Deviation Training PI

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	A deviation which has status not "Approved" or not "Rejected" or not "Rejected by DOR" under the same Award ID. Below are the Deviation Status which are catered as outstanding: a. Pending ORE verification b. Pending DOR endorsement c. Pending resubmission d. Submitted to PM e. Supported f. Pending AI ORE verification g. Pending AI DOR endorsement h. Pending Lead PI endorsement i. Pending Lead ORE verification j. Pending Lead DOR endorsement k. Pending new HI ORE verification l. Pending new HI DOR endorsement m. Pending workflow submission n. In progress

Definitions, Acronyms and Abbreviations

Sl. No	Abbreviation / Acronyms	Status
13	Outstanding fund request	A Fund request which has status not "Approved pending payment" and not yet generating FR invoice journal under the same Award ID. Below are the Fund Request Status which are catered as outstanding: a. Pending HI HR input b. Pending resubmission c. Pending PI input d. Pending review e. HI finance clarification f. Pending PM review g. Supported h. PI clarification i. Pending workflow submission j. In progress

Learning Objectives

In this session, you will learn :

In this module you will learn how to

1. Login and access dashboard
2. Deviation overview
3. Requesting different types of Deviation
4. Re-submitting a Deviation
5. Endorsing a Deviation
6. Download Deviation
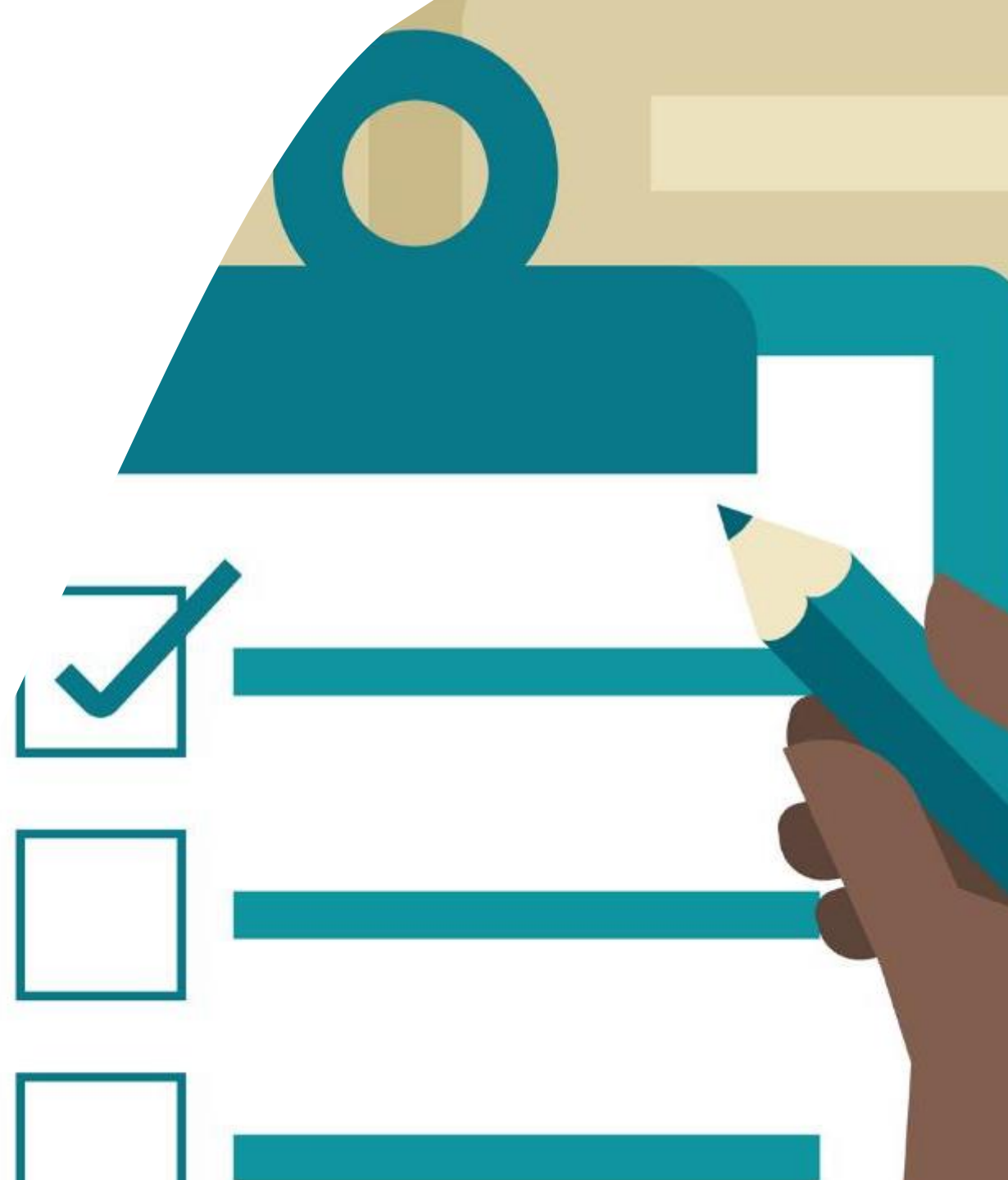
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Login in IGMS

Logging in IGMS
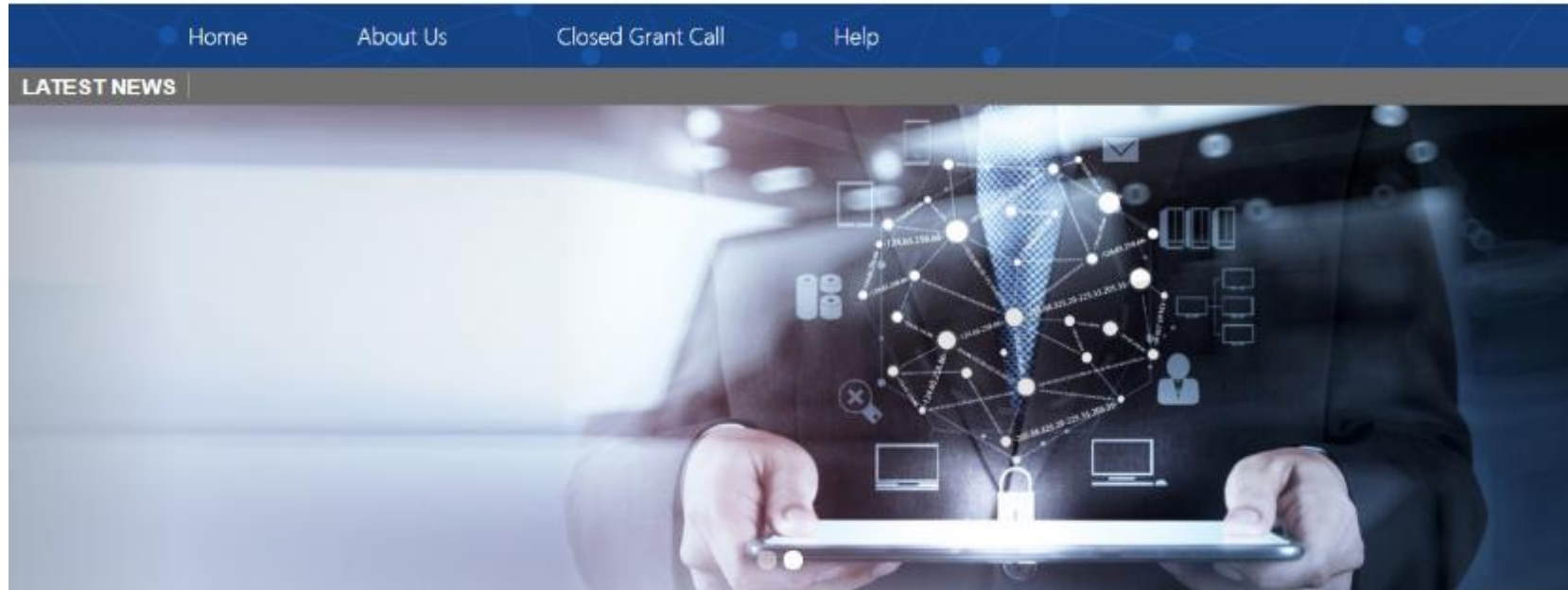
Logging in IGMS

Host Institution Users

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

2

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
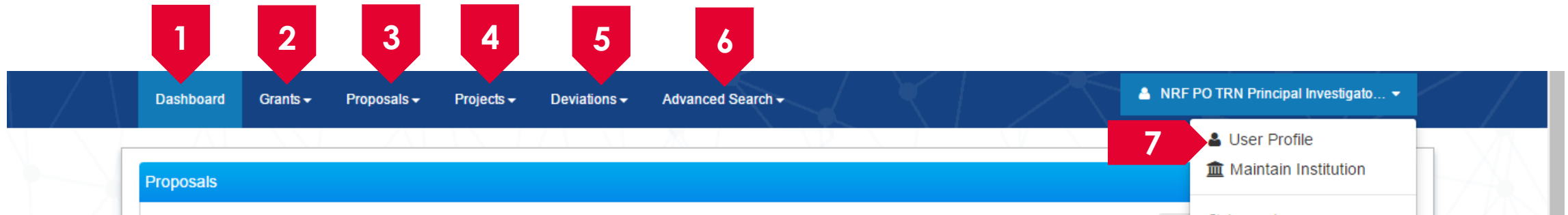
1 Dashboard: Displays the items pending user's actions

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

1 **Proposals**: Displays the dashboard for all proposals (pre-award) action items.
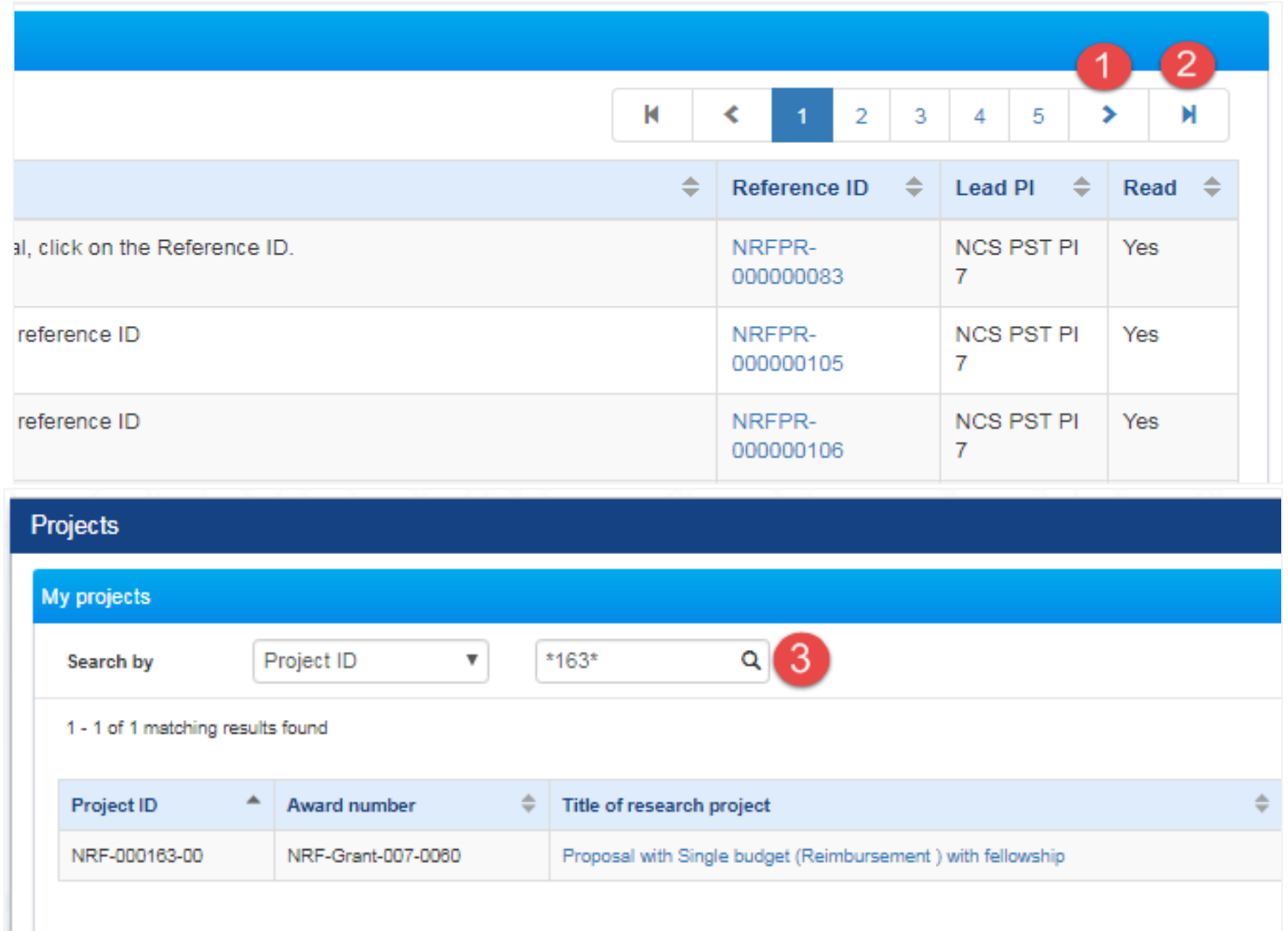
2 **Projects**: Displays the awarded projects (post-award) action items.

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)

		⇕	Reference ID	⇕	Lead PI	⇕	Read	⇕
al, click on the Reference ID.			NRFPR-000000083		NCS PST PI 7		Yes	
reference ID			NRFPR-000000105		NCS PST PI 7		Yes	
reference ID			NRFPR-000000106		NCS PST PI 7		Yes	

Projects

My projects

Search by: Project ID ▼   *163* 🔍 **3**

1 - 1 of 1 matching results found

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

Deviation Type and Resubmission

- Change in project scope
- Change in project duration
- Change of research team
- Change in institution
- Change in AI
- Virement of funds
- Trim project budgets
- Change in supplemental funding for human capital
- Exceptional Cases
- Deviation resubmission

Deviation Overview

Deviation Overview - 1

1

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

Deviation Overview - 2

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 rule](#) 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

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.

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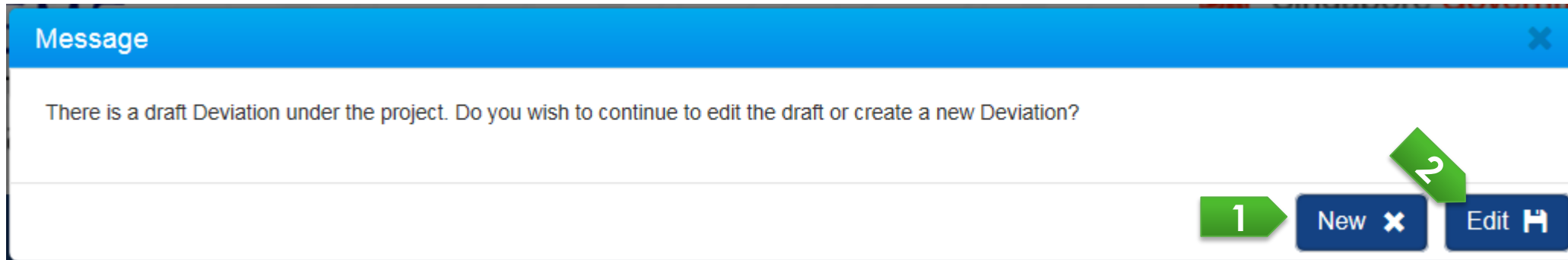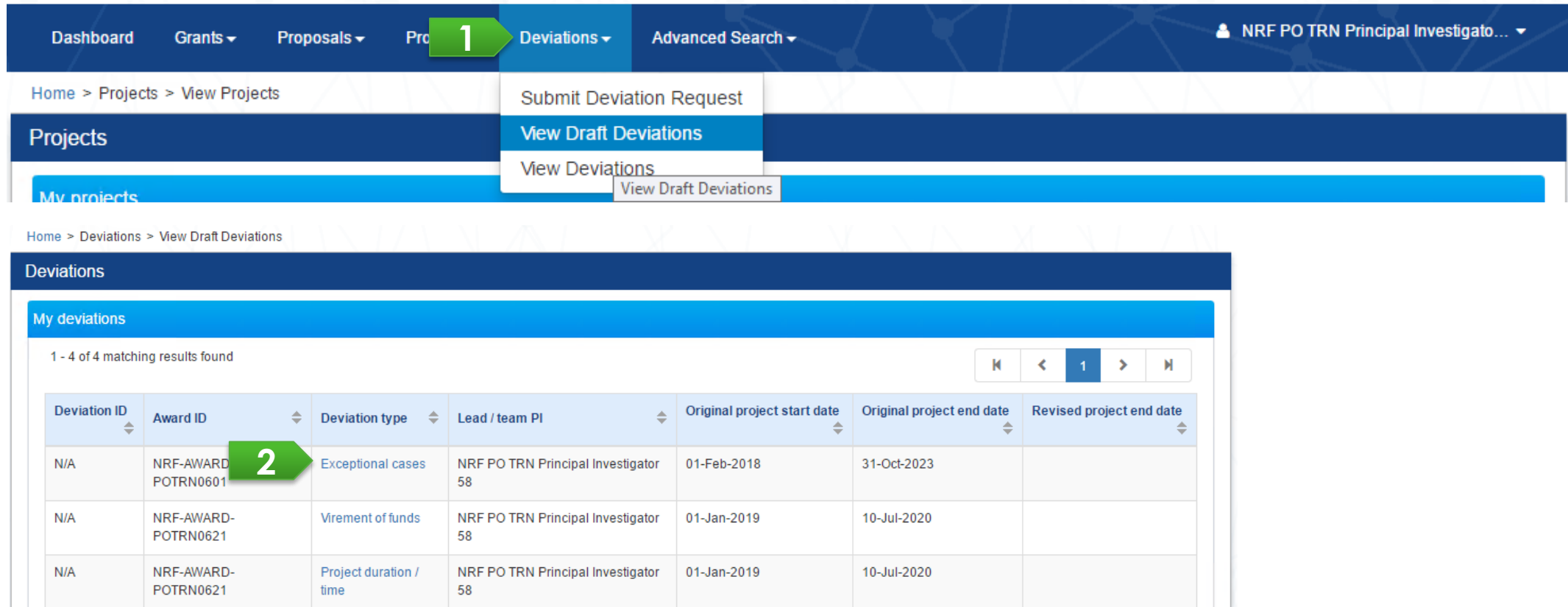
1 Click on the New button to overwrite draft data upon creation of a new deviation

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.

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	☐ 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

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.

To Note 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.

User can filter deviations by its status through the following steps:
a. Click on "*Search by status*".
b. Select one of statuses
c. Click on magnifying glass button
System will display all deviations with the selected status.

Data Segregation

Data Segregation - 1

In Project Overview page, Lead PI views all deviations which have been submitted under the Project / Award ID.

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

Activate Windows
Go to System in Control Panel to activate W

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

Single Budget Project: There is only 1 project managed by the Lead PI. Only the Lead PI can view all project transactions.
Multiple Budget Projects: The sub-projects are individually managed by the Lead PI and his/her Team PIs. The Lead PI can view all transactions of the sub-projects. The Team PI, however, can view his/her own sub-project transactions.

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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

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.

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

> **Error** ✕
>
> 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.
>
> **OK ✔**

2

> **Error** ✕
>
> 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.
>
> **OK ✔**

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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

Change in project scope - 1

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

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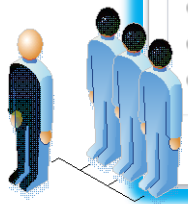
Change in project scope - 2

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

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)

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

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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).

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.

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 - 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

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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

To Note

Milestone Status:
1. "Not applicable" means the milestone is removed
2. "Not started"
3. "In progress"
4. "Achieved"
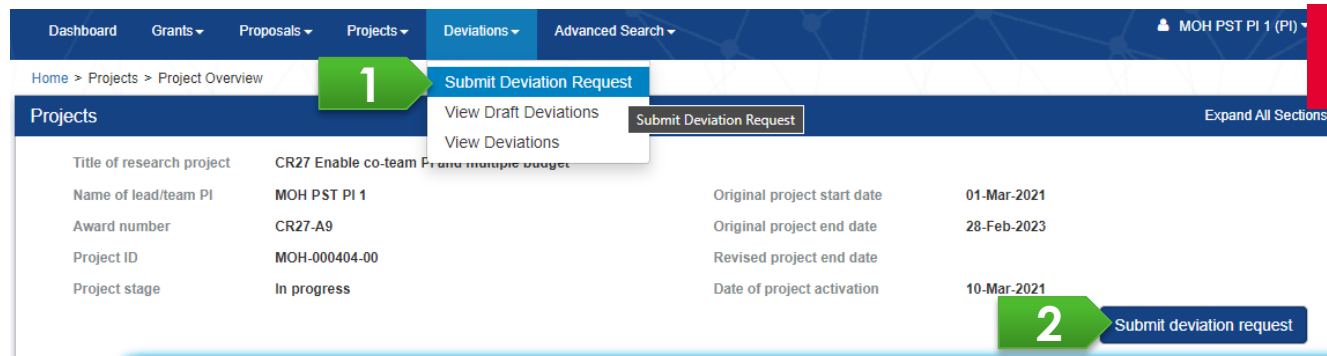
Change in project scope - 8

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.

Progress Report Apr 17 - Mar 18 sent reminder to PI	Progress Report Apr 17 - Mar 18 reached Submission Due Date	Deviation requested and approved	Progress Report Apr 17 - Mar 18 and the next period(s) after are updated
1 Jan 2018	31 Mar 2018	1 Apr 2018	The outstanding ~ the next progress report(s)

Change in Research Team- 1

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

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

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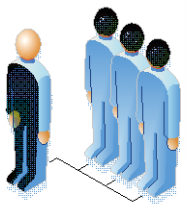
Change in Research Team - 2

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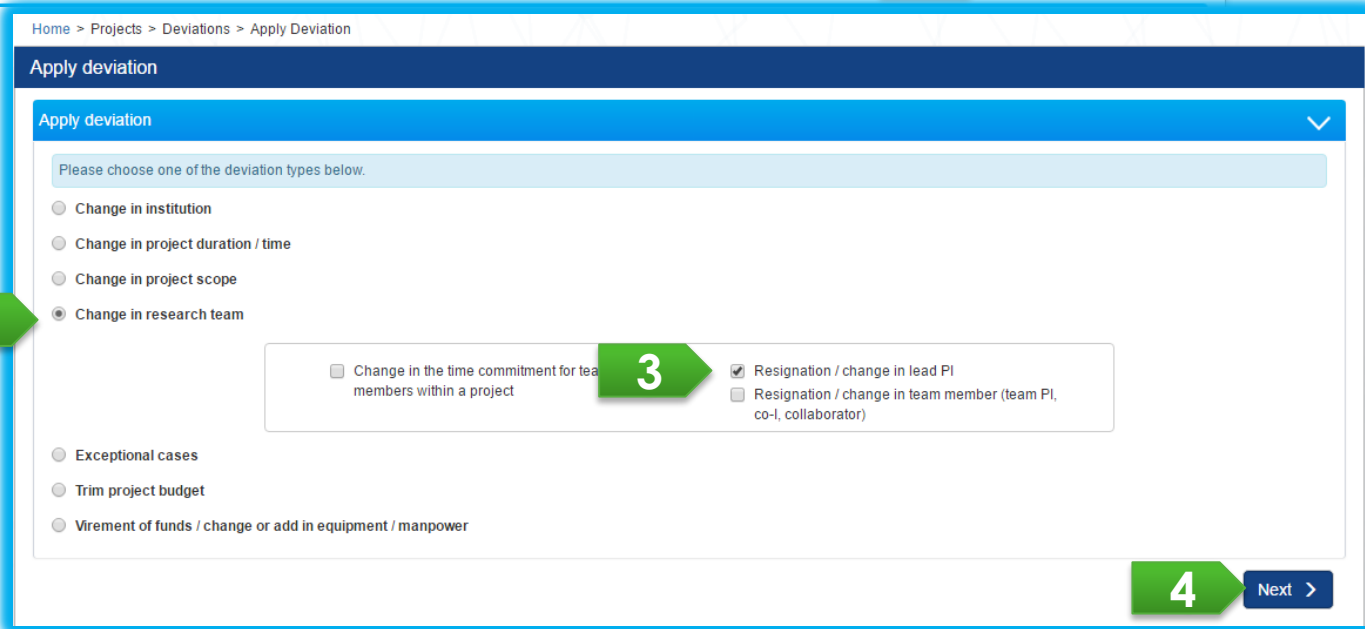
Title of research project	CR27 Enable co-team PI and multiple budget		
Institution	Alexandra Hospital (JurongHealth)	Original project start date	01-Mar-2021
Award number	CR27-A9	Original project end date	28-Feb-2023
Project ID	MOH-000404-00	Revised project end date	
Deviation type	Deviation research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

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.

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Change in Research Team - 4

- 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

- 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

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.

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

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* 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 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

To Note

Prerequisite :
- Project should 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)
- No other outstanding Change in AI under the same Award ID

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:
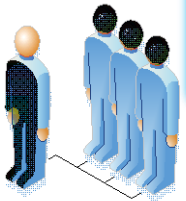
Lead PI / ORE

Change in Academic Institution - 2

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

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

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 access:

Lead PI / ORE   Team PI

Virement of funds - 2

To Note

Virement of funds covers below type of changes:
- Virement / budget transfer
- Add / change of line item

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

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

Role access

Lead PI / ORE   Team PI

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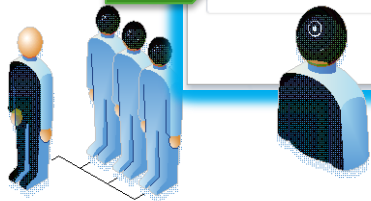
Virement of funds - 3

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

To Note

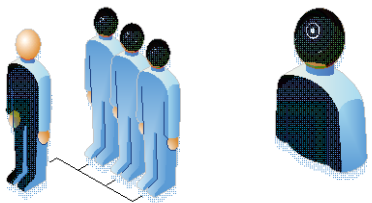In a multi-budget project, PI should choose a project which determines the source of money to vire-from

1 Click on a respective radio button

2 Click on the Next button

Role access:

Lead PI / ORE   Team PI

Virement of funds - 4

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 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.

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Virement of funds - 5

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.

Virement of funds - 6

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:

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

(refers to the Cumulative virement section for more detail)

Virement of funds - 7

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 (with status "Approved pending payment"). In case of advancement, disbursement includes commitment amount

Virement of funds - 8

Vote	Latest approved budget (S$)	Disbursement	Outstanding Claim	Budget balance (S$)	Amount to vire (S$)	Revised amount (S$)
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

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.

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.

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

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Virement of funds - 11

User adds a new line item by clicking on 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.

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 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.

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:

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

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 (S$)	Cumulative Virement Request (S$)	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:
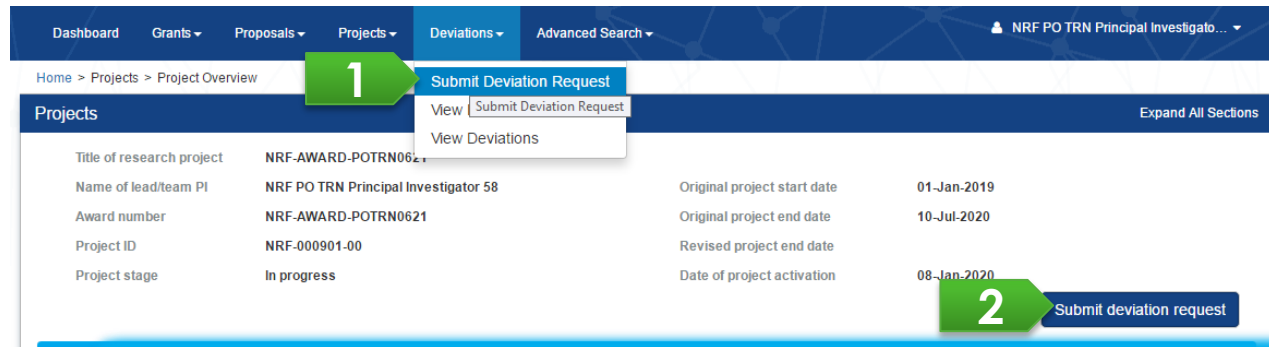
Total direct cost sub-project -01 = $600.00

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 (S$)	Cumulative Virement Request (S$)	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

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 section)
- 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

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Budget Trim - 2

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*
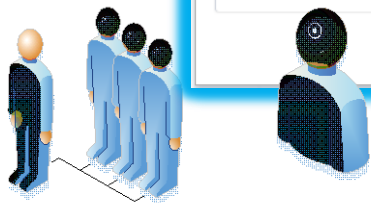
Role access:

Lead PI / ORE   Team PI

Budget Trim - 3

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 — *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	Cumulative virement to date ($)	0.0000
Lead PI/Team PI	P94	Cumulative virement to date (%)	0
Co Funding %	70.00	Remaining amount to vire (S$)	300.00

1 - 8 of 8 matching results found

Vote	Latest approved budget (S$)	Disbursement	Outstanding Claim	Budget balance (S$)	Amount to vire (S$)	Revised amount (S$)
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					

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

7 — Input a negative amount to reduce the budget of 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.

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.

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.

	Latest approved budget
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)).

Change in project duration/Time(Extension)- 1

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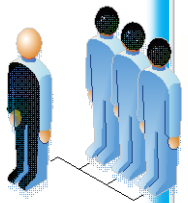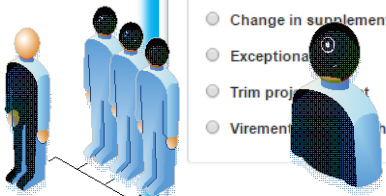
1 Click on Submit deviation request button then select a *Project ID* to which a deviation will be requested

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*

Role access:

Lead PI / ORE

Change in project duration/Time(Extension)- 2

User can extend the project end time.

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

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)

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*

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Change in project duration/Time(Termination)- 2

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

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

Click on the Next button to go to the next page

Change in Institution - 1

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)

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

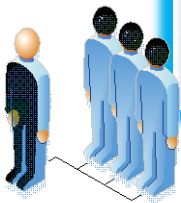**2** Click on the Submit deviation request button

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

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

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.
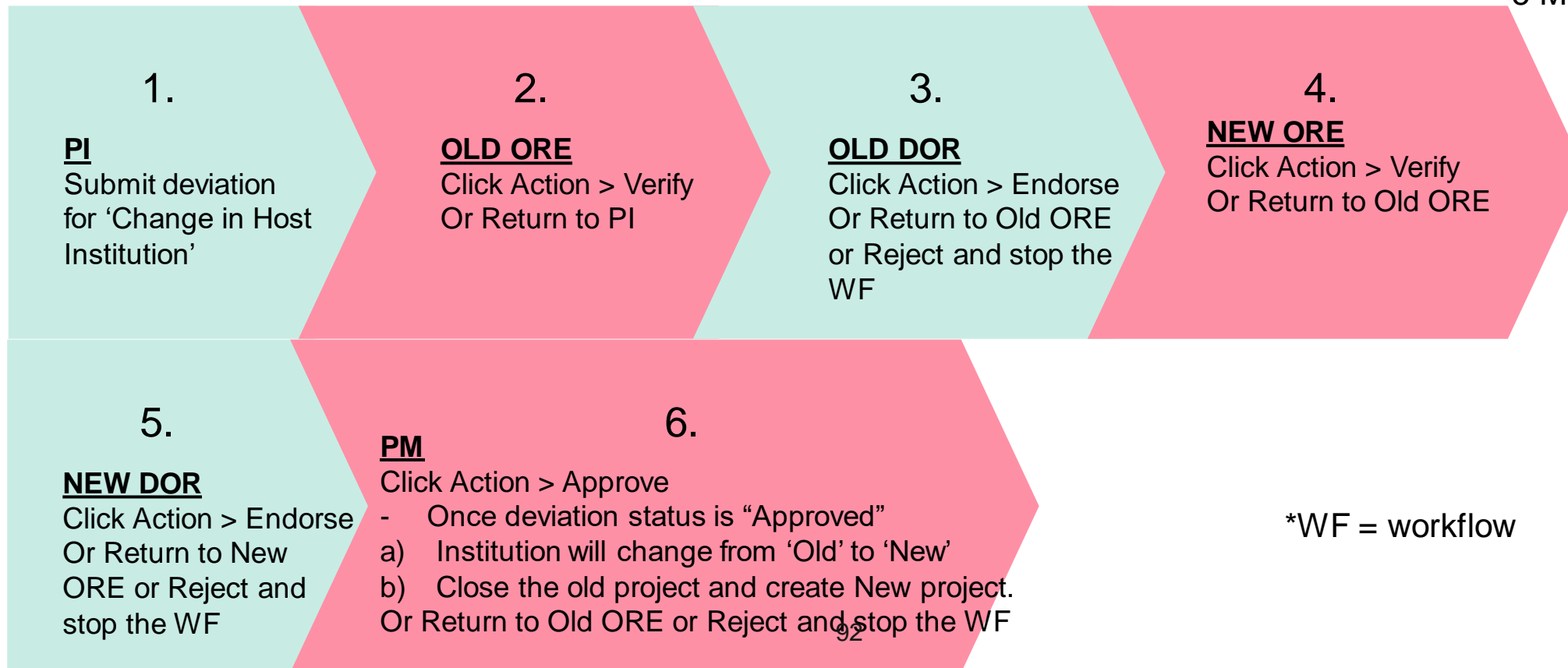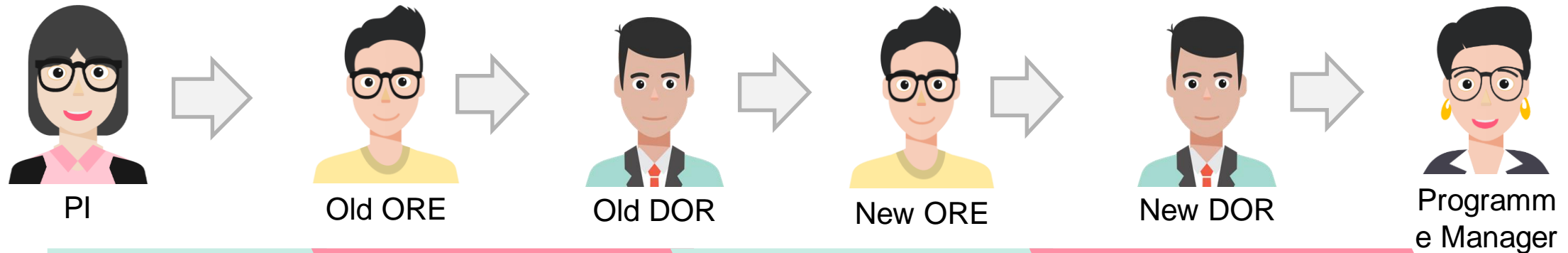

1 A new sub-project (with a different prefix, e.g. project ID-02) under the new Institution will be generated. Once it is set as "In progress", the PI will be able to access it.

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
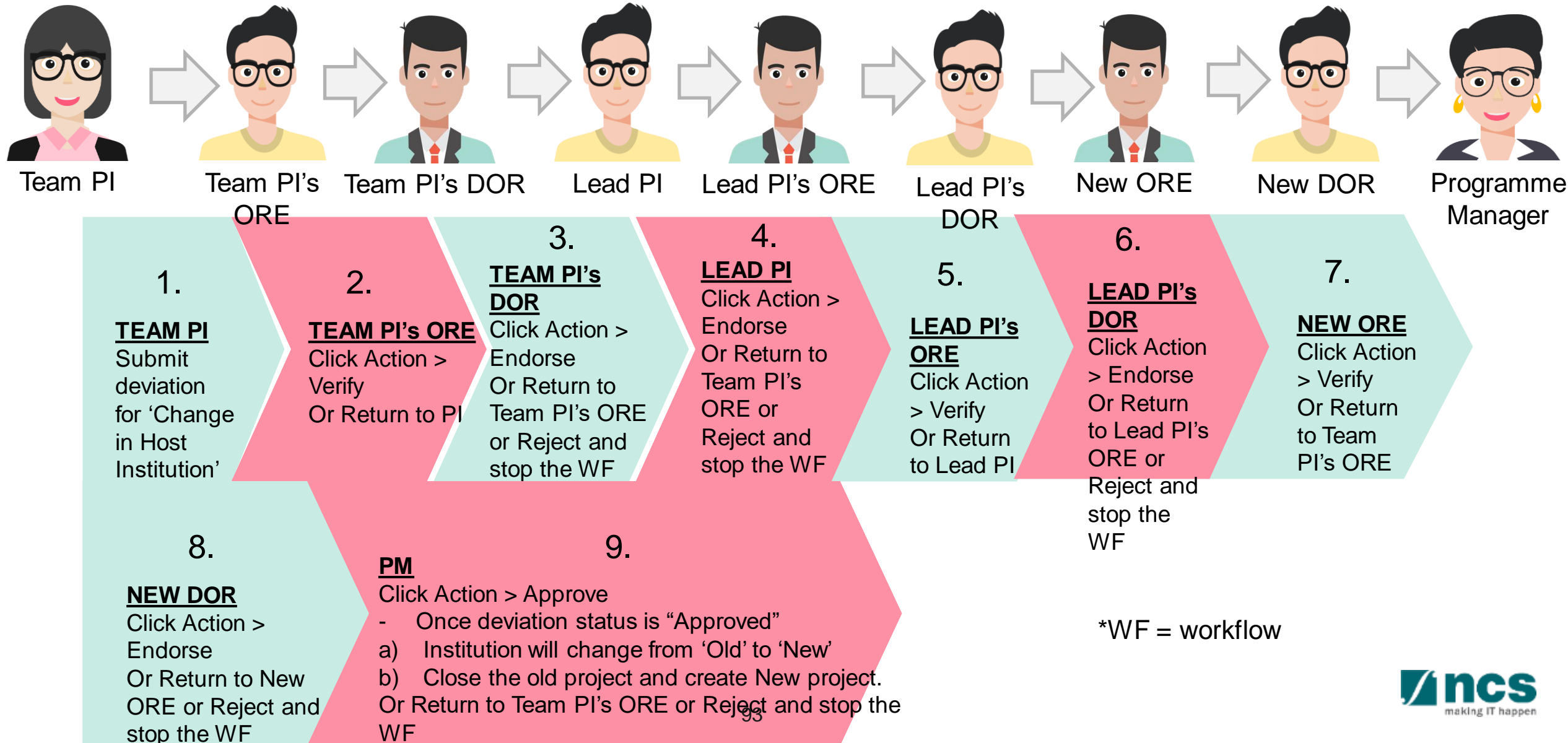- No outstanding progress report from the main project

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.
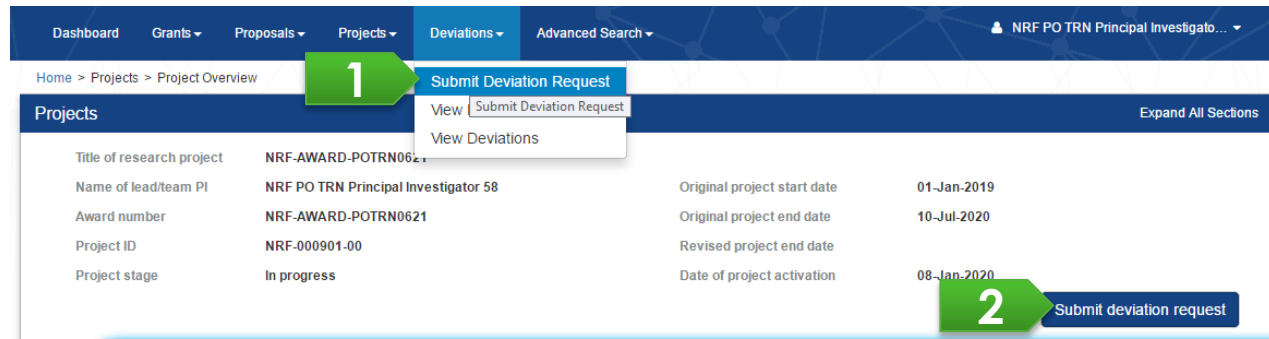
Change in Host Institution Workflow by Lead PI

PI → Old ORE → Old DOR → New ORE → New DOR → Programme Manager

1.

PI
Submit deviation for 'Change in Host Institution'

2.

OLD ORE
Click Action > Verify
Or Return to PI

3.

OLD DOR
Click Action > Endorse
Or Return to Old ORE
or Reject and stop the WF

4.

NEW ORE
Click Action > Verify
Or Return to Old ORE

5.

NEW DOR
Click Action > Endorse
Or Return to New ORE or Reject and stop the WF

6.

PM
Click Action > Approve
-    Once deviation status is "Approved"
a)   Institution will change from 'Old' to 'New'
b)   Close the old project and create New project.
Or Return to Old ORE or Reject and stop the WF

*WF = workflow

Change in Host Institution Workflow by Team PI

Team PI → Team PI's ORE → Team PI's DOR → Lead PI → Lead PI's ORE → Lead PI's DOR → New ORE → New DOR → Programme Manager

1.

TEAM PI
Submit deviation for 'Change in Host Institution'

2.

TEAM PI's ORE
Click Action > Verify
Or Return to PI

3.

TEAM PI's DOR
Click Action > Endorse
Or Return to Team PI's ORE or Reject and stop the WF

4.

LEAD PI
Click Action > Endorse
Or Return to Team PI's ORE or Reject and stop the WF

5.

LEAD PI's ORE
Click Action > Verify
Or Return to Lead PI

6.

LEAD PI's DOR
Click Action > Endorse
Or Return to Lead PI's ORE or Reject and stop the WF

7.

NEW ORE
Click Action > Verify
Or Return to Team PI's ORE

8.

NEW DOR
Click Action > Endorse
Or Return to New ORE or Reject and stop the WF

9.

PM
Click Action > Approve
- Once deviation status is "Approved"
a) Institution will change from 'Old' to 'New'
b) Close the old project and create New project.
Or Return to Team PI's ORE or Reject and stop the WF

*WF = workflow

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Exceptional Cases- 1

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)

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.

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

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.
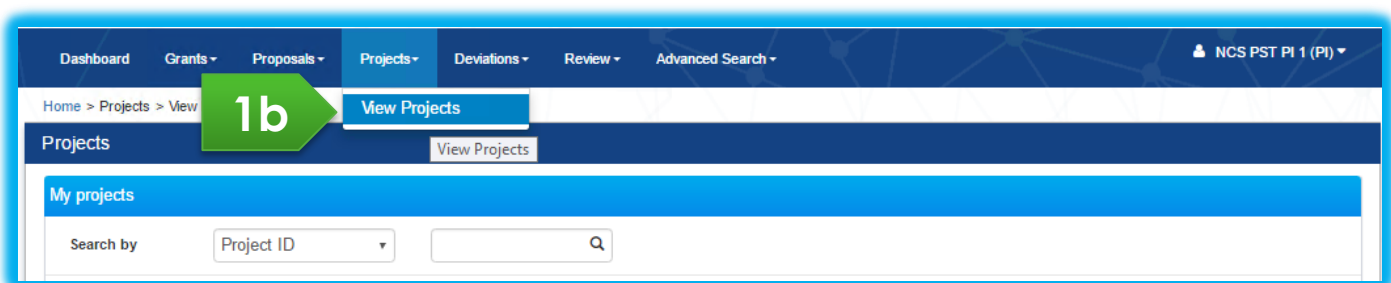
1b User can also view deviations of a project by navigating to Projects / View projects

2b Select a project and click on its Title of research project hyperlink, to navigate to the Project Overview page

Role access:

ORE

Deviation resubmission (through Project Overview)- 3

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

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

Deviation resubmission - 4

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

1 User can update information which has been submitted

2 Click Next button until switch to "Undertaking" page.

Role access:
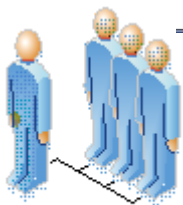
PI / ORE

Deviation resubmission - 5

User resubmits deviation for ORE's verification.

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

To Note

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

Role access:

PI / ORE

Deviation endorsement

Workflow of "Pending lead PI endorsement" deviation - 1

After DOR endorses a deviation which is submitted by a team PI (e.g. virement, budget trim, change in institution, and project termination), system will route the deviation and notify the Lead PI for endorsement.

Workflow of "Pending lead PI endorsement" deviation - 2

Lead PI can find the notification through *Dashboard/Projects*.

Workflow of "Pending lead PI endorsement" deviation - 4

Navigate through navigation panel to open details of deviation. Lastly, open Undertaking page by clicking on the *Undertaking* breadcrumb.

Workflow of "Pending lead PI endorsement" deviation - 5

User should acknowledge before submitting any action by selecting "Yes" radio button under *Endorsement by Lead PI* section.

To Note

Lead PI can either:-
- Endorse by clicking on *Endorse* button then system will update deviation status to be "*Pending lead ORE verification*" and notify ORE of lead PI through email and dashboard notification
- Return by clicking on *Return* button then system will notify ORE of requestor
- Reject by clicking on *Reject* button then system will update document status to be "Rejected" and stop the workflow approval
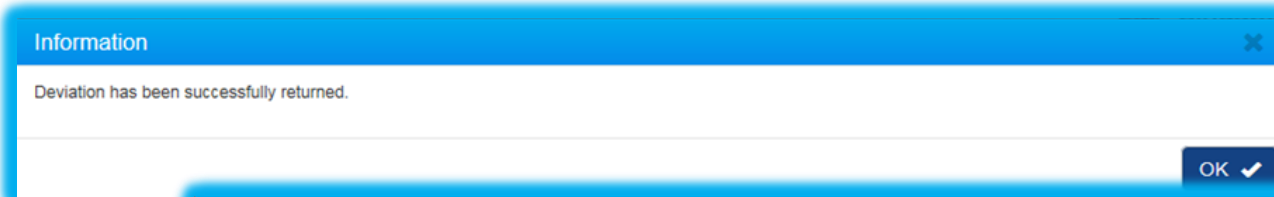
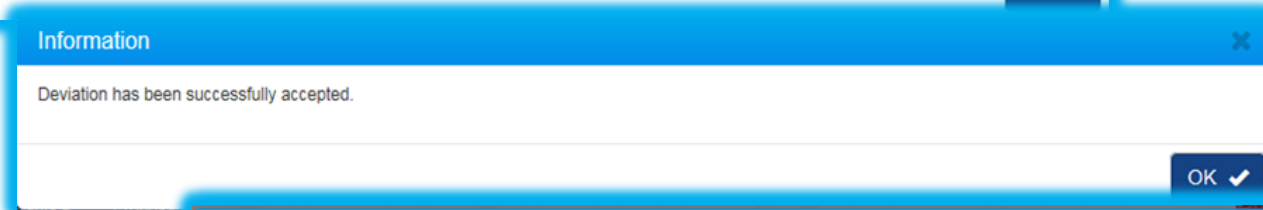# Workflow of "Pending Lead PI endorsement" deviation - 6

System displays a confirmation for endorsing, rejecting, or returning a deviation. After user successfully endorses, returns, or rejects system will displays an info message.
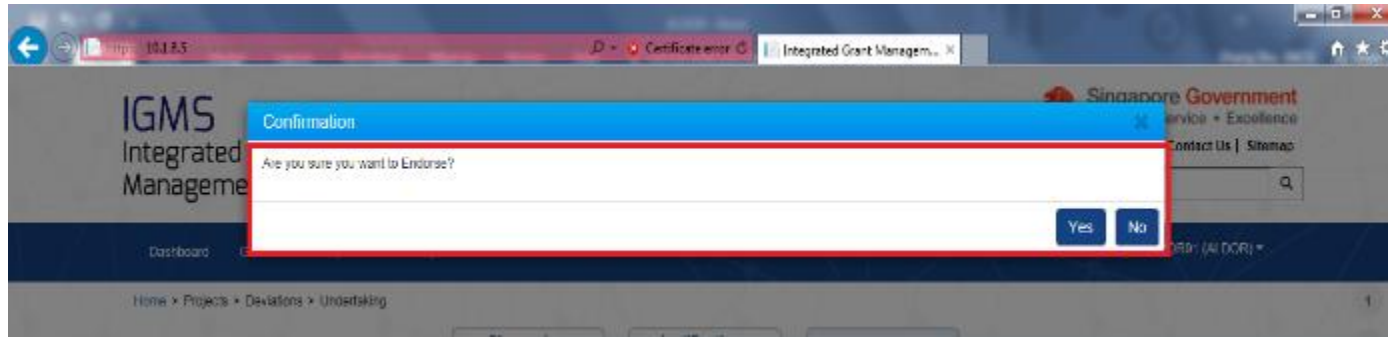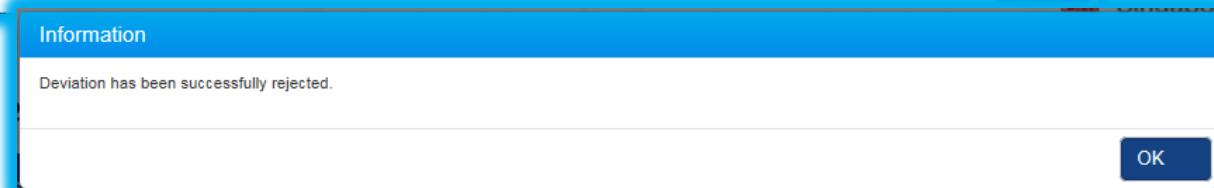

I.e. the info message for return action

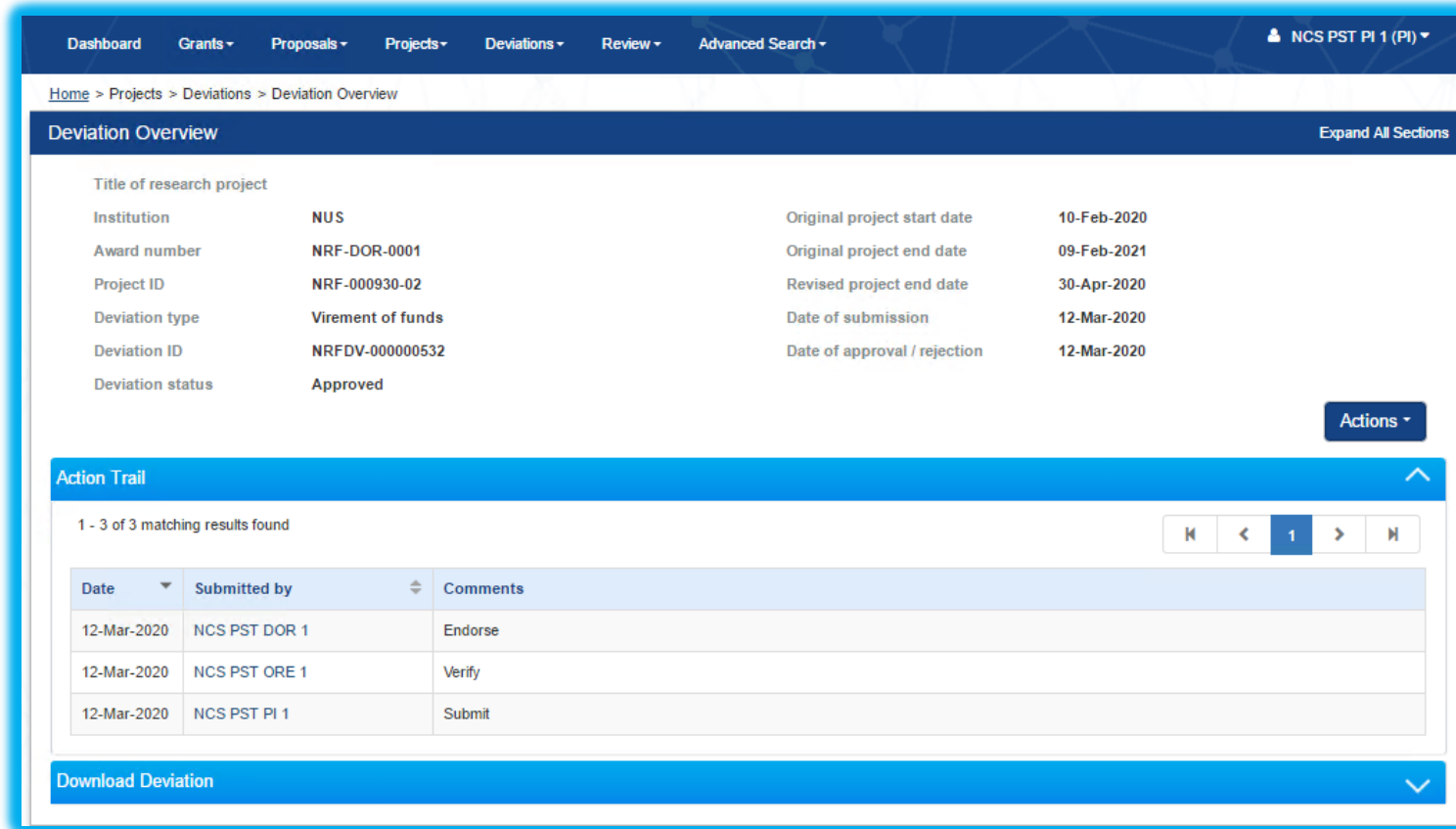I.e. the info message for accept/approve action

I.e. the info message for reject action

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.

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

Dashboard	Grants ▾	Proposals ▾	Projects ▾	Deviations ▾	Review ▾	Advanced Search ▾

1a   View Projects

Dashboard	Grants ▾	Proposals ▾	Projects ▾	Deviations ▾	Advanced Search ▾

Home > Deviations > View Deviations   **1b**

Deviations
- 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 PI1	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

⏮ ◀ **1** ▶ ⏭

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:
a. Deviation printout (in excel format)
b. Deviation's attachment(s)
c. The package will contain the latest information as of the time of placing the download

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