

# IGMS Deviation AI ORE



#### Document Versions

Version No	Date	Prepared By	
1.0	Mar-2018	Hendrianto	Initial Version.
1.1	20-Jun-2018	Hendrianto	Enhancement on material after system(all phases) go-live
2.0	07-Aug-2019	Hendrianto	Incorporated CR COMM-2018-0013 Deviation Dependency
2.1	26-Feb-2020 03-Apr-2020	Hendrianto & Fauzi Azhat	Incorporated CR COMM-2018-0012, COMM-2019-0039, COMM-2019-0044, 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-May-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	AIORE	Academic Institution Office of Research
5	AIDOR	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	5-0ct-18	31-May-19	blank	Pending Submission	No
	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	Yes
	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 pgogress

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 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 ORE verification" deviation :
  - Deviation in Portal
  - Route deviation to "Pending AI ORE verification" status
  - AI ORE's access to view and work on the deviation
  - Verify action
  - Return action



#### Login in IGMS



### Logging in IGMS







Open Opportunities		Search	۹
1-5 of 12 matching results found			< 1 2 3 »
			Show 5 T
Grant Call Name	Managing Organisation	Opening Date	Closing Date
PAX14	Ministry Of Education	9-5ep-2017	1-Jan-2019
	A*STAR Agency		



#### 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



# Links and Menus in IGMS

0 - 0 of 0 matching results found       H       1         Date       Subject       Projects         0 - 0 of 0 matching results found       H       1         Date       Subject       Projects         0 - 0 of 0 matching results found       H       1         Date       Subject       Projects	Proposals	
Date       Subject         Projects         0 - 0 of 0 matching results found         M       1         Date       Subject	0 - 0 of 0 matching results found	K < 1 >
Projects         0 - 0 of 0 matching results found         Date       Subject         Reference ID       Read	Date 📤 Subject	Reference ID
Date  Subject Reference ID Read	Projects 0 - 0 of 0 matching results found	
	Date 📤 Subject	Reference ID
<b>Dreme and a</b> Dialatory of the attack of a state of a weat for a culture reaction (a weat) and the reaction of	<b>D</b> rana a galas Diara lau ya tika a	



#### Overview and Navigation of IGMS

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.

Use search box to search a record. A syntax \*\* (star) can be use to search record like / similar (not exact match)

3

	K	1 2 3	4 5	) 2 )
	\$	Reference ID 🔶	Lead PI 🔶	Read 🔶
al, click on the Reference ID.		NRFPR- 000000083	NCS PST PI 7	Yes
reference ID		NRFPR- 000000105	NCS PST PI 7	Yes
reference ID		NRFPR- 000000106	NCS PST PI 7	Yes

Search by	F	Project ID 🔹		*163* Q 3	
1 - 1 of 1 matching	result	s found			
		Award number	۵	Title of research project	
Project ID	_	Award Humber	*		



#### **Deviation Overview**

1......



#### 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

Justification       Provide a reason of the deviation in no more than 5000 or	haracters.				To input or view justification of each deviation, open Justification tab
2 Supporting documents To download the attachment, click on the download but To add attachment, click the 'Add' button. Once comple File types allowed: txt, doc, pdf, zip, xls. The maximum + Add files ③ Start upload ② Cance NOTE: The attached file(s) if any will be displayed after File name	on. ed, click the 'Upload' button. kize for each file is 4 MB. el upload	wait and visit this page later.	Check all	2	To view, upload, and download attachment, open Supporting documents tab. Only requestor can upload a document(s) to Deviation.



#### 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.

Dashboard	Grants <del>-</del> P	roposals <del>-</del> P	Projects 🗸	Deviations <del>-</del>	Advanced	Search <del>-</del>			💧 NRF PO TRN Princij
Home > Deviat	ons > View Draft D	)eviations	$\sum A$	Submit Devia	tion Reques	st		N N	
eviations				View Draft De	eviations				
My deviation	•		-12	View Deviatio	ns				
wy deviation	5				View Draft	Deviations			
ne > Deviations >	View Deviations								
viations									
y deviations									
Search by status	All	• Q							
1 - 10 of 16 matchi	ng results found						K <	1 2 <b>&gt;</b> M	
Deviation ID 🔶	Award ID	Deviation type 🖨	Deviation status 🜲	Lead / team Pl	÷	Original project start date	Original project end date	Revised project end date	
NRFDV- 000000459	NRF-AWA POTRNOG 2	Virement of funds	Approved	NRF PO TRN Pri Investigator 58	incipal	01-Feb-2018	31-Oct-2023		
NRFDV- 000000479	NRF-AWARD- POTRN0601	Virement of funds	Approved	NRF PO TRN Pri Investigator 58	incipal	01-Feb-2018	31-Oct-2023		
NRFDV- 000000487	NRF-AWARD- POTRN0601	Virement of funds	Approved	NRF PO TRN Pri Investigator 58	incipal	01-Feb-2018	31-Oct-2023 Activate W	indows	
NRFDV- 000000471	NRF-AWARD- POTRN0621	Project duration / time	Rejected by DOR	NRF PO TRN Pri Investigator 58	incipal	01-Jan-2019	10-Jul-2020 System	n Control Panel to activ	ate V
						18			



#### **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

Verify

21

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

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

Apply dev	viation	
Apply dev	viation	
Please	choose one of the deviation types below.	1
Chan	nge in institution	_
O Chan	nge in project duration / time	
Chan	nge in project scope	Č.
Chan	nge in research team	$\sim$
Exce	eptional cases	~
🔘 Trim j	project budget	nd/or
O Virem	nent of funds / change or add in equipment / manpower	
	1a Next >	
	Action Trail	$\sim$
	< Back	Actions -

#### After user selects a Deviation type and clicks on Next button, or Clicks on Verify 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 :



2 Project extension request is submitted/verified/endorsed less than 6 months from the original end of the term

1	Ептог	×
_	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.	
		ок 🗸





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

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 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	-	6 months (184 days) before 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 ORE verification" status after HI DOR endorses "Change in AI Institution" and "Exceptional Cases" under a project with an AI.

For Change in Academic Institution requests, new AI ORE will receive notification after HI DOR of requester endorses.

Name of DOR	NCS PST DOR 1	Date of acknowledgement	03/04/2020	<b></b>
Acknowledgement	⊛ Yes ◎ No			
Comments	input comment here			
n Trail				
				( . r.
Back				Actions



# Workflow of "Pending AI ORE verification" deviation (through Dashboard) - 2

After a deviation is updated to "Pending AI ORE verification", AI ORE can find the deviation through: a. Login Portal as ORE role and access Dashboard/Projects page, or

roposals	tobing results found					Dashboard/Projects
		M K 1 2	3 4 5	> M	2a	t
Date 🔺	Subject	Reference ID	Lead Pl 🔶	Read 🌻		Click on the hyperlink of
16-Mar-2018	The proposal is pending your verification. To verify the proposal, click on the Reference ID.	TBANK-0004	NCS PST PI 3	Yes		Doviation ID
20-Mar-2018	The proposal is pending your verification. To verify the proposal, click on the Reference ID.	NCSUAT3-0063	NCS PST PI 1	Yes		
20-Mar-2018	The proposal is pending your verification. To verify the proposal, click on the Reference ID.	NCSUAT3-0085	NCS PST PI 1	No		· · · · · · · · · · · · · · · · · · ·
21-Mar-2018	The proposal is pending your verification. To verify the proposal, click on the Reference ID.	NCSUAT3-0002	NCS PST PI 1	Yes		
21-Mar-2018	The proposal is pending your verification. To verify the proposal, click on the Reference ID.	NCSUAT3-0006	NCS PST PI 1	Yes		
05-Apr-2018	The proposal is pending your verification. To verify the proposal, click on the Reference ID.	TA-May 2018-0006	NCS PST PI 4	No		
17-Apr-2018	The Letter of Award is pending for your verification. To verify the Letter of Award, click on the Reference ID.	NCSUAT3-0010	NCS PST PI 1	Yes		
18-Apr-2018	The proposal is pending your verification. To verify the proposal, click on the Reference ID.	NRFGC2-0001	NCS PST PI 4	Yes		
22-Apr-2018	The proposal is pending your verification. To verify the proposal, click on the Reference ID.	MOH-PROP-0018	MOH TRN Principal Investigator 9	No		
22-Apr-2018	The proposal is pending your verification. To verify the proposal, click on the Reference ID.	MOH-PROP-0019	MOH TRN Principal Investigator 10	No		
Projects					2	
61 - 70 of 71 ma	atching results found	<b>K K</b> 4 5	6 7 8	> И		
Date 🔺	Subject	Reference ID	💠 Lead Pl   🌩	Read 🜲		

#### Workflow of "Pending AI ORE verification" 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

Dashboard Grants ← Proposals ← Projects ← Deviations ← Advanced Search ←	▲ NCS PST AI ORE 2 (AI ORE) -	To Note
Home > Projects > View Projects         Projects         My projects         Search by       Project ID         1 - 6 of 6 matching results found	K < 1 > H	For Change in Academic Institution, new AI ORE and AI DOR will only receive notification through dashboard and email.
Project ID       Award number       Title of research project         MOH-000154-00       MOHTRNC1-0       Duke-NUS-MS (ACAD) MOHTRNC2-006 Research         MOH-000155-00       MOHTRNC1-007       Duke         MOH-000156-00       MOHTRNC1-008       Duke         Title of research project overview       Projects         MOH-000156-00       MOHTRNC1-008       Duke	Project start date       Project end date       Stage         01-Apr-2017       31-Mar-2022       In progres         Expand All Sections	Navigate through <i>Projects/View</i> projects
Name of lead/team PI       NCS PST PI 1         Award number       AIProj         Project ID       MOH-000314-00         Project stage       In progress         Project overview       Progress reports         Deviation requests       Deviation requests	Original project start date 17-Dec-2019 Original project end date 18-Dec-2020 Revised project end date Date of project activation 18-Dec-2019	After View projects page is loaded, select a project and click on its Title of research project hyperlink
1 - 2 of 2 matching results found Project ID ♦ Deviation ID ▲ Type MOH_000314.00 MOHDV-000000199 Cha MOH 3 b MOHDV-000000207 Exce Fund requisitions	vor deviation	Click on the hyperlink of deviation ID with status "Pending AI ORE verification"

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

Home > Projects > Deviations > Deviation Overview

De	viation Over	view					
	Title of resea	rch project					
	Institution	1	Nanyang Techno	ogical University	Original project start date	17-Dec-2019	
	Award numb	er /	AIProj		Original project end date	18-Dec-2020	
	Project ID	N	MOH-000314-01		Revised project end date		
	Deviation typ	De E	Exceptional case	s	Date of submission	26-Feb-2020	
	Deviation ID	N	MOHDV-0000002	07	Date of approval / rejection	26-Feb-2020	
	Deviation sta	atus F	Pending AI ORE	erification			
							Actions -
A	ction Trail					2	View deviation details
	1 - 3 of 3 matchi	ng results found				[	H < 1 > H
	Date 💌	Submitted by	¢	Comments			
	26-Feb-2020	NCS PST DOR 2		endorsed			



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

Home > Projects > Deviations > Undertaking				
	Exceptional Cases	Justification and Supporting Documents	•	
Undertaking				Expand All Sections
∧ Hide Deviation Details				
Title of research project	Proposal with Multiple budget (A	dvancement) and Al		
Institution	NUS	Original project start date	01-Aug-2012	
Award number	NRF-Grant-011-0027	Original project end date	31-Oct-2018	
Project ID	NRF-000043-00	Revised project end date		
Deviation type	Exceptional cases	Date of submission	03-Apr-2020	
Deviation ID	NRFDV-000000565	Date of approval / rejection	06-Apr-2020	
Deviation status	Pending AI ORE verification			
Undertaking by requestor				$\sim$
Undertaking by ORE				$\sim$
Endorsement by DOR				$\sim$
Undertaking by AI ORE				
Action Trail				$\sim$
K Back				Actions -



User should acknowledge before submitting any action by selecting "Yes" radio button under Undertaking by AI ORE section. AI ORE should select an AI DOR (AI DOR) upon verifying a Deviation.

I hereby declare that all the infor misleading information.	rmation in this request is accurate and complete to	the best of my knowledge and that I would be res	ponsible for the consequences of provid	ing false and/or		
Name of AI ORE	MOH PST AI ORE 1	Date of acknowledgement	06/04/2020	<b></b>		
Acknowledgement	🖲 Yes 🔘 No	Name of Al Dean	MOH PST AI DOR 1		·	AI ORE can either:-
Comments	input comment here					<ul> <li>Verify by clicking on Verify button, the deviation will be routed to the selected AI DOR and deviation status will be set</li> </ul>
Action Irail					$\sim$	as "Pending AI DOR
< Back				Action	s •	endorsement" and notify Al
#		Na <sup>*</sup>	Verify Retum	DATION		<ul> <li>DOR through email and dashboard notification</li> <li>Return by clicking on Return button, the deviation will be</li> </ul>

as "Pending ORE verification"

returned to HI ORE of requester and deviation status will be set

System displays a confirmation dialog upon verifying or returning a deviation. After user successfully verifies or returns, system displays a respective info message.

	firmation	Singapore Government	632
Integrated Are your Manageme	ou sure you want to Verify?	Contact Us   Sitemap	
Dashboard G		Yes No RE91 (AI ORE) -	1
the infe massage			
	Information		
return action	Information Deviation has been successfully returned.		×
eturn action	Information Deviation has been successfully returned.		×
I.e. the info messo for verify action	Deviation has been successfully returned.  Information  OGE Deviation has been successfully accepted.		

User should select an AI DOR (AI DOR) when verifying a deviation. System will display below warning message if user does not mention any AI DOR upon verifying.

		Singapore Government ervice • Excellence
Integrated Manageme	/ AI DOR approver.	Contact Us   Sitemap
Dashboard Granes roposa	ox mojecia v Auranceu asarch x	OK ✓
Home > Projects > Deviations > Undertail	ing	
	Nationality Waiver Request for Research Staff Documents Undertaking	
Undertaking		Expand All Sections

#### 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 re-assign the item to another AI DOR.



#### **Data Segregation**



#### Data Segregation - 1

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

	_								
rojects									Expand All Sectio
Title of research project		NRF-AWARD-POTRN0621							
Name of lead/team PI		NRF PO TRN Principal Invest	igator 58	C	)riginal project start da	ate 01-Jan-2019			
Award number		NRF-AWARD-POTRN0621		C	riginal project end da	te 10-Jul-2020			
Project ID		NRF-000901-00		F	evised project end da	te			
Project stage		In progress		D	ate of project activati	on 08-Jan-2020			
								Submit devia	tion request
Project overview									$\sim$
Progress reports									$\sim$
Deviation requests									$\sim$
1 - 3 of 3 matching results fo	ound						M	<b>*</b> 1	> N
Project ID	¢	Deviation ID	Type of deviation	\$	Date of submission \$	Date of approval / rejection	sta	tus	÷
NRF-000901-01		N/A	Virement of funds				Dra	ift	
NRF-000901-00		NRFDV-000000471	Project duration / time		09-Jan-2020	09-Jan-2020	Re	ected by DOR	
NRF-000901-00		NRFDV-000000472	Project duration / time		09-Jan-2020	09-Jan-2020	Re	ected by DOR	-
						Go	to Syst	em in Contro	, Panel to activ
Fund requisitions									$\sim$

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 ORE'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.

Title of rese	earch project	Proposal with M	ultiple budget (Advancement) and Al				
Institution		NUS		Original project start date	01-Aug-2012		
Award numl	ber	NRF-Grant-011-0	027	Original project end date	31-Oct-2018		
Project ID		NRF-000043-00		Revised project end date			
Deviation ty	/pe	Exceptional case	25	Date of submission	03-Apr-2020		
Deviation ID	)	NRFDV-00000056	5	Date of approval / rejection	06-Apr-2020		
Deviation st	tatus	Pending AI DEAN	l endorsement				
							Actio
ion Trail							
ion Trail - 6 of 6 mate	hing results found	i				н <	1 >
ion Trail - 6 of 6 mato Date 💌	thing results found	1	Comments			н <	1
on Trail - 6 of 6 mate Date 💌	thing results found Submitted by MOH PST AI O	d \$ RE 1	Comments verified and need your endorsement			И <	1 >
ion Trail - 6 of 6 mato Date 06-Apr-2020 08-Apr-2020	Submitted by MOH PST AI O NCS PST DOR	i ≑ RE 1 1	Comments verified and need your endorsement to ai ore			И <	1 >
on Trail - 6 of 6 mato Date 08-Apr-2020 08-Apr-2020 08-Apr-2020	hing results found Submitted by MOH PST AI O NCS PST DOR NCS PST ORE	1 \$ RE 1 1 1	Comments verified and need your endorsement to ai ore			н <	1
on Trail - 6 of 6 mato Date 06-Apr-2020 06-Apr-2020 06-Apr-2020 03-Apr-2020	thing results found Submitted by MOH PST AI O NCS PST DOR NCS PST ORE NCS PST DOR	1 RE 1 1 1 1 1	Comments verified and need your endorsement to ai ore returned			н <	1
Ion Trail           - 6 of 6 matc           Date            08-Apr-2020           08-Apr-2020           08-Apr-2020           08-Apr-2020           03-Apr-2020           03-Apr-2020           03-Apr-2020	thing results found Submitted by MOH PST AI O NCS PST DOR NCS PST ORE NCS PST DOR NCS PST ORE	4 RE 1 1 1 1 1	Comments verified and need your endorsement to ai ore returned verified			н <	1

