Annex F: IGMS Account Creation

Step 1: Initiating IGMS account creation

Please provide the following information for NEA, the **Programme Office (PO),** to initiate the registration process with the Research Grant Officer (RGO) from National Research Foundation (NRF).

Details of the new account to be created in IGMS

S/N	Full Name of Company	Local Company / Foreign Company?	Public Company / Private Company?	UEN (for Local Company) / Entity ID (for Foreign Company)
1				
2				

For Foreign Company, please also provide the screenshot from Corppass profile page indicating the Entity ID (for Foreign Company), for verification purposes.

For foreign company users who have an existing IGMS account via "For overseas users without Singpass", please refer to the Notes below.

Step 2: Creation of users under HI

Once RGO has created the **new** company in IGMS, RGO will notify NEA. The company created in IGMS is referred to as **Host Institution (HI)** from here on. NEA will then proceed to follow-up with the **new HI** for the nomination and registration of the **HI Admin** in IGMS.

1. The company will need to nominate an **HI Admin**.
2. The **HI Admin** will need to have their Corppass account setup. Please refer to Corppass website for more info (www.corppass.gov.sg) on Corppass account matters.
3. The **HI Admin** will need to log in to IGMS via "**For Business Users**" to register an account and update their profile in IGMS. Please note that the IGMS would grant them the **Principal Investigator (PI)** role by default.
   For foreign company users who have an existing IGMS account via "For overseas users without Singpass", please refer to the Notes below.
4. After the **HI Admin** has been successfully registered in IGMS, the **HI Admin** will notify NEA with the information below, who will then e-mail to NRF_IGMS@nrf.gov.sg (and **cc** the NRF Directorate), so that RGO can change the role of the person from a **PI** to a **HI Admin**:
   - **Full Name of HI Admin:**
   - **E-mail Address of HI Admin:**
   - **Designation of HI Admin in the company:**
5. Once the **HI Admin role** has been assigned, RGO will inform NEA and Cc the NRF Directorate.

6. Once granted the role as a **HI Admin**, the **HI Admin** may proceed to assign the relevant roles (e.g. DOR, ORE, etc.) to the various users within the organisation.

Notes:

For **existing** foreign company users who have an IGMS account registered via "**For overseas users without Singpass**" route:

- Users should contact Corppass to register and obtain a Corppass account. Please refer to Corppass website (www.corppass.gov.sg) and their FAQ section (go.gov.sg/corporate-login) for more info.
- Since you have registered the company in IGMS before, once the Corppass account has been obtained, please follow Step 1 (Registering the Host Institution) above, to **update** your company with the **newly issued Entity ID (for Foreign Company) in IGMS**, before proceeding further.
- After Step 1 is completed, when registering in IGMS via "**For Business Users**", ensure to register using the **same email address** that was used for the existing IGMS account.

> **[Important!]** In order to continue accessing past transactions in IGMS, it is important the above steps are done to (i) update the new Entity ID in IGMS, and (ii) to register via "**For Business Users**" with the same email address.

- The rest of the steps under Step 2 (Creation of users under HI) remains the same.