Post-Award User Manual For

nGager 2

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

By NEC Asia Pacific Pte Ltd

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1 Introduction

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.

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

1.1 Terminology

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.

	No. 0
NUDP National Medical Society State	
Brown Brown Council Home Active Grant Calls My Items My Projects	A NMRC Awarded Projects
Announcement	🖃 🖂 Items Pending For Your Action (22)
	🖃 👍 Grant Applications (22)
Welcome to nGager - the NMRC Grant Application and Grant Evaluation for Research system. The system is designated for researchere need near measure where included is NMRC create All nearchere where welcomed to explore	Pending Award (2)
researchers and grant managers who are involved in Norke grants. All researchers who quality are welcomed to apply.	Pending HI Endorsement (14)
	Pending HI Endorsement (Budget Revision) (1)
Grant Opportunities	Pending HI Endorsement For Panel Clarification (1)
CSA_CR018 (CSA)	Pending Supprission (Budget Revision) (4)
CSA Testing Grant Type for CR018A	Project Items Pending for your Actions (8)
CSA16Oct_A Grant (18-10-2013) Apply Here	Pending Hi Endorsement (5)
Testing Grant Call	Chappen in Bringing Investigator (1)
	Change In Team Member (2)
	Change in Research Scone (1)
1	A Return to Pl by RD (1)
	Budget Variation (1)
	🖃 🐴 Pending Current HI Endorsement (2)
	Change in Host Institution (2)

1.2.1 PI Login - Home Page

2 Budget Variation

Once a grant application is awarded and the funds disbursement letter issued, the project's postaward 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 '<u>View Project Details</u>' 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.

	Edit Profile Logo Home Active Grant Calls My Items	ut My Projects	NMRC Awarded Proj
Announcement Welcome to nGager - the NMRC Grant Application and Gran researchers and grant managers who are involved in NMRC Grant Opportunities	nt Evaluation for Research system. The system is design grants. All researchers who qualify are welcomed to app	Ongoing Expired Withdrawn Suspended Terminated Closed	Items Pending For Your Action (17)
CSA_CR018 (CSA) CSA Testing Grant Type for CR018A CSA16Oct_A Grant (16-10-2013) <u>Apply Here</u> Testion Grant Call		Completed Outstanding	Project Items Pending for your Actions (4) Grant Extension (1) Project Withdrawal (1)
1			Keturn to Ptoy kb (2) Change in Research Scope (1) Project Withdrawal (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.

٠			
MINISTRY OF HEALTH SINGAPORE	nGager	📾 Edit Profile 📕 Logout	
Ongoing Project S	earch	Home Active Grant Calls My Items My Projects	NMRC Awarded Projects
Search:	NMRC/BNIG/0010/2013 Search By : Project Title, Project II	D, Project Status, Host Institution, Principal Investigator	
Projects () item(s)	Search Reset All Fields		
riojeca vitelitaj			

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 the Project Title.

8						
MINISTRY OF HEALTH SINGAPORE	nGager	11	Edit Prof	ile 📕 Logout		
Ongoing Project S	earch		Active Grant Calls	My Items My Proje		NMRC Awarded Projects
Search:	NIJRC/BNIG/0010/2013 Search By : Project Title, Project ID, Search Reset All Fields	Project Status, I	Host Institution, Princip	al Investigator		
Projects 1 item(s)	Project ID		Project Status	Completion Date	Host Institution	Principal Investigator
BNIG13Aug_002	NMRC/BNIG/	0010/2013	Ongoing	31-Aug-2014	XXXXXX	Casee David
1						

2.1.3 Project Search Result

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

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 Fo	ormat.doc		
Letter of Acceptance	CV template.doc			
Fund Disbursement Letter	Funds Disbursement Letter			
Pasaarch Scopa	Proposal Tomplato docy	Change Research Scope		
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. The budget details will be displayed.

esearc <mark>h</mark> Team				
udaet	Budget Information			Budget Variation
ey Performance	Grant Approved	8	\$1,860,000.00	
ndicator	Approved Expenditure to	Date 😵	\$0.00	
	Submitted/Pending Example:	kpenditure(s) 🛛 🗐	\$0.00	
	Claimable Balance	(\$)	\$1,860,000.00	
	Cashflow Projection Subr	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

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 '<u>View Project Details</u>' to view the project details page.

RC/CIRGUAT/00	30/2015				Project Status Ongoing
General Details					
Research Team					_
Budget	Budget Information			Budget Variation]
Key Performance	Grant Approved	8	\$1,860,000.00		
indicator	Approved Expenditure to [Date 😵	\$0.00		
	Submitted/Pending Exp	enditure(s) 🛛 😻	\$0.00		
	Claimable Balance	8	\$1,860,000.00		
	Cashflow Projection Submis	ssion			
	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	

2.2.1 Project Details Page- Budget Variation Button

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

0	
·	
J	

0.	
Budget Variation	
Project Details Page	Save as Draft Submit a Close Window
Project ID NMRC/CPG/0002/2014	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 PI's user guide. Request Date: Click here for the HI's (RD/RDO) user guide. Request Status: D1-Sep-2014 New Budget Information Grant Approved S244,290.00 Approved Expenditure to Date S0 00 Clickmath Release S0 00 S0
	Claimable Balance S169,290.00
	Request Item(s)
	 1. Click on 'Add Item' button under 'Transfer From' section, and provide your inputs as necessary. 2. Click on 'Add Request Item(s) button upper Transfer To' items. 4. Click on 'Add Request Item(s) button upper Transfer To' items. 5. Click on 'Add Request Item(s) button upper Transfer To' items. 6. Add Item Remove Item
	Add Request Item(s)
	Requested Item(s) Details: 0 item(s)
	Summary of this Budget Variation Request: (a) (a) Refresh Supporting Document:
Project Details Page	Save as Draft Submit Close Window

2.2.2 Budget Variation Request Page

Budget Variation Request Page Structure:

a) Top section contains Budget Information:

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

2.2.3 Budget Information

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

- Grant Approved details:

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

2.2.4 Budget Information - Grant Approved details

- Approved Expenditure to Date details:

Approved Expenditure to Date	\$0.00	
Manpower		\$0.00
Equipment		\$0.00
OOE		\$0.00
Tuition Fee		\$0.00
Total Direct Cost		\$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
Total Direct Cost		\$75,000.00
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 **1**:



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	
Total Direct Cost	\$153,900.00	
Indirect Cost	\$15,390.00	

- Explanation for **Claimable Balance** by clicking on the icon **1**:

		*
Claimable Balance:		
Refer(s) to 'Grant Approved' less ('Approved Expenditure to date' + 'Submitted Expenditure(s)')		
O Close Window		
·	•	

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.

Cumulative Approved Budget Variation 0.00%	8

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)	
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.	
sfer From: 0 item(s)	
Add Item SRemove Item	
Add Request Item(s)	
uested 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

4. To add category/categories/item(s) to <u>vary from</u>, 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.

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 ORemove Item
Transfer to: 0 item(s)
Add Item ORENOVE Item
G Add Request Item(s)

2.2.13 Request Item(s) -Add new Category

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

3 item(s)	udget item(s) for you)	r Budget Variation:				
	Category	Description	Quantity	Unit Cost (S\$)	Total Cost (S\$)	
V	Manpower	Remarks	1		25,000.00	
	Equipment	pc	10	7,890.00	78,900.00	
	OOE	Description	1	50,000.00	50,000.00	
			Close Window Select			

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.

			<u>Request Item(s)</u>	
 To add a Request Item to this Bu Click on 'Add Item' button unde Click on 'Add Item' button unde Repeat Step 2 for multiple 'Trat Click on 'Add Request Item(s)' 	dget Variation requer 'Transfer From' s er 'Transfer From' s er 'Transfer To' sec nsfer To' items. button upon comp	uest: ection, check o tion, and provide eletion.	on budget line item(s) and click on 'Select'. e your inputs as necessary.	
Transfer From: 1 item(s)				
🚯 Add Item 🚺 🔕 Remove Item				
Budget Category	Description	Quantity	Total Cost (\$)	
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

 To add category/categories/item(s) to <u>vary to</u>, 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.

Equipment OOE Manpower	
Cancel	

2.2.16 Transfer To Popup window

 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.

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

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 <u>'Budget Variation To Category</u> <u>Validation</u>' 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 But 1. Click on 'Add Item' button unde 2. Click on 'Add Item' button unde 3. Repeat Step 2 for multiple Tran 4. Click on 'Add Request Item(s)'	lget Variation requ r 'Transfer From' s r 'Transfer To' sect sfer To' items. button upon compl	est: ection, check on b ion, and provide yo etion.	oudget line item(s) and clic our inputs as necessary.	ck on 'Select'.
Transfer From: 1 item(s)				
Add Item 🔕 Remove Item				
Budget Category	Description	Quantity	Total Cost	<u>at (\$)</u>
Manpower	Remarks	1	25,000.	0.00
Transfer to: 1 item(s)				
Add Item Remove Item				
Category	Description		Quantity	Total Cost(\$)
Equipment	Printer Toner		1	10,000.00
			👽 Add Request Iter	em(s)

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.

			Reques	st Item(s)		
 To add a Request Item to this Bud Click on 'Add Item' button under Click on 'Add Item' button under Repeat Step 2 for multiple Transit. Click on 'Add Request Item(s)' b 	lget Variation reque "Transfer From" se "Transfer To" section sfer To" items. outton upon comple	st: ction, check on b on, and provide ye tion.	udget line iten our inputs as n	n(s) and click on necessary.	'Select'.	
Transfer From: 1 item(s)						
🔂 Add Item 🛛 🔞 Remove Item						
Budget Category	Description	Quantity		Total Cost (\$)		
Manpower	Remarks	1		25,000.00		
Transfer to: 2 item(s)						
Add Item 🔇 Remove Item						
Category	Description		<u>Quantity</u>		Total Cost(\$)	
Equipment	Printer Toner		1		10,000.00	
Manpower	Specialist Labora Remarks	tory Technician	1		15,000.00	
			🔂 Add	Request Item(s)		

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.

OOF	\$50	000.00			
Tuition Fee	50 (10			
Total Direct Cost	\$15	3 900 00			
Indirect Cost	\$15	.390.00			
Cumulative Approved I	Budget Variation 0.00% 🗵				
			Request Item(s)		
			<u>itequeet item(e)</u>		
 To add a Request It Click on 'Add Iter Click on 'Add Iter Click on 'Add Iter Repeat Step 2 fo Click on 'Add Re 	em to this Budget Variation re n' button under Transfer From' n' button under Transfer To' se r multiple Transfer To' items. quest Item(s)' button upon corr	quest: section, check on bu ction, and provide you upletion.	Idget line item(s) and clicl ur inputs as necessary.	k on 'Select'.	
Transfer From: 1 item	ı(s)				
🔂 Add Item (🔕	Remove Item				
Budget Category	Description	Quantity	Total Cost	(\$)	
Manpower	Remarks	1	25,000.	00	
Category Category Category Automatic Automati	Descrip Printer 1 Specialist Lab Remarks	oratory Technician	ОК Са	ancel 10,000.00 15,000.00	
			Add Request Iter	m(s)	
Requested Item(s) Det	ails: 0 item(s)				
Remove Item					
Summary of this Budge	et Variation Request: 🛞 🌔	Refresh			
			-		

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 It	em(s)			
 To add a R 1. Click on 2. Click on 3. Repeat \$ 4. Click on 	equest Item to t 'Add Item' butto 'Add Item' butto Step 2 for multip 'Add Request It	his Budget Variation n under 'Transfer Fro n under 'Transfer To' le 'Transfer To' items em(s)' button upon c	request: m' section, check on bu section, and provide you ompletion.	dget line item(s) Ir inputs as nece	and click on essary.	'Select'.		
Transfer From:	0 item(s)							
3 Add Item	🐼 Remove	e Item						
T	10()							
Transfer to: 0	item(s)							
				🔂 Add Rei	quest Item(s)			
Requested Iter	n(s) Details: 1	item(s)						
🔕 Remove	Item							
From							То	
S/N 1	Category Manpower	Description Remarks		Total Cost 25,000.00	Category Equipment Manpower	Description Printer Toner Specialist Laboratory Technician Remarks	Total Cost 10,000.00 15,000.00	Justification Equipment Justification 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.

Mannower			one cost (54)	Total Cost (55)	
manpower	Remarks	1		25,000.00	
Equipment	pc	10	7,890.00	78,900.00	
OOE	Description	1	50,000.00	50,000.00	
		Close Window Select			

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.

Select B	udget Item(s) for you	ur Budget Variation:				
3 itom/s						
5 item(s	Category	Description	Quantity	Unit Cost (S\$)	Total Cost (S\$)	
	Manpower	Remarks	1		25,000.00	1
	Equipment	рс	10	7,890.00	78,900.00	
V	OOE	Description	1	50,000.00	50,000.00	
						_
			🔇 Close Window 📀 Select			
						Þ

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	tem(s)			
	To add a 1. Click o 2. Click o 3. Repeat 4. Click o	Request Item to t n 'Add Item' butto n 'Add Item' butto Step 2 for multip n 'Add Request It	his Budget Variation re n under Transfer From' n under Transfer To' se le 'Transfer To' items. em(s)' button upon com	quest: section, check on budg ction, and provide your opletion.	get line item(s) inputs as nece	and click on essary.	'Select'.		
Trai	nsfer Fron	n: 0 item(s)							
	🔁 Add Iter	n 🔇 Remove	ltem						
Trai	nsfer to:	0 item(s)							
(🔂 Add Iter	n 🛛 🔞 Remove	Item						
Rec	uested Ite	em(s) Details: 1	item(s)		G Add Re	quest item(s)			
	Remov	e Item							
	From							То	
	S/N	Category	Description		Total Cost	Category	Description	Total Cost	Justification
	1	OOE	<u>Description</u>		50,000.00	Equipment Manpower	<u>Printr Toner</u> <u>Specialist</u> Laboratory	10,000.00 15,000.00	Equipment Justification Manpower Justification
							Technician Remarks		

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.

Budget Category:	Manpower -	
Staff Category:	Specialist Laboratory Technician 👻	
Existing/New:	Existing -	
	Remarks	*
Remarks('Others'):		
		-
Quantity:	1	
Total Cost(\$):	15000.00	
	Manpower Justification	~
Justification:		
		-

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.

Budget Category:	Manpower 🗸	
Staff Category:	Specialist Laboratory Technician 🝷	
Existing/New:	Existing -	
	Remarks	~
Remarks('Others'):		
		-
Quantity:	1	
Total Cost(\$):	10000.00	
	Manpower Justification Edit	*
Justification:		
		-

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)
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 2. Click on 'Add Item' button under Transfer To' section, and provide your inputs as ne 3. Repeat Step 2 for multiple Transfer To' items. 4. Click on 'Add Request Item(s)' button upon completion.	(s) and click on 'Select'. cessary.
Transfer From: 0 item(s)	
Add Item Semove Item	
Transfer to: 0 item(s)	
Add Item SRemove Item	
🕒 Add F	Request Item(s)
Democrated Memory Detailer of Memory	
Requested item(s) Details: 1 item(s)	
From	То
S/N Category Description Total Cos 1 OOE Description 50,000.00	t Category Description Total Cost Justification Equipment Printr Toner 10,000.00 Equipment Justification
	Manpower Laboratory 10,000.00 Manpower Justification Edit Technician Remarks

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

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

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

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 If	em(s)				
 To add a 1. Click o 2. Click o 3. Repeat 4. Click o 	Request Item to ti on 'Add Item' butto on 'Add Item' butto t Step 2 for multip on 'Add Request Ite	his Budget Variation requ n under 'Transfer From' s n under 'Transfer To' sect le 'Transfer To' items. em(s)' button upon comp	est: ection, check on budge ion, and provide your ir etion.	et line item(s) nputs as nece	and click on essary.	'Select'.			
Transfer From	m: 0 item(s)								
🔂 Add Iter	m 🔕 Remove	Item							
	o								
Add to:	U item(s)	Itom							
Add iter	m Remove	item							
				G Add Re	quest Item(s)				
Requested It	om(s) Dotails: 1	item(s)							
Remov	ve Item	iterii(3)							
E From							To		
S/N	Category	Description		Total Cost	Category	Description	Total Cost	Justification	
1	OOE	Description		50,000.00	Equipment	Printr Toner	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 a.

Summary of this	Budget Variatio	n Request: 👔	🛛 🕑 Refresh
To Category	<u>Total</u>		
Equipment	10,000.00		
OOE	0.00		
Manpower	0.00		
Total	10,000.00		

2.2.30 Summary Refresh

17. PI is also able to attach any supporting document to this request.

I ransfer From	n: 0 item(s)						
G Add Iten	n 🔇 Remove Ite	em					
Transfer to:	0 item(s)						
G Add Iten	n 🔕 Remove Ite	em					
			🕄 Add R	equest Item(s)			
Requested Ite	em(s) Details: 1 ite	em(s)	G Add R	equest Item(s)]		
Requested Ite	em(s) Details: 1 ite e Item	əm(s)	Add R	equest Item(s)			
Requested Ite	em(s) Details: 1 ite e Item	em(s)	Add R	equest Item(s)		То	
Requested Ite Remove From S/N 1	em(s) Details: 1 ite e Item Category Manpower	em(s) Description Remarks	Cost 25,000 00	equest Item(s) Category Equipment	Description Printer Toner	To Total Cost 10,000.00	Justification Equipment Justification
Requested Ite Remov From S/N 1	em(s) Details: 1 ite e Item Category Manpower	em(s) Description Remarks	C Add R Total Cost 25,000.00	Category Equipment Manpower	Description Printer Toner Specialist Laboratory Technician Remarks	To Total Cost 10,000.00 15,000.00	Justification Equipment Justification Manpower Justification
Requested Ite Remov From S/N 1 Budget Inform	em(s) Details: 1 ite e Item Category Manpower	em(s) Description Remarks	Control Cost 25,000 00	Category Equipment Manpower	Description Printer Toner Specialist Laboratory Technician Remarks	To Total Cost 10,000.00 15,000.00	Justification Equipment Justification Manpower Justification
Requested Its Requested Its From S/N 1 Budget Inform Summary of the	em(s) Details: 1 ite e Item Category Manpower nation his Budget Variatio	em(s) Description Remarks	Contraction of the second seco	equest Item(s) Category Equipment Manpower	Description Printer Toner Specialist Laboratory Technician Remarks	To Total Cost 10,000.00 15,000.00	Justification Equipment Justification Manpower Justification
Requested Its Requested Its Remov From S/N 1 Budget Inform Summary of It Supporting Doc	em(s) Details: 1 ite e Item Category Manpower nation his Budget Variatio	em(s) Description Remarks	Contraction Contra	equest item(s) Category Equipment Manpower Upload	Description Printer Toner Specialist Laboratory Technician Remarks	To Total Cost 10,000.00 15,000.00	Justification Equipment Justification Manpower Justification
Requested Ite Requested Ite Remov From S/N 1 Budget Inform Summary of It Supporting Doc Uploaded Supp	em(s) Details: 1 ite e Item Category Manpower nation his Budget Variatio cument: corting Document:	em(s) Description Remarks	Add R Total Cost 25,000.00 Refresh Browse	equest item(s) Category Equipment Manpower Upload	Description Printer Toner Specialist Laboratory Technician Remarks	To Total Cost 10,000.00 15,000.00	Justification Equipment Justification Manpower Justification

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. <u>Refer To Appendix 3.3 Budget Variation</u>

Request Submission Validation

 Claimable 	e Balance	*	\$130,000.00					
Cumulative /	Approved Budg	et Variation 0.00%	8					
				Request	tem(s)			
 To add a 1. Click 2. Click 3. Reper 4. Click 	a Request Item to on 'Add Item' but on 'Add Item' but at Step 2 for mult on 'Add Request	this Budget Variat ton under 'Transfer ton under 'Transfer iple 'Transfer To' ite Item(s)' button upo	tion request: From' section, cher To' section, and pro ems. In completion.	ck on budget line item(s wide your inputs as nec) and click on essary.	'Select'.		
Transfer Fro	m: 0 item(s)							
Add Ite	em 🛛 🙆 Remo	ve Item						
Transfer to:	0 item(s)							
Add Ite	em 🛛 🙆 Remo	ve Item						
				Add Re	quest Item(s)			
Requested I	tem(s) Details:	1 item(s)		G Add Re	quest Item(s)]		
Requested I	tem(s) Details: ive Item	1 item(s)		Add Re	quest Item(s)]		
Requested I	tem(s) Details: ve Item	1 item(s)		G Add Re	quest Item(s)]	То	
Requested I	tem(s) Details: ve Item Category	1 item(s) Description		Add Re	quest Item(s) Category	Description	To Total Cost	Justific
Requested I	tem(s) Details: ve Item Category Manpower	1 item(s) Description Nurses inyGC,	_PR3	Add Re Total Cost 120,000.00	quest Item(s) Category Equipment Manpower	Description Printer Nurses in/GC_PP3	To Total Cost 10,000 00 110,000 00	Justifica Justification Mannoar. Junetifi
Requested I Remo Remo S/N Summary of	tem(s) Details: we Item Category Manpower this Budget Var	1 item(s) Description Nurses ivyGC,	_PR3	C Add Re Total Cost 120,000.00	quest Item(s) Category Equipment Manpower	Description Printer Nurses inyGC_PR3	To Total Cost 10,000 00 110,000 00	Justific Justification Manpoer Junstifi
Requested I Remo From SN 1 Summary of	tem(s) Details: we Item Category Manpower this Budget Var	1 item(s) Description Nurses hyGC iation Request;	PR3	Cost 120,000 00	quest Item(s) Category Equipment Manpower	Description Printer Nurses inyGC_PR3	To Total Cost 10,000 00 110,000 00	Justification Justification Manpoer Junstifi
Requested I Remo From S/N 1 Summary of Supporting Do	tem(s) Details: we Item Category Manpower this Budget Var	1 item(s) Description Nurses myGC iation Request:	PR3	Add Re Total Cost 120,000.00 Browse	quest Item(s) Category Equipment Manpower	Description Printer Nurses hyGC_PR3	To Total Cost 10,000.00 110,000.00	Justifica Justification Manpoer Junstifi

2.2.32 Budget Variation Request - Save as Draft

 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 <u>Budget Variation Request - Submit</u>.

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.

Transfer From	i: 0 item(s)										
🔂 Add Item	n 🔕 Remove	ltem									
Transfer to: () item(s)										
Add Iton		Itom									
Add item	i 😡 Kemove	item									
		Messa	ge from webpa	age		onunct itomici	×	-			
Requested Ite	m(s) Details: 1	item(:									
🔕 Remove	e Item		Are you s	ure you want to	o submit this reque	t? Press < OK> to (continue				
E Frame			or < Canc	.el>.					Te		
E From									10		
S/N	Category	Des			6	ок	Cancel	1	10 000 00	Justification	n
	Wanpower	T C C			L L		cuncer	PR3	110,000.00	Justification	
Summary of th	nis Budget Varia	tion Reques	at: 👩 🔞 R	efresh							
				ion con							
To Category	Total										
Equipment	10,000.00										
OOE	0.00										
Manpower	0.00										
Total	10 000 00			÷							
Total	10,000.00										
Supporting Doc	ument:				Browse	懀 Upload					

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. <u>Refer To Appendix 3.3 Budget</u> <u>Variation Request Submission Validation</u>. The request is submitted to the HI for checking and approval/endorsement.

rioquoor Dato.			06-Aug-2014					
Request Statu	IS:		Pending HI Endorser	ment				
Budget Inform	nation							
Grant Approv	ved	*	\$130,000.00					
Approved Ex	penditure to Date	\$	\$0.00					
 <u>Submitted</u> 	I/Pending Expendit	iture(s) 🚿	\$0.00					
 Claimable 	Balance	8	\$130,000.00					
Cumulative A	pproved Budget V	ariation 0.00	<u>%</u> 🕉					
				Request I	tem(s)			
Requested It	em(s) Details: 1 it. /e Item	tem(s)						
Requested It	em(s) Details: 1 it /e ltem	em(s)					То	
Requested It	tem(s) Details: 1 it re Item Category Manpower	Description Nurses ivyG	C_PR3	Total Cost 120,000.00	Category Manpower Equipment	Description Nurses ivyGC_PR3 Printer	To Total Cost 110,000.00 10,000.00	Justification Justification
Requested It	tem(s) Details: 1 it re Item Category Manpower this Budget Variation	tem(s) Description Nurses ivyGi	C_PR3	Total Cost 120,000.00	Category Manpower Equipment	Description Nurses hyGC_PR3 Printer	To Total Cost 110,000.00 10,000.00	Justificati Justification Justification
Requested It Removes the second secon	tem(s) Details: 1 it re Item Category Manpower this Budget Variation	term(s) Description Nurses ivyGr on Request:	C_PR3	Total Cost 120,000.00	Category Manpower Equipment	Description Nurses hyGC_PR3 Printer	To Total Cost 110,000.00 10,000.00	Justification Justification Justification
Requested It Remove From S/N 1 Summary of t To Category Equipment	tem(s) Details: 1 it ve Item Category Manpower this Budget Variation this Dudget Variation	tem(s) Description Nurses ivyGi	C_PR3	Total Cost 120,000.00	Category Manpower Equipment	Description Nurses hyGC_PR3 Printer	To Total Cost 110,000.00 10,000.00	Justificati Justification Justification
Requested It Removes the second secon	tem(s) Details: 1 it ve Item Category Manpower this Budget Variation this Dudget Variation this Dudget Variation this Dudget Variation this Dudget Variation the Dudget Variation	tem(s) Description Nurses ivyG	C_PR3	Total Cost 120,000.00	Category Manpower Equipment	Description Nurses inyGC_PR3 Printer	To Total Cost 110,000.00 10,000.00	Justification Justification
Requested It Remove From S/N 1 Summary of the Equipment OOE Manpower	tem(s) Details: 1 it ve Item Category Manpower this Budget Variation y Total 10,000.00 0.00 0.00	eem(s) Description Nurses ivyGr	C_PR3	Total Cost 120,000.00	Category Manpower Equipment	Description Nurses hyGC_PR3 Printer	To Total Cost 110,000.00 10,000.00	Justification Justification
Requested It Remove From S/N 1 Summary of the Equipment OOE Manpower Total	tem(s) Details: 1 it ve item Category Manpower this Budget Variation y Total 10,000.00 0.00 10,000.00	Description Nurses hyGi	C_PR3	Total Cost 120,000.00	Category Manpower Equipment	Description Nurses in/GC_PR3 Printer	To Total Cost 110.000.00 10.000.00	Justification Justification
Requested It Remove From S/N 1 Summary of t To Category Equipment OOE Manpower Total	tem(s) Details: 1 it ve Item Category Manpower this Budget Variatie y Total 10,000.00 0.00 10,000.00	eem(s) Description Nurses wyGi on Request:	C_PR3	Total Cost 120,000.00	Category Manpower Equipment	Description Nurses hyGC_PR3 Printer	To Total Cost 110.000.00 10.000.00	Justification Justification

2.2.34 Budget Variation Submission - Successful

- 4. 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.
- 5. For requests with <u>more than</u> (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.
- 6. 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 <u>nGager</u> for further details.
Message Text:	Yours sincerely, National Medical Research Council Ministry Of Health NMRC Assist Hotline: 3 +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.

MINISTY OF HEALTH Second Research Council Descent Research Council	Edit Profile Cogout Home Active Grant Calls My Items My Projects	NMRC Awarded Projects
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 Tatting Grant Type for CR018A CSA Tatting Grant Type for CR018A CSA Today Grant (10-10-2013) <u>Apple Here</u> Testing Grant Call	Evaluation for Research system. The system is designated for ants. All researchers who qualify are welcomed to apply.	 Items Pending For Your Action (22) Grant Applications (22) Pending Award (2) Pending HEndorsement (14) Pending HEndorsement (Budget Revision) (1) Pending HEndorsement For Panel Clarification (1) Pending HEndorsement For Panel Clarification (1) Pending HEndorsement (5) Budget Variation (1) Change in Principal Investigator (1) Change in Research Scope (1) Return to PI ty RD (1) Budget Variation (1) Budget Variation (1) Change in Hendorsement (2) Change in Hesearch Scope (1) Pending Turrent HEndorsement (2) Change in Host Institution (2)

2.3.1 PI Home Page

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

NMRC National Medical	ngader		Edit Profile	E Logout			
Segure Research Council		Home	Active Grant Calls	My Items My Proje	ects	NMRG	C Awarded Projects
Budget Variation R	lequest Search						
Search: Budget Variation Reque	Search By : Project Title, Project ID, I Search Reset All Fields	Host Institution, F	Principal Investigator				
Project Title			Application ID	Project ID	Host Institution	Principal Investigator	Request Date
😭 ZHUYUQI TEST9			CR20 Zhu Yuqi Grant Call NPR005	NMRC/CPG/0002/2014	XXXXXX	YUQI ZHU	01-Sep-2014
1							

2.3.2 Budget Variation Request - Search

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

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

										Project Status	
CPG/0002/201	4									Ongoing	
/ariation	Budget Va	riation Reques	st								
	Budget \	/ariation User Gu	uides								
	Click <u>here</u> Click <u>here</u>	for the PI's user for the HI's (RD/F	guide. RDO) user	guide.							
	Request Date:			01	I-Sep-2014	מכ					
	Budget Inform	». nation		, r	etain to Fr by r						
	Grant Approv	ved		😵 S	244,290.00						
	Approved Ex	penditure to Dat	te	⊗ s	0.00						
	1 Submitted	I/Pending Expen	nditure(s)	⊗ s	75.000.00						
	Claimable	Balance		چ چ	169 290 00						
	Cumulativo A	pproved Budget	Variation	.0.00%	8						
	Cumulative A	pproved Budger	variation	10.00%	٢	Rea	uest Ite	em(s)			
	T		kie Dudest	Madata							
	1. Click o 2. Click o 3. Repea 4. Click o	in 'Add Item' butto in 'Add Item' butto in 'Add Item' butto t Step 2 for multip on 'Add Request It	n under 'Tr n under 'Tr n under 'Tr le 'Transfer em(s)' butt	ansfer F ansfer To r To' item ton upon	on request. rom' section, ch o' section, and p is. completion.	neck on budget lin provide your inputs	e item(s) s as nece	and click on essary.	'Select'.		
	Transfer From	n: 0 item/s)									
			lines								
	Transfer to:	0 item(s)									
	Transfer to:	0 item(s) n 💽 Remove	Item								
	Transfer to: Add Ite	0 item(s)) Item								
	Transfer to:	0 item(s) m	I Item				Add Req	uest Item(s)			
	Transfer to:	0 item(s) m 💽 Remove em(s) Details: 1	item(s)				Add Req	uest Item(s)			
	Transfer to: Add Ite Requested It Remove	0 item(s) m	item(s)				Add Req	uest Item(s)			
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	Transfer to: Add Ite Requested It Remove From S/N	0 item(s) m	item(s)	ption		Tota	Add Req	uest Item(s)	Description	To Total Cost	Justification
	Transfer to: Add Ite Requested It Remove From S/N 1	0 item(s) m	i Item	ption ks		Tota 25,	Add Req	uest Item(s) Category Equipment	Description Printer Toner Specialist	To Total Cost 10,000.00	Justification Equipment Justification
	Transfer to: Add Ite	0 item(s) m	item(s)	ption		• • • •	Add Req al Cost 000.00	uest Item(s) Category Equipment Manpower	Description Printer Loner Specialist Laboratory	To Total Cost 10,000.00 15,000.00	Justification Equipment Justification Manpower Justification
	Transfer to: Add Ite Requested It Remove From S/N 1 <	0 item(s) m © Remove em(s) Details: 1 re Item Category Manpower	item(s)	ption		• • • •	Add Req al Cost m	uest Item(s) Equipment Manpower	Description Printer Loner Specialist Laboratory Technician Remarks	To Total Cost 10,000.00 15,000.00	Justification Equipment Justification Manpower Justification
	Transfer to: Add Ite Requested It Remove From S/N 1 Summary of 1	0 item(s) m © Remove em(s) Details: 1 re Item Category Manpower his Budget Varia	item(s)	ption ks) 🚱 Refresh	• Tota 25,	Add Req al Cost m	uest Item(s) Equipment Manpower	Description Printer Loner Specialist Laboratory Technician Remarks	To Total Cost 10,000.00 15,000.00	Justification Equipment Justification Manpower Justification
	Transfer to: Add Ite Requested It Removing From Summary of It Supporting Do	0 item(s) m © Remove em(s) Details: 1 re Item Category Manpower his Budget Varia zument:	item(s)	ption ks	J Q Refresh	Tot 25,	Add Reg al Cost 000.00	uest Item(s) Equipment Manpower	Description Printer Toner Specialist Laboratory Technician Remarks	To Total Cost 10,000.00 15,000.00	Justification Equipment Justification Manpower Justification
	Transfer to: Add Ite Requested It Remove From S/N 1 Supporting Do Research I	0 item(s) m © Remove em(s) Details: 1 re Item Category Manpower his Budget Varia :ument:)Irector	item(s) Descrip Remar	ption ks) 🚱 Refresh	Tota 25, Browss	Add Req al Cost 000.00 ""	uest Item(s) Equipment Manpower	Description Printer Toner Specialist Laboratory Technician Remarks	To Total Cost 10,000.00 15,000.00	Justification Equipment Justification Manpower Justification
	Transfer to: Add Ite Requested It Removes From SiN 1 Supporting Do Research ID Date:	0 item(s) m © Remove em(s) Details: 1 re Item Category Manpower his Budget Varia cument: Nirector	item(s) Descrij Remar	ption ks uest: (s)	□ 0 Refresh □ -2014 06:23:5	Totr 25, Browse	Add Req al Cost 000.00	uest Item(s) Category Equipment Manpower Upload	Description Printer Toner Specialist Laboratory Technician Remarks	To Total Cost 10,000.00 15,000.00	Justification Equipment Justification Manpower Justification
	Transfer to: Add Ite Requested It Removes From SiN 1 Supporting Do Research [Date: Status:	0 item(s) m © Remove em(s) Details: 1 re Item Category Manpower his Budget Varia zument: birector	tem item(s) Descrij Remar	ption ks uest: ()	p-2014 06 23.5 i To Pl	Tota 25, Browse 9	Add Req al Cost 000.00 m	uest Item(s) Equipment Manpower	Description Printer Toner Specialist Laboratory Technician Remarks	To Total Cost 10,000.00 15,000.00	Justification Equipment Justification Manpower Justification
	Transfer to: Add Ite Requested It Removing the second s	0 item(s) m © Remove em(s) Details: 1 re Item Category Manpower his Budget Varia cument: Nirector	tem item(s) Descrip Remar	ption ks uest: () 01-Se Return Return	2	Tota 25, Browse 9	Add Req al Cost 000.00 m	uest Item(s) Equipment Manpower	Description Printer Toner Specialist Laboratory Technician Remarks	To Total Cost 10,000.00 15,000.00	Justification Equipment Justification Manpower Justification

2.3.3 Budget Variation Request Page – Revision

- 5. Please refer to <u>Budget Variation Request New</u> for this page's details.
- 6. 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.

		-	aquest	Subm	it itteviatori	- Close W	indow					
										Project Status		
IRC/CFG/0002/201	4									Ungoing		
get Variation Jest	Budget Va	riation Reque	st									
iry	() Budget	Variation User G	juides									
	Click her	e for the PI's user	r guide.									
	Click her	e for the Hi's (RD/	RDO) user	r guide.								
	Request Date			01	Son 2014							
	Request State	JS:		Re	eturn to PI b	/ RD						
	Budget Infor	mation		8								
	Grancappic	iveu		\$2	44,290.00							
	Approved E:	xpenditure to Da	<u>ite</u>	× \$0	.00							
	Submitte	d/Pending Expe	nditure(s)	× \$7	5,000.00							
	Claimable	e Balance		[⊗] \$1	69,290.00							
	Cumulative /	Approved Budge	t Variation	n 0.00%	\$							
							Request Ite	em(s)				
	 To add a 1. Click 2. Click 3. Repeat 4. Click 	Request Item to on 'Add Item' butto on 'Add Item' butto at Step 2 for multip on 'Add Request I	this Budge on under 'T on under 'T ple 'Transfe Item(s)' but	et Variation Transfer Fro Transfer To ar To' items tton upon o	n request: om'section, 'section, an s. completion.	check on budg d provide your	get line item(s inputs as nec	and click on essary.	'Select'.			
	4. Glob, on Aud Request item(s) button upon completion. Transfer From: 0 item(s)											
	G Add Ite	m Romow										
		an with the second	e item									
		In Concernor	/e item									
		Witemov	/e item									
			/e item									
			/e item									
	Transfer to:	0 item(s)	re item									
	Transfer to:	0 item(s)	e Item									
	Transfer to:	0 item(s) am	e Item									
	Transfer to:	0 item(s) am 📀 Remov	e Item									
	Transfer to:	0 item(s)	e Item									
	Transfer to:	0 item(s) em	e Item									
	Transfer to:	0 item(s)	e Item				Add Req	uest Item(s)				
	Transfer to: Add Ite Requested I	0 item(s) m ② Remove tem(s) Details: ve Item	e Item				Add Req	uest Item(s)				
	Transfer to: Add Ite Requested I Remove the formation of the formation	0 item(s) m ② Remove tem(s) Details: ve Item	e Item				Add Req	uest Item(s)		Το		
	Transfer to: Add Ite Requested I Reno From SiN	0 item(s) m ② Remove tem(s) Details: ve Item Category	e Item	iption			Add Req	uest Item(s)	Description	To Total Cost	Justificatio	
	Transfer to: Add lts Requested I Requested I S/N 1	0 item(s) m	e Item 1 item(s) Descri Remai	iption rks			Add Req Total Cost 25,000.00	uest Item(s) Category Equipment	Pescription Specialist	To Total Cost 10,000.00	Justification Equipment Justification	pn tion
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	Transfer to: Add Its Requested I Remo From S/N Summary of Summary of	0 item(s) am	e Item 1 item(s) Descri Remai ation Reg	iption rks	@ Refres	h	Add Req Total Cost 25,000.00	uest Item(s) Category Equipment Manpower	Description Printer Toner Specialist Laboratory Technician Remarks	To Total Cost 10,000.00 15,000.00	Justificatic Equipment Justificat Manpower Justificat	on tion ion
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	Transfer to: Add Its Requested I Requested I Summary of Supporting Dc Research	0 item(s) m @ Remov tem(s) Details: ve Item Category Manpower this Budget Vari ocument: Director	e Item 1 item(s) Descri Remai	iption rks	Refree	h B	Add Req Total Cost 25,000.00 III irowse	uest Item(s) Equipment Manpower	Description Printer Toner Specialist Laboratory Technician Remarks	To Total Cost 10,000.00 15,000.00	Justificati Equipment Justifica Manpower Justifica	on tion ion
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	Transfer to: Add Its Requested I Removes the second sec	0 item(s) m @ Remov tem(s) Details: ve Item Category Manpower this Budget Vari bcument: Director	e Item 1 item(s) Descri Remai	iption rks 01-Sep Retum Return	•-2014 06-23 To Pl ed	h B	Add Req Total Cost 25,000.00	uest Item(s) Equipment Manpower	Description Printer Joner Specialist Laboratory Technician Remarks	To Total Cost 10,000.00 15,000.00	Justificatio Equipment Justifica Manpower Justifica	on tion

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 <u>Requested item(s) details grid Edit</u> for more details on editing the requested item.
- 9. To add new Items please refer to <u>Budget Variation Request New</u> 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.

🔂 Add Item	Remove Item			
Transfer to: 0 item(s	/			
G Add Item	Remove Item			
		Add Request Item(s)		
Requested Item(s) D	stails: 1 iten Manage Generation			
Demous Item	tans. Then message from webpage			
Semove item	Are you sure you want	t to submit this revision? Press <ok> to continue</ok>		
From	or <cancel>.</cancel>		То	
S/N Categ	ry D		Total Cost Justificati	ion 4
	/er	OK Cancel	[T0,000.00 Equipment oustines	ation
		Leconician R	15,000.00 Manpower Justifica	ation L
•			<u>ionurka</u>	•
Summary of this Bud	get Variation Request: 👦 🔞 Refresh			
Supporting Document:		Browse 1 Upload		
Research Directo	1			
Date:	01-Sep-2014 06:23:59			
Status:	Return To PI			
Comments:	Returned			
a 🗖 🖬 Save 🗖 🐼 vviti	draw Request 🛛 👽 Submit Revision 🔹 🛛	Close Window		

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. <u>Refer To Appendix 3.3 Budget Variation</u> <u>Request Submission Validation</u>. The request is sent to the HI for approval/endorsement.

Revised Request has been a	submitted successfully						Hide
	Request Date:	01-Sep-2014					
	Request Status:	Pending HI Approval					
	Budget Information						
	Grant Approved	\$244,290.00					
	Approved Expenditure to Date	8 S0.00					
	Submitted/Pending Expenditure(s)	S75,000.00					
	Claimable Balance	\$169,290.00					
	Cumulative Approved Budget Variation	0.00% 🛞					
			Request I	tem(s)			
	 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)' butt 	Variation request: ansfer From' section, check on bu ansfer To' section, and provide you To' items. on upon completion.	idget line item(s ur inputs as nec) and click on essary.	'Select'.		
	Requested Item(s) Details: 1 item(s)						
	O Remove Item						
	E From					То	
	S/N Category Descrip	otion	Total Cost	Category	Description	Total Cost	Justification
	1 Manpower Remar	ks	25,000.00	Equipment	Printer Toner Specialist	10,000.00	Equipment Justification
				Manpower	Laboratory Technician Remarks	15,000.00	Manpower Justification
	Summary of this Budget Variation Requ	iest: 🎯 Refresh					
	Research Director						
	Date:	01-Sep-2014 06:23:59					
	Status:	Return To PI					
	Comments:	Returned					
Project Details Page	olose Window						

2.3.6 Budget Variation - Revision Successful

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

E mail creager	INTERPORT DEPARTMENT OF DUDIES VERIFIELD -7.2003 INFO/000172014
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 <u>nGager</u> for further details.
Message Text:	Yours sincerely, National Medical Research Council Ministry Of Health NMRC Assist Hotline: 10 +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.

	: 0 item(s)						
G Add Item	Remove Item						
Transfer to: () item(s)						
G Add Item	Remove Item						
		Message from webpage					
		Are you sure you	want to withdraw this req	uest? Press < 0	DK> to		
Requested Ite	m(s) Details: 1 item	1(s) continue or < Can	icel>.				
🙆 Remov	e Item						
Erom		_	0	<u>K</u>	Cancel	To	
PION	Category D	escription	Total Cost	Category	Description	Total Cost	Justification
S/N	Manpower Ni	urses ivyGC_PR3	120,000.00	Equipment	Printer	10,000.00	Justification
S/N				wanpower	Nurses NyGC_PR3	110,000.00	wanpoer Junstificaotr
S/N 1	is Rudget Veriation	Dominant Dominist					
S/N 1 Summary of th	is Budget Variation	Request: 🛞 🔞 Refresh					
S/N Summary of th Supporting Doc	i <u>is Budget Variation</u> ument:	Request: 🎯 Refresh	Browse	Upload			
SIN 1 Summary of th Supporting Doc Research D	nis Budget Variation ument: irector	Request: 🌫 🔞 Refresh	Browse	Upload			
Summary of the Supporting Doc Research D Date:	iis Budget Variation ument: irector	Request: (8) (9) Refresh	Browse	Upload			
SIN 1 Summary of the Supporting Doc Research D Date: Status:	nis Budget Variation ument: irector	Request: (a) Q Refresh 07-Aug-2014 12:14:05 Return To Pl	Browse	Upload			
Supporting Doc Research D Date: Status: Comments:	his Budget Variation ument: irector	Request: (a) Q Refresh 07-Aug-2014 12:14:05 Return To Pl Testing	Browse 1	Upload			
SIN Summary of th Supporting Doc Research D Date: Status: Comments:	nis Budget Variation ument: irector	Request: () Refresh 07-Aug-2014 12:14:05 Return To Pl Testing	Browse 1	Upload			

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

Create E	Budget Variation R	Request					
Request Date	e:	07-Aug-2014					
Request Stat	tus:	Withdrawn					
Budget Info	rmation						
Grant Appro	oved	\$130,000.00					
Approved E	Expenditure to Da	ate 🛞 \$0.00					
1 Submitte	ad/Pending Expen	nditure(s) 🛞 \$0.00					
() Claimab	le Balance	\$130,000.00					
Cumulative	Approved Budge	et Variation 0.00% 🐵					
			Request I	tem(s)			
3. Repe 4. Click	at Step 2 for multi on 'Add Request i	ple transfer to items. Item(s) button upon completion.					
3. Repe 4. Click Requested	at Step 2 for multi t on 'Add Request i Item(s) Details:	pre Transfer Io items. Item(s) button upon completion.					
3. Repe 4. Click Requested	at Step 2 for multi t on 'Add Request I Item(s) Details: ove Item	pie iransfer to items. Item(s) button upon completion.				То	
3. Repe 4. Click Requested Remo	at Step 2 for multi t on 'Add Request I Item(s) Details: ove Item Category Manpower	pie iranser lo items item(s) button upon completion. 1 item(s) Description Nurses kyGC_PR3	Total Cost 120,000.00	Category Equipment Manpower	Description Printer Nurses iv/GC_PR3	To Total Cost 10.000.00 110.000.00	Justificati Justification Manpoer Junstifica
3. Repe 4. Click Requested Remo From S/N 1 Summary of	eat Step 2 for multi item(s) Details: ove Item Category Manpower f this Budget Vari	per transfer to terms term(s) button upon completion. 1 item(s) Description Nurses hyGC_PR3 lation Request: (a) @ Refeach	Total Cost 120,000.00	Category Equipment Manpower	Description Printer Nurses hyGC_PR3	To Total Cost 10.000.00 110.000.00	Justificati Justification Manpoer Junstificar
3. Repe 4. Click Requested From S/N 1 Summary of Research	eat Step 2 for multiple c on Add Request i Item(s) Details: ove Item Category Manpower f this Budget Vari Director	Description Nurses hyGC_PR3	Total Cost 120,000.00	Category Equipment Manpower	Description Printer Nurses inyGC_PR3	To Total Cost 10,000.00 110,000.00	Justificati Justification Manpoer Junstifica
3. Repe 4. Click Requested From S/N 1 Summary of Research Date:	Item(a) Details: ove Item Category Manpower f this Budget Vari	presentant profession completion term(s) term(s) Pescription Nurses hyGc_PR3 lation.Request:	Total Cost 120,000.00	Category Equipment Manpower	Description Printer Nurses hy/GC_PR3	To Total Cost 10.000.00 110.000.00	Justificati Justification Manpoer Junstifica
3. Repe 4. Click Requested From 5/N 1 Summary of Research Date: Status:	at Step 2 for multi con Xad Request 1 Item(s) Details: ove Item Category Manpower f this Budget Vari Director	Description Nurses hyGC_PR3 iation Request: (c) @ Refresh 07-Aug-2014 12.14.05 Return To Pi	Total Cost 120.000.00	Category Equipment Manpower	Description Printer Nurses hyGC_PR3	To Total Cost 10.000.00 110.000.00	Justificati Justification Manpoer Junstifica
Requested Requested Requested Remain from S/N 1 Summary of Research Date: Status: Comments:	at Step 2 for multi- con Xed Request 1 Item(s) Details: ove Item Category Manpower f this Budget Vari Director	Description Nurses hyGC_PR3	Total Cost 120,000 00	Category Equipment Manpower	Description Printer Nurses hyGC_PR3	To Total Cost 10.000.00 110.000.00	Justificati Justification Manpoer Junstificae
3. Repe 4. Click Requested From S/N 1 Summary of Research Date: Status: Comments:	at Step 2 for multi- con Xed Request 1 term(s) Details: over Item Category Manpower f this Budget Vari	Description Nurses hyGC_PR3	Total Cost 120,000 00	Category Equipment Manpower	Description Printer Nurses hyGC_PR3	To Total Cost 10.000.00 110.000.00	Justificati Justification Manpoer Junstificar
A Rep Cilck Requested Refunction S/N Summary of Research Date: Status: Comments: Conse W	at Step 2 for multi- con Add Request 1 Item(s) Details: over Item Category Manpower f this Budget Vari Director	per inality for idents intentity business completion. 1 item(s) Description Nurses reyGC_PR3 lation.Request: @ @ Refresh 07.Aug-2014 12:14.05 Return To Pi Testing	Teent Cost 120,000.00	Category Equipment Manpower	Description Ponter Nurses inyGC_PR3	To Total Cost 10.000.00 110.000.00	Justificati Justification Manpoer Junstificat

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.

Budget Variation			
Project Details Page	e 🔤 Close Window		
Project ID NMRC/ivyGT_PR/00	01/2014		Project Status Ongoing
Budget Variation Request	Budget Variation History 2	item(s)	
History	G Create Budget Variation	Request	
	Request Date	Status	
	😭 07-Aug-2014	Withdrawn	
	😭 06-Aug-2014	Rejected By RD	
	1		

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								
🗐 Project Details Page	Close W	ndow						
Project ID NMRC/ivyGT_PR/000	01/2014						Project Status Ongoing	
Budget Variation Request	Budget Va	riation Reques	t					
History	Kindly rel For Budg	er to <u>here f</u> or Budg et Variation Guide	et Variation User Guide for PI. for HI,please click <u>here</u> .					
	G Create B	udget Variation Re	quest					
	Request Date		07-Aug-2014					
	Request Statu	IS:	Withdrawn					
	Budget Inform	nation						
	Grant Appro	ved	\$130,000.00					
	Approved Ex	penditure to Date	≘ [⊗] \$0.00					
	1) Submittee	I/Pending Expend	diture(s) 🛞 \$0.00					
	Claimable	Balance	³⁸ \$130,000.00					
	Cumulative A	pproved Budget	Variation 0.00%					
	 To add a 1. Click a 2. Click a 3. Repeat 4. Click a 	Request Item to th on 'Add Item' buttor on 'Add Item' buttor t Step 2 for multipl	iis Budget Variation request: under Transfer From'section, ch under Transfer To'section, and p e Transfer To'items.	Request in the item (since ite	tem(s) and click on essary.	'Select'.		
	4. CIICK	n Add Request ite	m(s) button upon completion.					
	Requested It	em(s) Details: 1	item(s)					
	🔘 Remo	ve Item						
	From						То	
	S/N	Category Manpower	Description Nurses ivyGC_PR3	Total Cost 120,000.00	Category Equipment Manpower	Description Printer Nurses ivvGC PR3	Total Cost 10,000.00 110.000.00	Justification Justification Manpoer Junstificaotn
	Summary of	this Budget Varia	tion Request: 🔊 🔞 Refresh				,	
	To Categor	<u>y Total</u>						
	Equipment	10,000.00						
	OOE	0.00						
	Manpower	0.00						
	Total	10,000.00						
	Total Research I	10,000.00						
	Total Research I	10,000.00 Director	07. <u>Aug 2014 12:14-06</u>	5				
	Total Research I Date: Statue:	10,000.00 Director	07-Aug-2014 12:14:05 Return To DI	5				
	Total Research I Date: Status: Comments:	10,000.00 Director	07-Aug-2014 12:14:05 Return To Pi Testing	5				
	Total Research I Date: Status: Comments:	10,000.00 Director	07-Aug-2014 12:14:05 Return To PI Testing	5				
	Total Research I Date: Status: Comments:	10,000.00 Director	07-Aug-2014 12:14:05 Return To PI Testing	5				
Project Details Page	Total Research I Date: Status: Comments:	10,000.00 Director	07-Aug-2014 12:14:05 Return To PI Testing	5				

2.4.2 Budget Variation Request Details Page

- 5. For further details of this page, please refer <u>Budget Variation Request New</u>.
- 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.
- 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.

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

<u>Example</u>

'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.