Overview of IGMS System

The IGMS system is designated for researchers, host institution administrator officers and grant managers who are involved in NRF, MOH, MOE and A*STAR grants.

The system allows management of grants from submission of proposal till closure of the project.
## Definitions, Acronyms and Abbreviations

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<th>Sl. No</th>
<th>Abbreviation / Acronyms</th>
<th>Definitions</th>
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<td>1</td>
<td>PI</td>
<td>Principal Investigator</td>
</tr>
<tr>
<td>2</td>
<td>PM</td>
<td>Programme manager</td>
</tr>
<tr>
<td>3</td>
<td>AF</td>
<td>Agency Finance</td>
</tr>
<tr>
<td>4</td>
<td>HI</td>
<td>Host Institution</td>
</tr>
<tr>
<td>5</td>
<td>LOA</td>
<td>Letter of Award</td>
</tr>
<tr>
<td>6</td>
<td>ORE</td>
<td>Officer of Research</td>
</tr>
<tr>
<td>7</td>
<td>DOR</td>
<td>Director of Research</td>
</tr>
<tr>
<td>8</td>
<td>AI ORE</td>
<td>Academic Institution Office of Research</td>
</tr>
<tr>
<td>9</td>
<td>AI Dean</td>
<td>Academic Institution Dean</td>
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<tr>
<td>10</td>
<td>HI Finance</td>
<td>Host Institution Finance</td>
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<td>11</td>
<td>HI HR</td>
<td>Host Institution Human Resources</td>
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<td>12</td>
<td>RGO</td>
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Learning Objectives

In this session, you will learn:

- **Overview and Navigation of IGMS**
  In this module you will learn how to navigate IGMS as a lead PI
- **Submit Progress Report**
  In this module you will learn how to submit Progress Report
- **Progress Report Pages**
  In this module you will learn different pages on Progress Report, and how to complete each page properly.
- **Progress Report Amendment**
  In this module you will learn how to make amendment for submitted progress report.
Overview and Navigation of IGMS

1. Overview and Navigation of IGMS
2. Progress Report Submission
3. Understanding Progress Report Pages:
   - Summary of Progress
   - Research Milestone
   - Technical Milestone
   - Key Performance Indicators (KPI)
   - Record of Equipment
   - Future Plans
   - Other Attachments
   - Undertaking
4. Progress Report Amendment
Integrated Grant Management System (IGMS)

https://researchgrant.gov.sg/
Logging in IGMS

1. Click on Login
Logging in IGMS

Local HI users (PI, HI Finance, HI HR, ORE, DOR) to perform project transactions in Post Award should use CorpPass to login into IGMS
Links and Menus in IGMS
**Dashboard**: Displays the items pending user’s actions

**Grants**: Displays the open and upcoming grant calls in IGMS

**Proposals**: Displays the proposals submitted under the user’s institution

**Projects**: Displays the awarded projects under the user’s institution

**Advance Search**: Displays the search for Grant Calls, and Awarded Projects

**User Profile**: Displays the user profile like name, id number, nationality, email address, etc.
**Links and Menus in IGMS**

1. **Proposals**: Displays the dashboard for all proposals (pre-award) action items.
2. **Projects**: Displays the awarded projects (post-award) action items.
Overview and Navigation of IGMS

1. Use the ➡ arrow button to view next page for multiple pages view. And ⬅ arrow button to view previous page.

2. Use ➡ arrow button to switch to the last page. And ⬅ arrow button to view the first page.

3. Use search box to search a record. A syntax ** (star) can be use to search record like / similar (not exact match)
Progress Report Submission

1. Overview and Navigation of IGMS
2. **Progress Report Submission**
3. Understanding Progress Report Pages:
   - Summary of Progress
   - Research Milestone
   - Technical Milestone
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   - Record of Equipment
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   - Other Attachments
   - Undertaking
4. Progress Report Amendment
Progress Report Workflow
Progress Report Workflow

Start

Submit Progress Report

Verify Progress Report

Verify progress report?

Yes

Endorse Progress Report

No

Actions performed by PI

Actions performed by ORE

Actions performed by DOR

Actions performed by PM

Actions performed by Multilevel Line

Approve Progress Report

Endorse?

Yes

Approve?

No

Approve?

Yes

Approve?

No

End

Approve?

Yes

Multi Level?

No

Approve?

Yes

Verify Progress Report

Endorse?

Yes

Verify?

No

Approve?

No
Progress Report Submission
From the main page, system redirected to dashboard. Click on Projects menu.

Select view Main Projects.
Progress Report Submission

1. Click on Hyperlink of title of research project column for particular project (viewing Project overview page).
Progress Report Submission

1. Type of progress report, it will show which type of progress report that outstanding for submission. Types are:
   - Annual Progress Report
   - Completion Report
   - Mid Term Review
   - Quarterly Progress Report
   - Final Progress Report

2. Report ID is a number for each Report Type

3. Reporting period, it will show the progress report start date and end date

Progress Reports that are Pending Submission will only be shown on this screen, after the system sends the first reminder e-mail to the Lead PI.
Due date, it will show the due date of progress report.

Submitted date, it will show submitted date after submission.

Stage, it will show the stage of that progress report. There are 3 stages:

- Submission, progress report in submission stage
- Evaluation, progress report in evaluation stage after PM approval.
- Closed, progress report has been approved and evaluated.
Status, it will show the status of progress report. Statuses are:

- Pending Submission, initial status, for Lead PI action.
- Pending Re-submission, Progress report has been returned for Lead PI amendment.
- Pending ORE verification, for ORE action
- Pending DOR endorsement, for DOR Action.
- Submitted to PM, for PM approval.
- Pending Review, PM has approved the Progress Report and now in reviewing process.
Progress Report Submission

• Supported, Multilevel PM has been approved the Progress Report

• PM approved, PM has approved the progress report. For project that is not require multilevel approval, this will be the last status.

• Approved, the last approval line on multilevel approval has approved the progress report. For project that require multilevel approval, this is the last status.
Progress Report Submission

1. To submit outstanding progress report, click hyperlink on Report ID

Notes:

Progress Reports that are Pending Submission will only be shown on this screen, after the system sends the first reminder e-mail to the Lead PI.
Progress Report Completion
Progress Report Submission

1. Summary of Progress
2. Research Milestone
3. Technical Milestone
4. Key Performance Indicator
5. Record of Equipment
6. Future Plans
7. Other Attachments
8. Undertaking page

Progress Report has 8 page sections that need to be completed

- Summary of Progress
- Research Milestone
- Technical Milestone
- Key Performance Indicator
- Record of Equipment
- Future Plans
- Other Attachments
- Undertaking page
Progress Report Submission

1. Navigation bar shown the completeness on each page after uploading file process.

2. Move from each page by click NEXT button, for system to validated the data.
Progress Report Submission

1. Navigation on each page, will show a page status. If the page is grey, the page is new without any record saved or created.

2. If the page is orange, the page has saved some draft data. This data has been created by lead PI, but is not a complete set of data. Not a complete set means, either lead PI has not finish to key in the data, or the data has not pass the system validation, and therefore some amendment is required.

3. If the page is green, the page has been completed, and system has validated the data.

Notes:

You can only submit Progress Report if all pages mark as Green (Completed).
Progress Report Pages

1. Overview and Navigation of IGMS
2. Progress Report Submission
3. Progress Report Pages:
   • Summary of Progress
   • Research Milestone
   • Technical Milestone
   • Key Performance Indicators (KPI)
   • Record of Equipment
   • Future Plans
   • Other Attachments
   • Undertaking
4. Progress Report Amendment
Summary of Progress
The summary of progress page have 6 sub-sections:

1. Achievements
2. Pathway to achieving impact
3. Capabilities
4. Media exposure
5. Supporting documents
6. Action Trail
There are 4 mandatory fields for summary of progress, which is Achievements. Expand the section and key in the achievement details.

Pathway to Achieving impacts

Capabilities

Media exposure.
In supporting document section, you can download the template of progress report, if Agency has provided a specific template for progress report submission format.

To add attachment, or attach back the progress report according to the format to IGMS, click the ‘Add files...’ button.

Click the ‘Start upload’ button. File types allowable include: txt, doc, pdf, zip, xls. The maximum size for each file is 4 MB. Maximum of total file combined in one Progress Report is 30 MB.
Cancel upload, if that file is not required, can cancel that upload file before click on “start upload” button.

Delete button to remove the file.
Summary of Progress

Action Trail is to display the history of workflow, any party that authorized to verify, endorse or approve the progress report, including request for revision. Initial draft this history will be blank. Action trail captured Date, submitted by (party that took any action) and comments
Research Milestone
Switch to Research Milestone page by click Next Button Click on “Research milestone” hyperlink for add/edit the research milestone to report achievement of research project. In this page all research milestone listed by default is retrieved from awarded project.

You will not be able to add or remove any milestone in progress report. If you wish to revise a milestone from awarded project, please submit a request through deviation request module.
Research Milestone

1. Research milestone is a detailed milestone that has to be reported for progress.

2. Start date is a starting date when milestone has to be started according to awarded project contract. This date is non-editable unless Lead PI raises a deviation request.

3. End date is an ending date when milestone has to be ended according to awarded project contract. This date is non-editable unless Lead PI raises a deviation request.
Research Milestone

4 Actual start date, is the actual date to be reported

5 Actual end date, is the actual end date to be reported. This field is allow blank, for in-progress milestone reporting.

6 Status of report, to add detail description for report progressing milestone
Research Milestone

Status of milestone. Statuses are:
- Not Started
- In Progress
- Achieved

Cancel, to cancel saving a record.

Save, to continue save the record.
Research Milestone

1. After save the changes, display in the progress of research milestone tab.
   Click on next button, it will go to technical milestone page.

2. Click on “Back” button, it will go to previous page (summary of progress).
Technical Milestone
Click on “Technical Milestone” hyperlink for add/edit the technical milestone to report achievement of research project. In this page all technical milestone listed by default is retrieved from awarded project.

Notes:
You will not be able to add or remove any milestone. If you wish to revise a milestone from awarded project, please navigate through deviation request module.
Technical Milestone

1. Technical milestone is a detailed milestone that has to be reported for progress.

2. Objective, is objective for each technical milestone.

3. Start date, is a starting date when milestone has to be started according awarded project contract. This date is non-editable unless Lead PI raise a deviation request.
End date is a ending date when milestone has to be ended according awarded project contract. This date is non-editable unless Leas PI raise a deviation request.

Actual start date, is the actual date to be reported

Actual end date, is the actual end date to be reported. This field is allow blank, for in-progress milestone reporting.
Status of report, to add detail description for report progressing milestone.

Status of milestone. Statuses are:

- Not Started
- In Progress
- Achieved
- Not Applicable. This status is not applicable upon progress report reporting. Milestone with this status, has been updated from Deviation Request.
Technical Milestone

Cancel, to cancel saving a record.

Save, to continue save the record.
After save the changes, it will display in the progress of technical milestone grid.

Click on next button, it will go to **Key Performance Indication** page.

Click on “Back” button to go to previous page.
Key Performance Indicators
## Key Performance Indicator (KPI)

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This KPI page have different sections. The listed sections called KPI category. The values are varies according awarded project contract. These are the complete list of KPI Category that may applicable for each project: Number of High Impact Publications and Top Conference Proceedings</td>
</tr>
<tr>
<td>2</td>
<td>Number of Collaboration Projects</td>
</tr>
<tr>
<td>3</td>
<td>Cash Funding</td>
</tr>
<tr>
<td>4</td>
<td>In-Kind Contributions</td>
</tr>
<tr>
<td>5</td>
<td>Number of Technologies Deployed</td>
</tr>
<tr>
<td>Key Performance Indicator (KPI)</td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Number of Technology Disclosures</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Number of Patents</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Licenses</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Number of Successful Start-Ups</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Manpower Development (Number of PhD and Masters Students Trained or Being Trained) Number of Post-Docs employed</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Health-Specific Outcomes</strong></td>
<td></td>
</tr>
</tbody>
</table>
Key Performance Indicator (KPI)

- 12 Awards and Conference Presentations
- 13 Competitive grants received
- 14 Number of Post-Docs employed
Key Performance Indicator (KPI)

1. In each KPI category ID, listed applicable KPI criteria.

2. Target is total KPI target for the entire project duration.

3. Achieved FY, is the achieved KPI per Financial Year.

4. Total achieved, is total achieved KPI for the entire project duration.

5. To add KPI, click on hyperlink on criteria name, you will redirected to KPI details.
Key Performance Indicator (KPI)

1. On KPI criteria details form, click add to add achieved KPI.

2. Pop up form open, key in related information. Click cancel to abort the record, click save to save achieved KPI.
Key Performance Indicator (KPI)

1. Details created / saved record will shown on the grid view. To revise, click hyperlink on each record.

2. To remove created or record put cursor on selected record.

3. Select remove button.

4. Select back to switch back on KPI category list page and view achieved KPI.
Key Performance Indicator (KPI)

Achieved KPI items, has a mandatory achievement dates. If you click back button.

Achieved KPIs item is group by Financial Year, according its achievement date.
Key Performance Indicator (KPI)

Total achieved, is total achieved items on KPI criteria details form, that has been declared by Lead PI.
Some of the achievement KPI measured by the S$ (dollar) value or nominal amount. On the KPI category list page, the amount will be sum up as achieved KPI. (E.g: Cash Funding Category, In-Kind Contribution Category)

In some of the KPI, lead PI need to specify supporting document for achieved KPI. To attach file, click attach file button.
Key Performance Indicator (KPI)

- **MNC** stands for Multinational Corporation
- **LLE** stands for Local Large Enterprise
- **SME** stands for Small Medium Enterprise
- **Public Agency** is Public sector agency governance in Singapore
Achieved KPIs item that has S$ (dollar) value measurement type, are sum up together.

Achieved KPIs amount are sum up and group by Financial Year, according its achievement date.
Key Performance Indicator (KPI)

Total achieved for KPIs that measured by S$ (dollar) value, is the sum of dollar amount on KPI criteria details form, that has been declared by Lead PI.
Record of Equipment
In Record Of Equipment page, two sections are as follows:

1. **Equipment Purchased**: This shows a list of equipment purchased under the grant since last update.

2. **Equipment Pending Purchased**: This shows a list of equipment pending purchase under the grant since last update.
Click on “Add” button, Add/Edit equipment purchased page will display.
Please use this section to list all equipment that had been purchased using the grant for full reporting period (i.e. from ‘Start Date of Project’ to ‘End Date of Reporting’). This should include all equipment indicated in the original approved budget and any new equipment from variation request approved by the funding agency.

Fill the mandatory fields and click on “save” button
To amend or revise created equipment, click on the hyperlink to view or edit the details. Add/Edit Purchased equipment form opened. Key in any amendment required, and click save.
To add equipment for future to be purchased, open Equipment pending purchase section.

Click add button
Record Of Equipment - Equipment Pending Purchased

1. Please use this section to list all equipment that is pending purchase using the grant for full reporting period (i.e. from ‘Start Date of Project’ to ‘End Date of Reporting’). This should include all equipment indicated in the original approved budget and any new equipment from variation request approved by the funding agency.

2. Fill the mandatory fields and click on “save” button.
Record Of Equipment - Equipment Pending Purchased

Click on Next button to switch to Future Plans page
Future Plans
Future Plans

1. Use this page to describe outline plans for the programme to be sustained on a long-term basis beyond the approved duration of the funding.

2. Click on “Next” button, to switch to the other attachments page.
Other Attachments
To add an attachment e.g. supporting documents and annexes, click the ‘Add’ button.

Click Start Upload. Once completed, click the ‘Upload’ button. File types allowed: txt, doc, pdf, zip, xls. The maximum size for each file is 4 MB. Maximum total file in one progress report is 30 MB.

Click on “Next” to switch to undertaking page.
Undertaking
Use this page to declare a consent to submit a Progress Report.

In Undertaking page, have two sections as follows:
Undertaking by lead PI, to declare a consent before submit progress report. Click submit to submit progress report.

Action Trail, This section will maintain actions and comments from each related party on progress report approval and verification, such as: Lead PI, ORE, DOR, PM, and Multilevel Approval above PM.
To submit a progress report, open undertaking section, tick mark acknowledgement to declare the consent. Key in any comment, if necessary. Click Submit button.
After acknowledging progress report, click submit. You will get:

1. A confirmation message. Select YES to continue.

2. Information message, that progress report has been submit successfully.
Progress Report Amendment

1. Overview and Navigation of IGMS
2. Progress Report Submission
3. Progress Report Pages:
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   • Research Milestone
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   • Record of Equipment
   • Future Plans
   • Other Attachments
   • Undertaking

4. Progress Report Amendment
Progress Report Amendment

1. If progress report returned to Lead PI for revision, it will appear on Lead PI dashboard as action items.
   - Date, is the date of task assign to Lead PI.

2. Subject, is action item that need to perform by pi, which is to amend progress report or to give clarification.
Progress Report Amendment

3. Reference ID, is to navigate to document source.

4. Read, is identification if the dashboard message has been read by user.
Once reference ID selected, you will be redirected to the progress report form. Open the action trails form,

Navigate comment from previous person who returned the record, to view the type of amendment required.
Switch to a page that required amendment. Click on navigation page on each header, and key in any amendment required.

Notes:

Lead PI only can make amendment, if Progress Report is Returned to him/her. Returned progress report has status **Pending Resubmission**.
Progress Report Amendment

To re-submit a revised progress report, go to undertaking page, open undertaking by lead PI section and tick mark acknowledgement.

Key in any comment, if necessary.

Click Submit button.
After acknowledging progress report, click submit. You will get:
A confirmation message. Select YES to continue.

Information message, that progress report has been submit successfully.
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