

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. A large, dark teal curved shape is overlaid on the right side of the image, containing the title and logo.

Training Guide for Data Admin – Progress Reports

IGMS

Learning Objectives

In this session, you will learn :

- **Overview of IGMS**

In this module you will learn what is IGMS and common terms

- **Registration and Login**

In this module you will learn how to register as a Data Admin, how to login and what menus are available.

- **Progress Report Submission**

In this module you will learn how to fill up progress reports on behalf of the Lead PI



Overview of IGMS

1. Overview of IGMS

2. Registration & User Profile module

- Register as a Data Admin in IGMS
- Logging in as a Data Admin
- Links and Menus for Data Admin

3. Progress Reports module

- Pre-requisites to accessing a Progress Report
- Accessing a Progress Report
- Filling up the Progress Report form

Overview of IGMS System

The IGMS system is designated for researchers 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	HI	Host Institution
4	HI ORE	Host Institution Office of Research
5	DOR	Director of Research
6	AI ORE	Academic Institution Office of Research
7	AI DOR	Academic Institution Director of Research
8	HI Finance	Host Institution Finance
9	HI HR	Host Institution Human Resources
10	DA	Data Admin

Integrated Grant Management System (IGMS)

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

Registration and Login

1. Overview of IGMS

2. Registration & User Profile module

- Register as a Data Admin in IGMS
- Logging in as a Data Admin
- Links and Menus for Data Admin

3. Progress Reports module

- Pre-requisites to accessing a Progress Report
- Accessing a Progress Report
- Filling up the Progress Report form

Register as a Data Admin in IGMS

Register as a Data Admin in IGMS – 1

1

Click on the **“Host Institution Users”** option on the IGMS login page

To Note

This Login route is for users who are applying for grant calls or performing transactions on behalf of their company.

1



Host Institution Users

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

Register as a Data Admin in IGMS – 2

The registration form is titled 'Registration' and has a 'Login' link. It contains the following fields and buttons:

- Identification type (dropdown menu)
- Identification No. (text field, marked with an asterisk)
- Name (text field, marked with an asterisk)
- E-mail ID (text field, marked with an asterisk)
- ORCID ID (text field)
- Authorise your ORCID ID (button, marked with an asterisk)
- Activation code (text field, marked with an asterisk)
- Retrieve (button)
- Next > (button)

Numbered steps are indicated by red arrows:

- 2: Points to the Identification No., Name, and E-mail ID fields.
- 3: Points to the Authorise your ORCID ID button.
- 4: Points to the Activation code field.
- 5: Points to the Next > button.

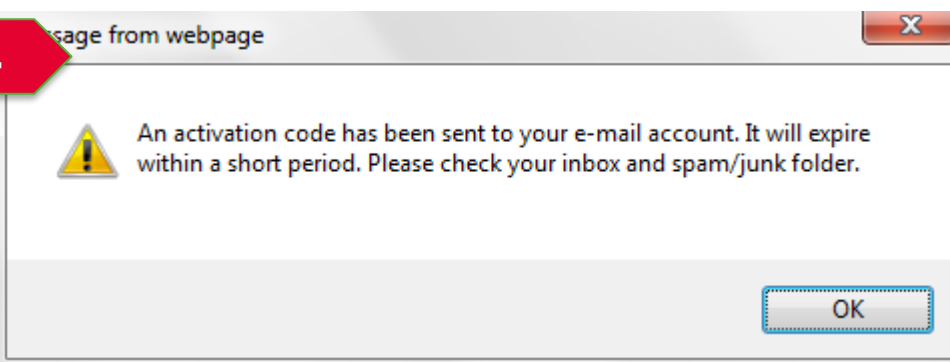
2

Fill up all the mandatory fields indicated by the Asterisk (*). Identification type and Identification No will be populated by system.

3

Click on **Retrieve** button to generate a new Activation Code. System sends an Activation Code which will be valid for 15 minutes to the email account mentioned at the above.

4

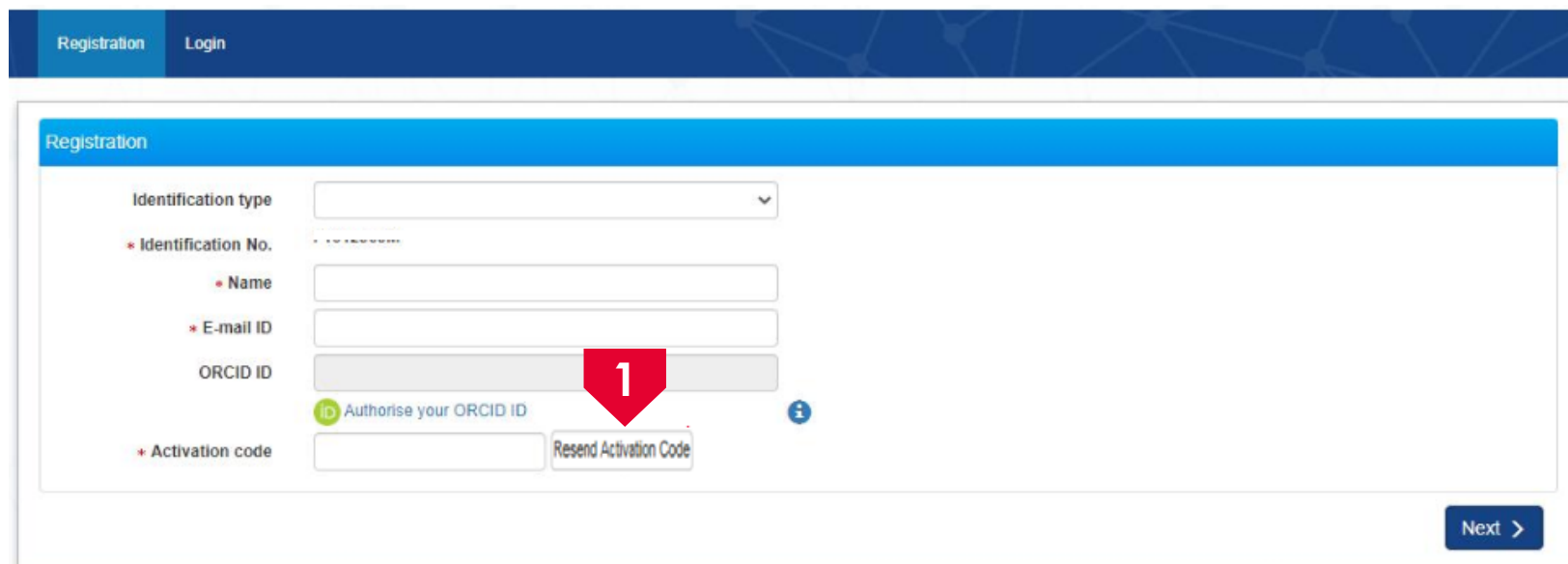


System displays a message indicating an Activation Code has been sent to your email account. Input the Activation Code.

5

Click on Next button to complete the registration.

Register as a Data Admin in IGMS – 3

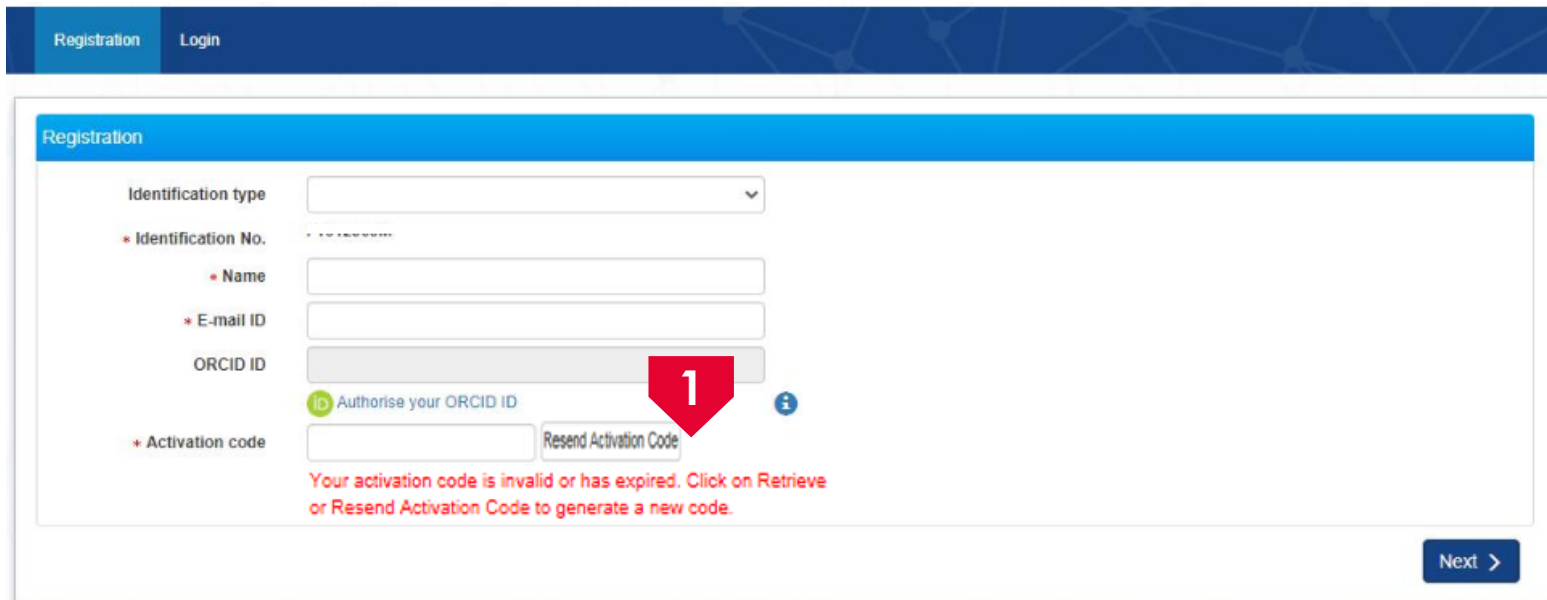


The screenshot shows the 'Registration' page of the IGMS system. The page has a blue header with 'Registration' and 'Login' tabs. Below the header, there's a 'Registration' section with a blue bar. The form includes several fields: 'Identification type' (a dropdown menu), 'Identification No.' (a masked field), 'Name' (a text field), 'E-mail ID' (a text field), 'ORCID ID' (a text field), and 'Activation code' (a text field). A red arrow with the number '1' points to the 'Resend Activation Code' button, which is located next to the 'Activation code' field. There is also a 'Next >' button at the bottom right of the form.

1

If user misses the Activation Code, he/she should click Resend Activation Code button to generate a new one. System will send a new code in a new email.

Register as a Data Admin in IGMS – 4



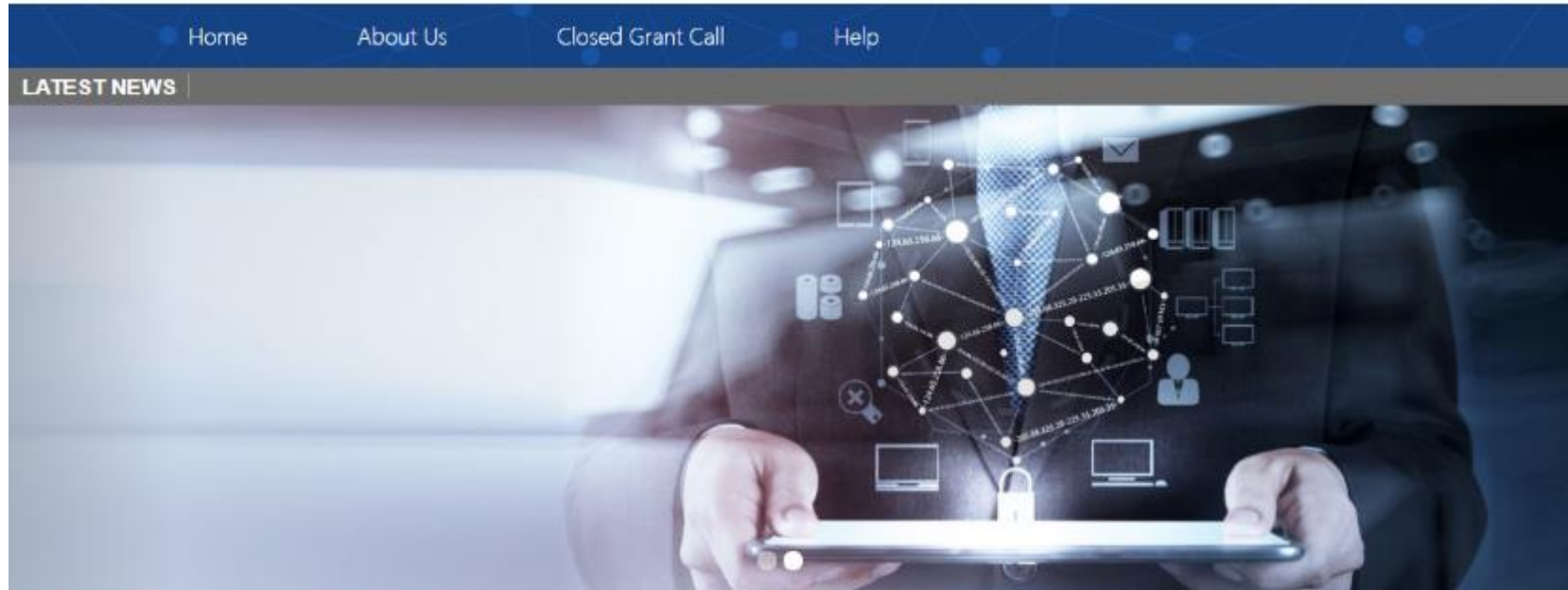
The screenshot shows the 'Registration' page of the IGMS system. The page has a blue header with 'Registration' and 'Login' tabs. Below the header, there's a 'Registration' section with a blue bar. The form includes fields for 'Identification type' (a dropdown), 'Identification No.' (a text field), 'Name' (a text field), 'E-mail ID' (a text field), 'ORCID ID' (a text field), and 'Activation code' (a text field). A red arrow labeled '1' points to the 'Activation code' field. Below the 'Activation code' field, there's a red error message: 'Your activation code is invalid or has expired. Click on Retrieve or Resend Activation Code to generate a new code.' To the right of the 'Activation code' field, there's a 'Resend Activation Code' button. At the bottom right of the form, there's a 'Next >' button.

1

If user inputs a wrong Activation Code, system displays the error message. User can click Resend Activation Code button to generate a new one. System will send a new code in a new email.

Logging in as a Data Admin


Logging in as a Data Admin – 1



1 Click on **Login**


1

Login

 LOGIN

Subscribe

Open Opportunities



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 as a Data Admin– 2

1



Host Institution Users

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

1

Click on **Host Institution Users** option on the IGMS login page

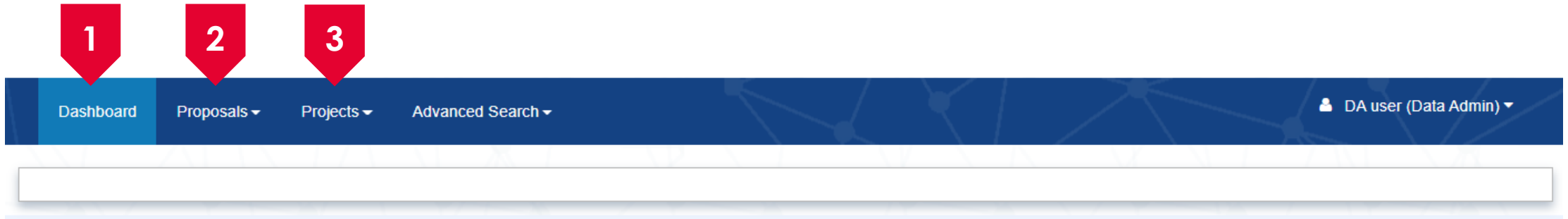
Forget & reset password for Singpass login (Host Institution and Individual users)

Forget and Reset Password for Singpass Login

Go to www.singpass.gov.sg to reset the password or to retrieve lost password

Links and Menus for Data Admin

Links and Menus for Data Admin



1 Dashboard: Displays the items pending user's actions (coming soon)

2 Proposals: Displays the proposals assigned to the Data Admin by the PI

3 Projects: Displays the projects assigned to the Data Admin by the PI.

Progress Report Submission

1. Overview of IGMS
2. Registration & User Profile module
 - Register as a Data Admin in IGMS
 - Logging in as a Data Admin
 - Links and Menus for Data Admin
- 3. Progress Reports module**
 - Pre-requisites to accessing a Progress Report
 - Accessing a Progress Report
 - Filling up the Progress Report form

Pre-requisites to accessing a Progress Report

Pre-requisites to accessing a Progress Report

- The Data Admin must **register** for a user account in IGMS.
- The HI Admin must **assign** the **Data Admin** role to the user account.
- The Data Admin must be assigned by the Lead PI to the Project (refer to the training manual on *Progress Report-Submission (Lead PI)* for details)
- The Data Admin can only access Progress Reports with status of **Pending Submission** or **Pending Resubmission**.
- Progress Reports that are in **Pending Submission** state will only be shown on the screen, after the system sends the **first reminder** e-mail to the Lead PI.
- Once a deviation for change in Lead PI or change in HI is approved, the access of the existing Data Admin will be removed.

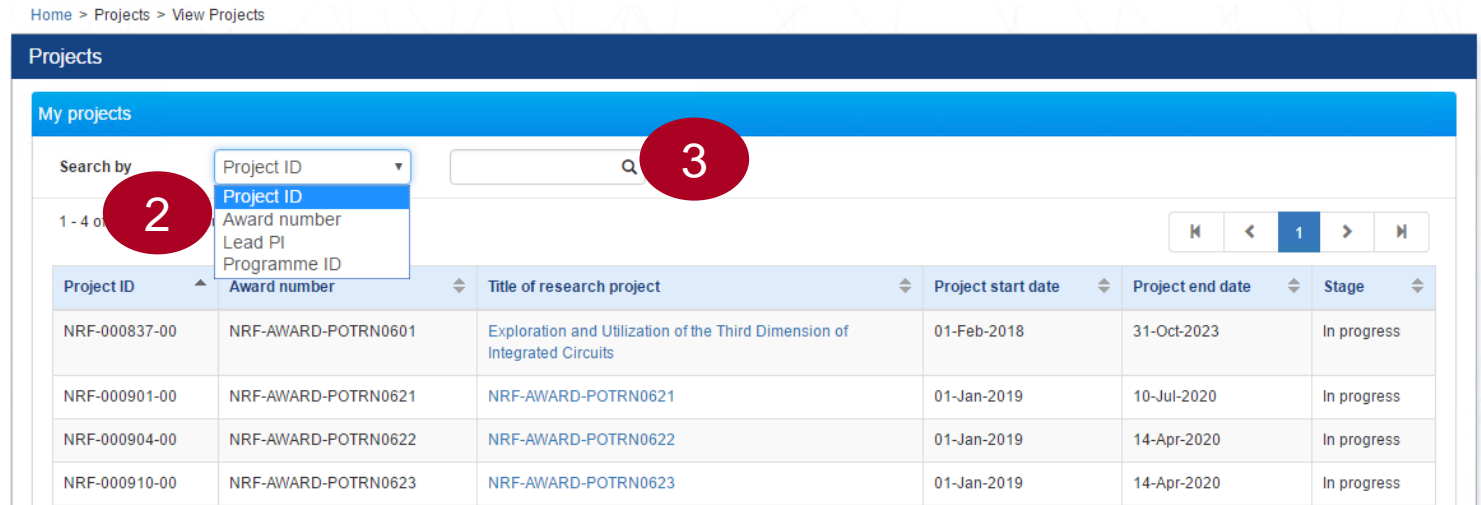
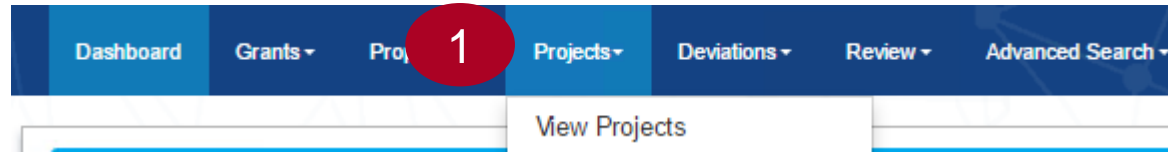
Accessing a Progress Report

Accessing a Progress Report

1 Click on Projects > View Projects menu.

2 User can search for a project by specifying a Search by criteria from the dropdown list

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



To Note

- Data Admin will be notified via email when a Progress Report is **returned** to the Lead PI for amendments. Data admin can start to directly edit the returned progress report.
- Data admin will be notified via email when PI **submits** or **resubmits** the progress report to the ORE.

Accessing a Progress Report

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

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

- Progress report which is due for submission and for which system reminder has been sent
- Progress report which has been submitted

Only current active PI and DA can view/edit Progress Report

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

The screenshot displays the 'My projects' interface. At the top, there is a search bar with 'Project ID' selected and '*NRF*' entered. Below the search bar, a table lists projects. The first project, '4785UATF', is highlighted. A red circle with the number '1' points to the 'Title of research project' column for this project. Below the table, the breadcrumb 'Home > Projects > Project Overview' is visible. The 'Projects' section shows details for the selected project, including 'Title of research project: eww', 'Name of lead/team PI: NCS PST PI 1', 'Award number: cr004', 'Project ID: NRF-000920-00', and 'Project stage: In progress'. To the right, dates for 'Original project start date', 'Original project end date', 'Revised project end date', and 'Date of project activation' are listed. A 'Submit deviation request' button is present. Below this, the 'Project overview' and 'Progress reports' sections are expanded. The 'Progress reports' section shows a list of progress reports. A red circle with the number '2' points to the 'Progress reports' section header. Below the header, a table lists progress reports. The first report, 'NRFPR-000005188', is highlighted. A red circle with the number '3' points to the 'Progress report ID' column for this report. Below the table, sections for 'Deviation requests' and 'Fund requisitions' are visible.

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

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

Accessing a Progress Report

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

2 Type of progress report consists of:

- Annual Progress Report
- Completion Report
- Mid Term Review
- Quarterly Progress Report
- Final Progress Report

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

Home > Projects > Project Overview

Projects Expand All Sections

Title of research project	eww	Original project start date	29-Jan-2020
Name of lead/team PI	NCS PST PI 1	Original project end date	29-Jan-2022
Award number	cr004	Revised project end date	
Project ID	NRF-000920-00	Date of project activation	29-Jan-2020
Project stage	In progress		

[Submit deviation request](#)

Project overview

Progress reports

This shows a list of progress reports that (i) are pending submission; or (ii) have been submitted. Please select the report by clicking on the Report ID hyperlink.

1 - 1 of 1 matching results found

Progress report ID	Type of progress report	Reporting period	Due date	Submitted date	Stage	Status
NRFPR-000005188	Final Progress Report	29-Jan-2020 - 29-Jan-2022	29-Apr-2022			Pending Submission

Deviation

Fund requisitions

Activate Windows

Notes

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

Accessing a Progress Report

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

5 Submitted date, it will show the date when the report is submitted.

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

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

Home > Projects > Project Overview

Projects Expand All Sections

Title of research project	eww	Original project start date	29-Jan-2020
Name of lead/team PI	NCS PST PI 1	Original project end date	29-Jan-2022
Award number	cr004	Revised project end date	
Project ID	NRF-000920-00	Date of project activation	29-Jan-2020
Project stage	In progress		

[Submit deviation request](#)

Project overview

Progress reports

This shows a list of progress reports that (i) are pending submission; or (ii) have been submitted. Please select the report by clicking on the Report ID hyperlink.

1 - 1 of 1 matching results found

Progress report ID	Type of progress report	Reporting period	Due date	Submitted date	Stage	Status
NRFPR-000005188	Final Progress Report	29-Jan-2020 - 29-Jan-2022	29-Apr-2022			Pending Submission

Deviation requests

Fund requisitions

Activate Windows

Accessing a Progress Report

7

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

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

Home > Projects > Project Overview

Projects Expand All Sections

Title of research project	eww	Original project start date	29-Jan-2020
Name of lead/team PI	NCS PST PI 1	Original project end date	29-Jan-2022
Award number	cr004	Revised project end date	
Project ID	NRF-000920-00	Date of project activation	29-Jan-2020
Project stage	In progress		

[Submit deviation request](#)

Project overview ▼

Progress reports ▲

This shows a list of progress reports that (i) are pending submission; or (ii) have been submitted. Please select the report by clicking on the Report ID hyperlink.

1 - 1 of 1 matching results found

Progress report ID	Type of progress report	Reporting period	Due date	Submitted date	Stage	Status
NRFPR-000005188	Final Progress Report	29-Jan-2020 - 29-Jan-2022	29-Apr-2022			Pending Submission

Deviation requests ▼

Fund requisitions ▼

Activate Windows

7

Filling up the Progress Report form

Progress Report Submission

1 Summary of Progress

2 Research Milestone

3 Technical Milestone

4 Key Performance Indicator

5 Record of Equipment

6 Future Plans

7 Other Attachments

8 Undertaking page

Progress Report has 8 page sections that need to be completed

The screenshot displays the 'Summary of Progress' section of a progress report submission interface. At the top, a progress bar shows eight sections: Summary of Progress, Research Milestone, Technical Milestone, Key Performance Indicators, Record of Equipment, Future Plans, Other Attachments, and Undertaking page. The 'Summary of Progress' section is currently selected and expanded. Below the progress bar, the 'Summary of Progress' section is titled 'Hide Progress Report Details'. A light blue box contains the instruction: 'This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.' Below this, a table displays the following 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		

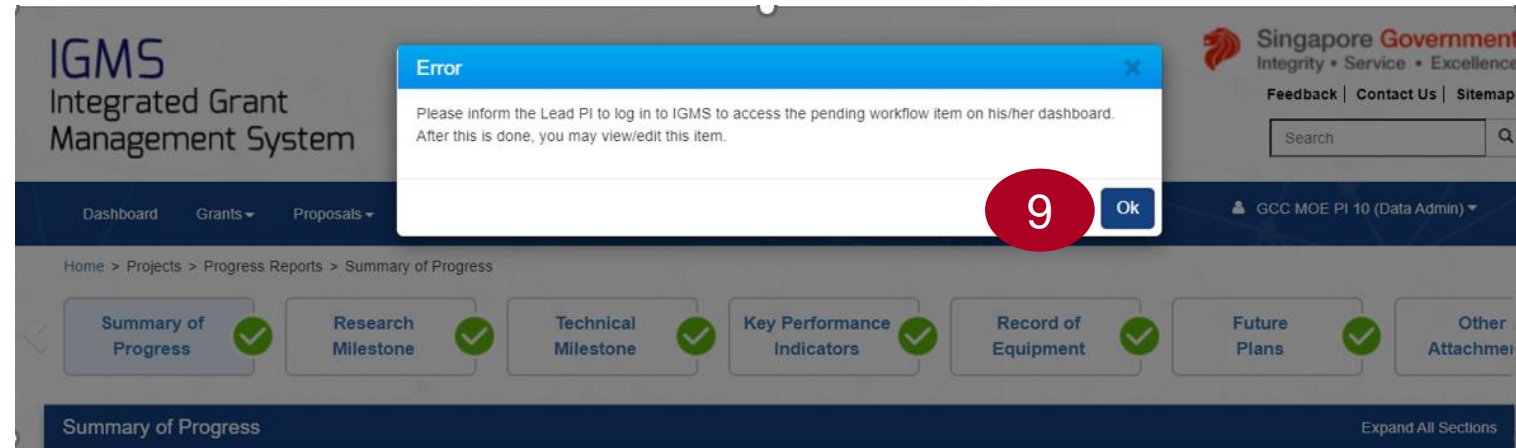
Below the table, there is a 'Download Progress Report' button. Underneath, a list of sections is shown with expandable arrows:

- Achievements
- Pathway to achieving impact
- Capabilities
- Media exposure
- Supporting documents
- Action Trail
- Download Progress Report

At the bottom right, there is a 'Next >' button.

Progress Report Submission

- 9 If PI has not clicked the dashboard item, Data Admin will receive an error message to inform Lead PI to click the workflow link. This is required before the DA can edit the progress report.



Progress Report Submission

1 The Navigation bar shows the completeness of each section.

2 Click the Next button to validate the entered data and move to the next section.

Summary of Progress

Research Milestone

Technical Milestone

Key Performance Indicators

Record of Equipment

Future Plans

Other Attachments

Summary of Progress

Hide Progress Report Details

This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.

Title of research project	CR44 Project 4	Due date	31-May-2020
Progress report ID	NRFPR-000005163	Reporting period	01-Apr-2019 - 31-Mar-2020
Project ID	NRF-000913-00	Submitted date	04-Feb-2020
Report status	PM Approved		
Last update date	04-Feb-2020		

Download Progress Report

Achievements

Pathway to achieving impact

Capabilities

Media exposure

Supporting documents

Action Trail

Download Progress Report

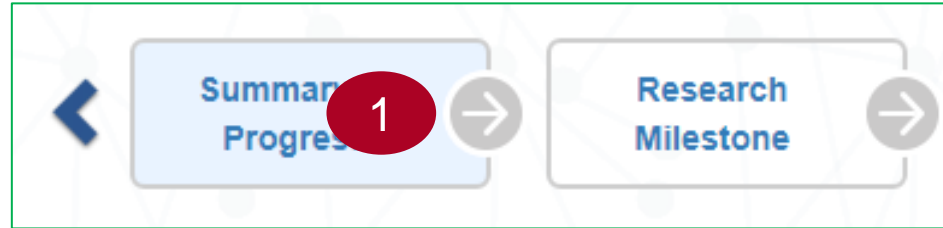
Next >

Progress Report Submission

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

2 If the page is orange, the page has some draft data saved but has not been validated by the system.

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



Notes:

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

Summary of Progress

Summary of Progress

The summary of progress page have sections as below:

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

Summary of Progress

Research Milestone

Technical Milestone

Key Performance Indicators

Record of Equipment

Future Plans

Other Attachments

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	NRFP-000005163	Reporting period	01-Apr-2019 - 31-Mar-2020
Project ID	NRF-000913-00	Submitted date	04-Feb-2020
Report status	PM Approved		
Last update date	04-Feb-2020		

Download Progress Report

Achievements

Pathway to achieving impact

Capabilities

Media exposure

Supporting documents

Action Trail

Download Progress Report

Next >

Summary of Progress

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

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

Achievements

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

• Achievement in relation to project objective. 1

Pathway to achieving impact

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

• Describe the pathway to achieving impact 2

Capabilities

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

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

Media exposure

• Media exposure 4

Summary of Progress

1 In the Supporting documents section, click [here](#) to download the template of progress report. This is applicable only if the Managing Agency has provided a specific template for progress report submission format.

2 To add an attachment, click the 'Add files...' button. Select the file(s) to be attached from the dialog box. File types allowed include: txt, doc, pdf, zip, xls. The maximum size for each file is 4 MB. Maximum combined attachment file size in one Progress Report is 30 MB.

3 Click the 'Start upload' button.

Achievements

Pathway to achieving impact

Capabilities

Media exposure

Supporting documents

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

+ Add files... Start upload Cancel upload Delete

2 The attached file(s) 3 will be displayed 4 after a virus scan is 5 completed. Please wait and visit this page later.

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

Summary of Progress

4 Click 'Cancel upload' to cancel the upload. This is applicable if the file has not been attached yet.

5 Click 'Delete' to remove the file.

Achievements

Pathway to achieving impact

Capabilities

Media exposure

Supporting documents

1

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

2

3

4

5

+ Add files...

Start upload

Cancel upload

Delete

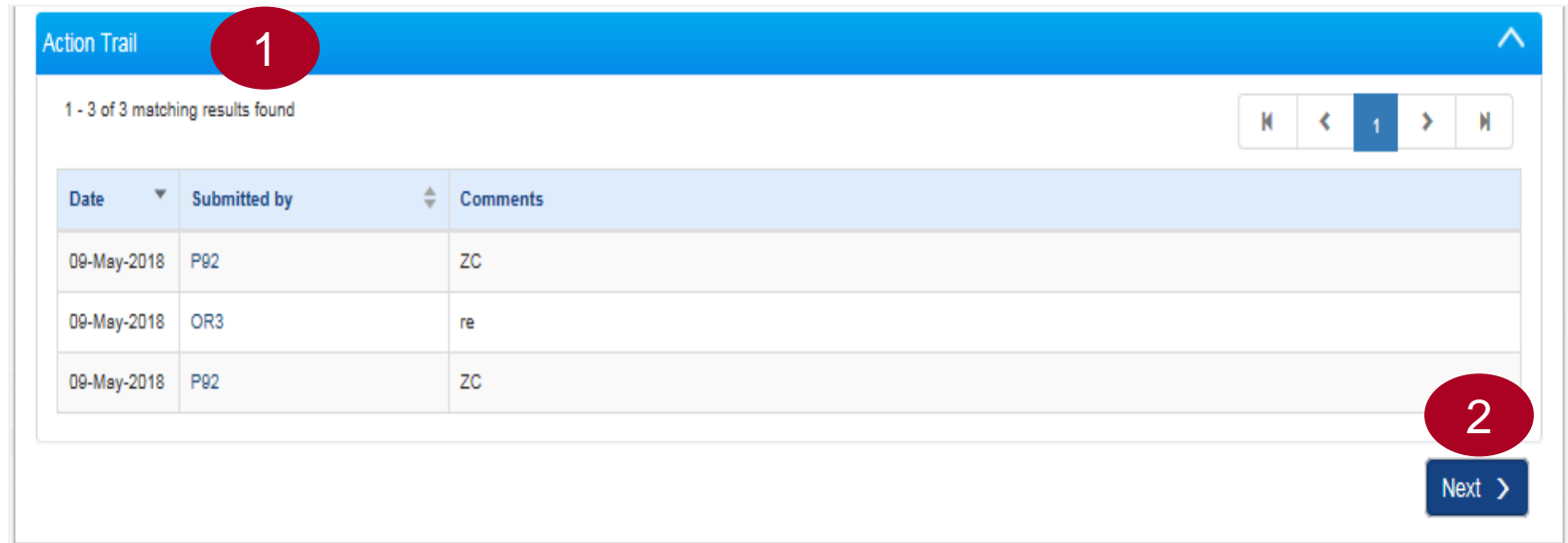
The attached file(s) will be displayed. Virus scan is in progress. Please wait and visit this page later.

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

Summary of Progress

1 Action Trail displays the history of workflow. The Action Trail captures the Date, submitted by (party that took any action) and Comments.

2 Click “Next” to move to the **Research Milestone** section.



The screenshot shows the 'Action Trail' section of a software interface. A red circle with the number '1' is placed over the 'Action Trail' header. Below the header, a table displays three rows of data. A red circle with the number '2' is placed over the 'Next >' button at the bottom right of the interface.

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

Research Milestone

Research Milestone

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

Notes:

You will not be able to add or remove any milestone in the progress report. To revise a milestone from awarded project, ask the Lead PI to submit a request through the deviation request module.

Home > Projects > Progress Reports > Research Milestone

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

Research milestone

Hide Progress Report Details

This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.

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

Progress of research milestones

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

1 - 1 of 1 matching results found

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

< Back Save as Draft H Next >

Research Milestone

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

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

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

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

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

At the bottom right, there are "Cancel" and "Save" buttons. Information icons (i) are present next to the "Status report" and "Is this Milestone behind schedule ?" fields.

Research Milestone

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

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

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

The screenshot shows a web form titled "Add/Edit Research Milestone". At the top, a blue header bar contains the title and a close button. Below the header, a light blue instruction bar says "Please add/edit the Research Milestones to be achieved for your research project." The form fields are as follows: "Research milestone" is a text box containing "RM 1"; "Committed Start Month" is a text box with "Nov-2019"; "Committed End Month" is a text box with "Sep-2021"; "Reported Start Month" is a text box with a calendar icon, marked with a red circle 4; "Reported End Month" is a text box with a calendar icon and a red asterisk, marked with a red circle 5; "Status report" is a large text area, marked with a red circle 6; "Status" is a dropdown menu showing "In progress", marked with a red circle 7; "Is this Milestone behind schedule?" is a dropdown menu showing "On Schedule", marked with a red circle 8. At the bottom right are "Cancel" and "Save" buttons.

7 Status: Indicate “Not started”, “In progress”, or “Achieved”. When a milestone is removed through deviation, this will be set as “Not applicable”.

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

Research Milestone

9

Click "Cancel" to discard the changes to the record.

10

Click "Save" to save the changes to the record.

Add/Edit Research Milestone

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

Research milestone	RM 1		
Committed Start Month	Nov-2019	Committed End Month	Sep-2021
Reported Start Month		+ Reported End Month	Aug-2020
Status report			
Status	In progress	Is this Milestone behind schedule ?	On Schedule

9

Cancel

10

Save

Research Milestone

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

12 Click “Back” to go back to the previous section.

Progress of research milestones

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

1 - 1 of 1 matching results found

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

12 < Back

Save as Draft H Next 11

Technical Milestone

Technical Milestone

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

Notes:

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

Home > Projects > Progress Reports > Technical Milestone

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

Technical milestone

[Hide Progress Report Details](#)

This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.

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

Progress of technical milestones

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

1 - 1 of 1 matching results found

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

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

Technical Milestone

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

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

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

Add/Edit Technical Milestone ✕

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

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

Cancel ✕ Save 💾

Technical Milestone

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

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

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

Add/Edit Technical Milestone [X]

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

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

[Cancel X] [Save H]

Technical Milestone

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

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

Add/Edit Technical Milestone

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

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

Cancel Save

Technical Milestone

9 Is this milestone behind schedule?: Indicate whether the milestone is “On schedule” or “Behind schedule”.

10 Click “Cancel” to discard the changes to the record.

11 Click “Save” to save the changes to the record.

Add/Edit Technical Milestone

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

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

10

Cancel

Save

11

Technical Milestone

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

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

Progress of technical milestones

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

Please provide the following for each milestone:

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

1 - 3 of 3 matching results found

⏮ ⏪ 1 ⏩ ⏭

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

⏪ Back

Save as Draft 📄

Next ⏩

Key Performance Indicators

Key Performance Indicator (KPI)

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

1 Number of High Impact Publications and Top Conference Proceedings

2 Number of Collaboration Projects

3 Cash Funding

4 In-Kind Contributions

5 Number of Technologies Deployed

The screenshot displays a web interface for a Key Performance Indicator (KPI) page. At the top, there is a navigation bar with several tabs: 'search milestone' (with a green checkmark), 'Technical Milestone' (with a green checkmark), 'Key Performance Indicators' (highlighted with a red circle and the number 4), 'Record of Equipment', 'Future Plans', 'Other Attachments', and 'Undertaking' (with a green checkmark). Below the navigation bar, the main content area is titled 'Performance indicators' and includes a link to 'Expand All Sections'. A section titled 'Hide Progress Report Details' contains a message: 'This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.' Below this message, there is a table with the following data:

Title of research project	Proposal with Single budget (Advancement)		
Progress report ID	IGMS-000001	Due date	31-May-2018
Project ID	NRF-000594-00	Reporting period	01-Apr-2017 - 31-Mar-2018
Report status	Pending Submission	Submitted date	
Last update date	12-Feb-2018		

Below the table, there is a list of 11 KPI categories, each with a yellow circular icon containing a number and a blue bar with a dropdown arrow:

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

Key Performance Indicator (KPI)

6

Number of Technology Disclosures

7

Number of Patents

8

Licenses

9

Number of Successful Start-Ups

10

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

11

Health-Specific Outcomes

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

4

Performance indicators Expand All Sections

[^ Hide Progress Report Details](#)

This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.

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

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

[Back](#) [Save as PDF](#) [Print](#)

Key Performance Indicator (KPI)

12

Awards and Conference Presentations

13

Competitive grants received

14

Number of Post-Docs employed

15

Others

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

Performance indicators Expand All Sections

[Hide Progress Report Details](#)

This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.

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

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

[Back](#) [Save as PDF](#) [Print](#)

Key Performance Indicator (KPI)

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

Performance indicators

[Expand All Sections](#)

Hide Progress Report Details

This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.

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

Number of High Impact Publications and Top Conference Proceedings

1 - 2 of 2 matching results found

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

Number of Collaboration Projects

Key Performance Indicator (KPI)

1 On KPI criteria details form, click “Add” to add the achieved KPI.

2 In the pop up form, key in related information. Click Cancel to discard the record or click Save to save the achieved KPI.

The screenshot displays the 'Key performance indicator' interface. At the top, the title 'Key performance indicator' is shown. Below it, the 'Title of research project' is 'Proposal with Multiple budget (Advancement) and AI'. A section titled 'Number of Journal Publications (Top 10%)' contains a definition and a table of publications. The table has columns: Published Date, Title of Publication, Name of Journal, Conference Books or Other Publications, Name of Corresponding Authors and Institutions, Name of All Authors/Co-Authors and Institutions according to authorship order as published, and Publication DOI. Below the table are 'Remove' and 'Add' buttons. A red circle with the number '1' is placed over the 'Add' button. A red arrow points from the 'Add' button to a modal titled 'Add/Edit KPI Details'. The modal contains a list of fields with corresponding input boxes: 1. Title of Publication, 2. Published Date, 3. Name of Journal, Conference Books or Other Publications, 4. Name of Corresponding Authors and Institutions, 5. Name of All Authors/Co-Authors and Institutions according to authorship order as published, 6. Publication DOI, and 7. Type of Publication. A red circle with the number '2' is placed over the 'Save' button at the bottom right of the modal. The 'Save' button is labeled 'Save H'.

Key performance indicator

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

Number of Journal Publications (Top 10%)

Definition:

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

0 - 0 of 0 matching results found

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

Remove Add

Save as Draft H

Back

Add/Edit KPI Details

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

Cancel X Save H

Key Performance Indicator (KPI)

1

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

2

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

Add/Edit KPI Details

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

1

Number of Patents

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

1 - 1 of 1 matching results found

Date Filed	Date Granted	Title	Description	Ownership	Patent Number
25-Sep-2019		Patent sample	Patent sample asdf	Sample	Sample001

1

Number of Patents

1 - 1 of 1 matching results found

KPI criteria	Target	Achieved FY 2019	Achieved FY 2020	Total Achieved
Number of Patents	10.00	0.00	0.00	0.00

2

Key Performance Indicator (KPI)

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

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

3 Select remove button.

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

Key performance indicator

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

Number of Journal Publications (Top 10%)

Definition:

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

1 - 1 of 1 matching results found

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

[< Back](#) [Remove](#) [Add](#) [Save as Draft](#)

Key Performance Indicator (KPI)

Number of Journal Publications (Top 10%)

Definition:

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

1 - 2 of 2 matching results found

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

1

< Back

Number of High Impact Publications and Top Conference Proceedings

1 - 3 of 3 matching results found

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

2

1

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

2

Achieved KPI items are grouped by Financial Year, according to the achievement date.

Key Performance Indicator (KPI)

Number of Journal Publications (Top 10%)

Definition:

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

1 - 2 of 2 matching results found

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

Number of High Impact Publications and Top Conference Proceedings

1 - 3 of 3 matching results found

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

3

Total Achieved: is the total of the achieved FY items on KPI criteria details form.

Key Performance Indicator (KPI)

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

2 Click “Attach files” to upload the supporting documents.

Add/Edit KPI Details

+ 1. Name of Company Contributing

Company ABC

+ 2. Country of Company

United Arab Emirates

+ 3. Company UEN

R23678

+ 4. Date of Contribution

13/02/2018

+ 5. Amount of in kind contributions (S\$), up to 2 decimal places

23000

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

+ Attach files...

Cancel X Save H

Key Performance Indicator (KPI)

Notes

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

Add/Edit KPI Details

+ 1. Name of Company Contributing

Company ABC

+ 2. Country of Company

United Arab Emirates

+ 3. Company UEN

R23678

+ 4. Date of Contribution

13/02/2018

+ 5. Amount of in kind contributions (\$\$), up to 2 decimal places

23000

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

+ Attach files...

Cancel

Save

Key Performance Indicator (KPI)

Cash Funding from Industry (MNC) = S\$

Definition:

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

1 - 4 of 4 matching results found

⏮ ⏪ 1 ⏩ ⏭

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

1

Remove -

Add +

< Back

Cash Funding

1 - 4 of 4 matching results found

2

⏮ ⏪ 1 ⏩ ⏭

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

1

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

2

Achieved KPIs amount are summed up and grouped by Financial Year, according to the achievement date.

Key Performance Indicator (KPI)

Cash Funding from Industry (MNC) = S\$

Definition:

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

1 - 4 of 4 matching results found

⏮ < 1 > ⏭

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

Remove -

Add +

< Back

Cash Funding

1 - 4 of 4 matching results found

⏮ < 1 3 ⏭

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

3

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

Key Performance Indicator (KPI)

1

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

- ASTAR
- MOE
- MOH
- NRF
- Others

2

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

Key performance indicator

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

Number of competitive grants received

0 - 0 of 0 matching results found

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

Remove Add

Add/Edit KPI Details

* 1. Name of Grant Received

* 2. Project Reference No

* 3. Funding Agency

* Others

* 4. Recipient of Grant

* 5. Host Institution

* 6. Direct Cost

* 7. Indirect Cost

* 8. Project Start Date

* 9. Project End Date

* 10. Project Title

Others

Other Funding Agency Name

Please enter the name of funding agency.

Cancel Save

ncs making IT happen

Key Performance Indicator (KPI)

1

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

2

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

3

Click on “Save” button

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

Performance indicators

Hide Progress

This shows the information

Title of research project

Progress report ID

Project ID

Report status

Last update date

Others

1 - 1 of 1 matching results found

1 2 3

1. Numbers Achieved

2. FY

3. Start date of FY

2018

01/04/2018

Cancel X Save H

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

< Back

Save as Draft H Next >

Record of Equipment

Record Of Equipment

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

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

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

Record of equipment Expand All Sections

[Hide Progress Report Details](#)

This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.

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

Equipment purchased 2 ▼

Equipment pending purchased 3 ▼

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

Record Of Equipment

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

Record of equipment

Expand All Sections

Hide Progress Report Details

This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.

Title of research project

09May2018-Manual-LOA002

Progress report ID

IGMS-000001

Due date

31-May-2018

Project ID

NRF-000889-00

Reporting period

01-Apr-2017 - 31-Mar-2018

Report status

Pending Submission

Submitted date

Last update date

10-May-2018

Equipment purchased

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

0 - 0 of 0 matching results found

⏮

<

1

>

⏭

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

Remove


Add

Equipment pending purchased

< Back

Save as Draft

Next >


making IT happen

Record Of Equipment

1

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

2

Fill the mandatory fields and click on "save" button

Add/Edit Purchased Equipment

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

* Institution asset
reference ID

* Name of the
equipment

Location of the
equipment

Utilization rate

Invoice reference
number/s

Remarks

Equipment
category

Commissioned
status

Yes ☐ No ☒

Commissioned /
expected
commissioning
date

Is equipment open
for sharing?

Yes ☐ No ☒

Purchase price

Cancel

Save

Record Of Equipment

1

To amend or revise created equipment, click on the hyperlink to view or edit the details.
In the Add/Edit Purchased equipment form, key in the changes required, and click "Save".

Record of equipmentExpand 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 project09May2018-Manual-LOA002

Progress report IDIGMS-000001

Project IDNRF-000889-00

Report statusPending Submission

Last update date10-May-2018

Due date31-May-2018

Reporting period01-Apr-2017 - 31-Mar-2018

Submitted date

Equipment purchased

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

1 - 2 of 2 matching results found

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

Add/Edit Purchased Equipment

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

Equipment pending

Back

Next

Institution asset reference IDOTHER2276

Name of the equipmentOTHER

Location of the equipment134_other

Utilization rate18.00

Invoice reference number/s435

RemarksTesting

Equipment categoryOthers (Please specify)

Other category

Commissioned statusYes No

Commissioned / expected commissioning date06-11-2017

Is equipment open for sharing?Yes No

Purchase price\$26.00

Cancel

Save

Record Of Equipment -Equipment Pending Purchased

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

2 Click the “Add” button

Record of equipmentExpand All Sections

Hide Progress Report Details

This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.

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

Equipment purchased

Equipment pending purchased1

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

0 - 0 of 0 matching results found

S/N

Name of equipment

Expected date of purchase

Remove

Add2

< Back

Save as DraftHNext >

Record Of Equipment -Equipment Pending Purchased

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

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

Add/Edit Pending Equipment

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

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

Cancel

Save

Record Of Equipment -Equipment Pending Purchased

1 Click on “Next” button to move to the **Future Plans** section.

search estone ✓

Technical Milestone ✓

Key Performance Indicators ✓

Record of Equipment ✓

Future Plans ✓

Other Attachments ✓

Undertaking ✓

Record of equipmentExpand All Sections

Hide Progress Report Details

This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.

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

Equipment purchased

Equipment pending purchased

< Back

Save as Draft

Next >

Future Plans

Future Plans

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

2 Click on “Next” button to move to the Other attachments section

The screenshot shows a web interface for a research grant portal. At the top, there is a navigation bar with several tabs: 'search estone', 'Technical Milestone', 'Key Performance Indicators', 'Record of Equipment', 'Future Plans' (which is highlighted), 'Other Attachments', and 'Undertaking'. Each tab has a green checkmark icon. Below the navigation bar, the 'Future plans' section is active. It features a blue header bar with the text 'Future plans' and a dropdown arrow. Below this, 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.' This section contains a table with the following data:

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

Below the table, there is a section titled 'Future plans' with a blue header bar and a dropdown arrow. It contains a sub-header 'Please briefly outline plans for the programme to be sustained on a long-term basis beyond the approved duration of the funding.' This section has two text input fields. The first field is labeled 'What have you achieved with this award?' and contains the text 'http://docmgmt.ust.researchgrant.gov.sg/nrf/GrantLibrary/External/Programme-010/Progress_Report_Template/GrantCallKPI_20170905T022849.txt'. The second field is labeled 'What are your plans in Singapore beyond this award?' and contains the same text. At the bottom of the page, there is a button labeled 'Save as Draft'.

Other Attachments

Other Attachments

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

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

3 Click on "Next" to move to the Undertaking section.

Other attachments

[^ Hide Progress Report Details](#)

This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.

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

Attachments

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

1

2

[+ Add files...](#)[Start upload](#)[Cancel upload](#)[Delete](#)

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

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

[< Back](#)

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

Undertaking

Undertaking

1 Click on “Inform Lead PI” when the progress report updates are complete.

2 Action Trail, This section maintains the actions and comments from all parties that acted on the progress report.

Home > Projects > Progress Reports > Undertaking

search
estone ✓

Technical
Milestone ✓

Key Performance
Indicators ✓

Record of
Equipment ✓

Future
Plans ✓

Other
Attachments ✓

Undertaking →

Undertaking

Expand All Sections

Hide Progress Report Details

This shows the information of the selected progress report. Please use the respective sections below to report on the progress of your funded research.

Title of research project	test multi level approver		
Progress report ID	NRFPR-000007180	Due date	31-May-2022
Project ID	NRF-001337-00	Reporting period	01-Apr-2021 - 31-Mar-2022
Report status	Pending Submission	Submitted date	
Last update date	28-Aug-2021		

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

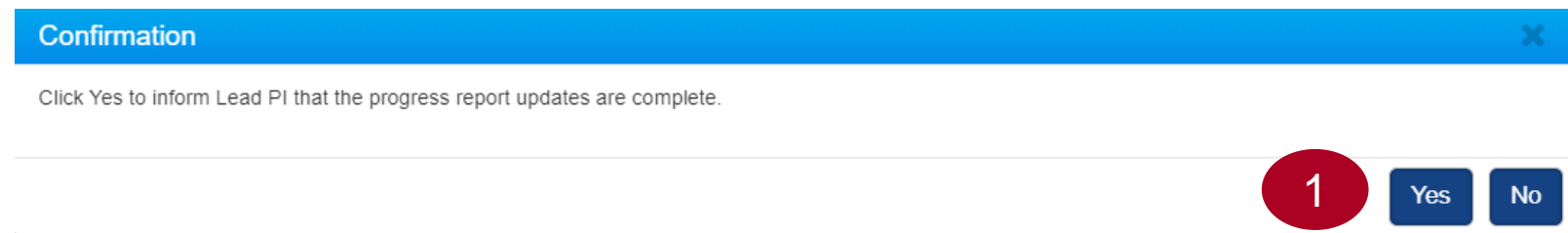
Action Trail

< Back

Inform Lead PI ✓

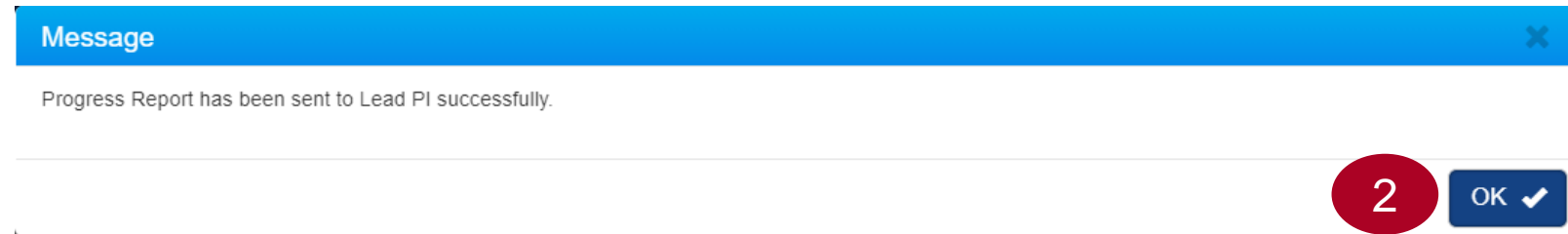
Undertaking

- 1 Click "Yes" to proceed, or "No" to cancel..



A screenshot of a 'Confirmation' dialog box. The title bar is blue with the word 'Confirmation' and a close button (X). The main area is white and contains the text 'Click Yes to inform Lead PI that the progress report updates are complete.' At the bottom right, there are two buttons: 'Yes' and 'No'. A red circle with the number '1' is positioned over the 'Yes' button.

- 2 Click "OK" to close the dialog box.



A screenshot of a 'Message' dialog box. The title bar is blue with the word 'Message' and a close button (X). The main area is white and contains the text 'Progress Report has been sent to Lead PI successfully.' At the bottom right, there is a single button labeled 'OK' with a checkmark icon. A red circle with the number '2' is positioned over the 'OK' button.

To Note

1. An email will be sent to Lead PI to inform him/her that the progress report has been filled up by the Data Admin.
2. The progress report is not considered submitted/resubmitted until the Lead PI submits/resubmits the progress report.

