

AM FUNDING GUIDELINES (Core Funding and Programme Funding)

S/N	Type of Expenditure	Description & Qualifying Conditions	Claimable under ACP Core Funding	Claimable under ACP Programme Funding
1. Manpower - All ACP Core Funding and ACP Programme Funding expenses have to be incurred and claimed for reimbursement in the same Financial Year as the relevant approved budget. - Applicable to administrative support staff approved under ACP Core Funding or ACP Programme Funding, but not applicable to staff who are ACP appointment holders or are Pls/Co-Pls of ACP Programmes. ACP Core Funding supports incremental administrative FTEs required to further the ACPs' activities in Academic Medicine and purports to defray the infrastructural cost incurred in hosting the ACP(s) in the institution. - For FY2019, no transfer of any amount into or from the approved ACP Core Funding Manpower Budget is allowed - The approved budget is only for 12-month i.e. 1 Apr this year to 31 Mar next year.				
1.01	Salaries, bonus/incentive/overtime payments, CPF and fringe benefits including medical, dental, contribution to pension/provident fund, any other benefits in kind, etc.	Allowable as part of overall compensation to approved FTEs under ACP Core Funding and ACP Programme Funding provided such costs are incurred under formal established and consistently applied policies of the employing institution. The salaries offered to approved FTEs should be reasonable, in line with local market benchmarks and comply with formal established pay scale of the employing institution that are consistently applied.	√	√
1.02	Staff recruitment and related cost	Allowable provided such costs are incurred for the recruitment of approved FTEs under ACP Core Funding and ACP Programme Funding under formal established and consistently applied policies of the employing institution. Examples of such costs are advertisement and recruitment agency cost. Staff relocation, settling-in allowances, etc., are allowable for expatriate staff, provided such payments are made according to the formal established and consistently applied policies of the employing institution.	√	√
1.03	Training costs (incurred for both local and overseas training)	Allowable provided such costs are incurred in providing training to approved FTEs under ACP Core Funding and ACP Programme Funding under formal established and consistently applied policies of the employing institution. The AM Administrators Development budget of S\$5,000 is meant to augment the training/development costs of ACP administrators and/or their planned successors (as approved by the ACP Chair). Whilst the AM Administrators Development budget is primarily for the development of administrators funded by ACP, a cumulative variation of up to 10% of annual budget (i.e. max S\$500) is allowed for use by non-ACP funded administrators, subject to approval by Academic Chair and Group Director (Academic Medicine), SingHealth/Senior Associate Dean (Academic Medicine), Duke-NUS. Please complete the "Request Approval for Non-Faculty and Non-ACP Funded Administrators" form and send to your AM Finance partner.	√	√
1.04	Staff insurance	Only premiums will be funded for such plans if they are incurred under the formal established and consistently applied policy of the employing institution. Employing institution may be requested to certify that such payments made in relation to approved FTEs under ACP Core Funding and ACP Programme Funding are in accordance with its established policy or on the same terms as the other equivalent staff. .	√	√
2. Other Operating Expenses - All ACP Core Funding and ACP Programme Funding expenses have to be incurred and claimed for reimbursement in the same Financial Year as the relevant approved budget.				

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<p>- ACPs may submit Form C (Roll Over of Fund Balance) to apply for a 6-month extension after the financial year-end to continue drawing down on any anticipated balance(s) in their Other Operating Expenses (component) Budget(s) in their Academic Support Grant (ASG) @ Host Institution. Such extended draw-down may only commence upon approval of Form C by Group Director (Academic Medicine), SingHealth/Senior Associate Dean (Academic Medicine), Duke-NUS. This 6-month extension is not applicable to component budgets in the Work Breakdown Structure (WBS) @ Duke-NUS.</p> <p>-Where expenses are fundable with other sources of funds, ACPs should maximize their claims against those funding sources before drawing from their ACP Funding.</p> <p>-Any type of expenses not mentioned in these Guidelines is not claimable.</p>				
2.01	AM.EI education package & AMRI courses	<p>This funding is to support faculty development in the ACPs.</p> <p>The spending for this item must be through the ACP Duke-NUS WBS.</p> <p>Of the annual budget set aside for each ACP Duke-NUS WBS,</p> <ol style="list-style-type: none"> 1. S\$23,500 is ring-fenced for AM.EI Funding (Note A) 2. S\$15,000 is ring-fenced for Academic Advancement (AA) Funding (Note B). <p>(The above is subject to half-year review of actual usage.)</p> <p>Note A: The AM.EI Funding (S\$23,500) will be used for the following: 1) S\$19,000 – this will be billed to ACPs at the start of each FY, for AM.EI to provide core faculty development and education administrative support. This lump-sum funding will enable both faculty and non-faculty to attend AM.EI's core programmes.</p> <p>2) S\$4,500 – this is for non-core and customized programmes and consultations with AM.EI, and will be billed quarterly to ACPs based on completed training and consultations. The funding for non-core and customized programmes and consultations is ring-fenced for faculty use only.</p> <p>A faculty, in this context, is a staff member of SingHealth or Duke-NUS with academic appointments (instructor level and above) from the local medical schools (Duke-NUS, NUS YLL and NTU LKC) and working within the ACP. A resident is not a faculty.</p> <p>Note B: The AA Funding will cover expenses related to</p> <ul style="list-style-type: none"> – fees charged by AMRI, – Academic Purchases (typically consist of subscriptions for books/periodicals/journals, books and purchases related to academic events/activities), – Duke-NUS pedagogical type of course, – supplementary AM.EI funding (if any). <p>A cumulative variation of up to 20% of annual budget is allowed for non-faculty use if related to course fees, subject to approval by Academic Chair and Group Director (Academic Medicine), SingHealth/Senior Associate Dean (Academic Medicine), Duke-NUS.</p> <p>Please complete the "Request Approval for Non-Faculty and Non-ACP Funded Administrators" form and send to your AM Finance partner.</p>	v	X
2.02	Audit fees	Not allowable.	X	X

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		Host Institutions are obliged to (1) have their ACPs undergo the audit and (2) pay the audit fees in accordance with grants' Award Terms and Conditions.																				
2.03	Ethics Review Fee(s)	Allowable if the expenditure incurred is related to the activities undertaken for the pursuit of Academic Medicine.	X	✓																		
2.04	Bank charges	Allowable if the expenditure incurred is related to the activities undertaken for the pursuit of Academic Medicine.	✓	✓																		
2.05	Customs and import duties	Allowable as long as the expenditure is specifically related to importation of consumables and equipment used in relation to the approved ACP Funding.	✓	✓																		
2.06	Entertainment costs	<p>Entertainment is considered as consumption of a meal in a café/restaurant setting.</p> <p>Allowable</p> <ul style="list-style-type: none">if approved as part of Gift Development and Stewardship budget (includes entertaining potential/existing donors) orif entertaining overseas/local guests invited by ACPs for academic events andif prior approval had been sought from CEO/MD before any official entertainment takes place (justification is required for any deviation from the Recommended Host-Guest Ratio) <p>Please use the "Request Approval for Entertainment" template to seek prior approval from CEO/MD. If the CEO/MD is attending the event, to seek prior approval from GCFO, SingHealth. This template must be submitted for all entertainment claims. ACPs are to exercise financial prudence and supplement with other sources of funding if there is a need to deviate from the guidelines below.</p> <p>These costs should be made according to the host institutions' guidelines. In the absence of such guidelines, to follow SingHealth Reimbursement quantum for Entertainment as tabulated below.</p> <table><tr><th>Category</th><th>Amount per pax *</th></tr><tr><td>Breakfast</td><td>S\$15</td></tr><tr><td>Tea-break</td><td>S\$15</td></tr><tr><td>Lunch</td><td>S\$50</td></tr><tr><td>Dinner</td><td>S\$75</td></tr></table> <p>* These amounts are inclusive of all meal-related expenses like service charges and government taxes.</p> <p>Recommended Host-Guest Ratio as follows:-</p> <table><tr><th>Total No. of Guest</th><th>Maximum No. of Hosts</th></tr><tr><td>1</td><td>3</td></tr><tr><td>2 to 3</td><td>4</td></tr><tr><td>4 or more</td><td>1 : 1 Host-Guest ratio</td></tr></table> <p>1. Entertainment expenses are to be claimed by the most senior staff present. The claim should be approved by the next higher authority.</p> <p>2. The name list of the hosts and guests must accompany the claim form together with the receipt.</p>	Category	Amount per pax *	Breakfast	S\$15	Tea-break	S\$15	Lunch	S\$50	Dinner	S\$75	Total No. of Guest	Maximum No. of Hosts	1	3	2 to 3	4	4 or more	1 : 1 Host-Guest ratio	✓	x
Category	Amount per pax *																					
Breakfast	S\$15																					
Tea-break	S\$15																					
Lunch	S\$50																					
Dinner	S\$75																					
Total No. of Guest	Maximum No. of Hosts																					
1	3																					
2 to 3	4																					
4 or more	1 : 1 Host-Guest ratio																					

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S/N	Type of Expenditure	Description & Qualifying Conditions	Claimable under ACP Core Funding	Claimable under ACP Programme Funding
		As the Gift Development and Stewardship budget is meant to support costs related to gift development and stewardship, the ACPs are to work with their Development Officers to utilize this budget.		
2.07	Event costs	<p>Allowable if related to event(s) undertaken in Singapore for the pursuit of Academic Medicine. For staff retreats, costs to be incurred have to be in accordance with the host institution's staff retreat policy.</p> <p>Events include staff retreats, staff forums and town-halls relating to the pursuit of Academic Medicine.</p>	√	x
2.08	Faculty development (includes local and overseas conferences and study trips)	<p>Unless otherwise stated below, expenses should comply with the host institutions' guidelines.</p> <p>1. <u>Local & Overseas Courses/Conferences</u> For all overseas courses and conferences, ACP funding will only support economy fare. Subsistence allowance will be paid based on SingHealth rates of subsistence allowance list which is updated once a year in April.</p> <p>a) <u>Claims under ACP Core Funding</u> Primarily to be used for development of the ACP's faculty.</p> <p>A faculty, in this context, is a staff member of SingHealth or Duke-NUS with academic appointments (instructor level and above) from a local medical school (Duke-NUS, NUS YLL and NTU LKC) and has a close working collaboration with the ACP.</p> <p>A SingHealth Resident who has close working relationship with the ACP and who can provide evidence to show that he has exhausted or failed to secure funding from Personal Training Fund and Overseas Conference Sponsorship (both provided by MOHH) and SingHealth Resident Training Fund, may be considered for funding under Faculty Development subject to (1) a cumulative variation capped at 10% of annual budget for faculty development (2) support by ACP Chair and (3) approval of Group Director (Academic Medicine), SingHealth/Senior Associate Dean (Academic Medicine), Duke-NUS.</p> <p>Separately, a non-faculty (<u>including medical students</u>) who has a close working relationship with the ACP may also be considered for funding under Faculty Development, subject to (1) a cumulative variation capped at 10% of annual budget for faculty development (2) support by ACP Chair and (3) approval of Group Director (Academic Medicine), SingHealth/Senior Associate Dean (Academic Medicine), Duke-NUS.</p> <p>Please complete the "Request Approval for Non-Faculty and Non-ACP Funded Administrators" form and send to your AM Finance partner at least 2 months prior to the course/conference.</p> <p>For FM ACP, private GPs will be considered as Faculty, if all of the following conditions are met :</p> <ul style="list-style-type: none"> They are categorized under Duke-NUS Adjunct Private Practitioners 	√	√

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ACP Funding and Programme Funding			Claimable under ACP Core Funding	Claimable under ACP Programme Funding								
S/N	Type of Expenditure	Description & Qualifying Conditions										
		<ul style="list-style-type: none">They are given their appointment titles by Duke-NUS through FM ACP and Duke-NUS Education/Research. <p>b) <u>Claims under ACP Programme Funding</u> The courses and conferences should be either (1) directly relevant to the programme’s domain e.g. research or (2) necessary to accomplish the programme’s objectives for PI, co-investigators, collaborators and researchers.</p> <p>2. <u>Overseas Speakers</u> Costs incurred to invite an overseas speaker can also be considered as part of faculty development.</p> <p>Such expenses are to be supported by ACP’s Letter of Invite or email invitation stating the class of airfare and hotel accommodation, as well as other cost (e.g. Singapore airport transfer, subsistence allowance, withholding tax) that the ACP will bear.</p> <p>3. <u>Study Trips</u> For study trips, air travel class should comply with the host institutions’ guidelines. For more details on study trips, please refer to the stipulated guidelines for Academic Study Trips.</p> <p>For all study trips, please complete the “Request Approval for Study Trip” form and send to your AM Finance partner at least 2 months prior to the trip.</p> <p>Approval by Academic Chair and Group Director (Academic Medicine), SingHealth/Senior Associate Dean (Academic Medicine), Duke-NUS have to be sought prior to seeking the relevant internal approvals in the host institution.</p> <p>Subsistence allowance provided shall only be for the actual duration of the business +1 day before.</p> <table><tr><td>Full meals and Accommodation NOT Provided</td><td>Full meals and Accommodation Provided</td><td>Accommodation Provided but Full meals NOT Provided</td><td>Full meals Provided but Accommodation NOT Provided</td></tr><tr><td>100%</td><td>10%</td><td>30%</td><td>50%</td></tr></table> <p>In summary, all necessary approvals must be obtained before the ACP confirms the air tickets and accommodation for the conferences or study trips.</p>	Full meals and Accommodation NOT Provided	Full meals and Accommodation Provided	Accommodation Provided but Full meals NOT Provided	Full meals Provided but Accommodation NOT Provided	100%	10%	30%	50%		
Full meals and Accommodation NOT Provided	Full meals and Accommodation Provided	Accommodation Provided but Full meals NOT Provided	Full meals Provided but Accommodation NOT Provided									
100%	10%	30%	50%									
2.09	Fines and penalties	Not allowable.	x	x								
2.10	GST and relevant taxes	Not allowable.	x	x								
2.11	Legal fees	Allowable if the expenditure incurred is related to the activities undertaken for the pursuit of Academic Medicine.	√	√								

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S/N	Type of Expenditure	Description & Qualifying Conditions	Claimable under ACP Core Funding	Claimable under ACP Programme Funding
2.12	Minor assets	Minor assets must be procured according to the host institutions' guidelines, and is (are) related to activities undertaken for the pursuit of Academic Medicine. Minor Assets refer to: - tangible assets with unit cost below S\$1,000 e.g. external hard drives; or - Intangible assets with unit cost below the value of S\$10,000 e.g. software	✓	✓
2.13	Office running costs	Allowable for approved FTEs under ACP Core Funding and ACP Programme Funding. 1. TOL – based on space norm or actual space (whichever is lower) X Singapore Land Authority (SLA) or lessor's rate. 2. Utilities, communications, repairs & maintenance – based on S\$98 per month X approved FTEs. 3. Leasing – 1 photocopier & printer per ACP, 1 PC/Laptop per approved FTE (pro-rated according to FTE numbers)	✓	✓
2.14	Expenditure related to patent application	Not allowable under ACP Core Funding. Allowable for ACP Programme Funding only if it is specifically related to the activities of the programme.	x	✓
2.15	Professional fees (including consultancy charges)	Allowable if the expenditure incurred is related to the activities undertaken for the pursuit of Academic Medicine.	✓	✓
2.16	Professional membership fees	Not allowable for practicing membership, e.g. Singapore Medical Council (SMC), etc.	x	x
2.17	Refreshment costs	Allowable provided such costs are made according to the host institutions' guidelines and are related to activities undertaken for the pursuit of Academic Medicine.	✓	✓
2.18	Repairs costs	Allowable if the expenditure is incurred on a capital asset purchased under ACP Core Funding or ACP Programme Funding or budgeted under ACP Programme Funding.	✓	✓
2.19	Stationery, printer consumables and photocopying charges	Allowable if the expenditure incurred is related to the activities undertaken for the pursuit of Academic Medicine, including publicity collaterals approved under Gift Development and Stewardship budget.	✓	✓
2.20	Gifts	Gifts within SingHealth Duke-NUS Academic Medical Centre are not allowable.	x	x
2.21	Supplies e.g. purchase of lab supplies, consumables, animals, purchase of services or use of lab spaces	Not allowable under ACP Core Funding. Allowable for ACP Programme Funding only if it is specifically related to the activities of the programme.	x	✓

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S/N	Type of Expenditure	Description & Qualifying Conditions	Claimable under ACP Core Funding	Claimable under ACP Programme Funding
2.22	Subscription fees of books and journals/ training materials and other consumables	Allowable if the expenditure incurred is related to the activities undertaken for the pursuit of Academic Medicine. Efforts should be taken to refrain from purchasing books or subscribing to journals which are available in the host institution.	√	√
2.23	Transportation, postage and courier services	Allowable if the expenditure incurred is related to the activities undertaken for the pursuit of Academic Medicine.	√	√
2.24	Payments/ reimbursements made to volunteers and research patients	Allowable for payment to volunteers and research subjects provided these are within the scope of the study, survey, research, etc., and are related to the activities undertaken for the pursuit of Academic Medicine. These payments must be reasonable and are consistent with the host institution's practice with regard to payments of a similar nature.	x	√
2.25	Advertising and Promotion	Allowable if the expenditure incurred is related to the activities undertaken for the pursuit of Academic Medicine. Such expenditure includes publicity collaterals approved under Gift Development and Stewardship budget, and ACPs are to work with their Development Officers to utilize this budget.	√	√
2.26	Publication of Journal	Not allowable under ACP Core Funding. Allowable for ACP Programme Funding only if it is specifically related to the activities of the programme.	x	√
2.27	Non-Cash items	Not allowable for non-cash items such as depreciation cost, amortization cost, loss on revaluation etc. in ACP Core Funding and ACP Programme Funding	x	x
3. Capital Equipment - All ACP Core Funding and ACP Programme Funding expenses have to be incurred and claimed for reimbursement in the same Financial Year as the relevant approved budget. - ACPs may submit Form C (Roll Over of Fund Balance) to apply for a 6-month extension after the financial year-end to continue drawing down on any anticipated balance(s) in their Capital Equipment Budget(s) in their Academic Support Grant (ASG) @ Host Institution. Such extended draw-down may only commence upon approval of Form C by Group Director (Academic Medicine), SingHealth/Senior Associate Dean (Academic Medicine), Duke-NUS. This 6-month extension is not applicable to component budgets in the Work Breakdown Structure (WBS) @ Duke-NUS.				
3.01	General policy	New equipment or replacement deemed necessary for the pursuit of Academic Medicine activities is allowed. All procurement for such equipment must be made according to the host institutions' guidelines, and is related to activities undertaken for the pursuit of Academic Medicine.	√	√

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S/N	Type of Expenditure	Description & Qualifying Conditions	Claimable under ACP Core Funding	Claimable under ACP Programme Funding
		<p>No claim is allowed if capital expenditure is not capitalized in the books, i.e. capital asset has not been commissioned for use.</p> <p>Operating cost e.g. repair & maintenance - associated with a capital asset purchased through ACP Programme Funding – is allowed.</p> <p>Operating cost associated with a shared capital asset (not purchased through ACP Programme Funding) is also allowed, provided the amount claimed is commensurate with or lower than the shared use of the asset under the Programme.</p>		
3.02	General purpose IT and communication equipment	<p>Allowable only when leasing options are not available/feasible.</p> <p>Each ACP funded staff is entitled to 1 unit of PC/notebook as per cluster IT policy. The allocation of PCs and notebooks to staff is to follow the "Policy for End User Computing (EUC) Equipment".</p>	√	√
3.03	Office equipment/ office furniture and fittings/ cost of renovation/ capital works and general infrastructure	Allowable only if it has been provided for in the approved ACP Funding.	√	√