



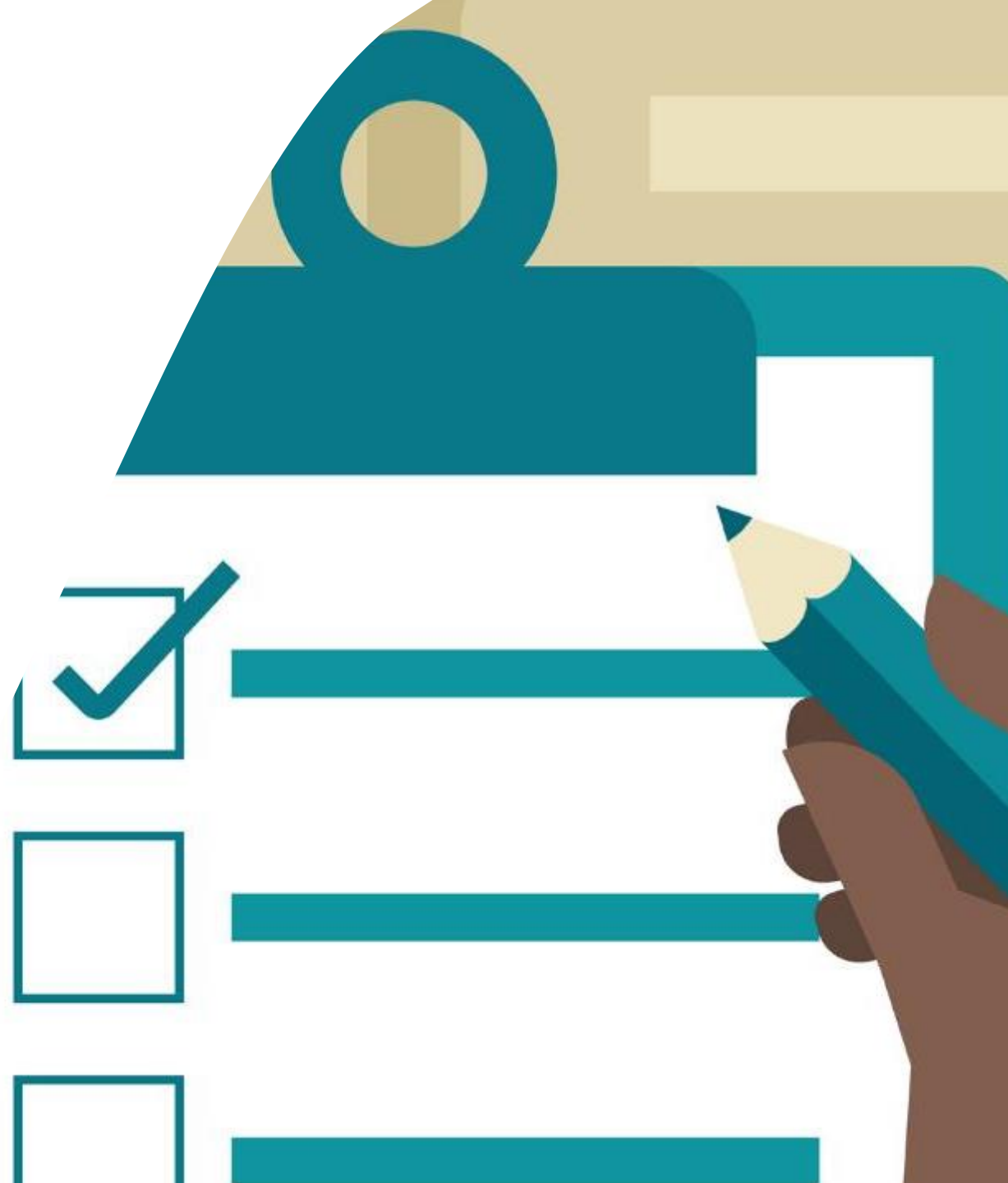
# Training for Institutional Administrators

Joseph Thomas

# Learning Objectives

In this session, you will learn:

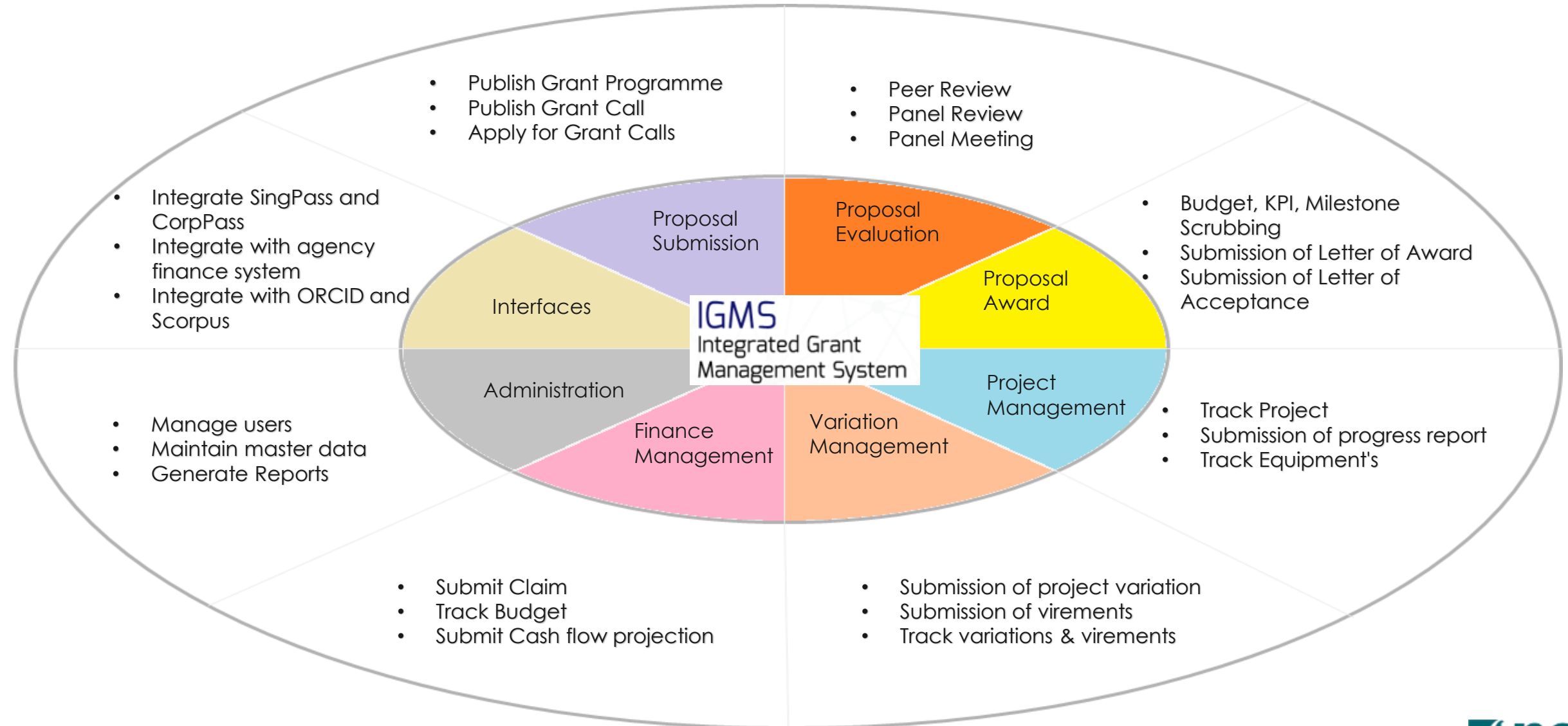
- Module -1: Understand IGMS
- Access IGMS
- Module -2: Landing page portal
- Module -3: Understand E-Service Portal
- Module -4: How to use IGMS system (administration module)
- Module – 5: How to use IGMS system (Proposal Submission)
- Module – 6: How to use IGMS system (Respond to nomination invitation)



# Module -1: Understand IGMS

- Overview of IGMS System
- Role of IGMS for Institutional administrators (Pre Award)
- Role of IGMS for Institutional administrators (Post Award)

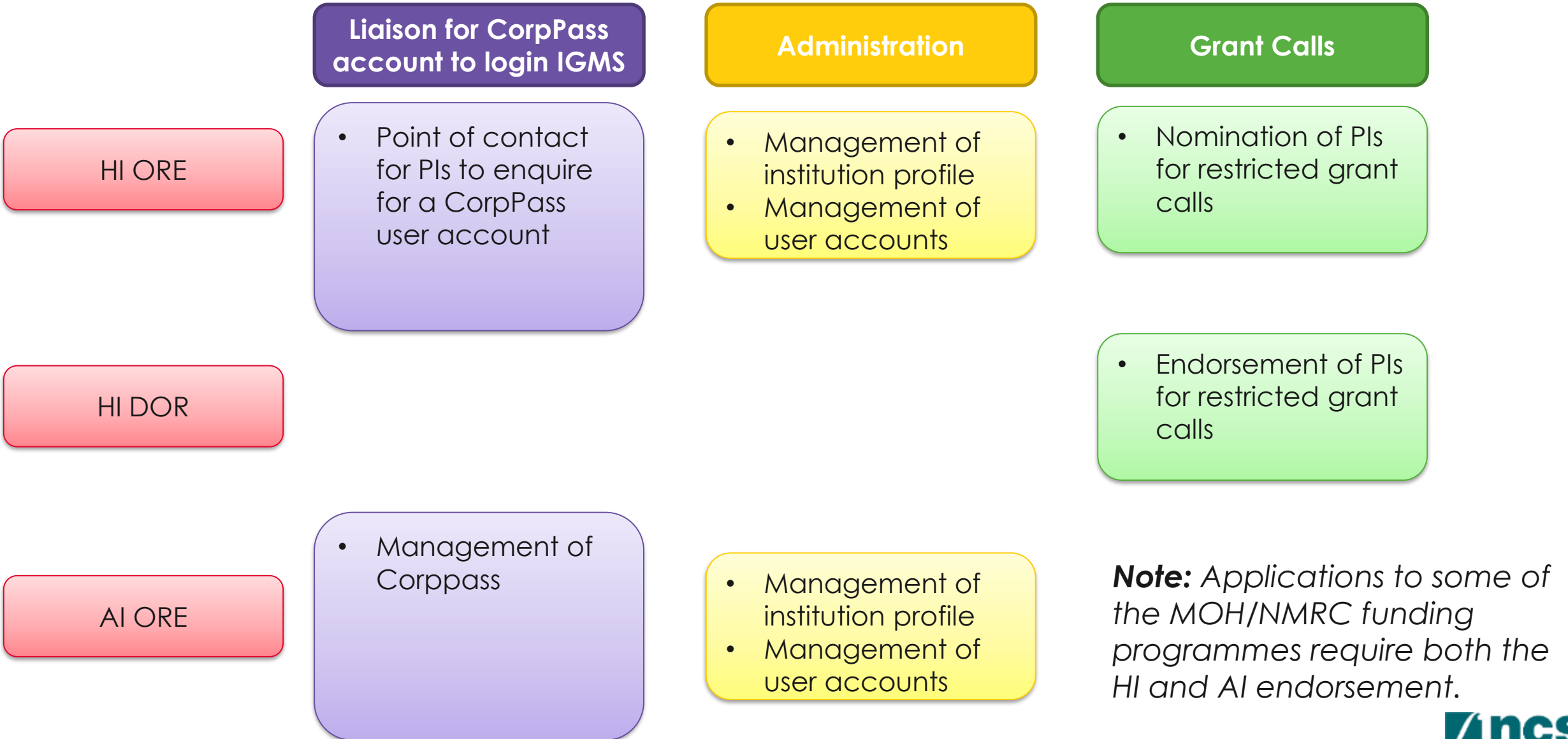
# Overview of IGMS System



# Definitions, Acronyms and Abbreviations

Sl. No	Abbreviation / Acronyms	Definitions
1	PI	Principal Investigator
2	PM	Programme manager
3	HI	Host Institution
4	HI ORE	Host Institution Office of Research
5	DOR	Director of Research
6	AI ORE	Academic Institution Office of Research
7	AI Dean	Academic Institution Dean
8	HI Finance	Host Institution Finance
9	HI HR	Host Institution Human Resources

# Role of IGMS for Institutional administrators (Pre Award) – 1



**Note:** Applications to some of the MOH/NMRC funding programmes require both the HI and AI endorsement.

# Role of IGMS for Institutional administrators (Pre Award) – 2

## Proposal Submission

## Proposal Scrubbing

## Proposal Award

HI ORE

- Proposal Verification

- Verification of Budget, KPI and Milestone

- Verification of Letter of Award

HI DOR

- Proposal Endorsement
- Proposal Rejection

- Endorsement of Budget, KPI and Milestone

- Endorsement of Letter of Award

AI ORE

- Proposal Verification

- Verification of Budget, KPI and Milestone

- Verification of Letter of Award

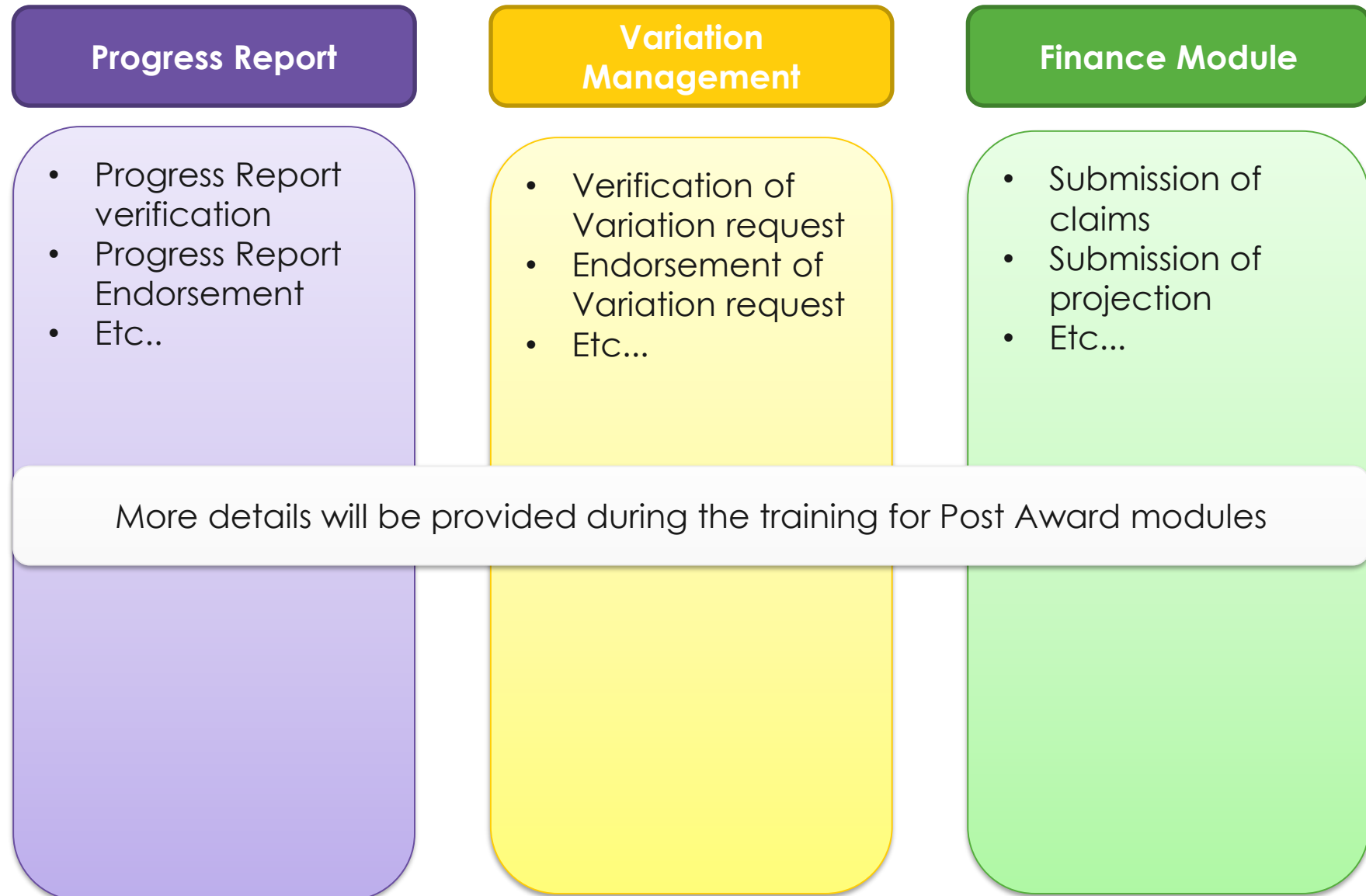
AI Dean

- Proposal Endorsement
- Proposal Rejection

- Endorsement of Budget, KPI and Milestone

- Endorsement of Letter of Award

# Role of IGMS for Institutional administrators (Post Award)





# Module -2: Landing page portal

- Overview of Landing Page
- Viewing Open and Upcoming Grant Calls
- Applying for a Grant Call
- Searching on 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

# Subscribe/ Unsubscribe email alerts

The screenshot shows a subscription form with the following elements:

- Step 1:** A blue button labeled "Subscribe" with a red arrow pointing to it.
- Text:** "Subscribe here to know more about upcoming grant calls."
- Section Header:** "Subscribe Here" in blue.
- Text:** "Subscribe to keep yourself updated on the upcoming Grant Calls:"
- Section Header:** "Contact Information" with a red arrow pointing to the "Name\*" field.
- Form Fields:** "Name\*", "RIE Domain\*", and "Email Address\*", each with a corresponding input box.
- RIE Domain Options:** A list of checkboxes for various domains: Advanced Manufacturing and Engineering, Health and Biomedical Sciences, Services and Digital Economy, Urban Solutions and Sustainability, Innovation & Enterprise, White Space, Academic Research, Manpower, and Not Applicable.
- Buttons:** "Submit" and "Cancel" buttons at the bottom, with a red arrow pointing to the "Submit" button.

1 Click on **here** to go the subscribe page

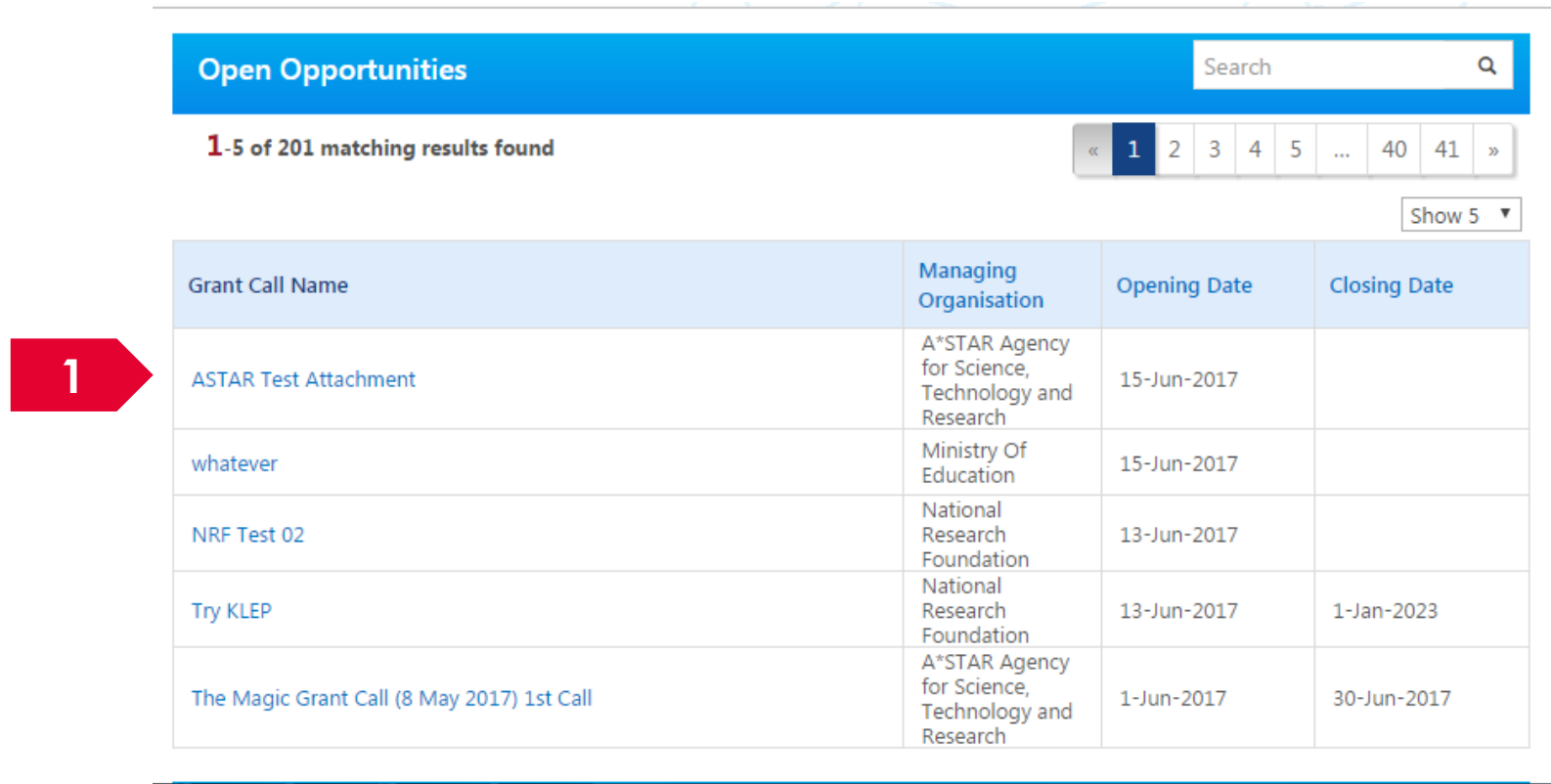
2 Fill up the details on the subscribe page

3 Click on **Submit** button

## To Note

To Unsubscribe, use the unsubscribe link on the email

# Viewing Open Opportunities



**Open Opportunities** Search

1-5 of 201 matching results found

« 1 2 3 4 5 ... 40 41 »

Show 5 ▾

Grant Call Name	Managing Organisation	Opening Date	Closing Date
<a href="#">ASTAR Test Attachment</a>	A*STAR Agency for Science, Technology and Research	15-Jun-2017	
<a href="#">whatever</a>	Ministry Of Education	15-Jun-2017	
<a href="#">NRF Test 02</a>	National Research Foundation	13-Jun-2017	
<a href="#">Try KLEP</a>	National Research Foundation	13-Jun-2017	1-Jan-2023
<a href="#">The Magic Grant Call (8 May 2017) 1st Call</a>	A*STAR Agency for Science, Technology and Research	1-Jun-2017	30-Jun-2017

**1** 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

# Viewing Upcoming Opportunities

Upcoming Opportunities

1-2 of 2 matching results found

« 1 »

Show 5 ▾

Grant Call Name	Managing Organisation	Opening Date	Closing Date
<a href="#">sdsd</a>	National Research Foundation	7-Apr-2018	
<a href="#">Try SEA</a>	National Research Foundation	24-Jun-2017	



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

# Viewing Closed Grant Calls

Home About Us **Closed Grant Calls** Application Guidance

A- A+

## Closed Grant Calls

Closed Grant Calls Search

1-5 of 826 matching results found

« 1 2 3 4 5 ... 165 166 »

Show 5

Grant Call Name	Managing Organisation	Closed on
Test Master Data	National Research Foundation	31-Mar-2055
<a href="#">STT-MRAM for Leading Edge Embedded Applications (GLOBALFOUNDRIES SINGAPORE &amp; IME)</a>	A*STAR DM	1-Nov-2019
<a href="#">STT-MRAM for Leading Edge Embedded Applications (GLOBALFOUNDRIES SINGAPORE &amp; IME)</a>	A*STAR Agency for Science, Technology and Research	1-Nov-2019
<a href="#">STaR test call June 2017</a>	Ministry of Health	17-Jun-2017

1

To view Closed Grant Calls, navigate to the Closed Grant Calls menu

2

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 for Open, Upcoming and Closed Grant Calls – 1

**Open Opportunities** 1 Search

1-5 of 201 matching results found

« 1 2 3 4 5 ... 40 41 »

Show 5 ▾

Grant Call Name	Managing Organisation	Opening Date	Closing Date
ASTAR Test Attachment	A*STAR Agency for Science, Technology and Research	15-Jun-2017	
whatever	Ministry Of Education	15-Jun-2017	
NRF Test 02	National Research Foundation	13-Jun-2017	
Try KLEP	National Research Foundation	13-Jun-2017	1-Jan-2023
The Magic Grant Call (8 May 2017) 1st Call	A*STAR Agency for Science, Technology and Research	1-Jun-2017	30-Jun-2017

**Upcoming Opportunities** 1 Search

1-2 of 2 matching results found

« 1 »

Show 5 ▾

Grant Call Name	Managing Organisation	Opening Date	Closing Date
sdsd	National Research Foundation	7-Apr-2018	

**Closed Grant Calls** 1 Search

1-5 of 826 matching results found

« 1 2 3 4 5 ... 165 166 »

Show 5 ▾

Grant Call Name	Managing Organisation	Closed on
Test Master Data	National Research Foundation	31-Mar-2055
STT-MRAM for Leading Edge Embedded Applications (GLOBALFOUNDRIES SINGAPORE & IME)	A*STAR DM	1-Nov-2019
STT-MRAM for Leading Edge Embedded Applications (GLOBALFOUNDRIES SINGAPORE & IME)	A*STAR Agency for Science, Technology	1-Nov-2019

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

Grants calls search

## Advanced search - grant calls 1

Search

1 - 10 of 1221 matching results found

« 1 2 3 4 5 »

Grant call title	Managing organisation	Opening date	Closing date	Status
MOHIAFCat1-1	MOH_DM	31-Oct-2015	17-Dec-2015	Closed
Industrial Smart Grid Consortium (ISGC)	A*STAR DM	31-May-2015		Closed
3rd JCO Career Development Award (CDA) Grant Call	A*STAR DM	31-May-2013	31-Jul-2013	Closed
1st JCO Career Development Award Grant Call	A*STAR DM	31-May-2011	12-Jul-2011	Closed
5th Singapore NRF Fellowship Call (Class of 2012)	NRF DM	31-May-2011	31-Aug-2011	Closed
SIT_PRG08	A*STAR Agency for Science, Technology and Research	31-Mar-2017		Open

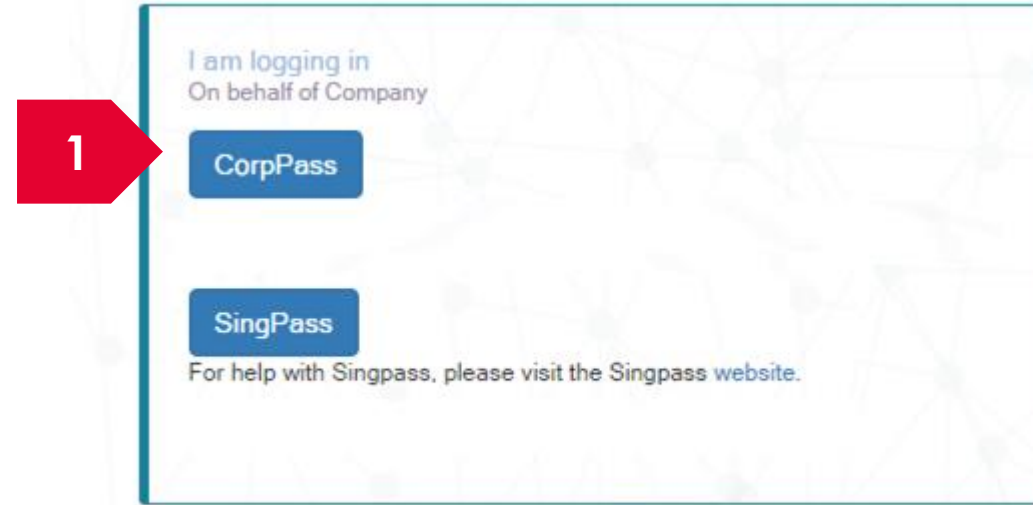
1 The search results will be displayed on this page



# Module -3: Understand E-Service Portal

- Accessing IGMS
- Resetting your password
- Understanding the Menus and Links

# Logging into IGMS as an Institutional Administrator



1

**Institutional Administrators** and PI associated with an institution are only allowed to login via **CorpPass**.

# Forget Password and Reset Password



To reset Password, visit <https://www.corppass.gov.sg>  
Note: Reviewers cannot do review when logging in via CorpPass.

# Links and Menus for Institutional Administrators



**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.

**5 Maintain Institution:** Displays the user's institution profile (Visible only to HI Admin)

# Module -4: How to use IGMS system (administration module)

- Viewing users profile
- Updating users profile
- Viewing institution profile
- Updating institution profile
- Granting access to other users in IGMS

# Viewing User Profile in IGMS - 1

The screenshot shows the IGMS interface. At the top, there is a navigation bar with 'Dashboard', 'Grants', and 'Proposals' menus. On the right side of the navigation bar, the user's name 'ORE 1 (ORE)' is displayed. A red arrow labeled '1' points to this name. A dropdown menu is open, showing three options: 'User Profile', 'Maintain Institution', and 'Logout'. A red arrow labeled '2' points to the 'User Profile' option. Below the navigation bar, there is a 'Proposals' section with a sub-header '1 - 10 of 30 matching results found'. A table with five columns is displayed: 'Date', 'Subject', 'Reference ID', 'Lead PI', and 'Read/Unread'. The table contains three rows of data.

Date	Subject	Reference ID	Lead PI	Read/Unread
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000182	P1	Yes
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000183	P1	Yes
07-Apr-2017	Nomination request is pending your action. To nominate PI for the Grant Call click on the Reference ID.	NRFNOM-000000 67		Yes

1 Click on the **name** which is displayed on the top right hand corner of the screen

2 Click on the **User Profile** link

# Viewing User Profile in IGMS - 2

Dashboard Grants Proposals ORE 1 (ORE)

Account > User Profile

3 Personal Information ✓ 4 Additional Information ✓

1 2 3 4

Personal information Expand All Sections

- General information
- Address and contact information
- Research profile
- Research interest

**3 Personal Information screen:** Contains the personal information of the logged in user like name, ID number, nationality, etc.

The Personal Information screen is split into 4 sub sections

**4 Additional Information screen:** Contains the information like professional information, educational information, etc.

# Viewing Institution Profile in IGMS – 1

Dashboard Grants ▾ Proposals ▾ **1** ORE 1 (ORE) ▾

**2**

- User Profile
- Maintain Institution
- Logout

Proposals

1 - 10 of 30 matching results found

Date ▲	Subject	Reference ID	Lead PI	Read/Unread
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000182	P1	Yes
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000183	P1	Yes
07-Apr-2017	Nomination request is pending your action. To nominate PI for the Grant Call click on the Reference ID.	NRFNOM-000000 67		Yes

**1** Click on the **name** which is displayed on the top right hand corner of the screen

**2** Click on the **Maintain Institution** link



# Viewing Institution Profile in IGMS – 2



## Vendor Information screen:

Contains the institution details of the logged in user.

### Institution information

#### General information

UEN no.	<input type="text" value="R1D1C0770U57Y5M4RT"/>
* Name	<input type="text" value="National Institution of Technology"/>
* Acronym	<input type="text" value="NIT"/>

#### Address and contact information

* Country	<input type="text"/>	
* Postal code	<input type="text"/>	
* Overseas address	<input type="text"/>	
* Mobile no.	<input type="text"/>	
Telephone no.	<input type="text"/>	
Fax	<input type="text"/>	



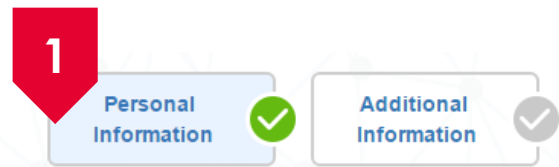
## Associate Member screen:

Contains the details of all the people who have access to the user's institution. The list will include PIs, OREs, DORs, AI OREs and AI DOR.

< Back

Submit >

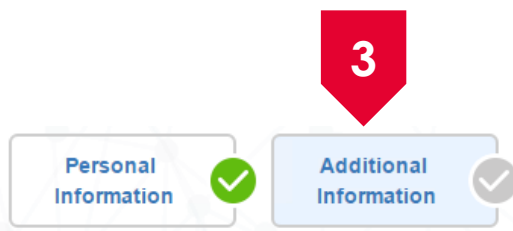
# Update User Profile in IGMS



Fill up the **Personal Information** page.  
*Note: All the mandatory fields must be filled up*



Click on **Update Profile** to update the personal information page. Click **Next** button to go the additional information page

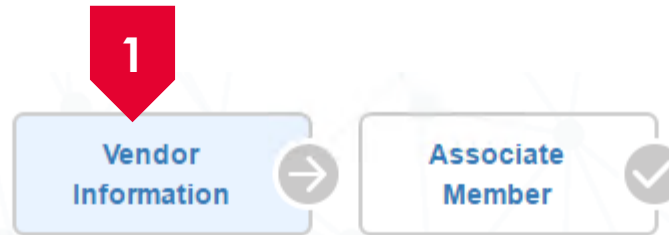


Fill up the Additional Information page.



Click on **Update Profile** to update the Additional information page.

# Update Institution Profile in IGMS



Institution information Expand All Sections

General information ^

UEN no.	<input type="text" value="R1D1C0770U57Y5M4RT"/>
* Name	<input type="text" value="Default Vendor"/>
* Acronym	<input type="text" value="BMRC"/>

Address and contact information v

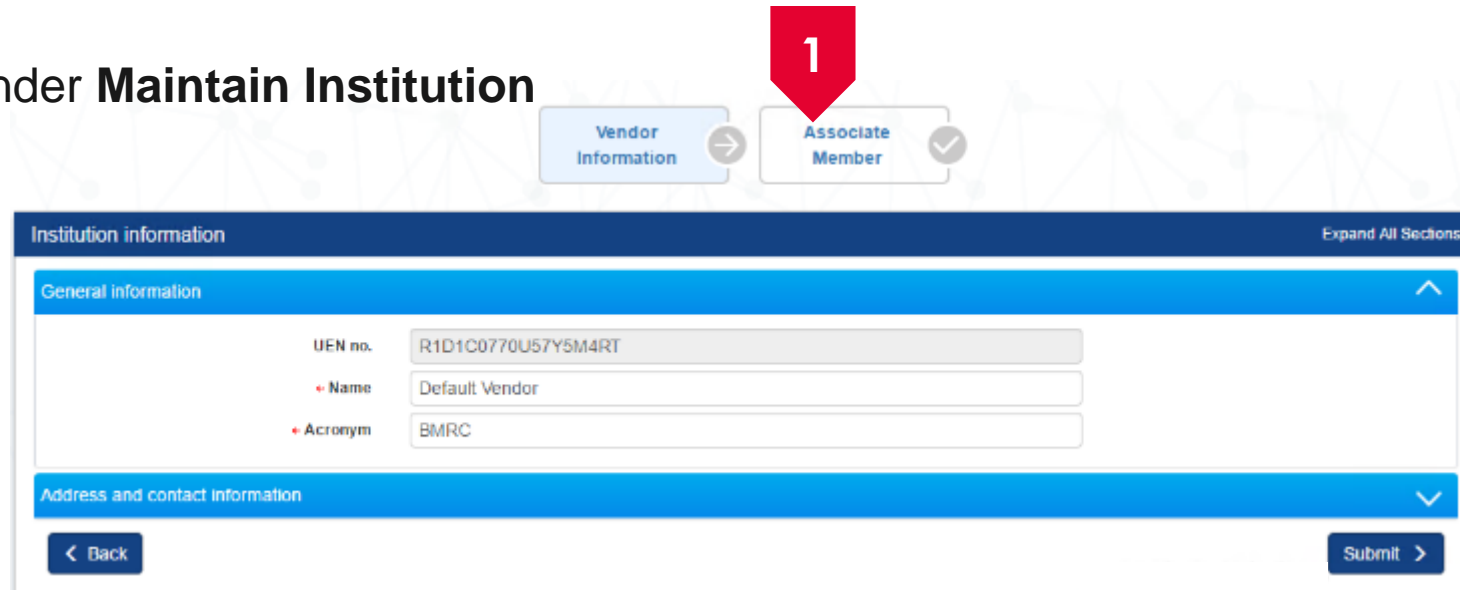
2

**1** Fill up the Vendor Information page.  
*Note: All the mandatory fields must be filled up.*

**2** Click on **Submit** button to update the profile.

# Granting access into IGMS

Under **Maintain Institution**

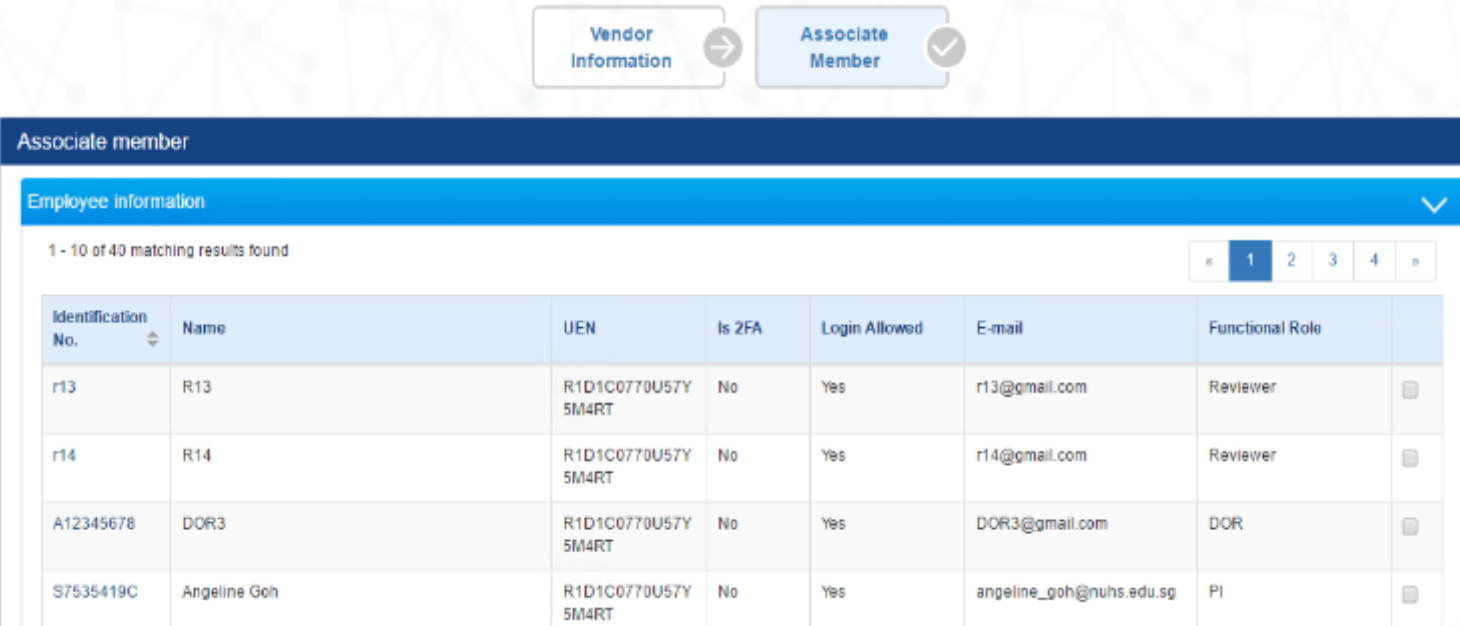


The screenshot shows the 'Vendor Information' screen. At the top, there are two buttons: 'Vendor Information' and 'Associate Member'. A red arrow with the number '1' points to the 'Associate Member' button. Below the buttons is a form with the following fields:

- UEN no.: R1D1C0770U57Y5M4RT
- Name: Default Vendor
- Acronym: BMRC

At the bottom of the form, there are 'Back' and 'Submit' buttons.

1 Click on the **Associate Member** Screen



The screenshot shows the 'Associate Member' screen. At the top, there are two buttons: 'Vendor Information' and 'Associate Member'. Below the buttons is a table with the following columns:

Identification No.	Name	UEN	Is 2FA	Login Allowed	E-mail	Functional Role	
r13	R13	R1D1C0770U57Y5M4RT	No	Yes	r13@gmail.com	Reviewer	<input type="checkbox"/>
r14	R14	R1D1C0770U57Y5M4RT	No	Yes	r14@gmail.com	Reviewer	<input type="checkbox"/>
A12345678	DOR3	R1D1C0770U57Y5M4RT	No	Yes	DOR3@gmail.com	DOR	<input type="checkbox"/>
S7535419C	Angeline Goh	R1D1C0770U57Y5M4RT	No	Yes	angeline_goh@nuhs.edu.sg	PI	<input type="checkbox"/>

To Note

The Associate Member screen displays all the users who currently have access to the institution in IGMS

# Granting access into IGMS - 2



Associate member

Employee information ∨

1 - 10 of 40 matching results found « 1 2 3 4 »

Identification No.	Name	UEN	Is 2FA	Login Allowed	E-mail	Functional Role	
r13	R13	R1D1C0770U57Y 5M4RT	No	Yes	r13@gmail.com	Reviewer	<input type="checkbox"/>
r14	R14	R1D1C0770U57Y 5M4RT 5M4RT	No	Yes	r14@gmail.com	Reviewer	<input type="checkbox"/>
	Louis R. Caplan	R1D1C0770U57Y 5M4RT	No	Yes	lcaplan@bidmc.harvard.edu	Reviewer	<input type="checkbox"/>
	Ludmila A. Kalashnikova	R1D1C0770U57Y 5M4RT	No	Yes	kalashnikovancn@yandex.ru	Reviewer	<input type="checkbox"/>

**2** Remove - Add +

**2** Click on Add button

# Granting access into IGMS - 3

**Add Employee Information**

\* Identification no.  Name

E-mail

\* UEN  \* Functional role

**Search Results**

Only the top 20 results are displayed. If you do not find the person you are looking for please refine your search

1 - 1 of 1 matching results found

Name	E-mail	
P1	p1@gmail.com	<input checked="" type="checkbox"/>

**3** Search for the user using Identification Number, Name or Email. Click **Search**

**4** Select the user by clicking on the **checkbox** and click **Select**

**5** Choose the functional role

**6** Click on **Save**

## To Note

Only the top 20 results are displayed. If the person is not found then refine the search using identification number or email address.

# Module – 5: How to use IGMS system (Proposal Submission)

- Understanding Institutional Administrators Dashboard
- View submitted proposals
- Verify submitted proposals
- Return submitted proposals
- Endorse submitted proposals
- Reject submitted proposals

# Institutional Administrators Dashboard

Proposals

1 - **1** matching results found **2**

Date	Subject	Reference ID	Lead PI	Read/Unread
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000182	P1	Yes
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000183	P1	Yes

**1** **Date:** When the item was created on the dashboard

**2** **Subject:** Outstanding action that has to be performed by user

**3** **Reference ID:** This is ID number of the record where the action need to be performed. Eg: Proposal ID

**4** **Lead PI:** Lead Pis name of the proposal / project of the outstanding task

**5** **Read / Unread:** Whether the user has read the item

## To Note

The system would set the Read / Unread flag as Read when the user clicks the hyperlink on the reference ID column.

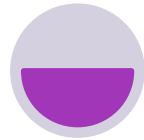


# 4 Stages of proposal submission



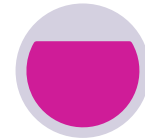
## Submission

At this stage, PI submit the proposal to PM after ORE and DOR endorsement



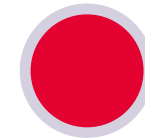
## Evaluation

At this stage, PM evaluate the proposal



## Scrubbing

At this stage, PM & PI agree on the budget, KPI and Milestone. The agreed budget, KPI and Milestone is submitted to PM after ORE and DOR endorsement



## Award

At this stage, PM award the proposal. PI submit the Letter of acceptance after ORE and DOR endorsement

# Institutional Administrators Functions



ORE: Verify , Return Proposal Submission

DOR: Endorse, Return , Reject Proposal Submission

ORE: Verify , Return Proposal Scrubbing

DOR: Endorse, Return Proposal Scrubbing

ORE: Verify , Return Letter of Award

DOR: Endorse, Return Letter of Award

AI ORE & AI Dean functions

# Institutional Administrators Functions



ORE: Verify , Return Proposal Submission



DOR: Endorse, Return , Reject Proposal Submission



ORE: Verify , Return Proposal Scrubbing



DOR: Endorse, Return Proposal Scrubbing



ORE: Verify , Return Letter of Award



DOR: Endorse, Return Letter of Award



AI ORE & AI Dean functions

# ORE: Access Pending Verification Proposals – 2 Options

1

Date	Subject	Reference ID	Lead PI	Read/Unread
11-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	MOE-000051	P1	Yes
11-Apr-2017	Nomination request is pending your action. To nominate PI for the Grant Call click on the Reference ID.	ASTRONOM-0000050		Yes
12-Apr-2017	Scrubbing's Pending ORE Verification	NRF-000192	P1	No
13-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	ASTR-000123	P1	Yes
02-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	88MC1-0004	P1	No
02-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	88MC1-0005	P1	No

1

Displays the proposals that require verification by ORE. Click on the hyperlink on the reference ID column to view the proposal

OR

2

Dashboard Grants **Proposals** ORE 1 (ORE)

2

Click on **Proposals** > **View Current Proposal Submission**

3

Date	Subject	Reference ID	Lead PI	Read/Unread
11-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	MOE-000051	P1	Yes
11-Apr-2017	Nomination request is pending your action. To nominate PI for the Grant Call click on the Reference ID.	ASTRONOM-0000050		Yes

3

Click on the **Proposal ID**

3

Proposal ID	Grant call title	Title of research project	Type	Submitted date	Stage	Proposal status
99C03-001	New Singapore Grant Call	Research Grant Call	Full	12-Jun-2017	Submission	Pending ORE Verification

# ORE: Viewing Proposals Details – 1

Proposals Expand All Sections

Title of research project	New-02_3	Stage	Submission
Grant call ID	NEW_CALL023	Proposal status	Pending ORE Verification
Name of lead PI	P1		
Type	Full		

Rebuttal

0 - 0 of 0 matching results found

S/N	Name	Submitted date	Due date	Status
-----	------	----------------	----------	--------

Pre-Award scrubbing

Award



Click on **Actions**



Actions ▾



View proposal information



Click on **View proposal information**

## To Note

The ORE is not allowed to edit and change any information keyed in by the PI. The status of the proposals that are pending ORE's verification would read as **Pending ORE Verification**

# ORE: Viewing Proposals Details – 2

3

Research Details ✓ Research Team, Collaborators, Referees ✓ Key Performance Indicator ✓ Research Milestone ✓ Budget ✓ Funding Support ✓ Reviewer

## Research details

Please ensure that all the details required for your proposal are included in this application form. Subsequent changes after submission will not be allowed.

### Hide Proposal Details

Title of research project	New-02_3	Last updated date	11-Apr-2017
Proposal ID	MOE-000051	Grant call closing date	
Proposal status	Pending ORE Verification		

3

Displays the main sections in the proposal. The ORE can click on the boxes to navigate to the respective pages

4

## Overview

Please provide an overview of the research project in this section.

\* Project duration (months)

\* Title of research project

4

Displays the sub sections under the main section. The ORE can click on the **Next** or **Back** button at the bottom of the page to navigate to other pages

Research details

Activate Windows

# ORE: Verifying or Returning a Proposal - 1

search estone ✓ Budget ✓ Funding Support ✓ Reviewers ✓ Declaration of Ethics Approval ✓ Other Attachments ✓ Undertaking ✓

## Undertaking

The Lead Principal Investigator (Lead PI), the Office of Research (ORE) and the Director of Research (DOR) are required to declare and undertake

Hide Proposal Details

Title of research project	New-02_3	Last updated date	11-Apr-2017
Proposal ID	MOE-000051	Grant call closing date	
Proposal status	Pending ORE Verification		

- Undertaking by lead PI
- Undertaking by ORE
- Action Trail

Back

Actions

1 To verify a proposal, navigate to the **Undertaking** page

2 Displays the Lead PI's declaration. Details like Name of Lead PI, Date of declaration and comments are displayed

3 This is the ORE verification section

4 Displays the comments keyed in by Lead PI, ORE, DOR, AI ORE, AI Dean and PM

# Understanding the Action Trail Section

Action Trail ^

1 5 6 7 « 1 »

Date <span>▼</span>	Submitted by <span>↕</span>	Comments
11-Apr-2017	DOR1	Return
11-Apr-2017	ORE 1	2nd ok
11-Apr-2017	ORE 1	

**5** **Date:** When the action was performed

**6** **Submitted by:** The person who performed the action

**7** **Comments:** The comments keyed in by the user



# ORE: Verifying or Returning a Proposal - 2

**Undertaking by ORE**

In acknowledging this Grant Application, the Office of Research (ORE) and the Institution UNDERTAKE, on any Grant Award to:

- Ensure that the proposed research could be conducted in the Institution;
- Provide appropriate support during the grant period;
- Ensure that the funds provided are used for the stated purposes in the proposal;
- Ensure that the research complies with all relevant laws of the Republic of Singapore, statutes, regulations, by-laws, rules, guidelines and
- Ensure that the research complies with the Institution's research operating, administrative, HR and finance procedures, guidelines and p
- Adhere to the funding agency's Grants Terms & Conditions (T&Cs) and Funding Guidelines, as well as all other applicable guidelines, p

which may be amended or varied from time to time.

**To Note**

The dropdown to select the DOR is filtered to display DORs who do not have any conflict of interest

**8** Name of ORE: ORE 1

**9** Date of acknowledgement: 11/06/2017

**8** Acknowledgement:  Yes  No

**9** Name of DOR: [Dropdown menu showing DOR3, DOR5, DOR1 (selected), TK Udairam, Vivek TA]

**10** Comments: Verified

**8** To verify or return a proposal select **Yes** for the acknowledgement field

**9** Select the **DOR** to route the proposal after verification. DOR selection is not required if the proposal is being returned to PI for amendments

**10** Key in the comments for DOR or for PI

# ORE: Verifying or Returning a Proposal - 3

11

To Verify or Return a proposal, click on **Actions**

## Undertaking by ORE

In acknowledging this Grant Application, the Office of Research (ORE) and the Institution UNDERTAKE, on any Grant Award to:

- Ensure that the proposed research could be conducted in the Institution;
- Provide appropriate support during the grant period;
- Ensure that the funds provided are used for the stated purposes in the proposal;
- Ensure that the research complies with all relevant laws of the Republic of Singapore, statutes, regulations, by-laws, rules, guidelines and requirements applicable;
- Ensure that the research complies with the Institution's research operating, administrative, HR and finance procedures, guidelines and policies; and
- 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 which may be amended or varied from time to time.

12

To verify a proposal click on **Verified**

Name of ORE

ORE 1

Date of acknowledgement

11/06/2017

Acknowledgement

Yes  No

Name of DOR

DOR1

Comments

Verified

13

To return a proposal click on **Return**

## Action Trail

< Back

11

Actions ▾

12

Verified

13

Return

# ORE: Verifying or Returning a Proposal - 4

**Verifying a proposal**

**Confirmation**

Are you sure you want to Verify?

14 Click on **Yes** to proceed verifying

14 Yes No

**Verifying a proposal**

**Information**

Proposal has been successfully verified.

15 Click on **Ok**

15 OK ✓

**Verifying a proposal**

**Confirmation**

Are you sure you want to Return?

16 Click on **Yes**

16 Yes No

**Returning a proposal**

**Information**

Proposal has been successfully returned.

17 Click on **Ok**

17 OK ✓

# Institutional Administrators Functions



ORE: Verify , Return Proposal Submission

DOR: Endorse, Return , Reject Proposal Submission

ORE: Verify , Return Proposal Scrubbing

DOR: Endorse, Return Proposal Scrubbing

ORE: Verify , Return Letter of Award

DOR: Endorse, Return Letter of Award

AI ORE & AI Dean functions

# DOR: Access Pending Endorsement Proposals – 2 Options

The screenshot shows the DOR1 (DOR) dashboard. The 'Proposals' menu is highlighted with a red box and a red arrow labeled '2'. Below the menu, a table lists proposals. The second row is highlighted with a red box and a red arrow labeled '1'. The table has columns for Subject, Reference ID, Lead PI, and Read/Unread.

Subject	Reference ID	Lead PI	Read/Unread
0-Jun-2017 Letter of Award is pending For your endorsement. To endorse click on the Reference ID.	88ASTC2-0001	P1	Yes
11-Jun-2017 Proposal is pending your endorsement. To endorse the proposal click on the Reference ID.	MOE-000051	P1	No

1 Displays the proposals that require endorsement by DOR. Click on the hyperlink on the **reference ID** column to view the proposal

OR

2 Click on **Proposals > View Current Proposal Submission**

The screenshot shows the 'View Current Proposal Submission' page. The 'Proposals' menu is highlighted with a red box and a red arrow labeled '3'. Below the menu, a table lists proposals. The first row is highlighted with a red box and a red arrow labeled '3'. The table has columns for Proposal ID, Grant call title, Title of research project, Type, Submitted date, Stage, and Proposal status.

Proposal ID	Grant call title	Title of research project	Type	Submitted date	Stage	Proposal status
MOE-000051	NEW GRANT CALL 023 D2.1 Submission (Return) to be used on D2.2 No restricted, Yes- Multiple Submission, budget entries, No allow multiple institution.	New-02_3	Full	11-Jun-2017	Submission	Pending endorsement

3 Click on the **Proposal ID** under the Proposal ID column

# DOR: Viewing Proposals Details – 1

Home > Proposals > Proposal Overview

Proposals Expand All Sections

Title of research project	New-02_3	Stage	Submission
Grant call ID	NEW_CALL023	Proposal status	Pending DOR Endorsement
Name of lead PI	P1		
Type	Full		

Rebuttal

0 - 0 of 0 matching results found

S/N	Name	Submitted date	Due date	Status
-----	------	----------------	----------	--------

Pre-Award scrubbing

Award



Click on **Actions**



Click on **View proposal information**

## To Note

The DOR is not allowed to edit and change any information keyed in by the PI. The status of the proposals that are pending DOR's verification would read as **Pending DOR Endorsement**

# DOR: Viewing Proposals Details – 2

1

Home > Proposals > Proposal Overview > Research Details

Research Details ✓ Research Team, Collaborators, Referees ✓ Key Performance Indicator ✓ Research Milestone ✓ Budget ✓ Funding Support ✓ Reviewer

## Research details

Please ensure that all the details required for your proposal are included in this application form. Subsequent changes after submission will not be allowed.

### Hide Proposal Details

Title of research project	New-02_3	Last updated date	11-Jun-2017
Proposal ID	MOE-000051	Grant call closing date	
Proposal status	Pending DOR Endorsement		

1

These are the main sections in the proposal. The DOR can click on the box to navigate to the respective pages

2

## Overview

Please provide an overview of the research project in this section.

* Project duration (months)	<input type="text" value="24"/>	
* Title of research project	<input type="text" value="New-02_3"/>	

2

The DOR can click on the **Next** or **Back** button at the bottom of the page to navigate to other pages

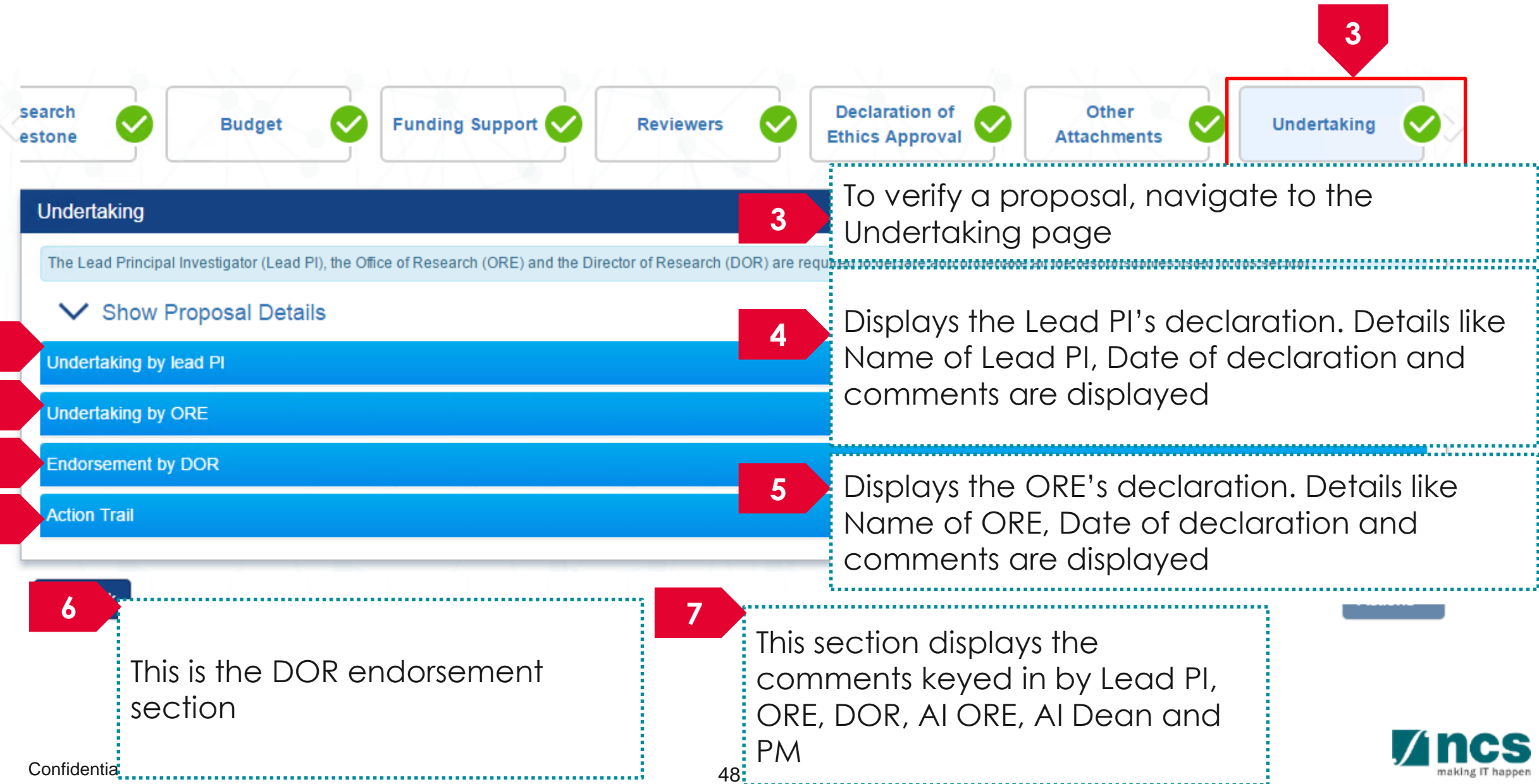
Research details

Activate Windows

Go to System in Control Panel to activate Windows

Next >

# DOR: Endorsing, Returning or Rejecting a Proposal - 1





# DOR: Endorsing, Returning or Rejecting a Proposal - 2

**Endorsement by DOR**

In acknowledging this Grant Application, the Director of Research (DOR) and the Institution UNDERTAKE, on any Grant Award to:

- Ensure that the proposed research could be conducted in the Institution;
- Provide appropriate support during the grant period;
- Ensure that the funds provided are used for the stated purposes in the proposal;
- Ensure that the research complies with all relevant laws of the Republic of Singapore, statutes, regulations, by-laws, rules, guidelines and requirements applicable to it;
- Ensure that the research complies with the Institution's research operating, administrative, HR and finance procedures, guidelines and policies; and
- 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.

Name of DOR:  Date of acknowledgement:

Acknowledgement:  Yes  No

Comments:

**Action Trail**

[Back](#) Actions ▾

- 8 To Verify or Return or Reject a proposal, click on **Actions**
- 9 To endorse a proposal click on **Endorse**
- 10 To return a proposal click on **Return**
- 11 To reject a proposal click on **Reject**

Agency for Science, Technology  
NATIONAL RESEARCH UNIVERSITY  
PRIME MINISTER'S OFFICE

# Institutional Administrators Functions



ORE: Verify , Return Proposal Submission

DOR: Endorse, Return , Reject Proposal Submission

ORE: Verify , Return Proposal Scrubbing

DOR: Endorse, Return Proposal Scrubbing

ORE: Verify , Return Letter of Award

DOR: Endorse, Return Letter of Award

AI ORE & AI Dean functions

# ORE: Access Pending Verification Proposals – 2 Options

The screenshot shows the ORE interface. At the top, the 'Proposals' menu is highlighted with a red box and a red arrow labeled '2'. A dropdown menu is open, showing options: 'View Current Proposal Submissions', 'View Draft Proposals', 'View Awarded Proposals', and 'View Non-Awarded/Rejected proposals'. A red arrow labeled '1' points to the 'ORE 1 (OR)' user profile in the top right. Below the menu, a table lists proposals. The last row is highlighted with a red box and a red arrow labeled '1'.

Date	Subject	Reference ID	Lead PI	Read/Unread
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000095-XX1	P1	No
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000095-XX2	P1	No
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000128-XX1	P1	No
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000128-XX2	P1	No
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000137-XX1	P1	No
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000137-XX2	P1	No
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000140-XX2	Lavender	No
18-May-2017	Scrubbing's Pending ORE Verification	111-0001	NHTest01	Yes
24-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	PRG40-0001	P1	No
12-Jun-2017	Scrubbing's Pending ORE Verification. To view the details click on the Reference ID.	99C03-001		

Displays the proposals which are in scrubbing stage that require verification by ORE. Click on the hyperlink on the **Reference ID** column to view the proposal

OR

Click on **Proposals > View Current Proposal Submission**

The screenshot shows the 'My proposals' search results page. A search bar at the top has 'Proposal ID' selected and '99C03-001' entered. Below the search bar, a table shows the search results. The first row is highlighted with a red box and a red arrow labeled '3'.

Proposal ID	Grant call title	Title of research project	Type	Submitted date	Stage	Proposal status
99C03-001	New Singapore Grant Call	Research Grant Call	Full	12-Jun-2017	Scrubbing	Selected

Click on the **Proposal ID** under the Proposal ID column

# ORE: Verifying a Proposal – 1

The screenshot shows the ORE interface for verifying a proposal budget. At the top, there are five tabs: Budget, Key Performance Indicator, Research Milestone, Technical Milestone, and Undertaking, each with a green checkmark. A red arrow labeled '1' points to these tabs. Below the tabs is a 'Budget' section with a 'Show Scrubbing Details' dropdown. A red arrow labeled '2' points to two radio button options: 'I accept the proposed details as the below figures.' and 'I want to revise the details with the new proposed value below.' Below this is a 'Budget summary' section with a 'View' button. A red arrow labeled '3' points to the 'View' button. Below the 'View' button is a table with columns for 'PI name', 'Indirect cost (IDC) - overhead', and 'Indirect cost (IDC) - IP & commercialisation'. A red arrow labeled '4' points to the 'View' button. Below the table is another table with columns for 'Budget category', 'P1', and 'Total (\$\$)'. A red arrow labeled '4' points to this table. A red arrow labeled '1' points to the 'Expand' button in the top right corner of the 'Budget' section. A red arrow labeled '2' points to the 'Budget summary' section. A red arrow labeled '3' points to the 'View' button. A red arrow labeled '4' points to the 'Budget summary' table.

1 The ORE can click on the box to navigate to the respective pages to view the information keyed in by PI

2 This section displays whether the PI accepted the budget, KPI and Milestones

3 Click **View** to view the budget line items for each vote

4 This section displays the budget summary

# ORE: Verifying a Proposal – 2

Budget ✓ Key Performance Indicator ✓ Research Milestone ✓ Technical Milestone ✓ Undertaking ✓

5

## Undertaking Expand All Sections

Hide Scrubbing Details

Title of research project	Research Grant Call	Last updated date	12-Jun-2017
Proposal ID	99C03-001	Version number	0.01
	P1		

6

- Undertaking by lead PI
- Undertaking by ORE
- Action Trail

Back

Actions

## Undertaking by ORE

In acknowledging this Grant Application, the Office of Research (ORE) and the Institution UNDERTAKE, on any Grant Award to:

- Ensure that the proposed research could be conducted in the Institution;
- Provide appropriate support during the grant period;
- Ensure that the funds provided are used for the stated purposes in the proposal;
- Ensure that the research complies with all relevant laws of the Republic of Singapore, statutes, regulations, by-laws, rules, guidelines and procedures applicable to it;
- Ensure that the research complies with the Institution's research operating, administrative, HR and finance procedures, guidelines and procedures adopted by the funding agency, which may be amended or varied from time to time.

7

8

9

Name of ORE: ORE 1      Date of acknowledgement: 12-Jun-2017

Acknowledgement:  Yes  No      Name of DOR: DOR1

Verified

## Action Trail

Back

Actions

10

11

Verified  
Return

5

Navigate to the **Undertaking** page

6

Click **Undertaking by ORE** section

7

Click on **Yes** for acknowledgment

8

Select the DOR if you are verifying the proposal

9

Key in comments

10

Click on **Actions**

11

Click on **Verified** to verify or **Return** to return

# Institutional Administrators Functions



ORE: Verify , Return Proposal Submission

DOR: Endorse, Return , Reject Proposal Submission

ORE: Verify , Return Proposal Scrubbing

DOR: Endorse, Return Proposal Scrubbing

ORE: Verify , Return Letter of Award

DOR: Endorse, Return Letter of Award

AI ORE & AI Dean functions

# DOR: Access Pending Endorsement Proposals – 2 Options

1

2

1

Displays the proposals which are in scrubbing stage that require endorsement by DOR. Click on the hyperlink on the **Reference ID** column to view the proposal

OR

1

2

3

2

Click on **Proposals > View Current Proposal Submission**

3

Click on the **Proposal ID** under the Proposal ID column

# DOR: Endorsing a Proposal – 1

Budget

Expand All Sections

✓ Show Scrubbing Details

I accept the proposed details as the below figures.

I want to revise the details with the new proposed value below.

Budget summary

Supporting documents

Action Trail

Activate Windows  
Go to System in Control Panel to activate Windows

Next >



Click on each box to view the details under each section or click on **Next** button at the bottom of the page

Confidential



To endorse, navigate to the **Undertaking** section



# DOR: Endorsing a Proposal – 2

The screenshot shows a web interface for endorsing a proposal. At the top, there are five progress indicators: Budget, Key Performance Indicator, Research Milestone, Technical Milestone, and Undertaking. The Undertaking indicator is highlighted with a red arrow labeled '3'. Below this, there is a section titled 'Undertaking' with a 'Show Scrubbing Details' button, also highlighted with a red arrow labeled '4'. Underneath, there are three expandable sections: 'Undertaking by lead PI', 'Undertaking by ORE', and 'Endorsement by DOR'. The 'Endorsement by DOR' section is expanded and contains a list of requirements. A red arrow labeled '5' points to the 'Actions' button at the bottom right of this section. Below the list, there are input fields for 'Name of DOR' (DOR1) and 'Date of acknowledgement' (12/06/2017), both highlighted with a red arrow labeled '6'. There are also radio buttons for 'Acknowledgement' (Yes/No) and a 'Comments' text area containing the word 'Endorsed'. A red arrow labeled '3' points to the 'Acknowledgement' radio buttons, and another red arrow labeled '4' points to the 'Comments' text area. At the bottom right, there are two buttons: 'Endorse' and 'Return', both highlighted with a red arrow labeled '6'. A 'Back' button is located at the bottom left. A 'Actions' dropdown menu is also visible at the bottom right, highlighted with a red arrow labeled '5'.

3 Click on **Yes** for acknowledgment

4 Key in comments

5 Click on **Actions**

6 Click on **Endorse** to endorse or **Return** to return

# Institutional Administrators Functions



ORE: Verify , Return Proposal Submission

DOR: Endorse, Return , Reject Proposal Submission

ORE: Verify , Return Proposal Scrubbing

DOR: Endorse, Return Proposal Scrubbing

ORE: Verify , Return Letter of Award

DOR: Endorse, Return Letter of Award

AI ORE & AI Dean functions

# ORE: Access Pending Acceptance Proposals – 2 Options

The screenshot shows the ORE system interface. At the top, there is a navigation bar with 'Dashboard', 'Grants', and 'Proposals' (highlighted with a red box and a '2' callout). Below 'Proposals' is a dropdown menu with four options: 'View Current Proposal Submissions' (highlighted with a red box and a '1' callout), 'View Draft Proposals', 'View Awarded Proposals', and 'View Non-Awarded/Rejected proposals'. Below the menu is a table of proposals. The table has columns for Date, Subject, Reference ID, Lead PI, and a status column. The first seven rows show proposals pending verification, with the 'Reference ID' column containing hyperlinks. A red box highlights the 'Reference ID' column, with a '1' callout pointing to it. A green oval with 'OR' is positioned between the two callouts. A second red box highlights the 'View Current Proposal Submissions' option in the dropdown menu, with a '2' callout pointing to it. A third red box highlights the first row of the table, with a '1' callout pointing to it.

Displays the proposals which are in scrubbing stage that require verification by ORE. Click on the hyperlink on the **Reference ID** column to view the proposal

OR

Click on **Proposals > View Current Proposal Submission**

Date	Subject	Reference ID	Lead PI	
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	<a href="#">NRF-000095-XX1</a>	P1	
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	<a href="#">NRF-000095-XX2</a>	P1	
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	<a href="#">NRF-000128-XX1</a>	P1	No
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	<a href="#">NRF-000128-XX2</a>	P1	
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	<a href="#">NRF-000137-XX1</a>	P1	
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	<a href="#">NRF-000137-XX2</a>	P1	
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	<a href="#">NRF-000140-XX2</a>	Lavender	
18-May-2017	Scrubbing's Pending ORE Verification	111-0001	NHTest01	
24-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	<a href="#">PRG40-0001</a>	P1	No
Jun-2017	Letter of Award is Pending For Your Verification. To verify click on the Reference ID.	<a href="#">8May1stCall-0008</a>	P1	No

# ORE: Verifying a Letter of Award - 1

The screenshot displays a progress bar at the top with six items: 'Letter of Award and Letter of Acceptance', 'Budget Phasing', 'Research Milestone Phasing', 'Technical Milestone Phasing', 'Declaration of Ethics Approval', and 'Undertaking'. Each item has a green checkmark. A red arrow labeled '1' points to the first item, and another red arrow labeled '2' points to the 'Undertaking' item.

Below the progress bar is a section titled 'Letter of award and letter of acceptance' with an 'Expand All Sections' link. Underneath is a 'Show Proposal Details' section with a dropdown arrow. Below this are four blue boxes: 'Letter of award', 'Budget summary', 'Project start date', and an unlabeled box. A red arrow labeled '1' points to the 'Letter of award' box, and another red arrow labeled '2' points to the unlabeled box.

At the bottom right, there is a 'Next >' button. A red arrow labeled '1' points to this button.

Text box 1 (left): Click on the boxes to navigate to the different pages or use the **Next** button at the bottom of the page

Text box 2 (right): To Verify the award, navigate to the Undertaking page

# ORE: Verifying a Letter of Award - 2

The screenshot shows a multi-step process for verifying a Letter of Award. The steps are:

- Click on **Yes** for acknowledgment
- Select the DOR for endorsement
- Key in comments
- Click on **Actions**
- Click on **Verify** to verify or **Return** to return

The interface includes a progress bar at the top with steps: Letter of Award and Letter of Acceptance, Budget Phasing, Research Milestone Phasing, Technical Milestone Phasing, Declaration of Ethics Approval, and Undertaking. The main form contains sections for 'Undertaking by Lead PI' and 'Undertaking by ORE'. The 'Undertaking by ORE' section includes a list of requirements and a form with fields for Name of ORE, Date of acknowledgement, Acknowledgement (Yes/No), Name of DOR, and Comments. A 'Back' button is at the bottom left, and 'Verify', 'Return', and 'Actions' buttons are at the bottom right.

# Institutional Administrators Functions



ORE: Verify , Return Proposal Submission

DOR: Endorse, Return , Reject Proposal Submission

ORE: Verify , Return Proposal Scrubbing

DOR: Endorse, Return Proposal Scrubbing

ORE: Verify , Return Letter of Award

DOR: Endorse, Return Letter of Award

AI ORE & AI Dean functions

# DOR: Access Pending Acceptance Proposals – 2 Options

The screenshot shows the DOR system interface. At the top, there is a navigation bar with 'Dashboard', 'Grants', and 'Proposals' (highlighted with a red box and a red arrow labeled '2'). A dropdown menu is open under 'Proposals', listing: 'View Current Proposal Submissions', 'View Draft Proposals', 'View Awarded Proposals', and 'View Non-Awarded/Rejected proposals'. Below the navigation bar, the 'Proposals' section shows '1 - 2 of 2 matching results'. A table displays the following data:

Date	Subject	Reference ID	Lead PI	Read/Unread
02-Jun-2017	Letter of Award is pending For your endorsement. To endorse click on the Reference ID.	88ASTC2-0001	P1	Yes
12-Jun-2017	Letter of Award is pending For your endorsement. To endorse click on the Reference ID.	8May1stCall-0008	P1	No

The second row of the table is highlighted with a red box and a red arrow labeled '1'.

1

1

Display the proposals which pending letter of acceptance that require endorsement by DOR. Click on the hyperlink on the **Reference ID** column to view the proposal

2

OR

Click on **Proposals > View Current Proposal Submission**

# DOR: Endorsing a Letter of Award - 1

1

Letter of Award and Letter of Acceptance ✓

Budget Phasing ✓

Research Milestone Phasing ✓

Technical Milestone Phasing ✓

Declaration of Ethics Approval ✓

2

Undertaking ✓

Letter of award and letter of acceptance Expand All Sections

▼ Show Proposal Details

Letter of award ✓

Budget summary ✓

Project start date ✓

Activities ✓

1

Click on the boxes to navigate to the different pages or use the **Next** button at the bottom of the page

2

To Endorse the award, navigate to the Undertaking page

1

Next >



# DOR: Endorsing a Letter of Award - 2

The screenshot shows a web interface for endorsing a Letter of Award. At the top, a progress bar contains six steps: 'Letter of Award and Letter of Acceptance', 'Budget Phasing', 'Research Milestone Phasing', 'Technical Milestone Phasing', 'Declaration of Ethics Approval', and 'Endorsement'. The first five steps are marked with green checkmarks. A red arrow labeled '3' points to the 'Endorsement' step.

Below the progress bar, the 'Undertaking' section is expanded to show 'Show Proposal Details'. A red arrow labeled '4' points to the 'Undertaking by ORE' section. Below this, the 'Endorsement by DOR' section is highlighted. A red arrow labeled '5' points to the 'Actions' button at the bottom right of this section.

The 'Endorsement by DOR' section contains the following text: 'In acknowledging this Grant Application, the Director of Research (DOR) and the Institution UNDERTAKE, on any Grant Award to:'

- Ensure that the proposed research could be conducted in the Institution;
- Provide appropriate support during the grant period;
- Ensure that the funds provided are used for the stated purposes in the proposal;
- Ensure that the research complies with all relevant laws of the Republic of Singapore, statutes, regulations, by-laws, rules, guidelines and requirements applicable to it;
- Ensure that the research complies with the Institution's research operating, administrative, HR and finance procedures, guidelines and policies; and
- Adhere to the funding agency's Grants Terms & Conditions (T&Cs) and Funding Guidelines, as well as all other applicable guidelines, policies and procedures which may be amended or varied from time to time.

Below the list, there are input fields for 'Name of DOR' (DOR1) and 'Date of acknowledgement' (12/06/2017). A red arrow labeled '3' points to the 'Acknowledgement' section, which has radio buttons for 'Yes' (selected) and 'No'. A red arrow labeled '4' points to the 'Comments' field, which contains the text 'Endorsed'. A red arrow labeled '6' points to the 'Actions' dropdown menu, which is open and shows options: 'Endorse', 'Return', and 'Reject'. A red arrow labeled '5' points to the 'Endorse' option.

Callout boxes provide instructions: 'Click on **Yes** for acknowledgment' (pointing to step 3), 'Key in comments' (pointing to step 4), 'Click on **Actions**' (pointing to step 5), and 'Click on **Endorse** to endorse or **Return** to return or **Reject** to reject' (pointing to step 6).

# Institutional Administrators Functions



ORE: Verify , Return Proposal Submission

DOR: Endorse, Return , Reject Proposal Submission

ORE: Verify , Return Proposal Scrubbing

DOR: Endorse, Return Proposal Scrubbing

ORE: Verify , Return Letter of Award

DOR: Endorse, Return Letter of Award

AI ORE & AI Dean functions

# AI ORE & AI Dean functions

- AI ORE follow the same process as ORE
- AI Dean follow the same process as DOR

# Module – 6: How to use IGMS system (Respond to nomination invitation)

- View nomination request
- Nominate PIs
- Endorse & Return Nomination

# ORE: Access Pending Nomination Request– 2 Options

2

Dashboard Grants Proposals Review Advanced Search

Open Grant Calls  
Upcoming Grant Calls  
Nominations

1

Displays the nomination invitations send by PM to ORE. Click on the hyperlink on the **Reference ID** column to view the nomination invitation request

1

	Subject	Reference ID	Lead
07-Apr-2017	Nomination request is pending your action. To nominate PI for the Grant Call click on the Reference ID.	<a href="#">MOENOM-000023</a>	
07-Apr-2017	Nomination request is pending your action. To nominate PI for the Grant Call click on the Reference ID.	<a href="#">MOENOM-000027</a>	
07-Apr-2017	Nomination request is pending your action. To nominate PI for the Grant Call click on the Reference ID.	<a href="#">MOENOM-000030</a>	
07-Apr-2017	Nomination request is pending your action. To nominate PI for the Grant Call click on the Reference ID.	<a href="#">MOENOM-000035</a>	

OR

2

Click on **Grants> Nominations**

# ORE: Nominate PIs



Displays the nomination quota set by the PM

## Nominate principal investigator (PI) Expand All Sections

### Hide Nomination Details

Grant call ID	TFS_KIA	Opening date	29-Jun-2017
Nomination ID	NRFNOM-00000124	Closing date	
Status	Invitation sent to ORE	Last updated date	
Grant call title	Real Estate Building Funding		

## Nominate principal investigator (PI) ^



\* Nomination quota

\* Do you want to allow all principal investigators in your institution to apply for this grant call?  Yes  No



Choose Yes or No.  
**Yes:** All the PIs will be able to submit proposal for the grant call  
**No:** Only the PIs chosen by the ORE can view and submit proposal

## Note

System does not check for nomination quota if "Yes" is selected. PM will reject proposals if it exceeds the nomination quota

# ORE: Selection of PIs – when ORE selects No

1

Nomination quota 2

- Do you want to allow all principal investigators in your institution to apply for this grant call?  Yes  No

0 - 0 of 0 matching results found

SIN Name of principal investigator E-mail

Remove Add

2

Endorse Nomination

Search Principal Investigator (PI)

3

Name P1 E-mail

Identification Number Search Q

Search Results

Only the top 20 results are displayed. If you do not find the person you are looking for please refine your search criteria

1 - 1 of 1 match found

4

Name of principal investigator	E-mail
P1	p1@gmail.com

5

Cancel X Select ✓

- 1 ORE selects "No"
- 2 Click on **Add** button
- 3 Search for the PIs using Name, identification number or Email ID.  
Enter the search criteria and click on **Search**
- 4 Select the PI from the search results
- 5 Click on **Select**

# ORE: Submit Nomination Request



Navigate to the Undertaking page

Undertaking Expand All Sections

▼ Show Nomination Details

Undertaking by ORE

Name of ORE:  Date of acknowledgement:

Acknowledgement:  Yes  No

Comments:

Action Trail

[← Back](#) [Submit ✓](#)



Click on **Submit**



# DOR: Access Pending Nomination Request– 2 Options

1

2

Dashboard Grants Proposals Advanced Search

Nominations

Proposals

1 - 4 of 4 matching results found

Date	Subject	Reference ID	Lead PI	Read/Unread
12-May-2017	Letter of Award is pending For your endorsement. To endorse click on Reference ID.			No
05-Jun-2017	Letter of Award is pending For your endorsement. To endorse click on the Reference ID.	TP1-0041	P48	Yes
05-Jun-2017	Letter of Award is pending For your endorsement. To endorse click on the Reference ID.	@-0007	Name of F9990716U	Yes
29-Jun-2017	Nomination request is pending your endorsement. To endorse the nomination for the Grant Call click on the Reference ID.	NRFNOM-00000126		Yes

1

2

Displays the nomination endorsements send by ORE to DOR. Click on the hyperlink on the **Reference ID** column to view the nomination endorsement request

OR

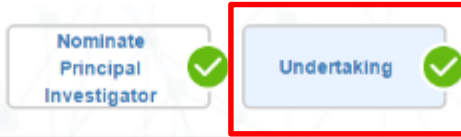
Click on **Grants> Nominations**

## Note

PM will decide whether DOR endorsement is required or not.

# DOR: Endorse & Return Nomination

1



1

Navigate to the Undertaking page

2

To Verify or Return nomination, click on **Actions**

3

To endorse a nomination click on **Endorse**

4

To return a nomination click on **Return**

SINGTEL GROUP ENTERPRISE   OPTUS

**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.