

AI Singapore Grant Management System (Submitter)

1. Register / Login

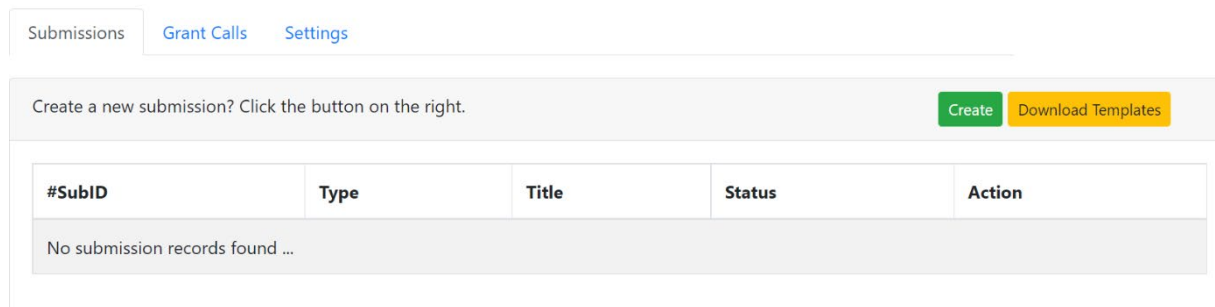
1.1 Register an account on <https://governancegms.aisingapore.org/> if a user would like to submit a proposal.

2. Proposal - Portal Functions

2.1 Sign into the account and the following page will appear. There are various tab functions listed across accessible.

2.1.1 “**Submissions**” tab will display the submissions the user has submitted. To create a new submission, click on “**Create**” button as shown in Figure 1. (See Point 3 for more information).

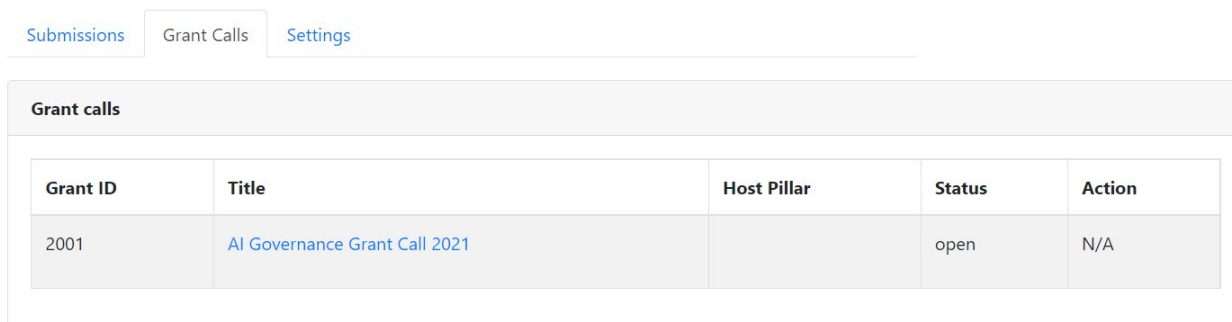
2.1.2 Click on “**Download Templates**” to download *Section 7: Declaration by Grant Applicants, Annex A and C* of the application form.



#SubID	Type	Title	Status	Action
No submission records found ...				

Figure 1 - Overview of Submissions Page

2.1.3 “**Grant Calls**” tab will enable a display of current grants available for submission as shown in Figure 2.



Grant ID	Title	Host Pillar	Status	Action
2001	AI Governance Grant Call 2021		open	N/A

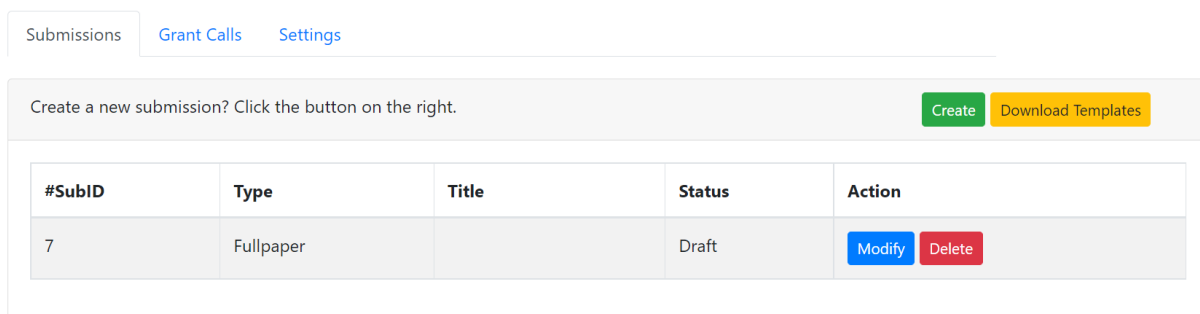
Figure 2 - Overview of Grant Calls

2.1.4 “Settings” tab allows you to change your password

3. Submissions Tab

3.1 Click on the “Create” button under the **Submissions** tab to create a draft.

3.2 A submission draft will be created as shown in Figure 3. Click on “Modify” button to input the fields required.



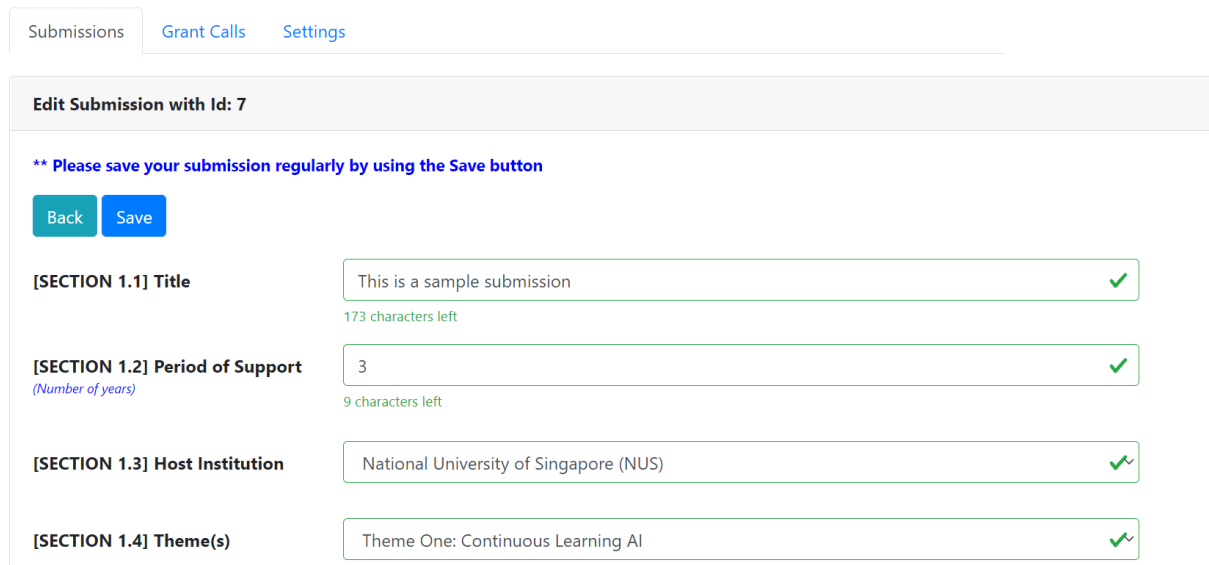
Submissions Grant Calls Settings

Create a new submission? Click the button on the right. Create Download Templates

#SubID	Type	Title	Status	Action
7	Fullpaper		Draft	Modify Delete

Figure 3 - Creation of a Proposal Submission

3.3. Users are encouraged to his/her submission from time to time in order to ensure the inputs within the fields are captured. The “Save” button will be accessible at the top (as shown in Figure 4) and the bottom of the draft.



Submissions Grant Calls Settings

Edit Submission with Id: 7

**** Please save your submission regularly by using the Save button**

Back Save

[SECTION 1.1] Title ✓
173 characters left

[SECTION 1.2] Period of Support ✓
(Number of years) 9 characters left

[SECTION 1.3] Host Institution ✓

[SECTION 1.4] Theme(s) ✓

Figure 4 - Editable Fields for a Proposal Submission

3.4 For fields that are dynamic, please use “**(+) aka Plus**” button to add more form fields and the “**(-) aka Minus**” button to delete the rows where necessary. Refer to Figure 5.

[SECTION 1.9] Team Members
Each team should have at least 1 Principal Investigator



Figure 5 - Add and Delete Rows for a Proposal Submission

3.5 Once all fields are completed, the user can click “**Submit**” located at the end of the form.

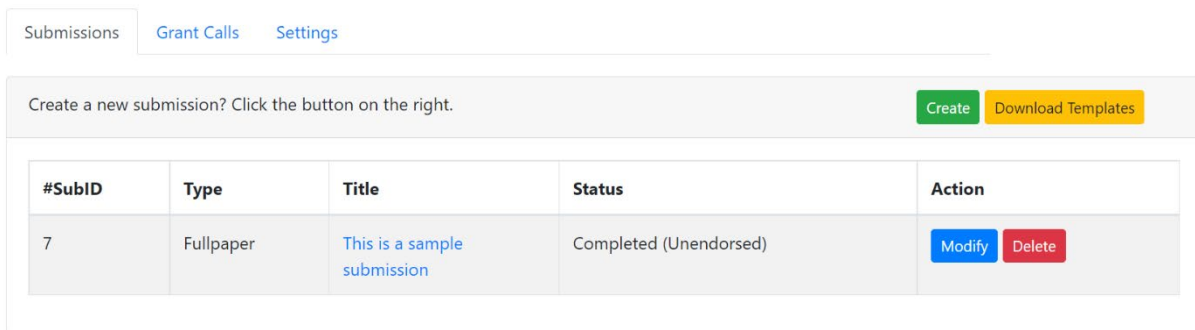
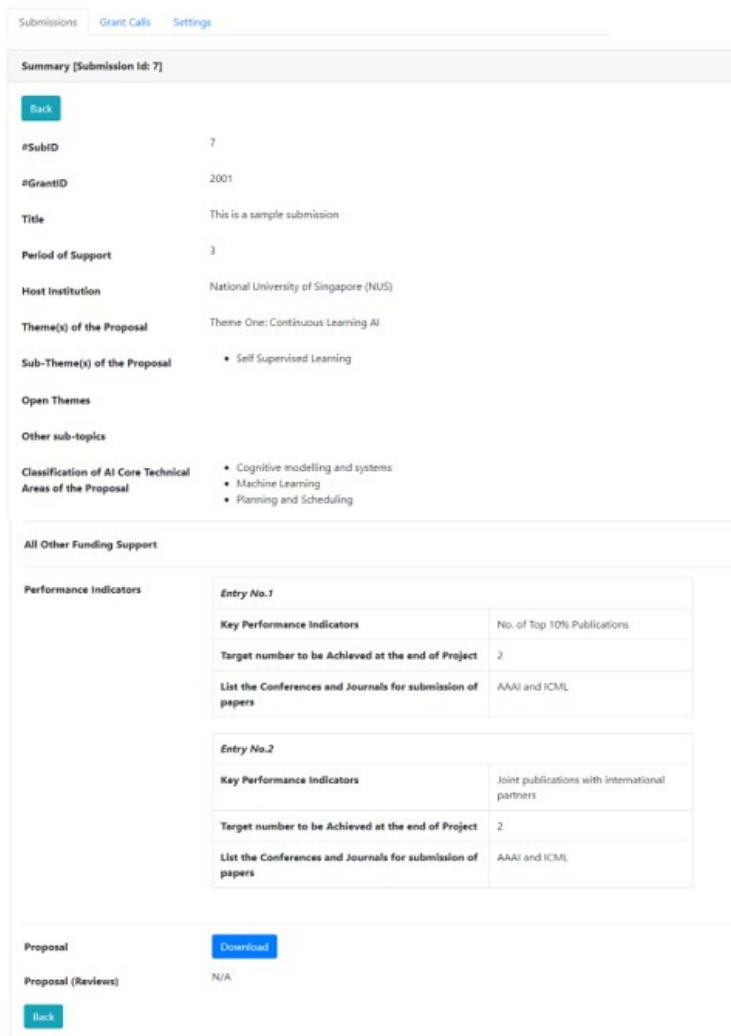


Figure 6 - A Successful Submission Captured and Reflected

3.6 After a successful submission, the status of the user’s submission page will change from “*Draft*” to “*Complete (Unendorsed)*” as shown in Figure 6. The cluster administrator of submitter’s institute will proceed with the endorsement process once he/she has verified your submission.

3.7 The submitter may click on the hyperlink under the “**Title**” column to view the full information of the submission and the uploaded documents. A sample of a portion of the submission as shown in Figure 7.



Submissions Grant Calls Settings

Summary [Submission Id: 7]

[Back](#)

#SubID 7

#GrantID 2001

Title This is a sample submission

Period of Support 3

Host Institution National University of Singapore (NUS)

Theme(s) of the Proposal Theme One: Continuous Learning AI

Sub-Theme(s) of the Proposal

- Self Supervised Learning

Open Themes

Other sub-topics

Classification of AI Core Technical Areas of the Proposal

- Cognitive modelling and systems
- Machine Learning
- Planning and Scheduling

All Other Funding Support

Performance Indicators

Entry No.1	
Key Performance Indicators	No. of Top 10% Publications
Target number to be Achieved at the end of Project	2
List the Conferences and Journals for submission of papers	AAAI and ICML

Entry No.2	
Key Performance Indicators	Joint publications with international partners
Target number to be Achieved at the end of Project	2
List the Conferences and Journals for submission of papers	AAAI and ICML

Proposal [Download](#)

Proposal (Reviews) N/A

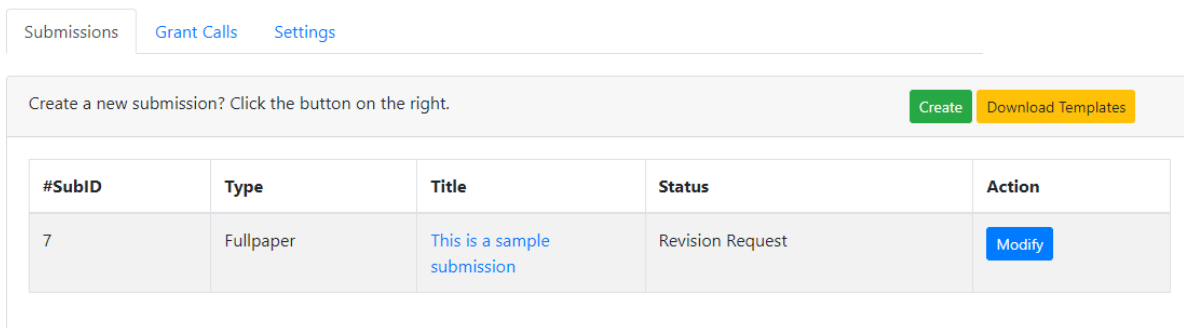
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Figure 7 - Preview of Submission

4. Notification of evaluation

4.1 The proposals submitted will be evaluated by their host institution appointed AISG administrators. The submitter will receive notification of the results via email regarding their proposal’s status, “*Endorsed*”; “*Requested for a Revision*”; “*Rejected*”; “*Awarded*”.

4.2 If the action “**Revision Request**” was selected by their host institution, an automated Revision Request email will be sent out automatically to inform the submitter. The status of user’ submission page will change from “*Complete (Unendorsed)*” to “*Revision Request*” (As shown in Figure 8). Cluster administrator to send details on the required clarification/revision to submitter separately via an email. Once submitter revised the proposal, another automated email will be sent out to submitter that the revised proposal has been submitted successfully. The status of user’s submission page will then change to “*Complete (Unendorsed)*” and no further action needed.



Submissions Grant Calls Settings

Create a new submission? Click the button on the right. [Create](#) [Download Templates](#)

#SubID	Type	Title	Status	Action
7	Fullpaper	This is a sample submission	Revision Request	Modify

Figure 8 – Revision Request reflected on submission page

5. Notification of results

5.1 Both submitter and its host institution administrator will receive the proposal outcome at the same time once AI Singapore has updated the results in the grant portal system. The submitter’s will be able to download the proposal feedback from reviewers once available as shown in Figure 9. Figure 9 is accessible through the step mentioned in 3.7.

Submissions Grant Calls Settings

Summary [Submission Id: 7]

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#SubID 7

#GrantID 2001

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Proposal [Download](#)

Proposal (Reviews) [Download](#) 

[Back](#)

Figure 9 – Downloading of proposal reviews

5.2 Feedback for proposal will be available for access for two weeks after the results are announced, submitters are encouraged to download the reviews as soon as possible. After two weeks, the reviews will no longer be available for download and viewing.

For enquiry on AI Governance Research Grant Call, please contact:
governance@aisingapore.org