IGMS INSTRUCTIONS FOR THE NIC GRANT CALL ON TRANSLATION 2023

Submission

- 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**.

- **[Update]** Please note that applications are subject to rejection 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  - Wrong template (e.g. outdated, different programme's) was used for any of the required documents (Please use latest templates as available in IGMS)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 or CV documents exceeds page limits
  - Missing or incomplete declarations (e.g. past funding received, concurrent grant applications).

- 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 hyperlinks in attachments or with attachments not named according to the stipulated naming conventions will not be accepted.)

IGMS Section	Required Document for Upload	File Naming Convention
Research Details	Research Proposal	"Research Proposal"
Research Team, Collaborators, Referees	CV of PI	"CV_PI_<PI's Full Name>"
	CV of Co-Investigator(s)	"CV_CoI_<Co-Investigator's Full Name>"
	CV of Collaborator(s)	"CV_Collab_<Collaborator's Full Name>"
Other Attachments	Other Support and Annexes	"Other Support/Annex A/B"
	Declaration and Additional Information	"Declaration/Additional information"

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 prior to adding them into the research team on IGMS, and the correct Co-Investigators' institutions are chosen. (Choice of institution should be based on the capacity Co-I/Collab is participating in)
- 'Team PI' role for team member is **not required** at LOI stage.
- 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

- Please provide **budget justification under each budget item's "Justification" field.**
- 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.
- **Budget attachment (including quotations)** is **not required**. Please do not upload.

Other Attachments Section

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

Appendix I

Grant Programme	Required Document for Upload
NIC-Translation	1. Research Proposal 2. CV of PI 3. CV of Co-Investigator(s), if any 4. CV of Collaborator(s), if any 5. Other Support and Annexes 6. Declaration and Additional Information