



DSRG

DIGITAL SOCIETY RESEARCH GRANT

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.

CONTENT

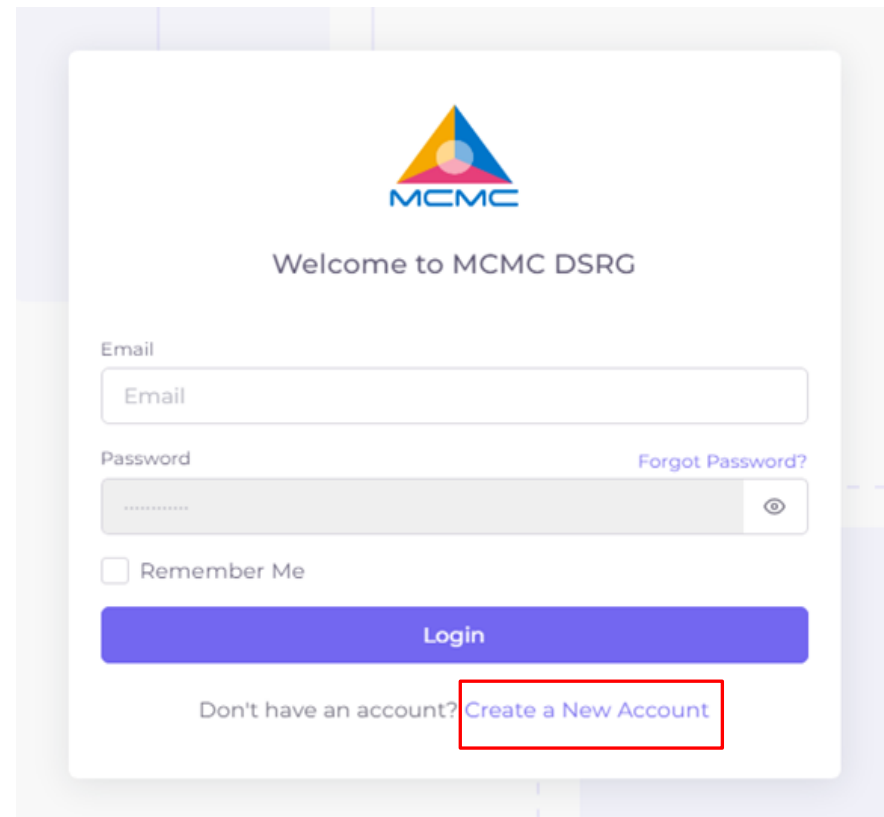
Content	Page
Sign-Up for New Users	4
Login	9
Profile Update for New Users	11
Profile Update for Existing Users	13
Submission of Research Proposal	15
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Logout	37

SIGN-UP FOR NEW USERS

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

LOGIN PAGE

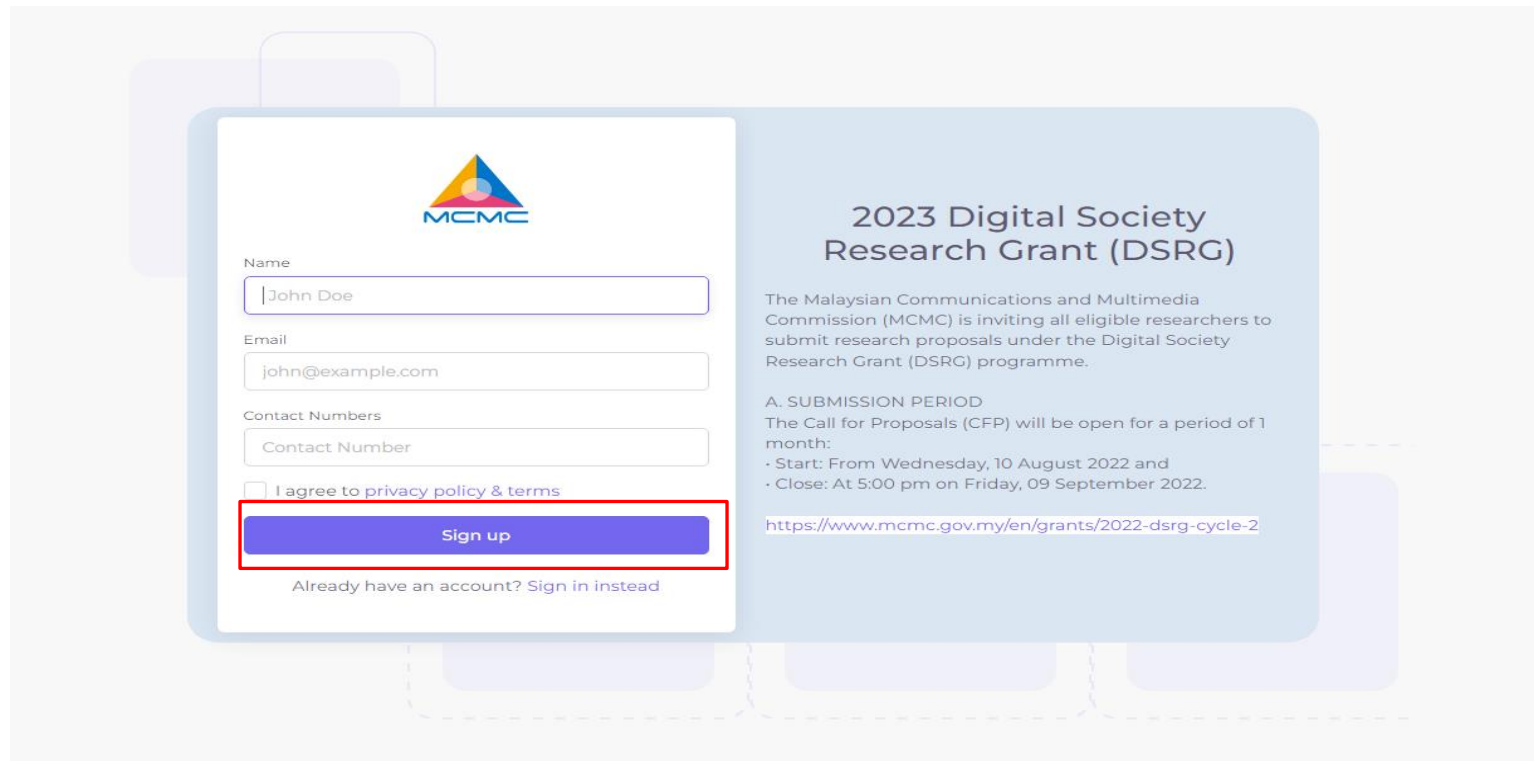
- Go to <https://researchgrant.mcmc.gov.my/login>
- Click **“Create a New Account”**.




The screenshot shows the login page for MCMC DSRG. At the top center is the MCMC logo, a stylized triangle with yellow, blue, and red sections. Below the logo is the text "Welcome to MCMC DSRG". The form contains an "Email" input field with the placeholder text "Email". Below that is a "Password" input field with a "Forgot Password?" link to its right. There is a "Remember Me" checkbox. A blue "Login" button is positioned below the password field. At the bottom, the text "Don't have an account?" is followed by a link "Create a New Account" which is highlighted with a red rectangular box.

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**”.





Name

Email

Contact Numbers

I agree to privacy policy & terms

Already have an account? [Sign in instead](#)

2023 Digital Society Research Grant (DSRG)

The Malaysian Communications and Multimedia Commission (MCMC) is inviting all eligible researchers to submit research proposals under the Digital Society Research Grant (DSRG) programme.

A. SUBMISSION PERIOD
The Call for Proposals (CFP) will be open for a period of 1 month:
• Start: From Wednesday, 10 August 2022 and
• Close: At 5:00 pm on Friday, 09 September 2022.

<https://www.mcmc.gov.my/en/grants/2022-dsrg-cycle-2>

VERIFICATION EMAIL

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



Hi **Hidayat Fahmi**,

Thanks for signing to the MCMC Research Grant System. To get started using the system, please verify and set a password for your account below:

[Verify Email Address](#)

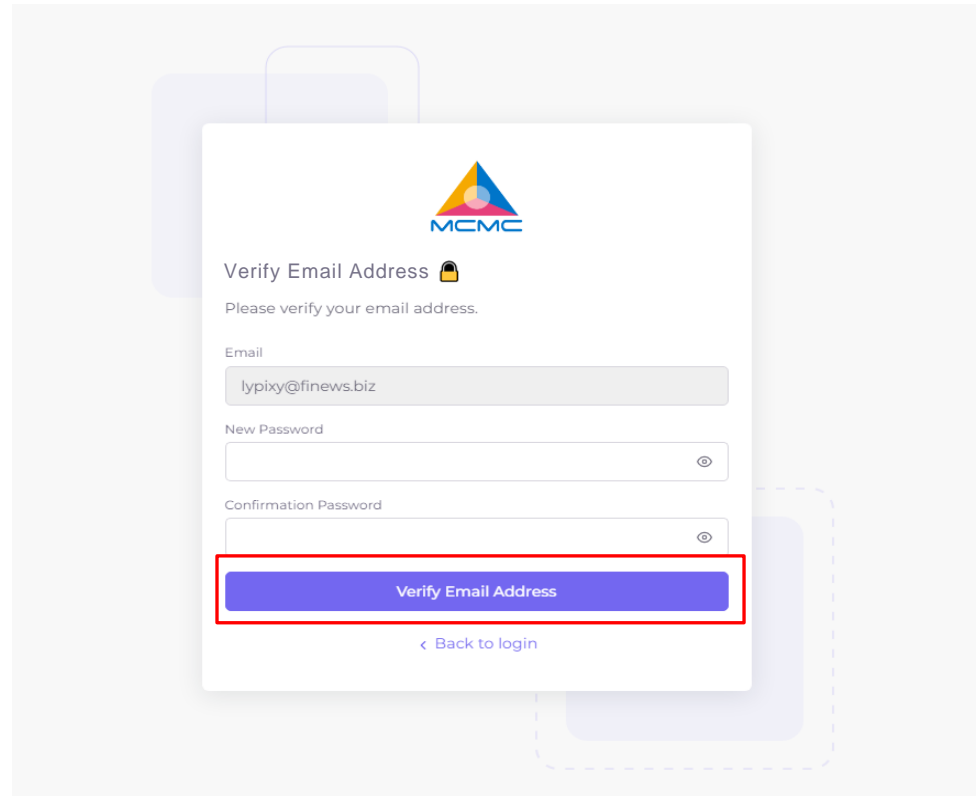
Thanks,
MCMC Team


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**”.




MCMC

Verify Email Address 

Please verify your email address.

Email
lypixy@finews.biz

New Password

Confirmation Password

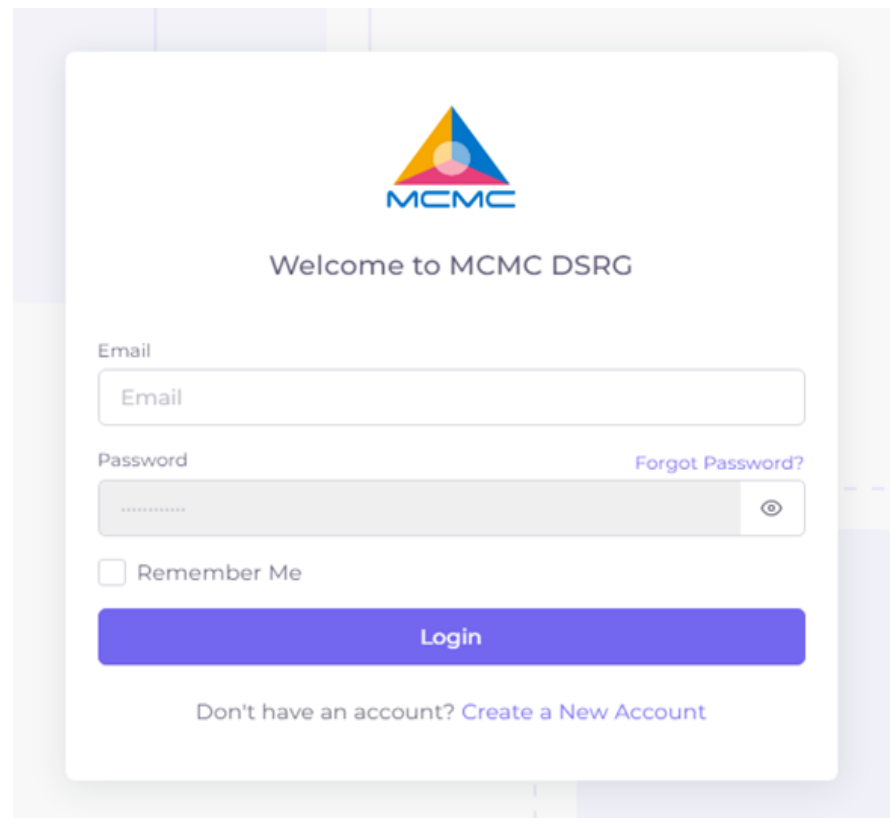
Verify Email Address

[← Back to login](#)

LOGIN FOR REGISTERED USERS

LOGIN PAGE

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



The screenshot shows the login page for MCMC DSRG. At the top center is the MCMC logo, a stylized triangle with yellow, blue, and red sections. Below the logo is the text "Welcome to MCMC DSRG". The form contains an "Email" field with a placeholder "Email", a "Password" field with a placeholder "....." and a "Forgot Password?" link, a "Remember Me" checkbox, and a blue "Login" button. At the bottom, there is a link "Don't have an account? Create a New Account".

Note:

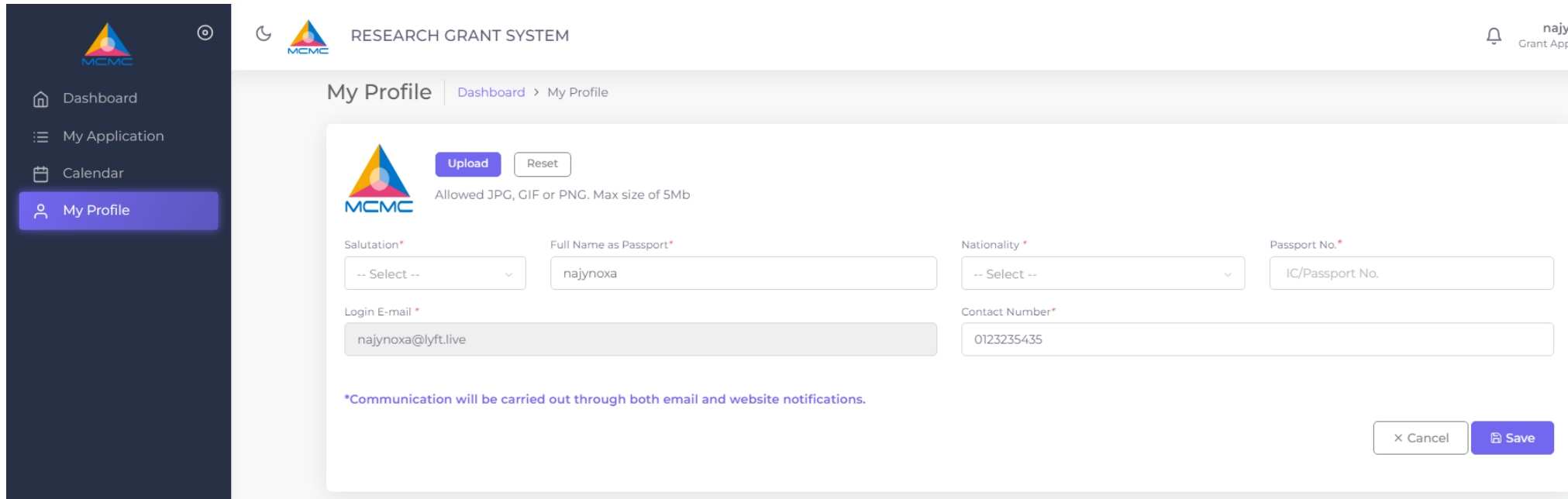
- The Research Grant System has been designed primarily for desktop view and may not be fully optimised for mobile devices yet.
- While we strive to provide the best user experience across all devices, we recommend using desktop or laptop devices for the optimal experience.
- We apologise for any inconvenience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

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”**.



RESEARCH GRANT SYSTEM

najy
Grant App

My Profile | [Dashboard](#) > [My Profile](#)

 **Upload** **Reset**
Allowed JPG, GIF or PNG. Max size of 5Mb

Salutation*

Full Name as Passport*

Nationality*

Passport No.*

Login E-mail*

Contact Number*

*Communication will be carried out through both email and website notifications.

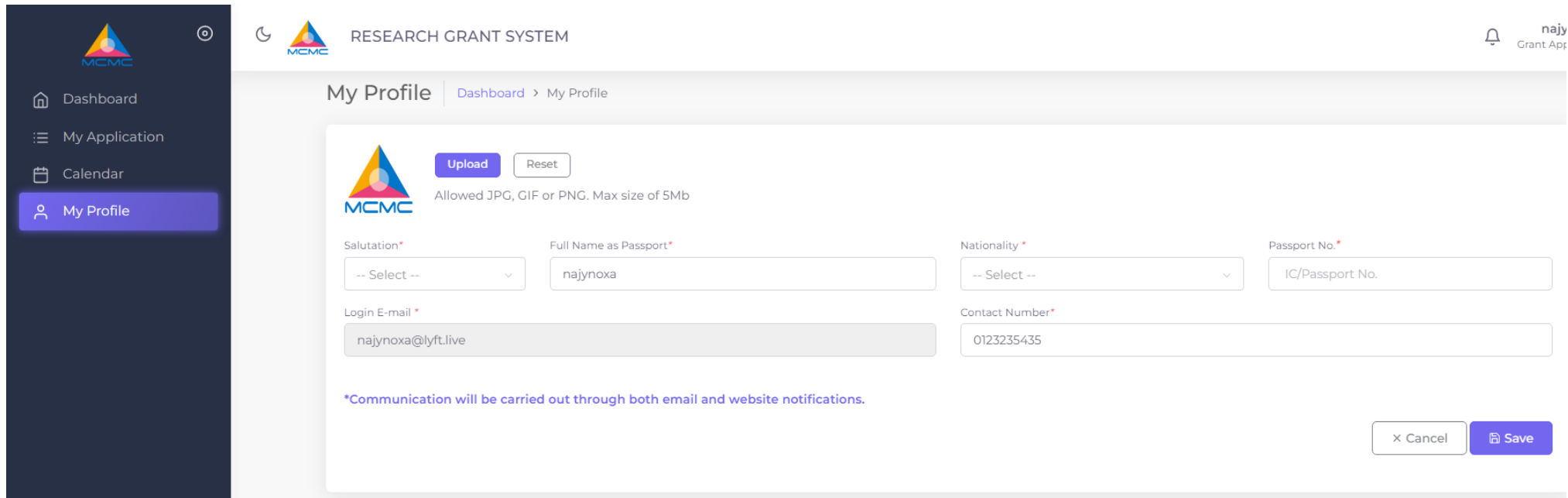
Cancel **Save**

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”**.



RESEARCH GRANT SYSTEM

najy
Grant App

My Profile | Dashboard > My Profile


Allowed JPG, GIF or PNG. Max size of 5Mb

Salutation* Full Name as Passport* Nationality* Passport No.*

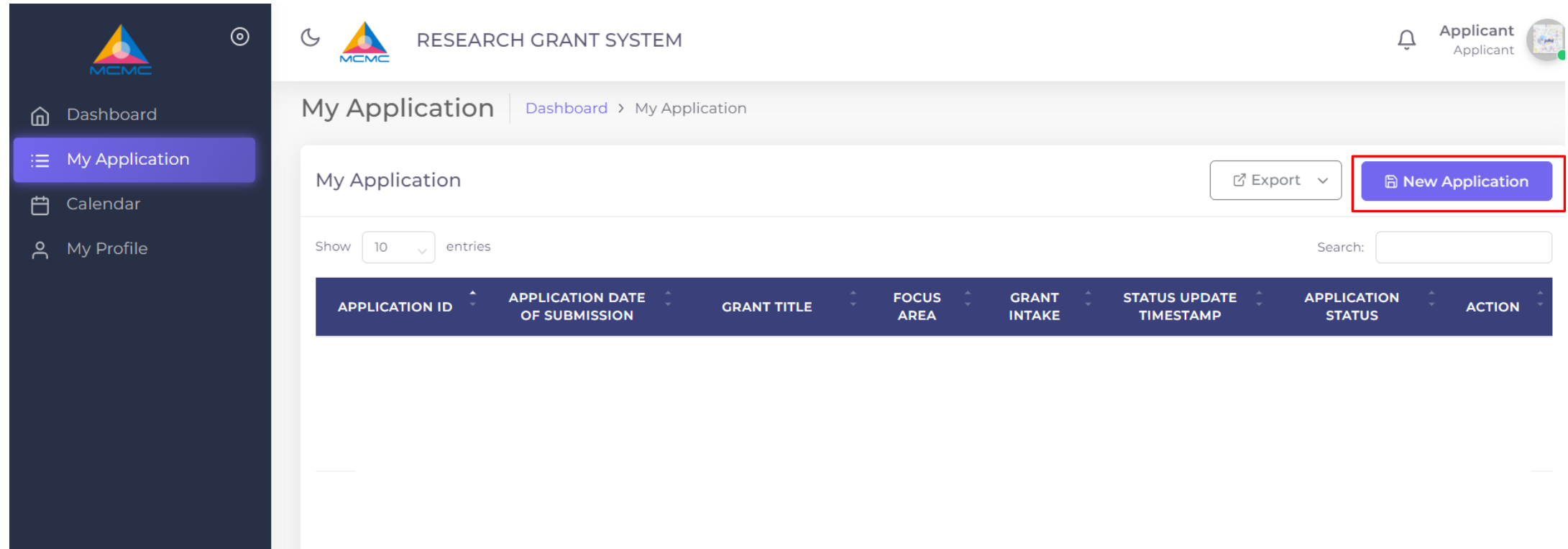
Login E-mail* Contact Number*

*Communication will be carried out through both email and website notifications.

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.



RESEARCH GRANT SYSTEM

Applicant
Applicant

My Application | Dashboard > My Application

My Application

Export

New Application

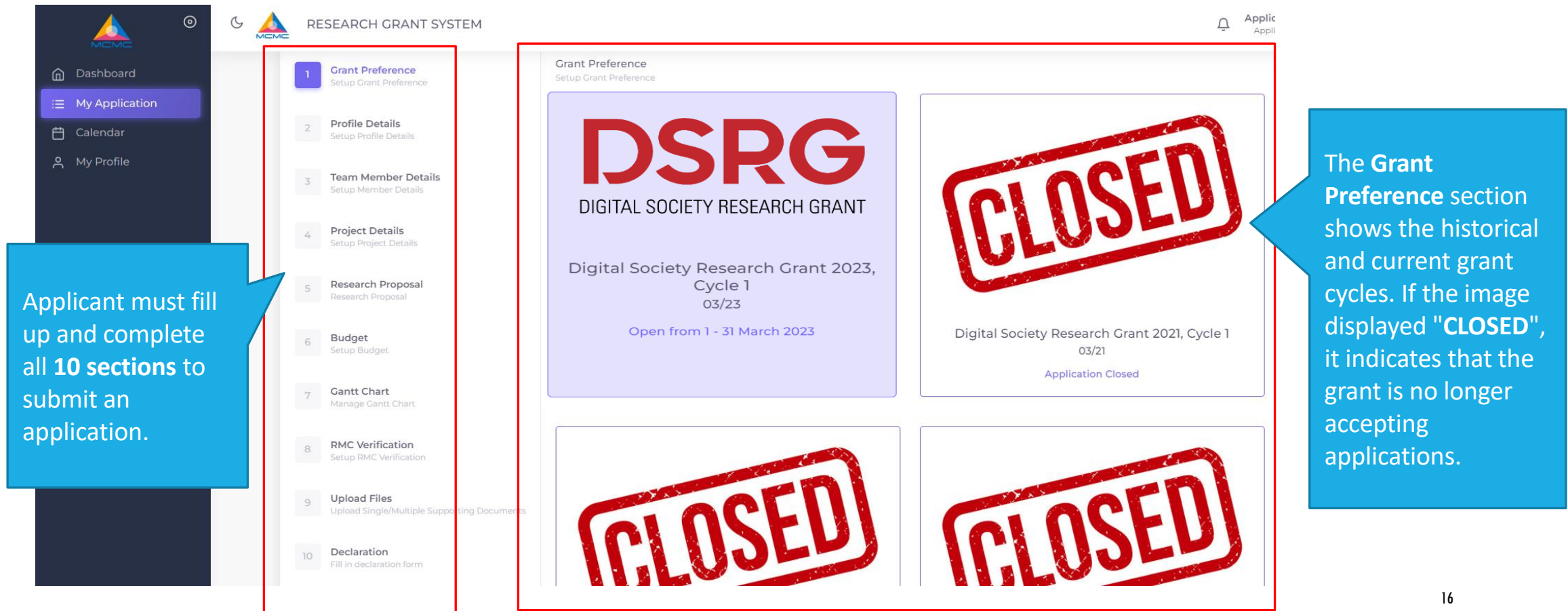
Show 10 entries

Search:

APPLICATION ID	APPLICATION DATE OF SUBMISSION	GRANT TITLE	FOCUS AREA	GRANT INTAKE	STATUS UPDATE TIMESTAMP	APPLICATION STATUS	ACTION
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NEW APPLICATION

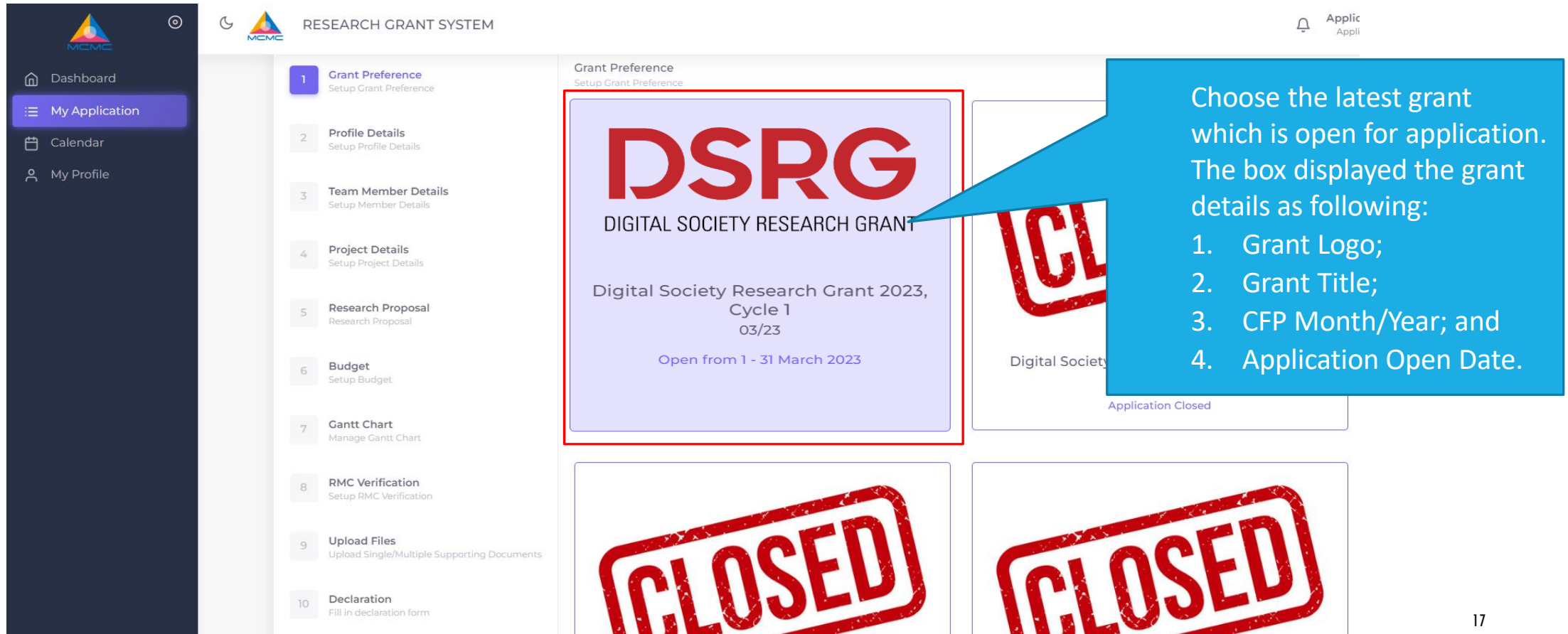
- New Application form will contain 10 sections. You are **REQUIRED** to complete all 10 sections.
- You may click the **“Save”** button at the bottom to save the application progress and come back at a later time to complete and submit.



The screenshot displays the 'RESEARCH GRANT SYSTEM' interface. On the left is a dark sidebar with navigation options: Dashboard, My Application (highlighted), Calendar, and My Profile. The main content area shows a list of 10 application sections: 1. Grant Preference (Setup Grant Preference), 2. Profile Details (Setup Profile Details), 3. Team Member Details (Setup Member Details), 4. Project Details (Setup Project Details), 5. Research Proposal (Research Proposal), 6. Budget (Setup Budget), 7. Gantt Chart (Manage Gantt Chart), 8. RMC Verification (Setup RMC Verification), 9. Upload Files (Upload Single/Multiple Supporting Documents), and 10. Declaration (Fill in declaration form). A red box highlights the 'Grant Preference' section, which contains a grid of four panels. The top-left panel shows the 'DSRG DIGITAL SOCIETY RESEARCH GRANT' logo and details for 'Digital Society Research Grant 2023, Cycle 1' (03/23), which is 'Open from 1 - 31 March 2023'. The other three panels (top-right, bottom-left, and bottom-right) are marked with large red 'CLOSED' stamps. A blue callout box on the left states: 'Applicant must fill up and complete all 10 sections to submit an application.' A blue callout box on the right states: '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”**.



RESEARCH GRANT SYSTEM

Grant Preference
Setup Grant Preference

1 Grant Preference
Setup Grant Preference

2 Profile Details
Setup Profile Details

3 Team Member Details
Setup Member Details

4 Project Details
Setup Project Details

5 Research Proposal
Research Proposal

6 Budget
Setup Budget

7 Gantt Chart
Manage Gantt Chart

8 RMC Verification
Setup RMC Verification

9 Upload Files
Upload Single/Multiple Supporting Documents

10 Declaration
Fill in declaration form

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**”.

- 1 **Grant Preference**
Setup Grant Preference
- 2 **Profile Details**
Setup Profile Details
- 3 **Team Member Details**
Setup Member Details
- 4 **Project Details**
Setup Project Details
- 5 **Research Proposal**
Research Proposal
- 6 **Budget**
Setup Budget
- 7 **Gantt Chart**
Manage Gantt Chart
- 8 **RMC Verification**
Setup RMC Verification

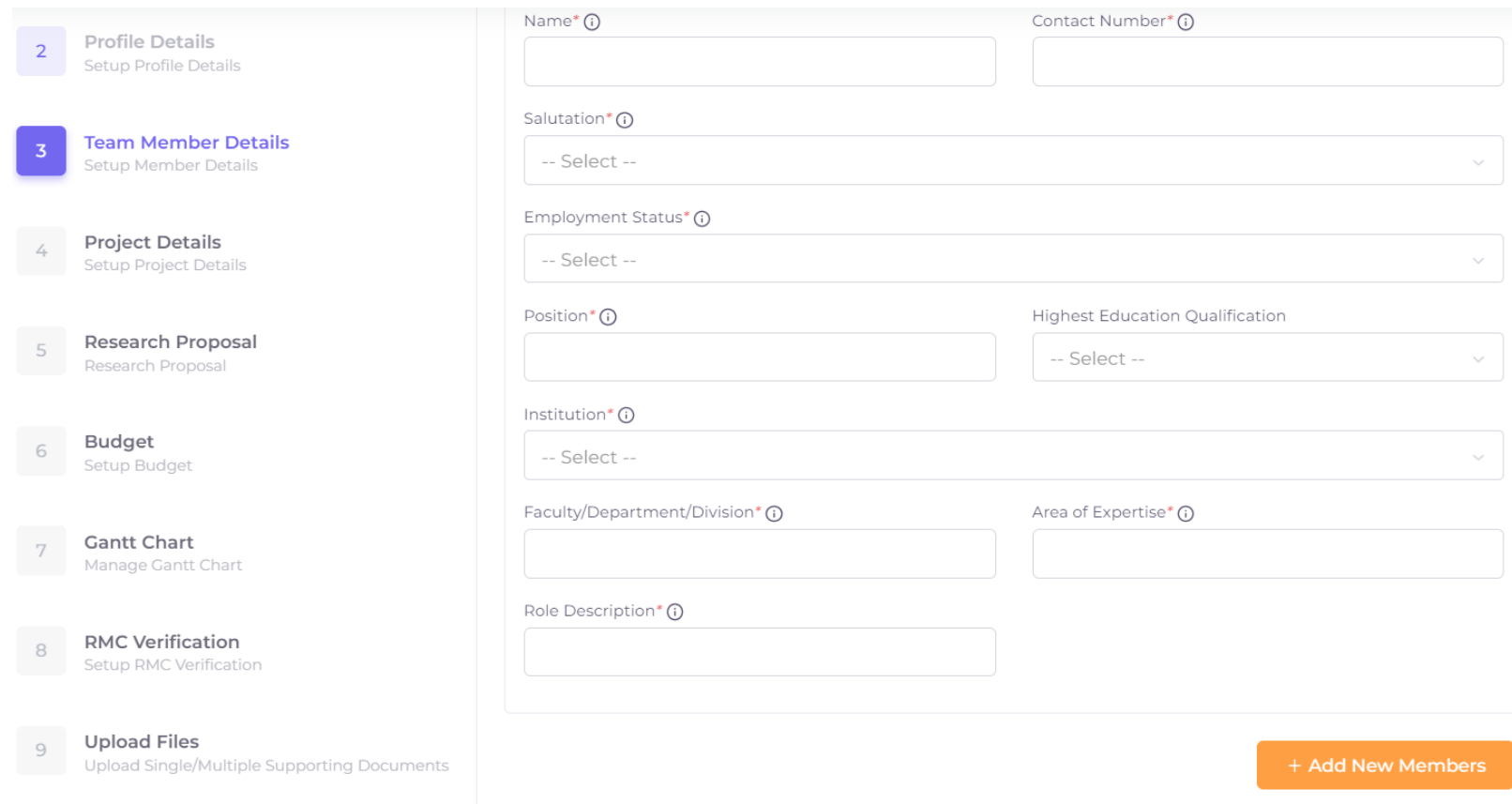
Profile Details

Setup Profile Details

Full Name as Passport ⓘ <input type="text" value="Applicant"/>	Nationality* ⓘ <input type="text" value="Malaysian"/>
IC Number* ⓘ <input type="text" value="12343435454"/>	Contact Number ⓘ <input type="text" value="12232343434"/>
Email Address ⓘ <input type="text" value="applicant@mcmc.com"/>	Salutation* ⓘ <input type="text" value="Asst. Prof. Dr."/>
Position* ⓘ <input type="text"/>	Employment Status* ⓘ <input type="text" value="-- Select --"/>
Highest Education Qualification* ⓘ <input type="text" value="-- Select --"/>	Institution* ⓘ <input type="text" value="-- Select --"/>
Faculty* ⓘ <input type="text"/>	Department* ⓘ <input type="text"/>
Area of Expertise* ⓘ <input type="text"/>	Role Description* ⓘ <input type="text"/>

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**”.



The screenshot shows a multi-step form for adding team members. The left sidebar contains steps 2 through 9, with step 3, 'Team Member Details', highlighted in blue. The main form area contains the following fields:

- Name* (text input)
- Contact Number* (text input)
- Salutation* (dropdown menu, currently showing "-- Select --")
- Employment Status* (dropdown menu, currently showing "-- Select --")
- Position* (text input)
- Highest Education Qualification (dropdown menu, currently showing "-- Select --")
- Institution* (dropdown menu, currently showing "-- Select --")
- Faculty/Department/Division* (text input)
- Area of Expertise* (text input)
- Role Description* (text input)

At the bottom right of the form is an orange button labeled "+ Add New Members".

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**”.

- 1 Grant Preference
Setup Grant Preference
- 2 Profile Details
Setup Profile Details
- 3 Team Member Details
Setup Member Details
- 4 Project Details**
Setup Project Details
- 5 Research Proposal
Research Proposal
- 6 Budget
Setup Budget
- 7 Gantt Chart
Manage Gantt Chart
- 8 RMC Verification
Setup RMC Verification

Project Details

Setup Project Details

Theme* ⓘ
-- Select --

Focus Area* ⓘ
-- Select --

Project Title* ⓘ

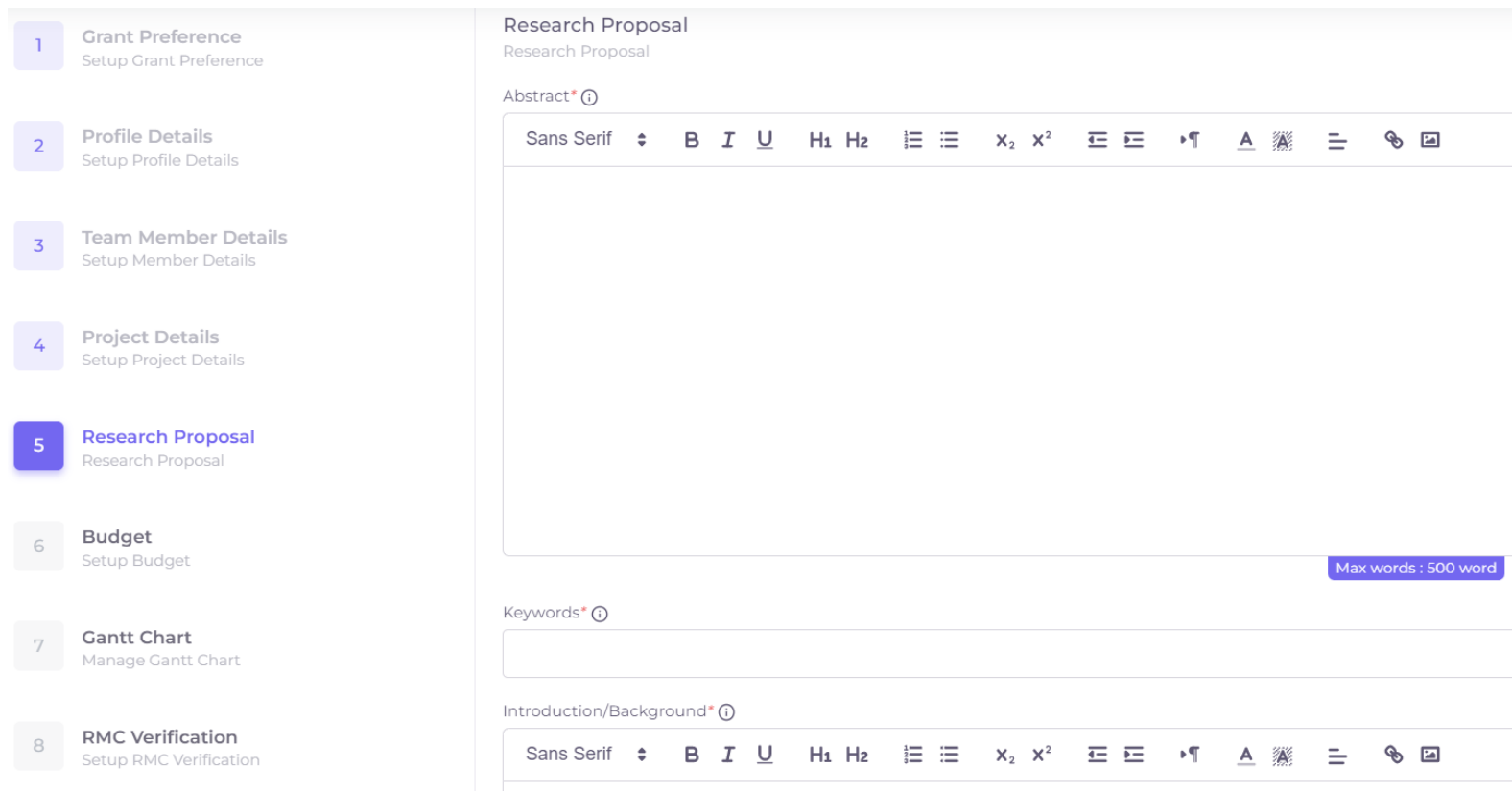
Ethical Consideration ⓘ

Access to Support & Resource* ⓘ
 Yes No

[← Previous](#) [Save](#) [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**”.



The screenshot shows a multi-step form for creating a research proposal. On the left is a vertical navigation menu with 8 steps: 1. Grant Preference (Setup Grant Preference), 2. Profile Details (Setup Profile Details), 3. Team Member Details (Setup Member Details), 4. Project Details (Setup Project Details), 5. Research Proposal (Research Proposal - currently active), 6. Budget (Setup Budget), 7. Gantt Chart (Manage Gantt Chart), and 8. RMC Verification (Setup RMC Verification). The main content area is titled 'Research Proposal' and contains three sections: 'Abstract*' with a rich text editor (font: Sans Serif, max 500 words), 'Keywords*' with a text input field, and 'Introduction/Background*' with another rich text editor.

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**”.

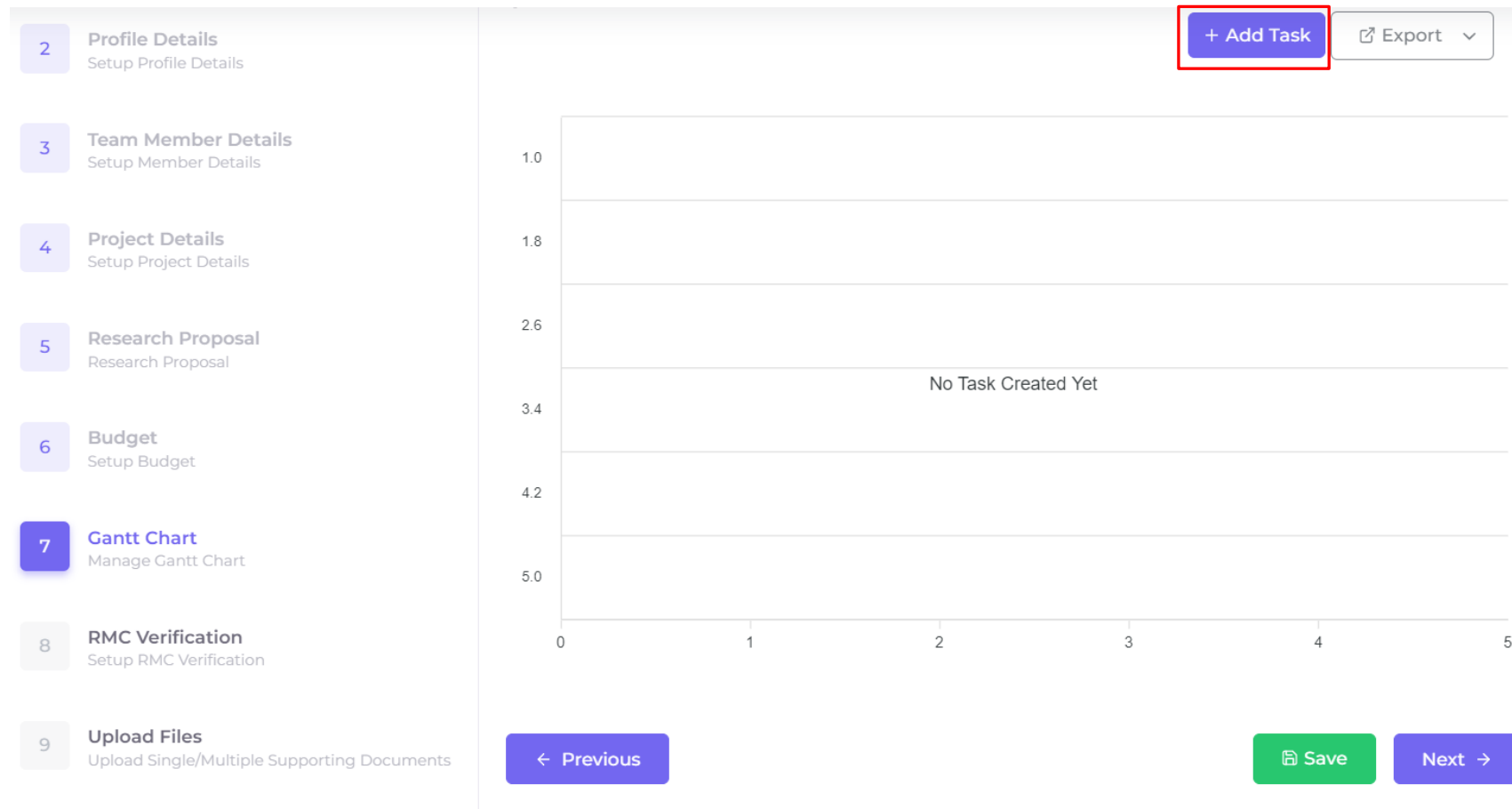
2	Profile Details Setup Profile Details
3	Team Member Details Setup Member Details
4	Project Details Setup Project Details
5	Research Proposal Research Proposal
6	Budget Setup Budget
7	Gantt Chart Manage Gantt Chart
8	RMC Verification Setup RMC Verification
9	Upload Files Upload Single/Multiple Supporting Documents

#	HEADS OF EXPENDITURE	DETAILS	AMOUNT (RM)	
1	Remuneration and Allowances* ⓘ	<input type="text"/>		
2	Travel and Transportation* ⓘ	<input type="text"/>		
3	Rental* ⓘ	<input type="text"/>		
4	Research Materials and Supplies* ⓘ	<input type="text"/>	RM	0.00
5	University Management Fees* ⓘ	<input type="text"/>	RM	0.00
6	Special Services* ⓘ	<input type="text"/>	RM	0.00
7	Proofreading and Editorial Services* ⓘ	<input type="text"/>	RM	0.00

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)

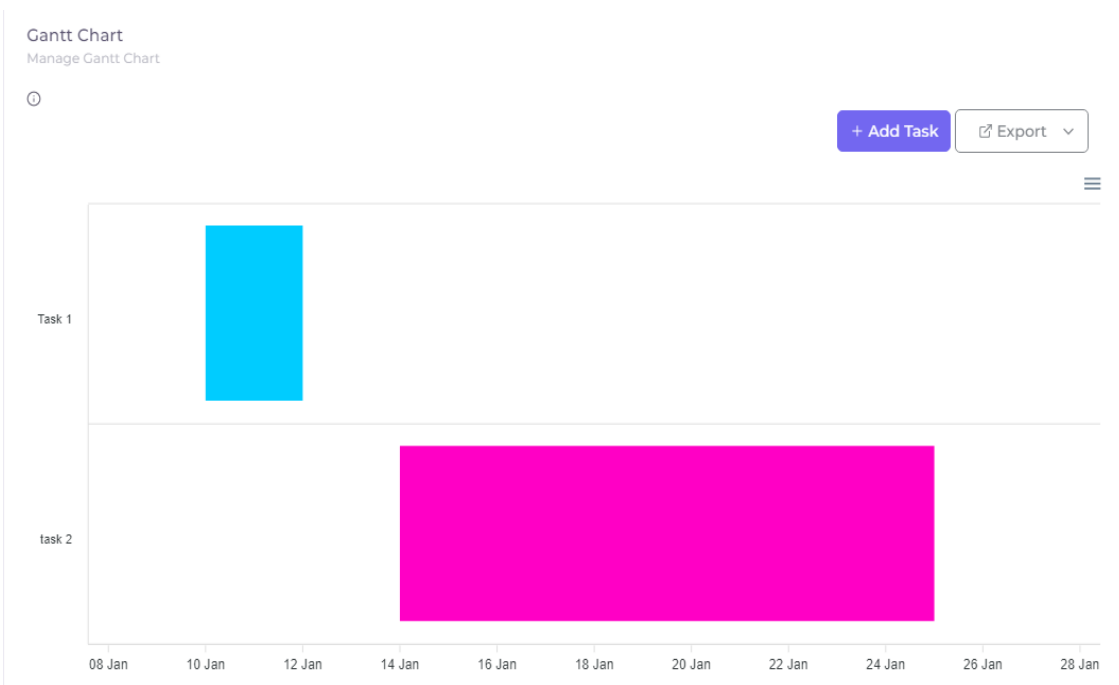
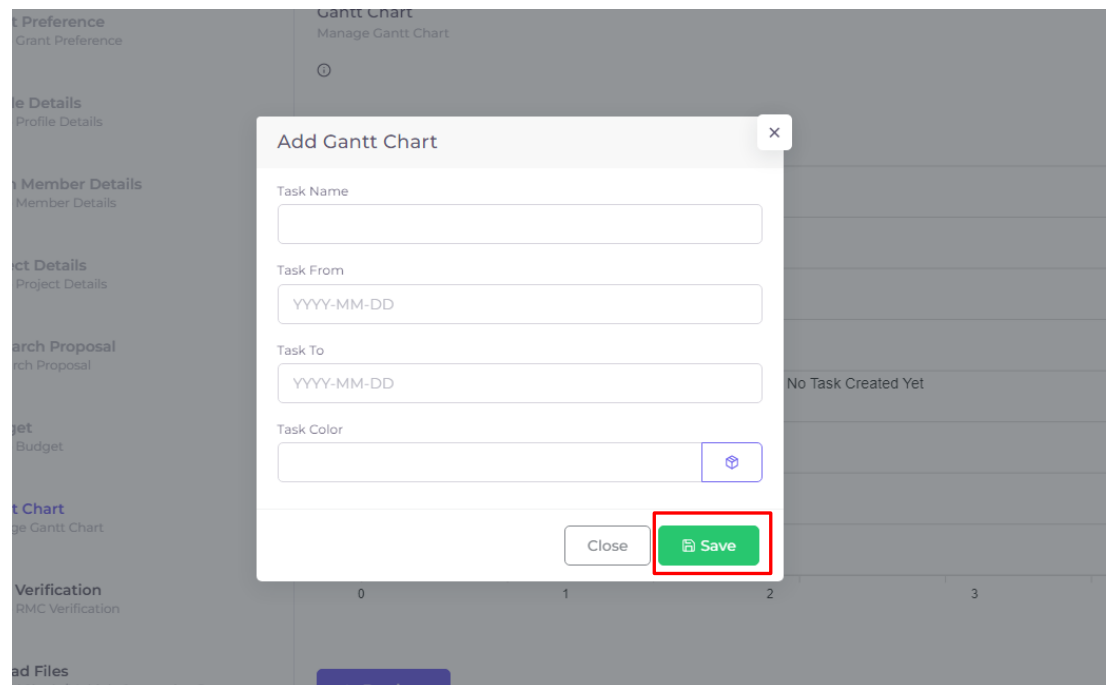
- Fill in all required fields on Gantt Chart section.
- Click “**Add Task**” to add a task to the Gantt Chart. You may add as many tasks as you want.




The screenshot shows a multi-step setup process for a Gantt Chart. On the left, a vertical sidebar contains nine steps, with step 7, 'Gantt Chart', highlighted in blue. The main area displays a Gantt chart grid with a vertical axis from 0 to 5.0 and a horizontal axis from 0 to 5. The text 'No Task Created Yet' is centered in the grid. At the top right, a blue '+ Add Task' button is highlighted with a red box, next to an 'Export' button with a dropdown arrow. At the bottom, there are three buttons: 'Previous' (blue), 'Save' (green), and 'Next' (blue).

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.

1 **Grant Preference**
Setup Grant Preference

2 **Profile Details**
Setup Profile Details

3 **Team Member Details**
Setup Member Details

4 **Project Details**
Setup Project Details

RMC Verification
Setup RMC Verification

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




2. Request for RMC Verification/Sign Off

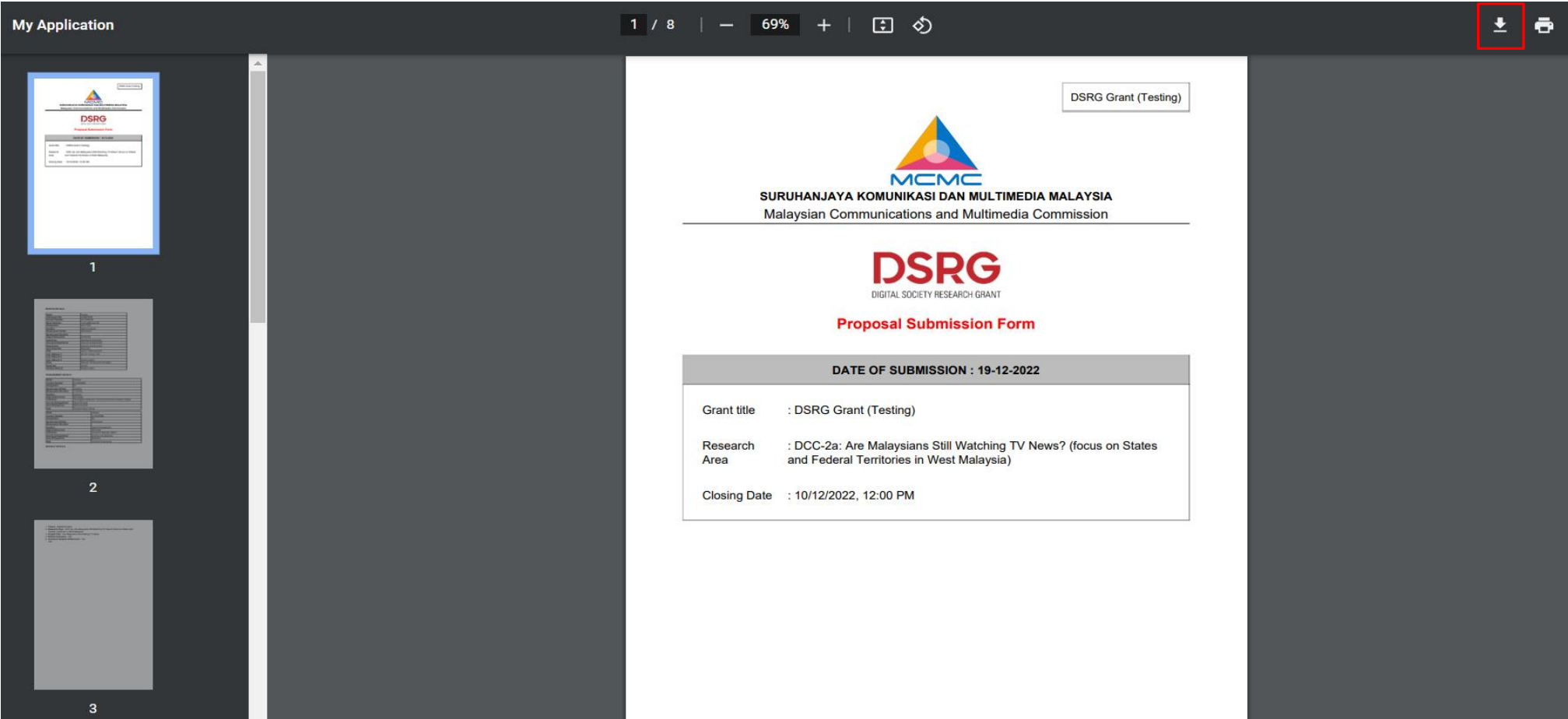
3. After completing the verification, please upload the signed document in the Upload Files section.

← Previous

Next →

DOWNLOAD PROPOSAL FORM

- Click the “**Download**”  icon to download the Proposal Form.



My Application 1 / 8 | - 69% + | [Zoom] [Refresh]

DSRG Grant (Testing)

MCMC
SURUHANJAYA KOMUNIKASI DAN MULTIMEDIA MALAYSIA
Malaysian Communications and Multimedia Commission

DSRG
DIGITAL SOCIETY RESEARCH GRANT

Proposal Submission Form

DATE OF SUBMISSION : 19-12-2022

Grant title	: DSRG Grant (Testing)
Research Area	: DCC-2a: Are Malaysians Still Watching TV News? (focus on States and Federal Territories in West Malaysia)
Closing Date	: 10/12/2022, 12:00 PM

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**”.

1 **Grant Preference**
Setup Grant Preference

2 **Profile Details**
Setup Profile Details

3 **Team Member Details**
Setup Member Details

4 **Project Details**
Setup Project Details

RMC Verification
Setup RMC Verification

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



2. Request for RMC Verification/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

4 Project Details
Setup Project Details

5 Research Proposal
Research Proposal

6 Budget
Setup Budget

7 Gantt Chart
Manage Gantt Chart

8 RMC Verification
Setup RMC Verification

9 Upload Files
Upload Single/Multiple Supporting Documents

10 Declaration
Fill in declaration form

2. Lead Researcher: Qualification Certificate (1 file upload)* ⓘ

Choose file Browse

*Max 5Mb file size


3. RMC Verified Report (1 file upload)* ⓘ

Choose file Browse

*Max 5Mb file size

4. Team Member(s): CV (multiple files upload)* ⓘ

Drop files here or click to uploads.



*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.

Declaration
Fill in declaration form

I,
 (NRIC NO.) hereby declare that the information contained in this application forwarded to the Malaysian Communications and Multimedia Commission is true, accurate and complete to the best of my knowledge and belief and that I have not withheld/distorted any material facts.

I also declare that I am free from any litigation, pending litigation claims, demands or actions pertaining to the proposed project. I understand that if the grant is obtained by false or misleading statements, I may be prosecuted and in addition, the MCMC may, at its discretion, withdraw the grant and recover immediately from me any amount of the grant that may have been disbursed.

I hereby declare that the information contained in this application forwarded to the Malaysian Communications and Multimedia Commission is true, accurate and complete to the best of my knowledge and belief and that I have not withheld/distorted any material facts.

I also declare that I am free from any litigation, pending litigation claims, demands or actions pertaining to the proposed project.

I understand that if the grant is obtained by false or misleading statements, I may be prosecuted and in addition, the MCMC may, at its discretion, withdraw the grant and recover immediately from me any amount of the grant that may have been disbursed.

[← Previous](#) [Submit](#)

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.




RESEARCH GRANT SYSTEM

Hidayat Fahmi
Applicant

My Application | Dashboard > My Application

My Application Export New Application

Show 10 entries Search:

APPLICATION ID	APPLICATION DATE OF SUBMISSION	GRANT TITLE	FOCUS AREA	GRANT INTAKE	STATUS UPDATE TIMESTAMP	ACTION
 A10602	15/02/2023	DSRG Testing	DCC-3: Micro-credential courses in facilitating capacity building in identified areas of Communications and Multimedia (C&M)	02/23	2023-02-16 03:44:31	

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.




Hi najynoxa,

Various issues were found in your **A10570** application. We would like to provide you another changes to fix the issues and revert back to us. The issues found in the application are as below:

make necessary changes: Section A and Section B

Thanks,
MCMC Team

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.



The screenshot displays the 'My Application' page in the Research Grant System. The left sidebar contains navigation options: Dashboard, My Application (highlighted), Calendar, and My Profile. The main content area shows a table of applications with the following data:

APPLICATION ID	APPLICATION DATE OF SUBMISSION	GRANT TITLE	FOCUS AREA	GRANT INTAKE	STATUS UPDATE TIMESTAMP	ACTION
 A10602	15/02/2023	DSRG Testing	DCC-3: Micro-credential courses in facilitating capacity building in identified areas of Communications and Multimedia (C&M)	02/23	2023-02-16 03:44:31	

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.

I, (NRIC NO.) hereby declare that the information contained in this application forwarded to the Malaysian Communications and Multimedia Commission is true, accurate and complete to the best of my knowledge and belief and that I have not withheld/distorted any material facts.

I also declare that I am free from any litigation, pending litigation claims, demands or actions pertaining to the proposed project. I understand that if the grant is obtained by false or misleading statements, I may be prosecuted and in addition, the MCMC may, at its discretion, withdraw the grant and recover immediately from me any amount of the grant that may have been disbursed.

I hereby declare that the information contained in this application forwarded to the Malaysian Communications and Multimedia Commission is true, accurate and complete to the best of my knowledge and belief and that I have not withheld/distorted any material facts.

I also declare that I am free from any litigation, pending litigation claims, demands or actions pertaining to the proposed project.


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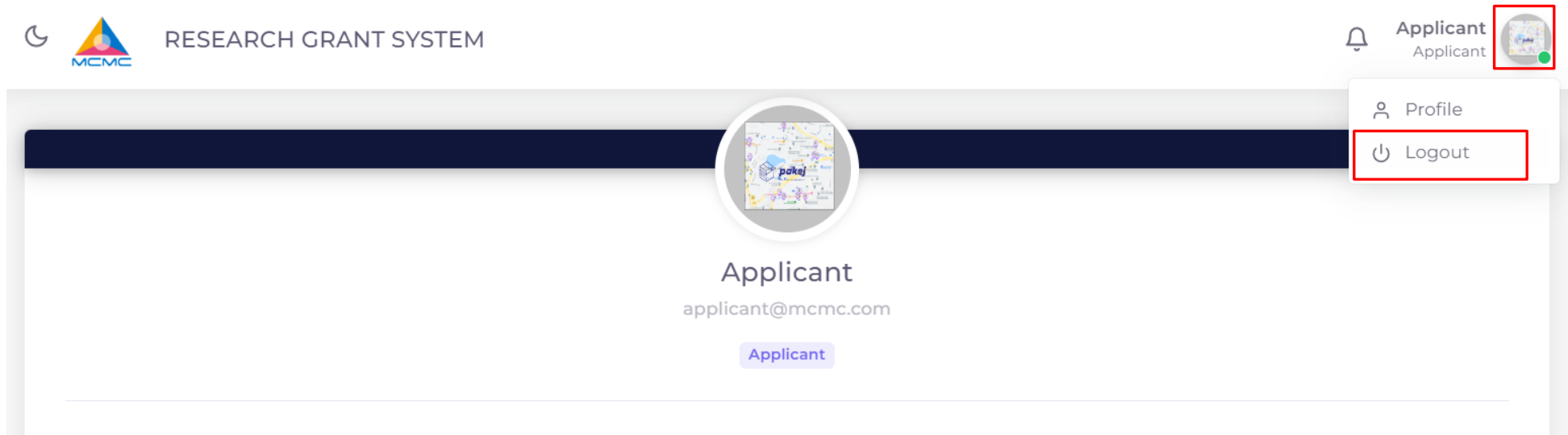
[← Previous](#)

[Submit](#)

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.



DSRG
DIGITAL SOCIETY RESEARCH GRANT