

Research Permit Application User Guide

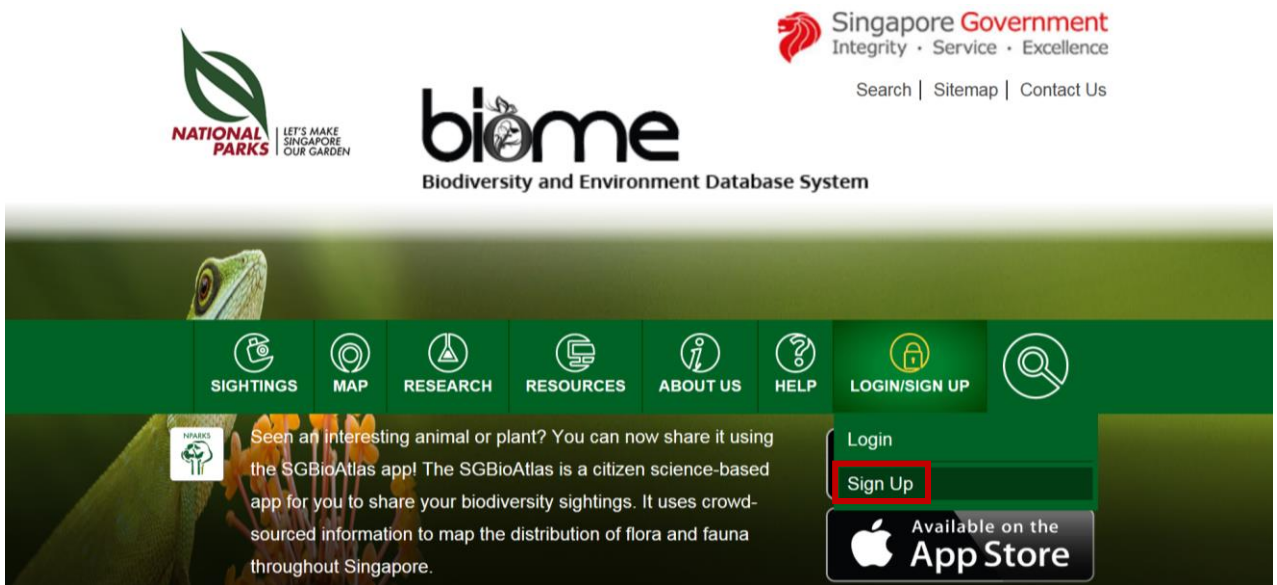


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1. Creating an Account

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.

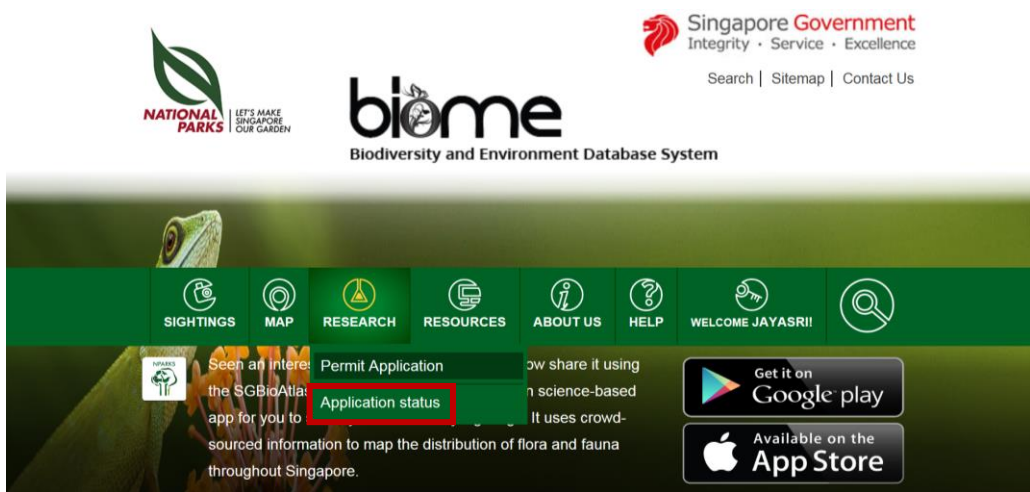
✓ **Success!** Registration successful. An activation link has been sent to your email. Please check your inbox or junk mail.



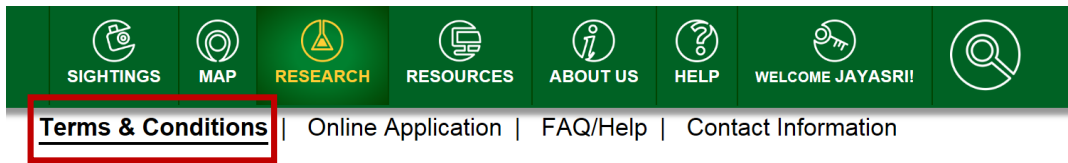
5. Login to your email and click on the activation link.
6. You will then be redirected back to the BIOME page and your account has been created successfully .

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 in order to avoid losing any information.

2. Applying for a Permit

4. 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:

+ADD MEMBER

Team Member 1 Name *

Jayasri S L

Team Member 1 NRIC / Passport No. *

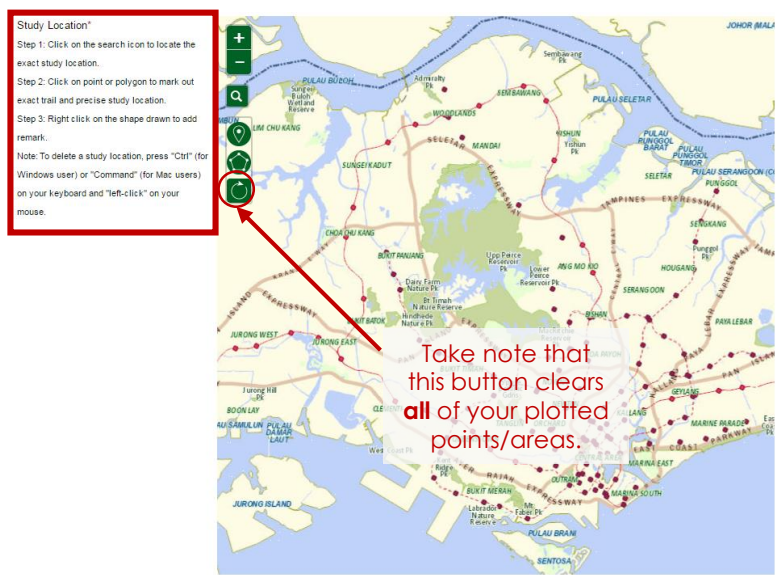
SxxxxxxxX

Team Member 1 Photo *

C:\Users\Public\Pictures\ Browse...

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

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



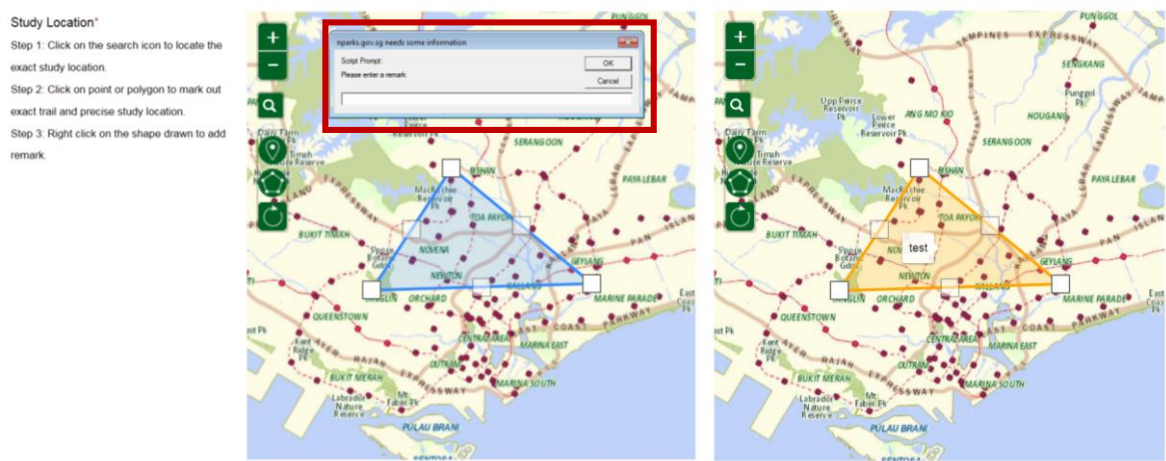
6. When drawing a polygon, you may complete it by clicking on the initial point.



* Note: To delete a study location, press “Ctrl” (Windows) or “Command” (Mac) on your keyboard and “left-click” your mouse on the location.

2. Applying for a Permit

7. 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.



8. The acknowledgement form with the signatures of ALL the members should be uploaded in the miscellaneous section.

Documents Upload

Miscellaneous (Acknowledgement form, supporting documents, detailed methods.)

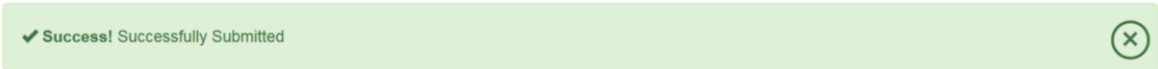
Browse...

By submitting your application, you and all the listed team members have read and agreed to abide by our Terms and Conditions.

SUBMIT

SAVE AS DRAFT

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



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

* Note: The Acknowledgement form can be downloaded from <https://www.nparks.gov.sg/biodiversity/resources-and-research-permits>

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.

SIGHTINGS

MAP

RESEARCH

RESOURCES

ABOUT US

HELP

WELCOME JAYASRI!

Home > Research > Application Status

Application History List

Research Permit Application List

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

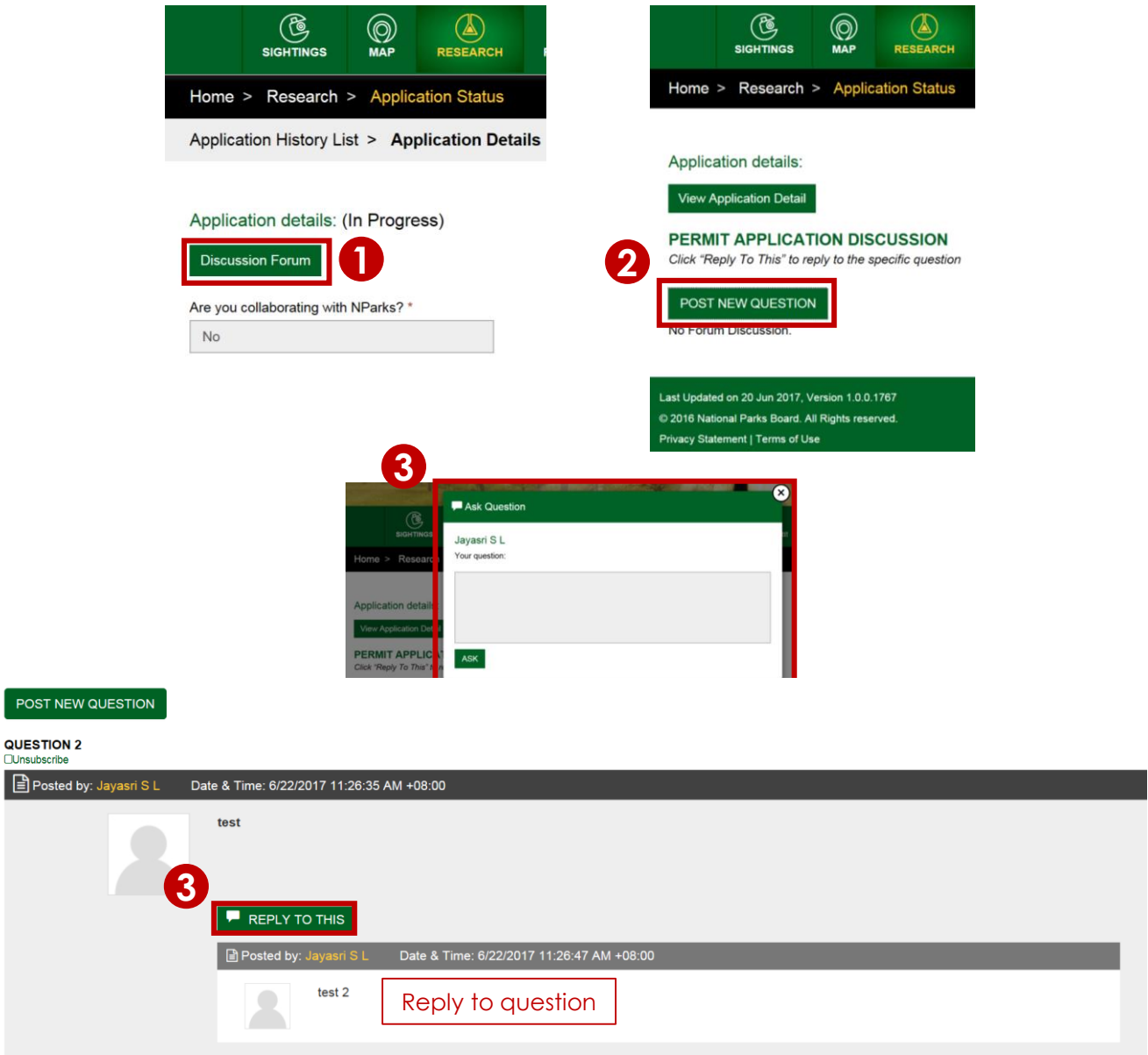
<

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. 8


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 reports
 - e) Access the Discussion Forum
 - f) Apply for Site Visits


SIGHTINGS

MAP

RESEARCH

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ABOUT US

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WEL

Home > Research > Application Status

Application History List > Application Details

Application details: NP/RP17-003 (Approved)

Amend Permit

View Permit

View Pass

Upload Report

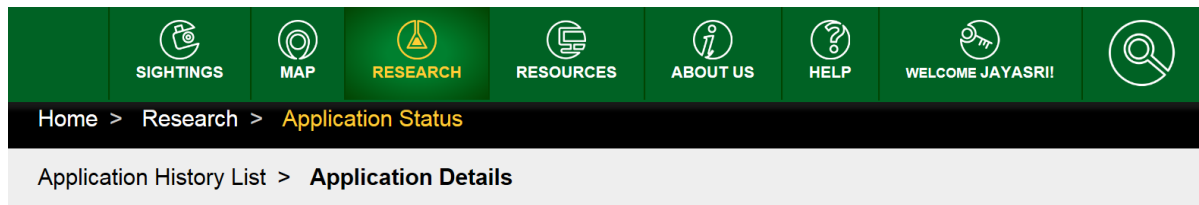
Discussion Forum

Site Visit

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".



Application details: NP/RP17-003 (Approved)



Are you collaborating with NParks? *

No

- 3. During the amendment, you will be able to:
 - a) Add researchers

A screenshot of a web form titled "Field Survey Team Particulars". It contains a section for adding team members. A red circle with the number "1" points to a "+ ADD MEMBER" button. Below this button are three input fields: "Team Member 1 Name *", "Team Member 1 NRIC / Passport No.*", and "Team Member 1 Photo*". A second identical set of fields is shown below. A red circle with the number "2" points to the "Team Member 2 Photo*" field, which has a "Browse..." button next to it.

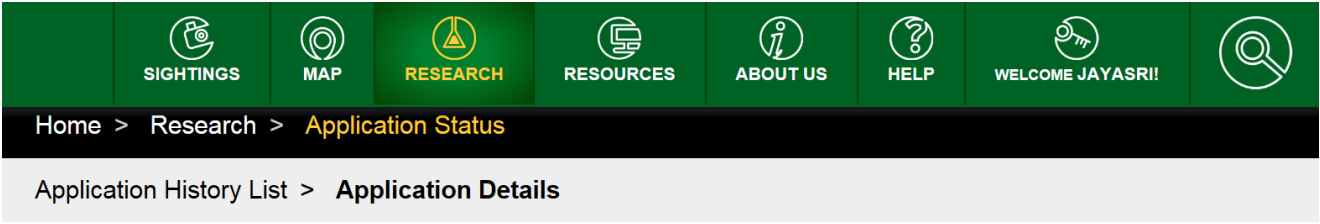
- b) Add methodology
- c) Add study locations

*The function to remove study sites/remove team members/add the type of taxa collected will be available in the next update. 10

3.2. Application Status - Approved

b) View Permit

- 1. Click on “View Permit”.



Application details: NP/RP17-003 (Approved)

[Amend Permit](#)

[View Permit](#)

[View Pass](#)

[Upload Report](#)

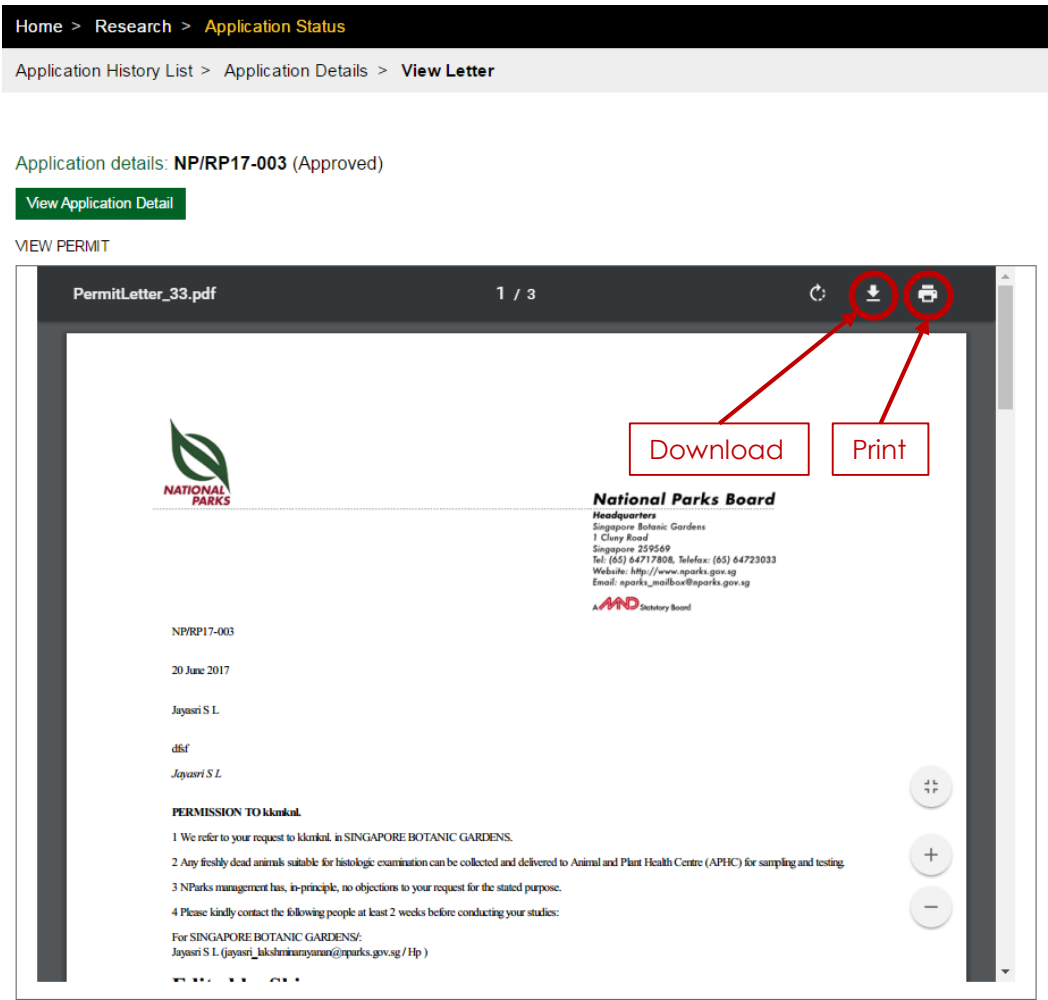
[Discussion Forum](#)

[Site Visit](#)

Are you collaborating with NParks? *

No

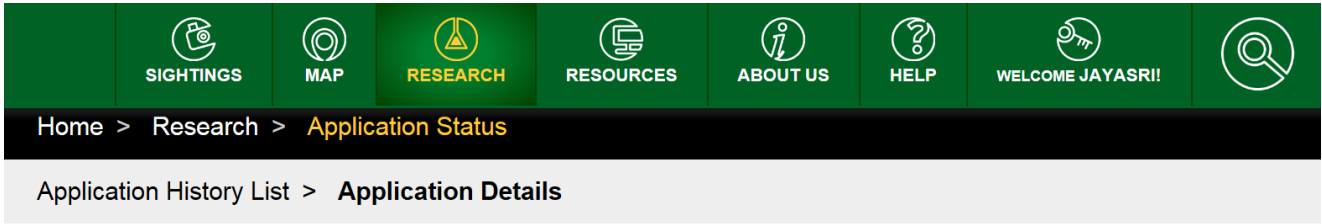
- 2. You will be able to see your permit letter. You can also print and/or download it.



3.2. Application Status - Approved

c) View Pass

1. Click on “View Pass”.



Application details: NP/RP17-003 (Approved)



Are you collaborating with NParks? *

No

2. You will be able to see your research pass. You can also print and/or download it.



Application details: NP/RP17-003 (Approved)



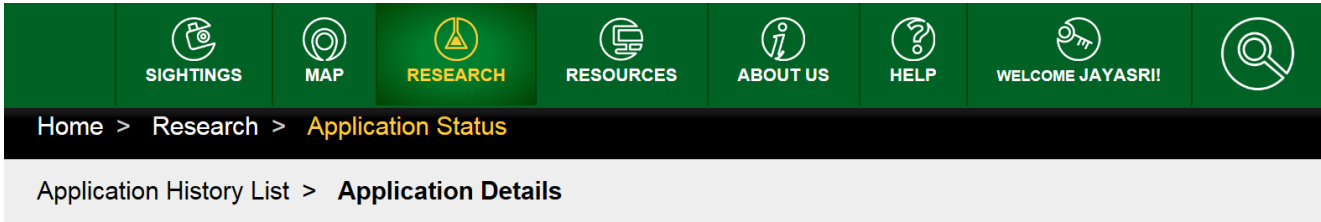
VIEW PASS



3.2. Application Status - Approved

d) Upload Report

- 1. When your research is completed, you should upload the final report onto BIOME.
- 2. Click on "Upload Report".



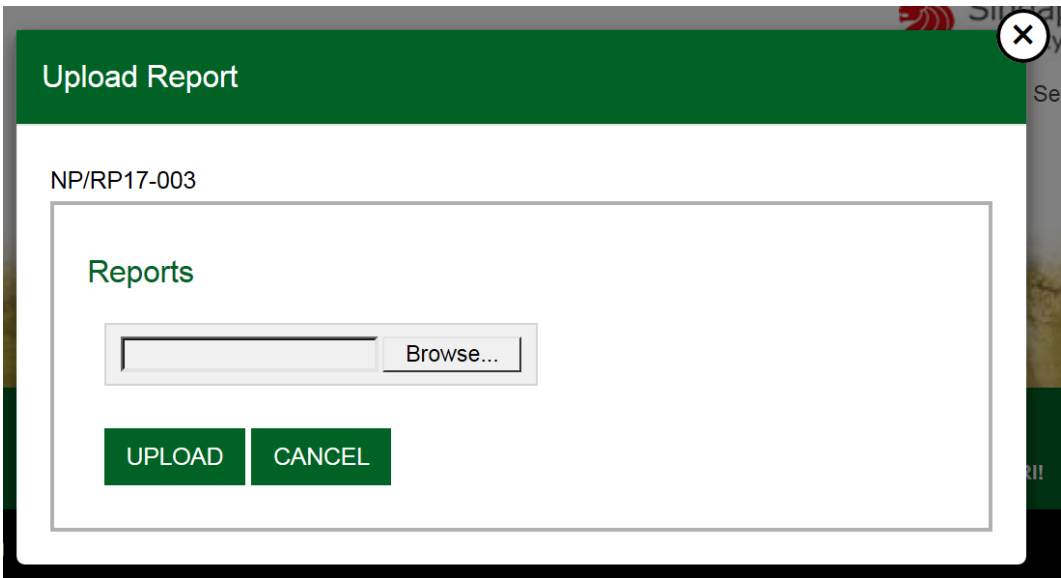
Application details: NP/RP17-003 (Approved)



Are you collaborating with NParks? *

No

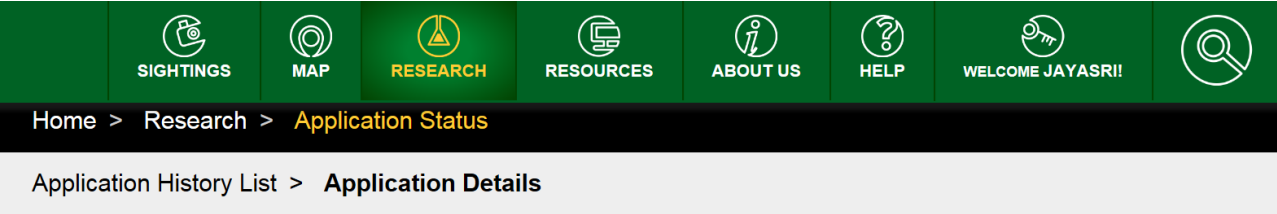
- 3. A pop-up window will appear and you will be able to upload the relevant reports onto the BIOME system.



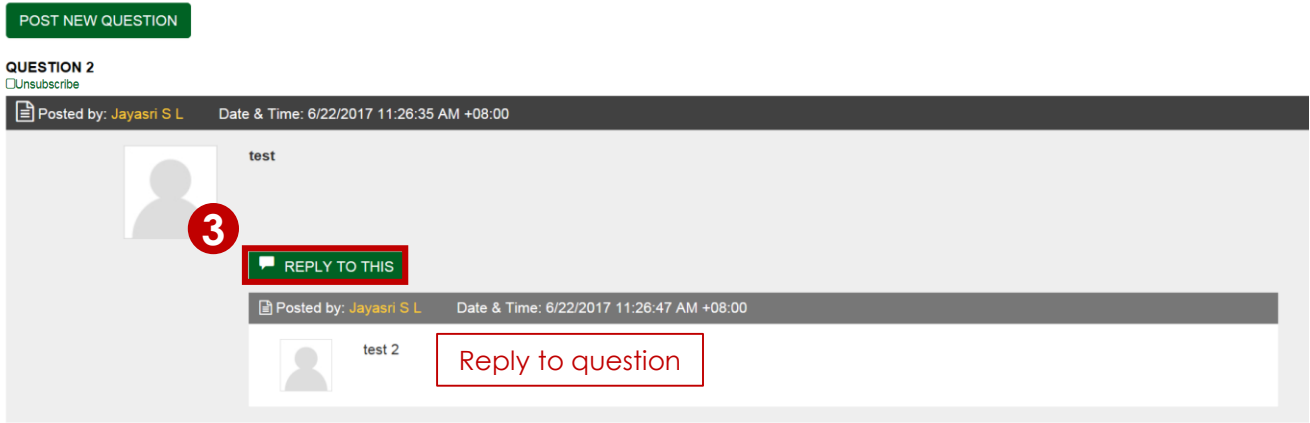
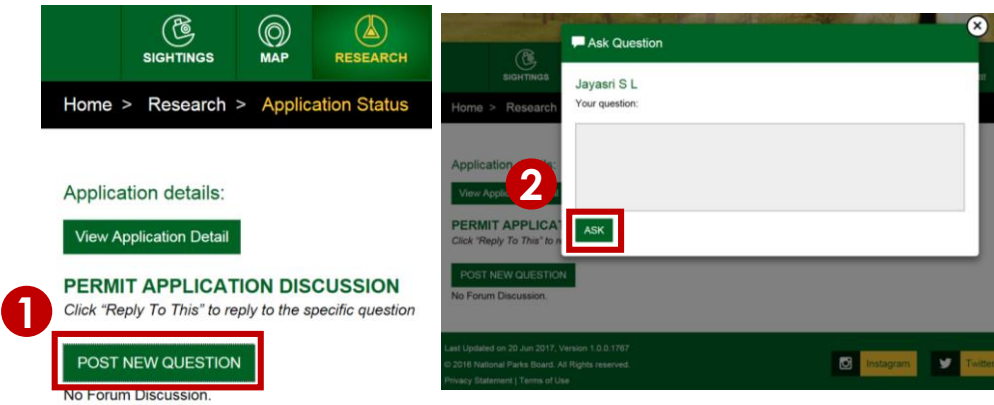
3.2. Application Status - Approved

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.

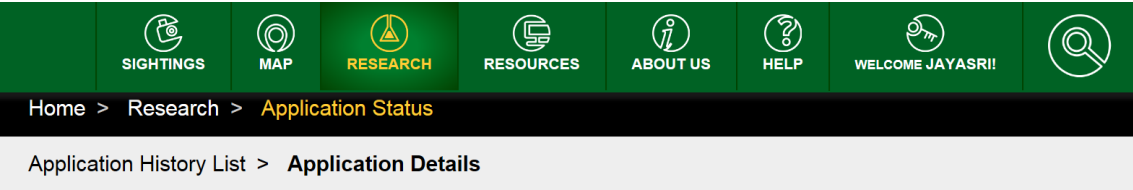


*You will receive notifications when someone posts in the forum. To unsubscribe, check the “Unsubscribe” box ☐ Unsubscribe

3.2. Application Status - Approved

f) Site Visit

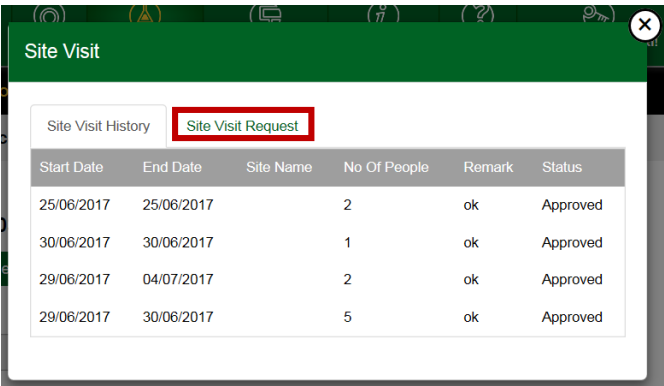
1. To request for a site visit, click on “Site Visit”.



Are you collaborating with NParks? *

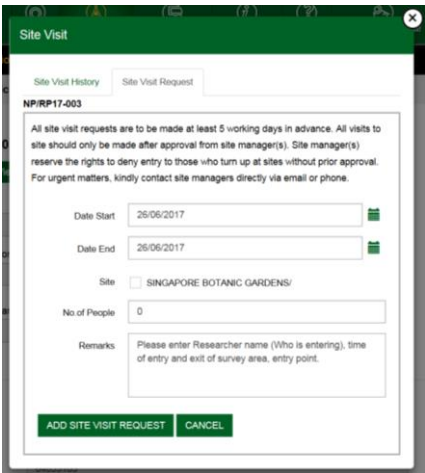
No

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



3. Fill in all the fields.

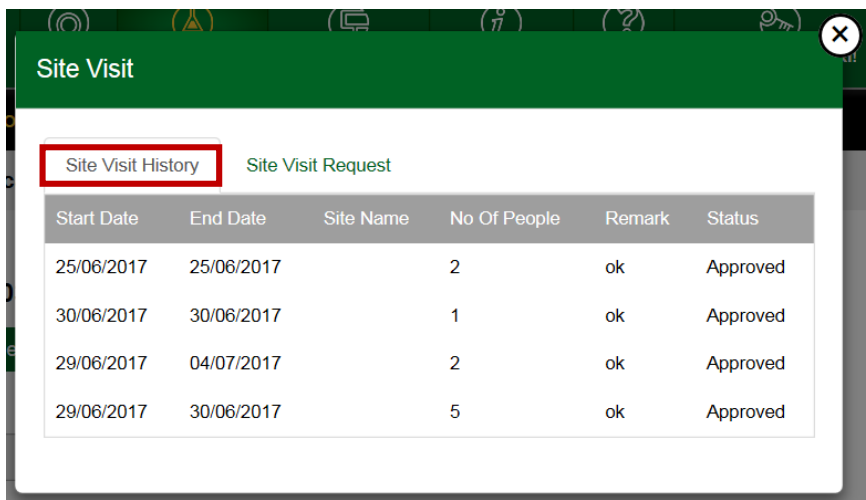
- By default, the start date is set as 5 days from the date of request
- If there are urgent requests, please contact the site managers via email.



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”.



The screenshot shows a web application window titled "Site Visit". Inside, there are two tabs: "Site Visit History" (which is selected and highlighted with a red border) and "Site Visit Request". Below the tabs is a table with the following data:

Start Date	End Date	Site Name	No Of People	Remark	Status
25/06/2017	25/06/2017		2	ok	Approved
30/06/2017	30/06/2017		1	ok	Approved
29/06/2017	04/07/2017		2	ok	Approved
29/06/2017	30/06/2017		5	ok	Approved

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 nparks_research_permits@nparks.gov.sg.

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

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@neseapl.com or 62587510.

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) How do I renew my permit?

Nearing the expiration of your permit, you will be notified to upload an interim report. Only after uploading it will you be able to renew your permit.

8) Is there a maximum number of team members I can add?

No, you may add as many team members as required.

9) 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.