

# 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.

# 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 [mygrants.gov.my](http://mygrants.gov.my)
- ii. On the page, click on **Sign Up Now**

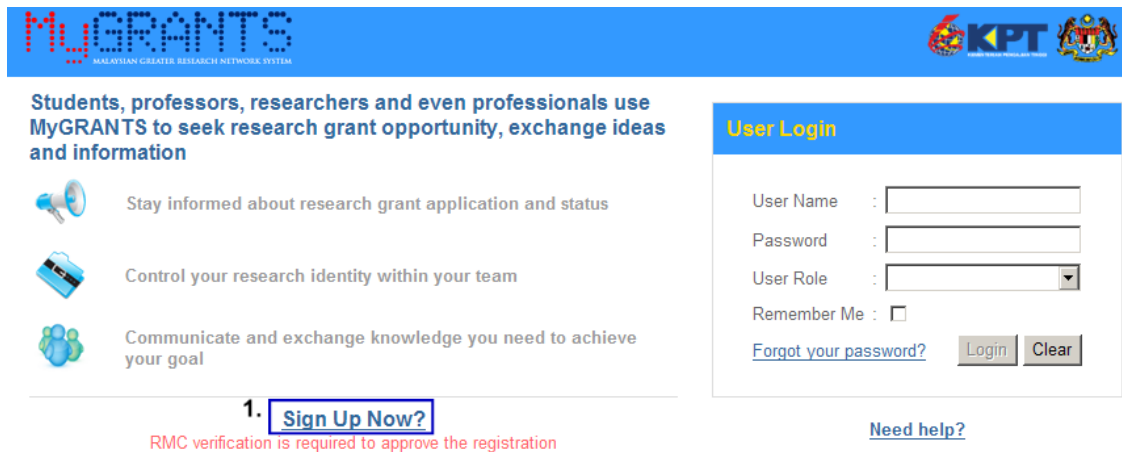


Figure 1: MyGRANTS Homepage

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

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.* <i>(e.g. 123456789012 or A123456)</i>	<input type="text"/>
Nationality*	<input type="text"/>
Gender*	<input type="radio"/> Male <input type="radio"/> Female
Staff ID	<input type="text"/>
Position/Category* <i>(Please select Assoc. Prof./Sen. Lect. if position is in between Lecturer and Professor)</i>	<input type="text"/>
Grade	<input type="text"/>
University*	<input type="text"/>

Figure 3: Part of Registration Form

- v. Your registration form is now forwarded to your university's research office (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:

[mygrants.gov.my](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

[Need help?](#)

**User Login**

User Name :

Password :

User Role :

Remember Me :

[Forgot your password?](#)

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.

#### 3.1. Requesting New Password

If you are not able to log in, most probably the reasons are:

- Incorrect username
- Incorrect password

**\*\*NOTE:** *User Role* option and *Login* button are disabled if you do not provide the correct login information.

If you have forgotten your password, simply click on the '*Forgot your password?*' to request a new password. You will need to key in your username in order to reset your account's password again.

However, in the case you have forgotten both username and password please retrieve your username first from your university's research office.

## 4. MyGRANTS Homepage

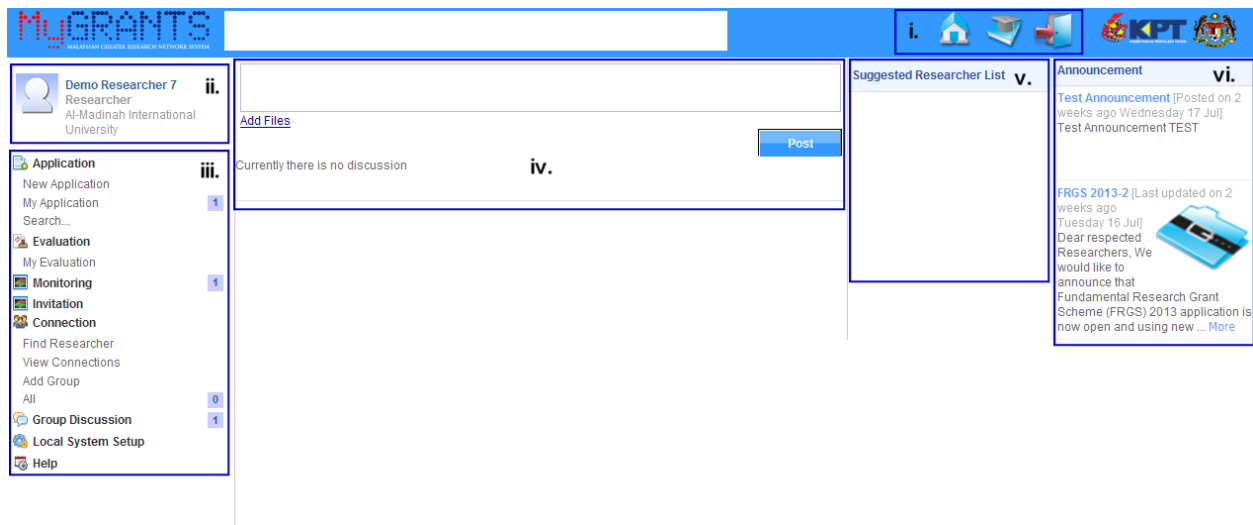





Figure 5 : MyGRANTS Homepage

Your homepage has quite of useful and informative links that you can access to. The following describes the page:

### i. Quick Links

- a.  *Home* – Click to return to home page.
- b.  *Profile* – Click to access and edit your profile
- c.  *Log Out* – Click to log out from your account

ii. Account Information – Full name, role and university

### iii. Left Panel Menu

#### a. Application

- i. *New Application* – To create a new grant application, click here.
- ii. *My Application* – Application in draft, pre submitted, submitted or resubmission can be accessed here.
- iii. *Search* – Search previously approved project application.

#### b. Evaluation

- i. *My Evaluation* – List of Pending and History of Evaluation

c. **Monitoring** – Your ongoing approved projects and progress report

d. **Invitation** – All invitation sent by other researchers, research office or ministry can be accessed here.

#### e. Connection

- i. *Find Researcher* – Find researcher registered in MyGRANTS
    - ii. *View Connections* – View all your connections between you and other researchers
    - iii. *Add Group* – Create new group for discussion
    - iv. *All* – View all conversation in discussion group
  - f. **Group Discussion** – Discussion regarding ongoing project can be accessed here
  - g. **Local System Setup**
    - i. User Preference – Manage your social profile
  - h. **Help** – Links to User Manual
- iv. **Discussion Panel** – All Discussion can be found here.
- v. **Suggested Researcher List** – The system will suggest you other researchers based on your profile information and your current connection.
- vi. **Announcement** – Announcement made by your university’s research office or the ministry will appear here.

#### 4.1.Updating Your Profile

Before you start creating a new grant application, it is necessary to update your own profile first. The reason is **your profile will be reflected back in any application** that you have created.

To access your profile simply click on the middle icon (mortarboard and book) on the top right of the page.

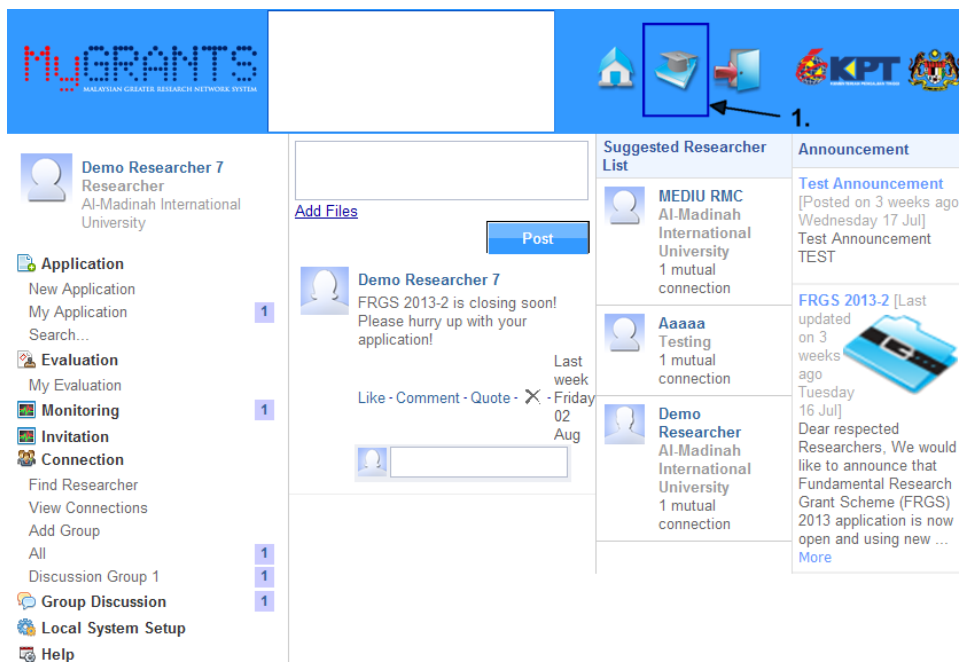


Figure 6: Accessing your Profile

Your profile should appear such as in the Figure below. Each section is divided into tab. You can manage you profile on this page.

Figure 7: Profile Overview

To edit your account and personal information, click on **Edit** to change the details you have entered before.

The profile is divided into few section represented by tabs. Hereby is the tab available in your Profile:

Tab Name	Description
Account	Your username, display picture, full name and password management
Personal Info	Personal Information
Project	Past or Ongoing Project Records
Publication	Publication
IP	Intellectual Property
Supervision	Supervision Experience
Teaching	Teaching Experience
Consultation	Consultation Experience
Community Service	Community Service

Table 1: Tab Description

**IMPORTANT!**

- Make sure you have updated your **personal info, projects and publications** first before creating an application. This information is vital during evaluation later on and affects your chance of success.
- After you have updated your profile, your research office (RMC) will need to verify the amendments made (*Only Personal Info*). Please contact your university's RMC to approve the changes.
- **Without RMC verification, you cannot submit any application at all!**

## 1. Account


Account							
ID	21697						
User Name*	demouser7 <b>i.</b>						
Image	<input type="button" value="Browse..."/> <input type="button" value="clear"/> <b>ii.</b>  <input type="checkbox"/> Delete Picture						
Full Name* <i>(as per IC/Passport Preferable in title case)</i>	Demo Researcher 7 <b>iii.</b>						
Password	<table border="1"><tr><td>Current</td><td><input type="password"/></td></tr><tr><td>New</td><td><input type="password"/></td></tr><tr><td>Re-type New</td><td><input type="password"/></td></tr></table> <b>iv.</b>	Current	<input type="password"/>	New	<input type="password"/>	Re-type New	<input type="password"/>
Current	<input type="password"/>						
New	<input type="password"/>						
Re-type New	<input type="password"/>						
<input type="button" value="Save"/> <input type="button" value="Cancel"/>							

Figure 8: Account Tab

In your Account tab, you will be able to manage your account information accordingly.

- i. Username** – Your account's username
- ii. Profile picture** – Click on **Browse...** to upload your picture. We recommend that you upload passport-sized picture and format allowed is **\*.jpg, \*.png or \*.gif**
- iii. Full Name** – This is the name will be used throughout the system especially for Researcher Selection.
- iv. Password** – You can change your current password here.

## 2. Personal Info

The Personal Info contains your personal and brief academic information. Some important note:

- The information marked with **!** is required information and need to be verified by the RMC.
- **Faculty/Centre and Unit** – Should your faculty or unit is **not listed** in the drop down menu, click on the link Add New Faculty/Centre and Add New Unit.

University* <b>!</b>	Al-Madinah International University
Branch	Selangor
Faculty/Centre <b>!</b>	<input checked="" type="radio"/> Faculty <input type="radio"/> Centre Faculty of Information Technology <input type="button" value="Add New Faculty/Centre"/> <b>i.</b>
Unit <b>!</b>	Encryption Unit <input type="button" value="Add New Unit"/> <b>ii.</b>

Figure 9: Faculty and Unit

- **Phone Number** – Please do not include any symbols (such as -, /, \, #) in the telephone number. The system only accepts numerical value.
- **Academic Start Date** – This is the date when you start become an academician.
- **Date of First Appointment with this University** – Date when you are first appointed at your current university.

Handphone No.	<input type="text"/>	<b>iii.</b>
Office Telephone No.	0123456789 Ext. <input type="text"/>	
Academic Start Date* <b>!</b>	09/07/99 <input type="button" value="x"/>	<b>iv.</b>
Date of first appointment with this University* <b>!</b>	11/07/2005 <input type="button" value="x"/>	<b>v.</b>

Figure 10: Phone and Academic Dates

- **Research Cluster** – Click on  to select your related cluster and sub cluster. It is possible to select more than 1 cluster combination for this section. You are advised to key in your expertise.

Research Cluster* <b>vi.</b>	<input type="button" value="..."/>	<b>vii.</b>	
	<b>Main Research Cluster</b>	<b>Sub Research Cluster</b>	<b>Expertise</b>
	Information and Communication Technology	Computer Networking	<input type="text"/>
	Information and Communication Technology	Information Security	<input type="text"/>
	Information and Communication Technology	Multimedia	<input type="text"/>

Figure 11: Research Cluster



### 3. Project

In this section you will be able to enter the information of your current and past projects. To add a new project entry, click on **Add Project**. Some important notes:

i. Add Project

Project Records							
Title	Start Date	End Date	Research Cluster		Status		
			Main Research Cluster	Sub Research Cluster			
Another Copy of This is a sample monitoring application	01/10/2013	30/09/2016	Information and Communication Technology	Information Security	In progress	<span>Edit</span>	<span>Delete</span>
Project 1	15/07/2011	15/07/2012	Information and Communication Technology	Multimedia	Complete	<span>Edit</span>	<span>Delete</span>
Project 2	10/07/2011	15/01/2013	Information and Communication Technology	Computer Science	Complete	<span>Edit</span>	<span>Delete</span>

Figure 12: Project List

- Each project entry only requires the *title, start date and actual/expected end date* of the project (marked with red asterisk \*). Other information is purely optional.




Project	
Title*	<input type="text"/>
Keyword	<input type="text"/>
Start Date*	<input type="text"/> 
Actual/ Expected End Date*	<input type="text"/> 

Figure 13: Compulsory Project's Information

- Should any foreign/government/industry collaborator is **not listed** in the database, click on *Register Foreign Researcher* or *Register Government/Industry Partner* to register their information in the system. Refer to [Registering Others Researcher](#) for more information.

Research Cluster	<input type="text"/>
Role	<input type="text" value="Project Leader"/>
Project Leader	<input type="text" value="Demo Researcher 7"/>
Member	<input type="text"/> <span>Register Foreign Researcher</span> <span>Register Government/Industry Partner</span> ii.
Grant	<input type="text"/> iii.
Attachment	<input type="button" value="Upload"/>

Figure 14: Non-local Researcher and Grant Type

- If the project is associated to any grant, please enter the grant information by clicking . You can create new entry if the drop down menu does not list the organization/source of the grant.

**Grant**

Type  **i.** **ii.**

Source  **ii.**

Name  **iii.**

Figure 15: Source of Grant

- **Attachment** – Please do not upload any copyrighted/confidential documents into your profile.
- **Research Organization** – The organization where the project is executed.

#### 4. Publication

In this section you will be able to enter the information of your current and past projects. To add a new project entry, click on **Add Publication**. Some important notes:

**i.**

Publication Records						
Title	Name of Journal/Publication	Year	Attachment	DOI		
Publication 2	Publication 2	2011			<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Publication 1	Publication 1	2010			<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Figure 16: Publication List

- Each publication entry only requires the *title, name and year published* of the journal/publication (marked with red asterisk \*). Other information is purely optional.

**Publication**

Title\*

Name of Journal/Publication\*

Role

Author 

Co-Authors   **i.**

Year\*

Attachment

Figure 17: Adding New Entry of Publication



## 6. Supervision

In this section you will be able to enter the information of your supervision experience. To add a new Supervision entry, click on **Add Supervision**. Some important notes:

i. Add Supervision

Supervision Records							
Name	Level	Title	Status	Research Cluster			
				Main Research Cluster	Sub Research Cluster		
Jang Oh Jang	PhD	PhD for MyGRANTS	Complete	Information and Communication Technology	Computer Networking	<span>Edit</span>	<span>Delete</span>
				Information and Communication Technology	Information Security		

Figure 20: Supervision Records

- Each IP entry only requires the *student's name, level, title and research cluster* (marked with red asterisk \*). Other information is purely optional.

Subject

Name (Student)\* ... Register Student for your University ii.

Level\*

Title\*

Keywords

Status Complete

Research Cluster\* ...

Add Cancel

Figure 21: Adding New Entry of Supervision

- In order to add student's name, click on ... and then search their name in the database. Should their name are **not listed**, click on Register Student for your University to register your student in the system.