

Fund Requisition Overview

The Host Institution's Human Resource Department (HI HR) will complete the manpower list after Host Institution Finance (HI FIN) submits the fund requisition



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

Manpower List Completion

Date	Subject	Reference ID	Read
11-May-2018	Progress Report Pending Your Amendment. To view details, click on reference ID	NRF-000004153	Yes
21-May-2018	Fund requisition is pending for your input. To view details, click on reference ID	NRF-000002807	Yes
22-May-2018	Fund requisition is pending for your input. To view details, click on reference ID	NRF-000002811	No

1 Under the **Dashboard** section, click Reference ID hyperlink

Summary Expand All Sections

Action Trail ↑

1 - 1 of 1 matching results found

Date	Submitted by	Comments
15-Mar-2018	NCS PST HI Finance 1	

< Back Next ✓

2 Check the **Action Trail** at the summary tab for any specific comments from HI FIN.

HI claim line details ∨

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

Remove **3** Add **3**

< Back **5** Next >

Add/Change in Manpower

Name: John Doe

Research staff list: Select

Job type: Others - Do not require PhD Qualific

Nationality: Singapore

Citizenship: Singapore Citizen

Start date: 01/11/2019

End date: 31/10/2020

% Involved: 100

input job type description here

3 Under the **Manpower** tab, click **Add**

4 Fill in all the details and click **Save**

5 Click **Next** and navigate to the **Undertaking** tab to submit the manpower list

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.