



**ACADEMY OF SCIENCES MALAYSIA (ASM)
AWARDS AND RECOGNITIONS SYSTEM AND DATABASE**

**USER
MANUAL**
for Public Users
& Applicants

VISION

*To build a culture of excellence in
scientific research*

MISSION

*To develop a knowledge hub of
top-notch Malaysian Research Scientists*

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1. INSTRUCTIONS FOR WEB BROWSER UPDATE

- **Microsoft Internet Explorer 11**

Manual Download

1. Open your web browser and proceed to the following URL:

<http://www.microsoft.com/en-my/download/internet-explorer-11-for-windows-7-details.aspx>

2. Select the operating system and click on the **Download Now** button.

3. Once the file has been downloaded, execute the file and proceed with the installation.

Windows Update

1. Proceed to Windows Update and look for the Microsoft Internet Explorer 11 update.

2. Select the update to proceed with the installation.

- **Mozilla Firefox Quantum**

1. Open your web browser and proceed to the following URL:

<https://www.mozilla.org/en-US/firefox/new/>

2. Click on the **Download Now** button to download the latest version of Firefox.

3. Once the file has been downloaded, execute the file to proceed with the installation.



- **Google Chrome**

1. To update Google Chrome:

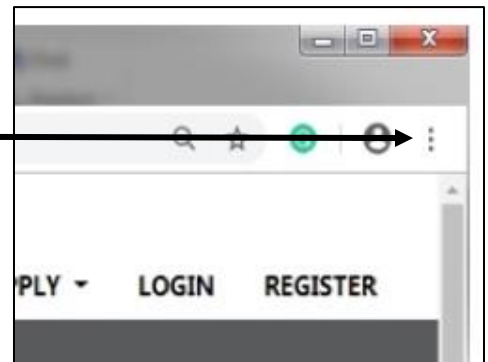
a. Open the Google Chrome browser.

At the top right, click *More*.

b. Click **Update Google Chrome**. If you don't see this button, you're on the latest version.

c. Click **Relaunch**.

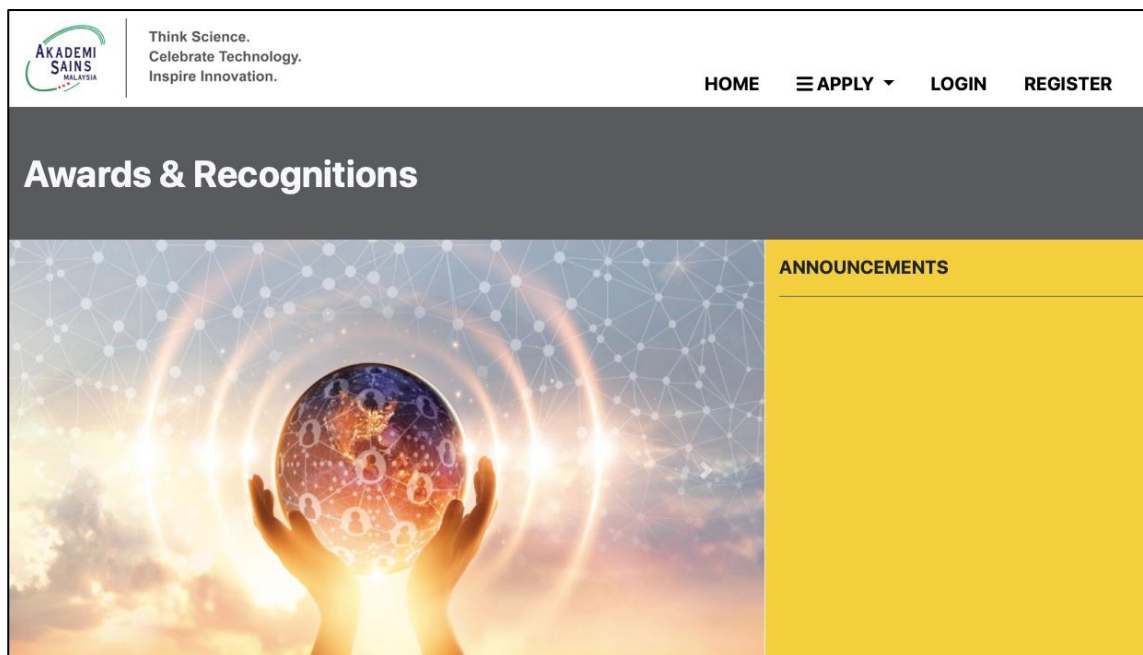
2. The browser will save all opened tabs and windows and will reopen them automatically when it restarts. If you prefer to not restart right away, click **Not Now**. The next time you restart your browser, the update will be applied.



2. USER MANUAL

• For Public Users: Creating a New Account

Step 1: From the homepage, www.mytopscientists.org, click “REGISTER”.



Step 2: Enter all the information required in the registration form.

- ✓ Please fill-up the form with a **valid and active email address**.
- ✓ Please note that **one email address is for ONE account only**. You must use an alternate email address if you would like to register as an Applicant later.
- ✓ Select the “Type of User” as “**Public User**”.
- ✓ Complete your **Organisation** and **Nationality** information.
- ✓ The **Red Asterisk** will appear on compulsory fields that need to be completed.
- ✓ Click the “**REGISTER**” button.
- ✓ Completed fields will be cleared if the “**RESET**” button is clicked.

Full Name *

Phone Number (e.g. 60141234567) *

Email *

Password *

Retype Password *

Public User ▾

Please Select Organisation ▾ *

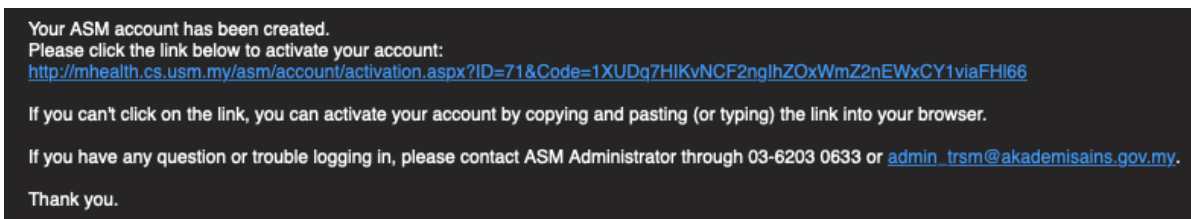
Please Select Nationality ▾

Enter the code shown **FHAVF**

Regenerate Code

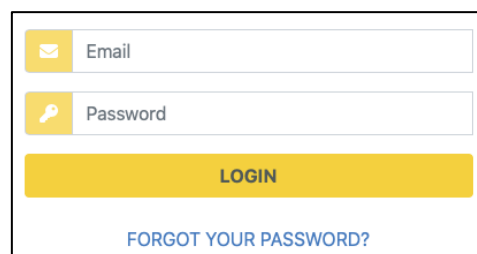
Step 3: Activate your account

- ✓ Check your email for the activation link.
- ✓ Please check your spam if you have not received any activation email. You may contact the IT Administrator if have not received the email after one day of registration.
- ✓ Click on the activation link (The lined word in blue as shown in the figure below) to activate the account.
- ✓ You may now use your credentials to login the website.



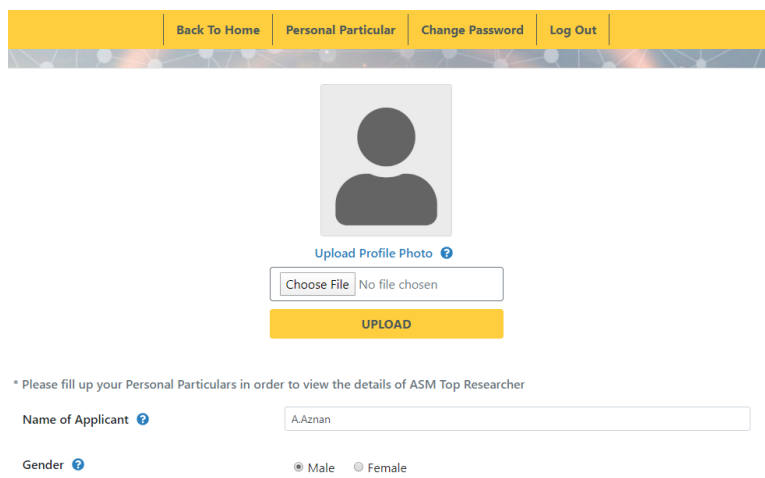
Step 4: Login to the Account

- ✓ Enter your registered email and password to enter the system and click “**LOGIN**”.



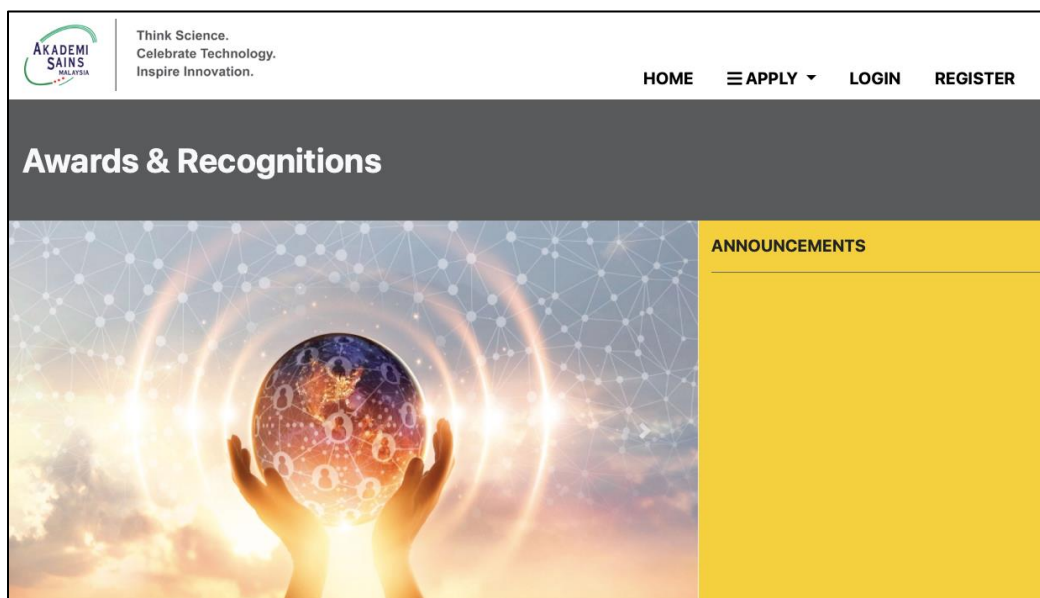
Step 5: Complete your Personal Particulars

- ✓ Public Users are **compulsory** to complete their Personal Particulars to access the profiles of Top Research Scientists Malaysia (TRSM), Dr Ranjeet Bhagwan Singh (RBS) Grant recipients and MAKNA Grant recipients.
- ✓ Upload your photo. The size of the photo must be between 30 KB and 3 MB.
- ✓ Complete all the required information then click “**SAVE**”.
- ✓ Completed fields will be cleared if the “**RESET**” button is clicked.
- ✓ You may now click “**Back to Home**”. Then, click “**APPLY**” and choose “**TRSM**”, “**RBS**” or “**MAKNA**” to view the Recipients’ profiles.



• For Applicants: Creating a New Account

Step 1: From the homepage, <http://mytopscientists.org>, click “REGISTER”.

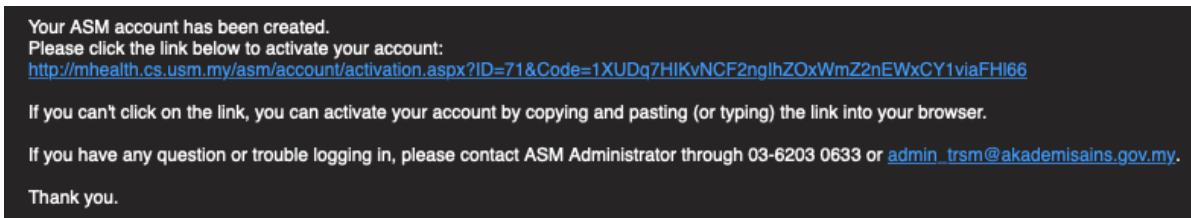


Step 2: Enter all the information required in the registration form.

- ✓ Please fill out the form with a **valid and active email address**. An activation link will be sent to the registered email.
- ✓ Please note that **one email address is for ONE account only**.
- ✓ Select the “**Type of User**” as “**Applicant**”.
- ✓ Please note that you may apply for TRSM, YSN-ASM, MAKNA, RBS and LINDAU using the same Applicant account.
- ✓ The **Red Asterisk** will appear on compulsory fields that need to be completed.
- ✓ Once completed, click the “**REGISTER**” button.
- ✓ Completed fields will be cleared if the “**RESET**” button is clicked.

Step 3: Activate your Account

- ✓ Check your email for the activation link.
- ✓ Please check your spam if have not received any activation link email. You may contact the IT Administrator if you have not received the email after one day of registration.
- ✓ Click on the activation link (The lined word in blue as shown in the figure below) to activate the account.
- ✓ You may now use your credentials to login to the website.



Step 4: Login to the Account

- ✓ Enter your registered email and password to get into the system and click “**LOGIN**”.

The login form contains two input fields: 'Email' and 'Password'. Below the fields is a yellow 'LOGIN' button and a blue link for 'FORGOT YOUR PASSWORD?'.

Step 5: Complete the Personal Particulars

- ✓ You are **required** to complete the Personal Particulars section before proceeding to apply for any awards or recognition.
- ✓ Upload your photo. The size of the photo must be between 30 KB and 3 MB.
- ✓ This section is divided into the following sections:
 - Personal Particulars
 - Organisation/Institution Address
 - Corresponding Address
 - Research Work Experience
 - Academic/Professional Qualifications
 - Area of Expertise (Maximum 3)
 - Area You Can Contribute To (Maximum 5)
 - Discipline Groups
- ✓ Complete all the required information and click “**SAVE**”.
- ✓ All the completed fields will be cleared if the “**RESET**” button is clicked.
- ✓ You may now proceed to the Application.

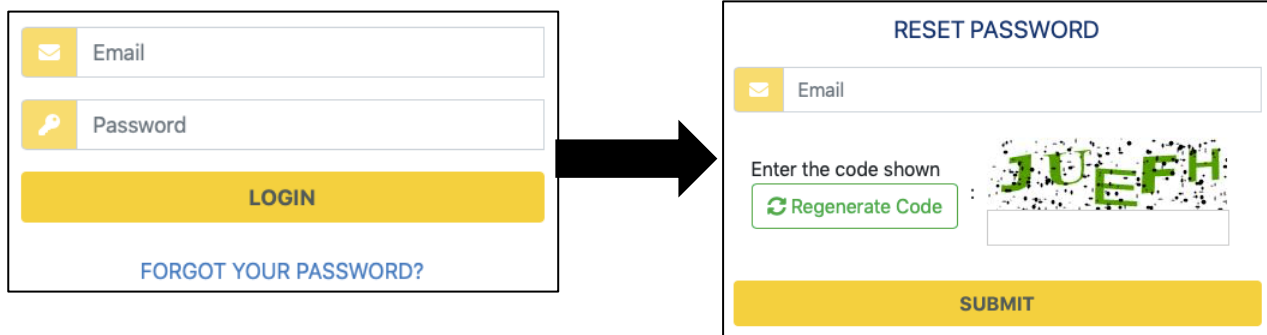
The screenshot shows the 'Personal Particulars' section of the user interface. It features a navigation bar with links: 'Back To Home', 'Personal Particular', 'Application', 'Change Password', and 'Log Out'. Below the navigation bar is a profile photo placeholder with the text 'Upload Profile Photo' and a question mark icon. Underneath is a file selection button labeled 'Choose File' with the text 'no file selected' and a yellow 'UPLOAD' button.

• Forgot Password

If you have forgotten your password, you may use the steps below to regain the access of your existing account.

Step 1: Click the “**FORGOT YOUR PASSWORD?**” button.

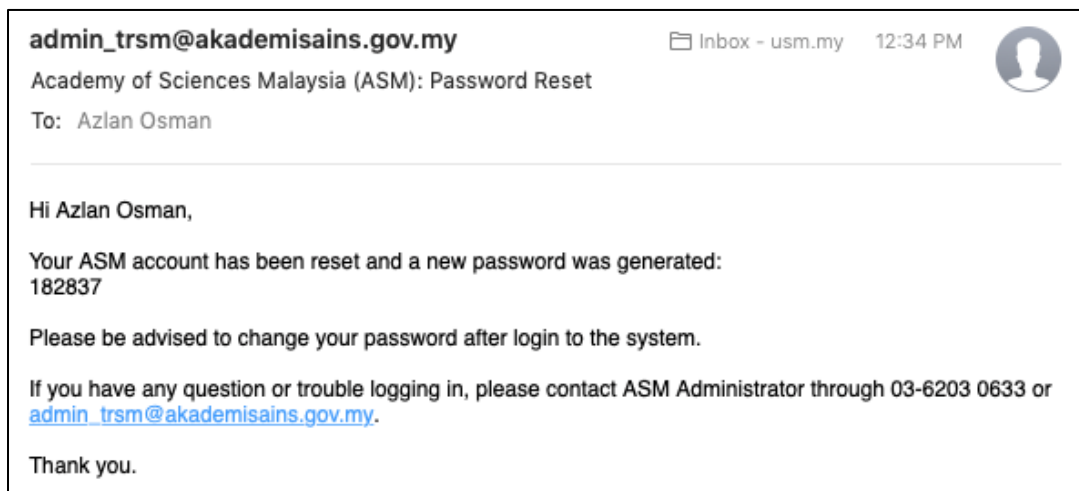
Step 2: You will be directed to the page as shown below. Please enter the required information and click “**SUBMIT**”.



The image shows two screenshots of a web interface. The left screenshot is a login page with an 'Email' field, a 'Password' field, a yellow 'LOGIN' button, and a blue 'FORGOT YOUR PASSWORD?' link. A black arrow points from this page to the right screenshot. The right screenshot is a 'RESET PASSWORD' page. It has an 'Email' field, a section for 'Enter the code shown' with a green 'Regenerate Code' button and a code 'JUEFH' displayed in a pixelated font. Below the code is an input field. At the bottom is a yellow 'SUBMIT' button.

Step 3: You will receive a notification as follows “**Reset Password Successful: Your password is successfully reset and emailed to you.**”, then click “**OK**”.

Step 4: Check your email regularly. You will receive an email with a new password (example below). Use your email address and new password to log into the system. You may change the password later once you have logged in to the system.



Step 5: Use your email address and new password to login into the system. You may change the password later once login to the system.

- **Change Password**

Step 1: You may change your password by clicking on “**Change Password**” on the navigation menu.




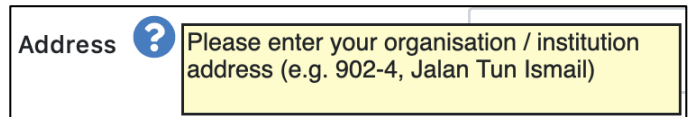
Step 2: Fill up all the information required and click on the “**Change Password**” button to proceed.

Step 3: A notification email on the successful password change will be sent to your email address.

Step 4: You may now log in to the system using your email address and a new changed password.

- **Getting Help**

A **HELP** icon  will appear when you hover your mouse over certain fields that you may need help in filling.



By hovering your mouse to the HELP icon, you will be provided with the information to help your understanding.

3. APPLICATION PROCESS

- **Create Application**

Step 1: Create an Application by clicking on the “Application” tab.



Step 2: Go to “+ Create New Application” to select which Award or Recognition you would like to apply, then click “Create”.

- ✓ A notification of “**New Application has been created successfully**” will appear on your screen.
- ✓ The created application will appear on the “**Application List**” with the **Category** of application, **Status** of application and **Actions** that need to be taken for the application.

Step 3: Click on the “View Details” button to view the “Application Progress” (e.g. TRSM) board as the figure below.

- ✓ The application can only be submitted upon the closing date.
- ✓ The “**Submit Application**” button will disappear upon the closing date.
- ✓ A **GREEN** colour bar indicates that submission for that section is completed.
- ✓ A **RED** colour bar indicates that the section is not complete.

Step 4: Getting to know the Application board

The application board will have different sections depending on the Category of applications:


| Category of Applications | Section |
|--|--|
| TRSM | <ul style="list-style-type: none"> • Personal Particulars • Section A: Impact of Research Output • Section B: Knowledge Generation • Section C: Knowledge Dissemination • Declaration |
| Dr Ranjeet Bhagwan Singh (RBS) Research Grant & MAKNA Cancer Research Award | <ul style="list-style-type: none"> • Personal Particular • Section A: Impact of Research Output • Section B: Knowledge Generation • Section C: Knowledge Dissemination • Section D: Research project proposal / LINDAU Extra Information • Declaration |
| YSN-ASM | <ul style="list-style-type: none"> • Personal Particular • Section A: Impact of Research Output • Section B: Knowledge Generation • Section C: Knowledge Dissemination • Section E: Extra Information • Declaration |
| LINDAU | <ul style="list-style-type: none"> • Personal Particular • Section A: Impact of Research Output • Section B: Knowledge Generation • Section C: Knowledge Dissemination • Section D: Research project proposal / LINDAU Extra Information • Declaration |

- ✓ The following forms can be downloaded in the sections mentioned:
 - Research project proposal can be downloaded in Section D.
 - Extra Information form (for ASM-YSN application only) can be downloaded in Section E.
 - Institutional Endorsement Form can be downloaded in Declaration Section. Please download the Institutional Endorsement form based on your category of applications from the OneDrive file.

Click the button “Download” to download the forms.


• Completing Application

Step 1: Complete the Section A: Impact of Research Output

- ✓ The information that is required to be completed in this Section are H-index, Cumulative Citation, Commercialisation attained, Academic Awards, Recognitions, Consultant in project and Impact of Research Towards Novel Knowledge, Wealth Creation and/or Societal Well-Being.
- ✓ You may refer to the following icon  for more description of the criteria.


Section A: Impact Of Research Output [← Back To Dashboard](#)

** The input of all data refers to lifetime achievement but in order to qualify for recognition as Top Research Scientists Malaysia, the applicant must reflect active participation in research and development (R&D) in the last five years.

| Criteria | Sub-criteria | Total Number / Amount | Input List |
|---|--|------------------------------------|---|
| Cumulative Citation Received in either Thomson Reuters WOS or Scopus Database | Cumulative citations received | <input type="text"/> ? | |
| | Hirsch-index score | <input type="text"/> ? | |
| | Source of Database | Thomson WOS <input type="text"/> ? | |
| Commercialisation Attained  | Number of Technologies commercialised with sales and/or royalties | <input type="text"/> ? | <input type="button" value="Input List"/> ? |
| | Number of spin-off/joint venture Companies resulting from commercialisation of IPR | <input type="text"/> ? | <input type="button" value="Input List"/> ? |


- ✓ Please input your information in the respective sub-criteria by clicking on the fields and typing in the data.
- ✓ Please fill in zero (0) if there is no information for a particular field.
- ✓ **Your application will be considered incomplete** if there are blank fields in the sub-criteria.
- ✓ All the data keyed into sub-criteria must be detailed out “**Input List**” as follows:

Step 2: Complete the Section B: Knowledge Generation


- ✓ The information that is required to be completed in this Section is the Cumulative Number of Research projects as Principal Investigator.
- ✓ You may refer to the following icon  for more description of the criteria.

Section B: Knowledge Generation [← Back To Dashboard](#)


** The input of all data refers to lifetime achievement but in order to qualify for recognition as Top Research Scientists Malaysia, the applicant must reflect active participation in research and development (R&D) in the last five years.

| Criteria | Sub-criteria | Total Number | Total Amount | Input List |
|---|---------------|------------------------|--|------------------------------|
| Cumulative Number of Research Project as Principal Investigator (excluding institutional grants)  | International | <input type="text"/> ? | RM <input type="text"/> . <input type="text"/> ? | Input List ? |
| | National | <input type="text"/> ? | RM <input type="text"/> . <input type="text"/> ? | Input List ? |

[Reset](#)
[Save](#)


- ✓ Please input your information at the respective sub-criteria by clicking on the fields and typing in the data.
- ✓ Please fill in zero (0) if there is no information in any given field.
- ✓ **Your application will be considered as incomplete** if there are blank fields in the sub-criteria.
- ✓ All the data keyed into the Sub-criteria must be detailed out in the “**Input List**” as follows.
- ✓ You may refer to the recommended format as described in  .
- ✓ Reminder: Input list **CANNOT** be in the form of a table.
- ✓ Then click “**Save**”.
- ✓ Click “**Save**” button at the bottom of the page (as shown below) on Section B to ensure all the data is captured by the system.
- ✓ Click “**Back to Dashboard**” to return to the “**Application Progress**” tab.

Step 3: Complete the Section C: Knowledge Dissemination

- ✓ The information that is required to be provided in this Section are Publications, Intellectual Property Right (IPR), Scientific Presentations and Human Resource Development.
- ✓ You may refer to the following icon  for more description on the criteria.

Section C: Knowledge Dissemination [← Back To Dashboard](#)


** The input of all data refers to lifetime achievement but in order to qualify for recognition as Top Research Scientists Malaysia, the applicant must reflect active participation in research and development (R&D) in the last five years.

| Criteria | Sub-criteria | Total Number | Input List |
|--|---|------------------------|------------------------------|
| Publications  | Number of Publications in indexed Journals as Corresponding Author | <input type="text"/> ? | Input List ? |
| | Number of publications in indexed journals as non-corresponding author | <input type="text"/> ? | Input List ? |
| | Number of Books/Monographs authored (academic original writings only) | <input type="text"/> ? | Input List ? |
| | Number of Chapters in Book/s (excluding proceedings and own authored books) | <input type="text"/> ? | Input List ? |
| | Number of Articles in Professional/Scientific Magazines | <input type="text"/> ? | Input List ? |
| Top 5 Publications ? | | | + |


- ✓ Please input your information at the respective sub-criteria by clicking on the fields and typing in the data.
- ✓ Please fill in zero (0) if there is no information for any respective field.
- ✓ **Your application will be considered as incomplete** if there are blank fields in the sub-criteria.
- ✓ All the data keyed into Sub-criteria must be detailed in the “**Input List**” as follows:












List of publications in indexed journals as corresponding author

Paragraph | Font | Size | Color | Highlight | B | I | U | ABC | x | y

Reminder : Input List will not be saved until the [Save] button is clicked! Input List **CANNOT** be in form of table. If you copy directly from words, please click on the  icon to clean the MS Words formatting.

Save
Reset
Back

- ✓ You may refer to the recommended format as described in  .
- ✓ Input list **CANNOT** be in form of table.
- ✓ Then click “**Save**”.
- ✓ Click “**Save**” button at the bottom of the page (as shown) on Section B to ensure all the data is captured by the system.

| | | | | |
|---|---|----------------------|---|---|
| Human Resource Development  | Number of graduated PhD Students (research mode) | <input type="text"/> |  | Input List  |
| | Number of graduated PhD Students (mixed mode with at least 70% research) | <input type="text"/> |  | Input List  |
| | Number of graduated Master Students (research mode) | <input type="text"/> |  | Input List  |
| | Number of graduated Master Students (mixed mode with at least 70% research) | <input type="text"/> |  | Input List  |
| | Number of graduated Research Trainee / Research Officers supervised | <input type="text"/> |  | Input List  |

Reset
Save

- ✓ Click “**Back to Dashboard**” to return to the “**Application Progress**” tab.

Step 4: Complete the Declaration

- ✓ Tick the declaration statements.
- ✓ Click the **Download** button and choose the respective Institutional Endorsement form in the OneDrive file based on the category of your applications.
- ✓ Complete the Institutional Endorsement form.
- ✓ **Choose file** to upload the completed Endorsement form.
- ✓ Click “**Save**”

Declaration [← Back To Dashboard](#)

I hereby certify that the information given is correct to the best of my knowledge.

I agree to the Academy of Sciences Malaysia disseminating on its public accessible databases and otherwise to its stakeholders all information that I have provided (other than my name and address).
I accordingly waive all rights of confidentiality in relation to the information provided.

Criteria

Kindly upload your institutional endorsement by using the following template.

Click the button to download the institutional endorsement form [!\[\]\(766ae08d90927b4f3ff3787e0ed27a26_img.jpg\) Download](#)

Click the button to upload your institutional endorsement form no file selected


- Supported Format: doc, docx, pdf
- Max Size: 3MB

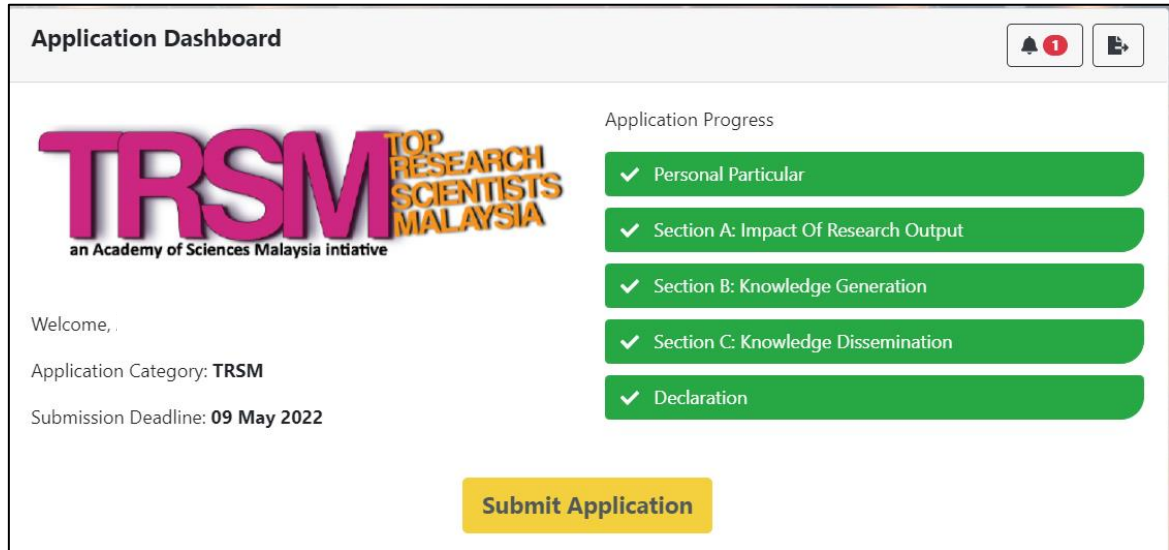
No File Uploaded

Save

- ✓ Click “**Back to Dashboard**” to return to the “**Application Progress**” tab.

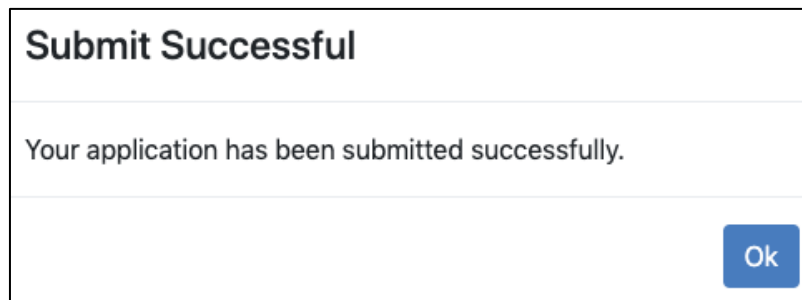
Step 5: Submit Application

- ✓ Click the  icon to print or export your application (PDF format).
- ✓ Click “**Submit Application**” to submit your application.
- ✓ **Please note that the submitted application cannot be updated.**



The screenshot shows the 'Application Dashboard' interface. At the top left is the title 'Application Dashboard' and a notification bell icon with a red '1'. To the right is a print/export icon. The main content area features the TRSM logo (TOP RESEARCH SCIENTISTS MALAYSIA) on the left, with the text 'an Academy of Sciences Malaysia initiative' below it. Below the logo, it says 'Welcome,' followed by 'Application Category: TRSM' and 'Submission Deadline: 09 May 2022'. On the right side, under the heading 'Application Progress', there are five green progress bars, each with a checkmark and the following text: 'Personal Particular', 'Section A: Impact Of Research Output', 'Section B: Knowledge Generation', 'Section C: Knowledge Dissemination', and 'Declaration'. At the bottom center, there is a yellow 'Submit Application' button.

- ✓ You will receive a pop-up notification (as shown) upon successful submission.



The screenshot shows a 'Submit Successful' pop-up notification. The title is 'Submit Successful'. Below the title, the message reads 'Your application has been submitted successfully.' At the bottom right corner of the notification box, there is a blue 'Ok' button.

• **Resubmit Application: Upon Request Evidence by Secretariat**

The Panel and Secretariat may return the application if additional evidence is/are need to be requested, or if there is information required for amendment.

Step 1: The applicant will receive an e-mail of “Request for Evidence”.

Step 2: Please log in to the system using your credentials.

✓ On your Application Dashboard, the Status of the application is “Pending for Correction”.

Step 3: Click “View Details”.

Step 4: Click the Section that is **RED** in colour.

Step 5: Complete or amend the sub-criteria based on the comment and click the “Save” button once completed.

Step 6: Click “Resubmit Application” once all Sections are completed.

| Criteria | Sub-criteria | Total Number / Amount | Input List | Comment |
|---|---|-----------------------|------------|--------------------------------|
| Cumulative Citation Received in either Thomson Reuters WOS or Scopus Database | Cumulative citations received | 0 | | Please complete the input list |
| *Hirsch-index score should also be indicated. | Hirsch-index score | 0 | | |
| | Source of Database | Thomson WOS | | |
| Commercialisation Attained | Number of Technologies commercialised with sales and/or royalties | 0 | Input List | |

**THANK
YOU**