

CIE&HX Research Management System

Case Providing Department: CIE and HeXie Professional Services

Supported by LM

1. Background

This application is primarily used to centrally manage the College's academic outputs, seminar preparations, recruitment and payroll of research assistants (RAs), and the application and approval processes for internal research funding (e.g., RCF).

Against the backdrop of accelerated digital transformation, the College of Industry-Entrepreneurs & HeXie Management Research Centre requires an efficient and intelligent research management tool to meet its growing academic governance needs. On one hand, college leadership seeks real-time visibility into faculty research activities — including project progress, paper publications, and participation in academic events—to enable targeted support and optimal resource allocation. On the other hand, core operational processes — such as data collection, internal funding applications (e.g., RCF), RA management, and academic event coordination—have remained heavily reliant on email communication and file attachments.

This legacy approach not only generates significant repetitive manual work (e.g., redundant form filling, manual data aggregation, multi-level forwarding of approvals) but also frequently leads to information omissions, version inconsistencies, and divergent reporting standards, severely hampering management efficiency and decision-making quality.

2. Solutions

The system re-engineers workflow forms based on the College's existing templates and introduces an innovative "core data reference" feature—users can directly pull previously entered research output data when completing other forms, drastically reducing redundant input. Additionally, the original approval and carbon-copy workflows have been migrated and streamlined to ensure approvers and recipients receive concise, focused information.

1) Research Output Update

Recognizing that all college activities revolve around research outputs, the system designates "Research Output" as the central data hub. All other forms can reference this module, enabling "enter once, use everywhere"—enhancing user convenience while ensuring data consistency and integrity. The form fields were jointly developed through

consultation with academic staff, guaranteeing professional relevance, accuracy, and standardization.

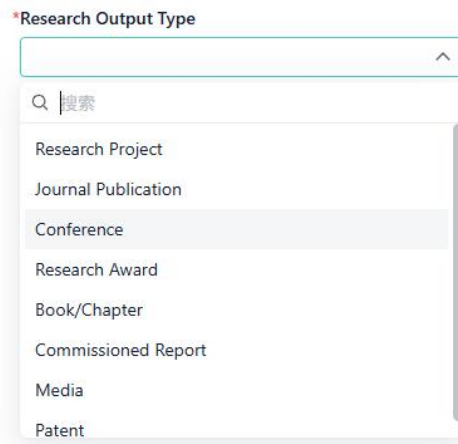


Figure 27 Function module for research projects and journal publications

***Research Output Type**
 Research Project

***Project Source**

***Project Title**

***Grant Number**

***Role**

***Total Funding (RMB)**

***Start Date**

End Date

***Project Status**

Note
 If you have any additional information to provide, please include it here.
 For example: **impact factor, journal ranking, contribution, or a brief introduction about article or conference, etc.**

提交 保存草稿

***Research Output Type**
 Journal Publication

***Date**
 2025-11

***Original Language**
 English

***Article Title**

***Authorship**

***Journal Title**

***DOI/URL**

Note
 If you have any additional information to provide, please include it here.
 For example: **impact factor, journal ranking, contribution, or a brief introduction about article or conference, etc.**

***Attachment**
 Upload supporting materials to verify the authenticity of your research outputs.

提交 保存草稿

Figure 28 Illustration: Interfaces for research projects and journal publications

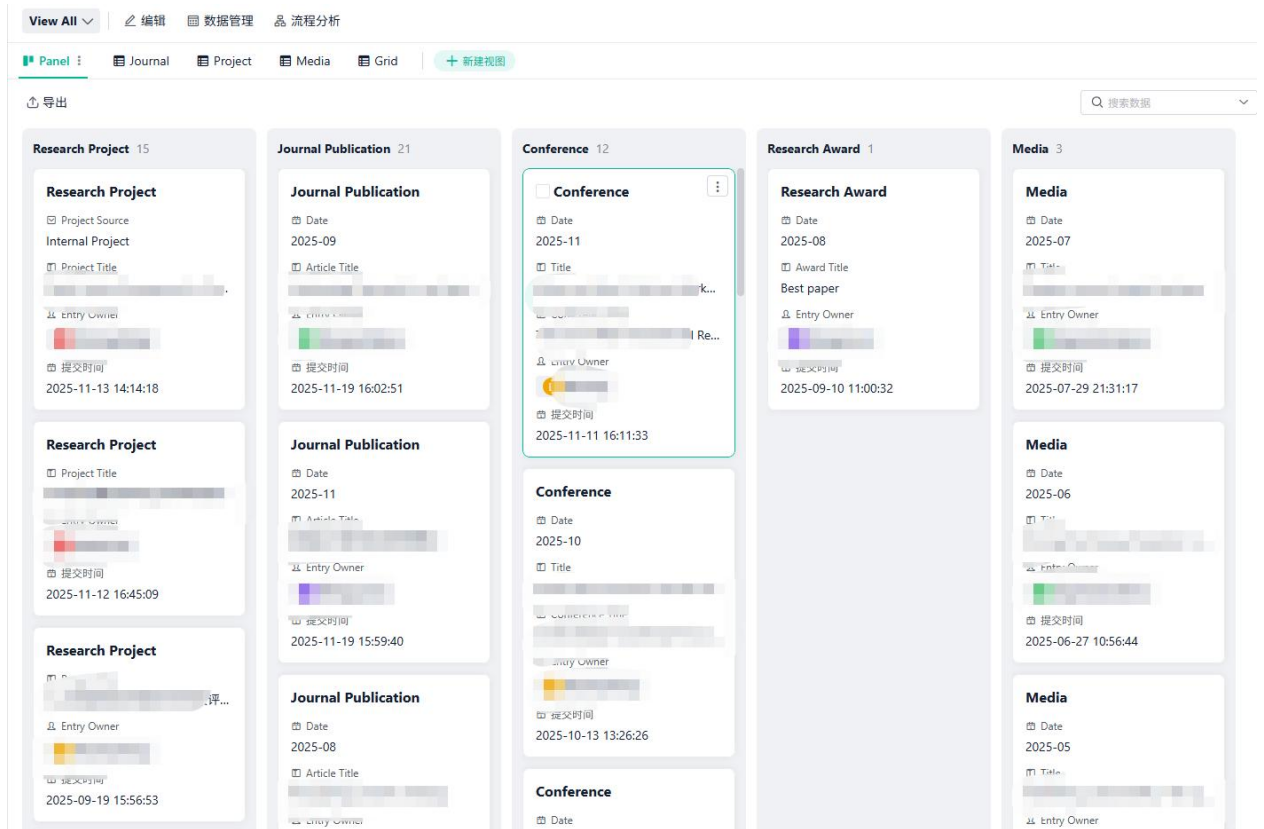


Figure 29 Dashboard for research projects and journal publications

2) RCF Application

1. This module supports online applications for internal research funding (e.g., RCF). Applicants can instantly reference their pre-filled research output data to avoid duplication, while approvers can review the historical submissions during the evaluation process to inform their decisions.

*Academic Year

25/26

*

Please **update your conference article information** in Research Output Update before completing this form.

 Article Select

*Article Title

暂无内容

*Original Language

English


*Conference Title

暂无内容

*Conference Start Date



*Conference End Date



*Conference Location

暂无内容

*Authorship

暂无内容

*Note

Please provide details of the **reputation and quality** of the conference here.

This could include information such as the **impact factor, journal ranking, a description of contributions or a brief introduction to the paper/conference.**

提交

保存草稿

Figure 30 Application interfaces for research funding

Approval Node

*Academic Year
25/26

Previous applications

Academic Year	Approval Date	Submitterr	Article Title	Conference Title	Conference Start Date	Conference Location
25/26	2025-10-16		test3	test3	2025-10-16	test4
25/26	2025-10-16		test5	test	2025-10-16	test
25/26	2025-10-16		test1	test1	2025-10-17	test1
25/26			test1	test1	2025-10-16	test1

20 条/页 共 4 条

*Article Title
test5

*Original Language
Chinese

*Conference Title
test

*Conference Start Date
2025-11-01

*Conference End Date
2025-11-21

Approve Return Request Cancel 暂存

Figure 31 Approval interfaces for research funding

3) Seminar Automation

Designed for diverse academic events, the system offers an end-to-end event management workflow covering information collection, poster approval and publishing, and budget requests. Form content can be customized per event type, enabling “one initiation, full-process closure” for each activity.

***Seminar Process**
 Information Collection

Seminar Information

***Seminar Type**
 [Dropdown]

Start Time
 [Date/Time Picker]

Venue
 [Dropdown]

***Whether External Speaker**
 No

***Speaker**
 + 选择成员

***Seminar Information Fields**
 Tick in front of the information you need **speaker** to fill in.
 Topic Abstract Profile Photo Book

Launch Date
 2025-11-20

Figure 32 Event initiation interfaces

Select Seminar

***Seminar Type**
 CIE & HeXie Academy Research Seminar

If you can't find speaker, please fill in the RCF Application with **Internal Presentation Time**.

Select Speaker

Start Time
 2025-11-27 14:00

Venue
 Other
 HS131

***Summary of Speaker information**

	Name	Name(external)	Topic	Abstract	Profile	Photo
1	Select Speaker	暂无内容	的			

+ 添加 快捷填报

Budget

Budget List Budget Use Attendance List

***Budget List**

	Name	Quantity	Unit Price	Cost
1				暂无内容

+ 添加 快捷填报

提交 保存草稿

Figure 33 Budget approval interfaces

4) RA Management

This module integrates RA recruitment, role matching, and payroll processing, empowering faculty to efficiently plan human resource budgets. With “one-time setup, long-term reuse” and easy access to historical payroll records, it significantly streamlines the entire RA management lifecycle.

The screenshot displays a payroll processing interface. It includes the following elements:

- *Academic Year:** A text input field containing "25/26".
- *RA Management:** A dropdown menu currently showing "Step3 RA Payroll".
- *Payroll Period:** A text input field containing "2025-11". Below it, a note reads: "Please complete this form by **the end of the month**. If you have holidays, please finish it in advance."
- Payroll Form:** A table with the following structure:

* ID	* Legal Name	* ID/Passport Number	* Quantity	* Compensation	* Total Amount	* Project Number	Total Amount Paid
1	RA Select	暂无内容	Up to 40h/week	暂无内容	暂无内容	暂无内容	暂无内容

Below the table, there are two buttons: "+ 添加" (Add) and "快速填报" (Quick Report).

Figure 34 Payroll processing interface

5) Research Panel

This module serves as the application’s homepage, offering an overview of the College’s ongoing research progress and its cumulative research outputs to date. An integrated calendar provides a clear view of upcoming academic events, enabling faculty and researchers to effectively plan their schedules.

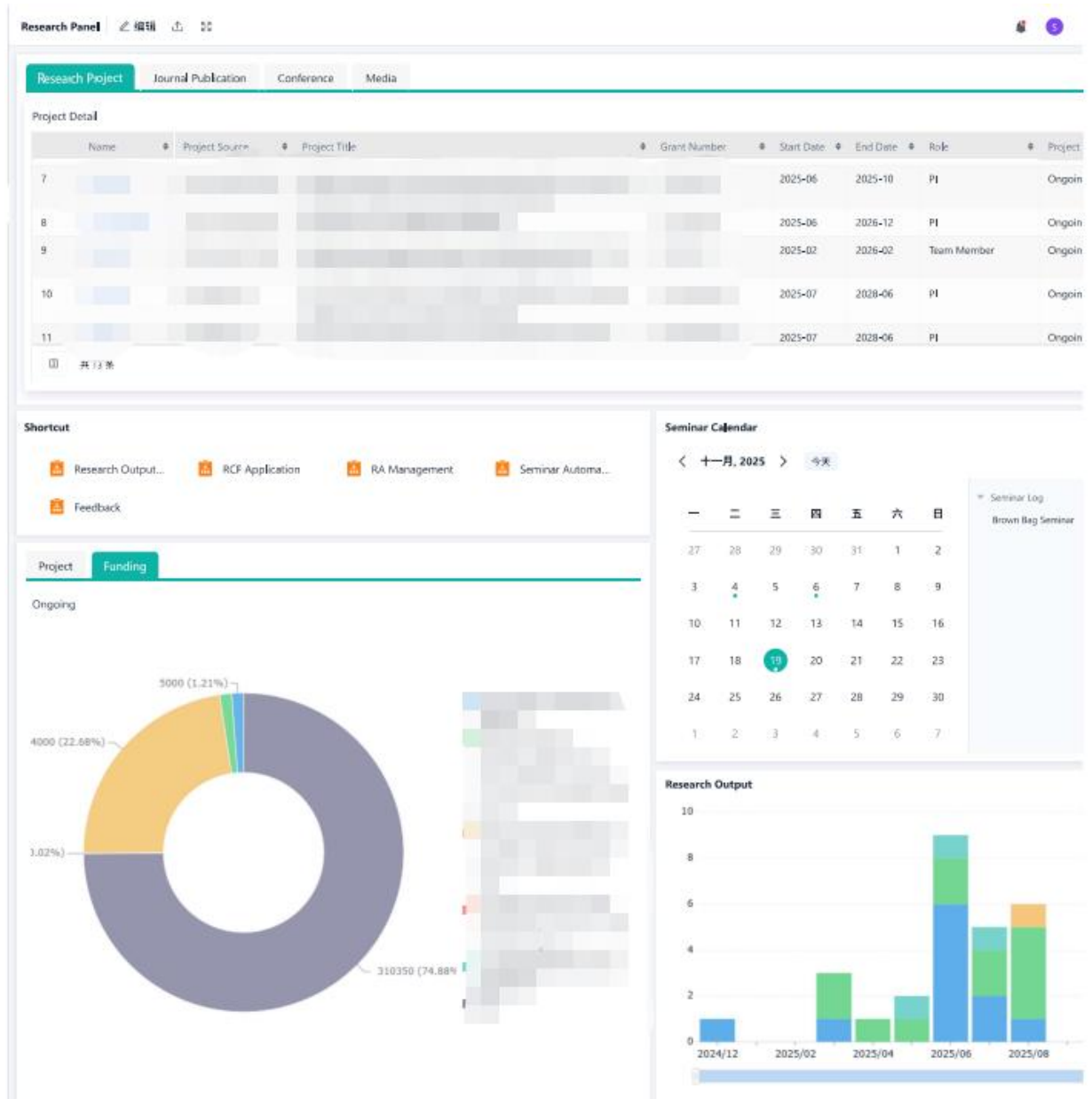


Figure 35 Research Panel dashboard

3. Outcomes and Benefits

Real-time tracking and reporting of research outputs are now possible;

Email-based information collection with attachments has been drastically reduced, and work notifications are automatically delivered;

Scheduling of academic events has become more efficient, with notably shorter lead times for promotional materials;

Overall administrative burden is alleviated, allowing academic staff to focus more on core research activities.

4. Replicability and Promotion Value

Given the high degree of operational similarity across academic units—particularly in research administration and event coordination—this system demonstrates strong replicability and scalability. It holds particular value for larger colleges with intensive research activities, where it can substantially reduce duplicated effort and enhance governance efficiency.