

SINGHEALTH MEDICAL STUDENT TALENT DEVELOPMENT AWARD

- FY2024 Cycle 1 Application Information -

1. Introduction

1.1. The SingHealth Medical Student Talent Development Award (SMSTDA) is an academic medicine initiative designed to provide developmental opportunities for promising medical students. Some of its key features are:

- Allow talented medical students an opportunity to participate in academic medicine through engagement with our Academic Clinical Programmes (ACPs) and their faculty. *(Please refer to Annex A for the full list of Academic Clinical Programmes).*
- Cultivate and support partnerships and interactions between high-potential medical students and the faculty.
- Create an opportunity for medical students who are accepted into an established project in any SingHealth institution to experience the implementation of cutting edge research. *(Please refer to Annex A for the list of SingHealth institutions).*
- Enhance learning opportunities for medical students who will gain practical skills and knowledge that are applicable in their careers after graduation.
- Allow ACPs, Programme Directors (PDs), Clerkship Directors/Coordinators and faculty to better understand students' aspirations in order to help them develop their career in medicine.

1.2. There are two (2) categories of SMSTDA; namely the Project Award (or SMSTDA-Project); and the Travel Award (or SMSTDA-Travel)

2. Eligibility

2.1. This award is for medical students (Singaporeans/PRs) studying in the local three (3) medical schools: namely (1) National University of Singapore Yong Loo Lin School of Medicine; (2) Duke-NUS Medical School; and (3) Lee Kong Chian School of Medicine (a partnership between Nanyang Technological University (NTU) and Imperial College London), invitations to apply for the award will be initiated through their respective medical society.

2.2. This award is also open to MD-PhD students (Singaporeans/PRs) at Duke-NUS.

2.3. This award is also open for Singaporeans/PRs studying in an overseas medical school (Overseas Medical School students), invitations to apply for the award will be initiated through the Education Office of the Hospital Institutions or Medical Speciality Centres.

2.4. The applicant must be in the last three years of the medical school programme at the start of the funding period (i.e. 1 July 2024) in one of the above-mentioned schools. Students in their final year are allowed to apply even if they graduate within the funding period.

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- 2.5. Supervising faculty will have to be from the SingHealth Duke-NUS Academic Clinical Programme (ACP). Please refer to the full list of Faculty Members from each ACP here: <https://www.duke-nus.edu.sg/academic-medicine/about-academic-medicine/academic-clinical-programmes>
- 2.6. Each student shall only apply for either SMSTDA Project or SMSTDA Travel in each cycle. Students are not allowed to apply for both categories in the same cycle.
- 2.7. Throughout the medical school years, each student can only be awarded once for each category.
- 2.8. In an application where the project was completed by a group of medical students, the applicant must show proof that he/she is recognised as the official medical student project leader of the group. Students working on the same project cannot apply together.

3. SingHealth Medical Student Talent Development Award – Project (SMSTDA-Project)

- 3.1. This award enables the medical student to work on a project with a Supervising Faculty (i.e. a named assigned faculty) of an ACP.
- 3.2. The theme of the project can be Research, Education, Clinical Quality/Innovation or Clinical Audit (e.g. genomic studies; education applications; diagnostic device, audit on complication rates etc.), and other worthwhile initiatives (e.g. leading an overseas humanitarian medical outreach project).
- 3.3. The Supervising Faculty and the medical student are to agree on the type of project that the student will work on under supervision of the Faculty.
- 3.4. The quantum of each project award will be S\$7,000, which comprises:
 - S\$2,000 merit award which will be presented to the medical student upon submission of his/her End-of-project report at the end of the Funding Period, i.e. 31 December 2025], and
 - S\$5,000 which will be available for the duration of the Funding Period on a reimbursement basis to the ACP hosting the medical student. This money will be used to help defray project-related expenses. Fundable expenses typically include local training courses/conferences, supplies, stationery, refreshments, journal subscription/books and local transportation. Please refer to SMSTDA (Project) Funding Guidelines for more information on the funding guidelines: <https://www.singhealthdukenus.com.sg/amcompass-resources/Pages/Guidelines-and-Forms-Repository-for-AM-Grants.aspx>
- 3.5. **Please note that all expenditure for the project must be incurred within the Funding Period.** Expenses are deemed incurred only when the goods are received or services are rendered. Any expenditure incurred before/after the award start/end date will not be claimable.
- 3.6. The Funding Period shall be from 1 July 2024 to 31 December 2025; i.e. a period of approximately eighteen (18) months. There shall be no further extension of the Funding Period after 31 December 2025.

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4. SingHealth Medical Student Talent Development Award – Travel (SMSTDA-Travel)

- 4.1. This is an individual award to accord recognition and support to medical students who have performed well in an academic project. In an application where the project was completed by a team/group of medical students, the applicant must be recognised as the official medical student project leader (i.e. the Principal Investigator) of the team/group.
- 4.2. This award will be jointly funded by SingHealth and Duke-NUS.
- 4.3. It enables the deserving medical student to travel so that he/she can participate and present his/her project at an overseas international seminar/conference. Most students lack the means to travel for overseas conferences/seminars. There is also a dearth of funding sources to support student participation at international conferences, especially those overseas. The opportunity given to the student to travel overseas will not only boost his/her confidence but also allows an opportunity for exposure and experience.
- 4.4. The quantum of each travel award will be S\$3,000. Disbursement of the merit award will be on a reimbursement basis made after completion of the international conference/seminar. This merit award will be used to help the medical students defray the costs of his/her participation and presentation of an abstract/poster of the study outcome at an overseas conference/seminar, including payment of conference/seminar fees and travel expenses associated with the conference. Please refer to SMSTDA (Travel) Funding Guidelines for more information on the funding guidelines: <https://www.singhealthdukenus.com.sg/amcompass-resources/Pages/Guidelines-and-Forms-Repository-for-AM-Grants.aspx>
- 4.5. **Please note that all expenditure for the project must be incurred within the Funding Period.** Expenses are deemed incurred only when the goods are received or services are rendered. Any expenditure incurred before/after the award start/end date will not be claimable. The overseas conference/seminar has to be within the funding period to be supported.
- 4.6. The Funding Period shall be from 1 July 2024 to 30 June 2025; i.e. a period of approximately twelve (12) months. There shall be no further extension of the Funding Period after 30 June 2025.
- 4.7. Important Advisory: The medical student shall be solely responsible to obtain official leave of absence from the medical school to travel and participate in the conference/seminar. SingHealth faculty and staff are not obliged to facilitate the medical student's application of such leave of absence from the medical school. Any expenses related to the travel for presentation will be at the sole discretion of the medical student. In regard to overseas travel, the medical student shall at all times comply with all prevailing travel advisories issued by the government and/or the university/medical school.

5. Application for the FY2024 SingHealth Medical Student Talent Development Award

- 5.1. Submission of FY2024 SMSTDA Cycle 1 is scheduled from Friday, 1 March 2024 to Monday, 15 April 2024. The award is expected to take effect from 1 July 2024.
- 5.2. Application must be submitted using the prescribed SMSTDA application form. A signed copy of the application form in PDF format, together with a soft copy in Microsoft Word format must be submitted. Certified true copies of all accompanying documents are to be attached

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as well. Failure to attach/provide any of these documents at the point of application may render the application void. Submissions should be directed to: tulasi.k@duke-nus.edu.sg

- 5.3. Every SMSTDA-Project applicant is required to declare whether the submitted project is already awarded/funded; or a subject of a concurrent application for award/grant funding by another Funding Agency, which may be one of SingHealth Institutions or your medical school.
- 5.4. An application must be accompanied with a copy of the recent Curriculum Vitae and be substantiated by a letter of support from one or more (preferable) ACP faculty (viz. Programme Director(s), Clerkship Director(s)/Coordinator(s) or senior teaching/research faculty). The ACP faculty is encouraged to testify to any noteworthy skills, abilities and talents of the medical student being supported in his/her letter of support. There is no specific format for the letter of support, please work with your mentor for the format. **Do ensure mentor's signature is included in the letter of support.**
- 5.5. In addition, an application may be strengthened with inclusion of evidence to demonstrate the applicant's developmental potential (e.g. supporting document illustrating the individual's significant contribution/achievement during medical school years such as one's leadership in a national or international community outreach, or a letter indicating that one is a member on the Dean's List or a prize winner, etc.).
- 5.6. Apart from the documents listed in paragraph 4.6 and 4.7 above, a complete application must also include the following:
 - (a) SMSTDA-Project application:
 - Details of the Project using the prescribed form (FORM A).
 - In reference to paragraph 4.6 above, it is a requirement that one of the letter(s) of support should be from the Supervising Faculty (who will be/is supervising the project).
 - (b) SMSTDA-Travel application:

The following three (3) documents are mandatory:

 - Details of the project to be presented (as a poster presentation, or an oral presentation) using the prescribed form (FORM B). Please note that changes to the presentation title is not encouraged after the commencement of award.
 - In reference to paragraph 4.6 above, it is a requirement that one of the letter(s) of support must be issued by the Supervising Faculty who had directly supervised the applicant's project.
 - Letter of invitation for the applicant to present his/her completed project at the international conference/seminar from the organiser (To submit when available, not necessity to submit at point of application submission).
 - For application(s) that does/do not include such a letter of invitation, in such an instance, if selected, a notification of award would still be given. But as a prerequisite, disbursement of the merit award shall be subjected to documentary proofs that conclusively evidenced: (1) the medical student's travel to the above-mentioned event; and (2) his/her participation and presentation at the said event. The suitability and validity of such proofs shall be at the sole discretion of the

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Secretariat. In the event you are not selected for the conference, kindly inform our office immediately.

6. Selection Process

- 6.1. An evaluation panel will be formed to review, evaluate and recommend the most suitable application(s) for an award. This panel will consist of four (4) to five (5) senior SingHealth leaders/faculty having management/teaching responsibilities, oversight or interaction with medical students from the 3 local schools.
- 6.2. Joint Office of Academic Medicine – Academic Programmes Management Department (JOAM-APMD) will provide secretariat support for the evaluation panel in handling all as required.

7. Post-Award Accountability**7.1. SMSTDA-Project:**

- The medical student will be hosted by the ACP of his/her Supervising Faculty.
- For any queries on the usage of funding, please contact your ACP administrators.
- The medical student is expected to submit an End-of-project report, which entails the progress and findings of the project, with inputs and endorsement from the Supervising Faculty. S\$2,000 merit award will only be given to the student after the report is submitted.

7.2. SMSTDA-Travel:

- Within a month from the date of return to Singapore, the medical student should submit (1) Post-conference report with emphasis on the learning experience and with inputs and endorsements from the Supervising Faculty; (2) proof of travel (e.g. boarding pass); and (3) proof of participation at the conference/seminar (certificate of participation/attendance etc).
- For any queries on the usage of funding, please contact your ACP administrators.
- JOAM-APMD is to be informed if there is a change in project title and any request for change will be assessed on a case-by case basis. As all expenditures have to be related to the awarded project, JOAM-APMD reserves the right to review the reimbursement of expenditures if project title deviates from what is indicated in Letter of Award.

8. Queries/Contact

- 8.1. Further enquiries may be directed via email to the SingHealth Medical Student Talent Development Award Secretariat. The email contact is: tulasi.k@duke-nus.edu.sg

~End~

Annex A

1. List of Academic Clinical Programmes (ACPs)

Academic Clinical Programmes (ACPs)	Host Institution*
Obstetrics and Gynaecology Academic Clinical Programme (OBGYN ACP)	KKH
Paediatrics Academic Clinical Programme (PAEDS ACP)	KKH
Medicine Academic Clinical Programme (MED ACP)	SGH
Surgery Academic Clinical Programme (SURG ACP)	SGH
Ophthalmology and Visual Sciences Academic Clinical Programme (EYE ACP)	SNEC
Neuroscience Academic Clinical Programme (NEUROSC ACP)	NNI
Cardiovascular Sciences Academic Clinical Programme (CVS ACP)	NHCS
Oncology Academic Clinical Programme (ONCO ACP)	NCCS
Pathology Academic Clinical Programme (PATH ACP)	SGH
Radiological Sciences Academic Clinical Programme (RADSC ACP)	SGH
Anaesthesiology and Perioperative Sciences Academic Clinical Programme (ANAES ACP)	SGH
Musculoskeletal Sciences Academic Clinical Programme (MSKSC ACP)	SGH
Family Medicine Academic Clinical Programme (FM ACP)	SHP
Emergency Medicine Academic Clinical Programme (EM ACP)	CGH

For selection of ACP mentors/ ACP Projects, please approach ACP for advice.

For assistance to link up with ACP administrators, please email tulasi.k@duke-nus.edu.sg.

*The above table serves as a reference, Host institution will be referring to where the reimbursement process will take place.

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2. List of SingHealth Institutions

- KK Women's and Children's Hospital (KKH)
- Singapore General Hospital (SGH)
- Singapore National Eye Centre (SNEC)
- National Neuroscience Institute (NNI)
- National Heart Centre Singapore (NHCS)
- National Cancer Centre Singapore (NCCS)
- National Dental Centre Singapore (NDCS)
- SingHealth Polyclinics (SHP)
- Changi General Hospital (CGH)
- Sengkang General Hospital (SKH)
- SingHealth Community Hospitals