Post-Award User Manual For

nGager 2

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

By NEC Asia Pacific Pte Ltd

Version 1.0

01 Aug, 2014

Copy Number: 1

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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 <u>Project Statuses</u>.
- 2. Task List B
 - 'Project Items Pending for your Actions' Consists of list of post-award request(s) pending for user's action.

	nGager			Edit Pro	file 📴 Logout	
Singspore		Home	Active Grant Calls	My Items	My Projects	NMRC Awarded Projects
Announcement Welcome to nGager - tf system is designated for researchers who qualify	ne NMRC Grant Application and G r researchers and grant managers are welcomed to apply.	rant Evaluation for Re s who are involved in N	search system. The IMRC grants. All		Items Pendin	ng For Your Action (0) s Pending for your Actions (1) HI Endorsement (1) /ariation (1)
Grant Opportunities						
CSA_CR018 (CSA) CSA Testing Grant Type for CSA18Od_A Grant (18-10-2	CR018A 013) <u>Apply Here</u>					
Testing Grant Call						
1						

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 <u>View Project Details</u> for details.
- Project Items Pending for your actions.
 Please refer to <u>View Pending Task Action</u> 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

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

Announcement Expired Welcome to nGager - the NMRC Grant Application and Grant Evaluation for Research system. The system is design searchers and grant managers who are involved in NMRC grants. All researchers who qualify are welcomed to app Withdrawn Stant Opportunities Terminated Pending Award (4) GCSA_CR018 (CSA) Completed Outstanding CSA_CR018 (CSA) Outstanding Grant type for CR018A CSA_Tering Grant Call Return to Pity GM (2) Grant Type for CR018A	MINISTR OF HEALTH NMRC National Medicari NMRC National Medicari	👪 Edit Profile 📂 Logo Home Active Grant Calls My Items	ut My Projects	NMRC Awarded F
CSA_CR018 (CSA) CSA_CR018 (CSA) CSA_CR018 (CSA) Campleted Outstanding Carta Eterna Project Items Pending for your Actions (4) Return to Piby SM (2) Grant Eterna (10-10-2013) Apply Here Testing Grant Call Testing Grant Call	Announcement Welcome to nGager - the NMRC Grant Application and Gran esearchers and grant managers who are involved in NMRC g Grant Opportunities	Evaluation for Research system. The system is desig ants. All researchers who qualify are welcomed to app	Ongoing Expired Withdrawn Suspended Terminated Closed	☑ Items Pending For Your Action (17) ☑ ♣ Grant Applications (17) Draft (8) Pending Award (4) Pending Clarification (4) Pending Submission (Budget Revision) (1)
	CSA_CR018 (CSA) CSA_Testing Grant Type for CR019A CSA16Cd_A Grant (16-10-2013) <u>Apply Herra</u> Testing Grant Call		Completed Outstanding	 Project Items Pending for your Actions (4) Actions OF Iby GM (2) Grant Elemsion (1) Project Withdrawal (1) Return to PIby RD (2) Channel Research Scope (1)

2.1.1 My Projects

4. 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.

\$			
NINISIRT OF HEALTH SINGAPORE NMRC National Medical Research Council	nGager	📾 Edit Profile 📴 Lagout	NINDO Associated Devices
Ongoing Project S	earch	nome Active Granic Cans my items my Flugecis	NMRC AWarded Projects
Search:	NMRC/BNIG/0010/2013 Search By : Project Title, Project ID), Project Status, Host Institution, Principal Investigator	
	Search Reset All Fields		
Projects 0 item(s)			

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 in next to the Project Title

\$						
MINISTRY OF HEALTH SINGAPORE Netional Medical Research Council	nGager	Home	Edit Profi	le 📕 Logout My Items My Projects		NMRC Awarded Projects
Ongoing Project S	earch					
Search:	NMRC/BNIG/0010/2013 Search By : Project Title, Project ID Search Reset All Fields), Project Status, H	lost Institution, Principa	ıl Investigator		
Projects 1 item(s)						
Project Little BNIG13Aug 002	Project ID NMRC/BNIC	3/0010/2013	Project Status	Completion Date 31-Aug-2014	Host Institution	Principal Investigator
1		5/0010/2015	ongoing	31-Aug-2014		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.

oject ID MRC/CIRGUAT/0005/20	14		Project Status Ongoing	
Project Details				
Title:	CIRG Application			
Status:	Ongoing	Withdraw Project		
HI Project Ref No:				
Principal Investigator:	Phoebe Han	Change Principal Investigator		
Grant Type / Grant Call:	CIRGUAT / CIRG14Jun			
Application ID	CIRG14Jun003	Download Proposal Package		
Host Institution:	NMRC	Change Host Institution		
Start Date:	23-Oct-2014			
Original Expected Completion Date:	31-Oct-2017			
Expected Completion Date:		Grant Extension		
Letter of Award	CSIRG-CBRG - Final Report For	rmat.doc		
Letter of Acceptance	CV template.doc			
Fund Disbursement Letter	Funds Disbursement Letter			
Research Scope	Proposal Template docx	Change Research Scope		
	<u> </u>			
Team Member(s) 3 item(s)				
Change Team Member(s)			
Name	Role	Access Right	% Effort within Project	
Phoebe Han	PI	Edit	80	
David Tan	Collaborator	Access to view	10	

2.1.4 Project Details Page

b. Click on the 'Budget' section

esearch Team				
udget	Budget Information			Budget Variation
ey Performance	Grant Approved	8	\$1,860,000.00	
ndicator	Approved Expenditure to	Date	\$0.00	
	1 Submitted/Pending Ex	spenditure(s) 🛛 😒	\$0.00	
	Claimable Balance	(\$)	\$1,860,000.00	
	Cashflow Projection Subm	nission		
	Cashflow Projection 3 ite	em(s)		
	Budget Category	Financial Quarter	Financial Year	Amount (S\$)
	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.

MINISTRO HARINA MANONE MARCAN	💷 Edit Profile 📑 Logout Home Active Grant Calls My Items My Projects	NMRC Awarded Projects
Announcement Welcome to nGager - the NMRC Grant Application and Gran researchers and grant managers who are involved in NMRC g Grant Opportunities CSA_CR018 (CSA) CSA_Teating Grant Type for CR018A CSA-10Cd, A Grant (10-10-2013) Apply three Testing Grant Call 1	Evaluation for Research system. The system is designated for rants. All researchers who qualify are welcomed to apply.	 Items Pending For Your Action (19)

2.2.1 RDO/RD - Home page

 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.

&			100				
MINISTRY OF HEALTH SINGAPORE	nGager		👪 Ed	lit Profile 🛛 📙 Logout			
Singapore	•						
Budget Variation F	Request Search						
Search: Budget Variation Reque	Search By : Project Title, Project ID, Search Reset All Fields	Host Institution, F	Principal Investigator				
Project Title			Application	Project ID	Host Institution	Principal Investigator	Request Date
😭 test			28 Mar 2014 - 0001001	IMRC/BNIG_MIG/0001/2014	XXXXXX	Casee David	13-Aug-2014
1							

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 <u>View Project Details</u> or <u>View - Pending Task Action</u>.

Project Details Page	F Save	🚱 Return to Pl	📀 Rejec	t 🛛 🕞 Clo	se Window					
ect ID /IRC/BNIG_MIG/000)1/2014								Project Status Ongoing	
lget Variation quest	Budget Va	riation Reques	st							
tory	Budget Click he Click he	Variation User Gu re for the PI's user g re for the HI's (RD/P	<u>uides</u> guide. RDO) user gu	ide.						
	Request Date Request Stat <u>Budget Infor</u> <u>Grant Appro</u>	e: us: mation oved	ę	13-Aug Pendin \$4,200	-2014 g HI Endorsement).00					
	Approved E	xpenditure to Date	<u>e</u> (i diture(s) (i	 \$0.00 \$0.00 						
	1 Claimabl	le Balance	G	\$4,200).00					
	Cumulative	Approved Budget	Variation 1	<u>78.26%</u> 遂			ta(a)			
						Request I	tem(s)			
	 To add : 1. Click 2. Click 3. Repe 4. Click 	a Request Item to th on 'Add Item' buttor on 'Add Item' buttor at Step 2 for multipl on 'Add Request Ite	his Budget V n under Tran n under Tran le Transfer T em(s)' button	ariation req sfer From's sfer To'sec o'items. upon comp	uest: iection, check on t tion, and provide y vletion.	Request I) and click on essary.	'Select'.		
	To add : 1. Click 2. Click 3. Repe 4. Click Requested	a Request Item to ti on 'Add Item' buttor on 'Add Item' buttor at Step 2 for multipi on 'Add Request Ite Item(s) Details: 1	his Budget V n under Tran n under Tran le Transfer T em(s)' button item(s)	ariation req sfer From' s sfer To' sec o' items. upon comp	uest: iection, check on t tion, and provide y sletion.	Request I) and click on essary.	'Select'.		
	To add : 1. Click 2. Click 3. Repe 4. Click Requested I	a Request Item to ti on 'Add Item' buttoo on 'Add Item' buttoo at Step 2 for multipl on 'Add Request Ite Item(s) Details: 1 vve Item	his Budget V n under Tran n under Tran le Transfer T em(s)' button item(s)	ariation req sfer From's sfer To'sec o'items. upon comp	uest: .ection, check on t tion, and provide y vletion.	Request I) and click on essary.	'Select'.		
	To add , 1. Click 2. Click 3. Repe 4. Click Requested I Refuested I From	a Request Item to ti on 'Add Item' buttoo on 'Add Item' buttoo at Step 2 for multipl on 'Add Request Ite Item(s) Details: 1 we Item	his Budget V n under Tran n under Tran le Transfer T em(s)' button item(s)	ariation req sfer From's sfer To'sec o'items. upon comp	uest: iection, check on t tion, and provide y aletion.	Request I) and click on essary.	'Select'.	То	
	To add 1. Click 2. Click 3. Repe 4. Click Bequested Click Bequested S/N 1	a Request item to ti on 'Add item' butto on 'Add item' butto at Step 2 for multipil on 'Add Request ite (step (s) Details: 1 vve item Category Manpower	his Budget V n under Tran In under Transfer T em(s) button item(s) Descripti Research variation	ariation req sfer From's sfer To'sec o'items. upon comp upon comp Engineer/S	uest: ection, check on the ition, and provide y vletion.	Request I nudget line item(s bur inputs as nec Total Cost 200.00) and click on essary. Category Manpower Equipment	'Select'. Description Research Engineer/Scientist variation pmter 89	To Total Cost 1.00 fdfs 199.00 dfsd	Justification
	To add 1. Click 2. Click 3. Reppe 4. Click Requested From S/N 1	a Request item to ti on 'Add item' butto on 'Add item' butto on 'Add Item' butto item(s) Details: 1 item(s) Details: 1 iver Item Category Manpower this Budget Varia	his Budget V in under Tran le Transfer T em(s) button item(s) Descripti Research variation	ariation requ sfer From's sfer To'sec o'items. upon comp on Engineer/S st: () ()	uest: Lection, check on the Lion, and provide y letion.	Total Cost 200.00	and click on essary. Category Manpower Equipment	'Select'. Description Research Engineer/Scientist variation prnter 89	To Total Cost 1.00 fdfs 199.00 dfsd	Justification
	To add 1. Click 2. Click 3. Reppe 4. Click Requested Front S/N 1 Summary of Research	a Request litem to ti on 'Add Item' butto on 'Add Item' butto on 'Add Item' butto on 'Add Request itr Item(s) Details: 1 vve Item Category Manpower this Budget Varia Development C	his Budget V In under Tran In under Tran In Under Transfer Internasser Internasser Descripti Research variation	ariation req sfer From's sfer To'sec o'items. upon comp on Engineer/S st: () ()	uest: ection, check on h tion, and provide y vletion. cientist	Total Cost 200.00	Category Manpower Equipment	'Select'.	To Total Cost 1.00 fdfs 199.00 dfsd	Justification 4
	To add 1. Click 2. Click 3. Repe 4. Click Requested Fror S/N 1 Summary of Research Comments:	a Request litem to ti on 'Add Item' butto on 'Add Item' butto at Step 2 for multipi on 'Add Request It Item(s) Details: 1 ver Item Category Manpower this Budget Varia Development C	his Budget V in under Tran in under Transfer T em(s) button item(s) Descripti Research variation ation Reque	ariation requ sfer From's sfer To'sec o'items. upon comp on Engineer/S st: () ()	uest: iection, check on t iion, and provide y vletion.	Request I sudget line item(s our inputs as nec Total Cost 200.00	and click on essary. Category Manpower Equipment	'Select'. Description Research Engineer/Scientist variation printer 89	To Total Cost 1.00 fdfs 199.00 dfse	Justification
	To add 1. Click 2. Click 3. Repe 4. Click Requested From SN 1 Summary of Research Comments: Supporting D RDo ha	a Request item to ti on 'Add item' butto on 'Add item' butto at Step 2 for multip on 'Add Request ite (tem(s) Details: 1 vve Item Category Manpower i this Budget Varia Development C	his Budget V in under Tran In under Transfer T erransfer T item(s) Descripti Research variation ation Reque	ariation request	uest: ecction, check on the section, and provide y vietion.	Request I nudget line item(s bur inputs as nec Dur inputs as nec 200 00 200 00 Browse ate	Category Manpower Equipment	'Select'.	To Total Cost 1.00 fdfs 199.00 dfs	Justification
	To add 1. Click 2. Click 3. Repe 4. Click Requested Fror S/N 1 Summary of Research Comments: Supporting D RDO ha	a Request Item to ti on 'Add Item' butto on 'Add Item' butto on 'Add Item' butto on 'Add Request Itr Item(s) Details: 1 vve Item Category Manpower this Budget Varia Development C locument: is certified that the	his Budget V in under Tran in under Tran le Transfer 1 em(s) button item(s) Descripti Research variation ation Reque Difficer	ariation request	uest: ieection, check on t iion, and provide y kletion.	Total Cost 200.00	Category Manpower Equipment	'Select'.	To Total Cost 1.00 fdfs 199.00 dfse	Justification

2.3.1 Budget Variation page

- 1. HI RDO can perform the following actions
 - a. Certify Request. Please refer to <u>Budget Variation Certify</u> for details.
 - Beturn Request to PI. Please refer to <u>Budget Variation Return to PI</u> for details.
 - c. **Reject Request**. Please refer to <u>Budget Variation Reject</u> 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 Details Page	R Save	📀 Return to PI	📀 Reject	Close Window					
Project ID NMRC/BNIG_MIG/000	01/2014							Project Status Ongoing	
Budget Variation Request	Budget Va	ariation Reques	t						
History	Budget Click he Click he	Variation User Gui re for the PI's user g re for the HI's (RD/R	i <u>des</u> uide. DO) user guide	Ð.					
	Request Date Request State <u>Budget Info</u> r	e: us: <u>mation</u>		13-Aug-2014 Pending HI Endorsement					
	Grant Appro	<u>xpenditure to Date</u>	2 8	\$4,200.00					
	1 Submitte	d/Pending Expend	liture(s) 🚿	\$0.00					
	 Claimab 	e Balance	\$	\$4,200.00					
	Cumulative	Approved Budget	Variation 178	.26% 😵					
	2. Click 3. Repe 4. Click	on 'Add Item' button at Step 2 for multiple on 'Add Request Ite	under 'Transfe 'Transfer To' m(s)' button u	er To' section, and provide you items. pon completion.	ir inputs as nec	essary.			
	Requested	ltem(s) Details: 1	item(s)						
	🙆 Remo	ove Item							
	From	1						То	
	S/N	Category Manpower	Description Research E variation	ngineer/Scientist	Total Cost 200.00	Category Manpower Equipment	Description Research Engineer/Scientist variation prnter 89	Total Cost 1.00 fdf 199.00 dfs	Justification s
	Summary of	this Budget Varia	tion Request:	🛞 🔞 Refresh					
	Research	Development C	fficer					•	
	Comments:							÷	
	Supporting D)ocument:	_		Browse	懀 Upload			
	RDO h	as certified that the i	nformation and	I request submitted is accurat	te				
Project Details Page	R Save	📀 Return to Pl	📀 Reject	Close Window					

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".

lequest has been saved successfully
Request Status: Pending HI Endorsement
Budget Information
Grant Approved S4,200.00
Approved Expenditure to Date S0.00
Submitted/Pending Expenditure(s) (8) \$0.00
Claimable Balance 😵 \$4,200.00
Cumulative Approved Budget Variation 178.26% (38)
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
E From To
S/N Category Description Total Cost Category Description Total Cost Justification
1 Manpower Research Engineer/Scientist variation 200.00 Research Manpower Research Engineer/Scientist 1.00 fdfs 200.00 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 <u>nGager</u> for further details.
Message Text:	Yours sincerely, National Medical Research Council Ministry Of Health NMRC Assist Hotline: S +65-6325 B130 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).
- Following that, RDO needs to click on the "Return to PI" button in the budget variation page. Please refer <u>View Project Details</u> or <u>View - Pending Task Action</u> to access the budget variation page.

Budget Variation					
Project Details Page	📕 Save 🛛 🛛 Return to PI	Close Window			
Project ID NMRC/BNIG_MIG/000	01/2014				Project Status Ongoing
Budget Variation Request	Budget Variation Request				
History	Budget Variation User Guides Click here for the PI's user guide. Click here for the HI's (RD/RDO) user guid	e.			
	Request Date: Request Status: Budget Information Grant Approved (%) Approved Expenditure to Date (%) Submitted/Pending Expenditure(s) (%)	14-Aug-2014 Pending HI Endorsement \$4,200.00 \$0.00 \$0.00			
	Claimable Balance	\$4,200.00			
	Cumulative Approved Budget Variation 182	.59% 😵			
	To add a Request Item to this Budget Var 1. Click on 'Add Item' button under Transf 2. Click on 'Add Item' button under Transf 3. Repeat Step 2 for multiple Transfer To' 4. Click on 'Add Request Item(s)' button u	iation request: er From' section, check on budg er To' section, and provide your i items. pon completion.	et line item(s) and click nputs as necessary.	: on 'Select'.	
	Requested Item(s) Details: 1 item(s)				
	From				То
	S/N Category Descriptio 1 Equipment printer 18	1	Total Cost Catego 1,000.00 Manpow Equipme	ry Description Research Assistant/Associate Manpower ent printer 18	Total Cost Justification 500.00 Justification 500.00 Justification
	Summary of this Budget Variation Request	😵 🔞 Refresh			
	Research Development Officer			٨	1
	Comments:				
	Supporting Document:	В	rowse 懀 Upload	ł	
	RDO has certified that the information an	d request submitted is accurate			
Project Details Page	Save Return to Pl Reject	Close Window			
		-			

2.3.5 Budget Variation - RDO -Return to PI

3. System will display a Confirmation popup.

	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	2.59% 🐵	
		Request Item(s)	
	 To add a Request Item to this Budget Val 1. Click on 'Add Item' button under Transi 2. Click on 'Add Item' button under Transi 3. Repeat Step 2 for multiple Transfer To' 4. Click on 'Add Request Item(s)' button u 	iation request: er From 'section, check on budget line item(s) and click on 'Select'. er To'section, and provide your inputs as necessary. items pon completion.	
	Requested Item(s) Details: 1 item(s)		
	Remove Item	sage from webpage	3
	E From	Are you sure you want to return this request to PI? Press <ok> to</ok>	То
	S/N Category Descr	continue or <cancel>.</cancel>	Total Cost Justification
			sociate 500.00 Justification
		OK Cancel	500.00 Justification
	Summary of this Budget Variation Request	a ⊗ 🕲 Refresh	
	Research Development Officer		
	Comments:		
	Supporting Document:	Browse 👔 Upload	
	RDO has certified that the information an	d request submitted is accurate	
Project Details Page	📕 Save 🛛 🔗 Return to PI 🛛 🚱 Reject	Close Window	

2.3.6 Budget Variation - RDO- Return to PI - Confirmation

 Upon clicking on "Ok", the system will validate the following: The 'Comments' field is <u>Mandatory</u> and maximum characters allowed is 500. Any uploaded document/file follows the <u>Validation Rules for Uploaded Document(s)</u>. 5. 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 return	d to PI for clarification successfully				<u>Hide</u>
	Grant Approved 😵	\$4,200.00			
	Approved Expenditure to Date	\$0.00			
	Submitted/Pending Expenditure(s) Image: Second S	\$0.00			
	Claimable Balance 🛛 😵	\$4,200.00			
	Cumulative Approved Budget Variation 182	.59% 🛞			
		Request	tem(s)		_
	 To add a Request Item to this Budget Var 1. Click on 'Add Item' button under Transf 2. Click on 'Add Item' button under Transf 3. Repeat Step 2 for multiple Transfer To' 4. Click on 'Add Request Item(s)' button u 	ation request: r From' section, check on budget line item(r To' section, and provide your inputs as nec tems. pon completion.) and click on 'Select'. essary.		
	Transfer From: 0 item(s)				
	O Remove Item				
	Transfer to: 0 item(s)				
	3 Add Item 🔇 Remove Item				
		G Add R	equest Item(s)		
	Requested Item(s) Details: 1 item(s)				
	O Remove Item				
	E From			То	
	S/N Category Description 1 Equipment printer 18	Total Cost 1,000.00	Category Description Research Manpower Assistant/Associate	Total Cost Justification	

2.3.7 Budget Variation -RDO- Return to PI -Successful

6. 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 <u>nGager</u> for further details.
	Message Text:	Yours sincerely, National Medical Research Council Ministry Of Health NMRC Assist Indine: S +65-6325 B130 Email: moh_nmrc_grant@moh.gov.sg
		This is a computer-generated email and does not require any reply
Save Glose	Window	

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).
- Following that, RDO will need to click on the "Reject" button in the budget variation page. Please refer to <u>View Project Details</u> or <u>View - Pending Task Action</u> to access the budget variation page.

Budget Variation									
Project Details Page	R Save	🚱 Return to Pl	📀 Reject	Close Window					
Project ID NMRC/BNIG_MIG/000	01/2014							Project Status Ongoing	
Budget Variation Request	Budget Va	riation Reques	t						
History	Budget Click her Click her	Variation User Gui e_for the PI's user g e_for the HI's (RD/R	<u>des</u> uide. DO) user guide	э.					
	Request Date Request Statu <u>Budget Inform</u> <u>Grant Appro</u>	: ıs: <u>nation</u> ved	8	14-Aug-2014 Pending HI Endorsement \$4,200.00					
	Approved Ex	spenditure to Date		\$0.00					
	<u>Submittee</u>	d/Pending Expend	liture(s) 💿	\$0.00					
	Cumulativo	pproved Budget	variation 182	\$4,200.00					
	<u>cumulative</u> r	approved budget		. <u></u>	Request l	tom(e)			
	To add a 1. Click 2. Click 3. Repeat 4. Click	Request Item to th on 'Add Item' button on 'Add Item' button it Step 2 for multiple on 'Add Request Ite	is Budget Vari under Transfe under Transfe Transfer To' i m(s)' button up	ation request: ar From' section, check on b ar To' section, and provide yo tems. pon completion.	udget line item(s ur inputs as nec) and click or essary.	n 'Select'.		
	Requested I	tem(s) Details: 1	item(s)						
	😡 Remo	ve Item							
	E From							То	
	S/N 1	Category Equipment	Description printer 18		Total Cost 1,000.00	Category Manpower Equipment	Description Research Assistant/Associate Manpower printer 18	Total Cost 500.00 500.00	Justification Justification Justification
	Summary of	this Budget Variat	ion Request:	⊛ 🎯 Refresh					
	Research I	Development O	fficer						
	Comments:		Т	esting Return to PI				A 	
	Supporting D	ocument:			Browse	懀 Upload			
	RDO ha	s certified that the i	nformation and	I request submitted is accura	ite				
Project Details Page	R Save	📀 Return to PI	😡 Reject	Close Window					
Project Details Page	Supporting D	ocument: s certified that the i content to Pl	nformation and	request submitted is accur	Browse	🕈 Upload		•	

2.3.9 Budget Variation -RDO -Reject

3. System will display a confirmation popup.

Grant Approved	\$4,200.00	
Approved Expenditure to Date	(3) \$0.00	
Submitted/Pending Expenditure	<u>s)</u> 🛞 \$0.00	
Claimable Balance	(8) \$4,200.00	
Cumulative Approved Budget Variat	ion 182.59% 😵	
	Request Item(s)	
 Io add a Request Item to this But Click on 'Add Item' button unde Click on 'Add Item' button unde Repeat Step 2 for multiple 'Trans Click on 'Add Request Item(s)' I 	get Vanaton request: "Transfer From'section, check on budget line item(s) and click on 'Select'. "Transfer To' section, and provide your inputs as necessary. sfer To' items. Jutton upon completion.	
Requested Item(s) Details: 1 item(s	.)	_
Remove Item	Message from webpage	×
From S/N Category De Equipment prin	Are you sure you want to reject this request? Press <ok> to continue or <cancel>.</cancel></ok>	To Total Cost Justification
	OK Cancel	ciate 500.00 Justification 500.00 Justification
() () () () () () () () () ()		
Summary of this Budget Variation R	equest: 🛞 🎯 Refresh	
Summary of this Budget Variation R	equest: ® G Refresh	
Summary of this Budget Variation R	equest: (8) 😡 Refresh r Testing Return to Pl	
Summary of this Budget Variation R Research Development Office Comments:	equest: 🛞 🚱 Refresh	
Summary of this Budget Variation R Research Development Office Comments: Supporting Document:	equest: (a) (b) Refresh	×
Summary of this Budget Variation R Research Development Office Comments: Supporting Document: RDO has certified that the information	equest: (a) Refresh	×
Summary of this Budget Variation R Research Development Office Comments: Supporting Document: RDO has certified that the information	equest: (*) (*) Refresh r Testing Return to PI Browse (*) Upload tion and request submitted is accurate	

2.3.10 Budget Variation – RDO Reject- Confirmation

4. Upon clicking on "Ok", the system will validate the following:

The 'Comments' field is <u>Mandatory</u> and maximum characters allowed is **500**. Any uploaded document/file follows the <u>Validation Rules for Uploaded Document(s)</u>. 5. 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							<u>Hide</u>
	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	^{SE} \$4,200.00						
	Cumulative Approved Budget Variation	on 182.59% 📧						
			Request I	tem(s)				
	To add a Request Item to this Budg Click on 'Add Item' button under Click on 'Add Item' button under Repeat Step 2 for multiple 'Trans Click on 'Add Request Item(s)' but	et Variation request: Transfer From' section, check on t Transfer To' section, and provide y fer To' items. Itton upon completion.	udget line item(s our inputs as nec) and click on essary.	'Select'.			
	Requested Item(s) Details: 1 item(s)							
	O Remove Item							
	E From					То		
	S/N Category Desc	ription	Total Cost	Category	Description	Total Cost	Justification	
	1 Equipment printe	r 18	1,000.00	Manpower	Research Assistant/Associate Manpower	500.00 J	Justification	
				Equipment	printer 18	500.00 J	Justification	
	Summary of this Budget Variation Re	quest: 痰 📵 Refresh						
	Research Development Officer							
	Date:	25-Feb-2014 07:14:18						
	Status:	Rejected						
	Comments:	Testing Return to PI						
	RDO has certified that the informat	ion and request submitted is accur	ate					
Project Details Page	Close Window							
En roject Details Page	- 0.000 Wildow							

2.3.11 Budget Variation – RDO Reject- Successful

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



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 <u>View Project Details</u> or <u>View - Pending Task Action</u>.

							Project Status		
BNIG_MIG/0	0001/2014						Ongoing		
ariation	Budget Variation Re	quest							
	Budget Variation U	ser Guides							
	Click <u>here</u> for the Pl's Click <u>here</u> for the Hl's	user guide. (RD/RDO) user	guide.						
	Request Date:		13-Aug-2014						
	Request Status:		Pending HI Endors	ement					
	Budget Information								
	Grant Approved		\$						
	Approved Expenditure	to Date	8						
	1 Submitted/Pending	xpenditure(s)	3						
	Claimable Balance		8						
	Cumulative Approved B	udget Variation	<u>178.26%</u> 🛞						
	To add a Request lite Click on 'Add Item Click on 'Add Item Repart Step 2 Click on 'Add Req Click on 'Add Req	m to this Budget ' button under Tr ' button under Tr multiple Transfer uest Item(s)' butt	: Variation request: ansfer From' section, chea ansfer To' section, and pro To' items on upon completion.	Request I ck on budget line item(s ovide your inputs as nec	tem(s)) and click on essary.	'Select'.			
	To add a Request Itt 1. Click on 'Add Item 2. Click on 'Add Item 3. Repeat Step 2 for 4. Click on 'Add Req Requested Item(s) Deta	m to this Budget ' button under Tr multiple Transfer Jest Item(s)' butt ils: 1 item(s)	: Variation request: ansfer From' section, che ansfer To' section, and pro r To' items on upon completion.	Request I	tem(s)) and click on essary.	'Select'.			
	To add a Request Itt 1. Click on 'Add Item 2. Click on 'Add Item 3. Rapeat Step 2 for 4. Click on 'Add Req Requested Item(s) Deta @ Remove Item @ Remove Item	m to this Budget ' button under 'Tr button under Tr multiple Transfer aest Item(s)' butt ils: 1 item(s)	: Variation request: ansfer From' section, che ansfer To' section, and pro r To' items on upon completion.	Request I	tem(s)) and click on essary.	Select'.			
	To add a Request Itt 1. Cick on 'Add Item 2. Cick on 'Add Item 3. Repeat Step 2 for 4. Cick on 'Add Item Requested Item(s) Deta @ Remove Item Free	m to this Budget button under Tr button under Tr multiple Transfe lest Item(s) butt ils: 1 item(s)	Variation request: ansfer From' section, cher ansfer To' section, and pro To' items on upon completion.	Request I	tem(s)) and click on essary.	Select'.	То		Gentler
	To add a Request lite 1. Click on 'Add Item 2. Click on 'Add Item 3. Repeat Step 2 for 4. Click on 'Add Item Requested Item(s) Deta @ Remove Item From S/N Category 1. Mancowa	m to this Budget button under Tr button under Tr authiliple Transfer uest item(s)' butt ils: 1 item(s) Descrij Resear	Variation request: ansfer Trom' section, cher ansfer To' section, and pro To' items on upon completion. ption ch Engineer/Scientist	Request I ck on budget line item(s ovide your inputs as nec ovide your inputs as nec Total Cost	tem(s)) and click on essary. Category	Select'. Description Research	To Total Cost	Justi	fication
	To add a Request lite 1. Click on 'Add Item 2. Click on 'Add Item 3. Repeat Step 2 for 4. Click on 'Add Item Requested Item(s) Deta Remove Item From S/N Category 1 Manpove	m to this Budget button under Tr button under Tr Instein Transfer uest Item(s) butt ils: 1 item(s) Descrij Resear variation	t Variation request: ansfer To' section, cher ansfer To' section, and pro To' items on upon completion. pupon ption n	Request I ck on budget line item(s ovide your inputs as nec Total Cost 200.00	tem(s)) and click on essary. Category Manpower	"Select". Description Research Engineer/Scientist variation	To Total Cost 1.00	Justif	fication
	To add a Request Itt 1. Click on 'Add Item 2. Click on 'Add Item 3. Repeat Step 2 for 4. Click on 'Add Item Requested Item(s) Deta Requested Item(s) Deta S/N Category 1 Manpowe	m to this Budget button under Tr button under Tr International ransfer uest Item(s) butt ils: 1 item(s) Descrij Resear variation	t Variation request: ansfer To' section, cher ansfer To' section, and pro To' items on upon completion. ption ch Engineer/Scientist n	Request I ck on budget line item(s ovide your inputs as nec Total Cost 200.00	tem(s)) and click on essary. Category Manpower Equipment	'Select'. Description Research Engineer/Scientist variation pmter 89	To Total Cost 1.00 199.00	Justi fdfs dfsdf	fication
	To add a Request Itt 1. Cick on 'Add Item 2. Cick on 'Add Item 2. Cick on 'Add Item 4. Cick on 'Add Item 4. Cick on 'Add Item 7. Cick on 'Add	m to this Budget button under Tr multiple Transfer uest Item(s)' butt ils: 1 item(s) Descrij Resear variation Variation Requ	t Variation request: ansfer From' section, cher ansfer To' section, and pro r To' items on upon completion. ption ch Engineer/Scientist n	Request I ck on budget line item(s ovide your inputs as neo Total Cost 200.00	tem(s)) and click on essary. Category Manpower Equipment	'Select'. Description Research Engineer/Scientist variation pmter 89	To Total Cost 1.00 199.00	Justi fdfs dfsdf	fication
	To add a Request Itt 1. Click on 'Add Item 2. Click on 'Add Item 2. Click on 'Add Item 4. Click on 'Add Item 4. Click on 'Add Item 7. Click on 'Add Req 7. Click on 'Add Item 7. Click on 'Add Req 7. Click o	m to this Budget button under Tr multiple Transfer uest Item(s)' butt ils: 1 item(s) Descrij Resear variation Variation Regu	t Variation request: ansfer From' section, cher ansfer To' section, and pro T'n' items on upon completion. ption ch Engineer/Scientist n uest: ⊛ @ Refresh	Request I ck on budget line item(s ovide your inputs as ned Total Cost 200.00	tem(s)) and click on essary. Category Manpower Equipment	'Select'. Description Research Engineer/Scientist variation pmter 89	To Total Cost 1.00 199.00	Justi fdfs dfsdf	fication
	To add a Request Ite 1. Cick on 'Add Item 2. Cick on 'Add Item 2. Cick on 'Add Item 4. Cick on 'Add Item 4. Cick on 'Add Item 4. Cick on 'Add Item 6. Requested Item(s) Deta 7. Req	m to this Budget button under Tr multiple Transfer uest Item(s)' butt ils: 1 item(s) Descrij Resear variation Variation Regu	24 Variation request: ansfer From' section, chera ansfer To' section, and pro To' items on upon completion. ption ch Engineer/Scientist n uest: () () () Refresh 28-Feb-2014 02:37:15	Request I ck on budget line item(s ovide your inputs as nec Total Cost 200.00	tem(s)) and click on essary. Category Manpower Equipment	'Select'. Description Research Engineer/Scientist variation pmter 89	To Total Cost 1.00 199.00	Justi fdfs dfsdf	fication
	To add a Request Ite 1. Cick on 'Add Item 2. Cick on 'Add Item 2. Cick on 'Add Item 4. Cick on 'Add Item 4. Cick on 'Add Item 7. Cick on 'Add	m to this Budget button under Tr multiple Transfer uest Item(s)' butt ils: 1 item(s) Descrij Resear variation Variation Requ	t Variation request: ansfer From'section, cher ansfer To'section, and pro To'items on upon completion. ption ch Engineer/Scientist n uest: ⊛	Request I ck on budget line item(s ovide your inputs as nec Total Cost 200.00	tem(s)) and click on essary. Category Manpower Equipment	'Select'. Description Research Engineer/Scientist variation prnter 89	To Total Cost 1.00 199.00	Justi fdfs dfsdf	fication
	To add a Request Ite 1. Cick on 'Add Item 2. Cick on 'Add Item 2. Cick on 'Add Item 4. Cick on 'Add Item 4. Cick on 'Add Item 7. Cick on 'Add	m to this Budget button under Tr multiple Transfer uest Item(s)' butt ils: 1 item(s) Descrij Resear variation Variation Requ	t Variation request: ansfer From' section, cher ansfer To' section, and pro To' items on upon completion. ption ch Engineer/Scientist n uest: () () Refresh 28-Feb-2014 02:37:15 Certified	Request I ck on budget line item(s ovide your inputs as ned Total Cost 200.00	tem(s)) and click on essary. Category Manpower Equipment	'Select'. Description Research Engineer/Scientist variation pmter 89	To Total Cost 1.00 199.00	Justi fdfs dfsdf	fication
	To add a Request Ite 1. Cick on 'Add Item 2. Cick on 'Add Item 2. Cick on 'Add Item 2. Cick on 'Add Item 4. Cick on 'Add Item 4. Cick on 'Add Item 7. Cick on 'Add	m to this Budget button under Tr multiple Transfer jest Item(s) butt ils: 1 item(s) Descrip Resear variation Variation Requ Iter Officer	Variation request: ansfer From section, chera ansfer To'section, and pro- tr'o'items on upon completion. ption ch Engineer/Scientist n uest: (()) (()) Refresh 28-Feb-2014 02:37:15 Certified n and request submitted is	Request I ck on budget line item(s ovide your inputs as ned Total Cost 200.00	tem(s)) and click on essary. Category Manpower Equipment	'Select'. Description Research Engineer/Scientist variation pmter 89	To Total Cost 1.00 199.00	Justi fdfs dfsdf	fication
	To add a Request ht 1. Cick on 'Add Item 2. Cick on 'Add Item 2. Cick on 'Add Item 2. Cick on 'Add Item 4. Cick on 'Add Item 4. Cick on 'Add Item 7. Cick on 'Add I	m to this Budget button under Tr multiple Transfer uest Item(s)' butt ils: 1 item(s) Descrij Resear variation Variation Requ ent Officer	Variation request: ansfer From' section, cher ansfer To' section, and pro To' items on upon completion. ption ch Engineer/Scientist n uest: ∞ ⓒ Refresh 28-Feb-2014 02:37:15 Certified n and request submitted is	Request I ck on budget line item(s ovide your inputs as nec Total Cost 200.00 s accurate	tem(s) and click on essary. Category Manpower Equipment	'Select'.	To Total Cost 1.00 199.00	Justi fdfs dfsdf	fication
	To add a Request he 1. Cick on 'Add Item 2. Cick on 'Add Item 2. Cick on 'Add Item 2. Cick on 'Add Item 4. Cick on 'Add Item 7. Category To memory To memory To memory To memory To memory This Budge Research Developm Date: Status: Comments: RDO has certified th Research Director Comments:	m to this Budget button under Tr button under Tr multiple Transfer uest Item(s) butt ils: 1 item(s) Descrij Resear variation Variation Requ teent Officer	Variation request: ansfer From section, chera ansfer To'section, and pro- To'items on upon completion. ption ch Engineer/Scientist n Uest: () Refresh 28-Feb-2014 02:37:15 Certified n and request submitted is	Request I ck on budget line item(s ovide your inputs as nec Total Cost 200.00 s accurate	tem(s) and click on essary. Category Manpower Equipment	Select'.	To Total Cost 1.00 199.00	Justi fdfs dfsdf	fication
	To add a Request he 1. Cick on Add Item 2. Cick on Add Item 2. Cick on Add Item 2. Cick on Add Item 4. Cick on Add Item 7. Category To add a Requested Item(s) Deta Terrom S/N Category 1 Manpowe Research Developm Date: Status: Comments: RDO has certified th Research Director Comments:	m to this Budget button under Tr multiple Transfer jest Item(s) butt ils: 1 item(s) Descrij Resear variation Variation Regu Variation Regu the information	Variation request: ansfer From section, chera ansfer To'section, and pro- To'items on upon completion. ption ch Engineer/Scientist n Uest: (() () () () () () () () () () () () ()	Request I ck on budget line item(s ovide your inputs as nec Total Cost 200.00 s accurate	tem(s) and click on essary. Category Manpower Equipment	'Select'.	To Total Cost 1.00 199.00	Justi fdfs dfsdf	fication

2.4.1 Budget Variation Page – RD

HI RD can perform the following actions:

- a. **Endorse Request**. Please refer to <u>Budget Variation Endorsement</u> for details.
- Beturn to PI. Please refer to <u>Budget Variation Return to PI by RD</u> for details
- c. **Reject Request.** Please refer to <u>Budget Variation Reject by RD</u> 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.

Budget Variation									
Project Details Page	R Save	📀 Endorse	📀 Return to PI	📀 Reject	G Close Window				
Project ID NMRC/BNIG_MIG/000	01/2014							Project Status Ongoing	
Budget Variation Request	Budget Va	ariation Requ	est						
History	Budget Variation User Guides Click here for the PI's user guide. Click here for the HI's (RD/RDO) user guide.								
	Request Date Request Stat	e: tus:		13-Aug-2014 Pending HI En	dorsement				
	Budget Infor	rmation oved	8	,					
	Approved E	xpenditure to D	ate 😵						
	1 <u>Submitte</u>	ed/Pending Exp	enditure(s) 🛞						
	Claimable Cumulative	le Balance Approved Budg	et Variation 178 2	6% (8)					
	cumulative	Approved Budg	et variation 170.2		Request	ltem(s)			
	2. Click 3 Repe 4. Click	on 'Add Item' but at Step 2 for mult on 'Add Request Item(s) Details:	ton under Transfer tiple Transfer To' ita Item(s)' button upo 1 item(s)	To' section, an ams on completion.	d provide your inputs as new	céssary.			
	E From	1						То	
	S/N 1	Category Manpower	Description Research Eng variation	gineer/Scientist	Total Cost 200.00	Category Manpower Equipment	Description Research Engineer/Scientist variation t prnter 89	Total Cost 1.00 fd 199.00 df	Justification fs
	Summary of	f this Budget Va	riation Request:	😸 📵 Refres	h				
	Research	Developmen	t Officer						
	Date:		28-	Feb-2014 02:37	:15				
	Status:		Cer	tified					
	RDO ha	as certified that th	ne information and i	request submitt	ed is accurate				
	Research	Director							
	Comments:		End	lorsetment					~
Project Details Page	R Save	🚱 Endorse	🔗 Return to Pl	🔗 Reject	Close Window				

2.4.2 Budget Variation - Endorse Button

2. System will display a confirmation popup window.

Claimab	le Balance		*					
Cumulativo	Approved Bud	not Variation	179 26% 8					
cumulauve	Approved Bud	get variation	170.20%	_				
				Requ	est Item(s)			
 To add Click Click Repeted Click Repeted Click 	a Request Item c on 'Add Item' bu c on 'Add Item' bu eat Step 2 for mu c on 'Add Request	to this Budget utton under Tra utton under Tra ltiple Transfer st Item(s)' butto	Variation request: Insfer From' section, Insfer To' section, an To' items. In upon completion.	check on budget line it d provide your inputs a:	em(s) and click o necessary.	n 'Select'.		
Requested	ltem(s) Details:	1 item(s)						
🔘 Rem	ove Item							
E Fron	n						То	
S/N	Category	Descrip	tion	Total (ost Category	Description	Total Cost	Justification
■ 1	Manpower	var Mes	sage from webpage			tist	1.00	fdfs
				www.want to andorra this ra	wert? Brees < OK>	to continue	199.00	dfsdf
		(or <cancel>.</cancel>	a want to endorse this re	Juest: Pless VOKA	to continue		
Summary o	t this Budget V	ariation						
					ОК	Cancel		
Research	Developmer	nt Office						
Date:			28-Feb-2014 02:37	15				
Status:			Certified					
Comments:								
RDO h	as certified that	the information	and request submitt	ed is accurate				
Research	Director							
			Endorsetment					
Comments:								
	0.5.1	0.0						

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.

Request has been endors	ed successfully						н
📃 Project Details Pag	e 🤤 Close Window						
Project ID NMRC/BNIG_MIG/0	001/2014					Project Status Ongoing	
Budget Variation Request	Budget Variation Request						
History	Budget Variation User Guides Click here for the PI's user guide. Click here for the HI's (RD/RDO) user	guide.					
	Request Date: Request Status: Budget Information Grant Approved Approved Expenditure to Date Submitted/Pending Expenditure(s) Claimable Balance Cumulative Approved Budget Variation	13-Aug-2014 Pending Grant Manager. (®) (®) (®) (®) (®) (®) (®) (®)	Approval				
	To add a Request Item to this Budget 1. Click on 'Add Item' button under Tr. 2. Click on 'Add Item' button under Tr. 3. Repeat Step 2 for multiple Transfer 4. Click on 'Add Request Item(s)' button button	Variation request: ansfer From' section, check on ansfer To' section, and provide y To' items. on upon completion.	budget line item(s)	and click or) 'Select'.		
	Sequested Item(s) Details: 1 Item(s) Remove Item Item (s) From S/N Category Description 1 Manpower	t ion h Engineer/Scientist	Total Cost 200.00	Category Manpower Equipment	Description Research Engineer/Scientist variation prnter 89	To Total Cost 1.00 199.00	Justification fdfs dfsdf

2.4.4 Budget Variation Endorsement -Successful.

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

Email Header:	NMRC nGager: Budget Variation Request Approval
Message	
	A Budget Variation Request submitted by Casee David for the project NMRC/BNIG_MIG/0001/2014 – 'test' has been endorsed by the Host Institution. This requires your approval.
Message Text:	Please login to <u>nGager</u> for further details. Yours sincerely, National Medical Research Council Ministry Of Health NMRC Assist Hotline: State Hotsen: Hotsen: Hotsen: State Hotsen: State Hotsen: Hotsen: Hotsen: State Hotsen: Hotsen: Hotsen: State Hotsen: State Hotsen: Hotsen: Hotsen: State Hotsen: Hotsen: Hotsen: State Hotsen: Hotsen: Hotsen: State Hotsen: State Hotsen: Hotsen: State Hotsen:

2.4.5 Budget Variation Endorsement Successful Email

2.4.2 Budget Variation - Return to PI by RD

- 1. 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).
- 2. Subsequently, click on the "Return to PI" button.

Budget Variatio	n	
Project Details F	Page 📕 Save 🤣 Approve 🚱 Return to PI 🤡 Reject 🖃 Close Window	
Project ID -/CBRG_MIG/000	1/2014	Project Status Ongoing
Budget Variation Request	Budget Variation Request	
History	Budget Variation User Guides Click here for the Pfs user guide. Click here for the Hfs (RD/RDO) user guide.	
	Request Date: 13-Aug-2014 Request Status: Pending HI Approval Budget Information [8] Grant Approved [8]	
	Approved Expenditure to Date (8) \$0.00	
	Submitted/Pending Expenditure(s) (8) 50.00	
	Claimable Balance S8,934.60 Cumulative Approved Budget Variation 83.33% (*)	
	Request Item(s)	
	To add a Request item to this Budget Variation request: 1. Cick on Xdd Item button under Transfer Form section, check on budget line item(s) and click. 2. Cick on Xdd Item button under Transfer Tor section, and provde your inputs as necessary. 3. Cick on Xdd Item button under Transfer Tor section. 4. Cick on Xdd Item button under Transfer Tor section. Requested Item(s) button upon completion. Requested Item(s) Details: 1 Item(s)	on 'Solect'.
		To
	S/N Category Description Total Cost Categor 1 Equipment equipent 1,000.00 Equipme Manpow	y Description Total Cost Justification nt equipent 999.00 hhhh er Nurses test 1.00 dfdf
	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:	^
		¥
		v

2.4.6 Budget Variation -Return to PI by RD

3. System will display a confirmation popup.

Cumulative Approved Budget Variation 83.33% 🛞
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' terms. 4. Click on 'Add Request Item(s) button upon completion.
Requested Item(s) Details: 1 item(s)
© Remove Item
E From To
S/N Category Description I total Cost Justitical 1 Equipment equiped 4.000.00 Failure total 999.00 1 Equipment equiped 1.00 didd 1.00 didd Summary of this Budget Variation Rec Q Category Description 1.00 didd
Research Development Officer
Date: Status: Comments: RDQ has certified that the information and request submitted is accurate
Research Director

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.

<u>Submitted/Pending Expend</u>	iture(s) 😵 \$0.00					
() Claimable Balance	☞ \$8,934.60					
Cumulative Approved Budget V	/ariation 83.33% 🗵					
		Request I	tem(s)			
To add a Request Item to thi 1. Click on 'Add Item' button 2. Click on 'Add Item' button 3. Repeat Step 2 for multiple 4. Click on 'Add Request Iter	s Budget Variation request: under Transfer From'section, ch under Transfer To'section, and 'Transfer To'items. m(s)'button upon completion.	heck on budget line item(s provide your inputs as nec) and click on 'S essary.	Select'.		
Transfer From: 0 item(s)						
Remove Item						
Transfer to: 0 item(s)						
Transfer to: 0 item(s)	tem					
Transfer to: 0 item(s) Add Item Remove 1	tem					
Transfer to: 0 item(s) Add Item Remove I	tem					
Transfer to: 0 item(s)	tem					
Transfer to: 0 item(s) Add Item Remove I	tem					
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Transfer to: 0 item(s) Add Item Requested Item(s) Details: 1 i	tem	Add Re	quest Item(s)			
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Transfer to: 0 item(s) Add Item Requested Item(s) Details: 1 i From S/N Category 1 Equipment	tem tem(s) Description equipent	Add Re Total Cost 1,000.00	quest Item(s)	Description equipent Nurses test	To Total Cost 999.00 1.00	Justifica

2.4.8 Budget Variation - Return to PI by RD – Successful

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

E	Email Header:	nGager: Your Budget Variation Request for NMRC/BNIG_MIG/0001/2014 has been returned by your Host Institution
1	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 <u>nGager</u> for further details.
	Message Text:	Yours sincerely, National Medical Research Council Ministry Of Health NMRCA Assist Hotline: 🕲 +65-6325 8130 Email: moh_nmrc_grant@moh.gov.sg
		This is a computer-generated email and does not require any reply

2.4.9 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.
- Following that, RD will need to click on the "Reject" button. Please refer to <u>View Project</u> <u>Details</u> or <u>View - Pending Task Action</u> to access the budget variation page.

Budget Variation									
Project Details Page	R Save	Sendorse 🛇	🚱 Return to PI	🚱 Reject	S Close Window				
Project ID NMRC/BNIG_MIG/000)1/2014							Project Status Ongoing	
Budget Variation Request	Budget Va	riation Requ	est						
History	Budget Click he Click he	Variation User re for the PI's use re for the HI's (RI	<mark>Guides</mark> er guide. D/RDO) user guide.						
	Request Date Request Stat	us:		15-Aug-2014 Pending HI En	dorsement				
	Grant Appro	oved	*	\$4,200.00					
	Approved E	xpenditure to E)ate 😵	\$0.00					
	1 <u>Submitte</u>	d/Pending Exp	enditure(s) 😵	\$0.00					
	Claimable	e Balance	8	\$4,200.00					
	Cumulative	Approved Budg	et Variation 182.5	<u>9%</u> 😻					
					Request I	tem(s)			
	To add a 1. Click 2. Click 3 Repe 4. Click	a Request Item to on 'Add Item' bu on 'Add Item' bu at Step 2 for mul on 'Add Request	o this Budget Variat tton under Transfer tton under Transfer tiple Transfer To' ite Item(s)' button upo	ion request: From' section, To' section, an ms n completion.	check on budget line item(s d provide your inputs as nec) and click of essary.	n 'Select'.		
	Requested	Item(s) Details:	1 item(s)						
	Erom	Ve tem						То	
	S/N 1	Category Equipment	Description printer 18		Total Cost 1,000.00	Category Manpower	Description Research Assistant/Associate 1	Total Cost 1,000.00	Justification Justification
	Summary of	this Budget Va	riation Request:	😵 🔞 Refres	h				
	Research	Developmen	t Officer						
	Date:								
	Status:		-						
	Comments:	as certified that t	he information and r	equest submitt	ed is accurate				
	Research	Director							
	Comments:		Retu	urn to PI for testi	ng				۵ ۲
					_				
Project Details Page	R Save	🚫 Endorse	🔗 Return to Pl	🚱 Reject	Close Window				

2.4.10 Budget Variation - Reject by RD

3. System will display a Confirmation popup.

	Approtes Experience to party 50.00
	Submitted/Pending Expenditure(s) S0.00
	Claimable Balance S4,200.00
	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)
	Q Remove Item
	To To
	S/N Category Description Total Cost Category Description Total Cost Justification
	Message from webpage
	Summary of this Budget Variation F
	Research Development Office.
	Date:
	Status: -
	Comments:
	RUO has certified that the information and request submitted is accurate
	Research Director
	Return to PI for testing
Project Details Page	Reject Reference

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.

.

5. The system will display the text "Request has been rejected successfully" if validation is successful. The request has been rejected.

Request has been rejected	I successfully	<u>Hide</u>
	Approved Expenditure to Date S0.00	
	Submitted/Pending Expenditure(s) So 00	
	Claimable Balance S4,200.00	
	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	
	E 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 Prior testing	
Project Details Page	Close Window	

2.4.12 Budget Variation -Reject by RD- Successful

6. 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 <u>nGager</u> for further details.
Message Text:	Yours sincerely, National Medical Research Council Ministry Of Health NMRC Assist Hotime: ତ +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.

	🔠 Edit Profile 🔚 Logout	
Excession Council	Home Active Grant Calls My Items My Projects	NMRC Awarded Project
Announcement Welcome to nGager - the NMRC Grant Application and Grant researchers and grant managers who are involved in NMRC gr Grant Opportunities CSA_CR018 (CSA) CSA_Teating Grant Type for CR018A CSA/ORD (S-CA013) Apply Here Testing Grant Call 1	Evaluation for Research system. The system is designated for ants. All researchers who qualify are welcomed to apply.	 Items Pending For Your Action (19) Grant Applications (19) Pending Warrat (1) Pending Clarification (1) Pending H Endorsement (14) Pending H Endorsement (16) Pending H Endorsement For Panel Clarification (1) Pending H Redorsement For Panel Clarification (1) Pending H Approval (1) Budget Variation (1) Pending H Approval (1) Budget Variation (1) Pending H Endorsement (2) Change in Priorigal Investigator (1) Change in Team Member (2) Change in Research Scope (1)
Privacy Statement Terms of Use		Best viewed using Internet Explorer 8.

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.

			1					
SINGAPORE	nGager		۵ E	dit Profile 🛛 📙	Logout			
Singsom		Home	Active Grant Calls	My Items M	ly Projects		NMF	C Awarded Projec
Budget Variation R	lequest Search							
Search:	Search By : Project Title, Project I	D, Host Institution, F	Principal Investigator					
	Search Reset All Fields							
Budget Variation Reque	est(s) 1 item(s)							
Project Title			Application ID	Project ID		Host Institution	Principal Investigator	Request Date
😭 test			28 Mar 2014 - 0001001	NMRC/BNIG_MI	G/0001/2014	хххххх	Casee David	18-Aug-2014
1								
Drivery Statement Term	e of llea						Ministry of H	ealth, Singapore, 2012

2.4.15 Budget Variation Request -Search

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

Designet Details Desc	- Cours	0.4	Detrop to D								
J Project Details Page	F Save	Approve	Return to P	Neject	= Close Win	Idow					
RC/BNIG_MIG/000)1/2014								Project Status Ongoing		
get Variation uest	Budget Va	ariation Requ	uest								
ny	0 Budget	t Variation User	Guides								
	Click <u>he</u> Click <u>he</u>	are for the PI's us are for the HI's (R	ser guide. RD/RDO) user guid	e.							
	Paguast Dat	10 ⁻		18-Aug-2014							
	Request Stat	tus:		Pending HI Ap	oproval						
	Budget Info	rmation		5 1							
	Grant Appr	oved	8	\$4,200.00							
	Approved E	Expenditure to	Date 😵	\$0.00							
	1) <u>Submitte</u>	ad/Pending Exp	oenditure(s) 😵	\$0.00							
	() Claimab	le Balance	8	\$4,200.00							
	Cumulative	Approved Bud	get Variation 0.0	0% 😵							
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	E From	0							То		
	S/N	Category	Description	1		Total Cost	Category	Description	Total Cost	Justification	n
	1	Equipment	printer 18			1,000.00	Manpower	Specialist Laboratory Technician Acceptanc	1.00	justification	-
							Equipment	e testng printer 18	999.00	fdfsdf	
	Summary of	f this Budget V	ariation Request	😸 🔞 Refre	sh						
	Research	Developmer	nt Officer								
	Date:										
	Status:		-								
	Comments:										
	RDO has certified that the information and request submitted is accurate										
	Research	Director									
											~
	Comments:		te	st							Ŧ
	Comments:		te	st							Ŧ

2.4.16 Budget Variation Request-RD Approve

- 5. HI RD can perform the following functions:
 - Approve Request
 - Return to PI. Please refer to <u>Budget Variation Return to PI by RD</u> for details.
 - **Reject Request**. Please refer to <u>Budget Variation Reject by RD</u> for details.
- 6. To approve the request, click on the **'Approve'** button. The system will display a confirmation popup window.

				φ υ. υυ							
	1) <u>Submitte</u>	ed/Pending Exp	enditure(s)	\$0.00							
	() Claimab	le Balance		\$4,200.00							
(Cumulative	Approved Budg	get Variation (<u>0.00%</u> 🛞							
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	Requested	Item(s) Details:	1 item(s)								
	🙆 Remo	ove Item									
	From	n							То		
	S/N	Category	Descript	tion	Total Cost	Category	Description		Total Cost	Justification	
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					ou want to approve this request	7 Press < OK> 1	to continue		999.00	fdfsdf	
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	Summary or	I this budget va	illauon n								
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	Research	Developmen	nt Office					J			
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	Status.										
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	Research	Director									
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	Comments:										
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Page	Sava		Return tr	PI Reject	Close Window						
raye	J Save		🖉 🌝 Ketum tu								

2.4.17 Budget Variation Request - RD - Approve – Confirmation

7. 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.

Image: Strain Strai	Submitted/Pending	Expenditure(s) 😵 \$0.00					
Cumulative Approved Budget Variation 0.005 Image: Second Seco	() Claimable Balance	⊗ \$4,200.00					
Request Item (s) I 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 Republic to under Transfer To' section, and provide your inputs as necessary. 3. Repeat Step 2 for multiple Transfer To' items. 2. Click on 'Add Republic them(s) button upon completion. • Click on 'Add Republic them(s) button upon completion. • Click on 'Add Republic them(s) • Click on 'Add Republic them(s) button upon completion. • Click on 'Add Republic them(s) • Click on 'Add Republic them(s) button upon completion. • Click on 'Add Republic them(s) • Click on 'Add Republic them(s) • Click on 'Add Republic them(s) • Click on 'Add Republic transfer To' terms. • Click on 'Add Republic them(s) • Click on 'Add Republic them(s) • Click on 'Add Republic them(s) • Click on 'Add Republic them(s) • Click on 'Add Republic them(s) • Click on 'Add Republic them(s) • Click on 'Add Republic them(s) • Repuest them(s) • Click on 'Add Republic them(s) • Click on 'Add Republic them(s) • Click on 'Add Republic them(s) • Click on 'Add Republic them(s) • Click on 'Add Republic them(s) • Click on 'Add Republic them(s) • Click on 'Add Republic them(s) • Click on 'Add Rep	Cumulative Approved F	3udget Variation 0.00% 🛞					
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Requested Item(s) Details: 1 Item(s) From To Sin Category Description Total Cost Justification I Equipment pinter 18 1,000.00 Specialist Laboratory Manpover I Equipment pinter 18 1,000.00 Specialist Laboratory 1.00 justification Equipment pinter 18 1,000.00 Specialist Laboratory 1.00 justification Equipment pinter 18 999.00 tiffsdf 1.00 justification Equipment pinter 18 999.00 tiffsdf 1.00 justification Summary of this Budget Variation Request: Image: Summary of this Budget Variation Request: Image: Status: - - Comments: - - - - - Research Director - - - - - Date: 18-Aug-2014 06:36:59 - - - - Status: Approved - - - - - Comments: test - - - <t< th=""><th>To add a Request Ita 1. Click on 'Add Iten 2. Click on 'Add Iten 3. Repeat Step 2 fo 4. Click on 'Add Re</th><th>em to this Budget Variation request: n' button under 'Transfer From' section, che n' button under 'Transfer To' section, and pr r multiple 'Transfer To' items. quest Item(s)' button upon completion.</th><th>ck on budget line item(s ovide your inputs as nec</th><th>) and click on essary.</th><th>'Select'.</th><th></th><th></th></t<>	To add a Request Ita 1. Click on 'Add Iten 2. Click on 'Add Iten 3. Repeat Step 2 fo 4. Click on 'Add Re	em to this Budget Variation request: n' button under 'Transfer From' section, che n' button under 'Transfer To' section, and pr r multiple 'Transfer To' items. quest Item(s)' button upon completion.	ck on budget line item(s ovide your inputs as nec) and click on essary.	'Select'.		
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Equipment e testing 999.00 fdfsdf Summary of this Budget Variation Request: Image: Comparison of the second of the s	1 Equipmer	nt printer 18	1,000.00	Manpower	Specialist Laboratory Technician Acceptanc	1.00 jus	stification
Summary of this Budget Variation Request: Image: Comment Officer Date: Date: Status: - Comments: Comments: Image: RDO has certified that the information and request submitted is accurate Research Director Date: 18-Aug-2014 06:36:59 Status: Approved Comments: test				Equipment	e testng printer 18	999.00 fdf	sdf
Date: . Date: . Status: . Comments: . Research Director Date: 18-Aug-2014 06:36:59 Status: Approved Comments: test	Summary of this Budge	t Variation Request: 🛞 🔞 Refresh					
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Date: 18-Aug-2014 06:36:59 Status: Approved Comments: test	Research Director						
Status: Approved Comments: test	Date:	18-Aug-2014 06:36:59					
Comments: test	Status:	Approved					
	Comments:	test					

2.4.18 Budget Variation Request -RD Approve -Successful

8. 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	
Message Text:	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 <u>inGager</u> for further details. Yours sincerely, National Medical Research Council Ministry Of Health NMRC Assist Hotline: 6 +66-6325 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