

NUS MIND SCIENCE CENTRE (MSC) GUIDELINES FOR MANAGING GRANTS

INTRODUCTION

NUS Mind-Science Centre (herein referred to as **MSC**) grants or funds refers to monies awarded or donated by external organization, individuals or internal sources (herein jointly referred to as **MSC Grants**) for the purpose of research, trainings, or conducting programmes (herein jointly referred to as **Projects**).

This document should be used as a guide for Principal Investigators (PIs) and Co-Investigators (Co-Is)/ Programme Managers (PMs) to manage their grants/funds.

In general, PIs/Co-Is/PMs should take reference from and comply with the Terms and Conditions under which their grants/funds have been awarded. PIs/Co-Is/PMs should contact MSC Administration if they require further clarifications on TOC of specific grants/funds.

This document is strictly confidential.

1 PACKAGE OF AWARD

- 1.1 Successful applicants will be informed by MSC.
- 1.2 The MSC Package of Award includes the following:
 - a) Letter of Acceptance
 - b) Approved Budget Details
 - c) Approved Performance Indicators and Milestones
 - d) Guidelines on Managing the MSC Grants

2 LETTER OF ACCEPTANCE

- 2.1 Thereafter, Letter of Acceptance must be acknowledged by all of the following:
 - a) a duly authorized officer representing MSC administration
 - b) PI
 - c) a duly authorized officer representing the Partner Institution(s), if applicable
- 2.2 A softcopy of the duly signed Letter of Acceptance should be sent back to MSC.
- 2.3 Upon acceptance of the MSC Funds the PI/Co-Is/PM and Host Institution are legally bound by these Guidelines.
- 2.4 The PI cannot also be the authorising officer representing MSC. In such cases, another officer duly authorized by the management of MSC shall approve on its behalf.
- 2.5 It is the responsibility of the PI/Co-Is/PM to ensure that all required endorsements are obtained. Research shall not commence until all required endorsements are received by MSC.

3 MATTERS TO RESOLVE BEFORE PROCEEDING WITH RESEARCH

Approvals from IRB and Safety Committees/ Conforming to Guidelines related to research

- 3.1 Before proceeding research work under the grant/fund, the PI/Co-Is/PM is responsible for obtaining all the necessary approvals from the Institutional Review Board (IRB) and other relevant committees required to conduct his research. It is also the responsibility of the PI/Co-Is/PM to ensure that all ethics approvals are renewed in a timely manner.
- 3.2 A copy of the necessary approvals from the relevant boards and committees must be sent to MSC prior to project commencement.

Research Collaborative Agreements

- 3.3 The PI/Co-Is/PM is also responsible for putting in place Research Collaborative Agreements (RCAs) where and when applicable.

Publications and Presentations

- 3.4 All publications and presentations of this project must acknowledge “NUS Mind-Science Centre” as the funding body.

4 HIRING OF RESEARCH STAFF

- 4.1 All efforts should be made to hire research personnel, if applicable, within 3 months of the project start date as prescribed in the Package of Award.
- 4.2 The fund can be used to support a pro-rated manpower cost of all staff associated with the project (excluding PI/Co-I/PMs). This support can be used for both new hires as well as existing staff. The award should not augment the salaries of staff already supported by the employing organization or other sources of funding.

5 DISBURSEMENTS OF FUNDS

- 5.1 For Category A, funds will be disbursed in 3 parts of 50%; 30%; 20% corresponding to the beginning; middle; and end of the project timeline.
- 5.2 For Category B and C, funds will be disbursed in 2 parts of 80%; 20% corresponding to the beginning and end of the project timeline.
- 5.3 All Funds Requisition Form should be submitted with the approved WBS/account code. The 1st requisition should be accompanied with the approved budget; the 2nd requisition (if applicable) should be accompanied with the study status update; and the 3rd requisition should be accompanied with the final study report and final statement of accounts.
- 5.4 The 1st requisition request must reach MSC within 4 months of acceptance date of the Package of Award; otherwise the offer of the grant will be withdrawn.

- 5.5 The PI/Co-Is/PM is responsible for administering and coordinating the use of the fund for and on behalf of the project.
- 5.6 A list of non-fundable items is provided in Section 10.

Equipment and Other Operating Expenses (OOE) votes

- 5.7 Only items specified and approved in the Package of Award will be funded by MSC. MSC reserves the right to reject variation requests made retrospectively for equipment not listed in the Package of Award.

Manpower

- 5.8 Funding of research staff under the grant must comply with prevailing Human Resource guidelines of the employing Host/Partner Institution(s). It is the responsibility of the PI/Co-Is/PM to contact their respective HR office for more information.
- 5.9 The manpower costs will cover salaries. Salary is inclusive of basic salary, CPF, bonuses and benefits where applicable.
- 5.10 See checklist in Annex 2 on the information required for submission of request for funds to MSC.

6 REQUESTS FOR VARIATION TO THE AWARDED GRANT

- 6.1 All project changes that require MSC approval are to be made electronically.
- 6.2 The PI/Co-Is/PM have to provide proper justifications and MSC reserves the right to reject any claims that have resulted from project changes without prior approval from MSC for Manpower, Equipment and Other Operating Expenditure.
- 6.3 PI/Co-Is/PM should note that retrospective variation requests for Expenditure on Manpower (EOM), Equipment and OOE will not be allowed.

Grant Extension

- 6.4 The authority to approve an extension of the grant shall lie with MSC.
- 6.5 Request for grant extension should be made in the final year but before the last 3 months of the original completion date. Grantee must ensure sufficient funds to support the extension request. Any change requests necessary to meet the extension period must be made known as part of the extension request. Further change request after the extension approval will only be considered on exceptional basis.
- 6.6 The PI/Co-Is/PM shall submit the necessary information on the request for extension to MSC for approval.
- 6.7 The list of non-fundable items can be found in Section 10.

7 PROGRESS REPORTS

- 7.1 The PI/Co-Is/PM is required to submit a progress report at the midpoint of the estimated project duration to MSC. The submission should be endorsed by the PI.
- 7.2 Each report must be accompanied by a copy of each publication as well as the abstracts for any presentations.
- 7.3 These reports may be reviewed by the MSC Academic Board. PI/Co- Is/PM may also be invited to make a presentation of their research findings/progress to the MSC Academic Board. The PI/Co-Is/PM may be required to give additional information about the progress of any project if the information submitted is deemed to be inadequate.
- 7.4 The progress report deadline is by the second disbursement (Category A), or final disbursement (Category B and C), or one year from the first disbursement, whichever is earlier. PIs/Co-Is/PM should note that delays in submitting the progress report may lead to delays in grant disbursement.

8 FINAL REPORT AND FINAL STATEMENT OF ACCOUNT

- 8.1 All PI/Co-Is/PM are required to submit a final report to MSC.
- 8.2 The report must be duly endorsed by the PI before submission to MSC.
- 8.3 The report must be **submitted within 3 months of the end date of the project**. The PI/Co-I/PM may be required to make a presentation on the completed project to the MSC Academic Board to ensure that the project has been completed satisfactorily.

Final Statement of Account

- 8.4 A Final Statement of Account must be submitted by the PI/Co-I/PM **within 3 months from the end date of the project**.

9 TERMINATION

- 9.1 In the event that a project is terminated, the PI/Co-I/PM must submit a final statement of account with all supporting documents within 3 months of the termination date. MSC reserves the right to recover additional funds for expenditure deemed to be non-fundable by the fund.

10 NON-FUNDABLE DIRECT COSTS

10.1 The following serves as a guide on non-fundable items. PIs are encouraged to furnish adequate details in their grant applications. A checklist of items to guide the budgeting process is provided in Annex 1. These items are subject to review and change from time to time.

10.2 Expenditure On Manpower (EOM) Related Expenses

Type of Expenses	Description
General Policy	<p>The general principle is that grants should support EOM costs and related benefits (as per employment contract) as long as it is in line with NUS policies.</p> <p>This will extend to NUS policies that govern staff recruitment and related costs (i.e. costs associated with the on boarding of staff), staff insurance, overtime claims, and employment benefits.</p> <p>Manpower changes (i.e. increase/decrease in headcount, change in designation or scheme of projected hires, change in time commitment to the grant) do not require MSC's approval as long as budget does not exceed.</p>
Unconsumed leave	Provision for unconsumed leave is not allowed.
PI/Co-Is/PM EOM cost	Not allowed
Student Assistants	Not allowed for students who are recipients of existing awards (or stipends).

10.3 Equipment Related Expenses

Type of Expenses	Description
General Policy	No purchase of equipment is allowed unless approved in Package of Award by MSC.
Non R&D equipment (e.g. capital works and general infrastructure, IT equipment, mobile electronic devices, office equipment, furniture & fittings)	Not allowed

10.4 Other Operating Expenses (OOE) Related Expenses

Type of Expenses	Description
General Policy	Not allowed for expenses that are <u>not directly related</u> to the research. Researchers are encouraged to provide adequate detail of OOE related expenses.
Professional membership fees	Not allowed.
Entertainment	Not allowed.
Visiting Professors	Not allowed.
Equipment usage charges	Not allowed unless approved in Package of Award by MSC. Evidence such as service charge form must be provided to show that the charges are transparent and applied consistently to all users of the equipment.
Overhead expenses	Not allowed. This includes rental, utilities, facilities management, telephone charges, internet charges, etc.
Publications	Not allowed for costs of reprints and publishing in media such as books, monographs and pamphlets. Not allowed for additional services (i.e. editing service). Allowable only for publications in peer-reviewed journals.
Conference / seminar organization	Not allowed.
Patent application	Not allowed. This includes patent application filing, maintenance and other related cost.
Cloud storage and internet service subscription	Not allowed.
IT peripherals	Not allowed.
Software	Not allowed.
Stationery and printing consumables	Allowable.
Audit fees	Not allowed.
Legal fees	Not allowed.
Fines and penalties	Not allowed.
Professional fees (including fees to consultants)	Not allowed.

10.5 Overseas/Local Conference Expenses and Overseas Travel Expenses

Type of Expenses	Description
General Policy	Not allowed.
Meeting overseas collaborator	Not allowed.
Overseas travel/conferences	Not allowed.