Post-Award User Manual For

nGager

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



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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 Progress 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.

NISTRY OF HEALTH INSTRY OF HE	Edit Profile Logaut
Inouncement elcome to nGager - the NMRC Grant Application and Grant Evaluation for Research system. The stem is designated for researchers and grant managers who are involved in NMRC grants. All searchers who qualify are welcomed to apply. ant Opportunities SA_CR018 (CSA) A Testing Grant Type for CR018A stAlEndorse1 (01-06-2014) Apply Here A160ct_A Grant (16-10-2013) Apply Here sting Grant Call	 Items Pending For Your Action (12) Gant Applications (12) Pending Clarification (1) Pending HI Endorsement (9) Pending HI Endorsement For Panel Clarification (1) Pending Revision (1) 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 Principal Investigator (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 You should then see the different suboptions available (Ongoing, Expired, Withdrawn, Suspended, Terminated, Closed, Completed, and Outstanding).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.
- 2. Keyword search is allowed for the project(s) for Project Title, Project ID, Project Status, Host Institution and Principal Investigator:

MINISTRY OF HEALTH SIRGAPORE	nGager _		📾 Edit Profile	e 🕞 Logout	
Sirgsone	•		Grant Calls My Ite		NMRC Awarded Projects
Ongoing Project S	earch				Â
Search:	Search By : Project Title, Project ID, F	Project Status, Host Institu	ution, Principal Investi	gator	E
Projects 30 item(s)	Search Reset All Fields				
Project Title	Project ID	Project Status	Completion Date	Host Institution	Principal Investigator
		Ongoing	31-Oct-2017		1
		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).

General Details	Project Details		
Key Performance	Title:		
Indicator	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 PROGRESS REPORT

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

System will send reminders to HI/PI based on configuration set by NMRC GM/Admin

PIs will be able to submit their Progress Report for their projects on nGager. Once they submit the report, HI will need to endorse the submission.

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 Progress 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.
- Click on -> Project Items Pending for your Actions -> Pending HI Endorsement -> Progress Report (refer to Figure 4).

MINISTRY OF HEALTH SNOAM Metionel Medical Metionel Medical Metionel Medical Home Act	Edit Profile ► Logout Active Grant Calls My Items My Projects NMRC Awarded Projec
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 researchers who qualify are welcomed to apply. Grant Opportunities CSA_CR018 (CSA) CSA_CR018 (CSA) CSA_Testing Grant Type for CR018A TestAlEndorse1 (01-06-2014) Apply Here 1 CSA16Oct_A Grant (16-10-2013) Apply Here Testing Grant Call	

Figure 4: RDO Login - Home Page

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

Progress Report		
Project Details Page	Return to PI 📀 Reject 😼 Close Window	
Project ID		Project Status Ongoing
Progress Report Submission	Progress Report Submission	
Key Performance Indicator Summary Write Up	Please download the Progress Report template provided, and upload your completed Progress 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	
History	Request Date: 18-Dec-2014 Request Status: Pending HI Endorsement Progress Report Template: Pending Uploading Financial Year: 2014 Uploaded Progress Report: Sample docx	
	Description Start Month Duration (Months) Status Justification	
	Test 11 11 Completed	
	Research Development Officer Comments: Supporting Document: Browse @ RDO has certified that the information and request submitted is accurate	
Project Details Page	Rave Return to PI Reject a Close Window	

Figure 5: Progress Report Submission Page by RDO

To save and certify a Progress 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 Uploaded Document(s)' for criteria of a valid uploaded file.
- 4. Click on the 'Save' button to save the request.

To return Progress 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 Progress 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 -> Progress Report (refer to Figure 6).

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

MINISTRY OF HEALTH SINGAPORE Research Council Brigger Home Active Grant Calls	Edit Profile 🕞 Logout My Items My Projects NMRC Awarded Projects
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. Grant Opportunities CSA_CR018 (CSA) CSA_CR018 (CSA) CSA_Testing Grant Type for CR018A TestAlEndorse1 (01-06-2014) Apply Here 1 CSA16Od_A Grant (16-10-2013) Apply Here Testing Grant Call 1	 Items Pending For Your Action (12) Grant Applications (12) Pending Clarification (1) Pending HI Endorsement (9) Pending HI Endorsement For Panel Clarification (1) Pending Revision (1) Project Items Pending for your Actions (7) Project Items Pending for your Actions (7) Pending Current HI Endorsement (2) Change in Host Institution (2) Pending HI Endorsement (5) Change in Principal Investigator (1) Change In Team Member (2) Progress Report (1) Change In Research Scope (1)

Figure 6: RD Login - Home Page

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

MOH-nGager

Progress Report								
Project Details Page	📕 Save 📀 Endorse 📀 R	eturn to PI 🛛 📀 Reject	Close Wind	ow				
Project ID								Project Status
								Ongoing
Progress Report	Progress Report Submission							
Submission	Frogress Report Submission							
Key Performance	I Please download the Progress R			ompleted Progress	Report.			
Indicator	You may upload any supporting Do complete the 'Key Performan							
Summary Write Up	Click 'Save' to save any changes							
History	Request Date:	18-Deo-2014						
	Request Status:	Pending HI En	iorsement					
	Progress Report Template:	Pending Uplos	ding					
	Financial Year:	2014						
	Uploaded Progress Report:	Sample.docx						
	Milestones 1 item(s)		Duration					
	Description	Start Month	Duration (Months)	Status	Justification			
	Test	11	11	Completed				
	Research Development Officer							
	Date:							
	Status: -							
	Comments: RDO has certified that the inform							
	ROO has certified that the inform	nation and request submit	eo is accurate					
	Research Director							
						~		
	Comments:							
						\sim		
	L							
Project Details Page	📕 Save 🛛 📀 Endorse 🛛 📀 R	eturn to PI 🛛 📀 Reject	Close Wind	ow				

Figure 7: Progress Report Submission Page by RD

To endorse a Progress 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 Progress 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 Progress 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 Progress Report can be viewed by clicking on the 'History' tab:

Progress Report							
Project Details Page	F Save	Sendorse 📀	📀 Return to PI	📀 Reject	Close Window		
Project ID							Project Status Ongoing
Progress Report Submission							
Key Performance Indicator	-	•	on History 2 item				
		est Date	<u>Financ</u> 2014	ial Year	<u>Status</u>	LII Endersement	
Summary Write Up	18-Dec 01-Dec		2014			HI Endorsement	
History	1	2014	2014		Rejecte		
Project Details Page	R Save	Sendorse	📀 Return to PI	📀 Reject	Close Window		

Figure 8: Progress 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