

Post-Award User Manual For

nGager 2 NMRC Grant Application and Grant Evaluation for Research (Host Institution-Budget Variation)

By

NEC

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Table of Contents

1	INTRODUCTION	5
1.1	Terminology.....	5
1.2	General.....	6
2	BUDGET VARIATION	7
2.1	View Project Details.....	7
2.2	View - Pending Task Action	11
2.3	Research Development Officer	12
2.3.1	<i>Budget Variation - Certify by RDO</i>	<i>13</i>
2.3.2	<i>Budget Variation - Return to PI by RDO</i>	<i>15</i>
2.3.3	<i>Budget Variation - Reject by RDO</i>	<i>18</i>
2.4	Research Director (RD).....	21
2.4.1	<i>Budget Variation - Endorsement</i>	<i>22</i>
2.4.2	<i>Budget Variation - Return to PI by RD</i>	<i>24</i>
2.4.3	<i>Budget Variation - Reject by RD.....</i>	<i>27</i>
2.4.4	<i>Budget Variation Request - Approve by RD.....</i>	<i>30</i>
3	APPENDIX	35
3.1	Project Status	35
3.2	Validation Rules for Uploaded Document(s)	35

Table of Figures

1.2.1 RDO/RD Login - Home Page.....	6
2.1.1 My Projects.....	8
2.1.2 Ongoing Project Search.....	8
2.1.3 Project Search Result	9
2.1.4 Project Details Page.....	9
2.1.5 Project Details page - Budget section.....	10
2.2.1 RDO/RD - Home page	11
2.2.2 Budget Variation Request Search	11
2.3.1 Budget Variation page	12
2.3.2 Budget Variation - Certify Checkbox	13
2.3.3 Budget Variation Certify - Successful.....	14
2.3.4 Budget Variation Certify - Successful Email.....	14
2.3.5 Budget Variation - RDO -Return to PI	15
2.3.6 Budget Variation - RDO- Return to PI - Confirmation.....	16
2.3.7 Budget Variation -RDO- Return to PI -Successful.....	17
2.3.8 Budget Variation - RDO -Return to PI- Email.....	17
2.3.9 Budget Variation -RDO -Reject	18
2.3.10 Budget Variation -RDO Reject- Confirmation.....	19
2.3.11 Budget Variation -RDO Reject- Successful.....	20
2.3.12 Budget Variation -RDO Rejection -Email.....	20
2.4.1 Budget Variation Page -RD.....	21
2.4.2 Budget Variation - Endorse Button.....	22
2.4.3 Budget Variation - Endorse - Confirmation popup	23
2.4.4 Budget Variation Endorsement -Successful.....	23
2.4.5 Budget Variation Endorsement Successful Email.....	24
2.4.6 Budget Variation -Return to PI by RD	24
2.4.7 Budget Variation - Return to PI by RD- Confirmation.....	25

2.4.8 Budget Variation - Return to PI by RD -Successful.....	26
2.4.9 Budget Variation -Return to PI -Successful Email.....	26
2.4.10 Budget Variation - Reject by RD.....	27
2.4.11 Budget Variation - Reject by RD- Confirmation.....	28
2.4.12 Budget Variation -Reject by RD- Successful.....	29
2.4.13 Budget Variation - Reject by RD- Successful Email.....	29
2.4.14 RD - Home page.....	30
2.4.15 Budget Variation Request -Search.....	31
2.4.16 Budget Variation Request-RD Approve	32
2.4.17 Budget Variation Request - RD -Approve - Confirmation	33
2.4.18 Budget Variation Request -RD Approve -Successful.....	34
2.4.19 Budget Variation Request - RD Approve -Successful Email.....	34

1 Introduction

The purpose of this document is to work as both a training and user guide for all users (both internal and external) of nGager, to help them understand the steps needed to use the functionality provided by nGager, particularly on Post-award functions.

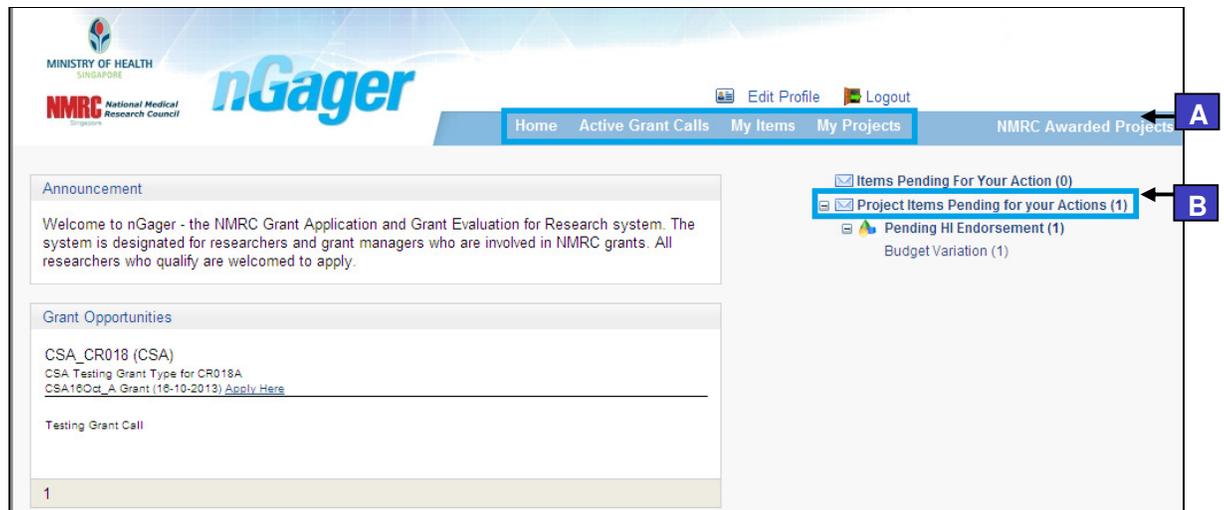
1.1 Terminology

PI	Principal Investigator
HI	Host Institution
NMRC	National Medical Research Council
GM	Grant Manager
RD	Research Director
RDO	Research Development Officer
Request	Refers to a Post-award Request

1.2 General

Upon a successful login as a Research Development Officer (RDO)/Research Director (RD), a home page will be displayed. It comprises of the following:

1. Menu **A**
 - My Projects – to view the list of projects under the Host Institution by different [Project Statuses](#).
2. Task List **B**
 - 'Project Items Pending for your Actions' - Consists of list of post-award request(s) pending for user's action.



1.2.1 RDO/RD Login - Home Page

2 Budget Variation

Once a grant application is awarded, the project's Post-award Requests can be initiated by the Principal Investigator of the project.

Budget variation request allows a PI to vary approved budget items between/within categories. If the accumulated variation amount is less than the configured percentage of the approved budget, it can be approved by the Host Institution. Otherwise, NMRC approval will be required after the HI endorses the request.

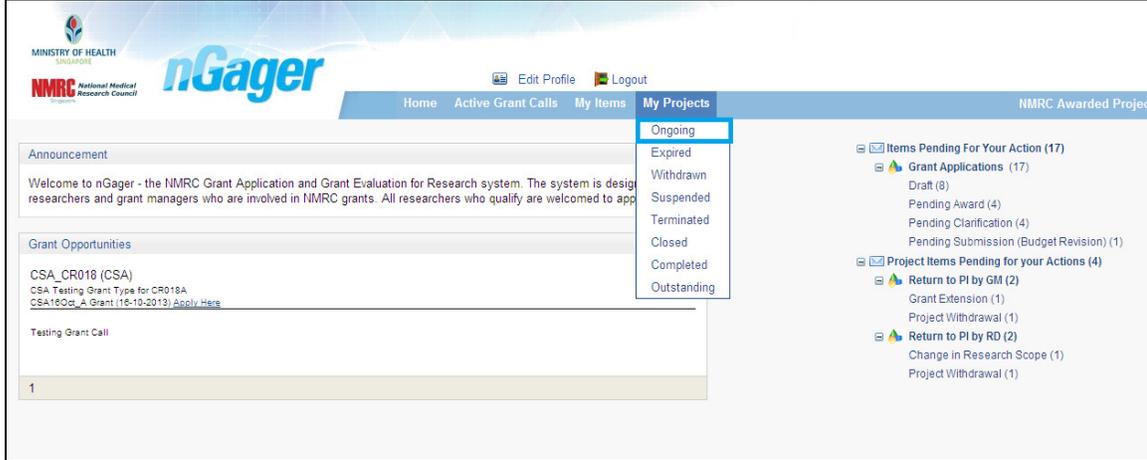
HI (RDO/RD) will be able to view the Budget Variation Request page,

- Project Details Page. Please refer to [View Project Details](#) for details.
- Project Items Pending for your actions.
Please refer to [View - Pending Task Action](#) for details.

2.1 View Project Details

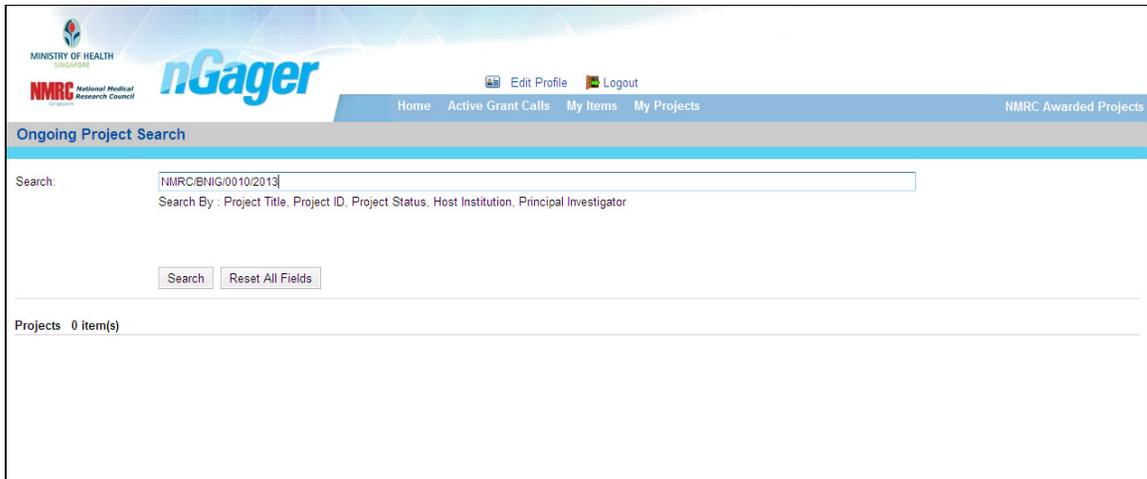
1. HI (RD/RDO) able to view the Host Institution's projects.
2. To search for project(s), move the mouse over on 'My Projects'. The following sub-options are available to the HI (RD/RDO).
 - a) Ongoing
 - b) Expired
 - c) Withdrawn
 - d) Suspended
 - e) Terminated
 - f) Closed
 - g) Completed
 - h) Outstanding

- To view a project's details for budget variation, click on **'Ongoing'** or **'Outstanding'** sub-option.



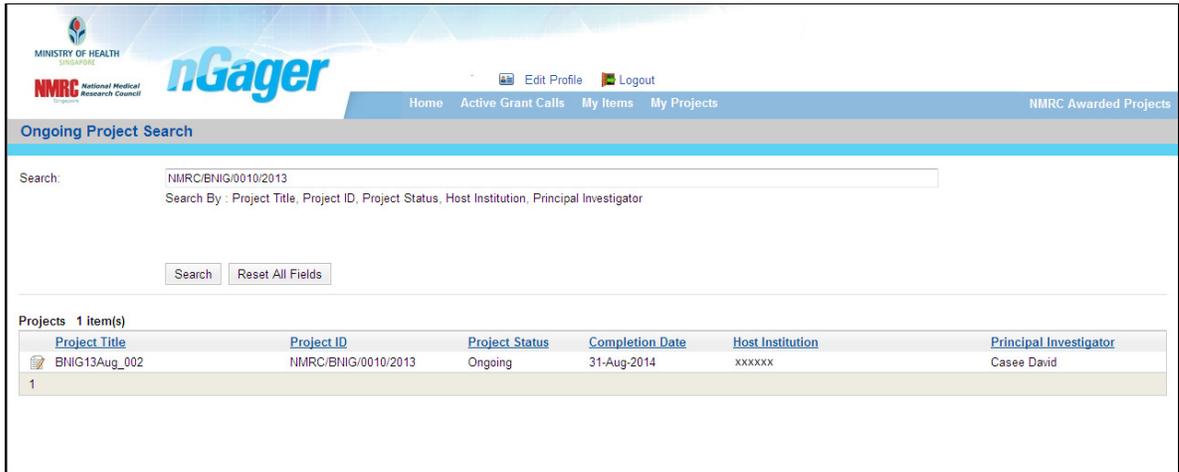
2.1.1 My Projects

- Key in searching criteria to search for Project(s), click on 'Search' button. Alternatively, you may leave the search text blank, and click on the 'Search' button to view all your projects.



2.1.2 Ongoing Project Search

5. A list of Projects will be displayed based on the searching criteria. To view Project Details, click on the Edit button  next to the Project Title



Ongoing Project Search

Search:

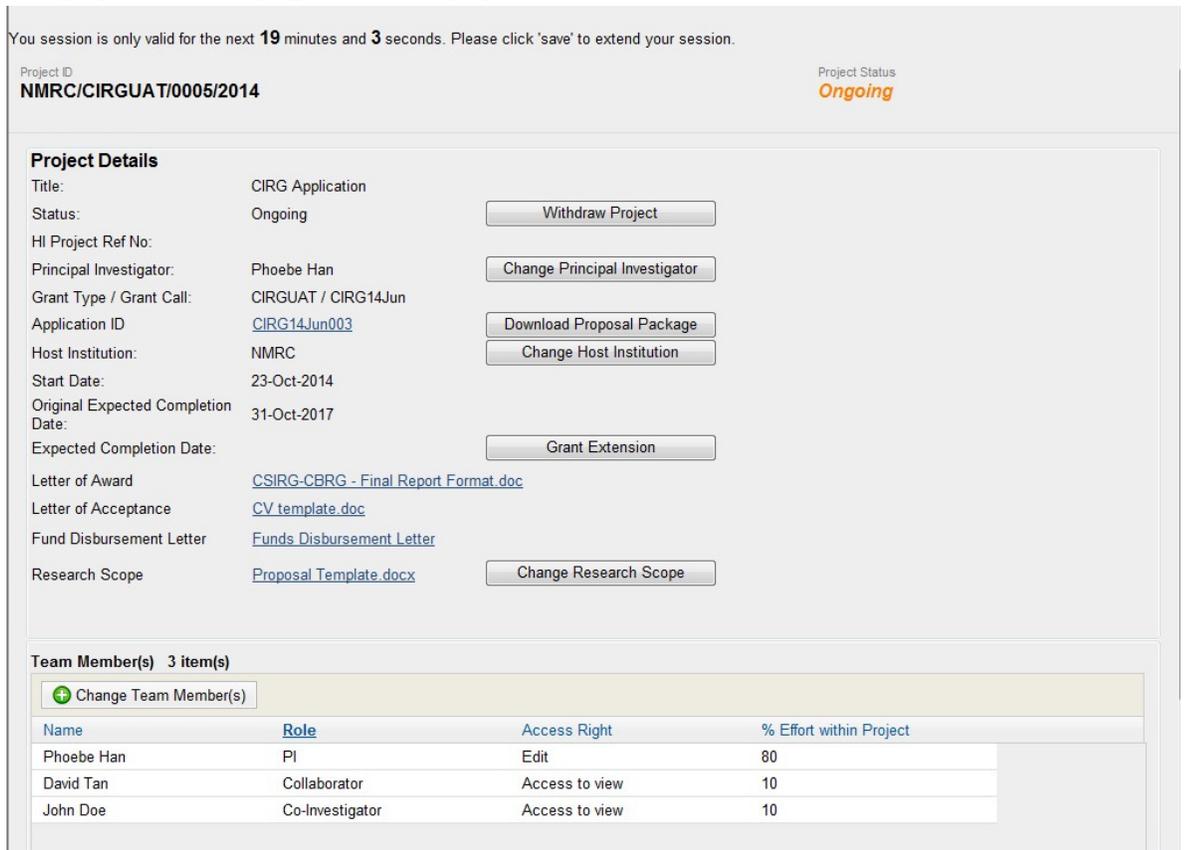
Search By : Project Title, Project ID, Project Status, Host Institution, Principal Investigator

Projects 1 item(s)

Project Title	Project ID	Project Status	Completion Date	Host Institution	Principal Investigator
BNIG13Aug_002	NMRC/BNIG/0010/2013	Ongoing	31-Aug-2014	xxxxxx	Casee David

2.1.3 Project Search Result

6. Project Details page will be displayed.
 - a. The project's details page will be displayed as shown below.



You session is only valid for the next **19** minutes and **3** seconds. Please click 'save' to extend your session.

Project ID: **NMRC/CIRGUAT/0005/2014** Project Status: **Ongoing**

Project Details

Title: CIRG Application

Status: Ongoing

HI Project Ref No:

Principal Investigator: Phoebe Han

Grant Type / Grant Call: CIRGUAT / CIRG14Jun

Application ID: [CIRG14Jun003](#)

Host Institution: NMRC

Start Date: 23-Oct-2014

Original Expected Completion Date: 31-Oct-2017

Expected Completion Date:

Letter of Award: [CSIRG-CBRG - Final Report Format.doc](#)

Letter of Acceptance: [CV template.doc](#)

Fund Disbursement Letter: [Funds Disbursement Letter](#)

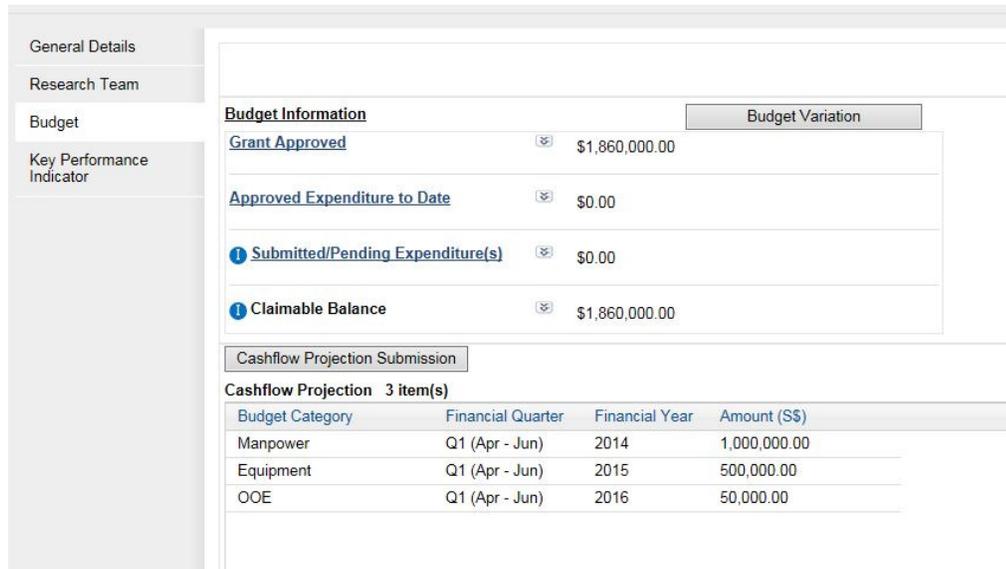
Research Scope: [Proposal Template.docx](#)

Team Member(s) 3 item(s)

Name	Role	Access Right	% Effort within Project
Phoebe Han	PI	Edit	80
David Tan	Collaborator	Access to view	10
John Doe	Co-Investigator	Access to view	10

2.1.4 Project Details Page

b. Click on the **'Budget'** section



Budget Information Budget Variation

Grant Approved	\$1,860,000.00
Approved Expenditure to Date	\$0.00
Submitted/Pending Expenditure(s)	\$0.00
Claimable Balance	\$1,860,000.00

Cashflow Projection Submission

Cashflow Projection 3 item(s)

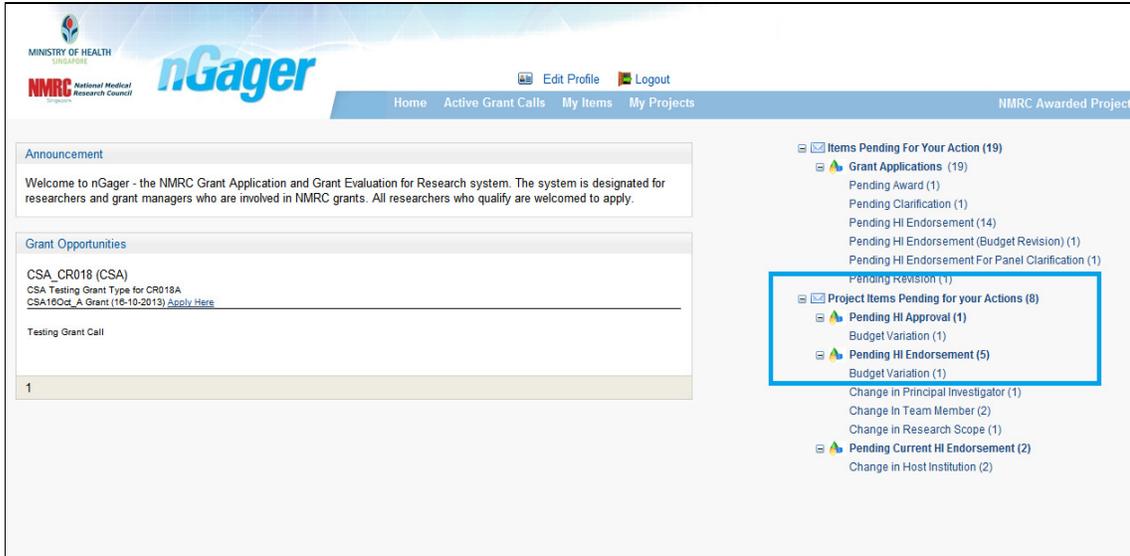
Budget Category	Financial Quarter	Financial Year	Amount (\$\$)
Manpower	Q1 (Apr - Jun)	2014	1,000,000.00
Equipment	Q1 (Apr - Jun)	2015	500,000.00
OOE	Q1 (Apr - Jun)	2016	50,000.00

2.1.5 Project Details page – Budget section

7. Click on the “Budget Variation” button to view the project’s Budget Variation request page.

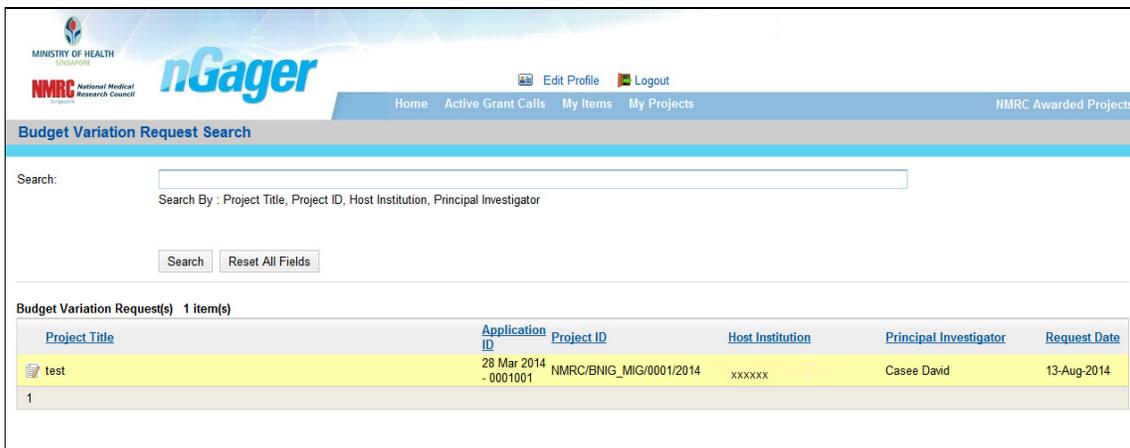
2.2 View - Pending Task Action

Upon successful login as HI RDO/RD, user will be able to view the “Project Items Pending for your Actions” section on the home page.



2.2.1 RDO/RD - Home page

1. If there is a budget variation request pending your approval/endorsement, the “Budget Variation” link under “Pending HI Endorsement” or “Pending HI Approval” will be shown. Click on this link and the system will display the corresponding ‘Budget Variation Request Search’ page.



2.2.2 Budget Variation Request Search

2. To view the project’s budget variation request, click on the  edit button to the left of the project’s title.

2.3 Research Development Officer

Upon a successful login as a Research Development Officer (RDO), user is able to view project's budget variation request page by [View Project Details](#) or [View - Pending Task Action](#).

Project Details Page Save Return to PI Reject Close Window

Project ID: **NMRC/BNIG_MIG/0001/2014** Project Status: **Ongoing**

Budget Variation Request

History

Budget Variation Request

Budget Variation User Guides

Click [here](#) for the PTs user guide.
Click [here](#) for the HFs (RD/RDO) user guide.

Request Date: 13-Aug-2014
Request Status: Pending HI Endorsement

Budget Information

Grant Approved	⊗	\$4,200.00
Approved Expenditure to Date	⊗	\$0.00
Submitted/Pending Expenditure(s)	⊗	\$0.00
Claimable Balance	⊗	\$4,200.00

Cumulative Approved Budget Variation **178.26%** ⊗

Request Item(s)

To add a Request Item to this Budget Variation request:

1. Click on 'Add Item' button under 'Transfer From' section, check on budget line item(s) and click on 'Select'.
2. Click on 'Add Item' button under 'Transfer To' section, and provide your inputs as necessary.
3. Repeat Step 2 for multiple 'Transfer To' items.
4. Click on 'Add Request Item(s)' button upon completion.

Requested Item(s) Details: 1 item(s)

Remove Item

From				To			
S/N	Category	Description	Total Cost	Category	Description	Total Cost	Justification
1	Manpower	Research Engineer/Scientist variation	200.00	Manpower	Research Engineer/Scientist variation	1.00	dfds
				Equipment	printer 89	199.00	dfsf

Summary of this Budget Variation Request: Refresh

Research Development Officer

Comments:

Supporting Document: Browse... Upload

RDO has certified that the information and request submitted is accurate

Project Details Page Save Return to PI Reject Close Window

2.3.1 Budget Variation page

1. HI RDO can perform the following actions
 - a. **Certify Request.** Please refer to [Budget Variation –Certify](#) for details.
 - b. **Return Request to PI.** Please refer to [Budget Variation – Return to PI](#) for details.
 - c. **Reject Request.** Please refer to [Budget Variation – Reject](#) for details.

2.3.1 Budget Variation - Certify by RDO

1. To certify the budget variation request, RDO should tick the 'RDO has certified that the information and request submitted is accurate' checkbox.

Budget Variation

Project ID: NMRC/BNIG_MIG/0001/2014 | Project Status: Ongoing

Budget Variation Request

Request Date: 13-Aug-2014
Request Status: Pending HI Endorsement

Budget Information

Grant Approved	\$4,200.00
Approved Expenditure to Date	\$0.00
Submitted/Pending Expenditure(s)	\$0.00
Claimable Balance	\$4,200.00

Cumulative Approved Budget Variation 178.26%

Request Item(s)

Requested Item(s) Details: 1 item(s)

From	To						
S/N	Category	Description	Total Cost	Category	Description	Total Cost	Justification
1	Manpower	Research Engineer/Scientist variation	200.00	Manpower	Research Engineer/Scientist variation	1.00	fdfs
				Equipment	printer 89	199.00	dfsdf

Summary of this Budget Variation Request: Refresh

Research Development Officer

Comments:

Supporting Document: Browse... Upload

RDO has certified that the information and request submitted is accurate

2.3.2 Budget Variation - Certify Checkbox

RDOs are able to insert comments in the 'Comments' textbox or upload a supporting document/file, if any.

2. Click on the "Save" button, if successful, the system will display the text "Request has been saved successfully".

Request has been saved successfully Hide

Request Status: Pending HI Endorsement

Budget Information

Grant Approved	\$4,200.00
Approved Expenditure to Date	\$0.00
Submitted/Pending Expenditure(s)	\$0.00
Claimable Balance	\$4,200.00

Cumulative Approved Budget Variation 178.26%

Request Item(s)

To add a Request Item to this Budget Variation request:
 1. Click on 'Add Item' button under 'Transfer From' section, check on budget line item(s) and click on 'Select'.
 2. Click on 'Add Item' button under 'Transfer To' section, and provide your inputs as necessary.
 3. Repeat Step 2 for multiple 'Transfer To' items.
 4. Click on 'Add Request Item(s)' button upon completion.

Requested Item(s) Details: 1 item(s)

From				To			
S/N	Category	Description	Total Cost	Category	Description	Total Cost	Justification
1	Manpower	Research Engineer/Scientist variation	200.00	Manpower	Research Engineer/Scientist variation	1.00	dfsdf
				Equipment	printer 89	199.00	dfsdf

Summary of this Budget Variation Request: Refresh

Research Development Officer

Date: 28-Feb-2014 02:37:15
 Status: Certified
 Comments:
 RDO has certified that the information and request submitted is accurate

[Project Details Page](#) Close Window

2.3.3 Budget Variation Certify - Successful

3. System changes the RDO's status for the budget variation request as 'Certified'.
4. An email will be sent to the HI's RD to inform him/her that the request has been certified by the RDO.

Email Header: nGager: Budget Variation Request Endorsement for NMRC/BNIG_MIG/0001/2014

Message

A Budget Variation Request submitted by Casee David for the project (Project ID) - 'test' has been certified by your RDO. This request requires your endorsement.

Please login to [nGager](#) for further details.

Message Text:
 Yours sincerely,
 National Medical Research Council
 Ministry Of Health
 NMRC Assist Hotline: [+65-6325 8130](tel:+65-6325-8130)
 Email: moh_nmrc_grant@moh.gov.sg

This is a computer-generated email and does not require any reply

2.3.4 Budget Variation Certify - Successful Email

2.3.2 Budget Variation - Return to PI by RDO

1. To return the budget variation request to PI for revision, RDO needs to key in their comments in the 'Comments' textbox, and upload a supporting document/file (if any).
2. Following that, RDO needs to click on the **"Return to PI"** button in the budget variation page. Please refer [View Project Details](#) or [View - Pending Task Action](#) to access the budget variation page.

Budget Variation

Project ID: NMRC/BNIG_MIG/0001/2014 Project Status: Ongoing

Budget Variation Request

Budget Variation User Guides
 Click [here](#) for the PI's user guide.
 Click [here](#) for the HI's (RD/RDO) user guide.

Request Date: 14-Aug-2014
 Request Status: Pending HI Endorsement

Budget Information

Grant Approved	\$4,200.00
Approved Expenditure to Date	\$0.00
Submitted/Pending Expenditure(s)	\$0.00
Claimable Balance	\$4,200.00

Cumulative Approved Budget Variation 182.59%

Request Item(s)

To add a Request Item to this Budget Variation request:
 1. Click on 'Add Item' button under 'Transfer From' section, check on budget line item(s) and click on 'Select'.
 2. Click on 'Add Item' button under 'Transfer To' section, and provide your inputs as necessary.
 3. Repeat Step 2 for multiple 'Transfer To' items.
 4. Click on 'Add Request Item(s)' button upon completion.

Requested Item(s) Details: 1 item(s)

From				To			
S/N	Category	Description	Total Cost	Category	Description	Total Cost	Justification
1	Equipment	printer 18	1,000.00	Manpower	Research Assistant/Associate	500.00	Justification
				Equipment	Manpower printer 18	500.00	Justification

Summary of this Budget Variation Request: Refresh

Research Development Officer

Comments:

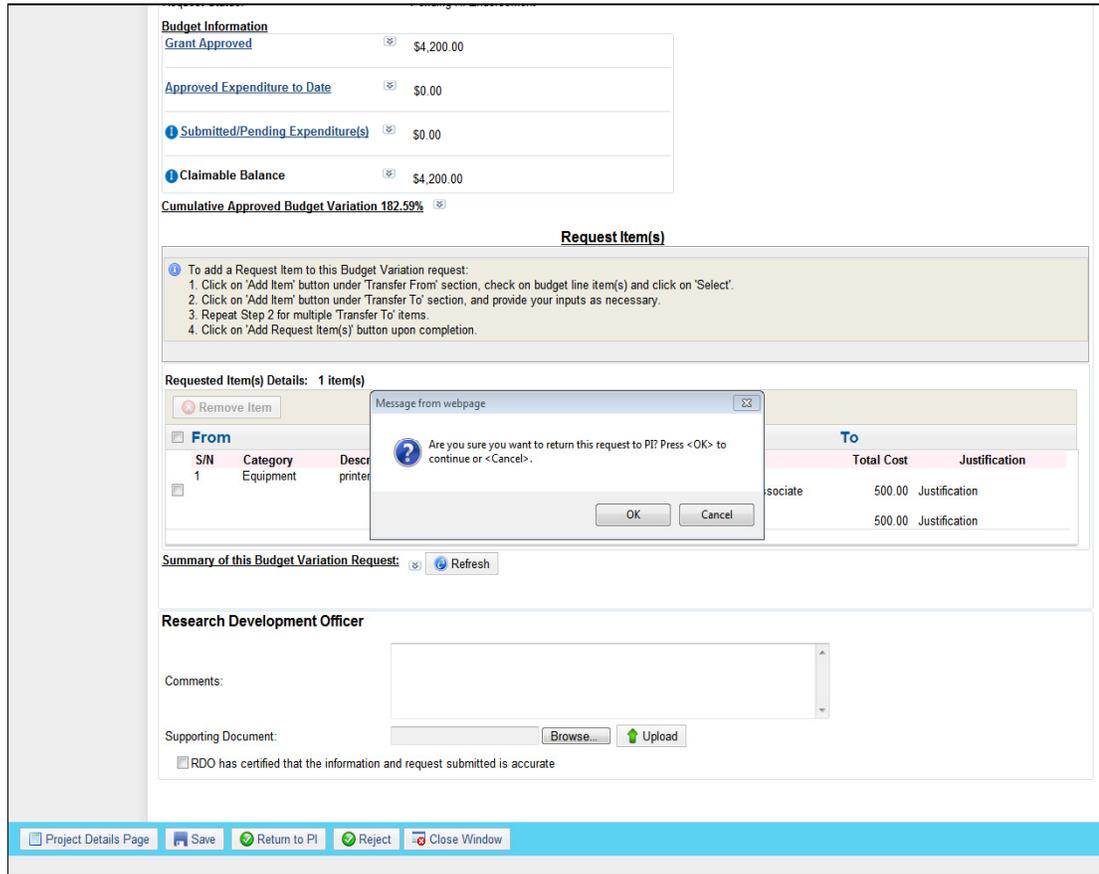
Supporting Document:

RDO has certified that the information and request submitted is accurate

Return to PI (highlighted)

2.3.5 Budget Variation - RDO -Return to PI

3. System will display a Confirmation popup.



2.3.6 Budget Variation - RDO- Return to PI - Confirmation

4. Upon clicking on “Ok”, the system will validate the following:
- The ‘Comments’ field is **Mandatory** and maximum characters allowed is **500**.
 - Any uploaded document/file follows the [Validation Rules for Uploaded Document\(s\)](#).

- The system will display the text “Request has been returned to PI for clarification successfully” if validation is successful. The request has been returned to the PI for revision.

Request has been returned to PI for clarification successfully Hide

Grant Approved	\$4,200.00
Approved Expenditure to Date	\$0.00
Submitted/Pending Expenditure(s)	\$0.00
Claimable Balance	\$4,200.00
Cumulative Approved Budget Variation 182.59%	

Request Item(s)

To add a Request Item to this Budget Variation request:
 1. Click on 'Add Item' button under 'Transfer From' section, check on budget line item(s) and click on 'Select'.
 2. Click on 'Add Item' button under 'Transfer To' section, and provide your inputs as necessary.
 3. Repeat Step 2 for multiple 'Transfer To' items.
 4. Click on 'Add Request Item(s)' button upon completion.

Transfer From: 0 item(s)

Transfer to: 0 item(s)

Requested Item(s) Details: 1 item(s)

From				To			
S/N	Category	Description	Total Cost	Category	Description	Total Cost	Justification
1	Equipment	printer 18	1,000.00	Manpower	Research Assistant/Associate	500.00	Justification

2.3.7 Budget Variation -RDO- Return to PI -Successful

- An email will be sent to the PI to notify him/her of the returned request.

Email Header: nGager: Your Budget Variation Request for NMRC/BNIG_MIG/0001/2014 has been returned by your Host Institution

Message

Your Budget Variation Request for the project NMRC/BNIG_MIG/0001/2014 - 'test', has been returned to you by your Host Institution for revision. You may address the comments and re-submit the request.

Please login to [nGager](#) for further details.

Message Text:
 Yours sincerely,
 National Medical Research Council
 Ministry Of Health
 NMRC Assist Hotline: [+65-6325 8130](tel:+65-63258130)
 Email: moh_nmrc_grant@moh.gov.sg

This is a computer-generated email and does not require any reply

2.3.8 Budget Variation - RDO -Return to PI- Email

2.3.3 Budget Variation - Reject by RDO

1. To reject the variation, RDOs need to key in their comments in the 'Comments' textbox, and upload a supporting document/file (if any).
2. Following that, RDO will need to click on the “**Reject**” button in the budget variation page. Please refer to [View Project Details](#) or [View - Pending Task Action](#) to access the budget variation page.

Budget Variation
Project Status: Ongoing

Project ID: NMRC/BNIG_MIG/0001/2014

Budget Variation Request

History

Budget Variation Request

[Budget Variation User Guides](#)
Click [here](#) for the PI's user guide.
Click [here](#) for the HI's (RD/RDO) user guide.

Request Date: 14-Aug-2014
Request Status: Pending HI Endorsement

Budget Information

Grant Approved	⊗	\$4,200.00
Approved Expenditure to Date	⊗	\$0.00
Submitted/Pending Expenditure(s)	⊗	\$0.00
Claimable Balance	⊗	\$4,200.00

Cumulative Approved Budget Variation 182.59% ⊗

Request Item(s)

ⓘ To add a Request Item to this Budget Variation request:
1. Click on 'Add Item' button under 'Transfer From' section, check on budget line item(s) and click on 'Select'.
2. Click on 'Add Item' button under 'Transfer To' section, and provide your inputs as necessary.
3. Repeat Step 2 for multiple 'Transfer To' items.
4. Click on 'Add Request Item(s)' button upon completion.

Requested Item(s) Details: 1 item(s)

Remove Item

From				To			
S/N	Category	Description	Total Cost	Category	Description	Total Cost	Justification
1	Equipment	printer 18	1,000.00	Manpower	Research Assistant/Associate	500.00	Justification
				Equipment	Manpower printer 18	500.00	Justification

Summary of this Budget Variation Request: Refresh

Research Development Officer

Comments:

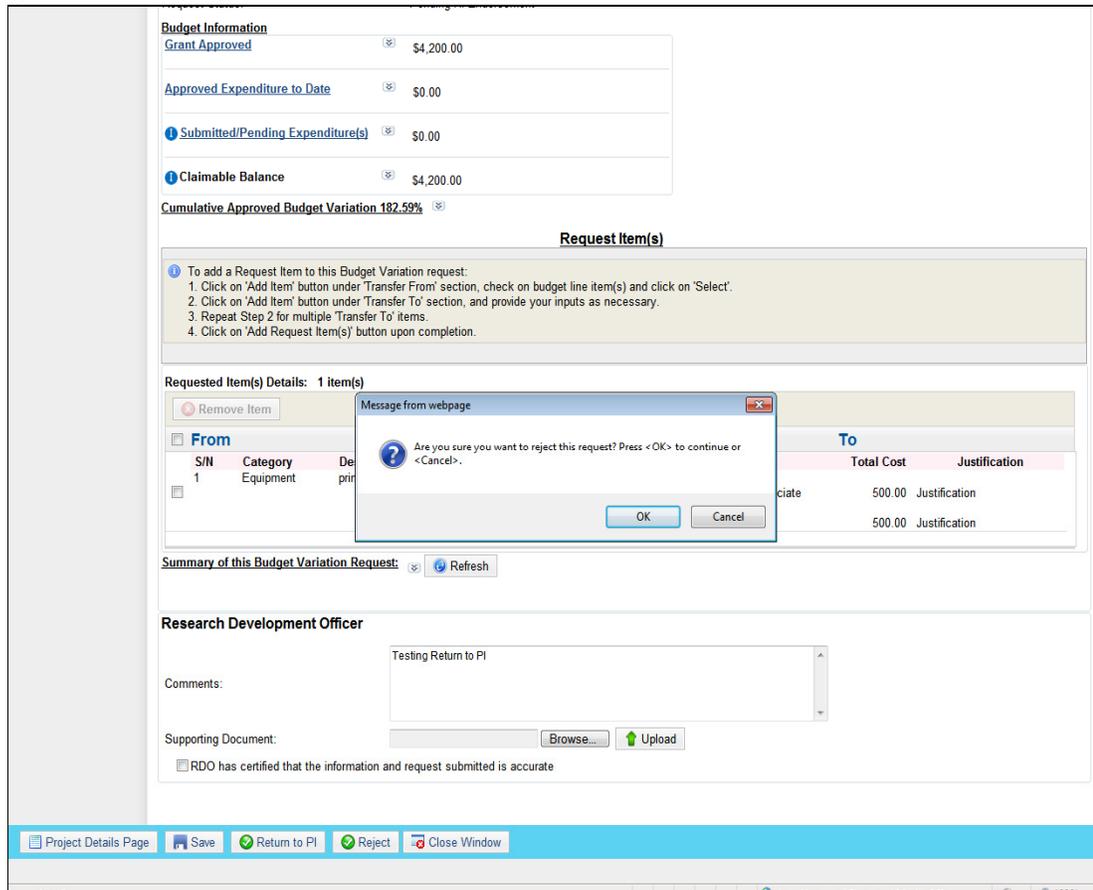
Supporting Document: Browse... Upload

RDO has certified that the information and request submitted is accurate

Project Details Page
Save Return to PI **Reject** Close Window

2.3.9 Budget Variation -RDO -Reject

3. System will display a confirmation popup.



2.3.10 Budget Variation –RDO Reject- Confirmation

4. Upon clicking on “Ok”, the system will validate the following:
 The ‘Comments’ field is **Mandatory** and maximum characters allowed is **500**.
 Any uploaded document/file follows the [Validation Rules for Uploaded Document\(s\)](#).

- The system will display the text “Request has been rejected successfully” if validation is successful. The request has been rejected.

Request has been rejected successfully Hide

Request Status: Rejected By RDO

Budget Information

Grant Approved \$4,200.00

Approved Expenditure to Date \$0.00

Submitted/Pending Expenditure(s) \$0.00

Claimable Balance \$4,200.00

Cumulative Approved Budget Variation 182.59%

Request Item(s)

To add a Request Item to this Budget Variation request:

- Click on 'Add Item' button under 'Transfer From' section, check on budget line item(s) and click on 'Select'.
- Click on 'Add Item' button under 'Transfer To' section, and provide your inputs as necessary.
- Repeat Step 2 for multiple 'Transfer To' items.
- Click on 'Add Request Item(s)' button upon completion.

Requested Item(s) Details: 1 item(s)

Remove Item

From				To			
S/N	Category	Description	Total Cost	Category	Description	Total Cost	Justification
1	Equipment	printer 18	1,000.00	Manpower	Research Assistant/Associate	500.00	Justification
				Equipment	Manpower printer 18	500.00	Justification

Summary of this Budget Variation Request: Refresh

Research Development Officer

Date: 25-Feb-2014 07:14:18

Status: Rejected

Comments: Testing Return to PI

RDO has certified that the information and request submitted is accurate

Project Details Page Close Window

2.3.11 Budget Variation –RDO Reject- Successful

- An email will be sent to the PI/relevant users to notify them of the request’s rejection.

Email Header: nGager: Your Budget Variation Request for -CBRG_MIG/0001/2014 has been rejected by your Host Institution

Message

Your Budget Variation Request submitted for the project -/CBRG_MIG/0001/2014 - 'PPReview Test App' has been rejected by your Host Institution.

Please login to [nGager](#) for further details.

Yours sincerely,
National Medical Research Council
Ministry Of Health
NMRC Assist Hotline: +65-6325 8130
Email: moh_nmrc_grant@moh.gov.sg

This is a computer-generated email and does not require any reply

2.3.12 Budget Variation -RDO Rejection -Email

2.4 Research Director (RD)

Upon a successful login as a HI Research Director (RD), user will be able to view a project's budget variation request by [View Project Details](#) or [View - Pending Task Action](#).

Budget Variation

[Project Details Page](#)
[Save](#)
[Endorse](#)
[Return to PI](#)
[Reject](#)
[Close Window](#)

Project ID: **NMRC/BNIG_MIG/0001/2014** Project Status: **Ongoing**

Budget Variation Request

History

Budget Variation Request

Budget Variation User Guides

Click [here](#) for the PI's user guide.
Click [here](#) for the HI's (RD/RDO) user guide.

Request Date: 13-Aug-2014
Request Status: Pending HI Endorsement

Budget Information

[Grant Approved](#) ⊗

[Approved Expenditure to Date](#) ⊗

Submitted/Pending Expenditure(s) ⊗

Claimable Balance ⊗

Cumulative Approved Budget Variation 178.26% ⊗

Request Item(s)

ⓘ To add a Request Item to this Budget Variation request:
 1. Click on 'Add Item' button under 'Transfer From' section, check on budget line item(s) and click on 'Select'.
 2. Click on 'Add Item' button under 'Transfer To' section, and provide your inputs as necessary.
 3. Repeat Step 2 for multiple 'Transfer To' items.
 4. Click on 'Add Request Item(s)' button upon completion.

Requested Item(s) Details: 1 item(s)

Remove Item

From				To			
S/N	Category	Description	Total Cost	Category	Description	Total Cost	Justification
1	Manpower	Research Engineer/Scientist variation	200.00	Manpower	Research Engineer/Scientist variation	1.00	dfs
				Equipment	printer 89	199.00	dfsdf

Summary of this Budget Variation Request: ⊗ [Refresh](#)

Research Development Officer

Date: 28-Feb-2014 02:37:15
Status: Certified

Comments:
 RDO has certified that the information and request submitted is accurate

Research Director

Comments:

Project Details Page

[Save](#)
[Endorse](#)
[Return to PI](#)
[Reject](#)
[Close Window](#)

2.4.1 Budget Variation Page –RD

HI RD can perform the following actions:

- a. **Endorse Request.** Please refer to [Budget Variation – Endorsement](#) for details.
- b. **Return to PI.** Please refer to [Budget Variation – Return to PI by RD](#) for details
- c. **Reject Request.** Please refer to [Budget Variation – Reject by RD](#) for details.

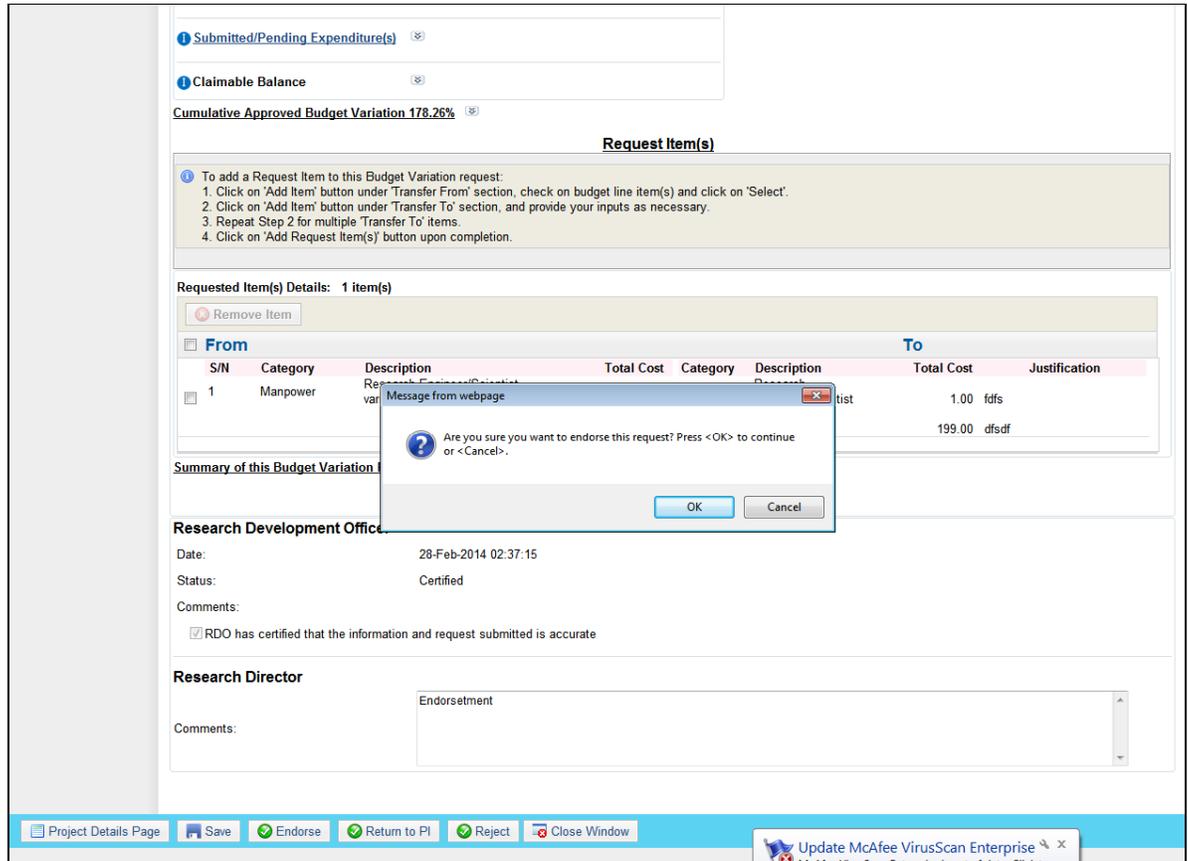
2.4.1 Budget Variation - Endorsement

- 1. To endorse the budget variation request, click on the “Endorse” button. RD is able to input comments (if any) on the request in the ‘Comments’ textbox.

The screenshot displays the 'Budget Variation Request' interface. At the top, there is a navigation bar with buttons for 'Project Details Page', 'Save', 'Endorse', 'Return to PI', 'Reject', and 'Close Window'. The 'Endorse' button is highlighted with a red box. Below the navigation bar, the project ID 'NMRC/BNIG/0001/2014' and 'Project Status Ongoing' are shown. The main content area includes a 'Budget Variation Request' section with user guides, request details (Request Date: 13-Aug-2014, Request Status: Pending HI Endorsement), and a table of requested items. The 'Requested Item(s) Details' section shows one item with a table of 'From' and 'To' categories. At the bottom, there are sections for 'Research Development Officer' (with a 'Comments' field) and 'Research Director' (with a 'Comments' field). The 'Endorse' button is highlighted in the bottom navigation bar.

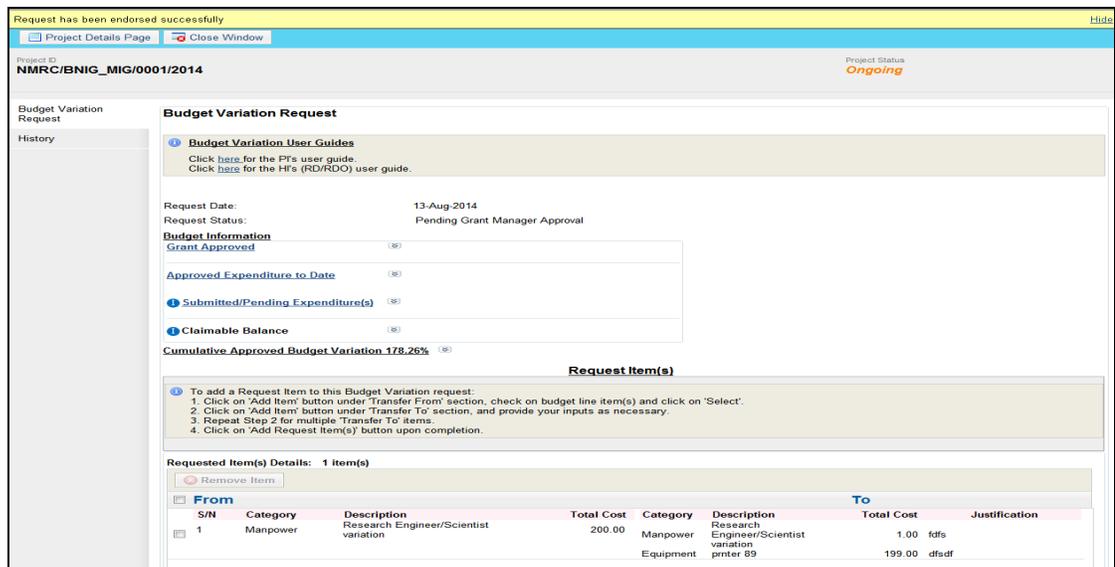
2.4.2 Budget Variation - Endorse Button

2. System will display a confirmation popup window.



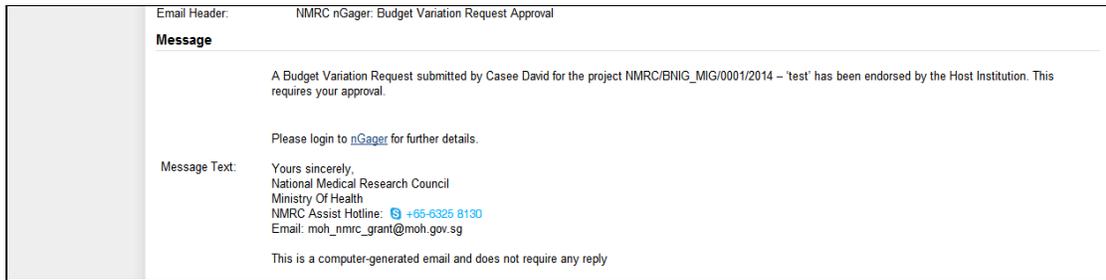
2.4.3 Budget Variation - Endorse - Confirmation popup

3. Upon clicking on “Ok”, the system will display the text “Request has been endorsed successfully”. The budget variation request is routed to the funding agency for approval.



2.4.4 Budget Variation Endorsement -Successful.

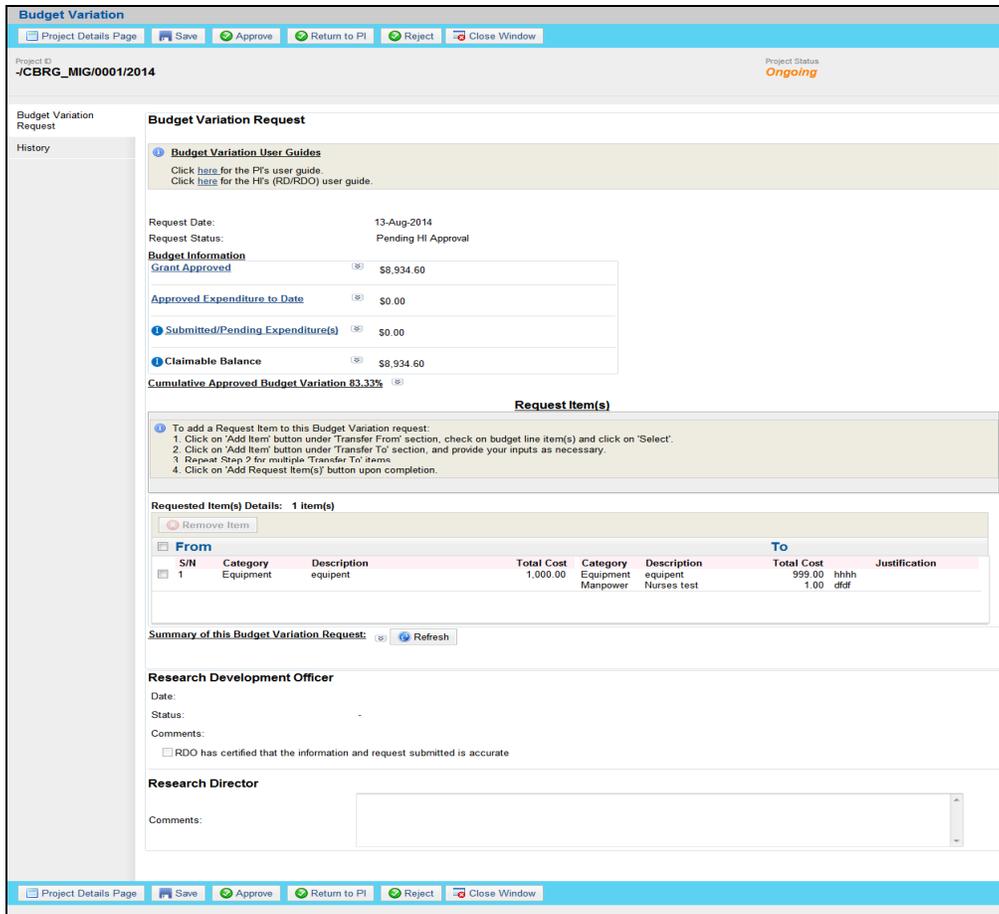
- Upon successful endorsement, an email will be sent to the funding agency’s Grant Manager for approval.



2.4.5 Budget Variation Endorsement Successful Email

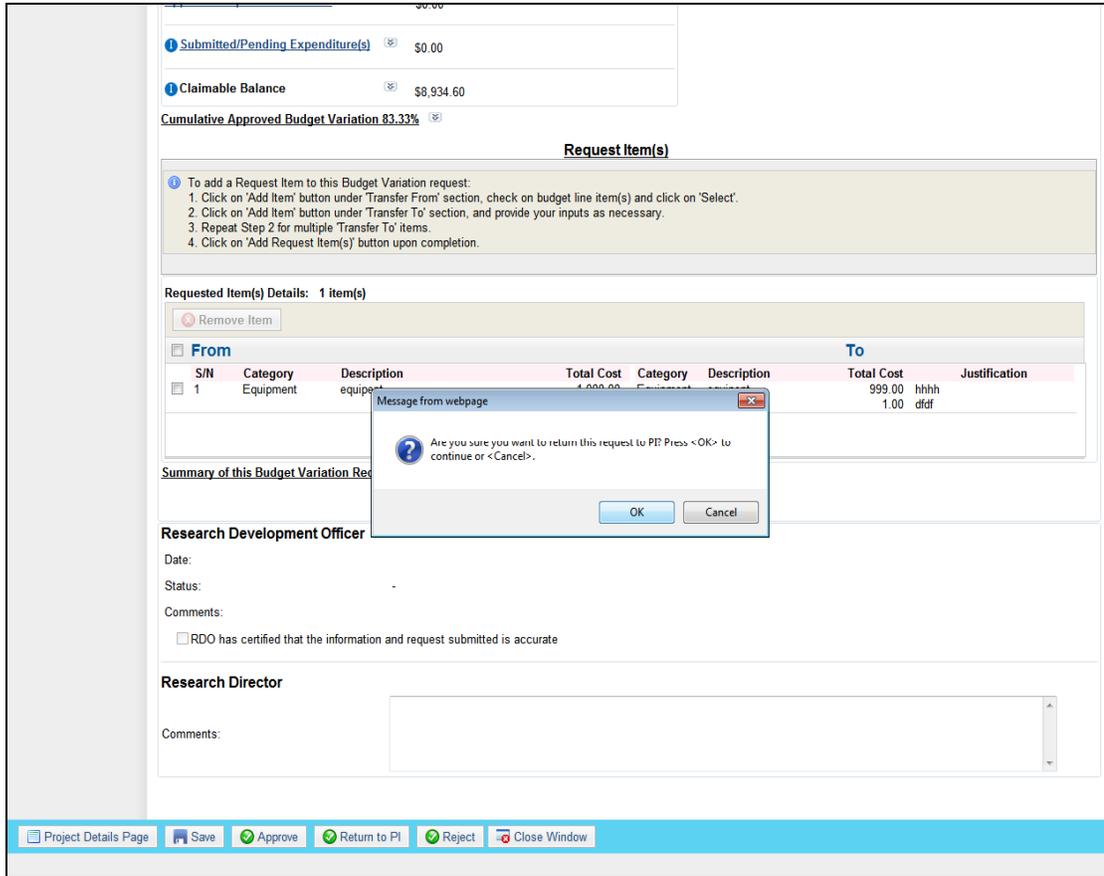
2.4.2 Budget Variation - Return to PI by RD

- To return the budget variation request to PI for revision, RD needs to key in their comments in the ‘Comments’ textbox, and upload a supporting document/file (if any).
- Subsequently, click on the **“Return to PI”** button.



2.4.6 Budget Variation -Return to PI by RD

3. System will display a confirmation popup.



2.4.7 Budget Variation - Return to PI by RD- Confirmation

4. Upon clicking on “Ok”, the system will validate the following:
 The ‘Comments’ field is **Mandatory** and maximum characters allowed is **500**.

- System displays the text “Request has been returned to PI for clarification successfully” upon successful validation. The budget variation request has been returned to the PI for revision.

Request has been returned to PI for clarification successfully Hide

Submitted/Pending Expenditure(s) \$0.00

Claimable Balance \$8,934.60

Cumulative Approved Budget Variation 83.33%

Request Item(s)

To add a Request Item to this Budget Variation request:

- Click on 'Add Item' button under 'Transfer From' section, check on budget line item(s) and click on 'Select'.
- Click on 'Add Item' button under 'Transfer To' section, and provide your inputs as necessary.
- Repeat Step 2 for multiple 'Transfer To' items.
- Click on 'Add Request Item(s)' button upon completion.

Transfer From: 0 item(s)

Transfer to: 0 item(s)

Requested Item(s) Details: 1 item(s)

From				To			
S/N	Category	Description	Total Cost	Category	Description	Total Cost	Justification
1	Equipment	equipment	1,000.00	Equipment	equipment	999.00	hhhh
				Manpower	Nurses test	1.00	dfdf

Summary of this Budget Variation Request:

2.4.8 Budget Variation - Return to PI by RD –Successful

- An email will be sent to the PI/relevant users to inform them to revise their request.

Email Header: nGager: Your Budget Variation Request for NMRC/BNIG_MIG/0001/2014 has been returned by your Host Institution

Message

Your Budget Variation Request for the project NMRC/BNIG_MIG/0001/2014 - 'test', has been returned to you by your Host Institution for revision. You may address the comments and re-submit the request.

Please login to [nGager](#) for further details.

Message Text: Yours sincerely,
National Medical Research Council
Ministry Of Health
NMRC Assist Hotline: [+65-6325 8130](tel:+65-63258130)
Email: moh_nmrc_grant@moh.gov.sg

This is a computer-generated email and does not require any reply

2.4.9 Budget Variation -Return to PI -Successful Email

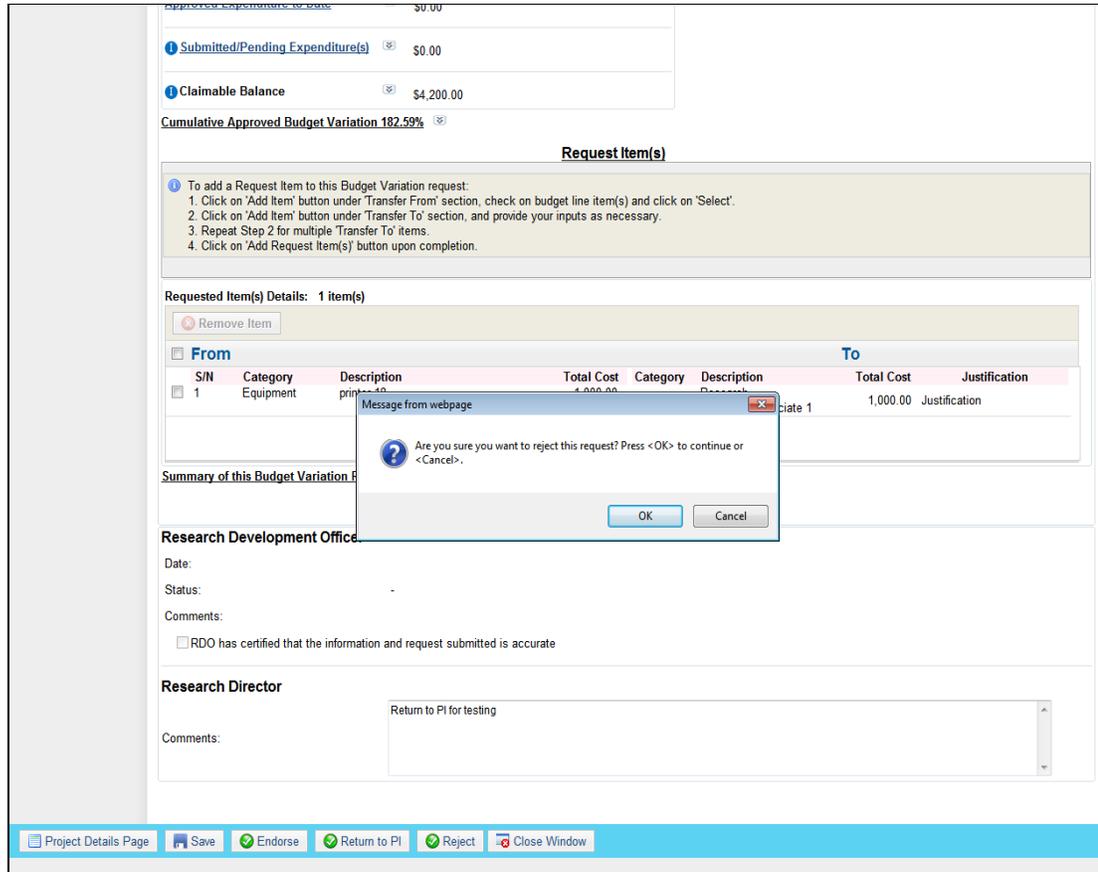
2.4.3 Budget Variation - Reject by RD

1. To reject the variation, RD needs to key in their comments in the 'Comments' textbox.
2. Following that, RD will need to click on the **“Reject”** button. Please refer to [View Project Details](#) or [View - Pending Task Action](#) to access the budget variation page.

The screenshot displays the 'Budget Variation Request' page for Project ID NMRC/BNIG_MIG/0001/2014. The page includes a top navigation bar with buttons for 'Project Details Page', 'Save', 'Endorse', 'Return to PI', 'Reject', and 'Close Window'. The 'Reject' button is highlighted with a blue border. The main content area shows the request details, including the request date (15-Aug-2014) and status (Pending HI Endorsement). A 'Budget Information' section lists financial values: Grant Approved (\$4,200.00), Approved Expenditure to Date (\$0.00), Submitted/Pending Expenditure(s) (\$0.00), and Claimable Balance (\$4,200.00). The cumulative approved budget variation is 182.59%. Below this is a 'Request Item(s)' section with instructions on how to add items. A table shows one requested item: a printer (S/N 1, Category Equipment, Description printer 18, Total Cost 1,000.00) being transferred from Manpower to Research Assistant/Associate 1. The bottom section contains fields for the Research Development Officer (Date, Status, Comments) and the Research Director (Comments), with the 'Reject' button highlighted in the bottom navigation bar.

2.4.10 Budget Variation - Reject by RD

3. System will display a Confirmation popup.



2.4.11 Budget Variation - Reject by RD- Confirmation

4. Upon clicking on “Ok”, the system will validate the following:
 The ‘Comments’ field is **Mandatory** and maximum characters allowed is **500**.

- The system will display the text “Request has been rejected successfully” if validation is successful. The request has been rejected.

Request has been rejected successfully Hide

Approved Expenditure to Date	\$0.00
Submitted/Pending Expenditure(s)	\$0.00
Claimable Balance	\$4,200.00

Cumulative Approved Budget Variation 182.59%

Request Item(s)

To add a Request Item to this Budget Variation request:
 1. Click on 'Add Item' button under 'Transfer From' section, check on budget line item(s) and click on 'Select'.
 2. Click on 'Add Item' button under 'Transfer To' section, and provide your inputs as necessary.
 3. Repeat Step 2 for multiple 'Transfer To' items.
 4. Click on 'Add Request Item(s)' button upon completion.

Requested Item(s) Details: 1 item(s)

[Remove Item](#)

From				To			
S/N	Category	Description	Total Cost	Category	Description	Total Cost	Justification
1	Equipment	printer 18	1,000.00	Manpower	Research Assistant/Associate 1	1,000.00	Justification

Summary of this Budget Variation Request: [Refresh](#)

Research Development Officer
 Date:
 Status:
 Comments:
 RDO has certified that the information and request submitted is accurate

Research Director
 Date: 28-Feb-2014 11:56:32
 Status: Rejected
 Comments: Return to PI for testing

[Project Details Page](#) [Close Window](#)

2.4.12 Budget Variation -Reject by RD- Successful

- An email will be sent to the PI/relevant users to notify them of the request’s rejection.

Email Header: nGager: Your Budget Variation Request for -CBRG_MIG/0001/2014 has been rejected by your Host Institution

Message

Your Budget Variation Request submitted for the project -'CBRG_MIG/0001/2014 - 'PPReview Test App' has been rejected by your Host Institution.

Please login to [nGager](#) for further details.

Message Text:
 Yours sincerely,
 National Medical Research Council
 Ministry Of Health
 NMRC Assist Hotline: ☎ +65-6325 8130
 Email: moh_nmrc_grant@moh.gov.sg

This is a computer-generated email and does not require any reply

2.4.13 Budget Variation - Reject by RD- Successful Email

2.4.4 Budget Variation Request - Approve by RD

A budget variation request allows a PI to vary approved budget between/within categories. Sum of the previous approved budget variation amount and the current budget variation amount is less than the configured percentage then system redirect the current request to HI (RD) for approval.

1. Upon successful login as a HI's RD, the home page will be displayed.

The screenshot displays the nGager home page. At the top, there is a navigation bar with 'Home', 'Active Grant Calls', 'My Items', and 'My Projects'. The main content area is divided into several sections. On the left, there is an 'Announcement' section with a welcome message, followed by a 'Grant Opportunities' section listing 'CSA_CR018 (CSA)' and 'CSA Testing Grant Type for CR018A'. On the right, there is a 'Items Pending For Your Action (19)' section. This section is expanded to show 'Grant Applications (19)' and 'Project Items Pending for your Actions (7)'. Under 'Project Items Pending for your Actions', the 'Pending HI Approval (1)' section is expanded, and the 'Budget Variation (1)' link is highlighted with a red box.

2.4.14 RD - Home page

2. Click the '**Budget Variation**' link under the '**Pending HI Approval**' section.

- 3. The 'Budget Variation Request Search' page will be displayed with the project which is pending your approval action.

Budget Variation Request Search

Search:

Search By : Project Title, Project ID, Host Institution, Principal Investigator

Budget Variation Request(s) 1 item(s)

Project Title	Application ID	Project ID	Host Institution	Principal Investigator	Request Date
test	28 Mar 2014 - 0001001	NMRC/BNIG_MIG/0001/2014	xxxxxx	Casee David	18-Aug-2014

1

2.4.15 Budget Variation Request -Search

- Click on the Edit button  near Project Title. The system will display the selected budget variation request.

Budget Variation
Project Status: Ongoing

Project ID: NMRC/BNIG_MIG/0001/2014
Close Window

Budget Variation Request

History

Budget Variation Request

Budget Variation User Guides

Click [here](#) for the PI's user guide.
Click [here](#) for the HF's (RD/RDO) user guide.

Request Date: 18-Aug-2014
Request Status: Pending HI Approval

Budget Information

Grant Approved	⊗	\$4,200.00
Approved Expenditure to Date	⊗	\$0.00
Submitted/Pending Expenditure(s)	⊗	\$0.00
Claimable Balance	⊗	\$4,200.00

Cumulative Approved Budget Variation 0.00% ⊗

Request Item(s)

To add a Request Item to this Budget Variation request:

- Click on 'Add Item' button under 'Transfer From' section, check on budget line item(s) and click on 'Select'.
- Click on 'Add Item' button under 'Transfer To' section, and provide your inputs as necessary.
- Repeat Step 2 for multiple 'Transfer To' items
- Click on 'Add Request Item(s)' button upon completion.

Requested Item(s) Details: 1 item(s)

Remove Item

From				To			
S/N	Category	Description	Total Cost	Category	Description	Total Cost	Justification
1	Equipment	printer 18	1,000.00	Manpower	Specialist Laboratory Technician Acceptance testing	1.00	justification
				Equipment	printer 18	999.00	fdfsdf

Summary of this Budget Variation Request: Refresh

Research Development Officer

Date: _____

Status: -

Comments:

RDO has certified that the information and request submitted is accurate

Research Director

Comments:

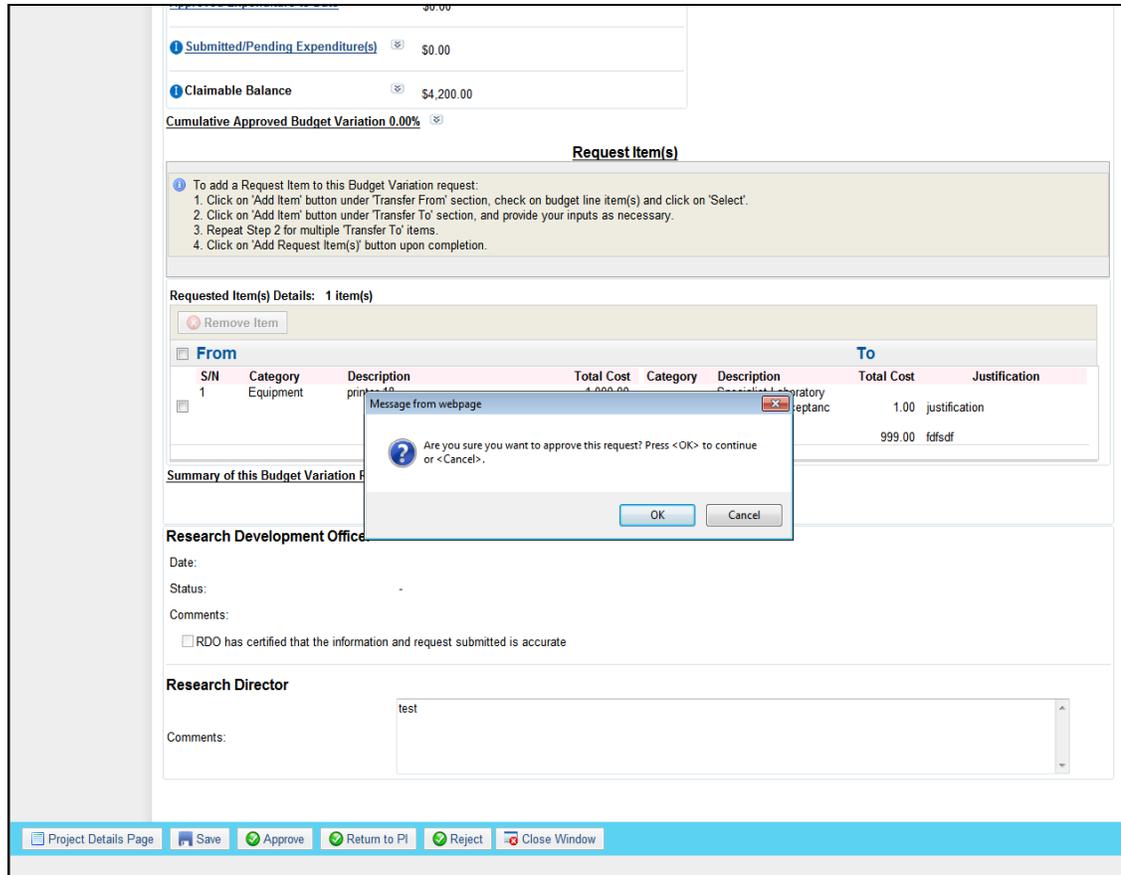
Project Details Page
Close Window

2.4.16 Budget Variation Request-RD Approve

5. HI RD can perform the following functions:

- **Approve Request**
- **Return to PI.** Please refer to [Budget Variation – Return to PI by RD](#) for details.
- **Reject Request.** Please refer to [Budget Variation – Reject by RD](#) for details.

6. To approve the request, click on the ‘**Approve**’ button. The system will display a confirmation popup window.



2.4.17 Budget Variation Request - RD -Approve – Confirmation

- Upon clicking on 'Ok', the text "Request has been approved successfully" will be displayed. This request has been approved, and is sent to the funding agency for acceptance.

Request has been approved successfully Hide

Submitted/Pending Expenditure(s) \$0.00

Claimable Balance \$4,200.00

Cumulative Approved Budget Variation 0.00%

Request Item(s)

To add a Request Item to this Budget Variation request:
 1. Click on 'Add Item' button under 'Transfer From' section, check on budget line item(s) and click on 'Select'.
 2. Click on 'Add Item' button under 'Transfer To' section, and provide your inputs as necessary.
 3. Repeat Step 2 for multiple 'Transfer To' items.
 4. Click on 'Add Request Item(s)' button upon completion.

Requested Item(s) Details: 1 item(s)

Remove Item

From				To			
S/N	Category	Description	Total Cost	Category	Description	Total Cost	Justification
1	Equipment	printer 18	1,000.00	Manpower	Specialist Laboratory Technician Acceptance testing	1.00	justification
				Equipment	printer 18	999.00	fdfsdf

Summary of this Budget Variation Request: Refresh

Research Development Officer
 Date:
 Status:
 Comments:
 RDO has certified that the information and request submitted is accurate

Research Director
 Date: 18-Aug-2014 06:36:59
 Status: Approved
 Comments: test

Project Details Page Close Window

2.4.18 Budget Variation Request -RD Approve -Successful

- An email will be sent out to the funding agency's GM/relevant parties for acceptance.

Email Header: nGager: Budget Variation Request Acceptance for NMRC/BNIG_MIG/0001/2014

Message

A Budget Variation Request submitted by Casee David for the project NMRC/BNIG_MIG/0001/2014 - 'test' has been approved by the Host Institution. This request requires your acceptance.

Please login to [nGager](#) for further details.

Message Text:
 Yours sincerely,
 National Medical Research Council
 Ministry Of Health
 NMRC Assist Hotline: +65-6325 8130
 Email: moh_nmrc_grant@moh.gov.sg

This is a computer-generated email and does not require any reply

2.4.19 Budget Variation Request – RD Approve -Successful Email

3 Appendix

3.1 Project Status

- Ongoing
- Completed
- Outstanding
- Closed
- Suspended
- Terminated
- Withdrawn
- Expired

3.2 Validation Rules for Uploaded Document(s)

File size must be greater than zero.

Must not exceed 10MB

Allowed file types:

.doc, .docx

.xls, .xlsx

.csv

.zip

.pdf

.jpeg, .jpg

.gif