



# Training Guide for Data Admin – Progress Reports

IGMS

# Learning Objectives

In this session, you will learn :

- **Overview of IGMS**

In this module you will learn what is IGMS and common terms

- **Registration and Login**

In this module you will learn how to register as a Data Admin, how to login and what menus are available.

- **Progress Report Submission**

In this module you will learn how to fill up progress reports on behalf of the Lead PI



# Overview of IGMS

## 1. Overview of IGMS

### 2. Registration & User Profile module

- Register as a Data Admin in IGMS
- Logging in as a Data Admin
- Links and Menus for Data Admin

### 3. Progress Reports module

- Pre-requisites to accessing a Progress Report
- Accessing a Progress Report
- Filling up the Progress Report form

# Overview of IGMS System

The IGMS system is designated for researchers and grant managers who are involved in NRF, MOH, MOE and A\*STAR grants.

The system allows management of grants from submission of proposal till closure of the project

# 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 DOR	Academic Institution Director of Research
8	HI Finance	Host Institution Finance
9	HI HR	Host Institution Human Resources
10	DA	Data Admin

# Integrated Grant Management System (IGMS)

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

# Registration and Login

1. Overview of IGMS

**2. Registration & User Profile module**

- Register as a Data Admin in IGMS
- Logging in as a Data Admin
- Links and Menus for Data Admin

3. Progress Reports module

- Pre-requisites to accessing a Progress Report
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# Register as a Data Admin in IGMS



# Register as a Data Admin in IGMS – 1

1

Click on the **“Host Institution Users”** option on the IGMS login page

## To Note

This Login route is for users who are applying for grant calls or performing transactions on behalf of their company.

1



## Host Institution Users

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

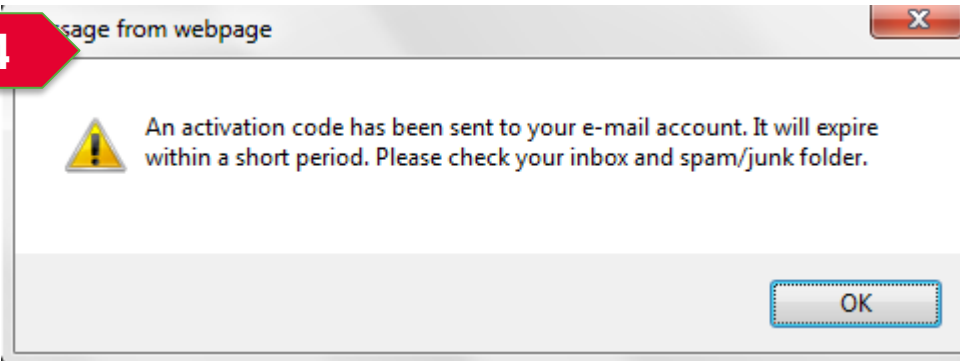
# Register as a Data Admin in IGMS – 2

The screenshot shows the 'Registration' form in the IGMS system. At the top, there are tabs for 'Registration' and 'Login'. The form includes the following fields and buttons:

- 2**: Identification type (dropdown menu)
- 2**: Identification No. (text field)
- 2**: Name (text field)
- E-mail ID (text field)
- ORCID ID (text field)
- 3**: Authorise your ORCID ID (button)
- 4**: Activation code (text field)
- Retrieve (button)
- 5**: Next > (button)

**2** Fill up all the mandatory fields indicated by the Asterisk (\*). Identification type and Identification No will be populated by system.

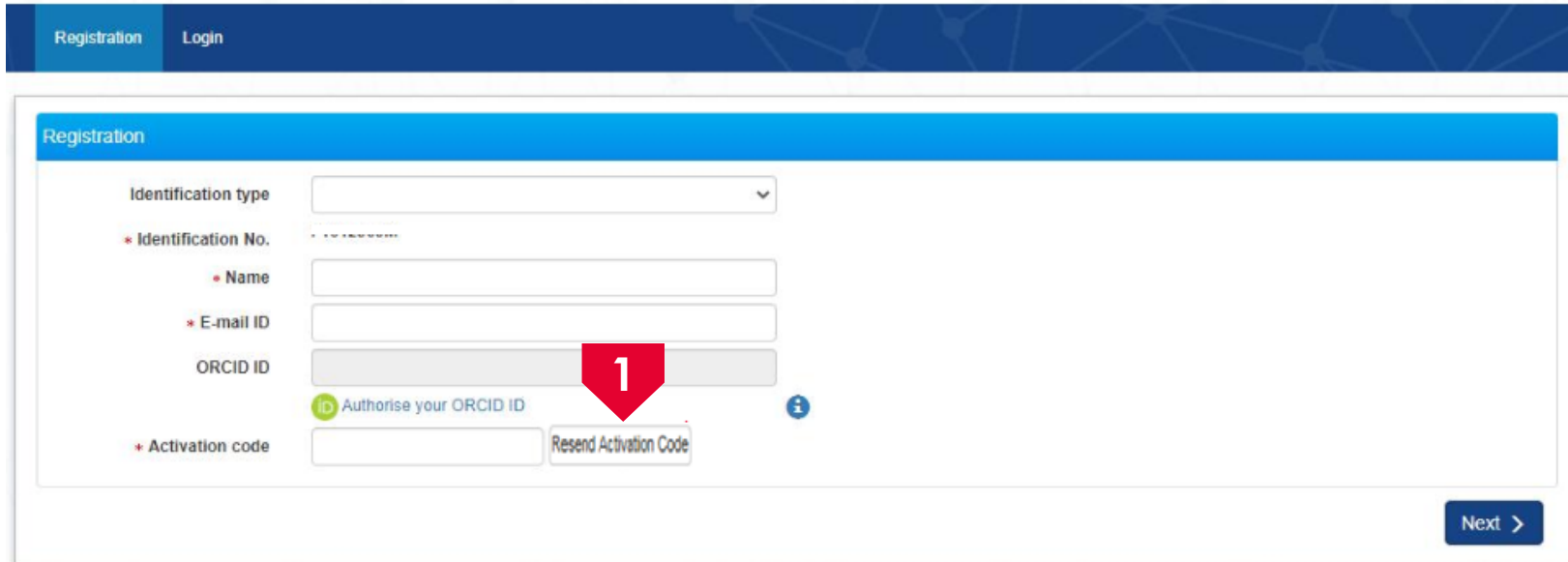
**3** Click on **Retrieve** button to generate a new Activation Code. System sends an Activation Code which will be valid for 15 minutes to the email account mentioned at the above.



System displays a message indicating an Activation Code has been sent to your email account. Input the Activation Code.

**5** Click on Next button to complete the registration.

# Register as a Data Admin in IGMS – 3



The screenshot shows the registration form in the IGMS system. The form is titled 'Registration' and includes the following fields and buttons:

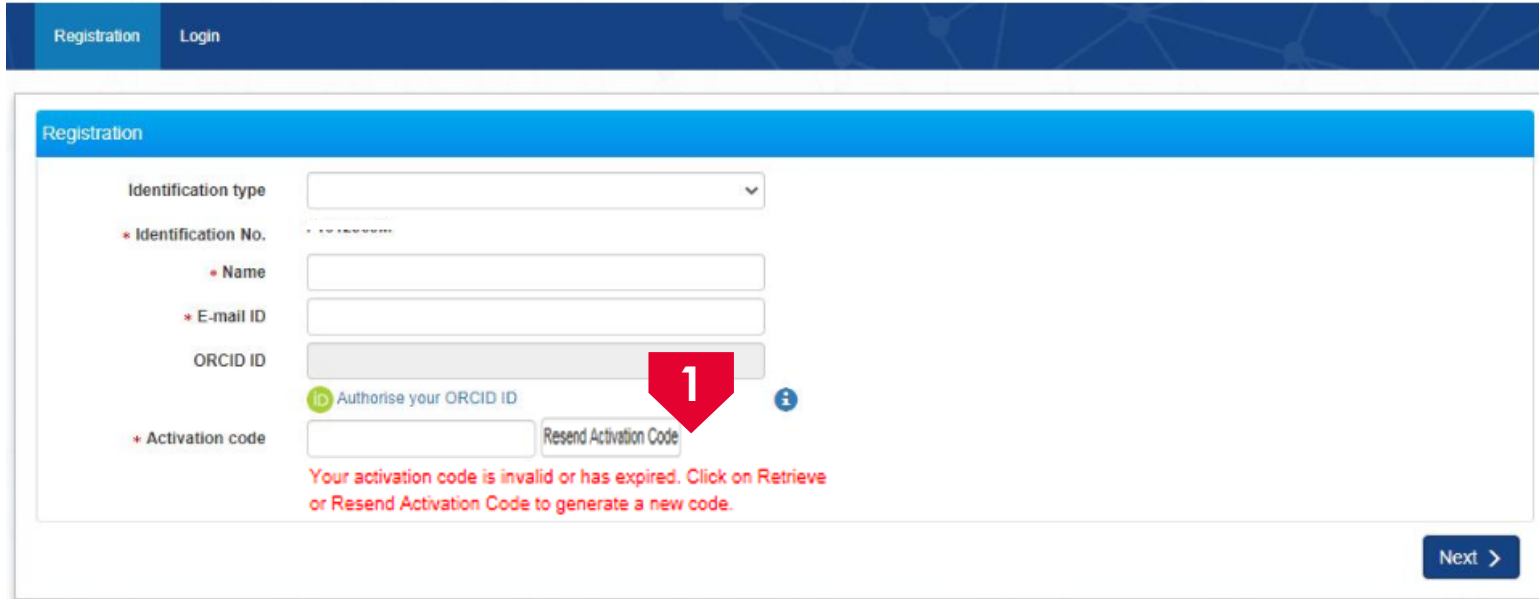
- Identification type (dropdown menu)
- \* Identification No. (text input field)
- \* Name (text input field)
- \* E-mail ID (text input field)
- ORCID ID (text input field)
- Authorize your ORCID ID (button with an 'i' icon)
- \* Activation code (text input field)
- Resend Activation Code (button)
- Next > (button)

A red arrow with the number '1' points to the 'Resend Activation Code' button, indicating the step to take if a user misses their activation code.

1

If user misses the Activation Code, he/she should click Resend Activation Code button to generate a new one. System will send a new code in a new email.

# Register as a Data Admin in IGMS – 4



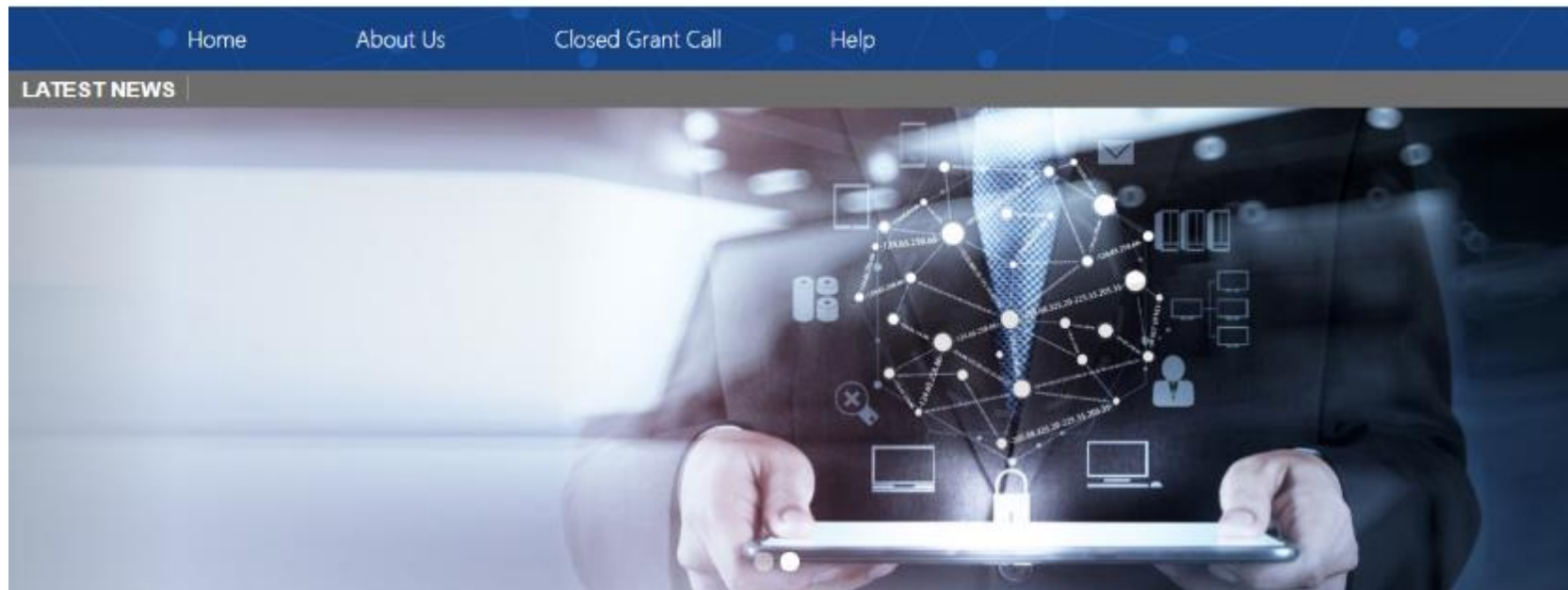
The screenshot shows the 'Registration' page of the IGMS system. The page has a dark blue header with 'Registration' and 'Login' tabs. Below the header is a light blue bar with the word 'Registration'. The main content area contains a registration form with the following fields: 'Identification type' (dropdown), 'Identification No.' (text), 'Name' (text), 'E-mail ID' (text), 'ORCID ID' (text), and 'Activation code' (text). A red arrow with the number '1' points to the 'Activation code' field. Below the 'Activation code' field is a 'Resend Activation Code' button. A red error message is displayed below the form: 'Your activation code is invalid or has expired. Click on Retrieve or Resend Activation Code to generate a new code.' A 'Next >' button is located at the bottom right of the form.

1

If user inputs a wrong Activation Code, system displays the error message. User can click Resend Activation Code button to generate a new one. System will send a new code in a new email.

# Logging in as a Data Admin

# Logging in as a Data Admin – 1



1 Click on **Login**

This section shows the lower part of the website interface. On the left is a sidebar with a 'Login' section containing a 'LOGIN' button with a user icon, and a 'Subscribe' button below it. A red arrow with the number '1' points to the 'LOGIN' button. To the right is the 'Open Opportunities' section, which includes a search bar, a pagination indicator showing '1 of 12 matching results found', and a table of grant call information.

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

# Logging in as a Data Admin– 2

1



## Host Institution Users

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

1

Click on **Host Institution Users** option on the IGMS login page

# **Forget & reset password for Singpass login (Host Institution and Individual users)**

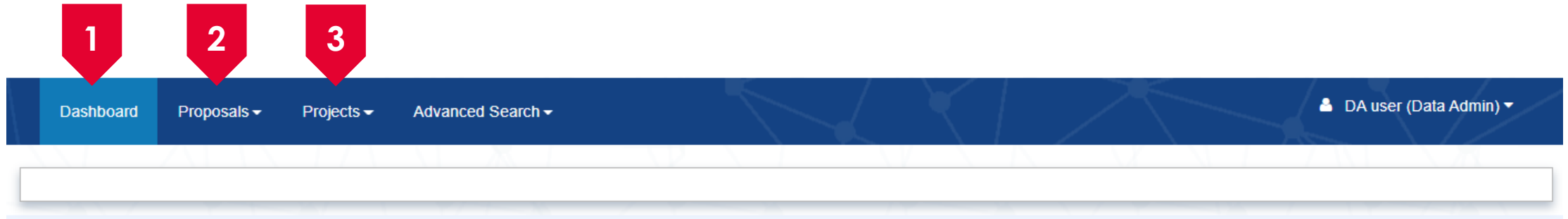


# Forget and Reset Password for Singpass Login

**Go to [www.singpass.gov.sg](http://www.singpass.gov.sg) to reset the password or to retrieve lost password**

# Links and Menus for Data Admin

# Links and Menus for Data Admin



**1 Dashboard:** Displays the items pending user's actions (coming soon)

**2 Proposals:** Displays the proposals assigned to the Data Admin by the PI

**3 Projects:** Displays the projects assigned to the Data Admin by the PI.

# Progress Report Submission

1. Overview of IGMS
2. Registration & User Profile module
  - Register as a Data Admin in IGMS
  - Logging in as a Data Admin
  - Links and Menus for Data Admin
- 3. Progress Reports module**
  - Pre-requisites to accessing a Progress Report
  - Accessing a Progress Report
  - Filling up the Progress Report form

# Pre-requisites to accessing a Progress Report

# Pre-requisites to accessing a Progress Report

- The Data Admin must register for a user account in IGMS.
- The HI Admin must assign the Data Admin role to the user account.
- The Data Admin must be assigned by the Lead PI to the Project (refer to the training manual on *Progress Report-Submission (Lead PI)* for details)
- The Data Admin can only access Progress Reports with status of Pending Submission or Pending Resubmission.
- Progress Reports that are Pending Submission will only be shown on this screen, after the system sends the **first reminder** e-mail to the Lead PI.
- For progress reports returned back to PI in Pending Resubmission status, the PI must click on the link for the item in the dashboard before the Data Admin can start to edit the progress report.
- Once a deviation for change in Lead PI or change in HI is approved, the access of the existing Data Admin will be removed.

# Accessing a Progress Report

# Accessing a Progress Report

1 Click on Projects > View Projects menu.

2 User can search for a project by specifying a Search by criteria from the dropdown list

3 Input the keyword on the blank field and click on the looking glass icon to proceed with the search. Use an asterisk (\*) symbol to perform a wildcard search (e.g. \*837\*).

Home > Projects > View Projects

Projects

My projects

Search by

1 - 4 of 4

Project ID	Award number	Title of research project	Project start date	Project end date	Stage
NRF-000837-00	NRF-AWARD-POTRN0601	Exploration and Utilization of the Third Dimension of Integrated Circuits	01-Feb-2018	31-Oct-2023	In progress
NRF-000901-00	NRF-AWARD-POTRN0621	NRF-AWARD-POTRN0621	01-Jan-2019	10-Jul-2020	In progress
NRF-000904-00	NRF-AWARD-POTRN0622	NRF-AWARD-POTRN0622	01-Jan-2019	14-Apr-2020	In progress
NRF-000910-00	NRF-AWARD-POTRN0623	NRF-AWARD-POTRN0623	01-Jan-2019	14-Apr-2020	In progress



# Accessing a Progress Report

1 Click on the hyperlink of Title of research project column for the project you want to open

2 Click the arrow (▼) to display the Progress reports of respective Project/Award. This includes:

- Progress report which is due for submission and for which system reminder has been sent
- Progress report which has been submitted

Only current active PI and DA can view/edit Progress Report

3 Click on Progress report ID hyperlink to display detail of progress report

The screenshot shows the 'My projects' interface. At the top, there is a search bar with 'Project ID' selected and '\*NRF\*' entered. Below the search bar, it indicates '61 - 70 of 74 matching results found'. A table lists projects with columns for Project ID, Award number, Title of research project, Project start date, Project end date, and Stage. A red circle '1' highlights the 'Award number' column header. Below the table, there is a breadcrumb 'Home > Projects > Project Overview' and a 'Projects' section with an 'Expand All Sections' button. The 'Projects' section displays details for a project with title 'eww', lead PI 'NCS PST PI 1', award number 'cr004', project ID 'NRF-000920-00', and stage 'In progress'. A 'Submit deviation request' button is visible. Below this, there are expandable sections for 'Project overview', 'Progress reports', 'Deviation requests', and 'Fund requisitions'. The 'Progress reports' section is expanded, showing a message: 'This shows a list of progress reports that (i) are pending submission; or (ii) have been submitted. Please select the report by clicking on the Report ID hyperlink.' It indicates '1 - 1 of 1 matching results found'. A table lists progress reports with columns for Progress report ID, Type of progress report, Reporting period, Due date, Submitted date, Stage, and Status. A red circle '2' highlights the 'Progress reports' section header. A red circle '3' highlights the 'Progress report ID' 'NRFPR-000005188' in the table. The 'Status' for this report is 'Pending Submission'. At the bottom right, there is a watermark 'Activate Windows'.

Project ID	Award number	Title of research project	Project start date	Project end date	Stage
NRF-000815-00	NRF-0001A-0	4785UATF	01-Oct-2019	03-Oct-2025	In progress
NRF-000824-00	Test-998	Test2345	01-Oct-2019	08-Apr-2020	In progress

Title of research project	eww	Original project start date	29-Jan-2020
Name of lead/team PI	NCS PST PI 1	Original project end date	29-Jan-2022
Award number	cr004	Revised project end date	
Project ID	NRF-000920-00	Date of project activation	29-Jan-2020
Project stage	In progress		

Progress report ID	Type of progress report	Reporting period	Due date	Submitted date	Stage	Status
NRFPR-000005188	Final Progress Report	29-Jan-2020 - 29-Jan-2022	29-Apr-2022			Pending Submission

# Accessing a Progress Report

1 Report ID is the hyperlink to display detail of progress report

- 2 Type of progress report consists of:
- Annual Progress Report
  - Completion Report
  - Mid Term Review
  - Quarterly Progress Report
  - Final Progress Report

3 Reporting period, it will show the progress report start date and end date

Home > Projects > Project Overview

Projects Expand All Sections

Title of research project	eww	Original project start date	29-Jan-2020
Name of lead/team PI	NCS PST PI 1	Original project end date	29-Jan-2022
Award number	cr004	Revised project end date	
Project ID	NRF-000920-00	Date of project activation	29-Jan-2020
Project stage	In progress		

[Submit deviation request](#)

Project overview

Progress reports

This shows a list of progress reports that (i) are pending submission; or (ii) have been submitted. Please select the report by clicking on the Report ID hyperlink.

1 - 1 of 1 matching results found

Progress report ID	Type of progress report	Reporting period	Due date	Submitted date	Stage	Status
<a href="#">NRFPR-000005188</a>	Final Progress Report	29-Jan-2020 - 29-Jan-2022	29-Apr-2022			Pending Submission

Deviation

Fund requisitions

Activate Windows

## Notes

Progress Reports that are Pending Submission will only be shown on this screen, after the system sends the **first reminder** e-mail to the Lead PI

# Accessing a Progress Report

4 Due date, it will show the due date of progress report

5 Submitted date, it will show the date when the report is submitted.

6 Stage, it will show the stage of that progress report. There are 3 stages :

- Submission, progress report in submission stage
- Evaluation, progress report in evaluation stage after PM approval.
- Closed, progress report has been approved and evaluated.

Home > Projects > Project Overview

### Projects Expand All Sections

Title of research project	eww	Original project start date	29-Jan-2020
Name of lead/team PI	NCS PST PI 1	Original project end date	29-Jan-2022
Award number	cr004	Revised project end date	
Project ID	NRF-000920-00	Date of project activation	29-Jan-2020
Project stage	In progress		

[Submit deviation request](#)

#### Project overview

#### Progress reports

This shows a list of progress reports that (i) are pending submission; or (ii) have been submitted. Please select the report by clicking on the Report ID hyperlink.

1 - 1 of 1 matching results found

Progress report ID	Type of progress report	Reporting period	Due date	Submitted date	Stage	Status
<a href="#">NRFPR-000005188</a>	Final Progress Report	29-Jan-2020 - 29-Jan-2022	29-Apr-2022			Pending Submission

#### Deviation requests

#### Fund requisitions

Activate Windows

# Accessing a Progress Report

7

Status, it will show the status of progress report. Statuses are :

- Pending Submission, initial status, for Lead PI action.
- Pending Re-submission, Progress report has been returned for Lead PI amendment.
- Pending ORE verification, for ORE action
- Pending DOR endorsement, for DOR Action.
- Submitted to PM, for PM approval.
- Pending Review, PM has approved the Progress Report and now in review process

Home > Projects > Project Overview

Projects Expand All Sections

Title of research project	eww	Original project start date	29-Jan-2020
Name of lead/team PI	NCS PST PI 1	Original project end date	29-Jan-2022
Award number	cr004	Revised project end date	
Project ID	NRF-000920-00	Date of project activation	29-Jan-2020
Project stage	In progress		

[Submit deviation request](#)

Project overview ▼

Progress reports ▲

This shows a list of progress reports that (i) are pending submission; or (ii) have been submitted. Please select the report by clicking on the Report ID hyperlink.

1 - 1 of 1 matching results found

Progress report ID	Type of progress report	Reporting period	Due date	Submitted date	Stage	Status
<a href="#">NRFPR-000005188</a>	Final Progress Report	29-Jan-2020 - 29-Jan-2022	29-Apr-2022			Pending Submission

Deviation requests ▼

Fund requisitions ▼

Activate Windows

7

# Filling up the Progress Report form

# Progress Report Submission

1 Summary of Progress

2 Research Milestone

3 Technical Milestone

4 Key Performance Indicator

5 Record of Equipment

6 Future Plans

7 Other Attachments

8 Undertaking page

Progress Report has 8 page sections that need to be completed

The screenshot displays the 'Summary of Progress' section of a progress report submission interface. At the top, a navigation bar contains eight sections, each with a green checkmark indicating completion: Summary of Progress, Research Milestone, Technical Milestone, Key Performance Indicators, Record of Equipment, Future Plans, Other Attachments, and Undertaking page. The 'Summary of Progress' section is expanded, showing a 'Hide Progress Report Details' button and a message: 'This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.' Below this, a table provides project details:

Title of research project	CR44 Project 4	Due date	31-May-2020
Progress report ID	NRFPR-000005163	Reporting period	01-Apr-2019 - 31-Mar-2020
Project ID	NRF-000913-00	Submitted date	04-Feb-2020
Report status	PM Approved		
Last update date	04-Feb-2020		

Below the table, there is a 'Download Progress Report' button. A list of report sections is shown with expandable arrows: Achievements, Pathway to achieving impact, Capabilities, Media exposure, Supporting documents, Action Trail, and another 'Download Progress Report' button. A 'Next >' button is located at the bottom right of the section.

# Progress Report Submission

- 9 If PI has not clicked the dashboard item, Data Admin will receive an error message to inform Lead PI to click the workflow link. This is required before the DA can edit the progress report.

The screenshot displays the IGMS (Integrated Grant Management System) interface. At the top left, the logo reads "IGMS Integrated Grant Management System". The top right corner features the Singapore Government logo with the tagline "Integrity • Service • Excellence" and links for "Feedback", "Contact Us", and "Sitemap". A search bar is also present. The main navigation bar includes "Dashboard", "Grants", and "Proposals". The user is logged in as "GCC MOE PI 10 (Data Admin)".

An error message dialog box is overlaid on the screen, titled "Error". The message text reads: "Please inform the Lead PI to log in to IGMS to access the pending workflow item on his/her dashboard. After this is done, you may view/edit this item." The dialog has an "Ok" button and a red circle with the number "9" next to it.

The main content area shows a breadcrumb trail: "Home > Projects > Progress Reports > Summary of Progress". Below this, there is a row of seven dashboard items, each with a green checkmark: "Summary of Progress", "Research Milestone", "Technical Milestone", "Key Performance Indicators", "Record of Equipment", "Future Plans", and "Other Attachments". The "Summary of Progress" item is highlighted in a dark blue bar at the bottom of the row.

# Progress Report Submission

1 The Navigation bar shows the completeness of each section.

Summary of Progress

Hide Progress Report Details

This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.

Title of research project	CR44 Project 4	Due date	31-May-2020
Progress report ID	NRFPR-000005163	Reporting period	01-Apr-2019 - 31-Mar-2020
Project ID	NRF-000913-00	Submitted date	04-Feb-2020
Report status	PM Approved		
Last update date	04-Feb-2020		

Download Progress Report

- Achievements
- Pathway to achieving impact
- Capabilities
- Media exposure
- Supporting documents
- Action Trail
- Download Progress Report

Next >

2 Click the Next button to validate the entered data and move to the next section.



# Progress Report Submission

1 Navigation on each page, will show a page status. If the page is grey, it means the page is new without any record saved or created.

2 If the page is orange, the page has some draft data saved but has not been validated by the system.

3 If the page is green, the page has been completed, and system has validated the data.



## Notes:

You can only submit Progress Report if all pages mark as Green (Completed).

# Summary of Progress

# Summary of Progress

The summary of progress page have sections as below:

- 1 Achievements
- 2 Pathway to achieving impact
- 3 Capabilities
- 4 Media exposure
- 5 Supporting documents
- 6 Action Trail
- 7 Download progress report

The screenshot shows a navigation bar with seven tabs: Summary of Progress (active), Research Milestone, Technical Milestone, Key Performance Indicators, Record of Equipment, Future Plans, and Other Attachments. Below the navigation bar is a header for 'Summary of Progress' with an 'Expand All Sections' link. A 'Hide Progress Report Details' link is also present. A light blue box contains the text: 'This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.' Below this is a table with the following data:

Title of research project	CR44 Project 4	Due date	31-May-2020
Progress report ID	NRFP-000005163	Reporting period	01-Apr-2019 - 31-Mar-2020
Project ID	NRFP-000913-00	Submitted date	04-Feb-2020
Report status	PM Approved		
Last update date	04-Feb-2020		

A 'Download Progress Report' button is located to the right of the table. Below the table is a list of sections with expandable arrows: Achievements, Pathway to achieving impact, Capabilities, Media exposure, Supporting documents, Action Trail, and Download Progress Report. A 'Next >' button is at the bottom right.

Activate Windows

# Summary of Progress

There are 4 mandatory fields under Summary of Progress, as follows. Expand each section and key in the details.

- 1 • Achievements
- 2 • Pathway to Achieving Impact
- 3 • Capabilities
- 4 • Media exposure

### Achievements

Please use this section to report on the progress of your funded research:  
- Highlight achievements vis-a-vis the project's objectives to date.  
Note: Diagrams, references and Grant chart, if any, should be attached as appendices.

• Achievement in relation to project objective. **1**

### Pathway to achieving impact

Please use this section to report on the progress of your funded research:  
- Describe the pathway to achieving impact in the research.  
The pathway to achieving impact refers to the team's strategy to achieve the intended value of the research outcomes to the economy and/or society. It can include intellectual property and commercialisation strategy, collaborations and agreements with organisations, pilot demonstrations, user-tests, etc. The strategy described need not have to be executed entirely within the project timeframe (unless it is a part of the project deliverables).  
Note: Diagrams, references and Gantt chart, if any, should be attached as appendices.

• Describe the pathway to achieving impact **2**

### Capabilities

Please use this section to report on the progress of your funded research:  
- What has been done to develop capabilities that would push the frontier of science and/or relevant for the economy, industry or society at large?  
Note: Diagrams, references and Gantt chart, if any, should be attached as appendices.

• What has been done to develop capabilities that would be relevant to the industry and society at large and/or push the frontier of science **3**

### Media exposure

• Media exposure **4**

# Summary of Progress

1 In the Supporting documents section, click [here](#) to download the template of progress report. This is applicable only if the Managing Agency has provided a specific template for progress report submission format.

2 To add an attachment, click the 'Add files...' button. Select the file(s) to be attached from the dialog box. File types allowed include: txt, doc, pdf, zip, xls. The maximum size for each file is 4 MB. Maximum combined attachment file size in one Progress Report is 30 MB.

3 Click the 'Start upload' button.

Achievements

Pathway to achieving impact

Capabilities

Media exposure

Supporting documents

Please upload additional documents, for example, Diagrams, References and Gantt chart under this section. Please download the template(s) and upload the completed document(s) and/or additional attachments in the form of images e.g. pictures, diagrams, references and/or charts in 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. The maximum size for each file is 4 MB.

+ Add files... Start upload Cancel upload Delete

2 The attached file 3 any will be displayed 4 -virus scan is 5 ed. Please wait and visit this page later.

File name	Size/Status	Actions	<input type="checkbox"/> Check all
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# Summary of Progress

4 Click 'Cancel upload' to cancel the upload. This is applicable if the file has not been attached yet.

5 Click 'Delete' to remove the file.

Achievements

Pathway to achieving impact

Capabilities

Media exposure

Supporting documents

Please upload additional documents, for example, Diagrams, References and Gantt chart under this section. Please download the template(s) and upload the completed document(s) and/or additional attachments in the form of documents e.g. pictures, diagrams, references and/or charts in 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. The maximum size for each file is 4 MB.

+ Add files... Start upload Cancel upload Delete

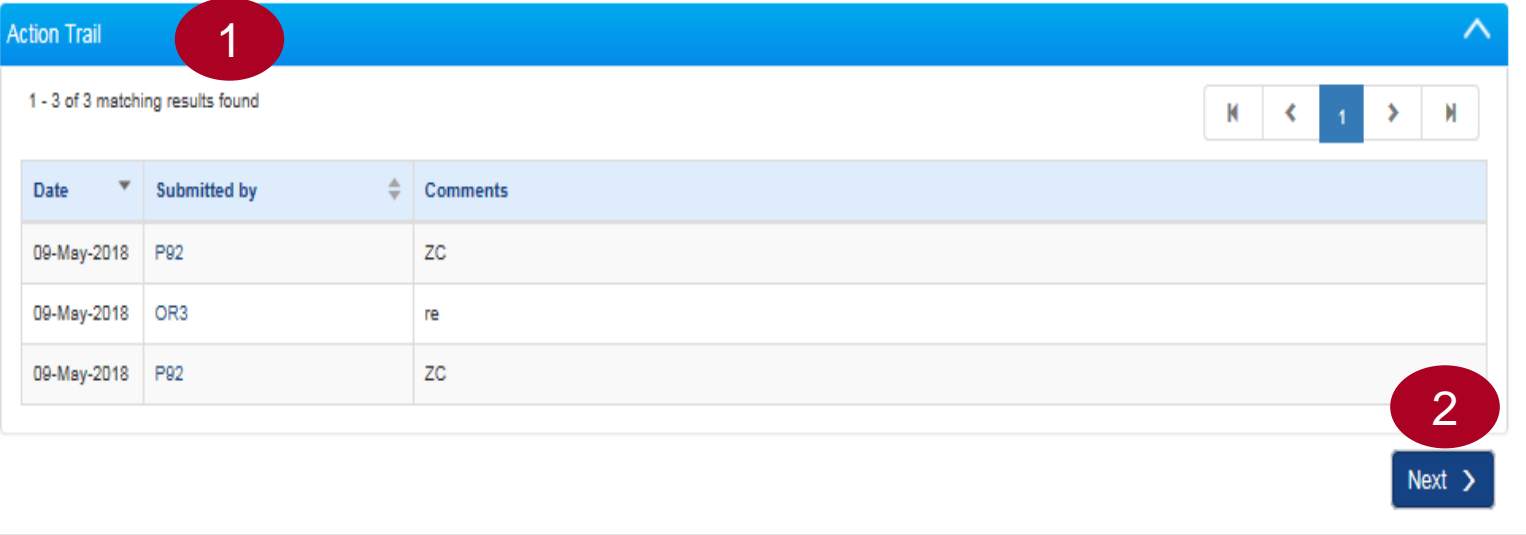
The attached documents will be displayed. Virus scan is completed. Please wait and visit this page later.

File name	Size/Status	Actions	<input type="checkbox"/> Check all
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# Summary of Progress

1 Action Trail displays the history of workflow. The Action Trail captures the Date, submitted by (party that took any action) and Comments.

2 Click "Next" to move to the **Research Milestone** section.



The screenshot shows the 'Action Trail' section of a software interface. At the top, there is a blue header with the text 'Action Trail' and a red circle with the number '1' next to it. Below the header, it says '1 - 3 of 3 matching results found'. To the right of this text is a navigation bar with buttons for 'Home', 'Previous', '1', 'Next', and 'End'. Below the navigation bar is a table with three columns: 'Date', 'Submitted by', and 'Comments'. The table contains three rows of data. At the bottom right of the table, there is a red circle with the number '2' and a blue button labeled 'Next >'.

Date	Submitted by	Comments
09-May-2018	P02	ZC
09-May-2018	OR3	re
09-May-2018	P02	ZC

# Research Milestone



# Research Milestone

1 Click on the “Research milestone” hyperlink to update and report on the research milestone’s progress. All Research Milestones listed are retrieved from the awarded project.

## Notes:

You will not be able to add or remove any milestone in the progress report. To revise a milestone from awarded project, ask the Lead PI to submit a request through the deviation request module.

Home > Projects > Progress Reports > Research Milestone

Summary of Progress ✓ Research Milestone ✓ Technical Milestone ✓ Key Performance Indicators ✓ Record of Equipment ✓ Future Plans ✓ Other Attachments

### Research milestone

Hide Progress Report Details

This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.

Title of research project	FRDMTest_MM	Due date	31-May-2020
Progress report ID	NRF-000007007	Reporting period	01-Apr-2019 - 31-Mar-2020
Project ID	NRF-001783-00	Submitted date	11-Jun-2020
Report status	Pending Resubmission		
Last update date	12-Jun-2020		

### Progress of research milestones

Please use this section to update each research milestone achieved vis-à-vis the original milestones set, funded under the programme. Please provide the following for each milestone:

- (i) Please indicate if it has been completed or in progress;
- (ii) Please provide a brief update on what has been done and what has been achieved.
- (iii) State whether it is behind schedule, and provide justifications for the delays, if any; and
- (iv) Highlight possible risks (technical or non-technical), if any, which may hinder its completion, and the intended steps to mitigate them.

Click on the individual milestone hyperlinks to add/edit the information.

1 - 1 of 1 matching results found

S/N	Research milestone	Committed Start Month	Committed End Month	Reported Start Month	Reported End Month	Is this Milestone behind schedule ?
1	RM 1	Nov-2019	Sep-2021			

< Back Save as Draft H Next >

# Research Milestone

1 Research milestone shows the milestone that was approved during baseline/award stage or deviation. Report the status update for the milestone in progress report.

2 Committed start month refers to the intended start month and year of the milestone that was set during the award stage. To change this, please raise a deviation request (refer to Deviation training manual).

3 Committed end month refers to the intended end month and year of the milestone that was set during the award stage. To change this, please raise a deviation request (refer to Deviation training manual).

The screenshot shows a web form titled "Add/Edit Research Milestone". At the top, there is a blue header with the title and a close button. Below the header is a light blue instruction bar: "Please add/edit the Research Milestones to be achieved for your research project." The form contains several fields:

- Research milestone:** A text input field containing "RM 1". A red circle with the number "1" is overlaid on this field.
- Committed Start Month:** A date picker field showing "Nov-2019". A red circle with the number "2" is overlaid on this field.
- Committed End Month:** A date picker field showing "Sep-2021". A red circle with the number "3" is overlaid on this field.
- Reported Start Month:** An empty date picker field with a calendar icon.
- Reported End Month:** A date picker field showing "Aug-2020" with a red plus sign icon to its left and a calendar icon.
- Status report:** A large empty text area with an information icon on the right.
- Status:** A dropdown menu currently showing "In progress".
- Is this Milestone behind schedule?:** A dropdown menu currently showing "On Schedule" with an information icon on the right.

At the bottom right of the form are two buttons: "Cancel" with a close icon and "Save" with a save icon.

# Research Milestone

4 Reported start month is the actual start month and year of the milestone. It is mandatory to input this for milestone with status as “Achieved”.

5 Reported end month is the actual end month and year of the milestone. It is mandatory to input this for all milestones with status except “Not Started”.

6 Status report is to provide the updates and detailed description for the milestone. It is mandatory to input this for milestone that are marked as “Behind Schedule”.

The screenshot shows a web form titled "Add/Edit Research Milestone". The form contains the following fields and controls:

- Research milestone:** A text input field containing "RM 1".
- Committed Start Month:** A date input field containing "Nov-2019".
- Committed End Month:** A date input field containing "Sep-2021".
- Reported Start Month:** A date input field with a calendar icon, marked with callout 4.
- Reported End Month:** A date input field with a calendar icon, containing "Aug-2020", marked with callout 5.
- Status report:** A large text area for detailed updates, marked with callout 6.
- Status:** A dropdown menu with "In progress" selected, marked with callout 7.
- Is this Milestone behind schedule?:** A dropdown menu with "On Schedule" selected, marked with callout 8.
- Buttons:** "Cancel" and "Save" buttons at the bottom right.

7 Status: Indicate “Not started”, “In progress”, or “Achieved”. When a milestone is removed through deviation, this will be set as “Not applicable”.

8 Is this milestone behind schedule?: Indicate whether milestone is “On schedule” or “Behind schedule”.

# Research Milestone

9 Click "Cancel" to discard the changes to the record.

10 Click "Save" to save the changes to the record.

**Add/Edit Research Milestone**

Please add/edit the Research Milestones to be achieved for your research project.

Research milestone: RM 1

Committed Start Month: Nov-2019      Committed End Month: Sep-2021

Reported Start Month:      + Reported End Month: Aug-2020

Status report:

Status: In progress      Is this Milestone behind schedule?: On Schedule

9 Cancel      10 Save

# Research Milestone

11 After saving the record, the changes will be reflected in the “Progress of research milestone” tab. Click “Next” to move to the **Technical Milestone** section.

12 Click “Back” to go back to the previous section.

Progress of research milestones

Please use this section to update each research milestone achieved vis-à-vis the original milestones set, funded under the programme.  
Please provide the following for each milestone:  
(i) Please indicate if it has been completed or in progress;  
(ii) Please provide a brief update on what has been done and what has been achieved.  
(iii) State whether it is behind schedule, and provide justifications for the delays, if any; and  
(iv) Highlight possible risks (technical or non-technical), if any, which may hinder its completion, and the intended steps to mitigate them.  
Click on the individual milestone hyperlinks to add/edit the information.

1 - 1 of 1 matching results found

S/N	Research milestone	Committed Start Month	Committed End Month	Reported Start Month	Reported End Month	Is this Milestone behind schedule ?
1	RM 1	Nov-2019	Sep-2021		Aug-2020	On Schedule

12 < Back

Save as Draft H Next 11

# Technical Milestone

# Technical Milestone

1 Click on “Technical Milestone” hyperlink to update and report on the technical milestone’s progress. All Technical milestone(s) listed is retrieved from the awarded project.

## Notes:

You will not be able to add or remove any milestone. If you wish to revise a milestone from awarded project, ask the PI to submit a request through deviation request module.

Home > Projects > Progress Reports > Technical Milestone

Search Milestone ✓ Technical Milestone ✓ Key Performance Indicators ✓ Record of Equipment ✓ Future Plans ✓ Other Attachments ✓ Undertaking ✓

### Technical milestone

Hide Progress Report Details

This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.

Title of research project	FRDMTest_MM	Due date	31-May-2020
Progress report ID	NRF-000007007	Reporting period	01-Apr-2019 - 31-Mar-2020
Project ID	NRF-001783-00	Submitted date	11-Jun-2020
Report status	Pending Resubmission		
Last update date	12-Jun-2020		

### Progress of technical milestones

Please use this section to update each research milestone achieved vis-à-vis the original milestones set, funded under the programme. Please provide the following for each milestone:

- (i) Please indicate if it has been completed or in progress;
- (ii) Please provide a brief update on what has been done and what has been achieved.
- (iii) State whether it is behind schedule, and provide justifications for the delays, if any; and
- (iv) Highlight possible risks (technical or non-technical), if any, which may hinder its completion, and the intended steps to mitigate them.

Click on the individual milestone hyperlinks to add/edit the information.

1 - 1 of 1 matching results found

S/N	Objective	Technical milestone	Committed Start Month	Committed End Month	Reported Start Month	Reported End Month	Is this Milestone behind schedule ?
1	TM1	TM1	Apr-2021	Apr-2021			

< Back Save as Draft Next >

# Technical Milestone

1 Technical milestone shows the milestone that was approved during baseline/award stage or deviation. Report the status update for the milestone in the progress report.

2 Objective displays the objective of each technical milestone that was approved during baseline/award stage or deviation.

3 Committed start month refers to the intended start month and year of the milestone that was set during the award stage. To change this, please raise a deviation request (refer to Deviation training manual).

Add/Edit Technical Milestone

Please add/edit the Technical Milestones to be achieved for your research project.

Technical milestone	TM1	
Objective	TM1	
Committed Start Month	Apr-2021	Committed End Month: Apr-2021
Reported Start Month	Jul-2020	* Reported End Month: Aug-2020
Status report	completed	
Status	Achieved	Is this Milestone behind schedule?: On Schedule

Cancel Save



# Technical Milestone

4 Committed end month refers to the intended end month and year of the milestone that was set during the award stage. To change this, please raise a deviation request (refer to Deviation training manual).

5 Reported start month is the actual start month and year of the milestone. It is mandatory to input this for milestone with status as "Achieved".

6 Reported end month is the actual end month and year of the milestone. It is mandatory to input this for all milestone with status except "Not Started".

Add/Edit Technical Milestone

Please add/edit the Technical Milestones to be achieved for your research project.

Technical milestone	TM1		
Objective	TM1		
Committed Start Month	Apr-2021	Committed End Month	Apr-2021
Reported Start Month	Jul-2020	* Reported End Month	Aug-2020
Status report	completed		
Status	Achieved	Is this Milestone behind schedule ?	On Schedule

Cancel Save

# Technical Milestone

7 Status report is meant for the PI to provide updates and detail description for the milestone. It is mandatory to input this for milestone that are marked as “Behind Schedule”.

8 Status: Indicate “Not started”, “In progress”, or “Achieved”. When a milestone is removed through deviation, it is set as “Not applicable” by default.

Add/Edit Technical Milestone ✕

Please add/edit the Technical Milestones to be achieved for your research project.

Technical milestone	TM1		
Objective	TM1		
Committed Start Month	Apr-2021	Committed End Month	Apr-2021
Reported Start Month	Jul-2020	* Reported End Month	Aug-2020
Status report	completed <b>7</b>		
<b>8</b> Status	Achieved	Is this Milestone behind schedule ?	On Schedule

Cancel ✕ Save

# Technical Milestone

9 Is this milestone behind schedule?: Indicate whether the milestone is “On schedule” or “Behind schedule”

10 Click “Cancel” to discard the changes to the record.

11 Click “Save” to save the changes to the record.

Add/Edit Technical Milestone ✕

Please add/edit the Technical Milestones to be achieved for your research project.

Technical milestone	TM1		
Objective	TM1		
Committed Start Month	Apr-2021	Committed End Month	Apr-2021
Reported Start Month	Jul-2020	* Reported End Month	Aug-2020
Status report	completed <span>i</span>		
Status	Achieved	Is this Milestone behind schedule ?	On Schedule

10 Cancel ✕ Save 11

# Technical Milestone

1 After saving the record, the changes will be reflected in the “Progress of technical milestone” tab. Click on “Next” button to move to **Key Performance Indicators** section.

2 Click on “Back” button to go to previous section.

## Progress of technical milestones

Please use this section to update each research milestone achieved vis-à-vis the original milestones set, funded under the programme.

Please provide the following for each milestone:

- (i) Please indicate if it has been completed or in progress;
  - (ii) Please provide a brief update on what has been done and what has been achieved.
  - (iii) State whether it is behind schedule, and provide justifications for the delays, if any; and
  - (iv) Highlight possible risks (technical or non-technical), if any, which may hinder its completion, and the intended steps to mitigate them.
- Click on the individual milestone hyperlinks to add/edit the information.

1 - 3 of 3 matching results found



S/N	Objective	Technical milestone	Committed Start Month	Committed End Month	Reported Start Month	Reported End Month	Is this Milestone behind schedule ?
1	To Test GCC Tech Mile	Tech Mile 1st	Aug-2020	Sep-2020			
2	To Test GCC Tech Mile	2nd Tech Mile	Sep-2020	Oct-2020			
3	To Test GCC Tech Mile	Tech Mile 3rd	Oct-2020	Nov-2020			

< Back

Save as Draft

Next >

# Key Performance Indicators

# Key Performance Indicator (KPI)

The KPI page have different sections. The listed sections are called KPI category. The values vary according to the awarded project contract. These are the complete list of KPI Category that may applicable for each project :

1 Number of High Impact Publications and Top Conference Proceedings

2 Number of Collaboration Projects

3 Cash Funding

4 In-Kind Contributions

5 Number of Technologies Deployed

search  Technical Milestone  **Key Performance Indicators**  Record of Equipment  Future Plans  Other Attachments  Undertaking

4

Performance indicators Expand All Sections

Hide Progress Report Details

This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.

Title of research project	Proposal with Single budget (Advancement)		
Progress report ID	IGMS-000001	Due date	31-May-2018
Project ID	NRF-000594-00	Reporting period	01-Apr-2017 - 31-Mar-2018
Report status	Pending Submission	Submitted date	
Last update date	12-Feb-2018		

- 1 Number of High Impact Publications and Top Conference Proceedings
- 2 Cash Funding
- 3 In-Kind Contributions
- 4 Number of Technologies Deployed
- 5 Number of Technology Disclosures
- 6 Number of Patents
- 7 Licenses
- 8 Number of Successful Start-Ups
- 9 Health-Specific Outcomes
- 10 Awards and Conference Presentations
- 11 Number of Post-Docs employed

# Key Performance Indicator (KPI)

6 Number of Technology Disclosures

7 Number of Patents

8 Licenses

9 Number of Successful Start-Ups

10 Manpower Development (Number of PhD and Masters Students Trained or Being Trained) Number of Post-Docs employed

11 Health-Specific Outcomes

The screenshot displays a web application interface for research management. At the top, there is a navigation bar with several tabs: 'search stone', 'Technical Milestone', 'Key Performance Indicators' (highlighted with a red circle containing the number 4), 'Record of Equipment', 'Future Plans', 'Other Attachments', and 'Undertaking'. Below the navigation bar, the main content area is titled 'Performance indicators' and includes a sub-section 'Hide Progress Report Details'. A message states: 'This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.' Below this message is a table with the following data:

Title of research project	Proposal with Single budget (Advancement)		
Progress report ID	IGMS-000001	Due date	31-May-2018
Project ID	NRF-000584-00	Reporting period	01-Apr-2017 - 31-Mar-2018
Report status	Pending Submission	Submitted date	
Last update date	12-Feb-2018		

Below the table is a list of 11 KPIs, each with a yellow arrow icon on the left and a dropdown arrow on the right:

- 1 Number of High Impact Publications and Top Conference Proceedings
- 2 Cash Funding
- 3 In-Kind Contributions
- 4 Number of Technologies Deployed
- 5 Number of Technology Disclosures
- 6 Number of Patents
- 7 Licenses
- 8 Number of Successful Start-Ups
- 9 Health-Specific Outcomes
- 10 Awards and Conference Presentations
- 11 Number of Post-Docs employed

# Key Performance Indicator (KPI)

12

Awards and Conference Presentations

13

Competitive grants received

14

Number of Post-Docs employed

15

Others

The screenshot shows a web interface with a navigation bar at the top containing tabs: 'search stone', 'Technical Milestone', 'Key Performance Indicators' (highlighted with a red circle and the number 4), 'Record of Equipment', 'Future Plans', 'Other Attachments', and 'Undertaking'. Below the navigation bar is a section titled 'Performance indicators' with a sub-header 'Hide Progress Report Details'. A message states: 'This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.' Below this is a table with the following data:

Title of research project	Proposal with Single budget (Advancement)		
Progress report ID	IGMS-000001	Due date	31-May-2018
Project ID	NRF-000584-00	Reporting period	01-Apr-2017 - 31-Mar-2018
Report status	Pending Submission	Submitted date	
Last update date	12-Feb-2018		

Below the table is a list of 11 KPIs, each with a yellow arrow icon on the left and a dropdown arrow on the right:

- 1 Number of High Impact Publications and Top Conference Proceedings
- 2 Cash Funding
- 3 In-Kind Contributions
- 4 Number of Technologies Deployed
- 5 Number of Technology Disclosures
- 6 Number of Patents
- 7 Licenses
- 8 Number of Successful Start-Ups
- 9 Health-Specific Outcomes
- 10 Awards and Conference Presentations
- 11 Number of Post-Docs employed



# Key Performance Indicator (KPI)

1 In each KPI category ID, listed applicable KPI criteria.

2 Target is the total KPI target for the entire project duration.

3 Achieved FY, is the achieved KPI per Financial Year.

4 Total achieved, is total achieved KPI for the entire project duration

5 To add a KPI, click on the hyperlink of the criteria name.

## Performance Indicators

Expand All Sections

### Hide Progress Report Details

This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.

Title of research project	09May2018-Manual-LOA002		
Progress report ID	IGMS-000001	Due date	31-May-2018
Project ID	NRF-000889-00	Reporting period	01-Apr-2017 - 31-Mar-2018
Report status	Pending Submission	Submitted date	
Last update date	10-May-2018		

### Number of High Impact Publications and Top Conference Proceedings

1 - 2 of 2 matching results found

1 2 3 4

KPI criteria	Target	Achieved FY 2017	Achieved FY 2018	Achieved FY 2019	Achieved FY 2020	Achieved FY 2021	Total Achieved
<a href="#">Number of Journal Publications (Top 10%)</a>	5.00	1.00	1.00	0.00	0.00	0.00	2.00
<a href="#">Number of Journal Publications (Not Top 10%)</a>	5.00	0.00	0.00	0.00	0.00	0.00	0.00

5

### Number of Collaboration Projects

# Key Performance Indicator (KPI)

1 On KPI criteria details form, click “Add” to add the achieved KPI.

2 In the pop up form, key in related information. Click Cancel to discard the record or click Save to save the achieved KPI.

The screenshot displays the 'Key performance indicator' interface. At the top, the title of the research project is 'Proposal with Multiple budget (Advancement) and AI'. Below this, a section titled 'Number of Journal Publications (Top 10%)' provides a definition: 'Number of High Impact Publications' measures the number of 'Publications' in the top 10% of S&T journals, and 'Number of Top Conference Proceedings' measures the number of top 'Conference Proceedings' in the field of research. A search bar shows '0 - 0 of 0 matching results found'. Below the search bar is a table with the following columns: 'Published Date', 'Title of Publication', 'Name of Journal, Conference Books or Other Publications', 'Name of Corresponding Authors and Institutions', 'Name of All Authors/Co-Authors and Institutions according to authorship order as published', and 'Publication DOI'. The table is currently empty. To the right of the table are 'Remove' and 'Add' buttons. A red circle with the number '1' is placed over the 'Add' button, with a red dashed arrow pointing to it. Below the table is a 'Back' button. At the bottom of the main interface is a 'Save as Draft' button. A pop-up window titled 'Add/Edit KPI Details' is open, showing a list of fields with corresponding input boxes: '1. Title of Publication', '2. Published Date', '3. Name of Journal, Conference Books or Other Publications', '4. Name of Corresponding Authors and Institutions', '5. Name of All Authors/Co-Authors and Institutions according to authorship order as published', '6. Publication DOI', and '7. Type of Publication'. A red circle with the number '2' is placed over the 'Save' button at the bottom right of the pop-up window, with a red dashed arrow pointing to it. The pop-up window also has 'Cancel' and 'Save' buttons at the bottom.

# Key Performance Indicator (KPI)

1 For the “**Number of Patents**” KPI, user can leave the “Date Granted” field blank.

2 A KPI record entered without the “Date Granted” field will not contribute to the number of KPIs achieved for the “Number of Patents” KPI.

Add/Edit KPI Details

- + 1. Title: Patent sample
- + 2. Description: Patent sample asdf
- + 3. Ownership: Sample
- + 4. Patent Number: Sample001
- + 5. Country: Singapore
- + 6. Date Filed: 25/09/2019
- 7. Date Granted: **1**
- + 8. Name of All Inventors and Institutions: John - Sample

Number of Patents

Definition:  
- Number of Patents measures the number of first filings of priority patent applications awarded.

1 - 1 of 1 matching results found

Date Filed	Date Granted	Title	Description	Ownership	Patent Number	
25-Sep-2019	<b>1</b>	Patent sample	Patent sample asdf	Sample	Sample001	<input type="checkbox"/>

Number of Patents

1 - 1 of 1 matching results found

KPI criteria	Target	Achieved FY 2019	Achieved FY 2020	Total Achieved
Number of Patents	10.00	<b>2</b> 0.00	0.00	0.00

# Key Performance Indicator (KPI)

1 Details created / saved record will show on the grid view. To revise a KPI, click the hyperlink on each record.

2 To remove created record, check the checkbox on last column.

3 Select remove button.

4 Select back to switch back on KPI category list page and view the achieved KPI.

**Key performance indicator**

Title of research project    Proposal with Multiple budget (Advancement) and AI

**Number of Journal Publications (Top 10%)**

Definition:

- Number of High Impact Publications measures the number of 'Publications' in the top 10% of S&T journals tracked in the Thomson Reuters Joint Citation Report.
- Number of Top Conference Proceedings measures the number of top 'Conference Proceedings' in your field of research

1 - 1 of 1 matching results found

Published Date	Title of Publication	Name of Journal, Conference Books or Other Publications	Name of Corresponding Authors and Institutions	Name of All Authors/Co-Authors and Institutions according to authorship order as published	Publication DOI	
26-Feb-2018	Title	Name of Journal, Conference Books or	Name of Corresponding Authors	Name of All Authors/Co-Authors	556TTR	<input type="checkbox"/>

[Back](#)    [Remove](#)    [Add](#)    [Save as Draft](#)

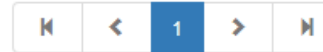
# Key Performance Indicator (KPI)

## Number of Journal Publications (Top 10%)

### Definition:

- **Number of High Impact Publications** measures the number of 'Publications' in the top 10% of S&T journals tracked in the Thomson Reuters Joint Citation Report.
- **Number of Top Conference Proceedings** measures the number of top 'Conference Proceedings' in your field of research

1 - 2 of 2 matching results found



Published Date	Title of Publication	Name of Journal, Conference Books or Other Publications	Publication DOI	Name of Corresponding Authors and Institutions	Name of All Authors/Co-Authors and Institutions according to authorship order as published	
01-Feb-2018	Title of Publication	Title of Publication	Title of Publication	Title of Publication	Title of Publication	<input type="checkbox"/>
01-Aug-2018	Title of Publication	Title of Publication	Title of Publication	Title of Publication	Title of Publication	<input type="checkbox"/>

1

< Back

## Number of High Impact Publications and Top Conference Proceedings

1 - 3 of 3 matching results found



KPI criteria	Target	Achieved FY 2017	Achieved FY 2018	Achieved FY 2019	Achieved FY 2020	Achieved FY 2021	Achieved FY 2022	Total Achieved
Number of Journal Publications (Top 10%)	5.00	1.00	1.00	0.00	0.00	0.00	0.00	2.00
Number of Journal Publications (Not Top 10%)	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Number of Books	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

2

1

When adding an Achieved KPI item, the date have to be fill up.

2

Achieved KPI items are grouped by Financial Year, according to the achievement date.

# Key Performance Indicator (KPI)

## Number of Journal Publications (Top 10%)

### Definition:

- **Number of High Impact Publications** measures the number of 'Publications' in the top 10% of S&T journals tracked in the Thomson Reuters Joint Citation Report.
- **Number of Top Conference Proceedings** measures the number of top 'Conference Proceedings' in your field of research

1 - 2 of 2 matching results found



Published Date	Title of Publication	Name of Journal, Conference Books or Other Publications	Publication DOI	Name of Corresponding Authors and Institutions	Name of All Authors/Co-Authors and Institutions according to authorship order as published	
01-Feb-2018	Title of Publication	Title of Publication	Title of Publication	Title of Publication	Title of Publication	<input type="checkbox"/>
01-Aug-2018	Title of Publication	Title of Publication	Title of Publication	Title of Publication	Title of Publication	<input type="checkbox"/>

[Back](#)

## Number of High Impact Publications and Top Conference Proceedings

1 - 3 of 3 matching results found



KPI criteria	Target	Achieved FY 2017	Achieved FY 2018	Achieved FY 2019	Achieved FY 2020	Achieved FY 2021	Achieved FY 2022	Total Achieved
Number of Journal Publications (Top 10%)	5.00	1.00	1.00	0.00	0.00	0.00	0.00	2.00
Number of Journal Publications (Not Top 10%)	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Number of Books	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

3

Total Achieved: is the total of the achieved FY items on KPI criteria details form.

# Key Performance Indicator (KPI)

1 Some of the achievement KPI are measured by the S\$ (dollar) value or nominal amount. On the KPI category list page, the amount will be summed up as achieved KPI. (E.g : Cash Funding Category, In-Kind Contribution Category)

2 Click "Attach files" to upload the supporting documents.

### Add/Edit KPI Details

+ 1. Name of Company Contributing	<input type="text" value="Company ABC"/>
+ 2. Country of Company	<input type="text" value="United Arab Emirates"/>
+ 3. Company UEN	<input type="text" value="R23678"/>
+ 4. Date of Contribution	<input type="text" value="13/02/2018"/>
+ 5. Amount of in kind contributions (\$\$), up to 2 decimal places	<input type="text" value="23000"/>

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

# Key Performance Indicator (KPI)

## Notes

- **MNC** stands for Multinational Corporation
- **LLE** stands for Local Large Enterprise
- **SME** stands for Small Medium Enterprise
- **Public Agency** is Public sector agency governance in Singapore

### Add/Edit KPI Details

+ 1. Name of Company Contributing	<input type="text" value="Company ABC"/>
+ 2. Country of Company	<input type="text" value="United Arab Emirates"/>
+ 3. Company UEN	<input type="text" value="R23678"/>
+ 4. Date of Contribution	<input type="text" value="13/02/2018"/>
+ 5. Amount of in kind contributions (\$\$), up to 2 decimal places	<input type="text" value="23000"/>

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

[+ Attach files...](#)



# Key Performance Indicator (KPI)

Cash Funding from Industry (MNC) = S\$

**Definition:**

- **Cash Funding** refers to cash funding received. This should be tracked by type of company [Industries (MNCs, LLEs, SMEs) and Public Agencies].
- **Note:** MNC stands for "Multinational Corporation", LLE stands for "Local Large Enterprise" and SME stands for "Small Medium Enterprise".

1 - 4 of 4 matching results found



Date of Contribution	Name of Company Contributing	Country of Company	Company UEN	Amount of Cash Funding (S\$), up to 2 decimal places	
25-Jul-2018	Pineapple Ltd	Singapore	34567890	23000	<input type="checkbox"/>
01-Jan-2018	AUG Enterprise	Australia	0987654321	1326555	<input type="checkbox"/>
01-Jun-2018	Title of Publication	Singapore	234567	23000	<input type="checkbox"/>
01-Mar-2018	Reebornnn	Singapore	0987654321	134000	<input type="checkbox"/>

1

Remove - Add +

< Back

Cash Funding

1 - 4 of 4 matching results found

2



KPI criteria	Target	Achieved FY 2017	Achieved FY 2018	Achieved FY 2019	Achieved FY 2020	Achieved FY 2021	Achieved FY 2022	Total Achieved
Cash Funding from Industry (MNC) = S\$	5.00	1,460,555.00	46,000.00	0.00	0.00	0.00	0.00	1,506,555.00
Cash Funding from Industry (LLE) = S\$	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

1

Achieved KPIs item that has S\$ (dollar) value measurement type, are sum up together.

2

Achieved KPIs amount are summed up and grouped by Financial Year, according to the achievement date.

# Key Performance Indicator (KPI)

## Cash Funding from Industry (MNC) = S\$

### Definition:

- **Cash Funding** refers to cash funding received. This should be tracked by type of company [Industries (MNCs, LLEs, SMEs) and Public Agencies].
- **Note:** MNC stands for "Multinational Corporation", LLE stands for "Local Large Enterprise" and SME stands for "Small Medium Enterprise".

1 - 4 of 4 matching results found



Date of Contribution	Name of Company Contributing	Country of Company	Company UEN	Amount of Cash Funding (S\$), up to 2 decimal places	
25-Jul-2018	Pineapple Ltd	Singapore	34567890	23000	<input type="checkbox"/>
01-Jan-2018	AUG Enterprise	Australia	0987654321	1326555	<input type="checkbox"/>
01-Jun-2018	Title of Publication	Singapore	234567	23000	<input type="checkbox"/>
01-Mar-2018	Reebornnn	Singapore	0987654321	134000	<input type="checkbox"/>

Remove Add

[Back](#)

## Cash Funding

1 - 4 of 4 matching results found



KPI criteria	Target	Achieved FY 2017	Achieved FY 2018	Achieved FY 2019	Achieved FY 2020	Achieved FY 2021	Achieved FY 2022	Total Achieved
Cash Funding from Industry (MNC) = S\$	5.00	1,460,555.00	46,000.00	0.00	0.00	0.00	0.00	1,506,555.00
Cash Funding from Industry (LLE) = S\$	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00

3

Total achieved for KPIs that are measured by S\$ (dollar) value, is the sum of the dollar amount on the KPI criteria details form.

# Key Performance Indicator (KPI)

1

For the KPI category/criteria “**Number of competitive grants received**”, the user has to select the Funding Agency on the dropdown. Selection is as follows:

- ASTAR
- MOE
- MOH
- NRF
- Others

2

If the selected funding agency is **Others** – the Others field will appear and the user has to input the Funding agency name on the text field provided.

Key performance indicator

Title of research project multi budget and institution cr 36a and 06 proposal for testing

Number of competitive grants received

0 - 0 of 0 matching results found

Project Start Date	Project End Date	Name of Grant Received	Project Reference No	Funding Agency	Recipient of Grant
--------------------	------------------	------------------------	----------------------	----------------	--------------------

Remove Add

Add/Edit KPI Details

Save as Draft

- \* 1. Name of Grant Received
- \* 2. Project Reference No
- \* 3. Funding Agency
- \* Others
- \* 4. Recipient of Grant
- \* 5. Host Institution
- \* 6. Direct Cost
- \* 7. Indirect Cost
- \* 8. Project Start Date
- \* 9. Project End Date
- \* 10. Project Title

Others

Other Funding Agency Name

Please enter the name of funding agency.

Cancel Save

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# Key Performance Indicator (KPI)

1

For the KPI criteria “Others” - “No of human subject recruited”, select “FY” (Financial Year) from the dropdown list. Start date of FY is populated by system based on the selected “FY”.

2

Enter the number of human subject recruited in “Number Achieved”

3

Click on “Save” button

Performance indicators

Hide Progress

This shows the information

Title of research project

Progress report ID

Project ID

Report status

Last update date

Others

1 - 1 of 1 matching results found

KPI criteria	Target	Achieved FY 2019	Achieved FY 2020	Total Achieved
No. of human subjects recruited	2.00	0.00	0.00	0.00

Back

Save as Draft

Next

Cancel

Save

# Record of Equipment

# Record Of Equipment

1 In Record Of Equipment page, two sections are as follows,

Equipment Purchased (This shows a list of equipment purchased under the grant since last update)

2 Equipment Pending Purchased (This shows a list of equipment pending purchase under the grant since last update.)

Record of equipment Expand All Sections

[Hide Progress Report Details](#)

This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.

Title of research project	09May2018-Manual-LOA002	Due date	31-May-2018
Progress report ID	IGMS-000001	Reporting period	01-Apr-2017 - 31-Mar-2018
Project ID	NRF-000889-00	Submitted date	
Report status	Pending Submission		
Last update date	10-May-2018		

Equipment purchased 2

Equipment pending purchased 3

[Back](#) [Save as Draft](#) [Next](#)

# Record Of Equipment

1 Click on "Add" button, Add/Edit equipment purchased page will display.

## Record of equipment Expand All Sections

[Hide Progress Report Details](#)

This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.

Title of research project	09May2018-Manual-LOA002	Due date	31-May-2018
Progress report ID	IGMS-000001	Reporting period	01-Apr-2017 - 31-Mar-2018
Project ID	NRF-000889-00	Submitted date	
Report status	Pending Submission		
Last update date	10-May-2018		

### Equipment purchased

This shows a list of equipment purchased under the grant since last update. Please select the equipment by clicking on the hyperlink to view or edit the details.

0 - 0 of 0 matching results found

« < 1 > »

S/N	Institution asset ID	Name of equipment	Commissioned status	Utilization rate
-----	----------------------	-------------------	---------------------	------------------

Remove + Add +

### Equipment pending purchased

< Back Save as Draft Next >

# Record Of Equipment

1

Please use this section to list all equipment that had been purchased using the grant for full reporting period (i.e. from 'Start Date of Project' to 'End Date of Reporting'). This should include all equipment indicated in the original approved budget and any new equipment from variation request approved by the funding agency.

2

Fill the mandatory fields and click on "save" button

### Add/Edit Purchased Equipment

Please list all equipment of purchase value \$250,000 and above (inclusive of GST) under this grant for the reporting period (i.e. from 'Start Date of Project' to 'End Date of Reporting').

* Institution asset reference ID	<input type="text"/>	Equipment category	<input type="text"/>
* Name of the equipment	<input type="text"/>	Commissioned status	Yes <input type="radio"/> No <input checked="" type="radio"/>
Location of the equipment	<input type="text"/>	Commissioned / expected commissioning date	<input type="text"/>
Utilization rate	<input type="text"/>	Is equipment open for sharing?	Yes <input type="radio"/> No <input checked="" type="radio"/>
Invoice reference number/s	<input type="text"/>	Purchase price	<input type="text" value="\$0.00"/>
Remarks	<input type="text"/>		



# Record Of Equipment

1

To amend or revise created equipment, click on the hyperlink to view or edit the details. In the Add/Edit Purchased equipment form, key in the changes required, and click "Save".

### Record of equipment

Expand All Sections

Hide Progress Report Details

This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.

Title of research project	09May2018-Manual-LOA002	Due date	31-May-2018
Progress report ID	IGMS-000001	Reporting period	01-Apr-2017 - 31-Mar-2018
Project ID	NRF-000889-00	Submitted date	
Report status	Pending Submission		
Last update date	10-May-2018		

### Equipment purchased

This shows a list of equipment purchased under the grant since last update. Please select the equipment by clicking on the hyperlink to view or edit the details.

1 - 2 of 2 matching results found

S/N	Institution asset ID	Name of equipment	Commissioned status	Utilization rate	
1	FOE675	FOE	No	0.00	<input type="checkbox"/>
2	OTHER2276	OTHER	Yes	18.00	<input type="checkbox"/>

### Add/Edit Purchased Equipment

Please list all equipment of purchase value \$250,000 and above (inclusive of GST) under this grant for the reporting period (i.e. from 'Start Date of Project' to 'End Date of Reporting').

Back

Institution asset reference ID	OTHER2276	Equipment category	Others (Please specify)
Name of the equipment	OTHER	Other category	
Location of the equipment	134_other	Commissioned status	Yes <input checked="" type="radio"/> No <input type="radio"/>
Utilization rate	18.00	Commissioned / expected commissioning date	06-11-2017
Invoice reference number/s	435	Is equipment open for sharing?	Yes <input type="radio"/> No <input checked="" type="radio"/>
Remarks	Testing	Purchase price	\$26.00

Cancel Save

# Record Of Equipment -Equipment Pending Purchased

1 To add equipment for future to be purchased, open Equipment pending purchase section.

2 Click the "Add" button

## Record of equipment Expand All Sections

[Hide Progress Report Details](#)

This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.

Title of research project	09May2018-Manual-LOA002	Due date	31-May-2018
Progress report ID	IGMS-000001	Reporting period	01-Apr-2017 - 31-Mar-2018
Project ID	NRF-000889-00	Submitted date	
Report status	Pending Submission		
Last update date	10-May-2018		

### Equipment purchased

### Equipment pending purchased 1

This shows a list of equipment pending purchase under the grant since last update. Please select the equipment by clicking on the hyperlink to view or edit the details.

0 - 0 of 0 matching results found

« < 1 > »

S/N	Name of equipment	Expected date of purchase
-----	-------------------	---------------------------

Remove Add

< Back Save as Draft Next >

# Record Of Equipment -Equipment Pending Purchased



1 Please use this section to list all equipment that is pending purchase using the grant for full reporting period (i.e. from 'Start Date of Project' to 'End Date of Reporting'). This should include all equipment indicated in the original approved budget and any new equipment from any variation request approved by the funding agency.

2 Fill the mandatory fields and click on the "Save" button

### Add/Edit Pending Equipment

Please use this section to list all equipment that is pending purchase using the grant for full reporting period (i.e. from 'Start Date of Project' to 'End Date of Reporting'). This should include all equipment indicated in the original approved budget and any new equipment from variation request approved by the funding agency.

* Name of the equipment	<input type="text"/>	Expected date of purchase	<input type="text"/>
Remarks	<input type="text"/>	Description	<input type="text"/>

Cancel  Save 

# Record Of Equipment -Equipment Pending Purchased

1 Click on “Next” button to move to the **Future Plans** section.

Record of equipment Expand All Sections

[Hide Progress Report Details](#)

This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.

Title of research project	Proposal with Multiple budget (Advancement) and AI		
Progress report ID	IGMS-000001	Due date	31-May-2018
Project ID	NRF-000016-00	Reporting period	01-Apr-2017 - 31-Mar-2018
Report status	Pending Resubmission	Submitted date	20-Oct-2017
Last update date	25-Oct-2017		

Equipment purchased ⌵

Equipment pending purchased ⌵

[Back](#) [Save as Draft](#) [Next](#)

# Future Plans

# Future Plans

1 Use this page to describe outline plans for the programme to be sustained on a long-term basis beyond the approved duration of the funding.

2 Click on “Next” button to move to the Other attachments section

The screenshot shows a web interface for managing research grants. At the top, there is a navigation bar with several tabs: 'search milestone', 'Technical Milestone', 'Key Performance Indicators', 'Record of Equipment', 'Future Plans' (which is highlighted in blue), 'Other Attachments', and 'Undertaking'. Below the navigation bar, the 'Future plans' section is active. It features a 'Hide Progress Report Details' button and a message: 'This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.' A table displays the following information:

Title of research project	Proposal with Multiple budget (Advancement) and AI		
Progress report ID	IGMS-000001	Due date	31-May-2018
Project ID	NRF-000016-00	Reporting period	01-Apr-2017 - 31-Mar-2018
Report status	Pending Resubmission	Submitted date	20-Oct-2017
Last update date	25-Oct-2017		

Below the table, there is a 'Future plans' section with a dropdown arrow. It contains a message: 'Please briefly outline plans for the programme to be sustained on a long-term basis beyond the approved duration of the funding.' There are two questions with text input fields:

What have you achieved with this award? [?](#)

What are your plans in Singapore beyond this award? [?](#)

At the bottom, there is a question: 'What are the capabilities that have been built up?' [?](#) and a 'Save as Draft' button.

# Other Attachments

# Other Attachments

1 To add an attachment e.g. supporting documents and annexes, click the 'Add' button.

2 Click Start Upload. Once completed, click the 'Upload' button. File types allowed: txt, doc, pdf, zip, xls. The maximum size for each file is 4 MB. Maximum total file in one progress report is 30 MB.

3 Click on "Next" to move to the Undertaking section.

Other attachments

[^ Hide Progress Report Details](#)

This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.

Title of research project	09May2018-Manual-LOA002	Due date	31-May-2018
Progress report ID	IGMS-000001	Reporting period	01-Apr-2017 - 31-Mar-2018
Project ID	NRF-000889-00	Submitted date	
Report status	Pending Submission		
Last update date	10-May-2018		

Attachments

To add an attachment e.g. supporting documents and annexes, click the 'Add' button. Once completed, click the 'Upload' button. File types allowed: txt, doc, pdf, zip, xls. The maximum size for each file is 4 MB.

1 2

+ Add files... Start upload Cancel upload Delete

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
-----------	-------------	---------	------------------------------------

3

< Back Save as Draft H Next >



# Undertaking

# Undertaking

1 Click on "Inform Lead PI" when the progress report updates are complete.

2 Action Trail, This section maintains the actions and comments from all parties that acted on the progress report.

Home > Projects > Progress Reports > Undertaking

search estone ✓ Technical Milestone ✓ Key Performance Indicators ✓ Record of Equipment ✓ Future Plans ✓ Other Attachments ✓ Undertaking →

## Undertaking Expand All Sections

Hide Progress Report Details

This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.

Title of research project	test multi level approver	Due date	31-May-2022
Progress report ID	NRFPR-000007180	Reporting period	01-Apr-2021 - 31-Mar-2022
Project ID	NRF-001337-00	Submitted date	
Report status	Pending Submission		
Last update date	28-Aug-2021		

The Lead Principal Investigator (PI), the Office of Research (ORE) and the Director of Research (DOR) are required to declare and undertake the responsibilities listed in this section.

Undertaking by lead PI

Action Trail

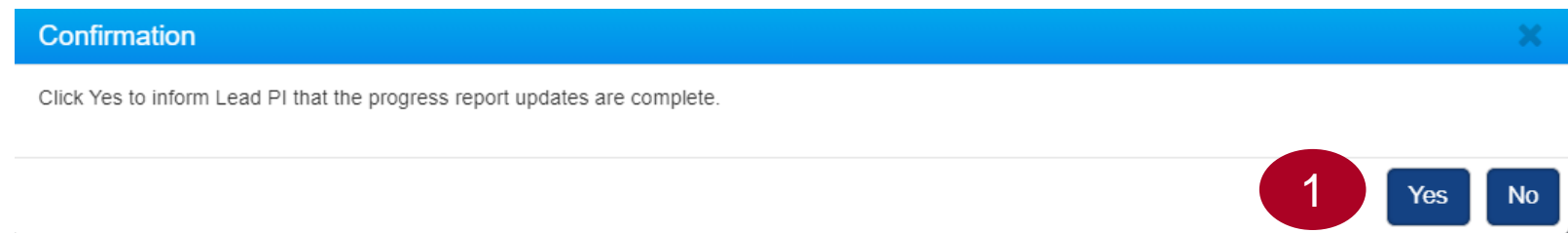
< Back Inform Lead PI ✓

2

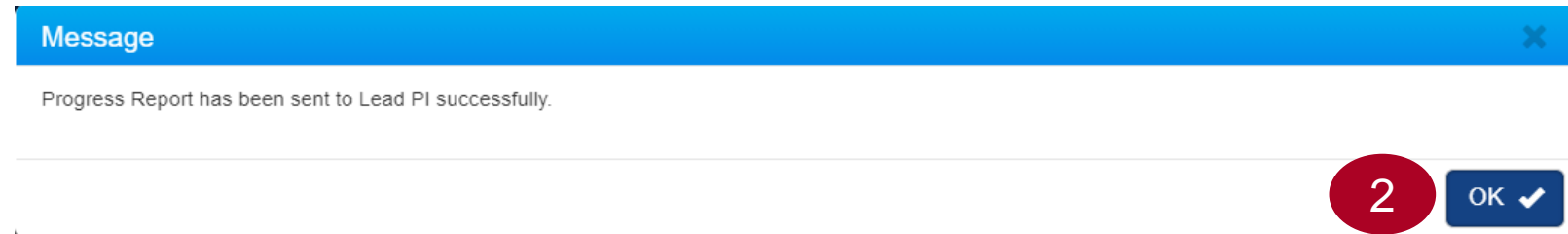
1

# Undertaking

1 Click “Yes” to proceed, or “No” to cancel..



2 Click “OK” to close the dialog box.



## To Note

1. An email will be sent to Lead PI to inform him/her that the progress report has been filled up by the Data Admin.
2. The progress report is not considered submitted/resubmitted until the Lead PI submits/resubmits the progress report.

SINGTEL GROUP ENTERPRISE   

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