



IGMS Financial Tracking

for Principal Investigator



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

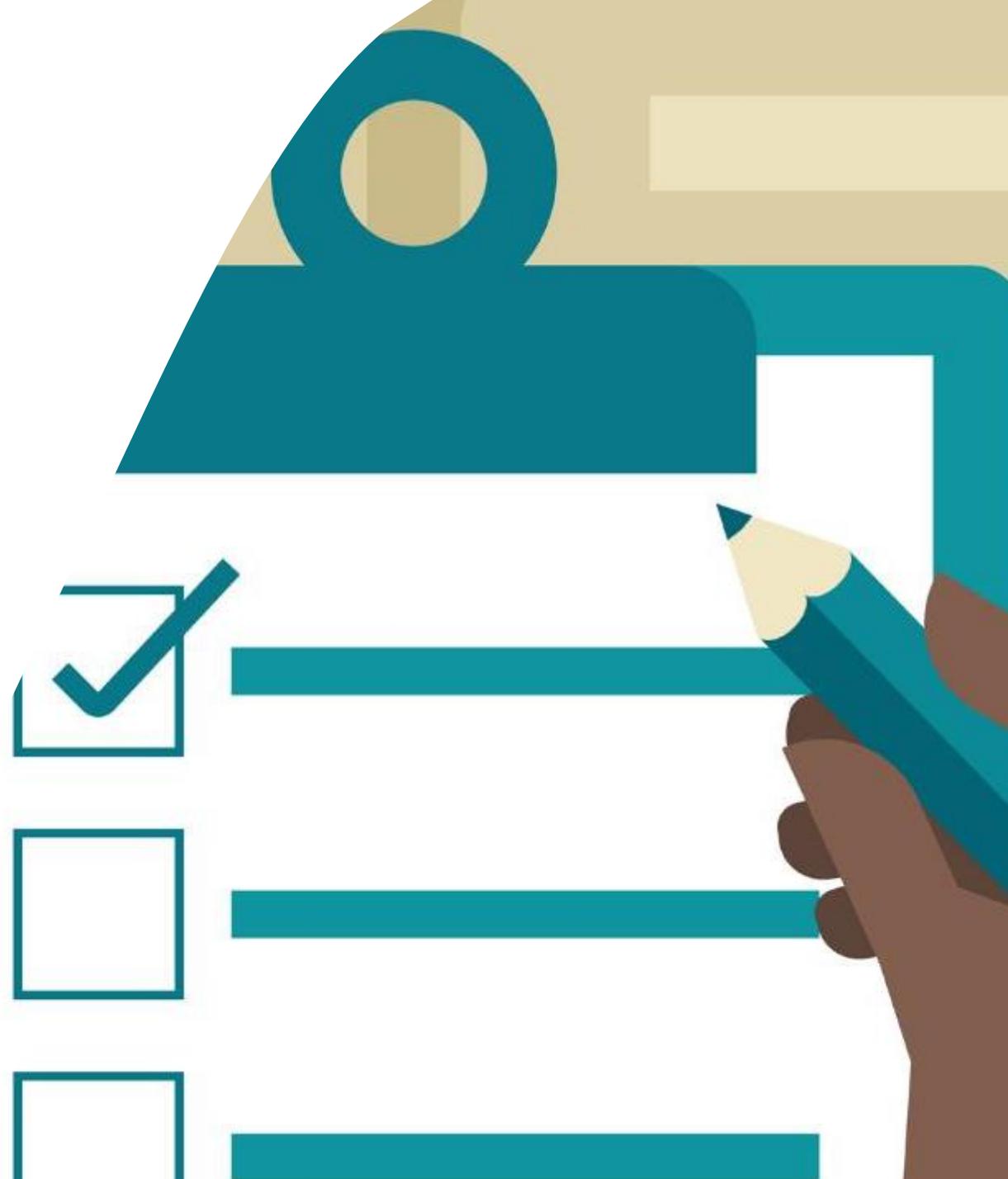
In this session, you will learn :

- **Overview and Navigation of IGMS**

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

- **Fund Requisition (Project Claim)**

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



General Overview

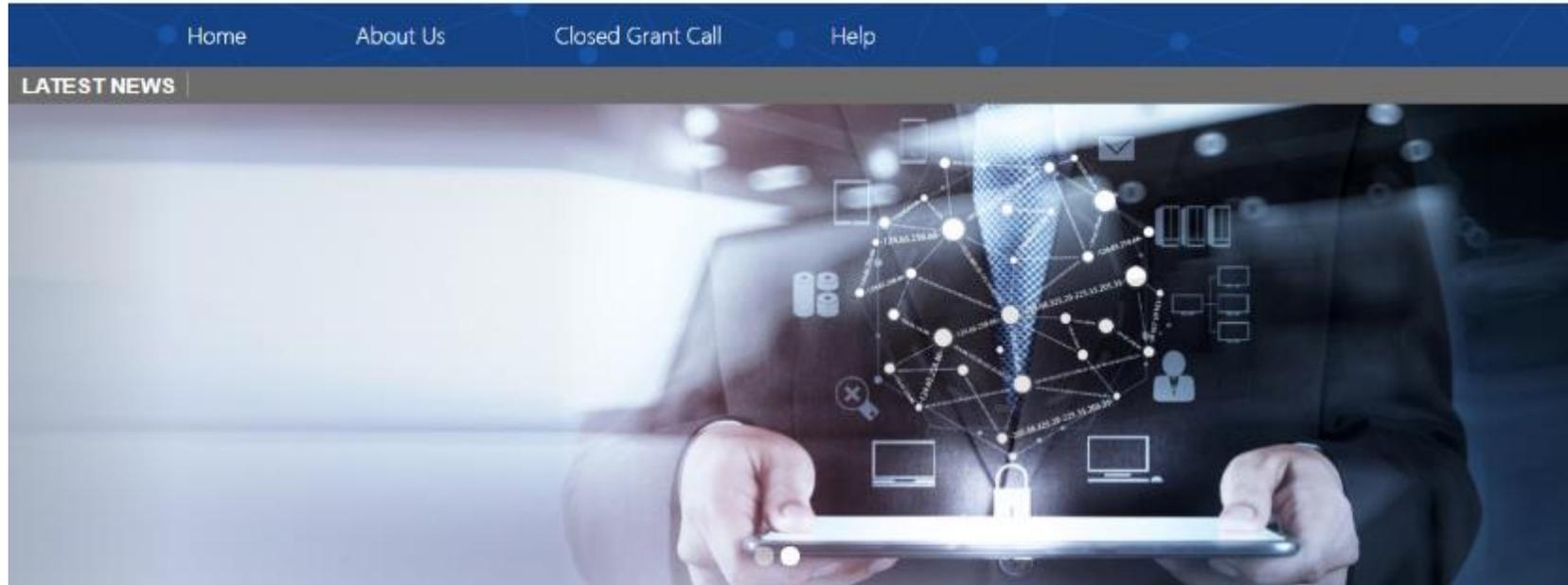
- 1. Overview and Navigation of IGMS**
2. Fund Requisition (Project Claim)
 - Understanding Fund Requisition
 - Understanding Fund Requisition Approval
 - Completing Projection Expenses
3. Download Fund Requisition

Integrated Grant Management System (IGMS)

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

Login in IGMS

Logging in IGMS



1 Click on **Login**

The screenshot shows the bottom part of the website. On the left, there is a 'Login' section with a 'LOGIN' button and a 'Subscribe' button. On the right, there is an 'Open Opportunities' section with a search bar and a table of results. A red arrow with the number '1' points to the 'LOGIN' button.

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

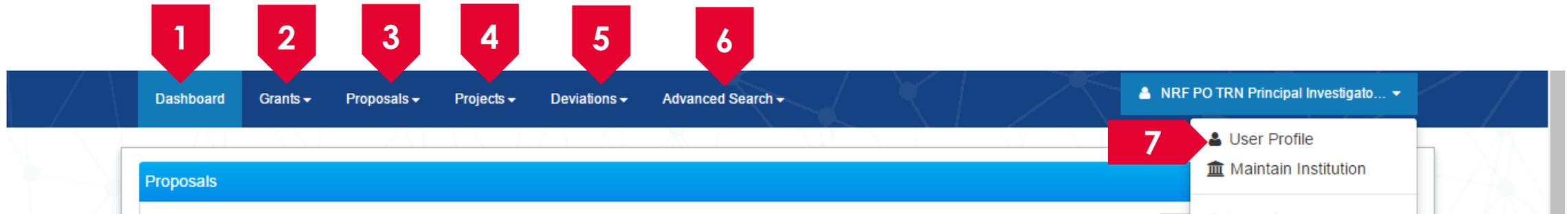
- Principal Investigator
- HI Administrator
- Office of Research/ Director of Research
- HI Finance/ HI Human Resource
- Data Administrator/ HI Audit

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 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

The screenshot shows the IGMS dashboard interface. At the top is a dark blue navigation bar with the following items: 'Dashboard' (highlighted with a red arrow and the number 1), 'Grants', 'Proposals', 'Projects', 'Deviations', and 'Advanced Search'. On the right side of the navigation bar, there is a user profile icon and the text 'NRF PO TRN Principal Investigato...'. Below the navigation bar, there are two main content areas, each with a red arrow and the number 1 pointing to its title. The first area is titled 'Proposals' and contains the text '0 - 0 of 0 matching results found'. Below this text is a table with columns: 'Date', 'Subject', 'Reference ID', and 'Read'. The second area is titled 'Projects' and also contains the text '0 - 0 of 0 matching results found'. Below this text is a table with columns: 'Date', 'Subject', 'Reference ID', and 'Read'. Both tables have a pagination control at the top right showing '1' in a blue box, indicating the current page.

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

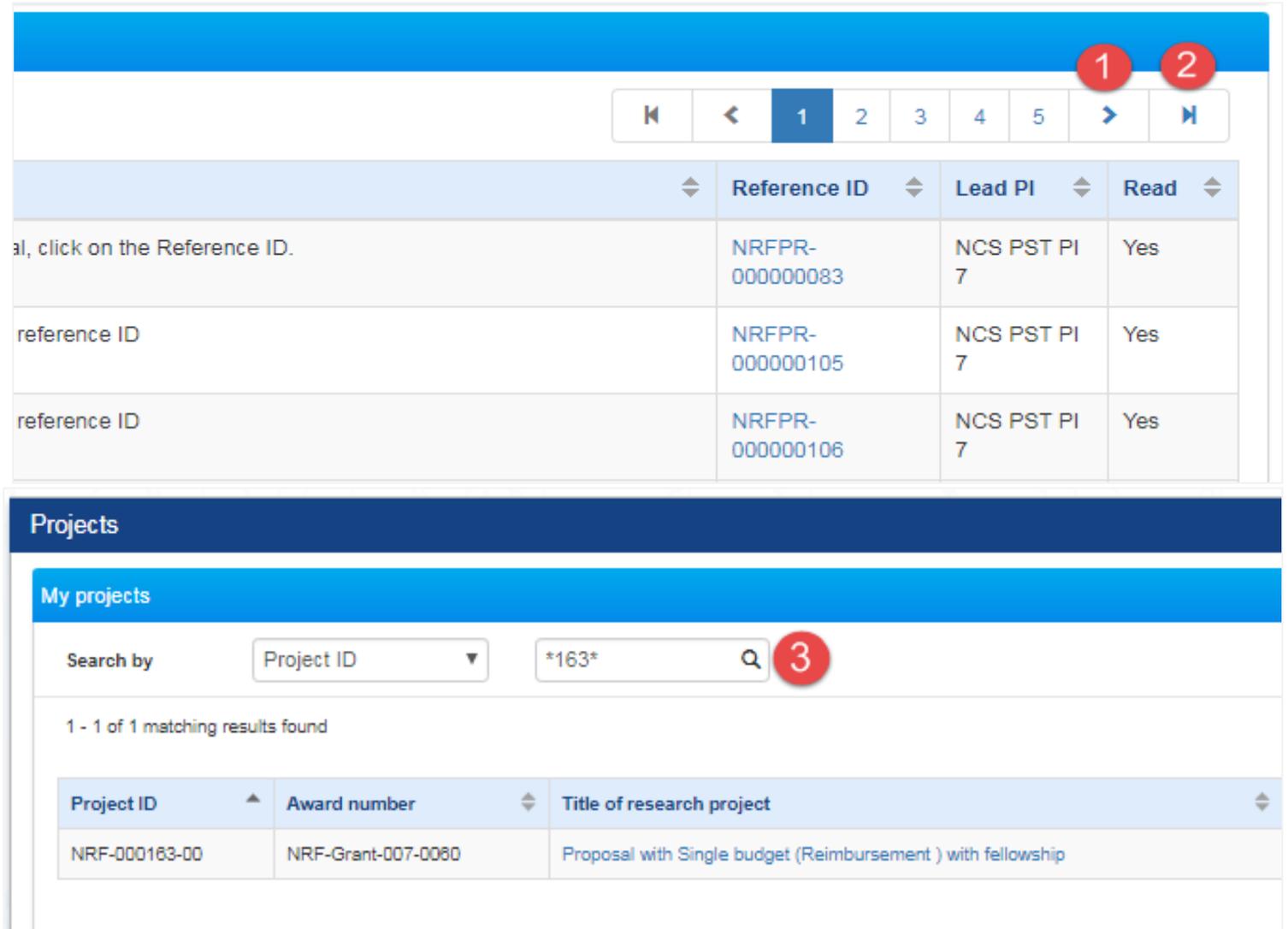
2 Projects: Displays the awarded projects (post-award) action items.

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 page numbers (1, 2, 3, 4, 5) and navigation arrows. Red circles with numbers 1 and 2 highlight the right and left arrow buttons, respectively. Below this is a table with columns for Reference ID, Lead PI, and Read status. The first row shows 'NRFPR-00000083' with 'NCS PST PI 7' as the Lead PI and 'Yes' as the Read status. The second and third rows show 'NRFPR-00000105' and 'NRFPR-00000106' with the same Lead PI and Read status. 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 box containing '*163*'. A red circle with the number 3 highlights the search button. Below the search bar, it says '1 - 1 of 1 matching results found'. A table below shows the search results with columns for Project ID, Award number, and Title of research project. The first row shows '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

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

General Overview

1. Overview and Navigation of IGMS
- 2. Fund Requisition (Project Claim)**
 - **Understanding Fund Requisition**
 - Understanding Fund Requisition Approval
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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 Fund Requisition Advancement format
- For the last claim, use Fund Requisition Statement of Account format
- HI Finance submits the fund requisition in the beginning of each period. Period available for each 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 then computes the net amount required.
- Within each period, only 1 fund requisition is allowed for submission.

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 Last Claim is the claim (or settlement) that can be submitted within 6 months after the project ended. Depending on project start and project end date, there will be a different variation of qualifying dates for last claim.

2 Example for Quarterly Claim Period Project, The Last Claim Date Submission. Project Start 15 Dec 2017 Project End Date 2022

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

15-Dec-2017 – 14-Dec-2022

2

1st Claim :
Oct - 14 Dec 2022
Final Claim :
15 Dec - Jun 2023

1

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	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: <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.

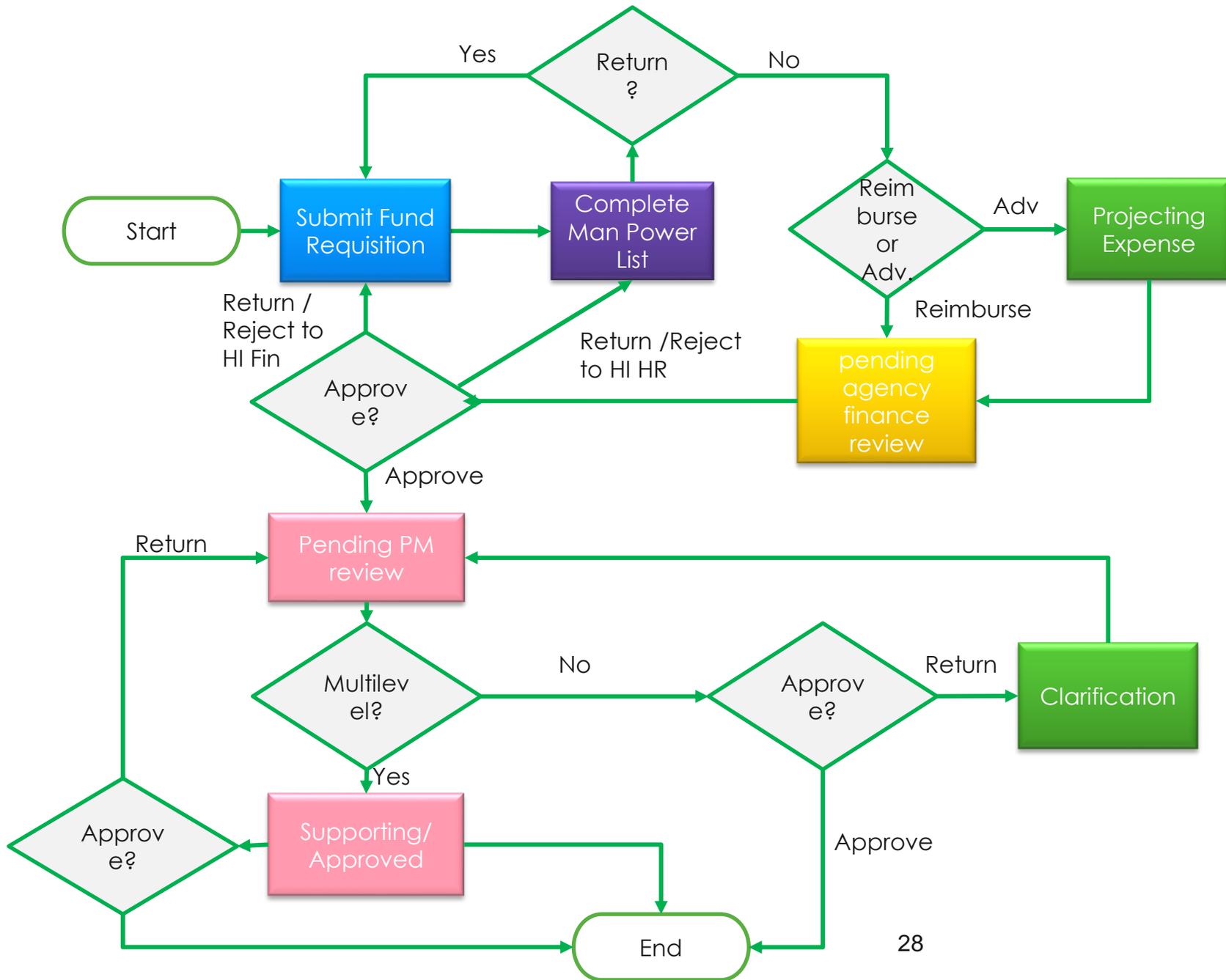
Fund Requisition – Understanding Fund Requisition Status

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.

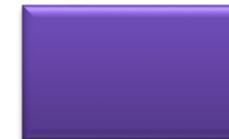
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Fund Requisition Workflow Approval



Action by HI Finance



Action by HI HR



Action by PI



Action by Agency Finance



Action by PM / Multilevel PM

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Completing Fund Requisition (Projected Expense)

Fund Requisition – Completing Projection Expenses

1

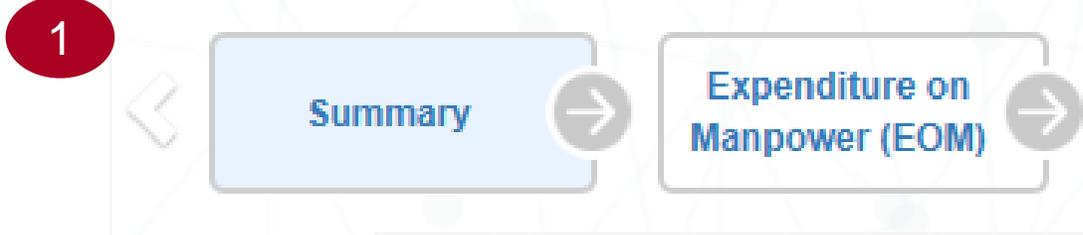
Navigation on each page, will show a page status. If the page is grey, the page is new without any record saved or created.

2

If the page is orange, the page has saved some draft data. This data has been created by, but is not a complete set of data. Which means, the data has not pass the system business validation.

3

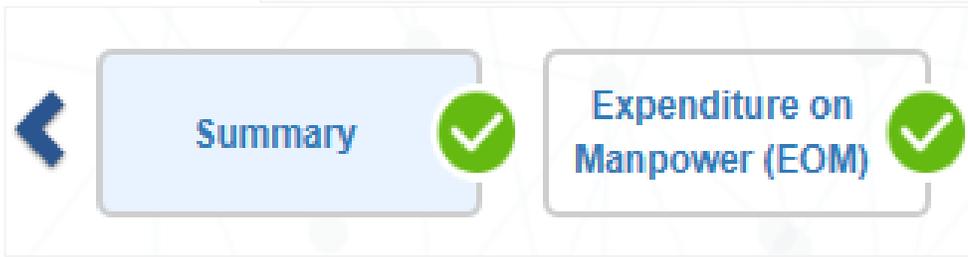
If the page is green, the page has been completed, and system has validated the data



2



3



Notes:

You can only submit Fund Request if all pages mark as Green (Completed)

Fund Requisition – Completing Projection Expenses

1

After HI HR submitted Fund Request, PI need to completing fund request by projecting expense. Click on reference ID to open Fund Request that need to be completed.

- Date, is the date of task assign to PI.
- Subject, is action item that need to perform by PI, which is to input projection expenses.
- Reference ID, is to navigate to document source.
- Read, is identification if the dashboard message has been read by user.

The screenshot shows a dashboard with a navigation bar at the top containing 'Dashboard', 'Grants', 'Proposals', 'Projects', 'Deviations', 'Review', and 'Advanced Search'. The user is logged in as 'NCS PST PI 1 (PI)'. Below the navigation bar, there are two main sections: 'Proposals' and 'Projects'. The 'Proposals' section shows 3 matching results found, with a table containing columns for Date, Subject, Reference ID, and Read. The 'Projects' section shows 1 matching result found, with a table containing columns for Date, Subject, Reference ID, and Read. A red circle with the number '1' is overlaid on the 'Read' 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

- Once read & action has been taken, dashboard item will be dismissed from the dashboard.
- Dashboard item is sorting by ascending date, which is the oldest action will come on the first sequence.

The screenshot shows a dashboard with a navigation bar at the top containing 'Dashboard', 'Grants', 'Proposals', 'Projects', 'Deviations', 'Review', and 'Advanced Search'. The user is logged in as 'NCS PST PI 1 (PI)'. Below the navigation bar, there are two main sections: 'Proposals' and 'Projects'. Each section has a table of items with columns for 'Date', 'Subject', 'Reference ID', and 'Read'. The 'Proposals' section shows 3 items, and the 'Projects' section shows 1 item. A red circle with the number '1' highlights the 'Read' 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	1

Notes

This scenario only applicable for project with Advancement claim method.

Fund Requisition – Completing Projection Expenses

1

After click reference ID on dashboard, system will redirected PI to Fund Requisition form, summary page. Check on action trails at summary page. If HI Finance or HI HR, or PM has any specific comment, you can navigate from this section.

Home > Projects > Submit Claim > Summary

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

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

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.

1

Fund Requisition – Completing Projection Expenses

1 To complete projection expenses, open expenditure section on summary page

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

3 After key in projected amount, to re-calculate the required amount, click save as a draft.

Summary ▼

Expenditure ▲

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	<input style="width: 80px;" type="text" value="30000.00"/>	40,000.00	160,000.00	20.00%
Other Operating Expenditure (OOE)	-20,000.00	0.00	<input style="width: 80px;" type="text" value="0.00"/>	20,000.00	180,000.00	10.00%
Equipment (EQP)	0.00	0.00	<input style="width: 80px;" type="text" value="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	<input style="width: 80px;" type="text" value="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 ✓

Fund Requisition – Completing Projection Expenses

4 After system recalculated, indirect cost for projected expense will be calculated, according to overhead percentage by project.

5 Amount required for current Fund Request submission will be recalculated.

6 Click Next to move to the next page. Continue navigating until you reach the undertaking sections.

Summary ▼

Expenditure ▲

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	<input type="text" value="30000.00"/>	40,000.00 5	160,000.00	20.00%
Other Operating Expenditure (OOE)	-20,000.00	0.00	<input type="text" value="0.00"/>	20,000.00	180,000.00	10.00%
Equipment (EQP)	0.00	0.00	<input type="text" value="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)	-6,000.00	0.00	<input type="text" value="6000.00"/> 4	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 H
Next ✓

6

Fund Requisition – Completing Projection Expenses

1 Continue click next button until reach declaration page. In this page, PI need to declare a consent before submitting Fund Request to IGMS.

2 Name of PI, is by default user login name, non-editable.

3 Tick mark acknowledgement to enable actions button.

4 Key in any necessary comment. In case Fund request need to return to Finance or HR, please specify on comment the required amendment.

The screenshot shows the 'Declaration' page in a web application. At the top, there is a navigation bar with several tabs: 'Investigatorship (RS)', 'Exceptional Items (EI)', 'Supplemental Human Capital Funding (SHC)', 'Commitments OOE', 'Commitments Equipment', 'Manpower', and 'Declaration'. The 'Declaration' tab is selected and has a red circle with the number '1' next to it. Below the navigation bar, the page title is 'Declaration' with an 'Expand All Sections' link. A 'Show Fund Details' dropdown menu is open, showing three sections: 'Undertaking By HI Finance', 'Undertaking By HI HR', and 'Undertaking By Lead PI/Team PI'. Below these sections is a text box containing a declaration statement: 'We hereby certify that: The particulars provided above are true and correct, and verified against the original source documents. The same claim has not been requested previously. No claims for expenses before the 'Start date' and after the 'End date' of this project was made. This request has been made in accordance with the Investigatorship guidelines. Terms and conditions specified in the Letter of Award.' Below the text box are three input fields: 'Name of lead PI' with the value 'P92' (callout 2), 'Date of acknowledgement' with the value '23/05/2018' (callout 5), and 'Acknowledgement' with radio buttons for 'Yes' (selected) and 'No' (callout 3). Below these is a 'Comments' text area with the value 'For Agency Review' (callout 4). At the bottom of the page, there is an 'Action Trail' section with a '< Back' button and an 'Actions' dropdown menu (callout 6) with options: 'Submit', 'Return to HI Finance', and 'Return to HI HR'. The footer of the page contains logos for the Agency for Science, Technology and Innovation, the Prime Minister's Office, and the National Research Foundation.

Fund Requisition – Completing Projection Expenses

5 Date of acknowledgement, by default current system date, non-editable

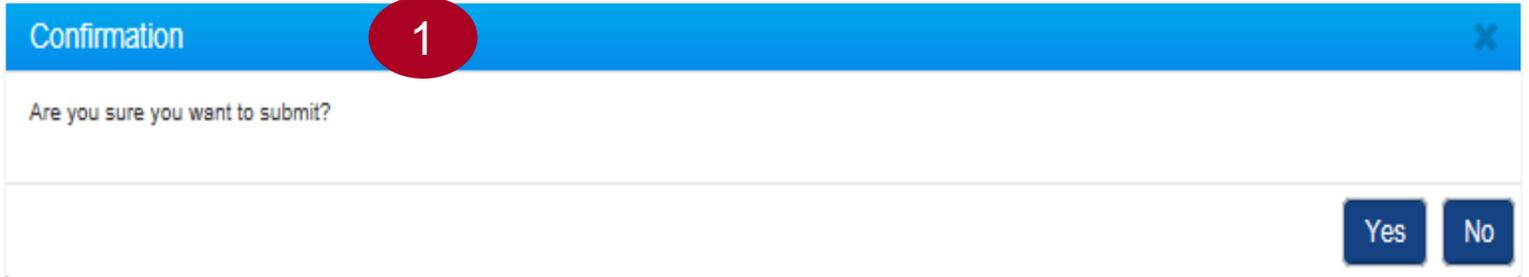
6 Actions button. Available actions by PI are :

- Submit, this action will submit Fund Request to Agency Finance for review.
- Return to HI Finance, this action will return to HI Finance, and enable HI Finance for amendment.
- Return to HI HR, this action will return to HI HR, and enable HI HR for amendment.

The screenshot displays the 'Declaration' section of a web application. At the top, a navigation bar contains several tabs: 'Investigatorship (RS)', 'Exceptional Items (EI)', 'Supplemental Human Capital Funding (SHC)', 'Commitments OOE', 'Commitments Equipment', 'Manpower', and 'Declaration'. The 'Declaration' tab is active and highlighted in blue, with a red circle '1' next to it. Below the navigation bar, the 'Declaration' section is titled 'Declaration' and includes a link to 'Expand All Sections'. A 'Show Fund Details' dropdown menu is expanded, showing three categories: 'Undertaking By HI Finance', 'Undertaking By HI HR', and 'Undertaking By Lead PI/Team PI'. Below this, a text box contains a certification statement: 'We hereby certify that: The particulars provided above are true and correct, and verified against the original source documents. The same claim has not been requested previously. No claims for expenses before the 'Start date' and after the 'End date' of this project was made. This request has been made in accordance with the Investigatorship guidelines. Terms and conditions specified in the Letter of Award.' The form fields are: 'Name of lead PI' (P92, with a red circle '2'), 'Date of acknowledgement' (23/05/2018, with a red circle '5'), 'Acknowledgement' (radio buttons for 'Yes' and 'No', with a red circle '3'), and 'Comments' (For Agency Review, with a red circle '4'). At the bottom left, there is a '< Back' button. At the bottom right, there is an 'Actions' dropdown menu (with a red circle '6') containing three options: 'Submit', 'Return to HI Finance', and 'Return to HI HR'. The footer of the page features logos for the Agency for Science, Technology and Innovation, the Prime Minister's Office, and the National Research Foundation (NRF).

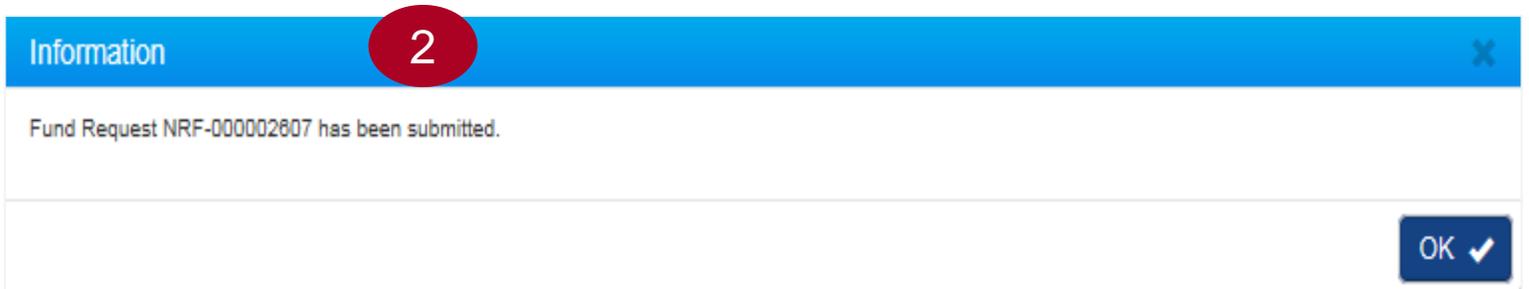
Fund Requisition – Completing Projection Expenses

1 Confirmation message after actions selected.



A confirmation dialog box with a blue header containing the text "Confirmation" and a red circle with the number "1". The main area contains the question "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 once action successful.



An information dialog box with a blue header containing the text "Information" and a red circle with the number "2". The main area contains the message "Fund Request NRF-000002807 has been submitted.". At the bottom right, there is an "OK" button with a checkmark. A close button (X) is in the top right corner.

To Note

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

Lead PI will receive email reminder(s) to submit SOA based on predefined date(s).

Download Fund Requisition

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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 shows the NCS system interface. The navigation bar includes links for Dashboard, Grants, Proposals, Projects, Deviations, Review, and Advanced Search. The 'Projects' link is highlighted, and a red circle with the number '1' is placed over the 'View Projects' link. Below the navigation bar, the breadcrumb trail reads 'Home > Projects > Project Overview'. The main content area is titled 'Projects' and includes an 'Expand All Sections' link. The project details are as follows:

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		

Below the project details, there are four expandable sections: Project overview, Progress reports, Deviation requests, and Fund requisitions. The 'Fund requisitions' section is expanded, showing 1 - 1 of 1 matching results found. The table below lists the fund requisition details:

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 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.

Home > Projects > 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		

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Summary ✓
Attachments ✓
Action Trail ✓

Message 2

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

OK ✓

Download Fund Requisition

3

After the package is ready, it will be displayed in *Download Fund Request* section. Click on the hyperlink of 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 (E) ✓

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		

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Summary ✓ Attachments ✓ Action Trail ✓ Download Fund Request ✓

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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

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