

NHG-HOMER GRANT TERMS & CONDITIONS



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I. About NHG-HOMER Grant

- 1.1. The NHG-HOMER Grant (hereinafter Grant) is an intramural grant to encourage clinicians, nurses, allied-health professionals, education researchers, and ancillary staff to embark on health professions education (HPE) research. It funds projects that answer research questions in key areas in HPE that will increase NHG educators' knowledge of theory and practice of HPE. The long-term goal of the Grant is the development of practical knowledge and theory in HPE that can contribute towards better education and training for our healthcare practitioners of future generations to better serve, care, and heal.
- 1.2. By HPE, we refer to the spectrum of educational activities that prepare healthcare workers, including doctors, nurses, and allied-health professionals for practice and continuous professional development.
- 1.3. The Grant is administered by the NHG-HOMER Grant Committee (hereinafter Committee). The Grant Funding (hereinafter Funds) are awarded to Grant-supported projects led by Research Teams.
- 1.4. The terms and conditions of the Grant are subjected to variations at the discretion of the Committee. The onus is on Principal Investigators (PIs) to keep up with the most updated version of this policy document.
- 1.5. Any queries regarding the administration of the Grant should be sent to nhg-homer@nhg.com.sg.

2. Composition of the Research Team

- 2.1. The Research Team may comprise of any specific number of individuals taking on the roles of Principal Investigator (PI), Co-investigator (Co-I), or Collaborator.
- 2.2. A PI is an individual who directs the Grant-supported project, and who has the spending authority on the Funds. The PI is responsible for the intellectual, administrative, financial, as well as ethical aspects of the Grant-supported project.
- 2.3. To recognize the interdisciplinary and interprofessional nature of health professions education, the Committee allows up to three PIs to be named on the grant application.
- 2.4. When more than one PIs are named on the application, the Research Team

shall nominate a Contact-PI to serve as the contact person between the Committee and the Research Team.

- 2.5. When more than three PIs are appropriate to reflect the expertise and responsibilities needed for the research project, the Contact-PI shall contact the Committee to highlight this particular need. Approval will be granted on a case-by-case basis.
- 2.6. A Co-Investigator (Co-I) is a key personnel of the Research Team who assists the PI(s) in the administration of the Grant-supported project. The Co-I is often involved in the intellectual, administrative, as well as ethical aspects of the Grant-supported project. However, a Co-I does not have spending authority on the Funds.
- 2.7. A Collaborator is an individual whose involvement is necessary for purposes of the research project, but may not be involved in the intellectual, administrative, and ethical aspects of the Grant-supported project. A Collaborator does not have spending authority on the Funds.

3. Roles and Responsibilities of the Research Team

- 3.1. The PIs shall ensure that the Research Team:
 - a. use the Funds for the Grant-supported project only and not for any other purpose;
 - b. take all reasonable and necessary steps are taken to ensure the Grant-supported project is conducted in a manner that fulfills the highest achievable level of scientific integrity and ethical standards;
 - c. declare and manage any potential and existing conflict of interests in the conduct of the Grant-supported project; and
 - d. maintain accuracy of information in throughout the conduct of the Grant-supported project including all stages of Grant application and all reports submitted to the Committee
- 3.2. The Research Team shall ensure that their departments and institutions are aware of the Grant being awarded to the team and their involvement in the Grant-supported project to facilitate the departments and institutions:
 - a. providing the basic facilities needed to conduct the Grant-supported project;
 - b. facilitating the application and approval of DSRB application: and
 - c. assisting in any procuring of items stated in the Approved Budget of the

Award Letter.

- 3.3. PIs will be responsible for overseeing duties performed by research personnel hired through the Funds and for making the necessary logistical arrangements for the research personnel.
- 3.4. Research personnel are only allowed to start work after contracts have been signed. Costs related to research personnel incurred before contract signing will not be reimbursed. A copy of the timesheet must be submitted to the Committee at the end of their research personnel employment period.
- 3.5. The Research Team should apply for DSRB approval within one month of being awarded the Grant. The Contact-PI should serve as the PI for the DSRB application.
- 3.6. The PIs shall inform the Committee if DSRB approval is not obtained and work related to the conduct of the Grant-supported project is unable to commence within 4 months of being awarded the Grant.

4. Funding Administration

- 4.1. Category A awards will be valid for one financial year (1 April to 31 March). For example, Category A Funds given out in FY17 will be valid till 31 March 2018. Category B awards will be valid for one year, and renewable for a maximum period of one year. For example, FY17 Category B awards that have remaining Funds as at 31 March 2018 may apply for an extension to 31 March 2019 to utilize the remaining Funds by completing a Progress Report.
- 4.2. Funds cannot be used for the following items, unless exceptional approval granted:
 - a. Similar equipment already available in the department of the PI(s);
 - b. Personal computers / laptops / notebooks / PDA;
 - c. External hard disk / thumb drives;
 - d. Mobile phones / smart phones / tablets;
 - e. Patenting expenses;
 - f. Relocation expenses; and
 - g. PI's and Co-I's manpower cost.
- 4.3. The Research Team may be required to share equipment with other researchers in the same location/institution whenever feasible and necessary.

- 4.4. Funds can be used for the following if they are listed in the Approved Budget of the Award Letter:
- a. the compensation of research personnel (e.g., research assistants, programmers, transcribers);
 - b. course and workshop registration fee for training relevant to the research project (e.g., local and overseas course/workshop registration fee);
 - c. software and web-based services (e.g., Survey Monkey, Dedoose, etc)
 - d. copyrighted research materials (e.g., Maslach Burnout Inventory);
 - e. teaching intervention (e.g., SIMTAC facility booking fees, IV cannulas, dressing);
 - f. books and journal articles (not available in NHG institutional libraries);
 - g. specialized service (e.g., CRIO-TTSH statistical analysis services);
 - h. reimbursement for research participants (e.g., vouchers, refreshments, etc);
 - i. conference and publication (e.g., conference registration, publication fee/charges, conference related presentation materials/poster etc);
 - j. printing costs (e.g., surveys, posters); and
 - k. specific miscellaneous expenses directly related to the research project not listed in the above categories (e.g., stationery, audio recorder, foot pedal, etc)
- 4.5. Approval of Funds for items listed in sub-section 4.4. is subjected to necessity of items for conduct of Grant-supported project, appropriateness of the amount, and feasibility of actual utilization within the Grant period.
- 4.6. Formal approval must be sought from the Committee for funding of any other items not listed in sub-section 4.3.
- 4.7. Request for increment in the Approved Budget is not allowed.
- 4.8. Adjustment through reallocation of amount within the Approved Budget is allowed but subjected to approval by the Committee. Any request for budget adjustment must be submitted to Committee using the “NHG-HOMER Grant Budget Adjustment or Budget Rollover (Time Extension) Online Form” before any utilization of Funds for the adjusted items.
- 4.9. All un-utilized Funds will lapse at the end of the financial year. Only Category B awards may apply for a Budget Rollover of the Funds. Approval

to carry forward Funds can be granted if there are strong justification and valid reasons. Any requests for time extension must be submitted to the Committee at least one month before the expiry of the Funds. Pls are required to send their requests online by completing the “NHG-HOMER Grant Budget Adjustment or Budget Rollover (Time Extension) Online Form” and “Progress Report (for Category B Grants)” to NHG-HOMER.

- 4.10. Budget Rollover and time extension requests must be submitted with Progress Reports. See sub-section 8.2.

5. Utilization of Funds

- 5.1. All procurement with regards to utilization of Funds shall be subjected to the prevailing Procurement policies within NHG. Specifically, any procuring of materials, equipment or service that is \$2,000 and above shall require a minimum of 3 quotations.
- 5.2. With the exception of hiring of research personnel, all utilization of Funds will be paid in a reimbursement manner through claims from the Pls or through the Departments and Institutions of the Pls.
- 5.3. Utilization of Funds is only for items in the Approved Budget of the Award Letter unless the Approved Budget has been adjusted (see sub-section 4.8.).
- 5.4. Pls are not encouraged to procure large cost items through personal expenses. They shall get the assistance of their Departments and Institutions for such procuring.
- 5.5. For hiring of research personnel, if the Research Team has already identified suitable candidates, a contract for service or via HR, subjected to prevailing Procurement policies, will be used for acquisition of the services. If the Research team has no suitable candidates, Pls will have to put up a manpower requisition request through the Committee.
- 5.6. Request of payment to the research personnel hired through contract for service shall be submitted as a claim together with supporting documents and timesheet of work done by the research personnel. The Committee will process the claim within one month upon receiving the request and the necessary documents.

6. Reimbursement of Claims

- 6.1. The reimbursement of claims will be contingent on DSRB approval. A copy of DSRB approval letter must accompany the first claim reimbursement submission.
- 6.2. The total reimbursement amount should not exceed the total Approved Budget.
- 6.3. All unused vouchers have to be absorbed by the Research Team and cannot be reimbursed.
- 6.4. Pls shall submit claims to the Committee in accordance with proper finance procedures. Reimbursement, with the exception of payment to research personnel (see sub-section 5.6), will be performed minimally on a 4-monthly basis in **June, October** of current year and **February** of following year. There will be a call for submission of claims preceding each reimbursement period. Claims must be substantiated with supporting documents such as invoices, debit notes and receipts.
- 6.5. Reimbursement of urgent claims shall be subjected to approval by the Committee.
- 6.6. All claims for the financial year must be submitted to the Committee by the February call. The Committee reserves the right not to reimburse claims received after the expiry of the award period.

7. Ownership and Use of Equipment

- 7.1. The ownership and maintenance of equipment procured using the Funds will be vested in the Departments and Institutions of the Pls in a manner determined amongst themselves. Except for clauses in sub-sections 7.2, and 7.3., the equipment shall be used only for the conduct of the Grant-supported project and be physically located in Singapore.
- 7.2. The Departments and Institutions shall permit employees and Approved Third Parties to access and use the equipment provided that the access and use:
 - a. be subject to the availability of the equipment and there are no third party licensing terms restricting such use;

- b. be restricted to research and development work within the Departments and Institutions;
 - c. be allowed only during the times when the equipment are not being used for the conduct of the Grant-supported project; and,
 - d. not impede the Research Team from meeting their obligations and undertakings under NHG-HOMER Grant Terms and Conditions.
- 7.3. Upon the expiry, termination or completion of the Grant-supported project and for a period of three years thereon, the Committee may require the Departments or Institutions to grant access for the use of the equipment to the Committee or any party identified by the Committee at no charge to the Committee. The Committee also reserves the right to recover any equipment procured using the Funds in this period.

8. Reporting Requirements

- 8.1. Research Teams are required to submit a Final Report no later than three months after the end of the Grant validity date. For example, if the Grant validity date ends on 31 March 2020, the deadline for the Final Report will be 30 June 2020.
- 8.2. Research Teams of Category B awards must submit a Progress Report one month before the end of the first year e.g., the deadline for Progress Report is 28 Feb 2020 if Year 1 of the Grant-supported project ends on 31 Mar 2020). Research Teams of Category A awards are not required to submit a Progress Report.
- 8.3. The Progress Report will be used to evaluate their eligibility for continual funding in the second year. The Committee reserves the rights to discontinue any funding in the second year if the deliverables and outcomes at the end of the first year are not favorable for continual funding in the second year.

9. Dissemination of Results and Findings

- 9.1. The Research Team is strongly encouraged to disseminate, at any conferences or in any journals of their own choosing, the methods, results and findings derived from the Grant-supported project.
- 9.2. All conference abstracts, posters, presentations, publications and other

forms of media communication (e.g., media reports, press releases, etc) shall acknowledge the funding support provided by the Grant with the grant reference number, and with contributions of PIs, Co-Is, and Collaborators in accordance to established norms.

- 9.3. The contact-PI shall forward a copy of conference abstracts, posters, presentations, and publications to nhg-homer@nhg.com.sg when they are available, regardless whether the Final Report has been submitted or not.

10. Changes to Grant-supported Project

- 10.1. PIs shall notify the Committee in writing of amendments related to substantial changes in the title of the Grant-supported project and changes to the composition of PIs and Contact-PI with the reasons for the amendments.
- 10.2. No major changes to the design and methods of the Grant-supported project shall be made without the Committee's prior written approval. For this purpose of this clause, 'major changes' shall mean changes that have a substantial effect on the scope, nature, direction or purpose of the Grant-supported project.

11. Disclaimer

- 11.1. NHG-HOMER accepts no liability, financial or otherwise, arising from the conduct of the Grant-supported project.
- 11.2. The Research Team shall comply with any relevant laws, statutes, regulations, by-laws, rules, guidelines and requirements applicable to the conduct of the Grant-supported project.

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