

IGMS INSTRUCTIONS FOR THE HEALTHY LONGEVITY CATALYST AWARDS (HLCA) 2023

Submission

- For **Resubmission**, please select “**Resubmission of Application**” in IGMS and **indicate the last rejected proposal** 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 NICPO **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 - Wrong template (e.g. outdated, different programme’s) was used for any of the required documents (Please use latest templates as available in IGMS)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)	1. “CV_Pi_<PI’s Full Name>” 2. “CV_Col_<Co-Investigator’s Full Name>” 3. “CV_Collab_<Collaborator’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	1. “Other Attachments_Signatories and Other Support”

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 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 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
HLCA	<ol style="list-style-type: none">1. Research Proposal2. CV of PI3. 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)