**DETAILS OF ACADEMIC SUPPORT GRANT**

|  |  |
| --- | --- |
| **Name of ACP**  |  |
| **Grant Ref. No. (per letter of award)** |  |
| **Requestor Details** | **Name:****Designation:** |
| **Financial Year** | **FY** |

**Guidelines**

The use of the Faculty Development budget is primarily for the development of faculty in the ACP. In this context, **a faculty is a staff member of SingHealth or Duke-NUS with a faculty academic appointment** (e.g. Prof, Assoc Prof, Asst Prof and Instructor level in Duke-NUS) that is **accorded by one of the local medical schools** (namely, Duke-NUS, NUS YLL and NTU LKC) and **working within the ACP**. A SingHealth Resident, unless he/she has been accorded an academic appointment by Duke-NUS, is not a faculty.

A **SingHealth Resident** who has **close working relationship with the ACP** (in particular, one who has been **accorded a Duke-NUS academic appointment**) and who can provide evidence to show that he has **exhausted or failed to secure funding from Personal Training Fund** and **Overseas Conference Sponsorship** (both provided by MOHH) **and SingHealth Resident Training Fund**, may be considered for funding under Faculty Development subject to (1) a cumulative variation capped at 10% of annual budget for faculty development (2) support by ACP Chair and (3) approval by Duke-NUS Academic Programmes Management Department’s Authorised Officer.

Separately, a **non-faculty who has a close working relationship with the ACP** may also be considered for funding under Faculty Development, subject to (1) a cumulative variation capped 10% of annual budget for faculty development (2) support by ACP Chair and (3) approval by Duke-NUS Academic Programmes Management Department’s Authorised Officer. In this context**, a non-faculty refers to a SingHealth clinician who has been accorded a non-faculty academic appointment** (e.g. Education Associate I, Education Associate II, Senior Education Associate, Lead Education Associate in Duke-NUS).

The use of AM Administrators Development budget is primarily for the development of administrators, whose headcounts are funded by ACP Academic Support Grant. A cumulative variation of up to 10% of annual budget is allowed for use by administrators not funded by ACP Academic Support Grant, subject to approval by Academic Chair and Duke-NUS Academic Programmes Management Department’s Authorised Officer.

Application has to be received by your Duke-NUS Academic Programmes Management Department’s point-of-contact **at least 2 months** prior to the Conference/ Course with the details/ supporting documents for Conference registration fee/ Course fee, airfare quotation from SingHealth Travel Management Company, etc. attached.

**No expenditure is permitted prior to obtaining the relevant approvals as indicated.**

1. **TYPE OF REQUEST** *(Please select accordingly)*

☐ Approval for Use of Faculty Development Budget for SingHealth Resident with Academic Appointment

(Subject to the lower of cumulative variation not exceeding 10% of annual Faculty Development or the actual amount required)

 ☐ Approval for Use of Faculty Development Budget for SingHealth Clinician with Non-Faculty Academic Appointment

(Subject to the lower of cumulative variation not exceeding 10% of annual Faculty Development or the actual amount required)

☐ Approval for Use of AM Administrators Development budget for Non-ACP Funded Administrators

(Subject to the lower of cumulative variation not exceeding 10% of budget, or the actual amount required)

1. **NAME OF COURSE/CONFERENCE**
2. **VENUE OF COURSE/CONFERENCE**
3. **DURATION OF COURSE/CONFERENCE**

From [Date] to [Date]

1. **PARTICIPANTS & OBJECTIVES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **Name of Participant(s)** | **Designation(s)** | **Objective(s)** | **Flight Class** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

1. **EXPENDITURE TO BE INCURRED**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Items** | **Cost/pax/day (S$)** | **No. of days** | **No. of pax** | **Total Cost in Foreign Currency (indicate Foreign Currency)** | **Total Cost (S$)** |
| Conference Registration Fee/Course Fee |  |  |  |  |  |
| Airfare |  |  |  |  |  |
| Subsistence Allowance  |  |  |  |  |  |
| Others *(please provide itemised list)* |  |  |  |  |  |
| **Total**  |  |  |  |  |  |

1. **BUDGET AVAILABLITY**

|  |  |
| --- | --- |
|  | **S$** |
| Approved Budget  |  |
| Expenditure as of DD/MM/YY |  |
| Balance as of DD/MM/YY |  |

|  |  |
| --- | --- |
| **a. All previously approved quantum** |  |
| **b. Current request for approval**  |  |
| **c. Cumulative quantum [a+b]**  |  | 1. **% against total approved budget:     %**
 |

1. **SUPPORTED BY**

|  |  |  |
| --- | --- | --- |
| **NAME, TITLE & SIGNATURE OF ACADEMIC CHAIR** |  | **DATE** |

***For Official Use Only***

Reviewed via Duke-NUS eWorkflow System. Please refer to **Document eApproval – Audit Trail Report** for the outcome of your request. Do note that Signee is Duke-NUS Academic Programmes Management Department’s authorised signatory.