



RESEARCH INFORMATION SYSTEM USER MANUAL

INSTITUTE FOR RESEARCH AND ACADEMIC SERVICES
ASSUMPTION UNIVERSITY
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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.

Table of Content

Preface	i
Getting Started	1
Research Information Searching System	2
Research and Creative Works Database System	4
Data Logging	5
Viewing, Editing, and Deleting Data	14
Research Grants Management and Monitoring System	15
Status Tracking	16
IP Management and Monitoring System	23
Status Tracking	25

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> and then click on the “Main Menu” button at the top-right corner of the screen (See Figure 1).

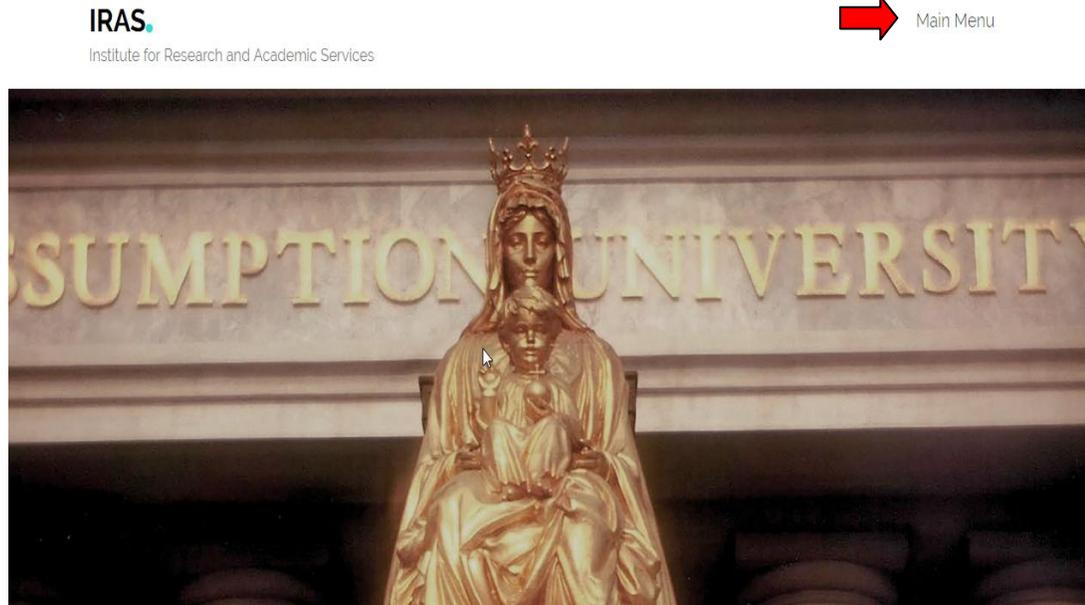


Figure 1: Research Information System main screen page

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

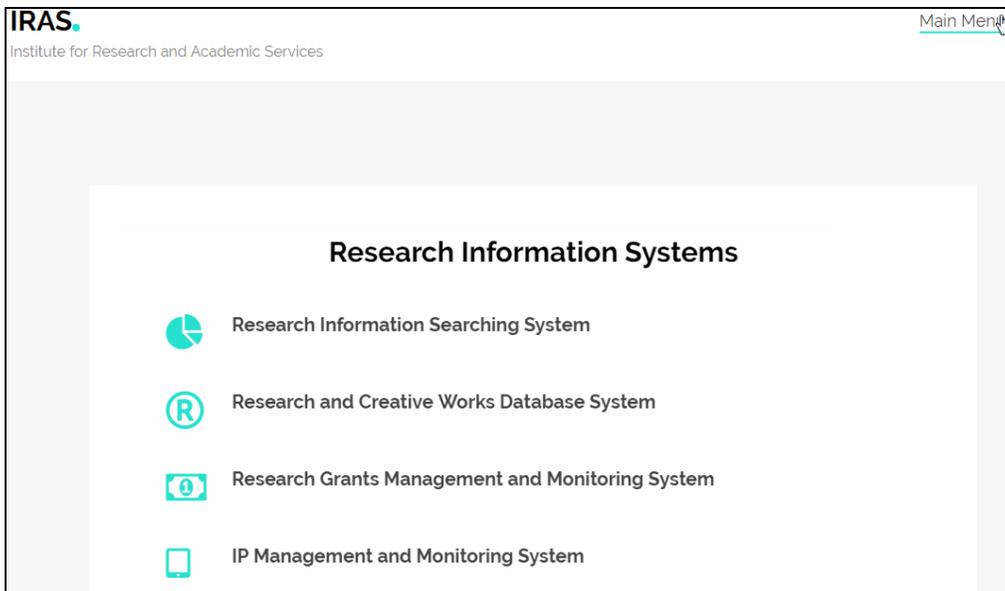


Figure 2: 4 Categories in the Research Information Systems Database

Research Information Searching 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

Research Information Searching System

Report By :

View By :

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.

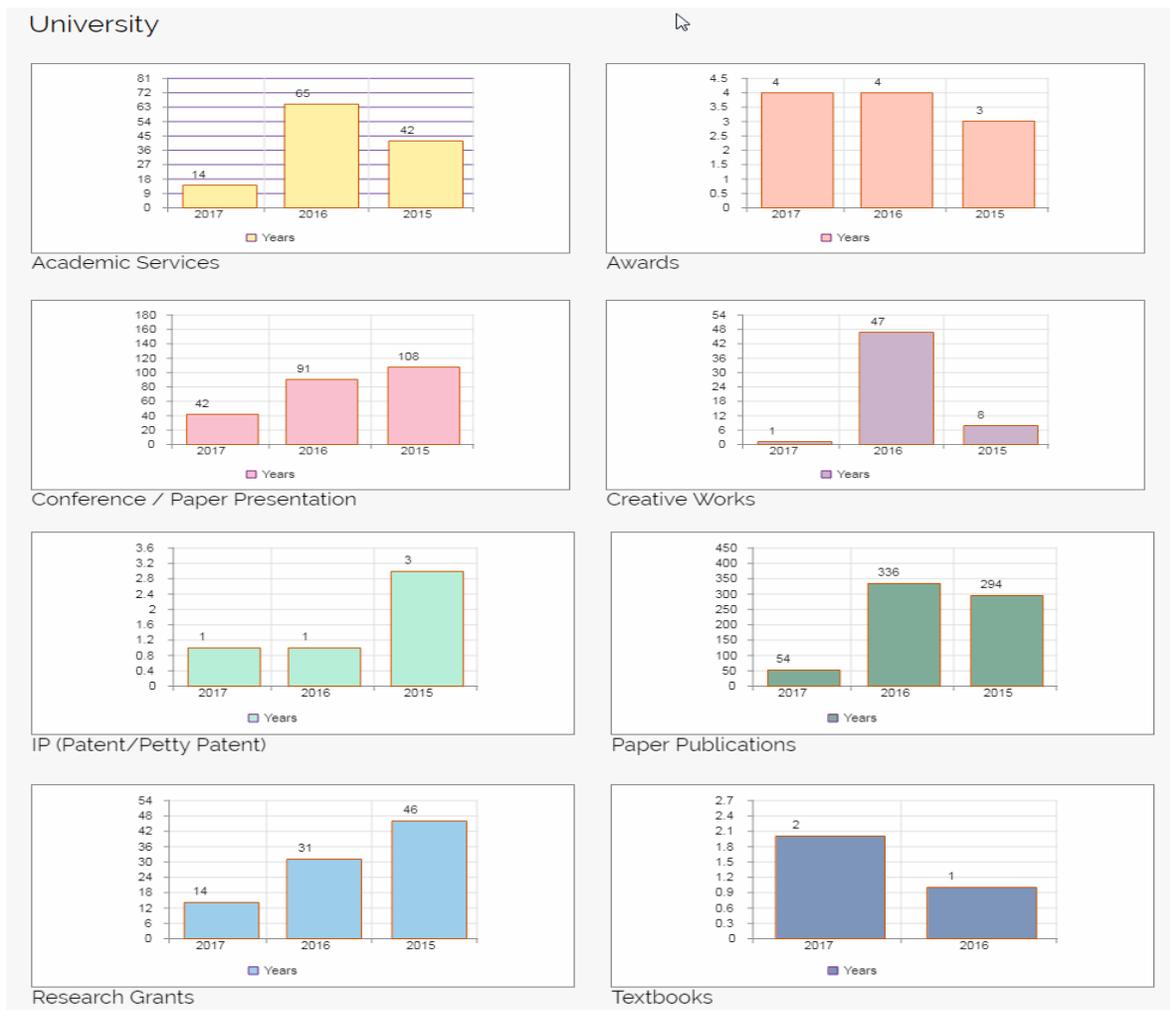


Figure 4: The number of works reporting in bar chart illustration format screen page

Unit : Number of Papers

Year	Research Type	School	Abbr.	No.
2017	Academic Services	Institute for Research and Academic Services	IRAS	14
2017	Awards	Martin de Tours School of Management and Economics	MSME	2
2017	Awards	Theodore Maria School of Arts	ARTS	1
2017	Awards	Faculty of Biotechnology	BIOTEC	1
2017	Conference/Paper Presentation	Martin de Tours School of Management and Economics	MSME	18
2017	Conference/Paper Presentation	Vincent Mary School of Science and Technology	VSST	6
2017	Conference/Paper Presentation	Vincent Mary School of Engineering	VSE	5
2017	Conference/Paper Presentation	School of Music	MUS	3
2017	Conference/Paper Presentation	Graduate School of Human Sciences	GSHS	3
2017	Conference/Paper Presentation	Graduate School of eLearning	GSeL	2
2017	Conference/Paper Presentation	Albert Laurence School of Communication Arts	ASCA	2

Figure 5: The number of works reporting in the summary table 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).

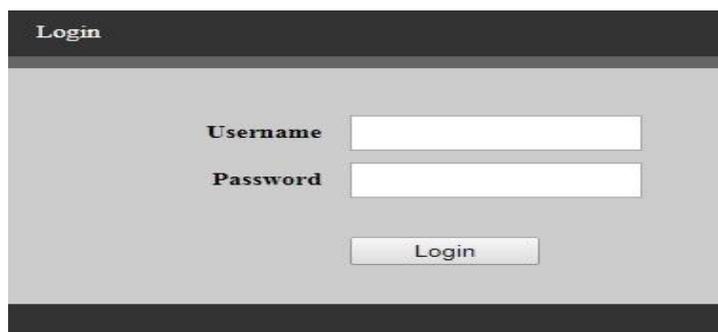
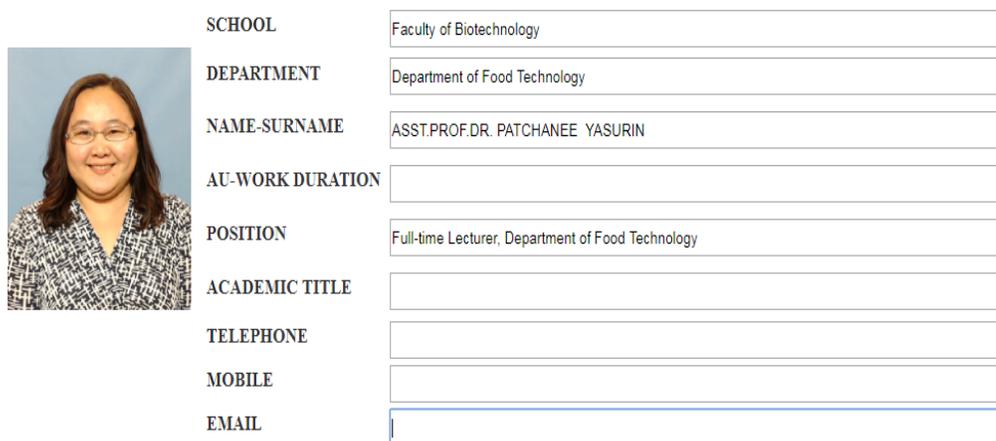


Figure 6: “Log in” to Research and Creative Works Database System page

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).

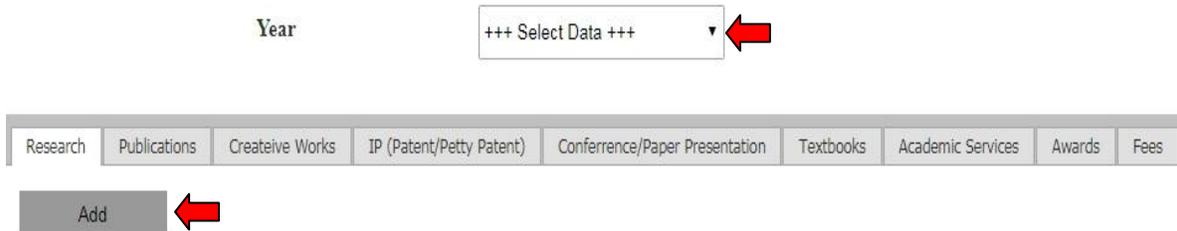


A screenshot of a faculty member's profile page. On the left is a portrait of a woman with glasses and a patterned top. To the right is a form with the following fields: SCHOOL (Faculty of Biotechnology), DEPARTMENT (Department of Food Technology), NAME-SURNAME (ASST.PROF.DR. PATCHANEE YASURIN), AU-WORK DURATION (empty), POSITION (Full-time Lecturer, Department of Food Technology), ACADEMIC TITLE (empty), TELEPHONE (empty), MOBILE (empty), and EMAIL (empty).

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.



A screenshot of the data logging interface. At the top, there is a 'Year' label and a dropdown menu with the text '+++ Select Data +++' and a red arrow pointing to it. Below this is a horizontal row of nine tabs: Research, Publications, Creative Works, IP (Patent/Petty Patent), Conference/Paper Presentation, Textbooks, Academic Services, Awards, and Fees. Below the tabs is a grey 'Add' button with a red arrow pointing to it.

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.

Research Grants

Title

Source of Funding

Duration dd mm yyyy to dd mm yyyy
 to

Member(Contribution Percentage)

Estimated Budget

Actual Budget

Document

Status

Process

Report

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

Publication	
Title	<input type="text"/>
Source of Funding	External ▼
Publication	Journal ▼
Journal/Proceeding	<input type="text"/>
Database	Academic Search Premier ▼
Country	<input type="text"/>
Duration	dd mm yyyy to dd mm yyyy 0 0 0 to 0 0 0
Weight	0.2 ▼
Member (Contribution Percentage)	1 ▼ 0
Actual Budget	<input type="text"/>
Document	เลือกไฟล์ ไม่ไฟล์เลือกไฟล์ <input type="button" value="Download"/> <input type="button" value="Delete File"/>
Status	Processing ▼
Process	+++ Start Process +++ ▼
Report	By Project ▼
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

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

Creative Works

Title	<input style="width: 90%;" type="text"/>														
Source of Funding	<input style="width: 90%;" type="text" value="External"/>														
Exhibition Places	<input style="width: 90%;" type="text"/>														
Country	<input style="width: 90%;" type="text"/>														
Duration	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">dd</td> <td style="text-align: center;">mm</td> <td style="text-align: center;">yyyy</td> <td style="text-align: center;">to</td> <td style="text-align: center;">dd</td> <td style="text-align: center;">mm</td> <td style="text-align: center;">yyyy</td> </tr> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">to</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </table>	dd	mm	yyyy	to	dd	mm	yyyy	0	0	0	to	0	0	0
dd	mm	yyyy	to	dd	mm	yyyy									
0	0	0	to	0	0	0									
Weight	<input style="width: 90%;" type="text" value="0.2"/>														
Member (Contribution Percentage)	<input style="width: 90%;" type="text" value="1 0"/>														
Document	<input type="button" value="เลือกไฟล์"/> <input type="button" value="ไม่ได้เลือกไฟล์ใด"/> <input type="button" value="Download"/> <input type="checkbox"/> <input type="button" value="Delete File"/>														
Actual Budget	<input style="width: 90%;" type="text"/>														
Status	<input style="width: 90%;" type="text" value="Processing"/>														
Process	<input style="width: 90%;" type="text" value="+++ Start Process +++"/>														
Report	<input style="width: 90%;" type="text" value="By Project"/>														
<input type="button" value="Save"/> <input type="button" value="Cancel"/>															

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

Intellectual Property : IP

Title	<input style="width: 100%;" type="text"/>														
Source of Funding	<input style="width: 100%;" type="text" value="External"/>														
IP (Patent,Petty Patent)	<input style="width: 100%;" type="text" value="Patent"/>														
Duration	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">dd</td> <td style="text-align: center;">mm</td> <td style="text-align: center;">yyyy</td> <td style="text-align: center;">to</td> <td style="text-align: center;">dd</td> <td style="text-align: center;">mm</td> <td style="text-align: center;">yyyy</td> </tr> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td></td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </table>	dd	mm	yyyy	to	dd	mm	yyyy	0	0	0		0	0	0
dd	mm	yyyy	to	dd	mm	yyyy									
0	0	0		0	0	0									
Weight	<input style="width: 100%;" type="text" value="0.4"/>														
Member (Contribution Percentage)	<input style="width: 100%;" type="text" value="1"/> <input style="width: 100%;" type="text" value="0"/>														
Actual Budget	<input style="width: 100%;" type="text"/>														
Document	<input type="button" value="เลือกไฟล์"/> <input type="button" value="ไม่ได้เลือกไฟล์ใด"/> <input type="button" value="Download"/> <input type="button" value="Delete File"/>														
Status	<input style="width: 100%;" type="text" value="Processing"/>														
Process	<input style="width: 100%;" type="text" value="+++ Start Process +++"/>														
Report	<input style="width: 100%;" type="text" value="By Project"/>														
<input type="button" value="Save"/> <input type="button" value="Cancel"/>															

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

Conference	
Title	<input type="text"/>
Title of the Event	<input type="text"/>
Source of Funding	External <input type="button" value="v"/>
Country	<input type="text"/>
Duration	dd mm yyyy to dd mm yyyy 0 <input type="button" value="v"/> 0 <input type="button" value="v"/> 0 <input type="button" value="v"/> to 0 <input type="button" value="v"/> 0 <input type="button" value="v"/> 0 <input type="button" value="v"/>
Weight	0.2 <input type="button" value="v"/>
Member (Contribution Percentage)	1 <input type="button" value="v"/> 0 <input type="button" value="v"/>
Document	<input type="button" value="เลือกไฟล์"/> <input type="button" value="ไม่ได้เลือกไฟล์ใด"/> Download <input type="checkbox"/> Delete File
Estimated Budget	<input type="text"/>
Actual Budget	<input type="text"/>
Status	Processing <input type="button" value="v"/>
Process	+++ Start Process +++ <input type="button" value="v"/>
Report	By Project <input type="button" value="v"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Figure 13: Adding paper presentation data

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

Textbooks

Title

Duration dd mm yyyy to dd mm yyyy
 0 0 0 to 0 0 0

Weight

Member (Contribution Percentage) 1 0

Actual Budget

Document **Delete File**

Report

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

Academic Service

Title	<input style="width: 90%;" type="text"/>
Source of Funding	<input style="width: 90%;" type="text" value="Internal"/>
Duration	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> dd mm yyyy 0 0 0 <small>↑ ↓</small> </div> <div style="text-align: center;">to</div> <div style="text-align: center;"> dd mm yyyy 0 0 0 <small>↑ ↓</small> </div> </div>
Number of Participants	<input style="width: 90%;" type="text" value="0"/>
Budget	<input style="width: 90%;" type="text"/>
Document	<input type="button" value="เลือกไฟล์"/> <input type="button" value="ไม่ได้เลือกไฟล์ใด"/> Download <input type="checkbox"/> Delete File
Report	<input style="width: 90%;" type="text" value="By Project"/>

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

Awards

Title

Awards

Source

Country

Date dd mm yyyy to dd mm yyyy
 to

Document **Delete File**

Report

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

Fees

Title	<input style="width: 90%;" type="text"/>														
Source of Funding	<input style="width: 90%;" type="text" value="External"/>														
Journal/Proceeding	<input style="width: 90%;" type="text"/>														
Publication	<input style="width: 90%;" type="text" value="Journal"/>														
Database	<input style="width: 90%;" type="text" value="Academic Search Premier"/>														
Country	<input style="width: 90%;" type="text"/>														
Duration	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">dd</td> <td style="text-align: center;">mm</td> <td style="text-align: center;">yyyy</td> <td style="text-align: center;">to</td> <td style="text-align: center;">dd</td> <td style="text-align: center;">mm</td> <td style="text-align: center;">yyyy</td> </tr> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td></td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </table>	dd	mm	yyyy	to	dd	mm	yyyy	0	0	0		0	0	0
dd	mm	yyyy	to	dd	mm	yyyy									
0	0	0		0	0	0									
Weight	<input style="width: 90%;" type="text" value="0.2"/>														
Member (Contribution Percentage)	<input style="width: 90%;" type="text" value="1"/> <input style="width: 20px;" type="text" value="0"/>														
Actual Budget	<input style="width: 90%;" type="text"/>														
Document	<input type="button" value="เลือกไฟล์"/> <input type="button" value="ไม่ได้เลือกไฟล์ใด"/> <input type="button" value="Download"/> <input type="button" value="Delete File"/>														
Status	<input style="width: 90%;" type="text" value="Processing"/>														
Process	<input style="width: 90%;" type="text" value="+++ Start Process +++"/>														
Report	<input style="width: 90%;" type="text" value="By Project"/>														
<input type="button" value="Save"/> <input type="button" value="Cancel"/>															

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.

SCHOOL: Faculty of Biotechnology
 DEPARTMENT: Department of Food Technology
 NAME-SURNAME: ASST.PROF.DR. PATCHANEE YASURIN
 AU-WORK DURATION:
 POSITION: Full-time Lecturer, Department of Food Technology
 ACADEMIC TITLE:
 TELEPHONE:
 MOBILE:
 EMAIL:
 Year: 2016

Click to delete or edit data

Research | Publications | Creative Works | IP (Patent/Petty Patent) | Conference/Paper Presentation | Textbooks | Academic Services | Awards | Fees

Add

No.	Title	Source of Funding	Publications	Journal/ProceedingDatabase	Country	Duration	Weight	Actual Budget	Member (Contribution Percentage)	Status	Attached File	Delete	Edit
1	Bioactivity of Moringa oleifera and its Applications: A Review	Internal	Journal	Journal of Pure and Applied Microbiology, Vol. 11, No. 1, Page 43-50	SCOPUS India	XX/06/2017 to XX/06/2017	1.0	56,000.00	2 P (70 %)	Finished		+	CLICK HERE
2	Chemical Profile and Bioactivity of Chinese Chives (Allium tuberosum Rottl. Ex Spreng) Crude Extracts under Different Solvent Extractions	Internal	Journal	International Journal of Advanced Biotechnology and Research, Vol. 7 No. 4, Page 2209-2221	Academic Search Premier India	XX/06/2017 to XX/06/2017	1.0	36,000.00	4 P (45 %)	Finished	Download	+	CLICK HERE

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

Research Grants Management and Monitoring System

(Authorized Username and Password Only)

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).

Login

Username:

Password:

Login

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).

The screenshot shows a user profile page with the following fields:

SCHOOL	Faculty of Biotechnology
DEPARTMENT	Department of Food Technology
NAME-SURNAME	ASST.PROF.DR. PATCHANEE YASURIN
AU-WORK DURATION	
POSITION	Full-time Lecturer, Department of Food Technology
ACADEMIC TITLE	
TELEPHONE	
MOBILE	
EMAIL	
Year	+++ Select Data +++

At the bottom, there is a navigation bar with the following tabs: Research, Publications, Creative Works, Conference/Paper Presentation, Fees. The 'Creative Works' tab is highlighted with a red circle '2'.

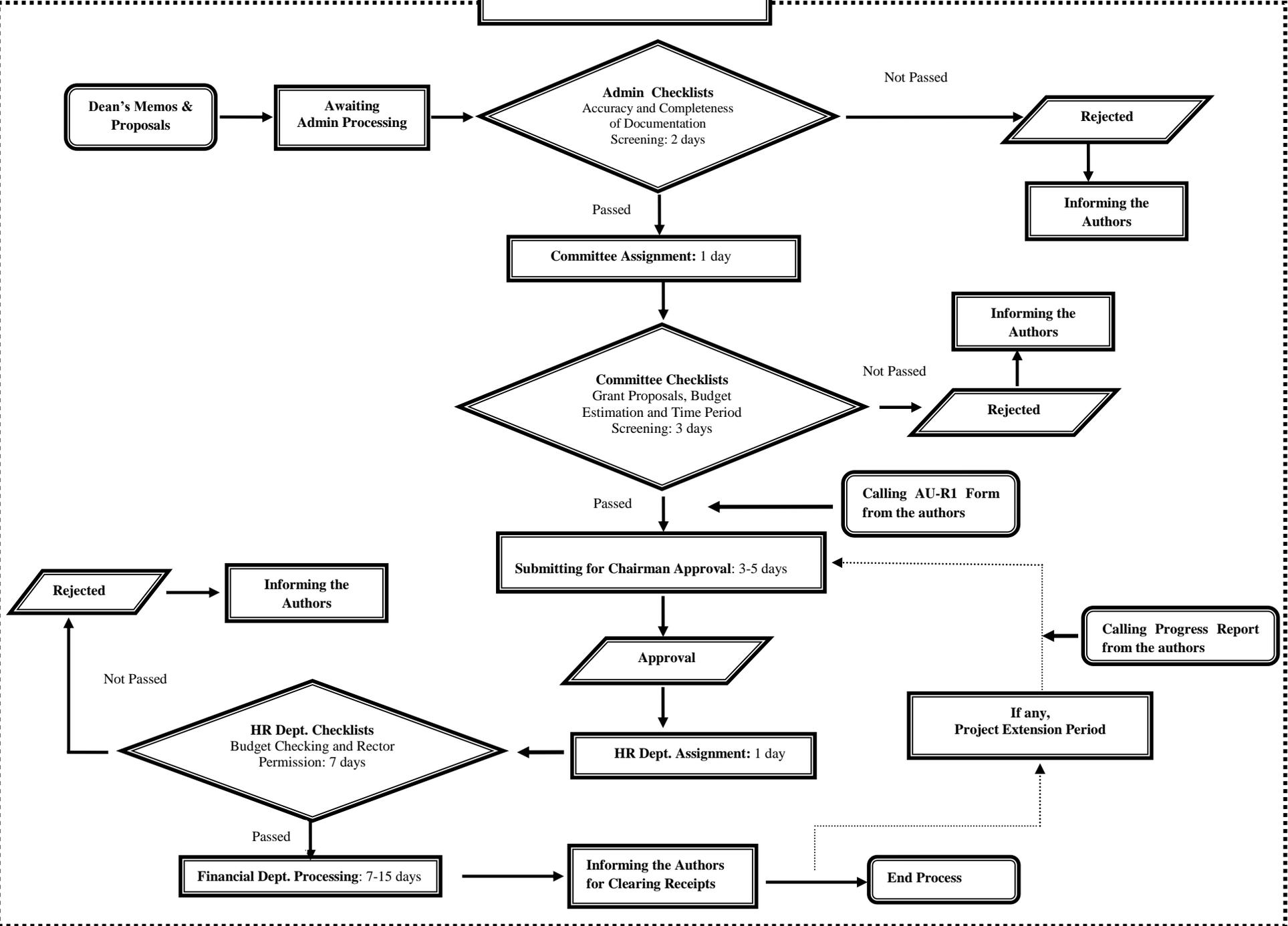
Figure 20: Research Grants Management and Monitoring System Homepage

Status Tracking

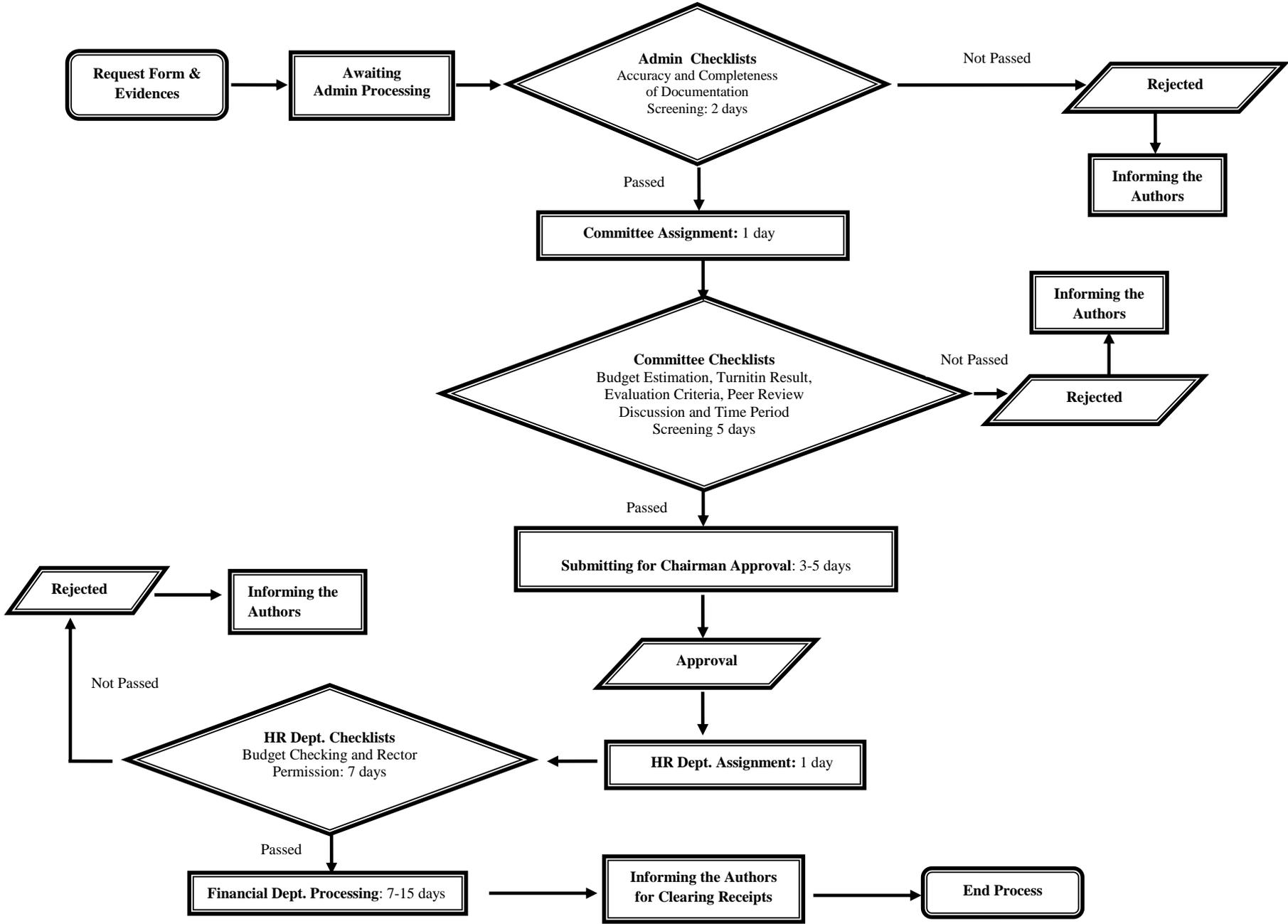
Once you have submitted your internal funds application, you are able to check the status by selecting an academic year **1** and types of research information **2** that you are requested. Each type of research information (Research, Publications, Creative Works, Paper Presentation, Fees) will have 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)

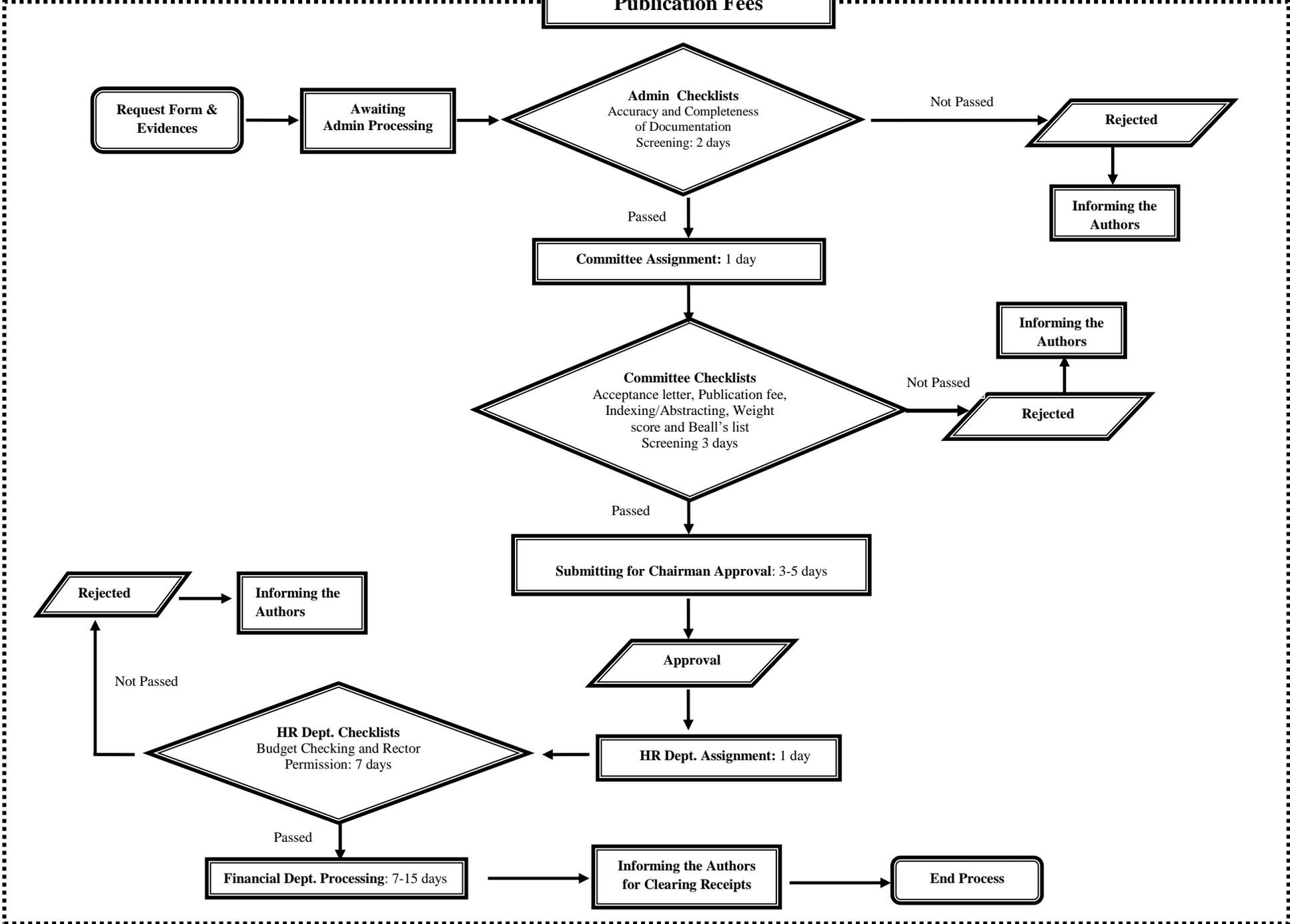
AU-R1: Research Grants

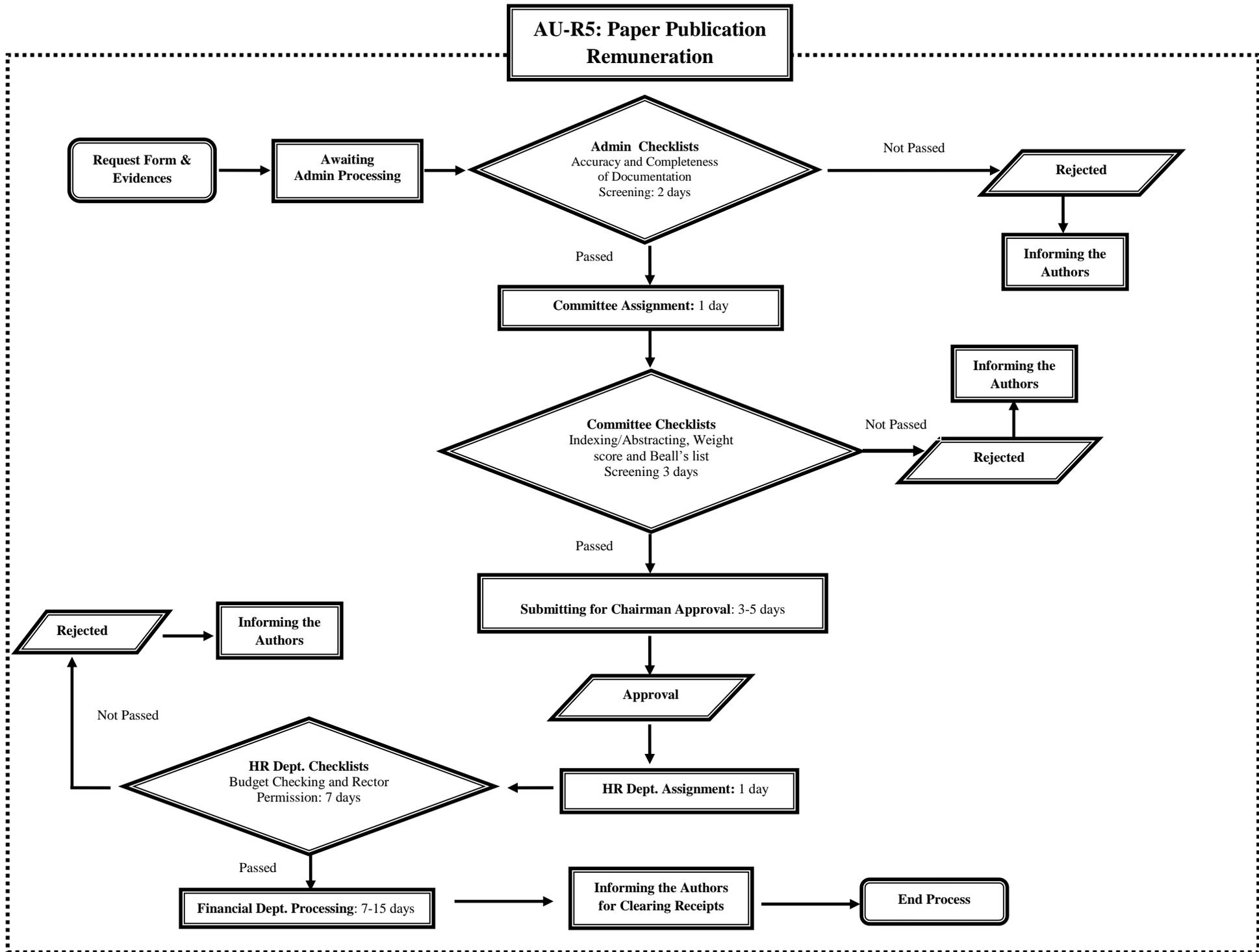


AU-R3: Paper Presentation Grants



AU-R4: Reimbursement of Publication Fees





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.

The screenshot displays the user profile and publication management interface. The user profile section includes fields for SCHOOL (Faculty of Biotechnology), DEPARTMENT (Department of Food Technology), NAME-SURNAME (ASST.PROF.DR. PATCHANEE YASURIN), AU-WORK DURATION, POSITION (Full-time Lecturer, Department of Food Technology), ACADEMIC TITLE, TELEPHONE, MOBILE (0816451312), EMAIL (patchaneeYsr@au.edu), and Year (2016). The navigation bar shows the 'Publications' tab selected. The table below lists the publication details:

No.	Title	Source of Funding	Publications	Journal/Proceeding Database	Country	Duration	Weight	Actual Budget	Member (Contribution Percentage)	Status	Attached File	View
1	Bioactivity of Moringa oleifera and its Applications: A Review	Internal	Journal	Journal of Pure and Applied Microbiology, Vol. 11, No. 1, Page 43-50	SCOPUS India	XX/06/2017 to XX/06/2017	1.0	56,000.00	2 P (70 %)	Finished		CLICK HERE

Figure 21: Checking the process of publications remuneration screen page

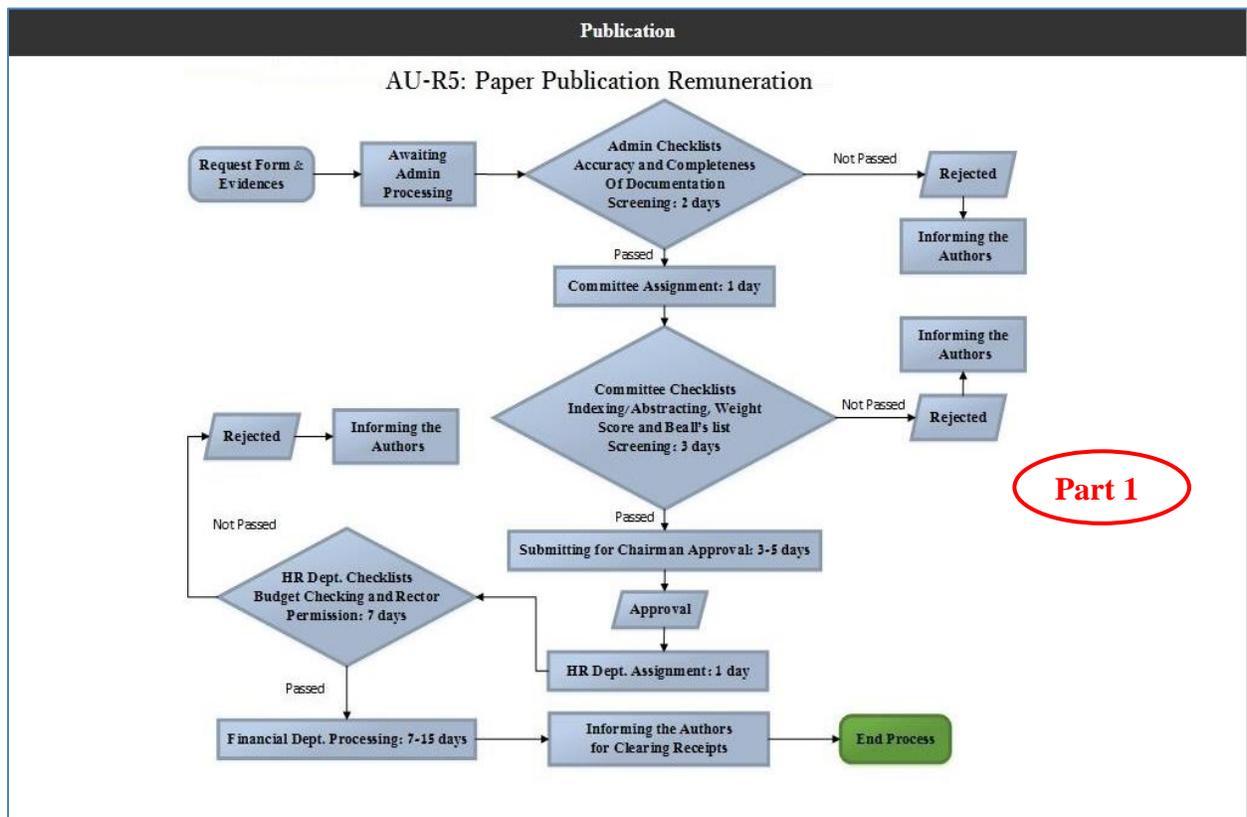
When you click on the View button, you will see the summary page (Figure 22) which is comprised of the following parts:

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.



No.	Process	Date	Delete
1	End Process	7/26/2017 2:59:46 PM	

Title	Bioactivity of Moringa oleifera and its Applications: A Review														
Source of Funding	Internal														
Publication	Journal														
Journal/Proceeding	Journal of Pure and Applied Microbiology, Vol. 11, No. 1														
Database	SCOPUS														
Country	India														
Duration	<table> <tr> <td>dd</td><td>mm</td><td>yyyy</td> <td>to</td> <td>dd</td><td>mm</td><td>yyyy</td> </tr> <tr> <td>0</td><td>6</td><td>2017</td> <td></td> <td>0</td><td>6</td><td>2017</td> </tr> </table>	dd	mm	yyyy	to	dd	mm	yyyy	0	6	2017		0	6	2017
dd	mm	yyyy	to	dd	mm	yyyy									
0	6	2017		0	6	2017									
Weight	1.0														
Member (Contribution Percentage)	2 70														
Actual Budget	56000.00														
Document	เลือกไฟล์ ไม่ได้เลือกไฟล์ใด														
Status	Finished														
Process	End Process														
Report	By Project														

Cancel

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).

Figure 23: Logging into IP Management and Monitoring System screen page

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).

No.	Title	Source of Funding	IP (Patent, Petty Patent)	Duration	Weight	Member(Contribution Percentage)	Actual Budget	Status	View
1	น้ำยาล้างผักและผลไม้จากสารสกัดสมุนไพรและน้ำผึ้ง สมุนไพร เลขที่อนุสิทธิบัตร : 10598	Internal	Petty Patent	16/10/2015 to 16/10/2015	0.4	2 P (80 %)	10,000.00	Finished	CLICK HERE
2	น้ำยาล้างผักและผลไม้จากสารสกัดสมุนไพรและน้ำใบส้มป่อย เลขที่อนุสิทธิบัตร : 10597	Internal	Petty Patent	16/10/2015 to 16/10/2015	0.4	2 P (80 %)	10,000.00	Finished	CLICK HERE

Figure 24: IP Management and Monitoring System Homepage

Status Tracking

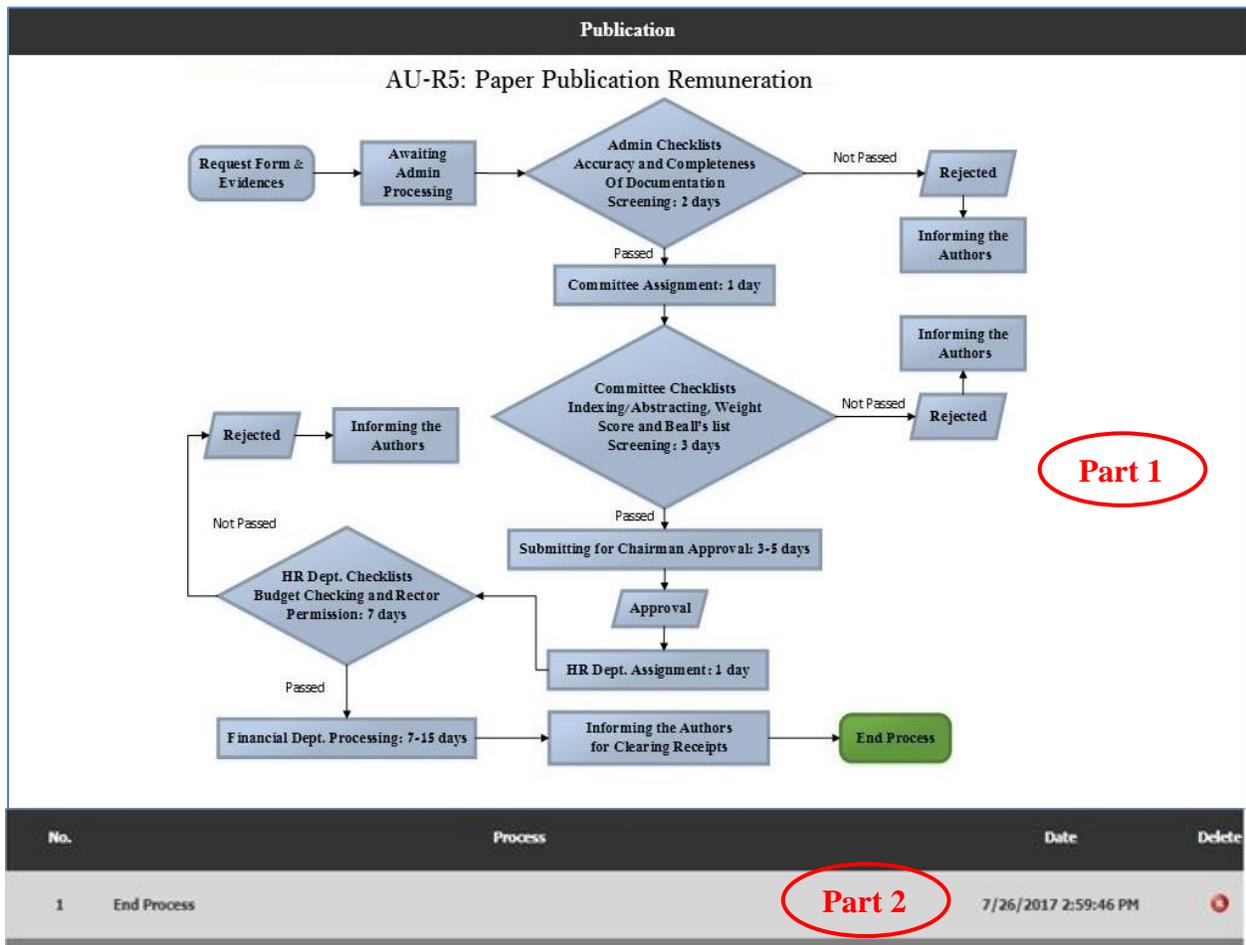
Once you have submitted your application form, you are able to check the status by selecting an academic year **1** and clicking on the View button **2** of the title that you would like to check the process status. For example, when you click on View button to check the process status, Figure 25, you 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.



Title	<input type="text" value="นำยาล้างผักและผลไม้จากสารสกัดสมุนไพรและน้ำผักสับปวย เลขที่อนุสิทธิบัตร : 10598"/>	
Source of Funding	<input type="text" value="Internal"/>	
IP (Patent, Petty Patent)	<input type="text" value="Petty Patent"/>	
Duration	dd mm yyyy to dd mm yyyy <input type="text" value="16"/> <input type="text" value="10"/> <input type="text" value="2015"/> to <input type="text" value="16"/> <input type="text" value="10"/> <input type="text" value="2015"/>	
Weight	<input type="text" value="0.4"/>	
Member (Contribution Percentage)	<input type="text" value="2"/> <input type="text" value="80"/>	
Actual Budget	<input type="text" value="10000"/>	
Document	<input type="button" value="เลือกไฟล์"/> <input type="button" value="ไม่ได้เลือกไฟล์"/> Download <input type="button" value="Delete File"/>	
Status	<input type="text" value="Finished"/>	
Process	<input type="text" value="End Process"/>	
Report	<input type="text" value="By Project"/>	
	<input type="button" value="Cancel"/>	

Part 3

Figure 25: Summary page displays details of IP information and the status of the IP remuneration



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