

Simple Guidelines for **Progress** Reporting in MyGRANTS

Link: KPT Research Fund Governance (2022)

1 - Editing Publication



Moni	toring > Progress Report					Print PDF Current
	Publication					New Publication
Past			Publication	Target	Current	
Past Requests			Indexed Journal		0	—
			Non Indexed Journal		0	
È			Conference Paper (National)		0	
Overview			Conference Paper (International)	2	0	
Progress			Book	2	0	
Progress Summary			Book Chapter		0	 Researchers may add any new
Contraction of the second			Technical Report		0	publication that has correctly
S			Magazine/Newsletter/Newspaper		0	acknowledged the DP KPT Project
Finance						Code
4		Author(s)				• An <i>in-press</i> publication may be
Research Activities		1.				added, but it <i>may not be counted</i>
A REAL PROPERTY AND A		Type*				yet as a project output.
		Status*				
Assets		ISBN/ISSN*				
Ø	Talent	Name of Journal/Put	olication*			
Research		Publisher*				
Output	Publication	Published Year*				
¥=		Volume				
Research Outcome	Intellectual Property	Issue				
	-	Pages				
Research	Product/Prototype/Commercialization	Indexing Body*				
Impact		DOI				
Submit	Collaboration	Full Paper with Ackn	owledgement"			
Submit		Other Attachments				
Report						dit Delete

1 - Editing Publication

Please note that the *followings* should be *strictly* acknowledged in all publications. For example,

- ✓ Kementerian Pengajian Tinggi Malaysia [Name of funder]
- ✓ Fundamental Research Grant Scheme [Name of grant]
- ✓ FRGS/1/2019/ICT01/UNIMAS/03/1 [Reference Code]

	Overview
Past	Project Title View Application
Requests	
	University
Overview	Universiti Malaysia Sarawak (UNIMAS)
~1	Reference Code
Progress	FRGS/1/2019/ICT01/UNIMAS/03/1
Summary	Selected Grant
	FRGS 2019-1
Finance	Domain

PDF file (max size 4 MB)

Researchers are required to upload a *screenshot* from the *indexing body* as proof of publication (from Web of Science or SCIMAGO Journal & Country Rank for SCOPUS).

Title* :	
Author(s)	
Edit Members	
Гуре*	Journal Paper 🗸
Status*	Published V
SBN/ISSN	
Name of Journal/Publication*	
Publisher*	
Published Year*	
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ssue	
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ndexing Body*	~
001	SCOPUS
Full Paper with Acknowledgement*	Web of Science(WoS) ERA Others Delete
Other Attachments	Browse Remove
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mpact Factor *	
	Save Cancel Delete

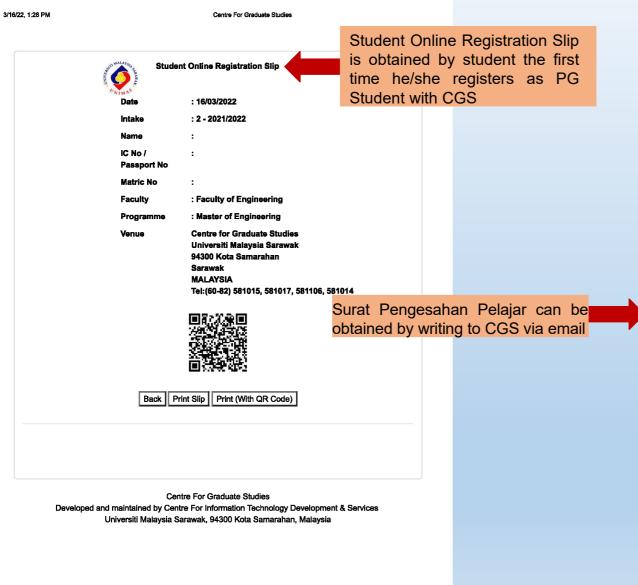
- Click <u>here</u> for Impact Factor in <u>Scopus</u>
- Click <u>here</u> for Impact Factor in <u>WoS</u>



Monitoring > Progress Report Print PDF Talents New GRA R Number Summary Talents Past On-Going Graduated Original Actual Current Requests Ê Non-Non-Citizen Malaysian Malaysian Malaysian Malaysian Overview PhD 0 0 0 0 0 0 0 Student ~1 Master 71 0 0 0 0 1 1 0 Progress Student Summary S Select Student | Add/Edit New Student Profile Finance Thesis Title H Supervisor Select Supervisor Research Masters v Type Activities Click to add new GRA or to Source of Funding* This Project V update the profile of existing GRA Duration Assets Citizenshin Ø 3 Talent · (M) Research Browse Delete Output Publication S=1 Browse Delete 3 Research Intellectual Property Outcome Science & Technology \sim R Product/Prototype/Commercialization Research Impact Save Delete Collaboration **i** Submit Report



lalents									New GF
	Talaata		Nur	nber			Summar	y	
	Talents	On-	Going	Grad	uated	Original	Actual	Current	
	Citizen	Malaysian	Non- Malaysian	Malaysian	Non- Malaysian				
	PhD Student	0	0	0	0	0	0	0	
	Master Student	0	0	0	0	1	1	0	
Select Student Add/Edit New	v Student Profile								
Thesis Title									
Supervisor				Sele	ct Supervisor				
Туре				Master	s 🗸				
Source of Funding*	Refer to the duration s	ated in the	Offer lette	r by CGS					
Duration .	Should include the exte								
Citizenship									
Year of Graduation	Combine the follow	ing de euro	anta inta a						
Year of Graduation Appointment Letter*	Combine the follow	-							
	Combine the follow (PDFs can be com	-			odf.com/):				
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Appointment Letter* Graduation Letter Status	(PDFs can be com1. GRA Appointm2. Student Online	bined online ent Letter b Registration	e at <u>https:/</u> oy RIEC	/combinep		elajar			
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Appointment Letter* Graduation Letter Status Dicipline Student ID	 (PDFs can be com 1. GRA Appointm 2. Student Online 3. Offer Letter by 4. Notification Let 	bined online ent Letter b Registration CGS er of Refer	e at <u>https:/</u> by RIEC n Slip <u>OR</u> \$ rence Codi	<mark>/combinep</mark> Surat Peng ng for KP ⁻	jesahan P		& Re	search	r's Feedback Form (<i>if</i>



Pusat Pengajian Siswazah Centre for Graduate Studies		ANNALS STATEMENT
• UNIMAS/NC-30/04-18 Jilid 53 (4)	7)	UNIM 5°
23 November 2021		
KEPADA SESIAPA YANG BERI	KENAAN	
Tuan		
Pengesahan Sebagai Pelajar U	niversiti Malaysia Sarawak	-
Adalah disahkan penama berikut	merupakan pelajar siswazah di U	niversiti Malaysia Sarawak;
Nama No Matrik No Kad Pengenalan/Paspot Fakulti Program Pengajian Bidang Pengajian Status Pengajian Sesi Kemasukan Tarikh Daftar Tarikh Jangkaan Tamat Pengajian Sila ambil maklum surat ini tidak untuk sebarang bentuk pinjaman Sekian, harap maklum dan terima	dengan pihak bank.	kos rawatan perubatan dan jaminan
Yang benar Hadijah Bt. Hj. Morni Timbalan Pendaftar Pusat Pengajian Siswazah		

UNIMAS INNOVATION

Dokumen ini adalah cetakan komputer dan tidak memerlukan tandatangan.





What to do if the Status of your student suddenly change to Graduated?

(GRA)		
Thesis Title	When the end of the <i>Duration</i> has passed, <i>Status</i> of	
Supervisor	the GRA will automatically turn to Graduated. E.g.,	
	when the current date is 1 November 2022.	Master
Source of Funding*		This Project
Duration		2/2020 - 10/2022
Citizenship		Malaysia
Year of Graduation		2022
GRA Appointment Letter*		
Graduation Letter		
Status		Graduated
Dicipline*		Science & Technology
Student ID		20020034
RMC Verification		
KPT Verification		
		Edit Delete



What to do if the Status of your student suddenly change to Graduated?

(GRA)	
Thesis Title	
Supervisor	
Туре	Master
Source of Funding*	This Project
Duration	2/2020 - 10/2022
Citizenship	Malaysia
Year of Graduation	2022
GRA Appointment Letter*	GRA combine.pdf
Graduation Letter	
Status	Graduated
Dicipline*	Science & Technology
Student ID	20020034 Click this button to set a new
	date for expected end of study
RMC Verification	
KPT Verification	
	Edit Delete



Then you need to change the GRA's *Expected Study End Date*.

[1] Click this button.		[2] Type a part of yo student's name her		
(GRA) Select Student Add/Edit Student Profile	Filter by:			
Thesis Title	ID Full Name	• adzlan		[3] Click "Search"
Supervisor	University	UNIMAS - Universiti Malays	sia Sarawak 🗸	
Туре	Add Student			Search Clear
Source of Funding*			Please click on the column header to sort. [4] Click "Edit"	
Duration			Student List 1 record	
Citizenship			ID Student ID Full Name	
Year of Graduation			120413 20020034 Adzlan Karim Edit Deactivate	
GRA Appointment Letter*			1 record	

[5] Change the "Expected Study End Date" to sometime in the future.

Enroll Date (Year/Month)	2020 / February V
Expected Study End Date (Year/Month)	2022 / October ~
	Save

[6] Click "Save" and reload the page, *i.e.*, press F5 on your keyboard

3 - Editing Research Activities



					Problems f	formulation/ Theo	oretical properties d	lefinition							
							For	mulate and valida	e the experi	mental data	L				
											Fine tuning	results and	analysis		
	9 10 2019	11 12	1 2	3 4	5 6 7 2020	8 9	10 11 12	1 2	3 4	5 8 2021	7 8	9 1	10 11		
Desktop review and Secor	ndary Data Co	ollection													
					Date	Planned	Actual								
					Start*	01/09/2019									
					End*	30/01/2020									
Descript	ctivities th ion, Sub-a s involved	activities	s and												
Descript		activities	s and												
Descript member	ion, Sub-a	nctivities need t	s and to be ł	keyed-			Expected	Actua			Edit				
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4 - Editing Asset



1		
	Type of Asset	
	Brand of Asset	Combine the following items into one PDF
	Cost of Asset (RM)	(PDFs can be combined online at https://combinepdf.com/):
	Asset Serial Number	1. The KEW.PA form obtainable from your Faculty/Institute
	Equipment Serial Number	2. Image of asset that is showing Hak Milik Kerajaan Malaysia &
	Date of Procurement	QR sticker ¹
	Attachment	Browse Delete
		Save Cancel Delete
Finis Baylan: FA000700 - (FSS - PENYELIDIKAN) UntifidamalBahagian: BAHAGIAN - BAHAGIAN - FA000700 - (FSS - PENYELIDIKAN)	RSITT MALAYSIA SARAWAK UKEW.PA-2 DATAR INVENTORI REW.PA-2 BUTIR-BUTIR HARTA Report ID: WFR002 ASSET ID: 023-PO200600048-100001	Ser and a second s
Kategori: 023 - KELENGKAPAN MAKMAL / STUDIO	Harga Asal: RM	
Jenama dan Model: GARMIN 64S	No. Pesanan Tempatan: PO200800048	Hak Milik Kerajaan Malaysia
Jenis dan No. Enjin:	Kod Akaun : B27114	Sticker
No Chasis/Siri Pembuat:	Tarikh dibeli/diterima: 30-06-2020	
No. Siri Pendaftaran: Nama dan Alamat Pembekat Svarikat	No. Rujukan Daftar Harta: 023-PO200600048-100001	A THE HAR MILLIK RETARIAN MAY AVER
Nama dan Alamat Pembekal Syarikat: ROBERT SCIENTIFIC CO. SDN. BHD, NO. 65. JAI AN TENCAH OFF	No. Baucer Bayaran:	Color Laser Jet Pro MFP M180n
Nama dan Alamat Pembekal Syarikat: ROBERT SCIENTIFIC CO. SDN. BHD.	No. Baucer Bayaran: Butir Terpeninci Harta/Atsesor:	Color Laser Jet Pro MFP M180n
Nama dan Alamat Pambekal Syarikat: ROBERT SCIENTIFIC CO. SDN. BHD. NO. 65, JALAN TENCAH OFF GREEN KOD 99400 KUCHING Tarikh: 7-7- 2017	No. Baucer Bayann: Buff Terpeteci Harta/Assessr: GRMM NARYHELD GPS45 COURT WITH CARAPHERE OF 1158 CARLE	Color Laser Jet Pro MFP M180n
Nama dan Alamat Pembekal Syarkat: ROBERT SCIENTIFIC CO: SDN. BHD. NO. 45, JLAN TENGAH OFF GREEN ROAD 93400 KUCHING Tandalargan Pegawai Bertanggurgbyab Tandalargan Pegawai Bertanggurgbyab	No. Baucar Bayaran: Buth Terpeninci Harta/Aksesor: GPDIMAP r43, GARDMH HONHELD GPS645	Color Laser Jet Pro MFP M180n
Nama dan Alamat Pembekal Syarkat: ROBERT SCIENTIFIC CO. SDN. BHD. NO. 65, JAJAN TENOAH OFF GREEN ROAD 95400 KUCHING 95400 KUCHING Tandalangan Pegawal Bertanggungbyeab	No. Baucer Bayann: Buff Terpeteci Harta/Assessr: GRMM NARYHELD GPS45 COURT WITH CARAPHERE OF 1158 CARLE	Color Laser Jet Pro MFP M180n

¹Hak Milik Kerajaan Malaysia sticker is obtainable from RIEC, QR sticker is obtainable from Pejabat Bendahari

5 - Editing Finance



Finance										Request Vire	eme
Vote : Show All ✓ Values : Show All ✓ ✓ Show Breakdown Edit Vote				Red :Used	ated Budget Budget nce Budget	endo • The t	r to the s rsed by otal "Us nce Bud	Financ ed Buc	total		
Description	Year 1	Year 2	Year 3	Year 4	Total	"Balance Budget" should refle same exact figures as endorse					
Vote 11000 - Salary and Wages	24000.00 11350.35 12649.65	24000.00 0.00 24000.00	24000.00 0.00 24000.00	0.00 0.00 0.00	72000.00 11350.35	the summary report.		i.			
	24000.00 11350.35 12649.65	24000.00 0.00 24000.00	24000.00 0.00 24000.00	0.00 (0.00) 0.00	72000.00 11350.35 60649.65						
Vote 21000 - Travelling and T • Refer to the iRIS for your latest expenditures	0.00 0.00 0.00	2500.00 100.00 2400.00	2500.00 0.00 2500.00	0.00 0.00 0.00	5000.00 100.00 4900.00						
<u>Link: Guideline to view</u> <u>research</u> expenses in iRIS	0.00	2500.00 100.00 2400.00	2500.00 0.00 2500.00	Head / Project Leade Reference Code: FRG		Y FINANCE REP	ORT (AS OF 3	31 DICEMB	ER 2022)		
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Vote 24000 - Rental	0.00	0.00	0.00 0.00 0.00	29000 - Professional S 35000 - Accessories a		3,000.00 12,000.00 7,000.00 107,000.00				7,611.30	7
	0.00	0.00	0.00	0.00	0.00	107,000.00		•		15,001.05	. 0

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6 - Editing Progress (%) Summary



-	ect Progress : 42.00% get Used : 5.14%	The percentage (%) Progress will be refle					
Curr	rent Outcome						
		Туре			Number		
		Activities			12		
		Publication		0			
		Award & Recognition			0		
		Intellectual Property		If any sr	ecific miles	tone has been achi	eved.
		Product		please state			
		Asset		 100% in Completed Percentage Actual Completion Date 			
Mile	stone			• Actua	i Completioi	n Dale	
No.	Description	Project Completion Contribution	Expected Completion L	2	Completed Percentage	Actual Completion Date	Contribute Progress
1	Completion of Desk Research	10	31/10/2019		100	31/12/2019	10.00%
2	Completion of Research Design and Ethical Approval	30	31/05/2020		100	31/12/2020	30.00%
3	Completion of Data Collection	20	31/05/2021			Leave this	2.00%
4	Completion of Analyses	20	31/10/2021		0	blank	0.00%
5	Completion of First Journal Article	10		If any specific milestone is partially completed,			
6	Completion of Output Presentation in Conference	5	 28/02/202 Indicate some % in Completed Percentage Actual Completion Date should be left blank 				
7	Completion of Second Journal Article and Final Report	5	31/05/2022		0		0.00%
		Overall Pr	ogress			-14 - 14 - 14 - 14 - 14 - 14 - 14 - 14	42.00%

7 - Editing Research Achievement (Final



Repo	oring >		Print PDF Current
	Research Achievement		
	Rese	earch Profile/Summary	Click the link below to download and edit
Past Requests		u may use this template as a guideline (grant FRGS/RAGS/PRGS/ERGS): <u>TEMPLATE Buku Profil Geran FRGS</u> , <u>TEMPLA</u> Profil Geran PRGS	actual samples of Buku Profil & Research Infographic
Ê	ii. Upl	load soft-copy Final Report (technical report) for Program and project (grant LRGS/TRGS/NRGS)	https://bit.ly/30KEjcX
Overview		Attachment:	
Progress		Refer to the next slide on how to easily	Edit File format:
Summary	Rese	earch Infographic convert PowerPoint slides to JPEG / PNG format.	 Buku Profil (PDF) Infographic (JPEG/PNG)
Finance		 Poster can be saved as <i>Research Infographic</i> 	• Video (MP4)
L.	Vide	in JPEG format	• Each file size max 31 MB
Research	•	Refer to the next slide on how to easily convert PowerPoint slides to MF	<mark>P4</mark>
Activities		This project has no video	
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Output	Impa	• Quadruple Helix consists of (1) Society, (2)	
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Research Outcome		and	Edit
	Curr	rent Activities/Progress (5) Environment	
2			
Research Impact			Edit
—	Way	Forward	
			Edit
Research Achievement			
	Con	straints/Issues	
			Edit
Submit Report	100_000_00		
Report	Achi	ievement of Project Objectives	
		Final Report	

8 - Saving PowerPoint as MP4 / JPEG / PNG



Save As	PowerPoint Presentation PowerPoint Macro-Enabled Presentation PowerPoint 97-2003 Presentation		← → C	ž	
	PDF XPS Document PowerPoint Template PowerPoint Macro-Enabled Template PowerPoint 97-2003 Template Office Theme		▶ clideo	Simply use <i>clide</i> audio to the MP	
oster can be aved as esearch fographic in PEG format	PowerPoint Show PowerPoint Macro-Enabled Show PowerPoint 97-2003 Show PowerPoint Add-In PowerPoint 97-2003 Add-In PowerPoint XML Presentation MPEG-4 Video Windows Media Video			leo Make g other videos, photos, (
	GIF Graphics Interchange Format JPEG File Interchange Format PNG Portable Network Graphics Format TIFF Tag Image File Format Device Independent Bitmap Windows Metafile Enhanced Windows Metafile Outline/RTF	Click to automatically save as MP4 video	+ CH	noose files	~
i ne name	PowerPoint Picture Presentation Strict Open XML Presentation OpenDocument Presentation				
Save as type: Authors:	PowerPoint Presentation USER 7	ags: Add a tag	Facebook Video Maker	YouTube Video Maker	iPhone Video Maker
∧ Hide Folders	То	ols 🔻 Save Cancel .:			



Disclaimer:

These guidelines are illustrative only and non-exhaustive examples.

Other sections may be relevant but not covered in these guidelines i.e., intellectual property (IP), award, product, collaboration, external funding, knowledge transfer program (KPT), commercialisation etc.

Researchers may refer <u>KPT Research Fund Governance (2022)</u> to