



MINISTRY OF HEALTH
SINGAPORE

NMRC

National Medical Research Council

**nGager Training and User Guide
(Grant Application Endorsement)**

Version 3.0

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1.1.1 ENDORSE GRANT APPLICATION

When the Principal Investigator has created a draft grant application, Research Director and Research Development Officer from the Host Institution can view the Draft version of the grant application, which is only in read only mode.

Once the Principal Investigator has submitted their application, the Host Institution Research Director and Research Development Officer will receive an email notification to provide their endorsement.

Grant applications can be endorsed while the grant call is open.

If a grant application is not endorsed by the grant close date, it will lapse.

1.1.1.1 Endorsement By RD

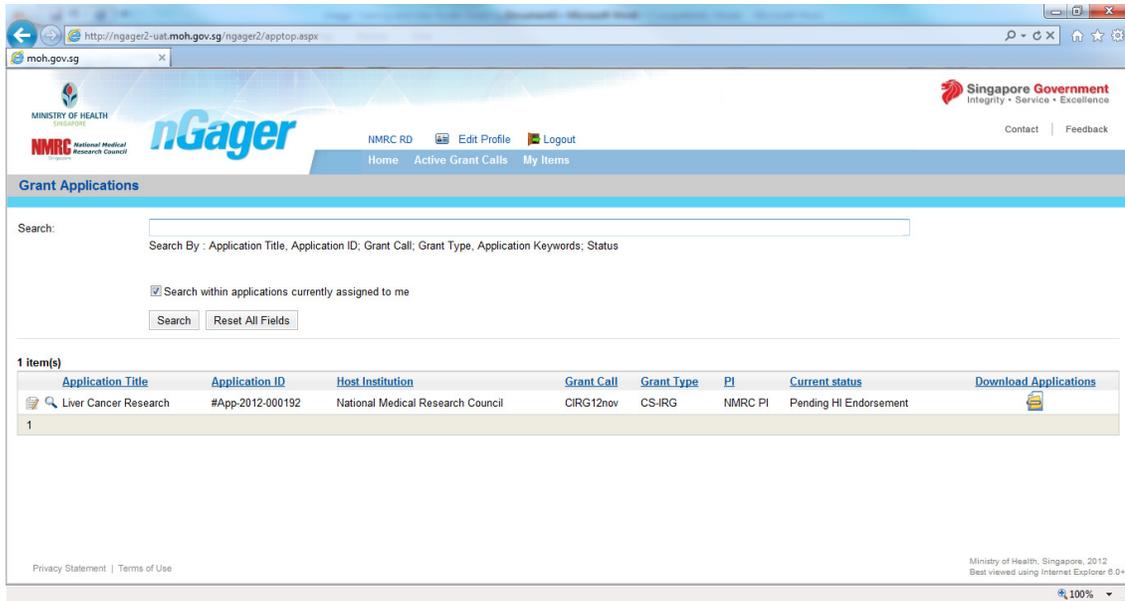
Once an application has been submitted by the PI, the application will be routed to the RDO/RD for endorsement.

NOTE: The Research Director does not have to wait for the Research Development Officer recommendation and can give their endorsement at any time. It is strongly encouraged for the RDOs of the HI to review the application and inform the RD only to endorse the applications which have been reviewed by them.

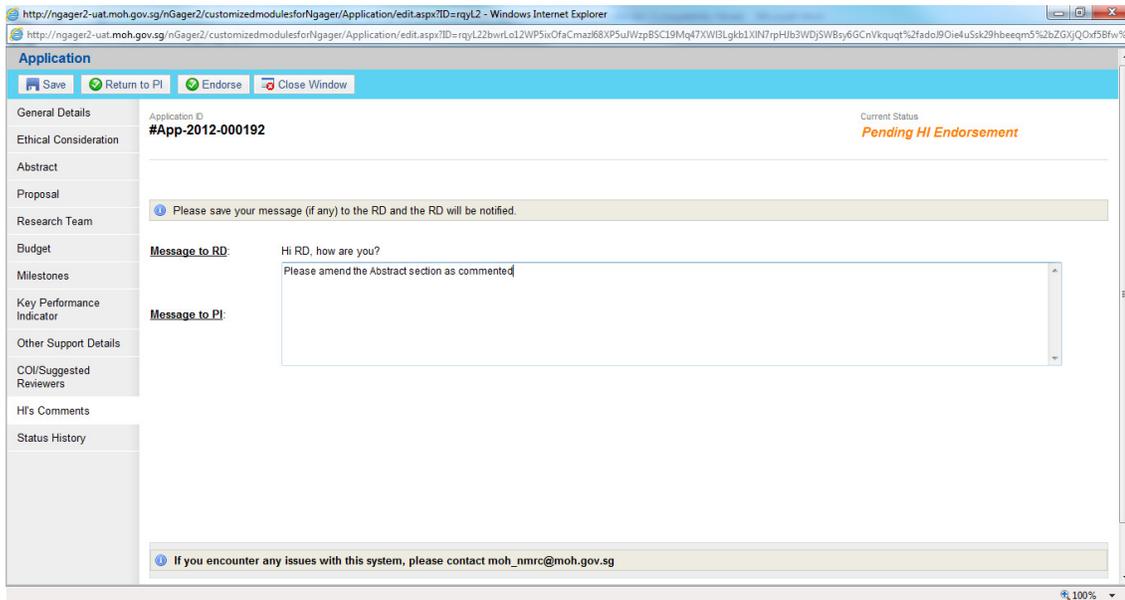
To endorse an application:

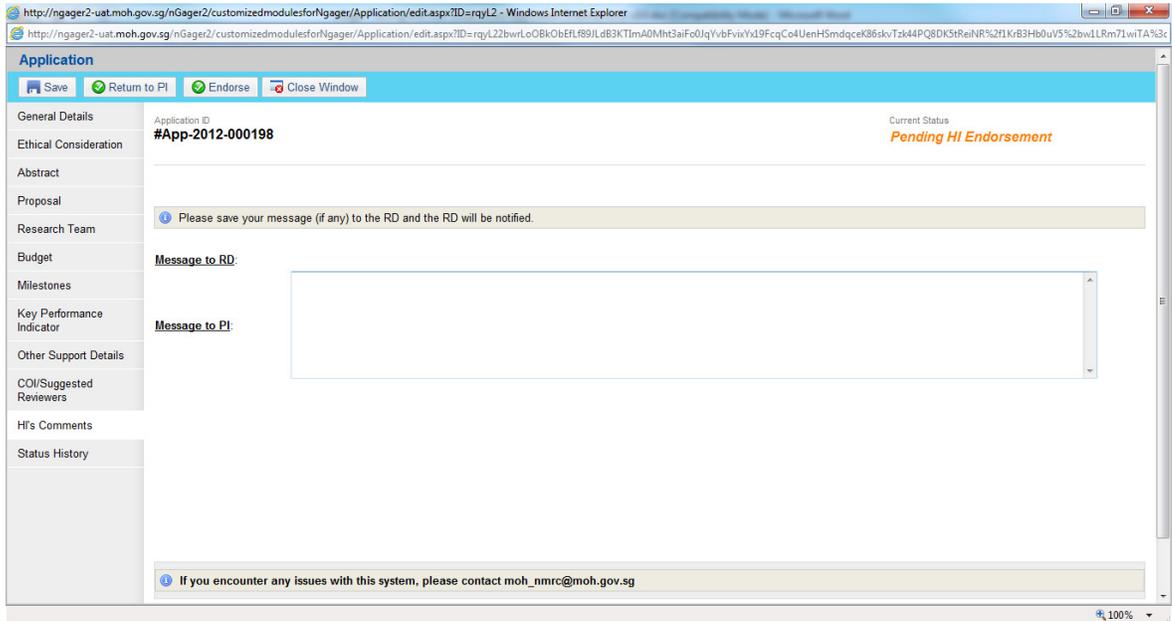
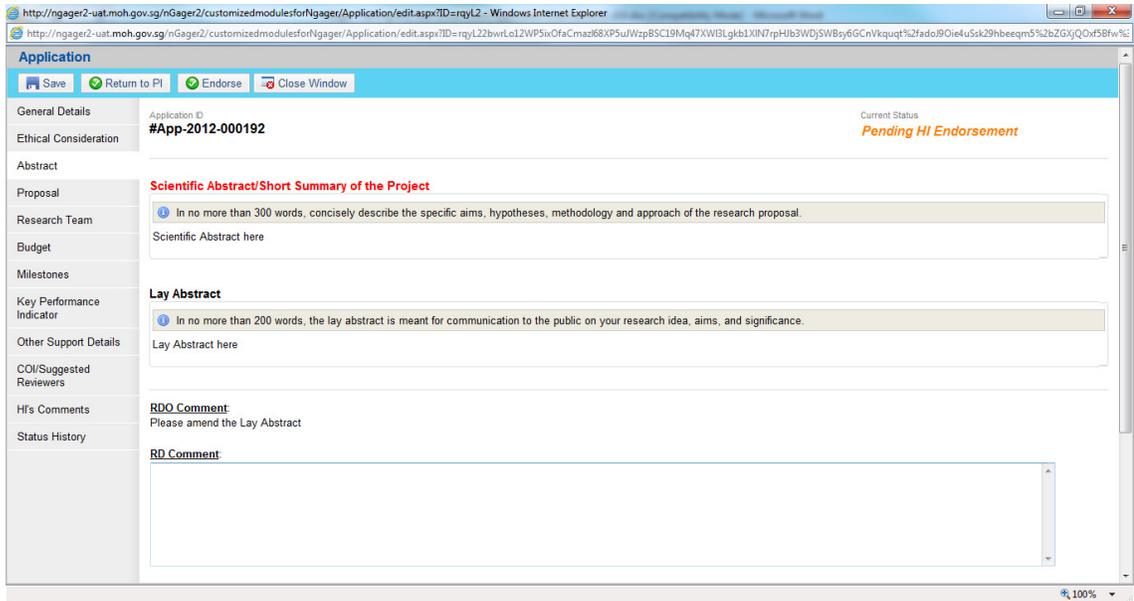
- Select 'Grant Applications > Pending HI Endorsement' in the navigation menu

The screenshot displays the nGager web application interface. The browser address bar shows the URL: <http://ngager2-ust.moh.gov.sg/ngager2/apptop.aspx>. The page header includes the Ministry of Health logo, the nGager logo, and the Singapore Government logo. The navigation menu contains links for Home, Active Grant Calls, and My Items. The main content area features an 'Announcement' section with a welcome message, a 'Grant Opportunities' section with details about CS-IRG (CIRG) grants, and a 'Items Pending For Your Action (1)' section. The 'Items Pending For Your Action' section lists 'Grant Applications (1)' and 'Pending HI Endorsement (1)'. The footer contains a Privacy Statement link, Terms of Use link, and the text 'Ministry of Health, Singapore, 2012. Best viewed using Internet Explorer 6.0+'.



- Click on the icon [] to view the selected application.
- You will see the ‘HI’s Comments’ tab. Any messages from the RDO to the RD for this application will be shown here.





- Go through the whole application. Once ready, click on the [Endorse] button to endorse the application.

- You will see a page stating the terms for submitting the grant application. Read through it and click **[Submit]** to submit this grant application.

Task Action

Selected Action: Endorse

In submitting the Grant Application via nGager, the Institution UNDERTAKES, on any Grant Award, to:

- Discuss with immediate supervisor of applicant that the following will be complied with:
- The proposed research will be conducted in the host institution
- Adequate resources will be provided to the applicant for the entire grant period (e.g. lab space)
- The applicant is independently salaried by the institution for the entire period of the grant
- The research abides by all laws, rules and regulations pertaining to national and the institution's research operating procedures and guidelines
- Confirm the accuracy and completeness of information submitted, including budget, ethics, other funding sources, etc.
- Confirm that budget is clear (e.g. no double funding/ excessive purchase of equipment), and is aligned with host institution HR and other policies
- There is no financial conflict of interest

NOTE: If you wish to comment on the application and return it to the PI, please see the **'Comment and Return Application to PI'** User Guide available on the NMRC nGager User Guide webpage.

1.1.2 ENDORSE REVISED GRANT APPLICATION

Once the Principal Investigator has submitted his/her revised application, the Host Institution's Research Director will receive an email notification to provide their comments/endorsement.

To endorse the revised application:

- The steps are similar to those in 1.1.1.1