

NFP Endorsement Steps Overview

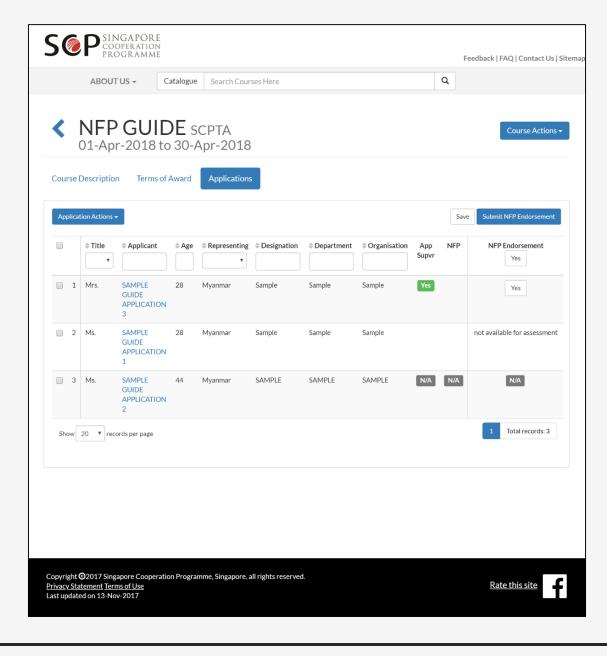
1

Access Assessment Page via link from Email 2

Check through Applications submitted 3

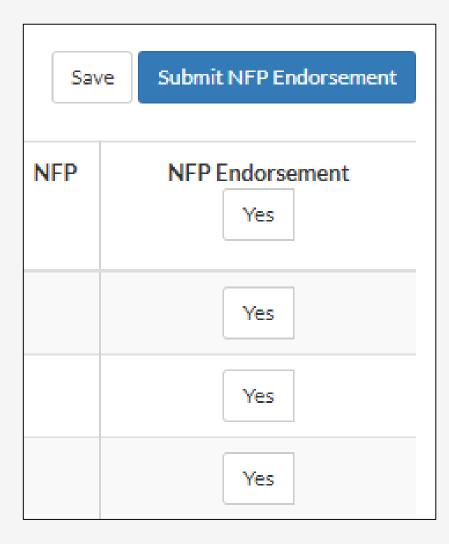
Input Endorsement 4

Submit Endorsement



Email Link

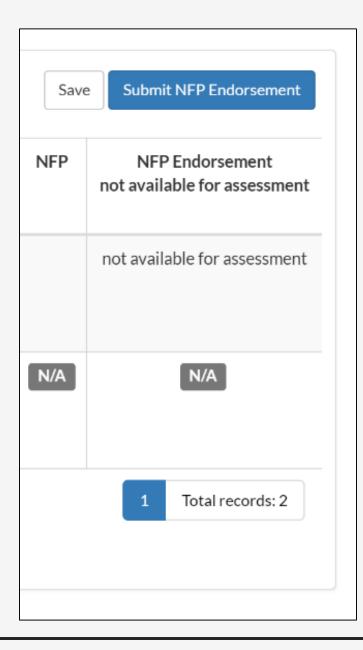
- Email with a link will be sent to NFP.
- NFP can access this link to input endorsement for applications submitted.



Submitting Endorsement

Endorsement Steps:

- NFP can input their endorsement for individual applications by selecting 'YES' button in the Endorsement Column for specified applications
- Alternatively, NFP can choose to endorse all applications by selecting 'YES' button at the top of Endorsement Column
- After selecting 'YES' button, NFP can choose to save their endorsement decision before submitting later by clicking 'Save' button
- NFP can submit their endorsement decision by clicking 'Submit NFP Endorsement' button *this action is nonreversible and NFP will not be able to amend endorsement



Special Cases:

- 1. If an application has not been endorsed by Applicant's Supervisor, NFP will not be able to endorse yet. Endorsement column will display 'not available for assessment'
- 2 . If an application does not require endorsement,
 Endorsement column will display 'N/A'



SINGAPORE COOPERATION PROGRAMME

Technical Cooperation Directorate

Ministry of Foreign Affairs

Tanglin

Singapore 248163

Tel: (65) 6379 8000

Email: mfa_scp@mfa.gov.sg