

# IGMS INSTRUCTIONS FOR THE NIC GRANT CALL ON CAREGIVING ECOSYSTEM (CareEco) 2021

## 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**.
- 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  - Wrong template (e.g. outdated, different programme’s) was used for any of the required documents (Please use latest templates as available in IGMS)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	Research Proposal	“LOI_CareEco_<PI’s Full Name>_<Name of Host Institution>_Research Proposal”
Research Team, Collaborators, Referees	CV of PI	“LOI_CareEco_CV_Pi_<PI’s Full Name>”
	CV of Co-Investigator(s)	“LOI_CareEco_CV_Col_<Co-Investigator’s Full Name>”
	CV of Collaborator(s)	“LOI_CareEco_CV_Collab_<Collaborator’s Full Name>”
Other Attachments	Other Support and Annexes	“LOI_CareEco_<PI’s Full Name>_<Name of Host Institution>_Other Support/Annex A/B”
	Declaration and Additional Information	“LOI_CareEco_<PI’s Full Name>_<Name of Host Institution>_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 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(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
CareEco	<ol style="list-style-type: none"><li>1. Research Proposal</li><li>2. CV of PI</li><li>3. CV of Co-Investigator(s), if any</li><li>4. CV of Collaborator(s), if any</li><li>5. Other Support and Annexes</li><li>6. Declaration and Additional Information</li></ol>