**NATIONAL MEDICAL RESEARCH COUNCIL**

**Budget Virement Form for RIE2025 Centre Grant**

*(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*.*

**(A) INSTRUCTIONS**

**Please ensure that you are familiar with the NMRC Research Grant Terms and Conditions and associated Guidelines on budget virements before submitting a request for budget virement(s). For CG, please also refer to the below instructions. No expenditure is permitted until relevant approvals are obtained.**

**For submission on IGMS:**

* Please use the latest template available on the NMRC website [here](https://www.nmrc.gov.sg/downloads).
* Create deviation request on IGMS. Consolidate the virements and input the net change in budget for each vote on IGMS.
* Upload the completed form as an attachment to the submission on IGMS.

**CG funding is structured into Main Votes and Sub-votes as follows:**

Main Vote

Research Personnel Core (RPC), Facility Core (FC)[[1]](#footnote-1), Admin Core (Admin), Seed Funding/Bridging Grant Core (SBC)

Sub-votes

RPC-EOM, FC-Eqpt, FC-OOE, Admin-EOM, Admin-OOE (Education & Training/E&T), SBC-EOM (Bridging Grant), SBC-OOE (Seed Funding)

**The Entity Head or his/her designated approving authority can approve budget virements that are:**

1. Within Sub-votes (i.e. no change to Sub-vote budget)
2. Across Sub-votes of the same Main Vote and where the cumulative amount vired, including the virements raised in the current request, **does not exceed 10%** of the total funding awarded

The Entity/Host Institution (HI) is responsible for keeping a record of the grant variations approved and should be able to produce them for auditing purposes as required. **For (ii), the Entity/HI is to submit the request, with details enclosed in this form, to NMRC via IGMS.**

**NMRC’s approval is required for the following budget virements that do not meet definitions (i) and (ii).**

1. Across Sub-votes between Main Votes
2. Across Sub-votes within Main Vote, and where the cumulative amount vired, including the virements raised in the current request, **exceeds 10%** of the total funding awarded
3. Between Entities in Category (Cat)-2 (Collaborative Centres) CG programmes

**For (iii) and (iv), please submit the request, with details enclosed in this form, to NMRC via IGMS. For (v), both Entities are required to submit the same request to NMRC via IGMS.**

**Cumulative virements are attributed by virement of funds that are:**

1. Across Sub-votes (whether within Main Vote or between Main Votes)
2. Between Entities in Cat-2 (Collaborative Centres) CG programmes

**(B1) FUNDING CATEOGORY**

*Please select one of the following:*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Funding Category**  (please select one) | **Cat-1** |  | **Cat-2** |  | **Cat-3** |  |

**Entity 1**

**(B2) FUNDING DETAILS**

*Please provide the funding details. Refer to the letter of award where applicable.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **IGMS Project Number** |  | **Programme Title** |  | |
| **Funding Period (Duration)** | DDMMYYYY – DDMMYYYY (XX yrs) | **Approved Amount (SGD)[[2]](#footnote-2)** | **Entity Total:** |  |
| **CG Total:** |  |
| **Entity Head[[3]](#footnote-3) (title, name designation, email)** |  | **Entity/Host Institution** |  | |
| **IGMS-PI (title, name designation, email)** |  | **IGMS-HI** |  | |

**(B3) BUDGET INFORMATION**

*Please provide the latest budget information.*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Main Votes** | **RPC** | **FC** | | | **Admin** | | **SBC** | | **Total** |
| **Sub-votes** | **EOM** | **Eqp** | **OOE** | **OT** | **EOM** | **OOE** | **EOM** | **OOE** |
| Approved Amount |  |  |  |  |  |  |  |  |  |
| **Expenditure to date** |  |  |  |  |  |  |  |  |  |
| **Balance** |  |  |  |  |  |  |  |  |  |

**Entity 2**

*<for Cat-2 CG programmes that are moving funds between Entities, duplicate/insert (B2) and (B3) and provide the details of the other entity here; indicate ‘NA’ here if this section is not applicable>*

**(B3) CUMULATIVE VIREMENT**

*Please provide the latest cumulative virement details.*

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

|  |  |  |  |
| --- | --- | --- | --- |
| **a. All previously approved variation:** | **$** |  | |
| **b. Current request for variation:** | **$** |  | |
| **c. Total variation to-date (a+b):** | **$** | **% of total budget:** | **$** |

*\*Count only virements that contribute to the cumulative virement.*

**(C1) VIREMENT DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **From**  **Sub-vote**  **[Entity][[4]](#footnote-4)**  **E.g.**  ***FC1-OOE***  ***(Entity X)*** | **To**  **Sub-vote**  **[Entity]**  **E.g.**  ***FC1-Eqp***  ***(Entity Y)*** | **Amount Transferred ($)** | **Remarks \*\***   1. State how the proposed changes will affect the CG programme, including targets, deliverables, date of completion, etc. 2. If the virement involves changes in purchase of equipment or consumable items, state which original equipment/ consumable items to forgo and the items to be purchased in replacement. 3. If the virement involves changes in manpower, state which budgeted position to forgo and the new position to be hired in replacement. 4. If the virement involves transferring funds between Entities, state which budgeted item(s) will be forgone from the first Entity and the new item(s) to be purchased by the second Entity.   *(use attachments if necessary)* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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

**(C2) REASONS FOR FORGOING ORIGINALLY APPROVED ITEM(S):**

1. Explain why the item(s) is/are not required or how savings is derived.

**(C3) REASONS FOR REQUIRING ADDITIONAL OR NEW ITEM(S):**

1. For the item(s) requested, state (i) how they are relevant/related to the purpose of the Research Capability Core[[5]](#footnote-5) to which the funds are transferred and aligned with the approved research strategy of the CG programme; (ii) the reasons for the requested item(s); (iii) why is the current budget for the item(s) insufficient/why were the item(s) not catered in the original budget.
2. For equipment/facilities requested, indicate if such items are already available in your Entity/Host Institution, and explain why it is not possible to use existing equipment/facilities. In particular, where the CG programme 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 CG programme’s funding..

**(D) ENDORSEMENT & SIGNATORIES NOT CAPTURED ON IGMS**

*Please complete this section if the required signatories will not be 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.

**Entity 1**

|  |  |
| --- | --- |
|  |  |
| **Endorsement/Approval by Entity Head or designated Endorsing/Approving Authority (if different from IGMS-PI or HI-DOR[[6]](#footnote-6))**  **Name & Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Designation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Endorsement by HI-DOR (if different from IGMS-HI-DOR[[7]](#footnote-7))**  **Name & Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Designation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Entity 2**

*<for Cat-2 CG programmes that are moving funds between Entities, duplicate/insert the above signatory fields or indicate ‘NA’ here if this section is not applicable>*

1. *Regardless of facility core number.* [↑](#footnote-ref-1)
2. *For Cat-1 and Cat-3 CG programmes, the ‘Entity Total’ is the same as ‘CG Total’. For Cat-2 CG programmes, please state the amount awarded to the Entity in ‘Entity Total’ and the amount awarded to the entire CG programme in ‘CG Total’* [↑](#footnote-ref-2)
3. *As per the Letter of Award.*  [↑](#footnote-ref-3)
4. *State name of Entity if the budget virements are between Entities in Cat-2 CG programmes.*  [↑](#footnote-ref-4)
5. *Refers to the Research Personnel Core, specific Facility Core, Administrative Core and Seed Funding/Bridging Fund Core.*  [↑](#footnote-ref-5)
6. *The Entity Head can delegate the authority to endorse/approve post-award-related submissions to a designated authorised representative. Where the Entity Head/designated authorised representative is not the IGMS-PI or HI-DOR, please complete this field for offline record. Leave blank if the Entity Head/designated authorised representative is the IGMS-PI or HI-DOR, as his/her endorsement will be captured electronically on IGMS.* [↑](#footnote-ref-6)
7. *Where the IGMS-HI-DOR is not the HI-DOR, please complete this field for offline record. Possible scenarios include: IGMS-HI is different from the HI of the funding programme, or IGMS-HI-DOR is not correct/designated IGMS-HI-DOR or 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-7)