



MINISTRY OF HEALTH
SINGAPORE

NMRC

National Medical Research Council
nGager Training and User Guide
(Upload Letter of Acceptance)
Version 3.0

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1.1 RD/RDO - View Letter of Award and Upload Letter of Acceptance

RD/RDO/PI will receive an email indicating the Letter of Award for an application is available on nGager. Upon notification of the Letter of Award for an application, the RD/RDO are to log onto nGager to view the Letter of Award, and prepare the Letter of Acceptance.

To view Letter of Award:

- Upon a successful login, click on the Tree View (Menu on the Right) -> **Grant Applications -> Pending Award**

The screenshot shows the nGager user interface. At the top left, there are logos for the Ministry of Health Singapore and the National Medical Research Council (NMRC). The user's name 'ah_rd Family Name' is displayed, along with links for 'Edit Profile' and 'Logout'. A navigation bar includes 'Home', 'Active Grant Calls', and 'My Items'. On the right, a tree view menu is expanded to show 'Items Pending For Your Action (13)', with 'Grant Applications (13)' selected. Under 'Grant Applications', 'Pending Award (6)' is highlighted. Below the menu, an announcement box reads: 'Welcome to nGager - the NMRC Grant Application and Grant Evaluation for Research system. The system is designated for researchers and grant managers who are involved in NMRC grants. All researchers who qualify are welcomed to apply.'

- Summary list of grant application(s) that is/are **Pending Award** will be displayed. Click on to proceed with viewing the respective Letter of Award.

The screenshot shows a search results page on nGager. A search filter is set to 'Search within applications currently assigned to me'. Below the search bar, a table displays 6 items. The table has columns for Application Title, Application ID, Host Institution, Grant Call, Grant Type, PI, Current status, and Download Applications. The fifth row is highlighted in yellow, showing an application with ID 'BNIG08Jul_002' and status 'Pending Award'. A tooltip message at the bottom of the table reads: 'The application will be launched in a new window.'

Application Title	Application ID	Host Institution	Grant Call	Grant Type	PI	Current status	Download Applications
08MayA_001	08May_A Grant001	08May_A Grant	08May_A Grant	NEC Grant Type Without Indirect Cost	pi_001 Family Name	Pending Award	
BNIG28MayA_004	BNIG_28May_A Grant004	BNIG_28May_A Grant	BNIG_28May_A Grant	Cooperative Basic Research Grant - New Investigator	ah_rd Family Name	Pending Award	
08Jul_003	08Jul003	08Jul	08Jul	NEC Grant Type Without Indirect Cost	pi_001 Family Name	Pending Award	
08MayA_002	08May_A Grant002	08May_A Grant	08May_A Grant	NEC Grant Type Without Indirect Cost	pi_001 Family Name	Pending Award	
BNIG08Jul_002	BNIG08Jul001	BNIG08Jul	BNIG08Jul	Cooperative Basic Research Grant - New Investigator	pi_001 Family Name	Pending Award	
			10Jun_A Grant	Cooperative Basic Research Grant - New Investigator	pi_001 Family Name	Pending Award	

- Click on the ‘**Acceptance Letter**’ section. Download the **Letter of Award**. The **Letter of Acceptance** template can be found in this document.

- Complete the **Letter of Acceptance**. Following which, upload the **completed Letter of Acceptance**. Save any changes by clicking on the ‘**Save**’ button.
- To upload relevant Ethics Approval documents, please refer to section [1.3](#). You are reminded to click on the ‘**Notify NMRC**’ button once all relevant Ethics Approval Documents have been uploaded.
- Once all documents have been uploaded, click on the ‘**Submit Acceptance Letter**’ button. The Letter of Acceptance and Ethics Approval documents (if any) will be submitted to NMRC.

IMPORTANT NOTE: If the ethics approval is currently not yet ready, please submit the signed Letter of Acceptance within the stipulated timeframe first.

1.2 PI - View Letter of Award

The PI can only **View** the Letter of Award and Letter of Acceptance (once the RD/RDO has uploaded the Letter of Acceptance). He/she will be unable to upload the Letter of Acceptance.

To view Letter of Award

- Mouseover 'My Items' and click on 'Grant Applications' on the top menu:

The screenshot shows the nGager web application interface. At the top, there is a navigation bar with the user's name 'pi_001 Family Name', 'Edit Profile', and 'Logout' buttons. Below this is a main menu with 'Home', 'Active Grant Calls', 'My Items', and 'My Projects'. The 'My Items' menu is open, showing 'Grant Applications', 'Peer Review Rebuttal', and 'Panel Review Rebuttal'. On the right side, there is a sidebar with 'Items Pending For Your Action (16)', including 'Grant Applications (15)' (Draft (4), Lapsed (2), Pending Award (1), Pending Clarification (3), Pending Revision (4), Withdrawn (1)), 'Peer Review Rebuttal (1)' (Received (1)), and 'Project Items Pending for your Actions'. A welcome message is visible in the main content area.

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

The screenshot shows the 'Grant Applications' page in the nGager system. It features a search bar with the text 'ENIG08Jul' and a search criteria dropdown set to 'Application Title'. Below the search bar is a checkbox for 'Search within applications currently assigned to me' and 'Search' and 'Reset All Fields' buttons. A table displays 3 items:

Application Title	Application ID	Host Institution	Grant Call	Grant Type	PI	Current Status	Download Applications
ENIG08Jul_001	#App-2013-000048	ENIG08Jul	ENIG08Jul	Cooperative Basic Research Grant - New Investigator Grant	pi_001 Family Name	Rejected	
ENIG08Jul_002	ENIG08Jul001	ENIG08Jul	ENIG08Jul	Cooperative Basic Research Grant - New Investigator Grant	pi_001 Family Name	Pending Award	
ENIG08Jul_003	ENIG08Jul002	ENIG08Jul	ENIG08Jul	Cooperative Basic Research Grant - New Investigator Grant	pi_001 Family Name	Pending Panel Review	

- Details of selected Application will be displayed. Select the ‘Acceptance Letter’ section.
- The Letter of Award can be downloaded.
- The Letter of Acceptance can only be downloaded once the RD/RDO has uploaded it.

Research Team

Budget

Milestones

Key Performance Indicator

Other Support Details

COI/Suggested Reviewers

GM's Comments

Acceptance Letter

Status History

Letter of Award: [AwardLetter_GM.doc](#)

Upload Letter of Acceptance:

Uploaded Letter of Acceptance: [AwardLetter_RD.doc](#)

Project Under-Taking Date: 06-Aug-2013

Expected Completion Date: 28-Feb-2014

Ethics Approval Document

ⓘ Please upload and save the relevant ethics approval document(s) if it is available. Please click on the 'Notify NMRC' button to inform NMRC that all relevant ethical approval documents have been uploaded.

Upload Ethics Approval Document 1 item(s)

<input type="checkbox"/>	Ethics Approval Document	Notification Date
<input type="checkbox"/>	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	EthicApprovalDocument.doc

1

Ethical Approved

ⓘ If you encounter any issues with this system, please contact moh_nmrc@moh.gov.sg

1.3 PI/RD/RDO - Upload Ethics Approval Documents

The PI and the RD/RDO of the Host Institution are able to view/upload Ethics Approval Documents (if available) for the application.

For PI - follow above section [1.2](#) to get to the 'Acceptance Letter' section of your application
For RD/RDO - follow above section [1.1](#) to get to the 'Acceptance Letter' section of the application.

In the 'Acceptance Letter' section of your application, you will find an 'Ethics Approval Document' section. You will find any previously uploaded Ethics Document (during the application stage) indicated here. Otherwise, this section will be blank.

To upload Ethics Approval Document

- Click on the 'Add' button.
- 'Browse' for your Ethics Approval document on your computer.
- Click on the 'Upload' button on the same row.
- Click on the 'Save' button to save your documents.

To remove Ethics Approval Document

- Tick the checkbox next to the document you wish to remove.
- Click on the 'Remove' button.

To download an uploaded Ethics Approval Document, just click on the document's name.

IMPORTANT STEP: Once all relevant Ethics Approval Documents have been uploaded, please click on the 'Notify NMRC' button. **Please note that you will be unable to remove any uploaded ethics approval document after clicking this button.** This will trigger an email to inform NMRC that the ethical documents for this application has been uploaded.

Please contact NMRC if you need to remove any uploaded document(s) after you have clicked on the 'Notify NMRC' button.