



Progress Report Endorsement

for Director of Research (DOR)

Overview of IGMS System

The IGMS system is designated for researchers, host institution administrator officers 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	AF	Agency Finance
4	HI	Host Institution
5	LOA	Letter of Award
6	ORE	Officer of Research
7	DOR	Director of Research
8	AI ORE	Academic Institution Office of Research
9	AI DOR	Academic Institution Director of Research
10	HI Finance	Host Institution Finance
11	HI HR	Host Institution Human Resources
12	RGO	Research Grant Office
13	KPI	Key Performance Indicator

Learning Objectives

In this session, you will learn :

- **Overview and Navigation of IGMS**

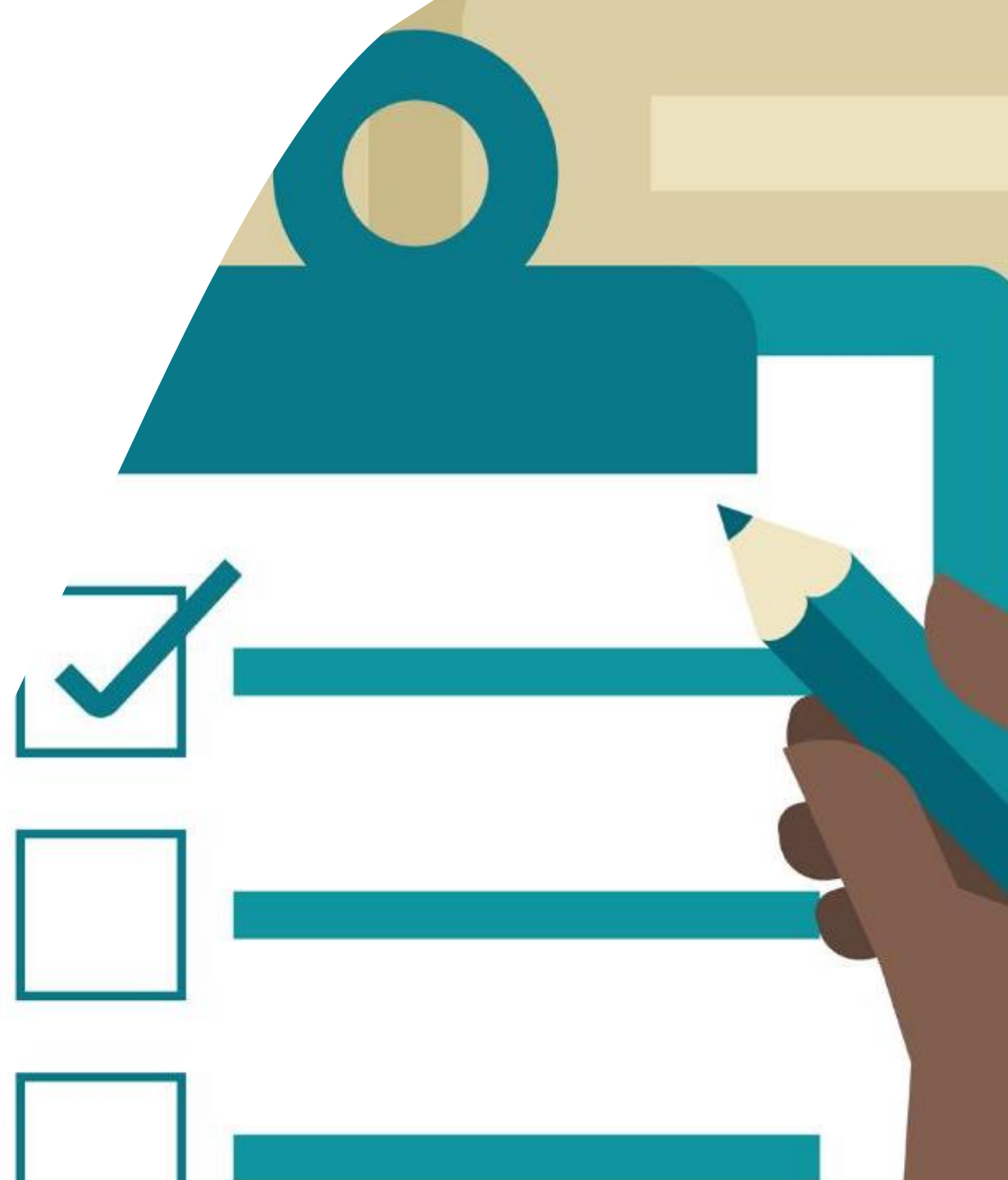
In this module you will learn how navigate IGMS as ORE

- **Progress Report Pages**

In this module you will learn each progress report page and its purpose.

- **Endorsement Progress Report**

In this module you will learn how Endorse Progress Report



Overview and Navigation of IGMS

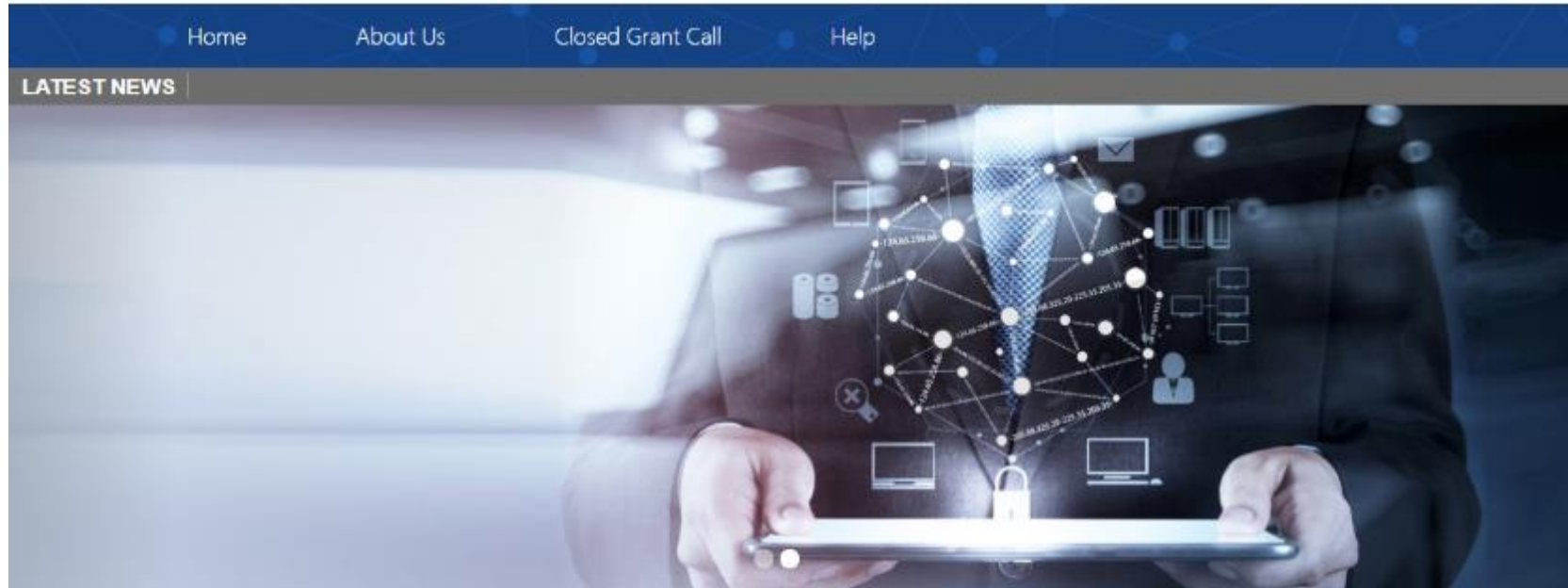
1. **Overview and Navigation of IGMS**
2. Progress Report Pages
3. Progress Report Endorsement
4. Download Progress Report

Integrated Grant Management System (IGMS)

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

Login in IGMS

Logging in IGMS



1 Click on **Login**

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

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

Logging in IGMS

2



Host Institution Users

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

2

Users performing transactions on behalf of their company should login using the “Host Institution Users” option.

Links and Menus in IGMS

Links and Menus in IGMS



1 Dashboard: Displays the items pending user's actions

2 Grants: Displays the open and upcoming grant calls in IGMS

3 Proposals: Displays the proposals submitted under the user's institution

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

5 Deviations: Displays all submitted deviation requests

6 Advance Search: Displays the search for Grant Calls, and Awarded Projects

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

Links and Menus in IGMS



The screenshot shows the IGMS dashboard with a navigation bar at the top containing 'Dashboard', 'Grants', 'Proposals', 'Projects', 'Deviations', and 'Advanced Search'. The user is logged in as 'NCS PST DOR 2 (DOR)'. Below the navigation bar, there are two main sections: 'Proposals' and 'Projects'. The 'Proposals' section shows '0 - 0 of 0 matching results found' and a table with columns 'Date', 'Subject', 'Reference ID', 'Lead PI', and 'Read'. The 'Projects' section shows '1 - 2 of 2 matching results found' and a table with the same columns. The 'Projects' table contains two rows of data.



Date	Subject	Reference ID	Lead PI	Read
07-Nov-2017	Progress Report is pending your endorsement. To endorse the proposal, click on the Reference ID.	NRFPR-000000480	NCS PST PI 10	Yes
01-Jun-2020	The deviation is pending your endorsement. To endorse the deviation, click on the Reference ID.	NRFDV-000000579	NCS PST PI 2	No

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

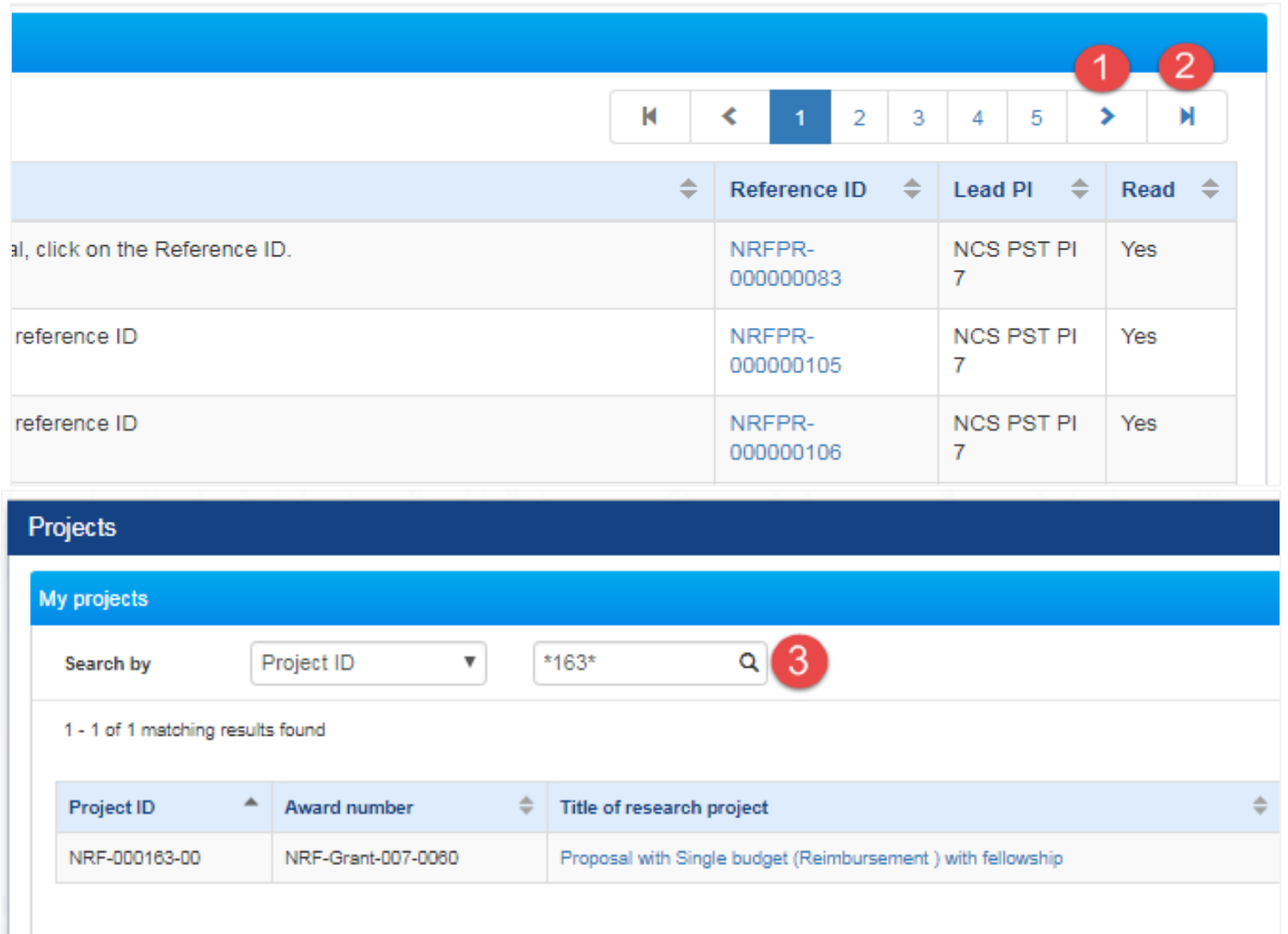
2 Projects: Displays the awarded projects (post-award) action items.

Overview and Navigation of IGMS

1 Use the  arrow button to view next page for multiple pages view. And  arrow button to view previous page.

2 Use  arrow button to switch to the last page. And  arrow button to view the first page.

3 Use search box to search a record. A syntax ** (star) can be use to search record like / similar (not exact match)



The screenshot displays the IGMS interface. At the top, a blue navigation bar contains a series of buttons: a home icon, a left arrow, a page indicator '1' (highlighted with a red circle '1'), and pages '2', '3', '4', '5'. A right arrow and a right-pointing double arrow are also present, with a red circle '2' next to the right arrow. Below this is a table with columns: Reference ID, Lead PI, and Read. The table contains three rows of data. Below the table is a 'Projects' section with a search bar. The search bar has a dropdown menu set to 'Project ID' and a search input field containing '*163*' (with a red circle '3' next to the search icon). Below the search bar, it says '1 - 1 of 1 matching results found'. A table below shows the search results with columns: Project ID, Award number, and Title of research project.

Reference ID	Lead PI	Read
NRFPR-00000083	NCS PST PI 7	Yes
NRFPR-00000105	NCS PST PI 7	Yes
NRFPR-00000106	NCS PST PI 7	Yes

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

Progress Report Pages

1. Overview and Navigation of IGMS
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Progress Report Pages

Progress Report Pages

1 Summary of Progress

2 Research Milestone

3 Technical Milestone

4 Key Performance Indicator

5 Record of Equipment

6 Future Plans

7 Other Attachments

8 Undertaking page

Progress Report has 8 page sections that need to be check & endorsed.

The screenshot shows a navigation bar with eight tabs: Summary of Progress, Research Milestone, Technical Milestone, Key Performance Indicators, Record of Equipment, Future Plans, Other Attachments, and an 'Other Attachments' dropdown. All tabs except the last one have a green checkmark. Below the navigation bar is the 'Summary of Progress' section, which includes a 'Hide Progress Report Details' link and a descriptive paragraph. A table follows with the following data:

Title of research project	CR44 Project 4	Due date	31-May-2020
Progress report ID	NRFPR-000005163	Reporting period	01-Apr-2019 - 31-Mar-2020
Project ID	NRF-000913-00	Submitted date	04-Feb-2020
Report status	PM Approved		
Last update date	04-Feb-2020		

Below the table is a 'Download Progress Report' button. A list of sections is shown with expandable arrows: Achievements, Pathway to achieving impact, Capabilities, Media exposure, Supporting documents, Action Trail, and another Download Progress Report button. A yellow arrow labeled 'Notes' points to the 'Capabilities' section.

Notes

DOR is unable to edit or make revisions Progress Reports.

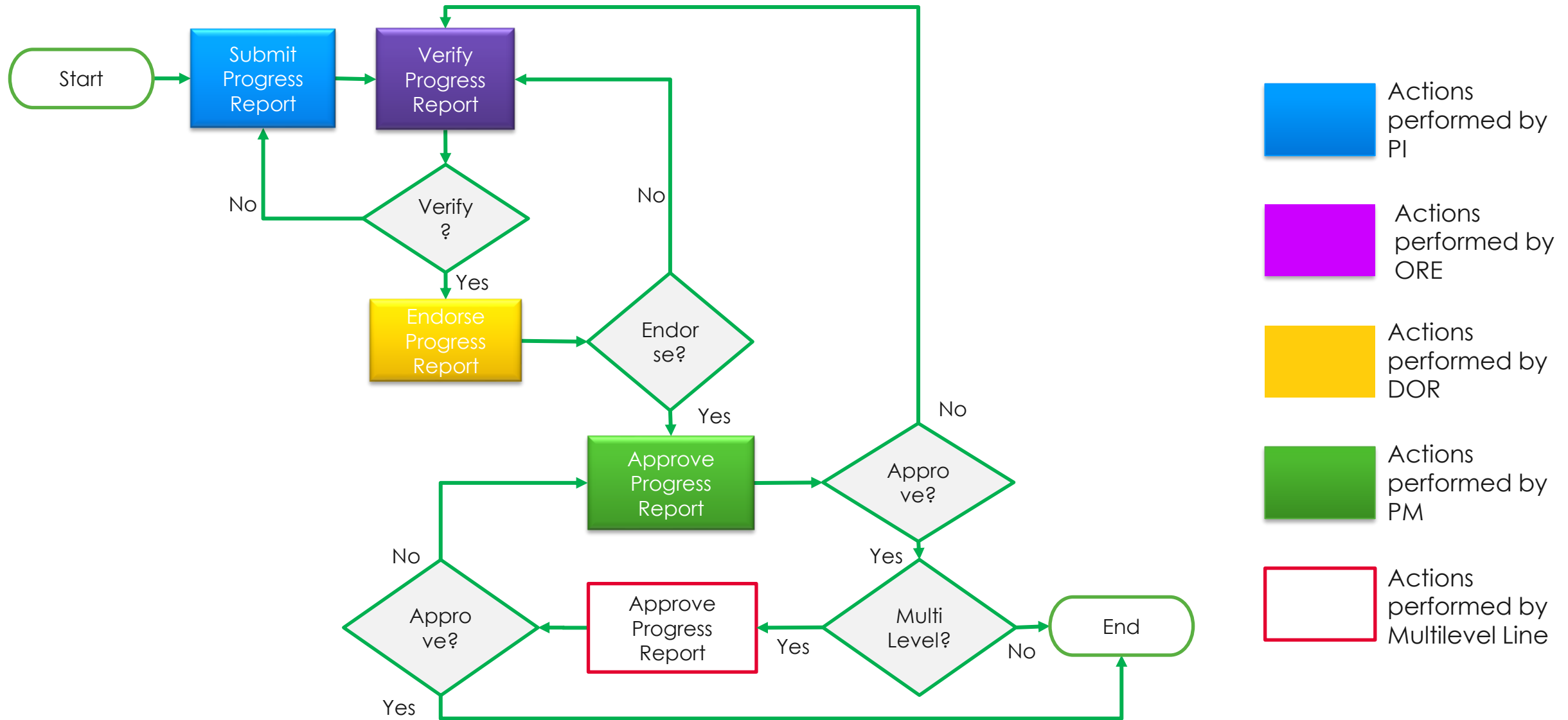
DOR can only **endorse** the Progress Reports, or **return** them to ORE to request amendments, and make this selection at the Undertaking Page

Progress Report Endorsement

1. Overview and Navigation of IGMS
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Progress Report Workflow

Progress Report Workflow

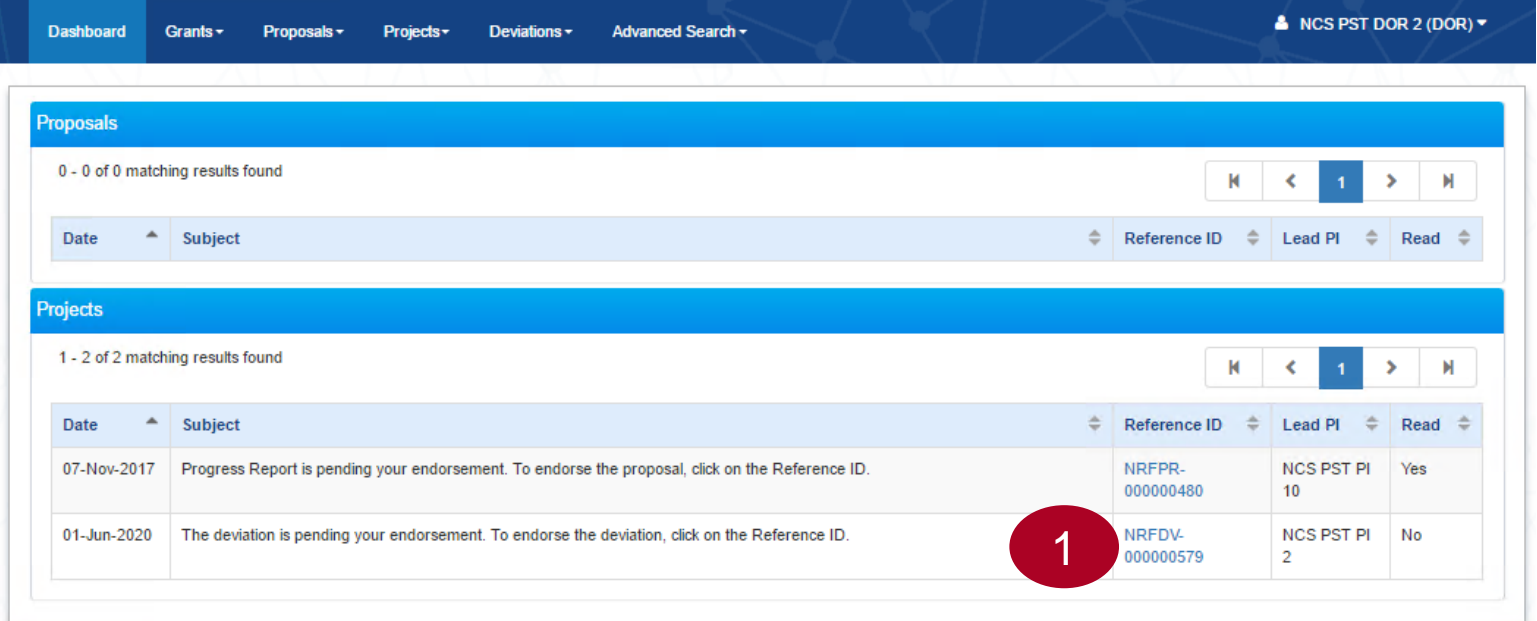


Progress Report Endorsement

Progress Report Endorsement

1

- Login as DOR and actions required for Progress Reports will display in the DOR's dashboard (Projects tab)
- Click on hyperlink of reference ID to view and endorse each progress report. DOR endorses a Progress Report after ORE's verification. ORE will verify and route to DOR for endorsement.



The screenshot shows the NCS PST DOR 2 (DOR) dashboard. The top navigation bar includes Dashboard, Grants, Proposals, Projects, Deviations, and Advanced Search. The user is logged in as NCS PST DOR 2 (DOR). The main content area is divided into two sections: Proposals and Projects. The Proposals section shows 0 - 0 of 0 matching results found. The Projects section shows 1 - 2 of 2 matching results found. The Projects table has columns for Date, Subject, Reference ID, Lead PI, and Read. The first row shows a progress report pending endorsement with Reference ID NRFPR-000000480 and Lead PI NCS PST PI 10. The second row shows a deviation pending endorsement with Reference ID NRFDV-000000579 and Lead PI NCS PST PI 2. A red circle with the number 1 highlights the Reference ID of the second row.

Date	Subject	Reference ID	Lead PI	Read
07-Nov-2017	Progress Report is pending your endorsement. To endorse the proposal, click on the Reference ID.	NRFPR-000000480	NCS PST PI 10	Yes
01-Jun-2020	The deviation is pending your endorsement. To endorse the deviation, click on the Reference ID.	NRFDV-000000579	NCS PST PI 2	No

Notes :

Should a DOR resign, the DOR should ensure that all outstanding items pending DOR action is returned to the ORE prior to leaving the organisation, to avoid the workflow getting disrupted. The ORE can subsequently re-assign the item to another DOR.

Progress Report Endorsement

1 Check action trail on summary pages. This action trail is use to track all comments from previous parties. Open action trail tab :

2 Sort on date to view the latest comment (one click for ascending, another click for descending)

3 Check comments.

Summary of Progress Expand All Sections

[Hide Progress Report Details](#)

This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.

Title of research project	Proposal with Single budget (Reimbursement)		
Progress report ID	IGMS-000001	Due date	31-May-2018
Project ID	NRF-000133-00	Reporting period	01-Apr-2017 - 31-Mar-2018
Report status	Supported	Submitted date	15-Dec-2017
Last update date	15-Dec-2017		

- Achievements
- Pathway to achieving impact
- Capabilities
- Media exposure
- Supporting documents
- Action Trail** 1

1 - 4 of 4 matching results found ⏪ < 1 > ⏩

Date	Submitted by	Comments
15-Dec-2017	NCS PST PM 1	dsgda
15-Dec-2017	NCS PST DOR 1	sdfgsd
15-Dec-2017	NCS PST ORE 1	
15-Dec-2017	NCS PST PI 4	safsdg

[Next >](#)

Progress Report Endorsement

1 To endorse progress report, click next or use the navigation pane to Undertaking page. Open section undertaking by DOR.

2 Check acknowledgement

3 Click actions, and select :

- **Endorse**, after endorsement progress report will route to PM
- **Return**, to return Progress report to ORE for verification.

The screenshot shows a web interface for 'Undertaking' with the following elements:

- 1**: 'Endorsement by DOR' section header.
- 2**: 'Acknowledgement' section with radio buttons for 'Yes' (selected) and 'No'.
- 3**: 'Actions' dropdown menu containing 'Endorse' and 'Return'.
- 4**: 'Endorse' button.
- 5**: 'Return' button.

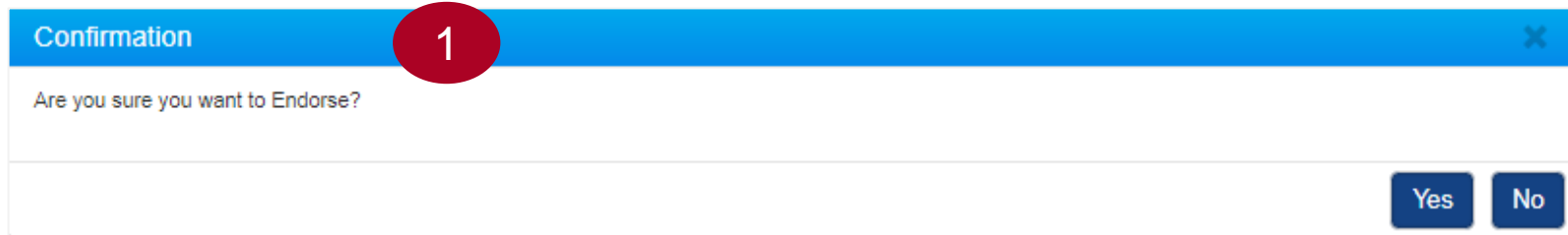
Other visible text includes: 'Undertaking by lead PI', 'Undertaking by ORE', 'Name of DOR: NRF PO TRN DOR 62', 'Date of acknowledgement: 15/11/2019', 'Comments here', and 'Action Trail'.

Notes :

Use comments box as an instructions for the sub-sequent users to approve (PM) or amend the progress report (ORE to Lead PI).

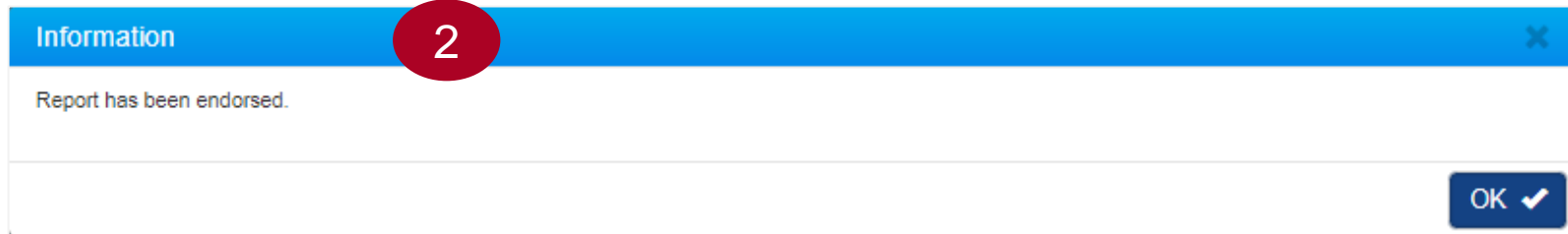
Progress Report Endorsement

1 If you select endorse, a confirmation message will appear. Click YES, to continue.



A confirmation dialog box with a blue header bar containing the word "Confirmation" and a close button (X). The main content area contains the text "Are you sure you want to Endorse?". At the bottom right, there are two buttons: "Yes" and "No". A red circle with the number "1" is overlaid on the header bar.

2 Information message shown after successful endorsement.



An information dialog box with a blue header bar containing the word "Information" and a close button (X). The main content area contains the text "Report has been endorsed.". At the bottom right, there is a single button labeled "OK" with a checkmark icon. A red circle with the number "2" is overlaid on the header bar.

Final Progress Report Endorsement and Debarment

Final Progress Report Submission and Debarment

1 The Lead PI should submit the Final Progress Report before the submission due date. The ORE should verify and the DOR should endorse the reports before the submission due date, as well. PIs who fail to do so will be debarred from applying new applications in IGMS.

Home > Projects > Project Overview

Projects Expand All Sections

Title of research project	eww	Original project start date	29-Jan-2020
Name of lead/team PI	NCS PST PI 1	Original project end date	29-Jan-2022
Award number	cr004	Revised project end date	
Project ID	NRF-000920-00	Date of project activation	29-Jan-2020
Project stage	In progress		

[Submit deviation request](#)

Project overview

Progress reports

This shows a list of progress reports that (i) are pending submission; or (ii) have been submitted. Please select the report by clicking on the Report ID hyperlink.

1 - 1 of 1 matching results found

1							
Progress report ID	Type of progress report	Reporting period	Due date	Submitted date	Stage	Status	
NRFPR-000005188	Final Progress Report	29-Jan-2020 - 29-Jan-2022	29-Apr-2022			Pending Submission	

Deviation requests

Fund requisitions

Activate Windows

Notes:

The debarment period will be a minimum of 1 year, with an additional timeframe between the debarment start date and the date of DOR's endorsement of PI's Final Progress Report. If the Final Progress Report is not endorsed by the DOR, the Lead PI's account will be debarred indefinitely.

Final Progress Report Endorsement and Debarment

Below is example for debarment when Lead PI or ORE or DOR does not complete progress report submission before Submission due date.

Item	Date
Project End Date	31 December 2018
Final PR submission due date (3 months after project end date)	31 March 2019
PI's submission date of Final PR	5 August 2019
DOR's endorsement date of Final PR	6 August 2019
Debarment Start Date (+1 day from submission due date)	1 April 2019
Debarment End Date (+1 year after DOR endorses Final FR)	5 August 2020

Download Progress Report

1. Overview and Navigation of IGMS
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Download Progress Report

After a progress report is submitted, you may download the report package by initiating a download request. Follow the steps below to place the request. Note that a draft progress report cannot be downloaded.

1

To access the progress report, click **Projects** > **View Projects**, and select the project ID.

Dashboard Grants ▾ Proposals ▾ **Projects ▾** Deviations ▾ Review ▾ Advanced Search ▾

View Projects

Home > Projects > Project Overview

Projects Expand All Sections

Title of research project	eww	Original project start date	29-Jan-2020
Name of lead/team PI	NCS PST PI 1	Original project end date	29-Jan-2022
Award number	cr004	Revised project end date	
Project ID	NRF-000920-00	Date of project activation	29-Jan-2020
Project stage	In progress		

[Submit deviation request](#)

Project overview ▾

Progress reports ▴

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1 - 1 of 1 matching results found

Progress report ID	Type of progress report	Reporting period	Due date	Submitted date	Stage	Status
NRFPR-000005188	Final Progress Report	29-Jan-2020 - 29-Jan-2022	29-Apr-2022			Pending Submission

Deviation requests ▾

Fund requisitions ▾

2

Expand the *Progress Report* section and click the Progress Report ID hyperlink to open the progress.

2

Activate Windows

Download Progress Report

3 In *Summary of Progress* page, click on *Download Progress Report* button and system will display notification that the package will be ready in ± 30 minutes

Notes :

The package consists of below items in a “.zip” file:

- Progress Report printout (in excel format)
- Progress Report's Summary, Others and KPI attachment
- The package will contain the latest information as of the time of placing the download

Summary of Progress

Hide Progress Report Details

This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.

Title of research project	CR44 Project 4	Due date	31-May-2020
Progress report ID	NRFPR-000005163	Reporting period	01-Apr-2019 - 31-Mar-2020
Project ID	NRF-000913-00	Submitted date	04-Feb-2020
Report status	PM Approved		
Last update date	04-Feb-2020		

Download Progress Report

Message

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

OK

Supporting documents

Action Trail

Download Progress Report

Next >

Download Progress Report

4

After the package is ready, it will be displayed in *Download Progress Report* section. Click the hyperlink of File name to download

Summary of Progress Expand All Sections

[Hide Progress Report Details](#)

This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.

Title of research project	CR44 Project 4	Due date	31-May-2020
Progress report ID	NRFPR-000005163	Reporting period	01-Apr-2019 - 31-Mar-2020
Project ID	NRF-000913-00	Submitted date	04-Feb-2020
Report status	PM Approved		
Last update date	04-Feb-2020		

[Download Progress Report](#)

[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
NRFPR-000005146.zip 10-Feb-2020 02:42 PM	11.49 KB		

4

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