APPLICATION MODULE

MITRA Grant Management System (M-GMS), is a system developed to manage the grant disbursement amongst the Indian community of Malaysia.

Users: Applicant/Entities

Applicant /Entities are non-governmental organisations, companies and individuals who apply for MITRA Grants in order to contribute to the Indian community in Malaysia.
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Register To M-GMS

M-GMS Sign-in Page

1. Click on the “Create an Account” to register into the system. Note: System will redirect to the Create New Account page.
Create New Account

M-GMS Create New Account

1. Enter Organization Name.
2. Choose Type of Organization Registration.
3. Enter Organization Registration Number.
4. Choose Years and of Establishment.
   Note: Provide justification if years of establishment is less than 1 Year.
5. Enter Organization Address.
6. Enter Office Telephone Number.
7. Enter Organization E-mail Address (will use as Username for M-GMS).

**Diagram:**
- **1.** Enter Organization Name
- **2.** Choose Type of Organization Registration
- **3.** Enter Organization Registration Number
- **4.** Enter Years of Establishment
- **5.** Enter Organization Address
- **6.** Enter Office Telephone Number
- **7.** Enter Organization E-mail Address
Create New Account

M-GMS Create New Account

8. Enter Website Address (If Available).
9. Enter Facebook Address (If Available).
10. Enter CAPTCHA as in given image.
11. Click on “Create Account” button.
   Note: System will redirect to the Create New Account page.
12. Click on the “Cancel” button to cancel the registration.
   Note: System will redirect to Sign In page.
13. Click on “Sign In” link if already have an account to login.
   Note: System will redirect to Sign In page.
Create New Account

Confirm Account Information

1. Enter Organisation E-mail address to confirm.
2. Click on “Edit Account” button to edit entered information.
   Note: System will redirect to Create New Account page.
3. Click on “Create Account” button.
   Note: System will redirect to Confirmation page.
4. Click on “Cancel” button to cancel the process.
   Note: System will redirect to Sign In page.
5. A notification E-mail will be sent.
   Note: If did not received, please check on your spam.
6. Click on “Sign In” link if already have an account to login.
   Note: System will redirect to Sign In page.
Sign-in To M-GMS

M-GMS Sign-in Page

1. Enter the E-mail Address.
2. Enter the Password.
3. Click on the “Remember Me” checkbox. (Optional)
4. Click on the “Sign In” button to log in to the system.

Note: System will redirect to the home page of the system.
Forgot Password

M-GMS Forgot Password Page

Note: Please check your E-mail.
1. An email will be sent to the registered E-mail address.
2. Click on the “Reset Password” button OR copy “URL link” and paste it in the browser.
Note: The password recovery link is only valid for two hours.
Forgot Password

M-GMS Forgot Password Page

1. Enter the “New Password” and the “Confirm Password”.
2. Click on the “Change Password” button to change your password.
3. Click on the “Sign In” link to redirect to the login page.
Home Page

M-GMS Home Page

Note: This is the home page of M-GMS System.
1. Language, messages, notification and profile icons.
2. View / Apply New Application.
   Note: System will redirect to Application page.
3. View Details Monitoring & Controlling.
   Note: System will redirect to Programmes page.
View Profile

M-GMS View Profile Page

Change Password

1. Click on the Profile Icon located at top right corner to view the drop down bar.
2. Click on the “View Profile”.
   Note: System displays View Profile page, all the User information is displayed.
3. Enter new preferred password.
4. Click on the “Change Password” button.
   Note: Please follow password strength requirements when changing password.
Edit Profile

M-GMS Edit Profile Page

Change User Information
1. Click on the Profile icon located at the top right corner to view the drop-down bar.
2. Click on the "Edit Profile" button.
3. Enter the preferred name.
4. Click on the "Cancel" button to cancel the update.
5. Click on the "Update" button.
Applications Page

M-GMS Applications Page

Note: This is the Application page of M-GMS System.
1. New applications.
2. View Application List.
   Note: Application in Saved/ Draft list.
4. Submitted Applications.
   Note: Submitted Applications.
5. Reverted Applications.
   Note: Applications which reverted to the applicant for amendments.
6. Amended Applications.
   Note: Application which are amended and submitted by Applicant.
7. Declined Applications.
   Note: Application which are rejected completely, and further changes are not allowed.
Applications Page

M-GMS New Applications Page

1. Click on “NEW APPLICATION” button.
   Note: System will redirect to Application Guidelines page.
Applications Page

M-GMS New Application

Application Guidelines

1. Checked “I agree the terms and conditions” checkbox.
2. Click on “Save & Continue” button.
   Note: System will redirect to SECTION A : ORGANIZATION INFORMATION page.
3. Click on “Cancel” button to cancel the process.
Applications Page

M-GMS New Application

SECTION A : ORGANIZATION INFORMATION
A1 : ORGANIZATION REGISTRATION DETAILS

1. Click on "Continue" button.
   Note: System will redirect to A2 : Organizational Committee Member Details page.
2. Click on "Cancel" button to cancel the process.
### A2 : ORGANIZATIONAL COMMITTEE MEMBER DETAILS

**CHAIRMAN/CHIEF EXECUTIVE OFFICER/MANAGING DIRECTOR (MANDATORY)**

1. Enter Chairman/Chief Executive Officer/Managing Director name.
2. Enter Chairman/Chief Executive Officer/Managing Director Identification card number.
3. Enter Chairman/Chief Executive Officer/Managing Director mobile / telephone number.
4. Enter Chairman/Chief Executive Officer/Managing Director residential number.
5. Enter Chairman/Chief Executive Officer/Managing Director email address.

<table>
<thead>
<tr>
<th>No.</th>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name* :</td>
<td>Enter Name...</td>
</tr>
<tr>
<td>2</td>
<td>Num. Identification card (without :-) * :</td>
<td>Enter IC Number...</td>
</tr>
<tr>
<td>3</td>
<td>Mobile/ Tel* :</td>
<td>Enter Mobile/Telephone Number...</td>
</tr>
<tr>
<td>4</td>
<td>Residential address* :</td>
<td>Enter Residential Address...</td>
</tr>
<tr>
<td>5</td>
<td>Email Address* :</td>
<td>Enter Email Address...</td>
</tr>
</tbody>
</table>
Applications Page

M-GMS New Application

SECTION A : ORGANIZATION INFORMATION
A2 : ORGANIZATIONAL COMMITTEE MEMBER DETAILS

VICE CHAIRMAN/DIRECTOR
1. Enter Vice Chairman’s/director name.
2. Enter Vice Chairman’s/director Identification card number.
3. Enter Vice Chairman’s/director mobile / telephone number.
4. Enter Vice Chairman’s/director residential number.
5. Enter Vice Chairman’s/director email address.

SECRETARY/COMPANY SECRETARY (MANDATORY)
1. Enter Secretary/Company Secretary name.
2. Enter Secretary/Company Secretary Identification card number.
3. Enter Secretary/Company Secretary mobile / telephone number.
4. Enter Secretary/Company Secretary residential number.
5. Enter Secretary/Company Secretary email address.

Vice Chairman/Director:
1. Name:
   - Enter Name...
2. Num. Identification card (without 'x') :
   - Enter IC Number...
3. Mobile Tel :
   - Enter Mobile/Telephone Number...
4. Residential address :
   - Enter Residential Address...
5. Email Address :
   - Enter Email Address...

Secretary/Company Secretary:
1. Name *
   - Enter Name...
2. Num. Identification card (without 'x') * :
   - Enter IC Number...
3. Mobile Tel *
   - Enter Mobile/Telephone Number...
4. Residential address * :
   - Enter Residential Address...
5. Email Address * :
   - Enter Email Address...
Applications Page

M-GMS New Application

SECTION A: ORGANIZATION INFORMATION
A2: ORGANIZATIONAL COMMITTEE MEMBER DETAILS

TREASURER/FINANCE MANAGER (MANDATORY)
1. Enter Treasurer/Finance Manager name.
2. Enter Treasurer/Finance Manager Identification card number.
3. Enter Treasurer/Finance Manager mobile / telephone number.
4. Enter Treasurer/Finance Manager residential number.
5. Enter Treasurer/Finance Manager email address.

PROGRAMME COORDINATOR (MANDATORY)
1. Enter Programme Coordinator’s name.
2. Enter Programme Coordinator’s Identification card number.
3. Enter Programme Coordinator’s mobile / telephone number.
4. Enter Programme Coordinator’s residential number.
5. Enter Programme Coordinator’s email address.
Applications Page

M-GMS New Application

SECTION A : ORGANIZATION INFORMATION
A2 : ORGANIZATIONAL COMMITTEE MEMBER DETAILS

ORGANIZATION MEMBER (MANDATORY)
1. Enter Full Time Employees number.
2. Enter Part Time Workers number.
3. Enter Volunteers number.
4. Enter Registered Member number.
5. Select whether Received Grant before.
   Note: If selected “Yes” system will drop down fields to enter details.
6. Select whether Collaborated with government/private agencies/NGO’s before.
   Note: If selected “Yes” system will drop down fields to enter details.
6. Select whether Received Awards by NGO’s before.
   Note: If selected “Yes” system will drop down fields to enter details.
8. Select whether Publication published by NGO before.
   Note: If selected “Yes” system will drop down fields to enter details.
9. Click on “Save & Continue” button to redirect next page.
10. Click on “Save & Exit” button to save application as draft.
11. Click “Cancel” button to cancel the process.
12. Click on “Previous” button to redirect previous page.
Applications Page

M-GMS New Application

SECTION B : PROGRAMME PROPOSAL INFORMATION

1. Select Area of proposed programme. Note: If Selected Others as Area of Programme System will prompt Field to upload Proposal Document.
2. Click on “Browse” button To upload Proposal Document in Pdf format within 5 MB.
3. Enter Problem Statement with maximum 2000 characters.
Applications Page

M-GMS New Application

SECTION B: PROGRAMME PROPOSAL INFORMATION

1. Enter Programme Name.
2. Enter Purpose of proposed programme with maximum 2000 characters.
3. Enter Module of proposed programme with maximum 5000 characters.
4. Select Target group and enter specification of Target Group.
5. Select Programme Implementation Method.
6. Enter Output of proposed Programme with maximum 2000 characters.
7. Enter Outcome of proposed Programme with maximum 2000 characters.
Applications Page
M-GMS New Application

SECTION B : PROGRAMME PROPOSAL INFORMATION

1. Enter Accreditation of proposed programme with maximum 2000 characters.
2. Select Proposed Start Month & Year and Proposed End Month & Year.
3. Enter Video Presentation YouTube link (Title of Video - Example : Pillar, Name of Entity & Date(Education & Training ,ARM Association, 20 Jan 2019) Link of YouTube)
4. Click on “Save & Continue” button to redirect next page.
5. Click on “Save & Exit” button to save application as draft.
6. If selected Other as Area of Programme system will redirect to Section F directly.
7. Click “Cancel” button to cancel the process.
8. Click on “Previous” button to redirect previous page.
Applications Page

M-GMS New Application

SECTION C : INFORMATION OF THE TRAINERS

SPEAKER (Optional)

1. Click on “ADD SPEAKER” button.
   Note: System will pop up dialog box to enter Speaker’s information.

2. Enter Speaker’s information.

3. Click on “Add” button to submit information.

4. Click on “Cancel” button to cancel process.

5. Click on expand icon to view submitted information.

6. Click on delete icon to delete submitted information.

Note: This is added speaker’s information.
Applications Page

M-GMS New Application

SECTION C : INFORMATION OF THE TRAINERS
FACILITATOR (Optional)

1. Click on “ADD FACILITATOR” button.
   Note: System will pop up dialog box to enter facilitator’s information.

2. Enter Facilitator’s information.
3. Click on “Add” button to submit information.
4. Click on “Cancel” button to cancel process.

Note: This is added Facilitator’s information.

5. Click on expand icon to view submitted information.
6. Click on delete icon to delete submitted information.
Applications Page
M-GMS New Application

SECTION C : INFORMATION OF THE TRAINERS
VOLUNTEER (Optional)

1. Click on “ADD VOLUNTEER” button.
   Note: System will pop up dialog box to enter volunteer’s information.

2. Enter volunteer’s information.
3. Click on “Add” button to submit information.
4. Click on “Cancel” button to cancel process.

Note: This is added volunteer’s information.

5. Click on expand icon to view submitted information.
6. Click on delete icon to delete submitted information.
Applications Page
M-GMS New Application

SECTION C : INFORMATION OF THE TRAINERS

1. Enter Number of Speakers(-s) mandatory.
2. Enter Number of Facilitator(-s) mandatory.
3. Enter Number of Volunteer(-s) mandatory.
4. Click on “Save & Continue” button to redirect next page.
5. Click on “Save & Exit” button to save application as draft.
6. Click “Cancel” button to cancel the process.
7. Click on “Previous” button to redirect previous page.
Applications Page

M-GMS New Application

SECTION D : PROGRAMME ACTIVITY INFORMATION
D1 : NUMBER OF LOCATIONS AND PARTICIPANTS (MANDATORY)

1. Enter Name of Location (Specific location name).
   Note: Total Number of Locations will autogenerate.
2. Select state of the specific location.
3. Enter Number of Participants.
   Note: Total Number of Participants will autogenerate.
4. Click on “ADD” button to add fields.
5. Click on “Bin” icon to delete added field.
6. Click on “Save & Continue” button to Redirect next page.
7. Click on “Save & Exit” button to save application as draft.
8. Click “Cancel” button to cancel the process.
9. Click on “Previous” button to Redirect previous page.
Applications Page

M-GMS New Application

SECTION D : PROGRAMME ACTIVITY INFORMATION
D2 : PROGRAMME SCHEDULE

1. Name of Location will be autogenerated.
2. Select days of the specific location.
3. Select weeks of the specific location.
4. Click on “Save & Continue” button to redirect next page.
5. Click on “Save & Exit” button to save application as draft.
6. Click “Cancel” button to cancel the process.
7. Click on “Previous” button to redirect previous page.
Applications Page
M-GMS New Application

SECTION E : Programme Budget Information

Note: System will prompt Fixed Cost Information dialog box After redirected to Section E.
1. Click on “Close” button to close the Fixed Cost Information dialog box.
2. Click on “ITEMS WITH FIXED COST” button to view Fixed Cost information again.
APPLICATIONS PAGE

M-GMS NEW APPLICATION

SECTION E: Programme Budget Information

1. Click on “ADD” button to add food items.
   Note: System will prompt Add New Item – Food dialog box.
2. Enter Information to add new food item.
   Note: Number of package/Unit and Frequency will autogenerated for selected location.
3. Click on “Add Item” button to add new food item or click on “Cancel” button to cancel the process.
4. Click on Cancel icon to delete added food item.
Applications Page

M-GMS New Application

SECTION E : Programme Budget Information

1. Click on “ADD” button to add Others (with Formulation).
   Note: System will prompt Add New Item – Others (with Formulation) dialog box.
2. Enter Information to add New Item – Others (with Formulation).
3. Click on “Add Item” button to add New Item – Others (with Formulation) or click on “Cancel” button to cancel the process.
   (Note: Total Cost of Others (with Formulation) will autogenerated.)
4. Click on Cancel icon to delete added New Item – Others (with Formulation).
Applications Page
M-GMS New Application

SECTION E : Programme Budget Information

1. Click on “ADD” button to add Others (Non-Formulation).
   Note: System will prompt Add New Item – Others (Non-Formulation) dialog box.
2. Enter Information to add New Item – Others (Non-Formulation).
3. Click on “Add Item” button to add New Item – Others (Non-Formulation) or click on “Cancel” button to cancel the process.
   (Note: Total Cost of Others (Non-Formulation) will autogenerated.)
4. Click on Cancel icon to delete added New Item – Others (Non-Formulation).
Applications Page

M-GMS New Application

SECTION E : Programme Budget Information

1. Overall Total Budget of A + B + C
2. Cost Per Head Per Day if from Overall Total Budget/Total Number of Participants/Overall Number of Days)
3. Click on “here” link to view Fixed Cost Information dialog.
4. Click on “Save & Continue” button to redirect next page.
5. Click on “Save & Exit” button to save application as draft.
6. Click “Cancel” button to cancel the process.
7. Click on “Previous” button to redirect previous page.
Applications Page

M-GMS New Application

SECTION F : Upload Documents Checklist

1. Click on “Browse” button to upload required document. Note: System will redirect to computer / mobile libraries to choose and upload only pdf document within 2MB.
2. Click on “Save & Continue” button to redirect next page.
3. Click on “Save & Exit” button to save application as draft.
4. Click “Cancel” button to cancel the process.
5. Click on “Previous” button to redirect previous page.
Applications Page
M-GMS New Application

SECTION G : ACKNOWLEDGEMENT

1. Click on “Submit” button to submit Application. Note: System will successfully submit the application and redirect to Application Home Page.
2. Click “Cancel” button to cancel the process.
3. Click on “Previous” button to redirect previous page.
Applications Page

M-GMS Draft Application

1. Click on “DRAFT APPLICATIONS” button in homepage. Note: This is the Draft Application List of M-GMS System.
2. Click on “Edit” icon action to edit and submit draft application.
3. Click “Delete” icon action to delete the draft application.
Applications Page

M-GMS Submitted Application

1. Click on “SUBMITTED APPLICATIONS” button in homepage.
   Note: This is the Submitted Application List of M-GMS System.
2. Click on “View” icon action to view submitted application.
   Note: System will redirect to Application Overview.
M-GMS Submitted Application Overview Page

Note: This is the Proposed Application Overview page. System will display the Section A: Organization Information.

Section A1: Organization Registration Details.
1. Click on “Print” button to Print Application Overview.
2. Click on “Generate Report” button to generate Application as report in pdf file.

Section A2: Programme Proposal information
System will display the Section B: Programme Proposal Information.

System will display the Section C: Information Of The Trainer's.
Section E: Program Budget Information.

System will display the Section D: Program Activity Information.

D1: Number of Location & Participants & D2: Program Schedule.
M-GMS Application Page

System will display the Section F: Document Checklist.
1. Click on “Download” button to download uploaded documents.
Applications Page

M-GMS Submitted Application
Special Projects

1. Click on “SUBMITTED APPLICATIONS” button in homepage.
   Note: This is the Submitted Application List of M-GMS System.
2. Click on “View” icon action to view submitted application.
   Note: System will redirect to Application Overview.

![Applications List Screenshot](image-url)
M-GMS Application Page

M-GMS Submitted Application Overview Page

Special Projects

Note: This is the Proposed Application Overview page. System will display the Section A: Organization Information. Section A1: Organization Registration Details

1. Click on “Print” button to Print Application Overview.
2. Click on “Generate Report” button to generate Application as report in pdf file.

### Section A2: Programme Proposal Information

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Chairmain/Chief Executive Officer/Managing Director</td>
<td>Name: [Name], IC Number: [IC Number], Contact: [Contact], Address: [Address], Email: [Email]</td>
</tr>
<tr>
<td>2.</td>
<td>Vice Chairman/Deputy</td>
<td>Name: [Name], IC Number: [IC Number], Contact: [Contact], Address: [Address], Email: [Email]</td>
</tr>
<tr>
<td>3.</td>
<td>Secretary/Company Secretary</td>
<td>Name: [Name], IC Number: [IC Number], Contact: [Contact], Address: [Address], Email: [Email]</td>
</tr>
<tr>
<td>4.</td>
<td>Treasurer/Financial Manager</td>
<td>Name: [Name], IC Number: [IC Number], Contact: [Contact], Address: [Address], Email: [Email]</td>
</tr>
<tr>
<td>5.</td>
<td>Programme Coordinator</td>
<td>Name: [Name], IC Number: [IC Number], Contact: [Contact], Address: [Address], Email: [Email]</td>
</tr>
<tr>
<td>6.</td>
<td>Organization Member</td>
<td>No. of Full-Time Employees: [No.], Part-Time Workers: [No.], Volunteers: [No.], Registered Members: [No.]</td>
</tr>
<tr>
<td>7.</td>
<td>Related Grant</td>
<td>[No. Related Grant]</td>
</tr>
</tbody>
</table>

[Diagram of M-GMS Application Page with sections highlighted]
Special Projects

System will display the Section B: Programme Proposal Information.
1. Click on “Download” button to download Proposal Documentation.

System will display the Section F: Document Checklist.
2. Click on “Download” button to download uploaded documents.

**SECTION F: UPLOAD DOCUMENT CHECKLIST**

<table>
<thead>
<tr>
<th>NO.</th>
<th>DOCUMENTS CHECKLIST</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Copy of Organization Registration Certificate.</td>
<td>Download</td>
</tr>
<tr>
<td>2.</td>
<td>Copy of the Organization Activity Report Summary.</td>
<td>Download</td>
</tr>
<tr>
<td>4.</td>
<td>Copy of Organization Bank Statement</td>
<td>Download</td>
</tr>
</tbody>
</table>
1. Applicant will be received M-GMS Reverted Application Email Notification with comments.

Dear [Recipient],

Application [Program Name] (670220-SW-133927) has been reverted back to make amendments based on the comments mentioned below. Please make the necessary amendments and re-submit.

**COMMENTS**

* SECTION 8 (2) VIDEO PRESENTATION YOUTUBE LINK - PLEASE ENTER VALID YOUTUBE LINK

Regards,

M-GMS Team
Applications Page

M-GMS Reverted Application

1. Click on “Reverted Applications” button in homepage.
   Note: This is the Reverted Application List of M-GMS System.
2. Click on “Edit” icon action to edit reverted application.
   Note: System will redirect to Application to edit and submit relevant changes.
3. User can view Comments given by Mitra officers to changes.
   Note: After made changed and submitted application, system will move application to Amended Application List.
Applications Page
M-GMS Amended Application

1. Click on "Amended Applications" button in homepage.
   Note: This is the Amended Application List of M-GMS System.
2. Click on "View" icon action to view amended application.
   Note: System will redirect to Application to view.
M-GMS Declined Application Email Notification

1. Applicant will be received M-GMS Declined Application Email Notification with comments.

Dear RAVI SDN BHD,

Application TOWARDS HAPPY LIFE (070220. SP-150627) has been declined due to the reason specified below.

COMMENTS
# Wrong INFORMATION

Regards,

M-GMS Team
Applications Page

M-GMS Declined Application

1. Click on “Declined Applications” button in homepage.
   Note: This is the Declined Application List of M-GMS System.
2. Click on “View” icon action to view declined application.
   Note: System will redirect to Application to view comments given by Mitra officers.
SIGN-OUT

M-GMS Sign-Out Page

1. Click on the Profile Icon located at the top right corner to view the drop-down bar.
2. Click on the “Sign Out” link.
Error 404

Error 404 Page Not Found

Occurs when the page is invalid or removed.
1. Click on the “Back to Home” button.
Error 500

Error 500 Page Internal Server Error

If the error occurs frequently, please contact Administrator.

1. Click on the "Back to Home" button.