



# Project Tracking Management

For All Research Portal User

# Overview of IGMS System

The IGMS system is designated for researchers, host institution administrator officers and grant managers who are involved in NRF, MOH, MOE and A\*STAR grants.

The system allows management of grants from submission of proposal till closure of the project

# Definitions, Acronyms and Abbreviations

Sl. No	Abbreviation / Acronyms	Definitions
1	PI	Principal Investigator
2	PM	Programme manager
3	AF	Agency Finance
4	HI	Host Institution
5	HI Finance	Host Institution Finance
6	HI HR	Host Institution Human Resources
7	RGO	Research Grant Office
8	EOM	Expenditure of Manpower
9	OOE	Other Operating Expenditures
10	EQP	Equipment
11	RS	Research Scholarship
12	OT	Overseas Travel
13	SHC	Supplemental Human Capital Funding

# Learning Objectives

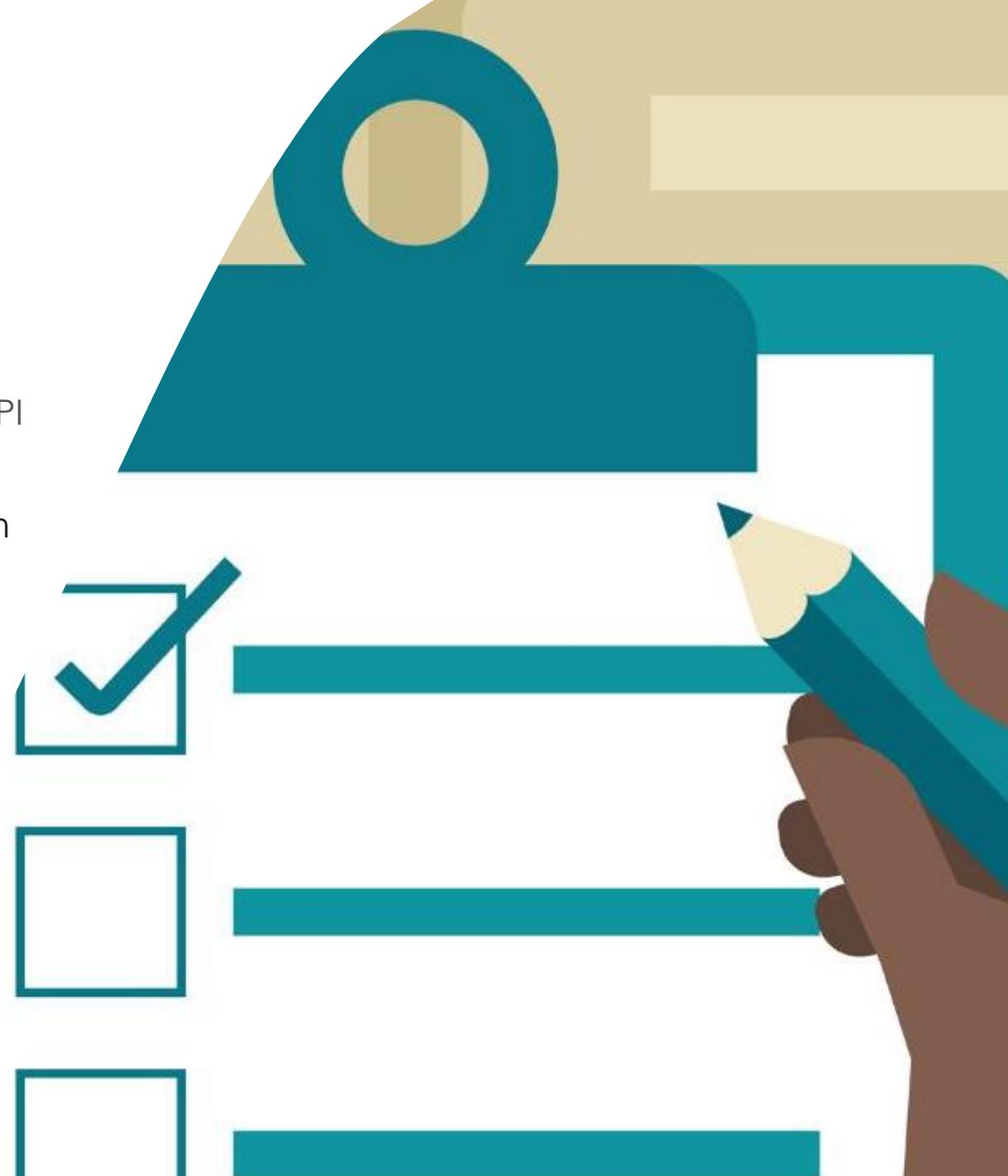
In this session, you will learn :

- **Overview and Navigation of IGMS**

In this module you will learn how navigate IGMS as a lead PI

- **Project Tracking Management**

In this module you will learn different pages on Project form and how to read the data properly.



# General Overview

## 1. Overview and Navigation of IGMS

### 2. Project Information :

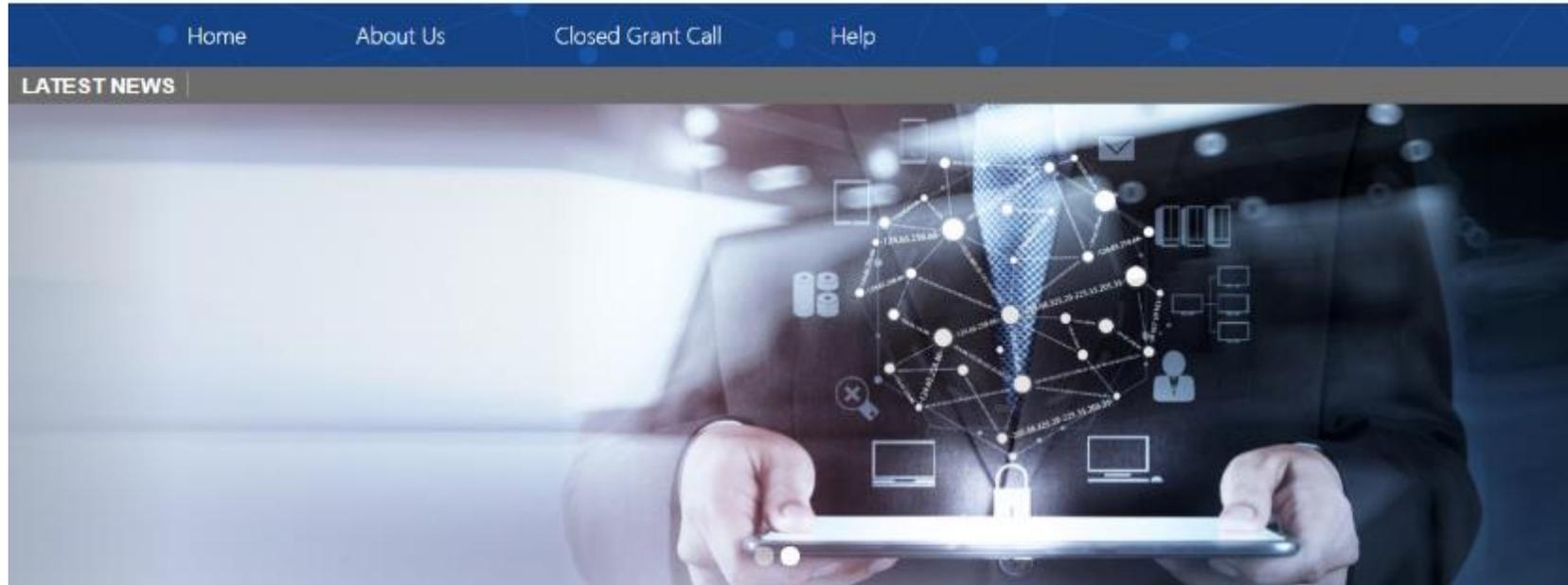
- Main Project
- Sub-Project

# Integrated Grant Management System (IGMS)

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

# Logging in IGMS

# Logging in IGMS



1 Click on **Login**

1

Login

Subscribe

### Open Opportunities

Search

1 of 12 matching results found

< 1 2 3 >

Show 5

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

# Logging in IGMS

1



## Host Institution Users

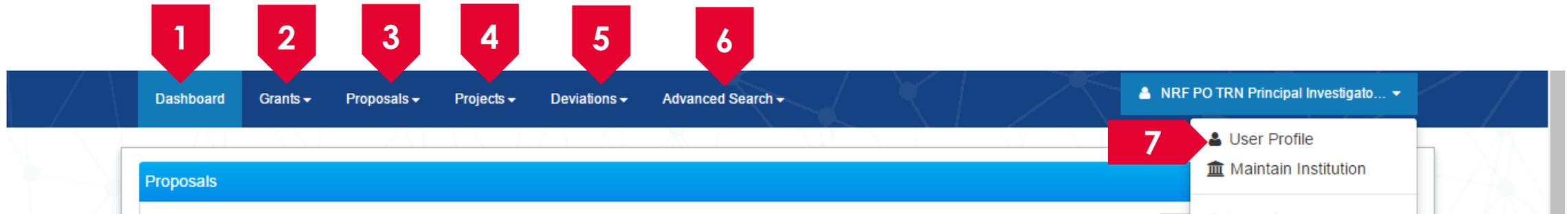
- Principal Investigator
- HI Administrator
- Office of Research/ Director of Research
- HI Finance/ HI Human Resource
- Data Administrator/ HI Audit

1

Users performing transactions on behalf of their company should use “Host Institution Users” option.

# Links and Menus in IGMS

# Links and Menus in IGMS



**1 Dashboard:** Displays the items pending user's actions

**2 Grants:** Displays the open and upcoming grant calls in IGMS

**3 Proposals:** Displays the proposals submitted under the user's institution

**4 Projects:** Displays the awarded projects under the user's institution

**5 Deviations:** Creates a new deviation and displays all submitted deviation requests

**6 Advance Search:** Displays the search for Grant Calls, and Awarded Projects

**7 User Profile:** Displays the user profile like name, id number, nationality, email address, etc.

# Links and Menus in IGMS

The screenshot displays the IGMS dashboard interface. At the top, a dark blue navigation bar contains the following menu items: Dashboard, Grants, Proposals, Projects, Deviations, and Advanced Search. On the right side of this bar, there is a user profile icon and the text 'NRF PO TRN Principal Investigato...'. Below the navigation bar, the main content area is divided into two sections. The first section, labeled 'Proposals', shows '0 - 0 of 0 matching results found' and a table with columns for Date, Subject, Reference ID, and Read. The second section, labeled 'Projects', also shows '0 - 0 of 0 matching results found' and a table with the same columns. Red callout boxes with the numbers '1' and '2' point to the 'Proposals' and 'Projects' sections respectively.

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

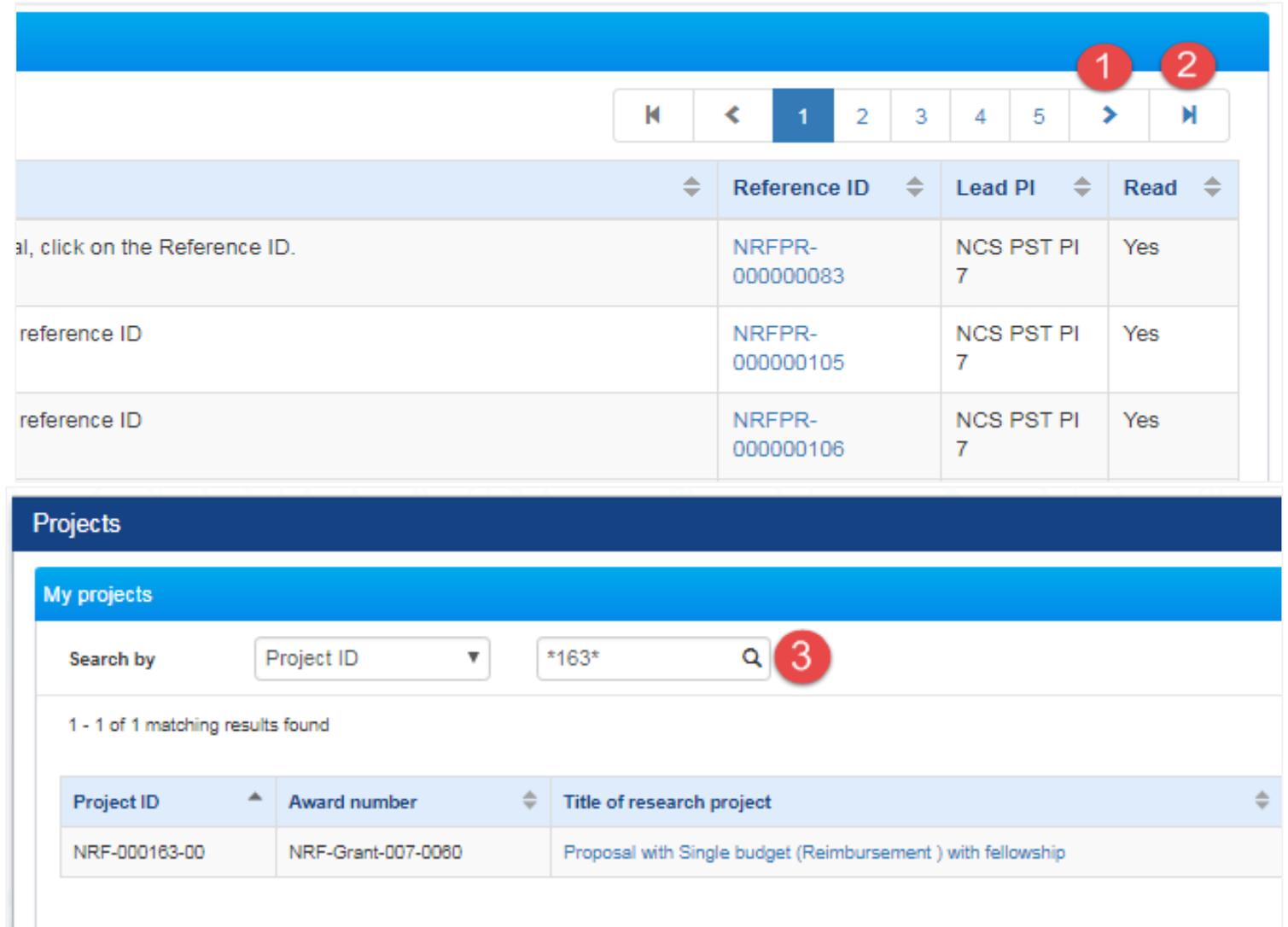
**2 Projects:** Displays the awarded projects (post-award) action items.

# Overview and Navigation of IGMS

1 Use the  arrow button to view next page for multiple pages view. And  arrow button to view previous page.

2 Use  arrow button to switch to the last page. And  arrow button to view the first page.

3 Use search box to search a record. A syntax \*\* (star) can be use to search record like / similar (not exact match)



The screenshot displays the IGMS interface. At the top, a blue navigation bar contains a set of page navigation buttons: a double left arrow, a single left arrow, a page number '1' (highlighted with a red circle '1'), page numbers '2', '3', '4', '5', a single right arrow, and a double right arrow. A red circle '2' is placed above the right arrow buttons. Below this is a table with columns: 'Reference ID', 'Lead PI', and 'Read'. The first row shows 'NRFPR-00000083', 'NCS PST PI 7', and 'Yes'. The second row shows 'NRFPR-00000105', 'NCS PST PI 7', and 'Yes'. The third row shows 'NRFPR-00000106', 'NCS PST PI 7', and 'Yes'. Below the table is a 'Projects' section with a 'My projects' sub-header. It features a search bar with a dropdown menu set to 'Project ID' and a search input field containing '\*163\*' (with a red circle '3' next to it). Below the search bar, it states '1 - 1 of 1 matching results found'. A table below shows the search results with columns: 'Project ID', 'Award number', and 'Title of research project'. The first row contains 'NRF-000163-00', 'NRF-Grant-007-0060', and 'Proposal with Single budget (Reimbursement ) with fellowship'.

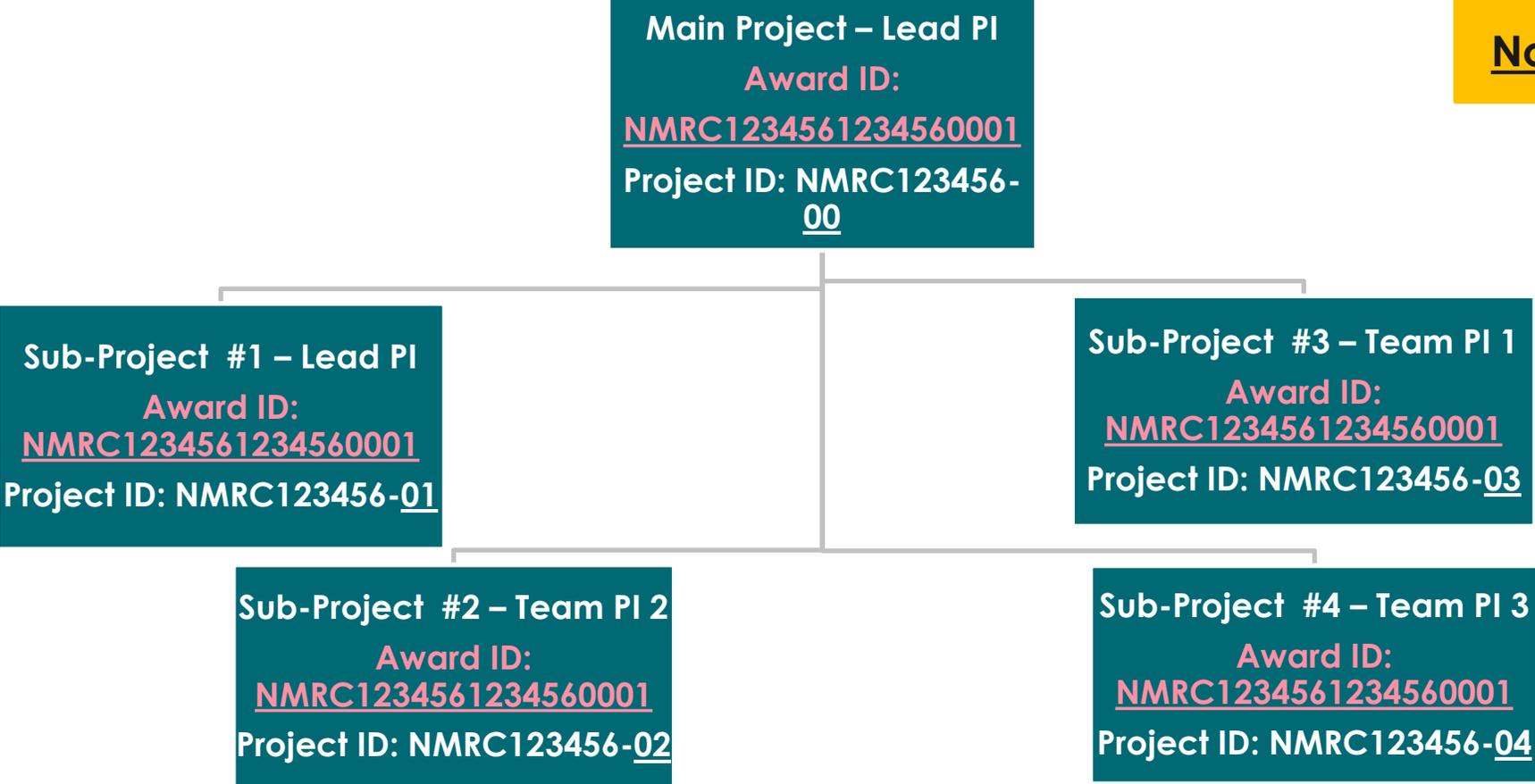
# Understanding Project/s and Sub-Modules

1. Overview and Navigation of IGMS
- 2. Understanding Project/s and Sub-Module.**
3. Project Information :
  - Main Project
  - Sub-Project

# Understanding Main Projects and Sub-Projects

- This section on Main and Sub-Projects is for user to understand how the info is stored in the system.
- User navigation at the IGMS Main Page is by choosing the Main Project numbers.
- Upon choosing a main project number, under the Project Overview Page, user will be able to view the relevant project numbers according to their access.
- Refer to the individual module Training Manuals (Deviation, Progress Report, etc), for detailed info on navigation and submission of transactions.

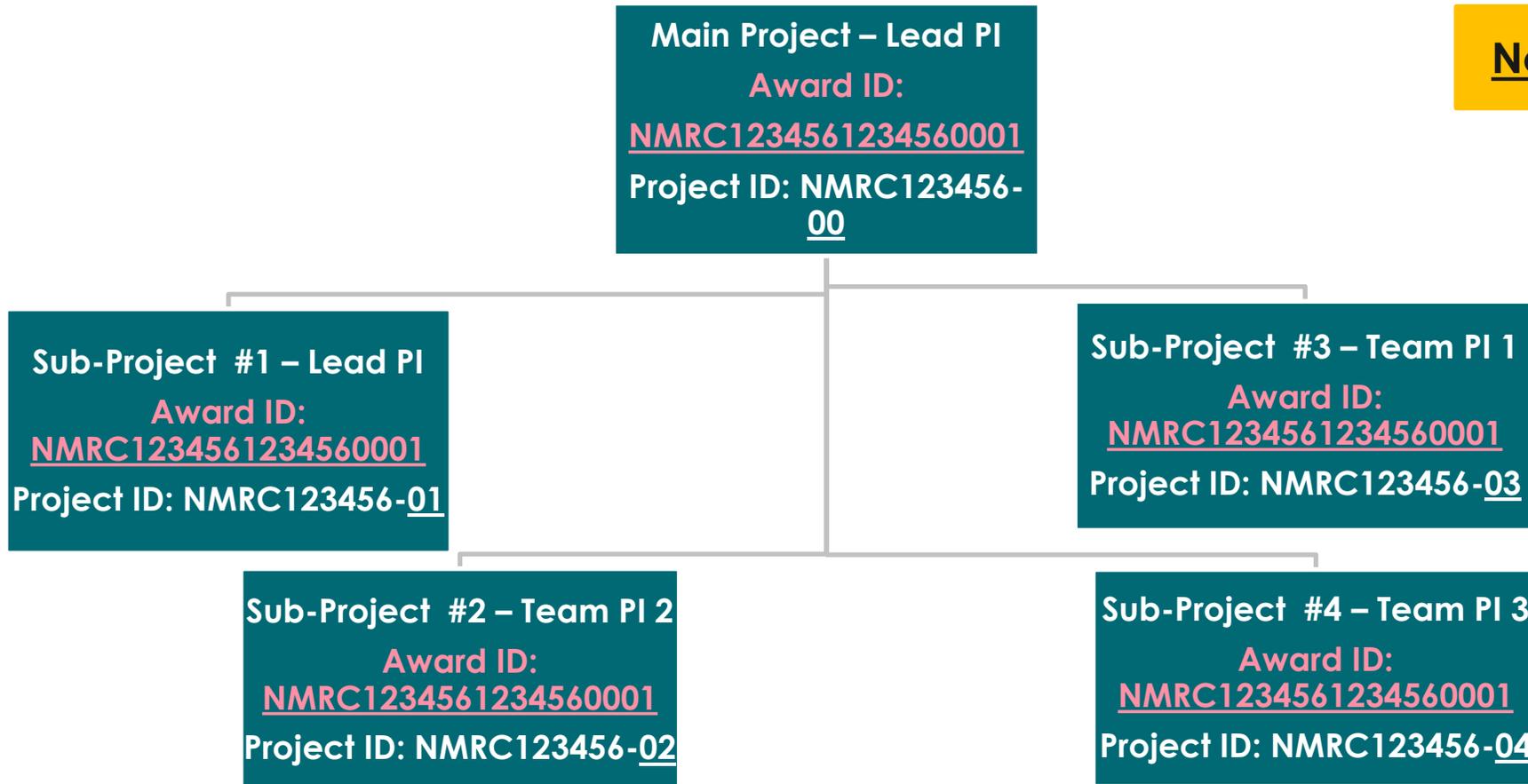
# Project With Multiple Budgets (Budget is managed by each PI)



## Notes :

- Main Project and its sub-project(s) have the same **award ID**.
- An Award ID consists of a main-project and sub-project(s).
- Main project has running number as zero “-00”
- And sub-project(s) has a continuously running number “-##”

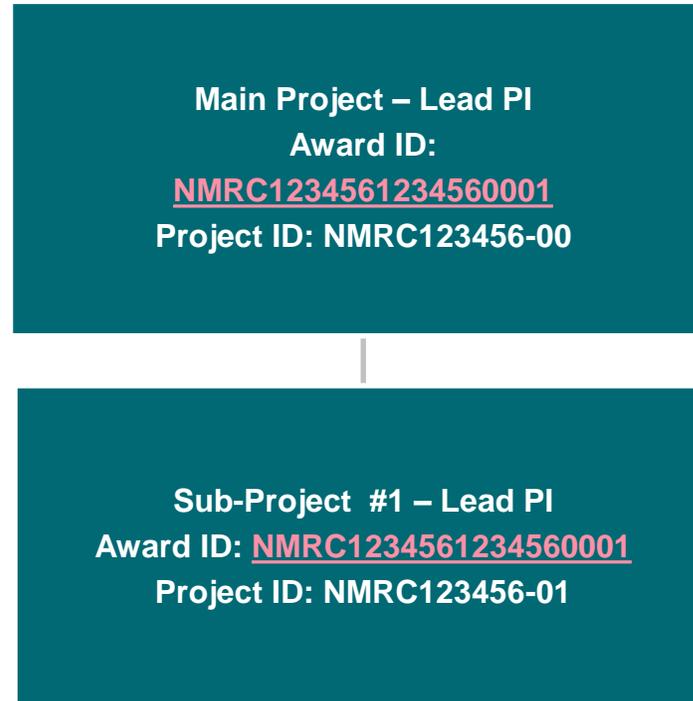
# Project With Multiple Budgets – Data Segregation



## Notes :

- The current active Lead PI can view all project information and transactions under his/her Award ID
- The other PI can only view project information and transactions of his/her own sub-project

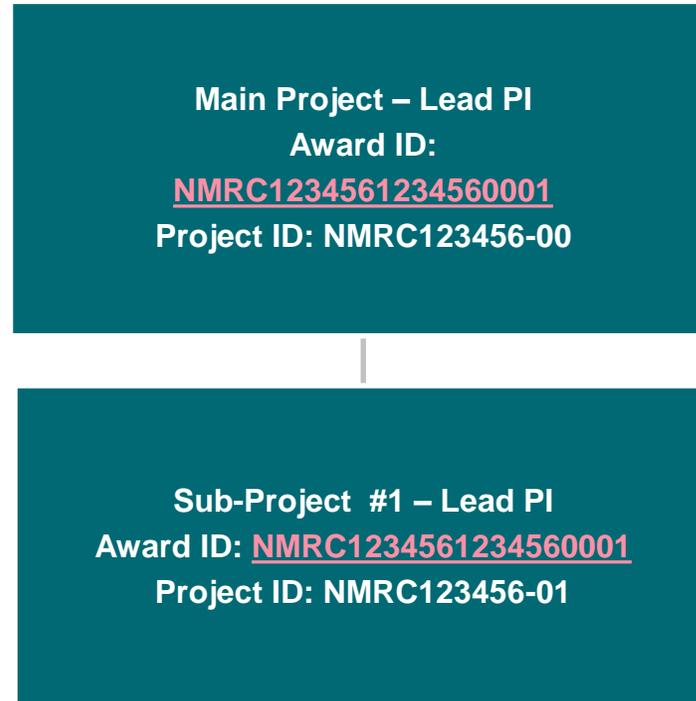
# Project With Single Budget (Budget is Managed by Lead PI)



## Notes :

- One Award ID has one Sub-project ID (in the case of Change in Lead PI / Institution, refer to deviation training manual)
- PI can view project with Award ID **under his login ID and Institution.**
- PI can view his own Sub-project ID **under his login ID and Institution.**

# Project With Single Budget – Data Segregation



## Notes :

PI can only view project information **under his login ID and Institution.**  
Refer to [Project information](#) section for more detail.

# Main Project – Sub Project (s)

Main  
Project

## Project Information :

1. Research Details
2. KPI & Milestone
3. Overall Budget
4. Equipment
5. Research Team & Staff

## Project Transactions :

1. Progress Report
2. Deviation Request\*

Sub  
Project  
(s)

## Project Information :

1. Independent Budget
2. Institution(s)

## Project Transactions:

1. Fund Requisition
2. Deviation Request\*

## Notes:

\*Deviation Request:  
Please refer to Deviation Training manual for details.

# Project Information

1. Overview and Navigation of IGMS
2. Understanding Project/s and Sub-Module.
- 3. Project Information :**

# Project Information

The project information form would have a fixed 9 pages. Each page has stored a separate information such as :

1 General

2 Research Details

3 Research Team, Collaborators, Referees

4 Research Staff

5 Equipment

6 Budget

7 Research Milestone

8 Technical Milestone

9 Key Performance Indicators (KPI)

## Notes :

The information displayed in this section is only for information. They are updated based on the progress report, fund requisition and/or deviation request.

# Project Information

1 Click on Projects > View Projects

Each project will be host in one Main Project or Parent Project. Main projects transactions will be accessible by lead PI. This project is stored mainly all project information such as:

- Milestones
- KPI
- Progress Report
- Research Information
- Research Team, Collaborator, Mentor, Referee, Research Staff
- Overall budget view

1 View Projects

Home > Projects > View Projects

Projects

My projects

Search by

1 - 4 of 4 projects

Project ID	Award number	Title of research project	Project start date	Project end date	Stage
NRF-000837-00	NRF-AWARD-POTRN0601	Exploration and Utilization of the Third Dimension of Integrated Circuits	01-Feb-2018	31-Oct-2023	In progress
NRF-000901-00	NRF-AWARD-POTRN0621	NRF-AWARD-POTRN0621	01-Jan-2019	10-Jul-2020	In progress
NRF-000904-00	NRF-AWARD-POTRN0622	NRF-AWARD-POTRN0622	01-Jan-2019	14-Apr-2020	In progress
NRF-000910-00	NRF-AWARD-POTRN0623	NRF-AWARD-POTRN0623	01-Jan-2019	14-Apr-2020	In progress

2

User can search project from the list by selecting Search by from the dropdown list

3

Input any keyword on the field besides it using Asterix (\*keyword\*) and click on the looking glass icon to start searching

# Project Information

1 Click on Title of research project hyperlink to open project overview and all transactions of the respective project

2 Click on the Project ID hyperlink to view the respective project information

3 Click on the Deviation requests to display all saved Deviations under the respective Award/Project. Refer to the Deviation Training Material for more details

4 Click on the Fund requisitions to display all saved Fund requisition under the respective Award/Project. Refer to the Fund Requisition Training Material for more details

The screenshot displays the 'My projects' interface. At the top, there is a search bar with 'Project ID' selected and '\*NRF\*' entered. Below the search bar, it indicates '61 - 70 of 74 matching results found'. A table lists project details:

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

Below this is a 'Projects' section with 'Expand All Sections' on the right. It shows details for 'Test2345':

Title of research project	Test2345	Original project start date	01-Oct-2019
Name of lead/team PI	NCS PST PI 2	Original project end date	08-Apr-2020
Award number	Test-998	Revised project end date	
Project ID	NRF-000824-00	Date of project activation	08-Oct-2019
Project stage	In progress		

A 'Submit deviation request' button is visible. Below is a 'Project overview' section with '1 - 3 of 3 matching results found':

Project ID	Project stage	Lead / team PI	Original project start date	Original project end date	Revised project end date	Date of project activation
NRF-000824-00	In progress	NCS PST PI 2	01-Oct-2019	08-Apr-2020		08-Oct-2019
NRF-000824-01	Pending closure	NCS PST PI 1	01-Oct-2019	08-Apr-2020		08-Oct-2019
NRF-000824-02	In progress	NCS PST PI 2	01-Oct-2019	08-Apr-2020		08-Oct-2019

At the bottom, there are expandable sections for 'Deviation requests' and 'Fund requisitions'.

## Notes :

Refer to the [Data Segregation](#) which explains available data and transaction for the login PI

# Project Information – General

1 General page, stored a general project information such as, Project duration and date related information. Those dates are :

- Original Project Start Date
- Original Project End date
- Date of Project Activation
- Revised Project End Date

2 Grant Call information, for related project

3 Lead PI and Team PI information, and their Institution.

Home > Projects > Project Overview > General

General ✓ Research Details ✓ Research Team, Collaborators, Referees ✓ Research Staff ✓ Equipments ✓ Budget ✓ Research Milestones

General Expand All Sections

[Hide Project Details](#)

Title of research project	09May2018-Manual-LOA002	Award number	09May2018-Manual-LOA002
Project ID	NRF-000889-00	Project stage	In progress
Parent project ID			

Project duration and date 1 ▾

Grant call 2 ▾

Lead PI and institution 3 ▾

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

# Project Information – Research Details

1 Research details page consist of information related to the project research, such as :  
Research Details

2 HRCS Coding

3 Scientific Abstract

4 Lay Abstract

5 Research proposal, which is submitted proposal document on pre-award phase.

Home > Projects > Project Overview > Research Details

General ✓ Research Details ✓ Research Team, Collaborators, Referees ✓ Research Staff ✓ Equipments ✓ Budget ✓ Research Mileston

### Research details Expand All Sections

[Hide Project Details](#)

Title of research project	09May2018-Manual-LOA002	Award number	09May2018-Manual-LOA002
Project ID	NRF-000889-00	Project stage	In progress
Parent project ID			

- 1 ✓ Research details
- 2 ✓ HRCS coding
- 4 ✓ Scientific abstract
- 5 ✓ Lay abstract
- 6 ✓ Research proposal

# Project Information – Research Team, Collaborators

- 1 Research team
- 2 Collaborators
- 3 Referees
- 4 Mentors

Home > Projects > Project Overview > Research Team, Collaborators, Referees

Research Team, Collaborators, Referees ✓ Research Staff ✓ Equipments ✓ Budget ✓ Research Milestone ✓ Technical Milestone ✓ Key Perform Indicator

Research team, collaborators, referees Expand All Sections

[^ Hide Project Details](#)

Title of research project	05April2018-Manual-LOA011		
Project ID	NRF-000749-00	Award number	05April2018-Manual-LOA011
Parent project ID		Project stage	In progress

- 1 ✓ Research team
- 2 ✓ Collaborators
- 3 ✓ Referees
- 4 ✓ Mentors

# Project Information – Research Staff

1 Research Staff refer to staff employed for the awarded proposal and supported under the grant. This includes, but is not limited to, Research Fellows, Research Officers/Assistants, Lab Technicians, Research Engineers.

2 To open the details, click hyperlink on each Research staff Name.

Home > Projects > Project Overview > Research Staff

Research Team, Collaborators, Fees ✓ Research Staff ✓ Equipments ✓ Budget ✓ Research Milestone ✓ Technical Milestone ✓ Key Performance Indicators ✓

### Research staff

[Hide Project Details](#)

Title of research project	18April2018-Manual-LOA003	Award number	18April2018-Manual-LOA003
Project ID	NRF-000838-02	Project stage	In progress
Parent project ID	NRF-000838-00		

#### Research staff details

1 - 1 of 1 matching results found

S/N	Name	Academic background	Citizenship	Nationality
1	Renata		Citizen	Singapore

[Back](#) Research staff [Next](#)

This refers to staff employed for the awarded proposal and supported under the grant. This includes, but is not limited to, Research Fellows, Research Officers/Assistants, Lab Technicians, Research Engineers.

2 Applicant name: Renata % of job scope: 12

Citizenship: Citizen Nationality: Singapore

Start date and time on Project: 25-03-2018 End date and time on Project:

Category Details: Research Nurse

Academic background:

[Cancel](#)

# Project Information – Equipments

1 This displays a list of equipment purchased using the grant and equipment pending purchase. The lists are updated according to the latest approved progress report.

2 To open the details, click hyperlink on each Name of Equipment.

Home > Projects > Project Overview > Equipments

rch Team, borators, fees ✓ Research Staff ✓ Equipments ✓ Budget ✓ Research Milestone ✓ Technical Milestone ✓ Key Performance Indicators ✓

### Equipments

[Hide Project Details](#)

Title of research project 15May2018-Manual-LOA001  
Project ID NRF-000905-00 Award number 15May2018-Manual-LOA001  
Parent project ID Project stage In progress

#### Equipment details

1 - 2 of 2 matching results found

S/N	Institution reference ID	Equipment category	Name of equipment	Utilisation rate	Is equipment open for sharing?
1	TR4567890	IGMS-000034	Microarray <b>1</b>	3	No
2	TR234567	IGMS-000040	Hello	0	No

[Back](#) **Equipment** [Next](#)

This shows a list of equipment approved by the Grant. Please select the equipment by clicking on the hyperlink to view or edit the details.

**2**

Institution reference ID	TR4567890	Equipment category	IGMS-000034
Name of equipment	Microarray	Commissioned status	<input checked="" type="radio"/> Yes <input type="radio"/> No
Location of equipment	Singapore	Commissioned date	02-05-2018
Utilisation rate	3	Is equipment open for sharing?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Invoice reference number/s	INV2345678	Purchased price	15333.33
Remarks	Hello		
Description of equipment	Microarray		

# Project Information – Budget

1 Budget page shown the original budget and the remaining budget available, for each project.

## Notes :

This section provides the budget information of the overall project (main and sub-projects). To view the budget of sub-project(s), please visit the budget section of the respective sub-project(s) (refer to [Project Information section](#))

Research Team, Operators, Fees ✓ Research Staff ✓ Equipments ✓ Budget ✓ Research Milestone ✓ Technical Milestone ✓ Key Performance Indicators ✓

### Budget

[Hide Project Details](#)

Title of research project: 15May2018-Manual-LOA001  
Project ID: NRF-000905-00 Award number: 15May2018-Manual-LOA001  
Parent project ID: Project stage: In progress

### Budget summary

1 - 6 of 6 matching results found

Budget category <i>i</i>	Original approved budget (S\$) <i>i</i>	Latest approved budget (S\$) <i>i</i>	Disbursements (S\$) <i>i</i>	Budget balance (S\$) <i>i</i>
Expenditure on Manpower	3,000,000.00	2,900,000.00	320,400.00	2,579,600.00
Equipment	2,000,000.00	2,000,000.00	246,434.79	1,753,565.21
Indirect Cost	2,100,000.00	2,100,000.00	274,135.37	1,825,864.63
Other Operating Expenses	1,000,000.00	1,100,000.00	212,036.94	887,963.06
Overseas Travel	1,000,000.00	1,000,000.00	182,958.77	817,041.23
Supplemental Human Capital Funding	450,000.00	450,000.00	20,000.00	430,000.00

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

# Project Information – Research Milestone

1 This section shows all milestones for the project. The status of each milestone is updated according to the latest approved progress report and/or deviation request (for changes to the milestone).

:

- Not Started
- In Progress
- Achieved
- Not Applicable (Change of milestone from Approved Deviation Request)

The screenshot displays the 'Research Milestone' section of a project management system. At the top, a navigation breadcrumb reads 'Home > Projects > Project Overview > Research Milestone'. Below this is a horizontal menu with several categories, each with a green checkmark: 'Research Team, Collaborators, References', 'Research Staff', 'Equipments', 'Budget', 'Research Milestone' (highlighted with a red circle '1'), 'Technical Milestone', and 'Key Performance Indicators'. The main content area is titled 'Research milestone' and includes a 'Hide Project Details' link. Below this, a table lists project information: 'Title of research project: testingtesttertested', 'Project ID: NRF-001787-00', 'Award number: testingtesttertested', and 'Parent project ID'. A 'Progress of research milestones' section contains a table with one entry: 'S/N: 2' and 'Research milestone: 2'. A red circle '2' highlights this entry. A modal window titled 'Research milestone' is open, showing details for milestone '2'. It includes fields for 'Committed start month' (Sep-2020), 'Committed end month' (Dec-2020), 'Research milestone' (2), 'Status report', 'Status' (Not started), 'Reported start month', and 'Reported end month'. A 'Cancel' button is at the bottom right.

2 To view details of each milestone, click on hyperlink of research milestone.

# Project Information – Technical Milestone

1

This section shows all milestones for the project. The status of each milestone is updated according to the latest approved progress report and/or deviation request (for changes to the milestone):

- Not Started
- In Progress
- Achieved
- Not Applicable (Change of milestone from Approved Deviation Request)

2

To view details of each milestone, click on hyperlink of research milestone.

Home > Projects > Project Overview > Technical Milestone

rch Team, borators, ferees ✓ Research Staff ✓ Equipments ✓ Budget ✓ Research Milestone ✓ **1** Technical Milestone ✓ Key Performance Indicators ✓

### Technical milestone

[Hide Project Details](#)

Title of research project: testingtesttertested  
Project ID: NRF-001787-00  
Award number: testingtesttertested  
Parent project ID: Project stage: In progress

#### Progress of technical milestones

S/N	Objective	Technical milestone	Committed start month	Committed end month	Status
1	1	1			

[Technical milestone](#)

Please view the Technical milestone to be achieved for your research project.

Committed start month: Aug-2020  
Committed end month: Oct-2020

Objective: 1

Technical milestone: 1

Deliverables:

Status report:

Status: Not started

Reported start month: Reported end month:

[Cancel](#)

# Project Information – KPI

1

This section shows the KPIs for the project. Each KPI figures are updated according to the latest approved progress report and/or deviation request (for changes to the KPI targets).

Home > Projects > Project Overview > Key Performance Indicators

Research Team, Collaborators, referees ✓ Research Staff ✓ Equipments ✓ Budget ✓ Research Milestone ✓ Technical Milestone ✓ Key Performance Indicators ✓

### Key performance indicators Expand All Sections

[Hide Project Details](#)

Title of research project	15May2018-Manual-LOA001	Award number	15May2018-Manual-LOA001
Project ID	NRF-000905-00	Project stage	In progress
Parent project ID			

- Number of High Impact Publications and Top Conference Proceedings
- Number of Collaboration Projects
- Cash Funding
- In-Kind Contributions
- Number of Technologies Deployed
- Number of Technology Disclosures
- Number of Patents
- Number of Successful Start-Ups
- Awards and Conference Presentations

# Project Information

## Notes :

The Project Information page for Sub-Projects will be identical to the Main Project, except for the Budget Summary which will reflect only the budget information of the respective sub-project).

Home > Projects > Project Overview > Budget

Research Team, Investigators, referees ✓ Research Staff ✓ Equipments ✓ Budget ✓ Research Milestone ✓ Technical Milestone ✓ Key Performance Indicators ✓

### Budget

[Hide Project Details](#)

Title of research project The proposal is a new application which was not submitted or rejected previously.

Project ID	NRF-000024-03	Award number	NRF-130917-001-0001
Parent project ID	NRF-000024-00	Project stage	In progress

### Budget summary

1 - 5 of 5 matching results found

Budget category <i>i</i>	Original approved budget (\$\$) <i>i</i>	Latest approved budget (\$\$) <i>i</i>	Disbursements (\$\$) <i>i</i>	Budget balance (\$\$) <i>i</i>
Expenditure on Manpower	1,200,000.00	1,200,000.00	0.00	1,200,000.00
Equipment	100,000.00	100,000.00	0.00	100,000.00
Indirect Cost	512,500.00	512,500.00	0.00	512,500.00
Other Operating Expenses	500,000.00	500,000.00	0.00	500,000.00
Overseas Travel	250,000.00	250,000.00	0.00	250,000.00

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