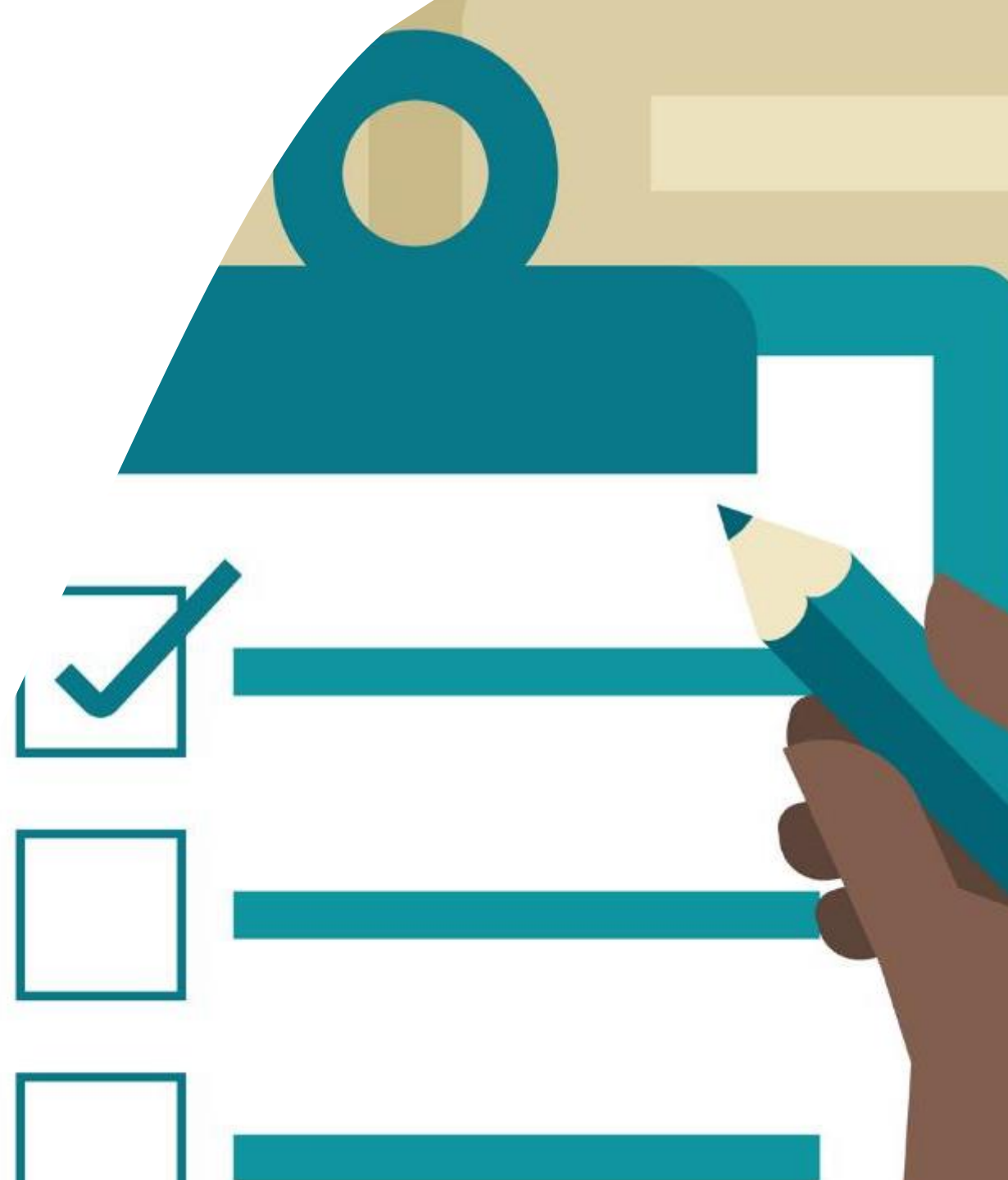




Training for Institutional Administrators

Learning Objectives

- Understand IGMS
- Landing page portal
- Understand E-Service Portal
- Administration module
- General Overview
- Proposal Submission
- Proposal Scrubbing
- Proposal Award
- Respond to nomination invitation



Understand IGMS

- Overview of IGMS System
- Role of IGMS for Institutional administrators (Pre Award)

Overview of IGMS System

Overview of IGMS System

The IGMS system is designated for researchers and grant managers who are involved in NRF, MOH, MOE and A*STAR grants.

The system allows management of grants from submission of proposal till closure of the project

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 DOR	Academic Institution Director of Research
8	HI Finance	Host Institution Finance
9	HI HR	Host Institution Human Resources
10	Hi Admin	Host Institution Administrator

Role of IGMS for Institutional administrators (Pre Award)

Role of IGMS for Institutional administrators (Pre Award) – 1

Liaison for Corppass account to login IGMS

Administration

Grant Calls

HI ORE

HI DOR

HI Admin

- Nomination of PIs for restricted grant calls

- Endorsement of PIs for restricted grant calls

- Point of contact for PIs to enquire for a Host Institution (Corppass) user account

- Management of institution profile
- Management of user accounts

Note: Applications to some of the MOH/NMRC funding programmes require both the HI and AI endorsement.

Role of IGMS for Institutional administrators (Pre Award) – 2

Proposal Submission

Proposal Scrubbing

Proposal Award

HI ORE

- Proposal Verification

- Verification of Budget, KPI and Milestone

- Verification of Letter of Award

HI DOR

- Proposal Endorsement
- Proposal Rejection

- Endorsement of Budget, KPI and Milestone

- Endorsement of Letter of Award

AI ORE

- Proposal Verification

AI DOR

- Proposal Endorsement
- Proposal Rejection

Landing page portal

- Overview of Landing Page
- Subscribe/ Unsubscribe email alerts
- Viewing Open, Upcoming and Closed Grant Calls
- Searching on Landing Page

Overview of Landing Page

Integrated Grant Management System (IGMS)

<https://researchgrant.gov.sg/>

Overview of Landing Page



1

Menu: This is the top navigation which leads the user to the inner pages

2

Login: The login button is to login to the e-service portal

3

Subscribe: Subscribe is for users who want to receive emails when new grant calls are published

4

Latest Updates: This section provides the latest news and updates regarding grants and portal

5

Open Opportunities: This section lists out all the current open grant calls

6

Upcoming Opportunities: This section lists out all the upcoming grant calls

Subscribe/ Unsubscribe email alerts

Subscribe/ Unsubscribe email alerts

Subscribe

Subscribe here to know more about upcoming grant calls.

Subscribe Here
Subscribe to keep yourself updated on the upcoming Grant Calls:

Contact Information

Name*

RIE Domain*

- Advanced Manufacturing and Engineering
- Health and Biomedical Sciences
- Services and Digital Economy
- Urban Solutions and Sustainability
- Innovation & Enterprise
- White Space
- Academic Research
- Manpower
- Not Applicable

Email Address*

Submit **Cancel**

1 Click on **here** to go the subscribe page

2 Fill up the details on the subscribe page

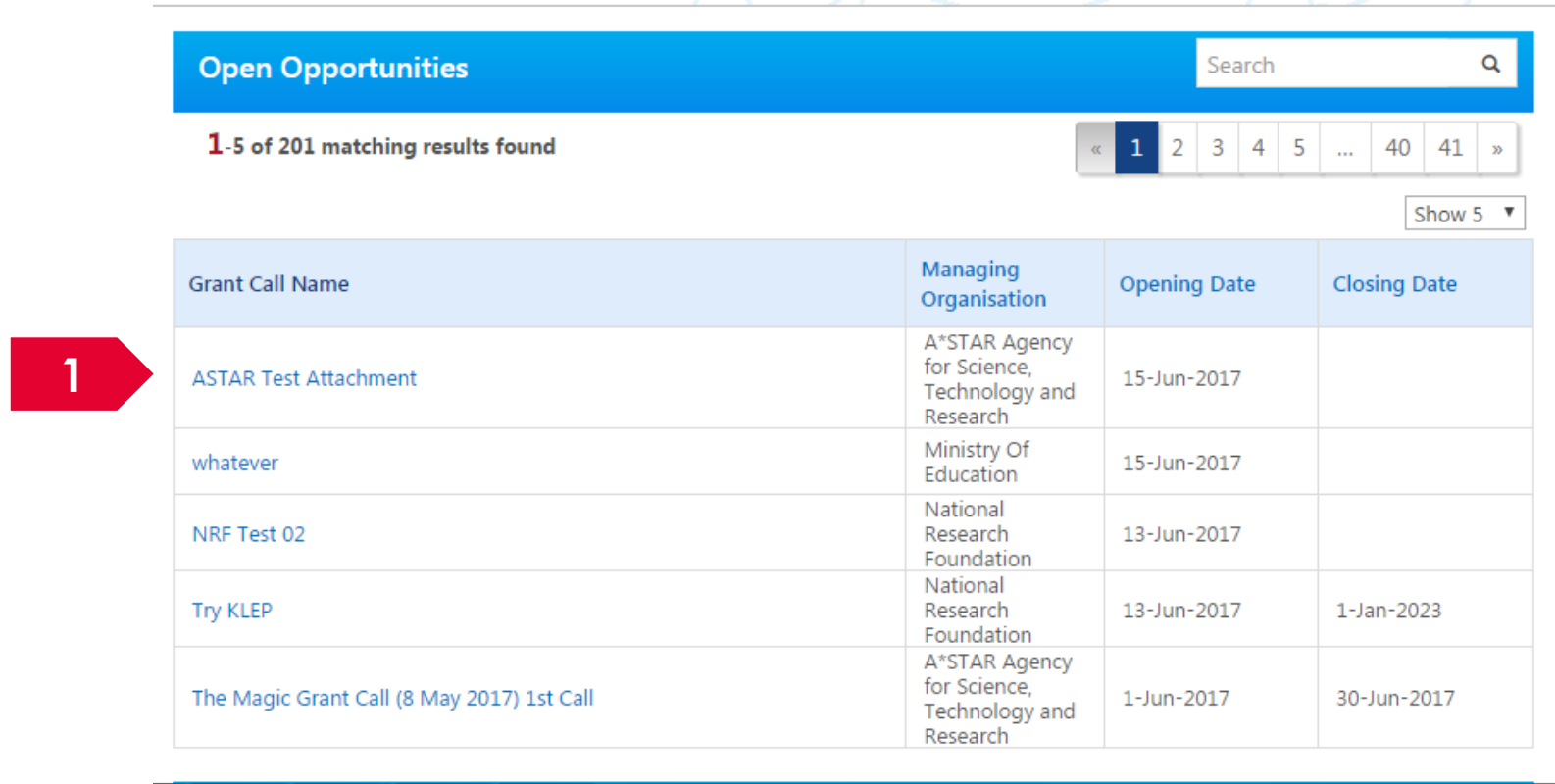
3 Click on **Submit** button

To Note

To Unsubscribe, use the unsubscribe link on the email

Viewing Open, Upcoming and Closed Grant Calls

Viewing Open Opportunities



Open Opportunities Search

1-5 of 201 matching results found

« 1 2 3 4 5 ... 40 41 »

Show 5 ▾

Grant Call Name	Managing Organisation	Opening Date	Closing Date
ASTAR Test Attachment	A*STAR Agency for Science, Technology and Research	15-Jun-2017	
whatever	Ministry Of Education	15-Jun-2017	
NRF Test 02	National Research Foundation	13-Jun-2017	
Try KLEP	National Research Foundation	13-Jun-2017	1-Jan-2023
The Magic Grant Call (8 May 2017) 1st Call	A*STAR Agency for Science, Technology and Research	1-Jun-2017	30-Jun-2017

1 All the Grant Calls that are currently open are listed under open opportunities. To view the details click on the hyperlink on Grant Call name

Viewing Upcoming Opportunities

Upcoming Opportunities

1-2 of 2 matching results found

« 1 »

Show 5 ▾

Grant Call Name	Managing Organisation	Opening Date	Closing Date
sdsd	National Research Foundation	7-Apr-2018	
Try SEA	National Research Foundation	24-Jun-2017	

1

1

All the Grant Calls that are upcoming are listed under Upcoming Opportunities. To view the details click on the hyperlink on Grant Call name

Viewing Closed Grant Calls

Home About Us **Closed Grant Calls** Application Guidance

A- A+

Closed Grant Calls

1-5 of 826 matching results found

« 1 2 3 4 5 ... 165 166 »

Show 5 ▾

Grant Call Name	Managing Organisation	Closed on
Test Master Data	National Research Foundation	31-Mar-2055
STT-MRAM for Leading Edge Embedded Applications (GLOBALFOUNDRIES SINGAPORE & IME)	A*STAR DM	1-Nov-2019
STT-MRAM for Leading Edge Embedded Applications (GLOBALFOUNDRIES SINGAPORE & IME)	A*STAR Agency for Science, Technology and Research	1-Nov-2019
STaR test call June 2017	Ministry of Health	17-Jun-2017

1

To view Closed Grant Calls, navigate to the Closed Grant Calls menu

2

All the Grant Calls that are closed are listed under Closed Grant Calls. To view the details click on the hyperlink on Grant Call name

Searching on Landing Page

Searching for Open, Upcoming and Closed Grant Calls – 1

Open Opportunities 1 Search

1-5 of 201 matching results found

Grant Call Name	Managing Organisation	Opening Date	Closing Date
ASTAR Test Attachment	A*STAR Agency for Science, Technology and Research	15-Jun-2017	
whatever	Ministry Of Education	15-Jun-2017	
NRF Test 02	National Research Foundation	13-Jun-2017	
Try KLEP	National Research Foundation	13-Jun-2017	1-Jan-2023
The Magic Grant Call (8 May 2017) 1st Call	A*STAR Agency for Science, Technology and Research	1-Jun-2017	30-Jun-2017

Upcoming Opportunities 1 Search

1-2 of 2 matching results found

Grant Call Name	Managing Organisation	Opening Date	Closing Date
sdsd	National Research Foundation	7-Apr-2018	

Closed Grant Calls 1 Search

1-5 of 826 matching results found

Grant Call Name	Managing Organisation	Closed on
Test Master Data	National Research Foundation	31-Mar-2055
STT-MRAM for Leading Edge Embedded Applications (GLOBALFOUNDRIES SINGAPORE & IME)	A*STAR DM	1-Nov-2019
STT-MRAM for Leading Edge Embedded Applications (GLOBALFOUNDRIES SINGAPORE & IME)	A*STAR Agency for Science, Technology	1-Nov-2019

1 To search for Grant Calls, use the search box provided on Open Opportunities, Upcoming Opportunities or Closed Grant Calls

To Note

All the search boxes are linked and will search across Open, Upcoming and Closed grant calls

Searching for Open, Upcoming and Closed Grant Calls - 2

Grants calls search

Advanced search - grant calls

Search

1 - 10 of 1221 matching results found

« 1 2 3 4 5 »

Grant call title	Managing organisation	Opening date	Closing date	Status
MOHIAFCat1-1	MOH_DM	31-Oct-2015	17-Dec-2015	Closed
Industrial Smart Grid Consortium (ISGC)	A*STAR DM	31-May-2015		Closed
3rd JCO Career Development Award (CDA) Grant Call	A*STAR DM	31-May-2013	31-Jul-2013	Closed
1st JCO Career Development Award Grant Call	A*STAR DM	31-May-2011	12-Jul-2011	Closed
5th Singapore NRF Fellowship Call (Class of 2012)	NRF DM	31-May-2011	31-Aug-2011	Closed
SIT_PRG08	A*STAR Agency for Science, Technology and Research	31-Mar-2017		Open

1 The search results will be displayed on this page

2 Click on the header to sort the grant calls

Understand E-Service Portal

- Logging into IGMS
- Resetting your password
- Understanding the Menus and Links

Logging into IGMS

Logging into IGMS as an Institutional Administrator

1



Host Institution Users

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

1

Institutional Administrators and Pis' associated with an institution are only allowed to login via **Singpass** that is associated with the institution.

Resetting your password

Forget Password and Reset Password



Host Institution Users

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

To reset Password, visit <https://www.singpass.gov.sg>

Note: Reviewers cannot do review when logging in via Host Institution Users login option shown above.

Understanding the Menus and Links

Links and Menus for Institutional Administrators



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

5 Maintain Institution: Displays the user's institution profile (Visible only to HI Admin)

How to use IGMS system (administration module)

- Viewing user profile
- Updating user profile
- Viewing institution profile
- Updating institution profile
- Granting access to other users in IGMS (HI Admin)

Viewing User profile

Viewing User Profile in IGMS - 1

The screenshot shows the IGMS interface. At the top, there is a navigation bar with 'Dashboard', 'Grants', and 'Proposals'. On the right, the user's name 'ORE 1 (ORE)' is displayed. A red arrow labeled '1' points to this name. A dropdown menu is open, showing 'User Profile', 'Maintain Institution', and 'Logout'. A red arrow labeled '2' points to the 'User Profile' link. Below the navigation bar, the 'Proposals' section is visible, showing a table with 10 matching results found. The table has columns for Date, Subject, Reference ID, Lead PI, and Read/Unread.

Date	Subject	Reference ID	Lead PI	Read/Unread
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000182	P1	Yes
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000183	P1	Yes
07-Apr-2017	Nomination request is pending your action. To nominate PI for the Grant Call click on the Reference ID.	NRFNOM-000000 67		Yes

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

2 Click on the **User Profile** link

Viewing User Profile in IGMS - 2

3 Personal Information ✓

4 Additional Information ✓

Personal information Expand All Sections

MyInfo Clear form Retrieve Myinfo with singpass

General information

Address and contact information

Research profile

Research interest

Update Profile Next

3

Personal Information screen: Contains the personal information of the log in user like name, ID number, nationality, etc.

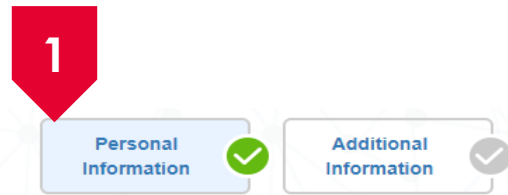
The Personal Information screen is split into 4 sub sections

4

Additional Information screen: Contains the information like professional information, educational information, etc.

Updating user profile

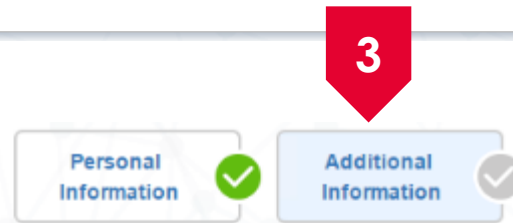
Update User Profile in IGMS



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

2

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



Fill up the Additional Information page.

4

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

Viewing Institution profile

Viewing Institution Profile in IGMS – 1

Dashboard Grants ▾ Proposals ▾

ORE 1 (ORE) ▾

User Profile
Maintain Institution
Logout

Proposals

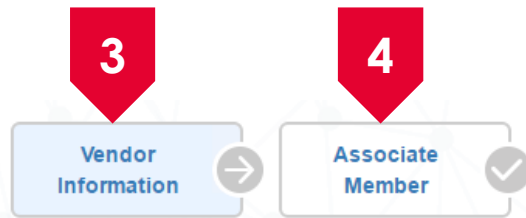
1 - 10 of 30 matching results found

Date ▲	Subject	Reference ID	Lead PI	Read/Unread
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000182	P1	Yes
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000183	P1	Yes
07-Apr-2017	Nomination request is pending your action. To nominate PI for the Grant Call click on the Reference ID.	NRFNOM-000000 67		Yes

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 Institution Profile in IGMS – 2



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

Institution information

General information

UEN no.	<input type="text" value="R1D1C0770U57Y5M4RT"/>
* Name	<input type="text" value="National Institution of Technology"/>
* Acronym	<input type="text" value="NIT"/>

Address and contact information

* Country	<input type="text"/>	
* Postal code	<input type="text"/>	
* Overseas address	<input type="text"/>	
* Mobile no.	<input type="text"/>	
Telephone no.	<input type="text"/>	
Fax	<input type="text"/>	



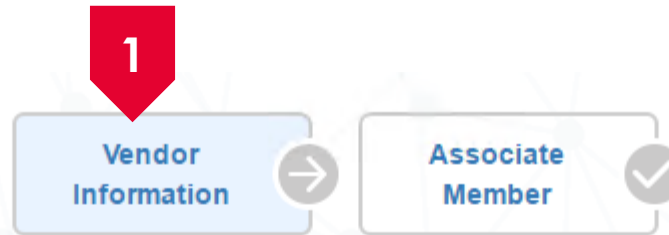
Associate Member screen: Contains the details of all the people who have access to the user's institution. The list will include PIs, OREs, DORs, AI OREs and AI DOR.

< Back

Submit >

Update Institution profile

Update Institution Profile in IGMS



Institution information Expand All Sections

General information ^

UEN no.	<input type="text" value="R1D1C0770U57Y5M4RT"/>
* Name	<input type="text" value="Default Vendor"/>
* Acronym	<input type="text" value="BMRC"/>

Address and contact information v

2

1 Fill up the Vendor Information page.
Note: All the mandatory fields must be filled up.

2 Click **Submit** button to update the profile.

Granting access to other users in IGMS (HI Admin)

Granting access into IGMS (HI Admin) – 1

Under **Maintain Institution**

The screenshot shows the 'Vendor Information' screen. At the top, there are two buttons: 'Vendor Information' and 'Associate Member'. A red arrow with the number '1' points to the 'Associate Member' button. Below the buttons is a form with the following fields:

- UEN no.: R1D1C0770U57Y5M4RT
- Name: Default Vendor
- Acronym: BMRC

At the bottom of the form, there are 'Back' and 'Submit' buttons.

1 Click on the **Associate Member** Screen

The screenshot shows the 'Associate member' screen. At the top, there are two buttons: 'Vendor Information' and 'Associate Member'. A green checkmark is next to the 'Associate Member' button. Below the buttons is a table with the following data:

Identification No.	Name	UEN	Is 2FA	Login Allowed	E-mail	Functional Role
*****	P1	R1D1C0770U57Y5M4RT	No	Yes	p1@gmail.com	FI
*****	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	FI
*****	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	Reviewer
*****	R1	R1D1C0770U57Y5M4RT	No	Yes	r1@gmail.com	Reviewer

To Note

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

Granting access into IGMS (HI Admin) – 2



Associate member

Employee information

1 - 10 of 25 matching results found

Identification No.	Name	UEN	Is 2FA	Login Allowed	E-mail	Functional Role	
*****	P1	R1D1C0770U57Y5M4RT	No	Yes	p1@gmail.com	PI	<input type="checkbox"/>
*****	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	PI	<input type="checkbox"/>
*****	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	Reviewer	<input type="checkbox"/>
*****	R1	R1D1C0770U57Y5M4RT	No	Yes	r1@gmail.com	Reviewer	<input type="checkbox"/>

Remove - Add +

2

Click **Add** button

Granting access into IGMS (HI Admin) – 3

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. Name

3 E-mail

* UEN * Functional role

5

Select Role
PI
ORE
DOR
AI ORE
AI DOR
HI HR
HI Finance
HI Admin

4

Search Results

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

1 - 1 of 1 matching results found

Name	E-mail
DOR92	dor92@gmail.com

6

To Note

Only the top 20 results are displayed. If the person is not found then refine the search using identification number or email address. "Identification no." is masked after user clicks on another field/button.

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

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

Choose the functional role

Click **Save**

How to use IGMS system (General Overview)

- Understanding Institutional Administrator's Dashboard
- 4 stages of proposal submission
- View proposals

Understanding Institutional Administrator's Dashboard

Institutional Administrator's Dashboard

Proposals

1 - **1** matching results found **2**

3 **4** **1** **2** **5**

Date	Subject	Reference ID	Lead PI	Read/Unread
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000182	P1	Yes
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000183	P1	Yes

1 **Date:** When the item was created on the dashboard

2 **Subject:** Outstanding action that has to be performed by user

3 **Reference ID:** This is ID number of the record where the action need to be performed. E.g.: Proposal ID

4 **Lead PI:** Lead PI's name of the proposal / project of the outstanding task

5 **Read / Unread:** Whether the user has read the item

To Note

The system would set the Read / Unread flag as Yes when the user clicks the hyperlink on the reference ID column.

All table headers are sortable

4 stages of proposal submission

Understand 4 stages of Proposal flow

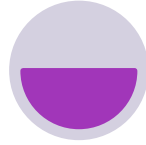


1. Proposal Submission

A. This is the first stage of the proposal flow.

B. At this stage, PI submits a proposal to the Programme Manager.

C. At the end of this stage, programme manager either approves the proposal to the next stage or rejects the proposal without evaluation.



2. Proposal Evaluation

A. This is the second stage of the proposal flow.

B. At this stage, programme manager evaluates the proposals through peer and panel reviewers.

C. At the end of this stage, programme managers either selects the proposal or rejects the proposal.

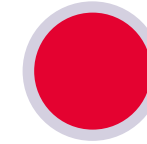


3. Proposal Scrubbing

A. This is the third stage of the proposal flow.

B. At the stage programme manager and PI agree on the budget, KPI and milestones.

C. At the end of this stage, programme manager s either agrees to the proposed budget, KPI and milestone or rejects the proposal.



4. Proposal Award

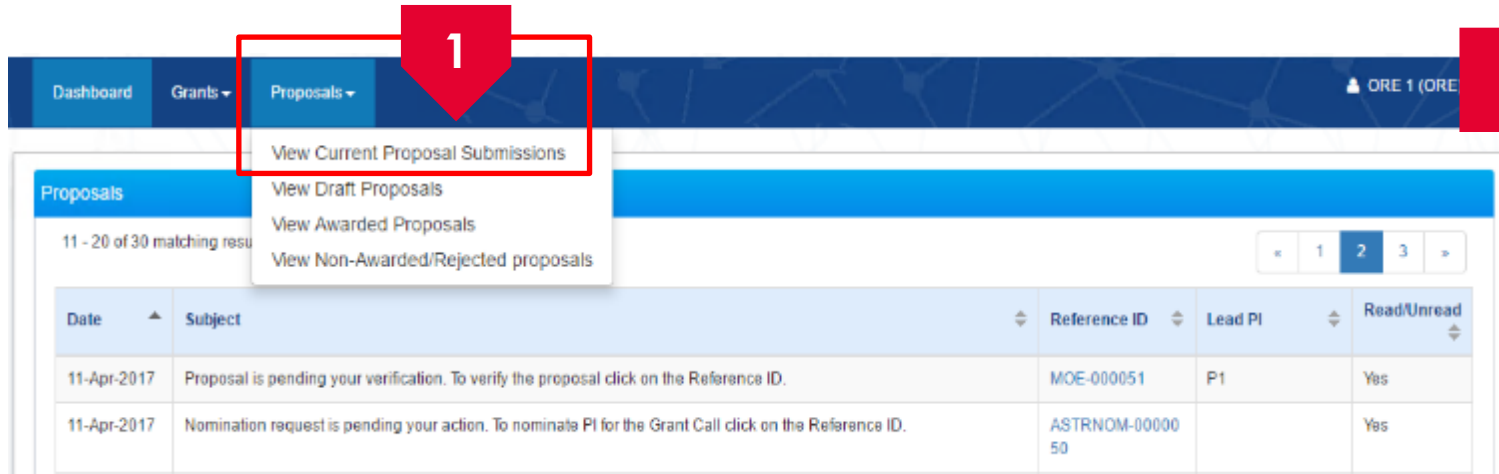
A. This is the final stage of the proposal flow.

B. At this stage, programme manager generates the letter of award and sends it to PI for acceptance.

C. At the end of this stage, PI either accepts the award or rejects the award.

View proposals

View Proposals – 1



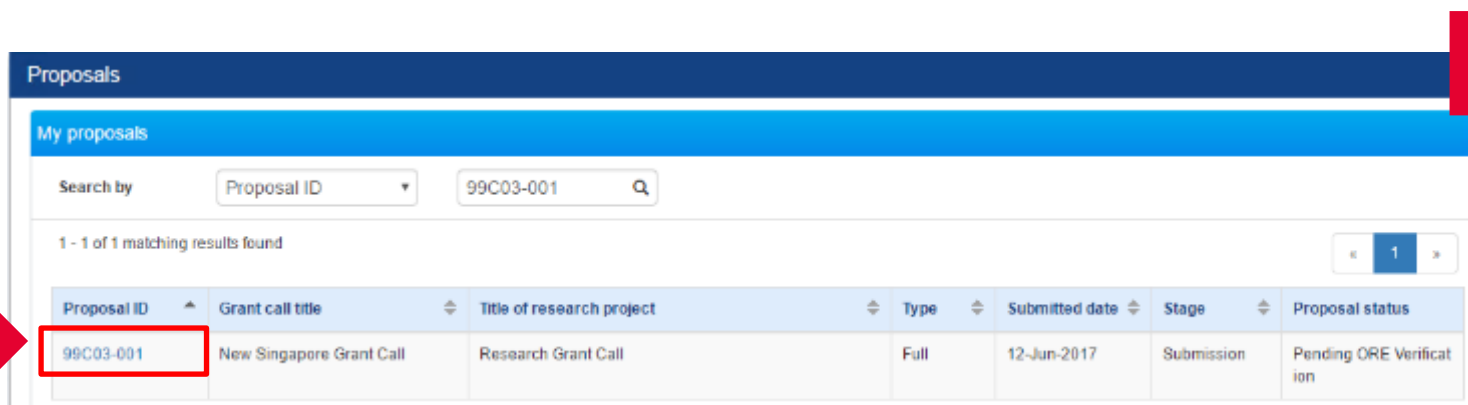
Dashboard Grants **Proposals** ORE 1 (ORE)

- View Current Proposal Submissions
- View Draft Proposals
- View Awarded Proposals
- View Non-Awarded/Rejected proposals

11 - 20 of 30 matching results

Date	Subject	Reference ID	Lead PI	Read/Unread
11-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	MOE-000051	P1	Yes
11-Apr-2017	Nomination request is pending your action. To nominate PI for the Grant Call click on the Reference ID.	ASTRONOM-0000050		Yes

Click **Proposals** > **View Current Proposal Submission**



Proposals

My proposals

Search by Proposal ID 99C03-001

1 - 1 of 1 matching results found

Proposal ID	Grant call title	Title of research project	Type	Submitted date	Stage	Proposal status
99C03-001	New Singapore Grant Call	Research Grant Call	Full	12-Jun-2017	Submission	Pending ORE Verification

Click on the **Proposal ID**

View Proposals – 2

Home > Proposals > Proposal Overview

Proposals Expand All Sections

Title of research project	Cyber Security research project	Stage	Submission
Grant call ID	NCR2017-001	Proposal status	Pending ORE Verification
Name of lead PI	P1		
Type	Full		

Rebuttal

0 - 0 of 0 matching results found

S/N	Name	Submitted date	Due date	Status
-----	------	----------------	----------	--------

Pre-Award scrubbing ▼

Award ▼

Actions ▼

- View proposal information
- Download proposal

3

Click **Actions**

4

4

Click **View proposal information**

To Note

The ORE is not allowed to edit and change any information keyed in by the PI. The status of the proposals that are pending ORE's verification would read as Pending ORE Verification

View Proposals – 3

5

Research Details ✓ Research Team, Collaborators, Referees ✓ Key Performance Indicator ✓ Research Milestone ✓ Budget ✓ Funding Support ✓ Reviewer

Research details

Please ensure that all the details required for your proposal are included in this application form. Subsequent changes after submission will not be allowed.

Hide Proposal Details

Title of research project	New-02_3	Last updated date	11-Apr-2017
Proposal ID	MOE-000051	Grant call closing date	
Proposal status	Pending ORE Verification		

5

Displays the main sections in the proposal. The ORE can click on the boxes to navigate to the respective pages

6

Overview

Please provide an overview of the research project in this section.

* Project duration (months)	<input type="text" value="24"/>
* Title of research project	<input type="text" value="New-02_3"/>

6

Displays the sub sections under the main section. The ORE can click **Next** or **Back** button at the bottom of the page to navigate to other pages

Research details

Activate Windows

How to use IGMS system (Proposal Submission)

- Understanding Proposal Submission flow
- ORE: Verifying a proposal
- ORE: Returning a proposal
- DOR: Endorsing a proposal
- DOR: Returning a proposal
- DOR: Rejecting a proposal
- Downloading a submitted proposal

AI ORE follows the same flow as ORE

AI DOR follows the same flow as DOR

Understanding Proposal Submission flow

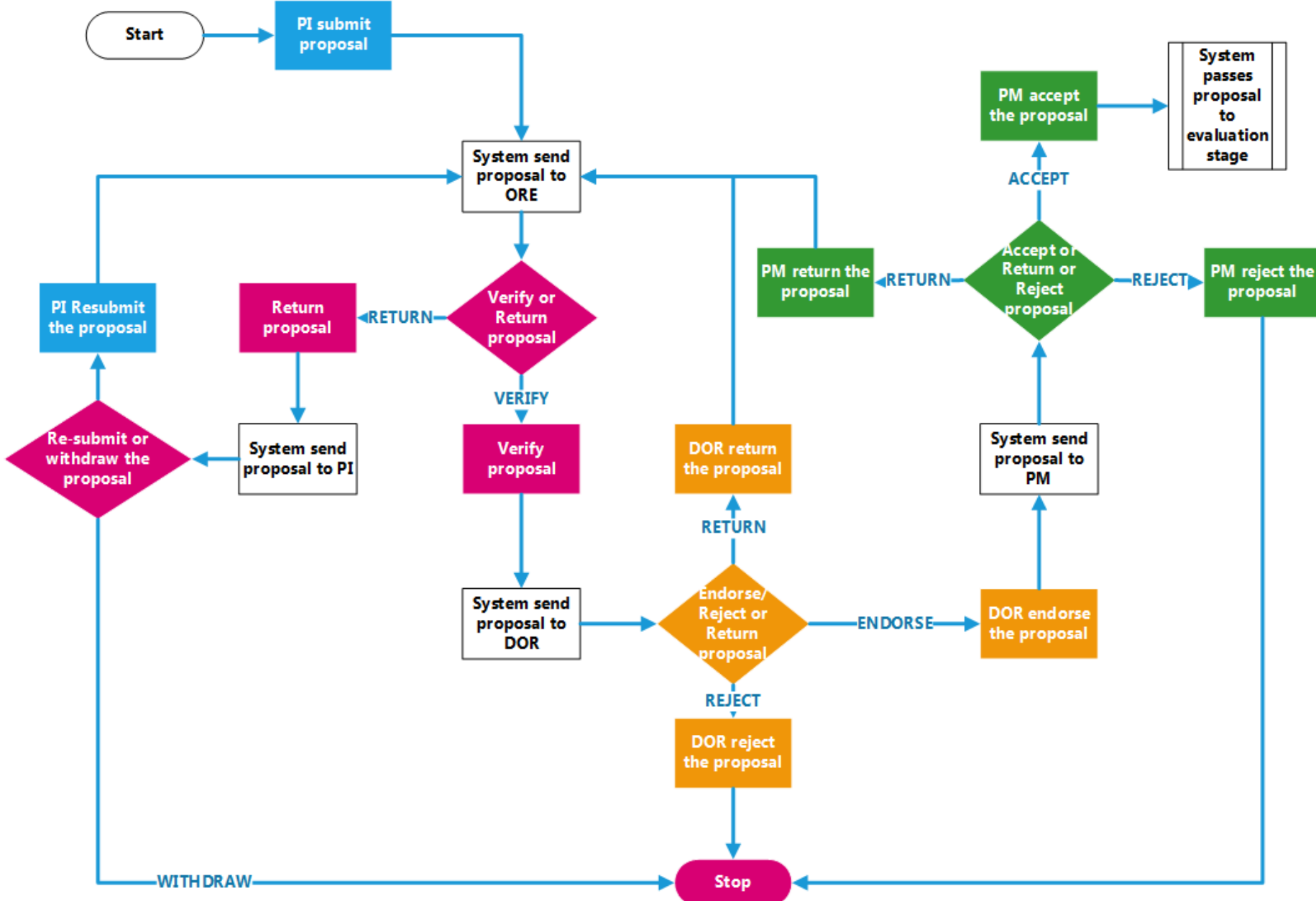
Understanding Proposal Submission flow – 1

Proposal submission stage goes through a workflow. Refer the next slide for the workflow

Proposals submitted for a Fellowship grant does not go through ORE verification and DOR endorsement flow. The proposals are submitted directly to the PM

Proposals which involve Academic institutions goes through AI ORE verification and AI DOR Endorsement before being submitted to PM. The flow is the same as ORE and DOR flow.

Understanding Proposal Submission flow – 2



- Actions performed by PI
- Actions performed by ORE
- Actions performed by DOR
- Actions performed by PM
- Actions performed by System

ORE: Verifying a Proposal

ORE: Verifying a Proposal – 1

1

Date	Subject	Reference ID	Lead PI	Read/Unread
11-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	MOE-000051	P1	Yes
11-Apr-2017	Nomination request is pending your action. To nominate PI for the Grant Call click on the Reference ID.	ASTRNOM-0000050		Yes
12-Apr-2017	Scrubbing's Pending ORE Verification	NRF-000192	P1	No
13-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	ASTR-000123	P1	Yes
02-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	88MC1-0004	P1	No
02-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	88MC1-0005	P1	No

1

Displays the proposals that require verification by ORE. Click on the hyperlink on the reference ID column to view the proposal



2

Dashboard Grants Proposals

- View Current Proposal Submissions
- View Draft Proposals
- View Awarded Proposals
- View Non-Awarded/Rejected proposals

Date	Subject	Reference ID	Lead PI	Read/Unread
11-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	MOE-000051	P1	Yes
11-Apr-2017	Nomination request is pending your action. To nominate PI for the Grant Call click on the Reference ID.	ASTRNOM-0000050		Yes

2

Click **Proposals > View Current Proposal Submission**

3

Proposals

My proposals

Search by Proposal ID 99C03-001

1 - 1 of 1 matching results found

Proposal ID	Grant call title	Title of research project	Type	Submitted date	Stage	Proposal status
99C03-001	New Singapore Grant Call	Research Grant Call	Full	12-Jun-2017	Submission	Pending ORE Verification

3

Click on the **Proposal ID**

ORE: Verifying a Proposal – 2

Home > Proposals > Proposal Overview

Proposals Expand All Sections

Title of research project	Cyber Security research project	Stage	Submission
Grant call ID	NCR2017-001	Proposal status	Pending ORE Verification
Name of lead PI	P1		
Type	Full		

Rebuttal

0 - 0 of 0 matching results found

S/N	Name	Submitted date	Due date	Status
-----	------	----------------	----------	--------

Pre-Award scrubbing

Award

Actions

- View proposal information
- Download proposal

4

Click **Actions**

4

5

5

Click **View proposal information**

To Note

The ORE is not allowed to edit and change any information keyed in by the PI. The status of the proposals that are pending ORE's verification would read as Pending ORE Verification

ORE: Verifying a Proposal – 3

6

Research Details ✓ Research Team, Collaborators, Referees ✓ Key Performance Indicator ✓ Research Milestone ✓ Budget ✓ Funding Support ✓ Reviewer

Research details

Please ensure that all the details required for your proposal are included in this application form. Subsequent changes after submission will not be allowed.

Hide Proposal Details

Title of research project	New-02_3	Last updated date	11-Apr-2017
Proposal ID	MOE-000051	Grant call closing date	
Proposal status	Pending ORE Verification		

6

Displays the main sections in the proposal. The ORE can click on the boxes to navigate to the respective pages

7

Overview

Please provide an overview of the research project in this section.

* Project duration (months)	<input type="text" value="24"/>
* Title of research project	<input type="text" value="New-02_3"/>

7

Displays the sub sections under the main section. The ORE can click **Next** or **Back** button at the bottom of the page to navigate to other pages

Research details

Activate Windows

ORE: Verifying a Proposal – 6

Action Trail

12 matching res 13 14

⏪ < 1 > ⏩

Date	Submitted by	Comments
06-Sep-2017	DOR1	Endorsed
06-Sep-2017	ORE 1	Submitted to DOR for endorsement
06-Sep-2017	ORE 1	Returned to PI
06-Sep-2017	DOR1	Returned by DOR
06-Sep-2017	ORE 1	Returned by ORE

12 **Date:** When the action was performed

13 **Submitted by:** The person who performed the action

14 **Comments:** The comments keyed in by the user

ORE: Verifying a Proposal – 7

Undertaking by ORE

In acknowledging this Grant Application, the Office of Research (ORE) and the Institution UNDERTAKE, on any Grant Award to:

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

15 Name of ORE: ORE 1

15 Acknowledgement: Yes No

17 Comments: Verified

16 Date of acknowledgement: 11/06/2017

16 Name of DOR: [Dropdown menu showing DOR3, DOR5, **DOR1**, TK Udairam, Vivek TA]

17 [Red arrow pointing to the dropdown menu]

To Note User can only select a DOR who does not belong to the research team members of the proposal/project.

15 To verify a proposal select **Yes** for the acknowledgement field under Undertaking by ORE section

16 Select **DOR** to route the proposal after verification.

17 Key in the comments for DOR

ORE: Verifying a Proposal – 8

18

To Verify or Return a proposal, click **Actions**

Undertaking by ORE

In acknowledging this Grant Application, the Office of Research (ORE) and the Institution UNDERTAKE, on any Grant Award to:

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

19

To verify a proposal click **Verified**

Name of ORE

Date of acknowledgement

Acknowledgement Yes No

Name of DOR

Comments

Action Trail ▼

[← Back](#)

18 **Actions** ▼

19 **Verified**
Return

ORE: Verifying a Proposal – 9

Confirmation ✕

Are you sure you want to Verify?

20

20

Click **Yes** to proceed verifying

Information ✕

Proposal has been successfully verified.

21

21

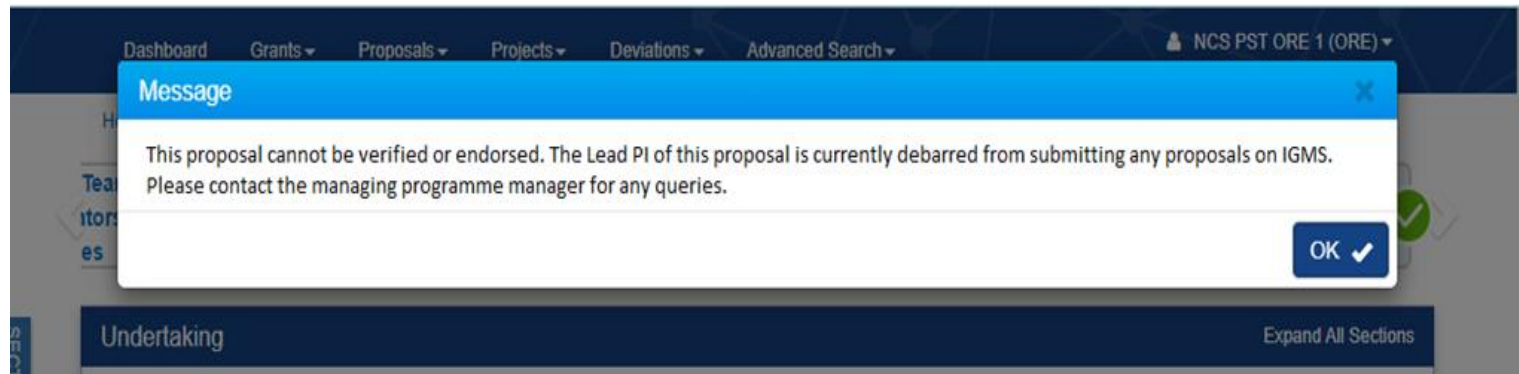
Click **Ok**

ORE: Verifying a Proposal – 10

22

The ORE/DOR will receive the following message when they act on the proposal (Verify/Endorse/Return/Reject) submitted by the lead PI. This error message will appear if the system detects that the respective Lead PI of the proposal is debarred at the date and time of the action. The ORE/DOR can only proceed with the action once the debarment of the PI is released by the PM.

22



ORE: Verifying a Proposal – 11

Home > Proposals > View Current Proposal Submissions

Proposals

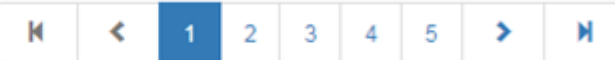
My proposals

Search by

Proposal ID



1 - 10 of 158 matching results found



Proposal ID	Grant call title	Title of research project	Type	Submitted date	Stage	Proposal status
001-0001			Full	08-May-2017	Submission	Pending ORE Verification
001-0002			Full	15-May-2017	Submission	Pending ORE Verification
111-0001			Full	12-May-2017	Scrubbing	Pending Resubmission
1508-2-0001			White Paper	16-Aug-2017	Submission	Pending ORE Verification
2017-001-0001	National Cybersecurity R&D Programme - 2017 Call	Cyber Security research project	Full	06-Sep-2017	Submission	In Progress
201703-0001	CRPGrant Call 2017 (2)	Title of a new research project	Full	26-Aug-2017	Submission	Pending AI ORE Verification

23

Upon successful submission, the status of the verified proposal would read as In Progress for a short while

ORE: Verifying a Proposal – 12

Home > Proposals > View Current Proposal Submissions

Proposals

My proposals

Search by

1 - 10 of 158 matching results found

« < 1 2 3 4 5 > »

Proposal ID	Grant call title	Title of research project	Type	Submitted date	Stage	Proposal status
001-0001			Full	08-May-2017	Submission	Pending ORE Verification
001-0002			Full	15-May-2017	Submission	Pending ORE Verification
111-0001			Full	12-May-2017	Scrubbing	Pending submission
1508-2-0001	1		White Paper	16-Aug-2017	Submission	Pending ORE Verification
2017-001-0001	National Cybersecurity R&D Programme - 2017 Call	Cyber Security research project	Full	06-Sep-2017	Submission	Pending DOR Endorsement
201703-0001	CRPGrant Call 2017 (2)	Title of a new research project	Full	26-Aug-2017	Submission	Pending AI ORE Verification

24

After the proposal is send to DOR, the status of the verified proposal would read as Pending DOR Endorsement

ORE: Returning a Proposal

ORE: Returning a Proposal – 1

1

Date	Subject	Reference ID	Lead PI	Read/Unread
11-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	MOE-000051	P1	Yes
11-Apr-2017	Nomination request is pending your action. To nominate PI for the Grant Call click on the Reference ID.	ASTRNOM-0000050		Yes
12-Apr-2017	Scrubbing's Pending ORE Verification	NRF-000192	P1	No
13-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	ASTR-000123	P1	Yes
02-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	88MC1-0004	P1	No
02-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	88MC1-0005	P1	No

1

Displays the proposals that require verification by ORE. Click on the hyperlink on the reference ID column to view the proposal



2

Dashboard Grants Proposals

- View Current Proposal Submissions
- View Draft Proposals
- View Awarded Proposals
- View Non-Awarded/Rejected proposals

ORE 1 (ORE)

2

Click **Proposals > View Current Proposal Submission**

3

Proposals

My proposals

Search by Proposal ID 99C03-001

1 - 1 of 1 matching results found

Proposal ID	Grant call title	Title of research project	Type	Submitted date	Stage	Proposal status
99C03-001	New Singapore Grant Call	Research Grant Call	Full	12-Jun-2017	Submission	Pending ORE Verification

3

Click on the **Proposal ID**

ORE: Returning a Proposal – 2

Home > Proposals > Proposal Overview

Proposals Expand All Sections

Title of research project	Cyber Security research project	Stage	Submission
Grant call ID	NCR2017-001	Proposal status	Pending ORE Verification
Name of lead PI	P1		
Type	Full		

Rebuttal

0 - 0 of 0 matching results found

S/N	Name	Submitted date	Due date	Status
-----	------	----------------	----------	--------

Pre-Award scrubbing

Award

Click **Actions**

Click **View proposal information**

To Note

The ORE is not allowed to edit and change any information keyed in by the PI. The status of the proposals that are pending ORE's verification would read as Pending ORE Verification

ORE: Returning a Proposal – 3

6

Research Details ✓ Research Team, Collaborators, Referees ✓ Key Performance Indicator ✓ Research Milestone ✓ Budget ✓ Funding Support ✓ Reviewer

Research details

Please ensure that all the details required for your proposal are included in this application form. Subsequent changes after submission will not be allowed.

Hide Proposal Details

Title of research project	New-02_3	Last updated date	11-Apr-2017
Proposal ID	MOE-000051	Grant call closing date	
Proposal status	Pending ORE Verification		

6

Displays the main sections in the proposal. The ORE can click on the boxes to navigate to the respective pages

7

Overview

Please provide an overview of the research project in this section.

* Project duration (months)	<input type="text" value="24"/>
* Title of research project	<input type="text" value="New-02_3"/>

7

Displays the sub sections under the main section. The ORE can click **Next** or **Back** button at the bottom of the page to navigate to other pages

Research details

Activate Windows

ORE: Returning a Proposal - 4

The screenshot displays a navigation bar at the top with several menu items, each with a green checkmark: 'search estone', 'Budget', 'Funding Support', 'Reviewers', 'Declaration of Ethics Approval', 'Other Attachments', and 'Undertaking'. The 'Undertaking' item is highlighted with a red box and a red arrow labeled '8' pointing to it.

Below the navigation bar is the 'Undertaking' page header. A red arrow labeled '8' points to the header area. A text box explains: 'To return a proposal, navigate to the **Undertaking** page'.

The main content area shows proposal details. A red arrow labeled '9' points to the 'Undertaking by lead PI' section. A text box explains: 'Displays the Lead PI's declaration. Details like Name of Lead PI, Date of declaration and comments are displayed'.

Below this are sections for 'Undertaking by ORE' (labeled '10') and 'Action Trail' (labeled '11').

At the bottom left, a red arrow labeled '10' points to a navigation button labeled 'Back'. A text box explains: 'This is the ORE verification section'.

At the bottom right, a red arrow labeled '11' points to an 'Actions' dropdown menu. A text box explains: 'Displays the comments keyed in by Lead PI, ORE, DOR, AI ORE, AI DOR and PM'.

Additional details shown in the proposal details section include: Title of research project: New-02_3; Proposal ID: MOE-000051; Last updated date: 11-Apr-2017; Proposal status: Pending ORE Verification; Grant call closing date.

ORE: Returning a Proposal - 5

Action Trail

12 matching res 13 14

⏪ < 1 > ⏩

Date	Submitted by	Comments
06-Sep-2017	DOR1	Endorsed
06-Sep-2017	ORE 1	Submitted to DOR for endorsement
06-Sep-2017	ORE 1	Returned to PI
06-Sep-2017	DOR1	Returned by DOR

12 **Date:** When the action was performed

13 **Submitted by:** The person who performed the action

14 **Comments:** The comments keyed in by the user

ORE: Returning a Proposal - 6

15 Click **Yes**

16 Key in comments if any

17 Click **Actions**

18 Click **Return**

15 Acknowledgement

16 Comments

17 Actions

18 Return

15 Click **Yes**

16 Key in comments if any

17 Click **Actions**

18 Click **Return**

15 Acknowledgement

16 Comments

17 Actions

18 Return

Undertaking by ORE

In acknowledging this Grant Application, the Office of Research (ORE) and the Institution UNDERTAKE, on any Grant Award to:

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

Name of ORE: ORE 1 Date of acknowledgement: 11/06/2011

Acknowledgement: Yes No Name of DOR: [Empty]

Comments: Returned to PI

Action Trail

< Back

17 Actions ▾

- Verified
- 18** Return

ORE: Returning a Proposal - 7

Confirmation

Are you sure you want to Return?

19

Yes

No

19 Click **Yes**

Information

Proposal has been successfully returned.

20

OK ✓

20 Click **Ok**

ORE: Returning a Proposal - 8

Home > Proposals > View Current Proposal Submissions

Proposals

My proposals

Search by

Proposal ID



1 - 10 of 158 matching results found



Proposal ID	Grant call title	Title of research project	Type	Submitted date	Stage	Proposal status
001-0001			Full	08-May-2017	Submission	Pending ORE Verification
001-0002			Full	15-May-2017	Submission	Pending ORE Verification
111-0001			Full	12-May-2017	Scrubbing	Pending Resubmission
1508-2-0001			White Paper	16-Aug-2017	Submission	Pending ORE Verification
2017-001-0001	National Cybersecurity R&D Programme - 2017 Call	Cyber Security research project	Full	06-Sep-2017	Submission	In Progress
201703-0001	CRPGrant Call 2017 (2)	Title of a new research project	Full	26-Aug-2017	Submission	Pending AI ORE Verification

21

Upon successful submission, the status of the returned proposal would read as In Progress for a short while

ORE: Returning a Proposal - 9

Home > Proposals > View Current Proposal Submissions

Proposals

My proposals

Search by

1 - 10 of 158 matching results found

Proposal ID	Grant call title	Title of research project	Type	Submitted date	Stage	Proposal status
001-0001			Full	08-May-2017	Submission	Pending ORE Verification
001-0002			Full	15-May-2017	Submission	Pending ORE Verification
111-0001			Full	12-May-2017	Scrubbing	Pending Resubmission
1508-2-0001			White Paper	16-Aug-2017	Submission	Pending ORE Verification
2017-001-0001	National Cybersecurity R&D Programme - 2017 Call	Cyber Security research project	Full	06-Sep-2017	Submission	Pending Resubmission
201703-0001	CRPGrant Call 2017 (2)	Title of a new research project	Full	26-Aug-2017	Submission	Pending AI ORE Verification

22

After the proposal is returned successfully to the PI, the status of the proposal would read as Pending Resubmission

DOR: Endorsing a Proposal

DOR: Endorsing a Proposal - 1

The screenshot shows the main navigation bar with 'Proposals' selected. A dropdown menu is open, listing options: 'View Current Proposal Submissions', 'View Draft Proposals', 'View Awarded Proposals', and 'View Non-Awarded/Rejected proposals'. A table below shows two proposal entries. The second entry is highlighted with a red box.

Subject	Reference ID	Lead PI	Read/Unread
0-Jun-2017 Letter of Award is pending For your endorsement. To endorse click on the Reference ID.	88ASTC2-0001	P1	Yes
11-Jun-2017 Proposal is pending your endorsement. To endorse the proposal click on the Reference ID.	MOE-000051	P1	No

1

Displays the proposals that require endorsement by DOR. Click on the hyperlink on the **reference ID** column to view the proposal

OR

2

Click **Proposals > View Current Proposal Submission**

The screenshot shows the 'View Current Proposal Submission' page. A search bar is used to find the proposal with ID 'MOE-000051'. The search results table shows one entry with the proposal ID highlighted.

Proposal ID	Grant call title	Title of research project	Type	Submitted date	Stage	Proposal status
MOE-000051	NEW GRANT CALL 023 D2.1 Submission (Return) to be used on D2.2 No restricted, Yes- Multiple Submission, budget entries, No allow multiple institution.	New-02_3	Full	11-Jun-2017	Submission	Pending endorsement

3

3

Click on the **Proposal ID** under the Proposal ID column

DOR: Endorsing a Proposal - 2

The screenshot shows the 'Proposals' section of a web application. At the top, there is a navigation bar with 'Dashboard', 'Grants', 'Proposals', 'Projects', and 'Advanced Search'. A user profile 'DOR1 (DOR)' is visible in the top right. Below the navigation bar, the breadcrumb path is 'Home > Proposals > Proposal Overview'. The main content area is titled 'Proposals' and includes an 'Expand All Sections' link. The proposal details are as follows:

Title of research project	Cyber Security research project	Stage	Submission
Grant call ID	NCR2017-001	Proposal status	Pending DOR Endorsement
Name of lead PI	P1		
Type	Full		

Below the details, there are sections for 'Rebuttal' (0 - 0 of 0 matching results found), 'Pre-Award scrubbing', and 'Award'. An 'Actions' dropdown menu is open, showing 'View proposal information' and 'Download proposal'. Red arrows with the number '4' point to the 'Actions' button, and red arrows with the number '5' point to the 'View proposal information' option in the dropdown.

Click **Actions**

Click **View proposal information**

To Note

The DOR is not allowed to edit and change any information keyed in by the PI. The status of the proposals that are pending DOR's verification would read as Pending DOR Endorsement

DOR: Endorsing a Proposal - 3

6

Home > Proposals > Proposal Overview > Research Details

Research Details ✓ Research Team, Collaborators, Referees ✓ Key Performance Indicator ✓ Research Milestone ✓ Budget ✓ Funding Support ✓ Reviewer

Research details

Please ensure that all the details required for your proposal are included in this application form. Subsequent changes after submission will not be allowed.

Hide Proposal Details

Title of research project	New-02_3	Last updated date	11-Jun-2017
Proposal ID	MOE-000051	Grant call closing date	
Proposal status	Pending DOR Endorsement		

6

These are the main sections in the proposal. The DOR can click on the box to navigate to the respective pages

7

Overview

Please provide an overview of the research project in this section.

* Project duration (months)	<input type="text" value="24"/>	
* Title of research project	<input type="text" value="New-02_3"/>	

7

The DOR can click **Next** or **Back** button at the bottom of the page to navigate to other pages

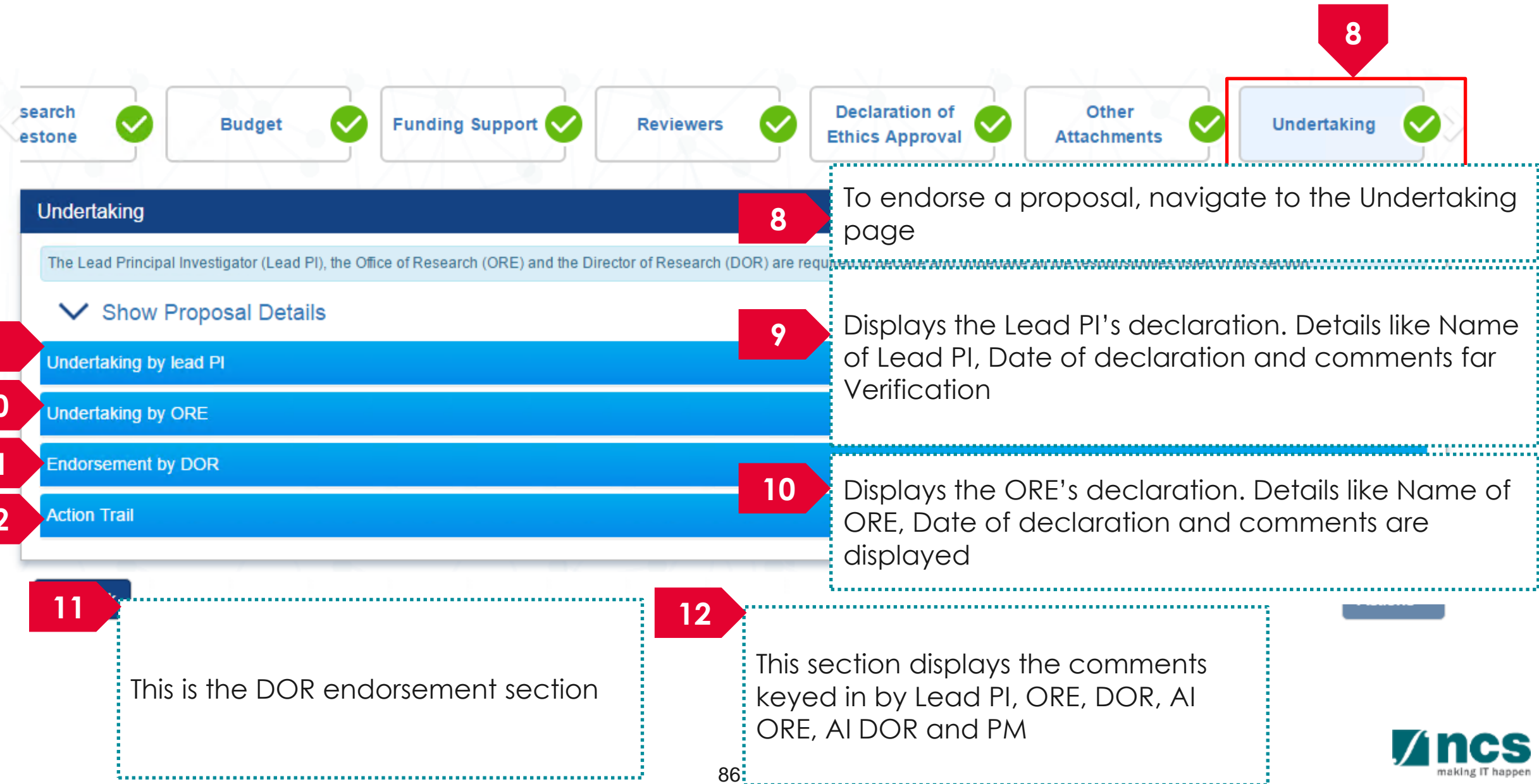
Research details

Activate Windows

Go to System in Control Panel to activate Windows

Next >

DOR: Endorsing a Proposal - 4



DOR: Endorsing a Proposal - 5

Endorsement by DOR

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

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

13 Click **Yes**

Name of DOR: Date of acknowledgement:

13 Acknowledgement: Yes No

14 Comments:

14 Key in comments if any

15 Click **Actions**

15 Actions ▾

16 Endorse
Return
Reject

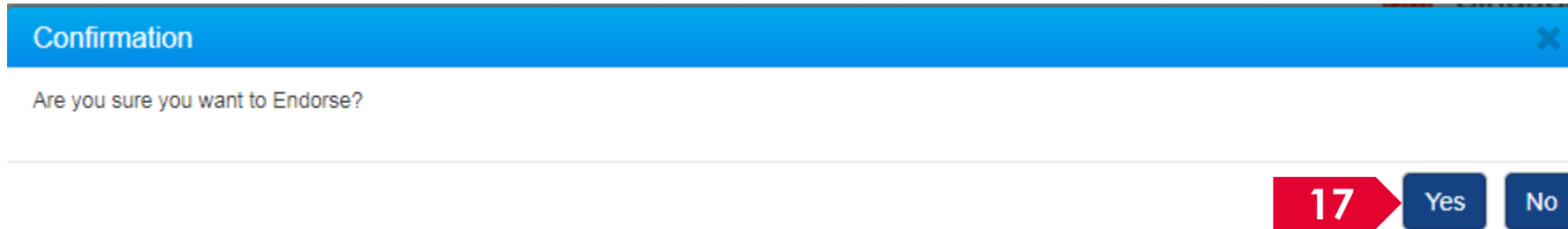
16 Click **Endorse**

Action Trail

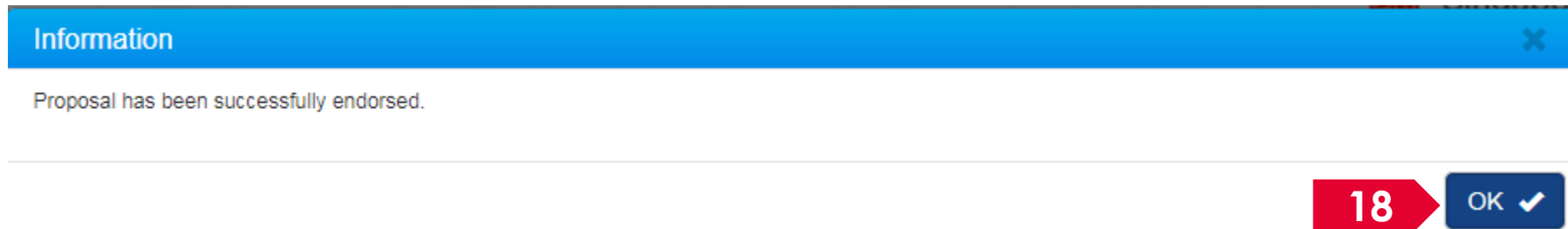
[< Back](#)

Agency for Science, Technology
NATIONAL RESEARCH FOUNDATION
PRIME MINISTER'S OFFICE

DOR: Endorsing a Proposal - 6



17 Click **Yes** on the confirmation pop up



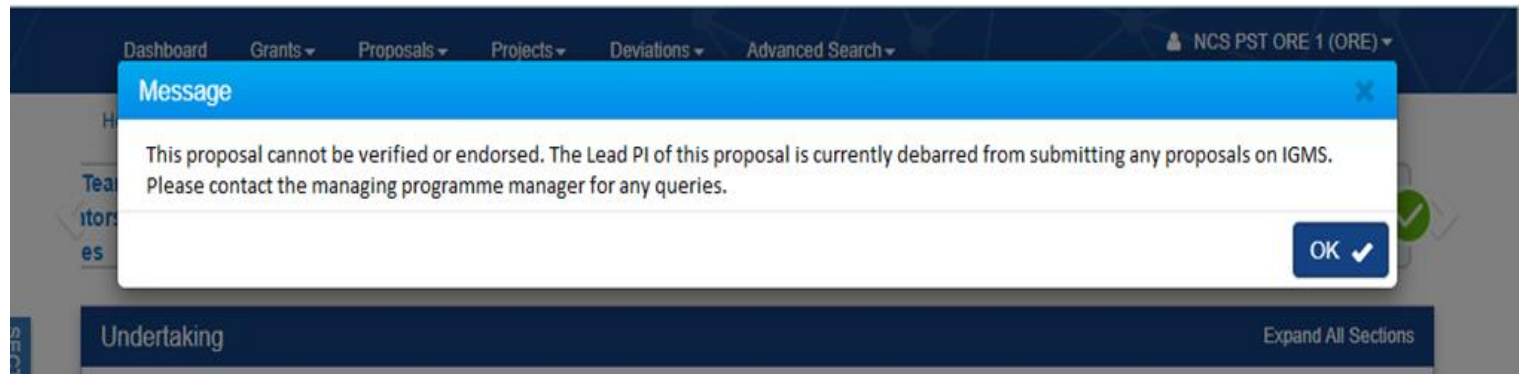
18 Click on **Ok** on the information pop up

DOR: Endorsing a Proposal - 7

19

The ORE/DOR will receive the following message when they act on the proposal (Verify/Endorse/Return/Reject) submitted by the lead PI. This error message will appear if the system detects that the respective Lead PI of the proposal is debarred at the date and time of the action. The ORE/DOR can only proceed with the action once the debarment of the PI is released by the PM.

19



DOR: Endorsing a Proposal - 8

Home > Proposals > View Current Proposal Submissions

Proposals

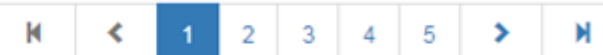
My proposals

Search by

Proposal ID



1 - 10 of 158 matching results found



Proposal ID	Grant call title	Title of research project	Type	Submitted date	Stage	Proposal status
001-0001			Full	08-May-2017	Submission	Pending ORE Verification
001-0002			Full	15-May-2017	Submission	Pending ORE Verification
111-0001			Full	12-May-2017	Scrubbing	Pending Resubmission
1508-2-0001			White Paper	16-Aug-2017	Submission	Pending ORE Verification
2017-001-0001	National Cybersecurity R&D Programme - 2017 Call	Cyber Security research project	Full	06-Sep-2017	Submission	In Progress
201703-0001	CRPGrant Call 2017 (2)	Title of a new research project	Full	26-Aug-2017	Submission	Pending AI ORE Verification

20

Upon successful submission, the status of the endorsed proposal would read as In Progress for a short while

DOR: Endorsing a Proposal - 9

Home > Proposals > View Current Proposal Submissions

Proposals

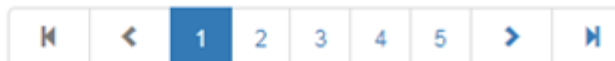
My proposals

Search by

Proposal ID



1 - 10 of 158 matching results found



Proposal ID	Grant call title	Title of research project	Type	Submitted date	Stage	Proposal status
001-0001			Full	08-May-2017	Submission	Pending ORE Verification
001-0002			Full	15-May-2017	Submission	Pending ORE Verification
111-0001			Full	12-May-2017	Scrubbing	Pending Resubmission
1508-2-0001			White Paper	16-Aug-2017	Submission	Pending ORE Verification
2017-001-0001	National Cybersecurity R&D Programme - 2017 Call	Cyber Security research project	Full	06-Sep-2017	Submission	Submitted to PM
201703-0001	CRPGrant Call 2017 (2)	Title of a new research project	Full	26-Aug-2017	Submission	Pending AI ORE Verification

21

After the proposal is submitted to PM, the status of the endorsed proposal would read as Submitted to PM

DOR: Returning a Proposal

DOR: Returning a Proposal - 1

1

2

Dashboard Grants **Proposals** DOR1 (DOR)

- View Current Proposal Submissions
- View Draft Proposals
- View Awarded Proposals
- View Non-Awarded/Rejected proposals

Proposals

1 - 2 of 2 matching results found

Subject	Reference ID	Lead PI	Read/Unread
0-Jun-2017 Letter of Award is pending For your endorsement. To endorse click on the Reference ID.	88ASTC2-0001	P1	Yes
11-Jun-2017 Proposal is pending your endorsement. To endorse the proposal click on the Reference ID.	MOE-000051	P1	No

1

Displays the proposals that require endorsement by DOR. Click on the hyperlink on the **reference ID** column to view the proposal

OR

2

Click **Proposals > View Current Proposal Submission**

Home > Proposals > View Current Proposal Submissions

Proposals

My proposals

Search by Proposal ID MOE-000051

1

Proposal ID	Grant call title	Title of research project	Type	Submitted date	Stage	Proposal status
MOE-000051	NEW GRANT CALL 023 D2.1 Submission (Return) to be used on D2.2 No restricted, Yes- Multiple Submission, budget entries, No allow multiple institution.	New-02_3	Full	11-Jun-2017	Submission	Pending endorsement

3

Click on the **Proposal ID** under the Proposal ID column

DOR: Returning a Proposal - 2

The screenshot shows the 'Proposals' overview page in the NCS system. The top navigation bar includes 'Dashboard', 'Grants', 'Proposals', 'Projects', and 'Advanced Search'. The user is logged in as 'DOR1 (DOR)'. The breadcrumb trail is 'Home > Proposals > Proposal Overview'. The main content area displays details for a proposal titled 'Cyber Security research project' with Grant call ID 'NCR2017-001'. The 'Stage' is 'Proposal status' and the 'Submission' status is 'Pending DOR Endorsement'. The lead PI is 'P1' and the type is 'Full'. Below the details is a 'Rebuttal' section with '0 - 0 of 0 matching results found'. A table with columns 'S/N', 'Name', 'Submitted date', 'Due date', and 'Status' is visible. An 'Actions' dropdown menu is open, showing 'View proposal information' and 'Download proposal'. Red arrows with the number '4' point to the 'Actions' button, and red arrows with the number '5' point to the 'View proposal information' option in the dropdown.

Click **Actions**

Click **View proposal information**

To Note

The DOR is not allowed to edit and change any information keyed in by the PI. The status of the proposals that are pending DOR's verification would read as Pending DOR Endorsement

DOR: Returning a Proposal - 3

6

Home > Proposals > Proposal Overview > Research Details

Research Details ✓ Research Team, Collaborators, Referees ✓ Key Performance Indicator ✓ Research Milestone ✓ Budget ✓ Funding Support ✓ Reviewer

Research details

Please ensure that all the details required for your proposal are included in this application form. Subsequent changes after submission will not be allowed.

Hide Proposal Details

Title of research project	New-02_3	Last updated date	11-Jun-2017
Proposal ID	MOE-000051	Grant call closing date	
Proposal status	Pending DOR Endorsement		

6

These are the main sections in the proposal. The DOR can click on the box to navigate to the respective pages

7

Overview

Please provide an overview of the research project in this section.

* Project duration (months)	<input type="text" value="24"/>	
* Title of research project	<input type="text" value="New-02_3"/>	

7

The DOR can click **Next** or **Back** button at the bottom of the page to navigate to other pages

Research details

Activate Windows

Go to System in Control Panel to activate Windows

Next >

DOR: Returning a Proposal - 4

The screenshot shows a navigation bar with the following items: search estone, Budget, Funding Support, Reviewers, Declaration of Ethics Approval, Other Attachments, and Undertaking. The 'Undertaking' item is highlighted with a red box and a red arrow labeled '8'. Below the navigation bar, the 'Undertaking' page is displayed. A red arrow labeled '8' points to the 'Undertaking' header. A red arrow labeled '9' points to the 'Show Proposal Details' link. A red arrow labeled '9' points to the 'Undertaking by lead PI' section. A red arrow labeled '10' points to the 'Undertaking by ORE' section. A red arrow labeled '11' points to the 'Endorsement by DOR' section. A red arrow labeled '12' points to the 'Action Trail' section. A red arrow labeled '11' points to a text box describing the DOR endorsement section. A red arrow labeled '12' points to a text box describing the comments section.

8 To return a proposal, navigate to the Undertaking page

9 Displays the Lead PI's declaration. Details like Name of Lead PI, Date of declaration and comments are displayed

10 Displays the ORE's declaration. Details like Name of ORE, Date of declaration and comments are displayed

11 This is the DOR endorsement section

12 This section displays the comments keyed in by Lead PI, ORE, DOR, AI ORE, AI DOR and PM

DOR: Returning a Proposal - 5

13 Click **Yes**

14 Key in comments if any

15 Click **Actions**

16 Click **Return**

13

14

15

16

15

16

13 Click **Yes**

14 Key in comments if any

15 Click **Actions**

16 Click **Return**

15 Actions ▾

Endorse
Return
Reject

Endorsement by DOR

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

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

Name of DOR: DOR1 Date of acknowledgement: 11/06/2017

Acknowledgement: Yes No

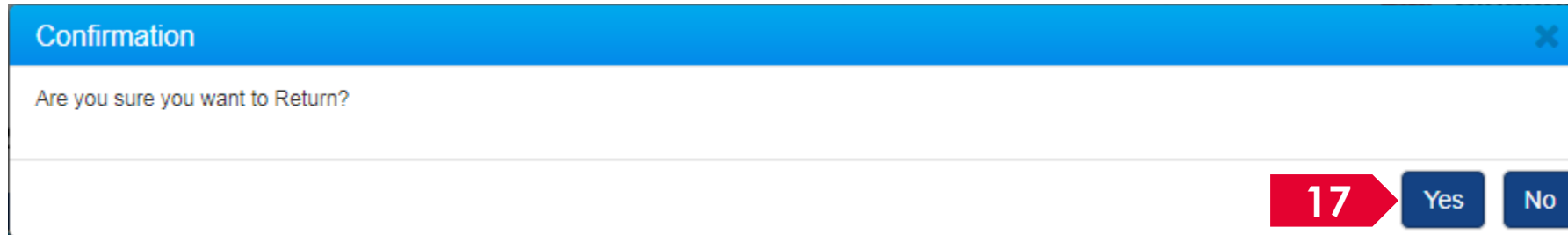
Comments

< Back

Agency for Science, Technology

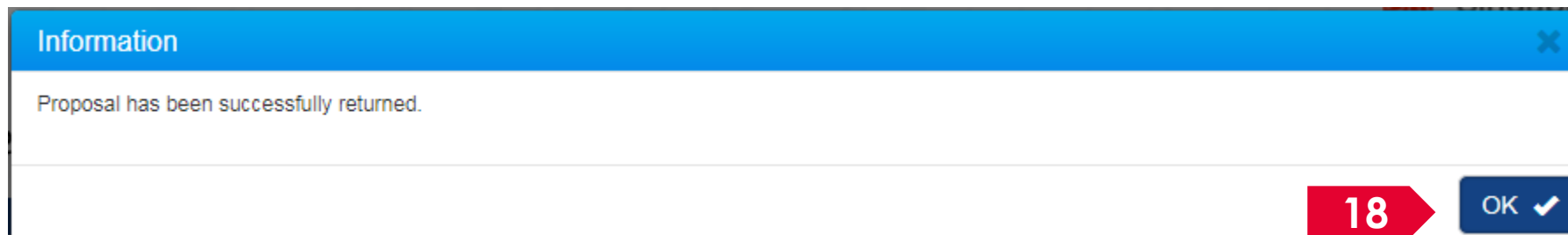
NATIONAL RESEARCH FOUNDATION
PRIME MINISTER'S OFFICE

DOR: Returning a Proposal - 6



17

Click **Yes** on the confirmation pop up



18

Click **Ok** on the information pop up

DOR: Returning a Proposal - 7

Home > Proposals > View Current Proposal Submissions

Proposals

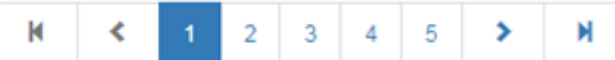
My proposals

Search by

Proposal ID



1 - 10 of 158 matching results found



Proposal ID	Grant call title	Title of research project	Type	Submitted date	Stage	Proposal status
001-0001			Full	08-May-2017	Submission	Pending ORE Verification
001-0002			Full	15-May-2017	Submission	Pending ORE Verification
111-0001			Full	12-May-2017	Scrubbing	Pending Resubmission
1508-2-0001			White Paper	16-Aug-2017	Submission	Pending ORE Verification
2017-001-0001	National Cybersecurity R&D Programme - 2017 Call	Cyber Security research project	Full	06-Sep-2017	Submission	In Progress
201703-0001	CRPGrant Call 2017 (2)	Title of a new research project	Full	26-Aug-2017	Submission	Pending AI ORE Verification

19

Upon successful submission, the status of the returned proposal would read as In Progress for a short while

DOR: Returning a Proposal - 8

Home > Proposals > View Current Proposal Submissions

Proposals

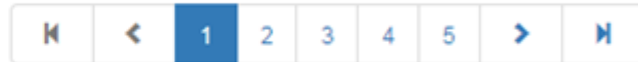
My proposals

Search by

Proposal ID



1 - 10 of 158 matching results found



Proposal ID	Grant call title	Title of research project	Type	Submitted date	Stage	Proposal status
001-0001			Full	08-May-2017	Submission	Pending ORE Verification
001-0002			Full	15-May-2017	Submission	Pending ORE Verification
111-0001			Full	12-May-2017	Scrubbing	Pending Resubmission
1508-2-0001			White Paper	16-Aug-2017	Submission	Pending ORE Verification
2017-001-0001	National Cybersecurity R&D Programme - 2017 Call	Cyber Security research project	Full	06-Sep-2017	Submission	Pending ORE Verification
201703-0001	CRPGrant Call 2017 (2)	Title of a new research project	Full	26-Aug-2017	Submission	Pending AI ORE Verification

20

After the proposal is returned to ORE, the status of the returned proposal would read as Pending ORE Verification

DOR: Rejecting a Proposal

DOR: Rejecting a Proposal - 1

The screenshot shows the main navigation menu with 'Proposals' highlighted. A red box and arrow labeled '2' points to the 'Proposals' dropdown menu, which contains the following options: 'View Current Proposal Submissions', 'View Draft Proposals', 'View Awarded Proposals', and 'View Non-Awarded/Rejected proposals'. A red box and arrow labeled '1' points to the 'Proposals' menu item. Below the menu, a table of proposals is visible. A red box and arrow labeled '1' points to the 'Reference ID' column header. The table contains two rows, with the second row highlighted in red:

Subject	Reference ID	Lead PI	Read/Unread
0-Jun-2017 Letter of Award is pending For your endorsement. To endorse click on the Reference ID.	88ASTC2-0001	P1	Yes
11-Jun-2017 Proposal is pending your endorsement. To endorse the proposal click on the Reference ID.	MOE-000051	P1	No

1 Displays the proposals that require endorsement by DOR. Click on the hyperlink on the **reference ID** column to view the proposal

OR

2 Click **Proposals > View Current Proposal Submission**

The screenshot shows the 'View Current Proposal Submission' page. A search bar is set to 'Proposal ID' with the value 'MOE-000051'. A table of search results is shown below. A red box and arrow labeled '3' points to the 'Proposal ID' column header. The table contains one row, with the 'Proposal ID' cell highlighted in red:

Proposal ID	Grant call title	Title of research project	Type	Submitted date	Stage	Proposal status
MOE-000051	NEW GRANT CALL 023 D2.1 Submission (Return) to be used on D2.2 No restricted, Yes- Multiple Submission, budget entries, No all low multiple institution.	New-02_3	Full	11-Jun-2017	Submission	Pending endorsement

3 Click on the **Proposal ID** under the Proposal ID column

DOR: Rejecting a Proposal - 2

Dashboard Grants Proposals Projects Advanced Search DOR1 (DOR)

Home > Proposals > Proposal Overview

Proposals Expand All Sections

Title of research project	Cyber Security research project	Stage	Submission
Grant call ID	NCR2017-001	Proposal status	Pending DOR Endorsement
Name of lead PI	P1		
Type	Full		

Rebuttal

0 - 0 of 0 matching results found

S/N	Name	Submitted date	Due date	Status
-----	------	----------------	----------	--------

Pre-Award scrubbing

Award

4 Actions

5 View proposal information

5 Download proposal

Click **Actions**

Click **View proposal information**

To Note

The DOR is not allowed to edit and change any information keyed in by the PI. The status of the proposals that are pending DOR's verification would read as Pending DOR Endorsement

DOR: Rejecting a Proposal - 3

6

Home > Proposals > Proposal Overview > Research Details

Research Details ✓ Research Team, Collaborators, Referees ✓ Key Performance Indicator ✓ Research Milestone ✓ Budget ✓ Funding Support ✓ Reviewer

Research details

Please ensure that all the details required for your proposal are included in this application form. Subsequent changes after submission will not be allowed.

Hide Proposal Details

Title of research project	New-02_3	Last updated date	11-Jun-2017
Proposal ID	MOE-000051	Grant call closing date	
Proposal status	Pending DOR Endorsement		

6

These are the main sections in the proposal. The DOR can click on the box to navigate to the respective pages

7

Overview

Please provide an overview of the research project in this section.

* Project duration (months)	<input type="text" value="24"/>	
* Title of research project	<input type="text" value="New-02_3"/>	

7

The DOR can click **Next** or **Back** button at the bottom of the page to navigate to other pages

Research details

Activate Windows

Go to System in Control Panel to activate Windows

Next >

DOR: Rejecting a Proposal - 4

The screenshot shows a navigation bar with several steps, each with a green checkmark: 'search estone', 'Budget', 'Funding Support', 'Reviewers', 'Declaration of Ethics Approval', 'Other Attachments', and 'Undertaking'. The 'Undertaking' step is highlighted with a red box and a red arrow labeled '8' pointing to it. Below the navigation bar, the 'Undertaking' page is displayed. A red arrow labeled '8' points to the 'Undertaking' header. Below the header, there is a text box: 'The Lead Principal Investigator (Lead PI), the Office of Research (ORE) and the Director of Research (DOR) are required to complete the following declarations'. Below this is a 'Show Proposal Details' button. A red arrow labeled '9' points to the 'Undertaking by lead PI' section. A red arrow labeled '10' points to the 'Undertaking by ORE' section. A red arrow labeled '11' points to the 'Endorsement by DOR' section. A red arrow labeled '12' points to the 'Action Trail' section. A red arrow labeled '11' points to a section below the 'Action Trail' with the text 'This is the DOR endorsement section'. A red arrow labeled '12' points to a section below the 'Action Trail' with the text 'This section displays the comments keyed in by Lead PI, ORE, DOR, AI ORE, AI DOR and PM'. The NCS logo is in the bottom right corner.

8

search estone ✓ Budget ✓ Funding Support ✓ Reviewers ✓ Declaration of Ethics Approval ✓ Other Attachments ✓ Undertaking ✓

Undertaking 8

The Lead Principal Investigator (Lead PI), the Office of Research (ORE) and the Director of Research (DOR) are required to complete the following declarations

9 Show Proposal Details

9 Undertaking by lead PI

10 Undertaking by ORE

11 Endorsement by DOR

12 Action Trail

11 This is the DOR endorsement section

12 This section displays the comments keyed in by Lead PI, ORE, DOR, AI ORE, AI DOR and PM

105

ncs
making IT happen

DOR: Rejecting a Proposal - 5

Endorsement by DOR

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

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

13 Click **Yes**

Name of DOR: DOR1 Date of acknowledgement: 11/06/2017

13 Acknowledgement: Yes No

14 Comments

14 Key in comments if any

15 Click **Actions**

16 Click **Reject**

15 Actions ▾

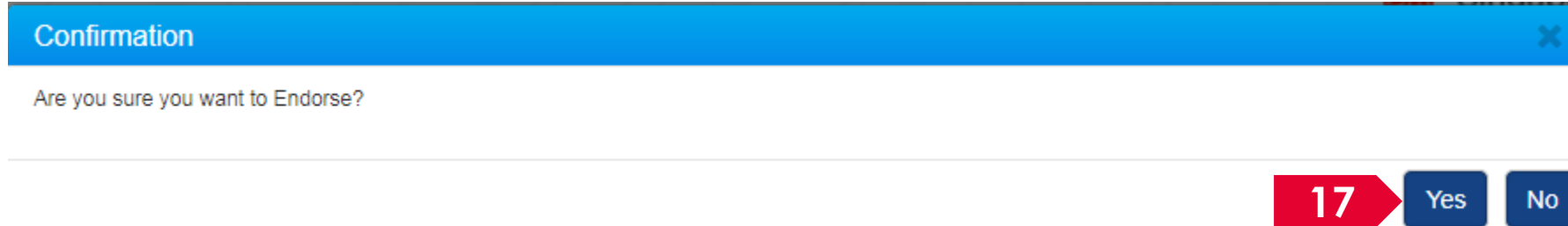
- Endorse
- Return
- Reject

16

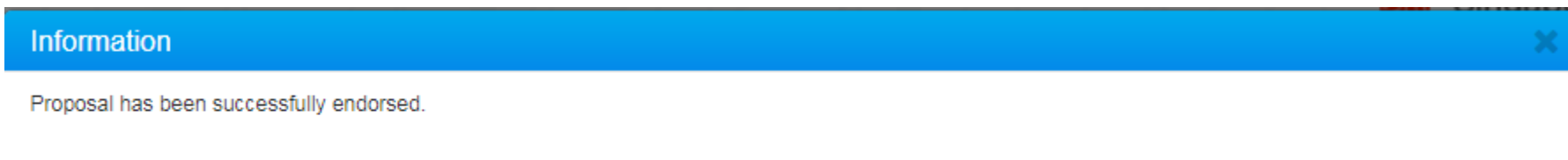
Agency for Science, Technology

NATIONAL RESEARCH AND INNOVATION BOARD
PRIME MINISTER'S OFFICE

DOR: Rejecting a Proposal - 6



17 Click **Yes** on the confirmation pop up



18 Click **Ok** on the information pop up

DOR: Rejecting a Proposal - 7

Home > Proposals > View Current Proposal Submissions

Proposals

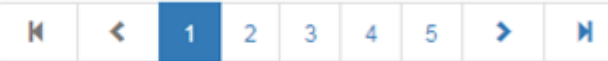
My proposals

Search by

Proposal ID



1 - 10 of 158 matching results found



Proposal ID	Grant call title	Title of research project	Type	Submitted date	Stage	Proposal status
001-0001			Full	08-May-2017	Submission	Pending ORE Verification
001-0002			Full	15-May-2017	Submission	Pending ORE Verification
111-0001			Full	12-May-2017	Scrubbing	Pending Resubmission
1508-2-0001			White Paper	16-Aug-2017	Submission	Pending ORE Verification
2017-001-0001	National Cybersecurity R&D Programme - 2017 Call	Cyber Security research project	Full	06-Sep-2017	Submission	In Progress
201703-0001	CRPGrant Call 2017 (2)	Title of a new research project	Full	26-Aug-2017	Submission	Pending AI ORE Verification

19

Upon successful submission, the status of the rejected proposal would read as In Progress for a short while

DOR: Rejecting a Proposal - 8

Home > Proposals > View Current Proposal Submissions

Proposals

My proposals

Search by

Proposal ID



1 - 10 of 158 matching results found



Proposal ID	Grant call title	Title of research project	Type	Submitted date	Stage	Proposal status
001-0001			Full	08-May-2017	Submission	Pending ORE Verification
001-0002			Full	15-May-2017	Submission	Pending ORE Verification
111-0001			Full	12-May-2017	Scrubbing	Pending Resubmission
1508-2-0001			White Paper	16-Aug-2017	Submission	Pending ORE Verification
2017-001-0001	National Cybersecurity R&D Programme - 2017 Call	Cyber Security research project	Full	06-Sep-2017	Submission	Submitted to PM
201703-0001	CRPGrant Call 2017 (2)	Title of a new research project	Full	26-Aug-2017	Submission	Pending AI ORE Verification

20

After the proposal is rejected, the status of the rejected proposal would read as Rejected

Downloading a submitted proposal

Downloading a submitted proposal- 1

Follow the below steps to place a request to download a submitted proposal. Draft proposals cannot be downloaded.

1 Dashboard **Proposals** Advanced Search P1 (PI)

2 View Current Proposal Submissions
View Draft Proposals
View Awarded Proposals
View Non-Awarded/Rejected proposals

Date	Subject	Reference ID	Read/Ur
16-May-2017	Scrubbing's Pending PI Action	99C1-0001	Yes
24-May-2017	Application Pending Rebuttal by PI	99ASTRC0051	Yes
26-May-2017	Proposal is returned for your amendment. To amend click on the Reference ID.	2605R2-0001	Yes
26-May-2017	Letter of Award is Pending For Your Amandment. To edit click on the Reference ID.	8May1stCall-0008	Yes
30-May-2017	Scrubbing's Pending PI Action. To view the details click on the Reference ID.	77ASTC1-0001	Yes

3 Search by Proposal ID MOE-000051

Proposal ID	Grant call title	Title of research project	Type	Submitted date	Stage	Proposal status
MOE-000051	NEW GRANT CALL 023 D2.1 Submission (Return) to be used on D2.2 No restricted, Yes- Multiple Submission, budget entries, No al low multiple institution.	New-02_3	Full	11-Apr-2017	Submission	Pending Resubmission

Login and click on **Proposals**

Click on **View Current Proposal Submissions** or **View Awarded Proposals** or **View Non-Awarded/Rejected proposals**

Click on the **Proposal ID**

Downloading a submitted proposal- 2

Follow the below steps to place a request to download a submitted proposal. Draft proposals cannot be downloaded.

The screenshot shows the 'Proposals' section of a system. At the top, there is a header 'Proposals' with an 'Expand All Sections' link. Below this, a table displays proposal details:

Title of research project	Title of research project	Stage	Submission
Grant call ID	27012018	Proposal status	Pending Resubmission
Name of lead PI	Vendor 1_P11		
Type	Full		

Below the table, there are three sections: 'Rebuttal', 'Pre-Award scrubbing', and 'Download proposal'. The 'Rebuttal' section shows '0 - 0 of 0 matching results found'. The 'Pre-Award scrubbing' section is collapsed. The 'Download proposal' section is expanded, showing a table with columns: S/N, Name, Submitted date, Due date, and Status. A red arrow labeled '4' points to the 'Actions' dropdown menu in the top right of the 'Download proposal' section. A red arrow labeled '5' points to the 'Download proposal' option in the dropdown menu. Below the screenshot, two callout boxes provide instructions: 'Click on **Actions**' and 'Click on **Download proposal**'.

Downloading a submitted proposal– 3

Follow the below steps to place a request to download a submitted proposal. Draft proposals cannot be downloaded.

Information

Download proposal request has been placed. Please check the download proposal section again later, to download the package.

6

Click **Ok** on the Information box

6

OK ✓

To Note

Downloading of proposals is done in the backend and is not immediate. Refer the next slide to learn where to find the proposal package.

The proposal package would contain all the documents attached to the proposal and the proposal form.

The proposal package would contain all the latest information as of the time of placing the download package request.

Downloading a submitted proposal- 4

Follow the below steps to download a submitted proposal after the download proposal request is placed. Draft proposals cannot be downloaded.

The screenshot shows the NCS system interface. At the top, there is a navigation bar with 'Dashboard', 'Proposals', and 'Advanced Search'. A red arrow labeled '7' points to the 'Proposals' menu. Below this, a dropdown menu is open, showing options: 'View Current Proposal Submissions', 'View Draft Proposals', 'View Awarded Proposals', and 'View Non-Awarded/Rejected proposals'. A red arrow labeled '8' points to the 'View Current Proposal Submissions' option. Below the dropdown, there is a table with columns: 'Date', 'Subject', 'Reference ID', and 'Read/Ur'. The table contains several rows of data. A red arrow labeled '9' points to the 'Proposal ID' column in the 'My proposals' section below. The 'My proposals' section has a search bar with 'Proposal ID' selected and 'MOE-000051' entered. Below the search bar, there is a table with columns: 'Proposal ID', 'Grant call title', 'Title of research project', 'Type', 'Submitted date', 'Stage', and 'Proposal status'. The table contains one row of data for 'MOE-000051'.

Date	Subject	Reference ID	Read/Ur
16-May-2017	Scrubbing's Pending PI Action	99C1-0001	Yes
24-May-2017	Application Pending Rebuttal by PI	99ASTRC0051	Yes
26-May-2017	Proposal is returned for your amendment. To amend click on the Reference ID.	2605R2-0001	Yes
26-May-2017	Letter of Award is Pending For Your Amandment. To edit click on the Reference ID.	8May1stCall-0008	Yes
30-May-2017	Scrubbing's Pending PI Action. To view the details click on the Reference ID.	77ASTC1-0001	Yes

Proposal ID	Grant call title	Title of research project	Type	Submitted date	Stage	Proposal status
MOE-000051	NEW GRANT CALL 023 D2.1 Submission (Return) to be used on D2.2 No restricted, Yes- Multiple Submission, budget entries, No al low multiple institution.	New-02_3	Full	11-Apr-2017	Submission	Pending Resubmission

Login and click on **Proposals**

Click on **View Current Proposal Submissions** or **View Awarded Proposals** or **View Non-Awarded/Rejected proposals**

Click on the **Proposal ID** where the download proposal request was placed

Downloading a submitted proposal– 5

Follow the below steps to download a submitted proposal after the download proposal request is placed. Draft proposals cannot be downloaded.

Proposals Expand All Sections

Title of research project	Title of research project	Stage	Submission
Grant call ID	27012018	Proposal status	Pending Resubmission
Name of lead PI	Vendor 1_PI1		
Type	Full		

[Actions](#)

- Rebuttal ▼
- Pre-Award scrubbing ▼
- Award ▼
- Download Proposal 10 ▼

10

Click on **Download Proposal** section

Downloading a submitted proposal– 6

Follow the below steps to download a submitted proposal after the download proposal request is placed. Draft proposals cannot be downloaded.

Rebuttal

Pre-Award scrubbing

Award

Download Proposal

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	<input type="checkbox"/> Check all
27012018-T-0002.zip 31-Mar-2018 11:28 AM	16.14 KB		

11

12

11

This section would display all the proposal packages

12

Click on **filename** to download the proposal package

How to use IGMS system (Proposal Scrubbing)

- Understanding Proposal Scrubbing flow
- ORE: Verifying a Proposal
- ORE: Returning a proposal
- DOR: Endorsing a proposal
- DOR: Returning a proposal

AI ORE follows the same flow as ORE

AIDean follows the same flow as DOR

Understanding Proposal Scrubbing flow

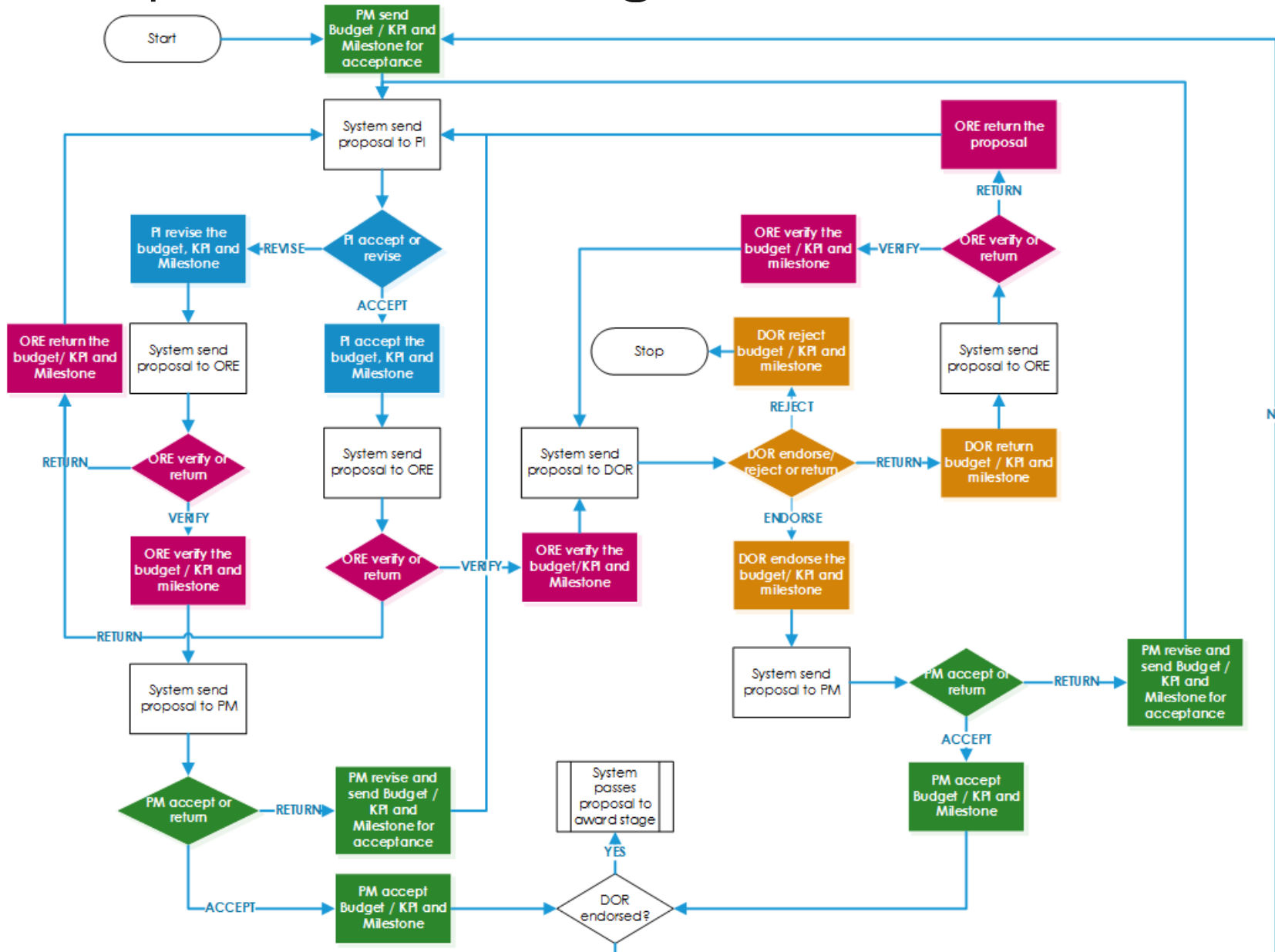
Proposal Scrubbing Workflow – 1

Proposal scrubbing stage goes through a workflow. Refer the next slide for the workflow

Budget is not submitted for Proposals submitted for a Fellowship grant.

Proposals which involve Academic institutions goes through AI ORE verification and AI DOR Endorsement before being submitted to PM. The flow is the same as ORE and DOR flow.

Proposal Scrubbing Workflow – 2



- Actions performed by PI
- Actions performed by ORE
- Actions performed by DOR
- Actions performed by PM
- Actions performed by System

ORE: Verifying a scrubbed version of budget/milestones/KPIs

ORE: Verifying a scrubbed version of budget/milestone/KPI – 1

Dashboard Grants **Proposals** Review Advanced Search ORE 1 (OR)

21 - 30 of 30 matching results

Date	Subject	Reference ID	Lead PI	Read/Unread
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000095-XX1	P1	No
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000095-XX2	P1	No
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000128-XX1	P1	No
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000128-XX2	P1	No
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000137-XX1	P1	No
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000137-XX2	P1	No
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000140-XX2	Lavender	No
18-May-2017	Scrubbing's Pending ORE Verification	111-0001	NHTest01	Yes
24-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	PRG40-0001	P1	No
12-Jun-2017	Scrubbing's Pending ORE Verification. To view the details click on the Reference ID.	99C03-001		

1

Displays the proposals which are in scrubbing stage that require verification by ORE. Click on the hyperlink on the **Reference ID** column to view the proposal

OR

2

Click **Proposals > View Current Proposal Submission**

Proposals

My proposals

Search by Proposal ID 99C03-001

1 - 1 of 1 matching results found

Proposal ID	Grant call title	Title of research project	Type	Submitted date	Stage	Proposal status
99C03-001	New Singapore Grant Call	Research Grant Call	Full	12-Jun-2017	Scrubbing	Selected

3

Click on the **Proposal ID** under the Proposal ID column

ORE: Verifying a scrubbed version of budget/milestone/KPI – 2

The screenshot shows a web interface for budget verification. At the top, there are five tabs: Budget, Key Performance Indicator, Research Milestone, Technical Milestone, and Undertaking, each with a green checkmark. Below the tabs is a 'Budget' section with a 'Show Scrubbing Details' dropdown. Under this dropdown are two radio buttons: 'I accept the proposed details as the below figures.' (selected) and 'I want to revise the details with the new proposed value below.' Below the radio buttons is a 'Budget summary' section with a 'View' button. Below the 'View' button is a table with three columns: 'PI name', 'Indirect cost (IDC) - overhead', and 'Indirect cost (IDC) - IP & commercialisation'. Below this table is another table with three columns: 'Budget category', 'P1', and 'Total (\$\$)'. Red callout boxes with numbers 4 through 7 point to these specific elements.

4 The ORE can click on the box to navigate to the respective pages to view the information keyed in by PI

5 This section displays whether the PI accepted the budget, KPI and Milestones

6 Click **View** to view the budget line items for each vote

7 This section displays the budget summary

PI name	Indirect cost (IDC) - overhead	Indirect cost (IDC) - IP & commercialisation
P1	0%	0%

Budget category	P1	Total (\$\$)
Expenditure on Manpower (EOM)	Year 1: 400,000.00 Year 2: 0.00	400,000.00

ORE: Verifying a scrubbed version of budget/milestone/KPI – 3



8 Navigate to the **Undertaking** page

Undertaking Expand All Sections

Hide Scrubbing Details

Title of research project	Research Grant Call		
Proposal ID	99C03-001	Last updated date	12-Jun-2017
	P1	Version number	0.01

- Undertaking by lead PI
- Undertaking by ORE
- Action Trail

[Back](#) [Actions](#)

Undertaking by ORE

In acknowledging this Grant Application, the Office of Research (ORE) and the Institution UNDERTAKE, on any Grant Award to:

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

Name of ORE: ORE 1 Date of acknowledgement: 12/06/2017

Acknowledgement: Yes No Name of DOR: DOR1

Comments: Verified

9 Click **Undertaking by ORE** section

10 Click **Yes** for acknowledgment

11 Key in comments

12 Select the **DOR**. User can only select a DOR who does not belong to the research team members of the proposal/project.

13 Click **Actions**

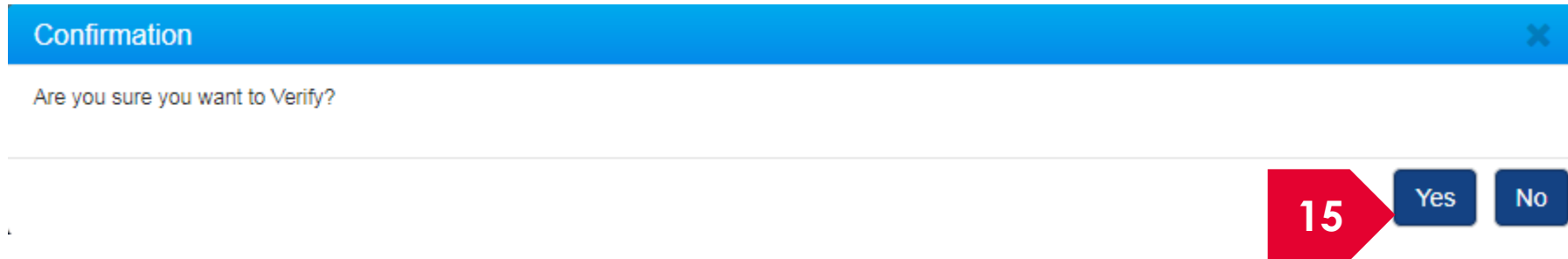
14 Click **Verified**

Action Trail

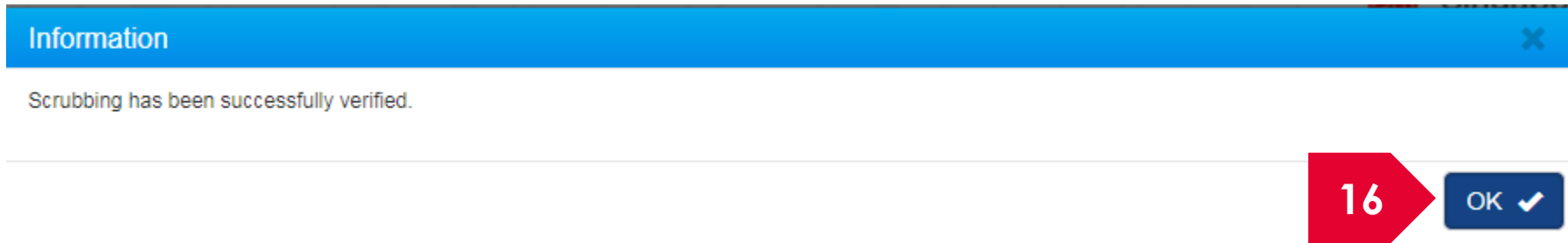
[Back](#) [Actions](#)

- Verified
- Return

ORE: Verifying a scrubbed version of budget/milestone/KPI – 4



15 Click **Yes** on the confirmation pop up



16 Click **Ok** on the information pop up

ORE: Verifying a scrubbed version of budget/milestone/KPI – 5

Home > Proposals > Proposal Overview

Proposals Expand All Sections

Title of research project	Cyber Security research project	Stage	Scrubbing
Grant call ID	NCR2017-001	Proposal status	Selected
Name of lead PI	P1		
Type	Full		

Actions ▾

Rebuttal ▾

Pre-Award scrubbing ▴

1 - 3 of 3 matching results found

Version number ▾	Last updated by	Last updated date	Scrubbing status
Version 0.03	ORE 1	07-Sep-2017	In Progress
Version 0.02	P1	07-Sep-2017	Closed
Version 0.01	P1	07-Sep-2017	Closed

17

17

17

After the proposal is submitted successfully, the status would read as "In progress" for a short while

ORE: Verifying a scrubbed version of budget/milestone/KPI – 6

Home > Proposals > Proposal Overview

Proposals Expand All Sections

Title of research project	Cyber Security research project	Stage	Scrubbing
Grant call ID	NCR2017-001	Proposal status	Selected
Name of lead PI	P1		
Type	Full		

Actions ▾

Rebuttal ▾

Pre-Award scrubbing ▲

1 - 3 of 3 matching results found

Version number ▾	Last updated by	Last updated date	Status
Version 0.03	ORE 1	07-Sep-2017	Submitted to PM
Version 0.02	P1	07-Sep-2017	Closed
Version 0.01	P1	07-Sep-2017	Closed

18

18

After the proposal is successfully verified, the status would read as "Submitted to PM"

**ORE: Returning a scrubbed version
of budget/milestones/KPIs**

ORE: Returning a scrubbed version of budget/milestones/KPIs – 1

Dashboard Grants **Proposals** Review Advanced Search ORE 1 (OR)

View Current Proposal Submissions
View Draft Proposals
View Awarded Proposals
View Non-Awarded/Rejected proposals

Date	Subject	Reference ID	Lead PI	Read/Unread
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000095-XX1	P1	No
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000095-XX2	P1	No
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000128-XX1	P1	No
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000128-XX2	P1	No
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000137-XX1	P1	No
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000137-XX2	P1	No
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000140-XX2	Lavender	No
18-May-2017	Scrubbing's Pending ORE Verification	111-0001	NHTest01	Yes
24-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	PRG40-0001	P1	No
12-Jun-2017	Scrubbing's Pending ORE Verification. To view the details click on the Reference ID.	99C03-001		

Displays the proposals which are in scrubbing stage that require verification by ORE. Click on the hyperlink on the **Reference ID** column to view the proposal



Click **Proposals**> **View Current Proposal Submission**

Proposals

My proposals

Search by Proposal ID 99C03-001

1 - 1 of 1 matching results found

Proposal ID	Grant call title	Title of research project	Type	Submitted date	Stage	Proposal status
99C03-001	New Singapore Grant Call	Research Grant Call	Full	12-Jun-2017	Scrubbing	Selected

Click on the **Proposal ID** under the Proposal ID column

ORE: Returning a scrubbed version of budget/milestones/KPIs – 2

4 The ORE can click on the box to navigate to the respective pages to view the information keyed in by PI

5 This section displays whether the PI accepted the budget, KPI and Milestones

6 Click **View** to view the budget line items for each vote

7 This section displays the budget summary

Budget **Key Performance Indicator** **Research Milestone** **Technical Milestone** **Undertaking** Expand

Budget Show Scrubbing Details

I accept the proposed details as the below figures.
 I want to revise the details with the new proposed value below.

Budget summary

This section shows the summaries of the budget in broad categories, indirect costs and/or budget for sub-projects (if any).
Please adhere to the Grantor's Guidelines and/or T&C and the respective Institute's prevailing policies when scrubbing the budget.
Note: Creation of budget for sub-projects are not applicable to grant schemes that delegates the management of the budget to the Lead PI.
To change the budget, click the Revise or Edit buttons. Click on the respective sections and change the budget values accordingly.

View

PI name	Indirect cost (IDC) - overhead	Indirect cost (IDC) - IP & commercialisation
P1	0%	0%

Budget category	P1	Total (\$\$)
Expenditure on Manpower (EOM)	Year 1: 400,000.00 Year 2: 0.00	400,000.00

ORE: Returning a scrubbed version of budget/milestones/KPIs – 3



8

Navigate to the **Undertaking** page

9

Click **Undertaking by ORE** section

10

Click **Yes** for acknowledgment

11

Key in comments

12

Click **Actions**

13

Click **Return**

Undertaking Expand All Sections

Hide Scrubbing Details

Title of research project	Research Grant Call		
Proposal ID	99C03-001	Last updated date	12-Jun-2017
	P1	Version number	0.01

- Undertaking by lead PI
- Undertaking by ORE
- Action Trail

[Back](#) [Actions](#)

Undertaking by ORE

In acknowledging this Grant Application, the Office of Research (ORE) and the Institution UNDERTAKE, on any Grant Award to:

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

Name of ORE: ORE 1 Date of acknowledgement: 12/06/2017

Acknowledgement: Yes No Name of DOR: DOR1

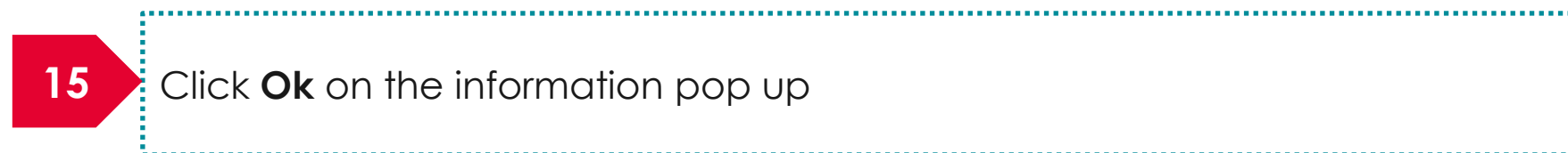
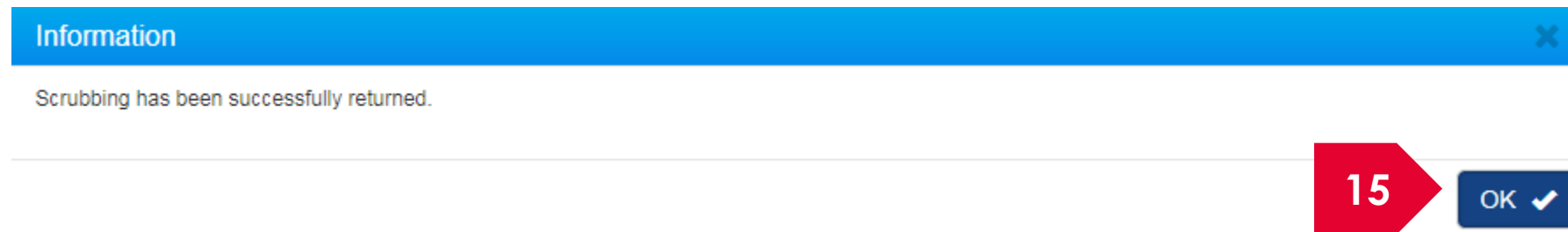
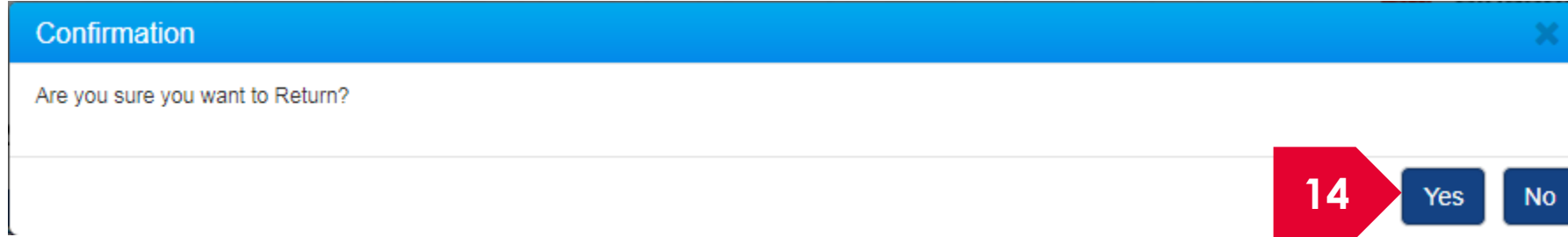
Verified

Action Trail

[Back](#) [Actions](#)

Verified
Return

ORE: Returning a scrubbed version of budget/milestones/KPIs – 4



ORE: Returning a scrubbed version of budget/milestones/KPIs – 5

Home > Proposals > Proposal Overview

Proposals

Expand All Sections

Title of research project	Cyber Security research project	Stage	Scrubbing
Grant call ID	NCR2017-001	Proposal status	Selected
Name of lead PI	P1		
Type	Full		

Actions ▾

Rebuttal ▾

Pre-Award scrubbing ▲

1 - 2 of 2 matching results found

Version number ▾	Last updated by	Last updated date	Status
Version 0.02	ORE 1	07-Sep-2017	In Progress
Version 0.01	P1	07-Sep-2017	Closed

Award ▾

Download Proposal ▾

16

16

After the proposal is submitted successfully, the status would read as "In progress" for a short while

ORE: Returning a scrubbed version of budget/milestones/KPIs – 6

Home > Proposals > Proposal Overview

Proposals

Expand All Sections

Title of research project Cyber Security research project

Grant call ID NCR2017-001

Name of lead PI P1

Type Full

Stage

Scrubbing

Proposal status

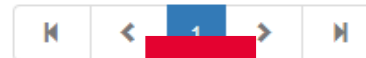
Selected

Actions ▾

Rebuttal

Pre-Award scrubbing

1 - 2 of 2 matching results found



Version number ▾	Last updated by	Last updated date	Scrubbing status
Version 0.02	ORE 1	07-Sep-2017	Pending PI Action
Version 0.01	P1	07-Sep-2017	Closed

Award

Download Proposal

17

After the proposal is successfully returned to PI, the status would read as "Pending PI Action"

**DOR: Endorsing a scrubbed version
of budget/milestones/KPIs**

DOR: Endorsing a scrubbed version of budget/milestones/KPIs – 1

Dashboard Grants **Proposals** Awards Search

DOR1 (DOR)

- View Current Proposal Submissions
- View Draft Proposals
- View Awarded Proposals
- View Non-Awarded/Rejected proposals

Date	Subject	Reference ID	Lead PI	Read/Unread
02-Jun-2017	Letter of Award is pending For your endorsement. To endorse click on the Reference ID.	88ASTC2-0001	P1	Yes
12-Jun-2017	Scrubbing's Pending DOR Endorsement. To view the details click on the Reference ID.	99C03-001	P1	No

1

Displays the proposals which are in scrubbing stage that require endorsement by DOR. Click on the hyperlink on the **Reference ID** column to view the proposal

OR

2

Click **Proposals > View Current Proposal Submission**

Proposals

My proposals

Search by Proposal ID 99C03-001

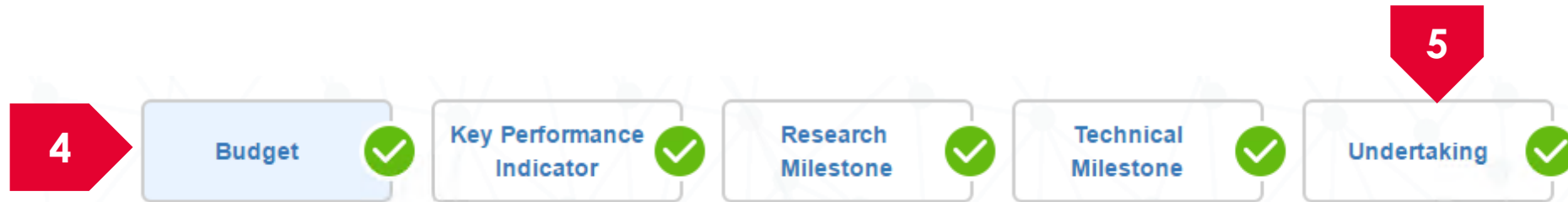
1 - 1 of 1 matching results found

Proposal ID	Grant call title	Title of research project	Type	Submitted date	Stage	Proposal status
99C03-001	New Singapore Grant Call	Research Grant Call	Full	12-Jun-2017	Scrubbing	Selected

3

Click on the **Proposal ID** under the Proposal ID column

DOR: Endorsing a scrubbed version of budget/milestones/KPIs – 2



Budget Expand All Sections

▼ Show Scrubbing Details

- I accept the proposed details as the below figures.
- I want to revise the details with the new proposed value below.

Budget summary ▼

Supporting documents ▼

Action Trail ▼

Activate Windows
Go to System in Control Panel to activate Windows

Next >

4 Click on each box to view the details under each section or click **Next** button at the bottom of the page

5 To endorse, navigate to the **Undertaking** section

DOR: Endorsing a scrubbed version of budget/milestones/KPIs – 3

Click **Yes** for acknowledgment

Key in comments

Click **Actions**

Click **Endorse** to endorse

**DOR: Returning a scrubbed version
of budget/milestones/KPIs – 3**

DOR: Returning a scrubbed version of budget/milestones/KPIs – 1

1

2

Date	Subject	Reference ID	Lead PI	Read/Unread
02-Jun-2017	Letter of Award is pending For your endorsement. To endorse click on the Reference ID.	88ASTC2-0001	P1	Yes
12-Jun-2017	Scrubbing's Pending DOR Endorsement. To view the details click on the Reference ID.	99C03-001	P1	No

1

Displays the proposals which are in scrubbing stage that require endorsement by DOR. Click on the hyperlink on the **Reference ID** column to view the proposal

OR

2

Click **Proposals > View Current Proposal Submission**

3

Proposal ID	Grant call title	Title of research project	Type	Submitted date	Stage	Proposal status
99C03-001	New Singapore Grant Call	Research Grant Call	Full	12-Jun-2017	Scrubbing	Selected

3

Click on the **Proposal ID** under the Proposal ID column

DOR: Returning a scrubbed version of budget/milestones/KPIs – 2

4

Budget

Key Performance Indicator

Research Milestone

Technical Milestone

Undertaking

Budget

Expand All Sections

Show Scrubbing Details

I accept the proposed details as the below figures.

I want to revise the details with the new proposed value below.

Budget summary

Supporting documents

Action Trail

4

Click on each box to view the details under each section or click **Next** button at the bottom of the page

5

To endorse, navigate to the **Undertaking** section

How to use IGMS system (Proposal Award)

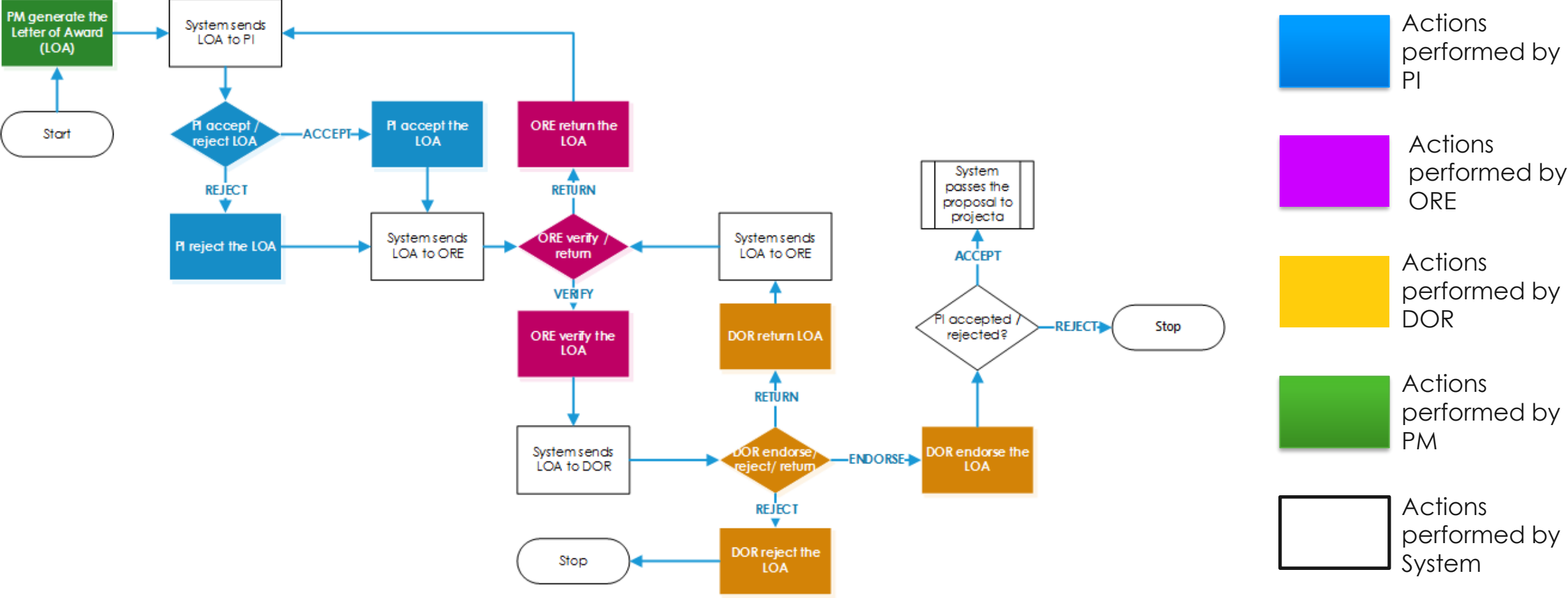
- Understanding Proposal Award flow
- ORE: Verifying a Letter of Award
- ORE: Returning a Letter of Award
- DOR: Endorsing a Letter of Award
- DOR: Returning a Letter of Award
- DOR: Rejecting a Letter of Award

AI ORE follows the same flow as ORE

AIDean follows the same flow as DOR

Understanding Proposal Award flow

Proposal Award Workflow



ORE: Verifying a Letter of Award

ORE: Verifying a Letter of Award - 1

The screenshot shows the ORE system interface. The top navigation bar includes 'Dashboard', 'Grants', and 'Proposals'. The 'Proposals' menu is open, showing options: 'View Current Proposal Submissions', 'View Draft Proposals', 'View Awarded Proposals', and 'View Non-Awarded/Rejected proposals'. A red callout '2' points to the 'Proposals' menu, and another red callout '1' points to the 'View Current Proposal Submissions' option. Below the menu is a table of proposals. A red callout '1' points to the 'Reference ID' column in the table. The table has columns: Date, Subject, Reference ID, Lead PI, and a status column. The last row is highlighted with a red box and a red callout '1' pointing to it.

Date	Subject	Reference ID	Lead PI	
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000095-XX1	P1	
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000095-XX2	P1	
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000128-XX1	P1	No
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000128-XX2	P1	
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000137-XX1	P1	
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000137-XX2	P1	
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000140-XX2	Lavender	
18-May-2017	Scrubbing's Pending ORE Verification	111-0001	NHTest01	
24-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	PRG40-0001	P1	No
Jun-2017	Letter of Award is Pending For Your Verification. To verify click on the Reference ID.	8May1stCall-0008	P1	No

Displays the proposals which are in scrubbing stage that require verification by ORE. Click on the hyperlink on the **Reference ID** column to view the proposal



Click **Proposals** > **View Current Proposal Submission**

ORE: Verifying a Letter of Award - 2

3



Letter of award and letter of acceptance

Expand All Sections

▼ Show Proposal Details

Letter of award



Budget summary



Project start date



Letter of acceptance



Action Trail



3

Click on the boxes to navigate to the different pages or use **Next** button at the bottom of the page. Download the letter of acceptance uploaded by the Lead PI under Letter of acceptance get it signed by DOR and upload the scanned copy under Letter of acceptance

4

To Verify the award, navigate to the Undertaking page

Next >

ORE: Verifying a Letter of Award - 3

The screenshot shows a workflow for verifying a Letter of Award. At the top, a progress bar includes steps: Letter of Award and Letter of Acceptance (checked), Budget Phasing (checked), Research Milestone Phasing (checked), Technical Milestone Phasing (checked), Declaration of Ethics Approval (checked), and Undertaking (active). The main content area is titled 'Undertaking' and contains a list of instructions for acknowledging the grant. Below the instructions is a form with the following fields:

- Name of ORE:** ORE 1
- Date of acknowledgement:** 12/06/2017
- Acknowledgement:** Yes No
- Name of DOR:** DOR1
- Comments:** Verified

At the bottom right, there are buttons for 'Verify', 'Return', and 'Actions'. A 'Back' button is located at the bottom left.

5 Click **Yes** for acknowledgment

6 Select the DOR for endorsement. User can only select a DOR who does not belong to the research team members of the proposal/project.

7 Key in comments

8 Click **Actions**

9 Click **Verify** to verify

ORE: Returning a Letter of Award

ORE: Returning a Letter of Award - 1

The screenshot shows the ORE system interface. At the top, there is a navigation bar with 'Dashboard', 'Grants', and 'Proposals'. The 'Proposals' menu is open, showing options: 'View Current Proposal Submissions', 'View Draft Proposals', 'View Awarded Proposals', and 'View Non-Awarded/Rejected proposals'. A red callout box with the number '2' points to the 'Proposals' menu. Below the menu is a table of proposals. A red callout box with the number '1' points to the 'Reference ID' column of the table. The table has columns: Date, Subject, Reference ID, Lead PI, and a status column. The last row is highlighted with a red box and a red callout box with the number '1' pointing to it. The text in the callout box says 'Letter of Award is Pending For Your Verification. To verify click on the Reference ID.' A green oval with the text 'OR' is positioned between the two callout boxes. A second red callout box with the number '2' points to the 'View Current Proposal Submission' option in the menu.

Date	Subject	Reference ID	Lead PI	
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000095-XX1	P1	
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000095-XX2	P1	
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000128-XX1	P1	No
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000128-XX2	P1	
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000137-XX1	P1	
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000137-XX2	P1	
16-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000140-XX2	Lavender	
18-May-2017	Scrubbing's Pending ORE Verification	111-0001	NHTest01	
24-May-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	PRG40-0001	P1	No
Jun-2017	Letter of Award is Pending For Your Verification. To verify click on the Reference ID.	8May1stCall-0008	P1	No

Displays the proposals which are in scrubbing stage that require verification by ORE. Click on the hyperlink on the **Reference ID** column to view the proposal

Click **Proposals** > **View Current Proposal Submission**



ORE: Returning a Letter of Award - 2

3

Letter of Award and Letter of Acceptance ✓

Budget Phasing ✓

Research Milestone Phasing ✓

Technical Milestone Phasing ✓

Declaration of Ethics Approval ✓

4

Undertaking ✓

Letter of award and letter of acceptance Expand All Sections

▼ Show Proposal Details

Letter of award ✓

Budget summary ✓

Project start date ✓

3

4

Click on the boxes to navigate to the different pages or use **Next** button at the bottom of the page

To Verify the award, navigate to the Undertaking page

Next >

ORE: Returning a Letter of Award - 3

The screenshot displays the 'Undertaking' step in a multi-stage process. At the top, a progress bar shows six steps: 'Letter of Award and Letter of Acceptance', 'Budget Phasing', 'Research Milestone Phasing', 'Technical Milestone Phasing', 'Declaration of Ethics Approval', and 'Undertaking'. The 'Undertaking' step is highlighted in blue and has a red arrow with the number '5' pointing to it, with a callout box stating 'Click **Yes** for acknowledgment'. Below the progress bar, the 'Undertaking' section is expanded, showing 'Show Proposal Details' and two sub-sections: 'Undertaking by Lead PI' and 'Undertaking by ORE'. A red arrow with the number '6' points to the 'Undertaking by ORE' section, with a callout box stating 'Key in comments'. Below this, a list of requirements is provided. A red arrow with the number '7' points to the 'Actions' button at the bottom right, with a callout box stating 'Click **Actions**'. Another red arrow with the number '8' points to the 'Return' button in the 'Actions' dropdown menu, with a callout box stating 'Click **Return** to return'. A third red arrow with the number '8' points to the 'Verify' button in the 'Actions' dropdown menu. A fourth red arrow with the number '5' points to the 'Acknowledgement' radio buttons, with a callout box stating 'Click **Yes** for acknowledgment'. A fifth red arrow with the number '6' points to the 'Comments' text area, with a callout box stating 'Key in comments'. A 'Back' button is visible at the bottom left.

5 Click **Yes** for acknowledgment

6 Key in comments

7 Click **Actions**

8 Click **Return** to return

5 Acknowledgement

6 Comments

8 Verify

8 Return

7 Actions

DOR: Endorsing a Letter of Award

DOR: Endorsing a Letter of Award - 1

Dashboard Grants **Proposals** 2

- View Current Proposal Submissions
- View Draft Proposals
- View Awarded Proposals
- View Non-Awarded/Rejected proposals

Proposals

1 - 2 of 2 matching results for

Date	Subject	Reference ID	Lead PI	Read/Unread
02-Jun-2017	Letter of Award is pending For your endorsement. To endorse click on the Reference ID.	88ASTC2-0001	P1	Yes
12-Jun-2017	Letter of Award is pending For your endorsement. To endorse click on the Reference ID.	8May1stCall-0008	P1	No

1

1

Display the proposals which pending letter of acceptance that require endorsement by DOR. Click on the hyperlink on the **Reference ID** column to view the proposal

2

OR

Click **Proposals**> **View Current Proposal Submission**

DOR: Endorsing a Letter of Award - 2

The screenshot displays a progress bar at the top with six steps: 'Letter of Award and Letter of Acceptance', 'Budget Phasing', 'Research Milestone Phasing', 'Technical Milestone Phasing', 'Declaration of Ethics Approval', and 'Undertaking'. Each step has a green checkmark. A red arrow labeled '3' points to the first step, and another red arrow labeled '4' points to the 'Undertaking' step. Below the progress bar is a section titled 'Letter of award and letter of acceptance' with an 'Expand All Sections' link. Underneath, there is a 'Show Proposal Details' dropdown and a list of sections: 'Letter of award', 'Budget summary', 'Project start date', and 'Activities'. A red arrow labeled '3' points to the 'Activities' section, and another red arrow labeled '4' points to the 'Project start date' section. A text box explains that clicking on these boxes navigates to different pages or that a 'Next' button at the bottom of the page can be used. The 'Next >' button is visible at the bottom right of the page.

3

Letter of Award and Letter of Acceptance ✓

Budget Phasing ✓

Research Milestone Phasing ✓

Technical Milestone Phasing ✓

Declaration of Ethics Approval ✓

Undertaking ✓

4

Letter of award and letter of acceptance Expand All Sections

▼ Show Proposal Details

Letter of award ✓

Budget summary ✓

Project start date ✓

Activities ✓

3

4

Click on the boxes to navigate to the different pages or use **Next** button at the bottom of the page

To Endorse the award, navigate to the Undertaking page

Next >

DOR: Endorsing a Letter of Award - 3

The screenshot shows a web interface for endorsing a Letter of Award. At the top, a progress bar contains six steps: 'Letter of Award and Letter of Acceptance', 'Budget Phasing', 'Research Milestone Phasing', 'Technical Milestone Phasing', 'Declaration of Ethics Approval', and 'Letter of Award'. The first five steps have green checkmarks, while the sixth step is highlighted with a red arrow labeled '5' pointing to it. Below the progress bar, the 'Undertaking' section is expanded, showing 'Show Proposal Details' with a red arrow labeled '6' pointing to it. Underneath, there are three blue bars: 'Undertaking by Lead PI', 'Undertaking by ORE', and 'Endorsement by DOR'. The 'Endorsement by DOR' bar is highlighted with a red arrow labeled '7' pointing to it. Below this bar, there is a list of conditions for endorsing a grant award. A red arrow labeled '8' points to the 'Endorse' button in the 'Actions' dropdown menu at the bottom right. On the left side, there are two input fields: 'Name of DOR' (with 'DOR1' entered) and 'Date of acknowledgement' (with '12/06/2017' entered). Below these is the 'Acknowledgement' section with radio buttons for 'Yes' (selected) and 'No'. A red arrow labeled '5' points to the 'Yes' radio button. Below that is the 'Comments' section with the text 'Endorsed' entered. A red arrow labeled '6' points to the 'Comments' text area. At the bottom left, there is a blue 'Back' button. At the bottom right, there is an 'Actions' dropdown menu with options 'Endorse', 'Return', and 'Reject'. A red arrow labeled '7' points to the 'Actions' dropdown, and another red arrow labeled '8' points to the 'Endorse' option.

Letter of Award and Letter of Acceptance ✓ Budget Phasing ✓ Research Milestone Phasing ✓ Technical Milestone Phasing ✓ Declaration of Ethics Approval ✓ Letter of Award

5 Click **Yes** for acknowledgment

Undertaking Expand All Sections

6 Show Proposal Details

Undertaking by Lead PI

Undertaking by ORE

7 Endorsement by DOR

Click **Actions**

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

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

8 Click **Endorse** to endorse

5 Name of DOR DOR1 Date of acknowledgement 12/06/2017

5 Acknowledgement Yes No

6 Comments Endorsed

8 Endorse Return Reject

7 Actions

Back

DOR: Returning a Letter of Award

DOR: Returning a Letter of Award - 1

Dashboard Grants **Proposals** 2

View Current Proposal Submissions
View Draft Proposals
View Awarded Proposals
View Non-Awarded/Rejected proposals

Proposals
1 - 2 of 2 matching results for

Date	Subject	Reference ID	Lead PI	Read/Unread
02-Jun-2017	Letter of Award is pending For your endorsement. To endorse click on the Reference ID.	88ASTC2-0001	P1	Yes
12-Jun-2017	Letter of Award is pending For your endorsement. To endorse click on the Reference ID.	8May1stCall-0008	P1	No

1

1

Display the proposals which pending letter of acceptance that require endorsement by DOR. Click on the hyperlink on the **Reference ID** column to view the proposal

2

OR

Click **Proposals > View Current Proposal Submission**

DOR: Returning a Letter of Award - 2

The screenshot shows a progress bar at the top with six steps: 'Letter of Award and Letter of Acceptance', 'Budget Phasing', 'Research Milestone Phasing', 'Technical Milestone Phasing', 'Declaration of Ethics Approval', and 'Undertaking'. Each step has a green checkmark. A red box highlights the first five steps, and a red arrow labeled '3' points to the first step. A red arrow labeled '4' points to the 'Undertaking' step. Below the progress bar is a section titled 'Letter of award and letter of acceptance' with an 'Expand All Sections' link. Underneath is a 'Show Proposal Details' section with a list of items: 'Letter of award', 'Budget summary', 'Project start date', and 'Action'. A red arrow labeled '3' points to the 'Action' item. A red arrow labeled '4' points to the 'Letter of award' item. A text box explains: 'Click on the boxes to navigate to the different pages or use **Next** button at the bottom of the page'. Another text box explains: 'To Endorse the award, navigate to the Undertaking page'. A 'Next >' button is visible at the bottom right.

DOR: Returning a Letter of Award - 3

The screenshot shows a web application interface for returning a Letter of Award. At the top, a progress bar contains six steps: 'Letter of Award and Letter of Acceptance', 'Budget Phasing', 'Research Milestone Phasing', 'Technical Milestone Phasing', 'Declaration of Ethics Approval', and 'Return Letter of Award'. The first five steps are marked with green checkmarks, while the sixth is highlighted in blue. A red arrow labeled '5' points to the 'Return Letter of Award' step with the instruction 'Click **Yes** for acknowledgment'. Below the progress bar, the 'Undertaking' section is expanded to show 'Show Proposal Details'. A red arrow labeled '6' points to the 'Undertaking by Lead PI' section with the instruction 'Key in comments'. Below this, the 'Undertaking by ORE' and 'Endorsement by DOR' sections are visible. A red arrow labeled '7' points to the 'Endorsement by DOR' section with the instruction 'Click **Actions**'. The 'Endorsement by DOR' section contains a list of conditions for acknowledging the grant. A red arrow labeled '8' points to the 'Endorsement by DOR' section with the instruction 'Click **Return** to return'. Below the conditions, there are input fields for 'Name of DOR' (DOR1) and 'Date of acknowledgement' (12/06/2017). A red arrow labeled '5' points to the 'Acknowledgement' section with the instruction 'Click **Yes** for acknowledgment'. The 'Acknowledgement' section has radio buttons for 'Yes' (selected) and 'No'. A red arrow labeled '6' points to the 'Comments' field with the instruction 'Key in comments'. The 'Comments' field contains the text 'Endorsed'. A red arrow labeled '8' points to the 'Endorsement by DOR' section with the instruction 'Click **Return** to return'. A red arrow labeled '7' points to the 'Actions' dropdown menu with the instruction 'Click **Actions**'. The 'Actions' dropdown menu is open, showing options: 'Endorse', 'Return', and 'Reject'. A red arrow labeled '8' points to the 'Return' option with the instruction 'Click **Return** to return'. At the bottom left, there is a '< Back' button. At the bottom right, there is an 'Actions' button with a dropdown arrow.

Letter of Award and Letter of Acceptance ✓ Budget Phasing ✓ Research Milestone Phasing ✓ Technical Milestone Phasing ✓ Declaration of Ethics Approval ✓ Return Letter of Award

5 Click **Yes** for acknowledgment

Undertaking Expand All Sections

6 Key in comments

7 Click **Actions**

8 Click **Return** to return

5 Acknowledgement

6 Comments

8

7

8

Endorse
Return
Reject

Actions ▾

< Back

DOR: Rejecting a Letter of Award

DOR: Rejecting a Letter of Award - 1

Dashboard Grants **Proposals** 2

View Current Proposal Submissions
View Draft Proposals
View Awarded Proposals
View Non-Awarded/Rejected proposals

Proposals
1 - 2 of 2 matching results for

Date	Subject	Reference ID	Lead PI	Read/Unread
02-Jun-2017	Letter of Award is pending For your endorsement. To endorse click on the Reference ID.	88ASTC2-0001	P1	Yes
12-Jun-2017	Letter of Award is pending For your endorsement. To endorse click on the Reference ID.	8May1stCall-0008	P1	No

1

1

Display the proposals which pending letter of acceptance that require endorsement by DOR. Click on the hyperlink on the **Reference ID** column to view the proposal

2

Click **Proposals**> **View Current Proposal Submission**

OR

DOR: Rejecting a Letter of Award - 2

3

Letter of Award and Letter of Acceptance ✓ Budget Phasing ✓ Research Milestone Phasing ✓ Technical Milestone Phasing ✓ Declaration of Ethics Approval ✓ Undertaking ✓

4

Letter of award and letter of acceptance Expand All Sections

▼ Show Proposal Details

Letter of award ✓

Budget summary ✓

Project start date ✓

3

4

Click on the boxes to navigate to the different pages or use **Next** button at the bottom of the page

To Endorse the award, navigate to the Undertaking page

Next >

DOR: Rejecting a Letter of Award - 3

The screenshot shows a web application interface for managing a Letter of Award. At the top, a progress bar contains six steps: 'Letter of Award and Letter of Acceptance', 'Budget Phasing', 'Research Milestone Phasing', 'Technical Milestone Phasing', 'Declaration of Ethics Approval', and 'Letter of Award'. The first five steps are marked with green checkmarks, while the sixth step is highlighted in blue. A red arrow labeled '5' points to the 'Letter of Award' step with the instruction 'Click **Yes** for acknowledgment'. Below the progress bar, the 'Undertaking' section is expanded, showing 'Show Proposal Details', 'Undertaking by Lead PI', 'Undertaking by ORE', and 'Endorsement by DOR'. A red arrow labeled '6' points to the 'Show Proposal Details' section with the instruction 'Key in comments'. The 'Endorsement by DOR' section contains a list of conditions for the grant award. A red arrow labeled '7' points to the 'Actions' button at the bottom right of this section with the instruction 'Click **Actions**'. A red arrow labeled '8' points to the 'Reject' option in the dropdown menu with the instruction 'Click **Reject** to reject'. At the bottom left, a red arrow labeled '5' points to the 'Acknowledgement' section, which includes a 'Name of DOR' field (DOR1), a 'Date of acknowledgement' field (12/06/2017), and radio buttons for 'Yes' (selected) and 'No'. A red arrow labeled '6' points to the 'Comments' field, which contains the text 'Endorsed'. A 'Back' button is located at the bottom left. A 'Windows' watermark is visible in the background.

Letter of Award and Letter of Acceptance ✓ Budget Phasing ✓ Research Milestone Phasing ✓ Technical Milestone Phasing ✓ Declaration of Ethics Approval ✓ Letter of Award

5 Click **Yes** for acknowledgment

Undertaking Expand All Sections

6 Key in comments

7 Click **Actions**

8 Click **Reject** to reject

5 Acknowledgement

6 Comments

5

8

7

Back

Endorse
Return
Reject

Actions

How to use IGMS system (Respond to nomination invitation for Grant call Restricted by Host Institution)

- View nomination request
- Nominate PIs
- Endorse & Return Nomination

ORE: Access Pending Nomination Request– 2 Options

2

Dashboard Grants Proposals Review Advanced Search

Open Grant Calls
Upcoming Grant Calls
Nominations

1

Displays the nomination invitations send by PM to ORE. Click on the hyperlink on the **Reference ID** column to view the nomination invitation request

1

	Subject	Reference ID	Lead
07-Apr-2017	Nomination request is pending your action. To nominate PI for the Grant Call click on the Reference ID.	MOENOM-000023	
07-Apr-2017	Nomination request is pending your action. To nominate PI for the Grant Call click on the Reference ID.	MOENOM-000027	No
07-Apr-2017	Nomination request is pending your action. To nominate PI for the Grant Call click on the Reference ID.	MOENOM-000030	
07-Apr-2017	Nomination request is pending your action. To nominate PI for the Grant Call click on the Reference ID.	MOENOM-000035	

2

Click **Grants> Nominations**

OR

Note

ORE of selected host institution will receive email notifying them regarding the nomination

ORE: Nominate PIs



1

Displays the nomination quota set by the PM

Nominate principal investigator (PI) Expand All Sections

Hide Nomination Details

Grant call ID	TFS_KIA	Opening date	29-Jun-2017
Nomination ID	NRFNOM-00000124	Closing date	
Status	Invitation sent to ORE	Last updated date	
Grant call title	Real Estate Building Funding		

Nominate principal investigator (PI) ^

2

1

* Nomination quota

* Do you want to allow all principal investigators in your institution to apply for this grant call? Yes No

2

Choose Yes or No.
Yes: All the PIs will be able to submit proposal for the grant call
No: Only the PIs chosen by the ORE can view and submit proposal

Note

System does not check for nomination quota if "Yes" is selected. PM will reject proposals if it exceeds the nomination quota

ORE: Selection of PIs – when ORE selects No

1

2

3

4

5

Endorse Nomination

Search Principal Investigator (PI)

Name: P1 E-mail: p1@gmail.com

Identification Number: [] Search Q

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 match found

Name of principal investigator	E-mail
P1	p1@gmail.com

Cancel X Select ✓

- 1 ORE selects "No"
- 2 Click **Add** button
- 3 Search for the PIs using Name, identification number or Email ID.
Enter the search criteria and click on **Search**
- 4 Select the PI from the search results
- 5 Click **Select**

ORE: Submit Nomination Request

The screenshot shows the ORE nomination system interface. At the top, there are two buttons: "Nominate Principal Investigator" (with a green checkmark) and "Undertaking" (with a grey checkmark). A red arrow labeled "1" points to the "Undertaking" button, which is also enclosed in a red box. Below this is a blue header bar with "Undertaking" on the left and "Expand All Sections" on the right. A red arrow labeled "1" points to the "Expand All Sections" text. Under the header, there is a "Show Nomination Details" section with a dropdown arrow. Below this is a form titled "Undertaking by ORE" with fields for "Name of ORE" (containing "ORE18"), "Date of acknowledgement" (containing "29/06/2017"), "Acknowledgement" (radio buttons for "Yes" and "No", with "Yes" selected), and "Comments" (a text area). A red arrow labeled "2" points to the "Submit" button at the bottom right of the form, which is also enclosed in a red box. At the bottom left, there is a "Back" button. A red arrow labeled "2" points to the "Submit" button.

Navigate to the Undertaking page

Click **Submit**

DOR: Access Pending Nomination Request– 2 Options

The screenshot shows the DOR system interface. At the top, there is a navigation bar with 'Dashboard', 'Grants', 'Proposals', and 'Advanced Search'. A red callout '2' points to the 'Nominations' sub-menu under 'Grants'. Below this is a 'Proposals' section with a table of nomination requests. A red callout '1' points to the 'Reference ID' column header. A red callout '2' points to a row in the table with the following data:

Date	Subject	Reference ID	Lead PI	Read/Unread
12-May-2017	Letter of Award is pending For your endorsement. To endorse click on Reference ID.			No
05-Jun-2017	Letter of Award is pending For your endorsement. To endorse click on the Reference ID.	TP1-0041	P48	Yes
05-Jun-2017	Letter of Award is pending For your endorsement. To endorse click on the Reference ID.	@-0007	Name of F9990716U	Yes
29-Jun-2017	Nomination request is pending your endorsement. To endorse the nomination for the Grant Call click on the Reference ID.	NRFNOM-00000126		Yes

Displays the nomination endorsements send by ORE to DOR. Click on the hyperlink on the **Reference ID** column to view the nomination endorsement request

OR

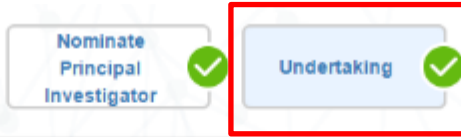
Click **Grants> Nominations**

Note

PM will decide whether DOR endorsement is required or not.

DOR: Endorse & Return Nomination

1



1

Navigate to the Undertaking page

2

To Verify or Return nomination, click **Actions**

3

To endorse a nomination click **Endorse**

4

To return a nomination click **Return**

2

Actions

3

Endorse

4

Return

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 upon 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.