

An aerial photograph of Singapore's skyline, featuring numerous skyscrapers and the Marina Bay Sands hotel in the foreground. The city is reflected in the water of the bay. The image is partially covered by a dark teal curved shape on the right side.

IGMS Financial Tracking

for HI HR

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	HI Finance	Host Institution Finance
6	HI HR	Host Institution Human Resources
7	RGO	Research Grant Office
8	EOM	Expenditure of Manpower (Vote or Budget Category)
9	OOE	Other Operating Expenditures (Vote or Budget Category)
10	EQP	Equipment (Vote or Budget Category)
11	RS	Research Scholarship (Vote or Budget Category)
12	OT	Overseas Travel (Vote or Budget Category)
13	SHC	Supplemental Human Capital (Vote or Budget Category)

Definitions, Acronyms and Abbreviations

Sl. No	Abbreviation / Acronyms	Definitions
14	EI	Exceptional Items (Vote or Budget Category)
15	IDC	Indirect Costs
16	IP Comm	IP and Commercialization

Learning Objectives

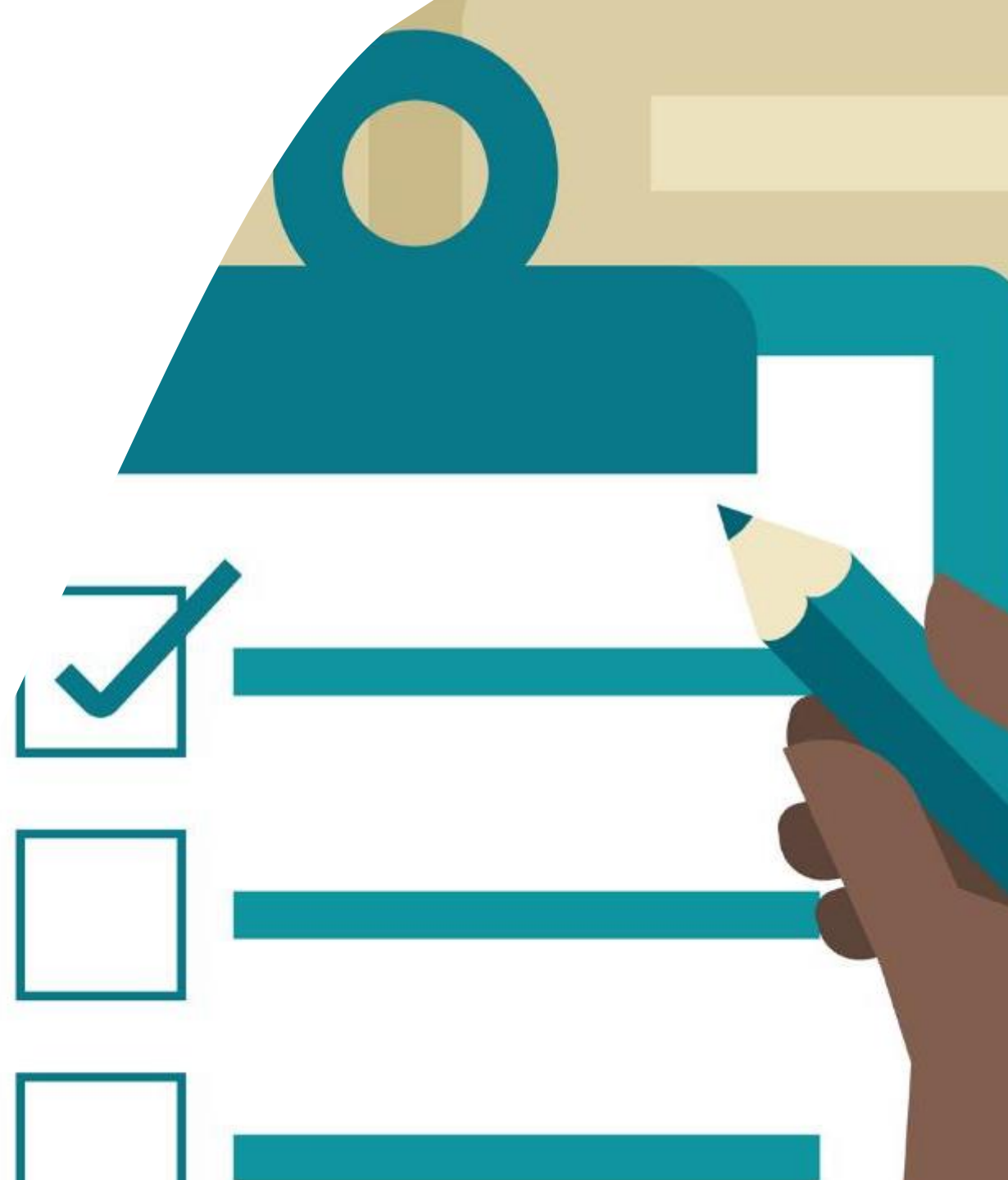
In this session, you will learn :

- **Overview and Navigation of IGMS**

In this module you will learn how navigate IGMS as a HI HR.

- **Fund Requisition (Project Claim)**

In this module you will learn about the fund requisition process, fund requisition pages, and how to complete the fund requisition.



General Overview

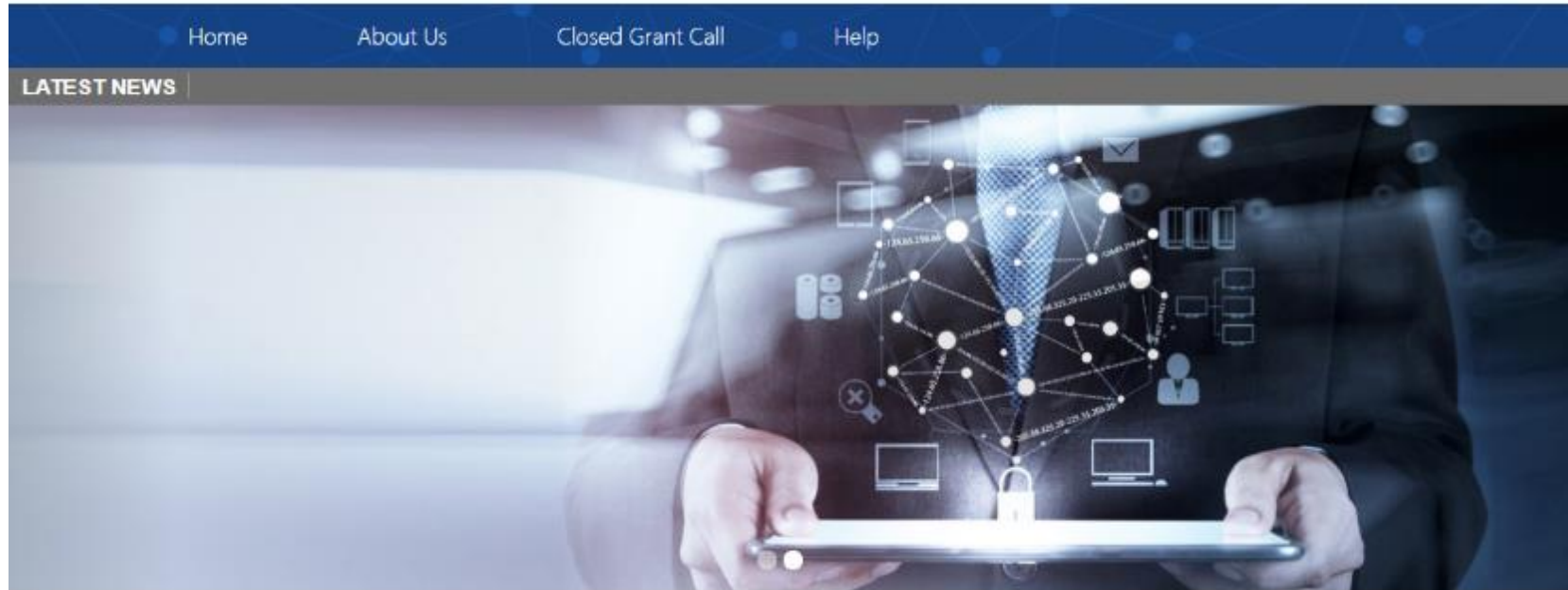
1. **Overview and Navigation of IGMS**
2. Fund Requisition (Project Claim)
 - Understanding Fund Requisition
 - Understanding Fund Requisition Approval
 - Completing Projection Expenses (Advancement)
 - Completing Manpower list & review Fund Requisition
3. Download Fund Requisition

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

1.5 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 the “Host Institution Users” option.

Links and Menus in IGMS

Links and Menus in IGMS



1 Dashboard: Displays the items pending user's actions

2 Projects: Displays the awarded projects and fund requisitions under the user's institution

3 Deviations: Displays all submitted deviation requests

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

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

Links and Menus in IGMS

1



1

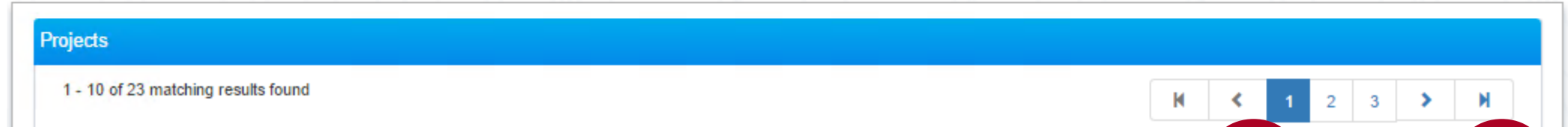
The screenshot shows the 'Projects' page in the IGMS system. It has a blue header bar with the word 'Projects'. Below the header, it says '1 - 10 of 23 matching results found'. There is a pagination control with buttons for 'First', 'Previous', '1', '2', '3', 'Next', and 'Last'. The main content is a table with four columns: 'Date', 'Subject', 'Reference ID', and 'Read'. The table contains six rows of data, all with the same subject text: 'Fund requisition is pending for your input. To view details, click on reference ID'.



Date	Subject	Reference ID	Read
04-Mar-2019	Fund requisition is pending for your input. To view details, click on reference ID	NRF-000173	Yes
15-Apr-2019	Fund requisition is pending for your input. To view details, click on reference ID	NRF-000698	Yes
04-Jun-2019	Fund requisition is pending for your input. To view details, click on reference ID	NRF-000721	No
16-Jul-2019	Fund requisition is pending for your input. To view details, click on reference ID	NRF-001307	No
14-Aug-2019	Fund requisition is pending for your input. To view details, click on reference ID	NRF-001352	Yes
05-Sep-2019	Fund requisition is pending for your input. To view details, click on reference ID	NRF-001380	Yes



1

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

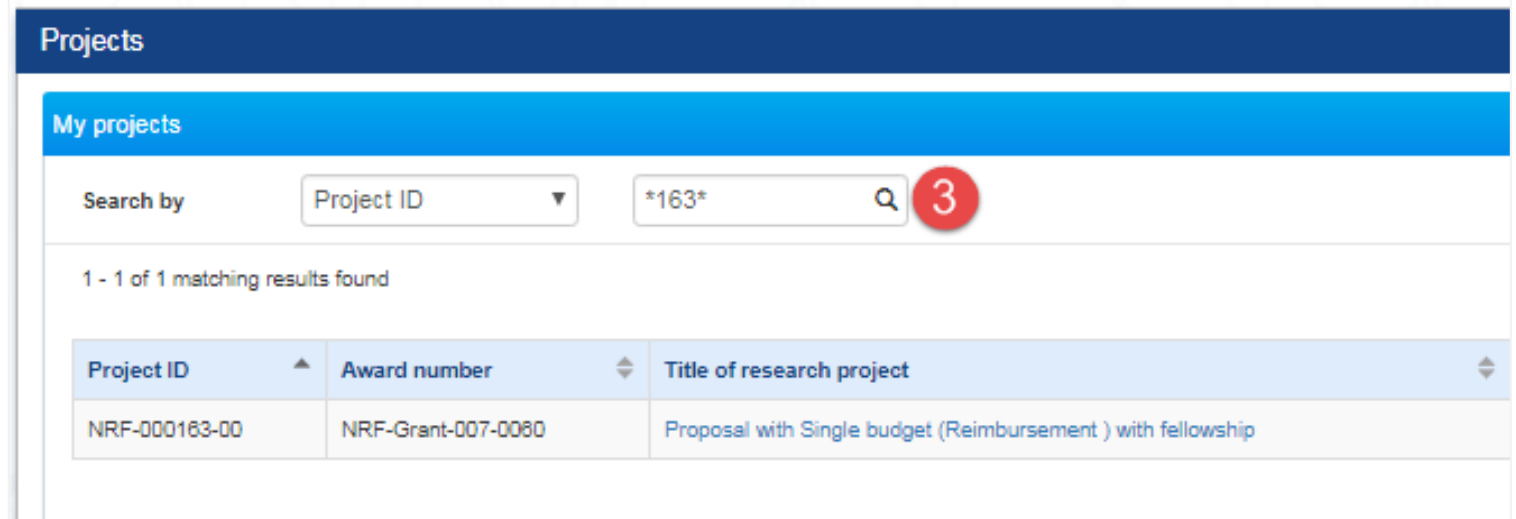
Overview and Navigation of IGMS



1 Use the  arrow button to view the 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 the search box to search a record. A syntax ** (star) can be use to search record like / similar (not exact match)



General Overview

1. Overview and Navigation of IGMS
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 - **Understanding Fund Requisition**
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Understanding Fund Requisition Types

Fund Requisition – Fund Requisition Type

There are 2 types of claim method in IGMS :

- ✓ Advancement
- ✓ Reimbursement

Each claim method will be submitted using these form types :

1. **Advancement :**

- Regular claims will use the Fund Requisition Advancement format
- For the last claim, use the Fund Requisition Statement of Account format
- HI Finance submits the fund requisition in the beginning of each period. Periods available for the project are : Quarterly, Yearly, or Half yearly
- HI finance reports the expenditure incurred in the previous quarter/Year/Half yearly using the funds received and the funds required in the current quarter/Year/Half yearly. The system will then compute the net amount required.
- Within each period, only 1 fund requisition is allowed for submission.
- If there is no FR submitted by the end of the quarter, a zero amount FR will be automatically generated. There will only be one FR outstanding at any point of time for each project.

Fund Requisition – Fund Requisition Type

There are 2 types of claim method in IGMS :

- ✓ Advancement
- ✓ Reimbursement

Each claim method will be submitted using these form types :

2. Reimbursement :

- In reimbursement mode, HI Finance submits the fund requisition after the HI has incurred the expenses.
- HI Finance submits the fund requisition at the beginning of each quarter for the expenses incurred in the previous quarter.
- Within one period (quarterly), only 1 fund requisition is allowed for submission.
- For both regular claims and last claim use the same form template. For the last claim, system will indicate a flag in the form as 'Final Claim'.

Understanding Definition of Last Claim

Review Fund Requisition – Definition of Last Claim

1	Definition of <u>Last Claim</u> is the claim (or settlement) that can be submitted within 6 months after the project is ended. Depending on the project start and project end date, there will be different variations of qualifying dates for the last claim.	2	15-Dec-2017 – 14-Dec-2018	1st Claim : Oct - Dec 2017 2nd Claim : Jan - Mar 2018 3rd Claim : Mar - Jun 2018 4th Claim : Jul - Sep 2018
			15-Dec-2018 – 14-Dec-2019	1st Claim : Oct - Dec 2018 2nd Claim : Jan - Mar 2019 3rd Claim : Mar - Jun 2019 4th Claim : Jul - Sep 2019
			15-Dec-2019 – 14-Dec-2020	1st Claim : Oct - Dec 2019 2nd Claim : Jan - Mar 2020 3rd Claim : Mar - Jun 2020 4th Claim : Jul - Sep 2020
			15-Dec-2020 – 14-Dec-2021	1st Claim : Oct - Dec 2020 2nd Claim : Jan - Mar 2021 3rd Claim : Mar - Jun 2021 4th Claim : Jul - Sep 2021
			15-Dec-2021 – 14-Dec-2022	1st Claim : Oct - Dec 2021 2nd Claim : Jan - Mar 2022 3rd Claim : Mar - Jun 2022 4th Claim : Jul - Sep 2022
2	Example for Quarterly Claim Period and The Last Claim Date of Submission.		15-Dec-2017 – 14-Dec-2022	1st Claim : Oct - 14 Dec 2022 Final Claim : 15 Dec - Jun 2023

Understanding Fund Requisition Status

Fund Requisition – Understanding Fund Requisition Status

No	Status Name	Description
1	Draft	Initial status when HI Finance creates a Fund Requisition.
2	Pending Workflow Submission	Fund Requisition submitted to system, and waiting for workflow approval.
3	Pending HI HR Input	Pending HI HR to input manpower listing for the project.
4	Pending PI Input	This status is only applicable for ASTAR, where the PI needs to verify the claim and input projected expenses to calculate the required amount for advancement claims.
5	Pending Agency Finance Review	This status is when Agency Finance reviews the claim. Agency finance is only able to amend the fundable amount at this status.
6	Pending PM Review	This status is when the FR is pending PM's review and approval. PM is only able to amend fundable amount at this status.
7	Supported	This status is for multilevel projects when the FR is pending multilevel PM approval.
8	Approved Pending Payment	This is the last status in Fund Request. Only fund request with this status can be posted as an expense. This status appears after PM has approved, if the Fund Request is not multi level approval, or after the last multilevel PM approves the Fund Request.

Fund Requisition – Understanding Fund Requisition Status

No	Status Name	Description
9	Pending HI Finance Resubmission	This status is when Agency Finance rejects the claim to the HI Finance. The Fund Request will be returned to the HI Finance for amendment. After amendment, Fund Request will route to HI HR and PI (For ASTAR only) before it is submitted back to Agency Finance.
10	Pending HI HR Resubmission	<p>This status is when Agency Finance rejects the claim to HI HR. The Fund Request will be returned to HI HR for amendment. After amendment, upon resubmission Fund Request will route to:</p> <ul style="list-style-type: none">• Agency Finance (for NRF,MOE,MOH) or• PI (For ASTAR only) then to the Agency Finance
11	Pending HI Finance Clarification	This status is when Agency Finance returns the Fund Request directly to HI Finance for clarifications. HI Finance would be able to submit the clarifications directly to Agency Finance for review.
12	Pending HI HR Clarification	This status is when Agency Finance returns the Fund Request to HI HR. HI HR would be able to submit the clarifications directly to Agency Finance for review.
13	Pending PI Clarification	This status when PM return Fund Request to PI. PI would be able to submit the clarifications directly to PM for review. PI is unable to make amendment to the Fund Request with this status.

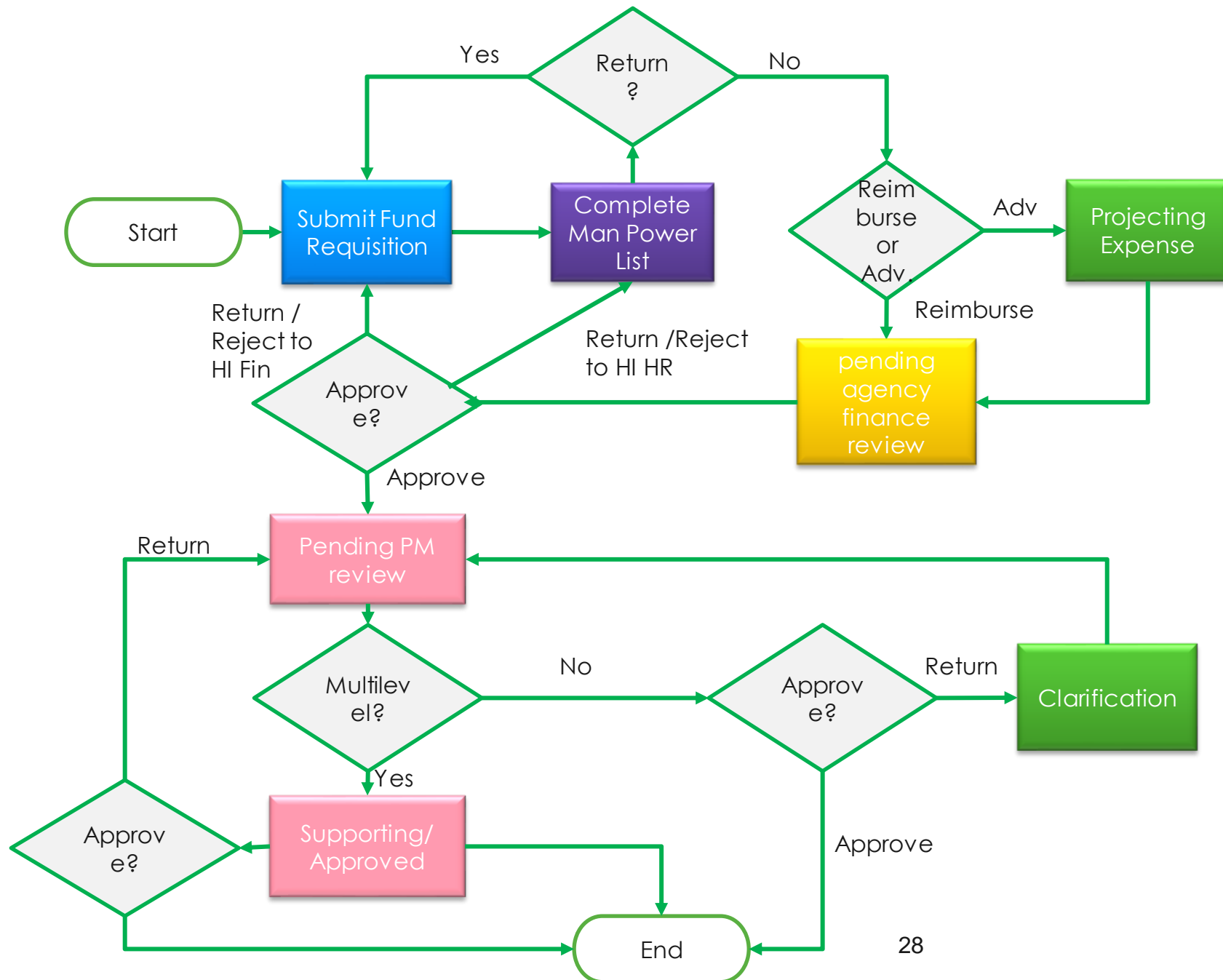
Fund Requisition – Understanding Fund Requisition Status

No	Status Name	Description
14	Clarification Received- Pending Agency Finance Review	This status is when HI Finance or HI HR submits clarification to the Agency Finance.

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Fund Requisition Workflow Approval



-  Action by HI Finance
-  Action by HI HR
-  Action by PI
-  Action by Agency Finance
-  Action by PM / Multilevel PM

Notes :

Please ensure that there is at least one active HI Finance in the Institution at all times, to avoid disruptions to workflow.



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Completing Projection Expense (Advancement)

Fund Requisition – Completing Projection Expenses (Adv)

1

When a FR is assigned to you, you will receive an email notification. You will be able to view all the actionable FRs on the dashboard. Click on **reference ID** to open Fund Request that needs to be completed.

- Click on reference ID to take action on the FR.

The screenshot displays the NCS system dashboard with a dark blue header containing navigation links: Dashboard, Grants, Proposals, Projects, Deviations, Review, and Advanced Search. The user is logged in as 'NCS PST PI 1 (PI)'. The main content area is divided into two sections: 'Proposals' and 'Projects'. The 'Proposals' section shows 3 matching results in a table with columns for Date, Subject, Reference ID, and Read status. The 'Projects' section shows 1 matching result in a similar table. A red circle with the number '1' highlights the 'Reference ID' column header in the Projects table.

Date	Subject	Reference ID	Read
07-Nov-2019	The proposal has been returned for your amendment. To amend the proposal, click on the Reference ID.	DGC5-0001	Yes
16-Dec-2019	The scrubbing requires your acceptance. To view the details, click on the Reference ID.	CR30S2-0004	Yes
20-Dec-2019	The Letter of Award is pending for your acceptance. To accept the Letter of Award, click on the Reference ID.	CR30S4-0004	Yes

Date	Subject	Reference ID	Read
06-Sep-2019	Fund requisition is pending for your input. To view details, click on reference ID	ASTRFR-000842	

Fund Requisition – Completing Projection Expenses (Adv)

1 To complete projection expenses, open the Expenditure section in the Summary page

2 Key in the projected expenses for each vote / budget category.

3 After keying in the projected amount, click Save as Draft to recalculate the Summary amounts.

Summary

Expenditure 1

VOTE	Fund balance as at 30-Jun-2019(I=E-H)	Commitments (supported by POs) (J)	Projected exp. for current quarter (K)	Amount required for current quarter (L=J+K-I)	Budget balances (M=D-E-L)	Budget utilisation N= ((E+L)/C)100
Expenditure on Manpower (EOM)	-10,000.00	0.00	30000.00 2	40,000.00	160,000.00	20.00%
Other Operating Expenditure (OOE)	-20,000.00	0.00	0.00	20,000.00	180,000.00	10.00%
Equipment (EQP)	0.00	0.00	0.00	0.00	200,000.00	0.00%
Overseas Travel (OT)	0.00	0.00	0.00	0.00	0.00	0.00%
Research Scholarship (RS)	0.00	0.00	0.00	0.00	0.00	0.00%
Indirect Cost (IDC)	-8,000.00	0.00	6000.00	12,000.00	108,000.00	10.00%
Total	-36,000.00	0.00	36,000.00	72,000.00	648,000.00	10.00%

Attachments

Action Trail

< Back

Save as Draft 3 Next ✓

General Overview

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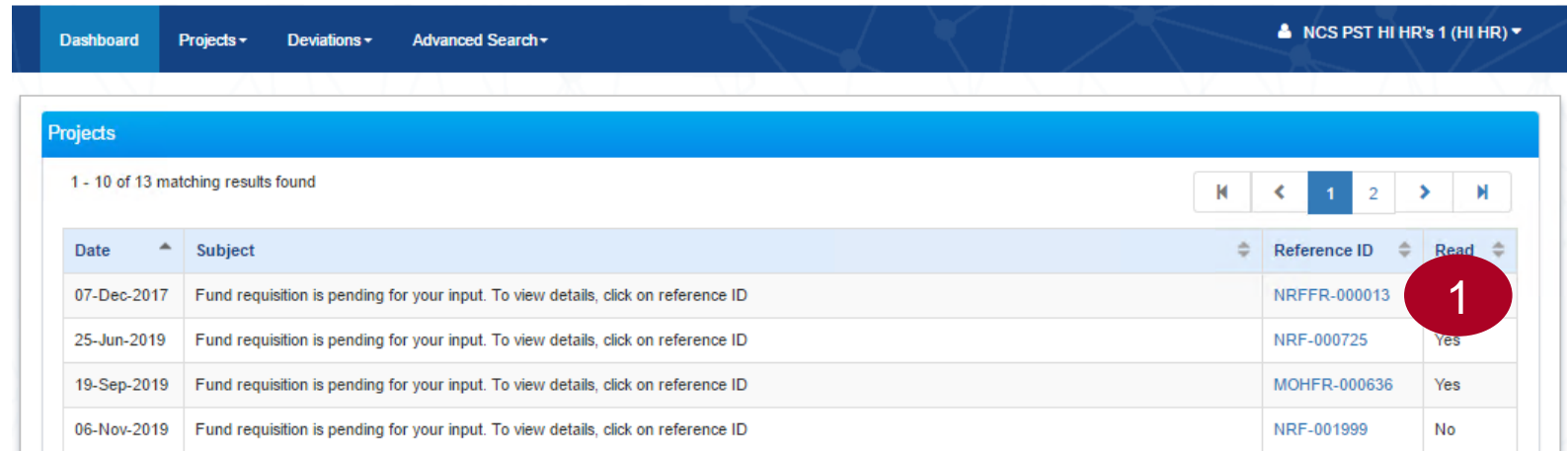
Completing Fund Request - Manpower

Fund Requisition – Completing Manpower Listing

1

After Finance submitted the Fund Request, HI HR need to complete the fund request by completing manpower listing. Click on the reference ID to open Fund Request that needs to be completed.

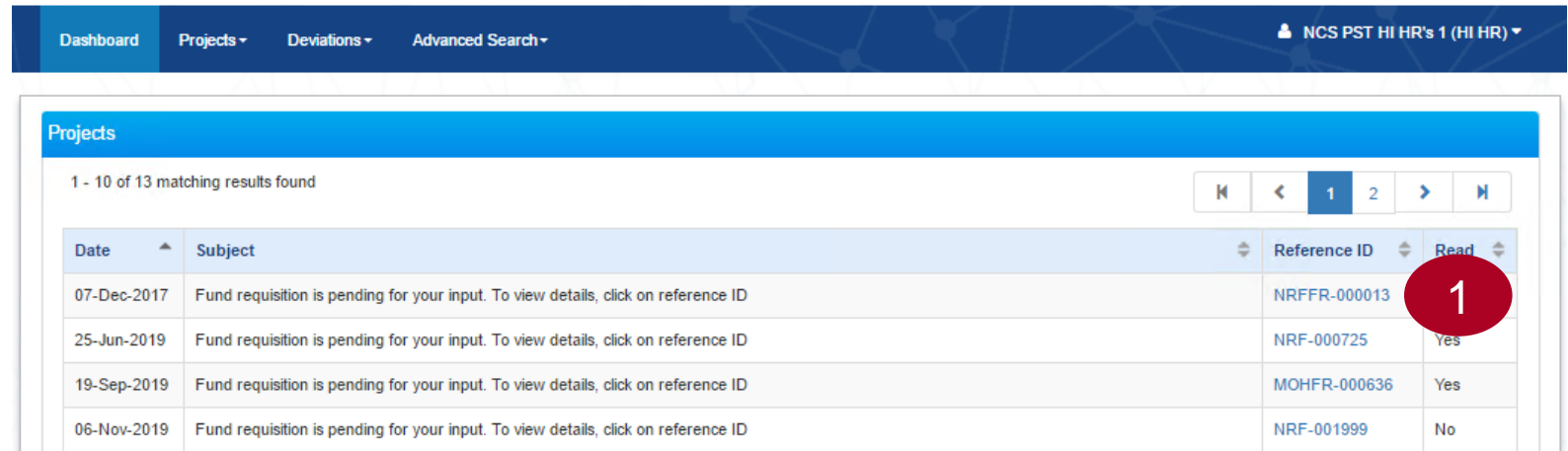
- Date, is the date when the task was assigned to the user.
- Subject, is the action item.
- Reference ID, is the document ID. Click this to navigate to the document source.
- Read, is to indicate if the dashboard message has been read by the user.



Dashboard			
Dashboard	Projects ▾	Deviations ▾	Advanced Search ▾
NCS PST HI HR's 1 (HI HR) ▾			
Projects			
1 - 10 of 13 matching results found			
Date	Subject	Reference ID	Read
07-Dec-2017	Fund requisition is pending for your input. To view details, click on reference ID	NRFFR-000013	1
25-Jun-2019	Fund requisition is pending for your input. To view details, click on reference ID	NRF-000725	Yes
19-Sep-2019	Fund requisition is pending for your input. To view details, click on reference ID	MOHFR-000636	Yes
06-Nov-2019	Fund requisition is pending for your input. To view details, click on reference ID	NRF-001999	No

Fund Requisition – Completing Manpower Listing

- Once read & action has been taken, the dashboard item will be removed from the dashboard.
- The Dashboard item is sorted by ascending date, which means the oldest action will come first.



The screenshot shows a web application interface for 'NCS PST HI HR's 1 (HI HR)'. The top navigation bar includes 'Dashboard', 'Projects', 'Deviations', and 'Advanced Search'. The 'Projects' section is active, displaying a table of fund requisition projects. The table has columns for 'Date', 'Subject', 'Reference ID', and 'Read'. The first row is highlighted, and a red circle with the number '1' is placed over the 'Read' column for the first row.

Date	Subject	Reference ID	Read
07-Dec-2017	Fund requisition is pending for your input. To view details, click on reference ID	NRFFR-000013	1
25-Jun-2019	Fund requisition is pending for your input. To view details, click on reference ID	NRF-000725	Yes
19-Sep-2019	Fund requisition is pending for your input. To view details, click on reference ID	MOHFR-000636	Yes
06-Nov-2019	Fund requisition is pending for your input. To view details, click on reference ID	NRF-001999	No

Notes:

In the case of A*STAR for advancement mode, the PI can return the claim to the HI HR for additional amendments or input.

Fund Requisition – Completing Manpower Listing

1 After clicking the reference ID on the Dashboard, system will redirect the HI HR to the Fund Requisition form, Summary page. Go to the Action trail at the Summary page to check If HI Finance or PI has any specific comments.

Home > Projects > Submit Claim > Summary

Summary

Expenditure on Manpower (EOM)

Other Operating Expenditure (OOE)

Equipment (EQP)

Overseas Travel (OT)

Research Scholarship (RS)

Exception Items (EI)

Summary

Expand All Sections

Hide Fund Details

Fund requisition ID

NRF-001982

Project ID

NRF-000807-01

Financial quarter

FY 2019 Q3

Award number

NRF-t351-0001

Submission date and time

01-Oct-2019

Project start date

01-Sep-2019

Host institution

NUS

Project end date

01-Aug-2021

HI claim no

Lead PI/Team PI

NCS PST PI 2

Status

Pending Review

Download Fund Request

Summary

Attachments

Action Trail

1 - 2 of 2 matching results found

1

Date	Submitted by	Comments
01-Oct-2019	NCS PST's HI Finances 1	
01-Oct-2019	NCS PST HI HR 4	

Activate Windows
Go to System in Control Panel to activate Windows

Fund Requisition – Completing Manpower Listing

1 Use the navigation bar on the header to switch to the manpower page.

2 System automatically populates the manpower records of the sub-project from the project records to the ongoing FR. Manpower details will be copied over only once when HI HR opens the FR for the first time and the FR is in Pending HI HR input state.

3 To add manpower list, click the Add button on the HI claim line details.

Navigation bar: Equipment (EQP) ✓, Overseas Travel (OT) ✓, Research Scholarship (RS) ✓, Exceptional Items (EI) ✓, Supplemental Human Capital Funding (SHC) ✓, **Manpower** ✓, Declaration ✓

HI claim line details

This is the **FULL Manpower Listing** for **ALL** staff (employed using the awarded grant only) working under the project. Please note that this 'Manpower Listing' is a "growing list". Thus, no names should be removed from the list as the project progresses, even though the staff is no longer working under the project. For staff that has left the project mid-way, the "End Date" of the staff should be indicated. For Final Claims, the "End Date" for all staff working under the project **MUST** be indicated, in order to close-off the project completely. For example, the "Project End Date" should be indicated for a staff who is working until the last day of the project.

To add a new manpower, click on the add button. Please note that existing research staff list also includes all research staff that had been approved for "Nationality Waiver" deviation requests previously.

To edit the line item, click on the hyperlink under the S/N column. To delete multiple lines, click select all and remove.

1 - 2 of 2 matching results found

S/N	Name	Institution	Job Type	Start date	End date	Citizenship	Nationality	% effort with job scope	
MPO0001	Manpower 1 for -01	National University of Singapore	Laboratory Officer	01-Apr-2024		Singapore Citizen	Singapore	5.00	<input type="checkbox"/>
MPO0002	Manpower 2 for -01	National University of Singapore	Laboratory Officer	02-Apr-2024		Singapore Citizen	Singapore	5.00	

Buttons: Remove, Add

Navigation: Back, Next ✓

Fund Requisition – Completing Manpower Listing

1

Add new manpower name on a project :
Key in manpower name

2

Select job type

3

Select nationality

4

Select citizenship, options are :
➤ Singapore Citizen
➤ Singapore PR
➤ Foreigner

5

Key in employment start date

6

Key in employment end date. This field is only mandatory for the last claim or the last fund requisition.

The screenshot shows a web form titled "Add/Change in Manpower". It contains several input fields and dropdown menus, each with a red circular callout number. The fields are: "Name" (text input, callout 1), "Research staff list" (dropdown, callout 2), "Job type" (dropdown, callout 3), "Nationality" (dropdown, callout 4), "Citizenship" (dropdown, callout 5), "Start date" (calendar icon, callout 6), "End date" (calendar icon, callout 7), "% Involved" (text input, callout 8), and "Job type description" (text area, callout 9). The form also has "Cancel" and "Save" buttons at the bottom right.

Notes :

HR can update the 'employment end date' earlier if the staff is no longer working under this current project, has resigned or have been transferred out to another project.

Fund Requisition – Completing Manpower Listing

7 Key in percentage of involvement

8 For some job types (e.g. “Others – Do not require PhD Qualification” or “Others – Require PhD Qualification”) the Job type description field is mandatory. For job types where this field is not applicable, this field will not appear.

9 Click Save to continue.

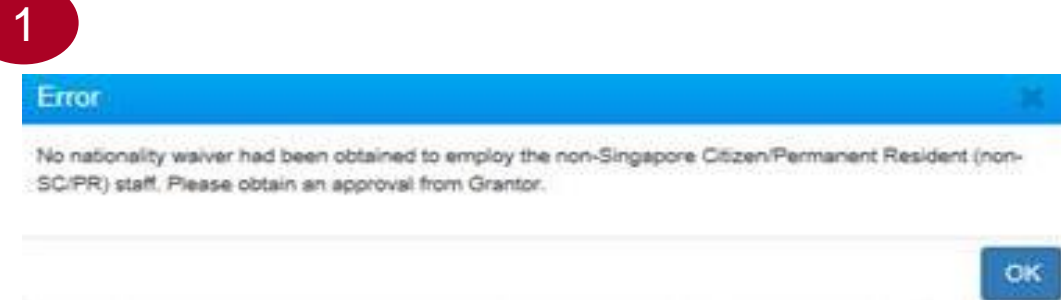
The screenshot shows a web form titled "Add/Change in Manpower". The form contains the following fields and elements, each marked with a red circle and a number:

- 1: Name input field containing "John Doe".
- 2: Job type dropdown menu showing "Others – Do not require PhD Qualificat".
- 3: Nationality dropdown menu showing "Singapore".
- 4: Citizenship dropdown menu showing "Singapore Citizen".
- 5: Start date input field showing "01/11/2019".
- 6: End date input field showing "31/10/2020".
- 7: % Involved input field showing "100".
- 8: Job type description text area with the placeholder "input job type description here".
- 9: Save button at the bottom right.

Other form elements include a "Research staff list" dropdown showing "Select", a "Cancel" button, and a close "X" icon in the top right corner.

Fund Requisition – Completing Manpower Listing

1 If the system displays this error message, it means the job type selected requires a nationality waiver for foreigner manpower. Please contact the PI to raise a deviation request to hire a foreign talent for the selected job type.



Fund Requisition – Completing Manpower Listing

1 To add existing manpower on the current Fund Request submission, or, to add approved manpower from deviation request, click add button on manpower page.

2 Select the name from existing research staff list. This list included previously submitter manpower, and also approved manpower from deviation request.

To add a new manpower, click on the add button. To retrieve previously added manpower, open from the existing research staff list. Please note that existing research staff list also includes all research staff that had been approved for "Nationality Waiver" deviation requests previously.

To add an item, click on the add button. To edit the line item, click on the hyperlink under the S/N column. To delete multiple lines, click select all and remove.

0 - 0 of 0 matching results found

S/N	Name	Job Type	Start date	End date	Citizenship	Nationality	% effort with job scope
-----	------	----------	------------	----------	-------------	-------------	-------------------------

Remove Add

< Back

Next >

Add/Change in Manpower

* Name

2 Research staff list

* Job type

End date

* Nationality

Select

Ma. Fernandez Quantorino

Swami Vivekananda

Troy Andrea Quantorino

Loo Tong Yang - Roderick

Dr. Jurgen Ruhle

Siti Maimunah Bte. Anwar

* Start date

* Citizenship

Singapore Citizen

* % Involved

Cancel X Save H

Fund Requisition – Completing Manpower Listing

1

After completed manpower list, click next to switch to undertaking page.

HI claim line details

This is the **FULL Manpower Listing** for **ALL** staff (employed using the awarded grant only) working under the project. Please note that this 'Manpower Listing' is a "growing list". Thus, no names should be removed from the list as the project progresses, even though the staff is no longer working under the project. For staff that has left the project mid-way, the "End Date" of the staff should be indicated. For Final Claims, the "End Date" for all staff working under the project **MUST** be indicated, in order to close-off the project completely. For example, the "Project End Date" should be indicated for a staff who is working until the last day of the project.

To add a new manpower, click on the add button. To retrieve previously added manpower, open from the existing research staff list. Please note that existing research staff list also includes all research staff that had been approved for "Nationality Waiver" deviation requests previously.

To add an item, click on the add button. To edit the line item, click on the hyperlink under the S/N column. To delete multiple lines, click select all and remove.

1 - 6 of 6 matching results found

S/N	Name	Job Type	Start date	End date	Citizenship	Nationality	% effort with job scope	
MPO0001	Dr. Jurgen Ruhle	Programme Director	01-May-2018		Singapore PR	Germany	100.00	<input type="checkbox"/>
MPO0002	Swami Vivekananda	Medical Technologist	01-May-2018		Singapore Citizen	Singapore	100.00	<input type="checkbox"/>
MPO0003	Ma. Fernandez Quantorino	Research Nurse	01-May-2018		Foreigner	Philippines	100.00	<input type="checkbox"/>
MPO0004	Loo Tong Yang - Roderick	Project Leader	01-May-2018		Singapore Citizen	Singapore	100.00	<input type="checkbox"/>
MPO0005	Troy Andrea Quantorino	Research Fellow	01-May-2018		Foreigner	Italy	100.00	<input type="checkbox"/>
MPO0006	Siti Maimunah Bte. Anwar	Senior Clinical Research Fellow	01-May-2018		Singapore Citizen	Singapore	100.00	<input type="checkbox"/>

Remove

Add

< Back

1 Next >

Fund Requisition – Completing Manpower Listing

1 After completing the manpower list, click Next to switch to the Undertaking page. In this page, HI HR need to declare the consent before submitting the completed Fund Request to IGMS. The HI HR also need to acknowledge the consent. The name of the current user login name, will be shown in the form.

2 Tick “Yes” under Acknowledgement to enable the Submit button.

The screenshot shows the 'Declaration' section of a web application. At the top, a navigation bar contains several buttons: 'ment (EQP)', 'Overseas Travel (OT)', 'Research Scholarship (RS)', 'Exceptional Items (EI)', 'Supplemental Human Capital Funding (SHC)', and 'Declaration'. Each button has a green checkmark icon. A red circle with the number '1' is placed over the 'Declaration' button. Below the navigation bar, the 'Declaration' section is titled 'Declaration' with an 'Expand All Sections' link. It contains a 'Hide Fund Details' section with a table of fund information. Below this, there are two sections: 'Undertaking By HI Finance' and 'Undertaking By HI HR'. The 'Undertaking By HI HR' section contains a text box with a declaration statement, a 'Name of HI HR' field with the value 'NCS PST HI HR's 1', a 'Date of acknowledgement' field with the value '01/04/2020', and an 'Acknowledgement' section with radio buttons for 'Yes' and 'No'. A red circle with the number '2' is placed over the 'Yes' radio button. Below the 'Acknowledgement' section is a 'Comments' text area. At the bottom, there is an 'Action Trail' section.

Declaration			
Expand All Sections			
Hide Fund Details			
Fund requisition ID	NRF-000724	Project ID	NRF-000436-01
Financial quarter	FY 2019 Q1	Award number	NRF-25-0046
Submission date and time	25-Jun-2019	Project start date	01-Apr-2017
Host institution	Nanyang Technological University	Project end date	31-Mar-2022
HI claim no	436-01	Lead PI/Team PI	NRF PST PI 2
Status	Pending HI HR Input		

Undertaking By HI Finance

Undertaking By HI HR

I hereby certify that: The details provided above are true and correct, and verified against the original source of documents. This request has been made in accordance with the Grantor's Guidelines, the Terms and Conditions and the Letter(s) of Award.

Name of HI HR: NCS PST HI HR's 1

Date of acknowledgement: 01/04/2020

Acknowledgement: ☒ Yes ☐ No

Comments: input comment here...

Action Trail

Fund Requisition – Completing Manpower Listing

3 Key in comments if necessary. In case of return, you need to specify a reason why the Fund Request needs amendment.

4 The Date of acknowledgement will show the current system date by default and is non-editable.

The screenshot shows a web form titled 'Undertaking By HI HR'. At the top, there is a blue header bar with the text 'Undertaking By HI Finance' and an upward arrow. Below this is another blue header bar with 'Undertaking By HI HR' and an upward arrow. A light blue box contains a certification statement: 'I hereby certify that: The details provided above are true and correct, and verified against the original source of documents. This request has been made in accordance with the Grantor's Guidelines, the Terms and Conditions and the Letter(s) of Award.' The form fields include: 'Name of HI HR' with the value 'NCS PST HI HR's 1'; 'Date of acknowledgement' with the value '01/04/2020' and a calendar icon; 'Acknowledgement' with radio buttons for 'Yes' (selected) and 'No'; and 'Comments' with a text area containing 'input comment here...'. A red circle with the number '3' is placed over the 'Comments' text area. Another red circle with the number '4' is placed over the 'Date of acknowledgement' field. Below the form is a blue bar labeled 'Action Trail' with a downward arrow. At the bottom left is a '< Back' button, and at the bottom right is an 'Actions' dropdown menu. The dropdown menu is open, showing 'Submit' and 'Return to HI Finance' options. The footer of the page features a navigation bar with several icons and the NCS logo with the tagline 'making IT happen'.

Fund Requisition – Completing Manpower Listing

5

Click the Actions button. There are 2 actions that the HI HR can perform :

- Submit, for reimbursement method, this will submit the Fund Request to the Agency Finance. For advancement method, this will submit to PI.
- Return to HI Finance, in case you need HI Finance to revise the EOM claim, you can click Actions and select return to HI Finance.

Undertaking By HI Finance

Undertaking By HI HR

I hereby certify that: The details provided above are true and correct, and verified against the original source of documents. This request has been made in accordance with the Grantor's Guidelines, the Terms and Conditions and the Letter(s) of Award.

Name of HI HR: NCS PST HI HR's 1

Date of acknowledgement: 01/04/2020

Acknowledgement: ☒ Yes ☐ No

Comments: input comment here...

Action Trail

< Back

5 Actions

Submit

Return to HI Finance

Fund Requisition – Completing Manpower Listing

1 Confirmation is the message to confirm on the action to be taken.

2 Information is the message after the action is successful.

To Note

For Fund Request type “Statement of Account” (SOA), you should submit the SOA to the Agency before the Submission Due Date is due. Else, the Lead PI will get debarred for new Proposal submission.

The image displays two sequential system messages from a web application. The first message is a 'Confirmation' dialog with a blue header, asking 'Are you sure you want to submit?' and providing 'Yes' and 'No' buttons. The second message is an 'Information' dialog, also with a blue header, stating 'Fund Request NRF-000002614 has been submitted.' and featuring an 'OK' button with a checkmark icon.

Download Fund Requisition

1. Overview and Navigation of IGMS
2. Fund Requisition (Project Claim)
 - Understanding Fund Requisition
 - Understanding Fund Requisition Approval
 - Completing Projection Expenses (Advancement)
 - Completing Manpower list & review Fund Requisition
- 3. Download Fund Requisition**

Download Fund Requisition

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

1. To access the fund requisition, click **Projects > View Projects**, select the project ID and expand the *Fund Requisition* section. Select the Fund Requisition ID hyperlink

The screenshot displays the NCS PST HI HR's 1 (HI HR) system interface. The top navigation bar includes links for Dashboard, Projects, Deviations, and Advanced Search. The user is logged in as NCS PST HI HR's 1 (HI HR). The main content area shows the 'View Projects' page with a search bar and a table of projects. A red circle with the number '1' highlights the 'View Projects' link in the breadcrumb navigation. Below the project list, the 'Project Overview' section is expanded, showing details for a specific project. A red circle with the number '1' highlights the 'Fund Requisitions' section in the left sidebar. The 'Fund Requisitions' section shows a table with one matching result found.

My projects

Search by

741 - 750 of 789 matching results found

Project ID	Award number	Title of research project	Project start date	Project end date	Stage
NRF-NRFF2012-06-00	NRF-NRFF2012-06	Analysis and Conception of Symmetric Key Cryptography Primitives	11-Apr-2012	10-Apr-2017	Closed
NRF-NRFF2013-04-00	NRF-NRFF2013-04	Physics-Based and Data-Driven Predictive modelling of the Earthquake Cycle in Sumatra	01-Jul-2013	30-Jun-2018	Pending closure

Home > Projects > Project Overview

Projects Expand All Sections

Title of research project	re2015 1	Original project start date	01-Sep-2019
Name of lead/team PI	NCS PST PI 2	Original project end date	01-Aug-2021
Award number	NRF-t351-0001	Revised project end date	
Project ID	NRF-000807-00	Date of project activation	01-Oct-2019
Project stage	In progress		

Project overview ▼

Progress reports ▼

Deviation requests ▼

Fund requisitions ▲

1 - 1 of 1 matching results found

Project ID	Fund requisition ID	Submission year	Submission quarter	Submission date	Status
NRF-000807-01	NRF-001982	FY 2019	Q3	01-Oct-2019	Pending Review

Download Fund Requisition

2 In Summary page, click on *Download Fund Request* button and system will display a notification that the package will be ready in \pm 30 minutes

To Note

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

- Fund Request printout (in excel format)
- Fund Request's attachment(s)
- The package will contain the latest information as of the time of placing the download.

The screenshot displays the 'Summary' page of a fund requisition system. At the top, a navigation bar includes a breadcrumb trail 'Home > Projects > Summary' and a series of tabs: 'Summary', 'Expenditure on Manpower (EOM)', 'Other Operating Expenditure (OOE)', 'Equipment (EQP)', 'Overseas Travel (OT)', 'Research Scholarship (RS)', and 'Exception Items (EI)'. The 'Summary' tab is active and highlighted. Below the tabs, a 'Summary' section contains a table of details:

Fund requisition ID		NRF-001982	Project ID		NRF-000807-01
Financial quarter		FY 2019 Q3	Award number		NRF-t351-0001
Submission date and time		01-Oct-2019	Project start date		01-Sep-2019
Host institution		NUS	Project end date		01-Aug-2021
HI claim no			Lead PI/Team PI		NCS PST PI 2
Status		Pending Review			

Below the table, there is a 'Download Fund Request' button. A message box at the bottom of the page states: 'The package requested will be available for download in around 30 mins. Please access this project later to download the package.' The message box has an 'OK' button.

Download Fund Requisition

3

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

Home > Projects > Submit Claim > Summary

Summary ✓ Expenditure on Manpower (EOM) ✓ Other Operating Expenditure (OOE) ✓ Equipment (EQP) ✓ Overseas Travel (OT) ✓ Research Scholarship (RS) ✓ Exception Items (EI) ✓

Summary Expand All Sections

[Hide Fund Details](#)

Fund requisition ID	NRF-001982	Project ID	NRF-000807-01
Financial quarter	FY 2019 Q3	Award number	NRF-t351-0001
Submission date and time	01-Oct-2019	Project start date	01-Sep-2019
Host institution	NUS	Project end date	01-Aug-2021
HI claim no		Lead PI/Team PI	NCS PST PI 2
Status	Pending Review		


[Download Fund Request](#)

- Summary
- Attachments
- Action Trail
- Download Fund Request

Download Fund Request

[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
	NRF-000006315.zip 05-Feb-2020 05:49 PM	10.81 KB		

3

3

