

NATIONAL HEALTHCARE GROUP

NHG Research Funding Guidelines

NHG-LKCMedicine Clinician-Scientist Preparatory Programme

Effective

01/06/2020

NHG Research Funding Guidelines

Contents

1. General Information	2
2. Administration of The Funding	2
2.1 Reimbursement for Research Expenditures.....	2
2.2 Research Project Variations.....	3
2.3 Submission of Research Reports & New Grant/Programme Applications	3
3. Roles & Responsibilities of NHG Host Institutions	4
4. Publication Of Research Findings	5
5. Third Party Collaborations	5
Annex A.....	6

NHG Research Funding Guidelines

1. General Information

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

Project-based grants provide funding for the approved research project only; while talent development programmes may provide funding for the Principal Investigator (PI)'s protected time and/or approved research project. For jointly funded grants, additional requirements may apply in accordance with specific grant objectives.

For all grants/programmes, funding will be provided to the PI's NHG Host Institutions (HIs) on a reimbursement basis. Please refer to the NHG Research Website (<https://www.research.nhg.com.sg>) for more information on the respective grants and programmes.

Where applicable, all protected time and project funded by NHG Group Research shall adhere to the following:

Research Project

All project expenditures will need to adhere to the approved budget in accordance to the fundable/non-fundable items as listed under Annex A, or otherwise determined by the respective grant calls. All expenditures must be incurred within the funding period, and the total amount to be reimbursed must not exceed the total approved budget.

NHG HIs shall strictly adhere to their institution's established procurement policies or the NHG procurement policies for all research project expenditures.

2. Administration of The Funding

2.1 Reimbursement for Research Expenditures

All claims for research expenditures are to be submitted quarterly to NHG HI's Finance or the respective 1FSS representatives in accordance to proper finance procedures for reimbursement by NHG Group Research. Where applicable, please quote the assigned project IO code for all research expenditures.

Claims must be substantiated with supporting documents such as photocopies of invoices, debit notes, receipts, boarding passes or proof for completion of trainings etc. **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 HIs are to claim the GST proportion from IRAS directly. All expenditures to be claimed must be incurred within the funding period.

Please note that all final reimbursement claims must reach NHG Group Research within six (6) months from the end of award, unless otherwise specified in the award letter. NHG reserves the rights to reject any late claims, unless prior approval has been sought from NHG Group Research.

NHG Research Funding Guidelines

2.2 Research Project Variations

All variation requests will need to be submitted to NHG Group Research before any changes are effected. Retrospective variation requests will not be allowed unless compelling reasons can be provided for.

a) Request for Budget Variation (Across Categories)

Any request for budget variation (e.g. transferring of funds from one category to another such as from Miscellaneous category to Equipment category) must be submitted **at least one (1) month** before the purchase or incurring of the expenditure, and **at least three (3) months** before the end date of the award.

For budget variations of approved items within the same category, HIs may make the variations accordingly, as long as changes are within the category's approved amount and it does not include a new item not previously approved.

PIs will be required to complete and submit the "Request for Budget Variation Form" to NHG Group Research for review and approval. Strong and valid justifications for the variations must be provided. NHG Group Research will notify the PI, institutional CRU and institutional Finance/1FSS representative of the outcome via email.

b) Request for Unbudgeted Item

Any request to fund unbudgeted items not previously approved must be submitted **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 award.

PIs will be required to complete and submit the "Request for Unbudgeted Item Form" to NHG Group Research for review and approval. Strong and valid justifications for the need of new items as well as quotations for new items must be provided. NHG Group Research will notify the PI, institutional CRU and institutional Finance or 1FSS representative of the outcome via email.

2.3 Submission of Research Reports & New Grant/Programme Applications

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.

NHG Research Funding Guidelines

3. Roles & Responsibilities of NHG Host Institutions

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 talent 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 from the relevant parties/agencies.
- 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 NHG Group Research.
- d) Ownership, access, and management of equipment, consumables and other items purchased using the funding during and for up to 5 years after the funding end date.
- e) Overseas travel undertaken by the awardee and/or research team is in relation to the research funded under the grant or award/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 lead PI of the awarded project had left the NHG cluster or will be undertaking long period of absence (more than 3 months), the HI and PI will need to inform on any mitigation plans to ensure that the progress of research is not impeded, otherwise NHG Group Research reserves the rights to terminate the award.

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.

NHG Research Funding Guidelines

4. Publication of Research Findings

PIs should ensure that any resulting scientific publications or media material will duly acknowledge NHG and any other co-funding or partnering institution such as NTU/LKCMedicine, where applicable.

PIs should also ensure that a copy of the resulting scientific publication shall be deposited in the NHG HI's open access repository if any, in accordance to the institutional open access policy.

5. Third Party Collaborations

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

NHG Research Funding Guidelines

Annex A

Fundable Items

Type of Expenses	Description
Equipment Category	
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.
Other Operating Expenses Category	
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.

NHG Research Funding Guidelines

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 ethnics review cost, equipment authorization fee etc.

Non-Fundable Items

Type of Expenses	Description
Manpower Category	
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.

NHG Research Funding Guidelines

Type of Expenses	Description
Equipment Category	
General Purpose IT and communication equipment	Not allowable. Examples of such devices are computers, hand phones and all hand-held devices etc.
Office equipment	Not allowable
Office furniture & fittings	Not allowable, this includes renovation/outfitting costs, rent, depreciation of buildings and equipment, and related expenditures.
Cost of capital works and general infrastructure	Not allowable.
Other Operating Expenses	
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

NHG Research Funding Guidelines

Type of Expenses	Description
Professional membership fees of PIs /RFs /RAs funded from the grant	Not allowable
Staff retreat and team-building activities	Not allowable