



ANNEX C

iGRANTS GRANT APPLICATION INSTRUCTIONS

1. Applicants are required to submit applications via the iGrants website: <https://igrants-app.a-star.edu.sg/> by **26 October 2023, 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 or research office admins 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" button next to the appropriate link:
 - i. Singapore Therapeutics Development Review 2023 (Sep) Pre-Pilot
 - ii. Singapore Therapeutics Development Review 2023 (Sep) Pilot
 - c. Under Grant Category, please select "IAF (Industry Alignment Fund) Pre-Positioning Fund"
 - d. If you are unable to find your Co-Is or collaborators on iGrants, it might be because they do not have iGrants accounts and need to create a new account (refer to points 2a-g above). If they already have accounts, their accounts might have been locked due to inactivity. Please refer to point 3b for how to re-activate the account.
 - e. Please only enter the required information into mandatory sections. For all other sections, it will suffice to attach the Application Form (in pdf format).
 - f. Click on the Submit button to submit the application.

