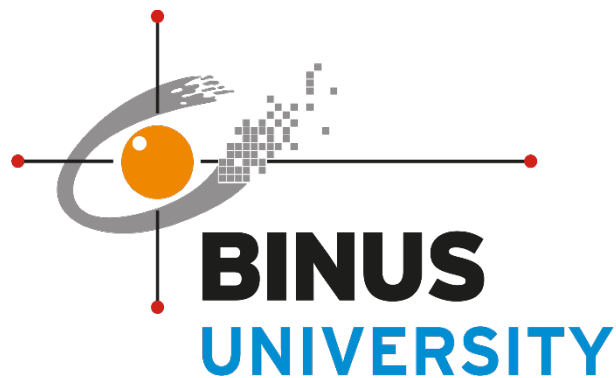


USER MANUAL

E-Perjalanan Dinas dan Publikasi (E-PDP) Application

– *Research Request* –

<https://e-pdp.apps.binus.edu/>



Bina Nusantara

Jakarta

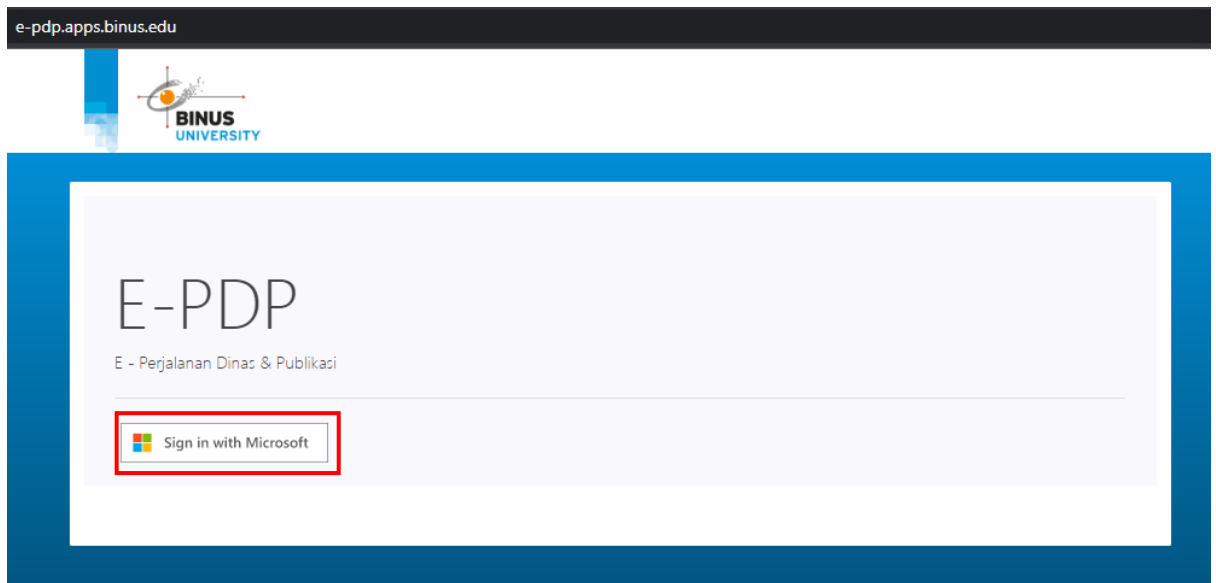
2023

General Information

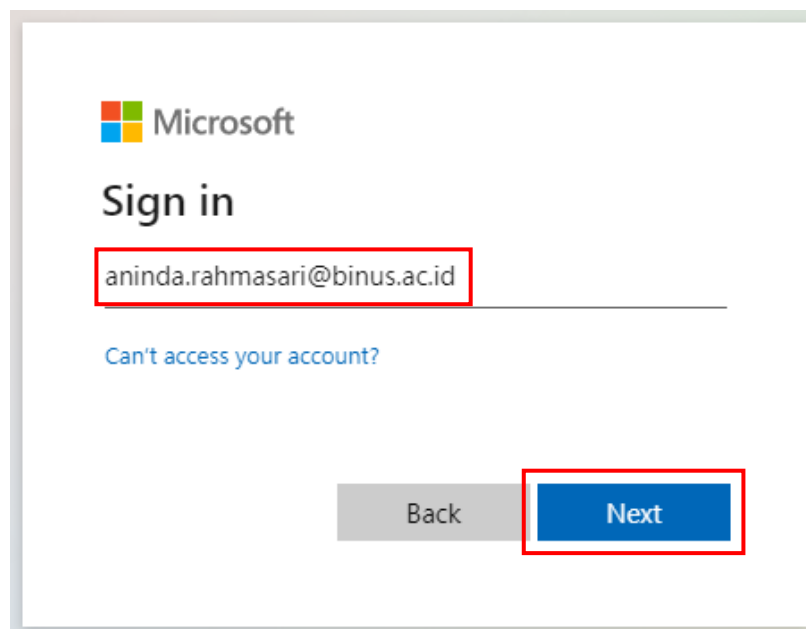
The E-Perjalanan Dinas & Publikasi (E-PDP) application is intended for Faculty Members (FM) as a medium to submit publication reports and obtain approval for data collection or operational financing/incentives from reported publications.

Filling Steps:

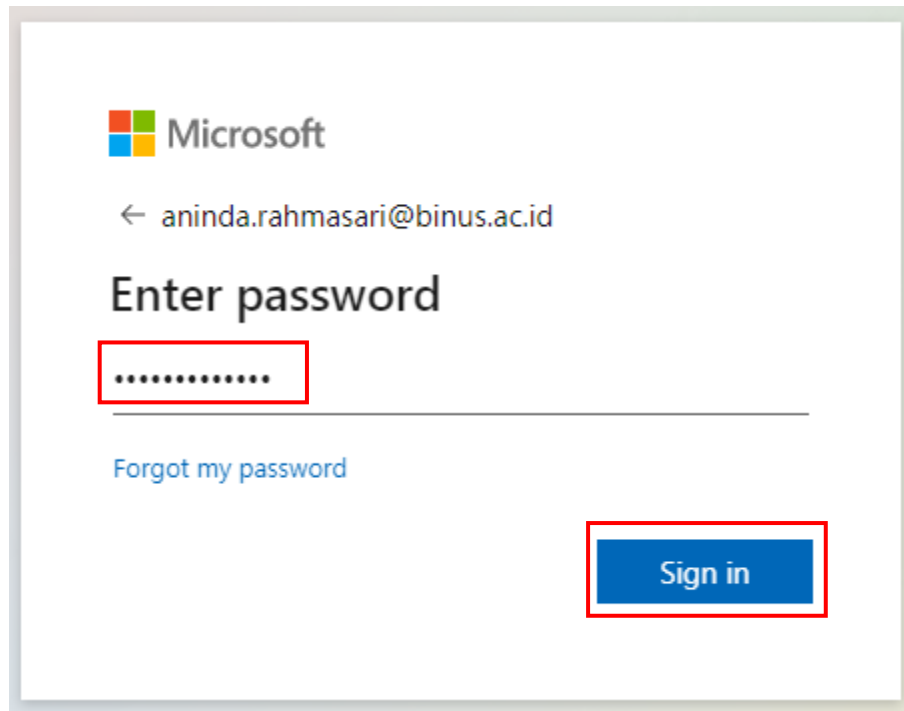
1. Login first by opening the <https://e-pdp.apps.binus.edu/> link, then click the "Sign in with Microsoft" button.



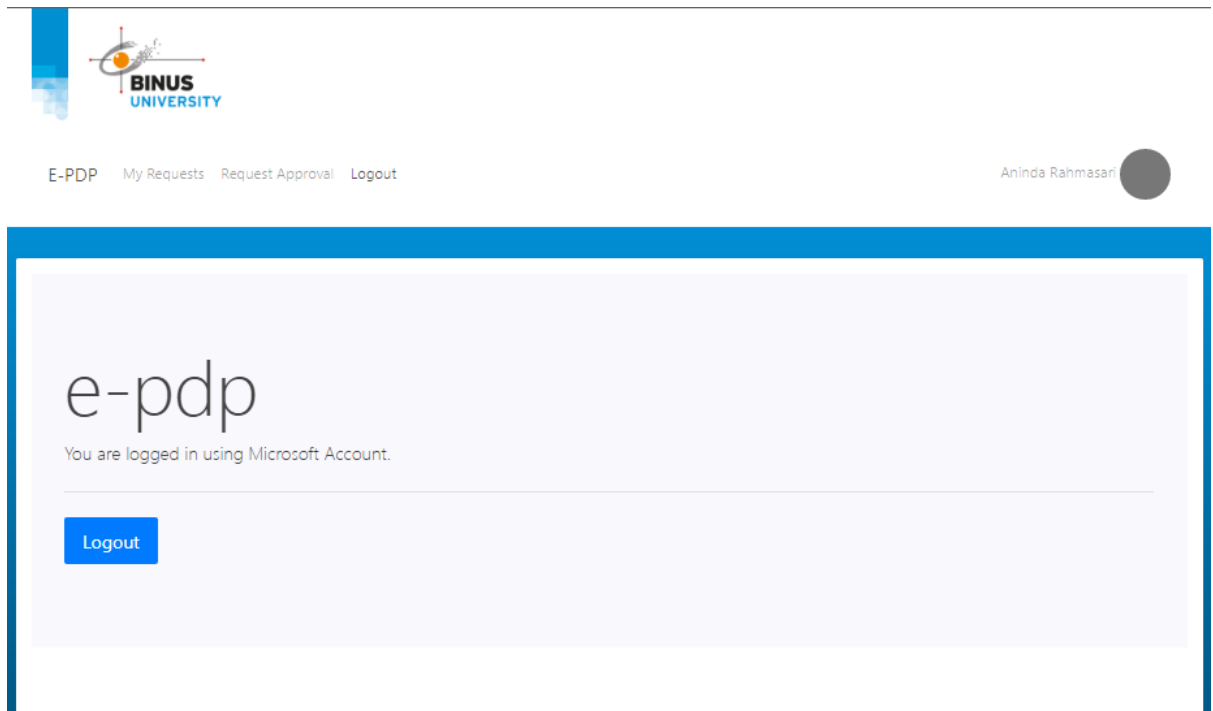
2. Sign in using **binus.ac.id** email, then click the "Next" button.



3. Enter the **binus.ac.id email password**, then click "Sign in".



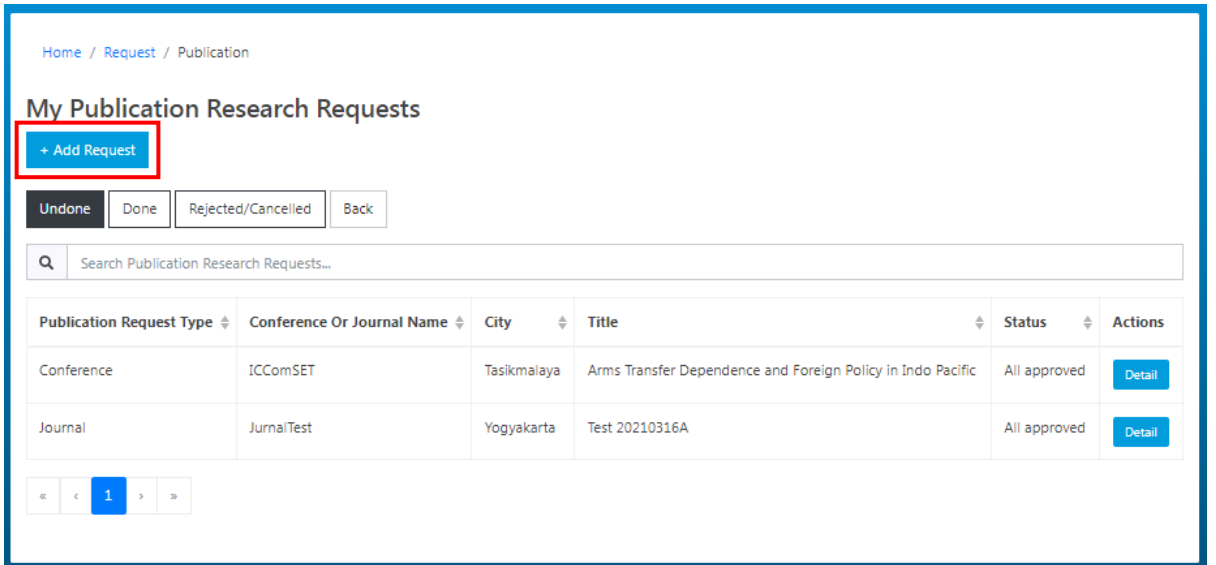
4. After successfully signing in, then the following page will appear.



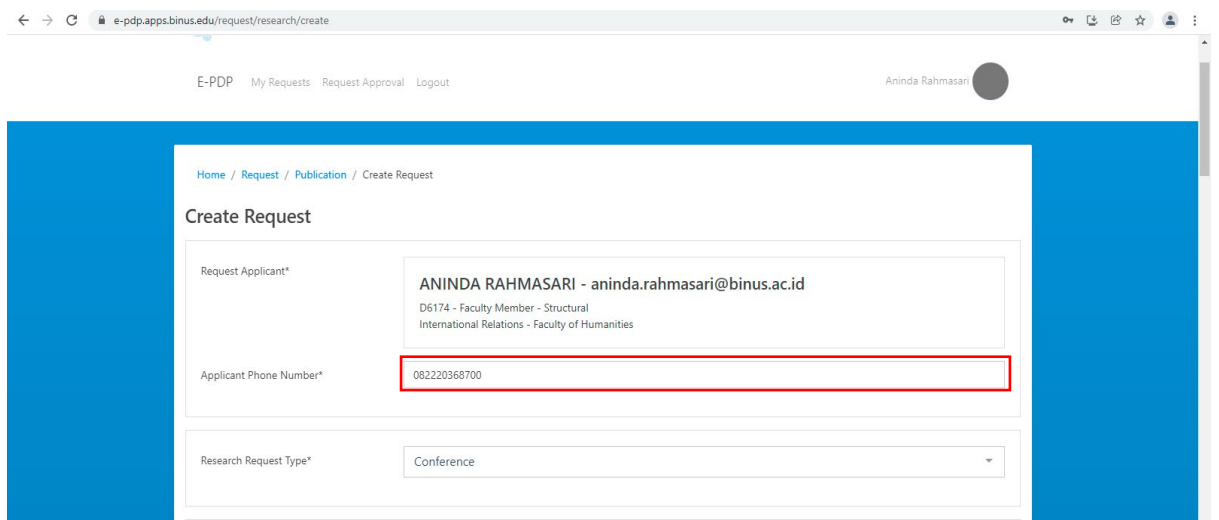
- Click the "My Requests" tab when you want to view the submissions that have been made.



- Next, click the "+ Add Request" button to make a new submission.



- After the "Create Request" page opens, fill in the phone/mobile number that can be contacted in the "Applicant Phone Number" column.



8. Then, in the "Research Request Type" column, select according to the type of research publication you want to submit (**Conference** if the publication submitted is to a seminar, **Journal** if the publication submitted is to a journal, or **Book Chapter** if the publication you want to submit is a book chapter).

Home / Request / Publication / Create Request

Create Request

Request Applicant* ANINDA RAHMASARI - aninda.rahmasari@binus.ac.id
D6174 - Faculty Member - Structural
International Relations - Faculty of Humanities

Applicant Phone Number* 081212345678

Research Request Type* Select research request type

- a. ***If Conference is selected as "Research Request Type":**

Conference Name* Type here... a

Conference Link* Type here...

Depart From* Select country b

Destination* Select country

Return Location* Select country

Start Date* No date selected c

End Date* No date selected

Depart Date* No date selected

Return Date* No date selected

Published Volume* Type here... d

Published Date* No date selected

Country* Select country

City* Type city e

Organizer Or Publisher* Type here...

The filling instructions for each section are as follows:

a) Seminar General Information

Fill in the information on the name of the seminar that is followed in the "Conference Name" column, as well as the website address of the seminar in the "Conference Link" column.

b) Seminar Location Information

- ➔ If the seminar involves official travel, fill in the travel location information in this section, namely the city of origin of departure (in the column "Depart From"), the destination city (column "Destination"), and the city of return (column "Return location").
- ➔ If the seminar does not involve a business trip (*virtual conference*), it can be filled with the location of each campus.

c) Seminar Time Information

- ➔ Fill in the seminar start time ("Start Date" column), seminar end time ("End Date" column), departure time ("Depart Date" column), and return time ("Return Date" column).
- ➔ If the seminar does not involve business travel (*virtual conference*), it can be filled according to the attendance schedule of each seminar.

d) Seminar Publication Information

Fill in the publication detail information. E.g., "EES IOP, Volume 426" or "IEEE Xplore, year 2022" in the "Published Volume" column, estimated time of publication ("Published Date"), the country where the publication is located ("Country" column), the city where it is published ("City" column), and the name of the seminar organizer or publisher of seminar results ("Organizer or Publisher" column).

b. * If Journal is selected as "Research Request Type":

Journal Name*	<input type="text" value="Type here..."/>	a
Journal Link*	<input type="text" value="Type here..."/>	

Published Volume*	<input type="text" value="Type here..."/>	City*	<input type="text" value="Type city"/>	b
Published Date*	<input type="text" value="No date selected"/>	Organizer Or Publisher*	<input type="text" value="Type here..."/>	
Country*	<input type="text" value="Select country"/>			

*** If Book Chapter is selected as "Research Request Type":**

Book Chapter Name*	<input type="text" value="Type here..."/>	a
Book Chapter Link*	<input type="text" value="Type here..."/>	

Published Volume* ?	<input type="text" value="Type here..."/>	City* ?	<input type="text" value="Type city"/>	b
Published Date* ?	<input type="text" value="No date selected"/>	Organizer Or Publisher* ?	<input type="text" value="Type here..."/>	
Country* ?	<input type="text" value="Select country"/>			

The filling instructions for each section are as follows:

a. Journal / Book Chapter General Information

Please fill in the journal name information and the journal's website address. Fill in the information on the name of the intended journal in the column "Journal Name" / "Book Chapter Name," as well as the website address of the journal in the column "Journal Link" / "Book Chapter Link."

b. Publication Information

Fill in the publication detail information. E.g., "Volume 21(1), 2022"; "Spring 2022"; "Special Issue 2, 2022" in the "Published Volume" column, estimated publication time ("Published Date" column), country of publication in ("Country" column), city of publication ("City" column), and journal publisher name ("Organizer or Publisher" column).

9. Fill in the detailed information of the submitted article/paper.

Paper Title*	<input type="text" value="Type here..."/>	a
Paper Resource*	<input type="text" value="Select option"/>	
Paper is a part of BINUS Initiative Project (Proyek Inisiatif)*	<input type="radio"/> Yes <input checked="" type="radio"/> No	b
Paper is Graduation Requirement*	<input type="radio"/> Yes (No Incentive) <input type="radio"/> No	
Application Status*	<input type="text" value="Select Area"/>	c
Enrichment Track*	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Area Sustainable Development Goals*	<input type="text" value="Select Area"/>	

The filling instructions for each section are as follows:

a. Article General Information

Fill in the article's title in the "Paper Title" column, then select the article's source – namely, where this article was produced according to the choices in the "Paper Resource" column and whether the article is a graduation requirement for Master's / Doctorate (S2 / S3) degree studies. Please choose the correct *Paper Resource* according to the type of financing needed by FM.

Further explanations:

- **Skripsi/Tugas Akhir (S1):**
It is a type of Bachelor's Degree (S1) final project article that gets operational financing without getting incentives.
- **Skripsi (STARS):**
It is a type of Bachelor's Degree (S1) final project article that gets operational financing but gets an incentive every time you report two thesis papers with the STARS scheme.
- **Thesis:**
It is a type of Master's Degree (S2) thesis final project article, which is one of the prerequisites for graduation; this scheme will get operational financing but is not eligible for incentives.

- **Disertasi:**
It is a type of Doctorate's Degree (S3) thesis/dissertation final project article, which is one of the prerequisites for graduation; this scheme will get operational financing but is not eligible for incentives.
- **Penelitian Mandiri:**
It is a type of research article for FM that is not included in a Final Project. Independent Research (Penelitian Mandiri) is entitled to operational financing and incentives.
- **Hibah Internal:**
This type of research article is part of the Internal Grant intended to nurture and direct novice researchers to improve their ability to conduct research at Bina Nusantara University.

Paper Resource*

Name Grant funds*

When selecting Internal Grant (Hibah Internal), input the following fields:

- Name Grant funds: Name of the research grant (e.g., PIB, PTB, etc.)

- **Hibah Eksternal:**
This type of research article is part of an External Grant (Hibah Eksternal) between Bina Nusantara University researchers and research cooperation partners from outside the Bina Nusantara campus.

Paper Resource*

Name Grant funds*

Name of Institution*

Country of Institution*

When selecting External Grant, input the following fields:

- Name Grant funds: Name of the grant (e.g., PIB, PTB, etc.)
- Name of Institution: Name of the partner institutions part of the grant
- Country of Institution: The country of origin of the partner institution

- **HIGH/Scopus Champion:**
It is a type of Q1 or Q2 journal article intended for the HIGH / Scopus Champion scheme.

Additional information can later be seen when hovering over the cursor to the symbol "?" next to the *Paper Resource field type*.

b. Requirement Options

Select and click the "Yes" or "No" option if this paper is part of the BINUS Initiative Project, then select and click on the "Yes" or "No" option in the "Paper Graduation Requirement" column if this paper is part of the graduation prerequisites.

c. Application Status

→ **Application Status:** Select the submission status in this column according to the *drop-down* menu provided:
[1] Operational Financing and Incentives,

- [2] Incentives only,
 - [3] Operational Financing only, or
 - [4] Reporting only – data collection only, asking for no financing or incentives.
- FM can only make one submission for one article. Please choose according to the *previously selected Paper Resource* and in accordance with applicable provisions.

- ➔ **Enrichment Track:** select "Yes" if the article is an Enrichment Track output, and choose "No" if the article is not an Enrichment Track output.
- ➔ **Area Sustainable Development Goals:** In the *drop-down* menu, select one of the 17 areas that most closely matches the topic of the proposed article.

10. Next, please fill in the information and select one option that matches the submitted paper.

a. “KPI Group” Column

Select and click the "Paper FM" option if this paper results from FM's research. If this paper results from student research, click the "Student Paper" option.

b. “Publication Scale” Column

Select and click one of the options, "International" if the scale of this publication is international, and "National" if it is national only.

c. “Publication Status” & “Scopus Year” Column

Select one of the publication statuses and the corresponding Scopus publication year with the *drop-down menu* available.

KPI Group*	<input type="radio"/> Paper FM <input checked="" type="radio"/> Paper Mahasiswa	a
Publication Scale*	<input type="radio"/> International <input checked="" type="radio"/> National	b
Publication Status*	-- Choose Publication Status --	c
Scopus Year*	2023	

11. Fill in the complete composition information of the article author in the Writer Composition section. Click the "Add Row" button to add a field according to the number of article authors.

Writer Composition*

Writer	Action
First Author Status Author* <input type="text" value="Select status author"/>	

***Important Notes:**

- You must be registered in Writer Composition.
- Please Include all authors' names as listed in the article.
- It is forbidden to change the composition of the author after the application is approved.



If the author has FM status, fill in the lecturer code in the "Lecturer ID" column. The system will automatically raise the identity of the lecturer. Please click mark the "Corresponding Author" section if the author is the *contact person* for this article.

Writer Composition*

Writer	Action
First Author Status Author* <input type="text" value="Faculty Member"/> Lecturer Id* <input type="text" value="D6174"/> Name ANINDA RAHMASARI Email aninda.rahmasari@binus.ac.id Status Faculty Member - Structural Major / School International Relations / Faculty of Humanities <input checked="" type="checkbox"/> Corresponding Author <input type="checkbox"/> On take Master / Doctor Degree	

If the author is a Student, fill in the Student Identification Number (NIM) in the "Student ID" column. The system will automatically display the student's identity. Please mark in the "Corresponding Author" section if the author is the *contact person* for this article.

Writer Composition*

Writer	Action
First Author Status Author* <input type="text" value="Student"/> Student Id* <input type="text" value="1801444482"/> Name BIYAN R. JAZZY Major / School International Relations / Faculty of Humanities <input checked="" type="checkbox"/> Corresponding Author	

If the author comes from an external institution, fill in the complete author data in the form of full name ("Name" column), email address ("Email" column), institution origin ("Institution" column), and country of origin ("Country" column). Please mark/click in the "Corresponding Author" section if the author is the *contact person* for this article.

Writer Composition*

Writer	Action
First Author	
Status Author*	External Institution
Name*	Enter Name
Email*	Enter Email
Institution*	Enter Institution. Ex: Bina Nusantara University
Country*	Select country. Ex: Indonesia
<input checked="" type="checkbox"/> Corresponding Author	

12. Complete and *upload* any attached documents in the fields provided:

1. **Scopus Indexed Evidence**, is evidence of indexability of articles in scopus.com (if it has been indexed) or proof of indexability of publication outlets in scopus.com (if not indexed).
2. **Article Acceptance**, is proof of acceptance of articles in seminars or journals.
3. **Publication Invoice**, is information on publication operational costs along with proof of payment/repayment (if any).
4. **Evidence of Journal Quarter Number**, is quartile status information from scimagojr.com if the article is published in the journal, or publication outlet information if the article is published in the seminar.
5. **Final Version of Full-Text Article**, is the complete manuscript of the submitted article.
6. **FM Research Roadmap**, is an FM research roadmap document derived from research documents of departments and universities.

Scopus Indexed Evidence* ? ? 

File	Action
There are no records to show	

Article Acceptance* ?

File	Action
There are no records to show	

Publication Invoice* ?

File	Action
There are no records to show	

Evidence of Journal Quarter Number* ?

File	Action
There are no records to show	

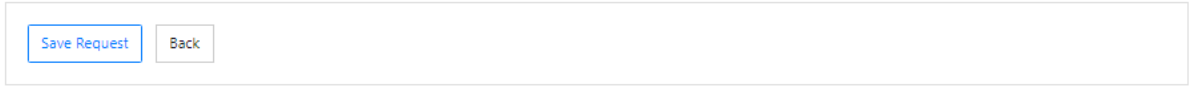
Final Version of Full-Text Article* ?

File	Action
There are no records to show	

FM Research Roadmap* ?

File	Action
There are no records to show	

13. Click the "Save Request" button to save the submission.

A screenshot of a web form interface. It features two buttons: a blue "Save Request" button and a grey "Back" button, positioned side-by-side within a light grey rectangular container.

14. Finish.