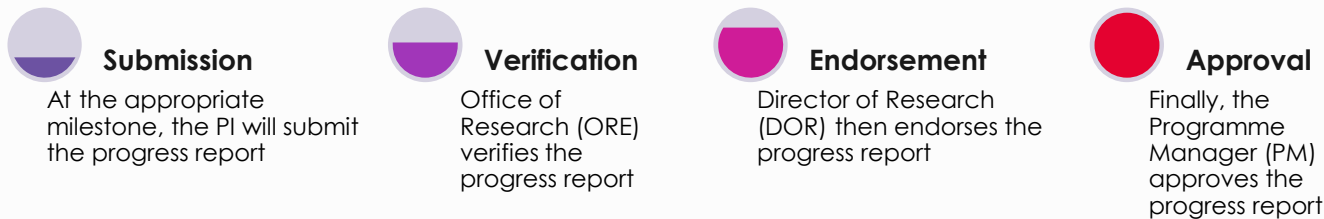


The Office of Research is required to:

- Verify progress reports >>>> Page 1
- Verify deviation requests >>>> Page 2

Progress Report Submission Overview:



Progress Report Verification

Date	Subject	Reference ID	Lead PI	Read
10-May-2018	Progress Report Pending Verification. To view details, click on reference ID	NRF-000004148		Yes
10-May-2018	The deviation is pending your verification. To verify the deviation, click on the Reference ID.	NRFDV-000000986	PI8	No

1 Click **hyperlink** under **Reference ID**

Date	Submitted by	Comments
15-Dec-2017	NCS PST PM 1	Updated a few sections of the progress report and enclosed updated attachments
15-Dec-2017	NCS PST DOR 1	Ling Ling ORE, Please take note of the revised section above
15-Dec-2017	NCS PST ORE 1	Return to PI for verification
15-Dec-2017	NCS PST PI 4	Submitted with latest corrections and feedback from OR & ORE

2 Check the **Action Trail** section for comments

Name of ORE: NCS PST ORE 2 Date of acknowledgement: 26/02/2018

3 Acknowledgement: Yes No 4 Name of DOR: Benjamin Detenber

Comments:

Action Trail

< Back

5 Actions:
 Verify
 6 Return

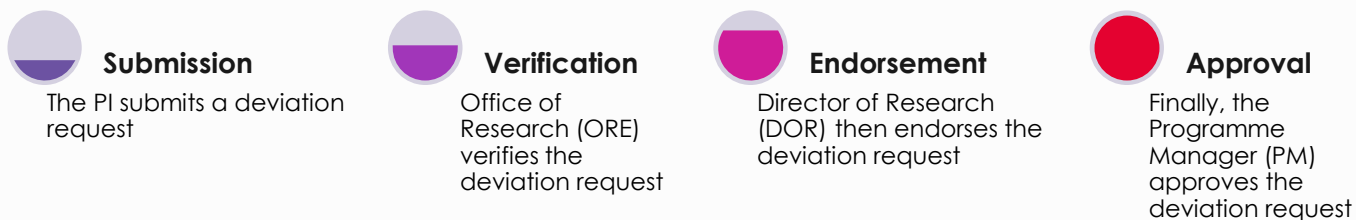
3 In the Undertaking tab, select **Yes** for Acknowledgement

4 Select DOR to route the progress report to

5 To verify the progress report and route progress report to DOR, select **Actions** and then **Verify**

6 To return the progress report for Lead PI's amendments, select **Return**

Deviations Management Overview



Deviations Verification

You may access a deviation request through 2 ways:

- 1 Click **Reference ID** under Projects section of the dashboard
- 2 Click **Deviation ID** under **Deviation Requests** section

Projects

1 - 10 of 120 matching results found

Date	Subject	Reference ID	Lead PI	Read
26-Feb-2018	The deviation is pending your verification. To verify the deviation, click on the Reference ID.	NRFDV-00000722	PI2	No
02-Feb-2018	Progress Report is pending your verification. To verify the proposal, click on the Reference ID.	NRF-000001121	PI3	No

Deviation requests

1 - 3 of 3 matching results found

Project ID	Deviation ID	Type of deviation	Date of submission	Date of approval / rejection	Status
NRF-000901-01	N/A	Virement of funds			Draft
NRF-000901-00	NRFDV-000000471	Project duration / time	09-Jan-2020	09-Jan-2020	Rejected by DOR

If the deviation request has been returned to you for revision, it will appear on your dashboard as an action item.

Name of ORE: OR1 Date of acknowledgement: 26/02/2018

3 Acknowledgement: Yes No 4 Name of DOR: DOR1

5 Comments: submit to DOR

Action Trail

< Back

6 Actions: **Verify** / Return

7

- 3 In the Undertaking tab, select **Yes** for Acknowledgement
- 4 Select DOR to route deviation request to
- 5 Key in your comments
- 6 To verify the deviation request and route it to DOR, select **Actions** and then **Verify**
- 7 To return the deviation request for Lead PI's amendments, select **Actions** and then **Return**

Please refer to ORE training guide under IGMS website> **Help> Training Guides** to learn more how to verify a deviation request.