



MINISTRY OF HEALTH
SINGAPORE

NMRC

National Medical Research Council

nGager Training and User Guide

(Provide Rebuttal)

Version 3.0

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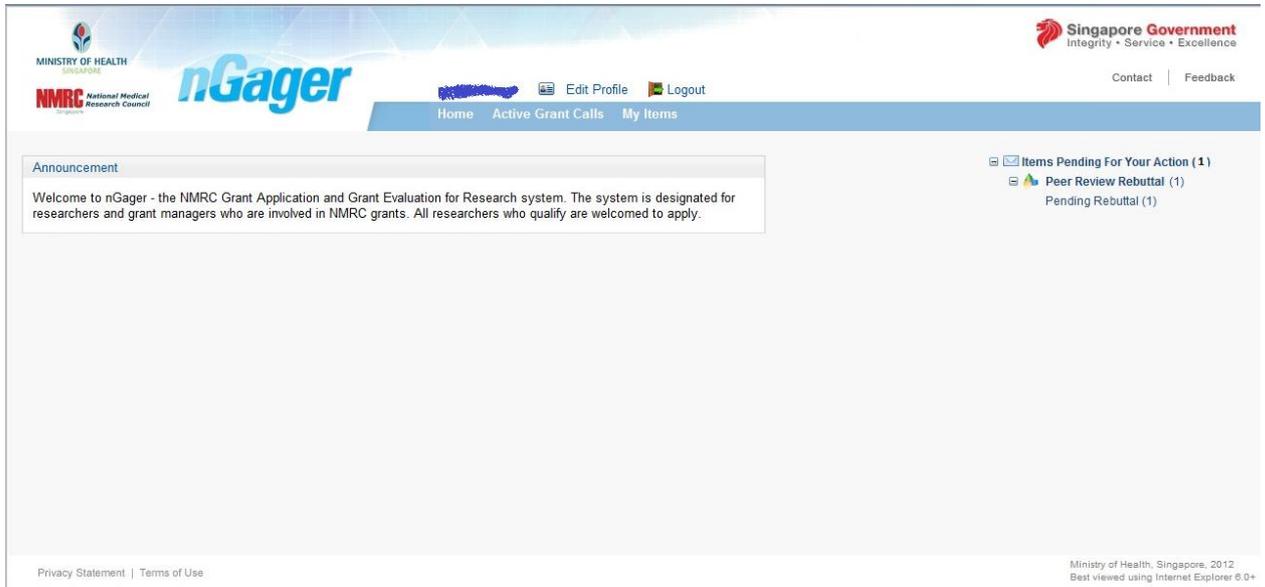
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1.1 PI - Provide Rebuttal

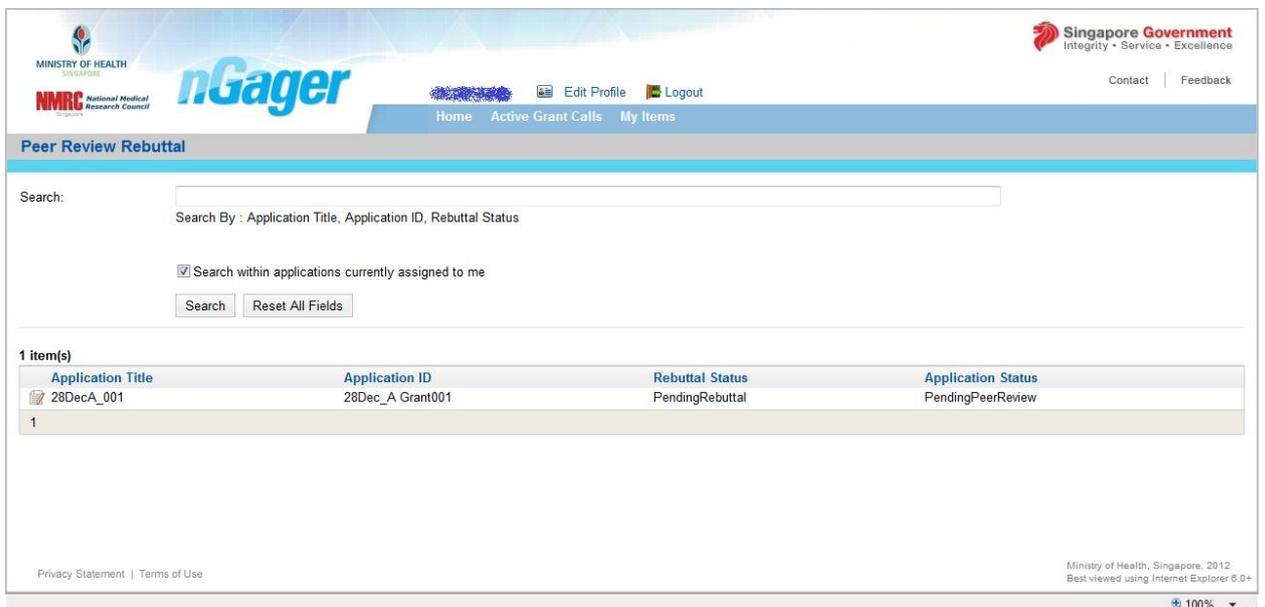
When applicable, the Grant Manager will send a Rebuttal Request to the Principal Investigator. The Principal Investigator will receive an email notification to inform him/her to provide a rebuttal to the peer review reports of his/her application(s) via nGager.

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.



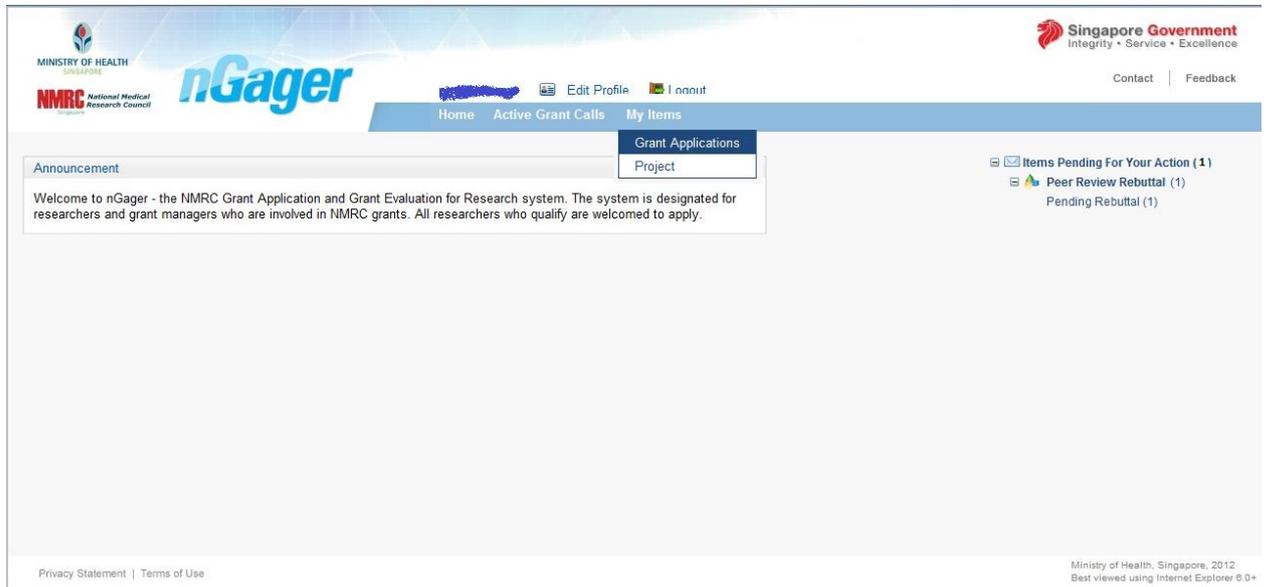
- Details of Peer Review Rebuttal information will be displayed:

Steps to submit Rebuttal Report:

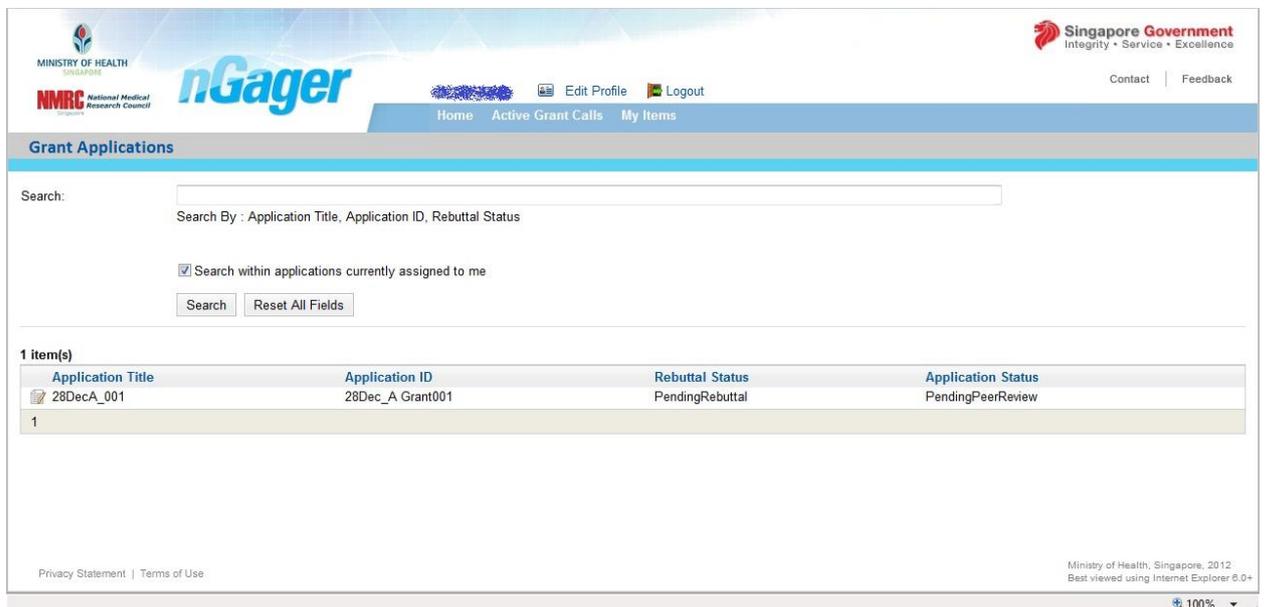
- Download and review the Anonymised Reports by clicking on the file name.
- Click on the Rebuttal Report Template link to download the template
- Using the template, create your rebuttal report.
- To upload your rebuttal report:
 - Click on the 'Browse' button next to 'Upload Rebuttal Report' and select 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,

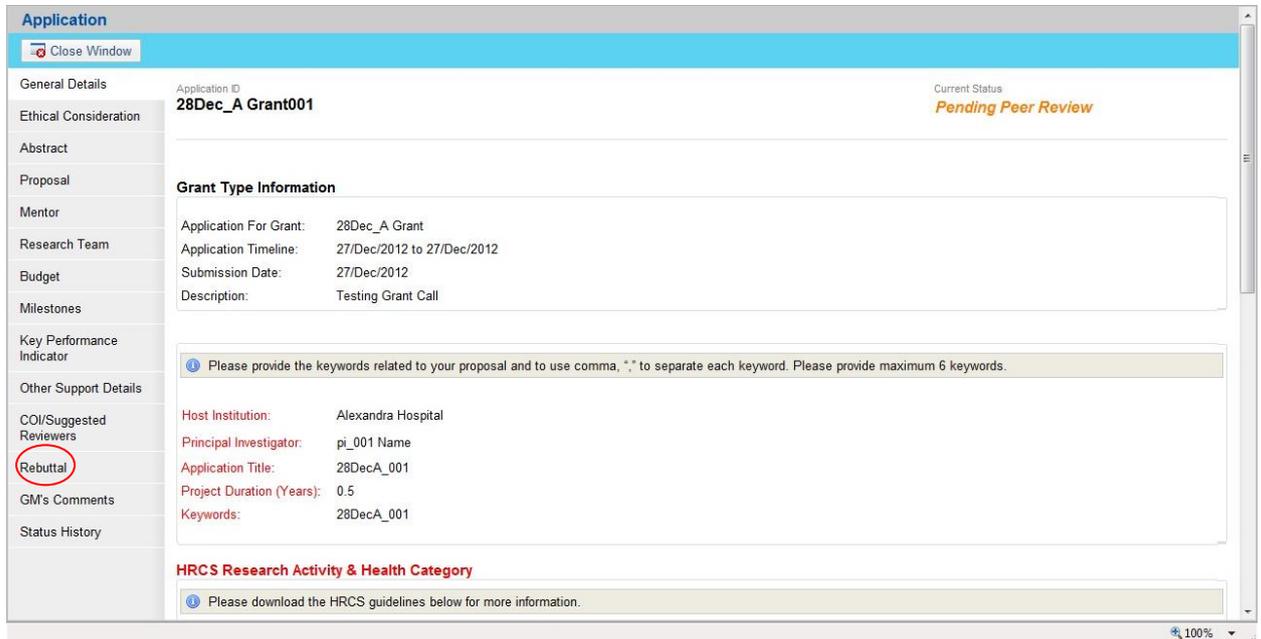
- Click on My Items > Grant Applications on top menu:



- 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:



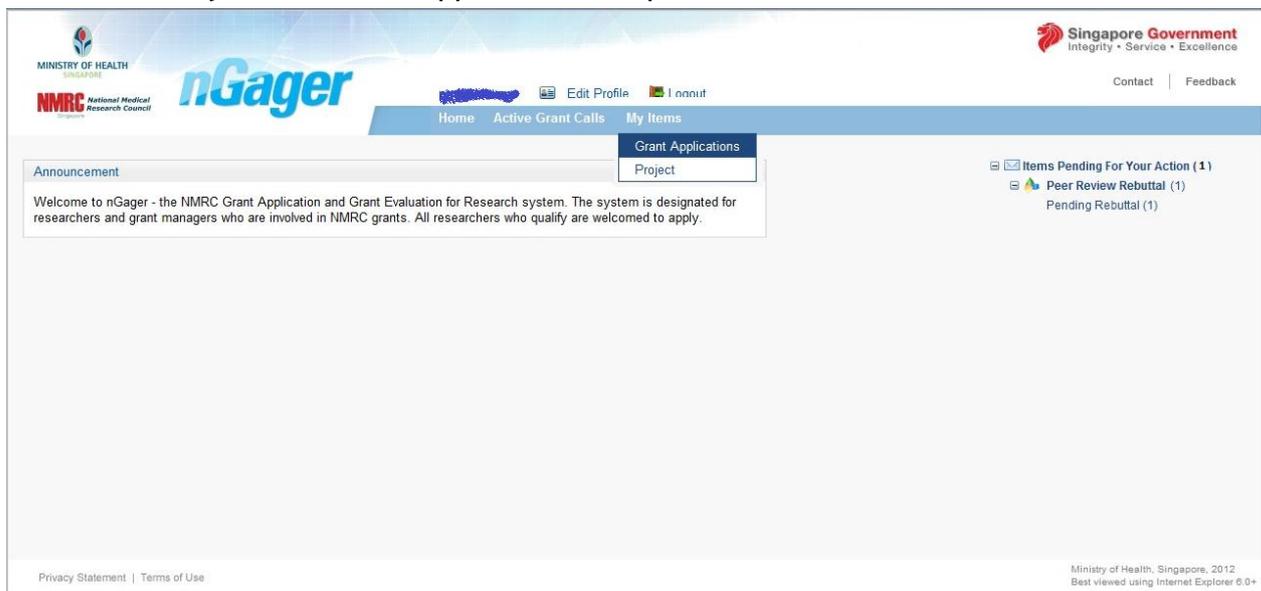
- The application form and its' sections will be displayed.
- If the PI wishes to view his/her rebuttal details **AFTER** the PI has submitted the rebuttal report, he/she will be able to view them under the 'Rebuttal' tab of the application form. (circled in red)



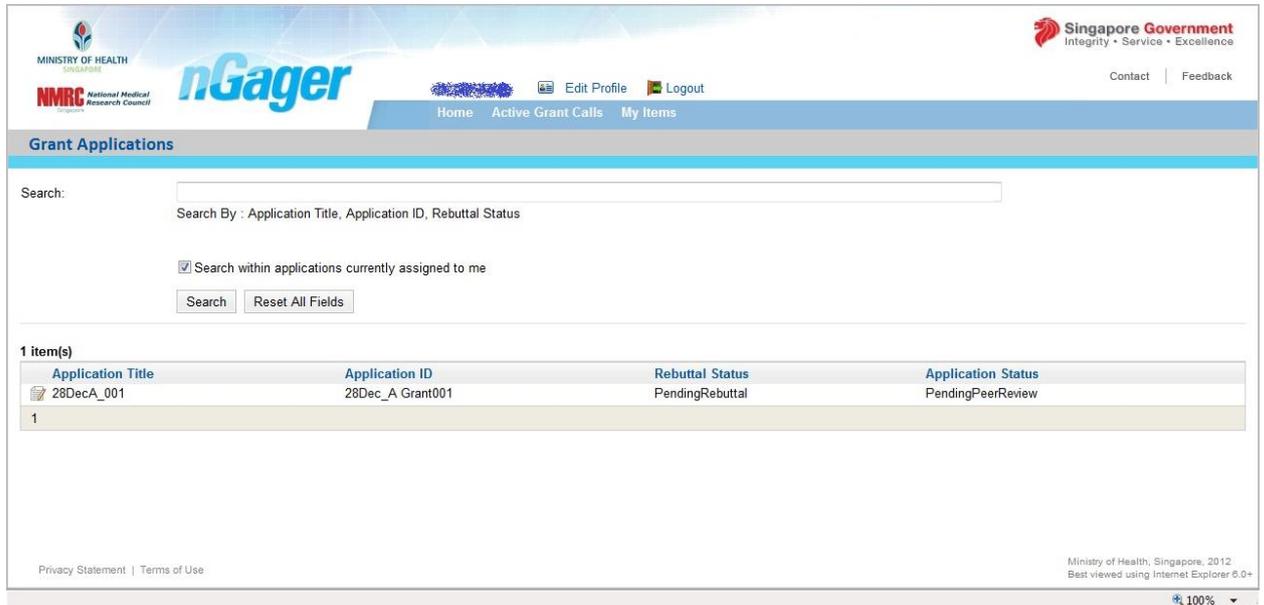
1.2 HI View Rebuttal Information (RDO)

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:



Grant Applications

Search:

Search By : Application Title, Application ID, Rebuttal Status

Search within applications currently assigned to me

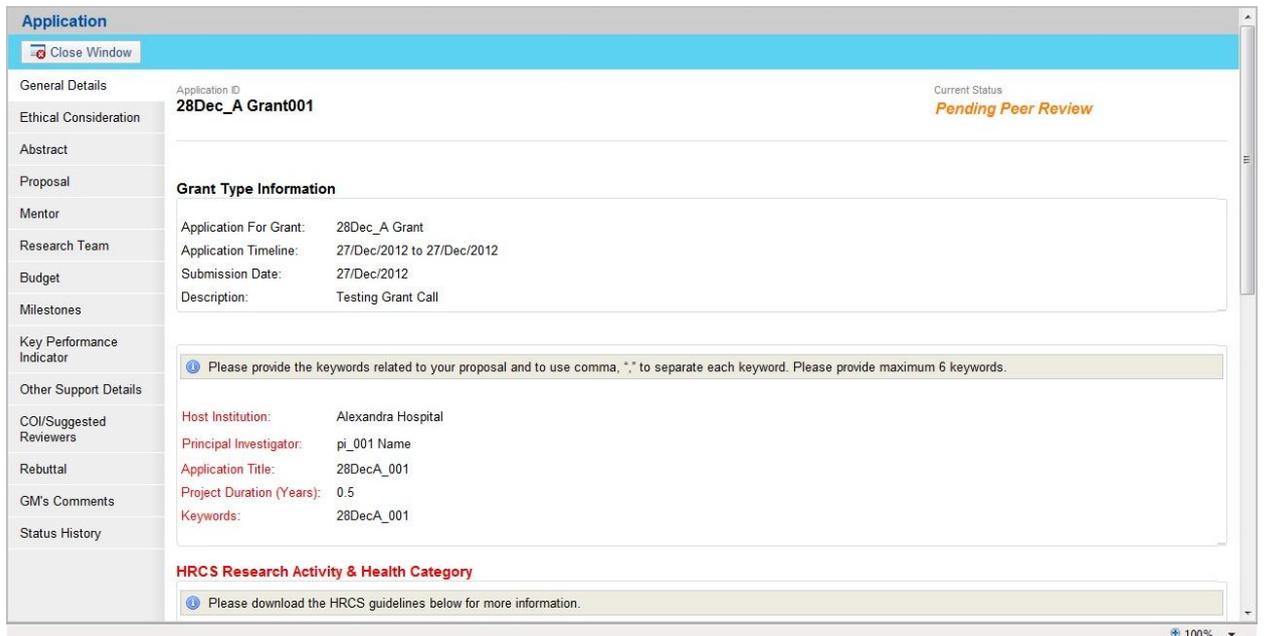
Application Title	Application ID	Rebuttal Status	Application Status
 28DecA_001	28Dec_A Grant001	PendingRebuttal	PendingPeerReview

1 item(s)

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Ministry of Health, Singapore, 2012
Best viewed using Internet Explorer 6.0+

- Details of selected Application form information displayed:



Application

General Details: Application ID: **28Dec_A Grant001** Current Status: **Pending Peer Review**

Ethical Consideration

Abstract

Proposal

Mentor

Research Team

Budget

Milestones

Key Performance Indicator

Other Support Details

COI/Suggested Reviewers

Rebuttal

GM's Comments

Status History

Grant Type Information

Application For Grant: 28Dec_A Grant

Application Timeline: 27/Dec/2012 to 27/Dec/2012

Submission Date: 27/Dec/2012

Description: Testing Grant Call

Please provide the keywords related to your proposal and to use comma, "," to separate each keyword. Please provide maximum 6 keywords.

Host Institution: Alexandra Hospital

Principal Investigator: pi_001 Name

Application Title: 28DecA_001

Project Duration (Years): 0.5

Keywords: 28DecA_001

HRCs Research Activity & Health Category

Please download the HRCs guidelines below for more information.

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

Application

Close Window

General Details	Application ID 25Jan_B Grant001	Current Status Pending Peer Review
Ethical Consideration		
Abstract		
Proposal		
Mentor	Peer Review Rebuttal 4 item(s)	
Research Team	Anonymised Report	
Budget	CleanReport_pr_3.doc	
Milestones	CleanReport_pr_4.doc	
Key Performance Indicator		
Other Support Details		
COI/Suggested Reviewers		
Rebuttal	Customized Message to PI: PI need to rebuttal this application	
GM's Comments	PI's Uploaded Rebuttal Response: RebuttalTemplate.doc	
Status History	Response Date: 06-Feb-2013	

100%