

Annex B: SOP for Creation of New Companies/Institutions in IGMS

Before you begin, please familiarise yourself with the various training guides on navigating the IGMS system.

The various guides and manuals will help you understand the roles of various users in the IGMS and the application process. These documents can be downloaded from: <https://researchgrant.gov.sg/Pages/TrainingGuides.aspx>

Please be informed that companies or institutions who wish to apply for grants in IGMS will need to be registered in the system for first time application. The registration of the company or institution within IGMS is mandatory as part of the proposal submission workflow.

Please refer to the SOP below for the creation of a new company/institution within IGMS.

Applications are considered to be successful only if all relevant documents are submitted. The application documents can be downloaded from the “Research proposal” section under “Research Details” after the applicant login to IGMS. The documents required to be submitted are:

- a) Form A – Full Proposal;
- b) Form B – Budget; and
- c) Form C – Capability Indicators

It is advised to restrict each attachment size to be less than 4MB.

Please follow the naming convention and format for labelling of softcopy attachments:

Attachment	Naming Convention	Format of attachment
Full Proposal Template	<i>[Topic Code] FP_ Project title</i>	MS Word
CVs	<i>[Topic Code] CV_ Project title</i>	MS Word
References (optional)	<i>[Topic Code] References_ Project title</i>	MS Word
Budget Template	<i>[Topic Code] Budget_ Project title</i>	MS Excel
Capability Indicators	<i>[Topic Code] Indicators_ Project title</i>	MS Excel

Important: Where relevant privileged or confidential information is needed to help convey a better understanding of the project, such information should be disclosed and must be clearly marked in the proposal.

Format for CVs

All CVs submitted for GBIC application must not exceed 2 pages and should use the following format (in terms of sections required and the order of the sections), to highlight key information relevant for the evaluation of proposal.

- A. EDUCATIONAL QUALIFICATIONS
- B. PROFESSIONAL EXPERIENCE
- C. SELECTED PUBLICATIONS MOST CLOSELY RELATED TO THE PROPOSAL
- D. SELECTED OTHER PUBLICATIONS (THAT THE REVIEW PANELS SHOULD NOTE)
- E. PREVIOUS AND CURRENT RESEARCH GRANTS IN RELATED AREAS
- F. LIST OF RECENT COLLABORATORS

CREATION OF ACCOUNT FOR LOCAL USERS

Step 1:

To register a new entry in IGMS, companies/institutions will need to send an e-mail to [BCA Challenge Call@bca.gov.sg](mailto:BCA_Challenge_Call@bca.gov.sg) with the following details:

Subject: Creation of new Company/Institution in IGMS for GBIC Innovation Challenge Call for Alternative Cooling Technologies

Details of the New Company/Institution to be created in IGMS:

- *Full Name of Company:*
- *Indicate Local Company or Foreign Company:*
- *Indicate Public Company or Private Company:*
- *UEN (for local company) or Unique Identifier (for foreign Company):*

Step 2 (For Co-PIs):

For Co-PIs, please proceed to register an account on IGMS using CorpPass after the company/institution has been registered on IGMS. Thereafter, the Lead PI will be able to add the Co-PIs' name in the IGMS when he/she fills up the application form.

An Open Researcher and Contributor ID (ORCID) is also necessary to complete the application. Please register for a ORCID at: <https://orcid.org> and update the user profile on the IGMS system with the ORCID.

Step 2 (For Lead PI):

For Lead PI who will be submitting the application under their company/institution, the role of Host Institution (HI) Admin is necessary for the assignment of relevant roles ("ORE" and

“DOR”) to other IGMS users in the company/institution. The grant application is only considered to be submitted after the PI had submitted the proposal on IGMS for ORE’s endorsement and DOR’s approval.

After the company/institution has been created in IGMS, BCA will inform them to nominate an HI Admin. The following steps will apply:

- (1) The company/institution will need to nominate a HI Admin. The HI Admin (including all other intended IGMS users) will need to ensure that his/her CorpPass account and ORCID account has been setup. An Open Researcher and Contributor ID (ORCID) is necessary to complete the application. Please register for a ORCID at: <https://orcid.org> and update the user profile on the IGMS system with the ORCID. To set up a CorpPass account, please visit www.CorpPass.gov.sg.
- (2) The HI Admin will need to login to IGMS using his/her CorpPass account to register/update his/her profile inside IGMS. Please note that the IGMS would grant him/her the Principal Investigator (PI) role by default.
- (3) After the HI Admin has been successfully registered in IGMS, the HI Admin will notify BCA with the information below:
 - Full Name of HI Admin:
 - E-mail Address of HI Admin:
 - Designation of HI Admin in his/her company:

BCA will arrange with IGMS to change the role of the person from a Principal Investigator (PI) to a HI Admin.

Step 3 (For Lead PI):

- (1) After the role has been updated from Principal Investigator (PI) to HI Admin in IGMS, BCA will inform the company/institution.
- (2) Once granted the role as a HI Admin, he/she can proceed to assign the relevant roles (e.g. “DOR”, “ORE”, etc.) to the various users within his/her organisation.

Note:

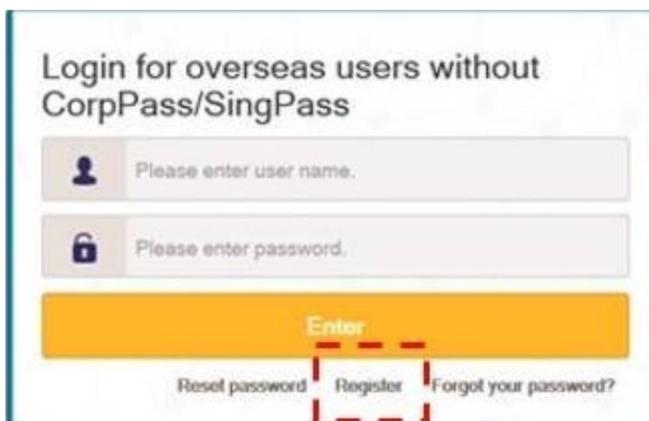
- (1) To complete a proposal submission, **3 distinct roles** are required from any company or institution to endorse the proposal, namely: Lead Principal Investigator (PI), Office of Research (ORE) and Director of Research (DOR).

- (2) The HI Admin will manage the roles of the users in their company or institution. A HI Admin can concurrently hold the role of Lead PI. He/She will be able to select different profiles upon login to IGMS:
- (a) Login as HI Admin – to maintain institution & user profiles
 - (b) Login as PI – to apply for grant call.

CREATION OF ACCOUNT FOR FOREIGN USERS

For local companies/institutions with foreign staffs without access to CorpPass/SingPass. The following steps apply:

- (1) All foreign users from the company (i.e. **HI Admin, DOR, ORE, PI**) will “**Register**” themselves in IGMS via “**Login for overseas users without CorpPass/SingPass**”.



- (2) After all the foreign users have been successfully registered in IGMS, the **HI Admin** will notify BCA with the information below:
- (a) Full Name of HI Admin:
 - (b) E-mail Address of HI Admin:
 - (c) Designation of HI Admin in his/her company:
 - (d) Full Name of DOR (if DOR is foreign user):
 - (e) E-mail Address of DOR (if DOR is foreign user):
 - (f) Designation of DOR in his/her company (if DOR is foreign user):
 - (g) Full Name of ORE (if ORE is foreign user):
 - (h) E-mail Address of ORE (if ORE is foreign user):
 - (i) Full Name of Foreign PI/Co-PI(s)*:
 - (j) E-mail Address of Foreign PI/Co-PI(s)*:

**list down all the foreign users that requires tagging to a company/institution*

(3) BCA will follow up with IGMS to tag the foreign user to your company.

Note: The **HI Admin** cannot add a new foreign user. However, the **HI Admin** can change the role of a user or delete an existing user in his/her company.

Frequently Asked Questions (FAQs) for IGMS

Q: I am a local PI with access to CorpPass. How do I register an account on IGMS?

A:

- (1) Go to the URL: <https://researchgrant.gov.sg/eservices/account/login>
- (2) Click on “Login for PI / ORE / DOR”



- (3) Enter CorpPass login credentials

- (4) For first time login, user will be directed to IGMS registration page.
- (5) Fill in all necessary details.
- (6) Click on “Retrieve” button to receive an activation code (the code is valid for 10 minutes and will be sent to the e-mail registered)
- (7) Key in the activation code and click on “Next” to complete the registration

Registration

Please input your name, email address, and password to create an account. your password should have a alphanumeric character and no 2 consecutive character should be identical. Your password cannot be the

Identification type

2 Identification No.

3 Name

E-mail ID

Activation code Retrieve

Q: Does the Co-PIs need to register an IGMS account?

A: The Lead Principal Investigator (Lead PI) will submit the online application in IGMS but he/she will need to add the relevant Co-PI(s) as research team member in IGMS. All Co-PI(s) must be registered in IGMS before they can be added as a research team member.

Q: Is the proposal, budget and capability indicators templates available on IGMS for download? Is there any specific format for CV to be submitted?

A: To download the Full Proposal, Budget and Capability Indicator templates, applicants will need to click "Apply" and login to IGMS, under the "Research Details" tab, look for "Research proposal" section to download the templates from "Please click here".

The instruction to prepare CV can be found under the "Research Team, Collaborators, Referees" tab, at the "Research team" section, click "Add" to download the document from "Please click here".

Q: Is signatory on the Budget template necessary before submitting it on IGMS?

A: Yes. It is necessary for Form B to be endorsed before submission on IGMS. E-signature is acceptable.