Post-Award
User Manual
For

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

By

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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 Project Status.

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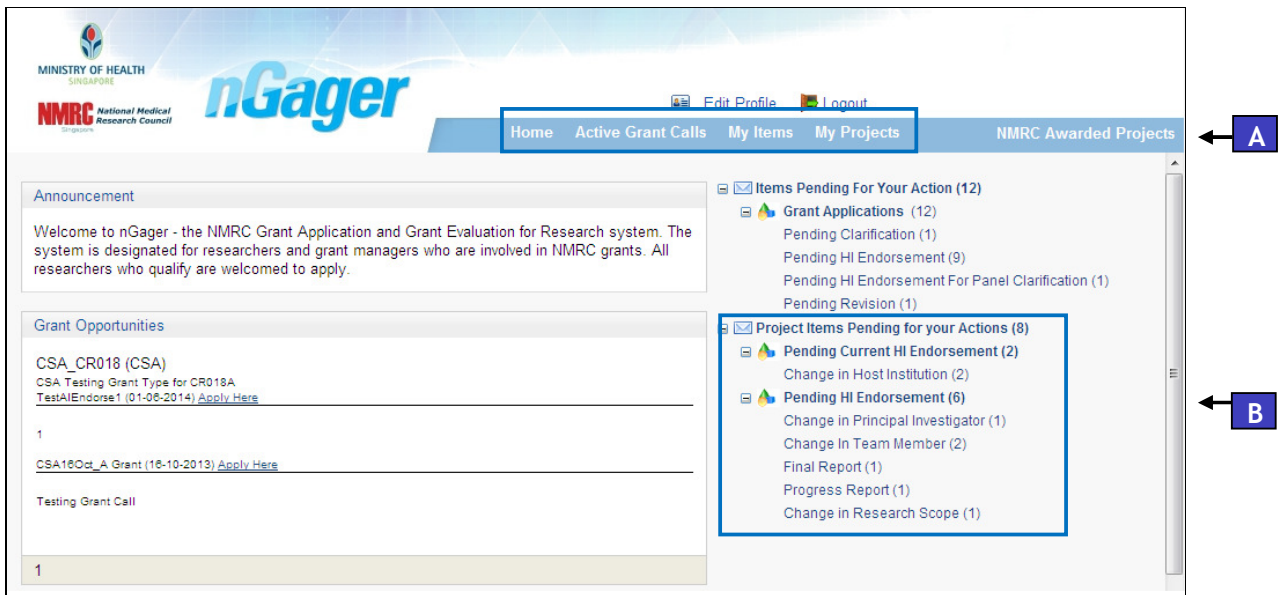   - 'Project Items Pending for your Actions' - Consists of list of post-award request(s) pending for user's action.

Figure 1: RDO/RD 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 You should then see the different sub-options available (Ongoing, Expired, Withdrawn, Suspended, Terminated, Closed, Completed, and Outstanding).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:
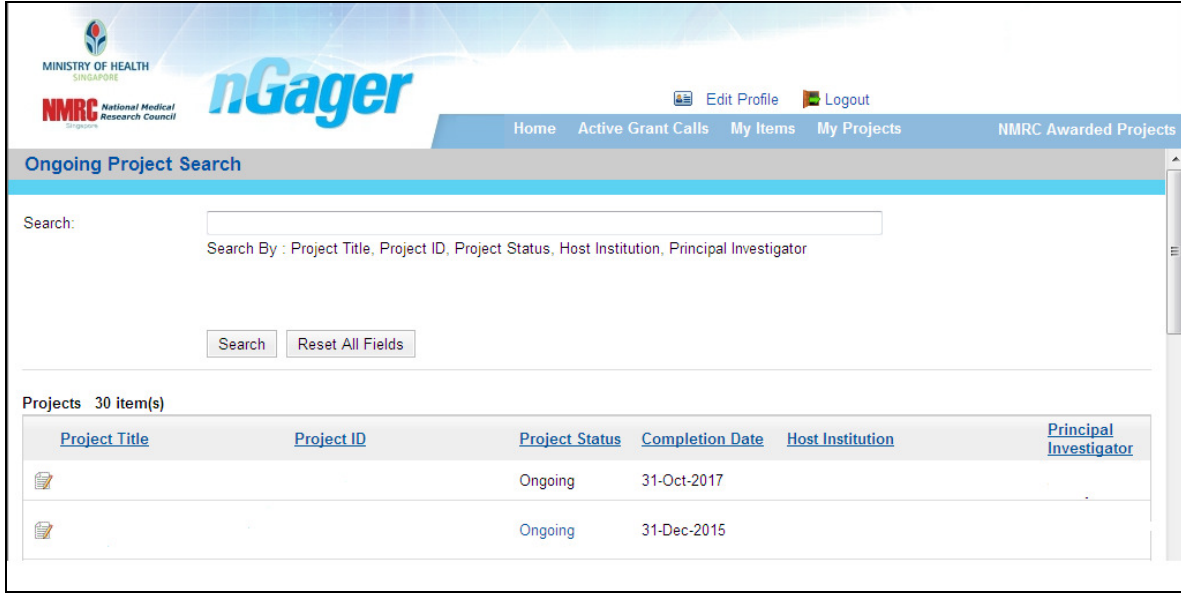
Figure 2: Project Listing

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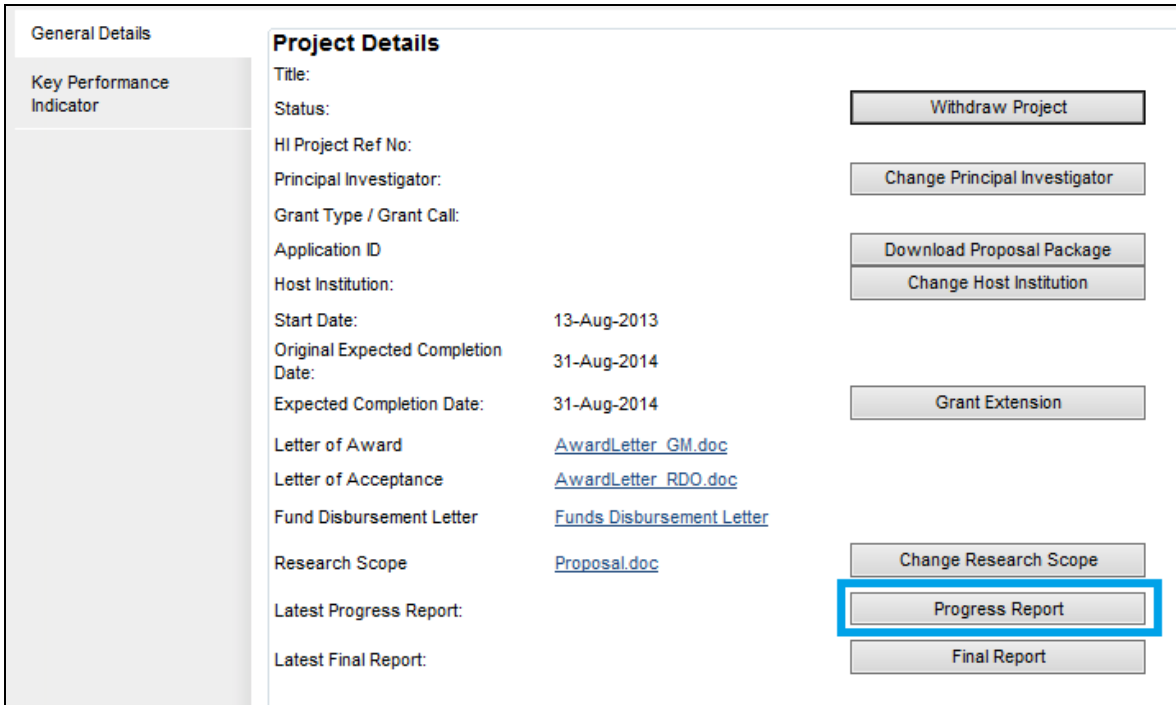

Figure 3: Project Details

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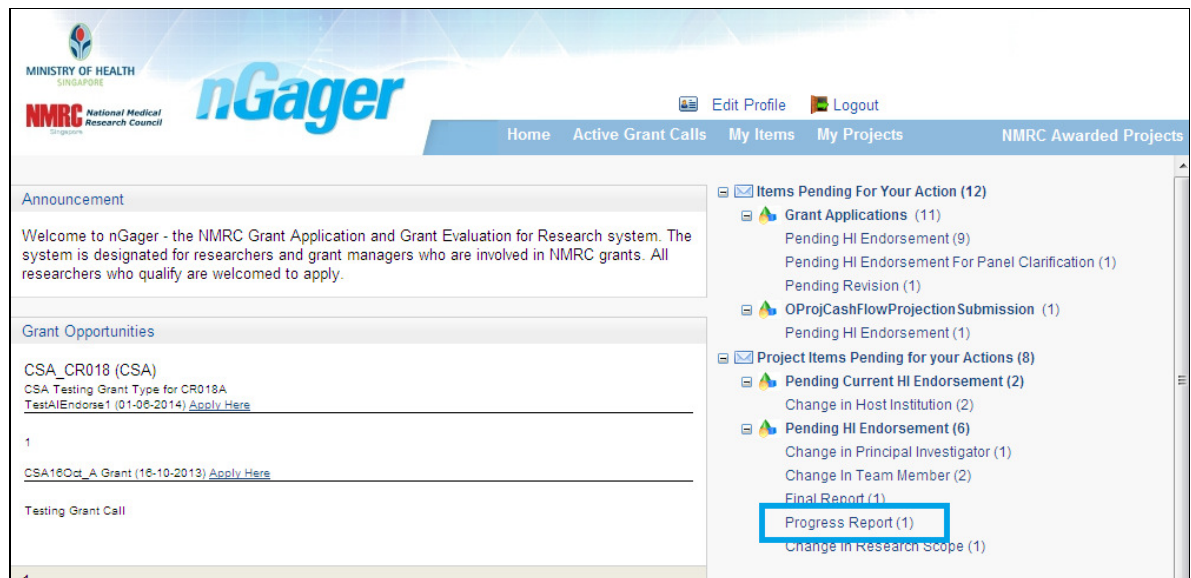

Figure 4: RDO Login - Home Page

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

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.
3. Upload 'Supporting Document', if any. Please refer to 'Validation Rules 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 'Validation Rules 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 'Validation Rules 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).

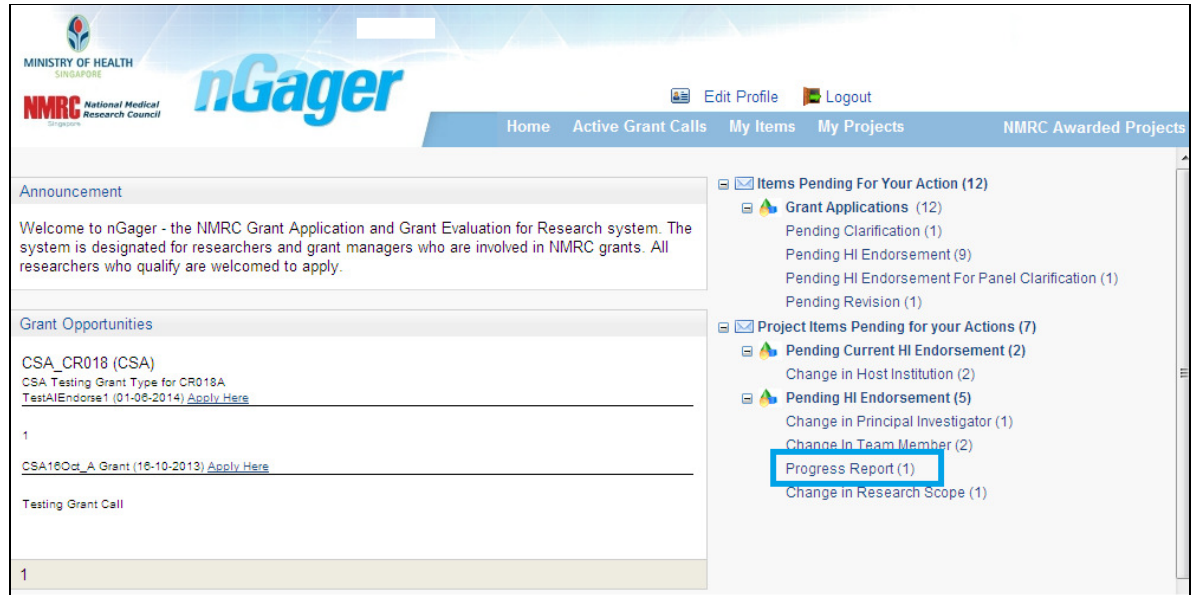   The RD will be able to endorse the request when PI submits the request.

Figure 6: RD Login - Home Page

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

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:

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