

**MALAYSIAN GREATER RESEARCH NETWORK SYSTEM
(MYGRANTS)**

USER MANUAL

Single-Disciplinary Grant Application

Revision History

Revision	Date	Comment
1.0	15 th January 2013	1 st Edition
1.1	18 th January 2013	Update on Other Researchers
1.2	22 th January 2013	Account Registration and Miscellaneous updates.

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1. Introduction

The purpose of this manual is to help user on how to apply a single-disciplinary grant.

1.1. Single-disciplinary Grant




A Single-Disciplinary Grant involved only in **one (1)** area of research. The budget provided for this type of grant is RM 150,000.00 for the whole duration of the research.

2. Registering your account

In order to create and view application, you need to create your own account. Creating an account is simple and described in the steps below:

- i. Go to <http://mygrants.gov.my/>
- ii. On the page, click on **Sign Up Now**

Students, professors, researchers and even professionals use MyGRANTs to seek research grant opportunity, exchange ideas and information

-  Stay informed about research grant application and status
-  Control your research identity within your team
-  Communicate and exchange knowledge you need to achieve your goal

Sign Up Now? ← Click Here

RMC verification is required to approve the registration

[Researcher Application Manual](#)
[RMC Evaluation Manual](#)

User Login

User Name :

Password :

User Role :




Remember Me :

[Forgot your password?](#)

Figure 1: MyGrant Homepage

- iii. Fill in the fields, Username, Full Name and your desired password. After filling in the required information, click on **Next** to proceed further.

Student, professors, researchers and even professionals use MyGRANTs to seek research grant opportunity, exchange ideas and information

-  Stay informed about research grant application and status
-  Control your research identity within your team
-  Communicate and exchange knowledge you need to achieve your goal

Account Info

User Name*	<input type="text"/>
Full Name*	<input type="text"/>
Password*	<input type="password"/>
Confirm Password*	<input type="password"/>

Figure 2: Setting up your account

- iv. At this point, you will need to enter all the information required (*) in this form. When you are done just click on **Register** to complete the registration.

Personal Information	
IC/Passport Number*	<input type="text"/>
Nationality*	<input type="text"/>
IPT Ref. Code	<input type="text"/>
Position*	<input type="text"/>
Grade	<input type="text"/>
University*	<input type="text"/>
Faculty/Centre	<input checked="" type="radio"/> Faculty <input type="radio"/> Centre <input type="text"/>
Unit	<input type="text"/>
Group/Research Alliance	<input type="text"/>
E-mail Address*	<input type="text"/>

Figure 3: Part of Registration Form

- v. Your registration form is now forwarded to your university's RMC. In order to login into your account, RMC will need to review and approve your account. **Please contact the RMC at this stage.**
- vi. After approval, you can login into your Researcher account.

3. Login into MYGRANT

Please open your browser (preferable IE, Chrome or Safari. Firefox is under testing), enter the URL:

<http://mygrants.gov.my/>

MYGRANTS

KPT

Student, professors, researchers and even professionals use MyGRANTS to seek research grant opportunity, exchange ideas and information

- Stay informed about research grant application and status
- Control your research identity within your team
- Communicate and exchange knowledge you need to achieve your goal

User Login

User Name :

Password :

User Role :

Remember Me :

[Forgot your password?](#)

Figure 4: MYGRANT Login Page

At login page, enter your username and password, then press the **TAB** button. Your default Role will be displayed and Login button will be enabled. Press the **ENTER** button or click on the **Login** button to login.

4. New Project Application

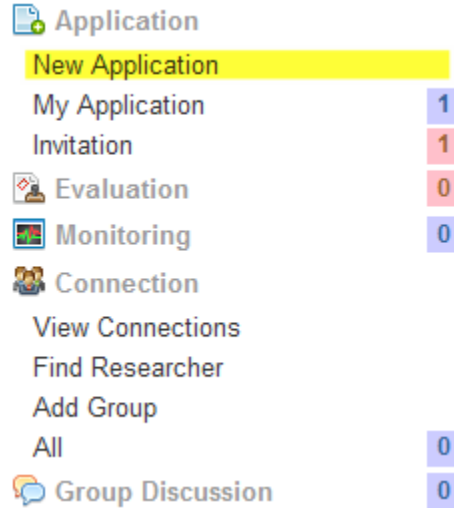


Figure 5: Shortcut Menu (New Application)

Select **New Application** from the left side shortcut bar.

Grant:	FRGS 20/12/2012 - 20/02/2013
	<input checked="" type="radio"/> Single-disciplinary <input type="radio"/> Trans-disciplinary
	<input type="button" value="Proceed"/>

Figure 6: Disciplinary Selection

On the New Application Screen, select one of the **Grant Batches**, and select **Single-disciplinary** as shown in Figure 3. Click **Proceed** to move onto the next step.

5. Program Details

In this section we will go through step by step on how to insert information regarding the project applied.

At the bottom of each tab, there are 2 buttons available, **Save** and **Save & Proceed**

Save the information in the current tab

Save the information in the current tab and proceed on the next step

When user click on either button, a message box will appear to indicate that save is successful.

5.1. Application Details

Application Details	Project Leader	Research Information	Equipment & Material	Budget	Declaration	Appendix
---------------------	----------------	----------------------	----------------------	--------	-------------	----------

A. Application Details	
Application ID	2056
A(i). Selected Grant	FRGS 20/12/2012 - 20/02/2013
A(ii). Title Of Proposed Research*	<input type="text"/>
A(iii). Keyword*	<input type="text"/>

Figure 7: Application Details Tab


On Application Details tab, you are required to fill in only **Title Of Proposed Research** and **Keyword** fields. The information provided will be used as reference for other researchers to look up into relevant projects in the future.

5.2. Project Leader

Application Details	Project Leader	Research Information	Equipment & Material	Budget	Declaration	Appendix	Form Submission
---------------------	----------------	----------------------	----------------------	--------	-------------	----------	-----------------

B. Details of Project Leader	
B(i). Name of Project Leader	TestUser2
B(ii). Nationality	Aland Islands
B(iii). IC/Passport Number	123456
B(iv). Position	
B(v). University	Testing
B(vi). Faculty/Centre	
B(vii). Unit	
B(viii). Office Telephone No.	
B(ix). Handphone No.	

Figure 8: Project Leader Details

In this tab you would not be able to interact with any information, since all the details are gathered automatically by the system from your profile. Empty column indicates that you have not fill in the information yet. If you ever need to update your own profile, please click on the profile icon  on the top right bar of the page.

5.3. Research Information

Application Details	Project Leader	Research Information	Equipment & Material	Budget	Declaration	Appendix	Form Submission
C. Research Information							
C(i). Research Area* <input style="border: 1px solid black; padding: 2px;" type="button" value="+"/>							
Research Area				Sub Research Area			
Information and Communication Technology				Computer Engineering			
C(ii). Location of Research							
<input type="text"/>							<input type="button" value="Add"/>
C(iii). Duration of this research							
From*	<input type="text" value="2013"/>	/	<input type="text" value="January"/>				
To*	<input type="text" value="2014"/>	/	<input type="text" value="January"/>				
Duration	1 year 1 month						

Figure 9: Research Information Tab

In this tab apparently there is a lot of information that are needed to fill in. This manual will guide you step by step throughout this application. The details are divided into sections:

- i. [Research Area](#)
- ii. [Location of Research](#)
- iii. [Duration of Research](#)
- iv. [Other Researchers](#)
- v. [Previous or Ongoing Research](#)
- vi. [Publications](#)
- vii. [Executive Summary](#)
- viii. [Detail Planning](#)

All of them will be explained in the next sub topics.

5.3.1. Research Area

C(i). Research Area* ← Click to select Research Area


Research Area	Sub Research Area
---------------	-------------------

Figure 10: Selecting Research Area

Every research has the own area or department. You are required to select only **one** research area which is corresponding to your research. To do so, just click on the **+** button. A pop up window will appear with list of cluster selection.

Figure 11: Selecting Research Area

You will be presented with a selection window as shown in Figure 8. To select your research area, select a Research Area and related Sub Research Area will appear. Next select a Sub Research Area. Click on **Select** button to confirm the selection. Your selection will be shown in Selected Cluster at the bottom of the window. You can change Research Area again by clicking **Remove** button and choose it again. When you are done with the selection, click on **Submit** button to insert the selection into Research Information tab.

C(i). Research Area 

Research Area	Sub Research Area
Applied Science	Chemistry

Figure 12: Selected Research Area

Your selection will appear in Research Area section as shown in Figure 9.

5.3.2. Location of the Research

C(ii). Location of Research

<input type="text"/>	<input type="button" value="Add"/>
Location	-
Kuala Lumpur	<input type="button" value="-"/> <input type="button" value="Edit"/>
Putrajaya	<input type="button" value="-"/> <input type="button" value="Edit"/>

Figure 13: Adding Research Location

In order to add your location of research, type in the Location in the text box and click **Add**. Your added location will appear under the text box as shown in Figure above. You can edit the location again by clicking **Edit** button, or remove it by just clicking **-** button.

5.3.3. Duration of Research

C(iii). Duration of this research

From*	2013 / January
To*	2014 / December
Duration	2 years

Figure 14: Duration of Research

In this section please select the start and end date of the proposed research. The duration will be automatically calculated by the system. **A research's duration should not be less than 1 year and not more than 3 years.** An error message will appear if you exceed the duration.

5.3.4. Other Researchers

C(iv). Other Researchers	<input type="button" value="+"/>	<input type="button" value="Register foreign researcher"/>	<input type="button" value="Register Industry Partner"/>		
Researcher Id	Name	IC / Passport Number:	Faculty/ School/ Centre/ Unit	Academic Qualification/Designation	Invitation Status

Figure 15: Other Researcher

You can add other researchers to your projects in this section. Click on **+** button to add them into your Research Information. A window will pop up for User to select their co-researcher. Enter any information that you want to search and click on **Search**.

Search by

Id Name

Local Researcher Foreign Researcher Industry partner

University

Department

Groups

Research Area

Sub Research Area

Figure 16: Researcher Selection

There are few criteria such as University, Department, Groups, Research Area and Sub Research Area available for you to filter the search. Once the search has been executed, a list of researcher will appear inside MyGrant Researcher as in Figure 14. Click on the **Add** button on the right side of researcher list to include them in the program.



MyGrant Researcher								
Picture	ID	Name	ResearchOrg Name	Department Name	Groups	Position	Cluster	Add
	12790	4220zmy	Universiti Teknologi Malaysia			Associate Professor/Senior Lecturer	Social Sciences>Sociology	<input type="button" value="add"/>
	12153	891959	Universiti Teknologi Malaysia			Associate Professor/Senior Lecturer	Social Sciences>Psychology, Social Sciences>Sociology	<input type="button" value="add"/>

Figure 17: List of Researchers

Selected researcher will be shown at the bottom of the window. You can remove the researcher by just clicking the **Remove** button.



Selected MyGrant Researcher								
Picture	ID	Name	ResearchOrg Name	Department Name	Groups	Position	Cluster	remove
	10005	TestUser2	Testing					<input type="button" value="remove"/>
	12790	4220zmy	Universiti Teknologi Malaysia			Associate Professor/Senior Lecturer	Social Sciences>Sociology	<input type="button" value="remove"/>

Figure 18: Selected Researcher for the Project in Researcher Selection window

Click **OK** when you are done with the selection. The selection that you have made before will be shown in Research Information tab.

C(iv). Other Researchers Register foreign researcher Register Industry Partner

Researcher Id	Name	IC / Passport Number:	Faculty/ School/ Centre/ Unit	Academic Qualification/Designation	Invitation Status	
10512	A AZIZ BIN SAIM	571012015277	Universiti Teknologi Malaysia	Associate Professor/Senior Lecturer	Pending	<input type="button" value="-"/>

Figure 19: Selected Researcher in Research Information Tab

The figure above shows Project Member that has been selected for the program. Each of them will receive an invitation to join the program per e-mail. “**Invitation Status**” column indicates the current status of the invitation. Status is described as:

- *Pending* – Researcher has not accepted the invitation
- *Accepted* – Researcher has already accepted the invitation and joined the program
- *Rejected* – Researcher rejected your request

****NOTE:** All Project Members involved **must** accept the project before it can be submitted.

In the event that you need to remove any project’s members in your project, just click on – button on the most right column.

5.3.4.1. Register Foreign Researcher

C(iv). Other Researchers + **Register foreign researcher** Register Industry Partner

Researcher Id	Name	IC / Passport Number:	Faculty/ School/ Centre/ Unit	Academic Qualification/Designation	Invitation Status
---------------	------	-----------------------	-------------------------------	------------------------------------	-------------------

Figure 20: Register Foreign Researcher

If you have foreign researchers that you would like them to join the project, you need to register the person into the system. To add a foreign researcher into the system, click on **Register Foreign Researcher** next to the + button. A window will appear as shown in the next Figure.

Add Foreign

Foreign List	
Display Name	
user30	Edit Delete
user31	Edit Delete
user32	Edit Delete

Figure 21: Adding Foreign Researcher

Click on **Add Foreign** to add a new foreign Researcher.

Foreign	
IC/Passport Number	<input type="text"/>
Nationality	<input type="text"/>
Display Name*	<input type="text"/>
E-mail Address*	<input type="text"/>
Handphone No	<input type="text"/>
Office Telephone No	<input type="text"/> Ext: <input type="text"/>
Organization*	<input type="text"/>
CV*	<input type="button" value="Upload"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Figure 22: Filling in Foreign Researcher's Information

After clicking the button, the panel as shown in Figure above will be displayed. Please provide the details regarding the researcher accordingly. The field Display Name, Email Address, Organization and CV are **required**. Click on **Save** when you have filled in the information. Newly created Foreign Researcher will be shown in [Foreign List](#). You can edit their details by clicking **Edit** or remove them by clicking **Delete**.

Adding Foreign Researcher to the project is the same as explained in previous topic before, [Other Researchers](#). Select any by choosing **Foreign Researcher** in [Researcher Selection](#) window.

5.3.4.2. Register Industry Partner

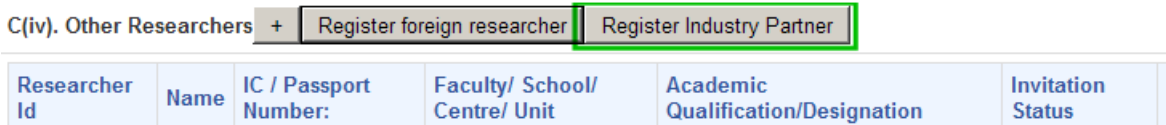


Figure 23: Register Industry Partner

You can also include Industry Partner to the project. Firstly, you need to add them to the system by clicking on **Register Industry Partner**. Next a window will appear as shown in Figure below.

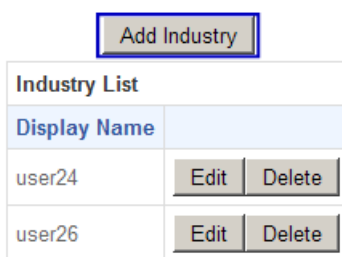


Figure 24: Adding Industry Partner

Click on **Add Industry** to add a new Industry Partner to the system.

Industry	
IC/Passport Number	<input type="text"/>
Nationality	<input type="text" value="▼"/>
Display Name*	<input type="text"/>
E-mail Address*	<input type="text"/>
Handphone No	<input type="text"/>
Office Telephone No	<input type="text"/> Ext: <input type="text"/>
Organization*	<input type="text"/>
CV*	<input type="button" value="Upload"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Figure 25: Filling in Industry Partner's Information

After clicking the button, the panel as shown in Figure above will be displayed. Please provide the details regarding the researcher accordingly. The field Display Name, Email Address, Organization and CV are **required**. Click on **Save** when you have filled in the information. Newly created Industry Partner will be shown in [Industry List](#). You can edit their details by clicking **Edit** or remove them by clicking **Delete**.

Adding Industry Partner to the project is the same as explained in previous topic before, [Other Researchers](#). Select any by choosing **Industry Partner** in [Researcher Selection](#) window.

5.3.5. Previous or Ongoing Research

C(v). Research projects that have been completed or ongoing by project leader for the last three years

Title	Grant Name	Role	Duration	Start Date	End Date
-------	------------	------	----------	------------	----------

Figure 26: List of Previous or Ongoing Projects

This section is automatically filled in by the system; it is based on the information provided from your Profile. Check your profile if it is empty.

5.3.6. Publications

C(vi). Academic publications that has been published by the project leader for the last five (5) years

Title	Name of Journal	Year
-------	-----------------	------

Figure 27: List of Publications

This section is automatically filled in by the system; it is based on the information provided from your Profile. Check your profile if it is empty.

5.3.7. Executive Summary

C(vii). Executive Summary of Research Proposal *

(Please include the problem statement, objectives, research methodology, expected output/outcomes/implication, and significance of output from the research project)



300 words left

Figure 28: Executive Summary

Here you can provide problem statement, objectives, methodology, expected input/output/implication and significance of output from the research program. If you have **any images, charts or drawings to support the proposal**, please attach them as Appendix in [Appendix Tab](#).

5.3.8. Detail Planning

In this section, the Detail Planning of your research is broken down into several parts. They are:

a) Research Background (**required**)

Provide your research background in this field. Please include Problem Statement, Hypothesis/Research Question, Literature Reviews and Relevance to Government Policy if any.

b) References (**required**)

Include your references regarding your research here.

c) Objectives of the Research (**required**)

Provide the objective of your research here.

d) Methodology (**required**)

This will be explained further in the next sub topic, [Methodology](#).

e) Expected Results/Benefit

You will be able to provide the expected result or benefit from the research here. Possible information that you can fill in:

- i. Novel/Theories/New findings/Knowledge
- ii. Research Publications
- iii. Specific or Potential Applications
- iv. Number of PhD and Masters (by research) students
- v. Impact on Society, Economy and Nation

5.3.8.1 Methodology

1. Description of Methodology*

2. Flow Chart of Research Activities (Please enclose in the Appendix - if any)

3. Research Activities

Activity*	<input type="text"/>	
Start Date*	<input type="text"/> <input type="button" value="Calendar"/>	
End Date*	<input type="text"/> <input type="button" value="Calendar"/>	<input type="button" value="Add"/>

4. Milestones and Dates

Description*	<input type="text"/>	
Year/Month*	<input type="text" value="2013"/> / <input type="text" value="January"/>	<input type="button" value="Add"/>

Gantt Chart of Research Activities with Milestones

Figure 29: Methodology

This section is divided into 4 important parts such as:

I. Description of Methodology



Provide the information of the methodology that you are going to implement or use during the whole duration of the research. This field is **required**.

II. Flow Chart of Research Activities

If you have any flow chart of the research activities for this project, please attach it as Appendix. To do so, click on **Attach** button and upload the file. The file must be in **PDF** format and **should not exceed 1 MB**.

III. Research Activities

3. Research Activities

Activity*	<input type="text"/>	
Start Date*	<input type="text"/> 	
End Date*	<input type="text"/> 	<input type="button" value="Add"/>

Activity	Start Date	End Date	-
collecting information	16/01/2013	31/01/2013	<input type="button" value="-"/> <input type="button" value="Edit"/>

Figure 30: Adding Research Activities

You can include every research activities by adding each of them in this section. Provide the activity description and its start and end date. Click on **Add** when you are done adding one. Newly created activity will appear directly under the panel. You can edit the activity by clicking **Edit** or remove any of the activity by clicking **-**. Research Activities is **required** for the Research Information.

****NOTE:** The system will check the date if it is valid for the duration of the program. If the date exceeds the project duration, a notification error will appear.

IV. Milestones and Dates

4. Milestones and Dates

Description*	<input type="text"/>	
Year/Month*	2013 / January	<input type="button" value="Add"/>

Description	Date	
Phase 1	31/3/2013	<input type="button" value="-"/> <input type="button" value="Edit"/>

Figure 31: Adding Milestones

You can also add milestones to you project. Write in the description of the milestone and assign the month/year when it should occur. Click on **Add** when you are done adding one. Newly created activity will appear directly under the panel. You can edit the activity by clicking **Edit** or remove any of the activity by clicking **-**.

****NOTE:** The system will check the date if it is valid for the duration of the program. If the date exceeding the project duration, a notification error will appear.

After adding all the Research Activities and Milestones, a Gantt chart will be drawn based on the information provided by you. Here you will have a clear overview of your project timeline. Figure 23 displays a sample chart in the application.

Gantt Chart of Research Activities with Milestones

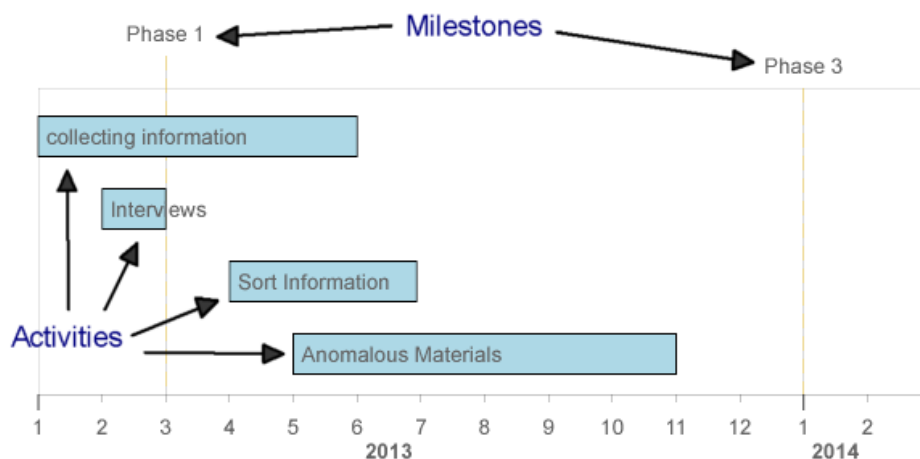


Figure 32: Gantt Chart of Project Research Activities and Milestones

****NOTE:** SVG is required to display the Gantt chart. If you do not have SVG installed in your computer, a download link will be provided. For more information visit www.adobe.com

5.4. Equipment and Material

D. Access to Equipment & Material					
Equipment					
Type	<input type="text"/>				
Description	<input type="text"/>				
Owner	<input type="text"/>				
Location	<input type="text"/>				
Address	<input type="text"/>				
					<input type="button" value="Add"/>
Selected Equipments					
Type	Description	Owner	Address	Location	-
Car	Transport to Research Location	Self	University	Kuala Lumpur	<input type="button" value="-"/> <input type="button" value="Edit"/>

Figure 33: Equipment and Material Tab

All equipment and material that will be utilized during the research should be included here. Write in the description of the equipment/material in the fields as shown in Figure above. Click on **Add** when you are done adding one. Newly created equipment/material will appear directly under the panel. You can edit the activity by clicking **Edit** or remove any of the activity by clicking **-**. Repeat the same step if you want to add more items.

5.5. Budget

E. Budget					
Budget Type	Description	Year 1	Year 2	Grand Total	-
11000 - Salary and Wages	2 x Master students	30000	36000	66000	-
Sub-Total		30000	36000	(46.22%) 66000	
21000 - Travelling and Transportation	Local	10000	30000	40000	
	Oversea	7500	10000	17500	
Sub-Total		17500	40000	(40.27%) 57500	
24000 - Rental	Wireless communication	1300	1200	2500	-
Sub-Total		1300	1200	(1.75%) 2500	
27000 - Research Materials and Supplies	Consumable items such as printer	2500	1300	3800	-
	Computer accessories	1500	1500	3000	-
Sub-Total		4000	2800	(4.76%) 6800	

Figure 34: Budget Tab

Here you can provide the budget that will be used for the proposed project. Currently there are seven Budget Types:

- V11000 – Salary and Wages
- V21000 – Travelling and Transportation
- V24000 – Rental
- V27000 – Research Material and Supplies
- V28000 – Maintenance and Minor Repair Services
- V29000 – Professional Services
- V35000 – Accessories and Equipment

You can key in the value in the provided field. Click on + to add new description to the budget type. New description box will appear directly under the current sub types. You can remove any of the budgets by clicking -. Repeat the same step if you want to add or delete more items.

The year column will be shown based on the duration that you have keyed in before in Research Information Tab.

For each sub budget type, the system will calculate the total sub budget type and show the percentage of the sub budget from the grand total budget. **If the sub budget exceeds the predefined allocation, the value will appear in red**, as shown in Figure above.

A single disciplinary grant is allowed up to RM150k budget. **If the grand total of budget exceeds this budget's value, it will also appear in red.**

5.6. Declaration

I. Declaration*	
<input type="checkbox"/>	1. All information stated here are accurate, KPT and IPT has right to reject or to cancel the offer without prior notice if there is any inaccurate information given.
<input type="checkbox"/>	2. Application of this fundamental research is presented for the Fundamental Research Grant Scheme (FRGS).
<input type="checkbox"/>	3. Application of this fundamental research is also presented for the other research grant/s (grant's name and total amount)

Figure 35: Declarations on Program

Users have to declare the following criteria by clicking on the check box before they are able to submit the application.

5.7. Appendix

Appendix				
Name: <input type="text"/>				<input type="button" value="Attach Appendix"/>
<input type="button" value="↑"/>	<input type="button" value="↓"/>	Appendix	Name	File Name
<input type="radio"/>	A	<input type="text"/>	FlowChart.pdf	<input type="button" value="-"/>

Figure 36: Uploading a File

Users can upload appendices in this section, click on **Attach Appendix**, and choose the desired file to upload it. The file must be in **PDF** format and **should not exceed 1 MB**. The enclosed file will appear directly under. You can name each appendix and sort it.

5.8. Form Submission

Application Form Submission	
Status	<input type="text" value="Draft"/>
	<input type="button" value="Preview"/>

Figure 37: Form Submission Status

Here User can select the **status** of this application; either it is in **Draft**, or **Complete**.

- *Draft* – Save program proposal as draft and will be editable later
- *Complete* – Save the program proposal and submit it for evaluation

The system will check on the invitation status of other researchers and the information that has been provided. **In order to change the status to Complete**, please make sure:

- All invitation have been accepted by other researchers
- All required information (marked as *****) are filled in
- Grand total budget does not exceed RM150k

If these conditions are not met, the system would not submit the application for evaluation at all.

User can also click on the **Preview** button that will open a new window which shows all of the information that has been keyed in. In Preview window, you can see all the information that has been included so far. This Preview can be either printed or saved in PDF format.

6. Checking Your Application

All applications, either in **Draft** or **Complete** status can be reviewed again through My Application in MYGRANT.

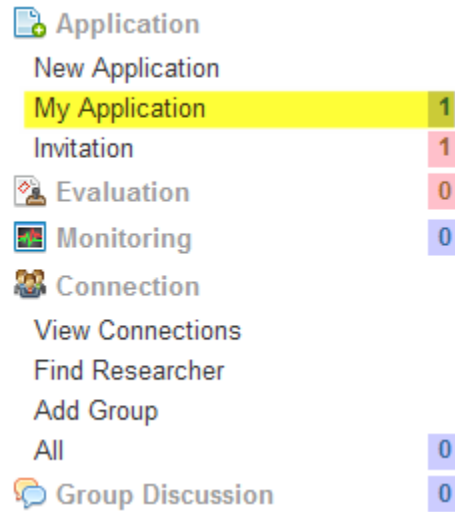


Figure 38: Shortcut Menu (My Application)

Go to home screen and click on **My Application**. There you will be presented with a list of application that you have created so far. In My Application you can edit, delete or duplicate any application as you want. Figure below shows a list of application in My Application.

Title	Batch	Role	Status	
Adaptive Mobile Web Services Discovery Model	FRGS 20/12/2012 - 20/02/2013	Leader Show Member	Draft	  
	FRGS 20/12/2012 - 20/02/2013	Leader Show members	Draft	  

Figure 39: List of Created Application

7. List of Figures

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