

**MALAYSIAN GREATER RESEARCH NETWORK SYSTEM  
(MyGRANTS)**

**USER MANUAL**

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**Evaluation**

# Revision History

Revision	Date	Comment
1.0	16 <sup>th</sup> May 2013	1 <sup>st</sup> Edition

## Table of Contents

1. Introduction.....	1
2. Login into MyGRANTS.....	1
3. Becoming an Evaluator.....	2
4. Evaluation List.....	3
5. Evaluation.....	4
5.1. Commenting a Proposal.....	5
5.2. Summary of Assessment.....	6
5.3. Recommendation.....	7
6. List of Figures.....	8

# 1. Introduction

The purpose of this manual is to help panels on how to evaluate a grant proposal.

## 2. Login into MyGRANTS

Please open your browser (preferable IE, Chrome or Safari. Firefox is under testing), and enter the URL:

[mygrants.gov.my](http://mygrants.gov.my)

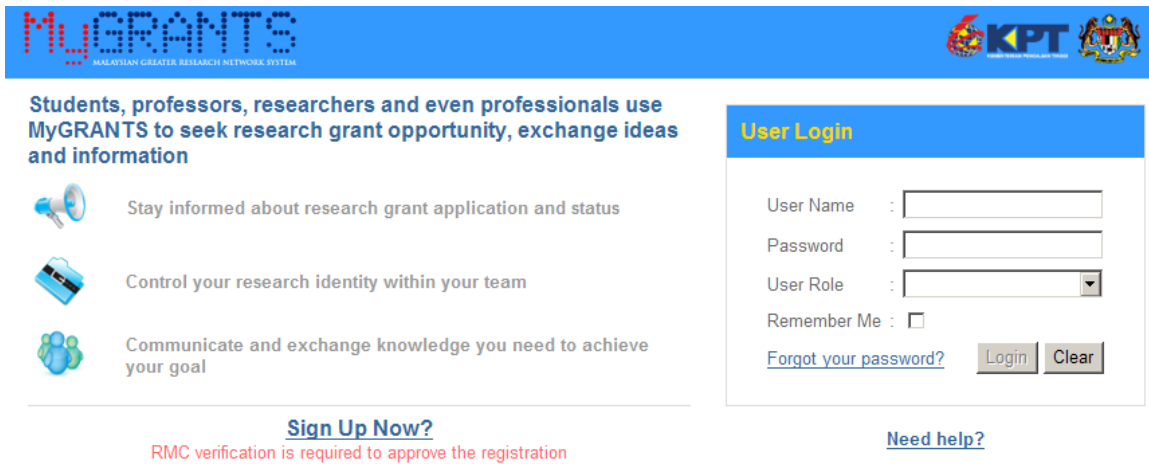


Figure 1: MyGRANTS Login Page

At login page, enter your username and password, then press the TAB button. Your default Role will be displayed and Login button will be enabled. Press the ENTER button or click on the Login button to login.

### 3. Becoming an Evaluator

Panel will receive an invitation from RMC to become a panel under certain group assigned by the RMC. An email will be sent to notify you that you have been selected as a panel.

Greetings,

You have been invited by the following institute to serve as an IPT Evaluation Panel:

IPT	Group	Evaluation Period
Al-Madinah International University	Pure Science	15/06/2013 to 18/06/2013

During this evaluation period, you are expected to evaluate the grant applications assigned to you.

Kindly click on the link below to login to MyGRANTS and respond to this invitation ASAP. Please click on "Invitation" at the left panel of the home page to go to the Invitation page.

Figure 2: Invitation Email as Panel

Log in into your account and click on **Invitation** under Application menu. The invitation could be viewed here.

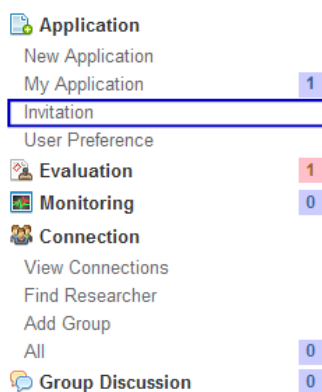


Figure 3: Invitation Menu

Title	Batch	Duration	Details	Accept/Decline
RMC Panel: Technology And IT	1	15/06/2013 till 18/06/2013	You have been invited to join the RMC panel.	<input type="button" value="Accept"/> <input type="button" value="Decline"/>

Figure 4: Invitation Request

Click on **Accept** to confirm the invitation and become a panel.

## 4. Evaluation List

In this section we will go through step by step on how to view proposal that awaiting your evaluation.

To view proposal for evaluation, click on **Evaluation** on the left pane menu.

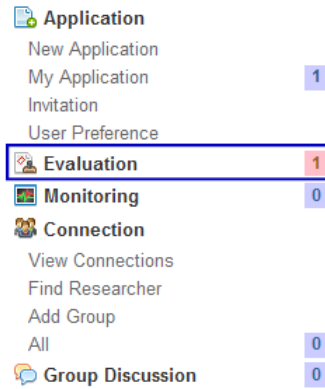


Figure 5: Evaluation Menu

You should be able to see list of proposals to be evaluated if RMC already assigned the application for you.

The screenshot shows two sections. The top section, 'Evaluation List', contains a table with one row: No. 1, Level IPT, Batch FRGS 2013-2, Version 1, Research Title Demo Application, Evaluate (with an icon), and Remove (N/A). The bottom section, 'Evaluation History', has a dropdown menu for 'Batch' set to 'All' and a table with two rows: Row 1 (No. 1, Level IPT, Batch FRGS 2013-2, Version 1, Research Title Resubmission Demo, Evaluation Recommended, Edit/View icon) and Row 2 (No. 2, Level IPT, Batch FRGS 2013-2, Version 1, Research Title Demo for RMC Evaluation, Evaluation Recommended, Edit/View icon).

Figure 6: Evaluation List & History

To begin evaluation, click on the icon  to view and comments on the proposal.

You can also view previous evaluation that you have made before under **Evaluation History**. Some of the proposals are still editable even after you submit it, if RMC has not collected your evaluation yet.

## 5. Evaluation

You will be presented with Summary of Assessment form for the evaluation. Please refer to the image below:

Evaluation Details			
Evaluation Level	IPT Panel	1.	2.
Project Title	<a href="#">Adaptive Mobile Web Services Discovery Model</a>		<a href="#">View/Comment On Proposal</a>
Project Leader	<a href="#">Azizan Hassan</a>		
Summary of Assessment			
3.	Assessment Criteria	<input checked="" type="radio"/> <input type="radio"/>	Comment - A must for (X) Overall
	Title	<input checked="" type="radio"/> <input type="radio"/>	The title is too vague. Please change it to be more specific
	Specific in nature reflecting fundamental issues to be resolved/novelty	<input checked="" type="radio"/> <input type="radio"/>	
	Brief and reflects the content of the proposal	<input type="radio"/> <input checked="" type="radio"/>	
	Executive Summary	<input checked="" type="radio"/> <input type="radio"/>	4. The summary could be much better if more focus on the specific service
	Problem statement	<input type="radio"/> <input type="radio"/>	
	Objectives	<input type="radio"/> <input type="radio"/>	
	Methodology	<input type="radio"/> <input type="radio"/>	
	Expected output/outcome/implication	<input type="radio"/> <input type="radio"/>	
	Significance of output	<input type="radio"/> <input type="radio"/>	

Figure 7: Summary of Assessment

- 1. Project Title & Project Leader** – Click on either of the link to view the proposal and the profile of the project leader.
- 2. View/Comment On Proposal** – Click to view and comment the proposal
- 3. Main Criteria** – All main criteria have grey background, clicking on it will show you the selected criteria in the proposal. Each criterion is bound to one decision, either good or bad.
- 4. Comment box** – Comments made in the proposal will be reflected in this box. You can also type in directly into it to comment on the criteria.

You are highly encouraged to comment directly in the proposal itself. To do this just click **View/Comment on Proposal** and the proposal will appear.

## 5.1. Commenting a Proposal

The proposal for instance should look like in the figure below:

The screenshot shows a form titled "A. Application Details" with the following fields:

Application ID	6485
Application Type	Single Disciplinary
A(i). Selected Grant	FRGS 2013-2
A(ii). Title Of Proposed Research Project	Adaptive Mobile Web Services Discovery Model

Field A(ii) has a comment box with a red 'X' icon and the text: "The title is too vague. Please change it to be more specific".

Field A(iii). Keyword has a comment box with a green checkmark icon and the text: "Keyword describe the proposal accurately".

Numbered callouts 1 and 2 point to the comment icons in the respective fields.

Figure 8: Comment on Proposal

1. To start commenting click on the callout icon (1) and type in your comment in the field provided.
2. After writing the comment, please decide if the commented item is good or bad by clicking the respective icon (2). (❌ → bad, ✅ → good)
3. Click on **Save** to save your evaluation.

**NOTE:** Your evaluation will be **auto saved** every 2 minutes. So no need to worry if you forgot to save your work!

After commenting the proposal, certain comments will be reflected back in the Summary of Assessment form.

You can also view all the comments made under **Overall Remark** tab.

The screenshot shows a navigation bar with tabs: Application Details, Project Leader, Research Information, Equipment & Material, Budget, Declaration, Appendix, and Overall Remark (highlighted).

Under the Overall Remark tab, there is a "Remark Summary" section with the following content:

- Application Details**
  - ❌ Title: The title is misleading, please specify it again
- Project Leader**
  - ❌ Project Leader: Please update your profile to the latest
- Research Information**

Figure 9: Overall Remark

## 5.2. Summary of Assessment

As mentioned before, certain comments will be reflected back in the Summary of Assessment form.

Summary of Assessment				
Assessment Criteria	1.	<input type="radio"/>	<input type="radio"/>	2. Comment - A must for (X) Overall
<b>Title</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Specific in nature reflecting fundamental issues to be resolved/novelty	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Brief and reflects the content of the proposal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Executive Summary</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Problem statement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Methodology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Expected output/outcome/implication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Significance of output	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
<b>Research Background</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Elaboration of title	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Clarity of problem statement and research question/hypothesis/theoretical framework (if applicable)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Cited most recent (last 5 years) related references	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Figure 10: Part of Summary of Assessment Form

The comment that you have made will be shown in comment box based on the criteria. However after commenting the proposal, you will need to determine each main and sub criteria good or bad by checking the appropriate radio field. (❌ → Bad, ✅ → Good)

Recommended Funding					
	Poor	Inadequate	Acceptable	Good	Very Good
Appropriateness of Cost Estimates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cost Category	Proposed Funding (RM)		Recommended Funding (RM)		
Vot 11000 - Salary and Wages	10000		<input type="text"/>		
Vot 21000 - Travelling and Transportation	3000		<input type="text"/>		
Vot 24000 - Rental	1000		<input type="text"/>		
Vot 27000 - Research Materials and Supplies	1000		<input type="text"/>		
Vot 28000 - Maintenance and Minor Repair Services	2000		<input type="text"/>		
Vot 29000 - Professional Services	1000		<input type="text"/>		
Vot 35000 - Accessories and Equipment	2000		<input type="text"/>		

Figure 11: Recommended Funding

You can also evaluate the funding proposed in the proposal. This section can be found under Recommended Funding.

### 5.3. Recommendation

After completing the Summary of Assessment form, you will need to recommend the proposal. You can only select one from the 4 options provided.

- Recommended
- Highly Recommended
- Not Recommended (Reason is required)
- Resubmission (Reason is required)

To submit Recommended and Highly Recommended proposal, **all main criteria must be mark as good.**



Recommendation To RMC	
Recommendation	<input type="text" value="Recommended"/> <i>*Please note that you need to choose "Resubmission" to resubmit this application back to the project leader for revision.</i>
Overall Remark	<input type="text" value="Recommended, really novel and innovative"/>
<input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Submit"/>	

Figure 12: Recommendation

Click on **Save** to save the evaluation or if you are done evaluating the proposal, you can click on **Submit** to send it back to RMC.

Submitted evaluation form is editable if:

- RMC has not collected your evaluation form
- RMC has reverted back the proposal for panel evaluation once again

Submitted evaluation can be opened from the **Evaluation History**.

**6. List of Figures**

Figure 1: MyGRANTS Login Page ..... 1

Figure 2: Invitation Email as Panel ..... 2

Figure 3: Invitation Menu ..... 2

Figure 4: Invitation Request ..... 2

Figure 5: Evaluation Menu ..... 3

Figure 6: Evaluation List & History ..... 3

Figure 7: Summary of Assessment ..... 4

Figure 8: Comment on Proposal ..... 5

Figure 9: Overall Remark ..... 5

Figure 10: Part of Summary of Assessment Form ..... 6

Figure 11: Recommended Funding ..... 6

Figure 12: Recommendation ..... 7