SINGAPORE CANCER SOCIETY

Singapore Cancer Society

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:

- Last 4 characters of NRIC, passport, or FIN (e.g., "567A" from the full NRIC number of "S1234567A"; "5678" from the full passport number of "K12345678")
- Completed, duly signed application form (Annex A)
  - Section 1 – Application cover sheet
  - Section 2 – Personal particulars of principal investigator
  - Section 3 – Research team
  - Section 4 – Undertaking by Host Institution
- Compiled CVs of PI, co-Investigators, and collaborators (Annex B)
- Abstract (Annex C)
- Research proposal (Annex D)
- Other supporting documents, if any (e.g., IRB approval letter)

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

2. During your submission, you will be directed to the home page of SCS Research Grant Application if the Singapore Cancer Society grant call is open. 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**".

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.

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

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Please ensure that budget amount is entered in whole number.

Budget Details

[Please provide detailed breakdown for use of funds]

Manpower *	S$	0
Equipment *	S$	0
Consumable *	S$	0
Others (Budget) *	S$	0
Budget Total *	S$	0
Details (Other Budget)		
Proposed Start Date *		
Proposed End Date *		
Proposed Duration		Less than 1 Year

Please note overseas traveling/conference is NOT supported.

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WELCOME TO SINGAPORE CANCER SO

Please **skip** the "Publications" subsection if you have included publication list in your CV.

Publications

[Please provide relevant articles in the following format (Author, Title, Journal/Publisher, Year, Issue, Page)]

Publication 1	
Publication 2	
Publication 3	
Publication 4	
Publication 5	

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

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

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 of the following characters \/:*?"<>|#{}%~&**.

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.

A message of "Uploaded successfully" will appear as displayed below when uploading is completed.

7. **IMPORTANT:** After the submission of your online application, please obtain a printout of the submitted application for your records by clicking on "**PRINT**".

8. Congratulations! You have completed 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 2024.