

# Post-Award User Manual For

# nGager 2

## NMRC Grant Application and Grant Evaluation for Research (Principal Investigator-Budget Variation)

*By*

**NEC**

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# 1 Introduction

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The purpose of this document is to work as both a training and user guide for PI users of nGager, to help them understand the steps needed to use the Budget Variation module provided by nGager.

## 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 Principal Investigator (PI), a home page will be displayed. It comprises of the following:

1. Menu **A**
  - My Projects – to view the list of projects under the PI by different [Project Status](#).
2. Task List **B**

‘Project Items Pending for your Actions’ - Consists of list of post-award request(s) pending for user’s action.

The screenshot shows the nGager home page for a PI. The navigation menu at the top includes 'Home', 'Active Grant Calls', 'My Items', and 'My Projects'. A blue box labeled 'A' points to the 'My Projects' link. Below the navigation, there is an announcement section, a 'Grant Opportunities' section with links for CSA\_CR018 (CSA), CSA Testing Grant Types for CR018A, and CSA16Cot\_A Grant (16-10-2013) Apply Here. A 'Testing Grant Call' section is also present. On the right side, there is a 'Project Items Pending for your Actions (8)' section, which is highlighted with a blue box labeled 'B'. This section lists various pending actions such as 'Budget Variation (1)', 'Change in Principal Investigator (1)', 'Change in Team Member (2)', 'Change in Research Scope (1)', 'Return to PI by RD (1)', 'Budget Variation (1)', and 'Pending Current HI Endorsement (2)'. The page also includes a 'My Projects' table with one entry.

1.2.1 PI Login - Home Page

## 2 Budget Variation

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Once a grant application is awarded and the funds disbursement letter issued, the project's post-award requests can be initiated by the Principal Investigator of the project.

Budget variation allows PIs to vary approved budget between/within categories, e.g. from manpower to equipment or manpower to manpower provided,

- a. Status of the Project selected is Ongoing, Outstanding or Reopened.
- b. There is at least one Budget Category with positive claimable balance.
- c. Percentage for the Budget Variation threshold is configured for the Grant Type of the selected project.
- d. There are no pending claims for the project.

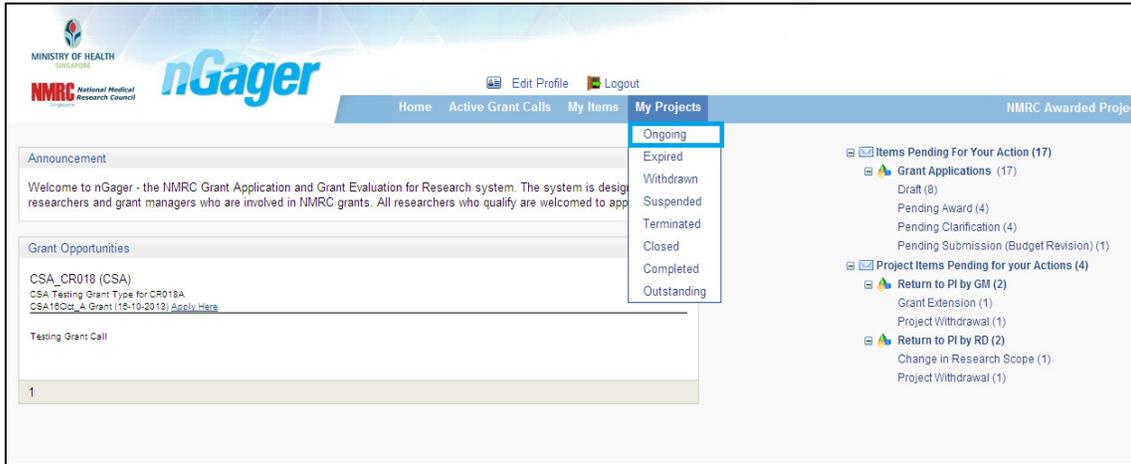
PI is able to view the budget variation module from the project details page.

Please refer to ['View Project Details'](#) for details.

### 2.1 View Project Details

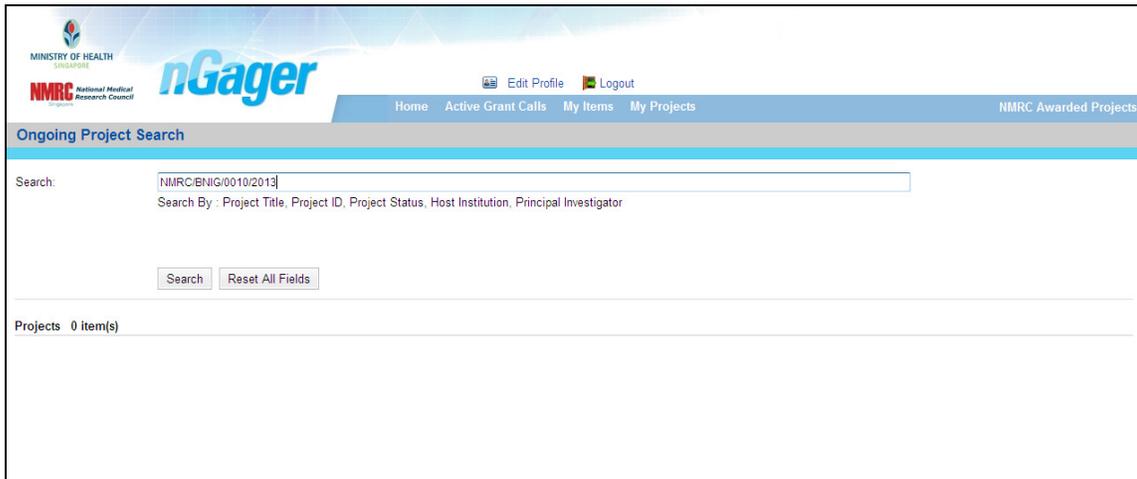
1. PI is able to view his/her projects.
2. To search for project(s), move the mouse over 'My Projects'. The following sub-options are available to PI.
  - a) Ongoing
  - b) Expired
  - c) Withdraw
  - d) Suspended
  - e) Terminated
  - f) Closed
  - g) Completed
  - h) Outstanding.

3. To view Project details for budget variation, click on Ongoing or Outstanding sub-option.



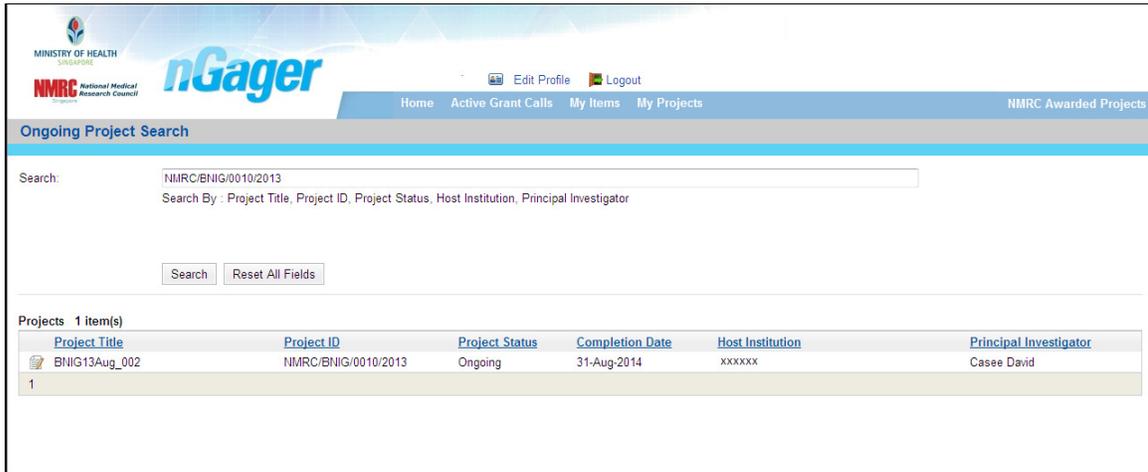
**2.1.1 My Projects**

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.



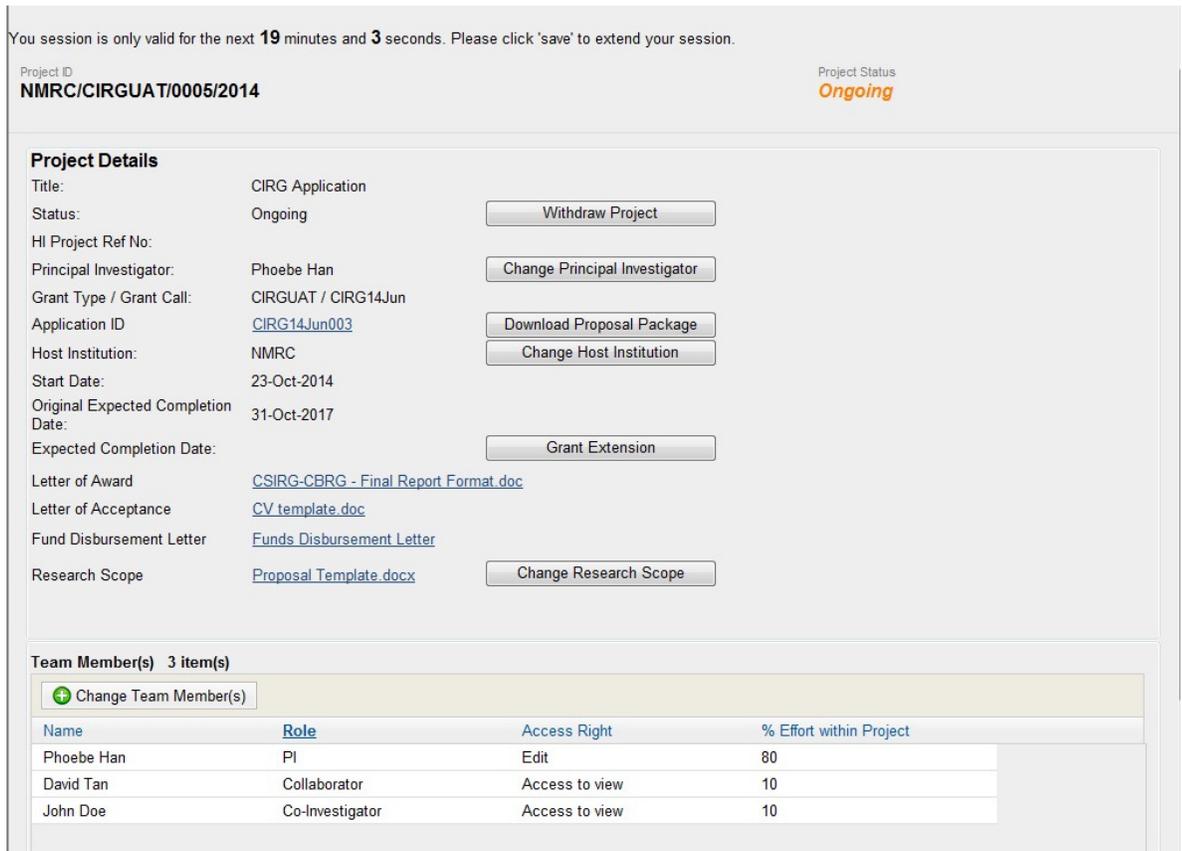
**2.1.2 Ongoing Project Search**

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.



**2.1.3 Project Search Result**

6. Project Details page will be displayed.
  - a) The General Details of the project details will be displayed



**2.1.4 Project Details Page**

b) Click on the 'Budget' section. The budget details will be displayed.

General Details

Research Team

**Budget**

Key Performance Indicator

**Budget Information**

Budget Variation

<a href="#">Grant Approved</a>	⊗	\$1,860,000.00
<a href="#">Approved Expenditure to Date</a>	⊗	\$0.00
<a href="#">Submitted/Pending Expenditure(s)</a>	⊗	\$0.00
<a href="#">Claimable Balance</a>	⊗	\$1,860,000.00

Cashflow Projection Submission

**Cashflow Projection 3 item(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**

## 2.2 Budget Variation Request

### 2.2.1 Budget Variation Request – New

1. To create a New Budget Variation Request for an ongoing project, click on the 'Budget Variation' button from the budget section. Please refer to '[View Project Details](#)' to view the project details page.

Your session is only valid for the next **19** minutes and **53** seconds. Please click 'save' to extend your session.

Project ID **NMRC/CIRGUAT/0030/2015** Project Status **Ongoing**

General Details

Research Team

**Budget**

Key Performance Indicator

**Budget Information**

<a href="#">Grant Approved</a>	⊗	\$1,860,000.00
<a href="#">Approved Expenditure to Date</a>	⊗	\$0.00
<b>Submitted/Pending Expenditure(s)</b>	⊗	\$0.00
<b>Claimable Balance</b>	⊗	\$1,860,000.00

**Budget Variation**

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

#### 2.2.1 Project Details Page- Budget Variation Button

2. System will display the Budget Variation Request page showing a 'New' Request Status.

3.

The screenshot displays the 'Budget Variation Request' page. At the top, there is a navigation bar with buttons for 'Project Details Page', 'Save as Draft', 'Submit', and 'Close Window'. Below this, the project ID 'NMRC/CPG/0002/2014' is shown on the left, and the project status 'Ongoing' is on the right. The main content area is titled 'Budget Variation Request' and includes a sidebar for 'History'. The request details show a 'Request Date' of '01-Sep-2014' and a 'Request Status' of 'New'. A 'Budget Information' table lists: 'Grant Approved' at \$244,290.00, 'Approved Expenditure to Date' at \$0.00, 'Submitted/Pending Expenditure(s)' at \$75,000.00, and 'Claimable Balance' at \$169,290.00. The 'Cumulative Approved Budget Variation' is 0.00%. The 'Request Item(s)' section contains instructions for adding items and buttons for 'Add Item' and 'Remove Item' under 'Transfer From' and 'Transfer to' sections. A 'Requested Item(s) Details' section has a 'Remove Item' button. At the bottom, there is a 'Summary of this Budget Variation Request' section with a 'Refresh' button and a 'Supporting Document' section with 'Browse...' and 'Upload' buttons. A second navigation bar at the very bottom repeats the 'Project Details Page', 'Save as Draft', 'Submit', and 'Close Window' buttons.

### 2.2.2 Budget Variation Request Page

**Budget Variation Request Page Structure:**

- a) Top section contains Budget Information:

<b>Budget Information</b>		
<a href="#">Grant Approved</a>		\$244,290.00
<a href="#">Approved Expenditure to Date</a>		\$0.00
<a href="#">Submitted/Pending Expenditure(s)</a>		\$75,000.00
<a href="#">Claimable Balance</a>		\$169,290.00

**2.2.3 Budget Information**

Budget information contains the following details user may click on to view further details

- Grant Approved details:

<b>Grant Approved</b>		
		\$244,290.00
Manpower		\$25,000.00
Equipment		\$78,900.00
OOE		\$50,000.00
Tuition Fee		\$75,000.00
<b>Total Direct Cost</b>		\$228,900.00
Indirect Cost		\$15,390.00

**2.2.4 Budget Information - Grant Approved details**

- Approved Expenditure to Date details:

<b>Approved Expenditure to Date</b>		
		\$0.00
Manpower		\$0.00
Equipment		\$0.00
OOE		\$0.00
Tuition Fee		\$0.00
<b>Total Direct Cost</b>		\$0.00
Indirect Cost		\$0.00

**2.2.5 Budget Information - Approved Expenditure to Date details**

- Submitted/Pending Expenditure(s) details:

Submitted/Pending Expenditure(s) 		\$75,000.00
Manpower		\$0.00
Equipment		\$0.00
OOE		\$0.00
Tuition Fee		\$75,000.00
<b>Total Direct Cost</b>		<b>\$75,000.00</b>
Indirect Cost		\$0.00

**2.2.6 Budget Information - Submitted/Pending Expenditure(s) details**

- Explanation for **Submitted/Pending Expenditure(s)** by clicking on the icon :



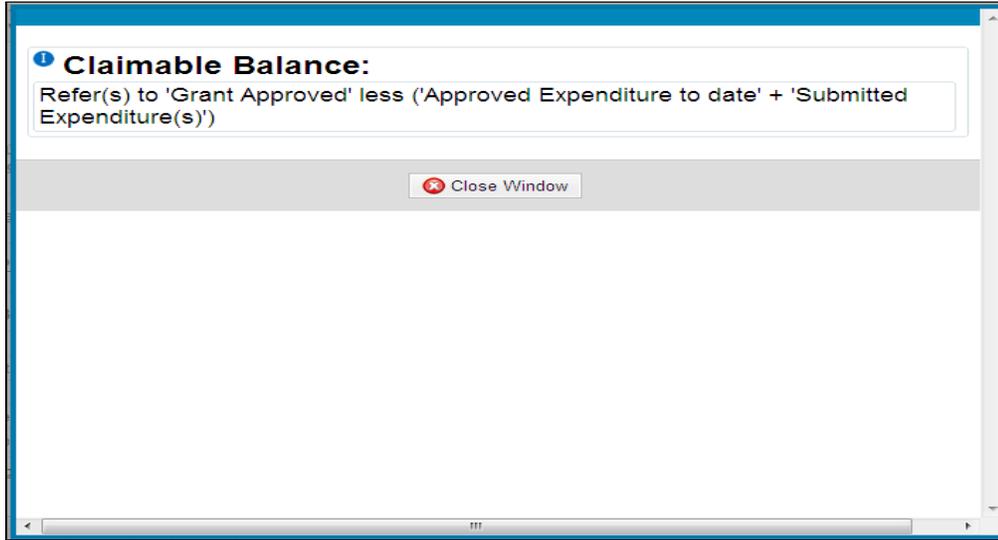
**2.2.7 Budget Information - Submitted/Pending Expenditure(s) - Explanation**

- Claimable Balance details:

Claimable Balance 		\$169,290.00
Manpower		\$25,000.00
Equipment		\$78,900.00
OOE		\$50,000.00
Tuition Fee		\$0.00
<b>Total Direct Cost</b>		<b>\$153,900.00</b>
Indirect Cost		\$15,390.00

**2.2.8 Budget Information- Claimable Balance details**

- Explanation for **Claimable Balance** by clicking on the icon :



**2.2.9 Budget Information - Claimable Balance -Explanation**

- b) The following section contains the Cumulative Approved Budget Variation thus far. If you have previously approved variations, the variation percentage will be shown here.



**2.2.10 Cumulative Approved Budget Variation.**

- c) The following section contains Request Item(s). This is where you choose the categories/items you wish to vary from/to.

**Request Item(s)**

1. 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)  
+ Add Item - Remove Item

Transfer to: 0 item(s)  
+ Add Item - Remove Item

+ Add Request Item(s)

Requested Item(s) Details: 0 item(s)  
- Remove Item

**2.2.11 Request Item(s)**

- d) The last section contains the Summary of this Budget Variation Request

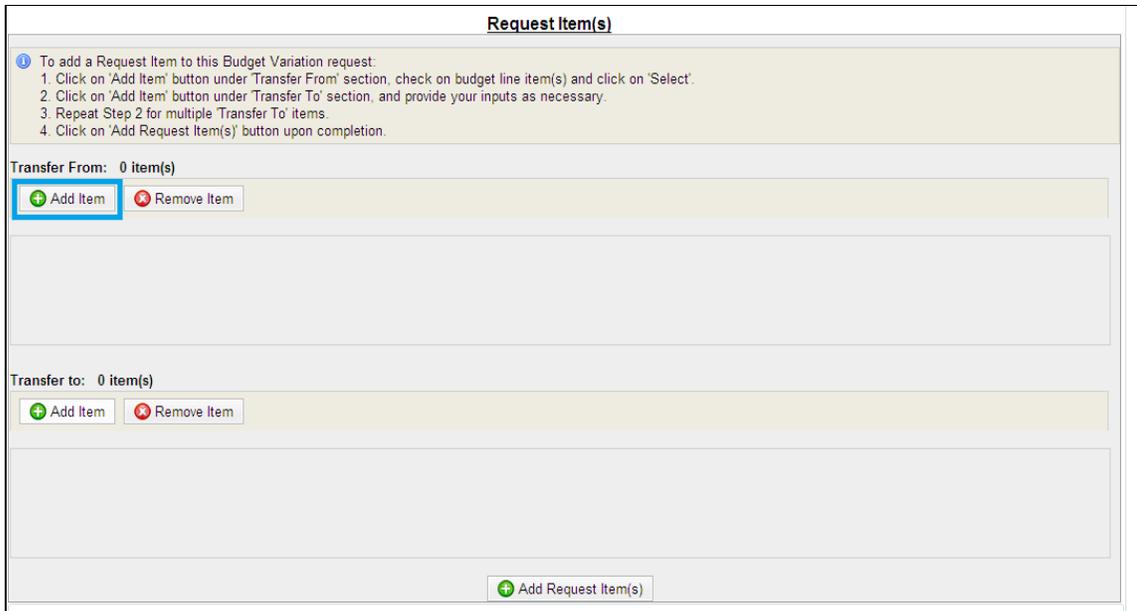
**Summary of this Budget Variation Request:** Refresh

**2.2.12 Summary of this Budget Variation Request**

- To add category/categories/item(s) to **vary from**, you will need to click on the 'Add Item' button in the 'Transfer From' grid of the 'Request Item(s)' section.

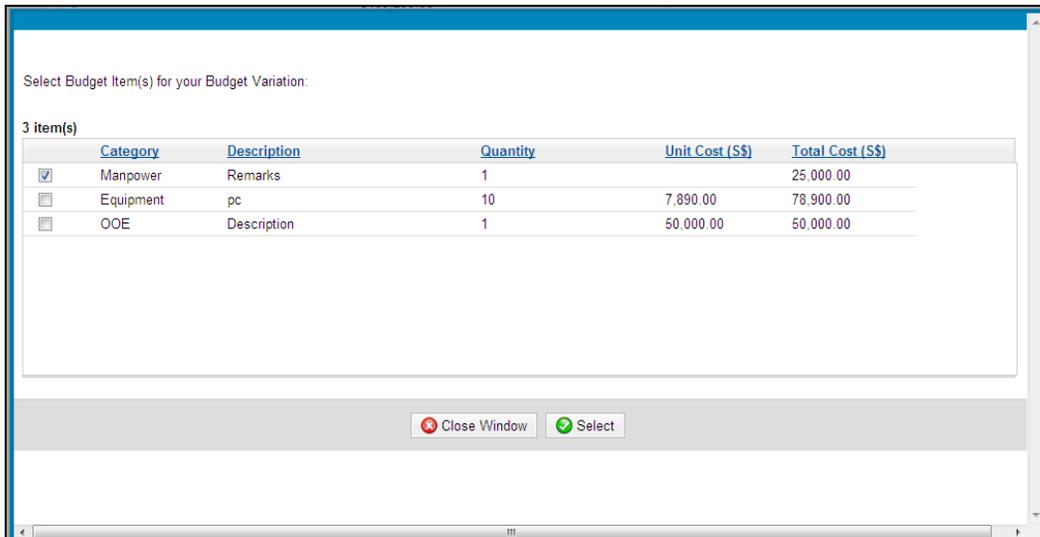
**Important Note:**

Ensure that the category and description of any budget item that you wish to retain, matches **exactly** in the Transfer From and To categories.



**2.2.13 Request Item(s) -Add new Category**

- System displays a popup window to select the 'category/categories/item(s)' to be varied.



**2.2.14 Budget Categories**

6. Add the 'category/categories/item(s)' by ticking the checkbox of the respective category/item, and then click on the 'Select' button.
  
7. System will add the selected 'category/categories/item(s)' to the 'Transfer From' grid in the Request page.

**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: 1 item(s)**

+ Add Item   - Remove Item

<input type="checkbox"/> Budget Category	Description	Quantity	Total Cost (\$)
<input type="checkbox"/> Manpower	Remarks	1	25,000.00

**Transfer to: 0 item(s)**

+ Add Item   - Remove Item

+ Add Request Item(s)

**2.2.15 Transfer from Grid**

7. To add category/categories/item(s) to **vary to**, you will need to click on the 'Add Item' button in the 'Transfer to' grid of the 'Request Item(s)' section. System will display the 'Transfer to' popup window.

**Transfer to:**

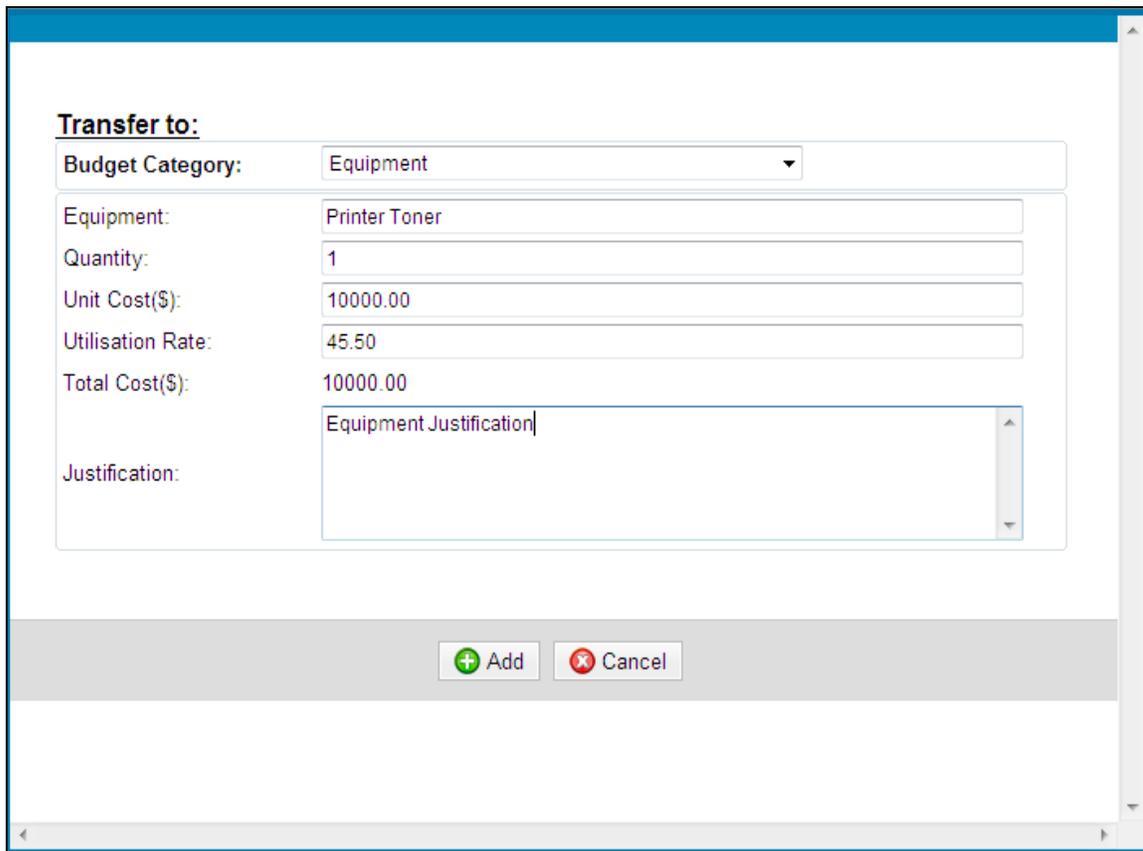
Budget Category:

Equipment  
OOE  
Manpower

+ Add   - Cancel

**2.2.16 Transfer To Popup window**

8. Select a category listed in the Budget Category drop down list. For this example, the “Equipment” category is selected. The corresponding values for the category will be displayed.



**Transfer to:**

Budget Category:	Equipment
Equipment:	Printer Toner
Quantity:	1
Unit Cost(\$):	10000.00
Utilisation Rate:	45.50
Total Cost(\$):	10000.00
Justification:	Equipment Justification

#### 2.2.17 Transfer to - Input

9. Input all the values and click on the “Add” button.
10. System will validate the input values. Please refer to the [‘Budget Variation – To Category Validation’](#) section for details.

11. The selected and input category/item will be added to the 'Transfer to' grid in the Request page after successful validation.

**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: 1 item(s)**

<input type="checkbox"/> Budget Category	Description	Quantity	Total Cost (\$)
<input type="checkbox"/> Manpower	Remarks	1	25,000.00

**Transfer to: 1 item(s)**

<input type="checkbox"/> Category	Description	Quantity	Total Cost(\$)
<input type="checkbox"/> Equipment	Printer Toner	1	10,000.00

**2.2.18 'Transfer to' Grid**

12. Similarly add other categories/item(s) in the 'Transfer to' grid by following the above steps 7 to 9.

**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: 1 item(s)**

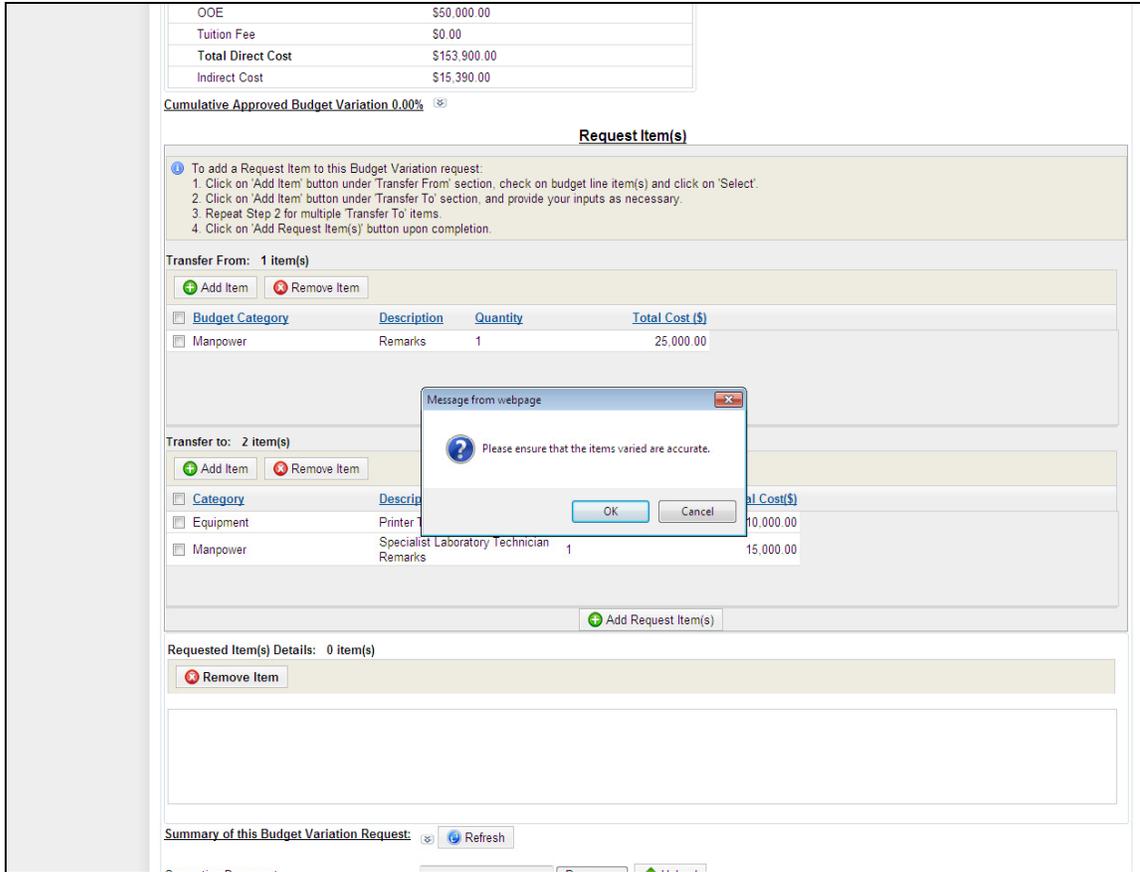
<input type="checkbox"/> Budget Category	Description	Quantity	Total Cost (\$)
<input type="checkbox"/> Manpower	Remarks	1	25,000.00

**Transfer to: 2 item(s)**

<input type="checkbox"/> Category	Description	Quantity	Total Cost(\$)
<input type="checkbox"/> Equipment	Printer Toner	1	10,000.00
<input type="checkbox"/> Manpower	Specialist Laboratory Technician Remarks	1	15,000.00

**2.2.19 'Transfer to' Grid with more categories/items**

- 13. Click on 'Add Request Item(s)' after you have added all the items to be varied to in the 'Transfer to' grid. Please ensure that the variation items are correct before clicking on the 'Add Request Item(s)' button. There will be a message prompt to confirm that the items varied are accurate before proceeding.



**2.2.20 Add Request Item(s)**

14. Upon clicking on 'OK', the 'Transfer From' items and 'Transfer To' items will be added into the 'Requested Item(s) Details' Grid.

**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)**

+ Add Item - Remove Item

---

**Transfer to: 0 item(s)**

+ Add Item - Remove Item

+ Add Request Item(s)

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

- Remove Item

From				To			
S/N	Category	Description	Total Cost	Category	Description	Total Cost	Justification
1	Manpower	<a href="#">Remarks</a>	25,000.00	Equipment	<a href="#">Printer Toner</a>	10,000.00	Equipment Justification
				Manpower	<a href="#">Specialist Laboratory Technician Remarks</a>	15,000.00	Manpower Justification

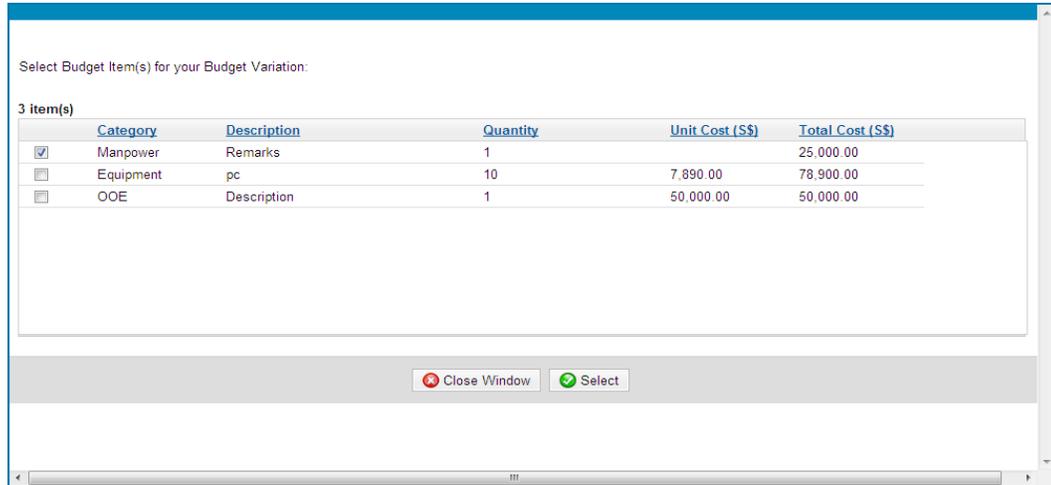
**2.2.21 Requested Item(s) Details Grid**

15. PI will be able to edit the 'from category' and 'to category' items by clicking on the description link.

**Requested item(s) details grid Edit:**

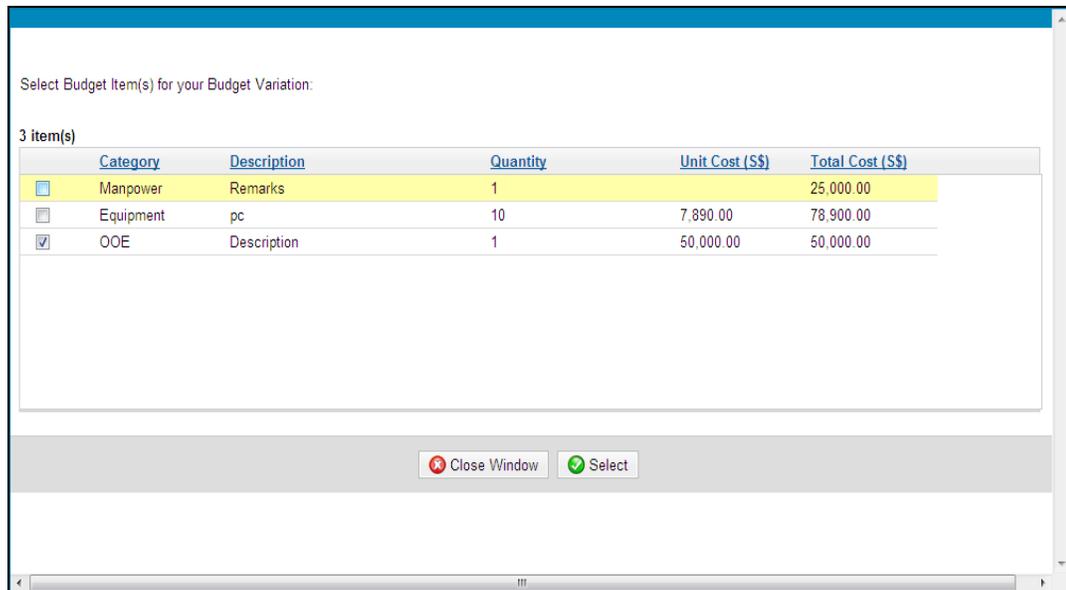
**From Category - Edit**

- a. By clicking on the 'from category's' **Description link** shown in the above figure (2.2.21), system displays a popup window to select or unselect the 'category/categories/item(s)' to be varied.



**2.2.22 Budget Variation - PI Edit- Budget Item**

- b. PI is able to unselect the existing category and reselect a new category or able to add more categories and then click on the 'Select' button.



**2.2.23 Budget Variation - PI Edit - Budget Item- Select**

- c. System will add/change the selected 'category/categories/item(s)' into the 'Requested Item(s) Details' grid.

**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)  
 + Add Item - Remove Item

Transfer to: 0 item(s)  
 + Add Item - Remove Item

+ Add Request Item(s)

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

From				To			
S/N	Category	Description	Total Cost	Category	Description	Total Cost	Justification
1	OOE	<a href="#">Description</a>	50,000.00	Equipment	<a href="#">Printer Toner Specialist</a>	10,000.00	Equipment Justification
				Manpower	<a href="#">Laboratory Technician Remarks</a>	15,000.00	Manpower Justification

2.2.24 Budget Variation - PI Edit - Requested Item(s)

**To Category - Edit**

- a. By clicking on the 'to category's' **Description link** shown in the figure (2.2.21), system displays the 'Transfer to' popup window with the selected budget category and the corresponding values.

**Transfer to:**

Budget Category: Manpower

Staff Category: Specialist Laboratory Technician

Existing/New: Existing

Remarks("Others"):

Quantity: 1

Total Cost(\$): 15000.00

Justification: Manpower Justification

+ Save - Delete Cancel

2.2.25 Transfer to - PI Edit

- b. A list of actions that can be performed by PI user.
- Save
  - Delete
- c. Edit the values in the 'Transfer to' page and then click on the 'Save' button.

**Transfer to:**

Budget Category:	Manpower
Staff Category:	Specialist Laboratory Technician
Existing/New:	Existing
Remarks("Others"):	Remarks
Quantity:	1
Total Cost(\$):	10000.00
Justification:	Manpower Justification Edit

Save Delete Cancel

### 2.2.26 Budget Variation - PI Edit- Save

- d. System will save the edited category values and display the changes into the requested item(s) grid.

**Request Item(s)**

① 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	OOE	Description	50,000.00	Equipment	Printer Toner	10,000.00	Equipment Justification
				Manpower	Laboratory Technician Remarks	10,000.00	Manpower Justification Edit

**2.2.27 Budget Variation - PI Edit- Requested Item(s)**

- e. Click on the 'Delete' button to delete the item.

**Transfer to:**

**Budget Category:** Manpower

**Staff Category:** Specialist Laboratory Technician

**Existing/New:** Existing

**Remarks:**

**Remarks('Others'):**

**Quantity:** 1

**Total Cost(\$):** 10000.00

**Justification:** Manpower Justification Edit

**2.2.28 Budget Variation - PI Edit – Delete**

- f. System will delete the selected category and display the changes into the requested item(s) grid.

**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	OOE	<a href="#">Description</a>	50,000.00	Equipment	<a href="#">Printr Toner</a>	10,000.00	Equipment Justification

**2.2.29 Budget Variation - PI Edit -Delete -Requested item(s)**

- 16. The user will be able to view the summary of this budget variation request by clicking on .

**Summary of this Budget Variation Request:**

To Category	Total
Equipment	10,000.00
OOE	0.00
Manpower	0.00
<b>Total</b>	<b>10,000.00</b>

**2.2.30 Summary Refresh**

17. PI is also able to attach any supporting document to this 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)  
 + Add Item - Remove Item

Transfer to: 0 item(s)  
 + Add Item - Remove Item

+ Add Request Item(s)

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

From				To			
S/N	Category	Description	Total Cost	Category	Description	Total Cost	Justification
1	Manpower	<a href="#">Remarks</a>	25,000.00	Equipment	<a href="#">Printer Toner Specialist Laboratory Technician Remarks</a>	10,000.00	Equipment Justification
				Manpower		15,000.00	Manpower Justification

**Budget Information**

Summary of this Budget Variation Request:

Supporting Document:

Uploaded Supporting Document: [ReimbursementOnlineClaim.pdf](#)

Project Details Page Save as Draft Submit Close Window

**2.2.31 Budget Variation - Supporting Document**

18. List of Actions that can be performed by user

- i. Save as Draft
- ii. Submit

## 2.2.2 Budget Variation Request - Save as Draft

1. Upon clicking on 'Save as Draft', the system will display a confirmation message.
2. Upon clicking on "Ok", the system does validation on your request and displays "Request has been drafted successfully" when successful. [Refer To Appendix 3.3 Budget Variation Request Submission Validation](#)

Request has been drafted successfully Hide

**Claimable Balance**

**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.

**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	Manpower	Nurses ivyGC_PR3	120,000.00	Equipment	Printer	10,000.00	Justification
				Manpower	Nurses ivyGC_PR3	110,000.00	Manpoer Junstificaon

**Summary of this Budget Variation Request:**

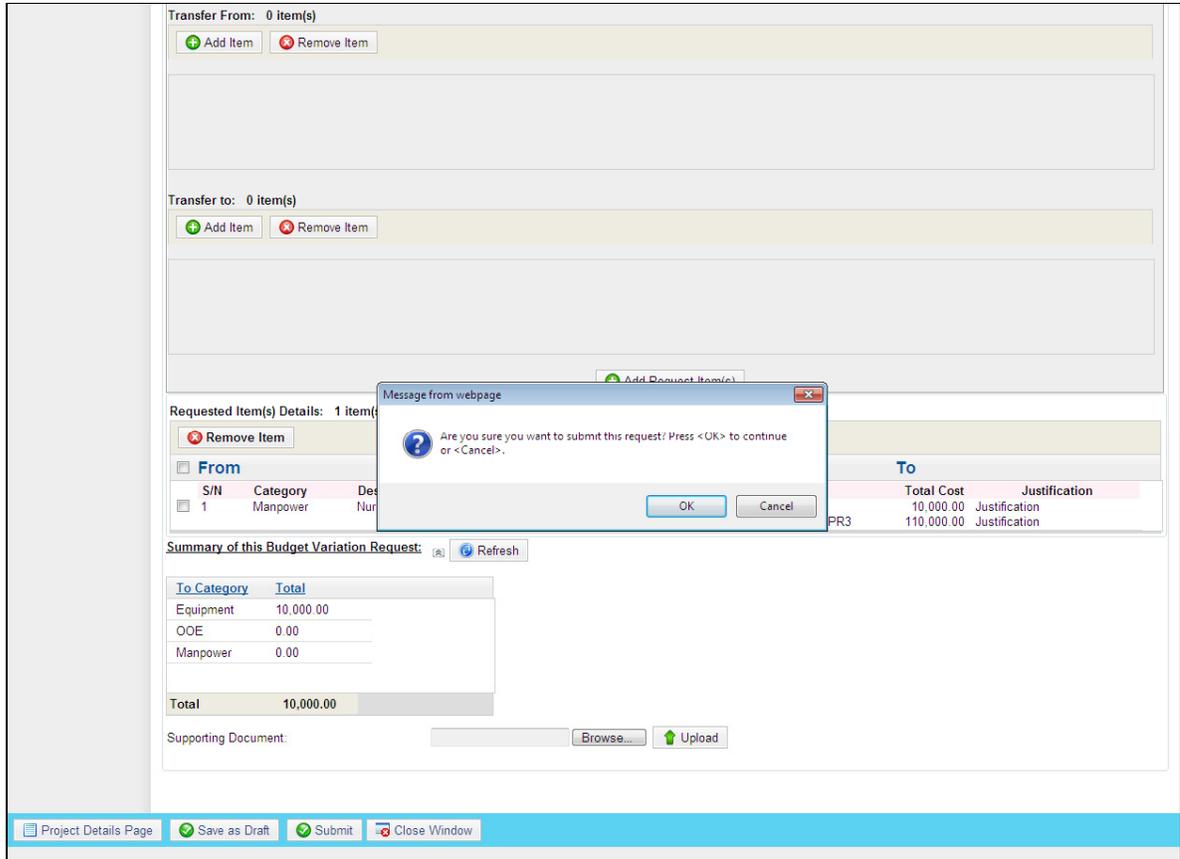
Supporting Document:

**2.2.32 Budget Variation Request - Save as Draft**

3. User will be able to open the saved draft and edit it (if needed) before submitting the budget variation request. For submission of the budget variation request, please refer to [Budget Variation Request - Submit](#).

### 2.2.3 Budget Variation Request - Submit

1. Click on the 'Submit' button to submit the budget variation request.
2. System will prompt the user for confirmation.



2.2.33 Budget Variation - Confirmation Popup

- Upon clicking on “Ok”, validation is done and the text ‘Request has been submitted successfully’ will be displayed after successful validation. [Refer To Appendix 3.3 Budget Variation Request Submission Validation](#). The request is submitted to the HI for checking and approval/endorsement.

Request has been submitted successfully Hide

Request Date: 06-Aug-2014  
Request Status: Pending HI Endorsement

**Budget Information**

Grant Approved	\$130,000.00
Approved Expenditure to Date	\$0.00
Submitted/Pending Expenditure(s)	\$0.00
Claimable Balance	\$130,000.00

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)**

From				To			
S/N	Category	Description	Total Cost	Category	Description	Total Cost	Justification
1	Manpower	Nurses ivyGC_PR3	120,000.00	Manpower	Nurses ivyGC_PR3	110,000.00	Justification
				Equipment	Printer	10,000.00	Justification

**Summary of this Budget Variation Request:**

To Category	Total
Equipment	10,000.00
OOE	0.00
Manpower	0.00
<b>Total</b>	<b>10,000.00</b>

### 2.2.34 Budget Variation Submission - Successful

- For requests **within** (Grant type grant variation budget cap) % of the grant award or involving new items, the request will be routed to the HI RD for approval.
- For requests with **more than** (Grant type grant variation budget cap) % of the grant award or involving new items, the request will be routed to HI RD for endorsement and then to NMRC GM for approval.
- System will send an email notification to the relevant parties.

Email Header: nGager: Budget Variation Request Certification for NMRC/BNIG\_MIG/0001/2014

**Message**

A Budget Variation Request has been submitted by Casee David for the project NMRC/BNIG\_MIG/0001/2014 - 'test'. This Budget Variation request requires your certification.

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

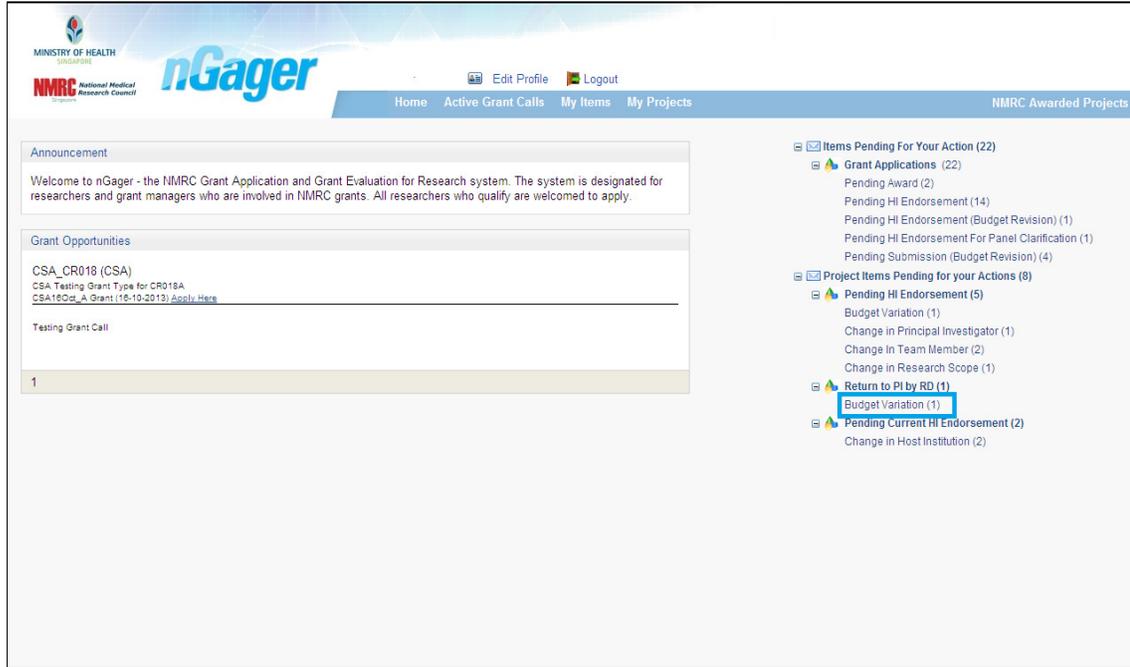
This is a computer-generated email and does not require any reply

### 2.2.35 Email for Submit Request

## 2.3 Budget Variation Request - Submit Revision

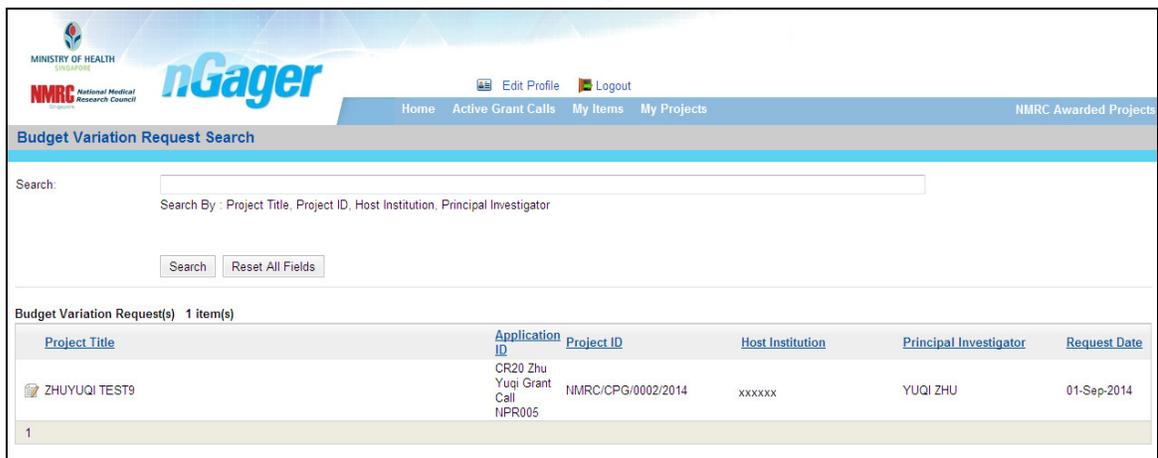
PI revises Budget Variation Request of a returned submission by HI or GM. PI can also withdraw any Budget Variation Request returned by HI or GM.

1. To revise the Budget Variation Request, PI opens the returned request from the Pending Task List shown below.



2.3.1 PI Home Page

2. The list of Budget Variation request(s) pending revision will be shown.



2.3.2 Budget Variation Request - Search

3. Click on the 'Edit' button  next to the Project Title to open the request.

4. System will display the Budget Variation Request Page in a new window.

Project Details Page Save Withdraw Request Submit Revision Close Window

Project ID  
**NMRC/CPG/0002/2014**
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: 01-Sep-2014  
Request Status: Return to PI by RD

**Budget Information**

Grant Approved \$244,290.00

Approved Expenditure to Date \$0.00

**Submitted/Pending Expenditure(s)** \$75,000.00

**Claimable Balance** \$169,290.00

**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.

**Transfer From: 0 item(s)**

+ Add Item - Remove Item

**Transfer to: 0 item(s)**

+ Add Item - Remove Item

+ Add Request Item(s)

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

- Remove Item

From				To			
SIN	Category	Description	Total Cost	Category	Description	Total Cost	Justification
1	Manpower	<a href="#">Remarks</a>	25,000.00	Equipment	<a href="#">Printer Toner Specialist</a>	10,000.00	Equipment Justification
				Manpower	<a href="#">Laboratory Technician Remarks</a>	15,000.00	Manpower Justification

**Summary of this Budget Variation Request:** Refresh

Supporting Document: Browse... Upload

**Research Director**

Date: 01-Sep-2014 06:23:59  
Status: Return To PI  
Comments: Returned

Project Details Page Save Withdraw Request Submit Revision Close Window

**2.3.3 Budget Variation Request Page –Revision**

- Please refer to [Budget Variation Request – New](#) for this page’s details.
- To revise the requested item, user can **remove** the existing requested item and add the new items based on revisions requested or **Edit** the existing requested item.

Project Details Page Save Withdraw Request Submit Revision Close Window

Project ID  
**NMRC/CPG/0002/2014**
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: 01-Sep-2014  
Request Status: Return to PI by RD

**Budget Information**

Grant Approved	\$244,290.00
Approved Expenditure to Date	\$0.00
Submitted/Pending Expenditure(s)	\$75,000.00
Claimable Balance	\$169,290.00

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.

Transfer From: 0 Item(s)  
+ Add Item - Remove Item

Transfer to: 0 item(s)  
+ Add Item - Remove Item

+ Add Request Item(s)

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

- Remove Item

From				To			
S/N	Category	Description	Total Cost	Category	Description	Total Cost	Justification
1	Manpower	<a href="#">Remarks</a>	25,000.00	Equipment	<a href="#">Printer Toner</a>	10,000.00	Equipment Justification
				Manpower	<a href="#">Specialist</a> <a href="#">Laboratory</a> <a href="#">Technician</a>	15,000.00	Manpower Justification
					<a href="#">Remarks</a>		

Summary of this Budget Variation Request: Refresh

Supporting Document: Browse... Upload

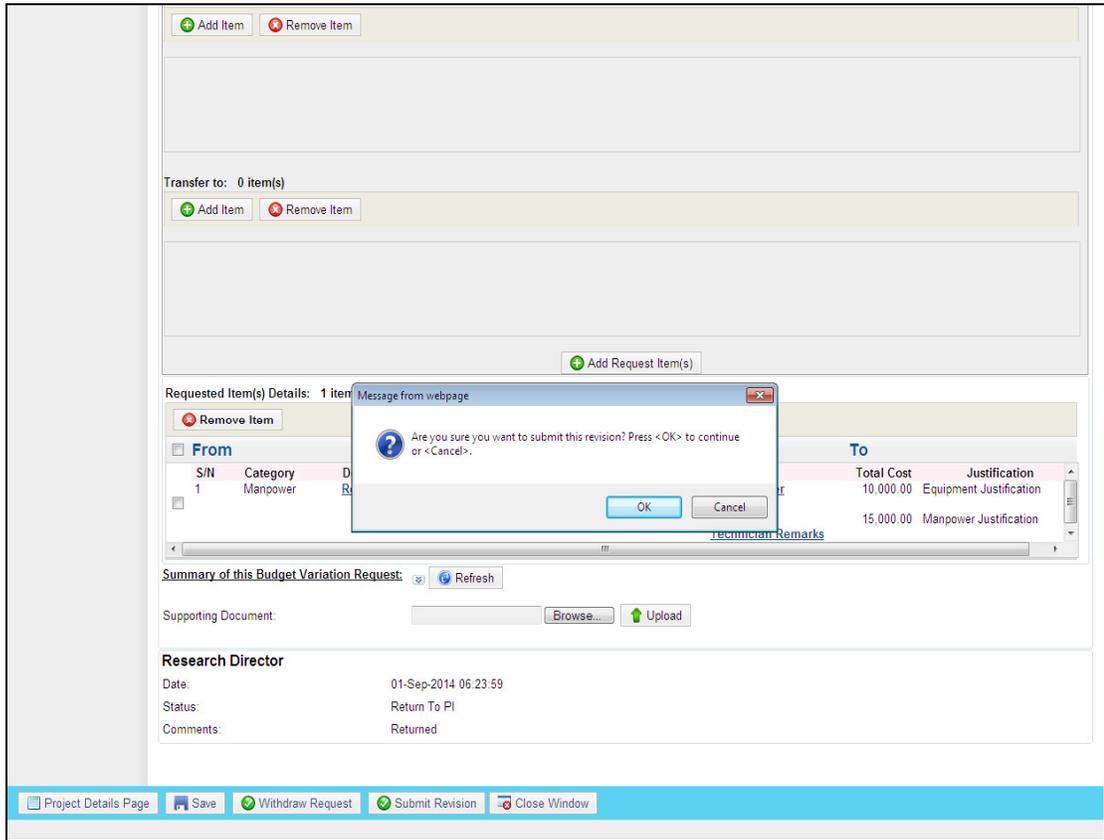
**Research Director**

Date: 01-Sep-2014 06:23:59  
Status: Return To PI  
Comments: Returned

Project Details Page Save Withdraw Request Submit Revision Close Window

**2.3.4 Budget Variation – Revision**

7. To edit the existing requested item PI click on the description link in the 'Requested Item(s)' grid.
8. Please refer to [Requested item\(s\) details grid Edit](#) for more details on editing the requested item.
9. To add new Items please refer to [Budget Variation Request – New](#) from step 3 -12.
10. Once the PI has revised the requested items, PI will be able to submit revision
11. Upon clicking on the 'Submit Revision' button, system will display a confirmation popup message.



### 2.3.5 Budget Variation - Revision Confirmation Popup

12. Upon clicking on 'Ok', system does validation and displays 'Revised Request has been submitted successfully' after successful validation. [Refer To Appendix 3.3 Budget Variation Request Submission Validation](#). The request is sent to the HI for approval/endorsement.

Revised Request has been submitted successfully Hide

Request Date: 01-Sep-2014  
Request Status: Pending HI Approval

**Budget Information**

Grant Approved	\$244,290.00
Approved Expenditure to Date	\$0.00
Submitted/Pending Expenditure(s)	\$75,000.00
Claimable Balance	\$169,290.00

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	Manpower	Remarks	25,000.00	Equipment	Printer Toner	10,000.00	Equipment Justification
				Manpower	Specialist Laboratory Technician	15,000.00	Manpower Justification

Summary of this Budget Variation Request: Refresh

**Research Director**

Date: 01-Sep-2014 06:23:59  
Status: Return To PI  
Comments: Returned

Project Details Page Close Window

**2.3.6 Budget Variation - Revision Successful**

13. An email will be sent to the relevant parties upon successful submission.

Email header: nGager - Revision on Budget Variation Request for -/CBRG\_MIG/0001/2014

**Message**

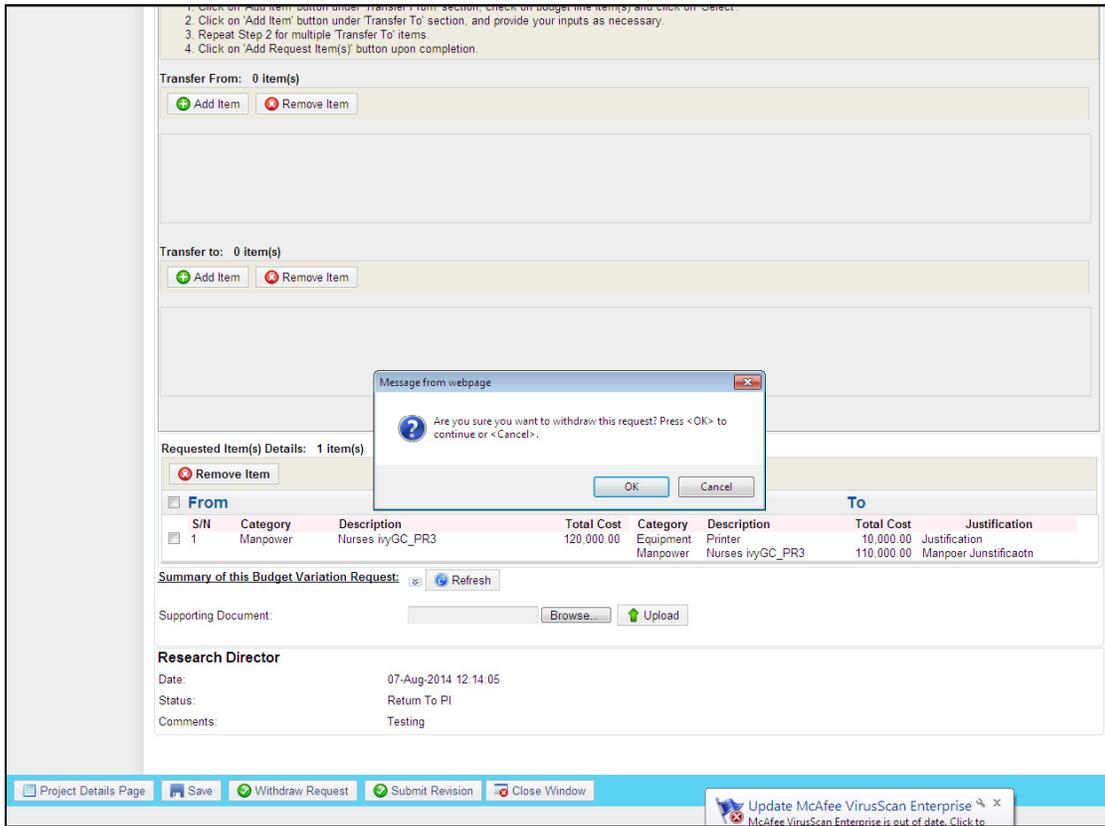
A Budget Variation Request has been revised and submitted for the project -/CBRG\_MIG/0001/2014 - 'PPReview Test App'. This requires your certification.  
Please login to [nGager](#) for further details.

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

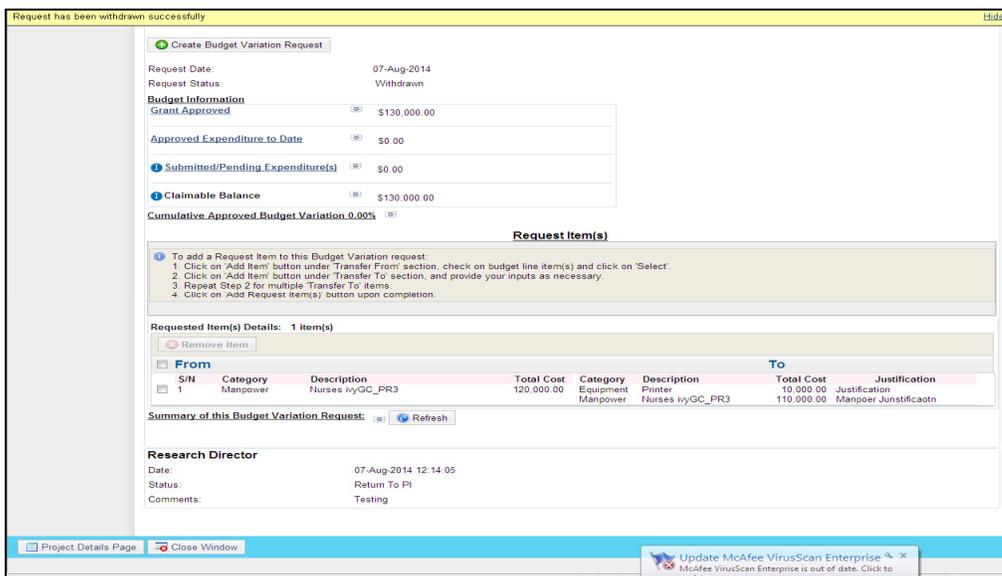
**2.3.7 Email for Submit Revision**

14. If PI would like to withdraw the request at any time, please click on 'Withdraw Request'. A confirmation pop-up will appear. Select 'OK' to withdraw the project or 'Cancel' to go back to the request page.



### 2.3.8 Budget Variation - Withdraw Confirmation Popup

15. Upon clicking on 'Ok', the system displays 'Request has been withdrawn successfully'. Your request has been successfully withdrawn



### 2.3.9 Budget Variation -Withdrawn

## 2.4 Budget Variation Request - View History

1. PI is able to view any previous Budget Variation Request(s) submitted for a project by clicking on the 'History' tab in Budget Variation Page.

The screenshot shows a web application interface for 'Budget Variation'. At the top, there are navigation links for 'Project Details Page' and 'Close Window'. Below this, the 'Project ID' is 'NMRC/ivyGT\_PR/0001/2014' and the 'Project Status' is 'Ongoing'. On the left, there is a sidebar with 'Budget Variation Request' and 'History' tabs. The 'History' tab is selected, showing a 'Budget Variation History' section with '2 item(s)'. A 'Create Budget Variation Request' button is visible. Below is a table with columns 'Request Date' and 'Status'. The table contains two rows: one for '07-Aug-2014' with status 'Withdrawn', and one for '06-Aug-2014' with status 'Rejected By RD'. A page number '1' is shown at the bottom of the table.

Request Date	Status
07-Aug-2014	Withdrawn
06-Aug-2014	Rejected By RD

### 2.4.1 Budget Variation - History

2. System will display the all budget variation requests submitted for the project with the request's status and date.
3. To view the Budget Variation request in more detail, click on  next to Request Date.

4. System displays Budget Variation Request details' page.

**Budget Variation Request**

Project ID: NMRC/ivyGT\_PR/0001/2014 Project Status: Ongoing

**Budget Information**

Grant Approved	\$130,000.00
Approved Expenditure to Date	\$0.00
Submitted/Pending Expenditures	\$0.00
Claimable Balance	\$130,000.00

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)**

From				To			
SN	Category	Description	Total Cost	Category	Description	Total Cost	Justification
1	Manpower	Nurses ivyGC_PR3	120,000.00	Equipment	Printer	10,000.00	Justification
				Manpower	Nurses ivyGC_PR3	110,000.00	Manpoer Justificactn

**Summary of this Budget Variation Request:**

To Category	Total
Equipment	10,000.00
OOE	0.00
Manpower	0.00
<b>Total</b>	<b>10,000.00</b>

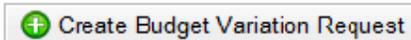
**Research Director**

Date: 07-Aug-2014 12:14:05  
 Status: Return To PI  
 Comments: Testing

2.4.2 Budget Variation Request Details Page

- 5. For further details of this page, please refer [Budget Variation Request – New](#).
- 6. PI will only be able to create a new budget variation request if previous request(s) has been withdrawn, rejected by HI/GM or approved/endorsed by HI/GM.

- 7. To create a new budget variation request, click on the button in the figure 2.4.2.



## 3 Appendix

### 3.1 Project Status

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

### 3.2 Validation Rules for Uploaded Document(s)

1. File size must be greater than zero.
2. Must not exceed 10MB
3. Allowed file types:
  - a) .doc, .docx
  - b) .xls, .xlsx
  - c) .csv
  - d) .pdf
  - e) .jpeg, .jpg
  - f) .gif
  - g) .zip

### 3.3 Budget Variation Request Submission Validation

1. Check for duplicate Budget Line Item selection in the 'Transfer From' grid for the request.
2. Check for the Transfer From' categories 'Total cost'sum is the same as 'Transfer To' categories 'Total cost' sum.
3. Validate that the "transfer to" categories variation amount is less than or equal to "from categories" claimable balance.

Remove Item							
From				To			
S/N	Category	Description	Total Cost	Category	Description	Total Cost	Justification
1	Manpower	Nurses ivyGC_PR3	120,000.00	Equipment	Printer	10,000.00	Justification
				Manpower	Nurses ivyGC_PR3	110,000.00	Manpoer Junstificaotn

#### **Example**

'From Category' is "Manpower" and 10000 is varied to the "Equipment" category.

Identifying the **Varied category amount** is

- i. **“From Category”** and **“To category”** is different and the **description** also different.
- ii. **“From Category”** and **“To category”** is same but the **description** is different.

In this sample, from category is “Manpower”, system will check against all the categories in the ‘To category’ items.

- a. First category in the ‘To category’ is “Equipment” and the description is “Printer” which is different from the ‘From category’s’ description, so consider this is as a variation.
- b. Second category in the ‘To category’ is “Manpower” and the description is “Nurses ivyGC\_PR3” which is same as the ‘From category’s’ description, so consider this is not as a variation

Finally “Equipment” is a varied category and the varied amount is 10000. System will validate this 10000 against ‘Manpower’ category’s claimable balance amount.

## 3.4 Budget Variation - To Category Validation

### 3.4.1 Manpower

- a) Staff Category is Mandatory.
- b) Remarks Mandatory for ‘Others’ in the staff category and maximum character allowed is 500.
- c) Total cost is Mandatory.
- d) Quantity is numeric.
- e) Justification is Mandatory and maximum character allowed is 500.

### 3.4.2 Equipment

- a) Equipment is Mandatory.
- b) Quantity is Mandatory and contains numeric value.
- c) Unitcost is Mandatory and contains decimal value.
- d) Unitlisation Rate is mandatory for Total Cost greater than Project grant type emax total cost.
- f) Justification is Mandatory and maximum character allowed is 500.

### 3.4.3 OOE

- a) Description is Mandatory and maximum character allowed is 500.

- b) Total cost is missing
- c) Justification is Mandatory and maximum character allowed is 500.