

## IGMS INSTRUCTIONS FOR NMRC NOV 2018 GRANT CALL

### Submission

- For Resubmissions (or Renewals), please select “New Submission” in IGMS and inform HI ORE on the associated old application ID (or project ID for Renewal). Please contact HI ORE directly if you require clarification on how to inform HI ORE.
- Please click on “Next” at the end of each section to proceed to the next section. If the section is filled completely, the section will be marked with a green tick on the top navigation bar. **All sections must be marked with green ticks before application can be submitted.** (Orange tick represents incomplete information.)
- Please note that the maximum file size for each uploaded file is **4MB**.

### Templates and File Naming Conventions

- Please prepare your application by **downloading the latest templates available on IGMS** and upload the completed documents to the relevant sections in IGMS, following the stipulated file naming conventions:  
(**Note:** Applications with outdated templates or attachments which are not named according to the stipulated naming conventions will not be accepted.)

IGMS Section	Required Document for Upload	File Naming Convention
Research Details	1. Research Proposal	1. “Research Proposal”
Research Team, Collaborators, Referees	1. CV of PI 2. CV of Co-Investigator(s) 3. CV of Collaborator(s)  <i>Additional for CNIG, OFYIRG &amp; HNIG:</i> 4. CV of Mentor  <i>Additional for TA and CSA-INV:</i> 5. CV of Mentor 6. Letter of Support of Mentor	1. “CV_Pi_<PI’s Full Name>” 2. “CV_Col_<Co-Investigator’s Full Name>” 3. “CV_Collab_<Collaborator’s Full Name>”  <i>Additional for CNIG, OFYIRG &amp; HNIG:</i> 4. “CV_Mentor_<Mentor’s Full Name>”  <i>Additional for TA and CSA-INV:</i> 5. “CV_Mentor_<Mentor’s Full Name>” 6. “CV_Mentor_Letter of Support_<Mentor's Full Name>”
Declaration of Ethics Approval	1. Ethics Approvals (if any)	1. “Ethics_<DSRB/IRB/IACUC>”
Other Attachments	1. Team Member Signatories & Other Support details  <i>Additional for CTGICT:</i> 2. Industry Research Collaboration Agreement  <i>Additional for CTGIIT:</i> 3. Letter of Support of HOD 4. Letter of Support of HI 5. Industry Research Collaboration Agreement/ Letter of Support (if any)	1. “Other Attachments_Signatories and Other Support”  <i>Additional for CTGICT:</i> 2. “Other Attachments_Industry Collaboration_<Name of Company>”  <i>Additional for CTGIIT:</i> 3. “Other Attachments_Letter of Support_HOD” 4. “Other Attachments_Letter of Support_HI” 5. “Other Attachments_Industry Collaboration_<Name of Company>”

*\*For NMRC Research Training Fellowship and CS/CISSP, please also refer to instructions within the respective programmes’ templates.*

## Research Details Section

- For “**Main Research Area**”, please select “**Biomedical and Life Sciences**” from the drop-down list for all applications.
- For “**Research Objective**” and “**Potential Application/Exploitation of Research**”, please put “**NA**” in the fields.
- For “**Scientific Abstract**”, please limit to **300 words**.
- For “**Lay Abstract**”, please limit to **200 words**.

## Research Team, Collaborators, Referees Section

- Lead PI’s name is auto-generated in the Research team list, please click on the name to fill in the required details.
- For adding of Co-Investigators, please ensure that Co-Investigators’ ORCIDs are updated, and the correct Co-Investigators’ institutions are chosen.
- ‘Team PI’ role for team member is **not allowed**.
- Sum of total % time within the project for all team members (PI, Co-Investigators and Collaborators) must be 100%. The minimum value per team member is 1 and up to 2 decimal places.
- **Referees sub-section is not required.** Please do not fill in.
- ‘**Letter of Commitment**’ from Collaborator is **not required**. Please do not upload.

## Research Milestone Section

- “Research Milestone” is limited to 300 characters (including space).
- Please note that “Duration” is requested, instead of end month.

## Budget Section

- For Manpower (EOM) items, please note that the ‘Annual Salary Package’ amount is only used as a guide. The ‘Total Cost’ will be used in the overall budget calculation.
- For Research Scholarship (RS) items, please note that the ‘Annual Scholarship Package’ amount is only used as a guide. The ‘Total Cost’ will be used in the overall budget calculation.
- For NMRC Human Capital Awards and Talent Development programmes (STaR, CSA, TA, CIA, NMRC Research Training Fellowship, CS/CISSP) which has the Supplemental Human Capital Funding (SHC), please indicate the **total amount of salary support required from NMRC** over the project duration in the ‘Salary Support Request’ field.
- **Budget attachment (including quotations) is not required.** Please do not upload.

## Other Attachments Section

- Please upload the completed Other Attachments template in this section. The Other Attachments template can be downloaded from the Research Proposal sub-section under the “Research Details” section (first page).