IGMS Deviation DOR

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Document Versions

Version No	Date	Prepared By	
1.0	Mar-2018	Hendrianto	Initial Version.
1.1	20-Jun-2018	Hendrianto	Incorporated CR#36
2.0	26-Jul-2019	Hendrianto	Incorporated CR COMM-2018-0013 Deviation Dependency
2.1	26-Feb-2020	Hendrianto	Incorporated CR COMM-2018-0012, COMM-2019-0039, COMM-2019-0044 and COMM-2019-0044A
2.2	31-Mar-2020 03-Apr-2020	Hendrianto	Incorporated CR COMM-2019-0004 and user feedbacks
2.3	13-May-2020	Hendrianto	Incorporated user feedbacks
2.4	27-May-2020	Hendrianto	Incorporated user feedbacks
2.5	30-Jun-2020 09-Jul-2020	Hendrianto	Incorporated user feedbacks CR COMM-2019-0004 Incorporated user feedbacks
2.6	05-May-2021	Ramakrishna Gunisetty	Updated the screenshots after SP CP brand refreshment (CR-2020E-0010)
2.7	16-Feb-2023	Ramakrishna Gunisetty	Incorporated CR-2021-0020

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Definitions, Acronyms and Abbreviations

Sl. 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 /AI Dean	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 (refer to the next slide)

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Definitions, Acronyms and Abbreviations

Sl. 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
	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)

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Definitions, Acronyms and Abbreviations

Sl. 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 l. Pending new HI DOR endorsement m. Pending workflow submission n. In progress

Definitions, Acronyms and Abbreviations

Sl. 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

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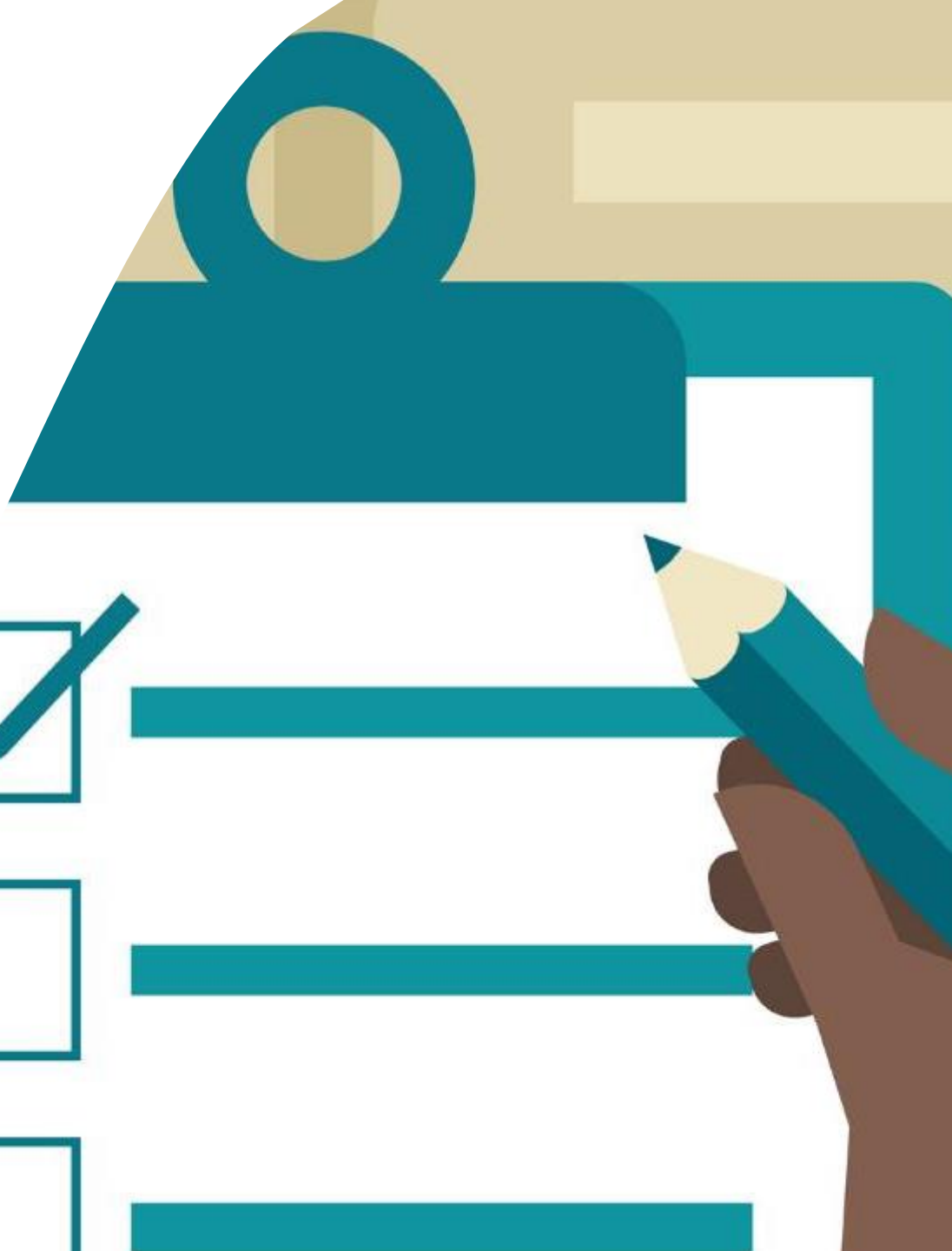
Learning Objectives

1. Deviation overview
2. Workflow of “Pending DOR endorsement” deviation
   - Deviation in Portal
   - Route deviation to “Pending DOR endorsement” status
   - DOR’s access to view and work on the deviation
   - Endorse action
   - Return action
   - Reject action
3. Download Deviation



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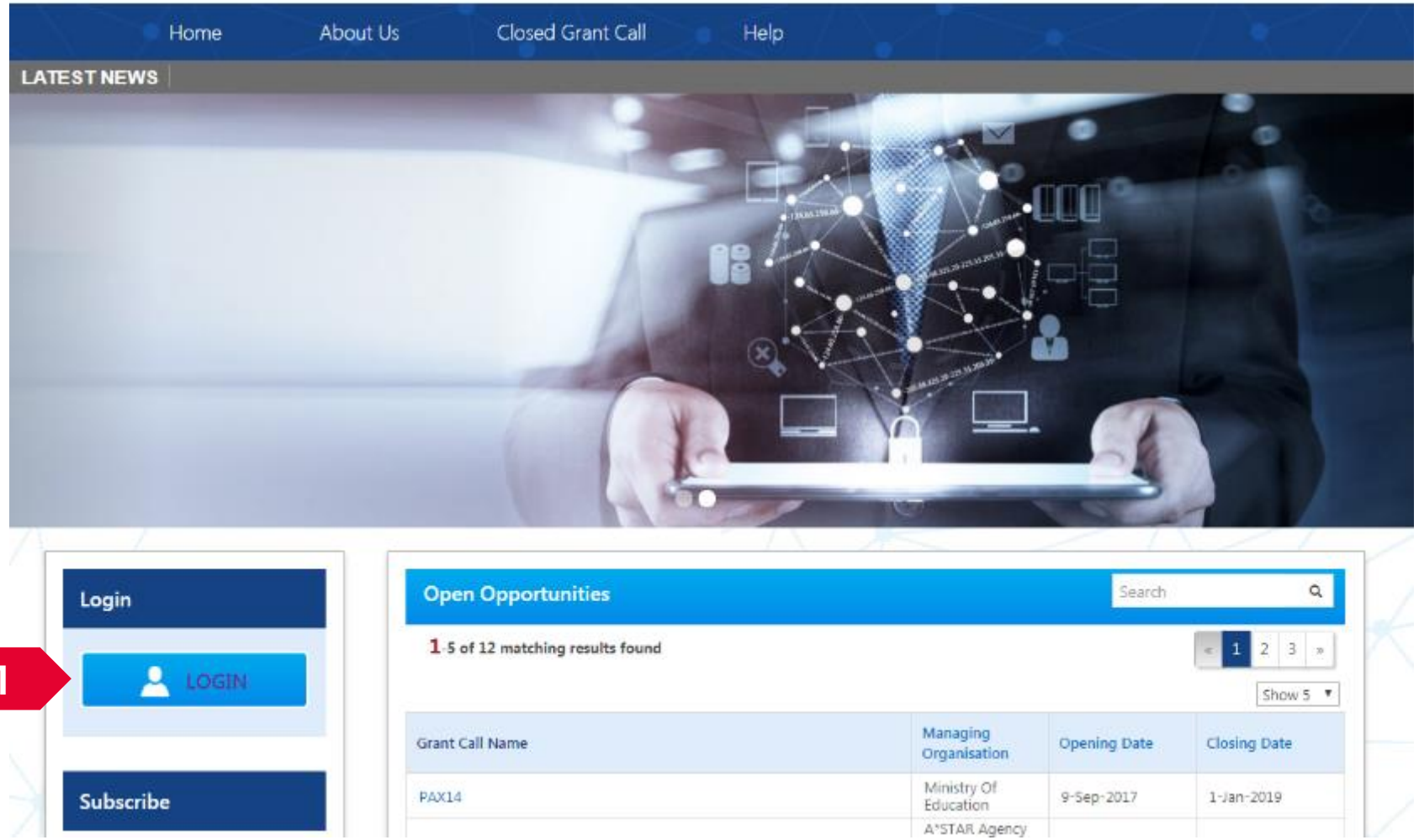
Login in IGMS

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

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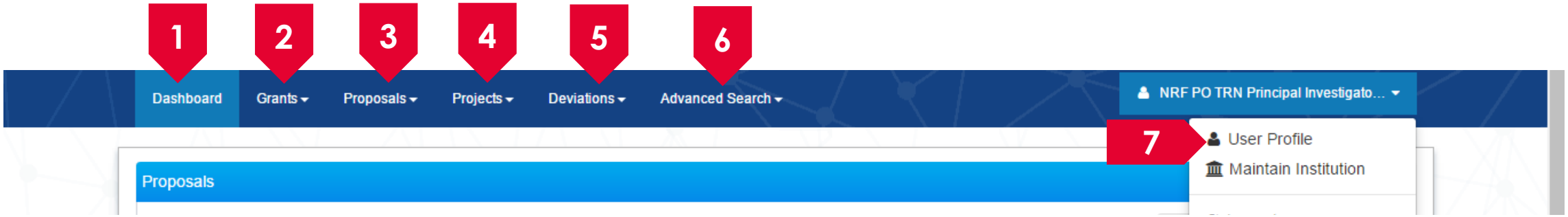
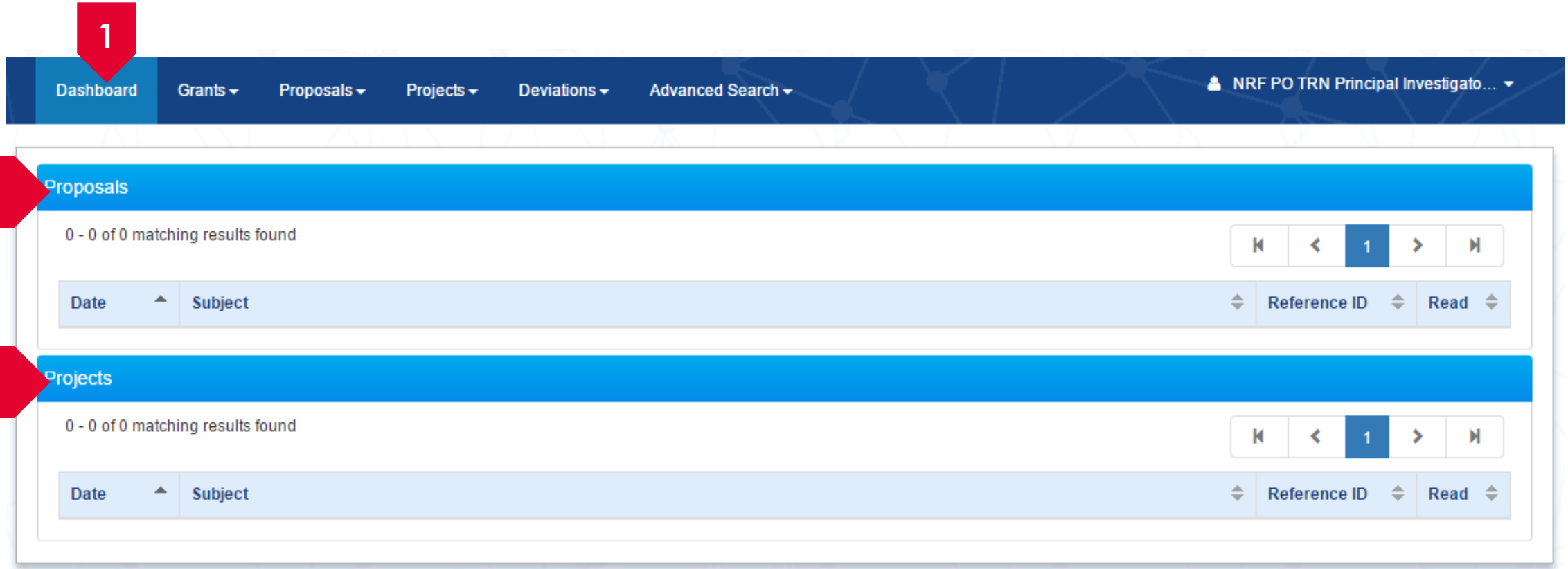
Links and Menus in IGMS



1. **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
6. **Advance Search**: Displays the search for Grant Calls, and Awarded Projects
7. **User Profile**: Displays the user profile like name, id number, nationality, email address, etc.

Links and Menus in IGMS



1 **Proposals**: Displays the dashboard for all proposals (pre-award) action items.

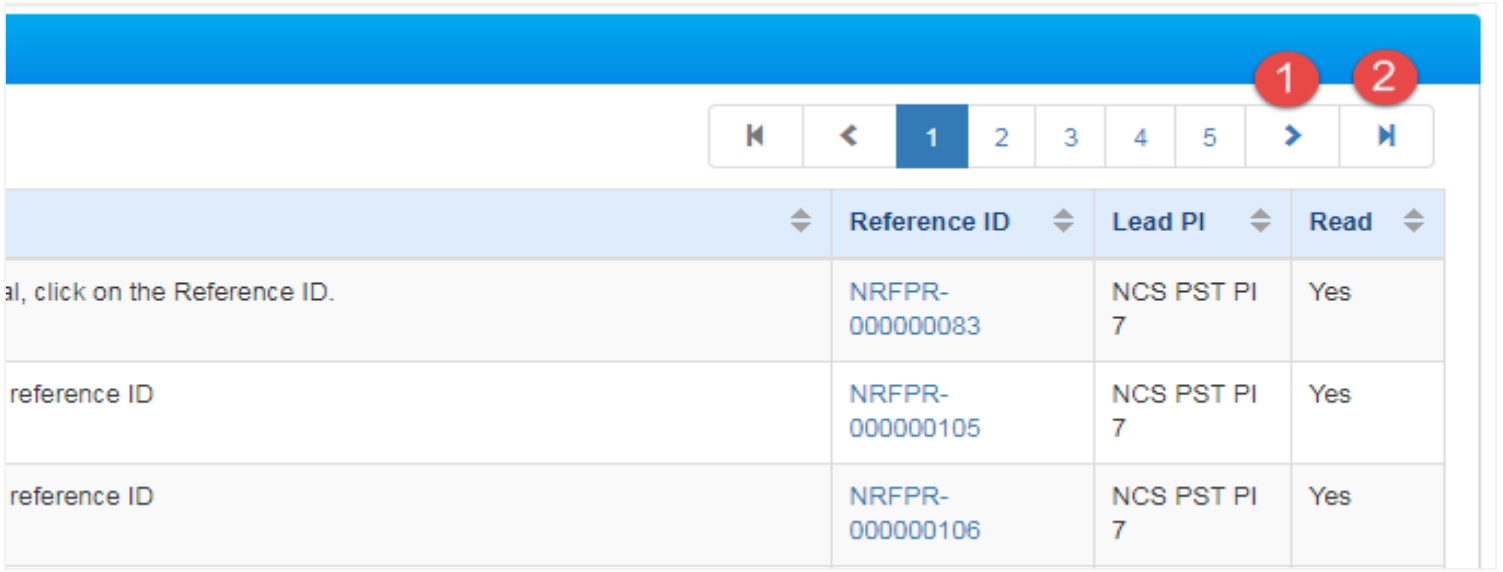
2 **Projects**: Displays the awarded projects (post-award) action items.

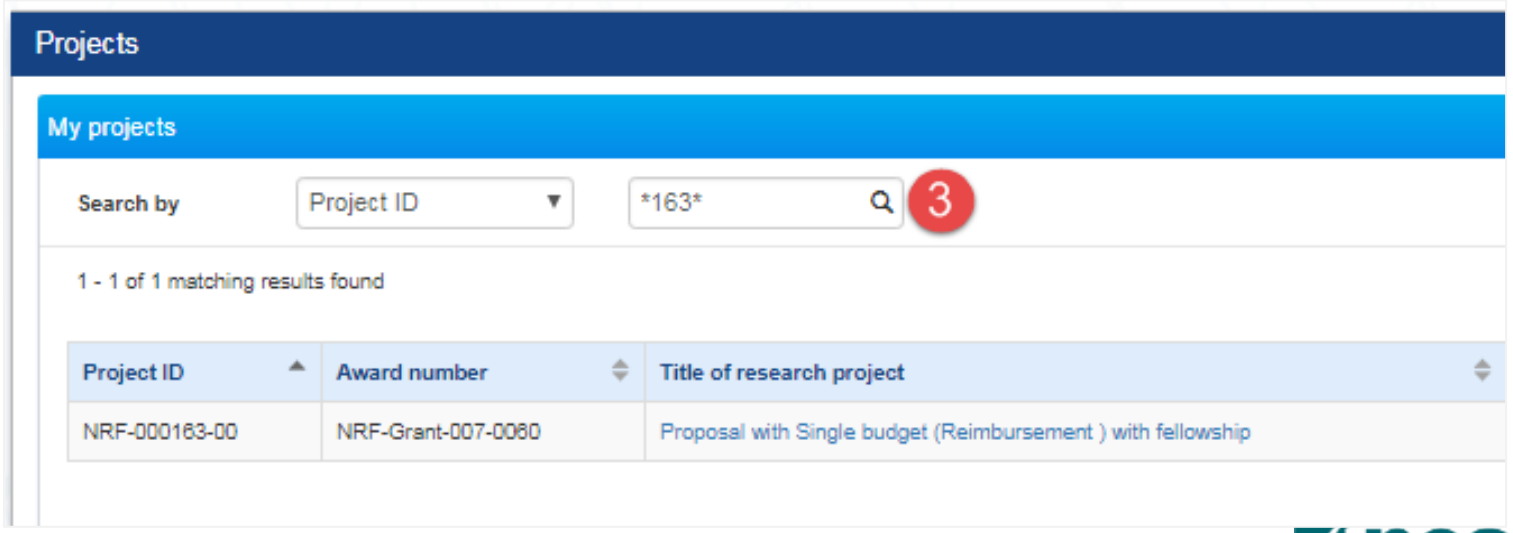
Overview and Navigation of IGMS

1. Use the › arrow button to view next page for multiple pages view. And ‹ arrow button to view previous page.

2. 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

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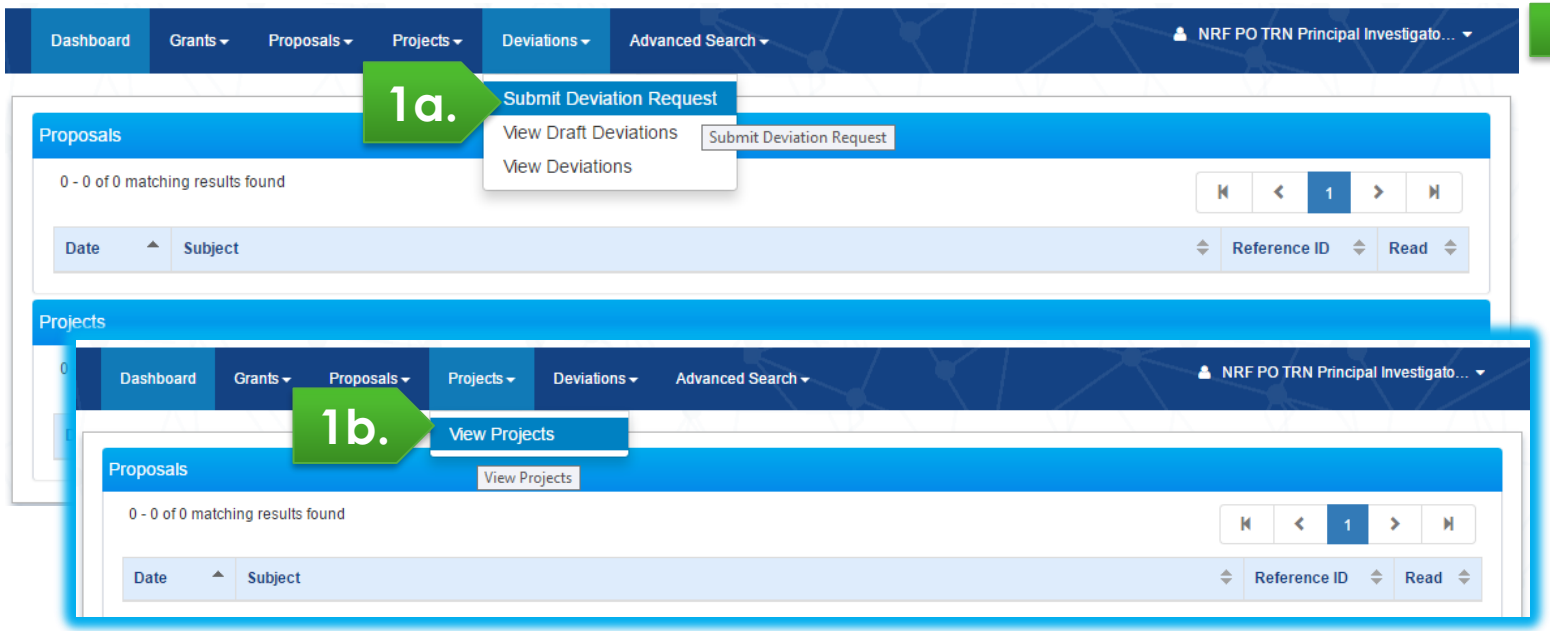
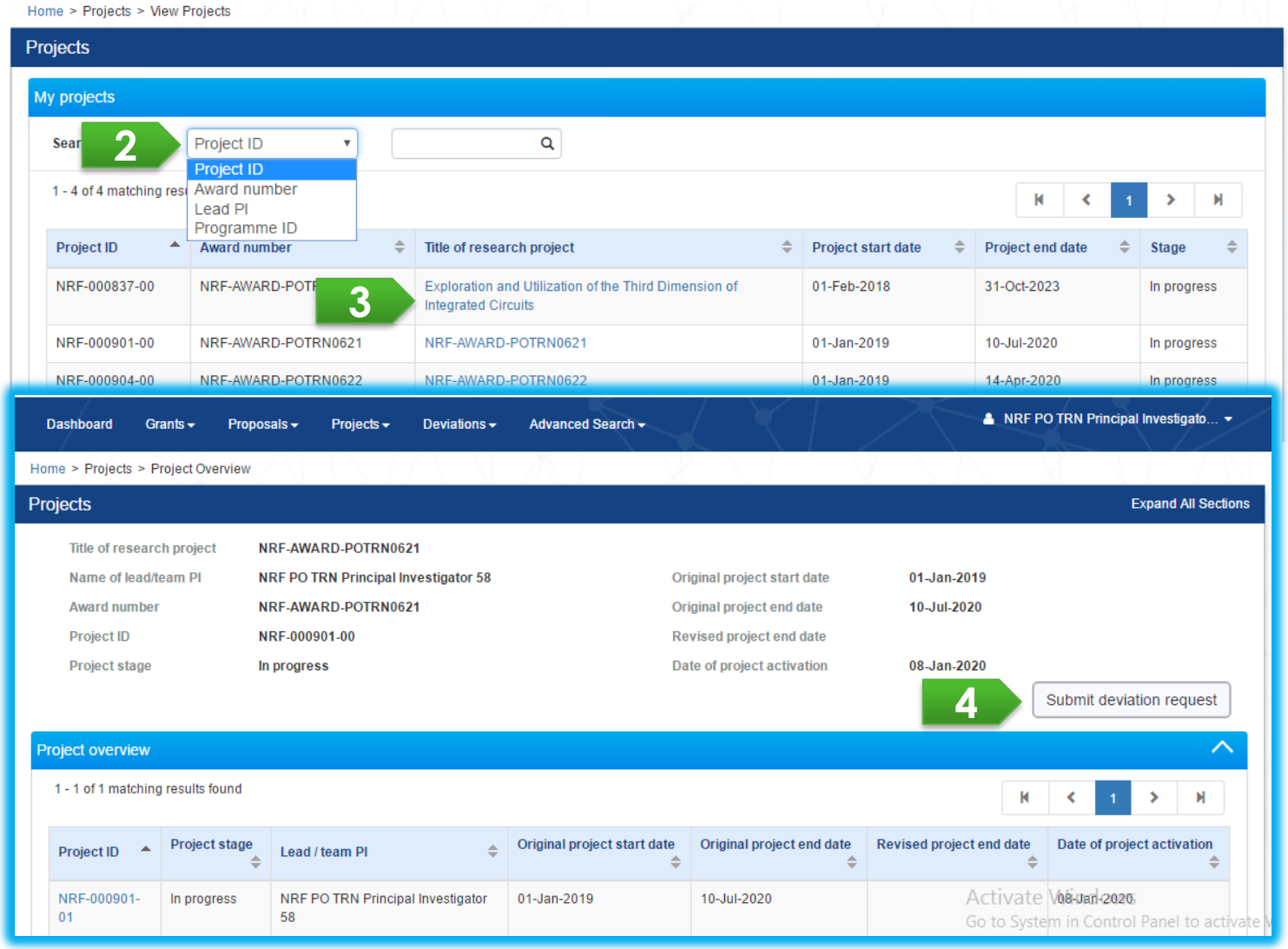
Deviation Overview - 1



1

Navigate either through
a. Deviations/Submit Deviation Request, or
b. Projects/View projects

Deviation Overview - 2



2 Under Search by, select the type of search parameter (Project ID, Award number, Lead PI or Programme ID). Input the search term in the text box. This search function allows for partial search by using * in the keyword (example: *837*). Click on the magnifying glass to search.

3 Select the project by clicking its Title of Research Project hyperlink.

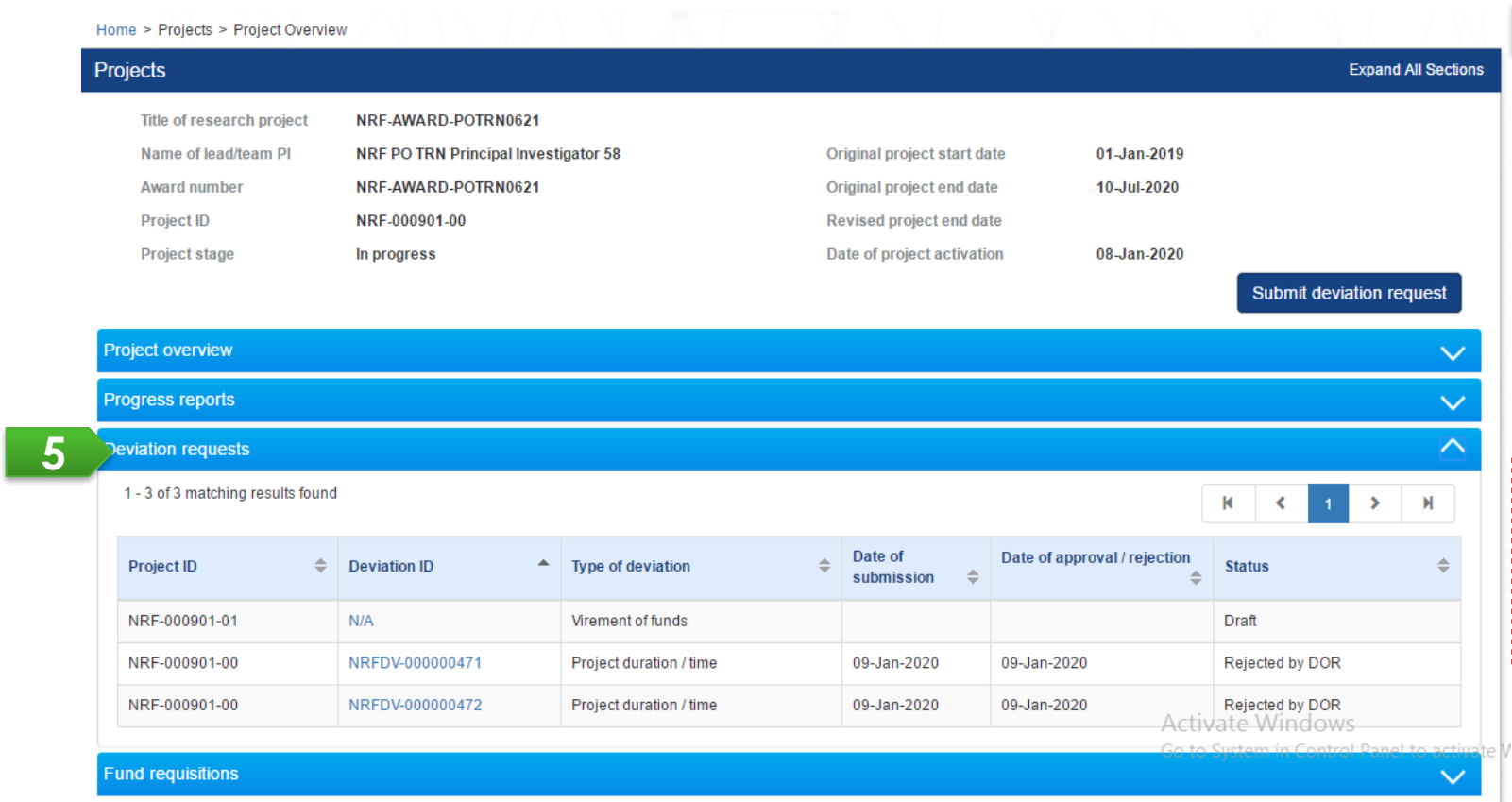
4 After the project overview page is loaded, click on Submit deviation request.

To Note

Refer to "Validation on Submission / Verification / Endorsement" to determine whether PI can request a deviation.

Deviation Overview - 3

To view the list of deviation request under the selected project, expand the Deviation Request section in the project overview page.



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

To Note

DOR can view all projects and its transactions which are submitted under his/her Institution.

Deviation Types

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

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Deviation Rule

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Deviation Rule - 1

Refer to the summary table below for the approving authority of the various deviation types:

Deviation Type	Approving Authority
Change in Project Scope	Grantor
Change in Project Duration	
Change of Research Team	
Change in Institution / Academic Institution	
Trim Project Budget	
Change in Supplemental Funding for Human Capital	
Exception Cases	
Fund Virement **(i) within vote virement** **(i) across vote virement of cumulative amount of <10% of the total project direct cost value**	DOR
Fund Virement **(i) across vote virement of cumulative amount of >10% of the total project direct cost value**	Grantor

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Cumulative Virement and Cumulative Percentage - 1

Cumulative virement to date ($) is the total amount which is vired across votes / sub-projects to date (inclusive with the current virement request).

System excludes "Budget trim amount" and "Virement within vote within sub-project" in this calculation.

Cumulative virement to date (%) is calculated by the following formula:

*Cumulative virement amount / Total direct cost of Award * 100%*

Refer to below scenario to understand how system calculates the "Cumulative virement to date"

1. A sub-project had the first virement request from EOM to EQP amounted to $100. System displayed the "Cumulative virement request" as $100.
2. Later on, other sub-project under the same Award ID requested a virement from EQP to OOE as much as $50. System displays the "Cumulative virement request" to be equivalent as $150.
3. Subsequently, a budget trim was raised to cut the sub-project budget amounted to -$100. System still displayed the "Cumulative virement request" as $150. System excludes budget trim from the calculation.
4. The current virement requested a virement within EOM within the sub-project amounted to $50. System still displayed the "Cumulative virement request" as $150. System excludes virement within vote within sub-project from the calculation.

Refer to the next slide for the above illustrations.

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Cumulative Virement and Cumulative Percentage - 2

Case 1 of Single Project:

Total direct cost of Award = $1,000.00

Total direct cost represents the **total Latest approved amount of an Award** excluding IDC.

Transaction No.	Project No. (Award ID)	Vote	Virement / Trim Amount (S$)	Cumulative Virement Request (S$)	Cumulative Virement %
Virement 01	Project-01	EOM	-100.00	100.00	10.00%
	Project-01	EQP	100.00		
Virement 02	Project-01	EQP	-50.00	150.00	15.00%
	Project-01	OOE	50.00		
Trim 03	Project-01	EOM	-100.00	150.00	15.00%
Virement 04 (within a vote to vire between line items)	Project-01	EOM	-100.00	150.00	15.00%
	Project-01	EOM	100.00		

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Cumulative Virement and Cumulative Percentage - 3

Total direct cost represents the **total Latest approved amount of Award** excluding IDC.

Example:

Case 2 of Multi-budget Project:

Total direct cost sub-project -01 = $600.00

Total direct cost sub-project -02 = $400.00

The total Latest approved direct cost of the Award = $600.00 + $400.00

Transaction No.	Project No. (under an Award ID)	Vote	Virement / Trim Amount (S$)	Cumulative Virement Request (S$)	Cumulative Virement %
Virement 01	Project-01	EOM	-100.00	100.00	10.00%
	Project-01	EQP	100.00		
Virement 02	Project-02	EQP	-50.00	150.00	15.00%
	Project-02	OOE	50.00		
Trim 03	Project-02	EOM	-100.00	150.00	15.00%
Virement 04 (within a vote to vire between line items)	Project-02	EOM	-100.00	150.00	15.00%
	Project-02	EOM	100.00		

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Validation on Submission / Verification / Endorsement

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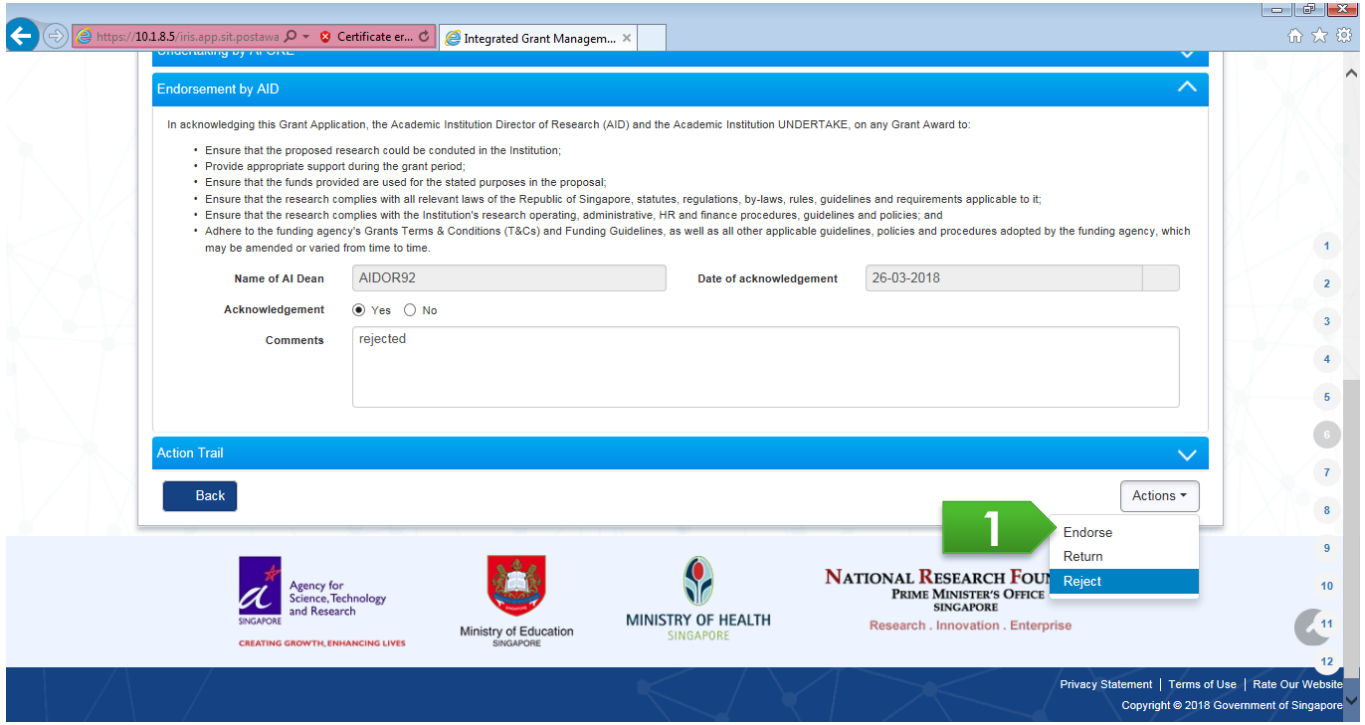
Validation on Submission / Verification / Endorsement - 1

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

i. 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

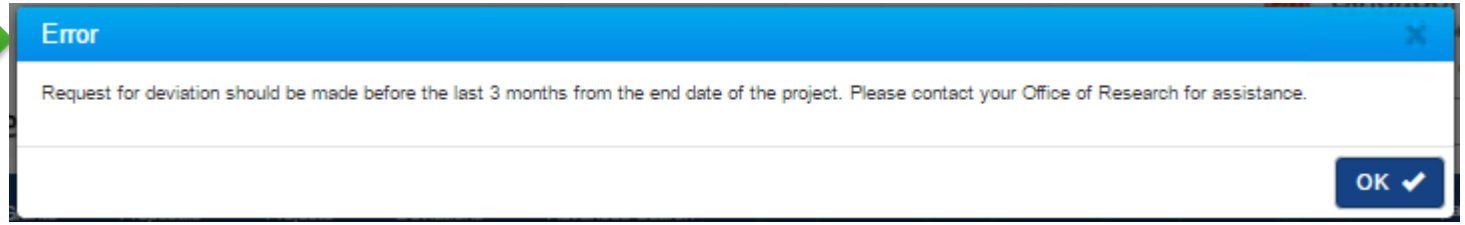
1 When user clicks on Endorse button, system will display an error message when today is less than 3 months from the end of term (or less than 6 months from original end of the term for Project extension). Refer to the next slide for some scenarios explaining the validation.

Validation on Submission / Verification / Endorsement - 2

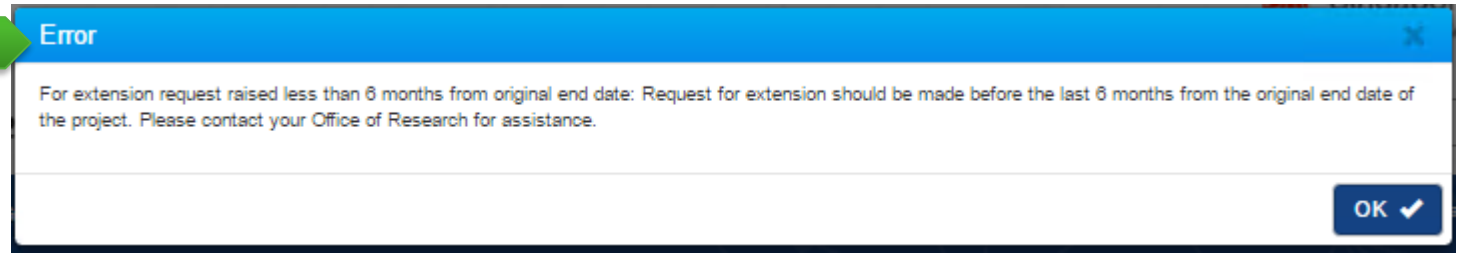
System displays below error message when :

1. 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

1



2



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/shortened 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.

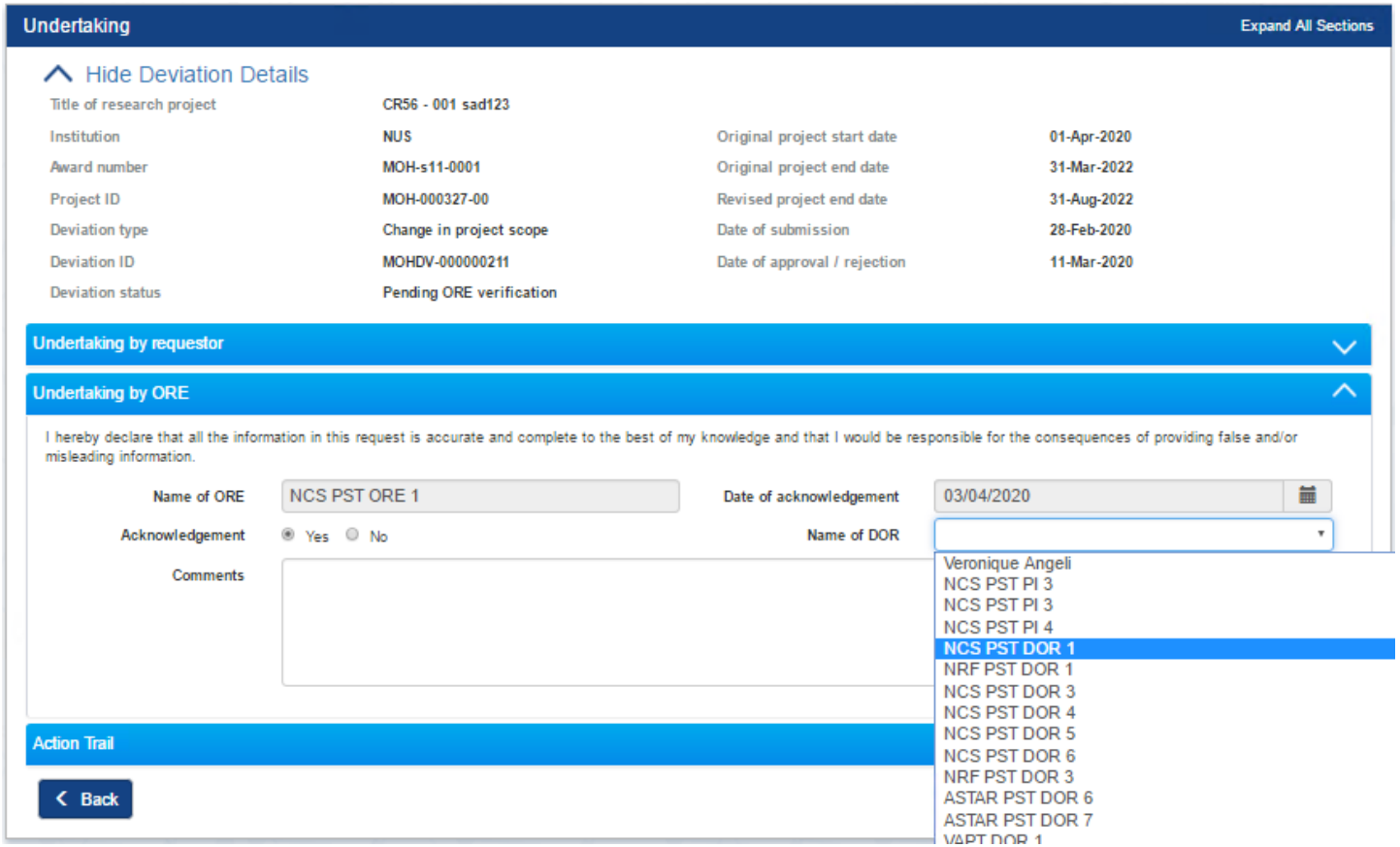
Validation on Submission / Verification / Endorsement (for Project Extension) - 4

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."**

Workflow of “Pending DOR endorsement” deviation

Workflow for "Pending DOR endorsement" deviation - 1

A Deviation will be updated to "Pending DOR endorsement" status upon ORE verifies it. ORE will choose your name as the assigned DOR. User (DOR) can only endorse the deviation with his/her name as the appointed DOR.

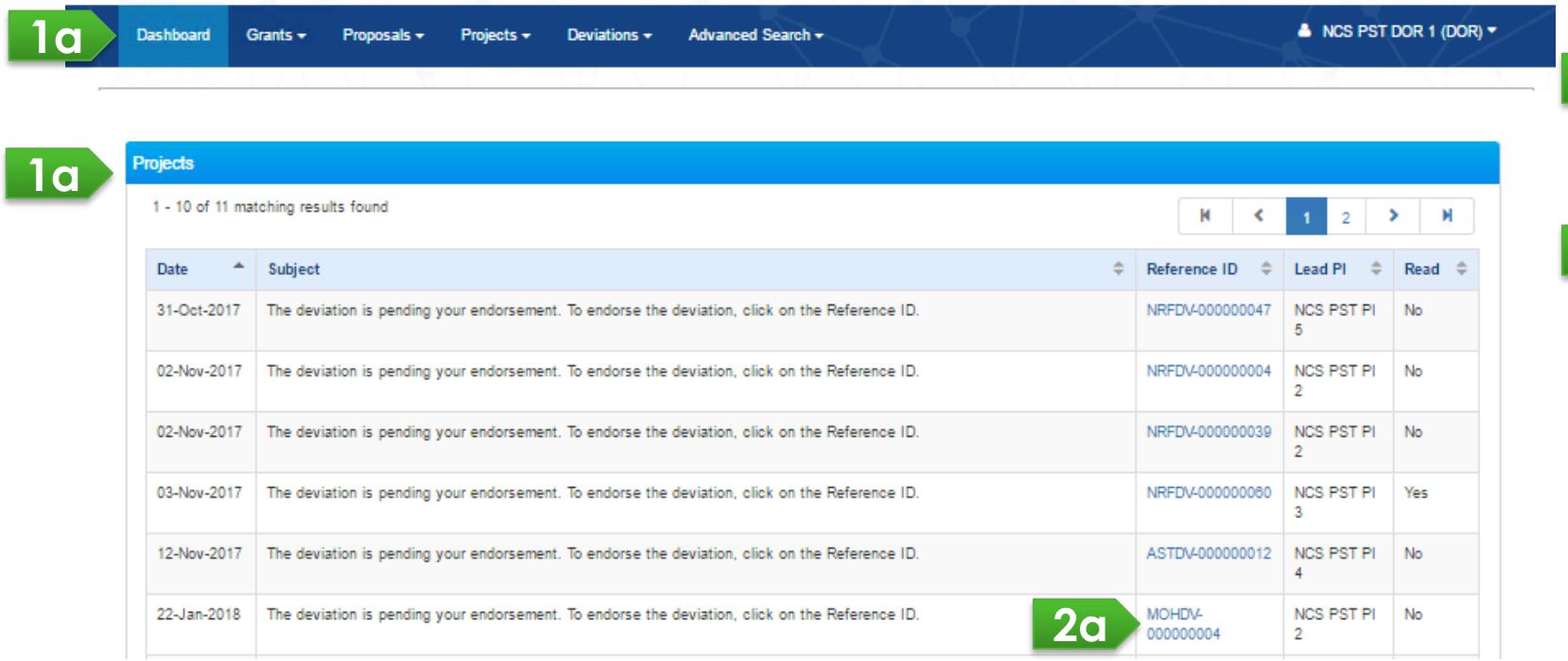


To Note

Should a DOR resign, the DOR should ensure that **all outstanding items** pending DOR action is **returned** to the ORE prior to leaving the organisation, to avoid the workflow getting disrupted. The ORE can subsequently re-assign the item to another DOR.

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

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



1a

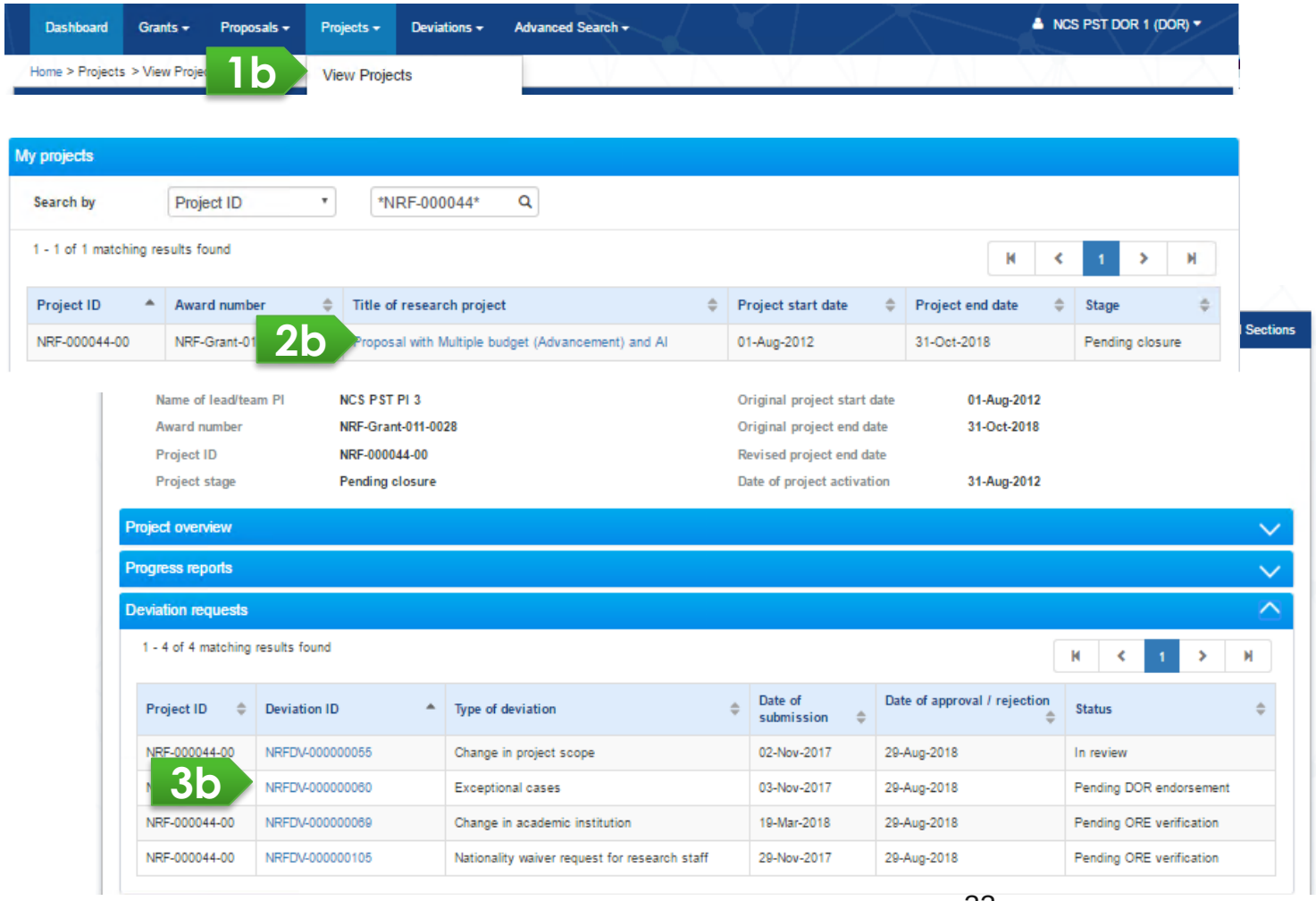
Navigate through *Dashboard/Projects*

2a

On Dashboard / Projects, user can view the action item related to Deviation. Click on its Reference ID hyperlink to view more details.

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

Alternatively, user can navigate to *View projects* page.



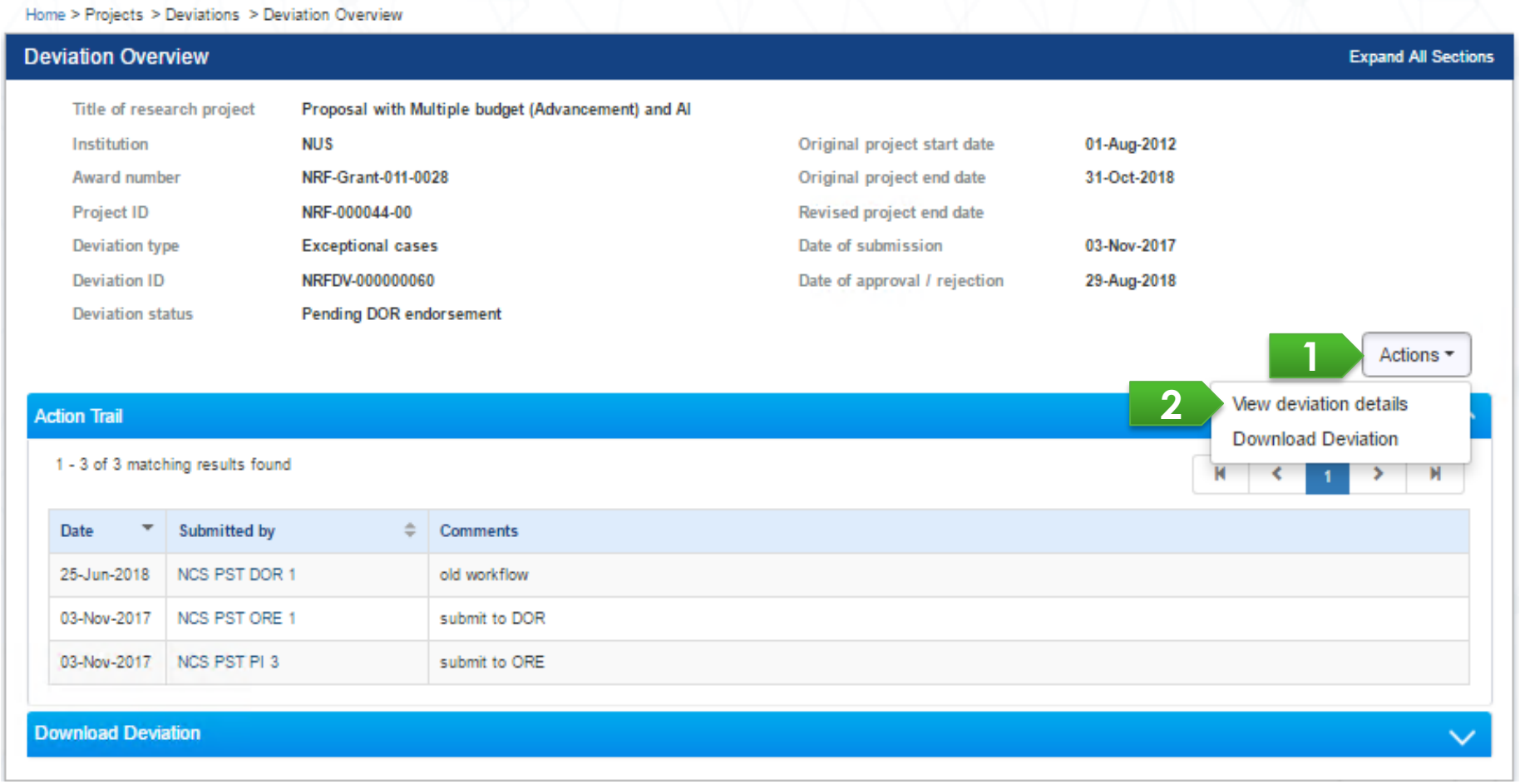
1b User can also view deviations of a project by navigating to *Projects / View projects.*

2b After View projects page is loaded, select a project and click on its *Title of research project* hyperlink

3b After Project overview page is loaded, click on the *hyperlink of deviation ID with status "Pending DOR endorsement"*

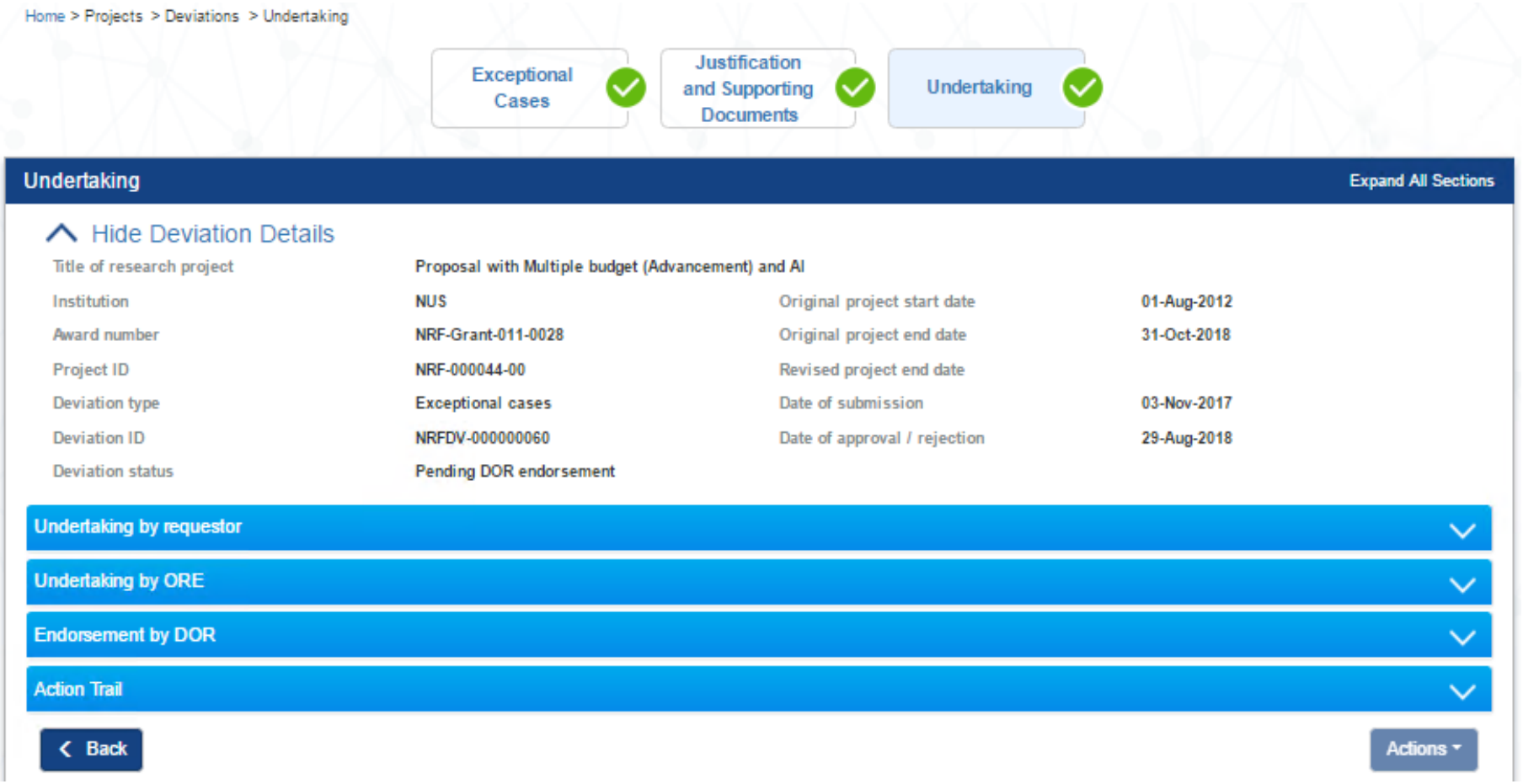
Workflow of "Pending DOR endorsement" deviation - 4

After *Deviation Overview* page is loaded, click on *Actions button, then click on View deviation details button* to open *Deviation details page*.



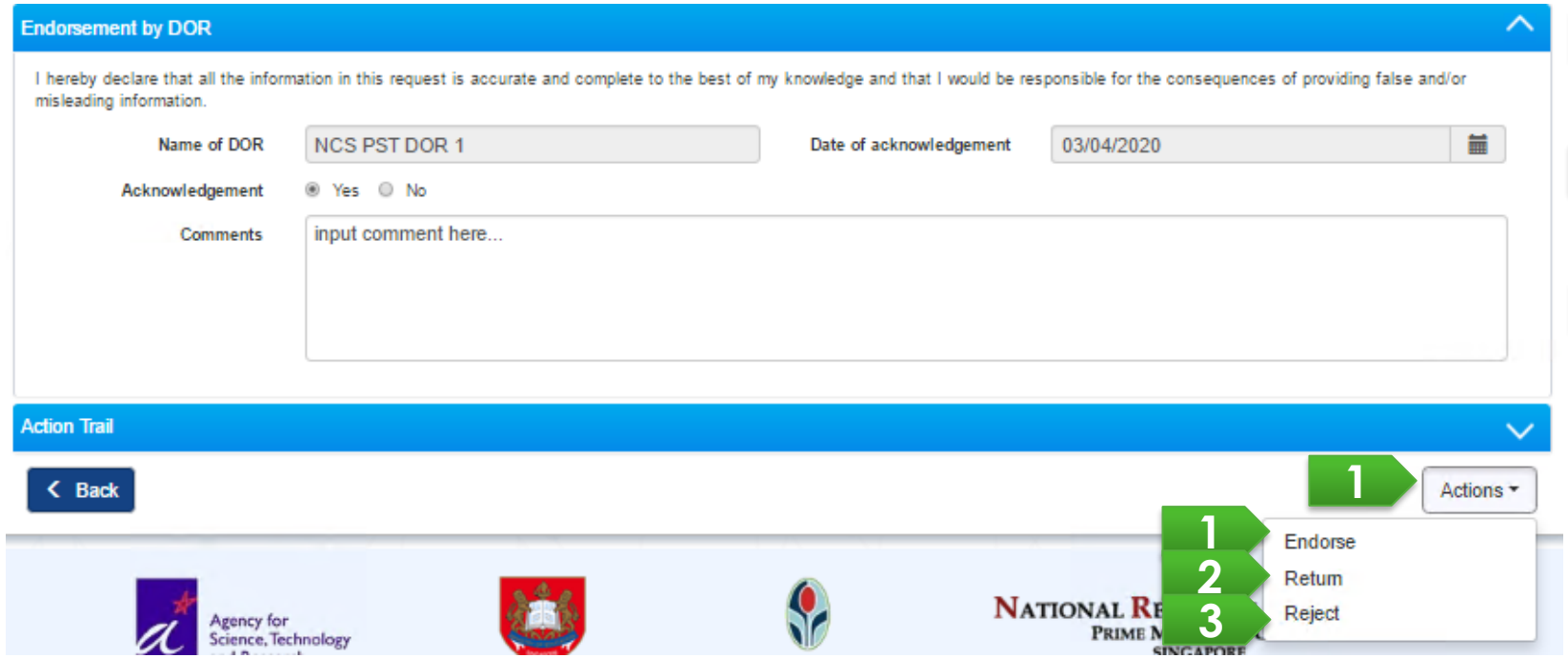
Workflow of “Pending DOR endorsement” deviation - 5

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



Workflow for "Pending DOR endorsement" deviation - 6

Open the Endorsement by DOR section. User should acknowledge before submitting any action by selecting "Yes" radio button under *Undertaking by DOR section*. DOR can perform either of the following actions:

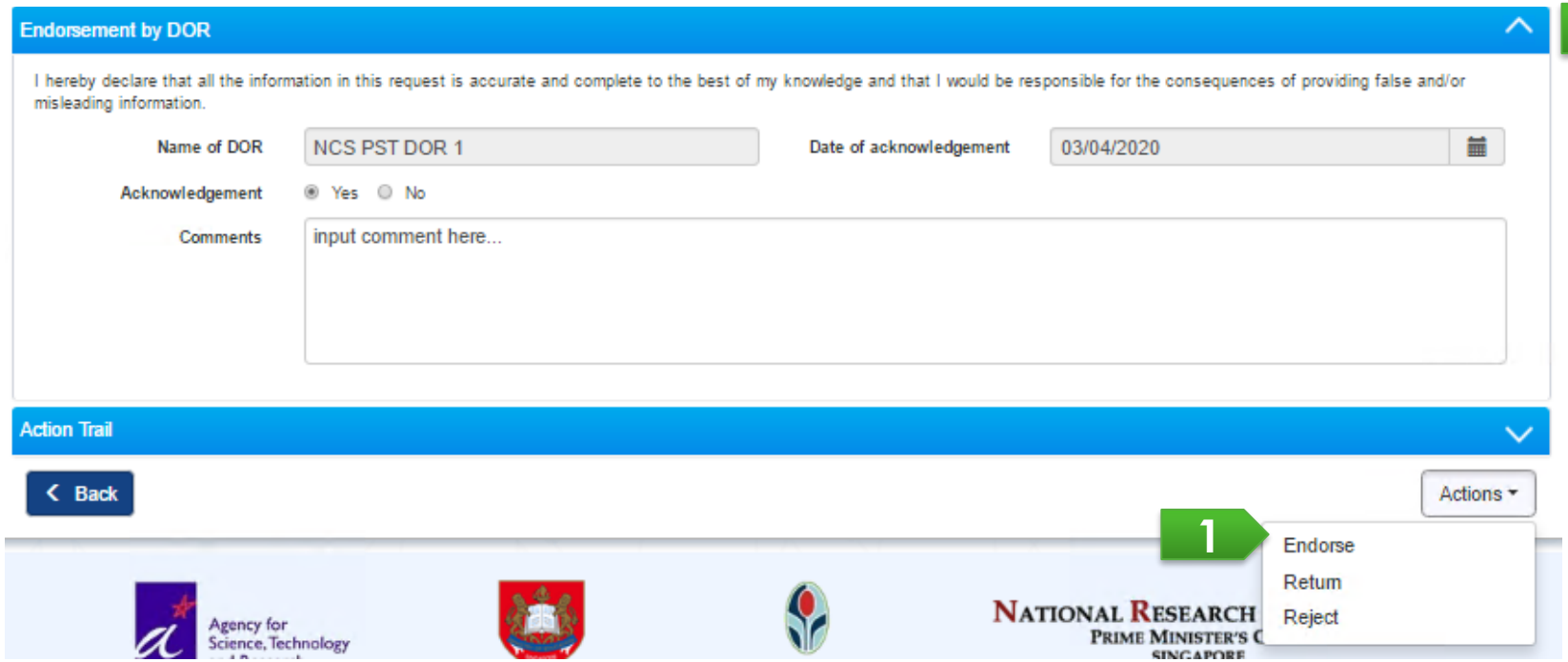


1. Select 'Endorse' under Action button.
2. Select 'Return' under Action button.
3. Select 'Reject' under Action button.

Refer to the next few slides for the details

Workflow for "Pending DOR endorsement" deviation – DOR Endorses - 7

The DOR can select the 'Endorse' option for the following:



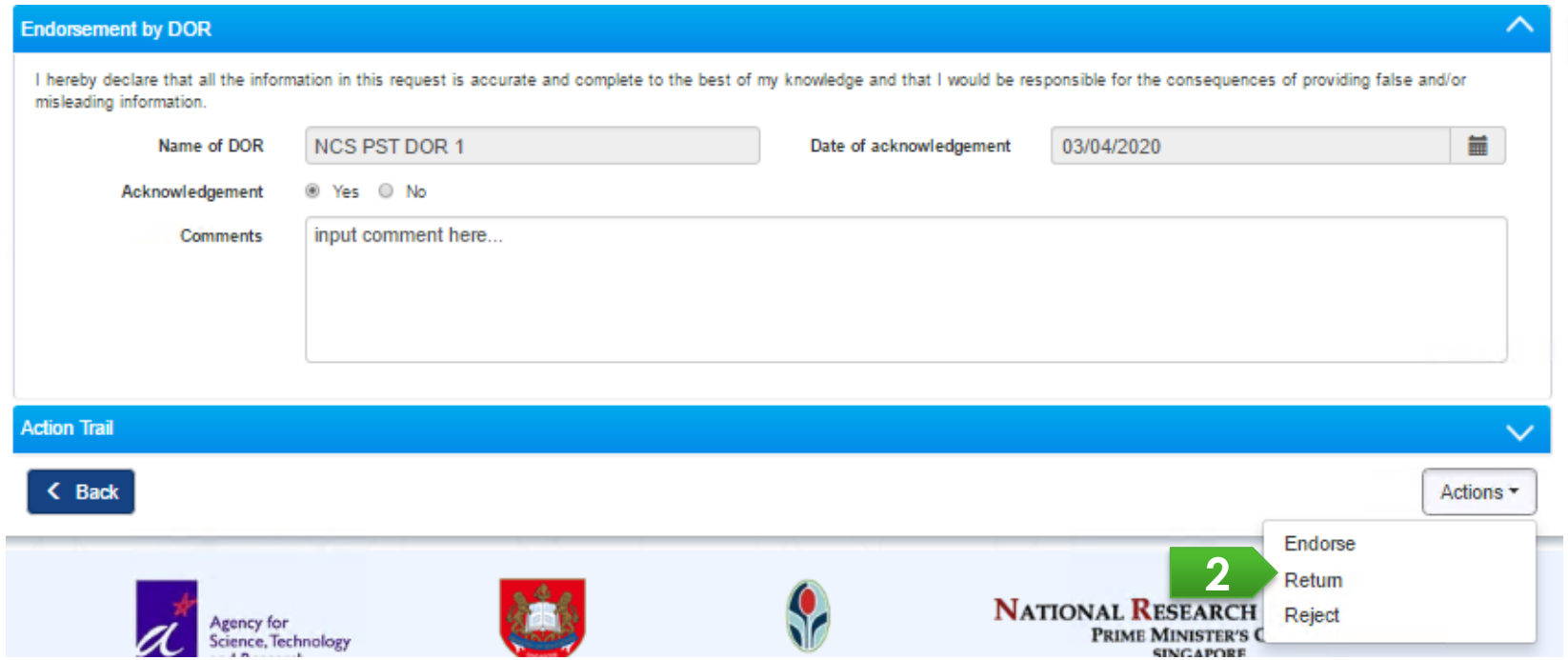
1

1. Approve the deviation raised by a Lead PI (those that are delegated to the Institution's approving authority). The status will be changed to 'Approved';
2. Approve the deviation raised by a Team PI, e.g. virement, budget trim and project termination. The status will be changed to 'Pending Lead PI endorsement'.
3. Endorse the deviation (those that are to be approved by Grantor). The status will be changed to 'Submitted to PM'.

Refer to the slide on Deviation Rules for more details.

Workflow for "Pending DOR endorsement" deviation – DOR Returns - 8

The DOR can select the 'Return' option

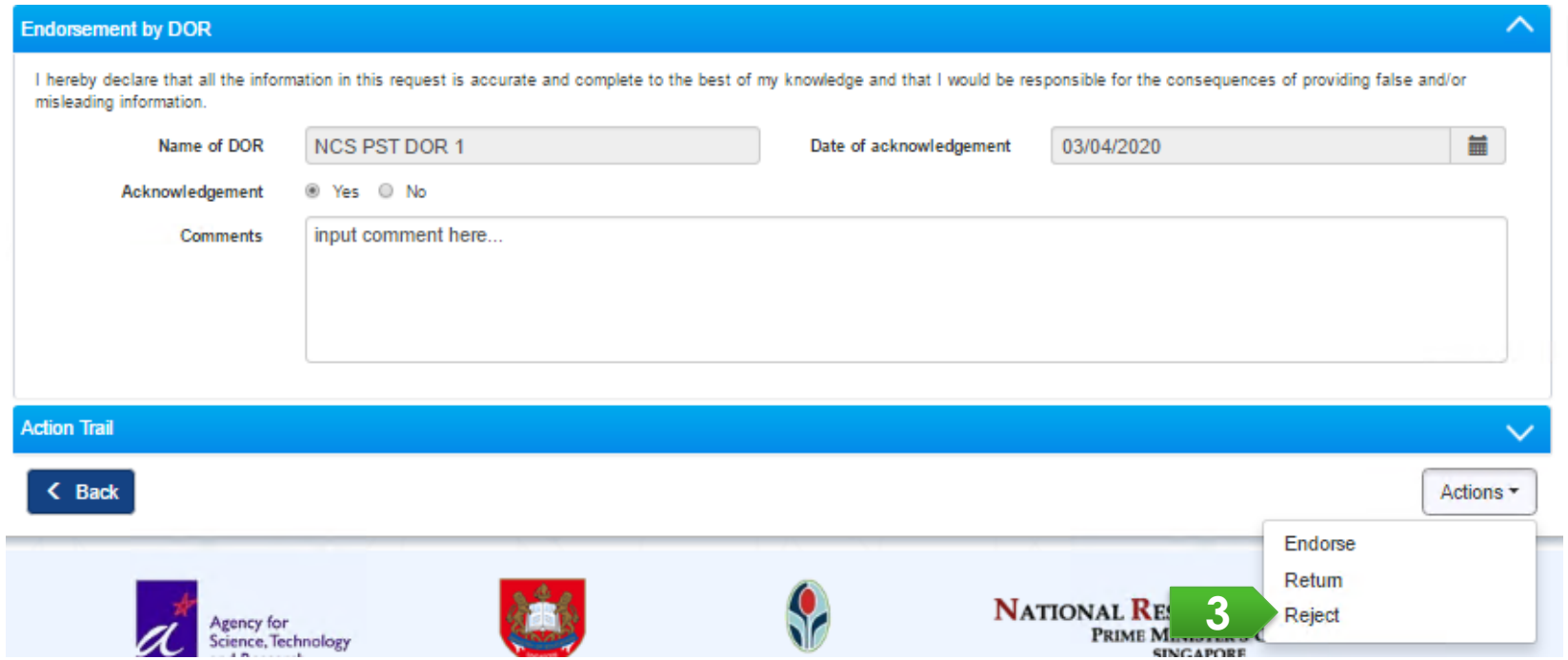


2

This will return the deviation to the ORE. The status will be changed to 'Pending ORE Verification'

Workflow for "Pending DOR endorsement" deviation – DOR Rejects - 9

The DOR can select the 'Reject' option

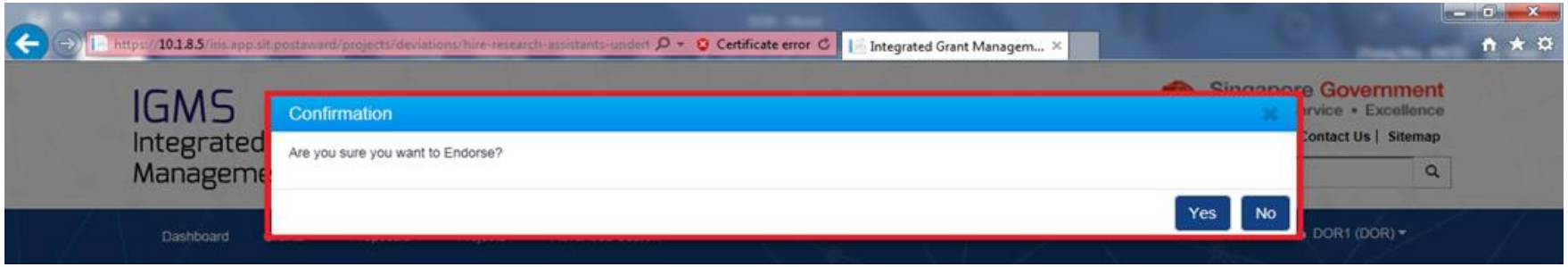


3

This will reject the deviation. The status will be changed to 'Rejected by DOR'.

Workflow for “Pending DOR endorsement” deviation - 10

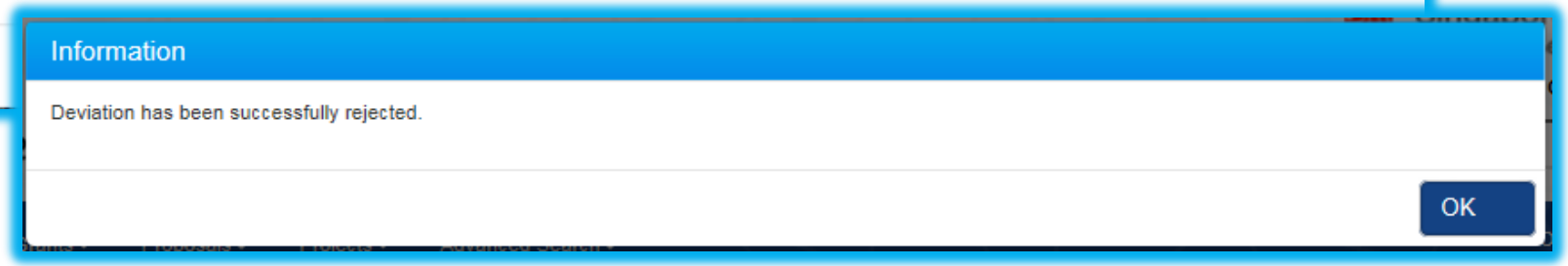
System displays a confirmation dialog upon endorsing, rejecting, or returning a deviation. After user successfully endorses, rejects, or returns, system displays an info message.



I.e. the info message for return action

I.e. the info message for accept/approve action

I.e. the info message for reject action

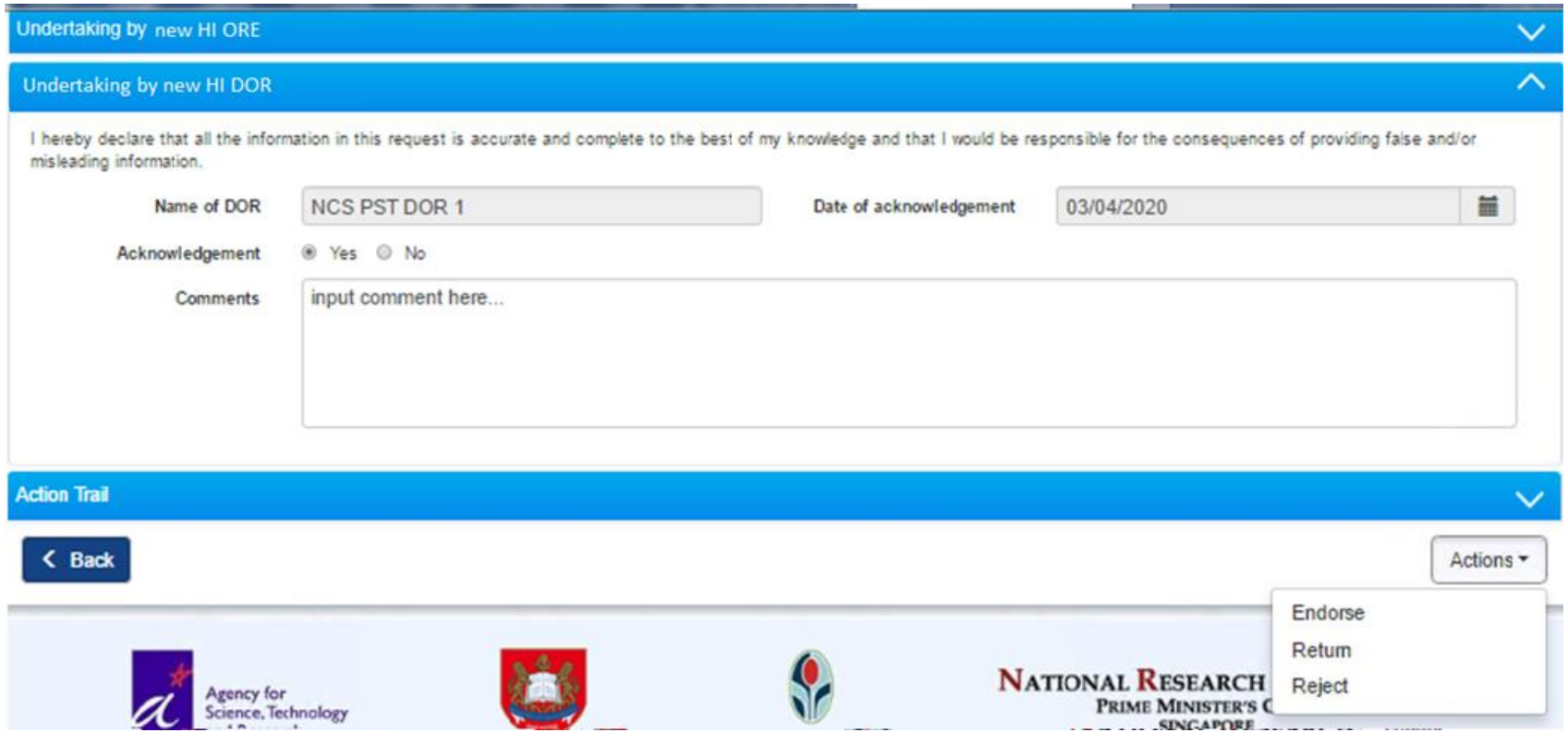


Workflow for "Pending New HI DOR endorsement" deviation - 1

For Change in institution, DOR of new institution will receive notification after ORE of new institution verifies the deviation.

Under Undertaking page, open *Undertaking by new HI DOR* and set Acknowledgement as "Yes". You can add comments such as instruction or any remark in *Comments* box.

To submit your action, click on Actions button and choose the desired action.



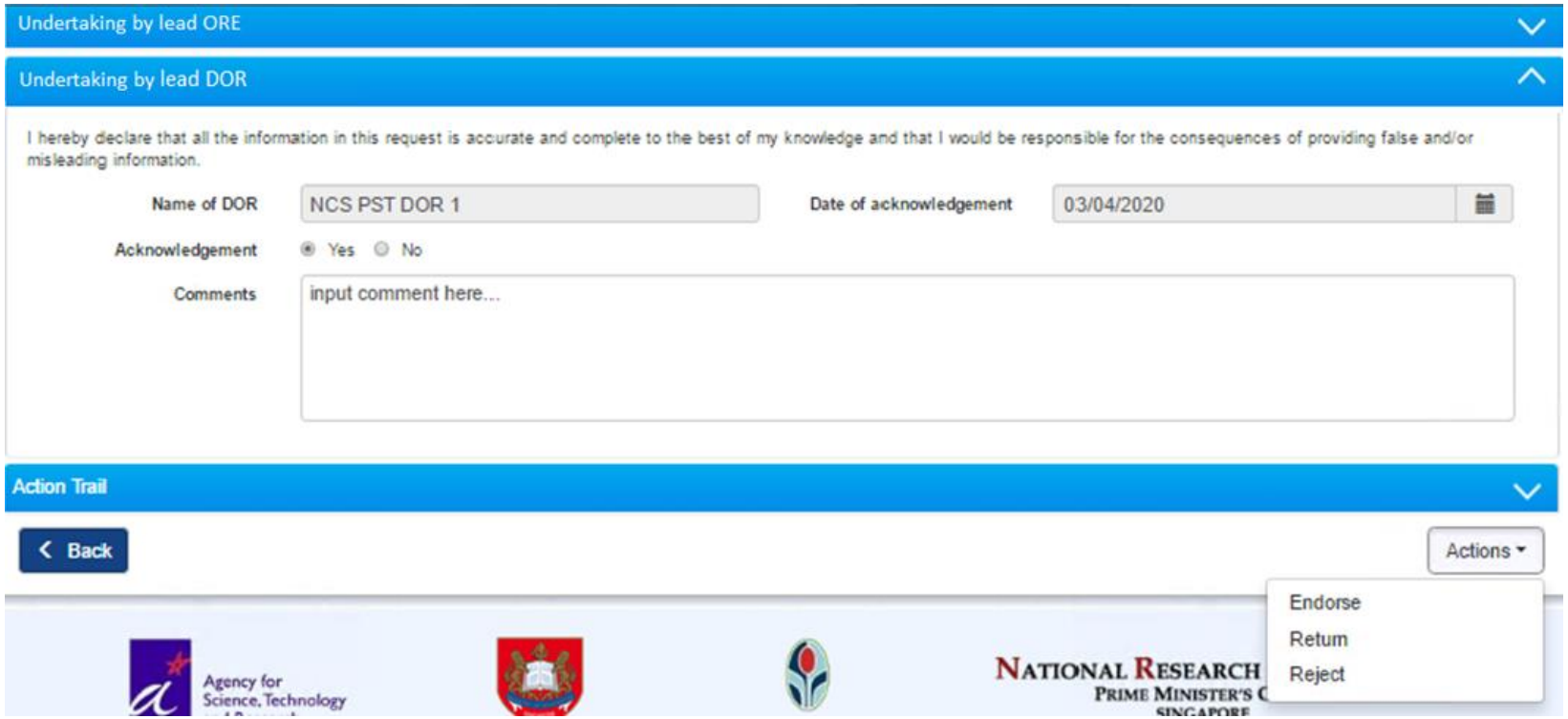
To Note

DOR can either endorse, return, or reject a deviation.

1. DOR endorsement sets the deviation to be "Submitted to PM" and notifies PM through email and dashboard notification
2. DOR returns the deviation to new HI ORE for verification
3. DOR rejection stops the workflow approval and set the deviation as "Rejected by DOR"

Workflow for "Pending Lead DOR endorsement" deviation - 1

For requestor is a Team PI, DOR of Lead PI would get notification through email and dashboard after ORE of Lead PI verifies the deviation. The DOR of Lead PI should input his acknowledgement under *Undertaking by Lead DOR* tab.



To Note

DOR can either endorse, return, or reject a deviation.

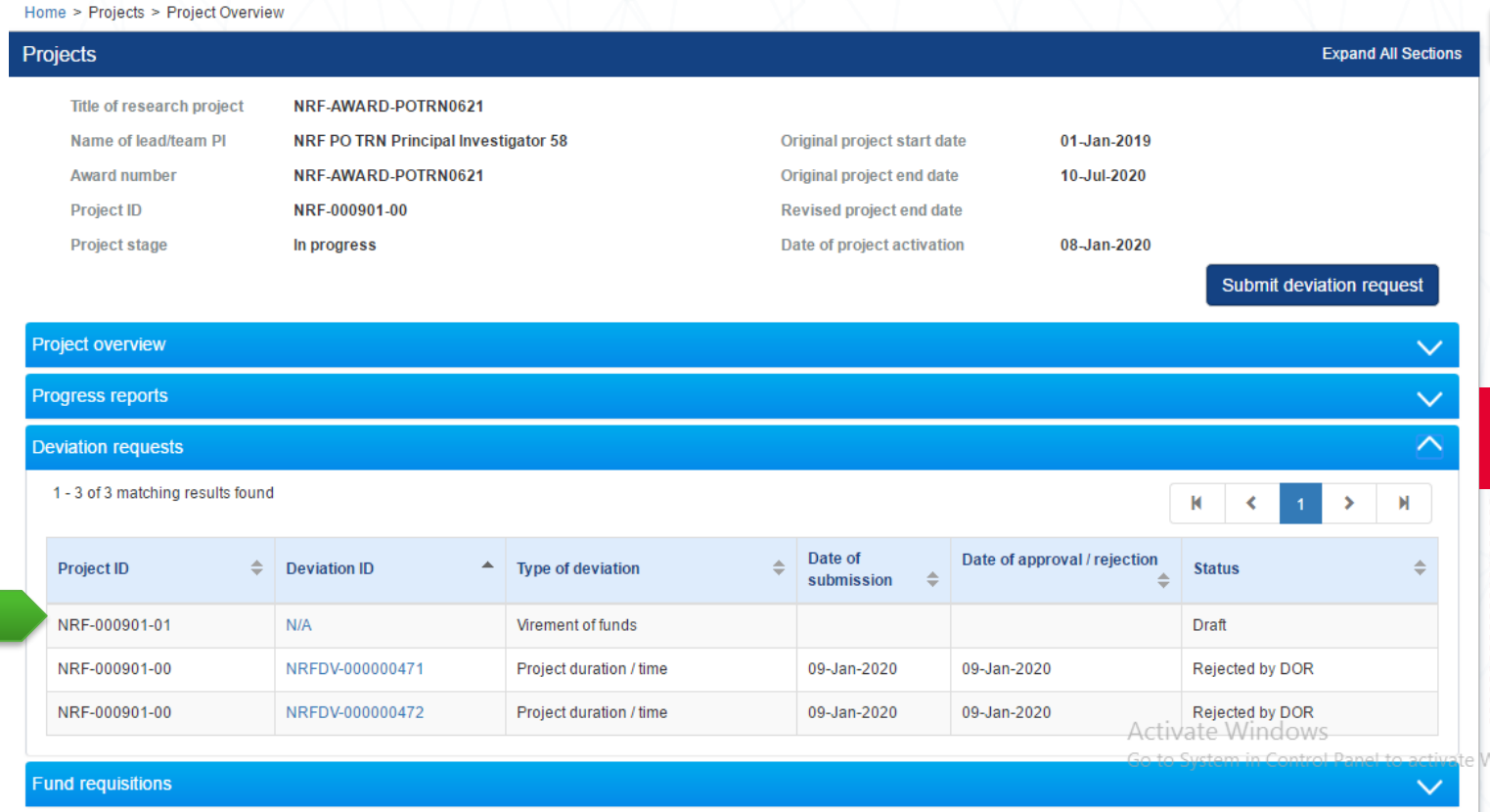
1. DOR of Lead PI endorsement sets the deviation to be "Submitted to PM" and notifies PM through email and dashboard notification (especially for Change in Institution, system will notify new HI ORE instead)
2. DOR of Lead PI returns the deviation to ORE of requestor
3. DOR of Lead PI rejection will stop the workflow approval and set the deviation as "Rejected by DOR"

Data Segregation

making IT happen

Data Segregation - 1

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



1 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.

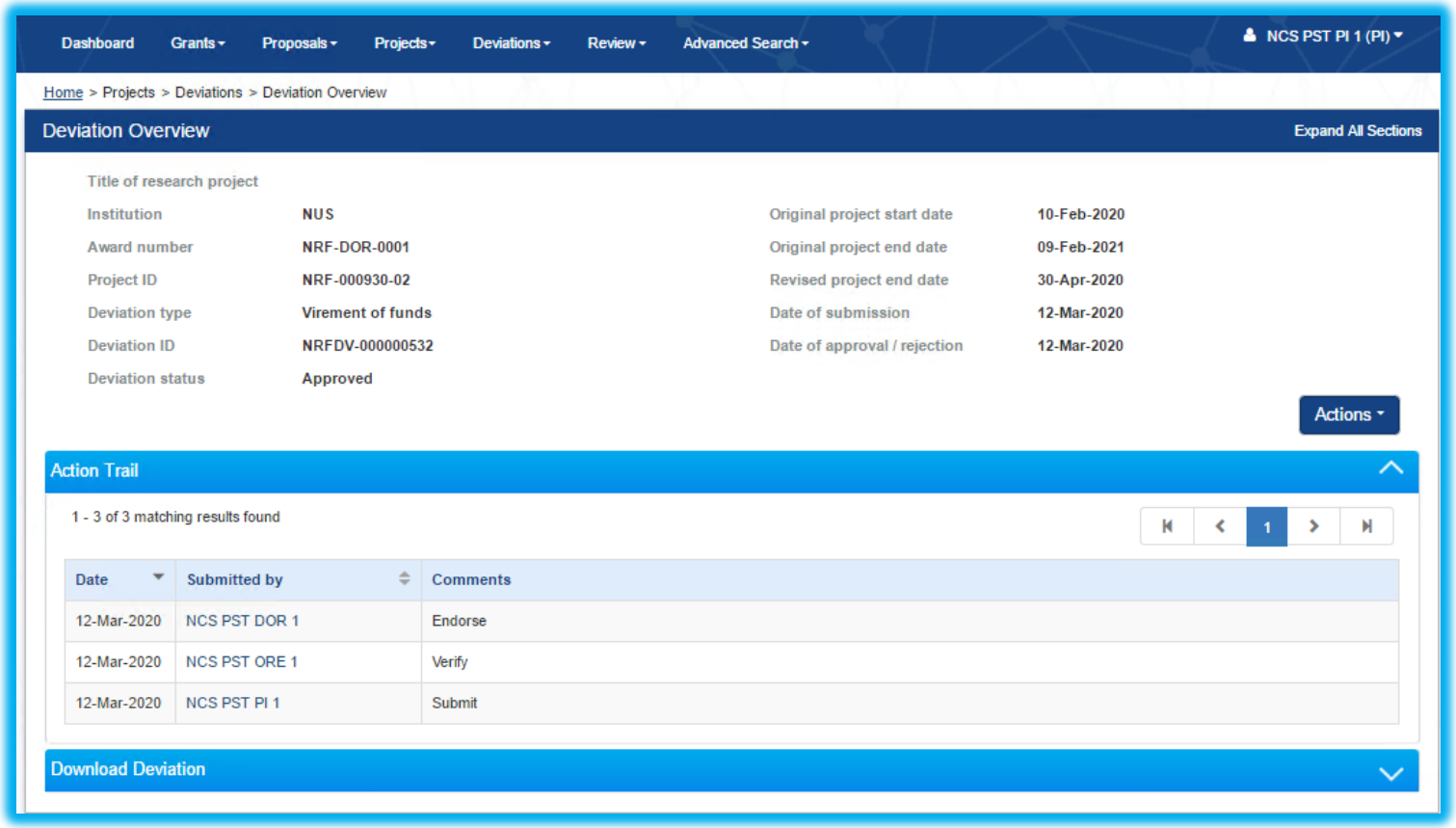
To Note

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

Activate Windows
Go to System in Control Panel to activate V

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.

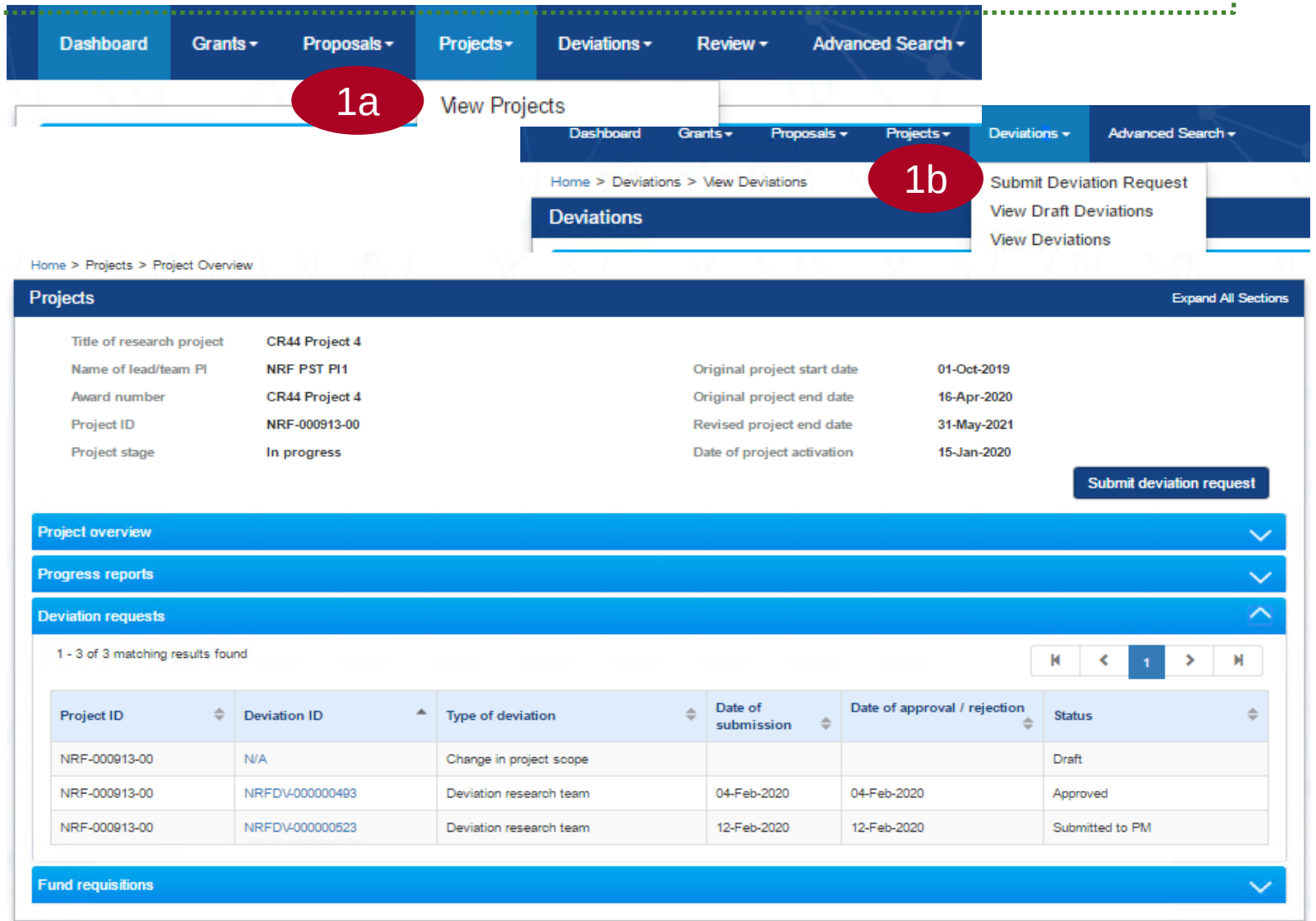


Download Deviation

Download Deviation

After a deviation request is submitted, you may download the deviation package by initiating a download request. Follow the steps below to place the request. Note that a draft deviation cannot be downloaded.

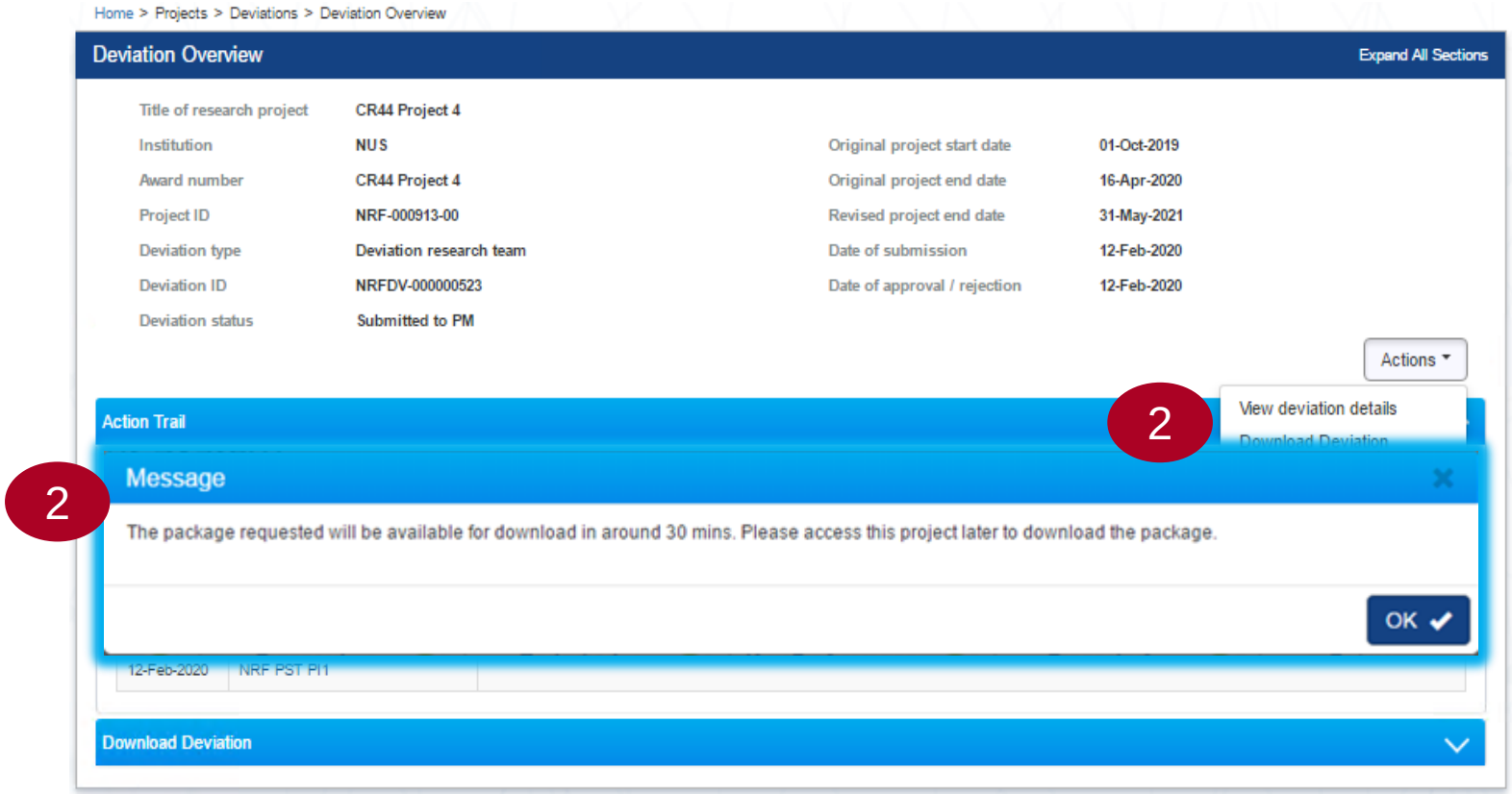
To access the deviation, do either the following:
1a: Click **Projects** > **View Projects**, select the project ID and expand the *Deviation request section*. Select the Deviation ID hyperlink; or
1b: Click **Deviations** > View **Deviations**, select the project ID and expand the *Deviation request section*. Select the Deviation ID hyperlink



Download Deviation

2

In *Deviation Overview* page, click on *Action* > *Download Deviation* button and system will display notification that the package will be ready in ± 30 minutes



To Note

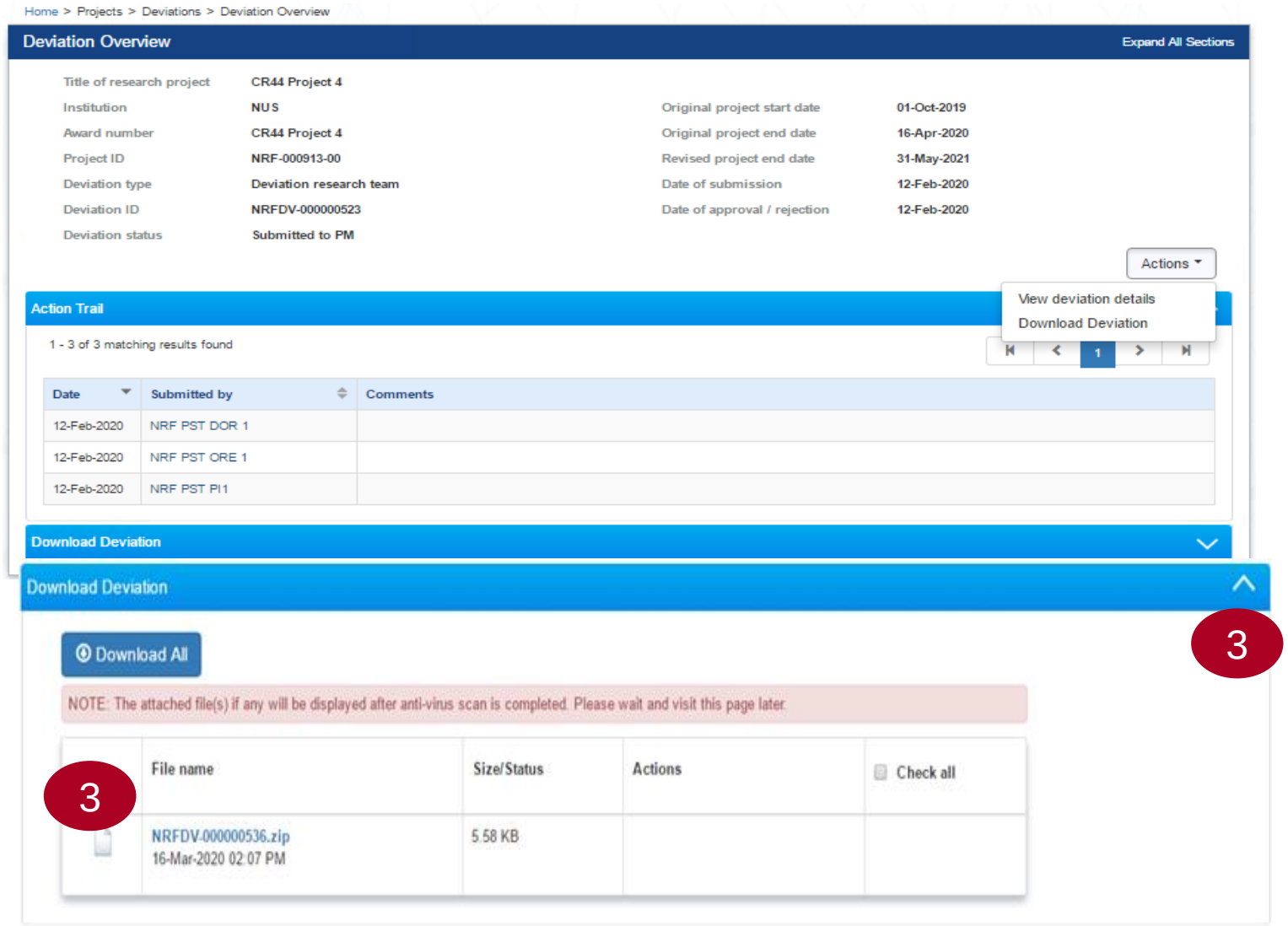
The package consists of below items in a ".zip" file:

a. Deviation printout (in excel format)
b. Deviation's attachment(s)
c. The package will contain the latest information as of the time of placing the download

Download Deviation

3

After the package is ready, it will be displayed in *Download Deviation* section. Click on the hyperlink of File name to download



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