



UNIVERSITI TEKNOLOGI MARA
OFFICE OF THE DEPUTY VICE-CHANCELLOR
(RESEARCH AND INNOVATION)

USER MANUAL

System : Portal for Research and Innovation
Management (PRIME) System

Module : Star Rating

Sub-Module : New Star Rating Application

Manual Version : 1.1

PORTAL FOR RESEARCH AND INNOVATION MANAGEMENT (PRIME) SYSTEM

STAR RATING

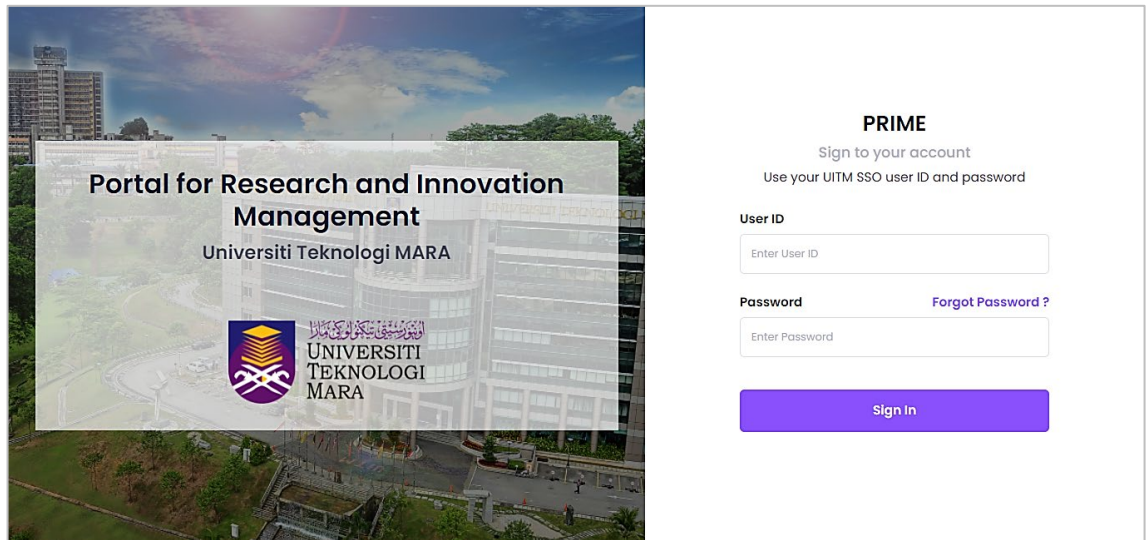
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1.0. SIGN IN AS STAFF

1. Figure 1.1 below shows User Sign In Interface.



PRIME
Sign to your account
Use your UITM SSO user ID and password

User ID
Enter User ID

Password [Forgot Password ?](#)
Enter Password

Sign In

Figure 1.1 User Log Interface

2. To log in, user is required to use User ID and Password as UITM SSO.
3. Steps to Sign in are:
 - a. URL: **<https://prime.uitm.edu.my/>**
 - b. Enter **"User ID"** as registered in UITM portal.
 - c. Enter **"Password"** as registered in UITM portal.
 - d. Click **"Sign In"** button.

2.0. APPLY NEW STAR RATING

2.1. Dashboard

- a. On Main menu after login, click tab **“Star Rating”** as shown in Figure 2.1 below.

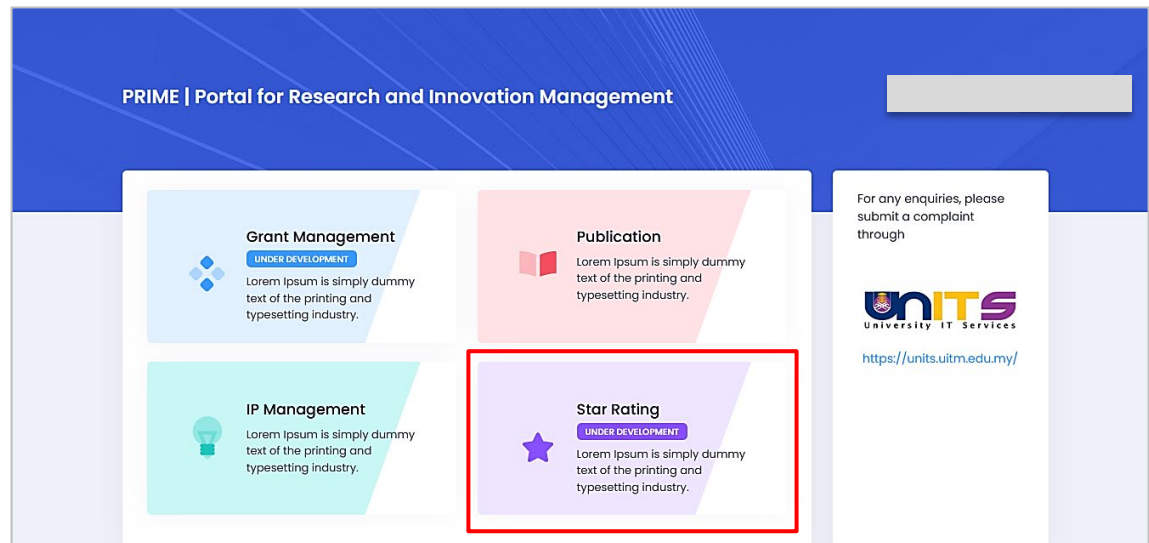


Figure 2.1 Main Menu

- b. On Dashboard, user can view their application statistic and application status.
- c. Select Star Rating Application menu and click **“Add New”** button as shown in Figure 2.2 below.

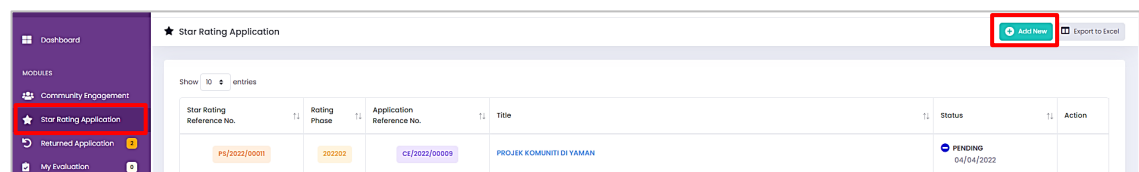


Figure 2.2 Application List

2.2. Rating Phase and Community Engagement Selection

- a. Only Community Engagement application with status **“Approved”** able to apply for Star Rating.
- b. Select **“Rating Phase”** and **“CE Reference No”** as shown in Figure 2.3 below. Rating Phase list is controlled by Officer and applicants can only make an application if there is a rating phase listed.
- c. Click **“Save”** button to save information.

The screenshot shows a web application interface for 'Star Rating'. A modal titled 'Add New Star Rating' is open in the center. The modal has two input fields: 'Rating Phase' with a dropdown menu showing '[Please Select]' and 'CE Reference No.' with a text input field containing '202202'. A blue 'Save' button is at the bottom right of the modal. In the background, the 'Star Rating Application' page is visible, featuring a table with columns 'Star Rating Reference No.' and 'Rating Phase'. The table contains one row with the values 'PS/2022/00010' and '202201'. To the right of the table, there is a 'Status' column showing '5 STAR' and a date '23/02/2'.

Figure 2.3 Rating Phase

- d. Reference number automatically generated, and the respective application will be in **“Draft”** status.

Reference number format: **PS/Year/Reference Number**

Example of generated data: **PS/2022/000016**

2.3. Basic Info Tab

- Insert all required information as shown in Figure 2.4 below.
- Click **“Next”** button to proceed with Programme Assessment Tab.

Star Rating Form Wizard

1 Basic Info

2 Programme Assessment

3 Impact Assessment

4 Star Rating Form

5 Attachment

6 Declaration

Basic Info

Justification

No	Category	Target Participant	Actual Participant
1	INTERNATIONAL	40	40

NEXT

Figure 2.4 Insert Basic Info

2.4. Programme Assessment Tab

- Insert all required information as shown in Figure 2.5 below.
- Click **“Next”** button to proceed with Impact Assessment Tab.

Star Rating Form Wizard

✓ Basic Info

2 Programme Assessment

3 Impact Assessment

4 Star Rating Form

5 Attachment

6 Declaration

Programme Assessment

Before

The Community consider the programme relevant & needed ☐ Yes ☐ No

A Formal University-Community Cooperation Exist ☐ Yes ☐ No

After

An Assessment is carried out right after the programme is conducted ☐ Yes ☐ No

The participants exhibit the expected changes based on the objectives of the programme such as change of attitude or increment of knowledge/skills/aspirations ☐ Yes ☐ No

PREVIOUS

NEXT

Figure 2.5 Insert Programme Assessment

2.5. Impact Assessment Tab

- Insert all required information as shown in Figure 2.6 below.
- Click **“Next”** button to proceed with Star Rating Form Tab.

Star Rating Form Wizard

Basic Info
Programme Assessment
3 Impact Assessment
4 Star Rating Form
5 Attachment
6 Declaration

Impact Assessment

Project Output

No.	Attachment Type	Upload	Action
1	Facility/Tools/Equipment/Machinery/System invented for the community	NO UPLOAD FILES	
2	Letter of Appointment	NO UPLOAD FILES	
3	Letter of Cooperation	NO UPLOAD FILES	
4	Letter of Intent (LoI)	NO UPLOAD FILES	
5	MoU (Memorandum of Understanding)	NO UPLOAD FILES	
6	MoA (Memorandum of Agreement)	NO UPLOAD FILES	
7	Intellectual Property (IP)	NO UPLOAD FILES	
8	Award	NO UPLOAD FILES	
9	Other	NO UPLOAD FILES	

Impact of the Programme ☐ Yes ☐ No
Monitoring after the program completion (1-3 months)

Sustainability value for the community ☐ Yes ☐ No
Monitoring after the program completion (6-12 months)

PREVIOUS NEXT

Figure 2.6 Insert Impact Assessment

2.6. Star Rating Form Tab

- Insert number of participants involve indicated to the respective criteria as shown in Figure 2.7 below.
- Click **“Next”** button to proceed with Attachment Tab.

Star Rating Form Wizard

Basic Info

Programme Assessment

Impact Assessment

4 Star Rating Form

Attachment

Declaration

1. STAR RATING (Programme Acceptance)

☆

The community has a positive orientation towards the programme
An attendance exceeds or equal to 80%

Evidence Star Rating 1: Attendance List

Targeted attendance	40	People
Actual attendance	40	People
Percentage		%

2. STAR RATING (Meeting Community Needs)

☆

The community consider the programme relevant and needed
A formal university-community cooperation agreement exists
Stakeholders generally agree to the implementation of the programme

Evidence Star Rating 2: Questionnaire / Interview Questions

Number of participants who indicated that the programme is needed		People
Total number of participants		People
Percentage of participants indicating programme is need		%

3. STAR RATING (Knowledge, Aspiration, Skills or Attitude Change)

☆

The community action programme results in change in attitude/knowledge/skills or aspirations
Participants exhibit a change in attitude, knowledge, skills and/or aspiration

Evidence Star Rating 3: Interview transcription, Survey form & analysis

Number of participants who indicated they know the subject matter		People
Number of participants who responded positively to change		People
Number of participants who showed they have acquired the desired skill		People
Number of participants who wanted to adopt the innovation		People
Total number of participants		People
Average Percentage of Change		%

4. STAR RATING (Adoption of Change)

☆

The community programme results in a change of practice
Participants adopted the innovations that were introduced

Evidence Star Rating 4: Interview transcription, observation checklist & analysis

Number of participants who adopted the change		People
Total number of participants		People
Percentage of change adoption		%

5. STAR RATING (Sustainability)

☆

The community is empowered and can independently sustain the practice that was introduced through the programme
Participants continue to practice innovations without UTM's assistance

Evidence Star Rating 5: Report, observation checklist & analysis

Number of participants who continue to practice change		People
Number of participants who received economic benefits due to change		People
Number of participants who have improved their well-being		People
Total number of participants		People
Percentage of participants who continue to practice change		%
Percentage of participants received economic benefits due to change		%
Percentage of participants who have improved their well-being		%
Average Percentage of sustainability		%

PREVIOUS

NEXT

Figure 2.7 Insert Numbers of Participant

9

2.7. Attachment Tab

- Click Add Attachment button in Action section button as shown in Figure 2.8 below. Select document in your device and upload into system.
- Click **“Next”** button to proceed with Declaration Tab.

No.	Attachment Type	Upload	Action
1	Brochures / pamphlet	NO UPLOAD FILES	<input checked="" type="checkbox"/>
2	MOU / MOA / LOI / LOC	NO UPLOAD FILES	<input checked="" type="checkbox"/>
3	End Report of the project / activity	NO UPLOAD FILES	<input checked="" type="checkbox"/>
4	Pictures of CE project	NO UPLOAD FILES	<input checked="" type="checkbox"/>
5	Invitation Email / Letter / Certificate of Appreciation / Thank you letter	NO UPLOAD FILES	<input checked="" type="checkbox"/>
6	Sponsorship letters / Funding	NO UPLOAD FILES	<input checked="" type="checkbox"/>
7	Media Coverage	NO UPLOAD FILES	<input checked="" type="checkbox"/>
8	5 Star: Report, Observation checklist & analysis	NO UPLOAD FILES	<input checked="" type="checkbox"/>
9	4 Star: Observation checklist, Interviews Transcription & analysis	NO UPLOAD FILES	<input checked="" type="checkbox"/>
10	3 Star: Survey form, Interviews Transcription & analysis	NO UPLOAD FILES	<input checked="" type="checkbox"/>
11	2 Star: Questionnaire / Interview	NO UPLOAD FILES	<input checked="" type="checkbox"/>
12	1 Star: Attendance List	NO UPLOAD FILES	<input checked="" type="checkbox"/>

Video URL (if any)

Google Drive URL (if any)

Figure 2.8 Upload Attachment

2.8. Declaration Tab

- Tick declaration as shown in Figure 2.9 below.
- Click **“Submit Application”** button. All submitted application will be reviewed by Officer.

☒ I hereby declare that the information and documents provided are true and correct

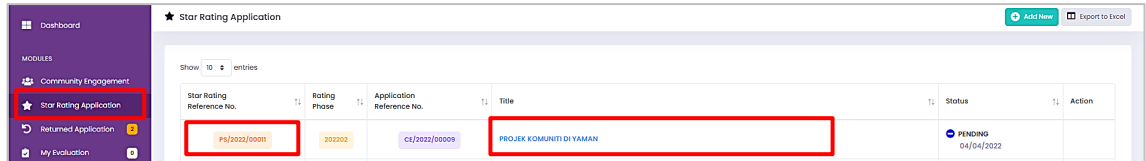
Date : 2022-04-04 09:37:19

Figure 2.9 Applicant Declaration

3.0 VIEW APPLICATION FORM

3.1. View all application

- a. Click Star Rating Application menu as shown in Figure 3.1 below. System displays all application with all status available.
- b. Click Reference No or Title of the selected application. System will display application form in detail.



Star Rating Reference No.	Rating Phase	Application Reference No.	Title	Status	Action
PS/2022/0008	202202	CI/2022/0009	PROJEK KOMUNITI DI YAMAN	PENDING 04/04/2022	

Figure 3.1 View List of Application

- c. Applicant may update or delete application with status Draft and Returned only.

4.0. RETURNED APPLICATION

- Returned Application menu allowed applicant to notified for any amendment needed for re-submitted of application.
- Click **“Returned Application”** as shown in Figure 4.1 below.
- List shows all Returned Application needs for amendment action by Applicant.
- Click Star Rating Reference No of the selected application. Fill in and update any required information as mentioned by Officer in Approval Timeline.

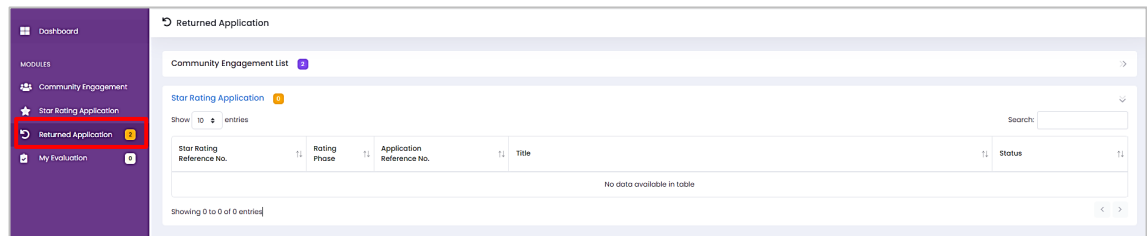
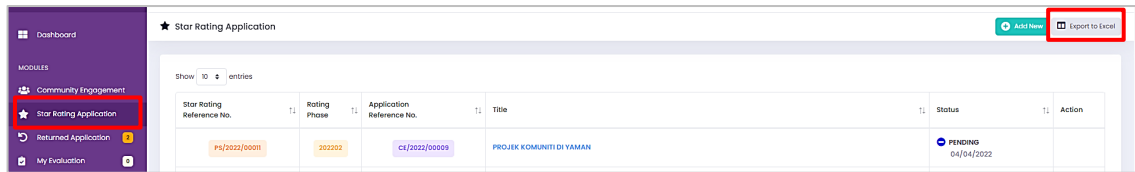


Figure 4.1 Returned Application

5.0. EXPORT TO EXCEL

- Click **“Export to Excel”** button as shown in Figure 5.1 below.
- System will automatically download all your application list in excel file form into your device.



The screenshot shows a web application interface for 'Star Rating Application'. On the left is a purple sidebar with a 'MODULES' section containing 'Community Engagement', 'Star Rating Application' (highlighted with a red box), 'Returned Application', and 'My Evaluation'. The main content area has a title '★ Star Rating Application' and two buttons: 'Add New' and 'Export to Excel' (highlighted with a red box). Below the buttons is a table with columns: Star Rating Reference No., Rating Phase, Application Reference No., Title, Status, and Action. A single row is visible with the following data: 'Ps/2022/0008', '202202', 'Cs/2022/0009', 'PROJEK KOMUNITI DI YAMAN', 'PENDING 04/04/2022', and an empty action cell.

Star Rating Reference No.	Rating Phase	Application Reference No.	Title	Status	Action
Ps/2022/0008	202202	Cs/2022/0009	PROJEK KOMUNITI DI YAMAN	PENDING 04/04/2022	

Figure 5.1 Export to Excel

- For any questions or problem, please submit your inquiry to <https://units.uitm.edu.my>