



MINISTRY OF HEALTH  
SINGAPORE

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**NMRC**

**National Medical Research Council**

**nGager Training and User Guide  
(Panel Review)**

**Version 3.0**

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### 1.1.1 PANEL REVIEW

The panel review process is applicable for all grant types.

For grant types without a peer review, it is applicable after the completeness check. For grant types with a peer review, it is applicable after the shortlisting is complete.

Panel members will receive an email notification to indicate their conflict of interest status for grant applications that are assigned to the panel members.

The Conflict of Interest status can be done in bulk using the bulk COI declaration or it can also be done individually via the application page.

To access the COI Declaration page, click on the COI Declaration link on the Right Hand Menu upon a successful login:

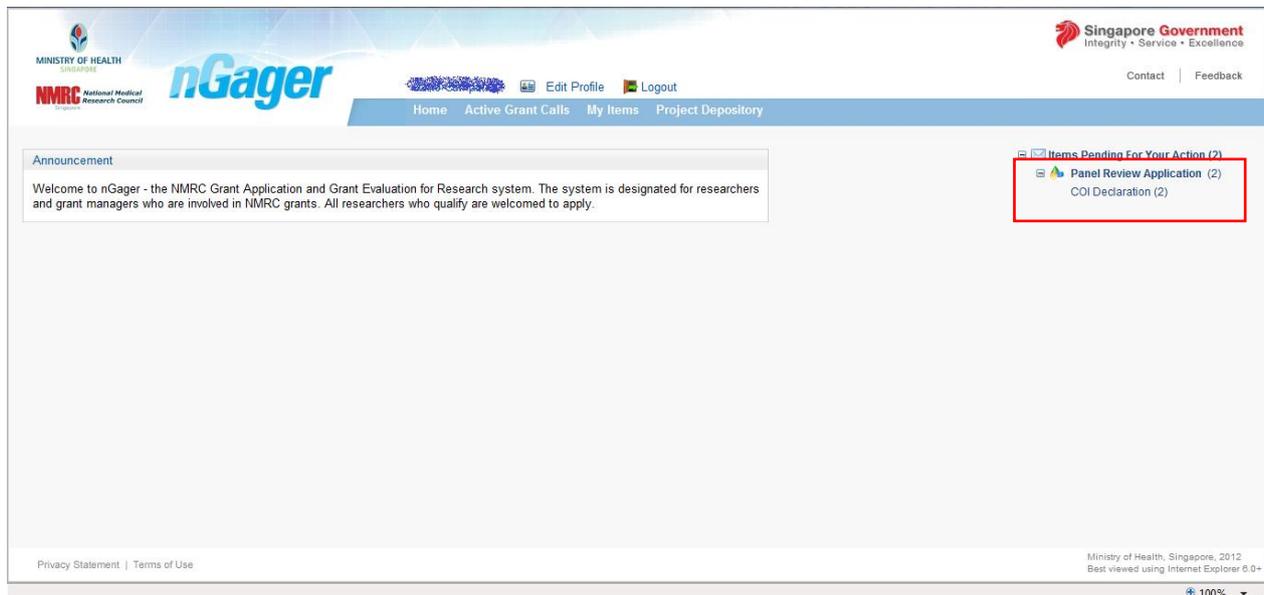


Figure 1.1 Right Hand Menu for COI Declaration

The following list of application(s) for COI Declaration will be displayed:

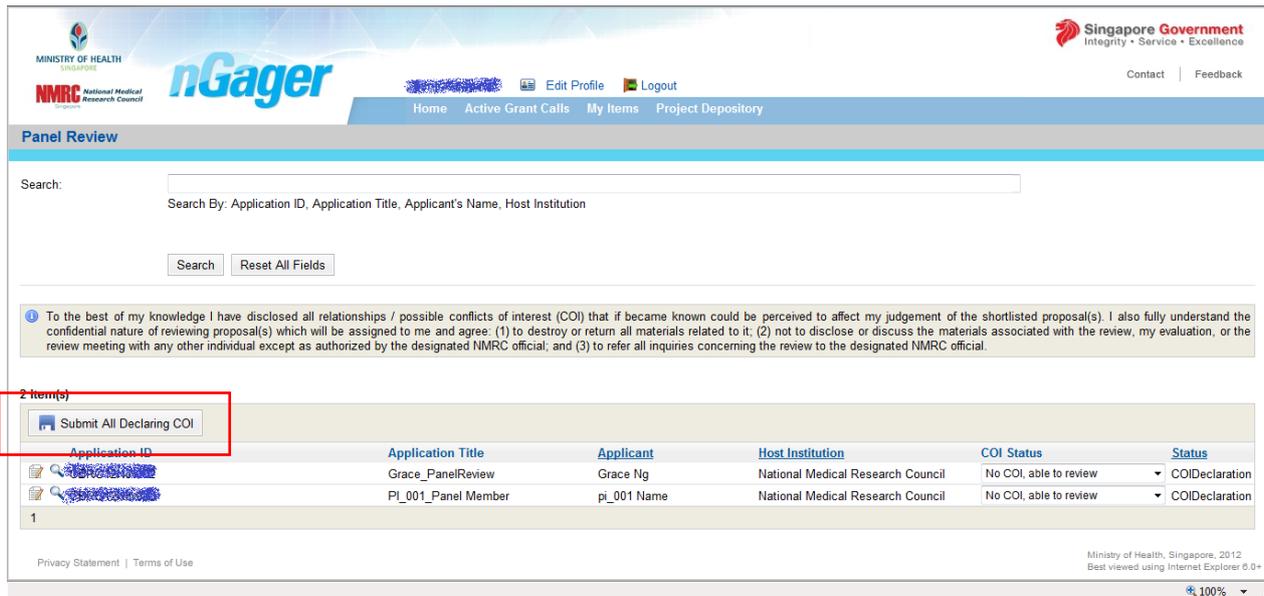


Figure 1.2 List of Applications for COI declaration

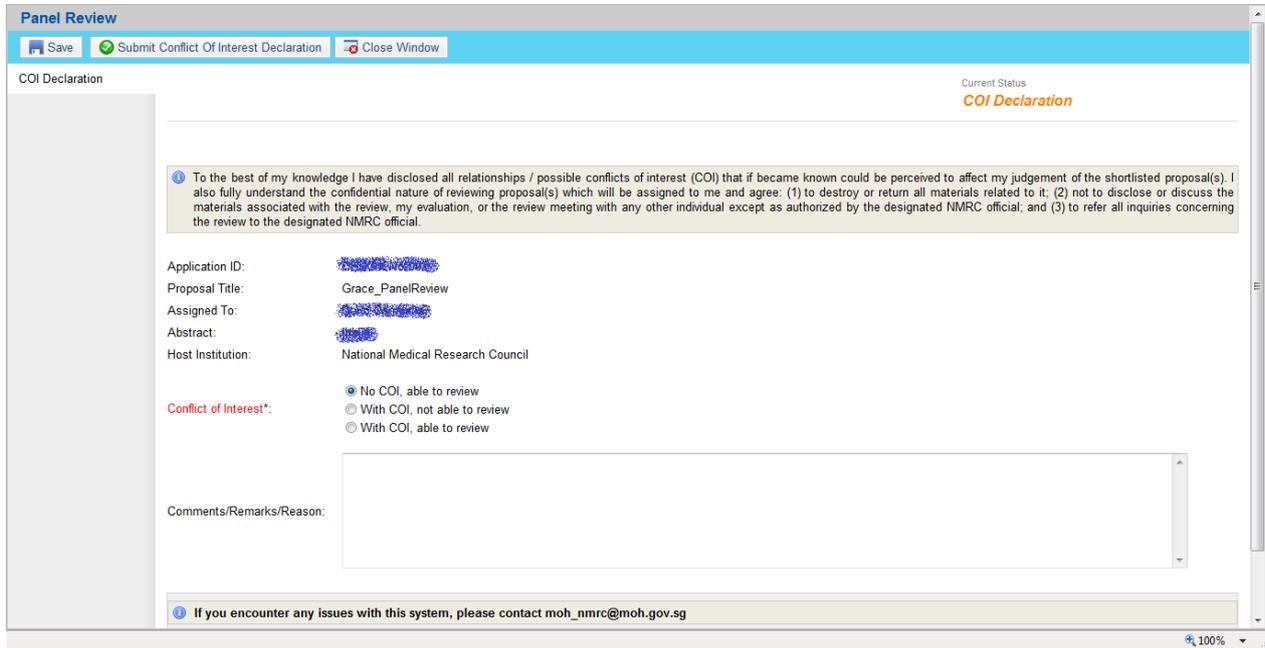
### 1.1.1.1 Declare Conflict of Interest - Bulk

1. To perform bulk declaration on COI, select the corresponding COI Status for each application in [Figure 1.2](#). Default option for Conflict of Interest will be “No COI, able to review”, if it is not updated by the Panel Member.

2. The Panel Member can click on the “Submit All Declaring COI” button upon selecting COI status for all applications.

### 1.1.1.2 Declare Conflict of Interest - Individual Application

- From Figure [Figure 1.2](#), click on the  next to the Application ID that you would like to respond. System will launch the following COI Declaration page on a new window:



**Panel Review**

Save Submit Conflict Of Interest Declaration Close Window

COI Declaration Current Status  
**COI Declaration**

**To the best of my knowledge I have disclosed all relationships / possible conflicts of interest (COI) that if became known could be perceived to affect my judgement of the shortlisted proposal(s). I also fully understand the confidential nature of reviewing proposal(s) which will be assigned to me and agree: (1) to destroy or return all materials related to it; (2) not to disclose or discuss the materials associated with the review, my evaluation, or the review meeting with any other individual except as authorized by the designated NMRC official; and (3) to refer all inquiries concerning the review to the designated NMRC official.**

Application ID: [REDACTED]  
 Proposal Title: Grace\_PanelReview  
 Assigned To: [REDACTED]  
 Abstract: [REDACTED]  
 Host Institution: National Medical Research Council

**Conflict of Interest\*:**

No COI, able to review  
 With COI, not able to review  
 With COI, able to review

Comments/Remarks/Reason:

If you encounter any issues with this system, please contact moh\_nmrc@moh.gov.sg

100%

Figure 1.3 COI Declaration for Individual Application Page

- Select the required radio button to indicate COI status
  - No COI, able to review
  - With COI, not able to review
  - With COI, able to review
- Enter comments.
- Click the 'Save' button to save as draft.
- Click the 'Submit Conflict Of Interest Declaration' button to submit the form
- Once the COI status has been submitted, the panel member can confirm their honorarium details.

### 1.1.1.3 Panel Review Acceptance

1. Upon a successful login, click on the Tree View (Menu on the Right Hand Side) -> Pending Panel Review Acceptance:

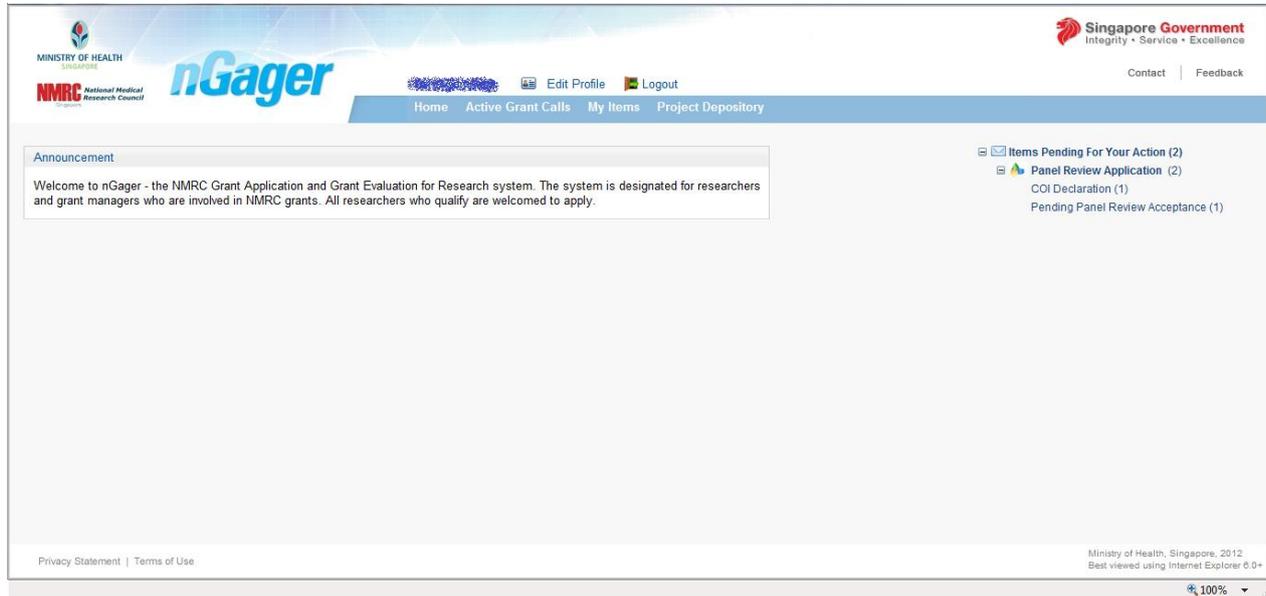


Figure 1.4 Panel Reviewer Home Page

2. Summary of list of grant application(s) that is/are Pending Panel Review Acceptance will be displayed:

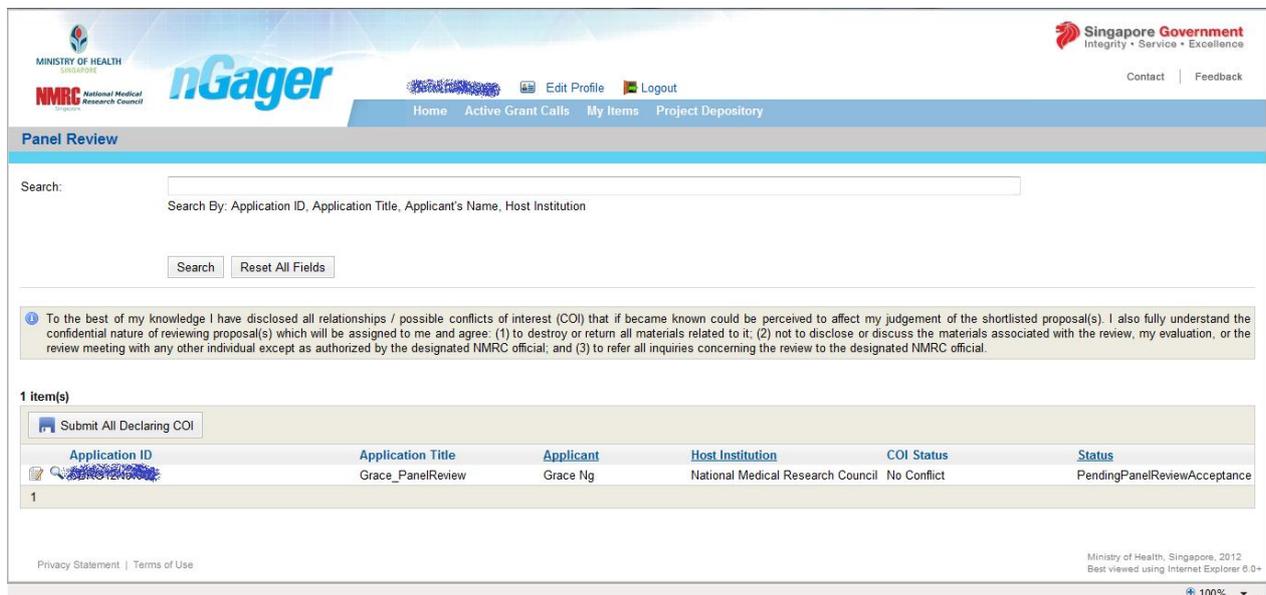


Figure 1.5 Panel Review Search Page

3. The following 'Panel Review Acceptance' (Terms of use) page will be displayed:

**Panel Review**

Save Close Window

COI Declaration

Panel Review Acceptance

Current Status  
**Pending Panel Review Acceptance**

Terms Of Use:  
Generic Terms of Use Print E-mail

1. Acceptance of terms of use and amendments  
Each time you use or cause access to this web site, you agree to be bound by these Terms of use, as amended from time to time with or without notice to you. In addition, if you are using a particular service on this web site or accessed via this web site, you will be subject to any rules or guidelines applicable to those services, and they will be incorporated by reference within these Terms of use. Please read the site's Privacy policy, which is incorporated within these Terms of use by reference.

2. The site editor's service  
This web site and the services provided to you on and via this web site are provided on an "AS IS" basis. You agree that the site editor reserves the right to modify or discontinue provision of this web site and its services, and to remove the data you provide, either temporarily or permanently, at any time, without notice and without any liability towards you. The site editor will not be held responsible or liable for timeliness, removal of information, inaccuracy of information, or improper delivery of information.

3. Your responsibilities and registration obligations  
In order to use this web site or certain parts of it, you may be required to register for a user account on this web site; in this case, you agree to provide truthful information when requested, and -- if a minimum age is required for eligibility for a user account -- you undertake that you are at least the required age. By registering for a user account, you explicitly agree to this site's Terms of use, including any amendments made by the site editor that are published herein.

4. Privacy policy  
Registration data and other personally identifiable information that the site may collect is subject to the terms of the site editor's Privacy policy.

5. Registration and password  
You are responsible for maintaining the confidentiality of your password, and you will be responsible for all usage of your user account and/or user name, whether authorized or not authorized by you. You agree to immediately notify the site editor of any unauthorized use of your user account, user name or password.

6. Your conduct  
You agree that all information or data of any kind, whether text, software, code, music or sound, photographs or graphics, video or other materials ("content"), made available publicly or privately, will be under the sole responsibility of the person providing the said content, or of the person whose user account is used. You agree that this web site may expose you to content that may be objectionable or offensive. The site editor will not be responsible to you in any way for content displayed on this web site, nor for any error or omission.

By using this web site or any service provided, you explicitly agree that:

(a) you will not provide any content or conduct yourself in any way that may be construed as: unlawful; illegal; threatening; harmful; abusive; harassing; stalking; tortious; defamatory; libelous; vulgar; obscene; offensive; objectionable; pornographic; designed to interfere with or disrupt the operation of this web site or any service provided; infected with a virus or other destructive or deleterious programming routine; giving rise to civil or criminal liability; or in violation of an applicable local, national or international law;

(b) you will not impersonate or misrepresent your association with any person or entity; you will not forge or otherwise seek to conceal or misrepresent the origin of any content provided by you;

(c) you will not collect or harvest any information about other users;

(d) you will not provide, and you will not use this web

Yes, I Agree to the above Terms of Use

Members not found in nGager 0 item(s)

**!** If you encounter any issues with this system, please contact moh\_nmrc@moh.gov.sg

Save Close Window

Figure 1.6 Panel Reviewer Acceptance – Terms of use Page

4. To accept the term of use of the invitation, please tick the tick box beside the 'Yes, I Agree to the above Terms of Use' and click on the 'Save' button.

5. The following 'Panel Review Acceptance' page will be displayed:

**Panel Review**

Save Close Window

COI Declaration

Panel Review Acceptance

Current Status  
**Pending Panel Review Acceptance**

**Research Team 4 item(s)**

Name	Role	Clinician
Grace Ng	PI	<input type="checkbox"/>
[Redacted]	Collaborator	<input type="checkbox"/>
[Redacted]	Collaborator	<input type="checkbox"/>
[Redacted]	Co-Investigator	<input type="checkbox"/>

**Members not found in nGager 0 item(s)**

Application ID: [Redacted]  
 Research Title: Grace\_PanelReview  
 HI: National Medical Research Council  
 Assigned To: [Redacted]  
 Abstract: [Redacted]

Please indicate your acceptance on reviewing this proposal\*:

Pending  
 Yes, I will review this proposal  
 No, I am unable to review this proposal

Response Date:

If you encounter any issues with this system, please contact moh\_nmrc@moh.gov.sg

Save Close Window

Figure 1.7 Panel Reviewer Acceptance Page

6. From the Panel Review Acceptance Page as shown in [Figure 1.7](#), the following options are available for the panel reviewer:

- a. Pending
  - Default selection. Decision is pending to review the application
- b. Yes, I will review this proposal
  - The reviewer agrees to perform a review for this application.
- c. No, I am unable to review this proposal
  - The reviewer will not review this application

7. The 'Save' button will temporarily save the option in 'Draft' mode.

8. To commit the option/decision, please select an option other than 'Pending' and click on the 'Submit' button. (The 'Submit' button will be visible upon selection of 'Yes, I will review this proposal')

#### 1.1.1.4 Reject Invitation

To reject the invitation:

1. Select 'No, I am unable to review this proposal' as shown in [Figure 1.7](#).
2. Click on the 'Reject' button. (The 'Reject' button will be visible upon selection of 'No, I am unable to review this proposal' )

### 1.1.1.5 Update Honorarium Details and Upload Panel Reviewer Report

- Once a panel reviewer has agreed to review the application, he/she will need to confirm their honorarium details:

The screenshot displays the 'Panel Review' interface. At the top, there are 'Save', 'Submit', and 'Close Window' buttons. The current status is 'Pending Panel Review'. The form is divided into two main sections: 'Banking Information' and 'Reviewer Report'.

**Banking Information:** This section includes a message about honorariums and two radio buttons for 'Accept Honorariums\*': 'Yes, I accept honorariums.' (selected) and 'No, I do not accept honorariums.'. Below this are input fields for 'Account Name' (Saving Account), 'Account Number' (121-0031224-5354), 'Bank Name' (Bank of Britain), 'Branch Name' (Columbia), and 'Bank Address'. Under 'International Bank References', there are fields for 'SWIFT' and 'IBAN' (11211022334-8). A checkbox at the bottom is labeled 'Update this bank information for my user profile'.

**Reviewer Report:** This section contains a note about the scoring system (1.0 to 10.0). It features buttons for 'View Application Details' and 'Download Application'. There are links for 'Proposal Details' (CBRG\_proposal.pdf) and 'LRP Panel Reviewer Report Template' (Panel Review Template.doc). An 'Upload LRP Panel Reviewer Report' section includes a 'Browse...' button and an 'Upload' button. The 'Reviewer's Score\*' is set to 0.0, and there is a 'Response Date' field.

At the bottom of the form, a message states: 'If you encounter any issues with this system, please contact moh\_nmrc@moh.gov.sg'. The interface also includes 'Save', 'Submit', and 'Close Window' buttons at the very bottom.

Figure 1.8 Honorarium and Reviewer's Report Page

- Banking information is required if the reviewer opts to Accept Honorariums. System will load the information from the main user profile when the page is loaded for the first time.
- The reviewer can choose to save the banking information entered here to his/her main user profile by ticking "Update this bank information for my user profile".
- System provides the following features for the reviewer to know more about the application:
  - 'View Application Details' button
  - 'Download Application' button

- c. 'CBRG\_Proposal.pdf' link
  - d. 'Panel Review Template.doc' link - serves as a template for the reviewer's report
5. At any point of time, the reviewer can save the details on this page by clicking on the 'Save' button.
6. To upload a Reviewer's Report:
  - a. Please download and save the 'Panel Review Report Template' onto your local drive. Follow this template to create your reviewer's report.
  - b. Click on the 'Browse' button to locate the document
  - c. Click on the 'Upload' button to upload the document
  - d. Provide reviewer's score for the application in 'Reviewer's Score'. Range of the score allowed is **from 1.0 to 10.0 (one decimal place)**.
  - e. Click on the 'Submit' button.