



AMgrants USER GUIDE



Guide to Endorsing Designated Philanthropic Grant Application

User Guide for: ACP Academic Chair / Head of Joint Institute / Head of SDDC / Head of AM Programme / Next Level Officer

1. Log in to the AMgrants external portal AMgrants.duke-nus.edu.sg

Please note that all new users must accept the AUP. Please click [HERE](#) for the link.

Rounds

- ACP Programme Grants
 - [+ Apply now](#) ACP Programme Grants FY2025 Closing 20/10/25
 - [+ Apply now](#) ACP Programme Grants FY2025 Cycle 2
- Clinician Investigator Advancement Award & Clinical Trialist Development Av
 - [+ Apply now](#) CIVA and CTDA FY2025 Closing 31/12/25
- AM/ACP Designated Philanthropic Grants
 - [+ Apply now](#) Designated Philanthropic Grants FY2025 Closing 31/01/26
- PhD Scholarships for Clinician Researchers
 - [+ Apply now](#) PhD Scholarships for Clinician Research... Closing 31/12/25
- SingHealth Medical Student Talent Development Award
 - [+ Apply now](#) SingHealth Medical Student Talent Deve... Closing 30/06/25
- AM-ETHOS Medical Student Fellowship
 - [+ Apply now](#) AM-ETHOS Medical Student Fellowship ... Closing 31/12/25

Your activities

Applications
35 in progress

Top 5 in progress applications

- [2025/EX/000269](#) Research on Maternal Health
- [2025/CA/000164](#) TEST
- [2025/MSF/000087](#) TESITNG
- [2025/CA/000163](#) TESTING
- [2025/CA/000162](#) TESTING

[View all](#)

Top 5 applications

- [2025/EX/000269](#) Research on Maternal Health

2. On the home page, click on the "Applications" tab.

DukeNUS External Portal Applications

Welcome to the External Portal online portal.
Please note that all new users must accept the AUP. Please click [HERE](#) for the link.

Rounds

- ACP Programme Grants
 - [+ Apply now](#) ACP Programme Grants FY2025 Closing 20/10/25
 - [+ Apply now](#) ACP Programme Grants FY2025 Cycle 2
- Clinician Investigator Advancement Award & Clinical Trialist Development Av
 - [+ Apply now](#) CIVA and CTDA FY2025 Closing 31/12/25
- AM/ACP Designated Philanthropic Grants
 - [+ Apply now](#) Designated Philanthropic Grants FY2025 Closing 31/01/26
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Your activities

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- [2025/EX/000269](#) Research on Maternal Health
- [2025/CA/000164](#) TEST
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- [2025/CA/000163](#) TESTING
- [2025/CA/000162](#) TESTING

[View all](#)

- To search for your application, click on the "Search" bar field and type in the name or the application identifier of your proposal to find your application.

****Tip:** You can customise the table view by clicking on the "Column Chooser" button located on the right. This allows you to hide unnecessary columns, making the table easier to read.

Application > Applications + New application

This page shows all existing applications that have not yet been processed.

Download Export CSV Search... Column chooser

ID...	TIT...	VE...	ST...	O...	OR...	RO...	ST...	RO...	CR...	SU...	M...	LAST MODIFIED BY
> <input type="checkbox"/> 2025/...	Resea...	1.00	In P...	WL	KK W...	Desig...	Desig...	● Ope...	20/05/...		20/05/...	WL
> <input type="checkbox"/> 2025/...	TEST	1.00	In P...	WL		CIVA ...	CIVA ...	● Ope...	28/04/...		28/04/...	WL
> <input type="checkbox"/> 2025/...	TESIT...	1.00	In P...	WL		AM-E...	AM-E...	● Ope...	08/04/...		08/04/...	WL
> <input type="checkbox"/> 2025/...	TESTI...	1.00	In P...	WL		CIVA ...	CIVA ...	● Ope...	08/04/...		08/04/...	WL
> <input type="checkbox"/> 2025/...	TESTI...	1.00	In P...	WL		CIVA ...	CIVA ...	● Ope...	07/04/...		07/04/...	WL
> <input type="checkbox"/> 2025/...	PROF	1.00	In P...	WL		DPFP ...	Desig...	● Ope...	27/03/...		27/03/...	WL
> <input type="checkbox"/> 2025/...	dp	1.00	In P...	WL		Desig...	Desig...	● Ope...	27/03/...		27/03/...	WL
> <input type="checkbox"/> 2025/...	ASG	1.00	In P...	WL		Acade...	Acade...	● Clos...	27/03/...		27/03/...	WL
> <input type="checkbox"/> 2025/...	ACP	1.00	In P...	WL		ACP P...	ACP P...	● Open	27/03/...		27/03/...	WL

- Alternatively, you may also click on the different page number at the bottom to scroll through the pages to find your application.

> <input type="checkbox"/> 2025/CA/000163	TESTING	1.00	In Progress	WL		CIVA and CTDA F...
> <input type="checkbox"/> 2025/CA/000162	TESTING	1.00	In Progress	WL		CIVA and CTDA F...
> <input type="checkbox"/> 2025/PROF/000113	PROF	1.00	In Progress	WL		DPFP Only - Desig...
> <input type="checkbox"/> 2025/EX/000244	dp	1.00	In Progress	WL		Designated Philant...
> <input type="checkbox"/> 2025/ASG/000128	ASG	1.00	In Progress	WL		Academic Support ...
> <input type="checkbox"/> 2025/PG/000100	ACP	1.00	In Progress	WL		ACP Programme ...
> <input type="checkbox"/> 2025/CA/000160	civa	1.00	In Progress	WL		CIVA and CTDA F...

< Previous 1 2 3 4 Next >

5. To open an application, double-click on the application title.

This page shows all existing applications that have not yet been processed.

Download Export CSV Search...

IDENTIFIER	TITLE	VERSION	STATUS	OWNER	ORGANISATION	ROUND
2025/EX/000269	Research on Maternal Health	1.00	In Progress	WL	KK Women's and ...	Designated Philant...
2025/CA/000164	TEST	1.00	In Progress	WL	CIVA and CTDA F...	
2025/MSF/000067	TESTING	1.00	In Progress	WL	AM-ETHOS Medic...	
2025/CA/000163	TESTING	1.00	In Progress	WL	CIVA and CTDA F...	
2025/CA/000162	TESTING	1.00	In Progress	WL	CIVA and CTDA F...	
2025/PROF/000113	PROF	1.00	In Progress	WL	DPPF Only - Desig...	
2025/EX/000244	dp	1.00	In Progress	WL	Designated Philant...	
2025/ASG/000128	ASG	1.00	In Progress	WL	Academic Support ...	
2025/PG/000100	ACP	1.00	In Progress	WL	ACP Programme ...	

6. Once you are in the application, please review the proposal details by clicking through each of the relevant panels on the left-hand side to view the associated information.

Application > 2025/EX/000269 - Research on Maternal Health

Invite user to register or share application

Basic Details Fund Details Contact Details Co-Principal Investigators Proposal Details Budget Milestones Key Performance Indicators AM / ACP Administrator Checklist Declaration

Declaration

Previous Save

Undertaking by Primary Requestor / Primary Principal Investigator

In submitting this proposal, I undertake to:

- Declare that all information is accurate and true *
- That the proposal is in accordance with the Gift Purpose of the donation *
- Be actively engaged in the execution of the proposal/research *
- Submit supporting documents of ethics approval obtained from the relevant Institutional Review Board (IRB) prior to initiation of the studies (where applicable) *
- Comply with all laws, rules and regulations pertaining to human ethics, including the Singapore Good Clinical Practice guidelines (where applicable) *

Name
Adjunct Assistant Professor Wee Yan Ling Wee

Date *
20/05/2025

7. Ensure that the panel for "AM / ACP administrator" has been filled in by your AM / ACP Administrator.

(This is because you will only be able to submit the endorsement only after the ACP Administrator have completed the checklist.)

Contact Details ✓
Co-Principal Investigators ✓
Proposal Details ✓
Budget ✓
Milestones ✓
Key Performance Indicators ✓
AM / ACP Administrator Checklist ✓
Declaration ✗

← Previous

ACPs Administrators use only

- Funds are available at Duke-NUS. *
- Proposal and fund request align to Gift Purpose. *
- The proposal aligns to the goals of Academic Medicine. *
- The proposal title clearly reflects the intent / scope of the proposal. *
- The proposal reflects academic outcomes and not just clinical services. *
- KPIs are measurable. *

Ensure that the completed proposal with no further edits is submitted at least 1 month before the project start date.

Note: Contact Duke-NUS Academic Programmes Management Department in advance for AM EXCO, ARC and GB meeting dates.

← Previous

Next →

8. On the "Declaration" panel, scroll to the end of the page and tick the checkbox for "I, hereby, give my endorsement for this proposal." field.

Declaration ✗

Date *
20/05/2025

AM / ACP Administrator / Staff

I declare that checklist is accurate and true *

Name
Mrs YAN LING WEE

Date *
20/05/2025

Supported by ACP Academic Chair / Head of Joint Institute / Head of SDDC / Head of AM Programme / Next Level Officer

I, hereby, give my endorsement for this proposal. *

I, hereby, give my endorsement for this proposal. is required

Name
Adjunct Assistant Professor WEE YAN LING WEE

Date *
DD/MM/YYYY

Date is required

← Previous

9. Click on the calendar icon.

Declaration ✖

Date *
20/05/2025 

AM / ACP Administrator / Staff

I declare that checklist is accurate and true *

Name
Mrs YAN LING WEE

Date *
20/05/2025 

Supported by ACP Academic Chair / Head of Joint Institute / Head of SDDC / Head of AM Programme / Next Level Officer

I, hereby, give my endorsement for this proposal. *

Name
Adjunct Assistant Professor WEE YAN LING WEE

Date *
DD/MM/YYYY 
Date is required

[Submit](#)

[← Previous](#)

10. Enter today's date.

Declaration ✖

Date *
20/05/2025 

AM / ACP Administrator / Staff

I declare that checklist is accurate and true *

Name
Mrs YAN LING WEE

Supported by ACP Academic Chair / Head of Joint Institute / Head of SDDC / Head of AM Programme / Next Level Officer

I, hereby, give my endorsement for this proposal. *

Name
E YAN LING WEE

Date *
DD/MM/YYYY 
Date is required

[Submit](#)

[← Previous](#)

< May 2025 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

11. Click the "Submit" button.

Declaration

Date *
20/05/2025

AM / ACP Administrator / Staff
 I declare that checklist is accurate and true *

Name
Mrs YAN LING WEE

Date *
20/05/2025

Supported by ACP Academic Chair / Head of Joint Institute / Head of SDDC / Head of AM Programme / Next Level Officer
 I, hereby, give my endorsement for this proposal. *

Name
Adjunct Assistant Professor WEE YAN LING WEE

Date *
20/05/2025

Submit

Previous

12. After submission, a pop-up window will appear. Please click on the link labelled "All application forms and attachments (.zip)" to download the file.

Application submission

This package of files contains your application content, attachments, and other files supporting your application. Download:

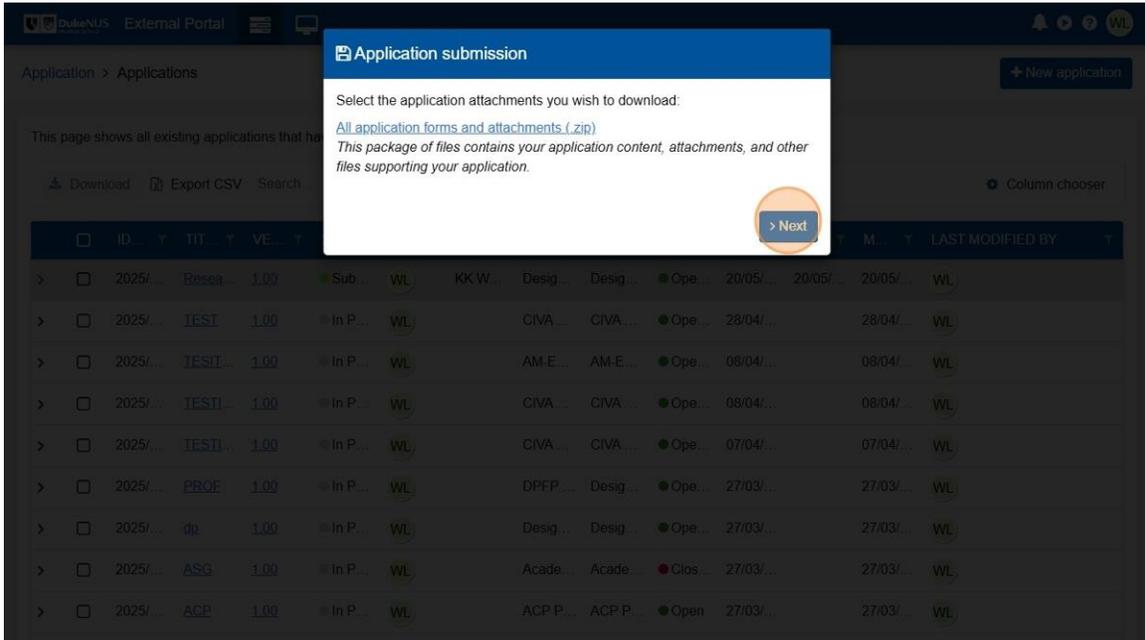
[All application forms and attachments \(.zip\)](#)

This package of files contains your application content, attachments, and other files supporting your application.

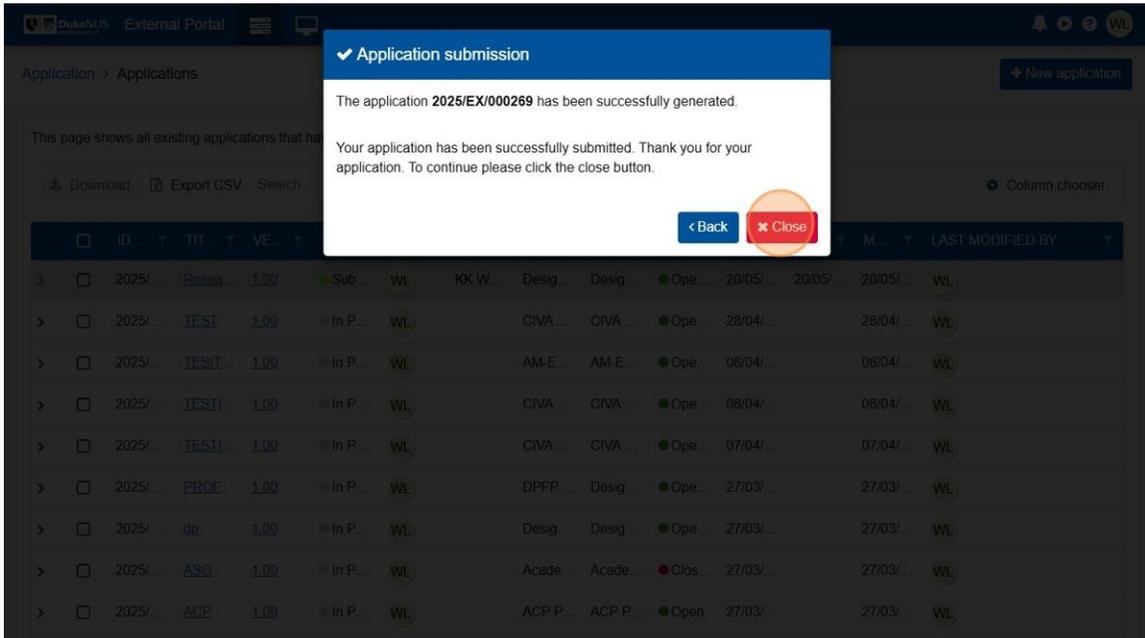
Next

ID	TITLE	VALUE	STATUS	APPLICANT	LAST MODIFIED BY							
2025/...	Resea...	1.00	Sub	WL	KK W	Desig...	Desig...	Ope...	20/05/...	20/05/...	20/05/...	WL
2025/...	IESI	1.00	In P.	WL		CVA	CVA	Ope...	28/04/...		28/04/...	WL
2025/...	IESI	1.00	In P.	WL		AM-E	AM-E	Ope...	08/04/...		08/04/...	WL
2025/...	IESI	1.00	In P.	WL		CVA	CVA	Ope...	08/04/...		08/04/...	WL
2025/...	IESI	1.00	In P.	WL		CVA	CVA	Ope...	07/04/...		07/04/...	WL
2025/...	PBOE	1.00	In P.	WL		DPFP	Desig...	Ope...	27/03/...		27/03/...	WL
2025/...	di	1.00	In P.	WL		Desig...	Desig...	Ope...	27/03/...		27/03/...	WL
2025/...	ASG	1.00	In P.	WL		Acade	Acade	Clos	27/03/...		27/03/...	WL
2025/...	ACP	1.00	In P.	WL		ACP P	ACP P	Open	27/03/...		27/03/...	WL

13. Click "Next".



14. Click "Close".



15. You will receive an email notification on the successful submission of your application like this.

**[Application Submitted] AM/ACP Designated Philanthropic
Grants Designated Philanthropic Grants FY2025
(2025/EX/000269)**

This email was automatically generated. Please do not reply to it.

Dear Adjunct Assistant Professor Wee Yan Ling Wee,

Thank you for submitting your application for AM/ACP Designated Philanthropic Grants Designated Philanthropic Grants FY2025.

Application ID: 2025/EX/000269

Proposal Title: Research on Maternal Health

PI(s) Name: Adjunct Assistant Professor Wee Yan Ling Wee

Application Link: <https://ddec1-0-en-ctp.trendmicro.com:443/wis/clicktime/v1/query?url=https%3a%2f%2fdukenus.uat.omnistar.cloud%2fOmniNet%2fApplication%2fApplicationDetails%3fapplicationIdentifier%3d2025%252fEX%252f000269%26applicationId%3d2932%26applicationVersionId%3d1.0&umid=8ed4a3e1-d9bc-4513-8470-0c7ea96f90d9&rct=1747707554&auth=8d3ccd473d52f326e51c0f75cb32c9541898e5d5-a748c5f52863d8643001fa831c114e310251e1f9>

We will review your submission and will get back to you if we require any clarification.

Regards,
Academic Programmes Management Department,
Joint Office of Academic Medicine