



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 **20 Mar 2025, 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 2025 (Feb) Pre-Pilot
 - ii. Singapore Therapeutics Development Review 2025 (Feb) 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 don't 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.



- g. 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.
 - h. Once a proposal has been submitted successfully, the system will return the Submitter to his/her dashboard.
- 5. For more detailed instructions on how to create a user account or submit an application, please refer to the user guide “iGrants Grant Application User Guide (External) Ver3.2” 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