MALAYSIAN GREATER RESEARCH NETWORK SYSTEM (MyGRANTS)

USER MANUAL

Application

<u>Grants:</u>

FRGS Single Disciplinary	**RAGS**
ERGS	
PRGS	

Revision History

Revision	Date	Comment
1.0	15th January 2013	1st Edition
1.1	18th January 2013	Update on Other Researchers
1.2	22th January 2013	Account Registration and Miscellaneous updates.
1.3	17th April 2013	Updated Screenshot, Cover Page & New Features

Table of Contents

1. Introduction

The purpose of this manual is to help user on how to apply a single-disciplinary grant.

1.1. Single-disciplinary Grant

A Single-Disciplinary Grant involved only in **one (1)** area of research. The budget provided for this type of grant is RM 150,000.00 for the whole duration of the research.

2. Registering your account

In order to create and view application, you need to create your own account. Creating an account is simple and described in the steps below:

i. Go to http://mygrants.gov.my/

ii. On the page, click on **Sign Up Now**

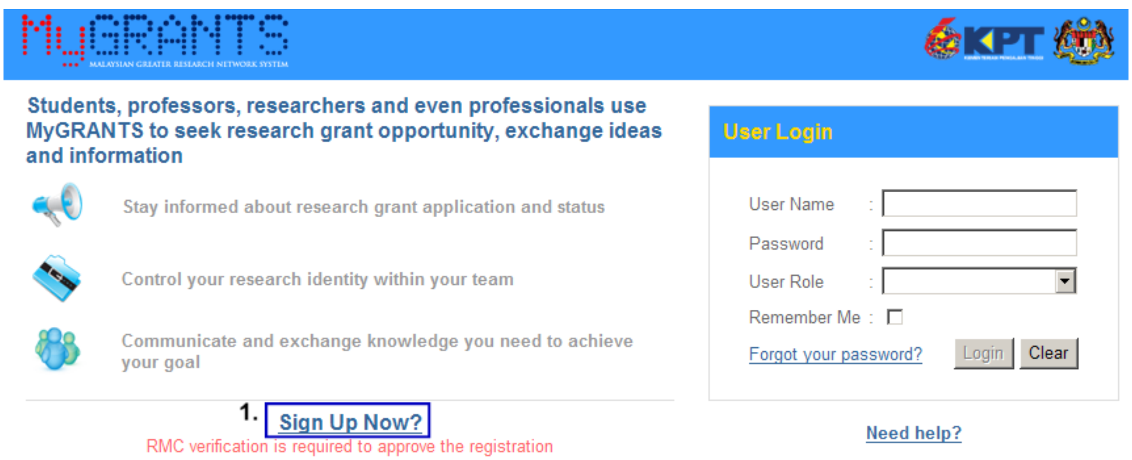


Figure 1: MyGRANTS Homepage

iii. Fill in the fields, Username, Full Name and your desired password. After filling in the required information, click on **Next** to proceed further.


Researcher Registration

Student, 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

Account Info	
User Name*	
Full Name* (as per IC/Passport. Preferable in title case)	
Password*	
Confirm Password*	

Login here Next

Figure 2: Setting up your account

iv. At this point, you will need to enter all the information required (*) in this form. When you are done just click on **Register** to complete the registration.

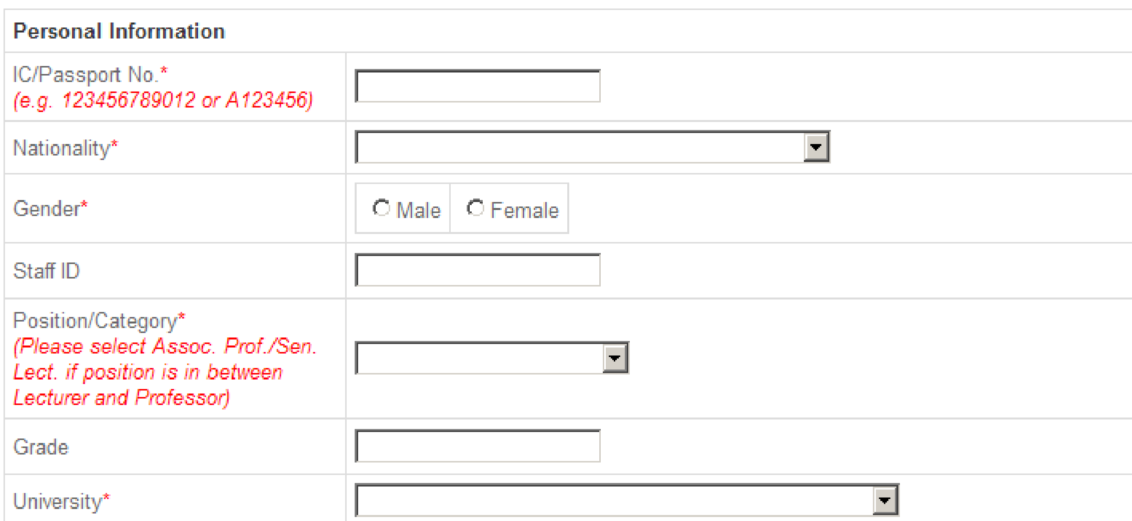

Personal Information	
IC/Passport No.* (e.g. 123456789012 or A123456)	
Nationality*	
Gender*	Male Female
Staff ID	
Position/Category* (Please select Assoc. Prof./Sen. Lect. if position is in between Lecturer and Professor)	
Grade	
University*	

Figure 3: Part of Registration Form

v. Your registration form is now forwarded to your university's RMC. In order to login into your account, RMC will need to review and approve your account. **Please contact the RMC at this stage.**

vi. After approval, you can login into your Researcher account.

3. Login into MyGRANTS

Please open your browser (preferable IE, Chrome or Safari), enter the URL:

http://mygrants.gov.my/

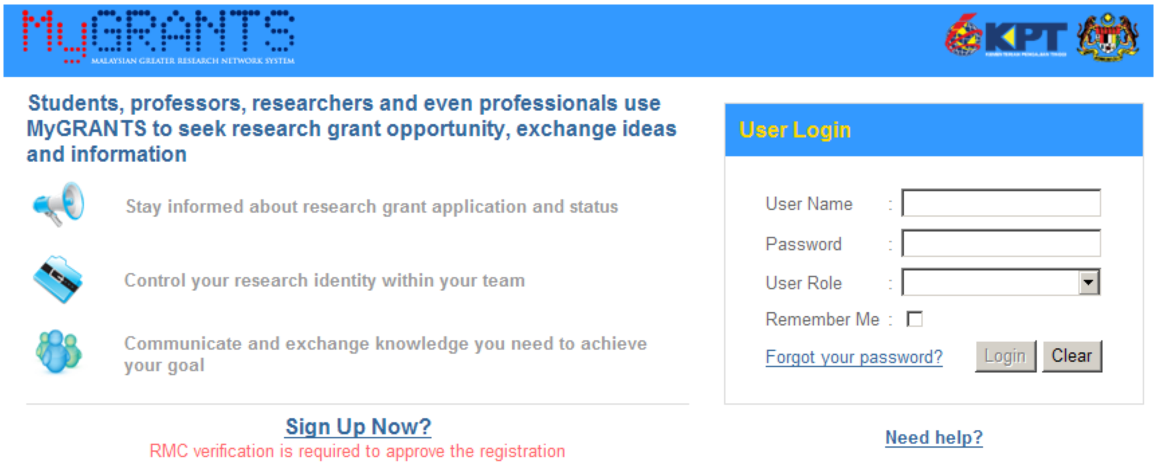


Figure 4: MyGRANTS Login Page

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.

4. New Project Application

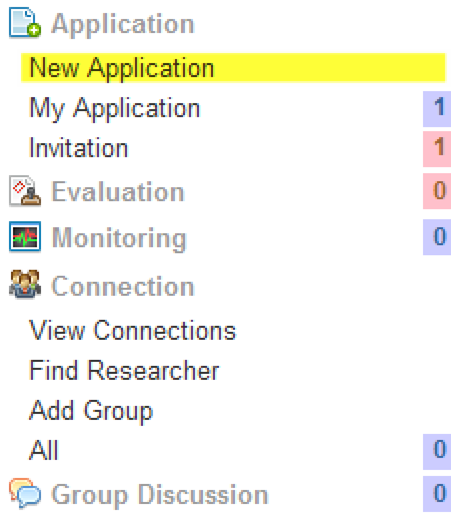


Figure 5: Shortcut Menu (New Application)

Select **New Application** from the left side shortcut bar.

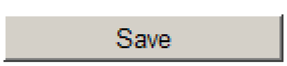
Figure 6: Disciplinary Selection

On the New Application Screen, select one of the **Grant Batches,** and select **Single-disciplinary** as shown in Figure 3. Click **Proceed** to move onto the next step.

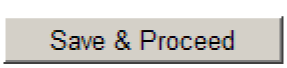
5. Program Details

In this section we will go through step by step on how to insert information regarding the project applied.

At the bottom of each tab, there are 2 buttons available, **Save** and **Save & Proceed**



Save the information in the current tab

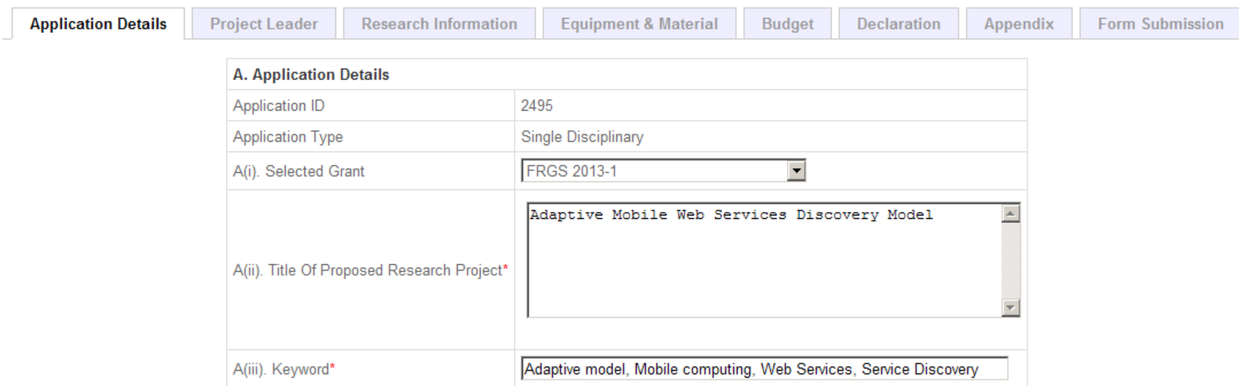


Save the information in the current tab and proceed on the next step

When user click on either button, a message box will appear to indicate that save is successful.

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

5.1. Application Details



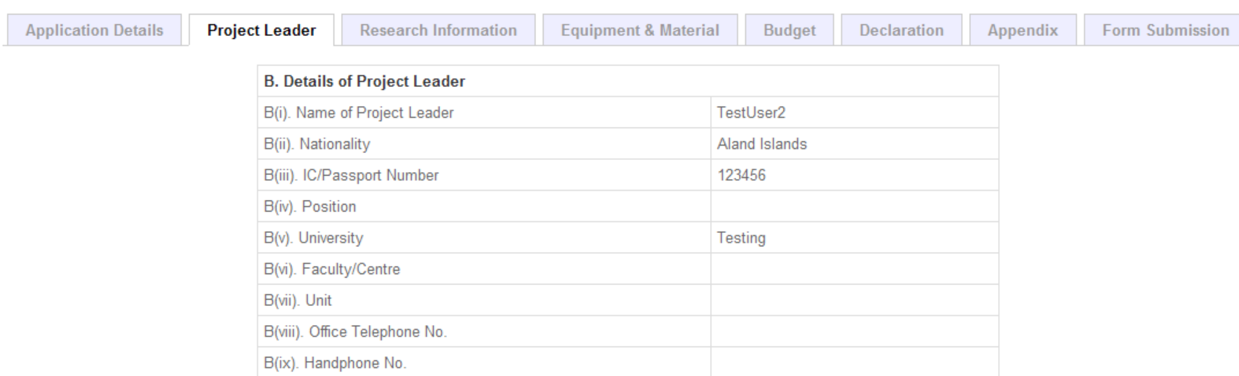
Application Details | Project Leader | Research Information | Equipment & Material | Budget | Declaration | Appendix | Form Submission

A. Application Details	
Application ID	2495
Application Type	Single Disciplinary
A(i). Selected Grant	FRGS 2013-1
A(ii). Title Of Proposed Research Project*	Adaptive Mobile Web Services Discovery Model
A(iii). Keyword*	Adaptive model, Mobile computing, Web Services, Service Discovery

Figure 7: Application Details Tab

On Application Details tab, you are required to fill in only **Title of Proposed Research** and **Keyword** fields. The information provided will be used as reference for other researchers to look up into relevant projects in the future.

5.2. Project Leader



Application Details | Project Leader | Research Information | Equipment & Material | Budget | Declaration | Appendix | Form Submission

B. Details of Project Leader	
B(i). Name of Project Leader	TestUser2
B(ii). Nationality	Aland Islands
B(iii). IC/Passport Number	123456
B(iv). Position	
B(v). University	Testing
B(vi). Faculty/Centre	
B(vii). Unit	
B(viii). Office Telephone No.	
B(ix). Handphone No.	

Figure 8: Project Leader Details

In this tab you would not be able to interact with any information, since all the details are gathered automatically by the system from your profile. Empty column indicates that you have not fill in the information yet. If you ever need to update your own profile, please click on the profile icon  on the top right bar of the page.

5.3. Research Information

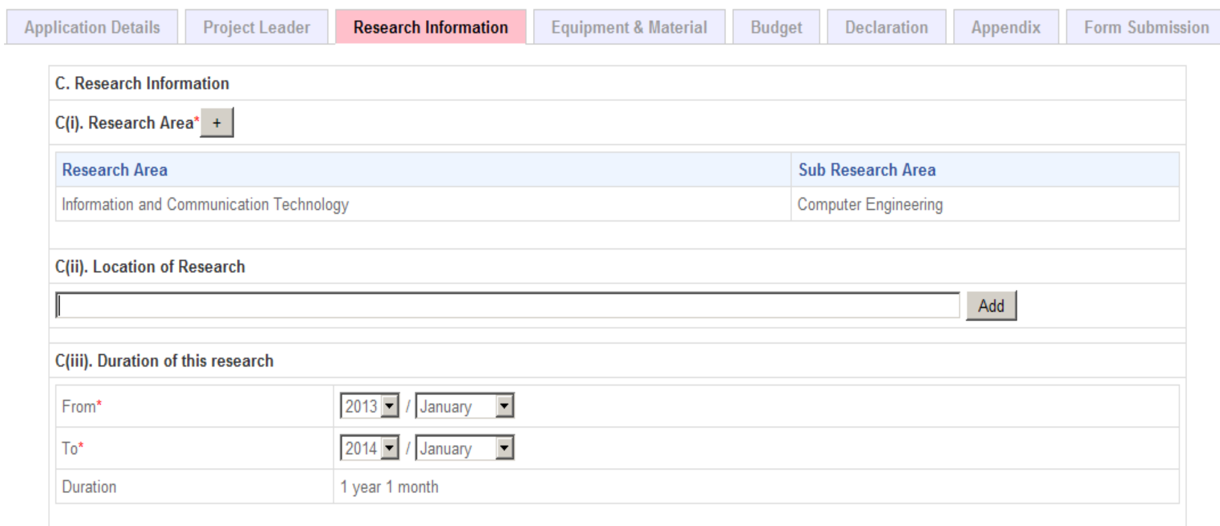


Figure 9: Research Information Tab

In this tab apparently there is a lot of information that are needed to fill in. This manual will guide you step by step throughout this application. The details are divided into sections:

i. Research Area
ii. Location of Research
iii. Duration of Research
iv. Other Researchers
v. Previous or Ongoing Research
vi. Publications
vii. Executive Summary
viii. Detail Planning

All of them will be explained in the next sub topics.

5.3.1. Research Area

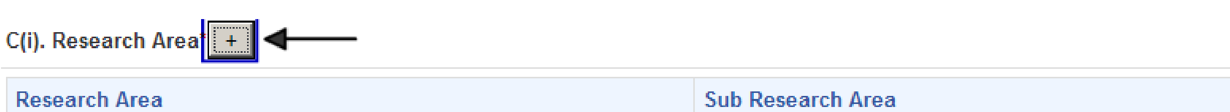


Figure 10: Selecting Research Area (1)

Every research has the own area or department. You are required to select only **one** research area which is corresponding to your research. To do so, just click on the **+** button. A pop up window will appear with list of cluster selection.

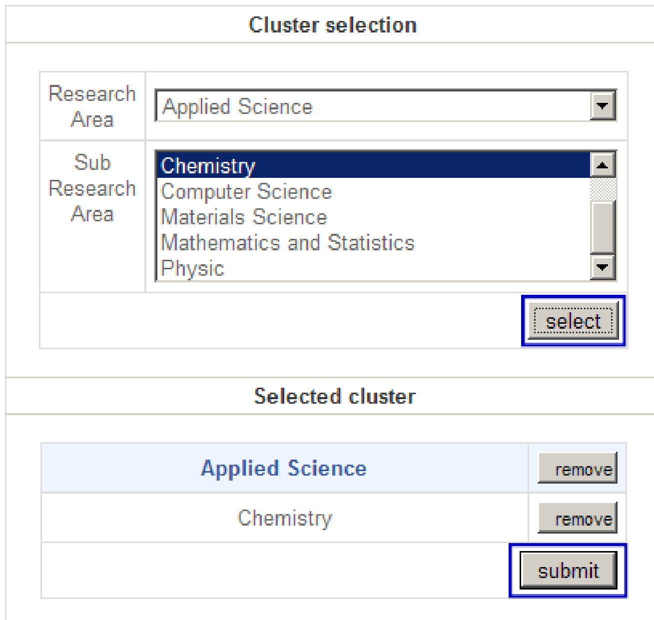


Figure 11: Selecting Research Area (2)

You will be presented with a selection window as shown in Figure 8. To select your research area, select a Research Area and related Sub Research Area will appear. Next select a Sub Research Area. Click on **Select** button to confirm the selection. Your selection will be shown in Selected Cluster at the bottom of the window. You can change Research Area again by clicking **Remove** button and choose it again. When you are done with the selection, click on **Submit** button to insert the selection into Research Information tab.

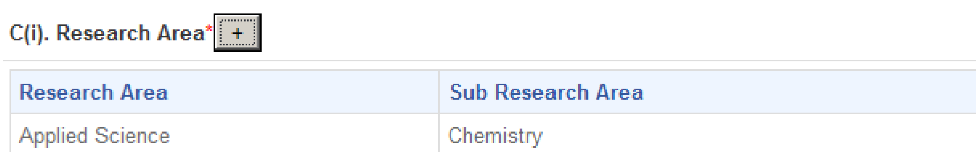


Figure 12: Selected Research Area (3)

Your selection will appear in Research Area section as shown in Figure 9.

5.3.2. Location of the Research

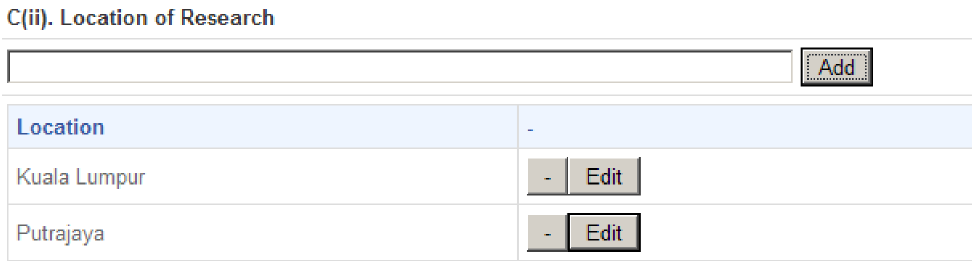


Figure 13: Adding Research Location

In order to add your location of research, type in the Location in the text box and click **Add**. Your added location will appear under the text box as shown in Figure above. You can edit the location again by clicking **Edit** button, or remove it by just clicking **–** button.

5.3.3. Duration of Research

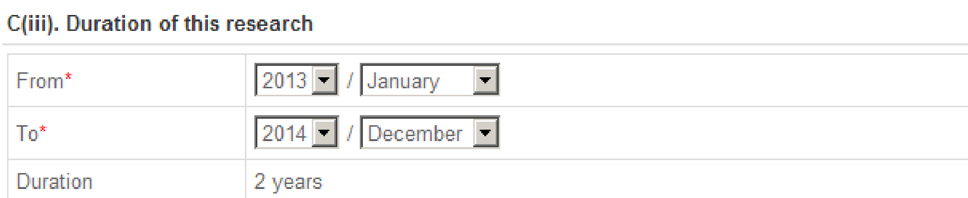


Figure 14: Duration of Research

In this section please select the start and end date of the proposed research. The duration will be automatically calculated by the system. **A research's duration should not be less than 1 year and not more than 3 years**. An error message will appear if you exceed the duration.

5.3.4. Other Researchers

Figure 15: Other Researcher

You can add other researchers to your projects in this section. Click on **+** button to add them into your Research Information. A window will pop up for User to select their co-researcher. Enter any information that you want to search and click on **Search.**

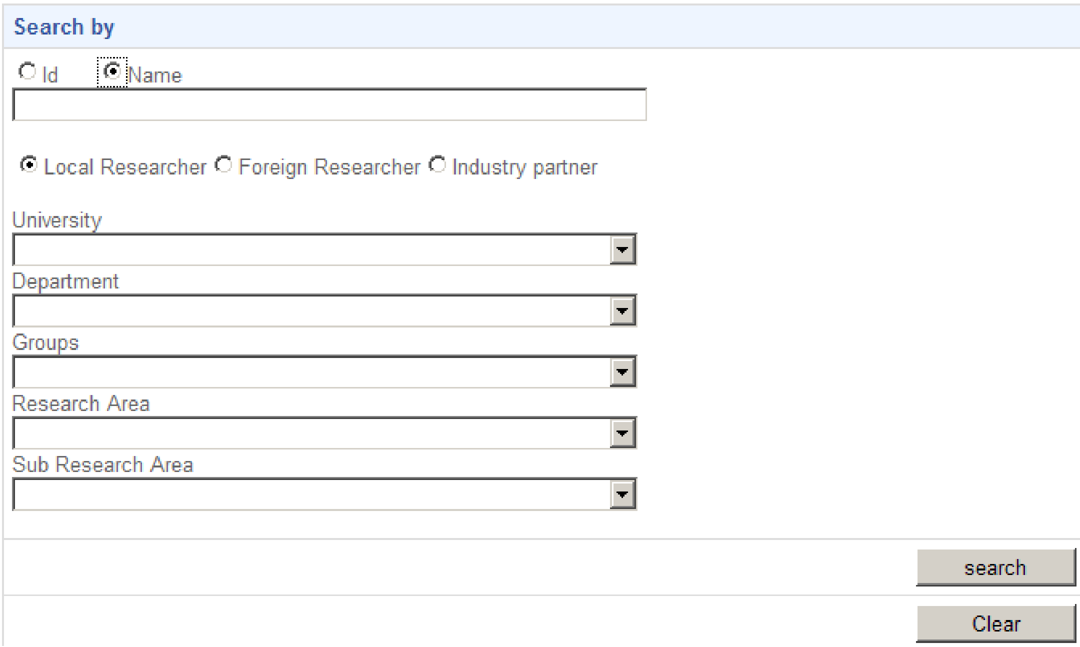


Figure 16: Researcher Selection

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 14. Click on the **Add** button on the right side of researcher list to include them in the program.

MyGrant Researcher

Picture	ID	Name	ResearchOrg Name	Department Name	Groups	Position	Cluster	Add
	[illegible]	[illegible]	Universiti Teknologi Malaysia			Associate Professor/Senior Lecturer	Social Sciences>Sociology	add
	[illegible]	[illegible]	Universiti Teknologi Malaysia			Associate Professor/Senior Lecturer	Social Sciences>Psychology,Social Sciences>Sociology	add

Figure 17: List of Researchers

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

Selected MyGrant Researcher

Picture	ID	Name	ResearchOrg Name	Department Name	Groups	Position	Cluster	remove
	10005	TestUser2	Testing					remove
	[illegible]	[illegible]	Universiti Teknologi Malaysia			Associate Professor/Senior Lecturer	Social Sciences>Sociology	remove

Figure 18: Selected Researcher for the Project in Researcher Selection window

Click **OK** when you are done with the selection. The selection that you have made before will be shown in Research Information tab.

C(iv). Other Researchers [+] [Register Researcher from Foreign University] [Register Government or Industry Partner]

Researcher Id	Name	IC / Passport Number:	Faculty/ School/ Centre/ Unit	Academic Qualification/Designation	Invitation Status	
10006	TestUser3	1	Testing	Professor	Pending	-

Figure 19: Selected Researcher in Research Information Tab

The figure above shows Project Member that has been selected for the program. Each of them will receive an invitation to join the program per e-mail. "**Invitation Status**" column indicates the current status of the invitation. Status is described as:

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

****NOTE:** All Project Members involved **must** accept the project before it can be submitted.

In the event that you need to remove any project's members in your project, just click on **–** button on the most right column.

5.3.4.1. Register Foreign Researcher

Figure 20: Register Foreign Researcher

If you have foreign researchers that you would like them to join the project, you need to register the person into the system. To add a foreign researcher into the system, click on **Register Foreign Researcher** next to the **+** button. A window will appear as shown in the next Figure.

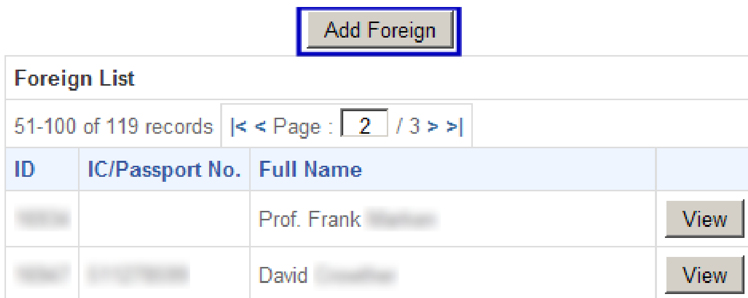


Figure 21: Adding Foreign Researcher

Click on **Add Foreign** to add a new foreign Researcher.

Figure 22: Filling in Foreign Researcher's Information

After clicking the button, the panel as shown in Figure above will be displayed. Please provide the details regarding the researcher accordingly. The field Display Name, Email Address, Organization and CV are **required**. Click on **Save** when you have filled in the information. Newly created Foreign Researcher will be shown in Foreign List. You can edit their details by clicking **Edit** or remove them by clicking **Delete**.

Adding Foreign Researcher to the project is the same as explained in previous topic before, Other Researchers. Select any by choosing **Foreign Researcher** in Researcher Selection window.

5.3.4.2. Register Industry Partner

Figure 23: Register Industry Partner

You can also include Industry Partner to the project. Firstly, you need to add them to the system by clicking on **Register Industry Partner**. Next a window will appear as shown in Figure below.

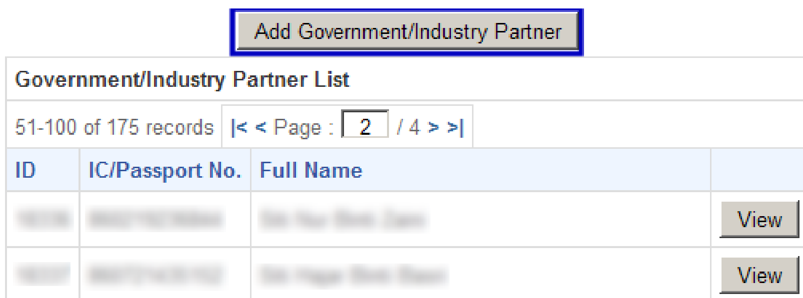


Figure 24: Adding Industry Partner

Click on **Add Industry** to add a new Industry Partner to the system.

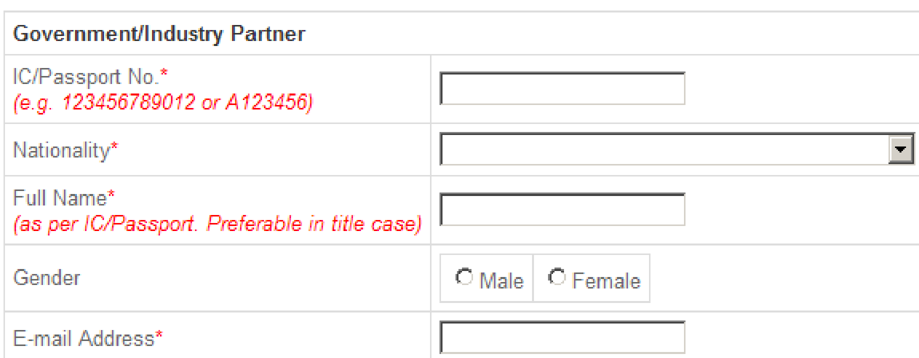


Figure 25: Filling in Industry Partner's Information

After clicking the button, the panel as shown in Figure above will be displayed. Please provide the details regarding the researcher accordingly. The field Display Name, Email Address, Organization and CV are **required**. Click on **Save** when you have filled in the information. Newly created Industry Partner will be shown in Industry List. You can edit their details by clicking **Edit** or remove them by clicking **Delete**.

Adding Industry Partner to the project is the same as explained in previous topic before, Other Researchers. Select any by choosing **Industry Partner** in Researcher Selection window.

5.3.5. Previous or Ongoing Research

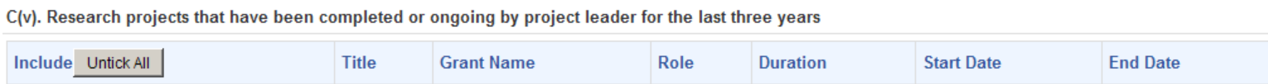


Figure 26: List of Previous or Ongoing Projects

This section is automatically filled in by the system; it is based on the information provided from your Profile. Check your profile if it is empty.

5.3.6. Publications

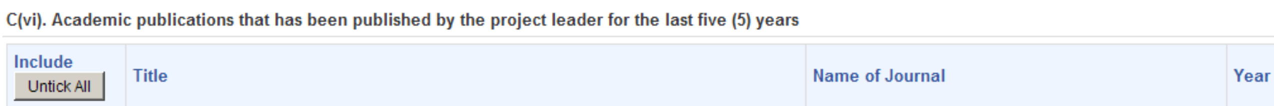


Figure 27: List of Publications

This section is automatically filled in by the system; it is based on the information provided from your Profile. Check your profile if it is empty.

5.3.7. Executive Summary

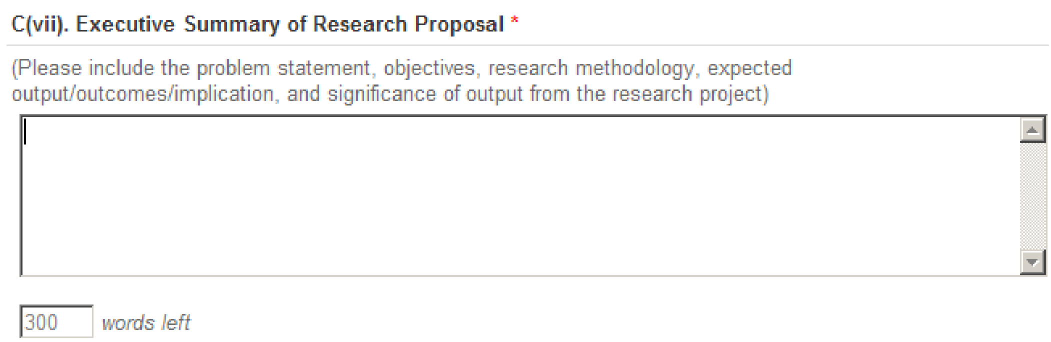


Figure 28: Executive Summary

Here you can provide problem statement, objectives, methodology, expected input/output/implication and significance of output from the research program. If you have **any images, charts, formulas or drawings to support the proposal**, please attach them as Appendix in Appendix Tab.

5.3.8. Detail Planning

In this section, the Detail Planning of your research is broken down into several parts. They are:

a) Research Background (***required***)
Provide your research background in this field. Please include Problem Statement, Hypothesis/Research Question, Literature Reviews and Relevance to Government Policy if any.

b) References (***required***)
Include your references regarding your research here.

c) Objectives of the Research (***required***)
Provide the objective of your research here.

d) Methodology (***required***)
This will be explained further in the next sub topic, *Methodology*.

e) Expected Results/Benefit
You will be able to provide the expected result or benefit from the research here. Possible information that you can fill in:
   i. Novel/Theories/New findings/Knowledge
   ii. Research Publications
   iii. Specific or Potential Applications
   iv. Number of PhD and Masters (by research) students
   v. Impact on Society, Economy and Nation

5.3.8.1 Methodology

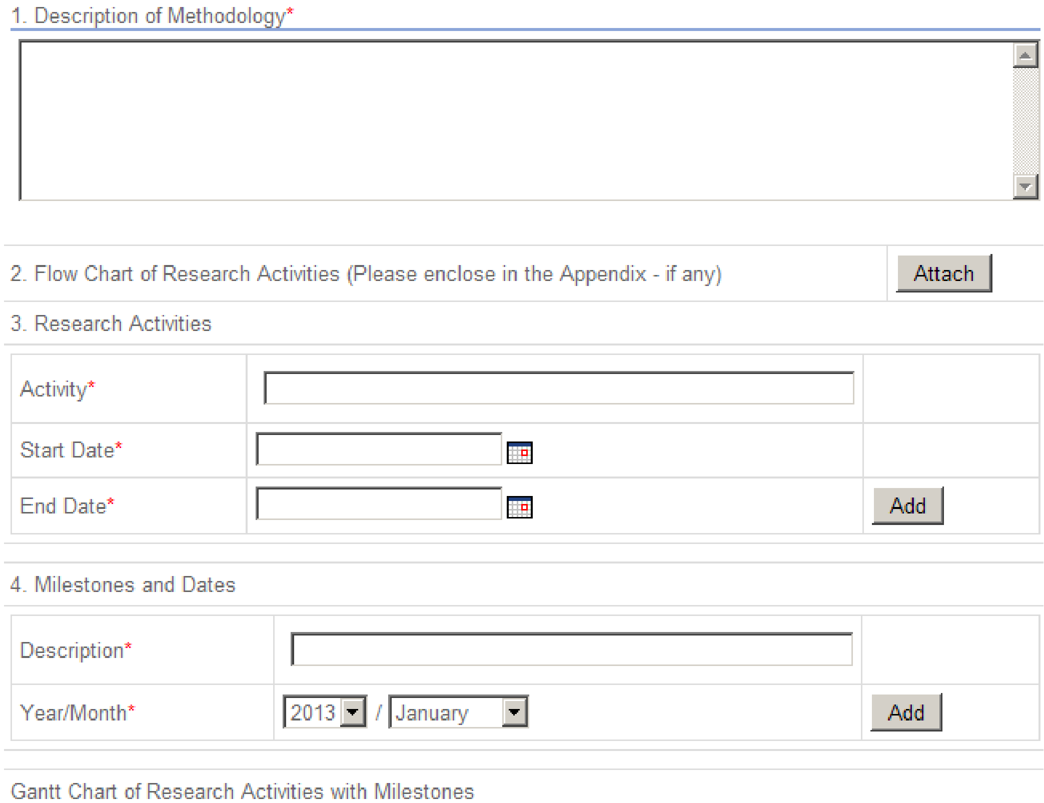


Figure 29: Methodology

This section is divided into 4 important parts such as:

I. Description of Methodology

Provide the information of the methodology that you are going to implement or use during the whole duration of the research. This field is **required**.

II. Flow Chart of Research Activities

If you have any flow chart of the research activities for this project, please attach it as Appendix. To do so, click on **Attach** button and upload the file. The file must be in **PDF** format and **should not exceed 4 MB.**

III. Research Activities

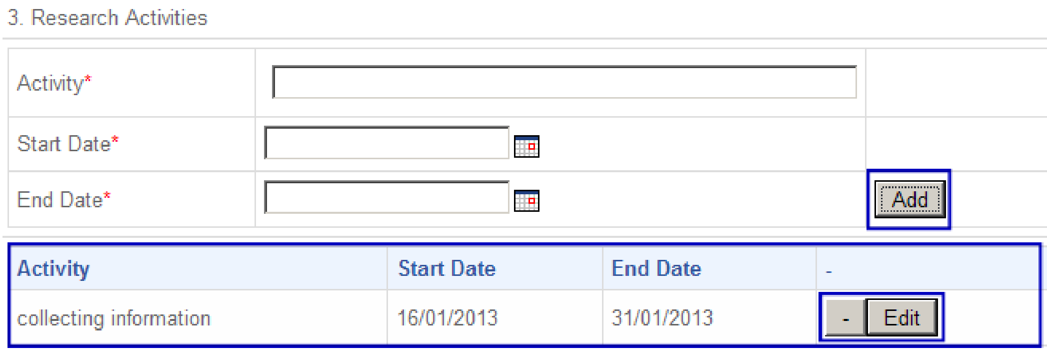


Figure 30: Adding Research Activities

You can include every research activities by adding each of them in this section. Provide the activity description and its start and end date. Click on **Add** when you are done adding one. Newly created activity will appear directly under the panel. You can edit the activity by clicking **Edit** or remove any of the activity by clicking **–**. Research Activities is **required** for the Research Information.

****NOTE:** The system will check the date if it is valid for the duration of the program. If the date exceeds the project duration, a notification error will appear.

IV. Milestones and Dates

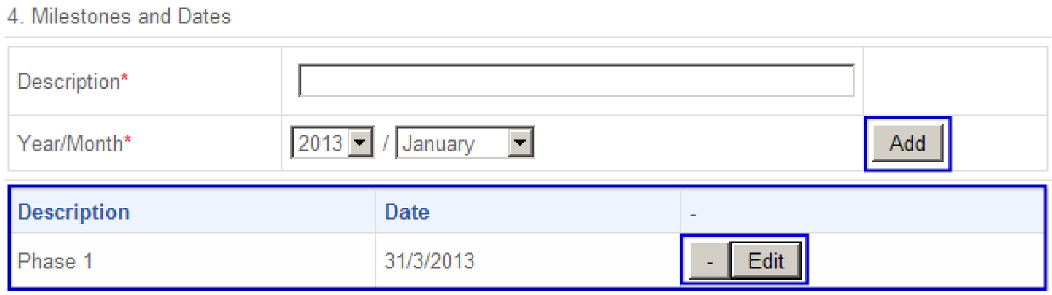


Figure 31: Adding Milestones

You can also add milestones to you project. Write in the description of the milestone and assign the month/year when it should occur. Click on **Add** when you are done adding one. Newly created activity will appear directly under the panel. You can edit the activity by clicking **Edit** or remove any of the activity by clicking **–**.

****NOTE:** The system will check the date if it is valid for the duration of the program. If the date exceeding the project duration, a notification error will appear.

After adding all the Research Activities and Milestones, a Gantt chart will be drawn based on the information provided by you. Here you will have a clear overview of your project timeline. Figure 23 displays a sample chart in the application.

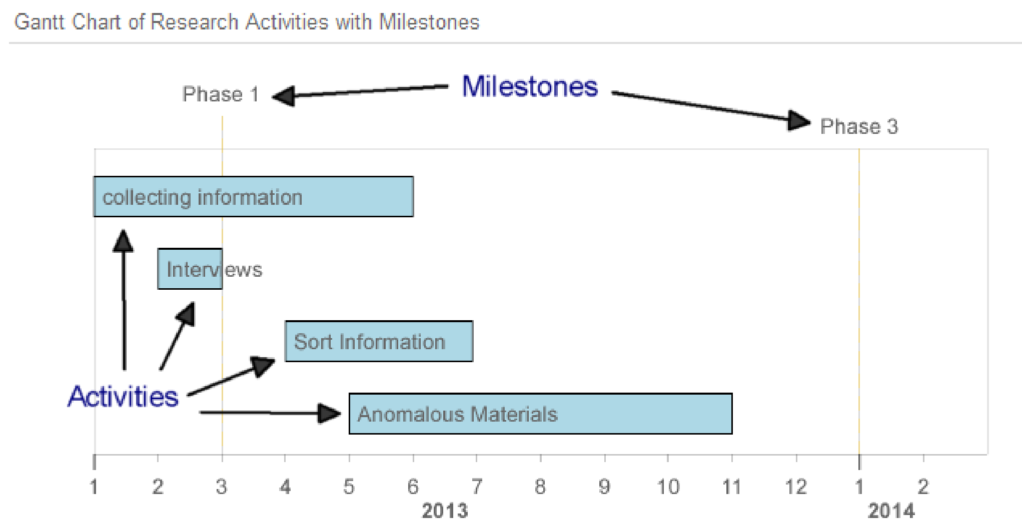


Figure 32: Gantt Chart of Project Research Activities and Milestones

****NOTE:** SVG is required to display the Gantt chart. If you do not have SVG installed in your computer, a download link will be provided. For more information visit www.adobe.com

5.4. Equipment and Material

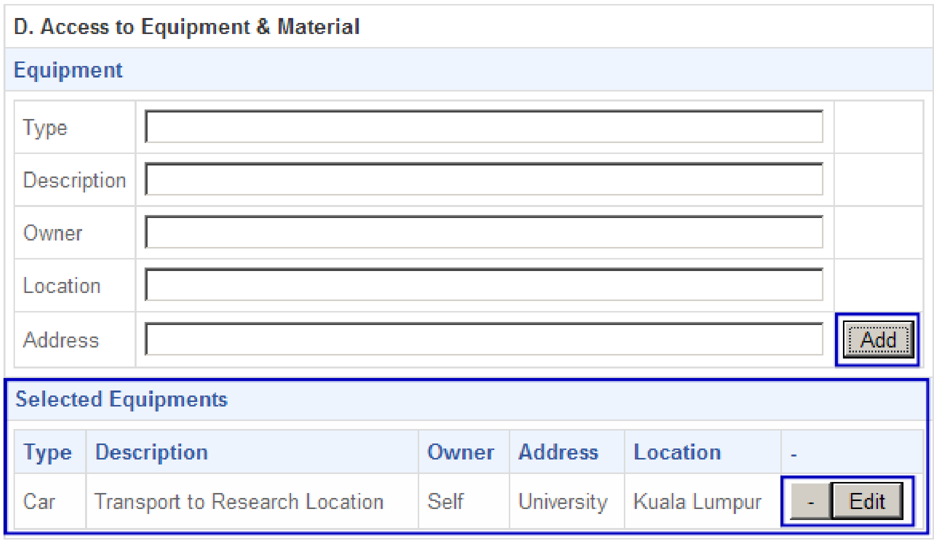


Figure 33: Equipment and Material Tab

All equipment and material that will be utilized during the research should be included here. Write in the description of the equipment/material in the fields as shown in Figure above. Click on **Add** when you are done adding one. Newly created equipment/material will appear directly under the panel. You can edit the activity by clicking **Edit** or remove any of the activity by clicking **–**. Repeat the same step if you want to add more items.

5.5. Budget

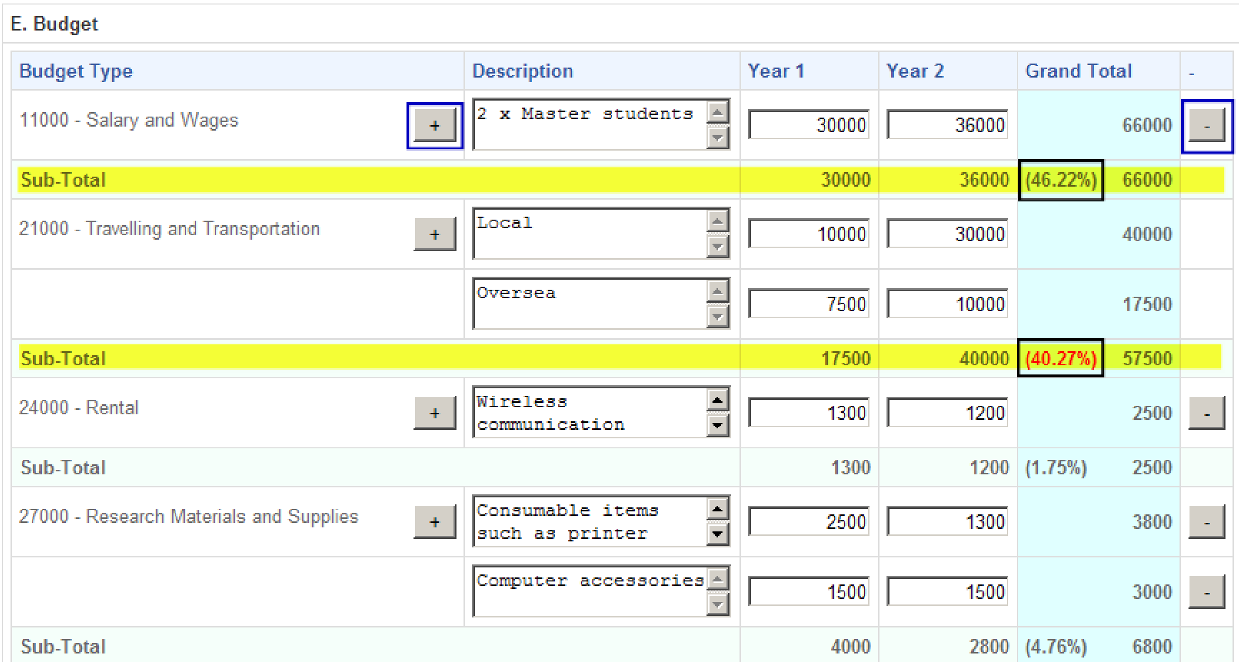


Figure 34: Budget Tab

Here you can provide the budget that will be used for the proposed project. Currently there are seven Budget Types:

- V11000 – Salary and Wages
- V21000 – Travelling and Transportation
- V24000 – Rental
- V27000 – Research Material and Supplies
- V28000 – Maintenance and Minor Repair Services
- V29000 – Professional Services
- V35000 – Accessories and Equipment

You can key in the value in the provided field. Click on **+** to add new description to the budget type. New description box will appear directly under the current sub types. You can remove any of the budgets by clicking **–.** Repeat the same step if you want to add or delete more items.

The year column will be shown based on the duration that you have keyed in before in Research Information Tab.

For each sub budget type, the system will calculate the total sub budget type and show the percentage of the sub budget from the grand total budget. **If the sub budget exceeds the predefined allocation, the value will appear in red,** as shown in Figure above.

A single disciplinary grant is allowed up to **RM150k** budget. **If the grand total of budget exceeds this budget's value, it will also appear in red.**

5.6. Declaration

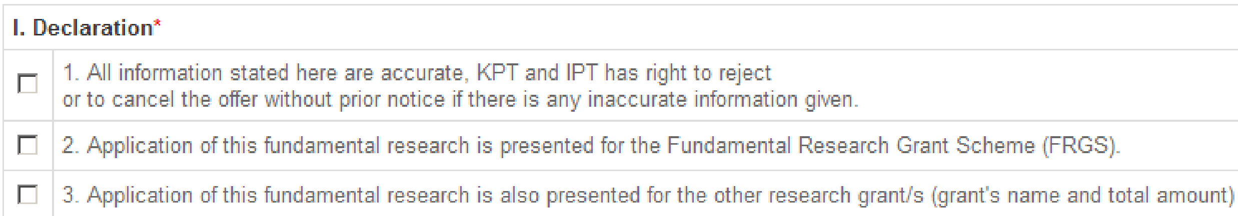


Figure 35: Declarations on Program

Users have to declare the following criteria by clicking on the check box before they are able to submit the application.

5.7. Appendix

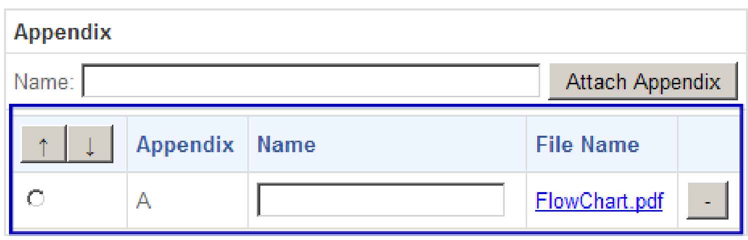


Figure 36: Uploading a File

Users can upload appendices in this section, click on **Attach Appendix**, and choose the desired file to upload it. The file must be in **PDF** format and **should not exceed 4 MB**. The enclosed file will appear directly under. You can name each appendix and sort it.

5.8. Form Submission

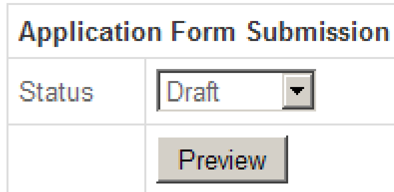


Figure 37: Form Submission Status

Here User can select the **status** of this application; either it is in **Draft**, or **Complete**.

- *Draft* – Save program proposal as draft and will be editable later
- *Complete* – Save the program proposal and submit it for evaluation

The system will check on the invitation status of other researchers and the information that has been provided. **In order to change the status to Complete,** please make sure:

- All invitation have been accepted by other researchers
- All required information (marked as *) are filled in
- Your Profile has been verified by RMC

If these conditions are not met, the system would not submit the application for evaluation at all.

User can also click on the **Preview** button that will open a new window which shows all of the information that has been keyed in. In Preview window, you can see all the information that has been included so far. In Preview mode, you can:

 Print the application

 View and save the **application** in PDF format

 View and save the **application and appendix** in PDF format

6. Checking Your Application

All applications, either in **Draft** or **Complete** status can be reviewed again through My Application in MyGRANTS.

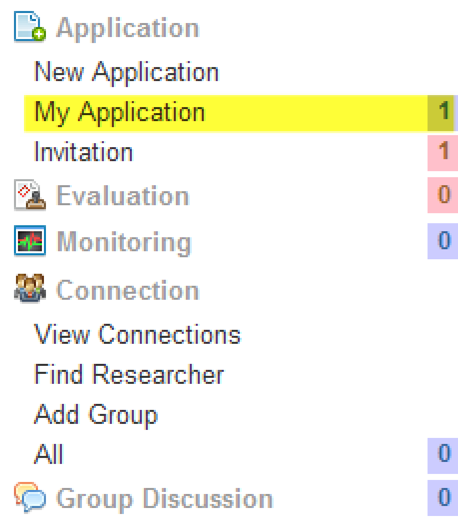
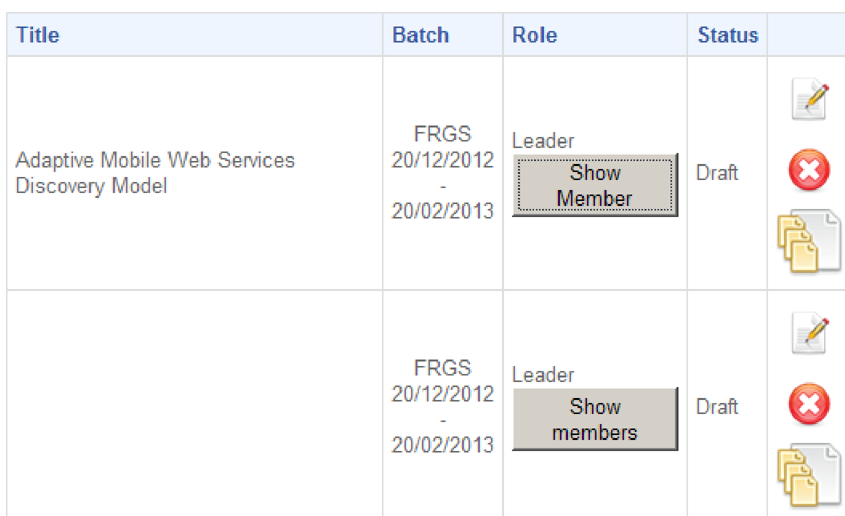


Figure 38: Shortcut Menu (My Application)

Go to home screen and click on **My Application.** There you will be presented with a list of application that you have created so far. In My Application you can edit, delete or duplicate any application as you want. Figure below shows a list of application in My Application.



Title	Batch	Role	Status	
Adaptive Mobile Web Services Discovery Model	FRGS 20/12/2012 - 20/02/2013	Leader Show Member	Draft	
	FRGS 20/12/2012 - 20/02/2013	Leader Show members	Draft	

Figure 39: List of Created Application

7. List of Figures