

## GRANT TO UPGRADE TECHNICAL CAPABILITIES OF EDUCATION INSTITUTIONS

# APPLICATION PROCESS FLOW



### CGMP User ID Creation

- Education Institutions is required to register via **CREST Grant Management Platform** (CGMP) <https://grant.crest.my> with the required supporting documents.
- Approval of user ID creation is within 3 working days after CREST verifies eligibility of the education institutions for this grant and the given supporting documents.
- The user ID creation will be rejected if there are any missing supporting documents or the education institutions is not considered eligible for the grant.
- Please refer to the User Manual for CGMP via this landing page. for CGMP User ID Creation.

### Submission

- Education Institutions is required to complete the online Application Form and submit via CGMP with the required supporting documents.
- An Application ID will be given via the platform
- Education Institutions must provide the Application ID for all correspondence or communication to CREST.



### Review

- CREST will review the application documents within 5 working days. Incomplete application documents will not be processed.
- If there is any enquiry on the application document, an e-mail will be sent to the education institution.
- The review process will take more than 5 working days if there is any enquiry.

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#### Presentation Session

- After the Review stage, shortlisted applicants will be contacted via email to schedule the presentation session to the Technical Evaluation Panel (TEP)
- The applicants will be required to present their proposal to the TEP via physical/online session.
- Once the presentation sessions for all applicants has concluded, TEP will recommend shortlisted proposals for the approval of Oversight Committee (OC).

#### Approval

- The approval process (from presentation to TEP to OC's approval) will take approximately 30 working days.
- If there is any enquiry on the application information, CREST will send the enquiry via CGMP/via email.
- The approval process will take more than 30 working days if there is any enquiry.
- Any special approval required by the Oversight Committee (OC) will be based on the monthly meeting schedule of the OC. This process is only applicable for applications that are recommended by Technical Panel (TP).

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#### Award

- CREST will update the approval/reject status after the approval process via CGMP.
- For successful applications, CREST will email/courier the Letter of Award (LoA) and Agreement.
- Education Institutions is required to courier to CREST the hardcopy of the signed LoA, Agreement with the required supporting documents in order to complete the award process.