage of creative work contribution

**Document:** Creative work disseminated attachment (PDF file)

**Actual Budget:** Specify the remuneration of creative work disseminated (in Thai baht)

**Status:** Specify the status of the remuneration of creative work disseminated (Finished/Processing)

**Report:** Specify “By Project” for the principal author status

“By People” for another author status
Figure 12: Adding patent/petty patent data

Specification Details

**Title:** Specify the title of patent/petty patent

**Source of Funding:** Specify source of funds (Only External and Without Funds)

**IP (Patent/Petty Patent):** Specify registration type (Patent/Petty Patent)

**Duration:** Specify registration date

**Weight:** Specify weight score of patent/petty patent (1.0/0.4)

**Member:** Specify number of participants

**Contribution Percentage:** Specify the percentage of patent/petty patent contribution

**Actual Budget:** Specify the remuneration of patent/petty patent (in Thai baht)

**Document:** Specify patent/petty patent registered attachment (PDF file)

**Status:** Specify the status of the remuneration of patent/petty patent (Finished/Processing)

**Report:** Specify “By Project” for the principal author status

“By People” for another author status
**Specification Details**

**Title:** Specify the title of paper presentation

**Title of the Event:** Specify the conference name, and where

**Source of Funding:** Specify source of funds (Only External and Without Funds)

**Country:** Specify country that belong to the conference

**Duration:** Specify conference date

**Weight:** Specify weight score of the conference

**Member:** Specify number of participants

**Contribution Percentage:** Specify the percentage of paper presentation contribution

**Document:** Full research or academic article attachment (PDF file)

**Actual Budget:** Specify the budget of paper presentation (in Thai baht)

**Status:** Specify the status of paper presentation grant (Finished/Processing)

**Report:** Specify “By Project” for the principal author status

“By People” for another author status
**Figure 14:** Adding textbook data

**Specification Details**

**Title:** Specify the title of textbook

**Duration:** Specify time period for publication

**Weight:** Specify weight score of textbook (-/1.0)

**Member:** Specify number of participants

**Contribution Percentage:** Specify the percentage of textbook contribution

**Actual Budget:** Specify the remuneration of textbook (in Thai baht)

**Document:** Textbook attachment (PDF file)

**Report:** Specify “By Project” for the principal author status

"By People” for another author status
Figure 15: Adding academic service project data

Specification Details

**Title:** Specify the title of academic service project

**Source of Funding:** Specify source of funds (Only External and Without Funds)

**Duration:** Specify the duration of academic service project

**Number of Participants:** Specify number of participants

**Budget:** Specify academic service project budget (in Thai baht)

**Document:** Full academic service project report attachment (PDF file)

**Report:** Specify “By Project” for the principal author status

"By People” for another author status
Figure 16: Adding award data

**Specification Details**

**Title:** Specify the title which received the award

**Awards:** Specify award name

**Source:** Specify the organization who provide the award

**Country:** Specify the country name

**Date:** Specify date of award received

**Document:** Attach file of academic work which received the award (PDF)

**Report:** Specify “By Project” for the principal author status

“By People” for another author status
Figure 17: Adding publication fee data

*** All information of publication fee will be inputted by IRAS administrators ***

Viewing, Editing, and Deleting Data

When you have finished adding the information for each category, please do not forget to click on the Save button. Then, you will see a screen that shows your previously added information (Figure 18). If you want to change any of the information, click the Edit or Delete button below.
The Research Grants Management and Monitoring System is a system to monitor the status of academic works that have been submitted to the Research and Academic Service Support Committee (RASSC) for internal funds application of Research Grants, Paper Presentation Grants, Reimbursement of Publication Fees, and Paper Publications. This system is a limit access for AU members only by using the authorized username and password to “Login” (see Figure 19).

**Research Grants Management and Monitoring System**

(Authorized Username and Password Only)

**Figure 18:** Viewing, editing, and deleting data screen page

**Figure 19:** Logging into Research Grants Management and Monitoring System screen
After you have logged in to the Research Grants Management and Monitoring System, the screen will display your personal information and five tabs of research information in different categories of research internal funds (see Figure 20).

![Main Menu](image)

**Figure 20**: Research Grants Management and Monitoring System Homepage

**Status Tracking**

Once you have submitted your internal funds application, you are able to check the status by selecting an academic year [1] and types of research information [2] that you are requested. Each type of research information (Research, Publications, Creative Works, Paper Presentation, Fees) will have a SOP Flowchart that shows all processes from the starting point until the end. The details are as follows.

- Research Tab ➔ Research Grants Process: (AU-R1 SOP)
- Paper Presentation Tab ➔ Paper Presentation Grants Process: (AU-R3 SOP)
- Fees Tab ➔ Reimbursement of Publication Fees Process: (AU-R4 SOP)
- Publications Tab ➔ Paper Publication Remuneration Process: (AU-R5 SOP)
- Creative Works Tab ➔ Paper Publication Remuneration Process: (AU-R5 SOP)
AU-R4: Reimbursement of Publication Fees

1. Request Form & Evidences → Awaiting Admin Processing

   Admin Checklists:
   - Accuracy and Completeness of Documentation
   - Screening: 2 days

   - Passed
     - Committee Assignment: 1 day

   - Committee Checklists:
     - Acceptance letter, Publication fee, Indexing/Abstracting, Weight score and Beall’s list
     - Screening: 3 days

   - Passed
     - Submitting for Chairman Approval: 3-5 days

   - Approval

   - HR Dept. Assignment: 1 day

   - HR Dept. Checklists:
     - Budget Checking and Rector Permission: 7 days

   - Passed
     - Financial Dept. Processing: 7-15 days

   - Not Passed
     - Rejected
     - Informing the Authors

   - Not Passed
     - Rejected
     - Informing the Authors

2. Rejected

3. Not Passed

4. Passed

5. End Process

Informing the Authors for Clearing Receipts
AU-R5: Paper Publication Remuneration

Request Form & Evidences → Awaiting Admin Processing

Admin Checklists
Accuracy and Completeness of Documentation Screening: 2 days

Not Passed → Rejected
Passed

Committee Assignment: 1 day

Committee Checklists
Indexing/Abstracting, Weight score and Beall’s list Screening 3 days

Not Passed → Rejected
Passed

Submitting for Chairman Approval: 3-5 days

Approval

HR Dept. Checklists
Budget Checking and Rector Permission: 7 days

Not Passed → Rejected
Passed

HR Dept. Assignment: 1 day

Informing the Authors

Financial Dept. Processing: 7-15 days

Informing the Authors for Clearing Receipts

End Process
From the flowchart, the applicant will be able to know the processing and status of the application. Moreover, it can alert the applicant via an email (@au.edu) if the status has been changed by the admin.

**Example**

In case of faculty members/researchers would like to check their current status of their request for publication remuneration. They can be done as follows:

1. Select an academic year.
2. Click on the publication tab to review all publications that were requested for the internal funds.
3. Click on the View button in a title that you would like to check the process status.

The following figure shows how to check the current status of a publication remuneration by the Research Grants Management and Monitoring System.

![Figure 21: Checking the process of publications remuneration screen page](image-url)
When you click on the View button, you will see the summary page (Figure 22) which is comprised of the following parts:

Part 1: The SOP Flowchart is a step-by-step process which estimates the time spend on each process. The green light will display the current status of the publication remuneration.

Part 2: The process table shows the updated status as well as date and time.

Part 3: The publication information record table provides all of the publication information for each record.

Note: When the status of publication remuneration process has been changed, the system will notify the applicant via the AU Mail in order to check an updated status.
**Figure 22**: Summary page displays details of publication information and the status of publication remuneration

**IP Management and Monitoring System**

(Authorized Username and Password Only)

The IP Management and Monitoring System is used for monitoring the status of intellectual property that has been submitted to the Research and Academic Service Support Committee (RASSC) for internal funds application. This system is a limit access for AU members only by using the authorized username and password to “Login” (see Figure 23).
After you have logged in to the IP Management and Monitoring System, the screen will display your personal information and a summary of your requested IP remuneration (see Figure 24).

Figure 24: IP Management and Monitoring System Homepage
Status Tracking

Once you have submitted your application form, you are able to check the status by selecting an academic year and clicking on the View button of the title that you would like to check the process status. For example, when you click on View button to check the process status, Figure 25, you will see a summary page that displays the following parts:

Part 1: The SOP Flowchart (AU- R5 SOP) is a step-by-step process which estimates the time spend on in each process. The green light will display the current status of the IP remuneration.

Part 2: Process table will display the updated status as well as date and time.

Part 3: IP information record table that provides all of the IP information for each record.

Note: When the status of the IP remuneration process has been changed, the system will notify the applicant via the AU Mail in order to check an updated status.
**Figure 25:** Summary page displays details of IP information and the status of the IP remuneration