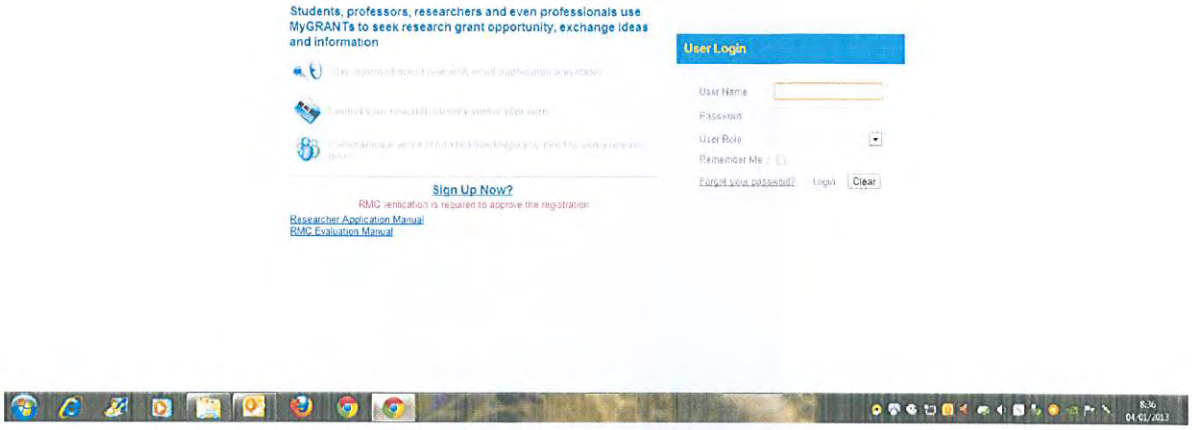
MyGRANTs User Manual - Application

Malaysian Greater Research Network System (MYGRANTs)

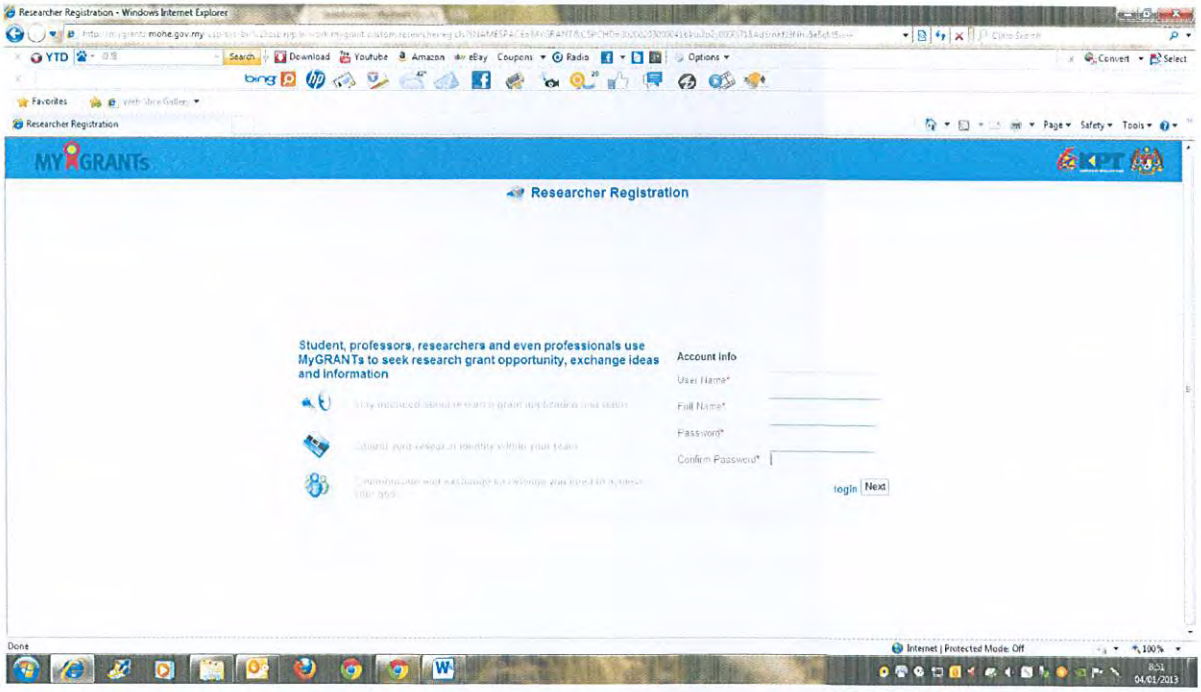
MYGRANTS: RESEARCHER MANUAL

Step 1: Researcher Registration

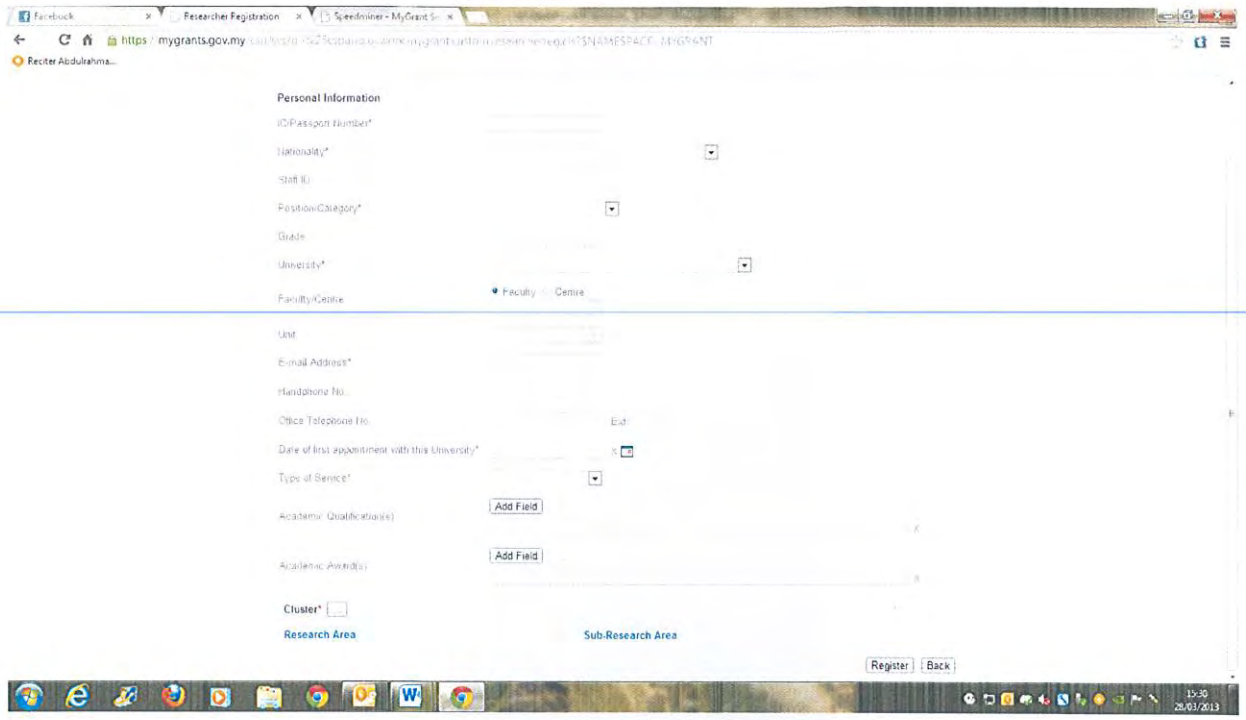
1. Please open your browser (preferable IE, Chrome or Safari. Firefox is under testing), then enter URL: *mygrants.gov.my*



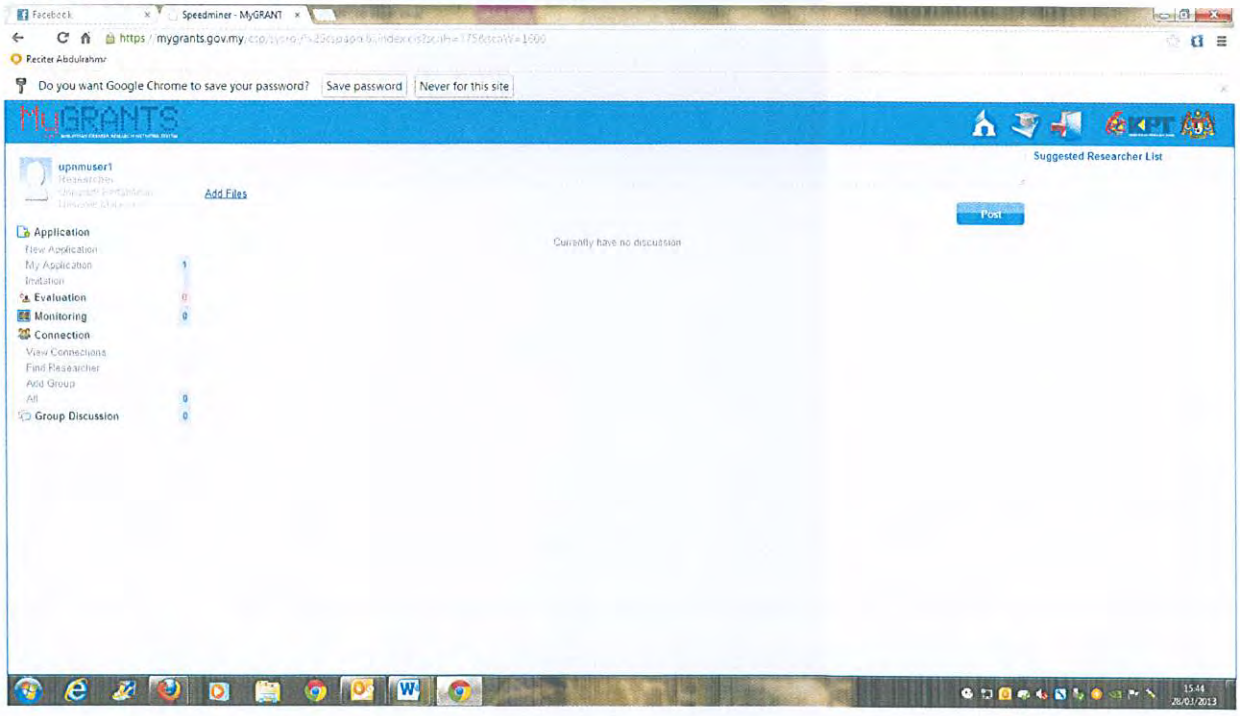
2. At login page, click **Sign Up Now** and enter your Username, Fullname and Password and Confirmed Password. Then press **Next** button to login.



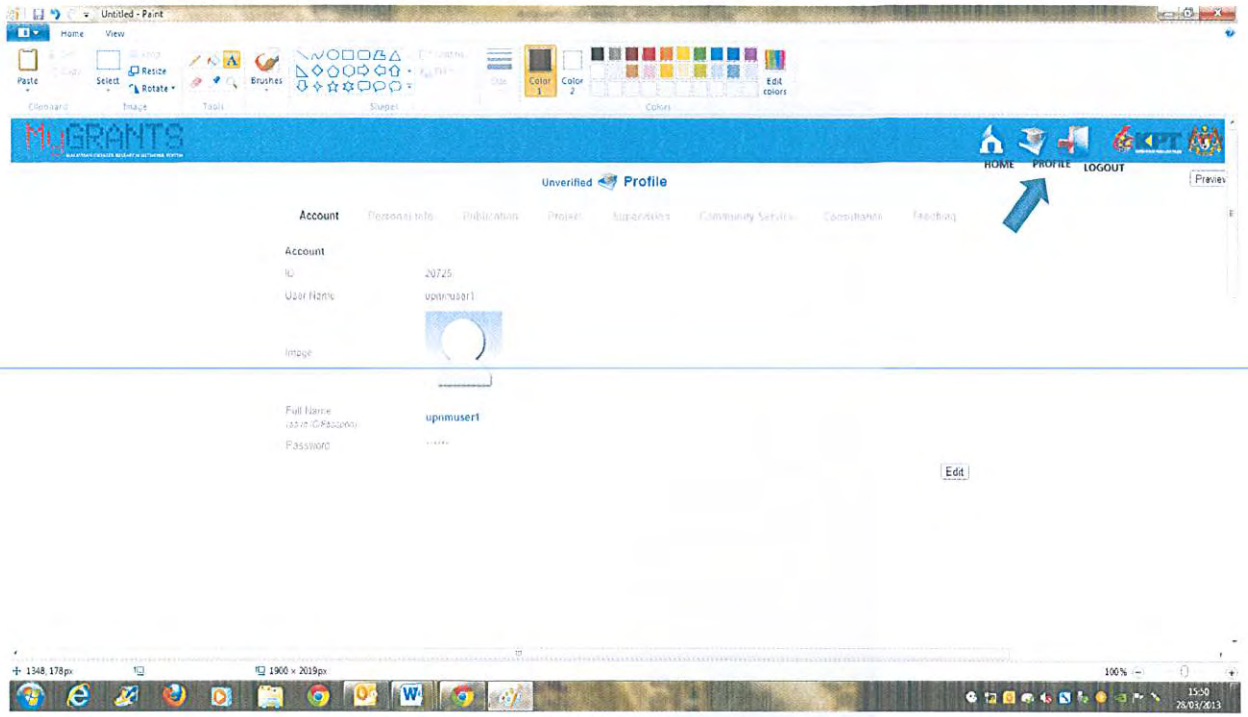
3. Please fill up your personal information for the Researcher Registration. Next, click **Register** button and the RMC will get a notification email to activate your account.



4. Once your account is activated, you can login at *mygrants.gov.my* by entering your username and password, then press TAB button. Your default role (i.e Researcher) will be displayed and login button will be enabled. Press the **ENTER** button or click on the **Login** button to Login.



5. On the right upper side, click Profile icon to enter researcher profile. This profile will represent your current curriculum vitae.



MYGRANTs KPT

Researcher Registration

Personal Information

IC/Passport Number*	
Nationality*	
Position*	
Grade	
University*	
Faculty/Centre	Faculty Centre
Unit	
E-mail Address*	
Handphone No.	
Office Telephone No.	Ext:
Date of first appointment with this University*	x
Type of Service*	
Academic Qualification (s)	Add Field x
Academic Award(s)	Add Field x

Cluster* Edit

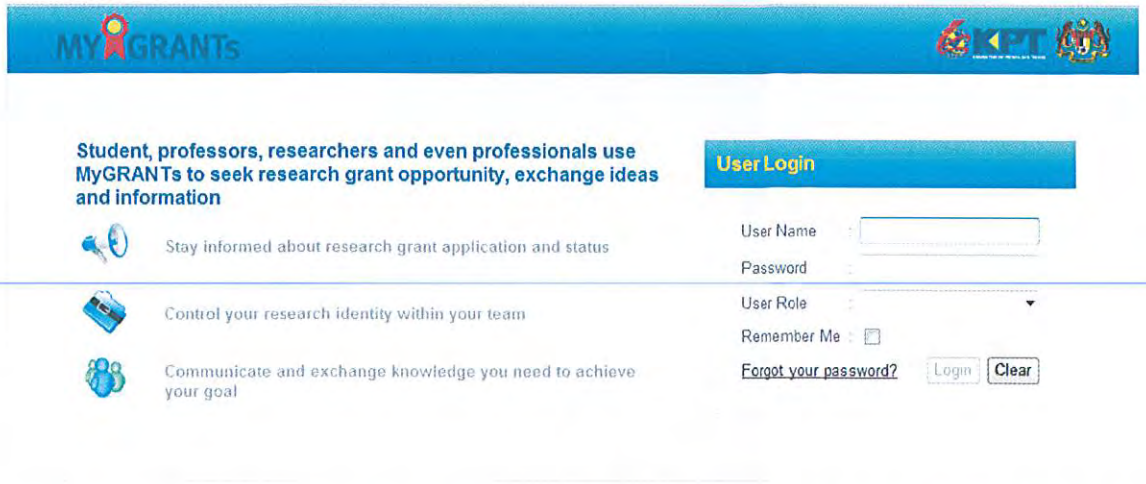
Research Area	Sub-Research Area

Register Back

Step 1: Login

Please open your browser (preferable IE, Chrome or Safari. Firefox is under testing), enter URL:

http://mygrants.mohe.gov.my



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.

Step 2 : Applying For a New Grant

Select "**New Application**" from the left side short cut bar.

On the New Application Screen, choose the **"Grant Batch",** and select **"Single-disciplinary"**, currently MyGRANTs does not support "Trans-disciplinary", this feature will be added in the future.

Step 3 : Filling in the Details

There are multiple tabs of information to fill in, and this manual will guide you through one by one.

Step 3.A : Application Details

The 1st tab is **"Application Details"**, the notable field is **"Keyword"**, this field is required to be filled in so it is easier for people to search for relevant projects in the future.

Step 3.B: Project Leader

Input is not required in this tab, as all information will be pulled from the user's profile data.

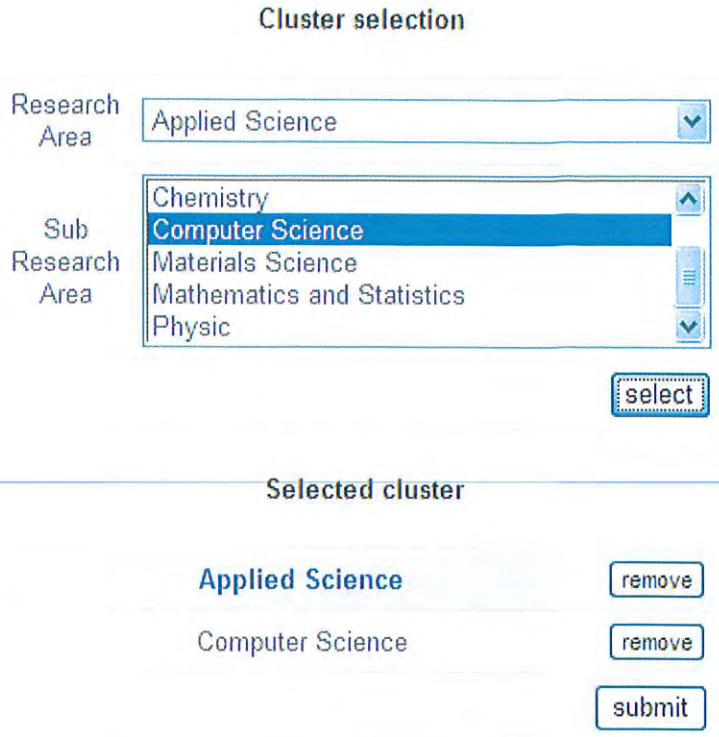
Step 3.C: Research Information

Most information required in this tab is fairly straightforward, this manual will guide users through the more unique data fields:

Step 3.C.(i): Research Area

To choose a research area, click on the "+" button:

A new window will pop up, and User will be able to choose the main **Research Area**, and choose the relevant **Sub Research Area**. Click on **Submit** to close the window.

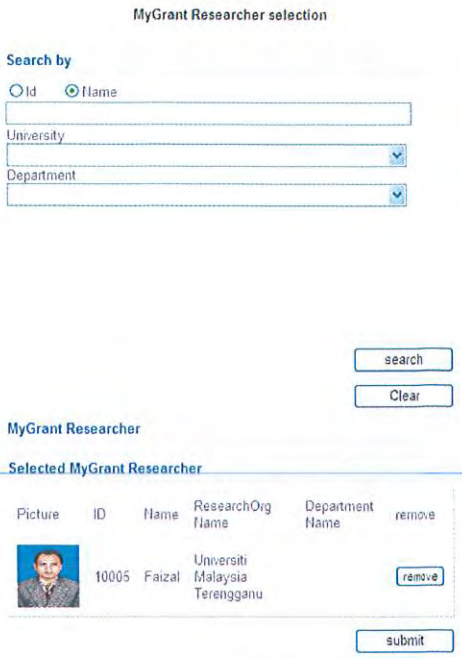


The selected cluster will now appear in **"Research Area"**.

Step 3.C.(iv): Other Researchers

To add additional researchers into this project, click on the "+" button.

A new window will pop up, allowing users to choose which Researcher to add into the project, users are also remove existing members. Users can search for other researchers by directly entering their name/id, or search through university and department. Once modification is done, click on the **Submit** button.



By doing so, an invitation to join this project will be sent to all related Researchers, if the invited researcher have accepted this invitation, the invitation status will show **"Accepted"**, whereas if he/she rejected it will show **"Rejected"**. **All members involved must have accepted the project before it can be submitted.**

C(iv). Other Researchers

Researcher Id	Name	Invitation Status
10004	fam kai cheng	Pending
10012	ghazali abdullah	Pending

Step 3.C.(viii): Detail Planning – Research Activities and Milestones

Below is a part within the section C(viii) Detail Planning. Users will key in the relevant information required, and press the **"+"** button to add the Research Activity/Milestone.

3. Gantt Chart of Research Activities

Activity* Checking on Prototype

Start Date* 11/12/2012

End Date* 26/12/2012 +

Entered Gantt Chart of Research Activities

Activity	Start Date	End Date	-

4. Milestones and Dates

Description* Completion of Phase 1

Year/Month* 2014 / February +

Below Picture shows the Research Activity/Milestone has been added after the "+" button is pressed.

3. Gantt Chart of Research Activities

Activity*

Start Date*

End Date* +

Entered Gantt Chart of Research Activities

Activity	Start Date	End Date	-
Checking on Prototype	11/12/2012	26/12/2012	-

4. Milestones and Dates

Description*

Year/Month* / +

Entered Milestones and Dates

Description	Date	-
Completion of Phase 1	28/2/2014	-

Step 3.D : Access to Equipment & Material

Key in the relevant information for equipment/material used and press the "+" button to add it. This can be done multiple times.

D. Access to Equipment & Material

Equipment

Type

Description

Owner

Location

Address [+]

Selected Equipments

Step 3.E : Budget

There are seven sub sections for Budget : V11000, V21000, V24000, V27000, V28000, V29000, V35000. Use can key in the relevant values, and add in a description. Multiple sub types can be added for each budget type by pressing the "+" button in the relevant budget type.

E. Budget

Budget Type		Description	Year 1	Year 2	Year 3	Grand Total	-
11000 - Salary and Wages	+	Salary for 3 UnderGrad student	10000	10000	10000	30000	-
		Salary for PostGrad Student	4000	4000	4000	12000	-
Sub-Total			14000	14000	14000	42000	
21000 - Travelling and Transportation	+					0	-
Sub-Total			0	0	0	0	
24000 - Rental	+					0	-
Sub-Total			0	0	0	0	
27000 - Research Materials and Supplies	+					0	-
Sub-Total			0	0	0	0	
28000 - Maintenance and Minor Repair Services	+					0	-

Step 3.F : Declaration

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

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 Fundemental Research Grant Scheme (FRGS).
- ☐ 3. Application of this fundamental research is also presented for the other reasearch grant/s (grant's name and total amount)

Step 3.G : Appendix

Users can upload appendixes in this section, click on **"Add Appendix"**, and choose the desired file to upload it.

Appendix

Name: [ ] Add Appendix

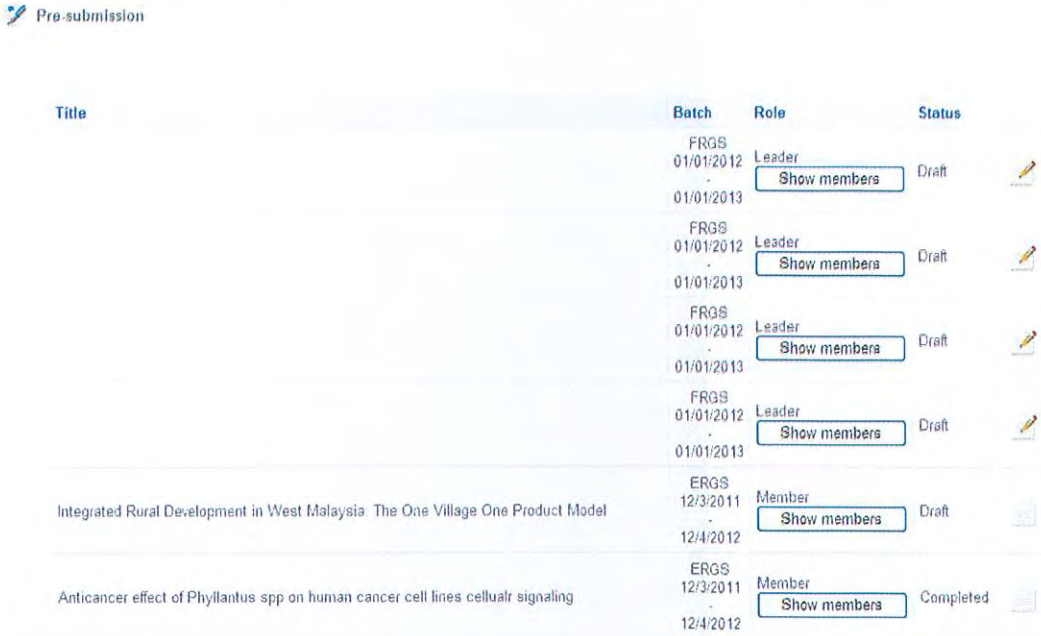
Step 3.H : Form Submission

Here User can select the **status** of this application, either it is in **"Draft"**, or is **"Complete"**, user can also click on the **"Preview"** button to open a new window that shows all of the information that has been keyed in.

Application Form Submission

Status	Draft
	Preview

Step 4 : Checking the Status of Applications Created

Users can check all their current applications by clicking the **"My Application"** tab on the short cut bar.

Here Users can view all their current applications and status and change it accordingly.