

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 at least 3 months before the effective date of change, 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
<ul style="list-style-type: none"> - Change in Project Scope - Change in Project Duration (Extension) - Change in Research Team (PI/Co-I/Collab) - Change in Mentor (<i>to raise via Exceptional Cases</i>) - Nationality Waiver Request - Change in Academic Institution 	<ul style="list-style-type: none"> - 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

- 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 NMRC/XXXX or MOH/NIC/XXXX															
To submit all variation requests through IGMS, including requests under HI's approval authority.	To submit through IGMS or otherwise depending on variation type.															
	<table border="1"> <thead> <tr> <th>Variation Type</th> <th>Mode</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Request of New Item</td> <td>IGMS</td> <td>To add new item as a new budget line</td> </tr> <tr> <td>Top up budget of Existing Item – Variation between votes <i>(regardless of whether the request is to be approved by host institution or NMRC)</i></td> <td>IGMS</td> <td>To reduce budget from affected budget line of a vote and add budget to affected budget line of another vote</td> </tr> <tr> <td>Top up budget of Existing Item – Variation within vote</td> <td>Offline/IGMS</td> <td>To submit according to host institution's practice.</td> </tr> <tr> <td>Changes within EOM vote <i>(without change in overall EOM budget)</i></td> <td>Offline/IGMS</td> <td>To submit according to host institution's practice.</td> </tr> </tbody> </table>	Variation Type	Mode	Action	Request of New Item	IGMS	To add new item as a new budget line	Top up budget of Existing Item – Variation between votes <i>(regardless of whether the request is to be approved by host institution or NMRC)</i>	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 <i>(without change in overall EOM budget)</i>	Offline/IGMS	To submit according to host institution's practice.
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Guiding Questions for Request Justifications

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

Request Type	Guiding Questions	Other Additional Requirements
Variation Request	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - Why is a change in institution required? - How does this affect the project's progress (e.g. deliverables)? 	
Nationality Waiver Request	<ul style="list-style-type: none"> - 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? (<i>not applicable for nationality waiver request for existing hires from other grant</i>) 	<p>To complete and upload nationality waiver request form (<i>not applicable for nationality waiver request for existing hires from other grant</i>).</p> <p>To upload CV of candidate(s).</p>
Change in Research Team (Team PI/Co-I/ Collab) Request	<ul style="list-style-type: none"> - 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.

Change in Mentor Request <i>(Raise through Exceptional Cases)</i>	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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).

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'.



The screenshot shows the 'Apply deviation' form. The 'Change in research team' option is selected, and the sub-options 'Change in the time commitment for team members within a project', 'Resignation / change in lead PI', and 'Resignation / change in team member (team PI, co-I, collaborator)' are all checked. An orange arrow points to the 'Change in research team' option.

4. Under 'Overview of change in research team' sub-section, click on the 'LeadPI' name under the 'From' column.

The screenshot shows the 'Overview of change in research team' sub-section. The table shows the 'From' column with 'MOH PST PI 2' as the LeadPI. An orange arrow points to the 'MOH PST PI 2' name.

From	
Name	Role in project
MOH PST PI 2	LeadPI
MOH PST PI 1	Co-investigator

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 existing research team member, select the new PI from the 'Existing team member' drop-down list.**
 - ii. **If new PI is not an existing 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 'LeadPI' 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 project's current Host Institution in the 'Institution' drop-down list.**
 - viii. Attach the new PI's CV. Click 'Save'.

Existing team member	MOH PST PI 1		
Search by	NRIC	<input type="text"/>	
Salutation	Mr.	* Name	MOH PST PI 1
Action	None	Identification type	Passport
* Role	LeadPI	Identification number	*****
* % time within total work commitment	100	* ORCID	1920192
* % time within this project	70	* Institution	Alexandra Hospital (JurongHealth)
Remarks	<input type="text"/>		
* Attach CV	<p>Click here to download template. Please complete the team member's CV accordingly. To upload the completed CV, click on the 'Add' button and select the document. Following that, click on the 'Upload' button. File types allowed: txt, doc, pdf, zip, xls. The maximum size for each file is 4 MB.</p>		
<p>NOTE: The attached file(s) if any will be displayed after anti-virus scan is completed. Please wait and visit this page later.</p>			
<p> PI CV.docx </p>			

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

Overview of change in research team

To add a team member, click on the 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 team members cannot be removed.

1 - 2 of 2 matching results found

From		To			
Name	Role in project	Name	Role in project	Effective date	
MOH PST PI 2	LeadPI	MOH PST PI 1	LeadPI	04-Oct-2019	<input type="checkbox"/>
MOH PST PI 1	Co-investigator			04-Oct-2019	

Remove Add

Change in research team

1 - 3 of 3 matching results found

S/N	Name	Role in project	Institution	% time within total work commitment	% time within this project	Appointed date	Removed / resigned date	Action
1	MOH PST PI 1	LeadPI	Alexandra Hospital (JurongHealth)	100.00	80.00	04-Oct-2019		Modify
2	MOH PST PI 2	LeadPI	Alexandra Hospital (JurongHealth)	100.00	70.00	24-Sep-2019	04-Oct-2019	Remove
3	MOH PST PI 1	Co-investigator	Alexandra Hospital (JurongHealth)	100.00	10.00	24-Sep-2019	04-Oct-2019	Remove

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

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

Overview of change in research team

From		To			
Name	Role in project	Name	Role in project	Effective date	
MOH PST PI 2	LeadPI	MOH PST PI 1	LeadPI	04-Oct-2019	<input type="checkbox"/>
MOH PST PI 1	Co-investigator			04-Oct-2019	

Remove **Add**

Change in research team

1 - 3 of 3 matching results found

S/N	Name	Role in project	Institution	% time within total work commitment	% time within this project	Appointed date	Removed / resigned date	Action
1	MOH PST PI 1	LeadPI	Alexandra Hospital (JurongHealth)	100.00	70.00	04-Oct-2019		Modify
2	MOH PST PI 2	LeadPI	Alexandra Hospital (JurongHealth)	100.00	70.00	24-Sep-2019	04-Oct-2019	Remove
3	MOH PST PI 1	Co-investigator	Alexandra Hospital (JurongHealth)	100.00	10.00	24-Sep-2019	04-Oct-2019	Remove

- Search for the current PI using the **search bar** and **change the 'Search by' category accordingly**. (search by email address is recommended)
 - Select 'Co-I' under the 'Role' drop down list.
 - Key in the '% time within total work commitment'.
 - Key in the '% time within this project'.
 - Choose the Co-I's Institution in the 'Institution' drop-down list.
 - Attach the CV. Click 'Save'.

To

Existing team

Search by

Salutation

Action

* Role

* % time within total work commitment

* % time within this project

Remarks

* Name

Identification type

Identification number

* ORCID

* Institution

* Attach CV

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 in collaborator

Collaborator is an individual involved in the scientific development and execution of project. A collaborator would typically devote a specific percent of effort to the project and would be identified as key personnel. Researchers from overseas institutions or private companies can only participate as collaborators.

1 - 1 of 1 matching results found

S/N	Name	Institution	% time within total work commitment	% time within this project	Appointed date	Removed / resigned date	Action
1	colla1	nus	20.00	20.00	03-May-2018		None

10. Input the necessary details of the collaborator and click 'Save'.

Add/ Edit Collaborator

This section mentions the removed or resigned collaborator.

Removed / resigned date

This section is to add/ edit collaborator details.
Please input collaborator's name, percentage within total work commitment, percentage within this project, and institution.
For change in time commitment of team members within a project, please click on the hyperlink under the name to edit the FTE % of the team members. The (revised) FTE % of the team members should add up to 100%.

* Effective / appointed date

Action

* Name

* % time within total work commitment

* Institution

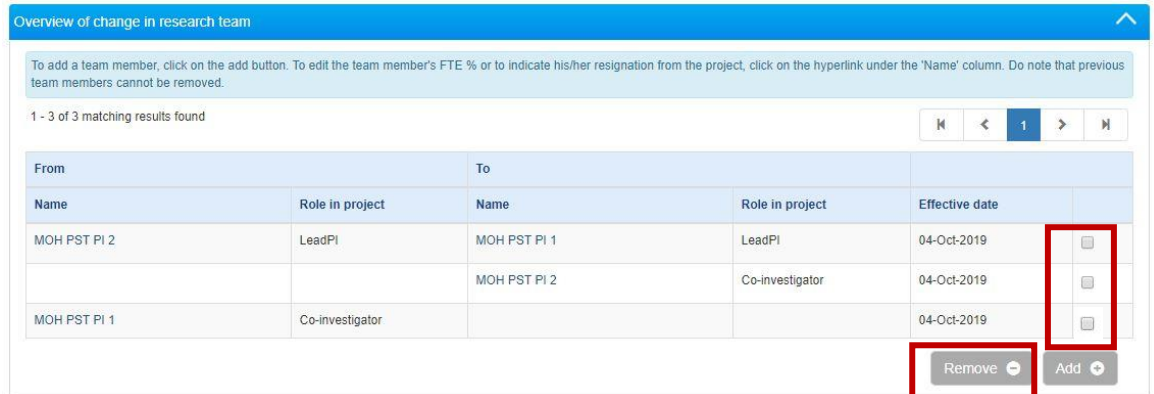
* % time within this project

Email

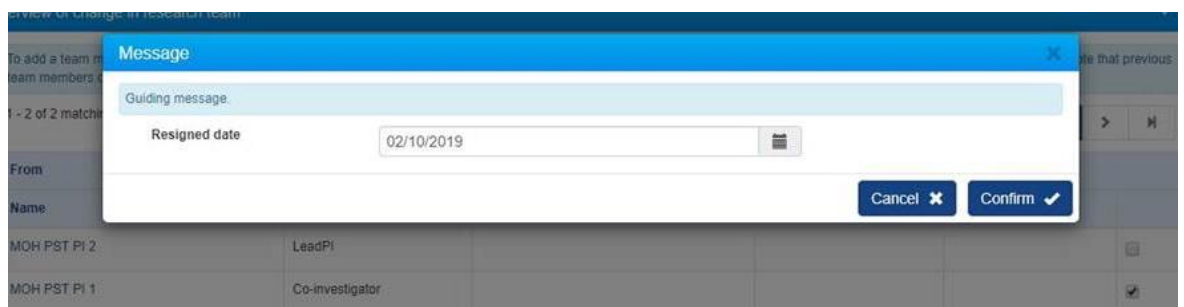
Telephone

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'**.

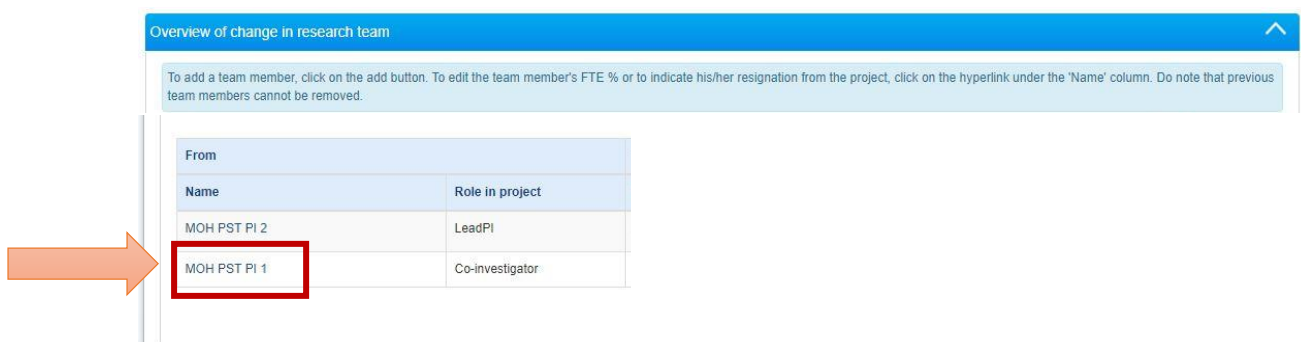


- b. Key in the **'Resigned date'** in the pop-up.



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.



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

Change in research team

This section mentions the added and modified lead PI / team PI.
System will create a new project as continuation of the added and modified lead PI's / team PI's project.

Effective date

From

* Name

Role

* % time within total work commitment

Institution

* % time within this project

Action

Remarks

Add/ Edit Collaborator

This section mentions the removed or resigned collaborator.

Removed / resigned date

This section is to add/ edit collaborator details.
Please input collaborator's name, percentage within total work commitment, percentage within this project, and institution.
For change in time commitment of team members within a project, please click on the hyperlink under the name to edit the FTE % of the team members. The (revised) FTE % of the team members should add up to 100%.

* Effective / appointed date

Action

* Name

* % time within total work commitment

* Institution

* % time within this project

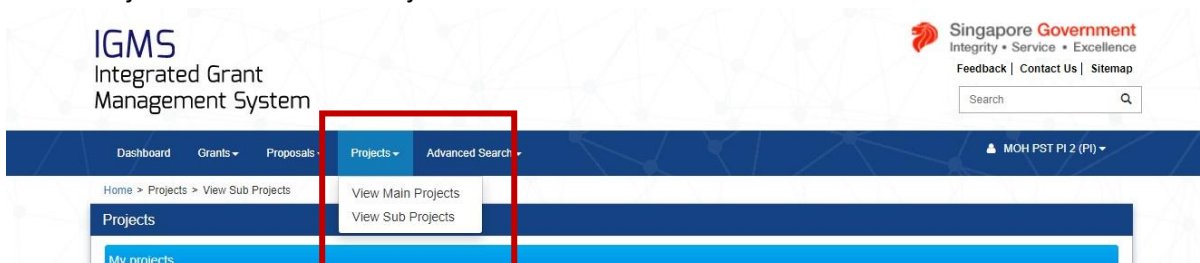
Email

Telephone

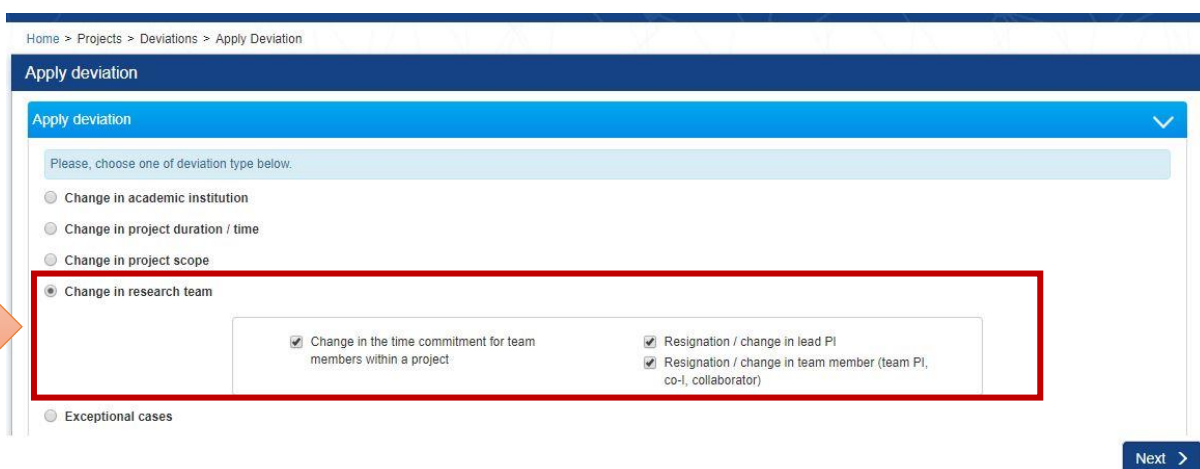
Annex B – Concurrent Change in Principal Investigator and Host Institution

Please submit through **'Change in research team'** request.

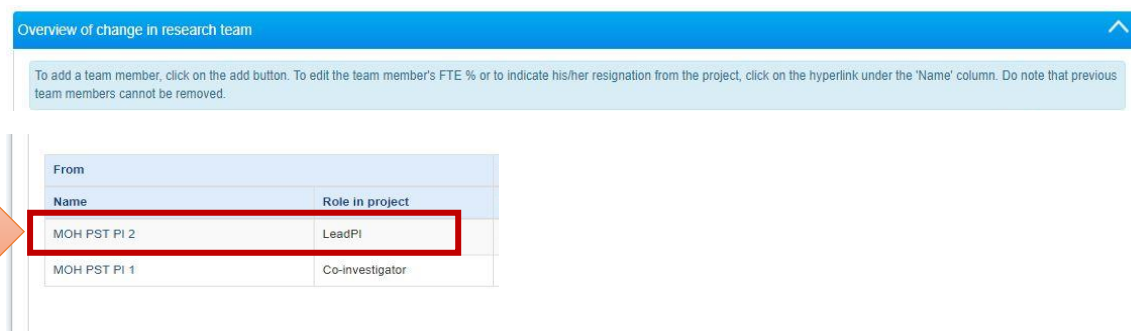
1. Go to 'Projects' -> 'View Main Projects'.



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'.



4. Under 'Overview of change in research team' sub-section, **click on the 'LeadPI' name under the 'From' column.** (MOH PST PI 2 in the screenshot below)



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 existing research team member**, select the new PI from the 'Existing team member' drop-down list.
 - ii. **If new PI is not an existing 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 'LeadPI' 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 project's NEW Host Institution in the 'Institution' drop-down list.**
 - viii. Attach the new PI's CV. Click 'Save'.

* % time within total work commitment	<input type="text" value="100.00"/>	+	Institution	<input type="text" value="Alexandra Hospital (JurongHealth)"/>	+
* % time within this project	<input type="text" value="70.00"/>	+	Action	<input type="button" value="Remove"/>	
Remarks	<div style="border: 1px solid #ccc; height: 40px;"></div>				

To

Existing team member	<input type="text" value="MOH PST PI 1"/>	+			
Search by	<input type="text" value="NRIC"/>	+	<input type="text"/>	<input type="button" value="Q"/>	+
Salutation	<input type="text"/>		* Name	<input type="text" value="MOH PST PI 1"/>	+
Action	<input type="button" value="Modify"/>		Identification type	<input type="text" value="Passport"/>	
* Role	<input type="text" value="LeadPI"/>	+	Identification number	<input type="text" value="*****"/>	
* % time within total work commitment	<input type="text" value="100.00"/>	+	* ORCID	<input type="text" value="1920192"/>	+
* % time within this project	<input type="text" value="80.00"/>	+	* Institution	<input type="text" value="Institute of Health"/>	+
Remarks	<div style="border: 1px solid #ccc; height: 20px;"></div>				



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.