

Simple Guidelines for *Progress* Reporting in MyGRANTS

[Link: KPT Research Fund Governance \(2021\)](#)

Highly recommended *browser* for
MyGRANTS



1 - Editing *Publication*

Publication

New Publication

Publication	Target	Current
Indexed Journal	2	0
Non Indexed Journal		0
Conference Paper (National)		0
Conference Paper (International)		0
Book		0
Book Chapter		0
Technical Report		0
Magazine/Newsletter/Newspaper		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	
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	

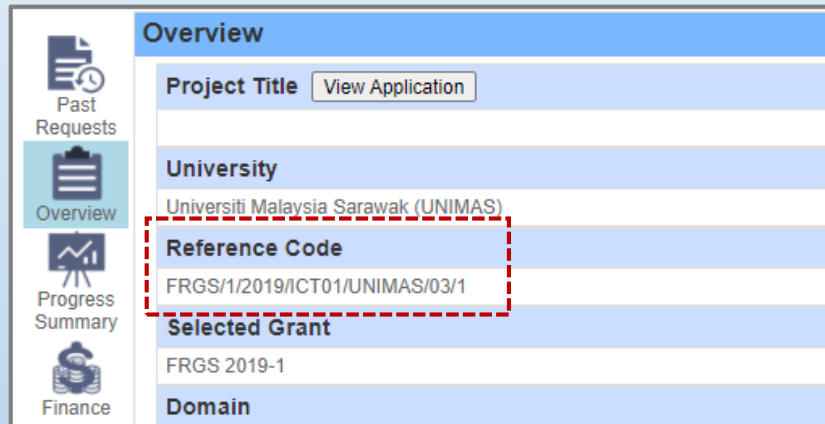
- Researchers may add any new publication that has correctly acknowledged the **Reference Code**.
- To add an indexed journal publication, the current status must be **Published**.

- Past Requests
- Overview
- Progress Summary
- Finance
- Research Activities
- Assets
- Research Output**
 - Talent
 - Publication**
 - Intellectual Property
 - Product/Prototype/Commercialization
 - Collaboration
- Research Outcome
- Research Impact
- Submit Report

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)

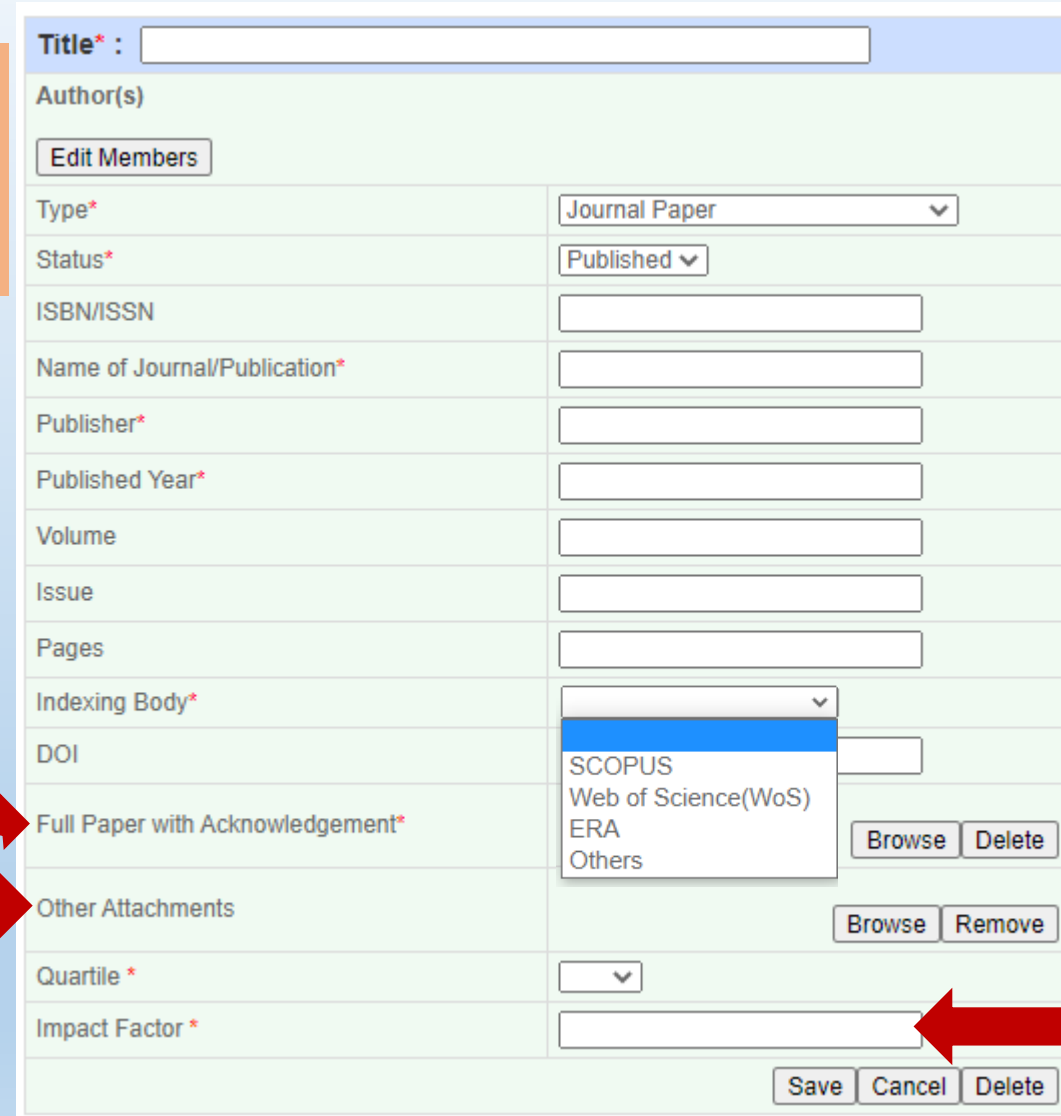
Reference Code
FRGS/1/2019/ICT01/UNIMAS/03/1

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* SCOPUS

DOI

Full Paper with Acknowledgement*

Other Attachments

Quartile *

Impact Factor *

- 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)

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
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- Finance
- Research Activities
- Assets
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- Research Outcome
- Research Impact
- Submit Report

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



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

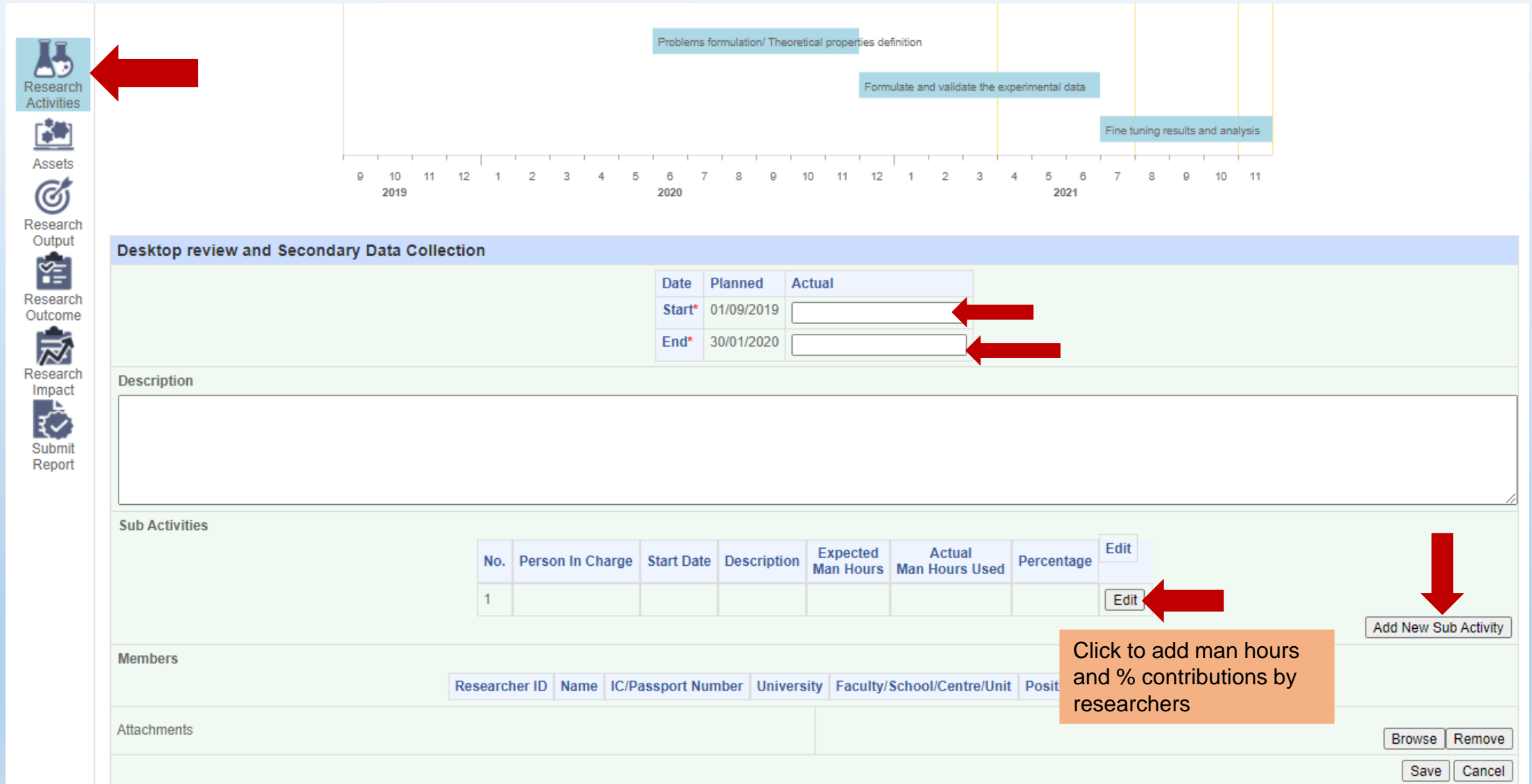
Thesis Title	<input type="text"/>
Supervisor	Select Supervisor
Type	Masters
Source of Funding*	This Project
Duration	
Citizenship	
Year of Graduation	
Appointment Letter*	Browse Delete
Graduation Letter	Browse Delete
Status	
Dicipline	Science & Technology
Student ID	
KPT Verification	
	Save Delete

- 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/>

3 - Editing Research Activities



The screenshot shows the 'Research Activities' section of a web application. On the left is a vertical navigation menu with icons for Research Activities, Assets, Research Output, Research Outcome, Research Impact, and Submit Report. A red arrow points to the 'Research Activities' icon. The main content area features a Gantt chart at the top with three tasks: 'Problems formulation/ Theoretical properties definition' (spanning months 6-11 of 2020), 'Formulate and validate the experimental data' (spanning months 11-12 of 2020 and 1-3 of 2021), and 'Fine tuning results and analysis' (spanning months 7-8 of 2021). 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' and the 'End*' row shows '30/01/2020'. Red arrows point to the input fields for these dates. Below the table is a 'Description' text area. The 'Sub Activities' section contains a 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. To the right of the table is an 'Add New Sub Activity' button with a red arrow pointing to it. Below the sub-activities table is a 'Members' table with columns: Researcher ID, Name, IC/Passport Number, University, Faculty/School/Centre/Unit, and Position. At the bottom right, there are buttons for 'Browse', 'Remove', 'Save', and 'Cancel'. An orange callout box with a red arrow pointing to the 'Edit' button in the Sub Activities table contains the text: 'Click to add man hours and % contributions by researchers'.

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

Sub Activities

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

Members

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

Browse Remove

Save Cancel

Add New Sub Activity

Click to add man hours and % contributions by researchers

4 - Editing Asset

Assets

New Asset

- Past Requests
- Overview
- Progress Summary
- 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)	<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"/>	



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

UNIVERSITI MALAYSIA SARAWAK
DAFTAR INVENTORI
BUTIR-BUTIR HARTA

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 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 93400 KUCHING	No. Baulcer Bayaran: Butir Terperinci Harta/Aksesori: GPSMAP 64S, GARMIN HANDHELD GPS64S COME WITH CARABINER CLIP, USB CABLE, MANUAL, 2.6" SUNLIGHT-READABLE COLOR SCREEN HIGH SENSITIVITY GPS AND GLONASS RECEIVER

Tandatangan Pegawai Bertanggungjawab: _____ Tarikh: 7-7-2020

Nama: _____
Jawatan: _____
Cop Rasmi: **Universiti Malaysia Sarawak**
94300 Kota Samarahan
Pamlik Sarawak

PEMEMPATAN

Lokasi	(Z) (BA-Z)
Pemilik Asat	
Tarikh	
Tandatangan	

5 - Editing Finance

Monitoring > Progress Report > Print PDF Current

Finance Request Virement

Vote :

Show Breakdown

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 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	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

Navigation: Past Requests, Overview, Progress Summary, **Finance**, Research Activities, Assets, Research Output, Research Outcome

Annotations:
- Red arrow points to the 'Edit Vote' button.
- Red arrow points to the 'Finance' menu item.
- Red arrow points to the '11350.35' value in the Year 1 column for Vote 11000.
- Red arrow points to the '100.00' value in the Year 2 column for Vote 21000.
- Callout box: 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% ← 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	30/11/2021			
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%

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

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

Research Achievement

Submit Report

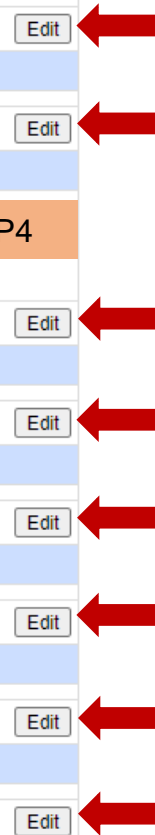
Click the link below to download and edit actual samples of Buku Profil & Research Infographic
<https://bit.ly/30KEjcX>

• 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

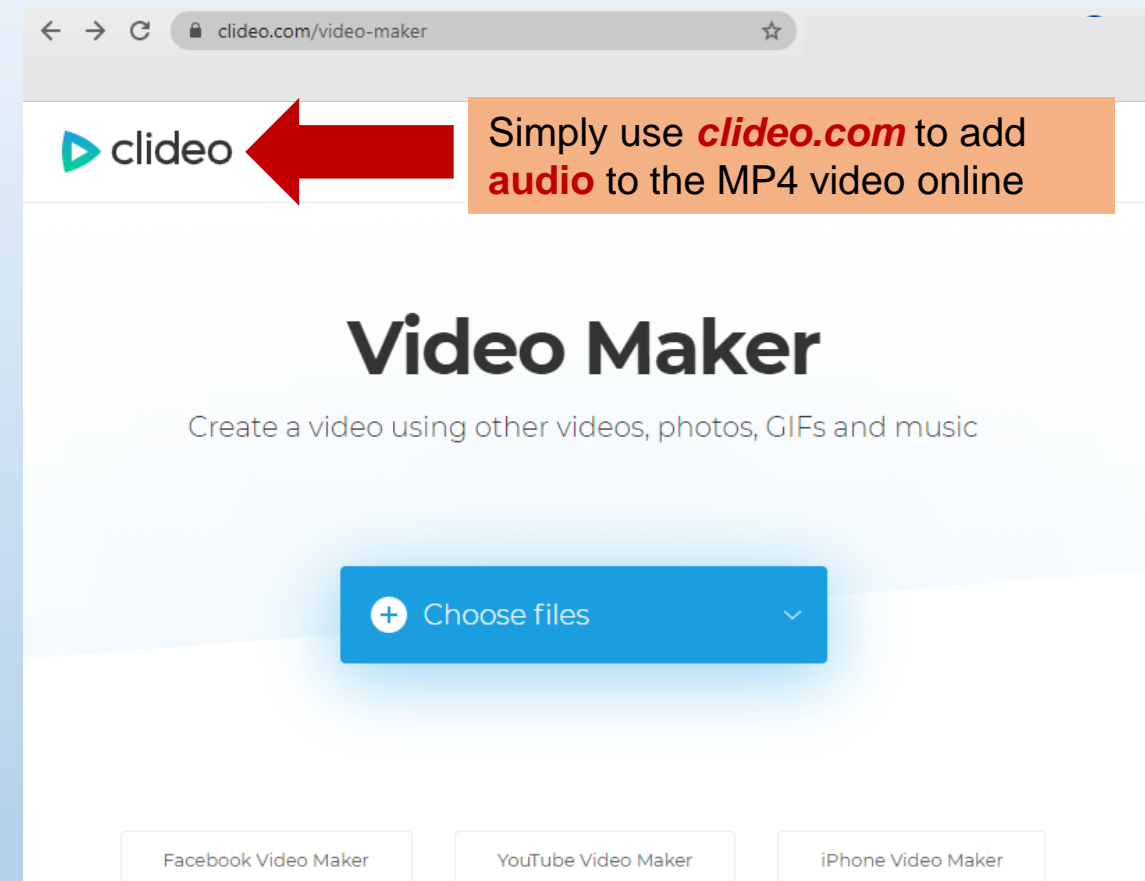
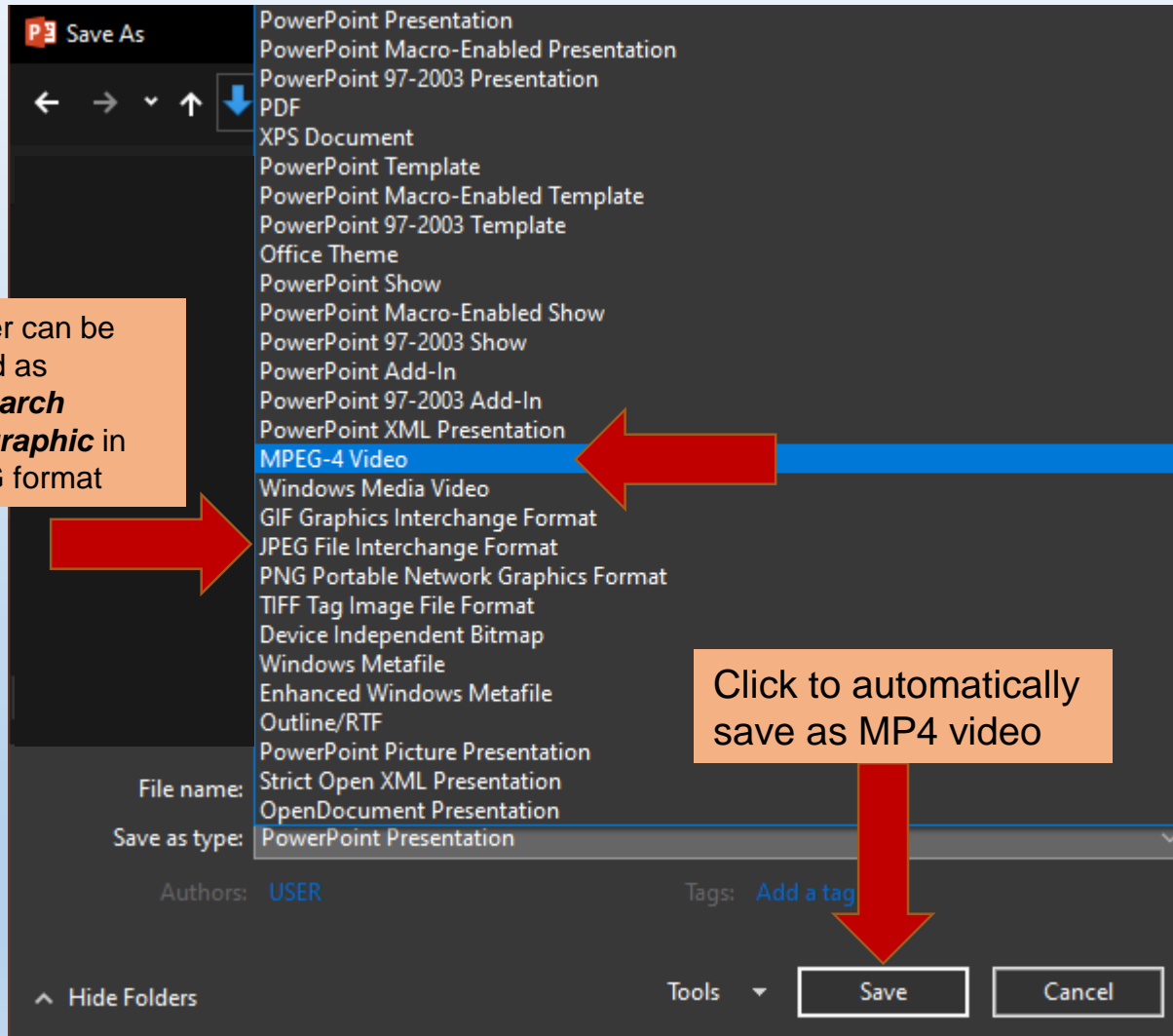
File format:
• Buku Profil (PDF)
• Infographic (JPEG/PNG)
• Video (MP4)
• Each file size max 31 MB

• 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



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 \(2021\)](#)