

National University Health System Internal Grants

General Administrative Guidelines

Version 3
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1. Introduction

- 1.1 NUHS Research Office (RO) administers the NUHS internal research funding provided to NUHS Researchers.

2. Application and Approval for Project Grant

Application

- 2.1 NUHS RO will announce different grant calls via email circular and NUHS Research Website. PIs could visit the website for details on application and submission procedures.
- 2.2 Applicants should submit their grant proposals using prescribed forms and format to NUHS RO by the stipulated deadline.

Approval of Project Grant & Ethics Approval

- 2.3 NUHS RO will arrange the internal grant review and notify the applicants of the results. Appeals for unsuccessful applications would not be entertained.
- 2.4 PI must submit the **Statement of Acceptance and Budget Phasing Form [Form 1]** to NUHS RO **within 2 weeks** from the date of the initial Letter of Award. At the same time, PI should submit application(s) for Ethics Research Compliance(s) to the relevant Compliance Office(s), if applicable.
- 2.5 Where applicable, PIs have to obtain full Ethics Approval (applicable for projects involving cells, humans or animals etc) and other research-related approvals from relevant authorities before the research grant account can be activated. For multi-institution projects or trials, Ethics Approval must be obtained from each participating institution. For projects with revision, an updated ethics approval is required before fund disbursement. PIs should forward the ethics approval to NUHS RO for account activation.
- 2.6 The project must start (i.e, account activation) **within 6 months** from the date of Letter of Award, otherwise the offer of the award may be withdrawn at the absolute discretion of NUHS RO. Only in exceptional circumstances will NUHS RO waive the timelines for commencement of project set above. PI must make a case in writing to NUHS RO well in advance of the 6 months grace period for consideration.
- 2.7 PIs of on-going projects which required ethical review annually or once every two years must keep NUHS RO informed of any changes to the protocol. PIs who are in the process of obtaining new ethics approval for new trials or for new procedures are not allowed to use the grant funding to conduct recruitment or to carry out parts of the research requiring ethics approval. PIs bear the full responsibility to ensure that proper ethics approval is obtained for the projects or parts of the projects.
- 2.8 In the event that any ethics/research compliance approval is withdrawn or suspended, affected PIs are to inform the Approving Authority of such decisions immediately. NUHS RO reserves the right to withhold funding in such situations.

3. Disbursement of Grant

- 3.1 For NUHS Internal grants on a reimbursement basis, the Host Institutions are to pay for the expenditure incurred for approved projects and claim for reimbursement from NUHS through NUHS RO. The amount reimbursed is based on the claims submitted and all expenditure incurred is subjected to the approval by NUHS RO.
- 3.2 Host Institutions should use NUHS's prescribed grant request form to claim for reimbursement for NUHS Internal Grants. The form should be submitted on a quarterly basis. The claims for reimbursement submitted by each Host Institution must be certified as true and correct by the Vice-Dean of Finance (or equivalent) of the respective Host Institutions and PI(s) of the award.
- 3.3 For NUHS Internal grants with fund source and accounts opened in NUS, a fund transfer is done at the point of account activation. Claims for reimbursement are not required.

4. Performance Management and Reports Submission

- 4.1 PIs are required to submit **Progress Reports [form 5]** to NUHS Research Office 12 months from the start date. If the Progress Report evaluation is not considered satisfactory, the remaining fund will not be released until satisfactory progress has been made. If satisfactory progress cannot be achieved with the next 12 months, the funding will be terminated immediately.
- 4.2 PIs must submit a **Final Report [form 6]** 30 days after the project period ends. PIs who fail to submit the final report will not be eligible for future NUHS internal grants applications.
- 4.3 Please note that if you have submitted any similar or overlapping research to another funding agency, you must declare and, where necessary, the internal funding will cease once the external grant has been awarded.

5. Financial Regulations on Expenditure and Payment

- 5.1 PIs must utilize the funding strictly for the submitted breakdown within the stipulated funding period, and be accountable for all the expenses incurred. PIs should utilize 100% of the total approved budget before the grant end date.
- 5.2 **General Policy on purchase of equipment:** There shall be no purchase of equipment 3 months before project completion date.
- 5.3 PIs should not commit any expenditure before formal approval of a project.
- 5.4 Use of funds shall be subject to NUHS guidelines and regulations.
- 5.5 PIs are to follow NUS/NUH's procurement procedures to ensure that all purchases made using grants are value for money.
- 5.6 PIs are to follow NUS/NUH's payment procedures to ensure that all payments made are in accordance to the stipulated guidelines in each institution.

Closure of Project Accounts

- 5.7 No new expenditure should be incurred/purchase orders made **after** the project completion date.
- 5.8 The project account will be closed within 3 months of the project completion date during which any outstanding claims for payment (for expenditure incurred/commitments made within the

grant award period) must be settled. No claim/s for reimbursement can be made after the closure of project account.

- 5.9 PIs are to ensure that all purchases are delivered by the project completion date.

6. Change of PIs/ Change of Scope of Project

- 6.1 The PI, through the Department, will provide NUHS RO 1 month's notice for employment periods of shorter than 1 year, and 3 months' notice for longer periods of employment.

Nomination of new PI

- 6.2 PIs who wish to nominate **researchers in NUHS** to take over their projects must obtain approval from NUHS RO by submitting the CV of the nominees and documentary concurrence from their HODs using **Form 4**.
- 6.3 New PIs are required to seek concurrence from their HODs and sign a **Letter of Acceptance** for each of the projects.
- 6.4 In the event that the PI could not find any suitable person to take over the project, or the change of PI is not approved, NUHS RO reserves the right to terminate funding for the project.
- 6.5 The change of PIs will have to be approved by NUHS RO. The decision is final and conclusive and no further appeals will be entertained.

Change of Scope of Project

- 6.6 Any change of scope of the project, submitted using **Form 4** will have to be supported by the HoD and approved by NUHS RO.

7. Closure of Project Accounts

- 7.1 The research project account will be finalized and closed **within 3 months** from the date of project completion.
- 7.2 **No expenditure incurred after the project completion date will be reimbursed.**
- 7.3 PIs are to ensure that all purchases are delivered by the project completion date.

8. Compliance of Administrative Guidelines

- 8.1 In the event of non-compliance of this administrative guidelines, NUHS RO reserves the right to:
- (a) withhold or withdraw the funding;
 - (b) disqualify the PI from subsequent NUHS internal grant funding; and/or
 - (c) carry out any actions as NUHS RO deems appropriate.

9. Miscellaneous

- 9.1 NUHS RO reserves the right to change, including without limitation, modify, delete or replace the information and materials set out in this document unilaterally. NUHS RO will notify the researchers in writing, enclosing the revised terms and conditions, accordingly.