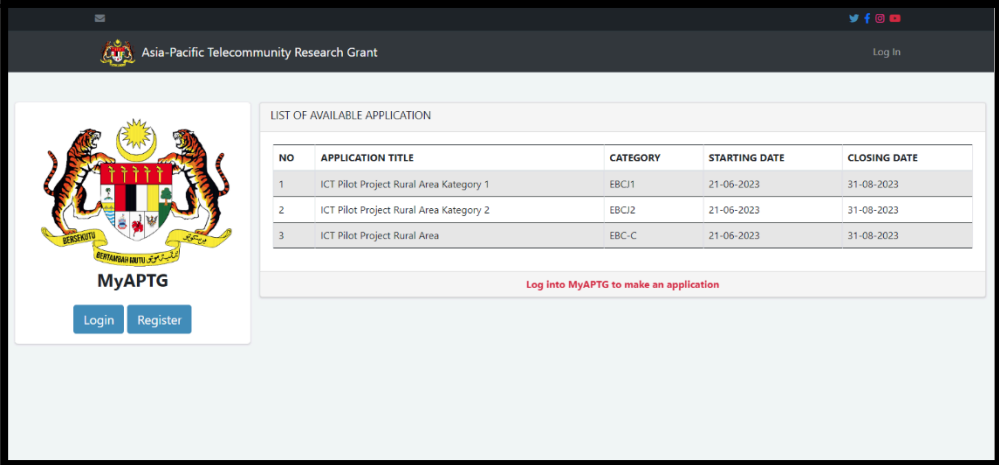
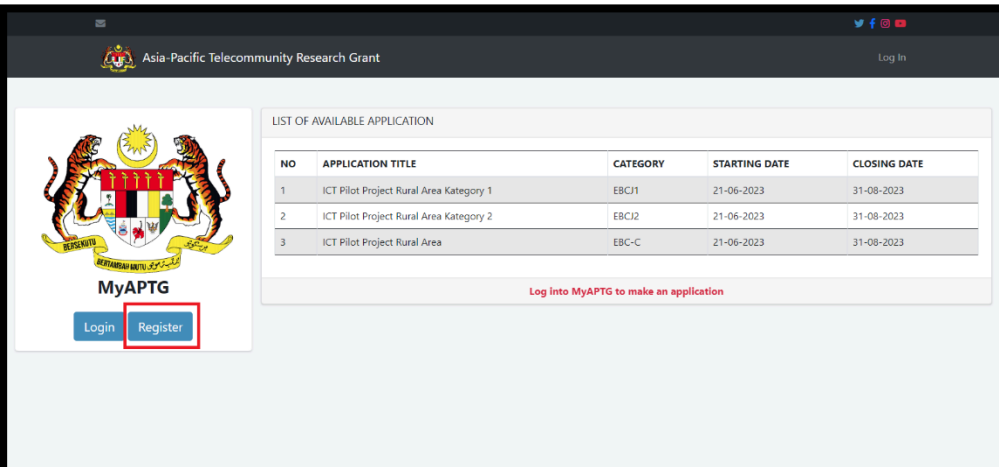


Asia-Pacific Telecommunity Research Grant Manual for Applicant

1. MANUAL FOR APPLICATION SUBMISSION

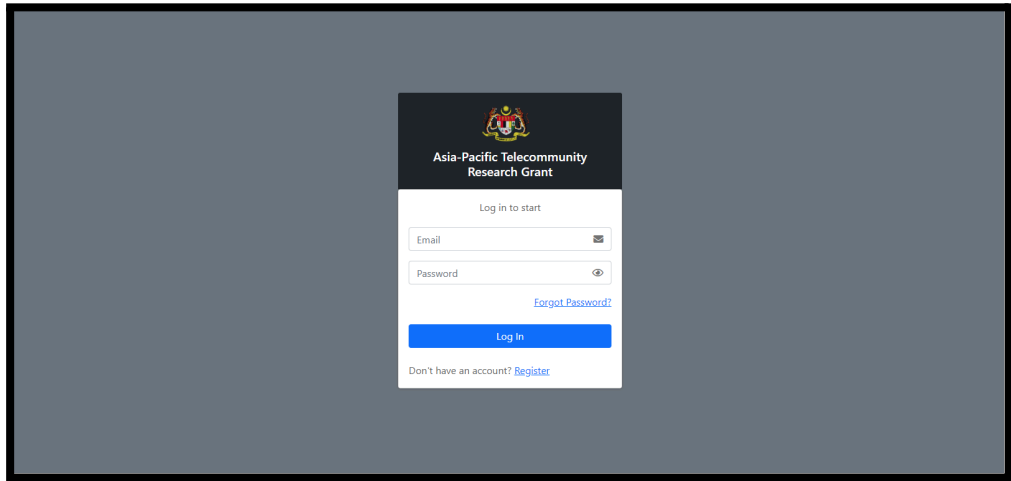
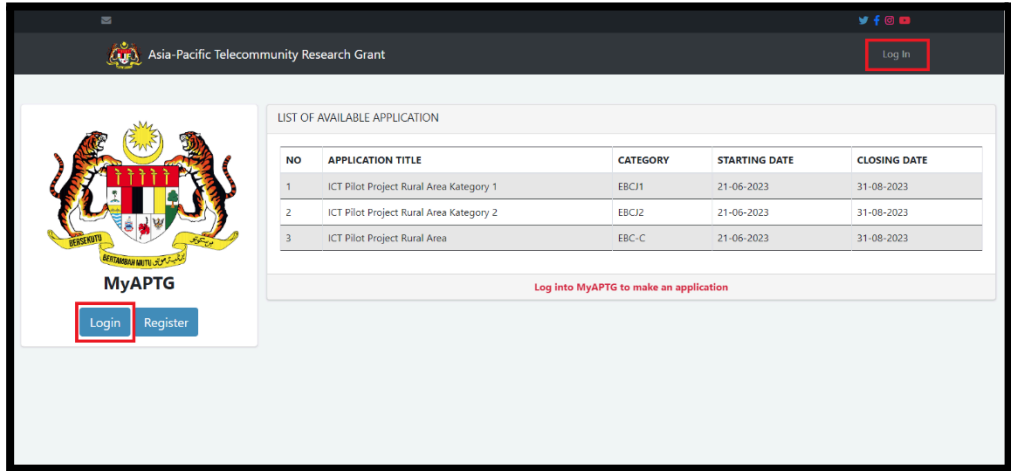
STEP	DESCRIPTION																				
1.1	Visit https://myaptg.komunikasi.gov.my .  <p>The screenshot shows the MyAPTG website interface. On the left is the MyAPTG logo with 'Login' and 'Register' buttons. On the right is a table titled 'LIST OF AVAILABLE APPLICATION' with the following data:</p> <table border="1" data-bbox="639 752 1347 853"> <thead> <tr> <th>NO</th> <th>APPLICATION TITLE</th> <th>CATEGORY</th> <th>STARTING DATE</th> <th>CLOSING DATE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>ICT Pilot Project Rural Area Category 1</td> <td>EBCI1</td> <td>21-06-2023</td> <td>31-08-2023</td> </tr> <tr> <td>2</td> <td>ICT Pilot Project Rural Area Category 2</td> <td>EBCI2</td> <td>21-06-2023</td> <td>31-08-2023</td> </tr> <tr> <td>3</td> <td>ICT Pilot Project Rural Area</td> <td>EBC-C</td> <td>21-06-2023</td> <td>31-08-2023</td> </tr> </tbody> </table> <p>Below the table is a red text prompt: 'Log into MyAPTG to make an application'.</p>	NO	APPLICATION TITLE	CATEGORY	STARTING DATE	CLOSING DATE	1	ICT Pilot Project Rural Area Category 1	EBCI1	21-06-2023	31-08-2023	2	ICT Pilot Project Rural Area Category 2	EBCI2	21-06-2023	31-08-2023	3	ICT Pilot Project Rural Area	EBC-C	21-06-2023	31-08-2023
NO	APPLICATION TITLE	CATEGORY	STARTING DATE	CLOSING DATE																	
1	ICT Pilot Project Rural Area Category 1	EBCI1	21-06-2023	31-08-2023																	
2	ICT Pilot Project Rural Area Category 2	EBCI2	21-06-2023	31-08-2023																	
3	ICT Pilot Project Rural Area	EBC-C	21-06-2023	31-08-2023																	
1.2	Register an account to make application.  <p>This screenshot is identical to the one in step 1.1, but the 'Register' button in the MyAPTG logo area is highlighted with a red rectangular box to indicate the registration step.</p>																				

STEP	DESCRIPTION
1.3	<p>Fill in required information to register. Then, an email will be sent to activate your account.</p> <div data-bbox="368 349 1377 835" data-label="Form"> <p style="text-align: center;">Asia-Pacific Telecommunity Research Grant</p> <p style="text-align: center;">Register a new user</p> <p>Email (For Login ID): Applicant Email <input type="text"/></p> <p>Full Name: Applicant Full Name <input type="text"/></p> <p>Password (Min. 12 Characters): Password <input type="password"/> Strength: [Progress Bar]</p> <p>Retype password <input type="password"/></p> <p>Country: Select Country <input type="text"/></p> <p>Organisation: Applicant Organisation <input type="text"/></p> <p>Position: Applicant Position <input type="text"/></p> </div> <div data-bbox="368 1104 1382 1615" data-label="Image"> <p>MyAPTG :: New Account Registration Inbox x</p> <p>MyAPTG <no-reply-sistem@kkd.gov.my> to me 9:45AM (0 minutes ago)</p> <p style="text-align: center;">MyAPTG</p> <p>Registration for new account via MyAPTG has been received. You can now activate your account using the button below.</p> <p>Email Address : [Redacted]</p> <p>Click the "Activate Account" button to activate your MyAPTG account.</p> <p style="text-align: center;">Activate Account</p> <p>If you are having trouble clicking the "Activate Account" button, use the link provided below to proceed with account activation:</p> <p>https://myaptg.kkd.gov.my/signup-verify.php?kod=[Redacted]</p> <p>Reply Forward</p> </div>

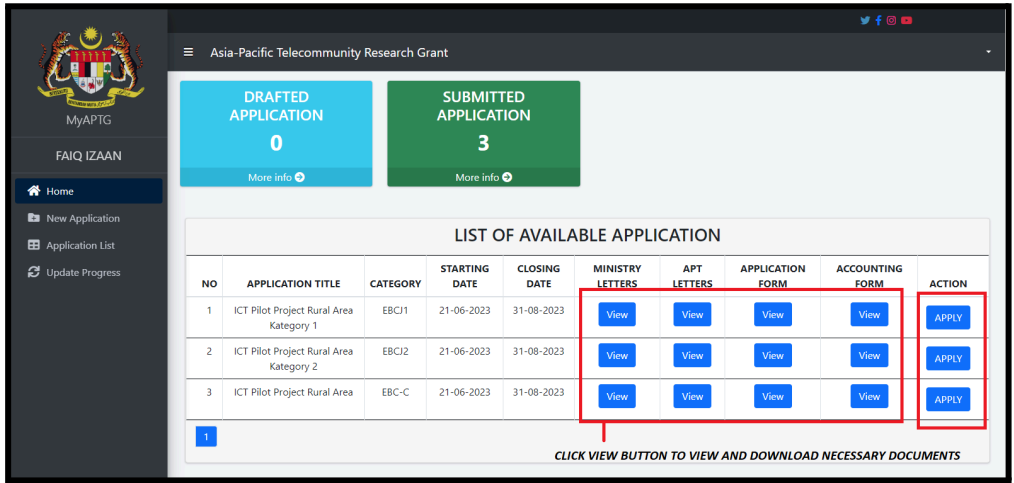
STEP	DESCRIPTION
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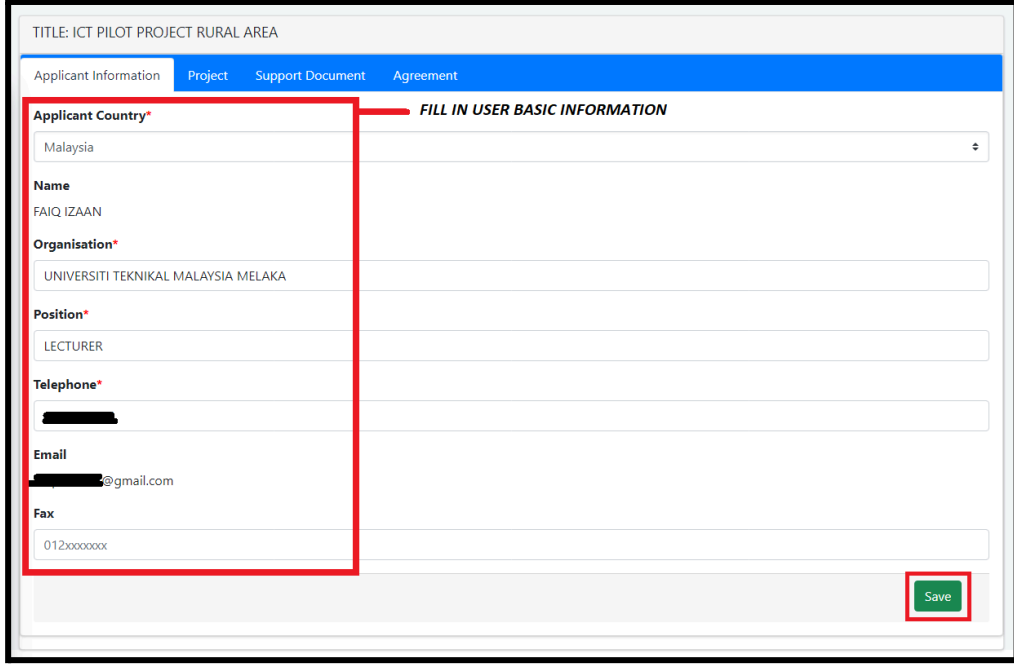
1.4

After activating account, user can login to the system.



STEP	DESCRIPTION
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1.5	<p>In the home page, to apply for application, click Apply button on required Application Announcement.</p> 
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1.6	<p>Fill in all application information and click save for each tab. Then, submit the application by agreeing with the statement declaration.</p> 
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STEP	DESCRIPTION
------	-------------

TITLE: ICT PILOT PROJECT RURAL AREA

Applicant Information | **Project** | Support Document | Agreement

Project Title* TITLE OF THE PROJECT AND SUMMARY OF THE PROJECT

Enter Project Title

Project Summary*

Enter Project Summary

Requested Amount (in USD)* AMOUNT REQUESTED FOR THE PROJECT

\$ 1000.00

Duration of Research PROJECT STARTING AND COMPLETION DATE

From*

27/06/2023

To*

27/06/2023

Save

TITLE: ICT PILOT PROJECT RURAL AREA

Applicant Information | **Project** | Support Document | Agreement

Upload Application Form* UPLOAD NECESSARY DOCUMENTS IN PDF. MAX SIZE PER FILE IS 10MB

Please upload Application Form in PDF format

Choose file (Max: 10MB) Browse

Upload Annex 1 (Please provide your project outline and implementation plan)*

Please upload Annex 1 in PDF format

Choose file (Max: 10MB) Browse

Upload Annex 2 (Please provide details on careers and organisations of staffs involved in this project)*

Please upload Annex 2 in PDF format

Choose file (Max: 10MB) Browse

Upload Annex 3 (Please describe history, activities, facilities, number of employees and etc of the organization involved in the proposed project. One sheet for each organization or attach brochures.)*

Please upload Annex 3 in PDF format

Choose file (Max: 10MB) Browse

Upload Detailed Accounting Form Here*

Please upload Detailed Description of Budget in PDF format

Choose file (Max: 10MB) Browse

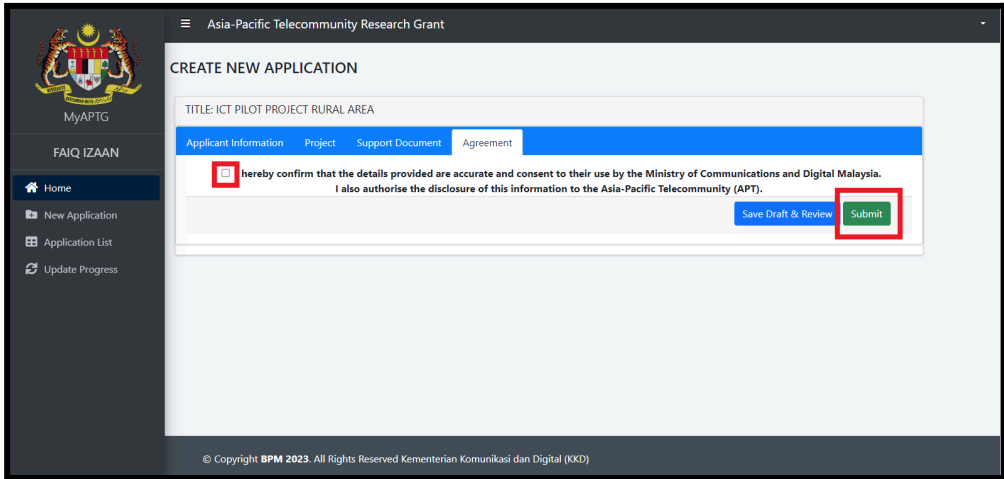
Upload Support Document Here

Please upload Support Document in PDF format (Optional)

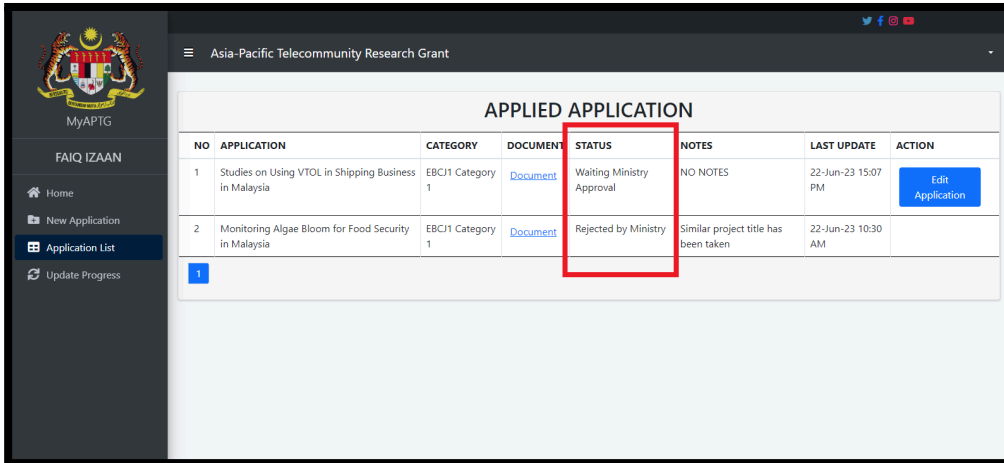
Choose file (Max: 10MB) Browse

Save

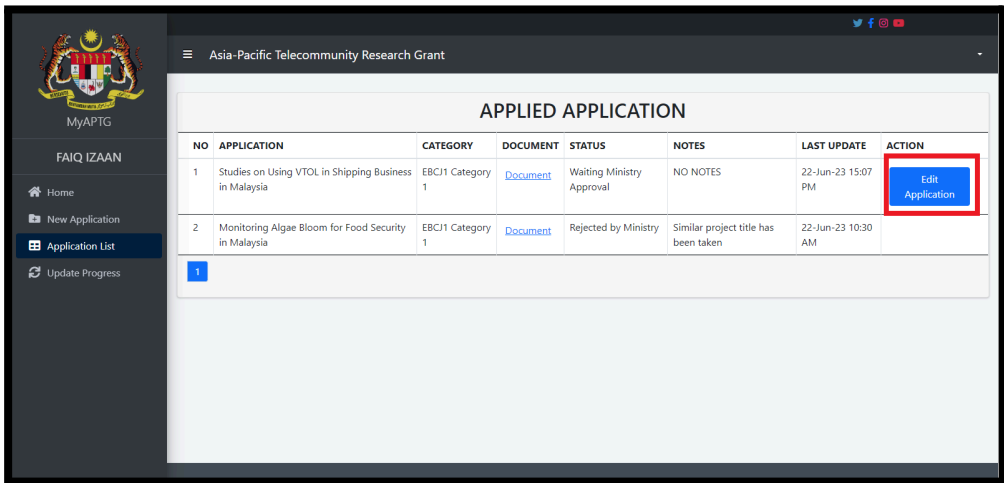
STEP	DESCRIPTION
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1.7 Check the **application status** for any update. **Email** will be sent to user if there is an update regarding the application.



1.8 If user need to edit their submitted application, click on the **Edit Application** button.



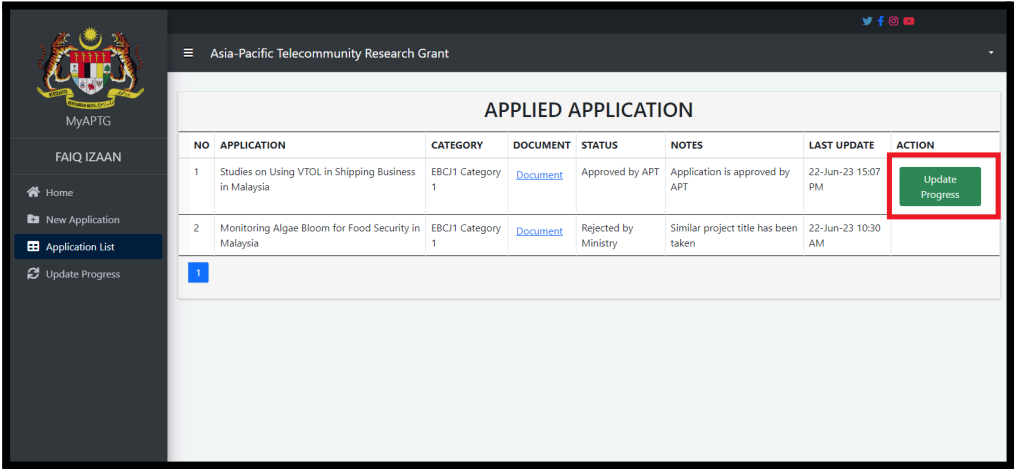
STEP	DESCRIPTION
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1.9	<p>If the application has been returned and needs amendment, an email will be sent to the applicant. Applicants can check the notes column on what needs to change. Then, make changes by clicking on the Edit Application button.</p>
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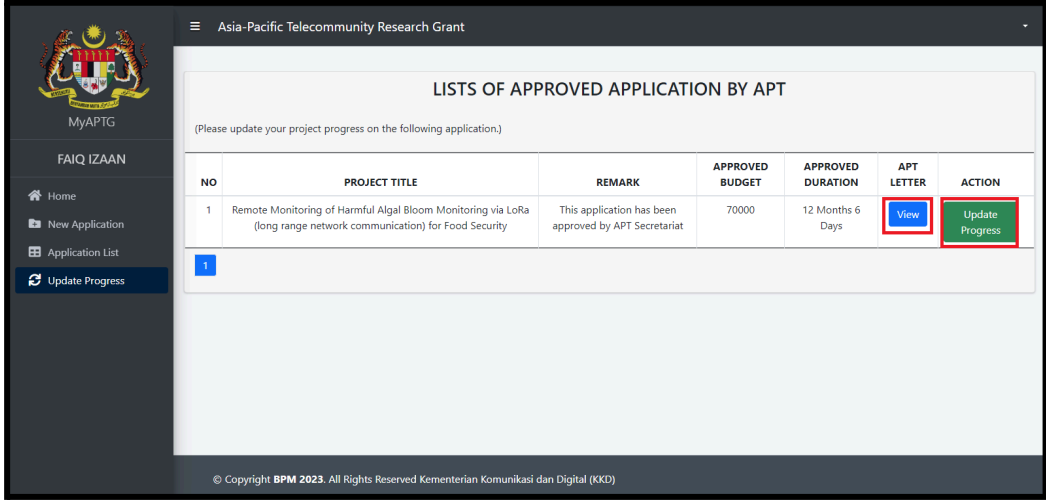
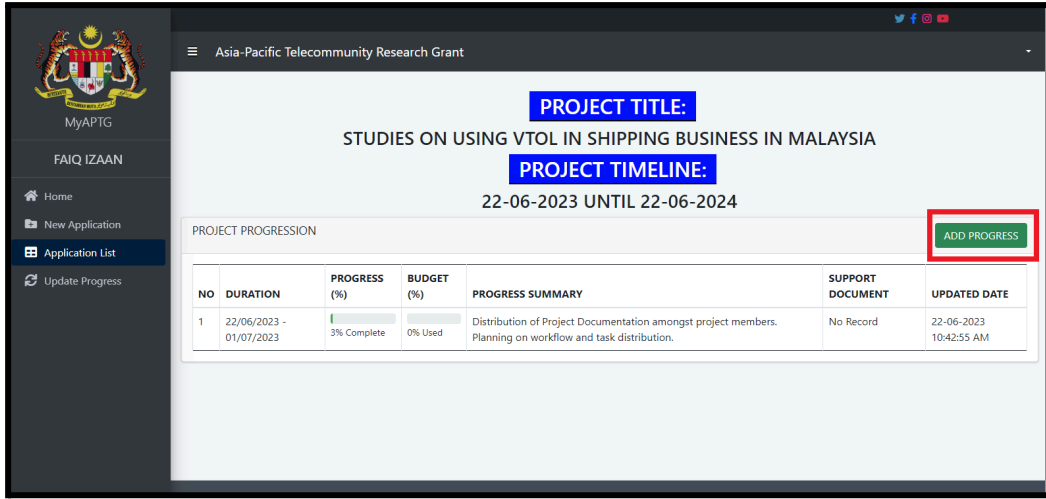
APPLIED APPLICATION							
NO	APPLICATION	CATEGORY	DOCUMENT	STATUS	NOTES	LAST UPDATE	ACTION
1	Studies on Using VTOL in Shipping Business in Malaysia	EBCJ1 Category 1	Document	Application Need Amendment	Need Amendment: - Update Annex 2 document - Update Annex 3 document - Update Accounting document	26-Jun-23 09:30 AM	Edit Application
2	Monitoring Algae Bloom for Food Security in Malaysia	EBCJ1 Category 1	Document	Rejected by Ministry	Similar project title has been taken	22-Jun-23 10:30 AM	

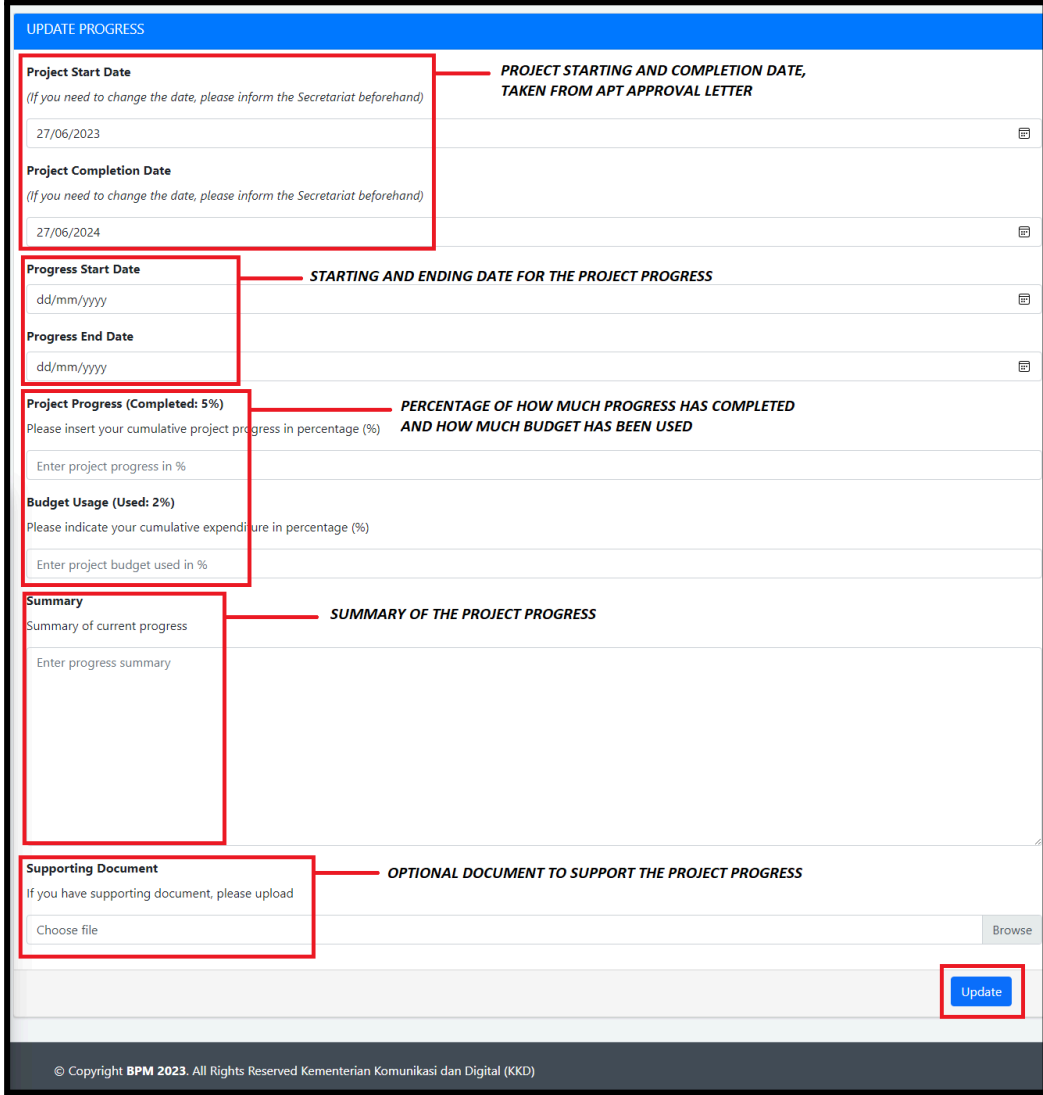
1.10	<p>If application has been rejected, the status will be set to Rejected.</p>
------	--

APPLIED APPLICATION							
NO	APPLICATION	CATEGORY	DOCUMENT	STATUS	NOTES	LAST UPDATE	ACTION
1	Studies on Using VTOL in Shipping Business in Malaysia	EBCJ1 Category 1	Document	Waiting Ministry Approval	NO NOTES	22-Jun-23 15:07 PM	Edit Application
2	Monitoring Algae Bloom for Food Security in Malaysia	EBCJ1 Category 1	Document	Rejected by Ministry	Similar project title has been taken	22-Jun-23 10:30 AM	

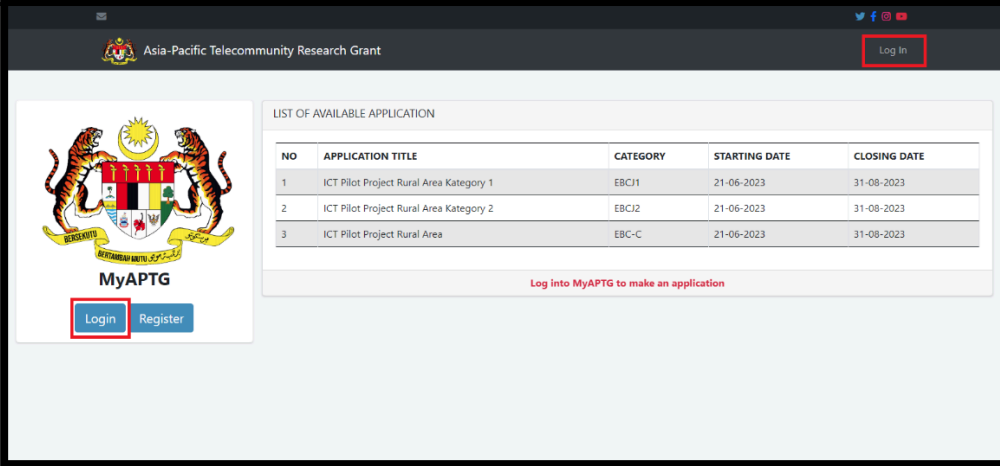
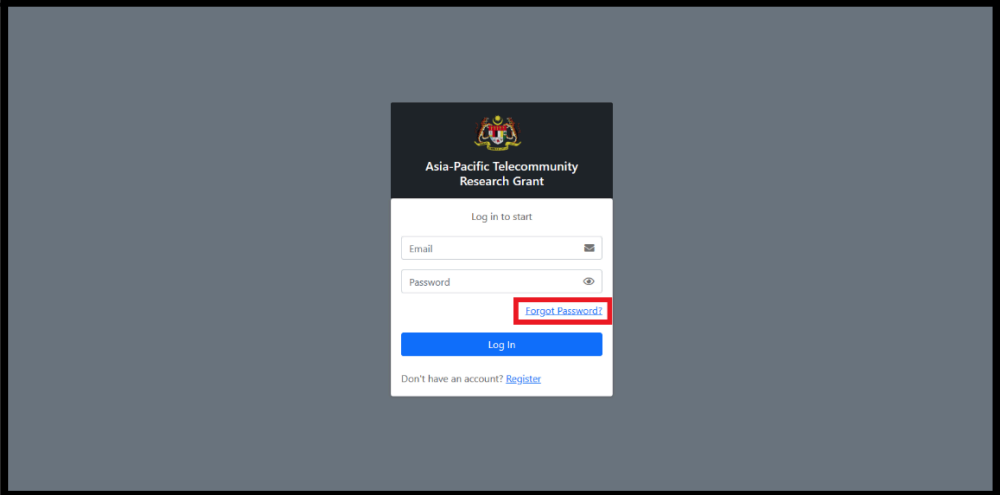
STEP	DESCRIPTION																																
1.11	<p>If application has been approved by APT, there will be an update progress button for user to update their project progress and budget usage.</p>  <table border="1" data-bbox="534 398 1369 607"> <thead> <tr> <th colspan="8">APPLIED APPLICATION</th> </tr> <tr> <th>NO</th> <th>APPLICATION</th> <th>CATEGORY</th> <th>DOCUMENT</th> <th>STATUS</th> <th>NOTES</th> <th>LAST UPDATE</th> <th>ACTION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Studies on Using VTOL in Shipping Business in Malaysia</td> <td>EBCJ1 Category 1</td> <td>Document</td> <td>Approved by APT</td> <td>Application is approved by APT</td> <td>22-Jun-23 15:07 PM</td> <td>Update Progress</td> </tr> <tr> <td>2</td> <td>Monitoring Algae Bloom for Food Security in Malaysia</td> <td>EBCJ1 Category 1</td> <td>Document</td> <td>Rejected by Ministry</td> <td>Similar project title has been taken</td> <td>22-Jun-23 10:30 AM</td> <td></td> </tr> </tbody> </table>	APPLIED APPLICATION								NO	APPLICATION	CATEGORY	DOCUMENT	STATUS	NOTES	LAST UPDATE	ACTION	1	Studies on Using VTOL in Shipping Business in Malaysia	EBCJ1 Category 1	Document	Approved by APT	Application is approved by APT	22-Jun-23 15:07 PM	Update Progress	2	Monitoring Algae Bloom for Food Security in Malaysia	EBCJ1 Category 1	Document	Rejected by Ministry	Similar project title has been taken	22-Jun-23 10:30 AM	
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2. MANUAL FOR PROJECT PROGRESS

STEP	DESCRIPTION														
2.1	<p>Login to the user account and head to the Update Progress tab on the navigation bar. To view the approval letter from APT click View button and to update project progress, click the Update Progress button on the project list.</p>  <p>The screenshot shows the 'Asia-Pacific Telecommunity Research Grant' interface. The main heading is 'LISTS OF APPROVED APPLICATION BY APT'. Below it, a message says '(Please update your project progress on the following application.)'. A table lists the application details:</p> <table border="1"> <thead> <tr> <th>NO</th> <th>PROJECT TITLE</th> <th>REMARK</th> <th>APPROVED BUDGET</th> <th>APPROVED DURATION</th> <th>APT LETTER</th> <th>ACTION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Remote Monitoring of Harmful Algal Bloom Monitoring via LoRa (long range network communication) for Food Security</td> <td>This application has been approved by APT Secretariat</td> <td>70000</td> <td>12 Months 6 Days</td> <td>View</td> <td>Update Progress</td> </tr> </tbody> </table>	NO	PROJECT TITLE	REMARK	APPROVED BUDGET	APPROVED DURATION	APT LETTER	ACTION	1	Remote Monitoring of Harmful Algal Bloom Monitoring via LoRa (long range network communication) for Food Security	This application has been approved by APT Secretariat	70000	12 Months 6 Days	View	Update Progress
NO	PROJECT TITLE	REMARK	APPROVED BUDGET	APPROVED DURATION	APT LETTER	ACTION									
1	Remote Monitoring of Harmful Algal Bloom Monitoring via LoRa (long range network communication) for Food Security	This application has been approved by APT Secretariat	70000	12 Months 6 Days	View	Update Progress									
2.2	<p>In this progress page, users can view the project progress. To add progress, click the add progress button.</p>  <p>The screenshot shows the 'Asia-Pacific Telecommunity Research Grant' interface for a specific project. The main heading is 'PROJECT PROGRESSION'. Above the table, the project title and timeline are displayed:</p> <p>PROJECT TITLE: STUDIES ON USING VTOL IN SHIPPING BUSINESS IN MALAYSIA PROJECT TIMELINE: 22-06-2023 UNTIL 22-06-2024</p> <p>Below this, there is a table showing the project's progress:</p> <table border="1"> <thead> <tr> <th>NO</th> <th>DURATION</th> <th>PROGRESS (%)</th> <th>BUDGET (%)</th> <th>PROGRESS SUMMARY</th> <th>SUPPORT DOCUMENT</th> <th>UPDATED DATE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>22/06/2023 - 01/07/2023</td> <td>3% Complete</td> <td>0% Used</td> <td>Distribution of Project Documentation amongst project members. Planning on workflow and task distribution.</td> <td>No Record</td> <td>22-06-2023 10:42:55 AM</td> </tr> </tbody> </table>	NO	DURATION	PROGRESS (%)	BUDGET (%)	PROGRESS SUMMARY	SUPPORT DOCUMENT	UPDATED DATE	1	22/06/2023 - 01/07/2023	3% Complete	0% Used	Distribution of Project Documentation amongst project members. Planning on workflow and task distribution.	No Record	22-06-2023 10:42:55 AM
NO	DURATION	PROGRESS (%)	BUDGET (%)	PROGRESS SUMMARY	SUPPORT DOCUMENT	UPDATED DATE									
1	22/06/2023 - 01/07/2023	3% Complete	0% Used	Distribution of Project Documentation amongst project members. Planning on workflow and task distribution.	No Record	22-06-2023 10:42:55 AM									

STEP	DESCRIPTION
2.3	<p>User need to fill in the information for their project progress, then submit it by clicking Update button.</p>  <p>The screenshot shows a web form titled "UPDATE PROGRESS" with the following sections and highlighted fields:</p> <ul style="list-style-type: none"> Project Start Date: (If you need to change the date, please inform the Secretariat beforehand). Value: 27/06/2023. Description: PROJECT STARTING AND COMPLETION DATE, TAKEN FROM APT APPROVAL LETTER. Project Completion Date: (If you need to change the date, please inform the Secretariat beforehand). Value: 27/06/2024. Progress Start Date: Format: dd/mm/yyyy. Description: STARTING AND ENDING DATE FOR THE PROJECT PROGRESS. Progress End Date: Format: dd/mm/yyyy. Project Progress (Completed: 5%): Please insert your cumulative project progress in percentage (%). Description: PERCENTAGE OF HOW MUCH PROGRESS HAS COMPLETED AND HOW MUCH BUDGET HAS BEEN USED. Budget Usage (Used: 2%): Please indicate your cumulative expenditure in percentage (%). Summary: Summary of current progress. Description: SUMMARY OF THE PROJECT PROGRESS. Supporting Document: If you have supporting document, please upload. Description: OPTIONAL DOCUMENT TO SUPPORT THE PROJECT PROGRESS. Update Button: A blue button labeled "Update" at the bottom right. <p>© Copyright BPM 2023. All Rights Reserved Kementerian Komunikasi dan Digital (KKD)</p>

3. MANUAL FOR USER PASSWORD RESET

STEP	DESCRIPTION																				
3.1	<p data-bbox="373 342 900 376">To reset user password, go to login page.</p>  <table border="1" data-bbox="643 521 1362 629"><caption>LIST OF AVAILABLE APPLICATION</caption><thead><tr><th>NO</th><th>APPLICATION TITLE</th><th>CATEGORY</th><th>STARTING DATE</th><th>CLOSING DATE</th></tr></thead><tbody><tr><td>1</td><td>ICT Pilot Project Rural Area Category 1</td><td>EBCJ1</td><td>21-06-2023</td><td>31-08-2023</td></tr><tr><td>2</td><td>ICT Pilot Project Rural Area Category 2</td><td>EBCI2</td><td>21-06-2023</td><td>31-08-2023</td></tr><tr><td>3</td><td>ICT Pilot Project Rural Area</td><td>EBC-C</td><td>21-06-2023</td><td>31-08-2023</td></tr></tbody></table>	NO	APPLICATION TITLE	CATEGORY	STARTING DATE	CLOSING DATE	1	ICT Pilot Project Rural Area Category 1	EBCJ1	21-06-2023	31-08-2023	2	ICT Pilot Project Rural Area Category 2	EBCI2	21-06-2023	31-08-2023	3	ICT Pilot Project Rural Area	EBC-C	21-06-2023	31-08-2023
NO	APPLICATION TITLE	CATEGORY	STARTING DATE	CLOSING DATE																	
1	ICT Pilot Project Rural Area Category 1	EBCJ1	21-06-2023	31-08-2023																	
2	ICT Pilot Project Rural Area Category 2	EBCI2	21-06-2023	31-08-2023																	
3	ICT Pilot Project Rural Area	EBC-C	21-06-2023	31-08-2023																	
3.2	<p data-bbox="373 902 1034 936">Click on Forgot password? link to reset password.</p> 																				

STEP	DESCRIPTION
3.3	<p>Insert user email that has been registered and security code. Then, click submit button and check user email for reset password link.</p> <div data-bbox="379 353 1391 846" data-label="Image"> </div> <div data-bbox="379 898 1391 1301" data-label="Image"> </div>
3.4	<p>Fill in new password and security code. After that, click on submit button to complete the password reset.</p> <div data-bbox="379 1429 1391 1906" data-label="Image"> </div>