



IGMS Deviation DOR

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

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)

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)

Definitions, Acronyms and Abbreviations

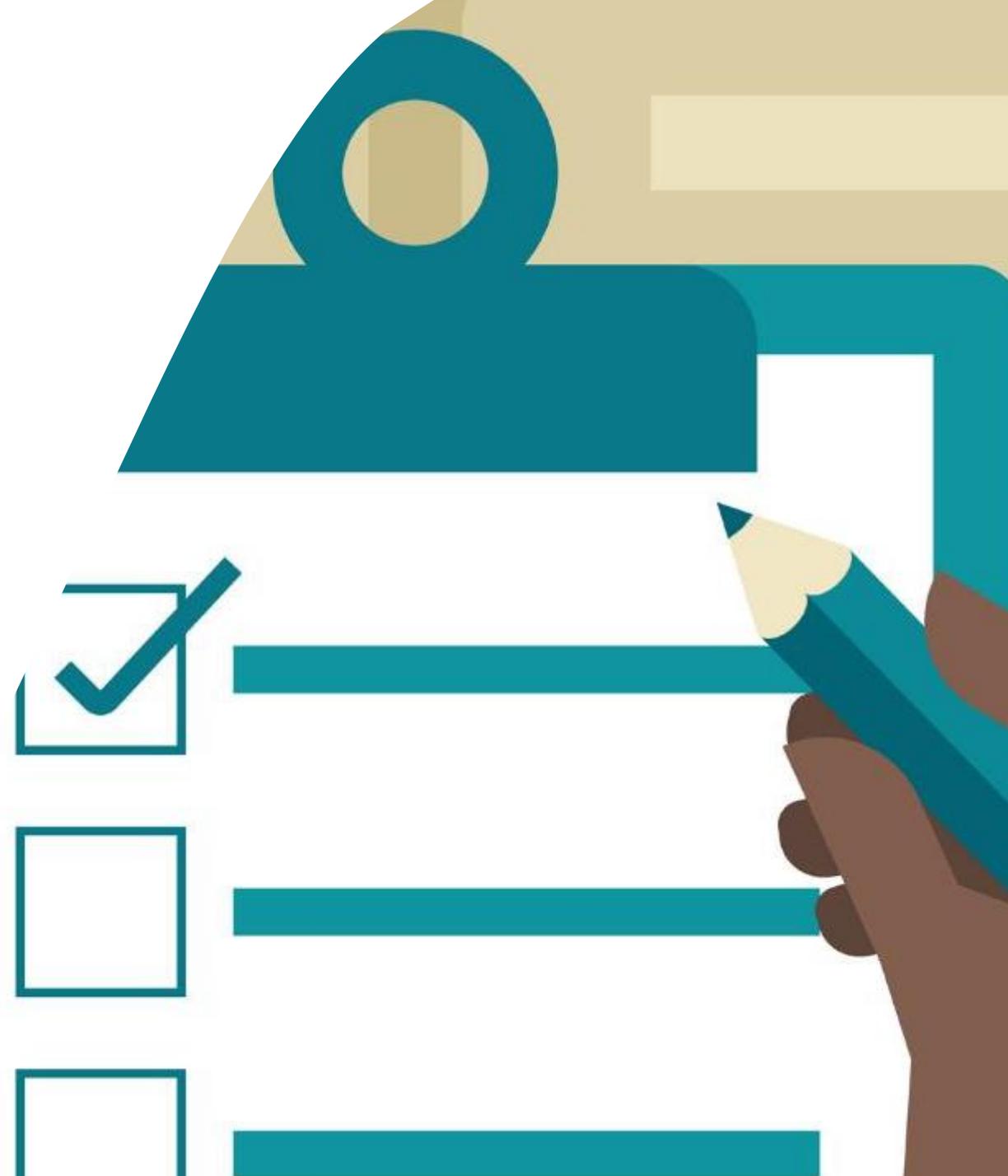
Sl. No	Abbreviation / Acronyms	Status
12	Outstanding deviation	<p>A deviation which has status not “Approved” or not “Rejected” or not “Rejected by DOR” under the same Award ID.</p> <p>Below are the Deviation Status which are catered as outstanding:</p> <ol style="list-style-type: none">Pending ORE verificationPending DOR endorsementPending resubmissionSubmitted to PMSupportedPending AI ORE verificationPending AI DOR endorsementPending Lead PI endorsementPending Lead ORE verificationPending Lead DOR endorsementPending new HI ORE verificationPending new HI DOR endorsementPending workflow submissionIn progress

Definitions, Acronyms and Abbreviations

Sl. No	Abbreviation / Acronyms	Status
13	Outstanding fund request	<p>A Fund request which has status not “Approved pending payment” and not yet generating FR invoice journal under the same Award ID.</p> <p>Below are the Fund Request Status which are catered as outstanding:</p> <ul style="list-style-type: none">a. Pending HI HR inputb. Pending resubmissionc. Pending PI inputd. Pending reviewe. HI finance clarificationf. Pending PM reviewg. Supportedh. PI clarificationi. Pending workflow submissionj. In progress

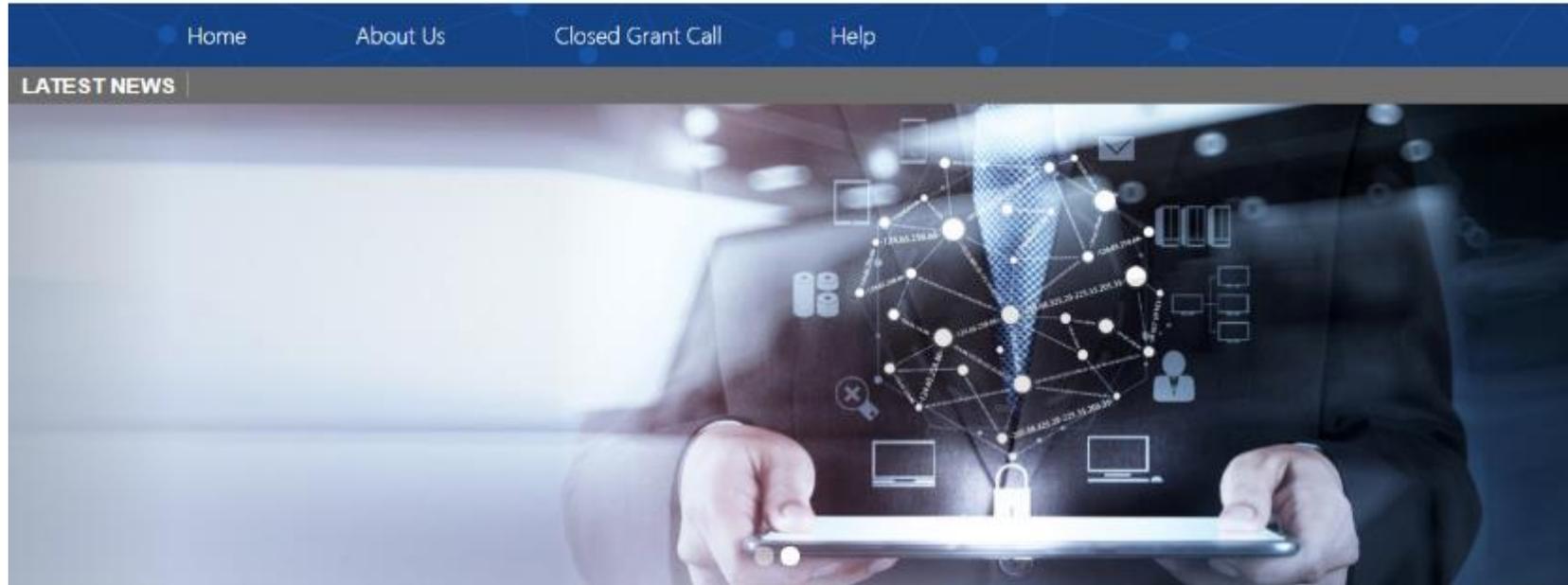
Learning Objectives

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



Login in IGMS

Logging in IGMS



1 Click on **Login**

1

Login

Subscribe

Open Opportunities

Search

1 of 12 matching results found

< 1 2 3 >

Show 5

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

Logging in IGMS

2



Host Institution Users

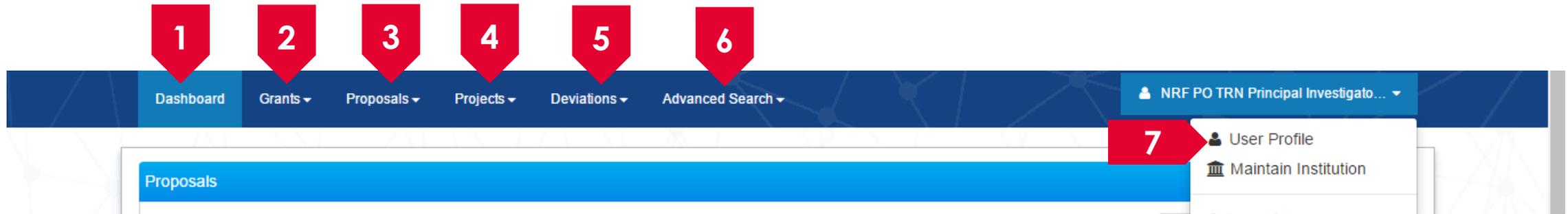
- Principal Investigator
- HI Administrator
- Office of Research/ Director of Research
- HI Finance/ HI Human Resource
- Data Administrator/ HI Audit

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



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

The screenshot shows the IGMS dashboard interface. At the top is a dark blue navigation bar with the following items: **Dashboard** (highlighted with a red arrow and the number 1), **Grants** (with a dropdown arrow), **Proposals** (with a dropdown arrow), **Projects** (with a dropdown arrow), **Deviations** (with a dropdown arrow), and **Advanced Search** (with a dropdown arrow). On the right side of the navigation bar, there is a user profile icon and the text "NRF PO TRN Principal Investigato...".

Below the navigation bar, there are two main content areas, each with a red arrow and the number 1 pointing to its title:

- Proposals:** This section has a blue header. Below the header, it displays "0 - 0 of 0 matching results found". To the right of this text is a pagination control with buttons for "First", "Previous", "1" (selected), "Next", and "Last". Below the pagination is a table header with columns: "Date" (with an upward arrow), "Subject", "Reference ID", and "Read" (with a dropdown arrow).
- Projects:** This section also has a blue header. Below the header, it displays "0 - 0 of 0 matching results found". To the right of this text is a pagination control with buttons for "First", "Previous", "1" (selected), "Next", and "Last". Below the pagination is a table header with columns: "Date" (with an upward arrow), "Subject", "Reference ID", and "Read" (with a dropdown arrow).

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

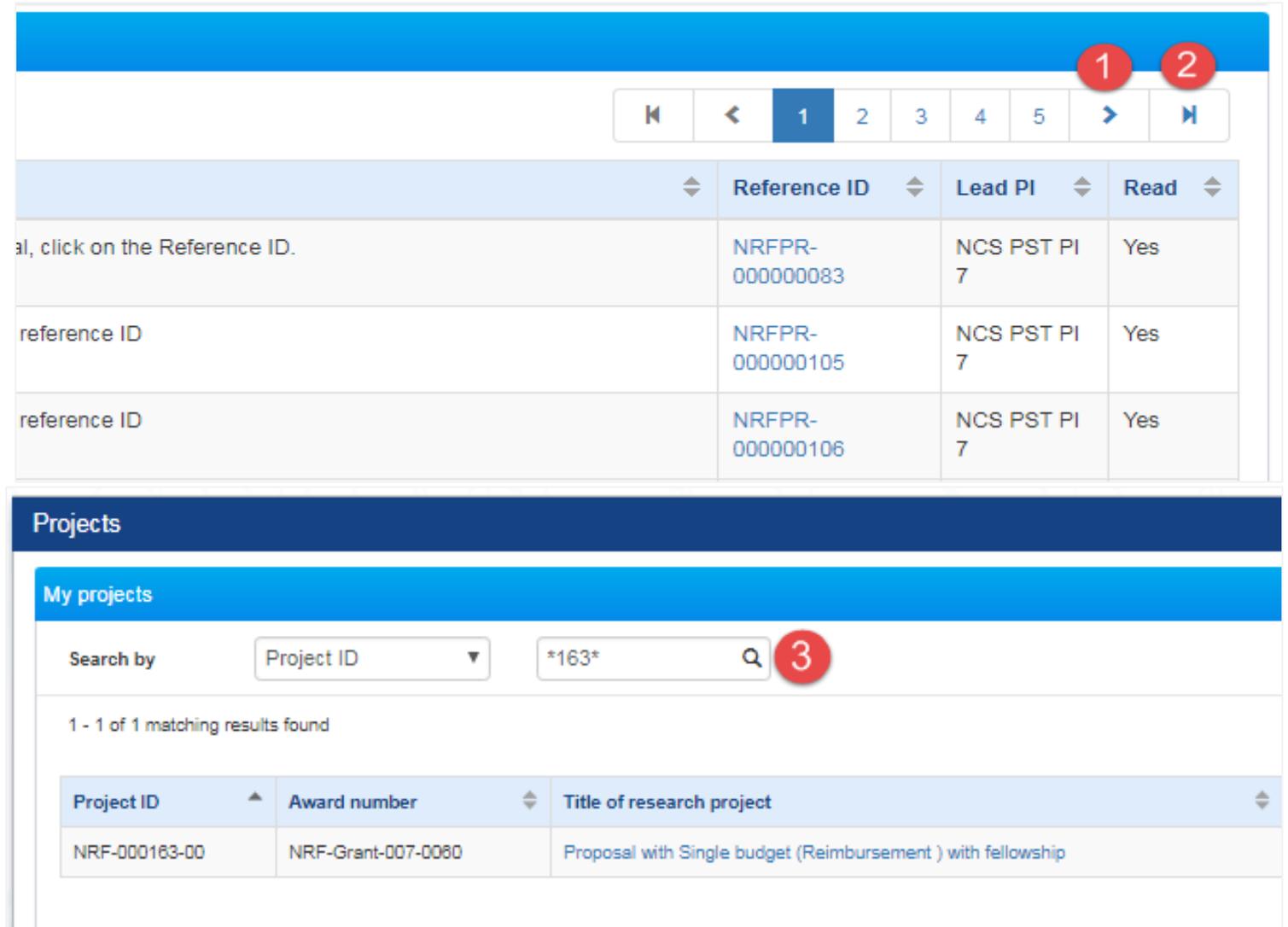
2 Projects: Displays the awarded projects (post-award) action items.

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)



The screenshot displays the IGMS interface. At the top, a blue navigation bar contains a series of page numbers (1, 2, 3, 4, 5) and navigation arrows. Red circles with numbers 1 and 2 highlight the right and left arrow buttons, respectively. Below this is a table with columns for Reference ID, Lead PI, and Read. The first row shows Reference ID NRFPR-00000083, Lead PI NCS PST PI 7, and Read Yes. The second and third rows show Reference IDs NRFPR-00000105 and NRFPR-00000106, both with Lead PI NCS PST PI 7 and Read Yes. Below the table is a 'Projects' section with a search bar. The search bar has a dropdown menu set to 'Project ID' and a search box containing '*163*'. A red circle with the number 3 highlights the search button. Below the search bar, it says '1 - 1 of 1 matching results found'. A table below shows the search results with columns for Project ID, Award number, and Title of research project. The first row shows Project ID NRF-000163-00, Award number NRF-Grant-007-0060, and Title of research project Proposal with Single budget (Reimbursement) with fellowship.

	Reference ID	Lead PI	Read
al, click on the Reference ID.	NRFPR-00000083	NCS PST PI 7	Yes
reference ID	NRFPR-00000105	NCS PST PI 7	Yes
reference ID	NRFPR-00000106	NCS PST PI 7	Yes

Projects

My projects

Search by

1 - 1 of 1 matching results found

Project ID	Award number	Title of research project
NRF-000163-00	NRF-Grant-007-0060	Proposal with Single budget (Reimbursement) with fellowship

Deviation Overview

Deviation Overview - 1

The image shows a navigation menu at the top with options: Dashboard, Grants, Proposals, Projects, Deviations, and Advanced Search. A green arrow labeled '1' points to the 'Deviations' menu item. Below the menu, two screenshots of the 'Proposals' list are shown. The first screenshot, labeled '1a.', shows a dropdown menu for 'Deviations' with options: 'View Draft Deviations', 'Submit Deviation Request', and 'View Deviations'. The second screenshot, labeled '1b.', shows a dropdown menu for 'Projects' with the option: 'View Projects'. Both screenshots show a table with columns: Date, Subject, Reference ID, and Read. The table content is currently empty, showing '0 - 0 of 0 matching results found'.

1

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

Deviation Overview - 2

Home > Projects > View Projects

Projects

My projects

Search **2** Project ID

1 - 4 of 4 matching results

Project ID	Award number	Title of research project	Project start date	Project end date	Stage
NRF-000837-00	NRF-AWARD-POTR0621	3 Exploration and Utilization of the Third Dimension of Integrated Circuits	01-Feb-2018	31-Oct-2023	In progress
NRF-000901-00	NRF-AWARD-POTR0621	NRF-AWARD-POTR0621	01-Jan-2019	10-Jul-2020	In progress
NRF-000904-00	NRF-AWARD-POTR0622	NRF-AWARD-POTR0622	01-Jan-2019	14-Apr-2020	In progress

Dashboard Grants Proposals Projects Deviations Advanced Search NRF PO TRN Principal Investigato...

Home > Projects > Project Overview

Projects Expand All Sections

Title of research project NRF-AWARD-POTR0621
Name of lead/team PI NRF PO TRN Principal Investigator 58
Award number NRF-AWARD-POTR0621
Project ID NRF-000901-00
Project stage In progress

Original project start date 01-Jan-2019
Original project end date 10-Jul-2020
Revised project end date
Date of project activation 08-Jan-2020

4

Project overview

1 - 1 of 1 matching results found

Project ID	Project stage	Lead / team PI	Original project start date	Original project end date	Revised project end date	Date of project activation
NRF-000901-01	In progress	NRF PO TRN Principal Investigator 58	01-Jan-2019	10-Jul-2020	Activate	08-Jan-2020

Go to System in Control Panel to activate

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.

Home > Projects > Project Overview

Projects Expand All Sections

Title of research project	NRF-AWARD-POTRN0621	Original project start date	01-Jan-2019
Name of lead/team PI	NRF PO TRN Principal Investigator 58	Original project end date	10-Jul-2020
Award number	NRF-AWARD-POTRN0621	Revised project end date	
Project ID	NRF-000901-00	Date of project activation	08-Jan-2020
Project stage	In progress		

[Submit deviation request](#)

Project overview ∨

Progress reports ∨

5 Deviation requests ∧

1 - 3 of 3 matching results found

Project ID	Deviation ID	Type of deviation	Date of submission	Date of approval / rejection	Status
NRF-000901-01	N/A	Virement of funds			Draft
NRF-000901-00	NRFDV-000000471	Project duration / time	09-Jan-2020	09-Jan-2020	Rejected by DOR
NRF-000901-00	NRFDV-000000472	Project duration / time	09-Jan-2020	09-Jan-2020	Rejected by DOR

Fund requisitions ∨

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

Deviation Rule

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

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. 22

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 (\$\$)	Cumulative Virement Request (\$\$)	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		

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 (\$\$)	Cumulative Virement Request (\$\$)	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		

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:

- 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.

Endorsement by AID

In acknowledging this Grant Application, the Academic Institution Director of Research (AID) and the Academic Institution UNDERTAKE, on any Grant Award to:

- Ensure that the proposed research could be conducted in the Institution;
- Provide appropriate support during the grant period;
- Ensure that the funds provided are used for the stated purposes in the proposal;
- Ensure that the research complies with all relevant laws of the Republic of Singapore, statutes, regulations, by-laws, rules, guidelines and requirements applicable to it;
- Ensure that the research complies with the Institution's research operating, administrative, HR and finance procedures, guidelines and policies; and
- Adhere to the funding agency's Grants Terms & Conditions (T&Cs) and Funding Guidelines, as well as all other applicable guidelines, policies and procedures adopted by the funding agency, which may be amended or varied from time to time.

Name of AI Dean: AIDOR92 Date of acknowledgement: 26-03-2018

Acknowledgement: Yes No

Comments: rejected

Action Trail

Back

Actions

- Endorse
- Return
- Reject

To Note

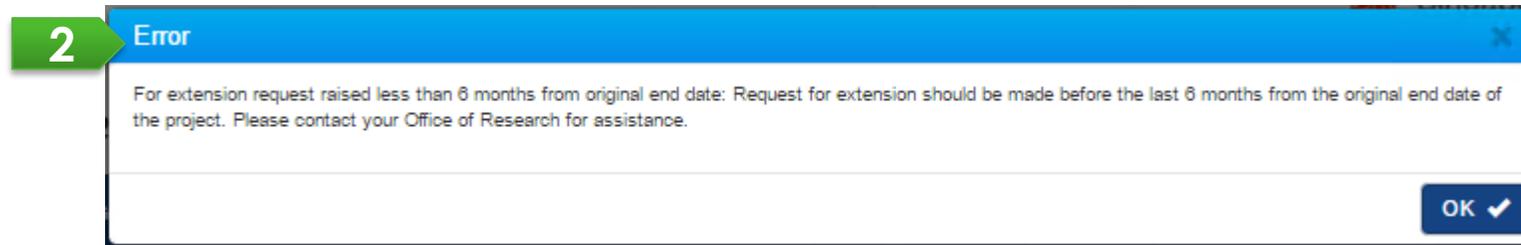
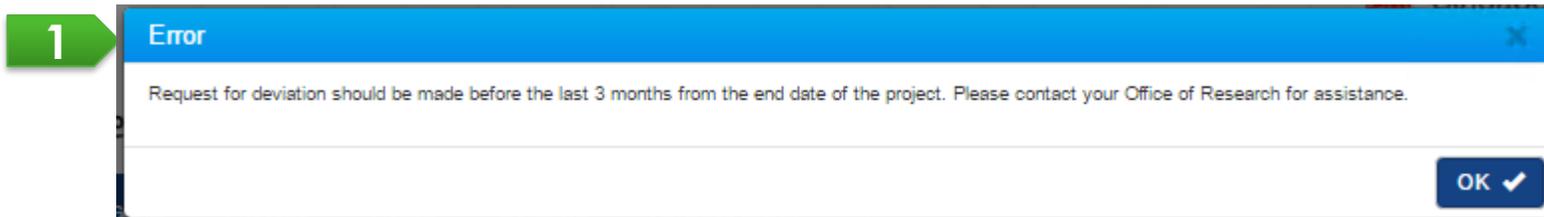
1

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



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	<p>User can submit project extension until 30 Jun 2019. Beyond that, system prompts</p> <p>“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.”</p>

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.

Undertaking				Expand All Sections
Hide Deviation Details				
Title of research project	CR56 - 001 sad123			
Institution	NUS	Original project start date	01-Apr-2020	
Award number	MOH-s11-0001	Original project end date	31-Mar-2022	
Project ID	MOH-000327-00	Revised project end date	31-Aug-2022	
Deviation type	Change in project scope	Date of submission	28-Feb-2020	
Deviation ID	MOHDV-000000211	Date of approval / rejection	11-Mar-2020	
Deviation status	Pending ORE verification			
Undertaking by requestor				
Undertaking by ORE				
I hereby declare that all the information in this request is accurate and complete to the best of my knowledge and that I would be responsible for the consequences of providing false and/or misleading information.				
Name of ORE	NCS PST ORE 1	Date of acknowledgement	03/04/2020	
Acknowledgement	<input checked="" type="radio"/> Yes <input type="radio"/> No	Name of DOR		
Comments				
Action Trail				
Back				

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

Dashboard Grants Proposals Projects Deviations Advanced Search

NCS PST DOR 1 (DOR)

1a

Projects

1 - 10 of 11 matching results found

1 2

Date	Subject	Reference ID	Lead PI	Read
31-Oct-2017	The deviation is pending your endorsement. To endorse the deviation, click on the Reference ID.	NRFDV-000000047	NCS PST PI 5	No
02-Nov-2017	The deviation is pending your endorsement. To endorse the deviation, click on the Reference ID.	NRFDV-000000004	NCS PST PI 2	No
02-Nov-2017	The deviation is pending your endorsement. To endorse the deviation, click on the Reference ID.	NRFDV-000000039	NCS PST PI 2	No
03-Nov-2017	The deviation is pending your endorsement. To endorse the deviation, click on the Reference ID.	NRFDV-000000080	NCS PST PI 3	Yes
12-Nov-2017	The deviation is pending your endorsement. To endorse the deviation, click on the Reference ID.	ASTDV-000000012	NCS PST PI 4	No
22-Jan-2018	The deviation is pending your endorsement. To endorse the deviation, click on the Reference ID.	MOHDV-000000004	NCS PST PI 2	No

2a

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

2b

3b

Project ID	Award number	Title of research project	Project start date	Project end date	Stage
NRF-000044-00	NRF-Grant-01	Proposal with Multiple budget (Advancement) and AI	01-Aug-2012	31-Oct-2018	Pending closure

Name of lead/team PI	NCS PST PI 3	Original project start date	01-Aug-2012
Award number	NRF-Grant-011-0028	Original project end date	31-Oct-2018
Project ID	NRF-000044-00	Revised project end date	
Project stage	Pending closure	Date of project activation	31-Aug-2012

Project ID	Deviation ID	Type of deviation	Date of submission	Date of approval / rejection	Status
NRF-000044-00	NRFDV-0000000055	Change in project scope	02-Nov-2017	29-Aug-2018	In review
NRF-000044-00	NRFDV-0000000060	Exceptional cases	03-Nov-2017	29-Aug-2018	Pending DOR endorsement
NRF-000044-00	NRFDV-0000000069	Change in academic institution	19-Mar-2018	29-Aug-2018	Pending ORE verification
NRF-000044-00	NRFDV-000000105	Nationality waiver request for research staff	29-Nov-2017	29-Aug-2018	Pending ORE verification

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.

Home > Projects > Deviations > Deviation Overview

Deviation Overview Expand All Sections

Title of research project	Proposal with Multiple budget (Advancement) and AI		
Institution	NUS	Original project start date	01-Aug-2012
Award number	NRF-Grant-011-0028	Original project end date	31-Oct-2018
Project ID	NRF-000044-00	Revised project end date	
Deviation type	Exceptional cases	Date of submission	03-Nov-2017
Deviation ID	NRFDV-000000060	Date of approval / rejection	29-Aug-2018
Deviation status	Pending DOR endorsement		

1 → Actions ▾

2 → View deviation details
Download Deviation

Action Trail

1 - 3 of 3 matching results found

Date	Submitted by	Comments
25-Jun-2018	NCS PST DOR 1	old workflow
03-Nov-2017	NCS PST ORE 1	submit to DOR
03-Nov-2017	NCS PST PI 3	submit to ORE

Download Deviation ▾

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.

Home > Projects > Deviations > Undertaking

Exceptional Cases ✓ Justification and Supporting Documents ✓ Undertaking ✓

Undertaking Expand All Sections

Hide Deviation Details

Title of research project	Proposal with Multiple budget (Advancement) and AI		
Institution	NUS	Original project start date	01-Aug-2012
Award number	NRF-Grant-011-0028	Original project end date	31-Oct-2018
Project ID	NRF-000044-00	Revised project end date	
Deviation type	Exceptional cases	Date of submission	03-Nov-2017
Deviation ID	NRFDV-000000060	Date of approval / rejection	29-Aug-2018
Deviation status	Pending DOR endorsement		

Undertaking by requestor

Undertaking by ORE

Endorsement by DOR

Action Trail

< Back Actions

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:

Endorsement by DOR

I hereby declare that all the information in this request is accurate and complete to the best of my knowledge and that I would be responsible for the consequences of providing false and/or misleading information.

Name of DOR: NCS PST DOR 1 Date of acknowledgement: 03/04/2020

Acknowledgement: Yes No

Comments: input comment here...

Action Trail

< Back 1 Endorse
2 Return
3 Reject

- 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:

Endorsement by DOR

I hereby declare that all the information in this request is accurate and complete to the best of my knowledge and that I would be responsible for the consequences of providing false and/or misleading information.

Name of DOR: NCS PST DOR 1 Date of acknowledgement: 03/04/2020

Acknowledgement: Yes No

Comments: input comment here...

Action Trail

[Back](#) **Actions** ▾

- 1 Endorse
- Return
- Reject

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

Endorsement by DOR

I hereby declare that all the information in this request is accurate and complete to the best of my knowledge and that I would be responsible for the consequences of providing false and/or misleading information.

Name of DOR: Date of acknowledgement:

Acknowledgement: Yes No

Comments:

Action Trail

[Back](#) Actions ▾

- Endorse
- Return
- Reject

2

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

2

Workflow for “Pending DOR endorsement” deviation – DOR Rejects - 9

The DOR can select the ‘Reject’ option

Endorsement by DOR

I hereby declare that all the information in this request is accurate and complete to the best of my knowledge and that I would be responsible for the consequences of providing false and/or misleading information.

Name of DOR: NCS PST DOR 1 Date of acknowledgement: 03/04/2020

Acknowledgement: Yes No

Comments: input comment here...

Action Trail

< Back Actions ▾

- Endorse
- Return
- Reject

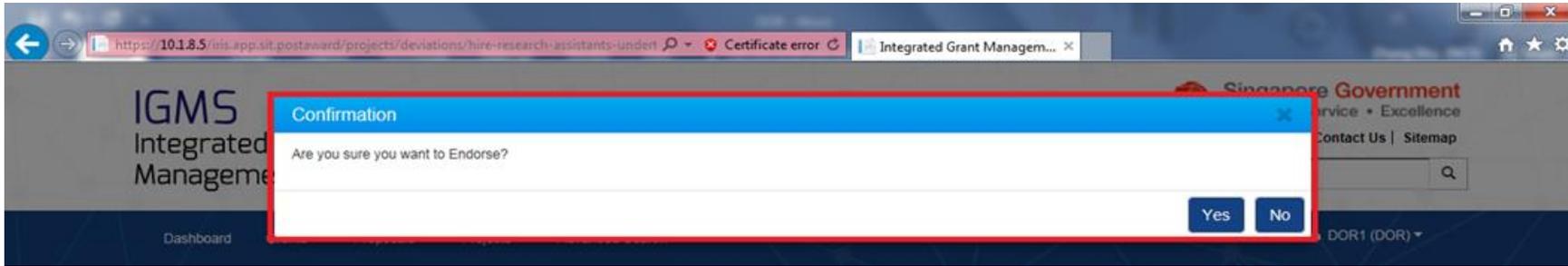
3

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

3

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.



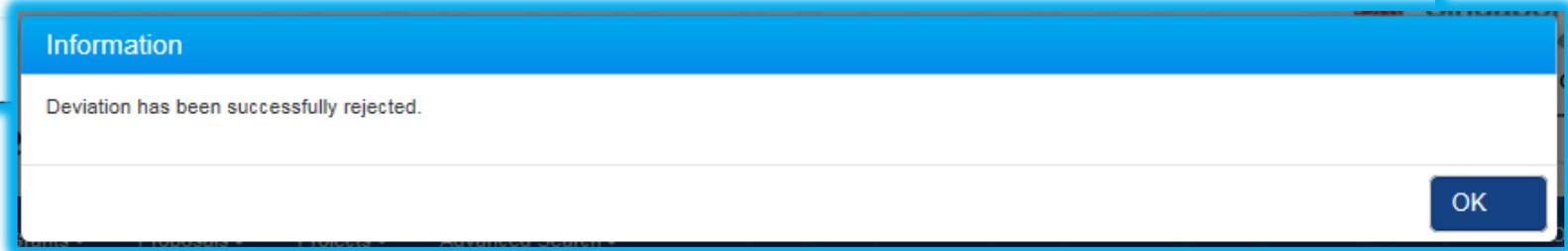
I.e. the info message for return action



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.

Undertaking by new HI ORE

Undertaking by new HI DOR

I hereby declare that all the information in this request is accurate and complete to the best of my knowledge and that I would be responsible for the consequences of providing false and/or misleading information.

Name of DOR: NCS PST DOR 1 Date of acknowledgement: 03/04/2020

Acknowledgement: Yes No

Comments: input comment here...

Action Trail

< Back Actions

Endorse
Return
Reject

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PRIME MINISTER'S OFFICE
SINGAPORE

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.

Undertaking by lead ORE

Undertaking by lead DOR

I hereby declare that all the information in this request is accurate and complete to the best of my knowledge and that I would be responsible for the consequences of providing false and/or misleading information.

Name of DOR Date of acknowledgement

Acknowledgement Yes No

Comments

Action Trail

< Back

Actions

- Endorse
- Return
- Reject

Agency for Science, Technology and Innovation

NATIONAL RESEARCH PRIME MINISTER'S OFFICE SINGAPORE

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

Data Segregation - 1

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

Home > Projects > Project Overview

Projects Expand All Sections

Title of research project	NRF-AWARD-POTRN0621	Original project start date	01-Jan-2019
Name of lead/team PI	NRF PO TRN Principal Investigator 58	Original project end date	10-Jul-2020
Award number	NRF-AWARD-POTRN0621	Revised project end date	
Project ID	NRF-000901-00	Date of project activation	08-Jan-2020
Project stage	In progress		

[Submit deviation request](#)

Project overview ▼

Progress reports ▼

Deviation requests ▲

1 - 3 of 3 matching results found

Project ID	Deviation ID	Type of deviation	Date of submission	Date of approval / rejection	Status
NRF-000901-01	N/A	Virement of funds			Draft
NRF-000901-00	NRFDV-000000471	Project duration / time	09-Jan-2020	09-Jan-2020	Rejected by DOR
NRF-000901-00	NRFDV-000000472	Project duration / time	09-Jan-2020	09-Jan-2020	Rejected by DOR

Fund requisitions ▼

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.

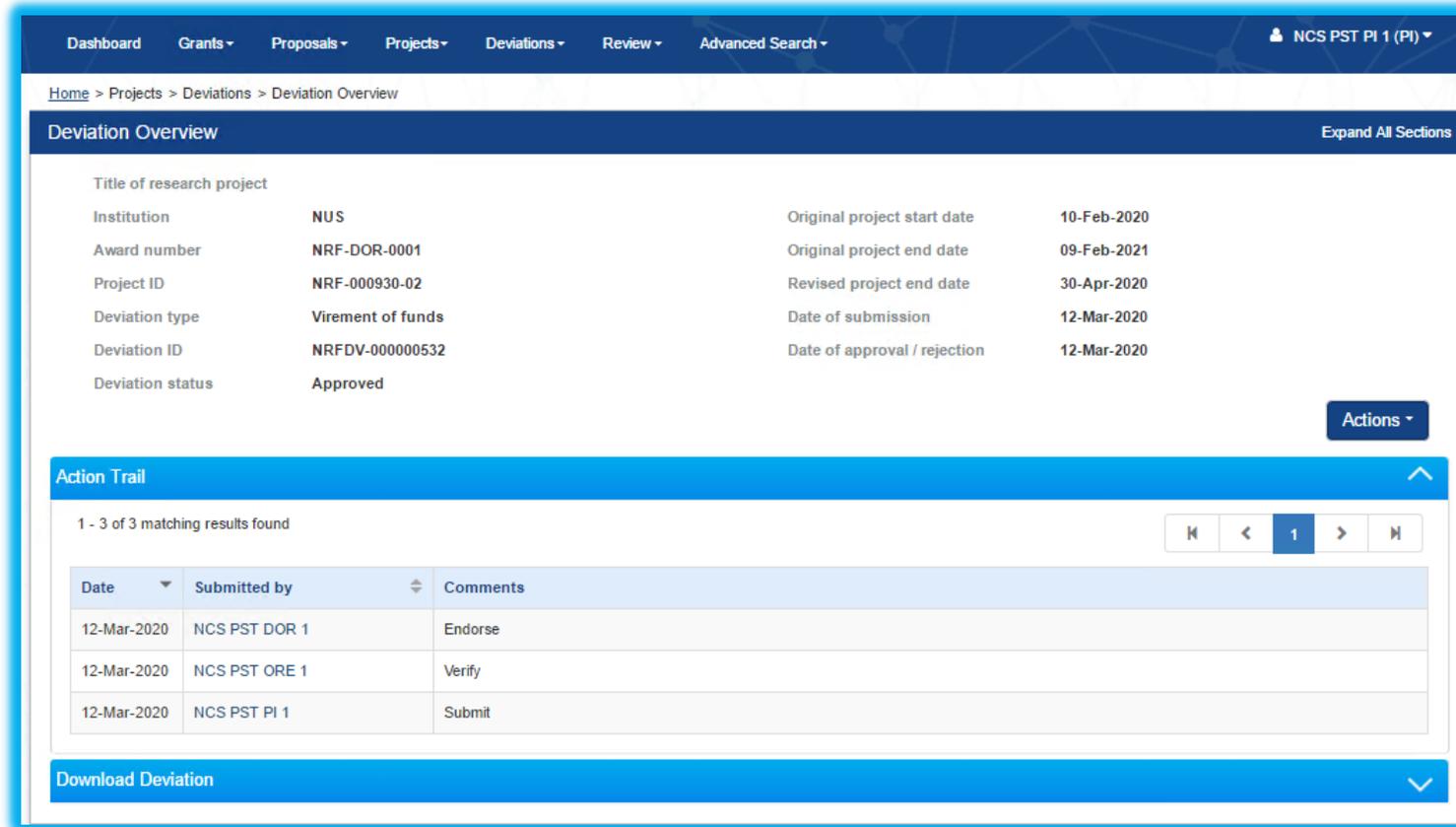
To Note

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

1

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.



The screenshot displays the NCS system interface for a Deviation Overview. The top navigation bar includes links for Dashboard, Grants, Proposals, Projects, Deviations, Review, and Advanced Search. The user is logged in as NCS PST PI 1 (PI). The breadcrumb trail is Home > Projects > Deviations > Deviation Overview. The Deviation Overview section shows the following details:

Title of research project		Original project start date	10-Feb-2020
Institution	NUS	Original project end date	09-Feb-2021
Award number	NRF-DOR-0001	Revised project end date	30-Apr-2020
Project ID	NRF-000930-02	Date of submission	12-Mar-2020
Deviation type	Virement of funds	Date of approval / rejection	12-Mar-2020
Deviation ID	NRFDV-000000532		
Deviation status	Approved		

An Actions button is located to the right of the overview details. Below this is the Action Trail section, which shows 1 - 3 of 3 matching results found. The table below lists the action trail entries:

Date	Submitted by	Comments
12-Mar-2020	NCS PST DOR 1	Endorse
12-Mar-2020	NCS PST ORE 1	Verify
12-Mar-2020	NCS PST PI 1	Submit

At the bottom of the interface, there is a Download Deviation button.

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

The screenshot shows the 'Project Overview' page for 'CR44 Project 4'. The navigation menu includes 'Dashboard', 'Grants', 'Proposals', 'Projects', 'Deviations', 'Review', and 'Advanced Search'. The 'Projects' menu is highlighted with a red circle labeled '1a'. The 'Deviations' menu is also highlighted with a red circle labeled '1b'. The page displays project details and a table of deviation requests.

Project ID	Deviation ID	Type of deviation	Date of submission	Date of approval / rejection	Status
NRF-000913-00	N/A	Change in project scope			Draft
NRF-000913-00	NRFDV-000000493	Deviation research team	04-Feb-2020	04-Feb-2020	Approved
NRF-000913-00	NRFDV-000000523	Deviation research team	12-Feb-2020	12-Feb-2020	Submitted to PM

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:

- Deviation printout (in excel format)
- Deviation’s attachment(s)
- The package will contain the latest information as of the time of placing the download

The screenshot shows the 'Deviation Overview' page. At the top, there is a breadcrumb trail: Home > Projects > Deviations > Deviation Overview. The page title is 'Deviation Overview' with an 'Expand All Sections' link on the right. Below the title is a table with project details:

Title of research project	CR44 Project 4	Original project start date	01-Oct-2019
Institution	NUS	Original project end date	16-Apr-2020
Award number	CR44 Project 4	Revised project end date	31-May-2021
Project ID	NRF-000913-00	Date of submission	12-Feb-2020
Deviation type	Deviation research team	Date of approval / rejection	12-Feb-2020
Deviation ID	NRFDV-000000523		
Deviation status	Submitted to PM		

Below the table is an 'Action Trail' section. A blue message box is displayed with the text: 'The package requested will be available for download in around 30 mins. Please access this project later to download the package.' The message box has an 'OK' button with a checkmark. To the right of the message box, there is a dropdown menu with 'View deviation details' and 'Download Deviation' options. A red circle with the number '2' is placed over the 'Download Deviation' option. At the bottom of the page, there is a blue bar with the text 'Download Deviation' and a checkmark icon.

2

2

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

Home > Projects > Deviations > Deviation Overview

Deviation Overview

Expand All Sections

Title of research project	CR44 Project 4	Original project start date	01-Oct-2019
Institution	NUS	Original project end date	16-Apr-2020
Award number	CR44 Project 4	Revised project end date	31-May-2021
Project ID	NRF-000913-00	Date of submission	12-Feb-2020
Deviation type	Deviation research team	Date of approval / rejection	12-Feb-2020
Deviation ID	NRFDV-000000523		
Deviation status	Submitted to PM		

Actions ▾

View deviation details
Download Deviation

Action Trail

1 - 3 of 3 matching results found

Date ▾	Submitted by ▾	Comments
12-Feb-2020	NRF PST DOR 1	
12-Feb-2020	NRF PST ORE 1	
12-Feb-2020	NRF PST PI1	

Download Deviation

Download All

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	Check all
 NRFDV-000000536.zip 16-Mar-2020 02:07 PM	5.58 KB		<input type="checkbox"/>

3

3

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