Training Guide for Potential Applicants

IGMS
Learning Objectives

In this session, you will learn:

• Module -1: Understand IGMS
• Module -2: Landing page portal
• Module -3: How to use IGMS system (Registration & User Profile module)
• Module - 4: How to use IGMS system (Proposal Submission module)
• Module - 5: How to use IGMS system (Proposal Evaluation module)
• Module - 6: How to use IGMS system (Proposal Scrubbing module)
• Module - 7: How to use IGMS system (Proposal Award module)
Module -1: Understand IGMS

• Overview of IGMS System
• Definitions, Acronyms and Abbreviations
Overview of IGMS System

The IGMS system is designated for researchers 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

<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>HI</td>
<td>Host Institution</td>
</tr>
<tr>
<td>4</td>
<td>HI ORE</td>
<td>Host Institution Office of Research</td>
</tr>
<tr>
<td>5</td>
<td>DOR</td>
<td>Director of Research</td>
</tr>
<tr>
<td>6</td>
<td>AI ORE</td>
<td>Academic Institution Office of Research</td>
</tr>
<tr>
<td>7</td>
<td>AI Dean</td>
<td>Academic Institution Dean</td>
</tr>
<tr>
<td>8</td>
<td>HI Finance</td>
<td>Host Institution Finance</td>
</tr>
<tr>
<td>9</td>
<td>HI HR</td>
<td>Host Institution Human Resources</td>
</tr>
</tbody>
</table>
Module -2: Landing page portal

• Overview of Landing Page
• Subscribing for alerts on Upcoming Grant Calls
• Viewing Open, Upcoming and Closed Grant Calls
• Applying for a Grant Call
• Searching on Landing Page
Overview of Landing Page
Overview of Landing Page

1. **Menu**: This is the top navigation which leads the user to the inner pages.

2. **Login**: The login button is to login to the e-service portal.

3. **Subscribe**: Subscribe is for users who want to receive emails when new grant calls are published.

4. **Latest Updates**: This section provides the latest news and updates regarding grants and portal.

5. **Open Opportunities**: This section lists out all the current open grant calls.

6. **Upcoming Opportunities**: This section lists out all the upcoming grant calls.
Subscribing for alerts on Upcoming Grant Calls
Subscribing for alerts on Upcoming Grant Calls

1. Click on **here** to go the subscribe page
2. Fill up the details on the subscribe page
3. Click on **Submit** button
Viewing Open, Upcoming and Closed Grant Calls
Viewing Open Opportunities

All the Grant Calls that are currently open are listed under open opportunities. To view the details click on the hyperlink on Grant Call name.

<table>
<thead>
<tr>
<th>Grant Call Name</th>
<th>Managing Organisation</th>
<th>Opening Date</th>
<th>Closing Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>whatever</td>
<td>Ministry Of Education</td>
<td>15-Jun-2017</td>
<td></td>
</tr>
<tr>
<td>NRF Test 02</td>
<td>National Research Foundation</td>
<td>13-Jun-2017</td>
<td></td>
</tr>
<tr>
<td>Try KLEP</td>
<td>National Research Foundation</td>
<td>13-Jun-2017</td>
<td>1-Jan-2023</td>
</tr>
</tbody>
</table>
Viewing Upcoming Opportunities

All the Grant Calls that are upcoming are listed under Upcoming Opportunities. To view the details click on the hyperlink on Grant Call name.

<table>
<thead>
<tr>
<th>Grant Call Name</th>
<th>Managing Organisation</th>
<th>Opening Date</th>
<th>Closing Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>sdsd</td>
<td>National Research Foundation</td>
<td>7-Apr-2018</td>
<td></td>
</tr>
<tr>
<td>Try SEA</td>
<td>National Research Foundation</td>
<td>24-Jun-2017</td>
<td></td>
</tr>
</tbody>
</table>
To view Closed Grant Calls, navigate to the Closed Grant Calls menu.

All the Grant Calls that are closed are listed under Closed Grant Calls. To view the details, click on the hyperlink on Grant Call name.
Searching on Landing Page
Searching for Open, Upcoming and Closed Grant Calls – 1

To search for Grant Calls, use the search box provided on Open Opportunities, Upcoming Opportunities or Closed Grant Calls

To Note

All the search boxes are linked and will search across Open, Upcoming and Closed grant calls
Searching for Open, Upcoming and Closed Grant Calls - 2

Advanced search - grant calls

<table>
<thead>
<tr>
<th>Grant call title</th>
<th>Managing organisation</th>
<th>Opening date</th>
<th>Closing date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOH/AF Cat.1-1</td>
<td>MOH DM</td>
<td>31-Oct-2015</td>
<td>17-Dec-2015</td>
<td>Closed</td>
</tr>
<tr>
<td>Industrial Smart Grid Consortium (ISGC)</td>
<td>A*STAR DM</td>
<td>31-May-2015</td>
<td></td>
<td>Closed</td>
</tr>
<tr>
<td>3rd JCO Career Development Award (CDA) Grant Call</td>
<td>A*STAR DM</td>
<td>31-May-2013</td>
<td>31-Jul-2013</td>
<td>Closed</td>
</tr>
<tr>
<td>1st JCO Career Development Award Grant Call</td>
<td>A*STAR DM</td>
<td>31-May-2011</td>
<td>12-Jul-2011</td>
<td>Closed</td>
</tr>
<tr>
<td>5th Singapore NRF Fellowship Call (Class of 2012)</td>
<td>NRF DM</td>
<td>31-May-2011</td>
<td>31-Aug-2011</td>
<td>Closed</td>
</tr>
<tr>
<td>SIT_PRG08</td>
<td>A*STAR Agency for Science, Technology and Research</td>
<td>31-Mar-2017</td>
<td></td>
<td>Open</td>
</tr>
</tbody>
</table>

The search results will be displayed on this page.
Module -3: How to use IGMS system (Registration & User Profile module)

- Register as a PI in IGMS using CorpPass
- Register as a PI in IGMS using SingPass
- Register as a PI in IGMS using custom login
- Logging in as a PI
- Forget password for custom login
- Reset password for custom login
- Forget & reset password for CorpPass login
- Forget & reset password for SingPass login
- Links and Menus for Principal Investigator
- Viewing User profile
- Updating User profile
Register as a PI in IGMS using CorpPass
Register as a PI in IGMS using CorpPass – 1

Local PIs submitting proposals for Non-Fellowship Grant Calls should use CorpPass to login into IGMS.
Register as a PI in IGMS using CorpPass – 2

1. Fill up all the mandatory fields
2. Click on Retrieve button. An activation code would be sent to the registered email id. Key in the activation code.
3. Click on Next to complete the registration

To Note

In the Email ID field key in the email id where you received the invitation email (if any)
Register as a PI in IGMS using SingPass
Confidential

Register as a PI in IGMS using SingPass – 1

Local PIs submitting proposals for Fellowship Grant Calls should use SingPass to login into IGMS.

Local PIs who are also reviewers should login using SingPass.

Click on Login with SingPass button

To Note
Register as a PI in IGMS using SingPass – 2

2. Fill up all the mandatory fields

3. Click on Retrieve button. An activation code would be send to the registered email id. Key in the activation code.

4. Click on Next to complete the registration

To Note

In the Email ID field key in the email id where you received the invitation email (if any)
Register as a PI in IGMS using Custom Login
Register as a PI in IGMS using Custom Login – 1

To Note

International PIs submitting proposals for Fellowship Grant Calls should use Custom Login to login into IGMS

International PIs who are also reviewers should login using Custom Login

1
Click Register button

Confidential
Register as a PI in IGMS using Custom Login – 2

2. Fill up all the mandatory fields.

3. Click on Retrieve button. An activation code would be send to the registered email id. Key in the activation code.

4. Click on Next to complete the registration.

To Note
Confidential
In the Email ID field key in the email id where you received the invitation email. (if any)
Logging in as a PI
Logging in as a PI – 1

Click on Login

Open Opportunities

1 of 1 matching results found

<table>
<thead>
<tr>
<th>Grant Call Name</th>
<th>Managing Organisation</th>
<th>Opening Date</th>
<th>Closing Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>P&amp;114</td>
<td>Ministry Of Education</td>
<td>9-Sep-2017</td>
<td>1-Jul-2019</td>
</tr>
<tr>
<td></td>
<td>A*STAR Agency</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Logging in as a PI – 2

1. **Local PIs** submitting proposals for **Non-Fellowship** Grant Calls should use CorpPass to login into IGMS.

2. **Local PIs** submitting proposals for **Fellowship** Grant Calls should use Singpass to login into IGMS.

3. **Local PIs** who are also reviewers should login using Singpass.

4. **International PIs** submitting proposals for Fellowship Grant Calls should use Local Login to login into IGMS.

5. **International PIs** who are also reviewers should login using Local Login.
Forget password for custom login
Forget Password for Custom Login – 1

Click on Forget your password
Forget Password for Custom Login – 2

2. Fill in all the mandatory fields

3. Click on **Retrieve** button. An activation code would be sent to the registered email id. Key in the activation code.

4. Click on **Next**
Fill up the answer based on the password question.

Click on **Get Password** button. A temporary password will be sent to the registered email id.

Upon receiving the temporary password, retest the password before logging in. Follow the steps under reset password to retest the temporary password.
Reset password for custom login
Reset Password for Custom Login – 1

Click on Reset password
Reset Password for Custom Login – 2

2 Fill in all the mandatory fields

3 Click on Retrieve button. An activation code would be sent to the registered email id. Key in the activation code.

4 Click on Save to reset the password
Forget & reset password for CorpPass login
Forget and Reset Password for CorpPass Login

Go to www.corppass.gov.sg to reset the password or to retrieve lost password
Forget & reset password for SingPass login
Forget and Reset Password for SingPass Login

Go to www.singpass.gov.sg to reset the password or to retrieve lost password
Links and Menus for Principal Investigator
Links and Menus for Principal Investigator

1. **Dashboard**: Displays the items pending user’s actions
2. **Grants**: Displays the open and upcoming grant calls in IGMS
3. **Proposals**: Displays the proposals submitted under the user’s institution
4. **User Profile**: Displays the user profile like name, id number, nationality, email address, etc.
Viewing User profile
Viewing users profile – 1

Login to IGMS. Click on the name and then click on User Profile
Viewing users profile – 2

The profile screen is displayed. The profile has 2 pages
- Personal Information
- Additional Information
Updating User profile
Login to IGMS. Click on the name and then click on User Profile.
The profile screen is displayed. The profile has 2 pages
- Personal Information
- Additional Information
The Personal Information screen has 4 sub-section.
Updating users profile – 4

1. General Information
2. Address and contact information
3. Research profile
4. Research interest

Fill up all the mandatory fields
Updating users profile – 5

1. General Information
2. Address and contact information
3. Research profile
4. Research interest

5. Fill up all the mandatory fields
Fill up all the mandatory fields. The keywords will be used to match research proposals with the reviewers.
Updating users profile – 7

1. General Information
2. Address and contact information
3. Research profile
4. Research interest
6. Select research interest
Updating users profile – 8

1. General Information
2. Address and contact information
3. Research profile
4. Research interest

**Diagram:**
- Click on [Update Profile](#) to update the personal information.
- Click on **Next** to go to the additional information page.
The Additional Information screen has 3 sub-sections.
- Professional Information
- Education Information
- Research Output
Updating users profile – 10

1. Professional Information

2. Education information

3. Research output

To add professional information, click on Add button
Updating users profile – 11

1. Professional Information
2. Education information
3. Research output

Fill up the mandatory fields and click on Save.
Updating users profile – 12

1. **Professional Information**
2. Education information
3. Research output

A new line is added under professional information
# Updating users profile – 13

1. **Professional Information**

2. Education information

3. Research output

To update the previously added line, click on the hyperlink on the organisation column.
Updating users profile – 14

1. Professional Information
2. Education information
3. Research output

Update the mandatory fields

Click on Save button
Updating users profile – 15

1. Professional Information
2. Education information
3. Research output

The line is updated under professional information
To remove a previously added line, select the line by putting a check box.

Click on Remove button.
Updating users profile – 17

1. Professional Information
2. Education Information
3. Research output

To add education information, click on Add button.
Updating users profile – 18

1 Professional Information
2 Education information
3 Research output

Add/Edit Education Information

- Academic qualification: Asst. Professor
- Completion date: 05/09/2013
- Name of institution: ABC Corp

Fill up the mandatory fields and click on Save.
Updating users profile – 19

1. Professional Information
2. Education information
3. Research output

A new line is added under education information.
Updating users profile – 20

1. Professional Information
2. Education information
3. Research output

To update the previously added line, click on the hyperlink on the academic qualification column.
Updating users profile – 21

1. Professional Information

2. Education information

3. Research output

23. Update the mandatory fields

24. Click on Save button
Updating users profile – 22

1. Professional Information
2. Education information
3. Research output

The line is updated under Education information
To remove a previously added line, select the line by putting a check box

Click on Remove button
Updating users profile – 24

1. Professional Information
2. Education information
3. Research output

To add research output, click on Add button
Updating users profile – 25

1. Professional Information
2. Education information
3. Research output

Fill up the mandatory fields and click on Save
Updating users profile – 26

1. Professional Information

2. Education information

3. Research output

A new line is added under Research output
Updating users profile – 27

1. Professional Information

2. Education information

3. Research output

To update the previously added line, click on the hyperlink on the year column.
Updating users profile – 28

1. Professional Information
2. Education information
3. Research output

Add/Edit Research Outputs

- Year: 2013
- Type: Research Paper
- Title: Lipids Research
- Research outputs: Published paper

Update the mandatory fields
Click on Save button
Updating users profile – 29

1. Professional Information
2. Education information
3. Research output

The line is updated under Research output
Updating users profile – 30

1. Professional Information
2. Education information
3. Research output

To remove a previously added line, select the line by putting a check box

Click on Remove button
Click on Update Profile to update the additional information.
Module - 4: How to use IGMS system (Proposal Submission module)

- 4 Stages of proposal submission
- Understanding the Proposal Submission flow
- Applying for a new grant call
- Resubmitting a proposal (when proposal is returned back for amendments)
- Withdrawing a proposal
- Accessing a draft proposal
- Filling up the Proposal Form
- Submitting a full proposal after white paper is selected
4 Stages of proposal submission
4 Stages of proposal submission

**Submission**
At this stage, PI “submits” to PM after ORE’s verification and DOR’s endorsement.

**Evaluation**
At this stage, Reviewers (not PM) evaluate the proposal.

**Scrubbing**
At this stage, the PM moderates the budget, KPI and Milestone with the PI. Upon agreement, PI submits the finalised budget, KPI and Milestone to the PM after ORE’s verification and DOR’s endorsement.

**Award**
At this stage, PM prepares the Letter of Award and (PM does not award the proposal) PI submits the Letter of Acceptance after ORE’s verification and DOR’s endorsement.
Understanding the Proposal Submission flow
Understanding the Proposal Submission flow

Start → PI submit proposal → System send proposal to ORE

1. Actions performed by PI
2. Actions performed by ORE
3. Actions performed by DOR
4. Actions performed by PM
5. Actions performed by System

PM accept the proposal → System passes proposal to evaluation stage

Accept or Reject proposal

PM return the proposal → RETURN

PM reject the proposal → REJECT

DOR return the proposal → RETURN

DOR endorse the proposal → ENDORSE

DOR reject the proposal → REJECT

System send proposal to PI

Verify or Return proposal → VERIFY

Verify proposal

PI Resubmit the proposal → RETURN

Re submit or withdraw the proposal

Stop

Actions performed by PI
Actions performed by ORE
Actions performed by DOR
Actions performed by PM
Actions performed by System
Applying for a new grant call
Applying for a new grant call – 1

1. Click on Grants
2. Click on Open Grant Calls

Login to the system using SingPass or CorpPass or local login

To Note

The open grant calls list may differ based on the login method
Applying for a new grant call – 2

Click on **Grant call title**
Applying for a new grant call – 3

The system will allow user to have multiple draft proposals for the same Grant Call only if the Grant Call allows multiple submission.

Click on **Apply**
Applying for a new grant call – 4

Click on **Apply**, the system would display 1 of the following 4 options

1. **Message**
   
   Your user profile is incomplete. Please go to user profile setting to complete your profiles.

   ![Ok]

   The user would receive this message if the profile is incomplete. The user profile has to be completed before applying for a Grant Call. On click of **Ok** the system would navigate to the user profile page. Refer slide Applying for a new grant call – 4.1

2. **Message**

   You have existing draft application. Would you like to continue to edit your draft application?

   ![Yes][No]

   The user would receive this error message if there is already a draft proposal saved by the user for the Grant Call. This user has a choice whether to continue with the draft proposal or create a new Grant Call. If user clicks on **Yes** then the system would navigate to the draft proposal section (Refer slide Applying for a new grant call – 4.2). If user clicks on **No** then the system would navigate to the apply proposal section (Refer slide Applying for a new grant call – 4.3).
The user would receive this error message if the user has already submitted a proposal for the Grant Call and the Grant Call does not allow multiple submissions. If the user clicks on New then system would navigate to apply proposal page Refer slide Applying for a new grant call – 4.3. If user clicks on Edit then the system would navigate to the draft proposal section (Refer slide Applying for a new grant call – 4.2).

The system will display the apply proposal page if none of the above 3 options apply or when user choose No in option 2 or New in option 3. Refer slide Applying for a new grant call – 4.3.
Applying for a new grant call – 4.1

Complete the personal information and Additional information section.
Applying for a new grant call – 4.2

5.2.1 Click on the hyperlink under proposal ID

5.2.2 Click on view proposal information to continue submission of proposal
Applying for a new grant call – 4.3

Click on **Next** button after choosing 1 of the options

**New Submission**
When submitting a proposal as a new proposal, key in the title of the research project and click on Next button at the bottom of the page

**To Note**
Do not follow this flow if white paper is approved and you are trying to submit a full proposal

1. Choose the application category, whether the proposal is a new submission, resubmission of application, or renewal of project.
2. Click on **Next** button after choosing 1 of the options.
3. Refer next slide.
Applying for a new grant call – 4.4 (contd...)

Renewal Application
When submitting a renewal application, key in the proposal ID and click on the magnifying glass. The system would search and display the awarded proposal. If there is no results, key in the proposal ID and click Next button at the bottom of the page.

Resubmission of Application
When re-submitting a rejected application, key in the proposal ID and click on the magnifying glass. The system would search and display the rejected proposal. If there is no results, key in the proposal ID and click Next button at the bottom of the page.
Applying for a new grant call – 5

Fill up all the details required for the proposal

1. To save proposal as a draft, click on **Save as Draft** button
2. To navigate to next screens, click on **Next**, **Back** or click on the top navigation
Applying for a new grant call – 5.1

Understanding the top navigation in the proposal form

7.1 The green tick icon indicates that the section is complete

7.2 The orange tick icon indicates that the section is incomplete

7.3 The grey tick icon indicates that the section is not started

To Note

1. All the sections has to have a green icon before proposal can be submitted
2. System would change the tick icon to green when all the mandatory fields in the section is complete and user clicks on the next button
Applying for a new grant call – 6

Navigate to the Undertaking section

Click on the Undertaking by lead PI section
Applying for a new grant call – 7

10. Set the Acknowledgement section as “Yes”

11. Key in comments if any

12. Click on Submit to submit the proposal
Applying for a new grant call – 8

Click on “Yes” on the confirmation pop up

If the proposal is successfully submitted, the system would display the confirmation message stating that the proposal is successfully submitted. The submitted proposal can be found under View current proposal submissions.

In case the proposal is not successfully submitted, the system would display a failure message. The proposal can be found under View draft proposals.
In case system displays such an error, click **next** on all the pages starting with the first page (Research details)
Resubmitting a proposal
(when proposal is returned back for amendments)
Resubmitting a proposal

There are 2 options for resubmitting a proposal

Option – 1
The dashboard will display the proposal that is returned

Option – 2
The returned proposal will be displayed under View current proposal submission
Resubmitting a proposal – 1

There are 2 options to access proposals which are pending resubmission. **Option -1**

1. Login and Navigate to dashboard
2. Click on **Reference ID** against the proposal returned for amendment
Resubmitting a proposal – 2

There are 2 options to access proposals which are pending resubmission. **Option - 1**

**Update the required details in the proposal. All sections will not be editable when proposal is returned by PM.**

**The action trail would have the comments keyed in by ORE, DOR and PM. This section will inform PI on what needs to be updated in the proposal. Refer next slide.**

**To Note**

PI can only edit the forms that have been selected by PM for amendments.
Resubmitting a proposal – 3

There are 2 options to access proposals which are pending resubmission. **Option -1**

**Action Trail**

<table>
<thead>
<tr>
<th>Date</th>
<th>Submitted by</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>06-Sep-2017</td>
<td>ORE 1</td>
<td>Returned</td>
</tr>
<tr>
<td>06-Sep-2017</td>
<td>P1</td>
<td>Please approve</td>
</tr>
</tbody>
</table>

- **A** This column will display the date when the comments/ action was taken
- **B** This column displays the name of the person who performed the action or provided comments
- **C** This column displays the comments provide by the person
Resubmitting a proposal – 4

There are 2 options to access proposals which are pending resubmission. **Option -1**

Navigate to the Undertaking section

Click on the Undertaking by lead PI section
Resubmitting a proposal – 5

7. Set the Acknowledgement section as “Yes”

8. Key in comments if any

9. Click on Submit to submit the proposal
Resubmitting a proposal – 6

Click on “Yes” on the confirmation pop up

If the proposal is successfully submitted, the system would display the confirmation message stating that the proposal is successfully submitted. The submitted proposal can be found under View current proposal submissions. In case the proposal is not successfully submitted, the system would display a failure message. The proposal can be found under View draft proposals.
Resubmitting a proposal – 7

In case system displays such an error, click next on all the pages starting with the first page (Research details)
Resubmitting a proposal – 1

There are 2 options to access proposals which are pending resubmission. Option -2

1. Login and click on Proposals
2. Click on View Current Proposal Submissions
3. Click on the Proposal ID
Resubmitting a proposal – 2

There are 2 options to access proposals which are pending resubmission. **Option -2**

Click on **Actions**

Click on **View proposal information**
Resubmitting a proposal – 3

There are 2 options to access proposals which are pending resubmission. **Option -2**

**Update the required details in the proposal. All sections will not be editable when proposal is returned by PM.**

**The action trail would have the comments keyed in by ORE, DOR and PM. This section will inform PI on what needs to be updated in the proposal. Refer next slide.**

**To Note**

PI can only edit the forms that haven been selected by PM for amendments.
Resubmitting a proposal – 4

There are 2 options to access proposals which are pending resubmission. **Option -2**

<table>
<thead>
<tr>
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<th>Comments</th>
</tr>
</thead>
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<td>Returned</td>
</tr>
<tr>
<td>06-Sep-2017</td>
<td>P1</td>
<td>Please approve</td>
</tr>
</tbody>
</table>

**A**
This column will display the date when the comments/ action was taken

**B**
This column displays the name of the person who performed the action or provided comments

**C**
This column displays the comments provide by the person
Resubmitting a proposal – 5

There are 2 options to access proposals which are pending resubmission. **Option -2**

8

Navigate to the Undertaking section

9

Click on the Undertaking by lead PI section
Resubmitting a proposal – 6

There are 2 options to access proposals which are pending resubmission. **Option -2**

10. Set the Acknowledgement section as “Yes”

11. Key in comments if any

12. Click on **Submit** to submit the proposal
Resubmitting a proposal – 7

There are 2 options to access proposals which are pending resubmission. Option -2

Confirmation
Are you sure you want to Submit?

Click on “Yes” on the confirmation pop up

Information
Proposal has been successfully submitted.

If the proposal is successfully submitted, the system would display the confirmation message stating that the proposal is successfully submitted. The submitted proposal can be found under View current proposal submissions.

In case the proposal is not successfully submitted, the system would display a failure message. The proposal can be found under View draft proposals.
In case system displays such an error, click **next** on all the pages starting with the first page (Research details).
Withdrawing a proposal
Withdrawing a proposal – 1

1. Click on Proposals
2. Click on View Current Proposal Submissions
Withdrawing a proposal – 2

Withdrawing a proposal is possible only when proposal is in the following statuses:

1. Pending ORE Verification
2. Pending DOR Endorsement
3. Pending Resubmission
Withdrawing a proposal – 3

Click on **Actions**

Click on **Withdraw proposal**
Withdrawing a proposal – 4

6. Click on **Confirm** to withdraw proposal

7. Click on **Cancel** to go back to the proposal overview page
Accessing a draft proposal
Accessing a draft proposal – 1

1. Click on Proposals
2. Click on View Draft Proposals
Click on the **Proposal ID**
Accessing a draft proposal – 3

4. Click on **Actions**

5. Click on **View proposal information**
Submitting a full proposal after white paper is selected
Submitting a full proposal after white paper is selected
Filling up the Proposal Form
Filling up the Proposal Form

The proposal would contain a maximum on 11 forms. The actual number of forms to fill up would vary based on the Grant call PI is trying to apply.

1. Research Details
2. Research team, collaborators, Referees
3. Key Performance Indicator
4. Research Milestone
5. Technical Milestone
6. Budget
7. Funding Support
8. Reviewers
9. Declaration of Ethics
10. Other Attachments
11. Undertaking

To Note
While applying for full proposal, the contents of the white paper will be carried over to the full proposal.
1. To save proposal as a draft, click on Save as Draft button
2. To navigate to next screens, click on Next, Back or click on the top navigation.
Research Details

1.1 Overview

Fill up the overview section

1.2 Institution

The academic institution field is not applicable for all proposals. The field would appear only when it is applicable. Select the academic institution. All proposals where academic institution is applicable has to go through AI ORE verification and AI Dean endorsement.

1.3 Research details

1.4 HRCS coding

1.5 Scientific abstract

1.6 Lay abstract

1.7 Research Proposal

1.8 Action Trail
Research Details

1.1 Overview

1.2 Institution

1.3 Research details

1.4 HRCS coding

1.5 Scientific abstract

1.6 Lay abstract

1.7 Research Proposal

1.8 Action Trail

Fill up the institution section. The default institution would file up based on Lead PIs institution.

The add button would be able available only for proposals which allow multiple institutions. To add institutions, click on Add button.
Research Details

1.1 Overview

1.2 Institution

1.3 Research details

1.4 HRCS coding

1.5 Scientific abstract

1.6 Lay abstract

1.7 Research Proposal

1.8 Action Trail

3. Select the institution from the drop down

4. Click on Save button
## Research Details

### 1.1 Overview

The institution is responsible for undertaking and managing the research, as well as administering the funding. You are not allowed to remove the institution which you belong to. You are allowed to add additional institutions only if the Grant Call allows for multiple institutions.

<table>
<thead>
<tr>
<th>S/N</th>
<th>Institution name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Default Vendor</td>
</tr>
<tr>
<td>2</td>
<td>Advanced Digital Sciences Centre</td>
</tr>
</tbody>
</table>

A new row is added.
Research Details

1. Overview

1.1 Institution

1.2 Research details

1.3 HRCS coding

1.4 Scientific abstract

1.5 Lay abstract

1.6 Research Proposal

1.7 Action Trail

To remove a institution, click on the check box

Click on Remove

To Note

1. The user can only remove institutions that were added. The Lead PIs institution cannot be removed.
Research Details

1. Overview
2. Institution
3. Research details
4. HRCS coding
5. Scientific abstract
6. Lay abstract
7. Research Proposal
8. Action Trail

Fill up the research details section
Research Details

1. Overview
1.1 In Institution
1.2 Research details
1.3 HRCS coding
1.4 Scientific abstract
1.5 Lay abstract
1.6 Research Proposal
1.7 Action Trail

This section is only applicable when the research area is Biomedical Sciences.
Research Details

1.1 Overview

1.2 Institution

1.3 Research details

1.4 HRCS coding

1.5 Scientific abstract

Fill up the scientific abstract

1.6 Lay abstract

1.7 Research Proposal

1.8 Action Trail
Research Details

1.1 Overview
1.2 Institution
1.3 Research details
1.4 HRCS coding
1.5 Scientific abstract
1.6 Lay abstract
1.7 Research Proposal
1.8 Action Trail

Fill up the Lay abstract
Research Details

1.1 Overview

1.2 Institution

1.3 Research details

1.4 HRCS coding

1.5 Scientific abstract

1.6 Lay abstract

1.7 Research Proposal

1.8 Action Trail

Download the research proposal template by clicking on here
Fill up the template

Click on Add files to upload the filled up research proposal template
Research Details

1.1 Overview

1.2 Institution

1.3 Research details

1.4 HRCS coding

1.5 Scientific abstract

1.6 Lay abstract

1.7 Research Proposal

1.8 Action Trail

This section is only for display. The section displays the actions each party took in course of approval of the proposal.
Research team, collaborators, Referees

To Note
1. To save proposal as a draft, click on Save as Draft button
2. To navigate to next screens, click on **Next**, **Back** or click on the top navigation
Research team, collaborators, Referees

2.1 Research team

2.2 Collaborators

2.3 Referees

2.4 Mentors

There are 3 functions for Research team section

2.1.1 Updating a Research Team Member

2.1.2 Adding a new Research Team Member

2.1.3 Removing a Research Team Member
Updating a Research team member profile

The logged in user would be defaulted as the Lead PI. The Lead PI cannot be removed from the proposal. The Lead PIs information has to be updated.

To update the Lead PIs information, click on the name
Research team, collaborators, Referees

2.1 Research team

2.2 Collaborators

2.3 Referees

2.4 Mentors

2.1.1 Updating a Research team member profile

3 Fill up the Lead PI’s information

4 Download the CV template by clicking on here

5 Attach the filled up CV template

6 Click on Save to save the information

To Note

% time within this project for Lead PI + all Team PI(s) + collaborator(s) must add up to 100%
Research team, collaborators, Referees

2.1.1 Updating a Research team member profile

To Note

1. Follow the same process to update other team members information
2.1 Research team
2.2 Collaborators
2.3 Referees
2.4 Mentors

2.1.2 Adding a new Research team member

To add a new team member. Click on the Add button.
Research team, collaborators, Referees

To Note

1. All research team members should be registered in the system before they can be added as a team member.

Adding a new Research team member

Search for the team member using the search option.

1. All research team members should be registered in the system before they can be added as a team member.
2. Research team, collaborators, Referees

2.1. Research team

2.2. Collaborators

2.3. Referees

2.4. Mentors

2.1.2. Adding a new Research team member

To Note

Search for a team member using
1. NRIC
2. FIN
3. Name (the name should be keyed in exactly as registered by the user. No partial search is allowed)
4. E-Mail
5. ORCID

% time within this project for Lead PI + all Team PI(s) + collaborator(s) must add up to 100%
2.1 Research team

2.2 Collaborators

2.3 Referees

2.4 Mentors

To Note

Institution

1. Select the institution that the team member belongs to.

Adding a new Research team member

2.1.2

Key in the search criteria

Click on the magnifying glass to search

The search results are displayed

Institution

1. Select the institution that the team member belongs to.
Role in Project

1. Team PI: Team PIs can have separate budgets for some Grant Calls
2. Co-I: Co-I cannot have separate budgets

To Note

Adding a new Research team member

1. Fill up the Team members information
2. Download the CV template by clicking on here
3. Attach the filled up CV template
4. Click on Save to save the information
2.1.2 Adding a new Research team member

A new team member is added to research team section
Removing a Research team member

To remove a team member, check the checkbox

Click on Remove

Lead PI cannot be removed from the proposal
2.1 Research team

2.2 Collaborators

2.3 Referees

2.4 Mentors

There are 3 functions for Collaborator section:

2.2.1 Adding a Collaborator

2.2.2 Updating a Collaborator

2.2.3 Removing a Collaborator
Research team, collaborators, Referees

2.1 Research team

2.2 Collaborators

2.2.1 Adding a Collaborator

To add a new collaborator, click on Add button.
Research team, collaborators, Referees

2.1 Research team

2.2 Collaborators

2.3 Referees

2.4 Mentors

To Note

% time within this project for Lead PI + all Team PI(s) + collaborator(s) must add up to 100%

2.2.1 Adding a Collaborator

Add/Edit a Collaborator

Please add/edit the collaborator by providing inputs in the required fields below. Please upload the "Letter of Commitment" stating the collaborator’s specific role and contribution to the project in this section.

- Name: Collaborator
- Institution: Collaborator Institution
- E-mail: Collaborator@email.com
- Telephone: 90909090

% time within total work commitment: 100
% time within this project: 30

2. Fill up the details

3. Click on Save button
2.2.1 Adding a Collaborator

A new collaborator is added
2 Research team, collaborators, Referees

2.1 Research team

2.2 Collaborators

2.3 Referees

2.4 Mentors

2.2.2 Updating a Collaborator

To update a collaborator record, click on the name of the collaborator.
Research team, collaborators, Referees

2.1 Research team

2.2 Collaborators

2.2.2 Updating a Collaborator

2.2.2.1 Update the fields

2.3 Referees

2.4 Mentors

To Note

% time within this project for Lead PI + all Team PI(s) + collaborator(s) must add up to 100%

2

Update the fields

3

Click on Save button to update the collaborator
2.2.2 Updating a Collaborator

The collaborator record is updated.
Removing a Collaborator

1. To remove a collaborator, check the checkbox

2. Click on **Remove** button
2. Research team, collaborators, Referees

2.1 Research team

2.2 Collaborators

2.3 Referees

2.4 Mentors

There are 3 functions for Referees section

2.3.1 Adding a Referees

2.3.2 Updating a Referees

2.3.3 Removing a Referees
2.1 Research team

2.2 Collaborators

2.3 Referees

2.4 Mentors

2.3.1 Adding a Referee

To add a new Referee, click on Add button.
Research team, collaborators, Referees

2.1 Research team

2.2 Collaborators

2.3 Referees

2.4 Mentors

2.3.1 Adding a Referee

Add/Edit a Referee

Please add/edit the referee by providing inputs in the required fields below.

- Name
  - Referee name
- E-mail
  - Referee@email.com
- Institution
  - Referee Institution
- Telephone
  - 90909090

Referee’s CV and letter of recommendation

NOTE: The attached file(s) will be displayed after anti-virus scanned is complete. Please wait and visit this page later.

+ Attach files...

Cancel Save

2 Fill up the details

3 Click on Save button
2.1 Research team

2.2 Collaborators

2.3 Referees

2.4 Mentors

2.3.1 Adding a Referee

4 A new referee is added
## Research team, collaborators, Referees

### 2.3.2 Updating a Referee

To update a Referee record, click on the name of the Referee.
Research team, collaborators, Referees

2.1 Research team

2.2 Collaborators

2.3 Referees

2.4 Mentors

2.3.2 Updating a Referee

1. Open the Add/Edit a Referee window.
2. Update the fields for Name, E-mail, Institution, Telephone, and add the Referee’s CV and letter of recommendation.
3. Click on the Save button to update the referee.

Update the fields

Click on Save button to update the referee
2. Research team, collaborators, Referees

2.1 Research team

2.2 Collaborators

2.3 Referees

2.4 Mentors

2.3.2 Updating a Referee

The Referee record is updated
To remove a referee, check the checkbox

Click on **Remove** button
Research team, collaborators, Referees

2.1 Research team

2.2 Collaborators

2.3 Referees

2.4 Mentors

To Note

The mentor section is applicable only for certain Grant Calls

There are 3 functions for Mentor section

2.4.1 Adding a Mentor

2.4.2 Updating a Mentor

2.4.3 Removing a Mentor
2 Research team, collaborators, Referees

2.1 Research team

2.2 Collaborators

2.3 Referees

2.4 Mentors

2.4.1 Adding a Mentor

To add a new Mentor, click on Add button
Research team, collaborators, Referees

2.1 Research team

2.2 Collaborators

2.3 Referees

2.4 Mentors

2.4.1 Adding a Mentor

Fill up the details

Click on Save button
Research team, collaborators, Referees

2.4.1 Adding a Mentor

<table>
<thead>
<tr>
<th>S/N</th>
<th>Name</th>
<th>Institution</th>
<th>E-mail</th>
<th>Telephone</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mentor</td>
<td>Mentor Institution</td>
<td><a href="mailto:mentor@email.com">mentor@email.com</a></td>
<td>90909090</td>
<td>Remove</td>
</tr>
</tbody>
</table>
Research team, collaborators, Referees

2.4.2 Updating a Mentor

To update a Mentor record, click on the name of the Mentor.
2 Research team, collaborators, Referees

2.1 Research team

2.2 Collaborators

2.3 Referees

2.4 Mentors

2.4.2 Updating a Mentor

Click on Save button to update the Mentor
Research team, collaborators, Referees

2.1 Research team

2.2 Collaborators

2.3 Referees

2.4 Mentors

2.4.2 Updating a Mentor

The Mentor record is updated
**Research team, collaborators, Referees**

2.4.3 Removing a Mentor

To remove a mentor, check the checkbox

Click on **Remove** button
Key Performance Indicator

The Key Performance Indicator would have few sub sections. Each sub section is a KPI. There is no input required from PI for this screen during proposal Submission.

1. To save proposal as a draft, click on Save as Draft button
2. To navigate to next screens, click on Next, Back or click on the top navigation
Research Milestone

The research milestone has only 1 sub section

Research milestone summary

To Note

1. To save proposal as a draft, click on Save as Draft button
2. To navigate to next screens, click on Next, Back or click on the top navigation
4 Research Milestone

4.1 Research milestone summary

There are 3 functions for Research Milestone Section

4.1.1 Adding a new Research Milestone

4.1.2 Updating a Research Milestone

4.1.3 Removing a Research Milestone
Adding a new Research Milestone

To add a new Research Milestone, click on Add button
Project Duration on Research details has to be updated before updating the research milestone page. “Start Month” refers to the number of months from the start of the project. “Duration” refers to the number of months to complete the milestone. The month 1 of project is considered as month 0. For ex: if you are starting the activity on the first month of the project starting, then set the start month as 0.

To Note

Fill up the details

Click on Save button
Adding a new Research Milestone

A new research milestone is added

Research milestone summary

4.1.1 Adding a new Research Milestone

4 Research Milestone

4.1 Research milestone summary

4.1.1 Adding a new Research Milestone

A new research milestone is added

Research milestone summary

Please propose milestones for assessment of the progress of the study. The proposed milestones will be subjected to review by a post-award committee at the end of each FY for the period of grant awarded.

For each specific milestone, the "start month" refers to the number of months from the month of the letter of award.

For e.g. if the letter of award was issued in June, the proposed milestone (production of antibodies) is planned to start in December (i.e. 6 months from June) with a duration of 12 months. Thus the milestone will be indicated as follows:

<table>
<thead>
<tr>
<th>S/N</th>
<th>Description</th>
<th>Start Month</th>
<th>Duration (Months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Production of antibodies</td>
<td>6</td>
<td>12</td>
</tr>
</tbody>
</table>

Research milestone summary

<table>
<thead>
<tr>
<th>S/N</th>
<th>Research milestone</th>
<th>Start month</th>
<th>Duration (months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Research Milestone</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>
To update a research milestone, click on the hyperlink on the research milestone field.
Project Duration on Research details has to be updated before updating the research milestone page. “Start Month” refers to the number of months from the start of the project. “Duration” refers to the number of months to complete the milestone. The month 1 of project is considered as month 0. For ex: if you are starting the activity on the first month of the project starting, then set the start month as 0.

Update the fields

Click on Save button to update the Research Milestone
### Research Milestone

#### 4.1 Research milestone summary

**4.1.2 Updating a Research Milestone**

**Research milestone summary**

Please propose milestones for assessment of the progress of the study. The proposed milestones will be subjected to review by a post-award committee at the end of each FY for the period of grant awarded.

For each specific milestone, the "start month" refers to the number of months from the month of the letter of award.

For e.g. if the letter of award was issued in June, the proposed milestone (production of antibodies) is planned to start in December (i.e. 8 months from June) with a duration of 12 months, thus the milestone will be indicated as follow:

<table>
<thead>
<tr>
<th>S/N</th>
<th>Description</th>
<th>Start Month</th>
<th>Duration (Months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Production of antibodies</td>
<td>6</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>S/N</th>
<th>Research milestone</th>
<th>Start month</th>
<th>Duration (months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Research Milestone 1</td>
<td>3</td>
<td>30</td>
</tr>
</tbody>
</table>

The research milestone is updated.
To remove a research milestone, check the checkbox on the research milestone record.

Click on the **remove** button
Technical Milestone

5.1 Technical milestone summary

The technical milestone has only 1 sub section

To Note

1. To save proposal as a draft, click on Save as Draft button
2. To navigate to next screens, click on Next, Back or click on the top navigation
Technical Milestone

5. Technical milestone summary

There are 3 functions for Technical Milestone Section

5.1.1 Adding a new Technical Milestone

5.1.2 Updating a Technical Milestone

5.1.3 Removing a Technical Milestone
Technical Milestone

5.1 Technical milestone summary

5.1.1 Adding a new Technical Milestone

To add a new Technical Milestone, click on Add button.
5 Technical Milestone

5.1 Technical milestone summary

To Note

Project Duration on Research details has to be updated before updating the technical milestone page. “Start Month” refers to the number of months from the start of the project. “Duration” refers to the number of months to complete the milestone. The month 1 of project is considered as month 0. For ex: if you are starting the activity on the first month of the project starting, then set the start month as 0.

5.1.1 Adding a new Technical Milestone

Fill up the details

Click on Save button
Adding a new Technical Milestone

A new technical milestone is added
5.1.2 Updating a Technical Milestone

To update a technical milestone, click on the hyperlink on the research milestone field.
5 Technical Milestone

5.1 Technical milestone summary

To Note

Project Duration on Research details has to be updated before updating the technical milestone page. “Start Month” refers to the number of months from the start of the project. “Duration” refers to the number of months to complete the milestone. The month 1 of the project is considered as month 0. For ex: if you are starting the activity on the first month of the project starting, then set the start month as 0.

5.1.2 Updating a Technical Milestone

Update the fields

Click on Save button to update the Research Milestone
5.1 Technical milestone summary

5.1.2 Updating a Technical Milestone

The research milestone is updated.
Removing a Technical Milestone

To remove a research milestone, check the checkbox on the research milestone record.

Click on the remove button
6. Budget

6.1 Summary

6.2 Expenditure on manpower (EOM)

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

6.6 Research Scholarships (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments

To Note

1. To save proposal as a draft, click on Save as Draft button
2. To navigate to next screens, click on Next, Back or click on the top navigation
The summary displays budget summary after all the sections are filled up.
6.1 Summary

6.2 Expenditure on manpower (EOM)

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

6.6 Research Scholarships (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments

There are 4 functions for Expenditure on manpower section:

6.2.1 Adding justification for Expenditure on manpower (EOM)

6.2.2 Adding new Expenditure on manpower (EOM)

6.2.3 Updating Expenditure on manpower (EOM)

6.2.4 Removing Expenditure on manpower (EOM)
Budget

6.1 Summary

6.2 Expenditure on manpower (EOM)

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

6.6 Research Scholarships (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments

Adding justification for Expenditure on manpower (EOM)

Key in Justification for expenditure required for manpower in the justification box in the EOM section. The information is saved when user clicks on Next or Save as Draft button which is at the bottom of the page.
Budget

6.1 Summary

6.2 Expenditure on manpower (EOM)

6.2.2 Adding new Expenditure on manpower (EOM)

6.2.2.1 To add EOM, click on the Add button

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

6.6 Research Scholarships (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments
Budget

6.1 Summary

6.2 Expenditure on manpower (EOM)

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

6.6 Research Scholarships (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments

6.2.2 Adding new Expenditure on manpower (EOM)

To Note

Key in the total cost required for the item for the entire project duration
## Budget

### Summary

### Expenditure on manpower (EOM)

#### 6.2.2 Adding new Expenditure on manpower (EOM)

<table>
<thead>
<tr>
<th>S/N</th>
<th>PI name</th>
<th>Institution</th>
<th>Category</th>
<th>Number of pax</th>
<th>Annual salary package ($)</th>
<th>Total cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>P2</td>
<td>Default Vendor</td>
<td>Biostatistician</td>
<td>2</td>
<td>10,000.00</td>
<td>10,000.00</td>
</tr>
</tbody>
</table>

*A new line is added*
### Budget

#### Summary

#### Expenditure on manpower (EOM)

#### Other operating expenses (OOE)

#### Equipment (EQP)

#### Overseas Travel (OT)

#### Research Scholarships (RS)

#### Supplemental Human capital (SHC)

#### Attachments

---

#### Updating Expenditure on manpower (EOM)

**Expenditure on manpower (EOM)**

<table>
<thead>
<tr>
<th>PI name</th>
<th>Institution</th>
<th>Category</th>
<th>Number of pax</th>
<th>Annual salary package ($)</th>
<th>Total cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EOM1</td>
<td>P2</td>
<td>Default Vendor</td>
<td>2</td>
<td>10,000.00</td>
<td>10,000.00</td>
</tr>
</tbody>
</table>

**Justification**

To update a record, click on the **Sl. No**.
Budget

6.1 Summary

6.2 Expenditure on manpower (EOM)

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

6.6 Research Scholarships (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments

6.2.2 Updating Expenditure on manpower (EOM)

2 Update the details

3 Click on the Save button
6.2.2 Updating Expenditure on manpower (EOM)

The record is updated.
# Budget

## Summary

### Expenditure on manpower (EOM)

- [6.1](#) Expenditure on manpower (EOM)

### Other operating expenses (OOE)

- [6.2](#) Other operating expenses (OOE)

### Equipment (EQP)

- [6.3](#) Equipment (EQP)

### Overseas Travel (OT)

- [6.4](#) Overseas Travel (OT)

### Research Scholarships (RS)

- [6.5](#) Research Scholarships (RS)

### Supplemental Human capital (SHC)

- [6.6](#) Supplemental Human capital (SHC)

### Attachments

- [6.7](#) Attachments

---

## Removing Expenditure on manpower (EOM)

To remove a record, check the checkbox next to the record. Click on the **remove** button.
Summary

6.1 Expenditure on manpower (EOM)

6.2 Other operating expenses (OOE)

6.3 Equipment (EQP)

6.4 Overseas Travel (OT)

6.5 Research Scholarships (RS)

6.6 Supplemental Human capital (SHC)

6.8 Attachments

There are 4 functions for Other operating expenses section

6.3.1 Adding justification for Other operating expenses (OOE)

6.3.2 Adding new Other operating expenses (OOE)

6.3.3 Updating Other operating expenses (OOE)

6.3.4 Removing Other operating expenses (OOE)
Budget

6 Summary

6.1 Expenditure on manpower (EOM)

6.2 Other operating expenses (OOE)

6.3 Equipment (EQP)

6.4 Overseas Travel (OT)

6.5 Research Scholarships (RS)

6.6 Supplemental Human capital (SHC)

6.7 Attachments

Adding justification for Other operating expenses (OOE)

6.3.1 Key in Justification for other operating expenses required for operation in the justification box in the OOE section. The information is saved when user clicks on Next or Save as Draft button which is at the bottom of the page.
Budget

6.1 Summary

6.2 Expenditure on manpower (EOM)

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

6.6 Research Scholarships (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments

6.3.2 Adding new Other operating expenses (OOE)

To add OOE, click on the Add button
Budget

6.1 Summary

6.2 Expenditure on manpower (EOM)

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

6.6 Research Scholarships (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments

To Note

Key in the total cost required for the item for the entire project duration
6.1 Summary

6.2 Expenditure on manpower (EOM)

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

6.6 Research Scholarships (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments

Adding new Other operating expenses (OOE)

A new line is added

OOE refers to the items directly related to the research. These may include consumables, materials, maintenance of equipment, animal costs, publications, reagents and chemicals, etc. Please provide reasons to justify and support the need to purchase each item and how they will be linked to the project objectives/technical milestones/research milestones/PPs.
Budget

### Summary

6.1 Expenditure on manpower (EOM)

6.2 Other operating expenses (OOE)

6.3 Equipment (EQP)

6.4 Overseas Travel (OT)

6.5 Research Scholarships (RS)

6.6 Supplemental Human capital (SHC)

6.7 Attachments

### Updating Other operating expenses (OOE)

To update a record, click on the Sl. No.
Budget

6.1 Summary

6.2 Expenditure on manpower (EOM)

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

6.6 Research Scholarships (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments

6.3.3 Updating Other operating expenses (OOE)

Update the details

Click on the Save button
Budget

6.1 Summary

6.2 Expenditure on manpower (EOM)

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

6.6 Research Scholarships (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments

6.3.3 Updating Other operating expenses (OOE)

The record is updated
Budget

6.1 Expenditure on manpower (EOM)

6.2 Other operating expenses (OOE)

6.3 Equipment (EQP)

6.4 Overseas Travel (OT)

6.5 Research Scholarships (RS)

6.6 Supplemental Human capital (SHC)

6.7 Attachments

6.8 Removing Other operating expenses (OOE)

To remove a record, check the checkbox next to the record.

Click on the remove button
# Budget

## Summary

6.1 Expenditure on manpower (EOM)

6.2 Other operating expenses (OOE)

6.3 Equipment (EQP)

6.4 Overseas Travel (OT)

6.5 Research Scholarships (RS)

6.6 Supplemental Human capital (SHC)

6.7 Attachments

## Equipment (EQP)

<table>
<thead>
<tr>
<th>K/N</th>
<th>PI Name</th>
<th>Institution</th>
<th>Category</th>
<th>Quantity</th>
<th>Unit Cost ($)</th>
<th>Total Cost ($)</th>
</tr>
</thead>
</table>

**Justification**

- Adding justification for Equipment (EQP)
- Adding new Equipment (EQP)
- Updating Equipment (EQP)
- Removing Equipment (EQP)

There are 4 functions for Equipment section.
6. Budget

6.1 Summary

6.2 Expenditure on manpower (EOM)

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

6.6 Research Scholarships (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments

---

### Adding justification for Equipment (EQP)

**Equipment (EQP)**

```
<table>
<thead>
<tr>
<th>S/N</th>
<th>PI name</th>
<th>Institution</th>
<th>Category</th>
<th>Quantity</th>
<th>Unit cost ($)</th>
<th>Total cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

Key in Justification for expenditure required for equipment's in the justification box in the EQP section. The information is saved when user clicks on Next or Save as Draft button which is at the bottom of the page.
6.1 Summary

6.2 Expenditure on manpower (EOM)

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

6.6 Research Scholarships (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments

Adding new Equipment (EQP)

To add EQP, click on the Add button
Budget

6.1 Summary
6.2 Expenditure on manpower (EOM)
6.3 Other operating expenses (OOE)
6.4 Equipment (EQP)
6.5 Overseas Travel (OT)
6.6 Research Scholarships (RS)
6.7 Supplemental Human capital (SHC)
6.8 Attachments

6.4.2 Adding new Equipment (EQP)

Add/Edit Equipment

Please add/edit the Equipment budget. Please provide detailed descriptions of each equipment to be purchased.

2 Fill in the details

3 Click on the **Save** button
## Summary

### Expenditure on manpower (EOM)

### Other operating expenses (OOE)

### Equipment (EQP)

### Overseas Travel (OT)

### Research Scholarships (RS)

### Supplemental Human capital (SHC)

### Attachments

## Adding new Equipment (EQP)

<table>
<thead>
<tr>
<th>Equipment (EQP)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Justification</strong></td>
</tr>
<tr>
<td>Equipment Justification</td>
</tr>
</tbody>
</table>

A new line is added
6.4.3 Updating Equipment (EQP)

To update a record, click on the Sl. No.
**Budget**

6.1 Summary

6.2 Expenditure on manpower (EOM)

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

6.6 Research Scholarships (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments

---

**6.4.3 Updating Equipment (EQP)**

*Add/Edit Equipment*

Please add/edit the Equipment budget. Please provide detailed descriptions of each equipment to be purchased.

- **PI name:** P1
- **Category:** Mass Spectrometry
- **Unit cost:** 10000
- **Quantity:** 100
- **Total cost (SS):** 1000000

---

2. **Update the details**

3. **Click on the Save button**

---

**To Note**

Key in the total cost required for the item for the entire project duration
6 Budget

6.1 Summary

6.2 Expenditure on manpower (EOM)

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

6.6 Research Scholarships (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments

6.4.3 Updating Equipment (EQP)

The record is updated
Budget

6.1 Summary

6.2 Expenditure on manpower (EOM)

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

6.6 Research Scholarships (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments

6.4.4 Removing Equipment (EQP)

To remove a record, check the checkbox next to the record.

Click on the remove button.
Budget

6.1 Summary

6.2 Expenditure on manpower (EOM)

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

6.6 Research Scholarships (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments

Overseas travel (OT)

There are 4 functions for Overseas Travel section

6.5.1 Adding justification for Overseas Travel (OT)

6.5.2 Adding new Overseas Travel (OT)

6.5.3 Updating Overseas Travel (OT)

6.5.4 Removing Overseas Travel (OT)
6 Budget

6.1 Summary

6.2 Expenditure on manpower (EOM)

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

6.6 Research Scholarships (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments

6.5.1 Adding justification for Overseas Travel (OT)

Key in Justification for expenditure required for overseas travel in the justification box in the OT section. The information is saved when user clicks on Next or Save as Draft button which is at the bottom of the page.
6.1 Summary

6.2 Expenditure on manpower (EOM)

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

6.6 Research Scholarships (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments

6.5.2 Adding new Overseas Travel (OT)

To add OT, click on the Add button.
**Budget**

6.1 Summary

6.2 Expenditure on manpower (EOM)

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

6.6 Research Scholarships (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments

---

**6.5.2 Adding new Overseas Travel (OT)**

1. Fill in the details
   - **Total cost ($)**: 10000
   - **Description**: Overseas Travel

2. Click on the **Save** button

3. To Note: Key in the total cost required for the item for the entire project duration
Budget

6.1 Summary

6.2 Expenditure on manpower (EOM)

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

6.6 Research Scholarships (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments

---

**6.5.2 Adding new Overseas Travel (OT)**

A new line is added
6.5.3 Updating Overseas Travel (OT)

To update a record, click on the Sl. No
6.1 Expenditure on manpower (EOM)
6.2 Other operating expenses (OOE)
6.3 Equipment (EQP)
6.4 Overseas Travel (OT)
6.5 Research Scholarships (RS)
6.6 Supplemental Human capital (SHC)
6.7 Attachments

6.5.3 Updating Overseas Travel (OT)

Update the details

Click on the Save button
Budget

6.1 Summary
6.2 Expenditure on manpower (EOM)
6.3 Other operating expenses (OOE)
6.4 Equipment (EQP)

Overseas Travel (OT)

6.5 Research Scholarships (RS)
6.6 Supplemental Human capital (SHC)
6.8 Attachments

6.5.3 Updating Overseas Travel (OT)

- The record is updated
Budget

6.1 Summary

6.2 Expenditure on manpower (EOM)

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

6.6 Research Scholarships (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments

6.5.4 Removing Overseas Travel (OT)

To remove a record, check the checkbox next to the record.

Click on the **remove** button
Budget

6.1 Summary

6.2 Expenditure on manpower (EOM)

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

6.6 Research Scholarships (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments

There are 4 functions for Research Scholarship section

6.6.1 Adding justification for Research Scholarship (RS)

6.6.2 Adding new Research Scholarship (RS)

6.6.3 Updating Research Scholarship (RS)

6.6.4 Removing Research Scholarship (RS)
Budget

6.1 Summary

6.2 Expenditure on manpower (EOM)

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

6.6 Research Scholarships (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments

6.6.1 Adding justification for Research Scholarship (RS)

Adding Justification for Research Scholarship (RS)

Key in justification for expenditure required for research scholarship in the justification box in the RS section. The information is saved when user clicks on Next or Save as Draft button which is at the bottom of the page.
Budget

6.1 Summary

6.2 Expenditure on manpower (EOM)

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

6.6 Research Scholarships (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments

---

6.6.2 Adding new Research Scholarship (RS)

To add RS, click on the Add button

---

Confidential
Budget

6 Summary
6.1 Expenditure on manpower (EOM)
6.2 Other operating expenses (OOE)
6.3 Equipment (EQP)
6.4 Overseas Travel (OT)
6.5 Research Scholarships (RS)
6.6 Supplemental Human capital (SHC)
6.7 Attachments

6.6.2 Adding new Research Scholarship (RS)

Add/Edit Research Scholarship

Please add/edit the RS budget. Please describe the role and contribution of each RS manpower to the research project.

- PI name: P1
- Category: Master Student
- Annual scholarship package ($$): 10000
- Institution: Default Vendor
- Number of pax: 3
- Total cost ($$): 100000

Fill in the details

3 Click on the Save button

To Note
Key in the total cost required for the item for the entire project duration
Budget

6

6.1 Summary

6.2 Expenditure on manpower (EOM)

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

6.6 Research Scholarships (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments

Adding new Research Scholarship (RS)

A new line is added
Budget

6.1 Summary

6.2 Expenditure on manpower (EOM)

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

6.6 Research Scholarships (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments

6.6.3 Updating Research Scholarship (RS)

To update a record, click on the Sl. No
Budget

6.1 Summary

6.2 Expenditure on manpower (EOM)

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

6.6 Research Scholarships (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments

6.6.3 Updating Research Scholarship (RS)

Add/Edit Research Scholarship

Please add/edit the RS budget. Please describe the role and contribution of each RS manpower to the research project.

- PI name: P1
- Category: Master Student
- Annual scholarship package ($): 10000
- Description: 
- Institution: Default Vendor
- Number of pax: 3
- Total cost ($): 10000

2 Update the details

3 Click on the Save button
Budget

6.1 Summary

6.2 Expenditure on manpower (EOM)

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

6.6 Research Scholarships (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments

---

6.6.3 Updating Research Scholarship (RS)

The record is updated
Budget

6.1 Summary

6.2 Expenditure on manpower (EOM)

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

Research Scholarships (RS)

6.6 Removing Research Scholarship (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments

To remove a record, check the checkbox next to the record.

Click on the remove button
Budget

Summary

Expenditure on manpower (EOM)

Other operating expenses (OOE)

Equipment (EQP)

Overseas Travel (OT)

Research Scholarships (RS)

Supplemental Human capital (SHC)

Attachments

6.7.1 Adding Supplemental human capital funding (SHC)

To add supplemental human capital, key in the information and click on the Next or Save as Draft button at the end of the page.

To Note: The supplemental human capital section is applicable only for certain Grant Calls.
Budget

6.1 Summary

6.2 Expenditure on manpower (EOM)

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

6.6 Research Scholarships (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments

Adding Supplemental human capital funding (SHC)

The supplemental human capital is saved. Supplemental human capital is only applicable for Lead PI.
Budget

6.1 Summary

6.2 Expenditure on manpower (EOM)

6.3 Other operating expenses (OOE)

6.4 Equipment (EQP)

6.5 Overseas Travel (OT)

6.6 Research Scholarships (RS)

6.7 Supplemental Human capital (SHC)

6.8 Attachments

6.8.1 Adding Attachments

Click on Add files to upload attachments supporting the requested budget.
Funding Support

The funding support has 2 sub sections

7.1 Other funding support - grants

7.2 Other sources of support

To Note:

1. To save proposal as a draft, click on Save as Draft button.
2. To navigate to next screens, click on Next, Back or click on the top navigation.
7. Funding Support

7.1 Other funding support - grants

7.2 Other sources of support

There are 3 functions for Other Funding Support - grants section

7.1.1 Adding a new Other Funding Support - grants
7.1.2 Updating a Other Funding Support - grants
7.1.3 Removing a Other Funding Support - grants
To add Other Funding Support-grants, click on the Add button.
7 Funding Support

7.1 Other funding support - grants

7.1.1 Adding a new Other Funding Support - grants

7.2 Other sources of support

2 Choose the team member who has received other funding support and search for proposal. In case proposal ID is not found, key in the proposal ID and other information.
7 Funding Support

7.1 Other funding support - grants

7.2 Other sources of support

7.1.1 Adding a new Other Funding Support - grants

3 Key in the proposal ID into the Search proposal ID field which is associated to the selected PI in step 2. The search term (proposal ID) should be of the exact match of the proposal ID. Partial search is not allowed

4 Click on magnifying glass icon
Funding Support

7.1 Other funding support - grants

7.2 Other sources of support

Adding a new Other Funding Support - grants

If the system returns a search result, the proposal ID would be displayed in the proposal ID field. If the system does not return, key in the proposal ID into the proposal ID field.

Click on the Save button.
Funding Support

7.1 Other funding support - grants

7.2 Other sources of support

7.1.1 Adding a new Other Funding Support - grants

A new record is added
Funding Support

7.1 Other funding support - grants

7.2 Other sources of support

7.1.2 Updating Other Funding Support-grants

To update a Other Funding Support-grants record, click on the PI name.
Funding Support

7.1 Other funding support - grants

7.2 Other sources of support

7.1.2 Updating Other Funding Support - grants

Repeat steps 3 to 6 mentioned in 7.1.1 Adding Other funding support – grants slides to update the information

Click on **Save** button
Funding Support

7.1 Other funding support - grants

7.2 Other sources of support

7.1.2 Updating Other Funding Support - grants

The record is updated
Funding Support

7.1 Other funding support - grants

7.2 Other sources of support

7.1.3 Removing Other Funding Support - grants

To remove a record, check the box next to the record to be removed.

Click on Remove button.
Funding Support

7.1 Other funding support - grants

7.2 Other sources of support

There are 3 functions for Other sources of support section

7.2.1 Adding a new Other sources of support

7.2.2 Updating a Other sources of support

7.2.3 Removing a Other sources of support
Funding Support

7.1 Other funding support - grants

7.2 Other sources of support

7.2.1 Adding a new Other sources of support

To add Other sources of support, click on the Add button
Funding Support

7.2.1 Adding a new Other sources of support

Add / Edit Funding Support

Please add/edit other funding support (Non-Grants) and provide the details in the required fields below.

- **Type of support**: Cash contribution
- **Source of support**: Cash
- **Duration of support (months)**: 20
- **Expiration of funding support**: 05/02/2019
- **Support description**: Description

2 Fill up the details

3 Click on **Save** button
Funding Support

7.1 Other funding support - grants

7.2 Other sources of support

7.2.1 Adding a new Other sources of support

A new record is added
Funding Support

7.1 Other funding support - grants

7.2 Other sources of support

7.2.2 Updating Other sources of support

To update a Other sources of support record, click on the type of support.
Funding Support

7.1 Other funding support - grants

7.2 Other sources of support

7.2.2 Updating Other sources of support

Add / Edit Funding Support

Please add/edit other funding support (Non-Grants) and provide the details in the required fields below.

- Type of support: Cash contribution
- Source of support: Cash
- Duration of support (months): 20
- Expiry of funding support: 05/02/2019
- Support description: Description

2 Update the information

3 Click on Save button
### Funding Support

#### Other funding support - grants

<table>
<thead>
<tr>
<th>Type of support</th>
<th>Source of resources/ items support</th>
<th>Cash contribution ($)</th>
<th>Duration of support (months)</th>
<th>Expiry date of grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash contribution</td>
<td>Cash</td>
<td>30,000.06</td>
<td>20</td>
<td>08-Dec-2017</td>
</tr>
</tbody>
</table>

The record is updated.
# Funding Support

## Other funding support - grants

### Other sources of support

#### 7.2.3 Removing Other sources of support

<table>
<thead>
<tr>
<th>S/N</th>
<th>Type of support</th>
<th>Source of resources/ Items support</th>
<th>Cash contribution ($$)</th>
<th>Duration of support (months)</th>
<th>Expiry date of grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cash contribution</td>
<td>Cash</td>
<td>30,000.06</td>
<td>20</td>
<td>08-Dec-2017</td>
</tr>
</tbody>
</table>

**To remove a record, check the box next to the record to be removed**

**Click on Remove button**
8. Reviewers

8.1 Suggested reviewers

8.2 Not to be invited reviewers

The reviewers has 2 sub sections

8.8.1 The reviewers has 2 sub sections

8.8.2 The reviewers has 2 sub sections

To Note

1. To save proposal as a draft, click on Save as Draft button.
2. To navigate to next screens, click on Next, Back or click on the top navigation.
Reviewers

### Suggested reviewers

8.1 There are 3 functions for suggested reviewers section

8.1.1 Adding a new suggested reviewers

8.1.2 Updating a suggested reviewers

8.1.3 Removing a suggested reviewers

8.2 Not to be invited reviewers
8.1 Suggested reviewers

8.2 Not to be invited reviewers

8.1.1 Adding a new suggested reviewers

To add a new suggested reviewer, click on the Add button.
8.1 Reviewers

8.1.1 Adding a new suggested reviewers

8.1 Suggested reviewers

8.2 Not to be invited reviewers

2 Fill in the details

3 Click on the Save button
8 Reviewers

8.1 Suggested reviewers

8.2 Not to be invited reviewers

8.1.1 Adding a new suggested reviewers

A new suggested reviewer is added
8.1 Suggested reviewers

8.2 Not to be invited reviewers

8.1.2 Updating suggested reviewers

To update a suggested reviewer, click on the name.
Reviewers

Suggested reviewers

Not to be invited reviewers

8.1.2 Updating suggested reviewers

Add / Edit a Reviewer

- Type of reviewer: Local / International
- Salutation: Dr.
- Organisation: Org 1
- E-mail: tan@email.com
- Name: Tan
- ORCID: 2222
- Telephone: 909652321
- Research expertise

8.1 Update the details

2

8.2 Click on the Save button

3
8 Reviewers

8.1 Suggested reviewers

8.1.2 Updating suggested reviewers

8.2 Not to be invited reviewers

The suggested reviewer is updated
Reviewers

8.1 Suggested reviewers

8.2 Not to be invited reviewers

8.1.3 Removing a suggested reviewers

To remove a record, check the box next to the record to be removed

Click on **Remove** button
Reviewers

8.1 Suggested reviewers

8.2 Not to be invited reviewers

There are 3 functions for not to be invited reviewers section

8.2.1 Adding a new not to be invited reviewers
8.2.2 Updating a not to be invited reviewers
8.2.3 Removing a not to be invited reviewers
8 Reviewers

8.1 Suggested reviewers

8.2 Not to be invited reviewers

8.2.1 Adding a new not to be invited reviewers

To add a new not to be invited reviewer, click on the Add button.
Reviewers

8.1 Suggested reviewers

8.2 Not to be invited reviewers

8.2.1 Adding a new not to be invited reviewers

Add / Edit a Reviewer

Please add/edit the details of the reviewer not to be invited.

- **Type of reviewer**: Local / International
- **Salutation**: Ass. Prof.
- **Organisation**: Org 2
- **E-mail**: chen@email.com
- **Name**: Chen
- **ORCID**: 23121
- **Telephone**: 89898

- **Research expertise**: Research expertise

- **Relationship to PI/Co-I reasons**: Relationship to PI/Co-I reasons

2 Fill in the details

3 Click on the **Save** button
8.1 Suggested reviewers

8.2 Not to be invited reviewers

8.2.1 Adding a new not to be invited reviewers

A new not to be invited reviewer is added
8.1 Suggested reviewers

8.2 Not to be invited reviewers

8.2.2 Updating not to be invited reviewers

To update a not to be invited reviewer, click on the name.
Reviewers

8.1 Suggested reviewers

8.2 Not to be invited reviewers

8.2.2 Updating not to be invited reviewers

Update the details

Click on the Save button
8 Reviewers

8.1 Suggested reviewers

8.2 Not to be invited reviewers

8.2.2 Updating not to be invited reviewers

<table>
<thead>
<tr>
<th>$/N</th>
<th>Tan</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Org 1</td>
</tr>
</tbody>
</table>

The not to be invited reviewer is updated
### Reviewers

#### 8.1 Suggested reviewers

#### 8.2 Not to be invited reviewers

#### 8.2.3 Removing not to be invited reviewers

1. To remove a record, check the box next to the record to be removed.
2. Click on **Remove** button.
Declaration of Ethics Approval

The declaration of Ethics approval section would have few sub sections. Each sub section is an ethics that need to be declared.

9.1 Ethics # 1

9.2 Ethics # 2

9.3 Ethics # 3

9.4 Ethics # 4

To Note

1. To save proposal as a draft, click on Save as Draft button
2. To navigate to next screens, click on Next, Back or click on the top navigation
Declaration of Ethics Approval

9.1 Ethics # 1

9.2 Ethics # 2

9.3 Ethics # 3

9.4 Ethics # 4

To declare ethics, open up each ethics declaration section and fill up the information.

Click on Save as Draft or Next button to save the information.
Declaration of Ethics Approval

- **Ethics # 1**
- **Ethics # 2**
- **Ethics # 3**
- **Ethics # 4**

1. **Upload the ethics declaration statement under the attachment section. In case ethics declaration statement is not ready, users can upload the same at the award stage.**
1. To save proposal as a draft, click on Save as Draft button
2. To navigate to next screens, click on Next, Back or click on the top navigation
Click on **Add** files to upload attachments which are relevant to the proposal.
1. To save proposal as a draft, click on Save as Draft button.
2. To navigate to next screens, click on Next, Back or click on the top navigation.
In undertaking this Grant Application, the Lead Principal Investigator (on behalf of the Team Principal Investigator(s), Co-Investigator(s) and/or Collaborator(s)) UNDERTAKE, on any Grant Award to:

1. Declare that all information is accurate and true.
2. Ensure that approval from the funding agency has been obtained before engaging in any commercial activity that will exploit the fruits of the research funded by the funding agency.
3. Read, support and agree to this proposal being carried out in the Institution(s).
4. Be actively engaged in the execution of the research and ensure that the study complies with all laws, rules and regulations pertaining to animal and human ethics, including the Singapore Good Clinical Practice Guidelines.
5. Note that similar versions or parts of this proposal to other agencies for funding.
6. For Biomedical Science proposal, submit supporting documents of ethics approval obtained from the relevant Institutional Review Board (IRB) and Animal Ethics Committee for studies involving human subjects, human tissues or cells, and animal/mammal tissues or cells, respectively.
7. Ensure that all necessary licenses and approvals have been obtained or are being sought.
8. Ensure that funding agency is acknowledged in all publications.
9. Ensure that all publications arising from the research is deposited in the Institution’s open access repository (or any other institutional/subject open access repository), in accordance to the Institution’s open access policy.
10. Ensure that the requested equipment/resources are not funded by another agency or research proposal.
11. Ensure that there is a reasonable effort in accessing available equipment/resources within the Institution(s) or elsewhere within Singapore.
12. Ensure that there is no financial conflict of interest.
13. Adhere to the funding agency’s Grants Terms & Conditions (T&Cs) and Funding Guidelines, as well as all other applicable guidelines, policies and procedures adopted by the funding agency, which may be amended or varied from time to time.
14. Comply with the provisions of any relevant laws of the Republic of Singapore, statutes, regulations, by-laws, rules, guidelines and requirements applicable to it, and
15. Agree to hold primary responsibility for the responsible conduct of research, and shall abide and comply with the ethical, legal and professional standards relevant to research, in accordance to the research integrity policy of the Institutions.

We declare that the facts stated in this application and the accompanying information are true. This is an original and latest version of the proposal. We also declare that no other versions of this proposal (or parts thereof) with similar objectives, scope, deliverables or outcomes have been or will be submitted to any other funding bodies.

Name of lead PI: P1
Date of acknowledgement: 06/09/2017
Acknowledgement: Yes ☐ No ☐
Comments: Please approve

Set the Acknowledgement section as “Yes”
Key in comments if any
Click on Submit to submit the proposal
Module - 5: How to use IGMS system (Proposal Evaluation module)

- Understanding Evaluation Stage
- View Rebuttal
- Submitting Rebuttal
Understanding Evaluation Stage
Proposals which are under Evaluation Stage would have the Stage as “Evaluation” and Proposal Status as “Pending Review”.

Under the Evaluation Stage, funding agency would request for clarifications from the PI.
View clarifications
Viewing rebuttal

There are 2 options for viewing rebuttals

**Option – 1**
- The dashboard will display the rebuttal that has to be submitted
- Only rebuttal that are pending submission will be displayed on the dashboard

**Option – 2**
- The rebuttal will be displayed under proposal overview page
Viewing rebuttal – 1

There are 2 options for viewing rebuttal. **Option – 1**

1. To access the rebuttal requested by funding agency, login to the system and navigate to **Dashboard**.

2. Click on the **reference ID** hyperlink. All the rebuttal that not submitted would be displayed on the Dashboard. To view the rebuttal which are already submitted follow option 2.
The Evaluation screen opens up. This screen displays all the rebuttals requested by the funding agency.

There are 2 options for viewing rebuttals. **Option – 1**
To access the rebuttals requested by the funding agency, login to the system and navigate to Proposals. Click on View Current Proposal Submissions.
Viewing rebuttals – 2

There are 2 options for viewing rebuttals. **Option – 2**

Click on **Proposal ID**
Viewing rebuttals – 3

There are 2 options for viewing rebuttals. Option – 2

The proposal Overview screen opens up

Click on the hyperlink under the Name column to open up each set of rebuttals
The Evaluation screen opens up. This screen displays all the rebuttals requested by the funding agency.
Submitting rebuttals
Submitting rebuttals – 1

To submit the rebuttals requested by funding agency, login to the system and navigate to Dashboard.

Click on the reference ID hyperlink.
The Evaluation screen opens up. This screen displays all the rebuttals requested by the funding agency.
Submitting rebuttals – 3

Click on the hyperlink under the Question column
Submitting rebuttals – 4

To Note
Repeat steps 4 – 6 for each question

5. Type in the answer in the Answer box

6. Click on the **Save** button
Submitting rebuttals – 5

Please click **here** to download the rebuttal template. Fill in the template and attach the completed document here. To add files, click the ‘Add files’ button. Click the ‘Start Upload’ button to upload the files. File types allowed: .txt, .doc, .pdf, .zip, .xls. The maximum size for each file is 4MB.

NOTE: The attached file(s) will be displayed after anti-virus scanned is complete. Please wait and visit this page later.

Download the attachments by clicking on **here**. These attachments would also contain clarifications from the funding agency.
Submitting rebuttals – 6

Open up the attachments and reply to the clarifications on the attached documents
Submitting rebuttals – 7

Upload the attachments under the attachment section. Click on **Add files** to upload the attachments.

**To Note**
Upload additional supporting documents under the attachment section.
Submitting rebuttals – 8

Click on the **Submit** button after filling up both the sections.
Submitting rebuttals – 9

11. Click on the **Yes** button on the confirmation pop up

12. Click on the **Ok** button on the information pop up
Upon successful submission the status of the rebuttal would read as **Submitted to PM**
Submitting rebuttals – 11

<table>
<thead>
<tr>
<th>S/N</th>
<th>Name</th>
<th>Submitted date</th>
<th>Due date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Clarification Set - 1</td>
<td>07-Sep-2017</td>
<td>31-Oct-2017</td>
<td>Completed</td>
</tr>
</tbody>
</table>

After Funding Agency reviews the replies, the status would be set as **Completed**.
Module - 6: How to use IGMS system (Proposal Scrubbing module)

- Understanding Proposal Scrubbing flow
- Revise budget, KPI and milestone after funding agency returns to PI
- Accept budget, KPI and milestone after funding agency returns to PI
- Resubmitting budget, KPI and milestone after ORE returns to PI for amendments
- View different version of budget, KPI and milestone
Understanding Proposal
Scrubbing flow
Understanding Proposal Scrubbing flow

- **Actions performed by PI**
- **Actions performed by ORE**
- **Actions performed by DOR**
- **Actions performed by PM**
- **Actions performed by System**
View different versions of budget, KPI and milestone
View different versions of budget, KPI and milestone – 1

Click on **Proposals** > View Current Proposal Submission
View different versions of budget, KPI and milestone – 2

2 Click on Proposal ID

3 Proposals in scrubbing stage would have Stage = Scrubbing, Proposal Status = Selected
View different versions of budget, KPI and milestone – 3

Click on **Version Number** to view the scrubbing version.
Revise budget, KPI and milestone after funding agency returns to PI
Revise budget, KPI and milestone after funding agency returns to PI – 1

Click on Reference ID
Revise budget, KPI and milestone after funding agency returns to PI – 2

The form has 5 sections:

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking
Revise budget, KPI and milestone after funding agency returns to PI – 3

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

To revise budget choose I want to revise the details with the new proposed value below
Revise budget, KPI and milestone after funding agency returns to PI – 4

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

Information

You are going to revise the budget. After you select to revise, the budget will be marked as 'Revised' and the action could not be undone. Are you sure you want to proceed?

3. Click on Yes to revise the budget

To Note

The user cannot change to I accept the proposed details as the below figures after user click on Yes on the above pop up
Revise budget, KPI and milestone after funding agency returns to PI – 5

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

Click on Edit to go to budget details
Revise budget, KPI and milestone after funding agency returns to PI – 6

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

To remove a item, set the amount to zero

To update an existing record, click on S/N
Revise budget, KPI and milestone after funding agency returns to PI – 7

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

To remove a item, set the amount to zero

6. Update the information
7. Click on Save

To Note
Revise budget, KPI and milestone after funding agency returns to PI – 8

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

---

The record is updated. To add a new record, click on Add.
Revise budget, KPI and milestone after funding agency returns to PI – 9

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

10. Fill in the details
11. Click on Save
Revise budget, KPI and milestone after funding agency returns to PI – 10

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

A new line is added

To go to the next screen, click on Next
Revise budget, KPI and milestone after funding agency returns to PI – 11

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

To remove a item, set the amount to zero

To update an existing record, click on S/N
Revise budget, KPI and milestone after funding agency returns to PI – 12

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

To remove a item, set the amount to zero

15. Update the information
16. Click on Save
Revise budget, KPI and milestone after funding agency returns to PI – 13

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

The record is updated

To add a new record, click on Add
Revise budget, KPI and milestone after funding agency returns to PI – 14

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

19. Fill in the details
20. Click on Save
Revise budget, KPI and milestone after funding agency returns to PI – 15

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

A new line is added

To go to the next screen, click on Next
Revise budget, KPI and milestone after funding agency returns to PI – 16

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

To Note

To remove a item, set the amount to zero

To update an existing record, click on S/N
Revise budget, KPI and milestone after funding agency returns to PI – 17

- **Budget**
- **Key Performance Indicator**
- **Research Milestone**
- **Technical Milestone**
- **Undertaking**

**To Note**
To remove a item, set the amount to zero

**Update the information**
Click on **Save**
Revise budget, KPI and milestone after funding agency returns to PI – 18

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

26. The record is updated

27. To add a new record, click on Add

Confidential
Revise budget, KPI and milestone after funding agency returns to PI – 19

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

Fill in the details

Click on Save
Revise budget, KPI and milestone after funding agency returns to PI – 20

1. **Budget**
2. **Key Performance Indicator**
3. **Research Milestone**
4. **Technical Milestone**
5. **Undertaking**

A new line is added

To go to the next screen, click on **Next**
Revise budget, KPI and milestone after funding agency returns to PI – 21

1. **Budget**
2. **Key Performance Indicator**
3. **Research Milestone**
4. **Technical Milestone**
5. **Undertaking**

**To Note**

- To remove an item, set the amount to zero.
- To update an existing record, click on S/N.
Revise budget, KPI and milestone after funding agency returns to PI – 22

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

To Note

To remove an item, set the amount to zero
Revise budget, KPI and milestone after funding agency returns to PI – 23

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

The record is updated

To add a new record, click on Add

The record is updated
Revise budget, KPI and milestone after funding agency returns to PI – 24

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

37. Fill in the details
38. Click on Save
Revise budget, KPI and milestone after funding agency returns to PI – 25

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

A new line is added

To go to the next screen, click on Next
Revise budget, KPI and milestone after funding agency returns to PI – 26

1. **Budget**
2. **Key Performance Indicator**
3. **Research Milestone**
4. **Technical Milestone**
5. **Undertaking**

**To Note**

- To remove a item, set the amount to zero
- To update an existing record, click on **S/N**
Revise budget, KPI and milestone after funding agency returns to PI – 27

1. **Budget**
2. **Key Performance Indicator**
3. **Research Milestone**
4. **Technical Milestone**
5. **Undertaking**

**To Note**
To remove an item, set the amount to zero

**Update the information**
Update the information

**Click on Save**
Click on **Save**
Revise budget, KPI and milestone after funding agency returns to PI – 28

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

The record is updated

To add a new record, click on Add
Revise budget, KPI and milestone after funding agency returns to PI – 29

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

46. Fill in the details

47. Click on Save
Revise budget, KPI and milestone after funding agency returns to PI – 30

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

A new line is added

To go to the next screen, click on Next
Revise budget, KPI and milestone after funding agency returns to PI – 31

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

Fill up the details if any else, click on Next.
Revise budget, KPI and milestone after funding agency returns to PI – 32

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

The budget summary is displayed

Click on Next
Revise budget, KPI and milestone after funding agency returns to PI – 33

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

Add supporting documents if any

Click on Next
Revise budget, KPI and milestone after funding agency returns to PI – 34

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

To revise Key performance indicator choose I want to revise the details with the new proposed value below.
Revise budget, KPI and milestone after funding agency returns to PI – 35

Click on Yes to revise the budget

The user cannot change to I accept the proposed details as the below figures after user click on Yes on the above pop up
Revise budget, KPI and milestone after funding agency returns to PI – 36

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

Key in the target
Key in the justification
Key in the remarks
Upload attachments

Click on next
Revise budget, KPI and milestone after funding agency returns to PI – 37

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

To revise research milestone choose I want to revise the details with the new proposed value below.
Revise budget, KPI and milestone after funding agency returns to PI – 38

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

Information
You are going to revise the research milestone. After you select to revise, the research milestone will be marked as 'Revised' and the action could not be undone. Are you sure you want to proceed?

63
Yes No

Click on Yes to revise the research milestone

To Note
The user cannot change to I accept the proposed details as the below figures after user click on Yes on the above pop up.
Revise budget, KPI and milestone after funding agency returns to PI – 39

To update the record click on research milestone
Revise budget, KPI and milestone after funding agency returns to PI – 40

1. Budget
2. Key Performance Indicator
3. **Research Milestone**
4. Technical Milestone
5. Undertaking

![Image of Add/Edit Research Milestone interface]

- Click on **Save** button to save the changes.
- Key in the information for the research milestone and duration.

Confidential
Revise budget, KPI and milestone after funding agency returns to PI – 41

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

To add a new research milestone click on Add
Revise budget, KPI and milestone after funding agency returns to PI - 42

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

Key in the details

Click on save
Revise budget, KPI and milestone after funding agency returns to PI – 43

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

Key in the Justification
Revise budget, KPI and milestone after funding agency returns to PI – 44

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

Key in the remarks
Revise budget, KPI and milestone after funding agency returns to PI – 45
Revise budget, KPI and milestone after funding agency returns to PI – 46

To revise technical milestone choose I want to revise the details with the new proposed value below
Revise budget, KPI and milestone after funding agency returns to PI – 47

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

---

Click on **Yes** to revise the technical milestone

---

**To Note**

The user cannot change to **I accept the proposed details as the below figures after user click on Yes on the above pop up**
Revise budget, KPI and milestone after funding agency returns to PI – 48

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

To update the record click on technical milestone.
Revise budget, KPI and milestone after funding agency returns to PI – 49

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

Key in the information

Click on Save button
Revise budget, KPI and milestone after funding agency returns to PI – 50

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

To add technical milestone click on Add
Revise budget, KPI and milestone after funding agency returns to PI – 51

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

Add/Edit Technical Milestone

- Select objective
- Technical milestone
- Start month
- Duration (months)

Key in the details

Click on save
Revise budget, KPI and milestone after funding agency returns to PI – 52

A new technical milestone is added
Revise budget, KPI and milestone after funding agency returns to PI – 53

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

Key in the Justification
Revise budget, KPI and milestone after funding agency returns to PI – 54

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

Key in the remarks
Revise budget, KPI and milestone after funding agency returns to PI – 56
Revise budget, KPI and milestone after funding agency returns to PI – 57

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

Set the acknowledgement as Yes
Key in comments
Click on Submit
Revise budget, KPI and milestone after funding agency returns to PI – 58

1. Budget
2. Key Performance Indicator
3. Research Milestone
4. Technical Milestone
5. Undertaking

Confirmation
Are you sure you want to Submit?

Click on Yes

Information
Scrubbing has been successfully submitted.

Click on Ok
Revise budget, KPI and milestone after funding agency returns to PI – 59

Upon successful submission, the status of the record would be Pending ORE verification
Resubmitting budget, KPI and milestone after ORE returns to PI for amendments
Resubmitting budget, KPI and milestone after ORE returns to PI for amendments – 1

Click on the reference ID
Resubmitting budget, KPI and milestone after ORE returns to PI for amendments – 2

Click on **Edit** to update the budget

Click on **Next**
Resubmitting budget, KPI and milestone after ORE returns to PI for amendments – 3

Update the Key Performance Indicator

Click on Next
Resubmitting budget, KPI and milestone after ORE returns to PI for amendments – 4

Update the Key research milestone

Click on Next
Resubmitting budget, KPI and milestone after ORE returns to PI for amendments – 5

Update the Key technical milestone

Click on Next
Resubmitting budget, KPI and milestone after ORE returns to PI for amendments – 6

Set the acknowledgement as Yes

Key in comments

Click on Submit
Resubmitting budget, KPI and milestone after ORE returns to PI for amendments – 7

13. Click on Yes

14. Click on Ok
Resubmitting budget, KPI and milestone after ORE returns to PI for amendments – 8

Upon successful submission, the status of the record would be Pending ORE verification
Accept budget, KPI and milestone after funding agency returns to PI
Accept budget, KPI and milestone after funding agency returns to PI – 1

Click on the reference ID
Accept budget, KPI and milestone after funding agency returns to PI – 2

2 Click on I accept the proposed details as the below figures

3 Click on Next

2

3
Accept budget, KPI and milestone after funding agency returns to PI – 3

Click on I accept the proposed details as the below figures

Click on Next
Accept budget, KPI and milestone after funding agency returns to PI – 4

Click on I accept the proposed details as the below figures

Click on Next
Accept budget, KPI and milestone after funding agency returns to PI – 5

Click on I accept the proposed details as the below figures

Click on Next
Accept budget, KPI and milestone after funding agency returns to PI – 6

10. Set the acknowledgement as Yes

11. Key in comments

12. Click on Submit
Accept budget, KPI and milestone after funding agency returns to PI – 7

**Confirmation**
Are you sure you want to Submit?

13
Click on Yes

**Information**
Scrubbing has been successfully submitted.

14
Click on Ok
Accept budget, KPI and milestone after funding agency returns to PI – 8

Upon successful submission, the status of the record would be Pending ORE verification. The submission would go through DOR endorsement before reaching the funding agency.
Accept budget, KPI and milestone after funding agency returns to PI – 9

Upon successful approval of funding agency, the status of the proposal would be set as Baseline
A baseline budget, KPI and Milestone is created with version number 1.0.
Module - 7: How to use IGMS system (Proposal Award module)

• Understanding the Award flow
• Viewing Letter of Award
• Accepting Letter of Award
• Rejecting Letter of Award
Understanding the Award flow
Understanding the Award flow

PM generate the Letter of Award (LOA) → System sends LOA to PI → PI accept/reject LOA → PI accept the LOA → ORE return the LOA → System sends LOA to ORE → ORE verify/return LOA → ORE verify the LOA → DOR return LOA → System sends LOA to DOR → DOR endorse/endorse the LOA → DOR reject the LOA → Stop

- Actions performed by PI
- Actions performed by ORE
- Actions performed by DOR
- Actions performed by PM
- Actions performed by System
Viewing Letter of Award
Viewing Letter of Award

There are 2 options for viewing Letter of Award

**Option – 1**

The dashboard will display the letter of award that has to be accepted or rejected.

**Option – 2**

The letter of award will be displayed under proposal overview page.

Only letter of award that are pending acceptance or rejection will be displayed on the dashboard.
Viewing Letter of Award – 1

There are 2 options to access Letter of award. **Option – 1**

<table>
<thead>
<tr>
<th>Date</th>
<th>Subject</th>
<th>Reference ID</th>
<th>Read/Unread</th>
</tr>
</thead>
<tbody>
<tr>
<td>30-Aug-2017</td>
<td>Proposal is returned for your amendment. To amend click on the Reference ID.</td>
<td>ENERGY2017-001</td>
<td>Yes</td>
</tr>
<tr>
<td>30-Aug-2017</td>
<td>Proposal is returned for your amendment. To amend click on the Reference ID.</td>
<td>1</td>
<td>No</td>
</tr>
<tr>
<td>07-Sep-2017</td>
<td>Letter of Award is Pending For Your Acceptance. To accept click on the Reference ID.</td>
<td>2017-001-0001</td>
<td>No</td>
</tr>
</tbody>
</table>

Click on **Reference ID**
There are 2 options to access Letter of award. **Option – 1**

The letter of award opens up
There are 2 options to access Letter of award. **Option – 2**

1. Click on **Proposals**
2. Click on **View Current Proposal Submissions**
3. Click on the **Proposal ID**
There are 2 options to access Letter of award. **Option – 2**

1. **Click on Award**

2. **Click on the Award number**
There are 2 options to access Letter of award. **Option – 2**

The letter of award opens up
Accepting Letter of Award
Accepting Letter of Award – 1

Access the Letter of award via any of the methods explained in view letter of award

Click on Reference ID
Accepting Letter of Award – 2

The letter of award form opens up. The form has 6 sections:

1. Letter of award and Letter of acceptance
2. Budget Phasing
3. Research milestone phasing
4. Technical milestone phasing
5. Declaration of Ethics Approval
6. Undertaking
Accepting Letter of Award – 3

Letter of award and Letter of acceptance

1. Budget Phasing
2. Research milestone phasing
3. Technical milestone phasing
4. Declaration of Ethics Approval
5. Undertaking

Letter of award and Letter of acceptance section has 5 sub sections
Accepting Letter of Award – 4

1. Letter of award and Letter of acceptance
2. Budget Phasing
3. Research milestone phasing
4. Technical milestone phasing
5. Declaration of Ethics Approval
6. Undertaking

Click on here to download the letter of award
Accepting Letter of Award – 5

1. Letter of award and Letter of acceptance
2. Budget Phasing
3. Research milestone phasing
4. Technical milestone phasing
5. Declaration of Ethics Approval
6. Undertaking

Budget summary sub section

The budget summary displays the approved budget.

Budget summary

Please review the budget under each budget category of your project below.

<table>
<thead>
<tr>
<th>Budget category</th>
<th>P1</th>
<th>Total (SS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditure on Manpower (EOM)</td>
<td>450,000.00</td>
<td>450,000.00</td>
</tr>
<tr>
<td>Other Operating Expenses (COE)</td>
<td>500,000.00</td>
<td>500,000.00</td>
</tr>
<tr>
<td>Equipment (EQUIP)</td>
<td>1,000,000.00</td>
<td>1,000,000.00</td>
</tr>
<tr>
<td>Overseas Travel (OT)</td>
<td>10,000.00</td>
<td>10,000.00</td>
</tr>
<tr>
<td>Research Scholarship (RS)</td>
<td>4,728,654.00</td>
<td>4,728,654.00</td>
</tr>
<tr>
<td>Indirect Cost (IDC) - Overhead</td>
<td>392,000.00</td>
<td>392,000.00</td>
</tr>
<tr>
<td>Indirect Cost (IDC) - IP &amp; Commercialisation</td>
<td>196,000.00</td>
<td>196,000.00</td>
</tr>
<tr>
<td>Total</td>
<td>7,276,654.00</td>
<td>7,276,654.00</td>
</tr>
</tbody>
</table>
Accepting Letter of Award – 6

1. Letter of award and Letter of acceptance
2. Budget Phasing
3. Research milestone phasing
4. Technical milestone phasing
5. Declaration of Ethics Approval
6. Undertaking

Project start date sub section

Select the project start date. There are 3 ways for selecting a project start date. It varies based on the Grant call:

A. In some grant calls, Lead PI would be provided up to 3 options for starting the project.
B. In some grant calls, PM would fix the project start date. Lead PI is not provided an option.
C. In some grant calls, Lead PI is allowed to key in the project start date.
Accepting Letter of Award – 7

1. Letter of award and Letter of acceptance
2. Budget Phasing
3. Research milestone phasing
4. Technical milestone phasing
5. Declaration of Ethics Approval
6. Undertaking

Letter of acceptance sub section

5. Click on **here** to download the letter of acceptance template
6. Click on **Add file** to upload the letter of acceptance
Accepting Letter of Award – 8

1. Letter of award and Letter of acceptance
2. Budget Phasing
3. Research milestone phasing
4. Technical milestone phasing
5. Declaration of Ethics Approval
6. Undertaking

The action trail displays comments from various parties involved in the letter of award acceptance & rejection.
Accepting Letter of Award - 9

1. Letter of award and Letter of acceptance
2. Budget Phasing
3. Research milestone phasing
4. Technical milestone phasing
5. Declaration of Ethics Approval
6. Undertaking

Budget phasing has 1 sub section

To Note: The project start date has to be keyed in on the Letter of award and Letter of acceptance screen before budget phasing.
Accepting Letter of Award – 10

1. Letter of award and Letter of acceptance
2. Budget Phasing
3. Research milestone phasing
4. Technical milestone phasing
5. Declaration of Ethics Approval
6. Undertaking

Budget phasing sub section

Click on **budget category** to split the budget across financial year.
Accepting Letter of Award – 11

1. Letter of award and Letter of acceptance
2. Budget Phasing
3. Research milestone phasing
4. Technical milestone phasing
5. Declaration of Ethics Approval
6. Undertaking

Budget phasing sub section

EOM

For EOM, please budget for all manpower costs and its related benefits, which should adhere to the Host Institution HR Policy.

<table>
<thead>
<tr>
<th></th>
<th>FY 2017</th>
<th>FY 2018</th>
<th>Total cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>200000</td>
<td>190000</td>
<td>400000</td>
</tr>
<tr>
<td></td>
<td>10000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Key in the amount
9. Click on Save button
Accepting Letter of Award – 12

1. Letter of award and Letter of acceptance
2. Budget Phasing
3. Research milestone phasing
4. Technical milestone phasing
5. Declaration of Ethics Approval
6. Undertaking

Budget phasing sub section

<table>
<thead>
<tr>
<th>Budget category</th>
<th>FY 2017</th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>Total ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EOM</td>
<td>200,000.00</td>
<td>150,000.00</td>
<td>10,000.00</td>
<td>400,000.00</td>
</tr>
<tr>
<td>SHC</td>
<td>50,000.00</td>
<td>0.00</td>
<td>50,000.00</td>
<td>100,000.00</td>
</tr>
<tr>
<td>EI</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>EOP</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>OOE</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>OT</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td>250,000.00</td>
<td>150,000.00</td>
<td>60,000.00</td>
<td>500,000.00</td>
</tr>
</tbody>
</table>

Repeat steps 7 – 9 for the other budget categories

Click on Next
Accepting Letter of Award – 13

1. Letter of award and Letter of acceptance
2. Budget Phasing
3. Research milestone phasing
4. Technical milestone phasing
5. Declaration of Ethics Approval
6. Undertaking

**To Note**
The project start date has to be keyed in on the Letter of award and Letter of acceptance screen before Research milestone phasing.

Research milestone has 1 sub section
The project start date has to be keyed in on the Letter of award and Letter of acceptance screen before Research milestone phasing.
Accepting Letter of Award – 15

1. Letter of award and Letter of acceptance
2. Budget Phasing
3. Research milestone phasing
4. Technical milestone phasing
5. Declaration of Ethics Approval
6. Undertaking

Research Milestone Phasing

Please select the Financial Year before selecting the start and end date.

- Fiscal Year: FY 2018
- Start date: 01/04/2018
- End date: 31/03/2019

12. Fill up the form

13. Click on Save button
Accepting Letter of Award – 16

1. Letter of award and Letter of acceptance
2. Budget Phasing
3. Research milestone phasing
4. Technical milestone phasing
5. Declaration of Ethics Approval
6. Undertaking

Repeat steps 11 – 13 for all the research milestones

Click on Next
Accepting Letter of Award – 17

1. Letter of award and Letter of acceptance
2. Budget Phasing
3. Research milestone phasing
4. Technical milestone phasing
5. Declaration of Ethics Approval
6. Undertaking

Technical milestone has 1 sub section

To Note

The project start date has to be keyed in on the Letter of award and Letter of acceptance screen before Technical milestone phasing.
Accepting Letter of Award – 18

1. Letter of award and Letter of acceptance
2. Budget Phasing
3. Research milestone phasing
4. Technical milestone phasing
5. Declaration of Ethics Approval
6. Undertaking

To Note

Click on the Technical Milestone

The project start date has to be keyed in on the Letter of award and Letter of acceptance screen before Technical milestone phasing.
Accepting Letter of Award – 19

1. Letter of award and Letter of acceptance
2. Budget Phasing
3. Research milestone phasing
4. Technical milestone phasing
5. Declaration of Ethics Approval
6. Undertaking

7. Key in the details
8. Click on the Save
Accepting Letter of Award – 20

1. Letter of award and Letter of acceptance
2. Budget Phasing
3. Research milestone phasing
4. Technical milestone phasing
5. Declaration of Ethics Approval
6. Undertaking

19. Repeat steps 16 – 18 for all the technical milestones
20. Click on Next
Declaration of Ethics would have a few sub sections. In case project requires ethics, upload the ethics declaration under the attachment section.

To Note:
If ethics declaration is not available at the time of acceptance of award, Lead PI is allowed to accept the award and declare ethics to funding agency at a later date.
Accepting Letter of Award – 22

1. Letter of award and Letter of acceptance
2. Budget Phasing
3. Research milestone phasing
4. Technical milestone phasing
5. Declaration of Ethics Approval
6. Undertaking

Click on **Add** to add ethics declaration documents

Click on **Next**
Accepting Letter of Award – 23

1. Letter of award and Letter of acceptance
2. Budget Phasing
3. Research milestone phasing
4. Technical milestone phasing
5. Declaration of Ethics Approval
6. Undertaking

Click on Under taking by Lead PI
Accepting Letter of Award – 24

1. Letter of award and Letter of acceptance
2. Budget Phasing
3. Research milestone phasing
4. Technical milestone phasing
5. Declaration of Ethics Approval
6. Undertaking

Set the acknowledgment field as Yes
Key in comments if any
Click on Action > Accept
Accepting Letter of Award – 25

1. Letter of award and Letter of acceptance
2. Budget Phasing
3. Research milestone phasing
4. Technical milestone phasing
5. Declaration of Ethics Approval
6. Undertaking

If the letter of award is successfully accepted, the system would display the confirmation message stating that the letter of award acceptance is successfully submitted. The accepted proposal can be found under View awarded proposals.

In case the letter of award is not successfully accepted, the system would display a failure message. The proposal can be found under View current proposal submissions.

Click on Yes on the confirmation page.

Yes No
Rejecting Letter of Award
Rejecting Letter of Award – 1

Access the Letter of award via any of the methods explained in view letter of award.

Click on Reference ID
Rejecting Letter of Award – 2

2. The Letter of Award form opens up

3. Navigate to Undertaking page
Rejecting Letter of Award – 3

Click on **Undertaking by Lead PI**
Rejecting Letter of Award – 4

5. Set the acknowledgement as Yes

6. Key in comments if any

7. Click on **Actions > Reject**
Click on **Yes** on the confirmation pop up

If the letter of award is successfully rejected, the system would display the confirmation message stating that the letter of award rejection is successfully submitted. The rejected proposal can be found under View non-awarded/rejected proposals.

In case the letter of award is not successfully rejected, the system would display a failure message. The proposal can be found under View current proposal submissions.
Disclaimer: This material that follows is a presentation of general background information about NCS activities current at the date of the presentation. The information contained in this document is intended only for use during the presentation and should not be disseminated or distributed to parties outside the presentation. It is information given in summary form and does not purport to be complete. It is not to be relied upon as advice to investors or potential investors and does not take into account the investment objectives, financial situation or needs of any particular investor. This material should be considered with professional advice when deciding if an investment is appropriate.