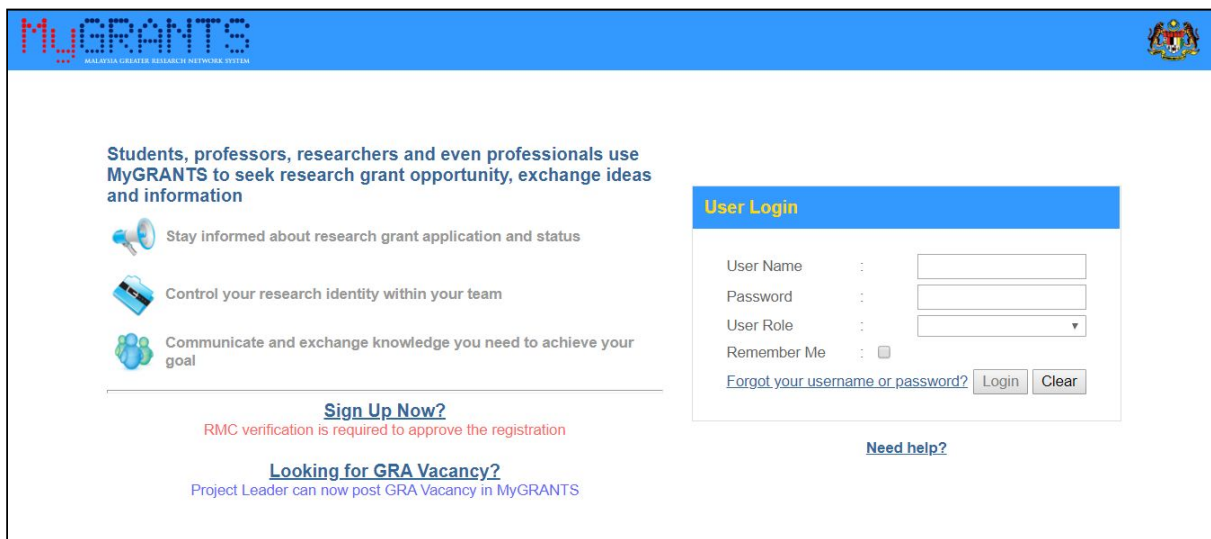


VIREMENT

1. PL need to request the virement in myGrants

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



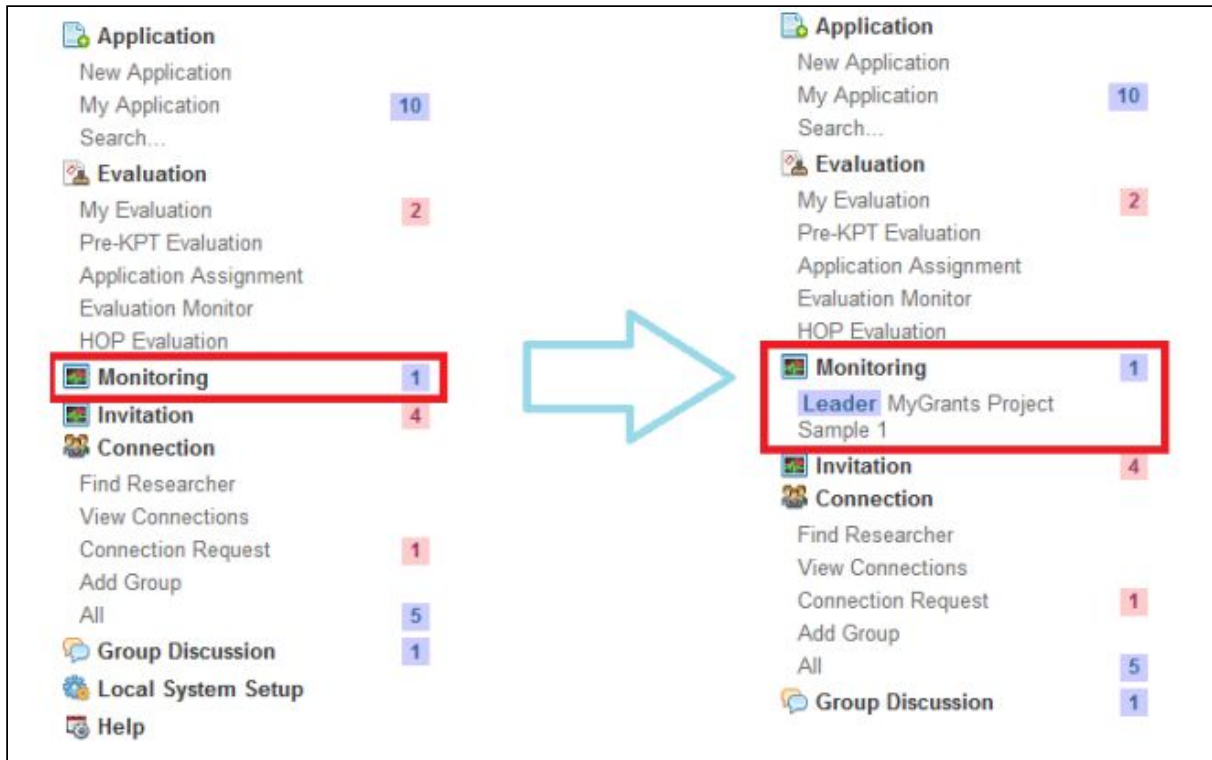
The screenshot shows the MyGRANTS website interface. At the top left is the MyGRANTS logo with the tagline 'MALAYSIA GREATER RESEARCH NETWORK SYSTEM'. At the top right is the Malaysian coat of arms. The main content area is divided into two columns. The left column contains a heading 'Students, professors, researchers and even professionals use MyGRANTS to seek research grant opportunity, exchange ideas and information' followed by three bullet points with icons: 'Stay informed about research grant application and status', 'Control your research identity within your team', and 'Communicate and exchange knowledge you need to achieve your goal'. Below these are links for 'Sign Up Now?' (with a note 'RMC verification is required to approve the registration') and 'Looking for GRA Vacancy?' (with a note 'Project Leader can now post GRA Vacancy in MyGRANTS'). The right column features a 'User Login' box with input fields for 'User Name', 'Password', and 'User Role' (a dropdown menu), a 'Remember Me' checkbox, and 'Login' and 'Clear' buttons. A link for 'Forgot your username or password?' is also present. A 'Need help?' link is located below the login box.

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.



2. Click on Monitoring Tab

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



3. Choose a Finance Tab

After click on the Monitoring tab, choose **Finance** tab to request for a **Budget Virement**, if any adjustments need to be made to the pre-agreed budget.

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	30/04/2018	79	28/04/2015

Research Abstract [Edit]

Summary of Research Findings [Edit]

Problems/Constraints if Any [Edit]

Recommendation [Edit]



4. Request for Virement

- 1) **Legends** – Shows the legend for using the Virement Function.
- 2) **Save/Submit Button** – Able to save the Virement as a draft first, coming back to it later, or save and submit the request to RMC for approval.
- 3) **Main Vote** – Displays the Main Vote Category. By clicking on the button, a user can also create additional items for this Vote Category. New items are always highlighted in green

4) **Vote Items** – Displays all the items that belong to the current Main Vote Category. Users can change the description of the item, as well as deleting the item altogether by clicking on the button. Deleted items are always highlighted in grey

5) **Budget Year Cell** – Displays the current provided budget for this particular year, and budget that is already used. Users can apply for a new budget value by inputting in the desired value into the text box. The Difference Value shows the user the difference between the current provided budget and the new desired budget.

Table Legend	
Vot Description	Year 1
Existing Item	Original > Revised
New Item	Revised > Original
Deleted Item	

Legend	
Blue	:Original Budget
Red	:Used Budget
Black	:Revised Budget
Green	:(Revised - Original) Budget

1

2
3
4
5

Description	Year 1	Year 2	Year 3	Total
Vote 11000 - Salary and Wages	23000 24000 23000	18500 45000 18500	24500 0 24500	66000 69000 66000 (44.00%)
Phd Student	18000 1000 18000	12000 0 12000	18000 0 18000	48000 1000 48000
Master Student	4000 3000 2500 -1500	4000 45000 4000 0	4000 0 4000 0	12000 48000 10500
Tutors	500 0 500	2000 0 2000	2000 0 2000	4500 0 4500

5. Then, PL need to apply in rms.mmu.edu.my for virement request.

You may refer **RMS User Manual** : <https://goo.gl/Azrmky> → Change Request → Virement



**6. Get Approval
from RMC**

After getting approval from RMC, PL need to update the budget activity (budget plan)
as per request earlier in RMS



END