

**SUMMARY GUIDELINES OF
TOP RESEARCH SCIENTISTS MALAYSIA (TRSM) APPLICATION**

How to access TRSM website?

1. Type in www.mytopscientists.org at the web browser and click “enter”.

How to register for a TRSM account?

2. Click on “Create New” button near the login panel and you will be directed to the “Apply New Account” page.
3. Complete all information required in the “Apply New Account” page as follows:
 - i. Enter you preferred ID
 - ii. Enter your valid e-mail address - an activation link will be sent to the registered e-mail
 - iii. Select “Type of User” as “**TRSM Candidate**”
 - iv. Enter your preferred password
 - v. Enter the shown verification code
4. Once complete, please click “SUBMIT” button in order to register.
5. An activation link will be sent to your e-mail. Check your e-mail and click on the provided activation link to activate your account.

Login to TRSM database

6. Key in your registered User ID and password at the login panel and then click on “LOGIN” button. You will be directed to the TRSM online application form.

How to input data into the TRSM database?

7. There are five (5) main sections in the online application form that need to be filled in as follows:
 - i. Personal Particulars
 - ii. Section A – Knowledge Generation
 - iii. Section B – Knowledge Dissemination
 - iv. Section C- Impact of Research Output
 - v. Declaration
8. Read the instructions by clicking “INSTRUCTIONS” button before you fill in the form.
9. Input your information and data at the respective field by clicking on the fields and typing in the data.
10. You are required to copy and paste a detailed input list that corresponds with data keyed in at Section A, B and C for each criteria such as list of publications, intellectual property rights and scientific presentations by clicking on 'INPUT LIST' link. Copy your existing list and paste the information in this section.
*** Input List should not be in the form of a table*
11. Save your input data for each section by clicking “SAVE” button at the respective section. Wait until the saved notification appears in red before proceeding to the subsequent section or logging out. This is to ensure that your data is completely saved and avoid any loss of data.

12. Please fill in zero (0) if there is no information for any respective field. You will be unable to submit your application if there are any blank fields.
13. Finally, kindly click on “SUBMIT APPLICATION” button at the bottom of the page to submit the application.
14. Kindly click on “EXPORT TO PDF” button to save or print your application.
15. You may login and update your information and data before the closing date for submission of each cycle.

**FOR A MORE COMPREHENSIVE SET OF GUIDELINES TO REGISTER AND INPUT DATA INTO THE TRSM DATABASE, YOU MAY REFER TO THE USER MANUAL PROVIDED AT THE TRSM WEBPAGE (www.mytopscientists.org)