MALAYSIAN GREATER RESEARCH NETWORK SYSTEM
(MyGRANTS)

USER MANUAL

Revision & Agreement

RMC

Revision History

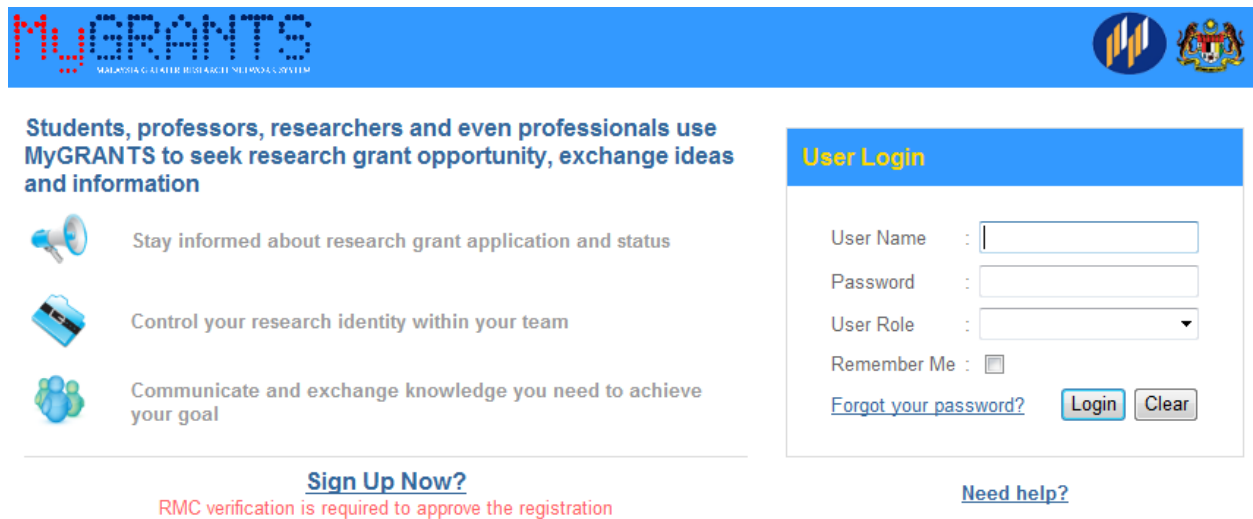| Revision	Date	Comment
1.0	26th November 2013	1st Edition
1.1	27th November 2013	Comparison Feature

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1.   Introduction

After results of the application have been announced, researchers have the option to revise the proposal based on the comments given. The revised proposal will be assessed by the research management center/institute/department (RMC) before submitting it to the Ministry.

The purpose of this manual is to guide research management center/institute/department (RMC) on using the Revision Module.

2.   Login into MyGRANTS

Please open your browser (preferable IE, Chrome or Safari), and enter the URL: **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.   Revision Process

Revised proposal is assessed through 2 stages, firstly RMC and then by the KPM. Once RMC releases the result to the researcher, the system will automatically trigger the revision process. The system will categorized each approved proposal into 3 groups:

a) Proposal **without any budget changes and comments** – Researcher will *only be able to accept the agreement* and submit to RMC.
b) Proposal **with only budget changes only** – Researcher will be able to *revise his/her proposal and accept the agreement*, and then finally submit to RMC.
c) Proposal **with comments only** – Researcher will be able to *revise his/her proposal and accept the agreement*, and then finally submit to RMC.

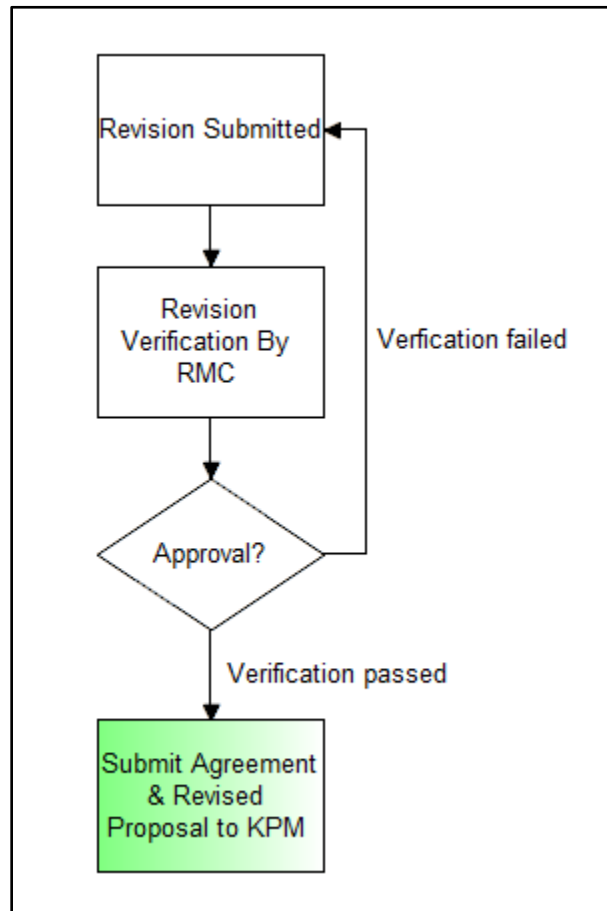The figure below shows the Revision process in MyGRANTS.

Figure 2: MyGRANTS Revision Process

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4. Application Progress

Once logged in, click on the Evaluation section at the left panel menu. Then browse to Application Progress to view status of application submitted under your university.
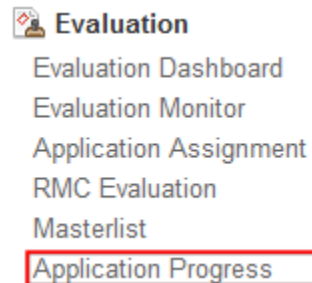

Figure 3: Accessing Application Progress

After that the Application Page will open as for instance in the Figure below:

Figure 4: Application Progress Page

Details on the page:

i. **Announce Result** – Clicking this icon will release the application result to the researcher. Researcher will be notified through email and their My Application page will be updated with the current result.
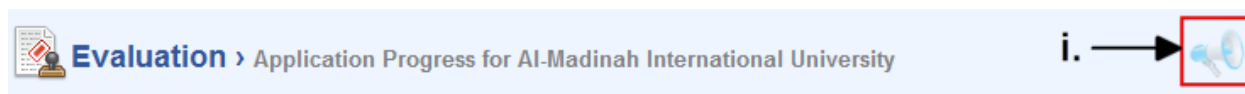

Figure 5: Announce Result

ii. **Application Filter** – Filters are provided to narrow down the application display list. Application can be filtered by batch, research area, sub research area, status and type.

Figure 6: Application Filter

iii. **Progress Tab** – All application progress can be tracked here. Legend is provided to help you understand the application status.

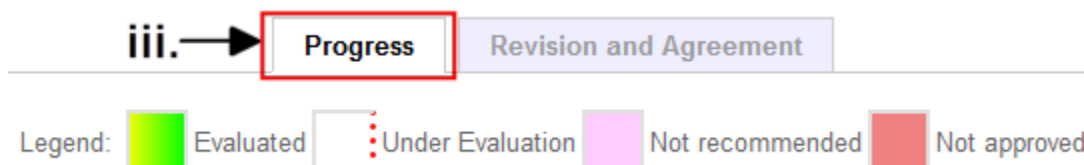Figure 7: Progress Tab

iv. **Revision and Agreement Tab** – All revised application can be tracked under this tab. Legend is provided to help you understand the revision status.
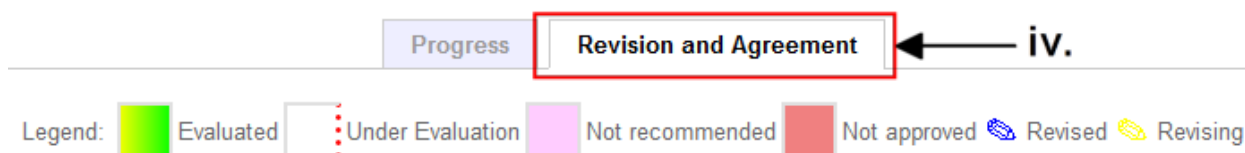

Figure 8: Revision and Agreement Tab

v. **Application Progress Detail** – The table under the legend lists out all the applications together with the status.

Figure 9: Application Progress Detail (1)

Click on the will show the progress detail, and should the result has been announced, remark will be shown too.
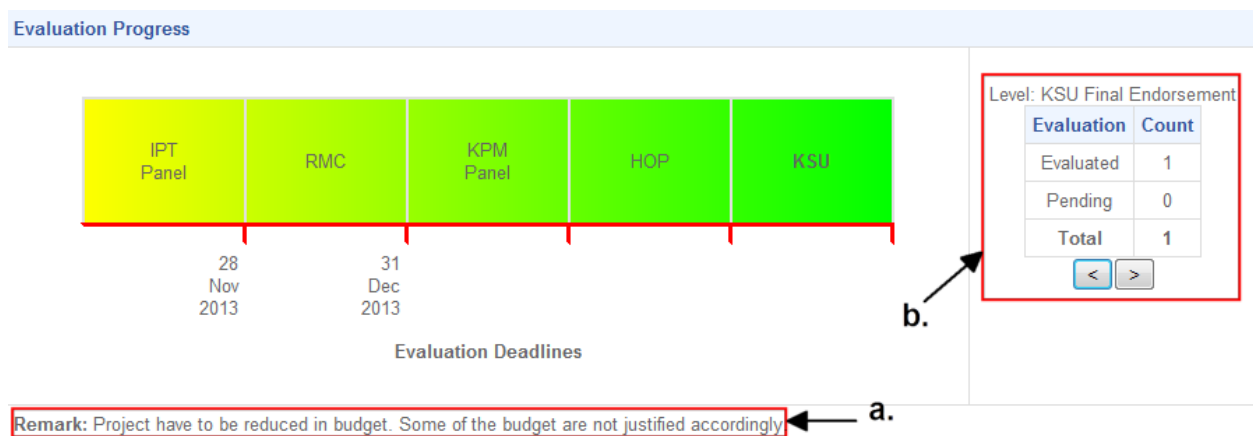

Figure 10: Application Progress Detail (2)

a. **Remark** – Remark shown is based on the level of application. For example, if the application is approved at KPM level, remark shown is provided by the KPM.

b. **Evaluation Count** – Shows the current evaluation count of each evaluation stage. Click left or right arrow to view other stages.

vi. **Revision Progress Detail** – Shows the revision progress of approved applications, together with the budget and remarks made by the Ministry. The bar in the Agreement Stages column shows the revision status.

No	Project Leader	Project Title	Cluster	Sub Cluster	Approved Budget (RM)	Current Proposed Budget (RM)	Remark	Agreement Stages
1	Demo User 10	FRGS/2/2013/SG01/MEDIU/02/1 Sample Application for Revision after Approval and Monitoring	Applied Science	Chemistry	82,000	140,000	Project have to be reduced in budget. Some of the budget are not justified accordingly.	Researcher RMC KPM

Figure 11: Revision Progress Details

5. Verifying Revisions

As the researchers submit the revision, the changes can be accessed under Revision Progress tab.

Figure 12: Submitted Revision

Submitted revision is displayed as in the Figure above. Information on the revision:

i. **Budget** – Should the *Current Proposed Budget* is not tally with the *Approved Budget*, it would mean that the researcher has not made the budget changes accordingly.

ii. **Evaluation & Agreement** – RMC is able to view and comment the changes by clicking .

To view and accept the agreement, click on .

5.1. View and Comment on Revision

To view the changes made by the researcher, please do the following:
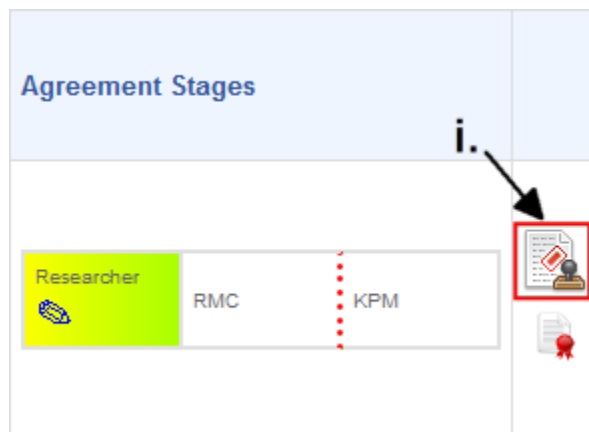
1. Click ![icon] to open the revised proposal.

Figure 13: Opening Revised Proposal

2. A new window will open, and show the details of the revised proposal. Commenting a proposal can be done by clicking **View/Comment on Proposal** and a new window will pop up. Please refer the figure below.

3. To start commenting click on the callout icon 💬 **(1)** and type in your comment in the field provided.
4. After writing the comment, please decide if the commented item is good or bad by clicking the respective icon.**(2)** (✖→ bad, ✔→ good)
5. Click on **Save** to save your comments.
6. You can also view all the comments made under **Overall Remark** tab.

Figure 14: Overall Remark

7. Should you want to print out the revised proposal (for the purpose safekeeping or manual submission), click to hide the comment. Then you can print it or save it in *pdf*-format.

Figure 15: Print/Save Revision

5.2. Side-by-Side Application Comparison

This feature is very useful for users to compare 2 proposals (i.e. latest and previous version) in a single window. To access this feature, please do the following:

1. Click to open the revised proposal.

2. Once the proposal is already opened, click on to open side-by-side comparison. The icon is located on the top right of the proposal page.

Figure 16: Accessing Comparison feature

3. A new window will appear as in the Figure below. Proposals are arranged side-by-side. Any new changes in either one of the proposal will be highlighted.

Figure 17: Comparing Two Versions of Proposal

4. In this mode, you will only able to comment on Budget and Overall Remark tab. Scroll to the section to do so. Click Save after done commenting the application.

Figure 18: Commenting in Comparison Mode

5.3. Approve/Decline Revision

To approve or reject a revision, please do the following:

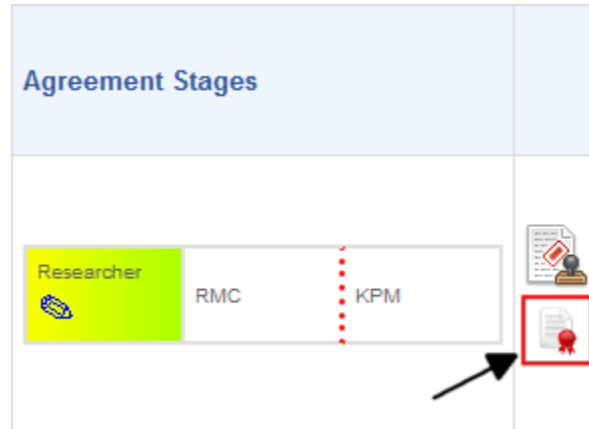1. Click ![icon] to open the agreement.

Figure 19: Accessing Agreement

2. Read through the agreement, and then select the decision at the bottom of the agreement page accordingly.

   a. **Yes** – This will finalized the proposal and agreement. No more changes can be made after this point.

   b. **No** – The revision will be sent back to researcher for another round of revision. Comments made by RMC will be shown together with the proposal.

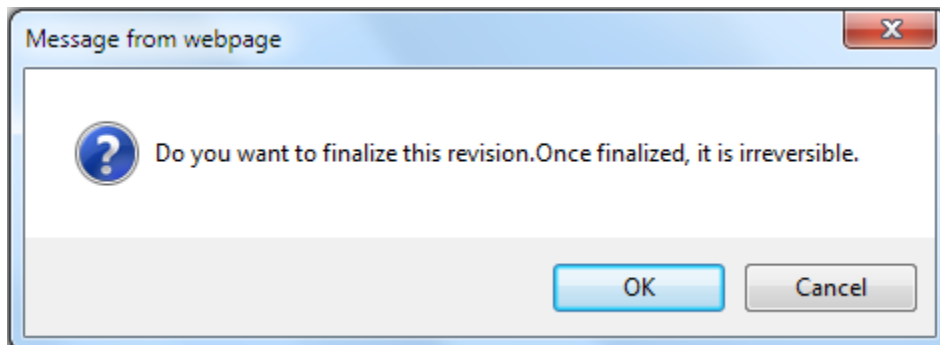A message box will appear to prompt you after you select any one of the decision. Click OK to proceed.

Figure 20: Agreement Confirmation

3. To print out the agreement, click on the respective icon on the top right of the agreement page.

Figure 21: Print/Save as PDF

6. List of Figures