

IGMS INSTRUCTIONS FOR NMRC MAY 2019 GRANT CALL

Submission

- For Resubmission (or Renewal), please select “New Submission” in IGMS and inform HI ORE on the associated old application ID(s) (or project ID for Renewal). Please also inform HI ORE regarding whether the application is a first or second resubmission. 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**.
- 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 - Wrong template (e.g. outdated, different programme’s) was used for any of the required documents (Please use latest templates as available in IGMS)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 or CV documents exceeds the stipulated page limits

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 LOI Submission
Research Details	0. Section 0 - Summary Details	“LOI_OFLCG19MAY_Name of Corresponding PI_Name of Host Institution_Summary Details”
	1. Section 1 - Research Proposal	“LOI_OFLCG19MAY_Name of Corresponding PI_Name of Host Institution_Research Proposal”
Research Team, Collaborators, Referees	2. Section 2 - CV of Corresponding PI and CVs of Theme PIs (Corresponding PI has to be Theme PI for at least one theme)	“LOI_OFLCG19MAY_Name of Corresponding PI_Name of Host Institution_Name of PI_CV”
Other Attachments	3. Sections 3 to 5 – Peer Reviewed Funding, Top 10 Publications of Leadership Team and Annexes	“LOI_OFLCG19MAY_Name of Corresponding PI_Name of Host Institution_Other Attachments”
	4. Section 6 – Declaration by Theme PIs	“LOI_OFLCG19MAY_Name of Corresponding PI_Name of Host Institution_Declaration”
Declaration of Ethics Approval	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**.

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.
- For the LOI stage, only addition of the Theme PIs is required. Addition of co-investigators and collaborations are not required at this stage. For adding of Theme PIs, please ensure that their ORCIDs are updated prior to adding them into the research team on IGMS, and the correct Co-Investigators' institutions are chosen.
- Please indicate 'Team PI' role for the main Theme PIs. The Theme PIs have the responsibility to direct each specific research theme being support by the grant and are accountable for the proper conduct of the specific research theme. The main Theme PIs 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. Due to system constraints, the other Theme PIs will be indicated as 'co-I' role as a workaround.
- Sum of total % time within the project for the Corresponding PI and Theme PIs 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”**(in months) is requested, instead of end month. The minimum value per milestone is 0 and the maximum value is 60 for a 5-year programme.

Budget Section

- Please provide **budget justification under each budget item's “Description” field**, and indicate **“NA”** in the **vote “Justification” fields**.
- 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 Other Attachments templates in this section. The Other Attachments template can be downloaded from the Research Proposal sub-section under the “Research Details” section (first page).

Grant Programme	Required Document for Upload for LOI Submission
OF-LCG	<ol style="list-style-type: none"> 0. Section 0 - Summary Details 1. Section 1 - Research Proposal 2. Section 2 - CVs of Corresponding PI and Theme PI(s) 3. Sections 3 to 5 <ul style="list-style-type: none"> • Section 3 – Peer reviewed funding received in the past 5 years • Section 4 – Top 10 publications of Corresponding PI and Theme PIs • Section 5 – Annexes <ol style="list-style-type: none"> A. Additional documents for RENEWAL applications <ol style="list-style-type: none"> 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. Additional documents for RENEWAL applications <ol style="list-style-type: none"> iii) Final/ progress report C. Additional documents for RESUBMISSION applications <ol style="list-style-type: none"> i) Summary of how the revised proposal (i.e. the re-submission application) has addressed past reviewers'/panel's comments, and highlight new features and merits of the revised proposal D. Additional documents for RESUBMISSION applications <ol style="list-style-type: none"> ii) Reviewers' report of previous unsuccessful application; Rebuttal to the external reviewers; Panel's comments (where applicable); and Response to the panel (where applicable) E. <i>Not applicable for the LOI stage</i> F. <i>Not applicable for the LOI stage</i> G. Scientific abstracts of all grants listed in Section 3 H. Industry support letters (if any) 5. Declaration by Theme PIs