

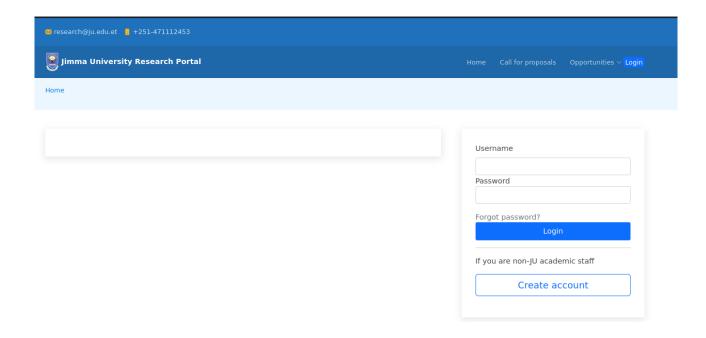
User manual

Jimma University Research Management System

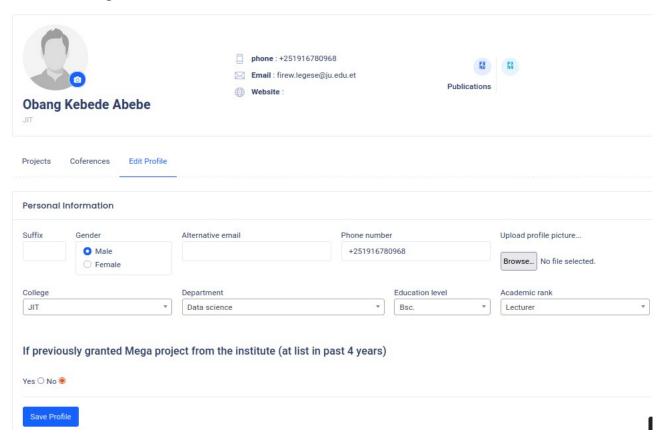
ONLINE PROPOSAL SUBMISSION USER GUIDE

SYSTEM LOG IN

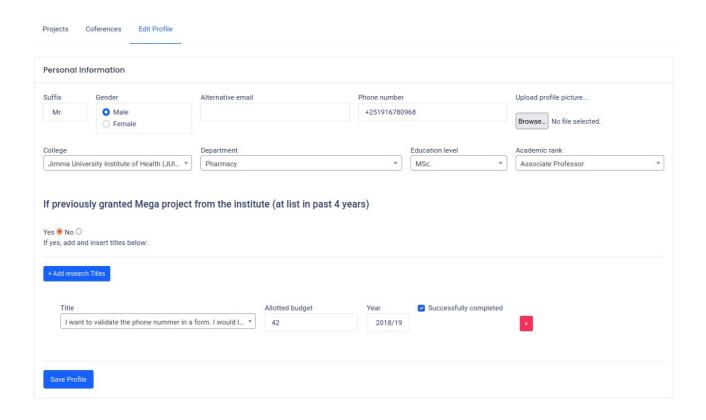
- System URL is https://research.ju.edu.et/
- Log in at https://research.ju.edu.et/login with your UAS or SRS username and password.
- As you login to the system, a dashboard will appear to fill your profile
 information before you start to make a proposal submission. If you are a
 new user you will be prompted to fill required form accordingly else if you
 had already an update information in this system, the portal will skip
 prompting you to fill a profile information.

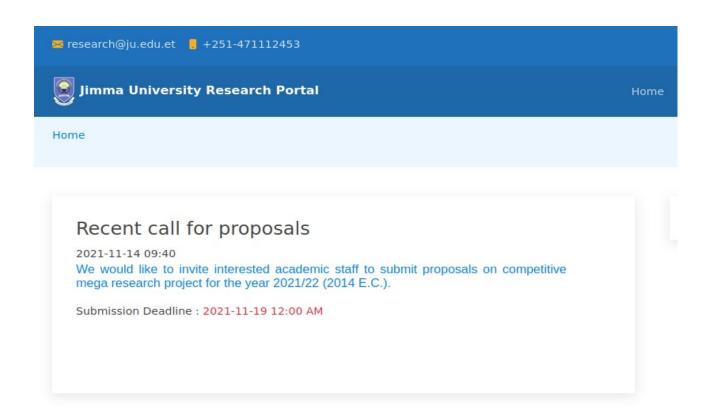


If you are reviewer or Non-JU staff, you can create account using a CREATE ACCOUNT button below to the login form.



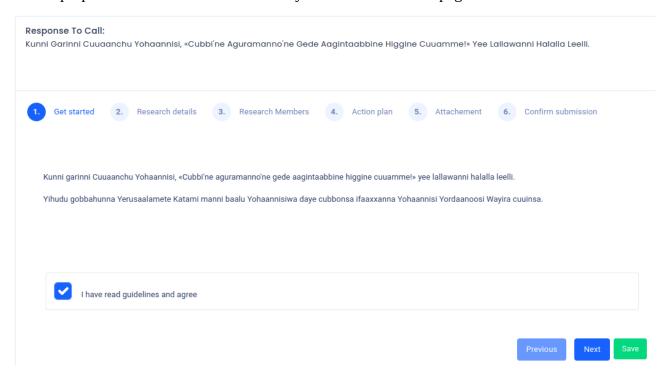
At the bottom of the profile page you will be prompted to answer if you have previously granted Mega project from the institute (at list in past 4 years)



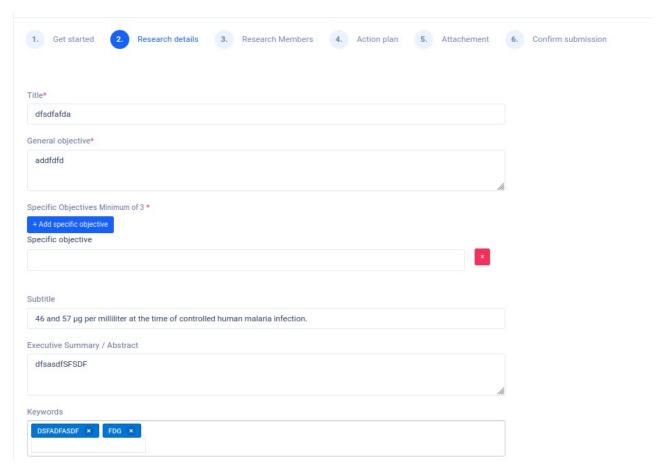


If you complete your profile you will hit save button and the system will redirects you to the page of call for proposal.

You will read details of the call by clicking the link of the call and at the bottom, you will find the submit proposal button which will redirects you to the submission page.



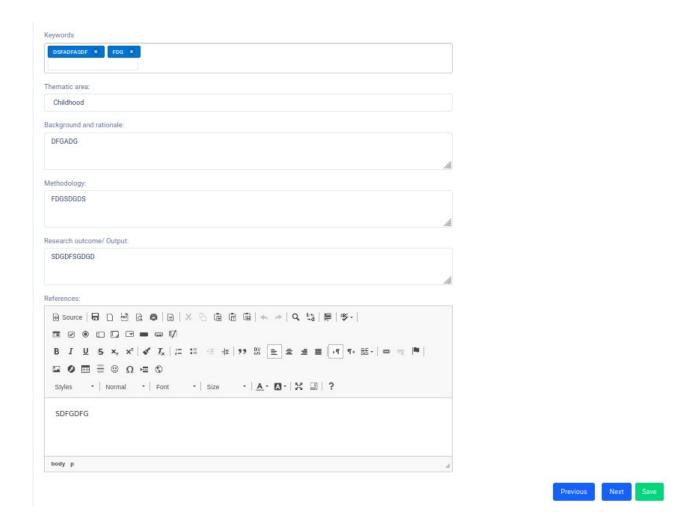
Click agree to the guidelines confirmation to make sure that you have read and agreed to the guidelines and click next button. Then the research details page will appear.



Research detail page contains sections of the proposal.

- ➤ Title:
- Subtitle:
- ➤ General objective:
- Specific objectives:
 - you can add as much as you want by clicking **Add specific objective** button.
 - You can remove one of specific objective using close button right in font of the field in case of redundancy or in case of need of removal
- Executive summary or abstract:
- ➤ Keywords: you can use comma or Enter button to separate keywords:
- ➤ Thematic area: select one of the thematic areas of the call from the Institute.
- Background and rationale:
- ➤ Methodology:
- > Research outcome/ Output:
- **References:**

Click next button to continue.

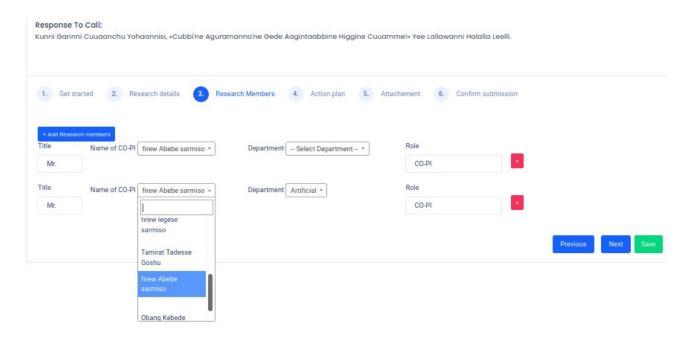


In the next, The a wizard with research members will appear. Search your Co-PI member from the system added earlier by each Co-PI before submission started by the PI; and add them as much as you have.

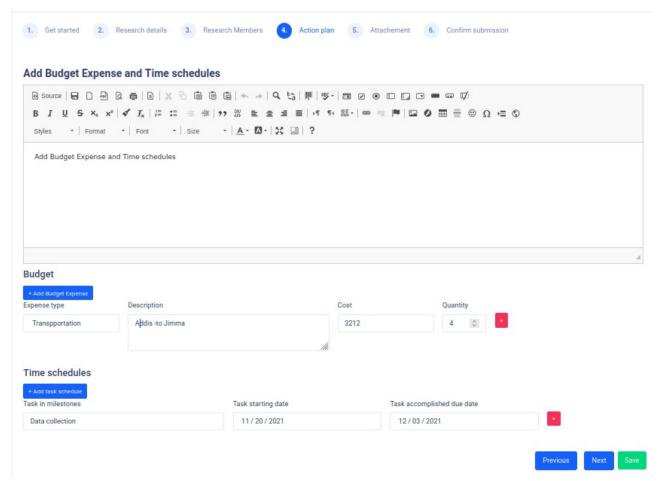
(All members of the proposal need to login to the system before the PI initiates the proposal submission)

Note: Never include a name of the PI because it is automatically added as long as the submitter is the PI. It will be redundant if you do so.

This is the only place where the project proposal members will be mentioned. If their name and any information is found in proposal file, then the proposal will be rejected before it sent to the review.



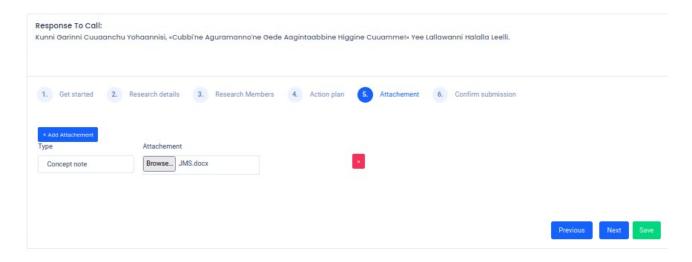
In the next page you will get a wizard contains an action plan of your proposal.



You have to use **Add budget expense button** as much as needed.

You can use **Add task schedule button** as much as needed.

Fill them accordingly and hit next button.



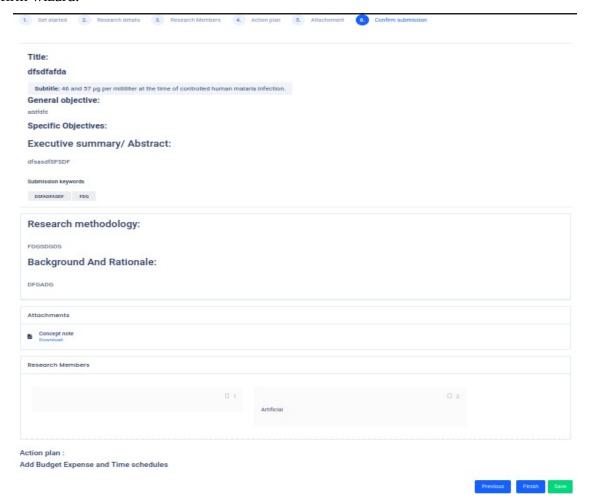
In the next page you will get a wizard contains your proposal attachment file of your proposal.

Note:

Your proposal file should not include the names and affiliations of the research members. The file has to be in word format and shall not exceed 2MB.

You can add an attachments as much as you have using Add attachment button.

And then click next button and see what you have uploaded and inserted to the forms so far on a Confirm wizard.



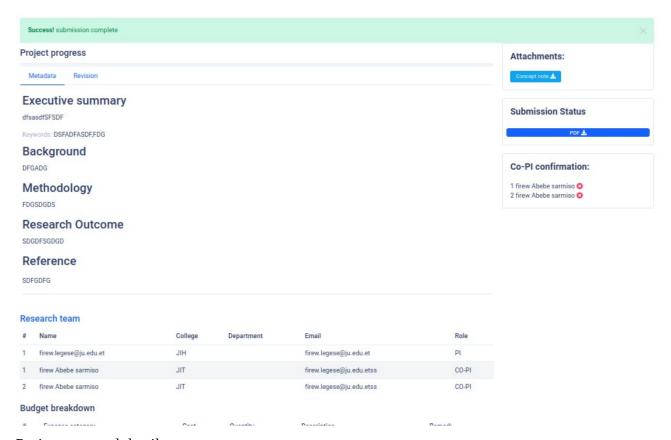
As you finished your proposal submission, click **Finish** button and you will get email confirmation that assures yo have submitted your proposal successfully.

Note: Until you click **FINISH** button the submission will not be under a complete submission. Hence it is incomplete.

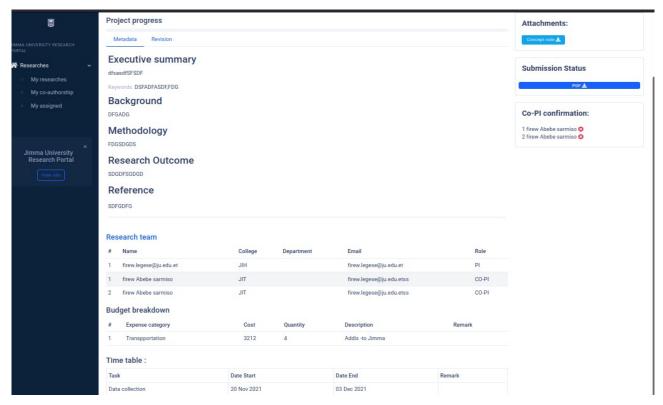
Your email confirmation contains your submission link.

Instantly your research members involved as Co-PI will receive an email contains Co-PI confirmation link.

In the next, you will be redirected to your submission status page.

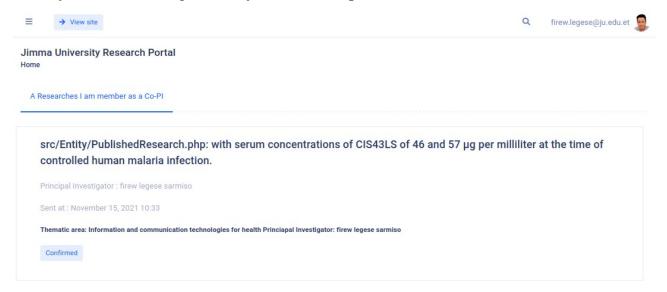


Project proposal detail page:



Your research members can see their Co-authorship using a link sent to them via email or directly logging in to the portal by their UAS username and password

To see your Co-Authorship, click **My Co-authorship button** at left side bar of the dashboard.



Co-PI confirmation

If you are Co-PI and see a list of research submissions in your Co-Authorship page, you have a **CONFIRM** button allows you to confirm a Co-PI role for the submission. Instantly your PI will receive the email notification that you confirm Co-authorship of the proposal submission.