

IGMS Pointers for Host Institution Users

Contents

- Registration and Login
 - Registering a company on IGMS
 - HI Admin functions
 - Login Routes
- General
 - Wildcard Search Feature
 - Latest Updates
 - Latest News Banner
- Authorising of ORCID
- Access to Proposals/Projects
- Assigning a Data Admin
- Proposal Submission
 - DOR Endorsement
 - Indicating Indirect Costs/Co-Funding levels
 - Key Performance Indicators
- Progress Reports
 - Overview of Progress Report Submission
 - Download Progress Report
 - Final Progress Report Submission and Debarment
- Deviation Requests
 - Overview of Deviation Submission
 - Download Deviation
- Fund Requisitions
 - Understanding Fund Requisition Statuses
 - Overview of FR submission
 - Download Fund Requisition

Registration and Login

Registering a company on IGMS

- All companies must be registered on IGMS as an Institution before users can register in IGMS under their respective companies (For Host Institution Users login).
- This would apply to the companies of Lead PI, Team PI, Co-Team PI and Co-I.
- Please contact the Programme Manager in charge of the grant call user is applying for to create the Institution record, if your company is not found on IGMS.

HI Admin functions

- Every Institution registered on IGMS needs a HI Admin to manage the users and their access on IGMS.
- The HI Admin can assign ORE/DOR/Hi Finance/Hi HR/Data Admin roles for others in the company. These roles are necessary to complete workflows in IGMS at various stages.
- Do note that the PI, ORE and DOR roles cannot be held by the same individual for the same proposal.
- Do note that the HI Admin role cannot access and apply for grant calls. User requires a PI role for this.
- Should the HI Admin require an **additional** role (e.g. PI role), he should “**add**” a new row for himself, instead of changing the role of the existing row.
- Please refer to the *Host Institution Administrators Training Manual* for more detailed guidance on the functions.

Login Routes

- There are 3 login routes in IGMS
 - Host Institution Users
 - If you are **representing your company**
 - For PIs, OREs, DORs, HI Finance, HI HR, HI Admin, Data Admin roles
 - Individual Users
 - If you are transacting in an **individual** capacity
 - E.g. NRF Fellowship applicant
 - Reviewers
 - Singapore-based reviewers
 - Overseas-based reviewers

Login Routes

- 3 login routes in IGMS
- Choose the appropriate option based on your role

Please choose one of the options below. It will direct you to the login type based on your choice.



Host Institution Users

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



Individual Users

- Singapore-based Applicants
- Overseas-based Applicants
Eg. NRF Fellowship Applicants

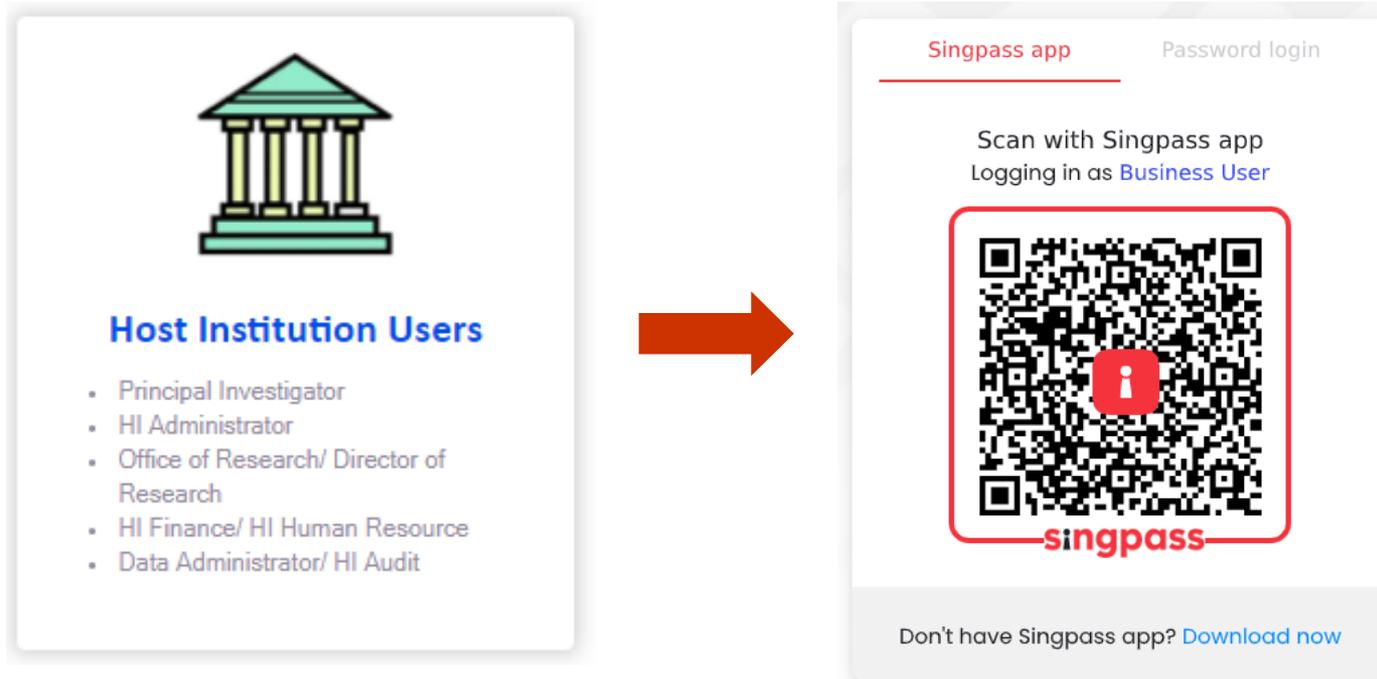


Reviewers

- Singapore-based Reviewers
- Overseas-based Reviewers

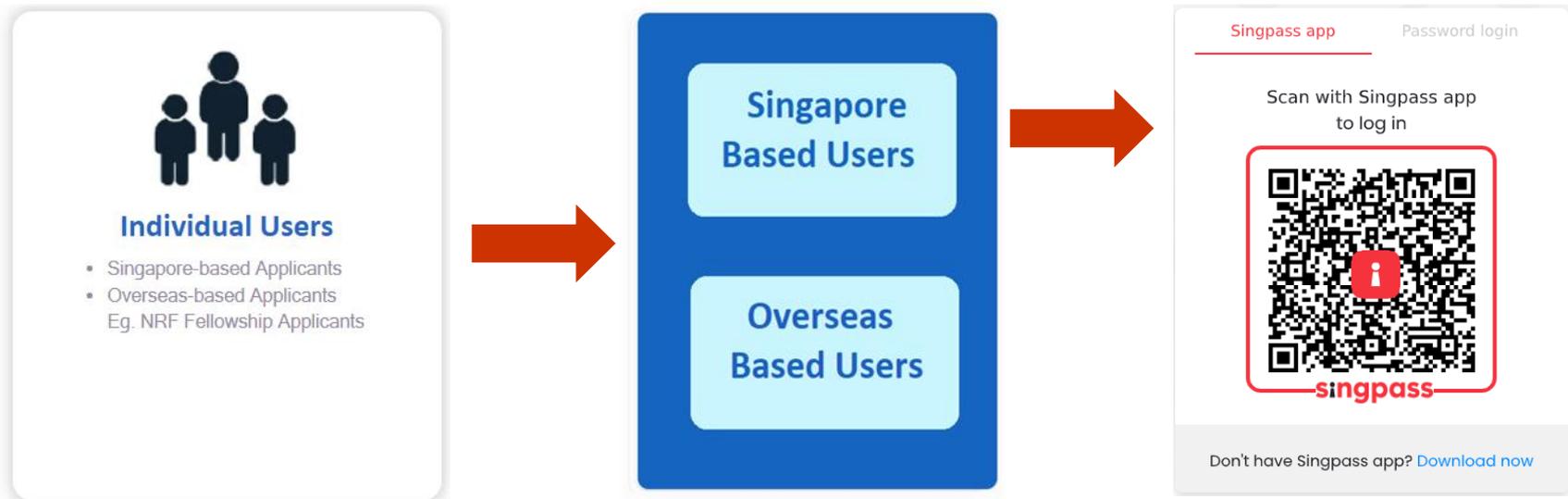
Login Routes

- Host Institution Users
 - This route will lead to the **Login for Business User**
 - Sign in using your Singpass



Login Routes

- Individual Users
 - Under this option, choose either
 - Singapore Based Users; or
 - Overseas Based Users
 - If you choose to login as **Singapore Based Users**, you will be directed to **“Login in with Singpass”**



Login Routes

- Individual Users
 - If you choose to login as **Overseas Based Users**, you will be directed to “**For Overseas User without Singpass**”



Individual Users

- Singapore-based Applicants
- Overseas-based Applicants
Eg. NRF Fellowship Applicants



Singapore
Based Users

Overseas
Based Users



For overseas users without Singpass



Please enter user name.



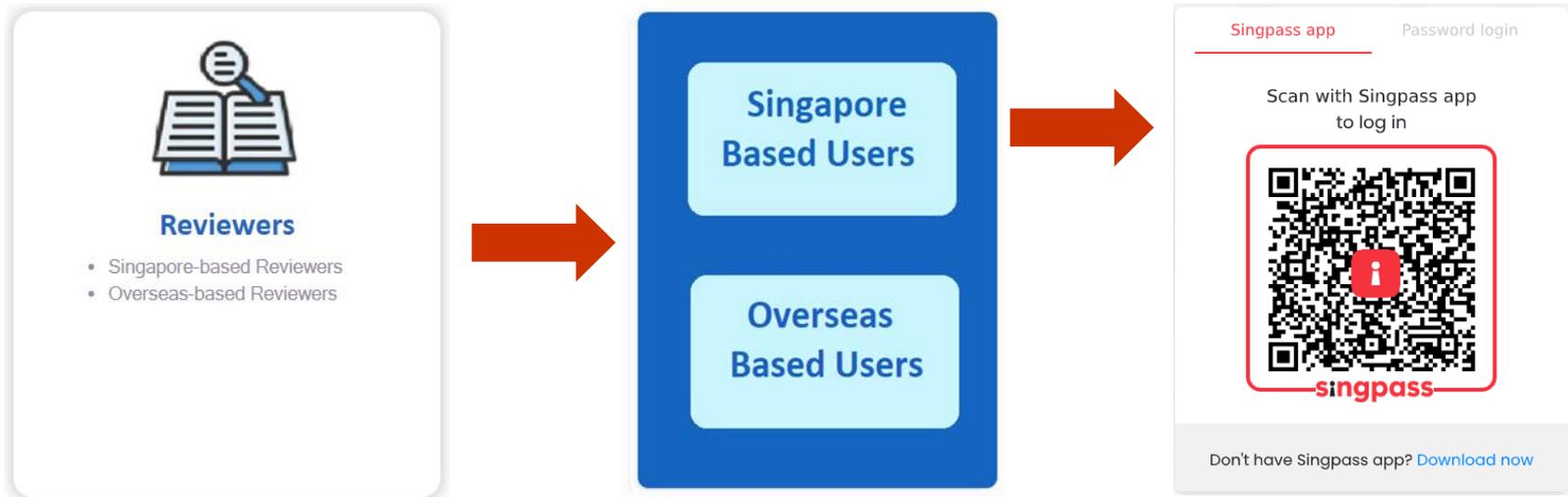
Please enter password.

Enter

[Reset password](#) [Register](#) [Forgot your password?](#)

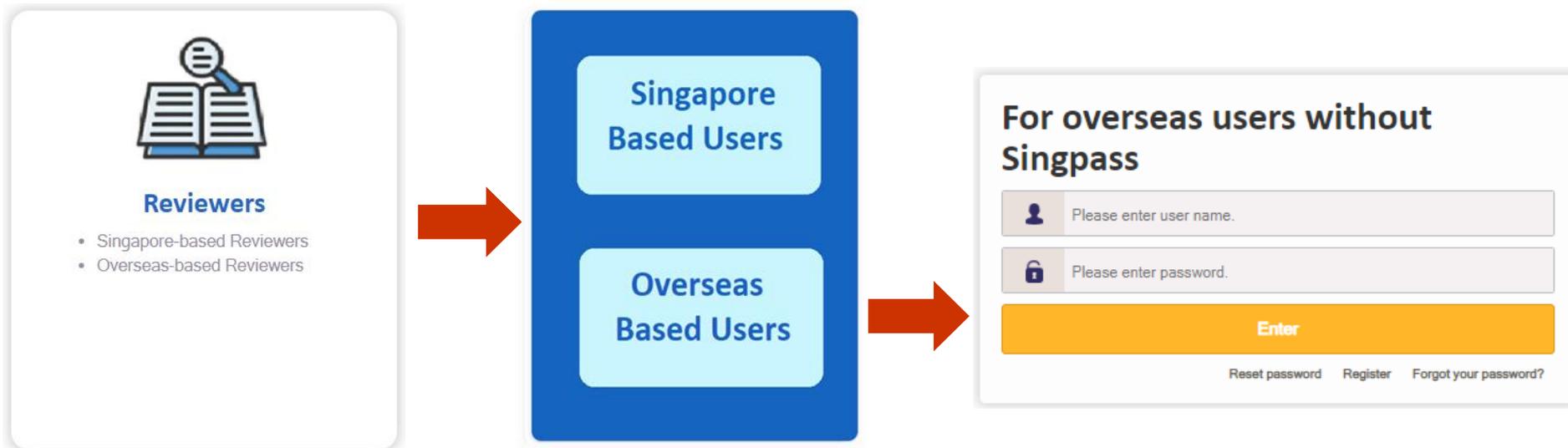
Login Routes

- Reviewers
 - Under this option, choose either
 - Singapore Based Users; or
 - Overseas Based Users
 - If you choose to login as **Singapore Based Users**, you will be directed to **“Login in with Singpass”**



Login Routes

- Reviewers
 - If you choose to login as **Overseas Based Users**, you will be directed to “**For Overseas User without Singpass**”



General

Wildcard Search Feature

- Users can search for items in IGMS forms using wildcard search (i.e. *xxx*).

The screenshot displays the IGMS search interface. At the top, a dark blue navigation bar contains links for Dashboard, Grants, Proposals, Projects, Deviations, and Advanced Search. Below this, a breadcrumb trail reads 'Home > Projects > View Projects'. A dark blue header for the 'Projects' section is followed by a blue bar labeled 'My projects'. The search area features a 'Search by' dropdown set to 'Project ID' and a search input field containing '*403*' with a magnifying glass icon. A red box highlights the search input field. Below the search bar, it indicates '1 - 1 of 1 matching results found'. A table with three columns is shown: 'Project ID', 'Award number', and 'Title of research project'. The table contains one row with the following data:

Project ID	Award number	Title of research project
ASTR-000403-00	GCC-ASTR-AAWARD1	Exploration and Utilization of the Third Dimension of Integrated Circuits

Latest Updates

- The 'Latest Updates' section in IGMS contains updates regarding new features, new user manuals and any other relevant updates.
- Users should refer to this section regularly for new updates.

Login

LOGIN

Subscribe

Subscribe here to know more about upcoming grant calls.

Latest Updates >

05 Apr 2023 :: Monthly reminder email on final FR submission due dates

A monthly reminder email to HI finance to submit final FRs by the deadlines will be sent by the system on the first of every month, flagging out the Final FRs due for the next 2 months.

Open Opportunities

Search

1-5 of 7 matching results found

<< 1 2 >>

Show 5

Grant Call Name	Managing Organisation	Opening Date	Closing Date
Open Fund-Large Collaborative Grant (OF-LCG) May 2023 Grant Call	Ministry Of Health	1-May-2023	9-Jun-2023
Low-Energy Seawater Desalination Solutions	National Research Foundation	4-Apr-2023	30-May-2023
Population Health Research Grant (PHRG) Thematic Category Grant Call	Ministry Of Health	1-Feb-2023	31-May-2023
Cities of Tomorrow R&D Programme RIE2025 (H1 - Urban Environment Analytics and Complexity Science) Grant Call Project 1: Comparative Study of Housing Typologies for Seniors	National Research Foundation	18-Apr-2023	19-Jun-2023
Seed Fund for returned NMRC Fellows - Jan 2023	Ministry Of Health	3-Jan-2023	30-Jun-2023

Upcoming Opportunities

Search

No Record Found.

Latest News Banner

- The 'Latest News' banner in IGMS contains updates regarding system maintenance downtime periods.
- Users should refer to this section regularly for new updates.

IGMS
Integrated Grant
Management System



[Feedback](#) [Contact Us](#) [Sitemap](#)

Search... 

[Home](#)

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[Awarded Projects](#)

[Closed Grant Calls](#)

[Help](#)

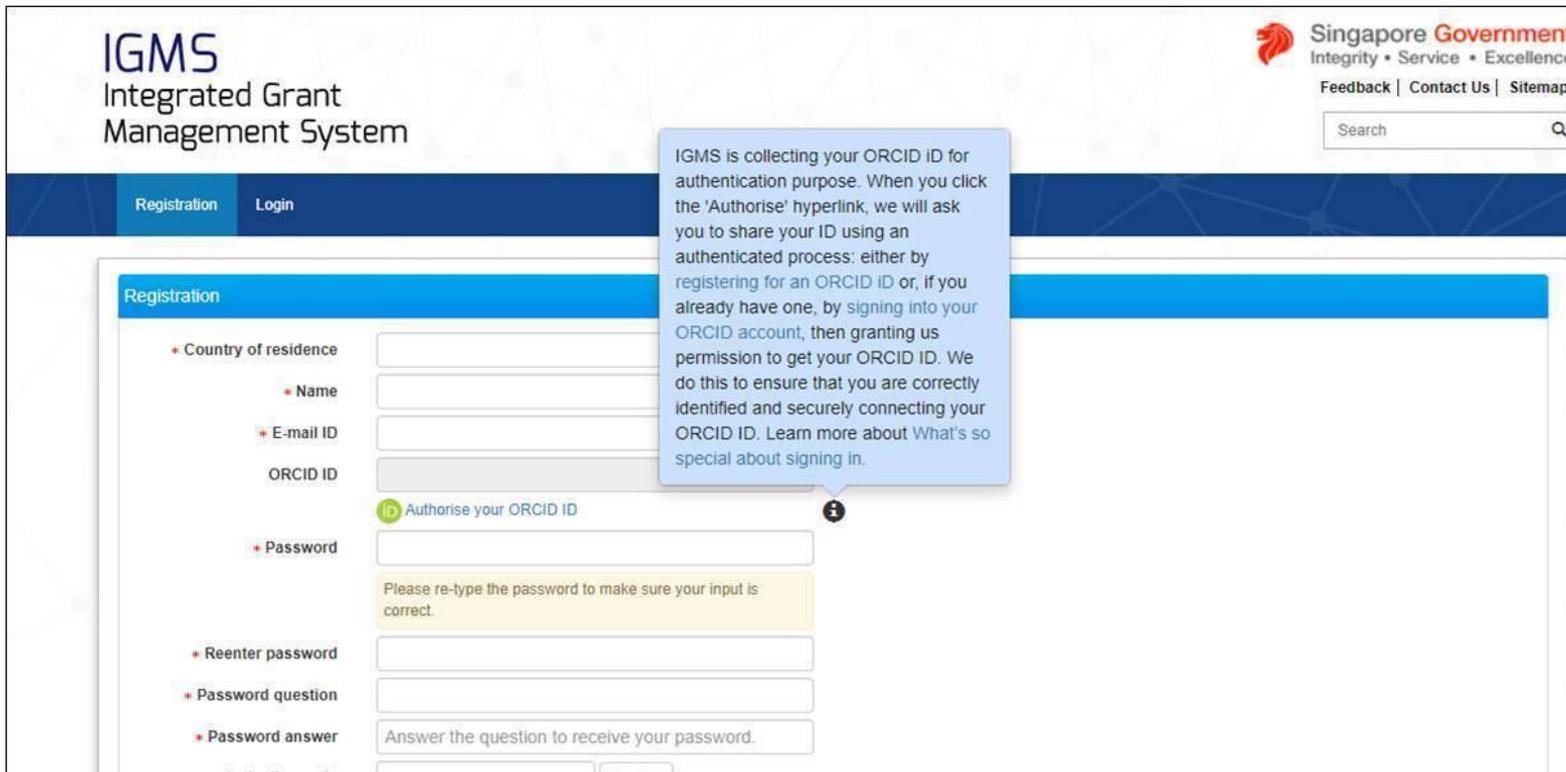
LATEST NEWS

IGMS will be undergoing scheduled maintenance from 12 May 2023 (Fri) 6 pm to 13 May 2023 (Sat) 6 am and will not be available during this period.

Authorising of ORCID

Authorising of ORCID

- ORCID is a mandatory field for all users with PI role at the User Profile Page.
- At Registration page and user profile page: Link to “Authorise your ORCID ID”.
- User will be re-directed to the ORCID website to authorise their ORCID
 - By signing in to their ORCID account (for those who have one) or
 - By registering for an ORCID (for those who don't have one)



The screenshot shows the IGMS (Integrated Grant Management System) Registration page. The page header includes the IGMS logo and the Singapore Government logo with the tagline 'Integrity • Service • Excellence'. A search bar is visible in the top right corner. The main content area is titled 'Registration' and contains a form with the following fields: Country of residence, Name, E-mail ID, ORCID ID, Password, Reenter password, Password question, and Password answer. The ORCID ID field is highlighted in grey. Below the ORCID ID field, there is a button labeled 'id Authorise your ORCID ID' with an information icon. A tooltip box is overlaid on the page, explaining that IGMS is collecting the ORCID ID for authentication purposes and that users can either register for an ORCID ID or sign in to an existing account to grant permission. A yellow warning message is displayed below the password field, stating 'Please re-type the password to make sure your input is correct.'

Authorising of ORCID

- If the user has not authorised the ORCID ID, IGMS will prompt the user to do so, with a pop-up message, when he/she logs in to IGMS subsequently.

The screenshot displays the IGMS (Integrated Management System) dashboard. A blue pop-up message box is centered on the screen, containing the following text: "Message Please click the button to authenticate your ORCID ID via the ORCID website. Upon clicking, you will be re-directed to the website. Please sign in with your ORCID account or register for ORCID to complete the authentication process." Below the message is a blue button labeled "Authenticate Now". The background shows the IGMS interface with a navigation bar, a search bar, and two data tables labeled "Proposals" and "Projects". Both tables show "0 - 0 of 0 matching results found" and have columns for "Date", "Subject", "Reference ID", and "Read". The top right corner of the dashboard features the Singapore Government logo and the text "Service • Excellence", along with links for "Contact Us" and "Sitemap". The user's name "Tester1 (PI)" is visible in the top right corner.

Authorising of ORCID

- If users do not authorise their ORCID, the outcomes (according to the roles described below) are:
 - Lead PI: He/she **will not be able** to apply for grants.
 - Team PIs: The Lead PI **will not be able** to add them as team members until they have authorised their ORCID.

Access to Proposals/Projects

Access to Proposals/Projects

- Only the Lead PI of a proposal can view, edit and submit proposals on IGMS.
- Lead PI can assign the Data Admin role to other users to edit proposals/progress reports. Refer to next section for more details.
- For Projects in progress, the Lead PI can view the info and transactions of all projects under the Award ID.
- For multiple budget projects, the respective Team PIs, can view the info and transactions of their own sub-projects only.
- For detailed info about project tracking and access, refer to the *Project Tracking Mgmt (All Research Portal User) Training Manual*.

Assigning a Data Admin

Assigning a Data Admin

Data Admin Roles and Responsibilities:

- Data Admin (DA) is a person appointed by the Lead PI to assist in the filling-up and completion of proposal/progress report sections.
- DA can only access draft proposals and proposal with status: pending resubmission
- DA can only access Progress Reports with status of Pending Submission or Pending Resubmission.
- DA cannot submit the proposal/progress report to the grantor. Lead PI will have to do so.
- DA will click Inform Lead PI when he/she has completed the edits.

Assigning a Data Admin

Data Admin Prerequisites for Proposal Submission:

- The Data Admin must register for a user account in IGMS.
- The HI Admin must assign the Data Admin role to the user account.
- A Data Admin must be assigned by Lead PI to the grant call
- The PI can only assign a Data Admin to a grant call after he has started a Draft Proposal for that grant call.
- For proposals returned back to PI in “Pending Resubmission” status, the Lead PI must click on the link for the item in the dashboard before the Data Admin can start to edit the proposal.
- Refer to *Potential Applicants Training Manual* for detailed guidance on assigning a Data Admin to a grant call.

Assigning a Data Admin

Data Admin Prerequisites for Progress Report Submission:

- The Data Admin must register for a user account in IGMS.
- The HI Admin must assign the Data Admin role to the user account.
- The Data Admin must be assigned by the Lead PI to the Project
- The Data Admin can only access Progress Reports with status of Pending Submission or Pending Resubmission.
- For progress reports returned back to PI in Pending Resubmission status, the PI must click on the link for the item in the dashboard before the Data Admin can start to edit the progress report.
- Once a deviation for change in Lead PI or change in HI is approved, the access of the existing Data Admin will be removed.
- Refer to *Progress Report-Submission (Lead PI) Training Manual* for detailed guidance on assigning a Data Admin to a project.

Proposal Submission

DOR Endorsement

- Upon proposal submission in IGMS by the PI and verification by the ORE, the Director of Research (DOR) is to endorse the proposal by the **stipulated grant call deadline**.
- Currently, the IGMS notifications for DOR endorsement are generated on a **batch job mode**, whereby the notifications for endorsement are sent to the DOR at **12 midnight every day**.
- This means that some grant calls may have already closed earlier in the day, by the time the DOR receives these notifications.
- Thus, it is recommended for the respective OREs to **promptly inform the respective DORs separately** to endorse the necessary proposals on IGMS in a timely manner, in order to meet the respective grant call deadlines. In general, OREs should try to advise the PIs to submit their proposals early and to avoid any 'last minute' submissions.

Indicating Indirect Costs/Co-Funding levels

- If there are other institutions involved, which require budget and may qualify for **different levels of Indirect Costs and Co-funding**, add them as Team PIs in the Research Team section, so that they can have separate budgets and claims can be made correctly. *Note: This is only applicable if the Grant Call setup allows for “multiple budgets”. Please check back with the Programme Manager in charge for more details.*
- In the Budget Summary section, the IDC and IPC % are defaulted by backend settings. If different levels of IDC are required, the PM will amend them at **Scrubbing stage**.
- At the Scrubbing Stage, if the Institution is not entitled for 100% co-funding, enter the reduced total cost at the votes/line items.
- During FR submission, system will auto-calculate the expense amount based on the Institution's co-funding percentage.
- Please check with the Programme Manager in-charge for further clarifications on this.

Key Performance Indicators (KPIs)

- At proposal submission stage, users are not able to edit the KPIs
- KPI targets can be edited as necessary at the Scrubbing stage, once PM initiates scrubbing.

Progress Reports

Overview of Progress Report Submission

- Navigate to Projects > View Projects. Search for the Project ID and click on the Title of the Research Project
- Progress Reports pending submission will be found in the Progress Reports tab
- Click on the Progress Report ID to submit the report.

Projects Expand All Sections

Title of research project	KMO_NON_PO_TEST2	Original project start date	01-Feb-2021
Name of lead/team PI	GCC NRF PI 2	Original project end date	30-Apr-2025
Award number	KMO_NON_PO_TEST2	Revised project end date	
Project ID	NRF-001335-00	Date of project activation	06-Apr-2021
Project stage	In progress		

[Submit deviation request](#)

Project overview ▼

Progress reports ▲

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

1 - 1 of 1 matching results found ⏪ < 1 > ⏩

Progress report ID	Type of progress report	Reporting period	Due date	Submitted date	Stage	Status
NRFPR-000007173	Annual Progress Report	01-Apr-2021 - 31-Mar-2022	31-May-2022			Pending Submission

Progress Report Download

- After a progress report is submitted, user can download the progress report package by initiating a download request.
- Note that a draft progress report cannot be downloaded.

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

Summary of Progress Expand All Sections

Hide Progress Report Details

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

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

Download Progress Report

Achievements

Final Progress Report Submission and Debarment

- The Lead PI should submit the Final Progress Report **before** the submission due date.
- The ORE should verify and the DOR should endorse the reports **before** the submission due date, as well.
- PIs who fail to do so will be debarred from applying for new grant calls in IGMS.

Projects								Expand All Sections
Title of research project	For testing CR2021-0019							
Name of lead/team PI	GCC NRF PI 1	Original project start date	01-Oct-2020					
Award number	CR2021-0019-01	Original project end date	30-Sep-2025					
Project ID	NRF-001426-00	Revised project end date						
Project stage	In progress	Date of project activation	30-Mar-2022					
Project overview								▼
Progress reports								▲
This shows a list of progress reports that (i) are pending submission; or (ii) have been submitted. Please select the report by clicking on the Report ID hyperlink.								
1 - 2 of 2 matching results found							⏪ < 1 > ⏩	
Progress report ID	Type of progress report	Reporting period	Due date	Submitted date	Stage	Status		
NRFPR-000007680	Annual Progress Report	01-Apr-2020 - 31-Mar-2021	31-May-2021			Pending Submission		
NRFPR-000007681	Annual Progress Report	01-Apr-2021 - 31-Mar-2022	31-May-2022			Pending Submission		

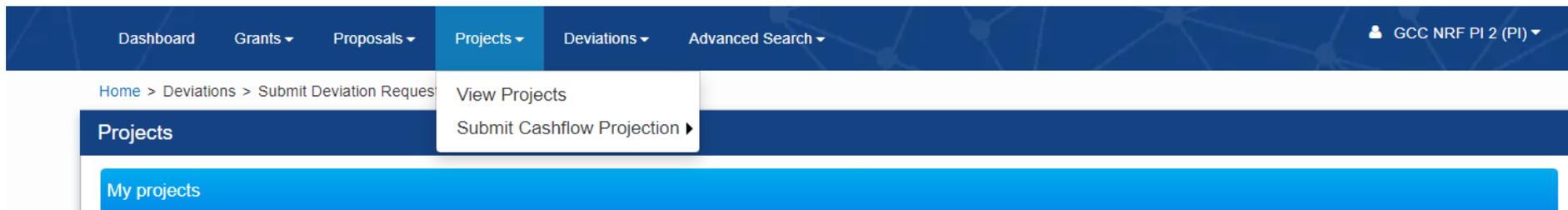
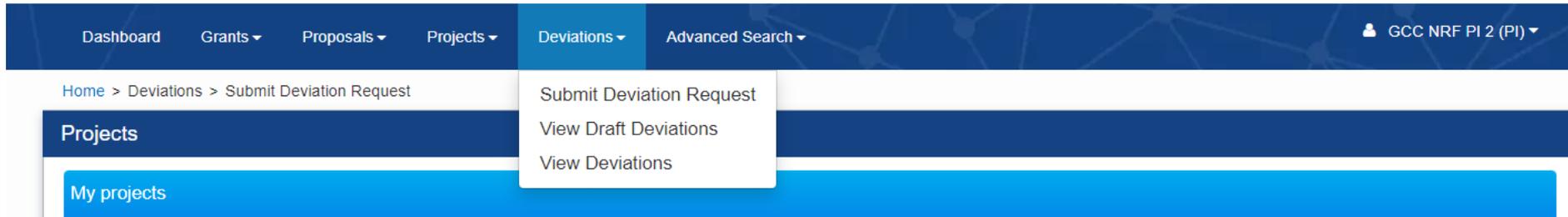
Final Progress Report Submission and Debarment

- The debarment period will be a minimum of 1 year, with an additional timeframe between the debarment start date and the date of DOR's endorsement of PI's Final Progress Report.
- If the Final Progress Report is not endorsed by the DOR, the Lead PI's account will be debarred indefinitely.
- Refer to *Progress Report Submission (PI) Training Manual* for detailed guidance on how to submit progress reports on IGMS.

Deviation Requests

Overview of Deviation Submission

- Lead PI can navigate through the following routes to submit a deviation
 - Deviations > Submit Deviation Request, or
 - Projects > View projects



Overview of Deviation Submission

- Search for the Project ID and click on the Title of the Research Project
- Click on Submit deviation request button

Dashboard Grants Proposals Projects Deviations Advanced Search GCC NRF PI 2 (PI)

Home > Projects > View Projects

Projects

My projects

Search by Project ID

1 - 7 of 7 matching results found

Project ID	Award number	Title of research project	Project start date	Project end date	Stage
MOH-000422-00	MOH-CR27-C1-0005	CIRT 0001	01-Sep-2021	31-Jul-2022	In progress

Home > Projects > Project Overview

Projects

Expand All Sections

Title of research project	CIRT 0001	Original project start date	01-Sep-2021
Name of lead/team PI	GCC NRF PI 2	Original project end date	31-Jul-2022
Award number	MOH-CR27-C1-0005	Revised project end date	
Project ID	MOH-000422-00	Date of project activation	01-Oct-2021
Project stage	In progress		

[Submit deviation request](#)

Project overview

Overview of Deviation Submission

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

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

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 ▾

Overview of Deviation Submission

- **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.
- Refer to *Deviation Training Manuals* for detailed guidance on how to submit a deviation request.

Download Deviation

- After a deviation request is submitted, user can download the deviation package by initiating a download request.
- Note that a draft deviation cannot be downloaded.

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

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 ▾

Fund Requisitions

Understanding Fund Requisition Statuses

No	Status Name	Description
1	Draft	Initial status when HI Finance creates a Fund Requisition (FR).
2	Pending Workflow Submission	FR submitted to system and waiting for workflow approval.
3	Pending HI HR Input	FR routed to HI HR to input manpower listing for the project.
4	Pending PI Input	This status is only applicable for Advancement mode. FR routed to PI to verify the claim and input projected expenses.
5	Pending Agency Finance Review	FR routed to Agency Finance (AF) to review the claim. AF is only able to amend the fundable amount at this status.
6	Pending PM Review	FR routed to PM for approval. PM is only able to amend fundable amount at this status.
7	Supported	This status is applicable if there are multilevel PMs involved.

Understanding Fund Requisition Statuses

No	Status Name	Description
8	Approved Pending Payment	Status when the PM or multilevel PMs (if any) have approved the FR. Only FRs with this status can be posted as an expense.
9	Pending Resubmission	Status when AF rejects the claim. The FR will be returned to the HI Finance for amendment. After amendment, FR will route to HI HR and PI (for Advancement) before it is submitted back to AF.
10	Pending HI Finance Clarification	Status when AF returns the FR to HI Finance. This will only allow HI Finance to send clarifications. In the event that clarification required is related to HR or manpower listing, HI Finance has to provide clarification on behalf of HI HR. HI Finance will not be able to make amendment to claim items at this status.
11	Pending PI Clarification	Status when PM returns FR to PI. This will only allow PI to send clarification. PI will not be able to make amendments at this status.

Overview of FR submission

- Navigate to Projects > Submit Claim > Click on Upload claim, to upload the csv file template

Dashboard Projects - Deviations - Advanced Search - NCS PST's HI Finances 1 (HI Finan...)

Home > Projects View Projects
Claim submission Submit Claim View Claim Upload History
Project Running Submit Cashflow Projection

These are the list of projects that are eligible to claim for the current period.

Upload Claim

1 - 10 of 470 matching results found

S/N	Project no.	Latest upload date	HI claim no.	Upload status	Fund Request status	Error details
1	ASTR-000064-01	14-May-2019	TST140519-03	Completed	None	
2	ASTR-000071-01			Pending	None	
3	ASTR-000072-01			Pending	None	
4	ASTR-000074-01			Pending	None	

Overview of FR submission

- Download the csv template, enter the HI claim no., attach the completed csv files and click Submit.

The screenshot shows the 'HI claim submission' interface. At the top, there is a dark blue header with the text 'HI claim submission'. Below this, there is a section titled 'Hide Claim Details' with an upward-pointing arrow. Underneath, the submission details are displayed: 'HI claim submission no' is 'f5017bab-5f46-4af7-9061-b503ee24e726', 'Status' is 'Draft', and 'Submission date and time' is empty. Below this is a blue header for 'HI claims upload' with a downward-pointing arrow. The main content area contains instructions: 'Please click here to download template. To upload the claim, click the 'Attach files...' button. Once completed, click the 'Start upload' button. File types allowable: csv only. The maximum size for each file is 4 MB.' Below the instructions, there is a text input field for 'Project ID' with a red circle '1' next to it. Below the input field, there is a link: 'Click here to download csv template.' Below this, there is a text input field for 'HI claim no' with a red circle '2' next to it. Below the input field, there is a red warning message: 'NOTE: The attached file(s) if any will be displayed after anti-virus scan is completed. Please wait and visit this page later.' Below the warning message, there is a blue button with a plus sign and the text '+ Attach files...' with a red circle '3' next to it. At the bottom right, there is a blue button with the text 'Submit' and a checkmark, with a red circle '4' next to it.

Overview of FR submission

- Navigate to View Claim Upload History to view the file validation results.

The screenshot shows a web application interface with a dark blue header. The header contains navigation links: Dashboard, Projects (selected), Deviations, Advanced Search, and Administration. On the right side of the header, there is a user profile icon and the text 'GCC NRF HI Finance 1 (HI Finance)'. Below the header, a breadcrumb trail reads 'Home > Projects'. A dropdown menu is open under 'Projects', listing options: View Projects, Submit Claim, View Claim Upload History (highlighted in blue), and Submit Cashflow Projection. Below the dropdown, a table is partially visible with columns for 'HI claim submission no', 'Status', and 'Draft'. The first row of the table shows a claim number '0000140-0101-4209-2600-500114404613' and a status of 'Draft'.

Overview of FR submission

- System will inform if the file upload is successful or not (in the Upload Status column)
- If the Upload status is “Failed”, the Error Details column will contain a report indicating the errors to be corrected.
- User should download this report, correct the errors and upload the claim again.

Home > Projects > View Claim Upload History

View Claim Upload History

Upload History

The purpose of this page is to allow users to navigate the history of uploaded claims. Upload status include: In Progress, Completed and Failed. To obtain the details for the failed upload, please click on the error file.

Upload Claim

1 - 2 of 2 matching results found

⏪ < 1 > ⏩

S/N	HI claim submission no.	HI claim no.	No of uploaded records	No of failed records	Submitted date & time	Upload status	Uploaded By	Error details
1	0b213008-bae9-4476-955d-706cde573671	NRF-000680-01_24Mar2022_2	0	1	24/03/2022 14:50:50	Failed	NRF PST HI Finance 1	Click here to download errors.

Overview of FR submission

- The upload status will be “Completed” if the file upload is successful and user can proceed with FR submission.

[Home](#) > [Projects](#) > [View Claim Upload History](#)

View Claim Upload History

Upload History

The purpose of this page is to allow users to navigate the history of uploaded claims. Upload status include: In Progress, Completed and Failed. To obtain the details for the failed upload, please click on the error file.

[Upload Claim](#)

31 - 36 of 36 matching results found

⏪ < 1 2 3 4 > ⏩

S/N ▲	HI claim submission no. ⚡	HI claim no.	No of uploaded records	No of failed records	Submitted date & time ⚡	Upload status	Uploaded By	Error details
31	f9b4faaa-f959-4976-ba9c-681e10ab7d3a	1424-1	2	0	25/03/2022 23:36:16	Completed	GCC NRF HI Finance 1	
32	9ea47c2f-553d-42ee-b190-108e6b73a88a	NC19-2	2	0	25/03/2022 15:29:25	Completed	GCC NRF HI Finance 1	
33	5b84061d-2443-4adf-bc17-070e45d516ee	1422-1	2	0	24/03/2022 18:49:41	Completed	GCC NRF HI Finance 1	

Overview of FR submission

- Once the file upload is successful (i.e. status is Completed), navigate to the draft Fund Requisition via the Project ID
- Click on Projects > Submit Claim > Browse the list to find the Project ID > Click on the Project ID hyperlink to access the FR to complete the submission.

The screenshot displays the website's navigation menu with 'Projects' selected. A dropdown menu is open, showing 'Submit Claim' as the active option. Below the menu, a table lists project submissions. The table has columns for S/N, Project no., Latest upload date, HI claim no., Upload status, Fund Request status, and Error details. The row for project NRF-001422-01 is highlighted with a red box, indicating it is the project of interest.

S/N	Project no.	Latest upload date	HI claim no.	Upload status	Fund Request status	Error details
201	NRF-001420-03			Pending	None	
202	NRF-001421-01			Pending	None	
203	NRF-001421-02			Pending	None	
204	NRF-001422-01	24-Mar-2022	1422-1	Completed	None	

Overview of FR submission

- Access the draft FR to edit and submit the FR. Supporting documents can also be attached in the FR Attachments section before submitting.
- Refer to the *HI Finance Training Manual* for detailed guidance on submitting FRs on IGMS.

Home > Projects > Submit Claim > Summary

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

Summary Expand All Sections

[Hide Fund Details](#)

Fund requisition ID		Project ID	NRF-001422-01
Financial quarter	FY 2022 Q1	Award number	APOC19-01
Submission date and time		Project start date	24-Mar-2022
Host institution	GCC Host Institute test	Project end date	28-Feb-2024
HI claim no	1422-1	Lead PI/Team PI	GCC NRF PI 1
Actual expenditure period from	FY 2021 <input type="text"/> Q4 <input type="text"/>		
Actual expenditure period to	FY 2021 <input type="text"/> Q4 <input type="text"/>		
Status	Draft		

[Download Fund Request](#)

- Summary
- Attachments
- Re-upload requisition details
- Action Trail

[Back](#) [Next](#)

Download Fund Requisition

- The submitted FR can be downloaded by user
- Navigate to the FR summary page via the Project ID, and click on Download Fund Request

Home > Projects > Submit Claim > Summary

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

Summary Expand All Sections

Hide Fund Details

Fund requisition ID	NRF-001982	Project ID	NRF-000807-01
Financial quarter	FY 2019 Q3	Award number	NRF-t351-0001
Submission date and time	01-Oct-2019	Project start date	01-Sep-2019
Host institution	NUS	Project end date	01-Aug-2021
HI claim no		Lead PI/Team PI	NCS PST PI 2
Status	Pending Review		

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Summary ✓
Attachments ✓
Action Trail ✓
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