

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

**USER MANUAL**

---

**Revision & Agreement**

---

**RMC**

## Revision History

Revision	Date	Comment
1.0	26 <sup>th</sup> November 2013	1 <sup>st</sup> Edition
1.1	27 <sup>th</sup> November 2013	Comparison Feature

## Table of Contents

1.	Introduction.....	1
2.	Login into MyGRANTS.....	1
3.	Revision Process .....	2
4.	Application Progress .....	3
5.	Verifying Revisions.....	7
5.1.	View and Comment on Revision .....	8
5.2.	Side-by-Side Application Comparison .....	10
5.3.	Approve/Decline Revision .....	11
6.	List of Figures.....	12

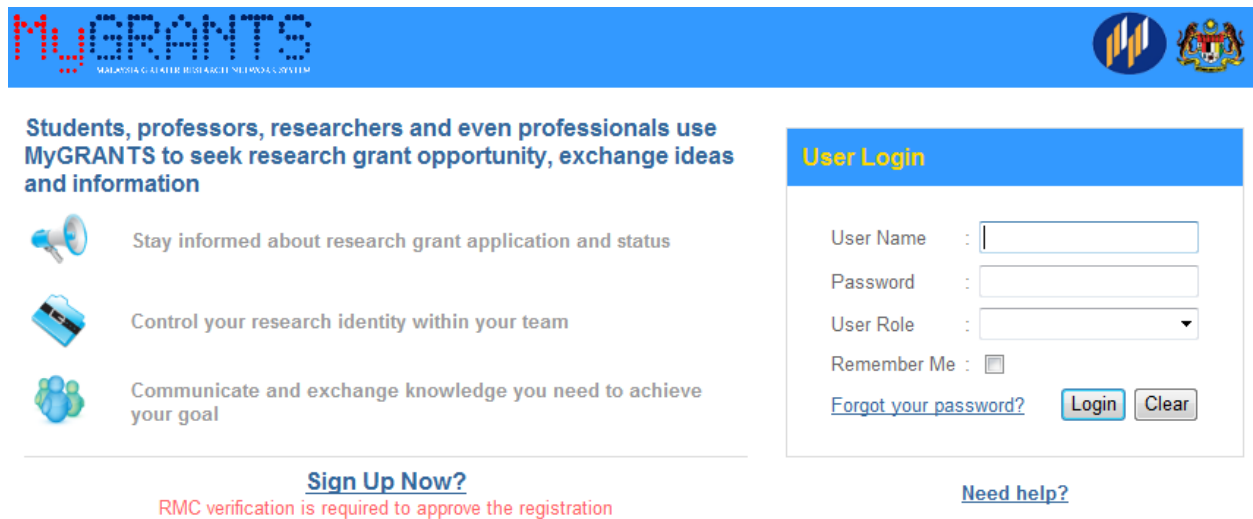
## 1. Introduction

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](http://mygrants.gov.my)



**MyGRANTS**  
MALAYSIA QUALITY 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.

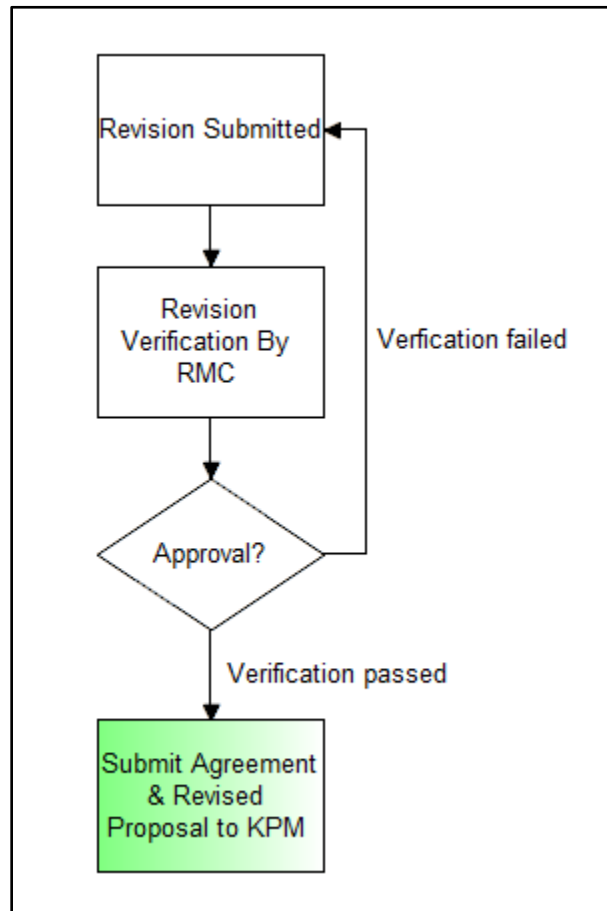


Figure 2: MyGRANTS Revision Process

## 4. 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.

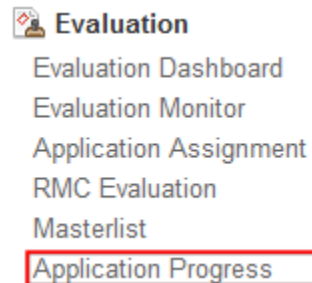



Figure 3: Accessing Application Progress

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

A screenshot of the 'Application Progress' page for AI-Madinah International University. The page has a header bar with the 'Evaluation' menu and the page title. Below the header, there are several dropdown menus for filtering: 'Batch' (set to 'FRGS 2013 Phase 2'), 'Research Area', 'Sub Research Area', 'Status', and 'Type'. Below these filters, there are two tabs: 'Progress' (active) and 'Revision and Agreement'. A legend is provided below the tabs, showing four status categories: 'Evaluated' (green square), 'Under Evaluation' (yellow square with red border), 'Not recommended' (pink square), and 'Not approved' (red square). The main content area is a table with the following columns: 'No', 'Project Leader', 'Project Title', 'Cluster', 'Sub Cluster', 'Evaluation', 'Status', and 'Approved Budget (RM)'. The table contains one row of data for a project titled 'FRGS/2/2013/SG01/MEDIU/02/1 Sample Application for Revision after Approval and Monitoring'. The 'Evaluation' column for this row shows five colored boxes: 'IPT Panel' (yellow), 'RMC' (green), 'KPM Panel' (green), 'HCP' (green), and 'PSU' (green). The 'Status' column shows 'Approved' and the 'Approved Budget (RM)' column shows '82,000'. There is a magnifying glass icon next to the 'PSU' box in the 'Evaluation' column.

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.

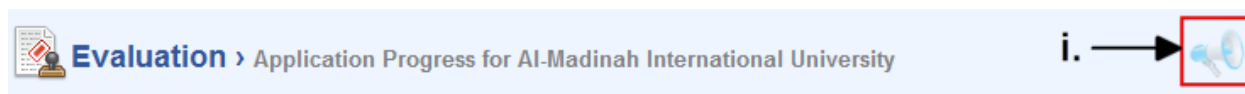


Figure 5: Announce Result

- 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.

Batch	FRGS 2013 Phase 2
Research Area	
Sub Research Area	
Status	Approved
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.

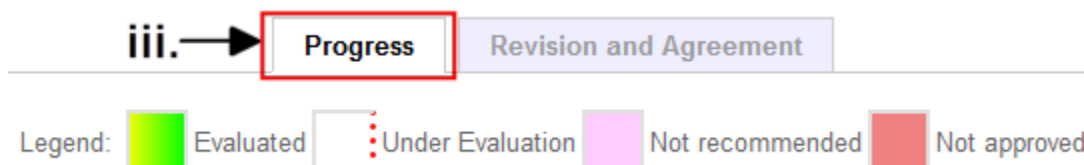


Figure 7: Progress Tab

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

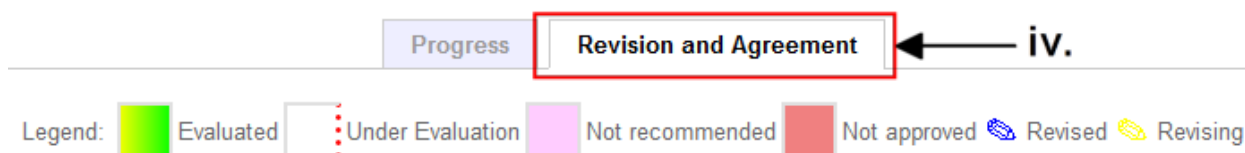



Figure 8: Revision and Agreement Tab

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

No	Project Leader	Project Title	Cluster	Sub Cluster	Evaluation	Status	Approved Budget (RM)
1	<a href="#">Demo User 10</a>	FRGS/2/2013/SG01/MEDIU/02/1 <a href="#">Sample Application for Revision after Approval and Monitoring</a>	Applied Science	Chemistry	<div> <div>IPT Panel</div> <div>RMC</div> <div>KPM Panel</div> <div>HOP</div> <div>KSU</div> </div>	Approved	82,000

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.

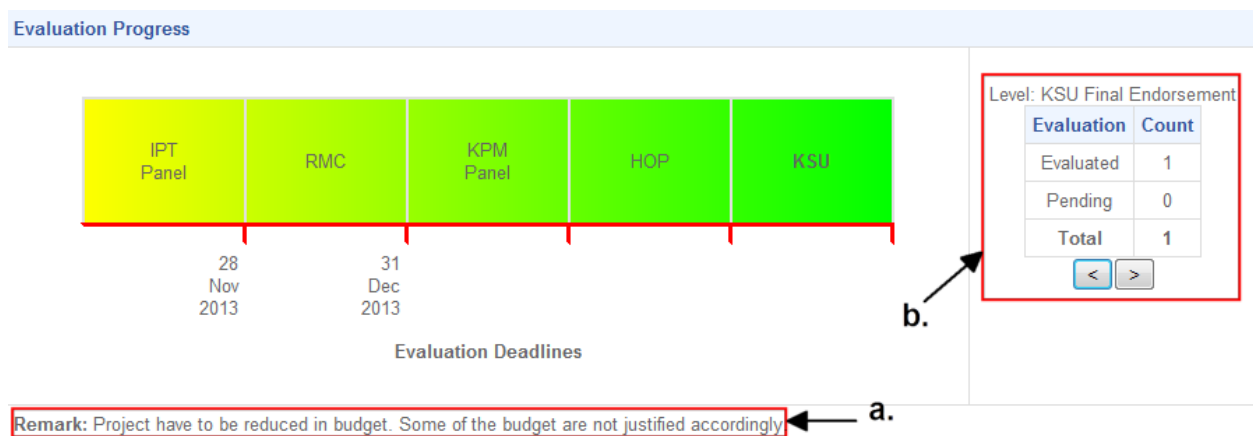



Figure 10: Application Progress Detail (2)

- 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.
- 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	<a href="#">Demo User 10</a>	FRGS/2/2013/SG01/MEDIU/02/1 <a href="#">Sample Application for Revision after Approval and Monitoring</a>	Applied Science	Chemistry	82,000	140,000	Project have to be reduced in budget. Some of the budget are not justified accordingly.	

**Figure 11: Revision Progress Details**

## 5. Verifying Revisions

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






No	Project Leader	Project Title	Cluster	Sub Cluster	Approved Budget (RM)	Current Proposed Budget (RM)	Remark	Agreement Stages
1	<a href="#">Demo User 10</a>	FRGS/2/2013/SG01/MEDIU/02/1 <a href="#">Sample Application for Revision after Approval and Monitoring New Title</a> 	Applied Science	Chemistry	82,000	94,000	Project have to be reduced in budget. Some of the budget are not justified accordingly.	<div> <div>Researcher </div> <div>RMC</div> <div>KPM</div> </div> <div>  </div>


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  to open the revised proposal.

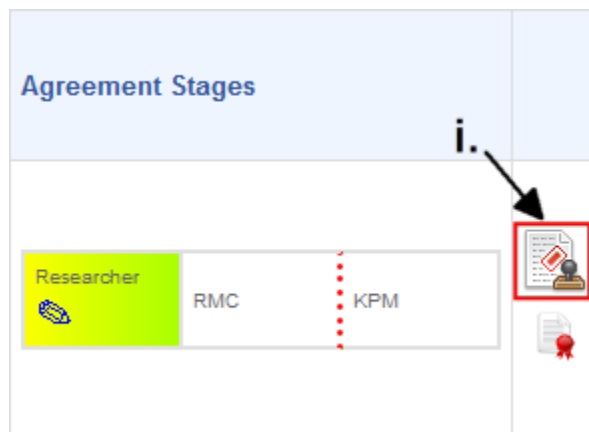









Figure 13: Opening Revised Proposal

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.

A. Application Details	
Application ID	6485
Application Type	Single Disciplinary
A(i). Selected Grant	FRGS 2013-2
A(ii). Title Of Proposed Research Project	Adaptive Mobile Web Services Discovery Model
1. 	<div>   </div> <div>The title is too vague. Please change it to be more specific</div>
2. 	<div>A(iii). Keyword</div> <div>Adaptive model, Mobile computing, Web Services, Service Discovery</div> <div>Keyword describe the proposal accurately</div>

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.

<b>Remark Summary</b>
<b>Application Details</b>
<div> <div>✔Title</div> <div>Good changes</div> </div>
<b>Research Information</b>
<div> <div>✔Location of Research</div> <div>Change noted</div> </div>
<b>Budget</b>
<div> <div>✖Total</div> <div>Budget still not tally with the approved figure, please revise.</div> </div>

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.

Show Tab		Show Tab	
A. Application Details		A. Application Details	
Application ID	7048-7049	Application ID	7048-7050
Application Type	Single Disciplinary	Application Type	Single Disciplinary
A(i). Selected Grant	FRGS 2013-2	A(i). Selected Grant	FRGS 2013-2
A(ii). Title Of Proposed Research Project	Sample Application for Revision after Approval and Monitoring	A(ii). Title Of Proposed Research Project	Sample Application for Revision after Approval and Monitoring <b>New Title</b>
A(iii). Keyword	Revision, Approval, Monitoring	A(iii). Keyword	Revision, Approval, Monitoring
Previous Version		Latest Version	

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.


D. Access to Equipment & Material					Previous Version				
Type	Description	Owner	Location	Address					
Laboratory	Computer Processing	MEDIU	Kuala Lumpur	Kuala Lumpur					
E. Budget									
Budget Type	Description	Year 1	Year 2	Grand Total					
11000 - Salary and Wages		36000	36000	72000					
Sub-Total		36000	36000	(64.29%) 72000					
21000 - Travelling		5000	5000						

E. Budget					Latest Version				
Budget Type	Description	Year 1	Year 2	Grand Total					
11000 - Salary and Wages		24000	24000	48000					
Sub-Total		24000	24000	(70.59%) 48000					
Recommended Sub-Total:RM48000									
Recommended Sub-Total:									

Figure 18: Commenting in Comparison Mode

### 5.3. Approve/Decline Revision

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

1. Click  to open the agreement.

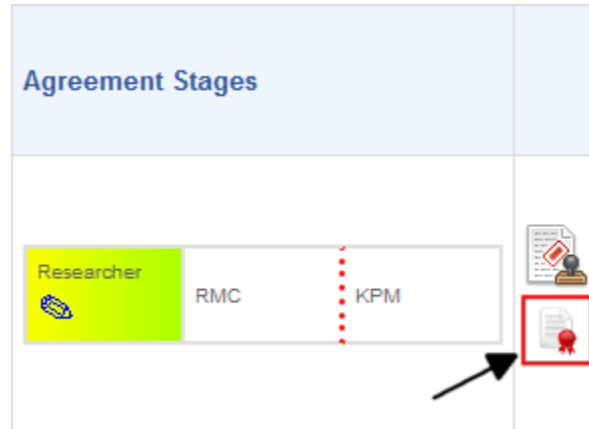


Figure 19: Accessing Agreement

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.

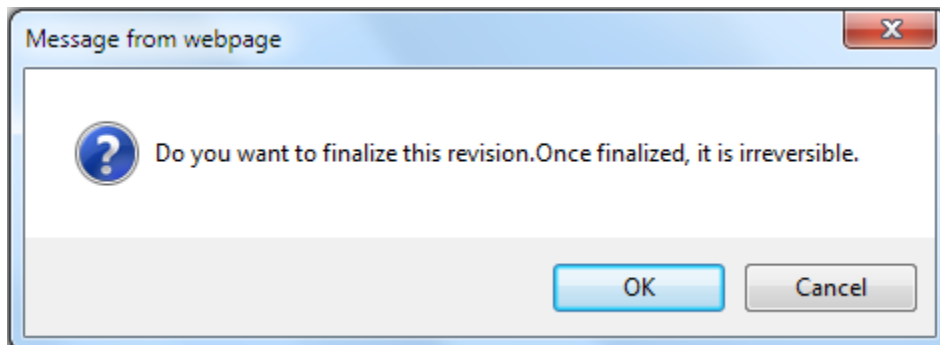


Figure 20: Agreement Confirmation

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

Figure 1: MyGRANTS Login Page .....	1
Figure 2: MyGRANTS Revision Process .....	2
Figure 3: Accessing Application Progress .....	3
Figure 4: Application Progress Page .....	3
Figure 5: Announce Result.....	4
Figure 6: Application Filter .....	4
Figure 7: Progress Tab .....	4
Figure 8: Revision and Agreement Tab .....	4
Figure 9: Application Progress Detail (1) .....	5
Figure 10: Application Progress Detail (2) .....	5
Figure 11: Revision Progress Details.....	6
Figure 12: Submitted Revision .....	7
Figure 13: Opening Revised Proposal .....	8
Figure 14: Overall Remark.....	9
Figure 15: Print/Save Revision.....	9
Figure 16: Accessing Comparison feature.....	10
Figure 17: Comparing Two Versions of Proposal .....	10
Figure 18: Commenting in Comparison Mode .....	10
Figure 19: Accessing Agreement.....	11
Figure 20: Agreement Confirmation .....	11
Figure 21: Print/Save as PDF .....	11