

**SUMMARY OF INSTRUCTIONS FOR THE
DR RANJEET BHAGWAN SINGH (RBS) RESEARCH GRANT APPLICATION**

How to apply for RBS Research Grant?

1. Kindly type in www.mytopscientists.org at the web browser and click "enter".





How to register for a TRSM account?

2. Kindly click on "Create New" button near the login panel and you will be directed to the "Apply New Account" page.
3. Kindly complete all information required in the "Apply New Account" page as follows:
 - i. Enter you preferred ID
 - ii. Enter your valid e-mail address - an activation link will be sent to the registered e-mail
 - iii. Kindly select "Type of User" as "Awards, Grants, Research Fellowship & Membership"**
 - iv. Enter your preferred password
 - v. Enter the shown verification code
4. Once complete, please click "SUBMIT" button in order to register.
5. An activation link will be sent to your e-mail. Kindly check your e-mail and click on the provided activation link to activate your account.

Login to TRSM database

6. Kindly key in your registered User ID and password at the login panel and then click on "LOGIN" button. You will be directed to the TRSM online application form.

How to input data into the TRSM database?

7. Kindly select application for "DR RANJEET BHAGWAN SINGH RESEARCH GRANT".
8. There are six (6) main sections in the online application form that need to be filled in as follows:
 - i. Personal Particulars
 - ii. Section A – Knowledge Generation
 - iii. Section B – Knowledge Dissemination
 - iv. Section C – Impact of Research Output
 - v. Section D – Research Project Proposal
 - vi. Declaration
9. Kindly read the instructions by clicking "INSTRUCTIONS" button before you fill in the form.
10. Please input your information and data at the respective field by clicking on the fields and typing in the data.
11. You are required to copy and paste a detailed input list that corresponds with data keyed in at Section A, B and C for each criteria such as list of publications, intellectual property rights and scientific presentations by clicking on 'INPUT LIST' link. Please copy your existing list and paste the information in this section.
*** Input List should not be in the form of a table*
12. Kindly save your input data for each section by clicking "SAVE" button at the respective section. Please wait until the saved notification appears in red colour before proceeding to the subsequent section or logging out. This is to ensure that your data is completely saved and avoid any loss of data.
13. Please fill in zero (0) if there is no information for any respective field. You will be unable to submit your application if there are any blank fields.
14. For Section D, you are required to provide your research proposal and extra information. Kindly download the template of RBS Research Grant proposal by clicking  button. Once completed, you are required to upload the completed RBS Research Grant proposal and extra information into the TRSM database by clicking  button.
15. For Declaration section, you are required to upload your institutional endorsement. Kindly download the institutional endorsement form by clicking  button. Once completed, kindly upload the endorsement form into the TRSM database by clicking  button.
16. Finally, kindly click on "SUBMIT APPLICATION" button at the bottom of the page to submit the application.
17. Kindly click on "EXPORT TO PDF" button to save or print your application.
18. You may login and update your information and data before the closing date for submission.