MALAYSIAN GREATER RESEARCH NETWORK SYSTEM
(MyGRANTS)

USER MANUAL

Evaluation

Revision History

Revision	Date	Comment
1.0	16th May 2013	1st Edition

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1. Introduction

The purpose of this manual is to help panels on how to evaluate a grant proposal.

2. Login into MyGRANTS

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

www.mygrants.gov.my/

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. Becoming an Evaluator

Panel will receive an invitation from RMC to become a panel under certain group assigned by the RMC. An email will be sent to notify you that you have been selected as a panel.

Greetings,

You have been invited by the following institute to serve as an IPT Evaluation Panel:

IPT	Group	Evaluation Period
Al-Madinah International University	Pure Science	15/06/2013 to 18/06/2013

During this evaluation period, you are expected to evaluate the grant applications assigned to you.

Kindly click on the link below to login to MyGRANTS and respond to this invitation ASAP. Please click on "Invitation" at the left panel of the home page to go to the Invitation page.

Figure 2: Invitation Email as Panel

Log in into your account and click on **Invitation** under Application menu. The invitation could be viewed here.
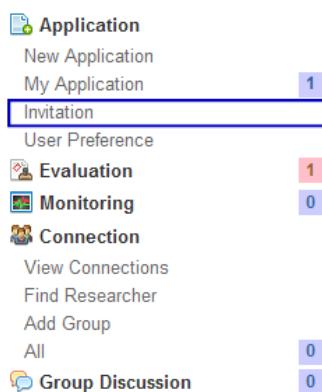
Figure 3: Invitation Menu

Title	Batch	Duration	Details	Accept/Decline
RMC Panel: Technology And IT	1	15/06/2013 till 18/06/2013	You have been invited to join the RMC panel.	Accept Decline

Figure 4: Invitation Request

Click on **Accept** to confirm the invitation and become a panel.

4. Evaluation List

In this section we will go through step by step on how to view proposal that awaiting your evaluation.

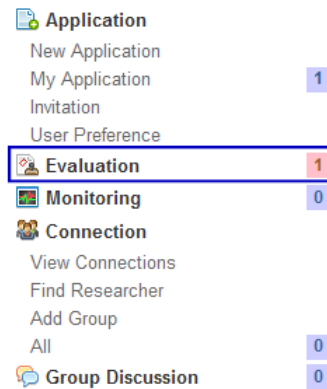To view proposal for evaluation, click on **Evaluation** on the left pane menu.

Figure 5: Evaluation Menu

You should be able to see list of proposals to be evaluated if RMC already assigned the application for you.

Figure 6: Evaluation List & History

To begin evaluation, click on the icon to view and comments on the proposal.

You can also view previous evaluation that you have made before under **Evaluation History**. Some of the proposals are still editable even after you submit it, if RMC has not collected your evaluation yet.

5. Evaluation

You will be presented with Summary of Assessment form for the evaluation. Please refer to the image below:

1. **Project Title & Project Leader** – Click on either of the link to view the proposal and the profile of the project leader.
2. **View/Comment On Proposal** – Click to view and comment the proposal
3. **Main Criteria** – All main criteria have grey background, clicking on it will show you the selected criteria in the proposal. Each criterion is bound to one decision, either good or bad.
4. **Comment box** – Comments made in the proposal will be reflected in this box. You can also type in directly into it to comment on the criteria.

You are highly encouraged to comment directly in the proposal itself. To do this just click **View/Comment on Proposal** and the proposal will appear.

5.1. Commenting a Proposal

The proposal for instance should look like in the figure below:

Figure 8: Comment on Proposal

1. To start commenting click on the callout icon **(1)** and type in your comment in the field provided.

2. After writing the comment, please decide if the commented item is good or bad by clicking the respective icon **(2)**. (✖ → bad, ✔ → good)

3. Click on **Save** to save your evaluation.

NOTE: Your evaluation will be **auto saved** every 2 minutes. So no need to worry if you forgot to save your work!

After commenting the proposal, certain comments will be reflected back in the Summary of Assessment form.

You can also view all the comments made under **Overall Remark** tab.

Figure 9: Overall Remark

5.2. Summary of Assessment

As mentioned before, certain comments will be reflected back in the Summary of Assessment form.

Figure 10: Part of Summary of Assessment Form

The comment that you have made will be shown in comment box based on the criteria. However after commenting the proposal, you will need to determine each main and sub criteria good or bad by checking the appropriate radio field. (✖ → Bad, ✔ → Good)

Figure 11: Recommended Funding

You can also evaluate the funding proposed in the proposal. This section can be found under Recommended Funding.

5.3.   Recommendation

After completing the Summary of Assessment form, you will need to recommend the proposal. You can only select one from the 4 options provided.

- Recommended
- Highly Recommended
- Not Recommended (Reason is required)
- Resubmission (Reason is required)

To submit Recommended and Highly Recommended proposal, **all main criteria must be mark as good**. (✔)

Figure 12: Recommendation

Click on **Save** to save the evaluation or if you are done evaluating the proposal, you can click on **Submit** to send it back to RMC.

Submitted evaluation form is editable if:

- RMC has not collected your evaluation form
- RMC has reverted back the proposal for panel evaluation once again

Submitted evaluation can be opened from the **Evaluation History**.

6. List of Figures