

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

IGMS Deviation ORE

Definitions, Acronyms and Abbreviations

Sl. No	Abbreviation / Acronyms	Definitions
1	PI	Principal Investigator
2	ORE	Officer of Research
3	DOR	Director of Research
4	AI ORE	Academic Institution Office of Research
5	AI DOR /AI Dean	Academic Institution Director of Research
6	PM	Programme Manager
7	FR	Fund Requisition
8	PR	Progress Report
9	The end of term	The Original project end date of a project without extension/termination or the Revised project end date after extension/termination
10	Outstanding progress report	A progress report which has a submission due date before the first endorsement date (refers to the next slide)

Definitions, Acronyms and Abbreviations

Sl. No	Abbreviation / Acronyms	Status
11	Outstanding progress report	Below is the example of Outstanding progress report:

S/N	System Date	Submission Due Date	DOR Endorsement Date	Progress Report Status	Mark as Outstanding?
1	5-Oct-18	31-May-19	blank	Pending Submission	No
	30-May-18	31-May-19	blank	Pending Submission	No
2	31-May-19	31-May-19	31-May-19	Submitted to PM	No
3	1-Jun-19	31-May-19	blank	Pending Submission / Pending ORE's verification / Pending DOR's endorsement	Yes
	2-Jun-19	31-May-19	2-Jun-19	Submitted to PM	No (system will lift 'outstanding' status after DOR's endorsement on 2 Jun 2019)

Definitions, Acronyms and Abbreviations

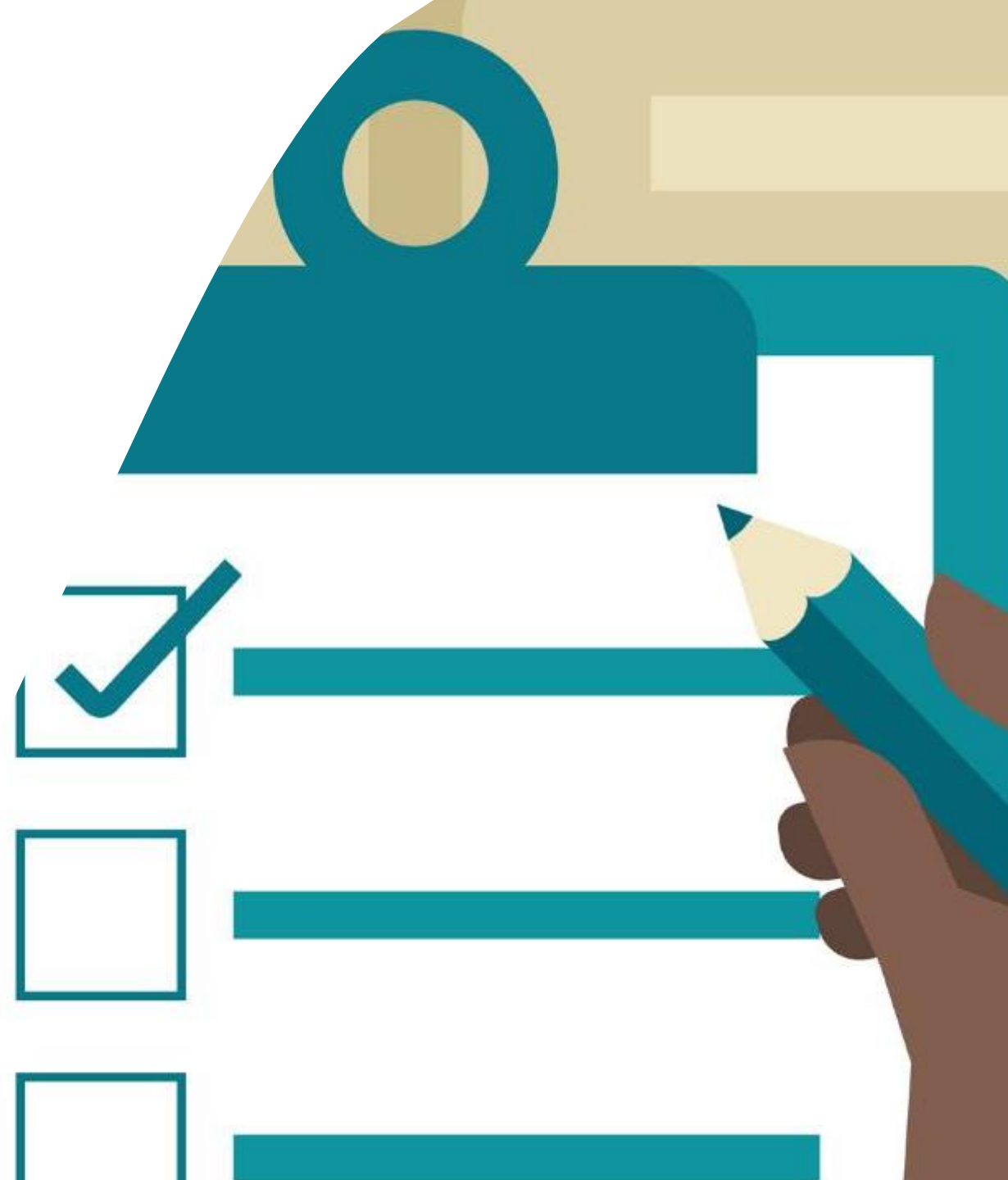
Sl. No	Abbreviation / Acronyms	Status
12	Outstanding deviation	<p>A deviation which has status not “Approved” or not “Rejected” or not “Rejected by DOR” under the same Award ID.</p> <p>Below are the Deviation Status which are catered as outstanding:</p> <ul style="list-style-type: none">a. Pending ORE verificationb. Pending DOR endorsementc. Pending resubmissiond. Submitted to PMe. Supportedf. Pending AI ORE verificationg. Pending AI DOR endorsementh. Pending Lead PI endorsementi. Pending Lead ORE verificationj. Pending Lead DOR endorsementk. Pending new HI ORE verificationl. Pending new HI DOR endorsementm. Pending workflow submissionn. In progress

Definitions, Acronyms and Abbreviations

Sl. No	Abbreviation / Acronyms	Status
13	Outstanding fund request	<p>A Fund request which has status not “Approved pending payment” and not yet generating FR invoice journal under the same Award ID.</p> <p>Below are the Fund Request Status which are catered as outstanding:</p> <ul style="list-style-type: none">a. Pending HI HR inputb. Pending resubmissionc. Pending PI inputd. Pending reviewe. HI finance clarificationf. Pending PM reviewg. Supportedh. PI clarificationi. Pending workflow submissionj. In progress

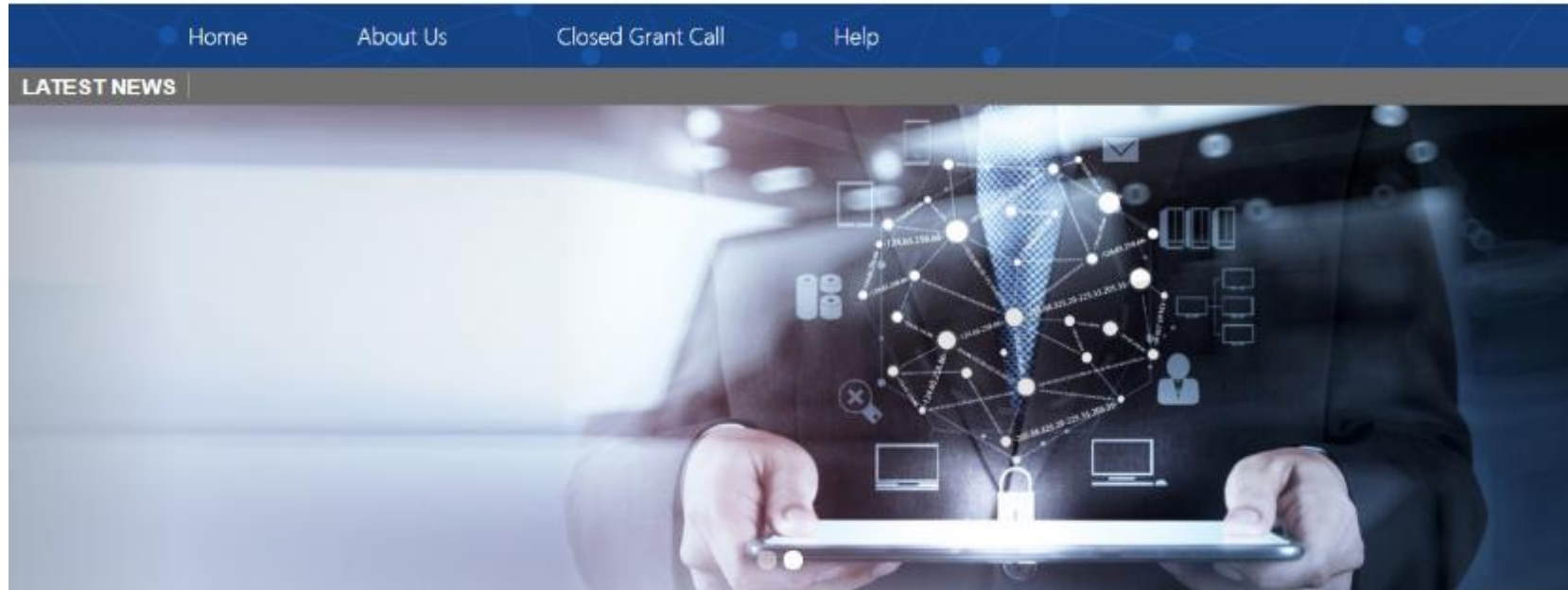
Learning Objectives

1. Login and access dashboard
2. Deviation overview
3. Workflow of “Pending ORE verification” deviation :
 - Deviation in Portal
 - Route deviation to “Pending ORE verification” status
 - ORE's access to view and work on the deviation
 - Verify action
 - Return action
2. Download deviation



Login in IGMS


Logging in IGMS



1 Click on **Login**

1

Login

 LOGIN

Subscribe

Open Opportunities

Search

1.5 of 12 matching results found

« 1 2 3 »

Show 5 ▾

Grant Call Name	Managing Organisation	Opening Date	Closing Date
PAX14	Ministry Of Education A*STAR Agency	9-Sep-2017	1-Jan-2019

Logging in IGMS

2



Host Institution Users

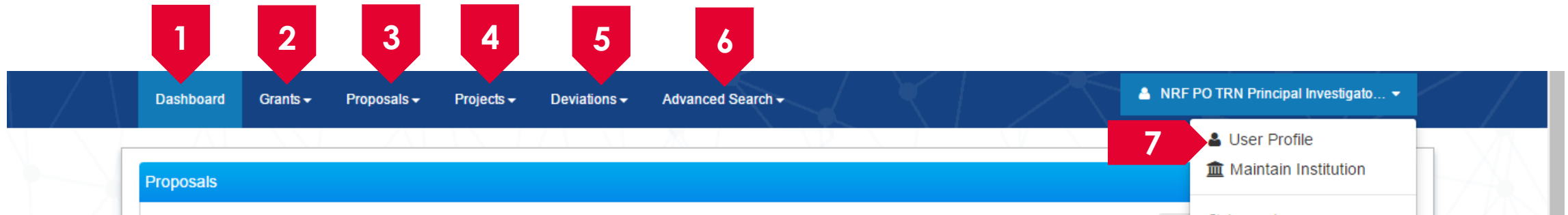
- Principal Investigator
- HI Administrator
- Office of Research/ Director of Research
- HI Finance/ HI Human Resource
- Data Administrator/ HI Audit

2

Users performing transactions on behalf of their company should use the “Host Institution Users” login 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 with a dark blue header. The header contains a navigation menu with 'Dashboard' (highlighted with a red callout box 1), 'Grants', 'Proposals', 'Projects', 'Deviations', and 'Advanced Search'. On the right of the header is a user profile dropdown labeled 'NRF PO TRN Principal Investigato...'. Below the header, there are two main sections: 'Proposals' and 'Projects'. Each section has a blue header bar with its name, followed by a white area showing '0 - 0 of 0 matching results found'. To the right of the text is a pagination control with buttons for first, previous, current (1), next, and last. Below this is a table with columns: 'Date' (with an upward arrow), 'Subject', 'Reference ID', and 'Read' (with a double arrow). A red callout box 2 points to the 'Projects' section.

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

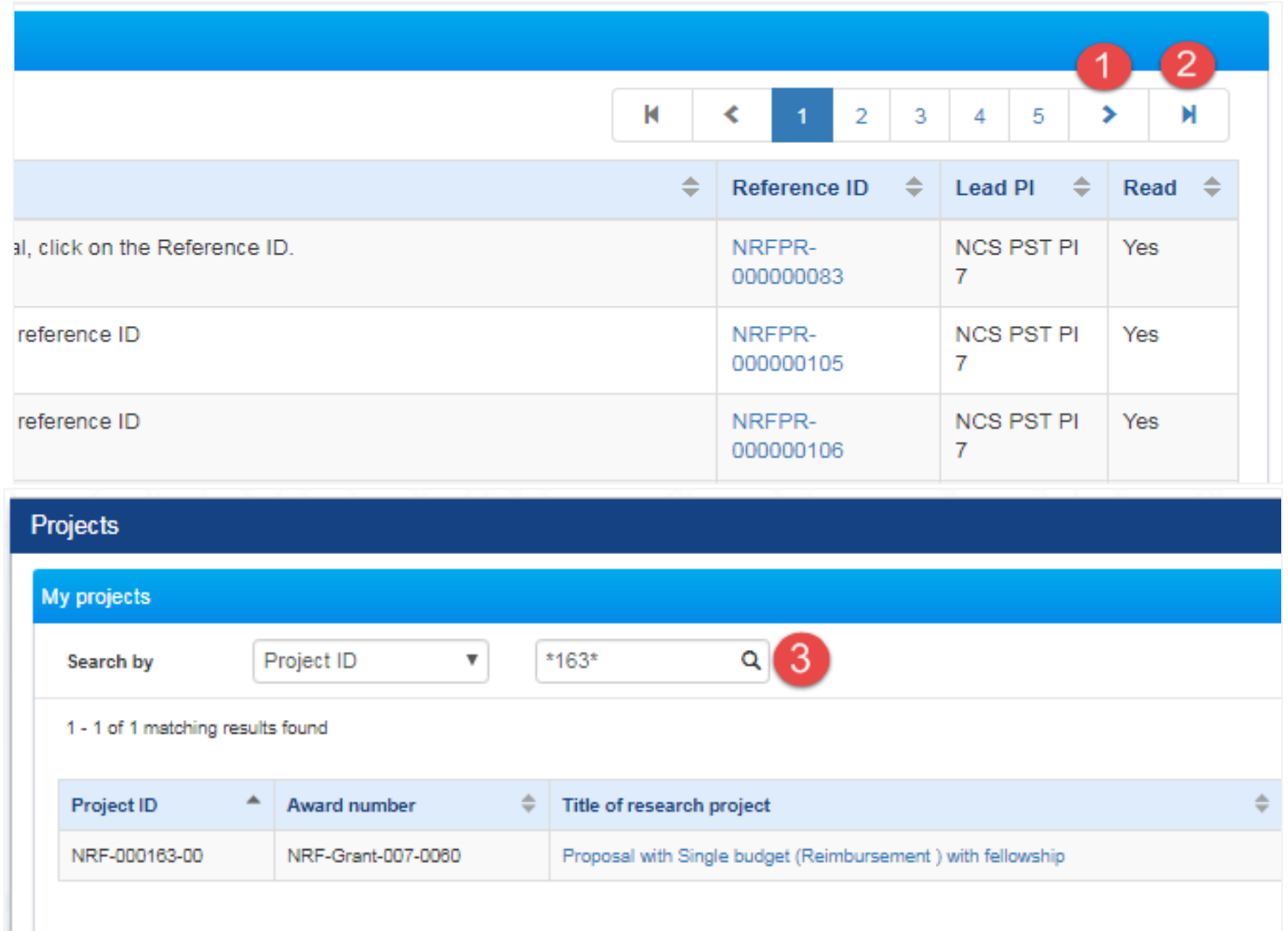
2 Projects: Displays the awarded projects (post-award) action items.

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 header bar contains navigation icons: a double left arrow, a single left arrow, a page indicator (1, 2, 3, 4, 5), a single right arrow, and a double right arrow. Red circles with numbers 1 and 2 highlight the single left and right arrow buttons, respectively. Below the header is a table with columns: Reference ID, Lead PI, and Read. The table contains three rows of data. Below the table is a section titled 'Projects' with a sub-header 'My projects'. Under 'My projects', there is a search bar with a dropdown menu set to 'Project ID' and a search button. A red circle with the number 3 highlights the search button. Below the search bar, it says '1 - 1 of 1 matching results found'. Below this is a table with columns: Project ID, Award number, and Title of research project. The table contains one row of data.

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

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

Deviation Overview - ORE Requests a Deviation

Deviation Overview - 1

The image displays two overlapping screenshots of the NCS system interface. The top screenshot shows the 'Deviations' menu in the navigation bar, with a green arrow labeled '1a.' pointing to the 'Submit Deviation Request' option. The bottom screenshot shows the 'Projects' menu in the navigation bar, with a green arrow labeled '1b.' pointing to the 'View Projects' option. Both screenshots show a user profile 'NRF PO TRN Principal Investigato...' and a 'Proposals' section with '0 - 0 of 0 matching results found'. The interface includes a navigation bar with 'Dashboard', 'Grants', 'Proposals', 'Projects', 'Deviations', and 'Advanced Search'. The 'Proposals' section has a table with columns 'Date', 'Subject', 'Reference ID', and 'Read'. The 'Projects' section also has a table with the same columns. A green arrow labeled '1' points to the right, indicating the next step in the process.

Navigate either through
a. Deviations/Submit Deviation Request, or
b. Projects/View projects

Deviation Overview - 2

Home > Projects > View Projects

Projects

My projects

Search **2** Project 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-POTR	Exploration and Utilization of the Third Dimension of Integrated Circuits	01-Feb-2018	31-Oct-2023	In progress
NRF-000901-00	NRF-AWARD-POTR0621	NRF-AWARD-POTR0621	01-Jan-2019	10-Jul-2020	In progress
NRF-000904-00	NRF-AWARD-POTR0622	NRF-AWARD-POTR0622	01-Jan-2019	14-Apr-2020	In progress

3

Dashboard Grants Proposals Projects Deviations Advanced Search

Home > Projects > Project Overview

Projects Expand All Sections

Title of research project	NRF-AWARD-POTR0621		
Name of lead/team PI	NRF PO TRN Principal Investigator 58	Original project start date	01-Jan-2019
Award number	NRF-AWARD-POTR0621	Original project end date	10-Jul-2020
Project ID	NRF-000901-00	Revised project end date	
Project stage	In progress	Date of project activation	08-Jan-2020

4

Project overview

1 - 1 of 1 matching results found

Project ID	Project stage	Lead / team PI	Original project start date	Original project end date	Revised project end date	Date of project activation
NRF-000901-01	In progress	NRF PO TRN Principal Investigator 58	01-Jan-2019	10-Jul-2020	Activate NRF-000901-01	08-Jan-2020

Go to System in Control Panel to activate

2

Under Search by, select the type of search parameter (Project ID, Award number, Lead PI or Programme ID). Input the search term in the text box. This search function allows for partial search by using * in the keyword (example: *837*). Click on the magnifying glass to search.

3

Select the project by clicking its Title of Research Project hyperlink

4

After the project overview page is loaded, click on Submit deviation request.

To Note

Refer to [Deviation type selection page](#) for more detail

Refer to "[Validation on Submission / Verification / Endorsement](#)" to determine whether PI can request a deviation.

Deviation Overview - 3

Choose a deviation type to be requested

Home > Projects > Deviations > Apply Deviation

Apply deviation

Apply deviation

Please choose one of the deviation types below.

- ☐ Change in institution
- ☐ Change in project duration / time
- ☐ Change in project scope
- ☐ Change in research team
- ☐ Exceptional cases
- ☐ Trim project budget
- ☐ Virement of funds / change or add in equipment / manpower

5 Next >

5

Choose a deviation type to be requested by clicking on the respective radio button and click on Next button

To Note

Refer to the [Data segregation](#) section for details on how the various requests will be displayed in the project overview page under different scenarios

Deviation Overview - 4

To view the list of deviation request under the selected project, expand the Deviation Request section in the project overview page.

Home > Projects > Project Overview

Projects

Expand All Sections

Title of research project	NRF-AWARD-POTRN0621		
Name of lead/team PI	NRF PO TRN Principal Investigator 58	Original project start date	01-Jan-2019
Award number	NRF-AWARD-POTRN0621	Original project end date	10-Jul-2020
Project ID	NRF-000901-00	Revised project end date	
Project stage	In progress	Date of project activation	08-Jan-2020

Submit deviation request

Project overview

Progress reports

Deviation requests

1 - 3 of 3 matching results found

1

Project ID	Deviation ID	Type of deviation	Date of submission	Date of approval / rejection	Status
NRF-000901-01	N/A	Virement of funds			Draft
NRF-000901-00	NRFDV-000000471	Project duration / time	09-Jan-2020	09-Jan-2020	Rejected by DOR
NRF-000901-00	NRFDV-000000472	Project duration / time	09-Jan-2020	09-Jan-2020	Rejected by DOR

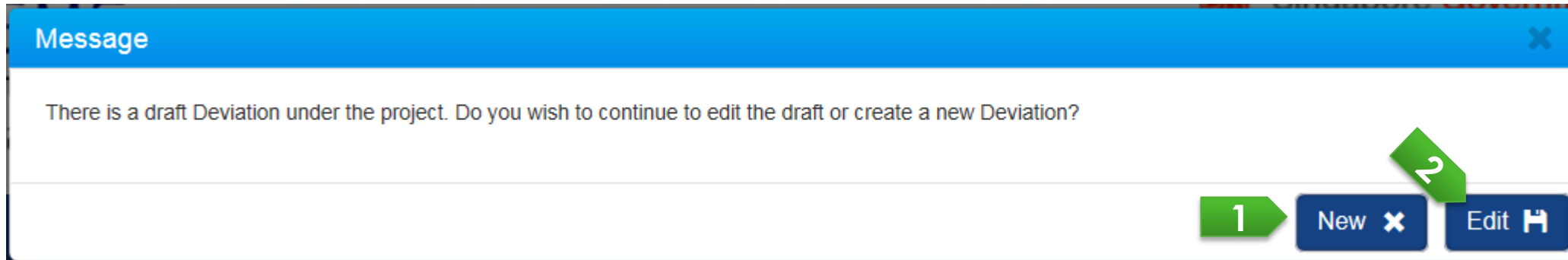
Fund requisitions

1

After selecting a project, expand the various sections to view the project information or transactions which were submitted by the PI or Lead PI's projects.

Deviation Overview - 5

If an existing draft was previously created for the deviation type, the system will display a pop-up message to seek your confirmation to either edit the draft or create a new request.



1

Click on the New button to overwrite draft data upon creation of a new deviation

2

Click on the Edit button to continue the last progress of a draft deviation

Deviation Overview - 6

To continue editing an existing draft, a user can go to *Deviations > View Draft Deviations* to access the draft requests. Click on Deviation Type hyperlink to open the selected deviation request.

The screenshot shows the 'Deviations' section of a web application. The top navigation bar includes 'Dashboard', 'Grants', 'Proposals', 'Projects', 'Deviations', and 'Advanced Search'. A green arrow labeled '1' points to the 'Deviations' menu. Below the navigation bar, the breadcrumb trail is 'Home > Projects > View Projects'. The 'Projects' section is active, and a dropdown menu is open, showing 'Submit Deviation Request', 'View Draft Deviations', and 'View Deviations'. A green arrow labeled '2' points to the 'View Draft Deviations' option. Below the dropdown, the breadcrumb trail is 'Home > Deviations > View Draft Deviations'. The 'Deviations' section is active, and a table titled 'My deviations' is displayed. The table shows 1 - 4 of 4 matching results found. The table has 7 columns: Deviation ID, Award ID, Deviation type, Lead / team PI, Original project start date, Original project end date, and Revised project end date. The table contains 3 rows of data.

Deviation ID	Award ID	Deviation type	Lead / team PI	Original project start date	Original project end date	Revised project end date
N/A	NRF-AWARD-POTRN0601	Exceptional cases	NRF PO TRN Principal Investigator 58	01-Feb-2018	31-Oct-2023	
N/A	NRF-AWARD-POTRN0621	Virement of funds	NRF PO TRN Principal Investigator 58	01-Jan-2019	10-Jul-2020	
N/A	NRF-AWARD-POTRN0621	Project duration / time	NRF PO TRN Principal Investigator 58	01-Jan-2019	10-Jul-2020	

Deviation Overview - 7

After user fills in all required information of a deviation, user should provide his/her justification and attach supporting document(s). Please note that system accepts file size up to 4 MB and below file types :
.txt, .doc, .pdf, .zip, .xls, and .xlsx

1

Justification

Provide a reason of the deviation in no more than 5000 characters.

2

Supporting documents

To download the attachment, click on the download button.

To add attachment, 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.

+ 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
-----------	-------------	---------	------------------------------------

- 1

To input or view justification of each deviation, open *Justification tab*
- 2

To view, upload, and download attachment, open *Supporting documents* tab. Only requestor can upload a document(s) to Deviation.

Deviation Overview - 8

Home > Projects > Deviations > Undertaking

Change in Project Scope ✓ Change in Technical Milestones ✓ Change in Research Milestones ✓ Change in K... 1 ✓ Undertaking ✓

Undertaking Expand All Sections

Hide Deviation Details

Title of research project	AI rocking shaking 12341234		
Deviation ID		Institution	MU
Deviation status	Draft	Original project start date	01-Apr-2017
Date of submission		Original project end date	31-Mar-2022
Date of approval / rejection		Revised project end date	
Project ID	NRF-000380		

< Back Save as Draft Submit >

2

Name of requestor P93 Date of acknowledgement 03-05-2018

Acknowledgement ☒ Yes ☐ No

Comments please verify|

Action Trail

< Back Save as Submit >

3

To Note

Before submission, page status of each breadcrumb should be in green color.

1 User should complete all compulsory information and pass each page validation then it will be marked by a green icon.

2 Click on "Yes" radio button to acknowledge deviation. User can input comments that will be displayed on *Action trails tab*.

3 Click on the *Submit button* after user passes each page validation and acknowledges the deviation request.

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

Deviation Overview - 9

User can view all deviations submitted for his/her project(s) through *Deviations/ View Deviations*. Click on Deviation type hyperlink to view its detail.

The screenshot shows the top navigation bar with the following items: Dashboard, Grants, Proposals, Projects, Deviations, and Advanced Search. The user is logged in as 'NRF PO TRN Principal Investigato...'. The 'Deviations' menu is open, showing options: Submit Deviation Request, View Draft Deviations, and View Deviations. A green arrow labeled '1' points to the 'View Deviations' option. Below the navigation bar, the breadcrumb trail is 'Home > Deviations > View Draft Deviations'. The 'Deviations' section header is visible, followed by a 'My deviations' bar and a 'View Draft Deviations' button.

The screenshot shows the 'View Deviations' page. The breadcrumb trail is 'Home > Deviations > View Deviations'. The 'Deviations' section header is visible, followed by a 'My deviations' bar. A green arrow labeled '3' points to the 'Search by status' dropdown menu, which is open and shows options: All, Outstanding, Approved, and Rejected. A green arrow labeled '2' points to the 'Virement of funds' link in the first row of the table. The table has 8 columns: Deviation ID, Award ID, Deviation type, Deviation status, Lead / team PI, Original project start date, Original project end date, and Revised project end date. The table shows 4 rows of data. A green arrow labeled '3' points to the 'Search by status' dropdown menu. The page shows 1 - 10 of 68 matching results. A magnifying glass icon is visible next to the search bar. A green arrow labeled '3' points to the 'Search by status' dropdown menu.

Deviation ID	Award ID	Deviation type	Deviation status	Lead / team PI	Original project start date	Original project end date	Revised project end date
NRFDV-000000459	NRF-AWARD-POTRN0601	Virement of funds	Approved	NRF PO TRN Principal Investigator 58	01-Feb-2018	31-Oct-2023	
NRFDV-000000479	NRF-AWARD-POTRN0601	Virement of funds	Approved	NRF PO TRN Principal Investigator 58	01-Feb-2018	31-Oct-2023	
NRFDV-000000487	NRF-AWARD-POTRN0601	Virement of funds	Approved	NRF PO TRN Principal Investigator 58	01-Feb-2018	31-Oct-2023	
NRFDV-000000471	NRF-AWARD-POTRN0621	Project duration / time	Rejected by DOR	NRF PO TRN Principal Investigator 58	01-Jan-2019	10-Jul-2020	

User can filter deviations by its status through the following steps:

- Click on "Search by status".
- Select one of statuses
- Click on magnifying glass button

System will display all deviations with the selected status.

Workflow of “Pending ORE verification” deviation

Workflow of “Pending ORE verification” deviation - 1

System routes deviation to “Pending ORE verification” status through below actions:

- PI / ORE submits a deviation
- DOR/Managing PM/AI ORE/AI DOR returns a deviation

The screenshot shows a web form for submitting a deviation. The form is enclosed in a blue border. At the top, there are two input fields: "Name of requestor" with the value "P93" and "Date of acknowledgement" with the value "03-05-2018". Below these, there is an "Acknowledgement" section with two radio buttons: "Yes" (selected) and "No". Underneath is a "Comments" text area containing the text "please verify". At the bottom of the form, there is a blue bar labeled "Action Trail" with a downward arrow. Below this bar, there are three buttons: "< Back", "Save as Draft" with a floppy disk icon, and "Submit >".

Workflow of “Pending ORE verification” deviation (through Dashboard) - 2

After a deviation is updated to “Pending ORE verification”, ORE can find the deviation through:-

a. Login to Portal as ORE role and navigate to Dashboard > Projects

1a

Dashboard Grants Proposals Projects Deviations Advanced Search NCS PST ORE 1 (ORE)

Proposals

1 - 10 of 58 matching results found

Date	Subject	Reference ID	Lead PI	Read
18-Mar-2018	The proposal is pending your verification. To verify the proposal, click on the Reference ID.	TBANK-0004	NCS PST PI 3	Yes
20-Mar-2018	The proposal is pending your verification. To verify the proposal, click on the Reference ID.	NCSUAT3-0083	NCS PST PI 1	Yes
20-Mar-2018	The proposal is pending your verification. To verify the proposal, click on the Reference ID.	NCSUAT3-0085	NCS PST PI 1	No
21-Mar-2018	The proposal is pending your verification. To verify the proposal, click on the Reference ID.	NCSUAT3-0002	NCS PST PI 1	Yes
21-Mar-2018	The proposal is pending your verification. To verify the proposal, click on the Reference ID.	NCSUAT3-0008	NCS PST PI 1	Yes
05-Apr-2018	The proposal is pending your verification. To verify the proposal, click on the Reference ID.	TA-May 2018-0008	NCS PST PI 4	No
17-Apr-2018	The Letter of Award is pending for your verification. To verify the Letter of Award, click on the Reference ID.	NCSUAT3-0010	NCS PST PI 1	Yes
18-Apr-2018	The proposal is pending your verification. To verify the proposal, click on the Reference ID.	NRFGC2-0001	NCS PST PI 4	Yes
22-Apr-2018	The proposal is pending your verification. To verify the proposal, click on the Reference ID.	MOH-PROP-0018	MOH TRN Principal Investigator 9	No
22-Apr-2018	The proposal is pending your verification. To verify the proposal, click on the Reference ID.	MOH-PROP-0019	MOH TRN Principal Investigator 10	No

1a

Projects

61 - 70 of 71 matching results found

Date	Subject	Reference ID	Lead PI	Read
01-Nov-2019	The deviation is pending your verification. To verify the deviation, click on the Reference ID.	MOHDEV-000000175	NRF PST PI 1	No

1a

Navigate through
Dashboard/Projects

2a

Click on the hyperlink of
Deviation ID

2a

Workflow of “Pending ORE verification” deviation (through Project Overview) - 3

b. Alternatively, user can also navigate to Project > View Projects

The screenshot shows the NCS PST ORE 1 (ORE) system interface. The top navigation bar includes 'Dashboard', 'Grants', 'Projects', 'Deviations', and 'Advanced Search'. The 'Projects' tab is selected, and the 'View Projects' button is highlighted. Below the navigation bar, the 'Projects' section displays a table of projects. The first project, 'MOH-000311-00', is selected. The 'Project overview' section is expanded, showing details for the project 'AWD1200'. The 'Deviations' section is also expanded, showing a table of deviations. The first deviation, 'MOH-000000175', is highlighted.

1b Navigate through *Projects/View projects*

2b After View projects page is loaded, select a project and click on its *Title of research project* hyperlink

3b After Project overview page is loaded, click on the hyperlink of deviation ID with status “Pending ORE verification”

Project ID	Award number	Title of research project	Project start date	Project end date	Stage
MOH-000311-00	AWD1200	AWD1200	28-Oct-2019	07-Nov-2021	In progress
NMRC/1311/2011-00	NMRC/1311/2011				

Project ID	Deviation ID	Type of deviation	Date of submission	Date of approval / rejection	Status
MOH-000000175	MOH-000000175	Deviation research team	01-Nov-2019	15-Nov-2019	Pending ORE verification

Workflow of “Pending ORE verification” deviation - 4

After *Deviation Overview* page is loaded, click on *Actions* button, then click on *View deviation details* button to open *Deviation details* page.

[Home](#) > [Projects](#) > [Deviations](#) > [Deviation Overview](#)

Deviation Overview

Expand All Sections

Title of research project	AWD1200	Original project start date	28-Oct-2019
Institution	NUS	Original project end date	07-Nov-2021
Award number	AWD1200	Revised project end date	
Project ID	MOH-000311-00	Date of submission	01-Nov-2019
Deviation type	Deviation research team	Date of approval / rejection	15-Nov-2019
Deviation ID	MOHDV-000000175		
Deviation status	Pending ORE verification		

Action Trail

1 - 1 of 1 matching results found

1

Actions

2

View deviation details

Download Deviation

⏮

⏪

1

⏩

⏭

Workflow of “Pending ORE verification” deviation - 5

Navigate through navigation panel to view details of deviation. Open Undertaking page by clicking on the *Undertaking* section.

Exceptional Cases ✓

Justification and Supporting Documents ✓

Undertaking ✓

Undertaking

Expand All Sections

Hide Deviation Details

Title of research project

Proposal with Multiple budget (Advancement) and AI

Institution

NUS

Original project start date

01-Aug-2012

Award number

NRF-Grant-011-0027

Original project end date

31-Oct-2018

Project ID

NRF-000043-00

Revised project end date

Deviation type

Exceptional cases

Date of submission

03-Apr-2020

Deviation ID

NRFDV-000000565

Date of approval / rejection

03-Apr-2020

Deviation status

Pending ORE verification

Undertaking by requestor

Undertaking by ORE

I hereby declare that all the information in this request is accurate and complete to the best of my knowledge and that I would be responsible for the consequences of providing false and/or misleading information.

Name of ORE

NCS PST ORE 1

Date of acknowledgement

03/04/2020

Acknowledgement

☒ Yes ☐ No

Name of DOR

Comments

input comment here...

Action Trail

< Back

Actions

Workflow of “Pending ORE verification” deviation - 6

User should acknowledge before submitting any action by selecting “Yes” radio button under *Undertaking by ORE section*. ORE should select a DOR when verifying a Deviation. User can only select a DOR who does not belong to the research team members of the project.

Undertaking Expand All Sections

[Hide Deviation Details](#)

Title of research project	CR56 - 001 sad123	Original project start date	01-Apr-2020
Institution	NUS	Original project end date	31-Mar-2022
Award number	MOH-s11-0001	Revised project end date	31-Aug-2022
Project ID	MOH-000327-00	Date of submission	28-Feb-2020
Deviation type	Change in project scope	Date of approval / rejection	11-Mar-2020
Deviation ID	MOHDV-000000211		
Deviation status	Pending ORE verification		

Undertaking by requestor ▼

Undertaking by ORE ▲

I hereby declare that all the information in this request is accurate and complete to the best of my knowledge and that I would be responsible for the consequences of providing false and/or misleading information.

Name of ORE: Date of acknowledgement:

Acknowledgement: ☒ Yes ☐ No Name of DOR:

Comments:

Action Trail

[< Back](#) Actions ▼

- Verify
- Return

To Note

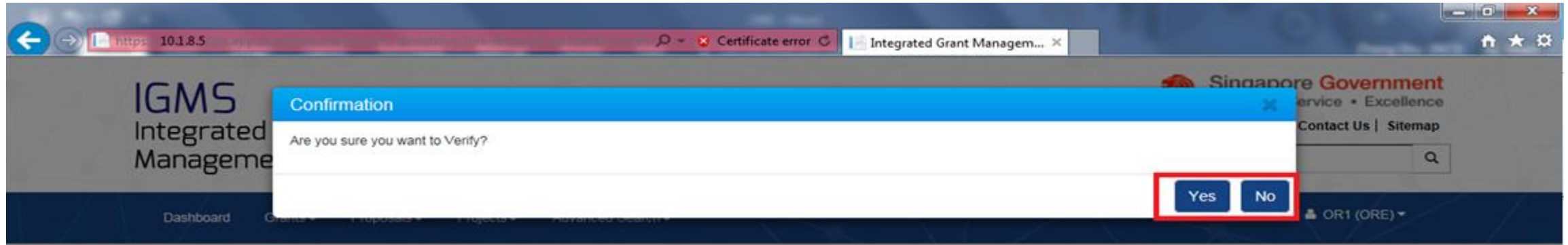
ORE can either:-

- Verify by clicking on Verify button and system will update deviation status to be “Pending DOR endorsement”
- Return deviation to requestor by clicking on Return button and system will update deviation status to be “Pending resubmission”

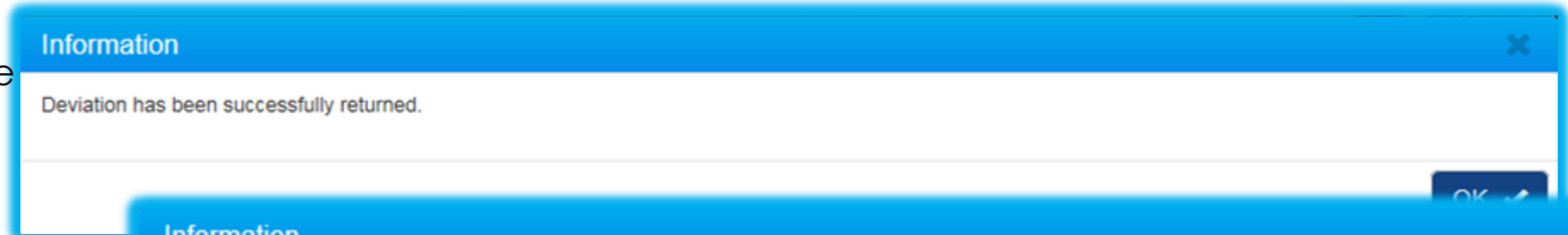
Commentary will be displayed in Action trail section and visible for PI, ORE, DOR, and PM.

Workflow of “Pending ORE verification” deviation - 7

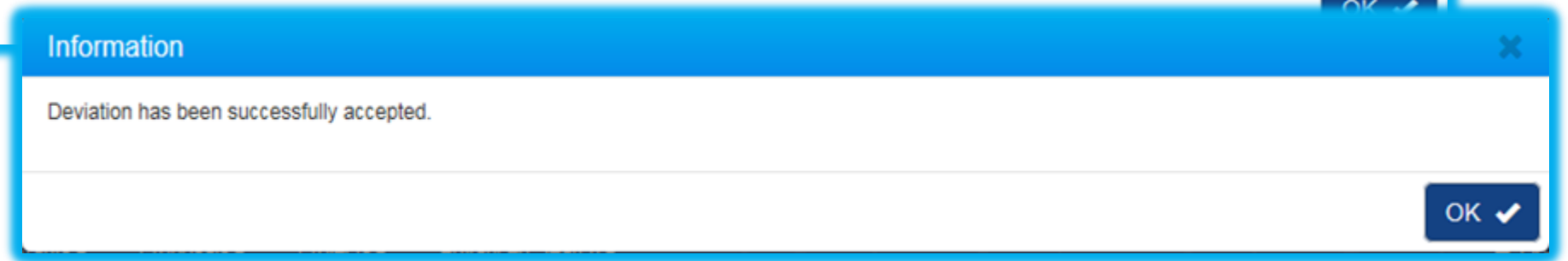
System displays a confirmation dialog when verifying or returning a deviation. After user successfully verifies or returns, system displays an info message.



I.e. the info message
for return action

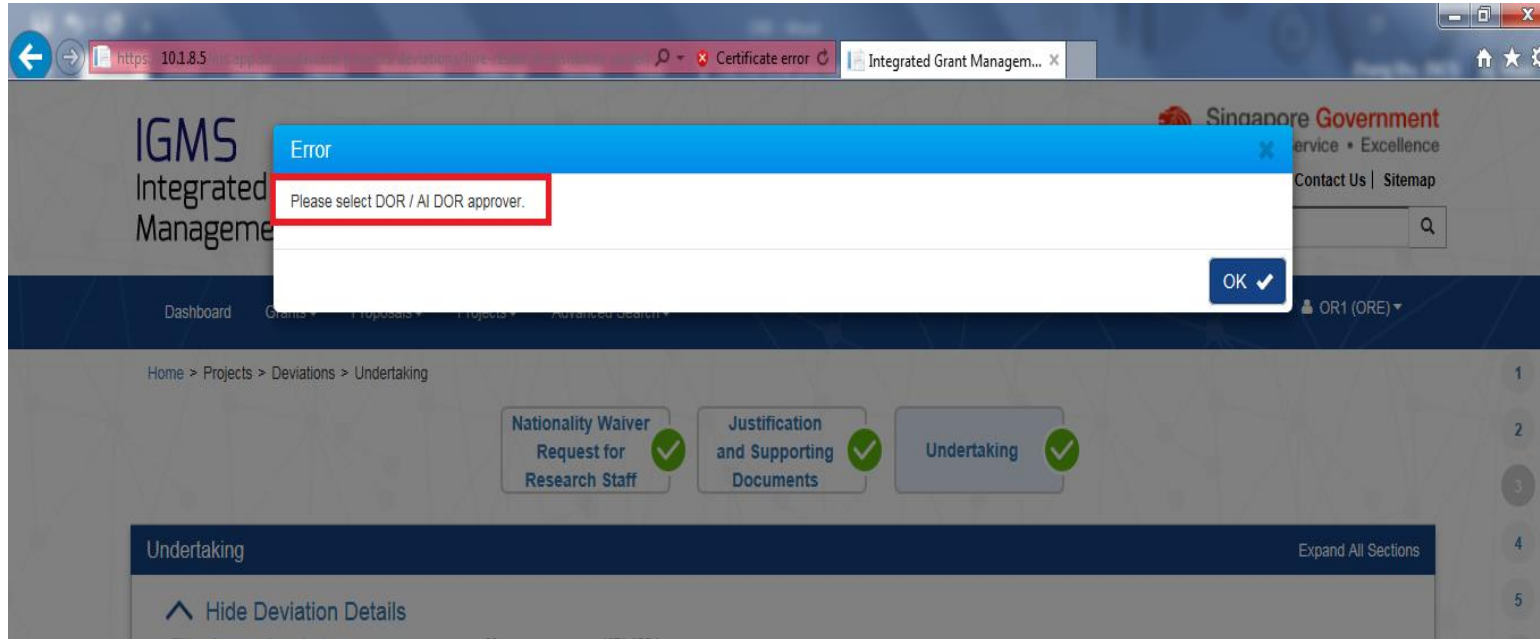


I.e. the info message
for verify action



Workflow of “Pending ORE verification” deviation - 8

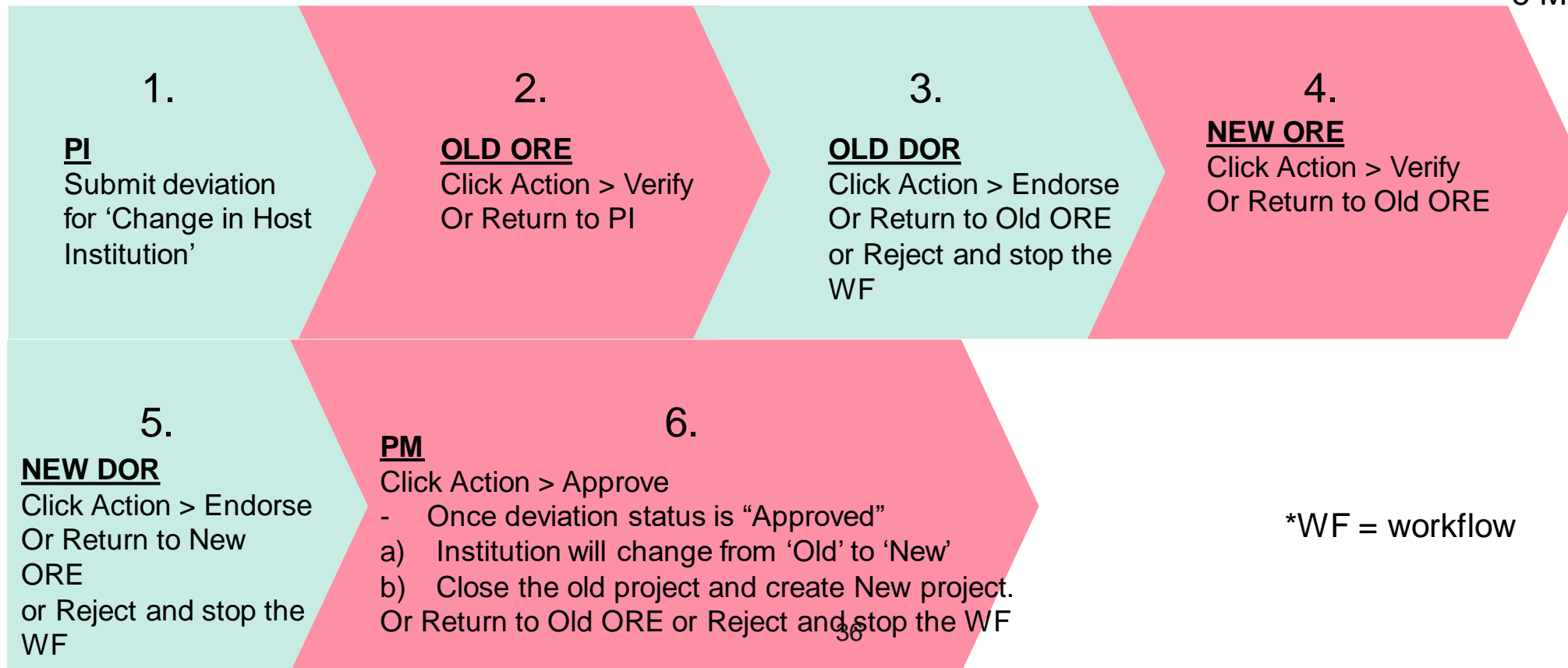
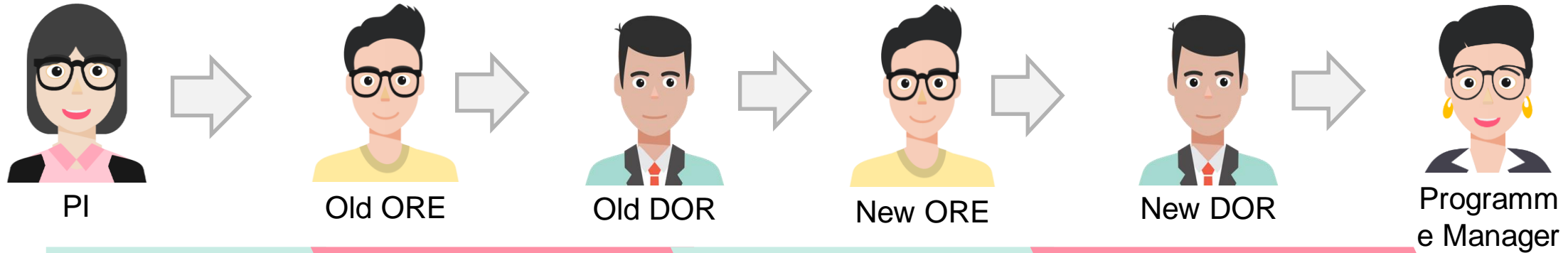
User should select a DOR when verifying a deviation. System will display below warning message if user does not mention any DOR when verifying.



To Note

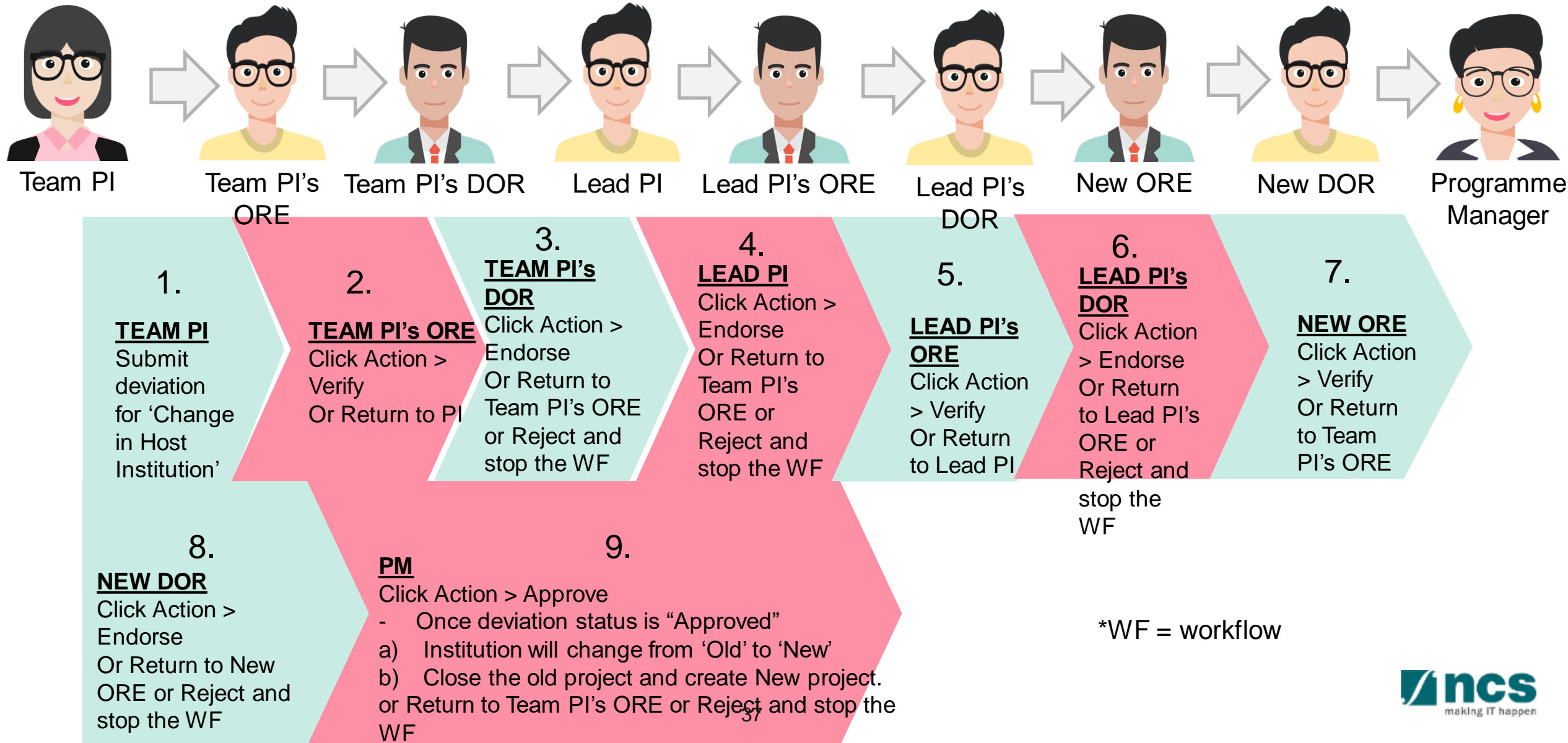
- Please ensure that there is at least one active ORE in the Institution at all times, to avoid disruptions to workflow.
- Should a DOR resign, the DOR should ensure that **all outstanding items** pending DOR action is **returned** to the ORE prior to leaving the organisation, to avoid the workflow getting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

Change in Host Institution by Lead PI – Workflow of “Pending new HI ORE verification”



*WF = workflow

Change in Institution by Team PI - Workflow of “Pending Lead ORE verification”



Change in Host Institution Deviation – Workflow of “Pending new HI ORE verification”

In case of Change in institution, ORE of new institution would get notified after DOR of lead PI endorses the deviation. The ORE of new institution should input his acknowledgement under Undertaking by new HI ORE tab.

The screenshot shows a web application interface with a blue header bar. Below the header, there are two tabs: 'Undertaking by DOR' and 'Undertaking by new HI ORE'. The 'Undertaking by new HI ORE' tab is active. The form contains a declaration statement: 'I hereby declare that all the information in this request is accurate and complete to the best of my knowledge and that I would be responsible for the consequences of providing false and/or misleading information.' Below this, there are fields for 'Name of ORE' (NCS PST ORE 1), 'Date of acknowledgement' (03/04/2020), 'Acknowledgement' (radio buttons for Yes and No, with 'Yes' selected), and 'Name of DOR' (NCS PST DOR 1). There is also a 'Comments' text area with the placeholder 'input comment here...'. At the bottom, there is an 'Action Trail' section with a 'Back' button and an 'Actions' dropdown menu. The 'Actions' menu is open, showing 'Verify' and 'Return' options.

To Note

ORE can either:-

- **Verify:** Click 'Verify' button and select the DOR. The status will be changed to "Pending new HI DOR endorsement".
- **Return:** Click 'Return' button to return the request to old ORE. The status will be changed to "Pending ORE verification".

Deviation Request by Team PI - Workflow of “Pending Lead ORE verification”

In case of requestor is a Team PI, ORE of Lead PI would get notification after lead PI endorses the deviation. The ORE of Lead PI should input his acknowledgement under Undertaking by Lead ORE tab.

Endorsement by lead PI

Undertaking by lead ORE

I hereby declare that all the information in this request is accurate and complete to the best of my knowledge and that I would be responsible for the consequences of providing false and/or misleading information.

Name of ORE: NCS PST ORE 1

Date of acknowledgement: 03/04/2020

Acknowledgement: ☒ Yes ☐ No

Name of DOR: NCS PST DOR 1

Comments: input comment here...

Action Trail

< Back

Actions

Verify

Return

To Note

ORE can either:-

- **Verify:** Click 'Verify' button and select the DOR. The status will be changed to "Pending Lead DOR endorsement".
- **Return:** Click 'Return' button to return the request to Lead PI. The status will be changed to "Pending Lead PI endorsement".

Validation on Submission / Verification / Endorsement

Validation on Submission / Verification / Endorsement - 1

System validation has been put in place to prevent submission of deviation requests under the following scenarios:

- i. Deviation requests (except project extension) submitted during the last 3 months from the end of the term
- ii. Project extension request submitted during the last 6 months of the original end of the term.

[Home](#) > [Projects](#) > [Deviations](#) > [Apply Deviation](#)

The screenshot shows the 'Apply deviation' form. At the top, there's a blue header bar with the text 'Apply deviation'. Below it, a light blue box contains the instruction 'Please choose one of the deviation types below.' A green arrow labeled '1a' points to the first radio button option, 'Change in institution'. Other options include 'Change in project duration / time', 'Change in project scope', 'Change in research team', 'Exceptional cases', 'Trim project budget', and 'Virement of funds / change or add in equipment / manpower'. To the right of the list, there are three blue buttons with white text: 'Next >'. A green arrow labeled '1b' points to the 'Next >' button. Below the form, there's an 'Action Trail' section with a blue header and a 'Back' button. At the bottom, there's a navigation bar with a 'Verify' button and a 'Return' button. The page number '41' is visible in the bottom center.

To Note

1

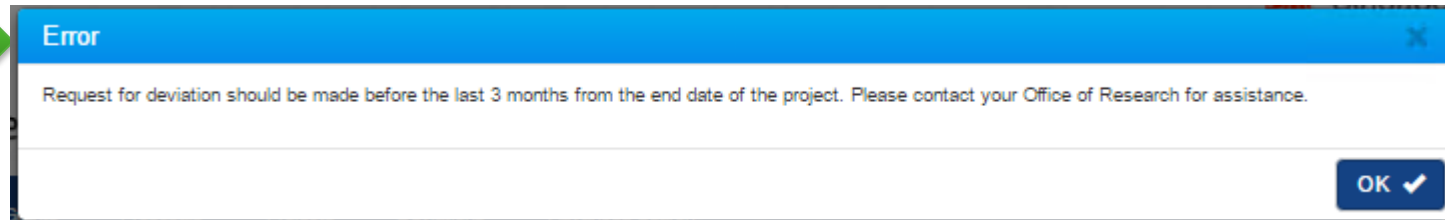
After user selects a Deviation type and clicks on Next button, or Clicks on Verify button, system will display an error message when today is less than 3 months from the end of term (or less than 6 months from original end of the term for Project extension). Refer to the next slide for some scenarios explaining the validation.

Validation on Submission / Verification / Endorsement - 2

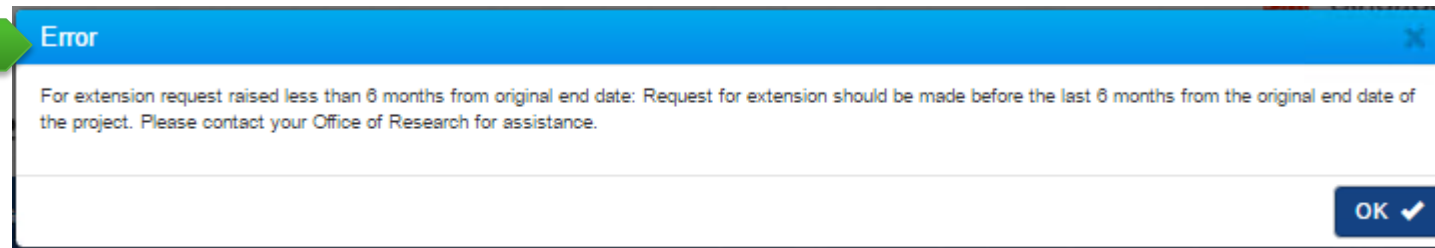
System displays below error message when :

- 1 Deviation request (except project extension) is submitted/verified/endorsed less than 3 months from the end of the term
- 2 Project extension request is submitted/verified/endorsed less than 6 months from the original end of the term

1



2



Validation on Submission / Verification / Endorsement (All Deviations except for Project Extension) - 3

Scenario type	Original Project End Date	Revised Project End Date	Last Date of Submission (based on PI submission/ORE verification/DOR endorsement date)	Example of Deviation Submission
A project with no extension and no termination	31 Dec 2019	-	3 months (93 days) before 31 Dec 2019	User can submit a deviation until 29 Sept 2019. Beyond that, system prompts “Request for deviation should be made before the last 3 months from the end date of the project. Please contact your Office of Research for assistance.”
A project with an extended project end date	31 Dec 2019	30 Jun 2020	3 months (93 days) before 30 June 2020	User can submit a deviation until 29 Mar 2020. Beyond that, system prompts the above error message.
A project with a terminated/shortened project	31 Dec 2019	31 Mar 2019	3 months before 31 Mar 2019	User can submit a deviation until 28 Dec 2018. Beyond that, system prompts the above error message.

Validation on Submission / Verification / Endorsement (for Project Extension) - 4

Scenario type	Original Project End Date	Revised Project End Date	Last Date of Submission (based on PI submission/ORE verification/DOR endorsement date)	Example of Project Extension Submission
A project with no extension and no termination	31 Dec 2019	-	6 months (184 days) before 31 Dec 2019	User can submit project extension until 30 Jun 2019. Beyond that, system prompts “For extension request raised less than 6 months from original end date: Request for extension should be made before the last 6 months from the original end date of the project. Please contact your Office of Research for assistance.”

Deviation Rule

Deviation Rule - 1

Refer to the summary table below for the approving authority of the various deviation types:

Deviation Type	Approving Authority
Change in Project Scope	Grantor
Change in Project Duration	
Change of Research Team	
Change in Institution / Academic Institution	
Trim Project Budget	
Change in Supplemental Funding for Human Capital	
Exception Cases	
Fund Virement (i) within vote virement (i) across vote virement of cumulative amount of <10% of the total project direct cost value	DOR
Fund Virement (i) across vote virement of cumulative amount of >10% of the total project direct cost value	Grantor

**Submission of deviation request on
behalf of PI / assess deviation**

Change in project scope - 1

Dashboard Grants Proposals Projects Deviations Advanced Search NRF PO TRN Principal Investigato...

Home > Projects > Project Overview

1 Submit Deviation Request

Projects

Title of research project	NRF-AWARD-POTRN0621	Original project start date	01-Jan-2019
Name of lead/team PI	NRF PO TRN Principal Investigator 58	Original project end date	10-Jul-2020
Award number	NRF-AWARD-POTRN0621	Revised project end date	
Project ID	NRF-000901-00	Date of project activation	08-Jan-2020
Project stage	In progress		

2 Submit deviation request

To Note

Change in project scope covers below type of changes:

- Change in research objectives
- Change in scientific abstract
- Change in research milestone
- Change in technical milestone
- Change in KPI

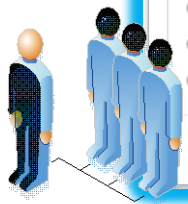
1 Click on Submit deviation request button then select a *Project ID* to which a deviation will be requested

2 Click on the Submit deviation request button

3 Click on the *Change in project scope* radio button
Then tick on *type of information* which user would change

4 Click on the *Next* button to open *Deviation details* page

Role
access:



Lead PI /
ORE

Change in project scope - 2

Input proposed changes and click on the Next button to go to the next page

To Note

Prerequisite :

- No other outstanding Change in project scope under the same Award ID
- Date of submission of this deviation request is equal or more than 3 months before the end of term* (refers to [Definitions](#) slide)

The screenshot shows a web application interface for 'Change in project scope'. At the top, a breadcrumb trail reads 'Home > Projects > Deviations > Change in Project Scope'. Below this is a horizontal navigation bar with five buttons: 'Change in Project Scope' (highlighted in blue), 'Change in Technical Milestones', 'Change in Research Milestones', 'Change in KPI', and 'Undertaking' (which has a checkmark). The main content area is titled 'Change in project scope' and includes an 'Expand All Sections' link. A 'Show Deviation Details' section is expanded, revealing a 'Research objectives' section. This section contains a light blue informational box stating: '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.' Below this are two text input fields. The first, labeled 'Existing objectives', contains the text 'asd123'. The second, labeled 'Proposed objectives', also contains 'asd123'. At the bottom of the form are two buttons: 'Save as Draft' and 'Next >'. Three green arrows with numbers 1, 2, and 3 point to the 'Proposed objectives' field, the 'Save as Draft' button, and the 'Next >' button respectively. A vertical label 'SECTION' is on the left side of the form.

1

User inputs proposed changes

2

Click on the Save as draft button to save current progress

3

Click on the Next button to go to the next page

Change in project scope - 3

User can add new milestone(s), modify Committed start month and Committed end month of milestone, and/or remove milestone (to be marked as not applicable).

The interface shows a 'Change in project scope' section with a modal for 'Proposed technical milestone'. The modal contains fields for 'Select objective', 'Objective', 'Technical milestone', 'Existing start month', 'Existing end month', 'Proposed start month', and 'Proposed end month'. Below the modal is a table titled 'Existing and proposed technical milestones' with columns: S/N, Objective, Technical milestone, Existing start month, Existing end month, Proposed start month, Proposed end month, and Status. The table contains one row with S/N 1, Objective as1345, Technical milestone zx1345, Existing start month Jul-2020, Existing end month Aug-2020, Proposed start month Mar-2020, Proposed end month Feb-2022, and Status as a checkbox. Below the table are 'Remove' and 'Add' buttons. The interface also includes a 'Justification' section and a 'Supporting documents' section.

S/N	Objective	Technical milestone	Existing start month	Existing end month	Proposed start month	Proposed end month	Status
1	as1345	zx1345	Jul-2020	Aug-2020	Mar-2020	Feb-2022	<input type="checkbox"/>

1 Clicks on the hyperlink of milestone list to display or edit details information

2 User inputs proposed changes

3 Select any Milestone line item to be removed by clicking on the checkbox and click on Remove button to set the milestone as not applicable

4 Click on the Add button to add a new milestone

Change in project scope - 4

User can propose new target of each KPI.

The screenshot shows a web application interface for managing project KPIs. At the top, a navigation bar contains five tabs: 'Change in Project Scope', 'Change in Technical Milestones', 'Change in Research Milestones', 'Change in KPI', and 'Undertaking'. The 'Change in KPI' tab is selected and highlighted in blue. Below the navigation bar, the main section is titled 'Change in key performance indicator' and includes an 'Expand All Sections' link. A 'Hide Deviation Details' link is also present. The main content area displays project details in a table format, including fields for Title of research project, Institution, Award number, Project ID, Deviation type, Deviation ID, and Deviation status. Below this, a blue header bar indicates the selected KPI category: 'Number of High Impact Publications and Top Conference Proceedings'. A message states: 'The information below are the latest approved Key Performance Indicator targets of the project. To make changes to the KPI target, edit the proposed target.' Below the message, a table displays the KPI criteria, achieved value, latest approved target, proposed target, and variation. The table has one row: 'Number of Journal Publications (Top 10%)' with an achieved value of 0.00, a latest approved target of 1.00, a proposed target of 1.00, and a variation of 1.00. Below the table, there are sections for 'Justification' and 'Supporting documents', both with expand/collapse arrows. At the bottom, there are buttons for '< Back', 'Save as Draft', and 'Next >'. Annotations 1, 2, and 3 are placed on the interface to highlight specific features.

1

2

3

KPI criteria	Achieved	Latest approved target	Proposed target	Variation
Number of Journal Publications (Top 10%)	0.00	1.00	1.00	1.00

- 1 Each KPI category is displayed as a tab
- 2 User inputs proposed target
- 3 System display variation between proposed target and achieved value.

Change in project scope - 5

Change in KPI and Milestone impacts Outstanding progress report for below cases:

1. **Change in KPI Target**
2. Change in Milestone Start Month – End Month
3. Change in Milestone Status

1

System updates KPI Target of an Outstanding progress report when PM approves the deviation

Change in Project Scope

Change in Technical Milestones

Change in Research Milestones

Change in KPI

Undertaking

Change in key performance indicator

Expand All Sections

Hide Deviation Details

Title of research project

Institution

Award number

Project ID

Deviation type

Deviation ID

Deviation status

Progress report

Nanyang Technological University

ForProgressReport

NRF-000877-00

Change in project scope

Draft

Original p

Original p

Date of su

Date of ap

Number of Collaboration Projects

1 - 2 of 2 matching results found

KPI criteria	Target	Achieved FY 2019	Achieved FY 2020	Achieved FY 2021	Achieved FY 2022	Total Achieved
Number of Collaboration Projects with Industry (MNC)	2.00	0.00	0.00	0.00	0.00	0.00
Number of Collaboration Projects with Industry (LLE)	2.00	1.00	0.00	0.00	0.00	1.00

The information below are the latest approved Key Performance Indicator targets of the project. To make chan

1 - 2 of 2 matching results found

KPI criteria	Achieved	Latest approved target	Proposed target	Variation
Number of Collaboration Projects with Industry (MNC)	0.00	2.00	2.00	2.00
Number of Collaboration Projects with Industry (LLE)	1.00	2.00	2.00	1.00

Justification

Supporting documents

< Back

Save as Draft

Next >

Change in project scope - 6

Change in KPI and Milestone impacts Outstanding progress report for below cases:

1. Change in KPI Target
- 2. Change in Milestone Start Month – End Month**
3. Change in Milestone Status

2

System updates Committed Start Month and Committed End Month of an Outstanding progress report when PM approves the deviation

Change in research milestone

Expand All Sections

Hide Deviation Details

Title of research project

Institution

Award number

Project ID

Deviation type

Deviation ID

Deviation status

Existing and proposed research milestones

The current research milestones are listed below for your review. You can click the "Remove" or "Add" button, respectively.

1 - 2 of 2 matching results found

S/N	Research milestone	Existing start month	Existing end month	Proposed start month	Proposed end month	Status	
1	asd1	Jul-2020	Aug-2020	Mar-2020	Jul-2020	Not started	<input type="checkbox"/>

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

1

<

>

⌂

S/N	Research milestone	Committed Start Month	Committed End Month	Reported Start Month	Reported End Month	Is this Milestone behind schedule ?
1	dd	Mar-2020	Jul-2020	Nov-2020	Dec-2020	On Schedule

2a

2b

2b

2a

Change in project scope - 7

Change in KPI and Milestone impacts Outstanding progress report for below cases:

1. Change in KPI Target
2. Change in Milestone Start Month – End Month
3. **Change in Milestone Status**

3

System updates Milestone Status of an Outstanding progress report when PM approves the deviation

Change in research milestone

Hide Deviation Details

Title of research project
Institution
Award number
Project ID
Deviation type
Deviation ID
Deviation status

Reimbursement
Nanyang
(NTU)
NRF-CR
NRF-000
Change
NRFDV-
Approve

3

Existing and proposed research milestones

The current research milestones are listed below for your reference. Please use the "Remove" or "Add" button, respectively.

1 - 2 of 2 matching results found

S/N	Research milestone
1	Research Milestone-001
2	asd

3

Add/Edit Research Milestone

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

Research milestone: Research Milestone-001

Committed Start Month: Apr-2019
Committed End Month: Oct-2019
Reported Start Month: Jul-2019
Reported End Month: Jul-2019
Status report: asd

3

Not Applicable

Is this Milestone behind schedule?

Cancel

Progress of research

Please use this form to provide a brief update on what has been done and what has been achieved. Please provide the following information:

(i) Please indicate the progress of the research project.

(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 - 2 of 2 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	Research Milestone-001	Apr-2019	Oct-2019	Jul-2019	Jul-2019	
2	asd	Jul-2019	Jul-2019			

54

To Note

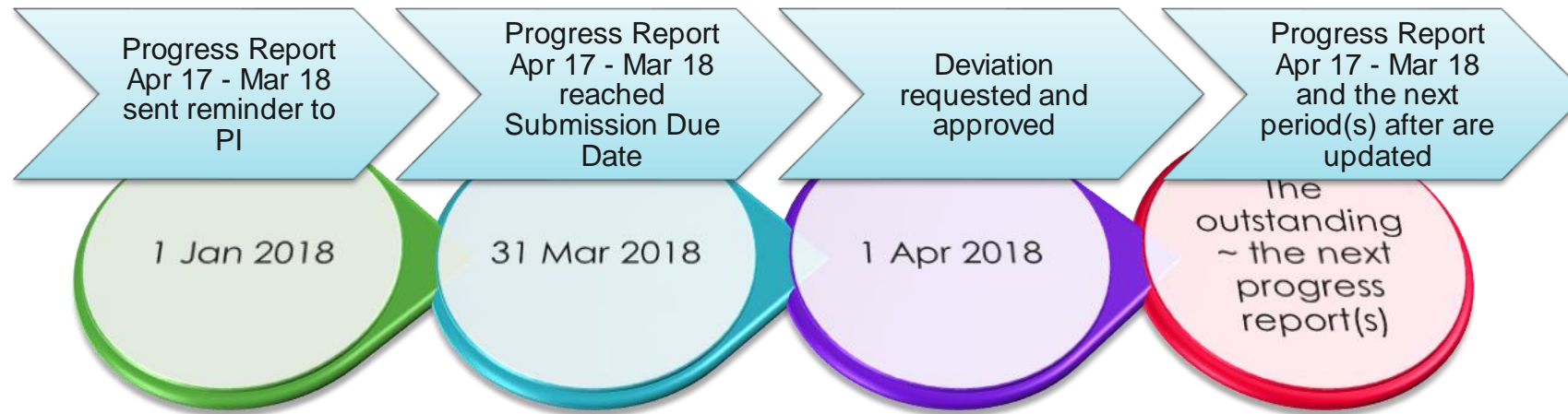
Milestone Status:

1. "Not applicable" means the milestone is removed
2. "Not started"
3. "In progress"
4. "Achieved"

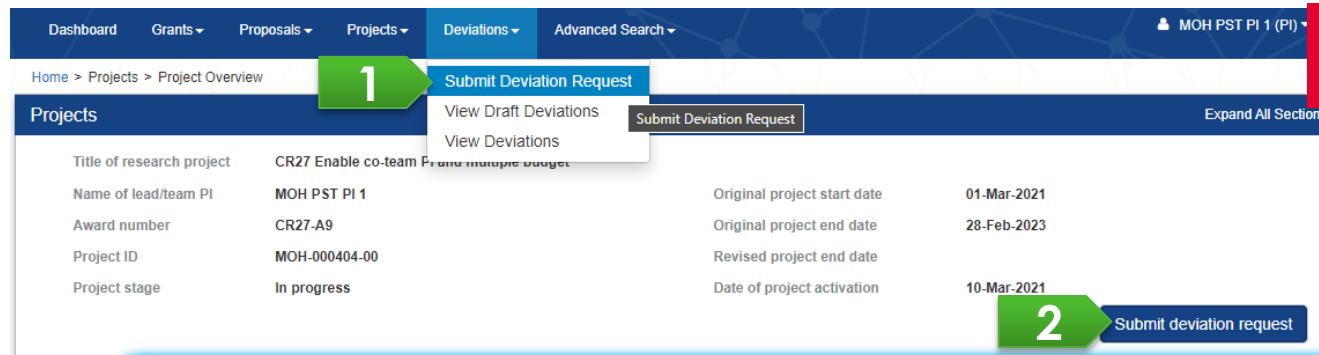
Change in project scope - 8

Case 1

- A PI has not submitted a progress report with a reporting period 1 Apr 2017 to 31 Mar 2018 (due date: 31 Mar 2018).
- A PM approves a change in KPI/Milestone deviation request on 1 Feb 2018.
- IGMS will update the changes in the progress report (in step 1) and the subsequent progress reports. These changes will not be updated in previously endorsed progress reports.



Change in Research Team- 1



Dashboard Grants Proposals Projects Deviations Advanced Search MOH PST PI 1 (PI)

Home > Projects > Project Overview

Projects

Title of research project	CR27 Enable co-team P...	Original project start date	01-Mar-2021
Name of lead/team PI	MOH PST PI 1	Original project end date	28-Feb-2023
Award number	CR27-A9	Revised project end date	
Project ID	MOH-000404-00	Date of project activation	10-Mar-2021
Project stage	In progress		

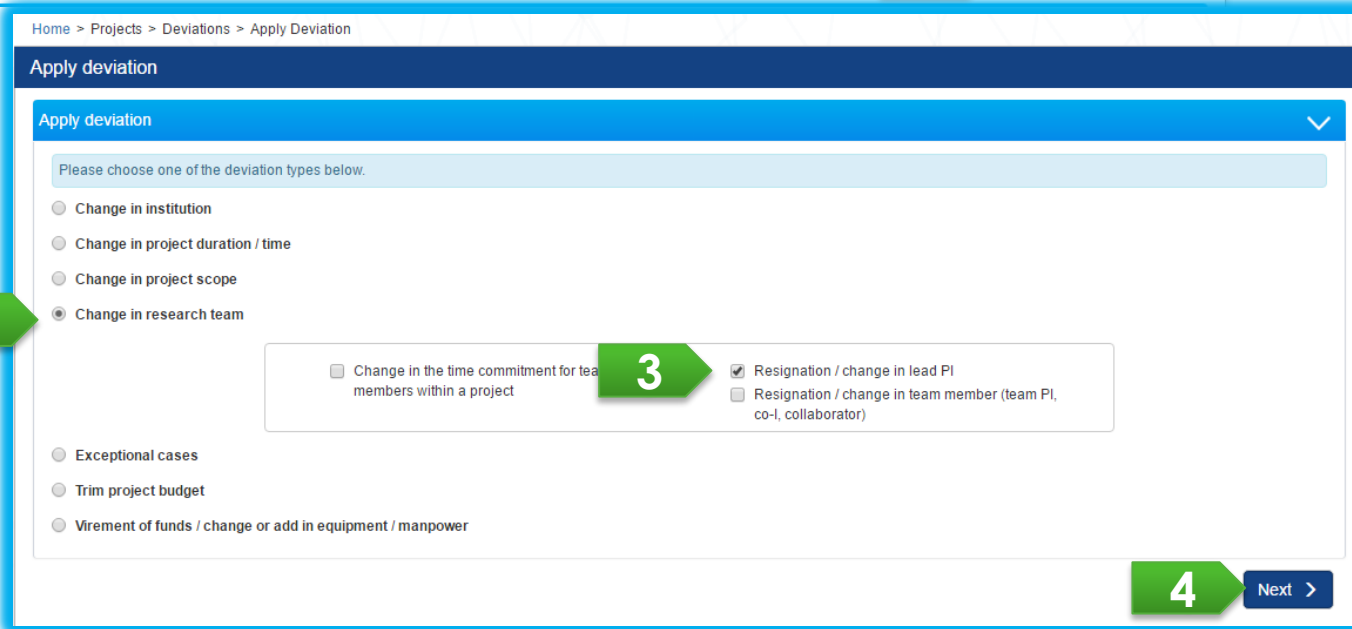
Submit Deviation Request View Draft Deviations View Deviations Expand All Sections

Submit deviation request

To Note

Change in research team covers below type of changes:

- Change / resignation of Lead PI
- Change / resignation of team PI, Co-Investigator, or Collaborator
- Change in time commitment



Home > Projects > Deviations > Apply Deviation

Apply deviation

Apply deviation

Please choose one of the deviation types below.

☐ Change in institution

☐ Change in project duration / time

☐ Change in project scope

☒ Change in research team

☐ Change in the time commitment for team members within a project

☒ Resignation / change in lead PI

☐ Resignation / change in team member (team PI, co-I, collaborator)

☐ Exceptional cases

☐ Trim project budget

☐ Virement of funds / change or add in equipment / manpower

Next >

1

Click on Submit deviation request button then select a *Project ID* to which a deviation will be requested

2

Click on the Submit deviation request button

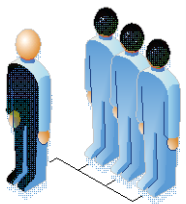
3

Click on the *Change in research team* radio button
Then tick on *type of change(s)* checkbox

4

Click on the *Next button* to open *Deviation details page*

Role
access:



Lead PI /
ORE

Change in Research Team - 2

Home > Projects > Deviations > Change in Research Team

Change in Research Team ✓ Justification and Supporting Documents ✓ Undertaking ✓

Change in research team Expand All Sections

Hide Deviation Details

Title of research project	CR27 Enable co-team PI and multiple budget	Original project start date	01-Mar-2021
Institution	Alexandra Hospital (JurongHealth)	Original project end date	28-Feb-2023
Award number	CR27-A9	Revised project end date	
Project ID	MOH-000404-00	Date of submission	11-Mar-2021
Deviation type	Deviation research team	Date of approval / rejection	11-Mar-2021
Deviation ID	MOHDV-000000231		
Deviation status	Submitted to PM		

1 Overview of change in research team

2 Change in research team

3 Change in collaborator

Action Trail

Next >

1

Overview of change in research team is a section for add, remove, or change research team member

2

System displays history of change in research team on below sections (Change in research team and Change in collaborator)

3

Comments of PI, ORE, and DOR when submitting his/her action through workflow can be viewed on Action trail

To Note

Prerequisite :

- Date of submission of this deviation request is equal or more than 3 months before the end of term* (refers to [Definitions](#) slide)
- No other outstanding Change in Research Team under the same Award ID

Change in Research Team - 3

Under Overview of *change in research team* tab, user can remove a lead PI / team PI(s) / co-investigator(s), add a new lead PI / team PI(s) / co-investigator(s) / co-team PI(s), or edit percentage of time commitment. The *Overview of change in research team* tab is populated by current active team member.

The screenshot shows a web interface titled "Overview of change in research team". It includes a table with columns for "From" (Name, Role in project) and "To" (Name, Role in project, Effective date). The table lists six team members: RK PI 1 (Lead PI), RK PI 2 (TeamPI), RK PI 3 (TeamPI), RK PI 4 (TeamPI), RK PI 5 (TeamPI), and RK PI 6 (Co-Investigator). Each row in the "To" section has a checkbox. At the bottom right are "Remove" and "Add" buttons. Callouts 1-5 provide instructions: 1 points to a hyperlink in the "Name" column; 2 points to the "To" section header; 3 points to the "Add" button; 4 points to the "Remove" button; and 5 points to the checkboxes in the "To" section.

1 Click on the hyperlink to open details of existing research team. You can edit the percentage of time commitment or replace a person through the opened panel

2 "To" section displays new proposed member(s)

3 Click on the Add button to add a new member

4 To remove a person from team member, select one or more team members to be removed by clicking the checkbox and click on Remove button.

5

Change in Research Team - 4

Home > Projects > Deviations > Change in Research Team

Error ✕
This team PI holds a budget under this award. Please select a replacement Team PI before resigning the existing Team PI. Click on the team PI's name and select a new Team PI under the "To" section of the page to continue with this request.

Change in research team Expand All Sections

Hide Deviation Details

Title of research project	20240503	Original project start date	01-May-2023
Institution	National University of Singapore	Original project end date	31-May-2026
Award number	20240503	Revised project end date	
Project ID	NRF-001769-00	Date of submission	
Deviation type	Deviation research team	Date of approval / rejection	
Deviation ID			
Deviation status	Draft		

Overview of change in research team ^

To add a team member, click on the add button. To edit the team member's FTE % or to indicate his/her resignation from the project, click on the hyperlink under the 'Name' column. Do note that previous team members cannot be removed.

1 - 6 of 6 matching results found

From	To	
Name	Role in project	Name
RK PI 1	Lead PI	
RK PI 2	TeamPI	
RK PI 3	TeamPI	
RK PI 4	TeamPI	
RK PI 6	TeamPI	
RK PI 5	Co-Investigator	

Remove + Add +

- If one or more PIs hold budget, then the Lead PI encounters an error while removing the respective PI(s). Lead PI must **select a replacement PI** for each team PI (that holds the budget) before attempting to remove.

Change in Research Team - 5

The screenshot shows a web form titled 'Change in Research Team'. At the top, the 'Effective date' is set to '30/04/2024'. The form is divided into two main sections: 'From' and 'To'. The 'From' section contains fields for 'Name' (with a red asterisk), 'RK PI', '% time within total work commitment' (10.00), and '% time within this project' (10.00). The 'To' section contains fields for 'Existing team member', 'Search by' (set to 'NRIC'), 'Salutation', 'Action' (set to 'None'), 'Role' (set to 'TeamPI'), '% time within total work commitment', '% time within this project', 'Name' (with a red asterisk), 'ORCID', and 'Institution'. An error message box is overlaid on the form, stating: 'Error: This team PI holds a budget under this award. Please select a replacement Team PI before resigning the existing Team PI. Select a new Team PI under the "To" section of the page to continue with this request.' The error box has a blue header with the word 'Error' and a close button (X), and an 'OK' button at the bottom right.

- Lead PI encounters an error while opening and resigning a Team PI that holds budget. Lead PI must **select a replacement PI** before saving the resignation date.

Change in Research Team - 6

The panel below is displayed when user clicks the hyperlink of research team. Under *change in research team tab*, user can resign a lead PI / team PI / co-investigator, add a new lead PI / team PI / co-investigator / co-team PI, or edit percentage of time commitment

The screenshot shows a web form titled "Change in research team". It contains two main sections: "From" and "To".

Callout 1: Points to the "Effective date" field at the top of the form.

Callout 2: Points to the "From" section, which includes fields for Name (MOH PST PI 1), Role (Lead PI), Institution (Alexandra Hospital (JurongHealth)), % time within total work commitment (100.00), % time within this project (50.00), Action (None), and Remarks.

Callout 3: Points to the "To" section, which includes fields for Existing team member (dropdown), Search by (NRIC), Salutation, Name, Role (Lead PI), % time within total work commitment, ORCID, % time within this project, Institution, and Remarks.

At the bottom, there is an "Attach CV" section with a link to download a template and instructions for uploading a CV. A note at the very bottom states: "NOTE: The attached file(s) if any will be displayed after anti-virus scan is completed. Please wait and visit this page later."

1

Effective date represents a date when a team member exits or joins as team member. The date should be within the project duration.

2

% time within this project should add up to 100 % excluding the % of removed team member(s).

3

Existing team member dropdown consists of the current active team member. User can propose an active team member to replace a role of another team member by selecting through the dropdown. One person can only have one active role in the research team.

To Note

- The profile of selected new member will be populated by system (such as Name, Institution, Identification number, and ORCID). Please ensure the selected new member has an ORCID under his / profile.
- To add a new member, please ensure that he/she has an existing valid IGMS account, with the IGMS profile updated.

Change in Research Team - 7

PI can also search a new team member outside the current team member.

Change in research team

This section mentions the added and modified lead PI / team PI.
System will create a new project as continuation of the added and modified lead PI's / team PI's project.

Effective date

From

Name: MOH PST PI 1
Role: Lead PI
Institution: Alexandra Hospital (JurongHealth)
% time within total work commitment: 100.00
% time within this project: 50.00
Action: None
Remarks:

To

Existing team member:
Search by: NRIC
Salutation:
Action: None
Role: Lead PI
% time within total work commitment:
% time within this project:
ORCID:
Institution:
Remarks:

Attach CV: [Click here to download template.](#) Please complete the team member's CV accordingly.
To upload the completed CV, click on the 'Add' button and select the document. Following that, click on the 'Upload' button.
File types allowed: txt, doc, pdf, zip, xls. The maximum size for each file is 4 MB.

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

Cancel Save

4

Alternatively, user can search a new team member by choosing "Search by" and inputting keyword. when clicking on the search icon, system will search a person with exactly matched keyword (i.e. NRIC / FIN / Name / E-mail / ORCID).

To Note

Profile of the selected new member will be populated by system (such as Name, Institution, Identification number, and ORCID). Please ensure the selected new member has an ORCID under his / profile.

Change in Research Team - 8

Under *change in research team* tab, user can resign a lead PI / team PI / co-investigator, add a new lead PI / team PI / co-investigator / co-team PI, or edit percentage of time commitment

The screenshot shows the 'Change in research team' form. It is divided into 'From' and 'To' sections. The 'From' section has fields for Name (MOH PST PI 1), Role (Lead PI), Institution (Alexandra Hospital (JurongHealth)), and time commitment percentages (100.00 total, 50.00 project). The 'To' section has fields for Existing team member, Search by (Name), Salutation (Dr.), Action (None), Role (Lead PI), ORCID (0000-0002-2287-9023), and time commitment percentages (100 total, 50 project). A green arrow labeled '5' points to the '% time within total work commitment' field in the 'To' section. A green arrow labeled '6' points to the 'Institution' dropdown in the 'To' section. A green arrow labeled '7' points to the 'Attach CV' section. A green arrow labeled '8' points to the 'Save' button at the bottom right.

5

% time of a new member and other active member(s)'s should add up to 100% (excludes % time of removed team member)

6

Selects an Institution for the new team member. ORE may also raise Change in Institution separately in case the new PI is from other Institution.

7

User should attach a CV for the new team member. System accepts below format:
.txt, .doc, .docx .pdf, .zip, .xls, .xlsx

8

Click on the Save button and system will refresh the Overview of change in team member grid

Change in Research Team - 9

System displays history of change in research team of a project under *Change in research team* tab.

1 **Change in research team**

1 - 8 of 8 matching results found

S/N	Name	Role in project	Institution	% time within total work commitment	% time within this project	Appointed date	Removed / resigned date	Action
1	GCC NRF PI 6	LeadPI	GCC Host Institute test	100.00	50.00	19-Jan-2022		Add
2	GCC MO							None
3	GCC MO							None
4	GCC MO							None
5	MOH PS							None
6	MOH PS					19-Jan-2022		Remove
7	MOH PS					28-Apr-2021		Remove
8	MOH PS					28-Apr-2021		Remove

3 **Add/ Edit Research Team Member**

This section mentions the removed or resigned lead PI / team PI.
System will create a new project as continuation of the removed or resigned lead PI's / team PI's project.

Removed / resigned member: MOH PST PI 1
Removed / resigned date: [calendar icon]

This section is to add/edit a research team member's (PI, Team PI, Co-I) details.
To edit the team member's FTE %, click on the '% Time within total work commitment' and/or '% Time within this project' field.
To indicate that the team member has resigned, click on the 'Resigned from project' checkbox and indicate the resignation date.

Salutation: Dr.
Effective / appointed date: 19/01/2022
Role: LeadPI
% time within total work commitment: 100.00
% time within this project: 50.00
Remarks: [text area]

Name: GCC NRF PI 6
ORCID: 0000-0002-2287-9023
Institution: GCC Host Institute test

Attach CV: [link to download template] | [upload button] | [cancel button]

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

00 Test.txt

2

1 *Change in research team* tab represents history of change in research team under a project.

2 Action indicates what user has updated on a research team. Refer to below type of action:
Add = a new member joins in
Remove = a member has been removed
Modify = a member has been updated for change of % time, or a new role, or some remark

3 Click on the hyperlink and system displays a details information of each team member

To Note

There should be an active Lead PI. System will prompt if there are more than one active lead PI. The record(s) without Removed / resigned date is considered as active member(s).

Change in Research Team - 10

As for Change in collaborator, user should open *Change in collaborator* tab. In this section, user can add, remove, or modify % time of collaborator.

1 Change in collaborator

Collaborator is an individual involved in the scientific development and execution of project. A collaborator would typically devote a specific percent of effort to the project and would be identified as key personnel. Researchers from overseas institutions or private companies can only participate as collaborators.

1 - 1 of 1 matching results found

S/N	Name	Institution	% time work co	% time within this project	Appointed date	Removed / resigned date	Action
2	colla1	nus	20.00	20.00	03-May-20		4 5 Remove - Add +

1 User opens *Change in collaborator* tab to add, remove, or modify % time of collaborator

2 Click on the hyperlink to open collaborator details

3 % time within this project should be 100% in total (includes Lead PI, Team PI, and Co-investigator)

4 Click on the Add button to add a new collaborator

5 Select Collaborator line item to be removed by ticking the checkbox and click on Remove button

Change in Academic Institution - 1

Dashboard Grants Proposals Projects Deviations Advanced Search NRF PO TRN Principal Investigator...

Home > Projects > Project Overview

1 Submit Deviation Request

View Submit Deviation Request

View Deviations

Expand All Sections

Title of research project	NRF-AWARD-POTRN062	Original project start date	01-Jan-2019
Name of lead/team PI	NRF PO TRN Principal Investigator 58	Original project end date	10-Jul-2020
Award number	NRF-AWARD-POTRN0621	Revised project end date	
Project ID	NRF-000901-00	Date of project activation	08-Jan-2020
Project stage	In progress		

2 Submit deviation request

To Note

Prerequisite :

- Project should have an AI
- Date of submission of this deviation request is equal or more than 3 months before the end of term* (refers to [Definitions](#) slide)
- No other outstanding Change in AI under the same Award ID

Home > Projects > Deviations > Apply Deviation

Apply deviation

Apply deviation

Please choose one of the deviation types below.

- 3
- ☒ Change in academic institution
 - ☐ Change in institution
 - ☐ Change in project duration / time
 - ☐ Change in project scope
 - ☐ Change in research team
 - ☐ Exceptional cases
 - ☐ Trim project budget
 - ☐ Virement of funds / change or add in equipment / manpower

4

Next >

1

Click on Submit deviation request button then select a *Project ID* to which a deviation will be requested

2

Click on the Submit deviation request button

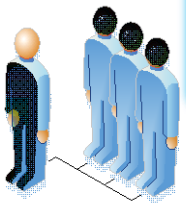
3

Click on the *Change in academic institution*

4

Click on the *Next button* to open *Deviation details page*

Role access:



Lead PI /
ORE

Change in Academic Institution - 2

User proposes a new *Academic institution* and *Effective date of change*

The screenshot shows a web form titled 'Change in academic institution' with a blue header bar. Above the form, three tabs are visible: 'Change in Academic Institution' (active), 'Justification and Supporting Documents', and 'Undertaking'. The form contains a table with project details and a section for 'Change in academic institution' with input fields for 'Existing institution', 'Proposed institution', and 'Effective date of change'. A 'Next' button is at the bottom right. Green arrows with numbers 1 and 2 point to the 'Proposed institution' dropdown and the 'Next' button respectively.

Change in academic institution			
Hide Deviation Details			
Title of research project	Proposal with Multiple budget (Advancement) and AI		
Institution	NUS	Original project start date	12-Oct-2017
Award number	NRF-Grant-011-0013	Original project end date	12-Oct-2022
Project ID	NRF-000052-00	Revised project end date	
Deviation type	Change in academic institution	Date of submission	19-Dec-2019
Deviation ID	NRFDV-000000452	Date of approval / rejection	02-Jan-2020
Deviation status	Pending ORE verification		

Change in academic institution	
Please select the proposed Academic Institution and effective date of change.	
Existing institution	Faculty of Dentistry (NUS)
Proposed institution	Lee Kong Chian School of Medicine
Effective date of change	23/01/2020

Action Trail

Next >

1

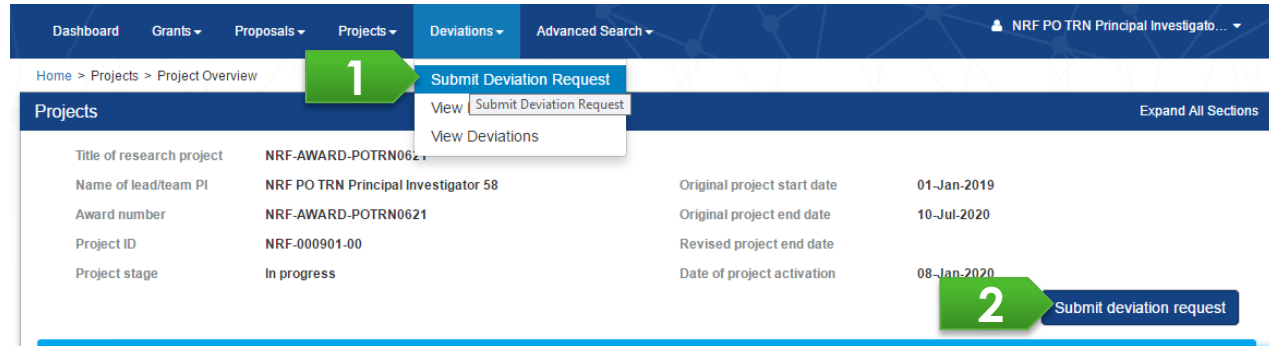
User inputs compulsory information which has an asterisk (*) sign.

- Click on the dropdown to select the proposed institution.
- Whereas, the effective date of change should be within project duration

2

Click on the Next button to go to the next page

Virement of funds - 1



Dashboard Grants Proposals Projects **Deviations** Advanced Search NRF PO TRN Principal Investigator...

Home > Projects > Project Overview

1 Submit Deviation Request

View Submit Deviation Request View Deviations Expand All Sections

Title of research project	NRF-AWARD-POTRN0621	Original project start date	01-Jan-2019
Name of lead/team PI	NRF PO TRN Principal Investigator 58	Original project end date	10-Jul-2020
Award number	NRF-AWARD-POTRN0621	Revised project end date	
Project ID	NRF-000901-00	Date of project activation	08-Jan-2020
Project stage	In progress		

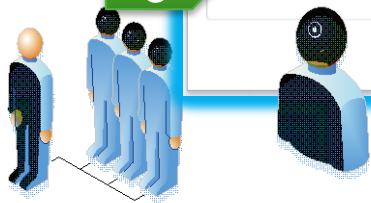
2 Submit deviation request

To Note

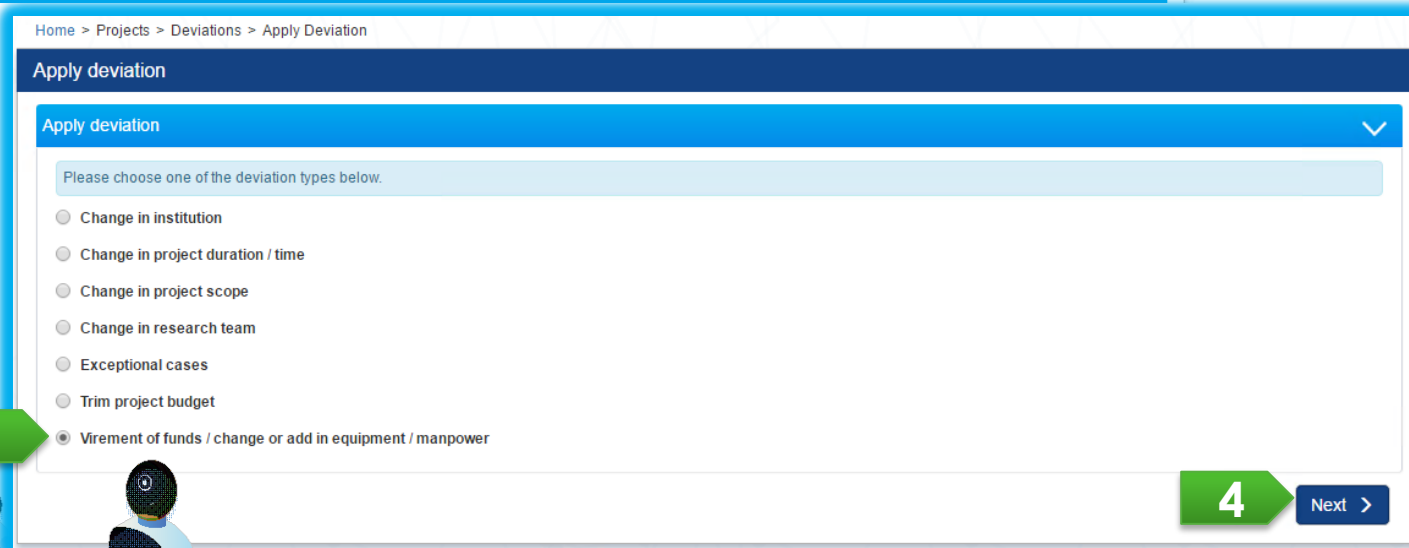
Prerequisite :

- No outstanding Budget Trim, outstanding Change in SHC, and no other outstanding Virement, under the same Award ID
- Date of submission of this deviation request is equal or more than 3 months before the end of term* (refers to [Definitions](#) slide)

Role
acce



Lead PI /
ORE Team PI



Home > Projects > Deviations > Apply Deviation

Apply deviation

Apply deviation

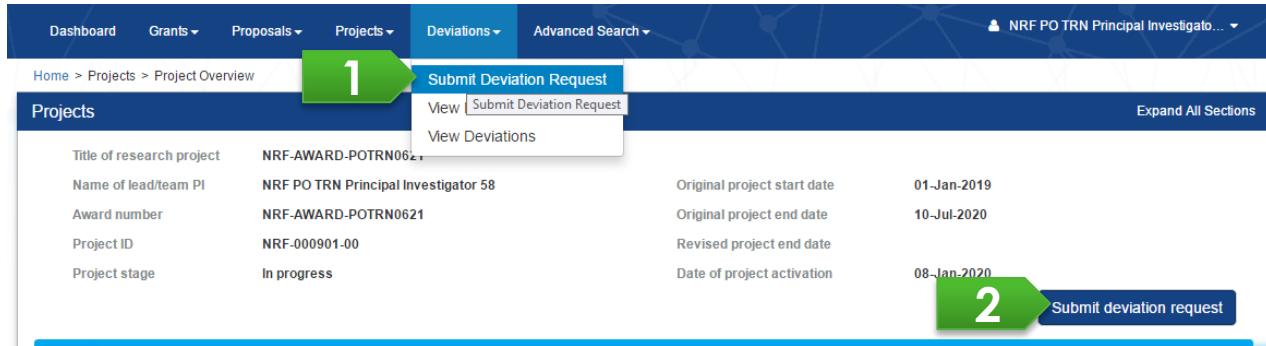
Please choose one of the deviation types below.

- ☐ Change in institution
- ☐ Change in project duration / time
- ☐ Change in project scope
- ☐ Change in research team
- ☐ Exceptional cases
- ☐ Trim project budget
- ☒ Virement of funds / change or add in equipment / manpower

3

4 Next >

Virement of funds - 2



Dashboard Grants Proposals Projects Deviations Advanced Search NRF PO TRN Principal Investigato...

Home > Projects > Project Overview

Projects

Submit Deviation Request

View Submit Deviation Request

View Deviations

Expand All Sections

Title of research project	NRF-AWARD-POTRN0621	Original project start date	01-Jan-2019
Name of lead/team PI	NRF PO TRN Principal Investigator 58	Original project end date	10-Jul-2020
Award number	NRF-AWARD-POTRN0621	Revised project end date	
Project ID	NRF-000901-00	Date of project activation	08-Jan-2020
Project stage	In progress		

Submit deviation request

To Note

Virement of funds covers below type of changes:

- Virement / budget transfer
- Add / change of line item

Click on Submit deviation request button then select a *Project ID* to which a deviation will be requested

Click on the Submit deviation request button

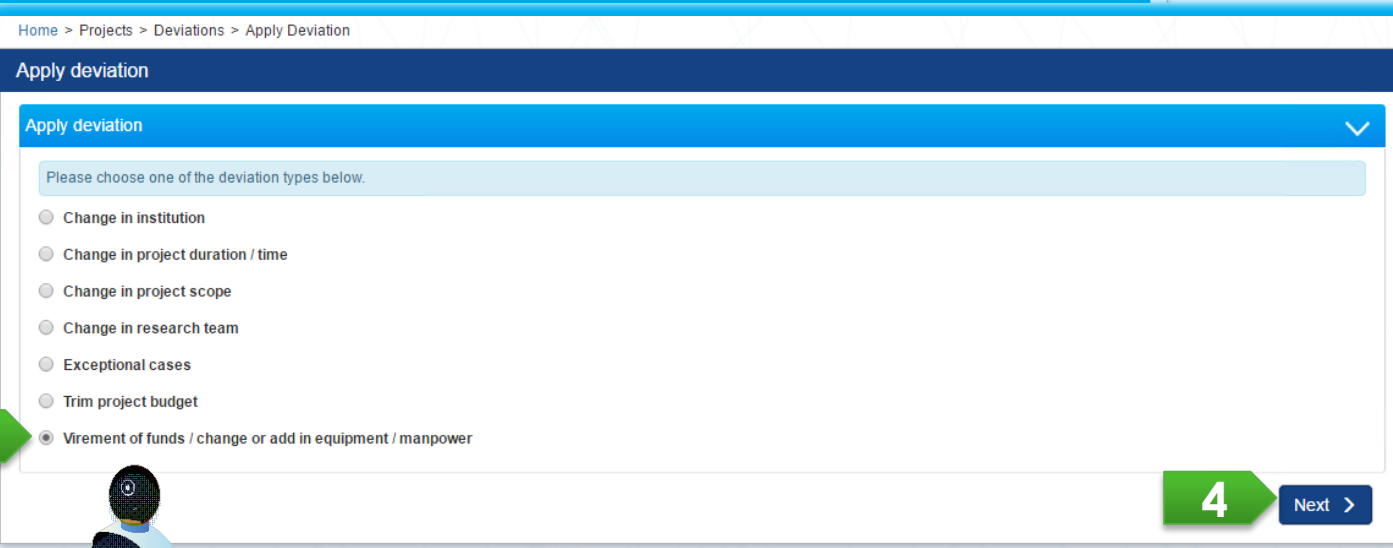
Click on the *Virement of funds / change or add in equipment / manpower* radio button

Click on the *Next* button to open *Deviation details* page

Role
acce



Lead PI / Team PI
ORE



Home > Projects > Deviations > Apply Deviation

Apply deviation

Apply deviation

Please choose one of the deviation types below.

Change in institution

Change in project duration / time

Change in project scope

Change in research team

Exceptional cases

Trim project budget

Virement of funds / change or add in equipment / manpower

Next >

Virement of funds - 3

Project selection

Please choose one of the available options below.

Raise a deviation for one of the following sub-projects

	Project ID	Project stage	Lead / team PI	Original project start date	Original project end date	Revised project end date
1	<input type="radio"/> MOH-000411-01	In progress	MOH PST PI 1	01-Apr-2021	31-Mar-2023	
	<input type="radio"/> MOH-000411-02	In progress	MOH PST PI 1	01-Apr-2021	31-Mar-2023	
	<input type="radio"/> MOH-000411-03	In progress	MOH PST PI 1	01-Apr-2021	31-Mar-2023	
	<input type="radio"/> MOH-000411-04	In progress	GCC MOH PI 1	01-Apr-2021	31-Mar-2023	
	<input type="radio"/> MOH-000411-05	In progress	GCC MOH PI 1	01-Apr-2021	31-Mar-2023	
	<input type="radio"/> MOH-000411-06	In progress	GCC MOH PI 1	01-Apr-2021	31-Mar-2023	

Ca2Next

To Note

In a multi-budget project, PI should choose a project which determines the source of money to vire-from

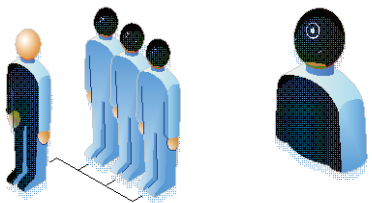
1

Click on a respective radio button

2

Click on the Next button

Role
access:



Lead PI /
Team PI
ORE

Virement of funds - 4

1

Virement summary

Expenditure on manpower (EOM)

Other operating expense (OOE)

Equipment (EQP)

Overseas travel (OT)

Research scholarship (RS)

Exceptional (EI)

1

Virement summary shows an overview of the fund virement by budget votes. For a multiple budget project, this section also shows the overview of fund virements by budget votes for the respective sub-projects.

2

Virement summary Expand All Sections

[Hide Deviation Details](#)

Title of research project			
Institution	NUS	Original project start date	10-Feb-2020
Award number	NRF-DOR-0001	Original project end date	09-Feb-2021
Project ID	NRF-000930-02	Revised project end date	30-Apr-2020
Deviation type	Virement of funds	Date of submission	12-Mar-2020
Deviation ID	NRFDV-000000532	Date of approval / rejection	12-Mar-2020
Deviation status	Approved		

NRF-000930-02

NRF-000930-01

Action Trail

[Next >](#)

2

The first tab displays user's own project. User can only deduct vote amount from his/her own project (which displays he/she as the Lead / Team PI)

To Note

In case of virement within a vote and within a project, user can input virement amount of Summary page as zero and proceed to the next page (Vote details page).
The virement within a vote within a project will not add up the Cumulative virement percentage and amount.

Virement of funds - 5

NRF-001318-02

Summary of changes that has been input in the detail sections.

Institution: MU
Lead PI/Team PI: P91
Co Funding %: 86.00

Cumulative virement to date (\$): 0.0000
Cumulative virement to date (%): 0
Remaining amount to vire (\$\$): 0.00

1 - 6 of 6 matching results found

Vote	Latest approved budget (\$\$)	Disbursement	Outstanding Claim	Budget balance (\$\$)	Amount to vire (\$\$)	Revised amount (\$\$)
EOM	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
OOE	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
EQP	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
OT	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
RS	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Total	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000

1

User can add/edit amount of Vote(s) based on Grant Call – Budget Category setup.

2

PI can input values in “Amount to vire” field to revise the vote amount up to the maximum limit (as set by the PM). If the revised amount exceeds the limit, an error message will be shown.

Error

The total Vote amount should not exceed <Maximum budget limit>

OK

Virement of funds - 6

1

IRF-001199-02

Summary of changes that has been input in the detail sections.

Institution

MU

Cumulative virement to date (\$)

5,050.0000

Lead PI/Team PI

P92 Testing1234567890987654321ABCD

Cumulative virement to date (%)

7.55

Co Funding %

86.00

Remaining amount to vire (\$\$)

0.00

1 - 5 of 5 matching results found

Vote	Latest approved budget (\$\$)	Disbursement	Outstanding Claim	Budget balance (\$\$)	Amount to vire (\$\$)	Revised amount (\$\$)
EOM	11,111.6100	0.0000	0.0000	11,111.6100	-5,000.0000	6,111.6100
OOE	11,161.6700	0.0000	0.0000	11,161.6700	5,000.0000	16,161.6700
EQP	50.0000	0.0000	0.0000	50.0000	0.0000	50.0000
RS	11,111.6700	0.0000	0.0000	11,111.6700	0.0000	11,111.6700
Total	33,434.9500	0.0000	0.0000	33,434.9500	0.0000	33,434.9500

2

NRF-001199-01

- 1
- Project ID represents each project budget of lead PI and team PI
- 2
- Cumulative virement to date (\$) refers to the cumulative fund virement amount across budget votes from previous and current fund virements. Whereas, Cumulative virement to date (%) is calculated by the following formula:

$$\text{Cumulative Virement \%} = \frac{\text{Cumulative Virement Amount}}{\text{Total Latest Approved Direct Cost} - \text{Latest Approved SHC}} \times 100\%$$

(refers to the [Cumulative virement section](#) for more detail)

Virement of funds - 7

NRF-001199-02

Summary of changes that has been input in the detail sections.

Institution: MU

Lead PI/Team PI: P92 Testing1234567890987654321ABCDEFTesting

Co Funding %: 86.00

Cumulative virement to date (\$): 5,050.0000

Cumulative virement to date (%): 7.55

Remaining amount to vire (\$\$): 0.00

1 - 5 of 5 matching results found

	Latest approved budget (\$)	Disbursement	Outstanding Claim	Budget balance (\$\$)	Amount to vire (\$\$)	Revised amount (\$\$)
EOM	11,111.6100	0.0000	0.0000	11,111.6100	-5,000.0000	6,111.6100
OOE	11,161.6700	0.0000	0.0000	11,161.6700	5,000.0000	16,161.6700
EQP	50.0000	0.0000	0.0000	50.0000	0.0000	50.0000
RS	11,111.6700	0.0000	0.0000	11,111.6700	0.0000	11,111.6700
Total	33,434.9500	0.0000	0.0000	33,434.9500	0.0000	33,434.9500

NRF-001199-01

3

3

Co-funding percentage limits the total revised amount of each sub-project

4

Latest approved budget refers to the latest approved budget after approved virement (if any).

4

5

5

The disbursement displays amount of approved fund request and SOA (with status "Approved pending payment"). In case of advancement, disbursement includes commitment amount

Virement of funds - 8

NRF-001199-02

Summary of changes that has been input in the detail sections.

Institution: MU
Lead PI/Team PI: P92 Testing1234567890987654321ABCDEFTesting
Co Funding %: 86.00

Cumulative virement to date (\$): 5,050.0000
Cumulative virement to date (%): 7.55
Remaining amount to vire (\$\$): 0.00

1 - 5 of 5 matching results found

Vote	Latest approved budget (\$\$)	Disbursement	Outstanding Claim	Budget balance (\$\$)	Amount to vire (\$\$)	Revised amount (\$\$)
EOM	11,111.6100	0.0000	0.0000	11,111.6100	-5,000.0000	6,111.6100
OOE	11,161.6700	0.0000	0.0000	11,161.6700	5,000.0000	16,161.6700
EQP	50.0000	0.0000	0.0000	50.0000	0.0000	50.0000
RS	11,111.6700	0.0000	0.0000	11,111.6700	0.0000	11,111.6700
Total	33,434.9500	0.0000	0.0000	33,434.9500	0.0000	33,434.9500

NRF-001199-01

6

Submitted FR amount which has not been approved yet

7

Latest approved budget minus disbursement represents amount of which user can deduct

8

Input a negative amount to transfer funds out of a vote

9

Input a positive amount to transfer funds into a vote

10

Revised amount refers to the budget after the proposed fund virement.

To Note

IGMS will take into account any outstanding claim and disbursed amount and prompt an error message if there is insufficient budget for the current virement request. The calculations are done as follows:

1. Latest Approved Budget – Disbursement – Outstanding Claim = Budget Balance
2. Budget Balance + Amount to vire = Revised amount

IGMS will prompt the error message to amend the virement amount, if the revised amount is less than \$0 (refers to slide on [Virement of funds – 13](#) for the detailed error message).

Virement of funds - 9

After clicking on Next button, Vote details page is loaded. Under *Vote details* page, system displays line items of each vote.

Home > Projects > Deviations > Expenditure on manpower (EOM)

Virement summary ✓ Expenditure on manpower (EOM) → Other operating expense (OOE) → Equipment (EQP) → Overseas travel (OT) → Research scholarship (RS) → Exceptional (EI)

1 NRF-001199-02

Key in the proposed manpower details in this section. Previously added line items cannot be removed. You may set the value to zero if the line item is no longer required.

Institution: MU

Lead PI/ team PI: P92 Testing1234567890987654321ABCDEFTesting1

2 Remaining amount to vire (\$\$): -100,000.00

1 - 2 of 2 matching results found

S/N	Category	Description	Number of pax	Annual salary package (\$\$)	Latest approved amount (\$\$)	Amount to Vire (\$\$)	Revised amount (\$\$)	
EOM-001	Research Nurse	asd	1	11,111.6100	11,111.61	3 -5,000.00	6,111.61	<input type="checkbox"/>

1

Each panel represents each PI's project budget

2

Remaining Amount to vire refers to the fund virement amount of the respective budget vote which a requester has earlier indicated in the Virement Summary section for an inter-vote virement request. A requester should input the virement amount in the affected budget line item(s) of the budget vote until this field becomes \$0 to proceed with the submission. *Note: This field will be \$0 for an intra-vote virement request.*

3

Input a fund virement amount – a positive amount to transfer funds into a line item, and a negative amount to transfer funds out of the line item.

Virement of funds - 10

User is also able to update other information of vote lines, such as : Number of pax, Quantity and Annual salary package by clicking on the Vote line's hyperlink.

Add/ edit EOM

Please add/edit the Expenditure on manpower (EOM).

PI Name	P92 Testing1234567890987654321ABC	Latest approved amount	90000.00
Institution	99 Percent Success University	Variations (\$\$)	-5000.00
* Category	Research Nurse	Revised amount (\$\$)	85000.00
Number of pax	1	Remaining amount to vire (\$\$)	0.00
Annual salary package (\$\$)	100000.00	Action	Modify
* Description	sad		

Save

Remaining amount to vire (\$\$) 0.00

1 - 1 of 1 matching results found

S/N	Category	Description	Number of pax	Annual salary package (\$\$)	Latest approved amount (\$\$)	Amount to Vire (\$\$)	Revised amount (\$\$)	
EOM-001	Research Nurse	sad	1	100,000.0000	90,000.0000	-5,000.0000	85,000.0000	<input type="checkbox"/>

Remove Add

1

Clicks on the *hyperlink* of *Budget* record to display or edit details information

2

User can input *Variations* to distribute the *Remaining amount to vire*

3

Click on the *Save button*, the latest changes will be displayed in the budget record list

1

Virement of funds - 11

User adds a new line item by clicking on the Add button.

The screenshot shows a web application interface for adding or editing an Expenditure on Manpower (EOM) line item. A modal window titled 'Add/ edit EOM' is open, displaying a form with the following fields and values:

- PI Name: P92 Testing1234567890987654321ABC
- Institution: MU
- Category: Biostatistician (dropdown menu)
- Number of pax: 1
- Annual salary package (\$\$): 100000
- Description: new manpower
- Latest approved amount: 0
- Variations (\$\$): 100000
- Revised amount (\$\$): 100000
- Remaining amount to vire (\$\$): -100000.00
- Action: Add

Callouts on the form:

- 1: Points to the 'Add' button at the bottom right of the modal.
- 2: Points to the 'Category' dropdown menu.
- 3: Points to the 'Variations (\$\$)' input field.
- 4: Points to the 'Save' button at the bottom right of the modal.

Below the modal, a table shows the current state of the budget line items grid:

S/N	Category	Description	Number of pax	Annual salary package (\$\$)	Latest approved amount (\$\$)	Amount to Vire (\$\$)	Revised amount (\$\$)	
EOM-001	Research Nurse	asd	1	11,111.6100	11,111.6100	0.0000	100	<input type="checkbox"/>

At the bottom of the table, there are 'Remove' and 'Add' buttons. A callout '1' points to the 'Add' button.

- 1 Clicks on *Add button*, system will display line details panel
- 2 User should input compulsory information which has an asterisk (*) sign
- 3 User should input Variations with positive or zero amount for the new line item
- 4 Click on the *Save button*, the record will be saved and the budget line items grid will be refreshed

Virement of funds - 12

User removes an approved line item (updates Revised amount to be 0) by ticking a checkbox of line item and clicking on the Remove button.

NRF-001199-02

Key in the proposed manpower details in this section. Previously added line items cannot be removed. You may set the value to zero if the line item is no longer required.

Insitution

MU

Lead PI/ team PI

P92 Testing1234567890987654321ABCDEFTesting1

Remaining amount to vire (S\$)

-100,000.00

1 - 2 of 2 matching results found

S/N	Category	Description	Number of pax	Annual salary package (S\$)	Latest approved amount (S\$)	Amount to Vire (S\$)	Revised amount (S\$)	
EOM-001	Research Nurse	asd	1	11,111.6100	11,111.6100	0.0000	11,111.6100	<input type="checkbox"/>
EOM-002	Biostatistician	new manpower	1	100,000.0000	0.0000	100,000.0000	1	<input checked="" type="checkbox"/>

2

Remove

Add

1

Click on the *checkbox of a line item to be removed*

2

Click on the Remove button

To Note

For an approved line item, system will update the Revise amount to be 0

For a new line item (which has not been approved), system will delete the record

Virement of funds - 13

In case of virement across sub-projects, user can transfer budget into the sub-projects of other PI(s).

1

NRF-001199-02

NRF-001199-01

Summary of changes that has been input in the detail sections.

Institution: MU

Lead PI/Team PI: P93

Co Funding %: 86.00

Cumulative virement to date (\$): 5,050.0000

Cumulative virement to date (%): 7.55

Remaining amount to vire (\$\$): 0.00

3

1 - 5 of 5 matching results found

Vote	Latest approved budget (\$\$)	Disbursement	Outstanding Claim	Budget balance (\$\$)	Amount to vire (\$\$)	Revised amount (\$\$)
EOM	11,111.6100	430.0000	0.0000	10,681.6100	0.0000	10,681.6100
OOE	11,111.6700	430.0000	0.0000	10,681.6700	5,000.0000	15,681.6700
EQP	100.0000	0.0000	0.0000	100.0000	0.0000	100.0000
RS	11,111.6700	0.0000	0.0000	11,111.6700	0.0000	11,111.6700

2

3

Save Next >

1

PI can only transfer budget into other PI's project

2

Input Amount to vire as positive amount to add budget vote of other project

3

Once user has fully distributed amount to vire to each affected vote/project line items (Remaining amount to vire (\$) = 0.00), click on the Next button

Virement of funds - 14

In case of virement has insufficient budget balance (Revised budget is less than 0), system prompts below error message.

NRF-001031-01

Summary of changes that has been input in the detail sections.

Institution: MU
Lead PI/Team PI: P92 Testing1234567890987654321ABCDEFTesting
Co Funding %: 70.00

Cumulative virement to date (\$): 99,400.0000
Cumulative virement to date (%): 11.04
Remaining amount to vire (\$\$): 0.00

1 - 7 of 7 matching results found

	1	2	3	4	5	6
	Latest approved budget (\$\$)	Disbursement	Outstanding Claim	Budget balance (\$\$)	Amount to vire (\$\$)	Revised amount (\$\$)
EOM	100,000.0000	0.0000	0.0000	100,000.0000	-99,400.0000	600.0000
OOE	100,000.0000	1,700.0000	63,000.0000	35,300.0000	0.0000	35,300.0000
EQP	100,000.0000	1,600.0000	63,000.0000	35,400.0000	-40,000.00	35,400.0000
RS	100,000.0000	0.0000	0.0000	100,000.0000	0.0000	100,000.0000
						90,000.0000
						51,444.0000
						312,744.0000

Error

Please amend the virement amount so as not to exceed budget balance, or return this to the requester to make amendment.

OK

- 1 Latest approved budget
- 2 Disbursement
- 3 Outstanding claim
- 4 Budget balance
- 5 Amount to vire
- 6 Revised amount

Cumulative Virement and Cumulative Percentage - 1

Cumulative virement to date (\$) is the total amount which is vired across votes / sub-projects to date (inclusive with the current virement request).

System excludes “SHC amount”, “Budget trim amount” and “Virement within vote within sub-project” in this calculation.

Cumulative virement to date (%) is calculated by the following formula:

$$\text{Cumulative Virement \%} = \frac{\text{Cumulative Virement Amount}}{\text{Total Latest Approved Direct Cost} - \text{Latest Approved SHC}} \times 100\%$$

Note:

1. Total Latest Approved Direct Cost

The latest approved direct cost (excludes IDC) of all votes

2. SHC Amount

The latest approved SHC amount does not contribute total latest approved direct cost for Cumulative Virement %

Cumulative Virement and Cumulative Percentage - 2

Refer to below scenario to understand how system calculates the “Cumulative virement to date”

1. A sub-project had the first virement request from EOM to EQP amounted to \$100. System displayed the “Cumulative virement request” as \$100.
2. Later on, other sub-project under the same Award ID requested a virement from EQP to OOE as much as \$50. System displays the “Cumulative virement request” to be equivalent as \$150.
3. Subsequently, a budget trim was raised to cut the sub-project budget amounted to -\$100. System still displayed the “Cumulative virement request” as \$150. System excludes budget trim from the calculation.
4. The current virement requested a virement within EOM within the sub-project amounted to \$50. System still displayed the “Cumulative virement request” as \$150. System excludes virement within vote within sub-project from the calculation.

Refer to the next slide for the above illustrations.

Cumulative Virement and Cumulative Percentage - 3

Case 1 of Single Project:

Total direct cost of Award = \$1,000.00

Total direct cost represents the **total Latest approved amount of an Award** excluding IDC and SHC.

Transaction No.	Project No. (Award ID)	Vote	Virement / Trim Amount (\$\$)	Cumulative Virement Request (\$\$)	Cumulative Virement %
Virement 01	Project-01	EOM	-100.00	100.00	10.00%
	Project-01	EQP	100.00		
Virement 02	Project-01	EQP	-50.00	150.00	15.00%
	Project-01	OOE	50.00		
Trim 03	Project-01	EOM	-100.00	150.00	15.00%
Virement 04 (within a vote to vire between line items)	Project-01	EOM	-100.00	150.00	15.00%
	Project-01	EOM	100.00		

Cumulative Virement and Cumulative Percentage - 4

Case 2 of Multi-budget Project:

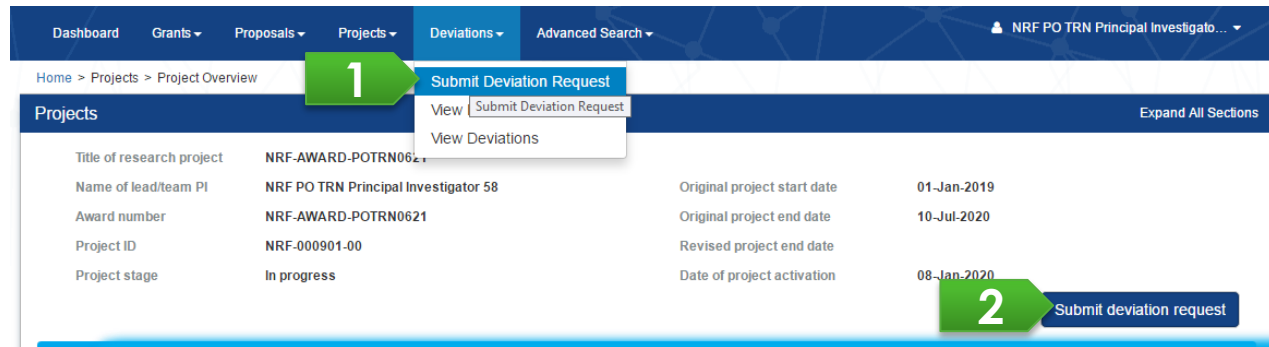
Total direct cost sub-project -01 = \$600.00

Total direct cost sub-project -02 = \$400.00

The total Latest approved direct cost of the Award = \$600.00 + \$400.00

Transaction No.	Project No. (under an Award ID)	Vote	Virement / Trim Amount (\$\$)	Cumulative Virement Request (\$\$)	Cumulative Virement %
Virement 01	Project-01	EOM	-100.00	100.00	10.00%
	Project-01	EQP	100.00		
Virement 02	Project-02	EQP	-50.00	150.00	15.00%
	Project-02	OOE	50.00		
Trim 03	Project-02	EOM	-100.00	150.00	15.00%
Virement 04 (within a vote to vire between line items)	Project-02	EOM	-100.00	150.00	15.00%
	Project-02	EOM	100.00		

Budget Trim - 1



Dashboard Grants Proposals Projects Deviations Advanced Search NRF PO TRN Principal Investigato...

Home > Projects > Project Overview

Projects

Title of research project	NRF-AWARD-POTRN0621		
Name of lead/team PI	NRF PO TRN Principal Investigator 58	Original project start date	01-Jan-2019
Award number	NRF-AWARD-POTRN0621	Original project end date	10-Jul-2020
Project ID	NRF-000901-00	Revised project end date	
Project stage	In progress	Date of project activation	08-Jan-2020

Submit Deviation Request

View Submit Deviation Request

View Deviations

Expand All Sections

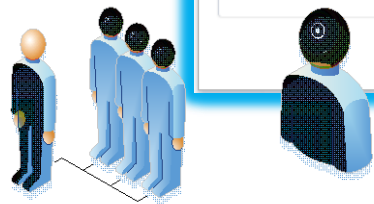
Submit deviation request

To Note

Prerequisite :

- No outstanding Virement, outstanding Change in SHC, and no other outstanding Budget Trim under the same Award ID
- Date of submission of this deviation request is equal or more than 3 months before the end of term* (refers to [Definitions](#) slide)
- Budget trim request refers to removal of budget under scenarios such as project termination, wind-down, reduction of project scope.
- For fund virement request, please select the option "Virement of funds/change or add in equipment/ manpower" (refers to [Virement of Funds](#) slides).

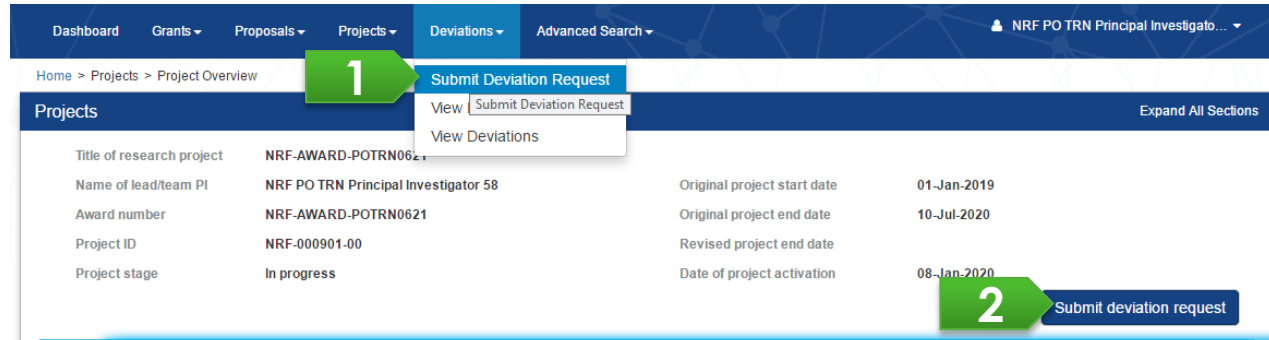
Role access



Lead PI /
ORE

Team PI

Budget Trim - 2



Dashboard Grants Proposals Projects Deviations Advanced Search NRF PO TRN Principal Investigato...

Home > Projects > Project Overview

1 Submit Deviation Request

View Submit Deviation Request

View Deviations

Expand All Sections

Title of research project	NRF-AWARD-POTRN062		
Name of lead/team PI	NRF PO TRN Principal Investigator 58	Original project start date	01-Jan-2019
Award number	NRF-AWARD-POTRN0621	Original project end date	10-Jul-2020
Project ID	NRF-000901-00	Revised project end date	
Project stage	In progress	Date of project activation	08-Jan-2020

2 Submit deviation request

1

Click on Submit deviation request button then select a *Project ID* to which a deviation will be requested

2

Click on the Submit deviation request button

3

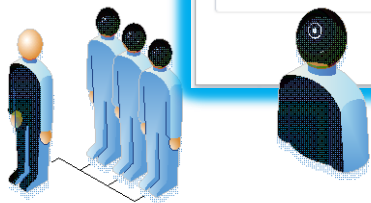
Click on the *Trim project budget* radio button

4

Click on the *Next button* to open *Deviation details page*

Role access

3



Lead PI / Team PI
ORE

4

Next >

Budget Trim - 3

1 Virement summary ✓ Expenditure on manpower (EOM) ✓ Other operating expense (OOE) ✓ Equipment (EQP) ✓ Overseas travel (OT) ✓ Research scholarship (RS) ✓ Exceptional (EI) ✓

2 NRF-000236-01

Summary of changes that has been input in the detail sections.

Institution: Nanyang Innovation and Enterprise Office (NTU)
 Lead PI/Team PI: NRF PST PI1
 Co Funding %: 100

Cumulative virement to date (\$): 0.00
 Cumulative virement to date (%): 0.00
 Remaining amount to vire (\$\$): 27,296,100.00

1 - 7 of 7 matching results found

Vote	Latest approved budget (\$\$)	Disbursement	Outstanding Claim	Budget balance (\$\$)	Amount to vire (\$\$)	Revised amount (\$\$)
EOM	20,000,000.00	0.00	1,000.00	19,999,000.00	-9,999,000.00	10,000,000.00
OCE	10,000,000.00	0.00	1,000.00	9,999,000.00	-999,000.00	9,000,000.00
EQP	20,000,000.00	0.00	1,000.00	19,999,000.00	-9,999,000.00	10,000,000.00
OT	10,000,000.00	0.00	0.00	10,000,000.00	0.00	10,000,000.00
RS	20,000,000.00	0.00	0.00	20,000,000.00	0.00	20,000,000.00
IDC	30,000,000.00	0.00	900.00	29,999,100.00	-6,299,100.00	23,700,000.00
Total	110,000,000.00	0.00	3,900.00	109,996,100.00	-27,296,100.00	82,700,000.00

Action Trail

- 1** Summary represents amount to trim from a vote(s) with negative amount.
- 2** The first tab displays user's own project. User can only deduct vote amount from his/her own project

Budget Trim - 4

1 NRF-001178-01

Summary of changes that has been input in the detail sections.

3 Institution: MU **2** Cumulative virement to date (\$): 0.0000

Lead PI/Team PI: P94 Cumulative virement to date (%): 0

3 Co Funding %: 70.00 Remaining amount to vire (\$\$): 300.00

1 - 8 of 8 matching results found

	4 Latest approved budget	5 Disbursement	Outstanding Claim	Budget balance (\$\$)	Amount to vire (\$\$)	Revised amount (\$\$)
EOM	1,111.5400	28.0000	360.9600	722.5800	-300.0000	422.5800
OOE	1,111.5700	28.0000	361.0400	722.5300	0.0000	722.5300
EQP	1,111.5700	28.0000	750.1000	333.4700	0.0000	333.4700
OT	1,111.5700	0.0000	778.1000	333.4700	0.0000	333.4700
RS	1,111.5700	0.0000	778.1000	333.4700	0.0000	333.4700
SHC	1,111.5700	0.0000	778.1000	333.4700	0.0000	333.4700
IDC	1,333.8700	25.2000	675.0600	633.6100	0.0000	633.6100
Total	8,003.2600	109.2000	4,481.4600	3,412.8000	-300.0000	3,112.6000

1

Project ID represents each project budget of lead PI and team PI

2

Cumulative virement to date (\$) and Cumulative virement to date (%) refers to the cumulative fund virement amount across budget votes from previous fund virements.

3

Co-funding percentage limits the total revised amount of each sub-project

4

Latest approved budget refers to the latest approved budget after approved virement (if any).

5

The disbursement displays amount of approved fund request and SOA. In case of advancement, disbursement includes commitment amount

Budget Trim - 5

NRF-001178-01

Summary of changes that has been input in the detail sections.

Institution: MU
Lead PI/Team PI: P94
Co Funding %: 70.00

Cumulative virement to date (\$): 0.0000
Cumulative virement to date (%): 0
Remaining amount to vire (\$\$): 300.00

1 - 8 of 8 matching results found

Vote	Latest approved budget (\$\$)	Disbursement	Outstanding Claim	Budget balance (\$\$)	Amount to vire (\$\$)	Revised amount (\$\$)
EOM	1,111.5400	28.0000	380.9800	722.5800	-300.0000	422.5800
OOE	1,111.5700	28.0000	381.0400	722.5300	0.0000	722.5300
EQP	1,111.5700	28.0000	750.1000	333.4700	0.0000	333.4700
OT	1,111.5700	0.0000	778.1000	333.4700	0.0000	333.4700
RS	1,111.5700	0.0000	778.1000	333.4700	0.0000	333.4700
SHC	1,111.5700	0.0000	778.1000	333.4700	0.0000	333.4700
IDC	1,333.8700	25.2000	675.0800	633.6100	0.0000	633.6100
Total	8,003.2800					

6

Latest approved budget minus disbursement represents maximum amount which user can deduct

7

Input a negative amount to reduce the budget of the vote(s)

8

Revised amount refers to the budget after the proposed budget trim.

To Note

IGMS will take into account any outstanding claim and disbursed amount and prompt an error message if there is insufficient budget for the current virement request. The calculations are done as follows:

1. Latest Approved Budget – Disbursement – Outstanding Claim = Budget Balance
2. Budget Balance + Amount to vire = Revised amount

IGMS will prompt the error message to amend the virement amount, if the revised amount is less than \$0 (refers to slide on [Budget Trim - 8](#) for the detailed error message).

Budget Trim - 6

Under Vote details page, system displays line items of each vote.

Navigation tabs: Virement summary (1), Expenditure on manpower (EOM) (✓), Other operating expense (OOE) (✓), Equipment (EQP) (✓), Overseas travel (OT) (✓), Research scholarship (RS) (✓), Exceptional (EI) (✓).

Expenditure on manpower (EOM)

Hide Deviation Details

Title of research project

Institution	Nanyang Innovation and Enterprise Office (NTU)	Original project start date	01-Mar-2017
Award number	NRF-Grant-012-0005	Original project end date	01-Mar-2022
Project ID	NRF-000236-01	Revised project end date	
Deviation type	Trim project budget	Date of submission	08-Jan-2020
Deviation ID	NRFDV-000000468	Date of approval / rejection	08-Jan-2020
Deviation status	Approved		

NRF-000236-01

Key in the proposed manpower details in this section. Previously added line items cannot be removed. You may set the value to zero if the line item is no longer required.

Institution: Nanyang Innovation and Enterprise Office (NTU)

Lead PI/ team PI: NRF PST PI1

Remaining amount to vire (\$\$): 0.00

1 - 1 of 1 matching results found

S/N	Category	Description	Number of pax	Annual salary package (\$\$)	Latest approved amount (\$\$)	Amount to Vire (\$\$)	Revised amount (\$\$)
EOM-001	Research Fellow	Proposal with Single budget (Reimbursement)	2	10,000,000.00	20,000,000.00	-9,999,000.00	10,001,000.00

1 Each panel represents each PI's project budget

2 *Remaining Amount to vire* refers to the fund virement amount of the respective budget vote which a requester has earlier indicated in the Virement Summary section for the budget trim request. User should input the virement amount in the affected budget line item(s) of the budget vote until this field becomes \$0 to proceed with the submission.

3 Input a budget trim amount (negative amount to transfer funds out of the affected line item(s)).

Budget Trim - 7

User removes (updates Revised amount to be 0) an approved line item by clicking on the Remove button.

NRF-001178-01

Key in the proposed manpower details in this section. Previously added line items cannot be removed. You may set the value to zero if the line item is no longer required.

Institution: MU

Lead PI/ team PI: P94

Remaining amount to vire (\$\$): 300.00

1 - 1 of 1 matching results found

S/N	Category	Description	Number of pax	Annual salary package (\$\$)	Latest approved amount (\$\$)	Amount to Vire (\$\$)	Revised amount (\$\$)	
EOM-001	Research Nurse	asd	1	1,111.5700	1,111.5400	-300.00	81	<div>1</div> <div>2</div> <div>Remove</div>

1

Tick the *checkbox of a line item to be removed*

2

Click on the Remove button

To Note

IGMS will automatically update the *Revised amount* to \$0 when the line item is removed.

Budget Trim - 8

In case of budget trim has insufficient budget balance (Revised budget is less than 0), system prompts below error message.

NRF-001178-01

Summary of changes that has been input in the detail sections.

Institution: MU
Lead PI/Team PI: P94
Co Funding %: 70.00

Cumulative virement to date (\$): 0.0000
Cumulative virement to date (%): 0
Remaining amount to vire: 300.00

1 - 8 of 8 matching results found

	1	2	3	4	5	6
	Latest approved budget (\$\$)	Disbursement	Outstanding Claim	Budget balance (\$\$)	Amount to vire (\$\$)	Revised amount (\$\$)
EOM	1,111.5400	28.0000	360.9800	722.5800	-300.0000	422.5800
OOE	1,111.5700	28.0000	361.0400	722.5300	-800.00	722.5300
EQP	1,111.5700	28.0000	750.1000	333.4700	0.0000	333.4700
OT	1,111.5700	0.0000	778.1000	333.4700	0.0000	333.4700

Error

Please amend the virement amount so as not to exceed budget balance, or return this to the requester to make amendment.

OK

- 1 Latest approved budget
- 2 Disbursement
- 3 Outstanding claim
- 4 Budget balance
- 5 Amount to vire (amount to trim)
- 6 Revised amount

Budget Trim - 9

In case there is a Budget Trim outstanding under the same Project ID, HI finance cannot submit a new FR and system will prompt below message (refers to Training Manual - Finance (HI Finance)).

The screenshot displays a web application interface. At the top, a 'Declaration' section is partially visible. Below it, an 'Error' dialog box is shown with the message: 'Please note that there is an outstanding Budget Trim request and you are unable to submit a Fund Request until it has been approved / rejected.' The dialog has an 'OK' button with a checkmark. Below the error message, a 'Projects' section is visible, containing a table with project details. The table has columns for Deviation ID, Type of deviation, Date of submission, Date of approval/ rejection, and Status. A single row is shown with the following data: Deviation ID: NRFDV-00001077, Type of deviation: Trim project budget, Date of submission: 17-Apr-2019, Date of approval/ rejection: 01-May-2019, Status: Pending ORE verification. Below the table, there are buttons for 'Save as Draft' and 'Submit'.

Declaration

Hide Fund requisition
Financial quarter
Submission date
Host institution
HI claim no
Status

2q1
Draft

Lead PI/Team PI
P93

Error

Please note that there is an outstanding Budget Trim request and you are unable to submit a Fund Request until it has been approved / rejected.

OK ✓

Projects Expand All Sections

Title of research project
Name of lead/team PI
Award number
Project ID
Parent project ID
Project stage

asd-123
P93
NRF-NRFCR13-6-0003
RF-001179-01
RF-001179-00
In progress

Original project start date
Original project end date
Revised project end date
Date of project activation

10-Apr-2019
09-Apr-2020
10-Apr-2019

Actions

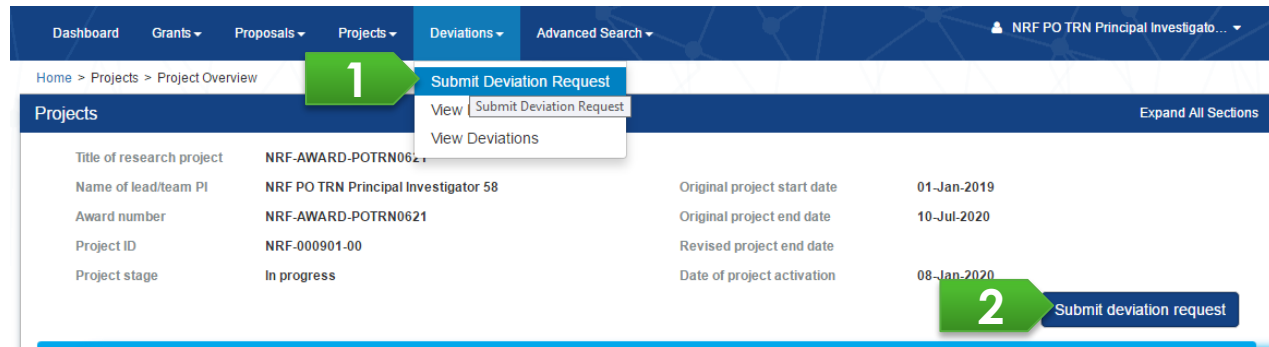
Deviation requests

1 - 1 of 1 matching results found

Deviation ID	Type of deviation	Date of submission	Date of approval/ rejection	Status
NRFDV-00001077	Trim project budget	17-Apr-2019	01-May-2019	Pending ORE verification

Save as Draft Submit ✓

Change in project duration/Time(Extension)- 1



The screenshot shows the 'Projects' section of a web application. A dropdown menu is open under the 'Projects' tab, showing options: 'Submit Deviation Request', 'View Submit Deviation Request', and 'View Deviations'. A green arrow labeled '1' points to the 'Submit Deviation Request' option. Below the menu, a table displays project details for 'NRF-AWARD-POTRN0621'.

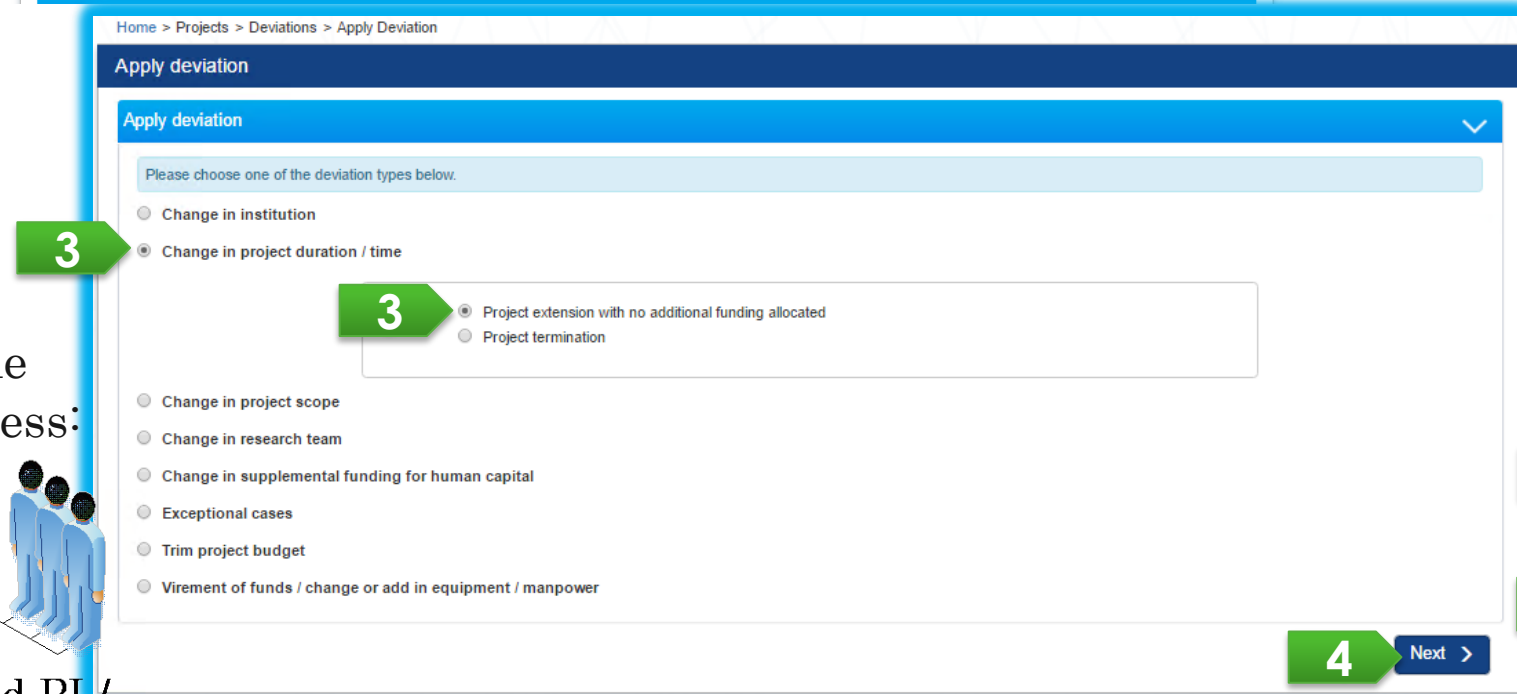
Title of research project	NRF-AWARD-POTRN0621	Original project start date	01-Jan-2019
Name of lead/team PI	NRF PO TRN Principal Investigator 58	Original project end date	10-Jul-2020
Award number	NRF-AWARD-POTRN0621	Revised project end date	
Project ID	NRF-000901-00	Date of project activation	08-Jan-2020
Project stage	In progress		

A green arrow labeled '2' points to the 'Submit deviation request' button at the bottom right of the table.

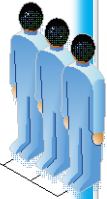
To Note

Prerequisite :

- A Project can only have one approved Project Extension
- No other outstanding Change in project duration under the same Award ID
- Date of submission of this deviation request is equal or more than 6 months before the original end of term (refers to [Definitions](#) slide)



The screenshot shows the 'Apply deviation' form. A green arrow labeled '3' points to the 'Change in project duration / time' radio button. Below this, a green arrow labeled '3' points to the 'Project extension with no additional funding allocated' radio button. At the bottom right, a green arrow labeled '4' points to the 'Next >' button.

Role access:  Lead PI / ORE

1 Click on Submit deviation request button then select a *Project ID* to which a deviation will be requested

2 Click on the Submit deviation request button

3 Click on the *Change in project duration* and the *Project extension* radio button

4 Click on the *Next* button to open *Deviation details* page

Change in project duration/Time(Extension)- 2

User can extend the project end time.

The screenshot shows a web application interface for project extension. At the top, there are three tabs: 'Project Extension' (active), 'Justification and Supporting Documents', and 'Undertaking', each with a green checkmark. Below the tabs is a 'Project extension' section with a 'Hide Deviation Details' link and an 'Expand All Sections' link. The main content area displays project details in a table-like format. Below this, there is a 'Project extension' section with a text input field for the proposed project end date. Two date pickers are shown: 'Existing project end date' (17/07/2020) and 'Proposed project end date' (30/11/2020). A green arrow labeled '1' points to the 'Proposed project end date' field. Below the date pickers is an 'Action Trail' section. A green arrow labeled '2' points to a 'Next >' button at the bottom right of the form.

Project extension			
Hide Deviation Details			
Title of research project	CR44 project 6	Original project start date	01-Oct-2019
Institution	Nanyang Innovation and Enterprise Office (NTU)	Original project end date	17-Jul-2020
Award number	CR44 project 6	Revised project end date	
Project ID	NRF-000915-00	Date of submission	15-Jan-2020
Deviation type	Project duration / time	Date of approval / rejection	20-Jan-2020
Deviation ID	NRFDV-000000495		
Deviation status	Pending ORE verification		

Please input the proposed project end date.

Existing project end date	Proposed project end date
17/07/2020	30/11/2020

Action Trail

Next >

1

User inputs compulsory information which has asterisk (*) sign.
Proposed project end date should be after Existing Project end date

2

Click on the Next button to go to the next page

Change in project duration/Time(Termination)- 1

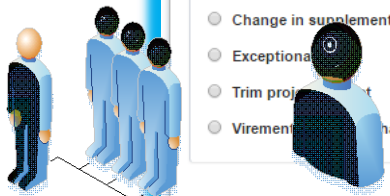
Title of research project	NRF-AWARD-POTRN0621	Original project start date	01-Jan-2019
Name of lead/team PI	NRF PO TRN Principal Investigator 58	Original project end date	10-Jul-2020
Award number	NRF-AWARD-POTRN0621	Revised project end date	
Project ID	NRF-000901-00	Date of project activation	08-Jan-2020
Project stage	In progress		

To Note

Prerequisite :

- No other outstanding Change in project duration under the same Award ID
- Date of submission of this deviation request is equal or more than 3 months before the end of term* (refers to [Definitions](#) slide)

Role access:



1

Click on Submit deviation request button then select a *Project ID* to which a deviation will be requested

2

Click on the Submit deviation request button

3

Click on the *Change in project duration* and the *Project termination* radio button

4

Click on the *Next* button to open *Deviation details* page

Change in project duration/Time(Termination)- 2

PI / ORE requests Project termination to shorten project duration or to terminate a project.

Project Termination → Justification and Supporting Documents → Undertaking ✓

Project termination Expand All Sections

Hide Deviation Details

Title of research project	this is to test CR56 (4 Mar)		
Institution	Nanyang Innovation and Enterprise Office (NTU)	Original project start date	01-Mar-2020
Award number	NRF-CR26KPI2-0003	Original project end date	28-Feb-2025
Project ID	NRF-000950-00	Revised project end date	
Deviation type	Project duration / time	Date of submission	
Deviation ID		Date of approval / rejection	
Deviation status	Draft		

Project termination

Please input the proposed project end date.

Existing project end date	28/02/2025
* Proposed project end date	31/12/2021

Action Trail

Save as **2** Next >

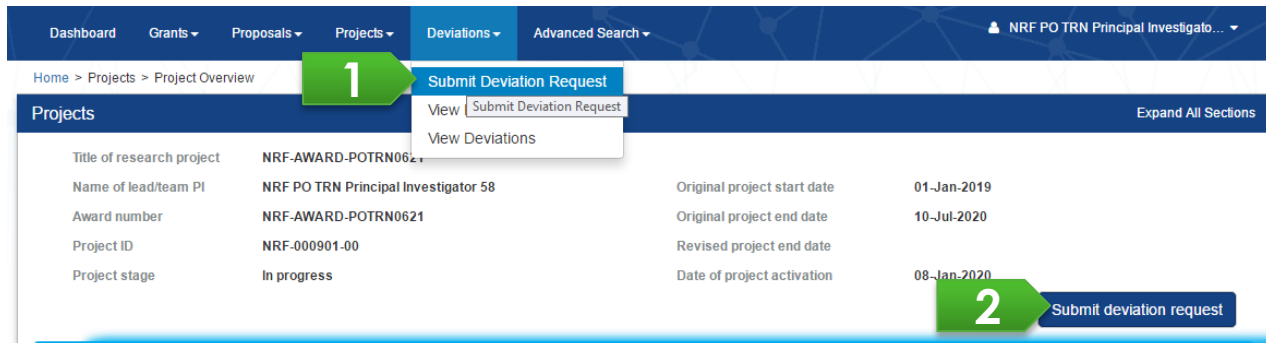
1

User inputs compulsory information which has asterisk (*) sign.
Proposed project end date should be before Existing project end date.

2

Click on the Next button to go to the next page

Change in Institution - 1



Dashboard Grants Proposals Projects Deviations Advanced Search NRF PO TRN Principal Investigato...

Home > Projects > Project Overview

Projects

Title of research project	NRF-AWARD-POTRN0621	Original project start date	01-Jan-2019
Name of lead/team PI	NRF PO TRN Principal Investigator 58	Original project end date	10-Jul-2020
Award number	NRF-AWARD-POTRN0621	Revised project end date	
Project ID	NRF-000901-00	Date of project activation	08-Jan-2020
Project stage	In progress		

Submit Deviation Request

View Submit Deviation Request

View Deviations

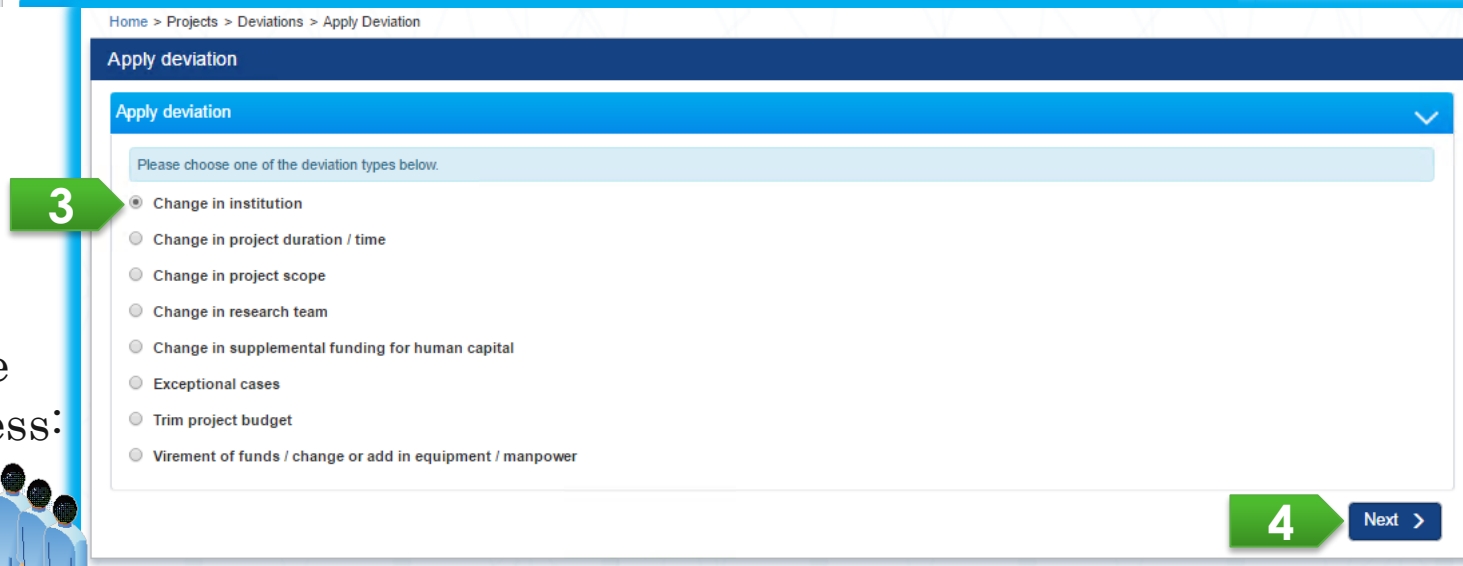
Expand All Sections

Submit deviation request

To Note

Prerequisite :

- No other outstanding Change in Institution under the same Award ID
- Date of submission of this deviation request is equal or more than 3 months before the end of term* (refers to [Definitions](#) slide)



Home > Projects > Deviations > Apply Deviation

Apply deviation

Please choose one of the deviation types below.

☒ Change in institution

☐ Change in project duration / time

☐ Change in project scope

☐ Change in research team

☐ Change in supplemental funding for human capital

☐ Exceptional cases

☐ Trim project budget

☐ Virement of funds / change or add in equipment / manpower

Next >

1

Click on Submit deviation request button then select a *Project ID* to which a deviation will be requested

2

Click on the Submit deviation request button

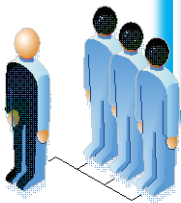
3

Click on the *Change in institution* radio button

4

Click on the *Next* button to open *Deviation details* page

Role access:



Lead PI /
ORE

Change in Institution - 2

User input PI's new institution

The screenshot shows a web form titled 'Change in institution' with a progress bar at the top indicating three steps: 'Change in Institution' (active), 'Justification and Supporting Documents', and 'Undertaking'. The form contains a table with project details and a section for 'Change in host institution'. In this section, the 'Existing institution' is 'Nanyang Innovation and Enterprise Office (N)' and the 'Proposed institution' is 'NUS'. The 'Effective date of change' is set to '30/04/2020'. A green arrow labeled '1' points to the 'Proposed institution' dropdown. At the bottom right, a green arrow labeled '2' points to the 'Next >' button.

Title of research project	this is to test CR56 (4 Mar)		
Institution	Nanyang Innovation and Enterprise Office (NTU)	Original project start date	01-Mar-2020
Award number	NRF-CR26KPI2-0003	Original project end date	28-Feb-2025
Project ID	NRF-000950-01	Revised project end date	
Deviation type	Change in host institution	Date of submission	
Deviation ID		Date of approval / rejection	
Deviation status	Draft		

Change in host institution

Please select the proposed Institution and effective date of change.

Existing institution: Nanyang Innovation and Enterprise Office (N)

Proposed institution: NUS

Effective date of change: 30/04/2020

Action Trail

Save Next >

1

User inputs compulsory information.

- Click on the dropdown to select PI's new institution.
- The *Effective date of change* should be within project duration

2

Click on the Next button to go to the next page

To Note

when effective date of change is in due and Change in Institution is successfully approved by PM, system updates the new Institution of annual progress report(s) and the final progress report(s) for the future reporting period.

Change in Institution - 3

A new sub-project will be generated and set as “In progress” by system. Then PI will be able to view it through Portal.

Home > Projects > View Sub Projects

Projects

My projects

Search by

1 - 1 of 1 matching results found

Project ID	Award number	Title of research project	Project start date	Project end date	Stage
NRF-001222-03	NRF-MULTBGT1-0001	zxowqew	01-Jun-2019	31-May-2020	In progress

1

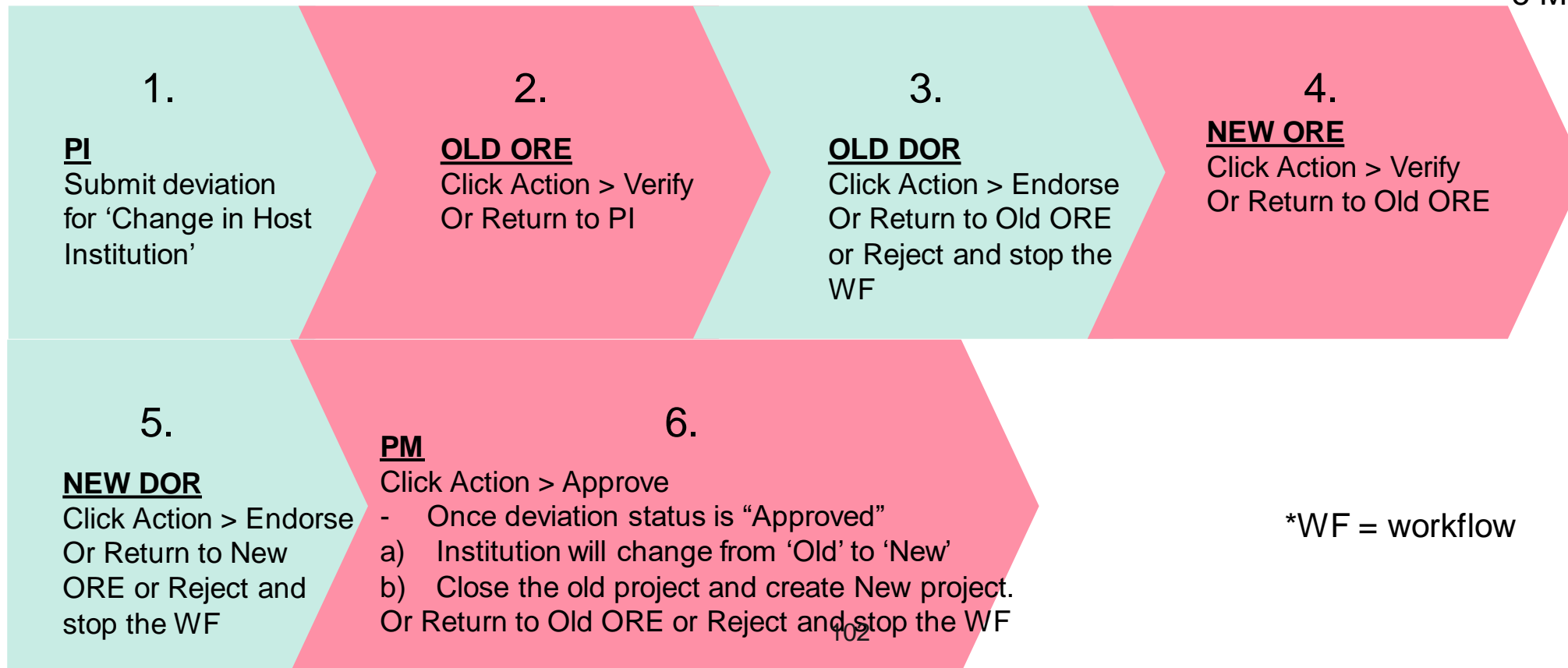
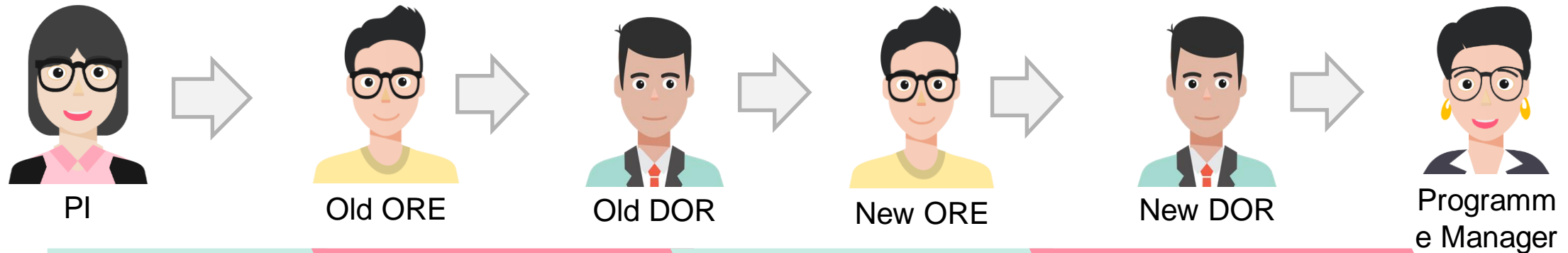
A new sub-project (with a different prefix, e.g. project ID-02) under the new Institution will be generated. Once it is set as “In progress”, the PI will be able to access it.

To Note

- The new sub-project under the new Institution will be generated under these conditions:
- No outstanding deviation request from the main project and/or sub-project under the old Institution
 - No outstanding progress report from the main project

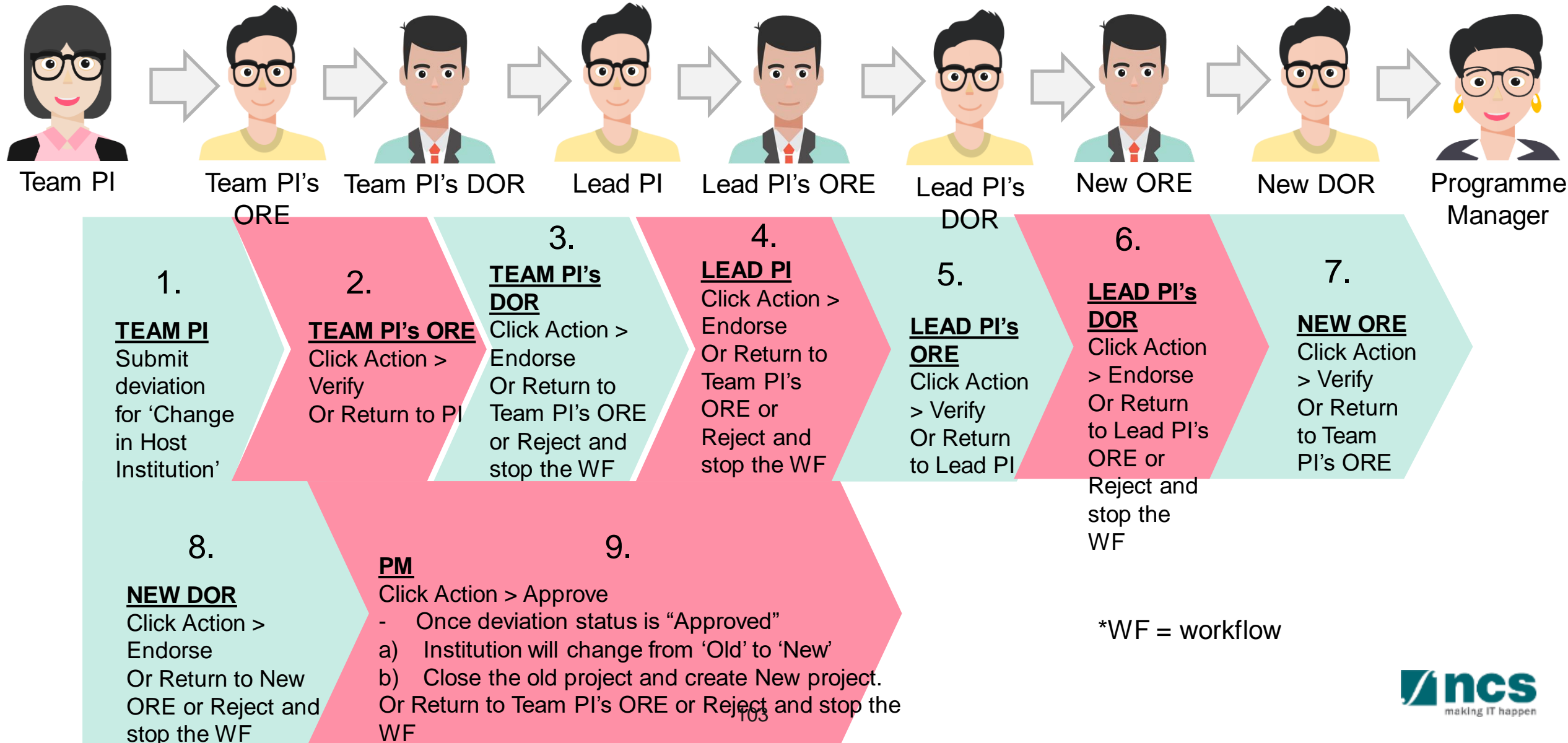
The new sub-project will be visible for PI/ORE/DOR with the remaining budget from the old sub-project on the next day after all outstanding FR of the old sub-project has been approved.

Change in Host Institution Workflow by Lead PI

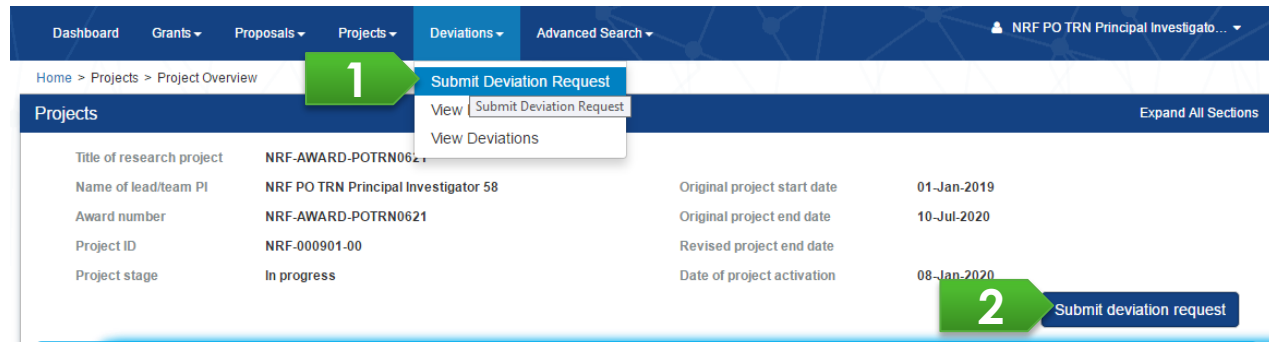


*WF = workflow

Change in Host Institution Workflow by Team PI



Exceptional Cases- 1



Dashboard Grants Proposals Projects Deviations Advanced Search NRF PO TRN Principal Investigato...

Home > Projects > Project Overview

Projects

Title of research project	NRF-AWARD-POTRN0621		
Name of lead/team PI	NRF PO TRN Principal Investigator 58	Original project start date	01-Jan-2019
Award number	NRF-AWARD-POTRN0621	Original project end date	10-Jul-2020
Project ID	NRF-000901-00	Revised project end date	
Project stage	In progress	Date of project activation	08-Jan-2020

Submit Deviation Request

View Submit Deviation Request

View Deviations

Expand All Sections

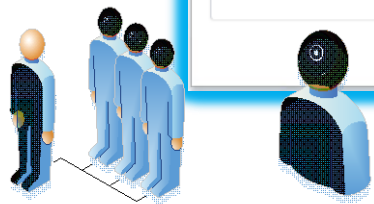
Submit deviation request

To Note

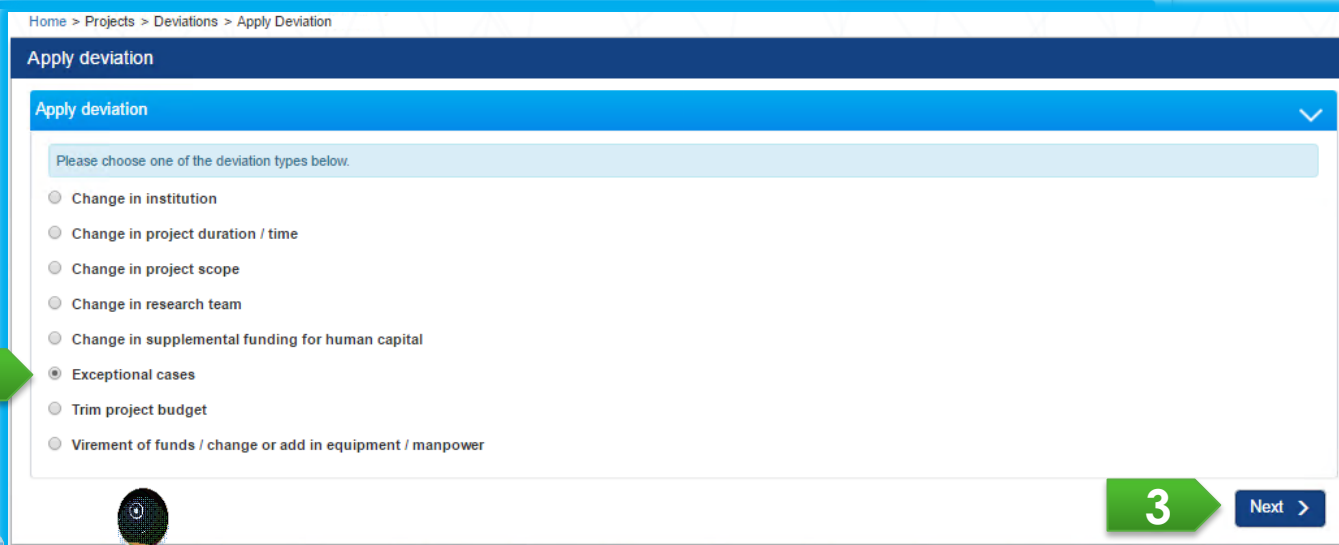
Prerequisite :

- No other outstanding Exceptional Case under the same Award ID
- Route to AI ORE and AI DOR only for Project which has an AI
- Date of submission of this deviation request is equal or more than 3 months before the end of term* (refers to [Definitions](#) slide)

Role access:



Lead PI / ORE Team PI



Home > Projects > Deviations > Apply Deviation

Apply deviation

Apply deviation

Please choose one of the deviation types below.

- ☐ Change in institution
- ☐ Change in project duration / time
- ☐ Change in project scope
- ☐ Change in research team
- ☐ Change in supplemental funding for human capital
- ☒ Exceptional cases
- ☐ Trim project budget
- ☐ Virement of funds / change or add in equipment / manpower

Next >

1

Click on Submit deviation request button then select a *Project ID* to which a deviation will be requested

2

Click on the Submit deviation request button

3

Click on the *Exceptional cases* radio button and the *Next button* to open *Deviation details page*

Exceptional Cases - 2

User can raise an exceptional case in case any project change which cannot fit in the existing deviation types.

Exceptional cases

Expand All Sections

Hide Deviation Details

Title of research project	this is to test CR56 (4 Mar)		
Institution	Nanyang Innovation and Enterprise Office (NTU)	Original project start date	01-Mar-2020
Award number	NRF-CR26KPI2-0003	Original project end date	28-Feb-2025
Project ID	NRF-000950-00	Revised project end date	
Deviation type	Exceptional cases	Date of submission	
Deviation ID		Date of approval / rejection	
Deviation status	Draft		

Exceptional cases

Please input the exceptional case in no more than 2500 characters.

Exceptional cases

input your request here...

Action Trail

Save as Next >

1

User inputs compulsory information which has asterisk (*) sign. Input value to Exceptional cases field and no more than 2500 characters.

2

Click on the Next button to go to the next page

Deviation resubmission

Deviation resubmission (through Dashboard) - 1

1a

Dashboard Grants Proposals Projects Deviations Review Advanced Search NCS PST PI 2 (PI)

Proposals

0 - 0 of 0 matching results found

Date Subject Reference ID Read

Projects

1 - 4 of 4 matching results found

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
11-Dec-2019	The deviation has been returned for your amendment. To amend the deviation, click on the Reference ID.	NRFDV-000000445	Yes
18-Dec-2019	The deviation has been returned for your amendment. To amend the deviation, click on the Reference ID.	NRFDV-000000448	No

Deviation resubmission should be initiated by ORE by clicking Return button on Undertaking page. In a case of DOR or PM, he/she should return the deviation to ORE then ORE will return the deviation to the requestor.

1a

Navigate through Dashboard / Projects section

2a

On Dashboard / Projects, user can view the action item related to Deviation. Click on its Reference ID hyperlink to view more details.

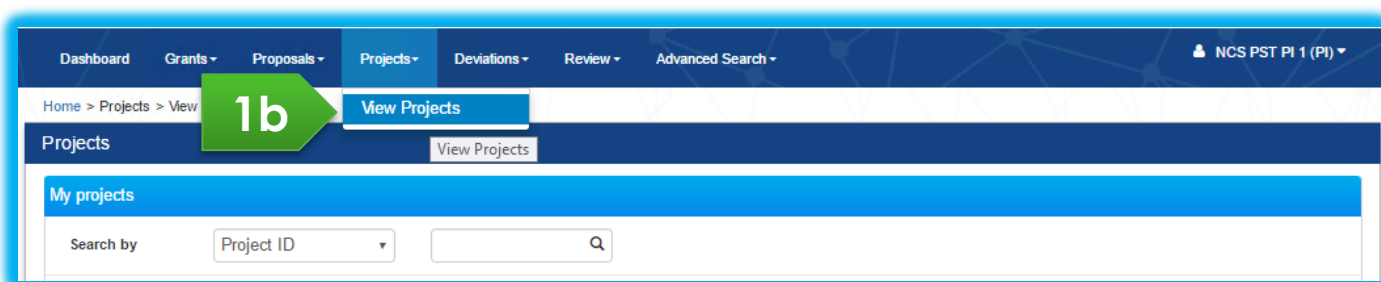
Role
access:



ORE

Deviation resubmission (through Project Overview) - 2

Alternatively, requestor of the deviation can access project details page to resubmit a deviation.



1b

User can also view deviations of a project by navigating to Projects / View projects.

2b

Select a project and click on its Title of research project hyperlink, to navigate to the Project Overview page

Project ID	Award number	Title of research project	Project start date	Project end date	Stage
NRF-000887-00	multitea	Multi team	17-Dec-2019	17-Dec-2022	In progress
NRF-000889-00	Resigned single	resigned single	17-Dec-2019	17-Dec-2022	In progress
NRF-000891-00	MultiteamResigned	MultiteamResigned	17-Dec-2019	18-Dec-2021	In progress

Role
access:



ORE

Deviation resubmission (through Project Overview)- 3

Alternatively, requestor of the deviation can access project details page to resubmit a deviation.

Home > Projects > Project Overview

Projects Expand All Sections

Title of research project	Many many many KPI 1234	Original project start date	01-Mar-2017
Name of lead PI	PI2	Original project end date	28-Feb-2022
Award number	NRF-17NRF05-0025	Revised project end date	
Project ID	NRF-000470-00	Date of project activation	12-Dec-2017
Parent project ID			
Project stage	In progress		

Actions

Progress reports

Deviation requests

1 - 4 of 4 matching results found

Deviation ID	Type of deviation	Date of submission	Date of approval/ rejection	Status
N/A	Nationality Waiver Request for Research Staff			Draft
N/A	Exceptional cases			Draft
NRFDV-000000811	Project Duration / Time	20-Mar-2018	20-Mar-2018	Pending resubmission

3b

3

Expand “Deviation Requests” tab and click on the *hyperlink of deviation ID with status “Pending Resubmission”*

4

After *Deviation Overview* page is loaded, Click on *Actions* button, then click on *View deviation details* button to open *Deviation details* page.

Role
access:



PI / ORE

Home > Projects > Deviations > Deviation Overview

Deviation Overview Expand All Sections

Title of research project	Nanyang Technological University	Original project start date	17-Dec-2019
Institution	Nanyang Technological University	Original project end date	17-Dec-2022
Award number	multiteam	Revised project end date	
Project ID	NRF-000887-02	Date of submission	18-Dec-2019
Deviation type	Exceptional cases	Date of approval / rejection	19-Dec-2019
Deviation ID	NRFDV-000000448		
Deviation status	Pending resubmission		

Actions

Action Trail

1 - 2 of 2 matching results found

Date	Submitted by	Comments
------	--------------	----------

4b

View deviation details
Download Deviation

Deviation resubmission - 4

User can update deviation details which he/she has submitted for Deviation status as “Pending Resubmission”.

Home > Projects > Deviations > Project Extension

Project Extension ✓ Justification and Supporting Documents ✓ Undertaking ✓

Project extension Expand All Sections

Hide Deviation Details

Title of research project	Many many many KPI 1234		
Deviation ID	NRFDV-000000811	Institution	99 Percent Success University
Deviation status	Pending resubmission	Original project start date	01-Mar-2017
Date of submission	20-Mar-2018	Original project end date	28-Feb-2022
Date of approval / rejection	20-Mar-2018	Revised project end date	
Project ID	NRF-000470		

Project extension

Please input the proposed project end date.

Existing project end date 28-02-2022

Proposed project end date 20-03-2022

Next >

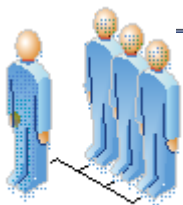
1

User can update information which has been submitted

2

Click Next button until switch to “Undertaking” page.

Role access:



PI / ORE

Deviation resubmission - 5

User resubmits deviation for ORE's verification.

The screenshot shows the 'Undertaking' form. At the top, there's a 'Hide Deviation Details' link and an 'Expand All Sections' link. Below this is a table with project details: Title of research project (savetheworld2019), Institution (NUS), Award number (NRF-mytest2-0004), Project ID (NRF-000671-00), Deviation type (Exceptional cases), Deviation ID, Deviation status (Draft), Original project start date (25-Jun-2019), Original project end date (24-Aug-2023), Revised project end date, Date of submission, and Date of approval / rejection. Below the table is the 'Undertaking by requestor' section. It contains a declaration, a 'Name of requestor' field (NCS PST PI 1), a 'Date of acknowledgement' field (03/04/2020), an 'Acknowledgement' radio button (Yes is selected), and a 'Comments' text area. At the bottom, there's an 'Action Trail' section with 'Back' and 'Submit' buttons. Green arrows with numbers 1, 2, and 3 point to the 'Expand All Sections' link, the 'Comments' text area, and the 'Submit' button respectively.

- 1 Expand *Undertaking* by *Requestor* section
- 2 Select Yes radio button for acknowledgement and add comment
- 3 Click Submit button to submit deviation to ORE, system will display a success info message

Role
access:



PI / ORE

The screenshot shows an 'Information' dialog box with a blue header and a close button (X). The main content area displays the message 'Successfully created.' Below the message is an 'OK' button with a checkmark icon.

Data Segregation

Data Segregation - 1

In Projects List and Project Overview page, ORE views all projects and deviations which have been submitted under his/her Institution.

[Home](#) > [Projects](#) > [Project Overview](#)

Projects Expand All Sections

Title of research project	NRF-AWARD-POTRN0621		
Name of lead/team PI	NRF PO TRN Principal Investigator 58	Original project start date	01-Jan-2019
Award number	NRF-AWARD-POTRN0621	Original project end date	10-Jul-2020
Project ID	NRF-000901-00	Revised project end date	
Project stage	In progress	Date of project activation	08-Jan-2020

[Submit deviation request](#)

Project overview

Progress reports

Deviation requests

1 - 3 of 3 matching results found

« < 1 > »

Project ID	Deviation ID	Type of deviation	Date of submission	Date of approval / rejection	Status
NRF-000901-01	N/A	Virement of funds			Draft
NRF-000901-00	NRFDV-000000471	Project duration / time	09-Jan-2020	09-Jan-2020	Rejected by DOR
NRF-000901-00	NRFDV-000000472	Project duration / time	09-Jan-2020	09-Jan-2020	Rejected by DOR

Fund requisitions

1

Project ID/sub-project ID is a unique number generated by system for each PI who manages project budget/information. Each deviation is related to its respective Project ID.

To Note

After selecting a project, expand the various sections to view the project information or transactions which were submitted under the ORE's Institution

1

Action Trails - 1

System displays comments and the date of submission on Action trails section. Users may use this section as exchange of feedbacks, instructions, or clarifications.

The screenshot displays the NCS system interface. At the top is a navigation bar with links: Dashboard, Grants, Proposals, Projects, Deviations, Review, and Advanced Search. The user is logged in as 'NCS PST PI 1 (PI)'. The breadcrumb trail shows 'Home > Projects > Deviations > Deviation Overview'. The 'Deviation Overview' section contains a table with the following details:

Title of research project			
Institution	NUS	Original project start date	10-Feb-2020
Award number	NRF-DOR-0001	Original project end date	09-Feb-2021
Project ID	NRF-000930-02	Revised project end date	30-Apr-2020
Deviation type	Virement of funds	Date of submission	12-Mar-2020
Deviation ID	NRFDV-000000532	Date of approval / rejection	12-Mar-2020
Deviation status	Approved		

An 'Actions' button is located to the right of the deviation details. Below this is the 'Action Trail' section, which shows '1 - 3 of 3 matching results found'. It includes a table with the following data:

Date	Submitted by	Comments
12-Mar-2020	NCS PST DOR 1	Endorse
12-Mar-2020	NCS PST ORE 1	Verify
12-Mar-2020	NCS PST PI 1	Submit

At the bottom of the interface is a 'Download Deviation' button.

Download Deviation

Download Deviation

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

To access the deviation, do either the following:

1a: Click **Projects** > **View Projects**, select the project ID and expand the *Deviation request* section. Select the Deviation ID hyperlink;

or
1b: Click **Deviations** > View **Deviations**, select the project ID and expand the *Deviation request* section. Select the Deviation ID hyperlink

The screenshot displays the system's navigation menu and the 'View Projects' page. The navigation menu includes Dashboard, Grants, Proposals, Projects, Deviations, Review, and Advanced Search. The 'Projects' menu item is highlighted, and the 'View Projects' page is open. The page shows the breadcrumb 'Home > Projects > Project Overview' and a 'Submit deviation request' button. The 'Project overview' section is expanded, showing details for 'CR44 Project 4'. The 'Deviation requests' section is also expanded, showing a table of deviation requests. The table has 6 columns: Project ID, Deviation ID, Type of deviation, Date of submission, Date of approval / rejection, and Status. The table contains 3 rows of data, with the first row being a draft and the other two being approved and submitted.

1a View Projects

1b Submit Deviation Request
View Draft Deviations
View Deviations

Home > Projects > Project Overview

Projects Expand All Sections

Title of research project	CR44 Project 4	Original project start date	01-Oct-2019
Name of lead/team PI	NRF PST P11	Original project end date	16-Apr-2020
Award number	CR44 Project 4	Revised project end date	31-May-2021
Project ID	NRF-000913-00	Date of project activation	15-Jan-2020
Project stage	In progress		

Submit deviation request

Project overview

Progress reports

Deviation requests

1 - 3 of 3 matching results found

Project ID	Deviation ID	Type of deviation	Date of submission	Date of approval / rejection	Status
NRF-000913-00	N/A	Change in project scope			Draft
NRF-000913-00	NRFDV-000000493	Deviation research team	04-Feb-2020	04-Feb-2020	Approved
NRF-000913-00	NRFDV-000000523	Deviation research team	12-Feb-2020	12-Feb-2020	Submitted to PM

Fund requisitions

Download Deviation

2

In *Deviation Overview* page, click on *Action > Download Deviation* button and system will display notification that the package will be ready in ± 30 minutes

To Note

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

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

Home > Projects > Deviations > Deviation Overview

Deviation Overview

Expand All Sections

Title of research project	CR44 Project 4	Original project start date	01-Oct-2019
Institution	NUS	Original project end date	16-Apr-2020
Award number	CR44 Project 4	Revised project end date	31-May-2021
Project ID	NRF-000913-00	Date of submission	12-Feb-2020
Deviation type	Deviation research team	Date of approval / rejection	12-Feb-2020
Deviation ID	NRFDV-000000523		
Deviation status	Submitted to PM		

Actions ▾

View deviation details

Download Deviation

Action Trail

Message

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

OK ✓

12-Feb-2020 NRF PST P11

Download Deviation

2

2

Download Deviation

3

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

Home > Projects > Deviations > Deviation Overview

Deviation Overview

Expand All Sections

Title of research project

CR44 Project 4

Institution

NUS

Award number

CR44 Project 4

Project ID

NRF-000913-00

Deviation type

Deviation research team

Deviation ID

NRFDV-000000523

Deviation status

Submitted to PM

Original project start date

01-Oct-2019

Original project end date

16-Apr-2020

Revised project end date

31-May-2021

Date of submission

12-Feb-2020

Date of approval / rejection

12-Feb-2020

Action Trail

1 - 3 of 3 matching results found

Date	Submitted by	Comments
12-Feb-2020	NRF PST DOR 1	
12-Feb-2020	NRF PST ORE 1	
12-Feb-2020	NRF PST PI1	

Download Deviation

Download Deviation

Download All

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

File name	Size/Status	Actions	Check all
<div><div>NRFDV-000000536.zip</div><div>16-Mar-2020 02:07 PM</div></div>	5.58 KB		

3

3

