

Post-Award User Manual For

nGager

NMRC Grant Application and Grant Evaluation for Research (SR23: Progress Report Processing – Principal Investigator)

By

The logo for NEC, consisting of the letters 'NEC' in a bold, blue, sans-serif font.

NEC Asia Pacific Pte Ltd

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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 Progress 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 post-award request(s) pending for user's action.

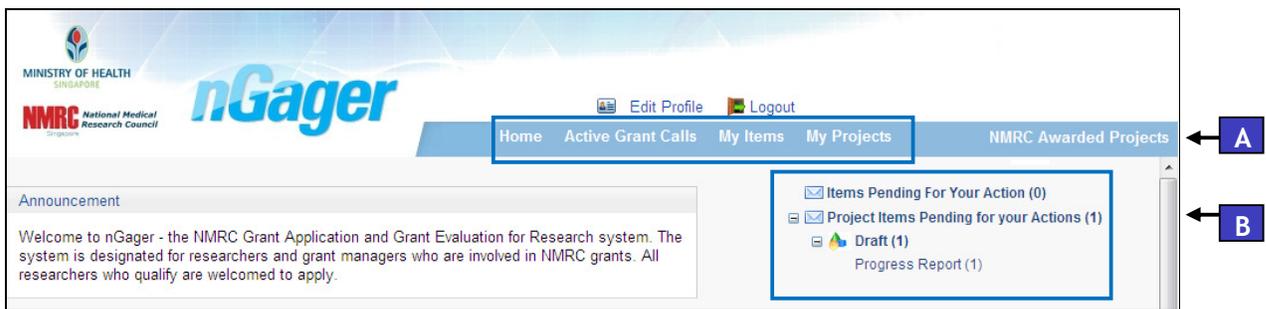


Figure 1: PI Login - Home Page

1.1.2.1 View Project Details

1. Move your mouse over 'My Projects'. You should then see the different sub-options available (Ongoing, Expired, Withdrawn, Suspended, Terminated, Closed, Completed, and Outstanding).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.

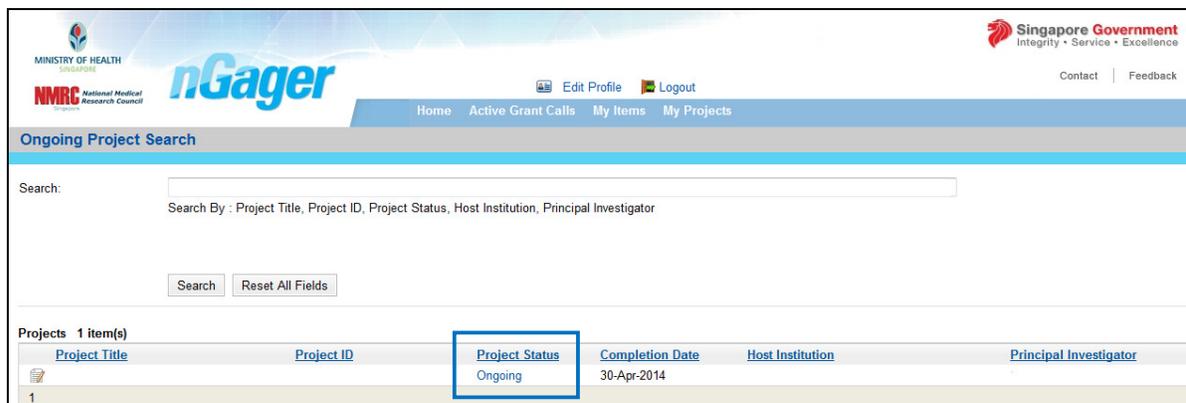
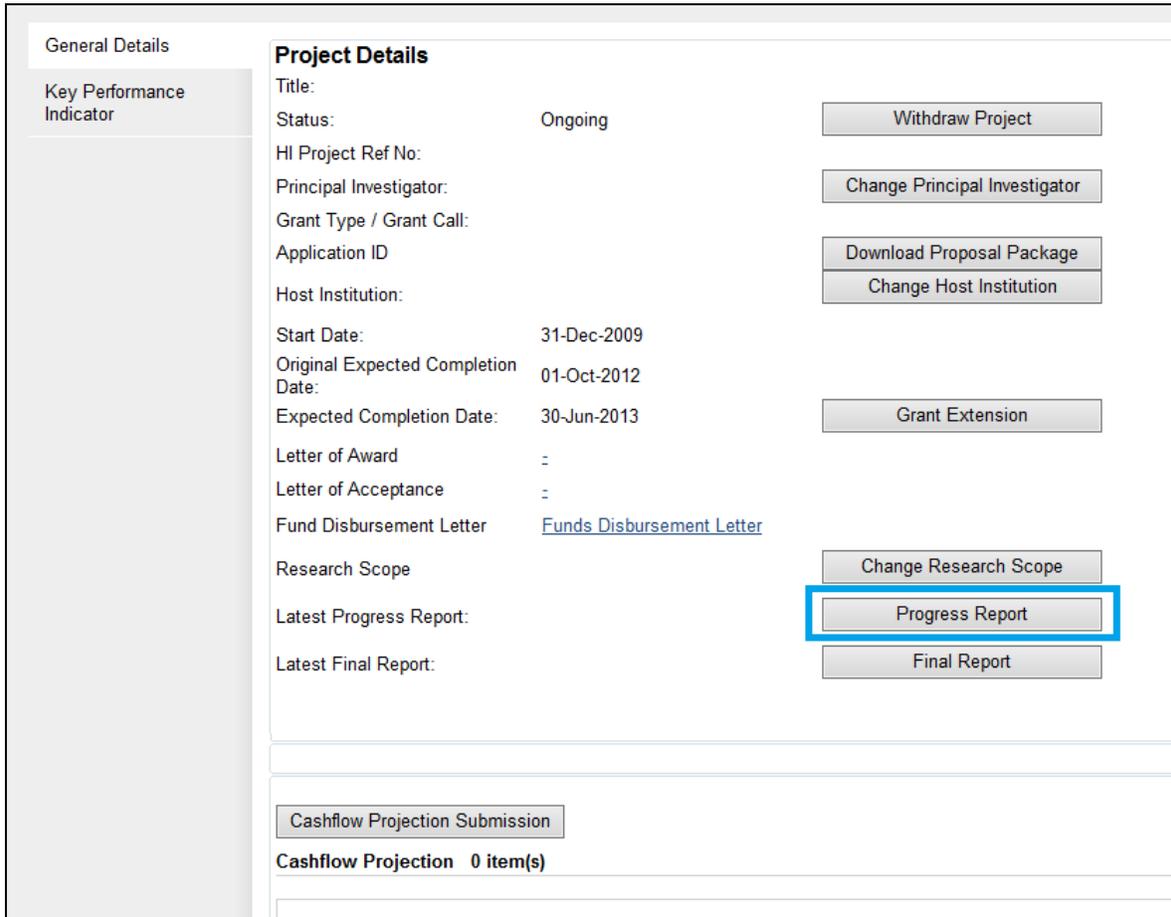


Figure 2: Project Listing

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



Project Details	
Title:	
Status:	Ongoing
HI Project Ref No:	
Principal Investigator:	
Grant Type / Grant Call:	
Application ID	
Host Institution:	
Start Date:	31-Dec-2009
Original Expected Completion Date:	01-Oct-2012
Expected Completion Date:	30-Jun-2013
Letter of Award	:
Letter of Acceptance	:
Fund Disbursement Letter	Funds Disbursement Letter
Research Scope	
Latest Progress Report:	
Latest Final Report:	

[Withdraw Project](#)

[Change Principal Investigator](#)

[Download Proposal Package](#)

[Change Host Institution](#)

[Grant Extension](#)

[Change Research Scope](#)

[Progress Report](#)

[Final Report](#)

[Cashflow Projection Submission](#)

Cashflow Projection 0 item(s)

Figure 3: Project Details

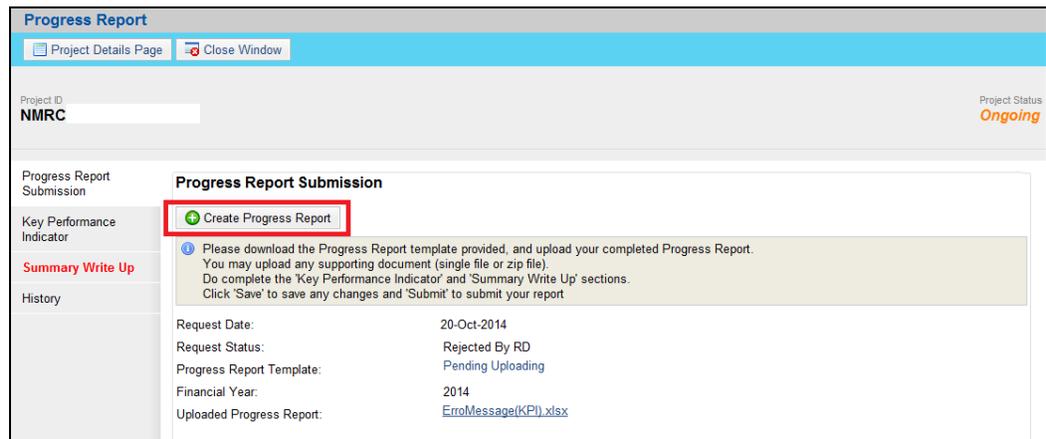
1.1.3 PROGRESS REPORT

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

Submission of Progress Report is mandatory milestone required by NMRC. For projects with duration longer than 1 year, Progress Report submission is required.

1.1.3.1 Submit a New Progress Report Request

1. To create a Progress Report Submission for an Ongoing project, click on the 'Progress Report' button from Project Details page (refer to Figure 3).
2. If there is any completed Progress Report request, then the details of the previous request will be displayed. (Refer to Figure 5,

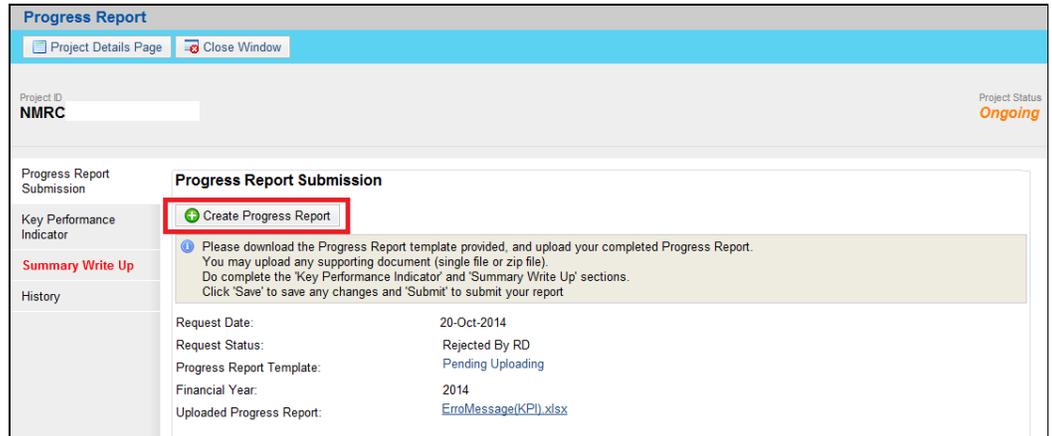


3. Figure 4: Progress Report Submission Details Page (Project has rejected progress report & no pending progress report)

4.)

- If the completed Progress Report request is a rejected request, user can click 'Create Progress Report' button to create a new Progress Report. (Refer to Figure 5)
- If the project has approved Progress Report of last financial year, user can click 'Submit Progress Report' to create a Progress Report for this

financial year. (Refer to



- Figure 4: Progress Report Submission Details Page (Project has rejected progress report & no pending progress report)
-)

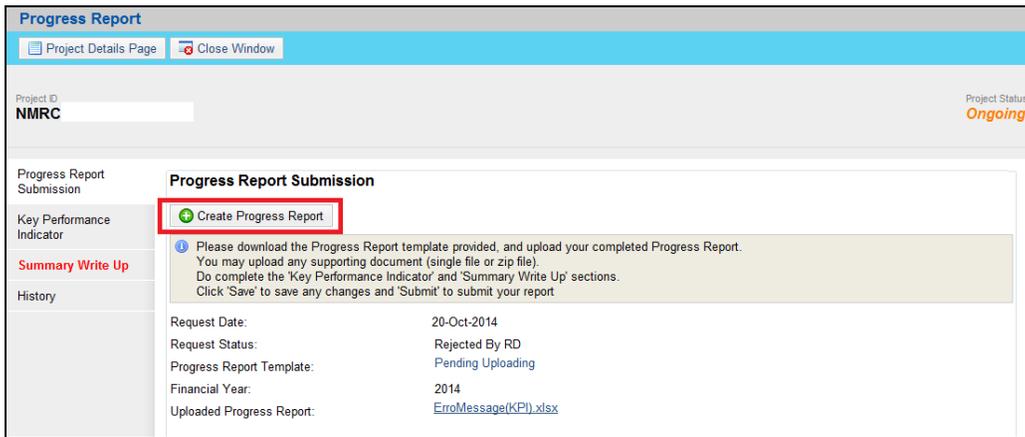


Figure 4: Progress Report Submission Details Page (Project has rejected progress report & no pending progress report)

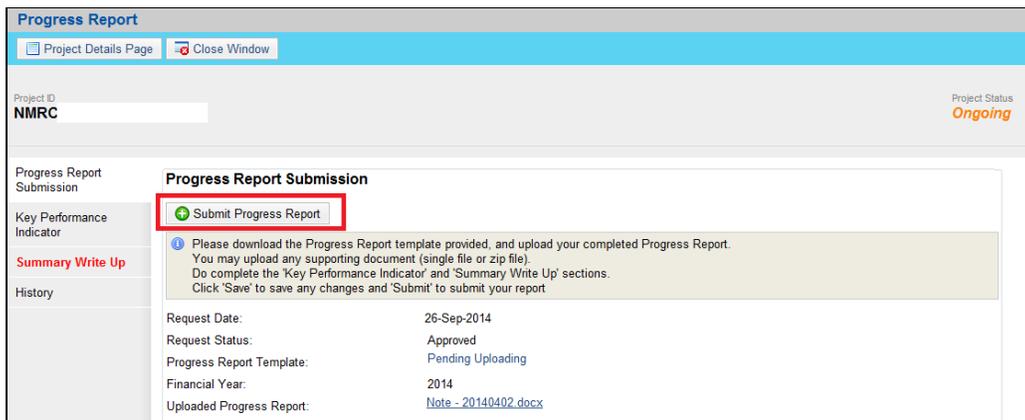


Figure 5: Progress Report Submission Details Page (Project has approved progress report & no pending progress report)

If there is no completed / pending Progress 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

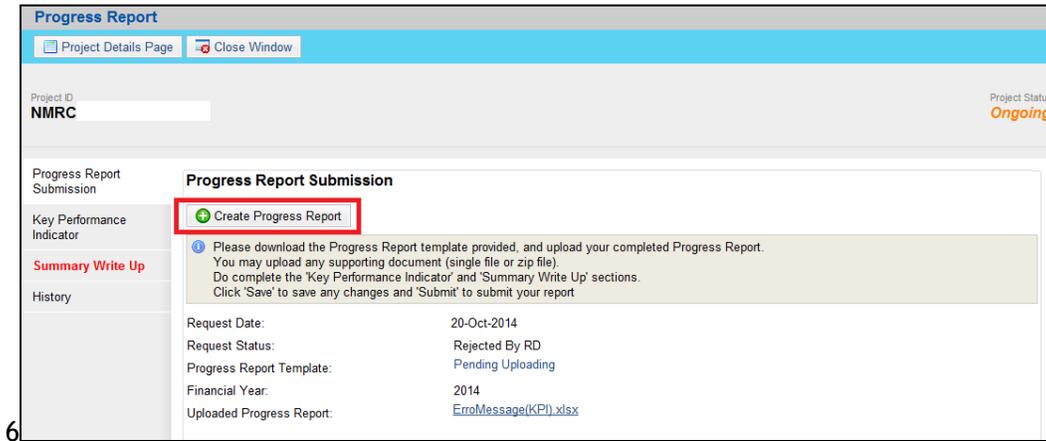


Figure 4: Progress Report Submission Details Page (Project has rejected progress report & no pending progress report)

5.)

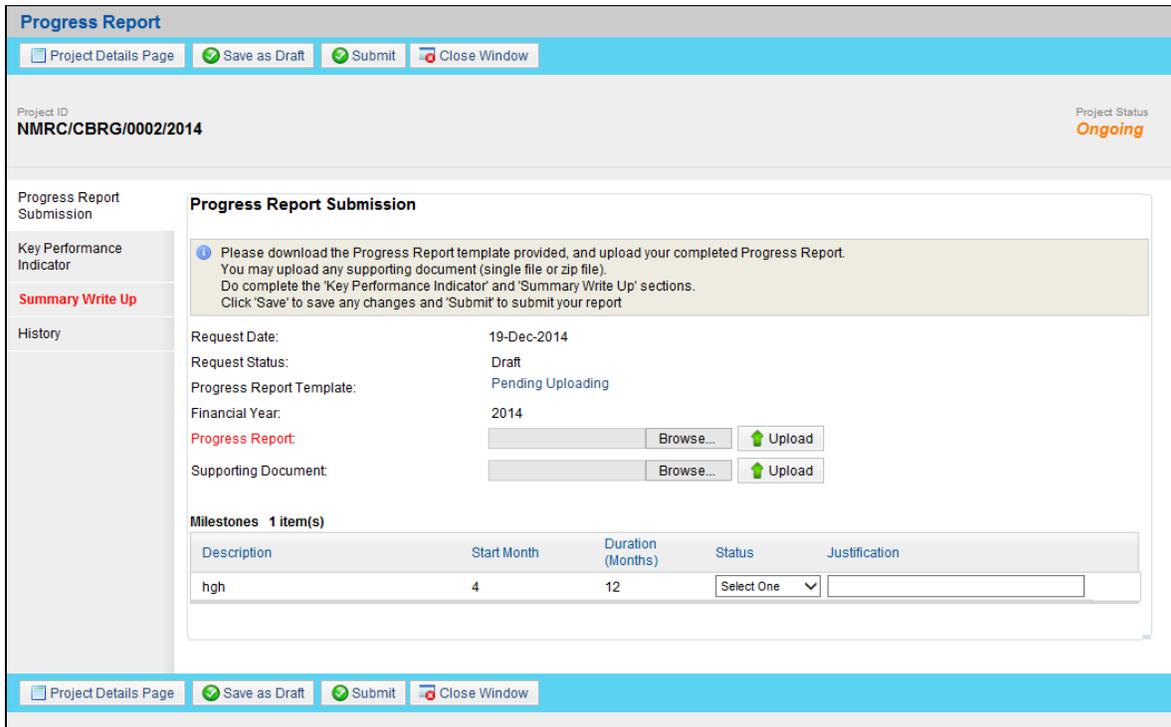


Figure 6: Progress Report Submission Details Page (New Request)

6. On the Progress Report Submission Section (Refer to Figure 6)
 - Download the Template, if any. A template for PI to download to fill in for Progress Report submission. System displays 'Pending Uploading' if no template is found.
 - Upload the Progress 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: Select status of each milestone and enter the Justification of each milestone. 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 **Error! Reference source not found.**)
 - Click on the Edit button  next to the selected KPI item. Details of the KPI items will be displayed.
 - 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.
 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.

Progress Report									
Project ID: <input type="text"/>									
Project Status: Ongoing									
Key Performance Indicator	Overall		FY2013		FY2014		FY2015		
	Target	Achieved	Target	Achieved	Target	Achieved	Target	Achieved	
Human Capital									
 No. of Post-Docs employed	1	0	0	0	0	0	0	0	0
 No. of PhD students trained and graduated	1	0	0	0	0	0	0	0	0
 No. of Master students trained and graduated	1	0	0	0	0	0	0	0	0
Intellectual Capital									
 No. of Invention Disclosures		0	0	0	0	0	0	0	0
 No. of publications in peer reviewed journals	1	0	0	0	0	0	0	0	0

Figure 7: Key Performance Indicator Section

The screenshot shows the 'Progress Report' interface. At the top, there is a navigation bar with 'Project Details Page', 'Save', 'Submit', and 'Close Window' buttons. Below this, the 'Project ID' field is visible on the left, and the 'Project Status' is 'Ongoing' on the right. A sidebar on the left contains navigation options: 'Progress Report Submission', 'Key Performance Indicator', 'Summary Write Up' (highlighted in red), and 'History'. The main content area is titled '1. Key Achievements' and contains a text editor with a toolbar (B, I, U, S, x_e, x²) and a large text input area. Below this is section '2. Benefits brought to Singapore', which includes a list of instructions: '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. c) Others'. A second text editor with the same toolbar is located at the bottom of this 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:



Figure 9: Progress 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 ‘Progress Report’ link in the task list shown in Figure 9:

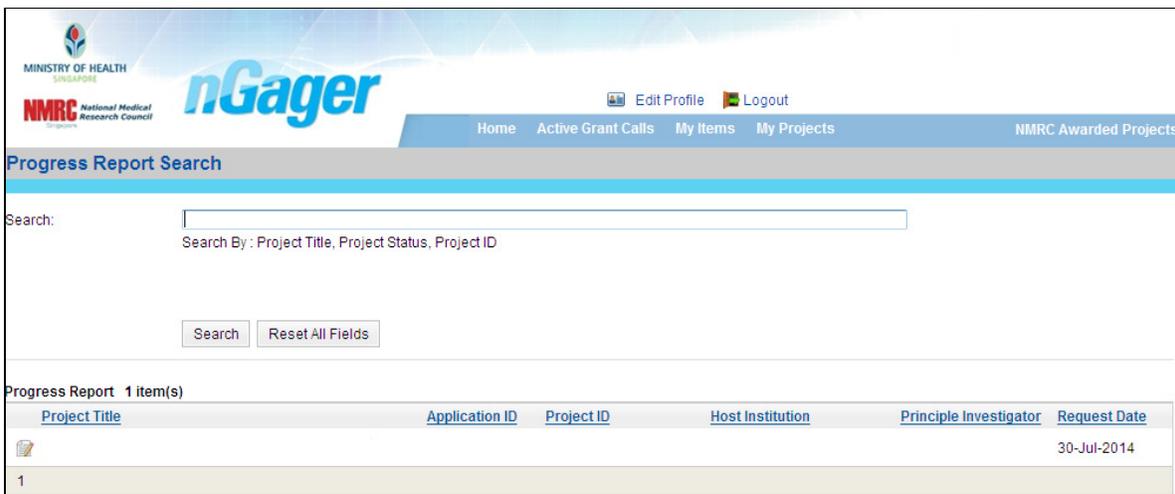


Figure 10: Progress Report – Request returned by RD Page

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

Progress Report
Project Status
Ongoing

Project ID
Project Status

Progress Report Submission

Key Performance Indicator

Summary Write Up

History

Progress Report Submission

1 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

Request Date: 19-Dec-2014

Request Status: Return to PI by RD

Progress Report Template: Pending Uploading

Financial Year: 2014

Progress Report:

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

Supporting Document:

Milestones 1 item(s)

Description	Start Month	Duration (Months)	Status	Justification
hgh	4	12	In Progress	Some justification

Research Director

Date: 19-Dec-2014 14:58:05

Status: Return To PI

Comments: Return

Figure 11: Progress Report – Revise Request returned by RD 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 Progress Report request. History of Progress Report request can be viewed by clicking on the 'History' tab:

The screenshot shows a web interface for a 'Progress Report'. At the top, there are navigation buttons for 'Project Details Page' and 'Close Window'. Below this, the 'Project ID' field is visible, and the 'Project Status' is indicated as 'Ongoing'. The main content area is titled 'Progress Report Submission History' and shows '1 item(s)'. A table with three columns: 'Request Date', 'Financial Year', and 'Status' contains one entry: '30-Jul-2014', '2014', and 'Return to PI by RD'. A sidebar on the left contains several menu items: 'Progress Report Submission', 'Key Performance Indicator', 'Summary Write Up', and 'History'.

Request Date	Financial Year	Status
30-Jul-2014	2014	Return to PI by RD

Figure 12: 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