GENERAL HELP

For VIASM Researcher Management System

November 2014

Welcome to Vietnam Institute for Advanced Study in Mathematics (VIASM). VIASM Researcher Management System (RMS) is an online system which manages VIASM researchers' curriculum vitae and research projects.

Here is some basic information to help you work through the online application process of the system. Please take a look at this carefully so that you can enter and update all the appropriate information about your CV and your research projects.

To begin, please go to rms.viasm.edu.vn using any web browser (Internet Explorer, Chrome, Firefox etc.)

1. Sign up an account

To log in VIASM RMS, you are required to have an account.If you have not an account yet**, please click **Sign-up/ Đăng ký** button on the welcoming screen (below).

Notice: When you create a new account, the account is associated with the email you registered. You can use this account next time you apply to VIASM.

Ministry of Education and Training
Vietnam Institute for Advanced Study in Mathematics

VIASM Researcher Management System / Hệ thống Quản lý NCV của VNCCCT

Already have an account?
Đã có tài khoản?
Sign-in/Đăng nhập

Not registered?
Chưa có tài khoản?
Sign-up/Đăng ký

Các thông tin bằng tiếng Việt đề nghị ghi đủ dấu tiếng Việt
If you are having problems with the system please contact application@viasm.edu.vn for support.

Address: The 7th floor, Ta Quang Buu Library, University of Science and Technology, 1 Dai Co Viet Street, Ha Noi, Viet Nam.
Tel: +84 4 3623 1542 - Fax: +84 4 3623 1543 - Email: viasm@viasm.edu.vn
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This leads you to the Sign-up screen:

Please input all the fields marked with (*), then click **Sign-up/ Đăng ký tài khoản** button. The system will send you an activation message to your registered email. To activate your account, you should click the activation link provided in the activation email. (If you do not find the activation email in you Inbox, please check your Spam or Junk mail folder).

2. Sign in (Log in):

To access the systemyou click **Sign-in/ Đăng nhập** button and the system navigates you to the sign-in screen. Enter your registered email and password and then click **Sign-in/ Đăng nhập** button.

3. Update your CV

When you first log in the system, you are required to fill in your Curriculum Vitae (CV) with some pages named in the appropriate buttons:

In which:

- **Help**: general help for updating your CV

- **Personal**: your general personal information

- **Education**: your 3 highest degrees

- **Employment**: your current and permanent institutions, and the times you have worked at VIASM (if any).

- **Publications**: your most remarkable published work

- **Quick view**: view all the information you have entered for your CV.

- **Research Proposal**: links to the research project registration page.

Please enter the information in the appropriate fields in each page, then click **Save (Lưu)** or **Next (Tiếp tục)** button**.** By clicking **Next (Tiếp tục)** buttonyou move to next page to continue updating your CV.

Notice:

- Since fields marked with (*) are required, you have to input the appropriate information into the fields before you can move to the next page.

- If you have worked at VIASM before, please provide us the information by clicking the Add link in the section***Worked at VIASM before?*** on Employment page.

- When you click **Next (Tiếp tục)** button, the system will automatically save the information entered before navigating you to the next page.

No. Order STT	Number of months Số tháng	Period: from – to Thời gian: từ - đến	Position at VIASM Vị trí đã làm việc tại Viện	Number of registered papers at VIASM Số công trình đăng ký hoàn thành tại Viện	Number of finished papers at VIASM Số công trình đã hoàn thành tại Viện	
1	3	21/11/2014 - 21/02/2015	Researcher/ Nghiên cứu viên	3	2	Edit - Del
2	2	01/09/2014 - 01/12/2014	Visiting Professor/ Khách mời	2	2	Edit - Del

Fields marked **(*)** are required/ Thông tin đánh dấu (*) là bắt buộc   Save (Lưu)   Back (Quay lại)   Next (Tiếp tục)

On the **Quick view** page, you can print or export your CV to PDF file.

After updating your CV, by click the**Next** button the system will navigate you to the RMS home page so that you can move to the Research Projects section for register:

4. Register a new project

To register a new project, please go to **Research Projects/ Hồ sơ nghiên cứu** section in the middle of the home page window, then click the button**Register a new Project/ Đăng ký đề tài** in your research projects screen.On this screen you can view all your projects at VIASM. By clicking the Project namelink you can update information for the project if it is not submitted yet.

Vietnamese people are required to enter both English name and Vietnamese name of the project.

Notice: Only the Head of the project (head of the research group or individual researcher) can register a new project as well as editing or updating the research proposal before submiting to VIASM.

Pages of **Research Projects** section:

- **List of Projects**: list of the projects you have been registered, or you are doing, or you have done at VIASM.

- **Help**: general help for the Research Projects section.

- **Research Proposal**: general information about your research project. As noticed, only the head of the project can input or change the information on this page.

- **Recommendations**: information about your recommenders/references. **Only andREQUIREDfor post-doc applicants or individual applicants having PhD degrees less than 5 years**.

- **Financial Support**: where you ask for financial support from VIASM.

- **View Application**: where you review all the information about your group project proposal.

- **Progress**: where you check the status of your research project (being edited, submitted, accepted etc.).

a. **For Heads of projects:**

The head of the project need to provide all related information to the project, prompted by the system, especially fields marked with (*).

To invite other members to join the project (*required* for projects with more than 1 member), the head of the project should click **Invite your group members/ Mời thành viên**button in **Research Proposal** page.

The head of the project should also enter in details the **Description of the research** in 5 sections provided (figure below) or upload a PDF file with that content.

After provide all related information about the project, the head of the project need to check your group and other member information on **View application** pageto see if they already update their own information(especially their **Financial Support** information)**.**

When everything is done, the head of the project can click **Submit Proposal (Gửi đề tài)** button in the bottom of **View application** page. After submitting the project, you or your group members will not be able to update the project information anymore.

b. For other members:

If you are a member (or visiting professor, or intern) of the research group, you will be invited by the head of the project from RMS system via email.

You should follow the instruction in the invitation email, login the system, enter or update your CV and your related information to the project (in **Financial Support** page).

Then you need to click**Save(Lưu)** to save your information.

Once you are invited to a project, the project name will appear in the **List of Projects/ Danh sách các đề tài** section but you can not change any information in this section.

5. Keep track of the progress

You can always check the status of the research proposal in **Progress** page.

6. End-of-project report

In the end of your project at VIASM, you have to report individually in **Project report/ Báo cáo đề tài** section, and submit to VIASM.

The report should contain all the activities (seminar, workshops/conferences etc.) you have done at VIASM as well as your results (preprints, publications etc.).

7. Reset password

If you forget the password to log in RMS, you can reset your pasword by clicking **Forgot password/ Quên mật khẩu** link:

Should you have any question about VIASM RMS, please contact us at application@viasm.edu.vn or via phone number +84 4 3623 1542./.