

**SINGHEALTH MEDICAL STUDENTS TALENT DEVELOPMENT AWARD - PROJECT
(SMSTDA-PROJECT)
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>Unless otherwise stated below, all expenses should comply with the Host Institution's guidelines.</p> <p>The following expenditure are strictly not claimable:</p> <ul style="list-style-type: none"> • Expenses on manpower (e.g. payment to staff/temp staff) • Purchase of capital equipment regardless of cost (e.g. laptop, monitor, desktop, smartphones, tablets, personal electronic and telecommunication devices etc.) • Overseas conferences and travel (Only applicable under SMSTDA Travel) <p>All other operating expenses not mentioned below are not claimable.</p>		
1. Other Operating Expenses (All expenses are to be incurred within the grant validity period)		
1.01	Bank charges	Allowable if the expenditure incurred is related to the awarded Project
1.02	Customs and import duties	Allowable as long as these duties are specifically related to importation of goods used in relation to the awarded Project.
1.03	Faculty development	<p><u>ACP Supervising Faculty</u> Allowable for local and online* training courses/conferences provided such costs are incurred in compliance to formally established and consistently applied policies of the Host Institution.</p> <p><u>SMSTDA Project Awardee</u> Allowable for local and online* training courses/conferences.</p> <p>*Expenses for online courses should be prudent and picked based on the lowest cost option for the student's remaining project period.</p>
1.04	Legal fees & Patent application	Allowable if the expenditure incurred is related to the awarded Project.
1.05	Minor assets	<p>Allowable if the expenditure incurred is related to the awarded Project.</p> <p>Minor Assets refer to:</p> <ul style="list-style-type: none"> - tangible assets that are below the value of \$1,000 e.g. external hard drives - Intangible assets that are below the value of \$10,000 e.g. software
1.06	Consultancy and related charges	Allowable if the expenditure incurred is related to the awarded Project.
1.07	Purchase of services	<p>Allowable if the expenditure incurred is related to the awarded Project.</p> <p>Please provide an internal memorandum signed by:</p> <ol style="list-style-type: none"> 1) Head of Department from which the services were bought; and 2) ACP Supervising Faculty <p>Details such as, "Name, Designation, Institution, Start/End Date of Employment, Type of Services, Nationality, Man hours and Amount Claimed" are to be included in the mentioned memorandum.</p>

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1.08	Refreshment costs (beverages or light snacks, e.g. slice cakes, bread)	Allowable if the expenditure incurred is related to the awarded Project
1.09	Repairs and maintenance costs	Allowable if the expenditure incurred is related to the awarded Project.
1.10	Stationery, printer consumables and photocopying charges	Allowable if the expenditure incurred is related to the awarded Project.
1.11	Supplies e.g. purchase of lab supplies, consumables, animals, use of services or lab spaces	Allowable if the expenditure incurred is related to the awarded Project.
1.12	Software Subscription	<p>Allowable if the expenditure incurred is related to the awarded Project.</p> <p>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).</p> <p>If it is a perpetual lifetime subscription, to ensure that there are no other affordable options (i.e. monthly/yearly).</p>
1.13	Subscription fees of books and journals/training materials and other consumables	<p>Allowable if the expenditure incurred is related to the awarded Project.</p> <p>Efforts should be made to refrain from purchasing the same books or subscribing to journals which are available in the Host Institution.</p>
1.14	Publication of journals, papers and posters	Allowable if the expenditure incurred is related to the awarded Project.
1.15	Transportation (local), postage and courier services	Allowable if the expenditure incurred is related to the awarded Project.
1.16	Reimbursements/Vouchers made to volunteers and research patients	<p>Allowable if the expenditure incurred is related to the awarded Project and disbursed within the project period.</p> <p>ACP is required to maintain a list to track the reimbursements/vouchers, provide the following details and ensure the list is accurate</p> <p>1) Voucher no. (if applicable) 2) Amount per reimbursement/voucher (S\$) per recipient</p>

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		3) Recipient's name 4) Recipient's last 4 alphanumeric characters of NRIC 5) Recipient's endorsement 6) Recipient's contact number 7) Date given out
1.17	Ethics Review Fee(s)	Allowable if the expenditure incurred is related to the awarded Project.