

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

USER MANUAL

Application

Grants:

TRGS	

Revision History

Revision	Date	Comment
1.0	10 th January 2013	1 st Edition
1.1	14 th January 2013	Update on Executive Summary, Sub Project and Form Submission sections.
1.2	19 th April 2013	Update on screenshots and Sub Project Leader section added
1.3	20 th March 2014	Manual revised for TRGS application

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1. Introduction

The purpose of this manual is to help researcher on how to apply a Trans-Disciplinary Grant Scheme (TRGS).

1.1. Trans-Disciplinary Grant Scheme (TRGS)

A trans-disciplinary grant consists of at least **three (3)** sub projects with a Program Leader leading the program. Some basic requirements for TRGS application:

- a) Program leader is allowed to add one (1) sub project from other university.
- b) Two (2) sub project leaders must be Malaysian.
- c) Each sub project in a program must have different cluster from each other.
- d) Maximum ceiling for each application is RM 1,500,000. First year budget usage must not exceed 50% from the total budget applied.




For more information on TRGS, please refer to the guideline at the MyGRANTS Portal.

2. Login into MyGRANTS

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

<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

[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 1: 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. New Program Application

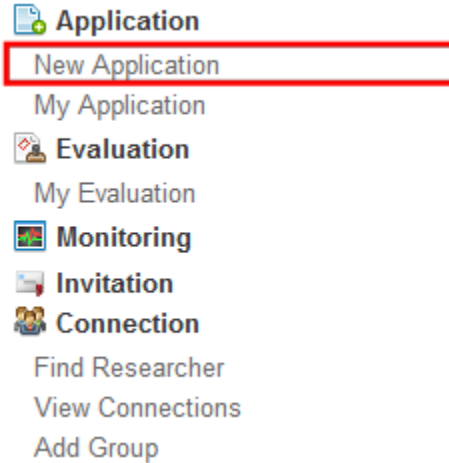


Figure 2: Shortcut Menu

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

Grant:	TRGS 2014-1	▼
		Proceed

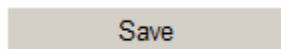
Figure 3: Grant Selection

On the New Application Screen, select one of the **Grant Batch**, and select **TRGS** as shown in Figure 4. Click **Proceed** to move onto the next step.

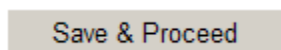
4. Program Details

In this section we will go through step by step on how to insert information regarding the program 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: Your application will be **auto saved** every 2 minutes. So no need to worry if you forgot to save your work!

4.1. Application Details

Application Details	Research Information	Sub Projects	Budget	Declaration	Appendix	Form Submission
A. Research Cluster						
Application ID	41384					
A(i). Research Cluster	Applied Science					
A(ii). Selected Grant	TRGS 2014-1					
A(iii). Keyword*						
B. Program Details						
B(i). Title Of Proposed Research*						
B(ii). Name of Program Leader	Azizan Hassan					
B(iii). IC/Passport No.	1					
B(iv). Position	Assoc. Prof./Sen. Lect.					
B(v). Faculty/Centre/Unit/University	TESTING					

Figure 4: Application Details Tab

On this page, please select your research area in regards with your research. **Keyword** and **Title of Proposed Research** are mandatory fields that need to be filled in. This information is necessary so other researcher can look up relevant projects in the future.

4.2. Research Information

Application Details	Research Information	Sub Projects	Budget	Declaration	Appendix	Form Submission
C. Duration of Research						
From*	2013					
To*	2015					
Duration	3 years					
D. Objective (s) of the Research *						
This is a exemplary demonstration						
E. 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)						
This is a exemplary demonstration						

Figure 5: Research Information

The next step is to provide information regarding the research. There are 3 required fields that need to be filled in:

- **Duration of Research**

The duration of the research program is fixed for **three (3)** years.

- **Objective(s) Of The Research**

Write in the objective of the program in this field.

- **Executive Summary Of Research Proposal**

Here you can provide problem statement, objectives, methodology, expected input/output/implication and significance of output from the research program. If you have **any images, charts or drawings to support the proposal**, please attach them as Appendix in [Appendix Tab.](#)

4.3. Sub Projects

Application Details | Research Information | **Sub Projects** | Budget | Declaration | Appendix | Form Submission

F. Lists of Sub Projects + ← Click here to add sub projects

Program leader is also a project leader.

G. Connection amongst Sub Projects

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Figure 6 : Sub Projects

Here the Program Leader will be able to select at least **3 sub projects** to be included into the program. Click on + to add sub projects to the program. A window of selection as shown in the next figure will pop up for the user to select sub projects.

Researcher selection

Search by

Id Name

University

Department

Groups

Research Area

Sub Research Area

search

Clear

Figure 7 : 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 Researcher Selection as in Figure 8. Click on the **Add** button on the right side of researcher list to include them in the program.

Picture	ID	Name	ResearchOrg Name	Department Name	Position	Cluster	Add
	21102	Demo Researcher	Al-Madinah International University		Professor	Pure Science>Biochemistry,Pure Science>Chemistry,Pure Science>Physic	<input type="button" value="add"/>
	21103	Demo Researcher 2	Al-Madinah International University		Professor	Pure and Applied Science>Biochemistry,Pure and Applied Science>Chemistry,Pure and Applied Science>Mathematics and Statistics	<input type="button" value="add"/>

Figure 8 : 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	Position	Cluster	remove
	21101	Panel 2	Al-Madinah International University		Professor	Information and Communication Technology>Computer Engineering,Information and Communication Technology>Computer Networking,Information and Communication Technology>Infrastructure and Transportation	<input type="button" value="remove"/>

Figure 9 : Selected Researcher for the Program

Click **OK** when you are done with the selection.

****NOTE:** *The researchers that have been selected as Sub Project Leader should fill in the information regarding their project. **Sub Project Leader must include all the details about their project similar as single disciplinary grant application.** This information will appear in sub project tab as clickable icon.*

The selection that you have made before will be shown in sub projects tab.

1. 

Sub-Project 2 Title: Sub Project 2				
Research Area: Information and Communication Technology				
Membership	Field	Faculty/School/Centre/Unit	Invitation Status	
Leader: Panel 3	Information and Communication Technology>Computer Networking,Information and Communication Technology>Multimedia,Information and Communication Technology>Software and Information System		Accepted	



Sub-Project 3 Title:				
Research Area:				
Membership	Field	Faculty/School/Centre/Unit	Invitation Status	
Leader: Panel 4	Applied Science>Computer Science,Information and Communication Technology>Computer Engineering		Pending	

Figure 10: Added Sub Projects

In this tab, you would not be able to interact with any sub projects information since all the information is gathered from selected sub projects. Click on document icon  to view the sub project.

****NOTE:** *If the icon is not available, probably the corresponding Sub Project Leader has not completed their submission, therefore no information will be shown.*

The figure above shows Sub Project Leaders that have 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 Leaders involved **must** accept the project before it can be submitted.*

In the event that you need to remove any sub projects in your program, just click on – button on the most right column.


Explanation/comments on relationship amongst Sub Projects can be written down inside **Connection amongst Sub Projects** field if necessary.

4.3.1. Adding own project into the program

The Program Leader is also able to add his/her project into the program, **if Program Leader is also the Project Leader**. Just tick on the checkbox “**Program Leader is also a Project Leader.**” The project will appear in the list of sub projects.

F. Lists of Sub Projects

Program leader is also a project leader. **1.**

Sub-Project 1 Title: Sub Project 1 

Research Area: Information and Communication Technology

Membership	Field	Faculty/School/Centre/Unit	Invitation Status	
Leader: Panel 2	Information and Communication Technology>Computer Engineering,Information and Communication Technology>Computer Networking,Information and Communication Technology>Infrastructure and Transportation		Accepted	<input type="button" value="-"/>

Figure 11: Checkbox option

4.4. Budget

You would not be able to interact with any information in this tab, since all the information are gathered from previously selected sub projects and calculated automatically by the system.

****NOTE:** *If the tab is empty, probably one or more Project Leaders have not completed their submission, therefore no information will be shown.*

4.5. Declaration

I. Declaration*

1. All information stated here are accurate, KPM 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)

Figure 12: Declarations on Program

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

4.6. Appendix

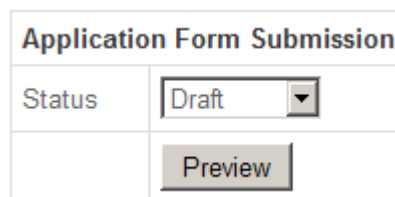


Appendix	
Name:	<input type="text"/>
<input type="button" value="Attach Appendix"/>	

Figure 13: Uploading Attachment

Users can upload appendices in this section, click on **Attach Appendix**, and choose the desired file to upload it. Each file must be in **PDF** format and **should not exceed 4 MB**.

4.7. Form Submission



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

Figure 14: 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

The system will check on the invitation status of sub project leaders and sub projects' status. In order to change the status to Complete, please make sure:

- All invitation have been accepted by all sub project leaders
- All sub projects' status are marked as Complete
- Your Profile is already verified by the RMC
- All required fields (marked with *****) are filled in

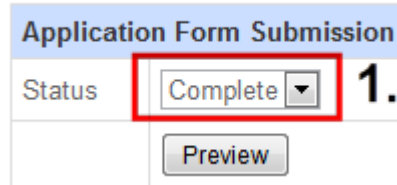
If these conditions are not met, the system would not submit the application for evaluation at all.

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. This Preview can be either printed or saved in PDF format.

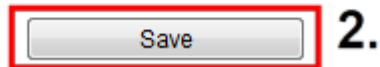
4.7.1. Submitting Your Application

In order to submit your application, please do the following:

1. In Form Submission tab, change the Status from **Draft** to **Complete**.
2. Click Save at the bottom of the page.



The screenshot shows a form titled "Application Form Submission". The "Status" field is a dropdown menu currently set to "Complete", which is highlighted with a red box and a "1." next to it. Below the status field is a "Preview" button.



The screenshot shows a "Save" button highlighted with a red box and a "2." next to it.

Figure 15: Submitting your application

3. Should your application **passed all the validation**, a message such as in the Figure below will appear informing that your application is ready for your university's research unit (RMC) collection.

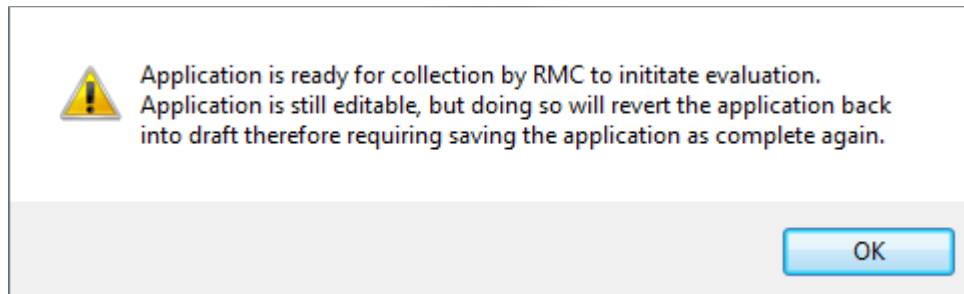


Figure 16: Application Submitted

5. Sub Project Leader

If you are invited as a subproject leader in a trans-disciplinary program, you will receive an invitation request through email. To accept the invitation, log in into your account and accept the invitation (Can be found in **Application → Invitation**).



Title	Batch	Duration	Details	Accept/Decline
Trans-disciplinary Application: Sample	TRGS Draft	01/01/2014 till 31/12/2016	 Qayyum has invited you to the research program.	<input type="button" value="Accept"/> <input type="button" value="Decline"/>

Figure 17: Invitation to Join Research Program

Click on **Accept** to join the research program.

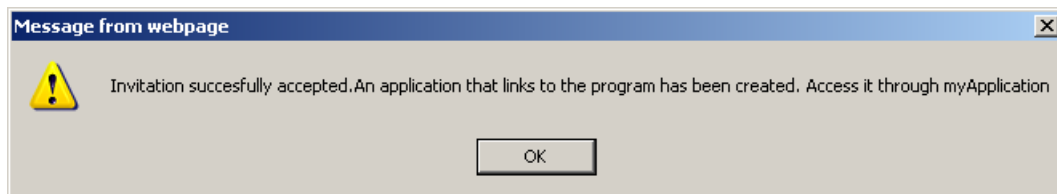


Figure 18: Confirmation on Invitation

You will receive a notification such as in the Figure above. A new application which links to the program is created upon confirmation. To access the newly created application, go to **Application → My Application**.



Sub-Project: Sample Sub Project 1	TRGS Draft	Leader <input type="button" value="Show members"/>	Draft	
Program: Sample	TRGS Draft	Member <input type="button" value="Show members"/>	Draft	

Figure 19: Newly Created Subproject

Sub-Project form is actually similar to FRGS application. For information regarding single disciplinary application, please refer to the application manual provided in the MyGRANTS website.

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