DSRG

DIGITAL SOCIETY RESEARCH GRANT

MCMC

APPLICANT USER MANUAL

The objective of this user manual is to serve as a guide for the Lead Researcher (Applicant) to submit a proposal for the Digital Society Research Grant through the MCMC Research Grant System.

Version 1.0
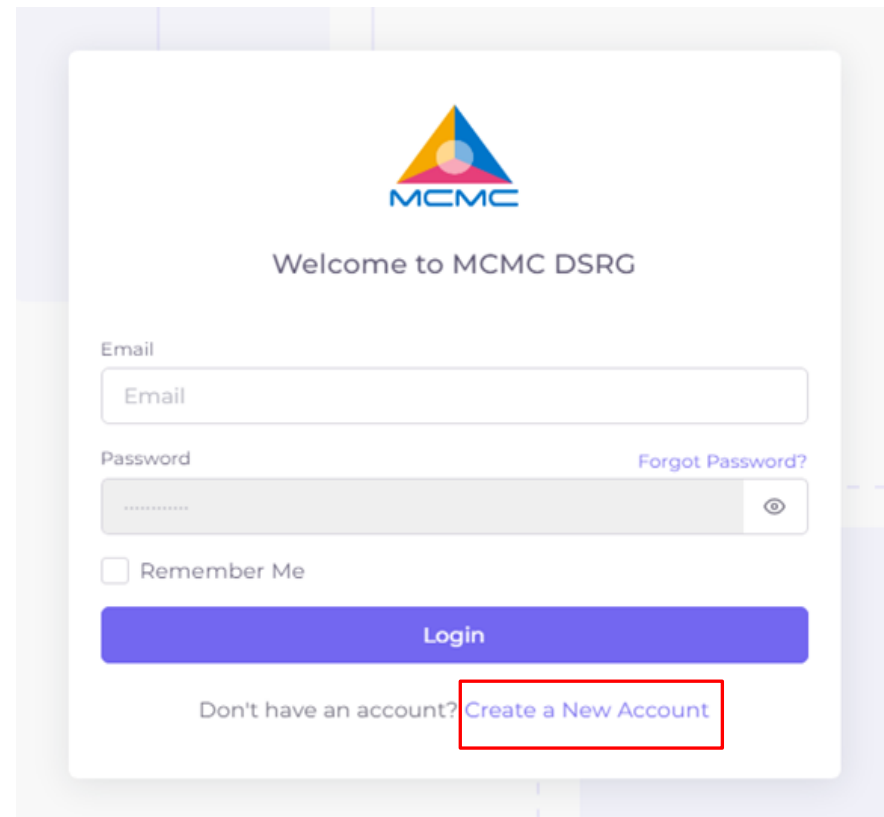
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SIGN-UP
FOR NEW USERS

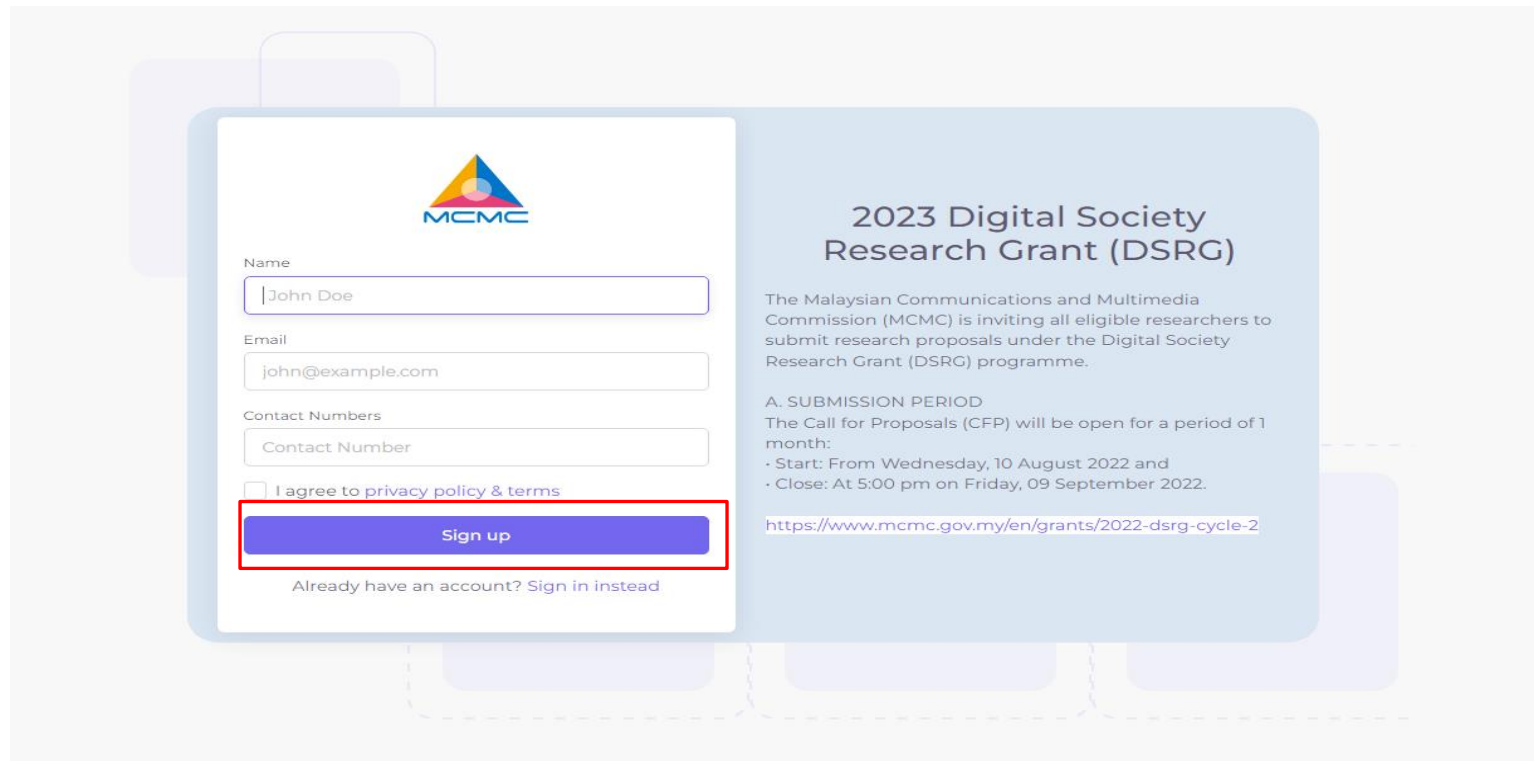If you already have an existing account, skip to page 9

LOGIN PAGE

- Go to https://researchgrant.mcmc.gov.my/login
- Click "**Create a New Account**".

CREATE A NEW ACCOUNT

- In the "Create a New Account" page, fill in your Name, Email and Contact Numbers.
- Tick "I agree to privacy policy & terms".
- Click "**Sign up**".

VERIFICATION EMAIL

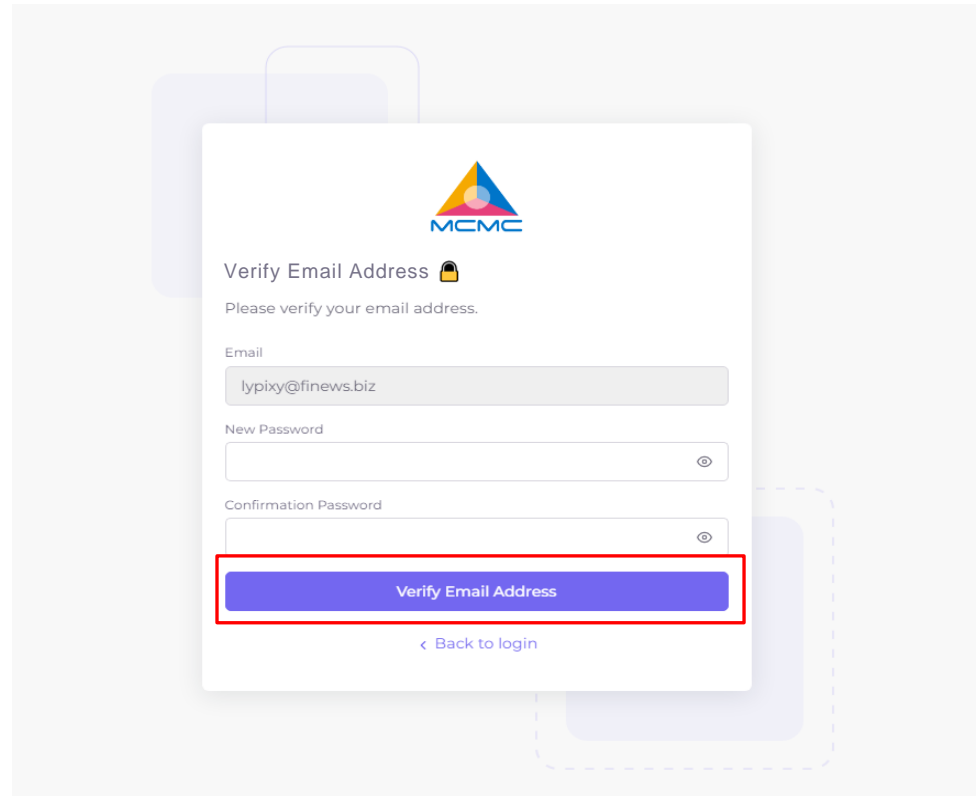- Verification email will be sent to your registered email.
- Click "**Verify Email Address**".

Note:
- The Research Grant System has been designed primarily for desktop view and may not be fully optimised for mobile devices yet.
- While we strive to provide the best user experience across all devices, we recommend using desktop or laptop devices for the optimal experience.
- We apologise for any inconvenience this may cause and appreciate your understanding.

SET PASSWORD

- Key in your New Password and Confirmation Password.
- Click "**Verify Email Address**".
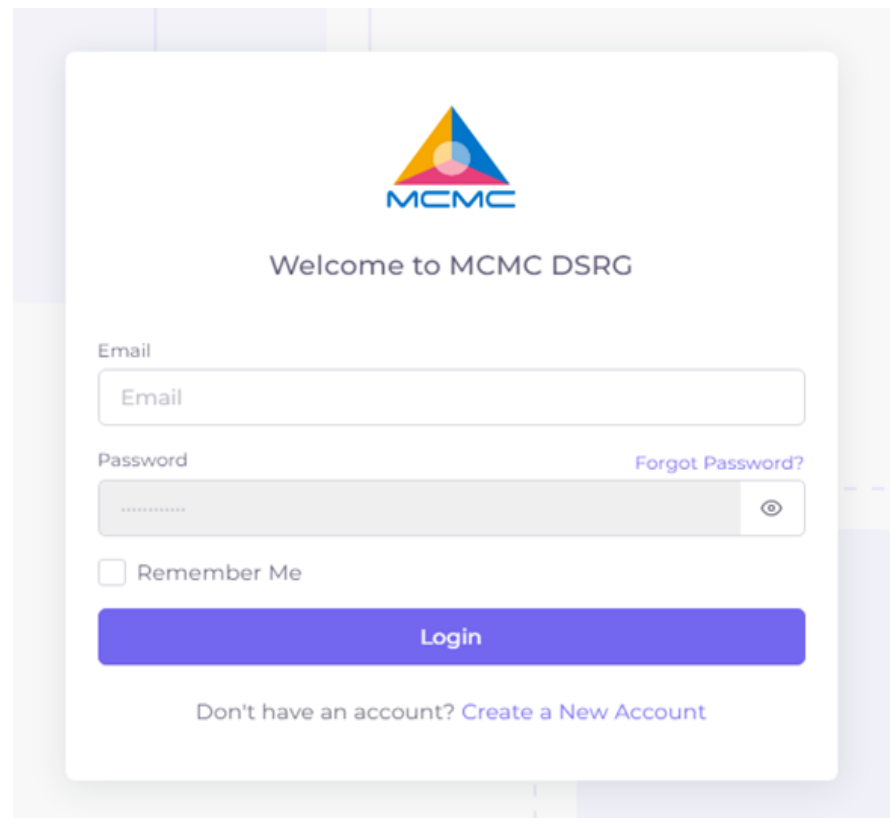
LOGIN
FOR REGISTERED USERS

LOGIN PAGE

- Go to https://researchgrant.mcmc.gov.my/login
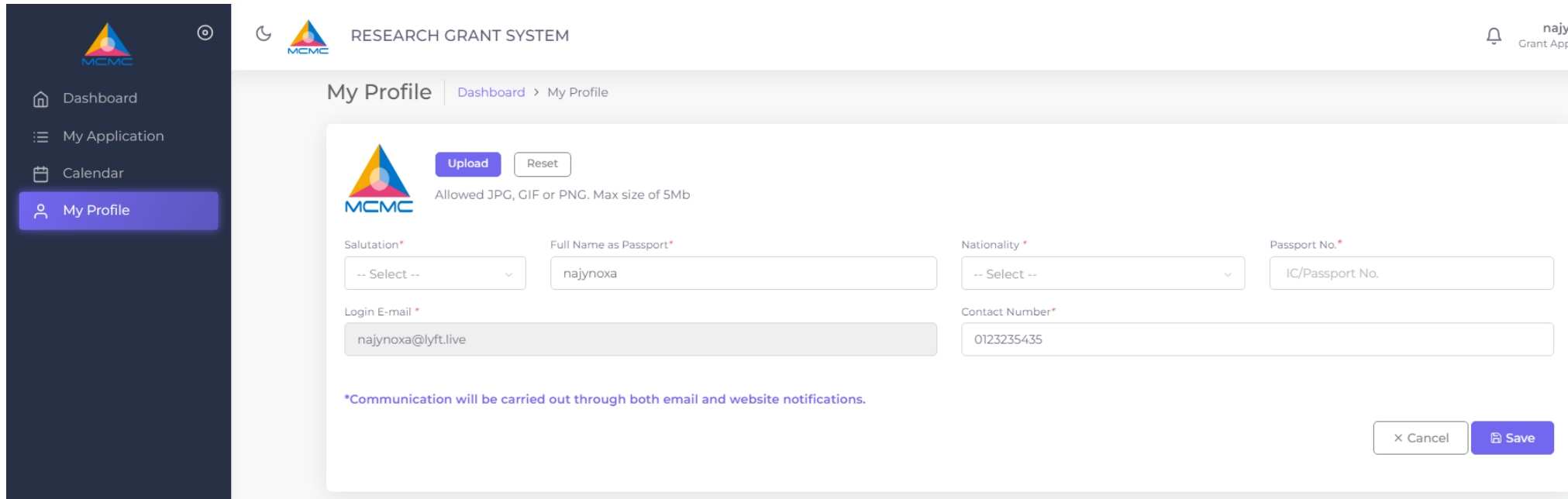- Log in using your registered email and password.

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PROFILE UPDATE FOR NEW USERS

If you logged in using an existing account, skip to page 13

MY PROFILE

- After logging in for the first time, you will be directed to the My Profile page.
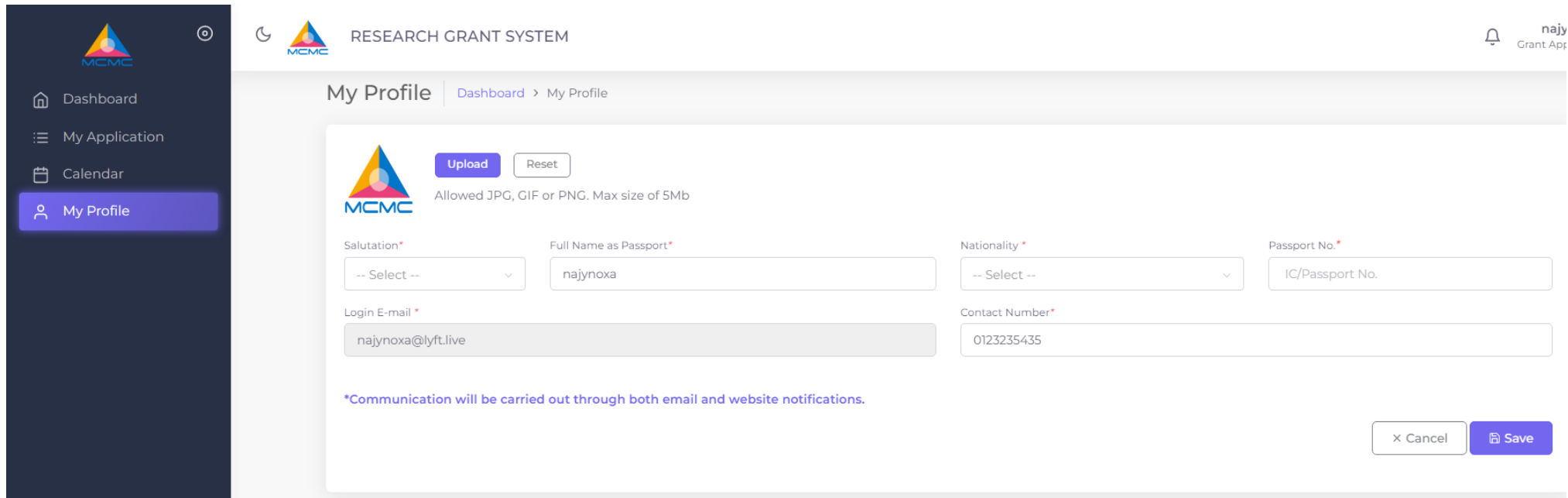- Fill in the My Profile section and click "**Save**".

PROFILE UPDATE
FOR EXISTING USERS

Optional if you would like to update your profile details

MY PROFILE

- Click My Profile page in the menu bar on the left.
- Update the sections you would like to edit and click "**Save**".
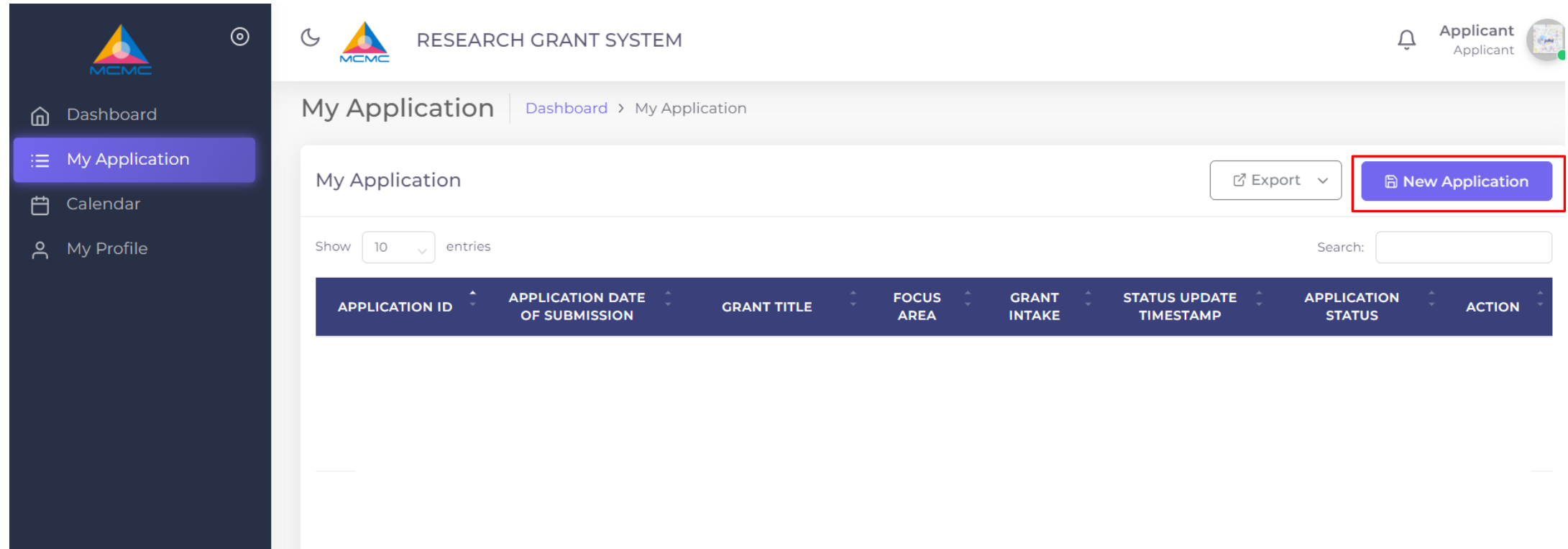
SUBMISSION OF RESEARCH PROPOSAL

MY APPLICATION

- Click My Application page in the menu bar on the left.
- Click "**New Application**" to submit your application for the DSRG grant.
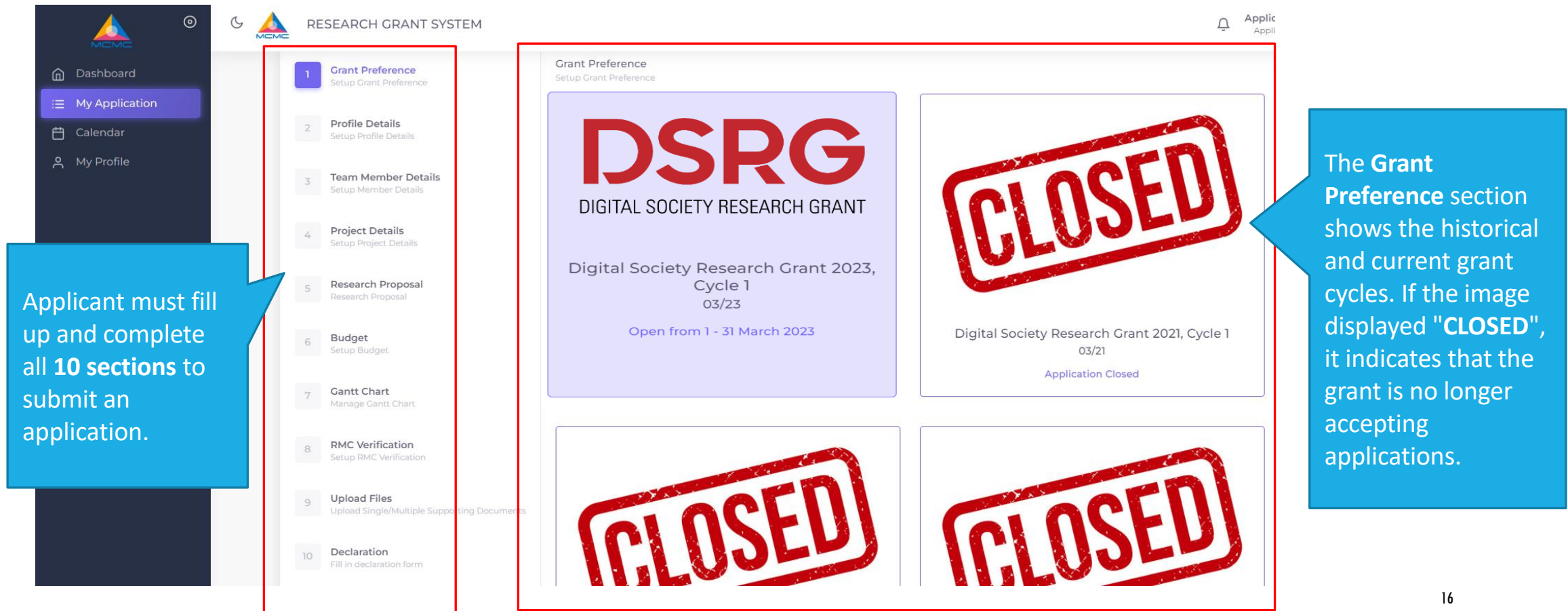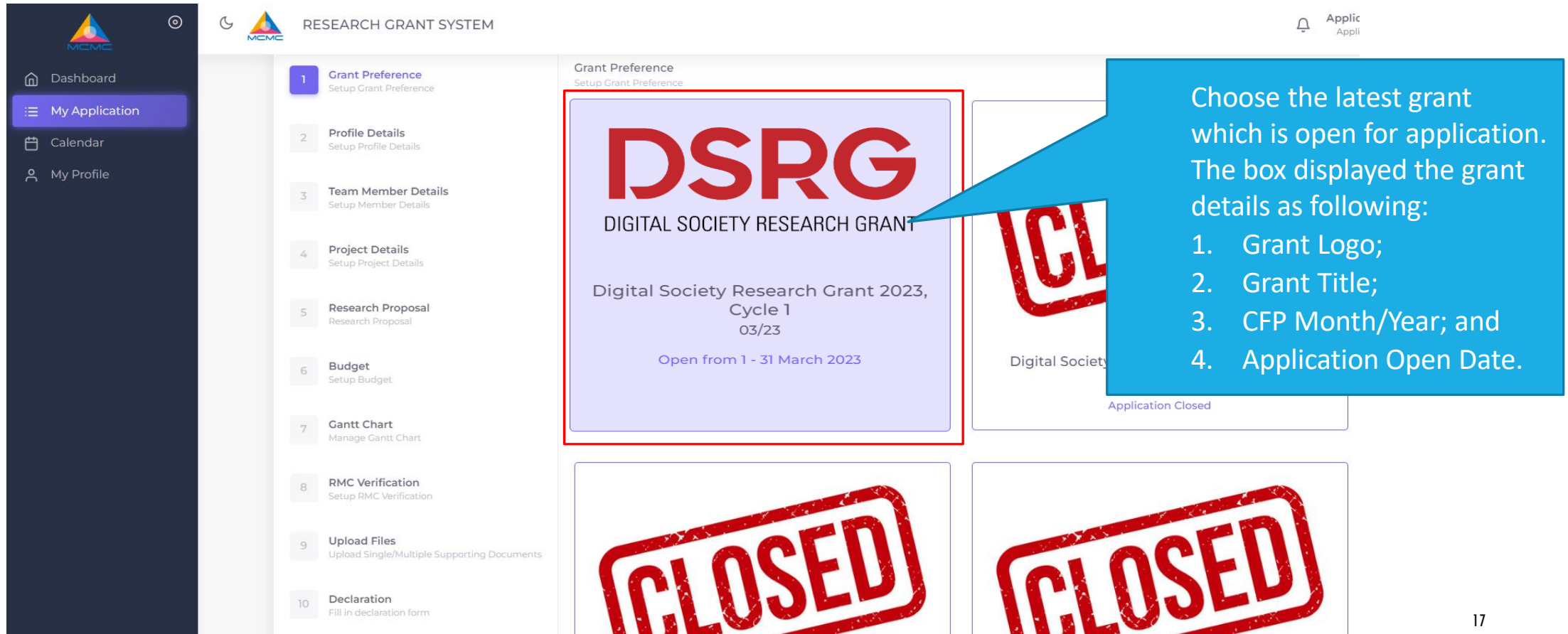
NEW APPLICATION

- New Application form will contain 10 sections. You are **REQUIRED** to complete all 10 sections.
- You may click the "**Save**" button at the bottom to save the application progress and come back at a later time to complete and submit.

Applicant must fill up and complete all **10 sections** to submit an application.

The **Grant Preference** section shows the historical and current grant cycles. If the image displayed "**CLOSED**", it indicates that the grant is no longer accepting applications.

GRANT PREFERENCE

- In the Grant Preference, please select the latest grant you are applying for.
- After selecting the grant, click the "**Save**" button at the bottom and click "**Next**".

Choose the latest grant which is open for application. The box displayed the grant details as following:
1. Grant Logo;
2. Grant Title;
3. CFP Month/Year; and
4. Application Open Date.

PROFILE DETAILS

- Fill in all required fields on Profile Details section.
- After filling in all required fields, click the "**Save**" button at the bottom and click "**Next**".

TEAM MEMBER DETAILS

- Fill in all required fields on Team Member section. If you have more than one member, click "**Add New Members**".
- **At least one team member is compulsory for a project proposal.**
- After filling in all required fields, click the "**Save**" button at the bottom and click "**Next**".

PROJECT DETAILS

- Fill in all required fields on Project Details section. You may choose any of the options available in the dropdown box.
- After filling in all required fields, click the "**Save**" button at the bottom and click "**Next**".
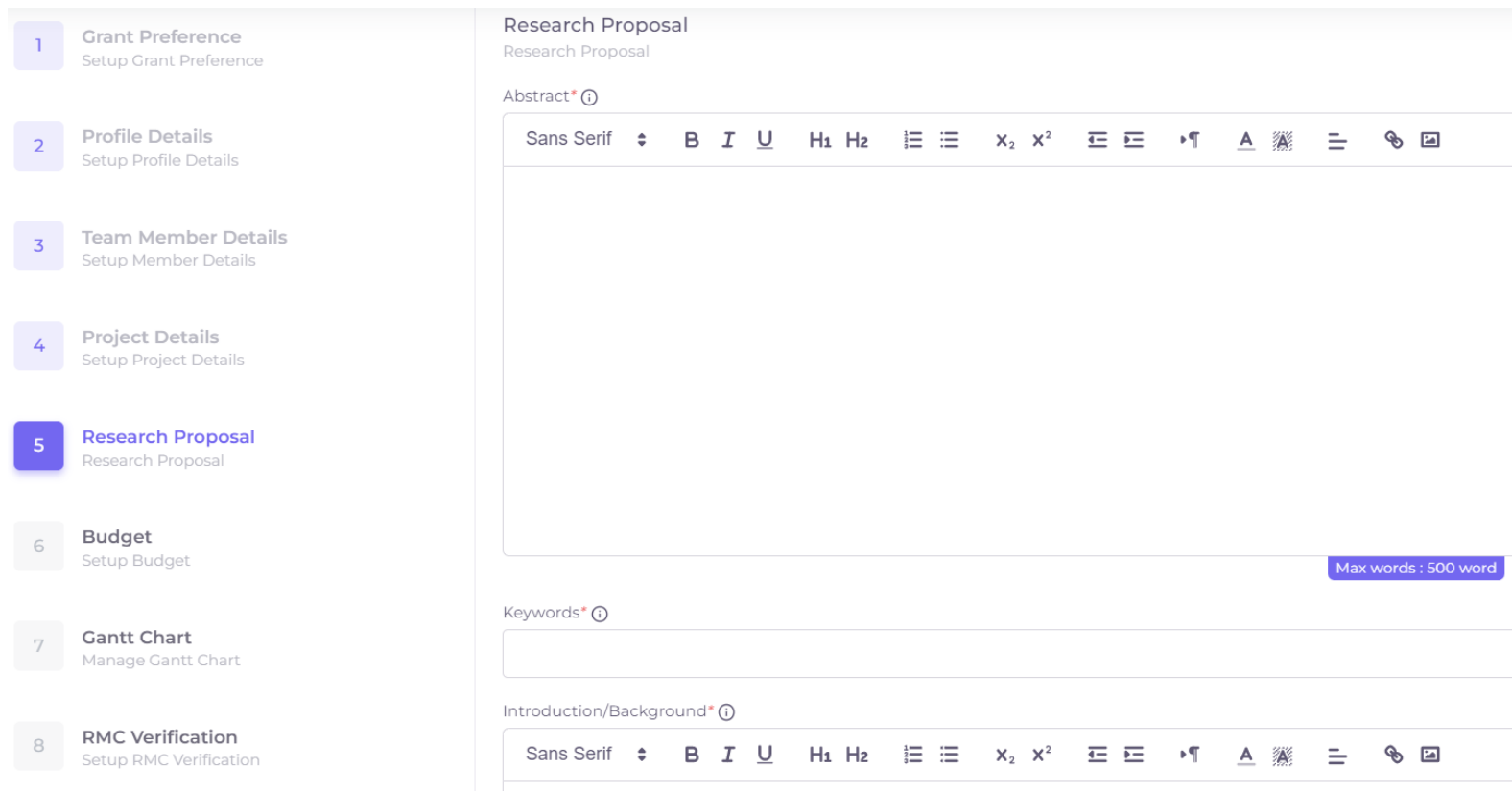
RESEARCH PROPOSAL

- Fill in all required fields on Research Proposal section. Each fields are capped to **maximum 500 words**.
- **You are highly encouraged to prepare the proposal's content before filling this section.**
- In keyword field, type a word and press "Enter" key to create a keyword.
- After filling in all required fields, click the "**Save**" button at the bottom and click "**Next**".

BUDGET

- Fill in all required fields on Budget section. In the "**Details**" field, please provide a detailed breakdown of your expenses to provide a clear understanding of your budget.
- The total amount must not exceed the maximum total budget.
- After filling in all required fields, click the "**Save**" button at the bottom and click "**Next**".

In the "**Details**" field, please provide a detailed breakdown of your expenses to provide a clear understanding of your budget e.g. "**Focus Group Discussion = RM500**"

GANTT CHART (1/2)

- Fill in all required fields on Gantt Chart section.
- Click "**Add Task**" to add a task to the Gantt Chart. You may add as many tasks as you want.

GANTT CHART (2/2)

- An Add Task pop-up will appear on screen for you to fill up. Please choose different color for different task (chart). Once done, click "**Save**".
- The system will display the chart. To delete or edit the tasks in the Gantt chart, click the respective chart and make the changes.
- Click the "**Save**" button at the bottom and click "**Next**".
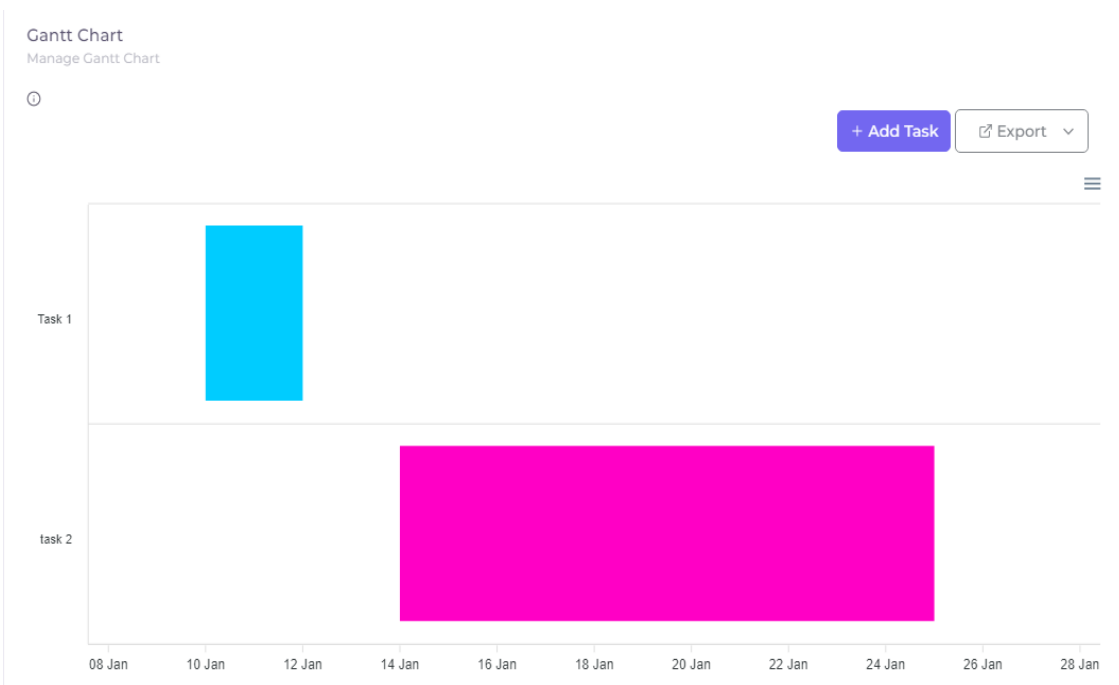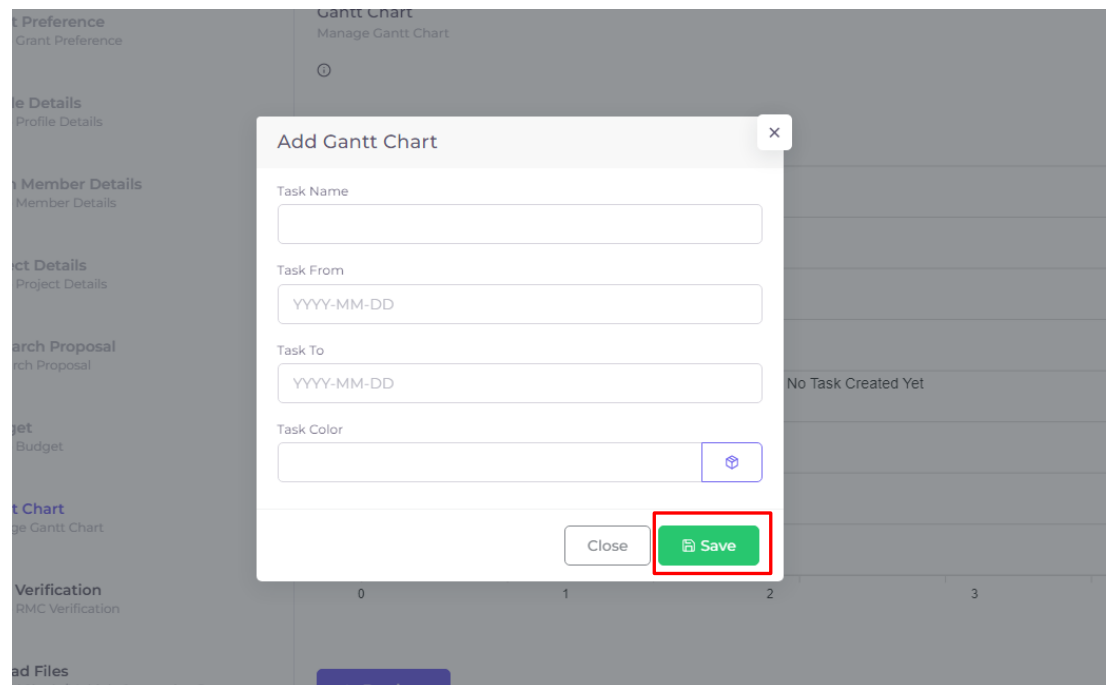
PROPOSAL FORM

- Click the "**PDF**" 📄 icon to open the Proposal Form. The proposal form will include all the details which you have filled in the previous sections.

DOWNLOAD PROPOSAL FORM

- Click the "**Download**" [↓] icon to download the Proposal Form.

SIGN & VERIFY PROPOSAL FORM

- In the final page of the Proposal Form, you are required to fill in all the requested details and sign the report in the designated area.
- After you have signed the form, submit it to your Research Management Office (or equivalent) for verification and to obtain necessary signature.

Signature:
Name:
Designation:
Email:
Mobile No:
Date:

This section is to be signed by the **Lead Researcher (Applicant)**

VERIFICATION FROM THE RESEARCH MANAGEMENT OFFICE:
Signature:
Name: Official Stamp:
Designation: Date:

This section is to be signed by the **University's Research Management Office**

RMC VERIFICATION

- After downloading the Proposal Form, click "**Next**".

Grant Preference
Setup Grant Preference

Profile Details
Setup Profile Details

Team Member Details
Setup Member Details

Project Details
Setup Project Details

RMC Verification
Setup RMC Verification

1. Download the **RMC Verification Template**.

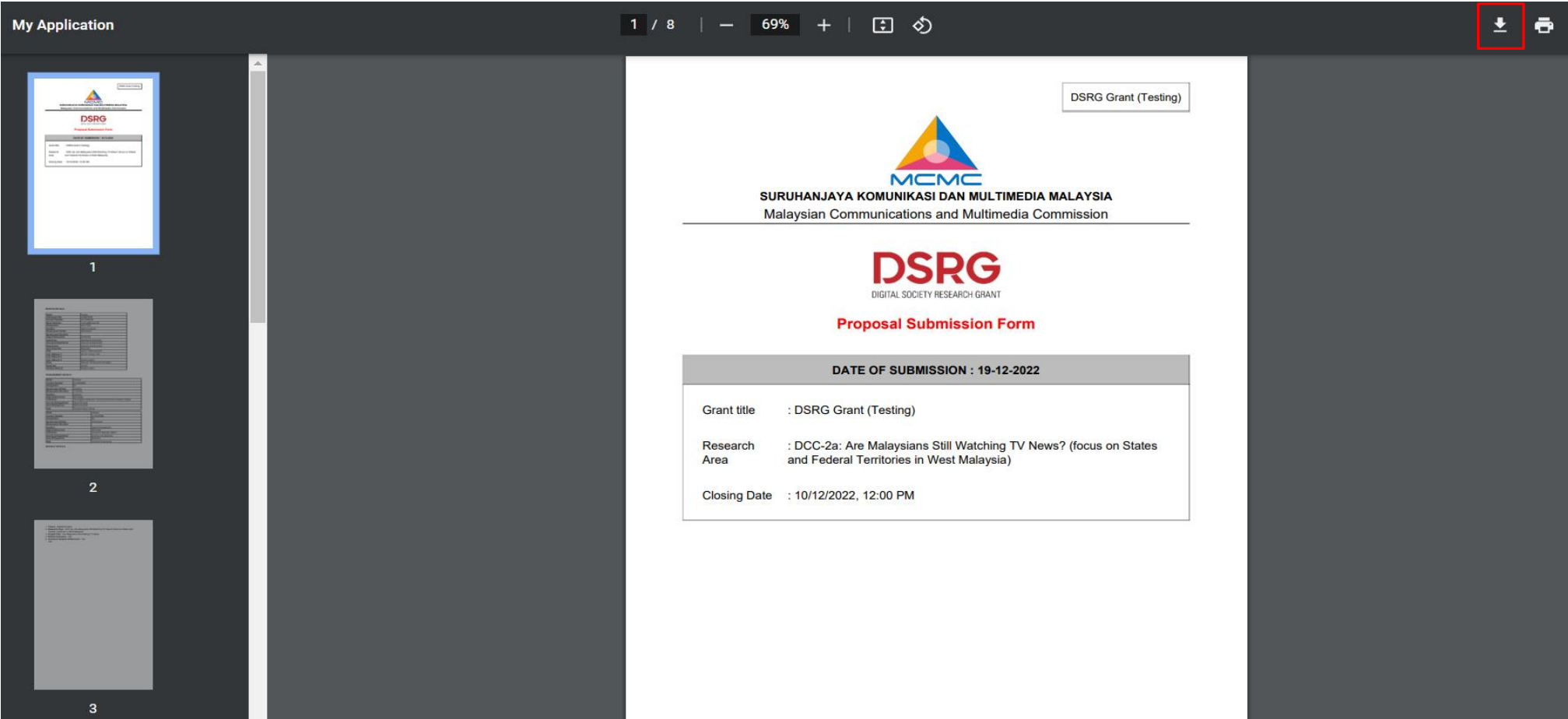2. Request for RMC Verfication/Sign Off

3. After completing the verification, please upload the signed document in the Upload Files section.

← Previous   Next →

UPLOAD FILES

- Upload **JPEG/PNG/PDF** file(s) in the required fields. Kindly abide by the file size limit indicated in the system.
- After adding files in the necessary fields, click "**Next**".

3 Team Member Details Setup Member Details	**2. Lead Researcher: Qualification Certificate (1 file upload)*** ⓘ
	Choose file Browse
	*Max 5Mb file size
4 Project Details Setup Project Details	**3. RMC Verified Report (1 file upload)*** ⓘ
	Choose file Browse
5 Research Proposal Research Proposal	*Max 5Mb file size
6 Budget Setup Budget	**4. Team Member(s): CV (multiple files upload)*** ⓘ
7 Gantt Chart Manage Gantt Chart	
8 RMC Verification Setup RMC Verification	Drop files here or click to uploads.
9 Upload Files Upload Single/Multiple Supporting Documents	
10 Declaration Fill in declaration form	*Max 5Mb file size

DECLARATION

- Tick the "**Declaration Boxes**" and click "**Submit**". If any required sections have been left incomplete, a pop-up box will alert you of the missing information.

VIEW APPLICATION

- To view your application, click My Application page in the menu bar on the left.
- Find your application and click the "**View**" 👁 icon.

PROPOSAL AMENDMENT

The amendment function is only available if the Secretariat requires any amendments to be made. This amendment usually pertains to the lack of certain compulsory documents or information.

AMENDMENT REQUEST EMAIL

- If an amendment is required, a notification email will be sent to your registered email address.
- You can view the details of the requested amendment in the email content.

UPDATE APPLICATION

- To make the required amendments, log in to the system and click My Application page in the menu bar on the left.
- Click the "**Update**" [✎] icon to update your application.

UPDATE PROPOSAL

- Once you are directed to the Proposal Form, make the necessary changes as remarked in the email. **Do not edit and make any changes to other parts of your application that the Secretariat has not requested.**

- After making the necessary changes to the form, tick the "**Declaration Boxes**" and click "**Submit**". Your application will be updated in the system.

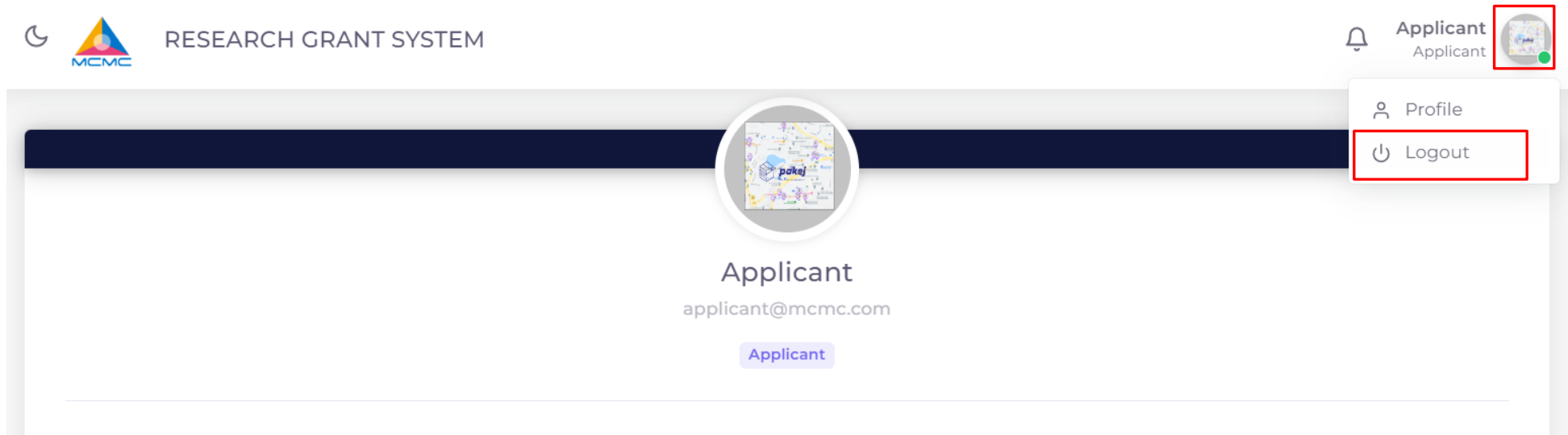# LOGOUT

LOGOUT BUTTON

- To log out, click your Profile icon at the top right menu (e.g.:).
- Then, click the "Logout" ⏻ Logout button.

CONTACT INFORMATION

Thank you for going through the guide. If you have any enquiries, please send us an email at research.enterprise@mcmc.gov.my. Alternatively, you may also contact us at 03-8688 7968 / 8470 / 7854.