IGMS Integrated Grant Management System

Fund Requisition Overview

The Host Institution Finance(HI FIN) is required to:

- Submit Fund Requisition >>>> Page 1
- Project Cash Flow>>>> Page 2

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	
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Home : 1 tests View Projects	
Claim 2 nic Subnit Claim 3 View Claim Upload History	
Project anni Submit Cashflow Projection	\sim
These are the list of projects that are eligible to claim for the current period.	
5 Upload Claim	
View Projects: Click on Projects > View Projects to view Fund Requisition(s) submitted of respectively.	ective Award/Project
 Submit Claim View projects that qualified for claim within the current period 	
 View Claim Upload History View history of upload claim and its parsing process 	
 Submit Cashflow Projection Use this page to submit the cash flow projection 	
5 Upload claims button is used for CSV claim file uploading.	
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Host Institution Finance Post-Award

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