

Research Grants Portal (RGP)

Agenda



RGP Vision Statement



Overview of RGP



Timeline

User Engagements and Feedback

- From Apr to May 2023, Focus Group Discussions were conducted to engage users (e.g. PI, ORE, Finance personnel, etc.) of the RIE eco-system.
- Several pain points were surfaced and we have heard them
- Team gained various insights into user experience
- These insights serve as a foundation for identifying opportunities to enhance the research grant systems and processes

RGP Vision Statement

For the **RIE Community** who apply for RIE grants to conduct research, the **Research Grants Portal (RGP)** is a **grant management system** that enable them to **apply** for RIE grants and **submit** reports/claims/change requests for funded projects **with ease**. Unlike IGMS, our product would **reduce administrative burden** by:

- (i) Automating repetitive tasks;
- (ii) Simplifying submission steps; and
- (iii) Enhancing information sharing.

Automating repetitive tasks

- Implement automated submission checks to detect and prevent form-filling errors
- Use of ORCID to populate researcher's data (outputs and research achievements, etc) into User Profile, Grant Applications and Project Reporting modules
- Retrieve and Auto-population of data
 - Extract researcher's publications from ORCID to project reporting
 - Extract user data from user profile and past funded projects within RGP, for Applications
- Re-use of previously entered data
 - Frequently required info to be entered once and re-used multiple times
 - Previously funded projects that are not on system to be entered once and stored for re-use
 - Re-use of data from User and Organisation profile for applications
 - Re-use of data from previous applications for re-submissions

Simplifying submission steps

- More streamlined forms with fewer mandatory fields for application and reporting
 - Reduce form filling (E.g. research proposals to be uploaded as an attachment)
 - No need to key in duplicated data
 - PIs no longer need to fill in irrelevant sections/fields on a fixed template as PMs will be customizing the forms to the grant scheme
 - Research outcomes to be auto-populated from ORCID, where applicable (e.g. publications)
- More intuitive user interface aiming for less reliance on lengthy user guides

Enhancing Information Sharing

- Provide users better access to their project data
 - More intuitive user dashboards relevant to the users
 - Project budget info to be available to the users who are working on the project (Lead PI, Team PIs, Co-Is, ORE, DOR, Finance users)
 - Better access and view of data by relevant Team PIs, ORE and DOR for multi-HI projects
- Foster collaboration amongst team members, Host and Partner Institutions
 - Team PIs would have visibility to grant application submission and project monitoring (Grant applications, Project Reporting and In-grant, Claims)
- HI's systems/processes to complement RGP
 - Export and download features on RGP that can enable data to be exported out from RGP to be used on other systems as required

Overview of RGP

- RGP will be built as a loosely-coupled modularised system
- Reduced interdependency between modules
 - Improved system uptime and less/no workflow stoppages
 - Improved system performance (less laggy)
- Some key features to highlight
 - BOB: customized form-builder
 - RGP user access roles
 - Researcher Profile
 - Use of ORCID for info retrieval and auto-population



1. BOB: customized form builder

- RGP forms can be tailored to support a wide spectrum of grant schemes
 - More RIE grants will be administered online
 - No need to fill in the same information in the online form and additional offline attachments
 - No need to fill in or provide info not relevant to the scheme
 - Guidance/instructions on RGP form fields – applicant would have clearer guidance on how to fill up the forms/fields

2. RGP User Access Roles

- RGP roles will be designed such that information can be shared
 - ORE will be able to share the same view as the PI in all the RGP modules
 - HI-Finance will have sight on the budget virement (submitted and approved)
 - For multi-HIs projects, OREs of HI and Partner Institutions will be able to view the same project information
 - Lead PIs, Team PIs and Co-Is will have sight on the grant application, project reports, change requests and claims

3. Researcher Profile

- RGP will have a Researcher Profile page, where PIs' information can be stored and re-used
 - Some fields can be auto-populated from other sources (e.g. MyInfo, ORCID, etc)
 - Relevant data can be pulled from the profile page into other RGP modules as necessary (e.g. into the Grant Application module)

4. ORCID on RGP

ORCID: Open Researcher and Contributor Identifier

- A unique identifier attached to a user's profile of career achievements, owned and controlled by the individual user
- Enables the collection, connection and reuse of persistent identifiers (PID) and metadata

Metadata in ORCID Record:

- Affiliations
- Professional activities
- Funding Information
- Publications
- Other outputs
- Peer reviewers
- Website URLs



How it will work on RGP:

- Collects the authenticated researcher's ID and requests permission to interact with the researcher's record.
- Stores that permission
- Collects data from the researcher's record and use it to auto-populate certain fields in RGP forms.

Why ORCID?

1. Reduce Admin burden

- Data from researchers' ORCID profile will be auto-populated at relevant RGP modules (i.e. User Profile, Grant Applications and Project Reporting)
- Minimize need for excessive manual data entry into RGP

2. Information stored in one place

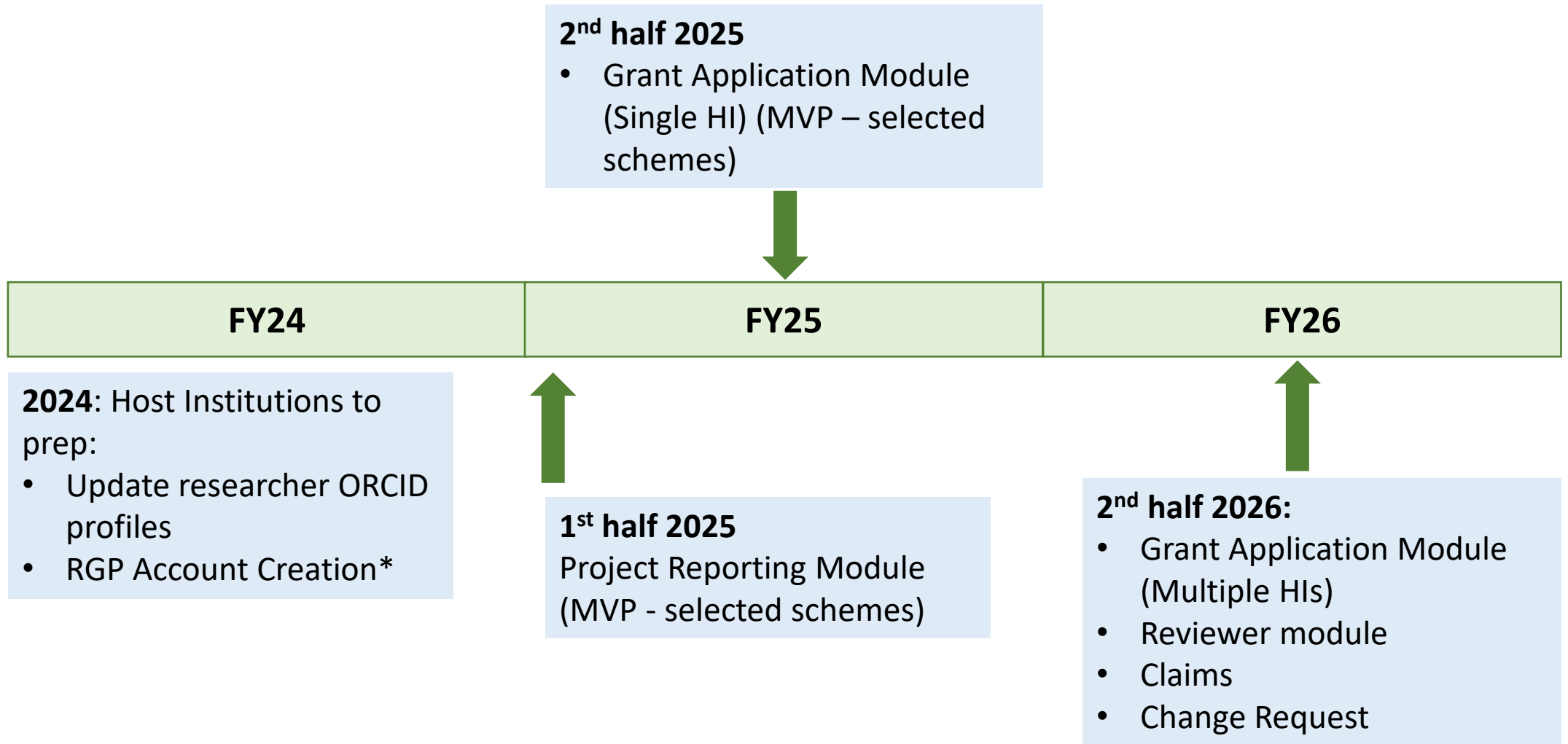
- Reduce need to re-enter same information multiple times
- Updated by researchers and trusted parties at any one point on a continuous basis
- Researchers maintain control of their own information

OREs reps – Seek your assistance to engage your researchers to register for and update their ORCID profiles to enjoy the benefits on RGP!

- Basic user data (email, name, etc.)
- Populate employment and qualifications data
- Research Outputs
- Funded Projects
- Timeline
 - To work on this over the course of this year
 - Profiles to be ready by end of 2024
 - RGP expected to onboard selected schemes in the 1st half of 2025

Note: A guide on setting up ORCID can be found on page 17 onwards

Timeline *(tentative)*



*RGP Account Creation

- Similar to IGMS, a HI Admin/POC will be required to co-ordinate this process

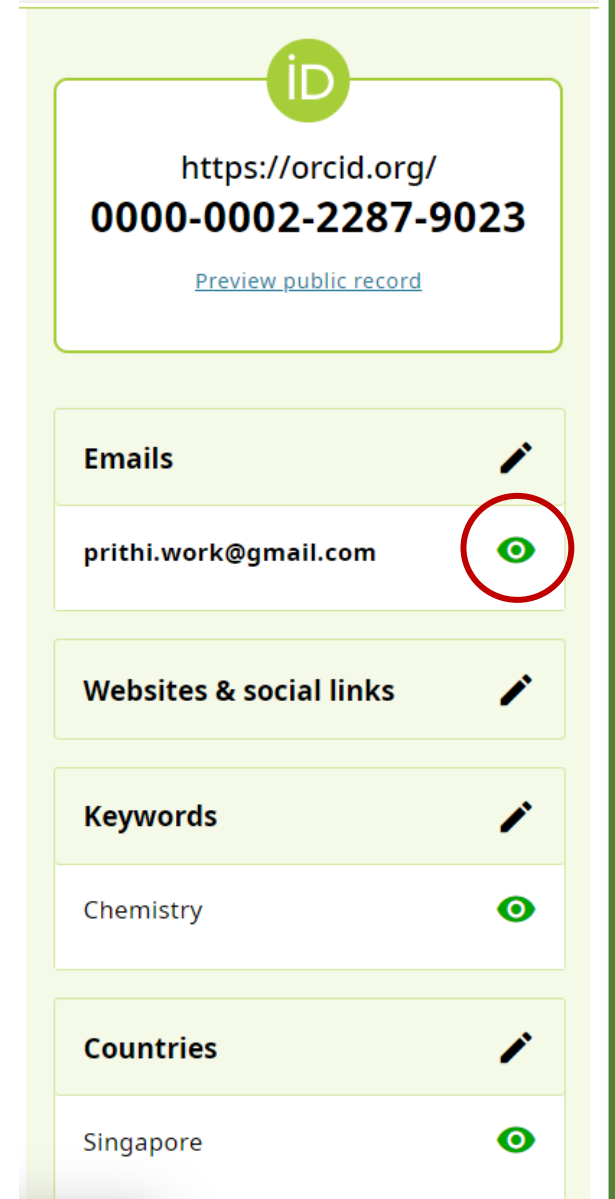
Thank you

Setting up an ORCID Record

Setting up an ORCID record

- Register for an ORCID and verify email address
- On profile page: Emails section
 - Ensure the corresponding email that will be used for RGP is updated here
- The visibility icon will allow the user to determine who can see this detail. This icon is available in every section. Pls would be required to make information visible to RGP (when ready) as trusted organization.
- Users can also assign another person access to update their profile on their behalf

[Important note: When RGP is ready for use, researchers would need to link RGP as a trusted organization.]




The screenshot displays an ORCID profile page. At the top, there is a green 'iD' logo. Below it, the ORCID iD is shown as 'https://orcid.org/0000-0002-2287-9023' with a 'Preview public record' link. The profile is divided into several sections: 'Emails', 'Websites & social links', 'Keywords', and 'Countries'. Each section has a pencil icon for editing. In the 'Emails' section, the email 'prithi.work@gmail.com' is listed, and a red circle highlights the green eye visibility icon next to it. The 'Keywords' section shows 'Chemistry' with a green eye icon. The 'Countries' section shows 'Singapore' with a green eye icon.


Setting up an ORCID record



On the right-hand side of the profile page, the following sections are available

- Names
- Biography
- Employment
- Education & Qualifications
- Professional Activities
- Funding
- Works



The screenshot displays the ORCID profile interface. At the top, the 'Names' section is visible, showing the name 'Prithi NRF' with a green eye icon indicating it is public. Below this is the 'Biography' section, which is currently empty and has a privacy setting of 'Only me'. The 'Activities' section is expanded, showing five categories: 'Employment (1)', 'Education and qualifications (1)', 'Professional activities (0)', 'Funding (0)', and 'Works (0)'. Each category has a plus icon for adding items and a sort icon.



Names 



Name
Prithi NRF 



Biography  Only me 



Activities [Expand all](#)

> **Employment (1)**  Add  Sort

> **Education and qualifications (1)**  Add  Sort

> **Professional activities (0)**  Add  Sort

> **Funding (0)**  Add  Sort

> **Works (0)**  Add  Sort

Setting up an ORCID record

- PIs should fill up as much detail as possible to provide a comprehensive record of their qualifications and research achievements
- To get started, some of the key sections to fill up first would be as follows
 - Employment
 - Education & Qualifications
 - Funding
 - Works

Setting up an ORCID record

- Employment details can be added by employing institution (if included as a trusted organization) or by the PIs



The screenshot displays the 'Activities' section of an ORCID record. At the top right, there is a 'Collapse all' link. Below it, a green header bar contains a dropdown arrow, the text 'Employment (4)', a red-bordered 'Add' button with a plus sign icon, and a 'Sort' button with a list icon. An orange arrow points to the 'Add' button. Below the header, a grey bar shows the institution name 'New Arizona State University: Sedona, Arizona, US' and a visibility dropdown set to 'Everyone' with an edit icon. The main content area shows the text '2015-09 to present | Associate Professor (Department of Geography)' and 'Employment', with a 'Show more detail' link. At the bottom, the 'Source' is listed as 'Sofia Maria Hernandez Garcia' with a trash icon.

Setting up an ORCID record

- PI to add Education & Qualifications

Education and qualifications (4)

London School of Physics: London, GB

2016 to 2018 | PhD (Computer Science)
Qualification

Source: Sofia Maria Hernandez Garcia

+ Add Sort

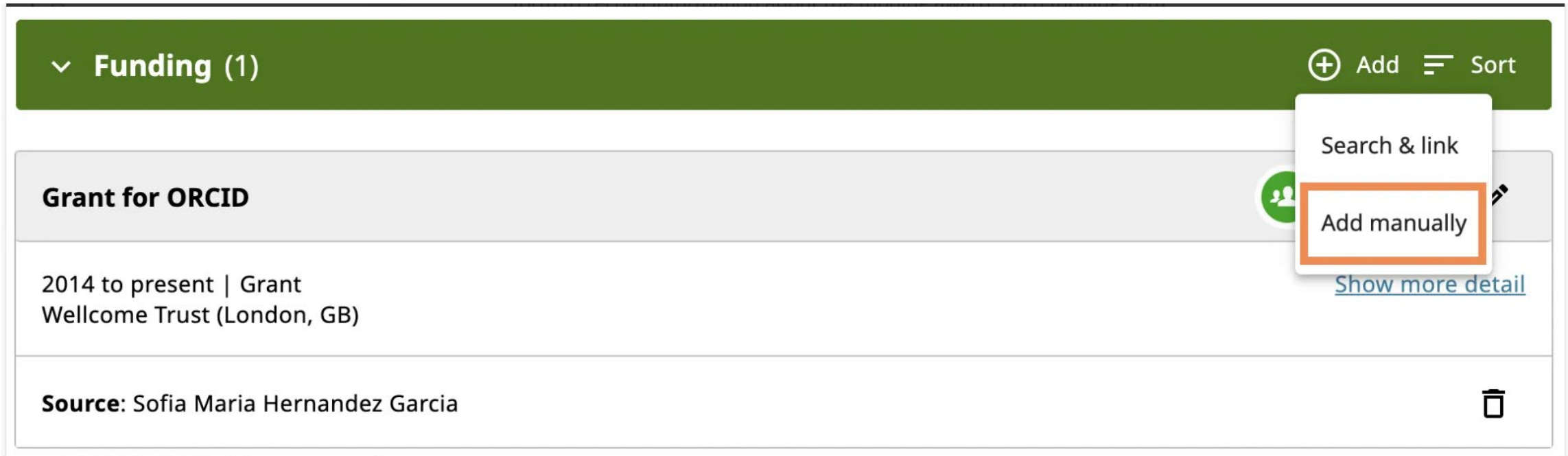
Add Education

Add Qualification

[Show more detail](#)

Setting up an ORCID record

- PI to add info on funded projects



The screenshot displays the 'Funding' section of an ORCID record. A green header bar contains a dropdown arrow, the text 'Funding (1)', and buttons for '+ Add' and 'Sort'. Below this, a grey bar shows the title 'Grant for ORCID' with a green circular icon containing two people. The main content area lists '2014 to present | Grant' and 'Wellcome Trust (London, GB)'. At the bottom, it shows 'Source: Sofia Maria Hernandez Garcia' and a trash icon. A context menu is open over the 'Grant for ORCID' entry, showing 'Search & link' and 'Add manually' (highlighted with an orange border), along with a 'Show more detail' link.

▼ Funding (1) + Add Sort

Grant for ORCID

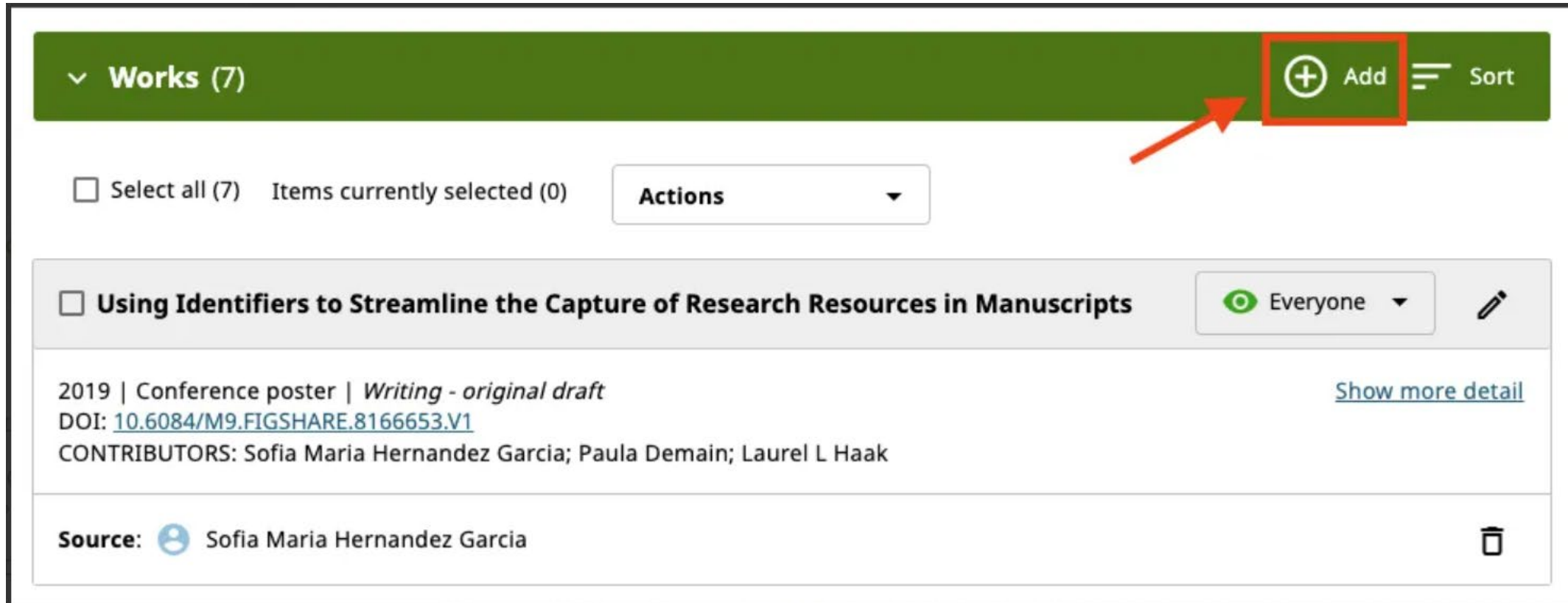
2014 to present | Grant
Wellcome Trust (London, GB)

Source: Sofia Maria Hernandez Garcia

Search & link
Add manually
[Show more detail](#)

Setting up an ORCID record

- PI to import publications and other research outputs to ORCID record or add them manually.
- Works imported from other platforms have higher credibility than those added using the other options, so this is recommended where possible.




Works (7)

Select all (7) Items currently selected (0) Actions

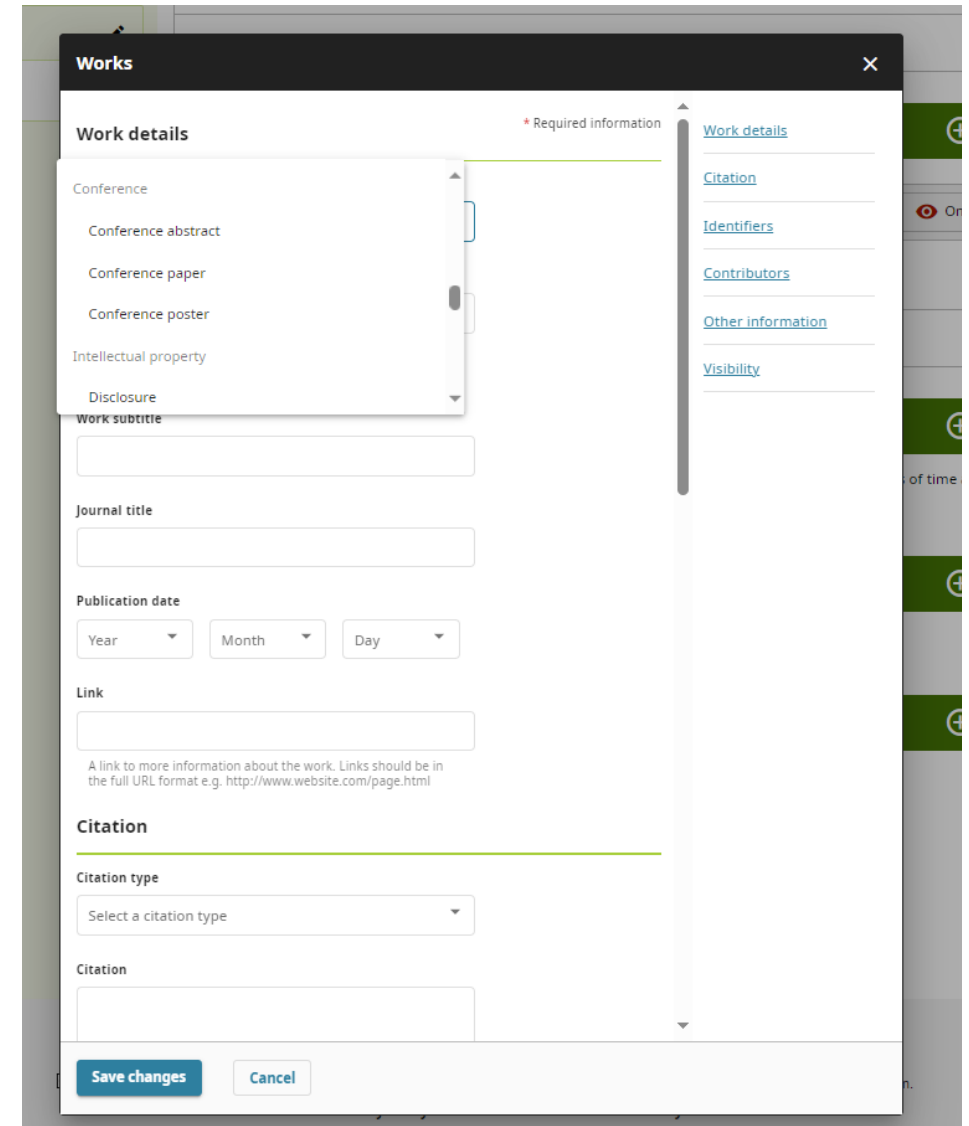
Using Identifiers to Streamline the Capture of Research Resources in Manuscripts Everyone

2019 | Conference poster | *Writing - original draft* [Show more detail](#)
DOI: [10.6084/M9.FIGSHARE.8166653.V1](https://doi.org/10.6084/M9.FIGSHARE.8166653.V1)
CONTRIBUTORS: Sofia Maria Hernandez Garcia; Paula Demain; Laurel L Haak

Source:  Sofia Maria Hernandez Garcia

Setting up an ORCID record

- Apart from publication outputs, ORCID can also support many different work types
- PIs can choose the appropriate work type and create records as necessary
- Some examples of supported work types:
 - Journal articles
 - Websites
 - Conference papers
 - Patents
 - Licenses
 - Data set
 - Software
 - Spin-off company



The screenshot shows the 'Works' form in the ORCID system. A dropdown menu is open, displaying the following work types: Conference, Conference abstract, Conference paper, Conference poster, Intellectual property, and Disclosure. The 'Work details' section is highlighted with a green line and a red asterisk indicating required information. Below the dropdown, the form includes fields for 'Work subtitle', 'Journal title', 'Publication date' (with Year, Month, and Day dropdowns), and 'Link'. A note states: 'A link to more information about the work. Links should be in the full URL format e.g. http://www.website.com/page.html'. The 'Citation' section is also visible, with a 'Citation type' dropdown menu and a 'Citation' text field. At the bottom, there are 'Save changes' and 'Cancel' buttons. A sidebar on the right contains links for 'Work details', 'Citation', 'Identifiers', 'Contributors', 'Other information', and 'Visibility'.

For more info and detailed guidance refer to the below links:

[What is ORCID?](#)

[Getting started with your ORCID record – ORCID](#)