

# Simple Guidelines for *Progress* Reporting in MyGRANTS

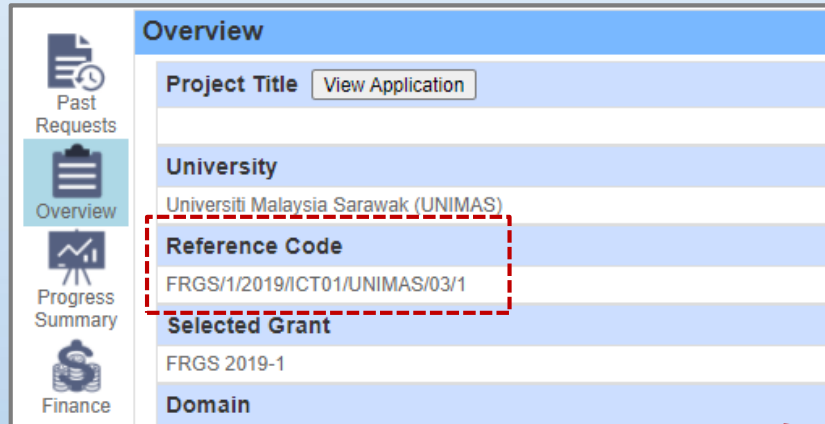
[Link: KPT Research Fund Governance \(2022\)](#)



# 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** View Application

**University**  
Universiti Malaysia Sarawak (UNIMAS)

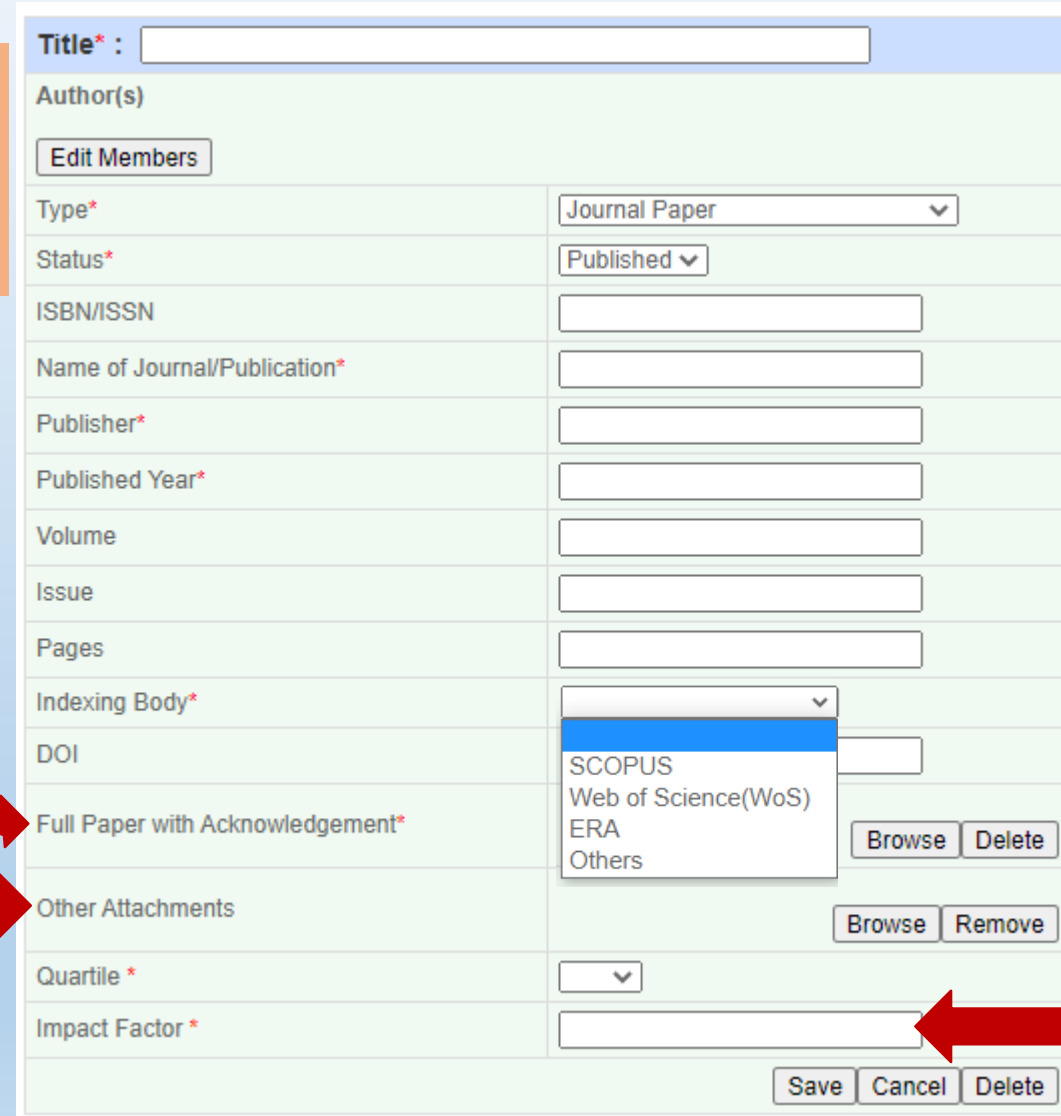
**Reference Code**  
FRGS/1/2019/ICT01/UNIMAS/03/1

**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\*** :

**Author(s)**

**Type\*** Journal Paper

**Status\*** Published

**ISBN/ISSN**

**Name of Journal/Publication\***

**Publisher\***

**Published Year\***

**Volume**

**Issue**

**Pages**

**Indexing Body\***

**DOI**

**Full Paper with Acknowledgement\***

**Other Attachments**

**Quartile \***

**Impact Factor \***

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

# 2 - Editing Graduate Research Assistant (GRA)

## 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

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



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

# 2 - Editing Graduate Research Assistant (GRA)

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

## 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

Dicipline

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 (if applicable)
4. GRA Extension Letter by RIEC (if applicable)
5. Extension Letter by CGS (if applicable)

<https://combinepdf.com/>

# 3 - Editing *Research Activities*

**Research Activities** ←

Assets

Research Output

Research Outcome

Research Impact

Submit Report

**Desktop review and Secondary Data Collection**

Date	Planned	Actual
Start*	01/09/2019	<input type="text"/>
End*	30/01/2020	<input type="text"/>

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							<input type="button" value="Edit"/>

**Members**

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

Click to add man hours and % contributions by researchers



# 4 - Editing Asset

## Assets

New Asset

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

Type of Asset	<input type="text"/>
Brand of Asset	<input type="text"/>
Cost of Asset (RM)	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"/>	



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/Bahagian: FA090700 - (FSS - PENYELIDIKAN)  
Unit/Makmal/Bahagian: \_\_\_\_\_  
ASSET ID: 023-PO200600048-100001

BAHAGIAN A

Kategori: 023 - KELENGKAPAN MAKMAL / STUDIO	Harga Asal: RM
Jenama dan Model: GARMIN 64S	No. Pesanan Tempatan: PO200600048
Jenis dan No. Enjin:	Kod Akaun: B27114
No Chassis/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 50400 KUCHING	No. Baulcer Bayaran:  Butir Terperinci Harta/Akcesori:  GPSMAP 64S, GARMIN HANDHELD GPS64S 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 Sarawak

PEMEMPATAN

Lokasi	(2) (BA-Z)
Pamlik Asat	
Tarikh	
Tandatangan	

# 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
<b>Jumlah</b>	<b>107,000.00</b>					<b>19,061.65</b>	<b>87,938.35</b>



# 6 - Editing Progress (%) Summary

- Past Requests
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- 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%
<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

**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**

**Research Deliverables**

**Impact on Quadruple Helix**

**Current Activities/Progress**

**Way Forward**

**Constraints/Issues**

**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

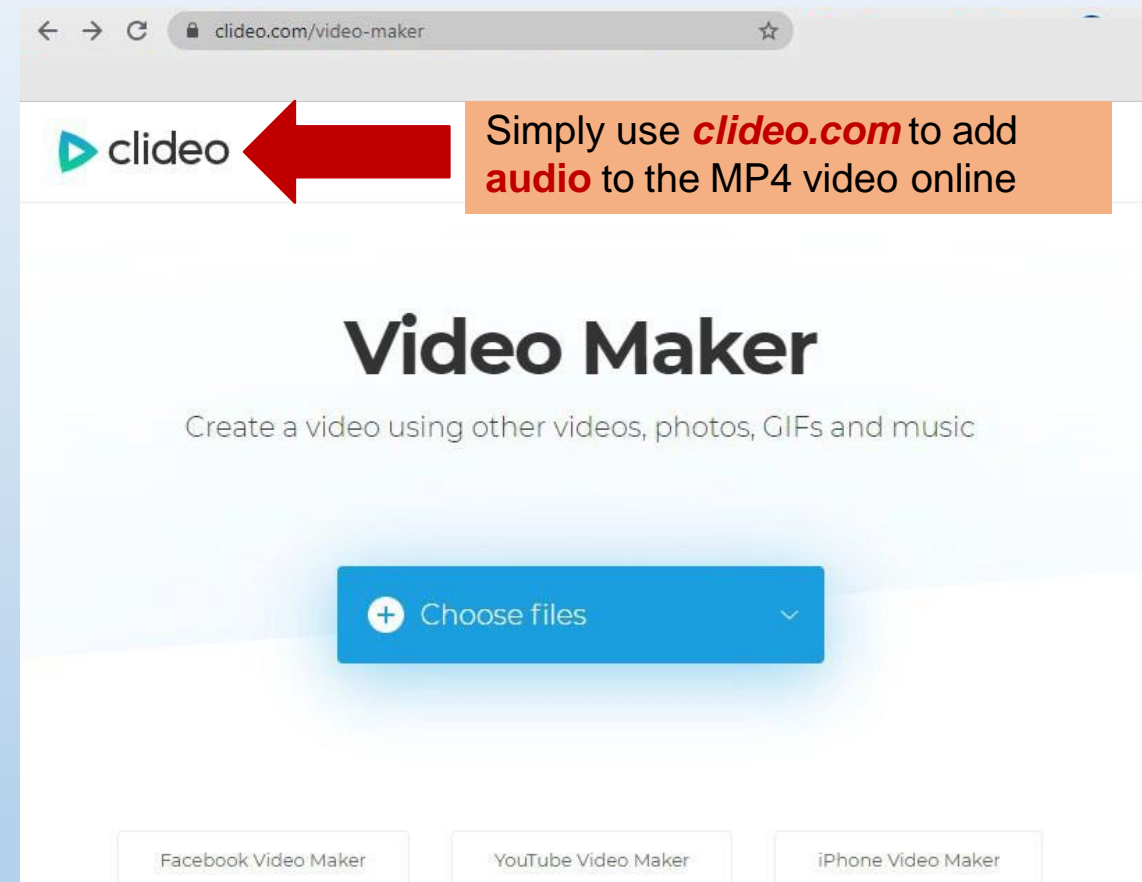
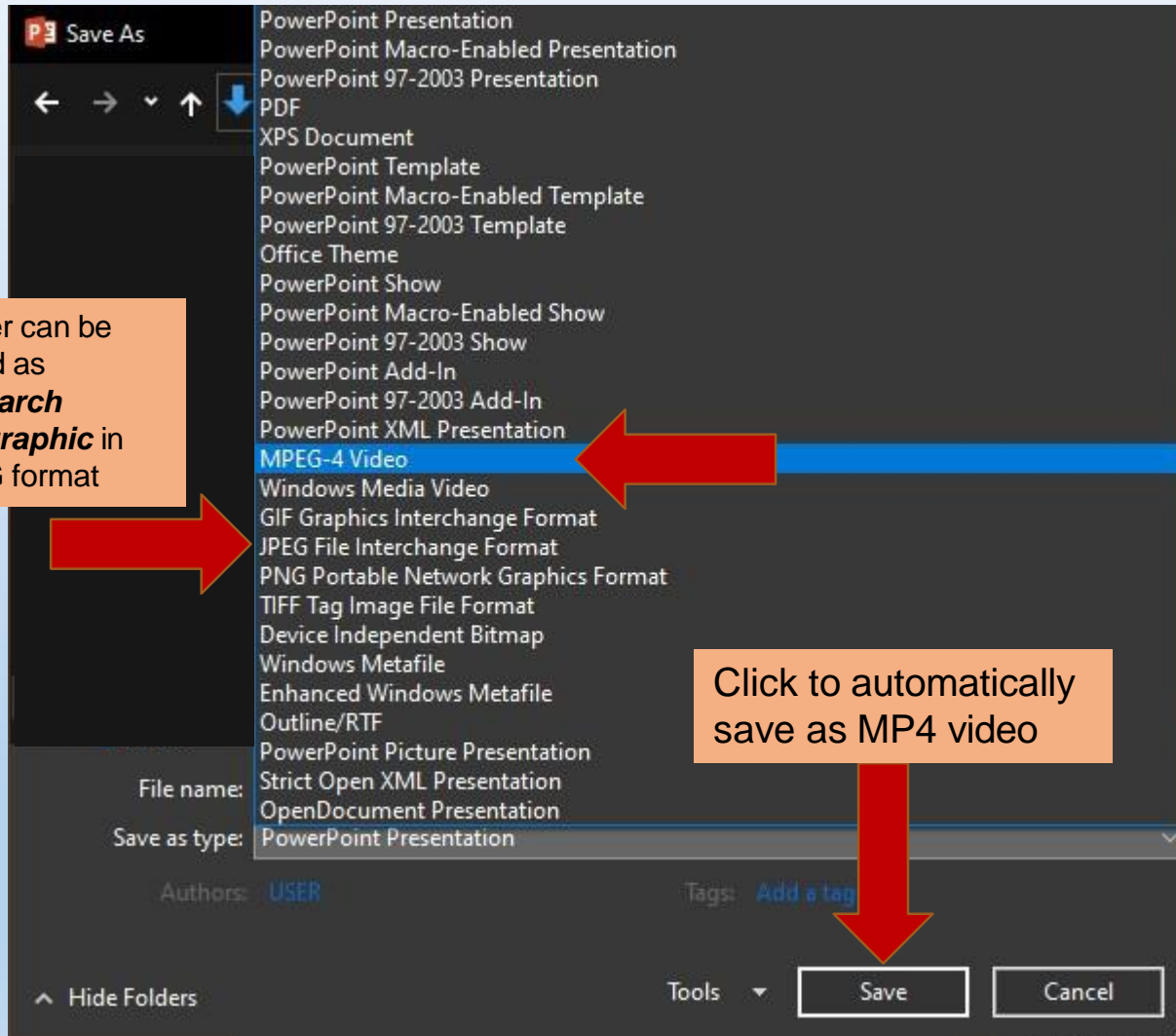
- File format:
- Buku Profil (PDF)
  - Infographic (JPEG/PNG)
  - Video (MP4)
  - Each file size max 31 MB

- 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
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- 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 \(2022\)](#)