

**HOW TO REPORT MY  
PROGRESS ONLINE**

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

**RESEARCHER'S GUIDE TO REPORTING**


# PENGENALAN


➤ Log masuk MyGRANTS melalui laman <http://mygrants.gov.my/>



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?](#)

➤ Cari bahagian **MONITORING**

➤ Pilih '*Tajuk projek*'



Name  
Researcher  
Universiti Teknologi MARA

 **Application**

New Application  
My Application

 **Evaluation**

My Evaluation

 **Monitoring**

**Leader** DEVELOPING A SPACE SYN

GRA Vacancy

Inspection

 **Invitation**


 **Connection**


Find Researcher  
View Connections

Add Group

All

 **Group Discussion**



 **Search**

 **Local System Setup**

 **Help**

# OVERVIEW

- Semak Tajuk Projek, Kod Rujukan, Pilihan Geran, Kluster, Tempoh Penyelidikan, Ahli Penyelidikan dan Rumusan.
- Pastikan Tempoh Penyelidikan dalam MyGrants dan sistem IRMIS selari. (Sekiranya telah membuat pelanjutan tempoh, mohon klik butang '**Request Timeline Revision**').
- Pertukaran Ketua Projek, Penambahan/Pengguguran Ahli Projek mohon klik butang '**Request Member Change**'. (Pastikan telah mendapat kelulusan daripada RMC terlebih dahulu)

<b>Project Title</b> 1							
MyGrants Project Sample 1							
<b>Selected Grant</b> 2							
FRGS 2013-9							
<b>Cluster</b> 3							
Main Cluster	Sub Cluster						
Applied Science	Computer Science						
<b>Project Duration</b> 4							
Start	End						
01/10/2013	30/11/2018						
 Request Timeline Adjustment							
<b>Members</b> 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							
<b>Executive Summary</b> 6							
This Project is created as a sample for users							

## REQUEST TIMELINE REVISION

- Sekiranya telah membuat pelanjutan tempoh projek penyelidikan (lulus di peringkat RMC), mohon klik 'Extension Request (in months)'.
- Masukkan jumlah bulan pelanjutan tempoh penyelidikan yang telah diluluskan pada kotak 'Update'.
- Semak 'Request Reason', pastikan selari dengan justifikasi pelanjutan tempoh projek di sistem IRMIS.
- Lengkapkan 'Project Activities' dan 'Project Milestones' dengan menekan butang 'Add' untuk penambahan.
- Klik butang 'Save as Draft' untuk simpan dan klik butang 'Submit Timeline Revision' untuk menghantar.

Project Details	
<input type="radio"/> Revision Only	1
<input checked="" type="radio"/> Extension Request (in months)	0 <input type="button" value="Update"/>
Original Project Duration	01/04/2013 - 31/03/2016
Original Start Date	01/04/2013
Original End Date	31/03/2016
Request Reason	2
New End Date	31/03/2016

Project Activities 3	
Activity*	<input type="text"/>
Start Date*	<input type="text"/> <input type="button" value="Calendar"/>
End Date*	<input type="text"/> <input type="button" value="Calendar"/> <input type="button" value="Add"/>

Project Milestones 4	
Description*	<input type="text"/>
Year/Month*	2010 / January
Cumulative Project Completion(%)*	<input type="text"/> <input type="button" value="Add"/>


Gantt Chart of Project

## REQUEST MEMBER CHANGE

- Penambahan Ahli Projek boleh dibuat pada butang 'Invite New Member'.
- Pengguguran Ahli Projek boleh dibuat pada butang 'Action Type – Remove' pada nama ahli projek yang ingin digugurkan.
- Penukaran Ketua Projek boleh dibuat pada butang 'Action Type – Change to Project Leader' pada nama Ketua Projek yang baru.
- Sejarah Penukaran Ketua Projek dan Penambahan/Pengguguran Ahli Projek boleh dilihat pada 'History of Changes/Request'.
- Pastikan Penukaran Ketua Projek dan Penambahan/Pengguguran Ahli Projek telah diluluskan di peringkat RMC.

Current/Invited Members

Researcher ID	Name	IC/Passport Number	University	Status	Action Type
10005	Prof Mohamed	888888888888888888	UM	Project Leader	
10003	Prof Lau	8989898989	UM	Member	<input type="text" value=""/>
10004	Prof Ahmad	12345123412	UM	Member	<input type="text" value=""/>

1 

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

# PROGRESS SUMMARY

- Lengkapi Milestones, Research Abstract, Summary of Research Findings, Problem (Jika Ada) dan Recommendation (Jika Ada).
- Milestones: Klik butang 'Edit' untuk mengemaskini 'Completed Percentage' dan 'Actual Completion Date'.
- Sekiranya projek penyelidikan telah tamat, Project Progress mestilah 75% dan ke atas telah selesai.

**Progress Summary**

**Current Outcome**

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

**Milestone 1**

No.	Description	Expected Completion Date	Completed Percentage	Actual Completion Date
1	Milestone Example	30/04/2016	79	28/04/2015

**Research Abstract 2**

**Summary of Research Findings 3**

**Problems/Constraints if Any 4**

**Recommendation 5**

Progress Summary  
Overview  
Finance  
Research Activities  
Exhibitions  
Publications  
Intellectual Property  
Products  
Human Capital  
Discussion  
Submit Report

# FINANCE

- Lengkapi perbelanjaan mengikut vote seperti dalam lejer dalam sistem IRMIS.
- Klik butang 'Edit Vote' untuk masukkan perbelanjaan.
- Sekiranya ada membuat Transfer Vote, mohon klik butang 'Request Virement'.
- Pastikan perbelanjaan selari dengan lejer dalam sistem IRMIS.

Vote	: Show All ▾	1				
Values	: Show All ▾					2
<input checked="" type="checkbox"/> Show Breakdown	Edit Vote	←				
<b>Legend</b>						
	Blue	: Allocated Budget				
	Red	: Used Budget				
	Green	: Balance 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	3	
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	4	
Additional Tutors	4000 (0) 4000	4000 (0) 4000	4000 (0) 4000	12000 0 12000		

# RESEARCH ACTIVITIES

- Masukkan tarikh pada kotak 'Actual Start & End Date'.
- Lengkapi Description, Sub Activities, Members, dan Attachments (Jika Ada) pada setiap aktiviti.

The very 1st Activity

Date	Planned	Actual
Start*	29/05/2013	<input type="text" value="28/05/2013"/>
End*	29/12/2013	<input type="text" value="24/12/2013"/>

1

Description 2

Tutorial on the 1st activity

Sub Activities 3

No.	Person In Charge	Start Date	Description	Expected Man Hours	Actual Man Hours Used	Percentage	Edit
1	Prof Ahmad	04/06/2013	Create Timeline	50	45	21.74%	<input type="button" value="Edit"/>
2	Prof Ahmad	29/09/2013	Provide Presentation	80	76	34.78%	<input type="button" value="Edit"/>
3	Prof Mohamed	29/11/2013	Assistant	100	80	43.48%	<input type="button" value="Edit"/>

Members 4

Researcher ID	Name	IC/Passport Number	University	Faculty/School/Centre/Unit	Position	Contribution
10004	Prof Ahmad	12345123412	UTM	FAKULTI ALAM BINA		56.52%
10005	Prof Mohamed	8888888888888888	UM		Professor	43.48%

Attachments 5

GarispanduanLRGS.pdf

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# PUBLICATION

- Klik butang 'New Publication' untuk memasukkan penerbitan.
- Lengkapi semua bahagian, terutamanya yang bertanda merah (\*) adalah wajib diisi.
- Penerbitan dalam jurnal terindeks SCOPUS dan WoS sahaja diterima sebagai KPI. (Lain-lain sebagai tambahan)
- Artikel dalam jurnal terindeks perlu berstatus 'published' atau sekurang-kurangnya berstatus 'Accepted'.
- Penerbitan dalam jurnal terindeks perlu jelas dan lengkap dengan penghargaan kepada Pemberi Dana (Nama Kementerian & Kod Projek KPM).
- Masukkan Kertas Kerja Penuh beserta Penghargaan.

The screenshot shows a web-based form titled 'Publication' with a 'New Publication' button in the top right corner. The form contains several fields and sections, each annotated with a number from 1 to 10:

- 1**: Points to the 'Title\*' text input field.
- 2**: Points to the 'Status\*' dropdown menu, which is currently set to 'Submitted/Under Review'.
- 3**: Points to the 'ISBN/ISSN' text input field.
- 4**: Points to the 'Name of Journal/Publication\*' text input field.
- 5**: Points to the 'Publisher\*' text input field.
- 6**: Points to the 'Published Year\*' text input field.
- 7**: Points to the 'Volume' text input field.
- 8**: Points to the 'DOI' text input field.
- 9**: Points to the 'Full Paper with Acknowledgement\*' section, which includes 'Browse' and 'Delete' buttons.
- 10**: Points to the 'Other Attachments' section, which includes 'Browse' and 'Remove' buttons.

On the left side of the form, there is a vertical navigation menu with icons and labels: Overview, Progress Summary, Finance, Research Activities, Awards, Publications (highlighted), Intellectual Property, Products, and Talents.

# INTELLECTUAL PROPERTY (IP)

- Harta Intelek yang diambil kira mesti berkaitan dengan penyelidikan semasa.
- Hasil IP yang difailkan perlu dibuktikan dengan melampirkan surat kelulusan IP.
- Lengkapkan semua bahagian, terutamanya yang bertanda merah (\*) adalah wajib diisi.

Intellectual Property (IP) New Intellectual Property

IP Number\* :  1

Type  2

Submitted Date\*  3

Country

Filed Date

Granted Date

Inventor(s)

Name
Equity

[Edit Members](#)

Description\* 4

Description

Attachments 5 [Browse](#) [Remove](#)

[Save](#) [Cancel](#) [Delete](#)

# PRODUCT

- Lengkapi semua bagian, tekan Edit
- Produk yang dihasilkan perlu melampirkan bukti penghasilan produk seperti gambar.


Product	
Product Type	
Product Price	
Specification	
Attachments	
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	

Product Name* :	<input type="text"/>
Product Type	Software ▾
Product Price	<input type="text"/>
Specification	
<input type="text"/>	
Attachments	<input type="button" value="Browse"/> <input type="button" value="Remove"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/>	

# TALENTS

- Lengkapi semua bahagian, terutamanya yang bertanda merah (\*) adalah wajib diisi.
- Pembantu Penyelidik Siswazah (GRA) & Pembantu Penyelidik (RA) mestilah berdaftar dengan RMC.
- Pelajar tajaan atau dibiayai perlu mendapatkan surat lantikan daripada sumber berkaitan.
- Terdiri daripada GRA yang mendaftar di UiTM secara sepenuh masa dalam pengajian mod penyelidikan.
- Setiap lantikan GRA/RA mesti disertakan dengan bukti lantikan seperti surat pelantikan dan surat melanjutkan pengajian.

Citizen	malaysian	Malaysian	malaysian	Malaysian
PhD Student	0	0	0	0
Master Student	0	0	0	0
Summary	Masters Target : 1 Current : 0 PhD Target : 1 Current : 0			



Select Student		Add/Edit New Student Profile	
Thesis Title	1	<input type="text"/>	
Supervisor		<input type="button" value="Select Supervisor"/>	2
Type		PhD ▾	3
Source of Funding*		This Project ▾	4
Duration			5
Citizenship			
Year of Graduation			
Appointment Letter*		<input type="button" value="Browse"/> <input type="button" value="Delete"/>	6
KPT Verification			
		<input type="button" value="Save"/> <input type="button" value="Delete"/>	

Select Assistant		Add New Assistant Profile	
IC	1		
Salary (in RM)		<input type="text"/>	2
Start Date		<input type="text"/>	3
End Date		<input type="text"/>	4

# ASSETS

- Sekiranya ada perbelanjaan pada Vote35000 , mohon masukkan pada bahagian Assets.
- Pastikan jenis dan jumlah aset selari dengan perbelanjaan pada Vote35000.
- Lengkapkan semua bahagian.

Assets	
Type of Asset	
Brand of Asset	
Cost of Asset (RM)	
Asset Serial Number	
Equipment Serial Number	
Date of Procurement	
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	

<input type="text"/>	
Type of Asset	<input type="text"/>
Brand of Asset	<input type="text"/>
Cost of Asset (RM)	<input type="text" value="0"/>
Asset Serial Number	<input type="text"/>
Equipment Serial Number	<input type="text"/>
Date of Procurement	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/>	