MALAYSIAN GREATER RESEARCH NETWORK SYSTEM
(MyGRANTS)

USER MANUAL

Application

Grants:

FRGS Trans Disciplinary	
LRGS	

Revision History

Revision	Date	Comment
1.0	10th January 2013	1st Edition
1.1	14th January 2013	Update on Executive Summary, Sub Project and Form Submission sections.
1.2	19th April 2013	Update on screenshots and Sub Project Leader section added

Table of Contents

1. Introduction

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

1.1.   Trans-disciplinary Grant

A trans-disciplinary grant consists of at least 3 sub projects with a Program Leader leading the program. Possible combination of Program Leader's role in this type of grant:

a.   Program Leader **only** leads the program
b.   Program Leader **leads the program and has also a role as Project Leader** in the sub projects

2. Login into MyGRANTS

Please open your browser (preferable IE, Chrome or Safari. Firefox is under testing), 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.
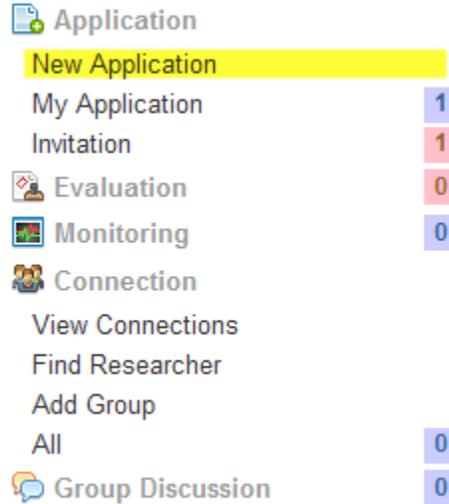
3. New Program Application

Select **New Application** from the left side shortcut bar.
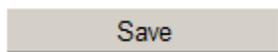
On the New Application Screen, select one of the **Grant Batch,** and select **Trans-disciplinary** as shown in Figure 3. Click **Proceed** to move onto the next step.

4. Program Details

In this section we will go through step by step on how to insert information regarding the program 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!

4.1. Application Details

A. Research Cluster	
Application ID	6696
Application Type	Trans-Disciplinary
A(i). Research Cluster	Applied Science
A(ii). Selected Grant	FRGS 2013-2
A(iii).Keyword	Sample, Test, Demo
B. Program Details	
B(i). Title Of Proposed Research	TransDisciplinary Sample Application
B(ii). Name of Program Leader	Panel 1
B(iii). IC/Passport No.	801231108002
B(iv). Position	Professor
B(v). Faculty/Centre/Unit/University	Al-Madinah International University (MEDIU)
B(vi). Office Telephone No.	
B(vii). Handphone No.	
B(viii). E-mail Address	b@bb.com

Figure 4: Application Details Tab

On this page, please select your research area in regards with your research. **Keyword** and **Title of Proposed Research** are mandatory fields that need to be filled in. This information is necessary so other researcher can look up relevant projects in the future.

4.2. Research Information

Figure 5: Research Information

The next step is to provide information regarding the research. There are 3 required fields that need to be filled in:

- **Duration of Research**

  The duration of the research program will be calculated based on the earliest start date of subproject and the last date of subproject.

- **Objective(s) Of The Research**

  Write in the objective of the program in this field.

- **Executive Summary Of Research Proposal**

  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 or drawings to support the proposal**, please attach them as Appendix in *Appendix Tab*.

4.3. Sub Projects

Figure 6: Sub Projects

Here the Program Leader will be able to select at least **3 sub projects** to be included into the program. Click on **+** to add sub projects to the program. A window of selection as shown in the next figure will pop up for the user to select sub projects.

Figure 7: Researcher Selection

There are few criteria such as University, Department, Groups, Research Area and Sub Research available for you to filter the search. Once the search has been executed, a list of researcher will appear inside Researcher Selection as in Figure 8. Click on the **Add** button on the right side of researcher list to include them in the program.

Figure 8: 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.

Figure 9: Selected Researcher for the Program

Click **OK** when you are done with the selection.

NOTE: *The researchers that have been selected as Sub Project Leader should fill in the information regarding their project. **Sub Project Leader must include all the details about their project similar as single disciplinary grant application**. This information will appear in sub project tab as clickable icon.*

The selection that you have made before will be shown in sub projects tab.

Figure 10: Added Sub Projects

In this tab, you would not be able to interact with any sub projects information since all the information is gathered from selected sub projects. Click on document icon 🖹 to view the sub project.

> ****NOTE:** *If the icon is not available, probably the corresponding Sub Project Leader has not completed their submission, therefore no information will be shown.*

The figure above shows Sub Project Leaders that have 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 Leaders involved **must** accept the project before it can be submitted.*

In the event that you need to remove any sub projects in your program, just click on **–** button on the most right column.

Explanation/comments on relationship amongst Sub Projects can be written down inside **Connection amongst Sub Projects** field if necessary.

The Program Leader is also able to add his/her project into the program, *if Program Leader is also the Project Leader*. Just tick on the checkbox "**Program Leader is also a Project Leader**." The project will appear in the list of sub projects.

Figure 11: Checkbox option

4.4. Budget

You would not be able to interact with any information in this tab, since all the information are gathered from previously selected sub projects and calculated automatically by the system.

NOTE: *If the tab is empty, probably one or more Project Leaders have not completed their submission, therefore no information will be shown.*

4.5. Declaration

Figure 12: Declarations on Program

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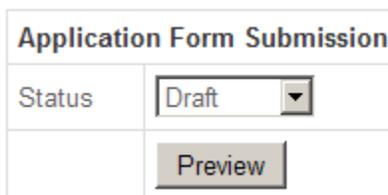
4.6.   Appendix

Figure 13: Uploading Attachment

Users can upload appendices in this section, click on **Attach Appendix**, and choose the desired file to upload it. Each file must be in **PDF** format and **should not exceed 4 MB**.

4.7.   Form Submission

Figure 14: 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 sub project leaders and sub projects' status. In order to change the status to Complete, please make sure:

- All invitation have been accepted by all sub project leaders
- All sub projects' status are marked as Complete
- Your Profile is already verified by the RMC
- All required fields (marked with *) are filled in

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. This Preview can be either printed or saved in PDF format.

5. Sub Project Leader

If you are invited as a subproject leader in a trans-disciplinary program, you will receive an invitation request through email. To accept the invitation, log in into your account and accept the invitation (Can be found in **Application → Invitation**).
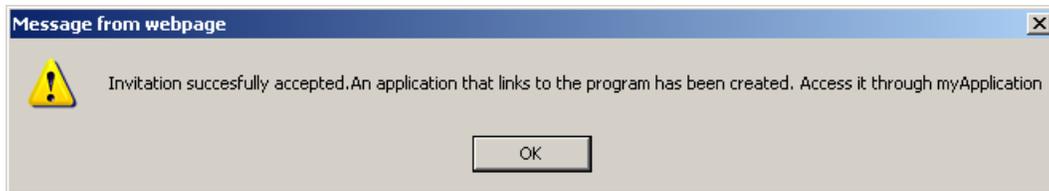
Click on **Accept** to join the research program.

You will receive a notification such as in the Figure above. A new application which links to the program is created upon confirmation. To access the newly created application, go to **Application → My Application**.

Sub-Project form is actually the same as single disciplinary application. For information regarding single disciplinary application, please refer to the application manual provided in the MyGRANTS website.

6. List of Figures