**Tripartite Programme Grant Application Form**

The **Tripartite Programme in Infectious Diseases Research** is a joint initiative established by three key entities: National HealthCARE Group (**NHG**), AGENCY FOR SCIENCE, TECHNOLOGY AND RESEARCH (**A\*STAR**) and Lee Kong Chian School of Medicine (**LKCMedicine**) focusing on advancing the research in the field of infectious diseases. The main objectives of this programme are as follows:

* + 1. To bring together infectious disease researchers of the partner institutions in collaborative translational infectious disease research
    2. To develop a centre of excellence for infectious disease research
    3. To seed promising research ideas and capabilities and increase the tripartite partners’ competitiveness to vie for larger ecosystem grants; and
    4. To drive and deliver translational infectious disease research with impact on policies and practice for better patient outcomes



###### Grant Application Form – Tripartite Programme Pilot Grant Call

Please refer to the grant application guide for detailed information. All information is treated in confidence. The information is furnished to Tripartite Programme Office with the understanding that it shall be used or disclosed for evaluation, reference, and reporting purposes*.* If your application is not successful, this form will be destroyed after the retention period deemed as appropriate by Tripartite Programme Office. Please use **Arial font size 10** for all text throughout the application form.

1. **Title of Research**

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|  |

1. Lead PI’s Host Institution

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1. **Research Team**

*Please note that the research team must comprise researchers from at least two partner institutions. Co-Investigators need to hold a position in a local public institution. Researchers from outside of the 3 partner institutions or private companies can only participate as collaborators.*

| **Name** | **\*Role in project (e.g., Lead PI, Co-Investigator, Collaborator)** | **Institution** | **% Time within this project**[[1]](#footnote-1) | **% Time within total work** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  | **Total** | **100%** |  |

*(Please add more rows if required)*

1. **Research Proposal**

|  |  |
| --- | --- |
| Period of Support requested**:** | (*Up to 2 years)* |
| Budget Requested | *(Up to S$250,000)* |

# Abstract

*In no more than* ***300 words****, concisely describe the specific aims, hypotheses, methodology and approach of the research proposal including its importance to the furtherance of medical science, in particular clinical significance. The abstract must be self-contained so that it can serve as a succinct and accurate description of the research proposal.* ***Note that the scientific abstract may be disclosed to other funding agencies.***

# Research Proposal Format

|  |
| --- |
| *In no more than* ***8 pages (page limit excludes reference section)****, include the following sections in the research proposal. Please use* ***Arial font size 10*** *for all text.*   * *Specific Aims & Hypothesis* * *Background & Clinical Significance* * *Preliminary Studies/Progress report* * *Methods/Approach* * *Roles of Team Members* * *References*   *=====================================================================================* Specific Aims & Hypothesis *State concisely and realistically what the study intends to accomplish and what hypothesis is to be tested.*   Background & Clinical Significance *Briefly sketch the background of the research proposed, critically evaluate existing knowledge and* ***specifically identify the gaps which the project intends to fill.***  **Preliminary Studies/Progress**  *Provide an account of the team’s preliminary studies (if any) pertinent to the applications and/or any other information that will help to establish the experience and competence of the investigator pursuing the proposed project.* Methods/Approach *For each Specific Aim identified in the above section, describe the following in detail. Also, for each Specific Aim, identify Go/No-go checkpoints.*   1. *Experimental design and details of the procedure,* 2. *Potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aim,* 3. *Criteria employed to evaluate the outcome of the experiments (i.e., whether the outcome is considered a success or not)* 4. *Future transition steps to Phase I clinical trial after completion of study. Describe the manufacturing processes involved and the potential bottlenecks /challenges (indicate NA if it is not relevant to your proposal).* 5. *IP position: describe the current IP position of your product (indicate NA if it is not relevant to your proposal).*   **Roles of Team Members**  ***Elaborate the roles of Co-Investigators and Collaborators involved in the project.*** *Specify the research background, technical competencies, role and contribution to specific deliverables and achievements that are relevant and necessary to ensure success for the proposed research.* References *Please list the references in the order cited in this proposal, including the titles.* |

# Biographical Sketch

***Instructions:***

*This overall CV template includes templates for Lead PI, Co-Investigators and Collaborators.*

1. ***Please use the format provided****.*
2. *Please* ***indicate NA*** *if the required information is not applicable and take note that Tripartite Programme Office will not be responsible for any missing information not provided in the CV.*
3. *Please**limit Lead* ***PI’s CV to 3 pages*** *(not including section on Declaration of Applicant’s Appointment),* ***Co-I/Collab’s CV to 1 page each****.*
4. *Please note that figures, tables or graphics are not allowed in all sections of the CV.*
   1. **Principal Investigator**
5. **Lead Principal Investigator**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Title |  |
| 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. | | | |
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| **Contribution to Science**  *Briefly describe up to 5 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 3 years that you want to draw attention to. Briefly indicate the overall goals of the project and your responsibilities.* |
|  |
| **Publications in the last 5 years**  *List publications of direct relevance to study, stating impact factors where possible.* |
|  |

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| --- |
| **Declaration of Lead PI’s Appointment**  *Please indicate ‘Yes’ or ‘No’.*  I confirm that:   1. I have a primary appointment with the Host Institution which has endorsed this application – Yes/No (If “No”, please specify the primary appointment institution: ) 2. I am salaried by the Host Institution – Yes/No/Partially\* (If “No” or “Partially”, please specify the following:   Other funding institution/source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  FTE funded by other funding institution/source (If any): \_\_\_\_\_\_ % |

1. **Co-Investigator and Collaborators**

***Note that:***

*(i) Co-Investigators need to hold a position in a local public institution.*

*(ii) Researchers from outside of the 3 partner institutions or private companies can only participate as Collaborators.*

***(iii)******For Research Fellow/Associate/Assistant/Officer/Scientist, please specify if he/she is salaried by institution or project grant under the “Position and Honorary Appointment” section. Research Fellow/Associate/Assistant /Officer/Scientist salaried by project grants can only participate as Collaborators (case by case basis).***

***(iv) Research Fellow/Associate/Assistant/Officer/Scientist to be salaried under this current grant application cannot be Co-Investigators or Collaborators.***

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Title |  |
| 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 5 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 3 years that you want to draw attention to. Briefly indicate the overall goals of the project and your responsibilities.* | | | |
|  | | | |
| **Publications in the last 5 years**  *List publications of direct relevance to study, stating impact factors where possible.* | | | |
|  | | | |

# Budget

Please refer to Appendix A for the “List of fundable and non-fundable items”.

## Manpower

*Please budget for all the manpower required for the project including part-time personnel and those to be shared with other projects. State whether they are existing personnel in your institution or new staff to be recruited. Please use salary scales provided by institutional policies, as a reference. The cost should include annual increments, National Service increment, staff welfare, medical and other related benefits as per the Human Resource policies of your institution.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Category/**  **Detail** | **No of Pax** | **Description and Justification** | **Total cost** |
| Research Assistant  (existing/new) |  |  |  |
| Research Officer  (existing/new) |  |  |  |
| Research Associate  (existing/new) |  |  |  |
| Postdoctoral Fellow  (existing/new) |  |  |  |
| Others:  *(please specify)* |  |  |  |
|  |  | Total | **$0.00** |

## Equipment

*Please budget for all scientific equipment you need to purchase to carry out the project. Indicate sharing of equipment with other projects, if any. There shall be no purchase of all equipment three (3) months before the completion date of the project.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Equipment | Description and Justification | Qty | Unit Cost | Total Cost |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | Total | **$0.00** |

## Other Operating Expenses (OOE)

*This category covers other expenses directly related to the project such as the purchase of animals, consumables and maintenance of equipment.*

|  |  |  |
| --- | --- | --- |
| Category/Detail | Description and Justification | Total Cost |
| Materials & Consumables |  |  |
| Others:  (please specify) |  |  |
|  | Total | **$0.00** |

# Project MileStoneS

*Please propose detailed Milestones for assessment of the progress of the study and shade the appropriate boxes. Please add columns/rows if necessary.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Milestones** | **Estimated Budget required for milestone ($)** | **Go/No-Go checkpoint** | **Targeted Duration** | | | | | | | | | | | | | | | |
| **Year 1** | | | | **Year 2** | | | | **Year 3** | | | | **Year 4** | | | |
| **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** |
| E.g., Milestone 1 (please replace) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| E.g., Milestone 2 (please replace) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| E.g., Milestone 3 (please replace) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Ethical considerations and containment

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Ethics category** | **Involved? (Yes/No)** | **Ethics Approval Required?** | **Comments / Reasons** |
| Use of Commercially Available Human Material/Animal Tissues or Cells |  |  |  |
| Use of Human Tissues or Cells from Primary Donors (i.e. subject / volunteers recruited for project) |  |  |  |
| Animal Experimentation |  |  |  |
| Human Subject |  |  |  |
| Multi-centre Trial(s) |  |  |  |
| Use of Human Tissues or Cells |  |  |  |
| Requirement for containment Class 2 and above |  |  |  |
| Requirement for Containment |  |  |  |
| Use of Animal Tissues or Cells |  |  |  |

1. **Performance Indicator**

*Please indicate your realistic expectations on the outcomes of this grant. Please state ‘NA’ where*

*indicator is not applicable*

| **KPI Category** | **S/N** | **Performance Indicators** | **Projected Number** |
| --- | --- | --- | --- |
| **Healthcare Deliverables** | 1 | No. of clinical trials, cohort studies and other clinical studies |  |
| 2 | No. of subjects recruited for clinical trials, cohort studies and other clinical studies (including other sites if the NHG investigator is the overall study PI) |  |
| 3 | No. of reports/presentations that are made to policymakers, health system managers, healthcare leadership etc. |  |
| 4 | No. of findings that result in new or changes in local or international clinical practices guidelines (e.g., CPGs) and healthcare/health policies |  |
| 5 | No. of media reports and public education materials |  |
| **Human Capital** | 1 | No. of NMRC Talent Development awards (e.g., TA, CIA, CSA, STaR) |  |
| 2 | No. of NHG clinicians who graduated from Master/PhD programmes (excluding Master of Medicine) |  |
| 3 | No. of MD-PhD or PhD employed |  |
| 4 | No. of PhD and Master Students trained and graduated |  |
| **Industry Relevance** | 1 | No. of projects in collaboration with industry |  |
| 2 | Amount of industry funding in projects (cash as reflected in the relevant research agreements) |  |
| 3 | Amount of industry funding in projects (in-kind as reflected in the relevant research agreements) |  |
| **Intellectual Capital** | 1 | No. of publications in top 10% journals by field |  |
| 2 | No. of technology/invention disclosures |  |
| 3 | No. of patent applications filed |  |
| 4 | Total amount/quantum of competitive research grants (includes both direct and indirect costs) |  |

1. **Other Support**

*Please provide the following details for the grants currently held or being applied for by the Lead Principal Investigator only. Attach additional pages at the end of the Other Support section if necessary.* ***Please include the scientific abstracts of each grant listed below in (b) – (c) and required additional as Annex A for Tripartite Programme’s reference.***

**(a) Support from any collaborator(s) which are not part of the Tripartite**

*Please provide details on the funding/drug(s) or other resources provided by any participating industry partner(s) that the Lead PIs have existing collaboration with.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items Supported** | **Source of Support** | **Form of Support** | | **Support Period (Year)** |
| **In-Kind[[2]](#footnote-2)** | **Cash Contribution[[3]](#footnote-3)**  (SGD) |
|  |  | Yes/No |  |  |
|  |  | Yes/No |  |  |
|  |  | Yes/No |  |  |

**(b) Peer Reviewed Funding Received in the Past 5 years as PI (from local and foreign funding agencies)**

*For Investigator-led grants, e.g., CS-IRG, OF-IRG, etc., please only include funding awarded in the capacity as a* ***Lead PI****. For programmatic grants or equivalent grants, e.g., OF-LCG, please include only the amount awarded in the capacity as* ***theme PI****.*

*If there are* ***overlapping sections with the current proposals, please elaborate in Annex A.***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title of Research** | **Funding Agency** | **Amount of Fund** | | **Support Period (Year)** | **Expiry Date of the grant** | **Any Overlapping Sections with Current Proposal?** |
| **Approved/ Received ($)** | **Balance Available ($)** |
|  |  |  |  |  |  | Yes/No |
|  |  |  |  |  |  | Yes/No |
|  |  |  |  |  |  | Yes/No |
|  |  |  |  |  |  | Yes/No |

**(c) List all grants applied for (e.g., NMRC, NRF, A\*STAR, MOE, Clusters, etc) where outcome is pending**

*Please indicate all the grants applied where the applicant is involved as PI, Co-Investigator or Collaborator. If there are* ***overlapping sections with the current proposals, please elaborate in Annex B.***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title of Research** | **PI’s Role in project** | **Application ID** | **Funding Agency** | **Amount of fund applied ($)** | **Support Period (Year)** | **Any Overlapping Sections with Current Proposal?** |
|  |  |  |  |  |  | Yes/No |
|  |  |  |  |  |  | Yes/No |
|  |  |  |  |  |  | Yes/No |
|  |  |  |  |  |  | Yes/No |

**Annex B**

*Please provide scientific abstract for each grant listed in (a)-(c) below.*

*If there are overlapping sections with the current proposals, please elaborate.*

1. **Signatories**

*The undersigned agree to abide by the terms and conditions governing the award of the Tripartite Programme*

In signing the Grant Application, the Principal Investigator and all Co-Principal Investigator(s) & Collaborator(s) UNDERTAKE, on any Grant Award, to

1. Declare that all information is accurate and true.
2. Declare that the Full Time Equivalent (FTE) as selected upfront in the application will be committed to research during the period of funding.
3. Not send similar versions or part(s) of this proposal to other agencies for funding.
4. 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, and the clinical trial certificate, before any funding can be confirmed.
5. Be actively engaged in the execution of the research and comply with all laws, rules and regulations pertaining to safety, animal, and human ethics, including the Singapore Guidelines for Good Clinical Practice.
6. Ensure that Tripartite Programme funding is acknowledged in all publications and presentations.
7. Ensure that the requested equipment/resources are not funded by another agency or research proposal.
8. Ensure that there is a reasonable effort in accessing available equipment/resources within the host institution or elsewhere within Singapore.
9. Adhere to Tripartite Programme’s Terms and Conditions and Guidelines for the Management Funding Programmes.
10. Ensure that there is no financial conflict of interest.

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Lead

Name: Name: Name: Name:

Date: Date: Date: Date:

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

Name: Name: Name: Name:

Date: Date: Date: Date:

1. **Departmental Support**

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| --- |
| 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:*

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1. **Institutional support**

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| --- |
| 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:*

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|  |

Appendix A

**LIST OF FUNDABLE AND NON-FUNDABLE ITEMS**

|  |  |
| --- | --- |
| **Type of Expenses** | **Description** |
| **Expenditure on Manpower** | |
| Salaries, CPF and fringe benefits of employees funded through these programmes, including medical, dental, contribution to welfare fund, etc. | Allowable as part of overall compensation to employees funded through these programmes, provided such costs are incurred under formally established and consistently applied institutional policies.  Salaries offered to staff should be reasonable, in line with local market benchmarks and should comply with established pay scales of the host institution / department that are consistently applied regardless of funding sources.  Each staff must be individually identified by designation and his/her salaries, CPF and fringe benefits estimated. Expenses pertaining to dependents shall be excluded. |
| Annual leave | Allowable for employees. The number of days of leave accorded to staff must be in accordance with established institutional policies that are consistently applied regardless of funding sources. |
| Bonus/Incentive payments | Allowable as part of total compensation package, provided that such payments are reasonable and in accordance with established institutional policies that are consistently applied regardless of funding sources. |
| Staff insurance | Allowable, provided incurred under an established and consistently applied policy of the host institution. |
| Participation of overseas experts and students | Not allowable. |
| Staff recruitment and related costs. | Not allowable. Examples of such costs are advertisement and recruitment agency cost.  Employment pass (EP) application fees, Staff re-location, settling-in allowances, etc, are not allowable. |
| Overtime | Not allowable. |
| Stipends and course fees of full- time and/or part-time graduate research students. | Not allowable. |
| PI/Co-I/Collaborator EOM costs | Not allowable. |
| Student attachment and top-up for research students | Not allowable. |
| **Equipment** | |
| New equipment | Allowable if specifically needed for the project.  Equipment must be individually identified and its total costs inclusive of bank charges, delivery and installation, etc estimated. |

|  |  |
| --- | --- |
| **Type of Expenses** | **Description** |
| General purpose IT and communication equipment | Not allowable unless specifically provided for and approved in the grant. Examples of such costs are computers, office productivity software, PDAs, mobile phones, workstations, printers, etc.  The procurement of such equipment must be reasonable and in accordance with the established and consistent institutional policies. |
| Cost of capital works and general infrastructure, office equipment, furniture and fittings. | Not allowable. |
| **Other Operating Expenses** | |
| Consumables | Allowable.  Examples of such costs are supplies and materials, laboratory consumables, animals and drugs which are necessary for the successful execution of the funded project.  All procurement of such items must be reasonable and made in accordance with established and consistent institutional policies. |
| Bank charges | Allowable provided such charges are specifically related to payments for consumables and equipment used in the project. |
| Customs and import duties | Allowable provided such charges are specifically related to import of consumables and equipment used in the project. |
| Books and specialized journals relevant to the research | Allowable only if these are directly related to the project. If the host institution has a library, books and journals should be obtained from the library and the PI should refrain from purchasing the same books or journals. |
| GST | Not allowable, if claimable from the Inland Revenue Authority of Singapore (IRAS). |
| Conferences | Allowable for staff who are part of the study team, and if conference/training is directly relevant to the research area or necessary to accomplish the project objectives. Documentation for attendance/completion of conference/training will need to be submitted. |
| Overseas travel | Not allowable. |
| Photocopying and printing charges | Allowable. |
| Publications | Allowable.  Page charges for publication of manuscript in professional journals are allowable if they adhere to established institutional policy, where applicable.  The costs of reprints and publishing in other media, such as books, monographs and pamphlets are not allowable unless specific approval has been obtained from the host institution. |

|  |  |
| --- | --- |
| **Type of Expenses** | **Description** |
| Repairs and maintenance of research equipment | Allowable if specifically budgeted for in the project and the equipment is used extensively for the benefit of the research project.  The period of maintenance funded from the research grant will be restricted to the duration of the project. For new equipment, maintenance should not be budgeted for the duration the equipment is under warranty (e.g., Year 1) and quotations for maintenance contracts must be included when the proposal is shortlisted. |
| Stationery and printer consumables | Allowable. |
| Training | Not allowable unless required specifically for the project and subjected to approval. |
| Transportation, postage, and courier services | Allowable. This includes postage, courier, and freight charges for bringing in equipment and specialized research consumables and reimbursement for staff transportation in accordance with institution policies. |
| Use of services, equipment rental or lab spaces | Allowable. |
| Volunteers and research patients, and other related costs | Allowable for payment to volunteers and research subjects provided this is within the scope of the research and has been provided for and approved in the grant. Any vouchers or cash reimbursement given to research patients and volunteers need to be reasonable and to be acknowledged by recipients with signatures.  Press advertisements for patient recruitment are allowable. |
| Audit fees | Not allowable. |
| Entertainment & Refreshments | Not allowable. |
| Fines and penalties | Not allowable. |
| Insurance premiums | Not allowable. |
| Legal Fees | Not allowable. |
| Indirect Research Cost/ Overhead expenses, rental, utilities, telephone charges, facilities management, repairs, maintenance, etc. | Not allowable. |
| Patent-related expenses | Not allowable. |
| Professional fees (including fees to consultants) | Not allowable, unless specifically provided for in the grant and approved. |
| Professional membership fees of PIs/RFs/RAs funded by Joint Research Fund | Not allowable. |
| Staff retreat | Not allowable. |

1. NOTE: Represents percentage effort spent by the team members in the project relative to his/her other team members. The total in this column must add up to 100%.

   \*Definition:

   Lead Principal Investigator: The lead researcher who has the appropriate level of authority and the responsibility to direct the project/program being supported by the grant. The lead researcher is responsible and accountable for the proper conduct of the project or program.

   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.

   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-1)
2. Please delete as appropriate [↑](#footnote-ref-2)
3. Please specify amount. [↑](#footnote-ref-3)