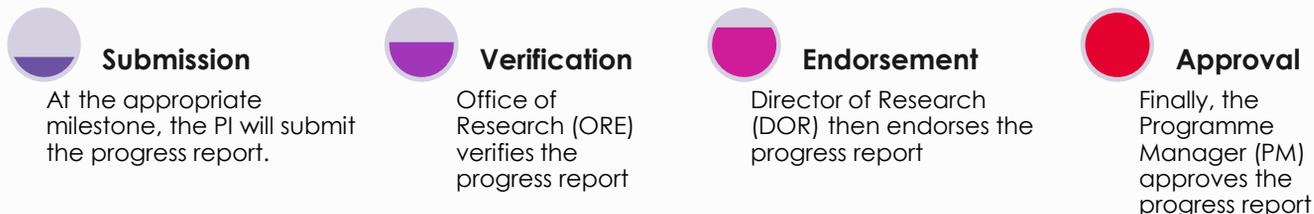


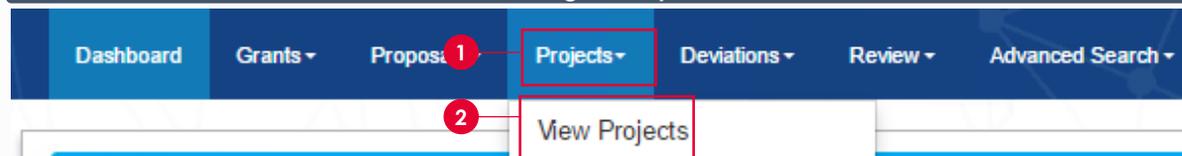
The Principal Investigator (PI) is required to:

- Submit progress reports >>>> Page 1
- Submit Fund Requisition (for advancement claims only) >>>> Page 3
- Submit deviation requests >>>> Page 4

Progress Report Submission Overview



Progress Report Submission



- 1 Click **Projects**
- 2 Click **View Projects**

Project ID	Award number	Title of research project	Project start date	Project end date	Stage
ASTR-000245-00	16May2018-ManualLOA-00	16May2018-ManualLOA-001	01-Mar-2016		In progress
NRF-000326-00	ANRF TEST 1 2205	ANRF 2205	15-May-2018		In progress

- 3 Click the hyperlink under **Title of Research**

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

- 4 Click the hyperlink under **Progress Report ID**

Home > Projects > Progress Reports > Summary of Progress



- 5 Click on **Summary of Progress** tab
- 6 Fill in all the sections under Summary of Progress by clicking on the arrows
- 7 Click **Save as Draft** to save your progress
- 8 Click **Next** to go to Research Milestone page
- 9 Continue to enter required information at each tab. As you fill in all relevant information, a green tick will be shown at each tab. You may then submit the progress report

Progress Report Submission– Continued



10 Research and Technical Milestones tab:

- Provide a brief update of what has been done and achieved.
- State whether it is behind schedule and provide justifications for any delays.
- Highlight possible risks (technical or non-technical), if any, which may hinder its completion and the possible steps to mitigate them.

11 Key Performance Indicators tab

- Add and describe the KPIs achieved.

12 Record of Equipment tab

- Update list of equipment purchased.
- Update list of equipment pending purchase.
- This should include all equipment indicated in the original approved budget and any new equipment from variation request approved by the funding agency.

13 Future Plans tab

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

14 Other attachments tab

- Upload any supporting documents here.

15 Undertaking tab

- Declare and submit the progress report.

Progress Report Amendment

- 16** If the progress report is returned to you for revision, it will appear on the Lead PI's dashboard as an action item.

Proposals

1 - 2 of 2 matching results found

Date	Subject	Reference ID	Read
12-Mar	The proposal has been returned for your amendment. To amend the proposal, click on the Reference ID.	nrf 146-0001	Yes

Summary of Progress Expand All Sections

Action Trail ^

1 - 10 of 15 matching results found

Date	Submitted by	Comments
18-Apr-2018	OR3	return to pi
18-Apr-2018	P91	RESUBMISSION TO ORE
18-Apr-2018	OR3	return to pi
18-Apr-2018	Shafiqh Bahrain	return to ORe
18-Apr-2018	Shafiqh Bahrain	return

- 17** Click the **hyperlink** in the Action Trail section under Summary of Progress tab to view the type of amendment required. Once you make the necessary amendments, submit the report again.

Fund Requisition

There are 2 types of claim method in IGMS :

- Advancement
- Reimbursement



Submission

At the beginning of each time period, the Host Institution's Finance (HI FIN) and the Host Institution's Human Resource Department (HI HR) will submit the fund requisition and compile the manpower list



Project expenses

Principal Investigator (PI) will project future expenses*



Agency Finance Review

Agency Finance reviews the submission



Approval

Finally, the PM approves the fund requisition

***only for advancement claims. There is no action required by PI if it is an reimbursement claim.**

Projecting Expenses for Advancement Claims

Date	Subject	Reference ID	Read
11-May-2018	Progress Report Pending Your Amendment. To view details, click on reference ID	NRF-000004153	Yes
21-May-2018	Fund requisition is pending for your input. To view details, click on reference ID	NRF-000002807	Yes
22-May-2018	Fund requisition is pending for your input. To view details, click on reference ID	NRF-000002811	No

1 Under the **Dashboard section**, click Reference ID hyperlink

Summary

Expand All Sections

Show Fund Details

VOTE	Fund balance as at 31-Mar-2018(H=D-G)	Commitments (supported by POs) (I)	Projected exp. for current quarter (J)	Amount required for current quarter (K=I+J-H)	Budget balances (L=C-D-K)	Budget utilisation M=((D+K)/C)100
Expenditure on Manpower (EOM)	-11,300.00	0.00	25000	11,300.00	1,147,100.00	11.76%
Other Operating Expenditure (OOE)	12,729.86	0.00	37500	-12,729.86	200,692.92	49.83%
Equipment (EQP)	13,330.59	0.00	31000	-13,330.59	666,895.80	25.90%
Overseas Travel (OT)	0.00	0.00	19000	0.00	384,082.46	3.98%
Supplemental Human Capital Funding (SHC)	20,000.00	0.00	73000	0.00	430,000.00	4.44%
Indirect Cost (IDC)	4,428.14	0.00	0.00	-4,428.14	719,631.36	20.04%
Total	39,188.59	0.00	0.00	-19,188.59	3,548,402.54	18.43%

Attachments

Action Trail

Back

Save as Draft

Next

2 Check on **Action Trail** at summary page for any specific comments from HI HR

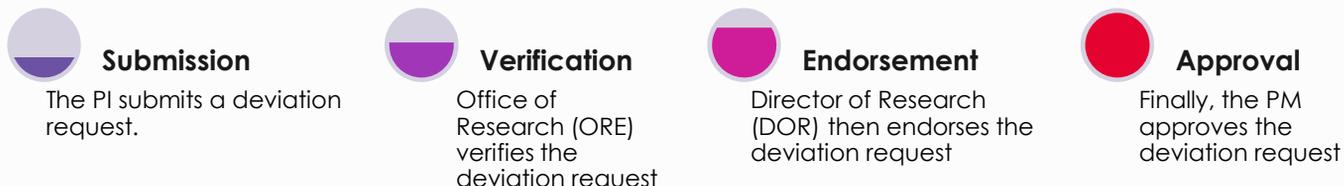
3 Complete project expenses under Expenditure section in Summary tab. Key in projected expenses for each vote / budget category

4 Click **Save as Draft** to recalculate the required amount

Projecting Expenses for Advancement Claims -Continued

- 5 Click **Declaration** tab
- 6 Click **Yes** for acknowledgment section to enable follow up action and type in any necessary comments
- 7 Click **Actions** to submit
- 8 Click **Submit** to submit Fund Request to Agency Finance for review
- 9 Click **Return to HI Finance**, for HI Finance's amendment
- 10 Click **Return to HI HR**, for HI HR's amendment

Deviations Management Overview



Deviations Management

Prerequisites to submitting a deviation:

- No other outstanding change in project scope
- No outstanding progress report
- No outstanding change in project scope/institution/Al/ research team, project extension, and project Termination
- > 3 months before end of term and > 6 months before original end date for Extension Request

- 1 Click **View Projects**
- 2 In this case, we will use the example of change in project scope. Click **Change in Project Scope**
- 3 Tick the type of information you would like to amend
- 4 Click **Next**

Managing Deviations-Continued

Home > Projects > Deviations > Change in Project Scope

Change in Project Scope → Change in Technical Milestones → Change in Research Milestones → Change in KPI → Undertaking ✓

Research objectives

The current research objectives are listed below for your reference. Please provide the revised research objective(s) for the project under the "Proposed Research Objectives" section.

Existing objectives
asd123

Proposed objectives
asd123

Save as Draft | Next

- Enter the proposed changes
- Click **Save as Draft**
- Click **Next** to go to the next section
- Fill in the other sections and go to **Undertaking** tab to submit your deviation request

Please refer to PI training guide under IGMS website> **Help> Training Guides** to learn more about keying in information for all other deviation requests.

Resubmission of Deviations

Dashboard | Grants | Proposals | **Projects** | Deviations

View Projects

Home > Projects > View Projects

Projects

My projects

Search by: Project ID (selected), Project ID, Award number, Lead PI, Programme ID

1 - 4 of 4 matching results

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

There are two ways to access a returned deviation request

Option 1

- Click **Projects > View Projects**. Select a project and click on its **Title of research project** hyperlink, to navigate to the Project Overview page, and view it under Deviation Requests tab.

Resubmission of Deviations-Continued

Option 2

Projects			
1 - 4 of 4 matching results found			
		⏪ < 1 > ⏩	
Date	Subject	Reference ID	Read
07-Nov-2019	Fund requisition is pending for your clarification. To view details, click on reference ID	NRF-002002	Yes
05-Dec-2019	The deviation has been returned for your amendment. To amend the deviation, click on the Reference ID.	NRFDV-000000444	Yes

2 Click Reference ID hyperlink under your dashboard section

Once amended, go to **Undertaking** tab to resubmit your deviation request

To access training guides, please go to IGMS website > **Help > Training Guides**. You may also contact IGMS helpdesk at helpdesk@researchgrant.gov.sg or at 6556 8807 or 6556 6971 for assistance.