IGMS INSTRUCTIONS FOR NMRC MAY 2024 GRANT CALL

Submission

- For **Renewal**, please select **"New Submission"** in IGMS and **inform HI ORE on the associated old project ID**. Please contact HI ORE directly if you require clarification on how to inform HI ORE.
- For **Resubmission**, please select **"Resubmission of Application"** in IGMS and **indicate the last rejected proposal** in the **"Original Proposal ID" field.** (E.g., For second resubmission, please indicate the proposal ID of the first resubmission only.) Do not indicate more than one proposal ID in the "Original Proposal ID" field.
- Please click on "Next" at the end of each section to proceed to the next section. If the section is filled completely, the section will be marked with a green tick on the top navigation bar. **All sections must be marked with green ticks before the application can be submitted.** (Orange tick represents incomplete information.)
- Please note that the maximum file size for each uploaded file is **4MB**.
- Please note that NMRC **will reject application upon submission** if:
  - Any of the required documents was not submitted (Please refer to Appendix I)
  - Wrong template (e.g., outdated, different programme's) was used for any of the required documents (Please use the latest templates as available in IGMS)
  - Any of the Proposal or CV documents exceeds the stipulated page limits
  - Missing or incomplete declarations (e.g., past funding received, concurrent grant applications)
- Please note that any **additional information submitted** (including additional attachments and inputs in fields that are supposed to be indicated "NA" or not required) will be **excluded from review**.

Templates and File Naming Conventions

- Please prepare your application by **downloading the latest templates available on IGMS** and upload the completed documents to the relevant sections in IGMS. The documents are to follow the stipulated file naming conventions stated below.
  Note: Applications with hyperlinks in attachments, or with attachments not named according to the stipulated naming conventions will not be accepted.)

IGMS Section	Required Document for Upload	File Naming Convention
Research Details	0. Section 0 – Summary Details	"0. Summary Details"
	1. Section 1 – Research Proposal	"1. Research Proposal"
Research Team, Collaborators, Referees	2. Section 2 – CV of Corresponding PI and Theme PIs	"<Corr PI/Theme PI>_<Name of Team Member>_CV"
Other Attachments	3. Sections 3 to 5 – Peer Reviewed Funding, Top 10 Publications of Leadership Team and Annexes *(Each Section/Annex as separate document)*	"3. Peer Reviewed Funding" "4. Top 10 Publications" "5. Annex <A/B/E/F>"
	4. Section 6 – Declaration by Theme PIs	"6. Declaration"
	[Update] 5. Section 7 – Data Sharing Plan	"7. Data Sharing Plan"
Declaration of Ethics Approval	Ethics Approvals (if any)	"Ethics_<DSRB/IRB/IACUC>"

Research Details Section

- **[Note]** For **"Institution"**, please add the institutions of the Corresponding PI (Lead PI in IGMS) and the Main Theme PIs (Team PIs in IGMS).
  Note: The indicated institution of the Main Theme PIs in IGMS will be involved in the post-award matters (e.g., deviation request, fund requisition) of the specific research theme.
- For Research details - **"Main Research Area"**, please select **"Biomedical and Life Sciences"** from the drop-down list for all applications.
- For Research details - **"Research Objective"** and **"Potential Application/Exploitation of Research"**, please put **"NA"** in the fields.
- For **"Scientific Abstract"**, please limit to **300 words**.
- For **"Lay Abstract"**, please limit to **200 words**.
- Please upload the completed **Section 0** and **Section 1 (as separate documents)** in this section.

Research Team, Collaborators, Referees Section

- The Corresponding PI's name is auto-generated under "Lead PI" in the Research team list, please click on the name to fill in the required details.
- For the LOI stage, only addition of the Theme PIs is required. Addition of co-investigators and collaborations are not required at this stage. For adding of Theme PIs, please ensure that their ORCIDs are updated prior to adding them into the research team on IGMS, and the correct institutions are chosen.
- Please indicate **'Team PI'** role for the **main Theme PIs** and indicate **'Co-Team PI'** role for the **other Theme PIs**. Theme PIs have the responsibility to direct each specific research theme and are accountable for the proper conduct of the specific research theme. The main Theme PIs (one for each Theme) are responsible for raising budget variation requests, collating and submitting fund requisitions for direct and/or indirect costs; on behalf of the theme to NMRC for the disbursement of funds. Endorsement from the Corresponding PI is required before the submission to NMRC and the records are to be kept and produced upon audit requests. **Please note that the Corresponding PI has to be one of the main Theme PIs (but the IGMS role will remain as 'Lead PI').**
- Sum of total % time within the project for the Corresponding PI and Theme PIs must be 100%. The minimum value per team member is 1 and up to 2 decimal places.
- **Referees sub-section** is **not required**. Please do not fill in.
- **'Letter of Commitment'** from Collaborator is **not required**. Please do not upload.

Other Attachments Section

- Please upload the completed **Section 3 to 7 (each section/annex as a separate file)** in this section. The templates can be downloaded from the Research Proposal sub-section under the "Research Details" section.

Appendix I

The Letter of Intent application will comprise a "Summary Details" section and 7 additional sections (i.e. Sections 1-7), as shown in the table below.
Please provide Section 0 – 5 and 7 in **MS Word format** (Section 5 – Annex F Industry Support Letters and Section 6 Declaration can be in PDF or Word format).

SECTION	DESCRIPTION	LOCATION OF TEMPLATE IN IGMS	LOCATION TO UPLOAD COMPLETED TEMPLATE IN IGMS
-	**Summary Details**	**"Research Proposal"** tab of **"Research Details"** section	**"Research Proposal"** tab of **"Research Details"** section • To upload each section as a separate file
1	**Research Proposal** (page limit: 10 for new application; 11 for renewal application)		
2	**Curriculum Vitae** of the Corresponding and Theme PIs (page limit: 3 per CV)	**"Research Team"** tab of **"Research Team, Collaborators, Referees"** section	**"Research Team"** tab of **"Research Team, Collaborators, Referees"** section • To upload CVs individually into the respective PIs' profiles
3	**Peer reviewed funding** received in the past 5 years as PI (CY2019 – present; from local and overseas funding agencies) *Note: Please attach the scientific abstracts of all grants listed as **Annex E**.*	**"Research Proposal"** tab of **"Research Details"** section *(same location as templates for "Summary Details" and "Research Proposal")*	**"Attachments"** tab of **"Other Attachments"** section • To upload each section as a separate file • To upload each Annex as a separate file
4	**Top 10 publications** of Corresponding PI and Theme PIs in the last 10 years (CY2014 – present)		
5	**Annexes** *Please note that provision of any supplemental information/data to the proposal, other than the NMRC-specified Annexes, is not allowed.*		

Annex	Description
Annex A (max. 5 pages)	**Additional documents for RENEWAL applications:** i) Summary of achievements of the last funding and if they met the aims and objectives of the previous research programme. Explain unmet goals. ii) Brief description of plans laid out for the new tranche of funding and how it is a progression from the last funding in terms of health and/or economic impact. iii) Sustainability plan to ensure the continuation of research and translation beyond the OF-LCG funding period (if awarded), e.g. gap/innovation funding to further translate assets developed through the OF-LCG project, scale-up toward system-level deployment, and/or private sector funding for commercialisation.
Annex B (max. 3 pages for (i))	**Additional documents for RESUBMISSION applications:** i) Response to past reviewers'/panel's comments (if any) ii) Original past review reports (inserted as images) (if any)
Annex C	*Not applicable for the LOI stage*
Annex D	*Not applicable for the LOI stage*
Annex E	**Scientific abstracts of all grants listed in Section 3**; Specifically for NMRC funded projects, please indicate the project number and provide the latest research outcomes (qualitative and/or quantitative in the form of Key Performance Indicators).
Annex F	**Industry support letters (if any)**

6	**Declaration** by Leadership Team and Host Institution Endorsement.		
7	**Data Sharing Plan**		

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