

MANUAL PENGISIAN LAPORAN AKHIR DI SISTEM MYGRANTS

MANUAL PENGHANTARAN LAPORAN AKHIR (PROJEK “TAMAT”) - MyGRANTS

Log in ke sistem MyGRANTS di link : <http://portal.mygrants.gov.my/main.php>

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?

RMC verification is required to approve the registration

Looking for GRA Vacancy?

Project Leader can now post GRA Vacancy in MyGRANTS

User Login

User Name :

Password :

User Role :

Remember Me :

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MANUAL PENGHANTARAN LAPORAN AKHIR (PROJEK “TAMAT”) - MyGRANTS

Pilih tajuk yang anda adalah Ketua Projek berkaitan



MANUAL PENGHANTARAN LAPORAN AKHIR (PROJEK “TAMAT”) - MyGRANTS

1. TAB OVERVIEW

Klik di bahagian ‘Overview’ dan isi maklumat yang berkaitan.

Sila pastikan tarikh mula dan tamat selaras di antara Mygrants dan ORKED

Start	Original End Date	Extension Date (RM)	Extension Date (RPT)	End Date after 1 Months Extension Due to MGD	Actual End Date
01.09.2019	31.03.2021	N/A	N/A	31.03.2022	31.03.2022

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2. TAB PROGRESS SUMMARY

Klik di bahagian ‘Progress Summary’ dan kemaskini pencapaian milestone untuk mengetahui ‘% Project Progress’.

The screenshot shows the 'Progress Summary' tab in the MyGRANTS system. On the left sidebar, the 'Progress Summary' icon is highlighted with a red box. The main area displays the 'Project Progress' as 30.00% and the 'Budget Used' as 9.76%. Below this, there's a 'Current Outcome' section with a table showing counts for various types of outcomes. The 'Milestone' section lists three milestones with their descriptions, project completion percentages, and actual completion dates. A callout box highlights the need to ensure the 'Overall Progress' matches the 'Project Progress'. Another callout box emphasizes verifying completed percentages and actual completion dates for each milestone. The 'Contributed Progress' column shows 30.00% for all milestones, which is also highlighted with a red box.

No.	Description	Project Completion	Completed Percentage	Actual Completion Date	Contributed Progress
1		30	30	28/03/2021	0.00
2		30	30	30/06/2020	0.00
3		40	40	30/11/2021	0.00

Sila pastikan bahagian 'Completed Percentage' dan 'Actual Completed Date' di isi bagi setiap milestone yang dinyatakan

Sila pastikan 'Overall Progress' selaras dengan 'Project Progress'

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3. TAB FINANCE

Pada bahagian ‘Finance’ sila klik ‘Edit Vote’ untuk mengemaskini jumlah perbelanjaan (Used Budget).

The screenshot shows the 'Finance' tab in the MyGRANTS system. On the left, a sidebar lists various project management tasks. The 'Finance' icon is highlighted with a red box and an exclamation mark, indicating it's the active tab.

In the main area, there are two main sections:

- Budget Management:** A grid table showing budget allocation across three years (Year 2, Year 3, Total) for different votes. A red box highlights the 'Edit Vote' button in the top right of the table header. A callout box with an orange arrow points to this button with the text: "Sekiranya tiada buat permohonan virement, sila klik 'Edit Vote' dan kemaskini bahagian 'Used Budget'."
- Expense Tracking:** A detailed table showing financial transactions. A red box highlights the 'Expenses' tab in the top navigation bar. A callout box with an orange arrow points to the 'Request Virement' button in the top right of the table header with the text: "Klik 'Request Virement' jika perlu sahaja. Jika ada buat permohonan virement, permohonan tersebut perlu diluluskan oleh pihak RMC terlebih dahulu. Kemudian boleh kemaskini 'used budget' yang terkini."

At the bottom of the expense section, a note states: "Kemakini yang dibuat perlulah merujuk di ORKED bahagian 'Expenses'. Pastikan 'Grand Total' (Total) dan % 'Used budget' adalah sama seperti di ORKED. Pastikan juga semua pembayaran/ tuntutan di ORKED telah selesai."

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4. TAB RESEARCH ACTIVITIES

Pada bahagian ‘Research Activities’, Sila kemaskini berdasarkan milestone yang sedia ada.

The screenshot shows the 'Research Activity' section of the MyGRANTS platform. On the left, a sidebar lists various project management tabs: Past Requests, Overview, Progress Summary, Financials, Research Activities (which is highlighted with a red border), Assets, Research Output, Research Outcome, Research Impact, and Submit Report. The main area features a Gantt chart with horizontal bars representing tasks over time from 2019 to 2021. A callout box with a red border contains the text: 'Pada bahagian ‘Research Activities’, Sila kemaskini berdasarkan milestone yang sedia ada'. Another callout box with a red border points to an 'Edit' button at the bottom right of a table, containing the text: 'Klik edit untuk kemaskini butiran yang berkaitan'. An orange arrow points from this callout to the 'Edit' button.

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5. TAB ASSET

Pada bahagian ‘Asset’, sila kemaskini butiran aset sekiranya terdapat perbelanjaan di Vot 35000 sahaja.

The screenshot shows the 'Assets' tab in the MyGRANTS system. On the left, there is a sidebar with various icons: Past Requests, Overview, Progress Summary, Finance, Research, Assets (which is highlighted with a red box), Research Output, Research Outcome, Research Impact, and Submit Report. The main area has a table for 'Assets' with columns: Type of Asset, Brand of Asset, Cost of Asset (RM), Asset Serial Number, Equipment Serial Number, Date of Procurement, and Attachment. Below this is a 'New Asset' form with fields for Project, Name of Asset, Description, Asset ID / Investment, Bar Code, Condition, and Status. A red box highlights the 'Asset' button in the New Asset form. An orange arrow points from a callout box to this button. A red box also surrounds the entire 'New Asset' form. A callout box contains the text: 'Klik 'New Asset' untuk kemaskini butiran asset yang dimiliki. Sila kemaskini butiran aset yang terdapat perbelanjaan di Vot 35000 sahaja.' At the bottom of the screenshot, there is a message: 'Kemaskini yang dibuat perlakuh merujuk di ORKID bahagian 'Aset'. Pembelian peralatan khas dan aksesori yang berharga RM 3,000.00 ke atas sahaja tertakluk di dalam vot 35 000. Sila kemaskini butiran aset yang terdapat perbelanjaan di Vot 35 000 sahaja.'

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MAKLUMAT TAMBAHAN (ASSET)

Penyelidik boleh rujuk di ORKED untuk mendapatkan butiran senarai Aset yang dibeli melalui geran penyelidikan.

The screenshot shows the ORKED website interface. At the top, there is a yellow sticky note with the text: "Dimana saya boleh dapatkan senarai aset/inventori yang dibeli melalui geran penyelidikan?". Below the sticky note, another yellow sticky note says: "Senarai aset/inventori yang dibeli melalui geran penyelidikan boleh diakses di ORKED.". The main content area features the heading "Ada apa di ORKED? Senarai Aset/Inventori". The URL https://orked.uthm.edu.my/geraninfo/view/1213 is visible in the browser's address bar. The page displays "Grant Info" details: Code 1213, Type FRGS, Duration 01.04.2013 - 31.03.2016, and Status Selesai - tღlum hantar. It also shows the "PROJECT LEADER" information for PROF. MADYA Dr. MOHD KHAIRUL BIN AHMAD [01678], D554 - PROFESOR MADYA, FAKULTI KEJURUTERAAN ELEKTRIK DAN ELEKTRONIK, 07-4538615, akhairul@uthm.edu.my, with a profile picture of the project leader. The "Asset" tab is highlighted with a red border. The "Jadual Aset" table lists the following assets:

#	Desc	Product	Aset / Inventori	Bar Code	Condition	Status
1.	AUTOCLAVE CAPACITY 300 CM ³	300 CMP AUTOCLAVES CAPACITY -A35901	Asset	ARF0000000315	Baik	Pinjam Semula
2.	AUTOCLAVE CAPACITY 300 CM ³	300 CMP AUTOCLAVES CAPACITY -A35901	Asset	ARF0000000316	Baik	Pinjam Semula
3.	ESCO LABORATORY FUME HOODS	ESCO EF11-6A1 LABORATORY FUME HOOD-A35901	Asset	ARF0000000363	Baik	Pinjam Semula
4.	UNIVERSAL OVEN	MEMMERT UN55 UNIVERSAL OVEN - A35901	Asset	ARF0000000386	Baik	Pinjam Semula

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6. TAB RESEARCH OUTPUT (TALENT)

Pada bahagian ‘Talent’, sila kemaskini butiran lantikan GRA @ RA @ RO sahaja seperti yang didaftarkan di dalam ORKED.

Sila masukkan Surat Lantikan GRA @ RA @ RO yang dikeluarkan oleh pihak RMC sahaja

Kemaskini hendaklah mengikut lantikan di ORKED

Penyelia utama terdiri daripada Ketua Penyelidik atau ahli penyelidik bersama sahaja

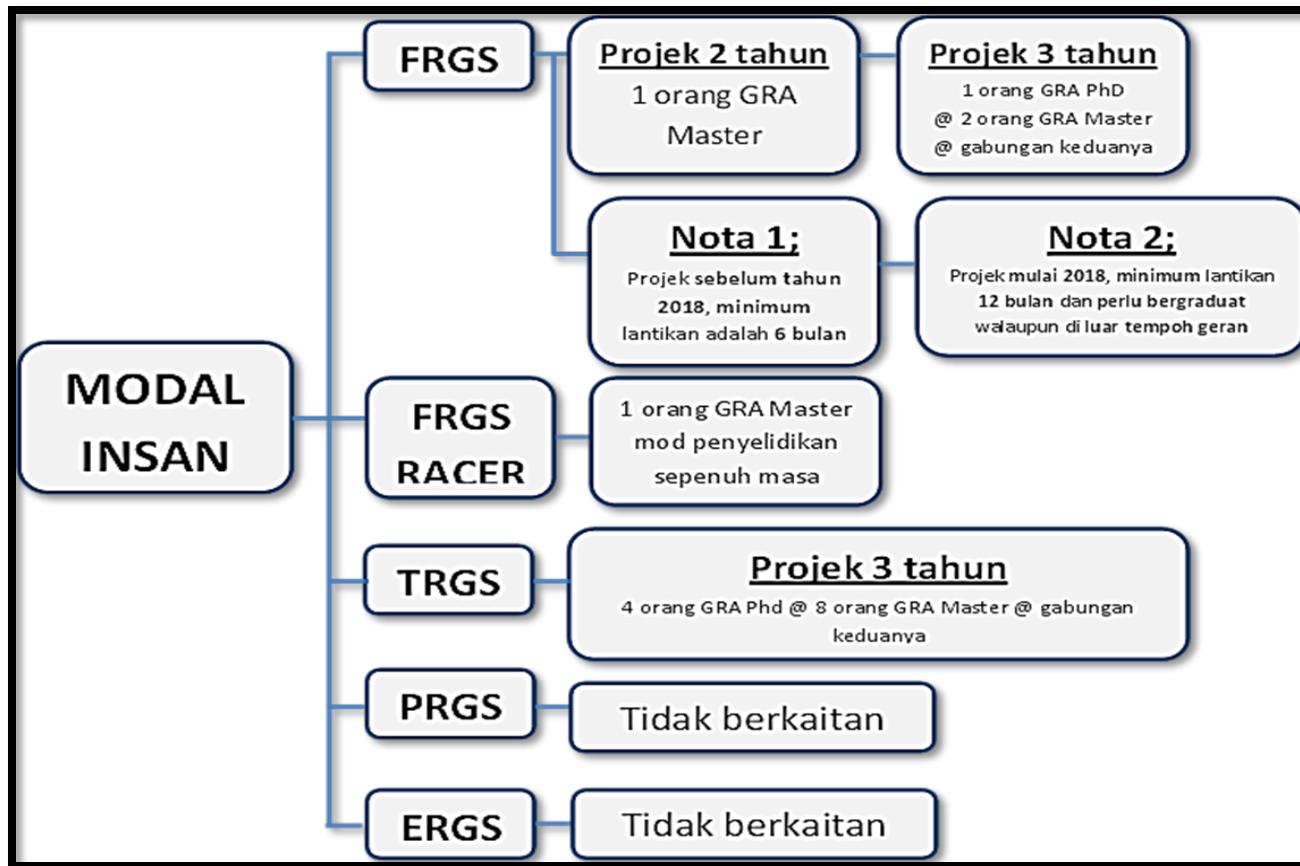
Talents	On-Going		Graduated		Summary		
	Citizen	Malaysian	Non-Malaysian	Malaysian	Non-Malaysian	Original	Actual
PhD Student	0	0	0	0	0	0	0
Master Student	0	0	1	0	1	1	1

Surat lantikan yang dikeluarkan oleh pihak RMC boleh di “download” dari ORKED. Sila pastikan nama lantikan adalah sama seperti di ORKED

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MAKLUMAT TAMBAHAN (TALENT)

Petunjuk Prestasi - Modal insan yang diterima oleh KPT



MANUAL PENGHANTARAN LAPORAN AKHIR (PROJEK “TAMAT”) - MyGRANTS

6. TAB RESEARCH OUTPUT (PUBLICATION)

Pada bahagian ‘Publication’, Sila pastikan artikel mengandungi penghargaan kepada Penaja (KPT), Geran dan Universiti.

Pastikan semua butiran penerbitan yang bertanda * lengkap di isi

Pilih ‘New Publication’ yang dihasilkan untuk projek tersebut

Sila ‘upload’ a screenshot from the publication website page as a proof of the publication di bahagian ini

Sila ‘upload’ softcopy ‘Full Paper with Acknowledgement’ di bahagian ini

Publication	Target	Current
Indexed Journal	1	0
Non Indexed Journal	0	0
Conference Paper (National)	0	0
Conference Paper (International)	0	0
Book	2	0
Book Chapter	0	1
Technical Report	0	0
Magazine/Newsletter/Newspaper	0	0

Soil (

Author(s)

Type* Journal Paper

Status* 4470-3091

ISBN/ISSN International Journal of Advanced Trends in Computer Science and Engineering

Name of Journal/Publication* Wase

Publisher* 2019

Published Year* 8

Volume 1.5

Issue 21-30

Pages SCOPUS

Indexing Body http://doi.org/10.30434/ijatse20190431_80212

DOI ijatse64016s(2019 (1).pdf/

Other Attachments* Researchers are required to upload a screenshot from the publication website page as a proof of the publication for indexing Body verification purpose.

Quartile

Impact Factor

RGC Verification Verified: 1) Acknowledgement to MOHE, FRGS Grant & UTM: Yes

KPT Verification

Edit Delete

MANUAL PENGHANTARAN LAPORAN AKHIR (PROJEK “TAMAT”) - MyGRANTS

MAKLUMAT TAMBAHAN (PUBLICATION)

- 1) Petunjuk Prestasi - Penghargaan Penerbitan yang diterima oleh KPT

RMC RESEARCH MANAGEMENT CENTRE

Bagaimana Menulis Penghargaan Penerbitan ?

Dana Penyelidikan KPT

PENCAPAIAN OUTPUT

(Pencapaian objektif dan output mestilah memenuhi KPI yang dipersetujui dalam kertas cadangan penyelidikan yang diluluskan)

PENERBITAN

Artikel dalam Jurnal Terindeks (KPI)

- ✓ Penerbitan dalam jurnal terindeks SCOPUS dan WoS sahaja
- ✓ Berstatus published atau sekurang-kurangnya telah mempunyai DOI
- ✓ Menyatakan Penghargaan kepada Pemberi Dana (Nama Kementerian dan Kod Projek KPM)
- ✓ KPI hanya boleh diambil kira kepada geran pertama yang disebut (Ketua Penyelidik perlu menyatakan penyumbang penyelidikan terbesar untuk penghargaan pertama, dan seterusnya kepada penyumbang penyelidikan yang lain).

Tambahan Output (bukan KPI)

Lain-lain penerbitan yang dihasilkan adalah merujuk kepada kriteria yang dinyatakan dalam "Glosari Malaysia Research Assessment (MyRA)" terkini.

ACKNOWLEDGEMENT
The research has been carried out under Transdisciplinary Research Grant Scheme project TRGS/1/2016/UTHM/02/2 provided by Ministry of Higher Education of Malaysia (MOHE).

ACKNOWLEDGEMENT
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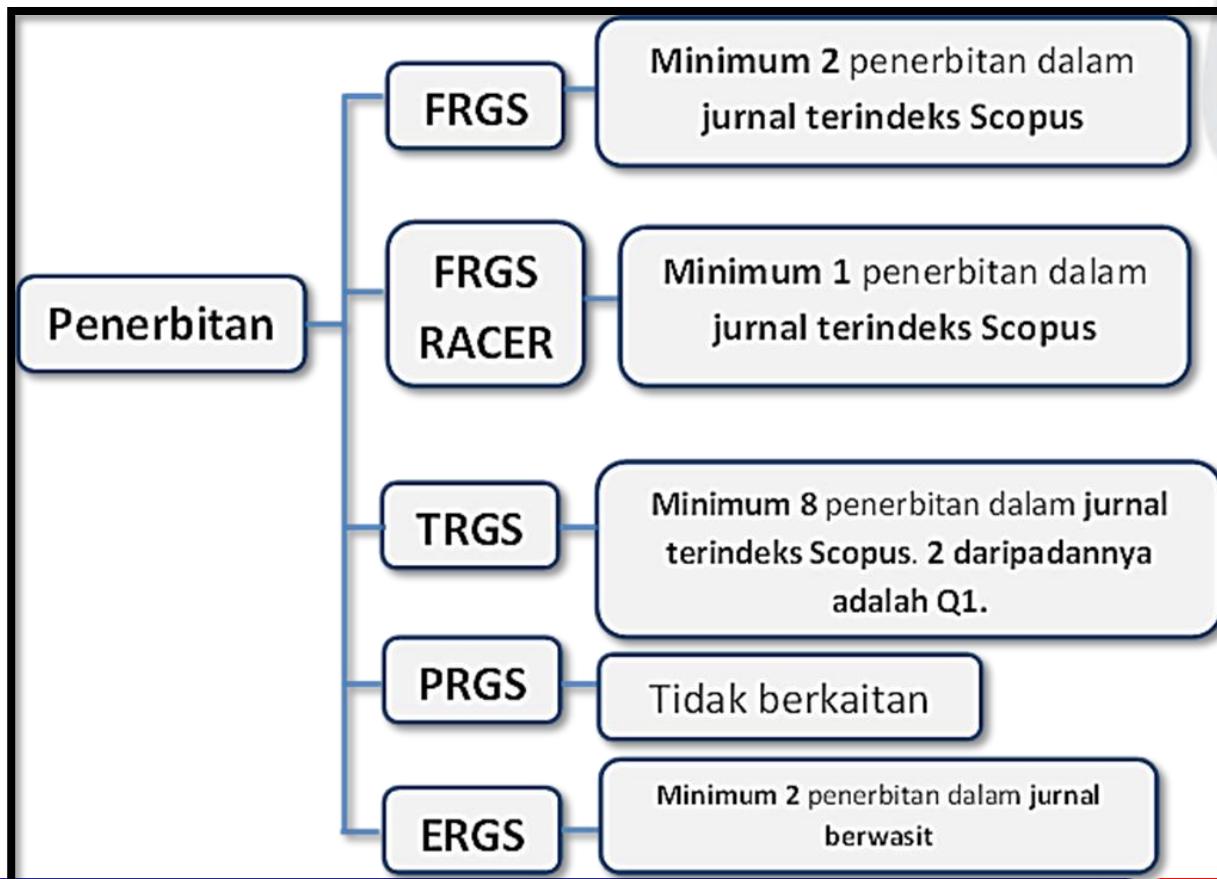
ACKNOWLEDGEMENT
The research has been carried out under Long Term Research Grant Scheme project LRGS/1/2013/UXM/1/2 and Fundamental Research Grant Scheme (FRGS/1/2014/UXM/02/5/2), provided by Ministry of Higher Education of Malaysia (MOHE).

Sebarang pencapaian terkini berkaitan bakat, penerbitan dan IP perlu dilaporkan oleh PI dari semasa ke semasa walaupun projek telah tamat.

MANUAL PENGHANTARAN LAPORAN AKHIR (PROJEK “TAMAT”) - MyGRANTS

MAKLUMAT TAMBAHAN (PUBLICATION)

2) Petunjuk Prestasi - Minimum Penerbitan yang diterima oleh KPT



MANUAL PENGHANTARAN LAPORAN AKHIR (PROJEK “TAMAT”) - MyGRANTS

6. TAB RESEARCH OUTPUT (INTELLECTUAL PROPERTY (IP))

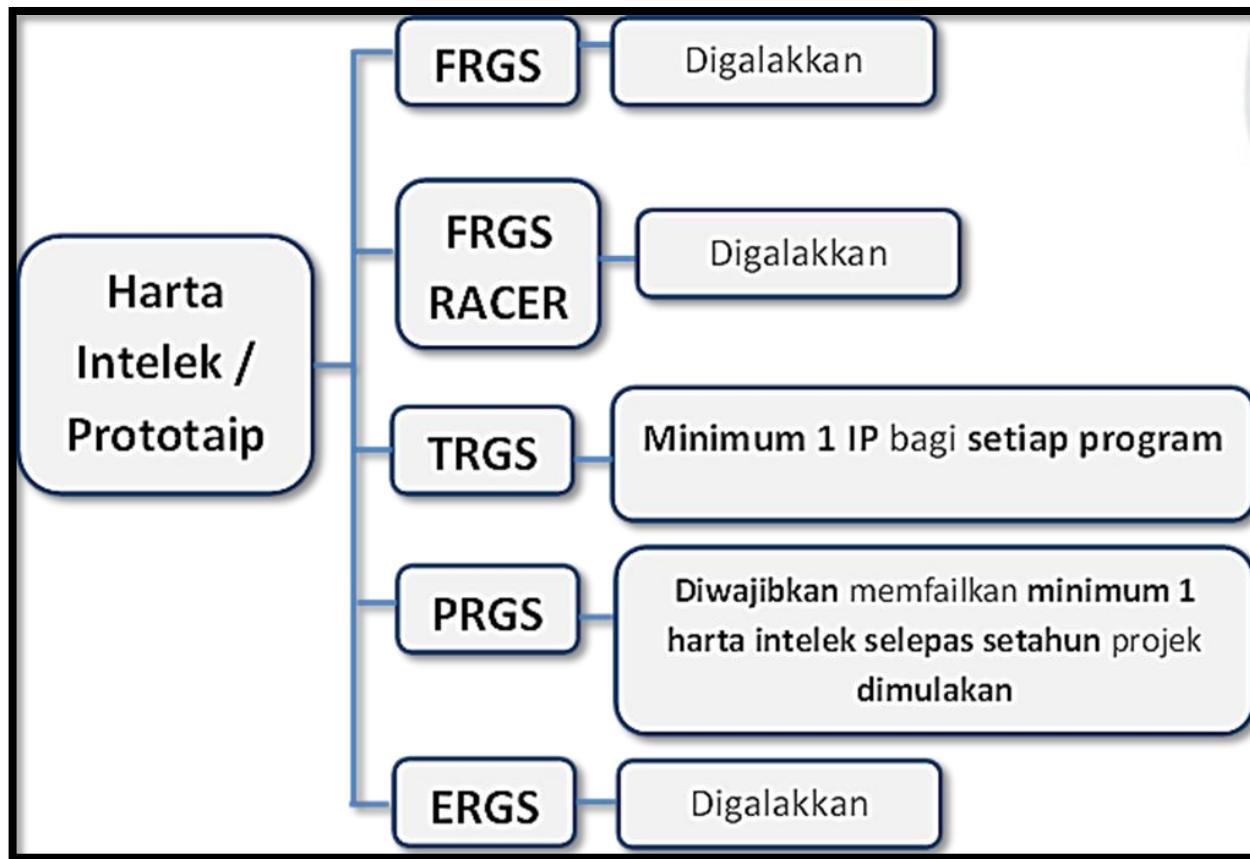
Pada bahagian ‘Intellectual Property (IP)’, Sila sertakan bukti pemfailan bagi membuktikan IP untuk projek tersebut. (Sekiranya ada)



MANUAL PENGHANTARAN LAPORAN AKHIR (PROJEK “TAMAT”) - MyGRANTS

MAKLUMAT TAMBAHAN (INTELLECTUAL PROPERTY (IP))

Petunjuk Prestasi - Harta Intelek / Prototaip yang diterima oleh KPT



MANUAL PENGHANTARAN LAPORAN AKHIR (PROJEK “TAMAT”) - MyGRANTS

6. TAB RESEARCH OUTPUT (PRODUCT ETC)

Pada bahagian ‘Product etc’, Sila sertakan bukti produk bagi projek tersebut.
(Sekiranya ada)

Pilih 'New Product' untuk menambah produk yang dihasilkan untuk projek tersebut

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6. TAB RESEARCH OUTPUT (COLLABORATION)

Pada bahagian ‘Collaboration’, Sila masukkan bukti sekiranya terdapat kerjasama dalam penghasilan harta intelek / produk / IP. (Sekiranya ada)

Kerjasama lain selain kerjasama dalam penghasilan produk/prototype dan harta intelek

Contoh: kerjasama melalui penerbitan

Add New Commercialization

Pilih untuk menambah sekiranya terdapat kerjasama yang dihasilkan dalam penghasilan produk

Title	Name of Product
Type	
Industrial Collaboration	
Name of Industrial Collaboration	
Number of Industrial Collaboration Involvement	
International Collaboration	
Name of International Collaboration Involvement	
Number of International Collaboration Involvement	
National Collaboration	
Name of National Collaboration	
Number of National Collaboration Involvement	
RMC Verification	
KPT Verification	

!!

! Past Requests

Overview

Progress Summary

Finance

Research Activities

Assets

Research Output

Research Outcome

Research Impact

Submit Report

Talent

Publication

Intellectual Property

Product Prototype Commercialization

Collaboration

Edit Delete

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7. TAB RESEARCH OUTCOME

The screenshot shows the 'Research Outcome' tab selected within the 'Facilities/Asset Acquired' section of the MyGRANTS interface. The left sidebar includes icons for Past Requests, Overview, Progress Summary, Finance, Research Activities (selected), Assets, Research Output (highlighted with a red box), Research Impact, Submit Report, Facilities, External Funding, Spin-off, Consultancies, Industrial Attachment, Knowledge Transfer Program, and GRA Salary After Graduation.

Key text elements on the page include:

- Maklumat/Kemudahan/Aset penyelidikan/sumbangan bukan dalam bentuk wang (in-kind) yang diperolehi daripada sumber luar berkaitan dengan geran penyelidikan. Contoh: lesen penerian daripada rakan kerjasama
- Nota Umum: -Aset boleh mengambilira mesin, perkakasan atau perisian. -Nyatakan koo aset dan hasil pendapat
- Name of Facilities / Asset Acquired / In-kind
- Type
- Estimated Value (RM)
- Attachment
- RMC Verification

A callout box highlights the following text:

Pada bahagian ‘Research Outcome’
sekiranya terdapat
sumbangan/dana/kesinambungan
geran terdahulu /syarikat luar/yang
berkaitan dengan geran penyelidikan

MANUAL PENGHANTARAN LAPORAN AKHIR (PROJEK “TAMAT”) - MyGRANTS

8. TAB RESEARCH IMPACT

The screenshot shows the 'Research Impact' section of the MyGRANTS platform. On the left, there's a sidebar with various icons and labels: 'Past Requests', 'Overview', 'Progress Summary', 'Finance' (which is highlighted in blue), 'Research Activities', 'Assets', 'Research Output', 'Research Output', 'Research Output', 'Research Output', 'Research Output', 'Research Output', 'Research Impact' (which is highlighted with a red border), 'Award', 'Policy Paper', and 'Submit Report'. The main area has a blue header bar with the title 'Award & Recognition' and four buttons: 'New Exhibition Award', 'New Recognition', 'New Award (Others)', and 'New Innovation & Commercialization Award'. Below the header, there's a note about 'Policy Papers' and a table with columns 'Title' and 'Title'. At the bottom right of the table are 'Edit' and 'Delete' buttons. A large red callout box contains the text: 'Sila kemaskini bahagian 'Research Impact' sekiranya terdapat 'Award' dan 'Policy Paper' yang dihasilkan projek tersebut'.

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9. TAB RESEARCH ACHIEVEMENT

Bermula tahun 2020, MyGRANTS telah memperkenalkan Tab ‘Research Achievement’, Dimana ianya untuk projek yang telah tamat. Semua Sub-bahagian perlu dilengkапkan oleh penyelidik

Boleh rujuk @ download 'Template' Format Final Report Poster-ORKED/Mygrants di website RMC, Bahagian Research Monitoring

Boleh rujuk @ download 'Template' buku profil geran di bahagian ini

MESTI 'upload' buku profile di bahagian ini

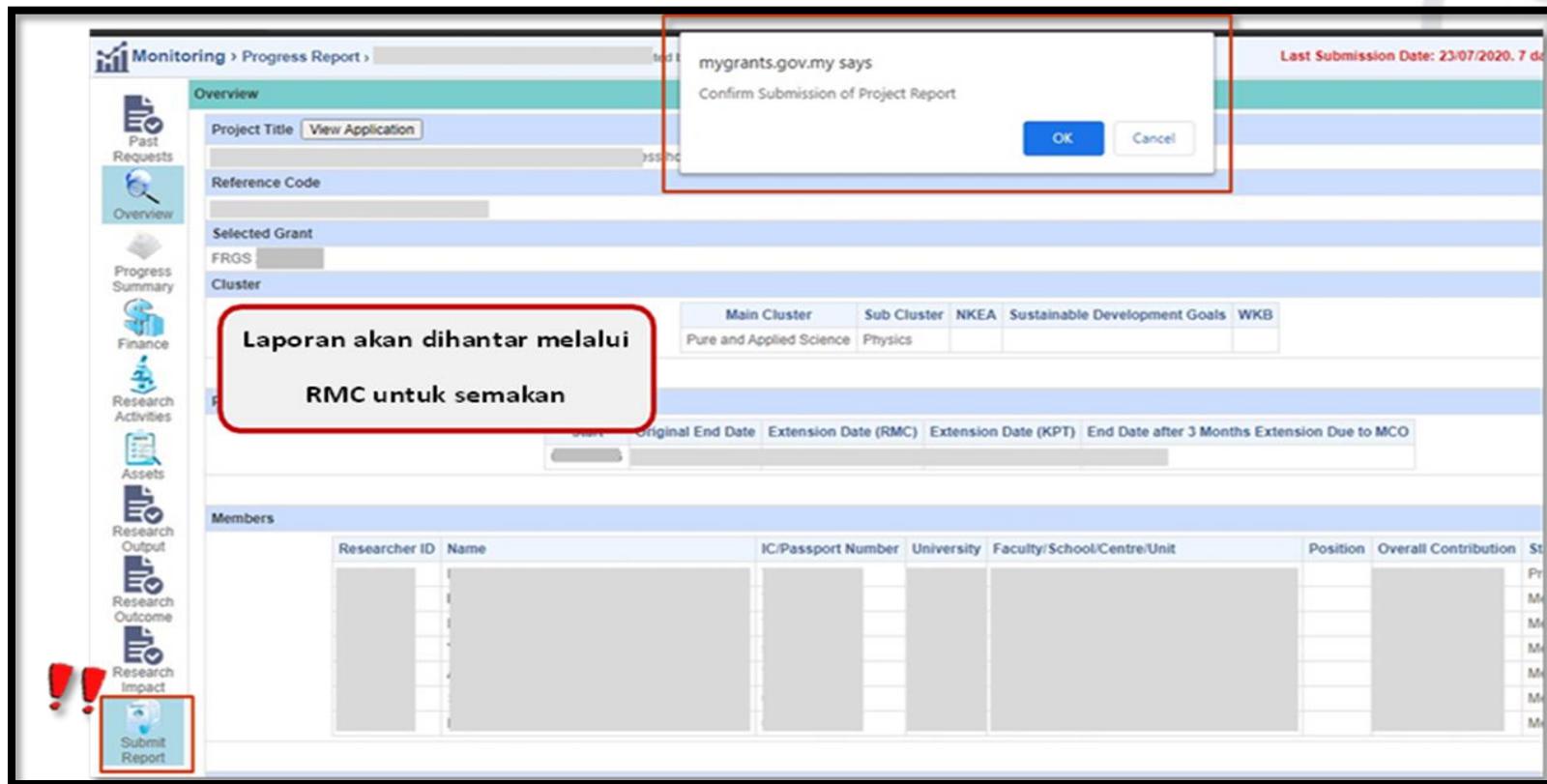
'Video Attachment' DIMESTIKAN bagi projek PRGS

Semua Sub-bahagian perlu dilengkapan oleh penyelidik

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10. TAB SUBMIT REPORT

Sila pastikan laporan telah disemak terlebih dahulu sebelum dihantar. Pihak RMC akan menyemak laporan tersebut sebelum dihantar ke pihak KPT.





SELESAI