RPMS: eGRANT

Student
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1 Main Page of UM Portal

Before we can begin, the user/researcher needs to locate the MYUM link in order gain access to the eGRANT Module.

Please refer to the URL link below:

http://myum.um.edu.my/

![Main page of MYUM](image)

**Figure 1-1: Main page of MYUM**

The researcher can gain access to the module by logging-in into the system using their Siswa Mail user account/password.

To log-in please locate the log-in button situated at the left hand corner as shown in the diagram.

The user needs to key-in their **Siswa Mail** username/password and will be able to continue to access the system.
2 Main Modules - MYUM

Figure 2-1: Selecting a specific Module/Function

These are the main modules that is available in the MYUM.

In order to access the eGrant please locate the Research tabs button/link as shown above, please select the tab and you will be able to access the module.

Figure 2-2: Research tab

Upon selecting the academic tab button, please identify the icon that displays the eGRANT title as illustrated below.
3 e-Grant Module

Please select the icon; and it will direct the user to the main page that will display all the necessary information pertaining to the eGRANT main functions.

Figure 3-1: e-Grant

Figure 3-2: Default page for the e-Grant

Figure 3-3: Description of icon
Guide to the e-Grant

4 How to Apply New Application

Click icon below:

![Postgraduate Research Grant (PPP) - Course & Dissertation](Permohonan Baru PPP)

Figure 4-1: link to apply new grant

Upon selecting the icon for Postgraduate Research Grant(PPP)-Course & Dissertation or Postgraduate Research Grant(PPP)-Full Research, the user will be able to start apply the grant.

*Note: Please refer Postgraduate Research Grant Guidelines.*

Please Fill in all information that required in the research proposal as shown above.
4.1 Project Identification

1) There are two (2) subsections under Project Identification tab that need to be filling-up by applicant.
   a) Particular of Supervisor (PI) - This section is automatically filled in by the system; it is based on the information provided from HR system.
   b) Student Information
   c) Research Project Detail

2) Click **Save & Continue** button to store the data.
4.2 PROJECT OBJECTIVE (REQUIRED)

Provide the objective of your research here. Key in each research objective separately.

[Table]

<table>
<thead>
<tr>
<th>No</th>
<th>Objective(s)</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Provide the objective of your research here.

Note: Click on 'Save & Continue' when you have filled in the information.

![Figure 4-3: Module Project Objective – Screen Add New Objective](image)

- a) Insert all objective that related with the project in the field that provided. Key in each research objective separately.
- b) Click [Save & Continue] button and the data will be appeared at the table as shown below.

![Figure 4-4: Module Project Objective – List of Objective](image)

1) Click [ ] icon to delete the information in the table.
2) Any changes, can be made in the objective column.
3) Click [Save & Continue] button to store the data.
4) Click [ ] button to insert new objective
Guide to the e-Grant

4.3 RESEARCH DETAIL

There are four (4) subsections under Research Details tab that need to be filling-up by applicant.

4.3.1 Summary

**Summary of Research Proposal**
(maximum 200 words)

Figure 4-5: Summary Research

a) Fill-up summary of research inside the boxes.

4.3.2 Background

**Research Background**

Provide your research background in this field. Please include Hypothesis/Research Question and Literature Reviews.

Figure 4-6: Background

b) Fill-up research background inside the boxes.
4.3.3 Methodology

RESEARCH METHODOLOGY
Provide the information of the methodology that you are going to implement or use during the whole duration of the research. This field is required.

Figure 4-7: Methodology

c) Fill-up Methodology inside the boxes.

d) Upload Flow chart of Research by Clicking Browse button.

e) Click Save & Continue button to store the data.
4.4 PAST RESEARCHS

There are two (2) subsections under Past Research tab - This section is automatically filled in by the system; it is based on the information provided from UMEXPERT system.

4.4.1 Research projects that are still ongoing or have been completed by the supervisor in the past three years

<table>
<thead>
<tr>
<th>No</th>
<th>Title of Research</th>
<th>Type and Amount of funding</th>
<th>Duration of Project (date project commenced and date project ended)</th>
<th>Proof Document</th>
<th>Output Publication</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Molecular Phylogeny Of Citrus Sp. In Malaysia RG089/12BIO</td>
<td>Geran Penyelidikan Universiti Malaya (UMRG) - RM44,000</td>
<td>2012-2013</td>
<td>[Click to view file]</td>
<td>[Click to extract data from UMEXPERT]</td>
</tr>
</tbody>
</table>

Figure 4-8: Research Project that is still ongoing or has been completed by the supervisor

a) Click ‘UMEXPERT’ link to add Output of Publication in the related research project. The screen shown in figure 4.4.1-2.

Figure 4-9: List of Publication

- Tick the checkbox and click [Save & Continue] button to store the data.
b) Click [View Doc.] link to view the proof document.

### 4.4.2 Publications in the past three years

<table>
<thead>
<tr>
<th>No</th>
<th>Title of Publication</th>
<th>Name of journals/books</th>
<th>Year published</th>
<th>Document</th>
</tr>
</thead>
</table>

**Figure 4-10: List of Publication**
4.5 PROJECT SCHEDULE

There are two (2) subsections under Project Schedule tab:
- Research Activity
- Milestone

**Research Activities**

*Note:*
You can include every research activities by adding each of them in this section. Provide the activity description and its start and end date. Click on ‘Add’ when you are done adding one. Newly created activity will appear directly under the panel. You can edit the activity by clicking icon or remove any of the activity by clicking icon . Research Activities is required for the Research Information.

<table>
<thead>
<tr>
<th>No.</th>
<th>Research Activities</th>
<th>Plan Start Date</th>
<th>Plan End Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PHASE 1</td>
<td>06/2013</td>
<td>06/2014</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>TASK 1</td>
<td>06/2013</td>
<td>12/2013</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>PHASE 2</td>
<td>06/2014</td>
<td>06/2015</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>TASK phase 2</td>
<td>06/2014</td>
<td>08/2014</td>
<td></td>
</tr>
</tbody>
</table>

**Milestones**

*Note:*
You can also add milestones to your project. Write in the description of the milestone and assign the month/year when it should occur. Click on “Add Milestones” when you are done adding one. Newly created activity will appear directly under the panel. You can edit the activity by clicking icon or remove any of the activity by clicking icon .

<table>
<thead>
<tr>
<th>No.</th>
<th>Research Activities</th>
<th>Estimated Completion Date</th>
<th>Action</th>
</tr>
</thead>
</table>

**Figure 4-11: Module Project Schedule**

4.5.1 Research Activity

**Research Activities**

*Note:*
You can include every research activities by adding each of them in this section. Provide the activity description and its start and end date. Click on ‘Add’ when you are done adding one. Newly created activity will appear directly under the panel. You can edit the activity by clicking icon or remove any of the activity by clicking icon . Research Activities is required for the Research Information.

<table>
<thead>
<tr>
<th>No.</th>
<th>Research Activities</th>
<th>Plan Start Date</th>
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<th>Action</th>
</tr>
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<td>1</td>
<td>PHASE 1</td>
<td>06/2013</td>
<td>06/2014</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>TASK 1</td>
<td>06/2013</td>
<td>12/2013</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>PHASE 2</td>
<td>06/2014</td>
<td>06/2015</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>TASK phase 2</td>
<td>06/2014</td>
<td>08/2014</td>
<td></td>
</tr>
</tbody>
</table>

**Figure 4-12 Module Project Schedule – Research Activity**

1) Click button to insert new Research Activity. The screen shown in Figure 4-13.
2) Click icon to edit the information.
3) Click icon to delete the information in the table.
ADD NEW ACTIVITY

Category
Description of Activity/Task
Initial Planning of Activity/Task (Duration)

Figure 4-14: Add new research activity

Fill in all required for the Research Information. Click on Save & Continue when you have filled in the information. Newly created research activity will appear directly under the panel (Figure 4-15). Repeat the same step if you want to add more items.

4.5.2 Milestones

Note:
You can also add milestones to your project. Write in the description of the milestone and assign the month/year when it should occur. Click on “Add Milestone” when you are done adding one. Newly created activity will appear directly under the panel. You can edit the activity by clicking icon or remove any of the activity by clicking icon .

Figure 4-16: Milestones

1) Click button to insert new Milestones. The screen shown in figure 10-4.
2) Click icon to edit the information.
3) Click icon to delete the information in the table.

Figure 4-17: Add Milestones

Fill in all required for the Research Information. Click on Save & Continue when you have filled in the information. Newly created milestones will appear directly under the panel (Figure 4-18). Repeat the same step if you want to add more items.
4.6 PROJECT COSTING

Figure 4-19: Project Costing

Click **+ Add** button to insert new budget. The screen shown as figure 4-6-2.

Figure 4-20: Add Budget

a) Select Year budget either to insert all year in one page or you can choose specific year only.
b) Select Vote Allocation from the list appears.
c) Enter description of item
Guide to the e-Grant

d) Enter Justification of Vote

e) Enter Total amount.

f) Click on **Save & Continue** when you have filled in the information. Newly created budget will appear directly under the panel (Figure 4-21).

![Image](image.png)

**Figure 4-22: List of Input Budget**

Repeat the same step if you want to add more items.

Click  icon to edit the information.

Click  icon to delete the information in the table.
4.7 EXPECTED RESEARCH OUTPUT

**EXPECTED RESEARCH OUTPUTS**

1. Research Publication
   - Sekarang kurangnya SATU artikel ISI Tier Q4 untuk Tahun 1

Figure 4-23: Expected Research Output

Click [+ Add] button to insert new output. The screen shown as Figure 4-24.

**ADD EXPECTED RESEARCH OUTPUTS**

- Category: Please Choose

Figure 4-25: Expected Research Output – Add New

Fill in all required for the Research Information. Click on [Save & Continue] when you have filled in the information. Newly created output will appear directly under the panel (Figure 4-26). Repeat the same step if you want to add more items.

**EXPECTED RESEARCH OUTPUTS**

2. Novel theories/New discovery/New knowledge
   - text

Figure 4-27: List of expected Research Output

Click [edit] icon to edit the information.
Click [delete] icon to delete the information in the table.
4.8 DOCUMENT ATTACHMENTS

Figure 4-28: Upload Document

Fill in all required for the Research Attachment. Click on when you have filled in the information. Newly created output will appear directly under the panel(Figure 4-29). Repeat the same step if you want to add more items.

Figure 4-30: List of Attachments

Click icon to remove the document.
4.9 DECLARATION

Please make sure that all information are certified true and verified. All corrections are not allowed after the application is submitted.

Sila pastikan segala maklumat yang dipenuhi adalah benar dan disemak. Segala pembetulan adalah tidak dibenarkan selepas permohonan dihantar.

Postgraduate Candidate : NOOR HARYATI MOHD RAZALI (860810595748)
Program Mode : MASTER
Supervisor : Puang Norhalizah Binti Hashim
Date : 04/04/2014

I hereby confess that:
Saya dengan ini mengaku bahawa:

☐ All information stated here are accurate. The University of Malaya has the right to reject or to cancel the offer without prior notice if there is any inaccurate information given.
Semua maklumat yang disi adalah benar. Pihak Universiti Malaya berhak menolak atau membentuk tawaran pada bila-bila masa sekiranya keterangan yang ditemukan adalah tidak benar.

☐ Application of this research is specifically for the POSTGRADUATE RESEARCH GRANT (PPP) application.
Permohonan projek penyelidik ini dikenakan khas untuk memohon peruntukan di bawah Peruntukan Penyelidikan Pascasiswa (PPP).

Submit  Print Application

Figure 4-31: Declaration page

Tick all checkbox and Click on Save & Continue to submit the application to your supervisor. Newly created application will appear directly under the Proposal List.

Figure 4-32: List of application

After submit, all information in this proposal will be lock.
HOW TO VIEW STATUS OF APPLICATION

Figure 5-1: Main page eGrant

Click icon . The existing application will appear directly under the panel shown as Figure 5-2.

Figure 5-3: List of Applications

- View Proposal
- to print an application
- Edit proposal. Only status draft or revised can edit the proposal
- Cancel application. Appear Only status draft
6 HOW TO ACCEPT ACCEPTANCE LETTER

You will receive the acceptance letter after your supervisor accepts the grant.

Click the proposal list icon. All application has shown as below.

Click the link ‘Acceptance Letter click here’. The screen shown in Figure 6-1.
INTRODUCTION

The postgraduate research grants from the University of Malaya are to support projects carried out by postgraduate candidates which will result in publication of manuscripts in Q1-Q4, Web of Science journals.

ELIGIBILITY

Only postgraduate candidates by full dissertation are eligible. Applications must be made in the name of their supervisors. Academic staffs (except tutors) doing postgraduate studies, working permanently or on contract basis in University of Malaya are not eligible for PPP.

Figure 6-2: Acceptance Letter screen

Tick the radio button either you accept or decline.

Click button [Submit]. The notification email will send to you based on your choice.