IGMS
HI Audit Role

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Overview of IGMS System

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

The system allows management of grants from submission of proposal till closure of the project.

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Definitions, Acronyms and Abbreviations

Sl. No	Abbreviation / Acronyms	Definitions
1	PI	Principal Investigator
2	PM	Programme manager
3	AF	Agency Finance
4	HI	Host Institution
5	HI Finance	Host Institution Finance
6	HI HR	Host Institution Human Resources
7	RGO	Research Grant Office
8	EOM	Expenditure of Manpower (Vote or Budget Category)
9	OOE	Other Operating Expenditures (Vote or Budget Category)
10	EQP	Equipment (Vote or Budget Category)
11	RS	Research Scholarship (Vote or Budget Category)
12	OT	Overseas Travel (Vote or Budget Category)
13	SHC	Supplemental Human Capital (Vote or Budget Category)

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Definitions, Acronyms and Abbreviations

Sl. No	Abbreviation / Acronyms	Definitions
14	EI	Exceptional Items (Vote or Budget Category)
15	IDC	Indirect Costs Budget
16	IP Comm	IP and Commercialization Budget

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Learning Objectives

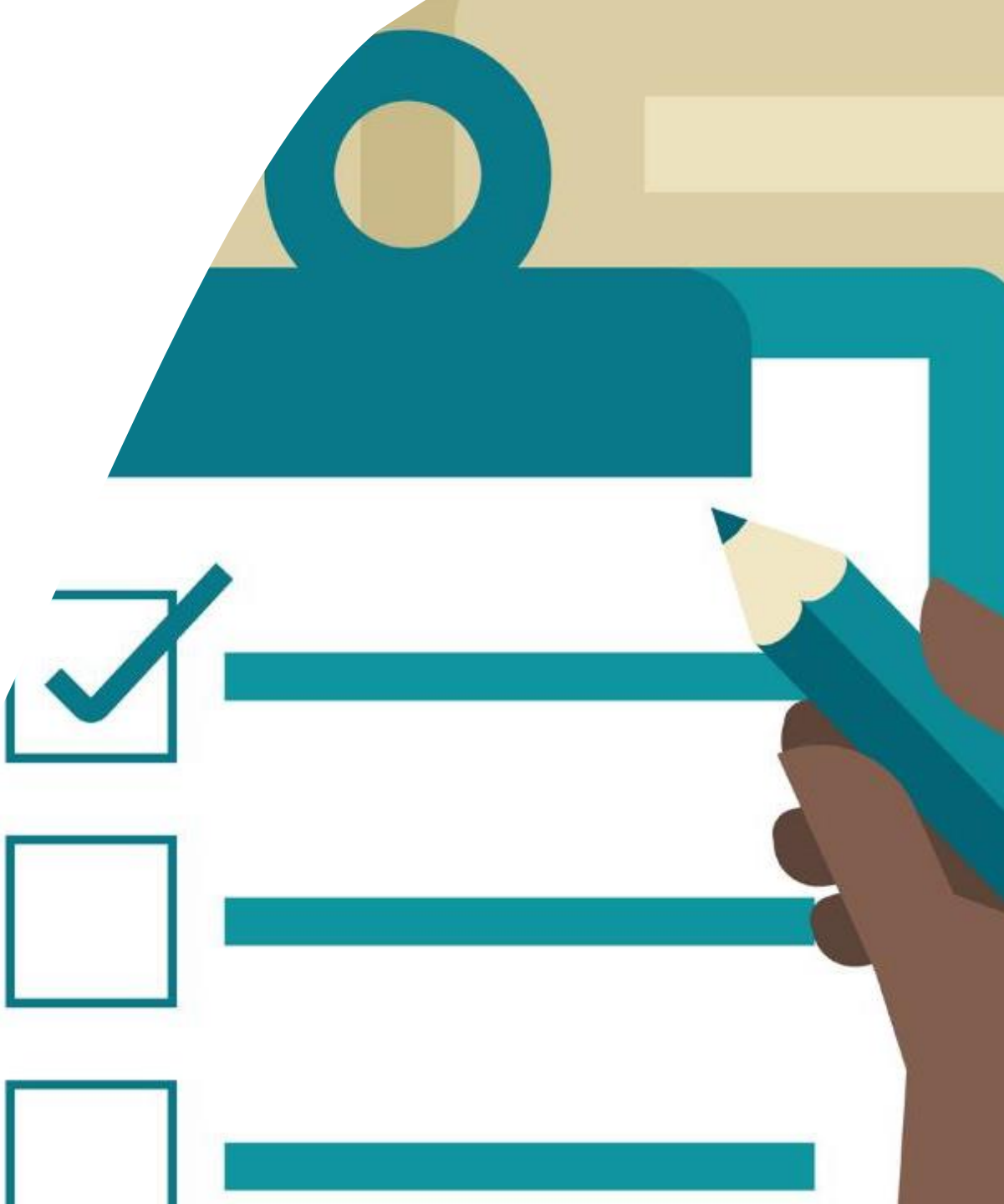
In this session, you will learn :

Overview and Navigation of IGMS

In this module you will learn how to navigate through IGMS portal as a HI Audit user.

HI Audit role

In this module you will learn how a HI user with the HI Audit role can view and download the research related information and transactions of the respective HI.



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Overview and Navigation of IGMS

1. **Overview and Navigation of IGMS**
2. Proposal details
3. Rebuttals
4. Scrubbing
5. Letter of award
6. Projects
7. Deviation requests
8. Fund requisitions
9. Progress reports

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Integrated Grant Management System (IGMS)

https://researchgrant.gov.sg/

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Login in IGMS

Purpose of HI Audit role

The purpose of the HI Audit role is to provide access to restricted modules currently not provided to existing portal roles (HI Finance; HI HR). To make best use of this role, it should be **used together** with existing roles

Example:

Modules	HI Finance	HI HR	PI	HI Audit
Dashboard	View access	View access	View access	Empty
Grants	View access	View access	View and edit access	View access
Proposals	Not applicable	Not applicable	View and edit access	View access
Projects	View access	View access	View access	View access
Submit Claim	View and edit access	View and edit access	View access	Not applicable
Deviations	Not applicable	Not applicable	View and edit access	View access

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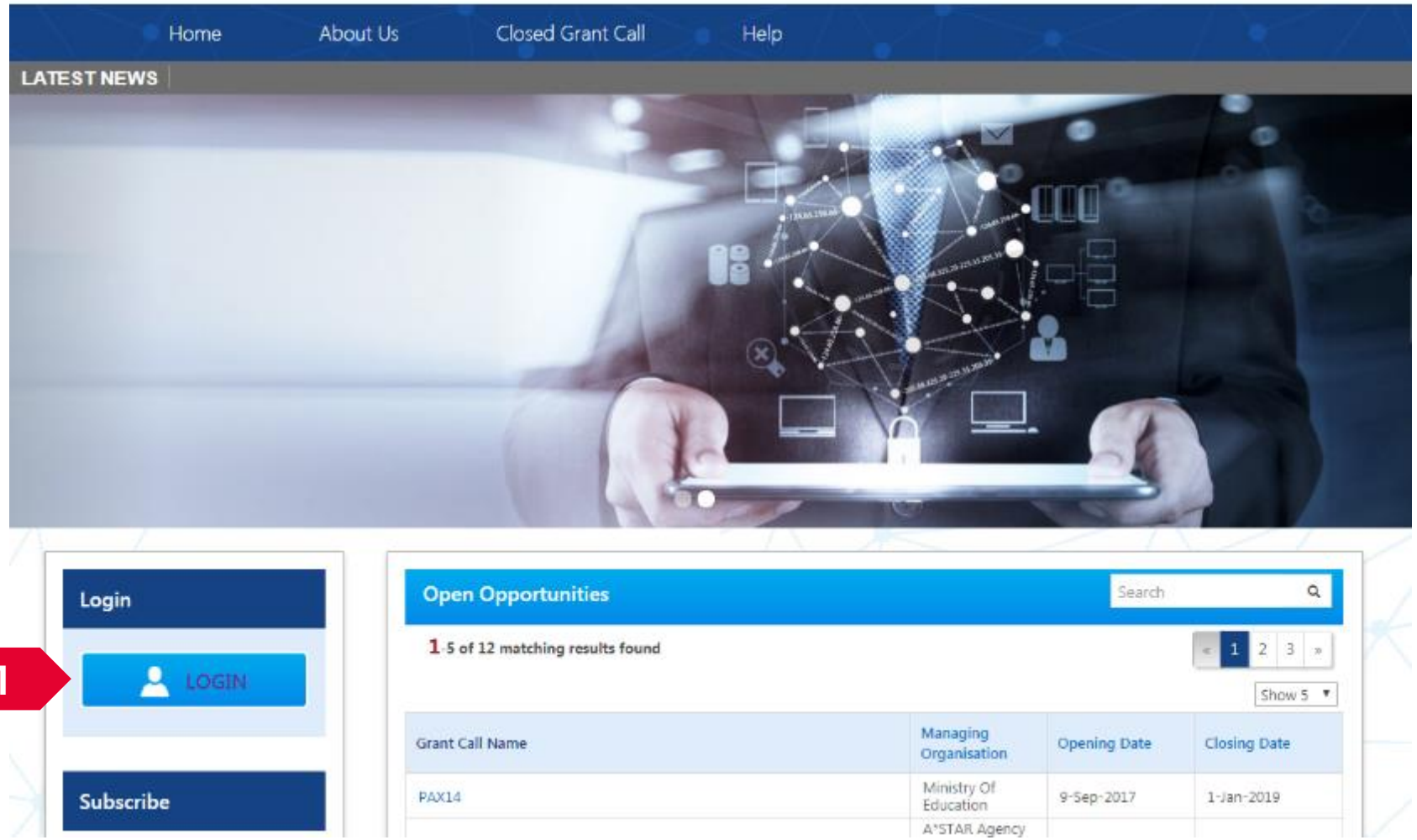
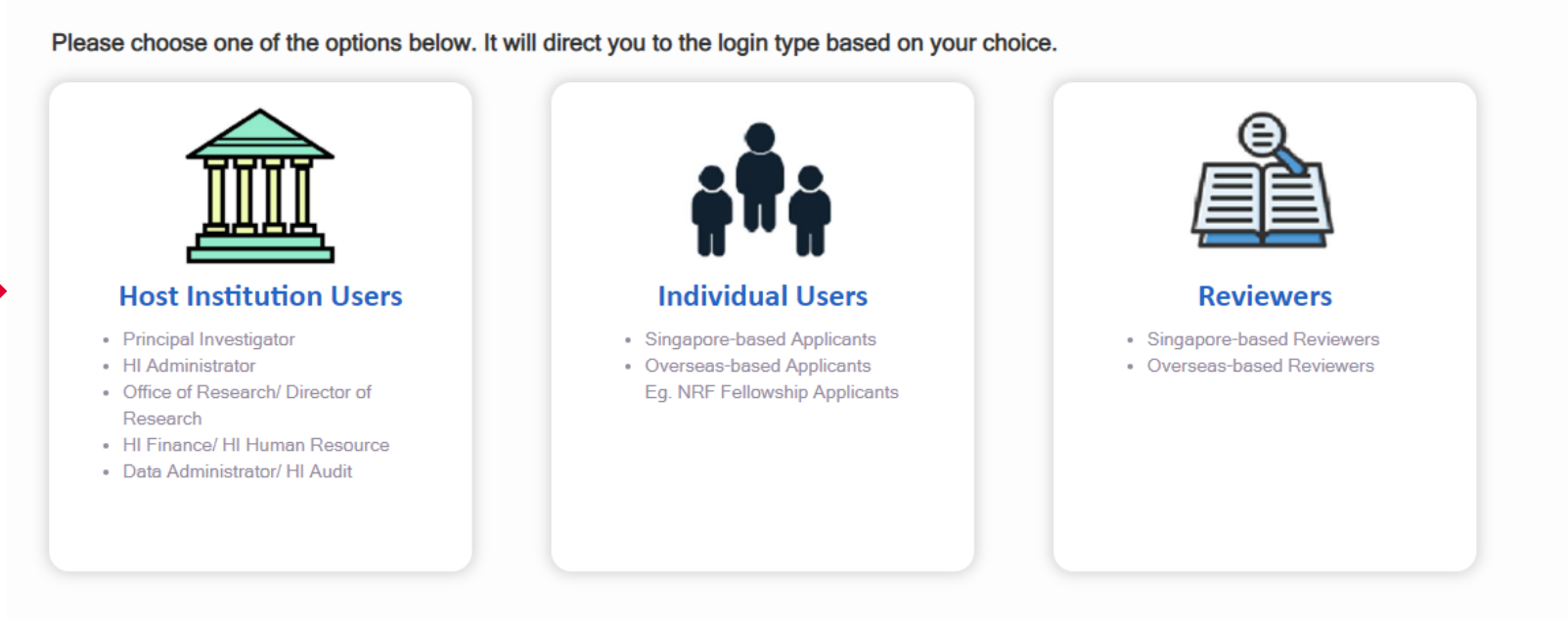
Logging in IGMS



1

1 Click on **Login**

Logging in IGMS



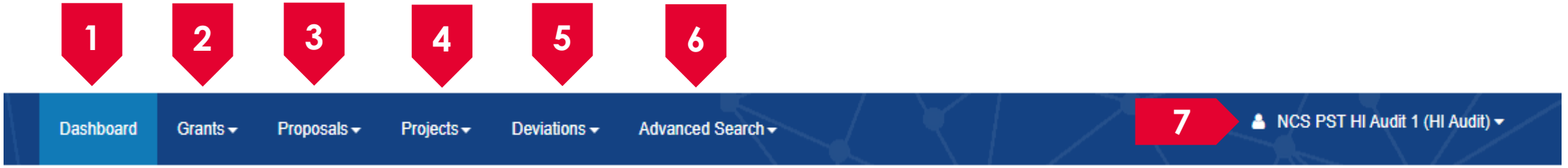
1

1

Users performing transactions on behalf of their company should use login via “Host Institution Users”.

Links and Menus in IGMS

Links and Menus in IGMS



1. **Dashboard**: Displays the items pending user's actions. The dashboard would be empty for HI Audit users.
2. **Grants**: Displays the open and upcoming grant calls
3. **Proposals**: Displays the proposals under the user's institution
4. **Projects**: Displays the awarded projects and fund requisitions under the user's institution
5. **Deviations**: Displays all submitted deviation requests under the user's institution
6. **Advance Search**: Displays the search for Grant Calls, and Awarded Projects
7. **User Profile**: Displays the user profile like name, id number, nationality, email address, etc.

Overview and Navigation of IGMS

1. Overview and Navigation of IGMS
2. **Proposal details**
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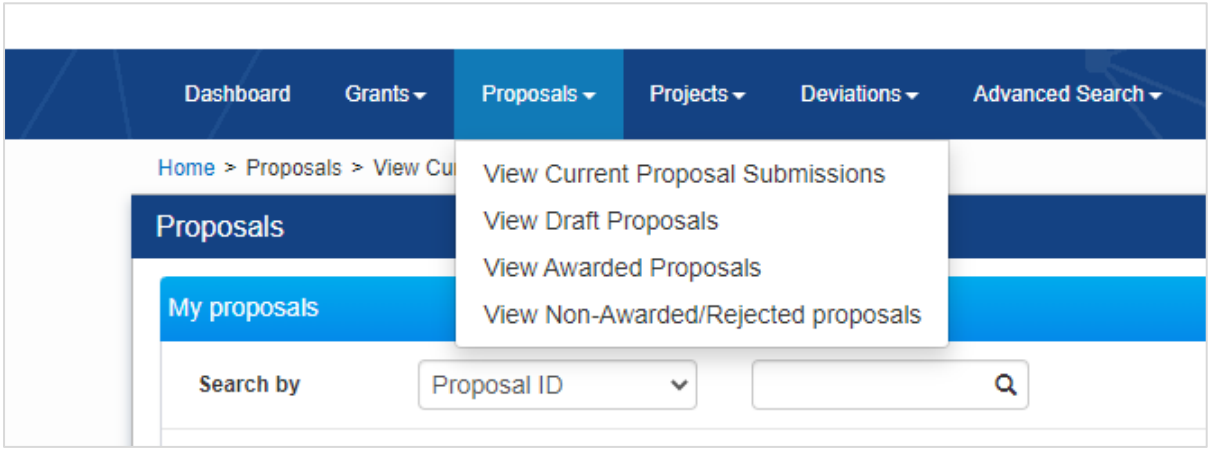
View/Download proposals

Proposals

IGMS users with the HI Audit role can view the

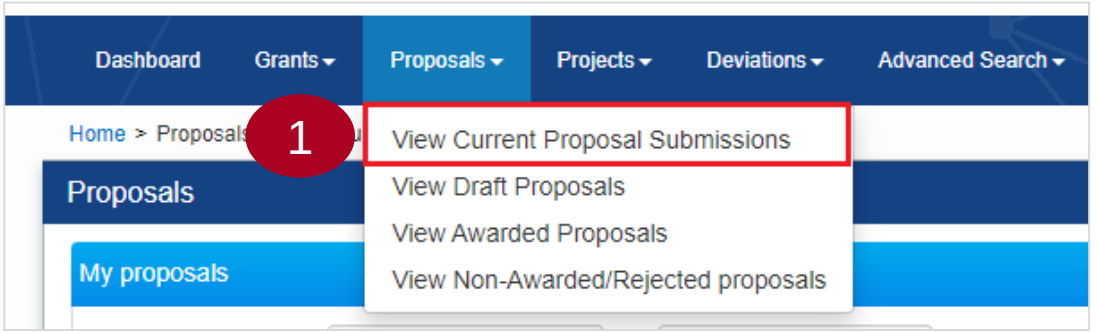
- Current proposal submissions
- View draft proposals
- View awarded proposals
- View non-awarded (rejected) proposals



View Current Proposal Submissions

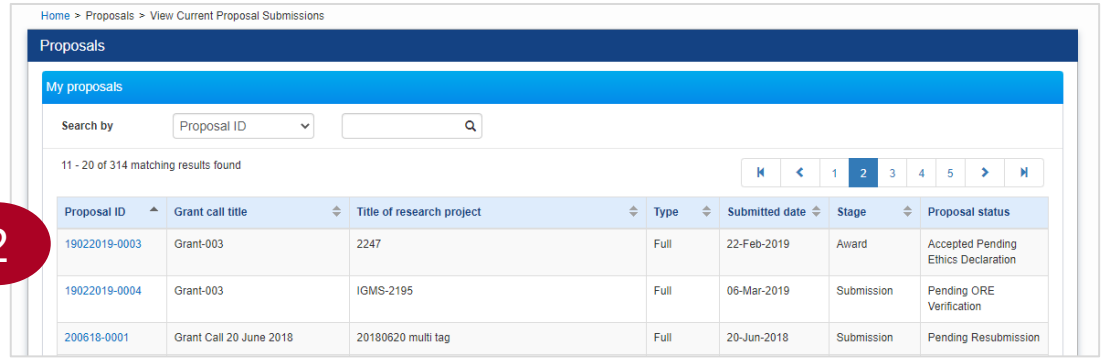
1

Navigate to **Proposals → View Current proposal submissions** to view the proposals submitted by the **Lead PI** that are being evaluated by the grant managing agency.



2

Click on the proposal ID to view proposal details



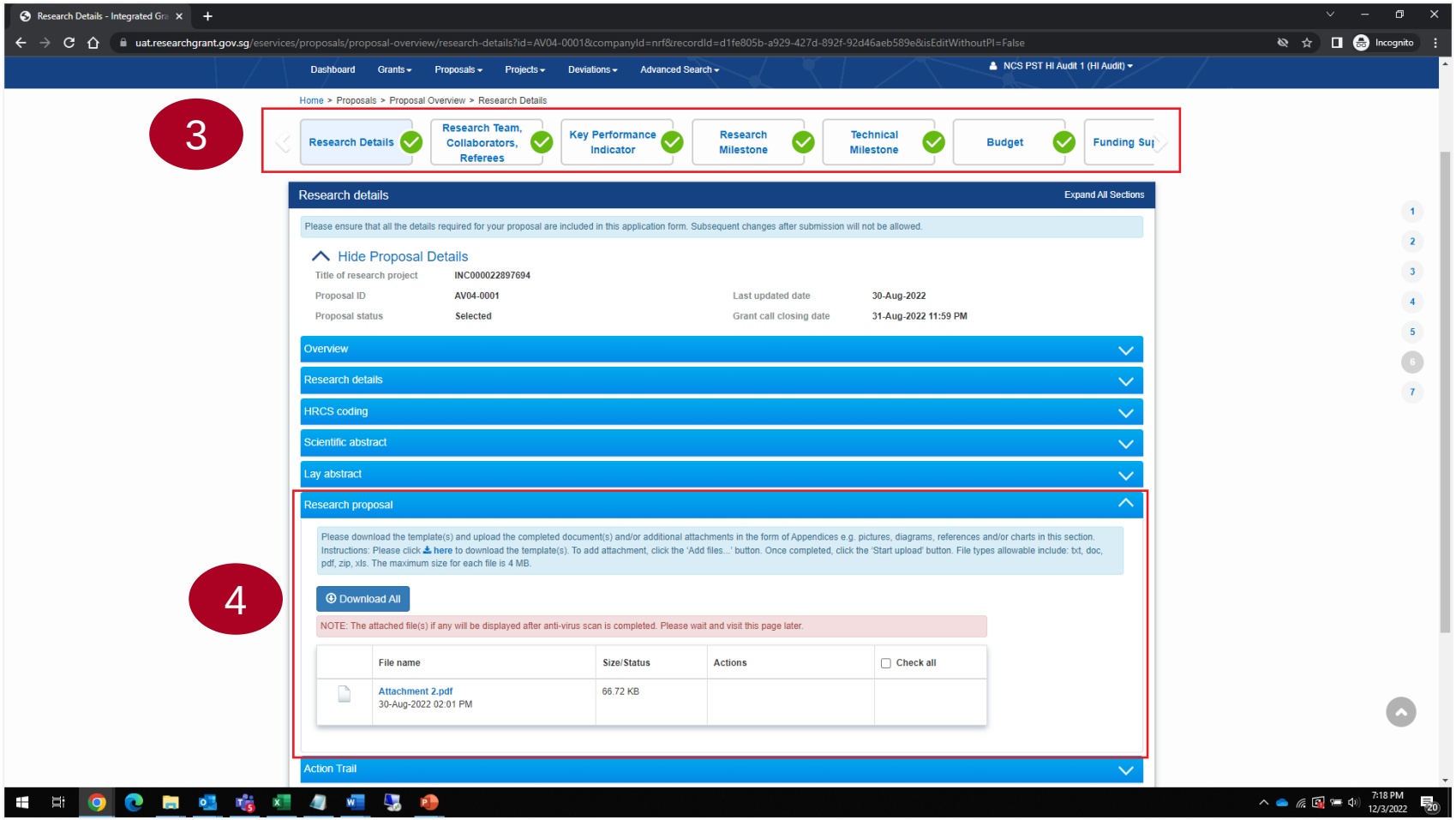
View Current Proposal Submissions

3

Proposal information is shown on different sections. Use the Next and Back buttons at the bottom of the page to navigate through the sections.

4

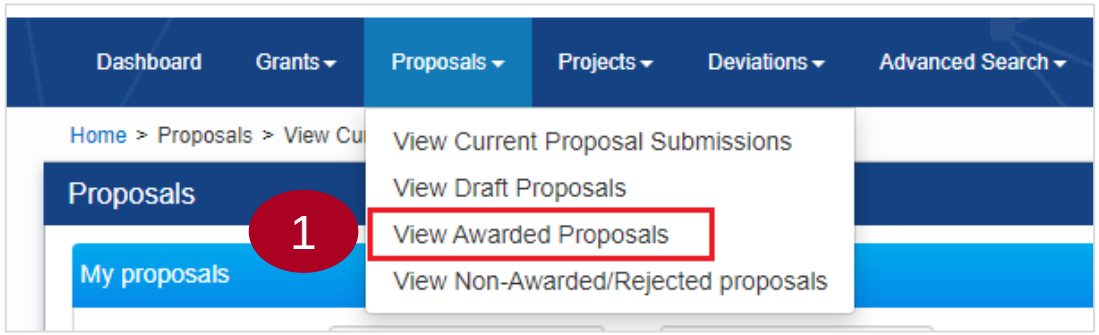
Some of the tabs on the proposal contains the files uploaded by the principal investigators during the proposal submission. Click on the respective file names to download them.



View Awarded Proposals

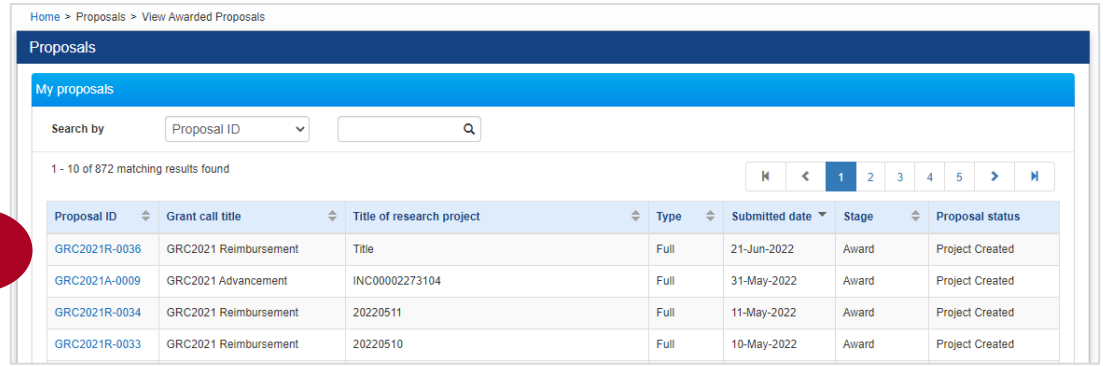
1

Navigate to **Proposals → View Awarded proposals** to view the proposals that are awarded by the grant managing agency.



2

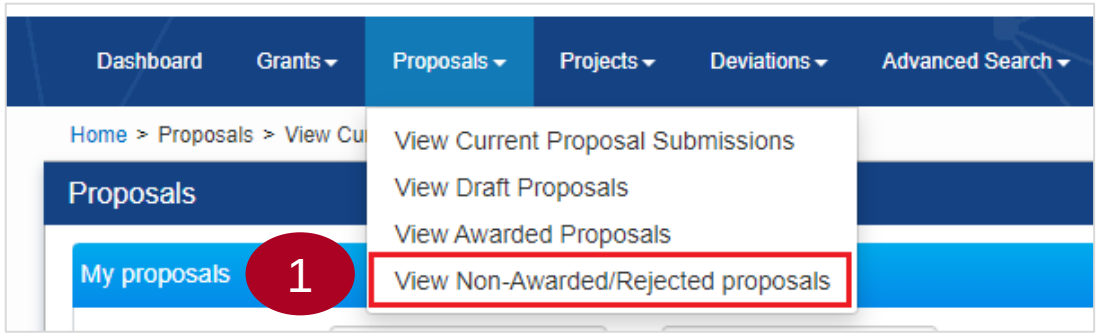
Click on the proposal ID to view proposal details



View Rejected Proposals

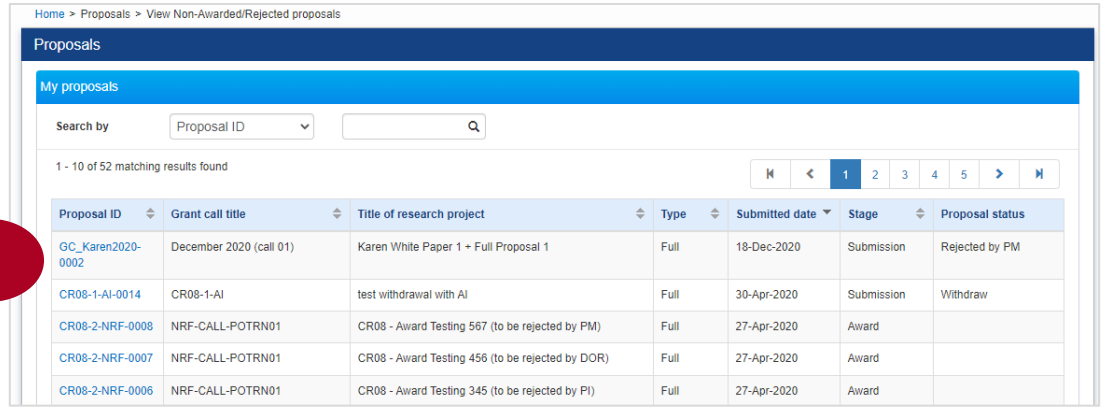
1

Navigate to **Proposals → View Non-Awarded /Rejected proposals** to view the proposals that are rejected by the grant managing agency.



2

Click on the proposal ID to view proposal details

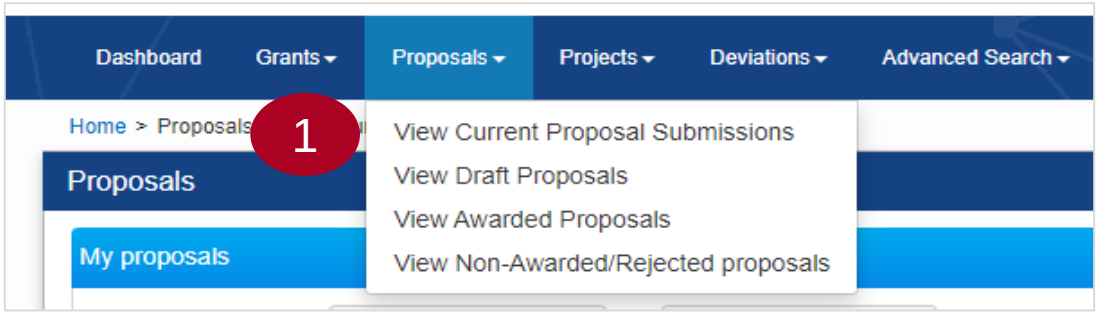


Download proposals

1

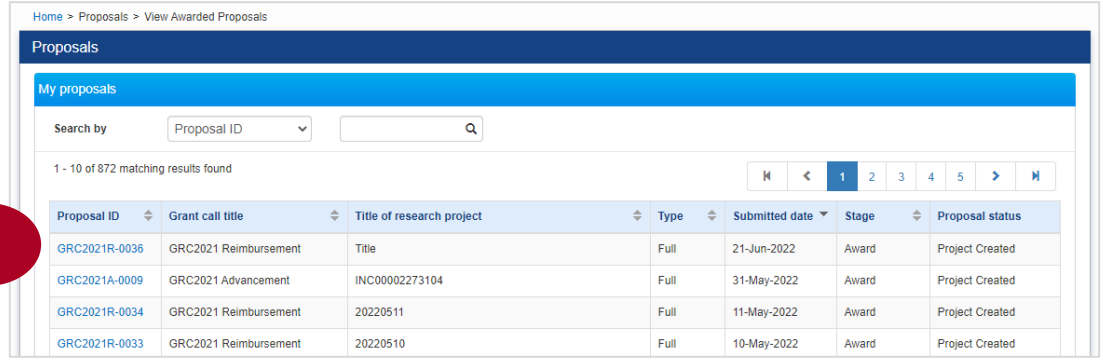
Navigate to one of the following locations

a. Proposals → View Current Proposal Submissions
b. Proposals → View Awarded proposals
c. Proposals → View Non-Awarded/Rejected Proposals



2

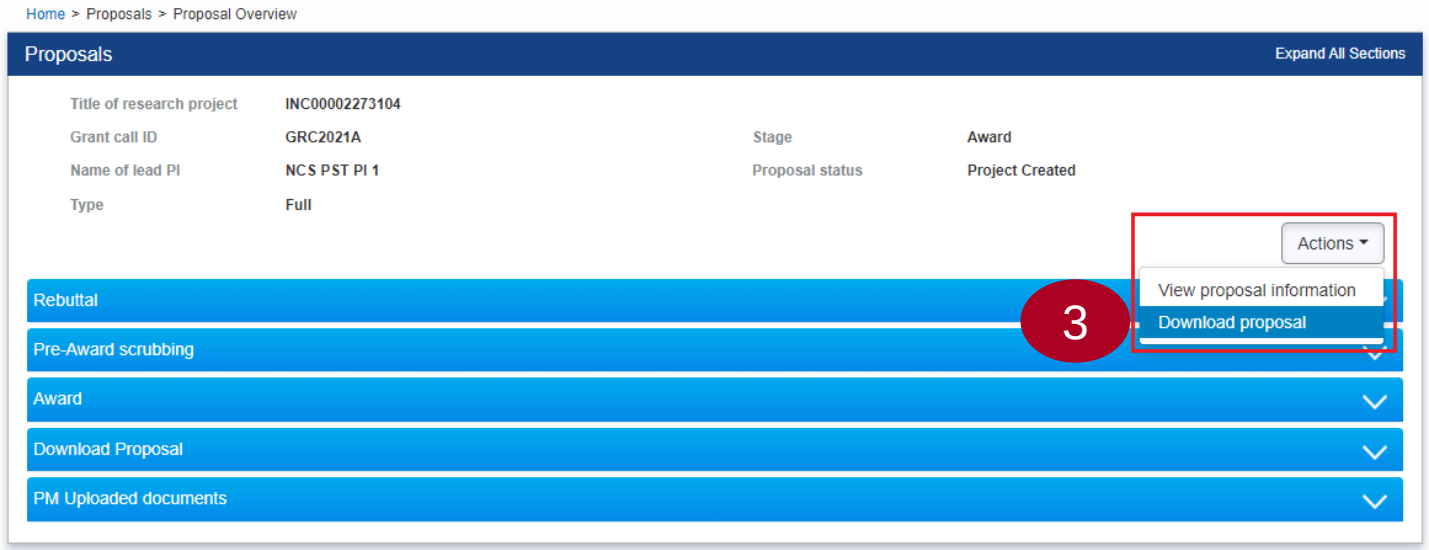
Click on the proposal ID to view proposal details



Download proposals

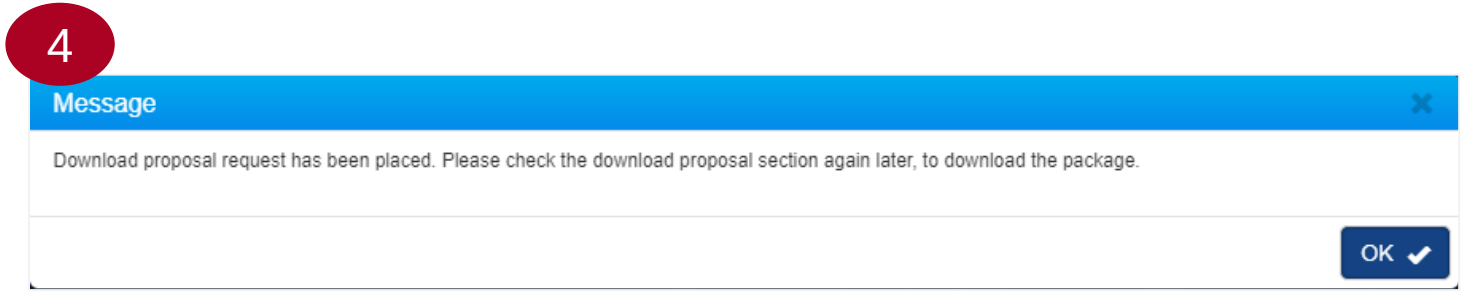
3

Click **Actions** button and select **Download Proposal** option.



4

Clicking the Download proposal will place a system request to generate the proposal package.



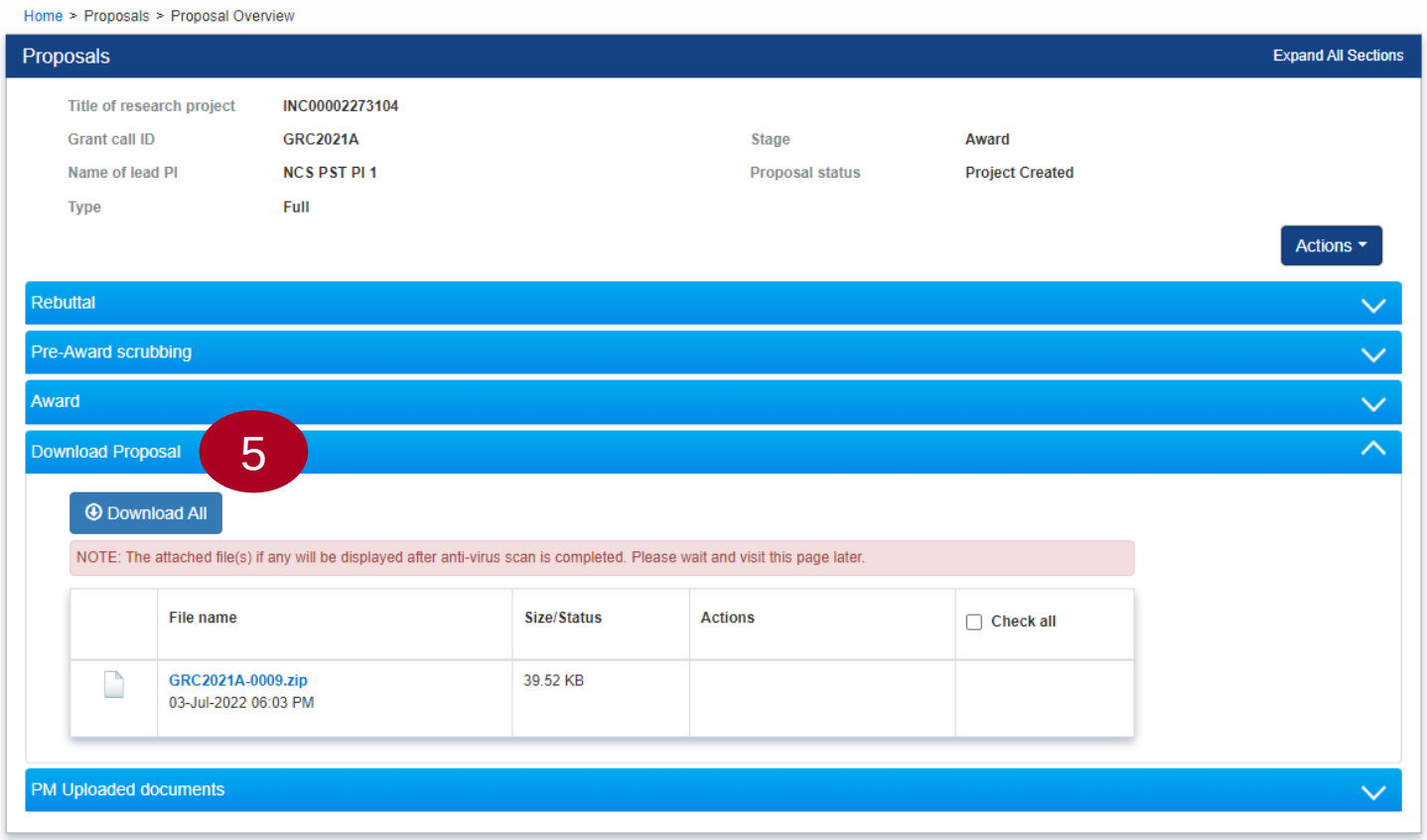
Download proposals

5

Wait for around 10 to 20 minutes for the system to generate the proposal package.

After the waiting time, expand the **Download proposal tab** to view/download the proposal package.

HI Audit can download the files that are already generated/ uploaded by the HI users.

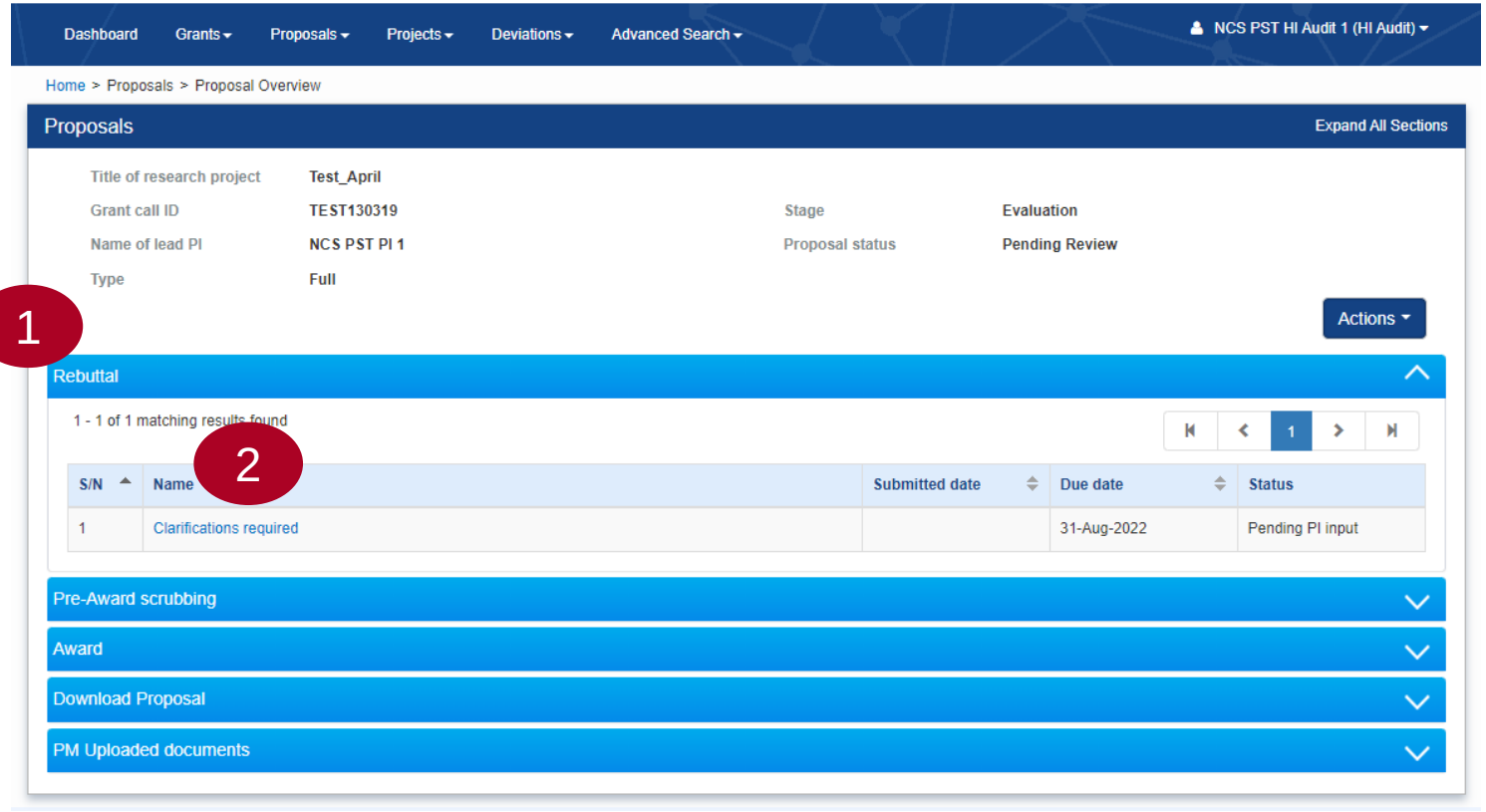


View Rebuttal

View Proposal Rebuttal

1. Open proposal form and expand Rebuttal tab

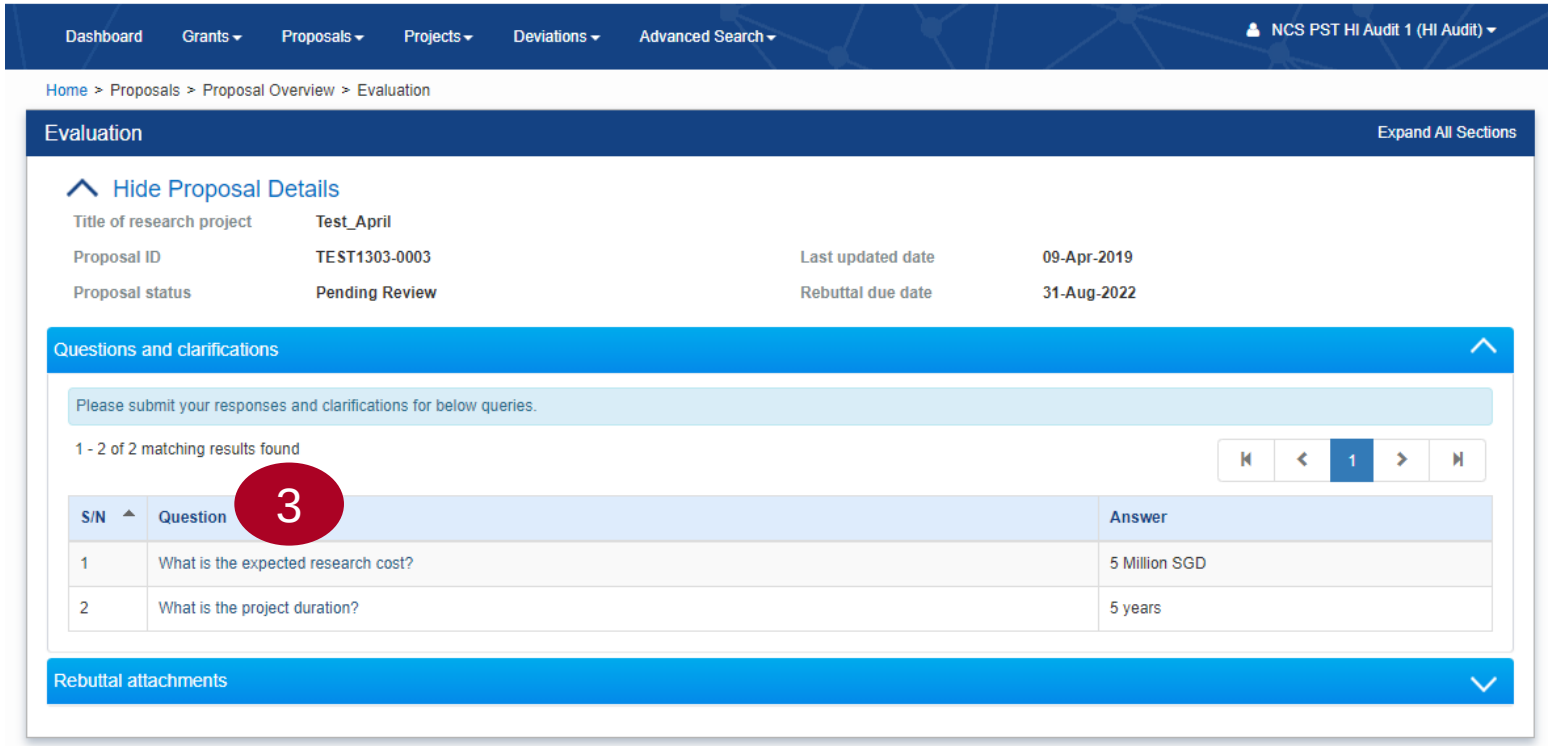
2. Click on Name to view the rebuttal details



View Proposal Rebuttal

3

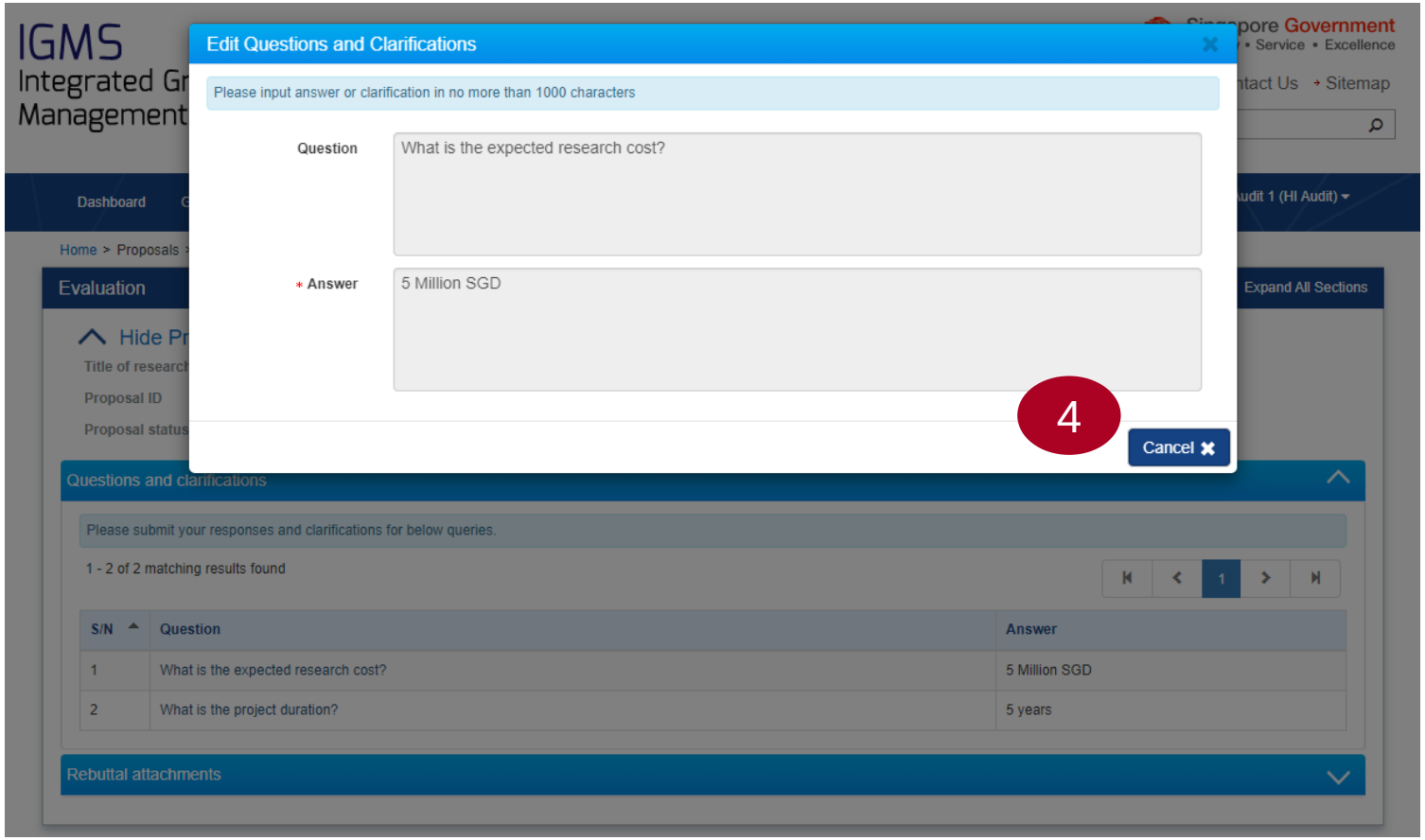
Click on each rebuttal question to view details



View Scrubbing Details

4

Click cancel button to close the details form.

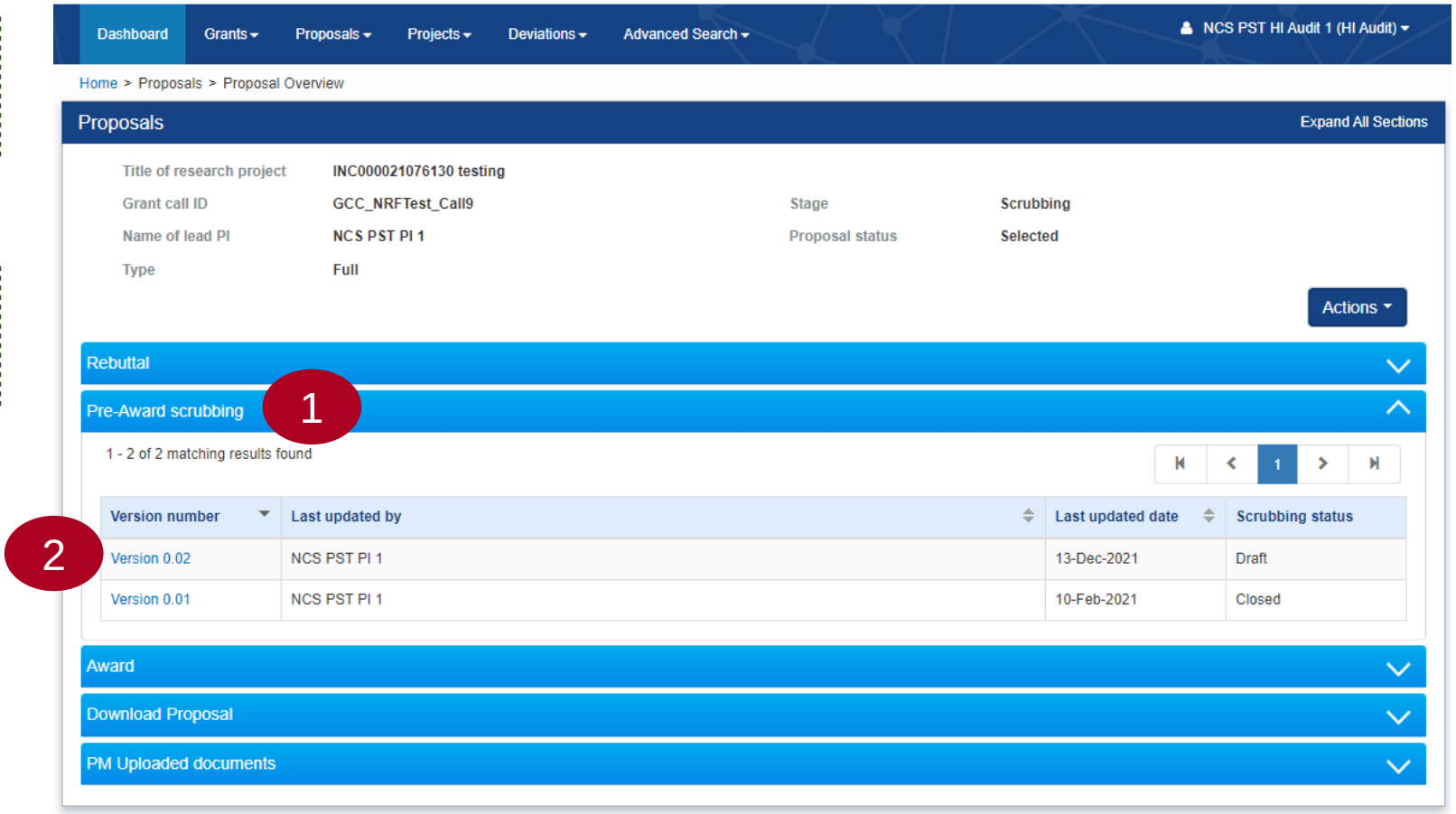


View Scrubbing Details

View Scrubbing Details

1. Open proposal form and expand the Pre-Award scrubbing tab

2. Click on a version number to view the scrubbing details



View Proposal Rebuttal

3

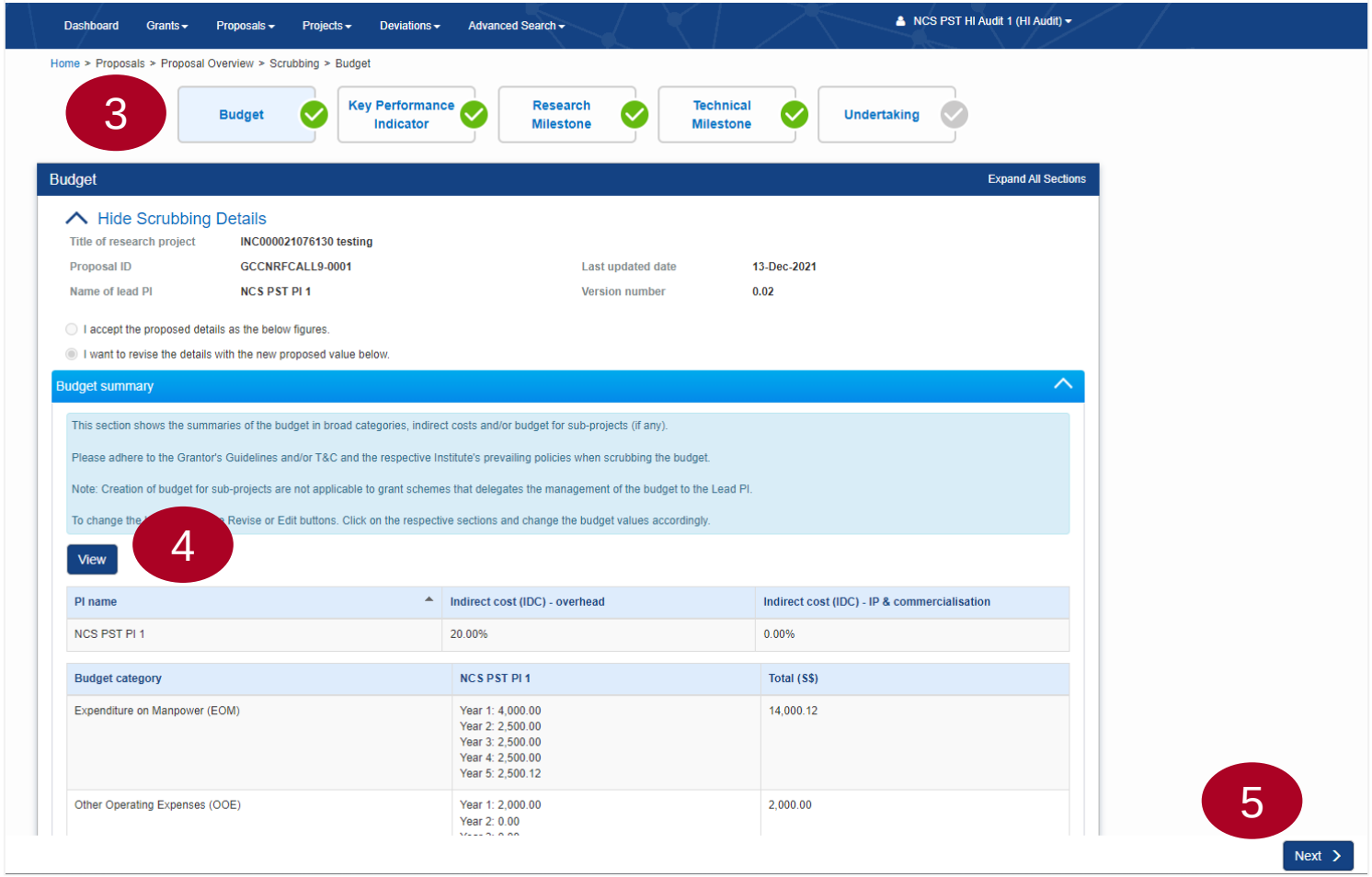
Scrubbing form consists of different sections displayed on the top

4

Click View button to view the budget details

5

Click Next button to navigate through the other sections such as KPIs, Research and Technical milestones

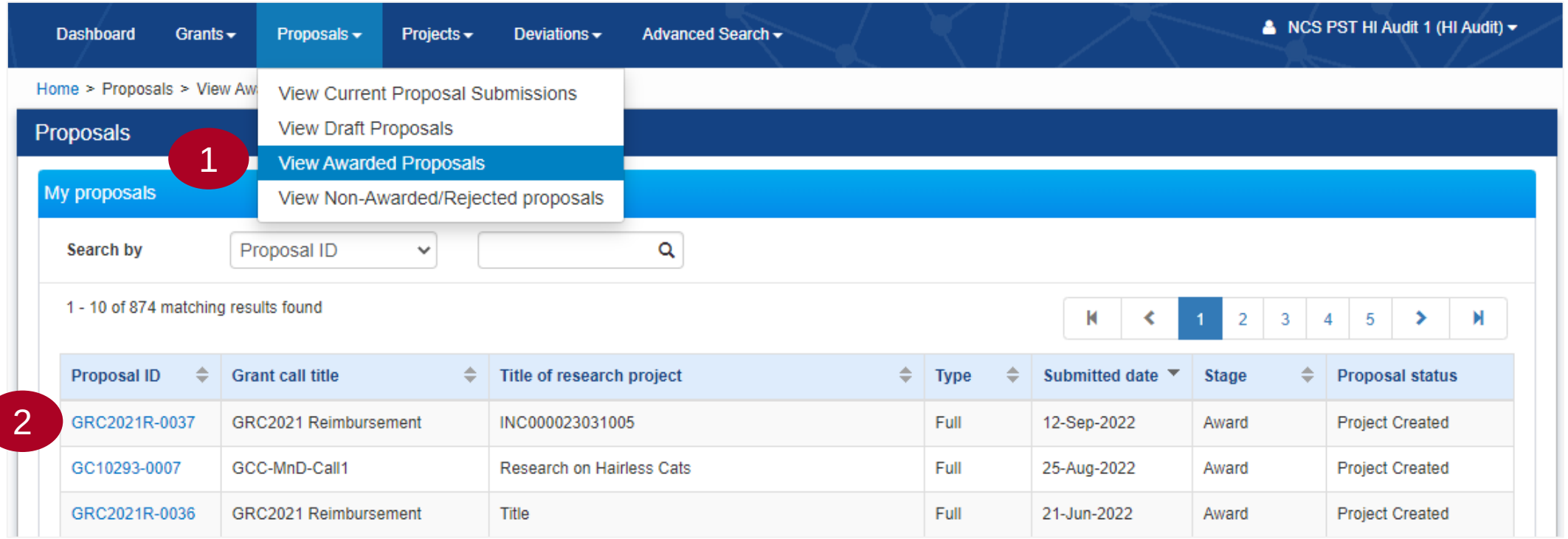


View Letter of Award

View Letter of Award

1. Open proposal form and expand the Award tab

2. Click on the Proposal ID



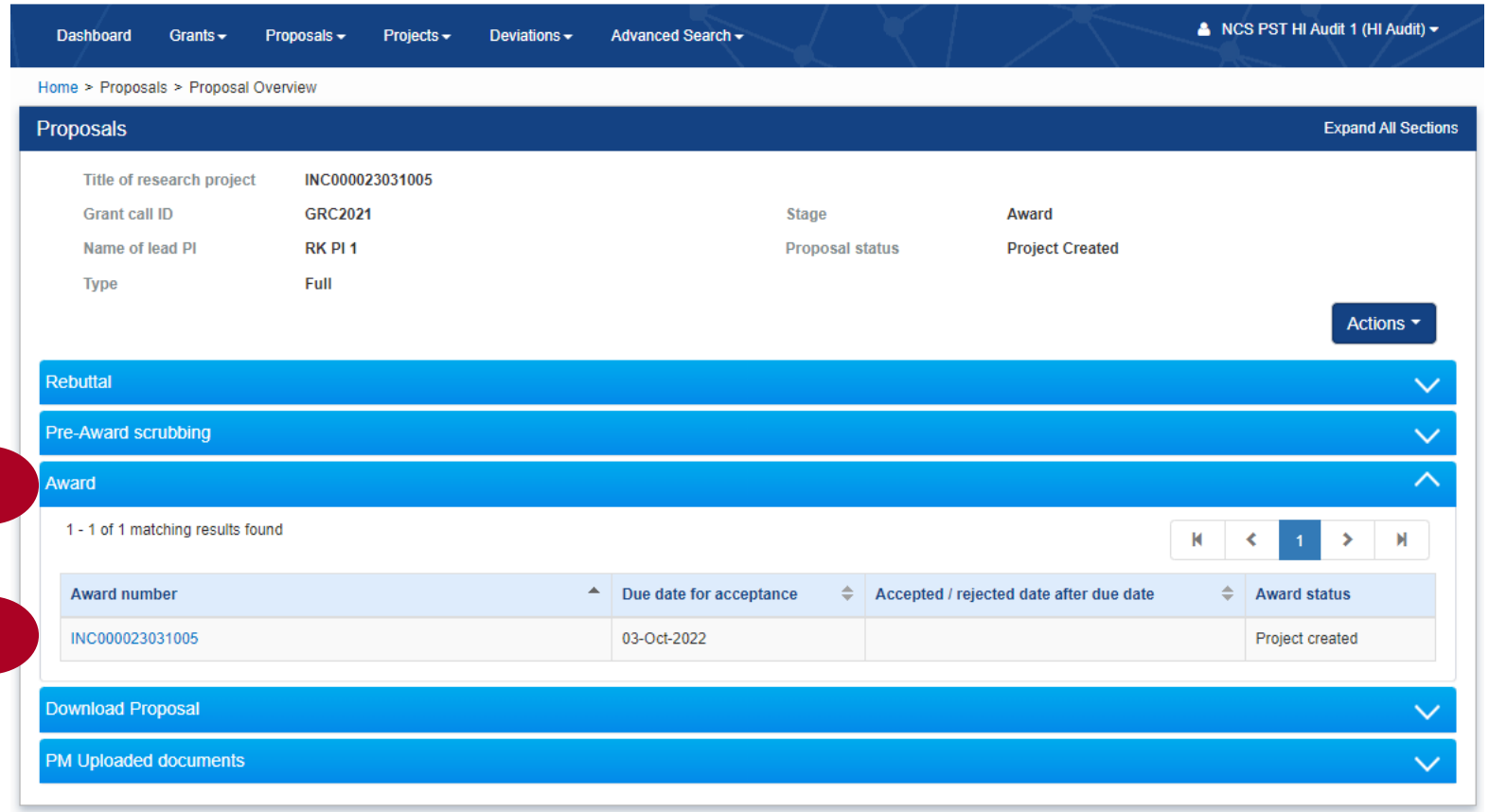
View Letter of Award

3

Open proposal form and expand the Award tab

4

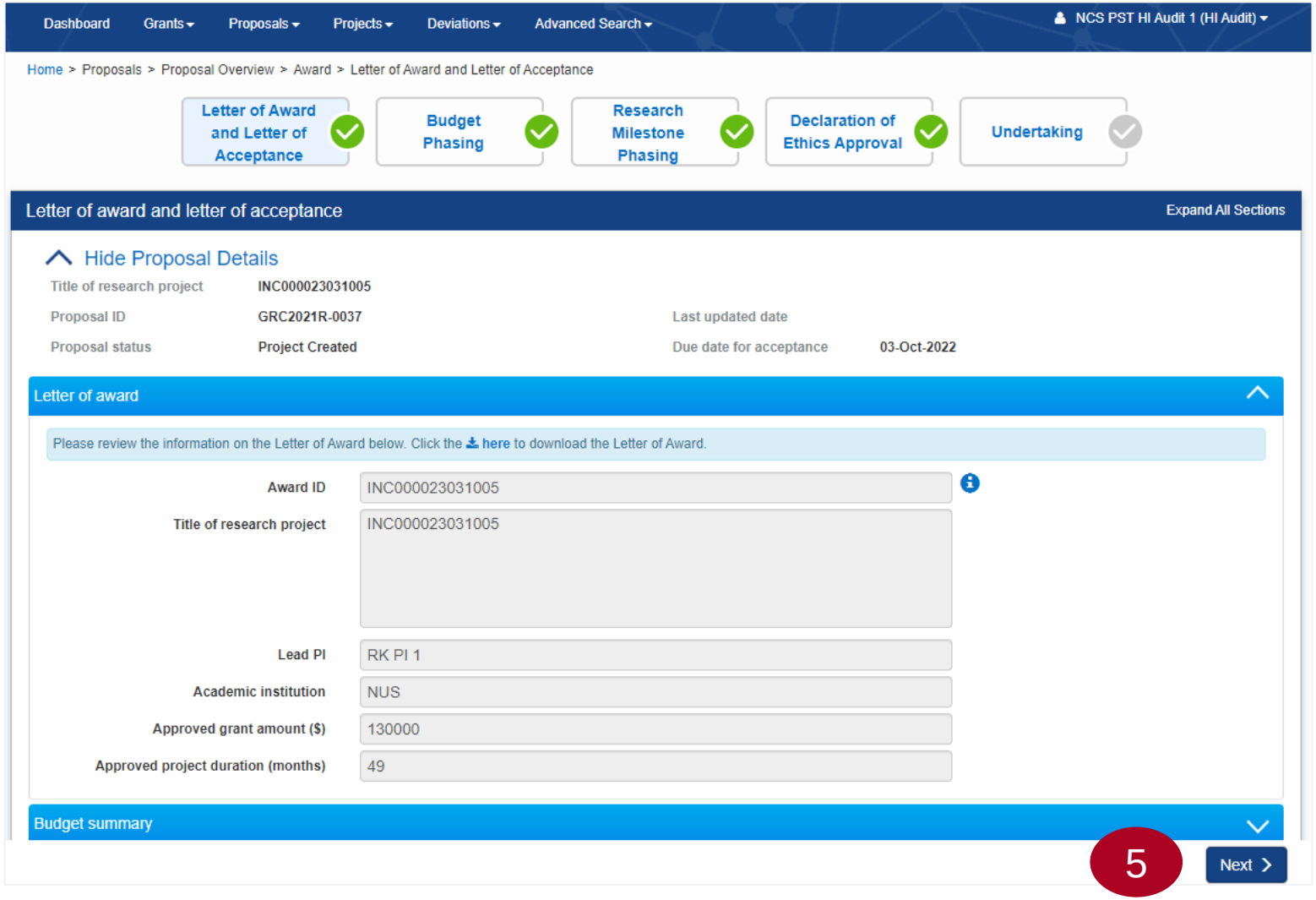
Click on the Award number to view the award details



View Letter of Award

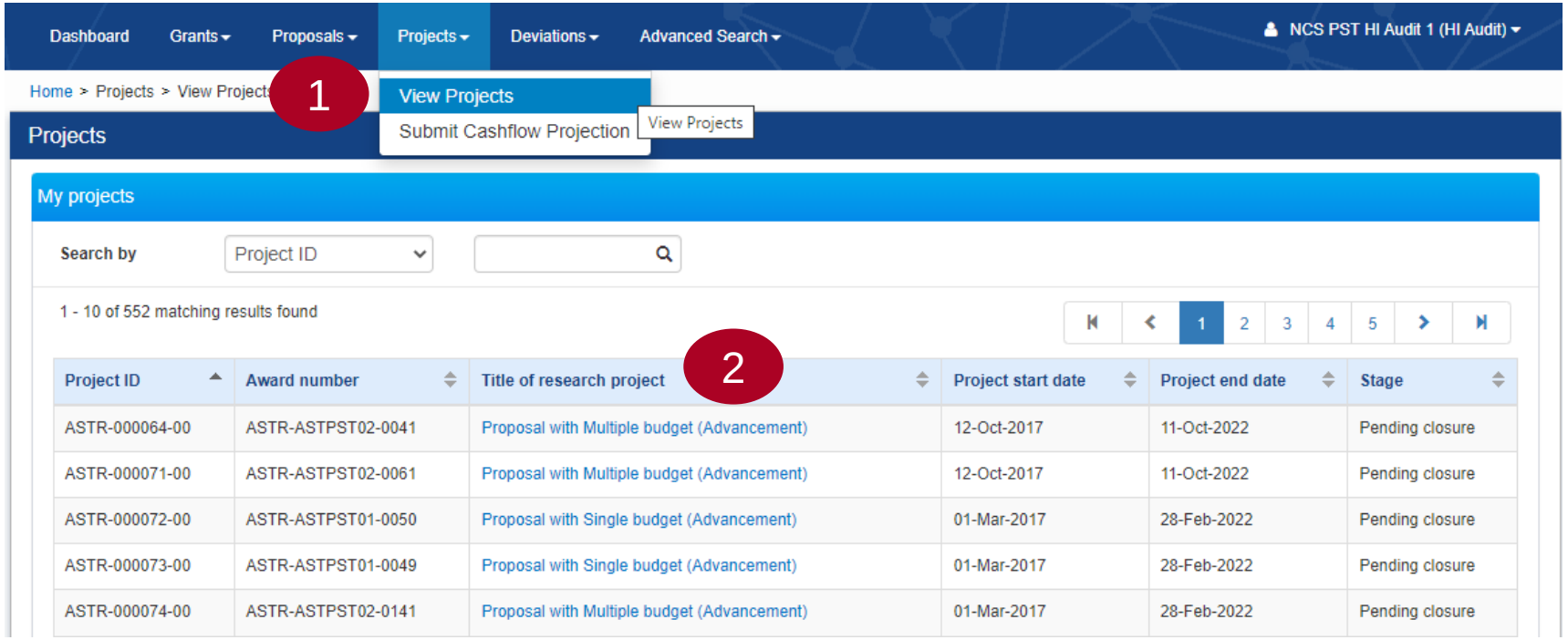
5

Navigate through different pages of the Letter of award using the Next and Back buttons



View Projects

View Projects



1

Navigate to **Projects → View projects** to view all the projects awarded to the respective host institution.

2

Click on the **Title of Research Project** to view the project details.

View Projects

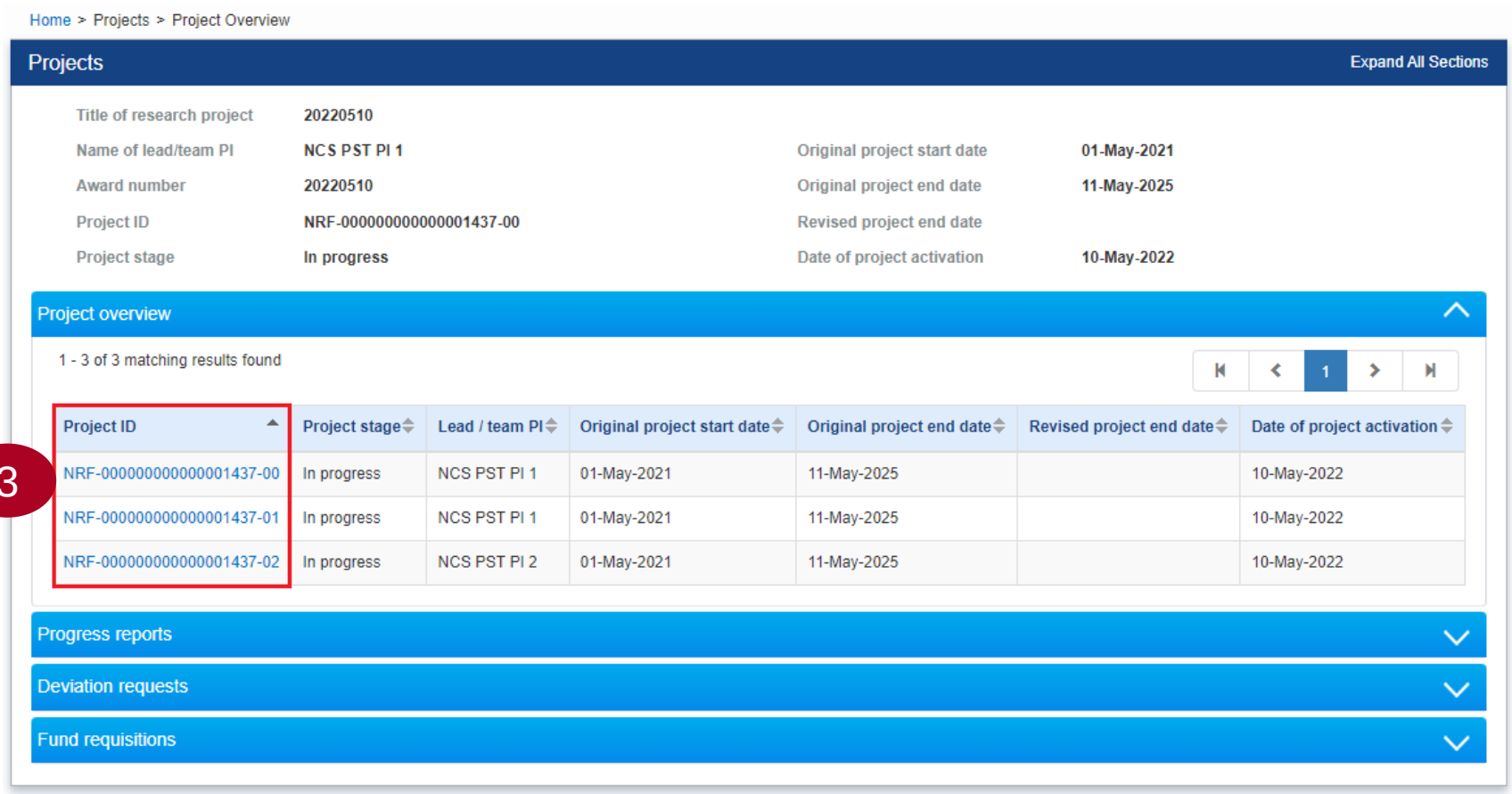
3

Expand the Project overview tab to view the parent or sub-projects and its respective PIs.

Each project on IGMS will have at least one parent and one sub project.

Parent project ID ends with -00 and child projects ends with -0# (-01, -02 etc…)

Parent project displays the overall budget, whereas child project displays the budget allocated to the respective Lead/Team PI.



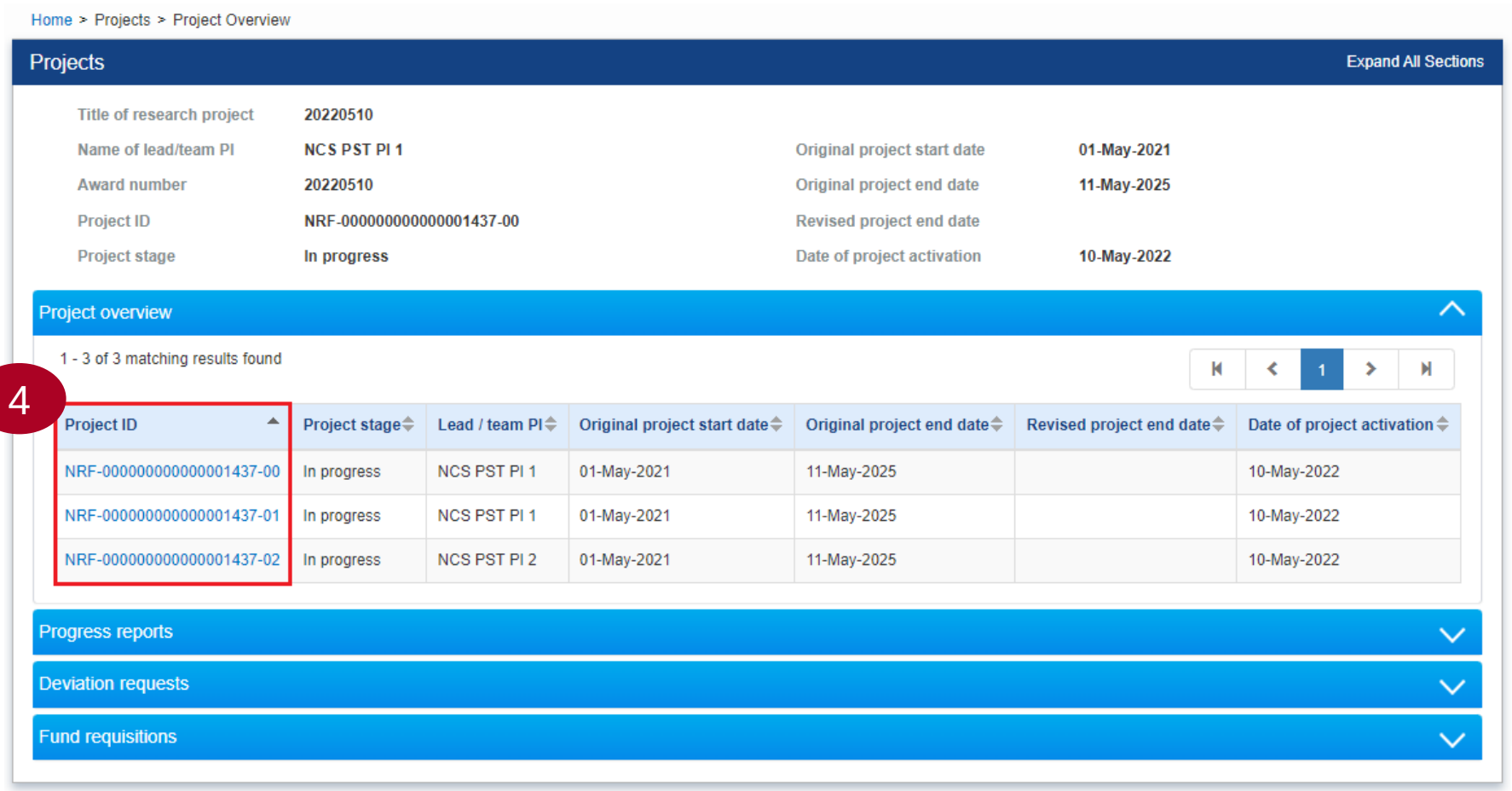
View Projects

4

In a multi-budget project, besides the Lead PI, budget will also be allocated to one or more Team PIs.

Each PI with the allocated budget is shown as a child project.

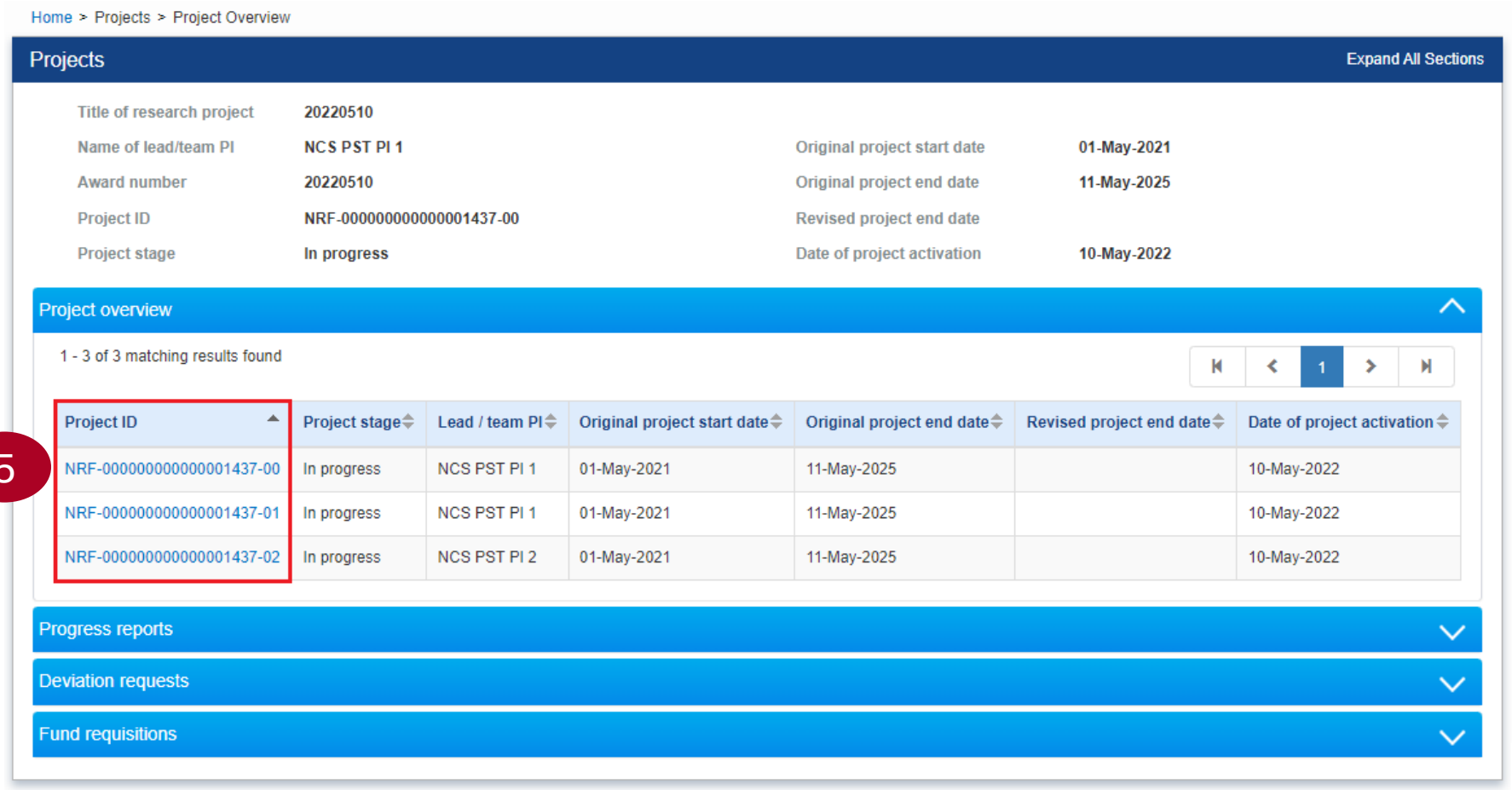
For example, if a multi-budget project consists of one Lead PI and two Team PIs with budget allocated, then the project will have one parent project (-00) and three child projects (-01, -02 and -03).



View Projects

5

Click on the project ID to view project details.

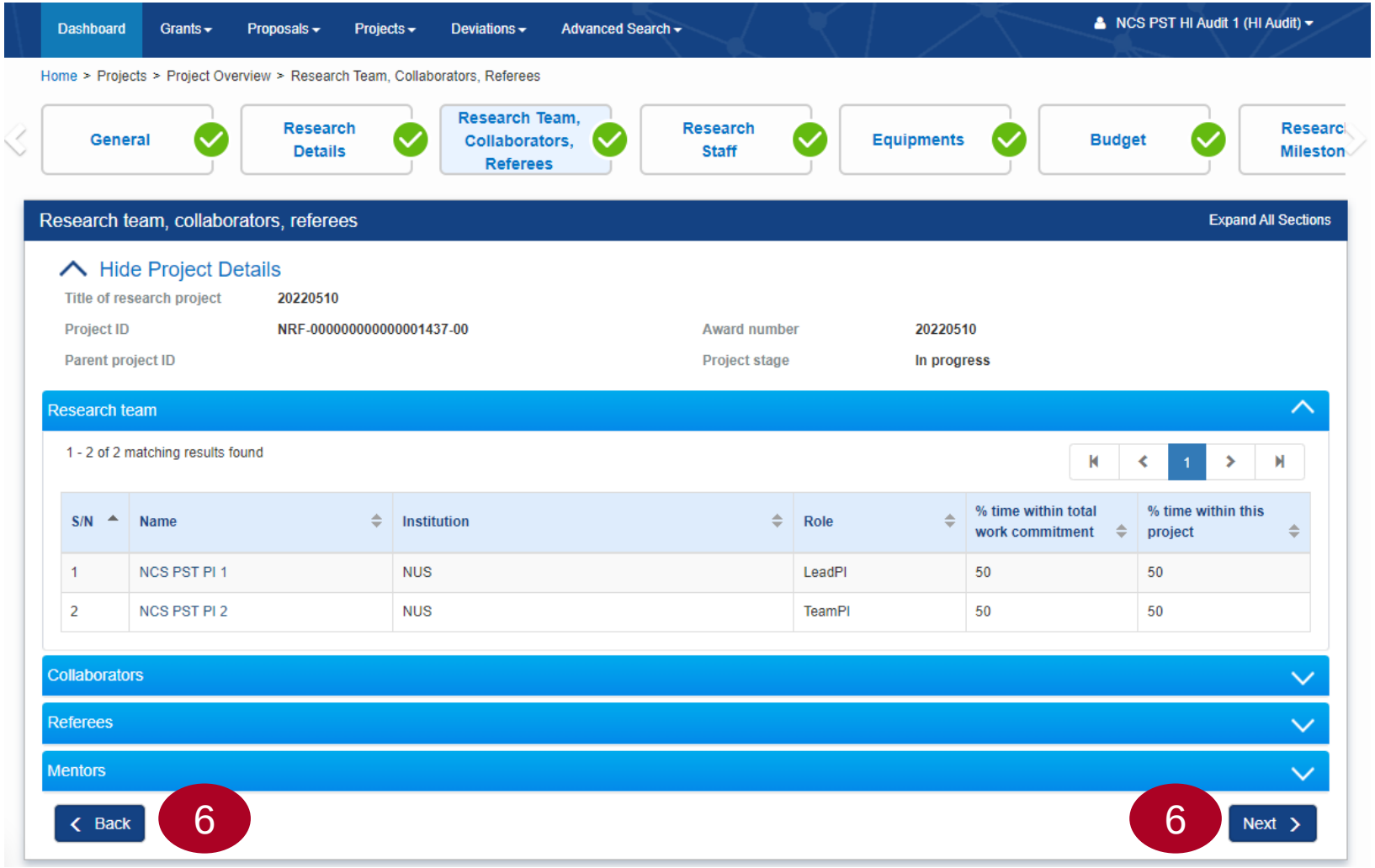


5

View Projects

6

Use the **Next** and **Back** buttons to navigate through different pages of the project.



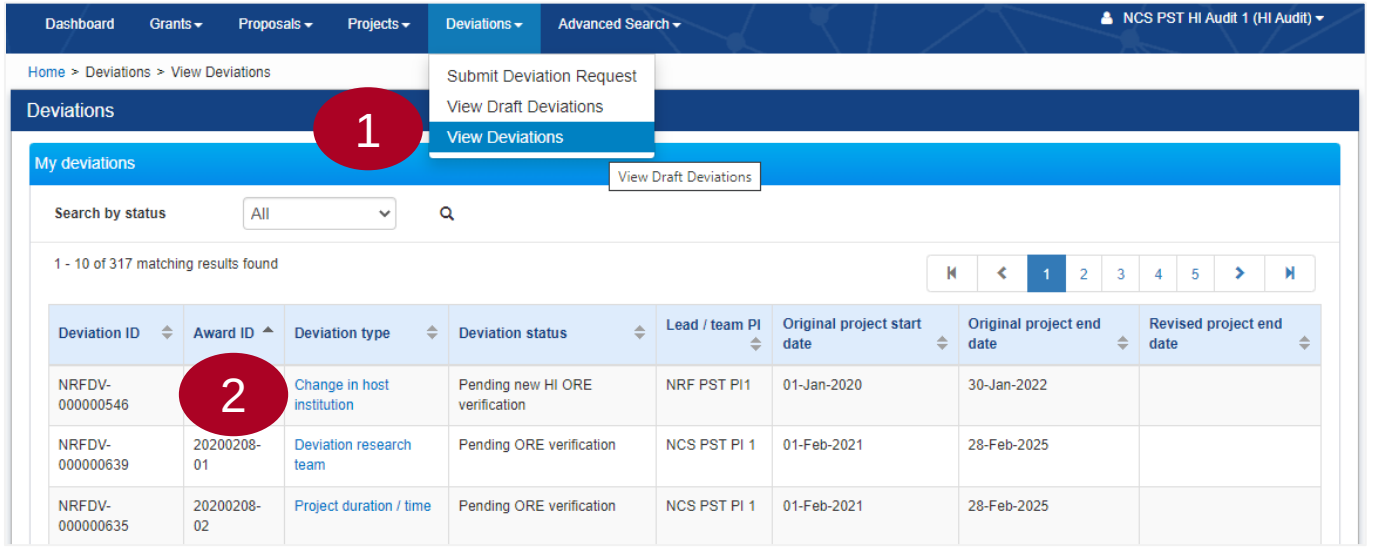
View/Download Deviation Requests

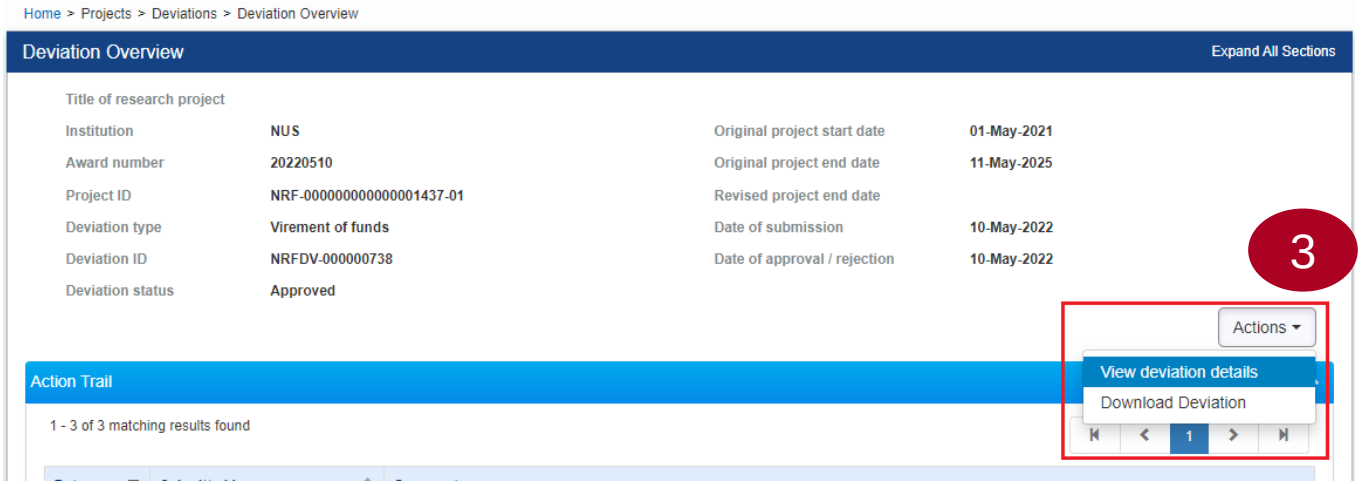
View Deviations

1. Navigate to **Deviations → View Deviations** to view all the deviation requests submitted for all the projects of the respective Host Institution.

2. Click on the **deviation type** to view the overview of the deviation request.

3. Click **Actions** and then select **View Deviation Details** option to view the details of the deviation request.





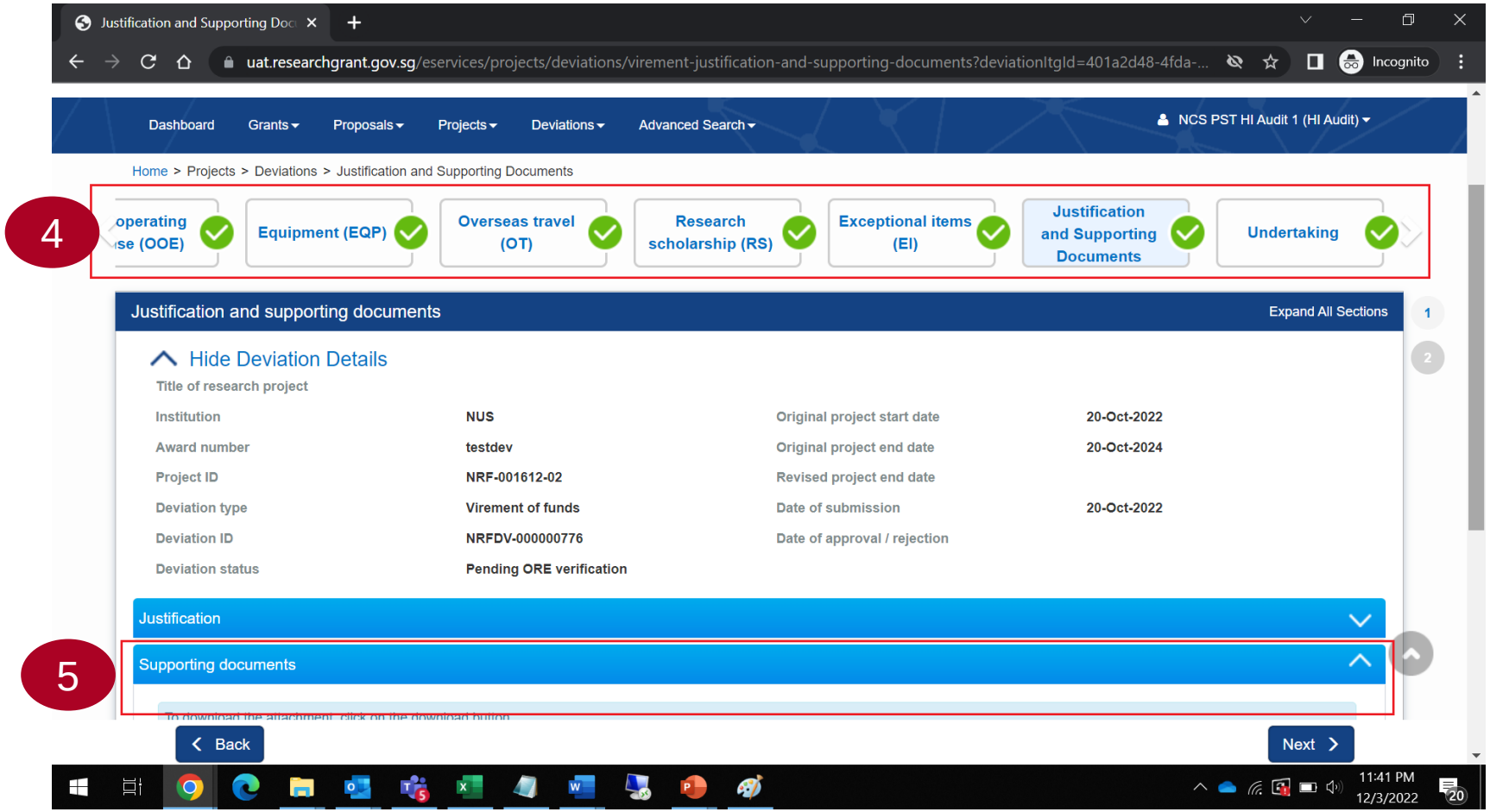
View Deviations

4

Deviation details are shown on different sections. Use the Next and Back buttons at the bottom of the page to navigate through the deviation request.

5

Some of the tabs on the deviation requests contains the files uploaded by the requestor. Click on the respective file names to download the same.

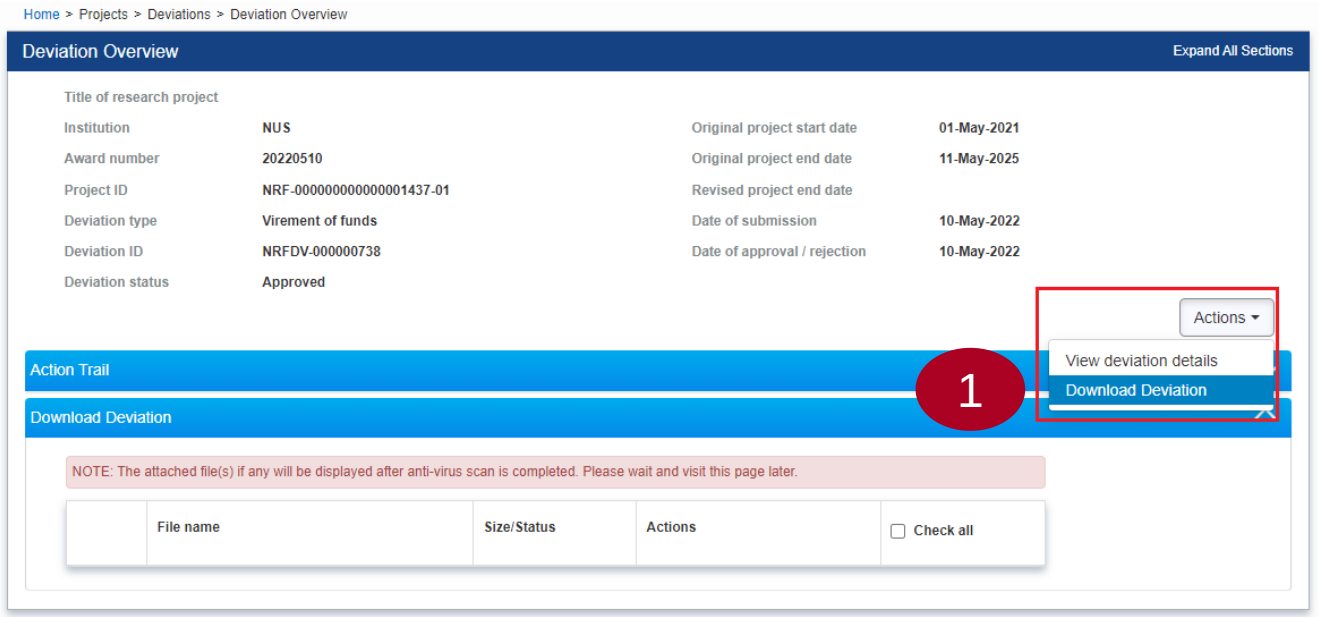


Download Deviations

1

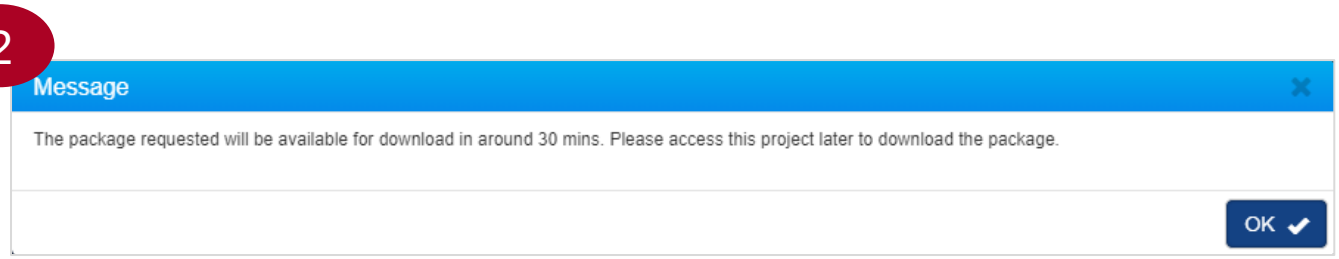
Perform steps 1 and 2 from the previous slide.

Click **Actions** and select **Download Deviation** option to place a request to download the deviation details.



2

Upon placing the download request, the package will be ready in 30 minutes for download.

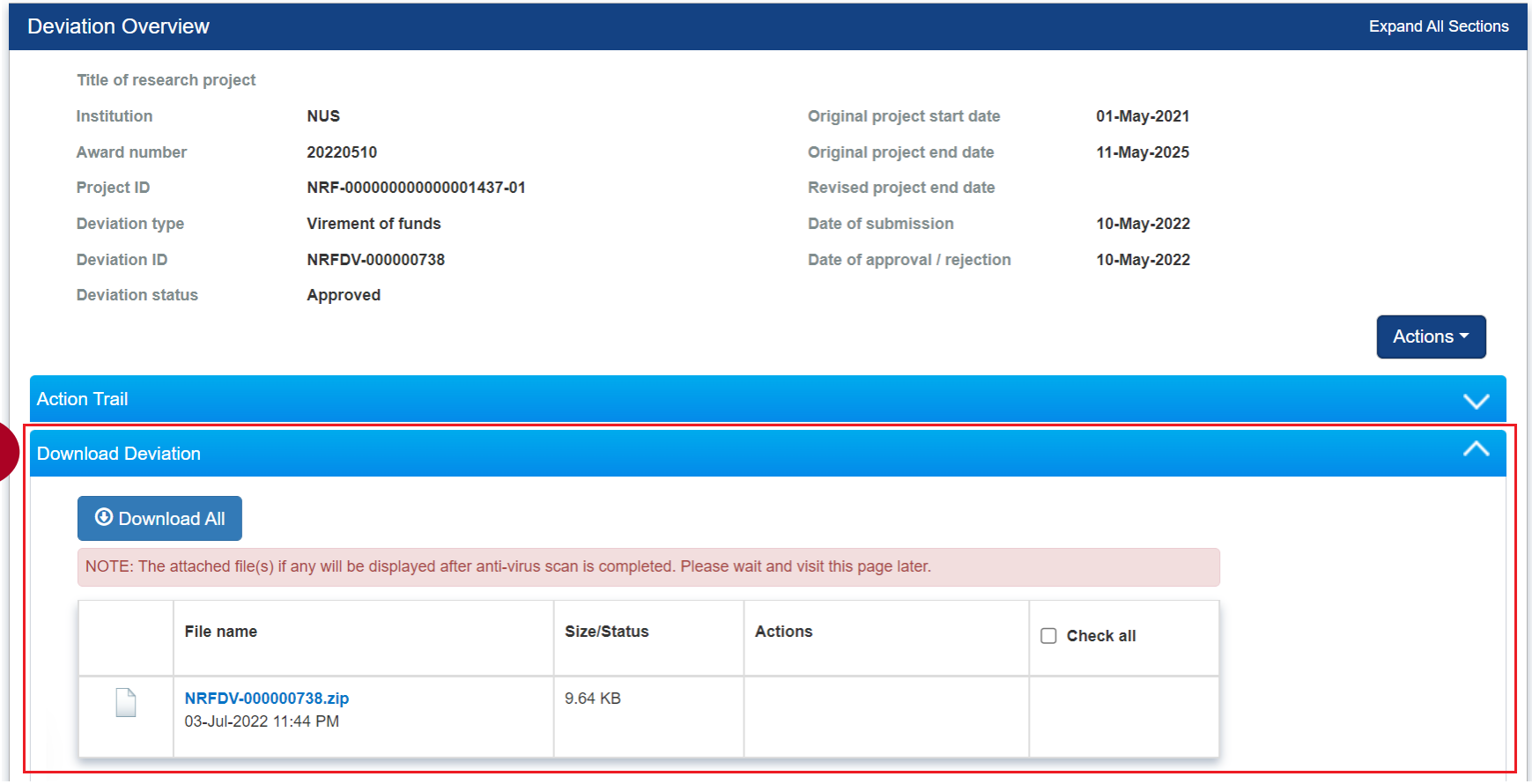


Download Deviations

3

After the waiting time, refresh the page, expand the Download deviation tab to download the deviation details.

HI Audit can also download the files that are already generated by the HI users.

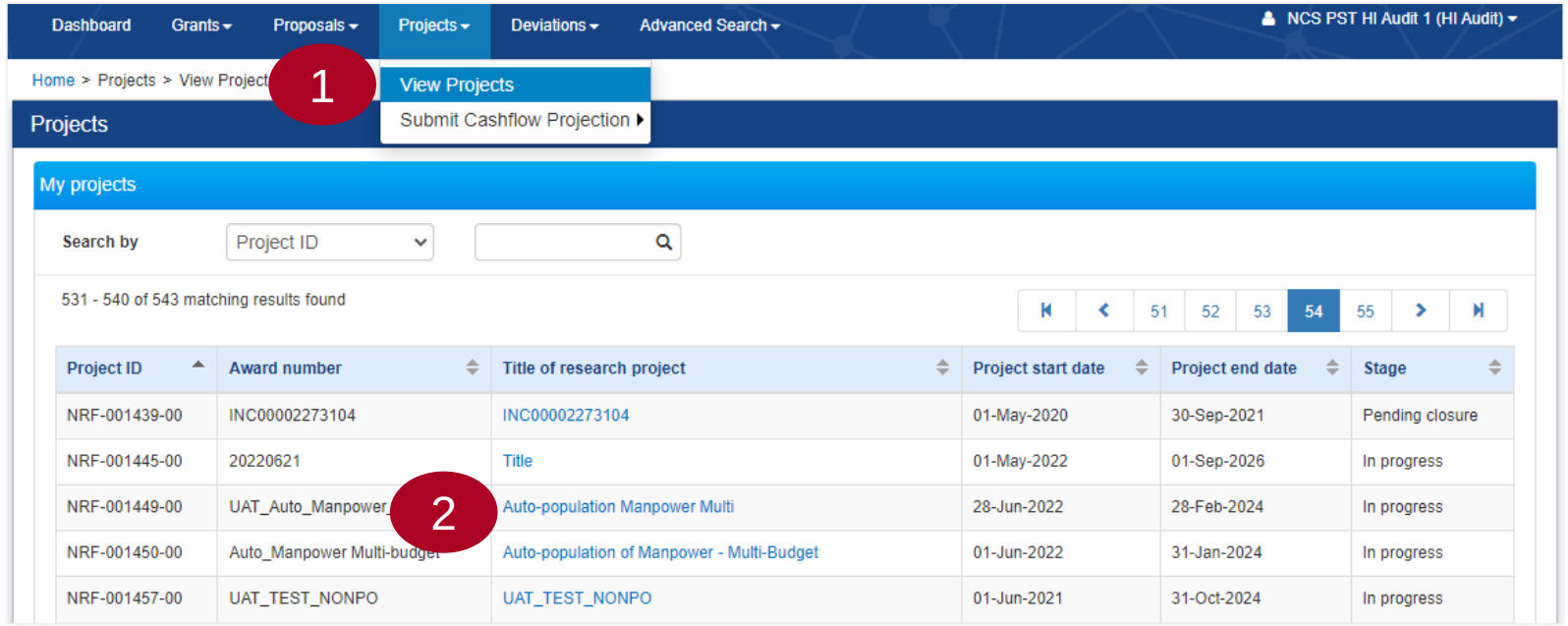


View/Download Fund Requests

View Fund Requisition Details

1. Navigate to **Projects → View Projects** to view the Fund Requisitions of a project.

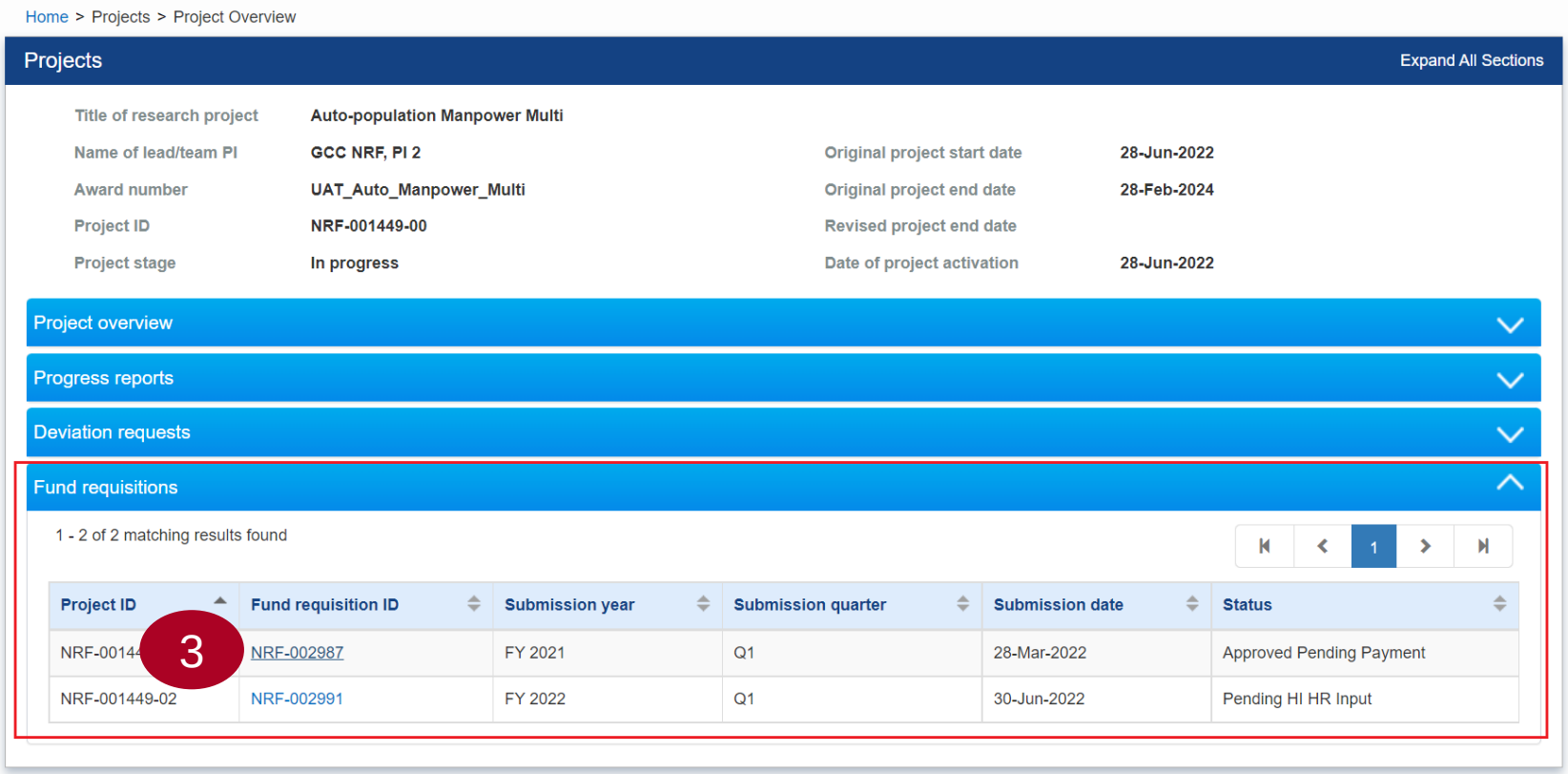
2. Click on the "Title of research project"



View Fund Requisition Details

3

Expand the Fund Requisitions tab and Click on the “Fund requisition ID” to view the details



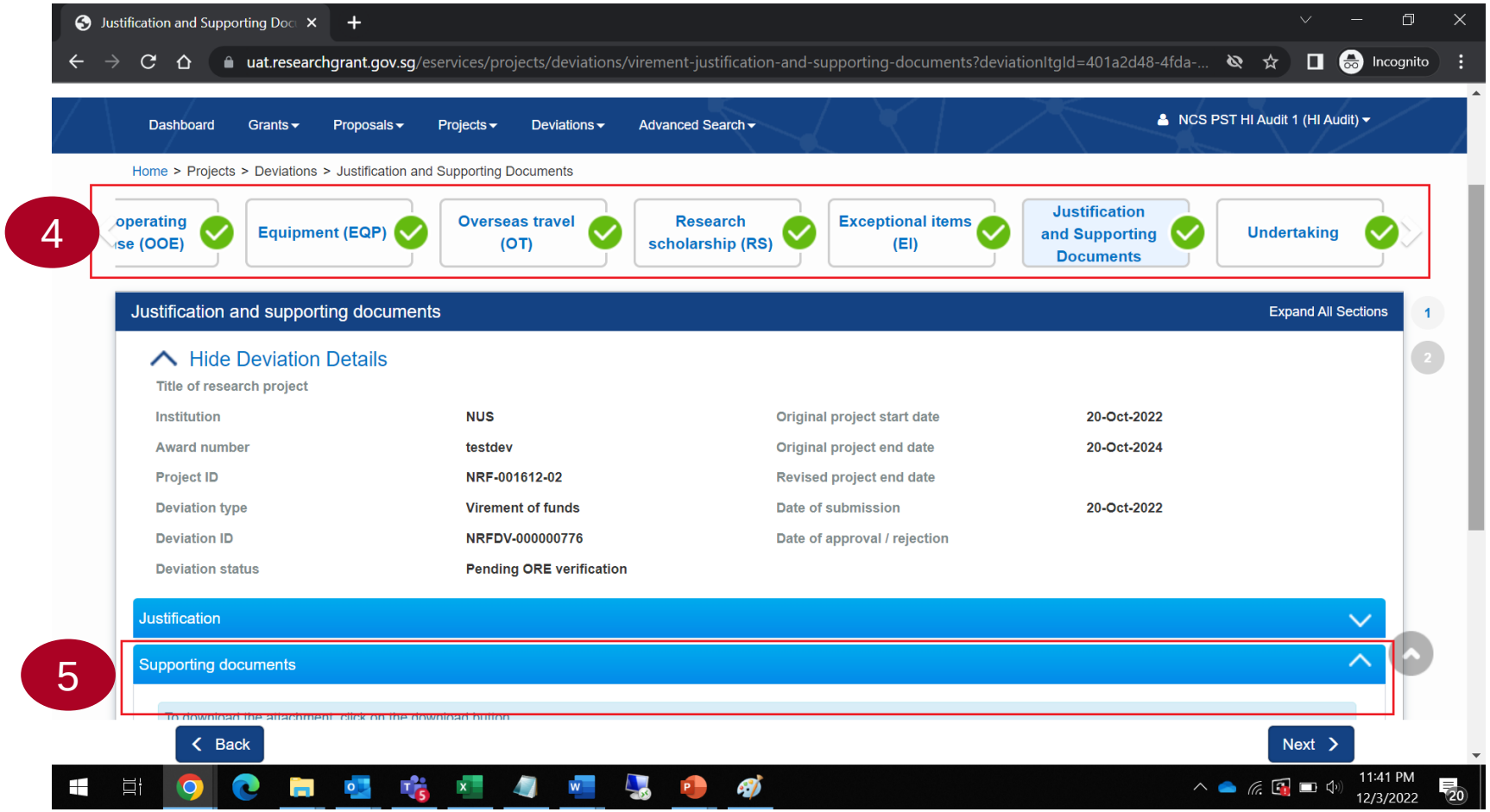
View Fund Requisition Details

4

FR details are shown on different sections. Use the Next and Back buttons at the bottom of the page to navigate through the FR.

5

Justification and supporting documents section contains the files uploaded by the HI Finance. Click on the respective file names to download the same.

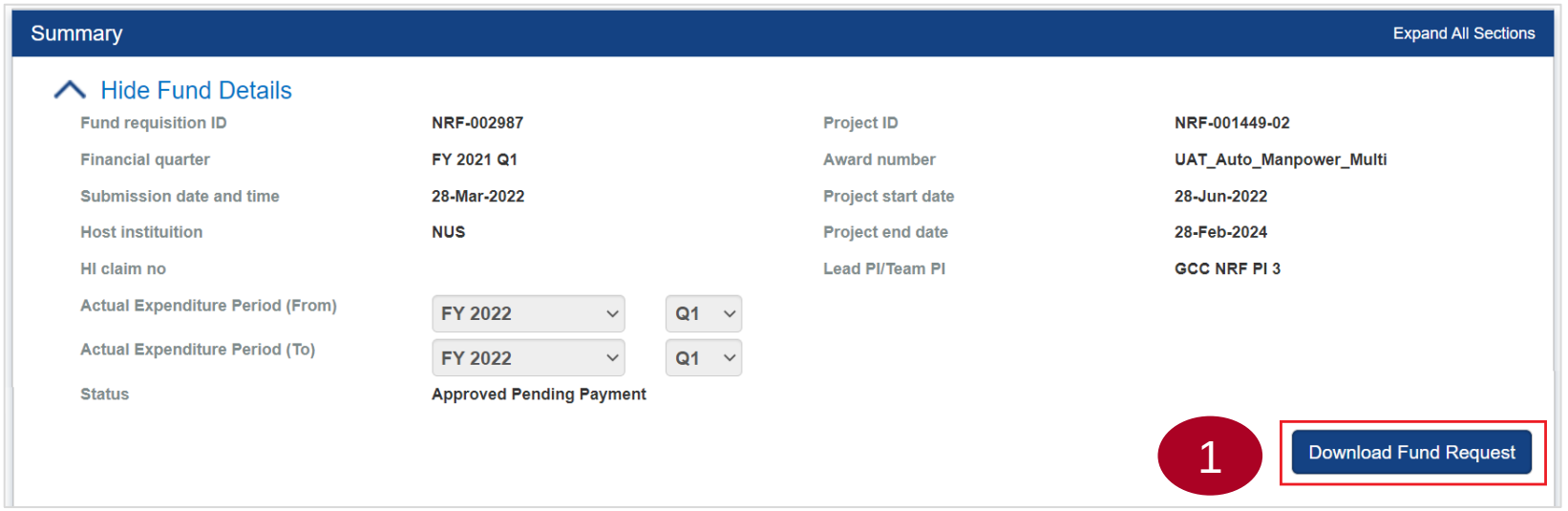


Download Fund Requisition Details

1

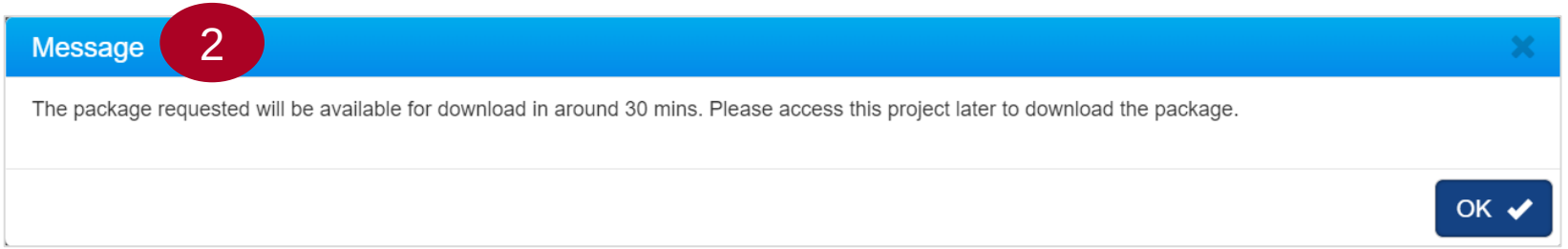
Perform steps 1 to 3 from the previous slide.

Click **Download Fund Request** button to place a request to generate the Fund Requisition file for download.



2

Wait for 30 minutes to download the file.

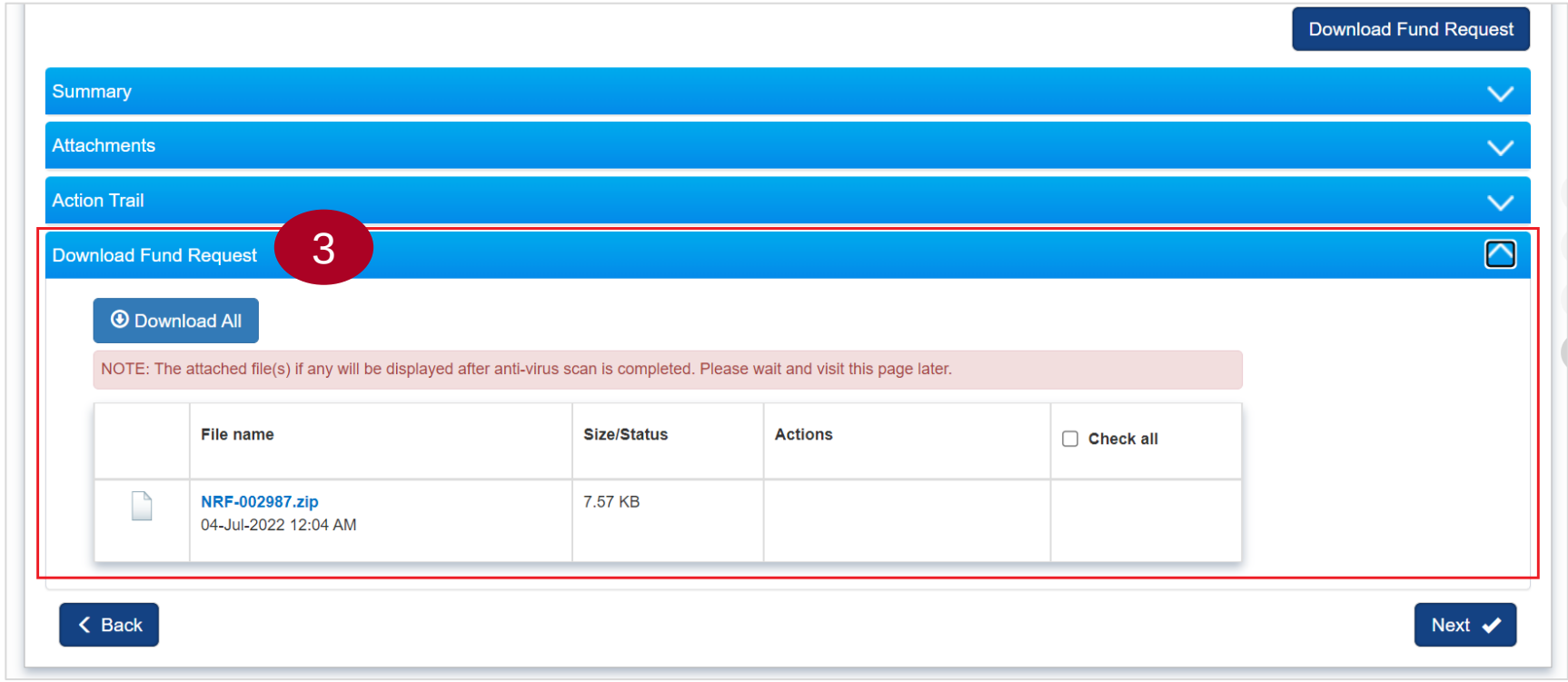


Download Fund Requisition Details

3

After the waiting time, expand the **Download Fund Request tab** to download the Fund Requisition details file.

HI Audit can also download the files that are already generated by the HI users.

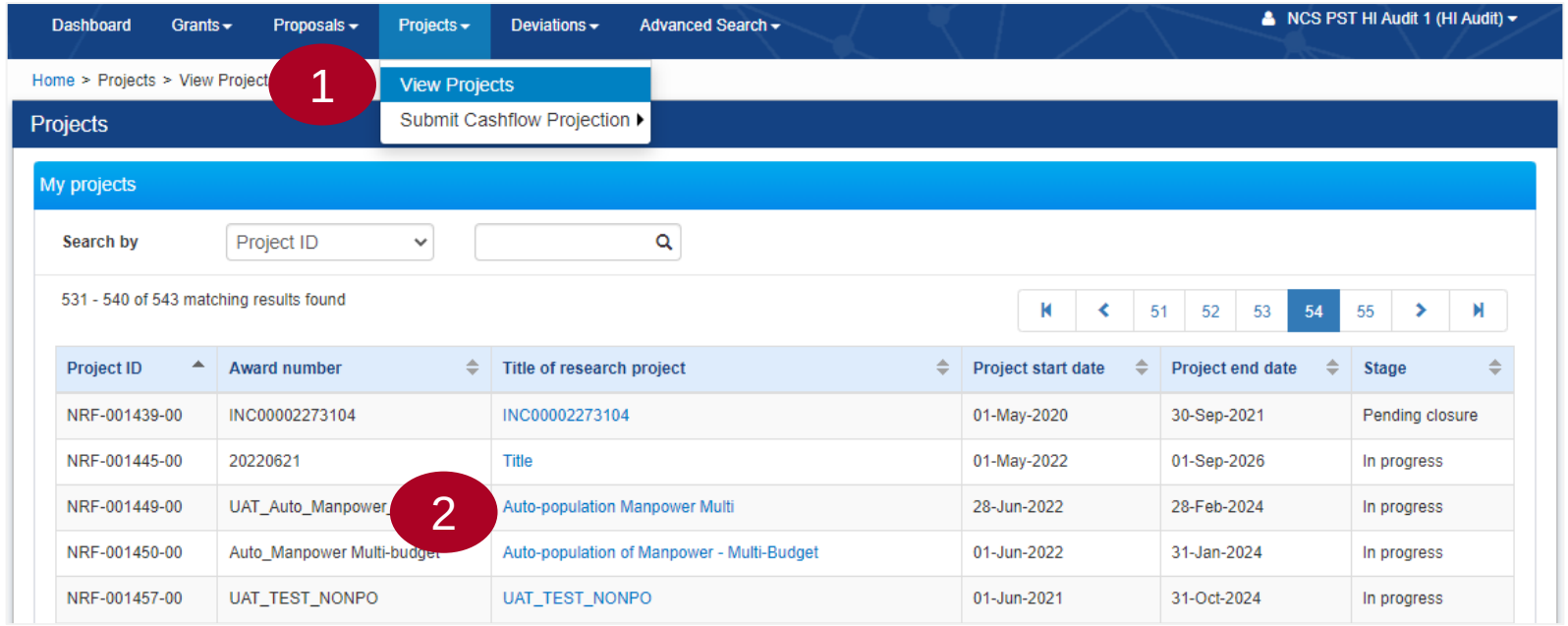


View/Download Progress Reports

View Progress Report Details

1. Navigate to **Projects → View Projects** to view the Progress Reports of a project.

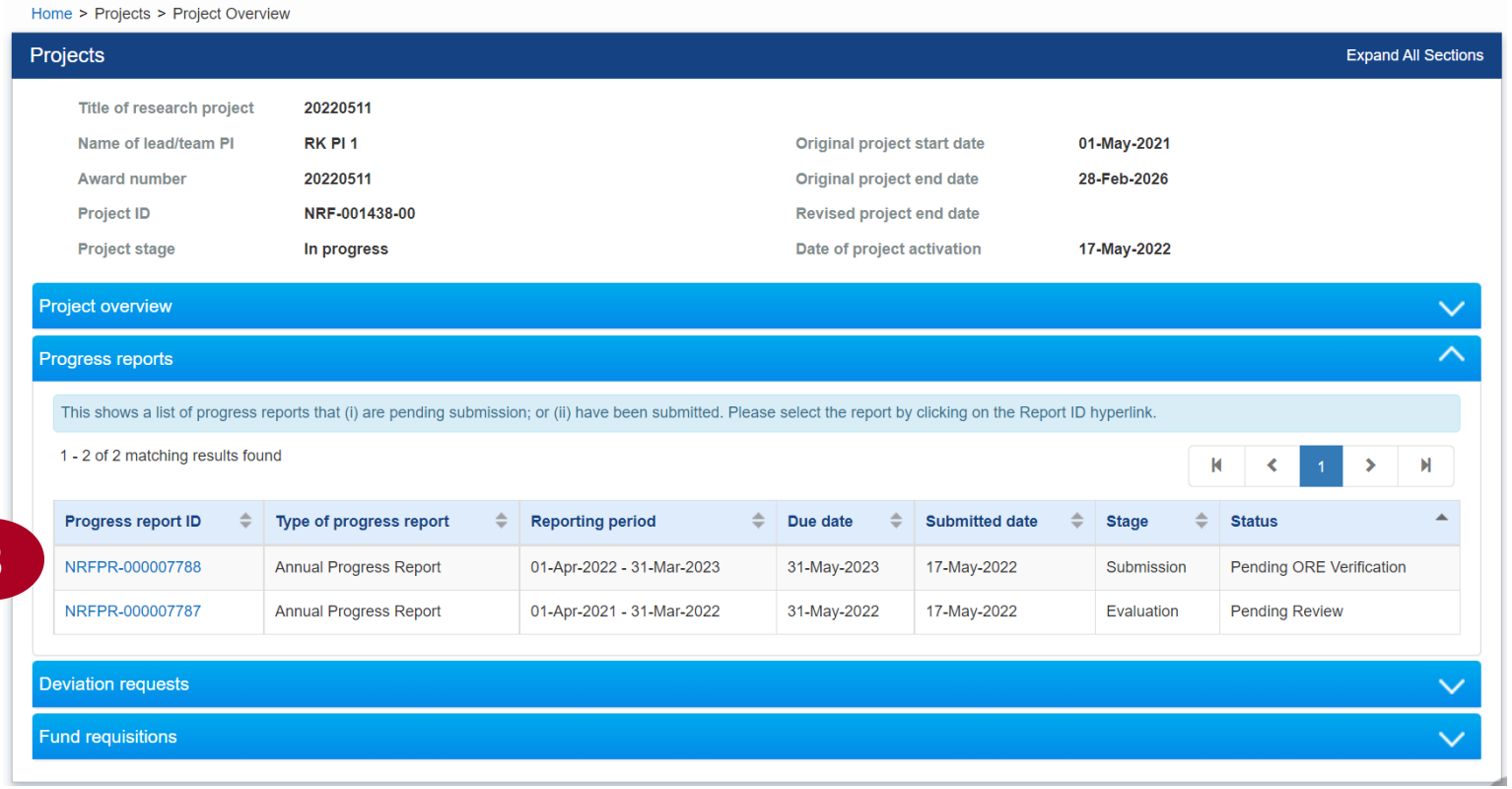
2. Click on the "Title of research project"



View Progress Report Details

3

Expand the **Progress Reports tab** And click on the **Progress Report ID** to view the details.



3

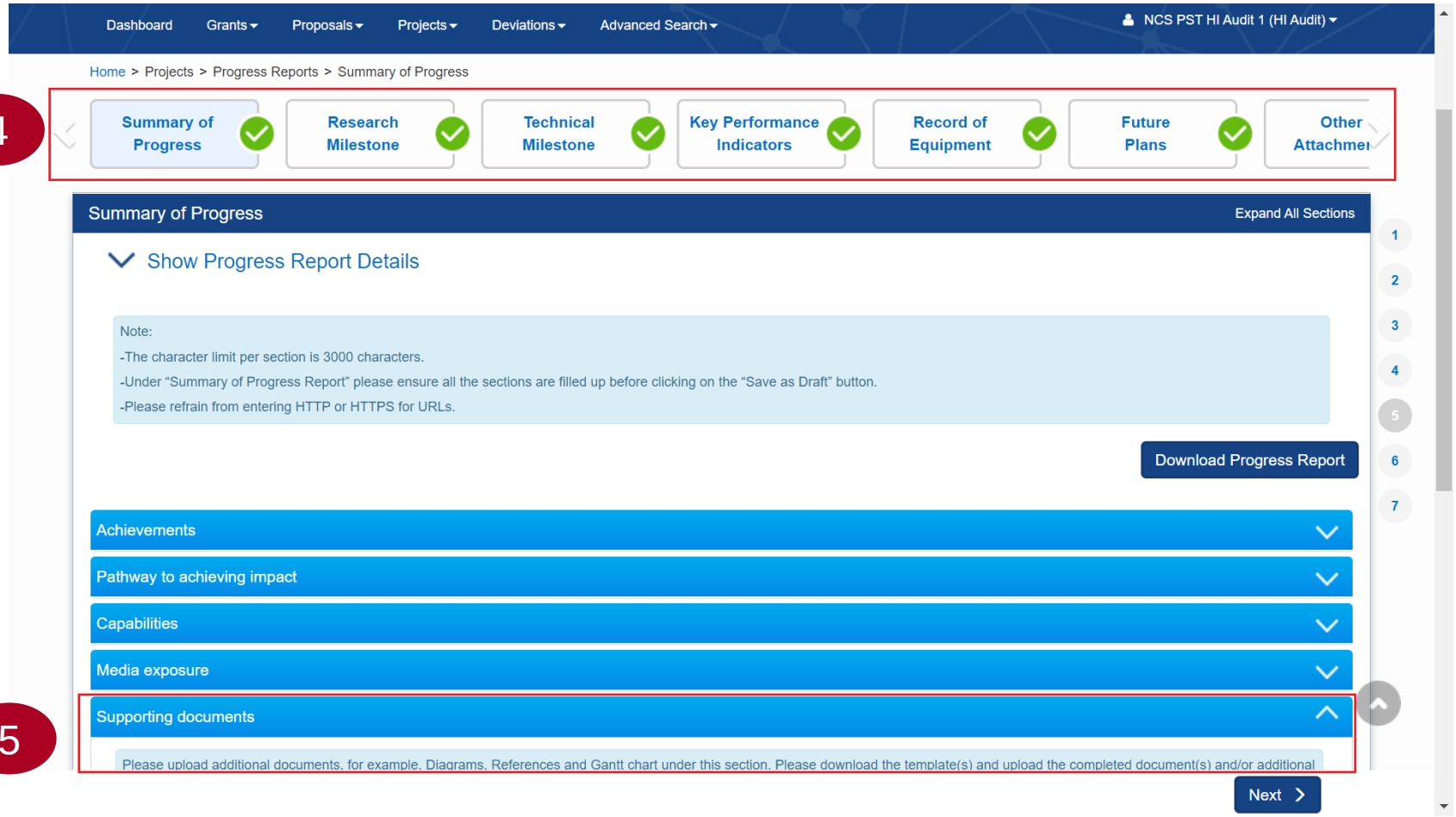
View Progress Report Details

4

FR details are shown on different sections. Use the Next and Back buttons at the bottom of the page to navigate through the FR.

5

Summary of Progress > supporting documents section contains the files uploaded by the HI Finance. Click on the respective file names to download the same.

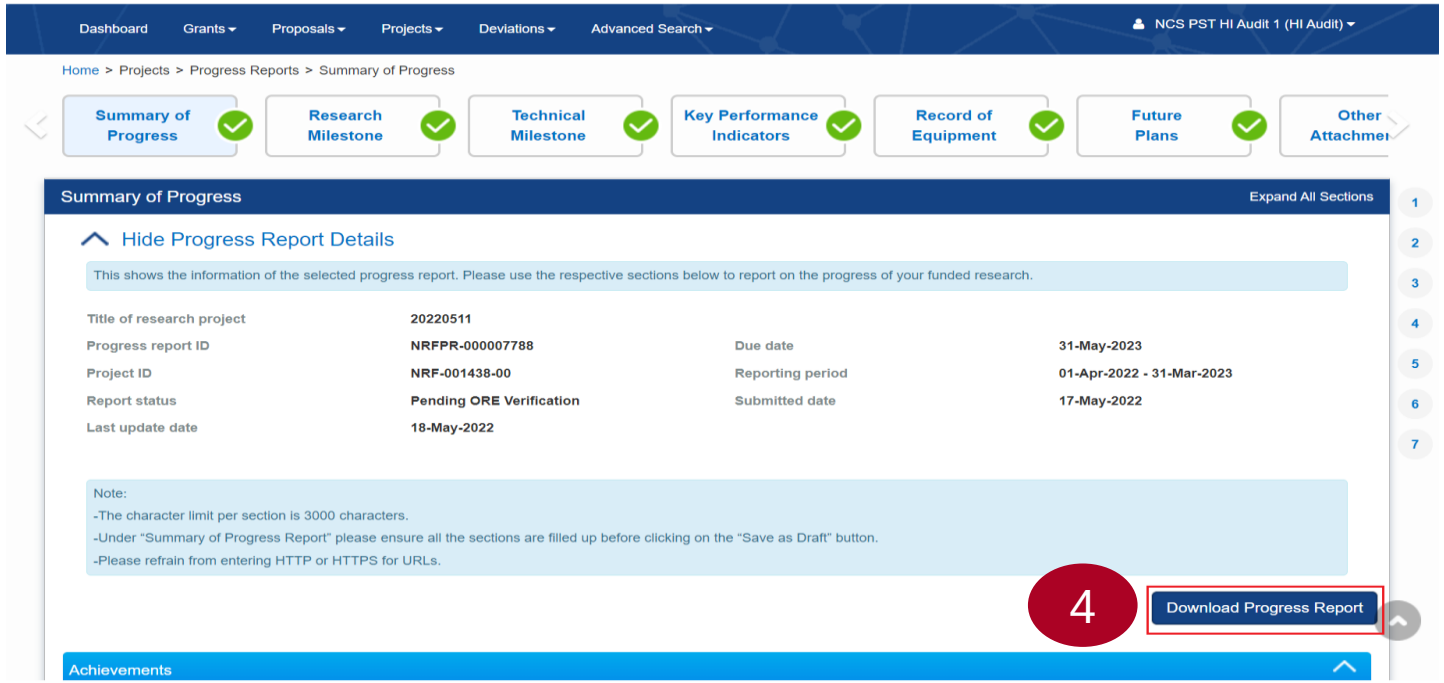


Download Progress Reports

4

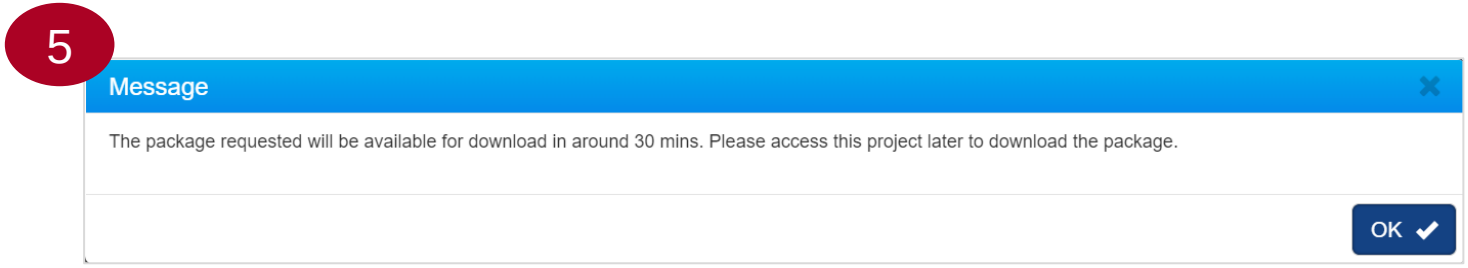
Perform steps 1 to 3 from the previous slides.

Click **Download Progress Report** button to place a request to generate the progress report package for download.



5

Wait for 30 minutes to download the file.



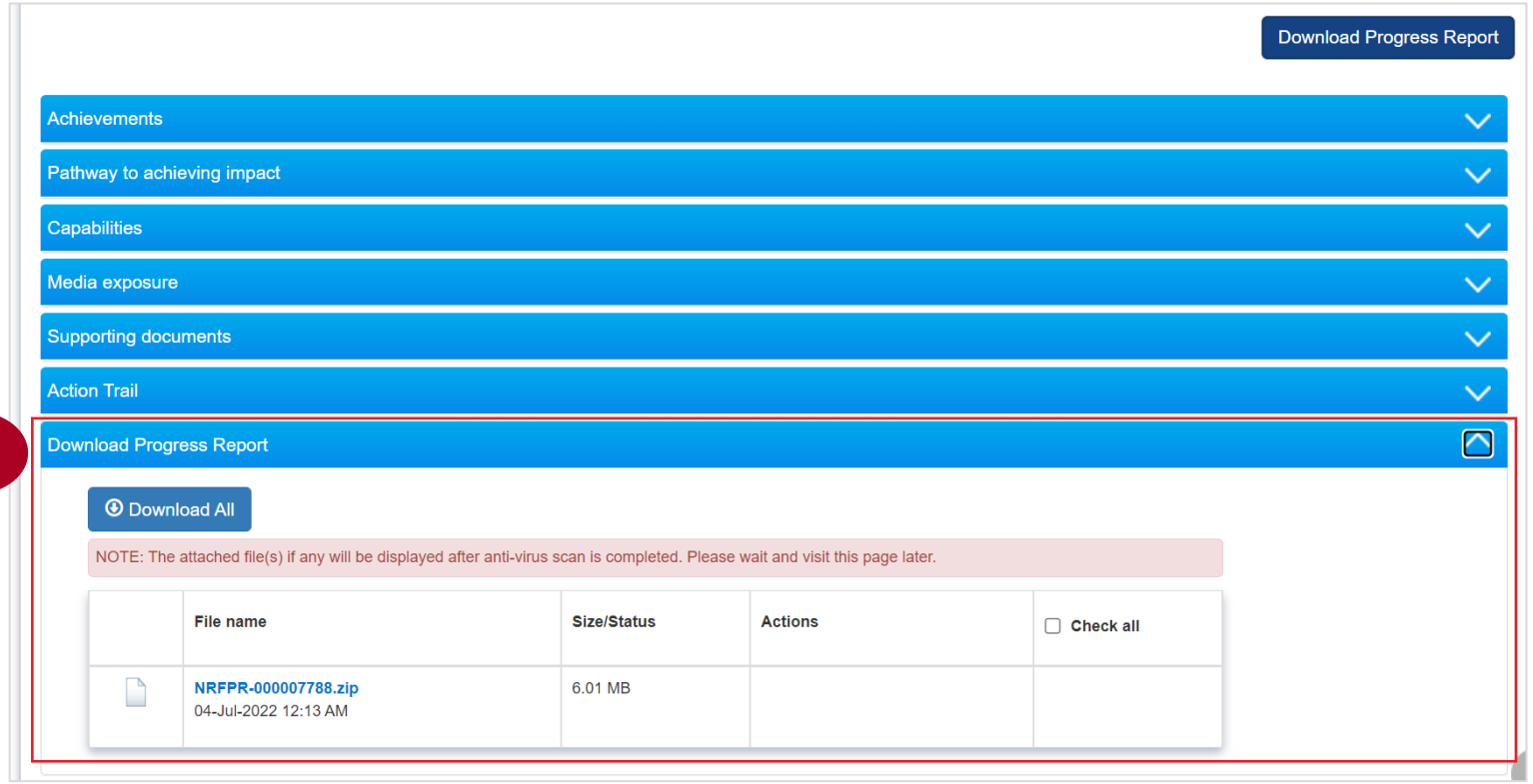
Download Progress Report Details

6

After the waiting time, expand the **Download Progress Report** tab to download the package.

HI Audit can also download the files that are already generated by the HI users.

6



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