Government of the People's Republic of Bangladesh
Planning Division
Ministry of Planning

Strengthening Digital Processing of Projects (SDPP)
Planning Division & Commission

Research Management System (RMS)
Researcher Guideline

Release Version 1.0.0

SUBMITTED TO

Strengthening Digital Processing of Projects (SDPP)
Planning Division & Commission

SUBMITTED BY
IBCS-PRIMAX SOFTWARE (BD) LTD.

<table>
<tr><td colspan="2" align="center">**DOCUMENT RELEASE NOTICE**</td></tr>
<tr><td colspan="2" align="center">
USER MANUAL

BASELINE RELEASE 1.0.0

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</td></tr>
<tr><td>**AUTHOR (S):**

Nahida Naznin</td><td>**DATE: 07.04.2022**</td></tr>
<tr><td>**REVIEWER (S):**

Kallol Saha Joy

Nasir Uddin Ahamed

Bulbul Chandra Sarker</td><td>**DATE: 11.04.2022**</td></tr>
</table>

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Sign Up as Researcher

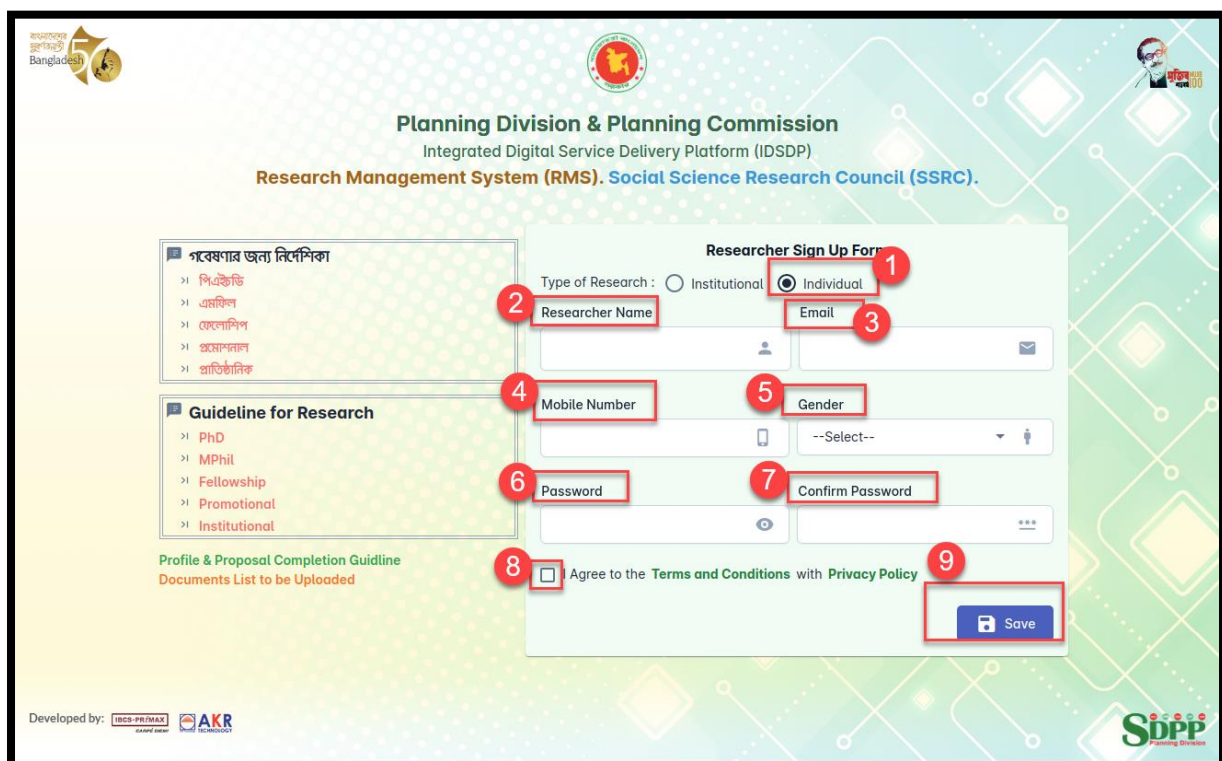For accessing the entire system user need to create an account. For creating the account, clicking on the **"Sign Up as Researcher",** user will be redirected to the sign-up form.

1. Sign Up as Researcher

2. Sign-up form

	Users have to provide all of the information in the signup form to create a login id as a researcher for the system.
SL	**Description**
01	Select "Individual" by clicking on the Radio button.
02	Create Researcher Name in the text input box.
03	Provide a valid "Email" address in the text input box.
04	Provide a valid "Mobile Number" in the text input box.
05	Select gender from the dropdown list.
06	Create a Password in the text input field.
07	Type the password again in the text input field for Confirm the password.
08	Click on the checkbox to agree to the Terms and conditions.
09	Click on the Save button.

3. Verification of login credential

After clicking on the save button we will receive a mobile verification code and an email with a "Confirm Account" message. Enter the verification code which is received by mobile number and click on the "Confirm Account" which is received by e-mail. The account will be activated.
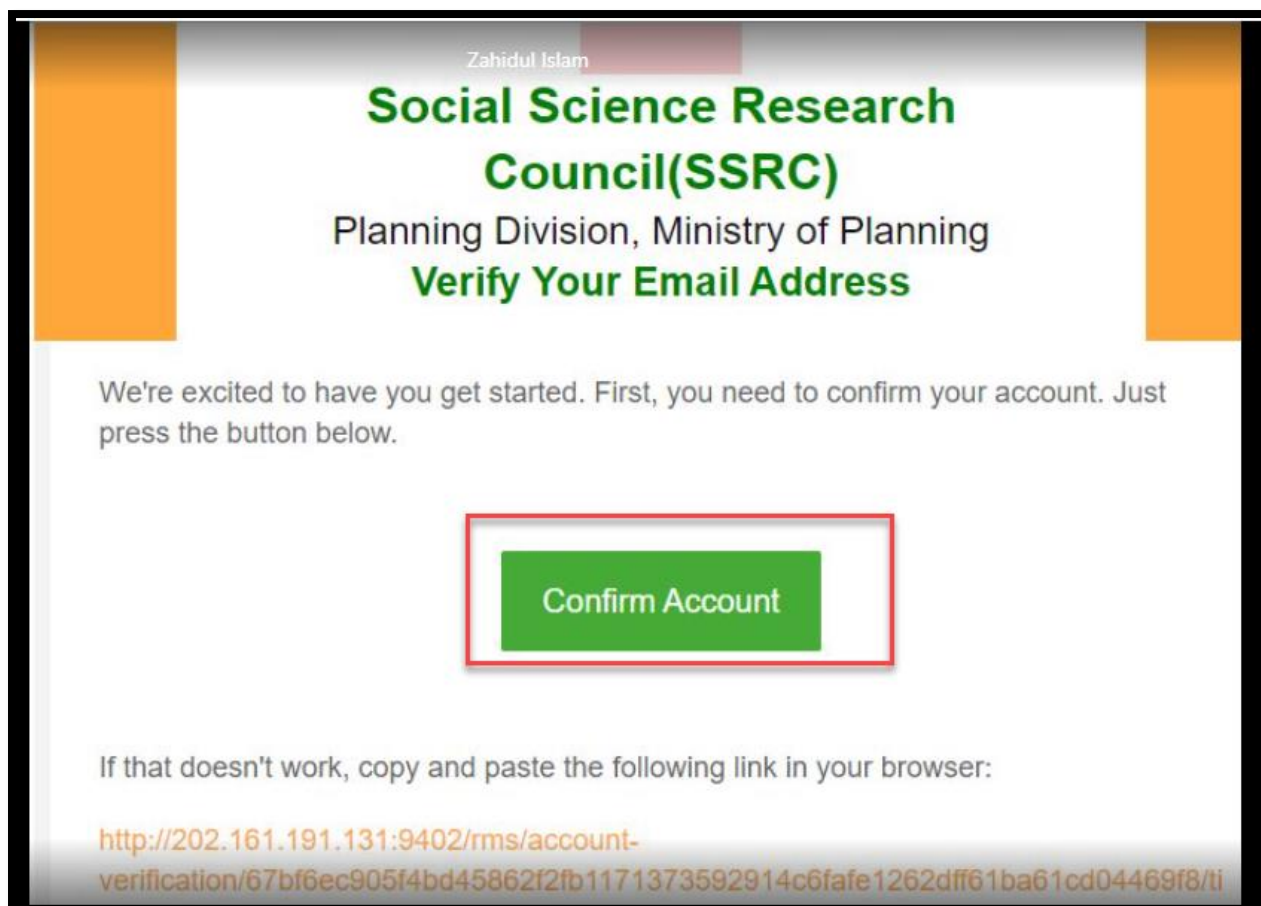
4. Account Activation

Account will be activated. We should click on the sign in. After doing login, the user can access the entire system.

5. Sign in

Users have to provide username and password to login into the system	
SL	**Description**
01	Insert User Email/Mobile in the text input box
02	Insert Password in the text input box.
03	Click on the login button. If valid User ID and password is given then the user will be able to get into the website.
04	If the user forgets their password then click on the "Forgot Password?".
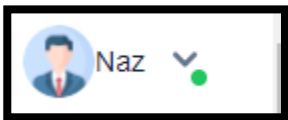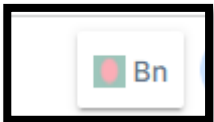
Researcher Dashboard
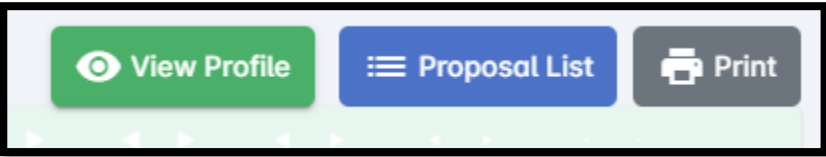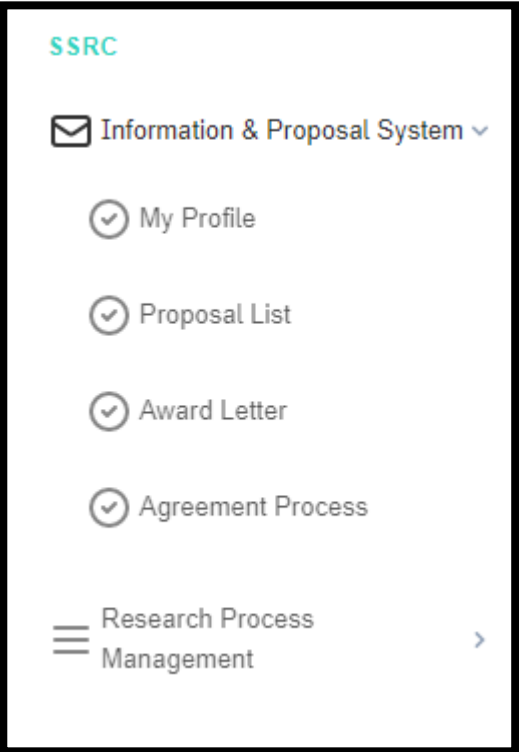
6. Dashboard
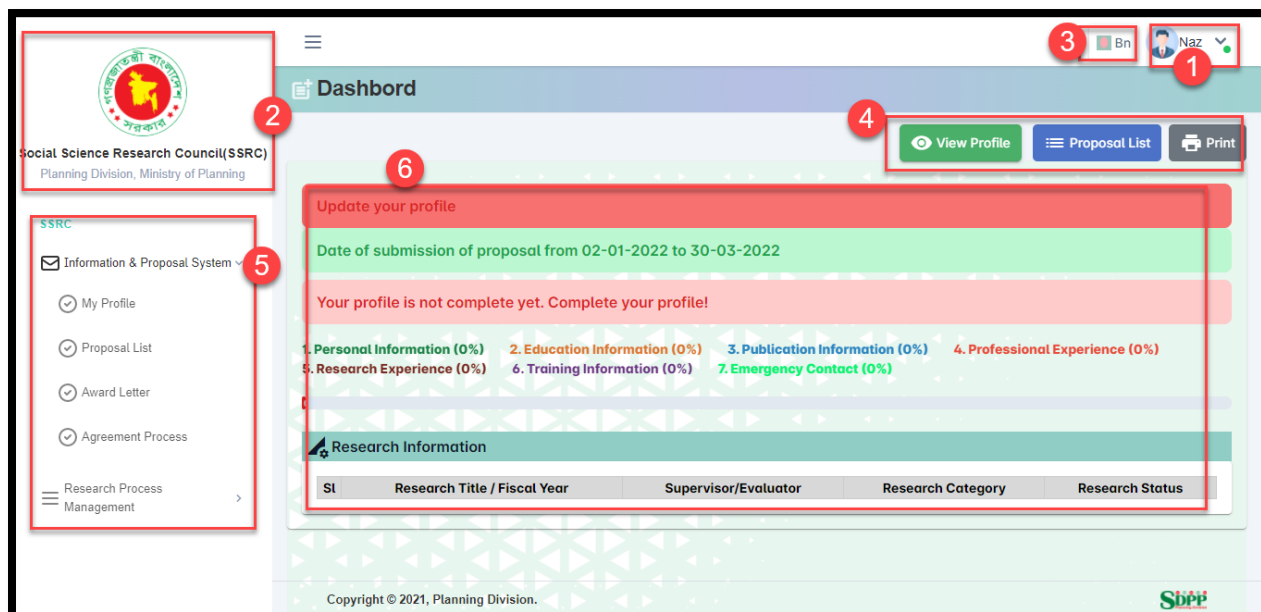
Here users can see the overall project statuses through various charts and navigate to different modules.

The sections of the dashboard are as described below.

SL	Description
1.	The logged in user will see their username at the right corner of the screen.
2.	Users will see their office information in the number two section of the dashboard.
3.	

	Click on that we can change the "Bn to En" and "En to Bn"
4.	
	Click on them we can see profile, proposal list and able to print.
5.	
	Following items can be found in the menu section of the Information and Proposal System. • My Profile • Proposal list • Award List • Agreement Process Here, the Research Process Management has also some menu.
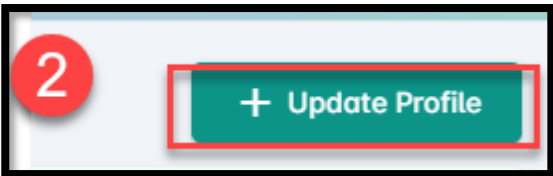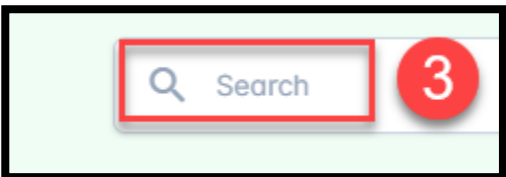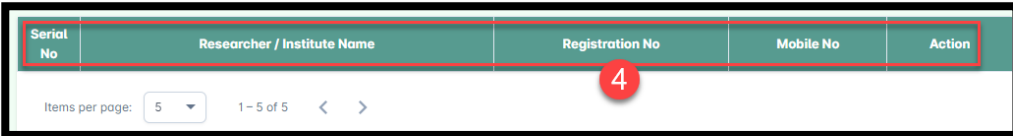
6.	
	This will show the how much percentage of the profile have been done Information about a researcher.

Researcher Profile
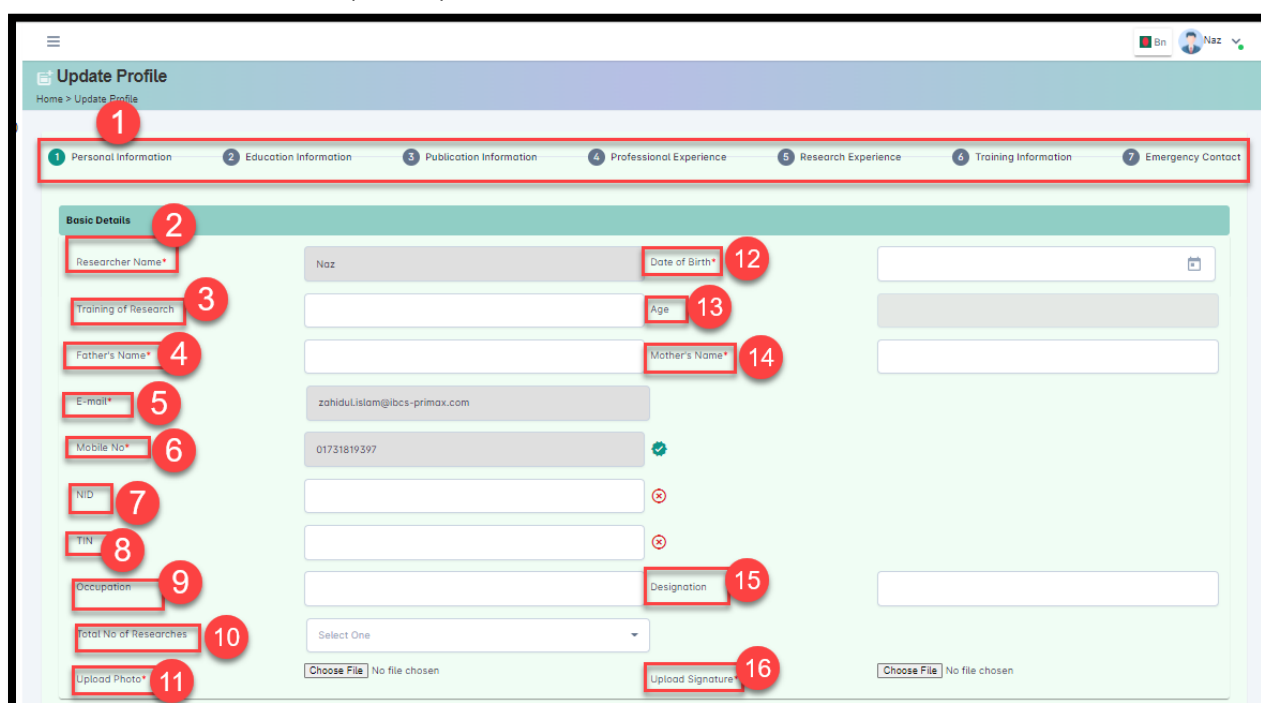
7. Create Profile

For creating a new profile user should go through the "Researcher Profile Information" page.	
SL	**Description**
01	 Click on "My Profile", this page will be open. From where we can create, search and watch our list.

02	Clicking on the Update Profile will redirect the user to the creation page.
03	Clicking on the Search button to search through the list page as per the entered data in the searching field.
04	Here, user can see the profile list along with basic information.

8. Create Profile (Tab-1) - Personal Information
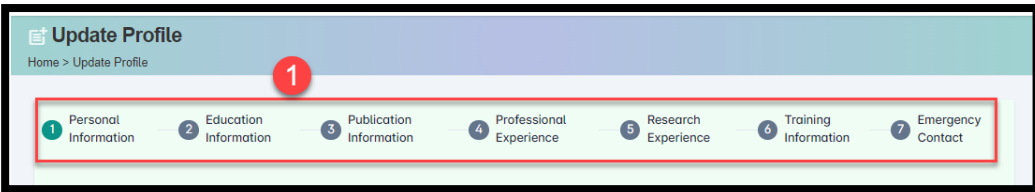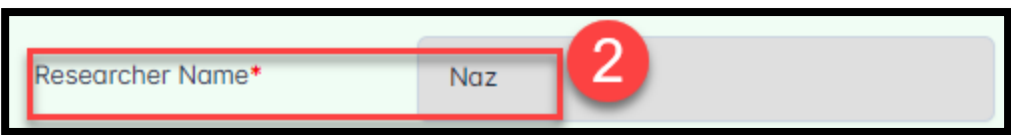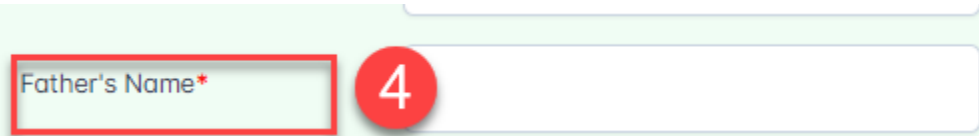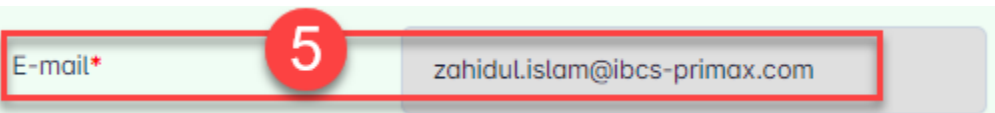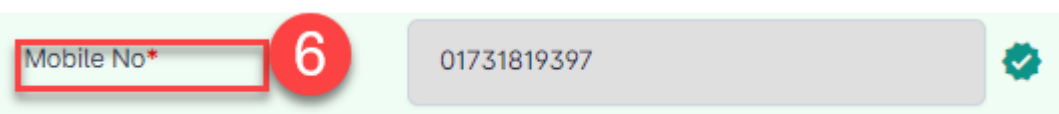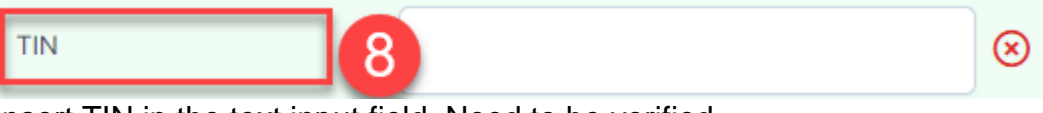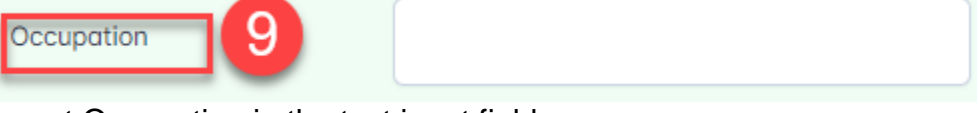
Create New Profile for a Researcher (Tab-1: Personal information)	
Part	Description

1.	 Clicking on each tab, user can create their profile and also can see their details previously created.
2.	 The Researcher Name will be auto-generated.
3.	 Insert Training of Research in the text input box.
4.	 Insert Father's Name in the text input box. Mandatory Field.
5.	 The E-mail will be auto-generated. Mandatory field.
6.	 Mobile No will be auto-generated. Mandatory Field. Need to be verified.
7.	 Insert NID in the text input field. Need to be verified.
8.	 Insert TIN in the text input field. Need to be verified.
9.	 Insert Occupation in the text input field.

10.	Select Concerned Division of Planning Commission from the Dropdown list. Total No of Researches **10** 1 ▾ Select Total No of Researches from the Dropdown list.
11.	Upload Photo* **11** Choose File No file chosen Click on the Choose file for upload a photo. It's a mandatory field
12	Date of Birth* **12** 🔲 Select Date of Birth from the Calender icon.
13	Age **13** When user select "Date of Birth", by default this "Age" field will be automatically show the age.
14	Mother's Name* **14** Insert Mother's Name in the text input field. Mandatory Field
15	Designation **15** Insert Designation in the text input field.
16	Upload Signature* **16** Choose File No file chosen Click on the Choose file for upload signature. It's a mandatory field

Create New Profile for a Researcher (Tab-1: Personal information)	
SL	**Description**
1.	
	Select Division from the dropdown list. Mandatory field.
2.	
	Select Upazilla from the dropdown list. Mandatory field.
3.	
	Insert Address (Village/ Mahalla/Union) in the text input field. Mandatory Field.
4.	
	Select District from the dropdown list. Mandatory field
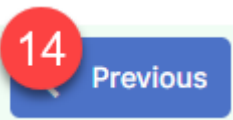
5.	**Permanent Address Details** 5 ☐ f the current and permanent addresses are the same, click on the box By default, the Permanent address details checkbox will not check. It will determine whether the **Permanent address and Present address** is the same or not.
6.	Division* 6 Select One ▼ Select Division from the dropdown list. Mandatory field.
7.	Upazilla* 7 Select One ▼ Select Upazilla from the dropdown list. Mandatory field.
8.	Address(Village/ Mahalla/ Union)* 8 Insert Address (Village/ Mahalla/Union) in the text input field. Mandatory Field.
9.	District* 9 Select one ▼ Select District from the dropdown list. Mandatory field
10.	10 Save After filling up all the required data, the user will save it to create the Researcher Profile.
11	11 Save & Next After filling up all the required data, the user will save to create the Researcher Profile and Redirect the user to the next Tab of creating a profile.
12	Next ❯ 12 Redirect the user to the next Tab for creating a profile.

Create Profile - (Tab-2) - Education Information
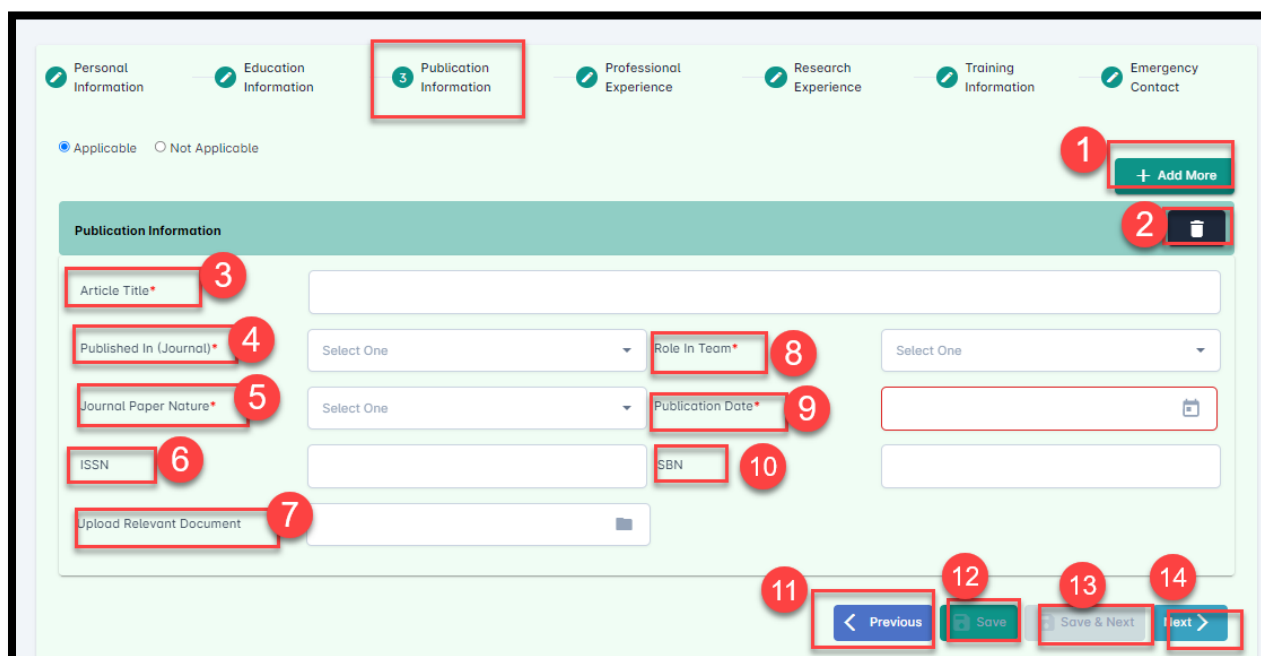
Create New Profile for a Researcher (Tab-2: Education information)	
SL	**Description**
1.	Click on the Add More to add more information.
2.	The Delete icon will help to delete the Educational Information. Click on the Delete icon. A pop-up message will come with "No/Yes" options. Click on the Yes button to delete the item. Or No, for not deleting the item.
3.	Select Degree from the dropdown list. Mandatory Field.
4.	Insert Discipline in the text input field.

5	
	Select Passing Year from the dropdown list. Mandatory Field
6	
	Insert CGPA in the text input field.
7	
	Insert Registration No in the text input field.
8	
	Click on the Upload Certificate to upload certificate.
9	
	Insert Institute Name in the text input field. Mandatory field.
10	
	Insert Subject in the text input field. Mandatory Field.
11	
	By default, Division/Class or CGPA radio button will not selected. On users demand click on the radio Button.
12	
	Insert Scale in the text input field.
13	
	By default, Foreign (If Any) checkbox will not be selected. On users demand Select the checkbox.

14	 Click on the Previous , this will redirect user to the Previous page.
15	 **Save** button will be activated after inserting all the mandatory data. Click on the **Save** button. **Educational Information** will be stored. A successful message will come.
16	 **Save** button will be activated after inserting all the mandatory data. Click on the **Save & Next** button this will redirect user to the next page.
17	 Click on the Next , this will redirect user to the next page.

10. Create Profile - (Tab-3) - Publication Information

Create New Profile for a Researcher (Tab-3: Publication information)	
SL	**Description**
1.	Click on the Add More to add more information.

2.	The Delete icon will help to delete the Publication Information. Click on the Delete icon. A pop-up message will come with "No/Yes" options. Click on the Yes button to delete the item. Or No, for not deleting the item.
3.	Insert Article Title in the text input field. Mandatory field.
4.	Select Published in (Journal) from the dropdown list. Mandatory field.
5	Select Journal Paper Nature from the dropdown list. Mandatory Field
6	Insert ISSN in the text input field.
7	Click on the Upload Relevant Document to upload file.
8	Select Role In Team from the dropdown list. Mandatory Field.
9	Select Publication Date from the dropdown list. Mandatory Field.
10	Insert ISBN in the text input field.
11	Click on the Previous, this will redirect user to the Previous page.
12	Save button will be activated after inserting all the mandatory data. Click on the Save button. Publication Information will be stored. A successful message will come.
13	Save button will be activated after inserting all the mandatory data. Click on the Save & Next button this will redirect user to the next page.
14	Click on the Next , this will redirect user to the next page.

11. Create Profile - (Tab-4) - Professional Experience

Create New Profile for a Researcher (Tab-4: Professional Experience)	
SL	**Description**
1.	Click on the Add More to add more information.
2.	The Delete icon will help to delete the Professional Experience. Click on the Delete icon. A pop-up message will come with "No/Yes" options. Click on the Yes button to delete the item. Or No, for not deleting the item.
3.	Insert Organization Name in the text input field.
4.	Insert Designation in the text input field.
5	Select Date from the Date icon. Mandatory Field
6	By default, the Till Date checkbox will be not selected. User should click on the checkbox.
7	Insert Detail of Responsibility in the text input field. Mandatory Field.
8	By default, Employee Type Radio button will not be selected. User should click on the Radio button as per their requirement. Mandatory Field.
9	Select Date from the Date icon. Mandatory Field.
10	Click on the Previous , this will redirect user to the Previous page.

11	Save button will be activated after inserting all the mandatory data. Click on the Save button. Professional Experience will be stored. A successful message will come.
12	Click on the Save & Next button this will save the information and redirect user to the next page.
13	Click on the Next , this will redirect user to the next page.
14	Select the Applicable radio button as per user demand. If Applicable this from will be open.

12. Create Profile - (Tab-5) - Research Experience

Create New Profile for a Researcher (Tab-5: Research Experience)	
SL	**Description**
1.	Click on the Add More to add more information.

2.	The Delete icon will help to delete the Research Experience. Click on the Delete icon. A pop-up message will come with "No/Yes" options. Click on the Yes button to delete the item. Or No, for not deleting the item.
3.	Insert Research Organization in the text input field. Mandatory field.
4.	Insert Research Topic in the text input field. Mandatory field.
5	Insert Research Year in the text input field. Mandatory Field.
6	Select Research Status from the dropdown list. Mandatory Field.
7	Insert Funding Organization in the text input field. Mandatory Field.
8	Insert Summary of Research in the text input field.
9	Select the Foreign (If Any) checkbox.
10	Insert Research Grant(BDT) in the text input field. Mandatory field.
11	Insert Total Research Experience in the text input field.
12	Click on the Research Objectives to upload a file.
13	Click on the Previous, this will redirect the user to the Previous page.
14	Save button will be activated after inserting all the mandatory data. Click on the Save button. Research Experience will be stored. A successful message will come.
15	Click on the Save & Next button this will save the information and redirect user to the next page.
16	Click on the Next , this will redirect user to the next page.

13. Create Profile - (Tab-6) - Training Information

Create New Profile for a Researcher ((Tab-6) –Training Information	
SL	**Description**
1.	Click on the Add More to add more information.
2.	The Delete icon will help to delete the Training Information. Click on the Delete icon. A pop-up message will come with "No/Yes" options. Click on the Yes button to delete the item. Or No, for not deleting the item.
3.	Insert Institution Name in the text input field. Mandatory field.
4.	Select Training Type from the dropdown list. Mandatory field.
5	Select Training Year from the dropdown list.
6	Insert Training Duration in the text input field. Mandatory field.
7	Click on the Previous , this will redirect user to the Previous page.
8	Save button will be activated after inserting all the mandatory data. Click on the Save button. Training Information will be stored. A successful message will come.
9	Click on the Save & Next button this will save the information and redirect user to the next page.
10	Click on the Next , this will redirect user to the next page.
11	Select the Applicable radio button as per user demand. If Applicable this from will be open.

14. Create Profile - (Tab-7) - Emergency Contact

Create New Profile for a Researcher (Tab-7: Emergency Contact)	
SL	**Description**
1.	Click on the Add More to add more information.
2.	The Delete icon will help to delete the Emergency Contact. Click on the Delete icon. A pop-up message will come with "No/Yes" options. Click on the Yes button to delete the item. Or No, for not deleting the item.
3.	Insert Name in the text input field. Mandatory field.
4.	Insert Mobile No in the text input field. Mandatory field.
5	Insert Permanent address in the text input field. Mandatory Field.
6	Insert E-mail address in the text input field.
7	Insert Present Address in the text input field.
8	Insert NID in the text input field.
9	Click on the Previous , this will redirect user to the Previous page.

10	Save button will be activated after inserting all the mandatory data. Click on the Save button. Emergency Contact will be stored. A successful message will come.
11	Click on the checkbox.

Researcher Proposal

15. Create Proposal
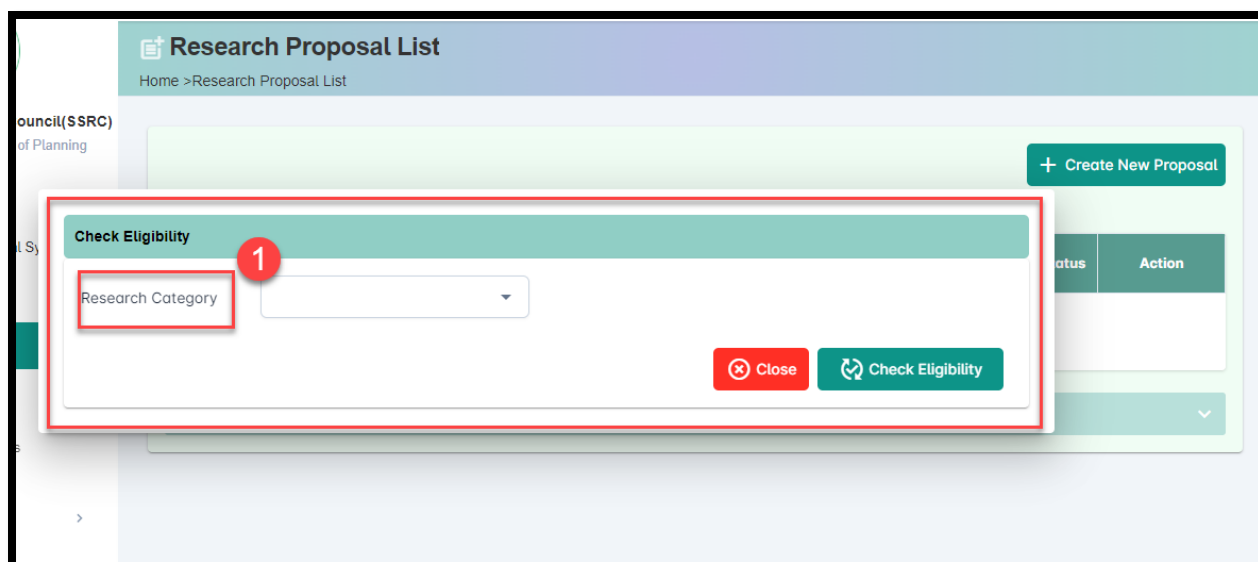
Create New Proposal for a Researcher	
SL	**Description**
1.	The user can change the language preference from the top right corner.
2.	Click on the Create New Proposal to create a proposal.
3	Proposal list will be shown in the table.
4	Pagination**:** The user can choose the pagination according to his choice. By default, the pagination page limit will remain at 5. When the user searches for an item, the pagination number will show according to the search list.
5	Click on the Upload Document to upload the document.
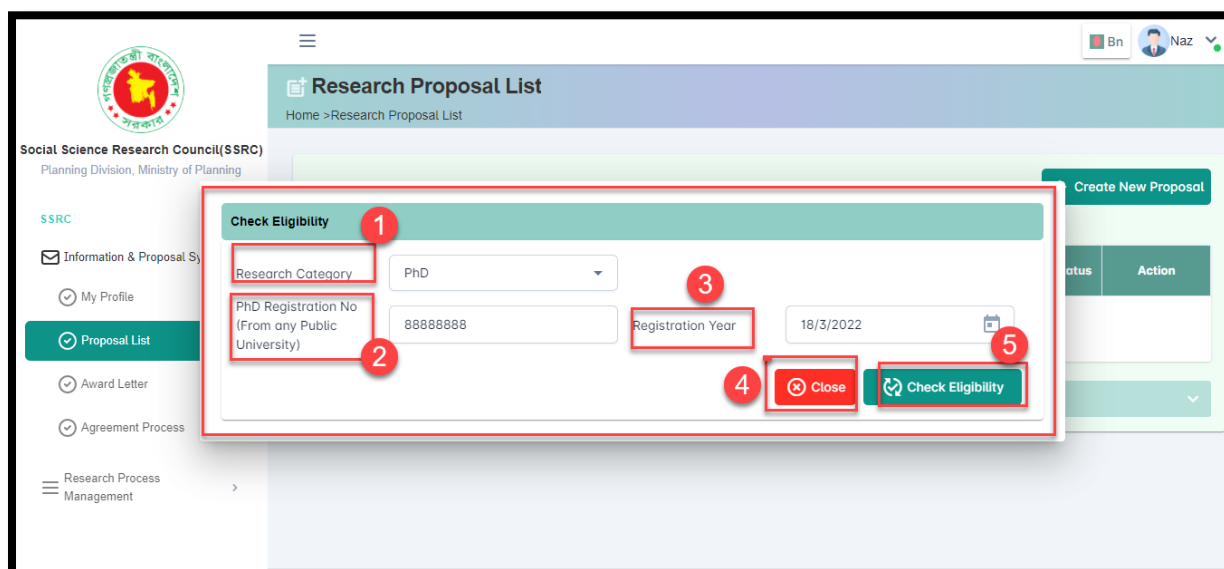
16. Check Eligibility

For creating, a proposal user needs to check the eligibility whether the process checked that the user is eligible for creating a proposal or not.   When we click on the create proposal the eligibility check box will come.

1.	Choose **Research Category** from the dropdown list. Mandatory field.

Check Eligibility	
SL	**Description**
1.	Choose Research Category from the dropdown list. Mandatory field.
2.	Insert PhD Registration No in the text input field. Mandatory field.

3	Choose Registration Year from the calendar. Mandatory field.
4	Click on the Close to close the page.
5	Click on the Check Eligibility to check the eligibility.
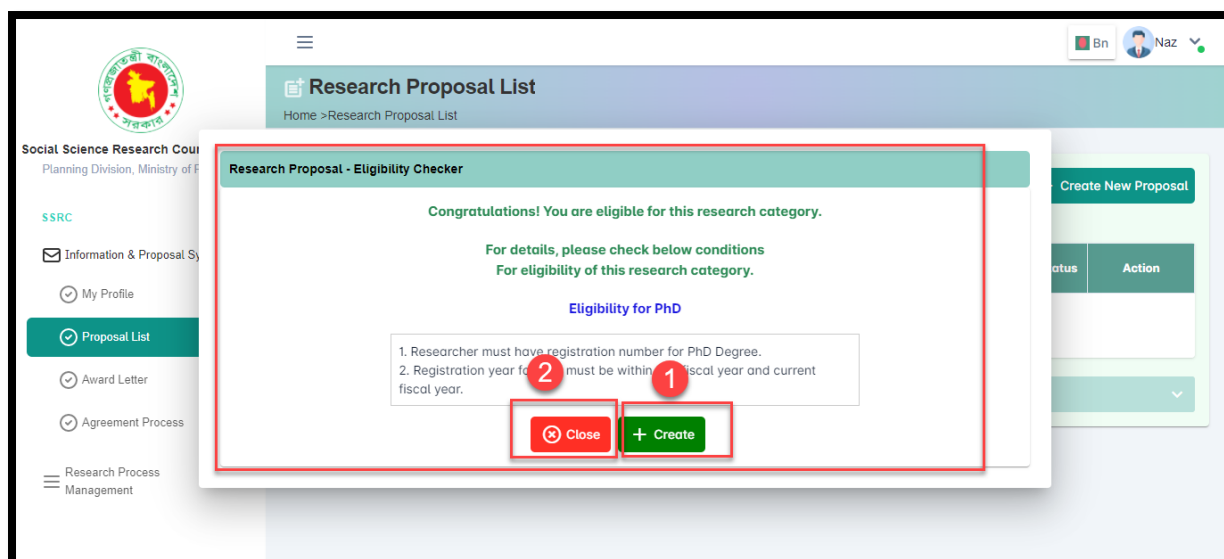
1	Click on the Create to create the proposal.
2	Click on the Close to close the creating the proposal.

17. Create Proposal- (Tab-1: Proposal)

	Create Proposal- (Tab-1: Proposal)
SL	**Description**
1.	Choose Fiscal Year from the dropdown list. Mandatory field.
2.	Choose Field from the dropdown list. Mandatory field
3	Insert Research Title English in the text input field. Mandatory field.
4	Insert Research Title Bangla in the text input field. Mandatory field
5	Choose SDGs from the dropdown list.
6	Choose Division from the dropdown list.
7	Choose Upazilla from the dropdown list.
8	Choose Research Category Type from the dropdown list. Mandatory field
9	Choose Sub-Field from the dropdown list.
10	Choose National Plan Alignment from the dropdown list.
11	Choose District from the dropdown list.

12	Save button will be activated after inserting all the mandatory data. Click on the Save button. Proposal Information will be stored. A successful message will come.
13	Click on the Save & Next button this will save the information and redirect the user to the next page.
14	Click on the Next, this will redirect the user to the next page.

18. Create Proposal- (Tab-2: Information)

Create Proposal- (Tab-2: Information)	
SL	**Description**
1.	Insert Introduction in the text input field. Mandatory field
2.	Insert Statement Problem in the text input field. Mandatory field
3	Insert Objectives of the Study in the text input field. Mandatory field.
4	Insert Formulation Research in the text input field. Mandatory field
5	Insert Conceptual Framework in the text input field. Mandatory field
6	Insert Review of Literature in the text input field. Mandatory field
7	Insert Rationale of the Study in the text input field. Mandatory field

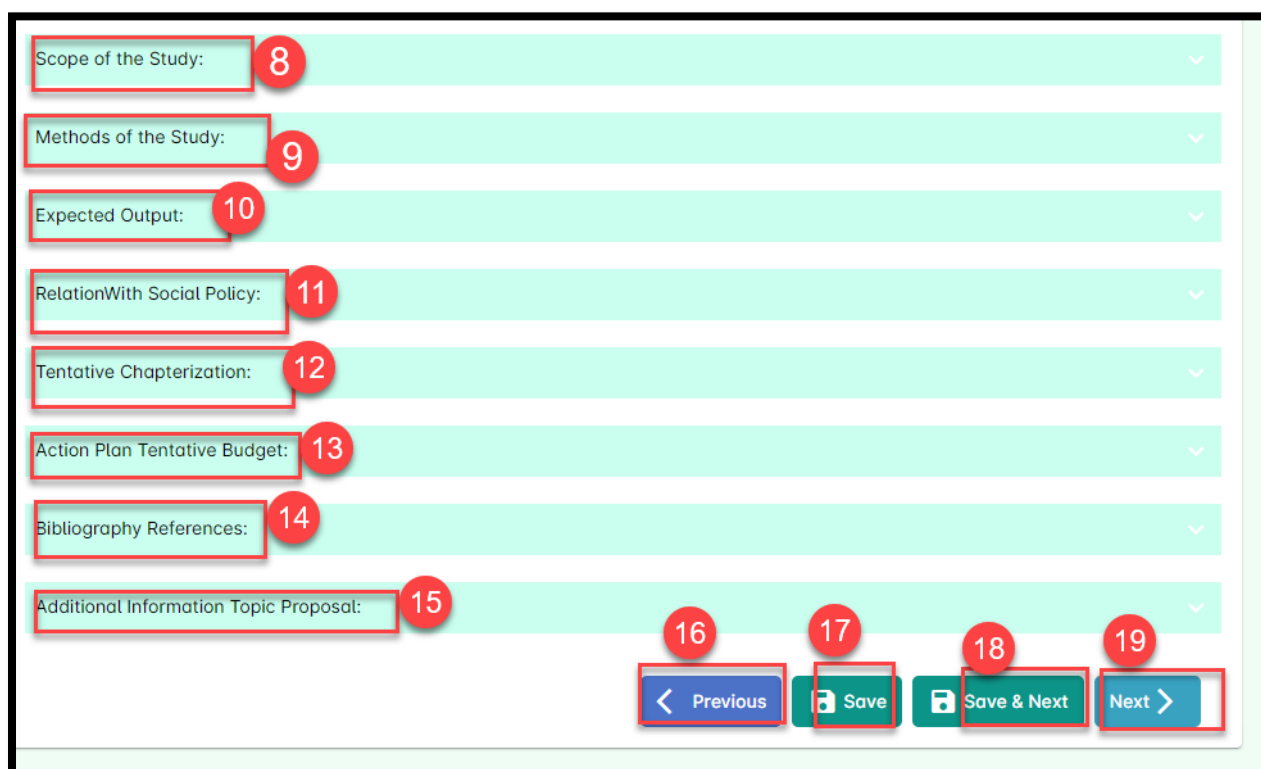|	
8	Insert Scope of the Study in the text input field. Mandatory field
9	Insert Methods of the Study in the text input field. Mandatory field
10	Insert Expected Output in the text input field. Mandatory field
11	Insert Relation with Social Policy in the text input field. Mandatory field
12	Insert Tentative Chaptalization in the text input field. Mandatory field
13	Insert Action Plan Tentative Budget in the text input field. Mandatory field
14	Insert Bibliography References in the text input field. Mandatory field
15	Insert Additional Information Topic Proposal in the text input field. Mandatory field
16	Click on the Previous, this will redirect user to the Previous page.
17	Save button will be activated after inserting all the mandatory data. Click on the Save button. Information will be stored. A successful message will come.
18	Click on the Save & Next button this will save the information and redirect user to the next page.
19	Click on the Next, this will redirect user to the next page.

19. Create Proposal- (Tab-3: Upload Document)

Create Proposal- (Tab-3: Upload Document)	
SL	**Description**
1.	The Delete icon will help to delete the Upload Document. Click on the Delete icon. A pop-up message will come with "No/Yes" options. Click on the Yes button to delete the item. Or No, for not deleting the item.
2.	Choose Document Type from the dropdown list. Mandatory field
3	Insert Document Summary in the text input field. Mandatory field.
4	Insert Document Name in the text input field. Mandatory field

5	Click on the Upload File to upload the document. Mandatory field.
6	Click on the ADD More.

7	Click on the Previous, this will redirect the user to the previous page.
8	The Save button will be activated after inserting all the mandatory data. Click on the Save button. Information will be stored. A successful message will come.
9	Click on the Save & Next button this will save the information and redirect the user to the next page.
10	Click on the Next, this will redirect the user to the next page.

20. Create Proposal- (Tab-4: Activity Plan)

Create Proposal- (Tab-4: Activity Plan)	
SL	**Description**
1.	The Delete icon will help to delete the Activity Plan. Click on the Delete icon. A pop-up message will come with "No/Yes" options. Click on the Yes button to delete the item. Or No, for not deleting the item.
2.	Insert Activity Name in the text input field. Mandatory field.
3	Choose End Date from the Calendar icon. Mandatory field.
4	Choose Start Date from the Calendar icon. Mandatory field.
5	Insert Remarks in the text input field.
6	Click on the ADD More.
7	Click on the Previous, this will redirect user to the Previous page.

8	Save button will be activated after inserting all the mandatory data. Click on the Save button. Information will be stored. A successful message will come.
9	Click on the Save & Next button this will save the information and redirect user to the next page.
10	Click on the Next, this will redirect user to the next page.

21. Create Proposal- (Tab-5: Budget Details)

Create Proposal- (Tab-5: Budget Details)	
SL	**Description**
1.	The Delete icon will help to delete the Budget Detail. Click on the Delete icon. A pop-up message will come with "No/Yes" options. Click on the Yes button to delete the item. Or No, for not deleting the item.
2.	Choose Expenditure Item from the dropdown list. Mandatory field.
3	Insert Amount in the text input field. Mandatory field.
4	Click on the Add More.
5	Click on the Previous, this will redirect user to the Previous page.
6	Save button will be activated after inserting all the mandatory data. Click on the Save button. Information will be stored. A successful message will come.
7	Click on the Save & Preview button this will save the information and redirect user to the view profile.

22. Submission of the Proposal

Create Proposal	
SL	**Description**
1.	Click on the Previous, this will redirect user to the Previous page.
2.	Click on the Final Submit for submit the proposal.
3	Click on the Go to Profile to view the profile.
4	Click on the Download to download the proposal.
5	Click on the Print to print out the proposal.

Thank You!

Strengthening Digital Processing of Projects (SDPP)
Planning Division & Commission