## **POST-AWARD REQUESTS INSTRUCTIONS & GUIDES**

### Submission Deadline for Post-Award Requests

- Extension requests are to be made before the last 6 months of the original end of term.
- All other requests are to be made before the last 3 months of the original end of term.
- Please submit Change in PI/HI requests <u>at least 3 months before the effective date of change</u>, to allow sufficient time for processing. Claims under the old PI/HI have to be submitted and processed, before a new sub-project can be created for the new PI/HI.

## Submission Mode

• All post-award requests are to be submitted through IGMS (except for certain variation request cases).

Deviation Requests under Main Project	Deviation Requests under Sub Project
- Change in Project Scope	- Change in Budget (Variation)
- Change in Project Duration (Extension)	- Change in Host Institution
- Change in Research Team (PI/Co-	- Change in Supplemental Funding for
I/Collab)	Human Capital
- Change in Mentor <i>(to raise via</i>	- Trim Project Budget
Exceptional Cases)	<ul> <li>Exceptional Cases – Not in use</li> </ul>
- Nationality Waiver Request	- Change in Project Duration (Extension) –
- Change in Academic Institution	Not in use

- IGMS user guides are available on the IGMS website, under 'Help' -> 'Training Guides'.
- To supplement the IGMS user guide, guides on Change in Principal Investigator, and Concurrent Change in Principal Investigator and Host Institution are provided in Annex A and B respectively.

#### Variation Request Submission

• Please note special arrangement for **Projects with Project ID starting with NMRC/XXXX or MOH/NIC/XXXX**.

Projects with Project ID starting with MOH-XXXX	Projects with Project ID starting	with NMR	C/XXXX or MOH/NIC/XXXX
To submit all variation requests	To submit through IGMS or other	wise depe	nding on variation type.
through IGMS,	Variation Type	Mode	Action
under HI's approval authority.	Request of New Item	IGMS	To add new item as a <b>new</b> budget line
	<b>Top up budget of Existing Item</b> – Variation between votes (regardless of whether the request is to be approved by host institution or NMRC)	IGMS	To reduce budget from affected budget line of a vote and add budget to affected budget line of another vote
	Top up budget of Existing Item – Variation within vote	Offline/ IGMS	To submit according to host institution's practice.
	<b>Changes within EOM vote</b> (without change in overall EOM budget)	Offline/ IGMS	To submit according to host institution's practice.

# **Guiding Questions for Request Justifications**

• Please provide <u>detailed justifications</u> (with reference to guiding questions below) in the IGMS justification fields and <u>attach the necessary documents/forms</u>.

Request Type	Guiding Questions	Other Additional Requirements
Variation Request	<ul> <li>Why is the new item or top-up required?</li> <li>Why was the new item or top-up not allocated for in the original budget?</li> <li>How are the savings derived?</li> <li>If item is to be forgone, please explain why item is no longer required and how it would affect the project's progress (e.g. deliverables)?</li> </ul>	-
Extension Request	-	To complete and upload extension form.
Change in Principal Investigator (PI) Request	<ul> <li>Why is the original PI unable to undertake the project?</li> <li>What is the role of the PI in the project (in terms of scientific expertise) on top of leading the research team?</li> <li>Why is the nominated PI appropriate to undertake the project (in terms of leadership and scientific expertise)?</li> </ul>	To upload CV of nominated PI.
Change in Host/Academic Institution (HI/AI) Request	<ul> <li>Why is a change in institution required?</li> <li>How does this affect the project's progress (e.g. deliverables)?</li> </ul>	
Nationality Waiver Request	<ul> <li>What are the requirements for the position?</li> <li>Why is the candidate suitable for the position (in particular for the requirements set and work scope of the position)?</li> <li>Why are other Singaporean/PR candidates not suitable for the position? (not applicable for nationality waiver request for existing hires from other grant)</li> </ul>	To complete and upload nationality waiver request form (not applicable for nationality waiver request for existing hires from other grant). To upload CV of candidate(s).
Change in Research Team (Team PI/Co-I/ Collab) Request	<ul> <li>Why is the change required and how does it affect the project's progress (e.g. deliverables)?</li> <li><i>[For change of FTE amongst existing members]</i> – For increase in FTE of existing members, why is additional commitment (and relevant expertise if applicable) required?</li> <li><i>[For addition of team member]</i> – Why is the new member required, what is the role of the new member and why is he suited to undertake the role in the project?</li> </ul>	<b>[For addition of</b> <b>team member]</b> – To upload CV of new member.

Change in Mentor Request (Raise through Exceptional Cases)	<ul> <li>Why is the change in mentor required? (Provide information on why the original mentor is unable to continue)</li> <li>Why is the new mentor suitable (in terms of time commitment and track record/expertise related to the project undertake by his mentee)?</li> </ul>	To upload CV of nominated mentor.
Change in Project Scope	<ul> <li>A summary of change is to be provided.</li> <li>Why is the change required?</li> <li>Is there any impact on the overall project's progress (e.g. deliverables, completion)?</li> </ul>	To upload original document with tracked changes.
Change in Supplemental Funding for Human Capital Request	<ul> <li>Why is the change required? E.g. Change in clinical grade and/or research FTE.</li> <li>What is the date of effect and duration of the change?</li> <li>For change in research FTE, reasons must be provided.</li> </ul>	To upload supporting document(s) (e.g. HR's letter for change in clinical grade, HOD's letter of support for change in research FTE).

# Annex A – Change in Principal Investigator

1. Go to 'Projects' -> 'View Main Projects'.



- 2. Select the main project, and click on the 'Actions' button to select 'Submit deviation request'.
- 3. In the list of deviation types, select 'Change in research team'.
  - a. Tick all the options in this deviation type
    - i. Change in the time commitment for team members within a project
    - ii. Resignation / change in lead PI
    - iii. Resignation / change in team member (team PI, co-I, collaborator)
  - b. Click 'Next'.

Apply deviation		
Please, choose one of dev	iation type below.	
Change in academic in	ostitution	
Change in project dura	ation / time	
Change in project sco	pe	
Change in research te	am	
	Change in the time commitment for team	Resignation / change in lead Pl
	members within a project	Resignation / change in team member (team PI,

4. Under 'Overview of change in research team' sub-section, <u>click on the 'LeadPl' name under</u> <u>the 'From' column</u>.

o	verview of change in research t	eam	<u>A</u>
	To add a team member, click on the team members cannot be removed	add button. To edit the team member's FTE %	or to indicate his/her resignation from the project, click on the hyperlink under the 'Name' column. Do note that previous
	From		
	Name	Role in project	
	MOH PST PI 2	LeadPI	
	MOH PST PI 1	Co-investigator	
2			
			Remove 🗢 🛛 Add 👁

- 5. A pop-up will appear.
  - a. Key in the 'effective date'.
  - b. Under the 'From' section, do not change any details of the existing PI.
  - c. Under the 'To' section,
    - i. If new PI is an <u>existing</u> research team member, select the new PI from the 'Existing team member' drop-down list.
    - ii. If new PI is <u>not an existing</u> research team member, search for the new PI using the search bar and change the 'Search by' category accordingly. (search by email address is recommended)
    - iii. All the applicable fields will be auto-populated based on the new PI's IGMS profile. (Note: ORCID needs to be updated in the new PI's IGMS profile before drafting the request.)
    - iv. Select 'LeadPl' under the 'Role' drop-down list.
    - v. Key in the '% time within total work commitment'.
    - vi. Key in the '% time within this project'.
    - vii. Choose the <u>project's current Host Institution</u> in the 'Institution' drop-down list.

Existing team member	MOH PST PI 1	٣	j.				
Search by	NRIC	×	ļ.	0 v		Q	0
Salutation	Mr.			* Name	MOH PST PI 1		
Action	None			Identification type	Passport		
* Role	LeadPI	۲	0	Identification number	•••••		
* % time within total work commitment	100			* ORCID	1920192		
* % time within this project Remarks	70			* Institution	Alexandra Hospital (JurongHealth)	•	0
* Attach CV	Click there to download temp To upload the completed CV, cli File types allowed: txt, doc, pdf, NOTE: The attached file(s) if an PI CV.docx	late. Please com ick on the 'Add' b zip, xls. The ma ny will be displaye	plete I utton ximum	the team member's CV a and select the document, a size for each file is 4 MB er anti-virus scan is comp	ccordingly. Following that, click on the 'Upload' button. 3. leted. Please wait and visit this page later.		

viii. Attach the new PI's CV. Click 'Save'.

6. The summary of changes will be shown in the 'Overview of change in research team' and 'Change in research team' sub-sections.

o add eam n	I a team member, click on th nembers cannot be removed	e add button. To edit the tea d.	m member's FTE %	or to indicate his/ł	her resignation from the p	roject, click on the h	yperlink under the 'N	lame' column. Do no	te that prev
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rom				Го					
ame	,	Role in proje	ect	Name		Role in projec	t Ef	ffective date	
он	PST PI 2	LeadPl		MOH PST PI 1		LeadPI	04	I-Oct-2019	
ЭН	PST PI 1	Co-investigat	or				04	4-Oct-2019	
ge	in research team							Remove 🕒	Add 오
nge 3 of	in research team f 3 matching results found							Remove O	Add G
nge 3 of /N	In research team f 3 matching results found Name	Role in project	Institution		% time within total work commitment	% time within this project	Appointed date	Remove        Remove       M       Removed / resigned date	Add C
nge · 3 of	In research team f 3 matching results found Name MOH PST PI 1	Role in project LeadPl	Alexandra Hoss (JurongHealth)	ital	% time within total work commitment 100.00	% time within this project 80.00	Appointed date 04-Oct-2019	Remove •	Add C
nge - 3 of /N	In research team f 3 matching results found Name MOH PST PI 1 MOH PST PI 2	Role in project LeadPl LeadPl	Institution           Alexandra Hoss           (JurongHealth)           Alexandra Hoss           (JurongHealth)	rtal ttal	% time within total work commitment 100.00 100.00	% time within this project       80.00       70.00	Appointed date 04-Oct-2019 24-Sep-2019	Remove K Removed / resigned date 04-Oct-2019	Add Contract Add Add Add Add Add Add Add Add Add Ad

#### If current PI is to be retained as a 'Co-I' in the team

7. Under the **'Overview of change in research team'** sub-section, click on **'Add'**.

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lame		Role in proje	ect	lame		Role in project	t Ef	ffective date	
NOH F	PST PI 2	LeadPl	1	10H PST PI 1		LeadPl	04	4-Oct-2019	
10H F	PST PI 1	Co-investigat	or				04	4-Oct-2019	
nge i - 3 of	in research team 3 matching results found						[	K < 1	> H
nge i - 3 of 5/N	in research team 3 matching results found Name	Role in project	Institution	% tin work	e within total commitment	% time within this project	Appointed date	Removed / resigned date	> H Action
nge i - 3 of //N	in research team 3 matching results found Name MOH PST PI 1	Role in project	Alexandra Hosp (JurongHealth)	% tin work tal 100.0	ne within total commitment 0	% time within this project 70.00	Appointed date 04-Oct-2019	K < 1 Removed / resigned date	Action     Modify
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- 8. Search for the current PI using the **search bar** and **change the 'Search by' category accordingly**. (search by email address is recommended)
  - a. Select 'Co-I' under the 'Role' drop down list.
  - b. Key in the '% time within total work commitment'.
  - c. Key in the '% time within this project'.
  - d. Choose the Co-I's Institution in the 'Institution' drop-down list.
  - e. Attach the CV. Click 'Save'.

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Search by	Name	•		moh pst pi 2		٩	e
Salutation	Mr.			* Name	MOH PST PI 2		þ.
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Remarks	Click & here to download templ To upload the completed CV, cli File types allowed: bt, doc, pdf, NOTE: The attached file(s) if an	ate. Please com ck on the 'Add' b zip, xis. The max y will be displaye	plete I utton kimun	the team member's CV a and select the document. n size for each file is 4 ME er anti-virus scan is comp	ccordingly. Following that, click on the 'Upload' button. ). leted. Please wait and visit this page later.		

## If current PI is to be retained as a 'Collaborator' in the team

9. Under the 'Change in collaborator' sub-section, click on 'Add'.

Change i	n collaborator							^
Collabo	rator is an individual involved in the nel. Researchers from overseas ins	e scientific development and execution of project. A stitutions or private companies can only participate a	collaborator would typically is collaborators.	y devote a specific	percent of effort to th	e project and would t	be identified as	key
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10. Input the necessary details of the collaborator and click 'Save'.

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emoved / resigned date					
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* Effective / appointed date	04/10/2019		Action	Add	
			time within	80	- E
* Name	MOH PST PI 2	*9	total work commitment		
* Name	MOH PST PI 2 Alexandra Hospital (JurongHealth)	* 9	total work commitment e within this project	10	

#### If there is other addition/removal of team members

- 11. For addition of team members, please refer to steps 7 10 above.
- 12. For removal of team members,
  - a. Under 'Overview of change in research team'/'Change in collaborator', click on the checkbox to select the member, and click 'Remove'.

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To add a team member, click on team members cannot be removed	the add button. To edit the team member ved.	's FTE % or to indicate his/her resignation	on from the project, click on the hyperlink (	under the 'Name' column. Do no	te that previous
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From		То			
Name	Role in project	Name	Role in project	Effective date	
MOH PST PI 2	LeadPl	MOH PST PI 1	LeadPl	04-Oct-2019	
		MOH PST PI 2	Co-investigator	04-Oct-2019	
MOH PST PI 1	Co-investigator			04-Oct-2019	
				Remove 😑	Add 😁

b. Key in the 'Resigned date' in the pop-up.

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To add a team m leam members t	Message				X	te mat	previous
1 - 2 of 2 matchin	Guiding message.						1 34
	Resigned date	02/10/	2019			,	
From							
Name				Cancel 🗙	Confirm 🖌		
MOH PST PI 2		LeadPl					
MOH PST PI 1		Co-investigator					8

#### If there is change in % time within total work commitment/project

13. Under 'Overview of change in research team'/'Change in collaborator', click on 'Co-I'/'Collab' name.

To add a team member, click on the team members cannot be removed	ne add button. To edit the team member's FT d.	E % or to indicate his/her resignation from the project, click on the hyperlink under the 'Name' column. Do note that previou
From		
Name	Role in project	
MOH PST PI 2	LeadPl	
MOH PST PI 1	Co-investigator	

14. A pop-up will appear. Edit the % time and click 'Save'.

is securit menuolis ule	added and modified lead PI / team	PI.			
stem will create a new p	project as continuation of the added	I and modified lead PI's /	' team Pl's project.		
Effective date					
m					
* Name	MOH PST PI 1		Role	Co-investigator	•
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Remarks d/ Edit Collaborato is section mentions the Removed / resigned date is section is to add/ edit asse input collaborator's r change in time commi vised) FTE % of the tea * Effective / appointed date * Name * Institution	removed or resigned collaborator. collaborator details. name, percentage within total worl ment of team members within a pro m members should add up to 100% 04/10/2019 MOH PST PI 2 Alexandra Hospital (Jurong	<pre>commitment, percentag ject, please click on the h 6.  gHealth) </pre>	e within this project, an hyperlink under the nam Action * % time within total work commitment % time within this	Id institution. he to edit the FTE % of the team member Add 80	rs. The
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# Annex B – Concurrent Change in Principal Investigator and Host Institution

#### Please submit through <u>'Change in research team'</u> request.

1. Go to 'Projects' -> 'View Main Projects'.

	IGMS Integrated Grant Management System	<u> </u>		*	Singapore Government Integrity • Service • Excellence Feedback   Contact Us   Sitemap Search Q
/	Dashboard Grants <del>-</del> Proposals -	Projects - Advanced Search -	N/X/	X	🏝 MOH PST PI 2 (PI) →
	Home > Projects > View Sub Projects	View Main Projects			XENDEZ M.
	Projects	View Sub Projects			
	My projects				

- 2. Select the main project, and click on the 'Actions' button to select 'Submit deviation request'.
- 3. In the list of deviation types, select 'Change in research team'.
  - a. Tick all the options in this deviation type
    - i. Change in the time commitment for team members within a project
    - ii. Resignation / change in lead PI
    - iii. Resignation / change in team member (team PI, co-I, collaborator)
  - b. Click 'Next'.

Apply deviation			
Please, choose one of devia	tion type below.		
Change in academic ins	titution		
Change in project durat	ion / time		
Change in project scope	3		
Change in research tear	n		
	Change in the time commitment for team	Resignation / change in lead Pl	
	members within a project	Resignation / change in team member (team PI.	

 Under 'Overview of change in research team' sub-section, <u>click on the 'LeadPl' name under</u> <u>the 'From' column</u>. (MOH PST PI 2 in the screenshot below)

team me	a team member, click on the a embers cannot be removed.	dd button. To edit the team member's FTE	% or to indicate his/her resignation from the project, click on the hyperlink under the 'Name' column. Do note that pr
From	n		
Nam	ie	Role in project	
MOH	H PST PI 2	LeadPl	

Remove 🗢 🛛 Add

- 5. A pop-up will appear.
  - a. Key in the 'effective date'.
  - b. Under the 'From' section, do not change any details of the existing PI.
  - c. Under the 'To' section,
    - i. If new PI is an <u>existing</u> research team member, select the new PI from the 'Existing team member' drop-down list.
    - ii. If new PI is <u>not an existing</u> research team member, search for the new PI using the search bar and change the 'Search by' category accordingly. (search by email address is recommended)
    - iii. All the applicable fields will be auto-populated based on the new PI's IGMS profile. (Note: ORCID needs to be updated in the new PI's IGMS profile before drafting the request.)
    - iv. Select 'LeadPl' under the 'Role' drop-down list.
    - v. Key in the '% time within total work commitment'.
    - vi. Key in the '% time within this project'.
    - vii. Choose the <u>project's NEW Host Institution</u> in the 'Institution' drop-down list.

* % time within total work	100.00	Q	Institution	Alexandra Hospital (JurongHealth)	G
commitment • % time within this project	70.00	0	Action	Remove	
Remarks					
Existing team member	MOH PST PI 1	•			
Search by	NRIC	•		c	a 🖯
Salutation			* Name	MOH PST PI 1	
Action	Modify		Identification type	Passport	
* Role	LeadPI	• O	Identification number	•••••	
* % time within total work commitment	100.00	0	* ORCID	1920192	0
% time within this project	80.00	0	* Institution	Institute of Health	• 0

viii. Attach the new PI's CV. Click 'Save'.

- 6. The summary of changes will be shown in the 'Overview of change in research team' and 'Change in research team' sub-sections.
- 7. Please refer to Annex A's step 7 14 if further change to research team is required.