





Process for Submission of Grant Proposals to External Funding Agencies

S/N	Timeline	Process	Who To Go To
0	Upon interest in submitting to grant call	<p>Check:</p> <ul style="list-style-type: none"> - Eligibility, - Administrative requirements for the grant, - Conflict of interest. 	<p>Researcher to check eligibility, and may discuss with MIT PI or Scientific Director, and SMART HQ Office of Research (ORE).</p>
		<p>Register for CorpPass Account Email SMART ORE (Regina at regina@smart.mit.edu) or SMART HR (Lena at lena@smart.mit.edu) your:</p> <ul style="list-style-type: none"> - Full Name, - Email Address, - Either NRIC Number or FIN, - Or Passport Number and Nationality. <p>To activate CorpPass: https://www.corppass.gov.sg/corppass/common/userguides</p> <p>For Foreign PIs: Activation of a foreign (non-SingPass) CorpPass account is not sufficient to ensure non-termination.</p> <p>The foreign user must also download the "CorpPass 2FA for Foreigners" app (soft token) onto their phone and link it to their account. If this app not is not set up, the foreign user's CorpPass account will be terminated after 30 days.</p> <p>After activation of foreign user's CorpPass account, follow the steps below to set up the soft token accordingly within the 30 day period:</p> <ul style="list-style-type: none"> • Download the "CorpPass 2FA for Foreigners" app from any app store onto your smartphone. • Open the app and login with your CorpPass. • You will be prompted for an Email OTP (One Time Password); input the 6-digit number as sent to your email. • You will then be asked to create your own 6-digit passcode and to re-key the passcode. • You may also optionally set up a fingerprint scanner. <p>Once that is done, you will have finished setting up the 2FA app. Do note that if you were to reinstall the app or change devices, you would need to re-link the 2FA app accordingly.</p>	

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		<p>How to login: You may login through an internet browser on your computer as usual; the app only comes into play for verification during your login.</p> <ul style="list-style-type: none"> • Login with CorpPass at the desired government agency's webpage. • After inputting your login details (Entity ID, CorpPass ID, Password), the 2FA app on your phone will send you a push notification. • Confirm that you are logging in, and input the 6-digit passcode (or perform a fingerprint scan). • After verifying, you can close the app on your phone and resume work on your computer. 	
		<p>Register for IGMS Account</p> <ul style="list-style-type: none"> • After activating your CorpPass Account, request SMART ORE to assign IGMS e-service to your CorpPass Account. • Then register yourself on IGMS https://researchgrant.gov.sg/eservices/Account/Login 	
		<p>Register for ORC ID https://orcid.org/register</p>	
1		Inform SMART HQ Office of Research of intent to submit proposal.	<p>SMART HQ Office of Research:</p> <ul style="list-style-type: none"> • Gene • John • Regina Chan • Ong Chin Bok
2		<p>Obtain written support from:</p> <ul style="list-style-type: none"> - Supervising MIT PI, - and IRG Lead PI 	Supervising MIT PI IRG Lead PI
3	14 business days before grant proposal is due at SMART HQ	<p>Apply for One Time PI status, if necessary.</p>  <p><i>Staff with principal/senior research scientist appointments and scientific director appointments are eligible to be PIs.</i></p> <p><i>All other SMART staff need to apply for One Time PI status according to the guidelines in SMART policies and procedures.</i></p>	Email: Gene Fitzgerald Cc: John Desforge, Regina Chan

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		<p>Requests to the SMART CEO/Director must be initiated at least 12 working days before the proposal is due at SMART HQ.</p> <p>Requests must include a letter from the SMART MIT PI who is the researcher's direct supervisor, justifying the request and certifying that the above conditions have been met.</p> <p>A second letter from the IRG Lead PI must indicate approval of the request.</p> <p>A curriculum vitae of the proposed Principal Investigator, an abstract and draft budget for the proposed research must also be included.</p> <p>For MIT researchers who are salaried by MIT, the One Time PI Status must be approved by the MIT VP for Research.</p>	
4	14 business days before proposal is due at SMART HQ	Initiate legal review of grant terms	John Desforge
5a	Proposal Preparation	<p>Prepare final proposal budget and seek input from:</p> <ul style="list-style-type: none"> - SMART Finance - SMART HR <p>(see detailed checklist for submission of grant proposals)</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>SMART_Checklist_for_ExternalGrant_final</p> </div> <div style="text-align: center;">  <p>FAQ_A Guide to Budgeting for</p> </div> </div>	IRG Programme Manager Ong Chin Bok Lena Chan
5b		<p>Complete proposal certification form</p> <div style="text-align: center;">  <p>SMART_Grant_Proposal_qc-certification</p> </div>	Researcher to submit completed form to SMART HQ ORE, Regina Chan
5c		Ensure special reviews are handled, if applicable	SMART EHS and IRB office: William Tan and Regina Chan
5d		Route through external institution of each external co-PI, if applicable	Authorized Approving Entity of each co-investigator of proposal

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5e		All MIT faculty whose names are listed in the proposals would need to submit proposals to MIT RAS for clearance	MIT RAS
6	At least 14 business days before grant submission deadline	Grant Applicant to ensure compliance with all Grant Proposal Submission Guidelines, and submit Complete Proposal for: <ul style="list-style-type: none"> - Technical and Ethical Review by IRG Lead PI (or MIT Department Head if not affiliated with a SMART IRG) - Initial Legal Review - Scrubbing - Final Proposal must be routed to the Director of Research for endorsement at least 5 working days before the deadline. <p>Note: proposals submitted after the SMART internal deadline will only receive consideration if there are exigent circumstances which are explained to and accepted by the SMART Director of Research.</p>	Respective IRG's Lead PI John Desforge SMART HQ Office of Research (Ong Chin Bok and Regina Chan)
7	At least 3 business days before Deadline for Grant Submission	Submit to sponsor agency in the prescribed format Submit copy to SMART HQ ORE for documentation	Grantor Regina Chan
8a	Upon Award of Grant	Inform: <ul style="list-style-type: none"> - Supervising MIT PI - IRG Programme Manager - SMART HQ ORE 	Regina Chan
8b		Vet and Negotiate Agreement Terms	John Desforge
8c		Sign Grant Agreement	John Desforge
9	Throughout Awarded Grant Duration	Mentoring of One Time PIs upon award of grant	Researcher's Supervising MIT PI
10	14 business days prior to Progress Report Submission Deadline	Submit all required Progress Reports to Supervising MIT PI and IRG Lead PI for Review and Endorsement prior to submitting to SMART HQ ORE for Signing Off.	Supervising MIT PI IRG Lead PI
11		Audit Liaison	Clara Ng



Singapore-MIT Alliance for Research and Technology