

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

**USER MANUAL**

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**Application**

**Grants:**

<b>FRGS</b>	<b>RAGS</b>
<b>ERGS</b>	
<b>PRGS</b>	

## Revision History

Revision	Date	Comment
1.0	15 <sup>th</sup> January 2013	1 <sup>st</sup> Edition
1.1	18 <sup>th</sup> January 2013	Update on Other Researchers
1.2	22 <sup>nd</sup> January 2013	Account Registration and Miscellaneous updates.
1.3	17 <sup>th</sup> April 2013	Updated Screenshot, Cover Page
1.31	27 <sup>th</sup> May 2013	Added Profile, Invitation and Resubmission section
1.4	22 <sup>nd</sup> July 2013	Profile, Images to Details Planning, Resubmission Feedback/Comments

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# 1. Introduction

The purpose of this manual is to help user on how to apply a single-disciplinary grant.

## 1.1. Single-disciplinary Grant

A Single-Disciplinary Grant involved only in **one (1)** area of research.

# 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](http://mygrants.gov.my)
- ii. On the page, click on **Sign Up Now**

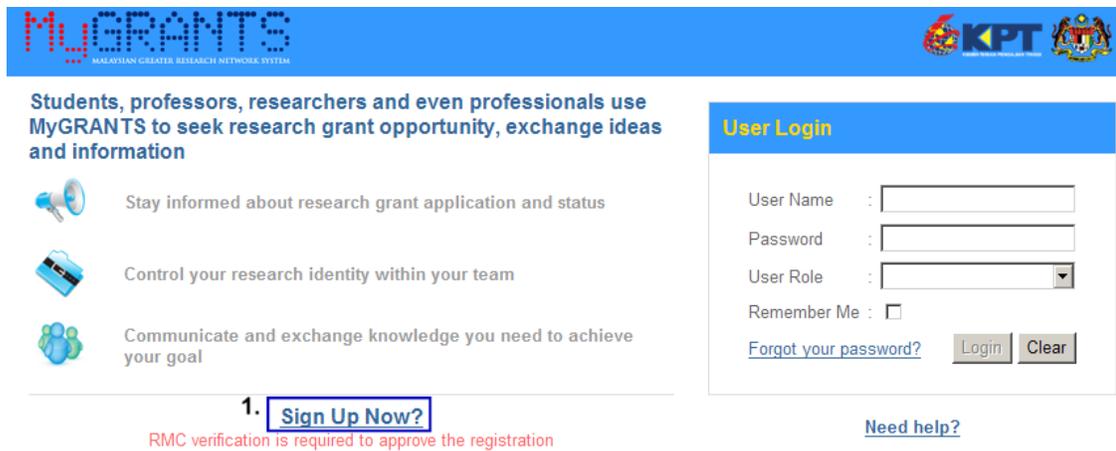


Figure 1: MyGRANTS Homepage

- 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](http://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

[Need help?](#)

**User Login**

User Name :

Password :

User Role :

Remember Me :

[Forgot your password?](#)

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:

- Incorrect username
- 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.

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

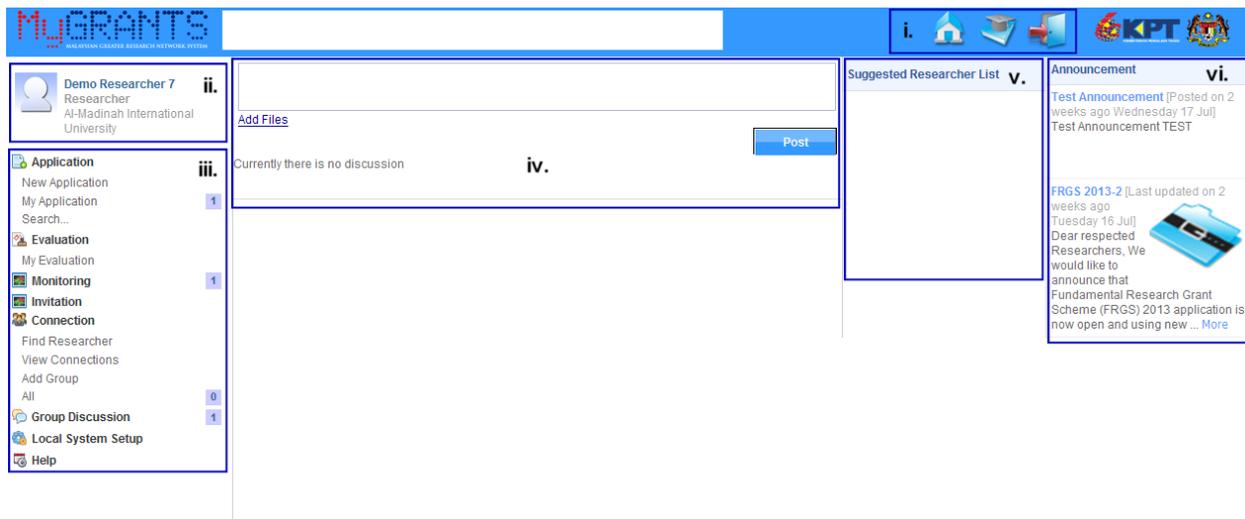


Figure 5 : MyGRANTS Homepage

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.
- iii. *Search* – Search previously approved project application.

#### 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. **Local System Setup**
    - i. User Preference – Manage your social profile
  - h. **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.

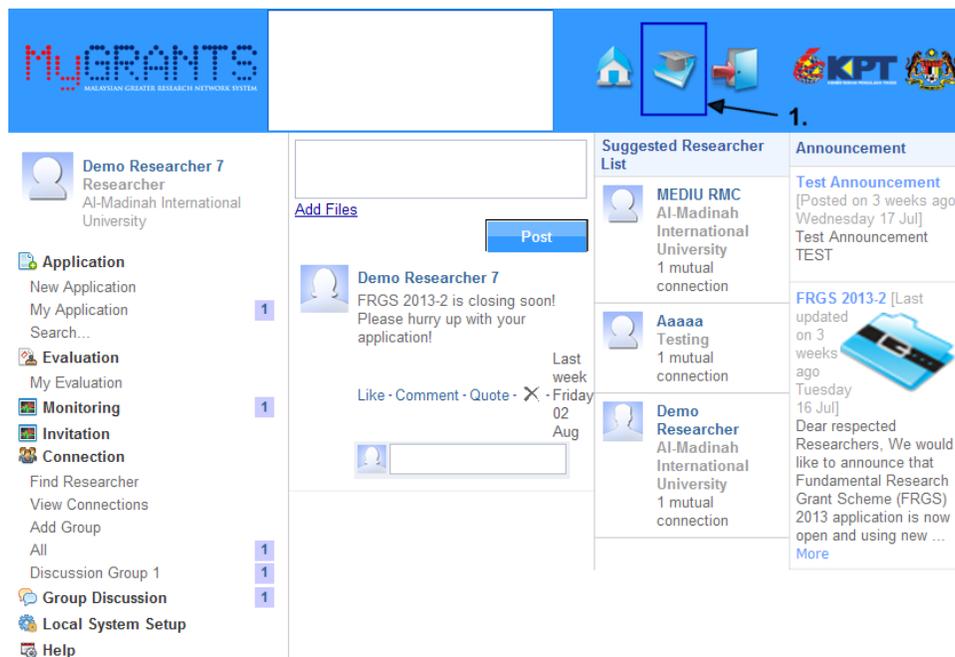


Figure 6: Accessing your Profile

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** 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!**

## 1. Account

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

- i. Username** – Your account's username
- ii. 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**
- iii. Full Name** – This is the name will be used throughout the system especially for Researcher Selection.
- iv. Password** – You can change your current password here.

## 2. 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.
- **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* <b>!</b>	Al-Madinah International University
Branch	Selangor
Faculty/Centre <b>!</b>	<input checked="" type="radio"/> Faculty <input type="radio"/> Centre Faculty of Information Technology <input type="button" value="Add New Faculty/Centre"/> <b>i.</b>
Unit <b>!</b>	Encryption Unit <input type="button" value="Add New Unit"/> <b>ii.</b>

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 academican.
- **Date of First Appointment with this University** – Date when you are first appointed at your current university.

Handphone No.	<input type="text"/>	<b>iii.</b>
Office Telephone No.	0123456789 Ext. <input type="text"/>	
Academic Start Date* <b>!</b>	09/07/99 <input type="button" value="x"/>	<b>iv.</b>
Date of first appointment with this University* <b>!</b>	11/07/2005 <input type="button" value="x"/>	<b>v.</b>

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 expertis e.

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

Figure 11: Research Cluster

### 3. 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. Add Project

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	<span>Edit</span>	<span>Delete</span>
Project 1	15/07/2011	15/07/2012	Information and Communication Technology	Multimedia	Complete	<span>Edit</span>	<span>Delete</span>
Project 2	10/07/2011	15/01/2013	Information and Communication Technology	Computer Science	Complete	<span>Edit</span>	<span>Delete</span>

Figure 12: Project List

- Each project entry only requires the *title, start date and actual/expected end date* 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"/> 
Actual/ Expected End Date*	<input type="text"/> 

Figure 13: 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	<input type="text" value="Project Leader"/>
Project Leader	<input type="text" value="Demo Researcher 7"/>
Member	<input type="text"/> <span>Register Foreign Researcher</span> <span>Register Government/Industry Partner</span> ii.
Grant	<input type="text"/> iii.
Attachment	<input type="text" value="Upload"/>

Figure 14: Non-local Researcher and Grant Type

- If the project is associated to any grant, please enter the grant information by clicking . You can create new entry if the drop down menu does not list the organization/source of the grant.

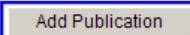
Grant	
Type	Government  <b>i.</b>
Source	Agensi Nuklear Malaysia  <b>ii.</b>
	<a href="#">Add New Source</a>
Name	 <b>iii.</b>
	<a href="#">Add New Name</a>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Figure 15: 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. 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.** 

Publication Records						
Title	Name of Journal/Publication	Year	Attachment	DOI		
Publication 2	Publication 2	2011			<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Publication 1	Publication 1	2010			<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Figure 16: 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	 <a href="#">Demo Researcher 7</a>
Co-Authors	 <a href="#">Register Foreign Researcher</a> <a href="#">Register Government/Industry Partner</a> <b>i.</b>
Year*	<input type="text"/>
Attachment	<input type="button" value="Upload"/>

Figure 17: Adding New Entry of Publication



## 6. 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	<span>Edit</span> <span>Delete</span>
				Information and Communication Technology	Information Security	

Figure 20: Supervision Records

- Each IP 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\*

Title\*

Keywords

Status Complete

Research Cluster\* ...

Add Cancel

Figure 21: 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"/>	<b>iii.</b> <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 22: 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. You are only allowed to register student under your current university only.

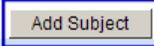
Student	
Student ID*	<input type="text"/>
Nationality*	<input type="text"/>
Full Name* <i>(as per IC/Passport. Preferable in title case)</i>	<input type="text"/>
Gender	<input type="radio"/> Male <input type="radio"/> Female <b>iv.</b>
Organization*	Al-Madinah International University
Faculty/Centre	<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 23: Creating New Student Information

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

## 7. 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.	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Figure 24: Teaching Entry

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

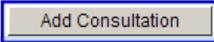
Subject	
Name*	<input type="text"/> <input type="button" value="Add New Subject"/>
Research Cluster	<input type="button" value="..."/>
Level	<input type="checkbox"/> Bsc. <input type="checkbox"/> Msc.
<input type="button" value="Add"/> <input type="button" value="Cancel"/>	

Figure 25: 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**.

## 8. 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	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Figure 26: Consultation Records

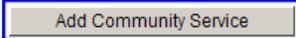
- Each Teaching entry only requires the *description and start date* (marked with red asterisk \*). Other information is purely optional.

Consultation	
Description*	<input type="text" value="Consultation on MyGRANTS Manual"/> 196 words left.
Start Date*	<input type="text" value="24/07/2011"/>  x
End Date	<input type="text" value="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 27: Adding New Consultation Entry

## 9. 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	<a href="#">Edit</a>	<a href="#">Delete</a>

Figure 28: 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 29: Adding New Community Service Entry

## New Project Application

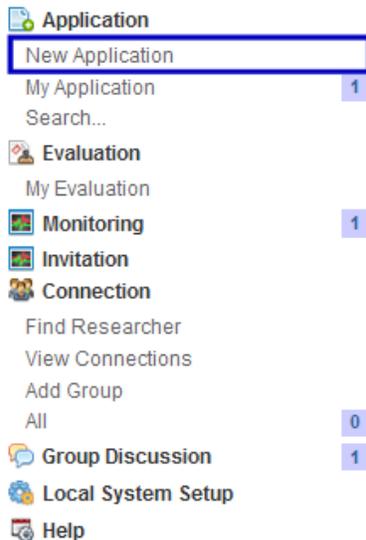


Figure 30: Shortcut Menu (New Application)

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

Grant:	FRGS 2013-2	▼
	<input checked="" type="radio"/> Single-disciplinary	<input type="radio"/> Trans-disciplinary
	<input type="button" value="Proceed"/>	

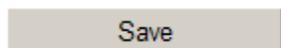
Figure 31: Disciplinary Selection

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

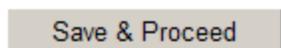
## Project Details

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

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



Save the information in the current tab

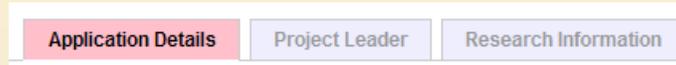


Save the information in the current tab and proceed on the next step

When user click on either button, a message box will appear to indicate that save is successful.

**NOTE:**

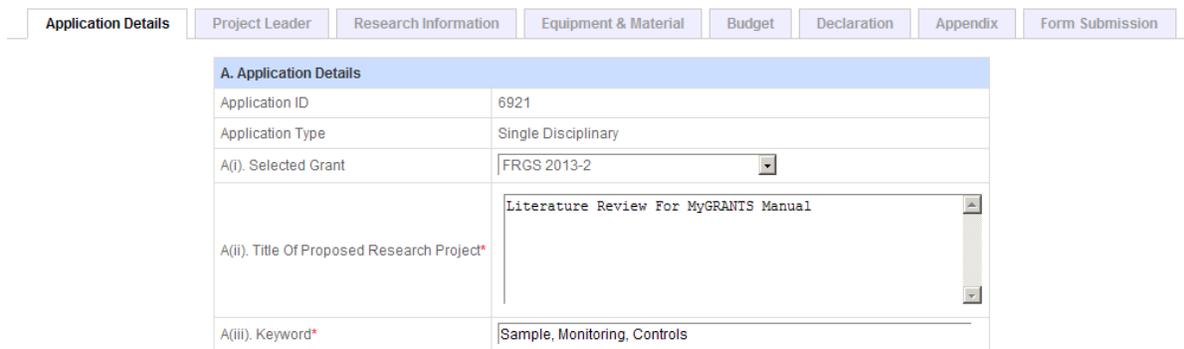
- i. The tab will be highlighted in red if the changes you have made are not saved yet.



**Figure 32: 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

## 10. Application Details



A. Application Details	
Application ID	6921
Application Type	Single Disciplinary
A(i). Selected Grant	FRGS 2013-2
A(ii). Title Of Proposed Research Project*	Literature Review For MyGRANTS Manual
A(iii). Keyword*	Sample, Monitoring, Controls

**Figure 33: Application Details Tab**

On Application Details tab, you are required to fill in only **Title of Proposed Research** and **Keyword** fields. The information provided will be used as reference for other researchers to look up into relevant projects in the future.

**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.

## 11. Project Leader

Application Details	<b>Project Leader</b>	Research Information	Equipment & Material	Budget	Declaration	Appendix	Form Submission
<b>B. Details of Project Leader</b>							
B(i). Name		<a href="#">Demo Researcher Z</a>					
B(ii). Nationality		Malaysia					
B(iii). IC/Passport No.		801231109112					
B(iv). Position		Professor					
B(v). University		Al-Madinah International University (MEDIU)					
B(vi). Faculty/Centre		Faculty of Information Technology					
B(vii). Unit		Encryption Unit					
B(viii). Office Telephone No.		0123456789					
B(ix). Handphone No.							
B(x). E-mail Address		b@bcb.com					
B(xi). Date of first appointment with this University (tarikh lantikan)		11/07/2005					
B(xii). Type of Service (Permanent/Contract)		Permanent					

Figure 34: Project Leader Details

In this tab you would not be able to interact with any information, since all the details are gathered automatically by the system from your profile. Empty column indicates that you have not fill in the information yet. If you ever need to update your own profile, please click on the profile icon  on the top right bar of the page.

## 12. Research Information

Application Details	Project Leader	<b>Research Information</b>	Equipment & Material	Budget	Declaration	Appendix	Form Submission
<b>C. Research Information</b>							
C(i). Research Cluster* <input data-bbox="375 1234 399 1266" type="button" value="+"/>							
<b>Research Cluster</b>				<b>Sub Research Cluster</b>			
Information and Communication Technology				Information Security			
C(ii). Location of Research							
							<input data-bbox="1198 1402 1247 1434" type="button" value="Add"/>
<b>Location</b>							
Location 1				<input data-bbox="824 1476 849 1507" type="button" value="-"/> <input data-bbox="857 1476 898 1507" type="button" value="Edit"/>			
Location 2				<input data-bbox="824 1518 849 1549" type="button" value="-"/> <input data-bbox="857 1518 898 1549" type="button" value="Edit"/>			
C(iii). Duration of this research							
From*	2013	/	October				
To*	2016	/	September				
Duration	3 years						

Figure 35: 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:

- i. [Research Area](#)
- ii. [Location of Research](#)
- iii. [Duration of Research](#)
- iv. [Other Researchers](#)
- v. [Previous or Ongoing Research](#)
- vi. [Publications](#)
- vii. [Executive Summary](#)
- viii. [Detail Planning](#)

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

## Research Area



Figure 36: Selecting Research Area (1)

Every research has the own area or department. You are required to select only **one** research area which is corresponding to your research. To do so, just click on . A pop up window will appear with list of cluster selection.

Research Cluster selection

Research Cluster	Information and Communication Technology
Sub Research Cluster	<div style="border: 1px solid #ccc; padding: 2px;">           Computer Engineering            Computer Networking            Computer Science  <b>Information Security</b>            Multimedia         </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 37: Selecting Research Area (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.

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 Research Information tab.

C(i). Research Cluster* <input style="float: right;" type="button" value="+"/>	
Research Cluster	Sub Research Cluster
Information and Communication Technology	Information Security

**Figure 38: Selected Research Area (3)**

Your selection will appear in Research Area section as shown as in the Figure above.

### Location of the Research

C(ii). Location of Research

Location	-
Kuala Lumpur	<input type="button" value="-"/> <input type="button" value="Edit"/>
Putrajaya	<input type="button" value="-"/> <input type="button" value="Edit"/>

**Figure 39: Adding Research Location**

In order to add your location of research, type in the Location in the text box and click **Add**. Your added location will appear under the text box as shown in Figure above. You can edit the location again by clicking **Edit** button, or remove it by just clicking **-** button.

### Duration of Research

C(iii). Duration of this research

From*	2013 / January
To*	2014 / December
Duration	2 years

**Figure 40: Duration of Research**

In this section please select the start and end date of the proposed research. The duration will be automatically calculated by the system. **A research's duration should not be less than 1 year and not more than 3 years.** An error message will appear if you exceed the duration.

## Other Researchers

C(iv). Other Researchers  Register Researcher from Foreign University Register Government or Industry Partner

Researcher Id	Name	IC / Passport Number:	Faculty/ School/ Centre/ Unit	Academic Qualification/Designation	Invitation Status
---------------	------	-----------------------	-------------------------------	------------------------------------	-------------------

Figure 41: 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 42: 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			<b>1.</b> <input type="button" value="add"/>
	21123	Panel 4	Al-Madinah International University			<input type="button" value="add"/>

Figure 43: 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 44: 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.

C(iv). Other Researchers

Researcher Id	Name	IC / Passport Number:	Faculty/ School/ Centre/ Unit	Academic Qualification/Designation	Invitation Status	
10006	<a href="#">TestUser3</a>	1	Testing	Professor	Pending	<input type="button" value="-"/>

**Figure 45: Selected Researcher in Research Information Tab**

The figure above shows Project Member that has been selected for the program. Each of them will receive an invitation to join the program per e-mail. “**Invitation Status**” column indicates the current status of the invitation. Status is described as:

- *Pending* – Researcher has not accepted the invitation
- *Accepted* – Researcher has already accepted the invitation and joined the program
- *Rejected* – Researcher rejected your request

**\*\*NOTE:** All Project Members involved **must** accept the invitation before it can be submitted.

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

## Foreign/Government/Industry Co-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

C(iv). Other Researchers  Register Researcher from Foreign University Register Government or Industry Partner

Researcher Id	Name	IC / Passport Number:	Faculty/ School/ Centre/ Unit	Academic Qualification/Designation	Invitation Status	
10006	<a href="#">TestUser3</a>	1	Testing	Professor	Pending	<input type="button" value="-"/>

Figure 46: 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, click on **Register Foreign Researcher** next to the  button. 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	<a href="mailto:mhossainub@yahoo.com">mhossainub@yahoo.com</a>	<a href="#">MHossain.pdf</a>	<input type="button" value="Edit"/>
14863	Prof. Dr. Erry Y.T. Adesta	<a href="mailto:eadesta@iium.edu.my">eadesta@iium.edu.my</a>	<a href="#">CV Erry Yulian Triblas Adesta.pdf</a>	<input type="button" value="Edit"/>
15171	Arezou Shafaghath	<a href="mailto:arezou.shafaghath@gmail.com">arezou.shafaghath@gmail.com</a>	<a href="#">AREZOU SHAFAGHAT - CV.pdf</a>	<input type="button" value="Edit"/>

Figure 47: 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 48: Filling in Foreign Researcher's Information

After clicking the button, the panel 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**. After that, 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 as explained in previous topic before, [Other Researchers](#). Select any by choosing **Foreign Researcher** in [Researcher Selection](#) window.

## Register Industry/Government Partner

C(iv). Other Researchers  Register Researcher from Foreign University  **Register Government or Industry Partner**

Researcher Id	Name	IC / Passport Number:	Faculty/ School/ Centre/ Unit	Academic Qualification/Designation	Invitation Status	
10006	<a href="#">TestUser3</a>	1	Testing	Professor	Pending	

Figure 49: Register Industry Partner

You can also include Industry Partner to the project. Firstly, you need to add them to the system by clicking on **Register Government or Industry Partner**. Next a window will appear as shown in Figure on the next page.

 **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" value=""/>
Research Organization	<input type="text" value=""/>
H-Index	<input type="text"/>

1. Add Government/Industry Partner

*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	<a href="mailto:syahrulnizam@um.edu.my">syahrulnizam@um.edu.my</a>	<a href="#">CURRICULUM VITAE.pdf</a>	<input type="button" value="View"/>
14723	Dr. Kamarudin Samudng	<a href="mailto:ksamudin@nuclearmalaysia.gov.my">ksamudin@nuclearmalaysia.gov.my</a>	<a href="#">CV FRGS_Kamarudin.pdf</a>	<input type="button" value="View"/>

Figure 50: Adding Industry Partner

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" value=""/>
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 51: Filling in Industry Partner's Information

After clicking the button, the panel 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**. After that, 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 is the same as explained in previous topic before, [Other Researchers](#). Select any by choosing **Industry/Government Partner** in [Researcher Selection](#) window.

## Previous or Ongoing Research

C(v). Research projects that have been completed or ongoing by project leader for the last three years								
Include	Untick All	Title	Grant Name	Role	Status	Duration	Start Date	End Date
<input checked="" type="checkbox"/>		1. Another Copy of This is a sample monitoring application		Member	In Progress	3 years	01/10/2013	30/09/2016
<input checked="" type="checkbox"/>		Project 2	E-Science	Project Leader	Complete	1 year 7 months	10/07/2011	15/01/2013

Figure 52: List of Previous or Ongoing Projects

This section is **automatically filled** in by the system; it is based on the information provided from your Profile. Check your [Profile](#) if it is empty.

**\*\*NOTE:** If you do **not** wish to include specific projects for your application (due to irrelevancy), just **uncheck** the checkbox in the Figure above. Unselected projects would not be shown during application submission.

## Publications

C(vi). Academic publications that has been published by the project leader for the last five (5) years				
Include	Untick All	Title	Name of Journal	Year
<input checked="" type="checkbox"/>		Motoring Publication 1		2013
<input checked="" type="checkbox"/>	1.	Publication 2	Publication 2	2011
<input checked="" type="checkbox"/>		Publication 1	Publication 1	2010

Figure 53: List of Publications

This section is **automatically filled** in by the system; it is based on the information provided from your Profile. Check your [Profile](#) if it is empty.

**\*\*NOTE:** If you do **not** wish to include specific publications for your application (due to irrelevancy), just **uncheck** the checkbox in the Figure above. Unselected publications would not be shown during application submission.

## Executive Summary

### C(vii). Executive Summary of Research Proposal \*

(Please include the problem statement, objectives, research methodology, expected output/outcomes/implication, and significance of output from the research project)



300 words left

Figure 54: Executive Summary

Here you can provide problem statement, objectives, methodology, expected input/output/implication and significance of output from the research program. The information is only limited up to **300 words**.

## Detail Planning

In this section, the Detail Planning of your research is broken down into several parts. They are:

a) Research Background (**required**)

Provide your research background in this field. Please include Problem Statement, Hypothesis/Research Question, Literature Reviews and Relevance to Government Policy if any.

b) References (**required**)

Include your references regarding your research here.

c) Objectives of the Research (**required**)

Provide the objective of your research here.

d) Methodology (**required**)

This will be explained further in the next sub topic, [Methodology](#).

e) 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
- iii. Specific or Potential Applications
- iv. Number of PhD and Masters (by research) students
- v. Impact on Society, Economy and Nation

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

## Including 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.

## Uploading Pictures

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

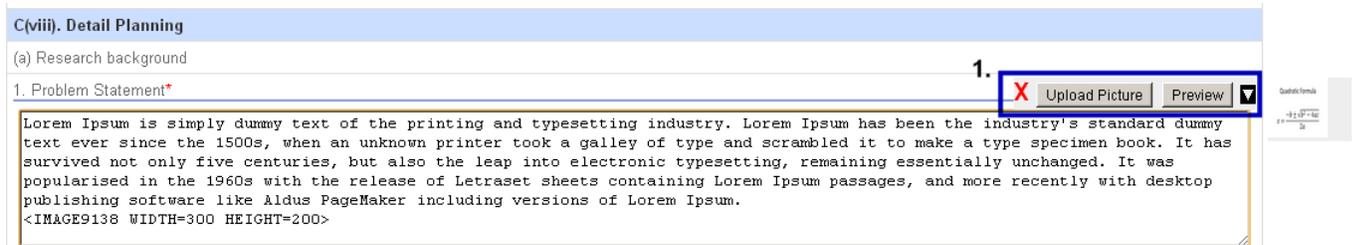


Figure 55: Uploading Images

2. Click on **Upload Picture** and a new window will appear.
3. Click on **Upload** to and select the images you want to upload.



Figure 56: Image Upload window ; 1. Upload, 2. List of Images Uploaded

4. 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.**

Upload Update **Select**

Image File Name	Width (px)	Height (px)	
Quadratic.formula.jpg	300	200	- Edit Select
chemical.jpg			- Edit Select

Figure 57: 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              Image

                                 Width              Height

Figure 58: Image Description

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

**C(viii). Detail Planning**

(a) Research background

1. Problem Statement\*

Upload Picture **Preview** **1.**

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 59: Previewing the text

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

(a) Research background

1. Problem Statement\*

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

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

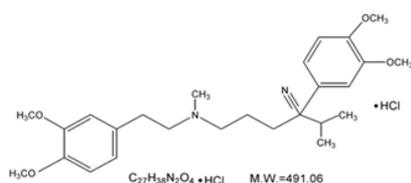


Figure 60: Text with Images

## Methodology

### 1. Description of Methodology\*

### 2. Flow Chart of Research Activities (Please enclose in the Appendix - if any)

### 3. Research Activities

Activity*	<input type="text"/>	
Start Date*	<input type="text"/> 	
End Date*	<input type="text"/> 	<input type="button" value="Add"/>

### 4. Milestones and Dates

Description*	<input type="text"/>	
Year/Month*	<input type="text" value="2013"/> / <input type="text" value="January"/>	<input type="button" value="Add"/>

Gantt Chart of Research Activities with Milestones

Figure 61: Methodology

This section is divided into 4 important parts such as:

### I. Description of Methodology

Provide the information of the methodology that you are going to implement or use during the whole duration of the research. This field is **required**.

### II. Flow Chart of Research Activities

If you have any flow chart of the research activities for this project, please attach it as Appendix. To do so, click on **Attach** button and upload the file. The file must be in **PDF** format and **should not exceed 4 MB**.

### III. Research Activities

3. Research Activities

Activity*	<input type="text"/>	
Start Date*	<input type="text"/> 	
End Date*	<input type="text"/> 	<input type="button" value="Add"/>

Activity	Start Date	End Date	-
collecting information	16/01/2013	31/01/2013	<input type="button" value="-"/> <input type="button" value="Edit"/>

Figure 62: Adding Research Activities

You can include every research activities by adding each of them in this section. Provide the activity description and its start and end date. Click on  when you are done adding one. Newly created activity will appear directly under the panel. You can edit the activity by clicking  or remove any of the activity by clicking . Research Activities is **required** for the Research Information.

**\*\*NOTE:** The system will check the date if it is valid for the duration of the program. If the date predates or exceeds the project duration, an error will appear.

#### IV. Milestones and Dates

##### 4. Milestones and Dates

Description*	<input type="text"/>	
Year/Month*	2013 / January	<input type="button" value="Add"/>
<b>Description</b>	<b>Date</b>	-
Phase 1	31/3/2013	<input type="button" value="-"/> <input type="button" value="Edit"/>

Figure 63: Adding Milestones

You can also add milestones to your project. Write in the description of the milestone and assign the month/year when it should occur. Click on  when you are done adding one. Newly created activity will appear directly under the panel. You can edit the activity by clicking  or remove any of the activity by clicking .

**\*\*NOTE:** The system will check the date if it is valid for the duration of the program. If the date exceeding the project duration, an error will appear.

After adding all the Research Activities and Milestones, a Gantt chart will be drawn based on the information provided by you. Here you will have a clear overview of your project timeline. Figure 23 displays a sample chart in the application.

Gantt Chart of Research Activities with Milestones

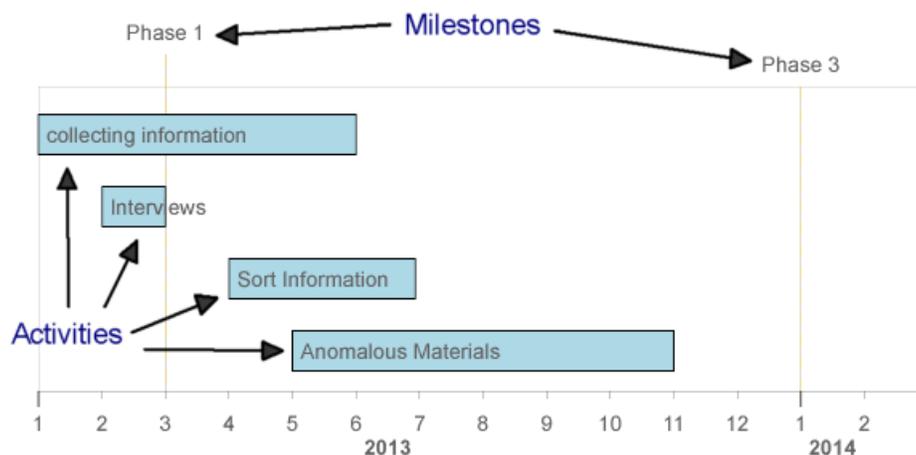


Figure 64: Gantt Chart of Project Research Activities and Milestones

**\*\*NOTE:** SVG is required to display the Gantt chart. If you do not have SVG installed in your computer, a download link will be provided. For more information visit [www.adobe.com](http://www.adobe.com)

### 13. Equipment and Material

D. Access to Equipment & Material					
Equipment					
Type	<input type="text"/>				
Description	<input type="text"/>				
Owner	<input type="text"/>				
Location	<input type="text"/>				
Address	<input type="text"/>				<input type="button" value="Add"/>
Selected Equipments					
Type	Description	Owner	Address	Location	-
Car	Transport to Research Location	Self	University	Kuala Lumpur	<input type="button" value="-"/> <input type="button" value="Edit"/>

Figure 65: Equipment and Material Tab

All equipment and material that will be utilized during the research should be included here. Write in the description of the equipment/material in the fields as shown in Figure above. Click on  when you are done adding one. Newly created equipment/material will appear directly under the panel. You can edit the activity by clicking  or remove any of the activity by clicking . Repeat the same step if you want to add more items.

## 14. Budget

E. Budget						
Budget Type	Description	Year 1	Year 2	Grand Total	-	
11000 - Salary and Wages	2 x Master students	30000	36000	66000	-	
<b>Sub-Total</b>		<b>30000</b>	<b>36000</b>	<b>(46.22%) 66000</b>		
21000 - Travelling and Transportation	Local	10000	30000	40000		
	Oversea	7500	10000	17500		
<b>Sub-Total</b>		<b>17500</b>	<b>40000</b>	<b>(40.27%) 57500</b>		
24000 - Rental	Wireless communication	1300	1200	2500	-	
<b>Sub-Total</b>		<b>1300</b>	<b>1200</b>	<b>(1.75%) 2500</b>		
27000 - Research Materials and Supplies	Consumable items such as printer	2500	1300	3800	-	
	Computer accessories	1500	1500	3000	-	
<b>Sub-Total</b>		<b>4000</b>	<b>2800</b>	<b>(4.76%) 6800</b>		

Figure 66: Budget Tab

Here you can provide the budget that will be used for the proposed project. Currently there are seven Budget Types:

- V11000 – Salary and Wages
- V21000 – Travelling and Transportation
- V24000 – Rental
- V27000 – Research Material and Supplies
- V28000 – Maintenance and Minor Repair Services
- V29000 – Professional Services
- V35000 – Accessories and Equipment

You can key in the value in the provided field. Click on  to add new description to the budget type. New description box will appear directly under the current sub types. You can remove any of the budgets by clicking  Repeat the same step if you want to add or delete more items.

The year column will be shown based on the duration that you have keyed in before in Research Information Tab.

For each sub budget type, the system will calculate the total sub budget type and show the percentage of the sub budget from the grand total budget. **If the sub budget exceeds the predefined allocation, the value will appear in red**, as shown in Figure above.

A single disciplinary grant is allowed up to **maximum budget** of the grant type. **If the grand total of budget exceeds this budget's value, it will also appear in red.**

## 15. Declaration

**F. Declaration\***

1. All information stated here are accurate, KPT and IPT has right to reject or to cancel the offer without prior notice if there is any inaccurate information given.

2. Application of this fundamental research is presented for the Fundamental Research Grant Scheme (FRGS).

3. Application of this fundamental research is also presented for the other research grant/s (grant's name and total amount)

Grant:	Select Grant	Grant Amount (RM):	
			<input type="button" value="Add"/>

Grant Name	Grant Source	Grant Amount(RM)	
Spiritual Grant	Al-Madinah International University	150000	<input type="button" value="edit"/> <input type="button" value="delete"/>
HELP Internal Grant	Kolej Universiti HELP	100000	<input type="button" value="edit"/> <input type="button" value="delete"/>

Figure 67: Declarations on Program

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

Option	Declaration
1 <i>(compulsory)</i>	All information stated here are accurate, KPT and IPT has right to reject or to cancel the offer without prior notice if there is any inaccurate information given.
2 <i>(compulsory)</i>	Application of this fundamental research is presented for the Fundamental Research Grant Scheme (FRGS).
3 <i>(optional)</i>	Application of this fundamental research is also presented for the other research grant/s (grant's name and total amount)

Should you select option 3, please include the grant information and its corresponding amount. Should the grant is not listed in the list, you can manually add them in. Refer to Adding

## 16. Appendix

Appendix			
Name: <input type="text"/>			Attach Appendix
↑ ↓	Appendix	Name	File Name
○	A	<input type="text"/>	<a href="#">FlowChart.pdf</a>

Figure 68: Uploading a File

Users can upload appendices in this section, click on **Attach Appendix**, and choose the desired file to upload it. The file must be in **PDF** format and **should not exceed 4 MB**. The enclosed file will appear directly under. You can name each appendix and sort it.

## 17. Form Submission

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

Figure 69: 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

## Managing Your Application

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

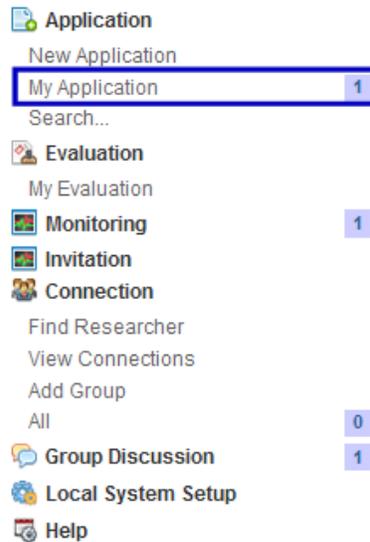


Figure 70: Shortcut Menu (My Application)

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 <a href="#">Show members</a>	Draft	  
Literature Review For MyGRANTS Manual Unsaved	FRGS 2013-2	Leader <a href="#">Show members</a>	Draft	  

Figure 71: 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.

## 18. Completed Application

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

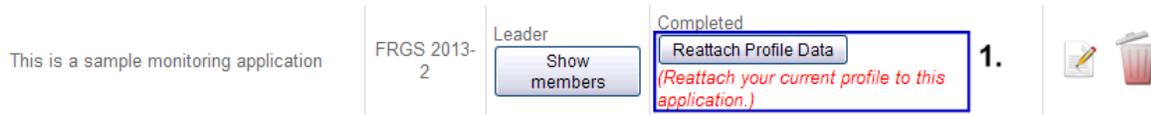
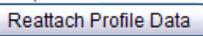


Figure 72: Completed Application

*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
<b>Account</b>								
ID	21660							
Image								
Full Name !	Demo Researcher 6							

Figure 73: Standard Profile Information

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

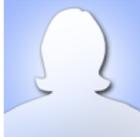
Profile In Application (6905)			
Account	Personal Info	Project	Publication
<b>Account</b>			
ID	21660		
Image			
Full Name	Demo Researcher 6		

Figure 74: Profile in Application

## 19. 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 <a href="#">Show members</a>	Please revise based on the comment made	3 <a href="#">Hide</a>	 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 75: 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*	<div style="border: 1px solid gray; padding: 5px;">Resubmission Demo</div>
<span style="color: red;">✘ Title does not conform with the subjects</span>	
A(iii). Keyword*	Resubmission Demo

Figure 76: 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:

The screenshot displays a web interface for providing feedback on a research proposal. At the top, there is a text area labeled "A(ii). Title Of Proposed Research Project\*" containing the text "This is a sample resubmission application edit". Below this, a feedback section is highlighted in grey. It contains a red error message: "Title does not portray the subject 1." followed by a text box labeled "Your feedback on the comment made by the panels.." with the number "2." next to it. Below that is another text box labeled "Your note on the changes.." with the number "3." next to it. At the bottom, there is a keyword field labeled "A(iii). Keyword\*" containing the text "Sample, Resubmission, Controls". Below the keyword field, another feedback section is highlighted in grey with a red error message: "Keyword is too general".

Figure 77: 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.**

## 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: **Submit** (dropdown menu)

Application Date: 27/05/2013

Preview

**Overall Remark**

✓ Please redo this proposal

Figure 78: 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**

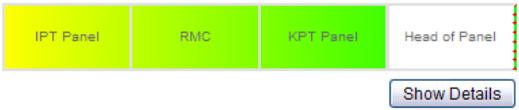
✓ **Duration**  
Duration has been changed accordingly

✓ **Other Researchers**  
New Co-researcher with better caliber added

Figure 79: Summary of Remarks

## 20. 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/CT0/MEDIU/01/1) Another Copy of This is a sample monitoring application	FRGS 2013-2	Member <a href="#">Show members</a>		 IPT Panel   RMC   KPT Panel   Head of Panel <a href="#">Show Details</a>	1	

**Figure 80: 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*

## 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.

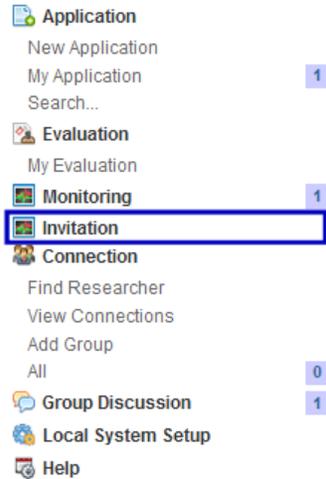


Figure 81: Invitation

 Invites

Title	Batch	Duration	Details	Accept/Decline
Application: <a href="#">Adaptive Mobile Web Services Discovery Model</a>	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: <a href="#">Web Communication and Mobile Service in Critical Sector Expansion and its future</a>	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.

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