MyGRANTS

Final Report Module in MyGRANTS
(A Guide for RMCs and Researchers)

A. Introduction

Starting July 2020, Kementerian Pengajian Tinggi (KPT) has introduce new features in the MyGRANTS Monitoring module. One of the upgraded features is Final Report sub-module which is only accessible for projects that are already completed (in terms of project duration).

The main purpose for implementing the Final Report sub-module are:
1) For KPT:
    i.   As a platform for researchers to record the latest research output and achievement obtained from the research grant
    ii.   To identify achievement of projects awarded in terms of objectives, milestone and output of the research
    iii. To gather and record all output of research grant under Dana Penyelidikan Kementerian Pengajian Tinggi (DP KPT) for future references

2) For Project Leader:
    i.   To report all findings and achievements after project completion
    ii.   To record the output of the research project
    iii. To continuously update the outcome and impact of the research after project completion

B. Who should fill up the Final Report Sub-Module?

i.   For completed projects, each project must have a minimum of one (1) progress report submitted in MyGRANTS and endorsed by RMC before the Project Leader can fill up the Final Report. In this case, RMC must select 'Submit Final Report' option.
ii. Project Leader of research project that started before year 2016 can automatically access the Final Report.

iii. The Project Leader is responsible to update the Final Report within three (3) months after the project is completed. Ministry (MOHE) will review all the final reports that has been endorsed by RMC.

iv. For information, Final Report sub-module is open for updates throughout the year.

C. Steps for Project Leader to Access Final Report Sub-Module

a. Log in to your MyGRANTS account.

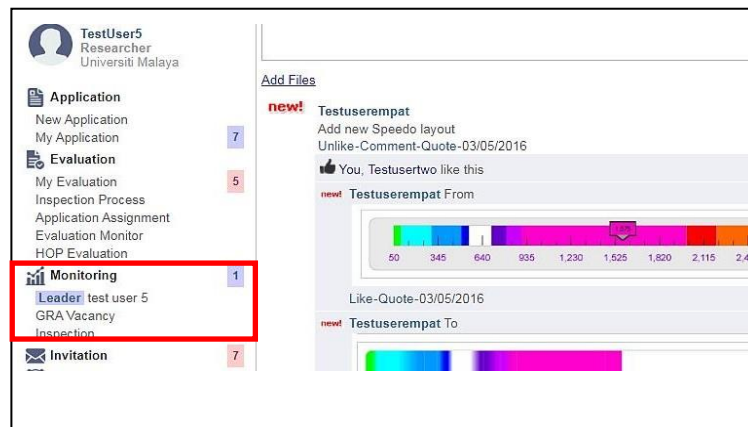b. Find **Monitoring** menu from left bar menu as shown in Figure 1.

Figure 1: Monitoring Menu

c. Select the project that you would like to update.

d. If your project is already in Final Report mode, you will see **Final Report** on the top of the page. Otherwise, you will see **Progress Report** instead.

e. Update your report.

f. Submit the report using the **Submit Report** button at the bottom of the page as shown in Figure 2.

Figure 2: Submit Report button

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D. Research Achievement Section

    i.   Research Achievement is a section that is exclusive for **Final Report sub-module** only. This page is used to conclude the overall achievement of each completed project. This section is shown in Figure 3.

    ii.   This section is mandatory to be filled by the Project Leader within three (3) months after project end date.

Figure 3: The overall contents in the Research Achievement section

    iii.   To upload the attachments for Research Profile/Summary, Research Infographic & Video Attachment, please follow the steps below.

        a.   Click the **Edit** button.

Figure 4: Research Profile/Summary attachment
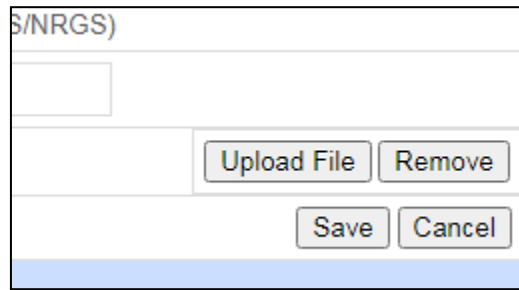
b.   You will see four new buttons.

Figure 5: Edit Button (Upload File, Remove, Save and Cancel)

c.   **Upload File:** Click this button to upload a new file.
d.   **Remove:** Click this button to remove the existing file.
e.   **Save:** Click this button to save the changes.
f.   **Cancel:** Click this button if you want to cancel the edit.
g.   Click **Upload** button, then, a pop-up window to upload a file will show up as shown in Figure 6.
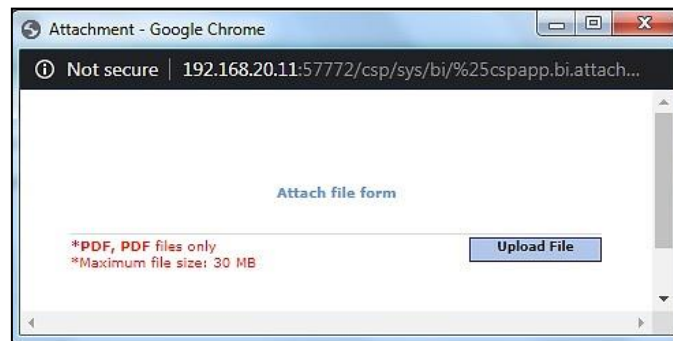

Figure 6: Sub-menu to upload file

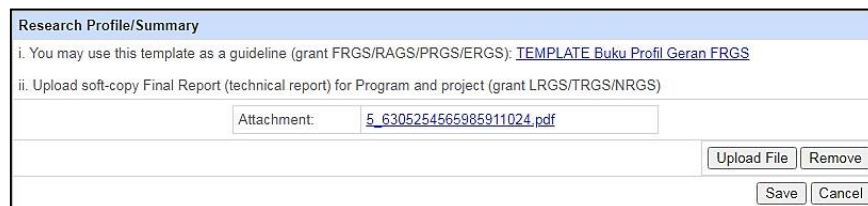h.   Your changes are ready to be saved when the title of your file appears on the table as shown in Figure 7.

Figure 7: The attachment has successfully been uploaded

i.   Click **Save** to save the changes.

iv. For achievement of Project Objective; this sub-section requires the Project Leader to write the achievement based on the Project Objectives that has been mentioned in the proposal. System will extract the Project Objectives from the proposal and display it here for reference as shown in Figure 8.

Figure 8: The proposed Project Objectives in the proposal will be displayed here

a. Click the **Edit** button
b. You may edit the existing rows, but if you want to add more rows, click on **Add Row** and click **Remove Row** if you want to delete one row as shown in Figure 9.

Figure 9: Options to Add or Remove rows

c. Click **Save** to save the changes.

E. Steps for Research Management Centre (RMC)

i. Research projects that were awarded from year 2011 to 2015 will automatically be listed under Final Report Tab.
ii. Research projects that were awarded from year 2016 will be listed under Progress Report Tab. RMC has to select "Submit Final Report" or "Terminated" or "Withdrawn" button to open Final Report to be filled by Researcher as shown in Figure 10.

Figure 10: Project Status in Progress Report Tab

F. Project & Report Endorsement

i. Browse to Monitoring tab at the left panel menu and click Project & Report Endorsement.

ii. Click Search to find the projects and it will be listed below.

iii. Click on New Report (icon under new report column) button and assess the report.

iv. RMC Admin (Officer) will verify and comment on the report.

v. Click on Accept This Report (to approve the report); or click on Reject This Report (to reject the report).

vi. RMC (Director) comments on the report.

vii. Click on Accept this report (to approve the report); or click on Reject this report (to reject the report) as shown in Figure 11.

Figure 11: Options for RMC to Approve or Reject

viii. RMC (Director) is requested to change project status as shown in Figure 12:

    a. KPI Achieved; or

    b. KPI Not Achieved; or

    c. Terminated; or

    d. Withdrawn

No.	Grant	Proj. Start Date	Project Title	Project Leader	New Report	Project Completion	Project Completion (Latest Approved by RMC)	Budget Used	Extensions Approved	Project Status (Please set the status again if it is empty ...)
1	FRGS 2013-2	01/01/2014	Sample Application for Revision after Approval and Monitoring New Title	Demo User 10		75%	75% (21/06/2019)	73.78%	0	KPI Achieved ▾
2	FRGS 2014-2	01/04/2015	title	Demo Researcher	Pending at RMC	100%	0% ()	16.67%	2	KPI Achieved / KPI Not Achieved / Terminated / Withdrawn
	NRGS			Demo	Pending					

Figure 12: Project Status in Final Report Tab

ix. Then, Report will be sent to KPT.

For any enquiries, please contact MyGRANTS support:

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