

## 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:

| MINISTRY OF HEALTH<br>MINISTRY OF HEALTH<br>MINIST | Edit Profile Dogout<br>Home Active Grant Calls My Items  | Singapore Government<br>Integrity - Service - Excellence<br>Contact Feedback            |
|--|--|---|
| Announcement<br>Welcome to nGager - the NMRC Grant Application and Gran<br>researchers and grant managers who are involved in NMRC (   | it Evaluation for Research system. The system is designated for grants. All researchers who qualify are welcomed to apply. | G W Items Pending For Your Action (1) G M Peer Review Rebuttal (1) Pending Rebuttal (1) |
| Privacy Statement   Terms of Use   |  | Ministry of Health, Singapore, 2012<br>Bast viewed using Internet Explorer 6.0-         |

• 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.

|                          | nGager  | Home Active Grant Calls                       | rfile 🔀 Logout<br>My Items | \$                 | Singapore Government<br>Integrity • Service • Excellence<br>Contact   Feedback  |
|--------------------------|---|---|----------------------------|--------------------|---|
| Search:                  | Search By : Application Title, Applica<br>Search within applications current<br>Search Reset All Fields | tion ID, Rebuttal Status<br>ly assigned to me |                            |                    |   |
| 1 item(s)                |   |   |                            |                    |   |
| Application Title        | Applica   | ation ID                                      | Rebuttal Status            | Application Status |   |
| 28DecA_001               | 28Dec_  | A Grant001                                    | PendingRebuttal            | PendingPeerReview  |   |
| 1                        |   |   |                            |                    |   |
| Privacy Statement   Term | is of Use   |   |                            |                    | Ministry of Health, Singapore, 2012<br>Best viewed using Internet Explorer 6.0+ |
|                          |   |   |                            |                    | € <u>100%</u> ▼   |
|                          |   |   |                            |                    |   |

NEC Asia Pte Ltd

• Details of Peer Review Rebuttal information will be displayed:

| http://localhost/SVN/c | ustomized modules for Ngager/Peer   | ReviewRebuttal/edit.aspx?ID=rgyL22bwrLoyO%2 - Windows Internet Explorer  |                      |
|------------------------|---|--|----------------------|
| Peer Review Ret        | outtal  |  |                      |
| Final Save 🛛 Subn      | nitRebuttal 🛛 🥫 Close Window  |  |                      |
| Rebuttal               |   | Current Status<br><b>Pending Rebuttal</b>  |                      |
|                        | Please download the an<br>you have submitted your   | onymised review reports and the rebuttal template. Please upload your completed rebuttal report and click the <submit> button to submit your report<br/>rebuttal report, you will be unable to re-upload any rebuttal document.</submit> | t. Do note that once |
|                        | Application ID: 2<br>Application Title: 2   | 8Dec_A Grant001<br>8DecA_001   | E                    |
|                        | Please download all available   | ilable report(s) here.   |                      |
|                        | Anonymised Report<br>AnonymisedReport pr 5.do   | ۹  |                      |
|                        | Please upload your rebuilded of the second secon | ittal report(s) here.  |                      |
|                        | Rebuttal Report Template:<br>Upload Rebuttal Report:  | RebuttalTemplate.doc   |                      |
|                        | Uploaded Rebuttal Report:<br>Response Date:   | RebuttalReport Pl.doc  |                      |
|                        |   |  | +                    |

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:
  - o 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.
  - <u>IMPT NOTE</u>: 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:

|  | 😹 Edit Profile 🕒 Logout  | Singapore Government<br>Integrity • Service • Excellence<br>Contact Feedback                  |
|--|--|---|
| Council  | Home Active Grant Calls My Items   |   |
| Announcement<br>Welcome to nGager - the NMRC Grant Application and O<br>researchers and grant managers who are involved in NMR | Grant Applications<br>Project<br>3rant Evaluation for Research system. The system is designated for<br>RC grants. All researchers who qualify are welcomed to apply. | 🖃 💟 Items Pending For Your Action (1)<br>E 🏊 Peer Review Rebuttal (1)<br>Pending Rebuttal (1) |
| Privacy Statement   Terms of Use   |  | Ministry of Health, Singapore, 2012<br>Best viewed using Internet Explorer 6.04               |

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

| MINISTRY OF HEALTH<br>Successful<br>Research Council<br>Grant Application | nGager  | Edit Profile<br>Home Active Grant Calls M | E Logout                           |                                      | Singapore Government<br>Integrity - Service - Excellence<br>Contact   Feedback                     |
|---|---|---|------------------------------------|--------------------------------------|--|
| Search:   | Search By : Application Title, Application<br>Search within applications currently a<br>Search Reset All Fields | 1 ID, Rebuttal Status                     |                                    |                                      |  |
| 1 item(s)<br>Application Title<br>28DecA_001<br>1                         | Applicati<br>28Dec_A (  | n ID<br>Grant001                          | Rebuttal Status<br>PendingRebuttal | Application Stat<br>PendingPeerRevie | US<br>W  |
| Privacy Statement   Term  | is of Use   |   |                                    |                                      | Ministry of Health, Singapore, 2012<br>Best viewed using Internet Explorer 6.0+<br><b>% 100%</b> • |

- The application form and its' sections will be displayed.
- If the PI wishes to view his/her rebuttal details <u>AFTER</u> 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)

| Application   |   |  |
|---|---|--|
| Close Window  |   |  |
| General Details                                     | Application ID  | Current Status   |
| Ethical Consideration                               | 28Dec_A Grant001  | Pending Peer Review  |
| Abstract  |   |  |
| Proposal  | Grant Type Informatio   | n  |
| Mentor  | Application For Grant   | 28Dec A Grant  |
| Research Team                                       | Application Timeline:   | 27/Dec/2012 to 27/Dec/2012   |
| Budget  | Submission Date:  | 27/Dec/2012  |
| Milestones  | Description:  | Testing Grant Call   |
| Key Performance<br>Indicator                        | Please provide the keep of the second sec | ywords related to your proposal and to use comma, *,* to separate each keyword. Please provide maximum 6 keywords. |
| Other Support Details<br>COI/Suggested<br>Reviewers | Host Institution:   | Alexandra Hospital   |
| Rebuttal  | Application Title:  | pi_uu1 Name<br>28DecA 001  |
| GM's Comments                                       | Project Duration (Years):<br>Keywords:  | 0.5<br>28DecA_001  |
| Status History                                      | HPCS Personal Activ   | ity & Health Category  |
|   | Please download the   | HRCS guidelines below for more information.  |

## 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.

| · · · · <b>,</b> · · · ·   |   |  |
|--|---|--|
| 8  |   | Singapore Government<br>Integrity • Service • Excellence                   |
|  | Edit Profile Edit Annut   | Contact Feedback   |
| Research Council   | Home Active Grant Calls My Items  |  |
|  | Grant Applications  |  |
| Announcement   | Project   | Items Pending For Your Action (1)     Poor Poview Poly(1)                  |
| Nelcome to nGager - the NMRC Grant Application a<br>researchers and grant managers who are involved in | and Grant Evaluation for Research system. The system is designated for<br>NMRC grants. All researchers who qualify are welcomed to apply. | Pending Rebuttal (1)   |
|  |   |  |
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|  |   |  |
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• Under My Items > Grant Application on top menu:

• A list of grant application(s) will be displayed. Click on  $\widehat{}$  to open the Application form. Search for the grant application by Application ID or Application Title:

| MINISTRY OF HEALTH<br>DOCADON<br>MINISTRY OF HEALTH<br>DIADON<br>MINISTRY OF H | nGager  | Home Active Grant Ca      | Profile 📴 Logout<br>Ils My Items   | \$                | Singapore Government<br>Integrity • Service • Excellence<br>Contact   Feedback  |
|--|---|---------------------------|------------------------------------|-------------------|---|
| Grant Application  | IS  |                           |                                    |                   |   |
| Search:  | Search By : Application Title, Applic<br>Search within applications curren<br>Search Reset All Fields | ition ID, Rebuttal Status |                                    |                   |   |
| 1 item(s)  | 10.000  |                           |                                    |                   |   |
| Application Little   | Applic<br>28Dec   | A Grant001                | Rebuttal Status<br>PendingRebuttal | PendingPeerReview |   |
| 1  |   |                           |                                    |                   |   |
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|  |   |                           |                                    |                   | 🔍 100% 🔻  |

• Details of selected Application form information displayed:

| Application           |   |   | ^ |
|-----------------------|---|---|---|
| Close Window          |   |   |   |
| General Details       | Application ID  | Current Status  |   |
| Ethical Consideration | 28Dec_A Grant001  | Pending Peer Review   |   |
| Abstract              |   |   | - |
| Proposal              | Grant Type Informatio   | n   |   |
| Mentor                | Application For Grant:  | 28Dec & Crant   |   |
| Research Team         | Application Timeline:   | 27/Dec/2012 to 27/Dec/2012  |   |
| Budget                | Submission Date:  | 27/Dec/2012   |   |
| Milestones            | Description:  | Testing Grant Call  | 1 |
| Key Performance       |   |   |   |
| Indicator             | OPlease provide the keep of | eywords related to your proposal and to use comma, *,* to separate each keyword. Please provide maximum 6 keywords. |   |
| Other Support Details |   |   |   |
| COI/Suggested         | Host Institution:   | Alexandra Hospital  |   |
| Reviewers             | Principal Investigator:   | pi_001 Name   |   |
| Rebuttal              | Application Title:  | 28DecA_001  |   |
| GM's Comments         | Project Duration (Years):   | 0.5   |   |
| Status History        | Keywords.   | 200eCA_001  |   |
|                       | HRCS Research Activ   | ity & Health Category   |   |
|                       | Please download the   | HRCS guidelines below for more information.   |   |
|                       |   | @ 100%  | + |

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

| Application                  |                                 |                                      |      |
|------------------------------|---------------------------------|--------------------------------------|------|
| Close Window                 |                                 |                                      |      |
| General Details              | Application ID                  | Current Status                       |      |
| Ethical Consideration        | 25Jan_B Grant001                | Pending Peer Review                  |      |
| Abstract                     |                                 |                                      |      |
| Proposal                     | Poor Dovious Dobuttol 4 itom/a) |                                      |      |
| Mentor                       | Anonymised Report               |                                      |      |
| Research Team                | CleanReport_pr_3.doc            |                                      |      |
| Budget                       | CleanReport_pr_4.doc            |                                      |      |
| Milestones                   |                                 |                                      |      |
| Key Performance<br>Indicator |                                 |                                      |      |
| Other Support Details        |                                 |                                      |      |
| COI/Suggested                |                                 |                                      |      |
| Rebuttal                     | Customized Message to PI:       | PI need to rebuttal this application |      |
| GM's Comments                | Pl's Unloaded Pobuttal Posponso |                                      |      |
| Status History               | Pis opioaded Rebuttal Response: | Reputartemplate.coc                  |      |
|                              | Response Date:                  | 06-Feb-2013                          |      |
|                              |                                 |                                      |      |
|                              |                                 | € 10                                 | 0% 🔻 |