MINISTRY OF HEALTH
SINGAPORE

NMRC

National Medical Research Council

nGager Training and User Guide

(Provide Rebuttal)

Version 3.0

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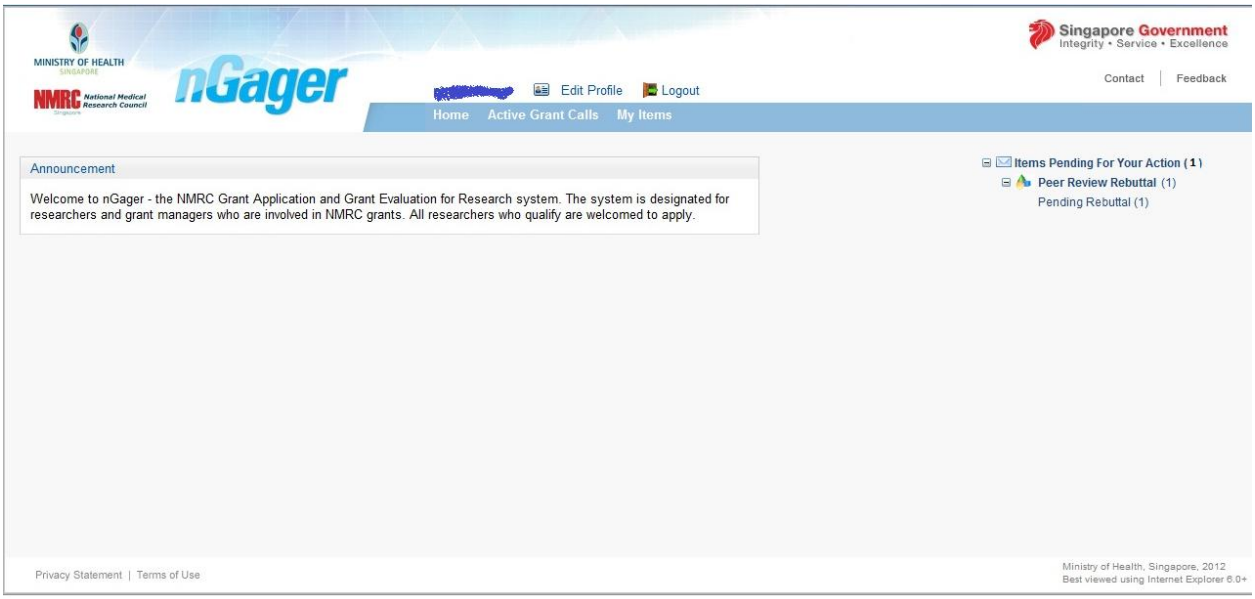
1.1 PI - Provide Rebuttal

When applicable, the Grant Manager will send a Rebuttal Request to the Principal Investigator. The Principal Investigator will receive an email notification to inform him/her to provide a rebuttal to the peer review reports of his/her application(s) via nGager.

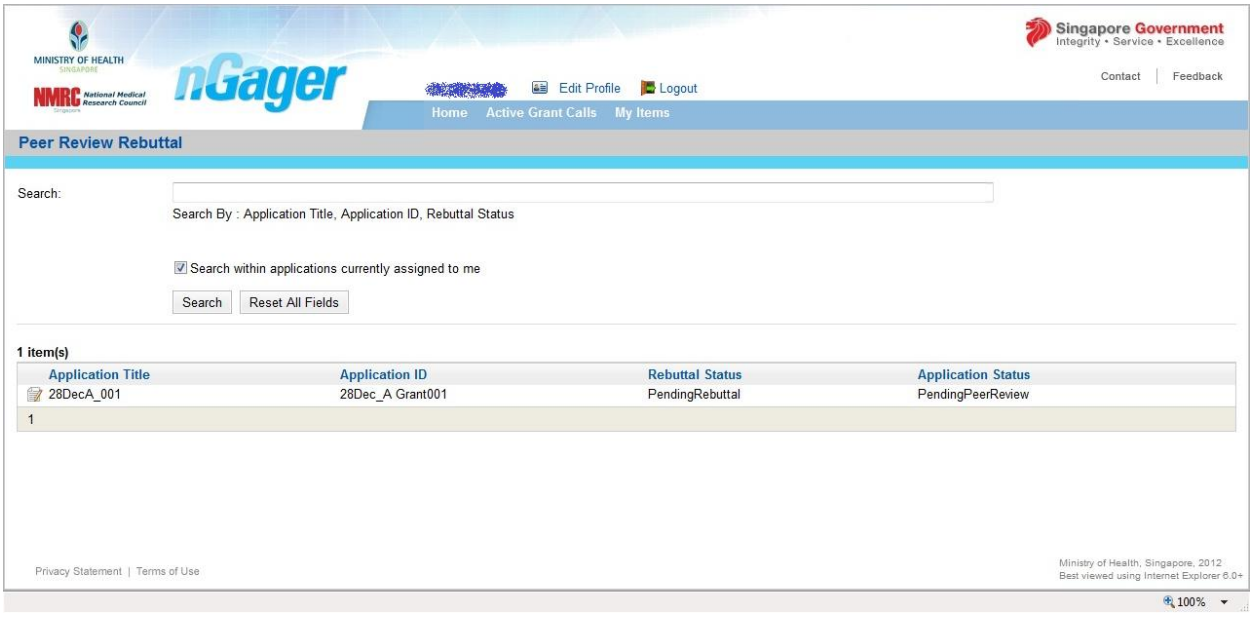
To provide rebuttal:

- Upon a successful login, click on the Tree View (Menu on the Right) -> Pending Rebuttal:

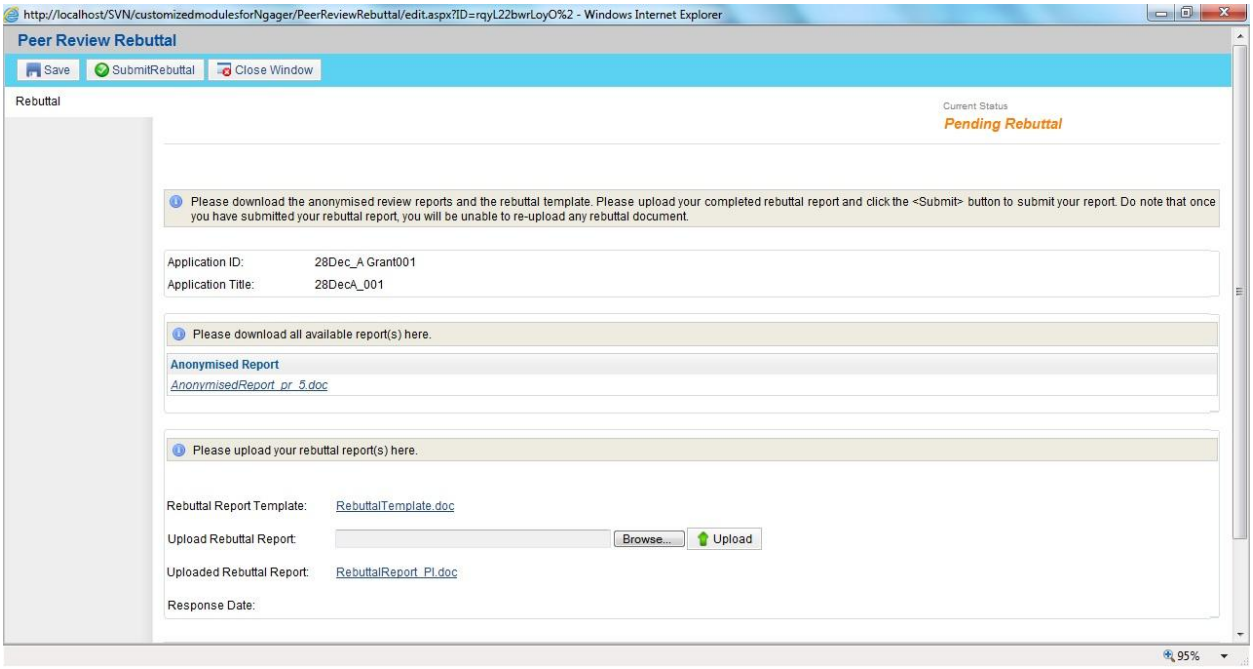


- Summary of list of grant application(s) that is/are Pending Rebuttal will be displayed.

Click on to proceed with viewing the peer reviews and to provide your rebuttal.



- Details of Peer Review Rebuttal information will be displayed:

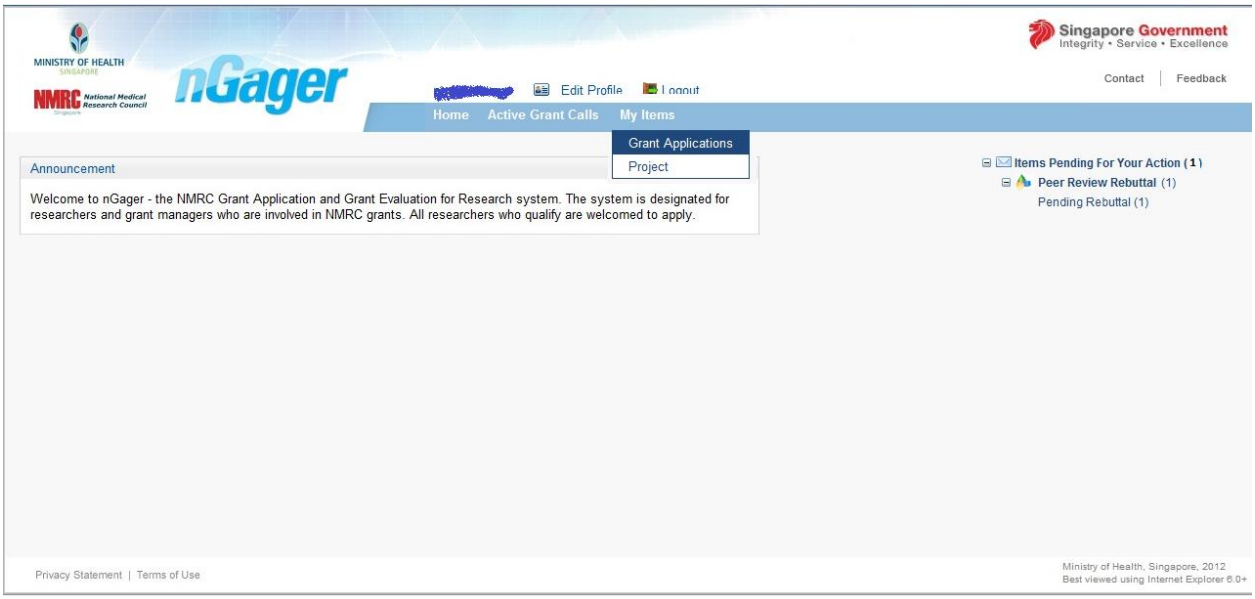


Steps to submit Rebuttal Report:

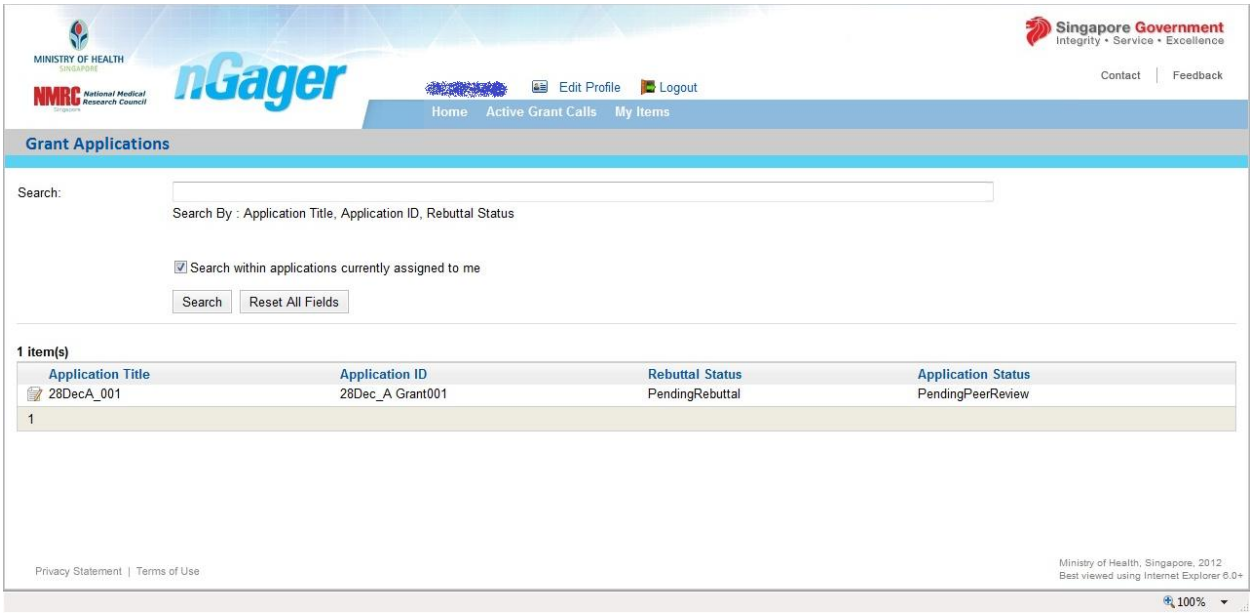
- Download and review the Anonymised Reports by clicking on the file name.
- Click on the Rebuttal Report Template link to download the template
- Using the template, create your rebuttal report.
- To upload your rebuttal report:
  - Click on the 'Browse' button next to 'Upload Rebuttal Report' and select your file
  - Click on the 'Upload' button.
- Your uploaded rebuttal report filename should appear as a link beside the 'Uploaded Rebuttal Report' sentence.
- You may overwrite your previous report uploaded by repeating the previous steps. Your re-uploaded file will overwrite any previous file uploaded.
- The 'Save' button will temporarily save any changes in 'Draft' mode.
- Click the 'Submit Rebuttal' button to submit your rebuttal report back to NMRC's GM.
  - **IMPT NOTE**: Please make sure your rebuttal report is complete and updated before clicking on the 'SubmitRebuttal' button. You will be unable to re-upload any file after you have submitted it.

If the PI wants to view other tabs before uploading Rebuttal Report,

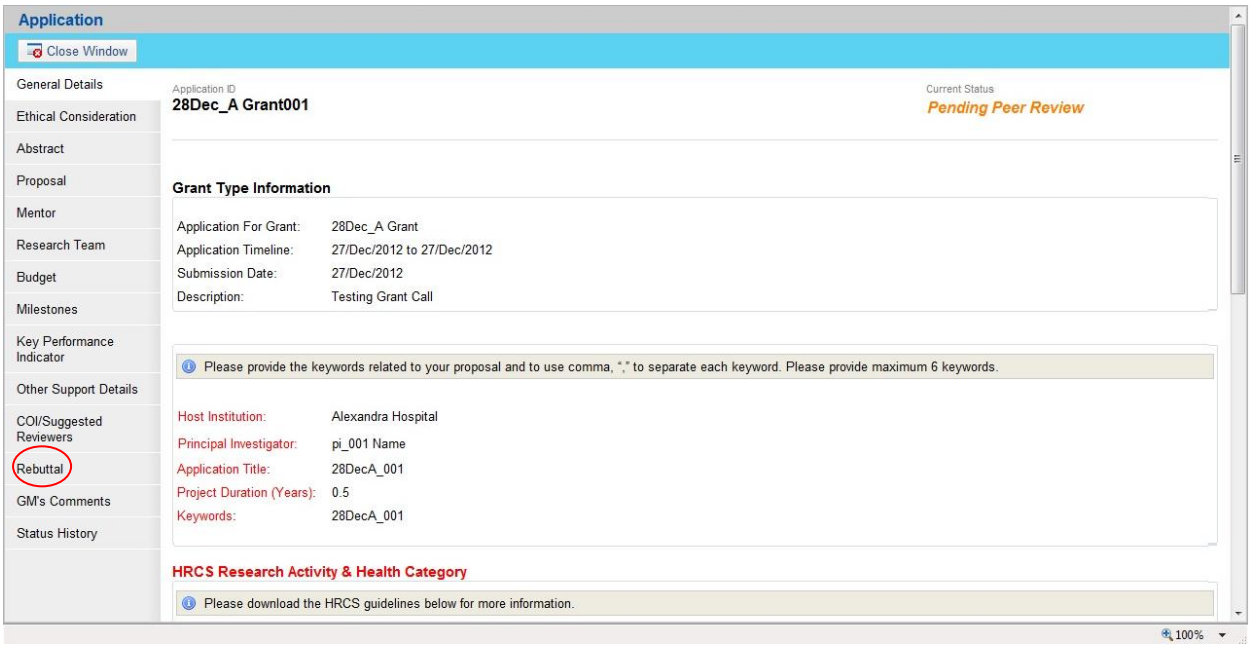
- Click on My Items > Grant Applications on top menu:



- A list of the PI's grant application(s) will be displayed. Click on next to the Application Title to open the Application form. Search for the grant application by Application ID or Application Title:



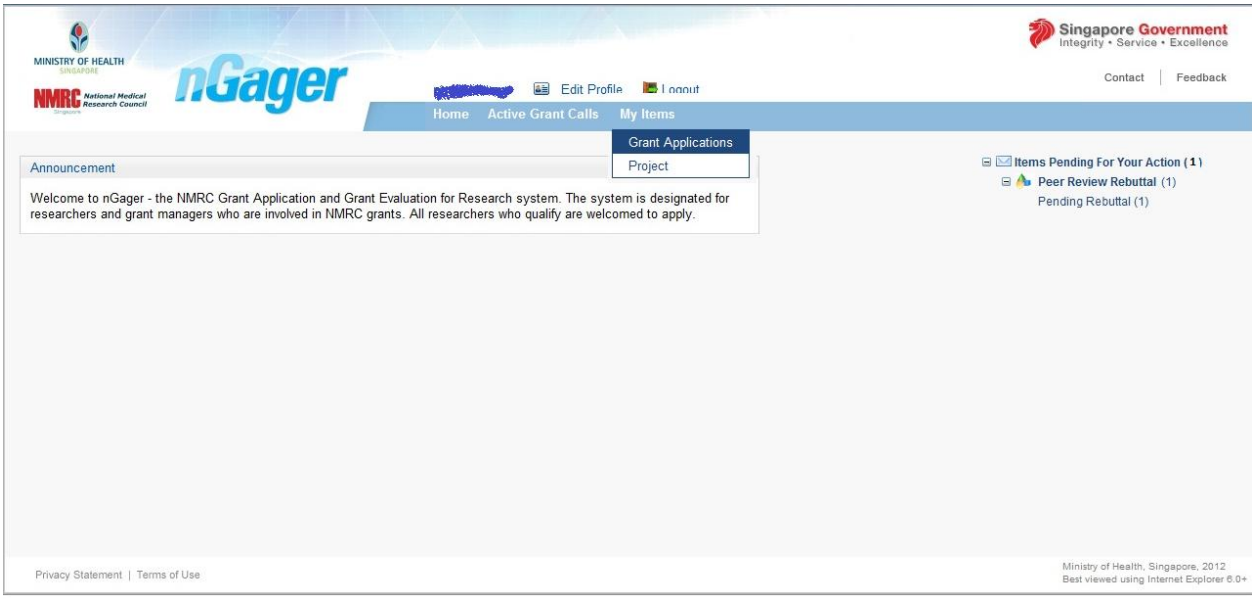
- The application form and its' sections will be displayed.
- If the PI wishes to view his/her rebuttal details **AFTER** the PI has submitted the rebuttal report, he/she will be able to view them under the 'Rebuttal' tab of the application form. (circled in red)



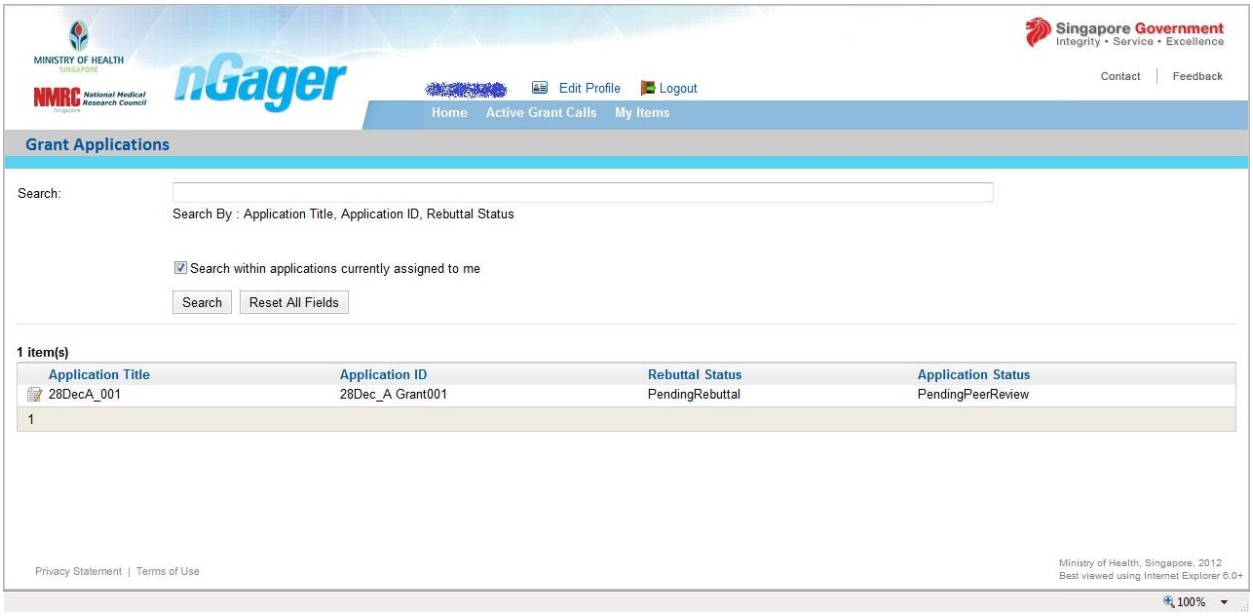
1.2 HI View Rebuttal Information (RDO)

RDO of the HI will receive an email notification after a Principal Investigator has submitted the rebuttal report. RDO will be able to view the rebuttal report in the Application form under the rebuttal tab.

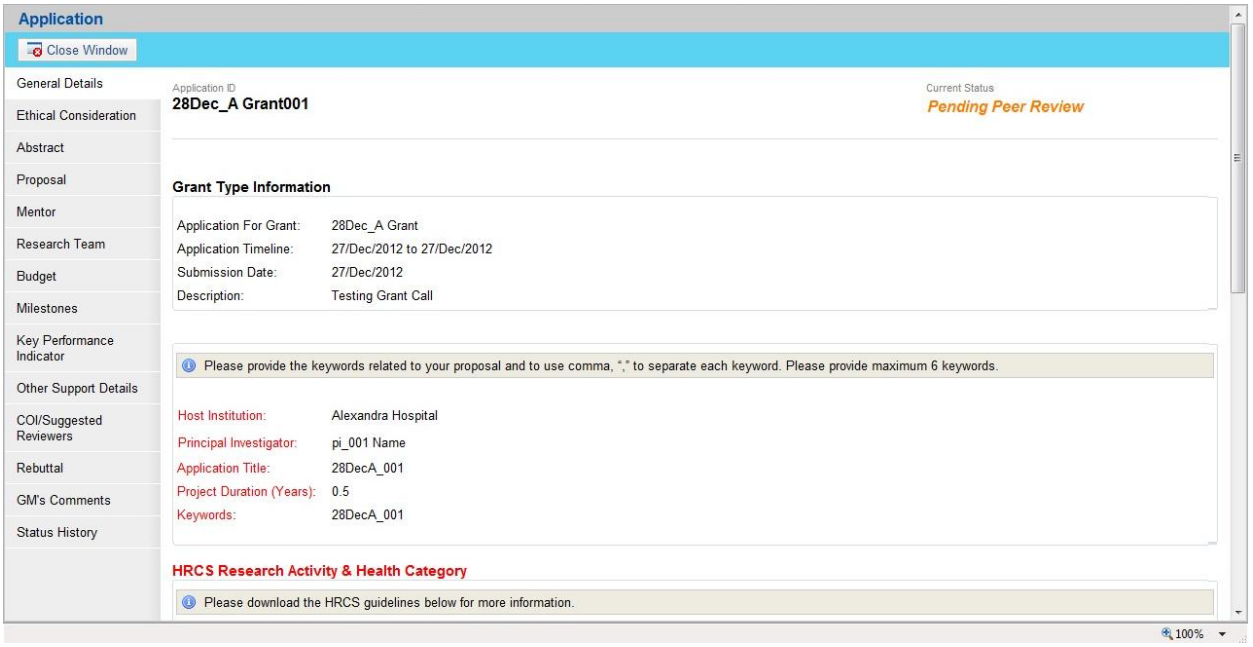
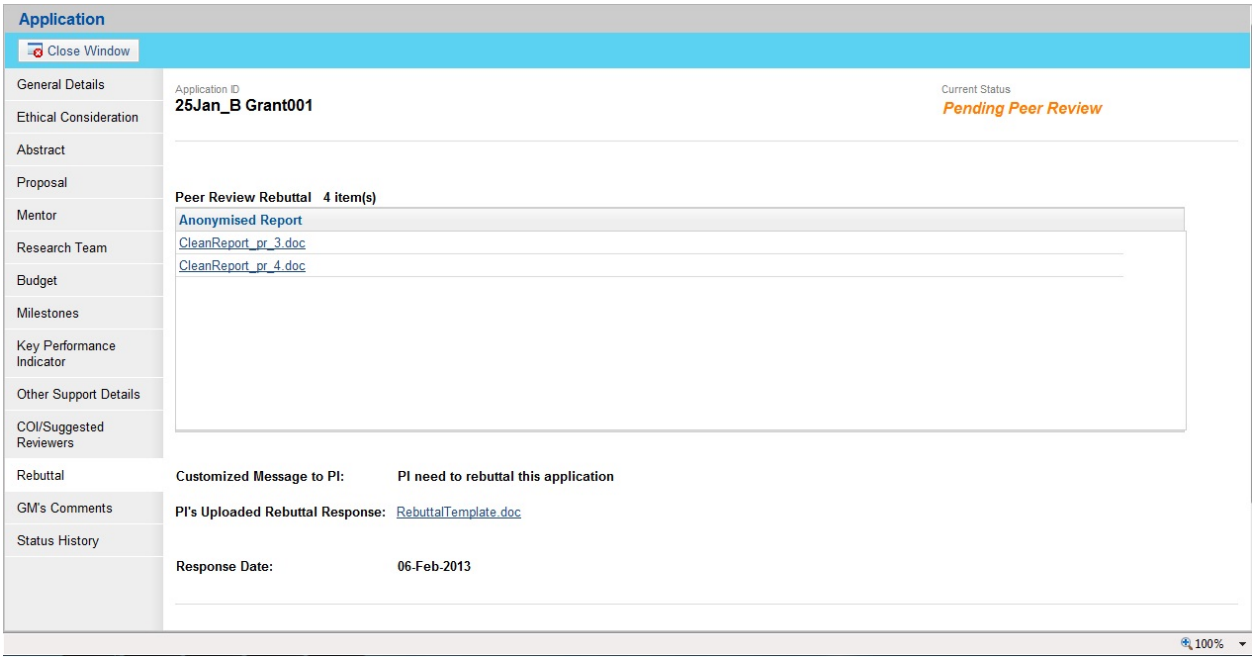
- Under My Items > Grant Application on top menu:



- A list of grant application(s) will be displayed. Click on to open the Application form. Search for the grant application by Application ID or Application Title:



- Details of selected Application form information displayed:



- Navigate to the Rebuttal tab to view the anonymised peer review reports/ PI's rebuttal report.