**NATIONAL CENTRE FOR INFECTIOUS DISEASES**

**SHORT TERM FELLOWSHIP FY2024**

**APPLICATION FORM – ROUND 2**

The National Centre for Infectious Diseases (NCID) is launching the FY2024 NCID Short Term Fellowship calls for applications to facilitate collaborative infectious disease (ID) research between healthcare and research institutions in Singapore and beyond. The fellowship will allow successful applicants to:

* Invite potential international collaborators/experts to Singapore for up to **14 days**; or
* Spend up to **14 days** overseas on a research training attachment at a leading ID institution
* **All visits must be completed within FY2024**.

**Submission**

The application will be reviewed by a committee to assess the suitability and quality of the application and to ensure that the fellowship is in line with facilitating collaborative ID research.

**Aims**

The aims of the NCID Short Term Fellowship are as follows:

* To equip ID professionals/researchers with skills and experience relevant to their area of research
* To encourage, networking and research collaborations with overseas institutions
* To provide aspiring young researchers valuable opportunities for exposure to a variety of ID research overseas

**Eligibility**

This fellowship is open to ID researchers who have demonstrated current active research in the area of proposed visits (e.g., approved projects, awarded grants, publications). *Applicants funded in earlier FYs will not be supported.*

**The Terms and Conditions of the Award:**

**Applications with visits to, and from countries with travel restrictions1 will not be supported.**

*1Based on* [*MFA*](https://www.mfa.gov.sg/Where-Are-You-Travelling-To) *guidelines.*

**Financial Assistance Covers Strictly the Following:**

*Please provide strong justifications that all other internal avenues of funding are exhausted before seeking assistance to host incoming clinical researchers under the NCID Short Term Fellowship call. Reimbursement will be made to the host institution*.

**Incoming and Outgoing Fellowships: (up to S$10,000 per application)**

* Return economy airfare by the most direct route
* 100% overseas daily allowance2
* Airport Transfer
* Travel insurance and/or visa fees
* Withholding tax3 (for incoming visitors only)

*2The allowance is expected to provide sufficient amount for meals (e.g., food, snacks, beverages or drinks etc.), accommodation (e.g., hotel, motel etc.), and for other incidental travel related expenses (e.g., tips, personal effect, foreign exchange fluctuation, transport cost from hotel to conference venue, etc.) not otherwise specifically identified in this document.*

*3It is the responsibility of the Host Institution and Applicant to check and include the budget for withholding tax. Please be informed that Awardees shall not be able to claim for withholding tax if it has not been budgeted during the application stage. Please refer to the* [*IRAS*](https://www.iras.gov.sg/taxes/withholding-tax) *website for more information on withholding tax.*

**Claims**

**Strictly on a reimbursement basis**. The timelines and submission requirements will be made known to successful applicants.

**Attachment Terms**

*The attachment should have clear objectives of fostering research with a goal to assist with applicant’s own research area and not be purely observational in nature.*

Outgoing Fellowship for Junior Researchers

* **Up to 14 days**
* Applications should include invitation letter/email from at least one overseas institution, along with a concise and detailed proposal
* Please provide justifications for team visits

Incoming Fellowship to Host Overseas Experts

* **Up to 14 days**
* Applications should include invitation letters/email, along with a concise and detailed proposal. The attachment can be planned with one primary host and one secondary host.

**Post Visit**

Awardees need to submit a visit report within a month, after the completion of the training attachment and may be invited to present experience of the visit with the ID community in Singapore.

The report should be submitted to the NCID Secretariat, covering the following details:

* Period of visit
* Details of Host Institution and applicant’s mentor(s)
* Objectives and scope of the visit
* Description of the activities undertaken
* How the visit benefitted the applicant and applicant’s department
* Any other comments

**Application and Closing Date**

Interested applicants must complete the ‘NCID Short Term Fellowship Application Form FY2024 – Round 2’. Please **email** **one endorsed PDF;** with signatures and supporting documents (e.g.) quotations and **one softcopy** in **WORD format** **through** your Host Institution’s Research Office to the **Secretariat, National Infectious Disease Research Coordinating Office at** **rco\_grants@ncid.sg** **by 6pm, Friday 31 May 2024.**

1. **Nature of Fellowship**

|  |  |  |  |
| --- | --- | --- | --- |
| Please select: |  | [ ]  Incoming | [ ]  Outgoing |
|  |  |  |  |
| A copy of the invitation letter is attached*Fund disbursement is subjected to providing this documentation.* |  | [ ]  Yes | [ ]  No |

1. **Visit Brief**

|  |  |
| --- | --- |
| **2.1 Period of support requested:** | \_\_\_\_ days (*Up to max 14 days)* |
| **2.2 Proposed start date *(dd/mm/yy):*** |  | **Duration (days):** |  |
| **2.3 Total budget request:** |  (*Up to max of S$10,000 per application)* |

**2.4 Visit Research and Training Plan (maximum two pages)**

|  |
| --- |
| Please provide the following details for your research proposal (please limit to one page in A4 size) Specific aims: |

1. **Biographical Sketch**

*For Outgoing Fellowship (local applicant), please complete Section 3A.*

*For Incoming Fellowship (overseas expert), please complete Section 3B.*

**3A. Outgoing Fellowship**

**Local Applicant CV**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name**  |  | **Title** |  |
| **Designation** |  | **Position** |  |
| **Department** |  | **Institution** |  |
| **Email** |  | **Contact no.** |  |
| **Office Mailing Address** |  |
| **Position and Honorary Appointment***List in chronological order the positions you have held that are relevant to this application, concluding with your current position. Please provide full details for current position(s), e.g., joint appointments and appointments outside of Singapore.* |
|  |
| **Academic and/or Clinical Qualifications***Indicate institution’s name, degree, field of study and year awarded* |
|  |
| **Personal Statement***Describe why you are suited for the role in this application. You may include factors such as your training, technical expertise, collaborator(s), scientific environment, previous work and/or past performance in this or related fields. You may cite publications or research products (including but not limited to patents, conference proceedings, research materials, databases, protocols) that highlight your experience and qualifications for this application. You may also wish to explain if there were factors that affected your past productivity such as family care responsibilities or illness/disability.* |
|  |
| **Contribution to Science***Briefly describe up to five of your most significant contribution to science. Please indicate the background that frames the scientific problem, the central findings, influence of the findings on the progress of science or the application to health and technology, and your specific role in the described work. You may cite publications or research products that are relevant to the contribution. These contributions do not have to be related to the proposed work in this application.* |
|  |
| **Additional Information***List ongoing and/or completed research projects in the past three years that you want to draw attention to. Briefly indicate the overall goals of the project and your responsibilities.* |
|  |
| **Publications in the last five years***List publications of direct relevance to study, stating impact factors where possible.* |
|  |

**Overseas Host Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name**  |  | **Title** |  |
| **Designation** |  | **Position** |  |
| **Department** |  | **Institution** |  |
| **Email** |  | **Contact no.** |  |
| **Office Mailing Address** |  |
| **Position and Honorary Appointment***List in chronological order the positions you have held that are relevant to this application, concluding with your current position. Please provide full details for current position(s), e.g., joint appointments and appointments outside of Singapore.* |
|  |
| **Academic and/or Clinical Qualifications***Indicate institution’s name, degree, field of study and year awarded* |
|  |
| **Personal Statement***Describe why you are suited for the role in this application. You may include factors such as your training, technical expertise, collaborator(s), scientific environment, previous work and/or past performance in this or related fields. You may cite publications or research products (including but not limited to patents, conference proceedings, research materials, databases, protocols) that highlight your experience and qualifications for this application. You may also wish to explain if there were factors that affected your past productivity such as family care responsibilities or illness/disability.* |
|  |
| **Contribution to Science***Briefly describe up to five of your most significant contribution to science. Please indicate the background that frames the scientific problem, the central findings, influence of the findings on the progress of science or the application to health and technology, and your specific role in the described work. You may cite publications or research products that are relevant to the contribution. These contributions do not have to be related to the proposed work in this application.* |
|  |
| **Additional Information***List ongoing and/or completed research projects in the past three years that you want to draw attention to. Briefly indicate the overall goals of the project and your responsibilities.* |
|  |
| **Publications in the last five years***List publications of direct relevance to study, stating impact factors where possible.* |
|  |

**3B.** **Incoming Fellowship**

**Overseas Expert CV**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name**  |  | **Title** |  |
| **Designation** |  | **Position** |  |
| **Department** |  | **Institution** |  |
| **Email** |  | **Contact no.** |  |
| **Office Mailing Address** |  |
| **Position and Honorary Appointment***List in chronological order the positions you have held that are relevant to this application, concluding with your current position. Please provide full details for current position(s), e.g., joint appointments and appointments outside of Singapore.* |
|  |
| **Academic and/or Clinical Qualifications***Indicate institution’s name, degree, field of study and year awarded* |
|  |
| **Personal Statement***Describe why you are suited for the role in this application. You may include factors such as your training, technical expertise, collaborator(s), scientific environment, previous work and/or past performance in this or related fields. You may cite publications or research products (including but not limited to patents, conference proceedings, research materials, databases, protocols) that highlight your experience and qualifications for this application. You may also wish to explain if there were factors that affected your past productivity such as family care responsibilities or illness/disability.* |
|  |
| **Contribution to Science***Briefly describe up to five of your most significant contribution to science. Please indicate the background that frames the scientific problem, the central findings, influence of the findings on the progress of science or the application to health and technology, and your specific role in the described work. You may cite publications or research products that are relevant to the contribution. These contributions do not have to be related to the proposed work in this application.* |
|  |
| **Additional Information***List ongoing and/or completed research projects in the past three years that you want to draw attention to. Briefly indicate the overall goals of the project and your responsibilities.* |
|  |
| **Publications in the last five years***List publications of direct relevance to study, stating impact factors where possible.* |
|  |

**Local Host Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name**  |  | **Title** |  |
| **Designation** |  | **Position** |  |
| **Department** |  | **Institution** |  |
| **Email** |  | **Contact no.** |  |
| **Office Mailing Address** |  |
| **Position and Honorary Appointment***List in chronological order the positions you have held that are relevant to this application, concluding with your current position. Please provide full details for current position(s), e.g., joint appointments and appointments outside of Singapore.* |
|  |
| **Academic and/or Clinical Qualifications***Indicate institution’s name, degree, field of study and year awarded* |
|  |
| **Personal Statement***Describe why you are suited for the role in this application. You may include factors such as your training, technical expertise, collaborator(s), scientific environment, previous work and/or past performance in this or related fields. You may cite publications or research products (including but not limited to patents, conference proceedings, research materials, databases, protocols) that highlight your experience and qualifications for this application. You may also wish to explain if there were factors that affected your past productivity such as family care responsibilities or illness/disability.* |
|  |
| **Contribution to Science***Briefly describe up to five of your most significant contribution to science. Please indicate the background that frames the scientific problem, the central findings, influence of the findings on the progress of science or the application to health and technology, and your specific role in the described work. You may cite publications or research products that are relevant to the contribution. These contributions do not have to be related to the proposed work in this application.* |
|  |
| **Additional Information***List ongoing and/or completed research projects in the past three years that you want to draw attention to. Briefly indicate the overall goals of the project and your responsibilities.* |
|  |
| **Publications in the last five years***List publications of direct relevance to study, stating impact factors where possible.* |
|  |

1. **Budget**

**Total amount:** S$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (up to a maximum of S$10,000)

**4.1 Budget Breakdown** *(Expenses cover strictly the following)*

|  |  |  |
| --- | --- | --- |
| **Expense Category** | **Item Description** | **Cost** |
| Return economy airfare by the most direct route |  |  |
| 100% overseas daily allowance1 |  |  |
| Airport Transfer |  |  |
| Travel insurance and/or visa fees |  |  |
| Withholding tax2 (for incoming visitors only) |  |  |
|  | **Grand Total** |  |

**4.2 Justifications** (*include quotations as supporting documents*)

|  |
| --- |
| Return economy airfare by the most direct route |
|  |
| 100% overseas daily allowance1 |
|  |
| Airport Transfer |
|  |
| Travel insurance and/or visa fees |
|  |
| Withholding tax2 (for incoming visitors only) |
|  |

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

*1 The allowance is expected to provide sufficient amount for meals (e.g., food, snacks, beverages or drinks etc.), accommodation (e.g., hotel, motel etc.), and for other incidental travel related expenses (e.g., tips, personal effect, foreign exchange fluctuation, transport cost from hotel to conference venue, etc.) not otherwise specifically identified in this document.*

*2 It is the responsibility of the Host Institution and Applicant to check and include the budget for withholding tax. Please be informed that Awardees shall not be able to claim for withholding tax if it has not been budgeted during the application stage. Please refer to the* [*IRAS*](https://www.iras.gov.sg/taxes/withholding-tax) *website for more information on withholding tax.*

1. **Signatories**

* **Outgoing** Fellowship: to be signed by Local Applicant
* **Incoming** Fellowship: to be signed by Local Host

*The undersigned agree to abide by the terms and conditions governing the award of the NCID Short Term Fellowship:*

* I declare that all information is accurate and true
* I agree that I will not send similar versions or part(s) of this proposal to other agencies for funding
* I declare that funding by the National Centre for Infectious Diseases (NCID) is acknowledged in all publications resulting directly from the fellowship and in all talks or presentations during the fellowship
* I declare that there is no financial conflict of interest

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name and Signature: | Date: |

1. **Departmental Support**

In signing the NCID Short Term Fellowship Application, the department UNDERTAKES, to:

* Confirm the accuracy and completeness of information submitted, including budget, etc.
* Confirm that budget is clear and that the training fellowship either outgoing or incoming is aligned with the HR and other relevant policies of the host institution.

Head of Department (or designated officer)

|  |  |  |
| --- | --- | --- |
| Please tick one | [ ]  **Supported** | [ ]  **Not Supported**  |

*Comments:*

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name, Designation and Signature: | Date: |

1. **Institutional support**

In signing the NCID Short Term Fellowship Application, the Institution UNDERTAKES, on any Fellowship Award, to:

* The applicant is independently salaried by the institution for the entire period of the fellowship for outgoing fellowships and that basic facilities will be provided for all incoming fellows
* The research abides by all laws, rules and regulations pertaining to national and the institution's operating procedures and guidelines
* Confirm the accuracy and completeness of information submitted, including budget, etc.
* Confirm that budget is clear and that the training fellowship either outgoing or incoming is aligned with the HR and other relevant policies of the host institution

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

|  |  |  |
| --- | --- | --- |
| Please tick one | [ ]  **Supported** | [ ]  **Not Supported**  |

*Comments:*

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name, Designation and Signature: | Date: |