MALAYSIAN GREATER RESEARCH NETWORK SYSTEM
(MyGRANTS)

USER MANUAL

RMC
(Research Management Center)

Revision History

Revision	Date	Comment
1.0	15th January 2013	1st Edition
1.1	7th February 2013	Update on content arrangement
1.2	16th May 2013	• Screenshot update • Subsection Evaluation Summary added • My Evaluation section removed • Added RMC Admin Evaluation • Added RMC Accounts

Table of Contents

1. Introduction

The purpose of this user manual is to guide especially RMC (Research Management Center) in order for them to manage grant applications effectively. The flow diagram below shows a general process for RMC.
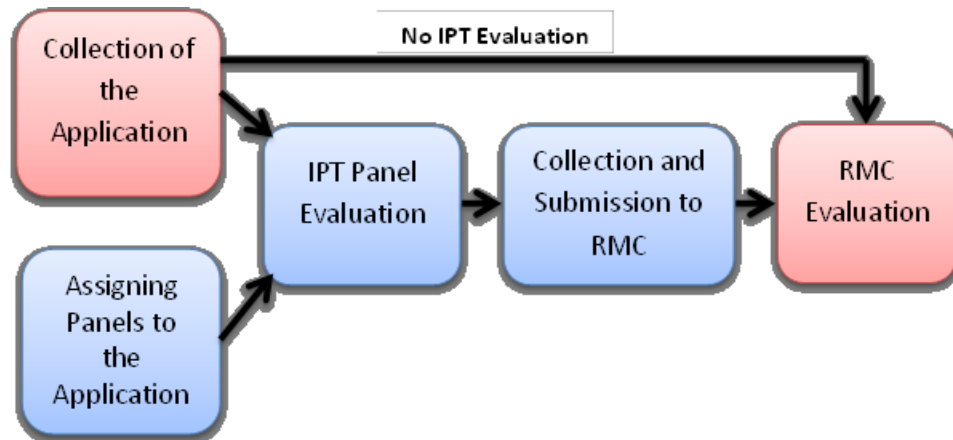

Figure 1: General Process for RMC

2. Login into MyGRANTS

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

Figure 2: Login into MyGRANTS

At login page, enter your username and password, then press the **TAB** button. Your default Role will be displayed (*RMC*) and Login button will be enabled. Press the **ENTER** button or click on the **Login** button to login.
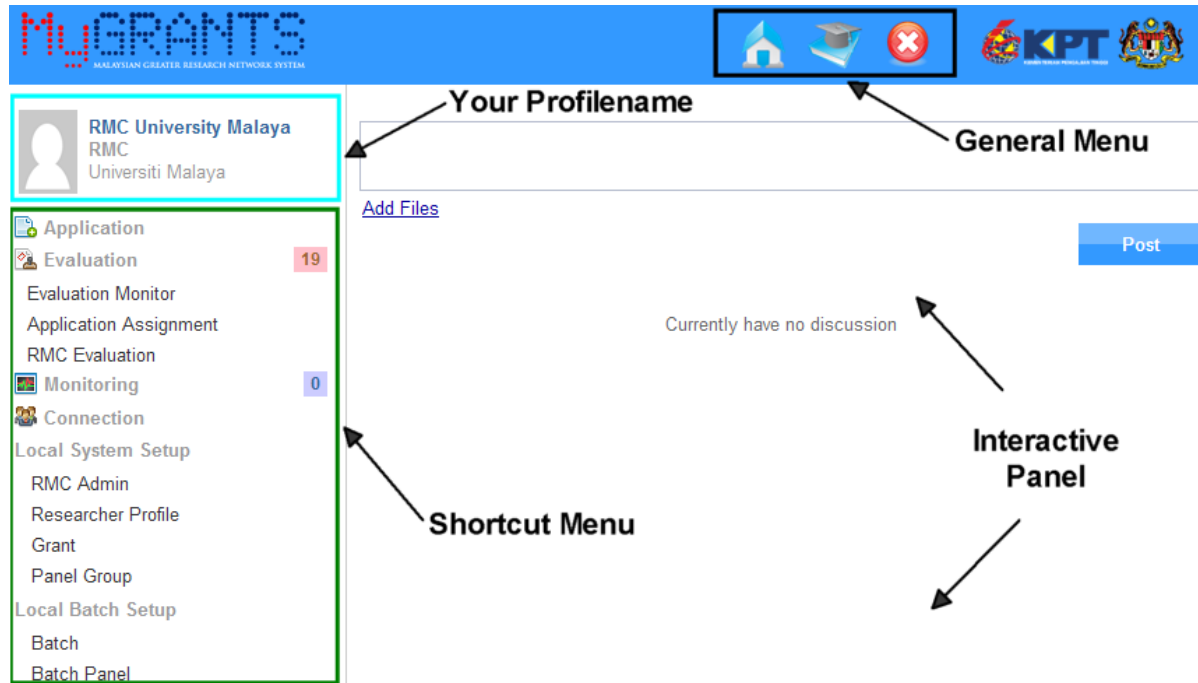
3. Overview of RMC User Interface

The user interface is divided into 4 sections as shown in Figure above. Here you can interact such as viewing application, editing batch panels, configuring grant batch and etc.

- **Profile Name** – Here your profile's name, your role and the institution that you are belonging in are shown here.
- **General Menu** – Home, Profile and Logout buttons.
- **Shortcut Menu** – At left of the interface, a shortcut menu with various selections is located here. You can click on any one of it to jump to desired section.
- **Interactive Panel** – By default this panel will appear as discussion panel. If you click on any shortcut links in the shortcut menu, this panel will change into respective section accordingly.

4.   System Setup

In this chapter, we will discuss on how to configure your grant setup based on your university needs.

4.1.   Grant

Research Organization: Al-Madinah International University

Grant	Evaluation
ERGS	☐ IPT Panel Evaluation ☐ RMC Admin Evaluation
FRGS	**1.** ☐ IPT Panel Evaluation ☐ RMC Admin Evaluation
GSP	☐ IPT Panel Evaluation ☐ RMC Admin Evaluation
LRGS	☐ IPT Panel Evaluation ☐ RMC Admin Evaluation
PRGS	☐ IPT Panel Evaluation ☐ RMC Admin Evaluation
RAGS	☐ IPT Panel Evaluation ☐ RMC Admin Evaluation

2.

Use Researcher Group:	☐ Yes/No
Researcher Group Name:	

Save

Figure 4: Grant Setup

In this section, you will be able to set up if your university will be using online evaluation system or not.

To setup your grant for evaluation, go to **Local System Setup → Grant**.

There are 2 types of evaluator that can take part in evaluation process.

- **IPT Panel Evaluation (1)** – This panel is mainly consists of the researchers selected as panel for evaluation process in university level. This type of evaluation will check on technical side of the application.
- **RMC Admin Evaluation (2)** – If you have RMC personnel that will check on the application's content such as format, completeness of the application and others, select this option.

Note: *You can also skip the IPT-level evaluation (in case you are doing the evaluation manually**) by leaving both checkboxes empty*

You can also create a Researcher Group so you can cluster/group the researcher into specific groups. This feature when activated will appear in Application search filter in Application Assignment and also in the researcher's profile under Personal Info.

Figure 5: Research Group in Profile

Click on **Save** to save on the changes that you have made.

4.2.   Batch

You can set up deadlines for the grant and also manage panels for grant batch. To access this, click on **Local Batch Setup** on the left pane.

Figure 6: Local Batch Setup

In this section, you can set up deadlines for each grant batch. Under Batch, you should be presented with the Figure below:

Figure 7: Batch Setup

Creating a New Batch for Your Organization

To create deadlines for a grant batch, please follow the procedure below:

1.   Select the **Batch**
2.   Fill in all the dates:
    a.   IPT Panel Evaluation Date
    b.   Resubmission Start/End Date
    c.   RMC Evaluation Start Date
3.   Check **Hide Recommendation from RMC** if you do not want to show the result of RMC Evaluation to the applicant.

4. Type in number of **Minimum IPT Panel**. (Please follow the KPT guideline)

5. Click on **Add Evaluation**

Note: *If your university does not go through MyGRANTS online evaluation, you just need to enter the RMC Evaluation Start Date only*

Your newly created batch will be displayed in the Batch List under Batch Setup.

		Batch List					
No	Batch	IPT Panel Evaluation Start Date	Resubmission Start Date	Resubmission End Date	RMC Evaluation Start Date	Hide Recommendation From RMC	
1	FRGS 22/04/2013 - 19/06/2013	15/06/2013	16/05/2013	17/05/2013	18/06/2013	Yes	Remove

Figure 8: Batch List

If you ever need to change the date of any stage, just click on the batch in the table. Then you need to enter the new date as same step as described above and click on **Update**.

4.3. Batch Panel

Figure 9: Panel Management

Under this section, you will be able to manage the groups and the panels of each group. The left side pane will show a group summary for the selected batch. Brief information of number of panel for each group is shown as Figure above. To manage groups, please refer to Panel Group.

To view members of a group, select one group by clicking on the radio button in the Select column. A list of member will appear on the right side pane. You can invite panels to join the group by clicking on **Add Panel**. Each panel is displayed with status which indicates their invitation status such as:

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

Confirmed panels will appear in Application Assignment in <u>Evaluation</u> section.

4.4.   Panel Group

Figure 10: Panel Group

For each grant type, you can create groups so you can cluster the evaluator panels which belong to specific department or faculty. The Figure above, for example, shows groups that have been created for FRGS grant.
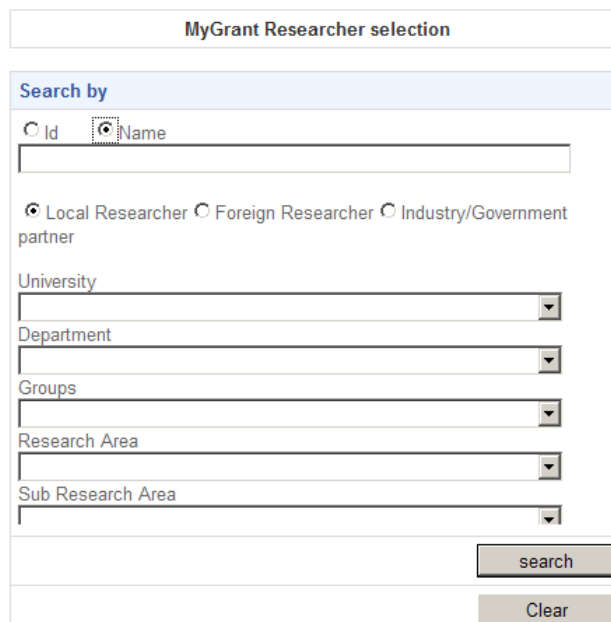
In order to create a group, first select the grant type from the dropdown box first. Then give the group a name and its description. Finally click on the **Add Group** to add the newly created group.

You can edit the available group by clicking on **Edit** or remove it by clicking **Remove**.

Note: *You can also manage the groups in the <u>Batch Panel</u> under Local Batch Setup, which will be explained later in the next chapter.*

4.5. Adding Panels

You can invite panels to join the group by clicking on **Add Panel.** A window will be displayed as Figure below:

Figure 11: Panel 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 below. Click on the **Add** button on the right side of researcher list to include them in the program.

Figure 12: Search Result

Selected researcher will be shown at the bottom of the window. You can remove the researcher by just clicking the **Remove** button.

**NOTE: Panels that have been selected before will not appear in search result.

Figure 13: Selected Panels

Click **OK** when you are done with the selection. The selection that you have made before will be shown in Group Details pane. The new added panel will received an invitation through email and will be set as *Pending* in the Group Details Pane.
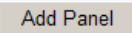
No.	Panel	Assign Date	Status	Response Date	Add Panel
1	Panel 3	15/05/2013	Confirmed	15/05/2013	Remove
2	Panel 4	16/05/2013	Confirmed	16/05/2013	Remove
3	Demo Researcher 3	16/05/2013	Pending		Remove

Figure 14: Newly added Panel

NOTE: Panels that are eligible to be selected for evaluation process **must have at least Assistant Professor/Senior Lecturer position and above. The Add Panel button would not allow you to add Lecturer as a Panel.
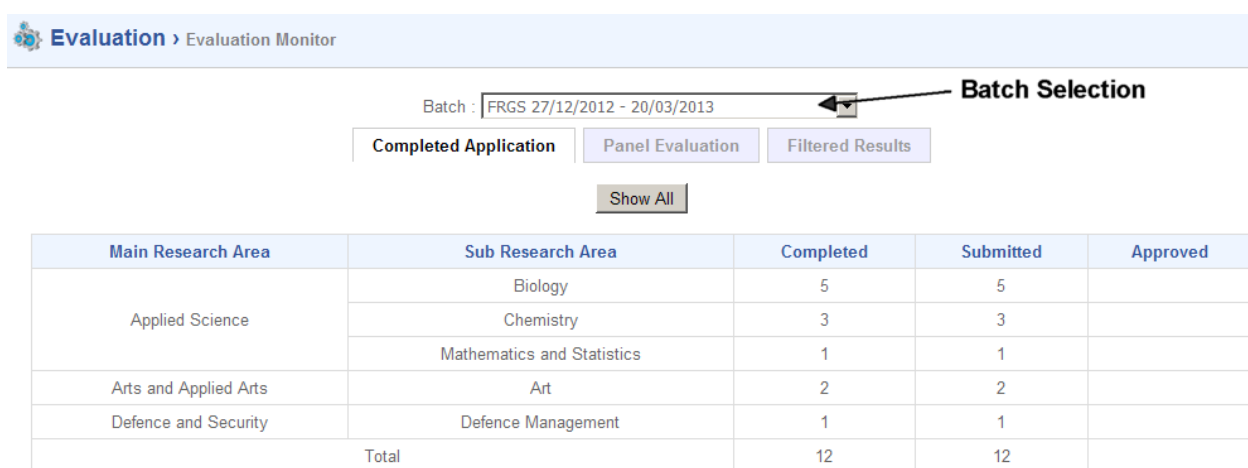
5.   Evaluation

In this section you will learn how to monitor current application, managing evaluators/panels for applications, and evaluate the proposal.

5.1.   Evaluation Monitor

In this section you will be able to monitor all the incoming applications such as application and evaluation status.

5.1.1. Completed Application

Figure 15: Completed Application Tab

In Completed Application, a summary list of completed application (Application that been sent for the first time) is shown here. As per Figure above, applications are divided into its research area and sub research area. Explanation of the columns:

- **Completed** – Applications that have been saved as Complete for collection to the RMC
- **Submitted** – Applications that have been collected by RMC for panel evaluation
- **Approved** – Applications for approval at the Ministry level (not relevant for RMC)

You can click on each row to view applications belong to the group. Once you click one of them, result will be shown in Filtered Results tab.

Figure 16: Application Collection Status

You can view each application by just clicking the application title.

In order for an application to be evaluated by panels, you will need to collect it first via Collection Status. To collect an application, just click on **Submit (1)** button. Collected application, marked as ✓ will appear in the Application Assignment section later.

You can also collect all the applications simultaneously by clicking **Collect All Applications (2)** at the bottom of the list.

5.1.2. Panel Evaluation

Main Research Area	Sub Research Area	Submitted	Assigned	Fully Evaluated
Applied Science	Materials Science	1	1	0
Information and Communication Technology	Computer Engineering	1	1	0
	Infrastructure and Transportation	1	1	1
Total		3	3	1

Figure 17: Panel Evaluation Monitor

In Panel Evaluation tab, a summary list of application for panel evaluation will be shown here. As per Figure above, applications are divided into its research area and sub research area. Explanation of the columns:

- **Submitted** – Applications that have been collected by RMC for evaluation
- **Assigned** – Applications that have been assigned to panels
- **Fully Evaluated** – Applications that have been fully evaluated by the panels and ready for submission to the RMC level

You can click on each row to view applications belong to the group. Once you click one of them, result will be shown in Filtered Results tab.

Figure 18: Panel Evaluation Status

In the Figure above shows list of applications for panel evaluation. Each column is described as below:

- **Panels** – Number of panels assigned to evaluate the application
- **Evaluated** – Number of panels that have already evaluated the application
- **Resubmission Request** – Number of resubmission for this application
- **Collection** – Status of the application:
  - ![Collect] - Collect this application for RMC evaluation
  - ✔ - Application that has been collected
  - Empty – Not yet evaluated

Whenever you click on panels columns, a pop up window will appear showing an **Evaluation Summary** of the application.

A fully evaluated application will be highlighted with green color.

You can also collect all the applications simultaneously by clicking **Collect Listed Fully Evaluation Applications for RMC Evaluation** at the bottom of the list. Collected application will be forwarded to RMC for next stage evaluation.

5.1.3. Evaluation Summary

Figure 19: Evaluation Summary

As a RMC you can view all evaluation of every version of proposal that have been made. To access the summary, just click the Panels column in Panel Evaluation tab.

- **Application Version (1)** – Select which application which you want to view. Higher the version means more resubmissions have been done.
- **View All Evaluator Comments (2)** – Comments that have been made on the application are listed here.
- **Summary of Evaluation (3)** – A short summary of the evaluation from each panel is listed here.

  Click on the ⬜ icon to view the Summary of Assessment form.

5.2.   Application Assignment

In this section, this manual will teach you on how to assign panels and RMC Admin to the submitted proposal before it is send out for evaluation.

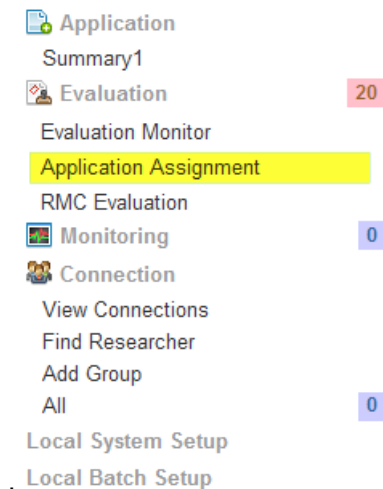Click on **Application Assignment** under Evaluation in Shortcut menu in the left pane

Figure 20: Application Assignment

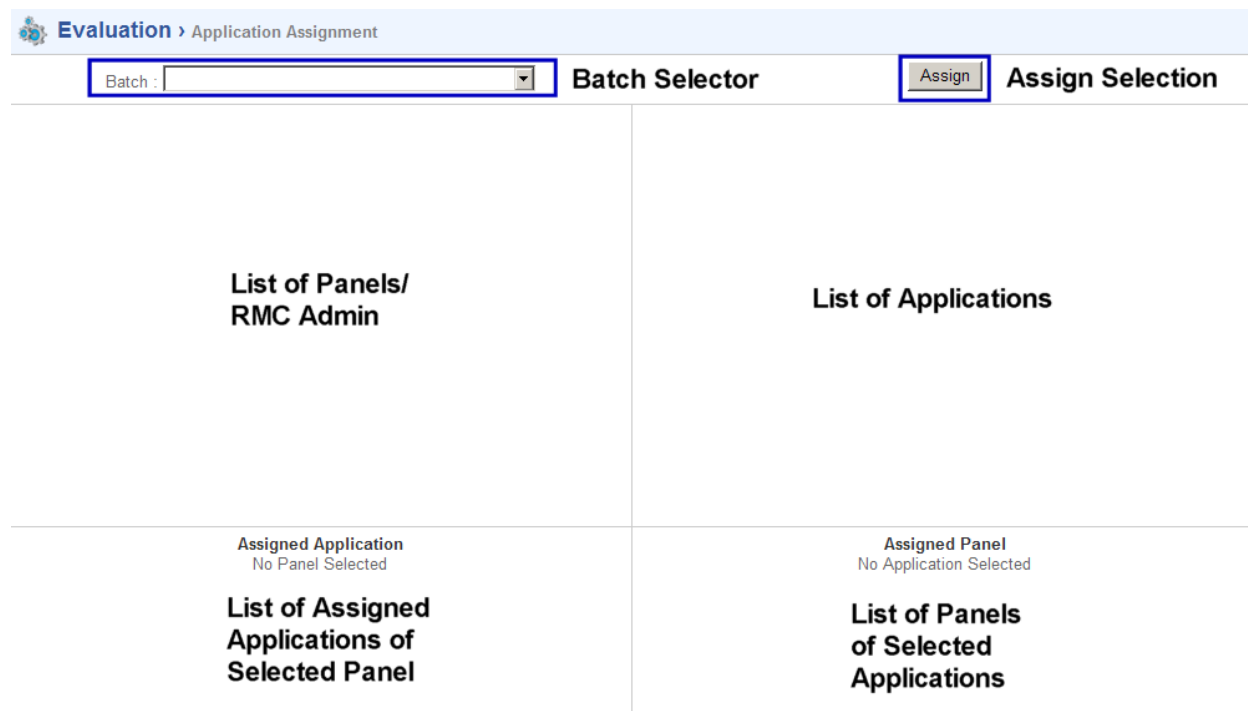The interactive pane will change into the Figure as shown below:

Figure 21: Application Assignment Pane

As you can see, the pane is divided into 4 frames:

    a) List of Panels/RMC Admin

    b) List of Applications

    c) List of Assigned Applications of Selected Panel

    d) List of Panels of Selected Applications

To start assigning panels / RMC Admin for applications evaluation, click on the **Batch** dropdown menu to select the corresponding grant batch that you want to assign for. After selecting a grant batch, the Application Assignment pane should appear as in the Figure below:

Figure 22: Panel Selection

The Panel Selection frame **(1)** will list all the panels that have been assigned to this grant batch. Every panel is grouped to their corresponding research area. On each research area, a total count of panels and application assigned to this group is shown.

When you clicked on the group, a list of Panel will appear directly under. A number on each panel's name indicates the total number of application has been assigned until now. A group of Content Evaluation Panel is listed at the bottom of the group.

To set up evaluator groups, it is already discussed before in the previous chapter, Panel Groups.

Figure 23: Panel Selection Pane

1. *Group Name*
2. *Total panels and applications for the group*
3. *List of Panels and assigned application*
4. *RMC Admin list and assigned application*

Whenever you click on the Panel's name, the frame below will show a list of assigned applications for his evaluation. The list will show all the applications (not limited to the current Research Area).

You can remove the panel from the application by clicking on **Remove** button. However this button is disabled if the respective panels already evaluated the application.

Figure 24: List of Applications

The Application frame (next to Panel Selection frame) contains a search filter and list of applications. You can use the search filter to find your application efficiently. You search by groups, research area, sub research area, assign status and disciplinary type.

Searching by group is a feature if your university does have any type of research alliances/groups. Explanation on how to create this feature is already explained before on previous chapter. You can click on **Hide** button to hide the filter frame.

Figure 25: Search Filter

Search filters type available:

a) Assign Status – Search proposal with indicated **status** such as:

    i.   No Technical Panel OR Content Panel

    ii.   No Technical Panel

    iii.   No Content Panel

    iv.   No Technical Panel AND Content Panel

b) Disciplinary – Type of disciplinary

    i.   Single

    ii.   Trans

c) Search by Project Leader

Under the filter there should be a list of applications which you can assign them to the panels later. Just as same as Panel Selection frame, you should be able to see a list of panel of the selected application when you clicked on it.

Note: The **Remove button in both Assigned Application and Assigned Panel frame will be disabled if the panel already evaluated the application that he was assigned to.

5.2.1. Assigning Panel

Assigning a panel is just simple. As you can see before, each panel and proposal has a checkbox on the left side of their name. Check on the both checkboxes and click on the Assign button to assign panels to the application.

Figure 26: Assigning Panels

Steps to assign panels:

1. Select one or more panels to assign.
2. Select one or more applications to match with the selected panel(s).
3. Click on **Assign**

If you ever need to remove the assigned panel or application just click on **Remove** button in Assigned Application / Assigned Panel frame.

Panel cannot be removed later on if the panel has evaluated the application.

5.3.   RMC Admin Evaluation

**NOTE: This section will explain on how to evaluate application as a RMC Admin. If you do not implement *RMC Admin Evaluation* in Grant Settings, you may skip this section.

Log in into RMC Admin account to evaluate applications that have been assigned by the RMC.

The first time when you click on **Evaluation** in the left shortcut menu, a list of application waiting for your evaluation will appear.

Figure 27: Evaluation List & History

The figure above shows a list of pending application for evaluation and previous evaluation. **Version** indicates how many resubmissions that have been gone through by an application.

To evaluate an application, just click on the icon Evaluate on the most right column. The frame then will be changed into an assessment form.

The Figure above shows the Assessment Form for RMC Admin.

1. **Project Title & Leader** – Click on either of this to view the project and project leader's profile.
2. **View/Comment on Proposal** – To comment the proposal, click on this button and new window will appear.
3. **Recommendation** – Select only one option to recommend the proposal.
   a. **Comply**
   b. **Not Comply** (Reason is needed)
   c. **Resubmission** (Reason is needed)

5.3.1. Commenting a 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.

Figure 29: 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.

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

Figure 30: Overall Remark

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

5.3.2. 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.

- **Comply**
- **Not Comply** (Reason is needed)
- **Resubmission** (Reason is needed)

Figure 31: 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

5.4. RMC Evaluation

Figure 32: RMC Evaluation Pane

After the evaluated applications had been collected, it will be sent to the RMC. Here RMC will be able to evaluate the application based on the Figure above.

Explanation:

1. **Assignment tab** – Application will be sorted based on assignment made by the RMC. Click on the tab to view list of applications belong to certain assignment.
2. **Title** – You can view previous evaluations of the application by clicking the title. An **Evaluation Summary** will appear.
3. **RMC Comment** – Click on the icon to comment the application.
4. **Panel Count** – Number of panels and RMC Admin that have evaluated the application is shown here.
5. **Rank** – (*Optional*) You can rank the application (Ranking is subject to your jurisdiction)
6. **Assignment** – Each application can be assigned with only one option:

Type	Description
Recommended	Assign the application as Recommended
Highly Recommended (*subject to KPT decision*)	Assign the application as Highly Recommended
Not Recommended	Assign the application as Not Recommended
Resubmission	Send the application back to the project leader for revision
Revert to Panel	Send the application back to panel for reevaluation

7. **Reference Code & Evaluation List –** Reference Code will be generated when you click this button. You can also view the whole list of RMC Evaluation by clicking Evaluation List button.

5.4.1. Assigning Application

At first all the application will be placed in **Pending** tab. To evaluate each application you will need to set its rank and assignment through the dropdown option. You can insert your own remarks regarding the application too.

Figure 33: Setting up Assignment

Each time you set an assignment to an application, the application itself will move to the assignment tab accordingly. For example, if you assign an application as *Recommended*, the application will move under **Recommended** tab.

You can select one of recommendation applicable to the proposal such as:

- Recommended
- Highly Recommended (*subject to KPT decision*)
- Not Recommended
- Resubmission
- Revert to Panel

Resubmission

As a RMC you can request for resubmission of the application, if there is a need for revision. To do so, please follow the follow procedure:

1. Set the Assignment to Resubmission. A message box will to appear requesting your confirmation. Click OK to proceed.
2. A window will appear and you can comment on the proposal. To comment a proposal, please refer to Commenting a Proposal. Click on Submit to send the application back for resubmission.

3. The project leader will be notified through email and revise again the application.

Figure 34: Resubmission Status

4. Application assigned for resubmission will move to **Resubmission** tab. You can view the comment that you have made before.

5. Once the project leader done revising his application, the application will appear again in **Pending** tab

Revert to Panel

You can send back the collected application back to the panel evaluated the application. To do so, just select Revert to Panel option. You will be prompted with a message box to confirm the request.

After that, panel should be able to edit again their evaluation. Reverted application can be found under **Evaluation History.**

Application Submission to KPT

Once the grant application deadline is reached, the system will automatically submit all the application to KPT for evaluation.

5.5. Masterlist

RMC can also view and save Masterlist of all applications submitted and evaluated based on batch. To view Masterlist, just click on the Masterlist on the left pane.

Figure 35: Masterlist

Only one batch of grant application and type can be displayed at a time. From the Figure above, Masterlist is divided into 5 types of tables:

  a. Master List RMC1

  b. Master List RMC2

  c. Summary

  d. Master List KPT

  e. Summary By Category/Cluster

The Masterlist can also be exported into Excel format. Click on excel icon (**1**) to export all the data into excel file.

5.6 Application Progress

You can track application progress in MyGRANTS. To do so, please click **Application Progress** in the left pane menu.

Figure 36: Application Progress

Click on 🔍 icon to view the application progress in detail.

No	Reference Code	Project Leader	Project Title	Cluster	Sub Cluster	Evaluation							Status
1	FRGS/2/2013/ICT04/MEDIU/01/1	Demo Researcher	Demo for RMC Evaluation	Information and Communication Technology	Infrastructure and Transportation	IPT Panel	RMC	KPT Panel	Head of Panel	J/K Induk	KSU Final Endorsement	🔍	Under Evaluation

Evaluation Progress

IPT Panel	RMC	KPT Panel	Head of Panel	J/K Induk	KSU Final Endorsement

18 Jun 2013   19 Jun 2013

Evaluation Deadlines

Level: RMC

Evaluation	Count
Accepted	1
Resubmission	0
Rejected	0
Pending	0
Total	**1**

<

Figure 37: Detail Application Progress

6.   RMC Accounts

RMC has two types of account consists of RMC and RMC Admin.

RMC	RMC Admin
Similarity	
- Can manage researchers' account and verify researchers' profile - Can collect application - Can invite panels and assign them for evaluation	
Difference	
Can setup grant (IPT and RMC Admin Evaluation) *Can* setup batch *Can* create RMC Admin Account *Can* do RMC Evaluation - Does not involved in Evaluation	*Cannot* setup grant (IPT and RMC Admin Evaluation) *Cannot* setup batch *Cannot* create RMC Admin Account *Cannot* do RMC Evaluation - Involved in Evaluation if assigned

Basically RMC has the full authority to manage all the accounts and application for the designated IPT.

6.1. Managing RMC Admin Account

You can add, manage, edit or remove any RMC Admin here. The interface itself is quite simple as shown below:

Figure 38: RMC Admin

To add a new RMC Admin, click on the **Add RMC Admin (1)** button. Once you click on it, you will need to fill in relevant information regarding the RMC Admin.

Figure 39: Creating new RMC Admin

Click on **Save** to save the new account. This account is now ready for RMC usage purpose.

To edit one's account, click on **Edit** and remove them just by clicking **Delete** button.

6.2. Researcher Profile

Here you can manage all the profiles that have been registered into your university's MyGRANTS system. As a RMC, you can Approve, Verify or Delete the account if necessary. The Researcher Profile pane should look as in the Figure below:

Figure 40: Researcher Profile

There is a search filter (**1**) to filter your search based on your need. The filters provided for search are:

a. ID, User Name, Full Name, IC/Passport Number or Email

b. Status of the account

c. Verification Status of the account

d. Origin of the account

Search results are shown as in the Figure before. For every profile, brief information of the researcher is displayed. You can click on their Full Name to view their complete profile.

You can also search for duplicate accounts (based on IC) by clicking **Search Duplicated Account**

The important part of each profile is In Application, Status and Verified column. These columns indicate:

- **In Application:** Indicates if the researcher is currently has ongoing application
- **Status**: Account status; Approved, Suspended or Deleted. Users that have Suspended and Deleted status cannot login into the system anymore.
- **Verified**: Every profile that has been registered to the system need to be authenticated before they can proceed for submission of the application. *Without verification researcher cannot submit their application at all.*

To verify/unverify or approve/suspend an account you can do it in 2 ways:

- Click on the button in the designated column. You should see 2 or 3 different buttons depending on their profile's current status.
- When viewing their complete profile, you can click on the respective buttons that appear on the top right of the window. See Figure below:

Figure 41: Viewing Researcher's Complete Profile

RMC is also able to edit researcher's profile if needed. To edit a profile, just click on the icon and edit the profile.

Figure 42: Editing a Researcher's Profile

List of Figures

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