**NATIONAL MEDICAL RESEARCH COUNCIL**

**Budget Virement Form for**

**Research Enablers and Infrastructure Initiatives**

*(Without change in total funding amount))*

All information is treated with confidence. The information is furnished to the National Medical Research Council with the understanding that it shall be used or disclosed for evaluation, reference and reporting purposes*.*

**INSTRUCTIONS**

**Please ensure that you are familiar with the NMRC Research Grant Terms and Conditions and Guidelines for the Management of NMRC Funding Programmes before submitting a request for budget virement(s) for the Project.**

**No expenditure is permitted until the relevant approvals are obtained.**

**Submission Instructions**

* Please complete this form.
* For Projects managed on IGMS (**IGMS Projects**): Please submit the request for budget virement(s) via IGMS. Please create deviation request and upload the completed form as an attachment. For the inputs to IGMS, please take note that you are consolidate the virements and to input the net change in budget for each vote on IGMS.
* For Projects that are not managed on IGMS **(non-IGMS Projects):** Please submit the completed form to the NMRC programme manager in-charge.

**For IGMS Projects**

IGMS Project refers to the Main Project and Sub-project as follows:

|  |  |
| --- | --- |
| **IGMS Project ID** | **Description** |
| **MOH-<ID no.>-00** | **Main Project** |
| **MOH-<ID no.>-01** | **Sub-project 1** |

*Notes:*

1. *Depending on the Project, the funding may have multiple budget components organised into separate sub-projects.*
2. *Budget virement(s) are requested through the Sub-project raising the budget virement(s).*

**Votes refer to the following budget categories under each sub-project:**

* Expenditure of Manpower (EOM)
* Equipment (EQP)
* Other Operating Expenses (OOE)
* Overseas Travel (OT)
* Research Scholarship (RS) *– not applicable*

**For Budget Virements within Sub-project**

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| --- |
| **The Director of Research (DOR) or designated approving authority of the Host Institution (HI) can approve virement of funds that are:**   1. Within Vote (i.e. no change to Vote budget) 2. Across Votes and where the cumulative amount vired, including the virements raised in the current request, does not exceed 10% of the total funding awarded. Please note that virement to OT is not allowed.   For (i), the HI is responsible for ensuring that the necessary endorsements are sought (not necessarily via IGMS) as per the HI’s policies; as well as keeping record and producing the variations approved for auditing purposes as required. For (ii), the HI is required to submit/process the virements on IGMS.  **The following virements that do not meet definitions (i) and (ii) are to be submitted to NMRC for review and approval on IGMS:**   1. Across Votes and where the cumulative amount vired, including the virements raised in the current request, exceeds 10% of the total funding awarded. Please note that virement to OT is not allowed.   **Cumulative virements are attributed by the virement of funds across votes.** |

**For Budget Virements Across Sub-projects**

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| --- |
| * Budget virement across sub-projects will count towards the cumulative variation and also require NMRC’s approval. * Where the cumulative virement (including the requested virement) has not exceeded 10% of the total funding awarded, please note the IGMS workflow will stop at the HI-DOR for approval. Hence, for such virements, please also submit the completed budget virement form to NMRC for approval. |

**1. FUNDING DETAILS**

* Please provide the funding details of the Project in Section A.

For IGMS Projects

* Selected Projects (e.g. Projects with stage-gated funding that are awarded separately) may have more than one IGMS Project. For such Projects, please provide the funding details of the IGMS Project that is putting up the budget virement request in Section A, and the funding details of the other IGMS Projects in Section B.
* Please skip Section B if this section is not applicable to the Project.

For non-IGMS Projects

* Please skip Section B and proceed to Section C on total virements (to-date).

**Section A**

|  |  |
| --- | --- |
| **NMRC Project ID** |  |
| **Project Title** |  |
| **Host Institution** |  |
| **Funding Period (Duration)** | DDMMYYYY – DDMMYYYY (no. of yrs) |
| **Awarded Amount** |  |
| **IGMS-PI (title, name designation, email)** |  |
| **IGMS-HI** |  |

**Section B (if applicable)**

Please provide the details that are different from Section A.

|  |  |  |
| --- | --- | --- |
| **NMRC Project ID** |  |  |
| **Project Title** |  |  |
| **Host Institution** |  |  |
| **Funding Period (Duration)** | DDMMYYYY – DDMMYYYY (no. of yrs) | DDMMYYYY – DDMMYYYY (no. of yrs) |
| **Awarded Amount** |  |  |
| **IGMS-PI (title, name designation, email)** |  |  |
| **IGMS-HI** |  |  |

**Section C**

**\*Total Virements (to-date):**

|  |  |  |  |
| --- | --- | --- | --- |
| **a. All previously approved variation:** | **$** |  | |
| **b. Current request for variation:** | **$** |  | |
| **c. Total variation to-date (a+b):** | **$** |  | |
| **d. ^Total awarded funding:** | **$** | **% of total budget:**  **(c/d)\*100** |  |

*\* Count only virements that contribute to the cumulative virement i.e. virement across votes within the sub-project or virement between sub-projects.*

*^ Awarded Amount in Section A or sum of the Awarded Amounts in Sections A and B.*

**2. VIREMENT DETAILS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **From**  **Vote** | **To**  **Vote** | **Amount Transferred ($)** | **Remarks \*\***  a) state how proposed changes will affect the programme, including targets, deliverables, date of completion, etc.  b) if the virement involves the change in purchase of equipment or consumable items, state which original equipment/ consumable items to forgo and the items to be purchase in replacement, if any.  c) if the virement involves the change in manpower, state which budgeted position to forgo and the new position to be hired in replacement, if any.  *(include attachments if necessary)* |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

***[ \*\* IMPORTANT: Please complete this section, otherwise request will be rejected,]***

**3. REASONS FOR FORGOING ORIGINALLY APPROVED MANPOWER / ITEMS:**

1. Explain why item is not required or how savings are derived.

**4. REASONS FOR REQUIRING ADDITIONAL OR NEW MANPOWER / ITEMS:**

1. Explain need for additional manpower or purchase of equipment, facilities, consumables, etc. and why this was not catered for in the original budget.
2. For equipment/facilities requested, indicate if such items are already available at the Host Institution, and explain why it is not possible to use existing equipment/facilities. In particular, where the project is due for completion in a year’s (or less) time, justify the need for the items at such a late stage of funding. For additional manpower requested, indicate whether assistants are available, and why they cannot be used.
3. Where new equipment or facilities are proposed, detail other intended uses upon completion of the project’s funding.

**5. ENDORSEMENT & SIGNATORIES NOT CAPTURED ON IGMS**

I hereby declare that all the information provided by me in this form is accurate and true to the best of my knowledge and that I would be responsible for the consequences of providing false and/or misleading information.

|  |  |
| --- | --- |
|  |  |
| **Endorsement by designated authorised representative of the Host Institution**  **(if different from IGMS-PI[[1]](#footnote-1))**  **Name & Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Designation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Endorsement/Approval by HI-DOR or designated Endorsing/Approving Authority (if different from IGMS-HI-DOR[[2]](#footnote-2))**  **Name & Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Designation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. *Where the designated authorised representative of the Host Institution is not the IGMS-PI, please complete this field for offline record. Leave blank if the designated authorised representative is the IGMS-PI, as his/her endorsement will be captured electronically on IGMS.* [↑](#footnote-ref-1)
2. *Where the IGMS-HI-DOR is not the HI-DOR/designated authorised representative, please complete this field for offline record. Possible scenarios include: IGMS-HI is different from the HI of the project, or IGMS-HI-DOR is not correct/designated IGMS-HI-DOR. Leave blank if IGMS-HI-DOR is the correct/designated HI-DOR, as his/her endorsement will be captured electronically on IGMS.* [↑](#footnote-ref-2)