MALAYSIAN GREATER RESEARCH NETWORK SYSTEM (MyGRANTS)

USER MANUAL

Monitoring - Researcher

Revision History

Revision	Date	Comment
1.0	16th August 2013	1st Edition
1.1	2nd December 2013	Adjustment Only in Timeline Adjustment

Table of Contents

1. Introduction

The Monitoring Module is used to keep track of all projects that were created under the MyGRANTS System. Project Leaders are able to update their progress using the Monitoring Module whereas Admins (RMC/Ministry of Education) will be able to monitor these projects via this module. Any requests required (*Timeline Adjustment/Virement*) can also be applied within this module.

The purpose of this manual is to guide researcher on using the Monitoring Module, the manual for admins (RMC/KPT) exists as a different document.

2. Login into MyGRANTS

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

mygrants.gov.my

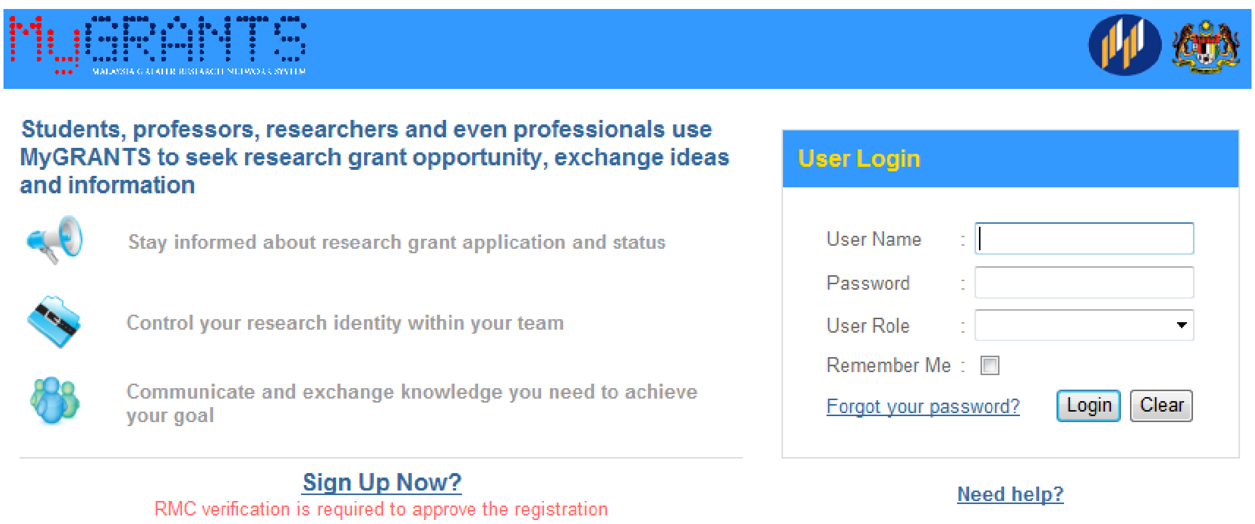


Figure 1: MyGRANTS Login

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. Accessing Monitoring Module

Once logged in, click on the Monitoring tab on the left control panel to reveal all currently participating projects. If a researcher is the project leader of a project, there will be a *Leader* tag before the project title, otherwise there will be a *Member* tag. Click on the desired project to access its Monitoring Page.

Please be aware that only project leaders are allowed to make any changes to the Monitoring of the project. Members are allowed to view the monitoring only.

Figure 2: Accessing Monitoring Module

4. Monitoring Page Overview

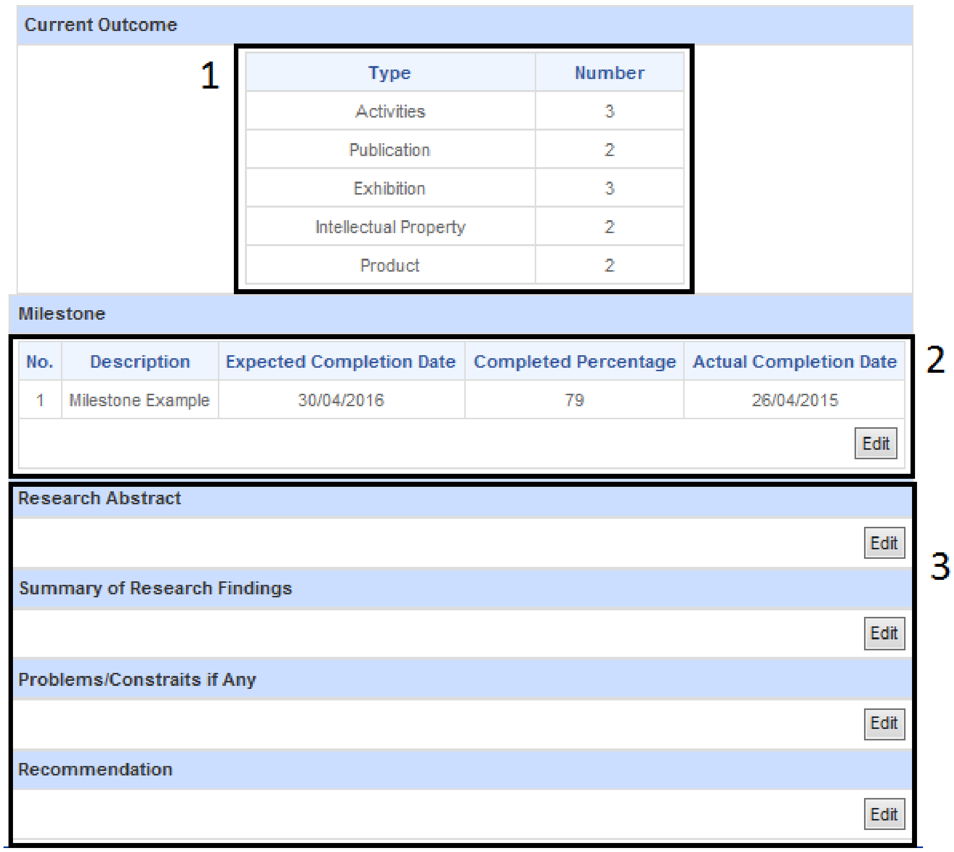
Figure 3: Monitoring Page

As can be seen in the Monitoring Page, different parts of the Monitoring Page can be accessed via the tabs located on the left side, a brief description of these tabs are as follows:

1. **Progress Summary** – Shows overall progress of the project, Researchers can also update the status of Milestones created during the application process of MyGRANTS.
2. **Overview** – Shows the details of the project (IE. Title, Duration, participating members). Researchers can apply for *Member Change* or *Timeline Adjustment* requests here.
3. **Finance** – Researchers can monitor/update (used budget only) the budget allocated for this project. If any adjustments need to be made to the pre-agreed budget, researchers can also request for a *Budget Virement* at this page.

4. **Research Activities** – Researchers can update the progress of research activities that was planned during the application phase. *Sub Activities* can be added to each of these activities to give a clearer view on how these activities is completed.
5. **Exhibition** – Any exhibition attended during the duration of the project can be recorded here.
6. **Publication** – Any publication/paper published due to this project can be recorded here.
7. **Intellectual Property** – Any IP created during this project can be recorded here. Multiple inventors can be included, each having different equity values (*Maximum of 100 Percent*)
8. **Products** – Any products (hardware, software or prototype) created during this project is recorded here.
9. **Human Capital** – Students (Masters or PhD) cultivated during the duration of the project is recorded here.
10. **Discussion** – A shortcut link to the discussion group created for this project
11. **Submit Report** – Create a current Monitoring Progress snapshot to be sent to the RMC as *Progress Report*.

4.1. Progress Summary



Current Outcome

1

Type	Number
Activities	3
Publication	2
Exhibition	3
Intellectual Property	2
Product	2

Milestone

2

No.	Description	Expected Completion Date	Completed Percentage	Actual Completion Date
1	Milestone Example	30/04/2016	79	26/04/2015

Edit

3

Research Abstract

Edit

Summary of Research Findings

Edit

Problems/Constraits if Any

Edit

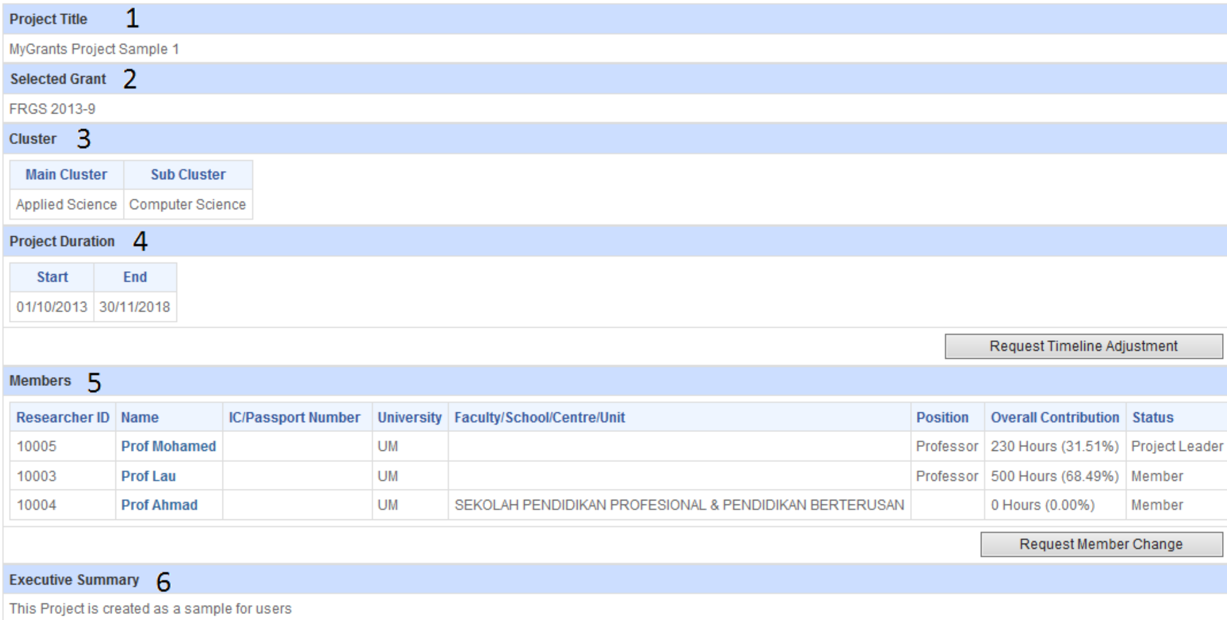
Recommendation

Edit

Figure 4: Progress Summary

1. **Current Outcome** – Shows the number of Research Activities, Publication, Exhibition, Intellectual Property, Product records of this Project.
2. **Milestone** – By clicking on the Edit button, researchers can edit the *Completed Percentage* and *Actual Completion Date* field.
3. **Additional Fields** – The remaining fields can also be updated/filled in by clicking on their respective Edit button

4.2. Overview


Project Title 1

MyGrants Project Sample 1

Selected Grant 2

FRGS 2013-9

Cluster 3

Main Cluster	Sub Cluster
Applied Science	Computer Science

Project Duration 4

Start	End
01/10/2013	30/11/2018

Request Timeline Adjustment

Members 5

Researcher ID	Name	IC/Passport Number	University	Faculty/School/Centre/Unit	Position	Overall Contribution	Status
10005	Prof Mohamed		UM		Professor	230 Hours (31.51%)	Project Leader
10003	Prof Lau		UM		Professor	500 Hours (68.49%)	Member
10004	Prof Ahmad		UM	SEKOLAH PENDIDIKAN PROFESIONAL & PENDIDIKAN BERTERUSAN		0 Hours (0.00%)	Member

Request Member Change

Executive Summary 6

This Project is created as a sample for users

Figure 5: Overview

1. **Project Title** – The title of the project.
2. **Selected Grant** – The Grant that was used to apply this project
3. **Cluster** –The main and sub cluster selected for this project during application phase.
4. **Project Duration** – The duration of this project, Project Leaders can also request for Timeline Adjustment to perform adjustments to their project (add/remove/edit research Activities and milestones, as well as changing the duration of the project, further discussed in Section 4.2.1)
5. **Members** – Displays the current active members of the project, Project Leaders can request for Member Changes such as promoting another member to be the Project Leader, removing active members, as well as inviting new members (further discussed in Section 4.2.2).
6. **Executive Summary** – The executive summary given during the application phase of this project.

4.2.1. Timeline Adjustment

At the Timeline Adjustment page, Project Leaders are able to request for a myriad of changes to their project.

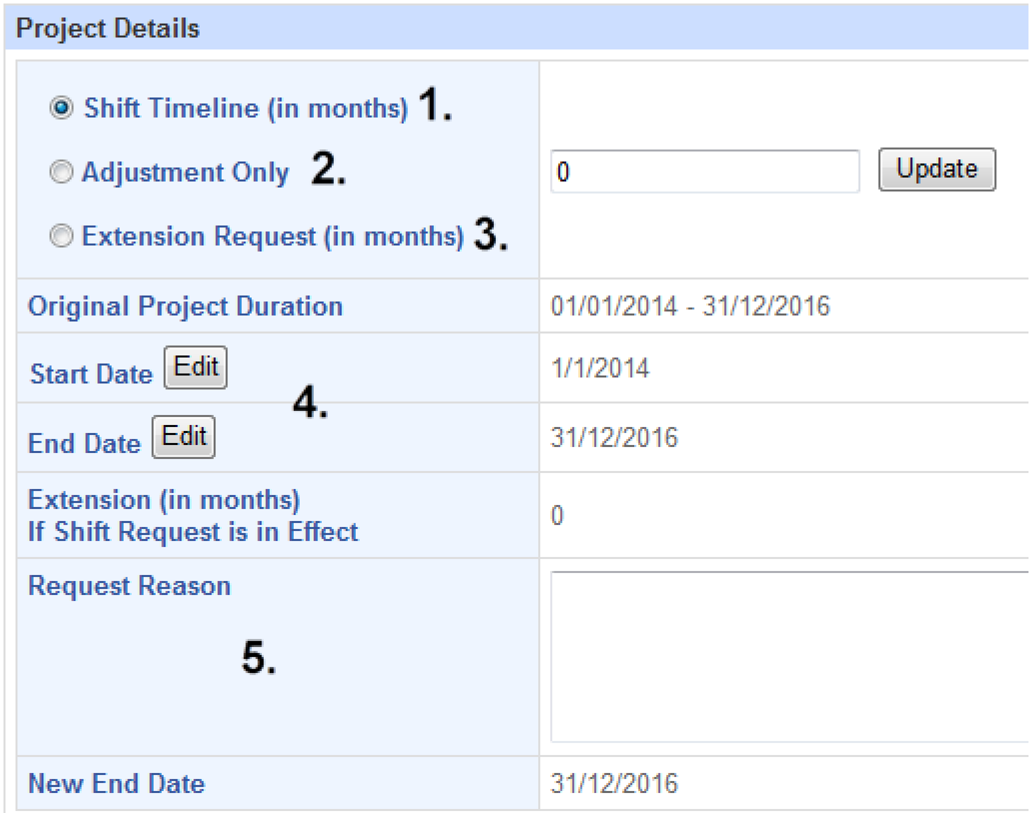


Figure 6: Timeline Adjustment

1) **Shift Timeline** – By ticking the Shift Timeline radio button, when a user fills in the desired shifting months and click the Update button, all the dates (Start Date, End Date, all the Project Activity dates and the Milestone date) will be shifted accordingly.
2) **Adjustment Only –** By ticking the Adjustment Only radio button, user will only be able to add, delete or edit research activities and milestones of the project accordingly.
3) **Extension Request** – By ticking the Extension Request radio button, when a user fills in the desired extension months and click the Update button, the latest end date will be reflected in the New End Date row.
4) **Start/End Date Edit** – If a full shift is not desired, users can also manually select the start/end date they wanted. Note: The Start Date is always the first day of the month, and End Date is always the last day of the month.
5) **Request Reason** – Provide the reason on why this request is required for RMC/Ministry to judge whether to approve. **Note:** This field is compulsory.

Important: *Shift Timeline* and *Start/End Date Edit* function is only available if the below conditions are fulfilled:

i) The current request is the project's first Timeline Adjustment request, and subsequent requests will have these 2 functions disabled.

ii) This project does not possess any Project Report yet.

Users can also add/remove/modify the Project Activities and Project Milestones here:

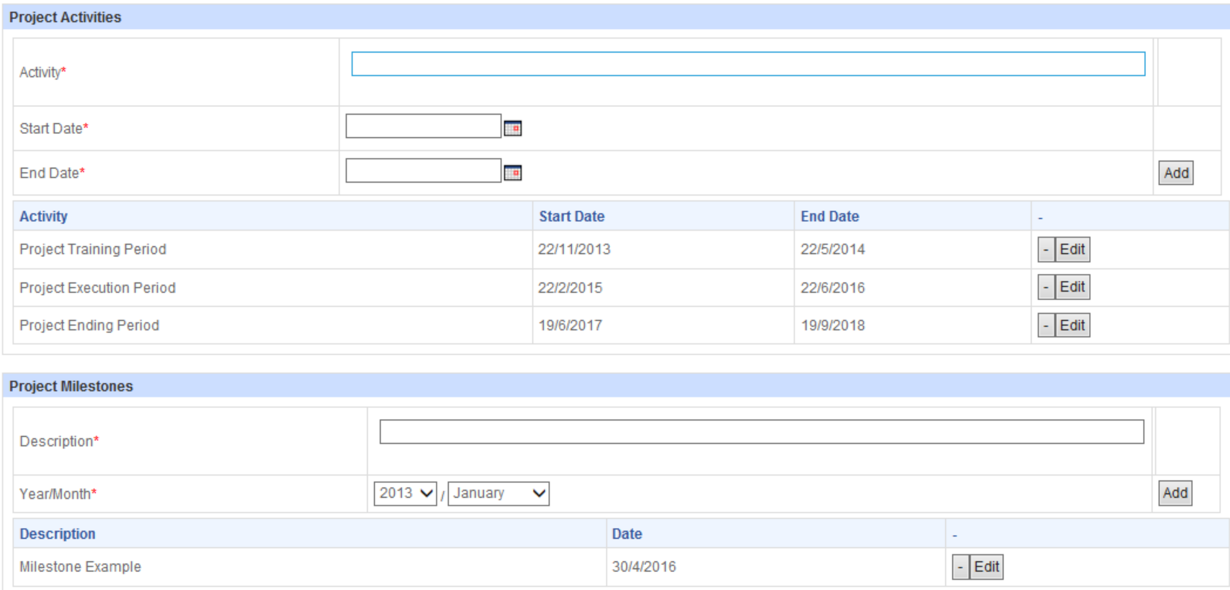


Figure 7: Timeline Adjustment – Project Activities/Milestone

4.2.2. Member Request

On the Member Request page, users are able to invite new members, remove existing members or promote existing members to the role of Project Leader. All the previous requests is also recorded and displayed here under the **History of Changes/Requests**.

Invitation of new members can be done by clicking on the **Invite New Member** button, whereas adjustments of current members can be done by utilizing the **Action Type** Column. Two choices are available for members: **Remove** and **Change to Project Leader**. Once a choice has been made, users have to wait for the RMC to accept/reject these changes.

If a user has accidentally chosen the wrong choice for a member, he or she can cancel that choice by using the **Action Type** column once more, this time choosing the **Cancel Action** option.

Current/Invited Members

Researcher ID	Name	IC/Passport Number	University	Status	Action Type
10005	Prof Mohamed	8888888888888888	UM	Project Leader	
10003	Prof Lau	8989898989	UM	Member	
10004	Prof Ahmad	12345123412	UM	Member	

Invite New Member

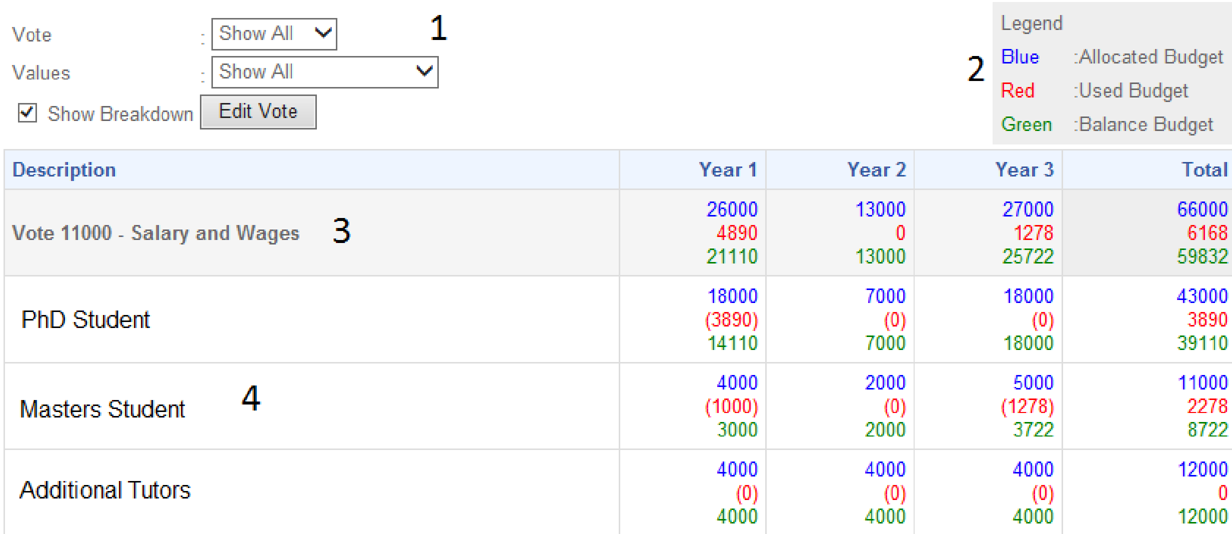
History of Changes/Request

Request Type	Related Researcher	Request Date	Result
Change to Project Leader	Prof Ahmad	04/07/2013	Rejected by RMC
Change to Project Leader	Prof Lau	04/07/2013	Rejected by invited member
Quit	Prof Ahmad	04/07/2013	Rejected by RMC

Figure 8: Member Change Request

5. Finance

The finance tab is the page for users to update and keep track of the project budget. Users can update the budget spending on each individual item and the system will automatically keep track on how much of the budget is left for that item as well as the vote and overall budget.



Description	Year 1	Year 2	Year 3	Total
Vote 11000 - Salary and Wages	26000 4890 21110	13000 0 13000	27000 1278 25722	66000 6168 59832
PhD Student	18000 (3890) 14110	7000 (0) 7000	18000 (0) 18000	43000 3890 39110
Masters Student	4000 (1000) 3000	2000 (0) 2000	5000 (1278) 3722	11000 2278 8722
Additional Tutors	4000 (0) 4000	4000 (0) 4000	4000 (0) 4000	12000 0 12000

Figure 9: Finance Table

1) **Option Bar**–allows user to manipulate the budget table as well as editing the used budget values for each item.
   a. **Vote** – Lets users to choose to show all the votes, or just a specific vote.
   b. **Values** – Lets users to choose to show all values, or specific values only (allocated, used, or balance)
   c. **Show Breakdown** – If this option is ticked, every item under each vote will be shown, if it is not ticked; only the overall vote categories (Vot11000, Vot21000, etc.) will be shown.
   d. **Edit Vote** – by clicking this button, users can edit the Used Budget portion of the budget table. ***Note: This function is disabled if a virement request is in progress.***
2) **Legend** – Legend of the budget table:
   a. **Blue (Allocated Budget)** – The budget allocated by Ministry for that particular item.
   b. **Red (Used Budget)** – User editable, shows the current spending for that particular item.
   c. **Green (Balance Budget)**– The balance left for that particular item (Allocated – Used).
3) **Vote Header** – The header for a **VoteCategory**, all the values here are a culmination of all the items belonging to this **VoteCategory**.
4) **Individual Items** – Shows the individual items for each Vote, the **Used Budget** value here is **editable**, and the changes will be reflected in the **Vote Header**.

5.1. Virement Request

Virement Request is used to readjust the allocated budget to suit the current project needs. Users can add in new items, delete old items that are no longer required, or adjust existing item's budget. However, all these changes must not go over the original allocated budget.

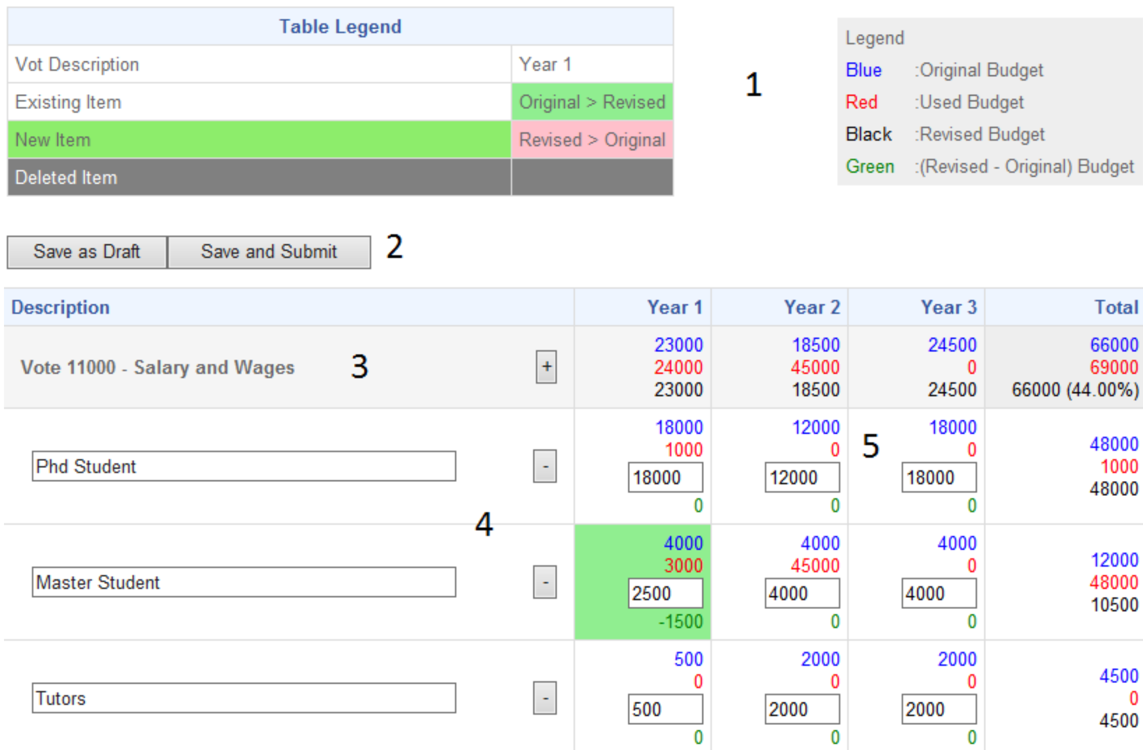


Figure 10: Virement Request

1) **Legends** – Shows the legend for using the Virement Function.
2) **Save/Submit Button** – Able to save the Virement as a draft first, coming back to it later, or save and submit the request to RMC for approval.
3) **Main Vote** – Displays the Main Vote Category. By clicking on the + button, a user can also create additional items for this Vote Category. New items are always highlighted in green
4) **Vote Items** – Displays all the items that belong to the current Main Vote Category. Users can change the description of the item, as well as deleting the item altogether by clicking on the - button. Deleted items are always highlighted in grey
5) **Budget Year Cell** – Displays the **current provided budget** for this particular year, and **budget that is already used**. Users can apply for a new budget value by inputting in the desired value into the text box. The **Difference Value** shows the user the difference between the **current provided budget** and the new desired budget.

6. Research Activity

The Research Activity Tab shows all the research activities that were planned for during the application phase of the project. Users are not able to add or delete these activities as they please. If any modification is required, please use the *Timeline Adjustment* feature (see Section 4.2.1).

Other than adding or deleting activities, users can also input a variety of information for the activity at hand:

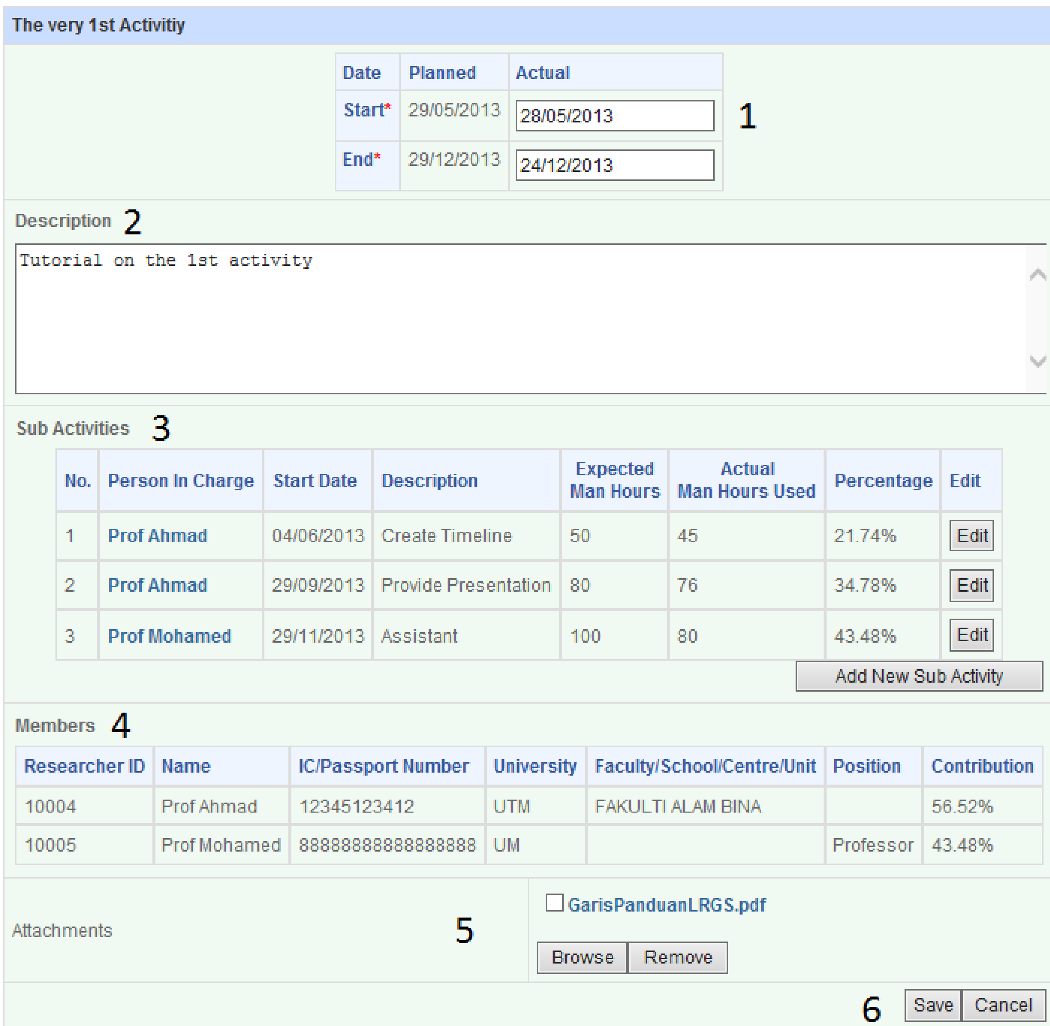


Figure 11: A Research Activity Record

1) **Start/End Dates** – Displays the planned Start/End Dates that was stated during the Application Phase, as well as allows users to input the actual Start/End Dates of this activity.
2) **Description** – Users can provide additional background information here regarding the activity.

3) **Sub Activities** – Catalogues all the sub activities that contribute to the overall completion of the main Research Activity. Users can add additional sub activities by clicking on the **Add New Sub Activity**. These sub activities can be modified by pressing on the **Edit** button located on the right side of the sub activity row.

4) **Member List** – Shows all the members that are involved in this Research Activity. This member list as well as the contribution percentage for each of these members is automatically created by utilizing information obtained from the **Sub Activity List**. The formula for the contribution percentage is:

$$\frac{Total\ ExpectedMan\ Hours\ for\ this\ Member}{Total\ Expected\ Man\ Hours\ for\ this\ Activity} \times 100$$

5) **Attachment** – Allows users to provide attachment for this particular activity.

6) **Save/Cancel Button** – Save the changes done to this activity by pressing the Save Button, or cancel changes done by pressing the Cancel Button.

7. Exhibition/Publication/Intellectual Property/Product

As these four tabs are similar in functionality, they will all be grouped under Section 7. Unlike **Research Activities**, users can add/delete items here anytime. Adding items can be done by clicking on the **New Exhibition, New Publication, New Patent,** or **New Product** buttons. Two buttons are located at the bottom part of each item, **Edit** and **Delete**, the **Edit** button allows users to edit the information for that item, whereas the **Delete** button will delete the item from that tab.

8. Human Capital

Human Capital keeps the record of all students that are nurtured under this project. The table below shows the overview of students under this project. If a student is still under the project, he or she will be categorized under the **On-Going** section of the table. Once he/she has graduated (auto detection based on Graduation Year/Month in student profile), he/she will be categorized under the Graduated section of the table.

Human Capital	Number			
	On-Going		Graduated	
Citizen	Malaysian	Non-Malaysian	Malaysian	Non-Malaysian
PhD Student	0	1	1	0
Master Student	0	0	0	0

Figure 12: Human Capital Table

A new student can be recorded by clicking on the **New Student** on the top right. Once the new record is created, click on the **Edit** to provide information for this record.

Select Student	Add New Student Profile
Supervisor	Select Supervisor
Type	
Citizenship	
Year of Graduation	
	Save Delete

Figure 13: A Human Capital Record

Once the Edit button is pressed, the record will change to the above.If the student does not have a profile yet, a user has to click on the **Add New Student Profile** to create a profile for that student (see Section 8.1 on how to create new student profile). In order to select a student, press on the **Select Student** button. The window as shown in the next Figure will pop out.

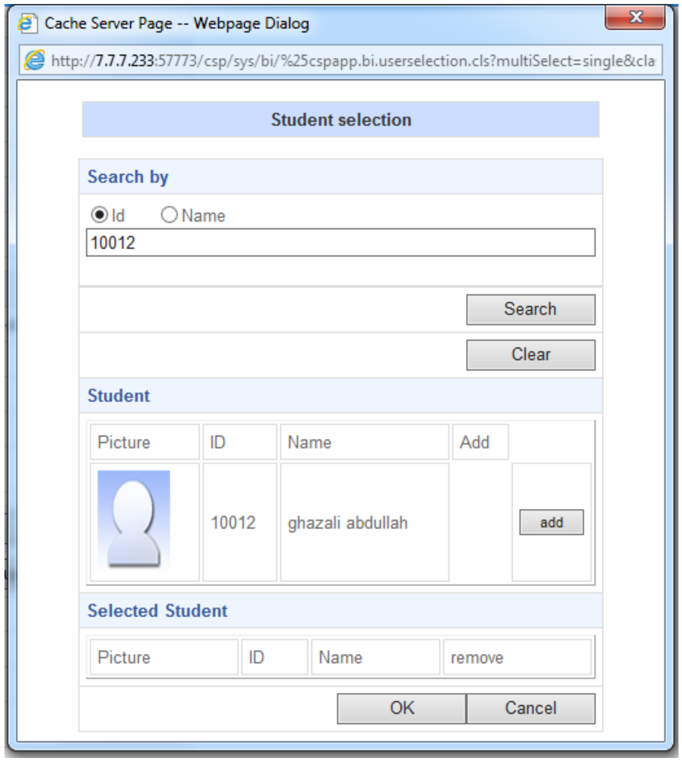
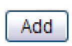


Figure 14: Student Selection Window

Users can then search for the relevant student either using their ID, or their Name. Once the desired student is found, click on the 

button, and finally the **OK** button to link this student to the current student record.

The supervisor of this student can be chosen similarly by clicking on the **Select Supervisor** button.

Other information listed in the record such as Type, Citizenship and Year of Graduation is automatically obtained from the Student Profile, if any change is required, please refer to Section 8.1.

8.1. Add/Edit Student Profile

By pressing on the **Add New Student Profile**button, the Student Setup window will open.

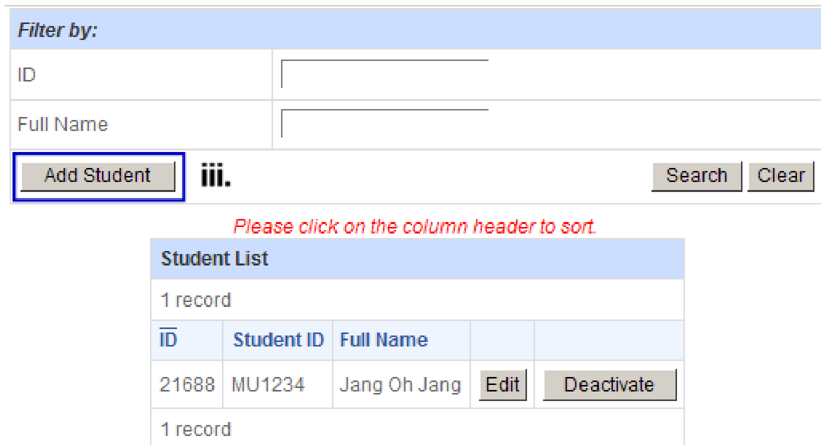


Figure 15: Student Profile Setup Page

In this window, Users can edit existing student profiles by clicking on the Edit located for each record, or add additional student profiles by clicking the **Add Student** button. When either Edit or **Add Student** is clicked, a student profile form will appear on the window:

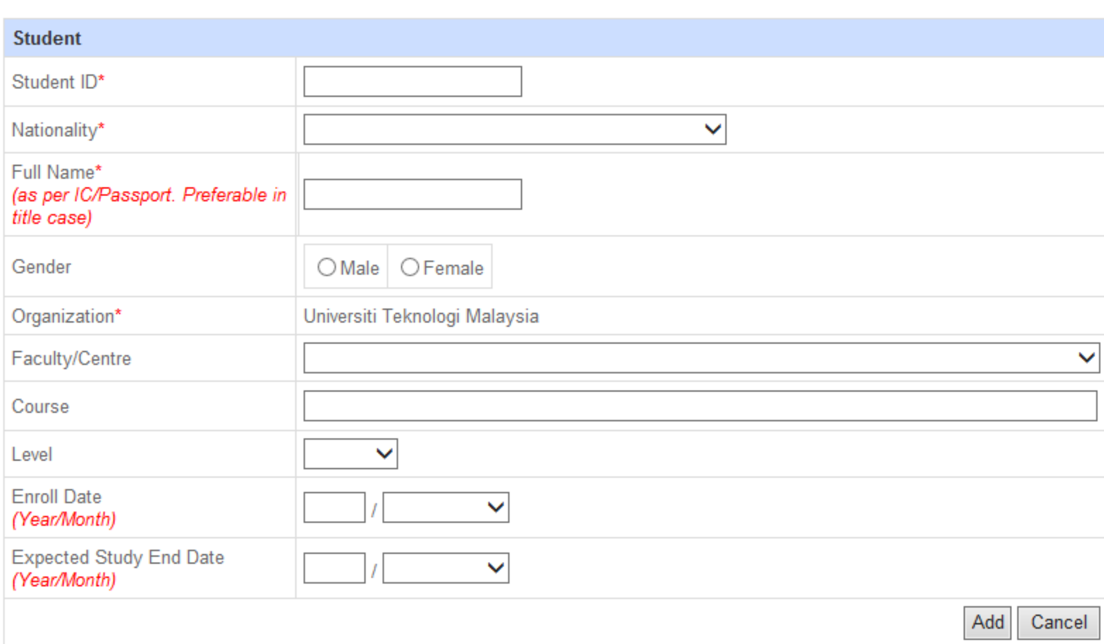


Figure 16: Student Profile Information Form

Input/Edit the necessary information for the student and press the Add (if user selected Add Student) or **Save**(if user selected Edit).

9. List of Figures