ANNEX C

IGMS GRANT APPLICATION PROCESS

1. Applicants must have a SingPass account, and a CorpPass account under the Host Institution (HI) that is receiving the grant. Applicants should approach their Host Institution’s HI Admin on IGMS if they do not.

2. Applicants must have registered under their HI on IGMS with their CorpPass account, and HI Admin must have granted them the Principal Investigator (PI) role in the system.

3. Open web browser and navigate to https://researchgrant.gov.sg/eservices/Account/Login

4. Click ‘Log in with SingPass’ under For Business Users.
   a. If you’ve forgotten your password, go to www.singpass.gov.sg to reset or retrieve lost password.
   b. On successful authentication, IGMS will display the Dashboard screen.

5. To submit grant application on IGMS portal:
   a. On the Dashboard page of the IGMS portal, under the Grants tab, click “Open Grant Calls”.
   b. IGMS will display a list of Grant Calls that are currently open. From the list of Grant Calls, click on the link for the “Singapore Therapeutics Development Review Pre-Pilot Grant Call 2021” OR “Singapore Therapeutics Development Review Pilot Grant Call 2021” and click “Apply”.
   c. Please enter the required information into the different sections.
   d. Click on the Submit button to submit the proposal.
   e. If the proposal is successfully submitted, the system will display the confirmation message stating that the proposal is successfully submitted. The submitted proposal can be found under “View current proposal submissions”.
   f. In case the proposal is not successfully submitted, the system will display a failure message. The proposal can be found under “View draft proposals”.

6. For more detailed instructions on how to submit an application, please refer to the IGMS training guide “Help guide for Potential Applicants”.