**NATIONAL CENTRE FOR INFECTIOUS DISEASES**

**NCID CATALYST GRANT**

**APPLICATION FORM FY2024**

**Introduction**

The **NCID Catalyst Grant** is awarded by the National Centre for Infectious Diseases (NCID) with funding from the Ministry of Health (MOH), Singapore, to foster collaborative research between clinicians & scientists and between hospitals and/or research centers/academic institutions. Applications with inter-departmental collaborations within the same organization will not be considered for funding.

**Grant call focus**

In the Health and Biomedical Sciences (HBMS) infectious disease priority areas; antimicrobial resistance, vector-borne diseases, respiratory tract infections (including COVID-19 and tuberculosis), and HIV.

**Terms and Conditions**

**Eligibility to Apply**

Interested researchers based in Singapore and working in the above areas are welcome to apply. Awardees who are funded in earlier FY will not be supported.

**Application Guideline**

The grant is targeted at **junior** investigators. Applicants with substantial research experience are not encouraged to apply as a PI, although may be included in a mentoring or supervisory capacity.

**Principal Investigator (PI)**

The PI shall be the point of contact, with the stated department and Institution as the Host Institution (for administrative and finance matters). Applicants with multiple appointments at different institutions are to select only **one** Host Institution for the application. The PIs, together with their project teams, are responsible for the planning, direction, and execution of their proposed projects. **PI CV is limited to 2 pages.**

PI should:

* Hold a primary appointment in either public health institutions, national specialty centres, universities/academic medical centres and be salaried by the Institution.
* Hold a minimum of 9 months’ employment with a local Singapore institution. Upon award, the PI must agree to fulfil at least 6 months of residency in Singapore for each calendar year over the duration of the grant award.

*Note:*

* *The* ***Grants are targeted at junior investigators*** *and applicants with substantial research experience,* ***should not*** *apply as PI under this grant category, although may be included in a mentoring or supervisory capacity.*
* *Priority will be given to PIs* ***who are five years or less*** *after PhD or advanced specialty clinical training.*

**Co-Investigators and Collaborators**

There is no limit to the number of co-Investigators or collaborators. **Please specify and clearly describe the roles of co-Investigators and collaborators in the relevant section**. Co-investigators need to hold at least an adjunct position in a local public institution.  Researchers from overseas institutions or private companies can only

participate as collaborators. Must include the CV and the email addresses and contact information of all co-Investigator(s), and collaborators.

**Budget**

Refer and adhere to the budgeting requirements. Provide a breakdown for all categories with justifications. Tally and provide both a subtotal amount for each category and the total amount budgeted. **The funding quantum is up to a maximum of SGD $50,000 per project** (no indirect cost will be supported)

**Claims**

All claims will be processed **strictly on reimbursement basis** and are subjected to the prevailing NCID finance policies and may be modified by the management. However, all grantees will be notified if there are changes to the finance policies.

**Application Procedure**

Interested applicants are invited to complete the “**NCID Catalyst Grant Application Form FY2024**”, and submit both: an **endorsed PDF** (with signatures) and **a WORD format** ( in one file with all illustrations and attachments), through their Institutional Research Office to the Secretariat, National Infectious Diseases Research Coordinating Office at [rco\_grants@ncid.sg](mailto:rco_grants@ncid.sg) **by 6pm, 29 February 2024 (Thursday).**

Each applicant can only submit one application*.* The application must list all the people and groups involved in the project.

The submission should meet one or more of the following objectives:

* *Develop and strengthen inter-institutional research collaborations or networks within Singapore;*
* *Facilitate partnership between Singaporean researchers and researchers working elsewhere in Asia;*
* *Provide pilot data or a platform to launch or advance innovative new research projects that meet the broad goals of the HBMS infectious disease priority areas*

**Project Duration**

Funds are up to **a maximum period of 12 months**, unless otherwise stipulated in the award letter. The PI should have an awareness of the **feasibility to complete the study within this timeframe,** and this includes fulfilling the ethics & research agreement requirements

Project extension requests will be largely unsupported unless there are very compelling reasons. NCID must be notified immediately regarding any extension requests at [rco\_grants@ncid.sg](mailto:rco_grants@ncid.sg).

**Institutional Endorsement**

Applications must be endorsed by the institutional authorities (e.g., Department Head, Director of Research or equivalent), to ensure institutional support, ownership, and oversight for the projects.

1. **Applicants**

*(Please note that co-investigators need to hold at least an adjunct position in a local public institution. Researchers from overseas institutions or private companies can only participate as collaborators)*

| **Name** | **Role** | **Designation** | **Department** | **Institution** |
| --- | --- | --- | --- | --- |
|  | PI[[1]](#footnote-1) |  |  |  |
|  | [[2]](#footnote-2) |  |  |  |
|  | Co-Investigator |  |  |  |
|  | Collaborator[[3]](#footnote-3) |  |  |  |
|  | Collaborator |  |  |  |
|  |  |  |  |  |

*(Attach additional rows and sheet if required)*

1. **Research Proposal**

**Research theme**

Indicate ‘**X**’ next to the research theme applied for. Please indicate **one** only.

|  |  |  |
| --- | --- | --- |
|  | **Antimicrobial Resistance (AMR)** |  |
|  | **Human Immunodeficiency Virus (HIV)** |  |
|  | **Respiratory Tract Infections (including Covid-19 and tuberculosis)** |  |
|  | **Vector – Borne Diseases** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2.1 Project title:** |  | | | |
| **2.2 Period of Support requested:** | | (*Up to max 12 months)* | | |
| **2.3 Total Budget request:**  (IRC will not be provided) | | (*Up to S$50,000)* | | |
| **2.4 Proposed Start date *(dd/mm/yy):***  *(Please allow 1-2 months for the review process)* | |  | **Duration (mths):** |  |

|  |
| --- |
| **2.5 Project Proposal** |
| Provide the following details for your research proposal in not more than **one** A4 side, if possible.   1. **Objectives** 2. **Background** 3. **Activities** 4. **Outcomes and Impact** 5. **Roles of Team Members (state clearly)** |
| Notes:   * *Please use layman language.* * *Enter the full wording for acronyms the first time you use them.* |

**3.** **Biographical Sketch**

1. **Principal Investigator**

*Please use the format below to provide the required information on Principal Investigator.* ***Please limit to 2 pages.***

* Name & Current Designation
* Office Mailing Address
* Email
* Contact No
* Fax No
* Academic Qualification

1. **Co-Investigator and Collaborators**

*Please use the format below to provide the required information on the co-investigator(s) and collaborators.* ***Please limit to 1 page.***

* Name & Current Designation
* Office Mailing Address
* Email
* Contact No
* Fax No
* Academic Qualification

**4. Budget *( to be read together with: Guidelines for the Management of NCID Catalyst Grant)***

Only approved items can be claimed. Amounts should not exceed the approved budget.

**Manpower**

Includes salaries, allowance, bonus, employer CPF, medical benefit and staff insurance for research fellow, research assistant, laboratory technician, biostatisticians, epidemiologist, nurses, and technical officer. **Salaries of Lead Principal Investigator / Investigators / Visiting Professors researchers/ Collaborators are not fundable**. Relevant documents related to the category must be submitted with the claim forms.

**Consumables**

Includes consumables such as medical and/or laboratory materials, supplies and reagents.

**Other Operating Expenses**

* Includes expenses incurred for:
  + Outsourcing services e.g., professional translation fees, analytical services etc.
  + Stationery and printer consumables
  + Photocopy and printing charges
  + Publication fees
  + Transportation, postage, and courier services. Transport claims by staff must be in accordance with Host Institution HR guidelines.
  + Reimbursement of time and effort to research patients and/or volunteers provided that this is within the scope of the research.
  + Local training if necessary for the conduct of the project

**NOTE: Budget MAY NOT be used for the following:**

* + Overhead expenses: rental, utilities, telephone charges, facilities management, repairs, and maintenance etc.
  + Drug costs and medical procedures for patients and volunteers
  + Insurance premiums
  + Participation of overseas experts
  + Stipends and course fees of full-time and/or part-time graduate research students
  + Overseas conference
  + Professional membership
  + Purchase of equipment\* (including IT and communication equipment), furniture and infrastructure
  + Entertainment, refreshment\* and staff retreat
  + Fines, penalties, legal fees, and bank charges
  + Patent-related expenses
  + Audit fees

Please detail the proposed budget using the table on the next page.

* 1. **Total amount of funds applied for:** SGD \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (up to $50,000)
  2. **Budget Summary Breakdown** *(attach a separate page if necessary)*

|  |  |  |
| --- | --- | --- |
|  | **Year** | **NOTES** |
| **Equipment**  (up to a max of S$5,000) |  |  |
| **Other Operating Expenses** |  |  |
| **Expenditure on Manpower** |  |  |
| **Total** |  |  |
| **GRAND TOTAL** |  | |

* 1. **Equipment**

*Please budget for all scientific equipment you need to purchase to carry out the project. Kindly note that the amount requested for equipment should not exceed a maximum of $5,000.* ***There shall be no purchase of all equipment three (3) months before the completion date of the project.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Qty** | **Equipment** | **Unit Cost** | **Sub- Total** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **Total** | **$0.00** |

**4.4 Other Operating Expenses (OOE)**

*This category covers other expenses directly related to the project (e.g.) medical and/or laboratory materials, supplies and reagents.*

|  |  |  |
| --- | --- | --- |
|  | **Item Description** | **Cost** |
| Materials & Consumables |  |  |
| Others:  (Please specify) |  |  |
|  | **Total** | **$0.00** |

**4.5 Manpower**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff Category** | **Existing** | **No** | **Remarks** | **Total cost** |
| Technologist |  |  |  |  |
| Research Assistant |  |  |  |  |
| Research Officer |  |  |  |  |
| Research Associate |  |  |  |  |
| Research Nurse |  |  |  |  |
| Postdoctoral Fellow |  |  |  |  |
| Epidemiologist |  |  |  |  |
| Biostatistician |  |  |  |  |
| Statistician |  |  |  |  |
| Others:  *(Please specify)* |  |  |  |  |
|  |  |  | **Total** | **$0.00** |

**Grand Total: SGD$0.00**

**4.6 Justifications**

|  |  |
| --- | --- |
| **Equipment** | **Equipment** |
| **Other Operating Expenses (OOE)** | **Materials & Consumables** |
| **Others** |
| **EOM** | **Manpower** |

**5. Ethical considerations and containment**

*Grant disbursement is subjected to ethics approval if the project involves any of the below.*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | *Please declare the participating institutions where study requiring ethics approval is conducted* |
| *Please tick accordingly if project involves any of the following:* | | |  |
| 1. Human subjects | Yes | No |  |
|  |  |  |  |
| 1. Use of Human/Animal Tissues or Cells from Primary Donor (i.e., subjects / volunteers recruited for the project) | Yes | No |  |
|  |  |  |  |
| 1. Use of Commercially Available Human / Animal Tissues or Cells | Yes | No |  |
|  |  |  |  |
| 1. Animal Experimentation | Yes | No |  |
|  |  |  |  |
| 1. Requirement for Containment | Yes | No |  |
|  |  |  |  |
| 1. Multi-centre project(s) or trials (s)   *(If yes, please state all participating institutions/centres:*  *)* | Yes | No |  |

A copy of the ethics approval is attached:

**Yes  No**

**6. Expected Outcomes**

*Please indicate your realistic expectations on the outcomes of this fund. Please state ‘NA’ where indicator is not applicable.* **Please be informed post- tracking of the successful grants will continue for 3 years from grant end date, by NIDRCO Secretariat.**

| **Performance Indicators** | | | **Indicate number / value** |
| --- | --- | --- | --- |
| **Policy and Guidelines** | Novelty/  Scalability  (Public health impact, in the area of infectious diseases prevention and control) | Policies, products, processes, and/ or ideas that impact on public health, prevention, and control of infectious diseases |  |
| Policies, products, processes, and/ or ideas that contribute to research translation, in particular, to inform public health risk assessment, interventions and policy formulation for infectious diseases control. |  |
| **Publication Indicators** | Number of Publication | Journals |  |
| **Conference Indicators** | Conferences | Oral Presentation |  |
| Poster presentation |  |
| **Cross Institutional Collaboration** | Promotion of cross institutional research collaboration | Please list the institutions involved in the cross institutional collaboration |  |
| Other institutions implementing the new policies, products, processes, and/ or ideas. |  |
| **Cross Disciplinary Collaboration** | Promotion of cross disciplinary research collaboration | Please list the departments/institutions involved in the cross disciplinary research collaboration |  |

**7. Signatories**

*The undersigned agree to abide by the terms and conditions governing the award of the NCID Catalyst Grant.*

|  |
| --- |
| In signing the Grant Application, the Principal Investigator and all Co-Principal Investigator(s) & Collaborator(s) UNDERTAKE, on any Grant Award, to: |
| * Declare that all information is accurate and true. * Not send similar versions or part(s) of this proposal to other agencies for funding. * Submit supporting documents of ethics approval obtained from the relevant Institutional Review Board (IRB) and Animal Ethics Committee for studies involving human subjects’/human tissues or cells, and animal/animal tissues or cells respectively. * Be actively engaged in the execution of the research and comply with all laws, rules and regulations pertaining to animal and human ethics, including the Singapore Good Clinical Practice guidelines. * Ensure that funding by the National Center for Infectious Diseases (NCID) is acknowledged in all publications. * Ensure that all publications arising from research wholly or partly funded by NCID will be forwarded to NCID. * Ensure that the requested equipment/resources are not funded by another agency or research proposal. * Ensure that there is a reasonable effort in accessing available equipment/resources within the host institution or elsewhere within Singapore. * Ensure that there is no financial conflict of interest. |

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Date: Date: Date: Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Name: Name: Name:

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Name: Name: Name: Name:

Date: Date: Date: Date:

1. **Departmental Support**

|  |
| --- |
| In signing the Grant Application, the department UNDERTAKES, on any Grant Award, to: |
| Discuss with immediate supervisor of applicant that the following will be complied with:   * The proposed research will be conducted in the department * Adequate resources will be provided to the applicant for the entire Grant period (e.g., lab space) * The applicant is independently salaried by the department for the entire period of the fund * The research abides by all laws, rules and regulations pertaining to national and the institution's research operating procedures and guidelines * Confirm the accuracy and completeness of information submitted, including budget, ethics, other funding sources, etc. * Confirm that budget is clear (e.g., no double funding/ excessive purchase of equipment), and is aligned with host institution HR and other policies |

Head of Department (or designated officer)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, Designation & Signature

*Comments:*

|  |
| --- |
|  |

**9. Institutional support**

|  |
| --- |
| In signing the Grant Application, the Institution UNDERTAKES, on any Grant Award, to: |
| Discuss with immediate supervisor of applicant that the following will be complied with:   * The proposed research will be conducted in the host institution * Adequate resources will be provided to the applicant for the entire Grant period (e.g., lab space) * The applicant is independently salaried by the institution for the entire period of the fund * The research abides by all laws, rules and regulations pertaining to national and the institution's research operating procedures and guidelines * Confirm the accuracy and completeness of information submitted, including budget, ethics, other funding sources, etc. * Confirm that budget is clear (e.g., no double funding/ excessive purchase of equipment), and is aligned with host institution HR and other policies |

Director of Research (or designated officer in capacity of providing institutional support):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, Designation & Signature

*Comments:*

|  |
| --- |
|  |

1. Definition of Principal Investigator. The lead researcher who has the appropriate level of authority and the responsibility to direct the project/program being supported by the fund. The lead researcher is responsible and accountable for the proper conduct of the project or program. [↑](#footnote-ref-1)
2. Definition of co-Investigator: An individual involved in the scientific development and execution of the project. A co-Investigator typically devotes a higher percentage of effort to the project as compared to a collaborator and is considered senior/key personnel. [↑](#footnote-ref-2)
3. Definition of Collaborator: An individual involved in the scientific development and execution of project. A collaborator would typically devote a specific percent of effort to the project and be identified as key personnel. [↑](#footnote-ref-3)