Junior Pitch For Funds

Application Guide

Organised by the NUHS Resident Research Committee
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7th Grant Call

Deadline for abstract submission: 22nd July 2015, 2359 hrs
Presentation of Short-listed abstracts: 19th August 2015, 1730hrs

Funding Available:

A maximum of $10,000 will be awarded in total for the 7th Grant Call.

Award Categories:

$1,000
$2,000
$5,000

The number of awards to be given out will be flexible and not pre-determined. Applicants can apply for one of the above grant amounts.
Application Process in a Nutshell

1. Read this Application Guide. It provides the essential information you require before applying for funds.

2. Determine the amount of funding required for your research project and the breakdown of the budget with your mentor(s).

3. Prepare an abstract of no more than 300 words about your study according to the format described in this Application Guide.

4. Complete the Abstract Submission Form and email it to:

   **Ms Wendy Wong**  
   **Coordinator**  
   **NUHS Resident Research Committee**  
   Email: wendy yp wong@nuhs.edu.sg

5. Short-listed residents will be informed via phone and email at least 1 week prior to the Judging.

6. Short-listed residents will make a 10-minute presentation to a panel of 3 Judges on 19th August 2015. Details of the presentation can be found in this Application Guide.

7. The results of the Grant Call will be announced on the day of the Judging.

8. Grant awardees are required to provide written updates to the Resident Research Committee and the Graduate Medical Education Committee as stipulated in the Rules and Regulations.
Background

As an Academic Medical Centre, NUHS has always had a strong research culture. With the introduction of the ACGME-I Residency System, we now have dedicated residents who will undergo specialization training entirely in NUHS. The education that NUHS provides its residents will determine the quality and academic inclinations of future leaders of NUHS.

Being a premier academic institution in Singapore and regionally, a world-class research education should be a hallmark of the NUHS Residency Program. Every resident who passes through the NUHS Residency Program should be well-equipped with the skills that will enable him to become an outstanding leader in Academic Medicine.

The Resident Research Committee was set up as a Sub-Committee under the jurisdiction of the Graduate Medical Education Committee (GMEC), with the mission of promoting research activities amongst NUHS residents and enhancing the culture of discovery and scientific exploration in NUHS. Our long-term vision is to nurture a vibrant research culture in NUHS, driven by a corps of research-savvy NUHS-trained residents.

Goals and Objectives

NUHS recognizes and acknowledges the significance of grants in fledgling research careers, and will set aside a sum of money to be allocated as competitive grants reserved for residents' research activities.

This scheme aims to:

- Encourage residents to develop research ideas
- Encourage residents to design and conduct research studies
- Enable residents to develop grantsmanship skills.
- Provide residents the opportunity to become a Principal Investigator
- Stimulate interest in research
- Increase the quality of NUHS residents’ research.
- Encourage potential clinician-scientists and clinician-researchers
- Develop residents into future academic leaders, who will shape Medicine for the future

A competitive approach to the awarding of grants will be employed, with grants awarded twice annually on the basis of merit as determined by a Grant Review Panel, composed of eminent researchers and members of the GMEC appointed by the Designated Institutional Official (DIO).
Categories of Grants

Categories of grants to be awarded per Grant Call:

1-2 grants worth S$3,000 – S$5,000 each for outstanding original research ideas which are of high potential for significant scientific/medical impact, and/or demonstrate the spirit of innovation.

2-3 grants worth S$1,000 – S$2,000 each for excellent research ideas which have the potential for significant scientific/medical impact.

There will be 3 judges on the panel, one of whom will be from the GMEC. The amount awarded will be dependant on the review of the type of research to be conducted and the estimated cost. If there are no research ideas worthy of being funded, there may not be any grants awarded.

Uses for Funds

The funds can be employed for the following purposes:

1. Purchase of materials
2. Administrative charges
3. Manpower
4. Conference fees (Travel expenses are not included)
5. Charges for submission of abstracts/posters/papers to conferences/journals
Eligibility:

1. Applicants must be a Resident or Medical Officer based at NUHS.

2. Applicants shall not be a Resident or Medical Officer Trainee of another sponsoring institution.

3. Applicants must have an original research idea/project which has been approved by the NUS/NUHS Institutional Review Board.

4. Applicants must be guided by a Mentor who is at least of Associate Consultant grade.

5. Applicants must be a Co-Principal Investigator/ Investigator of the project.

6. Applicants must not hold concurrent grants of the same amount under the Resident Research Grant Scheme.

7. Applicants must not hold concurrent grants for the same project.

8. Applicants must complete and submit the Application Form to the Resident Research Committee.

9. The nature of the project and the reasonable estimated budget must be compatible with the amount of funds applied for.
Evaluation of Application

A two-step process will be employed for evaluation of each application by the Grant Review Panel, composed of eminent researchers and members of the GMEC appointed by the Designated Institutional Official (DIO).

Step 1 – Short-listing for presentation

Short-listing is based on the submitted abstract, with the following evaluation criteria:

i. Quality of study design  
ii. Quality of abstract  
iii. Scientific/Medical impact  
iv. Novelty

Step 2 – Presentation

Short-listed applicants will be required to make a 10-minute presentation to a panel of 3 Judges, who will determine the Awardees of the Grants.

Evaluation is based on the following:

i. Quality of presentation  
ii. Quality of study design  
iii. Quality of abstract  
iv. Scientific/Medical impact  
v. Novelty
Format of Abstract

In no more than 300 words, concisely describe the specific aims, hypotheses, methodology and approach of the research proposal including its importance to science or medicine in particular clinical significance.

The abstract can be structured in a format that best describes the research proposal, but it must serve as a succinct and accurate description of the research proposal.

A suggested structure is:

Introduction or Background
Aims
Hypotheses
Methodology
Importance or impact to Science/Medicine
Format of Presentation

Materials:

The Presenter will be provided with a computer with the Microsoft PowerPoint software and an image projector with a screen. The use of these materials is not mandatory.

If the Presenter creates the presentation using the Macintosh or other platforms, he/she is required to provide a laptop with a compatible operating system on the day of the presentation.

The Presenter may bring in other materials subject to the approval of the Resident Research Committee. All requests may be directed to Ms Wendy Wong (Coordinator, Resident Research Committee).

Time allocated:

A maximum of 10 minutes will be allowed for each presentation. A further 10 minutes will be allocated for questions posed by the Judges and the Audience to the Presenter after each presentation.

A bell will be rung at 5 minutes and 10 minutes into the presentation. Presentations that exceed the time limit will be penalized on the scoring sheet.

Suggested format:

Introduction or Background
Aims
Hypotheses
Methodology
Importance or impact to Science/Medicine

Residents are encouraged to be creative yet professional for the presentation.

Dress Code:

Smart casual attire.
Follow-up

Grant awardees are required to provide progress reports on the project at specified points in time. A template will be provided for the progress reports. Failure to do so will result in withdrawal of the grant.

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Actions by Awardee</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 months</td>
<td>Preliminary Report on Progress</td>
</tr>
<tr>
<td>6 months</td>
<td>Report on Progress</td>
</tr>
<tr>
<td>Midway through project</td>
<td>Midpoint Report on Progress</td>
</tr>
<tr>
<td>Completion of project</td>
<td>Full report on project and outcomes</td>
</tr>
</tbody>
</table>
Guidelines for Utilization of Funds

1. Administration of Funds:

Medical Affairs-Education (MA-Edu) is the provider of funds for the Junior Pitch For Funds Scheme. MA-Edu will allocate up to S$20,000 of its budget to the Junior Pitch For Funds Scheme. The Clinician Scientist Unit (CSU), under the Dean’s Office of the Yong Loo Lin School of Medicine, is the administrator of all funds awarded under the Junior Pitch For Funds Scheme. Awardees of the Junior Pitch For Funds will receive a letter of confirmation as well as a Certificate of Award. These documents will also be forwarded to the CSU as proof of award to the resident. Each awardee will have an account established with the CSU for purposes of utilizing the awarded funds.

2. Duration of award:

The account with CSU will be opened for duration of 2 years, from the date of award. The awardee may utilize the funds within this period. At the end of 2 years, the account with CSU will be closed and remaining funds cannot be utilized and will be returned to MA-Edu for other uses at its discretion. All claims must reach the CSU before the closure of the account. Claims received after the closure of the account will not be processed.

3. Processing of claims:

All claims must be submitted to CSU. The below-mentioned are ways to submit a claim to CSU.

(i) The awardee submits an invoice addressed to the awardee to CSU. CSU makes the payment directly to the merchant issuing the invoice.

(ii) The merchant issues an invoice to CSU and the CSU makes the payment directly to the merchant issuing the invoice on behalf of the awardee.

(iii) Payment is made by the awardee and the original receipt is submitted to CSU. CSU will then deduct the amount from the awardee’s account and reimburse the awardee via cheque or credit the amount into the awardee’s designated bank account.

(iv) Forward the quotation of the purchase and request approval for purchase from the secretariat of CSU.

Payment version (i) is the most preferred method.
The invoice should be addressed to:

Clinician Scientist Unit,
Dean's Office, Yong Loo Lin School of Medicine
National University of Singapore
Level 11, NUHS Tower Block
1E Kent Ridge Road

Attention: Ms Cindy Chen (Tel: 6772 3819) (cindy_chen@nuhs.edu.sg)
Terms and Conditions

By submitting the Application Form, the applicant(s) agrees with the following:

- All information submitted is accurate and true.

- The information is furnished to the National University Health System with the understanding that it shall be used or disclosed for evaluation, reference and reporting purposes.

- All decisions made with regards to the awarding and withdrawal of funds by the NUHS GMEC and Resident Research Committee are final and binding.

- The proposed budget is clear (e.g. no double funding/ excessive purchase of equipment), and is aligned with host institution HR and other policies.

- No similar versions or part(s) of this proposal is sent to other agencies for funding.

- The research abides by all laws, rules and regulations pertaining to national and the NUHS's research operating procedures and guidelines.

- When requested by the Organizing Committee, to 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.

- Be actively engaged in the execution of the research and comply with all laws, rules and regulations pertaining to animal and human ethics.

- The proposed research is supported by the host department/faculty.

- Ensure that the NUHS funding is acknowledged in all publications.

- Ensure that all publications arising from research wholly or partly funded by NUHS will be forwarded to NUHS.

- Ensure that there is a reasonable effort in accessing available equipment/resources within the host institution or elsewhere within Singapore.