Post-Award User Manual For

nGager

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



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Table of Contents

1.1 Intro	duction	
1.1.1	Terminology	4
1.1.2	General	5
1.1.2.1	View Project Details	5
1.1.3	Final report	7
1.1.3.1	Research Development Officer (RDO)	7
1.1.3.2	Research Director (RD)	
1.1.3.3	Viewing of Request History	
2 APPE	NDIX	13
2.1 Proje	ect Status	13
2.2 Valio	lation Rules for Uploaded Document(s)	

Table of Figures

igure 1: RDO/RD Login - Home Page	5
igure 2: Project Listing	6
igure 3: Project Details	6
igure 4: RDO Login - Home Page	7
igure 5: Final Report Submission Page by RDO	8
igure 6: RD Login - Home Page	10
igure 7: Final Report Submission Page by RD 1	11
igure 8: Final Report - History Page	12

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

Marchanel Modical Research Council Horne Active Grant Calls	it Profile Logout My Items My Projects NMRC Awarded Project	s 🔶
Announcement Welcome to nGager - the NMRC Grant Application and Grant Evaluation for Research system. The system is designated for researchers and grant managers who are involved in NMRC grants. All researchers who qualify are welcomed to apply.	■ Items Pending For Your Action (12) ■ Items Pending Clarifications (12) Pending Clarification (1) Pending HI Endorsement (9) Pending HI Endorsement For Panel Clarification (1) Pending Revision (1)	
Stant Opportunities S CSA_CR018 (CSA) CSA Testing Grant Type for CR018A TestAlEndorse1 (01-08-2014) Apply Here 1 CSA.180 ct_A Grant (18-10-2013) Apply Here 1 Testing Grant Call Testing Grant Call	 Project Items Pending for your Actions (8) Pending Current HI Endorsement (2) Change in Host Institution (2) Pending HI Endorsement (6) Change in Principal Investigator (1) Change in Team Member (2) Final Report (1) Progress Report (1) Change in Research Scope (1) 	-

Figure 1: RDO/RD Login - Home Page

1.1.2.1 View Project Details

- Move your mouse over 'My Projects'. You should then see the different suboptions 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.
- Keyword search is allowed for the project(s) for Project Title, Project ID, Project Status, Host Institution and Principal Investigator:

MINISTRY OF HEALTH SINCAPORE NUMBER Research Council	nGager		Edit Profile	e 🔁 Logout	
Sitgspore		Home Active	Grant Calls My Ite	ms My Projects	NMRC Awarded Projects
Ongoing Project Se	earch				Â
Search: Projects 30 item(s)	Search By : Project Title, Project I Search Reset All Fields	D, Project Status, Host Instit	ution, Principal Investi	gator	E
Project Title	Project ID	Project Status	Completion Date	Host Institution	Principal Investigator
		Ongoing	31-Oct-2017		
		Ongoing	31-Dec-2015		

Figure 2: Project Listing

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

Seneral Details	Project Details		
ey Performance	Title:		
dicator	Status:		Withdraw Project
	HI Project Ref No:		
	Principal Investigator:		Change Principal Investigator
	Grant Type / Grant Call:		
	Application ID		Download Proposal Package
	Host Institution:		Change Host Institution
	Start Date:	13-Aug-2013	
	Original Expected Completion Date:	31-Aug-2014	
	Expected Completion Date:	31-Aug-2014	Grant Extension
	Letter of Award	AwardLetter GM.doc	
	Letter of Acceptance	AwardLetter RDO.doc	
	Fund Disbursement Letter	Funds Disbursement Letter	
	Research Scope	Proposal.doc	Change Research Scope
	Latest Progress Report:		Progress Report
	Latest Final Report:		Final Report

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).

MINISTRY OF HEALTH SURGADORE NMBC National Medical	🚇 Edit F	Profile 📕 Logout	
Strasses	Home Active Grant Call	s My Items	NMRC Awarded Projects
Announcement Welcome to nGager - the NMRC Grant Application and Grant Evaluatio system is designated for researchers and grant managers who are invo researchers who qualify are welcomed to apply.	on for Research system. The Ived in NMRC grants. All	 Items Pendia A OProjCa Pending ✓ Project Item A Pending Chance 	ng For Your Action (1) IshFlowProjection Submission (1) I HI Endorsement (1) Is Pending for your Actions (8) I HI Endorsement (6) In Principal Investigator (1)
Grant Opportunities CSA_CR018 (CSA) CSA Testing Grant Type for CR018A TestAlEndorse1 (01-08-2014) Apply Here 1 CSA16Od_A Grant (16-10-2013) Apply Here Testing Grant Call		Change Final Re Grant Ex Project V Change Project V Change Project V Change Crant Ex	In Team Member (1) port (1) tension (1) Withdrawal (2) I HI Approval (2) tension (2)
1			

Figure 4: RDO Login - Home Page

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

Final Report					
Project Details Page	📕 Save 🛛 🐼 Return to Pl	👩 Close Window			
Project ID					Project Status Ongoing
Final Report Submission	Final Report Submission				
Key Performance Indicator	Please download the Final Report template p	provided, and upload your completed Final f	Report.		
Summary Write Up	You may upload any supporting document (Do complete the 'Key Performance Indicator Click 'Save' to save any changes and 'Subm	single file or zip file). ' and 'Summary Write Up' sections. nit' to submit your report.			
History	Request Date: Request Status: Final Report Template: Uploaded Final Report: Milestones 1 item(s) Description Milestones	18-Dec-2014 Pending HI Endorsement Pending Uploading Sample docx Start Month Duration (Months) 1 10	Status . Pending	Justification pending	
Project Details Page	Research Development Officer Comments: Supporting Document: RDD has certified that the information and RDO has certified that the information and Save Return to PI Reject	Browse 🛉 Upload request submitted is accurate]	Ŷ	

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.
- Upload 'Supporting Document', if any. Please refer to '<u>Validation Rules</u> for <u>Uploaded Document(s)</u>' 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 '<u>Validation Rules</u> 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 '<u>Validation Rules</u> 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.

	Edit Profile	🖕 Logout
Birgsow Home Activ	e Grant Calls My I	Items NMRC Awarded Projects
Announcement Welcome to nGager - the NMRC Grant Application and Grant Evaluation for Research system is designated for researchers and grant managers who are involved in NMRC g researchers who qualify are welcomed to apply.	system. The ants. All	 Items Pending For Your Action (1) ProjCashFlowProjection Submission (1) Pending HI Endorsement (1) Project Items Pending for your Actions (8) Pending HI Endorsement (6) Change in Principal Investigator (1)
Grant Opportunities CSA_CR018 (CSA) CSA Testing Grant Type for CR018A TestAlEndorse1 (01-08-2014) <u>Apply Here</u> 1	_	Change In Team Member (1) Final Report (1) Grant Extension (1) Project Withdrawal (2) Pending HI Approval (2) Grant Extension (2)
CSA18Oct_A Grant (18-10-2013) <u>Apply Here</u> Testing Grant Call		

Figure 6: RD Login - Home Page

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

Final Report						
Project Details Page	R Save	📀 Endorse	🚱 Return to Pl	🚱 Reject	Close Window	
Project ID						Project Status Ongoing
Final Report Submission	Final Repo	ort Submissio	on			
Key Performance Indicator	Request Date Request Stat	e: :us:	(01-Aug-2014 Pending HI End	dorsement	
Summary Write Up	Final Report	Template:		Pending Uploa	ding	
History	Uploaded Fin	al Report:		New Microsoft	Office Excel Worksheet	.xlsx
	Research	Developeme	nt Officer			
	Status:					
	Comments:					
	RDO ha	as certified that t	he information and r	equest submitt	ed is accurate	
	Research	Director				
	Comments:					
Project Details Page	R Save	S Endorse	Return to PI	📀 Reject	Close Window	

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:

Final Report					
Project Details Page Glose Window					
Project ID			Project Status Ongoing		
Final Report Submission					
Kee De Comment	Final Report Submission History 3 item	(s)			
Key Performance Indicator	Request Date S	atus			
indicator	📝 01-Aug-2014 P	ending HI Endorsement			
Summary Write Up	😭 01-Aug-2014 R	ejected By RD			
History	😭 01-Aug-2014 R	ejected By RD			
, note.y	1				
Project Details Page	Close Window				

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