

**R2
AM-ETHOS
DUKE-NUS MEDICAL STUDENT FELLOWSHIP (Duke-NUS MSF)**

Annex 1

FIELD OF RESEARCH CODES LIST

CODE	RESEARCH FIELD	CODE	RESEARCH FIELD
1	Anaesthesia & Analgesia	36	Information Science
2	Anatomy	37	Intensive Care
3	Animal Studies	38	Mental Disorders
4	Biochemistry	39	Microbiology
5	Bioengineering / Tissue Engineering	40	Musculoskeletal Diseases
6	Bioinformatics / Medical Informatics	41	Neonatology
7	Biomechanics	42	Neurology (Neurobiology & Neurosurgery)
8	Biophysics	43	No Category Required
9	Biostatistics	44	Nuclear Medicine
10	Breast Diseases	45	Nursing
11	Cancer/Oncology	46	Nutrition & Dietetics
12	Cardiology/Vascular	47	Obstetrics & Gynaecology
13	Cell & Developmental Biology	48	Ophthalmology
14	Chemistry	49	Orthopaedics
15	Clinical Trials	50	Otorhinolaryngology
16	Community and Family Medicine	51	Paediatric
17	Congenital Diseases	52	Pathology
18	Dentistry	53	Pharmacy/Pharmacology
19	Dermatology	54	Physiology
20	Diagnostic Techniques & Biotechnology	55	Plastic & Reconstructive Surgery
21	Education	56	Proteomics
22	Emergency Medicine	57	Psychiatry
23	Endocrinology & Metabolic Diseases	58	Public, Environmental & Occupational Health
24	Epidemiology & Public Health	59	Radiology
25	Experimental Surgery	60	Rehabilitation Medicine
26	Gastroenterology	61	Respiratory System
27	Genetics & Cytogenetics	62	Rheumatology
28	Genomics	63	Skin & Connective Tissue Diseases
29	Geriatrics/Gerontology	64	Stem Cell Research
30	Haematology	65	Surgery
31	Healthcare Practices	66	Toxicology
32	Health Services Research	67	Transplantation
33	Hepatobiliary System	68	Urology & Nephrology
34	Immunology	69	Virology
35	Infectious Diseases		

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Grants Administration Guidelines

IMPORTANT NOTES:

- The JOAM-Academic Programmes Management Department (APMD) reserves the right not to reimburse any items that it finds/deems inappropriate.
- Reimbursement of expenses would only be made for expenses incurred **during the grant period**. Expenses are deemed incurred only when the goods are received or services are rendered.
- Expenditure committed during the grant period but incurred **after** grant expiry would be rejected.
- The ACP Mentor and host institution are required to submit the necessary Financial Report (Duke-NUS Medical School / JOAM-Academic Programmes Management Department (APMD)) at the end of the grant to the JOAM-Academic Programmes Management Department (APMD), according to the reporting requirements.
- The JOAM-Academic Programmes Management Department (APMD) reserves the right to terminate the grant on the following grounds:
 - Applicant requests for significant change to the approved protocol
 - Unsatisfactory, inaccurate or no progress report
 - Ethics approval has been terminated by relevant Ethics Committee

List of Fundable Items:

Type of Expenses	Description
MANPOWER SUPPORT	
Not allowable.	
CAPITAL EQUIPMENT SUPPORT	
General purpose IT and communication equipment	<p>Allowable if it was specifically provided for in the Grant and approved by the JOAM-Academic Programmes Management Department (APMD).</p> <p>Any IT related purchase must be relevant to the project scope and in accordance with the IT policy of the ACP Mentor's host institution.</p> <p>Any equipment purchased 1 month before the completion date of the project will not be accepted.</p>

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OTHER OPERATING EXPENSES	
Bank charges	Allowable as long as it is specifically related to the payments for consumables and equipment used in the project.
Books and specialised journals relevant to the research	Allowable. If the books and specialised journals relevant to the research are available within the SingHealth Duke-NUS Academic Medical Centre, Medical Student and ACP Mentor should refrain from purchasing the same books or subscribing to such journals.
Consumables	Allowable. Examples of such costs are supplies and materials, laboratory consumables, animals and drugs which are necessary for the successful execution of the project. All procurement of such items must be reasonable and are made according to the formal established and consistently applied policies of the ACP Mentor's host institution.
Customs and import duties	Allowable as long as it is specifically related to the payments for consumables and equipment used in the project.
GST	Allowable if the expenditure incurred is related to the awarded Project.
Legal fees	Allowable if the expenditure incurred is related to the awarded Project.
Local Conference	Allowable for medical student to attend local conferences (both physical and online conferences), for purpose of supporting the research project and/or activities necessary during the course of the research study, as recommended by the ACP Mentor.
Patent-related expenses	Allowable if the expenditure incurred is related to the awarded Project.
Payment to volunteers, research patients and other related cost	Allowable for payment to volunteers and research subjects provided this is the scope of the research and has been provided for and approved in the Grant. Examples of such payments may include transport allowance and meal reimbursement, etc.

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	Press advertisements for patients are not allowable.
Photocopying and printing charges	Allowable.
Professional fees	Allowable if the expenditure incurred is related to the awarded Project. (e.g. services fees for data entry)
Publications	Allowable. Page charges for publication of manuscript in professional journals are allowable. The costs of reprints and publishing in other media, such as books, monographs and pamphlets are not allowable.
Repairs and maintenance of research equipment	Allowable if specifically budgeted for in the project and the equipment is used extensively for the benefit of the research project. The period of maintenance funded from the AM-ETHOS Duke-NUS MSF Grant, if approved, should be restricted to the duration of the project.
Stationery and printer consumables	Allowable if the expenditure incurred is related to the awarded Project.
Software Subscription	Allowable if the expenditure incurred is related to the awarded Project. Funding for software subscription is restricted to the duration of the project (i.e. Amount to be claimed will be pro-rated to within the funding period as necessary and software must be purchased within funding period).
Training	Allowable for medical student to attend local training courses (both physical and online courses), for purpose of supporting the research project and/or activities necessary during the course of the research study, as recommended by the ACP Mentor.
Transportation, postage and courier services	Allowable. This includes postage, courier and freight charges for bringing in equipment and specialised research consumables and reimbursement for staff transportation.

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Use of services, equipment rental and facilities	Allowable. The cost for the use of the services (e.g. SingHealth Tissue Repository) and central facilities owned by the Institutions (e.g. SingHealth Experimental Medicine Centre) or central laboratory services are allowable and must be based on the ACP Mentor's host institution's schedules.
Miscellaneous	Not more than 10% of the total budget and need to be utilised with due accountability to relevance and development of the research project.

List of Non-Fundable Items:

Type of Expenses	Description
MANPOWER SUPPORT	
Permanent manpower support fees, coordinator salary/FTE, stipend, etc.	Not allowable.
Annual leave	Not allowable.
Bonus / Incentive payments	Not allowable.
Overtime	Not allowable.
Participation of overseas experts	Not allowable.
PI's, Co-Investigators', Collaborators' and Mentor's EOM cost	Not allowable.
Salaries, CPF and fringe benefits including medical, dental, contribution to welfare fund, etc.	Not allowable.
Staff insurance	Not allowable.
Staff recruitment and related cost	Not allowable. Examples of such costs are advertisement, recruitment agency costs, staff relocation, settling-in allowances, housing allowances, etc.
CAPITAL EQUIPMENT SUPPORT	
Cost of capital works and general infrastructure (including the costs	Not allowable.

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associated with the establishment and running of the grant administration office)	
General furniture and office equipment	Not allowable.
General purpose IT and communication equipment	Not allowable unless specifically provided for in the Grant and approved by the JOAM-Academic Programmes Management Department (APMD).
New equipment	Not allowable.
OTHER OPERATING EXPENSES	
Audit fees	Not allowable. This includes both internal and external audit fees.
Entertainment and refreshment	Not allowable.
Fines and penalties	Not allowable.
Lab coat	Not allowable.
Laundry	Not allowable.
Licence fees	Not allowable. (e.g. radiation license from HSA)
Local and international students' fees or other stipends or awards to students	Not allowable. (e.g. student attachment)
Mobile phone bills and SIM card	Not allowable.
Overhead expenses - rental, utilities, telephone charges, internet charges, facilities management, repairs and maintenance, etc.	Not allowable.
Overseas conference and travel expenses	Not allowable for student undertaking their scholarly projects. Students may approach Duke-NUS Office of Education or SingHealth Duke-NUS Global Health Institute. Students may also apply for SingHealth Medical Student Talent Development Award (SMSTDA) – Travel Award for support. The next cycle of SMSTDA application is from 1 September 2023 to 15 October 2023.
Professional membership fees	Not allowable. (e.g. membership to scientific society)
Purchase of PDAs, mobile phones, etc	Not allowable.

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Staff retreat	Not allowable.
Vaccinations	Not allowable.