



# IGMS Deviation ORE

# Document Versions

Version No	Date	Prepared By	
1.0	Mar-2018	Hendrianto	Initial Version.
1.1	20-Jun-2018	Hendrianto	-updated material with creation / assessment of various deviation types - incorporated CR#33, 35, 36
1.2	01-Aug-2018	Hendrianto	Updated based on "Deviation Modules - Consolidated Feedback - 24 Jul 2018"
1.3	14-Aug-2018	Hendrianto	Updated based on "Deviation Modules - Consolidated Feedback - 10 Aug 2018"
1.4	11-Sep-2018	Nagendra Varma K	Incorporated CR COMM-2018-0006 (Landing page portal)
2.0	06-Aug-2019 03-Oct-209 08-Nov-2019	Hendrianto	Incorporated CR COMM-2018-0013 Deviation Dependency Incorporated agencies comments
2.1	11-Nov-2019	Hendrianto	Incorporated CR COMM-2018-0002 (To Include a 'Please Specify' Free-Text Box Field & 'Highest Education Qualification Attained')

# Document Versions

Version No	Date	Prepared By	
2.2	19-Feb-2020	Hendrianto	Incorporated CR COMM-2018-0012, COMM-2019-0039, COMM-2019-0044 and COMM-2019-0044A
2.3	31-Mar-2020 03-Apr-2020	Hendrianto	Incorporated CR COMM-2019-0004 and user feedbacks
2.4	13-May-2020	Hendrianto	Incorporated user feedbacks
2.5	27-May-2020	Hendrianto	Incorporated user feedbacks
2.6	11-Jun-2020	Hendrianto	Incorporated CR COMM-2019-0054
2.7	30-Jun-2020 09-Jul-2020	Hendrianto	Incorporated CR COMM-2019-0004 Incorporated user feedbacks
2.8	14-Aug-2020	Hendrianto	Incorporated CR COMM-2017-0056 and COMM-2017-0056A
2.9	05-May-2021	Ramakrishna Gunisetty	Updated the screenshots after SP CP brand refreshment (CR-2020E-0010)
3.0	13-Aug-2021 09-Sept-2021	Hendrianto	Incorporated CR COMM-2018-0027

# Document Versions

Version No	Date	Prepared By	
3.1	21-Jan-2022 2-Mar-2022	Hendrianto	Incorporated CR-2021-0005 and CR-2021-0007
3.2	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 (refers 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"><li>Pending ORE verification</li><li>Pending DOR endorsement</li><li>Pending resubmission</li><li>Submitted to PM</li><li>Supported</li><li>Pending AI ORE verification</li><li>Pending AI DOR endorsement</li><li>Pending Lead PI endorsement</li><li>Pending Lead ORE verification</li><li>Pending Lead DOR endorsement</li><li>Pending new HI ORE verification</li><li>Pending new HI DOR endorsement</li><li>Pending workflow submission</li><li>In progress</li></ol>

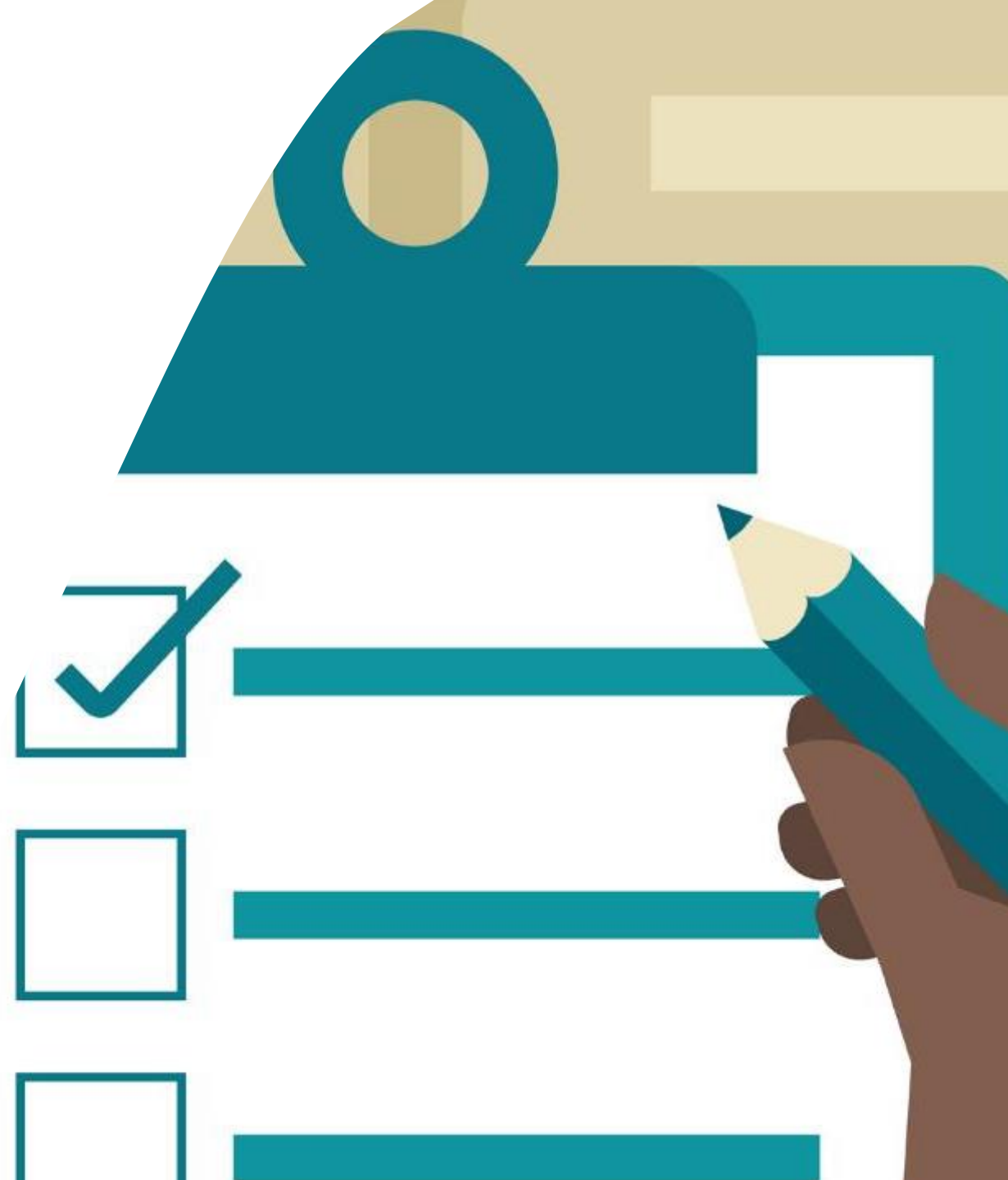
# Definitions, Acronyms and Abbreviations

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"><li>a. Pending HI HR input</li><li>b. Pending resubmission</li><li>c. Pending PI input</li><li>d. Pending review</li><li>e. HI finance clarification</li><li>f. Pending PM review</li><li>g. Supported</li><li>h. PI clarification</li><li>i. Pending workflow submission</li><li>j. In progress</li></ul>



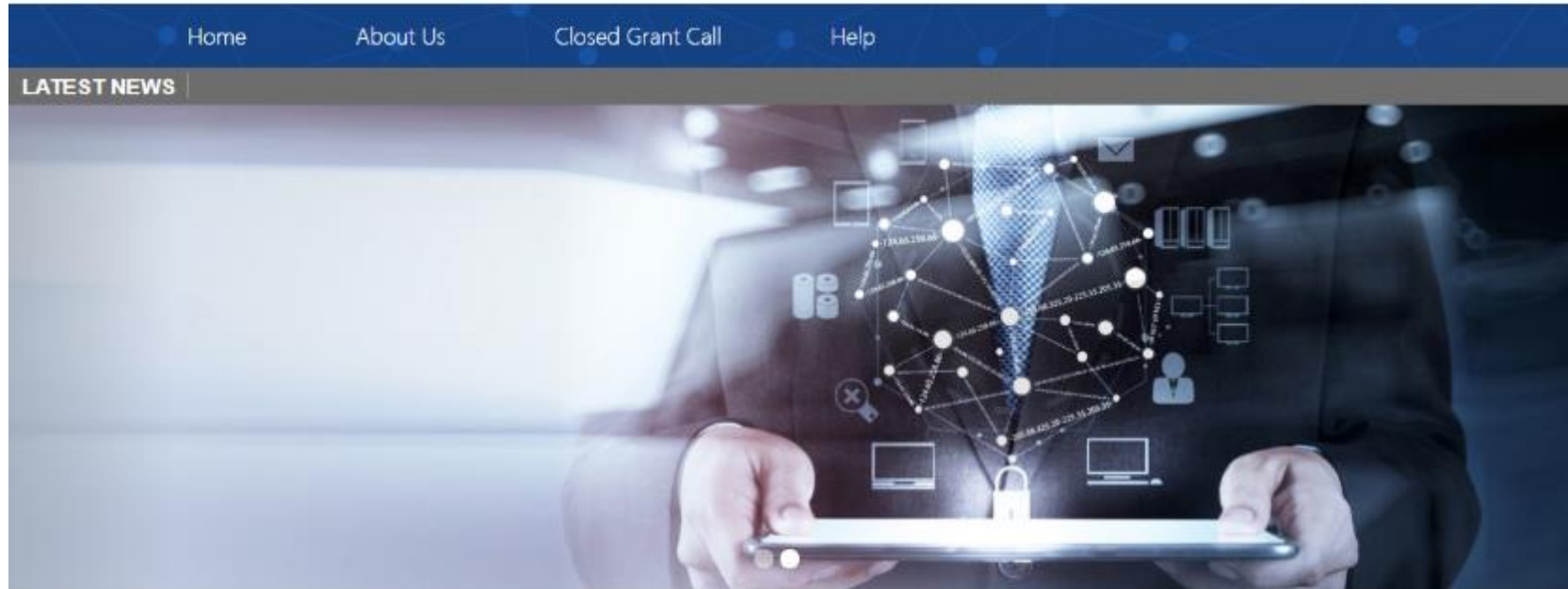
# Learning Objectives

1. Login and access dashboard
2. Deviation overview
3. Workflow of “Pending ORE verification” deviation :
  - Deviation in Portal
  - Route deviation to “Pending ORE verification” status
  - ORE's access to view and work on the deviation
  - Verify action
  - Return action
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

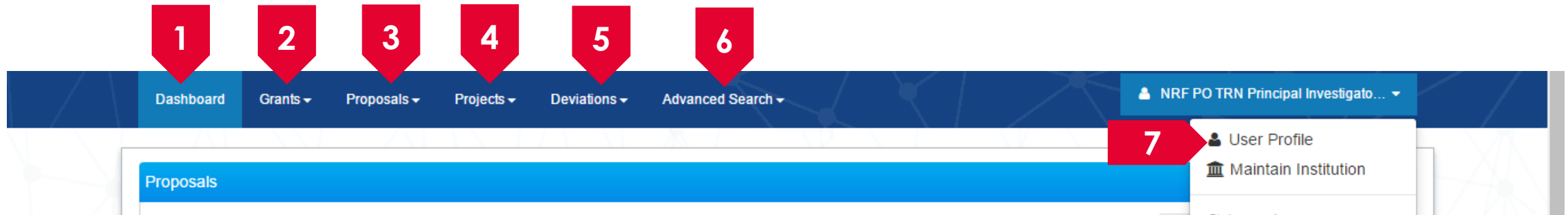
- Principal Investigator
- HI Administrator
- Office of Research/ Director of Research
- HI Finance/ HI Human Resource
- Data Administrator/ HI Audit

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

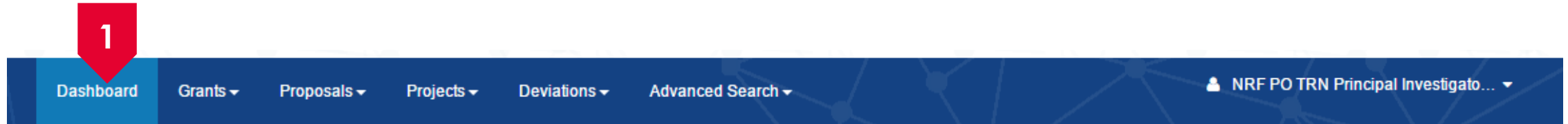
**4 Projects:** Displays the awarded projects under the user's institution

**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





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

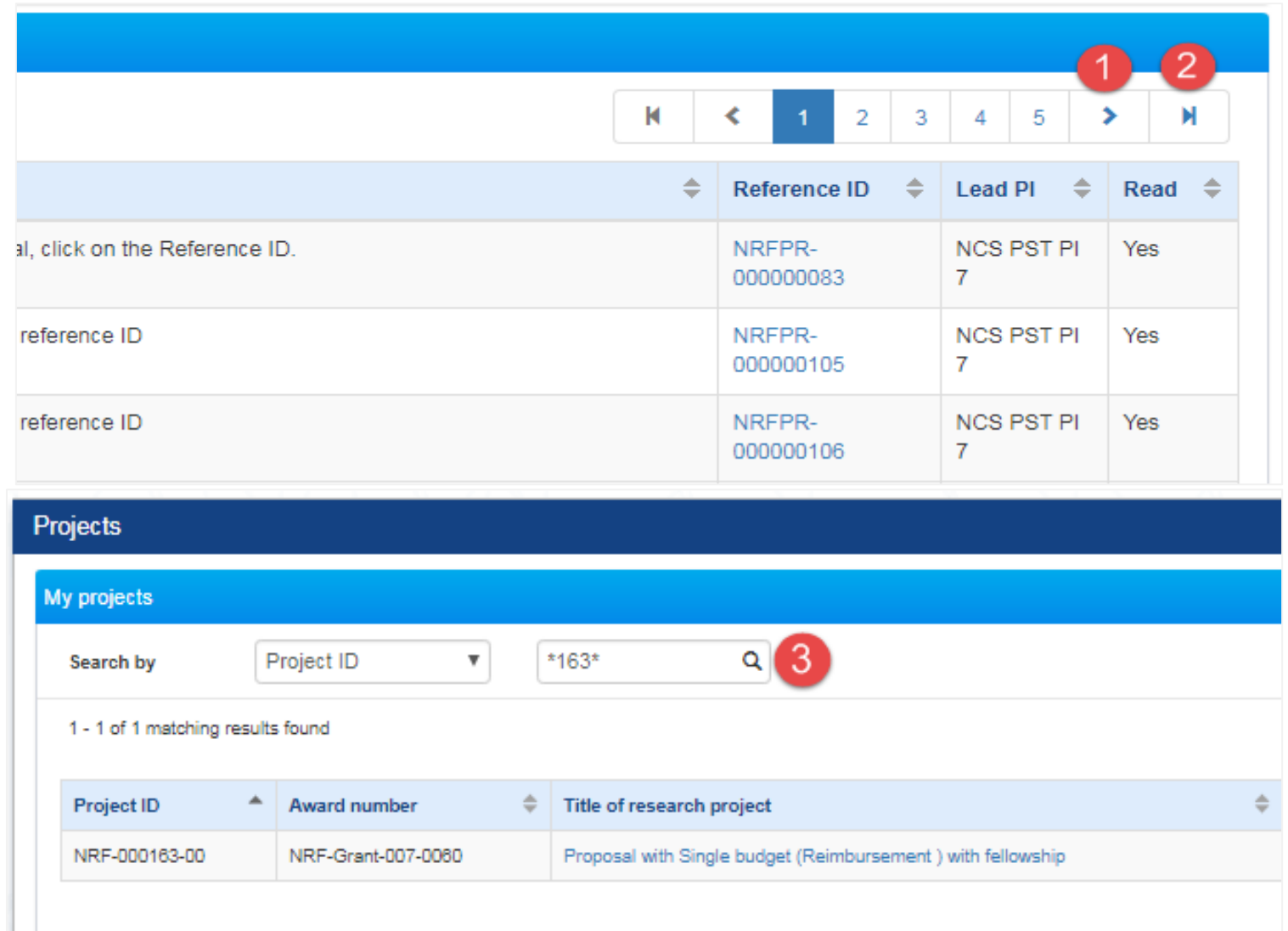
**2** **Projects:** Displays the awarded projects (post-award) action items.

# 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 status. The first row shows Reference ID NRFPR-00000083, Lead PI NCS PST PI 7, and Read status Yes. The second and third rows show Reference IDs NRFPR-00000105 and NRFPR-00000106, both with Lead PI NCS PST PI 7 and Read status Yes. Below the table is a 'Projects' section with a search box. The search box contains the text '\*163\*' and a magnifying glass icon. A red circle with the number 3 highlights the search box. Below the search box, 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 - ORE Requests a Deviation

# Deviation Overview - 1

The image shows two overlapping screenshots of a web application interface. The top screenshot shows the 'Deviations' menu highlighted in the navigation bar, with a dropdown menu containing 'Submit Deviation Request', 'View Draft Deviations', and 'View Deviations'. A green arrow labeled '1a.' points to the 'Submit Deviation Request' option. The bottom screenshot shows the 'Projects' menu highlighted in the navigation bar, with a dropdown menu containing 'View Projects'. A green arrow labeled '1b.' points to the 'View Projects' option. Both screenshots show a 'Proposals' section with '0 - 0 of 0 matching results found' and a table with columns for 'Date', 'Subject', 'Reference ID', and 'Read'. A green arrow labeled '1' points to the navigation bar in both screenshots.

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	<b>3</b> 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 [Deviation type selection page](#) for more detail

Refer to "[Validation on Submission / Verification / Endorsement](#)" to

determine whether PI can request a deviation.

# Deviation Overview - 3

Choose a deviation type to be requested

Home > Projects > Deviations > Apply Deviation

Apply deviation

Apply deviation

Please choose one of the deviation types below.

- Change in institution
- Change in project duration / time
- Change in project scope
- Change in research team
- Exceptional cases
- Trim project budget
- Virement of funds / change or add in equipment / manpower

5 Next >

5

Choose a deviation type to be requested by clicking on the respective radio button and click on Next button

## To Note

Refer to the [Data segregation](#) section for details on how the various requests will be displayed in the project overview page under different scenarios

# Deviation Overview - 4

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

[Submit deviation request](#)

Project overview ▼

Progress reports ▼

**1** Deviation requests ▲

1 - 3 of 3 matching results found

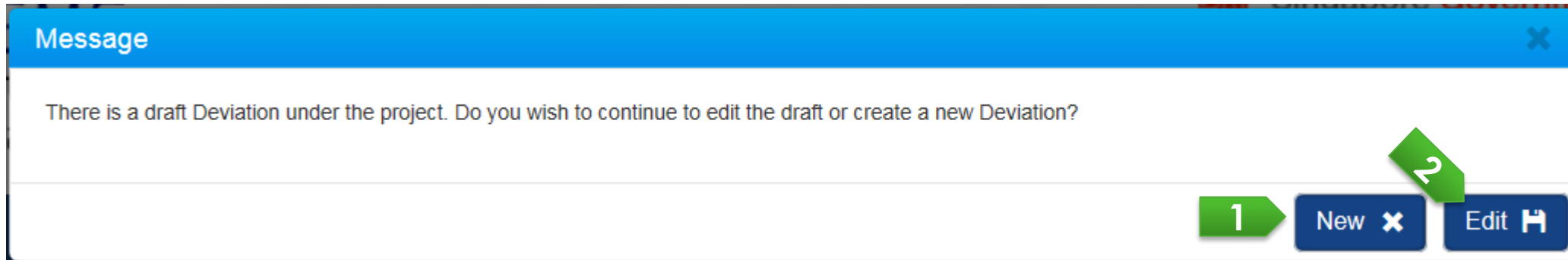
Project ID	Deviation ID	Type of deviation	Date of submission	Date of approval / rejection	Status
NRF-000901-01	N/A	Virement of funds			Draft
NRF-000901-00	NRFDV-000000471	Project duration / time	09-Jan-2020	09-Jan-2020	Rejected by DOR
NRF-000901-00	NRFDV-000000472	Project duration / time	09-Jan-2020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

Fund requisitions ▼

**1** After selecting a project, expand the various sections to view the project information or transactions which were submitted by the PI or Lead PI's projects.

# Deviation Overview - 5

If an existing draft was previously created for the deviation type, the system will display a pop-up message to seek your confirmation to either edit the draft or create a new request.



1

Click on the New button to overwrite draft data upon creation of a new deviation

2

Click on the Edit button to continue the last progress of a draft deviation

# Deviation Overview - 6

To continue editing an existing draft, a user can go to *Deviations > View Draft Deviations* to access the draft requests. Click on Deviation Type hyperlink to open the selected deviation request.

The screenshot shows the system navigation menu with 'Deviations' highlighted. A green arrow labeled '1' points to the 'Deviations' menu item. A dropdown menu is open, showing 'View Draft Deviations' as the selected option. Below this, the breadcrumb path is 'Home > Deviations > View Draft Deviations'. The main content area is titled 'Deviations' and contains a table of 'My deviations'. A green arrow labeled '2' points to the 'Exceptional cases' deviation type in the first row of the table. The table has 7 columns: Deviation ID, Award ID, Deviation type, Lead / team PI, Original project start date, Original project end date, and Revised project end date. There are 3 rows of data shown.

Deviation ID	Award ID	Deviation type	Lead / team PI	Original project start date	Original project end date	Revised project end date
N/A	NRF-AWARD-POTRN0601	Exceptional cases	NRF PO TRN Principal Investigator 58	01-Feb-2018	31-Oct-2023	
N/A	NRF-AWARD-POTRN0621	Virement of funds	NRF PO TRN Principal Investigator 58	01-Jan-2019	10-Jul-2020	
N/A	NRF-AWARD-POTRN0621	Project duration / time	NRF PO TRN Principal Investigator 58	01-Jan-2019	10-Jul-2020	

# Deviation Overview - 7

After user fills in all required information of a deviation, user should provide his/her justification and attach supporting document(s). Please note that system accepts file size up to 4 MB and below file types :  
.txt, .doc, .pdf, .zip, .xls, and .xlsx

The screenshot displays two tabs in a blue header bar. The first tab, labeled '1' in a green arrow, is 'Justification'. It contains a text area with the placeholder text 'Provide a reason of the deviation in no more than 5000 characters.' The second tab, labeled '2' in a green arrow, is 'Supporting documents'. It contains instructions for downloading and uploading files, a list of allowed file types, and buttons for '+ Add files...', 'Start upload', 'Cancel upload', and 'Delete'. Below these buttons is a red note: '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
-----------	-------------	---------	------------------------------------

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 - 8

Home > Projects > Deviations > Undertaking

Change in Project Scope ✓ Change in Technical Milestones ✓ Change in Research Milestones ✓ Change in K ✓ Undertaking ✓

1

### 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 >

Before submission, page status of each breadcrumb should be in green color.

1 User should complete all compulsory information and pass each page validation then it will be marked by a green icon.

2 Click on "Yes" radio button to acknowledge deviation. User can input comments that will be displayed on *Action trails tab*.

3 Click on the *Submit button* after user passes each page validation and acknowledges the deviation request.

2

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

Acknowledgement  Yes  No

Comments please verify|

### Action Trail

< Back Save as Submit >

3

## To Note

Please ensure that there is at least one active ORE in the Institution at all times, to avoid disruptions to workflow.

# Deviation Overview - 9

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

The screenshot shows the top navigation bar with the following items: Dashboard, Grants, Proposals, Projects, Deviations, and Advanced Search. The user is logged in as 'NRF PO TRN Principal Investigato...'. The 'Deviations' menu is open, showing options: Submit Deviation Request, View Draft Deviations, and View Deviations. A green arrow labeled '1' points to the 'View Deviations' option. Below the navigation bar, the breadcrumb path is 'Home > Deviations > View Draft Deviations'. The 'Deviations' section header is visible, and a 'View Draft Deviations' button is present.

The screenshot shows the 'View Deviations' page. The breadcrumb path is 'Home > Deviations > View Deviations'. The 'My deviations' section has a search filter 'Search by status' with a dropdown menu showing 'All', 'Outstanding', 'Approved', and 'Rejected'. A green arrow labeled '2' points to the 'Approved' status. A magnifying glass icon is next to the search filter. Below the search filter, it says '1 - 10 of 68 matching results for'. A table of deviations is displayed with the following columns: Deviation ID, Award ID, Deviation type, Deviation status, Lead / team PI, Original project start date, Original project end date, and Revised project end date. A green arrow labeled '3' points to the search filter area. The table contains four rows of data. A '2' is also present in the first row of the table. At the bottom of the page, there is a watermark 'Activate Windows' and 'System in Control Panel to activate v'.

Deviation ID	Award ID	Deviation type	Deviation status	Lead / team PI	Original project start date	Original project end date	Revised project end date
NRFDV-000000459	NRF-AWARD-POTRN0601	Virement of funds	Approved	NRF PO TRN Principal Investigator 58	01-Feb-2018	31-Oct-2023	
NRFDV-000000479	NRF-AWARD-POTRN0601	Virement of funds	Approved	NRF PO TRN Principal Investigator 58	01-Feb-2018	31-Oct-2023	
NRFDV-000000487	NRF-AWARD-POTRN0601	Virement of funds	Approved	NRF PO TRN Principal Investigator 58	01-Feb-2018	31-Oct-2023	
NRFDV-000000471	NRF-AWARD-POTRN0621	Project duration / time	Rejected by DOR	NRF PO TRN Principal Investigator 58	01-Jan-2019	10-Jul-2020	

User can filter deviations by its status through the following steps:

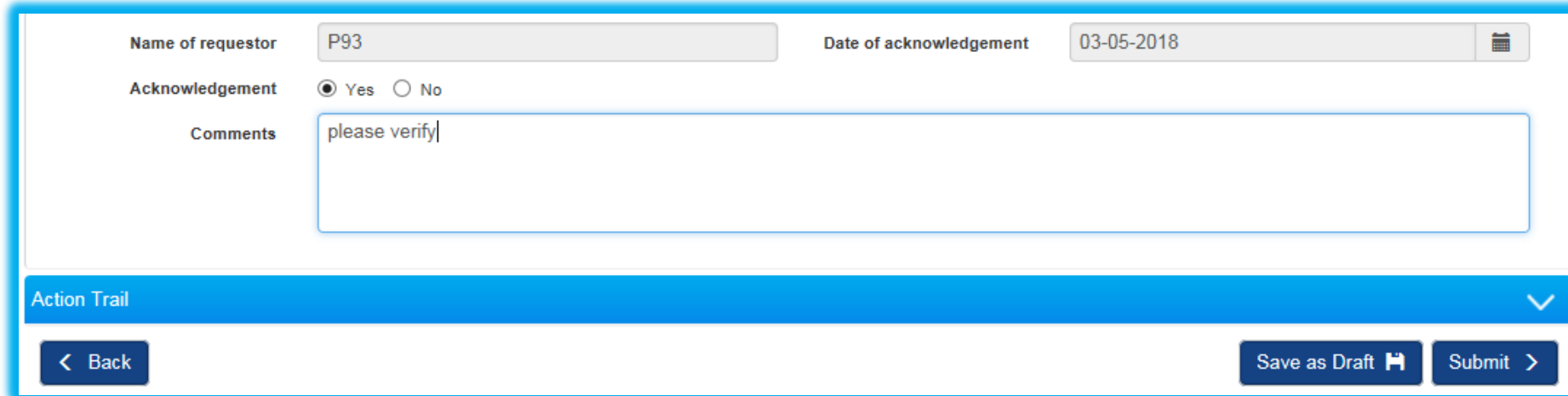
- Click on "Search by status".
- Select one of statuses
- Click on magnifying glass button System will display all deviations with the selected status.

## **Workflow of “Pending ORE verification” deviation**

# Workflow of “Pending ORE verification” deviation - 1

System routes deviation to “Pending ORE verification” status through below actions:

- PI / ORE submits a deviation
- DOR/Managing PM/AI ORE/AI DOR returns a deviation



The screenshot shows a web form for managing a deviation. The form is enclosed in a blue border. At the top, there are two input fields: "Name of requestor" with the value "P93" and "Date of acknowledgement" with the value "03-05-2018". Below these is the "Acknowledgement" section with radio buttons for "Yes" (selected) and "No". The "Comments" section is a large text area containing the text "please verify|". At the bottom of the form, there is a blue bar labeled "Action Trail" with a downward arrow. Below the bar are three buttons: "Back" with a left arrow, "Save as Draft" with a floppy disk icon, and "Submit" with a right arrow.

# Workflow of “Pending ORE verification” deviation (through Dashboard) - 2

After a deviation is updated to “Pending ORE verification”, ORE can find the deviation through:-

- a. Login to Portal as ORE role and navigate to Dashboard > Projects

**1a** Dashboard Grants Proposals Projects Deviations Advanced Search NCS PST ORE 1 (ORE)

**Proposals**  
1 - 10 of 56 matching results found

Date	Subject	Reference ID	Lead PI	Read
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
20-Mar-2018	The proposal is pending your verification. To verify the proposal, click on the Reference ID.	NCSUAT3-0083	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.	NCSUAT3-0008	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 2018-0008	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

**1a** Projects  
61 - 70 of 71 matching results found

Date	Subject	Reference ID	Lead PI	Read
01-Nov-2019	The deviation is pending your verification. To verify the deviation, click on the Reference ID.	MOHDV-000000175	NRF PST PI 1	No

**1a** Navigate through *Dashboard/Projects*

**2a** Click on the hyperlink of Deviation ID

# Workflow of “Pending ORE verification” deviation (through Project Overview) - 3

b. Alternatively, user can also navigate to Project > View Projects

The screenshot displays the NCS system interface. At the top, the navigation bar includes 'Dashboard', 'Grants', 'Projects', 'Deviations', and 'Advanced Search'. The 'Projects' menu is active, and the user is logged in as 'NCS PST ORE 1 (ORE)'. The breadcrumb trail shows 'Home > Projects > View Projects'. The 'View Projects' page shows a search for '311' and a table of projects. The project 'AWD1200' is highlighted. The 'Project Overview' page for 'AWD1200' is shown, with a table of deviation requests. The deviation request with ID 'MOHDV-000000175' and status 'Pending ORE verification' is highlighted.

Project ID	Award number	Title of research project	Project start date	Project end date	Stage
MOH-000311-00	AWD1200	AWD1200	28-Oct-2019	07-Nov-2021	In progress
NMRC/1311/2011-00	NMRC/1311/2011				

Project ID	Deviation ID	Type of deviation	Date of submission	Date of approval / rejection	Status
MOH-000311-00	MOHDV-000000175	Deviation research team	01-Nov-2019	15-Nov-2019	Pending ORE verification

1b

Navigate through *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 ORE verification”*

# Workflow of “Pending ORE verification” 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	AWD1200	Original project start date	28-Oct-2019
Institution	NUS	Original project end date	07-Nov-2021
Award number	AWD1200	Revised project end date	
Project ID	MOH-000311-00	Date of submission	01-Nov-2019
Deviation type	Deviation research team	Date of approval / rejection	15-Nov-2019
Deviation ID	MOHDV-000000175		
Deviation status	Pending ORE verification		

**Action Trail**

1 - 1 of 1 matching results found

**1** Actions ▾

**2** View deviation details  
Download Deviation

⏪ < 1 > ⏩

# Workflow of “Pending ORE verification” deviation - 5

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

**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-011-0027	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	03-Apr-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:  Date of acknowledgement:

Acknowledgement:  Yes  No Name of DOR:

Comments:

**Action Trail** ▾

[Back](#) [Actions](#) ▾



# Workflow of “Pending ORE verification” deviation - 6

User should acknowledge before submitting any action by selecting “Yes” radio button under *Undertaking by ORE section*. ORE should select a DOR when verifying a Deviation. User can only select a DOR who does not belong to the research team members of the project.

**Undertaking** Expand All Sections

[Hide Deviation Details](#)

Title of research project	CR56 - 001 sad123	Original project start date	01-Apr-2020
Institution	NUS	Original project end date	31-Mar-2022
Award number	MOH-s11-0001	Revised project end date	31-Aug-2022
Project ID	MOH-000327-00	Date of submission	28-Feb-2020
Deviation type	Change in project scope	Date of approval / rejection	11-Mar-2020
Deviation ID	MOHDV-000000211		
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	<input type="text" value="NCS PST ORE 1"/>	Date of acknowledgement	<input type="text" value="03/04/2020"/>
Acknowledgement	<input checked="" type="radio"/> Yes <input type="radio"/> No	Name of DOR	<input type="text" value=""/>

Comments

**Action Trail**

[Back](#) Actions ▼

- Verify
- Return

## To Note

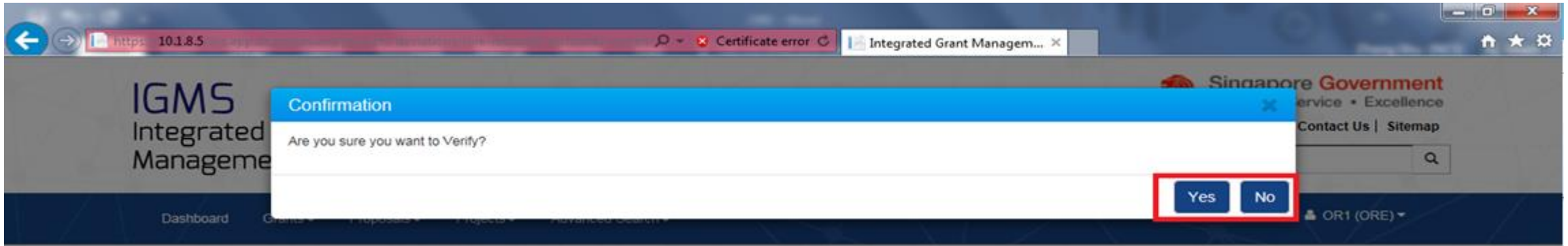
ORE can either:-

- Verify by clicking on Verify button and system will update deviation status to be “Pending DOR endorsement”
- Return deviation to requestor by clicking on Return button and system will update deviation status to be “Pending resubmission”

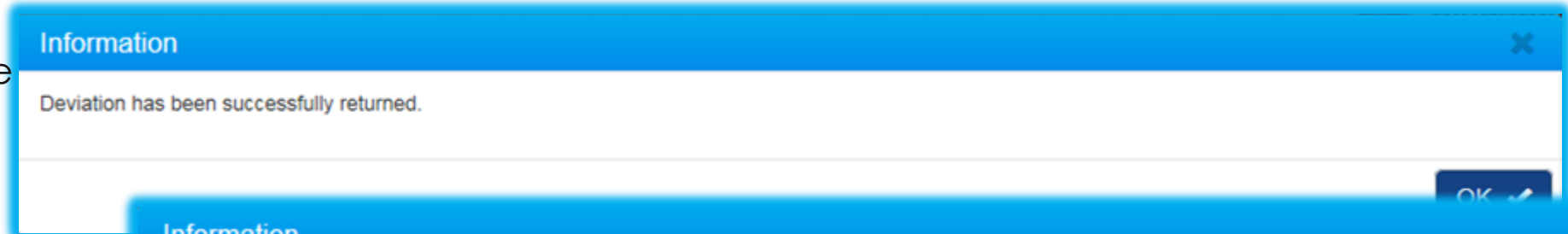
Commentary will be displayed in Action trail section and visible for PI, ORE, DOR, and PM.

# Workflow of “Pending ORE verification” deviation - 7

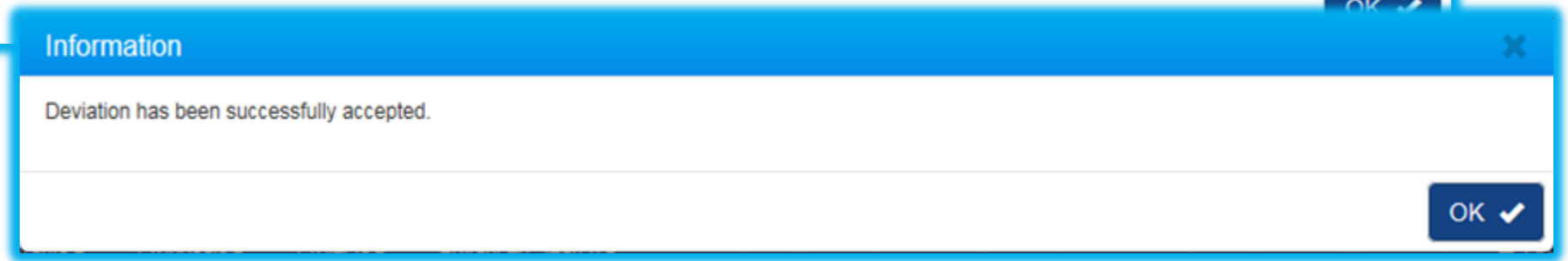
System displays a confirmation dialog when verifying or returning a deviation. After user successfully verifies or returns, system displays an info message.



I.e. the info message for return action

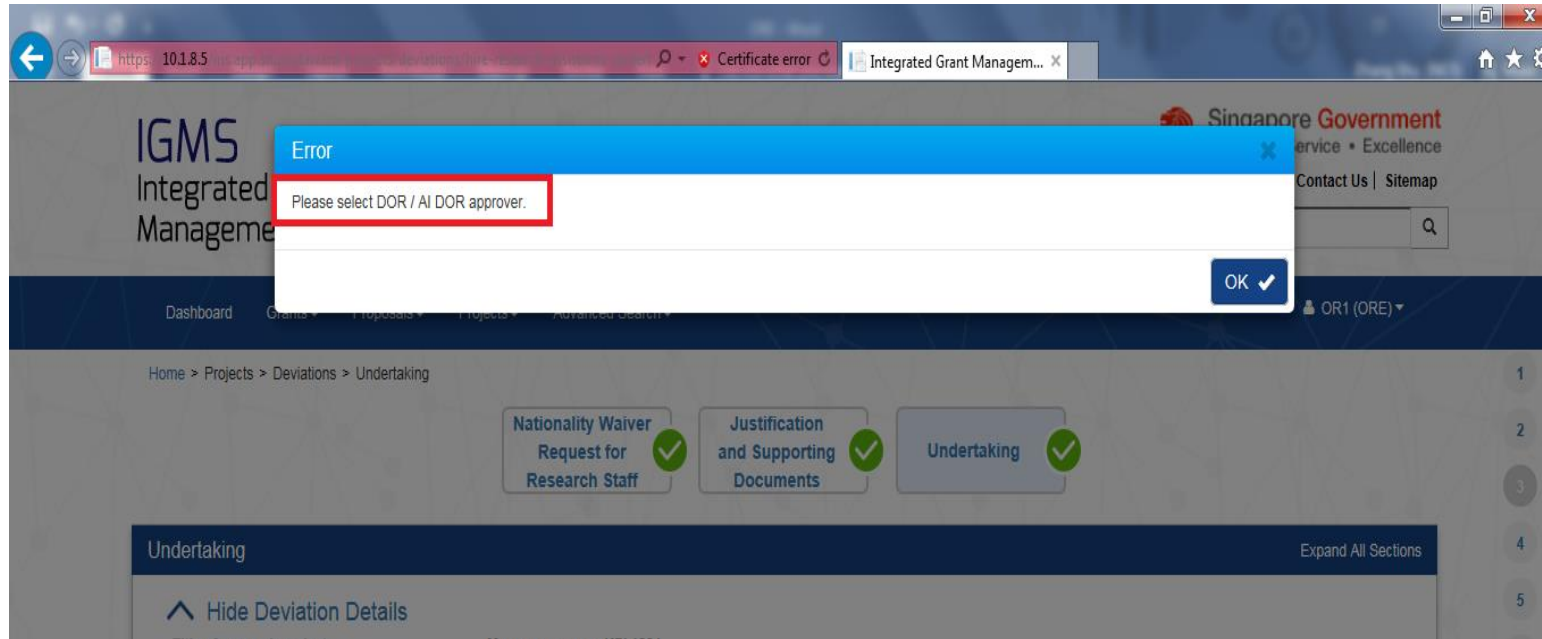


I.e. the info message for verify action



# Workflow of “Pending ORE verification” deviation - 8

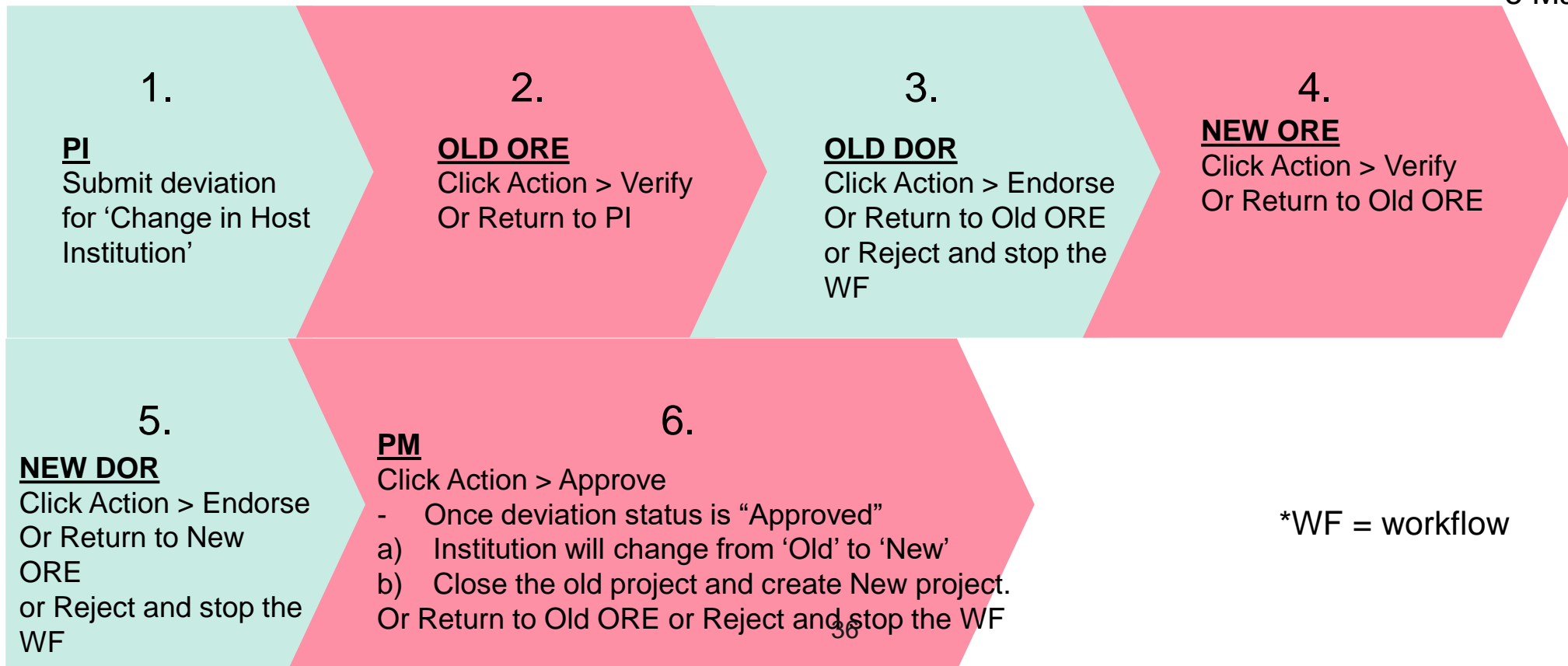
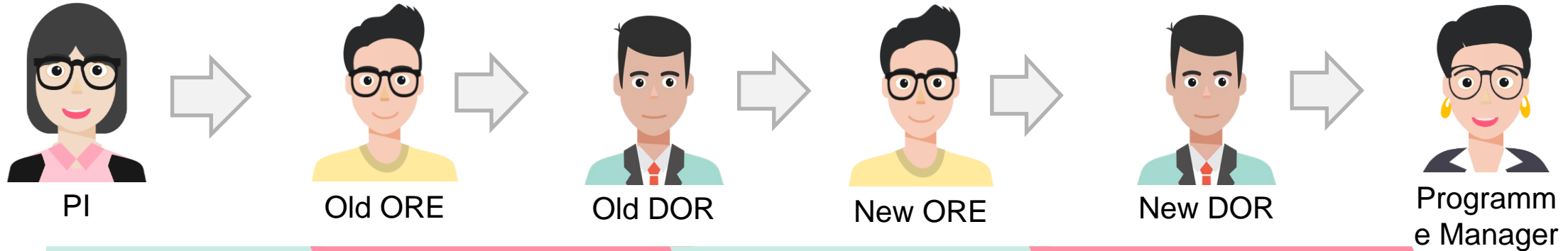
User should select a DOR when verifying a deviation. System will display below warning message if user does not mention any DOR when verifying.



## To Note

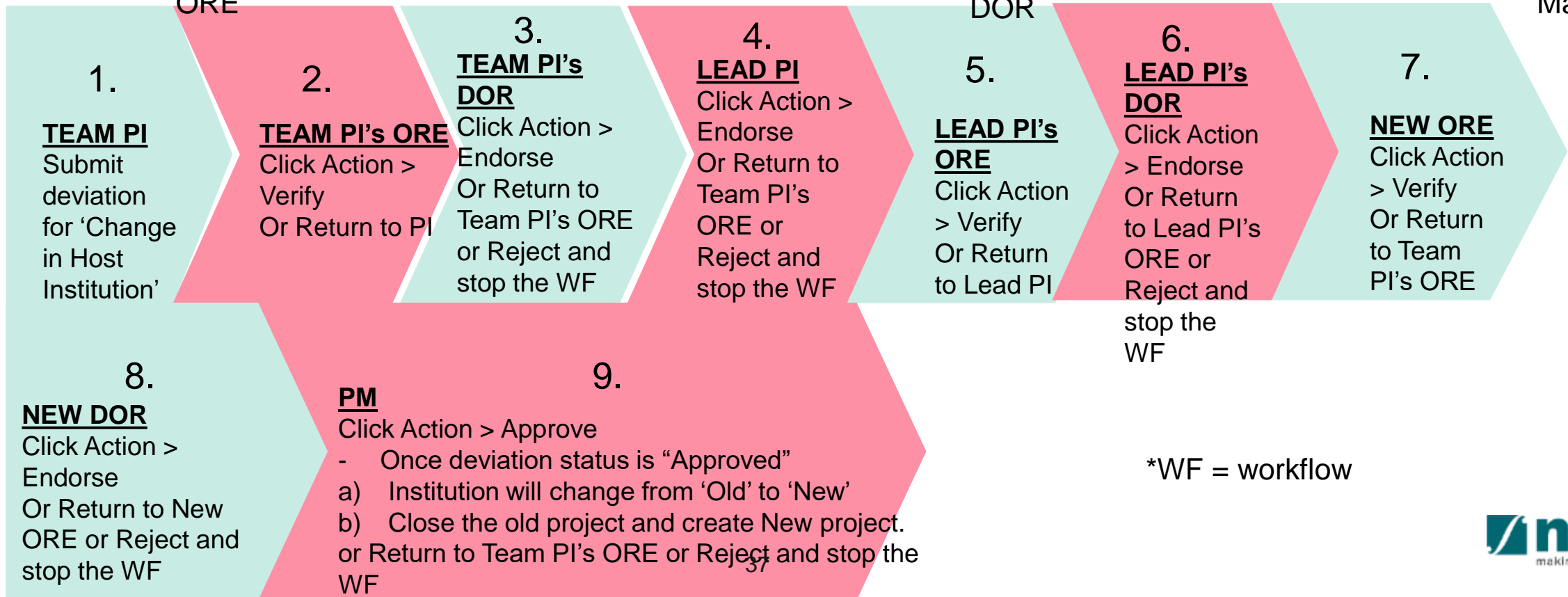
- Please ensure that there is at least one active ORE in the Institution at all times, to avoid disruptions to workflow.
- Should a DOR resign, the DOR should ensure that **all outstanding items** pending DOR action is **returned** to the ORE prior to leaving the organisation, to avoid the workflow getting disrupted. The ORE can subsequently re-assign the item to another DOR.

# Change in Host Institution by Lead PI – Workflow of “Pending new HI ORE verification”



\*WF = workflow

# Change in Institution by Team PI - Workflow of "Pending Lead ORE verification"



\*WF = workflow

# Change in Host Institution Deviation – Workflow of “Pending new HI ORE verification”

In case of Change in institution, ORE of new institution would get notified after DOR of lead PI endorses the deviation. The ORE of new institution should input his acknowledgement under Undertaking by new HI ORE tab.

Undertaking by DOR

Undertaking by new HI 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:  Yes  No

Name of DOR: NCS PST DOR 1

Comments: input comment here...

Action Trail

< Back

Actions

Verify

Return

## To Note

ORE can either:-

- **Verify:** Click 'Verify' button and select the DOR. The status will be changed to "Pending new HI DOR endorsement".
- **Return:** Click 'Return' button to return the request to old ORE. The status will be changed to "Pending ORE verification".

# Deviation Request by Team PI - Workflow of “Pending Lead ORE verification”

In case of requestor is a Team PI, ORE of Lead PI would get notification after lead PI endorses the deviation. The ORE of Lead PI should input his acknowledgement under Undertaking by Lead ORE tab.

Endorsement by lead PI

Undertaking by lead 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:  Yes  No

Name of DOR: NCS PST DOR 1

Comments: input comment here...

Action Trail

< Back

Actions

Verify

Return

## To Note

ORE can either:-

- **Verify:** Click ‘Verify’ button and select the DOR. The status will be changed to “Pending Lead DOR endorsement”.
- **Return:** Click ‘Return’ button to return the request to Lead PI. The status will be changed to “Pending Lead PI endorsement”.

# **Validation on Submission / Verification / Endorsement**



# Validation on Submission / Verification / Endorsement - 1

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.

Home > Projects > Deviations > Apply Deviation

### Apply deviation

Please choose one of the deviation types below.

- Change in institution
- Change in project duration / time
- Change in project scope
- Change in research team
- Exceptional cases
- Trim project budget
- Virement of funds / change or add in equipment / manpower

**1a**

### Action Trail

41 **1b**

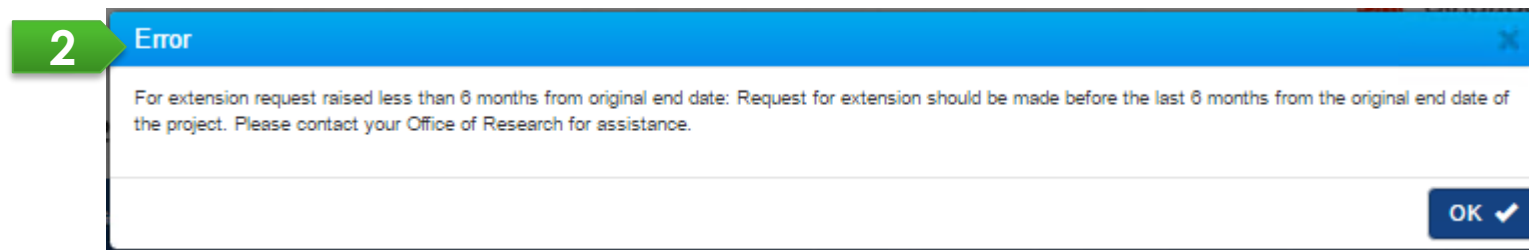
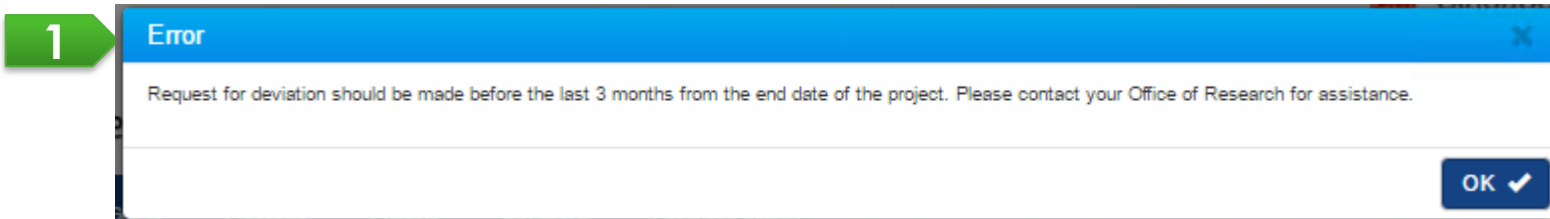
## To Note

**1** 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 :

- 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  <b>“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.”</b>
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><b>“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.”</b></p>

# Deviation Rule

# Deviation Rule - 1

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

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

**Submission of deviation request on behalf of PI / assess deviation**

# Change in project scope - 1

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

Home > Projects > Project Overview

Projects

Title of research project	NRF-AWARD-POTRN062	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

Submit deviation request

## To Note

Change in project scope covers below type of changes:

- Change in research objectives
- Change in scientific abstract
- Change in research milestone
- Change in technical milestone
- Change in KPI

1 Click on Submit deviation request button then select a *Project ID* to which a deviation will be requested

2 Click on the Submit deviation request button

3 Click on the *Change in project scope radio button*  
Then tick on *type of information* which user would change

4 Click on the *Next button* to open *Deviation details page*

Home > Projects > Deviations > Apply Deviation

Apply deviation

Apply deviation

Please choose one of the deviation types below.

Change in institution

Change in project duration / time

Change in project scope

Change in KPI

Change in research objectives

Change in technical milestone

Change in research milestone

Change in scientific abstract

Change in research team

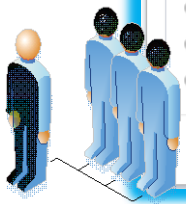
Exceptional cases

Trim project budget

Virement of funds / change or add in equipment / manpower

Next >

Role access:



Lead PI / ORE



# Change in project scope - 2

Input proposed changes and click on the Next button to go to the next page

## To Note

Prerequisite :

- No other outstanding Change in project scope under the same Award ID
- Date of submission of this deviation request is equal or more than 3 months before the end of term\* (refers to [Definitions](#) slide)

The screenshot shows a web application interface for 'Change in Project Scope'. At the top, there is a breadcrumb trail: Home > Projects > Deviations > Change in Project Scope. Below this is a navigation bar with five buttons: 'Change in Project Scope' (highlighted in blue), 'Change in Technical Milestones', 'Change in Research Milestones', 'Change in KPI', and 'Undertaking' (with a checkmark). The main content area is titled 'Change in project scope' and has an 'Expand All Sections' link. Underneath, there is a 'Show Deviation Details' section. The 'Research objectives' section is expanded, showing a text area for 'Existing objectives' containing 'asd123' and another for 'Proposed objectives' also containing 'asd123'. At the bottom of the form, there are two buttons: 'Save as Draft' and 'Next'. Three green callout boxes with numbers 1, 2, and 3 point to the 'Proposed objectives' text area, the 'Save as Draft' button, and the 'Next' button respectively.

1 User inputs proposed changes

2 Click on the Save as draft button to save current progress

3 Click on the Next button to go to the next page

# Change in project scope - 3

User can add new milestone(s), modify Committed start month and Committed end month of milestone, and/or remove milestone (to be marked as not applicable).

The screenshot shows the 'Change in technical milestone' interface. A modal window titled 'Proposed technical milestone' is open, allowing users to edit or add milestones. The modal contains the following fields:

- Select objective: as1345
- Objective: as1345
- Technical milestone: zx1345
- Existing start month: Jul-2020
- Proposed start month: Mar-2020
- Existing end month: Aug-2020
- Proposed end month: Feb-2022

The main interface shows a table of existing and proposed technical milestones:

S/N	Objective	Technical milestone	Existing start month	Existing end month	Proposed start month	Proposed end month	Status
1	as1345	zx1345	Jul-2020	Aug-2020	Mar-2020	Feb-2022	<input type="checkbox"/>

Buttons for 'Remove' and 'Add' are located below the table. The 'Add' button is highlighted with a green arrow and the number 4.

1 Clicks on the hyperlink of milestone list to display or edit details information

2 User inputs proposed changes

3 Select any Milestone line item to be removed by clicking on the checkbox and click on Remove button to set the milestone as not applicable

4 Click on the Add button to add a new milestone

# Change in project scope - 4

User can propose new target of each KPI.

The screenshot shows a navigation bar with five tabs: 'Change in Project Scope', 'Change in Technical Milestones', 'Change in Research Milestones', 'Change in KPI', and 'Undertaking'. The 'Change in KPI' tab is active. Below the navigation bar is a header for 'Change in key performance indicator' with an 'Expand All Sections' link. A 'Hide Deviation Details' link is also present. The main content area displays project details in a grid format. Below this is a section titled 'Number of High Impact Publications and Top Conference Proceedings' with a blue header. A message states: 'The information below are the latest approved Key Performance Indicator targets of the project. To make changes to the KPI target, edit the proposed target.' Below the message is a pagination control showing '1 - 1 of 1 matching results found'. A table displays KPI criteria with columns for 'Achieved', 'Latest approved target', 'Proposed target', and 'Variation'. The table has one row: 'Number of Journal Publications (Top 10%)' with values 0.00, 1.00, 1.00, and 1.00. Annotations 1, 2, and 3 point to the tab, the 'Proposed target' input field, and the 'Variation' column header respectively. Below the table are sections for 'Justification' and 'Supporting documents', both with expandable arrows. At the bottom are buttons for '< Back', 'Save as Draft', and 'Next >'.

KPI criteria	Achieved	Latest approved target	Proposed target	Variation
Number of Journal Publications (Top 10%)	0.00	1.00	1.00	1.00

- 1 Each KPI category is displayed as a tab
- 2 User inputs proposed target
- 3 System display variation between proposed target and achieved value.

# Change in project scope - 5

Change in KPI and Milestone impacts Outstanding progress report for below cases:

1. **Change in KPI Target**
2. Change in Milestone Start Month – End Month
3. Change in Milestone Status

**1** System updates KPI Target of an Outstanding progress report when PM approves the deviation

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

**Change in key performance indicator**

Hide Deviation Details

Title of research project: Progress report

Institution: Nanyang Technological University

Award number: ForProgressReport

Project ID: NRF-000877-00

Deviation type: Change in project scope

Deviation ID:

Deviation status: Draft

**Number of Collaboration Projects**

1 - 2 of 2 matching results found

KPI criteria	Target	Achieved FY 2019	Achieved FY 2020	Achieved FY 2021	Achieved FY 2022	Total Achieved
Number of Collaboration Projects with Industry (MNC)	2.00	0.00	0.00	0.00	0.00	0.00
Number of Collaboration Projects with Industry (LLE)	2.00	1.00	0.00	0.00	0.00	1.00

The information below are the latest approved Key Performance Indicator targets of the project. To make changes...

1 - 2 of 2 matching results found

KPI criteria	Achieved	Latest approved target	Proposed target	Variation
Number of Collaboration Projects with Industry (MNC)	0.00	2.00	<input type="text" value="2.00"/>	<input type="text" value="2.00"/>
Number of Collaboration Projects with Industry (LLE)	1.00	2.00	<input type="text" value="2.00"/>	<input type="text" value="1.00"/>

Justification

Supporting documents

< Back
Save as Draft
Next >

# Change in project scope - 6

Change in KPI and Milestone impacts Outstanding progress report for below cases:

1. Change in KPI Target
- 2. Change in Milestone Start Month – End Month**
3. Change in Milestone Status

2

System updates Committed Start Month and Committed End Month of an Outstanding progress report when PM approves the deviation

**Change in research milestone** Expand All Sections

[Hide Deviation Details](#)

Title of research project  
Institution  
Award number  
Project ID  
Deviation type  
Deviation ID  
Deviation status

**Progress of research milestones**

Please use this section to update each research milestone achieved vis-à-vis the original milestones set, funded under the programme. Please provide the following for each milestone:

- (i) Please indicate if it has been completed or in progress;
- (ii) Please provide a brief update on what has been done and what has been achieved.
- (iii) State whether it is behind schedule, and provide justifications for the delays, if any; and
- (iv) Highlight possible risks (technical or non-technical), if any, which may hinder its completion, and the intended steps to mitigate them.

Click on the individual milestone hyperlinks to add/edit the information.

1 - 1 of 1 matching results found

S/N	Research milestone	Committed Start Month	Committed End Month	Reported Start Month	Reported End Month	Is this Milestone behind schedule ?
1	dd	Mar-2020	Jul-2020	Nov-2020	Dec-2020	On Schedule

1 - 2 of 2 matching results found

S/N	Research milestone	Existing start month	Existing end month	Proposed start month	Proposed end month	Status
1	asd1	Jul-2020	Aug-2020	Mar-2020	Jul-2020	Not started

2a

2b

2b

2a

# Change in project scope - 7

Change in KPI and Milestone impacts Outstanding progress report for below cases:

1. Change in KPI Target
2. Change in Milestone Start Month – End Month
3. **Change in Milestone Status**

3

System updates Milestone Status of an Outstanding progress report when PM approves the deviation

## To Note

- Milestone Status:
1. “Not applicable” means the milestone is removed
  2. “Not started”
  3. “In progress”
  4. “Achieved”

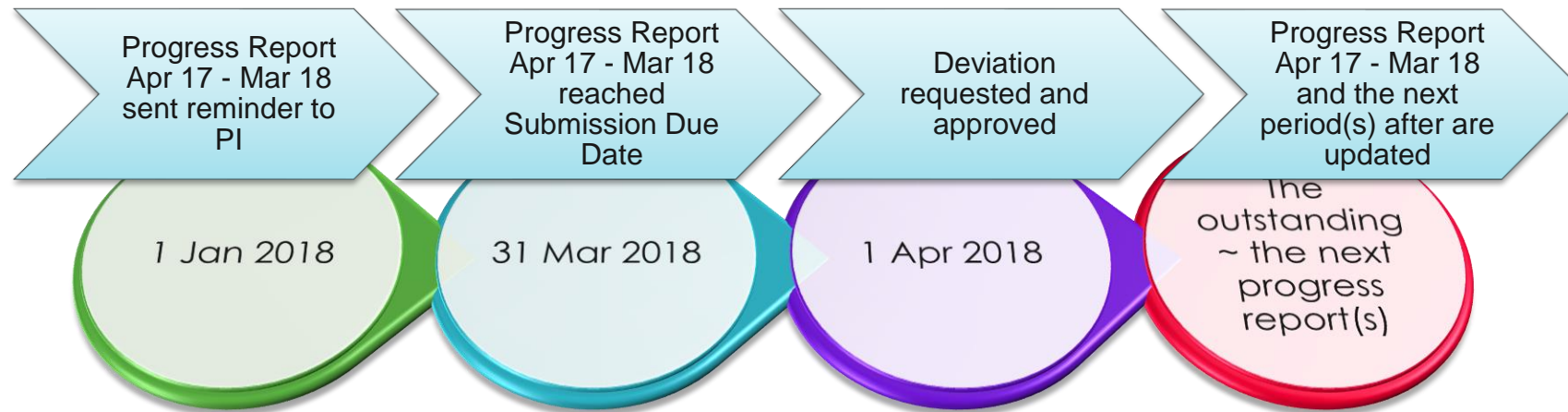
The screenshot displays a software interface for managing research milestones. At the top, a navigation bar includes buttons for 'Change in Project Scope', 'Change in Technical Milestones', 'Change in Research Milestones', 'Change in KPI', and 'Undertaking', each with a green checkmark. A large blue dialog box titled 'Add/Edit Research Milestone' is open, containing fields for 'Research milestone' (Research Milestone-001), 'Committed Start Month' (Apr-2019), 'Committed End Month' (Oct-2019), 'Reported Start Month' (Jul-2019), 'Reported End Month' (Jul-2019), and 'Status report' (asd). A dropdown menu for 'Status report' is set to 'Not Applicable'. Below the dialog, a table lists existing milestones:

S/N	Research milestone	Committed Start Month	Committed End Month	Reported Start Month	Reported End Month	Is this Milestone behind schedule ?
1	Research Milestone-001	Apr-2019	Oct-2019	Jul-2019	Jul-2019	
2	asd	Jul-2019	Jul-2019			

# Change in project scope - 8

## Case 1

- A PI has not submitted a progress report with a reporting period 1 Apr 2017 to 31 Mar 2018 (due date: 31 Mar 2018).
- A PM approves a change in KPI/Milestone deviation request on 1 Feb 2018.
- IGMS will update the changes in the progress report (in step 1) and the subsequent progress reports. These changes will not be updated in previously endorsed progress reports.



# Change in Research Team- 1

Dashboard | Grants | Proposals | Projects | **Deviations** | Advanced Search | MOH PST PI 1 (PI)

Home > Projects > Project Overview

**1** Submit Deviation Request

View Draft Deviations | Submit Deviation Request | View Deviations

Expand All Sections

Title of research project	CR27 Enable co-team PI and multiple budget	Original project start date	01-Mar-2021
Name of lead/team PI	MOH PST PI 1	Original project end date	28-Feb-2023
Award number	CR27-A9	Revised project end date	
Project ID	MOH-000404-00	Date of project activation	10-Mar-2021
Project stage	In progress		

**2** Submit deviation request

**To Note**

Change in research team covers below type of changes:

- Change / resignation of Lead PI
- Change / resignation of team PI, Co-Investigator, or Collaborator
- Change in time commitment

Home > Projects > Deviations > Apply Deviation

**Apply deviation**

Apply deviation

Please choose one of the deviation types below.

- Change in institution
- Change in project duration / time
- Change in project scope
- Change in research team**
  - Change in the time commitment for team members within a project
  - Resignation / change in lead PI
  - Resignation / change in team member (team PI, co-I, collaborator)
- Exceptional cases
- Trim project budget
- Virement of funds / change or add in equipment / manpower

**3**

**4** Next >

**1**

Click on Submit deviation request button then select a *Project ID* to which a deviation will be requested

**2**

Click on the Submit deviation request button

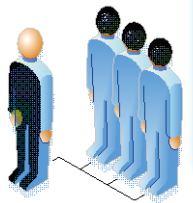
**3**

Click on the *Change in research team* radio button  
Then tick on *type of change(s)* checkbox

**4**

Click on the *Next button* to open *Deviation details page*

Role access:



Lead PI / ORE



# Change in Research Team - 2

Home > Projects > Deviations > Change in Research Team

Change in Research Team ✓

Justification and Supporting Documents ✓

Undertaking ✓

Change in research team

Expand All Sections

Hide Deviation Details

Title of research project	CR27 Enable co-team PI and multiple budget	Original project start date	01-Mar-2021
Institution	Alexandra Hospital (JurongHealth)	Original project end date	28-Feb-2023
Award number	CR27-A9	Revised project end date	
Project ID	MOH-000404-00	Date of submission	11-Mar-2021
Deviation type	Deviation research team	Date of approval / rejection	11-Mar-2021
Deviation ID	MOHDV-000000231		
Deviation status	Submitted to PM		

1

Overview of change in research team

2

Change in research team

3

Change in collaborator

Action Trail

Next >

1

Overview of change in research team is a section for add, remove, or change research team member

2

System displays history of change in research team on below sections (Change in research team and Change in collaborator)

3

Comments of PI, ORE, and DOR when submitting his/her action through workflow can be viewed on Action trail

## To Note

Prerequisite :

- Date of submission of this deviation request is equal or more than 3 months before the end of term\* (refers to [Definitions](#) slide)
- No other outstanding Change in Research Team under the same Award ID

# Change in Research Team - 3

Under Overview of *change in research team* tab, user can remove a lead PI / team PI(s) / co-investigator(s), add a new lead PI / team PI(s) / co-investigator(s) / co-team PI(s), or edit percentage of time commitment. The Overview of *change in research team* tab is populated by current active team member.

Overview of change in research team

To add a team member, click on the add button. To edit the team member's FTE % or to indicate his/her resignation from the project, click on the hyperlink under the 'Name' column. Do note that previous team members cannot be removed.

1 - 8 of 8 matching results found

From		To		
Name	Role in project	Name	Role in project	Effective date
MOH PST PI 1	Lead PI	MOH PST PI 2	Lead PI	11-Mar-2021
MOH PST PI 1	TeamPI			
MOH PST PI 1	TeamPI			
GCC MOH PI 1	TeamPI			
GCC MOH PI 1	TeamPI			
GCC MOH PI 2	TeamPI			

Remove - Add +

1 Click on the hyperlink to open details of existing research team. You can edit the percentage of time commitment or replace a person through the opened panel

2 "To" section displays new proposed member(s)

3 Click on the Add button to add a new member

4 To remove a person from team member, select any member to be removed by clicking the checkbox and click on Remove button. User should input the Effective date when removing a member

5 After PI removes a team member by indicating the *Effective date*, the grid displays the *Effective date* as resigned or removed date. The resignation date of a previous member and the joining date of a new member will be the same date.

# Change in Research Team - 4

The panel below is displayed when user clicks the hyperlink of research team. Under *change in research team tab*, user can resign a lead PI / team PI / co-investigator, add a new lead PI / team PI / co-investigator / co-team PI, or edit percentage of time commitment

**1** Effective date

**2** From

Name: MOH PST PI 1  
Role: Lead PI  
Institution: Alexandra Hospital (JurongHealth)  
% time within total work commitment: 100.00  
% time within this project: 50.00  
Action: None

**3** To

Existing team member  
Search by: NRIC  
Salutation  
Action: None  
Role: Lead PI  
% time within total work commitment  
% time within this project  
Remarks

Attach CV  
Click [here](#) to download template. Please complete the team member's CV accordingly.  
To upload the completed CV, click on the 'Add' button and select the document. Following that, click on the 'Upload' button.  
File types allowed: txt, doc, pdf, zip, xls. The maximum size for each file is 4 MB.

NOTE: The attached file(s) if any will be displayed after anti-virus scan is completed. Please wait and visit this page later.

Cancel Save

1

Effective date represents a date when a team member exits or joins as team member. The date should be within the project duration.

2

% time within this project should add up to 100 % excluding the % of removed team member(s).

3

Existing team member dropdown consists of the current active team member. User can propose an active team member to replace a role of another team member by selecting through the dropdown. One person can only have one active role in the research team.

## To Note

- The profile of selected new member will be populated by system (such as Name, Institution, Identification number, and ORCID). Please ensure the selected new member has an ORCID under his / profile.
- To add a new member, please ensure that he/she has an existing valid IGMS account, with the IGMS profile updated.

5

# Change in Research Team - 5

PI can also search a new team member outside the current team member.

**Change in research team**

This section mentions the added and modified lead PI / team PI.  
System will create a new project as continuation of the added and modified lead PI's / team PI's project.

Effective date

From

Name: MOH PST PI 1      Role: Lead PI  
% time within total work commitment: 100.00      Institution: Alexandra Hospital (JurongHealth)  
% time within this project: 50.00      Action: None

Remarks

To

Existing team member:

Search by: **NRIC**      Name:

Salutation:

Action: None

Role: Lead PI

% time within total work commitment:

% time within this project:

ORCID:

Institution:

Remarks

Attach CV [Click here to download template.](#) Please complete the team member's CV accordingly.  
To upload the completed CV, click on the 'Add' button and select the document. Following that, click on the 'Upload' button.  
File types allowed: txt, doc, pdf, zip, xls. The maximum size for each file is 4 MB.

NOTE: The attached file(s) if any will be displayed after anti-virus scan is completed. Please wait and visit this page later.

Cancel Save

4

Alternatively, user can search a new team member by choosing "Search by" and inputting keyword. when clicking on the search icon, system will search a person with exactly matched keyword (i.e. NRIC / FIN / Name / E-mail / ORCID).

## To Note

Profile of the selected new member will be populated by system (such as Name, Institution, Identification number, and ORCID). Please ensure the selected new member has an ORCID under his / profile.

# Change in Research Team - 6

Under *change in research team* tab, user can resign a lead PI / team PI / co-investigator, add a new lead PI / team PI / co-investigator / co-team PI, or edit percentage of time commitment

The screenshot shows a web form titled "Change in research team". It has a blue header bar with the title and a close button. Below the header, there is a light blue box with instructions: "This section mentions the added and modified lead PI / team PI. System will create a new project as continuation of the added and modified lead PI's / team PI's project." The form is divided into "From" and "To" sections. The "From" section has fields for Name (MOH PST PI 1), Role (Lead PI), Institution (Alexandra Hospital (JurongHealth)), % time within total work commitment (100.00), % time within this project (50.00), and Action (None). The "To" section has an Existing team member dropdown, Search by Name (gcc nrf pi 6), Salutation (Dr.), Role (Lead PI), % time within total work commitment (100), % time within this project (50), and Institution (GCC Host Institute test). There is an "Attach CV" section with a link to download a template and a file upload area containing "00 Test.txt". At the bottom, there are "Cancel" and "Save" buttons. Numbered callouts are placed over the form: 5 points to the "From" section, 6 points to the "Institution" field in the "To" section, 7 points to the "Attach CV" section, and 8 points to the "Save" button.

5

% time of a new member and other active member(s)'s should add up to 100% (excludes % time of removed team member)

6

Selects an Institution for the new team member. ORE may also raise Change in Institution separately in case the new PI is from other Institution.

7

User should attach a CV for the new team member. System accepts below format:  
.txt, .doc, .docx .pdf, .zip, .xls, .xlsx

8

Click on the Save button and system will refresh the Overview of change in team member grid

# Change in Research Team - 7

System displays history of change in research team of a project under *Change in research team* tab.

**1** Change in research team

1 - 8 of 8 matching results found

S/N	Name	Role in project	Institution	% time within total work commitment	% time within this project	Appointed date	Removed / resigned date	Action
1	GCC NRF PI 6	LeadPI	GCC Host Institute test	100.00	50.00	19-Jan-2022		Add
2	GCC MO							None
3	GCC MO							None
4	GCC MO							None
5	MOH PS							None
6	MOH PS					19-Jan-2022		Remove
7	MOH PS					28-Apr-2021		Remove
8	MOH PS					28-Apr-2021		Remove

**3** Add/ Edit Research Team Member

This section mentions the removed or resigned lead PI / team PI.  
System will create a new project as continuation of the removed or resigned lead PI's / team PI's project.

Removed / resigned member: MOH PST PI 1  
Removed / resigned date: [calendar icon]

This section is to add/edit a research team member's (PI, Team PI, Co-I) details.  
To edit the team member's FTE %, click on the '% Time within total work commitment' and/or '% Time within this project' field.  
To indicate that the team member has resigned, click on the 'Resigned from project' checkbox and indicate the resignation date.

Salutation: Dr.  
Effective / appointed date: 19/01/2022  
Role: LeadPI  
% time within total work commitment: 100.00  
% time within this project: 50.00

Name: GCC NRF PI 6  
ORCID: 0000-0002-2287-9023  
Institution: GCC Host Institute test

Remarks: [text area]

Attach CV: [upload button] 00 Test.txt

Cancel

- 1** Change in research team tab represents history of change in research team under a project.
  - 2** Action indicates what user has updated on a research team. Refer to below type of action:  
Add = a new member joins in  
Remove = a member has been removed  
Modify = a member has been updated for change of % time, or a new role, or some remark
  - 3** Click on the hyperlink and system displays a details information of each team member
- To Note** There should be an active Lead PI. System will prompt if there are more than one active lead PI. The record(s) without Removed / resigned date is considered as active member(s).

# Change in Research Team - 8

As for Change in collaborator, user should open *Change in collaborator* tab. In this section, user can add, remove, or modify % time of collaborator.

The screenshot shows the 'Change in collaborator' interface. At the top, a blue header bar contains the text 'Change in collaborator' and an upward arrow. Below the header is a light blue informational box with the text: 'Collaborator is an individual involved in the scientific development and execution of project. A collaborator would typically devote a specific percent of effort to the project and would be identified as key personnel. Researchers from overseas institutions or private companies can only participate as collaborators.' Below this is a search bar showing '1 - 1 of 1 matching results found' and a pagination control with '1' selected. The main area contains a table with the following columns: S/N, Name, Institution, % time work co, % time within this project, Appointed date, Removed / resigned date, and Action. A single row is visible with the following data: S/N: colla1, Name: (blank), Institution: nus, % time work co: 20.00, % time within this project: 20.00, Appointed date: 03-May-20. Below the table are two buttons: 'Remove -' and 'Add +'. Five green callout boxes with white numbers 1 through 5 point to specific elements: 1 points to the header bar, 2 points to the 'colla1' cell in the Name column, 3 points to the '% time within this project' column header, 4 points to the 'Add +' button, and 5 points to the 'Remove -' button.

S/N	Name	Institution	% time work co	% time within this project	Appointed date	Removed / resigned date	Action
	colla1	nus	20.00	20.00	03-May-20		

1 User opens *Change in collaborator* tab to add, remove, or modify % time of collaborator

2 Click on the hyperlink to open collaborator details

3 % time within this project should be 100% in total (includes Lead PI, Team PI, and Co-investigator)

4 Click on the Add button to add a new collaborator

5 Select Collaborator line item to be removed by ticking the checkbox and click on Remove button

# Change in Academic Institution - 1

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

Home > Projects > Project Overview

**1** Submit Deviation Request

View Submit Deviation Request View Deviations Expand All Sections

Title of research project	NRF-AWARD-POTRN062	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		

**2** Submit deviation request

**To Note**

- Prerequisite :
- Project should has an AI
  - Date of submission of this deviation request is equal or more than 3 months before the end of term\* (refers to [Definitions](#) slide)
  - No other outstanding Change in AI under the same Award ID

Home > Projects > Deviations > Apply Deviation

Apply deviation

Apply deviation

Please choose one of the deviation types below.

- Change in academic institution
- Change in institution
- Change in project duration / time
- Change in project scope
- Change in research team
- Exceptional cases
- Trim project budget
- Virement of funds / change or add in equipment / manpower

**3**

**4** Next >

**1**

Click on Submit deviation request button then select a *Project ID* to which a deviation will be requested

**2**

Click on the Submit deviation request button

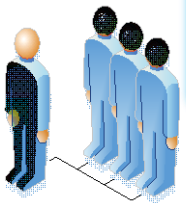
**3**

Click on the *Change in academic institution*

**4**

Click on the *Next button* to open *Deviation details page*

Role access:

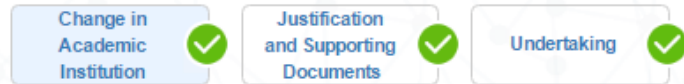


Lead PI / ORE



# Change in Academic Institution - 2

User proposes a new *Academic institution* and *Effective date of change*



Change in academic institution Expand All Sections

[Hide Deviation Details](#)

Title of research project	Proposal with Multiple budget (Advancement) and AI		
Institution	NUS	Original project start date	12-Oct-2017
Award number	NRF-Grant-011-0013	Original project end date	12-Oct-2022
Project ID	NRF-000052-00	Revised project end date	
Deviation type	Change in academic institution	Date of submission	19-Dec-2019
Deviation ID	NRFDV-000000452	Date of approval / rejection	02-Jan-2020
Deviation status	Pending ORE verification		

Change in academic institution

Please select the proposed Academic Institution and effective date of change.

Existing institution: Faculty of Dentistry (NUS) 1 Effective date of change: 23/01/2020

Proposed institution: Lee Kong Chian School of Medicine

Action Trail

2 Next >

1

User inputs compulsory information which has an asterisk (\*) sign.

- Click on the dropdown to select the proposed institution.
- Whereas, the effective date of change should be within project duration

2

Click on the Next button to go to the next page

# Virement of funds - 1

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

Home > Projects > Project Overview

1 Submit Deviation Request

Projects

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		

2 Submit deviation request

**To Note**

- Prerequisite :
- No outstanding Budget Trim, outstanding Change in SHC, and no other outstanding Virement, under the same Award ID
  - Date of submission of this deviation request is equal or more than 3 months before the end of term\* (refers to [Definitions](#) slide)

Home > Projects > Deviations > Apply Deviation

Apply deviation

Apply deviation

Please choose one of the deviation types below.

- Change in institution
- Change in project duration / time
- Change in project scope
- Change in research team
- Exceptional cases
- Trim project budget
- Virement of funds / change or add in equipment / manpower

3

4 Next >

Role  
acce

3

Lead PI /  
ORE

Team PI

# Virement of funds - 2

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

Home > Projects > Project Overview

Projects

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

Submit deviation request

**To Note**

Virement of funds covers below type of changes:

- Virement / budget transfer
- Add / change of line item

1

Click on Submit deviation request button then select a *Project ID* to which a deviation will be requested

2

Click on the Submit deviation request button

3

Click on the *Virement of funds / change or add in equipment / manpower* radio button

4

Click on the *Next* button to open *Deviation details* page

Home > Projects > Deviations > Apply Deviation

Apply deviation

Apply deviation

Please choose one of the deviation types below.

- Change in institution
- Change in project duration / time
- Change in project scope
- Change in research team
- Exceptional cases
- Trim project budget
- Virement of funds / change or add in equipment / manpower

Next >

Role  
acce

Lead PI / Team PI  
ORE

# Virement of funds - 3

Project selection

Please choose one of the available options below.

Raise a deviation for one of the following sub-projects

Project ID	Project stage	Lead / team PI	Original project start date	Original project end date	Revised project end date
<input type="radio"/> MOH-0004111-01	In progress	MOH PST PI 1	01-Apr-2021	31-Mar-2023	
<input type="radio"/> MOH-0004111-02	In progress	MOH PST PI 1	01-Apr-2021	31-Mar-2023	
<input type="radio"/> MOH-0004111-03	In progress	MOH PST PI 1	01-Apr-2021	31-Mar-2023	
<input type="radio"/> MOH-0004111-04	In progress	GCC MOH PI 1	01-Apr-2021	31-Mar-2023	
<input type="radio"/> MOH-0004111-05	In progress	GCC MOH PI 1	01-Apr-2021	31-Mar-2023	
<input type="radio"/> MOH-0004111-06	In progress	GCC MOH PI 1	01-Apr-2021	31-Mar-2023	

Ca **2** Next

## To Note

In a multi-budget project, PI should choose a project which determines the source of money to vire-from

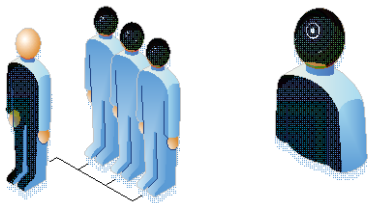
1

Click on a respective radio button

2

Click on the Next button

Role access:



Lead PI / ORE    Team PI

# Virement of funds - 4

- 1 Virement summary ✓
- Expenditure on manpower (EOM) ✓
- Other operating expense (OOE) ✓
- Equipment (EQP) ✓
- Overseas travel (OT) ✓
- Research scholarship (RS) ✓
- Exceptional (EI) ✓

Virement summary Expand All Sections

[Hide Deviation Details](#)

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

- NRF-000930-02
- NRF-000930-01
- Action Trail

Next >

1 Virement summary shows an overview of the fund virement by budget votes. For a multiple budget project, this section also shows the overview of fund virements by budget votes for the respective sub-projects.

2 The first tab displays user's own project. User can only deduct vote amount from his/her own project (which displays he/she as the Lead / Team PI)

## To Note

In case of virement within a vote and within a project, user can input virement amount of *Summary* page as zero and proceed to the next page (*Vote details* page).  
The virement within a vote within a project will not add up the Cumulative virement percentage and amount.

# Virement of funds - 5

NRF-001318-02

Summary of changes that has been input in the detail sections.

Institution: MU  
Lead PI/Team PI: P91  
Co Funding %: 86.00

Cumulative virement to date (\$): 0.0000  
Cumulative virement to date (%): 0  
Remaining amount to vire (\$\$): 0.00

1 - 6 of 6 matching results found

Vote	Latest approved budget (\$\$)	Disbursement	Outstanding Claim	Budget balance (\$\$)	Amount to vire (\$\$)	Revised amount (\$\$)
EOM	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
OOE	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
EQP	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
OT	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
RS	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Total	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000

1

User can add/edit amount of Vote(s) based on Grant Call – Budget Category setup.

2

PI can input values in “Amount to vire” field to revise the vote amount up to the maximum limit (as set by the PM). If the revised amount exceeds the limit, an error message will be shown.

**Error**

The total Vote amount should not exceed <Maximum budget limit>

OK

# Virement of funds - 6

1

IRF-001199-02

Summary of changes that has been input in the detail sections.

Institution: MU

Lead PI/Team PI: P92 Testing1234567890987654321ABC

Co Funding %: 86.00

2

Cumulative virement to date (\$): 5,050.0000

Cumulative virement to date (%): 7.55

Remaining amount to vire (\$\$): 0.00

1 - 5 of 5 matching results found

Vote	Latest approved budget (\$\$)	Disbursement	Outstanding Claim	Budget balance (\$\$)	Amount to vire (\$\$)	Revised amount (\$\$)
EOM	11,111.6100	0.0000	0.0000	11,111.6100	-5,000.0000	6,111.6100
OOE	11,161.6700	0.0000	0.0000	11,161.6700	5,000.0000	16,161.6700
EQP	50.0000	0.0000	0.0000	50.0000	0.0000	50.0000
RS	11,111.6700	0.0000	0.0000	11,111.6700	0.0000	11,111.6700
Total	33,434.9500	0.0000	0.0000	33,434.9500	0.0000	33,434.9500

NRF-001199-01

1 Project ID represents each project budget of lead PI and team PI

2 Cumulative virement to date (\$) refers to the cumulative fund virement amount across budget votes from previous and current fund virements. Whereas, Cumulative virement to date (%) is calculated by the following formula:

$$\text{Cumulative Virement \%} = \frac{\text{Cumulative Virement Amount}}{\text{Total Latest Approved Direct Cost} - \text{Latest Approved SHC}} \times 100\%$$

(refers to the [Cumulative virement section](#) for more detail)

# Virement of funds - 7

NRF-001199-02

Summary of changes that has been input in the detail sections.

Institution: MU  
 Lead PI/Team PI: P92 Testing1234567890987654321ABCDEFTesting  
 Co Funding %: 86.00

Cumulative virement to date (\$): 5,050.0000  
 Cumulative virement to date (%): 7.55  
 Remaining amount to vire (\$\$): 0.00

1 - 5 of 5 matching results found

	Latest approved budget (\$)	Disbursement	Outstanding Claim	Budget balance (\$\$)	Amount to vire (\$\$)	Revised amount (\$\$)
EOM	11,111.8100	0.0000	0.0000	11,111.8100	-5,000.0000	6,111.8100
OOE	11,161.8700	0.0000	0.0000	11,161.8700	5,000.0000	16,161.8700
EQP	50.0000	0.0000	0.0000	50.0000	0.0000	50.0000
RS	11,111.8700	0.0000	0.0000	11,111.8700	0.0000	11,111.8700
Total	33,434.9500	0.0000	0.0000	33,434.9500	0.0000	33,434.9500

NRF-001199-01

3

4

5

3

Co-funding percentage limits the total revised amount of each sub-project

4

Latest approved budget refers to the latest approved budget after approved virement (if any).

5

The disbursement displays amount of approved fund request and SOA (with status "Approved pending payment"). In case of advancement, disbursement includes commitment amount



# Virement of funds - 8

NRF-001199-02

Summary of changes that has been input in the detail sections.

Institution: MU  
 Lead PI/Team PI: P92 Testing1234567890987654321ABCDEFTesting  
 Co Funding %: 86.00

Cumulative virement to date (\$): 5,050.0000  
 Cumulative virement to date (%): 7.55  
 Remaining amount to vire (\$\$): 0.00

1 - 5 of 5 matching results found

Vote	Latest approved budget (\$\$)	Disbursement	Outstanding Claim	Budget balance (\$\$)	Amount to vire (\$\$)	Revised amount (\$\$)
EOM	11,111.6100	0.0000	0.0000	11,111.6100	-5,000.0000	6,111.6100
OOE	11,161.6700	0.0000	0.0000	11,161.6700	5,000.0000	16,161.6700
EQP	50.0000	0.0000	0.0000	50.0000	0.0000	50.0000
RS	11,111.6700	0.0000	0.0000	11,111.6700	0.0000	11,111.6700
Total	33,434.9500	0.0000	0.0000	33,434.9500	0.0000	33,434.9500

NRF-001199-01

- 6 Submitted FR amount which has not been approved yet
- 7 Latest approved budget minus disbursement represents amount of which user can deduct
- 8 Input a negative amount to transfer funds out of a vote
- 9 Input a positive amount to transfer funds into a vote
- 10 Revised amount refers to the budget after the proposed fund virement.

## To Note

IGMS will take into account any outstanding claim and disbursed amount and prompt an error message if there is insufficient budget for the current virement request. The calculations are done as follows:

1. Latest Approved Budget – Disbursement – Outstanding Claim = Budget Balance
2. Budget Balance + Amount to vire = Revised amount

IGMS will prompt the error message to amend the virement amount, if the revised amount is less than \$0 (refers to slide on [Virement of funds – 13](#) for the detailed error message).

# Virement of funds - 9

After clicking on Next button, Vote details page is loaded. Under *Vote details* page, system displays line items of each vote.

Home > Projects > Deviations > Expenditure on manpower (EOM)

[Virement summary](#) ✓ 
 [Expenditure on manpower \(EOM\)](#) → 
 [Other operating expense \(OOE\)](#) → 
 [Equipment \(EQP\)](#) → 
 [Overseas travel \(OT\)](#) → 
 [Research scholarship \(RS\)](#) → 
 [Exceptional \(EI\)](#)

**1** NRF-001199-02

Key in the proposed manpower details in this section. Previously added line items cannot be removed. You may set the value to zero if the line item is no longer required.

Institution: MU  
 Lead PI/ team PI: P92 Testing1234567890987654321ABCDEFTesting1  
**2** Remaining amount to vire (\$\$): -100,000.00

1 - 2 of 2 matching results found

S/N	Category	Description	Number of pax	Annual salary package (\$\$)	Latest approved amount (\$\$)	Amount to Vire (\$\$)	Revised amount (\$\$)	
EOM-001	Research Nurse	asd	1	11,111.6100	11,111.61	<b>3</b> -5,000.00	6,111.61	<input type="checkbox"/>

**1**

Each panel represents each PI's project budget

**2**

*Remaining Amount to vire* refers to the fund virement amount of the respective budget vote which a requester has earlier indicated in the Virement Summary section for an inter-vote virement request. A requester should input the virement amount in the affected budget line item(s) of the budget vote until this field becomes \$0 to proceed with the submission. *Note: This field will be \$0 for an intra-vote virement request.*

**3**

Input a fund virement amount – a positive amount to transfer funds into a line item, and a negative amount to transfer funds out of the line item.

# Virement of funds - 10

User is also able to update other information of vote lines, such as : Number of pax, Quantity and Annual salary package by clicking on the Vote line's hyperlink.

The screenshot shows a software interface with a modal dialog box titled "Add/ edit EOM". The dialog box contains the following fields and values:

- PI Name: P92 Testing1234567890987654321ABC
- Latest approved amount: 90000.00
- Institution: 99 Percent Success University
- Variations (\$\$): -5000.00
- \* Category: Research Nurse
- Revised amount (\$\$): 85000.00
- Number of pax: 1
- Remaining amount to vire (\$\$): 0.00
- Annual salary package (\$\$): 100000.00
- Action: Modify
- \* Description: sad

At the bottom right of the dialog box, there is a "Save" button. A green arrow labeled "3" points to this button.

Below the dialog box, a table displays the budget record list. A green arrow labeled "1" points to the first row of the table.

S/N	Category	Description	Number of pax	Annual salary package (\$\$)	Latest approved amount (\$\$)	Amount to Vire (\$\$)	Revised amount (\$\$)	
EOM-001	Research Nurse	sad	1	100,000.0000	90,000.0000	-5,000.0000	85,000.0000	<input type="checkbox"/>

1

Clicks on the *hyperlink* of *Budget* record to display or edit details information

2

User can input *Variations* to distribute the *Remaining amount to vire*

3

Click on the *Save button*, the latest changes will be displayed in the budget record list

1

# Virement of funds - 11

User adds a new line item by clicking on the Add button.

Please add/edit the Expenditure on manpower (EOM).

PI Name: P92 Testing1234567890987654321ABC

Institution: MU

Category: Biostatistician

Number of pax: 1

Annual salary package (S\$): 100000

Description: new manpower

Latest approved amount: 0

Variations (S\$): 100000

Revised amount (S\$): 100000

Remaining amount to vire (S\$): -100000.00

Action: Add

Save

Remaining amount to vire (S\$): 0.00

1 - 1 of 1 matching results found

S/N	Category	Description	Number of pax	Annual salary package (S\$)	Latest approved amount (S\$)	Amount to Vire (S\$)	Revised amount (S\$)
EOM-001	Research Nurse	asd	1	11,111.6100	11,111.6100	0.0000	11,111.6100

Remove Add

- 1 Clicks on *Add button*, system will display line details panel
- 2 User should input compulsory information which has an asterisk (\*) sign
- 3 User should input Variations with positive or zero amount for the new line item
- 4 Click on the *Save button*, the record will be saved and the budget line items grid will be refreshed

# Virement of funds - 12

User removes an approved line item (updates Revised amount to be 0) by ticking a checkbox of line item and clicking on the Remove button.

NRF-001199-02

Key in the proposed manpower details in this section. Previously added line items cannot be removed. You may set the value to zero if the line item is no longer required.

Institution: MU

Lead PI/ team PI: P92 Testing1234567890987654321ABCDEFTesting1

Remaining amount to vire (\$\$): -100,000.00

1 - 2 of 2 matching results found

S/N	Category	Description	Number of pax	Annual salary package (\$\$)	Latest approved amount (\$\$)	Amount to Vire (\$\$)	Revised amount (\$\$)	
EOM-001	Research Nurse	asd	1	11,111.6100	11,111.6100	0.0000	11,111.6100	<input type="checkbox"/>
EOM-002	Biostatistician	new manpower	1	100,000.0000	0.0000	100,000.0000	0	<input checked="" type="checkbox"/>

Remove Add

- 1 Click on the checkbox of a line item to be removed
- 2 Click on the Remove button

## To Note

- For an approved line item, system will update the Revise amount to be 0
- For a new line item (which has not been approved), system will delete the record

# Virement of funds - 13

In case of virement across sub-projects, user can transfer budget into the sub-projects of other PI(s).

1 NRF-001199-02

1 NRF-001199-01

Summary of changes that has been input in the detail sections.

Institution: MU  
Lead PI/Team PI: P93  
Co Funding %: 86.00

Cumulative virement to date (\$): 5,050.0000  
Cumulative virement to date (%): 7.55  
Remaining amount to vire (\$\$): 0.00

3

1 - 5 of 5 matching results found

Vote	Latest approved budget (\$\$)	Disbursement	Outstanding Claim	Budget balance (\$\$)	Amount to vire (\$\$)	Revised amount (\$\$)
EOM	11,111.6100	430.0000	0.0000	10,681.6100	0.0000	10,681.6100
OOE	11,111.6700	430.0000	0.0000	10,681.6700	5,000.0000	15,681.6700
EQP	100.0000	0.0000	0.0000	100.0000	0.0000	100.0000
RS	11,111.6700	0.0000	0.0000	11,111.6700	0.0000	11,111.6700

2

3 Save Next >

1 PI can only transfer budget into other PI's project

2 Input Amount to vire as positive amount to add budget vote of other project

3 Once user has fully distributed amount to vire to each affected vote/project line items (Remaining amount to vire (\$) = 0.00), click on the Next button

# Virement of funds - 14

In case of virement has insufficient budget balance (Revised budget is less than 0), system prompts below error message.

NRF-001031-01

Summary of changes that has been input in the detail sections.

Institution: MU  
Lead PI/Team PI: P92 Testing1234567890987654321ABCDEFTesting  
Co Funding %: 70.00

Cumulative virement to date (\$): 99,400.0000  
Cumulative virement to date (%): 11.04  
Remaining amount to vire (\$): 0.00

1 - 7 of 7 matching results found

	1 Latest approved budget (\$\$)	2 Disbursement	3 Outstanding Claim	4 Budget balance (\$\$)	5 Amount to vire (\$\$)	6 Revised amount (\$\$)
EOM	100,000.0000	0.0000	0.0000	100,000.0000	-99,400.0000	600.0000
OOE	100,000.0000	1,700.0000	63,000.0000	35,300.0000	0.0000	35,300.0000
EQP	100,000.0000	1,600.0000	63,000.0000	35,400.0000	-40,000.00	35,400.0000
RS	100,000.0000	0.0000	0.0000	100,000.0000	0.0000	100,000.0000
						90,000.0000
						51,444.0000
						312,744.0000

**Error**

Please amend the virement amount so as not to exceed budget balance, or return this to the requester to make amendment.

OK

- 1 Latest approved budget
- 2 Disbursement
- 3 Outstanding claim
- 4 Budget balance
- 5 Amount to vire
- 6 Revised amount

# 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 “SHC amount”, “Budget trim amount” and “Virement within vote within sub-project” in this calculation.

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

$$\text{Cumulative Virement \%} = \frac{\text{Cumulative Virement Amount}}{\text{Total Latest Approved Direct Cost} - \text{Latest Approved SHC}} \times 100\%$$

Note:

1. Total Latest Approved Direct Cost

The latest approved direct cost (excludes IDC) of all votes

2. SHC Amount

The latest approved SHC amount does not contribute total latest approved direct cost for Cumulative Virement %



# Cumulative Virement and Cumulative Percentage - 2

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.

# Cumulative Virement and Cumulative Percentage - 3

**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 and SHC.

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 - 4

**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		

# Budget Trim - 1

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

Home > Projects > Project Overview

Projects

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

View Submit Deviation Request

View Deviations

Expand All Sections

Submit deviation request

**To Note**

- Prerequisite :
- No outstanding Virement, outstanding Change in SHC, and no other outstanding Budget Trim under the same Award ID
  - Date of submission of this deviation request is equal or more than 3 months before the end of term\* (refers to [Definitions](#) slide)
  - Budget trim request refers to removal of budget under scenarios such as project termination, wind-down, reduction of project scope.
  - For fund virement request, please select the option "Virement of funds/change or add in equipment/ manpower" (refers to [Virement of Funds](#) slides).

Home > Projects > Deviations > Apply Deviation

Apply deviation

Apply deviation

Please choose one of the deviation types below.

- Change in institution
- Change in project duration / time
- Change in project scope
- Change in research team
- Exceptional cases
- Trim project budget
- Virement of funds / change or add in equipment / manpower

Next >

Role access

Lead PI / ORE

Team PI

# Budget Trim - 2

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

Home > Projects > Project Overview

1 Submit Deviation Request

View Submit Deviation Request View Deviations Expand All Sections

Title of research project	NRF-AWARD-POTRN062	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		

2 Submit deviation request

1 Click on Submit deviation request button then select a *Project ID* to which a deviation will be requested

2 Click on the Submit deviation request button

3 Click on the *Trim project budget* radio button

4 Click on the *Next button* to open *Deviation details page*

Home > Projects > Deviations > Apply Deviation

Apply deviation

Apply deviation

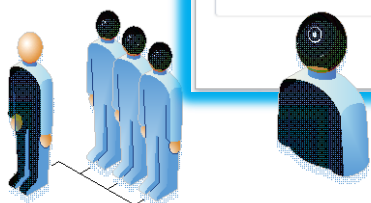
Please choose one of the deviation types below.

- Change in institution
- Change in project duration / time
- Change in project scope
- Change in research team
- Exceptional cases
- Trim project budget
- Virement of funds / change or add in equipment / manpower

3

4 Next >

Role access



Lead PI / Team PI  
ORE

# Budget Trim - 3

1

- Virement summary ✓
- Expenditure on manpower (EOM) ✓
- Other operating expense (OOE) ✓
- Equipment (EQP) ✓
- Overseas travel (OT) ✓
- Research scholarship (RS) ✓
- Exceptional (EI) ✓

2

NRF-000236-01

Summary of changes that has been input in the detail sections.

Institution: Nanyang Innovation and Enterprise Office (NTU)  
 Lead PI/Team PI: NRF PST P11  
 Co Funding %: 100

Cumulative virement to date (\$): 0.00  
 Cumulative virement to date (%): 0.00  
 Remaining amount to vire (\$\$): 27,296,100.00

1 - 7 of 7 matching results found

Vote	Latest approved budget (\$\$)	Disbursement	Outstanding Claim	Budget balance (\$\$)	Amount to vire (\$\$)	Revised amount (\$\$)
EOM	20,000,000.00	0.00	1,000.00	19,999,000.00	-9,999,000.00	10,000,000.00
OOE	10,000,000.00	0.00	1,000.00	9,999,000.00	-999,000.00	9,000,000.00
EQP	20,000,000.00	0.00	1,000.00	19,999,000.00	-9,999,000.00	10,000,000.00
OT	10,000,000.00	0.00	0.00	10,000,000.00	0.00	10,000,000.00
RS	20,000,000.00	0.00	0.00	20,000,000.00	0.00	20,000,000.00
IDC	30,000,000.00	0.00	900.00	29,999,100.00	-6,299,100.00	23,700,000.00
Total	110,000,000.00	0.00	3,900.00	109,996,100.00	-27,296,100.00	82,700,000.00

Action Trail

1

Summary represents amount to trim from a vote(s) with negative amount.

2

The first tab displays user's own project. User can only deduct vote amount from his/her own project

# Budget Trim - 4

**1** NRF-001178-01

Summary of changes that has been input in the detail sections.

**3** Institution: MU  
**2** Lead PI/Team PI: P94  
**3** Co Funding %: 70.00

Cumulative virement to date (\$): 0.0000  
 Cumulative virement to date (%): 0  
 Remaining amount to vire (\$\$): 300.00

1 - 8 of 8 matching results found

	<b>4</b> Latest approved budget	<b>5</b> Disbursement	Outstanding Claim	Budget balance (\$\$)	Amount to vire (\$\$)	Revised amount (\$\$)
EOM	1,111.5400	28.0000	360.9600	722.5800	-300.0000	422.5800
OOE	1,111.5700	28.0000	361.0400	722.5300	0.0000	722.5300
EQP	1,111.5700	28.0000	750.1000	333.4700	0.0000	333.4700
OT	1,111.5700	0.0000	778.1000	333.4700	0.0000	333.4700
RS	1,111.5700	0.0000	778.1000	333.4700	0.0000	333.4700
SHC	1,111.5700	0.0000	778.1000	333.4700	0.0000	333.4700
IDC	1,333.8700	25.2000	675.0600	633.6100	0.0000	633.6100
Total	8,003.2600	109.2000	4,481.4600	3,412.8000	-300.0000	3,112.6000

- 1** Project ID represents each project budget of lead PI and team PI
- 2** Cumulative virement to date (\$) and Cumulative virement to date (%) refers to the cumulative fund virement amount across budget votes from previous fund virements.
- 3** Co-funding percentage limits the total revised amount of each sub-project
- 4** Latest approved budget refers to the latest approved budget after approved virement (if any).
- 5** The disbursement displays amount of approved fund request and SOA. In case of advancement, disbursement includes commitment amount

# Budget Trim - 5

NRF-001178-01

Summary of changes that has been input in the detail sections.

Institution: MU  
Lead PI/Team PI: P94  
Co Funding %: 70.00

Cumulative virement to date (\$): 0.0000  
Cumulative virement to date (%): 0  
Remaining amount to vire (\$\$): 300.00

1 - 8 of 8 matching results found

Vote	Latest approved budget (\$\$)	Disbursement	Outstanding Claim	Budget balance (\$\$)	Amount to vire (\$\$)	Revised amount (\$\$)
EOM	1,111.5400	28.0000	380.9800	722.5800	-300.0000	422.5800
OOE	1,111.5700	28.0000	381.0400	722.5300	0.0000	722.5300
EQP	1,111.5700	28.0000	750.1000	333.4700	0.0000	333.4700
OT	1,111.5700	0.0000	778.1000	333.4700	0.0000	333.4700
RS	1,111.5700	0.0000	778.1000	333.4700	0.0000	333.4700
SHC	1,111.5700	0.0000	778.1000	333.4700	0.0000	333.4700
IDC	1,333.8700	25.2000	675.0800	633.6100	0.0000	633.6100
Total	8,003.2800					

- 6 Latest approved budget minus disbursement represents maximum amount which user can deduct
- 7 Input a negative amount to reduce the budget of the vote(s)
- 8 Revised amount refers to the budget after the proposed budget trim.

## To Note

IGMS will take into account any outstanding claim and disbursed amount and prompt an error message if there is insufficient budget for the current virement request. The calculations are done as follows:

1. Latest Approved Budget – Disbursement – Outstanding Claim = Budget Balance
2. Budget Balance + Amount to vire = Revised amount

IGMS will prompt the error message to amend the virement amount, if the revised amount is less than \$0 (refers to slide on [Budget Trim - 8](#) for the detailed error message).



# Budget Trim - 6

Under *Vote details* page, system displays line items of each vote.

Navigation tabs: Virement summary (1), Expenditure on manpower (EOM) ✓, Other operating expense (OOE) ✓, Equipment (EQP) ✓, Overseas travel (OT) ✓, Research scholarship (RS) ✓, Exceptional (EI) ✓

**Expenditure on manpower (EOM)**

Hide Deviation Details

Title of research project

Institution	Nanyang Innovation and Enterprise Office (NTU)	Original project start date	01-Mar-2017
Award number	NRF-Grant-012-0005	Original project end date	01-Mar-2022
Project ID	NRF-000236-01	Revised project end date	
Deviation type	Trim project budget	Date of submission	08-Jan-2020
Deviation ID	NRFDV-000000468	Date of approval / rejection	08-Jan-2020
Deviation status	Approved		

**NRF-000236-01**

Key in the proposed manpower details in this section. Previously added line items cannot be removed. You may set the value to zero if the line item is no longer required.

Institution: Nanyang Innovation and Enterprise Office (NTU)  
 Lead PI/ team PI: NRF PST PI1  
 Remaining amount to vire (\$\$): 0.00

1 - 1 of 1 matching results found

S/N	Category	Description	Number of pax	Annual salary package (\$\$)	Latest approved amount (\$\$)	Amount to Vire (\$\$)	Revised amount (\$\$)
EOM-001	Research Fellow	Proposal with Single budget (Reimbursement)	2	10,000,000.00	20,000,000.00	-9,999,000.00	10,001,000.00

1 Each panel represents each PI's project budget

2 *Remaining Amount to vire* refers to the fund virement amount of the respective budget vote which a requester has earlier indicated in the Virement Summary section for the budget trim request. User should input the virement amount in the affected budget line item(s) of the budget vote until this field becomes \$0 to proceed with the submission.

3 Input a budget trim amount (negative amount to transfer funds out of the affected line item(s)).

# Budget Trim - 7

User removes (updates Revised amount to be 0) an approved line item by clicking on the Remove button.

NRF-001178-01

Key in the proposed manpower details in this section. Previously added line items cannot be removed. You may set the value to zero if the line item is no longer required.

Institution: MU  
Lead PI/ team PI: P94  
Remaining amount to vire (\$\$): 300.00

1 - 1 of 1 matching results found

S/N	Category	Description	Number of pax	Annual salary package (\$\$)	Latest approved amount (\$\$)	Amount to Vire (\$\$)	Revised amount (\$\$)	
EOM-001	Research Nurse	asd	1	1,111.5700	1,111.5400	-300.00	81	<input checked="" type="checkbox"/>

Remove

- 1 Tick the *checkbox of a line item to be removed*
- 2 Click on the Remove button

## To Note

IGMS will automatically update the *Revised amount* to \$0 when the line item is removed.

# Budget Trim - 8

In case of budget trim has insufficient budget balance (Revised budget is less than 0), system prompts below error message.

NRF-001178-01

Summary of changes that has been input in the detail sections.

Institution: MU  
 Lead PI/Team PI: P94  
 Co Funding %: 70.00

Cumulative virement to date (\$): 0.0000  
 Cumulative virement to date (%): 0  
 Remaining amount to vire: 300.00

1 - 8 of 8 matching results found

	1 Latest approved budget (\$\$)	2 Disbursement	3 Outstanding Claim	4 Budget balance (\$\$)	5 Amount to vire (\$\$)	6 Revised amount (\$\$)
EOM	1,111.5400	28.0000	360.9800	722.5800	-300.0000	422.5800
OOE	1,111.5700	28.0000	361.0400	722.5300	-800.00	722.5300
EQP	1,111.5700	28.0000	750.1000	333.4700	0.0000	333.4700
OT	1,111.5700	0.0000	778.1000	333.4700	0.0000	333.4700

**Error**

Please amend the virement amount so as not to exceed budget balance, or return this to the requester to make amendment.

OK

- 1 Latest approved budget
- 2 Disbursement
- 3 Outstanding claim
- 4 Budget balance
- 5 Amount to vire (amount to trim)
- 6 Revised amount

# Budget Trim - 9

In case there is a Budget Trim outstanding under the same Project ID, HI finance cannot submit a new FR and system will prompt below message (refers to Training Manual - Finance (HI Finance)).

The screenshot displays a web application interface. At the top, a dark blue header contains the word "Declaration". Below it, a "Hide Fields" dropdown menu is visible. A prominent error message box is overlaid on the page, with a blue header and a white body. The message reads: "Please note that there is an outstanding Budget Trim request and you are unable to submit a Fund Request until it has been approved / rejected." An "OK" button with a checkmark is located at the bottom right of the error box. In the background, a table shows project details: "Host institution" (partially visible), "HI claim no" (2q1), "Lead PI/Team PI" (P93), and "Status" (Draft). Below the error message, a "Projects" panel is open, showing a list of project details. At the bottom of this panel, a "Deviation requests" section is visible, containing a table with one row of data.

Deviation ID	Type of deviation	Date of submission	Date of approval/ rejection	Status
NRFDV-00001077	Trim project budget	17-Apr-2019	01-May-2019	Pending ORE verification

# Change in project duration/Time(Extension)- 1

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

Home > Projects > Project Overview

Projects

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

Submit deviation request

**To Note**

- Prerequisite :
- A Project can only have one approved Project Extension
  - No other outstanding Change in project duration under the same Award ID
  - Date of submission of this deviation request is equal or more than 6 months before the original end of term (refers to [Definitions](#) slide)

Home > Projects > Deviations > Apply Deviation

Apply deviation

Apply deviation

Please choose one of the deviation types below.

Change in institution

Change in project duration / time

Project extension with no additional funding allocated

Project termination

Change in project scope

Change in research team

Change in supplemental funding for human capital

Exceptional cases

Trim project budget

Virement of funds / change or add in equipment / manpower

Next >

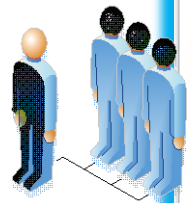
1 Click on Submit deviation request button then select a *Project ID* to which a deviation will be requested

2 Click on the Submit deviation request button

3 Click on the *Change in project duration* and the *Project extension* radio button

4 Click on the *Next* button to open *Deviation details* page

Role access:



Lead PI / ORE

# Change in project duration/Time(Extension)- 2

User can extend the project end time.

The screenshot shows a web interface for project extension. At the top, there are three tabs: 'Project Extension' (checked), 'Justification and Supporting Documents' (checked), and 'Undertaking' (checked). Below the tabs is a 'Project extension' section with a 'Hide Deviation Details' link and an 'Expand All Sections' link. The main content area contains a table with project details:

Title of research project	CR44 project 6	Original project start date	01-Oct-2019
Institution	Nanyang Innovation and Enterprise Office (NTU)	Original project end date	17-Jul-2020
Award number	CR44 project 6	Revised project end date	
Project ID	NRF-000915-00	Date of submission	15-Jan-2020
Deviation type	Project duration / time	Date of approval / rejection	20-Jan-2020
Deviation ID	NRFDV-000000495		
Deviation status	Pending ORE verification		

Below the table is a 'Project extension' section with a text input field: 'Please input the proposed project end date.' Below this are two date pickers: 'Existing project end date' (17/07/2020) and 'Proposed project end date' (30/11/2020). A green arrow labeled '1' points to the 'Proposed project end date' field. At the bottom right, there is a 'Next >' button with a green arrow labeled '2' pointing to it.

1

User inputs compulsory information which has asterisk (\*) sign.  
*Proposed project end date should be after Existing Project end date*

2

Click on the Next button to go to the next page

# Change in project duration/Time(Termination)- 1

Title of research project	NRF-AWARD-POTRN062	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		

**To Note**

- Prerequisite :
- No other outstanding Change in project duration under the same Award ID
  - Date of submission of this deviation request is equal or more than 3 months before the end of term\* (refers to [Definitions](#) slide)

Apply deviation

Please choose one of the deviation types below.

- Change in institution
- Change in project duration / time
  - Project extension with no additional funding allocated
  - Project termination
- Change in project scope
- Change in research team
- Change in supplemental funding for human capital
- Exceptional
- Trim project
- Virement change or add in equipment / manpower

**4** Next >

**1**

Click on Submit deviation request button then select a *Project ID* to which a deviation will be requested

**2**

Click on the Submit deviation request button

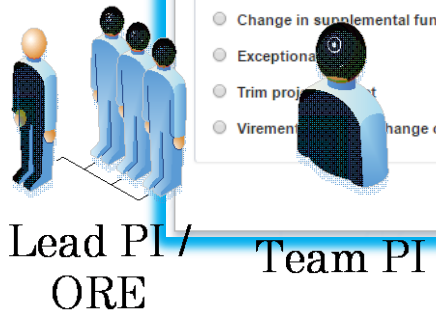
**3**

Click on the *Change in project duration* and the *Project termination* radio button

**4**

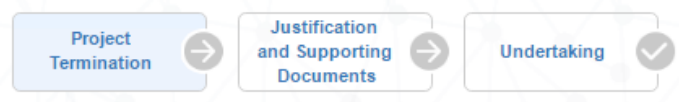
Click on the *Next button* to open *Deviation details page*

Role access:



# Change in project duration/Time(Termination)- 2

PI / ORE requests Project termination to shorten project duration or to terminate a project.



**Project termination** Expand All Sections

[Hide Deviation Details](#)

Title of research project	this is to test CR56 (4 Mar)		
Institution	Nanyang Innovation and Enterprise Office (NTU)	Original project start date	01-Mar-2020
Award number	NRF-CR26KPI2-0003	Original project end date	28-Feb-2025
Project ID	NRF-000950-00	Revised project end date	
Deviation type	Project duration / time	Date of submission	
Deviation ID		Date of approval / rejection	
Deviation status	Draft		

**Project termination**

Please input the proposed project end date.

Existing project end date	28/02/2025
<span style="color: red;">*</span> Proposed project end date	31/12/2021

**Action Trail**

Save as **Next >**

**1** User inputs compulsory information which has asterisk (\*) sign. Proposed project end date should be before Existing project end date.

**2** Click on the Next button to go to the next page

**1**

**2**



# Change in Institution - 1

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

Home > Projects > Project Overview

Projects

Title of research project	NRF-AWARD-POTRN062	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

Submit deviation request

**To Note**

- Prerequisite :
- No other outstanding Change in Institution under the same Award ID
  - Date of submission of this deviation request is equal or more than 3 months before the end of term\* (refers to [Definitions](#) slide)

Home > Projects > Deviations > Apply Deviation

Apply deviation

Please choose one of the deviation types below.

- Change in institution
- Change in project duration / time
- Change in project scope
- Change in research team
- Change in supplemental funding for human capital
- Exceptional cases
- Trim project budget
- Virement of funds / change or add in equipment / manpower

Next >

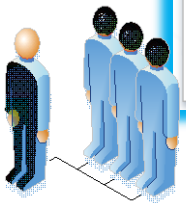
1 Click on Submit deviation request button then select a *Project ID* to which a deviation will be requested

2 Click on the Submit deviation request button

3 Click on the *Change in institution* radio button

4 Click on the *Next* button to open *Deviation details* page

Role access:



Lead PI / ORE

# Change in Institution - 2

User input PI's new institution

The screenshot shows a web form titled 'Change in institution' with a progress bar at the top containing three steps: 'Change in Institution' (active), 'Justification and Supporting Documents', and 'Undertaking'. The form is divided into sections: 'Hide Deviation Details' (a table with project information), 'Change in host institution' (a form with fields for existing and proposed institutions and an effective date), and 'Action Trail'. A green arrow labeled '1' points to the 'Proposed institution' dropdown menu, which is currently set to 'NUS'. Another green arrow labeled '2' points to the 'Next >' button at the bottom right of the form.

1 User inputs compulsory information.

- Click on the dropdown to select PI's new institution.
- The *Effective date of change* should be within project duration

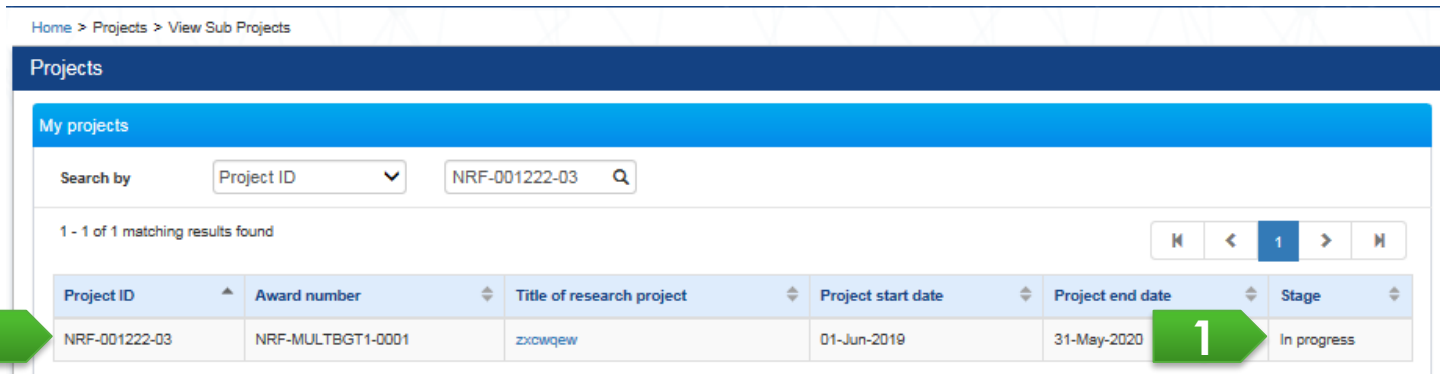
2 Click on the Next button to go to the next page

## To Note

when effective date of change is in due and Change in Institution is successfully approved by PM, system updates the new Institution of annual progress report(s) and the final progress report(s) for the future reporting period.

# Change in Institution - 3

A new sub-project will be generated and set as “In progress” by system. Then PI will be able to view it through Portal.



Home > Projects > View Sub Projects

Projects

My projects

Search by Project ID NRF-001222-03

1 - 1 of 1 matching results found

Project ID	Award number	Title of research project	Project start date	Project end date	Stage
NRF-001222-03	NRF-MULTBGT1-0001	zxowqew	01-Jun-2019	31-May-2020	In progress

1

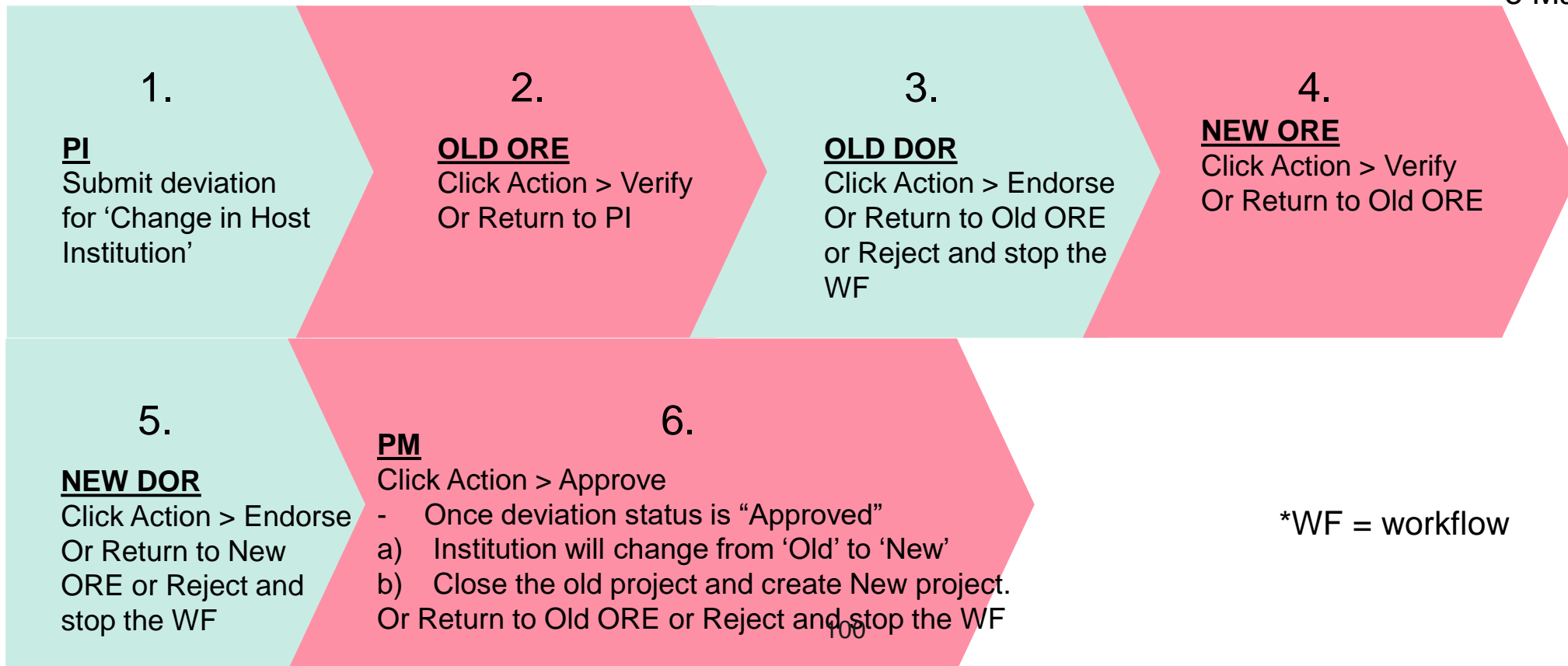
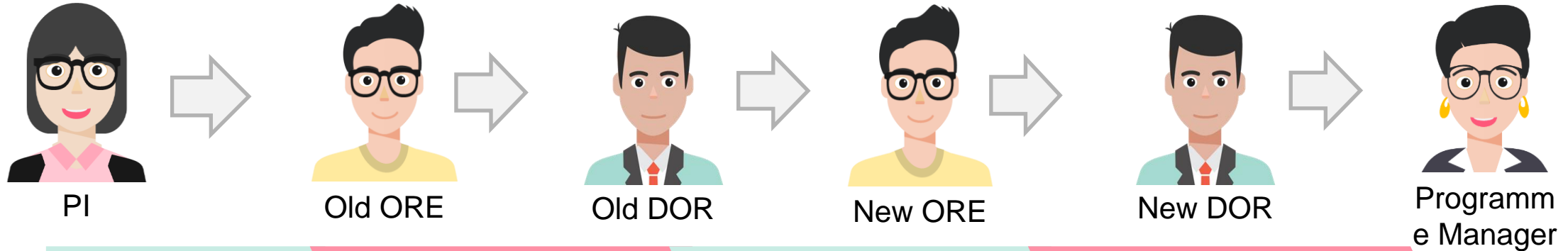
A new sub-project (with a different prefix, e.g. project ID-02) under the new Institution will be generated. Once it is set as “In progress”, the PI will be able to access it.

## To Note

- The new sub-project under the new Institution will be generated under these conditions:
- No outstanding deviation request from the main project and/or sub-project under the old Institution
  - No outstanding progress report from the main project

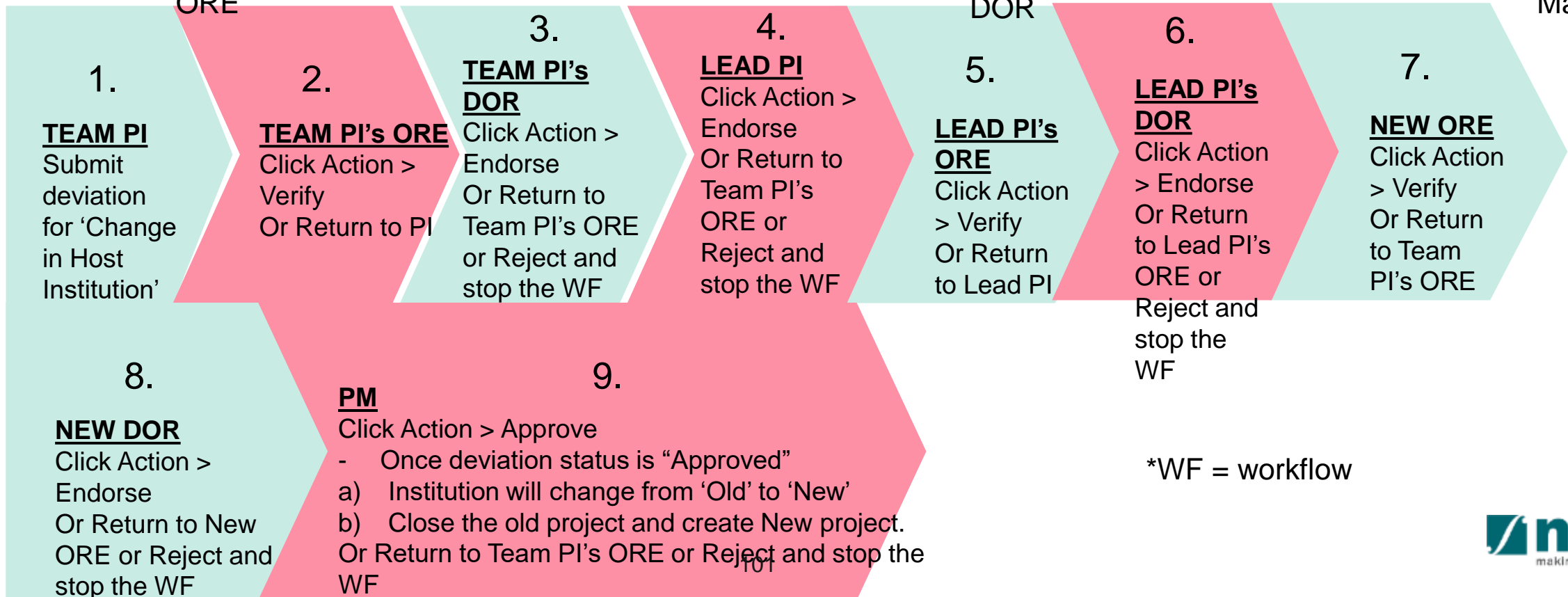
The new sub-project will be visible for PI/ORE/DOR with the remaining budget from the old sub-project on the next day after all outstanding FR of the old sub-project has been approved.

# Change in Host Institution Workflow by Lead PI



\*WF = workflow

# Change in Host Institution Workflow by Team PI



\*WF = workflow

# Exceptional Cases- 1

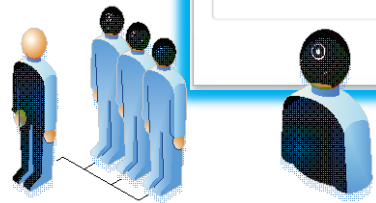
Title of research project	NRF-AWARD-POTRN0621	Original project start date	01-Jan-2019
Name of lead/team PI	NRF PO TRN Principal Investigator 58	Original project end date	10-Jul-2020
Award number	NRF-AWARD-POTRN0621	Revised project end date	
Project ID	NRF-000901-00	Date of project activation	08-Jan-2020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

## To Note

### Prerequisite :

- No other outstanding Exceptional Case under the same Award ID
- Route to AI ORE and AI DOR only for Project which has an AI
- Date of submission of this deviation request is equal or more than 3 months before the end of term\* (refers to [Definitions](#) slide)

Role access:



Lead PI / ORE

Team PI

Apply deviation

Please choose one of the deviation types below.

- Change in institution
- Change in project duration / time
- Change in project scope
- Change in research team
- Change in supplemental funding for human capital
- Exceptional cases
- Trim project budget
- Virement of funds / change or add in equipment / manpower

Next >

1

Click on Submit deviation request button then select a *Project ID* to which a deviation will be requested

2

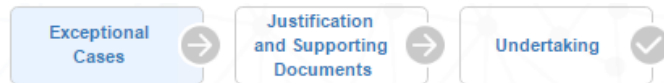
Click on the Submit deviation request button

3

Click on the *Exceptional cases* radio button and the *Next button* to open *Deviation details page*

# Exceptional Cases - 2

User can raise an exceptional case in case any project change which cannot fit in the existing deviation types.



Exceptional cases Expand All Sections

Hide Deviation Details

Title of research project	this is to test CR56 (4 Mar)		
Institution	Nanyang Innovation and Enterprise Office (NTU)	Original project start date	01-Mar-2020
Award number	NRF-CR26KPI2-0003	Original project end date	28-Feb-2025
Project ID	NRF-000950-00	Revised project end date	
Deviation type	Exceptional cases	Date of submission	
Deviation ID		Date of approval / rejection	
Deviation status	Draft		

Exceptional cases

Please input the exceptional case in no more than 2500 characters.

Exceptional cases  
input your request here...

Action Trail

Save as **2** Next >

1

User inputs compulsory information which has asterisk (\*) sign. Input value to Exceptional cases field and no more than 2500 characters.

2

Click on the Next button to go to the next page

# Deviation resubmission



# Deviation resubmission (through Dashboard) - 1

**1a** Dashboard Grants Proposals Projects Deviations Review Advanced Search NCS PST PI 2 (PI)

**Proposals**  
0 - 0 of 0 matching results found

Date	Subject	Reference ID	Read
------	---------	--------------	------

**Projects**  
1 - 4 of 4 matching results found

Date	Subject	Reference ID	Read
07-Nov-2019	Fund requisition is pending for your clarification. To view details, click on reference ID	NRF-002002	Yes
05-Dec-2019	The deviation has been returned for your amendment. To amend the deviation, click on the Reference ID.	<a href="#">NRFDV-00000444</a>	Yes
11-Dec-2019	The deviation has been returned for your amendment. To amend the deviation, click on the Reference ID.	<a href="#">NRFDV-00000445</a>	Yes
18-Dec-2019	The deviation has been returned for your amendment. To amend the deviation, click on the Reference ID.	<a href="#">NRFDV-00000448</a>	No

**2a**

Deviation resubmission should be initiated by ORE by clicking Return button on Undertaking page. In a case of DOR or PM, he/she should return the deviation to ORE then ORE will return the deviation to the requestor.

**1a**

Navigate through Dashboard / Projects section

**2a**

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

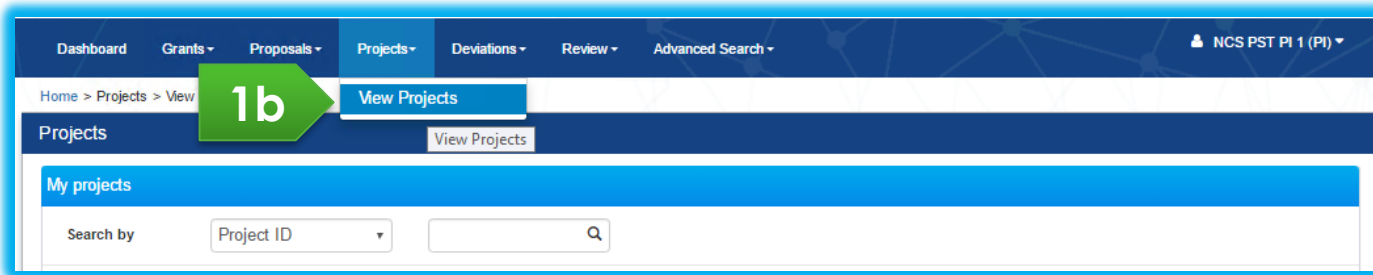
Role access:



ORE

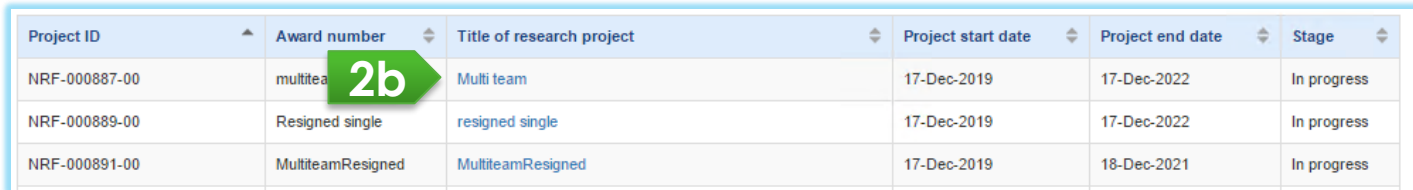
# Deviation resubmission (through Project Overview) - 2

Alternatively, requestor of the deviation can access project details page to resubmit a deviation.



1b

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



Project ID	Award number	Title of research project	Project start date	Project end date	Stage
NRF-000887-00	multiteam	Multi team	17-Dec-2019	17-Dec-2022	In progress
NRF-000889-00	Resigned single	resigned single	17-Dec-2019	17-Dec-2022	In progress
NRF-000891-00	MultiteamResigned	MultiteamResigned	17-Dec-2019	18-Dec-2021	In progress

2b

Select a project and click on its Title of research project hyperlink, to navigate to the Project Overview page

Role  
access:



# Deviation resubmission (through Project Overview)- 3

Alternatively, requestor of the deviation can access project details page to resubmit a deviation.

Home > Projects > Project Overview

Projects Expand All Sections

Title of research project: Many many many KPI 1234  
Name of lead PI: PI2  
Award number: NRF-17NRFC5-0025  
Project ID: NRF-000470-00  
Parent project ID:  
Project stage: In progress

Original project start date: 01-Mar-2017  
Original project end date: 28-Feb-2022  
Revised project end date:  
Date of project activation: 12-Dec-2017

Progress reports  
Deviation requests

1 - 4 of 4 matching results found

Deviation ID	Type of deviation	Date of submission	Date of approval/ rejection	Status
N/A	Nationality Waiver Request for Research Staff			Draft
N/A	Exceptional cases			Draft
NRFDV-000000811	Project Duration / Time	20-Mar-2018	20-Mar-2018	Pending resubmission

3b

3 Expand "Deviation Requests" tab and click on the *hyperlink of deviation ID with status "Pending Resubmission"*

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

Role access:



PI / ORE

Home > Projects > Deviations > Deviation Overview

Deviation Overview Expand All Sections

Title of research project:  
Institution: Nanyang Technological University  
Award number: multiteam  
Project ID: NRF-000887-02  
Deviation type: Exceptional cases  
Deviation ID: NRFDV-000000448  
Deviation status: Pending resubmission

Original project start date: 17-Dec-2019  
Original project end date: 17-Dec-2022  
Revised project end date:  
Date of submission: 18-Dec-2019  
Date of approval / rejection: 19-Dec-2019

Action Trail

1 - 2 of 2 matching results found

Date	Submitted by	Comments
------	--------------	----------

4b

Actions  
View deviation details  
Download Deviation

# Deviation resubmission - 4

User can update deviation details which he/she has submitted for Deviation status as "Pending Resubmission".

Home > Projects > Deviations > Project Extension

Project Extension ✓ Justification and Supporting Documents ✓ Undertaking ✓

Project extension Expand All Sections

Hide Deviation Details

Title of research project	Many many many KPI 1234		
Deviation ID	NRFDV-00000811	Institution	99 Percent Success University
Deviation status	Pending resubmission	Original project start date	01-Mar-2017
Date of submission	20-Mar-2018	Original project end date	28-Feb-2022
Date of approval / rejection	20-Mar-2018	Revised project end date	
Project ID	NRF-000470		

Project extension

Please input the proposed project end date.

Existing project end date	28-02-2022
Proposed project end date	20-03-2022

Next >

1

User can update information which has been submitted

2

Click Next button until switch to "Undertaking" page.

Role access:



PI / ORE

# Deviation resubmission - 5

User resubmits deviation for ORE's verification.

The screenshot shows the 'Undertaking' form. At the top, there is a 'Hide Deviation Details' link and an 'Expand All Sections' button. Below this is a table with project details. The 'Undertaking by requestor' section is highlighted in blue and contains a declaration, a 'Name of requestor' field (with callout 1), a 'Date of acknowledgement' field, an 'Acknowledgement' radio button (with callout 2), and a 'Comments' text area (with callout 2). At the bottom, there is an 'Action Trail' section and a 'Submit' button (with callout 3).

Undertaking		Expand All Sections	
Hide Deviation Details			
Title of research project	savetheworld2019	Original project start date	25-Jun-2019
Institution	NUS	Original project end date	24-Aug-2023
Award number	NRF-mytest2-0004	Revised project end date	
Project ID	NRF-000671-00	Date of submission	
Deviation type	Exceptional cases	Date of approval / rejection	
Deviation ID			
Deviation status	Draft		

**Undertaking by requestor**

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 requestor: NCS PST PI 1  
Date of acknowledgement: 03/04/2020  
Acknowledgement:  Yes  No  
Comments: input comment here...

Back Submit

- 1 Expand *Undertaking* by *Requestor* section
- 2 Select Yes radio button for acknowledgement and add comment
- 3 Click Submit button to submit deviation to ORE, system will display a success info message

Role access:



PI / ORE

The screenshot shows a blue 'Information' dialog box with a close button (X). The message inside says 'Successfully created.' and there is an 'OK' button with a checkmark at the bottom right.

Information

Successfully created.

OK ✓

# Data Segregation

# Data Segregation - 1

In Projects List and Project Overview page, ORE 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 ORE'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 actions:

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 Action Trail section, 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 displays the system's navigation menu and a project overview page. The navigation menu includes: Dashboard, Grants, Proposals, **Projects** (highlighted with a red circle labeled '1a'), Deviations, Review, and Advanced Search. Below the menu, there are two paths: 'Home > Deviations > View Deviations' (with a red circle labeled '1b') and 'Home > Projects > Project Overview'. The 'Project Overview' page shows details for 'CR44 Project 4' 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  $\pm 30$  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

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 ▾

## Action Trail

View deviation details

Download Deviation

2

## Message

The package requested will be available for download in around 30 mins. Please access this project later to download the package.

OK ✓

12-Feb-2020 NRF PST P11

Download Deviation

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

3

3

SINGTEL GROUP ENTERPRISE   

**Disclaimer:** This material that follows is a presentation of general background information about NCS activities current at the date of the presentation. The information contained in this document is intended only for use during the presentation and should not be disseminated or distributed to parties outside the presentation. It is information given in summary form and does not purport to be complete. It is not to be relied when as advice to investors or potential investors and does not take into account the investment objectives, financial situation or needs of any particular investor. This material should be considered with professional advice when deciding if an investment is appropriate.