RIE2025 CENTRE GRANT (CG) POST-AWARD ADMINISTRATIVE DOCUMENT

(A) IGMS IDs – Overview

This section explains the structure of the CG projects created on IGMS and also shows the relevant IDs that can be used to identify the CG projects in post-award requests/ correspondences with NMRC.

IGMS ID	Type of ID	Description	Remarks
NMRC/CG1/0XX/<year>-<entity>	Award ID	Category 1 CG	-
NMRC/CG2/0XX<a-e>/<year>-<entity>	Award ID	Category 2 CG	Partnering entities will share the same award ID '0XX' but are differentiated by '<a – e>'
NMRC/CG3/0XX/<year>-<entity>	Award ID	Category 3 CG	-
MOH-001XXX-00	Project ID	Main Project	Please refer to 'user manuals (post-award)' available under TrainingGuides (researchgrant.gov.sg); see document titled 'project tracking mgmt'.
MOH-001XXX-01	Project ID	Sub-project 01 **Main Vote:** Research Personnel Core (RPC)	**Sub-votes:** • Expenditure of Manpower (EOM)
MOH-001XXX-02	Project ID	Sub-project 02 **Main Vote:** Facility Core (FC)	**Sub-votes:** • Equipment (Eqp) • Other Operating Expenses (OOE) • Overseas Travel (OT)
MOH-001XXX-03	Project ID	Sub-project 03 **Main Vote:** Administrative Core (Admin)	**Sub-votes:** • EOM • OOE (for Education and Training)
MOH-001XXX-04	Project ID	Sub-project 04 **Main Vote:** Seed Funding/Bridging Fund Core (SBC)	**Sub-votes:** • EOM (for Bridging Grant) • OOE (for Seed Funding)
MOH-001XXX-05	Project ID	Sub-project 05 (Holding account applicable only to Cat-2 CG) **Main Vote:** Other Partnering Entities budget	**Sub-votes:** • OOE (for other partnering entities' budget) **Note:** This sub-project functions as a holding account to allow for virements between Cat-2 partnering entities of the same CG programme. This will ensure that the Main Vote/Sub-votes' budgets are up-to-date as it is not possible to move funding from one IGMS project/partnering entity to another.

(B) Post-award Requests Forms and Processes Involving the IGMS-PI

- In addition to the instructions for the post-award requests listed below, please also refer to the 'user manuals (post-award)' available under [TrainingGuides (researchgrant.gov.sg)](researchgrant.gov.sg) for step-by-step guidance on using IGMS for the relevant post-award requests.
- For deviations requests 1 and 3-8, please also refer to the post-award readme guide available at NMRC | Downloads.

S/N	Post-award Requests	Instructions/Remarks	Submission Format
1	Change in Budget	• Please use the template form for budget virements (available at [NMRC	Downloads](NMRC | Downloads)). Further instructions can be referred to in the first page of the form. • **For budget virements within Main Vote (i.e. within sub-project) on IGMS:** please put up the budget deviation request through the Main Vote/sub-project concerned. • **For budget virement between Main Votes (i.e. between sub-projects) on IGMS:** please put up the budget deviation request through the Main Vote/sub-project from which the funding will be vired. Note: All budget virements between Main Votes (i.e. between sub-projects) regardless of the percentage cumulative variation require NMRC's approval. However, for *virements between Main Votes/sub-projects not exceeding 10% cumulative variation of total CG budget, the IGMS workflow currently stops at HI DOR and will not be routed to NMRC for further processing and approval. Hence, we seek the CGs' assistance to submit this type of budget virement requests to NMRC via email, in addition to the submission to IGMS. • **For budget virement between partnering entities (i.e. between projects) of *Cat-2 CGs on IGMS:** each partnering entity is required to put up a budget virement request involving the virement of funding to or from the other partnering entities' budget under sub-project 05 to update the budgets of the Main Vote/Sub-votes concerned under sub-projects 01 – 04.	**Via IGMS + form (sub-project level)** *For virements between Main Votes/sub-projects not exceeding 10% cumulative variation of total budget, please submit via IGMS + form (sub-project level) **+ email submission to NMRC** Refer to Annex (Section D), Table 1 for summary of Budget Virement Submission Instructions
2	**Submission of Annual Progress Report**	• Please use the template forms for annual progress reporting (available in IGMS/draft report) and input KPI achievements to IGMS directly. Further instructions can be referred to in the template forms. • For Cat-2 CGs, please note that all the partnering entities are each required to upload/submit identical qualitative/written report and Annex via IGMS. However, only the Lead entity is required to input KPI achievements on behalf of the entire CG programme to IGMS directly. Please refer to Annex (Section D), Table 2 for summary of Progress Report Submission Format/Instructions. • The IGMS-PI will receive the first notification from IGMS in end-Feb each year to submit annual progress report by end-May. However, please note that the deadline should be 30 Apr of each year.	**Via IGMS + form (main project level)**
3	**Grant extension** (under change in project duration/time)	• Template will be available in 2024/2025. • Please submit a deviation request via IGMS for NMRC's approval.	**Via IGMS + form (main project level)**
4	**Change in scope**	• No template. • Please submit a deviation request via IGMS for NMRC's approval.	Directly via IGMS (main project level)
5	**Change in IGMS PI**	• No template; but please provide Entity Head's approval to delegate the IGMS-PI role the new person.	Directly via IGMS

	(under change in research team)	• Please submit a deviation request via IGMS for NMRC's acknowledgement/approval. • Please check with NMRC on the specific steps before submitting the deviation request via IGMS.	(main project level)
6	**Change in IGMS-HI** (under change in institution)	• No template. • Generally, not appliable to CG unless the Entity and HI are different. • Where applicable, please submit a deviation request via IGMS for NMRC's acknowledgement/ approval.	Directly via IGMS (sub-project level)
7	**Change in Entity Head**	• Please notify NMRC for NMRC's acknowledgement and record.	Via email notification
8	**Change in Entity and/or HI**	• Generally, not appliable to CG.	-

(C) Updates on RIE2025 CG

Please refer to the last column for updates on the RIE2025 CG.

S/N	Original	Updated
1	**Purpose of CG seed funding*:** To award as the following: (i) Pilot grants with each capped at $50,000 to **young clinician investigators** to generate the necessary preliminary data to apply for higher-level national grants. (ii) Bridging grant for a maximum period of 1 year to sustain the key research manpower from grants which have already ceased. *Please note that the intention of CG seed funding is to support young clinician investigators of the awarded Entities. While collaborations with other institutions are allowed, the awarded CG Entity/Entities should still be the main beneficiaries.	**No change to original purpose, except for the eligibility criteria for CG seed funding as follows:** • CG seed funding will no longer be restricted to clinicians by profession. In other words, **CG seed funding is now also open to non-medically trained professions**. • CGs are to base the eligibility criteria for non-medically trained professions on the **eligibility criteria for non-medically trained professions under** NMRC's Clinician-Scientist Individual Research Grant New Investigator Grant **(CS-IRG-NIG)** funding scheme (weblink).
2	**Use of CG seed funding to support overseas travel (OT)** CG seed funding is generally **not allowed to be used to support OT**.	• CG seed funding **can be used to support OT**. • However, CG entities are advised to consider **setting appropriate limits on OT to ensure the optimal use of the limited funding**.
3	**Non-fundable direct costs for CG seed funding** CGs are to follow host institution policies for utilisation of seed funding. There are no explicit guidelines on the non-fundable direct costs for seed funding.	• CGs are to **follow host institution's policies for utilisation of seed funding (no change)**. • In addition, the **following list of non-fundable direct costs will apply**: | Type of Expenses	Description
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Salaries of Lead PI / Investigators / Project Leads	Not eligible, if the salaries are supported from other sources. Explanation: This is to ensure no double funding of salaries where the salaries are supported by other sources.
Salaries of teaching staff / Teaching substitutes	Not eligible. Explanation: Such expenses are supported from capitation grants.
Undergraduate tuition support	Not eligible. Explanation: Such expenses should be supported under the respective scholarship grants and bursary schemes.	

(D) Annex

Table 1: CG Budget Virement Submission Instructions

S/N	Post-award Requests	Approving Authority (AA)	Submission Format	
			Via IGMS?	**Via Email to NMRC?**
1	Within Sub-votes (i.e. no change to Sub-vote budget)	HI	No	No
2	Across Sub-votes of the same Main Vote, and where the cumulative amount vired does not exceed 10% of the total funding awarded	HI	Yes	No
3	Across Sub-votes of the same Main Vote, and where the cumulative amount vired exceeds 10% of the total funding awarded	NMRC	Yes	No
4	Across Sub-votes between Main Votes (regardless of % cumulative amount vired)	NMRC	Yes	• Yes for virements between Main Votes/sub-projects not exceeding 10% cumulative variation of total CG funding • No for virements between Main Votes/sub-projects exceeding 10% cumulative variation of total CG funding
5	Between Entities in Category (Cat)-2 (Collaborative Centres) CG programmes **Note**: Each partnering entity is required to put up a budget virement request involving the virement of funding to or from the other partnering entities' budget under sub-project 05 to update the budgets of the Main Vote/Sub-votes concerned under sub-projects 01 – 04.	NMRC	Yes	• Yes for virements between Main Votes/sub-projects not exceeding 10% cumulative variation of total CG funding • No for virements between Main Votes/sub-projects exceeding 10% cumulative variation of total CG funding

Table 2: Cat-2 CGs Progress Report Submission Format/Instructions

S/N	Role	Qualitative Report (joint report)	Annex (joint report)	KPI achievements via IGMS (joint achievements)
1	Partnering Entity that is also the Lead Entity	Yes, upload joint report to IGMS	Yes, upload joint report to IGMS	Yes, input CG's collective achievements directly to IGMS
2	Partnering Entity that is not the Lead Entity	Yes, upload joint report to IGMS	Yes, upload joint report to IGMS	Not required