



NFP ENDORSEMENT GUIDE

For Singapore Cooperation Programme Courses

NFP Endorsement Steps Overview

1

Access Assessment
Page via link from
Email

2

Check through
Applications
submitted

3

Input
Endorsement

4

Submit
Endorsement

< NFP GUIDE SCPTA
01-Apr-2018 to 30-Apr-2018

Course Actions ▾

Course Description

Terms of Award

Applications

Application Actions ▾

Save

Submit NFP Endorsement

	Title	Applicant	Age	Representing	Designation	Department	Organisation	App Supvr	NFP	NFP Endorsement
1	Mrs.	SAMPLE GUIDE APPLICATION 3	28	Myanmar	Sample	Sample	Sample	Yes		Yes
2	Ms.	SAMPLE GUIDE APPLICATION 1	28	Myanmar	Sample	Sample	Sample			not available for assessment
3	Ms.	SAMPLE GUIDE APPLICATION 2	44	Myanmar	SAMPLE	SAMPLE	SAMPLE	N/A	N/A	N/A

Show 20 records per page

1 Total records: 3



Email Link

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

Submitting Endorsement

<input type="button" value="Save"/> <input type="button" value="Submit NFP Endorsement"/>	
NFP	NFP Endorsement
	<input type="button" value="Yes"/>

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**

Save
Submit NFP Endorsement

NFP	NFP Endorsement not available for assessment
	not available for assessment
N/A	N/A

1
Total records: 2

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