

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

USER MANUAL

LRGS Concept Paper

Application

Revision History

Revision	Date	Comment
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1. Introduction

The purpose of this manual is to help user on how to apply a Long Term Research Grant Scheme application.

1.1 Long Term Research Grant Scheme

For more information regarding this grant, please refer to the guideline provided in the MyGRANTS Portal website.

1.2 Application Progress in MyGRANTS

For more information on how the application is processed in MyGRANTS, please refer to the [Figure](#) provided at the end of the manual.

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 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?
RMC verification is required to approve the registration

User Login

User Name :

Password :

User Role :

Remember Me :

[Forgot your password?](#)

[Need help?](#)

Looking for GRA Vacancy?
Project Leader can now post GRA Vacancy in MyGRANTS

Figure 1: MyGRANTS 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.

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 No.* <i>(e.g. 123456789012 or A123456)</i>	<input type="text"/>
Nationality*	<input type="text"/>
Gender*	<input type="radio"/> Male <input type="radio"/> Female
Staff ID	<input type="text"/>
Position/Category* <i>(Please select Assoc. Prof./Sen. Lect. if position is in between Lecturer and Professor)</i>	<input type="text"/>
Grade	<input type="text"/>
University*	<input type="text"/>

Figure 3: Part of Registration Form

- v. Your registration form is now forwarded to your university’s research office (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 MyGRANTS

Please open your browser (preferable IE, Chrome or Safari), enter the URL:

mygrants.gov.my

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 :

[Forgot your password?](#)

[Need help?](#)

Figure 4: MyGRANTS 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.

3.1 Requesting New Password

If you are not able to log in, most probably the reasons are:

- i. Incorrect username
- ii. Incorrect password

****NOTE:** *User Role* option and *Login* button are disabled if you do not provide the correct login information.

If you have forgotten your password, simply click on the '*Forgot your password?*' to request a new password. You will need to key in your username in order to reset your account's password again.

Username is case-sensitive. Please make sure you enter the correct username.

However, in the case you have forgotten both username and password please retrieve your username first from your university's research office.

4. MyGRANTS Homepage

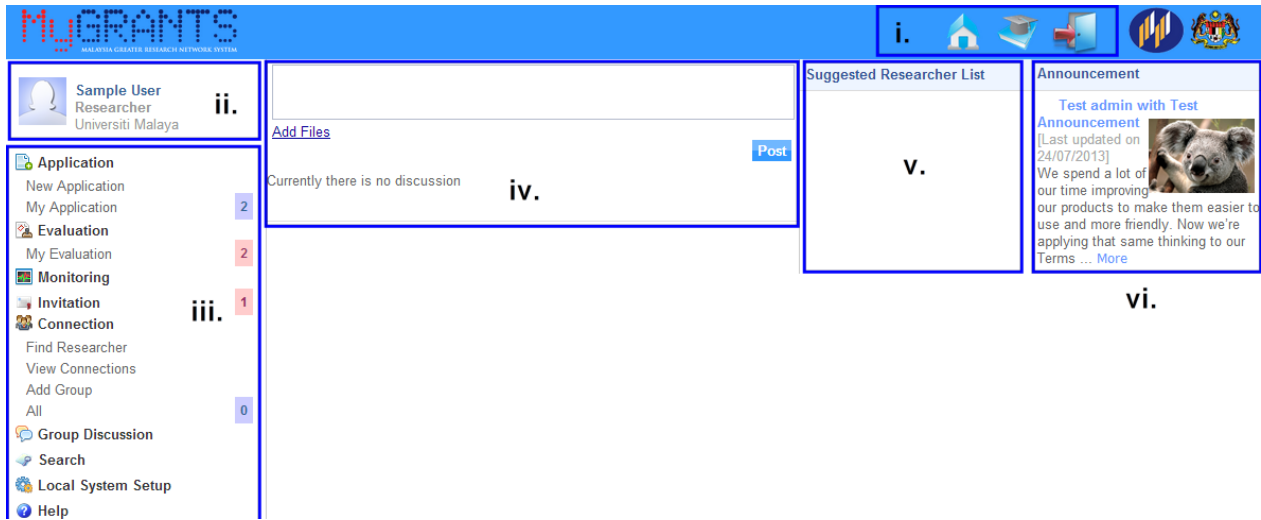





Figure 5 : MyGRANTS Homepage

Your homepage has quite of useful and informative links that you can access to. The following describes the page:

i. Quick Links

- a.  *Home* – Click to return to home page.
- b.  *Profile* – Click to access and edit your profile
- c.  *Log Out* – Click to log out from your account

ii. Account Information – Full name, role and university

iii. Left Panel Menu

a. Application

- i. *New Application* – To create a new grant application, click here.
- ii. *My Application* – Application in draft, pre submitted, submitted or resubmission can be accessed here.

b. Evaluation

- i. *My Evaluation* – List of Pending and History of Evaluation

c. Monitoring – Your ongoing approved projects and progress report

d. Invitation – All invitation sent by other researchers, research office or ministry can be accessed here.

e. Connection

- i. *Find Researcher* – Find researcher registered in MyGRANTS

- ii. *View Connections* – View all your connections between you and other researchers
 - iii. *Add Group* – Create new group for discussion
 - iv. *All* – View all conversation in discussion group
 - f. **Group Discussion** – Discussion regarding ongoing project can be accessed here
 - g. **Search** – Search the system for example past projects, publication and other MyGRANTS users.
 - h. **Local System Setup**
 - i. User Preference – Manage your social profile
 - i. **Help** – Links to User Manual
- iv. **Discussion Panel** – All Discussion can be found here.
- v. **Suggested Researcher List** – The system will suggest you other researchers based on your profile information and your current connection.
- vi. **Announcement** – Announcement made by your university’s research office or the ministry will appear here.

4.1 Updating Your Profile

Before you start creating a new grant application, it is necessary to update your own profile first. The reason is **your profile will be reflected back in any application** that you have created.

To access your profile simply click on the middle icon (mortarboard and book) on the top right of the page.

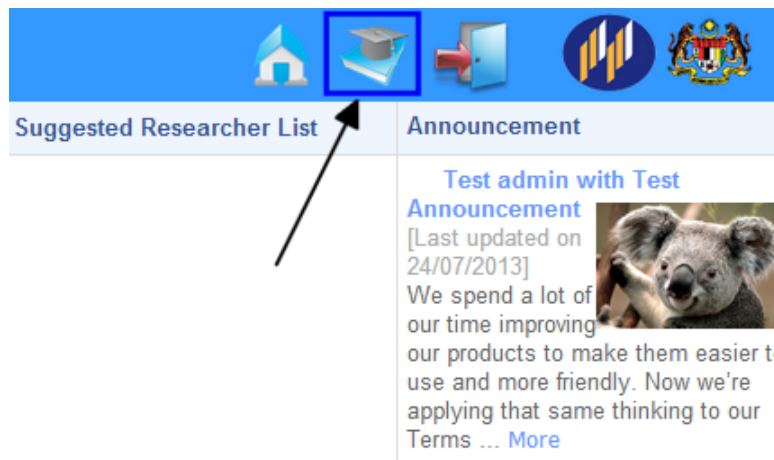


Figure 6: Accessing your Profile

Your profile should appear such as in the Figure below. Each section is divided into tab. You can manage you profile on this page.

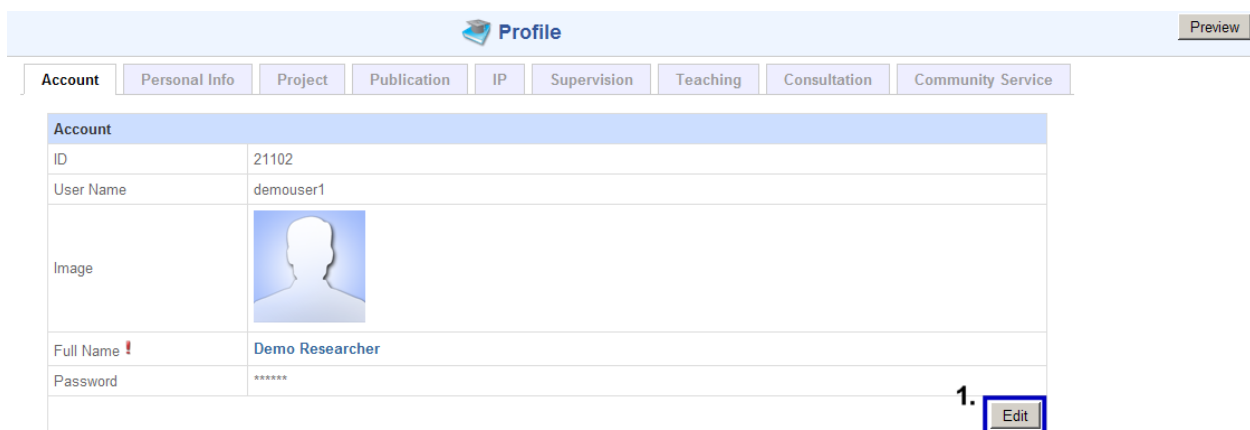


Figure 7: Profile Overview

To edit your account and personal information, click on **Edit** to change the details you have entered before.

The profile is divided into few section represented by tabs. Hereby is the tab available in your Profile:

Tab Name	Description
Account	Your username, display picture, full name and password management
Personal Info	Personal Information
Project	Past or Ongoing Project Records
Publication	Publication
IP	Intellectual Property
Supervision	Supervision Experience
Teaching	Teaching Experience
Consultation	Consultation Experience
Community Service	Community Service

Table 1: Tab Description

IMPORTANT!

- Make sure you have updated your **personal info, projects and publications (and intellectual Property (PRGS Only))** first before creating an application. This information is vital during evaluation later on and affects your chance of success.
- After you have updated your profile, your research office (RMC) will need to verify the amendments made (*Only Personal Info*). Please contact your university's RMC to approve the changes.
- **Without RMC verification, you cannot submit any application at all!**

4.2 Account


Account							
ID	21697						
User Name*	demouser7 i.						
Image	<input type="button" value="Browse..."/> <input type="button" value="clear"/> ii.  <input type="checkbox"/> Delete Picture						
Full Name* <i>(as per IC/Passport Preferable in title case)</i>	Demo Researcher 7 iii.						
Password	<table border="1"><tr><td>Current</td><td><input type="text"/></td></tr><tr><td>New</td><td><input type="text"/></td></tr><tr><td>Re-type New</td><td><input type="text"/></td></tr></table> iv.	Current	<input type="text"/>	New	<input type="text"/>	Re-type New	<input type="text"/>
Current	<input type="text"/>						
New	<input type="text"/>						
Re-type New	<input type="text"/>						
<input type="button" value="Save"/> <input type="button" value="Cancel"/>							

Figure 8: Account Tab

In your Account tab, you will be able to manage your account information accordingly.

- 5 **Username** – Your account's username
- 6 **Profile picture** – Click on **Browse...** to upload your picture. We recommend that you upload passport-sized picture and format allowed is ***.jpg, *.png or *.gif**
- 7 **Full Name** – This is the name will be used throughout the system especially for Researcher Selection.
- 8 **Password** – You can change your current password here.

4.3 Personal Info

The Personal Info contains your personal and brief academic information. Some important note:

- The information marked with **!** is required information and need to be verified by the RMC.
- **Position/Category** – For those who are belong to Research Institution (e.g. MOSTI/MOA), please select the position equivalent to your grade scheme. Consult your research office for more information on this.
- **Faculty/Centre and Unit** – Should your faculty or unit is **not listed** in the drop down menu, click on the link Add New Faculty/Centre and Add New Unit.


University* !	Al-Madinah International University
Branch	Selangor
Faculty/Centre !	<input checked="" type="radio"/> Faculty <input type="radio"/> Centre Faculty of Information Technology
	Add New Faculty/Centre i.
Unit !	Encryption Unit
	Add New Unit ii.


Figure 9: Faculty and Unit

- **Phone Number** – Please do not include any symbols (such as -, /, \, #) in the telephone number. The system only accepts numerical value.
- **Academic Start Date** – This is the date when you start become an academicians. For those who are belong to Research Institution (e.g. MOSTI/MOA), please insert the date of first time you are employed.
- **Date of First Appointment with this University** – Date when you are first appointed at your current university. For those who are belong to Research Institution (e.g. MOSTI/MOA), please insert the date of first appointment at the Research Institution.

Handphone No.		iii.
Office Telephone No.	0123456789 Ext.	
Academic Start Date* !	09/07/99	iv.
Date of first appointment with this University* !	11/07/2005	v.

Figure 10: Phone and Academic Dates

- **Research Cluster** – Click on  to select your related cluster and sub cluster. It is possible to select more than 1 cluster combination for this section. You are advised to key in your expertise.

vi. 

Main Research Cluster	Sub Research Cluster	vii. Expertise	
Information and Communication Technology	Computer Networking	<input type="text"/>	<input type="text"/>
Information and Communication Technology	Information Security	<input type="text"/>	<input type="text"/>
Information and Communication Technology	Multimedia	<input type="text"/>	<input type="text"/>

Research Cluster*

Figure 11: Research Cluster

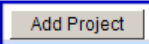
- **H-Index** – The h-index is an index that attempts to measure both the productivity and impact of the published work of a scientist or scholar (<http://en.wikipedia.org/wiki/H-index>). *Important for LRGS.*
- **Citation** – Number of citation referred to your publications. *Important for LRGS.*

H-Index !	<input type="text" value="5"/>
Citation !	<input type="text" value="200"/>

Figure 12: H-Index and Citation

4.4 Project

In this section you will be able to enter the information of your current and past projects. To add a new project entry, click on **Add Project**. Some important notes:

i. 

Project Records							
Title	Start Date	End Date	Research Cluster		Status		
			Main Research Cluster	Sub Research Cluster			
Another Copy of This is a sample monitoring application	01/10/2013	30/09/2016	Information and Communication Technology	Information Security	In progress	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Project 1	15/07/2011	15/07/2012	Information and Communication Technology	Multimedia	Complete	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Project 2	10/07/2011	15/01/2013	Information and Communication Technology	Computer Science	Complete	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Figure 13: Project List

- Each project entry only requires the *title, start date, actual/expected end date and grant name* of the project (marked with red asterisk *). Other information is purely optional.

Project	
Title*	<input type="text"/>
Keyword	<input type="text"/>
Start Date*	<input type="text"/> x
Actual/ Expected End Date*	<input type="text"/> x

Figure 14: Compulsory Project's Information

- Should any foreign/government/industry collaborator is **not listed** in the database, click on *Register Foreign Researcher* or *Register Government/Industry Partner* to register their information in the system. Refer to [Registering Others Researcher](#) for more information.

Research Cluster	<input type="text"/>
Role	Project Leader <input type="text"/>
Project Leader	<input type="text"/> Demo Researcher 7
Member	<input type="text"/> Register Foreign Researcher Register Government/Industry Partner ii.
Grant	<input type="text"/> iii.
Attachment	Upload <input type="text"/>

Figure 15: Non-local Researcher and Grant Type

- Each project must be specified with a grant description. Please enter the grant information by clicking . You can create a new entry if the drop down menu does not list the organization/source of the grant (*Required for grant application later on*).

Grant	
Type	Government <input type="text"/> i. ii.
Source	Agensi Nuklear Malaysia <input type="text"/> <input type="text"/> iii.
Name	<input type="text"/> <input type="text"/> iii.
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Figure 16: Source of Grant

- Attachment** – Please do not upload any copyrighted/confidential documents into your profile.
- Research Organization** – The organization where the project is executed.

4.5 Publication

In this section you will be able to enter the information of your current and past projects. To add a new project entry, click on **Add Publication**. Some important notes:

i. Add Publication

Publication Records						
Title	Name of Journal/Publication	Year	Attachment	DOI		
Publication 2	Publication 2	2011			Edit	Delete
Publication 1	Publication 1	2010			Edit	Delete

Figure 17: Publication List

- Each publication entry only requires the *title, name and year published* of the journal/publication (marked with red asterisk *). Other information is purely optional.

Publication	
Title*	<input type="text"/>
Name of Journal/Publication*	<input type="text"/>
Role	Author ▼
Author	... Demo Researcher 7
Co-Authors	... Register Foreign Researcher Register Government/Industry Partner i.
Year*	<input type="text"/>
Attachment	Upload

Figure 18: Adding New Entry of Publication

- **Attachment** – Please do not upload any copyrighted/confidential documents into your profile.
- Should any foreign/government/industry author/co-author is **not listed**, click on *Register Foreign Researcher* or *Register Government/Industry Partner* to register their information in the system. Refer to [Registering Others Researcher](#) for more information.
- For **LRGS**, *Number of Recent Publications* is taken from total number of publications you have entered in the system.

4.6 Intellectual Property (IP)

In this section you will be able to enter the information of your intellectual property. To add a new IP entry, click on **Add Intellectual Property**. Some important notes:

i. Add Intellectual Property

Intellectual Property Records				
Patent No.	Type	Issue Date		
ABC123	Geographical Indications	03/01/2011	Edit	Delete
DEF456	Copyright	07/04/2010	Edit	Delete

Figure 19: Intellectual Property Records

- If you are applying for **PRGS**, you will need to update this section thoroughly.
- Each IP entry only requires the *patent number, type and date of issued* (marked with red asterisk *). Other information is purely optional.

Intellectual Property							
Patent No.*	<input type="text"/>						
Type*	<input type="text"/> ii.						
Issue Date*	<input type="text"/>						
Description	<div style="border: 1px solid gray; height: 50px;"></div>						
Inventor	<table border="1" style="border-collapse: collapse;"> <tr> <td style="text-align: center;">...</td> <td style="text-align: center;">iii.</td> </tr> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Equity (%)</th> </tr> <tr> <td>Demo Researcher 7</td> <td><input type="text"/></td> </tr> </table>	...	iii.	Name	Equity (%)	Demo Researcher 7	<input type="text"/>
...	iii.						
Name	Equity (%)						
Demo Researcher 7	<input type="text"/>						
Attachment	Upload						
Add Cancel							

Figure 20: Adding New Entry of IP

- **Inventor** – Click on to add in inventors' name to the IP entry. Should you cannot find any names, most probably the person does not register in MyGRANTS yet. In this case, you can just leave their name out.
- **Attachment** – Please do not upload any copyrighted/confidential documents into your profile.

4.7 Supervision

In this section you will be able to enter the information of your supervision experience. To add a new Supervision entry, click on **Add Supervision**. Some important notes:

i. Add Supervision

Supervision Records						
Name	Level	Title	Status	Research Cluster		
				Main Research Cluster	Sub Research Cluster	
Jang Oh Jang	PhD	PhD for MyGRANTS	Complete	Information and Communication Technology	Computer Networking	Edit Delete
				Information and Communication Technology	Information Security	

Figure 21: Supervision Records

- Each Student entry only requires the *student's name, level, title and research cluster* (marked with red asterisk *). Other information is purely optional.

Subject	
Name (Student)*	... Register Student for your University ii.
Level*	<input type="text" value=""/>
Title*	<input style="width: 100%; height: 40px;" type="text"/>
Keywords	<input type="text" value=""/>
Status	<input type="text" value="Complete"/>
Research Cluster*	<input type="text" value=""/>
Add Cancel	

Figure 22: Adding New Entry of Supervision

- In order to add student's name, click on ... and then search their name in the database. Should their name are **not listed**, click on Register Student for your University to register your student in the system.

Filter by:	
ID	<input type="text"/>
Full Name	<input type="text"/>
<input type="button" value="Add Student"/>	iii. <input type="button" value="Search"/> <input type="button" value="Clear"/>

Please click on the column header to sort.

Student List				
1 record				
ID	Student ID	Full Name		
21688	MU1234	Jang Oh Jang	<input type="button" value="Edit"/>	<input type="button" value="Deactivate"/>
1 record				

Figure 23: Adding a New Student Information

- Click on **Add Student** to register new student information. Each student entry requires the student's ID, nationality and full name (marked with red asterisk *). Other information is purely optional. At the moment you are only allowed to register students under your current university only.

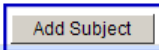
Student	
Student ID*	<input type="text"/>
Nationality*	<input type="text"/>
Full Name* <i>(as per IC/Passport. Preferable in title case)</i>	<input type="text"/>
Gender	<input type="radio"/> Male <input type="radio"/> Female iv.
Organization*	Al-Madinah International University
Faculty/Centre	<input type="text"/>
Course	<input type="text"/>
Level	<input type="text"/>
Enroll Date <i>(Year/Month)</i>	<input type="text"/> / <input type="text"/>
Expected Study End Date <i>(Year/Month)</i>	<input type="text"/> / <input type="text"/>
<input type="button" value="Add"/> <input type="button" value="Cancel"/>	

Figure 24: Creating New Student Information

- After registering new Student, click again  to add in into your supervision entry.

4.8 Teaching

In this section you will be able to enter the information of your teaching experience. To add a new Teaching entry, click on **Add Subject**. Some important notes:

i. 



Subject Records					
Name	Research Cluster		Level		
	Main Research Cluster	Sub Research Cluster			
Analog Communications	Technology and Engineering	Electrical and Electronic	Bsc.		

Figure 25: Teaching Entry

- Each Teaching entry only requires the *subject's name* (marked with red asterisk *). Other information is purely optional.





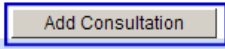
Subject	
Name*	<input type="text"/> 
Research Cluster	
Level	<input type="checkbox"/> Bsc. <input type="checkbox"/> Msc.
 	

Figure 26: Adding New Teaching Entry

- Select the name of subject from the drop down menu. If your subject is not listed, you can add in new subject by clicking **Add New Subject**.

4.9 Consultation

In this section you will be able to enter the information about your consultation experience. To add a new Consultation entry, click on **Add Consultation**. Some important notes:

i. 



Consultation Records						
Description	Start Date	End Date	Organization	Role	Project Size (RM)	
Consultation on MyGRANTS Manual	24/07/2011	24/11/2011			100000	 

Figure 27: Consultation Records

- Each Teaching entry only requires the *description and start date* (marked with red asterisk *). Other information is purely optional.



Consultation	
Description*	Consultation on MyGRANTS Manual 196 words left.
Start Date*	24/07/2011  x
End Date	24/11/2011  x
Organization	<input type="text"/>
Role	<input type="text"/>
Project Size	RM <input type="text" value="100000"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Figure 28: Adding New Consultation Entry

4.10 Community Service

In this section you will be able to enter the information about your community service experience. To add a new Community Service entry, click on **Add Community Service**. Some important notes:

i. 

Community Service Records						
Description	Start Date	End Date	Organization	Role		
Study of MyGRANTS Users' Behaviour and Reaction	01/01/2013		MyGRANTS	Head of Project	Edit	Delete

Figure 29: Community Service Records

- Each Community Service entry only requires the *description and start date* (marked with red asterisk *). Other information is purely optional.



Community Service	
Description*	<input type="text" value="Study of MyGRANTS Users' Behaviour and Reaction"/> 193 words left.
Start Date*	<input type="text" value="01/01/2013"/> 
End Date	<input type="text"/> 
Organization	<input type="text" value="MyGRANTS"/>
Role	<input type="text" value="Head of Project"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Figure 30: Adding New Community Service Entry

5 New Project Application

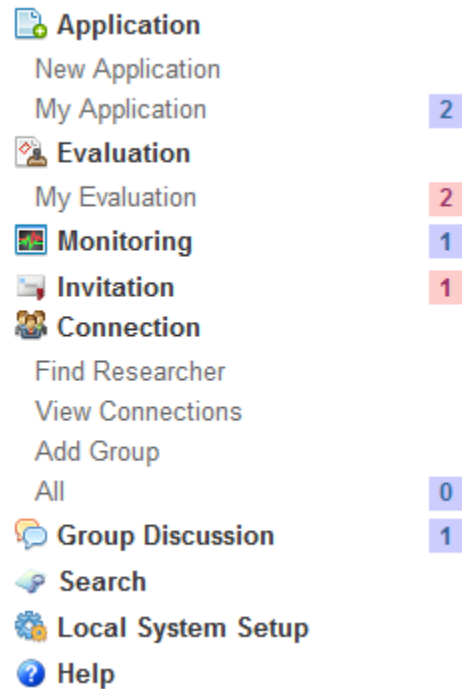


Figure 31: Shortcut Menu (New Application)

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

Grant:	LRGS 2014-1 Concept Paper	▼
		Proceed

Figure 32: Grant Selection

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

6 Project Details

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

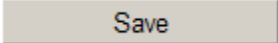
On top right of the application, a red reminder message is displayed. Refer to the Figure below.

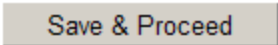
The screenshot shows the top navigation bar of the application. On the left, there is a document icon with a plus sign, followed by the text "Application > Edit Application". On the right, a red-bordered box contains the text "Submission Date: 20/07/2014 20 days left". An arrow points from this box to the right. Below the navigation bar are four tabs: "Application Details", "Research Information", "Sub Projects", and "Form Submission". The "Application Details" tab is active. Below the tabs, there are two sections: "A. Application Details" and "B. Niche". Under "A. Application Details", there is a table with two rows: "Application ID" with the value "7113" and "Selected Grant" with a dropdown menu showing "LRGS 2014-1 Concept Paper". Under "B. Niche", there is a dropdown menu showing "Global Warming".

Figure 33: Reminder Message

Message	Submit Application?	Explanation
Batch is not yet opened by your university RMC	NO	Application is already opened. However your university has not configure the datelines yet. Please consult your RMC regarding this matter.
Current batch is for drafting only. To submit, change the selected grant	NO	Application is valid for drafting only. Should you need to submit the application, change selected grant from Draft to the corresponding batch.
Submission Date: (DATE) (NUMBER) days left	YES	Shows the end date of application phase. Date may be differ from each university, due to RMC's decision and planning.
Resubmission Date: (DATE) (NUMBER) days left	YES	Shows the end date of resubmission phase. Date may be differ from each university, due to RMC's decision and planning.
Application Expired (DATE)	NO	Application phase is already expired. No more submission is possible after the date.

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.

NOTE:

- i. The tab will be highlighted in red if the changes you have made are not saved yet.

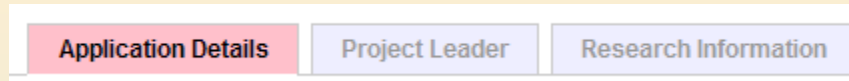


Figure 34: Unsaved Information

- ii. Your application will be **auto saved** every 2 minutes. So no need to worry if you forgot to save your work.
- iii. To access saved application, you can edit it again by accessing **My Application** from the left panel menu at the Homepage.

6.1 Application Details

Application Details		Research Information	Sub Projects	Form Submission
A. Application Details				
Application ID	7113			
Selected Grant	LRGS 2014-1 Concept Paper ▼			
B. Niche				
B(i). Niche	Global Warming ▼			
C. Program Details				
C(i). Title Of Proposed Research*	<div style="border: 1px solid black; padding: 5px;">La Nina and El Nino - New water source for less rain area</div>			
C(ii). Name of Program Leader	Resubmission 1			
C(iii). IC/Passport No.	801231108001			

Figure 35: Application Details Tab

On Application Details tab, you are required to fill in only **Title of Proposed Research** and **Niche** fields.

If your niche is not listed in the dropdown option, select *Others*. You can specify the niche of your proposed research.

B. Niche	
B(i). Niche	<div style="border: 1px solid black; padding: 5px;">Others ▼</div> <div style="border: 1px solid black; padding: 5px;">Please specify: </div>

Figure 36: Adding new Niche area

NOTE: If you have duplicated the proposal from the previous grant application, please change the grant at A(i). *Selected Grant* accordingly, as application form may differ from time to time.

C(ix). Budget(RM)*	<input type="text" value="1500000"/>			
C(x). Number of Project(s) under this Program	3			
C(xi). Collaborating University *	<table border="1"> <thead> <tr> <th>University</th> </tr> </thead> <tbody> <tr> <td>Ministry of Science, Technology and Innovation (MOSTI)</td> </tr> <tr> <td>Monash University Of Malaysia (MUSM)</td> </tr> </tbody> </table>	University	Ministry of Science, Technology and Innovation (MOSTI)	Monash University Of Malaysia (MUSM)
University				
Ministry of Science, Technology and Innovation (MOSTI)				
Monash University Of Malaysia (MUSM)				

Figure 37: Program Information

You will need to enter the budget in the field provided. Please refer to the guideline on the maximum budget for LRGS.

Number of Project(s) under this Program will be calculated based on the total sub project listed in the Sub Project tab. Refer to [List of Sub Projects](#) regarding information on managing sub projects.

Collaborating University will only list out the institution name of the sub project leaders. This list is unique and not including your own institution. Please make sure you have at least 3 collaborating universities (including your own university) to be eligible for application.

6.2 Research Information

The screenshot shows the 'Research Information' tab of an application form. It contains several sections:

- D. Duration of Research:** A table with three rows. The first row is 'From' with a calendar icon and a dropdown menu showing '2014'. The second row is 'To' with a calendar icon and a dropdown menu showing '2017'. The third row is 'Duration' with the text '3 years'.
- E. Executive Summary of Research Proposal *:** A text area containing Lorem Ipsum placeholder text. Below the text area are two input fields: '200 words left' and '600 shared words left'.
- F. Research Background & Rationale * ?:** A text area containing Lorem Ipsum placeholder text.

Figure 38: Research Information Tab

Most of information for the proposal contain in Research Information tab. This manual will guide you step by step throughout this application. The details are divided into sections:

- A. Duration of Research
- B. Executive Summary of Research Proposal
- C. Research Background & Rationale
- D. Research Program Description
- E. Methodology
- F. Expected Results/Benefit

****NOTE:** Total words allowed in Research Information are up to **3300** only. You can always check for word count in the field provided in the application form.

The screenshot shows a text input field containing the number '600' and the text 'shared words left'.

Figure 39: Shared words counter


If you have **any images, charts, formulas or drawings to support the proposal**, please refer to [how to attach images in your proposal](#).

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

6.2.1 Duration of Research

D. Duration of Research	
From*  ←	2014 ▼
To* 	2019 ▼
Duration	5 years

Figure 40: Duration of Research

In this section please select the start and end date of the proposed research by clicking . The duration will be automatically calculated by the system. **A research's duration is depending on the grant type.** An error message will appear if you exceed the duration.

6.2.2 Executive Summary of Research Proposal

Only 500 words are allowed for your executive summary.

6.2.3 Research Background & Rationale

Provide a theoretical/scientific basis concept paper to strengthen the research program. The research program presented should respond to questions regarding fundamental research. Please indicate the expected contribution of research to the development of global scientific knowledge and effectiveness of research and development.

6.2.4 Research Program Description

Provide a comprehensive plan for the implementation of research programs. Explain briefly about the projects under the program. Describe how to manage the diversity of disciplines and institutions to ensure that the projects under the program contributing to the overall program.

List the existing laboratory equipment for research purposes.

6.2.5 Methodology

Provide research methods/techniques that will be used. Show how the method chosen can produce quality data with regard to the reliability and validity of the data. Provide a new research technique to be acquired as part of the implementation of the program. Briefly describe the statistical methods used.

6.2.6 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 (**required**)
Please enter total number of publication expected to be published in this project. Refer to the guideline for more information.
- iii. Specific or Potential Applications
- iv. Number of PhD and Masters (by Research) Students (**required**)
Please enter total number of student expected to be produced in this project. Refer to the guideline for more information.
- v. Impact on Society, Economy and Nation

6.2.7 Inserting Figure/Images in Detail Planning

You can include figures in your Detail Planning to clarify the information you have key in. Currently the system allows you to attached figures in the following sections:

- Problem Statement
- Hypothesis
- Research Questions
- Literature Reviews
- Objectives of the Research
- Description of Methodology

The file format supported by the system is ***.jpg** and ***.png**. Each image is allowed **up to 4 MB** in size, and there is **no limit number of pictures** you can upload per application.

6.2.7.1 Uploading Pictures

1. Select the text box that you want to insert the figure.

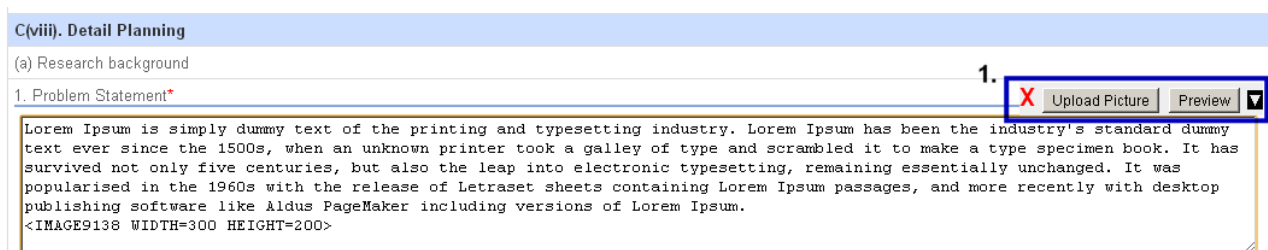


Figure 41: Uploading Images

2. Click on **Upload Picture** and a new window will appear.

- Click on **Upload** to and select the images you want to upload.

Image Upload

1.

2.

Image File Name	Width (px)	Height (px)	
Quadratic.formula.jpg	300	200	<input type="button" value="-"/> <input type="button" value="Edit"/> <input type="button" value="Select"/>

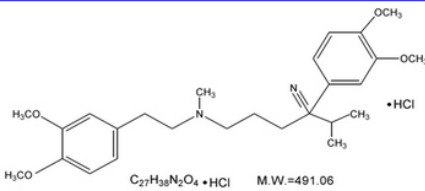
Figure 42: Image Upload window ; 1. Upload, 2. List of Images Uploaded

- After uploaded the selected image, a preview of the image will be shown. You can adjust the size of the image by key in the width and height. Once done, just click on **Update**.

Image Upload

chemical.jpg 1.

Width(px) Height(px)

 ← Your uploaded image

2. 3.

Image File Name	Width (px)	Height (px)	
Quadratic.formula.jpg	300	200	<input type="button" value="-"/> <input type="button" value="Edit"/> <input type="button" value="Select"/>
chemical.jpg			<input type="button" value="-"/> <input type="button" value="Edit"/> <input type="button" value="Select"/>

Figure 43: Adjusting Image Size

- Click on **Select** to insert the image into the text box just now.
- Your newly inserted image is represented as a tag in this format. You can position the tag anywhere in the text accordingly.

<IMAGE9142 WIDTH=300 HEIGHT=300>

↑ Image ID ↑ Image Width ↑ Image Height

Figure 44: Image Description

- Click on Preview to view the image you have added in the text before.

C(viii). Detail Planning

(a) Research background 1.

1. Problem Statement* X Upload Picture Preview

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.
 <IMAGE9138 WIDTH=300 HEIGHT=200>

Figure 45: Previewing the text

8. Your text should be displayed such as in the figure below.

(a) Research background

1. Problem Statement* X Upload Picture Edit

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Quadratic Formula

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

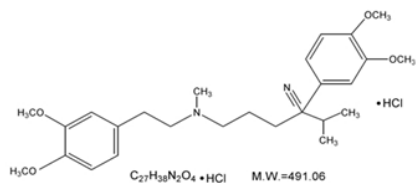


Figure 46: Text with Images

6.3 List of Sub Projects

In this section, you will be able to list all the sub projects contained in your concept paper. In advance, please take note:

- Sub projects must consist of at least **three** (3) collaborating university.
- Maximum **three** (3) sub projects allowed from the same university.
- Each sub projects must have at least a **co-member**. Should the sub project leader is non-Malaysian or still in contract, at least one permanent and Malaysian co-member is required.
- Each sub project must be assigned with a **research area**. For submission, a program should contain at least one (1) science and one (1) social science sub project.
- All invited members must **accept** the invitation first in order for the application to be eligible for submission. (Except foreign researcher & government/non-government research institution)

These rules may subject to change. Please refer to the guideline for more information regarding sub projects for LRGS.

Overview of List of Sub Projects

J. Lists of Sub Projects ← 1.

Program leader is also a project leader. ← 3.

▲ Sub-Project 1 Title: ← 5.

▼ ← 4.

Research Area: Arts and Applied Arts ← 6.

Membership	Field	Faculty/School/Centre/Unit	H-Index	Number of Citation	Number of Recent Publication	Invitation Status	8.
<input type="button" value="+"/> ← 7.	Defence and Security>Aerospace & Maritime, Defence and Security>Cyber Security	Monash University Of Malaysia	5	175	0	Accepted	<input type="button" value="-"/> Appoint as leader

Figure 47: List of Sub Projects


Figure above shows an overview of sub project list. Features are listed as below:

- Add Sub Project** – Here you can add in sub project into your concept paper. Sub project can only be added if the leader is already registered in the system.
- Register Foreign/Industry/Government Researcher** – You can register any researcher belongs to foreign/industry/government institution, provided that their account has not yet been registered before.

3. **Include Own Sub Project** – You can tick the checkbox if you have your own sub project in the program.
4. **Arrange Sub Project** – You can arrange sub project your preferable order.
5. **Sub Project Title** – You can type in the title of the sub project here.
6. **Research Area** – Each sub project must belong to one research area. You can select the research area accordingly.
7. **Add Sub Project Members** – You can add co-researcher for each sub projects accordingly.
8. **Remove & Assign Leader** – You can remove the sub project or change the leader for the program.

6.3.1 Adding Sub Projects

You can add any number of sub projects into your concept paper. Sub project will be created once you invited the project leader of the sub project. Please do the following:

1. Click on  to start adding sub project leaders.

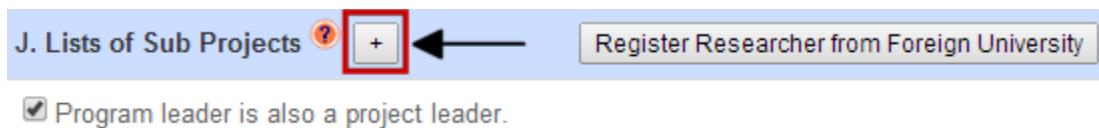


Figure 48: Adding Sub Project Leader

2. A new window will appear. Type in the name of the sub project leader, select the appropriate filter and then click Search.
3. Once you found the researcher, click Add on the most right column.
4. Repeat step 2 and 3 to add more sub project leaders.
5. Then click OK to insert the sub project leaders into the application form. The current window will close.
6. Finally, save the application. Each of the sub project leaders will receive notification per email.

6.3.2 Register Foreign/Industry/Government Researcher

Should you cannot find the name of your foreign/government/industry co-researcher in the Researcher Selection, you will need to register them first. This group of researcher is **not allowed to register using the normal registration** method. Once you invite them to join your project, the system will automatically create an account for them and they will receive a notification email which contains:

- a) Username of the account
- b) Project's leader name and brief information of the project

****NOTE:** For this type of researcher they **do not need to accept the invitation**, their status will change automatically to Accepted once you save the application.

The following section will explain on how to add this group of researcher into MyGRANTS database.

Register Foreign Researcher

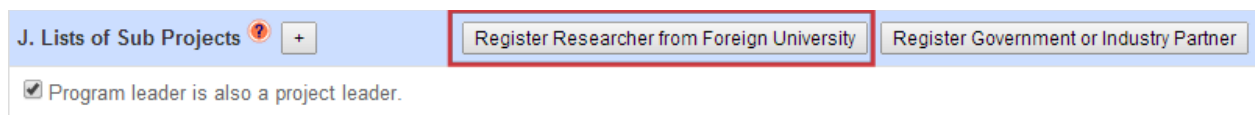


Figure 49: Register Foreign Researcher

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 in MyGRANTS, please do the following:

1. Click on **Register Foreign Researcher**. A window will appear as shown in the next Figure.

Filter by:

ID	<input type="text"/>
Full Name	<input type="text"/>
E-mail	<input type="text"/>
University	<input type="text"/>
H-Index	<input type="text"/>

1.

Please click on the column header to sort.

Foreign Researcher List				
1-50 of 125 records << Page : 1 / 3 >>				
ID	Full Name	E-mail	CV	
14860	Prof Dr Mosaraf Hosain	mhossainiub@yahoo.com	MHossain.pdf	<input type="button" value="Edit"/>
14863	Prof. Dr. Erry Y.T. Adesta	eadesta@iium.edu.my	CV Erry Yulian Triblas Adesta.pdf	<input type="button" value="Edit"/>
15171	Arezou Shafaghath	arezou.shafaghath@gmail.com	AREZOU SHAFAGHAT - CV.pdf	<input type="button" value="Edit"/>

Figure 50: Adding Foreign Researcher

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

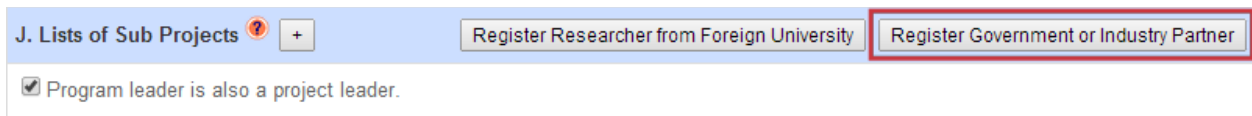
Foreign	
IC/Passport No.* <i>(e.g. 123456789012 or A123456)</i>	<input type="text"/>
Nationality*	<input type="text"/>
Full Name* <i>(as per IC/Passport. Preferable in title case)</i>	<input type="text"/>
Gender	<input type="radio"/> Male <input type="radio"/> Female
E-mail Address*	<input type="text"/>
Handphone No	<input type="text"/>
Office Telephone No	<input type="text"/> Ext. <input type="text"/>

Figure 51: Filling in Foreign Researcher's Information

- A new window 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 **Save** when you have filled in the information. Newly created Foreign Researcher will be shown in [Foreign Researcher List](#).

Adding Foreign Researcher to the project is the same will be explained later on. Select any by choosing **Foreign Researcher** in [Researcher Selection](#) window.

Register Industry/Government Partner



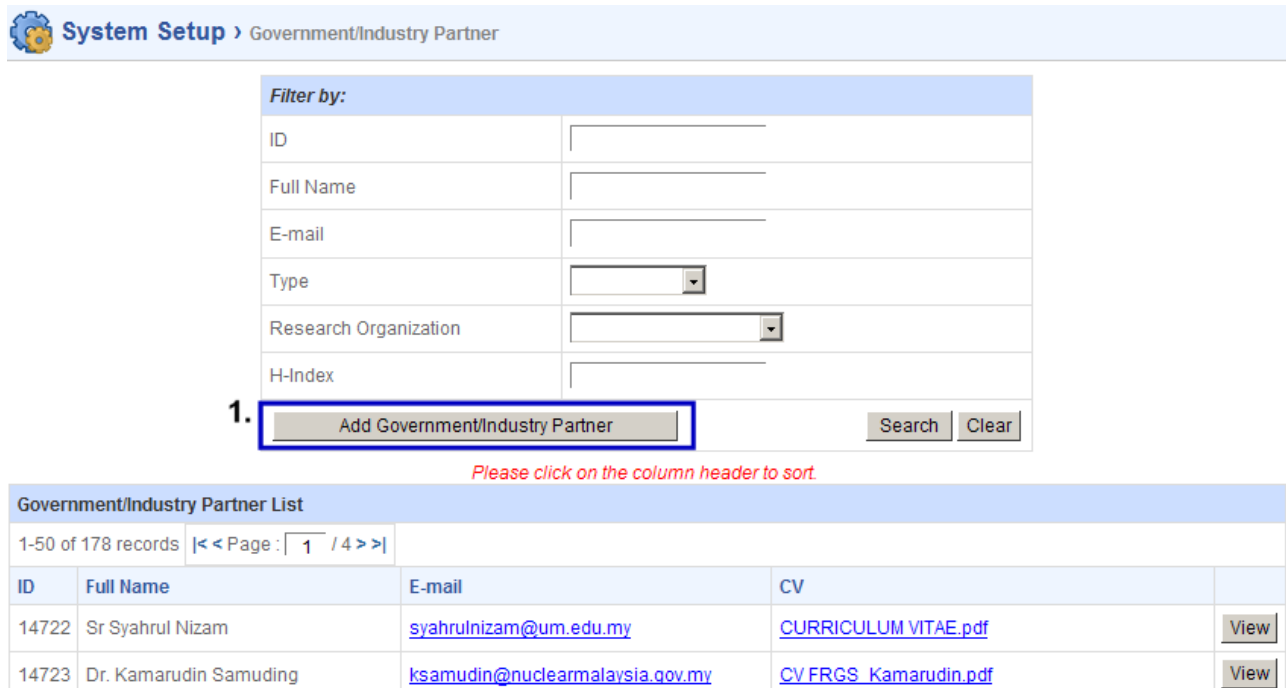
J. Lists of Sub Projects ? + Register Researcher from Foreign University **Register Government or Industry Partner**

Program leader is also a project leader.

Figure 52: Register Industry Partner

You can also include Industry Partner to the project. Please do the following:

1. Click on **Register Government or Industry Partner**.
2. A window will appear as shown in Figure below.



System Setup > Government/Industry Partner

Filter by:

ID	<input type="text"/>
Full Name	<input type="text"/>
E-mail	<input type="text"/>
Type	<input type="text"/>
Research Organization	<input type="text"/>
H-Index	<input type="text"/>

1. **Add Government/Industry Partner** Search Clear

Please click on the column header to sort.

Government/Industry Partner List

1-50 of 178 records | << Page : **1** / 4 >> |

ID	Full Name	E-mail	CV	
14722	Sr Syahrul Nizam	syahrulnizam@um.edu.my	CURRICULUM VITAE.pdf	View
14723	Dr. Kamarudin Samuding	ksamudin@nuclearmalaysia.gov.my	CV FRGS_Kamarudin.pdf	View

Figure 53: Adding Industry Partner

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

Government/Industry Partner	
IC/Passport No.* <i>(e.g. 123456789012 or A123456)</i>	<input type="text"/>
Nationality*	<input type="text"/>
Full Name* <i>(as per IC/Passport. Preferable in title case)</i>	<input type="text"/>
Gender	<input type="radio"/> Male <input type="radio"/> Female
E-mail Address*	<input type="text"/>

Figure 54: Filling in Industry Partner's Information

4. Fill in the form regarding the researcher accordingly. The field *Display Name*, *Email Address*, *Organization* and *CV* are **required**.
5. Click on **Save** after you have filled in the information. Newly created Industry Partner will be shown in [Government/Industry Partner List](#).

Adding Industry Partner to the project will be explained later on. Select any by choosing **Industry/Government Partner** in [Researcher Selection](#) window.

6.3.3 Add Own Sub Project

You can add your own sub project in the program by checking the option '*Program Leader is also Sub Project Leader*'.

J. Lists of Sub Projects ?

Program leader is also a project leader.

Figure 55: Inserting Your Own Sub Project

Once checked, your sub project will be listed. Then click Save to save the information.

6.3.4 Arranging Your Sub Project

You may sort your sub project in any order that you wish. Click ▲ to sort up or ▼ to sort down a sub project. Press Save after you done making the changes.

▲
▼

Sub-Project 1 Title: El Nino and La Nina Effects to the environment

Figure 56: Sorting Sub Projects

6.3.5 Edit Sub Project Title

Type in the title of sub project in the field provided. Press Save after you done making the changes.

▲ Sub-Project 3 Title:

Figure 57: Sub Project Title

6.3.6 Add Sub Project Research Area

1. Click on to open the cluster selection window.

Research Cluster selection

Research Cluster	<input type="text" value="Information and Communication Technology"/>
Sub Research Cluster	<div style="border: 1px solid #ccc; padding: 2px;"><div style="background-color: #e6f2ff; padding: 2px;">Computer Engineering</div><div style="background-color: #e6f2ff; padding: 2px;">Computer Networking</div><div style="background-color: #e6f2ff; padding: 2px;">Computer Science</div><div style="background-color: #e6f2ff; padding: 2px;">Information Security</div><div style="background-color: #e6f2ff; padding: 2px;">Multimedia</div></div>
1. <input type="button" value="Select"/>	

Selected Research Cluster

Information and Communication Technology	<input type="button" value="Remove"/>
Information Security	<input type="button" value="Remove"/>

2.

Figure 58: Selecting Research Area (2)

2. You will be presented with a selection window as shown in Figure above. To select your research area, select a Research Area and related Sub Research Area will appear.
3. 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 the sub project.
4. The selected research area will be displayed in the sub project list.

▲ Sub-Project 3 Title:

▼

Research Area: Information and Communication Technology ←

Figure 59: Selected Research Area

6.3.7 Add Sub Project Members

Membership <input type="button" value="+"/>	Field	Faculty/School/Centre/Unit	H-Index	Number of Citation	Number of Recent Publication	Invitation Status
--	-------	----------------------------	---------	--------------------	------------------------------	-------------------

Figure 60: 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 61: 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 MyGRANTS Researcher as in Figure 14. Click on the **Add** button on the right side of researcher list to include them in the program.

	21109	Panel 3	Al-Madinah International University				1.	<input type="button" value="add"/>
	21123	Panel 4	Al-Madinah International University					<input type="button" value="add"/>

Figure 62: 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 Researcher								
Picture	ID	Name	ResearchOrg Name	Department Name	Groups	Position	Cluster	remove
	21662	Demomon1	Monash University Of Malaysia			Professor	Defence and Security>Aerospace & Maritime, Defence and Security>Cyber Security, Defence and Security>Cyber Security, Defence and Security>Aerospace & Maritime	<input type="button" value="remove"/>
	21663	Demomon2	Monash University Of Malaysia				Defence and Security>Cyber Security, Defence and Security>Defence Management, Defence and Security>Cyber Security, Defence and Security>Defence Management	<input type="button" value="remove"/>
	21714	Test Foreign 2	National University of Madagascar			Professor		<input type="button" value="remove"/>

Figure 63: 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.

Membership +	Field	Faculty/School/Centre/Unit	H-Index	Number of Citation	Number of Recent Publication	Invitation Status	
Leader: Demomon1	Defence and Security>Aerospace & Maritime, Defence and Security>Cyber Security	Monash University Of Malaysia	5	175	0	Accepted	- Appoint as leader
Test Foreign Z		Ehime University, Japan			0	Accepted	-
Demo Researcher Z	Information and Communication Technology>Computer Networking, Information and Communication Technology>Information Security, Information and Communication Technology>Multimedia	Encryption Unit, Faculty of Information Technology, Al-Madinah International University	2		4	Pending	-


Figure 64: Selected Researcher in Sub Project

The figure above shows list of members that has been selected for the sub project. 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

IMPORTANT:

- All Project Members involved **must** accept the invitation before it can be submitted.
- The information displayed in the list is based on researcher's profile. If any of the information shown blank, please consult the researcher to update his/her profile accordingly.
- H-Index, Number of Citation and Number of Recent Publication are essential to strengthen the concept paper application.

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

6.3.8 Remove or Replace Member

6.3.8.1 Replacing Program Leader

You may assign the application to a new project leader should you feel that you are unable to continue and you want to pass over the application to a new person. Please do the following:

- i. Go to Others Researcher section.
- ii. Click on Assign as Leader on the most right column of the respective researcher.

Leader: Demomon1	Defence and Security>Aerospace & Maritime, Defence and Security>Cyber Security	Monash University Of Malaysia	5	175	0	Accepted	<input type="button" value="-"/> Appoint as leader
---	--	-------------------------------	---	-----	---	----------	---

Figure 65: Assigning New Leader

- iii. A confirmation box will appear, click OK to proceed.
- iv. The new leader will receive invitation through email, and he/she will need to accept the assignment first. Acceptance can be done in the Invitation page.
- v. After acceptance, the application will be transferred to a new project leader.

6.3.8.2 Replacing Sub Project Leader

Replacing sub project leader in a sub project is **not** possible at the moment. You will need to delete current sub project and create a new one to replace a new project leader. Unfortunately you will need to re-invite all the members too.

6.3.8.3 Removing Sub Projects or Members

You can remove any sub projects or any of its members at any time. Press to remove the members. Removing the **sub project leader** will automatically delete the sub project and its members.

IMPORTANT

Removing sub project or members is an irreversible process. Once removed, this process cannot be undone.

6.4 Form Submission

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

Figure 66: 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

IMPORTANT

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
- You and your co-researchers' (excluding foreign/industry/government) Profile has been verified by RMC

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.

In Preview mode, you can:



Print the application



View and save the **application** in PDF format



View and save the **application and appendix** in PDF format

7. Presentation

Your university may ask you to present your concept paper in a presentation. You can upload your presentation in My Application for university and evaluator reference.

You will be only able to upload your presentation if your concept paper is **shortlisted** for screening at university or KPM level.

Test LRGS Application v2	LRGS 2014-1 Concept Paper	Leader Show members	Presentation		IPT RMC Concept Paper Screening Concept Paper Presentation RMC KPM Show Details	3 Show Older	
			Time	12:00AM			
			Date	17/07/2014			
			Venue	Dewan Perdana 2			
			slide	Attach			

Figure 67: Uploading Presentation

Please do the following:

- i. Open My Application.
- ii. Under Submitted Application section, browse to your application.
- iii. In the Next Evaluation Deadline column, you should be able to see information regarding your concept paper information.

Presentation	
Time	12:00AM
Date	17/07/2014
Venue	Dewan Perdana 2
slide	Attach

Figure 68: Uploading Presentation (2)

- iv. Click Attach to upload your presentation. Maximum file size allowed is **4MB** and format supported is ***.ppt** or ***.pdf**

8. Managing Your Application

All applications, either in *Draft*, *Complete*, *Submitted* and *Resubmission* status can be viewed again through My Application in MyGRANTS.

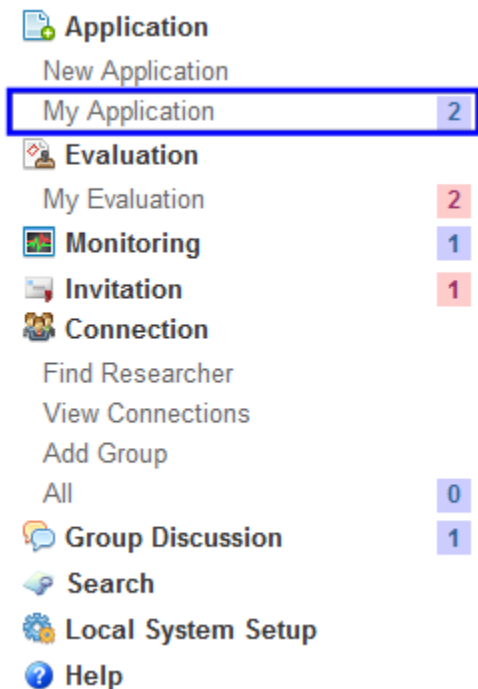


Figure 69: Shortcut Menu (My Application)

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	
Copy: Another Copy of This is a sample monitoring application	FRGS 2013-2	Leader Show members	Draft	  
Literature Review For MyGRANTS Manual Unsaved	FRGS 2013-2	Leader Show members	Draft	  

Figure 70: List of Created Application

Icons explained:

- **Edit**  - Edit your application. Editing *Completed* Application will change the Status from *Completed* to *Draft*.
- **Delete**  - Delete application. Deleting an application is irreversible process.

- **Duplicate**  - Duplicate application. All information of the application will be retained, except for invitation to co-researchers.
- **View**  - View application. You are only able to view the application only.

8.1 Completed Application

After you have saved your application as *Complete*, you can check it again in **My Application**.

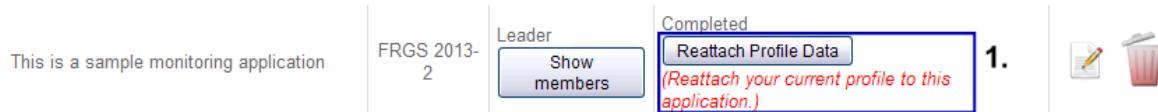




Figure 71: Completed Application

Completed application is still **editable** until the RMC collects your application for evaluation process.

Click on  to edit your application again.

****NOTE:** The system copies your profile the moment you saved the application as *Complete*. **Changes made in your *Profile* later on would not be reflected in your application.** Click on  to update your profile information in your application.

Comparison between standard Profile and Profile in Application:

a) Standard Profile:


Profile	
Account	Personal Info
Project	Publication
IP	Supervision
Teaching	Consultation
Community Service	
Account	
ID	21660
Image	
Full Name !	Demo Researcher 6

Figure 72: Standard Profile Information

b) Profile in Application (viewable only in *Completed, Submitted and Evaluation*)

Profile In Application (6905)

Account
Personal Info
Project
Publication

Account	
ID	21660
Image	
Full Name	Demo Researcher 6

Figure 73: Profile in Application

8.2 Resubmission

If you received resubmission request, the application can be found under Resubmission section in My Application.

Resubmissions
🔍

Title	Batch	Role	Remark	Version	
Demo RMC Resubmission	FRGS 2013 -2	Leader Show members	Please revise based on the comment made	3 Hide	1.
Version	Title	Batch	Role	Remark	
2	Demo RMC Resubmission	FRGS 22/04/2013 - 19/06/2013	Leader	Please revise based on the comment made	
1	Demo RMC Resubmission	FRGS 22/04/2013 - 19/06/2013	Leader	Please revise again this proposal	

Figure 74: Detailed Resubmission List

You can view comments made by the panel and edit your application based on the review. Click on the

icon to start editing your proposal.

A. Application Details	
Application ID	6529
Application Type	Single Disciplinary
A(i). Selected Grant	FRGS 2013-2
A(ii). Title Of Proposed Research Project*	Resubmission Demo
✖ Title does not conform with the subjects	
A(iii). Keyword*	Resubmission Demo



Figure 75: Comment Made by Panel

A new window will appear and showing your application form together with the comments made by the reviewer. Comment will be shown on the item that was commented by reviewer, marked with red text, such as in the Figure before.

You can also provide feedback to the reviewer to clarify the change that you have made in the proposal. Refer to next Figure for example:

A(ii). Title Of Proposed Research Project*	This is a sample resubmission application edit
✖ Title does not portray the subject 1.	
Your feedback on the comment made by the panels.. 2.	
Your note on the changes.. 3.	
A(iii). Keyword*	Sample, Resubmission, Controls
✖ Keyword is too general	

Figure 76: Feedback text area; 1. Comment from Panel, 2. Feedback Box, 3. Note on Changes

Click on the balloon icon  to toggle the text box in order for you to provide the feedback of the changes. Once commented, the icon will change into , indicating that you have commented for that section.

Feedback/Comments written will be sent back to the panel reviewer during next round of evaluation.

NOTE:

1. If you intend to change the content for example Methodology, please update the content inside the Methodology itself, not in the feedback box.
2. The feedback box's purpose is just to justify/clarify the evaluators of the amendment that you have made. In addition, you will not be able to view the feedback in the PDF-format of the application.

8.2.1 Submitting Your Revision

After completing the revision, you can submit your application for another review. On the last tab, Form Submission, select the option **Submit** and **Save** the application to send it back to the panel.

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

Application Form Submission

1. Status

Application Date 27/05/2013

Overall Remark

✓ Please redo this proposal

Figure 77: Submit Option in Form Submission

All the remarks/comments made by you will be listed as a summary at the Form Submission

Remark Summary
Application Details
✓Title Your note on the changes..
Research Information
✓Duration Duration has been changed accordingly
✓Other Researchers New Co-researcher with better caliber added

Figure 78: Summary of Remarks

8.3 Submitted Application

After submitting your application, you can track it in My Application. All submitted application will fall under **Submitted Application** section.

Title	Batch	Role	Next Evaluation Deadline	Evaluation Progress	Version	
(Ref: FRGS/2/2013/ICT0/MEDIU/01/1) Another Copy of This is a sample monitoring application	FRGS 2013-2	Member Show members			1	
				Show Details		

Figure 79: Application Progress

You can view progress details of your application such as:

- Current stage of your application
- Deadlines of each evaluation level
- Evaluation result on each level (IPT, RMC** and so on)

***Depends on RMC discretions*

To view the status of the evaluation, click Show Details. It should be shown as in the Figure below.

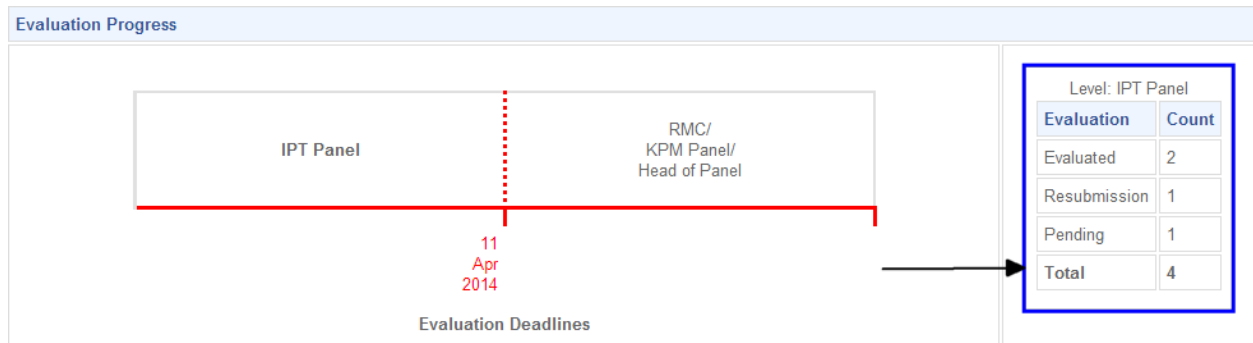


Figure 80: Evaluation Summary

The Evaluation Count shows the current evaluation status.

****NOTE:** The numbers shown is status only. Please take note that resubmission can be done if all the panels have evaluated the proposal. (In other words, **Pending count must be zero (0)**)

9. Invitation

In this section, you will learn how to accept invitation sent by other people in MyGRANTS.

Invitation can be sent out either from other researchers (project leader or program leader), RMC or by the ministry itself.

To view list of invitation, click on **Invitation**, which can be found on the left pane of the website.

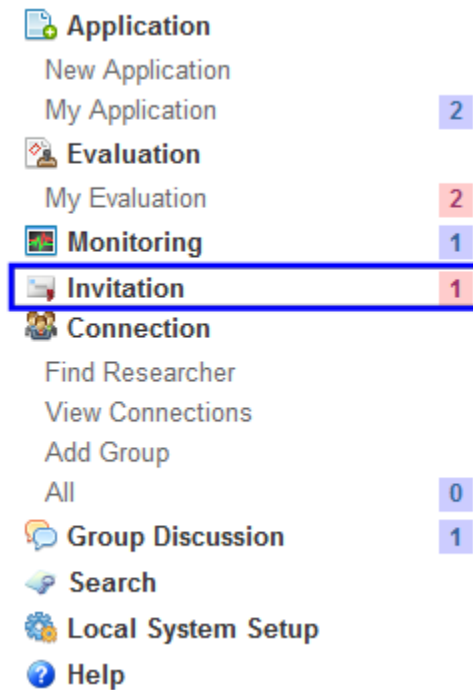


Figure 81: Invitation

Invites

Title	Batch	Duration	Details	Accept/Decline
Application: Adaptive Mobile Web Services Discovery Model	FRGS 2013-2	01/01/2013 till 31/12/2014	Azizan Hassan has invited you to the research project.	<input type="button" value="Accept"/> <input type="button" value="Decline"/>
Trans-disciplinary Application: Web Communication and Mobile Service in Critical Sector, Expansion and its future	FRGS 2013-2	01/01/2013 till 31/12/2015	Azizan Hassan has invited you to the research program.	<input type="button" value="Accept"/> <input type="button" value="Decline"/>

Figure 82: List of Invitation

Each invitation that you received will appear for instance in the Figure above. To accept an invitation, just click on the **Accept** button and confirm your participation.

10. Application Progress

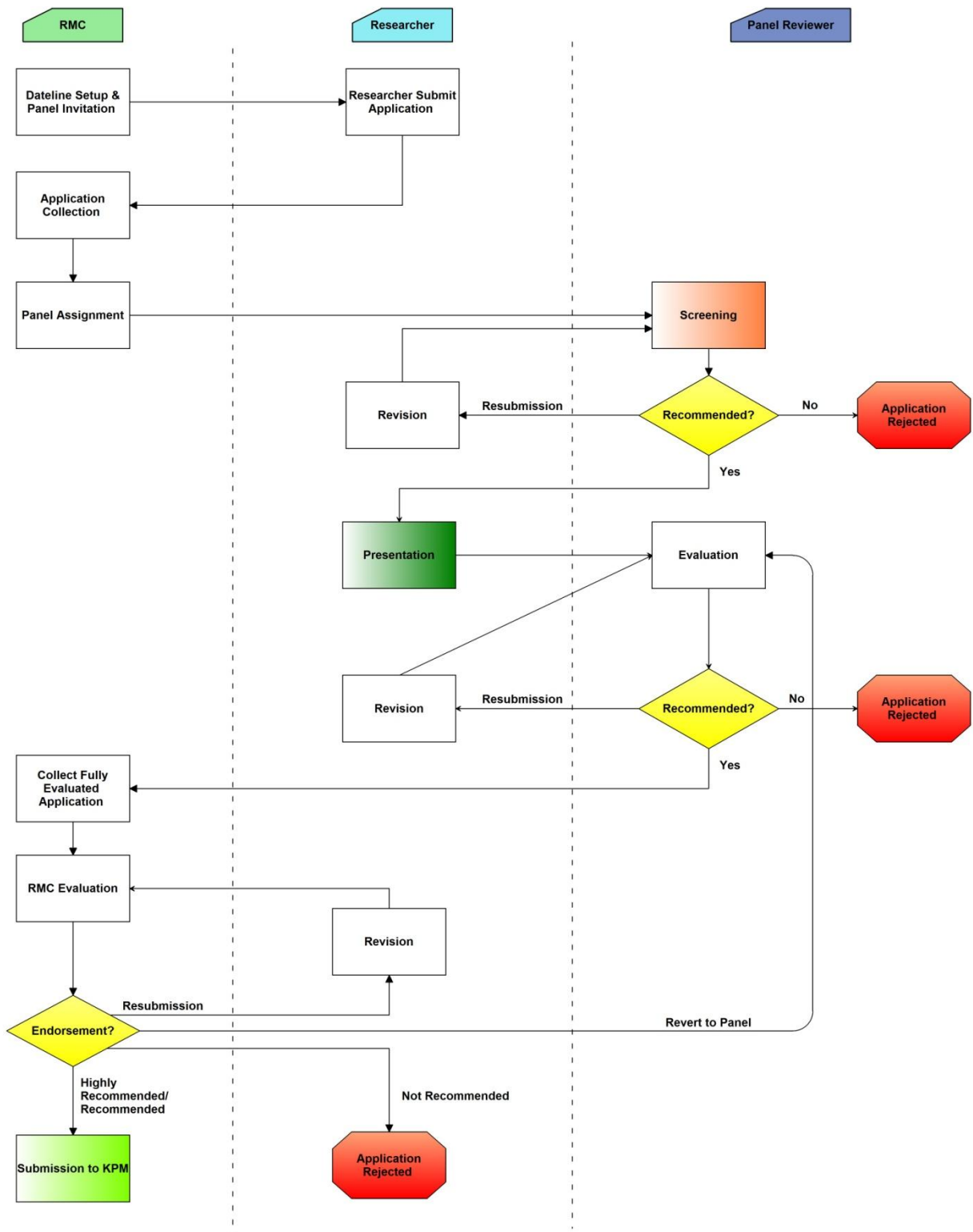


Figure 83: Application Progress

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