

SUMMARY OF INSTRUCTIONS FOR THE
2021 DR RANJEET BHAGWAN SINGH (RBS) RESEARCH GRANT APPLICATIONS

How to access ASM Awards and Recognitions system?

Kindly type in www.mytopscientists.org at the web browser and press "Enter".

How to register as Applicant account?

1. Click "REGISTER" button;
2. You are advised to use your personal email address;
3. Complete all the required information and choose "Applicant" as type of user;
4. An activation link will be sent to your registered e-mail. Click on the provide link to activate your account; and
5. Login to the system using your registered e-mail and password.

How to apply RBS Research Grant in the ASM Awards and Recognition system?

1. Complete the Personal Particular section;
2. Click "Application" tab, and then "+ Create New Application";
3. Please download "User Manual Handbook" for a comprehensive instruction;
4. Choose Category of Application as "Dr Ranjeet Bhagwan Singh Research Grant" and click "Create" button;
5. The RBS application will appear in "Application List", then click "View Details" button;
6. There are six (6) sections in Application Dashboard that need to be filled in as follows:
 - Personal Particulars;
 - Section A: Knowledge Generation;
 - Section B: Knowledge Dissemination
 - Section C: Impact of Research Output;
 - Section D: Research Project Proposal; and
 - Declaration.
7. Please complete your information at the respective sub-criteria by clicking on the fields and typing in the data;
8. All of the information in each sub-criteria must be detailed out in "Input List", then click "Save". Please note that, the Input List can't be saved in form of table;
9. Please fill in zero (0) if there is no information for any respective field;
10. Your application will be considered as incomplete if there are blank fields in the sub-criteria;
11. Click "Save" button at the bottom of the page on each Section to ensure all the data is captured by the system;
12. Click "Back to Dashboard" to return to the Application Dashboard;
13. For Section D: Research Project proposal, you are required to Download the RBS Research Grant proposal by clicking "Download" button. You may upload the completed research proposal by clicking "Choose File" button and click "Save" button for the system to capture;
14. For Declaration section, please tick on the statement given and download the Institutional Endorsement form. Please compile the Endorsement form and proof of your employment in one pdf file. Kindly upload completed document by clicking "Choose File" button and click "Save";
15. Please ensure all the Sections tabs are in Green colour before submitting your application;
16. Please click "Submit Application" button at the bottom of the page to submit application;
17. Kindly click on "Print/Export Application" button to save or print your application; and
18. Please take note that the submitted application cannot be updated.