


# Simple Guidelines for *Progress* Reporting in MyGRANTS


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


Highly recommended *browser* for  
MyGRANTS





# 1 - Editing *Publication*


 **Monitoring** > Progress Report


 Past Requests


 Overview


 Progress Summary


 Finance


 Research Activities


 Assets


 Research Output


 Research Outcome


 Research Impact


 Submit Report

 Talent

 Publication

 Intellectual Property

 Product/Prototype/Commercialization

 Collaboration

**Publication**

Publication

Target

Current

Indexed Journal

Non Indexed Journal

Conference Paper (National)

Conference Paper (International)

Book

Book Chapter

Technical Report

Magazine/Newsletter/Newspaper

2

0

0

0

0

0

0

0

Author(s)

Type\*

Status\*

ISBN/ISSN\*

Name of Journal/Publication\*

Publisher\*

Published Year\*

Volume

Issue

Pages

Indexing Body\*

DOI

Full Paper with Acknowledgement\*

Other Attachments

Edit

Delete

New Publication

- Researchers may add any new publication that has correctly acknowledged the **Reference Code**.
- To add an indexed journal publication, the current status must be **Published**.

# 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	
<b>Project Title</b> <a href="#">View Application</a>	
<b>University</b> Universiti Malaysia Sarawak (UNIMAS)	
<b>Reference Code</b>	FRGS/1/2019/ICT01/UNIMAS/03/1
<b>Selected Grant</b>	FRGS 2019-1
<b>Domain</b>	

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.

<b>Title*</b> : <input type="text"/>	
<b>Author(s)</b> <a href="#">Edit Members</a>	
<b>Type*</b>	Journal Paper
<b>Status*</b>	Published
<b>ISBN/ISSN</b>	<input type="text"/>
<b>Name of Journal/Publication*</b>	<input type="text"/>
<b>Publisher*</b>	<input type="text"/>
<b>Published Year*</b>	<input type="text"/>
<b>Volume</b>	<input type="text"/>
<b>Issue</b>	<input type="text"/>
<b>Pages</b>	<input type="text"/>
<b>Indexing Body*</b>	SCOPUS Web of Science(WoS) ERA Others
<b>DOI</b>	<input type="text"/>
<b>Full Paper with Acknowledgement*</b>	<input type="text"/> <a href="#">Browse</a> <a href="#">Delete</a>
<b>Other Attachments</b>	<input type="text"/> <a href="#">Browse</a> <a href="#">Remove</a>
<b>Quartile *</b>	<input type="text"/>
<b>Impact Factor *</b>	<input type="text"/>
<a href="#">Save</a> <a href="#">Cancel</a> <a href="#">Delete</a>	

- Click [here](#) for Impact Factor in [Scopus](#)
- Click [here](#) for Impact Factor in [WoS](#) (link accessible in UNIMAS only)

# 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

Citizenship

Talent

Publication

Intellectual Property

Product/Prototype/Commercialization

Collaboration

Select Supervisor

Masters

This Project

Browse Delete

Browse Delete

Science & Technology

Save Delete

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

# 2 - Editing Graduate Research Assistant (GRA)

## Talents

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

Citizenship

Year of Graduation

Appointment Letter\*

Graduation Letter

Status

Discipline

Student ID

KPT Verification

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

- Combine the following PDF documents:
1. GRA Appointment Letter by RIEC
  2. Offer Letter by CGS
  3. Notification Letter of Reference Coding for KPT Grant by RIEC & Researcher's Feedback Form
  4. GRA Extension Letter by RIEC (if applicable)
  5. Extension Letter by CGS (if applicable)

<https://combinepdf.com/>

Select Supervisor

Masters

This Project

Browse Delete

Browse Delete

Science & Technology

Save Delete

# 3 - Editing Research Activities

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

9101112

2019

123456789101112

2020

1234567891011

2021

Desktop review and Secondary Data Collection

DatePlannedActual

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

BrowseRemove

SaveCancel

Click to add man hours and % contributions by researchers



# 4 - Editing Asset

Monitoring > Progress Report

Print PDF

## Assets

New Asset

Past Requests

Overview

Progress Summary

Finance

Research Activities

Assets

Research Output

Research Outcome

Research Impact

Submit Report

Type of Asset	
Brand of Asset	
Cost of Asset (RM)	0
Asset Serial Number	
Equipment Serial Number	
Date of Procurement	
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"/>	

Attach KEW.PA form which can be obtained from your Faculty/Institute


UNIVERSITI MALAYSIA SARAWAK  
DAFTAR INVENTORI  
BUTIR-BUTIR HARTA

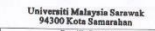
KEW.PA-2  
Report ID: WFR002

FAKULTI/BAGIAN: FA060700 - (FSS - PENYELIDIKAN)  
Unit/Makmal/Bahagian: BAHAGIAN A

ASSET ID: 023-PO200600048-100001

Kategori: 023 - KELENKAPAN MAKMAL / STUDIO	Harga Asal: RM
Jenama dan Model: GARMIN 645	No. Pesanan Tempatan: PO200600048
Jenis dan No. Enjin:	Kod Akaun: B27114
No Chasis/Siri Pembuat:	Tarikh dibeli/diterima: 30-06-2020
No. Siri Pendaftaran:	No. Rujukan Daftar Harta: 023-PO200600048-100001
Nama dan Alamat Pembekal Syarikat: ROBERT SCIENTIFIC CO. SDN. BHD. NO. 65, JALAN TENGAH OFF GREEN ROAD 55100 KUCHING	No. Baulcer Bayaran:
Butir Terperinci Harta/Aksesori: GPSMAP 645, GARMIN HANDHELD GPS645 COME WITH CARABINER CLIP, USB CABLE, MANUAL 2.6" SUNLIGHT-READABLE COLOR SCREEN HIGH SENSITIVITY GPS AND GLOWASS RECEIVER	

Tandatangan Pegawai Bertanggungjawab:  Tarikh: 7-7-2020

Nama:   
Jawatan:   
Cop Rasmi: 

UNIVERSITI MALAYSIA SARAWAK  
94300 Kota Samarahan  
Pamlik Services

Lokasi: (Z) (BA-Z)  
Pamlik Asset:  
Tarikh:  
Tandatangan:

PENEMPATAN



# 5 - Editing Finance

Monitoring > Progress Report >

Print PDF Current

### Finance

Request Virement

Vote : Show All  
Values : Show All  
☒ Show Breakdown Edit Vote

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

Description	Year 1	Year 2	Year 3	Year 4	Total
Vote 11000 - Salary and Wages	24000.00	24000.00	24000.00	0.00	72000.00
	11350.35	0.00	0.00	0.00	11350.35
	12649.65	24000.00	24000.00	0.00	60649.65
Vote 21000 - Travelling	24000.00	24000.00	24000.00	0.00	72000.00
	11350.35	0.00	0.00	(0.00)	11350.35
	12649.65	24000.00	24000.00	0.00	60649.65
Vote 24000 - Rental	0.00	2500.00	2500.00	0.00	5000.00
	0.00	100.00	0.00	0.00	100.00
	0.00	2400.00	2500.00	0.00	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
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

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

# 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%**

**Budget Used : 5.14%**

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

**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%
<b>Overall Progress</b>						<b>42.00%</b>

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

Past Requests

Overview

Progress Summary

Finance

Research Activities

Assets

Research Output

Research Outcome

Research Impact

**Research Achievement**

Submit Report

**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

Video Attachment

no video

**Research Deliverables**

Impact on Quadruple Helix

**Current Activities/Progress**

**Way Forward**

**Constraints/Issues**

**Achievement of Project Objectives**

Edit

Edit

Edit

Edit

Edit

Edit

Edit

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

File format:

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

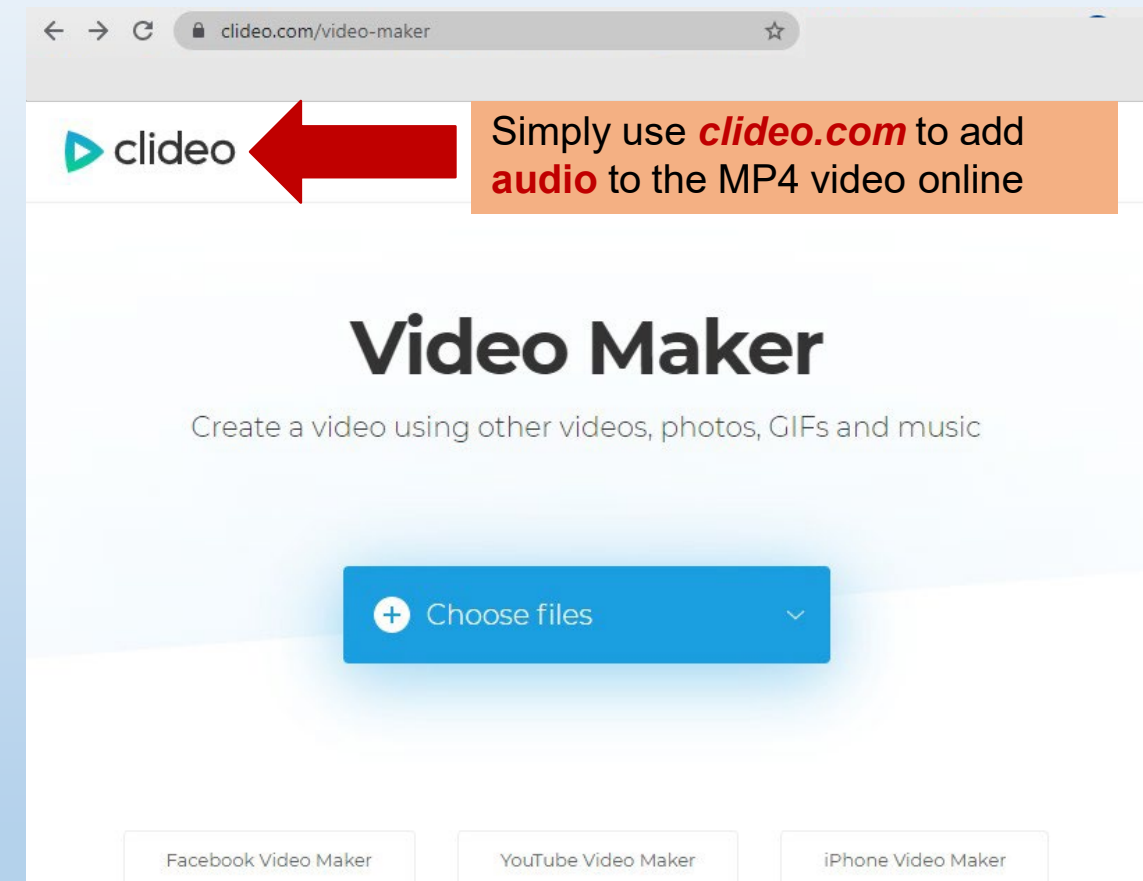
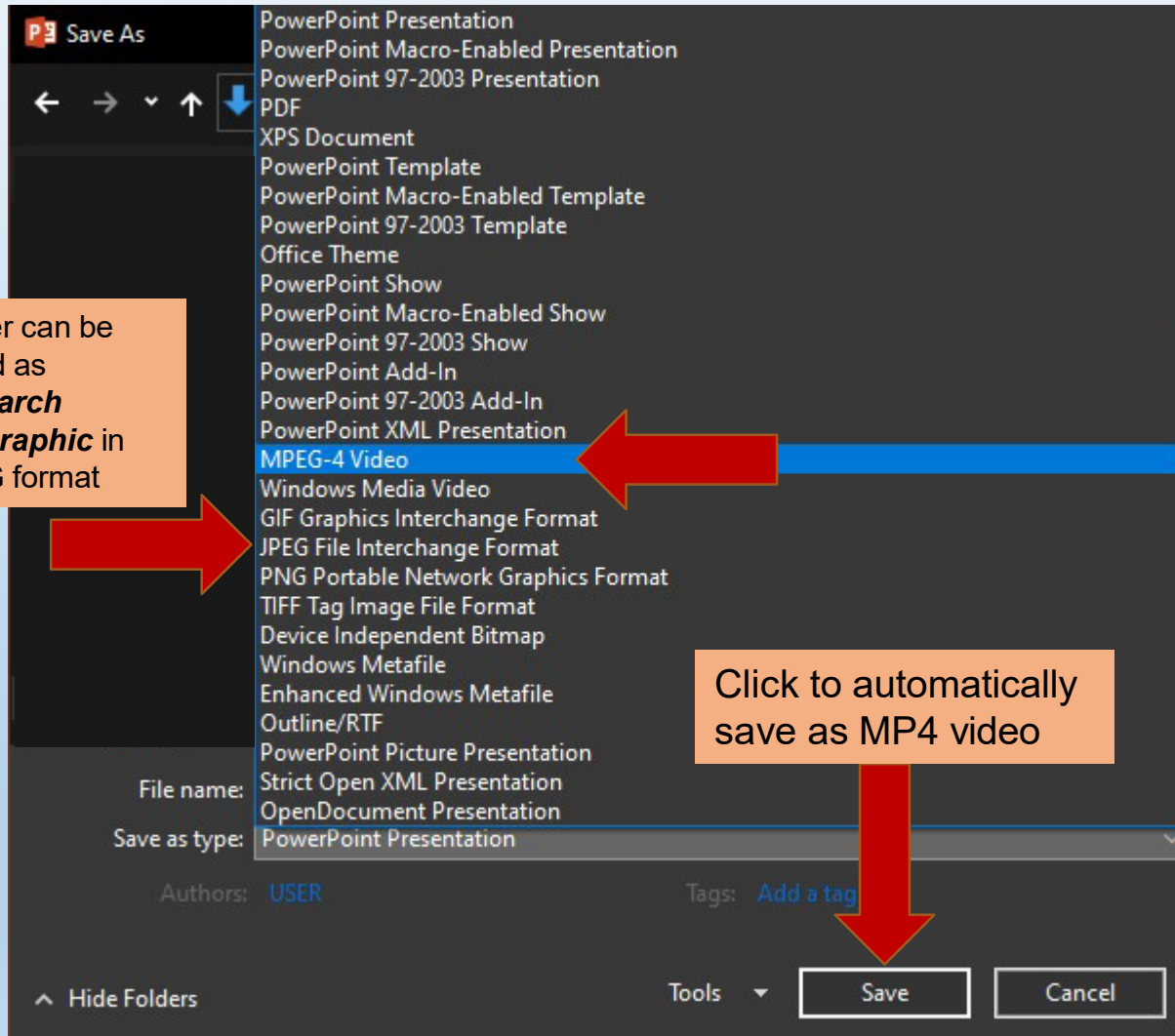
• Refer to the next slide on how to easily convert PowerPoint slides to JPEG / PNG format.

• Poster can be saved as **Research Infographic** in JPEG format

• 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

# 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 \(2022\)](#)