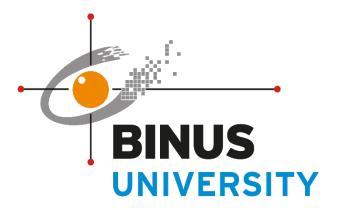
USER MANUAL

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

- Research Request -

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



Universitas Bina Nusantara

Jakarta

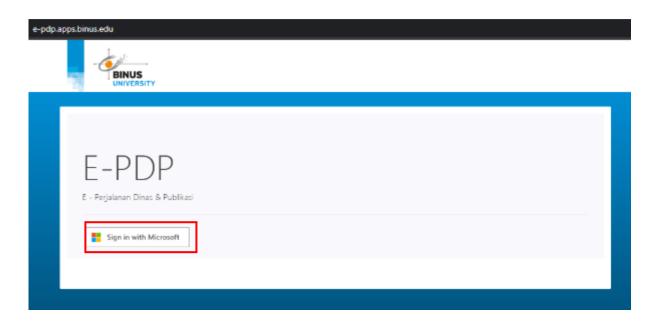
2025

General Information

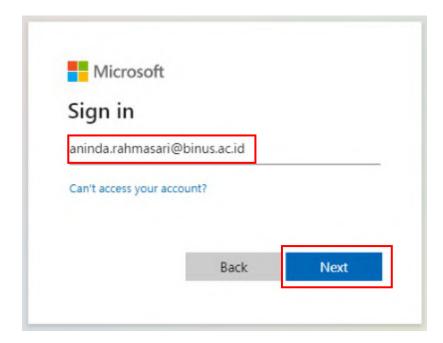
The E-Perjalanan Dinas & Publikasi (E-PDP) application is intended for Faculty Members (FM) as a medium to submit publication reports and obtain approval for data reporting or operational funding/incentives from reported publications.

Filling Steps:

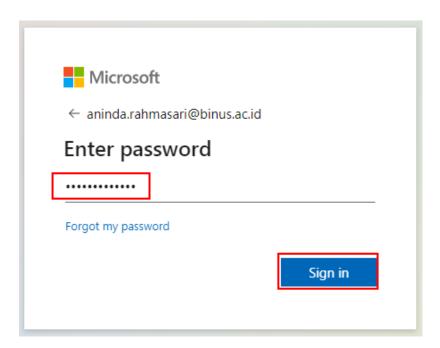
1. Log in first by opening the https://e-pdp.apps.binus.edu/link and clicking the "Sign in with Microsoft" button.



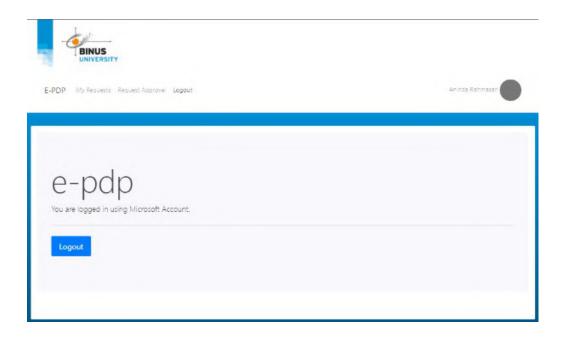
2. Sign in using **binus.ac.id email,** then click the "Next" button.



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



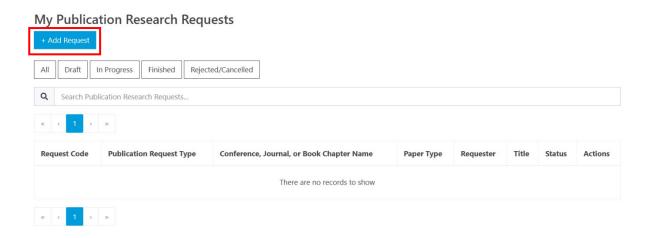
4. After successfully signing in, FM will be taken to the following page.



5. Click the "My Requests" tab to see the various requests made.



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



7. After the "+ Add Request" page opens, enter the FM email address in the "Request Applicant" field and the phone number that can be contacted in the "Applicant Phone Number" field. The last FM data will appear automatically after entering the email.

Request Applicant* Enter lecturer email (@binus.ac.id) syauqi.abrori@binus.ac.id SYAUQI ABDURRAHMAN ABRORI - syauqi.abrori@binus.ac.id FMSTR - D6994 - Faculty Member - Structural CPEN - Computer Engineering BASE - BINUS ASO School of Engineerin CSALS - Binus Alam Sutera Dean: fgunawan@binus.edu Dean: fgunawan@binus.edu

8. Next, click the "Scopus" or "Non-Scopus" option according to the publication. In the "Research Request Type" column, select the type of research publication type accordingly (Conference if the proposed publication is to a conference, Journal if the proposed publication is to a journal, or Book Chapter if the proposed publication is a book chapter, or Full Book if the submitted publication is a book as a whole).



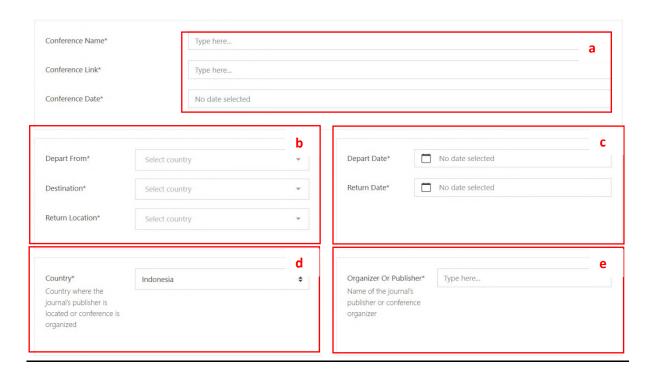
Because the Open Data and Open Contributorship options have been checked automatically, FM must provide evidence of the data availability statement of "Open Data" and "Open Contributorship."

A. *If Conference are chosen:

In the "Conference Type" column, select the type of conference accordingly. If the FM attends in person on the spot, click the "Onsite" option. If FM attends online, then click the "Online" option.



If the conference takes place "Onsite," the following display will appear:



The instructions on each part are as follows:

a. Conference General Information

Fill in the name of the conference in the "Conference Name" column, the website address of the conference in the "Conference Link" column, and the date of the conference in the "Conference Date" column.

b. Conference Information Location

→ If the conference involves official travel, fill in the travel location information in this section, namely the departure origin city (in the "Depart From" column), the destination city (the "Destination" column), and the return city (the "Return location" column").

→ If the conference does not involve an official travel (virtual conference), it can be filled with the location of the respective campus.

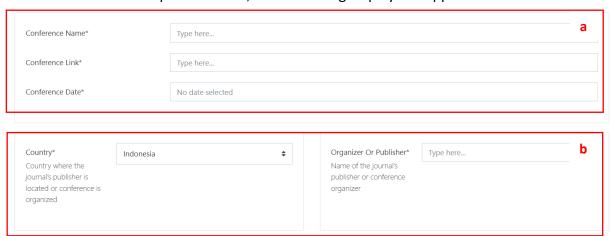
c. Conference Time Information

Fill in the departure time ("Depart Date" column) and the return time ("Return Date" column).

d. Conference Publication Information

Fill in the publication details such as the country where the conference was held (the "Country" column) and the name of the conference organizer or publisher of the conference results ("Organizer or Publisher field)").

If the conference takes place "Online," the following display will appear:



The filling instructions on each part are as follows:

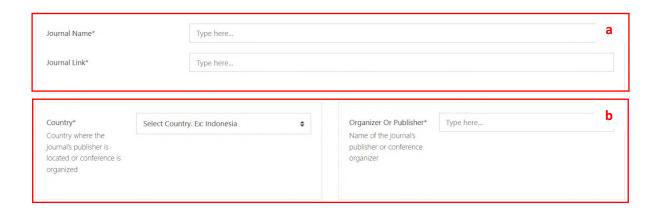
a. Conference General Information

Fill in the information of the name of the conference in the "Conference Name" column, the website address of the conference in the "Conference Link" column, and the date of the conference in the "Conference Date" column.

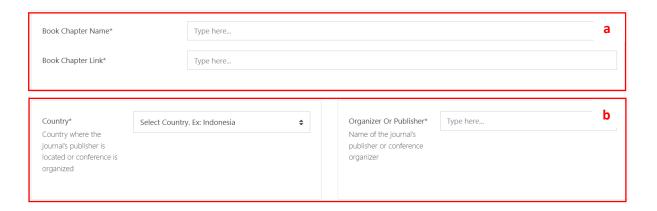
b. Conference Publication Information

Fill in the details of the publication outlet in the country where the publication is being published (the "Country" column) and the name of the journal publisher (the "Organizer or Publisher" column).

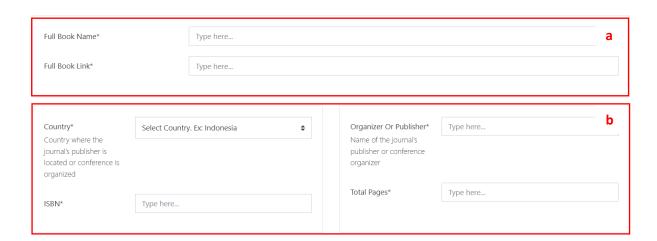
B. *If Journal are chosen:



C. *If Book Chapter are chosen:



D. *If Full Book are chosen:



The filling instructions on each part are as follows:

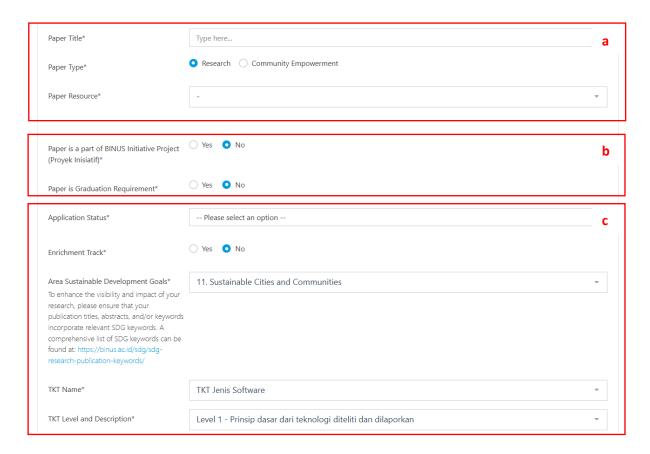
a. Journal / Book Chapter / Full Book General Information

Fill in the name of the intended outlet in the "Journal Name" / "Book Chapter Name" / "Full Book Name" column, as well as the website address of the outlet in the "Journal Link" / "Book Chapter Link" / "Full Book Link" column.

b. Publication Information

Fill in the details of the publication outlet in the country where the publication is being published (the "Country" column) and the name of the journal publisher (the "Organizer or Publisher" column). If it's a Full Book, add the book's ISBN information in the ("ISBN" field) and the number of pages (the "Total Pages" field).

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



The filling instructions on each part are as follows:

a. Paper General Information

Fill in the title of the paper in the "Paper Title" field, then select one of the paper types by clicking the "Research" or "Community Empowerment" option. Both options affect the source of the paper – i.e., where the paper is generated according to the selection in the "Paper Resource" column. Please select the right "Paper Resource" based on the type of funding needed by FM.

For explanation, the "Paper Resource" in the "Research" type is as follows:

• Skripsi/Tugas Akhir (S1):

It is a type of Bachelor's Degree (S1) final project paper with topics originating from students. Eligible for incentive funding only.

• Skripsi (STARS):

It is a type of Bachelor's Degree (S1) final project paper that gets operational funding but is eligible for incentives only when reporting two thesis papers with the STARS scheme.

• Thesis:

It is a type of thesis final project Master Degree (S2) paper, one of the prerequisites for graduation, Eligible for operational funding only.

• Disertasi:

It is a paper sourced from the dissertation of S3 BINUS University students. Eligible for operational funding only.

• Penelitian Mandiri:

It is a type of research paper for FM that is not included in the form of a Final Project. Eligible for operational funding and incentives.

• Hibah Internal (Hibah PIB, PUB, Proins):

It is a paper sourced from BINUS Internal Grants (PIB, PUB, Initiative Project). Eligible for incentive funding only.

Hibah Eksternal:

It is a paper from an external grant between BINUS University researchers and research cooperation partners from outside the campus. Eligible for incentive funding only.

HIGH/Scopus Champion:

It is a type of Q1 or Q2 journal paper intended for the HIGH/Scopus Champion scheme. This research is entitled to operational funding and incentives.

• Hibah Internal (Hibah PPB, BRUN, BPL):

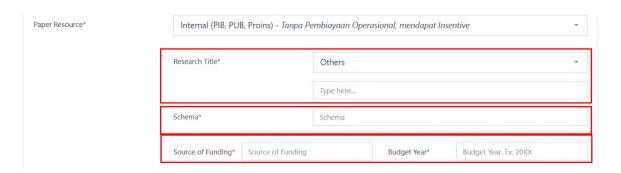
It is a paper sourced from BINUS internal grants (PPB, BRUN, or BPL). Eligible for operational funding and incentives.

Others

It is another option not listed on the dropdown menu in E-PDP.

If choosing "Penelitian Mandiri," "Hibah Internal," "Eksternal," and "Others," FM needs to enter information in the following columns:

- "Research Title": Title of the research grant, select according to the available dropdown menu and fill in the appropriate title.
- "Schema": Followed grant schemes.
- "Source of Funding": Write down where the grant came from.
- "Budget Year": Budget year of the grant.



For explanation, the "Paper Resource" in the "Community Empowerment" type is as follows:

Hibah Internal Pengabdian (HIP) BINUS Bangun Desa (Bina Desa):

It is a paper from the Internal Service Grant (HIP) BINUS Bangun Desa. HIP Bina Desa does not receive operational funding and incentives. The grant funds come from BINUS.

• Hibah Internal Pengabdian (HIP) TTG:

It is a paper from the Internal Service Grant (HIP) Teknologi Tepat Guna. HIP TTG does not receive operational funding and incentives. The grant funds come from BINUS.

Hibah Internal Pengabdian (HIP) UMKM:

It is a paper from the Internal Service Grant (HIP) Usaha Mikro Kecil Menengah (UMKM). HIP UMKM does not receive operational funding and incentives. The grant funds come from BINUS.

PKM Mandiri:

It is a paper sourced from Community Service (PKM) grants obtained independently. Eligible to get operational funding only.

Hibah Kemenristek (DKM/DRPM):

The grant is a paper sourced from a grant from the Ministry of Research, Technology and Higher Education and/or the Directorate of Research, Technology, and Community Service (DRPM). Not eligible for operational funding and incentives.

Internal Proins:

It is a type of internal research grant that comes from the BINUS Initiative Project (Proins). Not eligible for operational funding and incentives.

• Others:

It is another funding other than those listed on the dropdown menu in the system. Eligible to get operational funding only.

After selecting the "Paper Resource" type, fill in the following fields:

- "Name": Name of the grant obtained
- "Source of Funding": Select or write down where the grant came from
- "Year": Fill in the year when the grant was obtained



b. Proins option and Graduation Requirement

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. Submission Status

- → Application Status: Select the submission status in this column that corresponds to the available dropdown menu:
 - [1] Article Operational Funding Application: Operational funding and incentive,
 - [2] Scopus Indexed Incentive: Incentive only,
 - [3] Operational Funding Only, or
 - [4] Reporting Only: Only for reporting and not eligible for operational or incentives.
 - FM can only make one submission for one paper. Please select according to the "Paper Resource" chosen in advance and in accordance with the applicable conditions.
- → Enrichment Track: Select "Yes" if the paper is an Enrichment Track output, and select "No" if the paper is not an Enrichment Track output.
- → Area Sustainable Development Goals: In the dropdown menu, select one of the 17 areas most closely approximating the proposed paper topic.
- → TKT Name: In the dropdown menu, select one of the types of technology readiness levels (TRL) appropriate to the proposed paper's topic and discussion.
- → TKT Level and Description: In the dropdown menu, select one of the TKT levels corresponding to the proposed paper's topic and discussion.

10. Next, please fill in the information and choose one of the options that suits the paper submitted.



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.

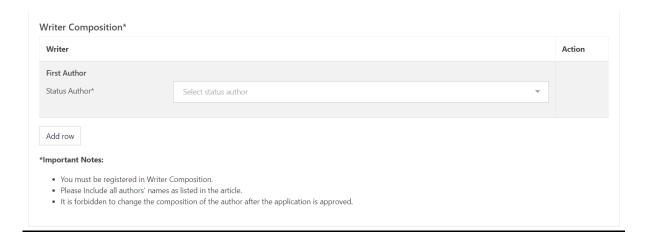
b. "Publication Scale" Column

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

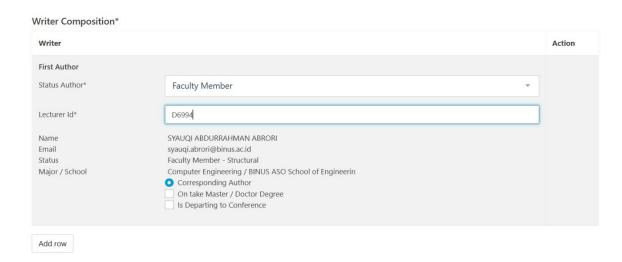
c. "Publication Status" Column

Select one of the publication statuses that correspond to the available dropdown menu.

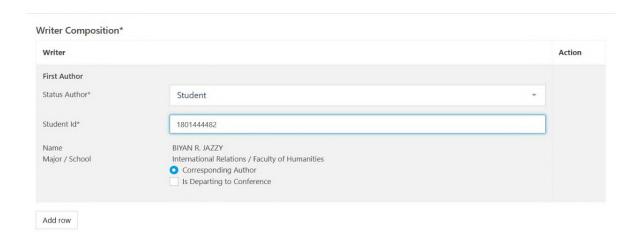
- Submitted Evidence: The paper has been submitted to the publication outlet.
- Reviewed Evidence: The publication outlet reviewer has reviewed and commented on the paper.
- Accepted Evidence: The publication outlet has accepted the paper and is waiting to be published. FM has obtained LoA.
- Published Evidence: The paper was published on the outlet's website.
- Detected Evidence: The paper has been detected and indexed on the Scopus website.
- 11. Fill in the complete composition of the paper writer in the "Writer Composition" section. Click the "Add Row" button to add fields according to the number of paper authors.



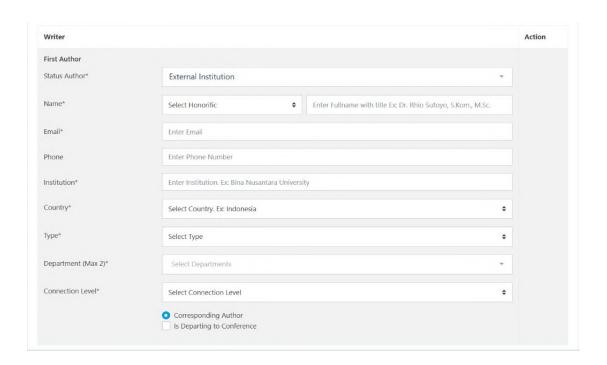
If the author has FM status, fill in the lecturer code in the "Lecturer ID" field. The system will automatically generate the lecturer's identity. Please tick/click the "Corresponding Author" section if the author is the contact person for this paper.



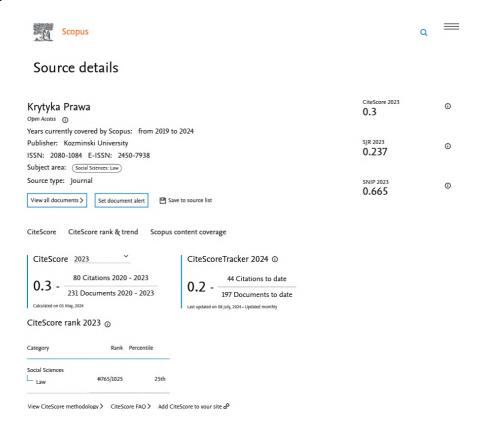
If the writer has the status of "Student" or student, fill in the Student Identification Number (NIM) in the "Student ID" column. The system will automatically generate the student's identity. Please tick/click on the "Corresponding Author" section if the author is the contact person for this paper and "Is Departing to Conference" if the author also attends the conference.



If the author is from an external institution, fill in the complete data of the author in the form of full name ("Name" column), email address ("Email" column), institution origin ("Institution" column), country origin ("Country" column), type of partner ("Type" column), faculty from the partner ("Department" column), and "Connection Level column" ("Connection Level" column). Please mark/click in the "Corresponding Author" section if the author is the contact person for this paper.

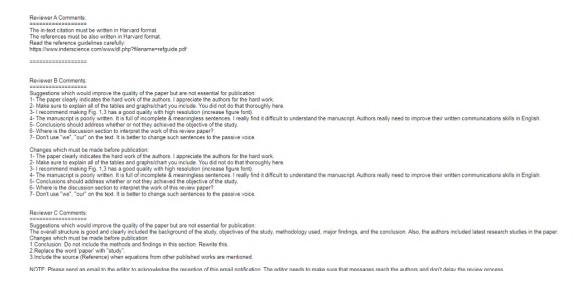


- 12. Complete and upload the attachment document in the column provided. The "Scopus," "Non-Scopus," and publication types will affect the number or type of evidence documents that must be uploaded. The attachment of the document upload column is as follows:
 - a. Scopus Indexed Evidence is evidence of the indexability of publication outlets in scopus.com. Publications in the form of conferences can upload outlet information from the conference flyer or website. Example:

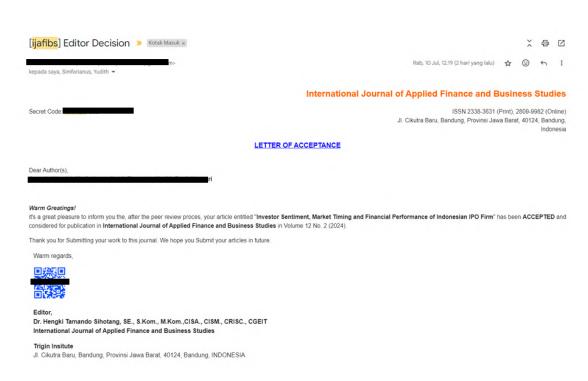


- **b. Publication Status Evidence** is evidence of publication status when reporting to the E-PDP system. The attached evidence adjusts to the publication status, among others:
 - "Reviewed," attach screenshot evidence in the form of comments from the reviewer.
 - "Accepted." Please attach a screenshot of the LOA sent from the publisher.
 - "Published," attach proof of the screenshot of the paper on the publisher's website and a DOI link to the paper.
 - "Detected," attach proof of screenshot of paper indexability in Scopus.

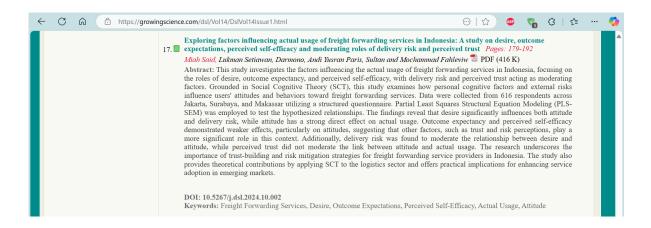
"Reviewed" evidence example:



"Accepted" evidence example:



"Published" evidence example:



"Detected" evidence example:



c. Publication Invoice is information on the operational costs of the publication along with proof of payment/repayment (if it already exists).
Example:



People & Global Business Association

Title	Islamic Banking in the Age of Technology: A Five-Year Review of Trends and Technologies	
	Receipt for This Publication Fee	
Publishing Fee		\$970
Acknowledgement Fee		\$0
	Total Pay Amount	\$970

d. Journal Quartile Evidence is the quartile status information of scimagojr.com if the article is published in a journal or publication outlet information if the article is published at a conference. In the case of a multi-quartile journal, include supporting academic documents that indicate the subject areas most closely related to the article. If such supporting documents are unavailable, the RTTO reserves the absolute right to assign the most relevant subject area without such reference.

Example:



e. Preprint Version is the final version of the manuscript that has passed the peer review process and has been accepted for publication but has not been laid out and typeset by the publisher. This version must be free of the format and publisher's brand logo. Example:

The Influence of Blockchain Technology on The Use of Electronic Drugs Prescription Based on Cultural Safety Sociotechnical Framework

Surjandy^{1, *}, Cadelina Cassandra^{1,} and Stefanus Rumangkit²

¹School of Information Systems Bina Nusantara University Jakarta, 11480, Indonesia *Corresponding author: surjandy@binus.ac.id; ccasandra@binus.edu

> ²BINUS Entrepreneurship Center Bina Nusantara University Jakarta, 11480, Indonesia stefanus.rumangkit@binus.ac.id

ABSTRACT. Electronic drug prescriptions, also known as digital drug prescriptions, have been widely adopted in numerous countries. However, this app has both positive and negative implications. The utilization of electronic drug prescriptions has been associated with a range of significant problems, including security concerns, privacy breaches, data manipulation, and even fatalities among patients. The following article provides a summary of the research's background. An extensive investigation was conducted pertaining to the utilization of Blockchain technology, which is widely regarded as a potential remedy for the issue of electronic drug prescriptions. The present study employs a qualitative approach, specifically utilizing a systematic literature review methodology. The findings of this study demonstrate that the research topic under investigation remains a subject of ongoing interest and holds potential for future advancements. The research noticed a twelvefold increase from 2015 to 2022, with ongoing growth in 2023. This study identified 13 significant developmental factors that impact the Cultural Safety Sociotechnical Framework (CSSF). Based on the findings, it can be inferred that the implementation of blockchain technology has the potential to enhance patient safety and security. By integrating blockchain technology, the CSSF will possess a repository of data that exhibits qualities of reliability, transparency, and speed due to its decentralized nature. Moreover, the information stored on the blockchain is demed accurate and resistant to tampering, establishing trust among clients. This trust is further reinforced by the blockchain's provenance capabilities, ensuring the authenticity and traceability of the data. Additionally, the utilization of blockchain admentacy and raceability of the data. Administry, the utilization of blockchain technology ensures the safety and privacy of the information stored within the system. However, it is imperative to establish a novel governance framework for the digital prescription issuance process in order to fully take advantage and utilize the potential of blockchain technology. The findings of this study show significant value for the healthcare sector and scientific advancement, particularly in relation to the utilization of blockchain technology.

f. Open Data is a statement about where raw data can be accessed. Attached evidence is a screenshot of the data availability statement, especially if it has a link to the data storage repository in the paper. The Open Data implementation guide can be accessed via the following link:

https://bit.ly/manualopenscienceBinus

Example 1:

Data availability

Underlying data

Zenodo: 'Dataset of Intention to Whistleblow: Perception of Reporting Skill Mediates the Predicting Role of Class Consciousness and Perceived Probability of Revenge'. https://zenodo.org/record/8327360 (Abraham et al., 2023).

This project contains the following underlying data:

- Whistleblowing Intention - Suppl Material - Data.xlsx

Extended data

This project contains the following extended data:

- Whistleblowing Intention Suppl Material Questionnaire.docx
- Whistleblowing Intention Suppl Material Analysis Script (JASP).jasp

Data are available under the terms of the Creative Commons Attribution 4.0 International license (CC-BY 4.0).

Example 2:

The data and results of data processing (JASP output, including information on factor loadings of CFA, and estimates of mediation analysis) of this research can be accessed through the following link: https://doi.org/10.5281/zenodo. 5713365. The data analysis applied in this study is as follows:

g. Open Contributorship Evidence is proof of a statement of openness in the research authorship by mentioning each researcher's role and form of involvement in detail, which can be written directly in a column or uploaded in a separate document. The Open Contributorship implementation guide can be accessed via the following link:

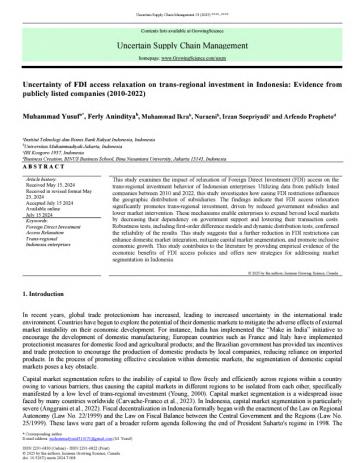
https://bit.ly/manualopenscienceBinus

Example:

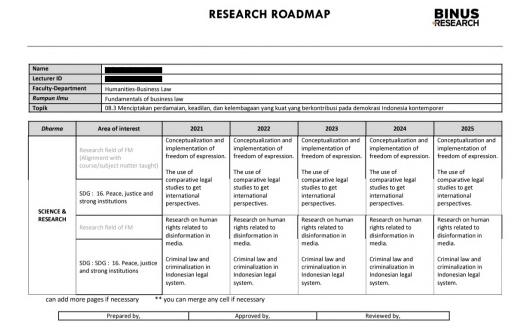
Author Contributions: The following statements were used: Conceptualization, T.Y., A.M.S., P.U.; methodology, A.M.S., T.Y. and P.U.; software, P.U. and T.Y.; validation, A.M.S. and P.U.; formal analysis, T.Y. and P.U.; investigation, T.Y. and P.U.; resources, A.M.S, P.U., and T.Y.; data curation, P.U. and A.M.S; writing—original draft preparation, T.Y.; writing—review and editing, A.M.S. and P.U.; visualization, P.U; supervision, A. M. S. and P.U.; project administration, A.M.S. and P.U. All authors have read and agreed to the published version of the manuscript."

Data Availability: the data can be accessed through this link.

 h. Final Version of Full-Text Article is a complete manuscript of a paper submitted as a final that has been accepted or undergone peer review.
 Example:



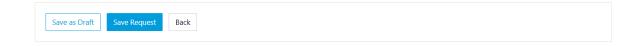
 i. FM Research Roadmap is an FM research roadmap document derived from the research documents of departments and universities.
 Example:



13. Before saving the submission, check the consent statement that the data that has been sent cannot be changed. If FM chooses to report Scopus-indexed publications, check the statement of approval that requests for operational funding and incentives will not be processed if Scopus discontinues the journal or conference.



14. Click the "Save Request" button to complete and submit the application. If FM wants to save and complete the submission later, click the "Save as Draft" button. Later, the submission process will appear in the "Draft" tab of the "My Request" page of the E-PDP so that the completion of the report can continue.



15. Finished.