

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

USER MANUAL

Revision & Agreement

RESEARCHER

Revision History

Revision	Date	Comment
1.0	27 th November 2013	1 st Edition

Table of Contents

1. Introduction.....	1
2. Login into MyGRANTS.....	1
3. Revision Process	2
4. Revising Application.....	3
4.1. Accessing Proposal.....	4
5. List of Figures.....	7

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

MyGRANTS
MALAYSIA'S GLOBAL RESEARCH NETWORK SYSTEM

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

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. 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.

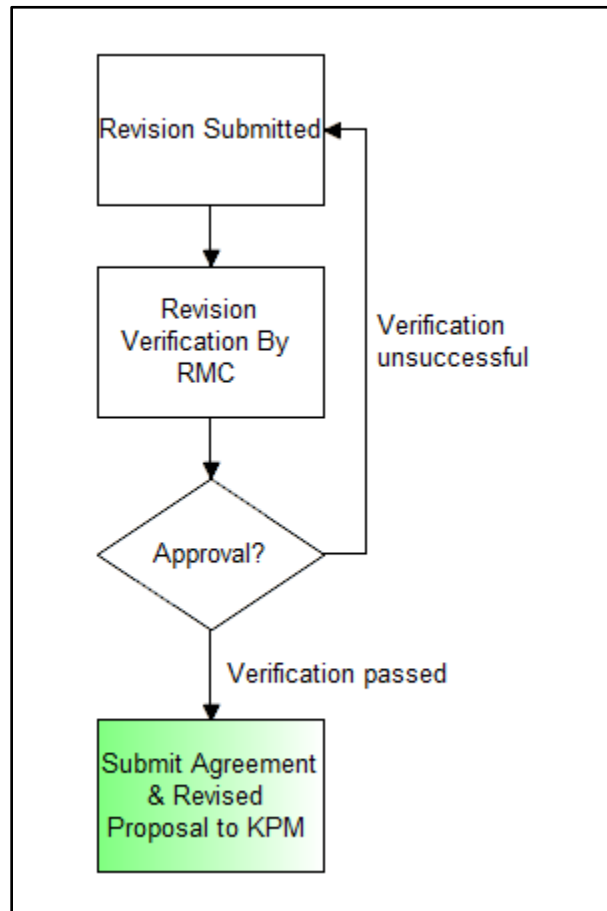


Figure 2: MyGRANTS Revision Process

4. Revising Application

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

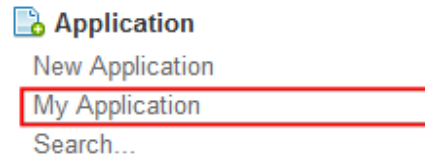


Figure 3: Accessing Application Progress

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


A screenshot of a web application page. At the top is a light blue header bar with a document icon and the text 'Application > MyApplication'. Below this is a light blue navigation bar with a paperclip icon and the text 'Resubmissions/Revision', and a magnifying glass icon on the right. The main content area contains a table with columns: Title, Batch, Role, Remark, Version, and an empty column. The table has one row of data. Below the table is another light blue navigation bar with a document icon and the text 'Application History', and a magnifying glass icon on the right.

Title	Batch	Role	Remark	Version	
Sample Application for Revision after Approval and Monitoring New Title	FRGS 2013-2	Leader Show members	Budget still not changed, please revised Budget not amended	3 Show Older	

Figure 4: My Application Page

4.1. Accessing Proposal

To open and edit proposal for revision, please do the following:

1. In My Application page, browse to Resubmission/Revision section.
2. Your proposal should be listed under this section. Click on  to open your proposal.

 **Resubmissions/Revision**

Title	Batch	Role	Remark	Version	
Sample Application for Revision after Approval and Monitoring New Title	FRGS 2013-2	Leader Show members	Budget still not changed, please revised Budget not amended	3 Show Older	 

Figure 5: Opening Proposal for Revision

3. The proposal will be opened in a new window. You can edit your proposal as you have done before during application.

4. On the Budget and Form Submission tab, budget adjustment and remarks made by the Ministry are also shown for your reference.



E. Budget					
Budget Type	Description	Year 1	Year 2	Grand Total	-
11000 - Salary and Wages	Master Student	36000	36000	72000	
Sub-Total		36000	36000	(51.43%) 72000	
<div>  <div>Recommended Sub-Total: RM48000</div> </div>					
21000 - Travelling and Transportation	Local	10000	10000	20000	
	Oversea	5000	5000	10000	
Sub-Total		15000	15000	(21.43%) 30000	
<div>  <div>Recommended Sub-Total: RM15000</div> </div>					

Figure 6: Budget Recommendation

Application Form Submission	
Status	Complete
Application Date	14/11/2013


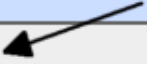

Overall Remark
 <div>Project have to be reduced in budget. Some of the budget are not justified accordingly.</div> 

Figure 7: Overall Remark by Ministry

5. Finally after done making the changes, select the Status to *Complete* and click Save to submit the proposal to RMC for finalization.

Application Form Submission	
Status	Complete 
Application Date	27/11/2013
	<input type="button" value="Preview"/>




Figure 8: Revision Status

6. After Save is clicked, the agreement will appear in a new window. You have two option available:
 - a. **Yes** – Agree with all the terms and conditions stated in the agreement and submit your proposal.
 - b. **No** – Disagree with all the terms and conditions stated in the agreement and the proposal is considered as rejected.
7. A message box will appear requesting your confirmation. Click OK to proceed.

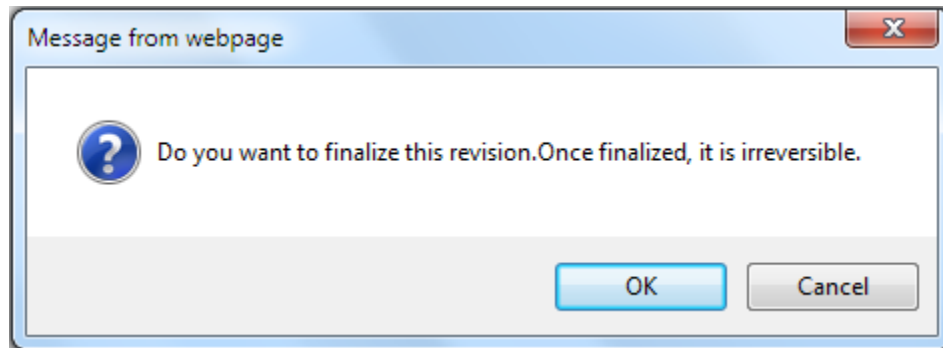
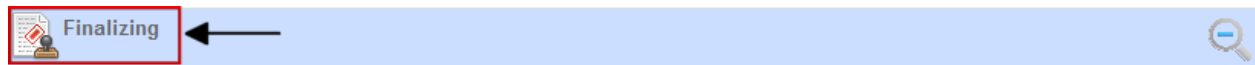


Figure 9: Confirmation of Submission

8. Return to the home page and open again My Application. The proposal now should be under Finalizing section now.



Title	Batch	Role	Remark	Version	Approved Budget	
(Ref: FRGS/2/2013/SSI01/MEDIU/02/1) Discovering emotions through semantic and its interconnectivity with human relationship	FRGS 2013-2	Leader Show members	Good changes, noted	2 Show Older	68000	

Figure 10: Finalized Proposal

5. List of Figures

Figure 1: MyGRANTS Login Page	1
Figure 2: MyGRANTS Revision Process	2
Figure 3: Accessing Application Progress	3
Figure 4: My Application Page	3
Figure 5: Opening Proposal for Revision	4
Figure 6: Budget Recommendation	5
Figure 7: Overall Remark by Ministry.....	5
Figure 8: Revision Status	5
Figure 9: Confirmation of Submission.....	6
Figure 10: Finalized Proposal	6