



## ANNEX B

### iGRANTS GRANT APPLICATION INSTRUCTIONS

1. Applicants are required to submit applications via the iGrants website: <https://igrants-app.a-star.edu.sg/> by **27 June 2024, 5pm (Singapore time)**.
2. For first time users:
  - a. Under the Landing page, click on the Create New Account Link.
  - b. Fill in the relevant information.
  - c. Under Account Type, select “I will be submitting/supporting proposal”.
  - d. The Primary Email will be your login id to iGrants. Please use your official work email address.
  - e. Take note of the password requirements:
    - i. Password must contain 12-20 characters and at least:
    - ii. 1 uppercase character
    - iii. 1 lowercase character
    - iv. 1 number
    - v. 1 special character
  - f. Click Submit to register the account with iGrants.
  - g. Upon successful registration, iGrants will send a notification e-mail to the primary e-mail address.
3. For existing users:
  - a. Log in using your existing username and password. If you’ve forgotten this, click on Forget Password on the Landing page.
  - b. If you are not able to login, this could be because your account has been locked due to inactivity. Please contact your HI Admin to unlock your account.
  - c. Click the Login button. On successful authentication, iGrants will display the Dashboard screen.
4. To submit an application on iGrants portal:
  - a. On the Dashboard page of the iGrants portal, under the Create tab, click “Proposal”.
  - b. iGrants will display a list of Grant Calls that are currently open. From the list of Grant Calls, click on the “Apply” link for the “Singapore Therapeutics Development Review 2024 (May Pilot)”.
  - c. Please only enter the required information into mandatory sections. For all other sections, it will suffice to attach the Application Form (in pdf format).
  - d. Click on the Submit button to submit the proposal.
  - e. If any mandatory fields have not been filled, the system will reject the proposal and alert the user to errors and/or missing information. Once these errors have been rectified, the user should be able to submit the proposal.
  - f. Once a proposal has been submitted successfully, the system will return the Submitter to his/her dashboard.



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Singapore Therapeutics  
Development Review

5. For more detailed instructions on how to submit an application, please refer to the user guide “iGrants Grant Application User Guide (External) Ver3.1” by clicking on the User Guides link on the iGrants Landing page.
6. Please direct further queries on iGrants to: [A-STAR\\_OGA@hq.a-star.edu.sg](mailto:A-STAR_OGA@hq.a-star.edu.sg)