

An aerial photograph of Singapore's skyline, featuring numerous skyscrapers and the Marina Bay Sands hotel complex in the foreground. The city is situated along a waterfront with a large body of water. The sky is overcast with grey clouds.

IGMS Deviation (HI Finance Role)

Document Versions

Version No	Date	Prepared By	
1.0	31-Mar-2020	Hendrianto	Initial Version. Incorporated CR COMM-2019-0004
1.1	30-Jun-2020 09-Jul-2020	Hendrianto	Incorporated user feedbacks CR COMM-2019-0004 Incorporated user feedbacks
1.2	05-May-2021	Ramakrishna Gunisetty	Updated the screenshots after SP CP brand refreshment (CR-2020E-0010)
1.3	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

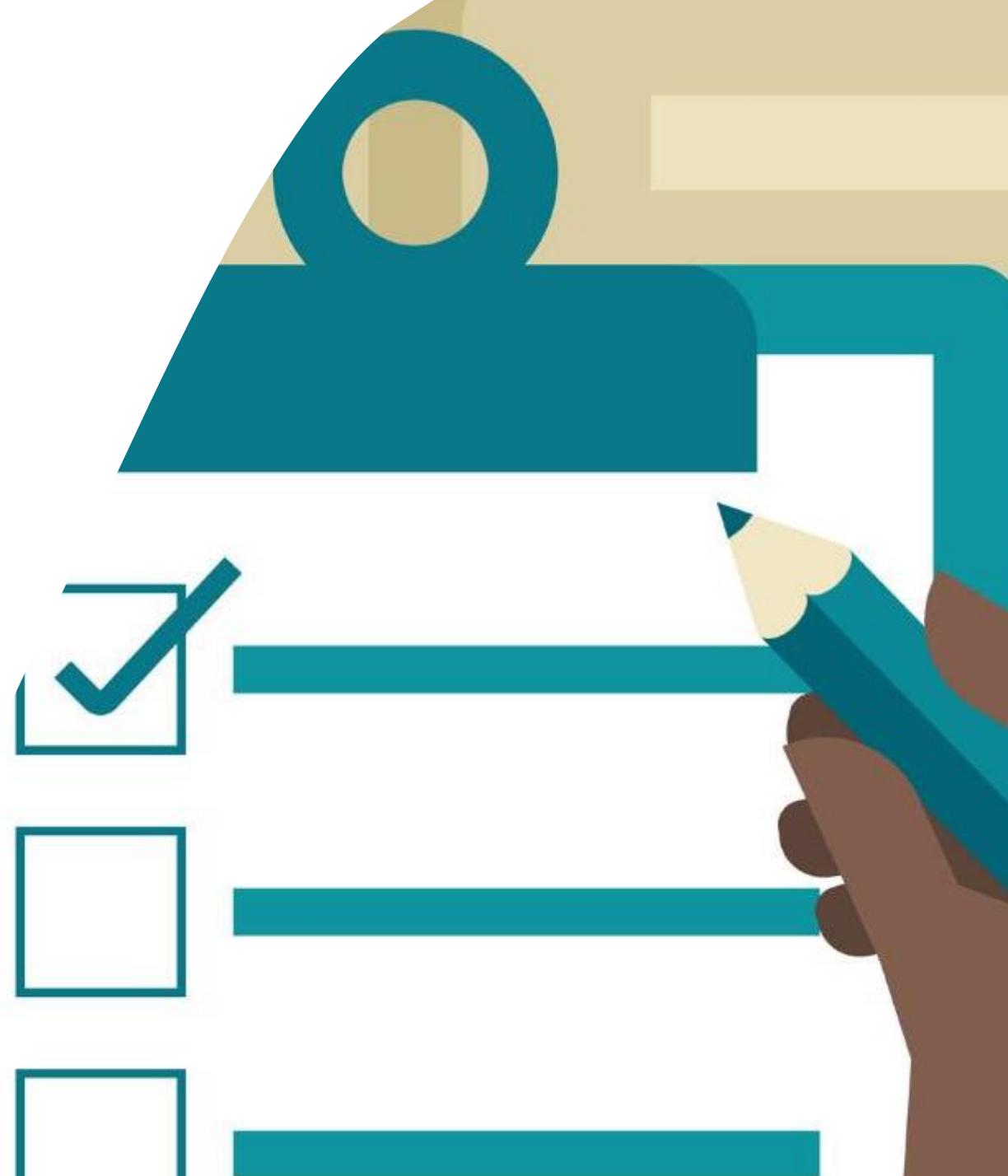
Sl. No	Abbreviation / Acronyms	Status
12	Outstanding deviation	<p>A deviation which has status not “Approved” or not “Rejected” or not “Rejected by DOR” under the same Award ID.</p> <p>Below are the Deviation Status which are catered as outstanding:</p> <ol style="list-style-type: none">Pending ORE verificationPending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

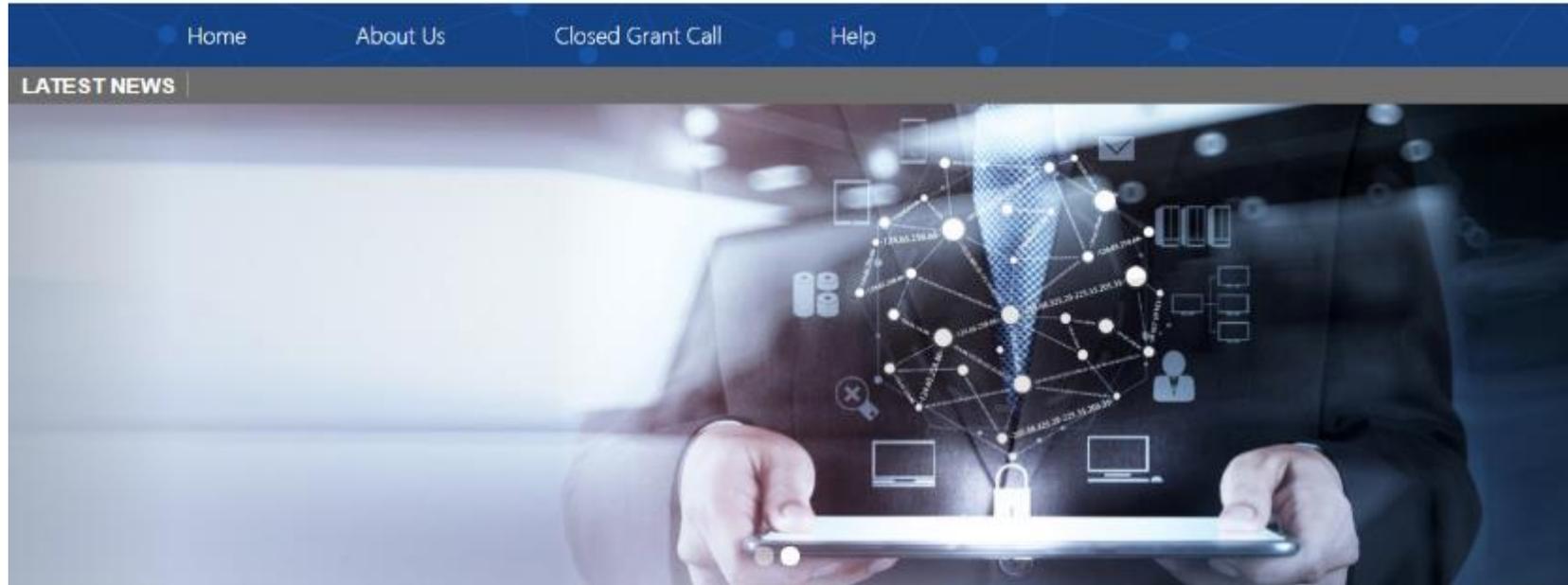
Learning Objectives

1. Deviation Overview
2. Download Deviation



Login in IGMS

Logging in IGMS



1 Click on **Login**

This section shows the bottom part of the website. On the left, there is a 'Login' section with a blue 'LOGIN' button and a 'Subscribe' button below it. A red arrow with the number '1' points to the 'LOGIN' button. To the right is the 'Open Opportunities' section, which includes a search bar, a pagination indicator showing '1 of 12 matching results found', and a table of grant calls.

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

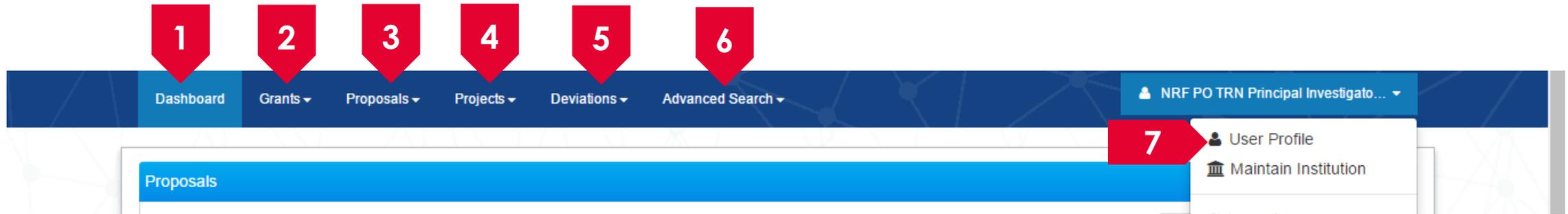
- Principal Investigator
- HI Administrator
- Office of Research/ Director of Research
- HI Finance/ HI Human Resource
- Data Administrator/ HI Audit

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 displays the IGMS dashboard interface. At the top, a dark blue navigation bar contains the following menu items: Dashboard, Grants, Proposals, Projects, Deviations, and Advanced Search. 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 sections, each with a red arrow pointing to it and a white box containing a red number "1" or "2".

1 Proposals: This section shows a table with the text "0 - 0 of 0 matching results found". The table has columns for Date, Subject, Reference ID, and Read. The table is currently empty.

2 Projects: This section shows a table with the text "0 - 0 of 0 matching results found". The table has columns for Date, Subject, Reference ID, and Read. The table is currently empty.

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

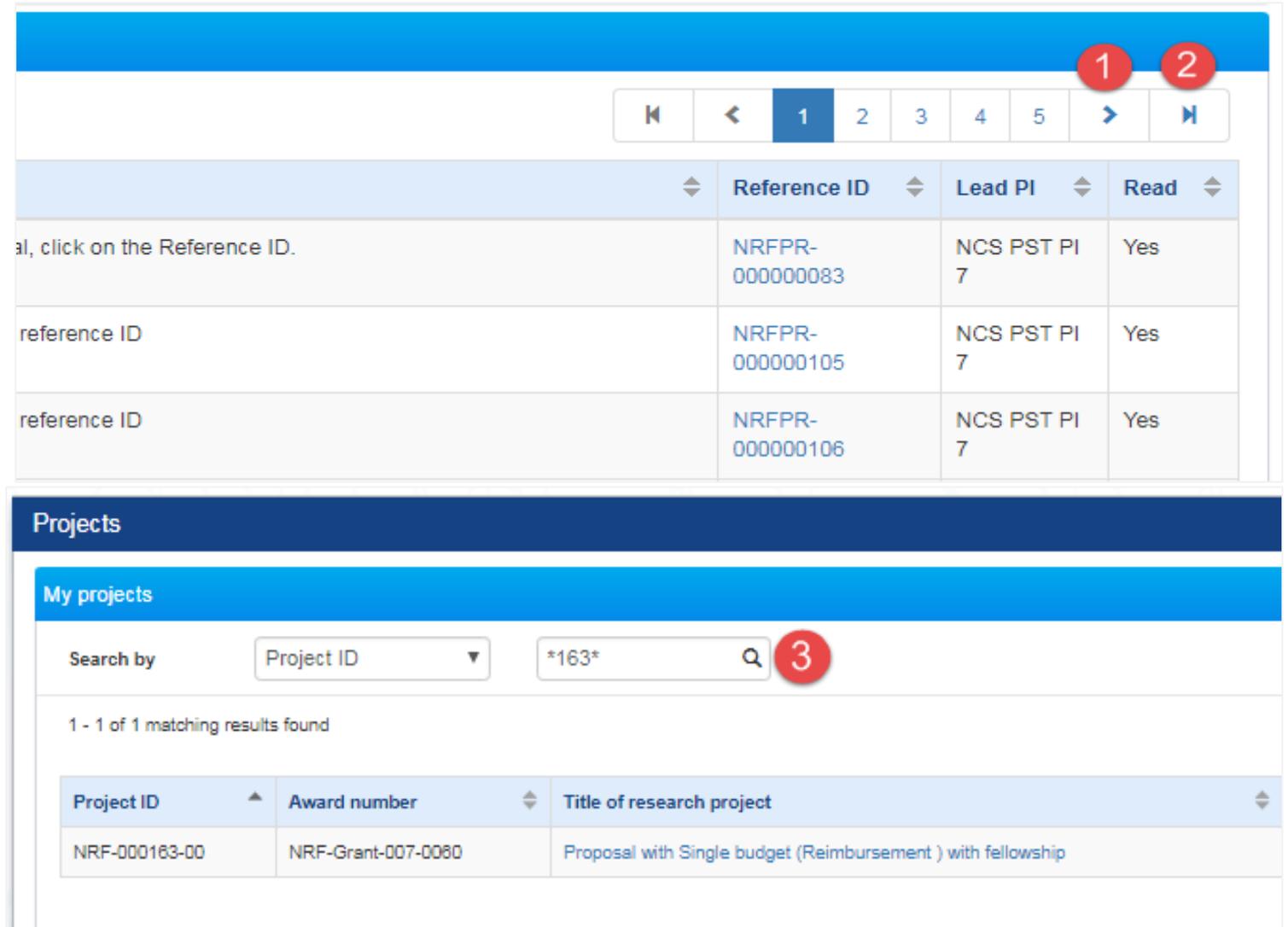
2 Projects: Displays the awarded projects (post-award) action items.

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 buttons: a home icon, a left arrow, a page indicator '1' (highlighted with a red circle '1'), and pages '2', '3', '4', '5'. To the right of these are a right arrow and an end icon, with a red circle '2' above the right arrow. Below this is a table with columns: Reference ID, Lead PI, and Read. The table contains three rows of data. 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 input field containing '*163*' (with a red circle '3' above the search icon). Below the search bar, it says '1 - 1 of 1 matching results found'. A table below shows the search results with columns: Project ID, Award number, and Title of research project.

	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

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

The screenshot shows a web interface with two tabs. The first tab, 'Justification', is highlighted with a green arrow labeled '1'. It contains a text area with the instruction: 'Provide a reason of the deviation in no more than 5000 characters.' The second tab, 'Supporting documents', is highlighted with a green arrow labeled '2'. It contains instructions: 'To download the attachment, click on the download button. To add attachment, click the 'Add' button. Once completed, click the 'Upload' button. File types allowed: txt, doc, pdf, zip, xls. The maximum size for each file is 4 MB.' Below the instructions are four buttons: '+ Add files...', 'Start upload', 'Cancel upload', and 'Delete'. A red note states: 'NOTE: The attached file(s) if any will be displayed after anti-virus scan is completed. Please wait and visit this page later.' At the bottom, there is a table with columns for 'File name', 'Size/Status', 'Actions', and a 'Check all' checkbox.

File name	Size/Status	Actions	<input type="checkbox"/> Check all
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1 To input or view justification of each deviation, open *Justification tab*

2 To view, upload, and download attachment, open *Supporting documents tab*. Only requestor can upload a document(s) to Deviation.

Deviation Overview - 2

Home > Projects > Deviations > Undertaking

Change in Project Scope ✓ Change in Technical Milestones ✓ Change in Research Milestones ✓ Change in KPI 1 Undertaking ✓

Undertaking

Expand All Sections

Hide Deviation Details

Title of research project	AI rocking shaking 12341234		
Deviation ID		Institution	MU
Deviation status	Draft	Original project start date	01-Apr-2017
Date of submission		Original project end date	31-Mar-2022
Date of approval / rejection		Revised project end date	
Project ID	NRF-000380		

< Back Save as Draft Submit >

2 Name of requestor P93 Date of acknowledgement 03-05-2018

Acknowledgement Yes No

Comments please verify|

3 Action Trail

< Back Save as Draft Submit >

1 Click on *Undertaking* through breadcrumb

2 Submission requires Acknowledgement by selecting *Yes radio button*. User can input comments that will be displayed on *Action trails tab*.

3 Click on *Action trail* displays all commentary

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 Projects **Deviations** Advanced Search NCS PST's HI Finances 1 (HI Finan...

Home > Deviations > View Deviations

Deviations

Submit Deviation Request
View Draft Deviations
1 View Deviations

My deviations

Search by status All

101 - 110 of 2220 matching results found

Deviation ID	Award ID	Deviation type	Deviation status	Lead / team PI	Original project start date	Original project end date	Revised project end date
NRFDV-000000541	NRF-DOR-0001	Virement of funds	Approved	NCS PST PI 1	10-Feb-2020	09-Feb-2021	29-Apr-2020
NRFDV-000000539	NRF-MULTIBUDG-0001	Change in project scope	Pending DOR endorsement	NCS PST PI 2	01-Apr-2020	31-Mar-2025	
NRFDV-000000538	NRF-MULTIBUDG-0001	Change in project scope	Rejected by DOR	NCS PST PI 2	01-Apr-2020	31-Mar-2025	
NRFDV-000000536	NRF-MULTIBUDG-0001	Change in project scope	Rejected by DOR	NCS PST PI 2	01-Apr-2020	31-Mar-2025	
NRFDV-000000535	NRF-MULTIBUDG-0001	Deviation research team	Rejected by DOR	NCS PST PI 2	01-Apr-2020	31-Mar-2025	

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 system interface with two navigation paths highlighted by red circles labeled '1a' and '1b'. Path 1a is 'Projects > View Projects' and path 1b is 'Deviations > View Deviations'. Below the navigation, the 'Project Overview' page is displayed for 'CR44 Project 4'. The page includes a 'Submit deviation request' button and expandable sections for 'Project overview', 'Progress reports', 'Deviation requests', and 'Fund requisitions'. The 'Deviation requests' section shows 1 - 3 of 3 matching results found.

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 message notification is displayed, stating: 'The package requested will be available for download in around 30 mins. Please access this project later to download the package.' The message has an 'OK' button with a checkmark. Below the message is a 'Download Deviation' button with a checkmark. A red circle with the number '2' is placed over the 'Download Deviation' button in the screenshot.

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		

3

3

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