IGMS
Integrated Grant Management System

Host Institution Finance
Post-Award

The Host Institution Finance(HI FIN) is required to:
- Submit Fund Requisition >>>>> Page 1
- Project Cash Flow>>>>> Page 2

Fund Requisition Overview

Submission

At the beginning of each time period, the Host Institution's Finance (HI FIN) and the Host Institution's Human Resource Department (HI HR) will submit the fund requisition and compile the manpower list

Project expenses

Principal Investigator (PI) will project future expenses*

Agency Finance Review

Agency Finance reviews the submission

Approval

Finally, the Programme Manager (PM) approves the fund requisition

*only for advancement claims. There is no action required by PI if it is an reimbursement claim.

Creating or Uploading Claims

1 **View Projects:**
Click on *Projects > View Projects* to view Fund Requisition(s) submitted of respective Award/Project

2 **Submit Claim**
- View projects that qualified for claim within the current period

3 **View Claim Upload History**
- View history of upload claim and its parsing process

4 **Submit Cashflow Projection**
- Use this page to submit the cash flow projection

5 **Upload claims** button is used for CSV claim file uploading.

7 Click **here** to download the CSV claim template

8 Key in the **HI Claim Number**

9 Click **Attach Files** to upload the CSV file

10 Click **Submit**

Attaching Supporting Documents

Attachments

Please download the template(s) and upload the completed document(s) and other additional attachments (if any) in the form of Appendices under this section.

Instructions: Please click here to download the template(s). To add attachment, click the 'Add files...' button. Once completed, click the 'Start upload' button. File types allowable include: txt, doc, pdf, zip, xls, csv. The maximum size for each file is 4 MB.

(1) **+ Add files...** **(2)** **⊙ Start upload** **(3)** **⊘ Cancel upload** **(4)** **🗑 Delete** **(5)** **⊙ 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	☐ Check all
📄	Chrysanthemum.jpg 26-Jul-2018 06:21 PM	879.39 KB	🗑 Delete	**(4)** ☐

< Back   **Save as Draft 💾**   **Next ✓**

(1) Click **Add Files** if you would like to add an attachment

(2) Click **Start Upload**

(3) Click **Cancel Upload** if the file is not required

(4) **Check** a file and click **Delete** to remove an uploaded file

(5) Click **Download All** to download all uploaded files

Submitting Fund Request Reimbursement

Home > Projects > Submit Claim > Declaration

| search ...rship (RS) ✓ | Exceptional Items (EI) ✓ | Supplemental Human Capitall Funding (SHC) ✓ | Commitments OOE ✓ | Commitments Equipment ✓ | Manpower ✓ | **(1)** Declaration ⊘ |

Declaration

⌃ Hide Fund Details

Fund requisition ID		Project ID	ASTR-000001-01
FiscalQuarterDisplay	FY 2018 Q2	Award number	ASTR-AWARD-21
Submission date and time		Project start date	21-Jun-2017
Host institution	Default HI	Project end date	21-Jun-2021
HI claim no	HI claim 1 v2	Lead PI/Team PI	pcpi1 Updated address
Status	Draft		

Undertaking By HI Finance

We hereby certify that: The particulars provided above are true and correct, and verified against the original source documents. The same claim has not been requested previously. No claims for expenses before the 'Start date' and after the 'End date' of this project was made. This request has been made in accordance with the Investigatorship guidelines. Terms and conditions specified in the Letter of Award.

Name of HI Finance	pchifin1	Date of acknowledgement	26/07/2018 📅
Acknowledgement	◉ Yes ○ No		
Comm... **(2)**			

< Back   **Save as D... 💾** **(3)**   **Submit ✓**

(1) Once all page section marked as completed, click **Declaration** tab to submit the fund request.

(2) Key in any comments

(3) Click **Submit**

Submitting Cash Flow Projections
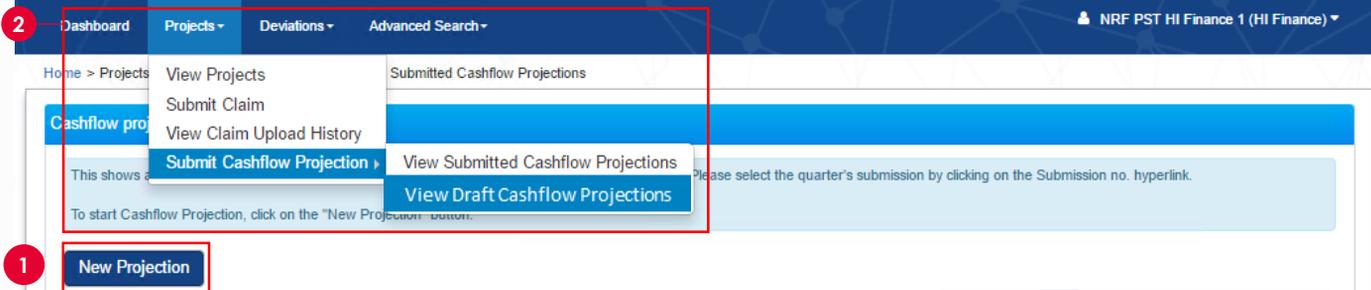
1 Click **New Projection** to create new cashflow projections

2 Click **Projects, Submit Cashflow Projection** and **View Draft Cashflow Projections** to view draft cash flow projections

3 Key in **Programme Title**

4 Key in your quarterly projections

5 Click **Save**

6 Click **Next**

7 Select **Name of DOR**

8 Key in your comments

9 Click **Submit**

To access training guides, please go to IGMS website> **Help**> **Training Guides**. You may also contact IGMS helpdesk at helpdesk@researchgrant.gov.sg or at 6556 8807 or 6556 6971 for assistance.