



ADDIS ABABA UNIVERSITY
COLLEGE OF HEALTH SCIENCES

Office of R&E Innovation & Engagement

IEMS CHS WEBSITE

User Manual

Purpose: Operational guidance for creating, submitting, reviewing and monitoring Innovation and Engagement service records and departmental plans.

Website: <https://iemschs.com>

August 2026

Document control

Item	Details
Document title	IEMS CHS Website Complete User Manual
System	Innovation and Engagement Management System, College of Health Sciences
Website	https://iemschs.com
Version	3.0
Issue date	August 2026
Users	Submitters, Department Heads and IE CHS Office users
Service areas	Community Engagement, Community Service, Consultancy, Externship, Innovation, Internship and Volunteerism

How to use this manual

Begin with Chapters 1–4 for access, navigation and the common reporting sequence. Submitters should then use the chapter for the relevant service. Department Heads and IE CHS Office users should use the role-specific chapters for review, planning and monitoring.

- Each procedure begins with the information to prepare and ends with the expected system result.
- Form labels and menu names follow the current live interface.
- Screenshots are paired with the exact action described in the surrounding steps.

System requirements

Requirement	What is needed
Device	A desktop or laptop computer is recommended for completing long reports and reviewing attachments.
Browser	A current version of Chrome, Edge, Firefox or Safari with JavaScript enabled.
Connection	A stable internet connection, especially when opening dashboards or uploading evidence.
Account	An approved IEMS CHS account for the correct role and organizational unit.
Evidence files	PDF or image files prepared before starting the form; no more than five files and below 5 MB in total.

Table of Contents

DOCUMENT CONTROL	2
HOW TO USE THIS MANUAL	2
SYSTEM REQUIREMENTS.....	2
1. ABOUT IEMS CHS	5
1.1 USER ROLES.....	5
1.2 END-TO-END WORKFLOW	6
2. ACCESS, REGISTRATION AND SIGN-IN	6
2.1 CREATE A SUBMITTER ACCOUNT	6
2.2 SIGN IN AS A SUBMITTER.....	7
2.3 SIGN IN AS A DEPARTMENT HEAD OR IE CHS OFFICE USER.....	8
3. SUBMITTER DASHBOARD AND NAVIGATION	10
3.1 CHOOSE THE CORRECT SERVICE	11
4. COMMON REPORTING PROCEDURE.....	12
4.1 PREPARE THE REPORT	12
4.2 COMPLETE SUBMITTER INFORMATION.....	12
4.3 SAVE, CHECK AND SUBMIT	13
4.4 RESPOND TO VALIDATION MESSAGES.....	13
5. COMMUNITY ENGAGEMENT REPORT	14
INFORMATION TO PREPARE.....	14
COMPLETE THE REPORT	14
6. COMMUNITY SERVICE REPORT	17
INFORMATION TO PREPARE.....	17
COMPLETE THE REPORT	17
7. CONSULTANCY REPORT	20
INFORMATION TO PREPARE.....	20
COMPLETE THE REPORT	20
8. EXTERNSHIP REPORT	23
INFORMATION TO PREPARE.....	23
COMPLETE THE REPORT	23
9. INNOVATION REPORT	26
INFORMATION TO PREPARE.....	26
COMPLETE THE REPORT	26
10. INTERNSHIP REPORT	29

INFORMATION TO PREPARE.....	29
COMPLETE THE REPORT	29
11. VOLUNTEERISM REPORT	32
INFORMATION TO PREPARE.....	32
COMPLETE THE REPORT	32
12. MONITOR A SUBMITTED REPORT	35
13. DEPARTMENT HEAD PROCEDURES.....	36
13.1 REVIEW AVAILABLE SUBMISSIONS	36
13.2 CREATE A DEPARTMENTAL PLAN	36
14. IE CHS OFFICE PROCEDURES.....	37
14.1 FILTER AND REVIEW SUBMISSIONS	37
14.2 BROWSE INSTITUTIONAL PLANS.....	39
14.3 PROFILE SETTINGS.....	41
15. REVIEW STANDARDS.....	42
16. PUBLIC WEBSITE FUNCTIONS	43
17. TROUBLESHOOTING	44
17.1 INFORMATION TO INCLUDE IN A SUPPORT REQUEST	44
18. QUICK REFERENCE CHECKLISTS.....	45
18.1 SUBMITTER CHECKLIST	45
18.2 REVIEWER CHECKLIST	45
18.3 PLAN CHECKLIST	45
19. GLOSSARY.....	46
19.1 DIRECT ACCESS LINKS	46

1. About IEMS CHS

IEMS CHS is the College of Health Sciences platform for recording Innovation and Engagement activities, reviewing submitted records, maintaining departmental plans and presenting approved institutional contributions.

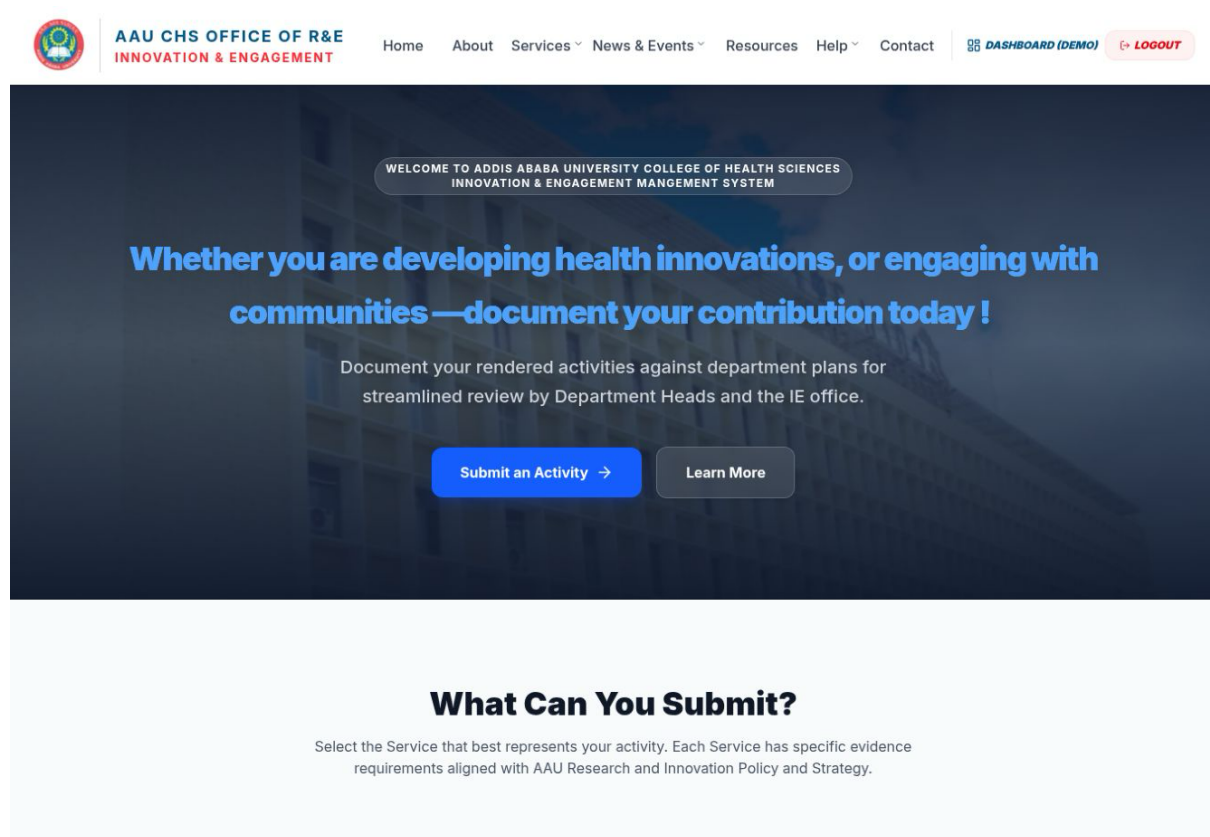


Figure 1. Current IEMS CHS homepage and main navigation.

1.1 User roles

Role	Main responsibility	Principal functions
Submitter	Prepare and maintain activity records	Create an account, enter one of seven service reports, attach evidence, submit and monitor status.
Department Head	Department-level oversight	Monitor departmental records, review available submissions and prepare departmental plans.
IE CHS Office	Institutional oversight	Monitor institution-wide submissions, filter records, review available cases and browse departmental plans.

1.2 End-to-end workflow

Stage	Responsible user	System result
1. Prepare	Submitter	Accurate activity information and supporting files are ready.
2. Enter	Submitter	The correct service form is completed and checked.
3. Submit	Submitter	The record enters the review process with Pending status.
4. Department review	Department Head	The record is checked at department level and an available action is recorded.
5. Institutional review	IE CHS Office	The institutional decision and feedback are recorded.
6. Follow-up	Submitter	Feedback is addressed and the final status is monitored.

2. Access, registration and sign-in

2.1 Create a Submitter account

STEP 1 Open registration

Open the website, select Login, choose Submitter, and select Sign Up beneath the sign-in form.

STEP 2 Enter personal details

Select the appropriate title, enter the full name, choose sex, and enter the official AAU email address.

STEP 3 Select the organizational unit

Choose the school first. Then choose the department from the department list that becomes available.

STEP 4 Create the account

Enter and confirm the password, select Create Account, and follow the verification or approval message displayed by the system.

2.2 Sign in as a Submitter

The screenshot displays the 'SIGN IN AS SUBMITTER' login form on the AAU CHS Office of R&E Innovation & Engagement website. The header includes the organization's logo, name, and a navigation menu with links to Home, About, Services, News & Events, Resources, Help, and Contact, along with a LOGIN button. The login form itself is a white card with a blue 'SIGN IN' button. It contains fields for 'EMAIL ADDRESS' (with the example 'email@aaau.edu.et') and 'PASSWORD' (masked with dots). A 'DON'T HAVE AN ACCOUNT? SIGN UP' link is located below the button. The footer is a dark blue section with four columns: 'AAU CHS R&E' (mission statement), 'NAVIGATION' (list of site sections), 'OUR SERVICES' (list of service types), and 'CONTACT US' (address, email, and phone number). A copyright notice is centered at the bottom of the footer.

AAU CHS OFFICE OF R&E
INNOVATION & ENGAGEMENT

Home About Services News & Events Resources Help Contact **LOGIN**

SIGN IN AS SUBMITTER

EMAIL ADDRESS
email@aaau.edu.et

PASSWORD

SIGN IN

DON'T HAVE AN ACCOUNT? [SIGN UP](#)

AAU CHS R&E
College of Health Sciences Research,
Innovation & Community Engagement
Portal. Fostering institutional excellence
and community transformation.

NAVIGATION
HOME
ABOUT
SERVICES
NEWS & EVENTS
RESOURCES
HELP
CONTACT

OUR SERVICES
Community Engagement
Community Service
Consultancy
Externship
Innovation
Internship
Volunteerism

CONTACT US
Addis Ababa University, College of
Health Sciences, Addis Ababa,
Ethiopia
chs.innovation@aaau.edu.et
+251 11 123 4567

© 2020 AAU CHS R&E INNOVATION & ENGAGEMENT. ALL RIGHTS RESERVED.

Figure 2. Submitter sign-in page.

STEP 1 Choose the Submitter role

Open Login and select Login as a Submitter.

STEP 2 Enter the account details

Enter the official email address and password, then select Sign In.

STEP 3 Confirm successful access

The account opens the Submitter dashboard. The header displays the Dashboard link and Logout control.

2.3 Sign in as a Department Head or IE CHS Office user

Role	Sign-in identifier	First screen after sign-in
Department Head	Assigned username	Department-level dashboard
IE CHS Office	Assigned username or email shown on the sign-in page	Institutional dashboard

AAU CHS OFFICE OF R&E
INNOVATION & ENGAGEMENT

Home About Services ▾ News & Events ▾ Resources Help ▾ Contact **LOGIN ▾**

SIGN IN AS HOD

USERNAME
Enter your username

PASSWORD

SIGN IN

DON'T HAVE AN ACCOUNT? [SIGN UP](#)

AAU CHS R&E
College of Health Sciences Research, Innovation & Community Engagement Portal. Fostering institutional excellence and community transformation.

NAVIGATION
HOME
ABOUT
SERVICES
NEWS & EVENTS
RESOURCES
HELP
CONTACT

OUR SERVICES
Community Engagement
Community Service
Consultancy
Externship
Innovation
Internship
Volunteerism

CONTACT US
 Addis Ababa University, College of Health Sciences, Addis Ababa, Ethiopia
 chs.innovation@aaau.edu.et
 +251 11 123 4567

© 2020 AAU CHS R&E INNOVATION & ENGAGEMENT. ALL RIGHTS RESERVED.

Figure 3. Department Head sign-in page.

AAU CHS OFFICE OF R&E
INNOVATION & ENGAGEMENT

[Home](#)
[About](#)
[Services](#)
[News & Events](#)
[Resources](#)
[Help](#)
[Contact](#)

LOGIN

SIGN IN: IECHS AAU

USERNAME OR EMAIL

PASSWORD

SIGN IN

DON'T HAVE AN ACCOUNT? [SIGN UP](#)

AAU CHS R&E
 College of Health Sciences Research, Innovation & Community Engagement Portal. Fostering institutional excellence and community transformation.

NAVIGATION
[HOME](#)
[ABOUT](#)
[SERVICES](#)
[NEWS & EVENTS](#)
[RESOURCES](#)
[HELP](#)
[CONTACT](#)

OUR SERVICES
[Community Engagement](#)
[Community Service](#)
[Consultancy](#)
[Externship](#)
[Innovation](#)
[Internship](#)
[Volunteerism](#)

CONTACT US

Addis Ababa University, College of Health Sciences, Addis Ababa, Ethiopia

chs.innovation@aau.edu.et

+251 11 123 4567

© 2020 AAU CHS R&E INNOVATION & ENGAGEMENT. ALL RIGHTS RESERVED.

Figure 4. IE CHS Office sign-in page.

3. Submitter dashboard and navigation

The Submitter dashboard is the working area for starting reports and monitoring records already submitted. The summary cards group records by their current status.

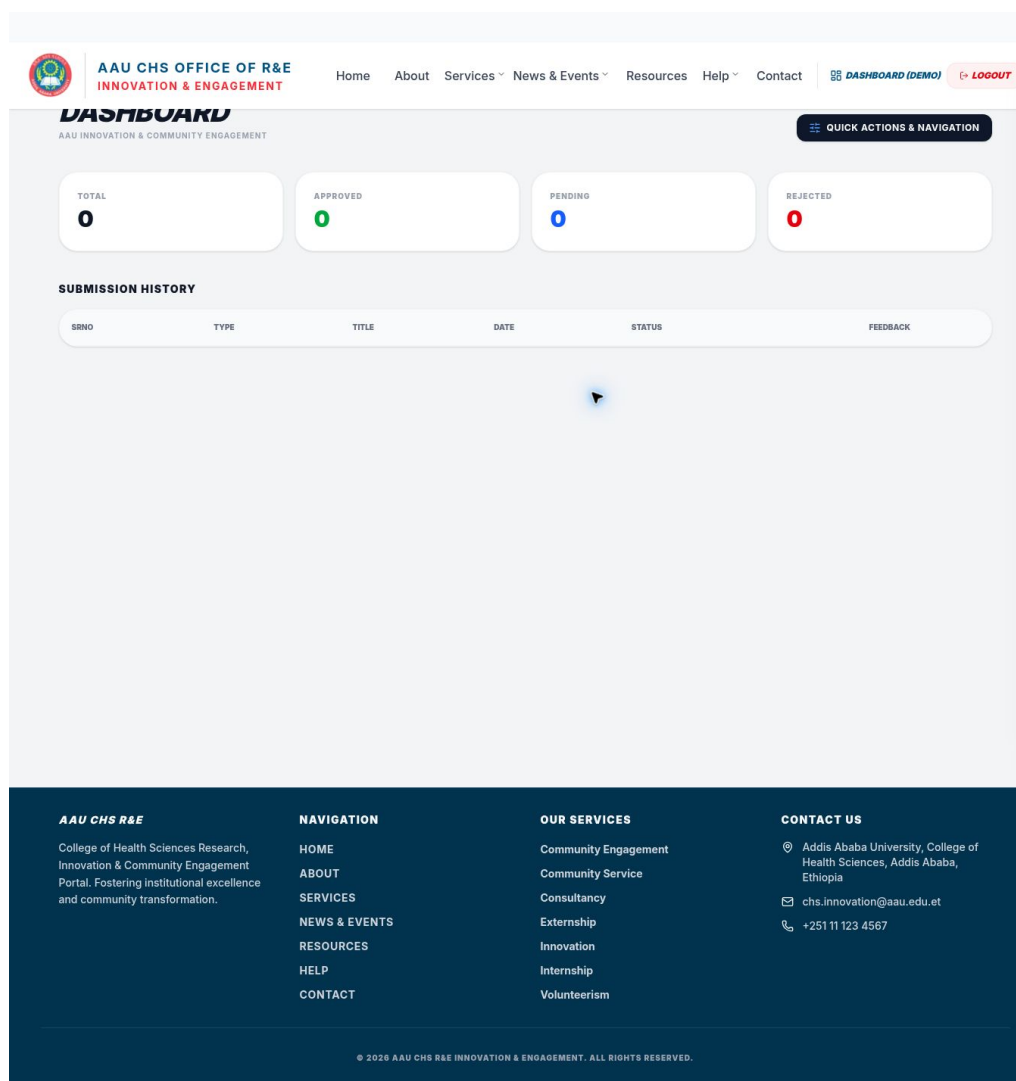


Figure 5. Submitter dashboard showing status summaries and submission actions.

Dashboard item	How it is used
Total	Shows all records associated with the account.
Approved	Shows records accepted through the configured review process.
Pending	Shows records awaiting a review decision or further action.
Rejected	Shows records that were not approved and may contain feedback.
Active Submissions	Lists available records with type, title, date, status and feedback.
Quick Actions & Navigation	Opens the dashboard menu for service, plan and profile functions available to the role.

3.1 Choose the correct service

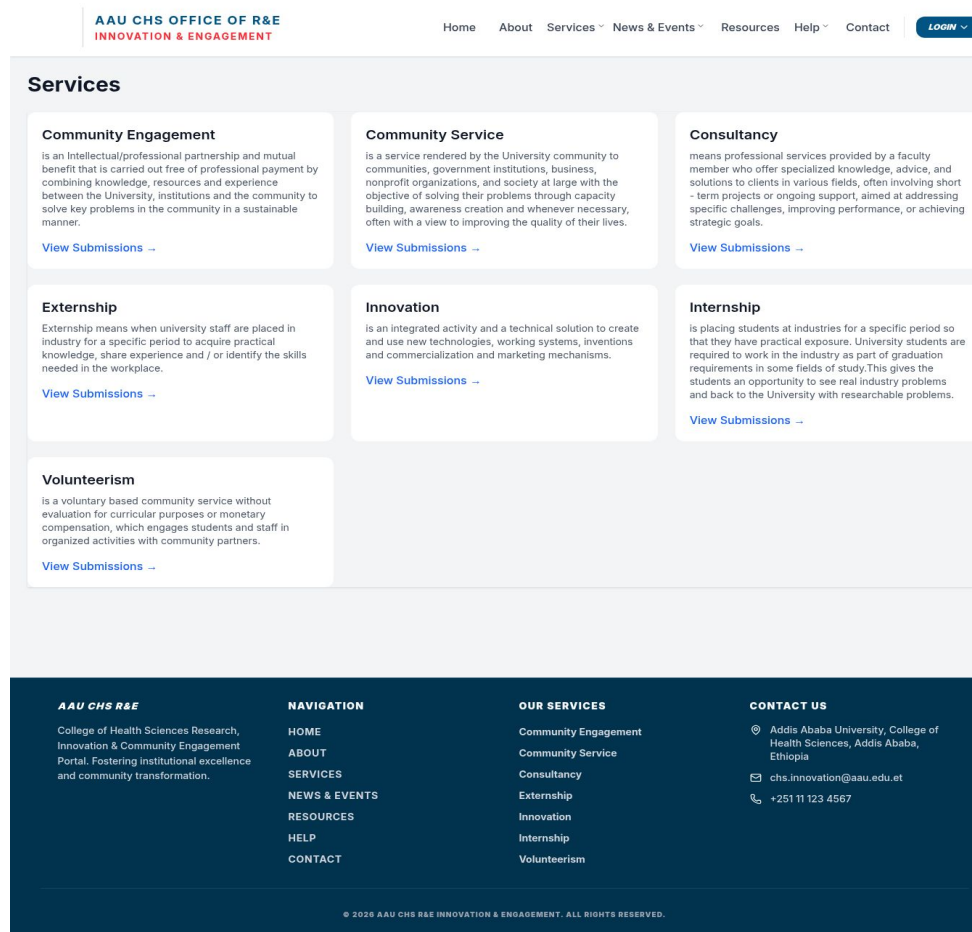


Figure 6. Services directory with the seven reporting categories.

Service	Use this category when the primary purpose is...
Community Engagement	A sustained university–community partnership that combines knowledge, resources and experience without professional payment.
Community Service	Capacity building, awareness or direct service intended to solve a community or institutional problem.
Consultancy	Professional knowledge, advice or solutions provided to address a defined client need.
Externship	A staff placement in industry to gain practical knowledge, share experience or identify workplace skills.
Innovation	Development or use of a new idea, product, service, process, approach or technical solution.
Internship	A student placement that provides practical exposure, including placements connected with graduation requirements.
Volunteerism	Organized, unpaid and non-curricular service involving students, staff and community partners.

4. Common reporting procedure

4.1 Prepare the report

- Select the service category that best represents the main purpose of the activity.
- Confirm the title, dates, participating unit, partners, beneficiaries, results and evidence.
- Prepare up to five PDF or image files with a combined size below 5 MB.
- Confirm the official details of co-submitters before adding them to the report.

4.2 Complete Submitter Information

AAU CHS OFFICE OF R&E
INNOVATION & ENGAGEMENT

Home About Services News & Events Resources Help Contact **LOGIN**

[CANCEL AND GO BACK](#) [VERIFIED AS DEMO SUBMITTER](#)

COMMUNITY SERVICE REPORT

Community Service is a service rendered by the University community to communities, government institutions, business, nonprofit organizations, and society at large with the objective of solving their problems through capacity building, awareness creation and whenever necessary, often with a view to improving the quality of their lives.

01 SUBMITTER INFORMATION

ACADEMIC RANK
Assistant Professor

FULL NAME
Demo Submitter

SEX
Male

SCHOOL
School of Medicine

DEPARTMENT
Department of Internal Medicine, Family Medicine

CO-SUBMITTER(S) DETAILS

Figure 7. Submitter Information and co-submitter section used across the service forms.

Field	Entry guidance
Academic Rank	Select Professor, Associate Professor, Assistant Professor, Lecturer or Researcher.
Full Name	Confirm the name displayed by the account and correct it where the field allows editing.
Sex	Select the applicable option.
Official Email	Enter the official institutional email address.
Employee ID	Confirm or enter the institutional employee identifier.
School	Select the school or Tikur Anbessa Specialized Hospital, as applicable.
Department	Select the department after selecting the school.
Co-Submitter(s)	Select Add Team Member / Co-Submitter and enter rank, name, sex, school and department for each additional contributor.

4.3 Save, check and submit

STEP 1 Save progress

Select Save Progress Locally when work needs to continue later on the same browser and device. The form also indicates that local auto-save is active.

STEP 2 Check the report

Review the service title, summary, categorical responses, dates and attachments. Confirm that all applicable sections are complete.

STEP 3 Submit the record

Select Final Submission. Correct any validation messages displayed beside incomplete or invalid fields.

STEP 4 Verify the result

Return to the dashboard and confirm that the record appears in Active Submissions with its status.

Submission result: A successfully submitted record enters the review process. Local saving alone does not place the report in a reviewer queue.

4.4 Respond to validation messages

When Final Submission is selected, the form checks required fields and the permitted evidence rules. A message beside a field identifies what must be corrected before the report can enter the review process.

STEP 1 Locate the incomplete field

Return to the section identified by the message and confirm whether the field is empty, the selected option is incompatible with the service, or an attachment exceeds the permitted rules.

STEP 2 Correct the entry

Enter the missing information or replace the invalid selection or file.

STEP 3 Review related fields

Confirm that the correction remains consistent with the title, summary, dates and evidence.

STEP 4 Submit again

Select Final Submission and confirm that the report appears on the dashboard.

5. Community Engagement report

Use this form for a university–community partnership carried out without professional payment and designed to solve community problems through shared knowledge, resources or experience.

The screenshot displays the AAU CHS Office of R&E Innovation & Engagement website. The header includes the logo, navigation links (Home, About, Services, News & Events, Resources, Help, Contact), and a LOGIN button. The main content area is titled 'COMMUNITY & PROFESSIONAL SERVICES / SERVICE CATEGORY' and features a 'Community Engagement' section. This section defines the service as an intellectual/professional partnership without payment, aimed at solving community problems. Below this, a 'Submit a new activity' button is accompanied by a 'START SUBMISSION' button. The 'SUBMISSION PROCESS' is outlined in three steps: 01 Submit (Record your activity and provide the relevant details and supporting information), 02 Review (Submitted activities can be reviewed and verified through the appropriate institutional process), and 03 Record (Approved contributions become part of your institutional professional record). The 'INSTITUTIONAL CONTRIBUTIONS' section shows 'Approved Records' with a count of 1 RECORD. A filter bar at the bottom indicates 'COMMUNITY ENGAGEMENT' and 'APPROVED' status.

Figure 8. Community Engagement service page and Start Submission control.

Information to prepare

- Partners and the benefit contributed or received by each partner
- The key community problems addressed
- A concise summary covering background, objective, approach and beneficiaries

Complete the report

STEP 1 Open the service

Select Services, open Community Engagement, and select Start Submission.

STEP 2 Complete Submitter Information

Confirm the rank, name, sex, official email, employee ID, school and department. Add co-submitters when applicable.

STEP 3 Complete the service-specific section

Enter each applicable field using the guidance below.

Field	What to enter
Payment received?	Select No to continue with a Community Engagement report. A paid activity is restricted by the form and should be classified appropriately.
Title	Enter the official title of the Community Engagement work.
Summary	Describe the background, objective, approach and beneficiaries in up to 500 words.
Primary institution	Addis Ababa University is displayed as the primary institution.
Benefit	Choose Knowledge, Resource, Practical Experience or Other, then describe the benefit in up to 150 words.
Partner organization	Use Add Partner for each collaborating organization and record its benefit details.
Key problems	List the specific problems addressed through the engagement.
Evidence	Attach up to five PDF or image files, below 5 MB in total.
Dates	Enter the commencement and conclusion dates.

STEP 4 Attach supporting evidence

Use Choose File(s) to add up to five PDF or image files. Confirm that the combined file size is below 5 MB and that each file supports the activity described in the form.

STEP 5 Enter the activity period

Enter the commencement date and conclusion date. Confirm that the order and reporting period agree with the supporting evidence.

STEP 6 Save unfinished work when necessary

Select Save Progress Locally when the report will be completed later on the same browser and device.

STEP 7 Complete the final check

Review the title, summary, service-specific answers, organizational details, dates and evidence. Correct any mismatch before submission.

STEP 8 Send the report for review

Select Final Submission, address any validation messages, and return to the dashboard to confirm that the record and status are visible.

Expected result: The Community Engagement report appears in Submission History and enters the configured review process.

AAU CHS OFFICE OF R&E INNOVATION & ENGAGEMENT

Home About Services News & Events Resources Help Contact **DASHBOARD (DEMO)** **LOGOUT**

Addis Ababa University **ADD BENEFIT**

BENEFIT TYPE

Describe this benefit (Max 150 words)...

ADD PARTNER

LIST KEY PROBLEMS ADDRESSED THROUGH THIS COMMUNITY ENGAGEMENT WORK

List key problems...

EVIDENCE & OUTPUTS FROM THIS COMMUNITY ENGAGEMENT WORK (MAX 5 FILES) LESS THAN 5MB IN TOTAL SIZE

ATTACH PICTURES, PUBLICATIONS, REPORTS, OR SCIENTIFIC OUTPUTS ETC...

Choose file(s) or drag and drop PDF AND IMAGES

CHOOSE FILE(S)

Figure 9. Community Engagement policy question, title, summary, partners and benefit fields.

AAU CHS OFFICE OF R&E INNOVATION & ENGAGEMENT

Home About Services News & Events Resources Help Contact **DASHBOARD (DEMO)** **LOGOUT**

Choose file(s) or drag and drop PDF AND IMAGES

CHOOSE FILE(S)

DURATION OF THIS COMMUNITY ENGAGEMENT WORK

COMMENCEMENT DATE CONCLUSION DATE

08/08/2026 08/08/2026

SAVE PROGRESS LOCALLY **FINAL SUBMISSION**

AUTO-SAVE ACTIVE TO LOCAL STORAGE

AAU CHS R&E
College of Health Sciences Research,
Innovation & Community Engagement

NAVIGATION
HOME
ABOUT

OUR SERVICES
Community Engagement
Community Service

CONTACT US
Addis Ababa University, College of
Health Sciences, Addis Ababa,
Ethiopia

Figure 10. Community Engagement problem, evidence, duration and submission controls.

6. Community Service report

Use this form for capacity building, awareness creation or another service delivered to a community, public institution, business, nonprofit organization or wider society.

The screenshot displays the AAU CHS Office of R&E Innovation & Engagement website. The header includes the logo, navigation links (Home, About, Services, News & Events, Resources, Help, Contact), and a LOGIN button. The main content area is titled 'COMMUNITY & PROFESSIONAL SERVICES / SERVICE CATEGORY' and features a 'Community Service' section. This section describes the service as one rendered by the University community to various entities, with the goal of solving problems through capacity building, awareness creation, and improving quality of life. Below this, a 'Submit a new activity' button is prominently displayed, accompanied by the text 'Ready to record your community service activity, Prof. Information?' and a 'START SUBMISSION' button. The 'SUBMISSION PROCESS' is outlined in three steps: 01. Submit (Record your activity and provide the relevant details and supporting information), 02. Review (Submitted activities can be reviewed and verified through the appropriate institutional process), and 03. Record (Approved contributions become part of your institutional professional record). The 'INSTITUTIONAL CONTRIBUTIONS' section shows 'Approved Records' with a count of 4 records. A table at the bottom shows a record for 'COMMUNITY SERVICE' with a status of 'APPROVED'.

Figure 11. Community Service service page and Start Submission control.

Information to prepare

- The entity that received the service
- The specific problem addressed and result achieved
- The type of service and supporting evidence

Complete the report

STEP 1 Open the service

Select Services, open Community Service, and select Start Submission.

STEP 2 Complete Submitter Information

Confirm the rank, name, sex, official email, employee ID, school and department. Add co-submitters when applicable.

STEP 3 Complete the service-specific section

Enter each applicable field using the guidance below.

Field	What to enter
Title	Enter the official title of the Community Service work.
Summary	Summarize the background, objective, approach and beneficiaries in up to 500 words.
Type of Service Provided	Select Capacity Building, Awareness Creation or Other.
Recipient entity	Name the community, government institution, business, nonprofit organization or other recipient.
Problem solved	Describe the specific problem and goal achieved by the service.
Evidence	Attach up to five PDF or image files, below 5 MB in total.
Dates	Enter the commencement and conclusion dates.

STEP 4 Attach supporting evidence

Use Choose File(s) to add up to five PDF or image files. Confirm that the combined file size is below 5 MB and that each file supports the activity described in the form.

STEP 5 Enter the activity period

Enter the commencement date and conclusion date. Confirm that the order and reporting period agree with the supporting evidence.

STEP 6 Save unfinished work when necessary

Select Save Progress Locally when the report will be completed later on the same browser and device.

STEP 7 Complete the final check

Review the title, summary, service-specific answers, organizational details, dates and evidence. Correct any mismatch before submission.

STEP 8 Send the report for review

Select Final Submission, address any validation messages, and return to the dashboard to confirm that the record and status are visible.

Expected result: The Community Service report appears in Submission History and enters the configured review process.

AAU CHS OFFICE OF R&E INNOVATION & ENGAGEMENT

Home About Services News & Events Resources Help Contact **DASHBOARD (DEMO)** **LOGOUT**

SUMMARY OF THIS COMMUNITY SERVICE WORK 0 / 500 Words

Provide a brief overview of this community Service work...(background, objective, method, beneficiaries, etc...)

Type of Service Provided

Select type...

Specify the Name of the entity to whom this community service is rendered

a community, government institution, business, non-profit organization, and society at large)

What specific problem/(s) did this community service solve?

What specific goal did this service achieve?

EVIDENCE & OUTPUTS FROM THIS COMMUNITY SERVICE WORK (MAX 5 FILES) LESS THAN 5MB IN TOTAL SIZE

ATTACH PICTURES, PUBLICATIONS, REPORTS, OR SCIENTIFIC OUTPUTS ETC...

Choose file(s) or drag and drop

Figure 12. Community Service title, summary, service type, recipient and problem fields.

AAU CHS OFFICE OF R&E INNOVATION & ENGAGEMENT

Home About Services News & Events Resources Help Contact **DASHBOARD (DEMO)** **LOGOUT**

Choose file(s) or drag and drop
PDF AND IMAGES

CHOOSE FILE(S)

DURATION OF THIS COMMUNITY SERVICE WORK

COMMENCEMENT DATE

08/08/2026

CONCLUSION DATE

08/08/2026

SAVE PROGRESS LOCALLY

FINAL SUBMISSION

AUTO-SAVE ACTIVE TO LOCAL STORAGE

AAU CHS R&E
College of Health Sciences Research,
Innovation & Community Engagement

NAVIGATION
HOME
ABOUT

OUR SERVICES
Community Engagement
Community Service

CONTACT US
Addis Ababa University, College of
Health Sciences, Addis Ababa,
Ethiopia

Figure 13. Community Service evidence, duration and submission controls.

7. Consultancy report

Use this form for professional knowledge, advice or another specialized service provided to address a defined challenge, improve performance or achieve a strategic goal.

AAU CHS OFFICE OF R&E
INNOVATION & ENGAGEMENT

Home About Services ▾ News & Events ▾ Resources Help ▾ Contact **LOGIN** ▾

COMMUNITY & PROFESSIONAL SERVICES / SERVICE CATEGORY

Consultancy

means a professional services provided by a faculty member who offer specialized knowledge, advice, and solutions to clients in various fields, often involving short - term projects or ongoing support, aimed at addressing specific challenges, improving performance, or achieving strategic goals.

Submit a new activity
Ready to record your consultancy activity, Prof. Information?

START SUBMISSION →

SUBMISSION PROCESS

From activity to institutional record

Document your contribution through a simple and structured submission process.

Submit 01
Record your activity and provide the relevant details and supporting information.

Review 02
Submitted activities can be reviewed and verified through the appropriate institutional process.

Record 03
Approved contributions become part of your institutional professional record.

INSTITUTIONAL CONTRIBUTIONS

Approved Records

Approved contributions recorded under Consultancy.

CONSULTANCY **APPROVED** 1 RECORD

Figure 14. Consultancy service page and Start Submission control.

Information to prepare

- The professional service provided
- The purpose and client need addressed
- A concise description of the work and evidence of delivery

Complete the report

STEP 1 Open the service

Select Services, open Consultancy, and select Start Submission.

STEP 2 Complete Submitter Information

Confirm the rank, name, sex, official email, employee ID, school and department. Add co-submitters when applicable.

STEP 3 Complete the service-specific section

Enter each applicable field using the guidance below.

Field	What to enter
Title	Enter the official title of the consultancy.
Summary	Provide a concise summary of the consultancy work in up to 500 words.
Type of service	Select Knowledge offered, Advice offered or Other.
Aim	Select Improving performance, Achieving strategic goal, Addressing specific challenge or Other.
Evidence	Attach up to five PDF or image files, below 5 MB in total.
Dates	Enter the commencement and conclusion dates.

STEP 4 Attach supporting evidence

Use Choose File(s) to add up to five PDF or image files. Confirm that the combined file size is below 5 MB and that each file supports the activity described in the form.

STEP 5 Enter the activity period

Enter the commencement date and conclusion date. Confirm that the order and reporting period agree with the supporting evidence.

STEP 6 Save unfinished work when necessary

Select Save Progress Locally when the report will be completed later on the same browser and device.

STEP 7 Complete the final check

Review the title, summary, service-specific answers, organizational details, dates and evidence. Correct any mismatch before submission.

STEP 8 Send the report for review

Select Final Submission, address any validation messages, and return to the dashboard to confirm that the record and status are visible.

Expected result: The Consultancy report appears in Submission History and enters the configured review process.

AAU CHS OFFICE OF R&E INNOVATION & ENGAGEMENT

Home About Services News & Events Resources Help Contact **DASHBOARD (DEMO)** **LOGOUT**

02 SERVICE-SPECIFIC DETAILS

TITLE OF THIS CONSULTANCY WORK

SUMMARY OF THIS CONSULTANCY WORK 0 / 500 Words

TYPE OF SERVICE YOU OFFERED UNDER THIS CONSULTANCY WORK

Select Type...

AIM OF THE CONSULTANCY WORK

Select aim type

EVIDENCE & OUTPUTS FROM THIS CONSULTANCY WORK (MAX 5 FILES) LESS THAN 5MB IN TOTAL SIZE

ATTACH PICTURES, PUBLICATIONS, REPORTS, OR SCIENTIFIC OUTPUTS ETC...

Figure 15. Consultancy title, summary, service type and aim fields.

AAU CHS OFFICE OF R&E INNOVATION & ENGAGEMENT

Home About Services News & Events Resources Help Contact **DASHBOARD (DEMO)** **LOGOUT**

Choose file(s) or drag and drop
PDF AND IMAGES

CHOOSE FILE(S)

DURATION OF THIS CONSULTANCY WORK

COMMENCEMENT DATE CONCLUSION DATE

08/08/2026 08/08/2026

SAVE PROGRESS LOCALLY **FINAL SUBMISSION**

AUTO-SAVE ACTIVE TO LOCAL STORAGE

AAU CHS R&E
College of Health Sciences Research,
Innovation & Community Engagement

NAVIGATION
HOME
ABOUT

OUR SERVICES
Community Engagement
Community Service

CONTACT US
Addis Ababa University, College of
Health Sciences, Addis Ababa,
Ethiopia

Figure 16. Consultancy evidence, duration and submission controls.

8. Externship report

Use this form for a university staff placement in an industry or workplace to gain practical knowledge, share experience or identify skills needed in the workplace.

AAU CHS OFFICE OF R&E
INNOVATION & ENGAGEMENT

Home About Services ▾ News & Events ▾ Resources Help ▾ Contact **LOGIN** ▾

COMMUNITY & PROFESSIONAL SERVICES / SERVICE CATEGORY

Externship

Externship means when university staff are placed in industry for a specific period to acquire practical knowledge, share experience and / or identify the skills needed in the workplace.

Submit a new activity
Ready to record your externship activity, Prof. Information? **START SUBMISSION** →

SUBMISSION PROCESS

From activity to institutional record

Document your contribution through a simple and structured submission process.

Submit
 Record your activity and provide the relevant details and supporting information.

Review
 Submitted activities can be reviewed and verified through the appropriate institutional process.

Record
 Approved contributions become part of your institutional professional record.

INSTITUTIONAL CONTRIBUTIONS

Approved Records

Approved contributions recorded under Externship. **1 RECORD**

EXTERNALSHIP **APPROVED**

Untitled Project

Figure 17. Externship service page and Start Submission control.

Information to prepare

- The host organization and placement period
- The purpose of the placement
- The practical knowledge, experience or workplace skills gained

Complete the report

STEP 1 Open the service

Select Services, open Externship, and select Start Submission.

STEP 2 Complete Submitter Information

Confirm the rank, name, sex, official email, employee ID, school and department. Add co-submitters when applicable.

STEP 3 Complete the service-specific section

Enter each applicable field using the guidance below.

Field	What to enter
Title	Enter the title of the Externship work.
Summary	Summarize the background, objective, approach and beneficiaries in up to 500 words.
Host Organization	Enter the organization where the externship took place.
Aim	Select Acquire practical knowledge, Share experience, Identify workplace skills or Other.
Evidence	Attach up to five PDF or image files, below 5 MB in total.
Dates	Enter the commencement and conclusion dates.

STEP 4 Attach supporting evidence

Use Choose File(s) to add up to five PDF or image files. Confirm that the combined file size is below 5 MB and that each file supports the activity described in the form.

STEP 5 Enter the activity period

Enter the commencement date and conclusion date. Confirm that the order and reporting period agree with the supporting evidence.

STEP 6 Save unfinished work when necessary

Select Save Progress Locally when the report will be completed later on the same browser and device.

STEP 7 Complete the final check

Review the title, summary, service-specific answers, organizational details, dates and evidence. Correct any mismatch before submission.

STEP 8 Send the report for review

Select Final Submission, address any validation messages, and return to the dashboard to confirm that the record and status are visible.

Expected result: The Externship report appears in Submission History and enters the configured review process.

AAU CHS OFFICE OF R&E INNOVATION & ENGAGEMENT Home About Services ▾ News & Events ▾ Resources Help ▾ Contact [DASHBOARD \(DEMO\)](#) [LOGOUT](#)

TITLE OF THIS EXTERNSHIP WORK

SUMMARY OF THIS EXTERNSHIP WORK 0 / 500 Words
 Provide a brief overview of this externship work...(background, objective, method, beneficiaries, etc...)

HOST ORGANIZATION OF THIS EXTERNSHIP WORK

AIM OF THIS EXTERNSHIP WORK

EVIDENCE & OUTPUTS FROM THIS EXTERNSHIP WORK (MAX 5 FILES) LESS THAN 5MB IN TOTAL SIZE
 ATTACH PICTURES, PUBLICATIONS, REPORTS, OR SCIENTIFIC OUTPUTS ETC...

Choose file(s) or drag and drop
 PDF AND IMAGES
[CHOOSE FILE\(S\)](#)

Figure 18. Externship title, summary, host organization and aim fields.

AAU CHS OFFICE OF R&E INNOVATION & ENGAGEMENT Home About Services ▾ News & Events ▾ Resources Help ▾ Contact [DASHBOARD \(DEMO\)](#) [LOGOUT](#)

Choose file(s) or drag and drop
 PDF AND IMAGES
[CHOOSE FILE\(S\)](#)

DURATION OF THIS EXTERNSHIP WORK

COMMENCEMENT DATE

CONCLUSION DATE

[SAVE PROGRESS LOCALLY](#) [FINAL SUBMISSION](#)

AUTO-SAVE ACTIVE TO LOCAL STORAGE

AAU CHS R&E NAVIGATION OUR SERVICES CONTACT US
 College of Health Sciences Research, Innovation & Community Engagement HOME Community Engagement Addis Ababa University, College of Health Sciences, Addis Ababa, Ethiopia
 ABOUT Community Service

Figure 19. Externship evidence, duration and submission controls.

9. Innovation report

Use this form for an integrated activity or technical solution involving new technologies, systems, inventions, commercialization or marketing mechanisms.

The screenshot displays the AAU CHS Office of R&E Innovation & Engagement website. The header includes the logo, navigation links (Home, About, Services, News & Events, Resources, Help, Contact), and a LOGIN button. The main content area is titled 'Innovation' and describes it as an integrated activity and a technical solution. A 'Submit a new activity' section features a 'START SUBMISSION' button. Below this, the 'SUBMISSION PROCESS' is outlined as 'From activity to institutional record', with steps: 01 Submit (Record your activity and provide the relevant details and supporting information.), 02 Review (Submitted activities can be reviewed and verified through the appropriate institutional process.), and 03 Record (Approved contributions become part of your institutional professional record.). The 'INSTITUTIONAL CONTRIBUTIONS' section shows 'Approved Records' with a count of 1 RECORD. At the bottom, a filter bar shows 'INNOVATION' and 'APPROVED' tabs, with 'Untitled Project' selected.

Figure 20. Innovation service page and Start Submission control.

Information to prepare

- Innovation type and current stage
- Funding source and funding type
- Revenue generated to AAU, where applicable
- Evidence of the prototype, product, service, process or other output

Complete the report

STEP 1 Open the service

Select Services, open Innovation, and select Start Submission.

STEP 2 Complete Submitter Information

Confirm the rank, name, sex, official email, employee ID, school and department. Add co-submitters when applicable.

STEP 3 Complete the service-specific section

Enter each applicable field using the guidance below.

Field	What to enter
Title	Enter the official title of the Innovation work.
Summary	Provide a concise description in up to 500 words.
Type	Select New Idea, New Product, New Service, New Process or New Approach.
Stage	Select Prototyping, Incubation, IP License Applied, IP License Received or Marketing.
Funding source	Enter the source, such as an AAU research grant.
Funding type	Select Money or In-Kind.
Revenue generated to AAU	Enter the amount generated, where applicable.
Evidence	Attach up to five PDF or image files, below 5 MB in total.
Dates	Enter the commencement and conclusion dates.

STEP 4 Attach supporting evidence

Use Choose File(s) to add up to five PDF or image files. Confirm that the combined file size is below 5 MB and that each file supports the activity described in the form.

STEP 5 Enter the activity period

Enter the commencement date and conclusion date. Confirm that the order and reporting period agree with the supporting evidence.

STEP 6 Save unfinished work when necessary

Select Save Progress Locally when the report will be completed later on the same browser and device.

STEP 7 Complete the final check

Review the title, summary, service-specific answers, organizational details, dates and evidence. Correct any mismatch before submission.

STEP 8 Send the report for review

Select Final Submission, address any validation messages, and return to the dashboard to confirm that the record and status are visible.

Expected result: The Innovation report appears in Submission History and enters the configured review process.

AAU CHS OFFICE OF R&E INNOVATION & ENGAGEMENT

Home About Services News & Events Resources Help Contact [DASHBOARD \(DEMO\)](#) [LOGOUT](#)

TYPE OF THIS INNOVATION WORK

☐ New Idea ☐ New Product ☐ New Service ☐ New Process ☐ New Approach

STAGE OF THIS INNOVATION WORK

☐ Prototyping ☐ Incubation ☐ IP License Applied ☐ IP License Received ☐ Marketing

FUNDING SOURCE FOR THIS INNOVATION WORK

e.g. AAU Research Grant

FUNDING TYPE FOR THIS INNOVATION WORK

Select Funding Type...

REVENUE GENERATED TO AAU FROM THIS INNOVATION WORK (IF ANY)

Enter amount generated

EVIDENCE & OUTPUTS FROM THIS INNOVATION WORK (MAX 5 FILES) LESS THAN 5MB IN TOTAL SIZE

ATTACH PICTURES, PUBLICATIONS, REPORTS, OR SCIENTIFIC OUTPUTS ETC...

Upload icon

Figure 21. Innovation type, stage, funding and revenue fields.

AAU CHS OFFICE OF R&E INNOVATION & ENGAGEMENT

Home About Services News & Events Resources Help Contact [DASHBOARD \(DEMO\)](#) [LOGOUT](#)

Choose file(s) or drag and drop
PDF AND IMAGES

[CHOOSE FILE\(S\)](#)

DURATION OF THIS INNOVATION WORK

COMMENCEMENT DATE: 08/08/2026

CONCLUSION DATE: 08/08/2026

[SAVE PROGRESS LOCALLY](#) [FINAL SUBMISSION](#)

AUTO-SAVE ACTIVE TO LOCAL STORAGE

AAU CHS R&E
College of Health Sciences Research,
Innovation & Community Engagement

NAVIGATION
HOME
ABOUT

OUR SERVICES
Community Engagement
Community Service

CONTACT US
Addis Ababa University, College of
Health Sciences, Addis Ababa,
Ethiopia

Figure 22. Innovation evidence, duration and submission controls.

10. Internship report

Use this form for student placement in an industry or organization for practical exposure, including placements linked to graduation requirements.

AAU CHS OFFICE OF R&E
INNOVATION & ENGAGEMENT

Home About Services ▾ News & Events ▾ Resources Help ▾ Contact **LOGIN** ▾

COMMUNITY & PROFESSIONAL SERVICES / SERVICE CATEGORY

Internship

is placing students at industries for a specific period so that they have practical exposure. University students are required to work in the industry as part of graduation requirements in some fields of study. This gives the students an opportunity to see real industry problems and back to the University with researchable problems.

Submit a new activity
Ready to record your Internship activity, Prof. Information? **START SUBMISSION** →

SUBMISSION PROCESS

From activity to institutional record

Document your contribution through a simple and structured submission process.

Submit
Record your activity and provide the relevant details and supporting information. 01

Review
Submitted activities can be reviewed and verified through the appropriate institutional process. 02

Record
Approved contributions become part of your institutional professional record. 03

INSTITUTIONAL CONTRIBUTIONS

Approved Records

Approved contributions recorded under Internship. **1 RECORD**

INTERNSHIP **APPROVED**

Figure 23. Internship service page and Start Submission control.

Information to prepare

- The host industry or organization
- Whether the placement is part of a graduation requirement
- Departments and the number of placed students
- The practical exposure and skills gained

Complete the report

STEP 1 Open the service

Select Services, open Internship, and select Start Submission.

STEP 2 Complete Submitter Information

Confirm the rank, name, sex, official email, employee ID, school and department. Add co-submitters when applicable.

STEP 3 Complete the service-specific section

Enter each applicable field using the guidance below.

Field	What to enter
Title	Enter the title of the internship programme.
Summary	Summarize the background, objective, approach and beneficiaries in up to 500 words.
Graduation requirement	Select Yes or No.
Industry / Organization	Enter the name of the placement organization.
Departmental placements	Enter the department name and number of students. A second department can be added in the optional fields.
Practical exposure	Describe the hands-on experience and skills gained by the students.
Evidence	Attach up to five PDF or image files, below 5 MB in total.
Dates	Enter the commencement and conclusion dates.

STEP 4 Attach supporting evidence

Use Choose File(s) to add up to five PDF or image files. Confirm that the combined file size is below 5 MB and that each file supports the activity described in the form.

STEP 5 Enter the activity period

Enter the commencement date and conclusion date. Confirm that the order and reporting period agree with the supporting evidence.

STEP 6 Save unfinished work when necessary

Select Save Progress Locally when the report will be completed later on the same browser and device.

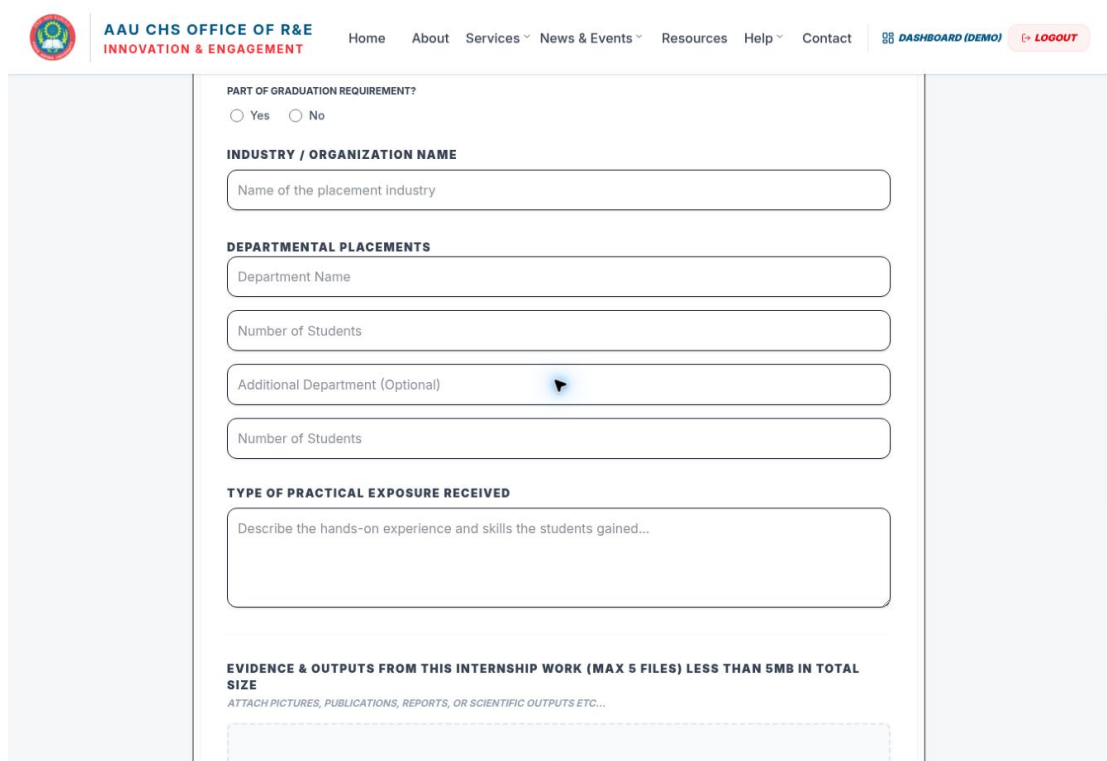
STEP 7 Complete the final check

Review the title, summary, service-specific answers, organizational details, dates and evidence. Correct any mismatch before submission.

STEP 8 Send the report for review

Select Final Submission, address any validation messages, and return to the dashboard to confirm that the record and status are visible.

Expected result: The Internship report appears in Submission History and enters the configured review process.



AAU CHS OFFICE OF R&E INNOVATION & ENGAGEMENT Home About Services ▾ News & Events ▾ Resources Help ▾ Contact **DASHBOARD (DEMO)** **LOGOUT**

PART OF GRADUATION REQUIREMENT?
☐ Yes ☐ No

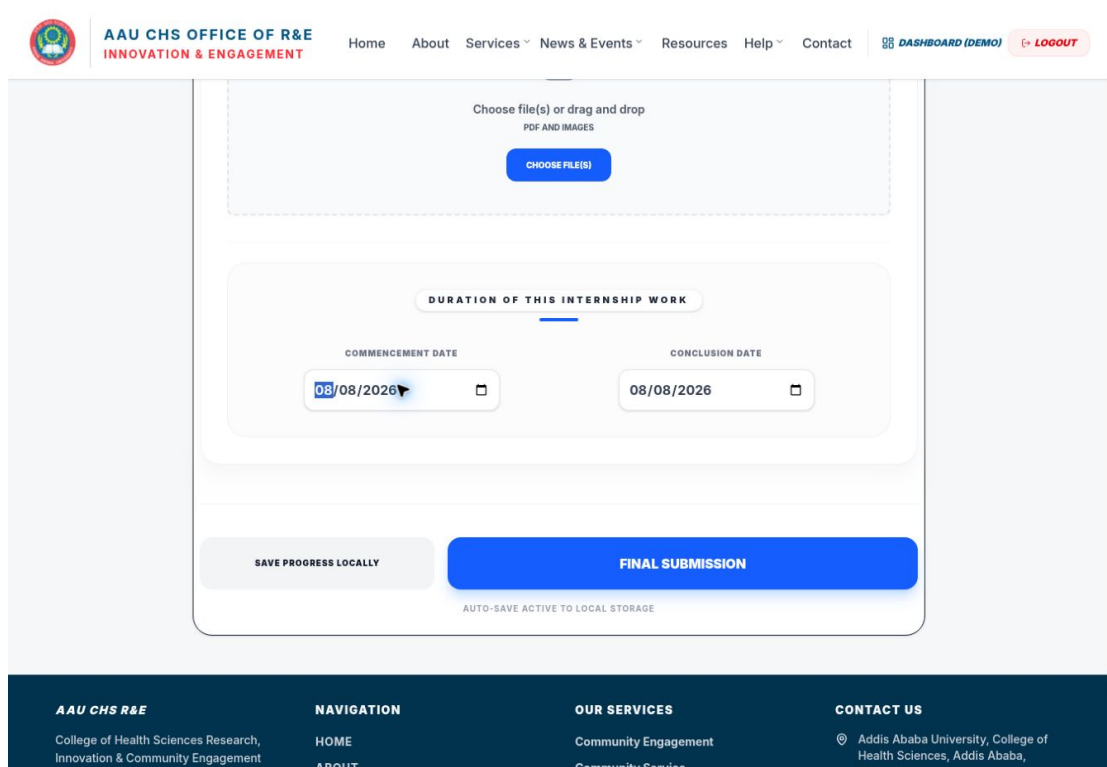
INDUSTRY / ORGANIZATION NAME
 Name of the placement industry

DEPARTMENTAL PLACEMENTS
 Department Name
 Number of Students
 Additional Department (Optional)
 Number of Students

TYPE OF PRACTICAL EXPOSURE RECEIVED
 Describe the hands-on experience and skills the students gained...

EVIDENCE & OUTPUTS FROM THIS INTERNSHIP WORK (MAX 5 FILES) LESS THAN 5MB IN TOTAL SIZE
 ATTACH PICTURES, PUBLICATIONS, REPORTS, OR SCIENTIFIC OUTPUTS ETC...

Figure 24. Internship graduation, host, departmental placement and practical-exposure fields.



AAU CHS OFFICE OF R&E INNOVATION & ENGAGEMENT Home About Services ▾ News & Events ▾ Resources Help ▾ Contact **DASHBOARD (DEMO)** **LOGOUT**

Choose file(s) or drag and drop
PDF AND IMAGES
CHOOSE FILE(S)

DURATION OF THIS INTERNSHIP WORK

COMMENCEMENT DATE: 08/08/2026
 CONCLUSION DATE: 08/08/2026

SAVE PROGRESS LOCALLY **FINAL SUBMISSION**

AUTO-SAVE ACTIVE TO LOCAL STORAGE

AAU CHS R&E College of Health Sciences Research, Innovation & Community Engagement
NAVIGATION HOME ABOUT
OUR SERVICES Community Engagement Community Service
CONTACT US Addis Ababa University, College of Health Sciences, Addis Ababa, Ethiopia

Figure 25. Internship evidence, duration and submission controls.

11. Volunteerism report

Use this form for organized service that is voluntary, unpaid and outside curricular assessment, involving students or staff and a community partner.

AAU CHS OFFICE OF R&E
INNOVATION & ENGAGEMENT

Home About Services ▾ News & Events ▾ Resources Help ▾ Contact **LOGIN** ▾

COMMUNITY & PROFESSIONAL SERVICES / SERVICE CATEGORY

Volunteerism

is a voluntary based community service without evaluation for curricular purposes or monetary compensation, which engages students and staff in organized activities with community partners.

Submit a new activity
Ready to record your volunteerism activity, Prof. Information? **START SUBMISSION** →

SUBMISSION PROCESS

From activity to institutional record
Document your contribution through a simple and structured submission process.

01 Submit
Record your activity and provide the relevant details and supporting information.

02 Review
Submitted activities can be reviewed and verified through the appropriate institutional process.

03 Record
Approved contributions become part of your institutional professional record.

INSTITUTIONAL CONTRIBUTIONS

Approved Records
Approved contributions recorded under Volunteerism. **1 RECORD**

VOLUNTEERISM **APPROVED**

Untitled Project

Figure 26. Volunteerism service page and Start Submission control.

Information to prepare

- Confirmation that the activity is non-curricular and unpaid
- The participating students, staff and department
- The organized activity, community partner and primary goal

Complete the report

STEP 1 Open the service

Select Services, open Volunteerism, and select Start Submission.

STEP 2 Complete Submitter Information

Confirm the rank, name, sex, official email, employee ID, school and department. Add co-submitters when applicable.

STEP 3 Complete the service-specific section

Enter each applicable field using the guidance below.

Field	What to enter
Curricular purpose?	Select No for a Volunteerism report.
Monetary compensation?	Select No for a Volunteerism report.
Title	Enter the official title of the Volunteerism work.
Summary	Provide a concise description in up to 500 words.
Engaged participants	Select Students, Staff or Both Students & Staff, then enter the department and organized activity.
Community partner	Enter the name of the community partner.
Primary goal	Select Relationship building, Critical self-awareness, Engaged citizenship or Learning.
Evidence	Attach up to five PDF or image files, below 5 MB in total.
Dates	Enter the commencement and conclusion dates.

STEP 4 Attach supporting evidence

Use Choose File(s) to add up to five PDF or image files. Confirm that the combined file size is below 5 MB and that each file supports the activity described in the form.

STEP 5 Enter the activity period

Enter the commencement date and conclusion date. Confirm that the order and reporting period agree with the supporting evidence.

STEP 6 Save unfinished work when necessary

Select Save Progress Locally when the report will be completed later on the same browser and device.

STEP 7 Complete the final check

Review the title, summary, service-specific answers, organizational details, dates and evidence. Correct any mismatch before submission.

STEP 8 Send the report for review

Select Final Submission, address any validation messages, and return to the dashboard to confirm that the record and status are visible.

Expected result: The Volunteerism report appears in Submission History and enters the configured review process.

AAU CHS OFFICE OF R&E
INNOVATION & ENGAGEMENT

Home About Services ▾ News & Events ▾ Resources Help ▾ Contact

[DASHBOARD \(DEMO\)](#) [LOGOUT](#)

Provide a brief overview...

DEPARTMENT OF ENGAGED STUDENTS AND STAFF

Select Role... ▾

Department

Organized Activity

NAME OF COMMUNITY PARTNER

Add name...

PRIMARY GOAL OF VOLUNTEERISM

Select the primary goal... ▾

EVIDENCE & OUTPUTS FROM THIS VOLUNTEERISM WORK (MAX 5 FILES) LESS THAN 5MB IN TOTAL SIZE

ATTACH PICTURES, PUBLICATIONS, REPORTS, OR SCIENTIFIC OUTPUTS ETC...

Choose file(s) to upload and drop

Figure 27. Volunteerism policy, participant, activity, partner and goal fields.

AAU CHS OFFICE OF R&E
INNOVATION & ENGAGEMENT

Home About Services ▾ News & Events ▾ Resources Help ▾ Contact

[DASHBOARD \(DEMO\)](#) [LOGOUT](#)

Choose file(s) or drag and drop
PDF AND IMAGES

CHOOSE FILE(S)

DURATION OF THIS VOLUNTEERISM WORK

COMMENCEMENT DATE

08/08/2026

CONCLUSION DATE

08/08/2026

SAVE PROGRESS LOCALLY

FINAL SUBMISSION

AUTO-SAVE ACTIVE TO LOCAL STORAGE

AAU CHS R&E
College of Health Sciences Research,
Innovation & Community Engagement

NAVIGATION
HOME
ABOUT

OUR SERVICES
Community Engagement
Community Service

CONTACT US
Addis Ababa University, College of
Health Sciences, Addis Ababa,
Ethiopia

Figure 28. Volunteerism evidence, duration and submission controls.

12. Monitor a submitted report

STEP 1 Open the dashboard

Select Dashboard from the header after signing in.

STEP 2 Locate the record

Use the Active Submissions table and identify the report by service type, title and date.

STEP 3 Read the status

Review the status and any feedback displayed for the record.

STEP 4 Open the record

When a record link or action is available, open it and compare the feedback with the submitted information and evidence.

STEP 5 Address feedback

Correct the identified fields and provide the requested evidence through the action available for the record.

STEP 6 Confirm the new status

Return to the dashboard after resubmission or action and confirm that the record status has changed as expected.

Status	Meaning	Submitter action
Pending	The report is awaiting review or a decision.	Monitor the dashboard and feedback column.
Approved	The report has been accepted through the configured review process.	Retain the supporting evidence and use the approved record as the institutional reference.
Rejected	The report was not approved and may include feedback.	Read the feedback and follow the available correction or resubmission route.

13. Department Head procedures

The Department Head dashboard provides department-level monitoring, access to available submissions and departmental planning functions.

13.1 Review available submissions

STEP 1 Sign in

Choose Login as a Department Head, enter the assigned username and password, and select Sign In.

STEP 2 Review the summary

Check Total, Approved, Pending and Rejected to understand the department's current workload.

STEP 3 Open the queue

Locate the record in Active Submissions and open the available detail or review action.

STEP 4 Check the report

Confirm the service category, submitter and department, dates, narrative, categorical fields and supporting evidence.

STEP 5 Record the decision

Use the action displayed for the record and enter clear feedback when correction is required.

STEP 6 Confirm the result

Return to the dashboard and confirm that the record appears under the expected status.

13.2 Create a departmental plan

STEP 1 Open Department Plan

Open Quick Actions & Navigation and select the Department Plan function.

STEP 2 Select the planning period and service

Choose the academic year and one of the seven service areas.

STEP 3 Enter the plan

Enter the responsible lead, target beneficiaries, budget and funding source, objectives, collaborators, KPI and quarterly targets.

STEP 4 Review totals

Confirm that the quarterly values and annual target are internally consistent.

STEP 5 Submit the plan

Use the available plan-submission control and confirm that the plan appears in the plans list.

14. IE CHS Office procedures

The IE CHS Office dashboard provides institution-wide status summaries, school and department filters, active-submission monitoring and access to departmental plans.

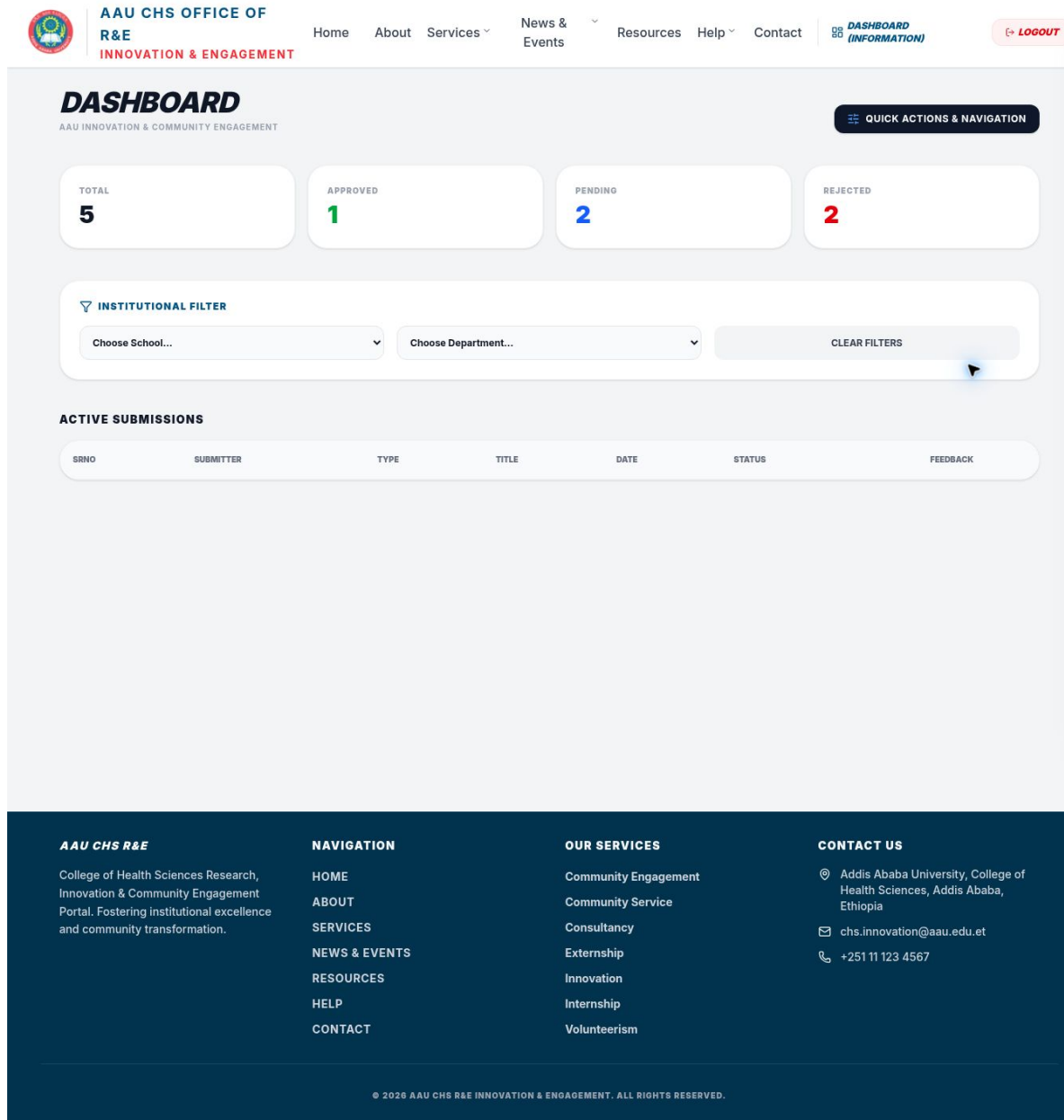


Figure 29. IE CHS Office dashboard with institutional totals and filters.

14.1 Filter and review submissions

STEP 1 Review institutional totals

Use Total, Approved, Pending and Rejected to identify the current distribution of records.

STEP 2 Apply the institutional filter

Choose the school first, then select the department. Use Clear Filters to return to the institution-wide view.

STEP 3 Open an active submission

Select the available row or review action for the report.

STEP 4 Complete the institutional check

Confirm the service category, organizational unit, dates, activity description, categorical responses, evidence and previous feedback.

STEP 5 Record the decision

Use the action displayed for the record and enter specific feedback where revision is required.

STEP 6 Confirm dashboard status

Return to the dashboard and confirm that the totals and record status reflect the completed action.

14.2 Browse institutional plans

The screenshot shows the 'AAU CHS IE DEPARTMENT PLANS' page. At the top, there's a navigation bar with the AAU CHS Office of R&E logo and links for Home, About, Services, News & Events, Resources, Help, and Contact. A 'LOGIN' button is also present. Below the navigation bar, there's a 'BACK TO DASHBOARD' link. The main heading is 'AAU CHS IE DEPARTMENT PLANS' with the subtitle 'INNOVATION & ENGAGEMENT SERVICES PLANS'. A filter bar allows users to filter by 'All Schools', 'All Departments', 'All Services (7 Areas)', and 'All Years'. Below the filter bar, it says 'Showing 2 submitted plan(s)'. A table lists the plans with columns for Service Area, Department & School, Year, Lead Person, Budget, and Action. Two plans are listed: 'CONSULTANCY' and 'COMMUNITY ENGAGEMENT'. Both plans have a 'View Plan' button.

SERVICE AREA	DEPARTMENT & SCHOOL	YEAR	LEAD PERSON	BUDGET	ACTION
CONSULTANCY Target KPI: 250 (Percentage)	Department of Orthopedic Surgery School of Medicine	AY 2027/2028	DR Taddese worede	100000	View Plan
COMMUNITY ENGAGEMENT Target KPI: number of beneficiaries (Nu...)	Department of Psychiatry School of Medicine	AY 2026/2027	DR Taddese worede	100000	View Plan

AAU CHS R&E
College of Health Sciences Research, Innovation & Community Engagement Portal. Fostering institutional excellence and community transformation.

NAVIGATION
HOME
ABOUT
SERVICES
NEWS & EVENTS
RESOURCES
HELP
CONTACT

OUR SERVICES
Community Engagement
Community Service
Consultancy
Externship
Innovation
Internship
Volunteerism

CONTACT US
 Addis Ababa University, College of Health Sciences, Addis Ababa, Ethiopia
 chs.innovation@aau.edu.et
 +251 11 123 4567

© 2026 AAU CHS R&E INNOVATION & ENGAGEMENT. ALL RIGHTS RESERVED.

Figure 30. AAU CHS IE Department Plans list and filters.

STEP 1 Open AAU CHS Innovation Plans

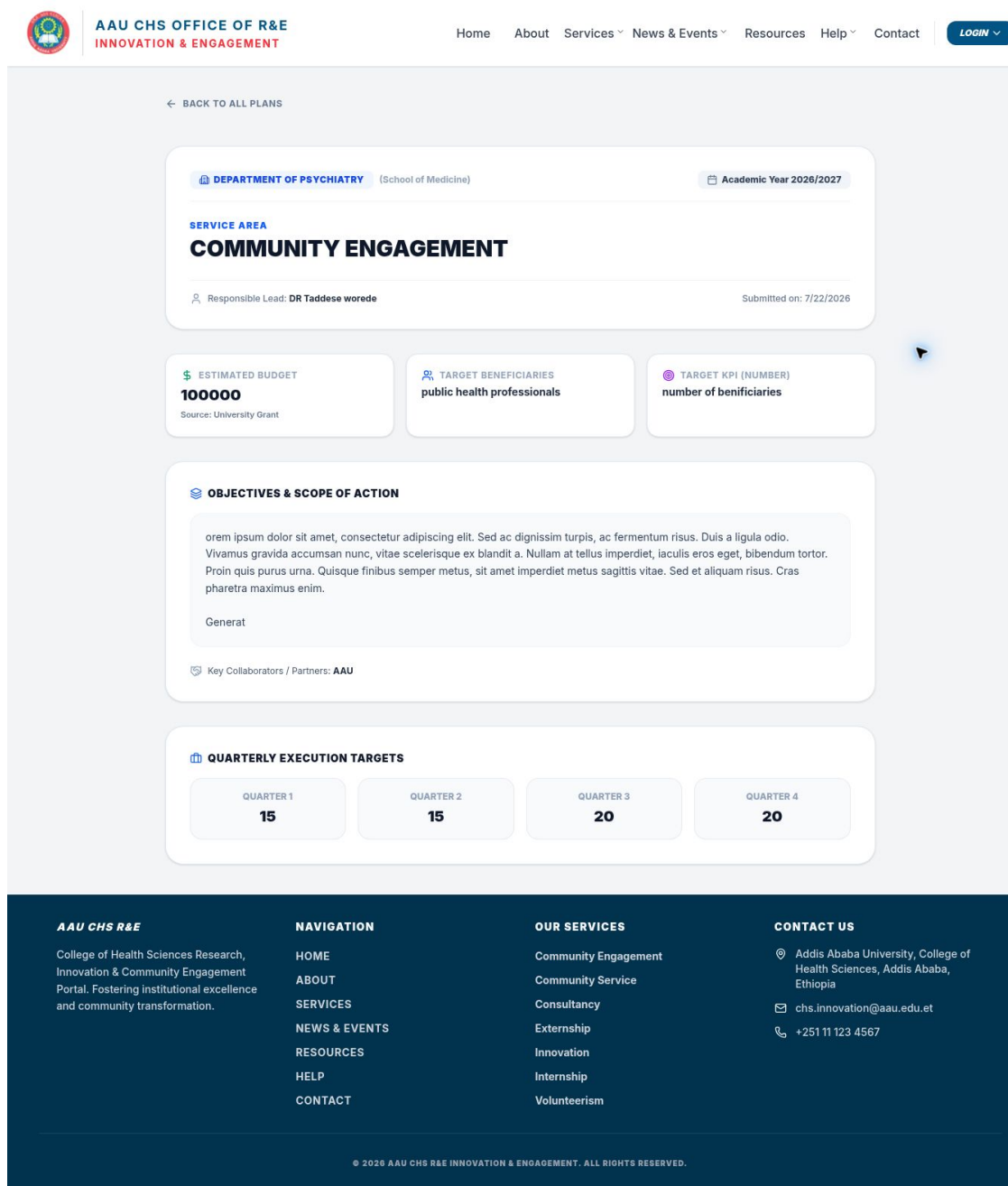
Open Quick Actions & Navigation and select AAU CHS Innovation Plans.

STEP 2 Filter plans

Filter by school, department, service area and academic year.

STEP 3 Open the plan

Select View Plan for the required record.



AAU CHS OFFICE OF R&E
INNOVATION & ENGAGEMENT

Home About Services News & Events Resources Help Contact **LOGIN**

← BACK TO ALL PLANS

DEPARTMENT OF PSYCHIATRY (School of Medicine) Academic Year 2026/2027

SERVICE AREA
COMMUNITY ENGAGEMENT

Responsible Lead: **DR Taddese worded** Submitted on: 7/22/2026

ESTIMATED BUDGET
100000
Source: University Grant

TARGET BENEFICIARIES
public health professionals

TARGET KPI (NUMBER)
number of beneficiaries

OBJECTIVES & SCOPE OF ACTION

orem ipsum dolor sit amet, consectetur adipiscing elit. Sed ac dignissim turpis, ac fermentum risus. Duis a ligula odio. Vivamus gravida accumsan nunc, vitae scelerisque ex blandit a. Nullam at tellus imperdiet, iaculis eros eget, bibendum tortor. Proin quis purus urna. Quisque finibus semper metus, sit amet imperdiet metus sagittis vitae. Sed et aliquam risus. Cras pharetra maximus enim.

Generat

Key Collaborators / Partners: **AAU**

QUARTERLY EXECUTION TARGETS

QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
15	15	20	20

AAU CHS R&E
College of Health Sciences Research, Innovation & Community Engagement Portal. Fostering institutional excellence and community transformation.

NAVIGATION
HOME
ABOUT
SERVICES
NEWS & EVENTS
RESOURCES
HELP
CONTACT

OUR SERVICES
Community Engagement
Community Service
Consultancy
Externship
Innovation
Internship
Volunteerism

CONTACT US
Addis Ababa University, College of Health Sciences, Addis Ababa, Ethiopia
chs.innovation@aau.edu.et
+251 11 123 4567

© 2026 AAU CHS R&E INNOVATION & ENGAGEMENT. ALL RIGHTS RESERVED.

Figure 31. Department plan detail showing the service area, lead, budget, beneficiaries, KPI and quarterly targets.

STEP 4 Verify the plan

Review the school and department, year, service area, responsible lead, budget and source, beneficiaries, KPI, objectives, partners and quarterly targets.

14.3 Profile settings

AAU CHS OFFICE OF R&E
INNOVATION & ENGAGEMENT

Home About Services ▾ News & Events ▾ Resources Help ▾ Contact [LOGIN ▾](#)

← BACK TO DASHBOARD

Profile Settings

Manage your account details and department affiliation.

CURRENT DEPARTMENT
Institutional Review Office

Full Name
Information Technology Reviewer

Email Address

Save Changes

Current Password

New Password

Confirm New Password

Update Password

AAU CHS R&E
College of Health Sciences Research, Innovation & Community Engagement Portal. Fostering institutional excellence and community transformation.

NAVIGATION
HOME
ABOUT
SERVICES
NEWS & EVENTS
RESOURCES
HELP
CONTACT

OUR SERVICES
Community Engagement
Community Service
Consultancy
Externship
Innovation
Internship
Volunteerism

CONTACT US
📍 Addis Ababa University, College of Health Sciences, Addis Ababa, Ethiopia
✉ chs.innovation@aau.edu.et
☎ +251 11 123 4567

© 2020 AAU CHS R&E INNOVATION & ENGAGEMENT. ALL RIGHTS RESERVED.

Figure 32. Profile Settings page for account details and password update.

STEP 1 Open Profile Settings

Open Quick Actions & Navigation and select Profile Settings.

STEP 2 Update account details

Edit the permitted name or email field and select Save Changes.

STEP 3 Update the password

Enter the current password, new password and confirmation, then select Update Password.

15. Review standards

Department Head and IE CHS Office review should establish whether the record is correctly classified, complete, internally consistent and supported by appropriate evidence.

Review question	Acceptance check
Is the service category correct?	The primary purpose matches the category definition and the policy responses support that classification.
Is the submitter information complete?	Name, employee ID, school, department and co-submitters are complete and consistent.
Is the activity clear?	The title and summary explain what was done, why, for whom, how and with what result.
Are categorical fields complete?	The selected type, aim, stage, goal or policy answers match the narrative.
Are dates plausible?	Commencement and conclusion dates are in the correct order and match the evidence.
Is the evidence sufficient?	The attachments support the reported activity and remain within the configured file rules.
Is feedback actionable?	Any requested correction identifies the exact field, issue and required change.

16. Public website functions

The public website provides institutional information and access to the service directory, news, resources and contact details. Approved service records may also appear on the relevant service page.

Menu	Purpose
Home	Introduces the platform and provides entry points to the main content.
About	Presents the mandate, mission and strategic objectives.
Services	Explains the seven service categories and opens the category pages.
News & Events	Presents spotlights, events, linkage activities and funding opportunities.
Resources	Provides policy, guideline and institutional documents.
Contact	Provides the office location and contact information.
Login	Opens the role-specific sign-in choices.

17. Troubleshooting

Problem	Resolution
The account opens the wrong dashboard	Sign out, return to Login and select the correct role before signing in again.
Department list is empty	Select the school first and wait for the department list to load.
A service form remains restricted	Review the service policy response and confirm that the selected category matches the activity.
An upload control shows Loading	Wait for the upload component to finish loading, then choose files. Confirm the file type, number and combined size.
The form reports a validation error	Return to the highlighted field, complete or correct it, and select Final Submission again.
Locally saved work is not visible	Return using the same browser and device used for local saving. Local work is not a submitted record.
The dashboard count is non-zero but no rows appear	Clear filters, refresh the page once and reopen the dashboard. If the table remains empty, report the role, visible count, page and time to the system support team.
A submitted report is not visible	Refresh the dashboard once and check Total and Active Submissions before starting a second report.
A plan cannot be found	Clear the plan filters, then filter again in the order school, department, service area and year.

17.1 Information to include in a support request

- User role and organizational unit
- Page or service category
- Action being performed
- Approximate date and time of the problem
- Visible message, status or dashboard count
- Screenshot of the page, when available

18. Quick reference checklists

18.1 Submitter checklist

- The activity is assigned to the correct service category.
- Submitter and co-submitter information is complete.
- The title and summary clearly describe the activity.
- All service-specific fields are completed.
- Dates are correct and consistent with the evidence.
- No more than five PDF or image files are attached and the combined size is below 5 MB.
- Final Submission was selected and the dashboard status was checked.

18.2 Reviewer checklist

- The record belongs to the selected service and organizational unit.
- The narrative and categorical responses are consistent.
- The evidence supports the activity, outputs and dates.
- The decision is recorded through the action available for the record.
- Feedback states the exact correction required.
- The dashboard status reflects the completed action.

18.3 Plan checklist

- Academic year and service area are correct.
- Responsible lead, beneficiaries, budget and source are complete.
- Objectives, partners and KPI are measurable and internally consistent.
- Quarterly targets support the annual plan.
- The submitted plan is visible in the plans list.

19. Glossary

Term	Meaning
Active Submissions	Dashboard table containing records available to the signed-in role.
Co-Submitter	An additional contributor recorded with the primary submitter.
Department Plan	A departmental record of planned Innovation and Engagement work, targets and resources.
Evidence	A PDF or image supporting the reported activity, output or result.
Final Submission	The control that sends a completed report into the review process.
IE CHS Office	The College of Health Sciences office responsible for institutional Innovation and Engagement oversight.
Local save	A browser-based saved copy used to continue completing a form on the same browser and device.
Pending	A submitted record awaiting review or decision.
Service area	One of the seven reporting categories in IEMS CHS.

19.1 Direct access links

Website: <https://iemschs.com/>

Services: <https://iemschs.com/activities>

Submitter sign-in: <https://iemschs.com/auth/signin?role=SUBMITTER>

Department Head sign-in: <https://iemschs.com/auth/signin?role=HOD>

IE CHS Office sign-in: <https://iemschs.com/auth/signin?role=ADMIN>

Submitter registration: <https://iemschs.com/auth/signup>