

# EXTENSION

**1. PL need to fill up the extension form**

Please open your browser and enter the URL: **RMC website** (<http://research.mmu.edu.my/index.php?req=58>) → Download → RMC Forms & Guidelines → External Grant Forms → Extension Form - MOHE



**2. Get approval from RMC**



**3. PL need to request extension in 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)

Students, professors, researchers and even professionals use MyGRANTS to seek research grant opportunity, exchange ideas and information

- Stay informed about research grant application and status
- Control your research identity within your team
- Communicate and exchange knowledge you need to achieve your goal

[Sign Up Now?](#)  
RMC verification is required to approve the registration

[Looking for GRA Vacancy?](#)  
Project Leader can now post GRA Vacancy in MyGRANTS

**User Login**

User Name :

Password :

User Role :

Remember Me :

[Forgot your username or password?](#)

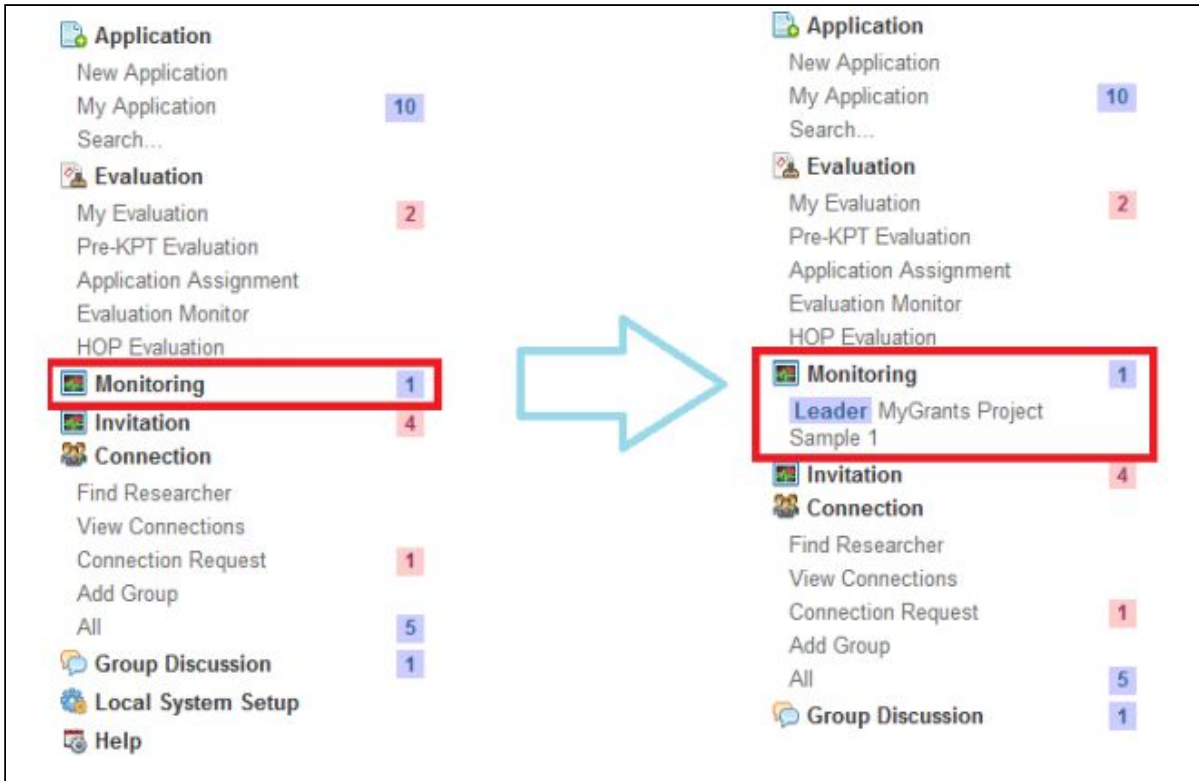
[Need help?](#)

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.














**4. Click on Monitoring Tab**

Once logged in, click on the **Monitoring tab** on the left control panel to reveal all currently participating projects.



**5. Choose an Overview Tab**

-  Progress Summary
-  Overview
-  Finance
-  Research Activities
-  Exhibitions
-  Publications
-  Intellectual Property
-  Products
-  Human Capital
-  Discussion
-  Submit Report

Progress Summary

Current Outcome

|  | Type                  | Number |
|--|-----------------------|--------|
|  | Activities            | 3      |
|  | Publication           | 2      |
|  | Exhibition            | 3      |
|  | Intellectual Property | 2      |
|  | Product               | 2      |

Milestone

| No. | Description       | Expected Completion Date | Completed Percentage | Actual Completion Date |
|-----|-------------------|--------------------------|----------------------|------------------------|
| 1   | Milestone Example | 30/04/2016               | 79                   | 26/04/2015             |

Research Abstract

Summary of Research Findings

Problems/Constraints if Any

Recommendation