



MINISTRY OF HEALTH
SINGAPORE

NMRC

National Medical Research Council

**nGager Training and User Guide
(Budget Revision)**

Version 3.0

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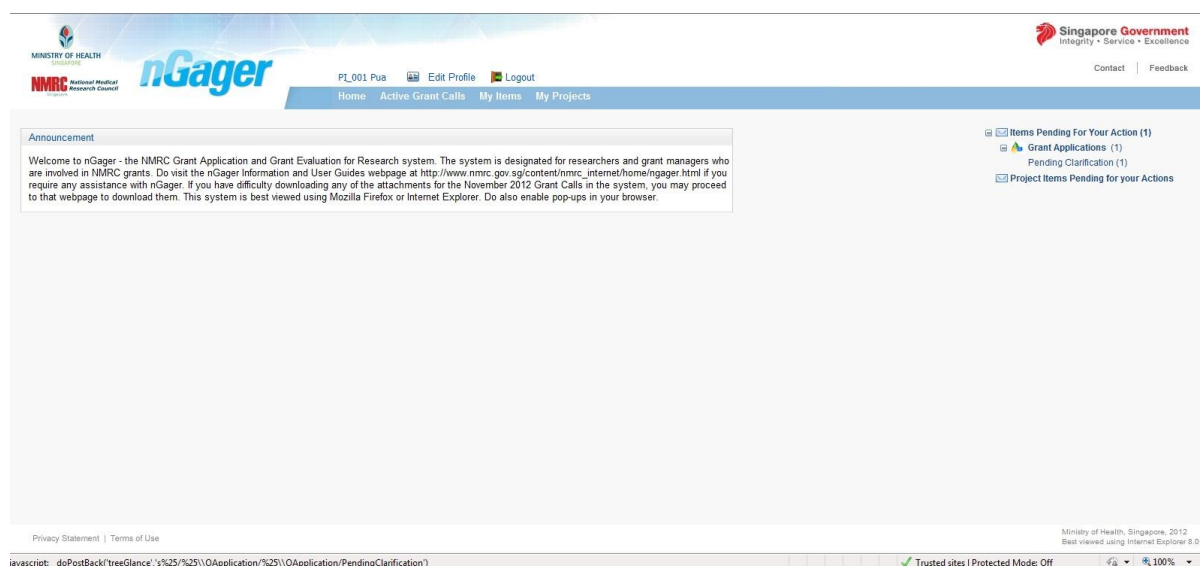
1.1 Budget Revision Guide

1.2 Accessing your application

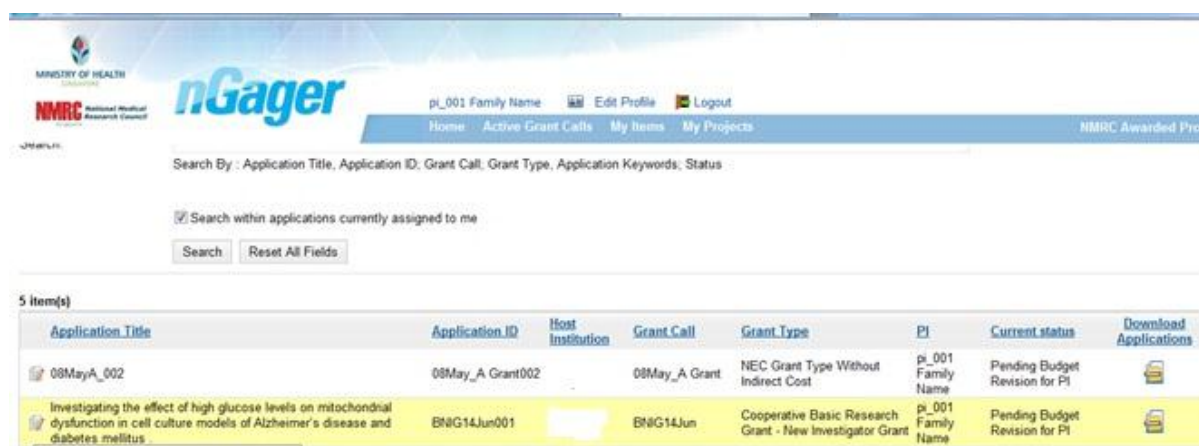
Log onto nGager.

There are a couple of ways to access an application that requires budget revision.

1. On your home page, you should be able to see a screen similar to the following: The status of your application should be 'Pending Clarification' or 'Pending Revision'. Click on the respective status (Pending Clarification) in this example.

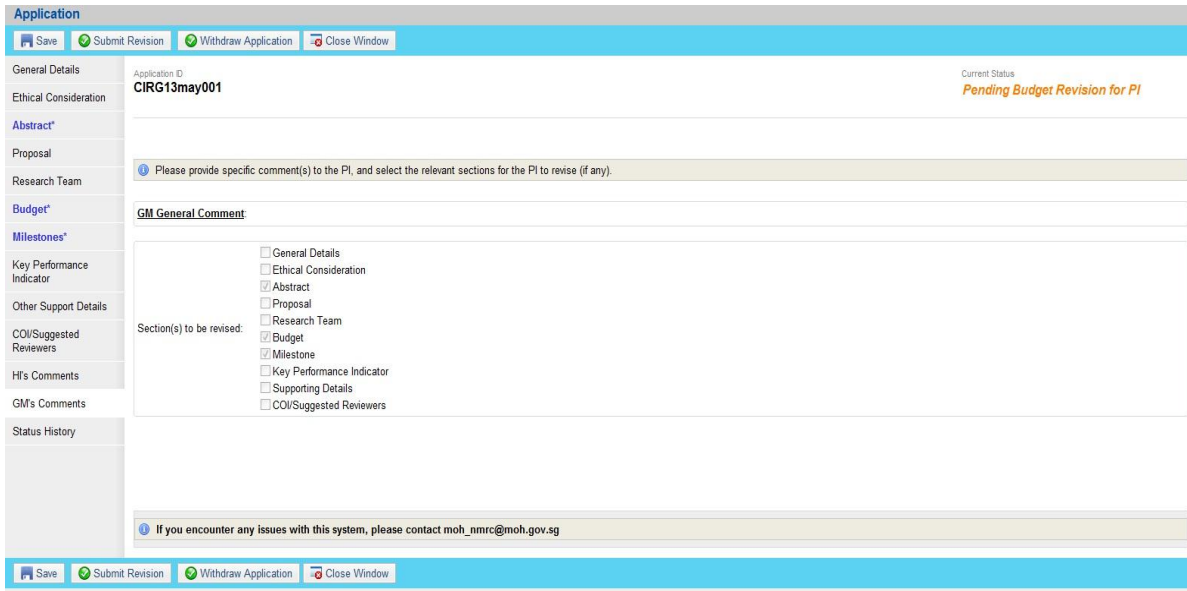


2. You can also access your application by clicking on 'My Items – Grant Applications'. You should be able to see a list of your applications. It is easiest to search for your application by its' application ID or application Title. Click on the 'Edit' icon to the left of your application title to open the application.



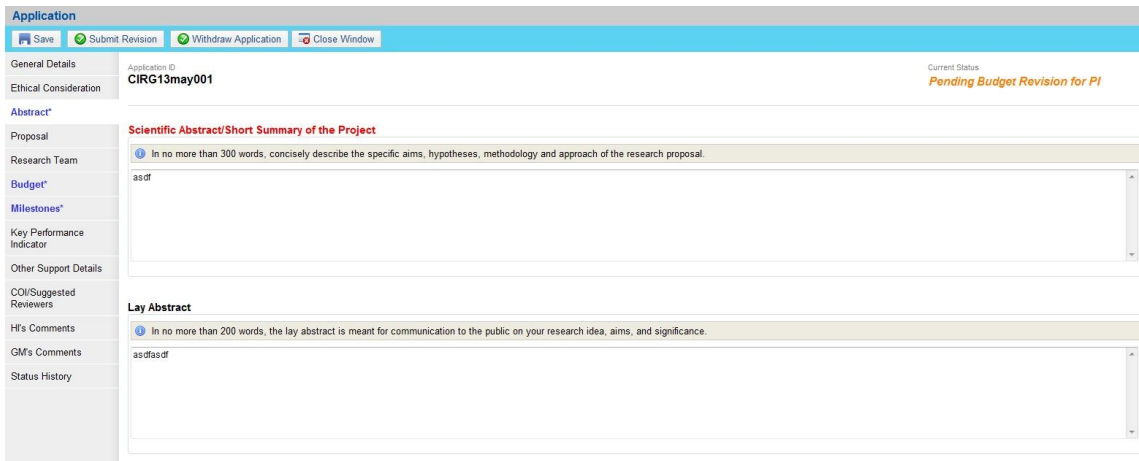
1.3 Revising budget and other required information

Upon opening your application, you will view the ‘GM Comments’ section. Read the GM comments available and follow the instructions given. Following that, you can proceed to the different sections highlighted in blue (Abstract/Budget/Milestones sections) to make revisions to your application (where applicable).



1.3.1 Abstract

Please provide the Lay abstract if it was not submitted earlier in the application stage. Click ‘Save’ once done.



1.3.2 Budget

Please amend the budget according to the respective **Panel Comments** and **Revised Funding Quantums**(where applicable). Please project the cashflow in accordance with your proposed start and end dates to assist the NMRC administration in cashflow projection.

Manpower Budget

Please budget for all the manpower required for the project including part-time personnel and those to be shared with other projects. State whether they are existing personnel in your institution or new staff to be recruited. Please use salary scales provided by your Host Institution as a reference. The cost should include annual increments, National Service increment, staff welfare, medical and other related benefits as per the Human Resource policies of your Host Institution.

Recommended Budgets To Be Revised

In this section, please adjust the budget according to the Revised Funding Quantum and Panel Comments.

Revised Funding Quantum (S\$): S\$ 60,000.00
 Panel Comments: NMRC allow 60,000

Original Manpower Budget 1 item(s)

Staff Category	Remarks	Number Required	Total Cost (S\$)
Research Assistant/Associate	Responsible for ordering including animals, preparation of primary cultures	1	60,000.00

Revised Manpower Budget 1 item(s)

[Add Manpower Budget Item](#)

Staff Category	Existing/New	Remarks	Number Required	Total Cost (S\$)
Research Assistant/Associate	New	Responsible for ordering includir	1	60,000.00

Equipment Budget

Please budget for all scientific equipment you need to purchase to carry out the project. Indicate sharing of equipment with other projects, if any. For equipment costing more than \$100,000 each, please indicate the estimated utilization of the equipment (e.g. 70% usage throughout the project period; only 85% usage in the 2nd year for analysis purpose, etc)

Recommended Budgets To Be Revised

In this section, please adjust the budget according to the Revised Funding Quantum and Panel Comments.

Revised Funding Quantum (S\$): S\$ 2,000.00
 Panel Comments: NMRC allow 2,000

Original Equipment Budget 1 item(s)

Equipment	Quantity	Unit Cost (S\$)	Equipment Utilisation Rate	Total Cost (S\$)
Set of primary culture dissection tools	2	1,000.00	100.00	2,000.00

Revised Equipment Budget 1 item(s)

[Add Equipment Budget Item](#)

Equipment	Quantity	Unit Cost (S\$)	Equipment Utilisation Rate (%)	Total Cost (S\$)
Set of primary culture dissection tools	2	1,000.00	100.00	2,000.00

Necessary for the preparation of primary cultures

Recommended Budgets To Be Revised

In this section, please adjust the budget according to the Revised Funding Quantum and Panel Comments.

Revised Funding Quantum (S\$): S\$ 150,000.00
 Panel Comments: NMRC allow 150,000

Original Operating Expense 4 item(s)

Category	Item Description	Total Cost (S\$)
Others (Please Specify)	Maintenance of existing equipment, GST, international courier costs for non-commercial reagents	4,000.00
Overseas Travel	Conference travel for a	12,000.00

Revised Operating Expense 4 item(s)

+ Add Operating Expense Item

Category	Item Description	Total Cost (S\$)
Others (Please Specify)	Maintenance of existing equipment	4,000.00
Overseas Travel	Conference travel for a total of 2 tim	12,000.00
Others (Please Specify)	Publication costs	12,000.00
Material & Consumables	Purchase of time-pregnant animals	110,000.00

Justification for Other Operating Expenses:
 Publication costs including colour figures, Purchase of time-pregnant animals, and animal housing, general cell culture and western blotting consumables, primary culture dissection tools, amyloid-beta and amylin peptides, various assay kits including but not limited to, mitochondrial complexes I, II, III, IV, V, cell death assay kits, commercial primary antibodies + secondary fluorescent antibodies, shipping costs for non-commercial biological reagents from overseas labs, compulsory animal training costs for RA and students at the start of the grant award before commencing experiments and general maintenance of existing equipment. \$12,000 is requested for conference support for PI to present data supported by this grant at international conferences. Budget will cover international and internal economy air-ticket, conference registration, accommodation, and abstract submission fee.

Cashflow Projection 3 item(s)

+ Add Cashflow Item - Remove Cashflow Item

Budget Category	Financial Quarter	Financial Year	Amount (S\$)
Manpower	Q1 (Apr - Jun)	2013	70,000.00
Equipment	Q2 (Jul - Sep)	2013	5,000.00
Other Operation Expen	Q3 (Oct - Dec)	2013	138,000.00

Cashflow Projection Summary 1 item(s)

Financial Year	Manpower (S\$)	Equipment (S\$)	Other Operating Expenses (S\$)	Financial Year Total (S\$)
2013 (Q1 - Q4)	70,000.00	5,000.00	138,000.00	213,000.00

Revised Budget Summary

Please find below your revised budget summary. Make sure your Total Revised Budget amount tallies with your Total Cashflow Projection amount.

BUDGET

Manpower (EOM) S(\$)	70,000.00
Equipment (EQPT) S(\$)	5,000.00
Other Operating Expenses (OOE) S(\$)	138,000.00
Total Revised Budget S(\$)	213,000.00
(+ Indirects of up to 20% of eligible direct cost)	
Total Cashflow Projection S(\$)	213,000.00

Add your cashflow projection details at the bottom of the page. Your Total Cashflow Projection amount **MUST** tally with your Total Revised Budget amount input earlier.

1.3.3 Milestones (Human Subject Recruitment Projection)

Under the ‘Human Subject Recruitment Number Projection’ section, please indicate if your study will involve any recruitment of human subjects. Please select ‘Yes’ or ‘No’ accordingly. If you have selected ‘Yes’, please enter your human subject recruitment projection accordingly.

Milestones**

Description	Start Month	Duration (Months)
1. Production of antibodies	6	12

*2 item(s)

Other Support Details: [Add Milestones](#) [Remove Milestones](#)

Description	Start Month	Duration (Months)
All experiments for AIM 1	3	9
All experiments for AIM 2	6	18

Human Subject Recruitment Number Projection

Declaration by PI

Please indicate if your study will involve any recruitment of human subjects : Yes No

Human Subject Recruitment Projection (compulsory for those studies that involve recruitment of human subjects)

Please project the number of human subjects that are targeted to be recruited in accordance with your proposed start and end dates.

Note that Projection Date should be based on Financial Year/Quarter. i.e Q1=Apr - Jun, Q2=Jul - Sep, Q3=Oct-Dec , Q4 = Jan-Mar

Human Subject Projection 3 item(s)

[Add Projection](#) [Remove Projection](#)

Financial Year	Financial Quarter	Targeted Number
2013	Q1 (Apr - Jun)	2
2013	Q2 (Jul - Sep)	4

1.4 Submit Revision

Once you have made all your revisions, please submit your revision by clicking the **<Submit Revision>** button located at both the top and bottom of the page. Your application will now be routed to your Host Institution’s Research Office for endorsement.