



NTU-NHG Ageing Research Grant **Grant Management Guidelines**

All expenses of studies would be paid for by NHG institutions or NTU. For NHG, the expenses would be claimed on a reimbursement basis.

Only items that are approved upon successful application can be reimbursed. The total reimbursement amount should not exceed the total budget approved. **Please refer to Annex A for guidelines on fundable and non-fundable items.** There is a minimum requirement for investigators to spend at least 80% of their approved budgets in each project year.

For NHG, claims are to be submitted to Research & Development Office (RDO) through NHG institutional Finance Departments in accordance with proper finance procedure. Reimbursement is performed on a quarterly basis. All claims should reach RDO within one (1) month after the end of each quarter.

For NTU, invoices and claims are to be submitted to NTU Office of Finance in accordance with proper financial procedures.

All claims should be substantiated with supporting documents such as photocopies of invoices, debit notes and receipts. **GST reimbursement is allowable only for NTU expenses incurred under the funded project.** NHG institutions may claim the GST proportion from Inland Revenue Authority of Singapore (IRAS) directly.

For NHG Lead-PI, please note that all claims must be submitted to NHG institutional Finance Departments **at least 2 weeks** before the end of your project. The claims must be submitted to RDO within one (1) month after the end of the project.

For NTU Lead-PI, please note that all expenditure must be incurred before the end of your project. The invoices and claims must be submitted to NTU Office of Finance within 2 weeks after the end of the project.

GRANT VARIATIONS

All original copies of the grant variation forms must be submitted to RDO with a softcopy to Nanyang Institute of Technology in Health and Medicine (NITHM) <nithm@ntu.edu.sg>.

(a) Request for Intra-Institutional Budget Adjustment

Any request for intra-institutional budget adjustments (e.g. transferring of funds from NHG Manpower category to NHG Equipment category) must be submitted to RDO **at least 30 days** before the purchase or incurrence of the expenditure to ensure availability



of funds. You will be required to complete and submit the “Request for Intra-Institutional Budget Adjustment Form” to RDO for processing.

For cumulative variation amount (inclusive of all previously approved requests) of more than 10% of the grant amount awarded, endorsement from the Clinical Lead-PI’s Director of Research will be required. You will also be advised of the request outcome via email.

(b) Request for Inter-Institutional Budget Adjustment

Any request for inter-institutional budget adjustments (e.g. transferring of funds from NHG Manpower category to NTU Equipment category) must be submitted to RDO **at least 30 days** before the purchase or incurrence of the expenditure to ensure availability of funds. You will be required to complete and submit the “Request for Inter-Institutional Budget Adjustment Form” to RDO for processing.

For cumulative variation amount (inclusive of all previously approved requests) of more than 10% of the grant amount awarded, endorsement from the Clinical Lead-PI’s Director of Research will be required. You will also be advised of the request outcome via email.

(c) Request to Fund Non-Standard Item

Request to fund non-standard items will be required for the following:

1. Items not listed under Annex A (Guidelines on fundable and non-fundable items)
2. Items not originally approved in the budget regardless of the cumulative variation amount (Examples include additional manpower/change of manpower, new equipment)

The requests may be considered by completing the “Request to Fund Non-Standard Items Form” and submitting it to RDO. Strong and valid justifications for the need must be provided. You should be able to provide quotations for the items on request.

Endorsement from the Clinical Lead-PI’s Director of Research will be required. You will also be advised of the request outcome via email.

(d) Request for Time Extension

Any request for time extension is to be submitted to RDO **at least 30 days** before the expiry of the project. You are required to submit your request by completing the “Request for Time Extension Form” to RDO. Strong and valid justifications for the need must be provided. **Endorsement from the Clinical Lead-PI’s Director of Research will be required.** You will also be advised of the request outcome via email.



(e) Request for Change of PI

For change in Clinical or Non-Clinical Lead-PI, the “Request for Change of PI Form” is to be submitted to RDO **at least 30 days** before the effect of change. Strong and valid justifications for the request must be provided. **Endorsement from the Clinical Lead-PI’s Director of Research will be required.** You will also be advised of the request outcome via email. If successful, a revised Letter of Award and Letter of Undertaking will be sent to the new Lead-PI.

(f) Request for Early Termination

Any request for early termination is to be submitted to RDO **at least 30 days** before the effect of change. You are required to submit your request by completing the “Request for Early Termination Form” to RDO. Strong and valid justifications for the need must be provided. **Endorsement from the Clinical Lead-PI’s Director of Research will be required.** You will also be advised of the request outcome via email.

The above forms and templates for your progress and final reports may be obtained from the NHG Research website: www.research.nhg.com.sg.

For Enquiries:

Ms Evangeline Ng / Ms Lynnette Wang
NHG Research & Development Office (RDO)
DID: 6496 6984 / 6496 6950
Email: Evangeline_Yy_NG@nhg.com.sg / Lynnette_I_f_WANG@nhg.com.sg

Dr Ang Seah Fang
Nanyang Technological University
Nanyang Institute of Technology in Health and Medicine (NITHM)
Tel: 6592 3518
Fax: 6794 3735
Email: nithm@ntu.edu.sg



Annex A - Guidelines on Fundable and Non-Fundable Items

Type of Expenses	Description
Manpower Category	
Salaries, CPF and fringe benefits including medical, dental, contribution to welfare fund, etc.	<p>Allowable as part of overall compensation to employees provided such costs are incurred under formal established and consistently applied policies of the host university. Employees refer to research team members such as research fellows, research assistants, biostatisticians, nurses and technical officers.</p> <p>The salaries offered to staffs should be reasonable, in line with local market benchmarks and comply with formal established pay scale of the host institution that is consistently applied regardless of the source of funds.</p>
Bonus / Incentive payments	Allowable as part of a total compensation package, provided such payments are reasonable and are made according to a formal policy of the host university that is consistently applied regardless of the source of funds.
Overtime	Not allowable
Annual leave	Allowable for full-time employees. The no. of days of leave accorded to staff must be in accordance with formal policies of the host university that is consistently applied regardless of the source of funds.
Staff recruitment and related cost	<p>Not allowable. Examples of such costs are advertisement and recruitment agency cost.</p> <p>Staff relocation, settling-in allowances, etc, are not allowable.</p>
PI's, co-investigators' & collaborators' EOM cost	Not allowable
Staff insurance	Allowable, provided incurred under an established and consistently applied policy of the host Institution.
Visiting Professors	Not allowable



Adding years of healthy life

Type of Expenses	Description
Equipment Category	
General policy	There shall be no purchase of equipment <u>3 months before the completion date of the project</u> . The completion date of the project refers to latest approved completion date.
IT equipment	Not allowable
Purchase of PDAs, handphones, and all hand-held devices	Not allowable
Office equipment	Not allowable
Office furniture & fittings	Not allowable
Cost of capital works and general infrastructure (including the costs associated with the establishment and running of the Grant Administration Office)	Not allowable
Repairs and maintenance of research equipment	<p>Allowable, if equipment is newly purchased and specifically budgeted for the project.</p> <p>The period of maintenance funded from the research grant should 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 contract must be included.</p>



Type of Expenses	Description
Consumables Category	
Purchase of medical materials, lab supplies, consumables, animals, use of services or lab spaces within the host institution's central facilities	<p>Allowable</p> <p>The cost for the use of the services and central facilities owned by the host institution such as animal holding units, central laboratory services are allowable and must be based on host institution's fee schedules which are consistently applied regardless of source of funds.</p> <p>Host institution may be requested to certify that the fee structure is applied consistently.</p>
Lab safety training and related expenses	Allowable
Miscellaneous Category	
Audit fees	Not allowable. This includes both internal and external audit fees.
Bank charges	Allowable as long as it is specifically related to the payments for consumables and equipment used in the project.
Books and specialised journals relevant to the research	Books or lab manuals are allowable only if these are directly related to the project. Specialised journals are allowable only if these are directly related to the project and are not available in the university's libraries. The funding for journal subscription would be restricted to the duration of the project.
Customs and import duties	Allowable as long as it is specifically related to importation of consumables and equipment used in the project.
Entertainment & Refreshment	Not allowable
Fines and penalties	Not allowable
GST	Allowable only for NTU expenses incurred for the project.
Insurance premiums	<p>Not allowable.</p> <p>The host university is responsible for the insurance of the equipment,</p>



	relevant workmen compensation and professional indemnity insurance which are in line with the host university's risk policies.
Legal fees	Not allowable
Local & Overseas conferences	<p>Allowable, if conference is directly relevant to the research area or necessary to accomplish the project objectives for PI, co-investigators, co-applicants, researchers and research students funded under the project grant.</p> <p>If the conferences are conducted overseas, the travel policy of the host university must be consistently adhered to. If such policy is not in place, the expenses for such conferences may include registration fee for the conference, air tickets, per diem and other allowances, and the total expenses for travel per trip per person must not exceed \$6,000 per annum.</p> <p>The PI must submit a copy of the abstract when claiming reimbursement for such expenses and append to their annual/ final report.</p>
Overhead expenses - rental, utilities, telephone charges, facilities management, etc	Not allowable
Patent application, IP related and commercialization expenses	<p>Not allowable</p> <p>This includes patent application filing, maintenance and other related cost. Such cost should be paid by the host institution.</p>
Photocopying charges	Allowable
Professional fees (including fees to consultants)	Not allowable
Professional membership fees of PIs /RFs /RAs funded from the grant	Not allowable



Publications	<p>Allowable</p> <p>Page charges for publication of manuscript in professional journals are allowable. The costs of reprints and publishing in other media, such as books, monographs and pamphlets are not allowable.</p>
Staff retreat	<p>Not allowable</p>
Stationery & printer consumables	<p>Allowable</p>
Transportation, postage & courier services	<p>Allowable</p> <p>This includes postage, courier and freight charges for bringing in equipment and specialised research consumables and reimbursement for staff transportation.</p>
Volunteers and research patients	<p>Allowable for payment to volunteers and research subjects provided this is the scope of the research and has been provided for in the grant and approved.</p>