

Post-Award User Manual For

nGager NMRC Grant Application and Grant Evaluation for Research (SR23: Final Report Processing - Principal Investigator)

By



NEC Asia Pacific Pte Ltd

Version 1.0

21 Jan, 2015

Copy Number: 1

Information in this document is specially tailored for Ministry Of Health, Singapore, and is subject to change without any written notice. If you find any problems in the documentation, please report them to us in writing. *NEC Asia Pacific Pte Ltd.* does not warrant that this document is error-free. The software and/or system described in this document are furnished under a license agreement or nondisclosure agreement. It is against the law to copy the software on any medium except as specifically allowed in the license or nondisclosure agreement. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express written permission of *NEC Asia Pacific Pte Ltd.*

Use, duplication, or sale of this product, except expressed in writing, is strictly prohibited. Violators may be prosecuted.

Copyright © NEC Asia Pacific Pte Ltd. All rights reserved.

Table of Contents

1.1	Introduction	3
1.1.1	Terminology.....	4
1.1.2	General	5
1.1.2.1	View Project Details	6
1.1.3	Final report	8
1.1.3.1	Submit a New Final Report Request	8
1.1.3.2	Submit Revision/Withdraw Request	12
1.1.3.3	Viewing of Request History	15
2	APPENDIX	16
2.1	Project Status	16
2.2	Validation Rules for Uploaded Document(s)	16

Table of Figures

Figure 1: PI Login - Home Page	5
Figure 2: Project Listing	6
Figure 4: Final Report Page - With Completed Request	8
Figure 6: Key Performance Indicator Summary Page	10
Figure 8: Summary Write-up Section	11
Figure 9: Final Report - Request returned by RD (Task List) Page	12
Figure 10: Final Report - Request returned by RD Page	13

1.1 Introduction

The purpose of this document is to work as both a training and user guide for all users (both internal and external) of nGager, to help them understand the steps needed to use the functionality provided by nGager, particularly on Final Report Processing 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 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 Final Report request(s) pending for user's action.

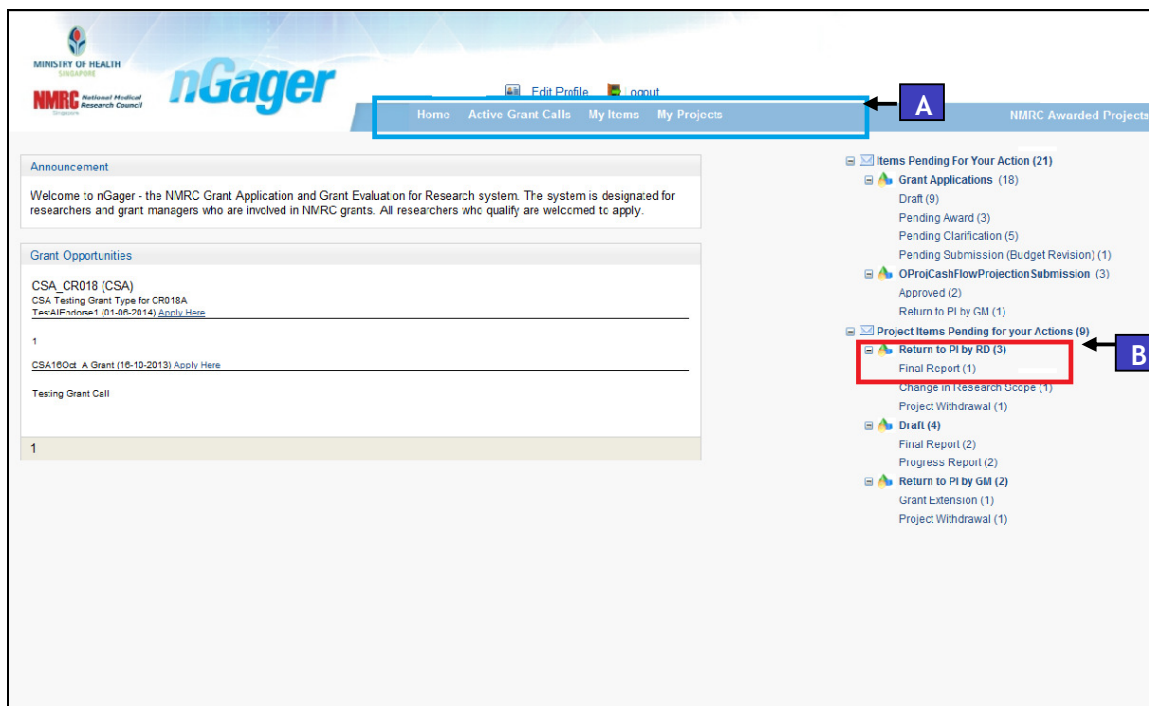
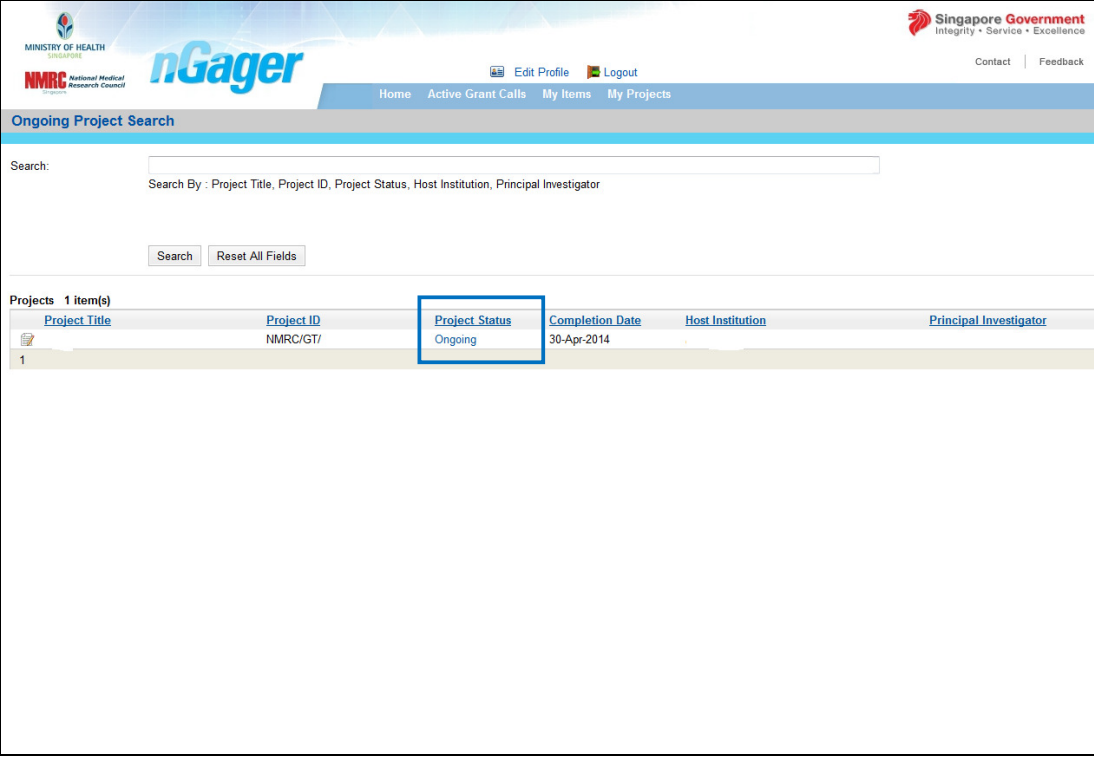


Figure 1: PI Login - Home Page

1.1.2.1 View Project Details

1. Move your mouse over 'My Projects'. You should then see the different sub-options available (E.g. Ongoing, Expired, Withdrawn, Suspended, Terminated, and Closed). 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. A Project's Status will be highlighted in **BLUE** (Refer to Figure 2), if there this project's duration has been extended (a grant extension has previously been approved).



The screenshot displays the 'Ongoing Project Search' interface. At the top, there are logos for the Ministry of Health Singapore, NMRC, and nGager, along with navigation links like 'Home', 'Active Grant Calls', 'My Items', and 'My Projects'. A search bar is present with a 'Search' button and a 'Reset All Fields' button. Below the search bar, a table lists projects. The table has columns for Project Title, Project ID, Project Status, Completion Date, Host Institution, and Principal Investigator. The first project listed is 'NMRC/GT/' with a status of 'Ongoing'. The 'Project Status' column header and the 'Ongoing' status are highlighted in blue.

Project Title	Project ID	Project Status	Completion Date	Host Institution	Principal Investigator
1	NMRC/GT/	Ongoing	30-Apr-2014		

Figure 2: Project Listing

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

General Details	Project Details	
Key Performance Indicator	Title:	
	Status:	Ongoing 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:	31-Dec-2009
	Original Expected Completion Date:	01-Oct-2012
	Expected Completion Date:	30-Jun-2013 Grant Extension
	Letter of Award	:
	Letter of Acceptance	:
	Fund Disbursement Letter	Funds Disbursement Letter
	Research Scope	Change Research Scope
	Latest Progress Report:	Progress Report
Latest Final Report:	Final Report	
Cashflow Projection Submission		
Cashflow Projection 0 item(s)		

Figure 3: Project Details

1.1.3 FINAL REPORT

Final report is required to be submitted by PIs in the final year of their project. One project can only have one approved Final Report.

1.1.3.1 Submit a New Final Report Request

1. To create a Final Report request for an Ongoing project, click on the 'Final Report' button from Project Details page (Refer to Figure 3).
2. If there is any completed Final Report request, then the details of the previous request will be displayed.
3. User will be allowed to Submit their Final Report if FY based on current date is equals or one year later than Final Year of the project.
4. User can create another Final Report request by clicking on the 'Create Final Report' button if the previous completed Final Report request is rejected. (Refer to Figure 4).

The screenshot displays the 'Final Report Submission' interface. At the top, there's a header with 'Final Report' and navigation buttons for 'Project Details Page' and 'Close Window'. Below this, a 'Project ID' field is visible, and the 'Project Status' is indicated as 'Ongoing'. A sidebar on the left contains links for 'Final Report Submission', 'Key Performance Indicator', 'Summary Write Up' (highlighted in red), and 'History'. The main content area, titled 'Final Report Submission', features a '+ Create Final Report' button and an information box with instructions: '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.' Below this, the request details are shown: 'Request Date: 29-Sep-2014', 'Request Status: Rejected By RDO', 'Final Report Template: Pending Uploading', and 'Uploaded Final Report: Test Report.xlsx'. At the bottom, a 'Milestones' section shows '1 item(s)' with a table header: 'Description', 'Start Month', 'Duration (Months)', 'Status', and 'Justification'.

Figure 4: Final Report Page – With Completed Request

Otherwise, if there is no pending Final Report request, then a new request page will be displayed. User can start to provide his/her inputs on the new request page. (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: Draft
 Final Report Template: Pending Uploading

Final Report:

Supporting Document:

Milestones 1 item(s)

Description	Start Month	Duration (Months)	Status	Justification
Milestones	1	10	Select One	

Figure 5: Final Report Request Page

5. However If there is a pending Progress Report, submission of Final Report will not be allowed.
6. On the Final Report Submission Section (Refer to Figure 5)
 - Download the Template, if any. A template for PI to download to fill in for Final Report submission. System displays 'Pending Uploading' if no template is found.
 - Upload the Final Report. This is a mandatory field.
 - Upload 'Supporting Document', if any. Please refer to '[Validation Rules for Uploaded Document\(s\)](#)' for criteria of a valid uploaded file.
 - Edit all Milestone entries (as declared on Pre-award Grant Application): Select Status of each Milestone entry and enter the Justification of each Milestone entry. Milestone information will only be displayed if it is available in projects and Justification is compulsory if Status is selected as 'Delayed'.
7. On the Key Performance Indicator Section (Refer to Figure 6)
 - Click on the Edit icon  next to the selected KPI item. Details of the KPI items will be displayed. (Refer to Figure 7)
 - Add new entries by entering values in the input screen and click "Save" button.
 - The entries will be editable where financial year is the same as current financial year or the previous 2 financial years.
 - Deletion of past submitted report KPI items is not allowed.

Final Report

Project Details Page

Save

Submit

Close Window

Project ID

Project Status

Ongoing

Final Report Submission

Key Performance Indicator

Summary Write Up

History

Key Performance Indicator	Overall		FY2008		FY2009		FY2010		T
	Target	Achieved	Target	Achieved	Target	Achieved	Target	Achieved	
Human Capital									
No. of Post-Docs employed		0	0	0	0	0	0	0	
No. of PhD students trained and graduated		0	0	0	0	0	0	0	
No. of Master students trained and graduated		0	0	0	0	0	0	0	
Intellectual Capital									
No. of Invention Disclosures		0	0	0	0	0	0	0	
No. of publications in peer reviewed journals	1	0	0	0	0	0	0	0	
No. of presentations at major conferences		0	0	0	0	0	0	0	
No. of patent applications filed		0	0	0	0	0	0	0	
No. of patents granted		0	0	0	0	0	0	0	
No. of patents commercialised		0	0	0	0	0	0	0	
No. of other IP obtained (non-patents)		0	0	0	0	0	0	0	
No. of academic collaborations (local and international)		0	0	0	0	0	0	0	
No. of competitive research grants received		0	0	0	0	0	0	0	
No. of awards for research at national and international level		0	0	0	0	0	0	0	
Industry Relevance									
No. of projects with industry		0	0	0	0	0	0	0	
Amount of industry funding - in cash (\$)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Amount of industry funding - in kind (\$)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
No. of spin - offs & start ups from results of research programme		0	0	0	0	0	0	0	

Figure 6: Key Performance Indicator Summary Page

Human Capital						
Add Item						
No. of Post-Docs employed:						
Note: - Please provide the names and nationalities of Post-Docs. - Please only indicate Post-Docs who are employed in the project for at least a year.						
Name:						
Nationality:	Please select					☐ Is Singapore PR?
NRIC/FIN No:						
Project Employment Start Date:						
1 item(s)						
S/N	FY	Name	Nationality	Is Singapore PR?	NRIC/FIN	Project Employment Start Date
1	2013	Test Guide	Belgium	No	A1234567B	Jan/2014

Figure 7: Details of a KPI Item (Number of PhD students trained and graduated) Page

8. On the 'Summary Write-up' Section, user may edit each summary write-up item, where necessary. (Refer to Error! Reference source not found.)

9. Click on the 'Submit' button to submit the request.

The screenshot displays the 'Final Report' submission interface. At the top, there is a blue header bar with the title 'Final Report' and four buttons: 'Project Details Page', 'Save as Draft', 'Submit', and 'Close Window'. Below the header, the 'Project ID' field is visible on the left, and the 'Project Status' is shown as 'Ongoing' on the right. A sidebar on the left contains navigation links: 'Final Report Submission', 'Key Performance Indicator', 'Summary Write Up' (highlighted in red), and 'History'. The main content area is divided into two sections. The first section, '1. Key Achievements', includes an information icon and a prompt: 'Please use this section to briefly highlight significant accomplishments attained'. Below this is a rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), and text color (Xc). The second section, '2. Benefits brought to Singapore', also features an information icon and a list of prompts: 'a) Health outcomes - State the clinical application(s), direct and/or potential, of the research project which improves clinical service or healthcare outcomes of the nation**', 'b) Economic outcomes - Describe any patentable/commercially exploitable results, the follow-up arrangements that have been made or are planned, and any industry-related collaborations.', and 'c) Others'. This section also includes a rich text editor with the same toolbar as the first section.

Figure 8: Summary Write-up Section

1.1.3.2 Submit Revision/Withdraw Request

In the event that HI (RD/RDO) or GM returns the request, the request status will be updated to the following respectively:

1. Return to PI by RDO
2. Return to PI by RD
3. Return to PI by GM

System will send an email to notify PI on the returned request; he/she will be able to revise the request by login into nGager. Upon a successful login, the PI will be able to view the returned request on his/her task list: (Refer to Figure 9)

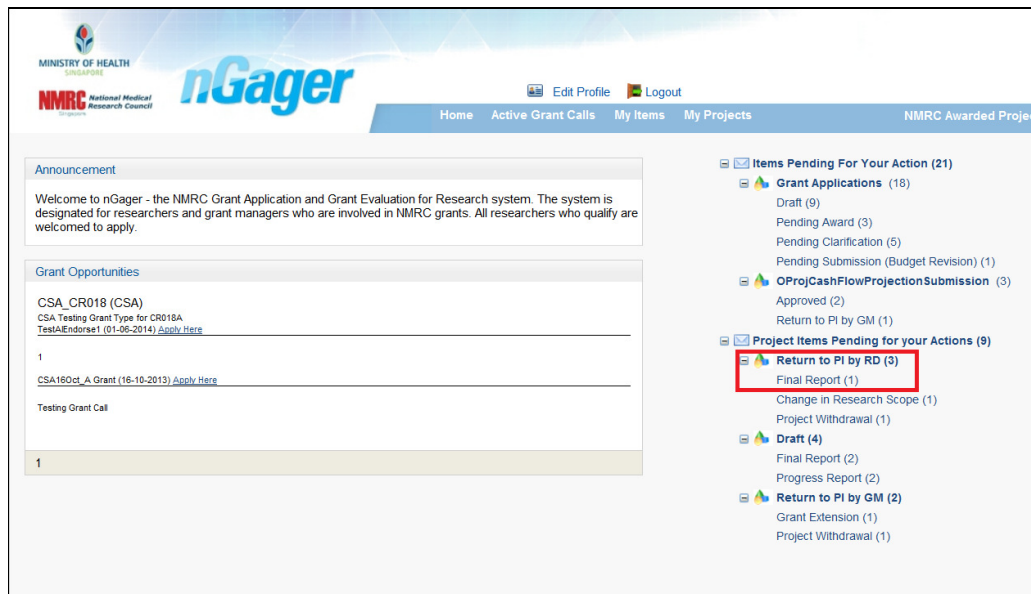


Figure 9: Final Report – Request returned by RD (Task List) Page

List of project(s) with the same status will be displayed when the PI clicks on the 'Final Report' link in the task list shown: (Refer to Figure 10)

Search:

Search By: Project Title, Project Status, Project ID

Search Reset All Fields

Final Report 1 item(s)

Project Title	Application ID	Project ID	Host Institution	Principle Investigator	Request Date
1		NMRC			31-Jul-2014

Figure 10: Final Report – Request returned by RD Page

To revise the request, click on the Edit icon  next to the Project Title:

Final Report

Project Details Page Save Withdraw Request Submit Revision Close Window

Project ID: NMRC Project Status: Ongoing

Final Report Submission

Key Performance Indicator

Summary Write Up

History

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: 29-Sep-2014

Request Status: Return to PI by GM

Final Report Template: Pending Uploading

Final Report: Browse...

Uploaded Final Report: [Sample.docx](#)

Supporting Document: Browse...

Milestones 1 item(s)

Description	Start Month	Duration (Months)	Status	Justification
Milestones	1	10	Select One	

Grant Manager

Date: 31-Oct-2014 12:07:18

Status: Return To PI

Remarks: Return

Figure 11: Final Report– Revise Request returned by GM Page

The PI can simply click on the 'Submit Revision' button upon revision. If he/she decides to withdraw the request, then the PI can click on 'Withdraw Request' button (Refer to Figure 11).

1.1.3.3 Viewing of Request History

PI will be notified upon approval of his/her Final Report request. History of Final Report request can be viewed by clicking on the 'History' tab:

The screenshot shows the 'Final Report' interface. At the top, there's a blue header bar with 'Final Report' and two buttons: 'Project Details Page' and 'Close Window'. Below this, a grey bar displays 'Project ID NMRC' and 'Project Status Ongoing'. A left sidebar contains navigation links: 'Final Report Submission', 'Key Performance Indicator', 'Summary Write Up' (highlighted in red), and 'History'. The main content area is titled 'Final Report Submission History 2 item(s)' and includes a '+ Submit Final Report' button. Below this is a table with two columns: 'Request Date' and 'Status'. The table lists two entries: '31-Jul-2014' with status 'Rejected By RD' and '31-Jul-2014' with status 'Withdrawn'. A footer bar at the bottom also contains 'Project Details Page' and 'Close Window' buttons.

Request Date	Status
31-Jul-2014	Rejected By RD
31-Jul-2014	Withdrawn

Figure 11: Final Report– History Page

2 Appendix

2.1 Project Status

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

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