

# IGMS Deviation AI DOR



### Document Versions

Version No	Date	Prepared By	
1.0	Mar-2018	Hendrianto	Initial Version.
1.1	20-Jun-2018	Hendrianto	Enhancement on training material after (preaward and post-award) go-live
2.0	07-Aug-2019	Hendrianto	Incorporated CR COMM-2018-0013 Deviation Dependency
2.1	26-Feb-2020 06-Apr-2020	Hendrianto	Incorporated CR COMM-2018-0012, COMM-2019-0039, COMM-2019-0044 and COMM-2019-0044A and user feedbacks
2.2	13-May-2020	Hendrianto	Incorporated user feedbacks
2.3	27-May-2020	Hendrianto	Incorporated user feedbacks
2.4	05-05-2021	Ramakrishna Gunisetty	Updated the screenshots after SP CP brand refreshment (CR-2020E-0010)
2.5	16-Feb-2023	Ramakrishna Gunisetty	Incorporated CR-2021-0020

SI. No	Abbreviation / Acronyms	Definitions		
1	PI	Principal Investigator		
2	ORE	Officer of Research		
3	DOR	Director of Research		
4	AI ORE	Academic Institution Office of Research		
5	AI DOR	Academic Institution Director of Research		
6	PM	Programme Manager		
7	FR	Fund Requisition		
8	PR	Progress Report		
9	The end of term	The Original project end date of a project without extension/termination or the Revised project end date after extension/termination		
10	Outstanding progress report	A progress report which has a submission due date before the first endorsement date (refers to the next slide)		



SI. No	Abbreviation / Acronyms	Status	
11	Outstanding progress report	Below is the example of Outstanding progress report:	

S/N	System Date	Submission Due Date	DOR Endorsement Date	Progress Report Status	Mark as Outstanding?
1	5-Oct-18	31-May-19	blank	Pending Submission	No
1	30-May-18	31-May-19	blank	Pending Submission	No
2	31-May-19	31-May-19	31-May-19	Submitted to PM	No
3	1-Jun-19	31-May-19	blank	Pending Submission / Pending ORE's verification / Pending DOR's endorsement	
	2-Jun-19	31-May-19	2-Jun-19	Submitted to PM	No (system will lift 'outstanding' status after DOR's endorsement on 2 Jun 2019)



SI. No	Abbreviation / Acronyms	Status
12	Outstanding deviation	A deviation which has status not "Approved" or not "Rejected" or not "Rejected by DOR" under the same Award ID.  Below are the Deviation Status which are catered as outstanding:  a. Pending ORE verification  b. Pending DOR endorsement  c. Pending resubmission  d. Submitted to PM  e. Supported  f. Pending AI ORE verification  g. Pending AI DOR endorsement  h. Pending Lead PI endorsement  i. Pending Lead ORE verification  j. Pending Lead DOR endorsement  k. Pending new HI ORE verification  I. Pending new HI DOR endorsement  m. Pending workflow submission  n. In progress

SI. No	Abbreviation / Acronyms	Status
13	Outstanding fund request	A Fund request which has status not "Approved pending payment" and not yet generating FR invoice journal under the same Award ID.  Below are the Fund Request Status which are catered as outstanding:  a. Pending HI HR input  b. Pending resubmission  c. Pending PI input  d. Pending review  e. HI finance clarification  f. Pending PM review  g. Supported  h. PI clarification  i. Pending workflow submission  j. In progress



### Learning Objectives

- 1. Deviation overview
- 2. Workflow of "Pending AI DOR endorsement" deviation:
  - Deviation in Portal
  - Route deviation to "Pending AI DOR endorsement" status
  - AI DOR's access to view and work on the deviation
  - Verify action
  - Return action
  - Reject action

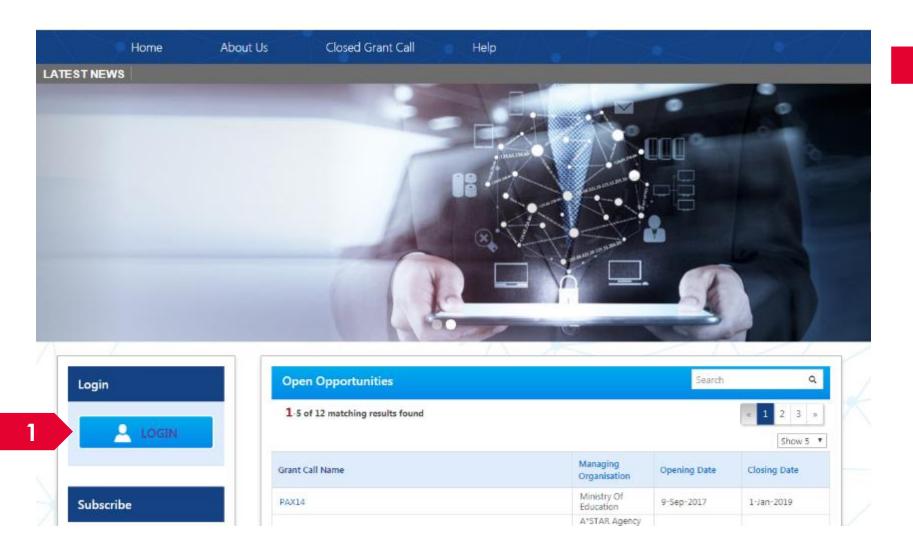




## **Login in IGMS**



### Logging in IGMS



1 Click on **Login** 

**.....**:



### Logging in IGMS

2



#### **Host Institution Users**

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

2

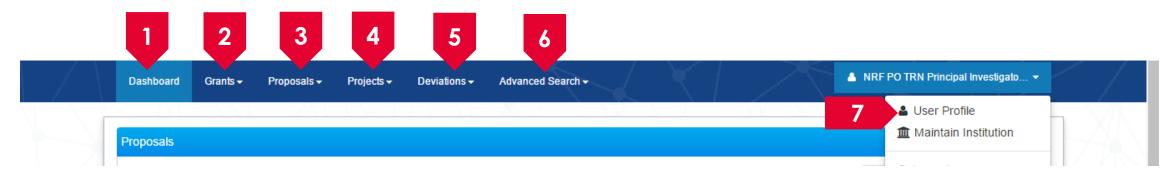
Users performing transactions on behalf of their company should use the "Host Institution Users" login option.



### **Links and Menus in IGMS**



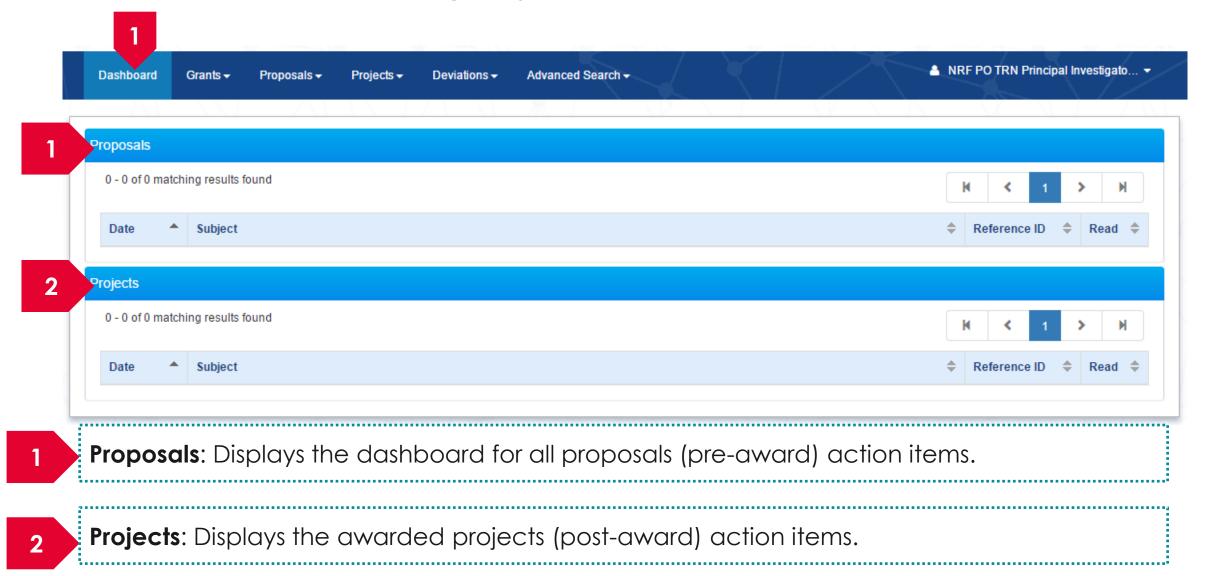
### Links and Menus in IGMS



- 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 Projects: Displays the awarded projects under the user's institution
- 5 Deviations: Creates a new deviation and displays all submitted deviation requests
- Advance Search: Displays the search for Grant Calls, and Awarded Projects
- **7 Suser Profile**: Displays the user profile like name, id number, nationality, email address, etc.



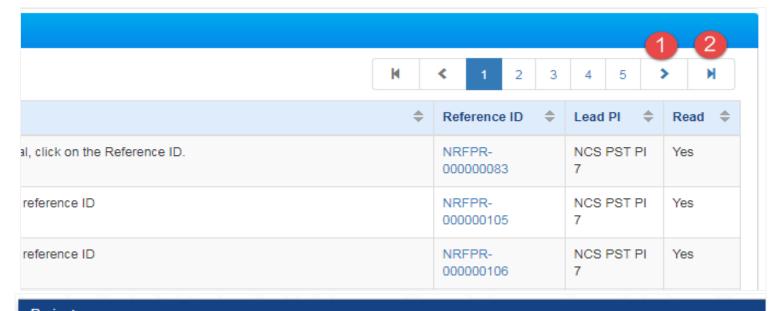
### Links and Menus in IGMS

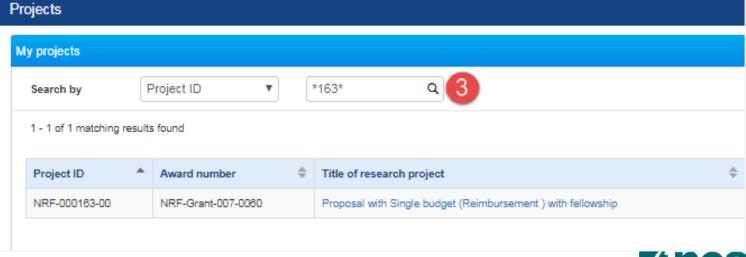




### Overview and Navigation of IGMS

- 1 Use the > arrow button to view next page for multiple pages view. And < arrow button to view previous page.
- Use arrow button to switch to the last page. And arrow button to view the first page.
- 3 Use search box to search a record. A syntax \*\* (star) can be use to search record like / similar (not exact match)





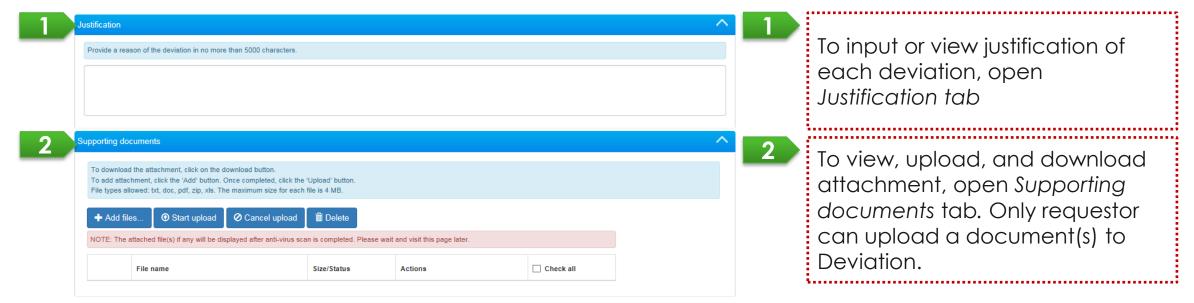
### **Deviation Overview**



### **Deviation Overview - 1**

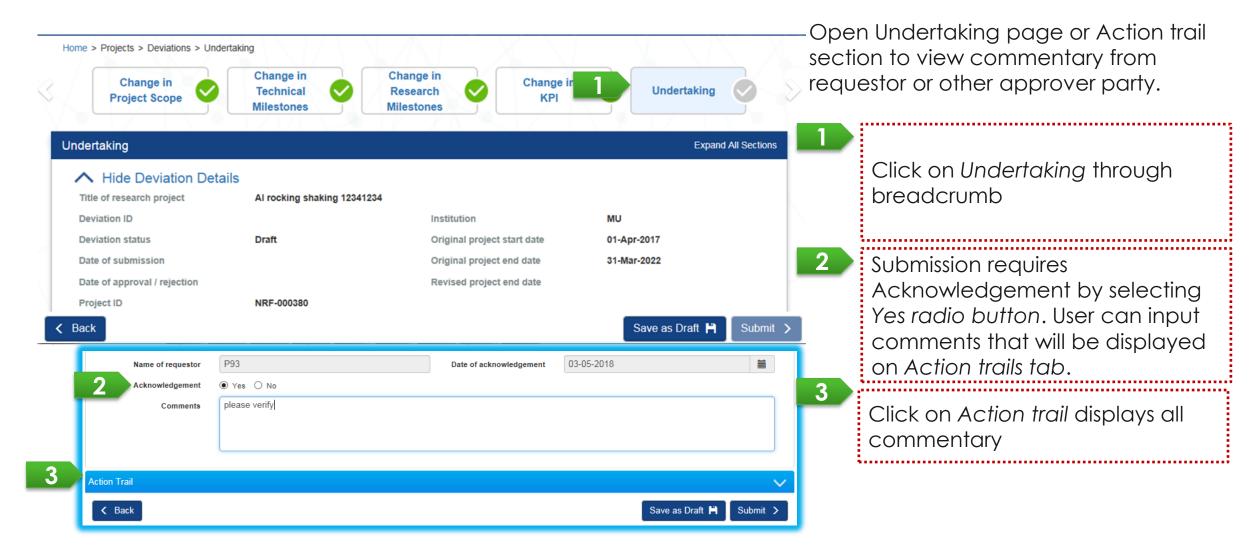
Requestor provides Justification and Supporting document on the section below. Please note that system accepts file with size up to 4 MB and below file types:

.txt, .doc, .pdf, .zip, .xls, and .xlsx





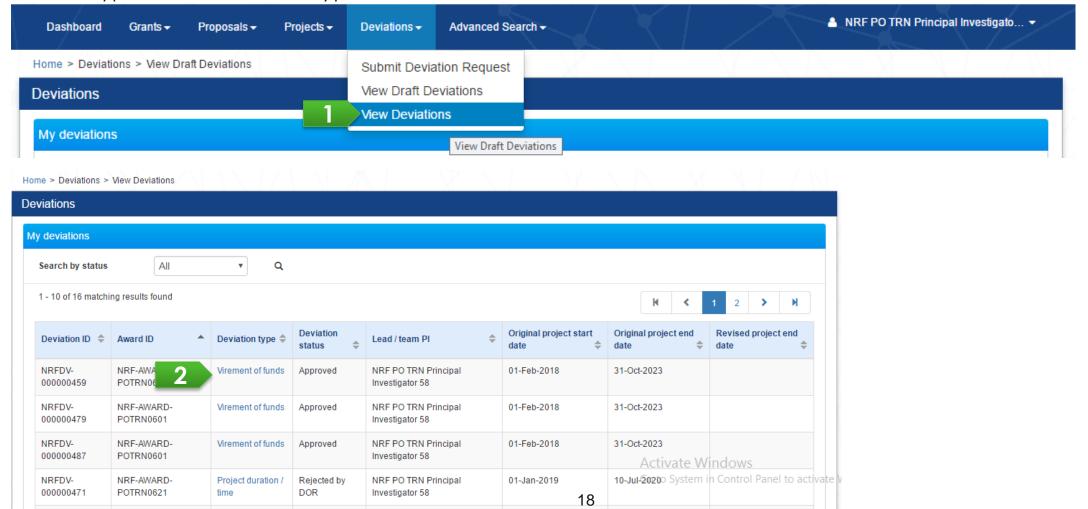
### Deviation Overview - 2





### **Deviation Overview - 3**

User can view all deviations submitted for his/her project(s) through Deviations/ View Deviations. Click on the hyperlink of Deviation type to view its detail.





### Deviation Types

- Change in project scope
- Change in project duration
- Change of research team
- Change in institution
- Change in Al
- Virement of funds
- Trim project budgets
- Change in supplemental funding for human capital
- Exceptional Cases
- Deviation resubmission



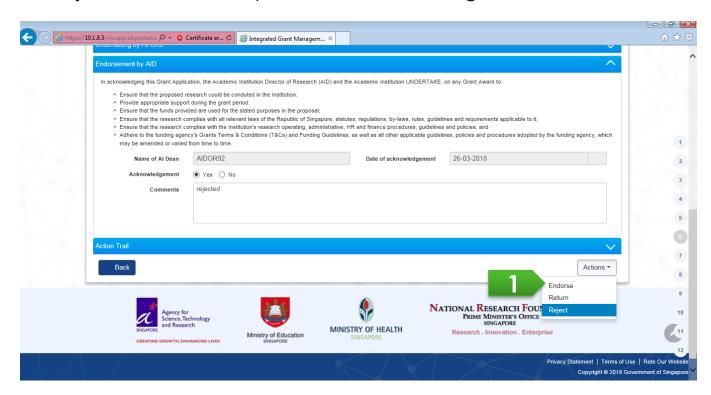
Validation on Submission / Verification / Endorsement



## Validation on Submission / Verification / Endorsement - 1

System validation has been put in place to prevent endorsement of deviation requests under the following scenarios:

- Deviation requests (except project extension) endorsed during the last 3 months from the end of the term
- ii. Project extension request endorsed during the last 6 months of the original end of the term.



#### To Note

1

When user clicks on Endorse button, system will display an error message when today is less than 3 months from the end of term (or less than 6 months from original end of the term for Project extension). Refer to the next slide for some scenarios explaining the validation.

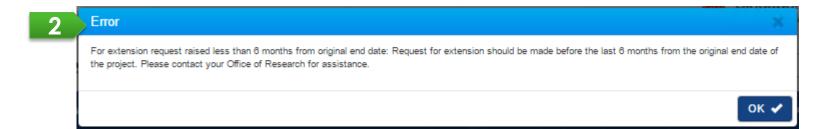


## Validation on Submission / Verification / Endorsement - 2

System displays below error message when:

- Deviation request (except project extension) is submitted/verified/endorsed less than 3 months from the end of the term
- 2 Project extension request is submitted/verified/endorsed less than 6 months from the original end of the term







# Validation on Submission / Verification / Endorsement (All Deviations except for Project Extension) - 3

•			I	J	,
	Scenario type	Original Project End Date	Revised Project End Date	Last Date of Submission (based on Pl submission/ORE verification/DOR endorsement date)	Example of Deviation Submission
	A project with no extension and no termination	31 Dec 2019	-	3 months (93 days) before 31 Dec 2019	User can submit a deviation until 29 Sept 2019. Beyond that, system prompts
					"Request for deviation should be made before the last 3 months from the end date of the project. Please contact your Office of Research for assistance."
	A project with an extended project end date	31 Dec 2019	30 Jun 2020	3 months (93 days) before 30 June 2020	User can submit a deviation until 29 Mar 2020. Beyond that, system prompts the above error message.
	A project with a terminated/shorten ed project	31 Dec 2019	31 Mar 2019	3 months before 31 Mar 2019	User can submit a deviation until 28 Dec 2018. Beyond that, system prompts the above error message.

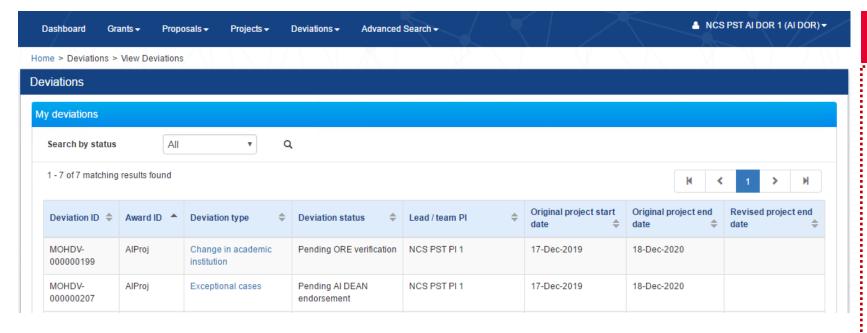
# Validation on Submission / Verification / Endorsement (for Project Extension) - 4

Scenario type	Original Project End Date	Revised Project End Date	Last Date of Submission (based on PI submission/ORE verification/DOR endorsement date)	Example of Project Extension Submission
A project with no extension and no termination	31 Dec 2019	-	•	User can submit project extension until 30 Jun 2019. Beyond that, system prompts
				"For extension request raised less than 6 months from original end date: Request for extension should be made before the last 6 months from the original end date of the project. Please contact your Office of Research for assistance."





Deviation will be updated to "Pending AI DOR endorsement" status after AI ORE verifies "Change in AI Institution" and "Exceptional Cases" under a project with an AI.



#### To Note

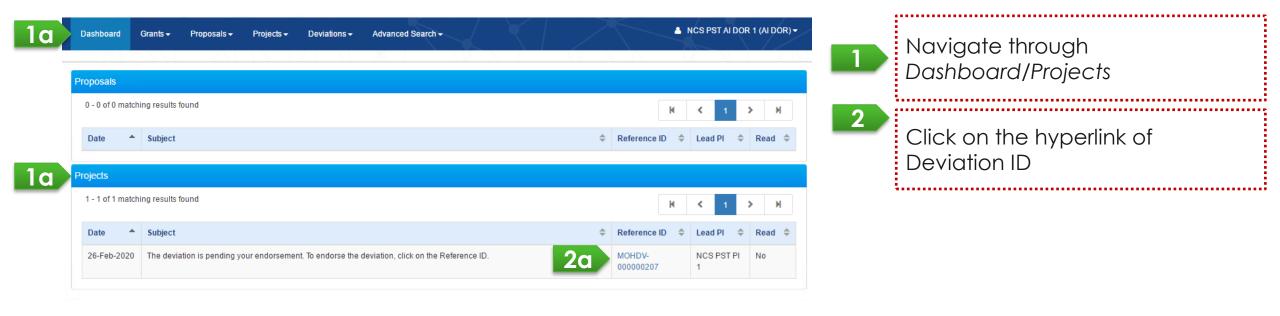
Should an AI DOR resign, the AI DOR should ensure that all outstanding items pending AI DOR action is returned to the AI ORE prior to leaving the organisation, to avoid the workflow getting disrupted. The ORE can subsequently reassign the item to another AI DOR.



# Workflow of "Pending AI DOR endorsement" deviation (through Dashboard) - 2

After a deviation is updated to "Pending AI DOR endorsement", AI DOR can find the deviation through:-

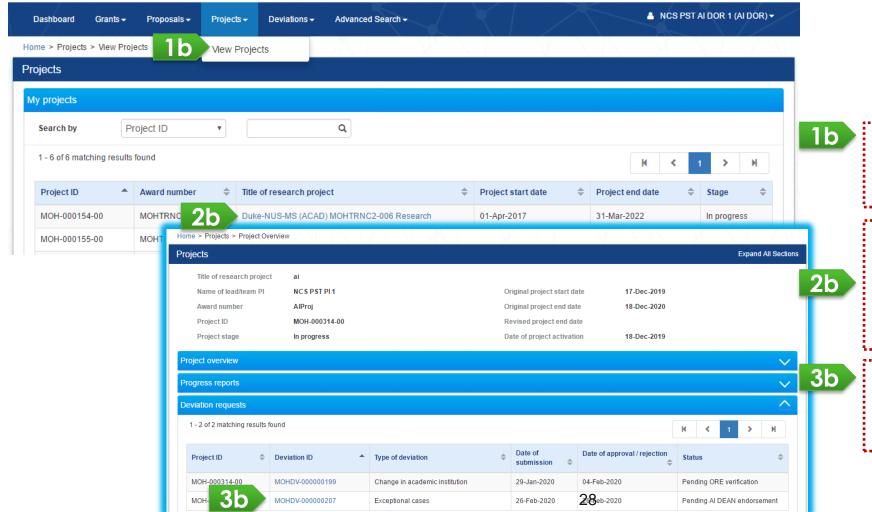
a. Login Portal as AI DOR role and access Dashboard/Projects page, or





# Workflow of "Pending AI DOR endorsement" deviation (through Project Overview) - 3

b. Navigate to project page and open deviation list section through: Projects/View projects/ and click on the hyperlink of Title of research project



#### **To Note**

For Change in Academic Institution, new AI ORE and AI DOR will only receive notification through dashboard and email

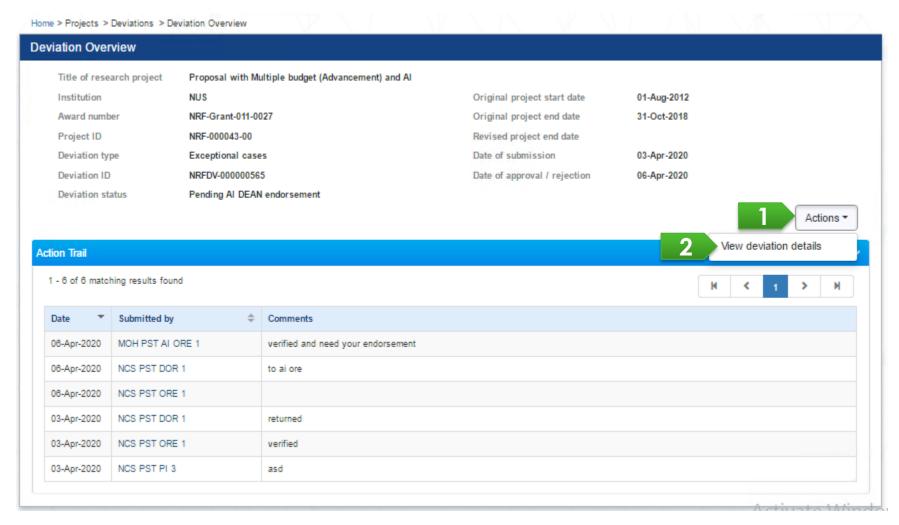
Navigate through *Projects/View projects* 

After View projects page is loaded, select a project and click on its Title of research project hyperlink

Click on the hyperlink of a deviation ID with status "Pending AI DOR endorsement"

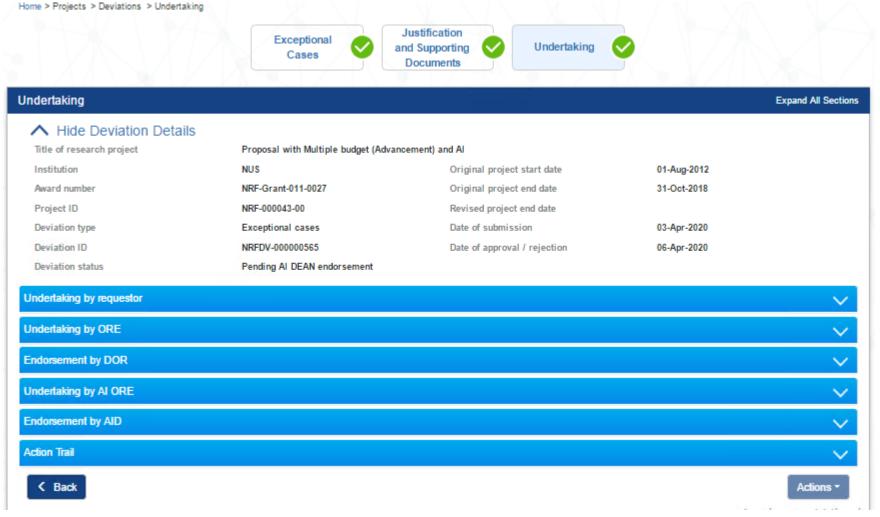


Click on Actions button, then click on View deviation details button to open Deviation details page.





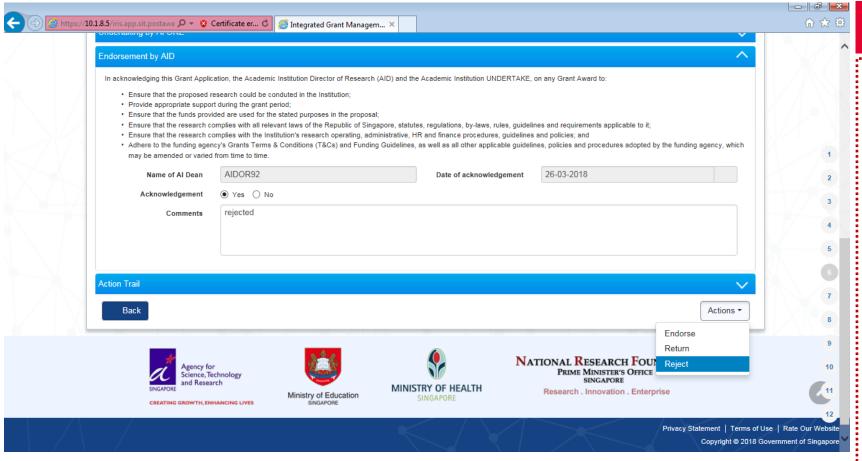
Navigate through navigation pane to view details of deviation. Open Undertaking by clicking on the *Undertaking* section.





6

User should acknowledge before submitting any action by selecting "Yes" radio button under Undertaking by AI DOR section.



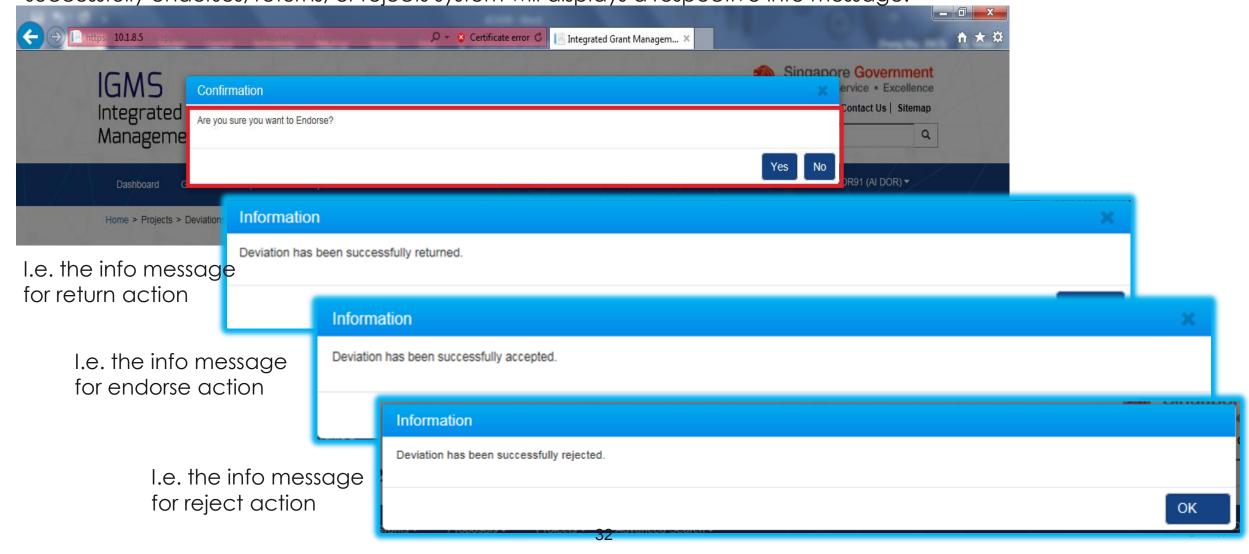
#### To Note

#### AI DOR can either:-

- Endorse by clicking on Endorse button and system will update deviation status to be "Submitted to PM"
- Return by clicking on Return button and system will return the deviation to ORE of requester and will set the deviation status as "Pending ORE verification"
- Reject by clicking on Reject button and system will stop the workflow and update deviation status to be "Rejected by DOR"



System displays a confirmation dialog upon endorsing, rejecting, or returning a deviation. After user successfully endorses, returns, or rejects system will displays a respective info message.

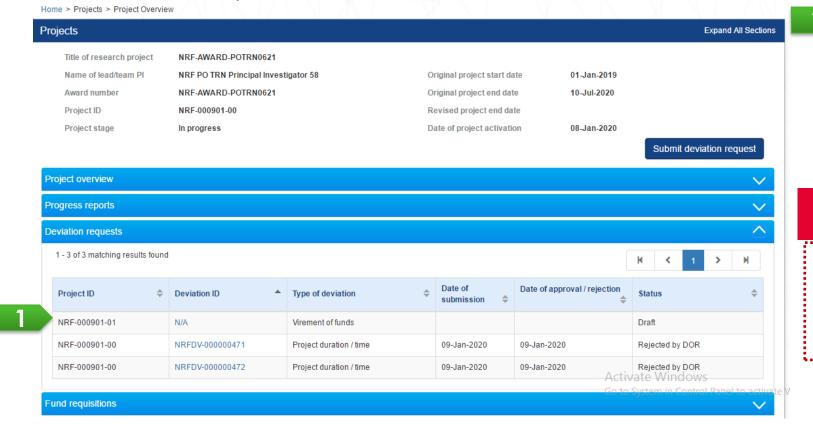


### **Data Segregation**



### Data Segregation - 1

In Projects List and Project Overview page, AI DOR views all projects and deviations which have been submitted under his/her Academic Institution.



Project ID/sub-project ID is a unique number generated by system for each PI who manages project budget/information. Each deviation is related to its respective Project ID.

### To Note

After selecting a project, expand the various sections to view the project information or transactions which were submitted under the AI DOR's Institution



### Action Trails - 1

System displays comments and the date of submission on Action trails section. Users may use this section as exchange of feedbacks, instructions, or clarifications.

