



# Progress Report Verification

for Officer of Research (ORE)

# Overview of IGMS System

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

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

# Definitions, Acronyms and Abbreviations

Sl. No	Abbreviation / Acronyms	Definitions
1	PI	Principal Investigator
2	PM	Programme manager
3	AF	Agency Finance
4	HI	Host Institution
5	LOA	Letter of Award
6	ORE	Officer of Research
7	DOR	Director of Research
8	AI ORE	Academic Institution Office of Research
9	AI DOR	Academic Institution Director of Research
10	HI Finance	Host Institution Finance
11	HI HR	Host Institution Human Resources
12	RGO	Research Grant Office
13	KPI	Key Performance Indicator

# Learning Objectives

In this session, you will learn :

- **Overview and Navigation of IGMS**

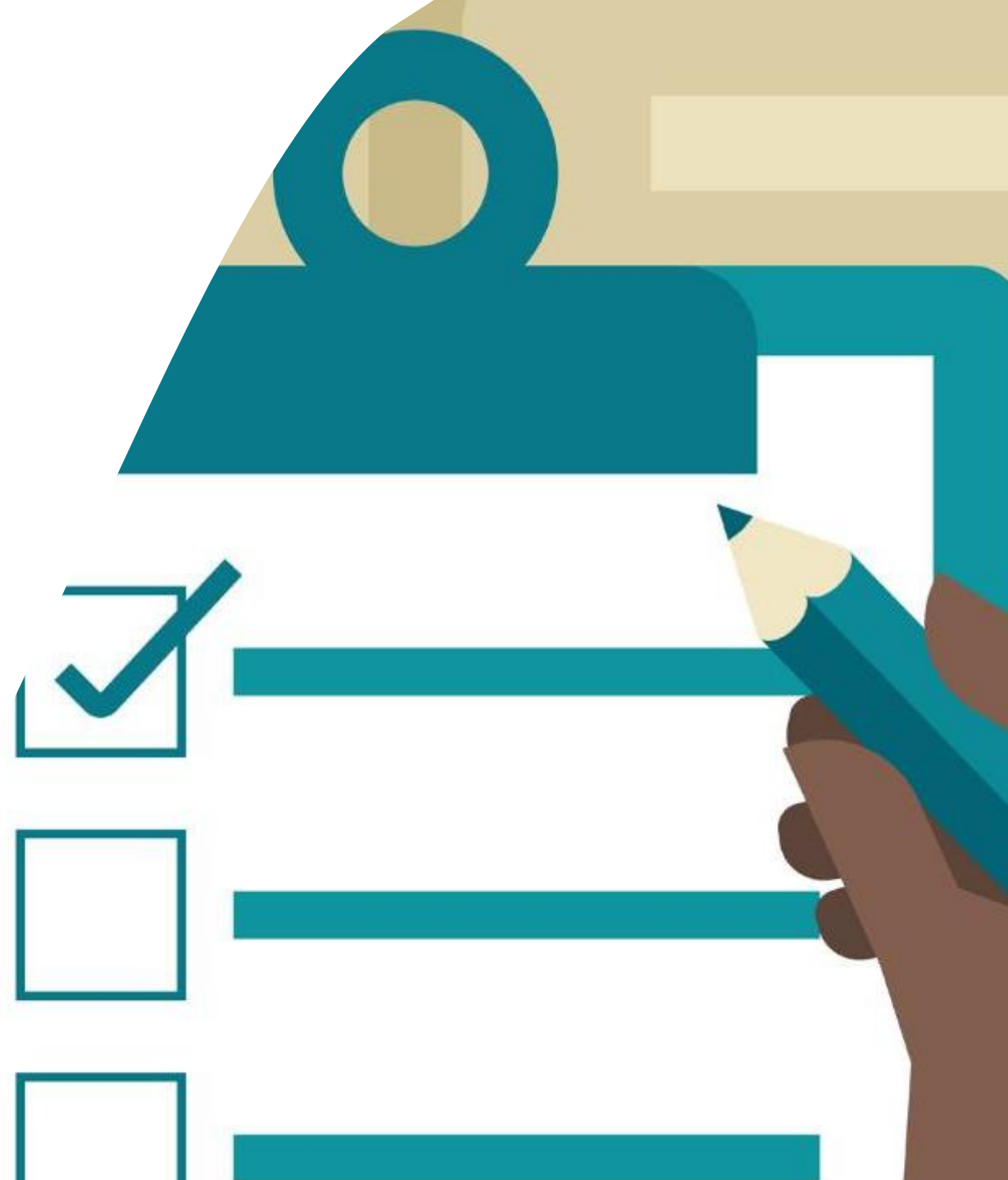
In this module you will learn how navigate IGMS as ORE

- **Progress Report Pages**

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

- **Verify Progress Report**

In this module you will learn how Verify Progress Report



# Overview and Navigation of IGMS

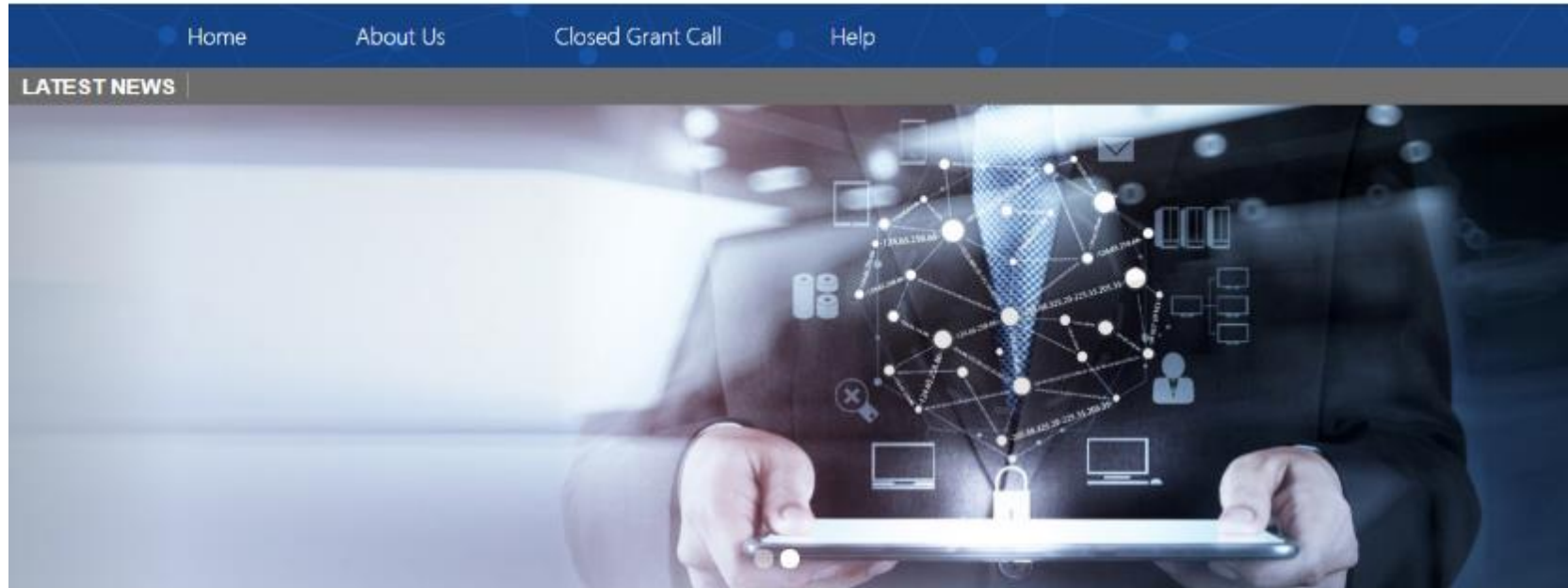
1. **Overview and Navigation of IGMS**
2. Progress Report Pages
3. Progress Report Verification
4. Download Progress Report

# Integrated Grant Management System (IGMS)

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

# Login in IGMS


# Logging in IGMS



1 Click on **Login**

1

Login

 LOGIN

Subscribe

### Open Opportunities

Search

1 of 12 matching results found

< 1 2 3 >

Show 5

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

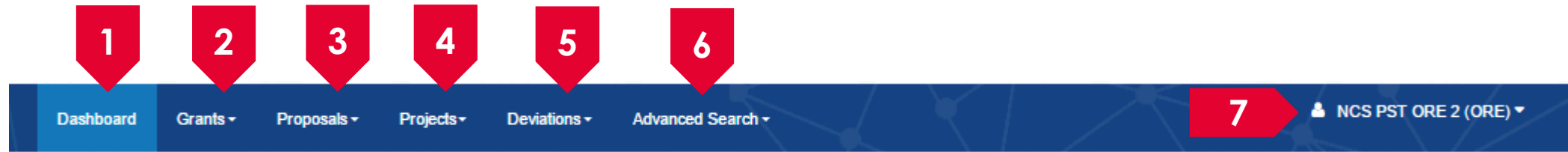
- Principal Investigator
- HI Administrator
- Office of Research/ Director of Research
- HI Finance/ HI Human Resource
- Data Administrator/ HI Audit

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

Dashboard Grants ▾ Proposals ▾ Projects ▾ Deviations ▾ Advanced Search ▾ NCS PST ORE 2 (ORE) ▾

1

## Proposals

1 - 10 of 12 matching results found

⏪ < 1 2 > ⏩

Date ▲	Subject	Reference ID	Lead PI	Read
23-Apr-2018	The proposal is pending your verification. To verify the proposal, click on the Reference ID.	A1-0001	NCS PST PI 8	Yes
25-Sep-2018	The proposal is pending your verification. To verify the proposal, click on the Reference ID.	NCSGC-25-0001	NCS PST PI 8	Yes
27-Sep-2018	The proposal is pending your verification. To verify the proposal, click on the Reference ID.	NCSEmail-279-0001	NCS PST PI 8	Yes
01-Nov-2018	Nomination request is pending your action. To nominate PI for the Grant Call, click on the Reference ID.	NRFNOM-00000133		No
02-Oct-2019	The proposal is pending your verification. To verify the proposal, click on the Reference ID.	test180002-0002	NCS PST PI 1	Yes
09-Oct-2019	The proposal is pending your verification. To verify the proposal, click on the Reference ID.	test180002-0004	NCS PST PI 2	Yes
16-Dec-2019	The scrubbing requires your verification. To view the details, click on the Reference ID.	test180002-0003	NCS PST PI 1	Yes
28-Jan-2020	The proposal is pending your verification. To verify the proposal, click on the Reference ID.	NRF-PROP-UATCR02	NRF UAT CRs PI 1_01	No
28-Jan-2020	The proposal is pending your verification. To verify the proposal, click on the Reference ID.	NRF-PROP-UATCR12	NRF UAT CRs PI 3_01	No
28-Jan-2020	The proposal is pending your verification. To verify the proposal, click on the Reference ID.	NRF-PROP-UATCR17	NRF UAT CRs PI 4_01	No

1

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

2

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

2



## Projects



1 - 10 of 63 matching results found

⏪ < 1 2 3 4 5 > ⏩

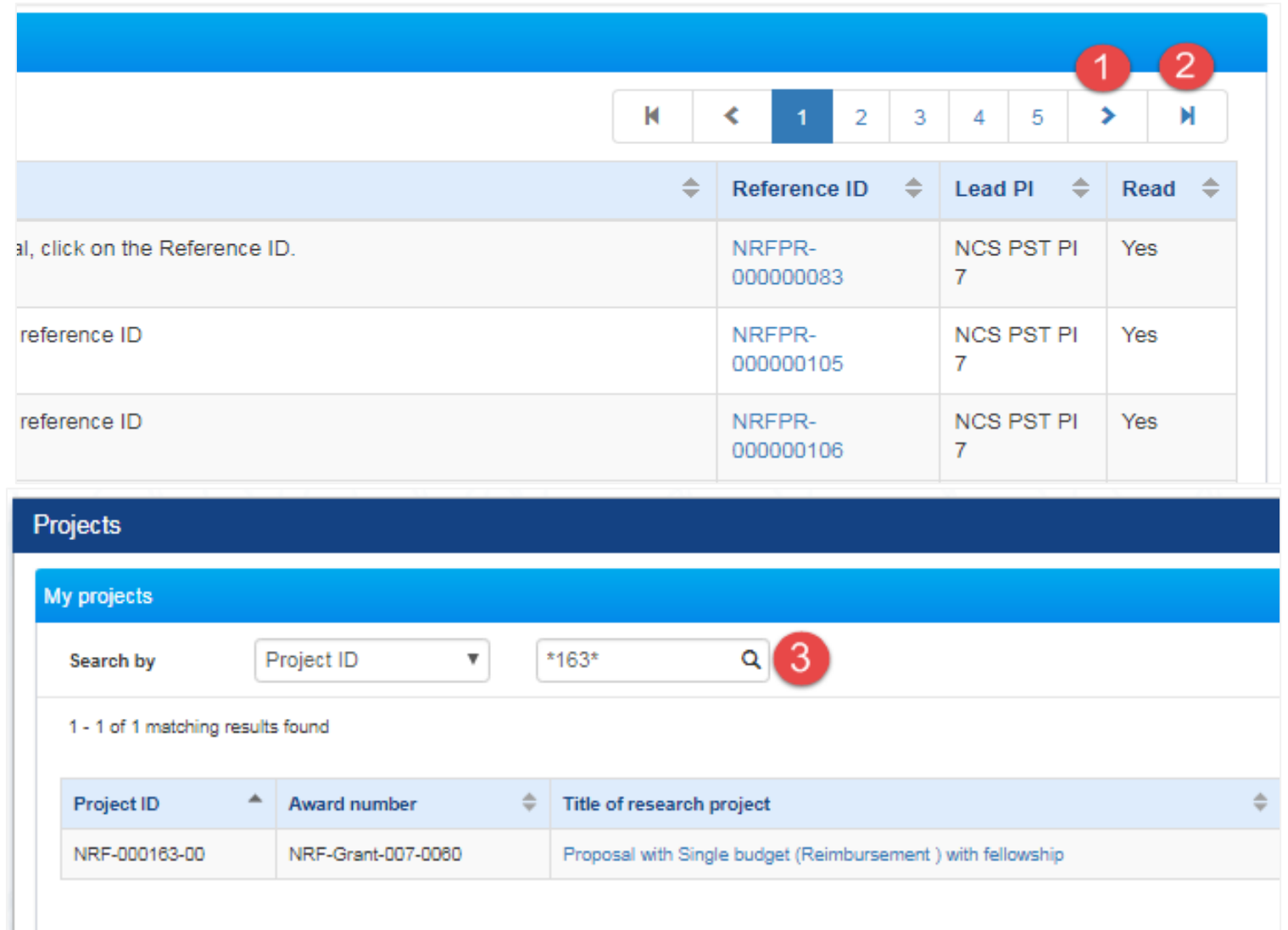
Date ▲	Subject	Reference ID	Lead PI	Read
13-Oct-2017	The proposal is pending your verification. To verify the proposal, click on the Reference ID.	NRFPR-000000083	NCS PST PI	Yes

# 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'. To the right of these are a right arrow and a last page icon, 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. Below the table is a 'Projects' section with a search bar. The search bar has a dropdown menu set to 'Project ID' and a search input field containing '\*163\*' (with a red circle '3' above the search icon). Below the search bar, it says '1 - 1 of 1 matching results found'. A table below shows the search results with columns: Project ID, Award number, and Title of research project.

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

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

# Progress Report Pages

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- 2. Progress Report Pages**
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# Progress Report Pages

# Progress Report Pages

1 Summary of Progress

2 Research Milestone

3 Technical Milestone

4 Key Performance Indicator

5 Record of Equipment

6 Future Plans

7 Other Attachments

8 Undertaking page

Progress Report has 8 page sections that need to be verified.

The screenshot shows a navigation bar with eight 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 the 'Summary of Progress' section, which includes a 'Hide Progress Report Details' button and a table of project information.

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		

A yellow arrow points to the 'Notes' section, which contains the following text:

**Notes :**  
ORE is unable to edit or make revisions Progress Reports.  
ORE can only **verify** the Progress Reports, or **return** them to PI for amendments, and make this selection at the Undertaking Page.

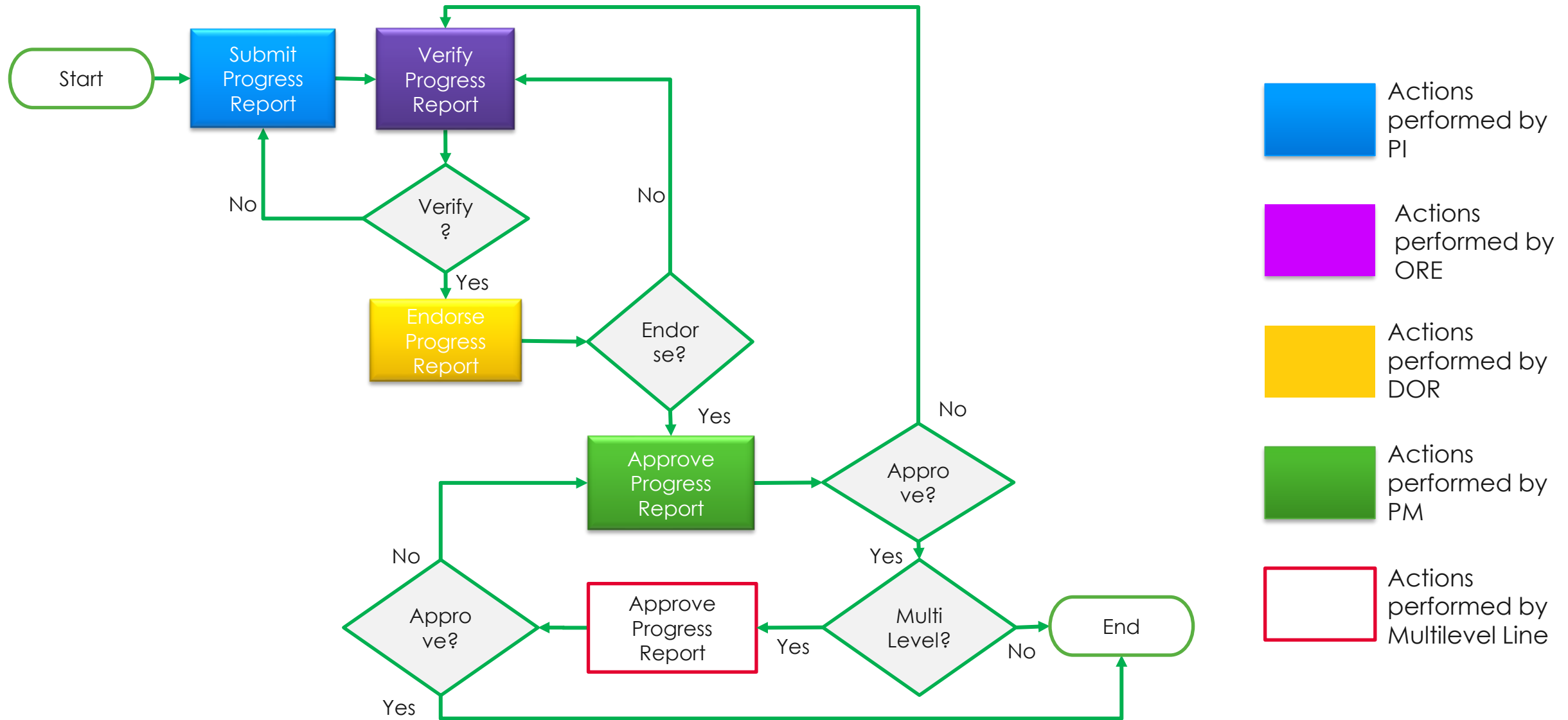


# Progress Report Verification

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# Progress Report Workflow

# Progress Report Workflow



# Progress Report Verification

# Progress Report Verification

1

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

Proposals				
0 - 0 of 0 matching results found				
Date	Subject	Reference ID	Lead PI	Read
Projects				
1 - 8 of 8 matching results found				
Date	Subject	Reference ID	Lead PI	Read
03-Nov-2017	The deviation is pending your verification. To verify the deviation, click on the Reference ID.	<a href="#">NRFDV-00000343</a>	P93	No
03-Nov-2017	The deviation is pending your verification. To verify the deviation, click on the Reference ID.	<a href="#">NRFDV-00000345</a>	P93	No
10-May-2018	Progress Report Pending Verification. To view details, click on reference ID	<a href="#">NRF-000004146</a>	P93	Yes
10-May-2018	The deviation is pending your verification. To verify the deviation, click on the Reference ID.	<a href="#">NRFDV-00000966</a>	P18	No
14-May-2018	Progress Report Pending Verification. To view details, click on reference ID	<a href="#">NRF-000004179</a>	p96	Yes
14-May-2018	Progress Report Pending Verification. To view details, click on reference ID	<a href="#">NRF-000004297</a>	p96	No
17-May-2018	Progress Report Pending Verification. To view details, click on reference ID	<a href="#">NRF-000004334</a>	P92	No
18-May-2018	Progress Report Pending Verification. To view details, click on reference ID	<a href="#">NRF-000004335</a>	P92	No

# Progress Report Verification

1 Check action trail on summary pages. This action trail is used to track all comments from previous parties. Use these trails to differentiate whether a progress report is for submission to the next level, or record needed to be returned to PI for amendment. Open action trail tab

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

3 Check comments.

The screenshot displays the 'Summary of Progress' page. At the top, there is a header 'Summary of Progress' with an 'Expand All Sections' link. Below the header, there is a section titled 'Hide Progress Report Details' with a sub-header: 'This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.'

The main content area contains a table with the following data:

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

Below the table, there are several expandable sections: 'Achievements', 'Pathway to achieving impact', 'Capabilities', 'Media exposure', and 'Supporting documents'. The 'Action Trail' section is expanded, showing a table with 4 matching results found. The table has columns for 'Date', 'Submitted by', and 'Comments'. The first row is highlighted, and the 'Comments' column is circled with a red '3'. The 'Date' column is circled with a red '2'. The 'Action Trail' section header is circled with a red '1'. There is a 'Next >' button at the bottom right of the page.

# Progress Report Verification

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

2 Check acknowledgement

3 Select a DOR to route the progress report to the next level. User can only select a DOR who does not belong to the research team members of the project.

Undertaking Expand All Sections

▼ Show Progress Report Details

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

Undertaking by ORE

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 ORE  Date of acknowledgement

Acknowledgement  Yes  No Name of DOR

Comments

Action Trail

[Back](#) Actions

Verify  
Return

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# Progress Report Verification

5 To verify progress report, click Click actions, and select : Verify, after verified progress report, after verification, progress report will route to DOR

6 Return, to return Progress report to Lead PI for amendment.

## Notes :

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

**Undertaking** Expand All Sections

▼ Show Progress Report Details

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

Undertaking by ORE **1**

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.

**2** Name of ORE: NRF PO TRN ORE 62

Date of acknowledgement: 15/11/2019

**3** Name of DOR: ASTAR PST DOR 1

**2** Acknowledgement:  Yes  No

Comments

**4** Actions ▼

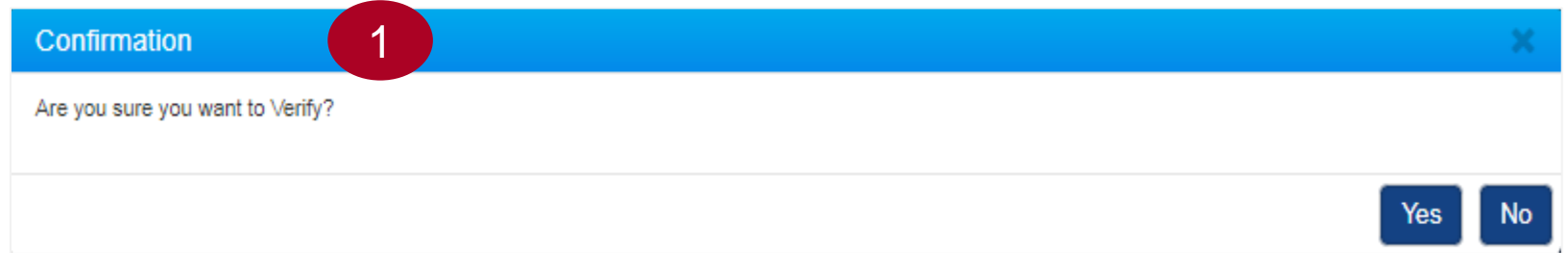
- 5** Verify
- 6** Return

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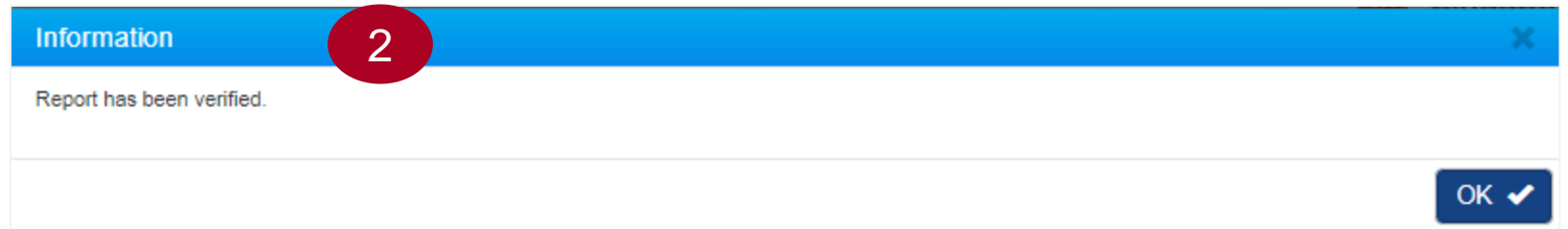
# Progress Report Verification

1 After you select verify, a confirmation message will appear. Click YES, to continue to verify.



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

2 A confirmation message showing for successful verification.



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

# Final Progress Report Verification 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 Verification and Debarment

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

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

# Download Progress Report

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# Download Progress Report

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

1

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

The screenshot shows the NCS system interface. The top navigation bar includes 'Dashboard', 'Grants', 'Proposals', 'Projects', 'Deviations', 'Review', and 'Advanced Search'. The 'Projects' menu is highlighted, and a 'View Projects' dropdown is visible. Below the navigation, the breadcrumb path is 'Home > Projects > Project Overview'. The main content area is titled 'Projects' and contains a table with project details:

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		

Below the table, there is a 'Submit deviation request' button. The 'Project overview' section is expanded, and the 'Progress reports' section is also expanded, showing a list of 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 message, it says '1 - 1 of 1 matching results found'. A table shows the following progress report:

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

The 'Deviations' and 'Fund requisitions' sections are also visible at the bottom of the page.

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

3

3

3

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



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