



# IGMS Financial Tracking

for HI HR

# 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)

# Definitions, Acronyms and Abbreviations

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

# Learning Objectives

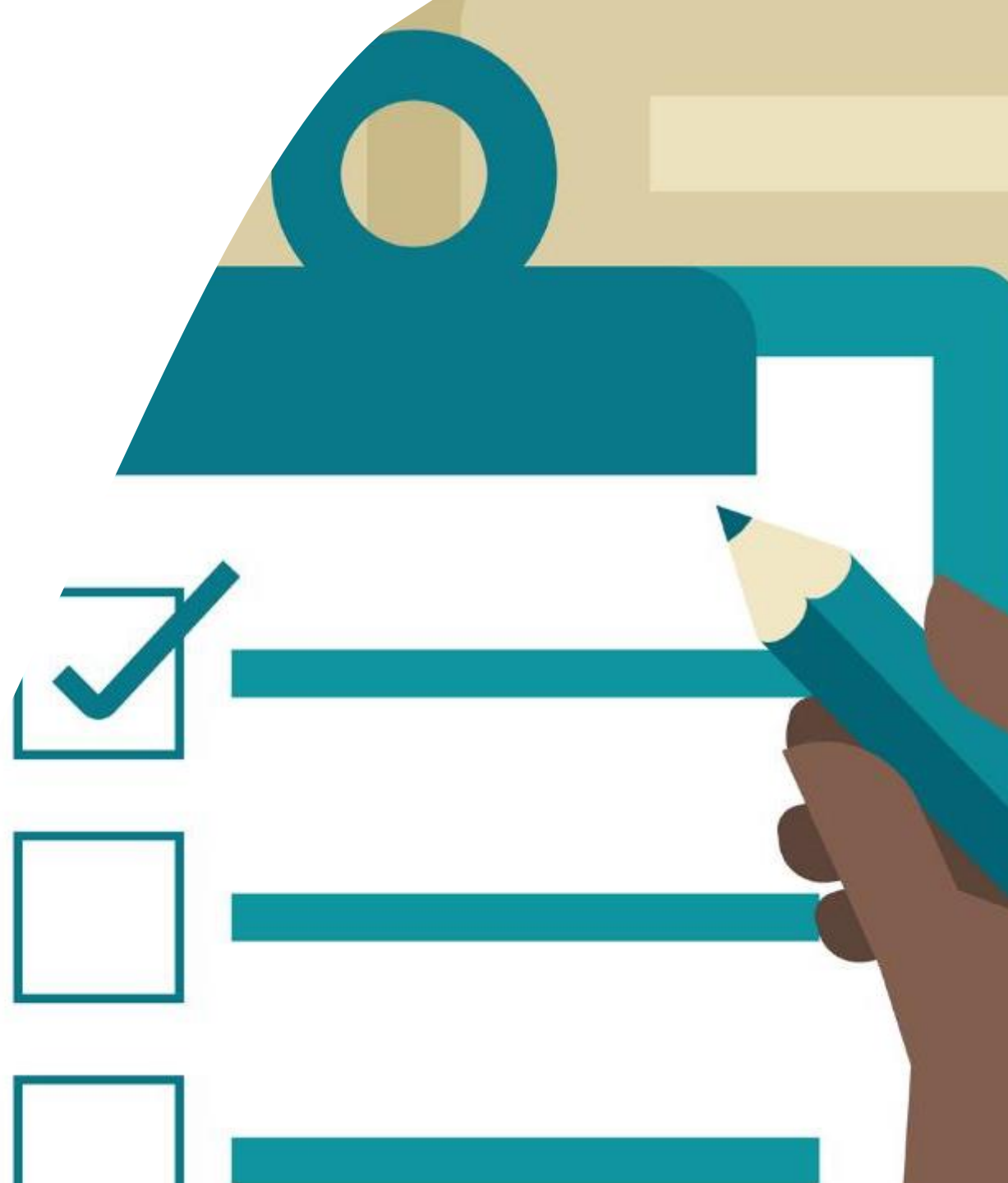
In this session, you will learn :

- **Overview and Navigation of IGMS**

In this module you will learn how navigate IGMS as a HI HR.

- **Fund Requisition (Project Claim)**

In this module you will learn about the fund requisition process, fund requisition pages, and how to complete the fund requisition.



# General Overview

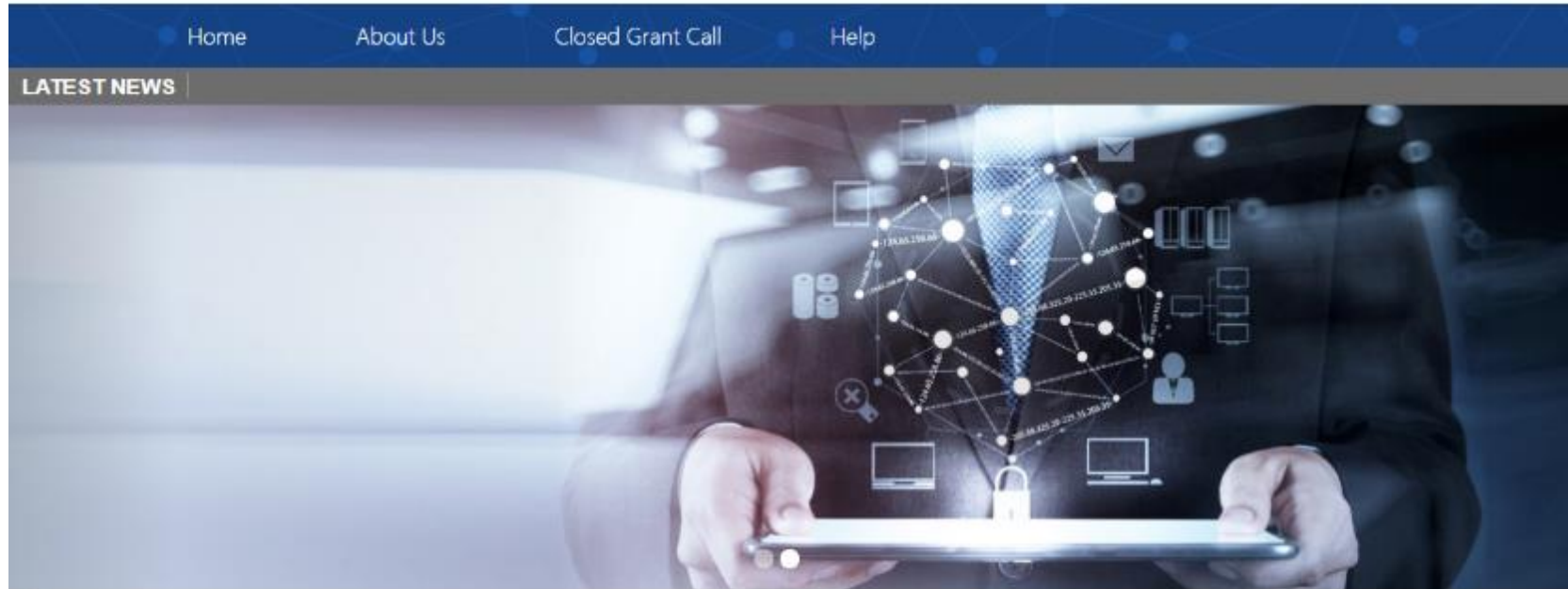
1. **Overview and Navigation of IGMS**
2. Fund Requisition (Project Claim)
  - Understanding Fund Requisition
  - Understanding Fund Requisition Approval
  - Completing Projection Expenses (Advancement)
  - Completing Manpower list & review Fund Requisition
3. Download Fund Requisition

# Integrated Grant Management System (IGMS)

<https://researchgrant.gov.sg/>

# Login in IGMS

# Logging in IGMS



1 Click on **Login**

This section shows the main content area of the website. On the left is a 'Login' sidebar with a 'LOGIN' button and a 'Subscribe' button. On the right is the 'Open Opportunities' section, which includes a search bar, a result count of '1 of 12 matching results found', and a table of grant call details. A red arrow with the number '1' points to the 'LOGIN' button in the sidebar.

Grant Call Name	Managing Organisation	Opening Date	Closing Date
PAX14	Ministry Of Education A*STAR Agency	9-Sep-2017	1-Jan-2019



# Logging in IGMS

2



## Host Institution Users

- Principal Investigator
- HI Administrator
- Office of Research/ Director of Research
- HI Finance/ HI Human Resource
- Data Administrator/ HI Audit

2

Users performing transactions on behalf of their company should login using the “Host Institution Users” option.

# Links and Menus in IGMS

# Links and Menus in IGMS



**1 Dashboard:** Displays the items pending user's actions

**2 Projects:** Displays the awarded projects and fund requisitions under the user's institution

**3 Deviations:** Displays all submitted deviation requests

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

**5 User Profile:** Displays the user profile like name, id number, nationality, email address, etc.

# Links and Menus in IGMS

1

Dashboard Projects ▾ Deviations ▾ Advanced Search ▾ NRF PST HI HR 1 (HI HR) ▾

1

Projects

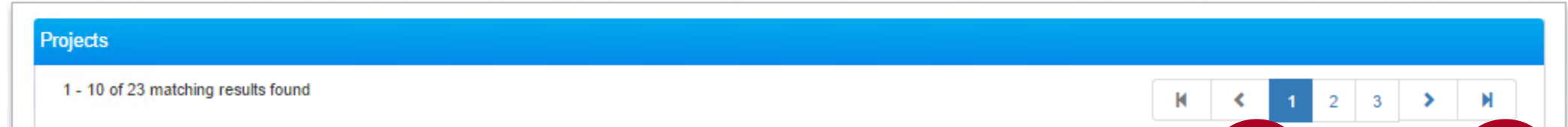
1 - 10 of 23 matching results found



Date ▲	Subject	Reference ID	Read
04-Mar-2019	Fund requisition is pending for your input. To view details, click on reference ID	NRF-000173	Yes
15-Apr-2019	Fund requisition is pending for your input. To view details, click on reference ID	NRF-000698	Yes
04-Jun-2019	Fund requisition is pending for your input. To view details, click on reference ID	NRF-000721	No
16-Jul-2019	Fund requisition is pending for your input. To view details, click on reference ID	NRF-001307	No
14-Aug-2019	Fund requisition is pending for your input. To view details, click on reference ID	NRF-001352	Yes
05-Sep-2019	Fund requisition is pending for your input. To view details, click on reference ID	NRF-001380	Yes



1

**Projects:** Displays the awarded projects (post-award) action items.

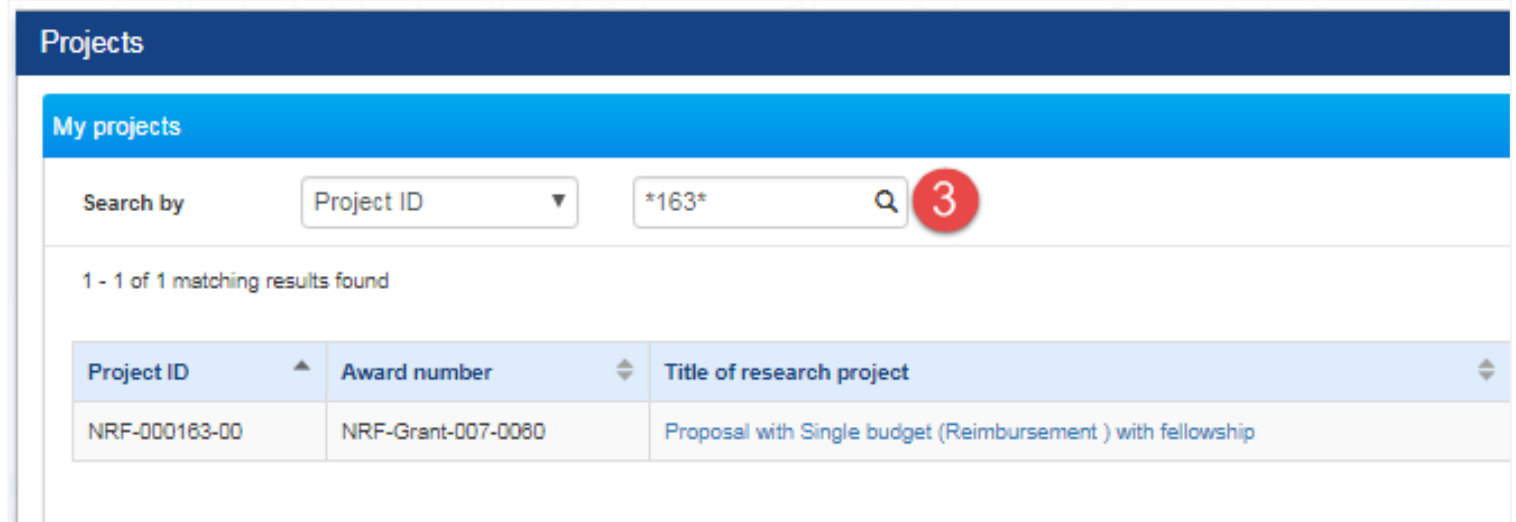
# Overview and Navigation of IGMS



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

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

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



# General Overview

1. Overview and Navigation of IGMS
2. Fund Requisition (Project Claim)
  - **Understanding Fund Requisition**
  - Understanding Fund Requisition Approval
  - Completing Projection Expenses (Advancement)
  - Completing Manpower list & review Fund Requisition
3. Download Fund Requisition

# Understanding Fund Requisition Types

# Fund Requisition – Fund Requisition Type

There are 2 types of claim method in IGMS :

- ✓ Advancement
- ✓ Reimbursement

Each claim method will be submitted using these form types :

## 1. Advancement :

- Regular claims will use the Fund Requisition Advancement format
- For the last claim, use the Fund Requisition Statement of Account format
- HI Finance submits the fund requisition in the beginning of each period. Periods available for the project are : Quarterly, Yearly, or Half yearly
- HI finance reports the expenditure incurred in the previous quarter/Year/Half yearly using the funds received and the funds required in the current quarter/Year/Half yearly. The system will then compute the net amount required.
- Within each period, only 1 fund requisition is allowed for submission.
- If there is no FR submitted by the end of the quarter, a zero amount FR will be automatically generated. There will only be one FR outstanding at any point of time for each project.



# Fund Requisition – Fund Requisition Type

There are 2 types of claim method in IGMS :

- ✓ Advancement
- ✓ Reimbursement

Each claim method will be submitted using these form types :

## 2. Reimbursement :

- In reimbursement mode, HI Finance submits the fund requisition after the HI has incurred the expenses.
- HI Finance submits the fund requisition at the beginning of each quarter for the expenses incurred in the previous quarter.
- Within one period (quarterly), only 1 fund requisition is allowed for submission.
- For both regular claims and last claim use the same form template. For the last claim, system will indicate a flag in the form as 'Final Claim'.

# Understanding Definition of Last Claim

# Review Fund Requisition – Definition of Last Claim

1 Definition of Last Claim is the claim (or settlement) that can be submitted within 6 months after the project is ended. Depending on the project start and project end date, there will be different variations of qualifying dates for the last claim.

2 Example for Quarterly Claim Period and The Last Claim Date of Submission.

2 15-Dec-2017 – 14-Dec-2018

1st Claim : Oct - Dec 2017  
2nd Claim : Jan - Mar 2018  
3rd Claim : Mar - Jun 2018  
4th Claim : Jul - Sep 2018

15-Dec-2018 – 14-Dec-2019

1st Claim : Oct - Dec 2018  
2nd Claim : Jan - Mar 2019  
3rd Claim : Mar - Jun 2019  
4th Claim : Jul - Sep 2019

15-Dec-2019 – 14-Dec-2020

1st Claim : Oct - Dec 2019  
2nd Claim : Jan - Mar 2020  
3rd Claim : Mar - Jun 2020  
4th Claim : Jul - Sep 2020

15-Dec-2020 – 14-Dec-2021

1st Claim : Oct - Dec 2020  
2nd Claim : Jan - Mar 2021  
3rd Claim : Mar - Jun 2021  
4th Claim : Jul - Sep 2021

15-Dec-2021 – 14-Dec-2022

1st Claim : Oct - Dec 2021  
2nd Claim : Jan - Mar 2022  
3rd Claim : Mar - Jun 2022  
4th Claim : Jul - Sep 2022

15-Dec-2017 – 14-Dec-2022

2

1st Claim :  
Oct - 14 Dec 2022  
Final Claim :  
15 Dec - Jun 2023

1

# Understanding Fund Requisition Status

# Fund Requisition – Understanding Fund Requisition Status

No	Status Name	Description
1	Draft	Initial status when HI Finance creates a Fund Requisition.
2	Pending Workflow Submission	Fund Requisition submitted to system, and waiting for workflow approval.
3	Pending HI HR Input	Pending HI HR to input manpower listing for the project.
4	Pending PI Input	This status is only applicable for ASTAR, where the PI needs to verify the claim and input projected expenses to calculate the required amount for advancement claims.
5	Pending Agency Finance Review	This status is when Agency Finance reviews the claim. Agency finance is only able to amend the fundable amount at this status.
6	Pending PM Review	This status is when the FR is pending PM's review and approval. PM is only able to amend fundable amount at this status.
7	Supported	This status is for multilevel projects when the FR is pending multilevel PM approval.
8	Approved Pending Payment	This is the last status in Fund Request. Only fund request with this status can be posted as an expense. This status appears after PM has approved, if the Fund Request is not multi level approval, or after the last multilevel PM approves the Fund Request.

# Fund Requisition – Understanding Fund Requisition Status

No	Status Name	Description
9	Pending HI Finance Resubmission	This status is when Agency Finance rejects the claim to the HI Finance. The Fund Request will be returned to the HI Finance for amendment. After amendment, Fund Request will route to HI HR and PI (For ASTAR only) before it is submitted back to Agency Finance.
10	Pending HI HR Resubmission	<p>This status is when Agency Finance rejects the claim to HI HR. The Fund Request will be returned to HI HR for amendment. After amendment, upon resubmission Fund Request will route to:</p> <ul style="list-style-type: none"> <li>• Agency Finance (for NRF,MOE,MOH) or</li> <li>• PI (For ASTAR only) then to the Agency Finance</li> </ul>
11	Pending HI Finance Clarification	This status is when Agency Finance returns the Fund Request directly to HI Finance for clarifications. HI Finance would be able to submit the clarifications directly to Agency Finance for review.
12	Pending HI HR Clarification	This status is when Agency Finance returns the Fund Request to HI HR. HI HR would be able to submit the clarifications directly to Agency Finance for review.
13	Pending PI Clarification	This status when PM return Fund Request to PI. PI would be able to submit the clarifications directly to PM for review. PI is unable to make amendment to the Fund Request with this status.

# Fund Requisition – Understanding Fund Requisition Status

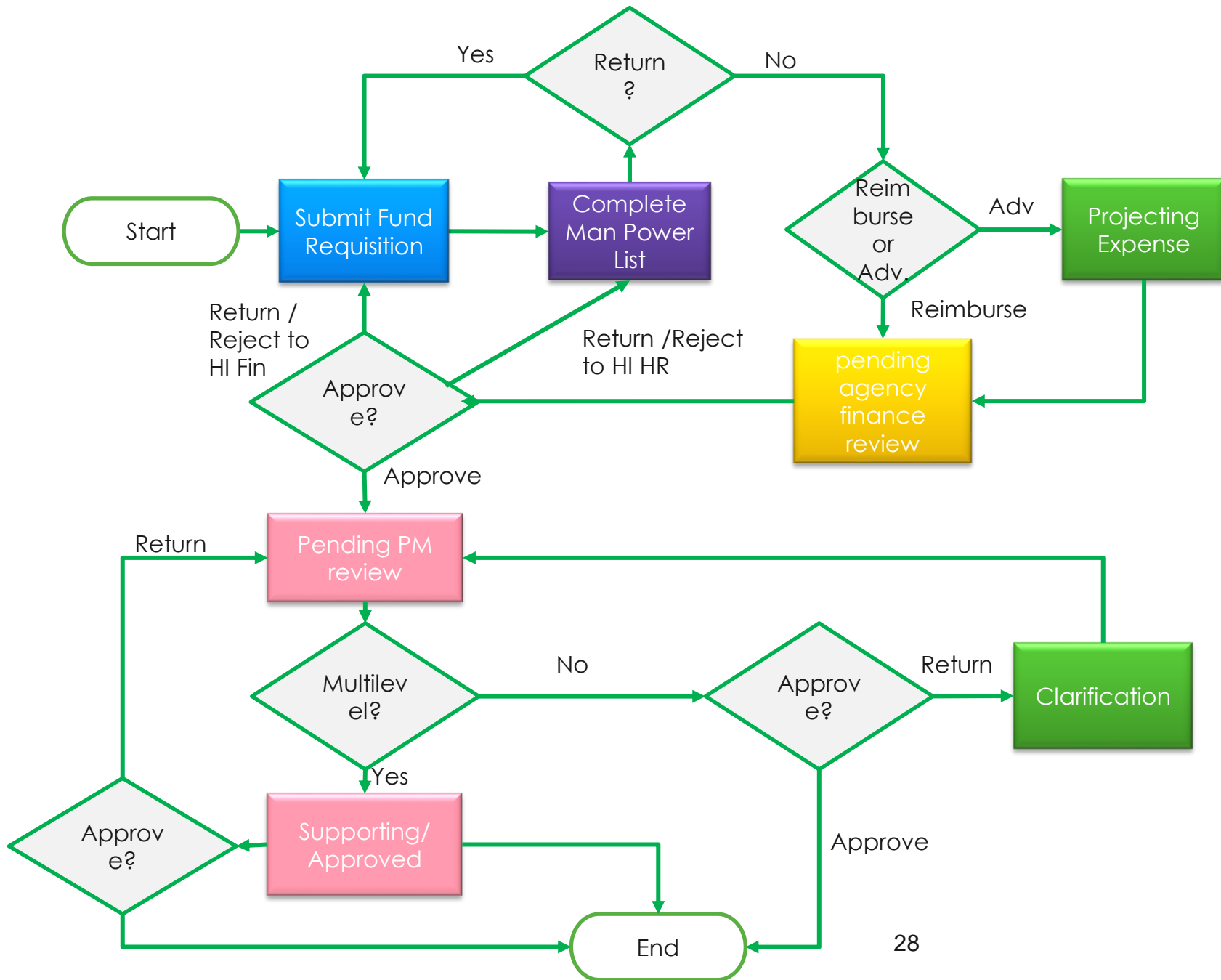
No	Status Name	Description
14	Clarification Received- Pending Agency Finance Review	This status is when HI Finance or HI HR submits clarification to the Agency Finance.

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# Fund Requisition Workflow Approval



- Action by HI Finance
- Action by HI HR
- Action by PI
- Action by Agency Finance
- Action by PM / Multilevel PM

**Notes :**

Please ensure that there is at least one active HI Finance in the Institution at all times, to avoid disruptions to workflow.

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# Completing Projection Expense (Advancement)

# Fund Requisition – Completing Projection Expenses (Adv)

1

When a FR is assigned to you, you will receive an email notification. You will be able to view all the actionable FRs on the dashboard. Click on **reference ID** to open Fund Request that needs to be completed.

- Click on reference ID to take action on the FR.

The screenshot shows the NCS system dashboard with a navigation bar at the top containing 'Dashboard', 'Grants', 'Proposals', 'Projects', 'Deviations', 'Review', and 'Advanced Search'. The user is logged in as 'NCS PST PI 1 (PI)'. The main content area is divided into two sections: 'Proposals' and 'Projects'. The 'Proposals' section shows 3 matching results found, with a table listing three items. The 'Projects' section shows 1 matching result found, with a table listing one item. A red circle with the number '1' is overlaid on the 'Reference ID' column of the first row in the 'Projects' table.

Date	Subject	Reference ID	Read
07-Nov-2019	The proposal has been returned for your amendment. To amend the proposal, click on the Reference ID.	DGC5-0001	Yes
16-Dec-2019	The scrubbing requires your acceptance. To view the details, click on the Reference ID.	CR30S2-0004	Yes
20-Dec-2019	The Letter of Award is pending for your acceptance. To accept the Letter of Award, click on the Reference ID.	CR30S4-0004	Yes

Date	Subject	Reference ID	Read
06-Sep-2019	Fund requisition is pending for your input. To view details, click on reference ID	ASTRFR-000842	Yes

# Fund Requisition – Completing Projection Expenses (Adv)

1 To complete projection expenses, open the Expenditure section in the Summary page

2 Key in the projected expenses for each vote / budget category.

3 After keying in the projected amount, click Save as Draft to recalculate the Summary amounts.

Summary ▼

Expenditure ▲

VOTE	Fund balance as at 30-Jun-2019(I=E-H)	Commitments (supported by POs) (J)	Projected exp. for current quarter (K)	Amount required for current quarter (L=J+K-I)	Budget balances (M=D-E-L)	Budget utilisation N=((E+L)/C)100
Expenditure on Manpower (EOM)	-10,000.00	0.00	<input style="width: 80px;" type="text" value="30000.00"/>	40,000.00	160,000.00	20.00%
Other Operating Expenditure (OOE)	-20,000.00	0.00	<input style="width: 80px;" type="text" value="0.00"/>	20,000.00	180,000.00	10.00%
Equipment (EQP)	0.00	0.00	<input style="width: 80px;" type="text" value="0.00"/>	0.00	200,000.00	0.00%
Overseas Travel (OT)	0.00	0.00	0.00	0.00	0.00	0.00%
Research Scholarship (RS)	0.00	0.00	0.00	0.00	0.00	0.00%
Indirect Cost (IDC)	-8,000.00	0.00	<input style="width: 80px;" type="text" value="6000.00"/>	12,000.00	108,000.00	10.00%
<b>Total</b>	<b>-36,000.00</b>	<b>0.00</b>	<b>36,000.00</b>	<b>72,000.00</b>	<b>648,000.00</b>	<b>10.00%</b>

Attachments ▼

Action Trail ▼

< Back
Save as Draft 3 Next ✓

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# Completing Fund Request - Manpower



# Fund Requisition – Completing Manpower Listing

1

After Finance submitted the Fund Request, HI HR need to complete the fund request by completing manpower listing. Click on the reference ID to open Fund Request that needs to be completed.

- Date, is the date when the task was assigned to the user.
- Subject, is the action item.
- Reference ID, is the document ID. Click this to navigate to the document source.
- Read, is to indicate if the dashboard message has been read by the user.

Dashboard Projects Deviations Advanced Search NCS PST HI HR's 1 (HI HR)

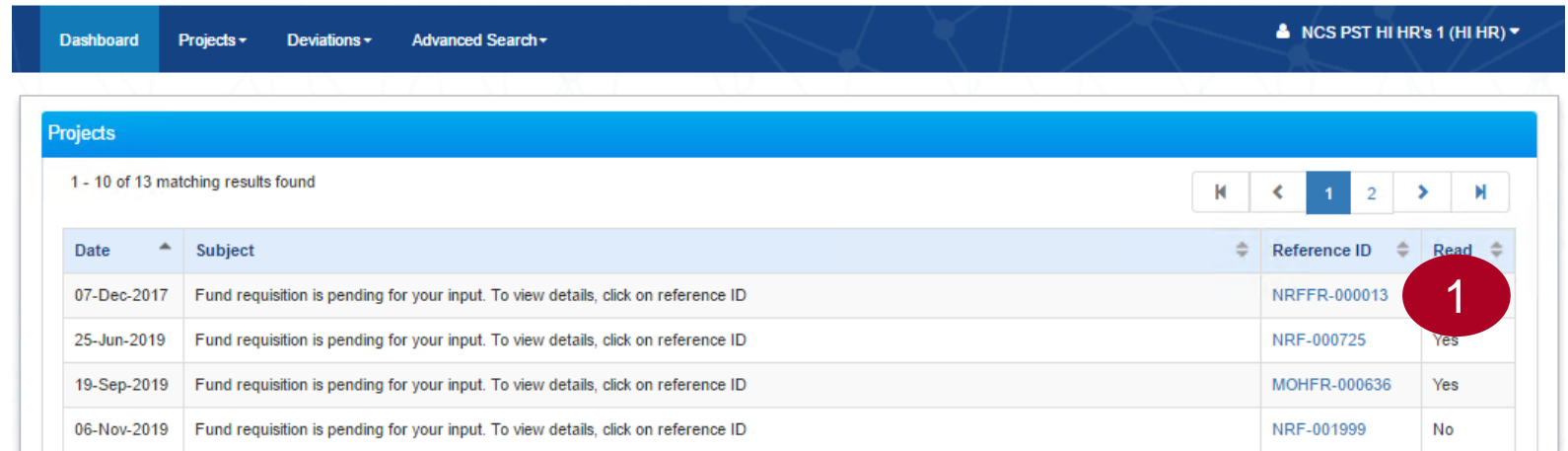
Projects

1 - 10 of 13 matching results found

Date	Subject	Reference ID	Read
07-Dec-2017	Fund requisition is pending for your input. To view details, click on reference ID	NRFFR-000013	1
25-Jun-2019	Fund requisition is pending for your input. To view details, click on reference ID	NRF-000725	Yes
19-Sep-2019	Fund requisition is pending for your input. To view details, click on reference ID	MOHFR-000636	Yes
06-Nov-2019	Fund requisition is pending for your input. To view details, click on reference ID	NRF-001999	No

# Fund Requisition – Completing Manpower Listing

- Once read & action has been taken, the dashboard item will be removed from the dashboard.
- The Dashboard item is sorted by ascending date, which means the oldest action will come first.



Dashboard | Projects ▾ | Deviations ▾ | Advanced Search ▾ | NCS PST HI HR's 1 (HI HR) ▾

Projects

1 - 10 of 13 matching results found

Date ▲	Subject	Reference ID	Read
07-Dec-2017	Fund requisition is pending for your input. To view details, click on reference ID	NRFFR-000013	1
25-Jun-2019	Fund requisition is pending for your input. To view details, click on reference ID	NRF-000725	Yes
19-Sep-2019	Fund requisition is pending for your input. To view details, click on reference ID	MOHFR-000636	Yes
06-Nov-2019	Fund requisition is pending for your input. To view details, click on reference ID	NRF-001999	No

## Notes:

In the case of A\*STAR for advancement mode, the PI can return the claim to the HI HR for additional amendments or input.

# Fund Requisition – Completing Manpower Listing

1 After clicking the reference ID on the Dashboard, system will redirect the HI HR to the Fund Requisition form, Summary page. Go to the Action trail at the Summary page to check if HI Finance or PI has any specific comments.

Home > Projects > Submit Claim > Summary

Summary ✓ Expenditure on Manpower (EOM) ✓ Other Operating Expenditure (OOE) ✓ Equipment (EQP) ✓ Overseas Travel (OT) ✓ Research Scholarship (RS) ✓ Exception Items (EI) ✓

### Summary Expand All Sections

[Hide Fund Details](#)

Fund requisition ID	NRF-001982	Project ID	NRF-000807-01
Financial quarter	FY 2019 Q3	Award number	NRF-t351-0001
Submission date and time	01-Oct-2019	Project start date	01-Sep-2019
Host institution	NUS	Project end date	01-Aug-2021
HI claim no		Lead PI/Team PI	NCS PST PI 2
Status	Pending Review		

[Download Fund Request](#)

Summary ✓

Attachments ✓

Action Trail ✓

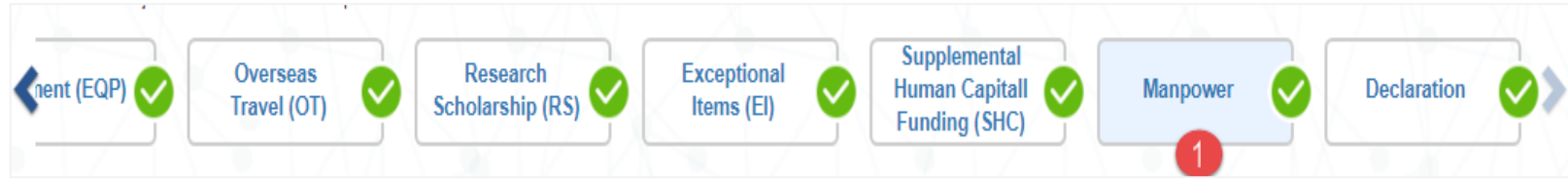
1 - 2 of 2 matching results found

Date	Submitted by	Comments
01-Oct-2019	NCS PST's HI Finances 1	
01-Oct-2019	NCS PST HI HR 4	

Activate Windows  
Go to System in Control Panel to act

# Fund Requisition – Completing Manpower Listing

1 Use the navigation bar on the header to switch to the manpower page.



2 To add manpower list, click the Add button on the HI claim line details.

HI claim line details

This is the FULL Manpower Listing for ALL staff (employed using the awarded grant only) working under the project. Please note that this 'Manpower Listing' is a "growing list". Thus, no names should be removed from the list as the project progresses, even though the staff is no longer working under the project. For staff that has left the project mid-way, the "End Date" of the staff should be indicated. For Final Claims, the "End Date" for all staff working under the project MUST be indicated, in order to close-off the project completely. For example, the "Project End Date" should be indicated for a staff who is working until the last day of the project.

To add a new manpower, click on the add button. To retrieve previously added manpower, open from the existing research staff list. Please note that existing research staff list also includes all research staff that had been approved for "Nationality Waiver" deviation requests previously.

To add an item, click on the add button. To edit the line item, click on the hyperlink under the S/N column. To delete multiple lines, click select all and remove.

0 - 0 of 0 matching results found

S/N	Name	Job Type	Start date	End date	Citizenship	Nationality	% effort with job scope
-----	------	----------	------------	----------	-------------	-------------	-------------------------

Remove Add

# Fund Requisition – Completing Manpower Listing

1 Add new manpower name on a project :  
Key in manpower name

2 Select job type

3 Select nationality

4 Select citizenship, options are :  
➤ Singapore Citizen  
➤ Singapore PR  
➤ Foreigner

5 Key in employment start date

6 Key in employment end date. This field is only mandatory for the last claim or the last fund requisition.

The screenshot shows a web form titled "Add/Change in Manpower". The form fields are as follows:

- Name:** John Doe (1)
- Research staff list:** Select (2)
- Job type:** Others – Do not require PhD Qualificz (3)
- Nationality:** Singapore (4)
- Citizenship:** Singapore Citizen (5)
- Job type description:** input job type description here (6)
- Start date:** 01/11/2019 (7)
- End date:** 31/10/2020 (8)
- % Involved:** 100 (9)

At the bottom right, there are "Cancel" and "Save" buttons.

## Notes :

HR can update the 'employment end date' earlier if the staff is no longer working under this current project, has resigned or have been transferred out to another project.

# Fund Requisition – Completing Manpower Listing

7 Key in percentage of involvement

8 For some job types (e.g. “Others – Do not require PhD Qualification” or “Others – Require PhD Qualification”) the Job type description field is mandatory. For job types where this field is not applicable, this field will not appear.

9 Click Save to continue.

The screenshot shows a web form titled "Add/Change in Manpower" with the following fields and callouts:

- 1: Name field containing "John Doe"
- 2: Job type dropdown menu showing "Others – Do not require PhD Qualificz"
- 3: Nationality dropdown menu showing "Singapore"
- 4: Citizenship dropdown menu showing "Singapore Citizen"
- 5: Start date field containing "01/11/2019"
- 6: End date field containing "31/10/2020"
- 7: % Involved field containing "100"
- 8: Job type description text area containing "input job type description here"
- 9: Save button

Other visible fields include "Research staff list" (dropdown menu showing "Select") and "Cancel" button.

# Fund Requisition – Completing Manpower Listing

1 If the system displays this error message, it means the job type selected requires a nationality waiver for foreigner manpower. Please contact the PI to raise a deviation request to hire a foreign talent for the selected job type.

1



# Fund Requisition – Completing Manpower Listing

1 To add existing manpower on the current Fund Request submission, or, to add approved manpower from deviation request, click add button on manpower page.

2 Select the name from existing research staff list. This list included previously submitter manpower, and also approved manpower from deviation request.

To add a new manpower, click on the add button. To retrieve previously added manpower, open from the existing research staff list. Please note that existing research staff list also includes all research staff that had been approved for "Nationality Waiver" deviation requests previously.

To add an item, click on the add button. To edit the line item, click on the hyperlink under the S/N column. To delete multiple lines, click select all and remove.

0 - 0 of 0 matching results found

S/N	Name	Job Type	Start date	End date	Citizenship	Nationality	% effort with job scope
-----	------	----------	------------	----------	-------------	-------------	-------------------------

Remove Add

< Back Add/Change in Manpower Next >

\* Name

2 Research staff list

\* Job type

End date

\* Nationality

Select  
Ma. Fernandez Quantorino  
Swami Vivekananda  
Troy Andrea Quantorino  
Loo Tong Yang - Roderick  
Dr. Jurgen Ruhle  
Siti Maimunah Bte. Anwar

\* Start date

\* Citizenship

\* % Involved

Cancel Save



# Fund Requisition – Completing Manpower Listing

1

After completed manpower list, click next to switch to undertaking page.

HI claim line details

This is the FULL Manpower Listing for ALL staff (employed using the awarded grant only) working under the project. Please note that this 'Manpower Listing' is a "growing list". Thus, no names should be removed from the list as the project progresses, even though the staff is no longer working under the project. For staff that has left the project mid-way, the "End Date" of the staff should be indicated. For Final Claims, the "End Date" for all staff working under the project MUST be indicated, in order to close-off the project completely. For example, the "Project End Date" should be indicated for a staff who is working until the last day of the project.

To add a new manpower, click on the add button. To retrieve previously added manpower, open from the existing research staff list. Please note that existing research staff list also includes all research staff that had been approved for "Nationality Waiver" deviation requests previously.

To add an item, click on the add button. To edit the line item, click on the hyperlink under the S/N column. To delete multiple lines, click select all and remove.

1 - 6 of 6 matching results found

S/N	Name	Job Type	Start date	End date	Citizenship	Nationality	% effort with job scope	
MPO0001	Dr. Jurgen Ruhle	Programme Director	01-May-2018		Singapore PR	Germany	100.00	<input type="checkbox"/>
MPO0002	Swami Vivekananda	Medical Technologist	01-May-2018		Singapore Citizen	Singapore	100.00	<input type="checkbox"/>
MPO0003	Ma. Fernandez Quantorino	Research Nurse	01-May-2018		Foreigner	Philippines	100.00	<input type="checkbox"/>
MPO0004	Loo Tong Yang - Roderick	Project Leader	01-May-2018		Singapore Citizen	Singapore	100.00	<input type="checkbox"/>
MPO0005	Troy Andres Quantorino	Research Fellow	01-May-2018		Foreigner	Italy	100.00	<input type="checkbox"/>
MPO0006	Siti Maimunah Bte. Anwar	Senior Clinical Research Fellow	01-May-2018		Singapore Citizen	Singapore	100.00	<input type="checkbox"/>

Remove Add

< Back 1 Next >

# Fund Requisition – Completing Manpower Listing

1 After completing the manpower list, click Next to switch to the Undertaking page. In this page, HI HR need to declare the consent before submitting the completed Fund Request to IGMS. The HI HR also need to acknowledge the consent. The name of the current user login name, will be shown in the form.

2 Tick “Yes” under Acknowledgement to enable the Submit button.

The screenshot shows the 'Declaration' page in a web application. At the top, there is a navigation bar with several buttons: 'ment (EQP)', 'Overseas Travel (OT)', 'Research Scholarship (RS)', 'Exceptional Items (EI)', 'Supplemental Human Capital Funding (SHC)', and 'Declaration'. The 'Declaration' button is highlighted with a red circle and the number '1'. Below the navigation bar, the 'Declaration' page is displayed. It has a blue header with 'Declaration' and 'Expand All Sections'. The main content area is titled 'Hide Fund Details' and contains a table of fund information:

Fund requisition ID	NRF-000724	Project ID	NRF-000436-01
Financial quarter	FY 2019 Q1	Award number	NRF-25-0046
Submission date and time	25-Jun-2019	Project start date	01-Apr-2017
Host institution	Nanyang Technological University	Project end date	31-Mar-2022
HI claim no	436-01	Lead PI/Team PI	NRF PST PI 2
Status	Pending HI HR Input		

Below the table, there are two sections: 'Undertaking By HI Finance' and 'Undertaking By HI HR'. The 'Undertaking By HI HR' section contains a declaration statement: 'I hereby certify that: The details provided above are true and correct, and verified against the original source of documents. This request has been made in accordance with the Grantor's Guidelines, the Terms and Conditions and the Letter(s) of Award.' Below the statement, there is a form with the following fields:

- Name of HI HR: NCS PST HI HR's 1
- Date of acknowledgement: 01/04/2020
- Acknowledgement:  Yes  No
- Comments: input comment here...

The 'Acknowledgement' field is highlighted with a red circle and the number '2'. At the bottom of the page, there is an 'Action Trail' section.

# Fund Requisition – Completing Manpower Listing

3 Key in comments if necessary. In case of return, you need to specify a reason why the Fund Request needs amendment.

4 The Date of acknowledgement will show the current system date by default and is non-editable.

The screenshot shows a web form titled "Undertaking By HI HR". At the top, there is a blue header bar with the text "Undertaking By HI Finance" and an upward arrow. Below this is another blue header bar with "Undertaking By HI HR" and an upward arrow. A light blue box contains a certification statement: "I hereby certify that: The details provided above are true and correct, and verified against the original source of documents. This request has been made in accordance with the Grantor's Guidelines, the Terms and Conditions and the Letter(s) of Award." The form fields include: "Name of HI HR" with the value "NCS PST HI HR's 1"; "Date of acknowledgement" with the value "01/04/2020" and a calendar icon; "Acknowledgement" with radio buttons for "Yes" (selected) and "No"; and "Comments" with a text area containing "input comment here...". A blue "Action Trail" bar is below the form. At the bottom left is a "< Back" button, and at the bottom right is an "Actions" dropdown menu with options "Submit" and "Return to HI Finance".

3

4

# Fund Requisition – Completing Manpower Listing

5

Click the Actions button. There are 2 actions that the HI HR can perform :

- Submit, for reimbursement method, this will submit the Fund Request to the Agency Finance. For advancement method, this will submit to PI.
- Return to HI Finance, in case you need HI Finance to revise the EOM claim, you can click Actions and select return to HI Finance.

Undertaking By HI Finance

Undertaking By HI HR

I hereby certify that: The details provided above are true and correct, and verified against the original source of documents. This request has been made in accordance with the Grantor's Guidelines, the Terms and Conditions and the Letter(s) of Award.

Name of HI HR: NCS PST HI HR's 1

Date of acknowledgement: 01/04/2020

Acknowledgement:  Yes  No

Comments: input comment here...

Action Trail

< Back

5 Actions

Submit

Return to HI Finance

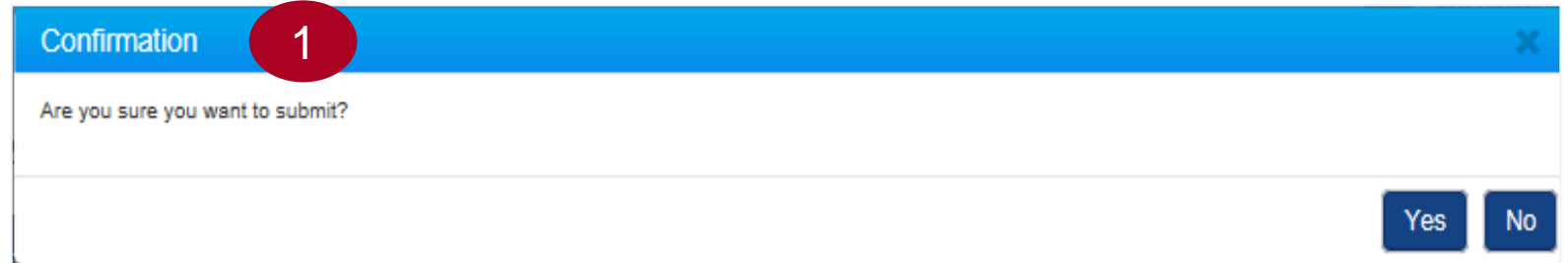
# Fund Requisition – Completing Manpower Listing

1 Confirmation is the message to confirm on the action to be taken.

2 Information is the message after the action is successful.

## To Note

For Fund Request type “Statement of Account” (SOA), you should submit the SOA to the Agency before the Submission Due Date is due. Else, the Lead PI will get debarred for new Proposal submission.

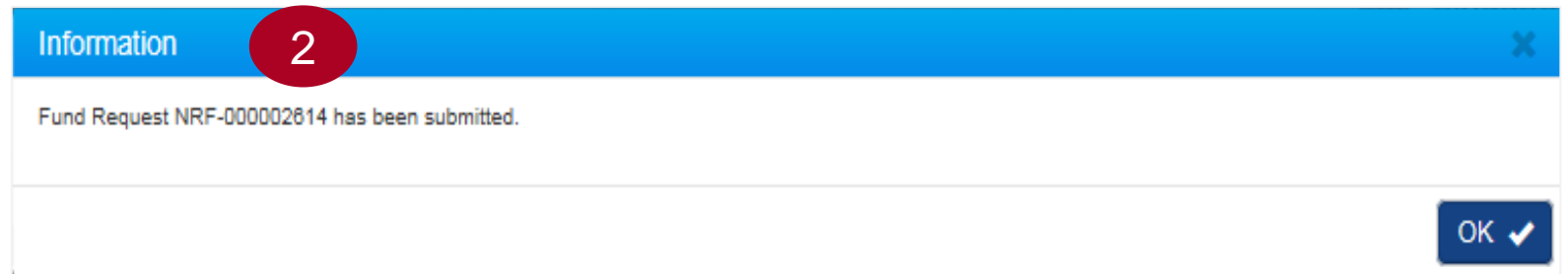


Confirmation 1

Are you sure you want to submit?

Yes No

A blue confirmation dialog box with a title bar containing 'Confirmation' and a red circle with the number '1'. The main text asks 'Are you sure you want to submit?'. At the bottom right, there are two buttons: 'Yes' and 'No'.



Information 2

Fund Request NRF-000002614 has been submitted.

OK ✓

An information dialog box with a title bar containing 'Information' and a red circle with the number '2'. The main text states 'Fund Request NRF-000002614 has been submitted.'. At the bottom right, there is a single button labeled 'OK' with a checkmark icon.

# Download Fund Requisition

1. Overview and Navigation of IGMS
2. Fund Requisition (Project Claim)
  - Understanding Fund Requisition
  - Understanding Fund Requisition Approval
  - Completing Projection Expenses (Advancement)
  - Completing Manpower list & review Fund Requisition

## **3. Download Fund Requisition**

# Download Fund Requisition

After a fund requisition is submitted, you may download the fund requisition package by initiating a download request. Follow the steps below to place the request. Note that a draft fund requisition cannot be downloaded.

1. To access the fund requisition, click **Projects > View Projects**, select the project ID and expand the *Fund Requisition* section. Select the Fund Requisition ID hyperlink

Dashboard Projects Deviations Advanced Search NCS PST HI HR's 1 (HI HR)

Home > View Projects

1

My projects

Search by Project ID

741 - 750 of 789 matching results found

Project ID	Award number	Title of research project	Project start date	Project end date	Stage
NRF-NRFF2012-06-00	NRF-NRFF2012-06	Analysis and Conception of Symmetric Key Cryptography Primitives	11-Apr-2012	10-Apr-2017	Closed
NRF-NRFF2013-04-00	NRF-NRFF2013-04	Physics-Based and Data-Driven Predictive modelling of the Earthquake Cycle in Sumatra	01-Jul-2013	30-Jun-2018	Pending closure

Home > Projects > Project Overview

1

Projects Expand All Sections

Title of research project re2015 1

Name of lead/team PI NCS PST PI 2 Original project start date 01-Sep-2019

Award number NRF-t351-0001 Original project end date 01-Aug-2021

Project ID NRF-000807-00 Revised project end date

Project stage In progress Date of project activation 01-Oct-2019

Project overview

Progress reports

Deviation requests

Fund requisitions

1 - 1 of 1 matching results found

Project ID	Fund requisition ID	Submission year	Submission quarter	Submission date	Status
NRF-000807-01	NRF-001982	FY 2019	Q3	01-Oct-2019	Pending Review

# Download Fund Requisition

2 In Summary page, click on *Download Fund Request* button and system will display a notification that the package will be ready in  $\pm$  30 minutes

## To Note

The package consists of below items in a “.zip” file:

- Fund Request printout (in excel format)
- Fund Request's attachment(s)
- The package will contain the latest information as of the time of placing the download.

Home > Projects > Summary

Summary ✓ Expenditure on Manpower (EOM) ✓ Other Operating Expenditure (OOE) ✓ Equipment (EQP) ✓ Overseas Travel (OT) ✓ Research Scholarship (RS) ✓ Exception Items (EI)

Summary Expand All Sections

[Hide Fund Details](#)

Fund requisition ID	NRF-001982	Project ID	NRF-000807-01
Financial quarter	FY 2019 Q3	Award number	NRF-t351-0001
Submission date and time	01-Oct-2019	Project start date	01-Sep-2019
Host institution	NUS	Project end date	01-Aug-2021
HI claim no		Lead PI/Team PI	NCS PST PI 2
Status	Pending Review		

Download Fund Request

Summary ✓ Attachments ✓ Action Trail ✓ Download Fund Request ✓

Message 2

The package requested will be available for download in around 30 mins. Please access this project later to download the package.

OK ✓



# Download Fund Requisition

3

After the package is ready, it will be displayed in the *Download Fund Request* section. Click on the hyperlink of the File name to download

Home > Projects > Submit Claim > Summary

Summary ✓ Expenditure on Manpower (EOM) ✓ Other Operating Expenditure (OOE) ✓ Equipment (EQP) ✓ Overseas Travel (OT) ✓ Research Scholarship (RS) ✓ Exception Items (EI) ✓

### Summary Expand All Sections

[Hide Fund Details](#)

Fund requisition ID	NRF-001982	Project ID	NRF-000807-01
Financial quarter	FY 2019 Q3	Award number	NRF-t351-0001
Submission date and time	01-Oct-2019	Project start date	01-Sep-2019
Host institution	NUS	Project end date	01-Aug-2021
HI claim no		Lead PI/Team PI	NCS PST PI 2
Status	Pending Review		


[Download Fund Request](#)

- Summary
- Attachments
- Action Trail
- Download Fund Request

### Download Fund Request

[Download All](#)

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

File name	Size/Status	Actions	<input type="checkbox"/> Check all
 NRF-000006315.zip 05-Feb-2020 05:49 PM	10.81 KB		

3

3

SINGTEL GROUP ENTERPRISE   

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