OREs Engagement Session

10 October 2019

Agenda

- Grant Programmes for Nov 2019 Grant Call
- Grant Application Checks
- Other Pre-Award Matters
- Post-Award Matters
- Resources Available

Grant Programmes in Nov 2019 Grant Call

- Clinical Trial Grant (CTG)
- Clinician Scientist Individual Research Grant (CS-IRG)/ Subcategory CS-IRG-New Investigator Grant (CS-IRG-NIG)
- Open Fund Individual Research Grant (OF-IRG)/ Subcategory Open Fund Young Individual Research Grant (OF-YIRG)
- Singapore Translational Research Investigator Award (STaR)
- Clinician Scientist Award (CSA)
- Transition Award (TA)
- Clinician Innovator Development Award (CIDA)
- NMRC Research Training Fellowship
- Clinician Scientist/ Clinician Investigator Salary Support Programme (CS/CISSP)

Update to Clinician Scientist/Clinician Investigator Salary Support Programme

NHIC PIs may apply for **up to 0.3 FTE** salary support under the coming CS/CISSP Nov 2019 grant call, if the following are met:

i.   The NHIC project's start date is **1 September 2019** or later, and

ii.   The NHIC PI meet the rest of the CS/CISSP eligibility criteria.

Feedback from the CS/CISSP Panel to applicants:

1. Ensure that there is sufficient info / justification for the panel's assessment.
   - *E.g., Provide reason(s) for the requirement of multiple Co-Is from the same clinical department with identical roles for the same project.*

2. Ensure that the FTE support request is reasonable and tallies with the project milestones and KPIs.
   - Duration of FTE support request should correspond with the project milestones and KPI timeline for that role;
   - Amount of FTE support requested should tally with the described activity.
     - *E.g., Activity of "1 hour for recruitment of 1 patient a week" with insufficient details or justifications for the request of 0.1 FTE support would not be awarded.*

3. Ensure that "Recruitment" and "Follow up with patients" should be separated line items under clinical-related activities.
   - *Refer to example provided in the application template*

Feedback from the CS/CISSP Panel to applicants:

Example on how "Recruitment" and "Follow up with patients" could be separated, as provided in the application template

FTE required	Period of Request[2]		Milestone/KPI[3]	Justifications
	Start Date (MM/YYYY)	End Date (MM/YYYY)		
Clinical-Related Activity *(Please insert rows under activity if required)*				
e.g., 0.15 FTE	e.g., 03/2014	e.g., 09/2014	**Project KPI:** e.g., Recruitment of XX patients by the end of the project **Own KPI:** e.g., 6 hours for recruitment of YY patients every week in in-patient wards and clinic	e.g., - XX patients are screened in a year with XX% to enter the study - XX patients screened and recruited per fortnight - Recruited patients need treatments for XX months. To justify that the treatments are not routine clinically
e.g., 0.15 FTE	e.g., 03/2014	e.g. 02/2017	**Project KPI:** e.g., Follow-up of XX patients after treatment until the end of the project. **Own KPI:** e.g., Follow-up of YY patients after treatment until MM/YY.	e.g., – Counselling of patients and families on treatment protocol, medication compliance on day XX after treatment – To track toxicity of drug to ensure safety of intervention and to allow early intervention – To justify that follow ups are not the routine clinically.

Opening Date and Submission Deadline

Grant Call Opening Date: **1 November 2019 (Friday)**

Submission Deadline: **29 November 2019 (Friday), 5pm***

**With HI DOR endorsement and AI Dean endorsement (for Human Capital Awards)*

Importance of OREs

- Act as a bridge between NMRC and PIs on research matters
- Understand IGMS roles and workflow to coordinate smooth submission/revision of applications/requests in IGMS
- Provide guidance to PIs on their submissions, e.g. grant applications, variation requests, progress reports, instead of just being "mailmen"
- Ensure that submissions from PIs are complete before institutional endorsement

Grant Application Checks

Grant Application Checks

It is Host Institution's responsibility to ensure that endorsed application is complete, and NMRC reserves the right to reject incomplete application.

NMRC **will reject application upon submission** if:
- Required document is not submitted
- Wrong template is used for required document
- Proposal or CV document exceeds page limit

Grant Application Checks

Grant Programme	Required Document for Upload

CS-IRG, OF-IRG, HSRG, CS-IRG-NIG, OF-YIRG, HSR-NIG, CTGICT, CTGIIT	1. Research Proposal
	   • Annex B and Annex C for Resubmission
	   • Annex D for Renewal
	2. CV of PI
	3. CV of Co-Investigator(s)
	4. CV of Collaborator(s)
	5. Ethics Approvals (if any)
	6. Team Member Signatories & Other Support details (including Annex A on Scientific Abstracts of Listed Grants)
	
	Additional for CS-IRG-NIG, OF-YIRG & HSR-NIG:
	1. CV of Mentor
	
	Additional for CTGICT:
	1. Industry Research Collaboration Agreement
	
	Additional for CTGIIT:
	1. Letter of Support of HOD
	2. Letter of Support of HI
	3. Industry Research Collaboration Agreement/ Letter of Support (if any)

STaR, CSA-SI, CSA-INV, TA, CIDA	1. Research Proposal
	   • Annex B and Annex C for Resubmission
	   • Annex D for Renewal
	2. CV of PI
	3. CV of Co-Investigator(s)
	4. CV of Collaborator(s)
	5. Ethics Approvals (if any)
	6. Team Member Signatories & Other Support details (including Annex A on Scientific Abstracts of Listed Grants)
	
	Additional for TA, CSA-INV and CIDA:
	1. CV of Mentor
	2. Letter of Support of Mentor

Grant Programme	Required Document for Upload
CS/CISSP	1. Research Proposal 2. CV of Applicant
NMRC Research Training Fellowship	1. Research Proposal 2. CV of Applicant 3. Summary of Mentor(s) and Supervisor(s) 4. CV of Mentor and Supervisor 5. Letter of Support of Mentor and Supervisor 6. Ethics Approvals (if any) 7. Signatories & Other Support details (including Scientific Abstracts of Listed Grants) 8. Course information and fee structure of formal research programmes 9. Letter of acceptance from university/place of attachment 10. Budget clearance from HR/Finance 11. Letter of appointment/employment contract and information on your remuneration package 12. Letter of Support of HOD 13. [For Residents] Letters of support from PD, RAC and JCST

Grant Application Checks

OREs to check on applicants' eligibility and ensure compliance with instructions in the <u>latest Read-Me document and templates</u>.

Common Mistakes

- Abstracts exceeded word limit
- "Biomedical and Life Sciences" not selected as Main Research Area
- HRCS coding not selected
- Proposal and CV documents exceeded page limit
- Wrong templates used for required documents
- Documents uploaded in the wrong sections
- Unrequired documents/information provided (e.g. NRIC in CV, budget quotations, letter of support, manuscript)
- Inconsistent information provided
  - E.g. Members' roles indicated differently in IGMS, proposal, signatory section and file name
  - E.g. Project title and budget indicated differently in IGMS and in signatory section
- Wrong calculation for SHC – amount should only reflect support from NMRC, within the stipulated salary cap

Grant Application Checks

Feedback 1 – IGMS application form is not customized to NMRC requirements.

We are unable to customize the IGMS application form as the form is standardised across the funding agencies. Hence PIs are advised to <u>refer to the Read-Me document</u> when they are completing the IGMS application form.

Feedback 2 – Applications are sent back for "trivial" matters, e.g. when 'Research Objectives' field has content other than 'NA'.

As content of the unnecessary fields will not be assessed, PIs are to remove info in such fields. Moving forward, we will <u>not return applications for such cases.</u> <u>However, please note that such additional information provided by PIs will not be reviewed.</u>

Grant Application Checks

Feedback 3 – A lot of time and effort is spent on checking CVs. How to deal with missing information?

Checking of CVs will be much easier if applicants download and use the latest template. For fields which have no input, please advise applicants to put "NA" instead of removing the fields.

Feedback 4 – Applicants have to choose "New Submission" in IGMS even though the application is a resubmission.

The 'Resubmission' option is currently not available, but this will be fixed moving forward. Please indicate the resubmissions and their previous application numbers during submission of application summaries via email to NMRC.

Grant Application Checks

- Changes to ReadMe Document
  - *New:* Please note that any additional information (including attachments) submitted will be excluded from review.
  - *Modify:* For adding of Co-Investigators, please ensure that Co-Investigators' ORCIDs are updated prior to adding them into the research team on IGMS, and the correct Co-Investigators' institutions are chosen. (Choice of institution should be based on the capacity Co-I/Collab is participating in)

- Changes to CV Template's instruction
  - *New:* Please indicate "NA" for fields with no input.

- Changes to the Other Attachments Template (Signatories Section)
  - *Modify:* "Amount of Grant applied (excluding IRC)" is changed to "Amount of Grant applied (including IRC)".

Other Pre-Award Matters

PI Rebuttal

- For programmes requiring rebuttal (e.g. CS-IRG, OF-IRG, CSA, STaR), the rebuttal request will be sent directly to PI (cc OREs), and submission will not be routed to ORE/DOR for verification/endorsement.

- Please note that the main rebuttal text (excluding application information table and signature table) is to be within 3 pages, using Arial font size 11.

- Reference list can be included after the signature table.

- **No appendix/annex/supporting attachment** (e.g. CV of team member) is allowed.

PI Rebuttal

Feedback 5 – Multiple email notifications received by OREs when PI submits rebuttal, as OREs are cc-ed in each email sent to individual PMs.

The email notification configuration will be changed.

Feedback 6 – OREs are unable to access rebuttal reports.
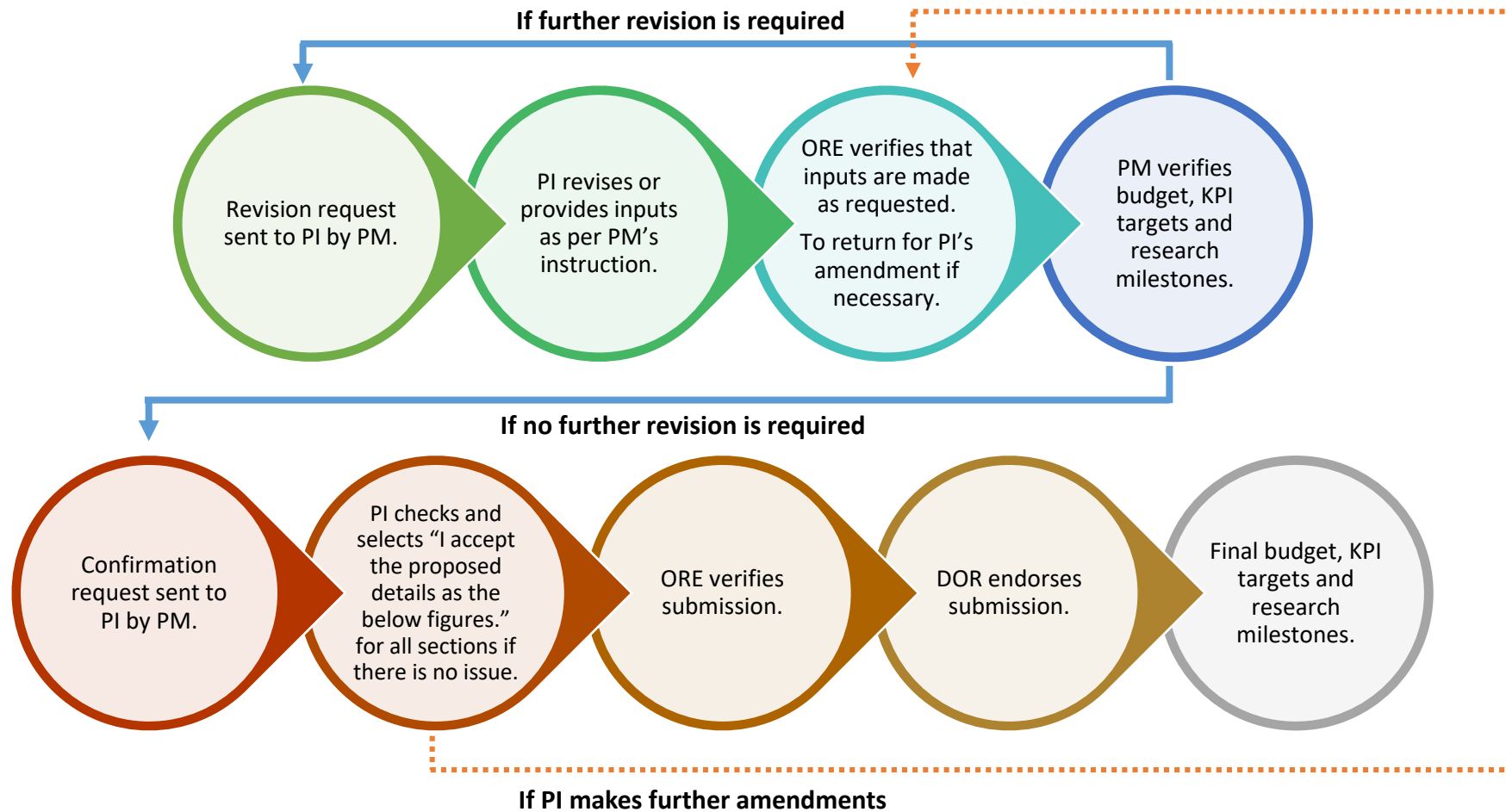
PM will include rebuttal reports in proposal packages after evaluation of proposals.

Budget Scrubbing

- PIs are to:
  - revise the budget as per PM's request
  - input KPI targets as per research proposal
  - include additional research milestones on planned Human Subject Recruitment if project involves human subject recruitment (Milestone: "Year XX Human Subject Recruitment Projection: <No. of Subjects>").
- Item budget phasing by project year is not necessary at Budget Scrubbing stage.
- Any changes to the budget/KPI/milestones which are not requested by PM will have to be submitted for approval.
- A summary of PM's instruction will be placed in the "PM remarks" under the KPI and Research Milestone sections.

Budget Scrubbing

Workflow

If further revision is required

Revision request sent to PI by PM.

PI revises or provides inputs as per PM's instruction.

ORE verifies that inputs are made as requested.

To return for PI's amendment if necessary.

PM verifies budget, KPI targets and research milestones.

If no further revision is required

Confirmation request sent to PI by PM.

PI checks and selects "I accept the proposed details as the below figures." for all sections if there is no issue.

ORE verifies submission.

DOR endorses submission.

Final budget, KPI targets and research milestones.

If PI makes further amendments

Acceptance of Award

- PIs are to:
  - download Letter of Award, complete and upload Letter of Acceptance
  - indicate/select the project start date
  - complete budget and milestone phasing
  - upload ethics document (if required and available)
- If ethics approval is not required at the start of the project, PI should submit a declaration that work requiring ethics approval will not start prior to obtaining necessary approvals.
- If project title in ethics approval document differs from awarded project title, PI should declare that the approved protocol covers the work of the awarded project.

Rejection of Application

- PIs/OREs can access the final package (including review reports and rebuttal, if any) in IGMS.

- Please go to **"Download Proposal" section** to download the proposal package. (Please do not click on the "Actions" button to download proposal).

Pre-Award Matters

Feedback 7 – Contents of notification emails are not accurate.

Pre-Award email templates are currently being reviewed, and will be updated.

Feedback 8 – Downloaded application package contains additional documents that weren't uploaded on IGMS. E.g. PI had removed a Co-I and her CV on IGMS but her CV document was being downloaded in the application package.

This issue has been fixed.

15-Minutes Break

Upcoming – Post Award Matters

Post-Award Matters

Post-Award Request Submission

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

- 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**.

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

Variation Request Submission

Projects with Project ID starting with MOH-XXXX	Projects with Project ID starting with NMRC/XXXX or MOH/NIC/XXXX
• To submit all variation requests through IGMS, including requests under HI's approval authority. • Rationale – Individual budget line items are shown in IGMS budget. All variation requests are to be effected in IGMS so that individual budget line items remain accurate.	• To submit through IGMS or otherwise depending on variation type. • Rationale – Originally-approved budget items are not shown individually in IGMS.

Variation Request Submission

For Projects with Project ID starting with NMRC/XXXX or MOH/NIC/XXXX

Variation Type	Mode of Submission	Action
Request of New Item	IGMS	To add new item as a **new budget line**
Top up budget of Existing Item – 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.
Changes within EOM vote *(without change in overall EOM budget)*	Offline/IGMS	To submit according to host institution's practice.

Guiding Questions for Request Justifications

Request Type	Guiding Questions	Other Additional Requirements
Variation Request	• Why is the new item or top-up required? • Why was the new item or top-up not allocated for in the original budget? • How are the savings derived? • 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)?	-
Extension Request	-	To complete and upload extension form.
Change in Principal Investigator (PI) Request	• Why is the original PI unable to undertake the project? • What is the role of the PI in the project (in terms of scientific expertise) on top of leading the research team? • Why is the nominated PI appropriate to undertake the project (in terms of leadership and scientific expertise)?	To upload CV of nominated PI.
Change in Host/Academic Institution (HI/AI) Request	• Why is a change in institution required? • How does this affect the project's progress (e.g. deliverables)?	

Guiding Questions for Request Justification

Request Type	Guiding Questions	Other Additional Requirements
Nationality Waiver Request	• What are the requirements for the position? • Why is the candidate suitable for the position (in particular for the requirements set and work scope of the position)? • Why are other Singaporean/PR candidates not suitable for the position? *(not applicable for nationality waiver request for existing hires from other grant)*	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	• Why is the change required and how does it affect the project's progress (e.g. deliverables)? • [For change of FTE amongst existing members] – For increase in FTE of existing members, why is additional commitment (and relevant expertise if applicable) required? • [For addition of team member] – 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?	[For addition of team member] – To upload CV of new member.

Guiding Questions for Request Justification

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

Things to Note

- 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.

Post-Award Request

Feedback 9 – OREs are unable to download submitted deviation in IGMS for records keeping.

Download function for PI/HI ORE/HI DOR/HI FIN/HI HR is currently being developed. In the interim, PM will send report upon request.

Feedback 10 – No notification to ORE upon approval in IGMS.

ORE will be kept in email loop for HI DOR and PM approved deviation requests.

Feedback 11 – Unable to check on status of deviation without going through project – main project / sub-project unless the required action is by ORE resulting in manual tracking

The IGMS team is currently working on a new 'Deviation' section which will display all deviation requests (grouped by 'Status').

Annual Progress and Final Progress Report

- Annual progress reports are to be submitted **within one month from the end of FY** (i.e. 30 April of every year).

- Final progress reports are to be submitted **within 3 months from the end of term**. Please note that PI will be debarred for a minimum of 1 year starting from the submission deadline, if PI fails to submit in time.

- NMRC reserves the right to stop claim submission/processing for late submission of reports.

- There will not be email reminders sent to OREs (only to PIs). OREs will need to track based on their own project lists, and ensure that reports are submitted and endorsed on time.

Annual Progress and Final Progress Report

Feedback 12 – OREs are unable to download the entire approved progress/final report (including data fields within IGMS) for records keeping.

Download function for PI/HI ORE/HI DOR/HI FIN/HI HR is currently being developed. In the interim, PM will send report upon request.

Feedback 13 – Difficulty in submitting progress report due to data migration issue and discrepancy between data viewed by PI and PM.

This issue has been resolved.

Publication and Communication of Findings

- The Host Institution is required to inform MOH/NMRC **with adequate advance notice** if project (and relevant data including preliminary results) is to be presented or published in any newspaper or media coverage.

- Please let us have the materials (e.g. press release and Q&A draft) **at least 2 weeks** before the publication date/media coverage.

Resources Available

Pre-Award

On NMRC website & on IGMS website - under each grant programme

- ReadMe Document

- IGMS Application Guide

- Grant Programme Guide

- Application Attachment Templates

IGMS Screenshot

Post-Award

On NMRC website - under "Download"

- ReadMe Document

- Grant Extension Form

- Nationality Waiver Request Form

- Annual Progress/Final Progress Report Templates

IGMS Enhancement

IGMS Enhancements in the Pipeline

- Revision of Pre-Award Email Templates

- Post-Award Download function for PI/HI ORE/DOR/Fin/HR
  - Progress Reports
  - Deviation Requests
  - Fund Requisitions

- UI enhancement for Projects/Deviation view
  - A new 'Deviations' link which will display all projects' deviation requests (grouped by 'Status') on the top navigation bar.
  - Projects will no longer be divided into 'Main' and 'Sub' projects in navigation bar

IGMS Enhancements Implemented

- HI Admin
  - Sorting by 'Login Allowed' and 'Name' is currently implemented under the "Associate Member Approval Page"

- Deviation Requests
  - Emails will now be sent to HI ORE, HI Finance when a request is approved.

Thank You