# User Manual (Researcher)

# Research & Innovation Grant Management System

SUBMITTED TO

National Council for Science and Technology (NCST)Grand Pension Plaza, Kigali, Rwanda

Level - 6, OCAC Tower, Acharya Vihar,
Bhubaneswar - 751013, Odisha, India
+91(0)674-6635 900 | info@csm.co.in | www.csm.co.in

CONTRACT FOR: **System Development, Deployment and Maintenance of the proposed Research & Innovation Grant Management System for National council of science and Technology (NCST).**

**Tender Ref: P000015/2018/2019/NCST**

**Version 1.1**

| WORK/ ACTION | POSITION | NAME | SIGNATURE |
|---|---|---|---|
| **Prepared By** | **CSM Technologies, Project Manager** | **Chinmaya Kumar Samantsinghar** | |
| **Reviewed and Approved By** | **NCST** | **UWIMANA Benjamin** | |

**Revision History**

| Version | Description of Change | Author | Date |
|---|---|---|---|
| 1.0 | Creation of the Document | Pipilika Kumari | 4-FEB-2020 |
| 1.0 | Review of the Document | Chinmaya Kumar Samantsinghar | 11-FEB-2020 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| REFERENCE DOCUMENTS | |
|---|---|
| **Document Number** | **Document Title** |
| RIGMS_SRS.pdf | SRS Document |
| | |
| | |

## Contents

**Table of Figures**

## Introduction

The **National Council for Science and Technology** (NCST), an independent body under President of Rwanda and governed by council and executive secretaries, proposed a **Research and Innovation Grant Management System** (RIGMS) to enhance efficiency, proficiency and transparency in the existing manual grant management process. Any Rwandan national or foreigner can request to NCST for permission to conduct research in Rwanda or get grants for research/innovation work. For doing so an applicants has to follow a manual procedure. With the integration of RIGMS system the applicants and beneficiaries of grant can apply, issue research permit, send expression of interest, access grant progress report and submit research progress report without wasting time. The online grant management system has the provision of accessing every detail online; submit your application request and get updates from respective committee or Rwanda institution right at your fingertip.

## Purpose

This document is dedicated to the individual researchers and Rwanda nationals who are interested in issuance of research permit or getting grants for research work under NCST. Any interested candidates can request research permit or research grant by registering their name, email ID and phone number. Registered member can login through the portal and complete the application process like profile details, work, peer details required to escalate the application form. Once the concerned authority approves the proposal, the researcher needs to upload/update the progress report as per the milestone set. The funds are generated on the basis of research work accomplished successfully in the given time-frame.

## Getting Started

To start with the Research & Innovation Grant Management System enter the website url in the browser to view the following login screen:

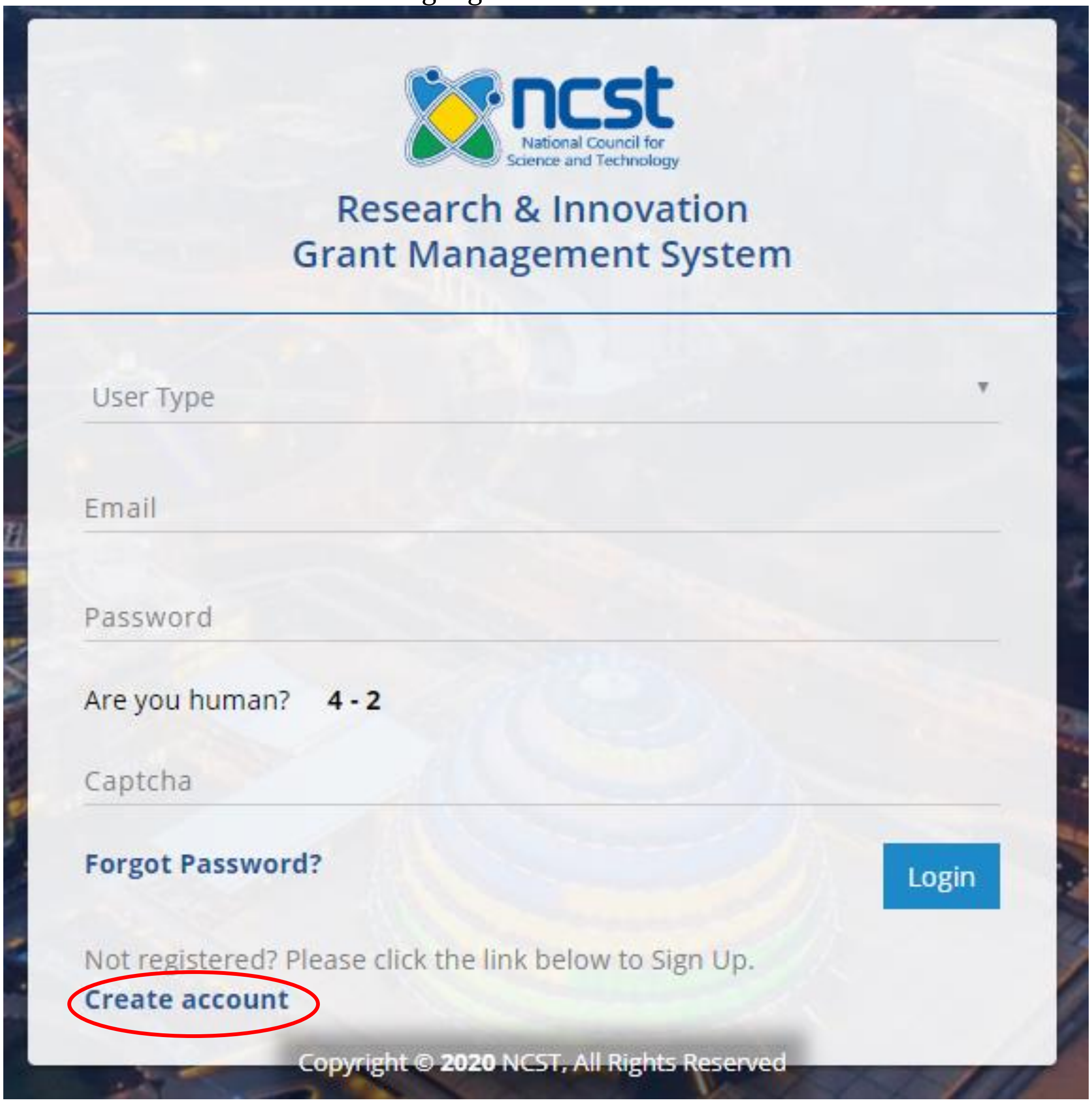



**Figure 1** Login Screen

A registered researcher or Rwandan institution is allowed to login through the portal using the respective login credentials shown above in **Fig.1.** If the user is not registered, create an account in RIGMS clicking the encircled tab shown in figure above.

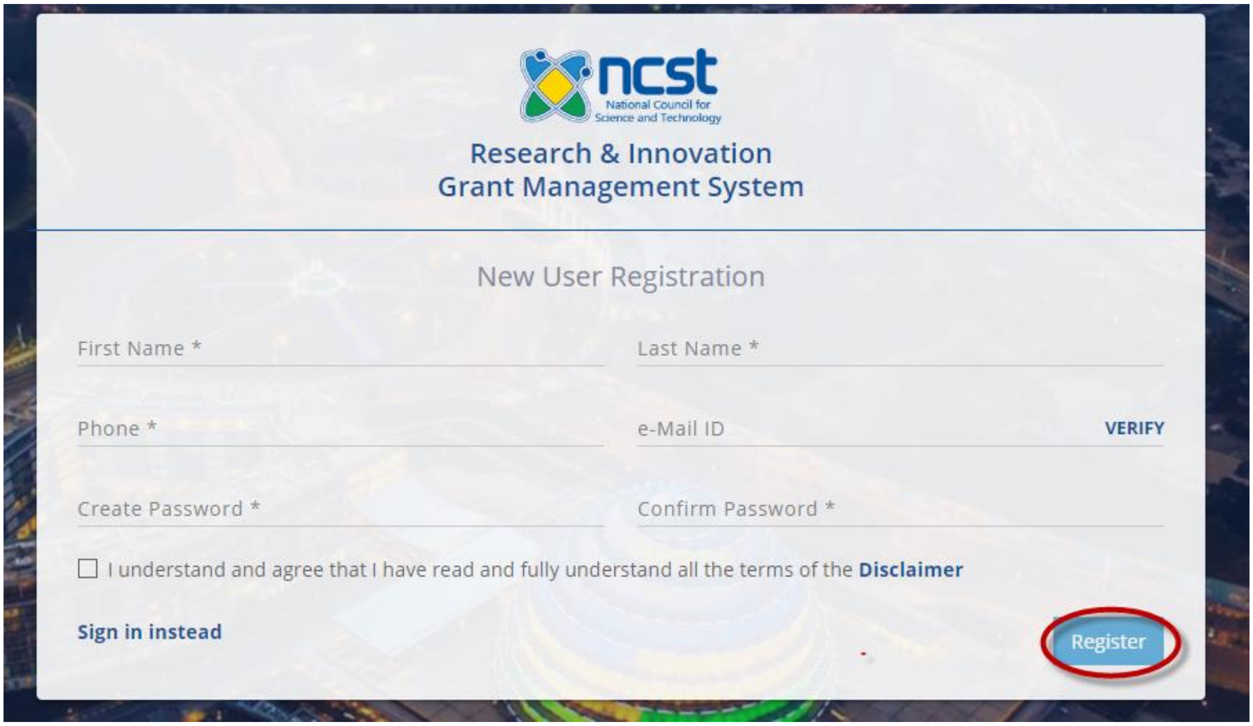



**Figure 2** New User Registration Screen

On clicking the user gets redirected to the **New User Registration –**

- Enter the first name and last name in the space provided.
- Enter a mobile phone number
- Enter the email and click the “Verify”.
- Create password for further login
- Confirm the password
- Tick the agreement box
    - If the user is already registered with the system, then click “Sign In Instead” and login to the portal using respective login credentials.
- Click “Register” button

With the completion of registration the researcher can login through the portal and submit an application to the NCST.

## Researcher Login

To enter the Research & Innovation Grant Management System the registered individual or Rwandan Institute has to use their respective login credentials and password in the login page, referring **Fig. 2** here -

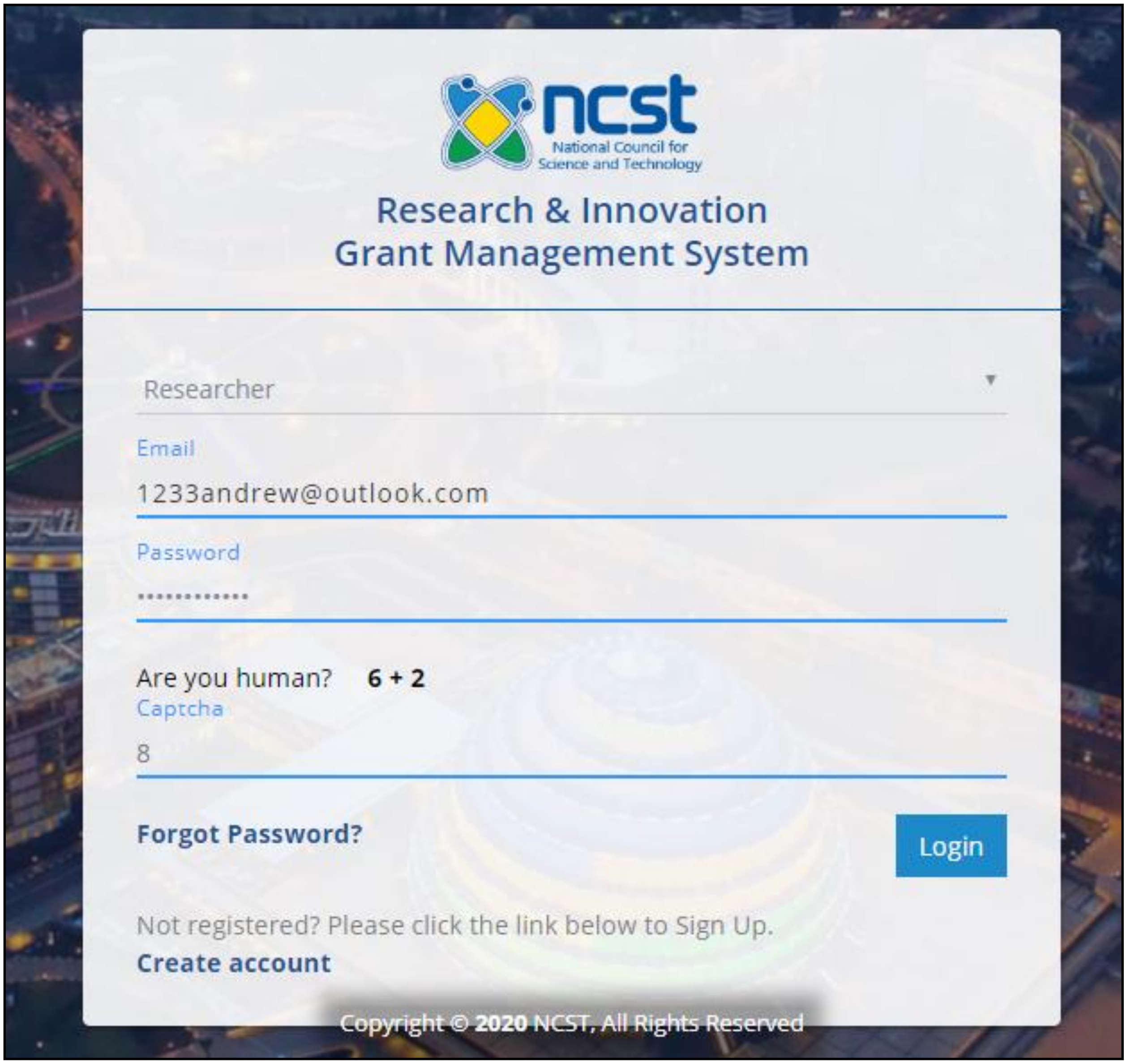



**Figure 3** Researcher Login Screen

- Select user type "Researcher" from the drop down list.
- Enter a valid email ID
- Enter the password

   a) To verify whether the applicant is a human or robot, a captcha code is provided here.

   - Answer the same and enter the result in the space provided

b) In case user has forgot his/her password click on "**Forgot Password?**" to receive new password in registered email ID.

- Click **Login** button

## RIGMS Dashboard/My Dashboard

The RIGMS dashboard is a color-coded display featuring different panels for information. After logging into the application successfully, the user can preview the previous activity, services offered, application details, milestone, fund details, peer name, research details and much more. The dashboard is a comprehensive look over the current and past activities. Refer the Figure shown below -

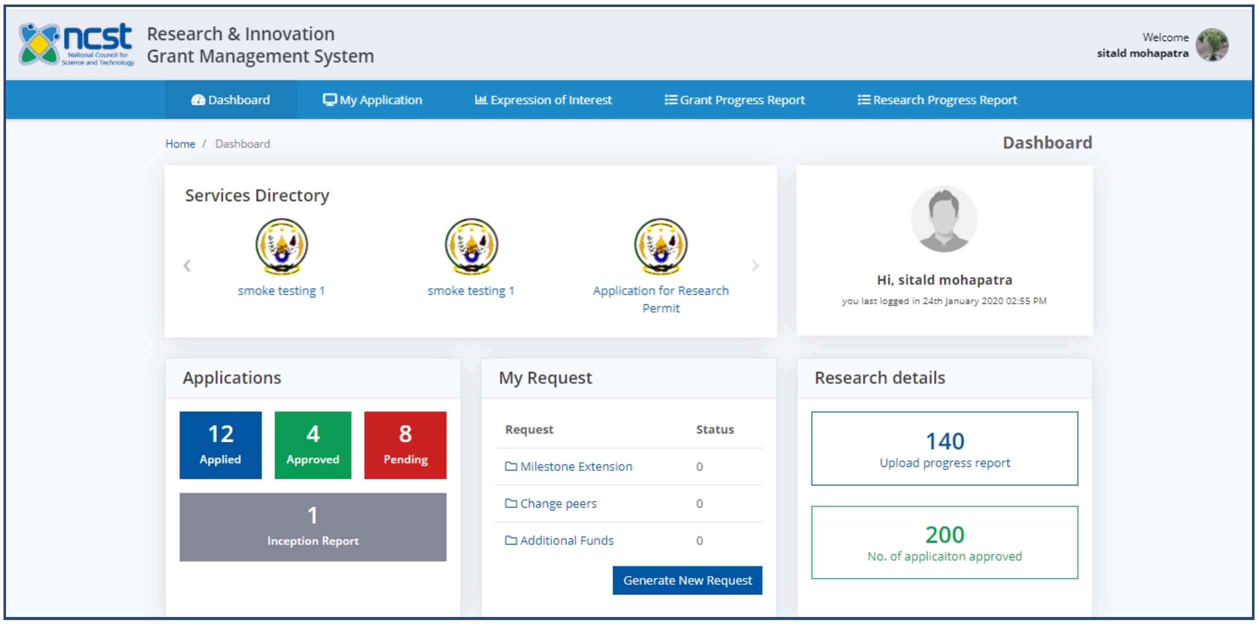
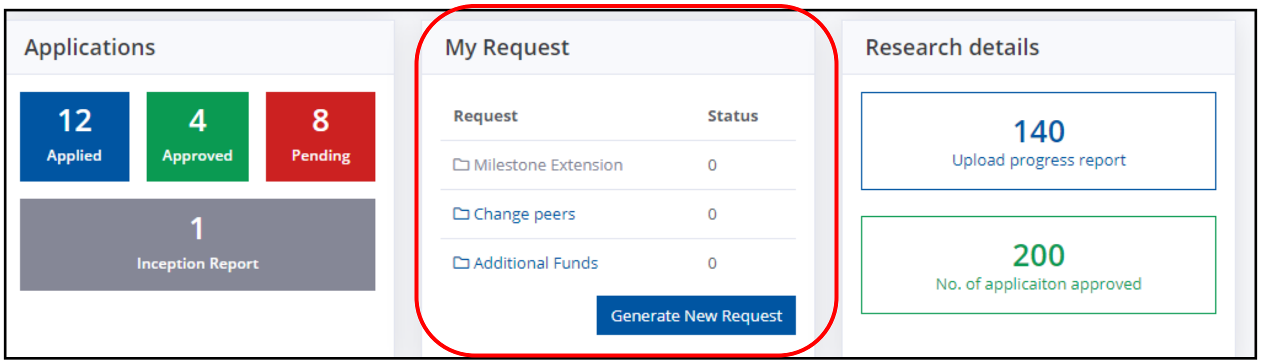



**Figure 4**- General RIGMS Dashboard Screen

The user can preview the service and profile details along with name, image and previous login details.

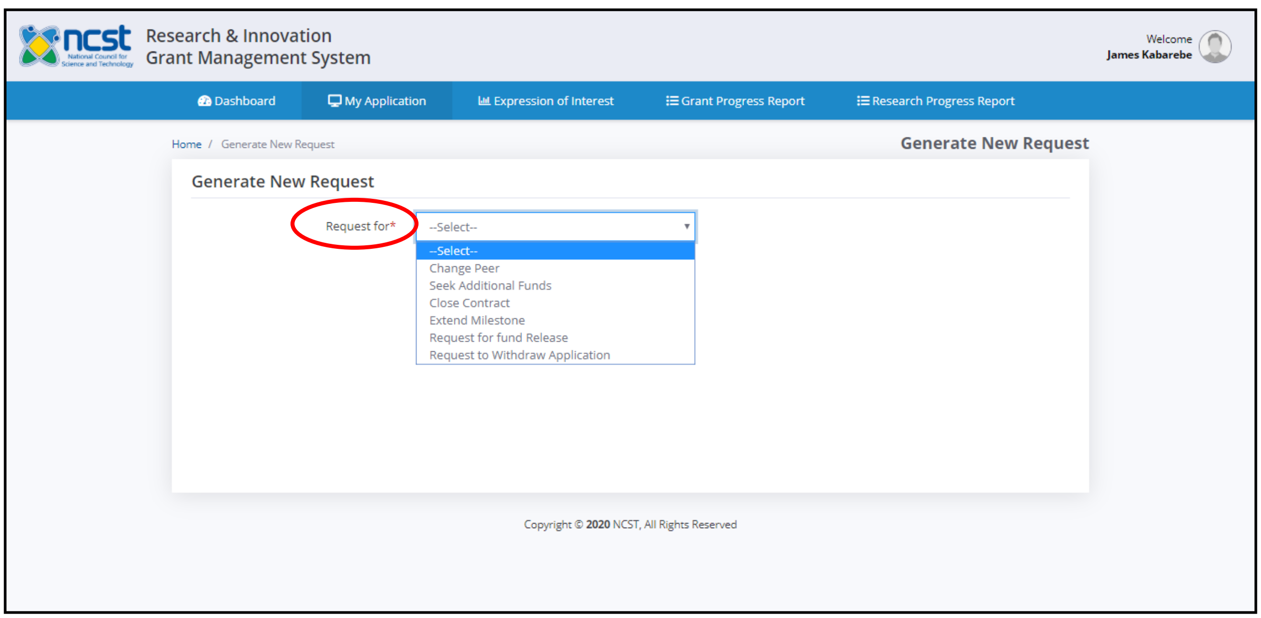
Scroll down to dashboard to view applications details like applied application, approved, pending and sent for inspection report.

**My Request** - In My Request Section contains, as shown in figure above, the updated status of milestone extension, any changes in the peer details, additional funds and **Generate New Request** button is there.

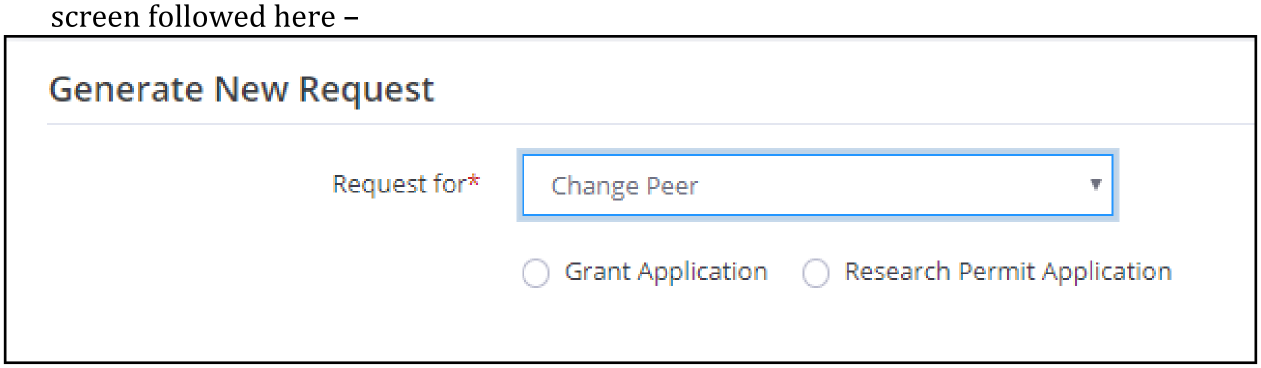



As highlighted in figure shown here. Click the “Generate New Request” for sending any new request to the NCST.

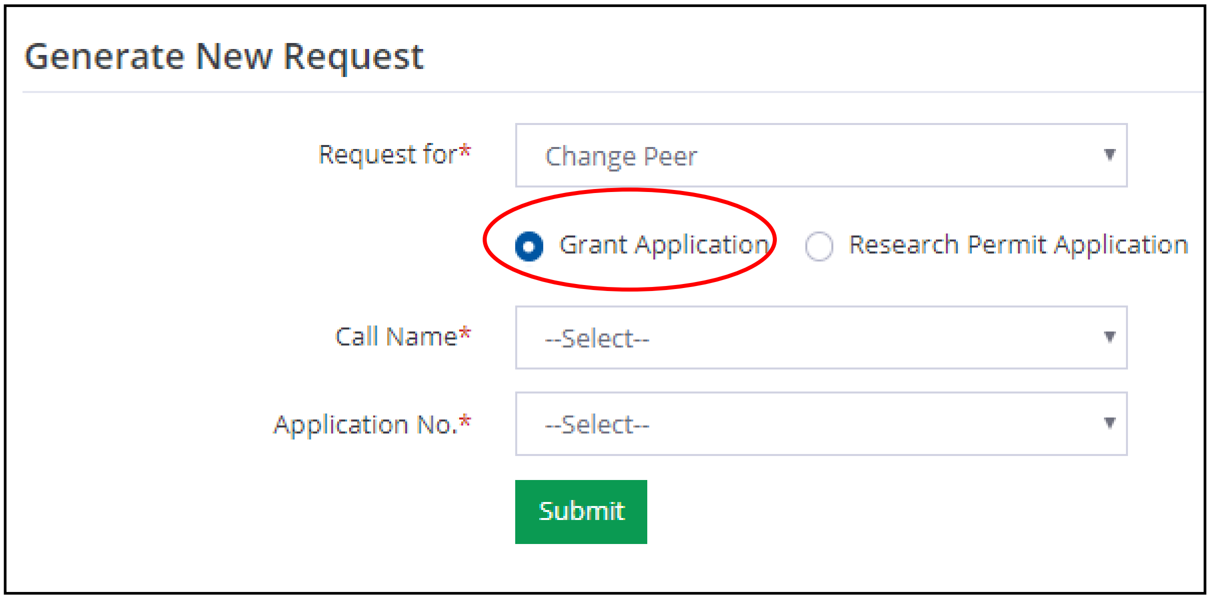
Select request for from the list of drop-down provided here (in the encircled tab). Choose from Change peer, Seek Additional Funds, Close Contract, Extend Milestone, Request for Fund Release, and Request for Withdraw Application.




**A.** If the user wants to change the peers name, choose the same and land onto the screen followed here –

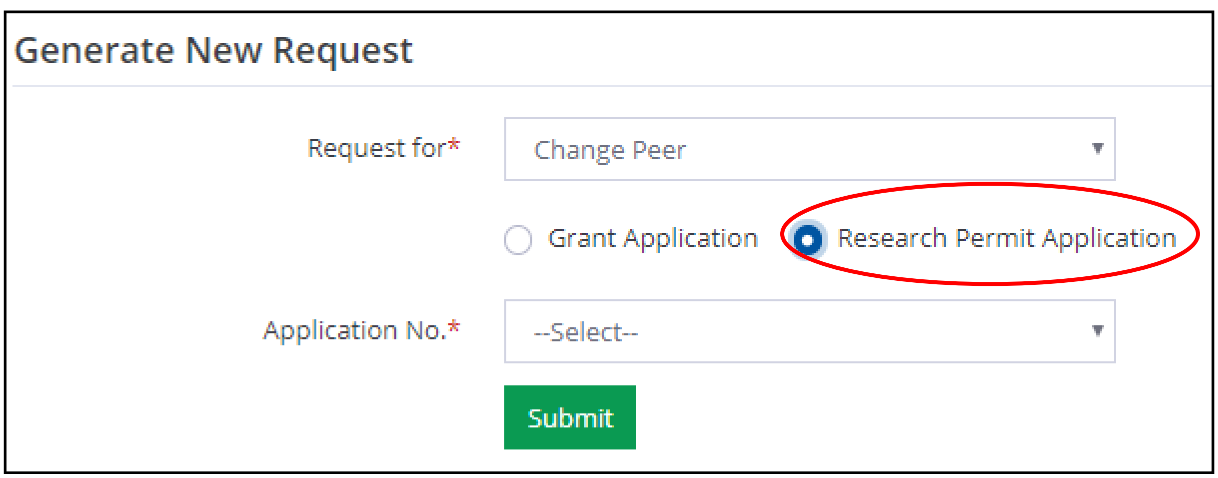


**a)** Select Grant Application, if you want to change peers name for the same.



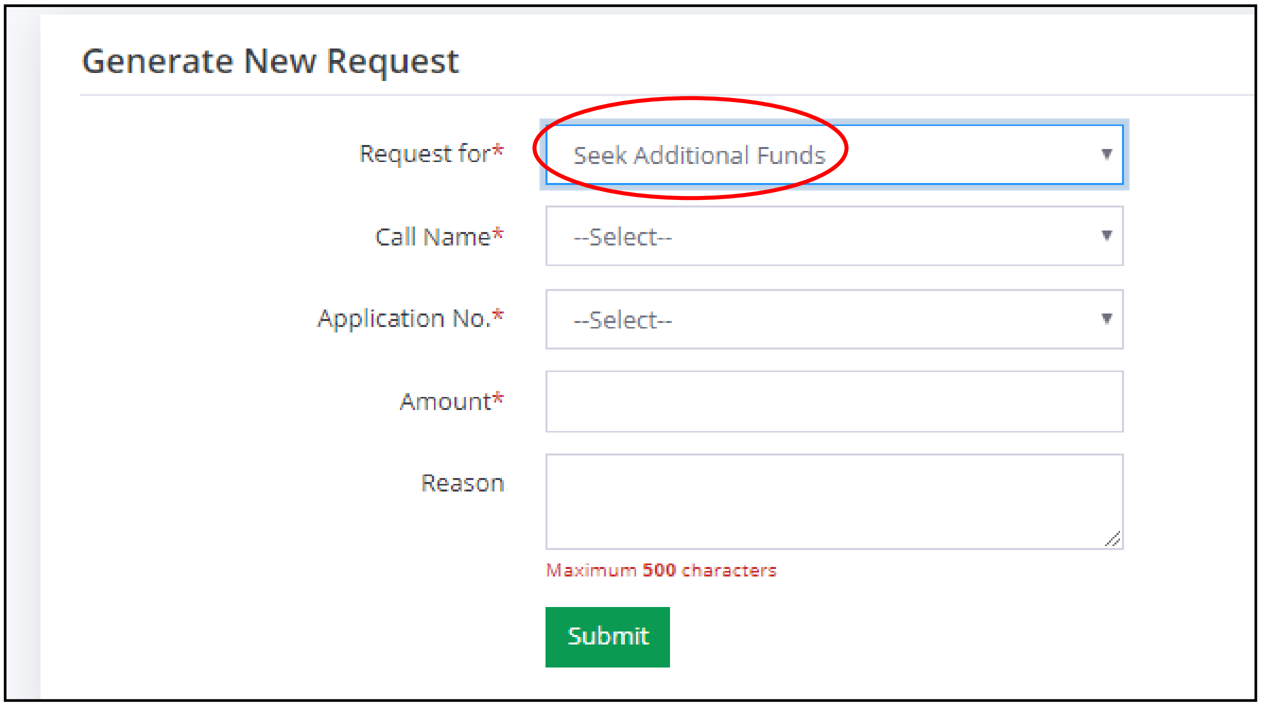

- Select "Call Name from the drop-down
- Select Application Number from the drop-down
- Click on Submit button.

**b)** Select Research Permit Application, if you want to change peers name for the same.



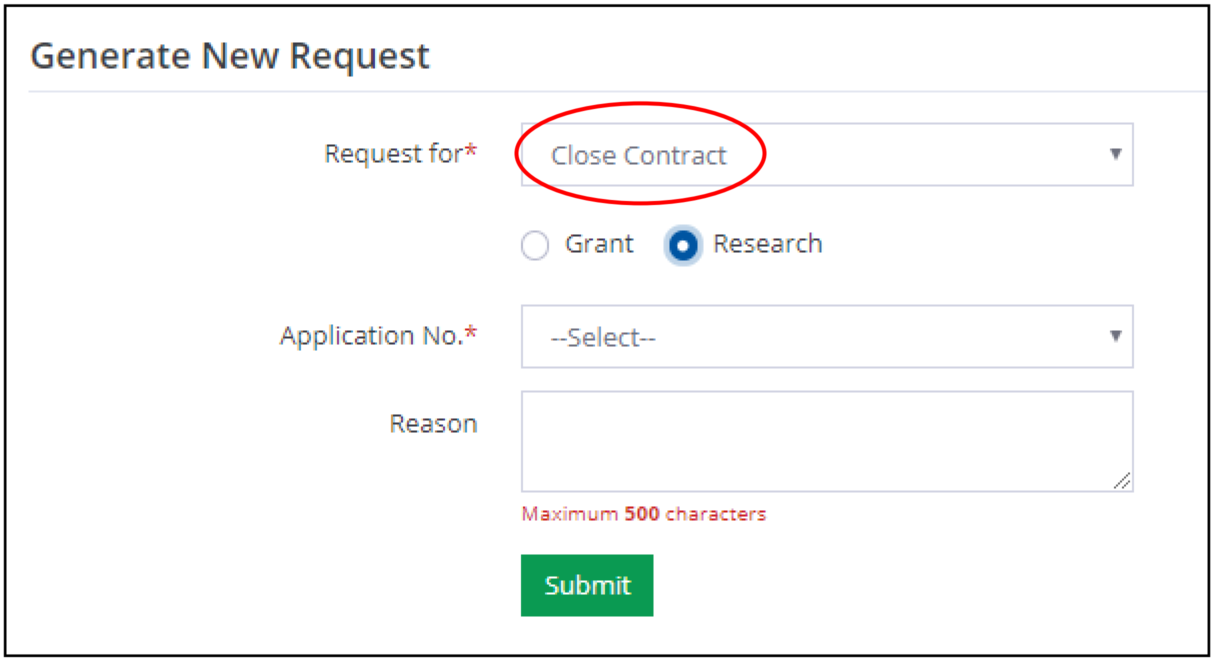

- Select Application Number from the drop-down
- Click on Submit button.

**B.** If the user wants additional funds for the request, choose the "Seek Additional Funds" from drop-down and land onto the screen followed here –



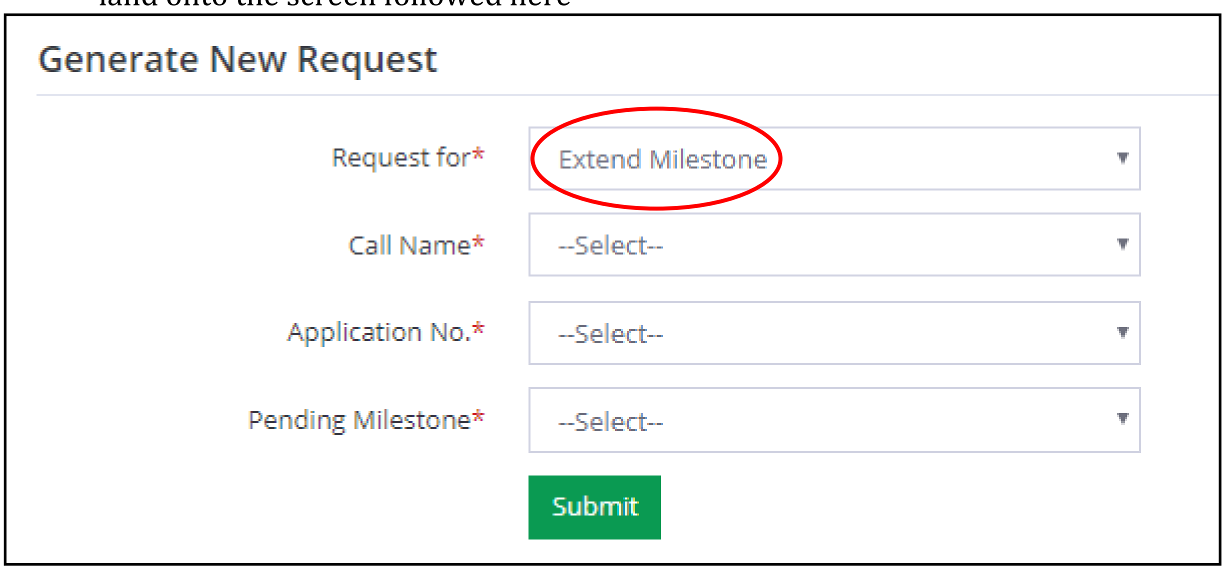

- Select Call Name from drop-down menu
- Select Application Number from the drop-down
- Enter the amount required for research purpose
- Add the reason for additional fund
- Click on **Submit** button.

**C.** If the user wants to close the contract, choose the "Close Contract" option and land onto the screen followed here –



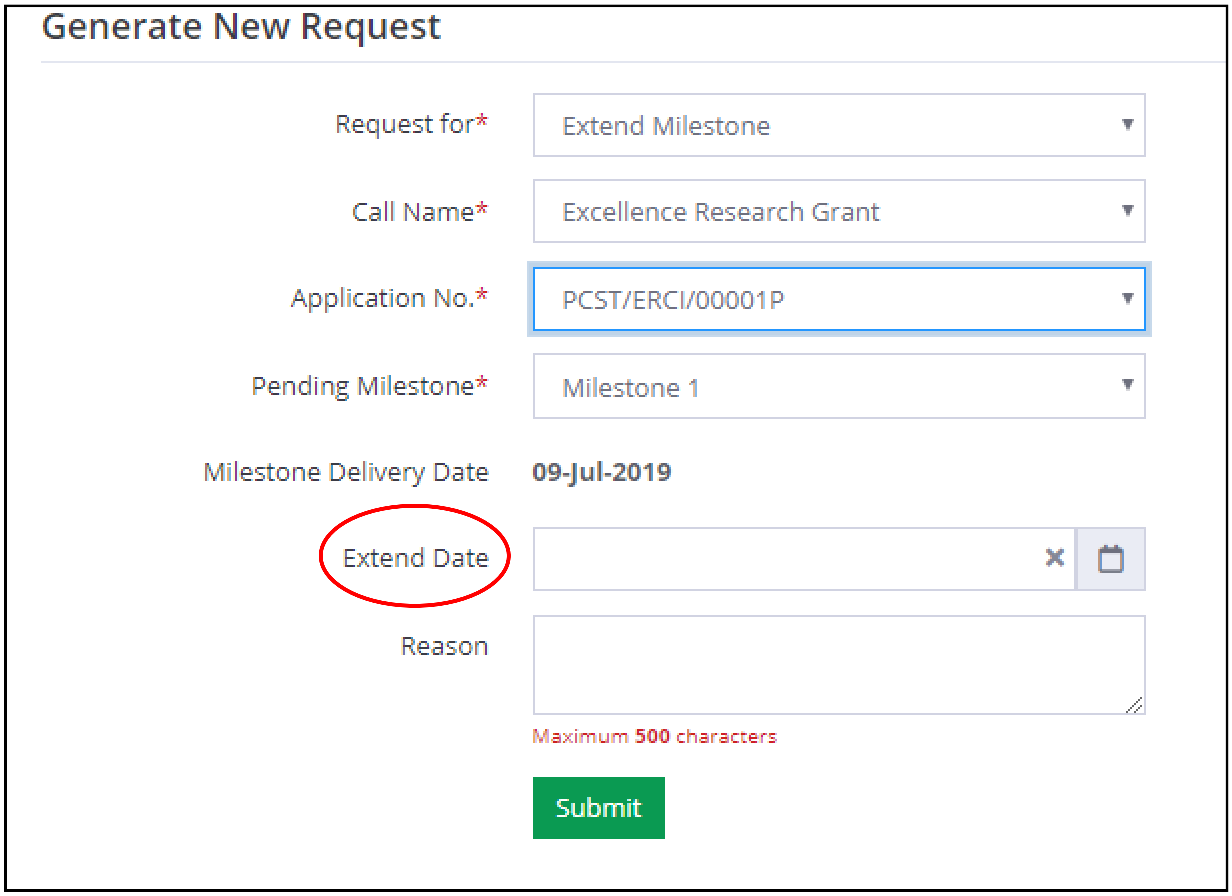

- Select Close Contract for Grant/Research permit
- Application Number from the drop-down
- Add the reason for cancelling the contract
- Click on **Submit** button.

**D.** If the user wants milestone extension, choose the "Extend Milestone" option and land onto the screen followed here –



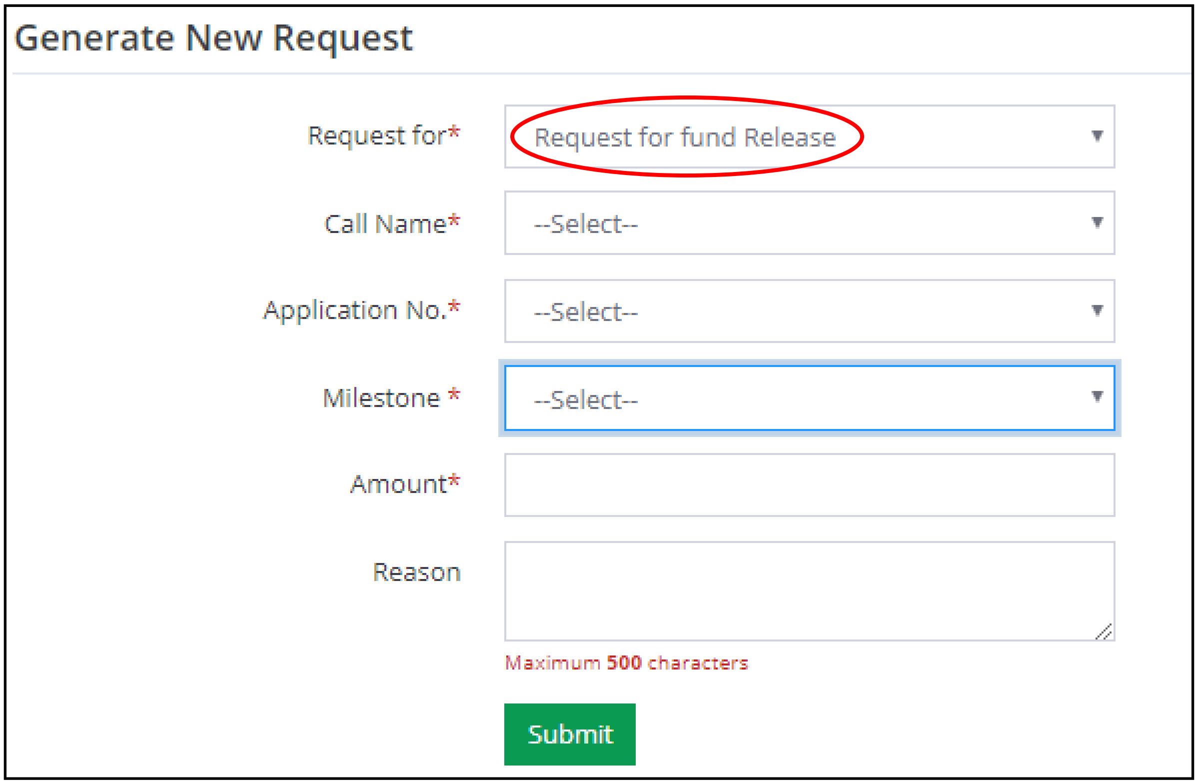

- Select Call Name from drop down menu
- Select Application Number from the drop-down
- Choose Pending Milestone name from drop-down.

i. On doing so, the following screen will appear to the user shown below -



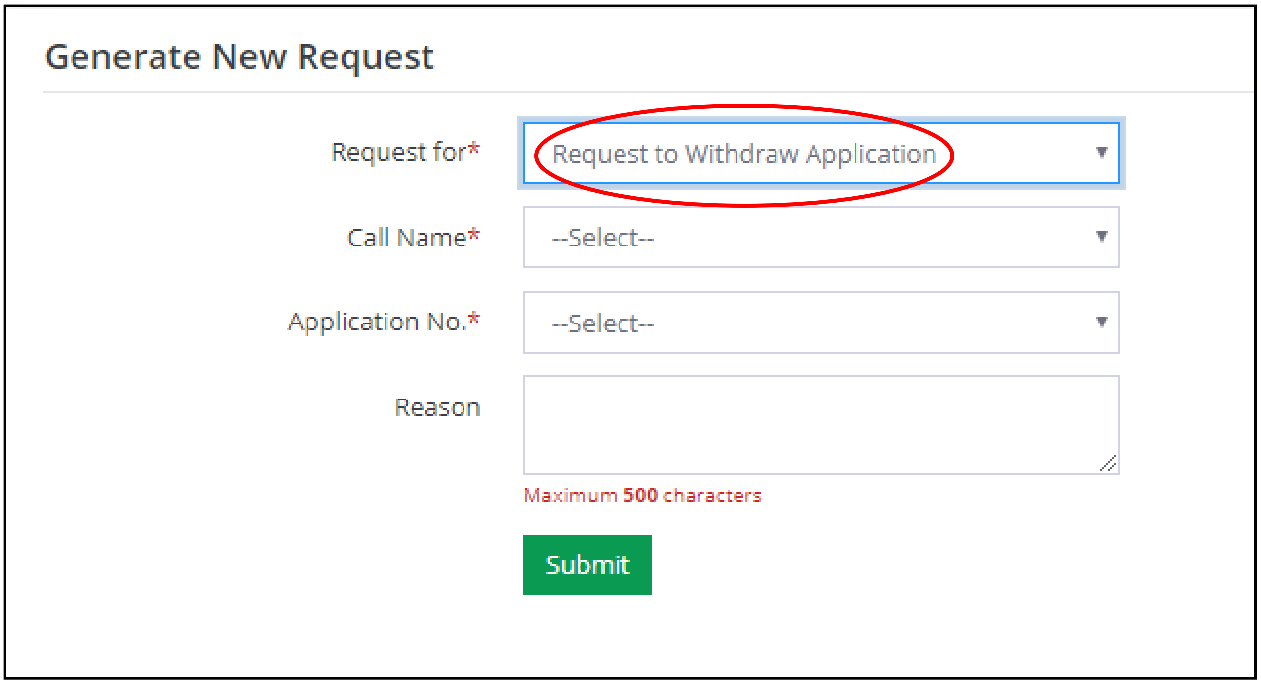

- Provided here the milestone delivery date
- Choose milestone extension date from the calendar control.
- Enter reason for extension.
- Click on **Submit** button.

**E.** If the user wants to send a request for fund release, choose the "Request for Fund Release" option and land onto the screen followed here –




- Select Call Name from drop down menu
- Select Application Number from the drop-down
- Choose milestone name.
- Enter amount to be released
- Enter reason if any to the provided textbox.
- Click on **Submit** button.

**F.** If the user wants withdraw the research request, choose the "**Request to Withdraw Application**" option and land onto the screen followed here –




- Select Call Name from drop down menu
- Select Application Number from the drop-down
- Enter reason if any to the provided textbox.
- Click on **Submit** button.

**Research Details** - In the "Research Details" panel know all of the progress report uploaded and how many of applications are being approved.

**Service Directory -** In the Service Directory panel, the user has access to various NCST calls and application for research permit. Refer the figure shown below -

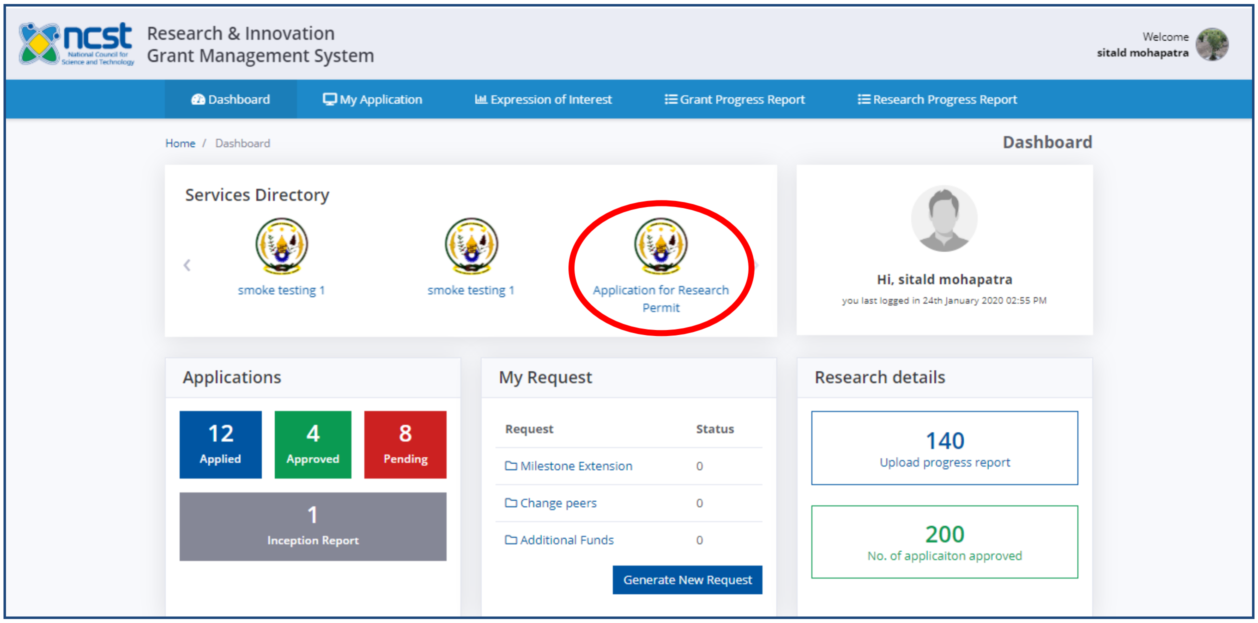



**Figure 5**- RIGMS Dashboard (Application for Research Permit) Screen

If the researcher wants to request a research permit instead of grant permission, then the user can send a request clicking the "Application for Research Permit" as highlighted in the screen shown above.

On doing so, an "**Apply for Research Permit**" screen appears where any Rwandan National or Foreign user can request a research permit against a Call announced by NCST for intended applicant and tag them with affiliated Rwandan Institution.

Applicants applying for Research Permit their personal information, personal references, work experience, educational qualification and other details phase-wise. Refer the **Fig. 6** here -

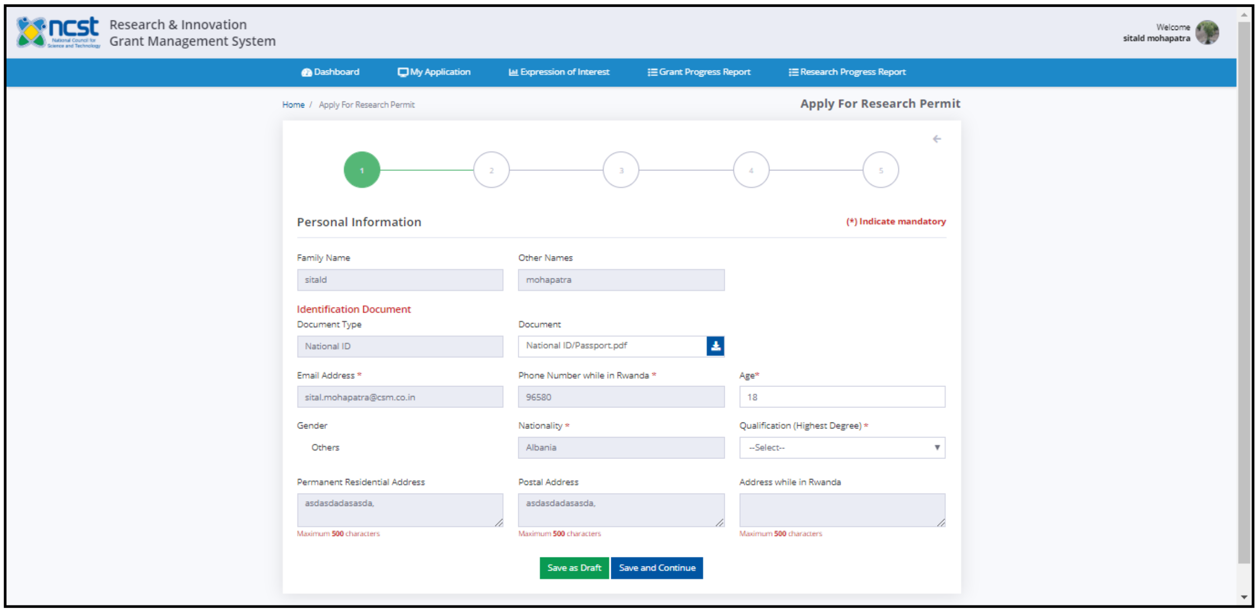



**Figure 6**- Apply for Research Permit Screen

In the display page shown above, fill-in the personal details –

- Enter the family name in the space provided. Enter other names in the space.
- Add document for identification –
  - a) Enter identification document.
  - b) Upload document
- Enter valid email ID
- Enter a phone number while in Rwanda
- Enter the exact age as of the current year
- Select gender
- Choose Nationality
- Select the highest qualification degree from drop down list
- Add permanent residence in the textbox.
- Enter postal address for communication through mail.
- Add current address while the user is in Rwanda
- Click “**Save and Continue**” button.

Get landed on to the Personal Reference stage, as shown in figure below -

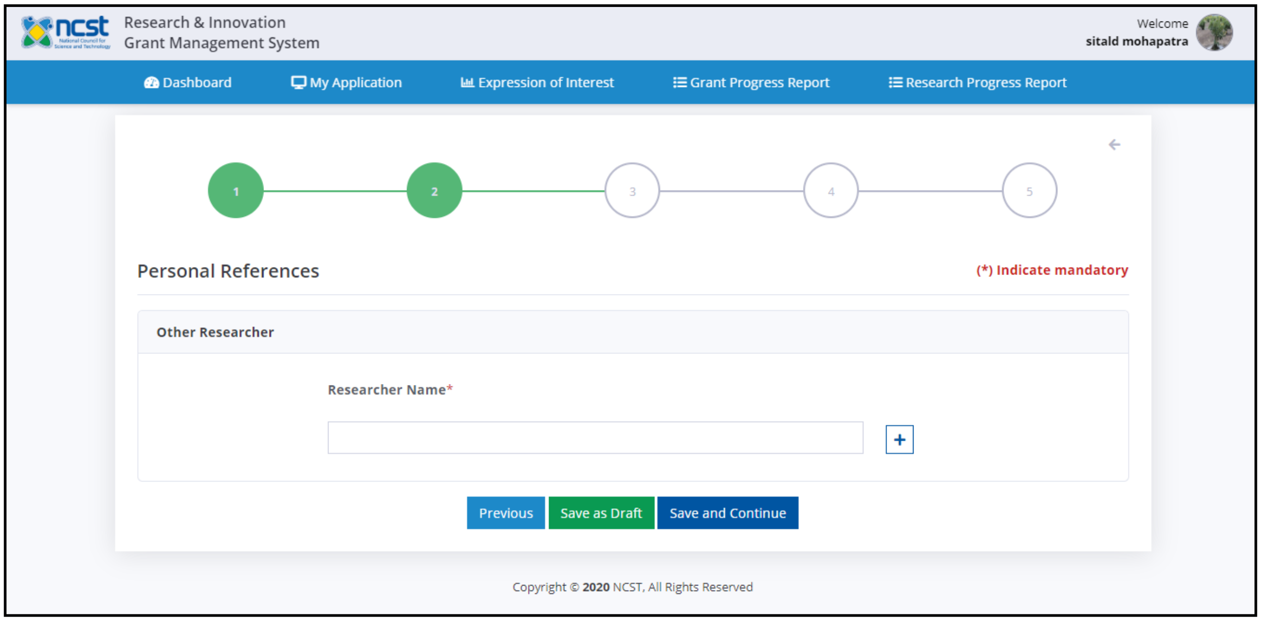



**Figure 7**- Personal Reference Screen

- Add peers name in the textbox provided.
- Click ( + ) button for adding more researcher name.
- Click "**Save and Continue**" button.

After adding the researcher's name, the user gets directed to the information page where details about previous researches, sources of finances and location of field work need to be field.

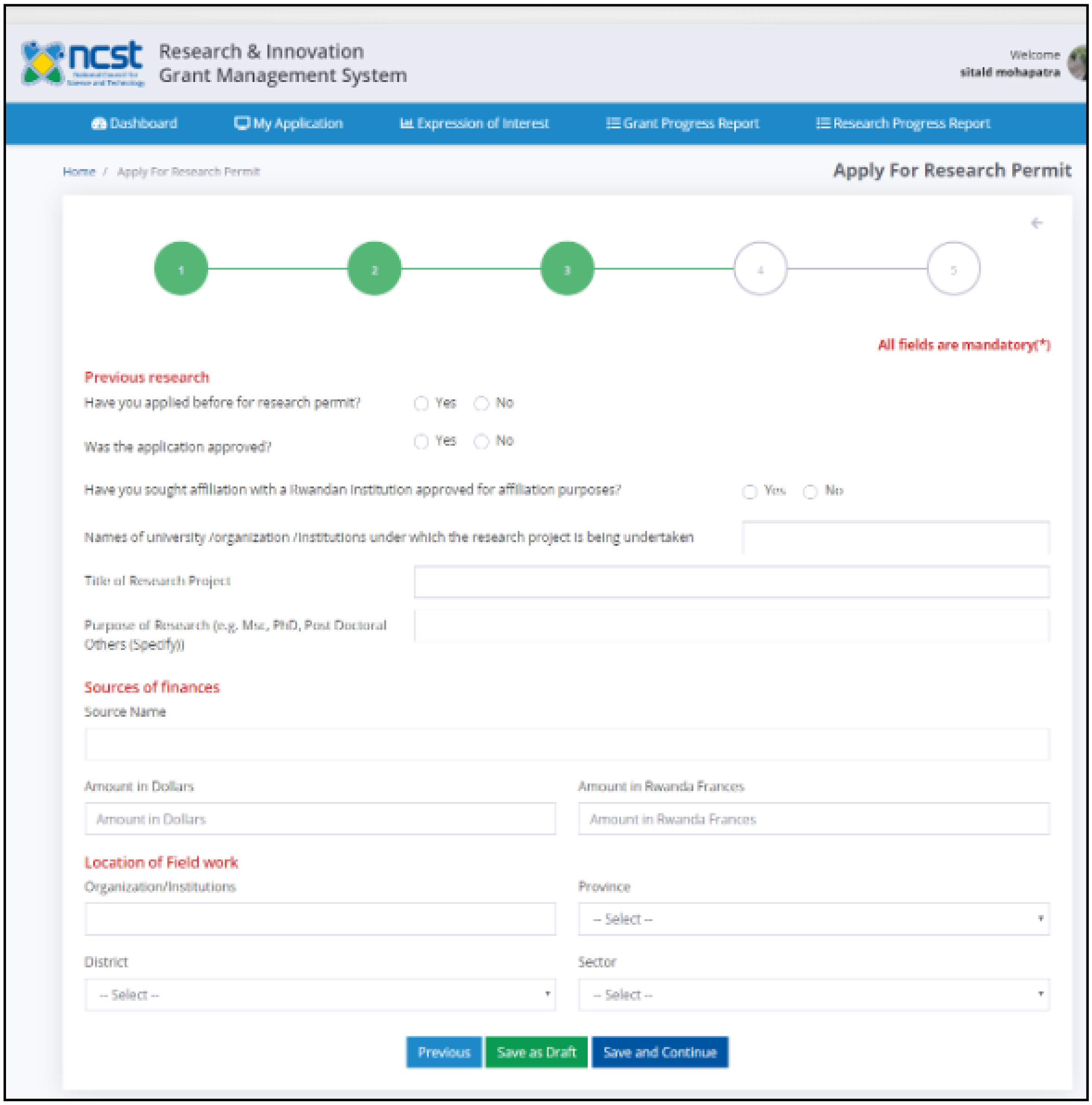



**Figure 8**- Required Filled Screen

On referring **Fig. 8** here –

A) Provide previous research work details.

- Answer in "Yes" or "No" if you **have applied before for research permit?**
  - **a)** If "Yes" then add the title for research if any previously applied for.
- Answer in "Yes" or "No" **was the application approved**?

- Answer “Yes” or “No” if you **have sought an affiliation with a Rwandan Institution approved for affiliation purpose?**
  - **a)** If “yes” then provide the name of institution, contact person’s name at affiliating institution, position name, qualification followed by his/her contact details.
- Enter name of university/organization/institution under which the research project is being undertaken in the textbox
  - Add title for the research project
- Enter purpose for the research like research for getting doctorate or similar.

**B)** Add sources for finances –

- Add resource name in the textbox
- Enter amount in dollars
- Convert the amount in Rwanda Frances and enter the same.

**C)** Provide field work details –

- Enter organization/institution name
- Select province name from the drop down
- Select district name
- Choose sector from the drop down list

**D)** Enter “**Save and Continue**” to the next stage.

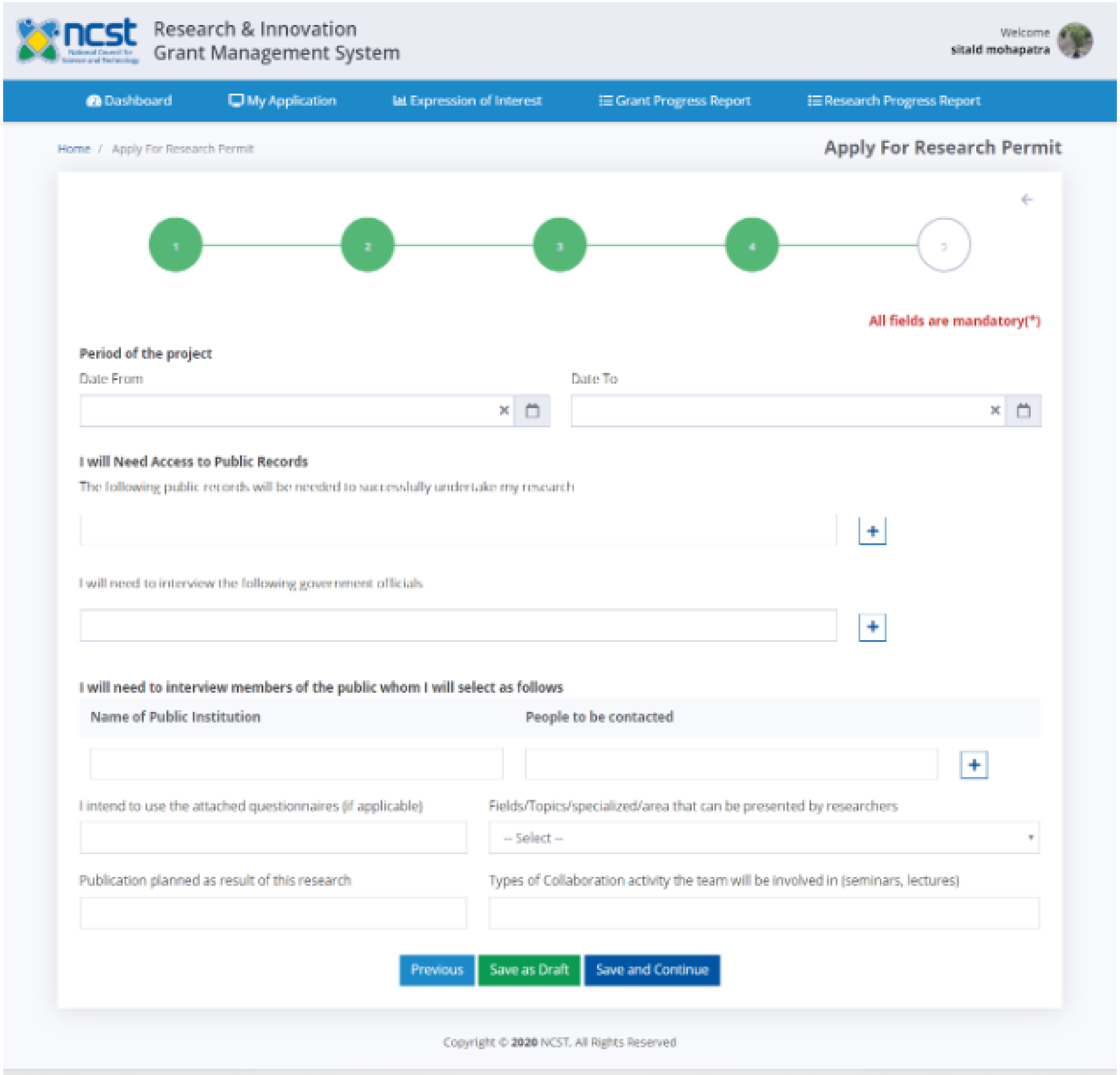



**Figure 9**- Project Details Screen

With reference to **Fig.9** provide details about the project –

**A)** Enter some information about project timeline.
- Choose starting date from the calendar.
- Choose completion date from the calendar.

**B)** Enter details about the public records and interviews required for the project.
- Add public records name and details needed to successfully undertake the research work.

- Click (+) button for multiple entries.
- Request for permission with whom an interview is required. Add names of the government officials in the textbox.
- Click (+) button for multiple entries.

**C)** Add details about members of public with whom you want to set an interview.

- Enter name of the public institution
- Enter people to be contacted.
- Click (+) button for multiple entries.
- Fill-in the textbox – If the applicant wants to use the attached questionnaire.
- Select the field/topic/specialized/area that can be presented by the researchers.
- Enter publication planned as result of this research.
- Add the type of collaboration or activity the team will be involved in.

**D)** Click "**Save and Continue**"

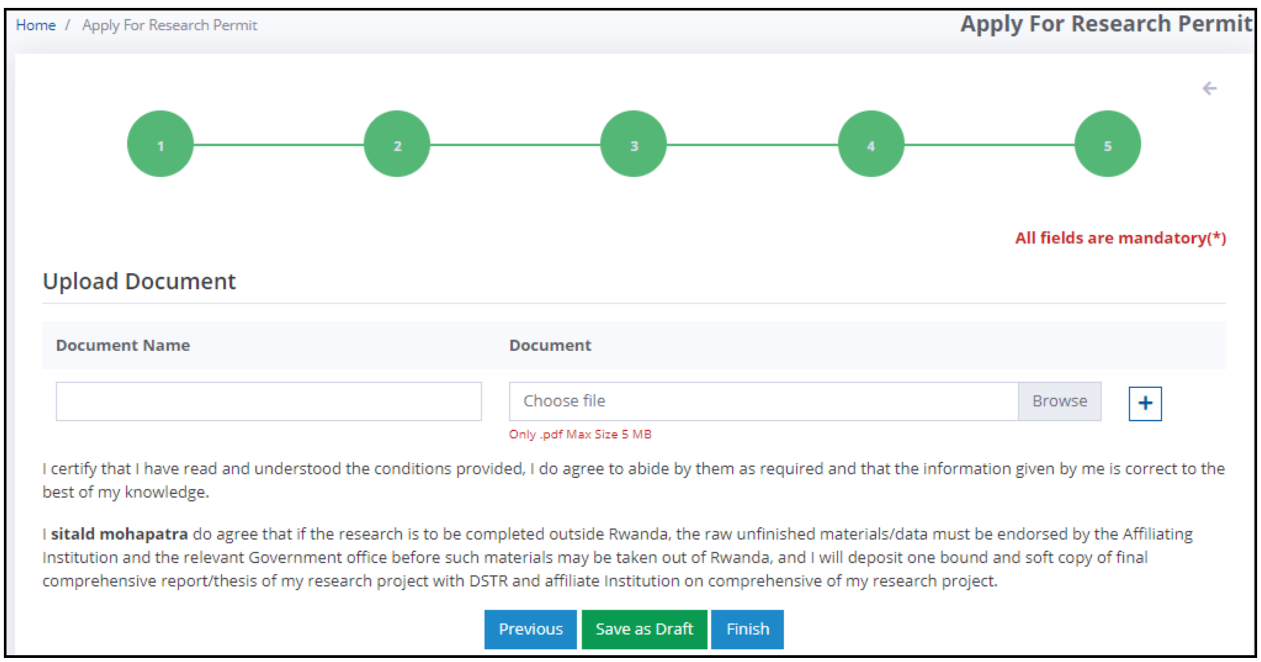



**Figure 10**- Declaration Screen

On saving the required, the user needs to complete the declaration form as shown on **Fig.10** above.

Upload document if any –

- Enter document name in the textbox provided.
- Choose any file of 5MB size and upload the same.

Read the declaration properly. For making any changes, the applicant can click the "**Previous**" button or "Save as Draft, or

- Click "**Finish**" to submit the application.

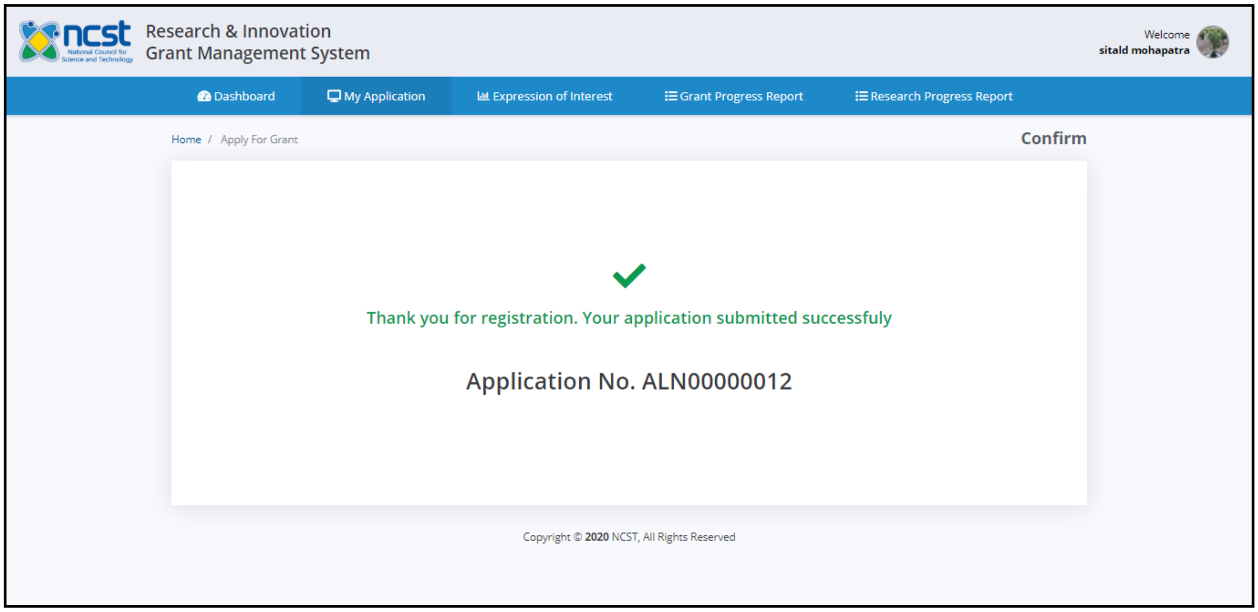



**Figure 11**- Declaration Screen

Finally the application has been registered successfully to the organization. Refer **Fig. 11** shown above. An application number will be generated for each individual applicant that can be used for future references.

## My Application

The "My Application" section enables user to review and take action against a grant request and a research permit application. Herein the applicant can view list of applications for a call along with other information about the application number, application date, and scheme and call name applied for, requested amount, current status and action taken from the respective authority.

Refer highlighted tab in **Fig 12** here

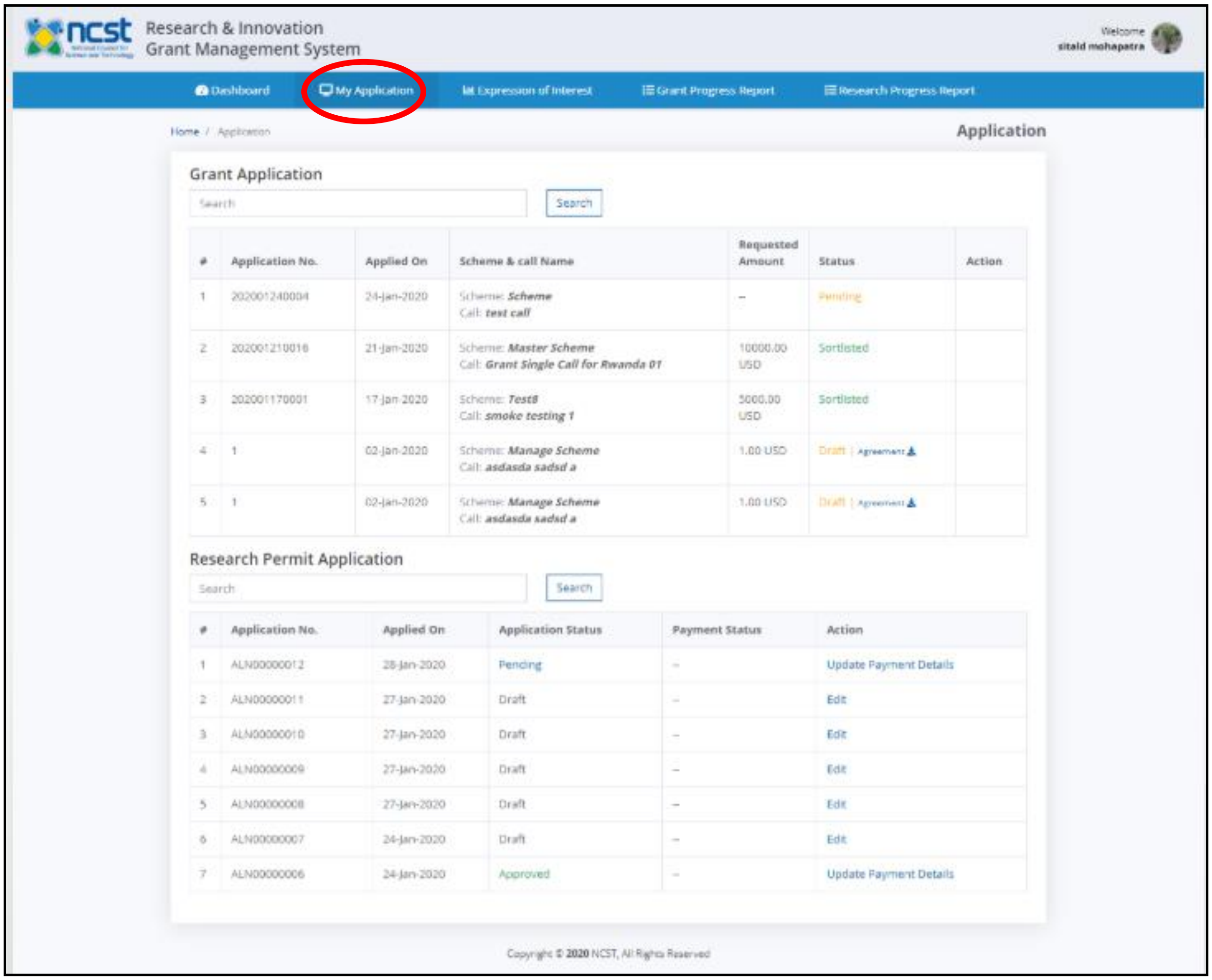


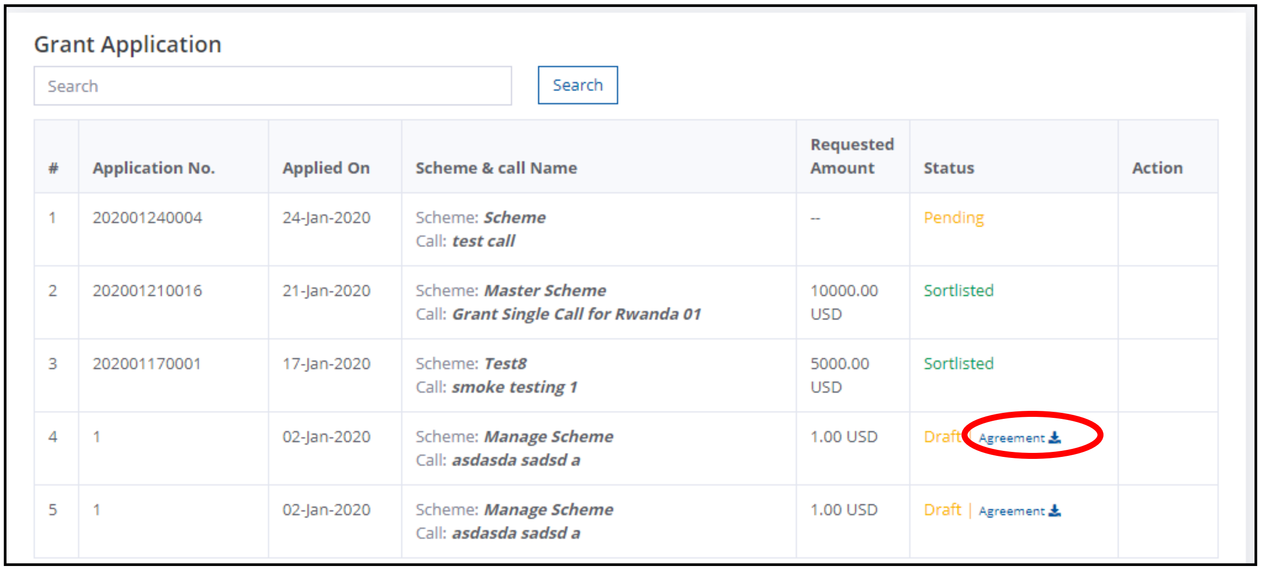

**Figure 12**- My Application Screen

Clicking on the "**My Application**" tab shows the Grant Application and Research Permit Applications in the listed way.

## Grant Application

For becoming a beneficiary of NCST grants, an applicant can send grant application to the organization. Those applications get listed in the "Grant Application" section of the "My Application menu tab.

Find all the details of application sent for grants using the search tab. Know which **Grant Application** has been rejected, sort listed and drafted at the organization end from here. View all the details in the list, refer the **Fig. 13** below



Grant Application

Search | Search

| # | Application No. | Applied On | Scheme & call Name | Requested Amount | Status | Action |
|---|---|---|---|---|---|---|
| 1 | 202001240004 | 24-Jan-2020 | Scheme: ***Scheme***<br>Call: ***test call*** | -- | Pending | |
| 2 | 202001210016 | 21-Jan-2020 | Scheme: ***Master Scheme***<br>Call: ***Grant Single Call for Rwanda 01*** | 10000.00 USD | Sortlisted | |
| 3 | 202001170001 | 17-Jan-2020 | Scheme: ***Test8***<br>Call: ***smoke testing 1*** | 5000.00 USD | Sortlisted | |
| 4 | 1 | 02-Jan-2020 | Scheme: ***Manage Scheme***<br>Call: ***asdasda sadsd a*** | 1.00 USD | Draft \| Agreement | |
| 5 | 1 | 02-Jan-2020 | Scheme: ***Manage Scheme***<br>Call: ***asdasda sadsd a*** | 1.00 USD | Draft \| Agreement | |

**Figure 13**- Grant Application Screen

Here, in the Status column of "Grant Application" section, the user can preview the current application status. Know whether the application has been shortlisted, pending, in draft mode or an agreement has been issued in the same section.

If an agreement has been issued, the user can download the same on clicking the ( ) tab as shown in figure above.

## Research Permit Application

When the applicant applies for a research permit, complete profile info of PR and peers is sent for processing to the NCST organization. The NCST can either reject or approve or forward to ethical committee or endorsing institution for issuance of research permit. When an action is being taken, the same gets updated in the "Research Permit Application" screen of the My Application section. The **Research Permit Application** section of the "My Application" menu, allows user to access information about "research permits".

Refer **Fig. 14** here-

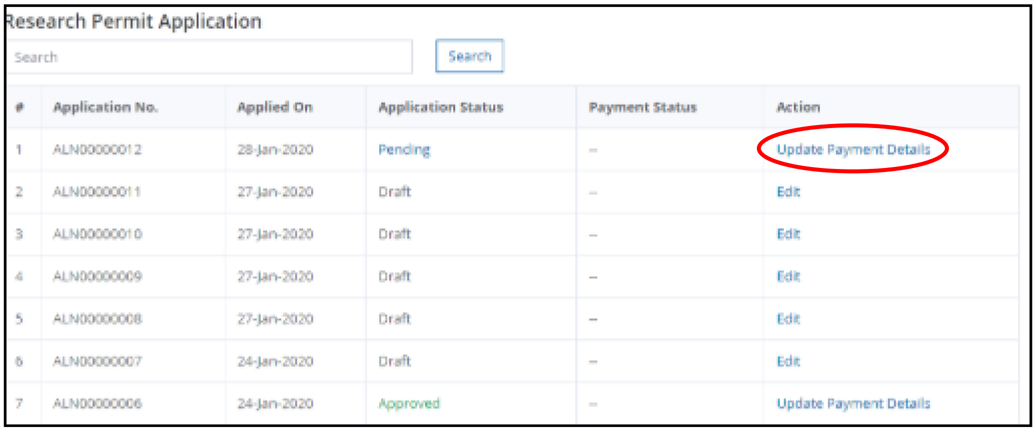
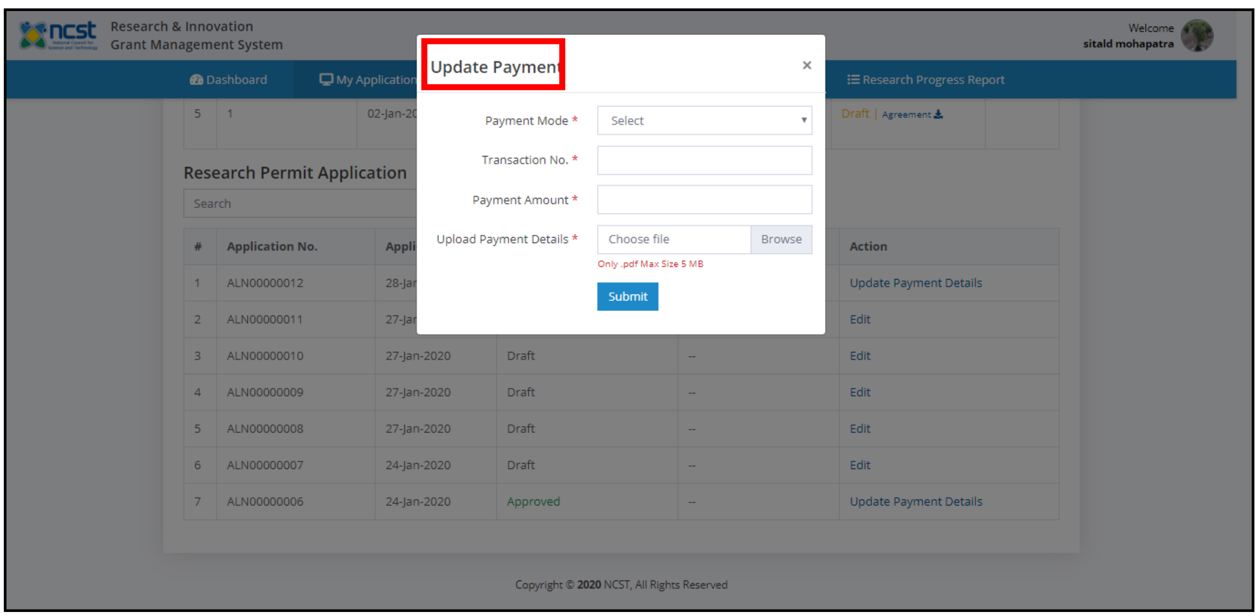



**Figure 14**- Grant Research Permit Screen

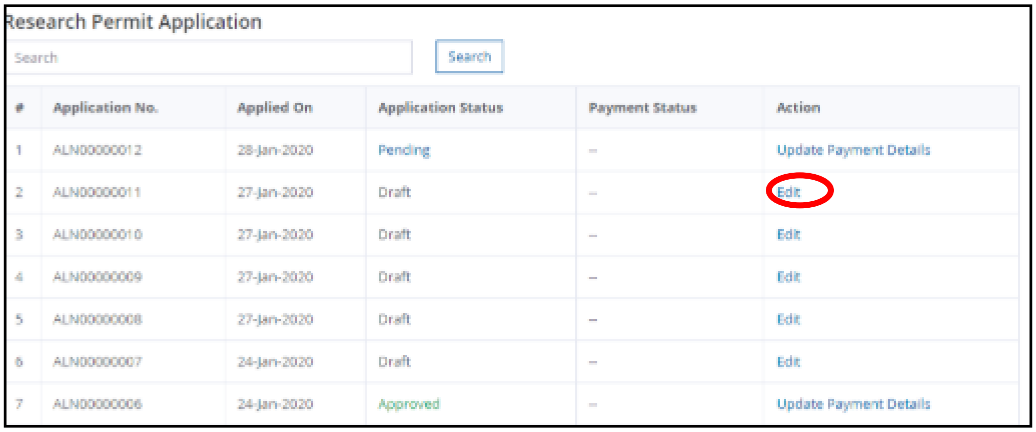
To update the payment details the user can click the "**Update Payment Details**" action tab with respect to the application number.




- Select the mode of payment from the listed drop downs
- Enter transaction number in the textbox
- Enter the amount paid for research permit.
- Upload payment details, like transaction document or any.
- Click **"Submit"** button.

On submission the payment status gets updated successfully to the "My Application's" grant permit application section.

The user can make changes or update the details feed on clicking "**Edit**" option in "Research Permit Application" section.



Research Permit Application

Search | Search

| # | Application No. | Applied On | Application Status | Payment Status | Action |
|---|---|---|---|---|---|
| 1 | ALN000000012 | 28-Jan-2020 | Pending | -- | Update Payment Details |
| 2 | ALN000000011 | 27-Jan-2020 | Draft | -- | Edit |
| 3 | ALN000000010 | 27-Jan-2020 | Draft | -- | Edit |
| 4 | ALN000000009 | 27-Jan-2020 | Draft | -- | Edit |
| 5 | ALN000000008 | 27-Jan-2020 | Draft | -- | Edit |
| 6 | ALN000000007 | 24-Jan-2020 | Draft | -- | Edit |
| 7 | ALN000000006 | 24-Jan-2020 | Approved | -- | Update Payment Details |

Edit the information provided and submit the same.

## Expression of Interest

Send request for approval in favor of any scheme or call using the "Expression of Interest" menu tab. When a call is announced by NCST, the interested applicants can show-up to the application invitation by sending a request. The Letter of Intent gets populated in the expression of interest section which is forwarded to ethical committee for approval. Refer **Fig. 15** here

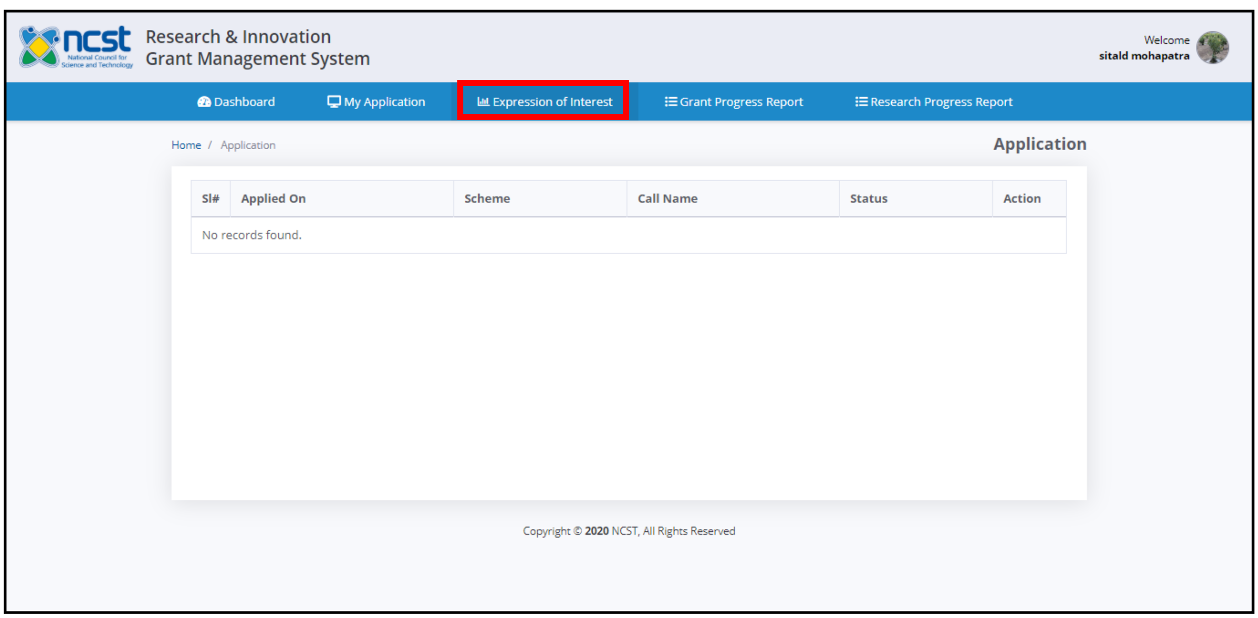



**Figure 15**- Expression of Interest Screen

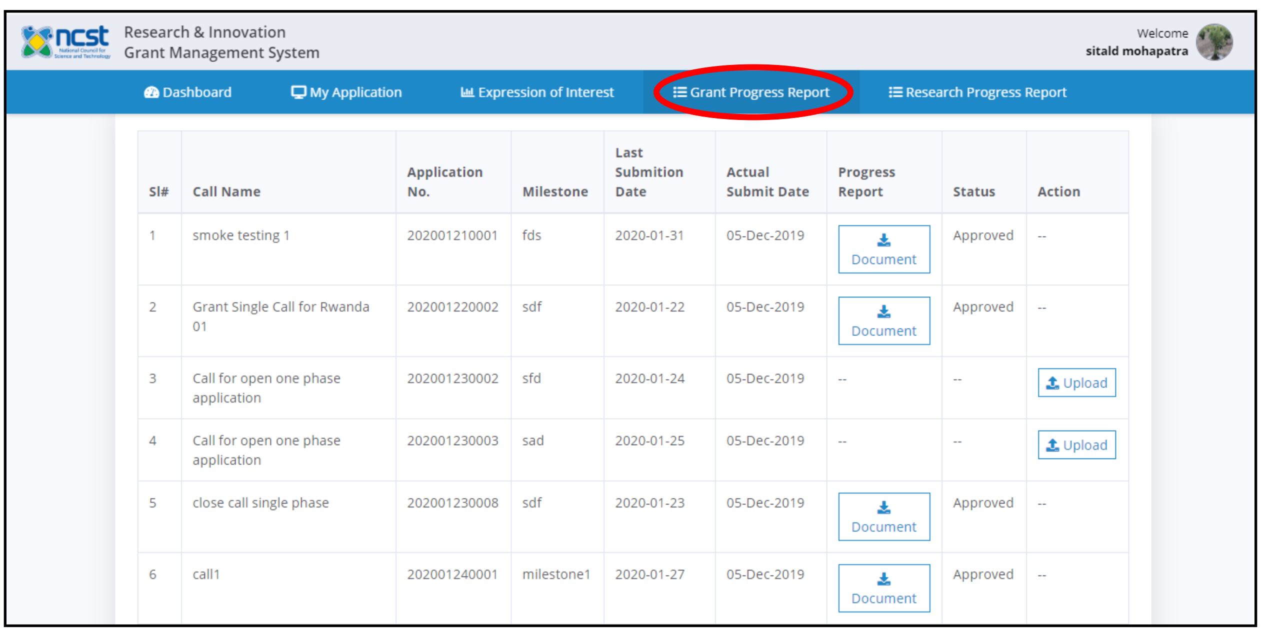
In the screen shown above, the Expression of Interest contains complete list with respective details like date of application, scheme name, call name, current status and actions if any to be taken. If an action has been taken by the applicant, then the updated application status gets populated in the status column. Refer the same for any information about the "**Expression of Interest**" raised.

## Grant Progress Report

As per the NCST, each and every grantee needs to update/upload milestone wise deliverables using the progress report or final report. The report uploaded helps internal scrutinizers as well as external reviewers in reviewing and monitoring the activities done over a given time frame.

The users can take help of "**Grant Progress Report**" tab to submit the deliverables to NCST. It is easier to outline the activities that have been carried out with respect to a research work; by uploading a progress report in the "**Grant Progress Report**" tab.

To know more refer the figure shown below -




| Sl# | Call Name | Application No. | Milestone | Last Submition Date | Actual Submit Date | Progress Report | Status | Action |
|---|---|---|---|---|---|---|---|---|
| 1 | smoke testing 1 | 202001210001 | fds | 2020-01-31 | 05-Dec-2019 | Document | Approved | -- |
| 2 | Grant Single Call for Rwanda 01 | 202001220002 | sdf | 2020-01-22 | 05-Dec-2019 | Document | Approved | -- |
| 3 | Call for open one phase application | 202001230002 | sfd | 2020-01-24 | 05-Dec-2019 | -- | -- | Upload |
| 4 | Call for open one phase application | 202001230003 | sad | 2020-01-25 | 05-Dec-2019 | -- | -- | Upload |
| 5 | close call single phase | 202001230008 | sdf | 2020-01-23 | 05-Dec-2019 | Document | Approved | -- |
| 6 | call1 | 202001240001 | milestone1 | 2020-01-27 | 05-Dec-2019 | Document | Approved | -- |

**Figure 16**- Grant Progress Report Screen

In **Fig. 16** listed are the "Grant Applications" with respective call name, application number, milestone set, last submission date, actual submission date, progress report, current status and take action column.

The user can upload a document explaining how far the research has been gone so far,

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 1 | smoke testing 1 | 202001210001 | fds | 2020-01-31 | 05-Dec-2019 | Document | Approved | -- |
| 2 | Grant Single Call for Rwanda 01 | 202001220002 | sdf | 2020-01-22 | 05-Dec-2019 | Document | Approved | -- |
| 3 | Call for open one phase application | 202001230002 | sfd | 2020-01-24 | 05-Dec-2019 | -- | -- | Upload |
| 4 | Call for open one phase application | 202001230003 | sad | 2020-01-25 | 05-Dec-2019 | -- | -- | Upload |
| 5 | close call single phase | 202001230008 | sdf | 2020-01-23 | 05-Dec-2019 | Document | Approved | -- |
| 6 | call1 | 202001240001 | milestone1 | 2020-01-27 | 05-Dec-2019 | Document | Approved | -- |

Click the "**Upload**" button to add progress report that takes place during the project and conveys details such as sub-goals and milestone achieved in the given timeline.

Once the progress report has been updated, the same gets populated in the "**Progress Report**" section of the Grant Progress Report Screen shown in **Fig. 16**.

| Sl# | Call Name | Application No. | Milestone | Last Submition Date | Actual Submit Date | Progress Report | Status | Action |
|---|---|---|---|---|---|---|---|---|
| 1 | smoke testing 1 | 202001210001 | fds | 2020-01-31 | 05-Dec-2019 | Document | Approved | -- |
| 2 | Grant Single Call for Rwanda 01 | 202001220002 | sdf | 2020-01-22 | 05-Dec-2019 | Document | Approved | -- |
| 3 | Call for open one phase application | 202001230002 | sfd | 2020-01-24 | 05-Dec-2019 | -- | -- | Upload |
| 4 | Call for open one phase application | 202001230003 | sad | 2020-01-25 | 05-Dec-2019 | -- | -- | Upload |
| 5 | close call single phase | 202001230008 | sdf | 2020-01-23 | 05-Dec-2019 | Document | Approved | -- |
| 6 | call1 | 202001240001 | milestone1 | 2020-01-27 | 05-Dec-2019 | Document | Approved | -- |

To download the document click on the tab encircled in figure shown above. Choose the documents respective to individual call name and application number.

## Research Progress Report

For uploading timely assessment of the research work, such as how far the research has been accomplished, what resources have been expended, the common problems encountered and whether the research work will be completed on expected time and budget to the concerned departmental authority; the user can follow the "Research Progress Report".

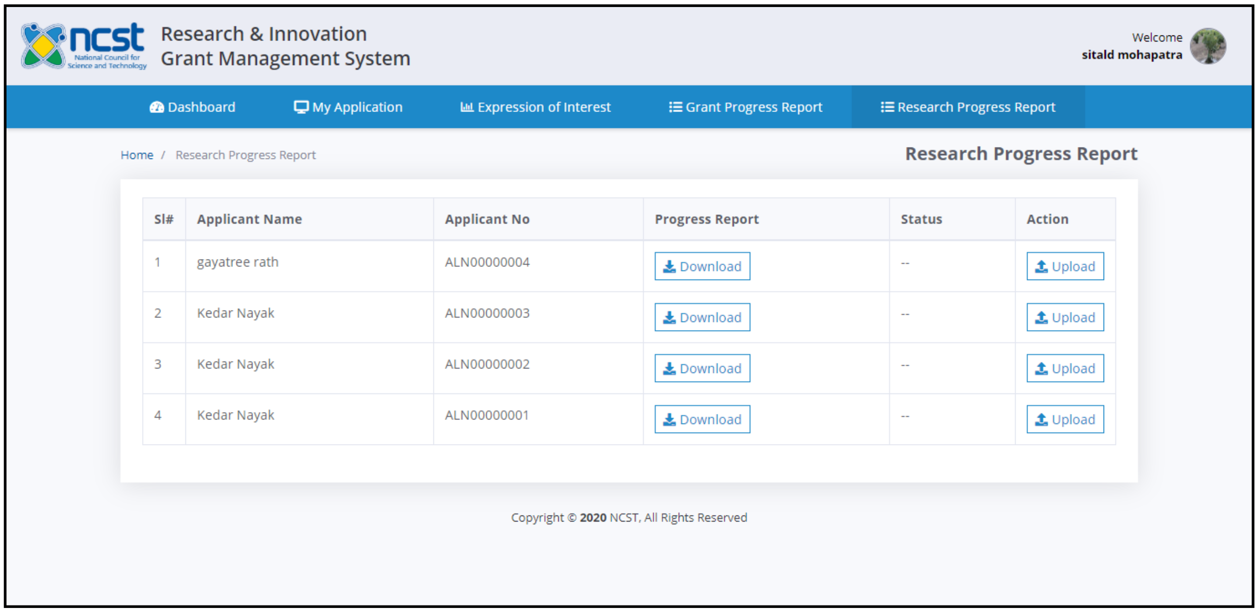



**Figure 17**- Research Progress Report Screen

Herein, in the **Fig.17**, the applicant can see list of research works and their progress report submitted infront of the respective details.

If the progress report is not added previously, the user can upload the same clicking the tab encircled in the below figure -

| Sl# | Applicant Name | Applicant No | Progress Report | Status | Action |
|---|---|---|---|---|---|
| 1 | gayatree rath | ALN00000004 | Download | -- | Upload |
| 2 | Kedar Nayak | ALN00000003 | Download | -- | Upload |
| 3 | Kedar Nayak | ALN00000002 | Download | -- | Upload |
| 4 | Kedar Nayak | ALN00000001 | Download | -- | Upload |

Or, download the progress report from the "Research Progress Report" clicking the ( Download ) tab as shown in figure above.

Downloaded progress report can work in future references or assessing research data.

## Manage My Account

With respect to provide an easier navigation to the dashboard, user profile, adding education qualification, changing password and logout; click the welcome icon at the right-hand side corner of the home screen. Refer the encircled tab in **Fig. 18.**

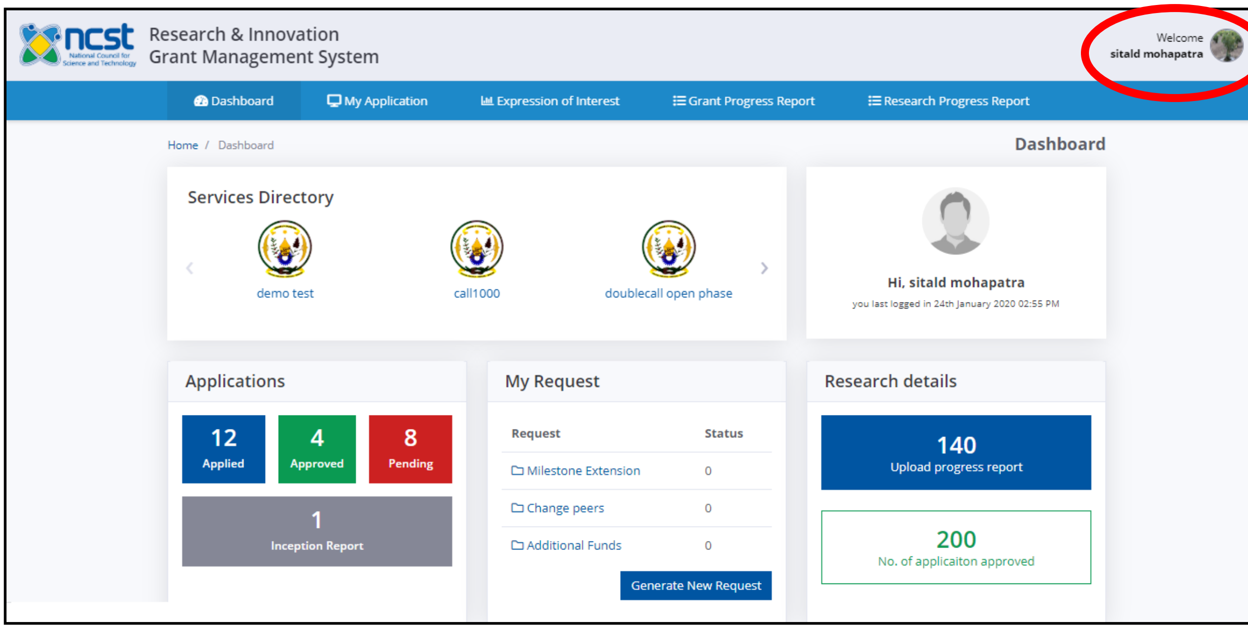



**Figure 18**- Manage My Account Screen

On clicking, the tab opens up to sub-menus for My dashboard, My Profile, Work Experience, Educational qualification, Change Password and Logout. Refer the figure shown below -

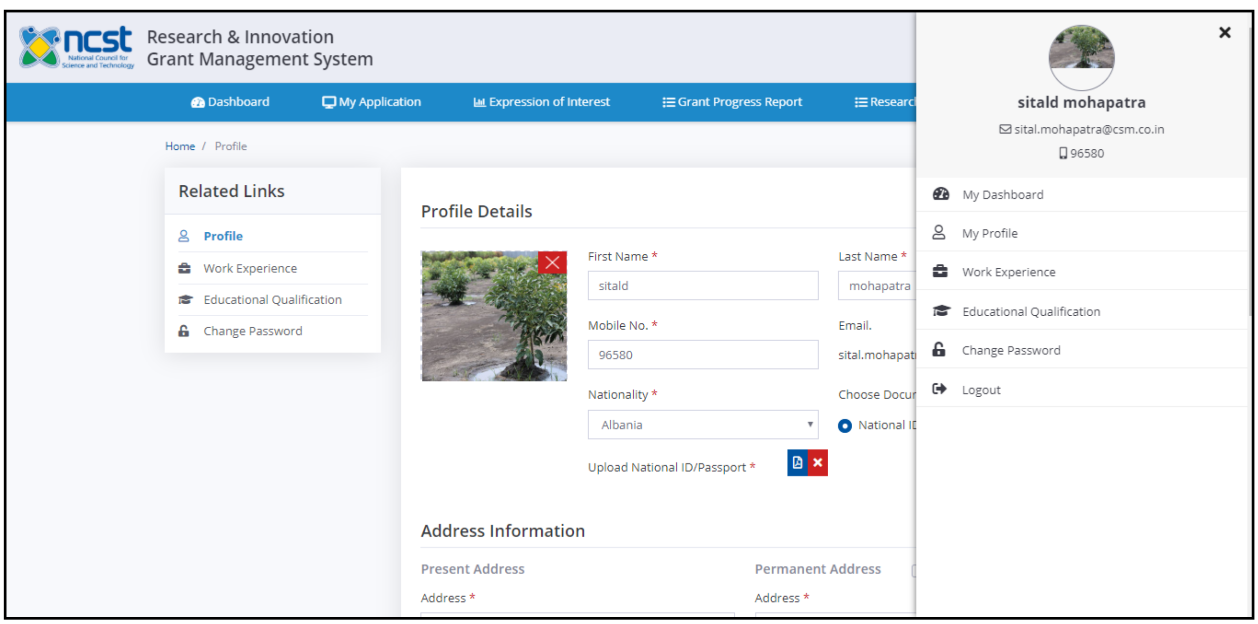



**Figure 19**- Related Links Screen

Click on any related links as shown above to make any changes, update details or getting out from the application.

## My Profile

The user can complete the profile information once the registration has been done successfully or preview the details, if already provided, in the "My Profile" section. Referring to the **Fig. 20** below -

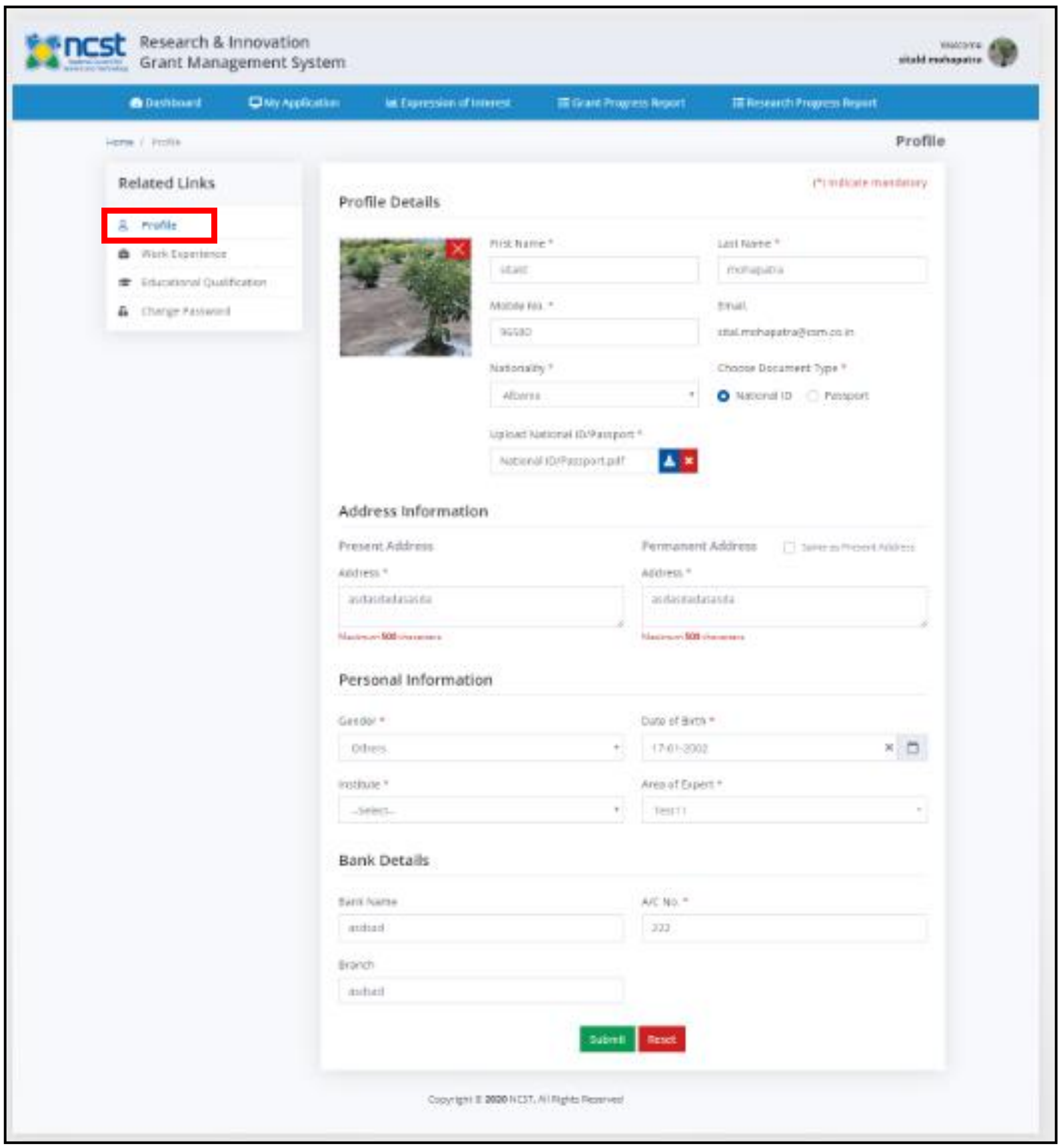



**Figure 20**- My Profile Screen

On clicking the highlighted tab in figure shown above –

A) Fill in the Profile Details
   - Enter the first name and last name in the space provided.
   - Enter a mobile phone number
   - Email is fetched directly from registration
   - Choose Nationality from drop-down
   - Choose the document type.
   - Upload the National ID/Passport document.

B) Fill-in the Address Information
   - Add Present and Permanent Address in the respective textboxes. If the present address and permanent address are same, then click the checkbox.

C) Add Personal Information
   - Select gender
   - Enter date of birth from respective column
   - Enter institute name
   - Enter areas of expertise.

D) Provide Add Bank Details
   - Enter the bank name in the space provided
   - Give the account number
   - Enter the branch name

E) Click "**Submit**" button

## Work Experience

A registered RIGMS member needs to fill-in the professional experiences if any in the "**Work Experience**" section, otherwise the application is considered incomplete.

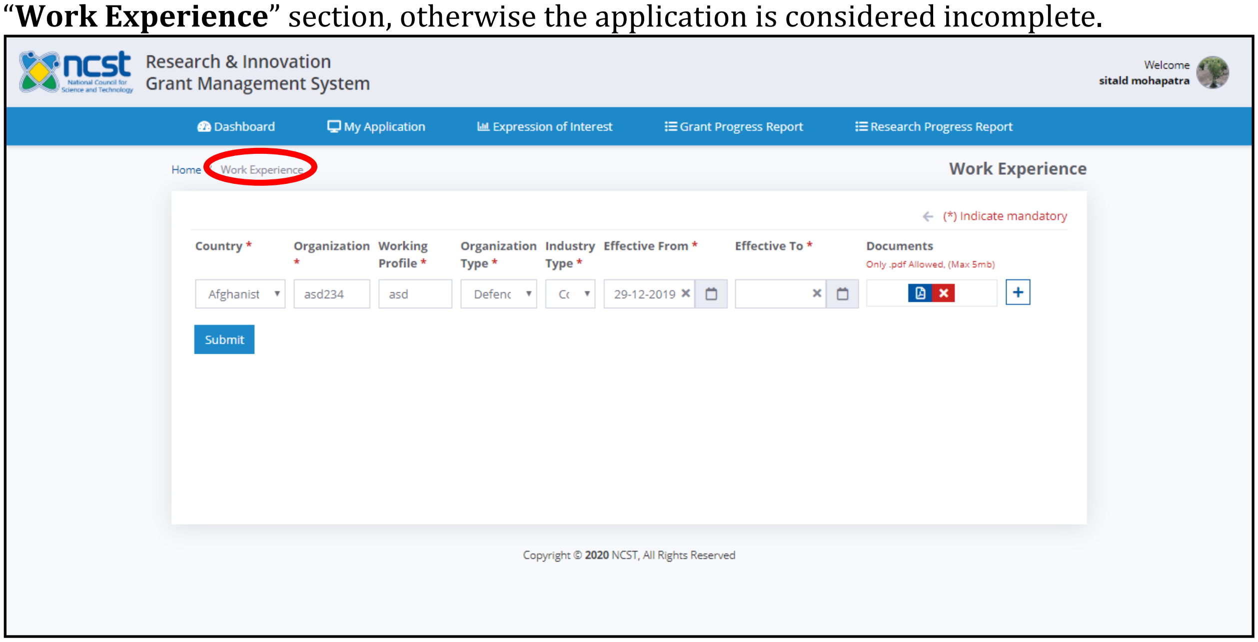



**Figure 21**- Work Experience Screen

Herein in the **Fig.21** shown above the user can find empty spaces for filling previous work experience.

- Choose the country name from the suggested drop down
- Enter the organization the user already worked with.
- Add profile or designation name in the space provided
- Select the organization type. Choose from defence, government, public and others.
- Add the industry type
- Enter the starting date
- Choose completion date
- Add documents if any.
- Click add ( + )tab for multiple entries
- Click the "**Submit**" button

The detail added gets populated in the "work experience" of the users profile.

## Educational Qualification

Without the addition of educational qualification it becomes difficult for the application reviewer or officers to scrutinize an application request for research grant or any research permit. It is better to update and add necessary details to complete the profile.

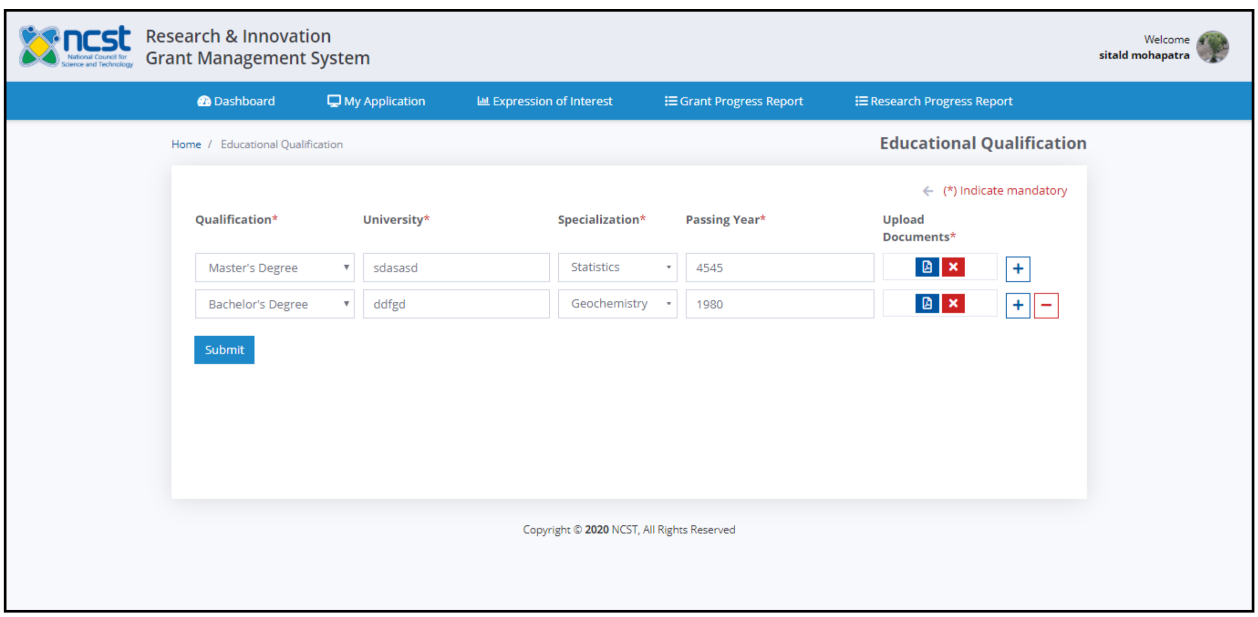



**Figure 22**- Educational Qualification Screen

With reference to **Fig. 22,** the user has to add educational qualification in the blank spaces.

- Choose the educational qualification from suggested drop down

- Enter the university name from where the applicant has passed.
- Add the major subject or the specialization.
- Give details about the year of pass-out.
- Upload the certificate to justify the provided details
- Click add ( + )tab for multiple entries
- Click the "**Submit**" button

Note: Always arrange the highest qualification details in the first place, followed by lower ones and the subsequent after.

## Change Password

Change or reset the existing password clicking the "Change Password" tab on the dashboard. Referring here the encircled tab in **Fig. 23**

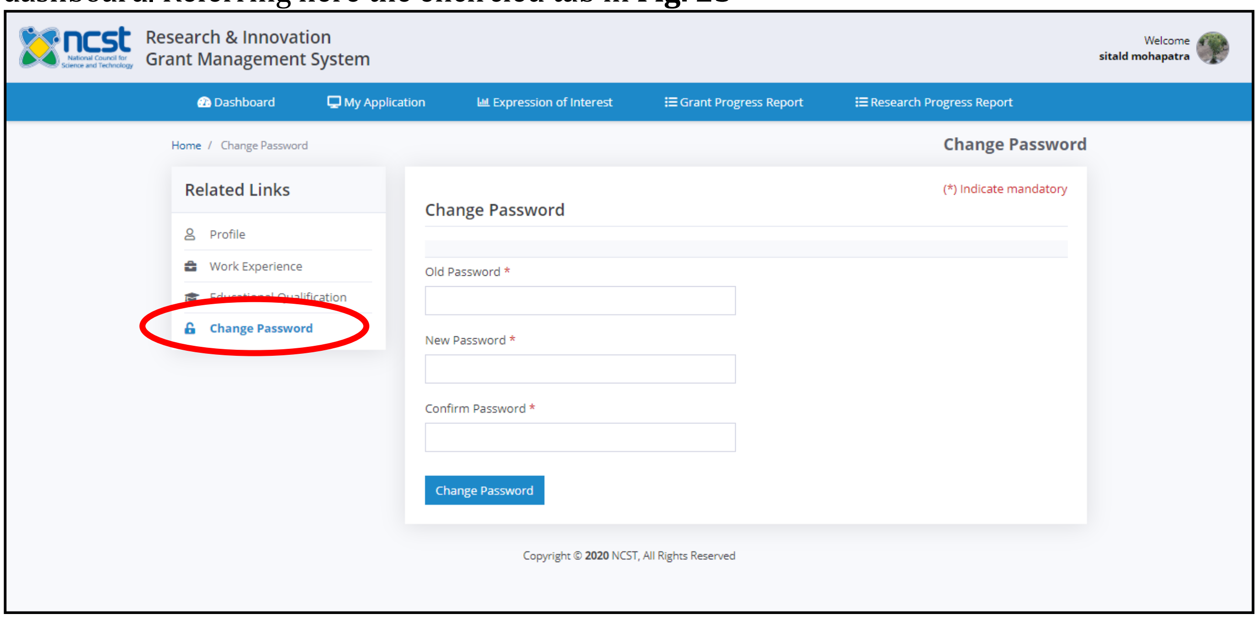



**Figure 23**- Change Password Screen

- Enter the old password in the textbox.
- Provide a new valid password.
- Enter the new password again for confirmation university name from where the applicant has passed.
- Click the "**Change Password**" button

## Logout

End-up a logging session by clicking the “Logout” tab, which is located in the left-hand side of the home screen. Refer the highlighted tab in **Fig. 24** here. Click the “Logout” to leave the application.

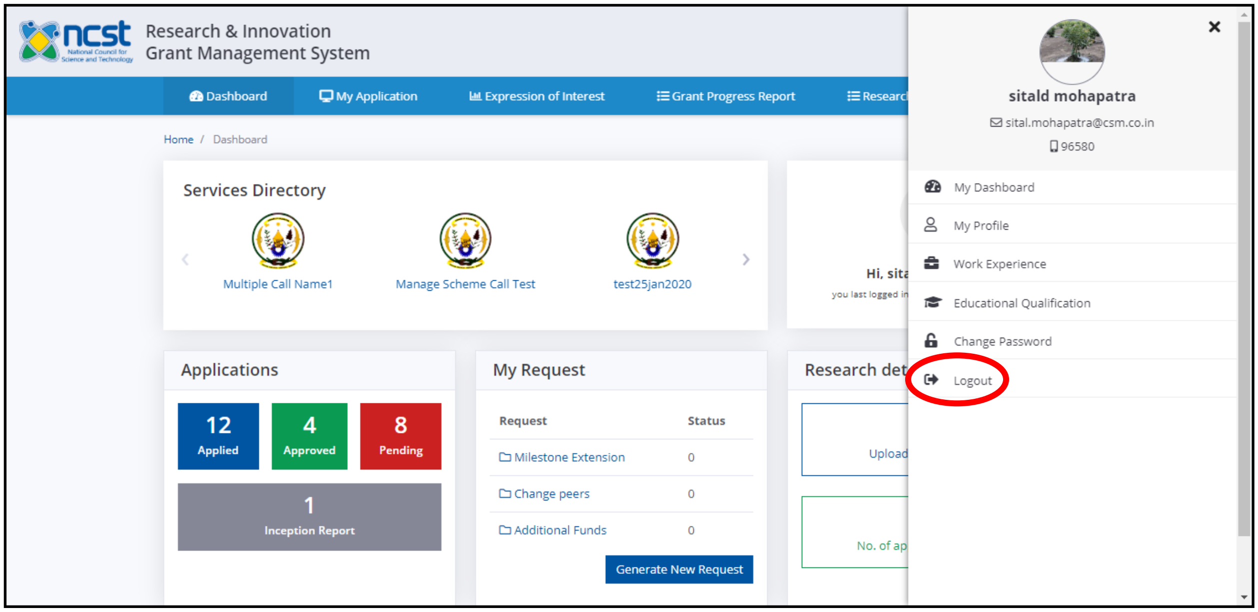



**Figure 24**- Logout Screen

------------ This is the end of the document -----------------------