



# Progress Report Submission

# Document Versions

Version No	Date	Prepared By	
1.0	20-June-2018	Ervira R Suroto	Initial Version. Incorporated CR#38
1.1	01-Aug-2018	Ervira R Suroto	Incorporated consolidated feedback received on 24 July 2018
1.2	10-Aug-2018	Ervira R Suroto	Incorporated consolidated feedback received on 07 August 2018.
1.3	31-Aug-2018	Nagendra Varma K	Incorporated CR COMM-2018-0006 (Landing page portal)
1.5	10-June-2019	Hendrianto	Incorporated CR COMM-2018-0029 Amend guiding message for the 'Add/Edit Purchased Equipment' section in the progress report
1.6	25-Sept-2019	Hendrianto	Incorporated CR COMM-2018-0033
1.7	15-Nov-2019	Ma May Galvez	Incorporated CR COMM-2019-0032
1.8	19-Dec-2019	Ma May Galvez	Incorporated CR COMM-2018-0038

# Document Versions

Version No	Date	Prepared By	
1.9	30-Mar-2020	Hendrianto	Incorporated CR COMM-2018-0012
2.0	31-Mar-2020	Hendrianto	Incorporated CR COMM-2019-0004
2.1	1-Apr-2020	Hendrianto	Incorporated CR COMM-2019-0038
2.2	2-Jun-2020	Hendrianto	Incorporated user feedbacks for COMM-2018-0012
2.3	30-Jun-2020	Hendrianto	Incorporated user feedbacks for COMM-2019-0004
2.4	07-Jul-2020	Hendrianto	Incorporated CR COMM-2019-0046
2.5	13-Jul-2020 20-Jul-2020	Hendrianto	Incorporated CR COMM-2019-0001 Incorporated user feedbacks
2.6	14-Aug-2020	Hendrianto	Incorporated CR COMM-2017-0056 and COMM-COMM-2017-0056A
2.7	31-Aug-2020	Hendrianto	Incorporated user feedbacks
2.8	05-May-2021	Ramakrishna Gunisetty	Updated the screenshots after SP CP brand refreshment (CR-2020E-0010)
2.9	03-Oct-2021	Karen Mae Ong	Incorporated CR CR-2021-0010a (Data Admin Phase 2)

# Document Versions

Version No	Date	Prepared By	
3.0	16-Feb-2023	Ramakrishna Gunisetty	Incorporated CR-2021-0020

# 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
14	DA	Data Admin

# Learning Objectives

In this session, you will learn :

- **Overview and Navigation of IGMS**

In this module you will learn how navigate IGMS as a lead PI

- **Submit Progress Report**

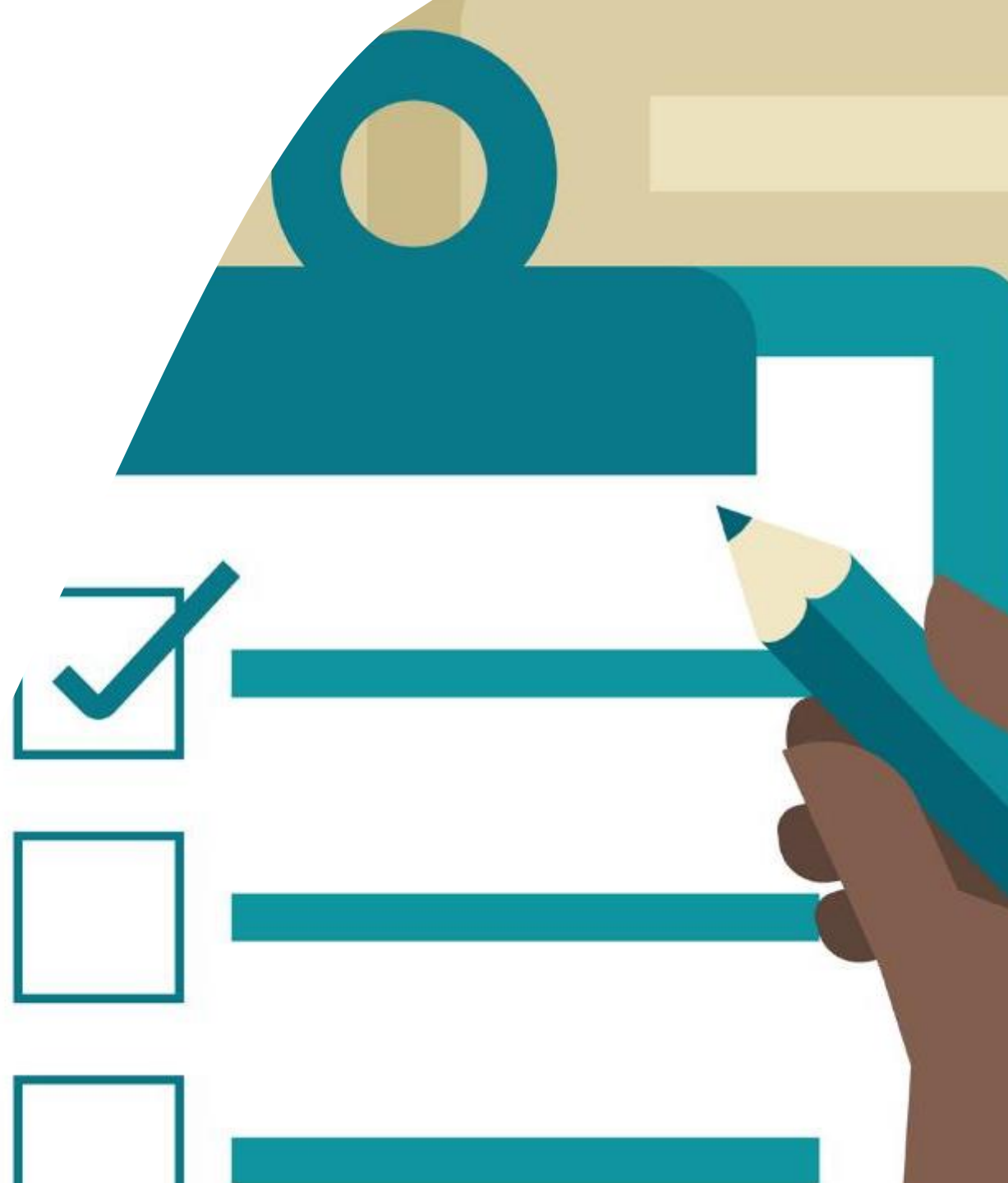
In this module you will learn how submit Progress Report

- **Progress Report Pages**

In this module you will learn different pages on Progress Report, and how to complete each page properly .

- **Progress Report Amendment**

In this module you will learn how to make amendment for submitted progress report.



# Overview and Navigation of IGMS

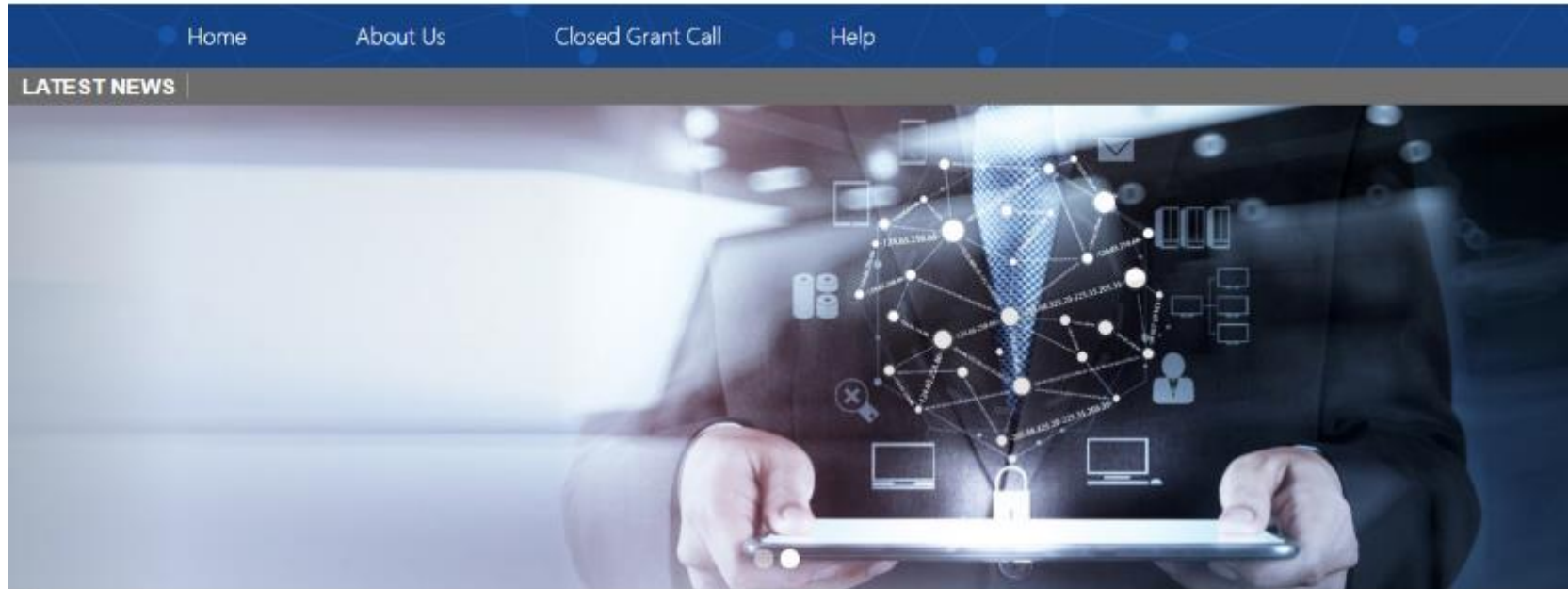
1. **Overview and Navigation of IGMS**
2. Progress Report Submission
3. Adding, removing and updating a Data Admin for a project
4. Understanding Progress Report Pages :
  - Summary of Progress
  - Research Milestone
  - Technical Milestone
  - Key Performance Indicators (KPI)
  - Record of Equipment
  - Future Plans
  - Other Attachments
  - Undertaking
5. Progress Report Amendment
6. Download Progress Report



# Integrated Grant Management System (IGMS)

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

# Logging in IGMS



1 Click on **Login**

This section shows the lower part of the website. On the left is a sidebar with a 'Login' section containing a 'LOGIN' button with a user icon, and a 'Subscribe' button below it. A red arrow with the number '1' points to the 'LOGIN' button. To the right is the 'Open Opportunities' section, which includes a search bar, a pagination indicator showing '1' of 12 results, and a table of grant call information.

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

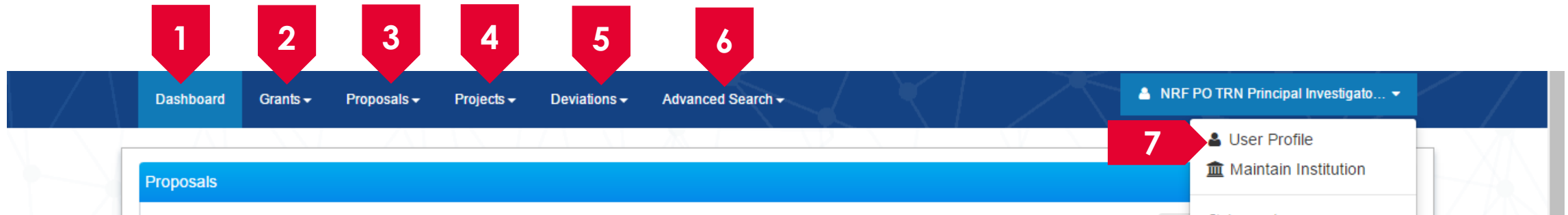
- Principal Investigator
- HI Administrator
- Office of Research/ Director of Research
- HI Finance/ HI Human Resource
- Data Administrator/ HI Audit

2

Users performing transactions on behalf of their company should login using “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

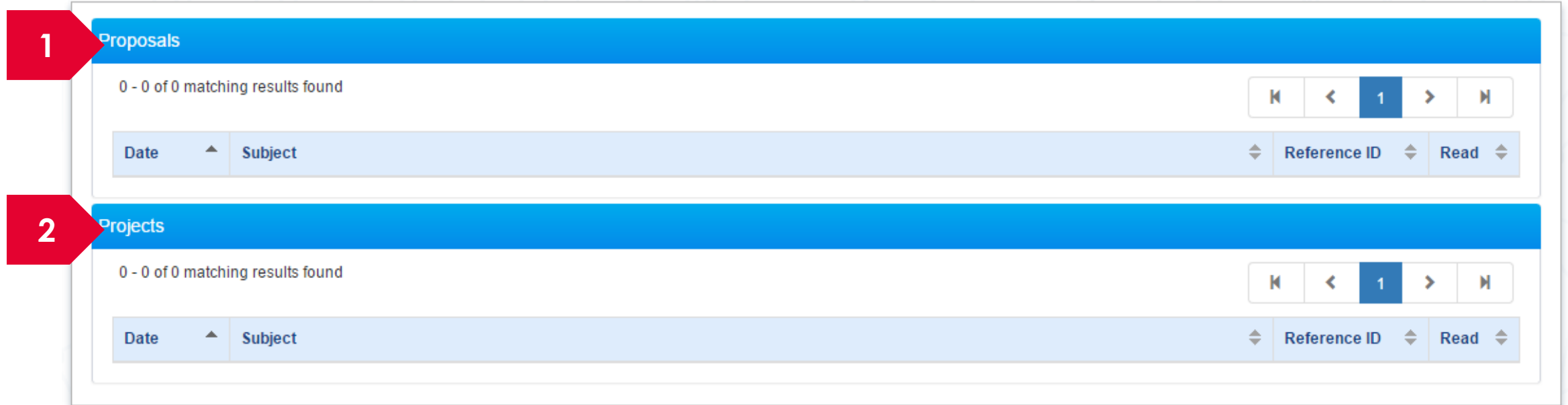
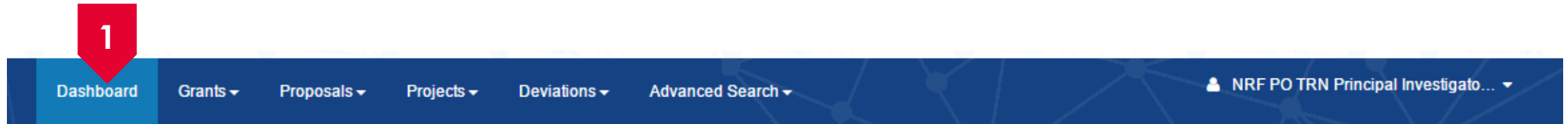
**4 Projects:** Displays the awarded projects under the user's institution

**5 Deviations:** Creates a new deviation and displays all submitted deviation requests

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

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



# Links and Menus in IGMS





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

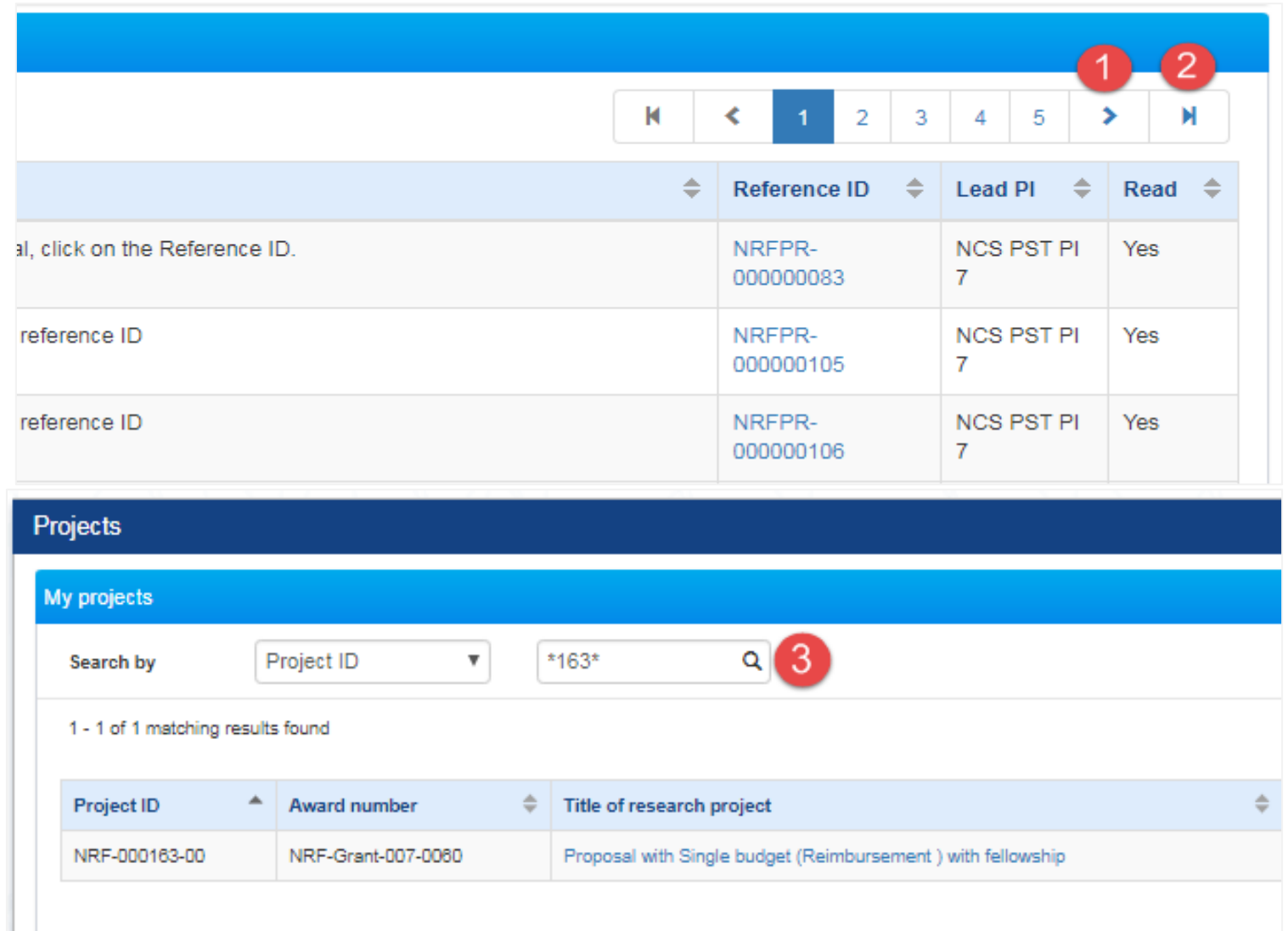
**2** **Projects:** Displays the awarded projects (post-award) action items.

# Overview and Navigation of IGMS

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

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

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




The screenshot displays the IGMS interface. At the top, a blue navigation bar contains a series of 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 last page icon are also present, with a red circle '2' above the right arrow. Below this is a table with columns: 'Reference ID', 'Lead PI', and 'Read'. The table contains three rows of data. A red circle '1' is placed above the first row's 'Reference ID' cell, and a red circle '2' is placed above the 'Read' column header. Below the table is a 'Projects' section with a search box. The search box contains 'Project ID' in a dropdown and '\*163\*' in the input field, with a search icon and a red circle '3' to its right. Below the search box, 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'. The first row contains: 'NRF-000163-00', 'NRF-Grant-007-0060', and 'Proposal with Single budget (Reimbursement ) with fellowship'.

	Reference ID	Lead PI	Read
al, click on the Reference ID.	NRFPR-00000083	NCS PST PI 7	Yes
reference ID	NRFPR-00000105	NCS PST PI 7	Yes
reference ID	NRFPR-00000106	NCS PST PI 7	Yes

**Projects**

My projects

Search by    **3**

1 - 1 of 1 matching results found

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

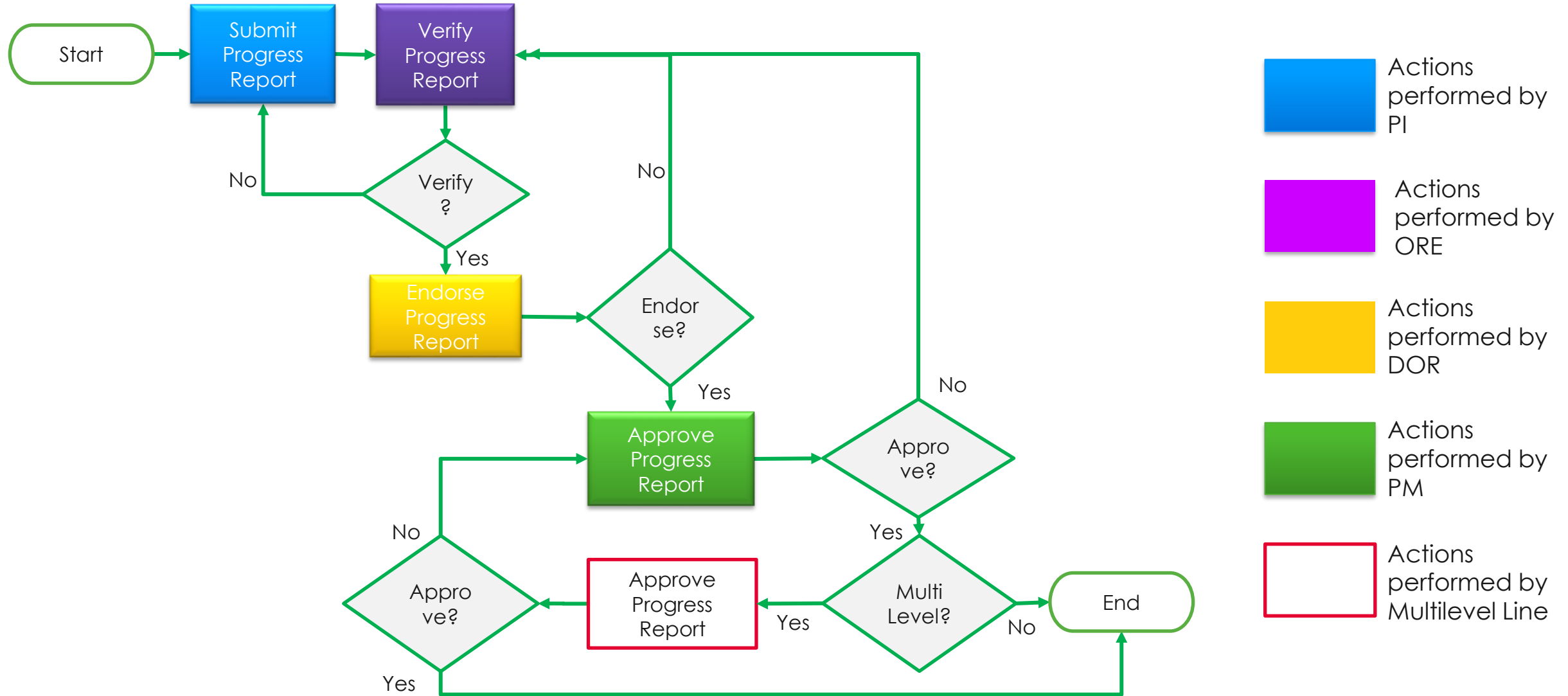
# Progress Report Submission

1. Overview and Navigation of IGMS
- 2. Progress Report Submission**
3. Adding, removing and updating a Data Admin for a project
4. Understanding Progress Report Pages :
  - Summary of Progress
  - Research Milestone
  - Technical Milestone
  - Key Performance Indicators (KPI)
  - Record of Equipment
  - Future Plans
  - Other Attachments
  - Undertaking
5. Progress Report Amendment
6. Download Progress Report



# Progress Report Workflow

# Progress Report Workflow



# Progress Report Submission

# Progress Report Submission

1 From the main page, system redirected to dashboard. Click on *Projects* > *View Projects* menu.

2 User can search project from the list by selecting Search by from the dropdown list

3 Input the keyword on the blank field and click on the looking glass icon to proceed with the search. Use an asterisk (\*) symbol to perform a wildcard search (e.g. \*837\*).

The screenshot shows a navigation bar with 'Dashboard', 'Grants', 'Projects', 'Deviations', 'Review', and 'Advanced Search'. The 'Projects' menu is highlighted with a red circle '1'. Below it, the 'View Projects' button is visible. The main content area shows a breadcrumb trail 'Home > Projects > View Projects' and a 'Projects' header. Underneath, there's a 'My projects' section with a search bar. The search bar has a dropdown menu for 'Search by' with options: 'Project ID', 'Award number', 'Lead PI', and 'Programme ID'. The 'Project ID' option is selected, highlighted with a red circle '2'. To the right of the dropdown is a search input field with a magnifying glass icon, highlighted with a red circle '3'. Below the search bar is a table with 6 columns: 'Project ID', 'Award number', 'Title of research project', 'Project start date', 'Project end date', and 'Stage'. The table contains 4 rows of project data.


Project ID	Award number	Title of research project	Project start date	Project end date	Stage
NRF-000837-00	NRF-AWARD-POTRN0601	Exploration and Utilization of the Third Dimension of Integrated Circuits	01-Feb-2018	31-Oct-2023	In progress
NRF-000901-00	NRF-AWARD-POTRN0621	NRF-AWARD-POTRN0621	01-Jan-2019	10-Jul-2020	In progress
NRF-000904-00	NRF-AWARD-POTRN0622	NRF-AWARD-POTRN0622	01-Jan-2019	14-Apr-2020	In progress
NRF-000910-00	NRF-AWARD-POTRN0623	NRF-AWARD-POTRN0623	01-Jan-2019	14-Apr-2020	In progress

## Notes:

The PI can assign a Data Admin to assist in filling up the Progress Report form. Refer to the section for [Adding a Data Admin to a project](#) for the steps in assigning a data admin to a project.

# Progress Report Submission

1 Click on the hyperlink of Title of research project column for the project you want to open

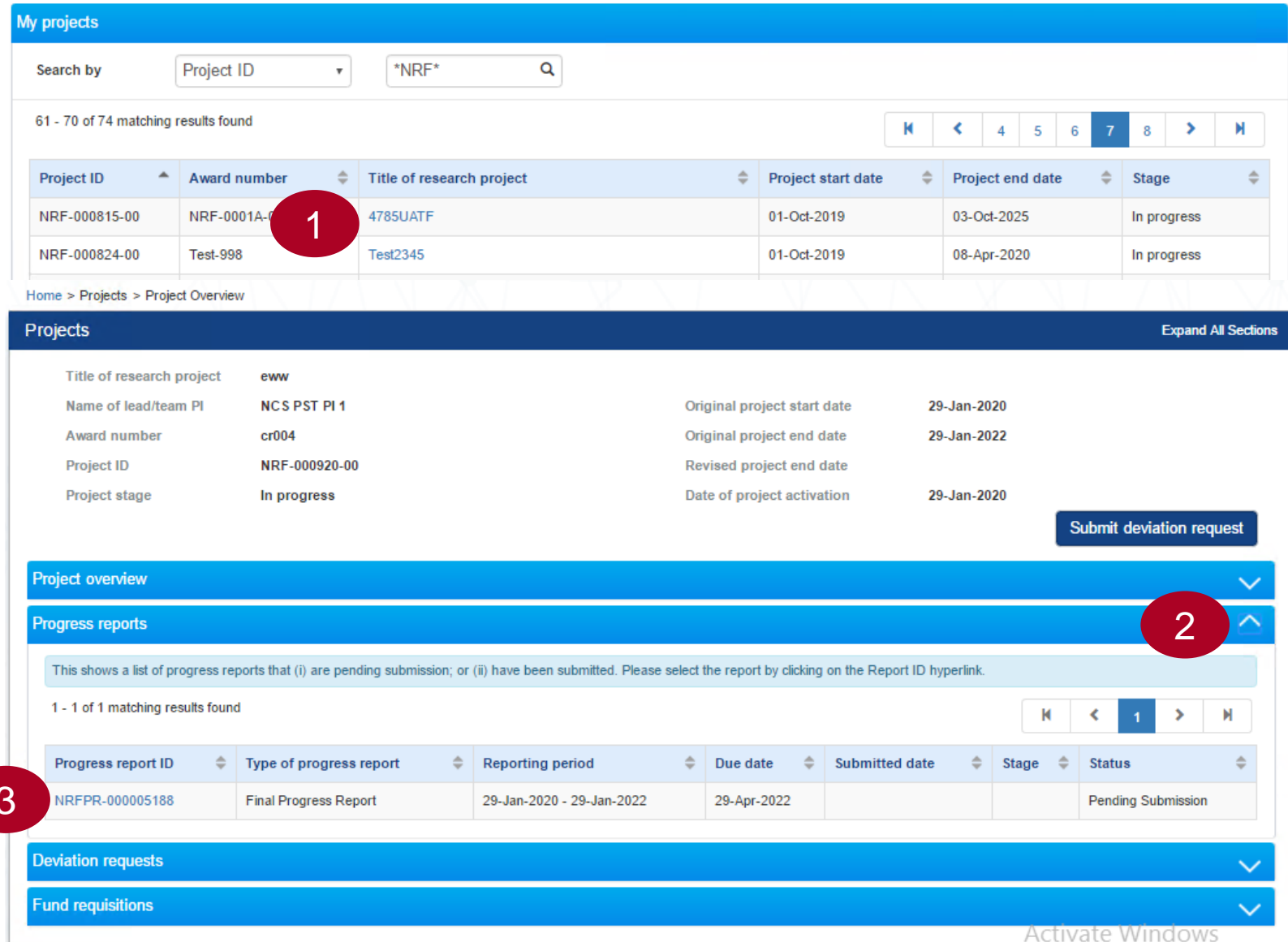
2 Click the arrow (  ) to display the Progress reports of respective Project/Award. This includes:

a. Progress report which is due for submission and for which system reminder has been sent

b. Progress report which has been submitted

Only current active PI can view/edit Progress Report

3 Click on Progress report ID hyperlink to display detail of progress report



The screenshot displays the 'My projects' interface. At the top, there is a search bar with 'Project ID' selected and '\*NRF\*' entered. Below the search bar, it indicates '61 - 70 of 74 matching results found'. A table lists projects with columns for Project ID, Award number, Title of research project, Project start date, Project end date, and Stage. A red circle '1' highlights the 'Award number' column header.

Below the table, there is a breadcrumb trail: 'Home > Projects > Project Overview'. The 'Projects' section shows details for a project with the title 'eww'. Fields include Name of lead/team PI (NCS PST PI 1), Award number (cr004), Project ID (NRF-000920-00), and Project stage (In progress). Dates for original and revised project end dates and date of project activation are also shown. A 'Submit deviation request' button is present.

The 'Project overview' section is expanded, showing 'Progress reports'. A message states: '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.' Below this, it shows '1 - 1 of 1 matching results found'. A table lists progress reports with columns for Progress report ID, Type of progress report, Reporting period, Due date, Submitted date, Stage, and Status. A red circle '2' highlights the 'Progress reports' section header, and a red circle '3' highlights the 'Progress report ID' column header.

Project ID	Award number	Title of research project	Project start date	Project end date	Stage
NRF-000815-00	NRF-0001A-0	4785UATF	01-Oct-2019	03-Oct-2025	In progress
NRF-000824-00	Test-998	Test2345	01-Oct-2019	08-Apr-2020	In progress

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		

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

# Progress Report Submission

1 Report ID is the hyperlink to display detail of progress report

- 2 Type of progress report consists of:
- Annual Progress Report
  - Completion Report
  - Mid Term Review
  - Quarterly Progress Report
  - Final Progress Report

3 Reporting period, it will show the progress report start date and end date

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

Progress report ID	Type of progress report	Reporting period	Due date	Submitted date	Stage	Status
<a href="#">NRFPR-000005188</a>	Final Progress Report	29-Jan-2020 - 29-Jan-2022	29-Apr-2022			Pending Submission

Deviation

Fund requisitions

Activate Windows

## Notes

Progress Reports that are Pending Submission will only be shown on this screen, after the system sends the **first reminder** e-mail to the Lead PI

# Progress Report Submission

4 Due date, it will show the due date of progress report

5 Submitted date, it will show submitted date after submission.

6 Stage, it will show the stage of that progress report. There are 3 stages :

- Submission, progress report in submission stage
- Evaluation, progress report in evaluation stage after PM approval.
- Closed, progress report has been approved and evaluated.

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

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

# Progress Report Submission

7

Status, it will show the status of progress report. Statuses are :

- Pending Submission, initial status, for Lead PI action.
- Pending Re-submission, Progress report has been returned for Lead PI amendment.
- Pending ORE verification, for ORE action
- Pending DOR endorsement, for DOR Action.
- Submitted to PM, for PM approval.
- Pending Review, PM has approved the Progress Report and now in reviewing process

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

Progress report ID	Type of progress report	Reporting period	Due date	Submitted date	Stage	Status
<a href="#">NRFPR-000005188</a>	Final Progress Report	29-Jan-2020 - 29-Jan-2022	29-Apr-2022			Pending Submission

Deviation requests ▼

Fund requisitions ▼

Activate Windows

7



# Progress Report Submission

7

- Supported, Multilevel PM has been approved the Progress Report
- PM approved, PM has approved the progress report. For project that is not require multilevel approval, this will be the last status.
- Approved, the last approval line on multilevel approval has approved the progress report. For project that require multilevel approval, this is the last status.

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

Progress report ID	Type of progress report	Reporting period	Due date	Submitted date	Stage	Status
<a href="#">NRFPR-000005188</a>	Final Progress Report	29-Jan-2020 - 29-Jan-2022	29-Apr-2022			Pending Submission

Deviation requests ∨

Fund requisitions ∨

Activate Windows

7

# Progress Report Submission

1 To submit outstanding progress report, click hyperlink on Report ID with status “Pending Submission” or “Pending Resubmission”

## Notes:

Progress Reports with status “Pending Submission” will only be shown on this screen after the system sends the **first reminder** e-mail to the Lead PI.

3

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

Progress report ID	Type of progress report	Reporting period	Due date	Submitted date	Stage	Status
<a href="#">NRFPR-000005188</a>	Final Progress Report	29-Jan-2020 - 29-Jan-2022	29-Apr-2022			Pending Submission

#### Deviation requests

#### Fund requisitions

Activate Windows

# **Final Progress Report Submission 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
<a href="#">NRFPR-000005188</a>	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 Submission 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

# Data Admin Assignment

1. Overview and Navigation of IGMS
2. Progress Report Submission
- 3. Adding, removing and updating a Data Admin for a project**
4. Understanding Progress Report Pages :
  - Summary of Progress
  - Research Milestone
  - Technical Milestone
  - Key Performance Indicators (KPI)
  - Record of Equipment
  - Future Plans
  - Other Attachments
  - Undertaking
5. Progress Report Amendment
6. Download Progress Report

# Adding a Data Admin to a Project

# Data Admin Roles and Responsibilities

- Data Admin (DA) is a person appointed by the Lead PI to assist in the filling-up and completion of progress report sections.
- The Data Admin can only access Progress Reports with status of Pending Submission or Pending Resubmission.
- DA cannot submit the progress report.
- DA will click Inform Lead PI when he/she has completed the edits.



# Data Admin Pre-requisites

- The Data Admin must register for a user account in IGMS.
- The HI Admin must assign the Data Admin role to the user account.
- A Data Admin must be assigned by Lead PI to the project.
- Progress Reports with status “Pending Submission” will only be shown in the project form after the system sends the **first reminder** e-mail to the Lead PI.
- For progress reports returned back to the PI in “Pending Resubmission” status, the Lead PI must click on the link for the item in the dashboard before the Data Admin can start to edit the progress report.
- When a deviation for change in HI or lead PI is approved for the project, the existing DA admin access will be revoked.

# Adding a Data Admin to a Project

Dashboard | Grants | Proposals | Projects | Deviations | Advanced Search | GCC NRF PI 3 (PI)

Proposals  
0 - 0 of 0 matching results found

Projects  
0 - 0 of 0 matching results found

1

User Profile  
Assign Data Admin  
Logout

1 Click on the PI name and then click on **Assign Data Admin**

Data Admin Assignment | Expand All Sections

Grant Calls

Project

Use the add/remove buttons to assign Data Admin(s) to the respective project(s). Please note that only 1 data admin can be assigned to a project at any one time. Please note that you will only be able to search for data admin(s) who have already been given the 'Data Admin' role for your institution by the IGMS HI Admin. Please inform your institution's IGMS HI Admin or research office if you are unable to search for your data admin.

0 - 0 of 0 matching results found

S/N	Name	Email	Award ID	Project ID	Project Title	Effective Date	Access Expi Date
-----	------	-------	----------	------------	---------------	----------------	------------------

Remove + Add +

2

2 Click on **Add** to assign a Data admin to a project

# Adding a Data Admin to a Project

**Add/ Edit Data Admin for Project** [X]

To add/edit a data admin, perform a search by selecting the field (Name or Email) "Search by" box, input the keywords and click on the "Search" button.

**1** Search by: Email

**2** Search criteria: gccnrfpi10@email.com

**3** Search button: [Q]

**4** Name: DA user

Email: GCCNRFpi10@email.com

Project ID: [ ]

Project Title: [ ]

Award ID: [ ]

Effective Date: 03/10/2021 [Calendar]

Access Expiry Date: [ ] [Calendar]

Buttons: [Cancel X] [Save H]

**1** Search for a record by Name or Email

**2** Key in the search criteria

**3** Click on the magnifying glass logo to activate the search function

**4** The search results will be displayed

## To Note

- The Data Admin must register for an account in IGMS before they can be assigned to a project

# Adding a Data Admin to a Project

**Add/ Edit Data Admin for Project** [X]

To add/edit a data admin, please perform a search by selecting the field (Name or Email) in the "Search by" box, input the keywords and click on the "Search" button.

Search by	Email	gcnrfpi10@email.com	Q
* Name	DA user	* Email	GCCNRFpi10@email.com
<b>5</b> Project ID	NRF-001276-00	<b>6</b> Project Title	Exploration and Utilization of the Third Dimension of Integrated Circuits
<b>6</b> Award ID	GCC-NRF-AWARD4		
<b>7</b> Effective Date	03/10/2021	<b>8</b> Access Expiry Date	

Cancel [X] Save [H]

5

Select the Project ID from the dropdown list

6

Award ID and Project Title will be displayed based on the project selected

7

Select the Effective date of assignment or use the default value of current date

8

Select the Access Expiry Date or leave as blank (DA's access to the assigned project will never expire)

# Adding a Data Admin to a Project

**Add/ Edit Data Admin for Project** ✕

To add/edit a data admin, please perform a search by selecting the field (Name or Email) in the "Search by" box, input the keywords and click on the "Search" button.

Search by	Email	gccnrfpi10@email.com	
* Name	DA user	* Email	GCCNRFpi10@email.com
Project ID	NRF-001276-00	Project Title	Exploration and Utilization of the Third Dimension of Integrated Circuits
Award ID	GCC-NRF-AWARD4	Access Expiry Date	
Effective Date	03/10/2021		

**Cancel** **Save**

10 9

9 Click on **Save** to save the information

10 Click on **Cancel** to cancel the changes

**Data Admin Assignment** Expand All Sections

Grant Calls

Project

Use the add/remove buttons to assign Data Admin(s) to the respective project(s). Please note that only 1 data admin can be assigned to a project at any one time. Please note that you will only be able to search for data admin(s) who have already been given the 'Data Admin' role for your institution by the IGMS HI Admin. Please inform your institution's IGMS HI Admin or research office if you are unable to search for your data admin.

1 - 1 of 1 matching results found

S/N	Name	Email	Award ID	Project ID	Project Title	Effective Date	Access Expiry Date	
1	DA user	GCCNRFpi10@email.com	GCC-NRF-AWARD4	NRF-001276-00	Exploration and Utilization of the Third Dimension of Integrated Circuits	03-Oct-2021		<input type="checkbox"/>

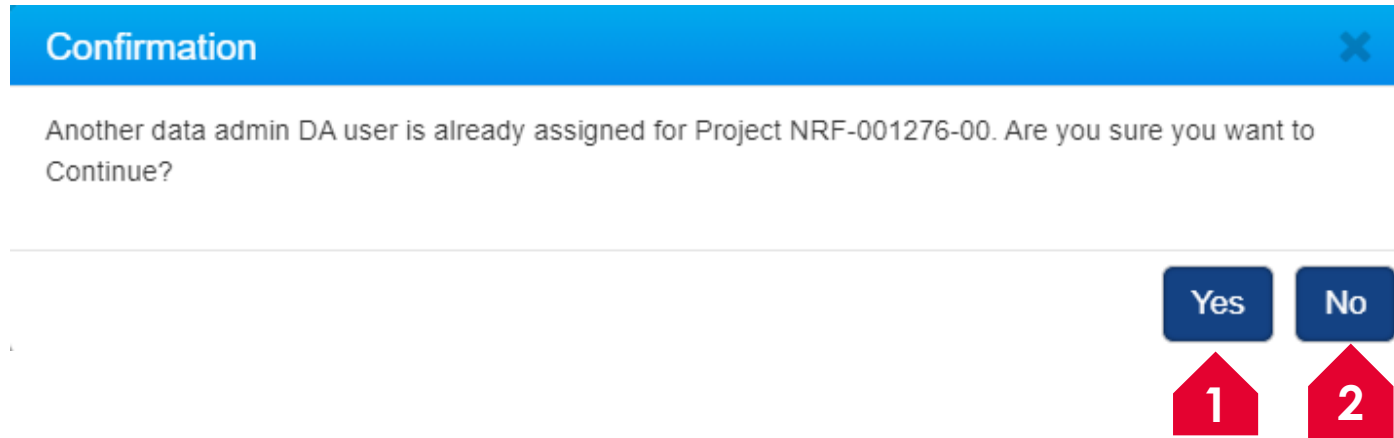
**Remove** **Add**

11

11 Once saved, the new data admin assignment will be added in the list.

# Adding a Data Admin to a Project

If an existing data admin is already assigned to the project, the PI will receive the below message.



1 Click on **Yes** to assign the project to the new data admin.

2 Click on **No** to cancel the changes

## To Note

1. Only 1 data admin can be assigned to a project.
2. Clicking **Yes** will automatically expire the existing data admin assignment. A new record will be created for the new data admin assignment.
3. Expired data admin record cannot be edited anymore.

# Adding a Data Admin to a Project

Data Admin Assignment Expand All Sections

Grant Calls ▼

Project ▲

Use the add/remove buttons to assign Data Admin(s) to the respective project(s). Please note that only 1 data admin can be assigned to a project at any one time. Please note that you will only be able to search for data admin(s) who have already been given the 'Data Admin' role for your institution by the IGMS HI Admin. Please inform your institution's IGMS HI Admin or research office if you are unable to search for your data admin.

1 - 2 of 2 matching results found

S/N	Name	Email	Award ID	Project ID	Project Title	Effective Date	Access Expiry Date	
1	GCC NRF PI 8	GCCNRFpi8@email.com	GCC-NRF-AWARD4	NRF-001276-00	Exploration and Utilization of the Third Dimension of Integrated Circuits	03-Oct-2021		<input type="checkbox"/>
2	DA user	GCCNRFpi10@email.com	GCC-NRF-AWARD4	NRF-001276-00	Exploration and Utilization of the Third Dimension of Integrated Circuits	03-Oct-2021	03-Oct-2021	<input type="checkbox"/>

Remove Add

3

Once saved, the new data admin assignment will be added in the list and the old one will be expired.

## To Note

1. Only 1 data admin can be assigned to a project.
2. Clicking **Yes** will automatically expire the existing data admin assignment. A new record will be created for the new data admin assignment.
3. Expired data admin record cannot be edited anymore.

# Removing a Data Admin from a Project



# Removing a Data Admin from a Project

The screenshot shows the NCS system interface. At the top, there is a navigation bar with 'Dashboard', 'Grants', 'Proposals', 'Projects', 'Deviations', and 'Advanced Search'. The current user is identified as 'GCC NRF PI 3 (PI)'. Below the navigation bar, there are two main sections: 'Proposals' and 'Projects'. Both sections show '0 - 0 of 0 matching results found'. The 'Proposals' section has a table with columns 'Date' and 'Subject'. The 'Projects' section has a table with columns 'Date' and 'Subject'. A dropdown menu is open over the 'GCC NRF PI 3 (PI)' user profile, with options 'User Profile', 'Assign Data Admin', and 'Logout'. A red arrow labeled '1' points to the dropdown menu, and another red arrow labeled '1' points to the 'Assign Data Admin' option.

Click on the PI name and then click on **Assign Data Admin**

# Removing a Data Admin from a Project

Data Admin Assignment Expand All Sections

Grant Calls ▼

Project ▲

Use the add/remove buttons to assign Data Admin(s) to the respective project(s). Please note that only 1 data admin can be assigned to a project at any one time. Please note that you will only be able to search for data admin(s) who have already been given the 'Data Admin' role for your institution by the IGMS HI Admin. Please inform your institution's IGMS HI Admin or research office if you are unable to search for your data admin.

1 - 1 of 1 matching results found

S/N	Name	Email	Award ID	Project ID	Project Title	Effective Date	Access Expiry Date	
1	DA user	GCCNRFpi10@email.com	GCC-NRF-AWARD3	NRF-001274-00	Exploration and Utilization of the Third Dimension of Integrated Circuits	08-Sep-2021	31-Oct-2021	<input type="checkbox"/>

2 Remove Add

**1** Click the checkbox to select the record to be removed

**2** Click on **Remove** to delete the record

Confirmation ×

Please confirm if you want to delete record(s). This will remove the data admin access to the Project.

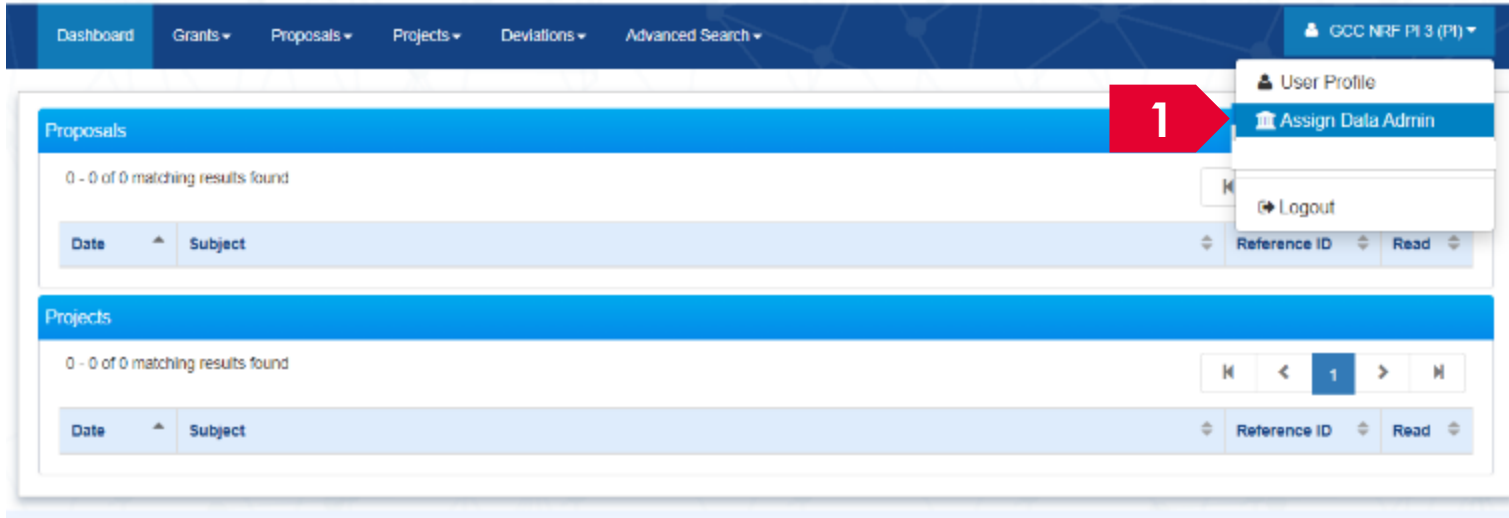
**3**

Yes No

**3** Click **Yes** to confirm deletion or **No** to cancel.

# Updating a Data Admin assignment

# Updating a Data Admin assignment



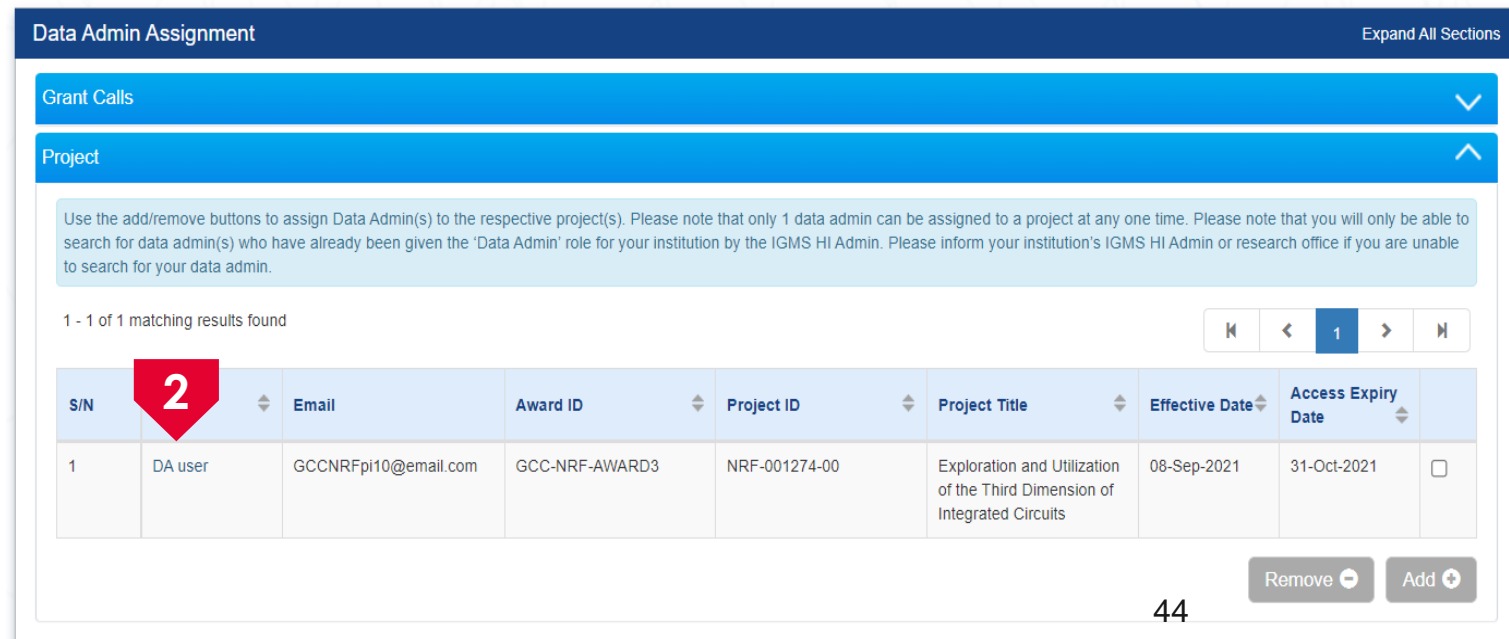
Dashboard | Grants | Proposals | Projects | Deviations | Advanced Search | GCC NRF PI 3 (PI)

Proposals  
0 - 0 of 0 matching results found

Projects  
0 - 0 of 0 matching results found

User Profile  
Assign Data Admin  
Logout

1 Click on the PI name and then click on **Assign Data Admin**



Data Admin Assignment | Expand All Sections

Grant Calls

Project

Use the add/remove buttons to assign Data Admin(s) to the respective project(s). Please note that only 1 data admin can be assigned to a project at any one time. Please note that you will only be able to search for data admin(s) who have already been given the 'Data Admin' role for your institution by the IGMS HI Admin. Please inform your institution's IGMS HI Admin or research office if you are unable to search for your data admin.

1 - 1 of 1 matching results found

S/N	Email	Award ID	Project ID	Project Title	Effective Date	Access Expiry Date		
1	DA user	GCCNRFpi10@email.com	GCC-NRF-AWARD3	NRF-001274-00	Exploration and Utilization of the Third Dimension of Integrated Circuits	08-Sep-2021	31-Oct-2021	<input type="checkbox"/>

Remove Add

2 Click on the **user's name** to edit the record

# Updating a Data Admin assignment

**Add/ Edit Data Admin for Project**

To add/edit a data admin, please perform a search by selecting the field (Name or Email) in the "Search by" box, input the keywords and click on the "Search" button.

* Name	DA user	* Email	GCCNRFpi10@email.com
Project ID	NRF-001274-00	Project Title	Exploration and Utilization of the Third Dimension of Integrated Circuits
Award ID	GCC-NRF-AWARD3		
1 Effective Date	08/09/2021	2 Access Expiry Date	31/10/2021

4 Cancel x 3 Save

1 Select a new Effective date

2 Select an Access Expiry Date

3 Click on **Save** to save the information

4 Click on **Cancel** to cancel the changes

## To Note

1. Only Effective Date and Access Expiry dates can be updated for an existing data admin assignment.
2. To assign a new data admin to an existing project, refer to section for [Adding a Data Admin to a Project](#).

# Updating a Data Admin assignment

Account > Maintain Data Admin

Data Admin Assignment Expand All Sections

Grant Calls

Project

Use the add/remove buttons to assign Data Admin(s) to the respective project(s). Please note that only 1 data admin can be assigned to a project at any one time. Please note that you will only be able to search for data admin(s) who have already been given the 'Data Admin' role for your institution by the IGMS HI Admin. Please inform your institution's IGMS HI Admin or research office if you are unable to search for your data admin.

1 - 1 of 1 matching results found

S/N	Name	Email	Award ID	Project ID	Project Title	Effective Date	Access Expiry Date	
1	DA user	GCCNRFpi10@email.com	GCC-NRF-AWARD3	NRF-001274-00	Exploration and Utilization of the Third Dimension of Integrated Circuits	08-Sep-2021	31-Oct-2021	<input type="checkbox"/>

Remove Add

1

The revised dates will be updated in the main list

## To Note

1. Only Effective Date and Access Expiry dates can be updated for an existing data admin assignment.
2. To assign a new data admin to an existing project, refer to page 34.

# Progress Report Pages

1. Overview and Navigation of IGMS
2. Progress Report Submission
3. Adding, removing and updating a Data Admin for a project
- 4. Understanding Progress Report Pages :**
  - Summary of Progress
  - Research Milestone
  - Technical Milestone
  - Key Performance Indicators (KPI)
  - Record of Equipment
  - Future Plans
  - Other Attachments
  - Undertaking
5. Progress Report Amendment
6. Download Progress Report

# Progress Report Completion



# Progress Report Submission

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 completed

The screenshot displays the 'Summary of Progress' section of a progress report submission interface. At the top, a navigation bar contains eight sections, each with a green checkmark indicating completion: Summary of Progress, Research Milestone, Technical Milestone, Key Performance Indicators, Record of Equipment, Future Plans, Other Attachments, and Undertaking page. The 'Summary of Progress' section is expanded, showing a 'Hide Progress Report Details' button and a message: 'This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.' Below this is a table of project details:

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 report sections follows, each with a dropdown arrow: Achievements, Pathway to achieving impact, Capabilities, Media exposure, Supporting documents, Action Trail, and another 'Download Progress Report' button. A 'Next >' button is located at the bottom right of the section.

# Progress Report Submission

1 Navigation bar shown the completeness on each page after uploading file process.

2 Move from each page by click NEXT button, for system to validated the data.

The screenshot displays the 'Summary of Progress' page in a web application. At the top, a navigation bar contains six tabs: 'Summary of Progress', 'Research Milestone', 'Technical Milestone', 'Key Performance Indicators', 'Record of Equipment', 'Future Plans', and 'Other Attachments'. Each tab has a green checkmark, indicating that all sections are complete. Below the navigation bar, the 'Summary of Progress' section is active, showing a 'Hide Progress Report Details' button and a descriptive text box. A table provides key information about the report:

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		

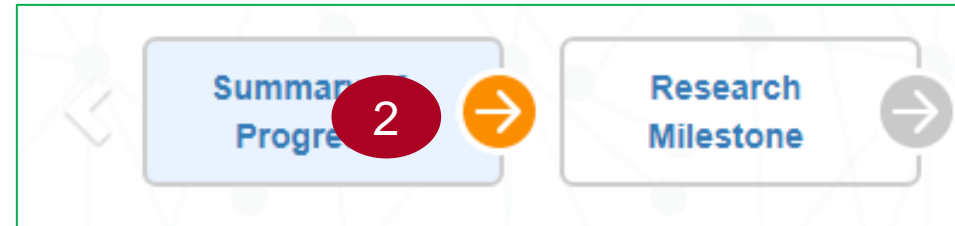
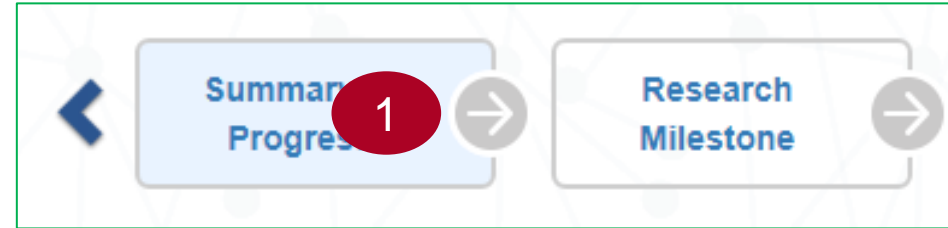
Below the table, there is a 'Download Progress Report' button and a list of expandable sections: 'Achievements', 'Pathway to achieving impact', 'Capabilities', 'Media exposure', 'Supporting documents', 'Action Trail', and 'Download Progress Report'. A 'Next >' button is located at the bottom right of the page.

# Progress Report Submission

1 Navigation on each page, will show a page status. If the page is grey, the page is new without any record saved or created.

2 If the page is orange, the page has saved some draft data. This data has been created by lead PI, but is not a complete set of data. Not a complete set means, either lead PI has not finish to key in the data, or the data has not pass the system validation, and therefor some amendment is required.

3 If the page is green, the page has been completed, and system has validated the data



## Notes:

You can only submit Progress Report if all pages mark as Green (Completed).

# Summary of Progress

# Summary of Progress

The summary of progress page have sections as below:

- 1 Achievements
- 2 Pathway to achieving impact
- 3 Capabilities
- 4 Media exposure
- 5 Supporting documents
- 6 Action Trail
- 7 Download progress report

The screenshot shows a navigation bar with seven tabs: Summary of Progress (checked), Research Milestone (checked), Technical Milestone (checked), Key Performance Indicators (checked), Record of Equipment (checked), Future Plans (checked), and Other Attachments. Below the navigation bar is a dark blue header for 'Summary of Progress' with an 'Expand All Sections' link. A 'Hide Progress Report Details' link is visible. A light blue box contains the text: 'This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.' Below this is a table with the following data:

Title of research project	CR44 Project 4	Due date	31-May-2020
Progress report ID	NRFP-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		

A 'Download Progress Report' button is located to the right of the table. Below the table is a list of sections, each with a dropdown arrow: Achievements, Pathway to achieving impact, Capabilities, Media exposure, Supporting documents, Action Trail, and Download Progress Report. A 'Next >' button is at the bottom right.

Activate Windows

# Summary of Progress

There are 4 mandatory fields under Summary of Progress, as follows. Expand each section and key in the details.

- 1 • Achievements
- 2 • Pathway to Achieving Impact
- 3 • Capabilities
- 4 • Media exposure

### Achievements

Please use this section to report on the progress of your funded research:  
- Highlight achievements vis-a-vis the project's objectives to date.  
Note: Diagrams, references and Grant chart, if any, should be attached as appendices.

• Achievement in relation to project objective. **1**

### Pathway to achieving impact

Please use this section to report on the progress of your funded research:  
- Describe the pathway to achieving impact in the research.  
The pathway to achieving impact refers to the team's strategy to achieve the intended value of the research outcomes to the economy and/or society. It can include intellectual property and commercialisation strategy, collaborations and agreements with organisations, pilot demonstrations, user-tests, etc. The strategy described need not have to be executed entirely within the project timeframe (unless it is a part of the project deliverables).  
Note: Diagrams, references and Gantt chart, if any, should be attached as appendices.

• Describe the pathway to achieving impact **2**

### Capabilities

Please use this section to report on the progress of your funded research:  
- What has been done to develop capabilities that would push the frontier of science and/or relevant for the economy, industry or society at large?  
Note: Diagrams, references and Gantt chart, if any, should be attached as appendices.

• What has been done to develop capabilities that would be relevant to the industry and society at large and/or push the frontier of science **3**

### Media exposure

• Media exposure **4**

# Summary of Progress

1 In supporting document section, you can download the template of progress report, if Agency has provided a specific template for progress report submission format.

2 To add attachment, or attach back the progress report according to the format to IGMS, click the 'Add files...' button.

3 Click the 'Start upload' button. File types allowable include: txt, doc, pdf, zip, xls. The maximum size for each file is 4 MB. Maximum of total file combined in one Progress Report is 30 MB.

The screenshot shows the 'Supporting documents' section of the IGMS interface. It features a list of menu items: 'Achievements', 'Pathway to achieving impact', 'Capabilities', 'Media exposure', and 'Supporting documents'. Below the menu is a text box with instructions: 'Please upload additional documents, for example, Diagrams, References and Gantt chart under this section. Please download the template(s) and upload the completed document(s) and/or additional attachments in the form of images e.g. pictures, diagrams, references and/or charts in this section. Instructions: Please click [here](#) to download the template(s). To add attachment, click the 'Add files...' button. Once completed, click the 'Start upload' button. File types allowable include: txt, doc, pdf, zip, xls. The maximum size for each file is 4 MB.' Below the text box are four buttons: '+ Add files...', 'Start upload', 'Cancel upload', and 'Delete'. A red message bar contains the text: 'The attached file(s) will be displayed. Virus scan is in progress. Please wait and visit this page later.' At the bottom is a table with columns for 'File name', 'Size/Status', 'Actions', and a 'Check all' checkbox.

File name	Size/Status	Actions	<input type="checkbox"/> Check all
-----------	-------------	---------	------------------------------------

# Summary of Progress

4

Cancel upload, if that file is not require, can cancel that upload file before click on “start upload” button.

5

Delete button to remove the file.

Achievements

Pathway to achieving impact

Capabilities

Media exposure

Supporting documents

Please upload additional documents, for example, Diagrams, References and Gantt chart under this section. Please download the template(s) and upload the completed document(s) and/or additional attachments in the form of documents e.g. pictures, diagrams, references and/or charts in this section.  
Instructions: Please click [here](#) to download the template(s). To add attachment, click the 'Add files...' button. Once completed, click the 'Start upload' button. File types allowable include: txt, doc, pdf, zip, xls. The maximum size for each file is 4 MB.

+ Add files... Start upload Cancel upload Delete

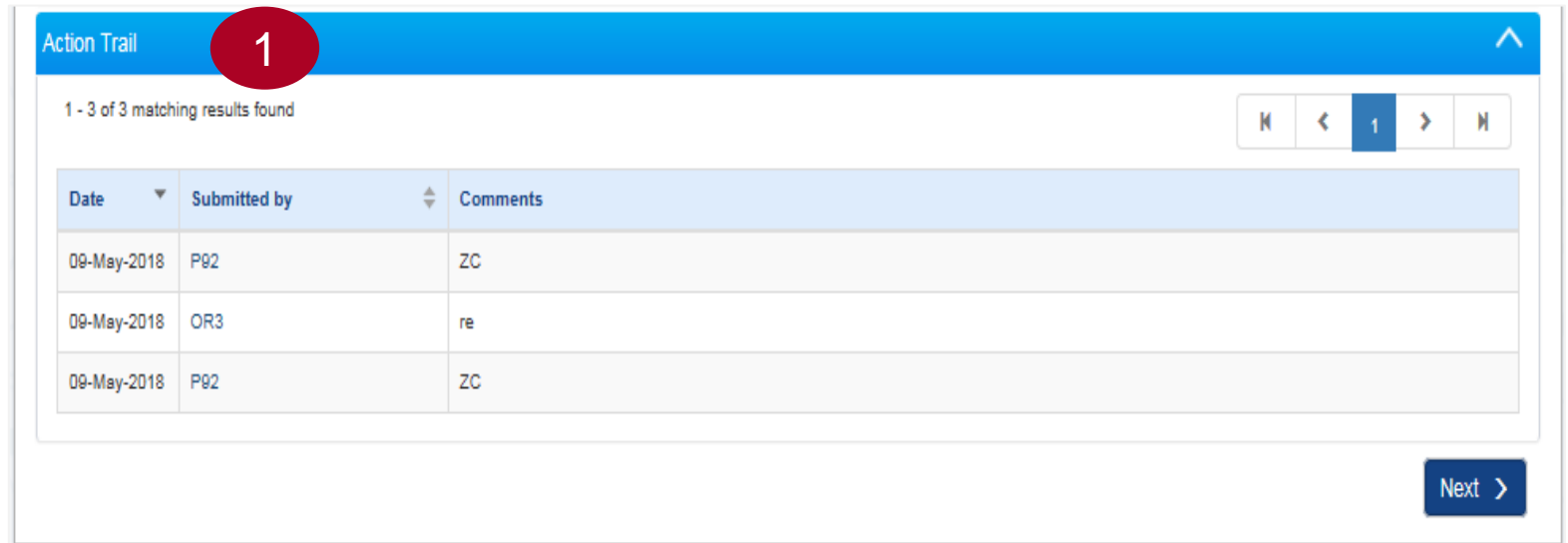
The attached documents will be displayed. Virus scan is completed. Please wait and visit this page later.

File name	Size/Status	Actions	<input type="checkbox"/> Check all
-----------	-------------	---------	------------------------------------



# Summary of Progress

1 Action Trail is to display the history of workflow, any party that authorized to verify, endorse or approve the progress report, including request for revision. Initial draft this history will be blank. Action trail captured Date, submitted by (party that took any action) and comments



The screenshot shows a web interface titled "Action Trail" with a blue header bar. A red circle with the number "1" is overlaid on the header. Below the header, it says "1 - 3 of 3 matching results found". There are navigation buttons: a home icon, a left arrow, a page number "1" in a blue box, a right arrow, and an end icon. Below this is a table with three columns: "Date", "Submitted by", and "Comments". The table contains three rows of data. At the bottom right, there is a "Next >" button.

Date	Submitted by	Comments
09-May-2018	P02	ZC
09-May-2018	OR3	re
09-May-2018	P02	ZC

# Research Milestone

# Research Milestone

1 Click on the “Research milestone” hyperlink to update and report on the research milestone’s progress. All Research Milestones listed are retrieved from the awarded project.

## Notes:

You will not be able to add or remove any milestone in progress report. If you wish to revise a milestone from awarded project, please submit a request through deviation request module.

Home > Projects > Progress Reports > Research Milestone

Summary of Progress ✓ Research Milestone ✓ Technical Milestone ✓ Key Performance Indicators ✓ Record of Equipment ✓ Future Plans ✓ Other Attachments

### Research milestone

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	FRDMTest_MM	Due date	31-May-2020
Progress report ID	NRF-000007007	Reporting period	01-Apr-2019 - 31-Mar-2020
Project ID	NRF-001783-00	Submitted date	11-Jun-2020
Report status	Pending Resubmission	Last update date	12-Jun-2020

### Progress of research milestones

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

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

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

1 - 1 of 1 matching results found

S/N	Research milestone	Committed Start Month	Committed End Month	Reported Start Month	Reported End Month	Is this Milestone behind schedule ?
1	RM 1	Nov-2019	Sep-2021			

< Back Save as Draft H Next >

# Research Milestone

1 Research milestone shows the milestone that was approved during baseline/award stage or deviation. The Lead PI should report the status update for the milestone in progress report.

2 Committed start month refers to the intended start month and year of the milestone. This was set during the award stage. To change this, please raise a deviation request (refer to Deviation training manual).

3 Committed end month refers to the intended end month and year of the milestone. This was set during the award stage. To change this, please raise a deviation request (refer to Deviation training manual).

The screenshot shows a web form titled "Add/Edit Research Milestone". At the top, there is a blue header bar with the title and a close button. Below the header is a light blue instruction box: "Please add/edit the Research Milestones to be achieved for your research project." The form contains several fields:

- Research milestone:** A text input field containing "RM 1", marked with a red circle 1.
- Committed Start Month:** A date input field containing "Nov-2019", marked with a red circle 2.
- Committed End Month:** A date input field containing "Sep-2021", marked with a red circle 3.
- Reported Start Month:** An empty date input field with a calendar icon.
- Reported End Month:** A date input field containing "Aug-2020" with a red plus sign icon and a calendar icon.
- Status report:** A large empty text area with an information icon.
- Status:** A dropdown menu with "In progress" selected.
- Is this Milestone behind schedule?:** A dropdown menu with "On Schedule" selected and an information icon.

At the bottom right of the form are two buttons: "Cancel" with a close icon and "Save" with a save icon.

# Research Milestone

4 Reported start month is the actual start month and year of the milestone. It is mandatory to input this for milestone with status as “Achieved”.

5 Reported end month is the actual end month and year of the milestone. It is mandatory to input this for all milestone with all status except “Not Started”.

6 Status report is meant for the PI to provide updates and detail description for the milestone. It is mandatory to input this for milestone that are marked as “Behind Schedule”.

The screenshot shows a web form titled "Add/Edit Research Milestone". The form contains the following fields and controls:

- Research milestone:** Text input field containing "RM 1".
- Committed Start Month:** Date picker field containing "Nov-2019".
- Committed End Month:** Date picker field containing "Sep-2021".
- Reported Start Month:** Date picker field (empty).
- Reported End Month:** Date picker field containing "Aug-2020".
- Status report:** Text area containing "6".
- Status:** Dropdown menu containing "7" and "In progress".
- Is this Milestone behind schedule?:** Dropdown menu containing "8" and "On Schedule".
- Buttons:** "Cancel" and "Save" buttons at the bottom right.

7 Status: PI to indicate “Not started”, “In progress”, or “Achieved”. When a milestone is removed through deviation, it is set as “Not applicable” by default.

8 Is this milestone behind schedule?: PI to indicate whether milestone is “On schedule” or “Behind schedule”.

# Research Milestone

- 9 Cancel is to cancel saving a record.
- 10 Save is to continue save the record.

**Add/Edit Research Milestone**

Please add/edit the Research Milestones to be achieved for your research project.

Research milestone	RM 1		
Committed Start Month	Nov-2019	Committed End Month	Sep-2021
Reported Start Month	<input type="text"/>	+ Reported End Month	Aug-2020
Status report	<input type="text"/>		
Status	In progress	Is this Milestone behind schedule ?	On Schedule

9 Cancel x 10 Save H

# Research Milestone

11 After saving the record, the changes will be reflected in the “Progress of research milestone” tab. Click “Next” to move to the **Technical Milestone** section.

12 Click on “Back” button to go to previous page.

Progress of research milestones

Please use this section to update each research milestone achieved vis-à-vis the original milestones set, funded under the programme.  
Please provide the following for each milestone:  
(i) Please indicate if it has been completed or in progress;  
(ii) Please provide a brief update on what has been done and what has been achieved.  
(iii) State whether it is behind schedule, and provide justifications for the delays, if any; and  
(iv) Highlight possible risks (technical or non-technical), if any, which may hinder its completion, and the intended steps to mitigate them.  
Click on the individual milestone hyperlinks to add/edit the information.

1 - 1 of 1 matching results found

S/N	Research milestone	Committed Start Month	Committed End Month	Reported Start Month	Reported End Month	Is this Milestone behind schedule ?
1	RM 1	Nov-2019	Sep-2021		Aug-2020	On Schedule

12 < Back

Save as Draft H Next 11

# Technical Milestone



# Technical Milestone

1 Click on “Technical Milestone” hyperlink to update and report on the technical milestone’s progress. All Technical milestone(s) listed is retrieved from the awarded project.

## Notes:

You will not be able to add or remove any milestone. If you wish to revise a milestone from awarded project, please navigate through deviation request module.

Home > Projects > Progress Reports > Technical Milestone

Search Milestone ✓ Technical Milestone ✓ Key Performance Indicators ✓ Record of Equipment ✓ Future Plans ✓ Other Attachments ✓ Undertaking ✓

### Technical milestone

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	FRDMTest_MM	Due date	31-May-2020
Progress report ID	NRF-000007007	Reporting period	01-Apr-2019 - 31-Mar-2020
Project ID	NRF-001783-00	Submitted date	11-Jun-2020
Report status	Pending Resubmission		
Last update date	12-Jun-2020		

### Progress of technical milestones

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

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

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

1 - 1 of 1 matching results found

S/N	Objective	Technical milestone	Committed Start Month	Committed End Month	Reported Start Month	Reported End Month	Is this Milestone behind schedule ?
1	TM1	TM1	Apr-2021	Apr-2021			

< Back Save as Draft Next >

# Technical Milestone

1 Technical milestone shows the milestone that was approved during baseline/award stage or deviation. The Lead PI should report the status update for the milestone in the progress report.

2 Objective displays the objective of each technical milestone that was approved during baseline/award stage or deviation.

3 Committed start month refers to the intended start month and year of the milestone. This was set during the award stage. To change this, please raise a deviation request (refer to Deviation training manual).

Add/Edit Technical Milestone

Please add/edit the Technical Milestones to be achieved for your research project.

Technical milestone	TM1	1	
Objective	TM1	2	
Committed Start Month	Apr-2021	Committed End Month	Apr-2021
Reported Start Month	Jul-2020	Reported End Month	Aug-2020
Status report	completed		
Status	Achieved	Is this Milestone behind schedule ?	On Schedule

Cancel Save

# Technical Milestone

4 Committed end month refers to the intended end month and year of the milestone. This was set during the award stage. To change this, please raise a deviation request (refer to Deviation training manual).

5 Reported start month is the actual start month and year of the milestone. It is mandatory to input this for milestone with status as "Achieved".

6 Reported end month is the actual end month and year of the milestone. It is mandatory to input this for all milestone with all status except "Not Started".

Add/Edit Technical Milestone

Please add/edit the Technical Milestones to be achieved for your research project.

Technical milestone	TM1		
Objective	TM1		
Committed Start Month	Apr-2021	Committed End Month	Apr-2021
Reported Start Month	Jul-2020	* Reported End Month	Aug-2020
Status report	completed		
Status	Achieved	Is this Milestone behind schedule ?	On Schedule

Cancel Save

# Technical Milestone

7 Status report is meant for the PI to provide updates and detail description for the milestone. It is mandatory to input this for milestone that are marked as “Behind Schedule”.

8 Status: PI to indicate “Not started”, “In progress”, or “Achieved”. When a milestone is removed through deviation, it is set as “Not applicable” by default.

### Add/Edit Technical Milestone

Please add/edit the Technical Milestones to be achieved for your research project.

Technical milestone	TM1		
Objective	TM1		
Committed Start Month	Apr-2021	Committed End Month	Apr-2021
Reported Start Month	Jul-2020	* Reported End Month	Aug-2020
Status report	completed 7		
8 Status	Achieved	Is this Milestone behind schedule ?	On Schedule

Cancel X Save

# Technical Milestone

- 9 Is this milestone behind schedule?: PI to indicate whether milestone is "On schedule" or "Behind schedule".
- 10 Cancel, to cancel saving a record.
- 11 Save, to continue save the record.

Add/Edit Technical Milestone

Please add/edit the Technical Milestones to be achieved for your research project.

Technical milestone	TM1		
Objective	TM1		
Committed Start Month	Apr-2021	Committed End Month	Apr-2021
Reported Start Month	Jul-2020	* Reported End Month	Aug-2020
Status report	completed		
Status	Achieved	Is this Milestone behind schedule ?	On Schedule

10 Cancel x Save 11

# Technical Milestone

1 After saving the record, the changes will be reflected in the “Progress of technical milestone” tab. Click on “Next” button to move to **Key Performance Indicators** section.

2 Click on “Back” button to go to previous page.

## Progress of technical milestones

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

Please provide the following for each milestone:

(i) Please indicate if it has been completed or in progress;

(ii) Please provide a brief update on what has been done and what has been achieved.

(iii) State whether it is behind schedule, and provide justifications for the delays, if any; and

(iv) Highlight possible risks (technical or non-technical), if any, which may hinder its completion, and the intended steps to mitigate them.

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

1 - 3 of 3 matching results found

⏪ < 1 > ⏩

S/N	Objective	Technical milestone	Committed Start Month	Committed End Month	Reported Start Month	Reported End Month	Is this Milestone behind schedule ?
1	To Test GCC Tech Mile	Tech Mile 1st	Aug-2020	Sep-2020			
2	To Test GCC Tech Mile	2nd Tech Mile	Sep-2020	Oct-2020			
3	To Test GCC Tech Mile	Tech Mile 3rd	Oct-2020	Nov-2020			

< Back

Save as Draft

Next >

# Key Performance Indicators

# Key Performance Indicator (KPI)

This KPI page have different sections. The listed sections called KPI category. The values are varies according awarded project contract. These are the complete list of KPI Category that may applicable for each project :

1 Number of High Impact Publications and Top Conference Proceedings

2 Number of Collaboration Projects

3 Cash Funding

4 In-Kind Contributions

5 Number of Technologies Deployed

search  Technical Milestone  **Key Performance Indicators**  Record of Equipment  Future Plans  Other Attachments  Undertaking

Performance indicators 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 (Advancement)		
Progress report ID	IGMS-000001	Due date	31-May-2018
Project ID	NRF-000594-00	Reporting period	01-Apr-2017 - 31-Mar-2018
Report status	Pending Submission	Submitted date	
Last update date	12-Feb-2018		

- Number of High Impact Publications and Top Conference Proceedings
- Cash Funding
- In-Kind Contributions
- Number of Technologies Deployed
- Number of Technology Disclosures
- Number of Patents
- Licenses
- Number of Successful Start-Ups
- Health-Specific Outcomes
- Awards and Conference Presentations
- Number of Post-Docs employed



# Key Performance Indicator (KPI)

6 Number of Technology Disclosures

7 Number of Patents

8 Licenses

9 Number of Successful Start-Ups

10 Manpower Development (Number of PhD and Masters Students Trained or Being Trained) Number of Post-Docs employed

11 Health-Specific Outcomes

search stone ✓ Technical Milestone ✓ **Key Performance Indicators** 4 Record of Equipment → Future Plans → Other Attachments → Undertaking ✓

Performance indicators 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 (Advancement)		
Progress report ID	IGMS-000001	Due date	31-May-2018
Project ID	NRF-000584-00	Reporting period	01-Apr-2017 - 31-Mar-2018
Report status	Pending Submission	Submitted date	
Last update date	12-Feb-2018		

- 1 Number of High Impact Publications and Top Conference Proceedings
- 2 Cash Funding
- 3 In-Kind Contributions
- 4 Number of Technologies Deployed
- 5 Number of Technology Disclosures
- 6 Number of Patents
- 7 Licenses
- 8 Number of Successful Start-Ups
- 9 Health-Specific Outcomes
- 10 Awards and Conference Presentations
- 11 Number of Post-Docs employed

# Key Performance Indicator (KPI)

12

Awards and Conference Presentations

13

Competitive grants received

14

Number of Post-Docs employed

15

Others

The screenshot shows a web interface for a research management system. At the top, there is a navigation menu with several tabs: 'search stone' (with a green checkmark), 'Technical Milestone' (with a green checkmark), 'Key Performance Indicators' (with a red circle containing the number 4), 'Record of Equipment', 'Future Plans', 'Other Attachments', and 'Undertaking' (with a green checkmark). Below the navigation menu, the main content area is titled 'Performance indicators' and includes a sub-section 'Hide Progress Report Details'. A message states: 'This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.' Below this message is a table with the following data:

Title of research project	Proposal with Single budget (Advancement)		
Progress report ID	IGMS-000001	Due date	31-May-2018
Project ID	NRF-000584-00	Reporting period	01-Apr-2017 - 31-Mar-2018
Report status	Pending Submission	Submitted date	
Last update date	12-Feb-2018		

Below the table is a list of 11 expandable sections, each with a yellow arrow icon on the left and a dropdown arrow on the right:

- 1 Number of High Impact Publications and Top Conference Proceedings
- 2 Cash Funding
- 3 In-Kind Contributions
- 4 Number of Technologies Deployed
- 5 Number of Technology Disclosures
- 6 Number of Patents
- 7 Licenses
- 8 Number of Successful Start-Ups
- 9 Health-Specific Outcomes
- 10 Awards and Conference Presentations
- 11 Number of Post-Docs employed

At the bottom right of the interface, there is a 'Save as PDF' button and a 'Print' button. The 'IGMS' logo is visible in the bottom right corner with the tagline 'making IT happen'.

# Key Performance Indicator (KPI)

- 1 In each KPI category ID, listed applicable KPI criteria.
- 2 Target is total KPI target for the entire project duration.
- 3 Achieved FY, is the achieved KPI per Financial Year.
- 4 Total achieved, is total achieved KPI for the entire project duration
- 5 To add KPI, click on hyperlink on criteria name, you will redirected to KPI details.

Performance indicators 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	09May2018-Manual-LOA002	Due date	31-May-2018
Progress report ID	IGMS-000001	Reporting period	01-Apr-2017 - 31-Mar-2018
Project ID	NRF-000889-00	Submitted date	
Report status	Pending Submission		
Last update date	10-May-2018		

Number of High Impact Publications and Top Conference Proceedings ^

1 - 2 of 2 matching results found 1 2 3 4 5

KPI criteria	Target	Achieved FY 2017	Achieved FY 2018	Achieved FY 2019	Achieved FY 2020	Achieved FY 2021	Total Achieved
<a href="#">Number of Journal Publications (Top 10%)</a>	5.00	1.00	1.00	0.00	0.00	0.00	2.00
<a href="#">Number of Journal Publications (Not Top 10%)</a>	5.00	0.00	0.00	0.00	0.00	0.00	0.00

Number of Collaboration Projects ^

# Key Performance Indicator (KPI)

1 On KPI criteria details form, click add to add achieved KPI.

2 Pop up form open, key in related information. Click cancel to abort the record, click save to save achieved KPI.

The screenshot displays the 'Key performance indicator' interface. At the top, the title of the research project is 'Proposal with Multiple budget (Advancement) and AI'. Below this, a section titled 'Number of Journal Publications (Top 10%)' provides a definition: 'Number of High Impact Publications' measures the number of 'Publications' in the top 10% of S&T journals, and 'Number of Top Conference Proceedings' measures the number of top 'Conference Proceedings'. A table below shows 0 matching results found. The table has columns for Published Date, Title of Publication, Name of Journal, Conference Books or Other Publications, Name of Corresponding Authors and Institutions, Name of All Authors/Co-Authors and Institutions according to authorship order as published, and Publication DOI. An 'Add' button with a red circle '1' is highlighted. Below the table are 'Remove' and 'Add' buttons. A 'Back' button is at the bottom left. A 'Save as Draft' button is at the bottom right. A red dashed arrow points from the 'Add' button to the 'Add/Edit KPI Details' pop-up form. The pop-up form has a blue header and a list of fields: 1. Title of Publication, 2. Published Date, 3. Name of Journal, Conference Books or Other Publications, 4. Name of Corresponding Authors and Institutions, 5. Name of All Authors/Co-Authors and Institutions according to authorship order as published, 6. Publication DOI, and 7. Type of Publication. Each field has a corresponding input box. A 'Cancel' button with a red 'x' and a 'Save' button with a red 'H' are at the bottom right. A red circle '2' is next to the 'Save' button.

Published Date	Title of Publication	Name of Journal, Conference Books or Other Publications	Name of Corresponding Authors and Institutions	Name of All Authors/Co-Authors and Institutions according to authorship order as published	Publication DOI
0 - 0 of 0 matching results found					

Remove - Add +

Back

Save as Draft H

Add/Edit KPI Details

- 1. Title of Publication
- 2. Published Date
- 3. Name of Journal, Conference Books or Other Publications
- 4. Name of Corresponding Authors and Institutions
- 5. Name of All Authors/Co-Authors and Institutions according to authorship order as published
- 6. Publication DOI
- 7. Type of Publication

Cancel x Save H

# Key Performance Indicator (KPI)

1 For the “**Number of Patents**” KPI, user can leave the “Date Granted” field blank.

2 A KPI record entered without the “Date Granted” field will not contribute to the number of KPIs achieved for the “Number of Patents” KPI.

Add/Edit KPI Details

- + 1. Title: Patent sample
- + 2. Description: Patent sample asdf
- + 3. Ownership: Sample
- + 4. Patent Number: Sample001
- + 5. Country: Singapore
- + 6. Date Filed: 25/09/2019
- 7. Date Granted: **1**
- + 8. Name of All Inventors and Institutions: John - Sample

Number of Patents

Definition:  
- Number of Patents measures the number of first filings of priority patent applications awarded.

1 - 1 of 1 matching results found

Date Filed	Date Granted	Title	Description	Ownership	Patent Number
25-Sep-2019	<b>1</b>	Patent sample	Patent sample asdf	Sample	Sample001

Number of Patents

1 - 1 of 1 matching results found

KPI criteria	Target	Achieved FY 2019	Achieved FY 2020	Total Achieved
Number of Patents	10.00	<b>2</b>	0.00	0.00

# Key Performance Indicator (KPI)

1 Details created / saved record will shown on the grid view. To revise, click hyperlink on each record.

2 To remove created record, check the checkbox on last column.

3 Select remove button.

4 Select back to switch back on KPI category list page and view achieved KPI.

Key performance indicator

Title of research project Proposal with Multiple budget (Advancement) and AI

Number of Journal Publications (Top 10%)

Definition:

- Number of High Impact Publications measures the number of 'Publications' in the top 10% of S&T journals tracked in the Thomson Reuters Joint Citation Report.
- Number of Top Conference Proceedings measures the number of top 'Conference Proceedings' in your field of research

1 - 1 of 1 matching results found

Published Date	Title of Publication	Name of Journal, Conference Books or Other Publications	Name of Corresponding Authors and Institutions	Name of All Authors/Co-Author and Institutions according to authorship order as published	Publication DOI	
26-Feb-2018	Title	Name of Journal, Conference Books or	Name of Corresponding Authors	Name of All Authors/Co-Author	556TTR	<input type="checkbox"/>

1

3 Remove Add

4 Back

Save as Draft

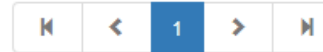
# Key Performance Indicator (KPI)

## Number of Journal Publications (Top 10%)

### Definition:

- **Number of High Impact Publications** measures the number of 'Publications' in the top 10% of S&T journals tracked in the Thomson Reuters Joint Citation Report.
- **Number of Top Conference Proceedings** measures the number of top 'Conference Proceedings' in your field of research

1 - 2 of 2 matching results found



Published Date	Title of Publication	Name of Journal, Conference Books or Other Publications	Publication DOI	Name of Corresponding Authors and Institutions	Name of All Authors/Co-Authors and Institutions according to authorship order as published	
01-Feb-2018	Title of Publication	Title of Publication	Title of Publication	Title of Publication	Title of Publication	<input type="checkbox"/>
01-Aug-2018	Title of Publication	Title of Publication	Title of Publication	Title of Publication	Title of Publication	<input type="checkbox"/>

1

< Back

## Number of High Impact Publications and Top Conference Proceedings

1 - 3 of 3 matching results found



KPI criteria	Target	Achieved FY 2017	Achieved FY 2018	Achieved FY 2019	Achieved FY 2020	Achieved FY 2021	Achieved FY 2022	Total Achieved
Number of Journal Publications (Top 10%)	5.00	1.00	1.00	0.00	0.00	0.00	0.00	2.00
Number of Journal Publications (Not Top 10%)	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Number of Books	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

2

1

When adding an Achieved KPI item, the date have to be fill up.

2

Achieved KPIs item is group by Financial Year, according its achievement date.

# Key Performance Indicator (KPI)

## Number of Journal Publications (Top 10%)

### Definition:

- **Number of High Impact Publications** measures the number of 'Publications' in the top 10% of S&T journals tracked in the Thomson Reuters Joint Citation Report.
- **Number of Top Conference Proceedings** measures the number of top 'Conference Proceedings' in your field of research

1 - 2 of 2 matching results found



Published Date	Title of Publication	Name of Journal, Conference Books or Other Publications	Publication DOI	Name of Corresponding Authors and Institutions	Name of All Authors/Co-Authors and Institutions according to authorship order as published	
01-Feb-2018	Title of Publication	Title of Publication	Title of Publication	Title of Publication	Title of Publication	<input type="checkbox"/>
01-Aug-2018	Title of Publication	Title of Publication	Title of Publication	Title of Publication	Title of Publication	<input type="checkbox"/>

[Back](#)

## Number of High Impact Publications and Top Conference Proceedings

1 - 3 of 3 matching results found



KPI criteria	Target	Achieved FY 2017	Achieved FY 2018	Achieved FY 2019	Achieved FY 2020	Achieved FY 2021	Achieved FY 2022	Total Achieved
Number of Journal Publications (Top 10%)	5.00	1.00	1.00	0.00	0.00	0.00	0.00	2.00
Number of Journal Publications (Not Top 10%)	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Number of Books	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

3

Total Achieved: is total achieved items on KPI criteria details form, that has been declared by Lead PI.



# Key Performance Indicator (KPI)

1 Some of the achievement KPI measured by the S\$ (dollar) value or nominal amount. On the KPI category list page, the amount will be sum up as achieved KPI. (E.g : Cash Funding Category, In-Kind Contribution Category)

2 In some of the KPI, lead PI need to specify supporting document for achieved KPI. To attach file, click attach file button.

### Add/Edit KPI Details

+ 1. Name of Company Contributing	<input type="text" value="Company ABC"/>
+ 2. Country of Company	<input type="text" value="United Arab Emirates"/>
+ 3. Company UEN	<input type="text" value="R23678"/>
+ 4. Date of Contribution	<input type="text" value="13/02/2018"/>
+ 5. Amount of in kind contributions (\$\$), up to 2 decimal places	<input type="text" value="23000"/>

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

# Key Performance Indicator (KPI)

## Notes

- **MNC** stands for Multinational Corporation
- **LLE** stands for Local Large Enterprise
- **SME** stands for Small Medium Enterprise
- **Public Agency** is Public sector agency governance in Singapore

### Add/Edit KPI Details

+ 1. Name of Company Contributing	<input type="text" value="Company ABC"/>
+ 2. Country of Company	<input type="text" value="United Arab Emirates"/>
+ 3. Company UEN	<input type="text" value="R23678"/>
+ 4. Date of Contribution	<input type="text" value="13/02/2018"/>
+ 5. Amount of in kind contributions (\$\$), up to 2 decimal places	<input type="text" value="23000"/>

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

# Key Performance Indicator (KPI)

Cash Funding from Industry (MNC) = S\$

**Definition:**

- Cash Funding refers to cash funding received. This should be tracked by type of company [Industries (MNCs, LLEs, SMEs) and Public Agencies].
- Note: MNC stands for "Multinational Corporation", LLE stands for "Local Large Enterprise" and SME stands for "Small Medium Enterprise".

1 - 4 of 4 matching results found



Date of Contribution	Name of Company Contributing	Country of Company	Company UEN	Amount of Cash Funding (S\$), up to 2 decimal places	
25-Jul-2018	Pineapple Ltd	Singapore	34567890	23000	<input type="checkbox"/>
01-Jan-2018	AUG Enterprise	Australia	0987654321	1326555	<input type="checkbox"/>
01-Jun-2018	Title of Publication	Singapore	234567	23000	<input type="checkbox"/>
01-Mar-2018	Reebornnn	Singapore	0987654321	134000	<input type="checkbox"/>

1

Remove - Add +

< Back

Cash Funding

1 - 4 of 4 matching results found

2



KPI criteria	Target	Achieved FY 2017	Achieved FY 2018	Achieved FY 2019	Achieved FY 2020	Achieved FY 2021	Achieved FY 2022	Total Achieved
Cash Funding from Industry (MNC) = S\$	5.00	1,460,555.00	46,000.00	0.00	0.00	0.00	0.00	1,506,555.00
Cash Funding from Industry (LLE) = S\$	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

1

Achieved KPIs item that has S\$ (dollar) value measurement type, are sum up together.

2

Achieved KPIs amount are sum up and group by Financial Year, according its achievement date.

# Key Performance Indicator (KPI)

## Cash Funding from Industry (MNC) = S\$

### Definition:

- **Cash Funding** refers to cash funding received. This should be tracked by type of company [Industries (MNCs, LLEs, SMEs) and Public Agencies].
- **Note:** MNC stands for "Multinational Corporation", LLE stands for "Local Large Enterprise" and SME stands for "Small Medium Enterprise".

1 - 4 of 4 matching results found



Date of Contribution	Name of Company Contributing	Country of Company	Company UEN	Amount of Cash Funding (S\$), up to 2 decimal places	
25-Jul-2018	Pineapple Ltd	Singapore	34567890	23000	<input type="checkbox"/>
01-Jan-2018	AUG Enterprise	Australia	0987654321	1326555	<input type="checkbox"/>
01-Jun-2018	Title of Publication	Singapore	234567	23000	<input type="checkbox"/>
01-Mar-2018	Reebornnn	Singapore	0987654321	134000	<input type="checkbox"/>

Remove Add

## Cash Funding

[Back](#)

1 - 4 of 4 matching results found



KPI criteria	Target	Achieved FY 2017	Achieved FY 2018	Achieved FY 2019	Achieved FY 2020	Achieved FY 2021	Achieved FY 2022	Total Achieved
Cash Funding from Industry (MNC) = S\$	5.00	1,460,555.00	46,000.00	0.00	0.00	0.00	0.00	1,506,555.00
Cash Funding from Industry (LLE) = S\$	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00

3

Total achieved for KPIs that measured by S\$ (dollar) value, is the sum of dollar amount on KPI criteria details form, that has been declared by Lead PI.

# Key Performance Indicator (KPI)

1

For the KPI category/criteria “**Number of competitive grants received**”, the user has to select the Funding Agency on the dropdown. Selection is as follows:

- ASTAR
- MOE
- MOH
- NRF
- Others

2

If the selected funding agency is **Others** – the Others field will appear and the user has to input the Funding agency name on the text field provided.

Key performance indicator

Title of research project multi budget and institution cr 36a and 06 proposal for testing

Number of competitive grants received

0 - 0 of 0 matching results found

Project Start Date	Project End Date	Name of Grant Received	Project Reference No	Funding Agency	Recipient of Grant
--------------------	------------------	------------------------	----------------------	----------------	--------------------

Remove Add

Add/Edit KPI Details

\* 1. Name of Grant Received

\* 2. Project Reference No

\* 3. Funding Agency

\* Others

\* 4. Recipient of Grant

\* 5. Host Institution

\* 6. Direct Cost

\* 7. Indirect Cost

\* 8. Project Start Date

\* 9. Project End Date

\* 10. Project Title

Others

Other Funding Agency Name

Please enter the name of funding agency.

Cancel Save

# Key Performance Indicator (KPI)

1

For the KPI criteria “Others” - “No of human subject recruited”, select “FY” (Financial Year) from the dropdown list. Start date of FY is populated by system based on the selected “FY”.

2

Enter the number of human subject recruited in “Number Achieved”

3

Click on Save button

Performance indicators

Hide Progress

This shows the information

Title of research project

Progress report ID

Project ID

Report status

Last update date

Others

1 - 1 of 1 matching results found

KPI criteria	Target	Achieved FY 2019	Achieved FY 2020	Total Achieved
No. of human subjects recruited	2.00	0.00	0.00	0.00

< Back

Save as Draft

Next >

Cancel

Save

# Record of Equipment

# Record Of Equipment

1 In Record Of Equipment page, two sections are as follows,

Equipment Purchased (This shows a list of equipment purchased under the grant since last update)

2 Equipment Pending Purchased (This shows a list of equipment pending purchase under the grant since last update.)

The screenshot shows a navigation bar with the following items: Search, Technical Milestone, Key Performance Indicators, Record of Equipment (highlighted with a red '1'), Future Plans, Other Attachments, and Undertaking. Below the navigation bar is a section titled 'Record of equipment' with an 'Expand All Sections' link. A 'Hide Progress Report Details' link is also present. A light blue box contains the text: 'This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.' Below this is a table with the following data:

Title of research project	09May2018-Manual-LOA002	Due date	31-May-2018
Progress report ID	IGMS-000001	Reporting period	01-Apr-2017 - 31-Mar-2018
Project ID	NRF-000889-00	Submitted date	
Report status	Pending Submission		
Last update date	10-May-2018		

Below the table are two expandable sections: 'Equipment purchased' (highlighted with a red '2') and 'Equipment pending purchased' (highlighted with a red '3'). At the bottom of the page are buttons for '< Back', 'Save as Draft', and 'Next >'.



# Record Of Equipment

1 Click on "Add" button, Add/Edit equipment purchased page will display.

## Record of equipment 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	09May2018-Manual-LOA002	Due date	31-May-2018
Progress report ID	IGMS-000001	Reporting period	01-Apr-2017 - 31-Mar-2018
Project ID	NRF-000889-00	Submitted date	
Report status	Pending Submission		
Last update date	10-May-2018		

### Equipment purchased

This shows a list of equipment purchased under the grant since last update. Please select the equipment by clicking on the hyperlink to view or edit the details.

0 - 0 of 0 matching results found

« < 1 > »

S/N	Institution asset ID	Name of equipment	Commissioned status	Utilization rate
-----	----------------------	-------------------	---------------------	------------------

Remove Add

### Equipment pending purchased

< Back Save as Draft Next >

# Record Of Equipment

1

Please use this section to list all equipment that had been purchased using the grant for full reporting period (i.e. from 'Start Date of Project' to 'End Date of Reporting'). This should include all equipment indicated in the original approved budget and any new equipment from variation request approved by the funding agency.

2

Fill the mandatory fields and click on "save" button

### Add/Edit Purchased Equipment

Please list all equipment of purchase value \$250,000 and above (inclusive of GST) under this grant for the reporting period (i.e. from 'Start Date of Project' to 'End Date of Reporting').

* Institution asset reference ID	<input type="text"/>	Equipment category	<input type="text"/>
* Name of the equipment	<input type="text"/>	Commissioned status	Yes <input type="radio"/> No <input checked="" type="radio"/>
Location of the equipment	<input type="text"/>	Commissioned / expected commissioning date	<input type="text"/>
Utilization rate	<input type="text"/>	Is equipment open for sharing?	Yes <input type="radio"/> No <input checked="" type="radio"/>
Invoice reference number/s	<input type="text"/>	Purchase price	<input type="text" value="\$0.00"/>
Remarks	<input type="text"/>		

# Record Of Equipment

1

To amend or revise created equipment, click on the hyperlink to view or edit the details. Add/Edit Purchased equipment form opened. Key in any amendment required, and click save.

### Record of equipment

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	09May2018-Manual-LOA002	Due date	31-May-2018
Progress report ID	IGMS-000001	Reporting period	01-Apr-2017 - 31-Mar-2018
Project ID	NRF-000889-00	Submitted date	
Report status	Pending Submission		
Last update date	10-May-2018		

### Equipment purchased

This shows a list of equipment purchased under the grant since last update. Please select the equipment by clicking on the hyperlink to view or edit the details.

1 - 2 of 2 matching results found

S/N	Institution asset ID	Name of equipment	Commissioned status	Utilization rate	
1	FOE675	FOE	No	0.00	<input type="checkbox"/>
2	OTHER2276	OTHER	Yes	18.00	<input type="checkbox"/>

### Add/Edit Purchased Equipment

Please list all equipment of purchase value \$250,000 and above (inclusive of GST) under this grant for the reporting period (i.e. from 'Start Date of Project' to 'End Date of Reporting').

Back

Institution asset reference ID	OTHER2276	Equipment category	Others (Please specify)
Name of the equipment	OTHER	Other category	
Location of the equipment	134_other	Commissioned status	Yes <input checked="" type="radio"/> No <input type="radio"/>
Utilization rate	18.00	Commissioned / expected commissioning date	06-11-2017
Invoice reference number/s	435	Is equipment open for sharing?	Yes <input type="radio"/> No <input checked="" type="radio"/>
Remarks	Testing	Purchase price	\$26.00

Cancel Save

# Record Of Equipment - Equipment Pending Purchased

1 To add equipment for future to be purchased, open Equipment pending purchase section.

2 Click add button

Record of equipment 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	09May2018-Manual-LOA002	Due date	31-May-2018
Progress report ID	IGMS-000001	Reporting period	01-Apr-2017 - 31-Mar-2018
Project ID	NRF-000889-00	Submitted date	
Report status	Pending Submission		
Last update date	10-May-2018		

Equipment purchased

Equipment pending purchased **1**

This shows a list of equipment pending purchase under the grant since last update. Please select the equipment by clicking on the hyperlink to view or edit the details.

0 - 0 of 0 matching results found

« < 1 > »

S/N	Name of equipment	Expected date of purchase
-----	-------------------	---------------------------

Remove Add **2**

[Back](#) [Save as Draft](#) [Next](#)

# Record Of Equipment - Equipment Pending Purchased



1 Please use this section to list all equipment that is pending purchase using the grant for full reporting period (i.e. from 'Start Date of Project' to 'End Date of Reporting'). This should include all equipment indicated in the original approved budget and any new equipment from variation request approved by the funding agency.

2 Fill the mandatory fields and click on "save" button

### Add/Edit Pending Equipment

Please use this section to list all equipment that is pending purchase using the grant for full reporting period (i.e. from 'Start Date of Project' to 'End Date of Reporting'). This should include all equipment indicated in the original approved budget and any new equipment from variation request approved by the funding agency.

* Name of the equipment	<input type="text"/>	Expected date of purchase	<input type="text"/>
Remarks	<input type="text"/>	Description	<input type="text"/>

Cancel  Save 

# Record Of Equipment - Equipment Pending Purchased

1 Click on Next button to move to the **Future Plans** page

The screenshot displays a progress report interface with a navigation bar at the top containing seven items: 'search estone', 'Technical Milestone', 'Key Performance Indicators', 'Record of Equipment', 'Future Plans', 'Other Attachments', and 'Undertaking'. Each item has a green checkmark. The 'Record of Equipment' item is highlighted in blue. Below the navigation bar is a section titled 'Record of equipment' with an 'Expand All Sections' link. Underneath, there is a 'Hide Progress Report Details' link and a light blue box containing the text: 'This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.' Below this is a table with the following data:

Title of research project	Proposal with Multiple budget (Advancement) and AI		
Progress report ID	IGMS-000001	Due date	31-May-2018
Project ID	NRF-000016-00	Reporting period	01-Apr-2017 - 31-Mar-2018
Report status	Pending Resubmission	Submitted date	20-Oct-2017
Last update date	25-Oct-2017		

Below the table are two blue expandable sections: 'Equipment purchased' and 'Equipment pending purchased', both with downward-pointing chevrons. At the bottom of the interface are three buttons: 'Back', 'Save as Draft', and 'Next'. A red circle with the number '1' is positioned over the 'Next' button.

# Future Plans

# Future Plans

1 Use this page to describe outline plans for the programme to be sustained on a long-term basis beyond the approved duration of the funding.

2 Click on “Next” button, to switch to the **Other Attachments** page

search milestone ✓ Technical Milestone ✓ Key Performance Indicators ✓ Record of Equipment ✓ Future Plans ✓ Other Attachments ✓ Undertaking ✓

### Future plans

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 Multiple budget (Advancement) and AI		
Progress report ID	IGMS-000001	Due date	31-May-2018
Project ID	NRF-000016-00	Reporting period	01-Apr-2017 - 31-Mar-2018
Report status	Pending Resubmission	Submitted date	20-Oct-2017
Last update date	25-Oct-2017		

### Future plans

Please briefly outline plans for the programme to be sustained on a long-term basis beyond the approved duration of the funding.

What have you achieved with this award? ⓘ

[http://docmgmt.ust.researchgrant.gov.sg/nrf/GrantLibrary/External/Programme-010/Progress\\_Report\\_Template/GrantCallKPI\\_20170905T022849.txt](http://docmgmt.ust.researchgrant.gov.sg/nrf/GrantLibrary/External/Programme-010/Progress_Report_Template/GrantCallKPI_20170905T022849.txt)

What are your plans in Singapore beyond this award? ⓘ

[http://docmgmt.ust.researchgrant.gov.sg/nrf/GrantLibrary/External/Programme-010/Progress\\_Report\\_Template/GrantCallKPI\\_20170905T022849.txt](http://docmgmt.ust.researchgrant.gov.sg/nrf/GrantLibrary/External/Programme-010/Progress_Report_Template/GrantCallKPI_20170905T022849.txt)

What are the capabilities that have been built up? ⓘ

Save as Draft



# Other Attachments

# Other Attachments

1 To add an attachment e.g. supporting documents and annexes, click the 'Add' button.

2 Click Start Upload. Once completed, click the 'Upload' button. File types allowed: txt, doc, pdf, zip, xls. The maximum size for each file is 4 MB. Maximum total file in one progress report is 30 MB.

3 Click on "Next" to switch to **Undertaking** page.

Other attachments

[^ 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	09May2018-Manual-LOA002	Due date	31-May-2018
Progress report ID	IGMS-000001	Reporting period	01-Apr-2017 - 31-Mar-2018
Project ID	NRF-000889-00	Submitted date	
Report status	Pending Submission		
Last update date	10-May-2018		

Attachments

To add an attachment e.g. supporting documents and annexes, click the 'Add' button. Once completed, click the 'Upload' button. File types allowed: txt, doc, pdf, zip, xls. The maximum size for each file is 4 MB.

1 2

+ Add files... Start upload Cancel upload Delete

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
-----------	-------------	---------	------------------------------------

3

< Back Save as Draft H Next >

# Undertaking

# Undertaking

1 Use this page to declare a consent to submit a Progress Report.

In Undertaking page, have two sections as follows :

Undertaking by lead PI, to declare a consent before submit progress report. Click submit to submit progress report.

2 Action Trail, This section will maintain actions and comments from each related party on progress report approval and verification, such as : Lead PI, ORE, DOR, PM, and Multilevel Approval above PM.

## Undertaking 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	09May2018-Manual-LOA002	Due date	31-May-2018
Progress report ID	IGMS-000001	Reporting period	01-Apr-2017 - 31-Mar-2018
Project ID	NRF-000889-00	Submitted date	
Report status	Pending Submission		
Last update date	10-May-2018		

The Lead Principal Investigator (PI), the Office of Research (ORE) and the Director of Research (DOR) are required to declare and undertake the responsibilities listed in this section.

**Undertaking by lead PI** 1

**Action Trail** 2

[< Back](#) [Save as Draft](#) [Submit](#)

# Undertaking

1

To submit a progress report, open undertaking section, tick mark acknowledgement to declare the consent.

2

Key in any comment, if necessary.

3

Click Submit button.

## Undertaking 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	D228	Due date	31-May-2020
Progress report ID	IGMS-000001	Reporting period	31-Mar-2019 - 31-Mar-2020
Project ID	NRF-000744-00	Submitted date	
Report status	Pending Submission		
Last update date	03-Sep-2019		

The Lead Principal Investigator (PI), the Office of Research (ORE) and the Director of Research (DOR) are required to declare and undertake the responsibilities listed in this section.

### Undertaking by lead PI ^

I hereby declare that all the information provided is accurate and complete to the best of my knowledge and that I would be responsible for the consequences of providing false and/or misleading information.

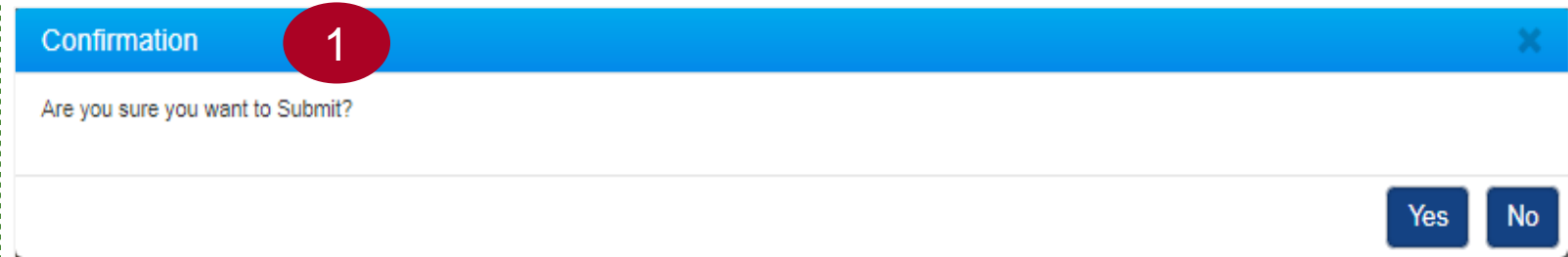
<b>1</b> Name of lead PI	<input type="text" value="NRF PO TRN Principal Investigator 62"/>	Date of acknowledgement	<input type="text" value="15/11/2019"/>
Acknowledgement	<input checked="" type="radio"/> Yes <input type="radio"/> No		
<b>2</b> Comments	<input type="text"/>		

### Action Trail 3 v

[Back](#) [Save as Draft](#) [Submit](#)

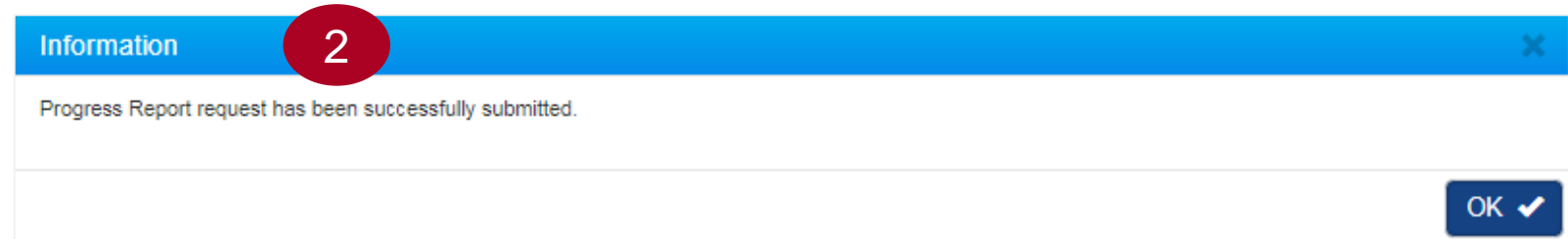
# Undertaking

1 After acknowledging progress report, click submit. You will get :  
A confirmation message. Select YES to continue.



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

2 Information message, that progress report has been submit successfully.



An information dialog box with a blue header bar containing the text "Information" and a red circle with the number "2". The main area contains the text "Progress Report request has been successfully submitted.". At the bottom right, there is a button labeled "OK" with a checkmark icon. A close button (X) is in the top right corner.

# Progress Report Amendment

1. Overview and Navigation of IGMS
2. Progress Report Submission
3. Adding, removing and updating a Data Admin for a project
4. Understanding Progress Report Pages :
  - Summary of Progress
  - Research Milestone
  - Technical Milestone
  - Key Performance Indicators (KPI)
  - Record of Equipment
  - Future Plans
  - Other Attachments
  - Undertaking
- 5. Progress Report Amendment**
6. Download Progress Report

# Progress Report Amendment

1 If progress report returned to Lead PI for revision, it will appear on Lead PI dashboard as action items.

➤ Date, is the date of task assign to Lead PI.

2 ➤ Subject, is action item that need to perform by pi, which is to amend progress report or to give clarification.

**Proposals**

1 - 2 of 2 matching results found

Date	Subject	Reference ID	Read
12-Mar-2018	The proposal has been returned for your amendment. To amend the proposal, click on the Reference ID.	nrf 146-0001	Yes
14-Mar-2018	The Letter of Award is pending for your acceptance. To accept the Letter of Award, click on the Reference ID.	qeqe-98-0002	Yes

**Projects**

1 - 2 of 2 matching results found

Date	Subject	Reference ID	Read
18-Apr-2018	Progress Report Pending Your Amendment. To view details, click on reference ID	NRF-000003922	Yes
02-May-2018	The deviation has been returned for your amendment. To amend the deviation, click on the Reference ID.	NRFDV-000000954	Yes



# Progress Report Amendment

3 Reference ID, is to navigate to document source.

4 Read, is identification if the dashboard message has been read by user.

Proposals				
1 - 2 of 2 matching results found				
⏪ < 1 > ⏩				
Date	Subject	Reference ID	Read	
12-Mar-2018	The proposal has been returned for your amendment. To amend the proposal, click on the Reference ID.	nrf-146-0001	Yes	
14-Mar-2018	The Letter of Award is pending for your acceptance. To accept the Letter of Award, click on the Reference ID.	qege-98-0002	Yes	

Projects				
1 - 2 of 2 matching results found				
⏪ < 1 > ⏩				
Date	Subject	Reference ID	Read	
18-Apr-2018	Progress Report Pending Your Amendment. To view details, click on reference ID	NRF-000003922	Yes	
02-May-2018	The deviation has been returned for your amendment. To amend the deviation, click on the Reference ID.	NRFDV-000000954	Yes	

# Progress Report Amendment

1 Once reference ID selected, you will be redirected to the progress report form. Open the action trails form,

2 Navigate comment from previous person who returned the record, to view the type of amendment required.

Home > Projects > Progress Reports > Summary of Progress

Summary of Progress  Research Milestone  Technical Milestone  Key Performance Indicators  Record of Equipment  Future Plans  Other Attachments

Summary of Progress Expand All Sections

✓ Show Progress Report Details

Achievements

Pathway to achieving impact

Capabilities

Media exposure

Supporting documents

Action Trail **1**

1 - 10 of 15 matching results found

Date	Submitted by	Comments
18-Apr-2018	OR3	return to pi <b>2</b>
18-Apr-2018	P91	RESUBMISSION TO ORE
18-Apr-2018	OR3	return to pi
18-Apr-2018	Shafiqh Bahrin	return to ORe
18-Apr-2018	Shafiqh Bahrin	return

# Progress Report Amendment

1 Switch to a page that required amendment. Click on navigation page on each header, and key in any amendment required.

Home > Projects > Progress Reports > Research Milestone

Summary of Progress ✓ Research Milestone ✓ Technical Milestone ✓ Key Performance Indicators ✓ Record of Equipment ✓ Future Plans ✓ Other Attachments ✓

### Research milestone

[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	ZRETEST03 -17/4		
Progress report ID	IGMS-000001	Due date	31-May-2019
Project ID	NRF-000830-00	Reporting period	18-Apr-2018 - 31-Mar-2019
Report status	Pending Resubmission	Submitted date	18-Apr-2018
Update date	18-Apr-2018		

## Notes :

Lead PI only can make amendment, if Progress Report is Returned to him/her. Returned progress report has status **Pending Resubmission**.

# Progress Report Amendment

1 To re-submit a revised progress report, go to undertaking page, open undertaking by lead PI section and tick mark acknowledgement

2 Key in any comment, if necessary.

3 Click Submit button.

## Undertaking 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	D228	Due date	31-May-2020
Progress report ID	IGMS-000001	Reporting period	31-Mar-2019 - 31-Mar-2020
Project ID	NRF-000744-00	Submitted date	
Report status	Pending Submission		
Last update date	03-Sep-2019		

The Lead Principal Investigator (PI), the Office of Research (ORE) and the Director of Research (DOR) are required to declare and undertake the responsibilities listed in this section.

### Undertaking by lead PI ^

I hereby declare that all the information provided is accurate and complete to the best of my knowledge and that I would be responsible for the consequences of providing false and/or misleading information.

Name of lead PI	<input type="text" value="NRF PO TRN Principal Investigator 62"/>	Date of acknowledgement	<input type="text" value="15/11/2019"/>
Acknowledgement	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Comments	<input type="text" value="For urgent verification please."/>		

### Action Trail 3 v

[Back](#) [Save as Draft](#) [Submit](#)

# Progress Report Amendment

1 After acknowledging progress report, click submit. You will get :  
A confirmation message. Select YES to continue.

Confirmation 1 ✕

Are you sure you want to Submit?

Yes No

2 Information message, that progress report has been submit successfully.

Information 2 ✕

Progress Report request has been successfully submitted.

OK ✓

# Download Progress Report

1. Overview and Navigation of IGMS
2. Progress Report Submission
3. Adding, removing and updating a Data Admin for a project
4. Understanding Progress Report Pages :
  - Summary of Progress
  - Research Milestone
  - Technical Milestone
  - Key Performance Indicators (KPI)
  - Record of Equipment
  - Future Plans
  - Other Attachments
  - Undertaking
5. Progress Report Amendment
- 6. Download Progress Report**

# 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 ▴

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

Progress report ID	Type of progress report	Reporting period	Due date	Submitted date	Stage	Status
<a href="#">NRFPR-000005188</a>	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  $\pm 30$  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
<a href="#">NRFPR-000005146.zip</a> 10-Feb-2020 02:42 PM	11.49 KB		

Activate Windows  
Go to System in Control Panel to activate Windows.

4

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.