

Singapore Cancer Society

Research Portal Training Manual

Submitting Research Application

Research Portal Training Manual (Submitting Research Application)

The Singapore Cancer Society (SCS) Cancer Research Grant aims at delivering holistic patient care and hence it is open to all researchers from various cancer related disciplines, healthcare institutions and organizations in Singapore; from the public, private and voluntary sectors, which are involved in cancer care and/or research.

The SCS Research Portal (<https://portal.singaporecancersociety.org.sg/>) is to allow researchers to submit online applications to SCS Cancer Research Grant.

IMPORTANT:

Only the Principal Investigator (PI) can submit an application. Only one application per Principal Investigator per grant cycle is permitted.

Prior to submitting the grant application, please make sure you have understood the Training Manual.

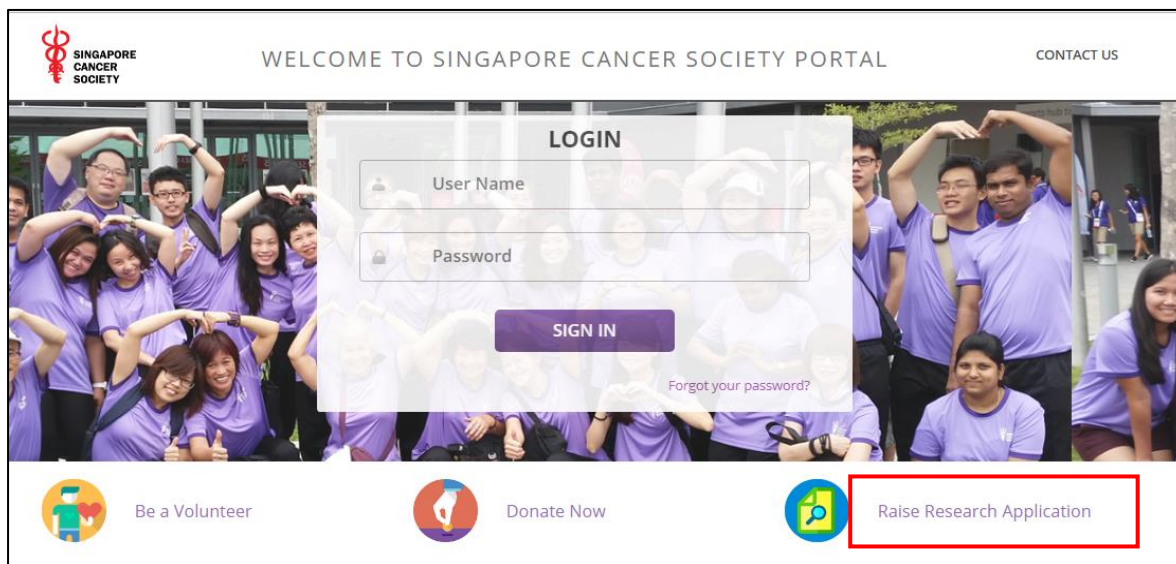
Please email research@singaporecancersociety.org.sg should you need further clarification or assistance.

Documents Required for the Online Submission

You will need to upload the following required documents to complete your grant application. Please get the documents ready before you apply:

- NRIC or MRN. (FIN for Employment Pass holders)
- Completed, duly signed application forms (Application Package Annex A & B)
- Complete set of application documents, including:
 - CVs of principal investigator, co-investigators and collaborators
 - Abstract of the research proposal
 - Research proposal
 - Signed Letter of Support from Head of Department & Institution
 - IRB Approval Letter (if any)
 - Other supporting documents (if any)

1. Go to Singapore Cancer Society Portal (<https://portal.singaporecancersociety.org.sg/>) and click on "Raise Research Application".



2. If Singapore Cancer Society grant call is open during the period of your submission, you will be directed to the home page of SCS Research Grant Application. Please click on "READ MORE" for more details on the grant call.



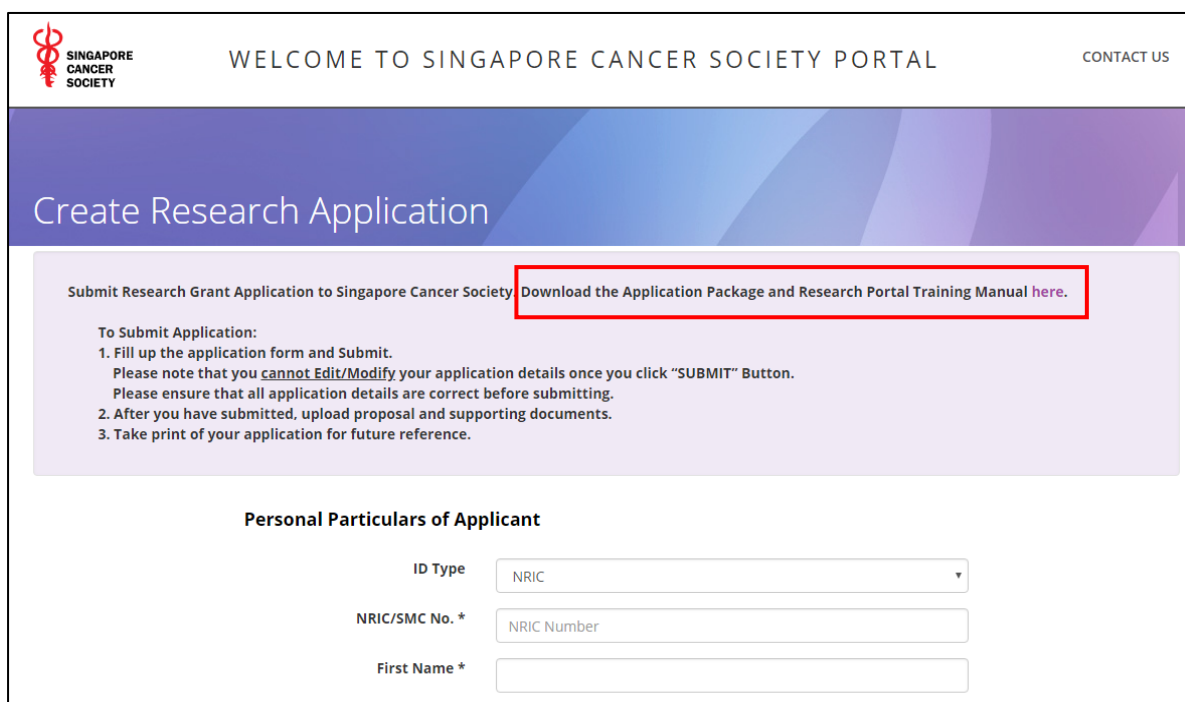
3. When you are ready to submit the grant application, click on “REGISTER NOW”.



The screenshot shows the top of the Singapore Cancer Society Portal. The header includes the logo, 'WELCOME TO SINGAPORE CANCER SOCIETY PORTAL', and a 'CONTACT US' link. Below the header is a blue banner with the text 'Research Grant Application'. The main content area features the title 'Singapore Cancer Society Cancer Research Grant 2019' and a 'Details' section. Below the details is the 'Registration End Date' and two buttons: 'READ MORE' and 'REGISTER NOW'. The 'REGISTER NOW' button is highlighted with a red rectangular box.

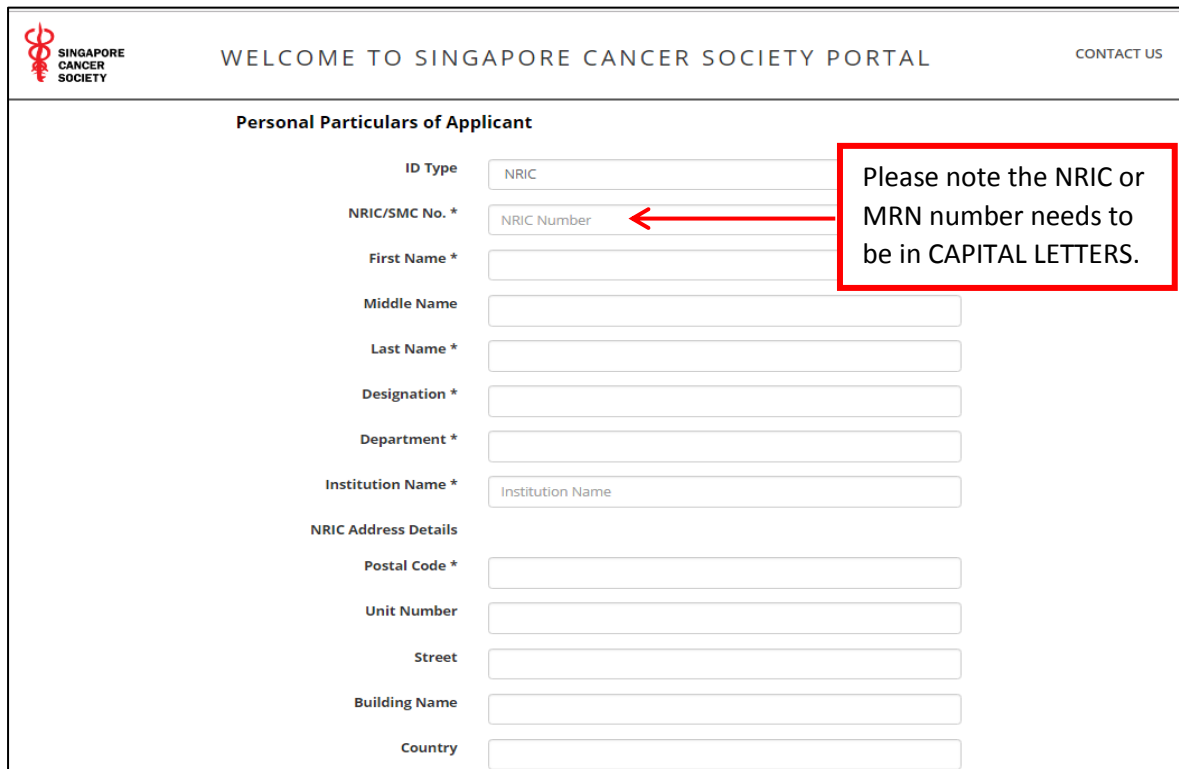
You will be redirected to the webpage to fill up the necessary details required for the application. **IMPORTANT:** All fields marked with an asterisk * are required fields that must be completed prior to submission. Failing to complete these fields will prevent the PI from submitting the application.

The Application Package and Research Portal Training Manual can also be downloaded by clicking on the link as displayed below.



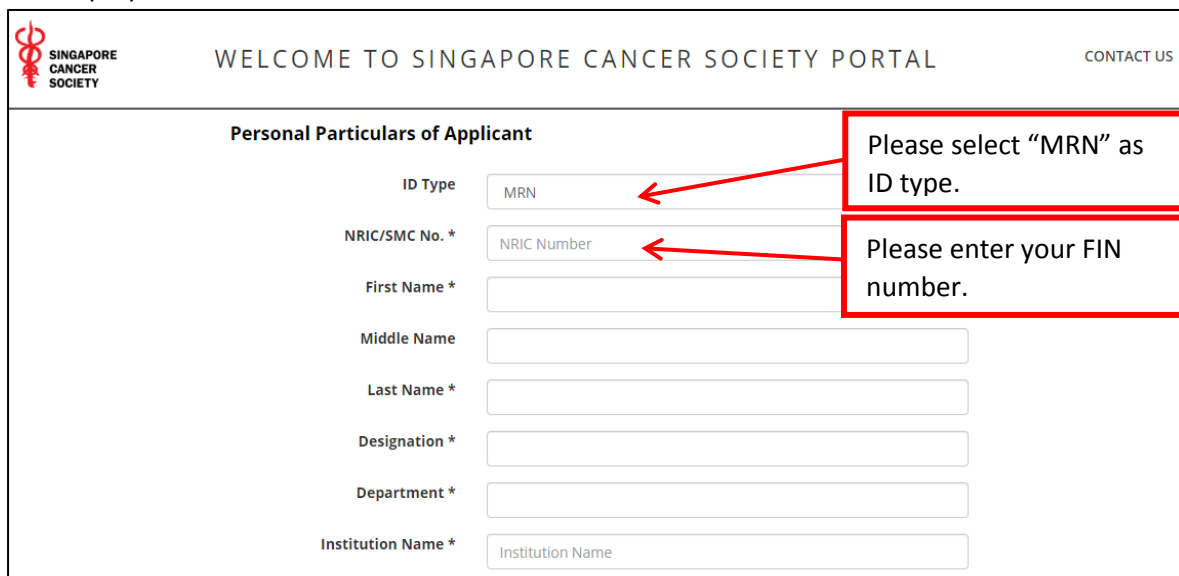
The screenshot shows the 'Create Research Application' page. The header is identical to the previous screenshot. Below the header is a blue banner with the text 'Create Research Application'. The main content area includes a link to 'Download the Application Package and Research Portal Training Manual here.' which is highlighted with a red rectangular box. Below this is a section titled 'To Submit Application:' with three numbered steps. At the bottom, there is a section titled 'Personal Particulars of Applicant' with three input fields: 'ID Type' (a dropdown menu with 'NRIC' selected), 'NRIC/SMC No. *' (with 'NRIC Number' entered), and 'First Name *' (empty).

4. When filling up the application details, please note:




The screenshot shows the 'Personal Particulars of Applicant' section of the portal. The form includes fields for ID Type (set to NRIC), NRIC/SMC No. (with 'NRIC Number' entered), First Name, Middle Name, Last Name, Designation, Department, Institution Name, Postal Code, Unit Number, Street, Building Name, and Country. A red box highlights the 'NRIC/SMC No.' field with an arrow pointing to it, and a text box states: 'Please note the NRIC or MRN number needs to be in CAPITAL LETTERS.'

For Employment Pass holders:



The screenshot shows the 'Personal Particulars of Applicant' section for Employment Pass holders. The 'ID Type' dropdown is set to 'MRN'. The 'NRIC/SMC No.' field contains 'NRIC Number'. Two red boxes with arrows point to these fields: one for 'ID Type' stating 'Please select "MRN" as ID type.' and another for 'NRIC/SMC No.' stating 'Please enter your FIN number.'



WELCOME TO SINGAPORE CANCER SOCIETY PORTAL

CONTACT US

Street

Building Name

Country

Research Project Details

Research Project Title *


Name of HOD *

Project Name * Singapore Cancer Society Cancer Research Grant 2019

Funded by Another Grants

Details (Another Grant)

Please limit the research project title to a maximum length of 250 characters, including spaces.



WELCOME TO SINGAPORE CANCER SOCIETY PORTAL

CONTACT US

Budget Details
[Please provide detailed breakdown for use of funds]

Manpower * S\$

Equipment * S\$

Consumable * S\$

Others (Budget) * S\$

Budget Total * S\$ 0

Details (Other Budget)

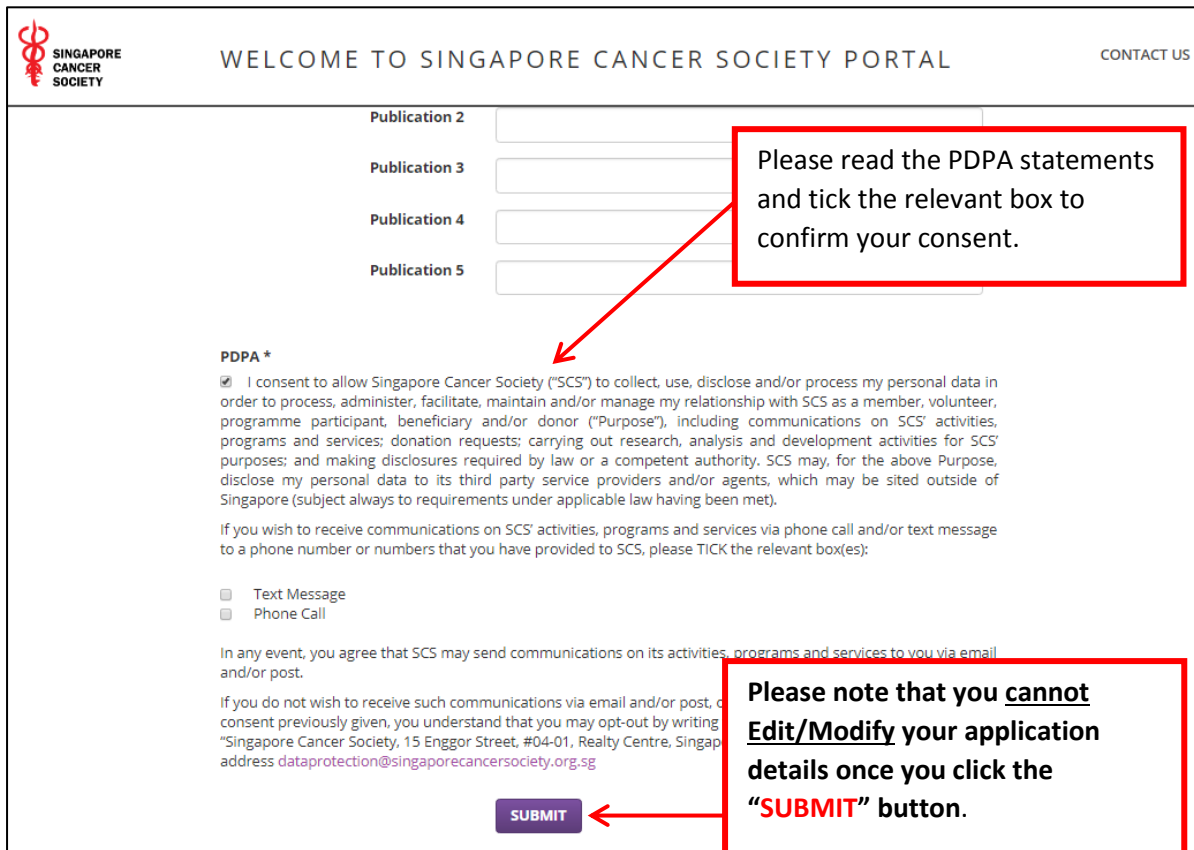
Proposed Start Date *

Proposed End Date *

Proposed Duration

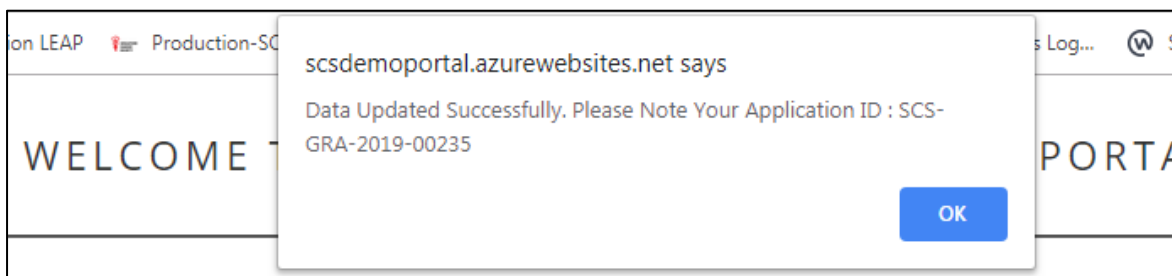
Please ensure that budget amount is entered in whole number.

Please note overseas traveling/conference is NOT supported.



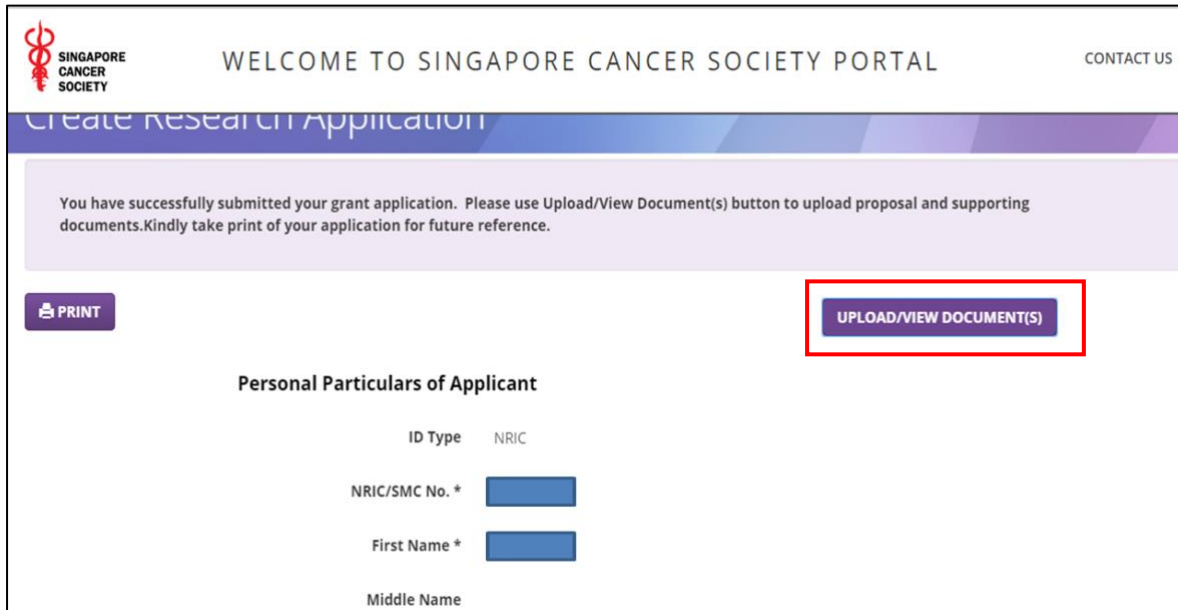
The screenshot shows the 'WELCOME TO SINGAPORE CANCER SOCIETY PORTAL' page. It features a header with the SCS logo and 'CONTACT US' link. Below the header are five input fields labeled 'Publication 2' through 'Publication 5'. A red box with an arrow points to these fields, containing the text: 'Please read the PDPA statements and tick the relevant box to confirm your consent.' Below the publication fields is the 'PDPA *' section, which includes a checked consent checkbox and a paragraph of text. Underneath, there are two unchecked checkboxes for 'Text Message' and 'Phone Call'. A 'SUBMIT' button is located at the bottom of the form. A second red box with an arrow points to the 'SUBMIT' button, containing the text: 'Please note that you cannot Edit/Modify your application details once you click the "SUBMIT" button. Please ensure that all the application details are correct before submitting.'

5. With a successful submission, a popup window will appear with a message indicating your Application ID, as displayed below.



Research Portal Training Manual (Submitting Research Application)

6. Click on the “**UPLOAD/VIEW DOCUMENT(S)**” to proceed to upload the supporting documents.



WELCOME TO SINGAPORE CANCER SOCIETY PORTAL

CONTACT US

Create Research Application

You have successfully submitted your grant application. Please use Upload/View Document(s) button to upload proposal and supporting documents. Kindly take print of your application for future reference.

PRINT

UPLOAD/VIEW DOCUMENT(S)

Personal Particulars of Applicant

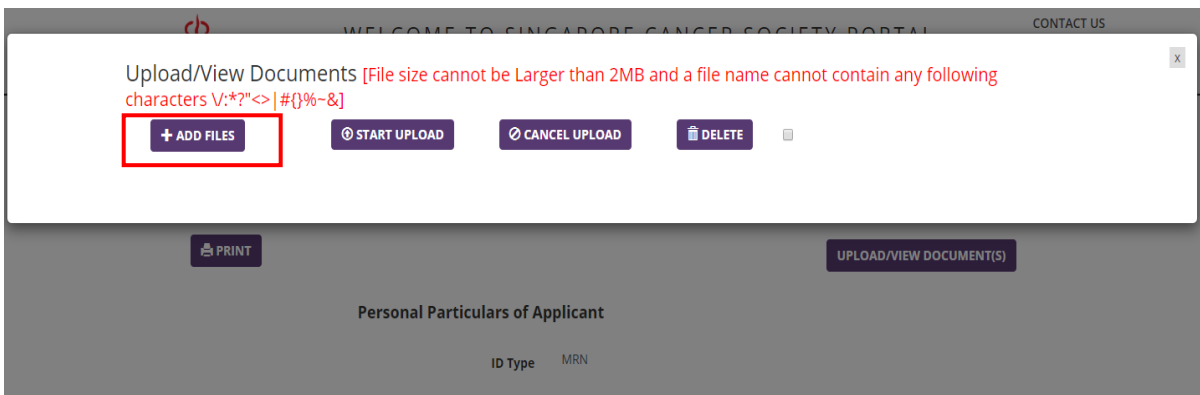
ID Type NRIC

NRIC/SMC No. *

First Name *

Middle Name

In the list of options presented below, click on “**ADD FILES**” to select the files from your local drive. Please ensure that **each file size cannot be larger than 2MB** and a file name cannot contain any following characters `\:*?*<>|#{}%~&.`



Upload/View Documents [File size cannot be Larger than 2MB and a file name cannot contain any following characters `\:*?*<>|#{}%~&.`]

+ ADD FILES **START UPLOAD** **CANCEL UPLOAD** **DELETE**

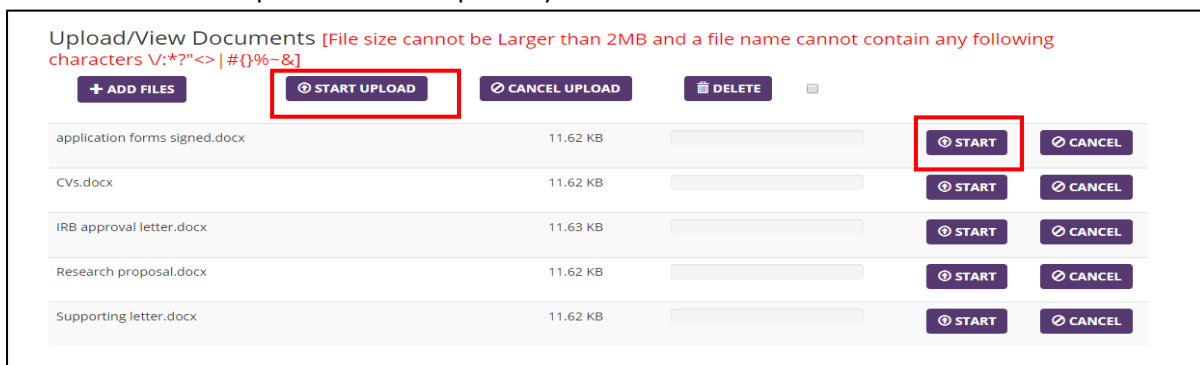
PRINT

UPLOAD/VIEW DOCUMENT(S)

Personal Particulars of Applicant

ID Type MRN

Click on “**START UPLOAD**” to start uploading all the selected files at one go. Alternatively you can also click on “**START**” to upload the files separately.



Upload/View Documents [File size cannot be Larger than 2MB and a file name cannot contain any following characters `\:*?*<>|#{}%~&.`]

+ ADD FILES **START UPLOAD** **CANCEL UPLOAD** **DELETE**

application forms signed.docx	11.62 KB	<input type="text"/>	START	CANCEL
CVs.docx	11.62 KB	<input type="text"/>	START	CANCEL
IRB approval letter.docx	11.63 KB	<input type="text"/>	START	CANCEL
Research proposal.docx	11.62 KB	<input type="text"/>	START	CANCEL
Supporting letter.docx	11.62 KB	<input type="text"/>	START	CANCEL

Research Portal Training Manual (Submitting Research Application)


A message of “Uploaded successfully” will appear as displayed below when uploading is done.

Upload/View Documents [File size cannot be Larger than 2MB and a file name cannot contain any following characters \:*?<>|#{}%~&]

+ ADD FILES
START UPLOAD
CANCEL UPLOAD
DELETE

application forms signed_20190508090813485.docx	11.62 KB	Uploaded Successfully.	DELETE
CVs_20190508090815624.docx	11.62 KB	Uploaded Successfully.	DELETE
IRB approval letter_20190508090817197.docx	11.63 KB	Uploaded Successfully.	DELETE
Research proposal_20190508090818660.docx	11.62 KB	Uploaded Successfully.	DELETE
Supporting letter_20190508090819893.docx	11.62 KB	Uploaded Successfully.	DELETE

7. IMPORTANT: After the submission of online application, please obtain a print out of the submitted application for your records by clicking on “PRINT”.


WELCOME TO SINGAPORE CANCER SOCIETY PORTAL
CONTACT US

Create Research Application

You have successfully submitted your grant application. Please use Upload/View Document(s) button to upload proposal and supporting documents. Kindly take print of your application for future reference.

PRINT

UPLOAD/VIEW DOCUMENT(S)

Personal Particulars of Applicant

ID Type NRIC

8. Congratulations! You have done your online submission. A confirmation email will be sent to you within three working days upon receiving your application.

In the meantime, please be reminded to email a soft copy of the signed application forms and relevant supporting documents to research@singaporecancersociety.org.sg

Successful applicants will be notified by email. The results of grant call will also be published on SCS website in December 2019.