



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.

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MINISTRY OF HEALTH SINGAPORE	Principal Investigator 🖼 Edit Profile 🗖 Logout			Contact	Feedback
Singstone	Home Active Grant Calls My Items Admin Search				
Grant Call Search					
Search:	Show Advanced Search				
	Perform Search 🔞 Reset All Fields				
Please go to "My Items >	Grant Applications " to view or update existing applications.				
Grant call 1 item(s)					
Grant Call Descriptio	1	Grant Type	Submission Period	Endorsement Deadline	Action
CS-IRG The can be four 03 Dec 201	2012 November grant call closes on 03 Dec 2012, 5pm. The grant details, eligibility criteria, requirements, submission mode and more information d in the respective grant categories on our website (http://www.nmrc.gov.sg). It is mandatory for all applications to be submitted through NGager by 2, 5pm. Please ensure that all submissions are endorsed by the corresponding host institution's Research Director by the closing date. We will no	CS-	02/Oct/2012 - 03/Dec/2012	05/Dec/2012	Create Full Proposal
entertain ar	y late submissions or submissions from individual applicants without HI RD endorsement.				3
Privacy Statement   Term	s of Use			Ministry of Health, Si Best viewed using Int	ngapore, 2012 ernet Explorer 6.0

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.

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Application			*
📀 Save 🛛 📀 Subm	it Application 🛛 🥫 Close Wir	ndow	
General Details		Current Status	
Ethical Consideration		New	
Abstract			
Proposal	Grant Type Information	n	E
Research Team	Application For Grant:	CIRG12nov	
Budget	Application Timeline:	01/Oct/2012 to 03/Dec/2012	
Milestones	Submission Date:	02/Oct/2012	an ha
Key Performance Indicator	Description:	CS-ixco Inte 2012 revenuence grant cain closes on 05 bec 2012, spm. Ine grant details, eligibility Criteria, requeriments, submission mode and more information found in the respective grant calegories on our website (http://www.mmc.gov.gov.gb. It is mandatory for all applications to be submitted through NGager by 03 Dec. 5pm. Please ensure that all submissions are endorsed by the corresponding host institution's Research Director by the closing date. We will not entertain any Li submissions or submissions from individual applicants without HIR D endorsement.	2012, ate
Other Support Details			
COI/Suggested Reviewers	Please provide the keep of	ywords related to your proposal and to use comma, *,* to separate each keyword. Please provide maximum 6 keywords.	
Status History	Host Institution: Principal Investigator: Title*:	National Medical Research Council   Principal Investigator  Search Principal Investigator	
	Project Duration (Years)*: Keywords*:	Please select •	
	HRCS Research Activi	ity & Health Category	
	Please download the	HRCS auidelines below for more information.	•
			• 100% ◄

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**.

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http://ngager2-uat.mob	n.gov.sg/nGager2/customizedmoc	lulesforNgager/Application/edit.aspx?ID=c6nEfGCq%2fR4ULau%2bxteKmg%3d%3d&TYPE=Epnc%2bH7t8%2fmt3NlvRz1EgMaUFRdTgXRK1jwfo/kipdE%3d&&/GrantCalIID=eIWym	75czZQtueQE	iikD
Application				Â
Save Subm	nit Application	ndow		
General Details		Current Status		
Ethical Consideration		New		
Abstract				
Proposal	Grant Type Information	n		E
Research Team	Application For Grant:	CIRG12nov		
Budget	Application Timeline:	01/Oct/2012 to 03/Dec/2012		
Milestones	Submission Date:	02/Oct/2012 CS-IRG The 2012 November grant call closes on 03 Dec 2012, 5pm. The grant details, eligibility criteria, requirements, submission mode and more information ca	n be	
Key Performance Indicator	Description:	found in the respective grant categories on our website (http://www.nmc.gov.sg). It is mandatory for all applications to be submitted through NGager by 03 Dec 20 5pm. Please ensure that all submissions are endorsed by the corresponding host institution's Research Director by the closing date. We will not entertain any lat submissions or submissions from individual applicants without HI RD endorsement.	12, э	
Other Support Details				
COI/Suggested Reviewers	OPlease provide the keep of	words related to your proposal and to use comma, *,* to separate each keyword. Please provide maximum 6 keywords.		
Status History	Host Institution:	National Medical Research Council -		
	Principal Investigator: Title*	Principal Investigator Search Principal Investigator	- I	
	Project Duration (Years)*:	2.0 •		
	Keywords*:			
	HRCS Research Activi	ity & Health Category		
	O Please download the	HRCS ouidelines below for more information.		-
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#### • Ethical Consideration tab

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Application			-
📀 Save 🛛 🚱 Submi	t Application Glose Window		
General Details		Current Status	
Ethical Consideration		New	
Abstract			
Proposal	Please select accordingly if your project involves any of the	following, and declare the participating institution(s) where study requiring ethic approval is conducted.	=
Research Team	Human Subject:	Nes 💿 No	
Budget			
Milestones	Use of Human/Animal Tissue or Cells from Primary	© Yes ◎ No	
Key Performance Indicator	Donors:		
Other Support Details	Use of Commercially Available Human/Animal Tissues or Cells:	© Yes ⊚ No	
COI/Suggested Reviewers			
Status History	Animal Experimentation:	© Yes ⊛ No	
	Requirement for Containment:	© Yes ◉ No	
	Multi-centre trial(s):	O Yes 🖲 No	
	IRB/IACUC Approval Required: O Yes @ No		-
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### • Abstract tab

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Application		<u>^</u>
🚱 Save 🛛 😒 Su	bmit Application 🛛 🔂 Close Window	
General Details	Current Status	
Ethical Consideration	New	
Abstract		
Proposal	Scientific Abstract/Short Summary of the Project	
Research Team	U In no more than 300 words, concisely describe the specific aims, hypotheses, methodology and approach of the research proposal.	
Budget		<b>^</b>
Milestones		E
Key Performance		
Indicator		
Other Support Details		
COI/Suggested Reviewers	Lay Abstract	
Status History	🕕 In no more than 200 words, the lay abstract is meant for communication to the public on your research idea, aims, and significance.	
		*
		-
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• 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.

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Attp://ngager2-uat.moh.g	gov.sg/nGager2/customizedmodulesforNgager/Applica	tion/edit.aspx?ID=c6nEfGCq%2fR4ULau%2bxteKmg%3d%3d&TYPE=Epnc%2bH7t8%2fmt3NlvRz1EgMaUFRdTgXRK1jwfo/6ipdE%3d&&GrantCallID=elWym75czZQtueQEiikD
Application		A
Save Submit	Application Glose Window	
General Details		Current Status
Ethical Consideration		New
Abstract		
Proposal	O The research proposal is furnished to the N	ational Medical Research Council with the understanding that it shall be used or disclosed for evaluation, reference and reporting purposes.
Research Team		
Budget	Research Proposal Document	
Milestones	Please download the research proposal te file (E.g. zip file .rar file) which is less than	mplate and re-upload the filled-in research proposal document. All documents(including pictures, figures and spreadsheets) are to be combined as one 10MB in size.
Key Performance Indicator	Download Research Proposal Template:	Proposal Template.docx
Other Support Details	Upload Research Proposal Document:	Browse
COI/Suggested Reviewers	Uploaded Research Proposal Document:	No File Uploaded
Status History		
Save Submit	Application	
		A 1000

#### • 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.

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Application						<u>*</u>
Final Save 📀 Withdra	aw Application Glose	Window				
General Details	Application ID				Current Status	
Ethical Consideration	#App-2012-000125				Draft	
Abstract						
Proposal	Mentor - Search withi	n nGager				
Mentor	Please click on the users database, please	<search mentor's="" n<br="">ise enter the Mentor</search>	lame> button to find the Mentor's Name if it is r's details in the section below.	existing within the nGager's	s users database. If you could not find the Mentor's name wi	thin the nGager's
Research Team						E
Budget	Search Mentor's Name	Clear Mentor				
Milestones	Given Name:			Family Name:		
Key Performance Indicator	Contact Number: Employing Institution:			Primary Email:		
Other Support Details	Mentor - Add here if n	ot found within	nGager			
COI/Suggested						
Reviewers	Given Name:	Richard Mentor		Family Name:	Tan	
Status History	Contact Number:	92/1/188		Primary Email:		
	Employing institution.	Please select -		•		
	Download Mentor CV T	emplate:	Pending Uploading			
	Upload Mentor CV and St	pport Letter:			Browse 👕 Upload	
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#### • 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'.

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<i>e</i> http://ngager2-uat. <b>moh</b>	ox.sg/nGager2/customizedmodulesforNgager/Application/edit.aspr?ID=c6nEfGCq%2IR4ULau%2brteKmg%3d%3d&TVPE=Epnc%2bH78%2fmt3N\rRt1gMaUFadTgXRK1jwfol6ipdE%3d&&GrantCalIID=elWym75czZQtueQEiikD
Application	
Save Subm	Application does Window
General Details	Current Status
Ethical Consideration	New
Abstract	
Proposal	IPlease download the CV template for the Principal Investigator and the Research Team. Please upload the completed CVs of the Principal Investigator and the Research Team in the respective section below.
Research Team	Please provide the expected percentage effort within the project, for each Principal Investigator, and the research team (e.g. Co-Investigator(s) and Collaborator(s)). As the Principal Investigator,
Budget	you could also give access right to your research team member(s) to view the research proposal upon submission. Note that Co-Investigators need to hold at least an adjunct position in a local public institution. Researchers from overseas institutions or private companies can only participate as collaborators. The terms of collaboration with overseas research institutions and private
Milestones	companies must conform to NMRC's existing policies.
Key Performance Indicator	Work Contributions
Other Support Details	Please click on the <add member(s)="" team=""> button to find the research team members' names if they are existing within the nGager's users database. If you could not find their names within the nGager's users database, please enter their details in the section below.</add>
COI/Suggested Reviewers	Research Team- Search within nGager 1 item(s)
Status History	C Add Team Member
	Name Role Access Right % Effort Within Project
	Principal Investigator PI Edit
	Research Team. Add here if not found in nGager 0 item(s)
	S Add Team Member
	* 1009 -

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'.

Application ID	0.000400		
Add Tean	n Member		<u>^</u>
Search:	penelope		eted CVs of th
	Search User		On Investi
			e.g. Co-investi iew the resear
	🔂 Add 🛛 🔕 🔇	Cancel	ch institutions
_			
			within the nGa
			pelow.
4			
	Appleation ID Add Tean Search:	Add Team Member Search: penelope Search User	Add Team Member Search: penelope Search User Add Current Status

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.

arch:	penelope		
	Search Us	ser	
Please	e select User(s) from the Grid	View then click Add button.	
ound Mer	nber(s) 1 item(s)		
	Name	Email	Identification No
v 9	Penelope Chiu	testcollab1@nmrc.com	S7827182A

Resource round Add not	e if not found	lin nGager 1 iter	m(s)				
G Add Team Member	🔕 Remove	e Team Member					
Given Name		Family Name	Email	Institution	Role	Access Right	% Effort Within Project
						•	•
Uploaded Principal Investig	ator CV: N	No File Uploaded			ahiana		
Team Members' CVs-	You could uple	oad one CV for eacl	h team membe	er or consolidate the	eam members' (	CVs into one document	
0 item(s)							

- 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 <u>Download</u> 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.

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Uploaded Principal Investigator CV: No File Uploaded	*
Team Members' CVs- You could upload one CV for each team member or consolidate the team members' CVs into one document	
0 item(s)	
C Add Other Member CV O Remove Member CV	
Item Members' Signatures- You could upload one signature for each team member or consolidate the team members' signatures into one document	
Download Team Member's Signatures Template: Download Template	
1 item(s)	
Upload Members' Signatures	
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🕹 Save 📲 🙆 Submit Application 📲 🗃 Close Window	
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• '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.

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Research Team Budget	Download Financial Guidelines: Policy Document on Finance Regulations.pdf Budget Cap for Application: \$\$ 1,500,000.00				
Milestones					
Key Performance Indicator	Manpower Budget				
Other Support Details	Please budget for all the manpower required for the project including part-time personnel and those to be shared with other projects. State whether they are existing personnel in your institution or				
COI/Suggested Reviewers	new staff to be recruited. Please use salary scales provided by your Host Institution as a reference. The cost should include annual increments, National Service increment, staff welfare, medical and other related benefits as per the Human Resource policies of your Host Institution.				
Status History	1 item(s)				
	Add Manpower Budget Item ORemove Manpower Budget Item				
	Staff Category Existing/New Remarks Number Required Total Cost (S\$)				
	🖸 📀 Research Fellow 🔹 🔹 New 👻				
	Justification for Manpower Expenses:				
	Subtotal: S\$.00				
	Equipment Budget				
	\$100% -				

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Equipment Budget  Uplease budget for all scientific equipment you need to purchase to carry out the project. Indicate sharing of equipment with other projects, if any. For equipment costing more than \$100,000 each, please indicate the estimated utilization of the equipment (e.g. 70% usage throughout the project period; only 85% usage in the 2nd year for analysis purpose, etc)	*
Vao Edobineur ponder veru	
Subtotal:	
Other Operating Expenses	н
This category covers other expenses directly related to the project such as the purchase of animals, consumables, laboratory manuals, literature search, and maintenance of equipment. Conference travel will be funded only if a presentation or if an article is presented and is capped at \$6,000 per trip per requested year. The presentation or article must be directly related to the project and NMRC's support must be acknowledged.	
0 item(s)	L
Add Operating Expense Item Operating Expense Item	
€ 100% ▼	

### • Milestones tab (Mandatory)

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Application					^
Save Subm	nit Application Glose Window				
General Details				Current Status	
Ethical Consideration				New	
Abstract	Milestones				
Proposal	Please propose milestones for assessment of the pro	paress of the study. The pro	oposed milestones will be subjected to revi	iew by a post-award committee at the end of each FY for	the period of
Research Team	m grant awarded				
Budget	For e.g. if the letter of award was issued in June, the	proposed milestone (produ	iction of antibodies) is planned to start in E	December (i.e. 6 months from June) with a duration of 12	months, thus
Milestones	the milestone will be indicated as follows:				
Key Performance Indicator	Description <u> 1. Production of antibodies</u>	Start Month	Duration (Months) <u>12</u>		E.
Other Support Details	*1 item(s)				
COI/Suggested	Add Milestones ORemove Milestones				
Reviewers	Description	Start Month	Duration (Months)		
Status History	Initial Start	1	• 10 •		
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• Key Performance Indicator tab

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Application			
Save 🐼 Sub	mit Application 🖬 Close Window		
General Details	Current Status		
Ethical Consideration	New		
Abstract			
Proposal	Please indicate the final expected targets. There must be at least one KPI field/target filled in as applications with no KPI target will be rejected.		
Research Team			
Budget	Capability Indicators		
Milestones	Please indicate your realistic expectations on the outcome of this grant. Please state 'NA' where indicator is not applicable.		
Key Performance Indicator	Training R&D Manpower For Industry		
Other Support Details	Number of Master's Research Students Trained:		
COI/Suggested Reviewers	Number of PhD Students Trained:		
Status History	Number of Master's Research and PhD Students Trained and Spun Out to Local Industry as RSEs:		
	Number of Research Staff Spun Out to Local Industry as RSEs:		
	Number of Post-Doctoral (Within 3 Years of the PhD Award) Researchers Hired:		
	Developing Long Term R&D Capability		
	Number of Joint Programs/Projects with Local		
	Developing Long Term R&D Capability Number of Joint Programs/Projects with Local Universities		

 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.

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Application			<b>^</b>
Save Subm	it Application 🛛 🕫 Close Window		
General Details		Current Status	
Ethical Consideration		New	
Abstract			
Proposal	Please download the template to complete More details can be found in the template	ete the "Other Support Details", and upload the completed details with any attachments as one file (E.gzip file or .rar file) which is less the	an 10MB in size.
Research Team			
Budget	Download Template:	Other Support_Template.doc	
Milestones	Upload other support document/file:	Browse 😭 Upload	
Key Performance Indicator	Uploaded other support document/file:	No File Uploaded	
Other Support Details			
COI/Suggested Reviewers			
Status History			
Save Subm	it Application Close Window		
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A warning will be displayed if any field in the application has not been completed correctly.

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'Title' is required.			Hide 📤
📀 Save 🛛 📀 Sub	mit Application 🛛 🥫 Close Wi	ndow	
General Details		Current Status	
Ethical Consideration		New	
Abstract			-
Proposal	Grant Type Informatio	n	
Research Team	Application For Grant:	CIRG12nov	
Budget	Application Timeline:	01/Oct/2012 to 03/Dec/2012	
Milostopos	Submission Date:	02/Oct/2012	
Kov Porformanco	Description:	CS-IRG The 2012 November grant call closes on 03 Dec 2012, 5pm. The grant details, eligibility criteria, requirements, submission mode and more information can b found in the respective grant categories on our website (http://www.nmrc.gov.sg). It is mandatory for all applications to be submitted through NGager by 03 Dec 2012	e
Indicator		5pm. Please ensure that all submissions are endorsed by the corresponding host institution's Research Director by the closing date. We will not entertain any late submissions or submissions from individual applicants without HI RD endorsement.	
Other Support Details			
COI/Suggested Reviewers	O Please provide the keep	eywords related to your proposal and to use comma, *,* to separate each keyword. Please provide maximum 6 keywords.	
Status History	Host Institution:	National Medical Research Council 💌	
	Principal Investigator:	Principal Investigator Search Principal Investigator	
	Title*:		
		▲Title' is required.	
	Project Duration (Years)*:	2.0 •	
	Keywords*:		
		Keywords' is required.	
			-

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.

http://ngager2-uat.moh.g	ov.sg/nGager2/customizedm	odulesforNgager/Application/edit.aspx?ID=rgyL2 - Windows Internet Explorer	Local Bank	
10 http://ngager2-ust.moh.gov.sg/nGager2/customizedmodulesforNgager/Application/edit.aspx?ID=rgyL22bwtLoOBkObEfL889Ld83KTImA0Mht3aiFo0JqVvbFvixY19FcqCo4UenHSmdqcek86skvTzk44PQ8DK3tReiNR%2PLKR83Hb0uV5%2bw1LRm71wTA%3c				
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Save Submi	it Application 🛛 📀 Withdi	aw Application Close Window		
General Details	Application ID	Task Action		Current Status
Ethical Consideration	#App-2012-000130	Selected Action: Submit Application		Dran
Abstract		Discuss with immediate supervisor of applicant that the following will be complied with:     The proposed research will be conducted in the best institution	*	E
Proposal	I Please download the second secon	<ul> <li>Adequate resources will be provided to the applicant for the entire grant period (e.g. lab space)</li> </ul>		vestigator and the Research Team in the respective
Research Team	section below.	<ul> <li>The applicant is independently salared by the institution for the entire pende of the grant</li> <li>The research abides by all laws, rules and regulations pertaining to national and the institution's</li> </ul>		
Budget	Please provide the you could also give	<ul> <li>research operating procedures and guidelines</li> <li>Confirm the accuracy and completeness of information submitted, including budget, ethics, other funding sources, etc.</li> </ul>		and Collaborator(s)). As the Principal Investigator, need to hold at least an adjunct position in a local
Milestones	companies must co	<ul> <li>Confirm that budget is clear (e.g. no double funding/ excessive purchase of equipment), and is pliqued with best institution HB and other policies.</li> </ul>	Confirm that budget is clear (e.g. no double funding/ excessive purchase of equipment), and is	
Key Performance Indicator	Work Contributions	angree with nost instruction Fix and other policies     There is no financial conflict of interest	aligned with host institution HK and other policies There is no financial conflict of interest	
Other Support Details	Please click on the nGager's users dat			atabase. If you could not find their names within the
COI/Suggested Reviewers		Download Current Application		
Status History	Research Team- Sear			
	G Add Team Memb	Please note that the following applications have been submitted previously or are being processed. Please ensure that this application has met all the eligibility criteria before proceeding.		
	Name Name		*	
	Principal Invest	Submit O Cancel		
Research Team- Add here if not found in nGager 0 item(s)				
	🔿 Arki Team Mamhar 💿 Ramnus Team Mamhar			
				🔍 100% 🔻

• Click on '[Download Current Application]' to download a copy of your application.