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**NATIONAL CENTRE FOR INFECTIOUS DISEASES**

**NCID SHORT TERM FELLOWSHIP**

**APPLICATION FORM FY2022**

The National Centre for Infectious Diseases (NCID) is launching this call for applications to a limited number of NCID Short-Term Fellowships, to facilitate collaborative infectious disease research between healthcare and research institutions in Singapore and beyond. The fellowship will allow successful applicants to:

* Invite potential international collaborators/experts to Singapore for up to **14 days.**
* Or spend up to **14 days** overseas on a research training attachment at a leading infectious diseases institution.
* **All visits are to be completed within FY22**.

 **Submission**

The application will be reviewed by a committee to assess the suitability and quality of the application and to ensure that the fellowship is in line with facilitating collaborative infectious disease research.

**Aims**

The aims of the NCID Short-Term Fellowship are as follows:

* To equip infectious disease professionals/researchers with skills and experience relevant to their area of research.
* To encourage, networking and research collaborations with overseas institutions.
* To provide promising young researchers with exposures to the diversity of infectious diseases research in Asia/Australasia.

**Eligibility**

This fellowship is open to Infectious disease researchers who have demonstrated current active research in the area of proposed visits (e.g. approved projects, awarded grants, publications)

**The Terms & Conditions of the Award:**

**Applications with visits to & from, countries requiring quarantine; will not be supported.**

**Financial Assistance covers strictly the following:**

*Please provide strong justifications that all other internal avenues of funding are exhausted before seeking assistance to host incoming clinical researchers under the NCID short–term fellowship call. Reimbursement will be made to host institution*.

**Incoming & Outgoing Fellowships: (up to $10,000 SGD dollars each)**

* Return economy airfare by the most direct route
* 100% overseas daily allowance
* Accommodation
* Travel insurance and/or visa fees
* Airport transfer
* COVID19 pre-departure and on- arrival tests

**Claims**

**Strictly on a reimbursement basis**. The timelines and submission requirements will be made known to successful applicants.

**Attachment Terms**

*The attachment should have clear objectives of fostering research with a goal to assist with applicant’s own research area and not be purely observational in nature.*

Outgoing Fellowship for junior researchers

* **Up to 14 days.**
* Applications should include invitation letter/ email, from at least one overseas institution, along with a concise and detailed proposal.

Incoming Fellowship to host overseas experts

* **Up to 14 days.**
* Applications should include invitation letters/email, as a guide the visit can be planned with one primary host and (e.g.) one secondary host, along with a concise and detailed proposal.

**Post Visit**

Awardees need to submit a visit report within a month, after the completion of the training attachment and may be invited to present experience of the visit with infectious disease community in Singapore

The report should be submitted to the NCID Secretariat, covering the following details:

* Period of visit
* Details of host institution and applicant’s mentor(s)
* Objectives and scope of the visit
* Description of the activities undertaken
* How the visit has benefitted the applicant and applicant’s department
* Any other comments

**Application and Closing Date**

Interested applicants must complete the ‘NCID Short Term Fellowship Application Form FY2022’. Please **email** **1 endorsed PDF;** with signatures and supporting documents (e.g.) quotations and **1 softcopy** in **WORD format** **through** your Host Institution’s Research Office to the **Secretariat, National Infectious Diseases Research Coordinating Office at** **rco\_grants@ncid.sg** **by 6pm, Thursday 14 April 2022**

*declare as appropriate*

# Outgoing Fellowship: Local Applicant

| **Full Name** | **Designation** | **Position** | **Department**  | **Institution** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

# Incoming Fellowship: Overseas Expert

| **Full Name** | **Designation** | **Position** | **Department**  | **Institution** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

# 2A. Outgoing Fellowship

# Local Applicant CV brief

* Name:
* Office Mailing Address
* Email:
* Contact No:
* Current Position:
* Academic Qualification
* Publications (list TOP 10)

# Host Details

| **Full Name** | **Designation** | **Position** | **Department**  | **Institution** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

# 2B. Incoming Fellowship

# Overseas Expert CV brief

* Name:
* Office Mailing Address
* Email:
* Contact No:
* Current Position:
* Academic Qualification
* Publications (list TOP 10)

# Host Details

| **Full Name** | **Designation** | **Position** | **Department**  | **Institution** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

**3. Visit Brief**

|  |  |
| --- | --- |
| 3.1 Period of support requested **:** | days (*Up to max 14 days)* |
| **3.2 Proposed start date *(dd/mm/yy):*** |  | **Duration (days):** |  |
| **3.3 Total budget request:** |  (*Up to max of SGD $10,000)* |

**3.4 Visit Research & Training Plan (maximum 2 pages)**

|  |
| --- |
| Please provide the following details for your research proposal in ideally not more than **one** A4 side. Specific aims: |

# 4. Invitation Letter

*Fund disbursement is subjected to providing this documentation*

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |
| * 1. Nature of Fellowship
 | [ ]  **Incoming Fellowship** | [ ]  **Outgoing Fellowship** |

**5. Budget**

Total amount: SGD (up to a maximum of $10,000)

**5.1 Budget Breakdown** *(Expenses cover strictly the following)*

|  |  |  |
| --- | --- | --- |
| Expense Category | Item Description | Cost |
| **Return economy airfare by the most direct route** |  |  |
| **100% overseas daily allowance**  |  |  |
| **Accommodation**  |  |  |
| **Travel insurance and/or visa fees** |  |  |
| **Airport transfer** |  |  |
| COVID19 pre-departure and on- arrival tests |  |  |
|  | Grand Total |  |

**5.2 Justifications (***include quotations as support documents***)**

|  |
| --- |
| Return economy airfare by the most direct route |
| 100% overseas daily allowance |
| Accommodation |
| Travel insurance and/or visa fees |
| Airport transfer |
| COVID19 pre-departure and on- arrival tests |

# 6. Signatories

* **Outgoing** Fellowship: to be signed by Local Applicant
* **Incoming** Fellowship: to be signed by Local Host Primary Institution

*The undersigned agree to abide by the terms and conditions governing the award of the NCID STF.*

|  |
| --- |
| * Declare that all information is accurate and true.
* Not send similar versions or part(s) of this proposal **to other** agencies for funding.
* Ensure that funding by the National Centre for Infectious Diseases (NCID) is acknowledged in all publications resulting directly from the fellowship and in all talks or presentations during the fellowship.
* Ensure that there is no financial conflict of interest.
 |

\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Date (DDMMYY):

1. **Departmental Support**

|  |
| --- |
| In signing the NCID-STF Application, the department UNDERTAKES, to: |
| * Confirm the accuracy and completeness of information submitted, including budget, etc.
* Confirm that budget is clear and that the training fellowship either outgoing or incoming is aligned with host institution HR and other policies.
 |

Head of Department (or designated officer)

|  |  |  |
| --- | --- | --- |
| Please tick one | [ ]  **Supported** | [ ]  **Not Supported**  |

*Comments:*

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| --- |
|  |

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Name, Designation & Signature Date:

# 8. Institutional support

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| --- |
| In signing the NCID-STF Application, the Institution UNDERTAKES, on any Fellowship Award, to: |
| * The applicant is independently salaried by the institution for the entire period of the fellowship for outgoing fellowships and that basic facilities will be provided for all incoming fellows.
* The research abides by all laws, rules and regulations pertaining to national and the institution's operating procedures and guidelines.
* Confirm the accuracy and completeness of information submitted, including budget, etc.
* Confirm that budget is clear and that the training fellowship either outgoing or incoming is aligned with host institution HR and other policies
 |

Research Director (or designated officer in capacity of providing institutional support):

|  |  |  |
| --- | --- | --- |
| Please tick one | [ ]  **Supported** | [ ]  **Not Supported**  |

*Comments:*

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Name, Designation & Signature Date: