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.
<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Abbreviation / Acronyms</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<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>HI Finance</td>
<td>Host Institution Finance</td>
</tr>
<tr>
<td>6</td>
<td>HI HR</td>
<td>Host Institution Human Resources</td>
</tr>
<tr>
<td>7</td>
<td>RGO</td>
<td>Research Grant Office</td>
</tr>
<tr>
<td>8</td>
<td>EOM</td>
<td>Expenditure of Manpower</td>
</tr>
<tr>
<td>9</td>
<td>OOE</td>
<td>Other Operating Expenditures</td>
</tr>
<tr>
<td>10</td>
<td>EQP</td>
<td>Equipment</td>
</tr>
<tr>
<td>11</td>
<td>RS</td>
<td>Research Scholarship</td>
</tr>
<tr>
<td>12</td>
<td>OT</td>
<td>Overseas Travel</td>
</tr>
<tr>
<td>13</td>
<td>SHC</td>
<td>Supplemental Human Capital Funding</td>
</tr>
</tbody>
</table>
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
- **Project Tracking Management**
  In this module you will learn different pages on Project form and how to read the data properly.
General Overview

1. Overview and Navigation of IGMS
2. Project Information:
   • Main Project
   • Sub-Project
Integrated Grant Management System (IGMS)

https://researchgrant.gov.sg/
Logging in IGMS
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.
Proposals: Displays the dashboard for all proposals (pre-award) action items.

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)
Understanding Project/s and Sub-Modules

1. Overview and Navigation of IGMS
2. Understanding Project/s and Sub-Module.
3. Project Information:
   - Main Project
   - Sub-Project
Project With Multiple Budgets for each Research Team

Main Project – Lead PI
Award #: NMRC1234561234560001
Project Number: NMRC123456-00

Sub-Project #1 – Lead PI
Award #: NMRC1234561234560001
Project Number: NMRC123456-01

Sub-Project #2 – Team PI 2
Award #: NMRC1234561234560001
Project Number: NMRC123456-02

Sub-Project #3 – Team PI 1
Award #: NMRC1234561234560001
Project Number: NMRC123456-03

Sub-Project #4 – Team PI 3
Award #: NMRC1234561234560001
Project Number: NMRC123456-04

Notes:

- Main Project and its sub-project(s) have the same award ID.
- Project number is different on main and sub-project(s).
- Main project has running number as zero “-00”
- And sub-project(s) has a continuously running number “-##”
Project With Single Budget (Budget Manage by Lead PI)

Notes:

- Main Project and its sub-project(s) have the same award ID.
- Project number is different on main and sub-project(s)
- Main project has running number zero “-00”
- And sub-project(s) has a continuously running number “-##”
Main Project – Sub Project (s)

Main Project

Project Information:
1. Research Details
2. KPI & Milestone
3. Overall Budget
4. Equipment
5. Research Team & Staff

Project Transactions:
1. Progress Report
2. Deviation Request*

Sub Project (s)

Project Information:
1. Independent Budget
2. Institution(s)

Project Transactions:
1. Fund Requisition
2. Deviation Request*

Notes:
* Deviation Request on sub-project:
  - Virement, Budget Trim, Change SHC
  - Change HI
  - Change Project Duration
Please refer to Deviation Training manual for details.
Project Information

1. Overview and Navigation of IGMS
2. Understanding Project/s and Sub-Module.
3. **Project Information**:
   - Main Project
   - Sub-Project
Project Information

The project information form would have a fixed 9 pages. Each page has stored a separate information such as:

1. General
2. Research Details
3. Research Team, Collaborators, Referees
4. Research Staff
5. Equipment
6. Budget
7. Research Milestone
8. Technical Milestone
9. Key Performance Indicators (KPI)

Notes:
The information displayed in this section is only for information. They are updated based on the progress report, fund requisition and/or deviation request.
Each project will be hosted in one Main Project or Parent Project. Main projects transactions will be accessible by lead PI. This project is stored mainly all project information such as:

- Milestones
- KPI
- Progress Report
- Research Information
- Research Team, Collaborator, Mentor, Referee, Research Staff
- Overall budget view

To open details of main projects, click on the project title hyperlink.
Project Information

1. After click on hyperlink, user will switch to project overview page. This is intermediary page which hosting main project transactions such as:
   Progress Reports

2. Deviation Requests

3. Fund Requisition
   To open all sections and view all transactions on each sections, click expand all sections.

Notes:

All project transactions (e.g.: Progress report, Deviation Request, and Fund Requisitions) show on the sections on project overview page.
Project Information

1. To view main project information, click actions

2. Select view project information
General page, stored a general project information such as:

1. Project duration and date related information. Those dates are:
   - Original Project Start Date
   - Original Project End date
   - Date of Project Activation
   - Revised Project End Date

2. Grant Call information, for related project

3. Lead PI and Team PI information, and their Institution.
Project Information – Research Details

1. Research details page consist of information related to the project research, such as:
   - Research Details
   - HRCS Coding
   - Scientific Abstract
   - Lay Abstract
   - Research proposal, which is submitted proposal document on pre-award phase.

2. HRCS Coding

3. Scientific Abstract

4. Lay Abstract

5. Research proposal, which is submitted proposal document on pre-award phase.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research details</td>
<td>✔️</td>
</tr>
<tr>
<td>HRCS coding</td>
<td>✔️</td>
</tr>
<tr>
<td>Scientific abstract</td>
<td>✔️</td>
</tr>
<tr>
<td>Lay abstract</td>
<td>✔️</td>
</tr>
<tr>
<td>Research proposal</td>
<td>✔️</td>
</tr>
</tbody>
</table>
Project Information – Research Team, Collaborators

1. Research team
2. Collaborators
3. Referees
4. Mentors
Project Information – Research Staff

1. Research Staff refer to staff employed for the awarded proposal and supported under the grant. This includes, but is not limited to, Research Fellows, Research Officers/Assistants, Lab Technicians, Research Engineers.

2. To open the details, click hyperlink on each Research staff Name.
Project Information – Equipments

1. This displays a list of equipment purchased using the grant and equipment pending purchase. The lists are updated according to the latest approved progress report.

2. To open the details, click hyperlink on each Name of Equipment.
Project Information – Budget

Budget page shown the original budget and the remaining budget available, for each project.

Notes:
This section provides the budget information of the overall project (main and sub-projects). To view the budget of sub-project(s), please visit the budget section of the respective sub-project(s) (refer to Slide 34).
This section shows all milestones for the project. The status of each milestone is updated according to the latest approved progress report and/or deviation request (for changes to the milestone).

- Not Started
- In Progress
- Achieved
- Not Applicable (Change of milestone from Approved Deviation Request)

To view details of each milestone, click on hyperlink of research milestone.
This section shows all milestones for the project. The status of each milestone is updated according to the latest approved progress report and/or deviation request (for changes to the milestone).

- Not Started
- In Progress
- Achieved
- Not Applicable (Change of milestone from Approved Deviation Request)

To view details of each milestone, click on hyperlink of research milestone.
This section shows the KPIs for the project. Each KPI figures are updated according to the latest approved progress report and/or deviation request (for changes to the KPI targets).
Project Information

1. Overview and Navigation of IGMS
2. Understanding Project/s and Sub-Module.
3. **Project Information:**
   - Main Project
   - **Sub-Project**
All Sub-Project information will have the same information as main project, **except** for **Budget**. Budget page in sub-project is showing individual budget (for project with multiple budgets on each research team).