

## IGMS INSTRUCTIONS FOR OF-LCG FULL PROPOSAL SUBMISSION FOR THE JUN 2021 GRANT CALL

### Submission

- For **Renewal**, please select “**New Submission**” in IGMS and **inform HI ORE on the associated old project ID**. Please contact HI ORE directly if you require clarification on how to inform HI ORE.
- For **Resubmission**, please select “**Resubmission of Application**” in IGMS and **indicate the last rejected proposal** in the “**Original Proposal ID**” field. (E.g., For second resubmission, please indicate the proposal ID of the first resubmission only.) **Do not** indicate more than one proposal ID in the “Original Proposal ID” field.
- 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**.
- Please note that NMRC **will reject application upon submission** if:
  - Any of the required documents was not submitted (Please refer to Appendix I)
  - Wrong template (e.g. outdated, different programme’s) was used for any of the required documents (Please use latest templates as available in IGMS)
  - Any of the Proposal, CV or Other Attachment documents exceeds the stipulated page limits
- Please note that any **additional information submitted** (including additional attachments and inputs in fields that are supposed to be indicated “NA” or not required) will be **excluded from review**.

### 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. The documents are to follow the stipulated file naming conventions stated below.  
(**Note:** Applications with attachments not named according to the stipulated naming conventions **will not be accepted**.)

IGMS Section	Required Document for Upload	File Naming Convention for FP Submission
Research Details	0. Section 0 – Summary Details	“0. Summary Details”
	1. Section 1 – Research Proposal	“1. Research Proposal”
Research Team, Collaborators, Referees	2. Section 2 – CV of Corresponding PI, Theme PIs, Co-Investigators and Collaborators	“<Corr PI/Theme PI/Col/Collab>_<Name of Team Member>_CV”
Other Attachments	3. Sections 3 – Industry Parties’ Contributions and Other Support	“3. Industrial Parties Contributions and Other Support”
	4. Section 4 – Expected Outcomes	“4. Expected Outcomes”
	5. Section 5 – Annexes ( <i>Each Annex as separate document</i> )	“5. Annex <A/B/C/D/E/F>”
	6. Section 6 – Declaration and Signatories	“6. Declaration”
Declaration of Ethics Approval	7. Ethics Approvals (if any)	“Ethics_<DSRB/IRB/IACUC>”

## 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**.
- Please upload the completed **Section 0** and **Section 1 (as separate documents)** in this section.

## Research Team, Collaborators, Referees Section

- The Corresponding PI's name is auto-generated under **“Lead PI”** in the Research Team list, please click on the name to fill in the required details.
- The Leadership Team (i.e. Corresponding PI and Theme PIs) would have already been added and populated from the LOI submission. For addition of Co-Investigators, please ensure that Co-Investigators' ORCIDs are updated prior to adding them into the research team, and the correct Co-Investigators' institutions are selected.  
**Note:** The Theme PIs have the responsibility to direct each specific research theme and are accountable for the proper conduct of the specific research theme. The main Theme PIs (one for each Theme) are responsible for raising budget variation requests, collating and submitting fund requisitions for direct and/or indirect costs; on behalf of the theme to NMRC for the disbursement of funds. Endorsement from the Corresponding PI is required before the submission to NMRC and the records are to be kept and produced upon audit requests. Please indicate **‘Team PI’** role for the **main Theme PIs** and indicate **‘Co-Team PI’** role for the **other Theme PIs**. Please note that the Corresponding PI has to be one of the main Theme PIs (but IGMS role will remain as ‘Lead PI’).
- Sum of total % time within the project for the team members (including Corresponding PI, Theme PIs, Co-Investigators, and Collaborators) must be 100%. The minimum value per team member is 1 and up to 2 decimal places.
- Please upload the CVs of Corresponding PI, Theme PIs and Co-Investigators under each individuals' **“Attach CV”** section. For Collaborators, please collate all CVs in a zip file named **“2. Collaborators\_CV”**, and upload it under the Corresponding PI's **“Attach CV”** section.
- **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”** (in months) is requested, instead of end month. The minimum value per milestone is 0 and the maximum value is 60 (months) for a 5-year programme.

## Budget Section

- Please provide **budget justification under each budget item's “Justification” field**.

- For **Administrative Core** budget (if any), please include under the Lead PI's EOM budget, and specify "(Administrative Core)" in the description box to differentiate them from the other items in the EOM.
- 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.
- **Budget attachment (including quotations) is not required.** Please do not upload.

### Other Attachments Section

- Please upload the completed **Section 3 to 6 (as separate documents)** in this section. The templates can be downloaded from the "Research Proposal" sub-section under the "Research Details" section.

## Appendix I

The full proposal application will comprise a “Summary Details” section and 6 additional sections (i.e. Sections 1-6), as shown in the table below.  
Please provide Section 0 – 5 in **MS Word format** (Section 5 Annex F Industry Support Letters and Section 6 Declaration can be in PDF or Word format).

SECTION	DESCRIPTION	LOCATION OF TEMPLATE ON IGMS	LOCATION TO UPLOAD COMPLETED TEMPLATE ON IGMS
-	<b>Summary Details</b>	“Research Proposal” tab of “Research Details” section	“Research Proposal” tab of “Research Details” section <ul style="list-style-type: none"> <li>To upload each section as a separate file</li> </ul>
1	<b>Research Proposal</b> <ul style="list-style-type: none"> <li>Sub-section 1.1 (page limit of 3)</li> <li>Sub-section 1.2 (page limit of 4 per theme)</li> <li>Sub-section 1.3 (page limit of 5)</li> <li>Sub-section 1.4 (page limit of 2)</li> <li>Sub-section 1.5 (page limit of 14)</li> </ul>		
2	<b>Curriculum Vitae</b> of the: <ul style="list-style-type: none"> <li>Corresponding and Theme PIs (page limit of 3 per CV)</li> <li>Co-Investigators and Collaborators (page limit of 2 per CV)</li> </ul>	“Research Team” tab of “Research Team, Collaborators, Referees” section	“Research Team” tab of “Research Team, Collaborators, Referees” section <ul style="list-style-type: none"> <li>For Corr PI, Theme PIs and Co-Is: to upload CVs individually into the respective PI/Co-Is’ profiles</li> <li>For Collab: to collate CVs into a zip file and upload to the Corr PI’s profile (separate from the Corr PI’s CV).</li> </ul>
3	<b>Industry Parties’ Contributions and Other Support</b>	“Research Proposal” tab of “Research Details” section	“Attachments” tab of “Other Attachments” section <ul style="list-style-type: none"> <li>To upload each section as a separate file</li> </ul>

4	<b>Expected Outcomes</b>	(same location as templates for "Summary Details" and "Research Proposal")	<ul style="list-style-type: none"> <li>To upload each Annex as separate file as well</li> </ul>														
5	<b>Annexes</b>  <i>Please note that provision of any supplemental information/data to the proposal, other than the NMRC-specified Annexes, is not allowed.</i> <table border="1"> <thead> <tr> <th>Annex</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><b>Annex A</b> (max. 5 pages)</td> <td><b>Additional Documents for RENEWAL Applications:</b> i) Summary of achievements of the last funding and if they met the aims and objectives of the previous research programme. Explain unmet goals. ii) Brief description of plans laid out for the new tranche of funding and how it is a progression from the last funding.</td> </tr> <tr> <td><b>Annex B</b> (max. 3 pages for (i))</td> <td><b>Additional Documents for RESUBMISSION Applications:</b> i) Response to past reviewers'/panel's comments (if any) iii) Original past review reports (inserted as images) (if any)</td> </tr> <tr> <td><b>Annex C</b></td> <td><b>Research Team Summary and Research Proposal References</b></td> </tr> <tr> <td><b>Annex D</b></td> <td><b>Budget Summary</b></td> </tr> <tr> <td><b>Annex E</b></td> <td><b>Scientific Abstracts and Supporting Documents for Section 3: Other Support</b></td> </tr> <tr> <td><b>Annex F</b></td> <td><b>Industry Support Letters (if any)</b></td> </tr> </tbody> </table>			Annex	Description	<b>Annex A</b> (max. 5 pages)	<b>Additional Documents for RENEWAL Applications:</b> i) Summary of achievements of the last funding and if they met the aims and objectives of the previous research programme. Explain unmet goals. ii) Brief description of plans laid out for the new tranche of funding and how it is a progression from the last funding.	<b>Annex B</b> (max. 3 pages for (i))	<b>Additional Documents for RESUBMISSION Applications:</b> i) Response to past reviewers'/panel's comments (if any) iii) Original past review reports (inserted as images) (if any)	<b>Annex C</b>	<b>Research Team Summary and Research Proposal References</b>	<b>Annex D</b>	<b>Budget Summary</b>	<b>Annex E</b>	<b>Scientific Abstracts and Supporting Documents for Section 3: Other Support</b>	<b>Annex F</b>	<b>Industry Support Letters (if any)</b>
Annex	Description																
<b>Annex A</b> (max. 5 pages)	<b>Additional Documents for RENEWAL Applications:</b> i) Summary of achievements of the last funding and if they met the aims and objectives of the previous research programme. Explain unmet goals. ii) Brief description of plans laid out for the new tranche of funding and how it is a progression from the last funding.																
<b>Annex B</b> (max. 3 pages for (i))	<b>Additional Documents for RESUBMISSION Applications:</b> i) Response to past reviewers'/panel's comments (if any) iii) Original past review reports (inserted as images) (if any)																
<b>Annex C</b>	<b>Research Team Summary and Research Proposal References</b>																
<b>Annex D</b>	<b>Budget Summary</b>																
<b>Annex E</b>	<b>Scientific Abstracts and Supporting Documents for Section 3: Other Support</b>																
<b>Annex F</b>	<b>Industry Support Letters (if any)</b>																
6	<b>Declaration</b> by Leadership Team and Host Institution Endorsement.																

=END=