




MANUAL PENGISIAN LAPORAN PRESTASI DI SISTEM MYGRANTS

MANUAL PENGHANTARAN LAPORAN PRESTASI (PROJEK “ON-GOING”) - MyGRANTS

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-  Communicate and exchange knowledge you need to achieve your goal

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User Role :

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MANUAL PENGHANTARAN LAPORAN PRESTASI (PROJEK “ON-GOING”) - MyGRANTS

Pilih tajuk yang anda adalah Ketua Projek berkaitan

Currently there is no discussion

Application
New Application
My Application

Evaluation
My Evaluation

!!!
Monitoring

Leader
Leader
Leader
Member
Member
GRA Vacancy

Pilih tajuk yang anda adalah Ketua Projek berkaitan

MANUAL PENGHANTARAN LAPORAN PRESTASI (PROJEK “ON-GOING”) - MyGRANTS

1. TAB OVERVIEW

Klik di bahagian ‘Overview’ dan isi maklumat yang berkaitan. Bagi permohonan ‘Request Timeline Revision’, pihak RMC akan meluluskan permohonan ini.

The screenshot shows the 'Overview' tab in the MyGRANTS system. The page displays project details for 'Novel' at 'Universiti Tun Hussein Onn Malaysia (UTHM)'. The 'Grant Info' section is highlighted with a red box and contains the following data:

Grant Info	
Code	
Type	FRGS
Duration	01.09.2019 - 30.11.2021 24 month(s)
Status	Sedang Berjalan

Below the 'Grant Info' section, there is a table for 'Project Duration' with the following data:

Start	Original End Date	Extension Date (RMC)	Extension Date (KPT)	End Date after 3 Months Extension Due to MCO	Actual End Date
01/09/2019	31/08/2021	N/A	N/A	31/05/2022	31/05/2022

Annotations in the image include:

- A red box around the 'Overview' tab in the left sidebar.
- A red box around the 'Grant Info' section with the text: "Sila pastikan tarikh mula dan tamat perlulah selaras antara ORKED dan Mygrants".
- A red box around the 'Request Timeline Revision' button with the text: "Sekiranya terdapat perubahan pada tarikh, pilih 'Request Timeline Revision'".

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2. TAB PROGRESS SUMMARY

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

Progress Summary
Project Progress : 30.00%
Budget Used : 9.76%

Current Outcome

Type	Number
Activities	8
Publication	0
Award & Recognition	0
Intellectual Property	0
Product	0
Asset	0

Milestone

No.	Description	Project Completion Contribution	Expected Completion Date	Completed Percentage	Actual Completion Date	Contributed Progress
1		30	31/05/2020	30	30/06/2020	30.00
2		30	29/02/2021			0.00
3		40	30/11/2021			0.00
						30.00%

Research Abstract

Summary of Research Findings

Di isi sekiranya milestone telah tercapai 100%

Sila pastikan isi bahagian ini untuk mengetahui 'Project Progress'. Di isi sehingga current 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. The interface includes a sidebar with navigation icons, a main content area with a table of financial data, and a 'Request Virement' button. Annotations are provided in three red-bordered boxes:

- Top Center:** Sekiranya tiada buat permohonan virement, sila klik 'Edit Vote' dan kemaskini bahagian 'Used Budget'.
- Right Side:** 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.
- Bottom Center:** Kemaskini yang dibuat perlulah merujuk di ORKED bahagian 'Expenses'. Pastikan 'Grand Total (Total)' dan % 'used budget' adalah sama seperti di ORKED.

The 'Expenses' table in the screenshot shows the following data:

Ringkasan Belanjaan	
Jumlah Keseluruhan Peruntukan (Amanan Awal)	RM 102,400.00
Jumlah Perbelanjaan	RM 29,295.00
Peratus Perbelanjaan	28.61%
Jumlah Peruntukan Telah Diterima (Amanan Lulus)	RM 102,400.00
Baki Peruntukan	RM 73,105.00

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4. TAB RESEARCH ACTIVITIES

Pada bahagian ‘Research Activities’, Sila kemaskini berdasarkan current milestone.

Pada bahagian ‘Research Activities’, Sila kemaskini berdasarkan current milestone.

Klik edit untuk kemaskini butiran yang berkaitan

Date	Planned	Actual
Start	01/09/2019	
End	30/11/2019	

No.	Person In Charge	Start Date	Description	Expected Man Hours	Actual Man Hours Used	Percentage
1	Edit Member					

Researcher ID	Name	IC/Passport Number	University	Faculty/School/Centre/Unit	Position	Contribution
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5. TAB ASSET

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

Assets New Asset

Type of Asset	Software
Brand of Asset	Comsol Multiphysics
Cost of Asset (RM)	30,000.00
Asset Serial Number	
Equipment Serial Number	

Buttons: Edit Delete

Navigation: Past Requests, Overview, Progress Summary, Finance, Research Activities, Research Output, Research Outcome, Submit Report

Asset Details Form:

Form Fields: Details, Publications, Expenses, Conferences, Extension, SRFU, RIA, Asset, Report

Form Labels: Status Barang Aset, Kemaskini Status, Barang Dibeli/aset / Inventori / Bahan Rajukan, Pengiraan pembelian Aset / Inventori / Bahan Rajukan

#	Desc	Product	Aset / Inventori	Bar Code	Condition	Status
1	A		Aset	APP	Esk	Projek Semula
2	A		Aset	APP	Esk	Projek Semula
3	E		Aset	APP	Esk	Projek Semula
4	V		Aset	APP	Esk	Projek Semula

Kemaskini yang dibuat perlulah merujuk di ORKED bahagian ‘Asset’.
Pembelian peralatan khas dan aksesori yang berharga RM 3,000.00 ke atas sahaja tertakluk di dalam vot 35000. Sila kemaskini butiran aset sekiranya terdapat perbelanjaan di Vot 35000 sahaja.

Klik ‘New Asset’ untuk kemaskini butiran aset yang dimiliki. Sila kemaskini butiran aset yang terdapat perbelanjaan di Vot 35000 sahaja.

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MAKLUMAT TAMBAHAN (ASSET)

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

Dimana saya boleh dapatkan senarai aset/inventori yang dibeli melalui geran penyelidikan?

Senarai aset/inventori yang dibeli melalui geran penyelidikan boleh diakses di ORKED.

Ada apa di ORKED?
Senarai Aset/Inventori

https://orked.uthm.edu.my/geraninfo/view/1213

New Approach of Nanostructure Flourine Doped Tin Oxide (FTO) Film On Glass Substrate for Transparent Conducting Oxide (TCO)

Grant Info

Code	1213
Type	FRGS
Duration	01.04.2013 - 31.03.2016
Status	Selesai - belum hantar

PROJECT LEADER

PROF. MADYA Dr. MOHD KHAIRUL BIN AHMAD [01678]
D554 - PROFESOR MADYA
FAKULTI KEJURUTERAAN ELEKTRIK DAN ELEKTRONIK
07-4538615
akhairul@uthm.edu.my

Details Co-Researchers Expenses Conferences Extension SMPU Risk **Asset** Report Others Grant Award Letter

Status Borang Aset Kemaskini Status

Borang Deklarasi Aset / Inventori / Bahan Rujukan : Pengesahan pembelian Aset / Inventori / Bahan Rujukan :

Jadual Aset

#	Desc	Product	Aset / Inventori	Bar Code	Condition	Status
1.	AUTOCLAVE CAPACITY 300 CM?	300 CMP AUTOCLAVES CAPACITY -A35901	Asset	ARF0000000315	Baik	Pinjam Semula
2.	AUTOCLAVE CAPACITY 300 CM?	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.

Talents

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

[GRA] MUHAMMAD

Thesis Title: [REDACTED]
Supervisor: [REDACTED]
Type: [REDACTED]
Source of Funding: [REDACTED]
Duration: [REDACTED]
Citizenship: [REDACTED]

Investigation of [REDACTED]
No. [REDACTED]
Master
This Project
1/2018 - 12/2020
Malaysia
2020
lantikan gra.pdf

Download: [REDACTED]

ed: GRA Appointment Letter: Yes

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

Kemaskini hendaklah mengikut lantikan di ORKED

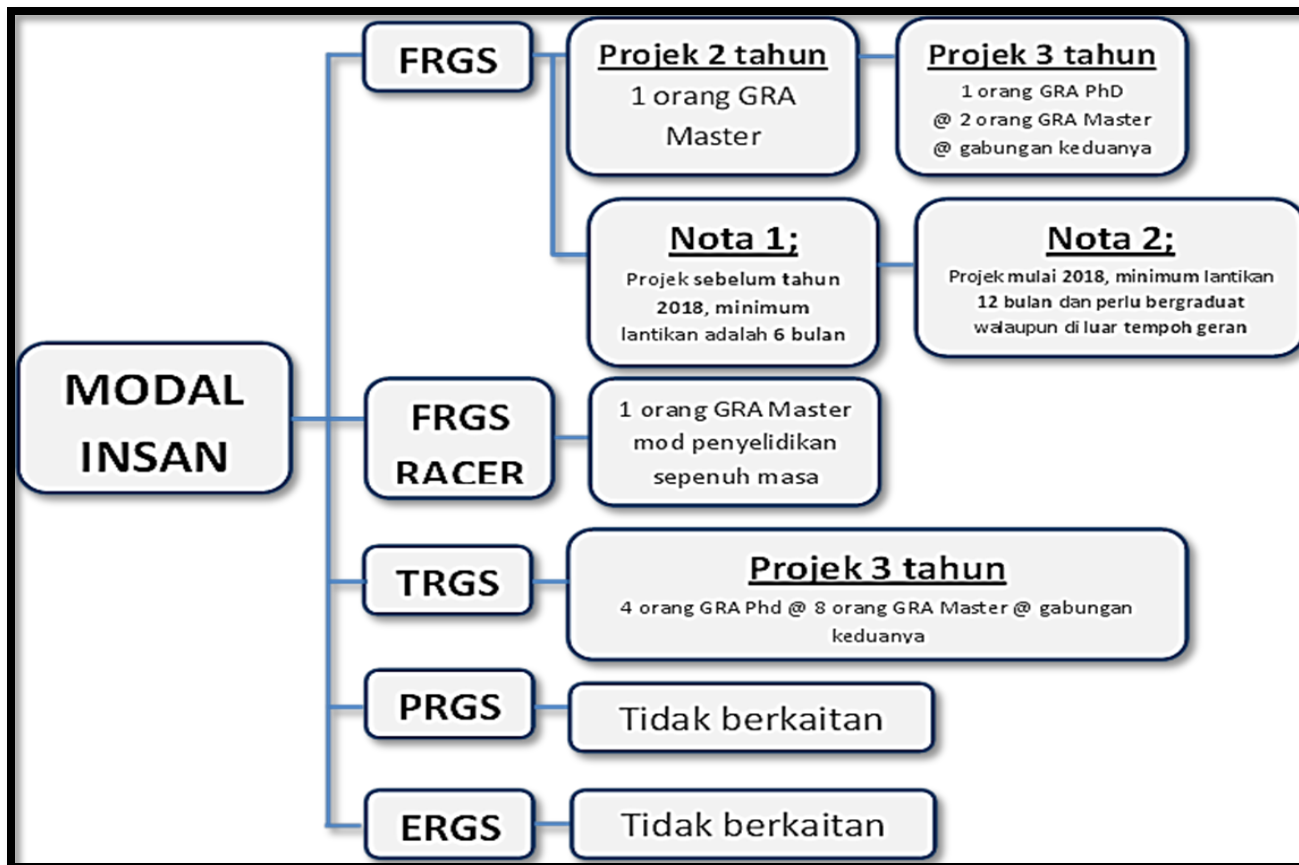
Penyelia utama terdiri daripada Ketua Penyelidik atau ahli penyelidik bersama sahaja

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

MANUAL PENGHANTARAN LAPORAN PRESTASI (PROJEK "ON-GOING") - MyGRANTS

MAKLUMAT TAMBAHAN (TALENT)

Petunjuk Prestasi - Modal insan yang diterima oleh KPT



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6. TAB RESEARCH OUTPUT (PUBLICATION)

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

The screenshot shows the 'Publication' tab in the MyGRANTS system. It includes a table of publication types, a form for entering publication details, and a sidebar with navigation options. Annotations in red boxes provide instructions on how to use the system.

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

Annotations:

- Pastikan semua butiran penerbitan yang bertanda * lengkap di isi** (Ensure all publication details marked with * are complete)
- Pilih 'New Publication' yang dihasilkan untuk projek tersebut** (Select 'New Publication' generated for the project)
- Sila 'upload' a screenshot from the publication website page as a proof of the publication di bahagian ini** (Upload a screenshot from the publication website page as proof of the publication in this section)
- Sila 'upload' softcopy 'Full Paper with Acknowledgement' di bahagian ini** (Upload softcopy 'Full Paper with Acknowledgement' in this section)

Form Fields:

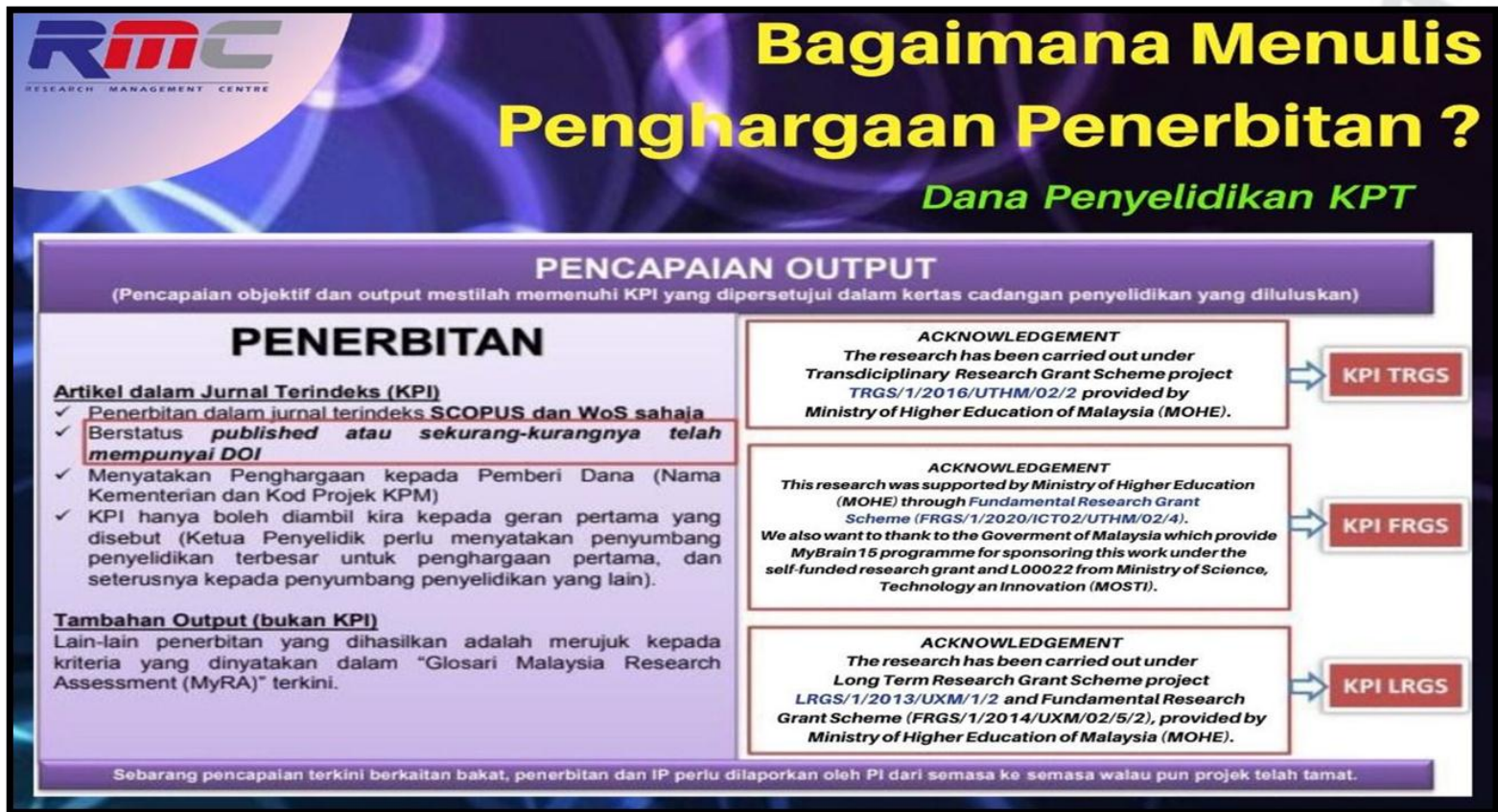
- Author(s): Soil
- Type*: Journal Paper
- Status*:
- ISBN/ISSN: 2278-3091
- Name of Journal/Publication*: International Journal of Advanced Trends in Computer Science and Engineering
- Publisher*: Warse
- Published Year*: 2019
- Volume: 8
- Issue: 1.6
- Pages: 21-30
- Indexing Body: SCOPUS
- DOI: <https://doi.org/10.24054/warse.v2i1.6102>
- Full Paper with Acknowledgement*: [\(jatew0481w2019 \(1\).pdf\)](#)
- Other Attachments*:
- Quantile:
- Impact Factor:
- RMC Verification: Verified: 1) Acknowledgement to MOHE, FRGS Grant & UTM: Yes
- KPT Verification:

Warning: Researchers are required to upload a screenshot from the publication website page as a proof of the publication for indexing body verification purpose.

MANUAL PENGHANTARAN LAPORAN PRESTASI (PROJEK “ON-GOING”) - 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).

KPI TRGS

ACKNOWLEDGEMENT
This research was supported by Ministry of Higher Education (MOHE) through Fundamental Research Grant Scheme (FRGS/1/2020/ICT02/UTHM/02/4). We also want to thank to the Government of Malaysia which provide MyBrain 15 programme for sponsoring this work under the self-funded research grant and L00022 from Ministry of Science, Technology an Innovation (MOSTI).

KPI FRGS

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).

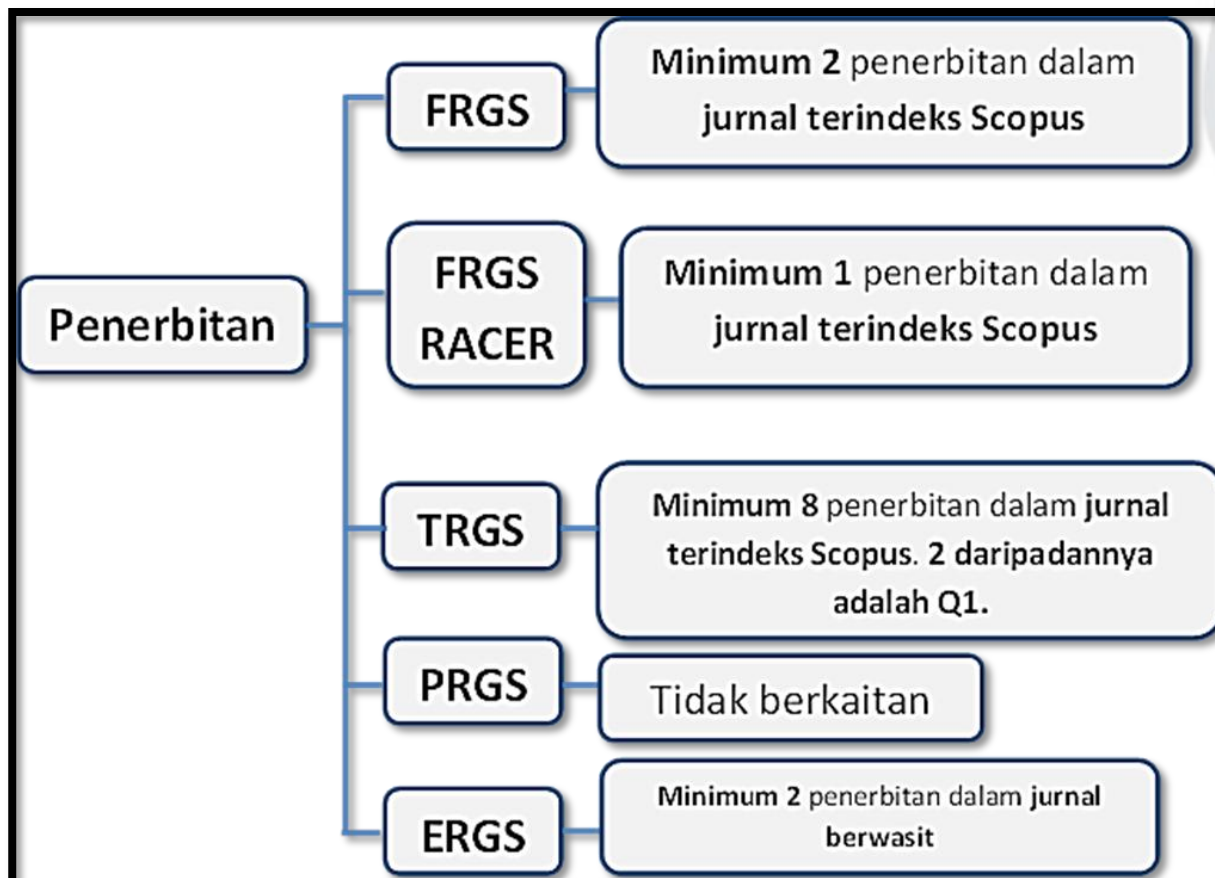
KPI LRGS

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

MANUAL PENGHANTARAN LAPORAN PRESTASI (PROJEK “ON-GOING”) - MyGRANTS

MAKLUMAT TAMBAHAN (PUBLICATION)

2) Petunjuk Prestasi - Minimum Penerbitan yang diterima oleh KPT



MANUAL PENGHANTARAN LAPORAN PRESTASI (PROJEK “ON-GOING”) - 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)

Intellectual Property (IP)

(A) HARTA INTELEK, PATEN DAN STARUPINTEK
Harta intelek dan paten yang diperoleh melalui hasil kerja penyelidikan.
Disebut paten meliputi kepada satu kelompok (jika Scope/MSI selagi) yang telah dihasilkan dari paten tersebut.
Nota Umam:
Paten perlu bertitah sama ada dengan MyIPO atau Badan Antarabangsa yang setaraf kerana ia merupakan badan berkuasa bagi harta intelek. Jelaskan dan buktikan melalui harta intelek dan paten.

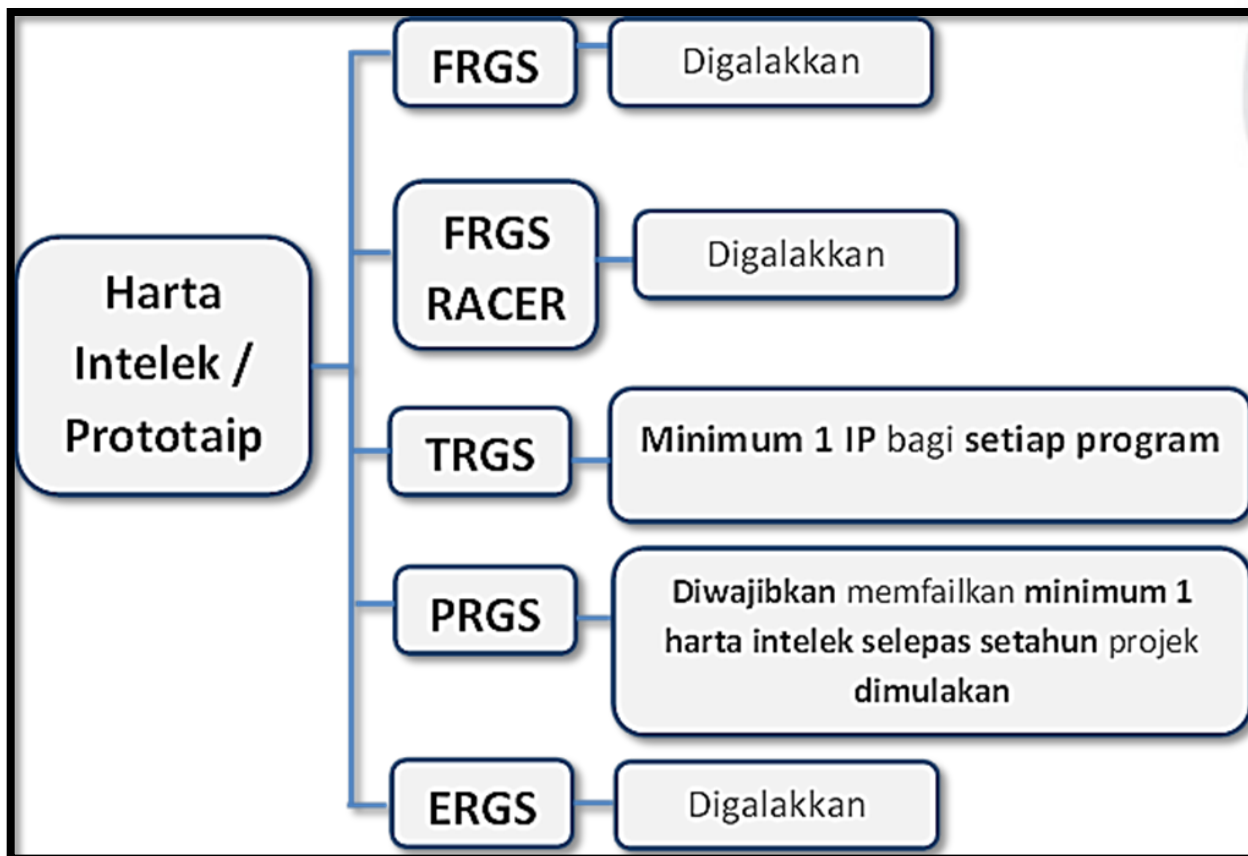
(B) LESAN DAN ROYALTI
- Lesen dan royalti yang diperoleh melalui hasil kerja penyelidikan.
Nota Umam:
Mallomat mungkin terdapat dalam bentuk harta intelek termasuk seperti formula, aka bentuk, maklumat dan prosedur dan maklumat pembatal lesen yang dapat membantu pemegang lesen produksi.

Callout Box: Pilih 'New IP' untuk menambah IP yang dihasilkan untuk projek tersebut

MANUAL PENGHANTARAN LAPORAN PRESTASI (PROJEK “ON-GOING”) - MyGRANTS

MAKLUMAT TAMBAHAN (INTELLECTUAL PROPERTY (IP))

Petunjuk Prestasi - Harta Intelek / Prototaip yang diterima oleh KPT



MANUAL PENGHANTARAN LAPORAN PRESTASI (PROJEK “ON-GOING”) - MyGRANTS

6. TAB RESEARCH OUTPUT (PRODUCT ETC)

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

Prototype, Product & Commercialization New Product

Lab	
Product Type	Prototype
Product Price	20000
Specification	
The s Ab each in Th	galed. Test carried out first with 1 filter and then followed by 2 filters
Has this product been commercialized?	No
Attachments*	PATENT FILE.pdf
RMC Verification	Verified
KPT Verification	

! Research Output

Product/Prototype/Commercialization

! Edit Delete

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

MANUAL PENGHANTARAN LAPORAN PRESTASI (PROJEK “ON-GOING”) - MyGRANTS

6. TAB RESEARCH OUTPUT (COLLABORATION)

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

The screenshot displays the 'Collaboration' tab in the MyGRANTS system. The sidebar on the left includes options like 'Past Requests', 'Overview', 'Progress Summary', 'Finance', 'Research Activities', 'Assets', 'Talent', 'Publication', 'Intellectual Property', 'Product/Prototype/Commercialization', and 'Collaboration'. The main content area features a table with columns 'Title' and 'Name of Product'. A red callout box with a red border contains the text: 'Pilih untuk menambah sekiranya terdapat kerjasama yang dihasilkan dalam penghasilan produk'. An orange arrow points from this box to the 'Add New Commercialization' button in the top right corner of the interface.

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	

MANUAL PENGHANTARAN LAPORAN PRESTASI (PROJEK “ON-GOING”) - MyGRANTS

7. TAB RESEARCH OUTCOME

The screenshot displays the 'Facilities/Asset Acquired' section of the MyGRANTS system. The sidebar on the left includes options like 'Past Requests', 'Overview', 'Progress Summary', 'Finance', 'Research Activities', 'Assets', 'Research Outcome', 'Research Impact', and 'Submit Report'. The 'Research Outcome' option is highlighted with a red box and a red exclamation mark icon. The main content area features a table with the following structure:

Name	Name of Facilities / Asset Acquired / In-kind
Type	
Estimated Value (RM)	
Attachment	
RMC Verification	

Below the table, a red callout box contains the following text:

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

Additional text in the main content area includes: 'Maklumat/Kemudahan/Asat penyelidikan/sumbangan bukan dalam bentuk wang (in-kind) yang diperolehi daripada sumber luar berkaitan dengan geran penyelidikan. Contoh Lesen patenian daripada rakan korporasi' and 'Nota Umum: -Asat boleh mengambikira mesin, perkakasan atau perisian. -Nyatakan kos asat dan hasil pendapatan'.

MANUAL PENGHANTARAN LAPORAN PRESTASI (PROJEK “ON-GOING”) - MyGRANTS

8. TAB RESEARCH IMPACT

Award & Recognition New Exhibition Award New Recognition New Award (Others) New Innovation & Commercialization Award

Kertas polisi yang berkaitan dengan geran penyelidikan.

- Kertas polisi yang menyumbang kepada pembentukan/penambahbaikan/pemenuhan dasar/fatwa/akta dan seumpamanya yang telah diterima pakai oleh pemegang taruh (stakeholder) sama ada agensi Kerajaan, Swasta atau Antarabangsa (selain daripada institusi yang dinilai).

Title	Title
Authors	
Adopted Policy	

Sila kemaskini bahagian 'Research Impact' sekiranya terdapat 'Award' dan 'Policy Paper' yang dihasilkan projek tersebut

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9. TAB SUBMIT REPORT

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

The screenshot shows the 'Monitoring > Progress Report' page in the MyGRANTS system. A modal dialog box is open, titled 'mygrants.gov.my says', with the message 'Confirm Submission of Project Report' and 'OK' and 'Cancel' buttons. A red box highlights the dialog box. In the background, the 'Overview' section is visible, showing fields for 'Project Title', 'Reference Code', 'Selected Grant', and 'Cluster'. A red box highlights a text box containing the text: 'Laporan akan dihantar melalui RMC untuk semakan'. At the bottom left, the 'Submit Report' button is highlighted with a red box. The 'Members' table is also visible at the bottom of the page.

Researcher ID	Name	IC/Passport Number	University	Faculty/School/Centre/Unit	Position	Overall Contribution	St
							Pr
							Me
							Me
							Me
							Me
							Me

SELESAI