

Method: Creating a Draft Application to any Open Grant Call in IGMS

1. Log into your account on [IGMS](#). Under “Grants”, select “Open Grant Calls”.

IGMS
Integrated Grant
Management System

Singapore
Integrity • S

Feedback |

Search

Dashboard Grants Proposals Projects Advanced Search

Open Grant Calls
Upcoming Grant Calls
Nominations

Proposals
0 - 0 of 0 matching results found

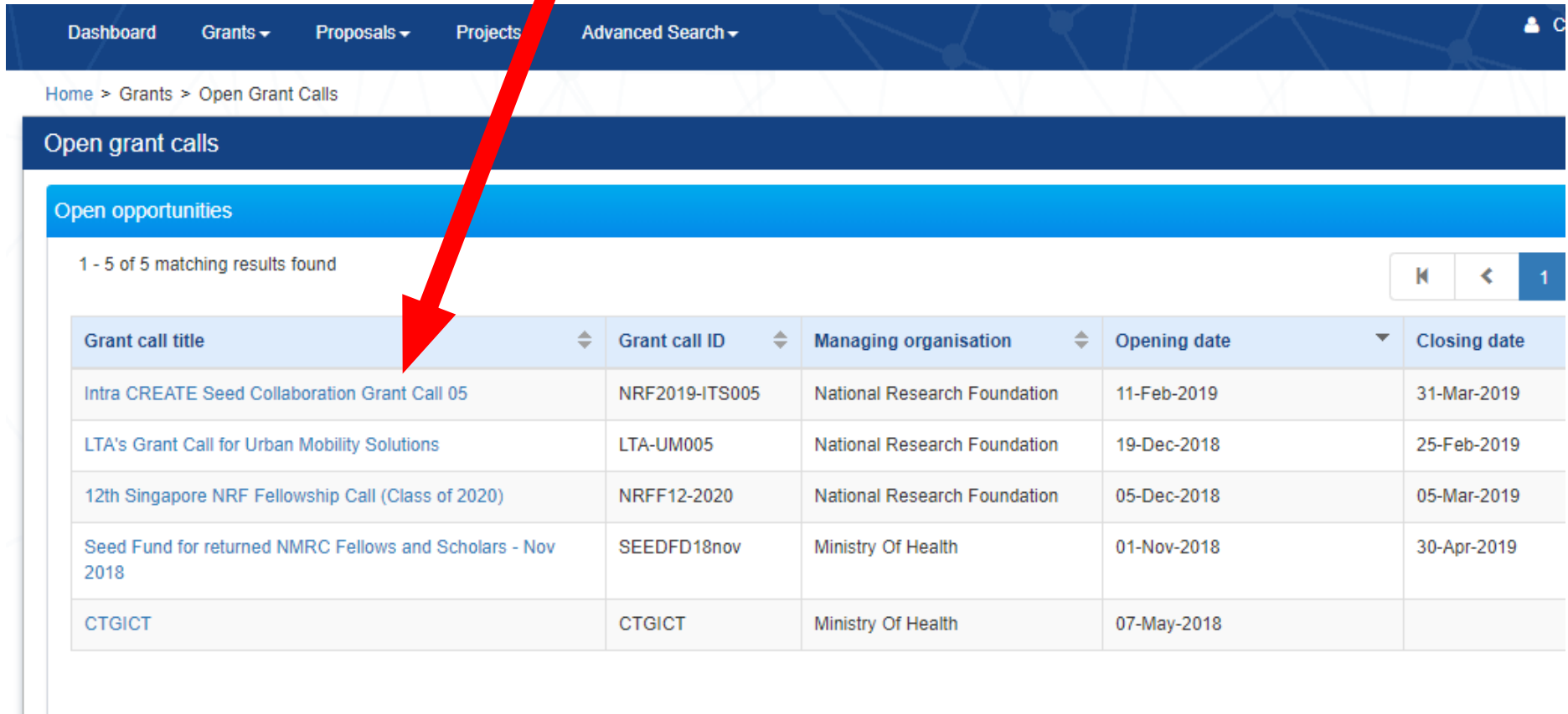
Date Subject Reference ID

Projects
0 - 0 of 0 matching results found

Date Subject Reference ID

2. You should see a list of open grant calls (see the example below). Select any grant call from the list.

For example, we can click on “Intra CREATE Seed Collaboration Grant Call 05”.



The screenshot shows a web application interface with a dark blue header containing navigation links: Dashboard, Grants, Proposals, Projects, and Advanced Search. Below the header is a breadcrumb trail: Home > Grants > Open Grant Calls. The main content area has a blue header for "Open grant calls" and a sub-header for "Open opportunities". Below this, it states "1 - 5 of 5 matching results found" and shows a pagination control with a "1" button. A table lists five grant calls. A red arrow points to the first row of the table.

Grant call title	Grant call ID	Managing organisation	Opening date	Closing date
Intra CREATE Seed Collaboration Grant Call 05	NRF2019-ITS005	National Research Foundation	11-Feb-2019	31-Mar-2019
LTA's Grant Call for Urban Mobility Solutions	LTA-UM005	National Research Foundation	19-Dec-2018	25-Feb-2019
12th Singapore NRF Fellowship Call (Class of 2020)	NRFF12-2020	National Research Foundation	05-Dec-2018	05-Mar-2019
Seed Fund for returned NMRC Fellows and Scholars - Nov 2018	SEEDFD18nov	Ministry Of Health	01-Nov-2018	30-Apr-2019
CTGICT	CTGICT	Ministry Of Health	07-May-2018	

3. On the “Grant call details” page, click on the “Apply” button at the bottom right corner of the page.

Home > Grants > Grant Call Details

GRANT CALL DETAILS

RELATED DOCUMENTS

TERMS & CONDITIONS

Grant call details

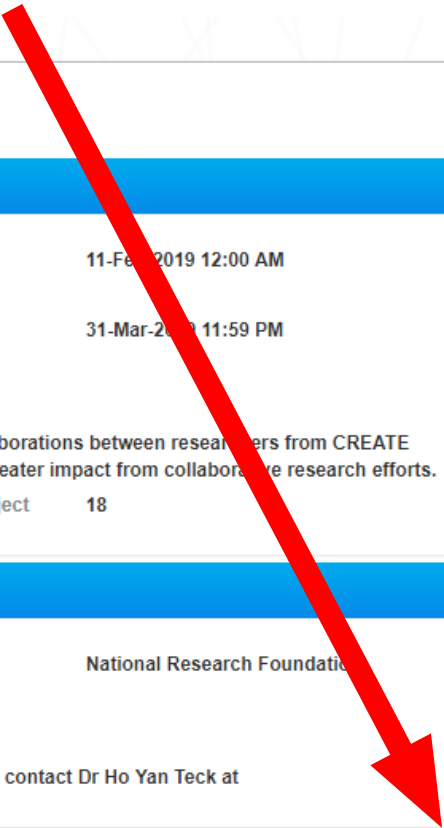
General information

Grant call ID	NRF2019-ITS005	Full proposal opening date	11-Feb-2019 12:00 AM
Multiple submission	Yes	Full proposal closing date	31-Mar-2019 11:59 PM
Grant call title	Intra CREATE Seed Collaboration Grant Call 05		
Description	Intra-CREATE Grants aim to generate an impetus for forming collaborations between researchers from CREATE Partner Institutions co-located in Singapore, in order to achieve greater impact from collaborative research efforts.		
Call Stage	Full Proposal	Maximum project duration	18

Additional information

Funding source	National Research Foundation	Managing organisation	National Research Foundation
Programme name	Intra-CREATE Grant Calls		
Contact information	For queries on the Intra-CREATE Seed Collaboration Grant, please contact Dr Ho Yan Teck at ho_yan_teck@nrf.gov.sg .		

Apply



4. In your draft application, select the “Research Team, Collaborators, Referees” tab. You should arrive at a page similar to the one below.

The screenshot shows a navigation bar at the top with tabs: Research Details, Research Team, Collaborators, Referees (selected), Research Milestone, Budget, Funding Support, Reviewers, and Declaration Ethics App. Below the navigation bar is a header for the 'Research team, collaborators, referees' section with an 'Expand All Sections' link. A light blue box contains a warning: 'Please ensure that all the details required for your proposal are included in this application form. Subsequent changes after submission will not be allowed.' Below this is a 'Hide Proposal Details' section with a chevron icon. The details include: Title of research project: test; Proposal ID: [blank]; Proposal status: Draft; Last updated date: 18-Feb-2019; Grant call closing date: 31-Mar-2019 11:59 PM. The 'Research team' section is highlighted in blue and contains a chevron icon. Below it is another warning: 'Please ensure that the team members fulfil the eligibility criteria of the grant call. Please list the team members (Lead PI, Team PI and/or Co-Investigator) and provide the required details in this section. Click on the name and key in all the mandatory fields.' A table follows with columns: S/N, Name, Institution, Role in project, % time within total work commitment, and % time within this project. The table has one row with S/N 1, a redacted name, Nanyang Technological University, and Lead PI. At the bottom right of the table are 'Remove' and 'Add' buttons. Below the table are sections for 'Collaborators' and 'Referees', both with chevron icons. At the bottom are 'Back', 'Save as Draft', and 'Next' buttons. A large red arrow points from the 'Add' button to the text below.

5. Click on the “Add” button.

6. Search by “Email”. Input the email address of your Co-I and click the search button.

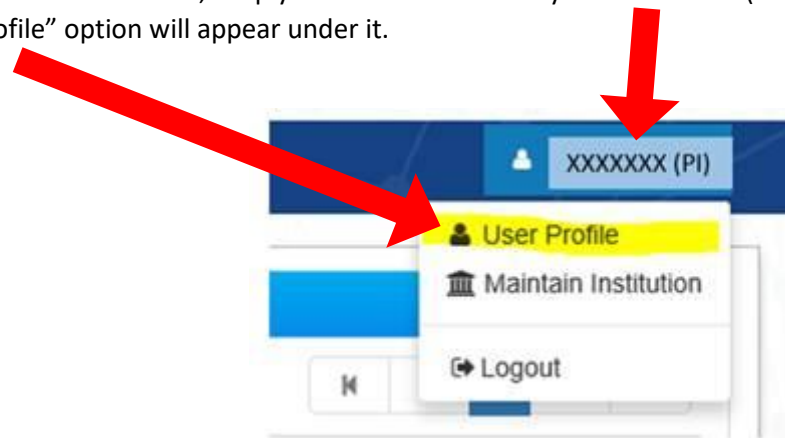
The screenshot shows a web application interface for adding or editing a research team member. A modal window titled "Add/ Edit Research Team Member" is open. At the top, a blue banner contains the text: "To add/edit a team member, please perform a search by selecting the field (Email, NRIC/FIN or ORCID) in the 'Search by' box, input the search words and click on the 'Search' button." A red arrow points from this text to a search button with a magnifying glass icon. The form fields are as follows:

- Search by:** A dropdown menu set to "E-mail".
- Search field:** A text input field containing a redacted email address.
- Search button:** A button with a magnifying glass icon.
- Salutation:** A dropdown menu set to "Dr."
- Identification type:** A dropdown menu set to "None".
- Identification number:** A text input field.
- ORCID:** A text input field.
- Institution:** A text input field containing a redacted name.
- Remarks:** A large text area.
- Attach CV:** A section with instructions: "Please attach a detailed CV. The CV should contain updated information of the person, including academic qualification, professional experience and accomplishments. Please adhere to the CV format requirements and maximum page limit, as requested by the grantor (if any). please click [here](#) to download template." Below this, it says: "Please also attach a list in chronological order, showing the titles and complete references to recent representative publications relevant to this research proposal only." and "To add attachment, click the 'Attach files... ' button. Once completed, click the 'Start upload' button. File types allowable include: txt, doc, pdf, zip, xls. The maximum size for each file is 4 MB." There is a file named "test.docx" with a trash icon next to it.

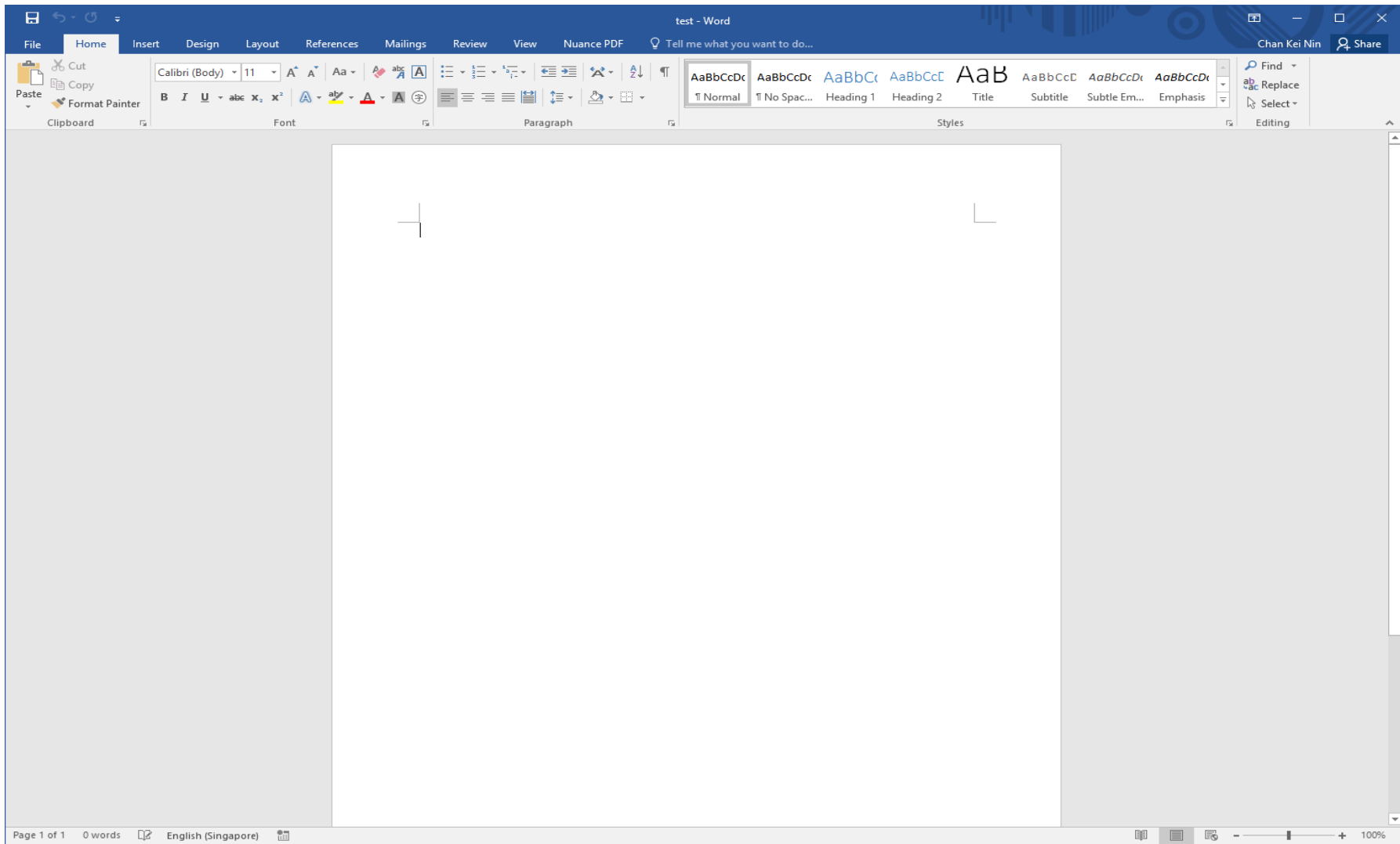
At the bottom of the modal, there are "Cancel" and "Save" buttons. The background shows a sidebar with "Research team", "Collaborators", and "Referees" sections, and a "Declaration Ethics Appr" button on the right.

7. The “Name”, “Salutation”, “Identification type”, “Identification number”, and “ORCID” will be filled in automatically. If any of these fields are blank, you will not be able to “Save” successfully. This also means that **your Co-I is not IGMS-ready**.

8. You will **not** be able to fill in these blank fields manually. In order for these fields to be filled, the following must be completed:
- Registered for an IGMS account (Must first have CorpPass for IGMS; if you do not have it, please see the red text on page 2.)
 - Registered for an ORCID ID at the [ORCID website](#)
 - Updated IGMS User Profile (all mandatory fields filled) and entered ORCID ID
 - To access the User Profile, simply click the button with your name on it (located at the top right corner of the webpage) and the “User Profile” option will appear under it.



Note: In order to “Save” successfully, you will have to attach a document as CV. Do not use a real CV. Simply upload a blank document.



9. When all mandatory fields are filled as seen below, you will be able to “Save” successfully. If you have successfully added your Co-I as a team member, then it means **your Co-I is IGMS-ready**.

Home > Proposals > Proposal Overview > Research Team, Collaborators, Referees

Add/ Edit Research Team Member

To add/edit a team member, please perform a search by selecting the field (Email, NRIC/FIN or ORCID) in the "Search by" box, input the keywords and click on the "Search" button.

Search by: NRIC

Salutation: Assoc. Prof.

* Identification type: FIN

* Identification number:

* ORCID: [Redacted]

* Institution: [Redacted]

Remarks:

* Attach CV

Please attach a detailed CV. The CV should contain updated information of the person, including academic qualification, professional experience and accomplishments. Please adhere to the CV format requirements and maximum page limit, as requested by the grantor (if any), please click [here](#) to download template.

Please also attach a list in chronological order, showing the titles and complete references to recent representative publications relevant to this research proposal only.

To add attachment, click the 'Attach files...' button. Once completed, click the 'Start upload' button. File types allowable include: txt, doc, pdf, zip, xls. The maximum size for each file is 4 MB.

NOTE: The attached file(s) if any will be displayed after anti-virus scan is completed. Please wait and visit this page later.

test.docx

+ Attach files...

Cancel X Save