



# NHG-HOMER Grant FAQs & Handy Info

## Important dates :

Dates	Category A	Category B
30 <sup>th</sup> June 2019	Claims	
3 <sup>1st</sup> October 2019		
28 <sup>th</sup> Feb 2020	Final Claims	Claims
28 <sup>th</sup> Feb 2020		Progress Report
30 <sup>th</sup> June 2020	Final Report	Claims
3 <sup>1st</sup> October 2020		
28 <sup>th</sup> Feb 2021		Final Claims
30 <sup>th</sup> June 2021		Final Report

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If you have any queries regarding the grant, please do not hesitate to send us an email at [nhg-homer@nhg.com.sg](mailto:nhg-homer@nhg.com.sg)  
 NHG-HOMER Grant Online Forms at  
<https://www.nhgeducation.nhg.com.sg/homer/homer-grant/grant-forms>  
 OR  
[bit.ly/homergrantonlineforms](https://bit.ly/homergrantonlineforms)

## FAQs for CLAIMS REIMBURSEMENT :

### 1. How to submit a claim reimbursement?

Complete “NHG-HOMER Grant Claim Reimbursement *Online Form*” and attach supporting documents.

*Every PI is given a specific grant award number (e.g. NHG-HOMER FY18/A07) in the NHG-HOMER Grant Award letter. Login info was emailed to you together with your award letter.*

Online forms are available at

<https://www.nhgeducation.nhg.com.sg/homer/homer-grant/grant-forms>

### 2. When can PIs start claiming the funds awarded?

After 1<sup>st</sup> April and after receiving institutional ethics review board approval. Approval letter has to be provided on your 1<sup>st</sup> claim reimbursement submission.

### 3. What are the items that can be claimed?

PIs can claim only approved items stipulated in the grant award letter. The accumulated claim amount for each category should not exceed its category budget. The total claim amount should not exceed the total budget approved. *(If there's changes in prices/items for approved budget, please submit budget adjustment for approval before making purchase. Refer to budget adjustment procedure)*

### 4. What are the deadlines for claims?

Reimbursements will be processed on a quarterly basis. All claims must reach NHG-HOMER by **30<sup>th</sup> June**, **3<sup>1st</sup> October** and **28<sup>th</sup> February** of each year.

### 5. What are the items that can be reimbursed? *(if budget adjustment is approved)*

If there's changes in prices/items for approved budget, PI can make budget adjustments by completing ‘NHG-HOMER Grant Budget Adjustment or Budget Rollover (Time Extension) *Online Form*’, which is subjected to approval. Only items approved can be reimbursed. A reference list of items claimable/non-claimable is attached. Refer to *Appendix I*.

**Important:** *Only items approved can be reimbursed thus do not make purchase before item is approved.*

## FAQs for Claims Reimbursement

### 6. What are the supporting documents required?

**For 1<sup>st</sup> claim** - A copy of IRB approval letter

#### 6.1 Items (e.g., poster, course fee, Nvivo, Survey Monkey)

##### 6.1.1 Original receipts / invoices.

*Original invoices must be stamped “Paid”/signed by vendors to indicate that payment has been made*

##### 6.1.2 Payment by cheque

i. *Photocopies of cheque before handing to vendor*

ii. *A copy of bank statement with the cheque amount shown and PI's name must be on the statement, OR an official letter from vendor confirming that amount has been received.*

##### 6.1.3 Payment by credit card

*A copy of credit card statement with the amount shown and PI's name must be shown on the credit card statement OR charge slip*

##### 6.1.4 Payment by bank transfer / TT

*A copy of bank statement with amount shown and PI's name must be shown on the statement*

#### 6.2 Additional documents required for compensation to research participants (by refreshment and catering, vouchers or cash)

##### 6.2.1 For **refreshment/catering** - Attendance list with participants' signatures

##### 6.2.2 For **voucher** - 'NHG-HOMER Grant Research Participants Gift Voucher Acknowledgement Form (v1.0, 2nd June 2014)'.

*Form can be downloaded at*

<https://www.nhgeducation.nhg.com.sg/homer/homer-grant/grant-forms>

##### 6.2.3 For **cash** - 'NHG-HOMER Grant Research Participants Cash Acknowledgement Form (v1.3, 2nd June 2014)'.

*Form can be downloaded at*

<https://www.nhgeducation.nhg.com.sg/homer/homer-grant/grant-forms>

FAQs for Claims Reimbursement

**7. How do PIs submit the supporting documents?**

- 7.1 Upload scanned documents listed in question 6 to online platform.
- 7.2 Submit the following documents within 2 days to Ms Toh Hui Fang, Health Outcomes and Medical Education Research (HOMER), Tan Tock Seng Hospital, 7 Jalan Tan Tock Seng, Annex 2 (Level 3, East Wing), Singapore 308440
  - 7.2.1 Original receipts/invoices/copy of cheque/bank statement/credit card statement
  - 7.2.2 Research participants gift/cash voucher acknowledgment form (for cash or vouchers) or Attendance list with participants' signatures (for refreshment/catering)

**8. Can PIs use the grant funds to pay for PI time?**

No. Grant funds cannot be used to pay for PI time.

**8. Do PIs have to pay upfront for all items?**

With the exception of the hiring of research assistants and services and facilities charges, all expenses of studies will be paid for by the PIs and subsequently claimed from NHG-HOMER on a reimbursement basis. NHG-HOMER will raise an e-payment and the reimbursement claims will be paid directly into the PIs account.

**9. How long does it take to reimburse the PIs?**

PIs should receive the claimed amount within two months after the deadline for each quarterly claim.

**10. What will happen if PIs do not utilize all funds?**

All unspent funds will lapse at the end of that financial year.

**11. What if items claimed are not in the list of items claimable?**

PIs must seek formal approval for funding of items not mentioned in the list from HOMER by making a budget adjustment request before making purchase.

**Important:**

Do not submit partial claim of receipt as 1 (one) receipt number can only be claimed once. Thus, plan your purchase and tally with the number of voucher acknowledgement(s) dispersed per receipt.

**FAQs for Other CLAIMS (Non-REIMBURSEMENT) :**

- I. Services and facilities charges from TTSH departments (e.g., CRU, SIMTAC)
  - I.1 The relevant department to raise e-sundry billing to NHG Finance.
  - I.2 Write to [nhg-homer@nhg.com.sg](mailto:nhg-homer@nhg.com.sg) for the following details to raise e-sundry billing.
    - I.2.1 Supporting documents
    - I.2.2 Approving officers
    - I.2.3 Cost centre

**FAQs for BUDGET ADJUSTMENT / TIME EXTENSION :**

**1. Can PIs make budget adjustments to the approved budget?**

Yes. PIs can request for budget adjustments to the approved budget. PIs need to fill up the "NHG-HOMER Grant Budget Adjustment / Rollover & Time Extension *Online Form*". **PIs can only make purchases or incur expenditures after approval.**

**2. What can PIs do if more time is needed to use the funds?**

The extension of funds is only application to Category B awards. PIs are required to send their requests using the "NHG-HOMER Grant Budget Adjustment or Rollover (Time Extension) *Online Form*" by **28<sup>th</sup> February**. PIs must provide strong and valid justifications for the request. PIs should note that only **one** extension may be granted.

## FAQs for HIRING OF RESEARCH ASSISTANT :

### 1. Why do PIs hire research assistants?

PIs can engage research assistants (RAs) to help with data collection, data entry, transcription of interviews etc. RAs can be NHG institutions staff (e.g. administrative assistants) or personnel outside NHG institutions (e.g. students).

### 2. How and where do PIs begin?

To hire a research assistant, PIs to complete the 'NHG-HOMER Grant Hiring of Research Assistant *Online Form*' at <https://www.nhgeducation.nhg.com.sg/homer/homer-grant/grant-forms> with supporting documents.

### 3. When should PIs send in request for a RA?

**To avoid delays in employing RAs, PIs are advised to submit their request at least 1-month in advance.**

### 4. What are the supporting documents required if PIs have personal candidate (e.g. NHG staff)?

4.1 Indicate clearly start/end dates, amount per hour, job scope and attach softcopies of the following required documents in zip file:

4.1.1 Candidate's CV

4.1.2 'NHG-HOMER Grant Reporting Officer Approval Form for Hiring of Research Assistant' (applicable if research assistant is an NHG staff).

4.2 Recommended RA rates:

4.2.1 \$10-\$15 (inclusive of employee & employer CPF contribution)

4.2.2 \$15-\$20 (inclusive of employee & employer CPF contribution & agency commission)

### 5. What if PIs do not have any RA candidate?

PIs to complete the 'NHG-HOMER Grant Hiring of Research Assistant *Online Form*' stating the requirements for RA. NHG(HQ) HR will help to source for a suitable candidate.

## FAQs for Hiring of Research Assistant

### 6. Can PIs hire NHG staff as RAs?

For RAs who are staff of NHG institutions, RAs must obtain approval from his / her reporting officer before engaging in research work for the PI. RA will be hired as a locum by NHG(HQ) HR.

For RAs who are employed in other organizations, they should comply with their respective companies' policy for secondary employment. NHG-HOMER will act as a mediator in the hiring process.

### 7. Can PIs hire RAs through their institutions' Human Resource Department?

No, hiring of RA can only be done via NHG(HQ) HR.

### 8. When can RA start work?

#### 8.1 For RAs employed directly (non-agency)

NHG(HQ) HR representative will contact RA to arrange for signing of employment letter and issue an **ADID login to iHR account** to the RA. RA will clock their working hour in iHR and submit to PI to approve daily (recommended) / weekly. RA is also required to maintain a hard copy timesheet and email to [nhg-homer@nhg.com.sg](mailto:nhg-homer@nhg.com.sg)

#### 8.2 For RAs employed through agency

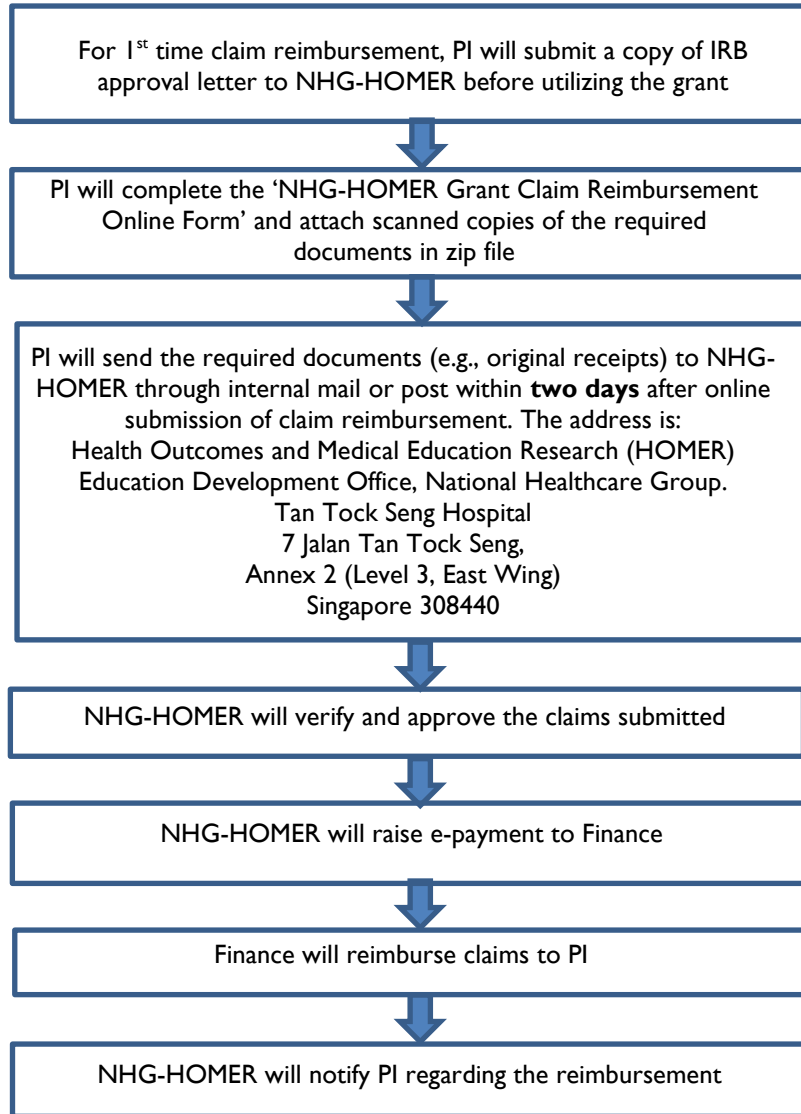
RAs will clock their working hours using agency's time sheet. PIs to verify and sign on the RAs' time sheet scan and submit a photocopy to HOMER.

### 9. When and how do RAs submit their time sheet and get paid?

After PIs verify and sign on the RAs' time sheet, RAs to submit the time sheet to NHG-HOMER for verification by the **15<sup>th</sup> of every month**. Research assistants will receive their pay on the **7<sup>th</sup> of the following month**.

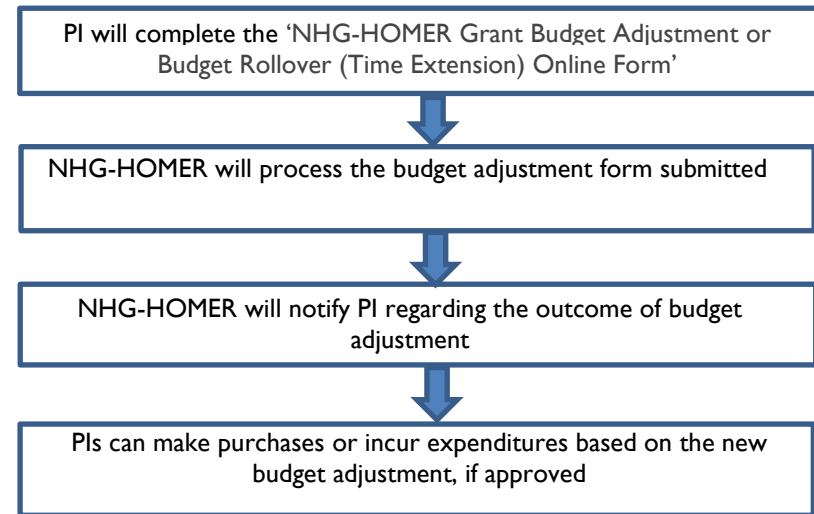
**Important note :** RA is also required to maintain a hard copy timesheet ("NHG-HOMER Research Assistant Timesheet" downloadable from <https://www.nhgeducation.nhg.com.sg/homer/homer-grant/grant-forms>) and email to [nhg-homer@nhg.com.sg](mailto:nhg-homer@nhg.com.sg) (for cross checking & to prevent dispute or as supporting documents when ADID is not working)

### Flowchart 1: Claims Reimbursement Process

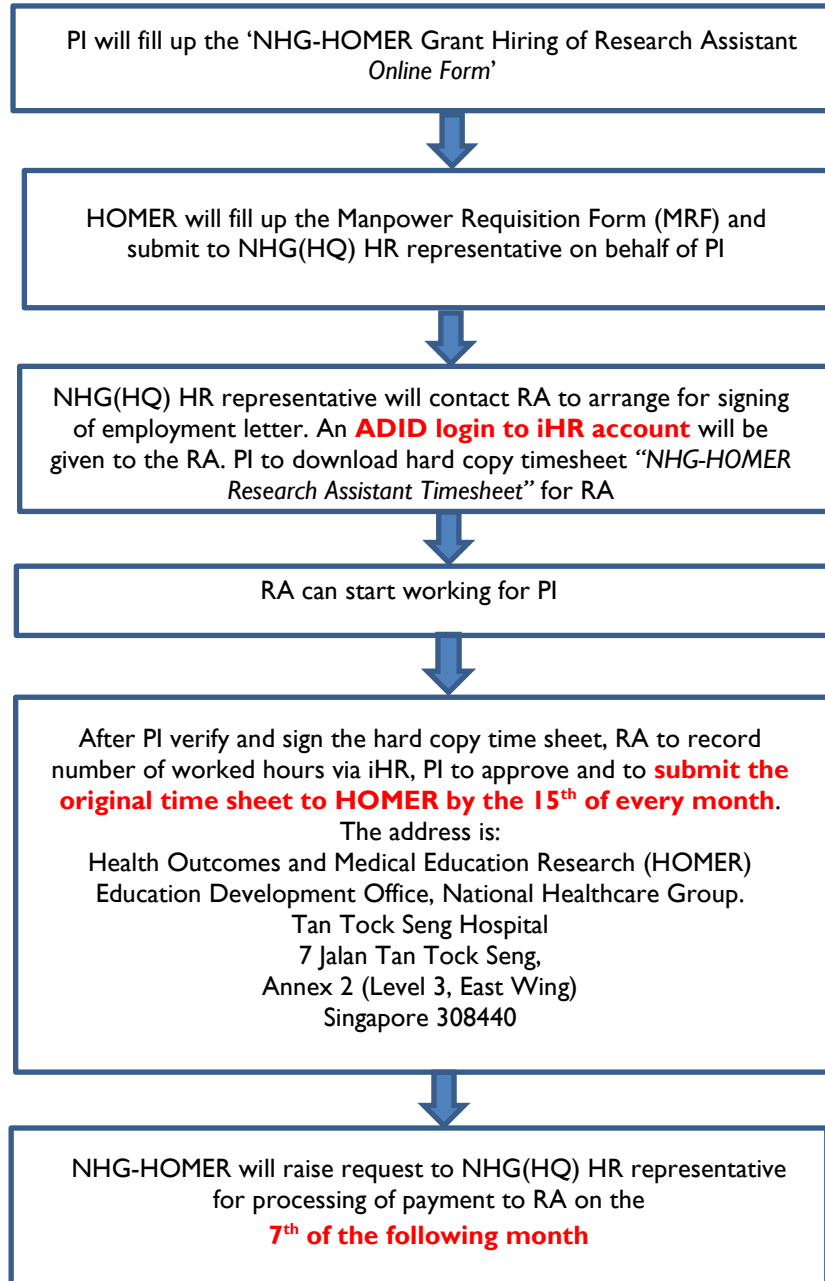


V1.1 (29<sup>th</sup> March 2018)

### Flowchart 2: Budget Adjustment Process



### Flowchart 3: Hiring of Research Assistant Process



### APPENDIX I:

#### List of Claimable Items:

Funds can be used for

- The compensation of research personnel (e.g., research assistants, programmers, transcribers, statisticians);
- course/registration fee for training relevant to the project (e.g., local and overseas course/conference registration fee);
- Software (software above \$1000 would have to be purchased through the department) and web-based services (e.g., Survey Monkey, Dedoose);
- Copyrighted research materials (e.g., Maslach Burnout Inventory);
- Facility charges (e.g., SIMTAC booking fees);
- Consumables (e.g., IV cannulas, dressing);
- Books and journal articles (not available in NHG institutional libraries);
- Reimbursement for research participants (e.g., vouchers, refreshments, etc.);
- Printing costs (e.g., surveys, posters for conference presentations); and
- Miscellaneous expenses directly related to the research project not listed in the above categories.

#### List of Non-Claimable Items:

The following items are non-fundable, unless exceptional approval granted:

- Similar equipment already available in the department of the PI(s);
- Personal computers / laptops / notebooks / PDA;
- Mobile phones / smart phones / tablets;
- Patenting expenses;
- Relocation expenses; and
- PI's and Co-I's manpower cost.