

**SINGHEALTH DUKE-NUS DISEASE CENTRE (SDDC)  
AM FUNDING GUIDELINES**

**Published in SingHealth Duke-NUS AM Compass Resources:**

<https://www.singhealthdukenus.com.sg/amcompass-resources/Pages/Guidelines-and-Forms-Repository-for-AM-Grants.aspx>

S/N	Type of Expenditure	Description & Qualifying Conditions												
<p><b>Only Academic expenses mentioned below are claimable for SDDCs.</b></p> <p><b>1. Other Operating Expenses (All expenses are to be incurred and within the grant validity period)</b></p> <p>All transactions are to be supported by invoices, receipts etc. for claims and audit purposes and should be incurred for the awarded budget. Prudence should be exercised for all expenses and claims must be complied with the Host Institution's procurement policies and procedures.</p>														
1.01	Academic Study Trips	<p><b>For all study trips, please complete the "Approval for Study Trip" form and send it to your Joint Office of Academic Medicine's point-of-contact at least 3 months prior to the trip.</b></p> <p>Approval from Clinical Director (Academic Medicine), Office of Academic Medicine, SingHealth / Senior Associate Dean (Academic Programmes Management Department), Office of Academic Medicine, Duke-NUS have to be sought prior to seeking the relevant internal approvals in the host institution. All necessary approvals must be obtained before the SDDC confirms the air tickets and accommodation for study trips.</p> <p>The "Approval for Study Trip" form must have clear objectives and deliverables. E.g.</p> <ul style="list-style-type: none"> <li>a) develop/advance the SDDC faculty in terms of academic leadership and mentoring</li> <li>b) provide academic exposure and opportunities for the SDDC to advance in its strategic focus</li> <li>c) forge collaboration with established/leading academic medical centres</li> </ul> <p>Academic Support Grant (ASG) will support the following expenses:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Type of Expense</th> <th style="text-align: left;">Details</th> <th style="text-align: left;">Remarks</th> </tr> </thead> <tbody> <tr> <td>Airfare</td> <td>Entitled to Economy Class (regardless of flight duration)</td> <td>SDDC Head and faculty that are ACP Deputy/Vice Chairs are entitled to Premium Economy (if flight duration &gt; 6 hours)</td> </tr> <tr> <td>Subsistence allowance</td> <td>In accordance to SingHealth's latest, relevant Subsistence Allowance List</td> <td></td> </tr> <tr> <td>All other travel costs</td> <td>In accordance to host institution's policies and guidelines</td> <td></td> </tr> </tbody> </table> <p>Note: Where appropriate, SDDC can consider co-funding or tap on supplementary funding from other sources of funding.</p> <p>SDDC Head is required to report (i) study trip's learning points and other outcome, (ii) follow-up action plan and (iii) challenges anticipated with implementation of action plan in Final Report.</p>	Type of Expense	Details	Remarks	Airfare	Entitled to Economy Class (regardless of flight duration)	SDDC Head and faculty that are ACP Deputy/Vice Chairs are entitled to Premium Economy (if flight duration > 6 hours)	Subsistence allowance	In accordance to SingHealth's latest, relevant Subsistence Allowance List		All other travel costs	In accordance to host institution's policies and guidelines	
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1.02	Academic Events	<p>Allowable if the expenditure incurred is related to academic event(s) undertaken in Singapore for the pursuit of Academic Medicine.</p> <p>E.g. SDDC Stakeholders retreats/forums/town-halls, Interprofessional forums or workshops</p>												
1.03	Other Academic Expenses	<p>Allowable if the expenditure incurred is related to the activities undertaken for the pursuit of Academic Medicine.</p> <p>E.g. Books/journals subscription fees</p>												