Host Institution Administrator Guide

![ncs logo — making IT happen]
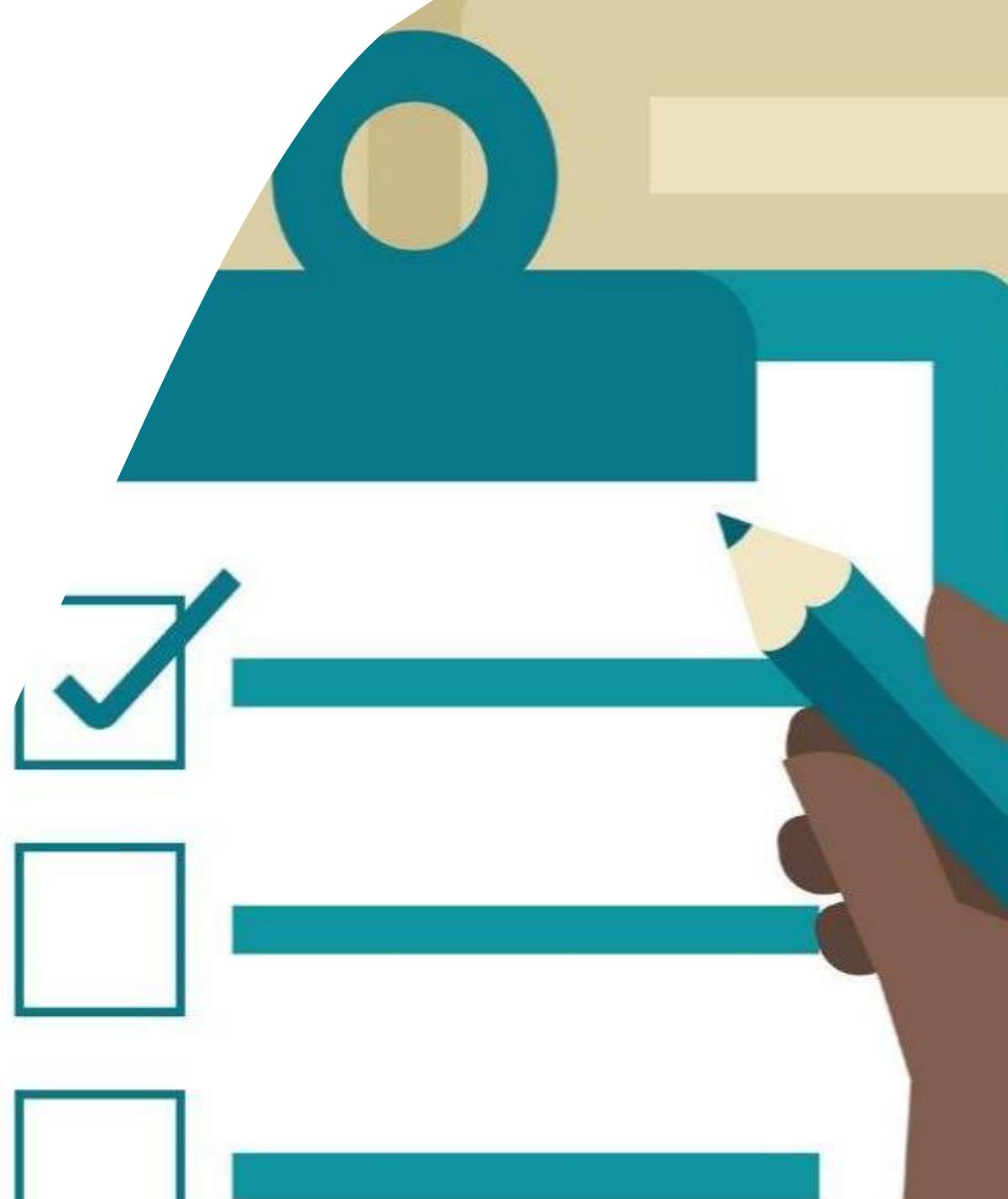
Learning Objectives

In this session, you will learn:

- Who is a HI Admin
- HI Admin roles and responsibilities
- How to register new user account (e.g. HI Admin, ORE, DOR)
- How to view & update institution profile
- How HI Admin add, remove, change and approve users in IGMS (e.g. ORE, DOR)
- How users update personal user profile

Definitions, Acronyms and Abbreviations

Sl. No	Abbreviation / Acronyms	Definitions
1	PI	Principal Investigator
2	PM	Programme manager
3	HI	Host Institution
4	HI ORE	Host Institution Office of Research
5	DOR	Director of Research
6	AI ORE	Academic Institution Office of Research
7	AI Dean	Academic Institution Dean
8	HI Finance	Host Institution Finance
9	HI HR	Host Institution Human Resources
10	RGO	Research Grant Office

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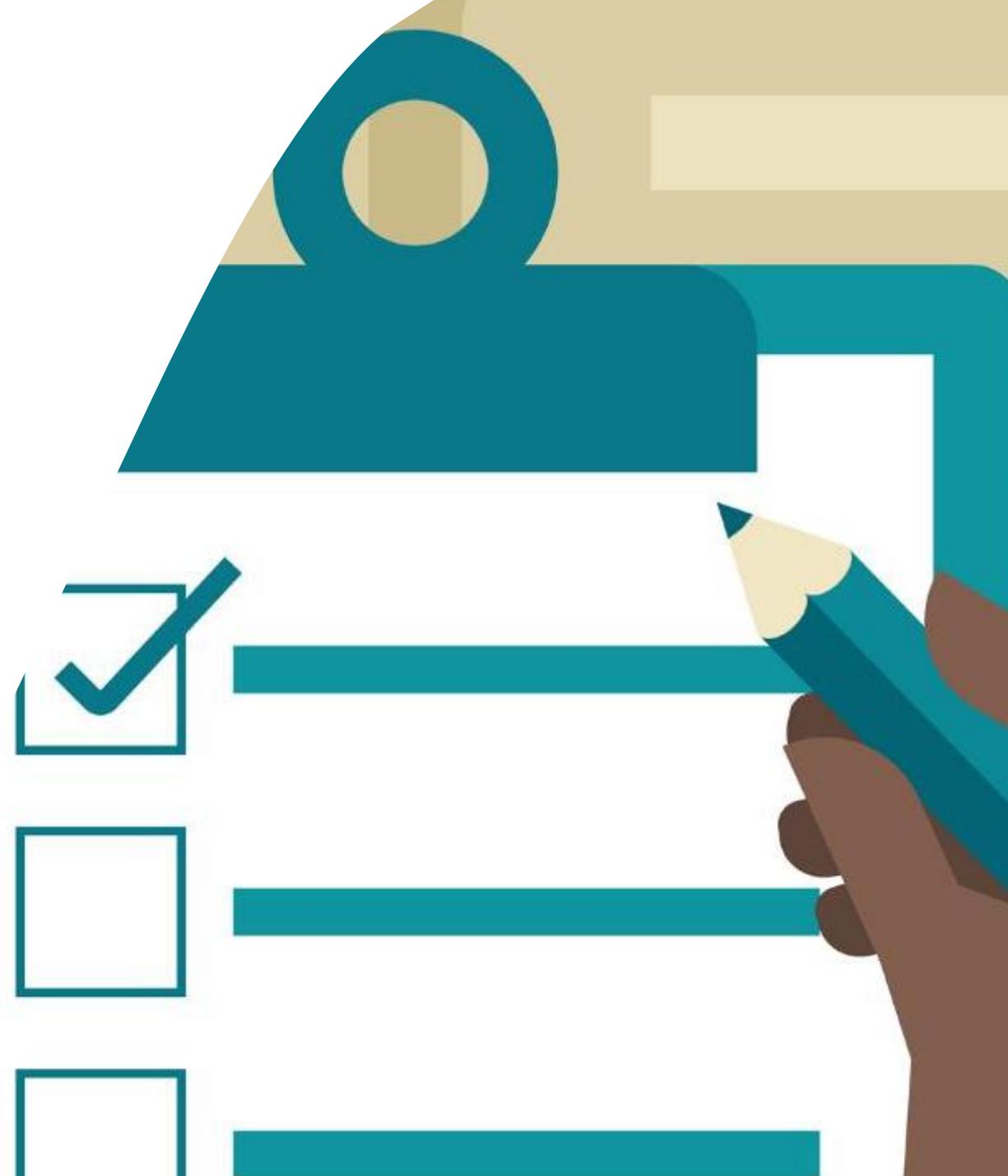
Who is a HI Admin?

- HI Admin is a person appointed by the Host Institution to manage the IGMS users of the Host Institution

- HI Admin can be the same person or different person from Corppass Admin

- HI Admin role cannot apply for a grant call. Users need to have the PI role to do so. The HI admin can add a "PI" role for themselves, if necessary, by adding a new row for their name.

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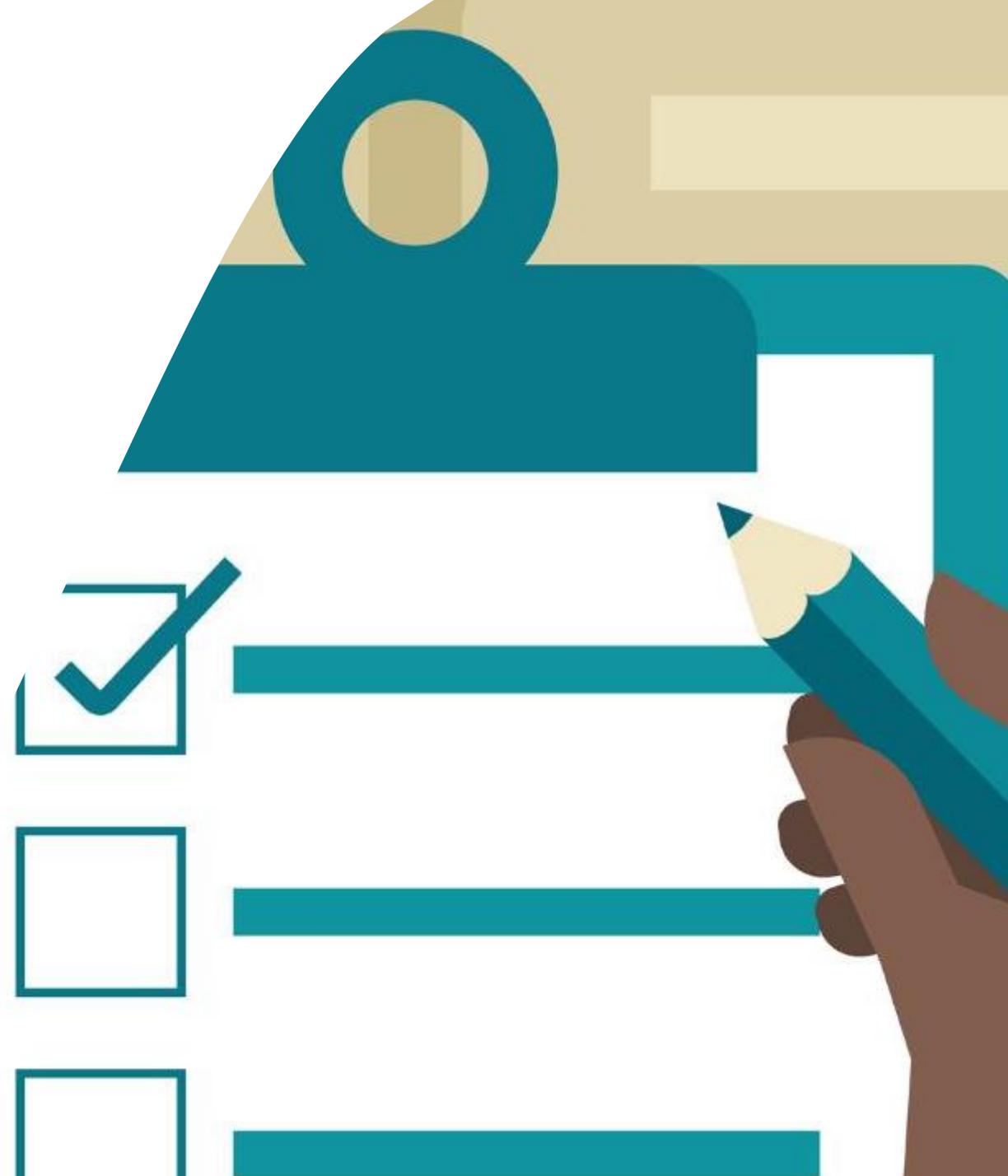
Roles and responsibilities of HI Admin in IGMS

RGO	HI Admin	Principle Investigator, ORE, DOR, AI ORE, AI Dean
RGO user is from the **funding agency**	HI Admin user is from the **Host Institution**	Principle Investigator, ORE, DOR, AI ORE, AI Dean is from the **Host Institution**
RGO **creates** Host Institutions in IGMS	HI Admin **maintain** institution profile in IGMS	
RGO creates and assigns **1 person** from the Host Institution as the HI Admin	HI Admin assigns ORE, DOR, AI ORE, AI Dean and HI Admin roles for the Host Institution *	The system **automatically** assigns Principle Investigator role to all users registering in the system
	HI Admin **approves** users where multiple Host Institutions share the same UEN number	
	HI Admin **manages** all the users in the Host Institution	

To Note

* All users must register in the system before HI Admin can assign the roles

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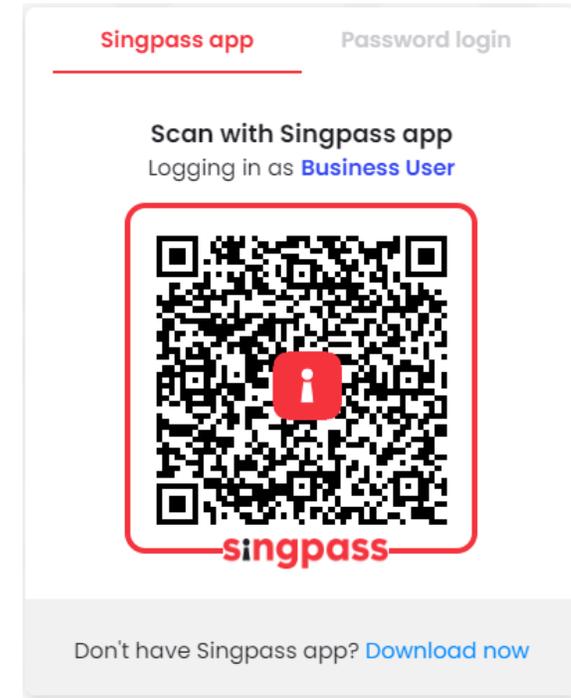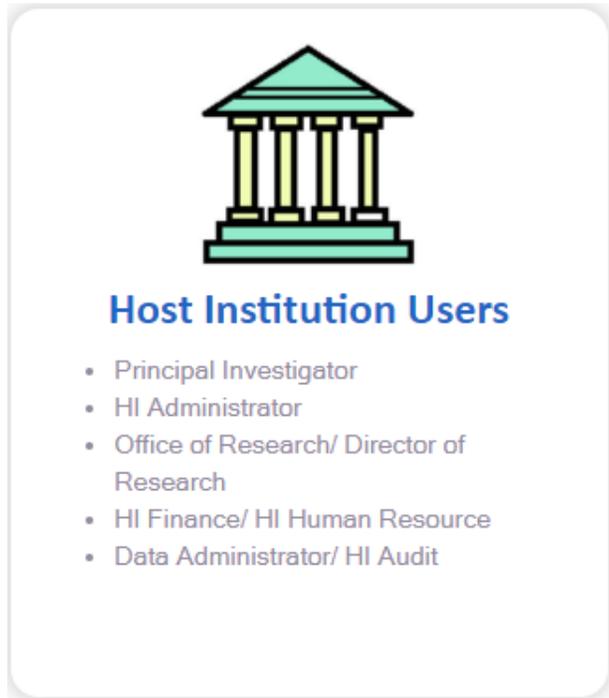- How users update personal user profile

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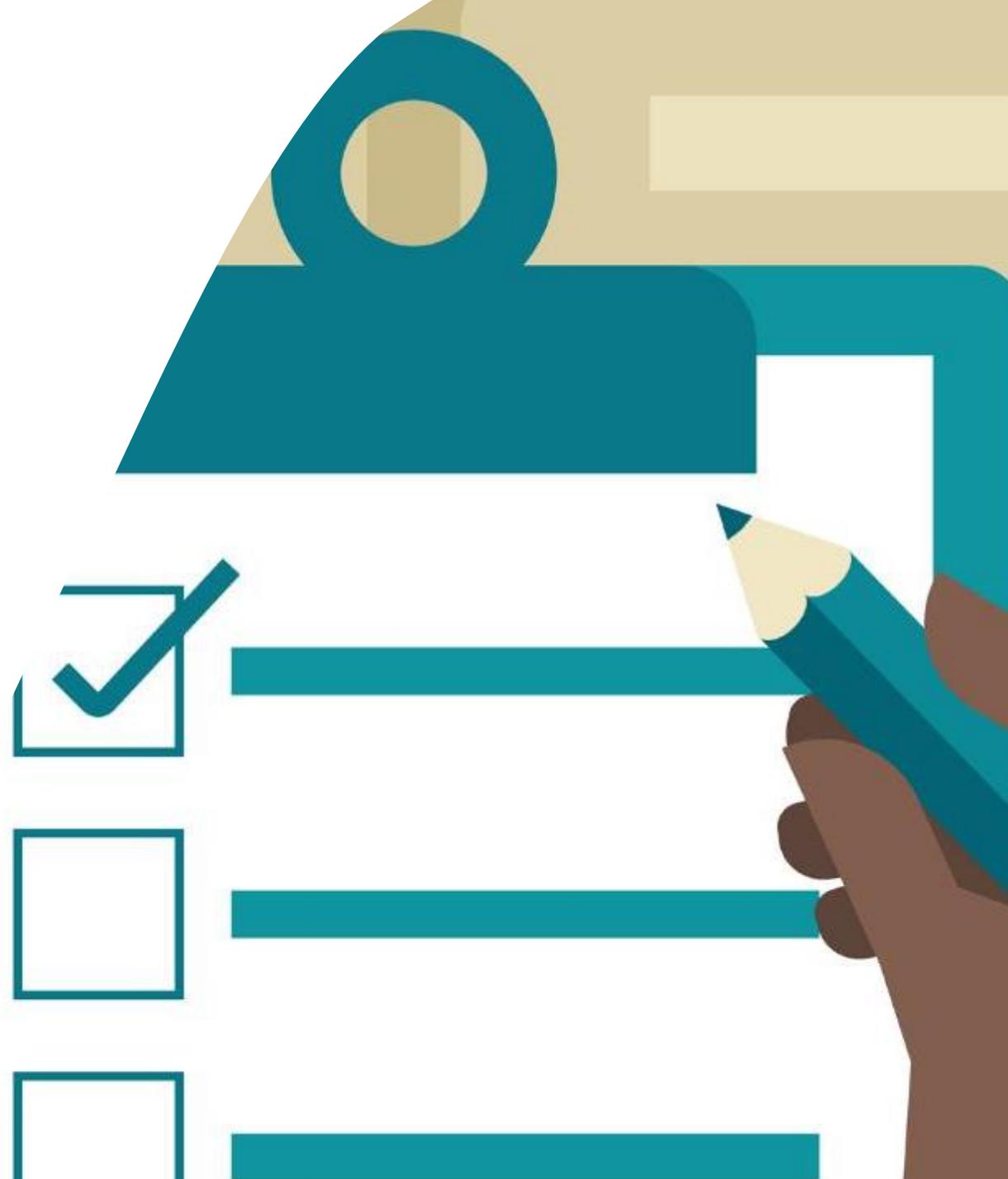
How to register a Singpass (Host Institution) login in IGMS

1.Visit the URL:
https://researchgrant.gov.sg/eservices/account/login
2.Click on "Host Institution Users" button

3. Scan the QR code with Singpass app or enter the Singpass credentials manually

How to register a Singpass (Host Institution) login in IGMS

4. **First time login**, user will be directed to IGMS registration page.

5. Fill up all mandatory details.

6. Click on **"Retrieve"** button (activation code will be sent to the registered e-mail)

7. Key in the activation code (activation code is only **valid for 15 minutes**)

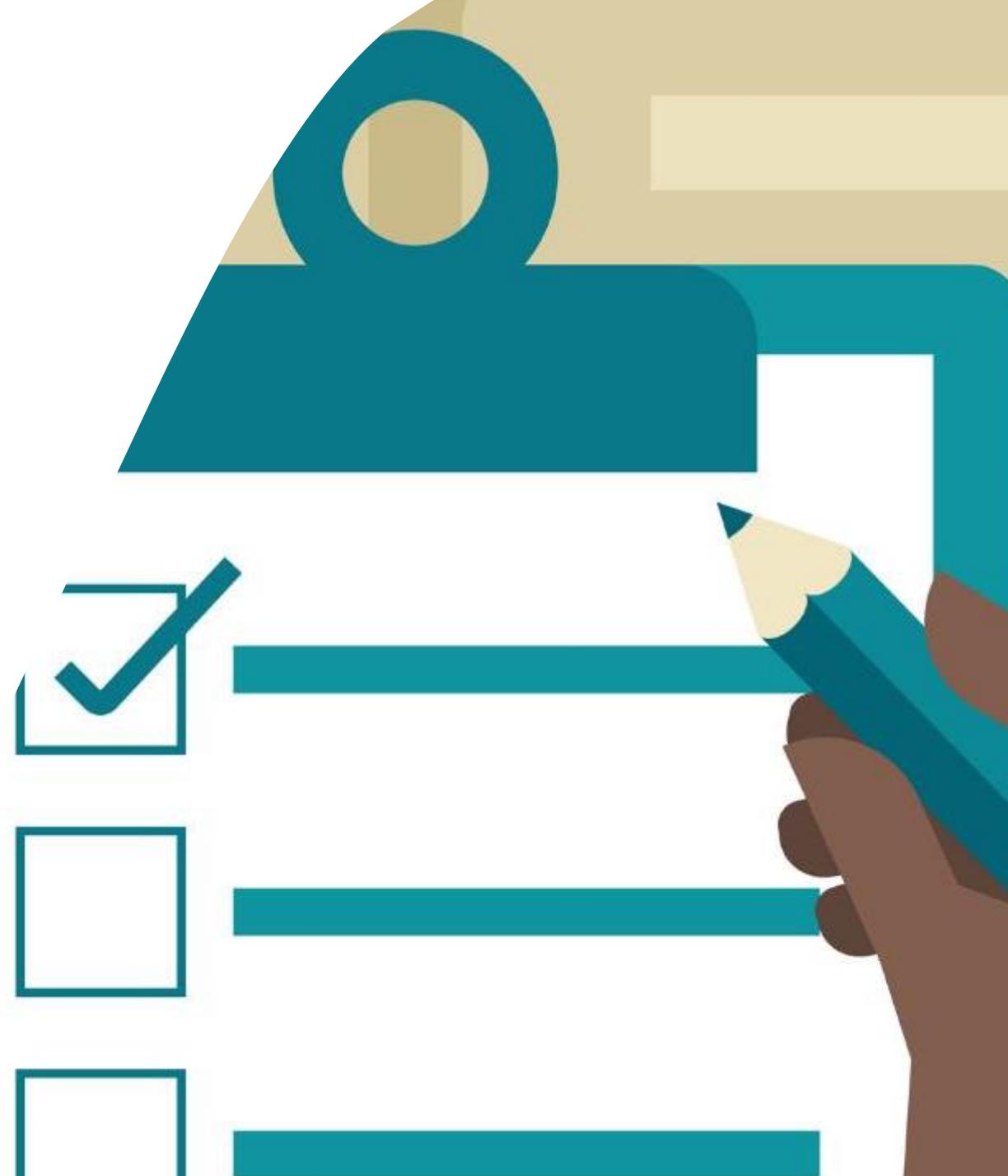8. Click on **"Next"** to complete the registration

Registration

* UEN

* Institution

Identification type

* Identification No.

* Name

* E-mail ID

ORCID ID

iD Authorise your ORCID ID

* Activation code   Retrieve

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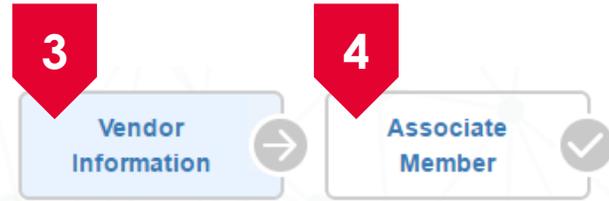- How users update personal user profile

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Viewing & updating Institution Profile in IGMS – 1

1 Click on the **name** which is displayed on the top right hand corner of the screen

2 Click on the **Maintain Institution** link

Viewing & updating Institution Profile in IGMS – 2

3 — Vendor Information

4 — Associate Member

Institution information

General information

UEN no.	R1D1C0770U57Y5M4RT
* Name	National Institution of Technology
* Acronym	NIT

Address and contact information

* Country	
* Postal code	
* Overseas address	
* Mobile no.	
Telephone no.	
Fax	

3 **Vendor Information screen:** Contains the institution details of the logged in user.

4 **Associate Member screen:** Contains the details of all the people who have access to the user's institution. The list will include PIs, OREs, DORs, AI OREs and AI DOR.

Activate Windows
Go to System in Control Panel to activate Wi

Back

14

Submit

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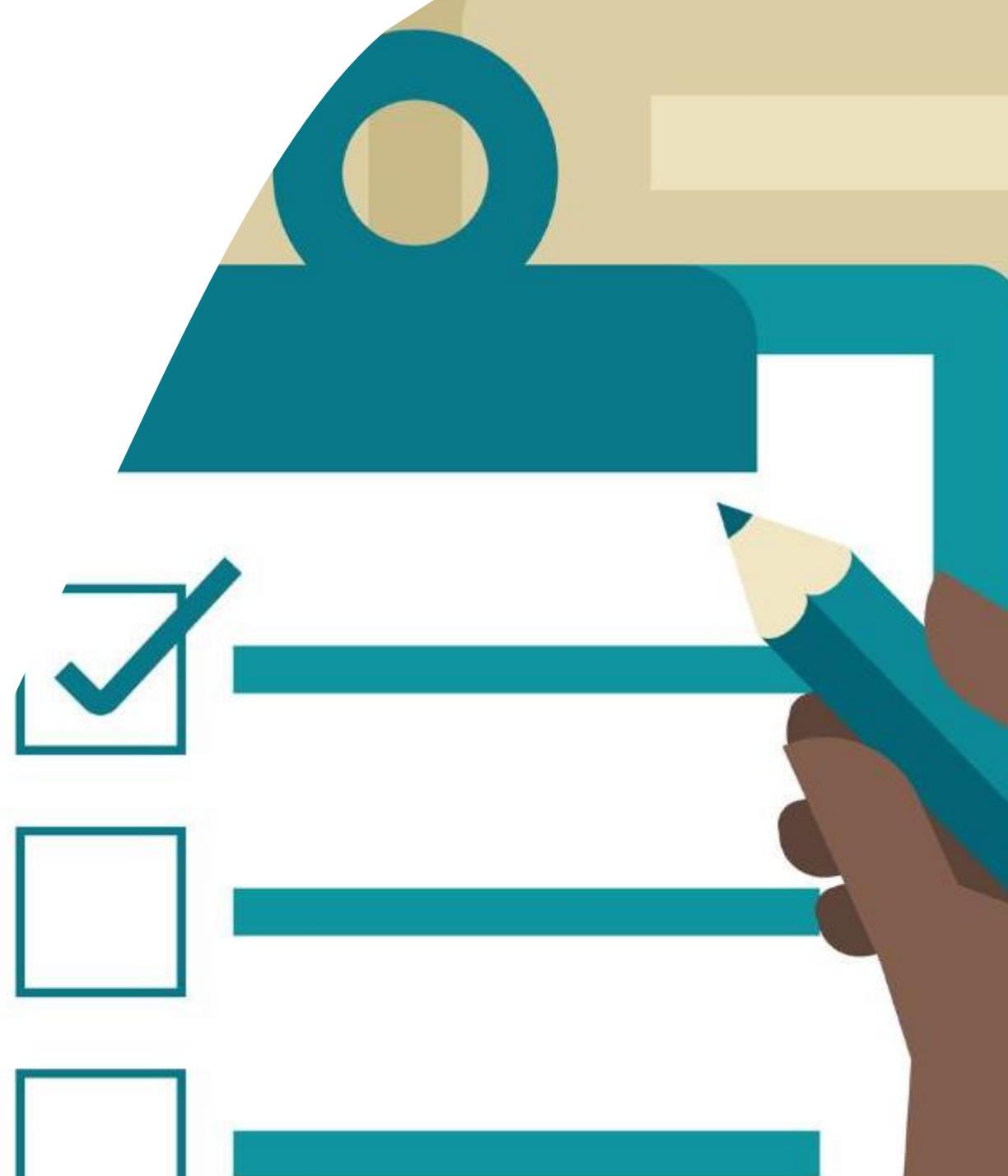making IT happen

Viewing & updating Institution Profile in IGMS – 3

Retrieve Enterprise Data button: Retrieve government verified fields from EDH (Enterprise Data Hub) that is associated to the corporate entity.
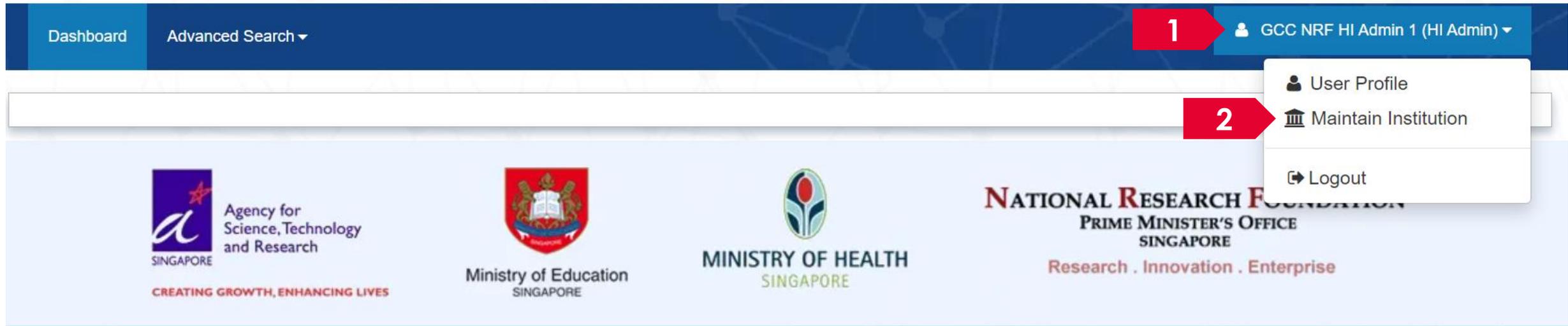
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Adding users into IGMS – 1

1 Click on the **name** which is displayed on the top right hand corner of the screen

2 Click on the **Maintain Institution** link

Adding users into IGMS – 2

3

Home > Administration > Maintain Institution > Associate Member

Institution Information ✓   Associate Member ✓

3 Click on the **Associate Member** Screen

Associate member

Employee information

Use the add/remove buttons to assign user(s) their corresponding Functional Roles (as shown below) within your institution, in IGMS. Please ensure that the user(s) have registered on IGMS with a valid CorpPass, that is registered through the CorpPass Admin of your institution.

1 - 10 of 130 matching results found

| ⏮ | ◀ | **1** | 2 | 3 | 4 | 5 | ▶ | ⏭ |

Name ▲	UEN	Login Allowed ▲	E-mail	Functional Role	
NCS CHILD 1	200604346E	No	ncschild1@email.com	PI	☐
ASTAR PST DOR 6	200604346E	Yes	astarTSTdor6@email.com	DOR	☐
ASTAR PST DOR 7	200604346E	Yes	astarTSTdor7@email.com	DOR	☐
ASTAR PST HI Admin 3	200604346E	Yes	astarTSThiadmin3@email.com	HI Admin	☐

To Note

- The Associate Member screen displays all the users who currently have access to the institution in IGMS.
- If a user requires **more than one role**, HI Admin should use the "Add" function to "add" a new row for the user (i.e. do not change the role of existing line)

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Adding users into IGMS – 3

Associate member

Employee information ⌄

Use the add/remove buttons to assign user(s) their corresponding Functional Roles (as shown below) within your institution, in IGMS. Please ensure that the user(s) have registered on IGMS with a valid CorpPass, that is registered through the CorpPass Admin of your institution.

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Name ▲	UEN	Login Allowed ▲	E-mail	Functional Role	
NCS CHILD 1	200604346E	No	ncschild1@email.com	PI	☐
ASTAR PST DOR 6	200604346E	Yes	astarTSTdor6@email.com	DOR	☐
ASTAR PST DOR 7	200604346E	Yes	astarTSTdor7@email.com	DOR	☐
ASTAR PST HI Admin 3	200604346E	Yes	astarTSThiadmin3@email.com	HI Admin	☐
ASTAR PST HI HR 3	200604346E	Yes	astarPSThiHR3@email.com	HI HR	☐
ASTAR PST HI HR 4	200604346E	Yes	astarPSThiHR4@email.com	HI HR	☐
ASTAR PST ORE 6	200604346E	Yes	astarTSTore6@email.com	ORE	☐
ASTAR PST ORE 7	200604346E	Yes	astarTSTore7@email.com	ORE	☐
ASTAR PST PI 3	200604346E	Yes	astarPSTpi3@email.com	PI	☐
ASTAR PST PI 8	200604346E	Yes	astarPSTpi8@email.com	PI	☐

4

Remove ⊖ Add ⊕

4 Click on **Add** button

‹ Back

19

To Note

HI Admin can sort the grid by Name and Login allowed columns.

When the page is open, the grid will be automatically sorted by Login allowed and Name columns.

Adding users into IGMS – 4

Add Employee Information

Please ensure that the user(s) have registered on IGMS with a valid CorpPass, that is registered through the CorpPass Admin of your institution.

* Identification no.	
E-mail	astarPSTpi9@email.com
Name	

Search 🔍   Clear Selection

* UEN   200604346E

* Functional role   Select Role

Search Results

Only the top 20 results are displayed. If you do not find the person you are looking for please refine your search criteria.

1 - 1 of 1 matching results found

Name	E-mail	
ASTAR PST PI 9	astarPSTpi9@email.com	☐

Select ✔

Save 💾

To Note

5 Search for the user using Identification Number, Name or Email. Click **Search**

6 Select the user by clicking on the **checkbox** and click **Select**

7 Choose the functional role

8 Click on **Save**

Only the top 20 results are displayed. If the person is not found then refine the search using identification number or email address.

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Changing user roles in IGMS – 1

1 Click on the **name** which is displayed on the top right hand corner of the screen

2 Click on the **Maintain Institution** link

Changing user roles in IGMS – 2

Home > Administration > Maintain Institution > Associate Member

Institution Information ✓   **Associate Member** ✓

3

3 ⟩ Click on the **Associate Member** Screen

Associate member

Employee information ⌄

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⏮ ◀ **1** 2 3 4 5 ▶ ⏭

Name ▲	UEN	Login Allowed ▲	E-mail	Functional Role	
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ASTAR PST DOR 6	200604346E	Yes	astarTSTdor6@email.com	DOR	☐
ASTAR PST DOR 7	200604346E	Yes	astarTSTdor7@email.com	DOR	☐
ASTAR PST HI Admin 3	200604346E	Yes	astarTSThiadmin3@email.com	HI Admin	☐

To Note   The Associate Member screen displays all the users who currently have access to the institution in IGMS

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Changing user roles in IGMS – 3

Changing user roles in IGMS – 4

Click on **Functional Role**

Select the Role

Click on **Save**

Removing access for users from IGMS – 1

3

Click on the **Associate Member** Screen

Home > Administration > Maintain Institution > Associate Member

Institution Information ✓   Associate Member ✓

Associate member

Employee information ⌄

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ASTAR PST HI Admin 3	200604346E	Yes	astarTSThiadmin3@email.com	HI Admin	☐

To Note

The Associate Member screen displays all the users who currently have access to the institution in IGMS

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Removing access for users from IGMS – 2

Associate member

Employee information ⌄

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ASTAR PST HI HR 3	200604346E	Yes	astarPSThiHR3@email.com	HI HR	☐
ASTAR PST HI HR 4	200604346E	Yes	astarPSThiHR4@email.com	HI HR	☐
ASTAR PST ORE 6	200604346E	Yes	astarTSTore6@email.com	ORE	☐
ASTAR PST ORE 7	200604346E	Yes	astarTSTore7@email.com	ORE	☐
ASTAR PST PI 3	200604346E	Yes	astarPSTpi3@email.com	PI	☐
ASTAR PST PI 8	200604346E	Yes	astarPSTpi8@email.com	PI	☐

Remove ⊖   Add ⊕

< Back

4 → Click on the **Name**

26

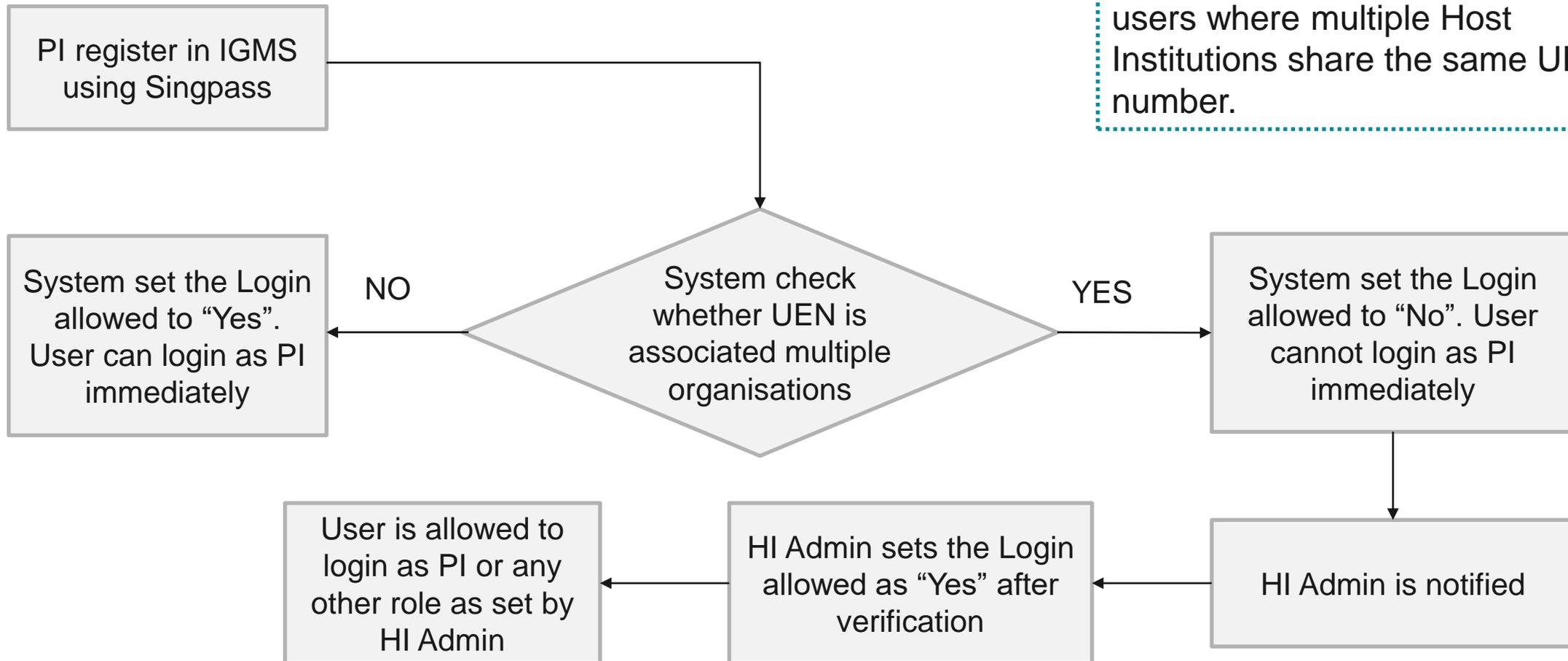# Removing access for users from IGMS – 3

5 Set the Login Allowed field as **No**

6 Click on the **Save** button

Approving users in IGMS – 1

To Note

HI Admin will manually approve users where multiple Host Institutions share the same UEN number.

PI register in IGMS using Singpass

System check whether UEN is associated multiple organisations

NO → System set the Login allowed to "Yes". User can login as PI immediately

YES → System set the Login allowed to "No". User cannot login as PI immediately

HI Admin is notified

HI Admin sets the Login allowed as "Yes" after verification

User is allowed to login as PI or any other role as set by HI Admin

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Approving users in IGMS – 2

Associate member

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ASTAR PST HI HR 4	200604346E	Yes	astarPSThiHR4@email.com	HI HR	☐
ASTAR PST ORE 6	200604346E	Yes	astarTSTore6@email.com	ORE	☐
ASTAR PST ORE 7	200604346E	Yes	astarTSTore7@email.com	ORE	☐
ASTAR PST PI 3	200604346E	Yes	astarPSTpi3@email.com	PI	☐
ASTAR PST PI 8	200604346E	Yes	astarPSTpi8@email.com	PI	☐

Remove ⊖   Add ⊕

1

1 Click on the **Name**
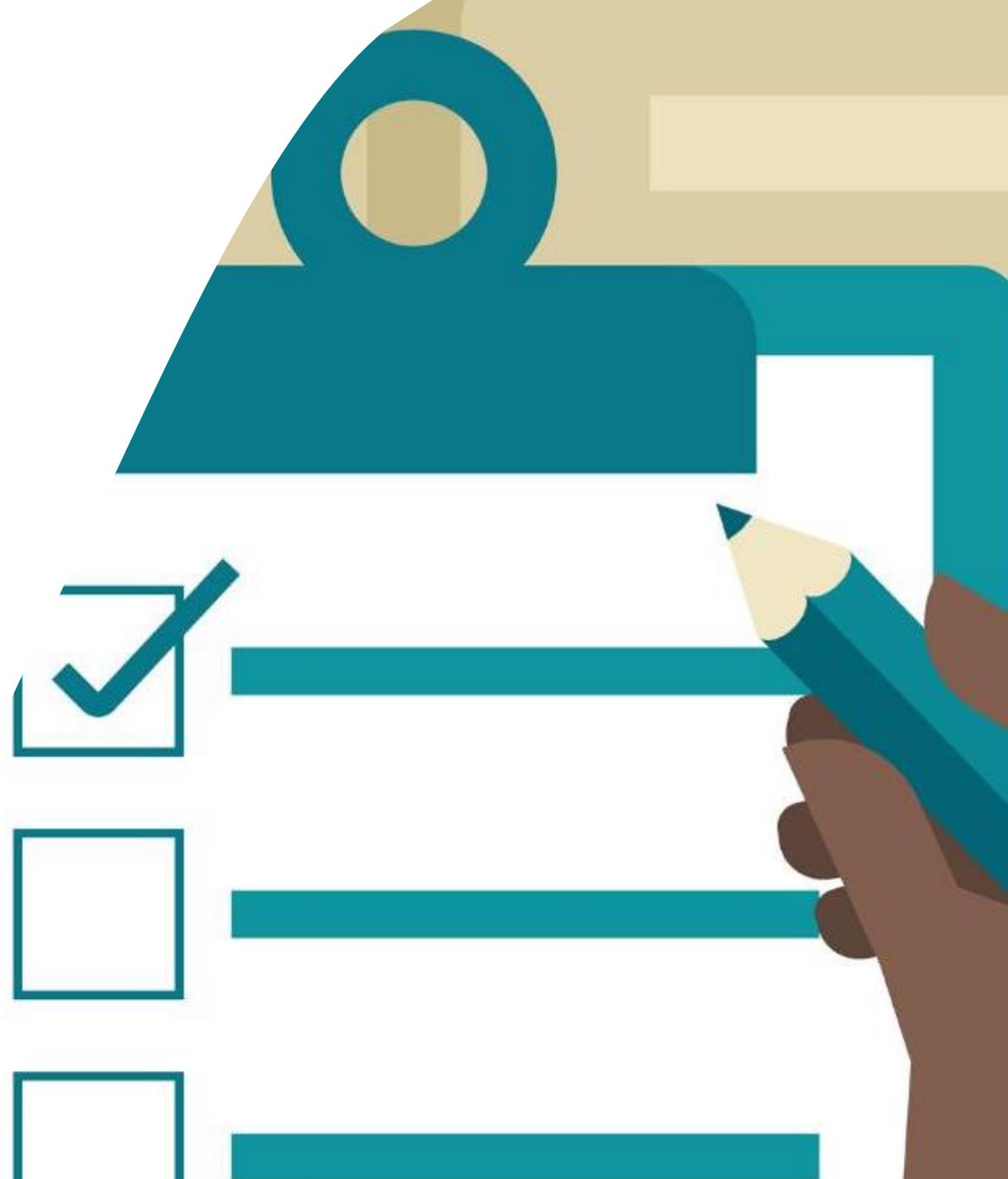
Approving users in IGMS – 3

2 Set the Login Allowed field as **Yes**

3 Click on the **Save** button

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Update user profile

1 **User Profile**: Displays the user profile like name, id number, nationality, email address, etc.

Update user profile

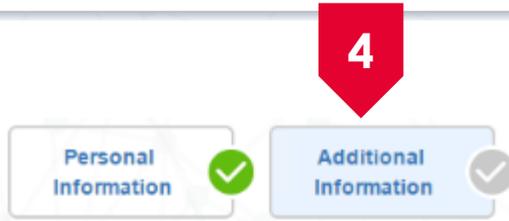**2** Fill up the **Personal Information** page.
Note: All the mandatory fields must be filled up

3 Click **Update Profile** to update the personal information page. Click **Next** button to go the additional information page

4 Fill up the Additional Information page.

5 Click **Update Profile** to update the Additional information page.

Some questions you may have

Some questions you may have – 1

1

Q: How many users can have HI Admin role in a Host Institution?

A: There is no limit to the number of people who are assigned HI Admin role in a Host Institution.

2

Q: Is there a limit to the number of people who are assigned HI ORE, HI DOR, AI ORE & AI Dean roles in a Host Institution?

A: There is no limit to the number of people who are assigned HI ORE, HI DOR, AI ORE & AI Dean roles in a Host Institution.

3

Q: An IGMS user has resigned from the Host Institution. How will I ensure the person does not login to IGMS?

A: As a HI Admin you are required to login to IGMS and remove the user access for IGMS system. HI Admin is responsible for managing users under the Host Institution.

Some questions you may have – 2

4

Q: Can I assign multiple roles for the same person?

A: Yes. You can assign multiple roles for the same person. Use the add button on the associate member page to assign multiple roles to the same person. However, there are a few conditions to take note. To verify or endorse other PI's proposals, a PI can have ORE/DOR roles (i.e. multiple roles). However, to verify/endorse own proposal, the PI cannot be the ORE/DOR for that proposal (i.e will not be able to choose the PI of the proposal as ORE/DOR for that proposal). For the same proposal, the ORE and DOR also cannot be the same person.

5

Q: Is there a need to approve all PIs registration before PIs is allowed to IGMS?

A: HI Admin has to approve registration of PIs only when the UEN is shared by multiple Institutions.

6

Q: Will the system automatically assign ORE, DOR, AI ORE, AI Dean and HI Admin roles?

A: No. HI Admin has to assign ORE, DOR, AI ORE, AI Dean and HI Admin roles. System will assign PI role by default to all users who are registering in the system.

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