

NATIONAL HEALTHCARE GROUP

# NHG Research Funding Guidelines

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NHG-LKCMedicine Clinician-Scientist Preparatory Programme

**Effective**

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# NHG Research Funding Guidelines

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# NHG Research Funding Guidelines

## 1. General Information

The NHG Research Funding Guidelines is applicable to research project grants and manpower development programmes administered by the NHG Group Research.

Research project grants provide funding only for the approved research proposal; on the other hand, research manpower development programmes generally provide funding for both the approved research proposal and protected time to conduct the research. Please refer to the NHG Research Website (<https://www.research.nhg.com.sg>) for more information on the respective grants and programmes.

Where applicable, funding for research project will adhere to the following:

### Research Project

All research project expenditures must be budgeted in accordance to the fundable / non-fundable items as listed under Annex A.

Host Institutions will need to strictly follow NHG Procurement policies or their Institution's established procurement policies for all research project expenditures.

All approved expenses will be paid for by NHG Host Institutions and claimed subsequently from NHG HQ on a reimbursement basis.

All project-related expenses must be incurred within the funded period.

Only items that are approved can be reimbursed. The total reimbursement amount must not exceed the total budget approved.

## 2. Administration Of The Funding

### 2.1 Claim Processes for Research Expenditures

Claims are to be submitted quarterly to NHG institutional Finance Departments in accordance with proper finance procedures for reimbursement purposes.

Claims must be substantiated with supporting documents such as photocopies of invoices, debit notes and receipts. **For expenditures with GST claimable from the Inland Revenue Authority of Singapore (IRAS), no reimbursement of GST will be provided.** The reimbursement amount shall exclude any GST charges. NHG institutions are to claim the GST proportion from IRAS directly.

Please note that all claims must be submitted to NHG (NHG Group Research for NSC and NHG institutional Finance Departments for other NHG institutions) within six (6) months after the end of the project. NHG reserves the rights not to approve, process/reimburse claims received after the six (6) months grace period.

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Please quote the assigned project IO code for all payments of budgeted items and ensure that all payments are made within the funding period.

## 2.2 Research Project Variations

### a) Request for Budget Variation

Any request for budget variations (e.g. transferring of funds from one category to another) must be submitted to NHG Group Research **at least one (1) month** before the purchase or incurring of the expenditure, and **at least three (3) months** before the original end date of the grant/programmes.

Principal Investigators (PIs) of awarded projects will be required to complete and submit the “Request for Budget Variation Form” for approval. Strong and valid justifications for the need must be provided. PIs will be advised of the outcome via email.

### b) Request for Unbudgeted Item Funding

Any request to fund unbudgeted items not previously approved must be submitted to NHG Group Research **at least one (1) month** before the purchase or incurring of the expenditure, and **at least three (3) months** before the original end date of the grant/programmes. Request for funding of unbudgeted items must adhere to the fundable / non-fundable list as provided under Annex A.

PIs of awarded projects will be required to complete the “Request for Unbudgeted Item Funding Form” for approval. Strong and valid justifications for the need of new items as well as quotations for new items must be provided. PIs will be advised of the outcome via email.

### c) Request for Time Extension

Any request for an award extension is to be submitted to NHG Group Research **at least one (1) month** before the expiry of the project. **The maximum time extension which may be granted is six (6) months.** Any remaining project and protected time funding may continue to be utilised during the extended time period subject to approval.

PIs of awarded projects are required to submit this request by completing the “Request for Time Extension Form” to NHG Group Research. Strong and valid justifications for the need must be provided. Endorsement from the Head of Department will be required. PIs will be advised of the outcome via email.

Any other variation requests planned for or necessary for the extension period should also be made known to NHG Group Research as part of the time extension request.

Please contact the secretariat to request for any of the above variation request forms, as well as templates for the interim/final reports and other templates.

## 2.3 Submission of Research Reports & New Grant/Programme Applications

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PIs will be required to fulfil the requirements for research report submissions under the respective grants/programmes. In the event of no acknowledgment or non-response, NHG Group Research reserves the right to prohibit the PI from applying to new grants/programmes as the lead PI.

Where applicable, the PIs may also be invited to deliver a presentation update of their research progress to the respective research strategic committees.

The above mentioned variation request forms, as well as templates for the interim/final reports are also available on the NHG Research website at [www.research.nhg.com.sg](http://www.research.nhg.com.sg).

## **3. Roles & Responsibilities of NHG Host Institution**

3.1 To provide the necessary facilities, administrative and other support for the conduct of the research funded under the grant/programme.

3.2 For manpower development programmes with research protected time funding, to ensure the awardee is given the time to undertake and complete the approved research

3.3 To establish, where applicable, proper institutional policies and procedures to regulate and monitor the following:

- a) Research should only commence after receiving the necessary ethics and regulatory approvals.
- b) Research staff recruited and funded under the grant/programme should comply with institutions' prevailing and consistently applied HR guidelines.
- c) Equipment, consumables and other items purchased using the funding complies with institutions' internal procurement guidelines and policies and have received prior approval from the funding body.
- d) Ownership, access, and management of equipment, consumables and other items purchased using the funding during and for up to 3 years after the award period.
- e) Overseas travel undertaken by the awardee and/or research team is in relation to the research funded under the grant/programme.
- f) Research is conducted with integrity and in accordance with prevailing guidelines on good research practices which seek to limit scientific misconduct and unethical behavior.
- g) Documentation and reporting of incidences with Conflict-Of-Interest (COIs) which may result in undesirable outcomes to the research subjects and/or research findings.

3.4 To ensure that funding would not be channeled overseas to fund research and development activities, unless previously approved as part of the grant/programme applications.

3.5 To inform NHG Group Research in writing if the PI of the awarded project had left the NHG cluster or will be undertaking long period of absence (more than 3 months).

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3.6 To use best efforts to ensure that Intellectual Property (IP) arising from the funded research is properly managed and where feasible, to ensure that the IP is duly protected in accordance to NHG Intellectual Property (IP) policy.

## **4. Publication Of Research Findings**

Awardees of the above mentioned NHG grant/programme should ensure that any resulting scientific publications will duly acknowledge the funding body and where applicable, to also acknowledge the contributions by partnering institutions.

## **5. Third Party Collaborations**

Awardees of the above mentioned NHG grant/programme are strongly encouraged to put in place the necessary research agreements (e.g. Research Collaboration Agreement, Project Agreement or Service Agreement etc.) which are required to facilitate the approved research projects.

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## Annex A

### Fundable Items

Type of Expenses	Description
<b>Equipment</b>	
General policy	There shall be no purchase of all equipment three (3) months before the completion date of the project. The completion date of the project refers to latest approved completion date.
New Equipment (including hardware and software)	Allowable if needed specifically for the project. Each equipment must be individually identified and its total cost inclusive of bank charges, delivery and installation, etc. estimated. Any equipment purchases shall also be subjected to an established and consistently applied policy of the host institution.
<b>Other Operating Expenses</b>	
Consumables	Allowable. Examples of such costs are supplies and materials, laboratory consumables, animals and drugs which are necessary for the successful execution of the project. All procurement of such items must be reasonable and are made according to the formal established and consistently applied policies of the host institution or by other collaborating institutions.
Use of services, equipment rental or lab spaces within the host Institution's or collaborating institution's central facilities	Allowable. The cost for the use of the services and central facilities owned by either the host institution or by other collaborating institutions, such as animal holding units, central laboratory services, are allowable and must be based on institutional fee schedules which are consistently applied regardless of source of funds.  Institutions may also be requested to certify that the fee structure is applied consistently.
Bank charges	Allowable as long as it is specifically related to the payments for consumables and equipment used in the research project.
Books and specialised journals relevant to the research	Purchase of books, specialised journals or lab manuals are 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.
Customs and import duties	Allowable as long as it is specifically related to importation of consumables and equipment used in the project.
Photocopying and printing charges	Allowable, inclusive of printing costs for posters specifically related to the research project.
Publications	Allowable, if publication is from the grant/award, and if it adheres to the formal established policy of the host Institution, 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 grant funding body.

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Type of Expenses	Description
Transportation, postage & courier services	Allowable  This includes postage, courier and freight charges for bringing in equipment and specialised research consumables and reimbursement for staff transportation.
Payment to research participants and other related costs	Allowable for payment to research participants, provided this is the scope of the research and has been provided for in the grant and approved. Claims will need to be supported by documents acknowledged by research participants when they receive the payment, including participants' details and signature, date of visit, amount paid and vouchers details (if applicable). Press advertisements costs for recruitment of research participants are also allowable.
Others	Other miscellaneous costs which are directly related to the project may be allowed subjected to approval from the grant funding body based on the justifications provided. An example of such item is ethics review cost, equipment authorization fee etc.

### Non-Fundable Items

Type of Expenses	Description
<b>Manpower</b>	
Salaries, CPF and fringe benefits including medical, dental, contribution to welfare fund, etc.	Not allowable
Bonus / Incentive payments	Not allowable
Annual Leave	Not allowable
Staff insurance	Not allowable
Overtime	Not allowable
Staff recruitment and related cost	Not allowable. Examples of such costs are advertisement and recruitment agency cost.  Staff relocation, settling-in allowances etc. are not allowable.
Lead PI's, co-investigators', collaborators' & visiting professor/researchers' EOM cost	Not allowable
Stipend for students	Not allowable. Examples include stipends for post graduate or undergraduate students that's under the mentorship of the awardee.



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Type of Expenses	Description
<b>Equipment</b>	
General Purpose IT and communication equipment	Not allowable. Examples of such devices are PDAs, handphones and all hand-held devices etc.
Office equipment	Not allowable
Office furniture & fittings	Not allowable
Cost of capital works and general infrastructure	Not allowable
<b>Other Operating Expenses</b>	
Audit fees	Not allowable
Stationery & printer consumables	Not allowable
Local & Overseas Conferences/ Trainings	Not allowable
Journal Subscription	Not allowable
Entertainment & Refreshment	Not allowable
Fines and penalties	Not allowable
GST	Not allowable, if claimable from the Inland Revenue Authority of Singapore (IRAS)
Insurance premiums	Not allowable. The host institution is responsible for the insurance of the equipment, relevant workmen compensation and professional indemnity insurance, in line with the host institution's risk policies.
Legal fees	Not allowable
Overhead expenses - rental, utilities, telephone charges, facilities management, etc.	Not allowable
Patent application, IP related and commercialization expenses	Not allowable  This includes patent application filing, maintenance and other related cost. Such cost should be paid by the host institution.
Professional fees (including fees to consultants)	Not allowable

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Type of Expenses	Description
Professional membership fees of PIs /RFs /RAs funded from the grant	Not allowable
Staff retreat	Not allowable