NATIONAL
RESEARCH
FOUNDATION
PRIME MINISTER'S OFFICE
SINGAPORE

Competitive Research Programme (CRP)

IGMS Application Guide

Version Jan 2024

Integrated Grant Management System (IGMS)

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1. Please visit the URL: **https://www.researchgrant.gov.sg**

2. Click on Login.

Login to IGMS

NATIONAL RESEARCH

This is the IGMS login page. By selecting one of the options, the IGMS will direct you to the login type based on the selected choice.

PI Profile Page

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The Lead PI and all Team PIs should update your Profile prior to the application.
Please ensure that you have <u>authenticated</u> your ORCID in your Profile.

After logging, click on 'User Profile' to access your Profile.

Complete all mandatory fields (including ORCID ID).

Accessing Grant

1. Click on 'Grants'.
2. Click on 'Open Grant Calls'.
3. Search for "Competitive Research Programme (CRP)".

Applying Grant

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1. 'Grant call details' contain the information of the CRP call.

2. Click on 'Related Documents' to download the CRP launch documents.

3. Click on 'Apply'.

Applying Grant

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1. Input the Title of the Research Project.

2. Click on 'Next'.

IGMS Sections
– Research Details

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Research Details → Research Team, Collaborators , Referees → Research Milestones → Budget → Funding Support → Reviewers → Declaration of Ethics Approval → Other Attachments → Undertaking

Fill up all sub-sections in this section accordingly.

- Overview
- Research Details
- HRCS Coding
- Scientific Abstract
- Lay Abstract
- Research Proposal
- Action Trail

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IGMS Sections

– Research Details (Overview and Research Details)

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Research Details → Research Team, Collaborators, Referees → Research Milestones → Budget → Funding Support → Reviewers → Declaration of Ethics Approval → Other Attachments → Undertaking

Overview

Maximum project duration = 60 months (5 years)

Research Details

If you have selected "Health and Biomedical Sciences" research area, please select the HRCS coding applicable to your research in the next section.

IGMS Sections
– Research Details (HRCS Coding)

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Research Details | Research Team, Collaborators , Referees | Research Milestones | Budget | Funding Support | Reviewers | Declaration of Ethics Approval | Other Attachments | Undertaking

This section is only applicable for proposals in the "Health and Biomedical Sciences" research area.

HRCS coding

Please select the category/categories or code(s) from the pre-defined list applicable to your research.

Category

- [x] Reproductive Health and Childbirth
- [x] Inflammatory and Immune System
- [x] Oral and Gastrointestinal
- [x] Generic Health Relevance
- [ ] Metabolic and Endocrine
- [ ] Injuries and Accidents
- [ ] Renal and Urogenital
- [ ] Congenital Disorders
- [ ] Musculoskeletal
- [ ] Cardiovascular
- [ ] Mental Health
- [ ] Neurological
- [ ] Respiratory
- [ ] Infection
- [ ] Cancer
- [ ] Stroke
- [ ] Blood
- [ ] Other
- [ ] Skin
- [ ] Eye
- [ ] Ear

Research activity code 1: Underpinning Research — Normal biological development and functioning

Research activity code 2: Health and Social Care Services Research — Organisation and delivery of services

IGMS Sections

– Research Details (Scientific and Lay Abstract)

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Research Details → Research Team, Collaborators, Referees → Research Milestones → Budget → Funding Support → Reviewers → Declaration of Ethics Approval → Other Attachments → Undertaking

Scientific Abstract | Lay Abstract

The scientific abstract will be sent to the International Peer Reviewers.
For both sections, please be concise and keep to about 300 words each.

IGMS Sections
– Research Details (Research Proposal)

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Research Details | Research Team, Collaborators, Referees | Research Milestones | Budget | Funding Support | Reviewers | Declaration of Ethics Approval | Other Attachments | Undertaking

1. Click here to download the application form.

2. Click to upload the completed application form and its supporting annexes/documents.

IGMS Sections

– Research Team, Collaborators, Referees (Lead PI)

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Research Details | **Research Team, Collaborators, Referees** | Research Milestones | Budget | Funding Support | Reviewers | Declaration of Ethics Approval | Other Attachments | Undertaking

Lead PI's name is auto-populated as the 1st entry in this section.

1. Click on the Lead PI's name (a hyperlink) for the following actions:

2. Input the values for:
   - % time within total work commitment
   - % time within this project (Total time commitment should add up to 100% for all team members, including collaborators)

3. Click to download the template for CV format.

4. Click to upload the Lead PI's CV.

IGMS Sections

– Research Team, Collaborators, Referees (Team PI)

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Research Details | **Research Team, Collaborators, Referees** | Research Milestones | Budget | Funding Support | Reviewers | Declaration of Ethics Approval | Other Attachments | Undertaking

All Team PIs must each obtain a Business account with the Host Institute and complete user registration on the IGMS prior to the application.

1. Click to add a Team PI.

2. Search the team member by ORCID ID/Name/Email.
3. **Choose only Team PI. Do <u>not</u> choose any other roles.**
4. Input the values for:
   - % time within total work commitment
   - % time within this project
5. Select the Institution of the Team PI.
6. Click to upload the Team PI's CV.

Repeat the above steps for the remaining Team PIs.

IGMS Sections
– Research Team, Collaborators, Referees (Collaborators)

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Research Details | **Research Team, Collaborators , Referees** | Research Milestones | Budget | Funding Support | Reviewers | Declaration of Ethics Approval | Other Attachments | Undertaking

1. Click to add a collaborator.

2. Provide the information for all mandatory fields (marked with *) .

The 2 sub-sections for "Referees" and Mentors" are <u>not applicable</u> for CRP.

IGMS Sections
– Research Milestones

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Research Details | Research Team, Collaborators , Referees | **Research Milestones** | Budget | Funding Support | Reviewers | Declaration of Ethics Approval | Other Attachments | Undertaking

1. Click to add a new milestone.

2. Provide the information for all mandatory fields (marked with *) .

Repeat the above steps for the remaining milestones.

IGMS Sections
– Budget

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Research Details | Research Team, Collaborators, Referees | Research Milestones | **Budget** | Funding Support | Reviewers | Declaration of Ethics Approval | Other Attachments | Undertaking

Budget votes applicable to CRP: Expenditure on Manpower (EOM), Other Operating Expenditure (OOE), Equipment, Overseas Travel (OT) and Research Scholarship (RS). ***The example below is based on EOM vote.***

1. Provide justifications for the proposed items.
2. Click to add new line items.

3. Provide the information for all mandatory fields (marked with *).

4. For "Total Costs" field, please input the total amount for the <u>entire project duration</u>.

Repeat the above steps for the remaining line items and votes accordingly.

IGMS Sections
– Funding Support

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Research Details | Research Team, Collaborators, Referees | Research Milestones | Budget | **Funding Support** | Reviewers | Declaration of Ethics Approval | Other Attachments | Undertaking

1. Click to add funding support (grants).

2. Please declare funding support for all team members (except collaborators).

3. Two options to add:
   - Search by Proposal ID (exact match); or
   - Manual input.

4. Provide the information for all mandatory fields (marked with *).

IGMS Sections
– Reviewers

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Research Details | Research Team, Collaborators , Referees | Research Milestones | Budget | Funding Support | **Reviewers** | Declaration of Ethics Approval | Other Attachments | Undertaking

1. Click to add reviewers (suggested and not to be invited).

2. Provide the information for all mandatory fields (marked with *).

IGMS Sections
– Declaration of Ethics Approval

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Research Details | Research Team, Collaborators , Referees | Research Milestones | Budget | Funding Support | Reviewers | **Declaration of Ethics Approval** | Other Attachments | Undertaking

1. Click the arrow to expand each ethics type.

2. Select "Yes' or "No", and provide the information accordingly.

Repeat the above steps for all ethics types in this section.

IGMS Sections
– Other Attachments and Undertaking

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Research Details | Research Team, Collaborators , Referees | Research Milestones | Budget | Funding Support | Reviewers | Declaration of Ethics Approval | Other Attachments | Undertaking

Other Attachments

Click to upload an attachment.

Undertaking

1. Click on the "Undertaking by Lead PI" section.
2. Select "Yes" for "Acknowledgement".
3. Input comments, if any.
4. Click on 'Submit'.

Checking IGMS Application

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Prior to submission, please ensure that all sections are marked with green ticks (completed section).

Orange tick: Incomplete section. Please revisit the section to complete it.

End of Application Guide

*Please refer to the **IGMS Training Guide for Potential Applicants** (under Help section in IGMS home page) for detailed guidance on the application process. Should there be issues arising from the use of IGMS, please contact IGMS helpdesk at email: Helpdesk@researchgrant.gov.sg.*