

Post-Award User Manual For

nGager

NMRC Grant Application and Grant Evaluation for Research (SR23: Final Report Processing – Host Institution)

By

The logo for NEC, consisting of the letters 'NEC' in a bold, blue, sans-serif font.

NEC Asia Pacific Pte Ltd

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1.1 Introduction

The purpose of this document is to work as both a training and user guide for Research Development Officer (RDO)/Research Director (RD) of Host Institution, to help them understand the steps needed to use the functionality provided by nGager, particularly on Final Report functions.

1.1.1 TERMINOLOGY

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

1.1.2 GENERAL

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

1. Menu **A**
 - My Projects - to view the list of projects under the 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.

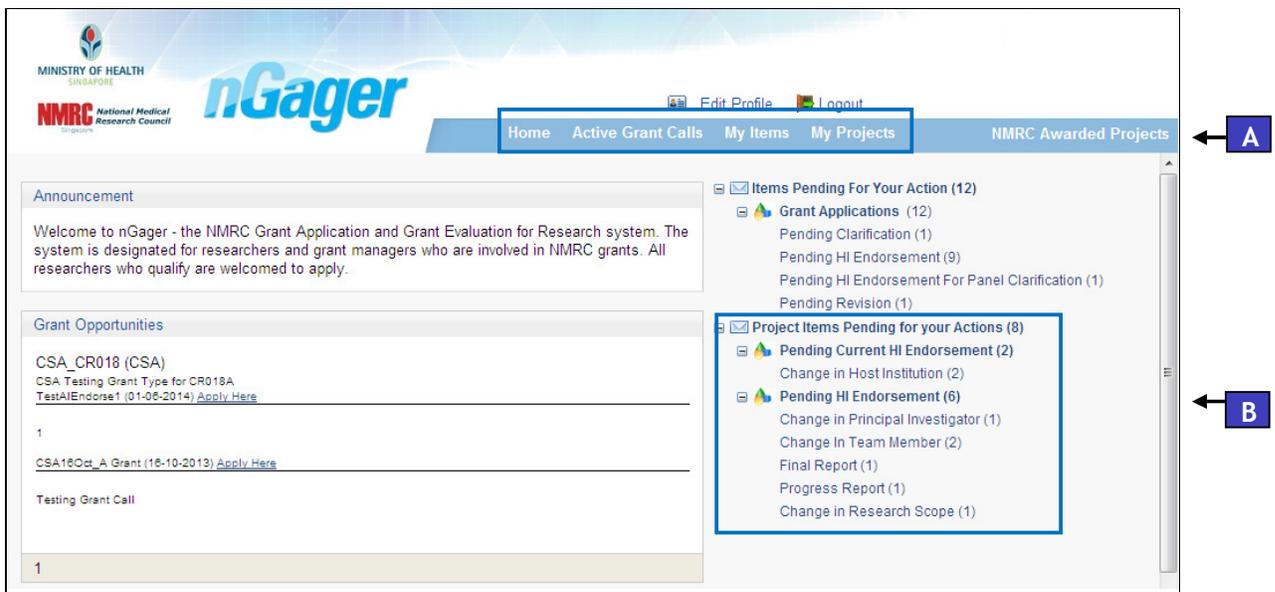


Figure 1: RDO/RD Login - Home Page

1.1.2.1 View Project Details

1. Move your mouse over 'My Projects'. You should then see the different sub-options available (Ongoing, Expired, Withdrawn, Suspended, Terminated, Closed, Completed, and Outstanding). You may click on any of these sub-options to view the corresponding projects. For this training guide, the user has clicked on the 'Ongoing' sub-option.
2. Keyword search is allowed for the project(s) for Project Title, Project ID, Project Status, Host Institution and Principal Investigator:

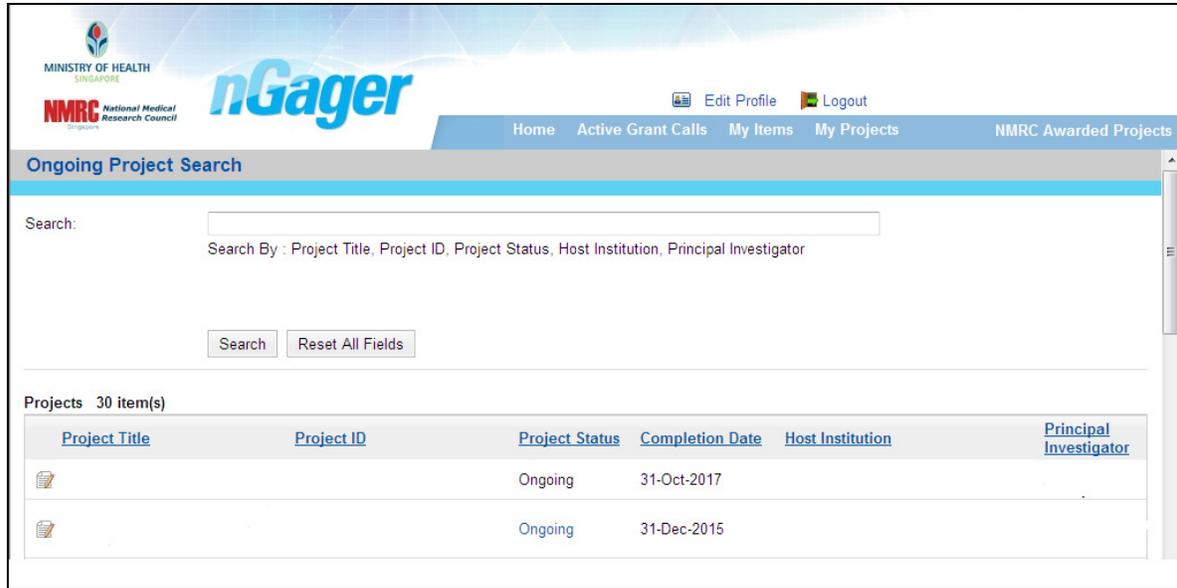


Figure 2: Project Listing

3. Click on the Edit button  next to the selected Project. Project Details page will be display (Refer to Figure 3).

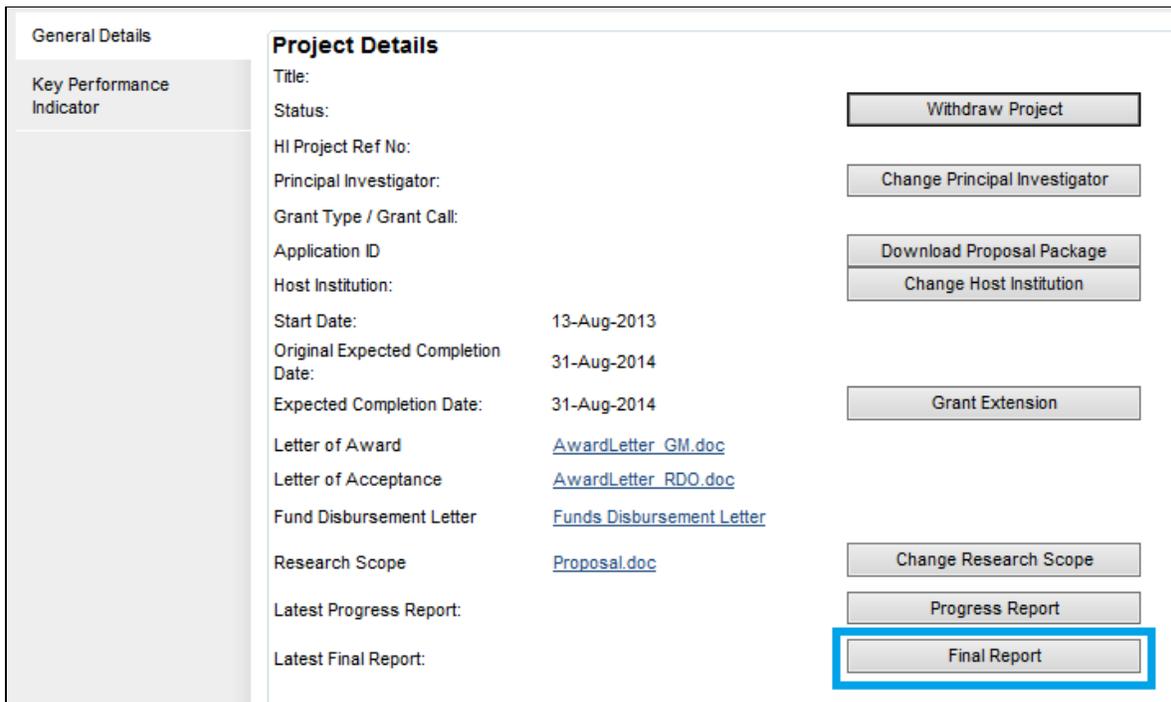


Figure 3: Project Details

1.1.3 FINAL REPORT

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

Once the PI submits the Final report, HI will need to endorse the submission before NMRC GM is notified about the submission for approval.

1.1.3.1 Research Development Officer (RDO)

1. If RDO is available for the Host Institution, he/she will receive a notification email from the system informing of the final report request submitted by the PI. The RDO can login to the system to certify the request details.
2. Upon a successful login as a Research Development Officer (RDO), a home page will be displayed.
3. Click on -> Project Items Pending for your Actions -> Pending HI Endorsement -> Final Report (refer to Figure 4).

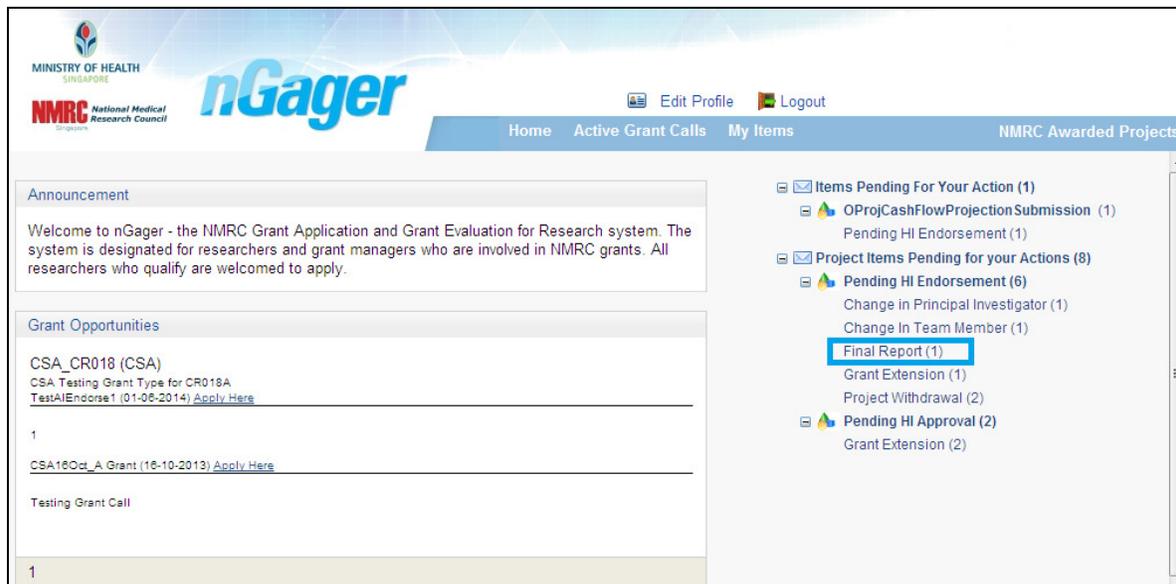


Figure 4: RDO Login - Home Page

4. Click on the Edit button  next to the selected Project. Final Report Submission page will be display (Refer to Figure 5).

Final Report Submission

Please download the Final Report template provided, and upload your completed Final Report. You may upload any supporting document (single file or zip file). Do complete the 'Key Performance Indicator' and 'Summary Write Up' sections. Click 'Save' to save any changes and 'Submit' to submit your report.

Request Date: 18-Dec-2014
 Request Status: Pending HI Endorsement
 Final Report Template: Pending Uploading
 Uploaded Final Report: [Sample.docx](#)

Description	Start Month	Duration (Months)	Status	Justification
Milestones	1	10	Pending	pending

Research Development Officer

Comments:

Supporting Document:

RDO has certified that the information and request submitted is accurate

Figure 5: Final Report Submission Page by RDO

To save and certify a Final Report Submission:

1. Check the 'RDO has certified that the information and request submitted is accurate'.
2. Enter the 'Comments', if any. Maximum 500 characters will be allowed for the comments.
3. Upload 'Supporting Document', if any. Please refer to '[Validation Rules for Uploaded Document\(s\)](#)' for criteria of a valid uploaded file.
4. Click on the 'Save' button to save the request.

To return Final Report Submission to PI:

1. Enter the 'Comments'. This is a mandatory field and maximum 500 characters will be allowed for the comments.
2. Upload 'Supporting Document', if any. Please refer to '[Validation Rules for Uploaded Document\(s\)](#)' for criteria of a valid uploaded file.
3. Click on the 'Return to PI' button to return this request to PI for more clarification. The request will be routed to PI.

To reject Final Report Submission:

1. Enter the 'Comments'. This is a mandatory field and maximum 500 characters will be allowed for the comments.
2. Upload 'Supporting Document', if any. Please refer to '[Validation Rules for Uploaded Document\(s\)](#)' for criteria of a valid uploaded file.
3. Click on the 'Reject' button. The request will be rejected and PI will be notified.

1.1.3.2 Research Director (RD)

1. Upon a successful login as a Research Director (RD), a home page will be displayed.
2. Click on -> Project Items Pending for your Actions -> Pending HI Endorsement -> Final Report (refer to Figure 6).

The RD will be able to endorse the request when PI submits the request.

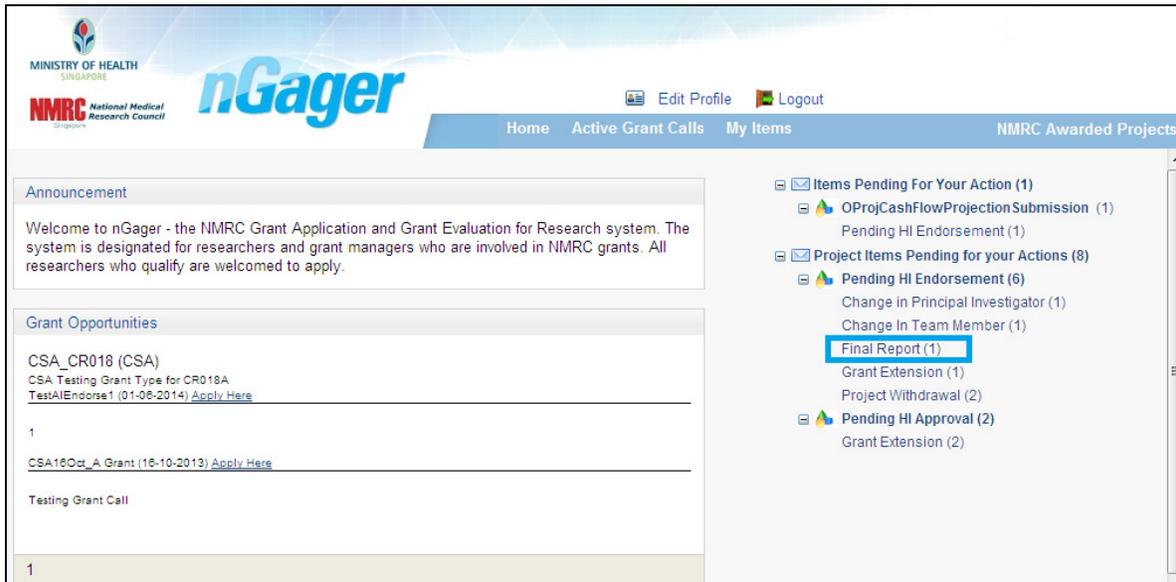


Figure 6: RD Login - Home Page

3. Click on the Edit button  next to the selected Project. Final Report Submission page will be display (Refer to Figure 7).

Final Report

Project ID: [Redacted] Project Status: **Ongoing**

Final Report Submission

Request Date: 01-Aug-2014
 Request Status: Pending HI Endorsement
 Final Report Template: Pending Uploading
 Uploaded Final Report: [New Microsoft Office Excel Worksheet.xlsx](#)

Research Development Officer

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

Research Director

Comments: [Text Area]

Figure 7: Final Report Submission Page by RD

To endorse a Final Report Submission:

1. Enter the 'Comments', if any. Maximum 500 characters will be allowed for the comments.
2. Click on the 'Endorse' button. The request will be routed to NMRC GM who will receive a notification email from the system for approval.

To return Final Report Submission to PI:

1. Enter the 'Comments'. This is a mandatory field and maximum 500 characters will be allowed for the comments.
2. Click on the 'Return to PI' button to return this request to PI for more clarification. The request will be routed to PI.

To reject Final Report Submission:

1. Enter the 'Comments'. This is a mandatory field and maximum 500 characters will be allowed for the comments.
2. Click on the 'Reject' button. The request will be rejected and PI will be notified.

1.1.3.3 Viewing of Request History

History of Final Report can be viewed by clicking on the 'History' tab:

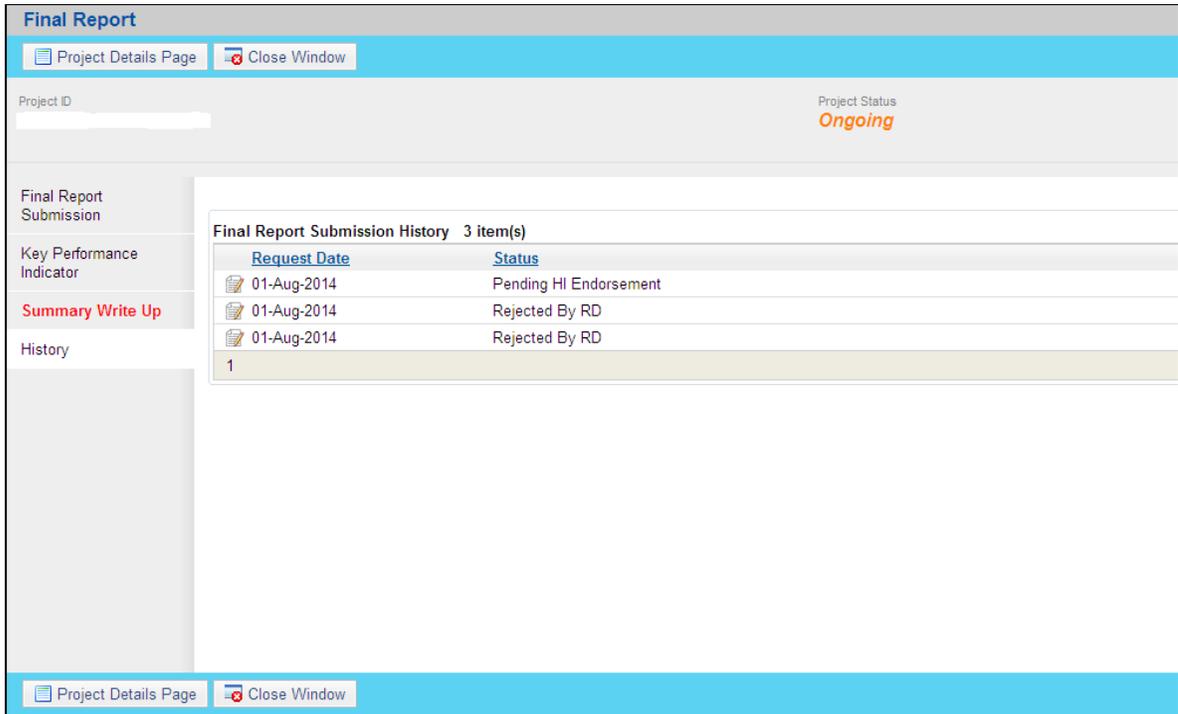


Figure 8: Final Report – History Page

2 Appendix

2.1 Project Status

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

2.2 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