

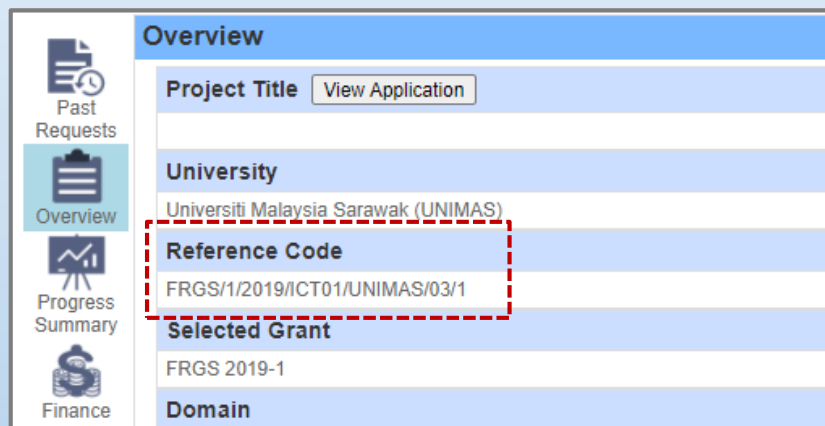
Simple Guidelines for *Progress* Reporting in MyGRANTS

[Link: KPT Research Fund Governance \(2022\)](#)

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 Requests

Overview

Progress Summary

Finance

Project Title

University
Universiti Malaysia Sarawak (UNIMAS)

Reference Code
FRGS/1/2019/ICT01/UNIMAS/03/1

Selected Grant
FRGS 2019-1

Domain

PDF file (max size 4 MB)

Researchers are required to upload a **screenshot** from the **publication website page** as a proof of the publication for Indexing Body verification purpose.

Title*	<input type="text"/>
Author(s)	<input type="button" value="Edit Members"/>
Type*	Journal Paper
Status*	Published
ISBN/ISSN	<input type="text"/>
Name of Journal/Publication*	<input type="text"/>
Publisher*	<input type="text"/>
Published Year*	<input type="text"/>
Volume	<input type="text"/>
Issue	<input type="text"/>
Pages	<input type="text"/>
Indexing Body*	<input type="text"/> <ul style="list-style-type: none"> SCOPUS Web of Science(WoS) ERA Others
DOI	<input type="text"/>
Full Paper with Acknowledgement*	<input type="button" value="Browse"/> <input type="button" value="Delete"/>
Other Attachments	<input type="button" value="Browse"/> <input type="button" value="Remove"/>
Quartile *	<input type="text"/>
Impact Factor *	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/>	

- Click [here](#) for Impact Factor in [Scopus](#)
- Click [here](#) for Impact Factor in [WoS](#)

1 - Editing *Publication*

Type*
Status*
ISBN/ISSN
Name of Journal/Publication*
Publisher*
Published Year*
Volume
Issue
Pages
Indexing Body
DOI
Full Paper with Acknowledgement*
Other Attachments*
Quartile
Impact Factor
RMC Verification

Researchers are required to upload a screenshot from the publication website page as a proof of the publication for Indexing Body verification purpose.



Combine the following screenshots into one PDF

(PDFs can be combined online at <https://combinepdf.com/>):

1. Your article as displayed on journal website
2. The page on journal website showing the abstracting and indexing

The screenshot shows the article page on ScienceDirect. The article title is "Temporal evolution of lift in a pure cruciform system for energy harvesting" by Ahmad Adzlan, Mohamed Sukri Mat Ali, and Sheikh Ahmad Zaki. The journal is Ocean Engineering, Volume 223, 1 March 2021, 108648. The page includes a table of contents on the left, a "Get citation" button, and a "Declaration of competing interest" section.

The screenshot shows the journal website for Ocean Engineering. The acceptance rate is 52%. The abstracting and indexing services listed include:

- Current Technology Index
- INSPEC
- Petroleum Abstracts
- Compendex
- Science Citation Index
- International Civil Engineering Abstracts
- Current Contents
- Applied Mechanics Reviews
- BHT Abstr
- Cambridge Scientific Abstracts
- Current Contents - Engineering, Computing & Technology
- EIC/Intelligence
- Engineering Index
- Environmental Periodicals Bibliography
- Fluid Abstracts
- FLUIDEX
- Pascal Francis
- Shock and Vibration Digest
- Research Alert
- Engineering Village - GEOBASE
- Applied Science and Technology Index
- Applied Science & Technology Abstracts
- Scopus

2 - Editing Graduate Research Assistant (GRA)

Monitoring > Progress Report Print PDF

Talents New GRA

Talents	Number				Summary		
	On-Going		Graduated		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

Thesis Title

Supervisor

Type

Source of Funding*

Duration

Citizenship

Click to add new GRA or to update the profile of existing GRA

Talent

- Publication
- Intellectual Property
- Product/Prototype/Commercialization
- Collaboration

Research Output

Research Outcome

Research Impact

Submit Report

2 - Editing Graduate Research Assistant (GRA)

Monitoring > Progress Report > Print PDF

Talents New GRA

Talents	Number				Summary		
	On-Going		Graduated		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 Student Profile

Thesis Title

Supervisor

Type


Source of Funding*

Duration 

- Refer to the duration stated in the Offer letter by CGS
- Should include the extension given by CGS if applicable

Citizenship

Year of Graduation

Appointment Letter* 

- Combine the following documents into one PDF (PDFs can be combined online at <https://combinepdf.com/>):
- 1. GRA Appointment Letter by RIEC
- 2. Student Online Registration Slip OR Surat Pengesahan Pelajar
- 3. Offer Letter by CGS
- 4. Notification Letter of Reference Coding for KPT Grant by RIEC & Researcher's Feedback Form (*if applicable*)
- 5. GRA Extension Letter by RIEC (*if applicable*)
- 6. Extension Letter by CGS (*if applicable*)

Graduation Letter

Status

Dicipline

Student ID


KPT Verification

Submit Report


2 - Editing Graduate Research Assistant (GRA)

3/16/22, 1:28 PM

Centre For Graduate Studies

 **Student Online Registration Slip**

Date : 16/03/2022
Intake : 2 - 2021/2022
Name :
IC No / Passport No :
Matric No :
Faculty : Faculty of Engineering
Programme : Master of Engineering
Venue : Centre for Graduate Studies
Universiti Malaysia Sarawak
94300 Kota Samarahan
Sarawak
MALAYSIA
Tel:(60-82) 581015, 581017, 581106, 581014



Student Online Registration Slip is obtained by student the first time he/she registers as PG Student with CGS

Surat Pengesahan Pelajar can be obtained by writing to CGS via email

Centre For Graduate Studies
Developed and maintained by Centre For Information Technology Development & Services
Universiti Malaysia Sarawak, 94300 Kota Samarahan, Malaysia

Pusat Pengajian Siswazah
Centre for Graduate Studies



www.unimas.my

UNIMAS/NC-30/04-18 Jilid 53 (47)

23 November 2021

KEPADA SESIAPA YANG BERKENAAN

Tuan

Pengesahan Sebagai Pelajar Universiti Malaysia Sarawak

Adalah disahkan penama berikut merupakan pelajar siswazah di Universiti Malaysia Sarawak;

Nama :
No Matrik :
No Kad Pengenalan/Pasport :
Fakulti :
Program Pengajian :
Bidang Pengajian :
Status Pengajian : Sepenuh Masa
Sesi Kemasukan : 2019/2020-1
Tarikh Daftar : 12-12-2019
Tarikh Jangkaan Tamat Pengajian : 11-12-2023

Sila ambil maklum surat ini tidak boleh digunakan untuk tujuan kos rawatan perubatan dan jaminan untuk sebarang bentuk pinjaman dengan pihak bank.

Sekian, harap maklum dan terima kasih.

Yang benar

Hadijah Bt. Hj. Morni
Timbalan Pendaftar
Pusat Pengajian Siswazah

Dokumen ini adalah cetakan komputer dan tidak memerlukan tandatangan.



2 - Editing Graduate Research Assistant (GRA)

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

(GRA)	
Thesis Title	
Supervisor	
Type	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	

When the end of the *Duration* has passed, *Status* of the GRA will automatically turn to *Graduated*. E.g., when the current date is 1 November 2022.

Buttons: Edit Delete

2 - Editing *Graduate Research Assistant (GRA)*

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

(GRA)	
Thesis Title	
Supervisor	
Type	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
RMC Verification	
KPT Verification	

Click this button to set a new date for expected end of study

[Edit](#) [Delete](#)

2 - Editing Graduate Research Assistant (GRA)

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

[1] Click this button.

(GRA)	Select Student	Add/Edit Student Profile
Thesis Title		
Supervisor		
Type		
Source of Funding*		
Duration		
Citizenship		
Year of Graduation		
GRA Appointment Letter*		

[2] Type a part of your student's name here.

Filter by:

ID	<input type="text"/>
Full Name	<input type="text" value="adzlan"/>
University	UNIMAS - Universiti Malaysia Sarawak

Add Student

[3] Click "Search"

Search Clear

Please click on the column header to sort.

Student List

1 record

ID	Student ID	Full Name		
120413	20020034	Adzlan Karim	Edit	Deactivate

1 record

[4] Click "Edit"

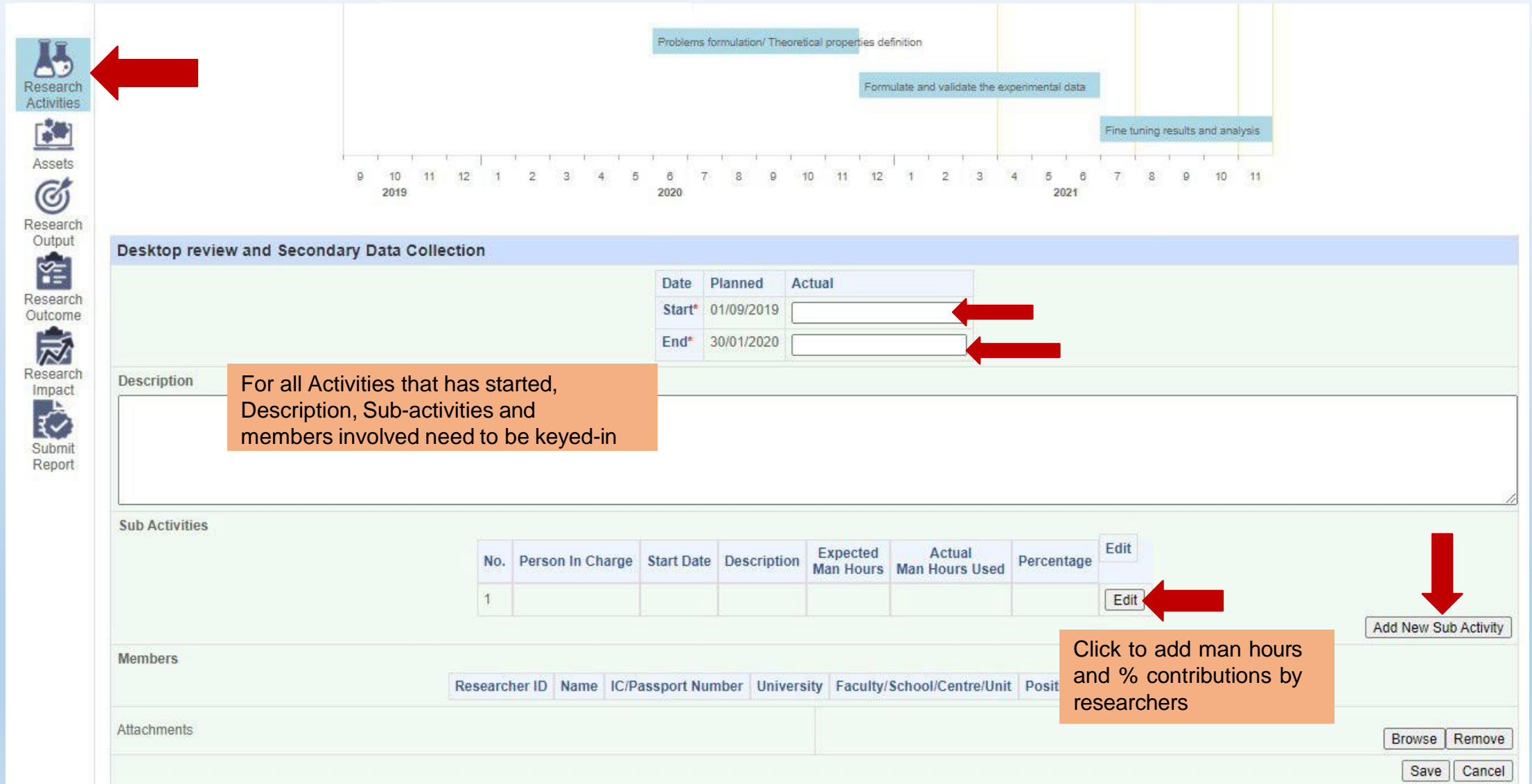
[5] Change the "Expected Study End Date" to sometime in the future.

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

Save Cancel

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

3 - Editing *Research Activities*



The screenshot shows the 'Research Activities' editing interface. A red arrow points to the 'Research Activities' icon in the left sidebar. The main area displays a Gantt chart at the top with three tasks: 'Problems formulation/ Theoretical properties definition' (spanning months 9-11 of 2019), 'Formulate and validate the experimental data' (spanning months 1-3 of 2020), and 'Fine tuning results and analysis' (spanning months 7-11 of 2020). Below the chart is a table for 'Desktop review and Secondary Data Collection' with columns for Date, Planned, and Actual. The 'Start*' row shows '01/09/2019' in the Planned column and an empty field in the Actual column, with a red arrow pointing to the Actual field. The 'End*' row shows '30/01/2020' in the Planned column and an empty field in the Actual column, with a red arrow pointing to the Actual field. A text box notes: 'For all Activities that has started, Description, Sub-activities and members involved need to be keyed-in'. Below this is a 'Sub Activities' table with columns: No., Person In Charge, Start Date, Description, Expected Man Hours, Actual Man Hours Used, Percentage, and Edit. The first row has '1' in the 'No.' column and an 'Edit' button. A red arrow points to this 'Edit' button. A text box notes: 'Click to add man hours and % contributions by researchers'. To the right of the table is an 'Add New Sub Activity' button with a red arrow pointing to it. At the bottom are 'Attachments' fields with 'Browse', 'Remove', 'Save', and 'Cancel' buttons.

Research Activities

Assets

Research Output

Research Outcome

Research Impact

Submit Report

Problems formulation/ Theoretical properties definition

Formulate and validate the experimental data

Fine tuning results and analysis

9 10 11 12 1 2 3 4 5 6 7 8 9 10 11
2019 2020 2021

Desktop review and Secondary Data Collection

Date	Planned	Actual
Start*	01/09/2019	
End*	30/01/2020	

Description

For all Activities that has started, Description, Sub-activities and members involved need to be keyed-in

Sub Activities

No.	Person In Charge	Start Date	Description	Expected Man Hours	Actual Man Hours Used	Percentage	Edit
1							Edit

Add New Sub Activity

Members

Researcher ID	Name	IC/Passport Number	University	Faculty/School/Centre/Unit	Posit
---------------	------	--------------------	------------	----------------------------	-------

Attachments

Browse Remove

Save Cancel

Click to add man hours and % contributions by researchers


4 - Editing Asset


Monitoring › Progress Report Print PDF

New Asset

- Past Requests
- Overview
- Progress Summary
- Finance
- Research Activities
- Assets
- Research Output
- Research Outcome
- Research Impact
- Submit Report

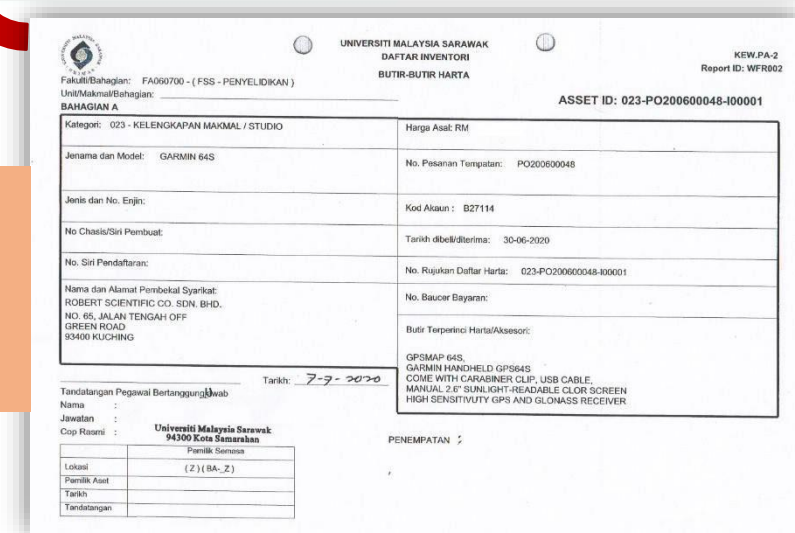

<input type="text"/>	
Type of Asset	<input type="text"/>
Brand of Asset	<input type="text"/>
Cost of Asset (RM)	<input type="text" value="0"/>
Asset Serial Number	<input type="text"/>
Equipment Serial Number	<input type="text"/>
Date of Procurement	<input type="text"/>
Attachment	<input type="button"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





Combine the following items into one PDF
(PDFs can be combined online at <https://combinepdf.com/>):

1. The KEW.PA form obtainable from your Faculty/Institute
2. Picture of the asset showing the asset, UNIMAS sticker and Hak Kerajaan Malaysia sticker



5 - Editing Finance

- Past Requests
- Overview
- Progress Summary
- Finance
- Research Activities
- Assets
- Research Output
- Research Outcome

Finance Request Virement

Vote :
 Values :
 Show Breakdown

Legend
 Blue : Allocated Budget
 Red : Used Budget
 Green : Balance Budget

• Refer to the Summary Report endorsed by Finance/RIEC
 • The total "Used Budget" and total "Balance Budget" should reflect the same exact figures as endorsed in the summary report.

Description	Year 1	Year 2	Year 3	Year 4	Total
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 60649.65
	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	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
	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
Vote 24000 - Rental	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00
	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00

• Refer to the iRIS for your latest expenditures
 • [Link: Guideline to view research expenses in iRIS](#)

SUMMARY FINANCE REPORT (AS OF 31 DECEMBER 2022)

Head / Project Leader : XXX
 Reference Code: FRGS/1/2019/ICT01/UNIMAS/08/1

Vote	Allocated Budget (RM)	Virement				Used Budget (RM)	Balance Budget (RM)
		From Vot	To Vot	RM	Total		
11000 - Salary and Wages	72,000.00					11,350.35	60,649.65
21000 - Travelling and Transportation	5,000.00					100.00	4,900.00
24000 - Rental	0.00						0.00
27000 - Research Materials and Supplies	8,000.00						8,000.00
28000 - Maintenance and Minor Repair Services	3,000.00						3,000.00
29000 - Professional Services	12,000.00					7,611.30	4,388.70
35000 - Accessories and Equipment	7,000.00						7,000.00
Jumlah	107,000.00					19,061.65	87,938.35

6 - Editing Progress (%) Summary

- Past Requests
- Overview
- Progress Summary
- Finance
- Research Activities
- Assets
- Research Output
- Research Outcome
- Research Impact

Progress Summary

Project Progress : 42.00% ← The percentage (%) of Project Progress will be reflected here

Budget Used : 5.14%

Current Outcome

Type	Number
Activities	12
Publication	0
Award & Recognition	0
Intellectual Property	0
Product	0
Asset	0

Milestone

No.	Description	Project Completion Contribution	Expected Completion Date	Completed Percentage	Actual Completion Date	Contributed 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	10	Leave this blank	2.00%
4	Completion of Analyses	20	31/10/2021	0		0.00%
5	Completion of First Journal Article	10	30/11/2022			
6	Completion of Output Presentation in Conference	5	28/02/2022			
7	Completion of Second Journal Article and Final Report	5	31/05/2022	0		0.00%
Overall Progress						42.00%

If any specific milestone has been achieved, please state

- 100% in *Completed Percentage*
- *Actual Completion Date*

If any specific milestone is partially completed,

- Indicate some % in *Completed Percentage*
- *Actual Completion Date* should be left blank

7 - Editing *Research Achievement (Final Report)*

Monitoring >

Print PDF Current

Research Achievement

Research Profile/Summary

i. You may use this template as a guideline (grant FRGS/RAGS/PRGS/ERGS): [TEMPLATE Buku Profil Geran FRGS](#), [TEMPLATE Buku Profil Geran PRGS](#)

ii. Upload soft-copy Final Report (technical report) for Program and project (grant LRGS/TRGS/NRGS)

Attachment:

Research Infographic Edit

Video Attachment Edit

Research Deliverables

Impact on Quadruple Helix Edit

Current Activities/Progress Edit

Way Forward Edit

Constraints/Issues Edit

Achievement of Project Objectives

Click the link below to download and edit actual samples of Buku Profil & Research Infographic
<https://bit.ly/30KEjcX>

- Refer to the next slide on how to easily convert PowerPoint slides to JPEG / PNG format.
- Poster can be saved as **Research Infographic** in JPEG format

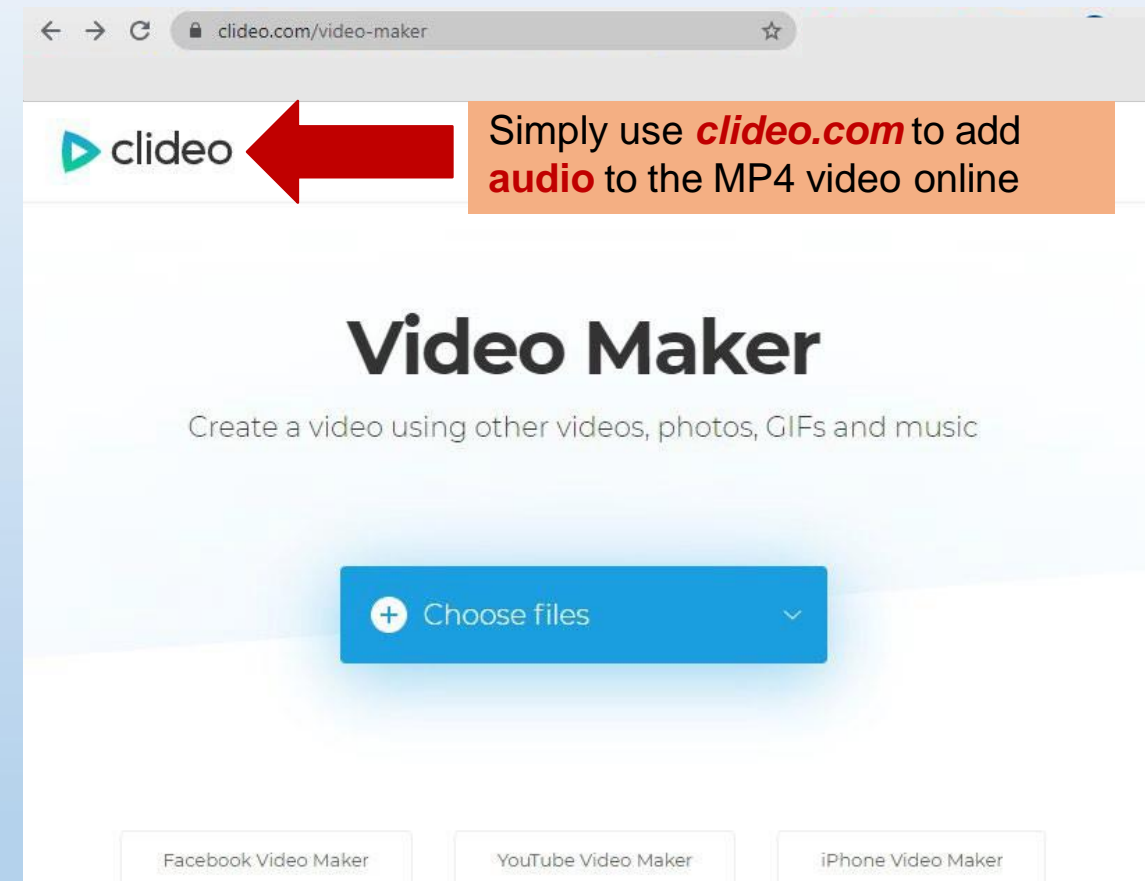
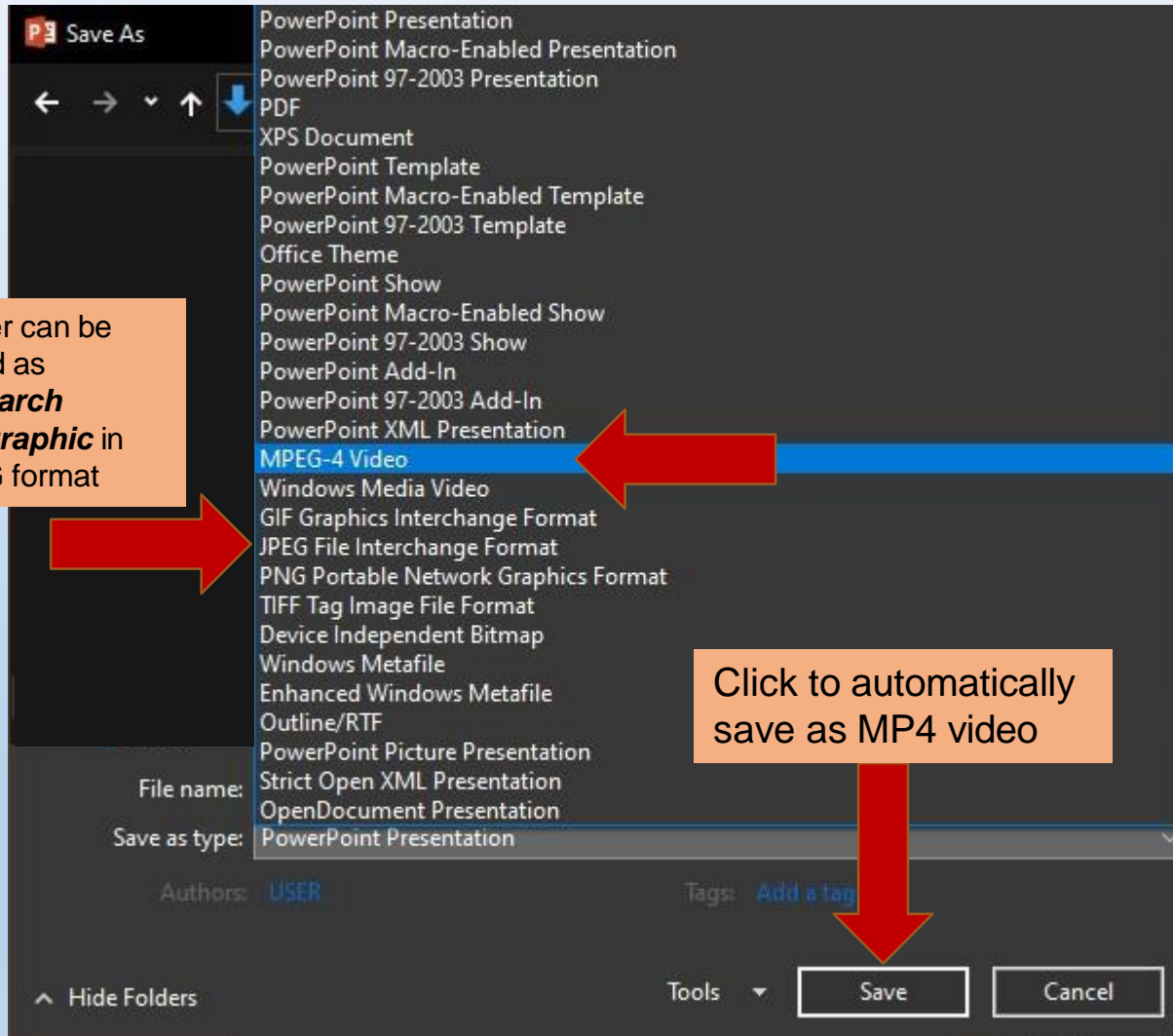
- File format:
- Buku Profil (PDF)
 - Infographic (JPEG/PNG)
 - Video (MP4)
 - Each file size max 31 MB

- Refer to the next slide on how to easily convert PowerPoint slides to MP4

- Quadruple Helix consists of (1) Society, (2) Academia, (3) Government, (4) Industry and (5) Environment

- Past Requests
- Overview
- Progress Summary
- Finance
- Research Activities
- Assets
- Research Output
- Research Outcome
- Research Impact
- Research Achievement**
- Submit Report

8 - Saving PowerPoint as MP4 / JPEG / PNG



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 to [KPT Research Fund Governance \(2022\)](#)