MALAYSIAN GREATER RESEARCH NETWORK SYSTEM
(MYGRANTS)

USER MANUAL

Trans-Disciplinary Grant Application

Revision History

Revision	Date	Comment
1.0	10th January 2013	1st Edition
1.1	14th January 2013	Update on Executive Summary, Sub Project and Form Submission sections.

Table of Contents

1. Introduction

The purpose of this manual is to help user on how to apply a trans-disciplinary grant.
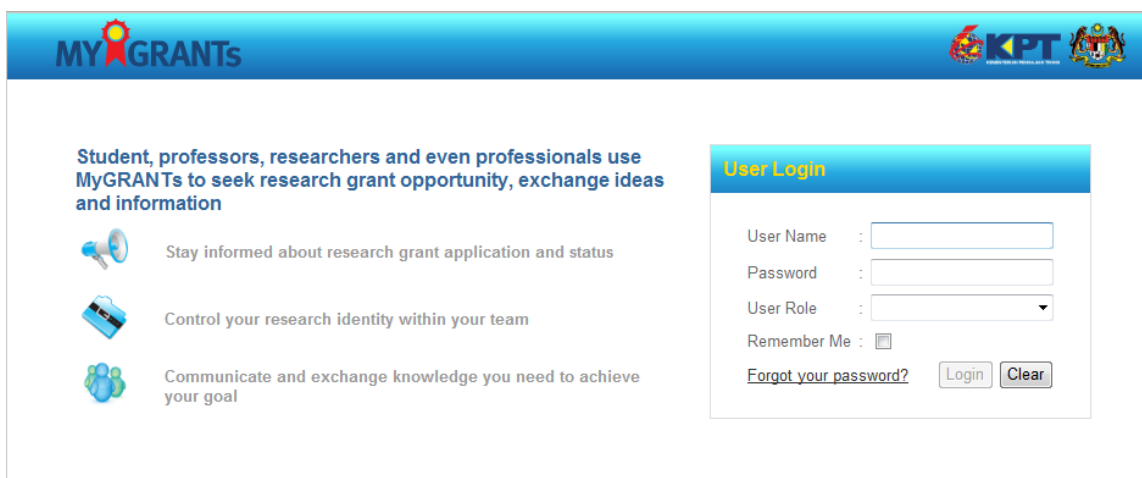
1.1.   Trans-disciplinary Grant

A trans-disciplinary grant consists of at least 3 sub projects with a Program Leader leading the program. Possible combination of Program Leader's role in this type of grant:

a. Program Leader **only** leads the program
b. Program Leader **leads the program and also has a role as Project Leader** in the sub projects

2. Login into MYGRANT

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

http://mygrants.mohe.gov.my/

<div align="center">**Figure 1: MYGRANT Login Page**</div>

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.

3. New Program Application

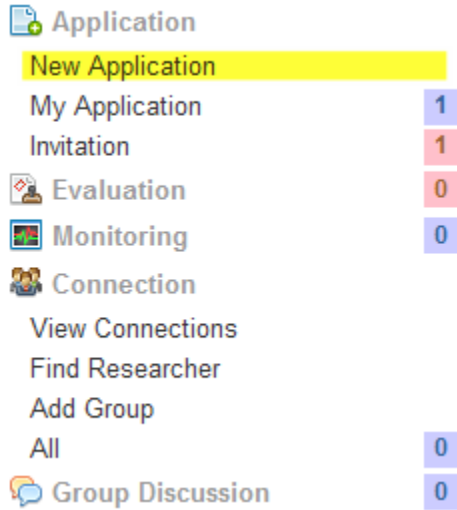Select **New Application** from the left side shortcut bar.

Figure 2: Shortcut Menu

Figure 3: Disciplinary Selection

On the New Application Screen, select one of the **Grant Batch,** and select **Trans-disciplinary** as shown in Figure 3. Click **Proceed** to move onto the next step.
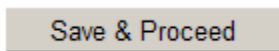
4. Program Details

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

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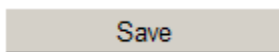
Save the information in the current tab

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.

4.1. Application Details

Figure 4: Application Details Tab

On this page, please select your research area in regards with your research. **Keyword** and **Title of Proposed Research** are mandatory field that need to be filled in. This information is necessary so other researcher can look up relevant projects in the future.

4.2.   Research Information

Figure 5: Research Information

The next step is to provide information regarding the research. There are 3 required fields that need to be filled in:

- **Duration of Research**

  Please provide the start and end year of your program here. A program should not be less than 1 year or more than 3 years. Duration of the program will be calculated automatically by the system.

- **Objective(s) Of The Research**

  Write in the objective of the program in this field.

- **Executive Summary Of Research Proposal**

  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*.

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4.3. Sub Projects

Figure 6: Sub Projects

Here the Program Leader will be able to select at least **3 sub projects** to be included into the program. Click on **+** to add sub projects to the program. A window of selection as shown in the next figure will pop up for the user to select sub projects.

Figure 7: Researcher Selection

There are few criteria such as University, Department, Groups, Research Area and Sub Research 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 8. Click on the **Add** button on the right side of researcher list to include them in the program.

Figure 8: 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.

Figure 9: Selected Researcher for the Program

Click **OK** when you are done with the selection.

NOTE: *The researchers that have been selected as Sub Project Leader should fill in the information regarding their project.* **Sub Project Leader must include all the details about their project similar as single disciplinary grant application. *This information will appear in sub project tab as clickable icon.*

The selection that you have made before will be shown in sub projects tab.

Figure 10: Added Sub Projects

In this tab, you would not be able to interact with any sub projects information since all the information is gathered from selected sub projects. Click on document icon ⬜ to view the sub project.

NOTE: *If the icon is not available, probably the corresponding Sub Project Leader has not completed their submission, therefore no information will be shown.*

The figure above shows Sub Project Leaders that have 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 Leaders involved **must** accept the project before it can be submitted.*

In the event that you need to remove any sub projects in your program, just click on **–** button on the most right column.

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Explanation/comments on relationship amongst Sub Projects can be written down inside **Connection amongst Sub Projects** field if necessary.

4.3.1.   Adding own project into the program

The Program Leader is also able to add his/her project into the program, *if Program Leader is also the Project Leader*. Just tick on the checkbox "**Program Leader is also a Project Leader**." The project will appear in the list of sub projects.

<p align="center">**Figure 11: Checkbox option**</p>

4.4.   Budget

You would not be able to interact with any information in this tab, since all the information are gathered from previously selected sub projects and calculated automatically by the system.

**NOTE: *If the tab is empty, probably one or more Project Leaders have not completed their submission, therefore no information will be shown.*

4.5. Declaration

I. Declaration*	
☐	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.
☐	2. Application of this fundamental research is presented for the Fundamental Research Grant Scheme (FRGS).
☐	3. Application of this fundamental research is also presented for the other research grant/s (grant's name and total amount)

Figure 12: Declarations on Program

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

4.6. Appendix

Appendix	
Name: [ ]	Attach Appendix

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**.

4.7. Form Submission

Application Form Submission	
Status	Draft ▾
	Preview

Figure 13: 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 sub project leaders and sub projects' status. In order to change the status to Complete, please make sure:

- All invitation have been accepted by all sub project leaders
- All sub projects' status are marked as Complete

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.

5. List of Figures