

# **Singapore Cancer Society**

## **Research Portal Training Manual**

### **Submitting Research Application**

## Research Portal Training Manual (Submitting Research Application)

The Singapore Cancer Society (SCS) Cancer Research Grant aims at delivering holistic patient care and hence it is open to all researchers from various cancer related disciplines, healthcare institutions and organizations in Singapore; from the public, private and voluntary sectors, which are involved in cancer care and/or research.

The SCS Research Portal (<https://portal.singaporecancersociety.org.sg/>) is to allow researchers to submit online applications to SCS Cancer Research Grant.

### IMPORTANT:

**Only the Principal Investigator (PI) can submit an application. Only one application per Principal Investigator per grant cycle is permitted.**

Prior to submitting the grant application, please make sure you have understood the Training Manual.

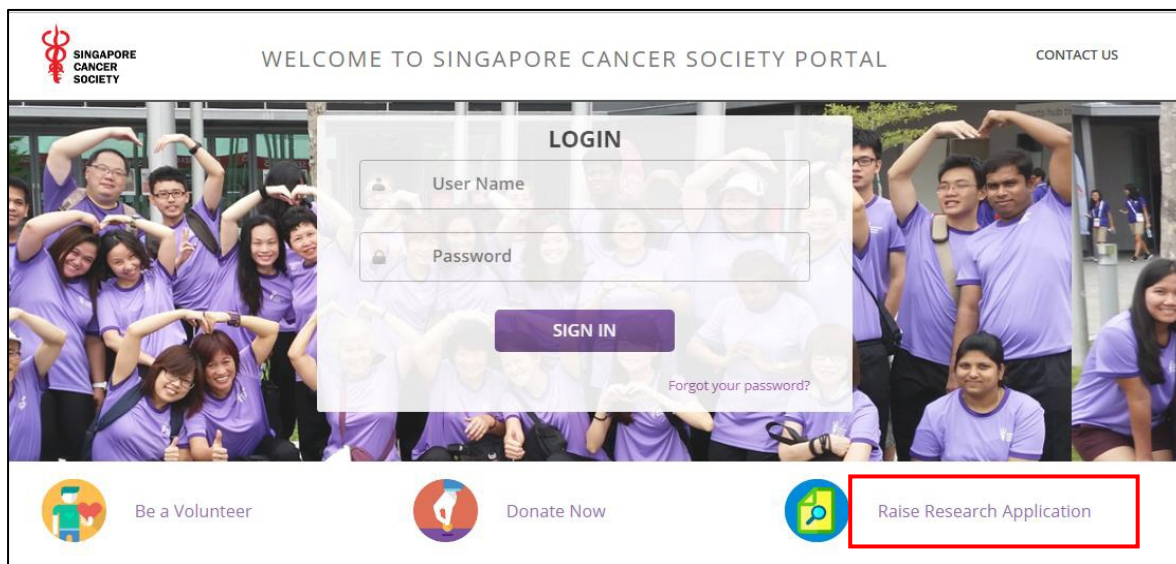
Please email [research@singaporecancersociety.org.sg](mailto:research@singaporecancersociety.org.sg) should you need further clarification or assistance.

### Documents Required for the Online Submission

You will need to upload the following required documents to complete your grant application. Please get the documents ready before you apply:

- Last 4 characters of NRIC, passport, or FIN (e.g., “567A” from the full NRIC number of “S1234567A”; “5678” from the full passport number of “K12345678”)
- Completed, duly signed application form (Annex A)
  - Section 1 – Application cover sheet
  - Section 2 – Personal particulars of principal investigator
  - Section 3 – Research team
  - Section 4 – Undertaking by Host Institution
- Compiled CVs of PI, co-Investigators, and collaborators (Annex B)
- Abstract (Annex C)
- Research proposal (Annex D)
- Other supporting documents, if any (e.g., IRB approval letter)

1. Go to Singapore Cancer Society Portal (<https://portal.singaporecancersociety.org.sg/>) and click on “Raise Research Application”.



2. During your submission, you will be directed to the home page of SCS Research Grant Application if the Singapore Cancer Society grant call is open. Please click on “**READ MORE**” for more details on the grant call.



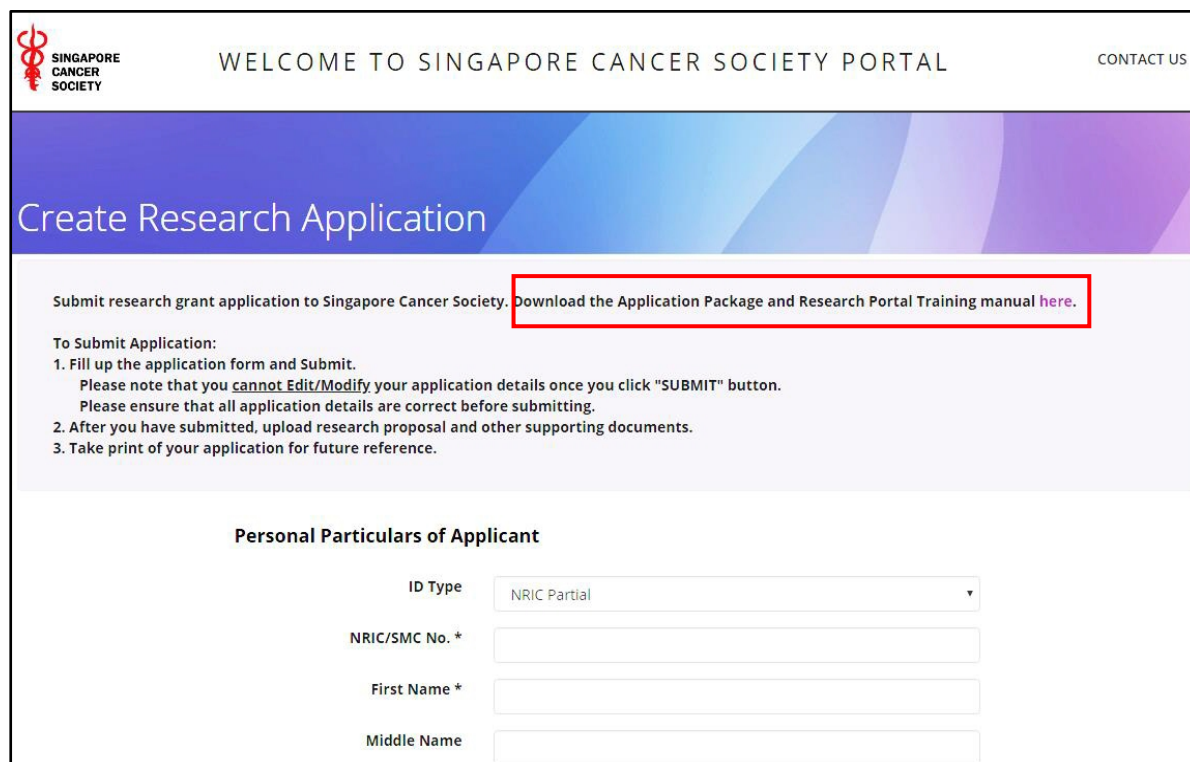
3. When you are ready to submit the grant application, click on “**REGISTER NOW**”.



The screenshot shows the Singapore Cancer Society Portal. At the top, there is a header with the logo on the left, "WELCOME TO SINGAPORE CANCER SOCIETY PORTAL" in the center, and "CONTACT US" on the right. Below the header is a large banner with the text "Research Grant Application". Underneath the banner, there is a section titled "SCS Cancer Research Grant 2026". The text in this section states: "Details : Singapore Cancer Society (SCS) Cancer Research Grant 2026 opens to all researchers from various cancer related disciplines, healthcare institutions and organizations in Singapore; from the public, private and voluntary sectors, which are involved in cancer care and/or research. For grant call details, please click "READ MORE". Only complete applications submitted via SCS research portal will be accepted." Below this text, it says "Registration End Date : Friday, 7 August 2026, 4:00pm". At the bottom of this section, there are two buttons: "READ MORE" and "REGISTER NOW". The "REGISTER NOW" button is highlighted with a red rectangle.


You will be redirected to the webpage to fill up the necessary details required for the application. **IMPORTANT:** All fields marked with an asterisk \* are required fields that must be completed prior to submission. Failing to complete these fields will prevent the PI from submitting the application.

The Application Package and Research Portal Training Manual can also be downloaded by clicking on the link as displayed below.



The screenshot shows the "Create Research Application" page on the Singapore Cancer Society Portal. The header is identical to the previous screenshot. Below the header, there is a section titled "Create Research Application". The text in this section says: "Submit research grant application to Singapore Cancer Society. [Download the Application Package and Research Portal Training manual here.](#)" The link is highlighted with a red rectangle. Below this text, there is a section titled "To Submit Application:" followed by three numbered steps: 1. Fill up the application form and Submit. (Please note that you cannot Edit/Modify your application details once you click "SUBMIT" button. Please ensure that all application details are correct before submitting.) 2. After you have submitted, upload research proposal and other supporting documents. 3. Take print of your application for future reference. Below the steps, there is a section titled "Personal Particulars of Applicant" which contains a form with the following fields: ID Type (dropdown menu showing "NRIC Partial"), NRIC/SMC No. \* (text input field), First Name \* (text input field), and Middle Name (text input field).

## 4. When filling up the application details, please note:



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**Personal Particulars of Applicant**

ID Type

NRIC/SMC No. \*

First Name \*

Middle Name


Last Name \*

Designation \*

Department \*

Institution Name \*

Please enter only the last 4 characters of NRIC, FIN or passport.  
(e.g., "567A" from the full NRIC number of "S1234567A"; "5678" from the full passport number of "K12345678").



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Street

Building Name


Country

**Research Project Details**

Research Project Title \*

Name of HOD \*

Please limit the research project title to a maximum length of 500 characters, including spaces.



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### Budget Details

[Please provide detailed breakdown for use of funds]

Manpower \* S\$

Equipment \* S\$

Consumable \* S\$

Others (Budget) \* S\$

Budget Total \* S\$ 0

Details (Other Budget)


Proposed Start Date \*

Proposed End Date \*

Proposed Duration

Please ensure that budget amount is entered in whole number.

Please note overseas traveling/conference is NOT supported.



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### Publications

[Please provide relevant articles in the following format (Author, Title, Journal/Publisher, Year, Issue, Page)]

Publication 1


Publication 2

Publication 3

Publication 4

Publication 5

Please **skip** the “Publications” subsection if you have included publication list in your CV.



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Publication 2

Publication 3

Publication 4

Publication 5

**PDPA \***

☒ I consent to allow Singapore Cancer Society ("SCS") to collect, use, disclose and/or process my personal data in order to process, administer, facilitate, maintain and/or manage my relationship with SCS as a member, volunteer, programme participant, beneficiary and/or donor ("Purpose"), including communications on SCS' activities, programs and services; donation requests; carrying out research, analysis and development activities for SCS' purposes; and making disclosures required by law or a competent authority. SCS may, for the above Purpose, disclose my personal data to its third party service providers and/or agents, which may be sited outside of Singapore (subject always to requirements under applicable law having been met).

If you wish to receive communications on SCS' activities, programs and services via phone call and/or text message to a phone number or numbers that you have provided to SCS, please TICK the relevant box(es):

☐ Text Message  
☐ Phone Call

In any event, you agree that you have read and understood the PDPA statement and agree to the collection, use, disclosure and/or processing of your personal data for the above Purpose and/or post.

If you do not wish to receive communications on SCS' activities, programs and services via phone call and/or text message to a phone number or numbers that you have provided to SCS, please TICK the relevant box(es):

☐ Text Message  
☐ Phone Call

If you do not wish to receive communications on SCS' activities, programs and services via phone call and/or text message to a phone number or numbers that you have provided to SCS, please TICK the relevant box(es):

"Singapore Cancer Society,"  
address dataprotection@singaporecancersociety.org.sg

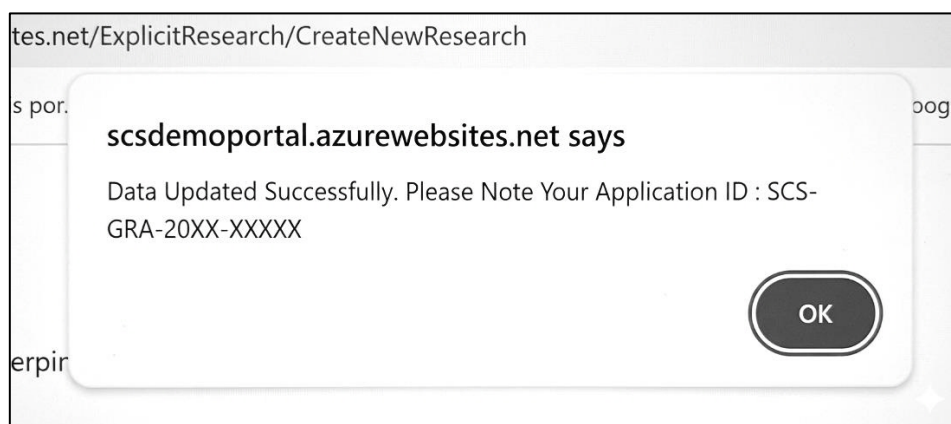
**PLEASE READ THE PDPA STATEMENTS AND TICK THE RELEVANT BOX TO CONFIRM YOUR CONSENT.**

**PLEASE NOTE THAT YOU CANNOT EDIT/MODIFY YOUR APPLICATION DETAILS ONCE YOU CLICK THE "SUBMIT" BUTTON.**

**PLEASE ENSURE THAT ALL THE APPLICATION DETAILS ARE CORRECT BEFORE SUBMITTING.**

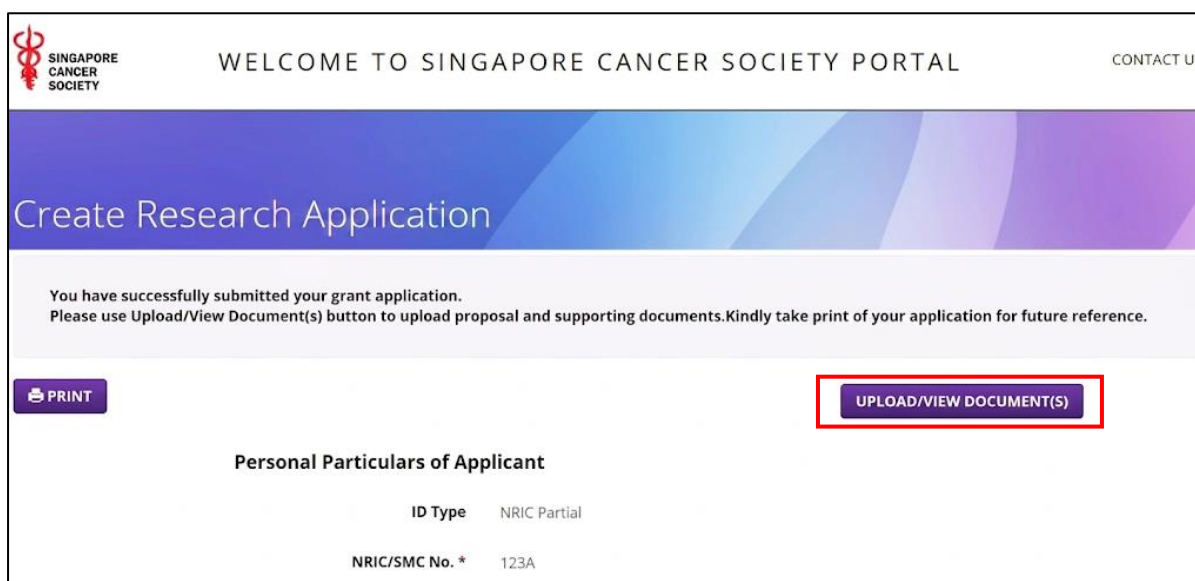
**SUBMIT**

5. With a successful submission, a popup window will appear with a message indicating your Application ID, as displayed below.

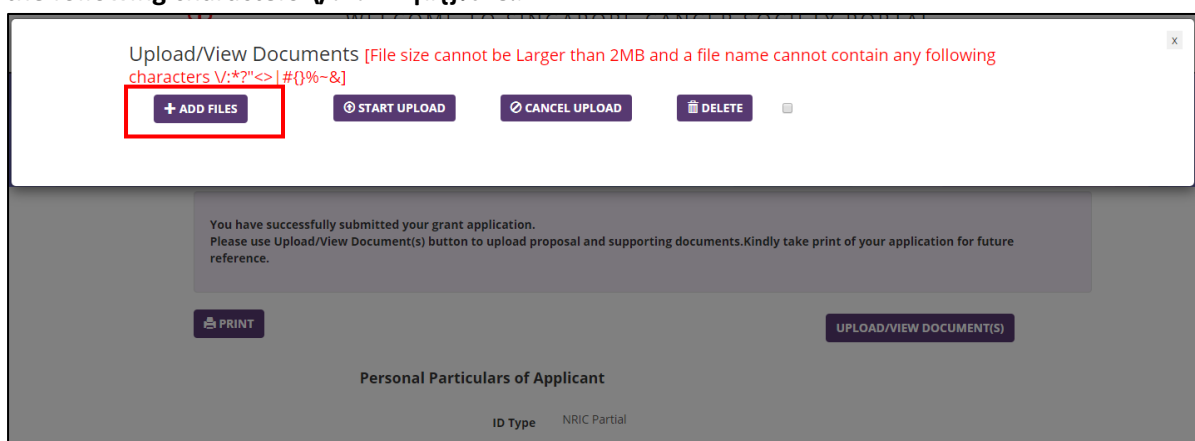




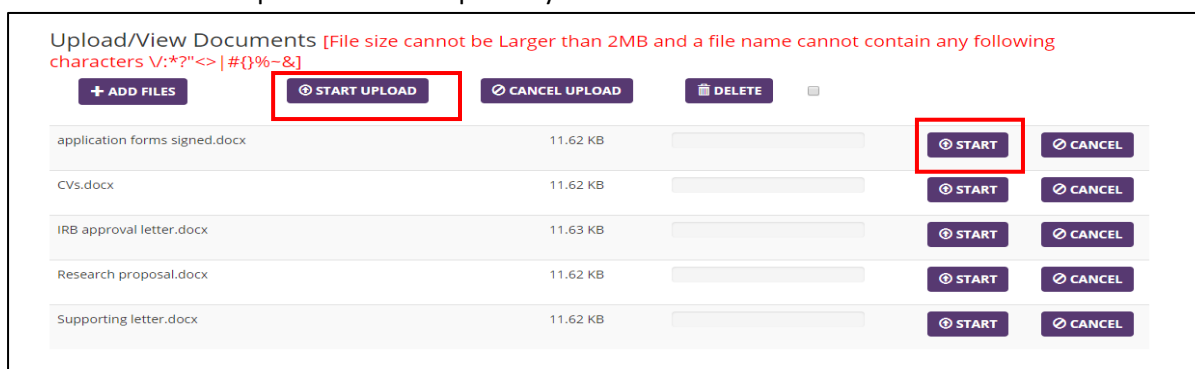
6. Click on the “**UPLOAD/VIEW DOCUMENT(S)**” to proceed to upload the supporting documents.



In the list of options presented below, click on “**ADD FILES**” to select the files from your local drive. Please ensure that **each file size cannot be larger than 2MB** and a file name cannot contain any of the following characters `\:*?<>|#{}%~&.`



Click on “**START UPLOAD**” to start uploading all the selected files at one go. Alternatively, you can also click on “**START**” to upload the files separately.



File Name	File Size	Actions
application forms signed.docx	11.62 KB	<b>START</b> CANCEL
CVs.docx	11.62 KB	START CANCEL
IRB approval letter.docx	11.63 KB	START CANCEL
Research proposal.docx	11.62 KB	START CANCEL
Supporting letter.docx	11.62 KB	START CANCEL




A message of “Uploaded successfully” will appear as displayed below when uploading is completed.

Upload/View Documents [File size cannot be Larger than 2MB and a file name cannot contain any following characters V:\*?"<>|#{}%~&]

[+ ADD FILES](#)
[⌂ START UPLOAD](#)
[⌂ CANCEL UPLOAD](#)
[🗑 DELETE](#)

application forms signed_20190508090813485.docx	11.62 KB	Uploaded Successfully.	<a href="#">🗑 DELETE</a>
CVs_20190508090815624.docx	11.62 KB	Uploaded Successfully.	<a href="#">🗑 DELETE</a>
IRB approval letter_20190508090817197.docx	11.63 KB	Uploaded Successfully.	<a href="#">🗑 DELETE</a>
Research proposal_20190508090818660.docx	11.62 KB	Uploaded Successfully.	<a href="#">🗑 DELETE</a>
Supporting letter_20190508090819893.docx	11.62 KB	Uploaded Successfully.	<a href="#">🗑 DELETE</a>

**7. IMPORTANT:** After the submission of your online application, please obtain a printout of the submitted application for your records by clicking on “**PRINT**”.



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## Create Research Application

You have successfully submitted your grant application.  
Please use Upload/View Document(s) button to upload proposal and supporting documents. Kindly take print of your application for future reference.

[🖨 PRINT](#)
[UPLOAD/VIEW DOCUMENT\(S\)](#)

### Personal Particulars of Applicant

ID Type	NRIC Partial
NRIC/SMC No. *	123A

8. Congratulations! You have completed your online submission. A confirmation email will be sent to you within three working days upon receiving your application.

**In the meantime, please be reminded to email a soft copy of the signed application forms and relevant supporting documents to [research@singaporecancersociety.org.sg](mailto:research@singaporecancersociety.org.sg)**

Successful applicants will be notified by email. The results of grant call will also be published on SCS website in November 2026.