

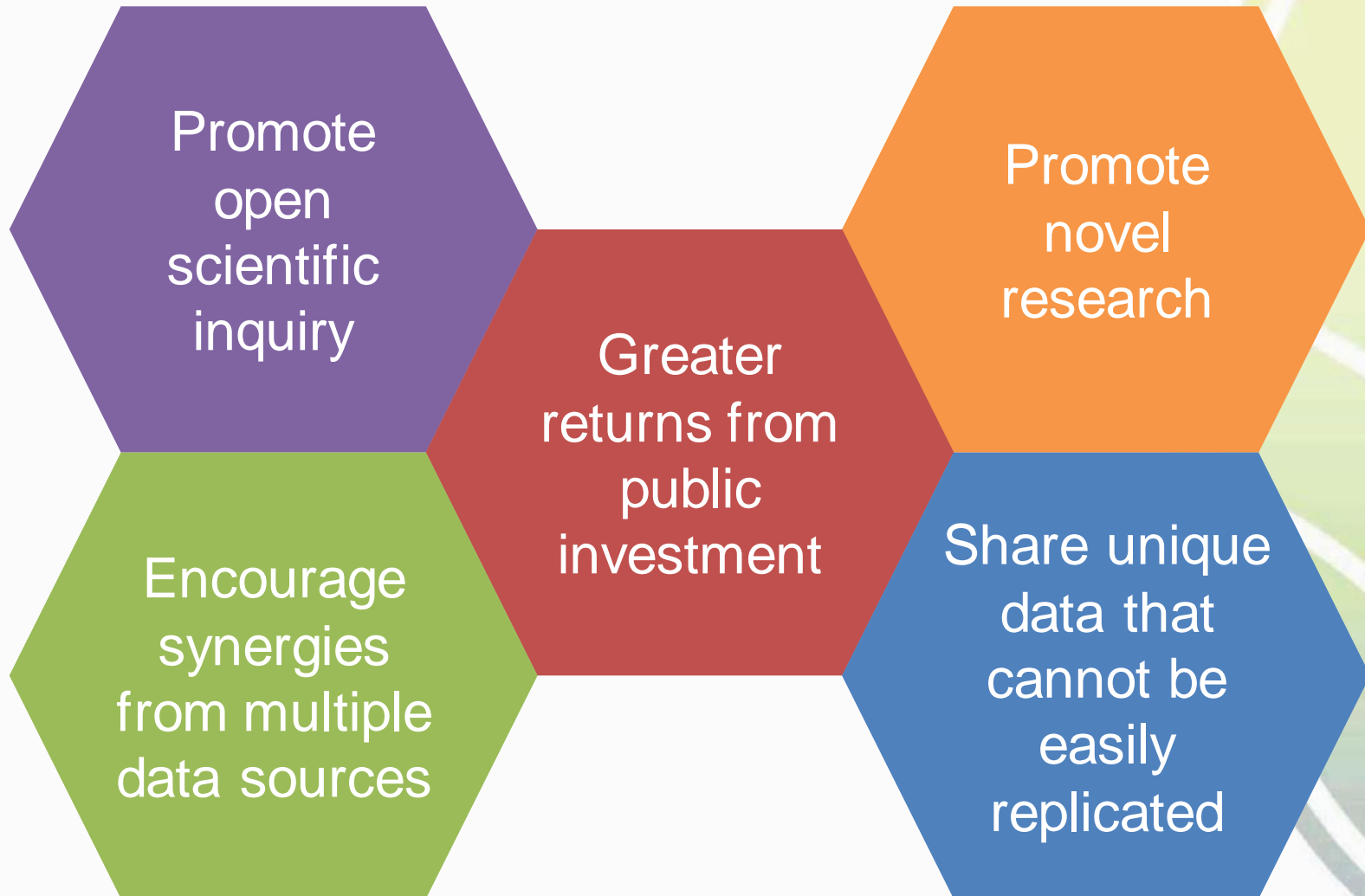


**MINISTRY OF HEALTH**  
SINGAPORE

# Research Data Governance and Sharing

5 & 6 March 2015

# Benefits of Data Sharing



# Key Highlights



Apply to all MOH funded research projects with effect from **1 May 2015**



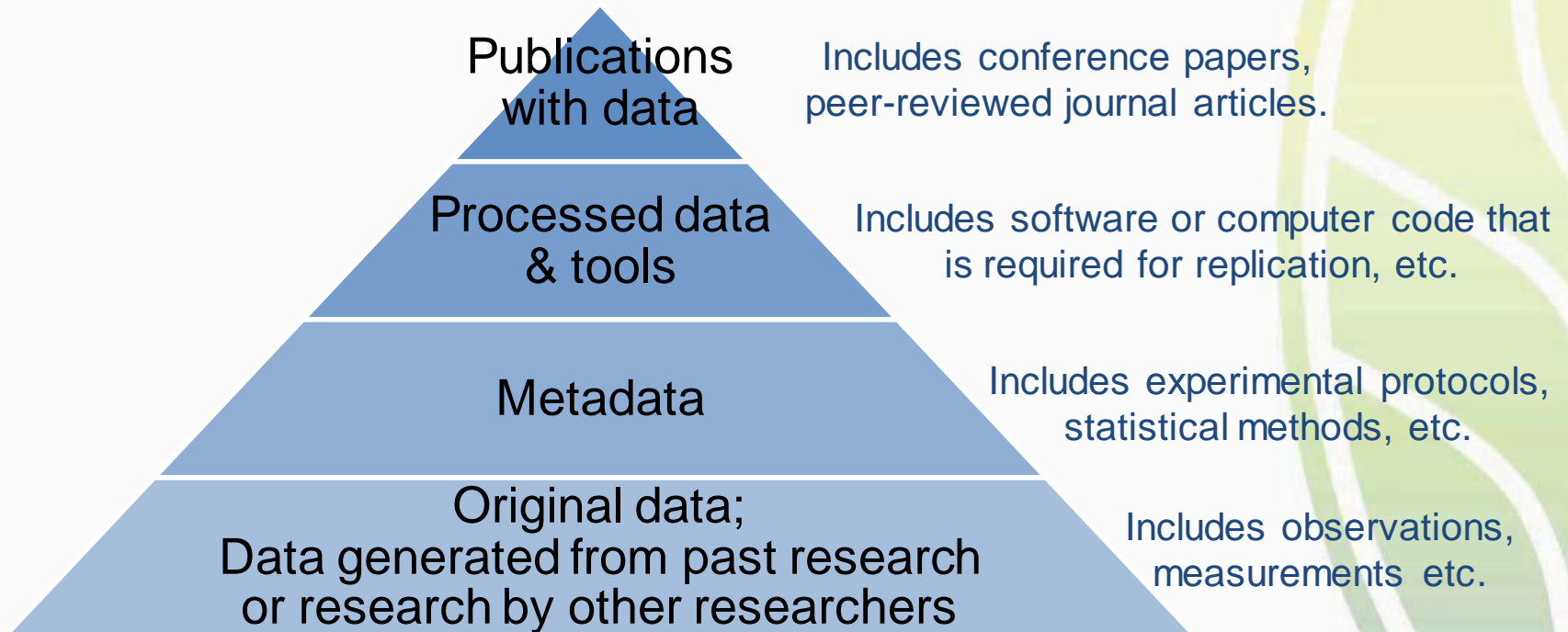
Mandatory for projects with **at least S\$250,000** of direct research cost



**Open access** of the **peer-reviewed publications** regardless of the funding quantum

# What is Research Data?

Recorded factual material commonly accepted in the scientific community as necessary to document and support research findings.



*Does not include laboratory notebooks, preliminary analyses, drafts of scientific papers, plans for future research, peer review reports, communications with colleagues, or physical objects, such as gels or laboratory specimens*

# Principles for Research Data Sharing



## I. Timeliness



## II. Human Subjects and Privacy



## III. Methods of Sharing



## V. Research Data Directory



## IV. Governance of Data Access

# I. Timeliness of Sharing



Legitimate interest of researchers in benefiting from the investment of their time and effort

Value of data often depends on timeliness



## Research Data

All data should be made available to user communities at the earliest feasible opportunity. Data to be shared no later than the release of main findings through publication.



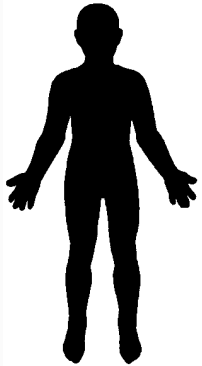
## Publications

Peer-reviewed publications to be made publicly available no longer than 12 months after official date of publication.



*Delays or restrictions on data sharing may be justified to gain intellectual property protection or to further develop technology for public benefit. Such limits should be minimised and indicated in Data Sharing Plan.*

# II. Human Subjects and Privacy



## Human Subjects

Rights and privacy of human subjects who participate in publicly funded research must be protected at all times.

## Responsibility

Responsibility of the investigators, their Institutional Review Board (IRB), and their institution to protect the rights of study subjects and the confidentiality of the data.



## Anonymised Data

Data shared must be free of identifiers that would lead to linkages to or deductive disclosure of individual human subjects.

## II. Human Subjects and Privacy

The informed consent process should include, where appropriate, explicit provisions for

Sharing of data for wider or future research use to maximise the value of the data, while providing adequate safeguards for human subjects.

Obtaining subject's prior approval to be contacted should the research study show that clinical intervention was needed.

Consent to access subject's clinical data from national-level databases, such as National Electronic Health Record (NEHR).



# III. Methods of Data Sharing

## Under Auspices of Investigators

- To publish anonymised data on institutional or personal website, available to public on a long term basis.
- To provide anonymised data to requestor personally.
- Data Sharing Agreement may be used to impose restrictions, e.g. condition of use.

## Through Data Repositories and Database Resources

- To deposit anonymised data on Web-based platforms, e.g. Harvard Dataverse Network and Dryad.
- Most data repositories allow control of access to shared data.

# IV. Governance of Data Access



**Investigator**



**Research  
Data**



**Private  
Companies**

Investigator to identify who will make decision on access and facilitating sharing (*via Data Sharing Plan to be covered later*)

Private companies who collaborate with investigators in publicly funded research can have the anonymised research data required for the collaborated research

# IV. Governance of Data Access

- A **Data Access Oversight Committee (DAOC)** is to be convened to undertake the following responsibilities:
  - Oversee the implementation of the policy
  - Resolve disagreements relating to data access requests, escalated by the investigator or a potential new user's institution.
  - Handle appeals related to data access requests



# V. Research Data Directory

- A web-based research data directory will be made available for listing of all publicly funded research and links to its generated research data through nGager.



Researchers



Research Data  
Directory



Data Sources

# V. Research Data Directory

The screenshot displays the nGager website interface. At the top left, the logos for the Ministry of Health Singapore and the National Medical Research Council (NMRC) are visible. The nGager logo is prominently displayed in the center. On the top right, the Singapore Government logo and tagline 'Integrity • Service • Excellence' are present, along with 'Contact' and 'Feedback' links. A navigation bar below the logo contains 'Home', 'Active Grant Calls', and 'NMRC Awarded Projects' (the latter is circled in red). The main content area is divided into several sections: an 'Announcement' box with a welcome message and browser instructions; a 'Grant Opportunities' section with a yellow background, featuring the 'Clinical Trial Grant Co-Development Scheme (CTGCoD)' and its details; a 'Member Login' section with input fields for 'USERNAME' and 'PASSWORD', a 'Sign in' button, and a 'Forgot Password?' link; and a 'Registration' section with a 'Register an Account' button. A blue-bordered box at the bottom right contains a note about browser compatibility: 'nGager is best viewed using Internet Explorer 8.0 or above and Mozilla Firefox. Safari is not supported. Please enable pop-ups as well. We apologise for any inconvenience caused.'

**MINISTRY OF HEALTH SINGAPORE**

**NMRC National Medical Research Council Singapore**

**nGager**

**Singapore Government**  
Integrity • Service • Excellence

Contact | Feedback

Home Active Grant Calls **NMRC Awarded Projects**

### Announcement

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. Do visit the nGager Information and User Guides webpage [here](#) if you require any assistance with nGager.

This system is best viewed using Mozilla Firefox or Internet Explorer. Do also enable pop-ups in your browser.

### Grant Opportunities

#### Clinical Trial Grant Co-Development Scheme (CTGCoD)

The Clinical Trial Grant Co-Development Scheme (CTG Co-D) is open for application by clinicians to enable them to carry out clinical trial projects in collaboration with an industry partner. The pre-requisite for application is PI's ability to obtain industry contribution of at least 50% of the Total Project Cost (in-kind and cash contributions from industry partner can be included) and a clear potential of return on investment for Singapore, both to be supported by a Research Collaboration Agreement (RCA). The funding cap is S\$5 million, inclusive of 20% indirect costs for up to five years.  
[CTGCoD-2 \(15-12-2014\) Apply Here](#)

The Clinical Trial Grant Co-Development Scheme (CTG Co-D) is open throughout the year, i.e. there will be no formal grant calls. The grant details, eligibility criteria, requirements, submission mode and more information can be found on our website (<http://www.nmrc.gov.sg>). It is mandatory for all applications to be submitted through nGager. Please ensure that all submissions are endorsed by the corresponding host institution's Research Director (HI RD). We will not entertain any submissions from individual applicants without HI RD endorsement.

### Member Login

USERNAME

PASSWORD

**Sign in**

[Forgot Password?](#)

### Registration

**Register an Account**

nGager is best viewed using Internet Explorer 8.0 or above and Mozilla Firefox. Safari is not supported. Please enable pop-ups as well. We apologise for any inconvenience caused.

# Implementation

Implement through integration into MOH NMRC's grant processes

Applications requesting **at least S\$250,000** of direct research cost must include a Data Sharing Plan

Data Sharing Plan to show how investigators will meet data sharing responsibilities



# Data Sharing Plan Template

**Data Sharing  
Plan**

## **Type of Study & Data**

- Type of study
- Type of data

**Review**

## **Data Sharing and Access**

- Suitability for sharing
- Timeframe for sharing
- Format of data
- Method of sharing
- Access of data and governance
- Human subject and privacy
- Budget considerations

**Compliance**

# Data Sharing Plan Template

**Data Sharing  
Plan**

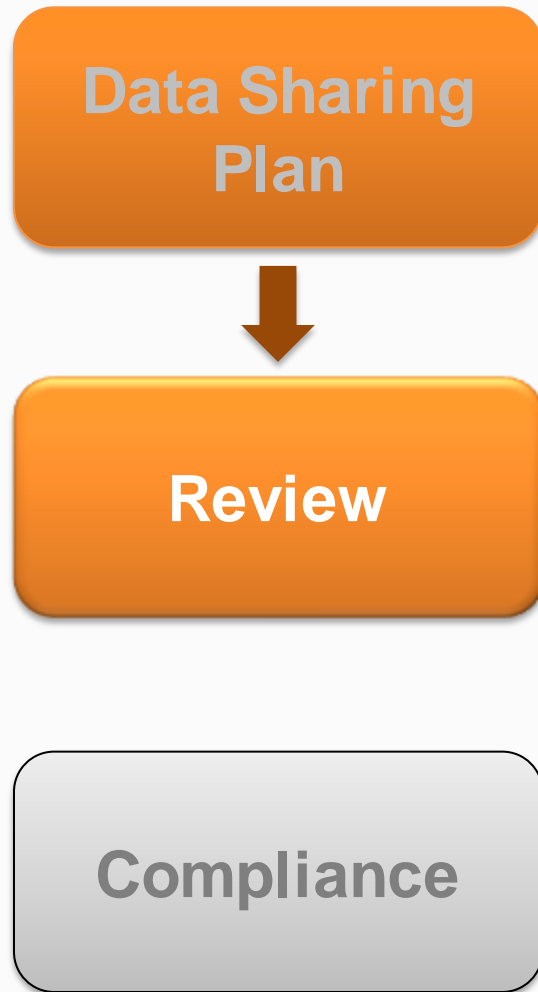
**Review**

**Compliance**

- Include budget breakdown for data sharing in Data Sharing Plan.
- Reflect as one-line item under nGager “OOE - Others - Data Sharing”.
- Data sharing cost is in addition to the project funding quantum and is eligible for IRC.
- PI is allowed to vire funds into Data Sharing budget, but not allow to vire funds out of Data Sharing budget.

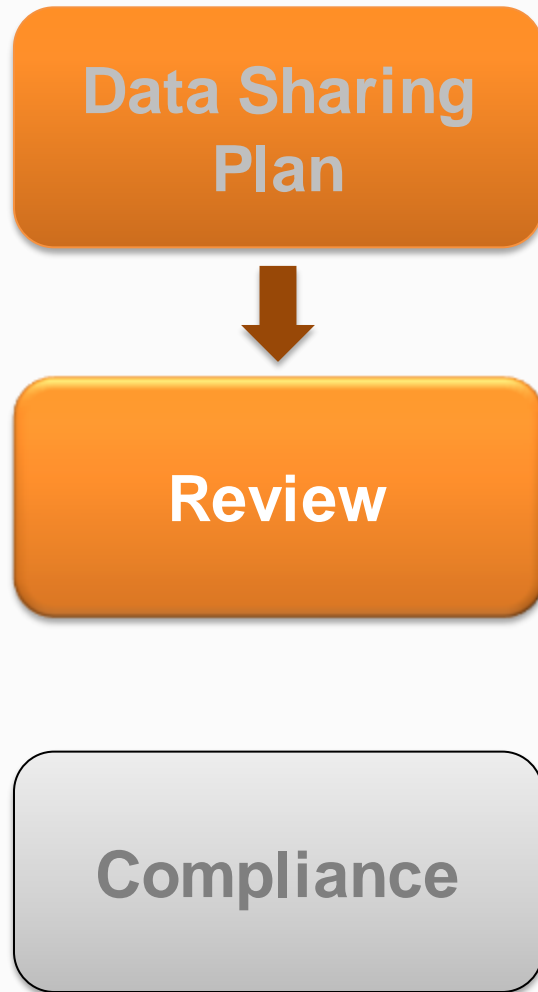


# Review of Data Sharing Plan



- Review by Local Review Panel or equivalent body
- Assess independently from the proposed research
- Mandatory requirement for award of the grant

# Review of Data Sharing Plan



- If Data Sharing Plan is unsatisfactory, comments from the panel discussion will be sent to the applicant.
- Applicant will be required to revise Data Sharing Plan during the budget revision stage.
- Revised Data Sharing Plan will be re-assessed by the Local Reviewers.

# Compliance of Data Sharing



Monitor progress and compliance via progress/final reports



**MINISTRY OF HEALTH**  
SINGAPORE

## Examples of Data Repositories

# Harvard Dataverse



- Repository for sharing, citing and preserving research data
- Open to all scientific data from all disciplines worldwide
- Free for anyone within or outside of Harvard (up to 1TB storage; 2GB per file)

Getting started with the Harvard Dataverse Network

[http://thedata.org/files/thedata\\_new2/files/gettingstartedguidefinal.pdf](http://thedata.org/files/thedata_new2/files/gettingstartedguidefinal.pdf)

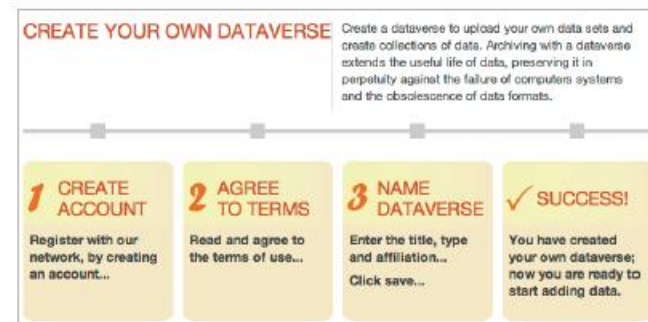
# Getting Started with the: Harvard Dataverse Network



**Step 1: Go to:**  
[thedata.harvard.edu](https://thedata.harvard.edu)



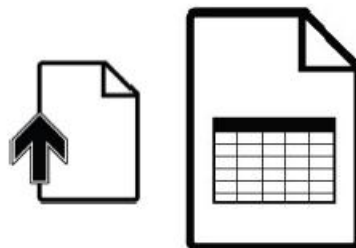
**Step 2: Create Account**  
open to Harvard & non-Harvard users



**Step 3: Create your own Dataverse**  
for your own research, project, journal, and more



**Step 6: Release Study +  
Dataverse**  
for others to find, cite, share, and  
reproduce analyses of your study



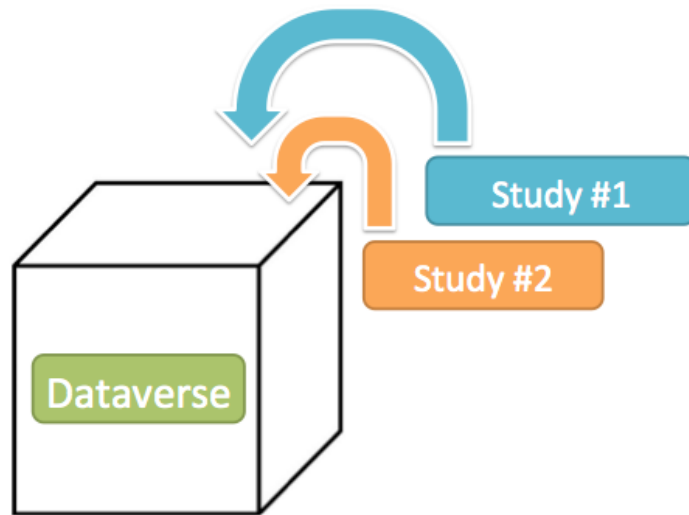
**Step 5: Upload Data Sets +  
Code + Documentation**  
any format or # of files, with a max of  
2GB/file, with more features for certain  
formats (SPSS, Stata, R, FITS, GraphML)



**Step 4: Create a Study**  
describe the study to receive a **formal data  
citation** (w/ persistent URL) for others to  
discover and cite your work (*required fields  
are author, title, and date, plus optional fields*)

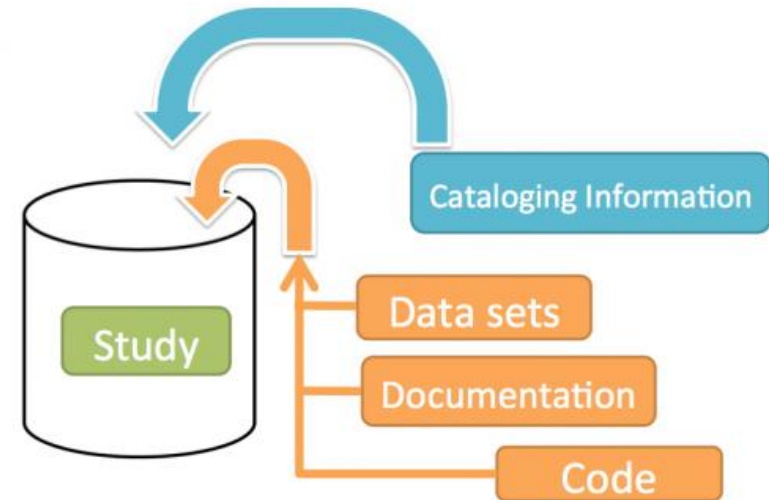
# Harvard Dataverse

Schematic Diagram of a **Dataverse** in a Dataverse Network



Container for your Research Data **Studies**

Schematic Diagram of a **Study** in a Dataverse



Container for your Research Data

From Harvard Dataverse FAQ

<http://thedata.org/book/faq-using-harvard-dataverse-network>



- Allows researchers to publish all of their data in a citable, searchable and sharable manner
- Offers unlimited storage space for data that is made publicly available (250MB per file)
- 1GB of free storage space for a secure and private storage area

Figshare FAQ

<http://figshare.com/faqs>





- Repository that makes the data underlying scientific publications discoverable, freely reusable, and citable
- Provides long-term access to its contents at no cost
- USD90 for 10GB, USD10 for each additional 10GB or part thereof payable by submitter

Dryad FAQ

<http://datadryad.org/pages/faq>



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SINGAPORE

**Thank you**



**MINISTRY OF HEALTH**  
SINGAPORE

**NMRC** *National Medical  
Research Council*  
Singapore

# nGager Progress/Final Report

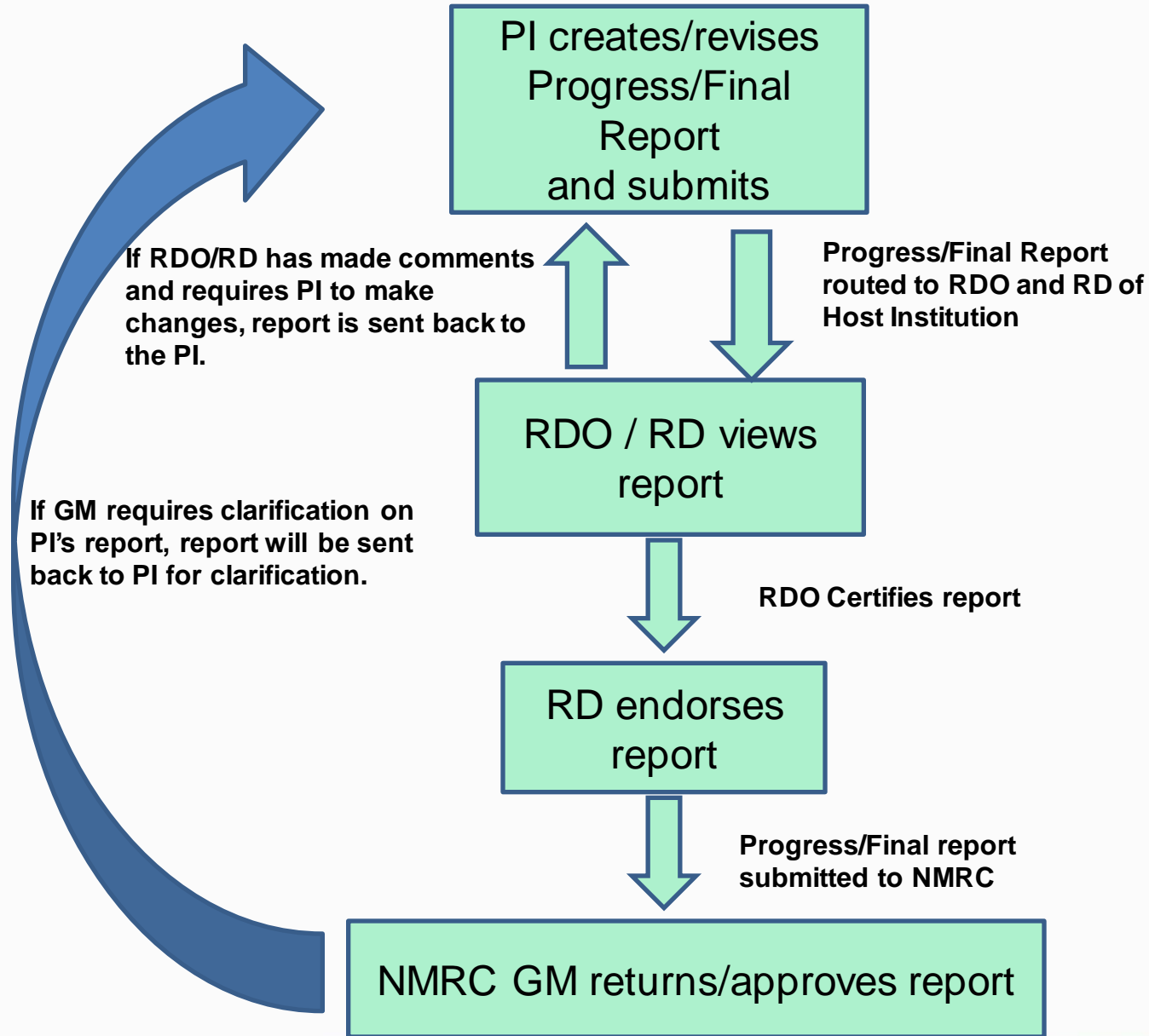
# Agenda

1. nGager Progress/Final Report Submission workflow
2. Progress Report on nGager
3. Final Report on nGager
4. nGager Screenshots

# Terminology

Abbreviation	Description
PI	Principal Investigator
HI	Host Institution
RDO	Research Development Officer
RD	Research Director
NMRC GM	NMRC Grant Manager

# nGager Progress/Final Report Submission



# Progress Report on nGager

1. NMRC will send email to HI's RDOs with a consolidated list of projects pending progress report submission during the FY's reporting period (as per current practice)
2. Email will contain information on when the progress report is due. HI RDOs to disseminate information to projects' PIs for their action.
3. PI to create Progress Report on nGager once HI's RD/RDO has notified them
4. Reminder emails will be sent automatically by nGager to the PI and RDO for the following:
  - 7 days before the progress report's submission due date
  - 3 days after the progress report's submission due date (overdue reminder)

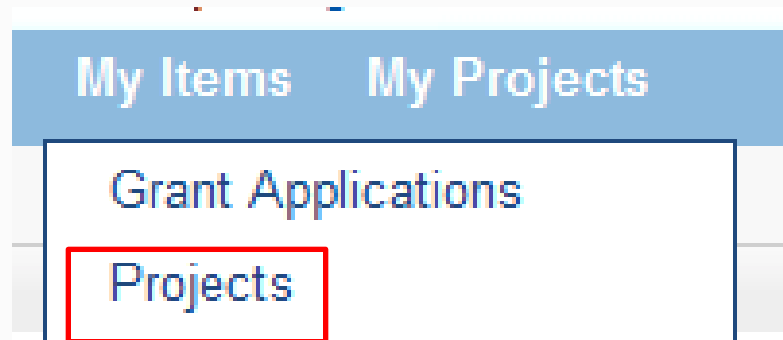
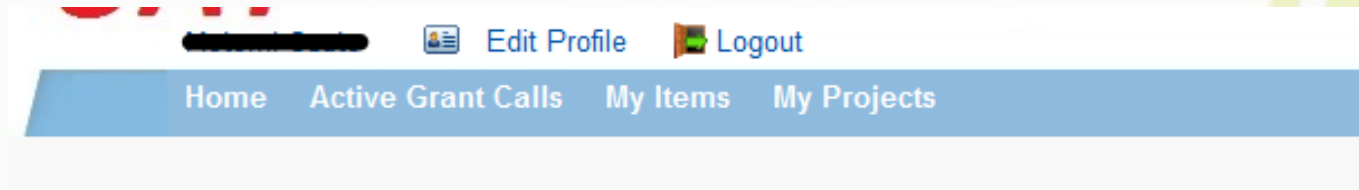
# Final Report on nGager

1. Final Report to be submitted within 3 months of Project's Completion date.
2. Reminder emails to submit Final Report will be sent to the PI (cc: HI RDO) during the following conditions
  - On PI's project's completion date
  - 2 months after project's completion date
  - When Final Report is overdue (overdue reminder)
3. Same workflow as Progress report submission



# nGager Progress Report Screenshots (PI)

## Accessing Project Details on nGager



# nGager Progress Report Screenshots (PI)

## Ongoing Project Search


Search:

Search By : Project Title, Project ID, Project Status, Host Institution, Principi

Search

Reset All Fields

Projects 1 item(s)

<u>Project Title</u>	<u>Project ID</u>	<u>Project Status</u>
		Ongoing
1		

# nGager Progress Report Screenshots (PI)

<b>General Details</b>	
Key Performance Indicator	
<b>Project Details</b>	
Title:	
Status:	Ongoing
HI Project Ref No:	
Principal Investigator:	
Grant Type / Grant Call:	
Application ID	
Host Institution:	
Start Date:	31-Dec-2009
Original Expected Completion Date:	01-Oct-2012
Expected Completion Date:	30-Jun-2013
Letter of Award	=
Letter of Acceptance	=
Fund Disbursement Letter	<a href="#">Funds Disbursement Letter</a>
Research Scope	
Latest Progress Report:	
Latest Final Report:	

Withdraw Project

Change Principal Investigator

Download Proposal Package

Change Host Institution

Grant Extension

Change Research Scope

**Progress Report**

Final Report

# nGager Progress Report Screenshots (PI)

## Progress Report

[Project Details Page](#) [Save as Draft](#) [Submit](#) [Close Window](#)

Project ID [REDACTED] Project Status **Ongoing**

Progress Report Submission

Key Performance Indicator

**Summary Write Up**

History

### Progress Report Submission

**!** Please download the Progress Report template provided, and upload your completed Progress Report. You may upload any supporting document (single file or zip file). Do complete the 'Key Performance Indicator' and 'Summary Write Up' sections. Click 'Save' to save any changes and 'Submit' to submit your report

Request Date: 19-Dec-2014  
Request Status: Draft  
Progress Report Template: Pending Uploading  
Financial Year: 2014

**Progress Report:**  [Browse...](#) [Upload](#)

**Supporting Document:**  [Browse...](#) [Upload](#)

**Milestones 1 item(s)**

Description	Start Month	Duration (Months)	Status	Justification
hgh	4	12	Select One <input type="text"/>	<input type="text"/>

[Project Details Page](#) [Save as Draft](#) [Submit](#) [Close Window](#)






















# nGager Progress Report Screenshots (PI)

Progress Report Submission

Key Performance Indicator

Summary Write Up

History

Key Performance Indicator	Overall		FY2011		FY2012		FY2013		
	Target	Achieved	Target	Achieved	Target	Achieved	Target	Achieved	
<b>Human Capital</b>									
 No. of PhD students trained and graduated	0	0	0	0	0	0	0	0	0
 No. of Master students trained and graduated	0	0	0	0	0	0	0	0	0
 No. of Post-Docs employed	0	0	0	0	0	0	0	0	0
<b>Intellectual Capital</b>									
 No. of Invention Disclosures	0	0	0	0	0	0	0	0	0
 No. of publications in peer reviewed journals	0	0	0	0	0	0	0	0	0
 No. of presentations at major conferences	0	0	0	0	0	0	0	0	0
 No. of patent applications filed	0	0	0	0	0	0	0	0	0
 No. of patents granted	0	0	0	0	0	0	0	0	0
 No. of patents commercialised	0	0	0	0	0	0	0	0	0
 No. of other IP obtained (non-patents)	0	0	0	0	0	0	0	0	0
 No. of academic collaborations (local and international)	0	0	0	0	0	0	0	0	0
 No. of competitive research grants received	0	0	0	0	0	0	0	0	0
 No. of awards for research at national and international level	0	0	0	0	0	0	0	0	0
<b>Industry Relevance</b>									
 No. of projects with industry	0	0	0	0	0	0	0	0	0
 Amount of industry funding - in cash (\$)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
 Amount of industry funding - in kind (\$)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
 No. of spin - offs & start ups from results of research programme	0	0	0	0	0	0	0	0	0
 No. of new products/ processes/ services commercialised	0	0	0	0	0	0	0	0	0
 Amount of royalties and licensing revenue from research results	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
 No. of new clinical trials initiated	0	0	0	0	0	0	0	0	0
<b>Others</b>									
 No. of human subjects recruited	0	0	0	0	0	0	0	0	0

# nGager Progress Report Screenshots (PI)

**Human Capital**

◀ Back **Save** 🗑️ Close Window

**Add Item**

**No. of PhD students trained and graduated:**

**Note:**

1. Please provide the names and nationalities of PhD students.
2. Please only indicate students who have been involved in the project for at least a year.

Name:

Nationality:   Is Singapore PR?

NRIC/FIN No:

Graduation Date:  📅 🗑️


# nGager Progress Report Screenshots (PI)

Item has been added successfully

 Back  Save  Close Window

## Add Item



### **No. of PhD students trained and graduated:**

-  Note:
1. Please provide the names and nationalities of PhD students.
  2. Please only indicate students who have been involved in the project for at least a year.



Name:

Nationality:   Is Singapore PR?

NRIC/FIN No:

Graduation Date:   

1 item(s)

S/N	FY	Name	Nationality	Is Singapore PR?	NRIC/FIN	Graduation Date	
 	1	2014	Test Student	Singapore	Yes	S0000000S	Nov-2014

 Back  Save  Close Window

# nGager Progress Report Screenshots (PI)

## Progress Report

Project Details Page

Save

Submit

Close Window

Project ID

Project Status




**Outstanding**

Progress Report Submission

Key Performance Indicator

Summary Write Up



History

Key Performance Indicator	Overall		FY2011		FY2012		FY2013		FY2014	
	Target	Achieved	Target	Achieved	Target	Achieved	Target	Achieved	Target	Achieved
<b>Human Capital</b>										
 No. of PhD students trained and graduated	0	1	0	0	0	0	0	0	0	1
 No. of Master students trained and graduated	0	0	0	0	0	0	0	0	0	0
 No. of Post-Docs employed	0	0	0	0	0	0	0	0	0	0



# nGager Progress Report Screenshots (PI)

**Progress Report**

Project Details Page **Save**  Submit  Close Window

Project ID  
██████████


Progress Report Submission

Key Performance Indicator

**Summary Write Up**

History


### 1. Key Achievements

 Please use this section to briefly highlight significant accomplishments attained

**B I U S x<sub>2</sub> x<sup>2</sup>**

Key Achievement 1

### 2. Benefits brought to Singapore

 a) Health outcomes - State the clinical application(s), direct and/or potential, of the research project which improves clinical service or healthcare outcomes of the nation\*\*  
b) Economic outcomes - Describe any patentable/commercially exploitable results, the follow-up arrangements that have been made or are planned, and any industry-related collaborations. c) Others

**B I U S x<sub>2</sub> x<sup>2</sup>**

Benefit 1|

# nGager Progress Report Screenshots (PI)

The screenshot displays the 'Progress Report' submission page. At the top, a navigation bar includes 'Project Details Page', 'Save', 'Submit' (highlighted with a red box), and 'Close Window'. Below this, the 'Project ID' is shown as a redacted black bar. A left-hand sidebar contains navigation links: 'Progress Report Submission', 'Key Performance Indicator', 'Summary Write Up' (highlighted in red), and 'History'. The main content area is titled 'Progress Report Submission' and contains an information icon and the following text: 'Please download the Progress Report template provided, and upload your completed Progress Report. You may upload any supporting document (single file or zip file). Do complete the 'Key Performance Indicator' and 'Summary Write Up' sections. Click 'Save' to save any changes and 'Submit' to submit your report'. Below this, a form displays the following fields: 'Request Date: 29-Oct-2014', 'Request Status: P...', 'Progress Report Template:', 'Financial Year:', 'Progress Report:' (highlighted in red), 'Uploaded Progress Report:', and 'Supporting Document:'. A modal dialog box titled 'Message from webpage' is overlaid on the form, containing a question mark icon and the text: 'Please ensure that you have provided/revised Summary Write-Up. Are you sure you want to proceed?'. The 'OK' button in the dialog is highlighted with a red box. The bottom navigation bar is identical to the top one.

**Progress Report**

Project ID  
[REDACTED]

Progress Report Submission

Key Performance Indicator

**Summary Write Up**

History

**Progress Report Submission**

Please download the Progress Report template provided, and upload your completed Progress Report. You may upload any supporting document (single file or zip file). Do complete the 'Key Performance Indicator' and 'Summary Write Up' sections. Click 'Save' to save any changes and 'Submit' to submit your report

Request Date: 29-Oct-2014

Request Status: P...

Progress Report Template:

Financial Year:

**Progress Report:**

Uploaded Progress Report:

Supporting Document:

Message from webpage

Please ensure that you have provided/revised Summary Write-Up. Are you sure you want to proceed?

OK Cancel

Project Details Page Save Submit Close Window

# nGager Progress Report Screenshots (PI)

Request has been submitted successfully

Project Details Page

Close Window

Project ID

[REDACTED]

Progress Report  
Submission

Key Performance  
Indicator

**Summary Write Up**

History

## Progress Report Submission

**i** Please download the Progress Report template provided, and upload your completed Progress Report. You may upload any supporting document (single file or zip file). Do complete the 'Key Performance Indicator' and 'Summary Write Up' sections. Click 'Save' to save any changes and 'Submit' to submit your report

Request Date:	29-Oct-2014
Request Status:	Pending HI Endorsement
Progress Report Template:	<a href="#">Pending Uploading</a>
Financial Year:	2014
Uploaded Progress Report:	<a href="#">Progress Report Template.doc</a>

# nGager Progress Report Screenshots (RDO/RD)

- [-] [envelope icon] **Items Pending For Your Action (12)**
  - [-] [flame icon] **Grant Applications (12)**
    - Pending Clarification (1)
    - Pending HI Endorsement (9)
    - Pending HI Endorsement For Panel Clarification (1)
    - Pending Revision (1)
  - [-] [envelope icon] **Project Items Pending for your Actions (8)**
    - [-] [flame icon] **Pending Current HI Endorsement (2)**
      - Change in Host Institution (2)
    - [-] [flame icon] **Pending HI Endorsement (6)**
      - Change in Principal Investigator (1)
      - Change In Team Member (2)
      - Final Report (1)
      - Progress Report (1)**
      - Change in Research Scope (1)


Search:

Search By : Project Title, Project ID, Project Status, Host Institution, P

Search

Reset All Fields

Projects 1 item(s)

<u>Project Title</u>	<u>Project ID</u>	<u>Project Status</u>
	1	Ongoing

# nGager Progress Report Screenshots (RDO)

## Progress Report

[Project Details Page](#)

Project ID

Progress Report Submission

Key Performance Indicator

**Summary Write Up**

History

### Progress Report Submission

**i** Please download the Progress Report template provided, and upload your completed Progress Report. You may upload any supporting document (single file or zip file). Do complete the 'Key Performance Indicator' and 'Summary Write Up' sections. Click 'Save' to save any changes and 'Submit' to submit your report

Request Date: 18-Dec-2014  
Request Status: Pending HI Endorsement  
Progress Report Template: Pending Uploading  
Financial Year: 2014  
Uploaded Progress Report: [Sample.docx](#)

**Milestones 1 item(s)**

Description	Start Month	Duration (Months)	Status	Justification
Test	11	11	Completed	

**Research Development Officer**

Comments:

Supporting Document:

RDO has certified that the information and request submitted is accurate

[Project Details Page](#)

# nGager Progress Report Screenshots (RD)

## Progress Report

[Project Details Page](#) [Save](#) [Endorse](#) [Return to PI](#) [Reject](#) [Close Window](#)

Project ID:

---

**Progress Report Submission**

**Key Performance Indicator**

**Summary Write Up**

**History**

### Progress Report Submission

**i** Please download the Progress Report template provided, and upload your completed Progress Report. You may upload any supporting document (single file or zip file). Do complete the 'Key Performance Indicator' and 'Summary Write Up' sections. Click 'Save' to save any changes and 'Submit' to submit your report

Request Date: 18-Dec-2014  
Request Status: Pending HI Endorsement  
Progress Report Template: Pending Uploading  
Financial Year: 2014  
Uploaded Progress Report: [Sample.docx](#)

**Milestones 1 item(s)**

Description	Start Month	Duration (Months)	Status	Justification
Test	11	11	Completed	

**Research Development Officer**  
Date:  
Status:  
Comments:  
 RDO has certified that the information and request submitted is accurate

**Research Director**  
Comments:

---

[Project Details Page](#) [Save](#) [Endorse](#) [Return to PI](#) [Reject](#) [Close Window](#)

# nGager Progress Report Screenshots (RDO/RD/PI)

**Progress Report**

Project Details Page Save Endorse Return to PI Reject Close Window

Project ID Project Status **Ongoing**



Progress Report Submission

Key Performance Indicator

**Summary Write Up**

History

**Progress Report Submission History 2 item(s)**

<u>Request Date</u>	<u>Financial Year</u>	<u>Status</u>
 18-Dec-2014	2014	Pending HI Endorsement
 01-Dec-2014	2014	Rejected By GM

1

Project Details Page Save Endorse Return to PI Reject Close Window

# nGager Progress Report Screenshots (Return to PI)

✉ Items Pending For Your Action (0)

✉ Project Items Pending for your Actions (1)

📄 📄 Return to PI by RD (1)

Progress Report (1)

📘 Please download the Progress Report template provided, and upload your completed Progress Report. You may upload any supporting document (single file or zip file). Do complete the 'Key Performance Indicator' and 'Summary Write Up' sections. Click 'Save' to save any changes and 'Submit' to submit your report

Request Date: 19-Dec-2014  
Request Status: Return to PI by RD  
Progress Report Template: Pending Uploading  
Financial Year: 2014  
**Progress Report:**  Browse...   
Uploaded Progress Report: [Sample.docx](#)  
Supporting Document:  Browse...

#### Milestones 1 item(s)

Description	Start Month	Duration (Months)	Status	Justification
hgh	4	12	In Progress	Some justification

#### Research Director

Date: 19-Dec-2014 14:58:05  
Status: Return To PI  
Comments: Return



# nGager Screenshots (RDO certification)

Request has been saved successfully

Project Details Page

Close Window

Project ID

[REDACTED]


Progress Report  
Submission

Key Performance  
Indicator

**Summary Write Up**

History

## Progress Report Submission

 Please download the Progress Report template provided, and upload your completed Progress Report. You may upload any supporting document (single file or zip file). Do complete the 'Key Performance Indicator' and 'Summary Write Up' sections. Click 'Save' to save any changes and 'Submit' to submit your report

Request Date:	07-Nov-2014
Request Status:	Pending HI Endorsement
Progress Report Template:	<a href="#">test-template-cbrg.docx</a>
Financial Year:	2014
Uploaded Progress Report:	<a href="#">Research Scope.docx</a>
Uploaded Supporting Document:	<a href="#">Supporting Document.docx</a>

## Research Development Officer

Date: 27-Feb-2015 15:55:44

Status: Certified

Comments:

RDO has certified that the information and request submitted is accurate

# nGager Progress Report Screenshots (RD)

Project ID  
[REDACTED]

Progress Report Submission

Key Performance Indicator

**Summary Write Up**

History

### Progress Report Submission

**i** Please download the Progress Report template provided, and upload your completed Progress Report. You may upload any supporting document (single file or zip file). Do complete the 'Key Performance Indicator' and 'Summary Write Up' sections. Click 'Save' to save any changes and 'Submit' to submit your report

Request Date: 07-Nov-2014  
Request Status: Pending HI Endorsement  
Progress Report Template: [test-template-cbrg.docx](#)  
Financial Year: 2014  
Uploaded Progress Report: [Research Scope.docx](#)  
Uploaded Supporting Document: [Supporting Document.docx](#)

### Research Development Officer

Date: 27-Feb-2015 15:55:44  
Status: Certified  
Comments:  
 RDO has certified that the information and request

### Research Director

Comments:

Project Details Page | Save | **Endorse** | Return to PI | Reject | Close Window

Message from webpage

**?** Are you sure you want to endorse this request? Press <OK> to continue or <Cancel>.

OK Cancel

# nGager Final Report Screenshots (PI, RDO, RD)

Steps for creating and submitting Final Report are similar to the Progress Report

<b>General Details</b>	
Key Performance Indicator	
<b>Project Details</b>	
Title:	
Status:	Ongoing
HI Project Ref No:	
Principal Investigator:	
Grant Type / Grant Call:	
Application ID	
Host Institution:	
Start Date:	31-Dec-2009
Original Expected Completion Date:	01-Oct-2012
Expected Completion Date:	30-Jun-2013
Letter of Award	:
Letter of Acceptance	:
Fund Disbursement Letter	<a href="#">Funds Disbursement Letter</a>
Research Scope	
Latest Progress Report:	
Latest Final Report:	
<a href="#">Withdraw Project</a>	
<a href="#">Change Principal Investigator</a>	
<a href="#">Download Proposal Package</a>	
<a href="#">Change Host Institution</a>	
<a href="#">Grant Extension</a>	
<a href="#">Change Research Scope</a>	
<a href="#">Progress Report</a>	
<a href="#">Final Report</a>	
<a href="#">Cashflow Projection Submission</a>	
<b>Cashflow Projection</b> 0 item(s)	

# nGager Final Report Screenshots (PI, RDO, RD)

This screen is slightly different due to the Final Report Template. The rest of the sections are the same as per Progress Report.

## Final Report

Project Details Page Save Return to PI Reject Close Window

Project ID Project Status **Ongoing**

### Final Report Submission

**Final Report Submission**

Please download the Final Report template provided, and upload your completed Final Report. You may upload any supporting document (single file or zip file). Do complete the 'Key Performance Indicator' and 'Summary Write Up' sections. Click 'Save' to save any changes and 'Submit' to submit your report.

Request Date: 18-Dec-2014  
Request Status: Pending HI Endorsement  
Final Report Template: Pending Uploading  
Uploaded Final Report: [Sample.docx](#)

**Milestones 1 item(s)**

Description	Start Month	Duration (Months)	Status	Justification
Milestones	1	10	Pending	pending

**Research Development Officer**

Comments:

Supporting Document:  Browse...

RDO has certified that the information and request submitted is accurate

Project Details Page Save Return to PI Reject Close Window

# nGager Progress/Final Report

Notifications will be sent to the respective users (PI and RDO) when there are changes in the report's status. Eg: submission by PI, endorsement by HI, approval by NMRC

Only 1 Progress Report can be submitted for each FY.

Detailed User guides will be available on the NMRC website



**MINISTRY OF HEALTH**  
SINGAPORE

**Thank You**

# Q & A

