Research Permit Application User Guide
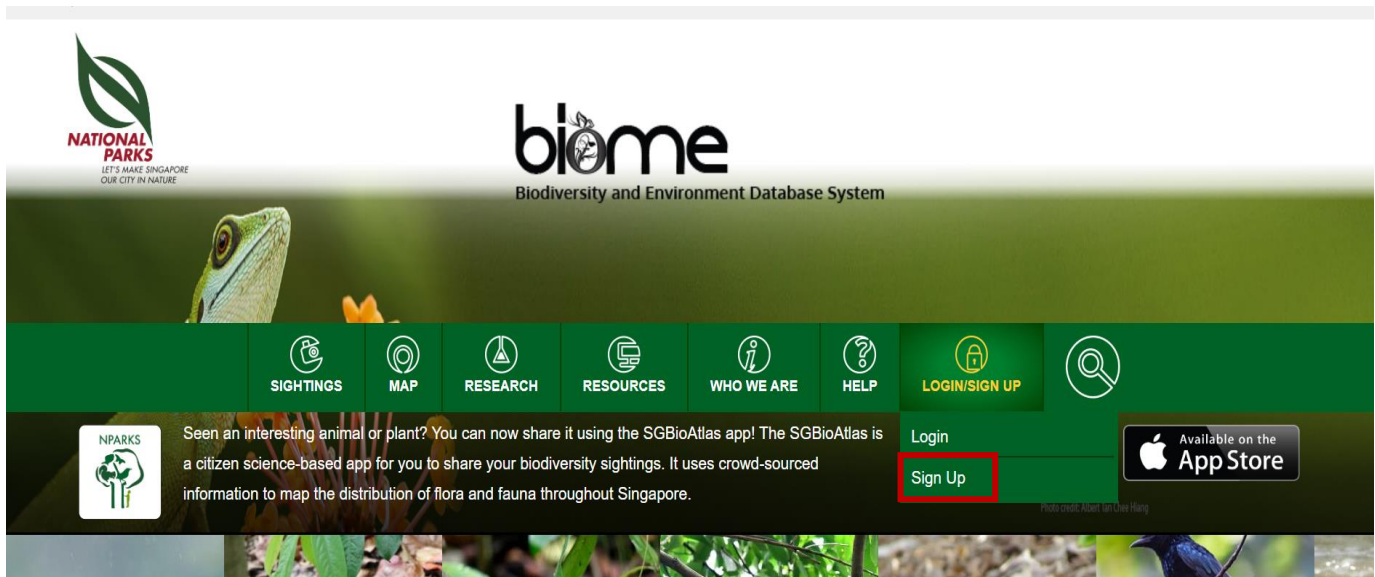
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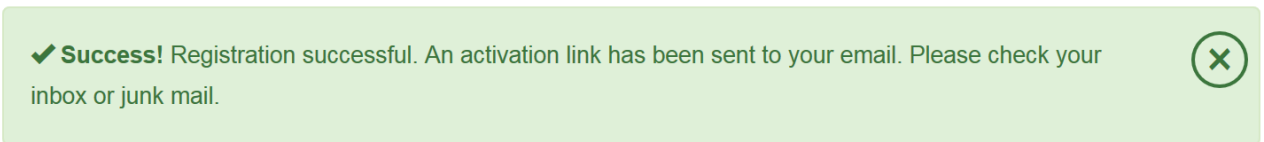
1. Creating an Account

1. Go to https://biome.nparks.gov.sg
2. Look for "Login/Sign Up" and click on "Sign Up".

3. Fill in all the fields.
4. If your sign up is successful, an activation link will be sent to the email used during registration.

✔ **Success!** Registration successful. An activation link has been sent to your email. Please check your inbox or junk mail. ⊗

5. Login to your email and click on the activation link.
6. You will then be redirected back to the BIOME page and your account has been created successfully .

2. Applying for a Permit

1. Look for "Research" and click on "Permit Application".
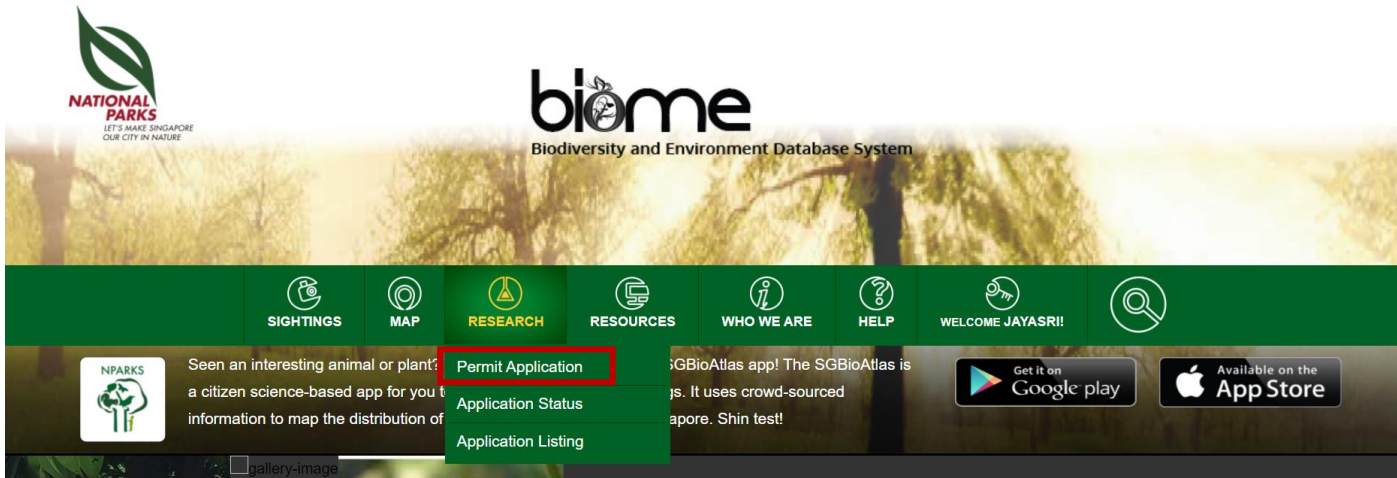
2. Before applying for a permit, click on "Terms & Conditions". For first time users, you must agree to the Terms & Conditions (T&Cs) before proceeding with the application.
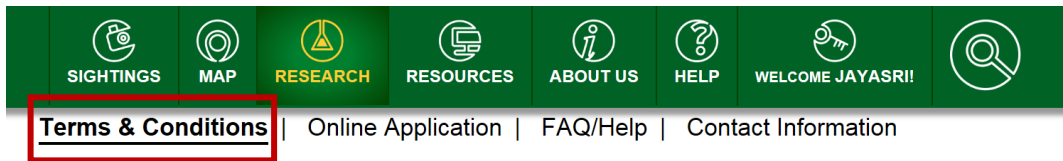
    PROCEED TO APPLICATION

    Terms and Conditions applicable

    A. The Researchers and their team are to give prior notice of field surveys/schedule of visits to NParks Management upon approval of the research application. The Researchers and all field assistants are also to report/inform by phone the Ranger Counter/Information Kiosk at the field venue (if applicable), before and after each field visit.

3. After reading through the T&Cs, check the box to confirm that you have done so.

Please note that NParks reserves the right to terminate or revoke the research permit with immediate effect if any of the above conditions are not complied with, or if any of the information or documents submitted to NParks are false or inaccurate.

☑ I have read and agree to the Terms & Conditions

* The permit application form has a **15 minute timeout** period for security reasons. You are encouraged to save the application as a draft frequently or extend the session when prompted in order to avoid losing any information.

2. Applying for a Permit

4.   You may now proceed to fill in all the mandatory fields.

   •   If you are collaborating with NParks for the project the application is submitted for, do provide the NParks officer's email contact.

      •   *Note: Do NOT include the officer contact that you enquired about the project or research permit process. Indicate 'Yes' to this question after checking the officer.

   •   Click Institutional Researcher if the project is conducted as part or an academic/research institution or organization and provide institution as well as Principal Investigator details.

2. Applying for a Permit

5. You may now proceed to fill in all the mandatory fields. For the section on particulars, you may add team members by clicking on "Add Member".

Field Survey Team Particulars

Please list all personnel involved in the field survey team:

Team Member 1 Name *	JAYASRI SRIKANTAN LAKSHMINARAYANAN
Team Member 1 Date Of Birth *	
Team Member 1 Photo*	Choose File No file chosen

Recommended image size: 250 x 250 pixels
Supported file formats: JPG or PNG

+ADD MEMBER

6. For the section on study location, follow the instructions given.
   • Provide as precise locations/trails/routes as possible

You may use this button to do text search of location names.

Take note that this button clears **all** of your plotted points/areas.

7. When drawing a polygon, you may complete it by clicking on the initial point.

Initial point

Click on the initial point to end the drawing

* Note: Your application will be routed to respective officers in-charge based on the locations marked on the map. Thus, mark precise location and refrain from marking the whole of Singapore.

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2. Applying for a Permit

8. You may also add a remark to your study site by right-clicking on the shape drawn. A pop-up window will appear and remarks can be entered there. The study location will turn orange after a remark is added.
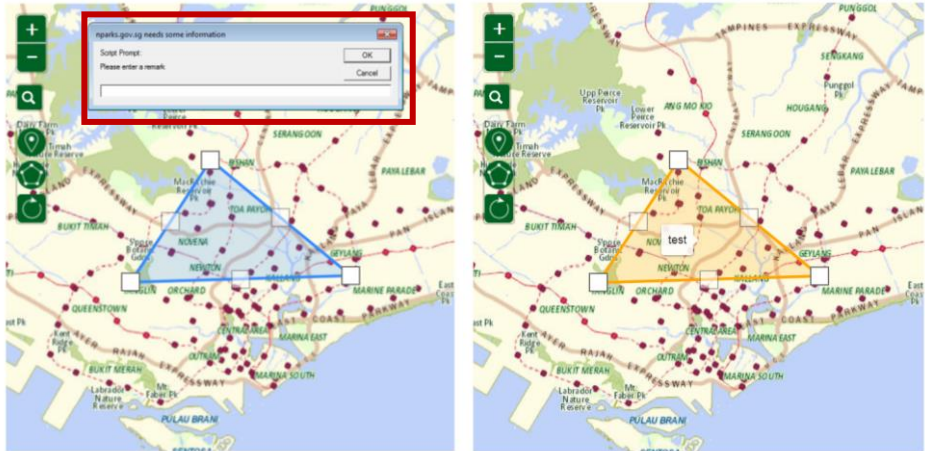
9. The acknowledgement form with the signatures of ALL the members should be uploaded in the miscellaneous section. The form can be downloaded by clicking on 'Acknowledgement Form'

10. If your application has been submitted successfully, you will see a confirmation message.

11. If you wish to complete your application at a later time, you may save it as a draft.

3. Application Status

1. Go to "Research" > "Application Status".

2. You will see a list of permits that you have applied for and their statuses.

3. To access more details for a particular permit, click on the title of that permit.

Research Title	Permit No.	Date of Creation	Status	Permit Issued Date
		21 June 2017	In Progress	
		20 June 2017	In Progress	
	NP/RP17-003	20 June 2017	Approved	20 June 2017
test	NP/RP17-001	20 June 2017	Approved	20 June 2017

Showing 1 to 4 of 4 applications

3.1. Application Status – In Progress

1. For permits that are still in **progress**, you will only be able to access the discussion forum.

   • The discussion forum allows you to liaise directly with the site managers.

   • You may either post questions for the site managers or answer any queries from them.

   • You may also view your previous conversations with the site managers.
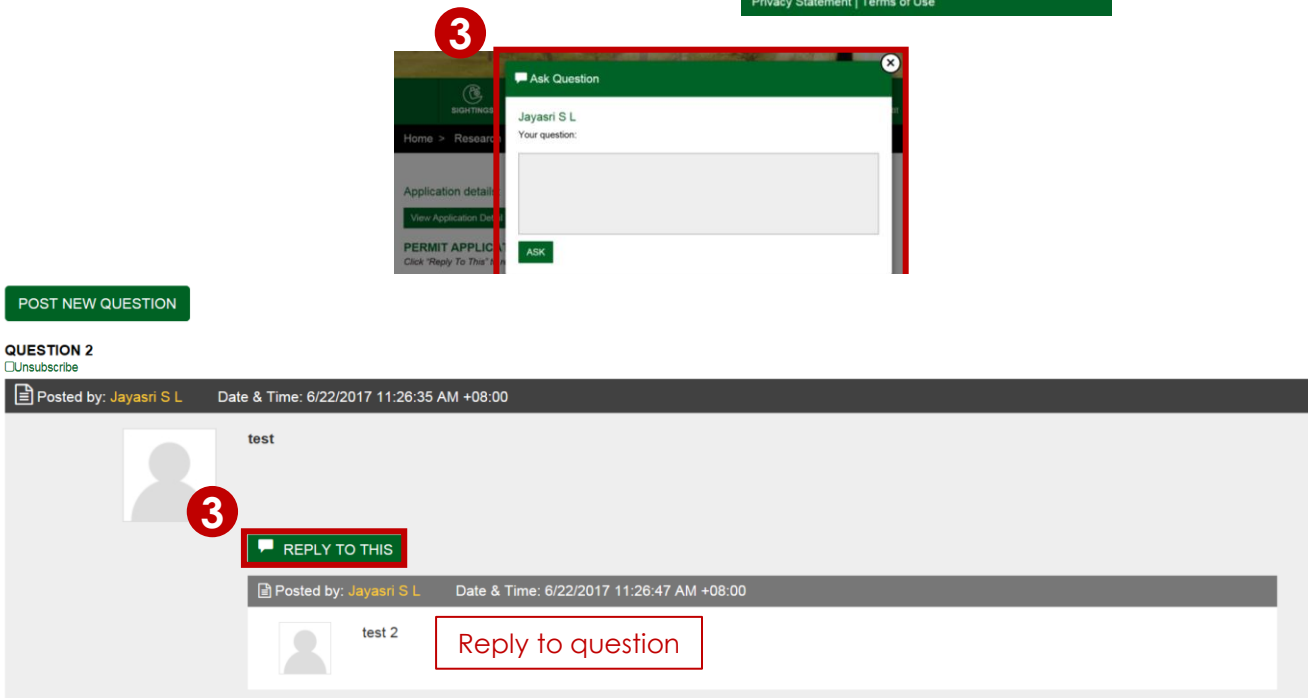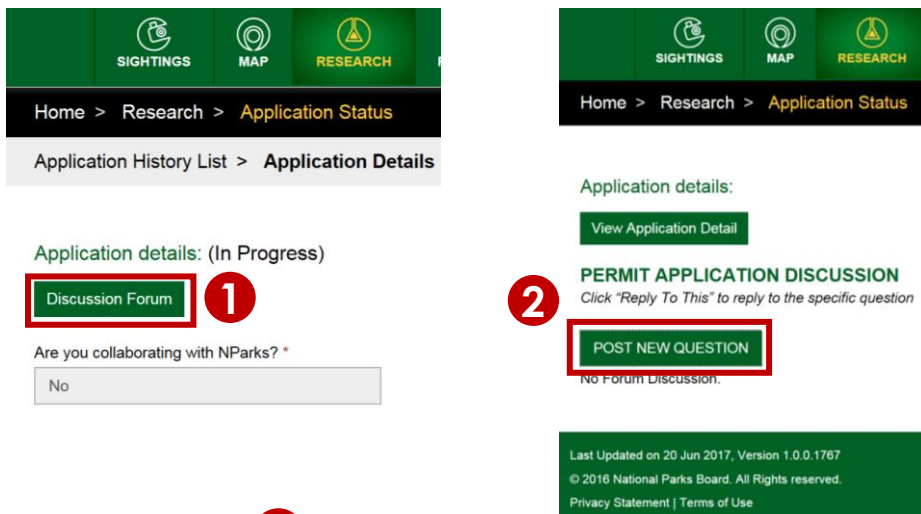
*You will receive notifications when someone posts in the forum. To unsubscribe, check the "Unsubscribe" box ☐Unsubscribe for the posts that you do not wish to receive notifications.

3.2. Application Status - Approved

1.   For permits that have been **fully approved** (full approval of ALL sites), you will be able to:

    a)   Amend permit

    b)   View permit

    c)   View pass

    d)   Upload report

    e)   Access the Discussion Forum

    f)   Apply for Site Visits

    g)   Assign Main Applicant

| SIGHTINGS | MAP | RESEARCH | RESOURCES | WHO WE ARE | HELP | WELCOME JAYA |

Application details: NP/RP21-018 (Approved)

| Amend Permit | View Permit | View Pass | Upload Report | Discussion Forum | Site Visit | Assign Main Applicant |

Are you collaborating with NParks? *

No

Are you an Independent Researcher or an Institutional Researcher? *

Independent Researcher

3.2. Application Status - Approved

a) Amend permit

1. Permit amendments are only available after approval is given.

2. To amend a permit, click on "Amend permit" and click 'Submit Amendment' after making changes.

3. During the amendment, you will be able to:
    a) Add/Remove team members

    b) Amend methodology
    c) Amend specimen collection
    d) Add/Remove study locations

3.2. Application Status - Approved
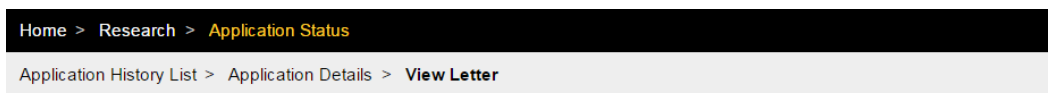
b) View Permit

1. Click on "View Permit".

2. You will be able to see your permit letter. You can also print and/or download it.
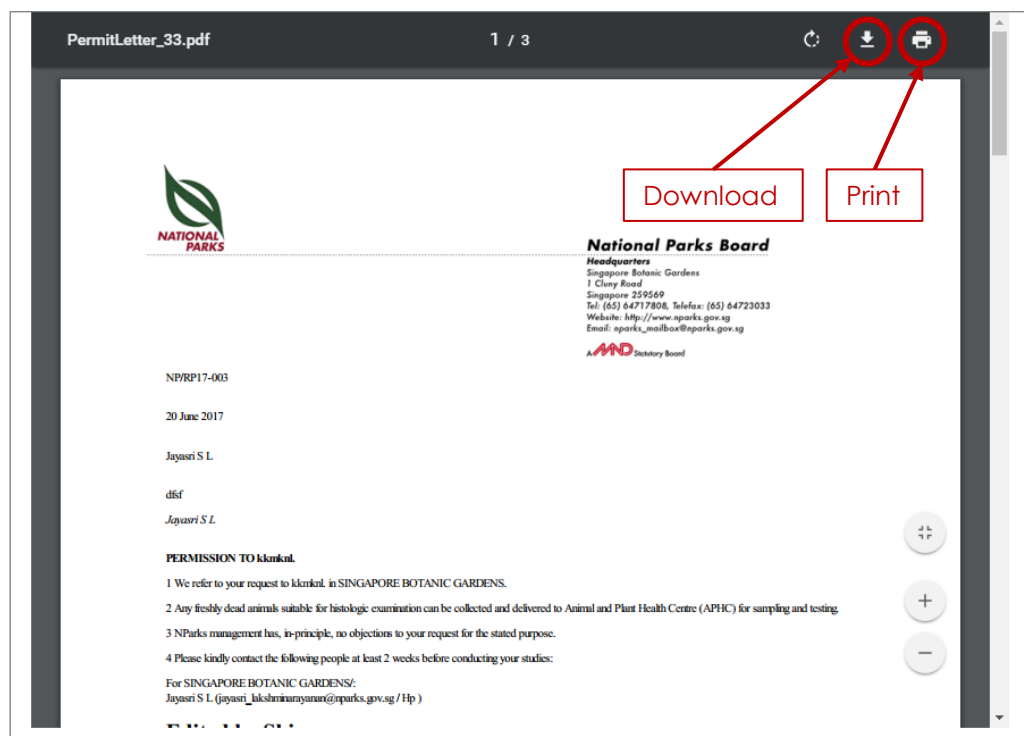
3.2. Application Status - Approved

c) View Pass

1. Click on "View Pass".

2. You will be able to see your research pass. You can also print and/or download it.
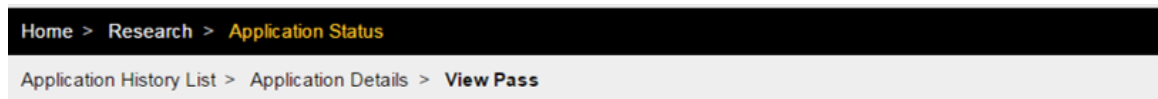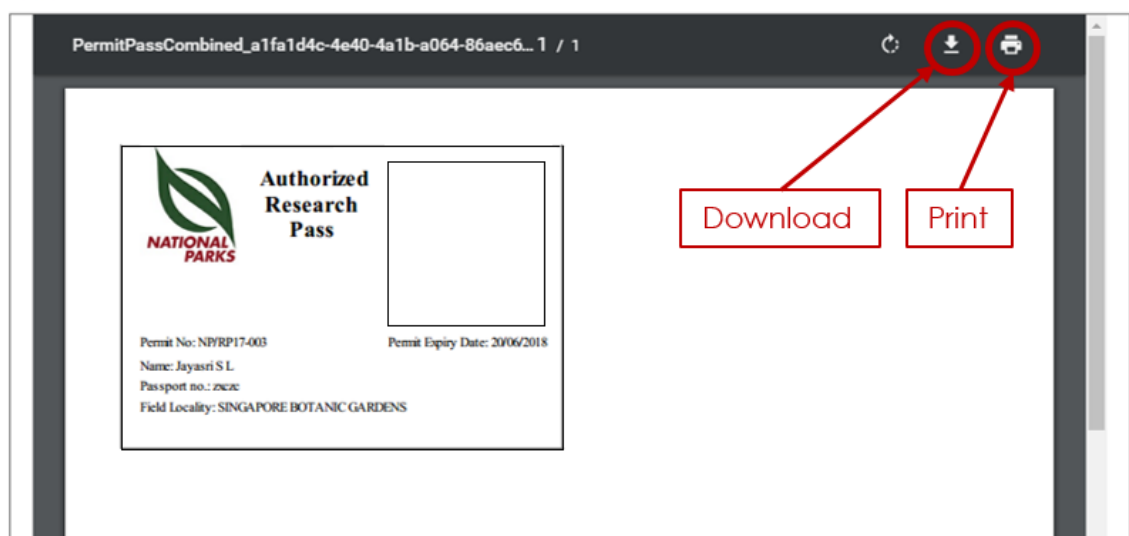
3.2. Application Status - Approved

d) Upload Report

1. When your research is completed, you should upload the final report onto BIOME.

    • If you intend to continue the study, upload an interim report in order to submit a renewal permit application.
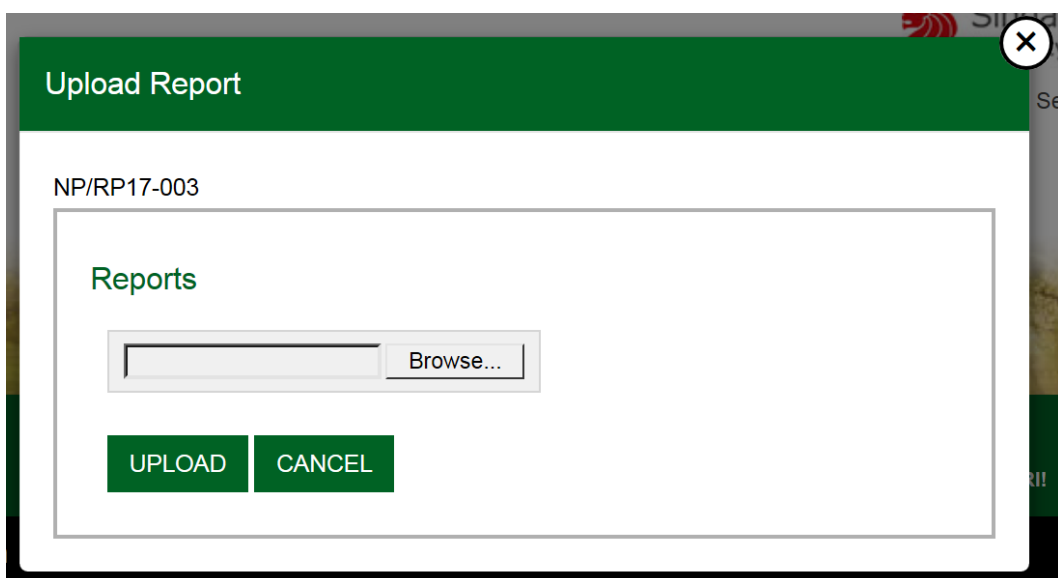
2. Click on "Upload Report".

3. A pop-up window will appear and you will be able to upload the relevant reports onto the BIOME system.

3.2. Application Status - Approved

e) Discussion Forum

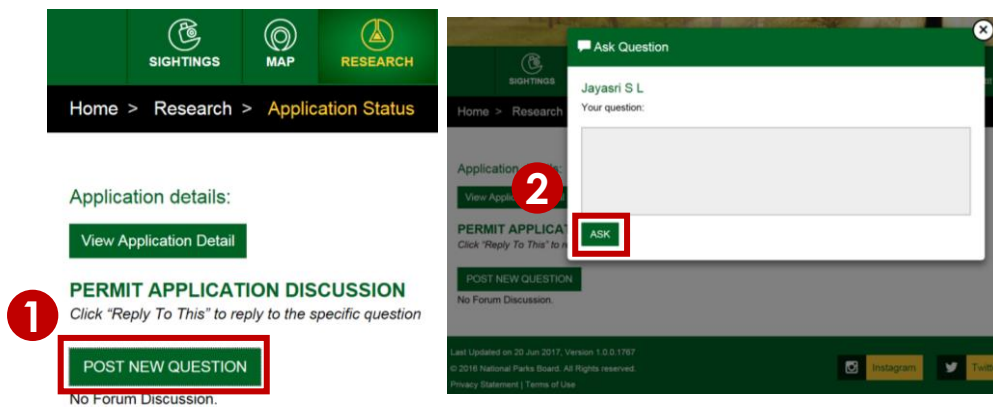1. To access the discussion forum, click on "Discussion Forum".

2. The discussion forum allows you and the site managers to discuss any changes on permit requirement after it is issued. You will also be able to discuss amendments before submitting a permit amendment.
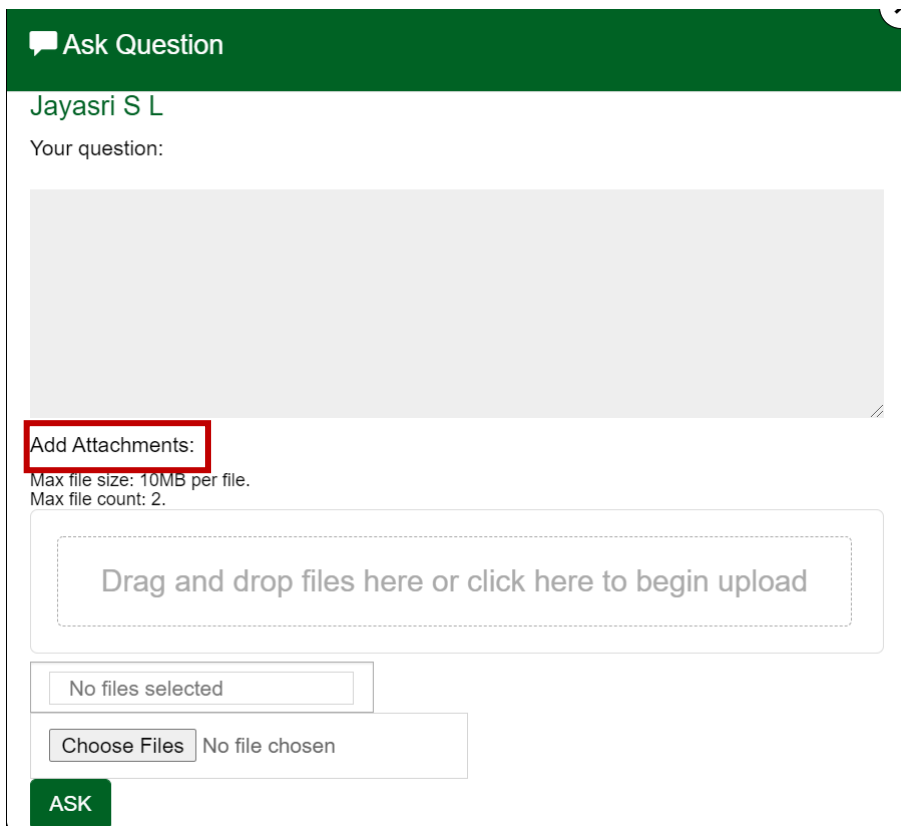
3.2. Application Status - Approved

e) Discussion Forum

1. The discussion forum is accessible to the main applicant, site managers the application has been routed to and the permit manager.

2. Additionally, for institutional research, a system generated email will be sent to Principal Investigator to participate in the discussion forum.

3. While posting a new question or replying to a post, you will also be able to send any attachments to address the query.

4. You may delete a discussion forum post submitted by you.

5. You will receive notifications when someone posts in the forum. To unsubscribe from a particular post, check the "Unsubscribe" box ☐Unsubscribe

3.2. Application Status - Approved

f) Site Visit

1. To request for a site visit, click on "Site Visit".

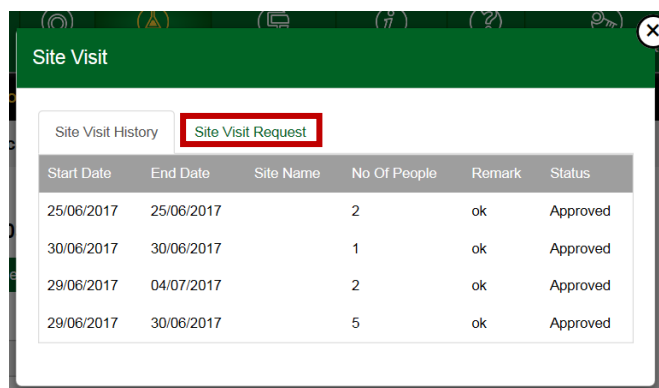2. There will be a pop-up window and click on "Site Visit Request".

3. Fill in all the fields.
   - By default, the start date is set as 5 days from the date of request
   - If there are urgent requests, please contact the site managers via email.

3.2. Application Status - Approved

f) Site Visit

4. You can also view your previous and pending site visit requests by clicking "Site Visit History".

5. The site visit requests are only available for NParks sites.
   - For areas which are managed by other agencies, you may request for site visits by emailing the contacts listed in your permit letter.

3.2. Application Status - Approved

g) Assign Main Applicant

1. You can assign another team member to be the main applicant to take over the application and BIOME functions.

2. The team member to be assigned as the main applicant must have a BIOME account. The team members with account will appear in the drop-down list under the 'Assigned To' section.

3.3. Application Status - Rejected

a) Amend permit

1. For a rejected permit, you will be able to amend the permit as well.
2. To amend a permit, click on "Amend permit".

b) Discussion Forum

1. You may also access the Discussion Forum to bring up any queries you may have for the site managers.

Application History List > **Application Details**

Application details: (Rejected)

Amend Permit   Discussion Forum

3.4. Application Status - Expired
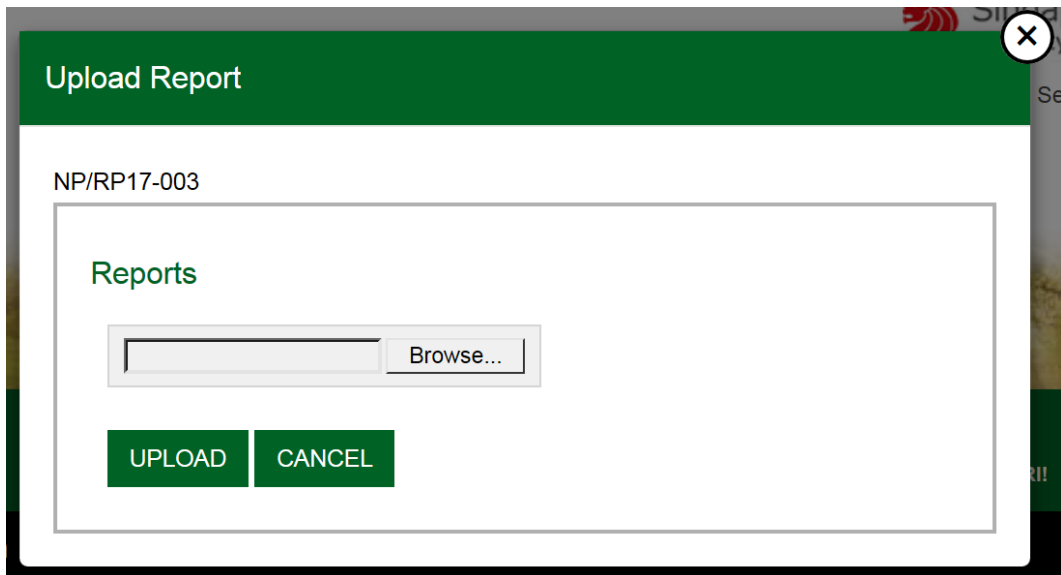
a) Upload Report

1. For an expired permit, you will be able to view pass, view permit, access discussion forum and upload report

2. Click on "Upload Report".

Application details: **NP/RP21-026-1** (Expired)

| View Permit | View Pass | Upload Report | Discussion Forum | Assign Main Applicant |

3. A pop-up window will appear and you will be able to upload the relevant reports onto the BIOME system.

Upload Report

NP/RP17-003

Reports

[   ] Browse...

UPLOAD   CANCEL

Note: This report should summarise the work that you've conducted over the past year, detail any findings that you've obtained so far, and also outline what work you plan to do in the coming year. Once you upload a report, the 'Renew Permit' button will be available.

If a report if uploaded, a 'Renew Permit' will be available from **60 days before expiry data.**

3.4. Application Status - Expired

b) Renew permit

1. Permit renewal will only be available after report is uploaded.
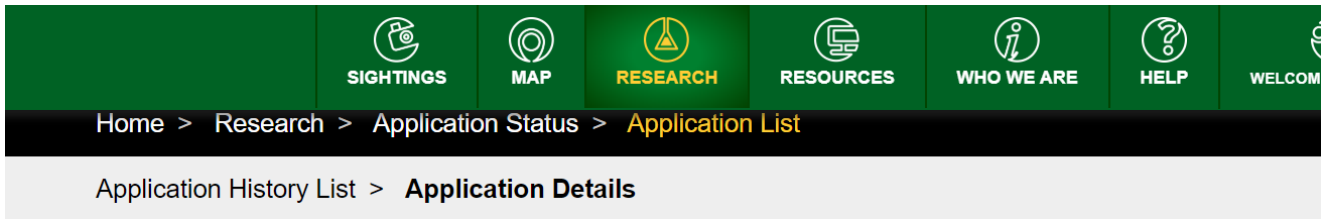
3. During the renewal, you will be able to:

   a) Add/Remove team members
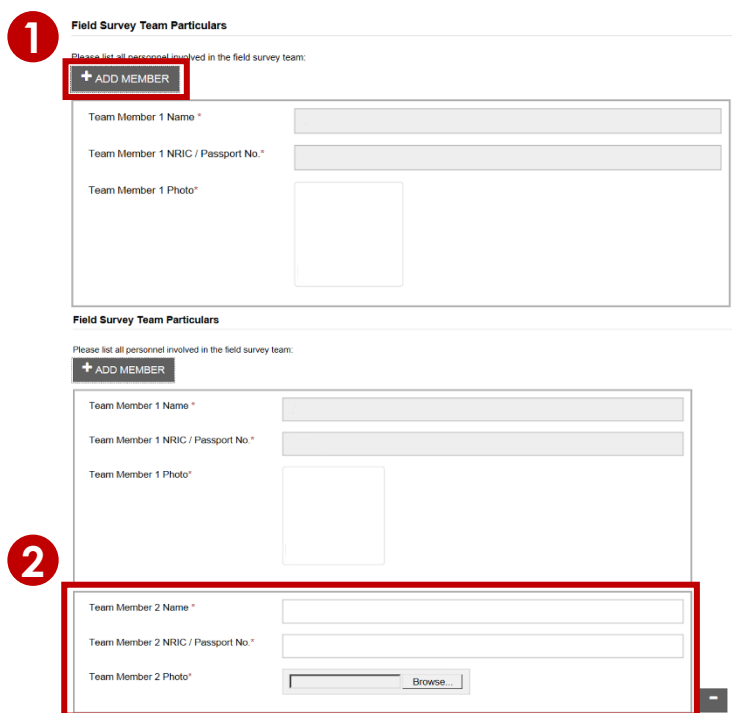
   b) Amend methodology

   c) Amend specimen collection

   d) Add/Remove study locations

   e) Amend study period

4. Submit the renewal application

4. Frequently Asked Questions (FAQs)

1)   How long is my BIOME account valid for?
For security reasons, your account will expire upon 90 days of inactivity. After 90 days, a notification will be sent to your registered email address for you to extend the use of your account.

2)   I forgot my password. How can I reset it?
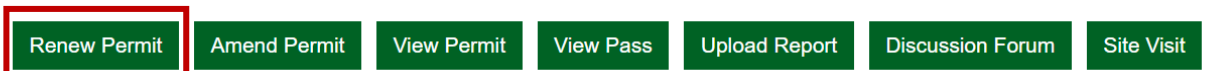Click on the "Login/Sign Up" tab. You will then see the option to reset your password.

3)   How do I change my password?
Go to the "Welcome" tab and click on "My Profile". The option to change your password can be found under the Password section.

4)   Who do I contact if I have trouble using the system?
For general enquiries and feedback, you may contact Koh Choh Shin (Mr) at shin_koh@nparks.gov.sg or 1800-471-7300.
For technical support, you may contact the Technical Specialist at biome_support@ncodeconsultant.com or 62826578.

5) I have a permit that was approved under the previous system. If I want to amend/renew the permit, do I use this new system?
For permits that were handled under the old system, you should continue sending your queries to nparks_research_permit@nparks.gov.sg.

6) Does this system process all study sites in Singapore?
This system will be used for sites under NParks' management first. Areas under the management of other agencies will continue to be processed via emails as before.

7) Can I transfer the permit in my account to another BIOME account?
Research permit letter and pass is non-transferable. All features relating to the application can only be accessed from the main applicant's BIOME account. Kindly use a company or lab email to create BIOME account so the application remains accessible. You may use the 'Assign Main Applicant' button if another team member listed in the permit is taking over.

8) Is there a maximum number of team members I can add?
No, you may add as many team members as required.

9) How long is my permit valid for?
Research permits are valid for one year from the date of issue. Subsequent renewal options are available upon uploading a report.

10) When can I submit a renewal application?
As your permit is approaching expiry, prepare an interim report and upload in BIOME. A ' Renew Permit' button will be available if a report is uploaded upto 60 days prior to expiry date.

11) I can't find the email notifications for the Discussion Forum in my inbox.
Please check your junk/spam folders of your email account as they may be sent there. You should also check the Discussion Forum and reply to any queries regularly.