

User Guide

DUKE – National University of Singapore

January 2025



User Guide



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Application Form Submission – External Portal

 Applicants can start an application by navigating to the External Portal and clicking *Apply Now* under *Rounds* (this section displays a list of active rounds), for the specific program and round they wish to apply for.

U 😡 NUS External Portal 🖷 Applications 🗸 Reviews 🖵 Projects	Sf Survey 🏟 Dashboards					400
Welcome to the External Portal online portal						
翻 Rounds		I Your activities				
Apply now ACP Programme Grants FY2025	Closing 20/10/2027	Applications	✓ Reviews	Projects		
+ Apply now Designated Philanthropic Grants FY2025	 Closing 31/01/2025 (8 days) 	29 in progress	1 to action	5 total		
+ Apply now PhD Scholarships for Clinician Researchers FY2025	Closing 24/02/2025					
Apply now SingHealth Medical Student Talent Development Award FY2025	Closing 24/02/2025	5 deadline	1 overdue		2 active	
Apply now AM-ETHOS Medical Student Fellowship FY2025	Closing 08/03/2025					
+ Apply now Academic Support Grant FY2025	Closing 14/05/2025	■ Top 5 in progress applications				
Apply now Designated Philanthropic Grants DP Only Application	Closing 12:00 AM 10/06/2027	2025/ASG(00010_222				
+ Apply now Strategic Grants		2025/EX/000004 lest123				
		2025/PG/000007_test				
Top 5 applications		2025/PG/000003 ACP 1 on 1 - UQ				
2025/ASG/000010 222	Academic Support Grant FY2025	2025/ASG/000005 ACP 33				View all
2025/EX/000003 Test Application 2	Designated Philanthropic Grants FY2025	Top 5 projects				
IN PROGRESS SUBMISSION	SUCCESS	2025/EX/000000/ABC Test Application	12	Pending LOA	29/01/2025 - 31/01/2027	
2025/ASG/000009 test - Copy of 2024/ASG/000001	2024/SMSA/000004/S2T An in-depth analysis on implantable cardioverter defibrillator pati Active 01/01/2025 - 31/12/2025					
IN PROGRESS SUBMISSION	2023/CA/000002/CTDA Clinical Trialist Development Award – Master Clinical Trialist Active 01/08/2023 - 31/07/2025					
2025/EX/000004 test123	Designated Philanthropic Grants FY2025	2024/EX/000000/C1 Designated		Pending LOA	01/11/2024 - 31/12/2027	
IN PROGRESS SUBMISSION	DECISION	2024/STDA000003 SMSTDA Test		Pending LOA	05/11/2024 - 12/11/2025	Mow all
2025/FG/000007 test IN PROGRESS SUBMISSION	ACP Programme Grants FY2025	9 Top 5 milestones due				view as
	View all	2024/STDA000003 (est1	Pending	• 12/11/2024 (72	days overdue)	
		2024/STDA000003 (est2	Pending	• 12/11/2024 (72	days overdue)	
		2024/STDA000003 TEST Pending 12/11/2024 (72 days overdue)				
		2024/EX/000000/C1 Payment 1	Pending 12/12/2024 (42 days overdue)			
		2024/EX/000000/C1 Milestone 5	Pending	• 26/12/2024 (28	davs overdue)	

- 2. This takes the applicant to the form; the applicant can fill this form and provide relevant certifications.
- 3. The Principal Investigator or application owner also has the option to invite users to this application form (with the option to choose read or write access). This will be needed for certifications
- 4. This is done by clicking on the **Invite user to register or share application** button.

U 😺 NUS External	Portal Applications - Reviews - Prejects - Strawy - Desitionards	▲ ○ 0
Application > 2025/PHD/000008	- Junh	Me Invite user to register or share application
Proposal details	Proposal details	🖺 Preview 🛛 🖺 Save
Applicant details		Next 🔶
Other contact details	Title of Proposal ©*	
Local PhD programme details	parti Scientific dublinct * No more buil 300 works	
Research overview		
Milestones		
Performance indicators		
Post PhD programme details	Lay abstract * All more than 200 words	
Applicant qualifications		
Other support	I more turn seaamh nian and niam in dealan canabilities within Scobalath and hexand he	
Research supervisors	Conference from the second	



- After clicking this button, the Activity lead needs to enter the username for the user to be invited, once this is done and the Activity lead clicks *Save and send* – the system will send an invitation email to the user. They will be able to access the form using the link provided on the invitation email.
 - Non-disclosure agreement
 - Conflict of Interest
 - Populating the Review form and submitting it with scores based on different criteria

Variations

Create a variation – External Portal

 Applicants can request changes in project dates, contacts, milestones and other information through submitting the variation form in the External Portal through clicking *Project* -> *Variation* > *New Variation.*

Project > 2024/N	ITP0000 - T	est - JM - 2					
Applications	Details	Forms	KPIs	Milestones	More information re	equests Var	vitations
Project variations	details are or	this page					
							There are no project variations for this project. Use the "New variation" button below to start a new one.

- 2. After clicking **New variation**, applicants are required to input on variation title, select the variation type and click **Done**.
- 3. Applicants will need to fill in all required fields and click **Submit** to submit the variation form.



Note: Applicants can download the project variation form (output document) through Preview.