MINISTRY OF HEALTH
SINGAPORE

NMRC

National Medical Research Council

nGager Training and User Guide (Create Grant Application and Save as Draft)

Version 3.0

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1.1 Grant Application Processing

Principal Investigator can submit a grant application when a Grant Call is opened. Applicant must have a valid NRIC/ FIN in order to submit a grant application.

1.1.1 CREATE GRANT APPLICATION

You can view open grant calls upon clicking the 'Active Grant Calls' link at the top of the navigation bar. Grant applications can only be created by Principal Investigators who have a valid NRIC/FIN.

To create a grant application:

- Select the 'Create Full Proposal' link under the grant call you wish to apply for.
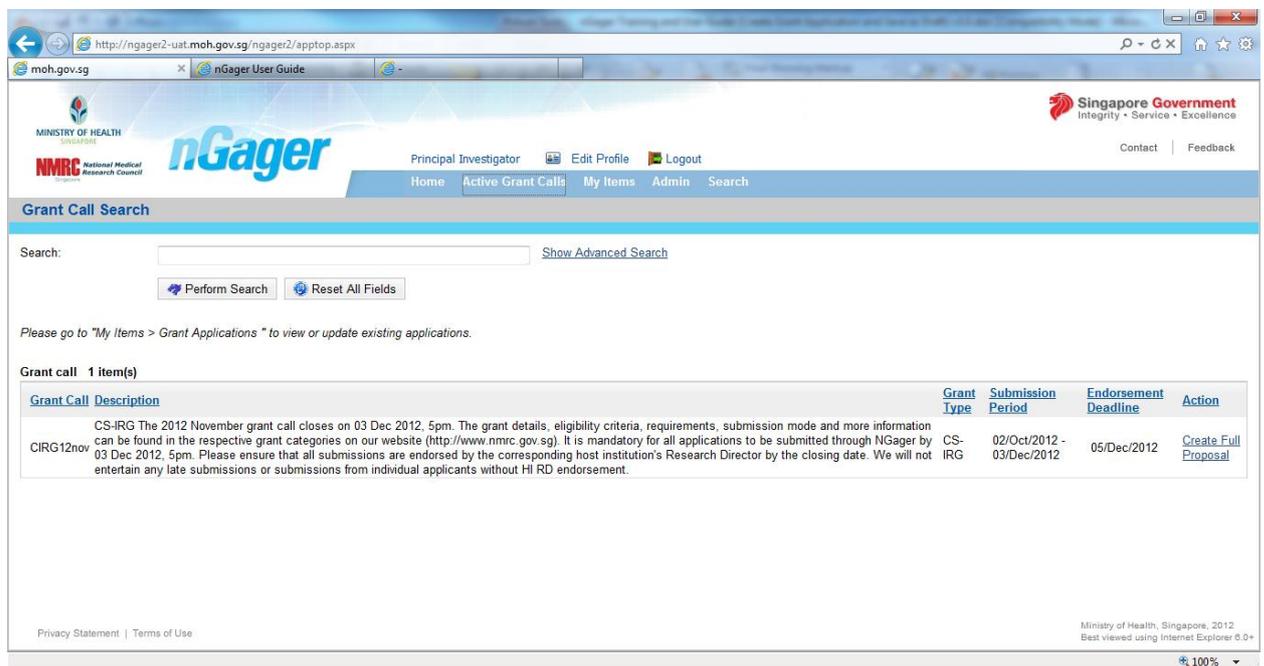
The application form will be loaded. (Please wait 10-15 secs for the form to be fully loaded) The first tab of the application form (General Details) will be displayed.

For each application tab:
- Select the tab
- Read through all the instructions given for the fields available.
- Enter all relevant information.
- Click the Save button after making any changes.

If a step has not been saved, scroll to the top of the screen to view any warning messages.

- General Details tab
  Key in the General Details of your application. Please take note that all fields highlighted in **RED** in the application form are **mandatory.**
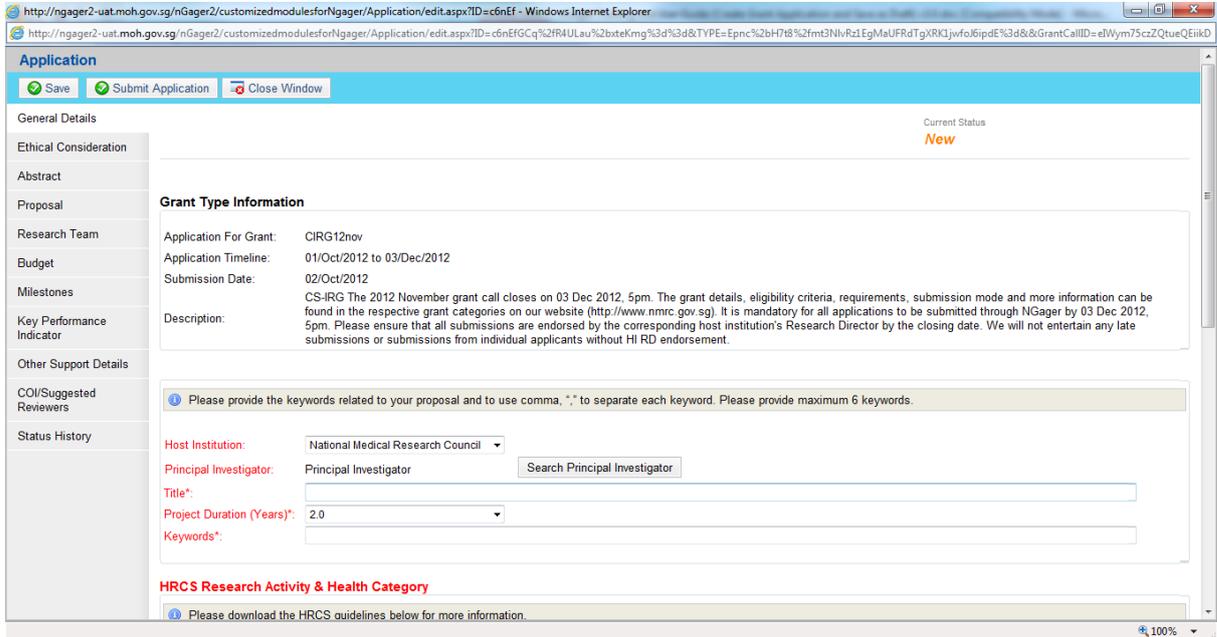
- Ethical Consideration tab
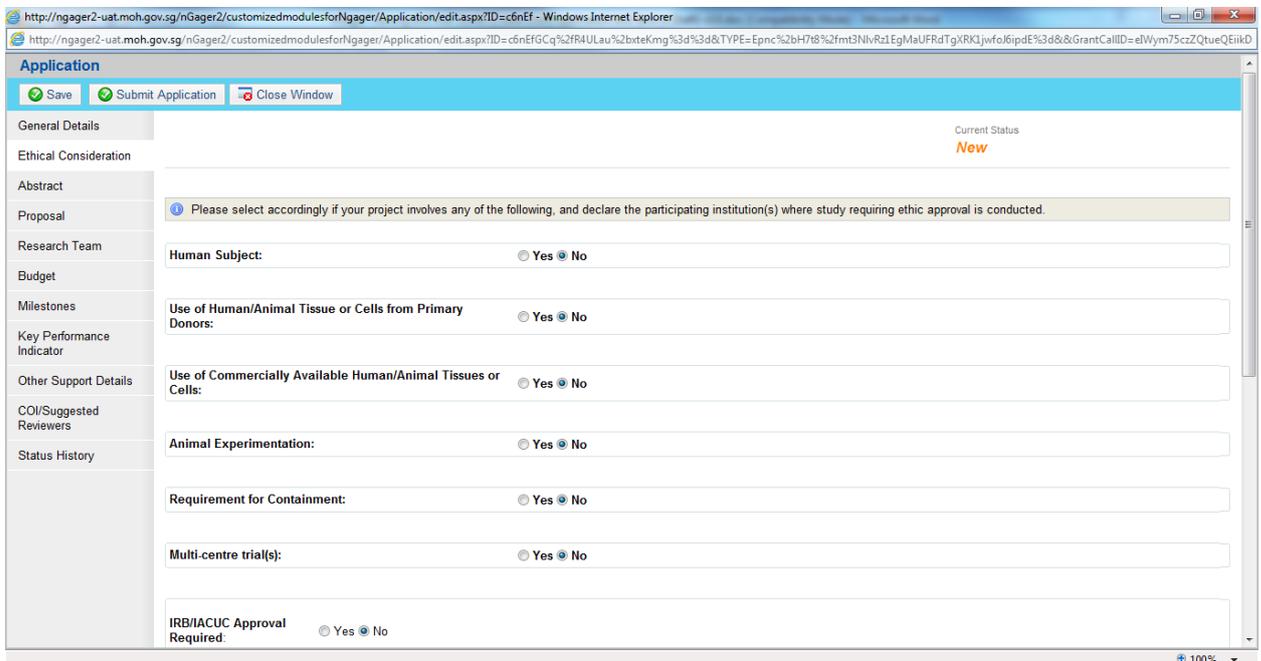
- Abstract tab
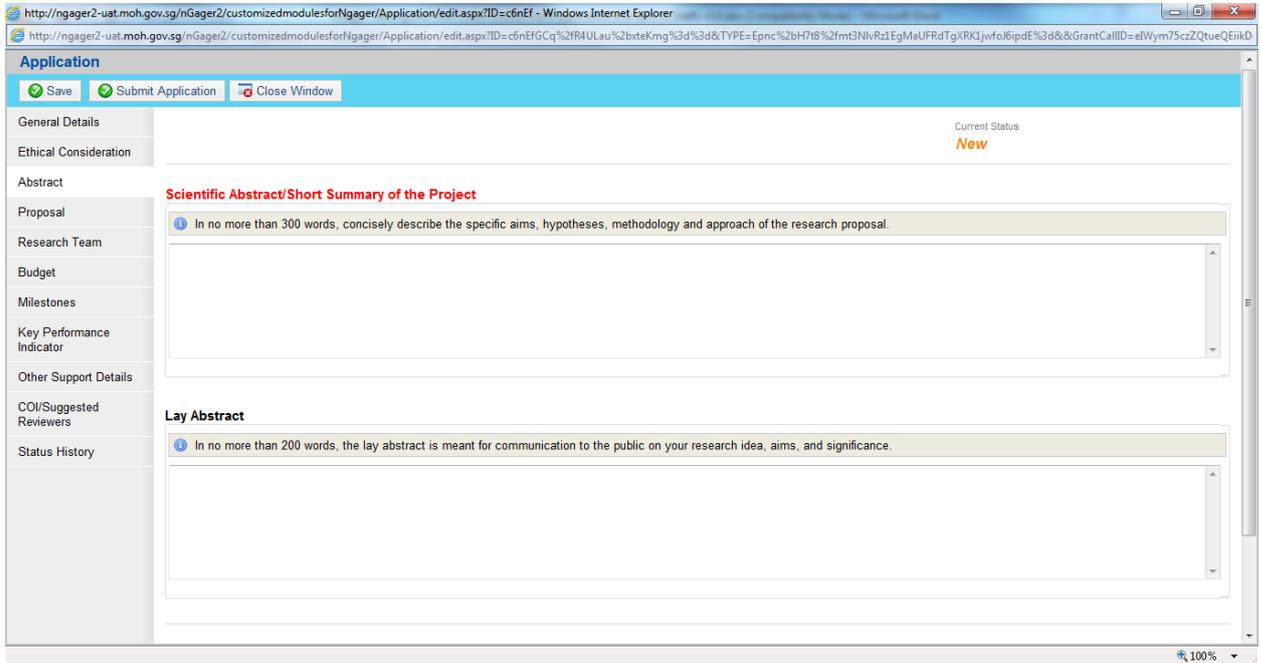
- Proposal tab
Please download the **Research Proposal Template** provided to create your Research Proposal document. Upload your **completed Research Proposal document**. Remember to click on the **'Upload'** button once you have browsed for your file.
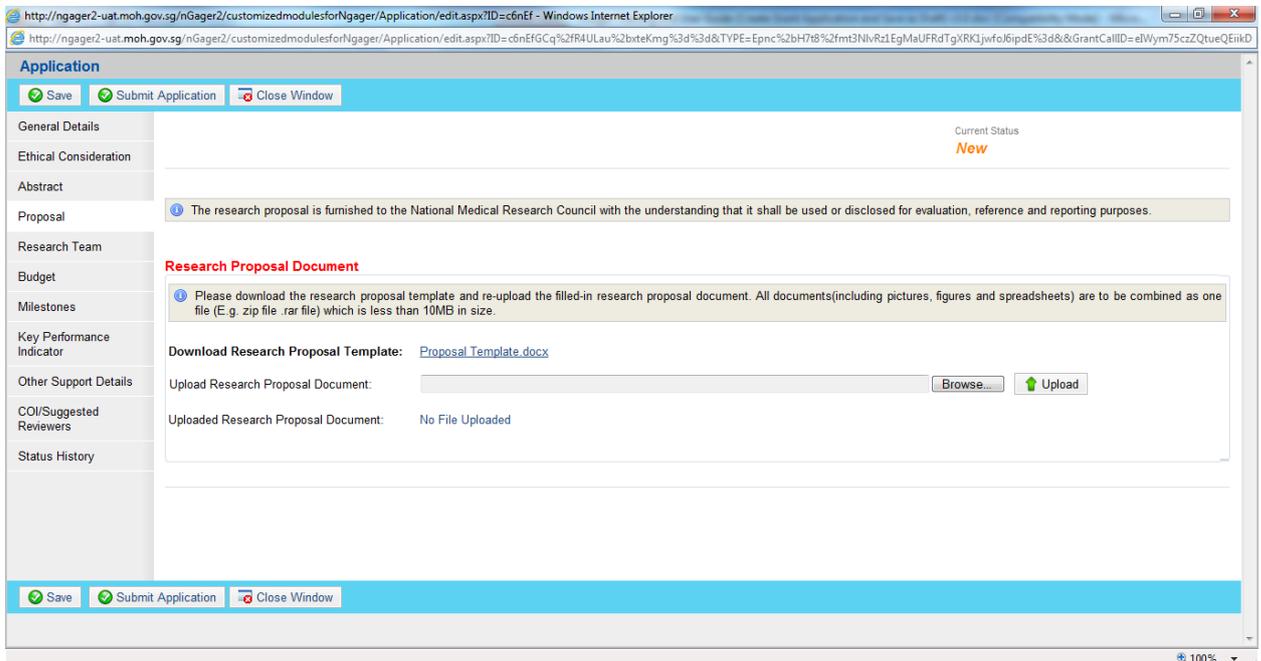
- Mentor tab (applicable to NIG)
  Click on the next section on the left – **Mentor (Only if and when applicable).** Click on the **'Search Mentor's Name'** button to look for your Mentor's name in nGager. Please search thoroughly. If you are unable to locate your mentor, please enter his/her details in the 'Mentor – Add here if not found within nGager' section. Following that, **download the Mentor CV template** provided to see what is required in your mentor's CV. Upload the completed mentor's CV.
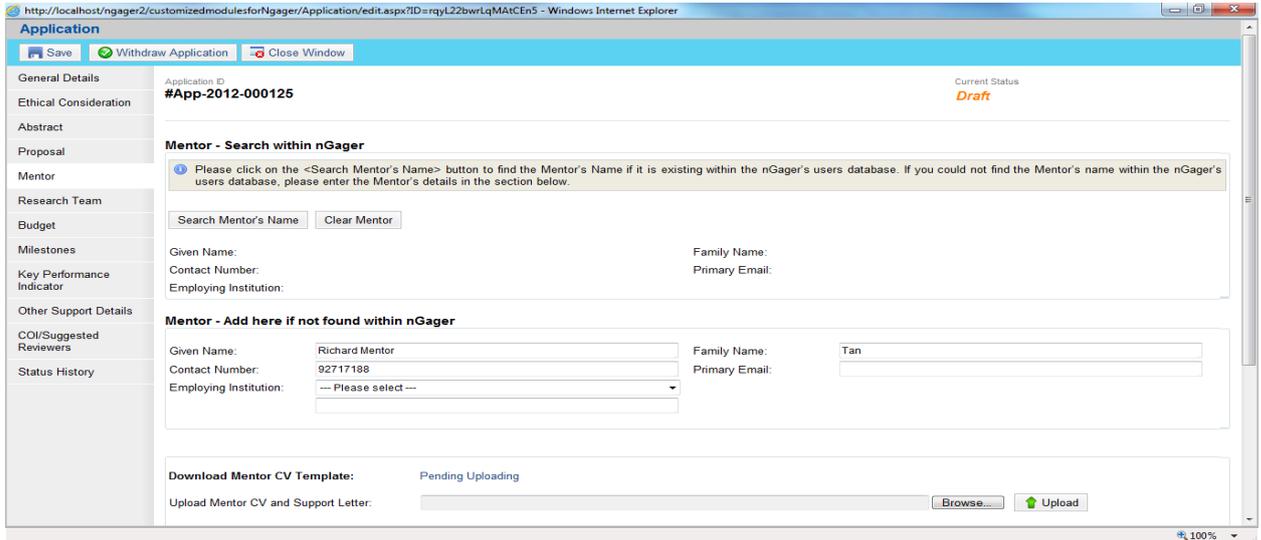
- Research Team tab
  This is where you will need to include your research team members. Please search for your team within nGager first. Click on **'Add Team Member'.**
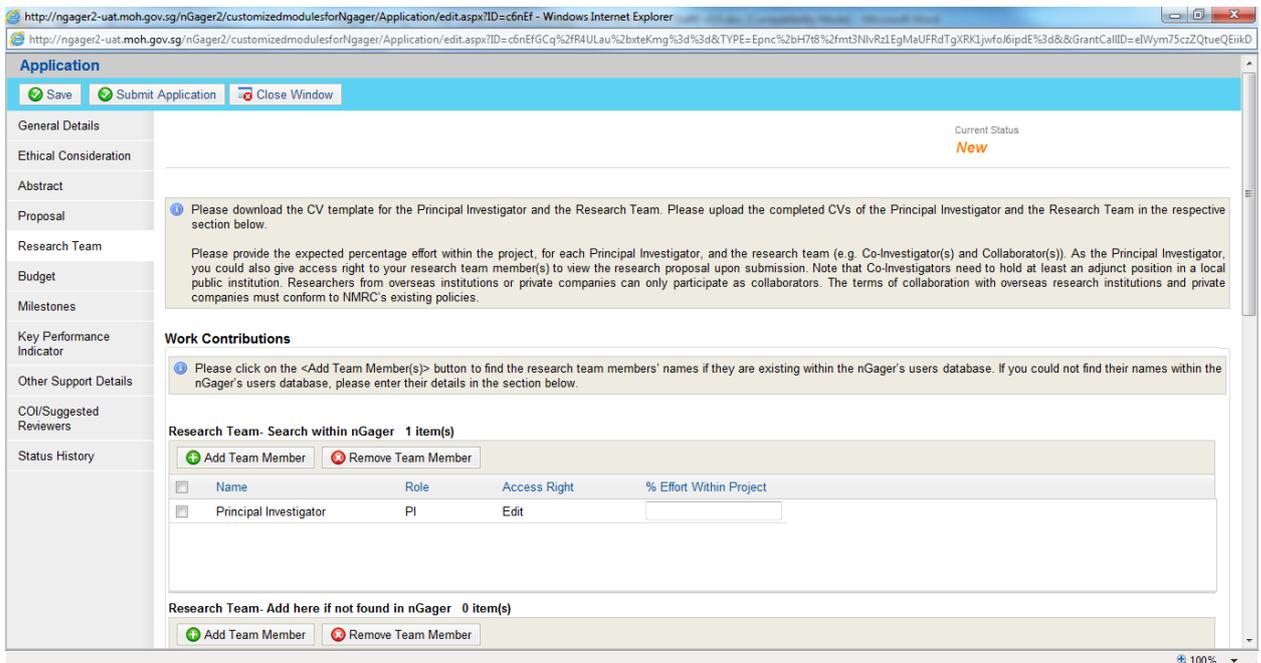
A Search box will appear. Type in the name **(please type in either first or last name)** of your team member and click **'Search User'.**
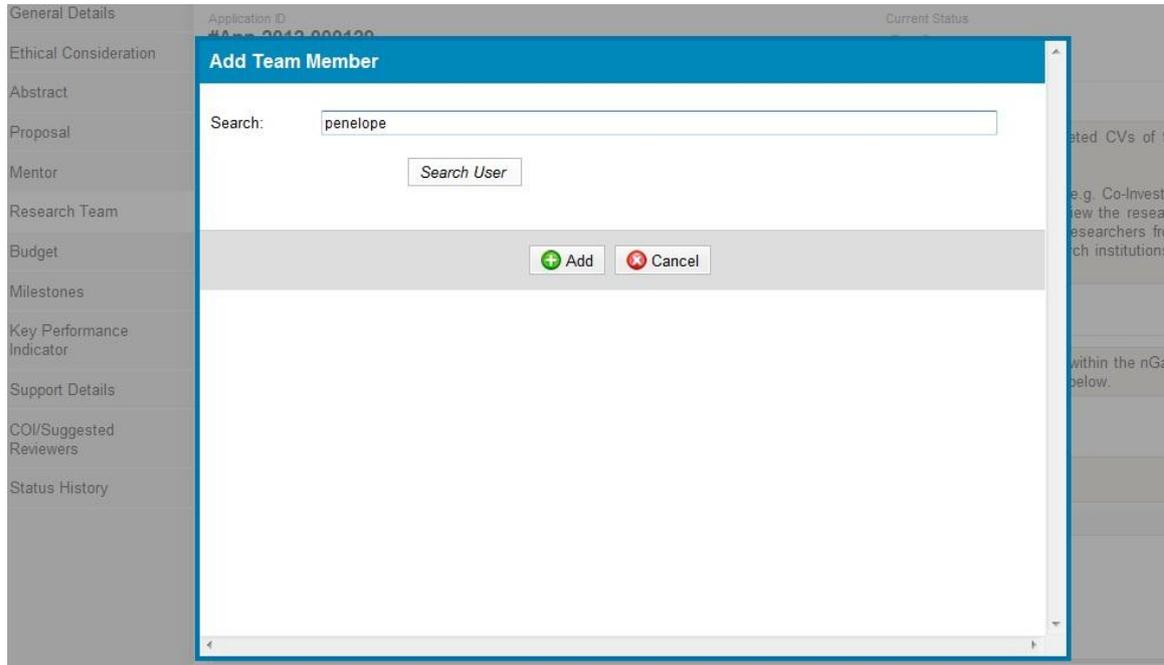
A list of users will appear. Select your team member from this list. Click on the **'Add'** button. Click **'Cancel'** if you wish to go back to your application without adding a team member.
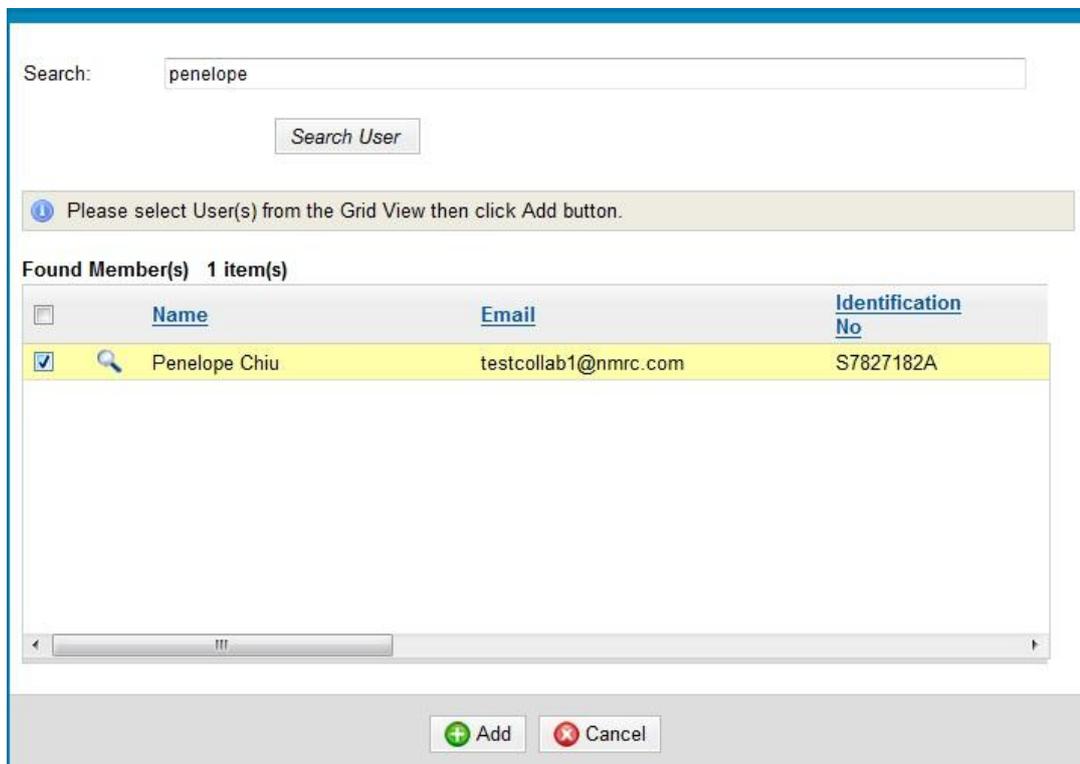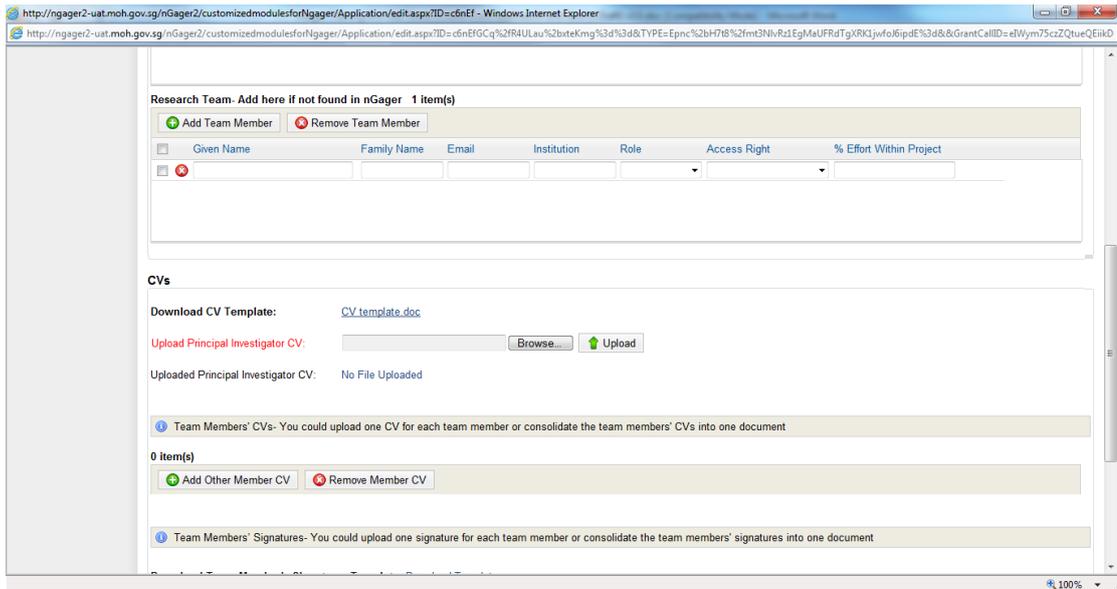
- If the research team member cannot be found within nGager, add a new Research Team Member under the **'Research Team – Add here if not found in nGager'** section.

- After adding research team members, 'Save' your application.

- Uploading of CVs – Please upload your CV(PI) using the template available

- Team Members' CVs – Upload your team member(s)' CV in this section.

- Team Members' Signatures – **Download** the template provided (this is an auto generated document). Upon downloading the template, please print the document and proceed to complete the form accordingly. After getting your's and your Research Team's signatures, please scan the completed form and upload it back onto nGager.

- 'Save' the application.
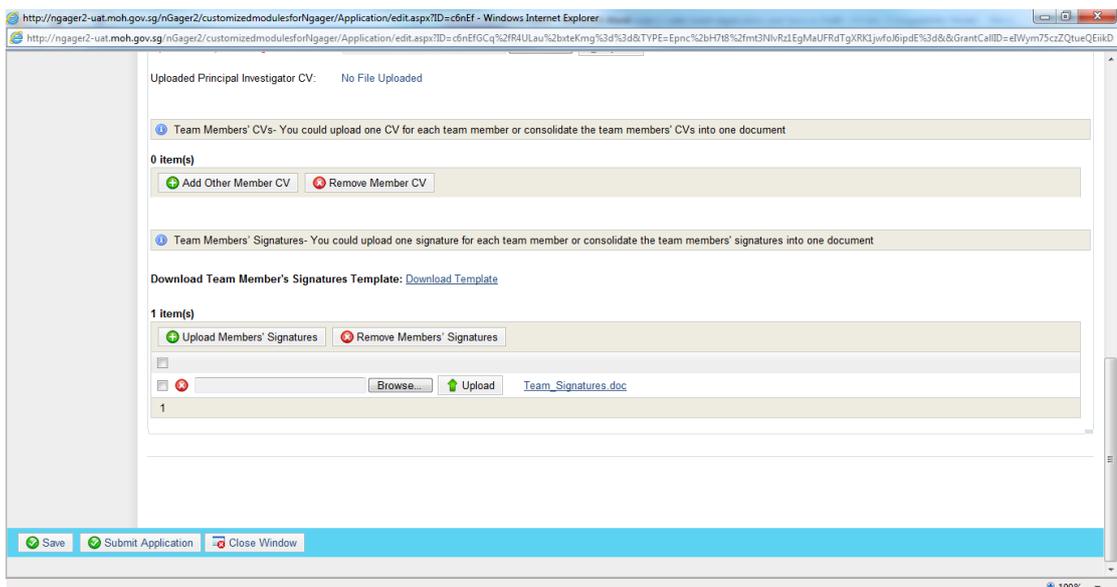
- Budget tab

  Enter your Manpower, Equipment and Other Operating Expenses budget here. Please provide justifications for the respective items, where applicable.

  Save your application.
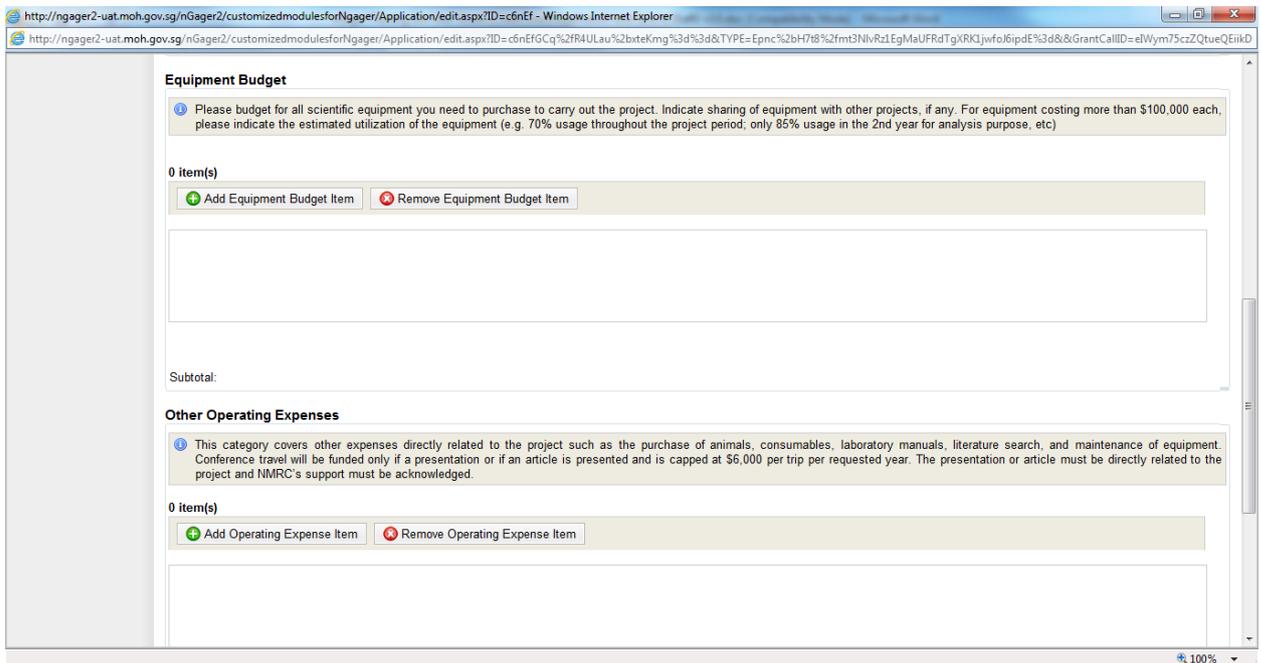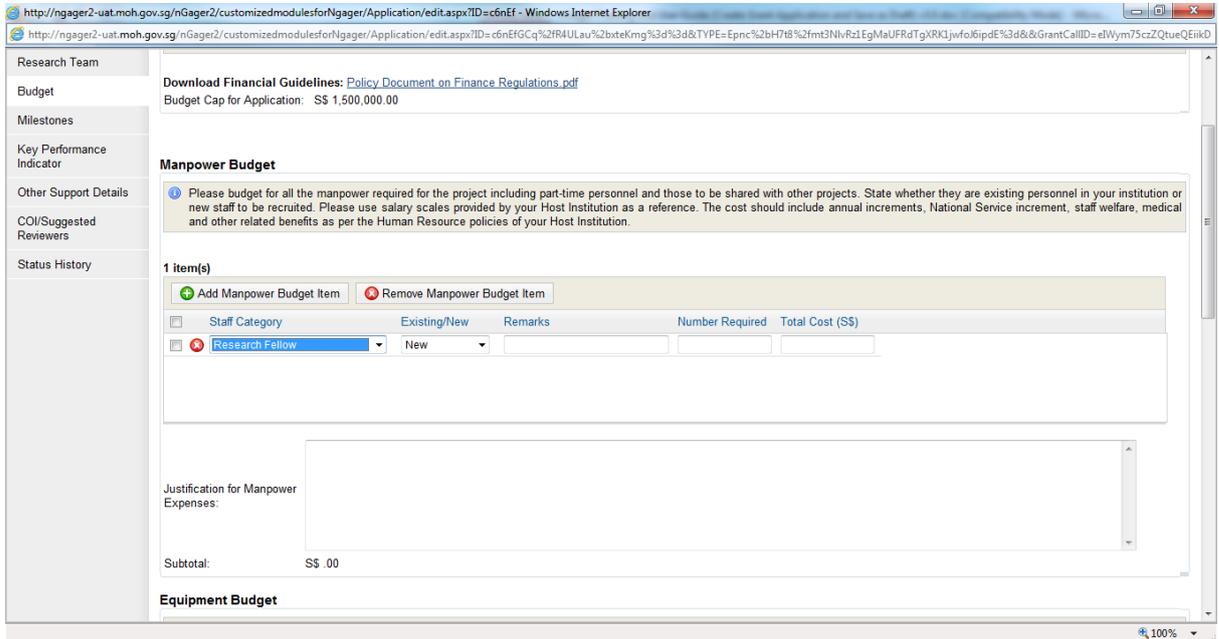
- Milestones tab (Mandatory)
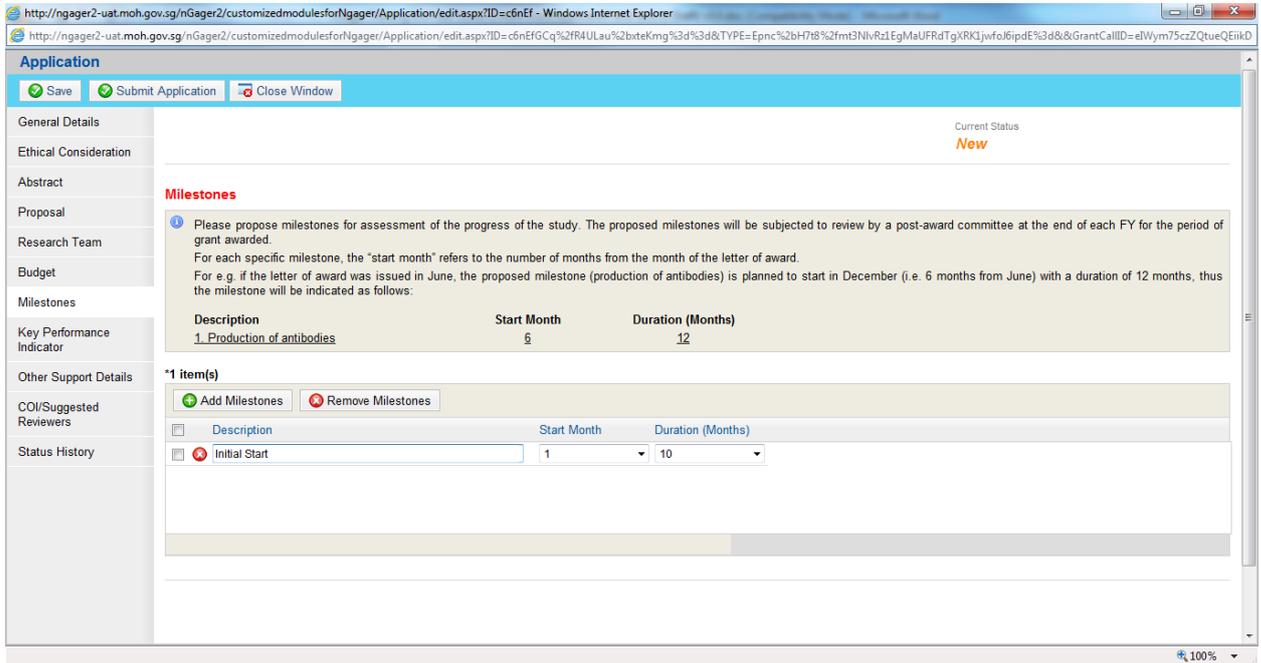
- Key Performance Indicator tab
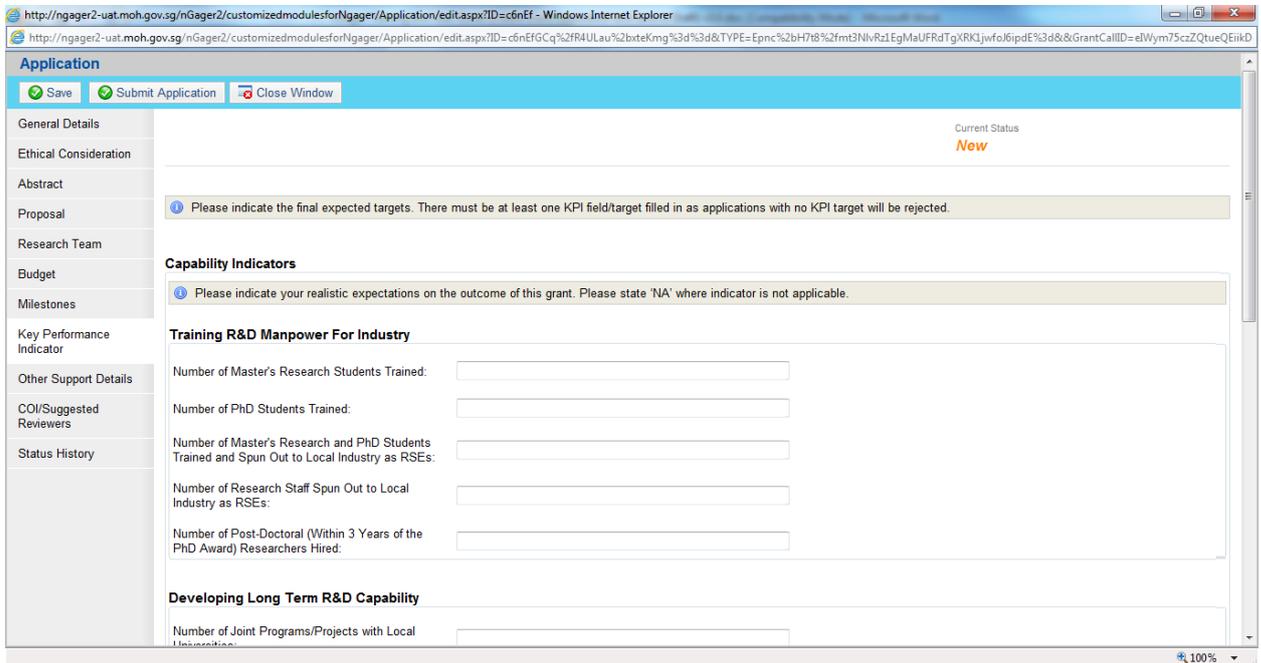
- Other Support Details tab
  Please download the template provided, fill it in and reupload your completed document/zip file. You must include other support details which you have indicated in the template.
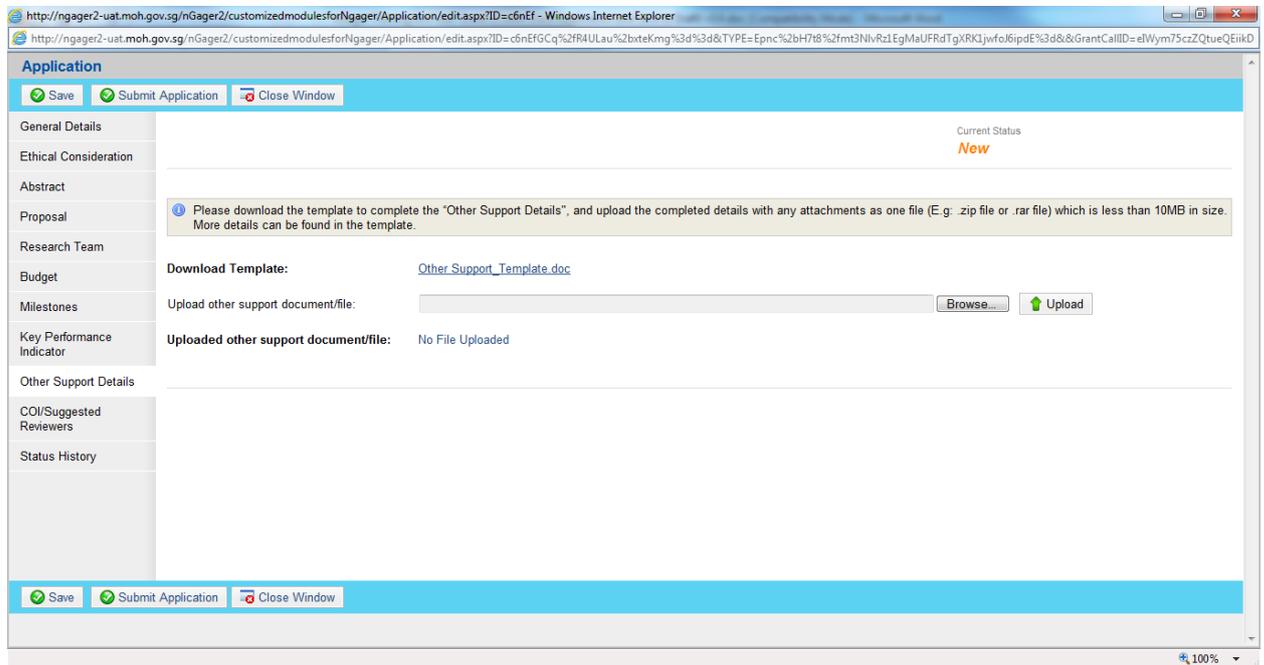
A warning will be displayed if any field in the application has not been completed correctly.
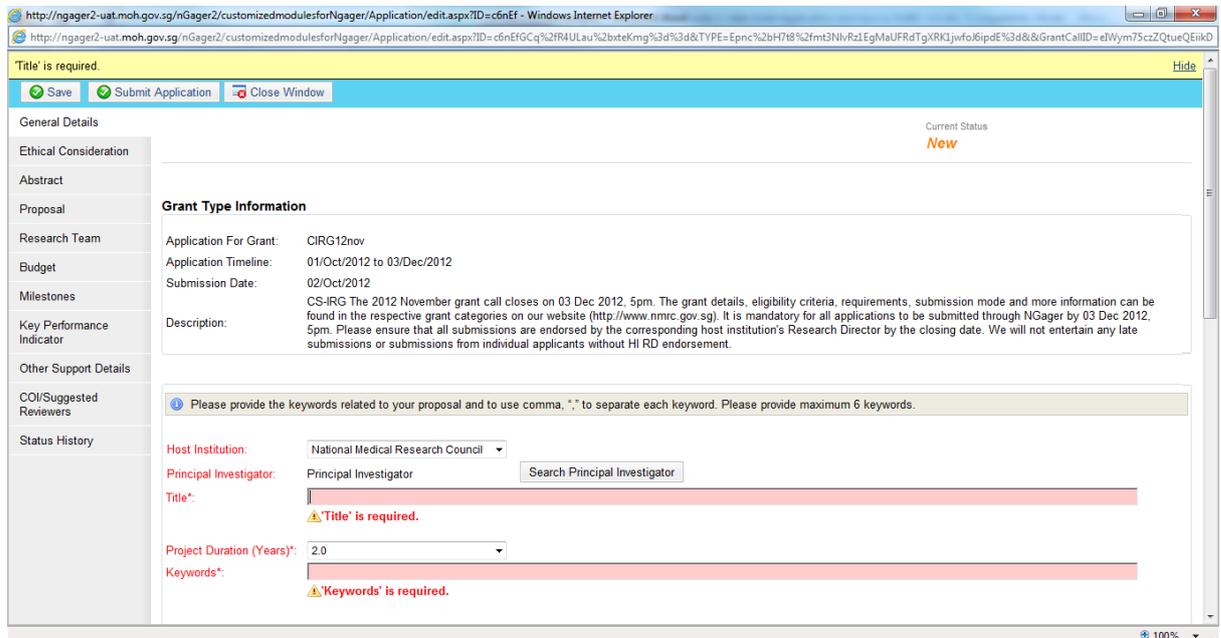
Once a draft application has been created and saved, all tabs can continue to be updated until it is submitted.

1.1.1.1   Submit Application and Download Application Details

When the application is ready to be submitted, click on the 'Submit Application' button. Your application details can be downloaded from the 'Download Current Application' link.
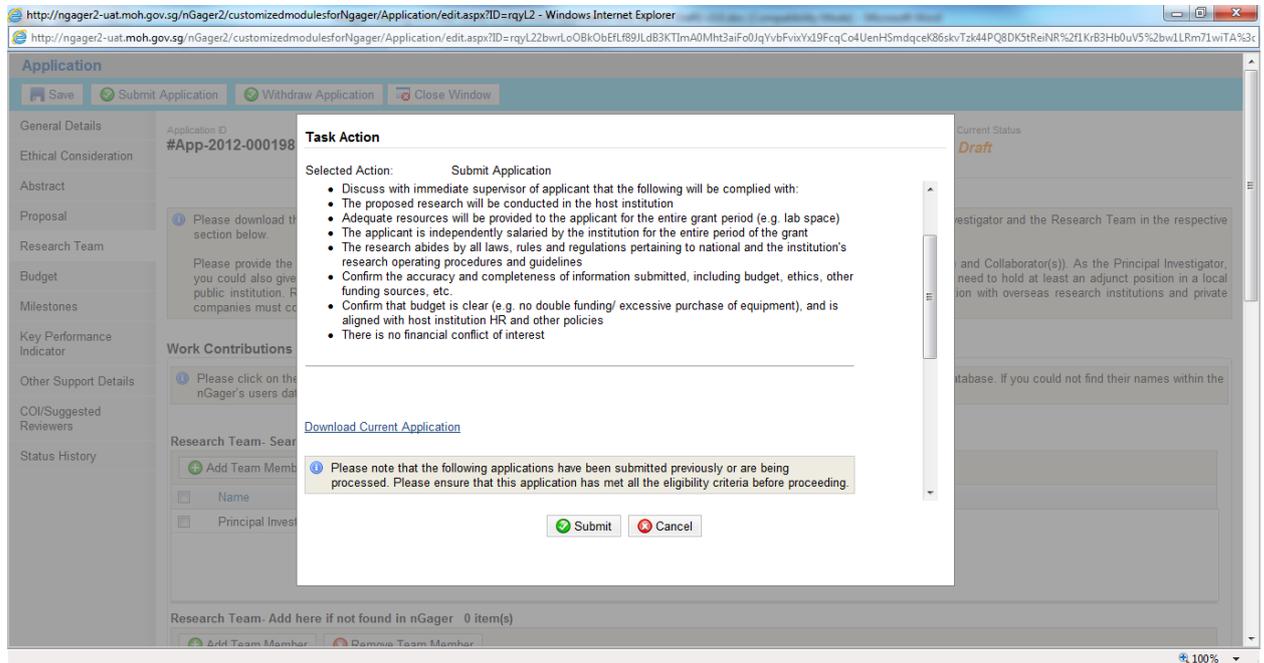
- Click on '[Download Current Application]' to download a copy of your application.