

AMEI EDUCATION GRANT CALL TERMS AND CONDITIONS

1. Funding

- 1.1 The funds shall be used specifically for and in connection with the approved AMEI Education Grant only and for no other purpose.
- 1.2 No expenditure should be incurred/purchase orders made **after** the end of the project duration.

2. Disbursement of Funds

- 2.1 Funds will be disbursed within the Financial Year to the Host Institution after the Form of Acceptance is signed and returned to AMEI, together with the Final Project implementation Schedule & Approved Budget (Schedule 1).
- 2.2 Any unutilised funds at the end of the Financial Year will be automatically carried forward to the next Financial Year. Please refer to **Clause 11** on the “Return of Unused Funds”.

3. Administration of Project Funding

- 3.1 The Host Institution must set up or have in place proper policies and procedures to ensure continuous effective monitoring of the project by the relevant authorities to ascertain that the project is carried out without any breach of award.
- 3.2 There shall be no variation to the approved budget allocations between cost categories or votes [without first seeking approval from AMEI. All requests for variations of funds must be made in writing to AMEI for consideration at least two (2) weeks in advance of the proposed variation].
- 3.3 It is the responsibility of the Principal Investigator and Host Institution to ensure that all local IRB and/or research ethics committee and multi-centre research ethics committee approvals are granted for the research and prior to such approvals being granted, no research requiring such approval shall be initiated and funds utilised.
- 3.4 The Principal Investigator and the Host Institution shall ensure that any clinical trials conducted as part of the research, are conducted in accordance with the Singapore Guideline for Good Clinical Practice or such other applicable guidelines.

4. Grant Extension

- 4.1 Grant extensions are typically not allowed but the AMEI Scholarship Committee will review requests on a case by case basis.
- 4.2 The Principal Investigator may request for a **one-time** grant extension for a period up to twelve (12) months, provided that there is no additional funding required. All requests for grant extensions must be made in writing to AMEI for consideration at least three (3) months before end of the original project end date, together with the justifications for the extension, and will be subject to approval. Decisions will be made based on the progress of the project and justification.

5. Reporting Requirements

- 5.1 The Host Institution and the Principal Investigator are required to submit the following reports to AMEI before the submission deadline as set out in Table 1 below.
- 5.2 The Principal Investigator shall, after AMEI has completed its review of the respective report, provide a copy of the report to Duke-NUS Finance Department for record purposes.

Table 1

| No. | Report | Deadline |
|--|---|--|
| Reports to be submitted to AMEI for a One-year Education Project. | | |
| 1. | (i) Mid-Term Report; and (ii) Detailed Expenditure Listing Please use prescribed templates at <u>Schedules 2 and 3</u> . | Within six (6) months after the date of the Letter of Award. |
| 2. | (i) Final Report; (ii) Yearly Financial Report/ Final Statement of Account; and (iii) Detailed Expenditure Listings Please use prescribed templates at <u>Schedules 2, 3 and 4</u> . | Within one (1) month after the project end date. |
| Reports to be submitted to AMEI for a Two-year Education Project | | |
| 1. | (i) Mid-Term Report (Year 1); and (ii) Detailed Expenditure Listing Please use prescribed templates at <u>Schedules 2 and 3</u> . | Within six (6) months after the date of the Letter of Award. |
| 2. | (i) Annual Report (Year 1); and (ii) Detailed Expenditure Listings Please use prescribed templates at <u>Schedules 2 and 3</u> . | Within one (1) month after the first one-year (1 year) period beginning on the project start date. |
| 3. | (i) Mid-Term Report (Year 2) Please use prescribed templates at <u>Schedules 2 and 3</u> . | Within six (6) months after the 1 st Year Annual Report (i.e. item 2 above) |
| 4. | (i) Final Report; (ii) Yearly Financial Report/ Final Statement of Account; and (iii) Detailed Expenditure Listings Please use prescribed templates at <u>Schedules 2, 3 and 4</u> . | Within one (1) month after the project end date. |

- 5.3 All Yearly Financial Reports need to be certified as correct by the Chief Financial Officer (CFO) of the Host Institution and counter-signed by the Principal Investigator. Internal and/ external audit shall not be required.
- 5.4 The Host Institution shall be required to submit NIL returns for the Detailed Expenditure Listing and Yearly Financial Report/Final Statement of Account to AMEI even if there is NO expenditure incurred during the Financial Year of reporting.
- 5.5 The Principal Investigator shall include in the report(s) any significant innovation achievements or output arising from the project.

- 5.6 Upon completion of the project, the Principal Investigator shall be required to conduct submit a scholarly product (e.g. a poster, abstract, and/or paper at a conference; publication; or faculty guide, etc.) after the submission of the Final Report and Yearly Financial Report/Final Statement of Accounts together with Detailed Expenditure Listings (please refer to Schedule 2, 3 and 4 for the prescribed templates).

6. Ownership and Use of Assets

- 6.1 The title and ownership of the assets purchased or acquired using the funds will vest in the Host Institution. The Host Institution agrees to make available the use of these assets to Duke-NUS at no cost.

7. Intellectual Property

- 7.1 The prevailing internal Duke-NUS' rules and policies governing intellectual property shall apply to all intellectual property arising from the project.

8. Publication of Research Findings

- 8.1 AMEI shall be listed as an affiliation of the Principal Investigator on all publications resulting from the award. Additionally, all publications shall acknowledge the funding support by AMEI, Duke-NUS, and where appropriate the scientific and other contributions of Duke-NUS and the Host Institution in accordance with established norms.

9. Accounts, Audits and Monitoring

- 9.1 The Host Institution shall be responsible for project/grant administration and management.
- 9.2 The Host Institution shall maintain full and detailed records and accounts relating to the funding and the project, including all items of expenditure incurred for or in connection with the project.
- 9.3 Duke-NUS may conduct ad hoc reviews and audits to ensure that the terms and conditions of the AMEI Education Grant are being, or were met and that reports submitted to AMEI are an accurate statement of compliance by the Host Institution. Persons nominated by Duke- NUS to conduct these reviews and audits are to be given full access by the Host Institution, if required, to all accounts, records, documents and premises in relation to the funding and its administration.

10. Early Termination

- 10.1 Duke-NUS may terminate the funding immediately upon the occurrence of a breach of the terms and conditions applicable to the Letter of Award.

11. Return of Unused Funds¹

- 11.1 All unutilised funds at the end of the project must be returned to Duke-NUS within (3) months after the submission of final report or early termination of the project.

12. Disclaimer of Liability

¹ Not applicable to Tan Yew Hock Grant for Interprofessional Faculty Development Projects as it is a direct award.

- 12.1 Duke-NUS shall not be liable to the Host Institution, Principal Investigator and other research personnel involved in the project or any other person by reason of or arising from the terms and conditions of this AMEI Education Grant or its approval of the project or provision of the funding or the conduct of the project by, or any breach, intellectual property infringement, act or default of, the Host Institution and the research personnel.
- 12.2 The Host Institution shall indemnify and hold harmless Duke-NUS against:
- (a) all claims, losses, demands, actions, suits, proceedings, costs or expenses whatsoever which Duke-NUS may suffer or incur, directly or indirectly, from or out of any breach, act or default of the Host Institution and/or the research personnel;
 - (b) all claims, losses, demands, actions, suits, proceedings, costs or expenses whatsoever arising out of or in connection with any claim that the intellectual property rights of third party has been infringed in connection with or in the carrying out of the project.
- 12.3 Duke-NUS shall have no liability to the Host Institution or the research personnel merely by reason of its provision of the funding, and the Host Institution shall be responsible for all acts and conduct relating to the project.

13. Continuation of Research

- 13.1 If the Principal Investigator is at any time during the term of the project no longer able to continue with the project, the project may be continued under another appointed Principal Investigator provided that the Host Institution is able to satisfy to Duke-NUS that the replacement has the necessary qualifications and ability to take over the project and discharge this responsibility. All such changes must be expressly approved in writing by Duke-NUS through AMEI. Failure to fulfil this requirement could result in immediate termination of the funding and the AMEI Education Grant.

14. Output Goods and Services Tax (GST) Incurred in Relation to the Project

- 14.1 The AMEI Education Grant's approved budget shall be inclusive of GST, where applicable.

SCHEDULE 1- PROJECT IMPLEMENTATION SCHEDULE TEMPLATE & APPROVED PROJECT BUDGET

I.I PROJECT IMPLEMENTATION SCHEDULE TEMPLATE

Provide project timeline/milestones from the commencement till completion of the project.

| Manpower | Activities | Months | Deliverables/Milestones |
|----------|------------|--------|-------------------------|
| | | | |
| | | | |
| | | | |

| | |
|-----------------------|--|
| Estimated start date: | |
| Estimated end date: | |

I.II APPROVED PROJECT BUDGET TEMPLATE

AM-EI EDUCATION GRANT FUNDING - Project Budget Phasing

Name of Host Institute:

Host ACP (if applicable):

Project Title:

Project Start Date:

Principal Investigator:

Project End Date:

Section A: Overall Project Budget Phasing

| | Budget Requested from (According to Financial Year - 'FY') | | | |
|----------------------|--|----------------------|----------------------|-------|
| | FY 20__ | FY20__ | FY20__ | Total |
| | Start date to 31/03/__ | 01/04/__ to 31/03/__ | 01/04/__ to 31/03/__ | |
| Total budget for FY* | 0.00 | 0.00 | 0.00 | 0.00 |

* The total budget for each FY should tally with the grand total for each FY in the detailed project budget phasing in Section B.

I certify that the information given above is true and correct.

Name of Principal Investigator:

PI's Dept & Faculty:

Date:

Section B: Detailed Project Budget Phasing

Please ensure that the following items are budgeted in accordance to institute's HR and finance guidelines. Each item must be directly relevant to the approved project. Please note that the duration of funding is capped at two years, or as per the approved duration of your project.

OOE (E.g. Student assistantships, Computer software, Consultancy fees). Please note that we do not fund full time manpower.

| Item | Description / Purpose [^] | FY 20__ (\$) | FY 20__ (\$) | FY 20__ (\$) | Total (\$) |
|-------|------------------------------------|--------------|--------------|--------------|------------|
| | | | | | 0.00 |
| | | | | | 0.00 |
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| | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| Total | | 0.00 | 0.00 | 0.00 | 0.00 |

* Note: Please indicate the budget requirement for each line item clearly. An aggregate budget for each category is NOT acceptable.

[^] VERY IMPORTANT- Under Budget, provide detailed descriptions and justifications to explain how every item requested is integral to the completion of the project. Proposals with clearly justified budgets are more favourably reviewed.

SCHEDULE 2 – PROJECT REPORT TEMPLATE

PROJECT TITLE: _____

1. PARTICULARS

| Details | Principal Investigator | Co-Investigator(s)/ Project Members (if any) |
|------------------------------|------------------------|---|
| Name: | Title, Name | |
| Staff ID: | | |
| Host Institution: | | |
| Host ACP (if applicable): | | |
| Department: | | |
| Telephone: | | |
| E-mail: | | |

2. PROJECT STATUS

To provide summary of project status based on project deliverables as listed in the application proposal. Please also include in this report any significant innovation achievements or output arising from the project

2.1

2.2

SCHEDULE 3 - DETAILED EXPENDITURE LISTING

| Detailed list of Expenditure Items | Provide Description / Purpose | Invoice No. | Amount (\$\$) | GST | Total Amount (\$\$) |
|------------------------------------|-------------------------------|-------------|---------------|-----|---------------------|
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| Total | | | | | |

I certify that the information in the report is true and accurate.

Principal Investigator:

Signature:

Date:

Office of Finance:

Signature:

Date:

SCHEDULE 4 - YEARLY FINANCIAL REPORT/ FINAL STATEMENT OF ACCOUNT

Host Institution: _____

Project Title: _____

Project Start Date: _____

Project End Date: _____

| Item | “A” Total Grant Received (S\$) | “B” Total Actual Expenditure Incurred (S\$) | “C” Balance Grant ² to be Returned to Duke-NUS (S\$) |
|-----------------------------------|--------------------------------------|---|---|
| AMEI Education Grant ¹ | | | |

¹ Please attached detailed expenditure listing (please refer to Schedule 2 for template) together with this copy of Final Statement of Account/ Yearly Financial Report.

Certification: We hereby certify that the above financial statement of account and the enclosed expenditure listing/ statement for the project are in accordance with the terms and conditions of the grant.

Principal Investigator: _____

Office of Finance
(Chief Finance Officer): _____

Signature: _____

Signature: _____

Date: _____

Date: _____