IGMS INSTRUCTIONS FOR NMRC NOV 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  - Wrong template (e.g., outdated, different programme's) was used for any of the required documents (Please use latest templates as available in IGMS)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 or CV documents exceeds 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
Research Details	1. Research Proposal	1. "Research Proposal"
Research Team, Collaborators, Referees	1. CV of PI 2. CV of Co-Investigator(s) 3. CV of Collaborator(s) *Additional for CNIG, OFYIRG:* 4. CV of Mentor *Additional for TA, CSA-INV, HCSA-INV and CIA-INV:* 5. CV and mentorship plan of Mentor 6. Letter of Support of Mentor	1. "CV_PI_<PI's Full Name>" 2. "CV_CoI_<Co-Investigator's Full Name>" 3. "CV_Collab_<Collaborator's Full Name>" *Additional for CNIG, OFYIRG:* 4. "CV_Mentor_<Mentor's Full Name>" *Additional for TA, CSA-INV, HCSA-INV and CIA-INV:* 5. "CV_Mentor_and_Mentorship_Plan_<Mentor's Full Name>" 6. "CV_Mentor_Letter of Support_<Mentor's Full Name>"

Declaration of Ethics Approval	1. Ethics Approvals (if any)	1. "Ethics_<DSRB/IRB/IACUC>"
Other Attachments	1. Team Member Signatories & Other Support details ** *Additional for CTGICT:* 2. Industry Research Collaboration Agreement *Additional for CTGIIT:* 3. Letter of Support of HOD 4. Letter of Support of HI 5. Industry Research Collaboration Agreement/ Letter of Support (if any)	1. "Other Attachments_Signatories and Other Support" *Additional for CTGICT:* 2. "Other Attachments_Industry Collaboration_<Name of Company>" *Additional for CTGIIT:* 3. "Other Attachments_Letter of Support_HOD" 4. "Other Attachments_Letter of Support_HI" 5. "Other Attachments_Industry Collaboration_<Name of Company>"

**For NMRC Research Training Fellowship (RTF), please also refer to instructions within the programme's templates for the naming convention for documents not listed above.*

*** For OFYIRG, please note that the "Other Attachments and Signatories and Other Support" template has additional declaration clause and endorsement section.*

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 allowed**.
- 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 line item's "Justification" field** (only SHC vote requires inputs under the vote "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.
- 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.
- For NMRC Human Capital Awards and Talent Development programmes (STaR, CSA, HCSA, CIA, TA, RTF) which has the Supplemental Human Capital Funding (SHC), please indicate the **total amount of salary support required from NMRC** over the project duration in the 'Salary Support Request' field.
- **Budget attachment (including quotations)** is **not required**. Please do not upload.

Other Attachments Section

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

Appendix I

Grant Programme	Required Document for Upload
CS-IRG, OF-IRG, CS-IRG-NIG, OF-YIRG, CTGICT, CTGIIT	1. Research Proposal • Annex B for Resubmission • Annex C for Renewal 2. CV of PI 3. CV of Co-Investigator(s) 4. CV of Collaborator(s) 5. Ethics Approvals (if any) 6. Team Member Signatories & Other Support details (including Annex A on Scientific Abstracts of Listed Grants) *Additional for CS-IRG-NIG, OF-YIRG:* 1. CV of Mentor *Additional for CTGICT:* 1. Industry Research Collaboration Agreement *Additional for CTGIIT:* 1. Letter of Support of HOD 2. Letter of Support of HI 3. Industry Research Collaboration Agreement/ Letter of Support (if any)
STaR, CSA-SI, CSA-INV, HCSA-SI, HCSA-INV, CIA-SI, CIA-INV, TA	1. Research Proposal • Annex B for Resubmission • Annex C for Renewal *(not applicable for TA)* 2. CV of PI 3. CV of Co-Investigator(s) 4. CV of Collaborator(s) 5. Ethics Approvals (if any) 6. Team Member Signatories & Other Support details (including Annex A on Scientific Abstracts of Listed Grants) *Additional for TA, CSA-INV, HCSA-INV and CIA-INV:* 1. CV and mentorship plan of Mentor 2. Letter of Support of Mentor
RTF	1. Research Proposal* 2. CV of Applicant 3. Summary of Mentor(s) and Supervisor(s) 4. CV of Mentor and Supervisor 5. Letter of Support of Mentor and Supervisor 6. Ethics Approvals (if any) 7. Signatories & Other Support details (including Support from HOD and Scientific Abstracts of Listed Grants) 8. Course information and fee structure of formal research programmes 9. Letter of acceptance from university/place of attachment (if ready) 10. Budget clearance from HR/Finance 11. [For Residents] Letters of support from PD, RAC **for formal course-based training which does not require a research project, applicants need not fill in section C of the research proposal template.*