

Guidelines for the Management of NMRC Funding Programmes

Approvals from Ethics Committees

1. A letter with the necessary approval(s) from the relevant ethics board and committees must be sent to the MOH/NMRC, where and when applicable. Failure to do so may delay the disbursement of Funds.

Research Collaboration Agreements

2. The Institutions may undertake work on the Research in collaboration with a Collaborator. Where and when this occurs, the investigators are responsible for putting in place research collaboration agreements that are undertaken by the Institutions.

Disbursement of funds

3. All Institutions (including Host and Partner Institutions) will be required to ensure that the expenditures are fundable, necessary and reasonable for the conduct of the Research and verify claimed items with source documents, before submitting the funds requisition to MOH/NMRC.
4. A list of non-fundable direct cost items is provided in the Annex 1.
5. All expenditure should be incurred (based on invoice or service rendered date) within the Term¹.
6. In general, prudence should be exercised for all project costs, and expenditures claimed must comply with the Institutions' internal procurement processes, guidelines and policies.
7. MOH/NMRC reserves the rights to reject any claims that have resulted from changes to Research without prior approval from MOH/NMRC and items found not to be fundable, not necessary, not reasonable, not relevant or not used for the Research.

Expenditure of Manpower (EOM)

8. Funding of Research Personnel under the grant must comply with prevailing and consistently applied human resource guidelines of the employing Institution(s).
9. This will extend to Institutions' prevailing policies on associated human resources costs (e.g. staff insurance, overtime claims, staff relocation, employment benefits, employment levy, employment pass, pre-examination

¹ Expenditures related to on-boarding of research personnel may be supported before the start of Term, but must be made in accordance with the Institutions' human resources policies and after the date in which the MOH/NMRC receives the completed Acceptance Form.

medical check-up, housing allowance, service award and recruitment associated cost).

10. All EOM related expenses shall be pro-rated taking reference from the project start date, except for lump-sum insurance claims, which shall be allowable as claimed. As a general principle, staff costs should be charged based on time commitment to the Research.
11. Details of Research Personnel employed under the Funding must be provided in the manpower listing, and continuously updated, including new additions and those whose employment have ended.
12. All Institutions must adhere to the Tripartite Guidelines on Fair Employment Practices².
13. The Institution(s) are allowed to make manpower changes (i.e. increase/decrease in headcount, change in designation or scheme of hires, change in time commitment to the grant), as long as the changes are necessary for the Research, comply with the Institution(s)' policies and does not exceed the EOM vote.
14. Claims for staff performance bonus should be submitted within six (6) months following the end of the Term. For Host Institutions that practise accrual of performance bonus, balance Funds should either be returned or claimed within six (6) months if the pay-out comes after the end of the Term. In instances where the end of the Term does not coincide with the regular annual appraisal cycle, the Institution(s) will be allowed to submit a final performance bonus of the Research Personnel, based on the prevailing human resource policies and pro-rated to the number of months of service from the last appraisal of such Research Personnel to the end of the Term.

Equipment ("EQP")

15. The Institutions / Investigators shall ensure that the purchase of each equipment is necessary for the Research or activity supported by the Funding and is not otherwise reasonably available and accessible.
16. For high value equipment purchase, Investigators are required to update the list of equipment acquired, as part of the Yearly Progress Report submission. MOH/NMRC may require the Institutions / Investigators to allow approved Third Parties to access and use the equipment, subject to the availability of the equipment.
17. The Institutions are allowed to make changes within the EQP vote (i.e. changes in quantity and changes in equipment), provided that these changes are (i) necessary, relevant and used for the Research; (ii) do not constitute a change in Research; and (iii) are kept within the approved equipment vote budget.

² Please refer to www.mom.gov.sg for details of the Fair Consideration Framework.

Other Operating Expenses (“OOE”)

18. The Institutions are allowed to make changes within the OOE vote (i.e. changes in quantity and changes in OOE items), provided that these changes are (i) necessary, relevant and used for the Research; (ii) do not constitute a change to the Research; and (iii) are kept within the approved OOE vote budget.

Overseas Travel (“OT”)

19. It is the responsibility of the Investigators / Institutions to ensure that all travel expenses are in line with the Institutions’ consistently applied policy on travel. The Institutions are to ensure that any travel undertaken is in relation to the Research only and for no other purpose.
20. The purpose of the travel should be directly relevant to the Research and necessary to accomplish the Research objectives.
21. Virement of Funds into the OT vote is not allowed.

Research Scholarship (“RS”)

22. Postgraduate stipend must align with the prevailing rates set by the Ministry of Education. Postgraduate stipend and tuition support will not attract indirect costs.
23. Virement from RS vote to other budget category votes is not allowed, regardless of variation amount.

Indirect Costs

24. Indirect costs in research are those costs that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular sponsored research project, but contribute to the ability of the Institutions to support such research projects (e.g. providing research space, research administration and utilities, and not through the actual performance of activities under the sponsored projects).
25. MOH/NMRC does not manage indirect cost funding. Investigators should refer and adhere to their Institutions’ policy of managing indirect cost funding.

Variations to the Research

Virement between Votes

26. MOH/NMRC delegates the approval authority for the virement of funds between the votes to the Institution’s Director of Research (or equivalent), subject to a cumulative amount not exceeding ten percent (10%) of the total project direct cost value.

27. For virements cumulatively above ten percent (10%), the approval authority remains with MOH/NMRC. Requests for virement should be submitted to MOH/NMRC no later than three (3) months from the end of the Term.
28. Retrospective virement requests or late requests to MOH/NMRC will not be allowed, unless there is compelling justification.
29. Inter-institutional virements, where applicable, require MOH/NMRC's approval and acknowledgement from the Director of Research (or equivalent) for all Institutions involved.

Grant Extension

30. Request for no-cost grant extension should be made to MOH/NMRC before the last six (6) months of the original end of the Term. Any variation requests necessary to meet the extension period must be made known as part of the extension request.
31. A one-off project extension should not be more than a total of six (6) months. An extension beyond six (6) months will require compelling justification.

Change in Lead Principal Investigator/Investigators (Not applicable for Talent Award)

32. MOH/NMRC's approval will be required for a change in the Lead Principal Investigator/Investigators.
33. The Lead Principal Investigator plays a significant role in steering the Research towards its intended objectives. As such, the Host Institution will be required to inform MOH/NMRC immediately and provide a mitigation plan, should there be a long leave of absence by the Lead Principal Investigator or change to the Lead Principal Investigator. The Host Institution will be required to provide the MOH/NMRC an assessment of why the proposed Lead Principal Investigator would be a suitable fit to steer the Research towards its envisaged goals. MOH/NMRC reserves the right to suspend / terminate the Research if the mitigation plan is not satisfactory.

Change in Host Institution

34. MOH/NMRC's approval will be required should there be a change in Host Institution. The request must be made to MOH/NMRC and be endorsed by the Director of Research (or equivalent) of both the existing and new Host Institutions.

Change in Research Scope

35. MOH/NMRC's approval will be required for any change(s) to the scope of the Research. This includes change, removal or addition of scientific objectives, deliverables/Key Performance Indicators or milestones.

36. If an activity/task initially meant to be carried out by the Investigators/Institutions is subcontracted or entrusted to a third-party, this would also constitute a change in Research and MOH/NMRC's prior approval will be required.

Audit and Progress Reports

Periodic Audit Report

37. The Host Institution is required to submit a Periodic Audit Report, in accordance with the audit terms of reference as provided by the MOH/NMRC separately.

Yearly Progress Report

38. The Institutions are required to submit a Yearly Progress Report within two (2) months from the end of the Financial Year (by 31 May). The requirement to submit a Yearly Progress Report is waived if the project start date is three (3) months or less from the end of the reporting FY.

Final Report

39. The Institutions are required to submit a Final Report within three (3) months following the end of the Term.

Comprehensiveness of Reports

40. Investigators will be required to give additional information about the progress and outcomes of any Research if the information submitted in the Yearly Progress Reports and/or the Final Report is deemed to be inadequate.

Final Claim/ Statement of Account

41. The Institutions are required to submit a Final Claims / Final Statement of Account within six (6) months from the end of the Term.

Debarring of Investigators

42. Lead Principal Investigators who fail to submit the Final Progress Report and/or Final Statement of Account within the stipulated timelines will be debarred. Debarred Lead Principal Investigators will not be eligible to submit new grant applications as Lead Principal Investigator for a period starting from the report submission deadline, and ending one year from the date the overdue Final Report or Final Statement of Account is received by MOH/NMRC.

Acknowledgement Guidelines

43. All grantees should attribute their awards/grants to MOH/NMRC.

44. At any time, during or after completion of the Research, the Institutions should acknowledge MOH/NMRC for its Funding support in any publication (including the Internet) of any material based on or developed under the Research
45. Published materials include scientific publications, books, journals, articles, newsletters, brochures, posters, websites, conference materials, case studies and reports.
46. In public communication, efforts should be made to acknowledge MOH/NMRC's support in media releases, interviews, speeches, videos or any other media materials.
47. Where possible, the acknowledgement statement should follow:

Direct Funding from MOH/NMRC

"This research is supported by the **Singapore Ministry of Health's National Medical Research Council** under its < *name of funding scheme (NMRC Project No.)* >."

Funding from NRF via MOH/NMRC

"This research is supported by the **National Research Foundation Singapore** under its < *name of funding scheme (NMRC Project No.)* > and administered by the **Singapore Ministry of Health's National Medical Research Council.**"

Multiple Sources of Funding

"This research is supported by the **Singapore Ministry of Health's National Medical Research Council** under its < *name of funding scheme (NMRC Project No.)* >, < *other funding source name, e.g. National Research Foundation Singapore (XX Award No. NRF-YY)* > and < *other funding source name (Project No.)* >."

Please email to MOH_Media@moh.gov.sg should you have any enquiries.

48. The Host Institution shall submit one (1) copy of all such publications to MOH/NMRC for record purposes within one month of being published.
49. If the proposed publication contains any information which would prejudice any right(s) (including IP rights) to which MOH/NMRC may be entitled under this Contract, the Host Institution shall immediately inform MOH/NMRC and ensure that all reasonable steps are taken to protect such right(s) before proceeding with the publication. The following disclaimer must be included in all published materials arising from the Research:

"Any opinions, findings and conclusions or recommendations expressed in this material are those of the author(s) and do not reflect the views of MOH/NMRC."

50. The Host Institution is required to inform (with adequate advance notice to MOH_Media@moh.gov.sg) MOH/NMRC if the project (and relevant data including preliminary results) is to be presented or published in any newspaper or media coverage.

Conflict of Interest

Guiding Principles

51. Investigators and other Research Personnel involved in the Research must ensure that the well-being of human subjects and research integrity are never compromised by the pursuit of personal gain, interest or advantage. The robustness and validity of the Research may be called into question if biases of any form arise that could affect the planning, conduct, analysis and reporting of the Research.
52. Actual or potential conflicts of interest may arise when the personal or family interests and loyalties of the Investigator or Research Personnel conflict with the interests of relevant parties, including MOH/NMRC, Host Institution, Third Party Collaborators, sponsors, regulators, publishers and human research subjects or patients.
53. Some conflicts of interest may lead to undesirable outcomes, such as (but not limited to):
 - 53.1. biased judgments (for instance, in selection of human research subjects for enrollment, care provided to subjects, and use of subjects' confidential health information), resulting in loss or harm to the human research subject;
 - 53.2. biases in study design, data collection and analysis, adverse event reporting, or presentation and publication of Research findings, thereby threatening scientific validity;
 - 53.3. impression of perception of improper action of some or all parties concerned.

Examples of Situations where Conflict of Interest might occur

Financial Conflict of Interest

54. Financial conflicts of interest may potentially arise in the following situations (which are not exhaustive):
 - 54.1. Receipt of incentive payments or payment per human research subject enrolled;
 - 54.2. Receipt of significant payment of any sort (such as grants, compensation in the form of equipment, retainers for ongoing consultation, or honoraria) to support activities exclusive to the costs of conducting the Research,

or for any other purpose not directly related to the reasonable costs of conducting the Research;

- 54.3. Receipt of compensation in any form that may be affected by or dependent on the Research outcome;
- 54.4. Entitlement to Intellectual Property rights over, or proprietary interests in, the article under Research, including patents, trademarks, copyrights, or licensing agreements;
- 54.5. Equity interest in other sponsors of the Research.

Non-Financial Conflict of Interest

- 55. Non-financial conflicts of interest may potentially arise in the following situations (which are not exhaustive):
 - 55.1. Benefits or advantages, such as enhancement of an individual's career, education or professional reputation;
 - 55.2. Privileges, such as access to privileged information, or free or discounted access to resources (such as services or facilities).

Responsibilities on Conflict of Interest

- 56. It is the responsibility of the Investigators and other Research Personnel to identify and disclose to the Host Institution all Conflicts of Interest, whether actual, potential or perceived. Where there is uncertainty as to whether an interest could result in a conflict, Investigators and Research Personnel should err on the side of caution and disclose that interest for review by the Host Institution.
- 57. It is the responsibility of the Host Institution to put in place comprehensive policies and procedures to ensure that Investigators and other Research Personnel do not put themselves in a position or potential position of conflict of interest in relation to the Research, and to assess and address such conflicts if they do or potentially do arise.
- 58. At a minimum, the Host Institution's Conflict of Interest policy and procedures should —
 - 58.1. be clear and unambiguous, transparent and readily accessible to Investigators and other Research Personnel;
 - 58.2. determine what is a Conflict of Interest situation that is required to be disclosed (conflicts of interest that may have an impact on human research subjects should, however, always be required to be disclosed);
 - 58.3. determine when disclosure of Conflict of Interest is most timely, and require Investigators and Research Personnel to provide updates and disclosures at regular intervals and as and when there are relevant

changes in circumstances (such as, but not limited to, when new Collaboration Agreements are entered into, or existing ones modified);

- 58.4. include possible follow-up action that may be taken to examine and to address conflict, where necessary;
 - 58.5. always prohibit payment or the giving of other incentives, or promises or offers of payment or the giving of other incentives (for instance, from a sponsor to a member of the Research Personnel) that are conditioned upon a particular Research result or tied to a successful Research outcome;
 - 58.6. be consistently applied and enforced through effective remedies and sanctions.
59. The Host Institution shall keep clear, comprehensive and updated records of Conflicts of Interest that had been reported to it and which it had dealt with in relation to the Research.
 60. Where requested, the Host Institution shall make its Conflict of Interest policy available to MOH/NMRC.

Dispute Resolution

61. Any dispute or disagreement arising out of or relating to this Contract or the breach thereof shall as far as reasonably possible be amicably resolved by negotiation between the parties.
62. In the event that any such dispute or disagreement arising out of or relating to this Contract, no party shall proceed to litigation or to any form of dispute resolution unless the parties have made reasonable effort to resolve the same through mediation in accordance with the mediation rules of the Singapore Mediation Centre. A party who receives a notice for mediation from another party shall consent and participate in the mediation process.

Additional guidelines for Financial Regulations and Talent Development Programmes can be referred at [Annex 2](#) and [Annex 3](#) respectively

NON-FUNDABLE DIRECT COSTS
(NOT APPLICABLE FOR MOH/NMRC CORE INFRASTRUCTURE-SUPPORT TYPES OF GRANTS³)

Type of Expenses	Description
Salaries of Lead PI / Investigators / Visiting Professors & researchers/ Collaborators/ general administrative support staff	Not allowable.
Teaching buy outs	Not allowable for the hiring of substitutes to perform the Investigators' teaching duties.
Stipend top-up for existing post-graduate scholarship holders	Not allowable.
Undergraduate stipend and tuition support	Not allowable.
Costs related to general administration and management.	Not allowable. This includes common office equipment, such as furniture and fittings, office software, photocopiers, scanners and office supplies.
Costs of office or laboratory space	Not allowable. This includes renovation/outfitting costs, rent, depreciation of buildings and equipment, and related expenditures such as water, electricity, general waste disposal and building/facilities maintenance charges.
Personal productivity tools & communication expenses	Not allowable, unless the use of mobile phones and other form of smart devices were indicated in the methodology for the Research.
Audit fees (Internal and external audit) and Legal fees	Not allowable.
Entertainment	No allowable.
Refreshment	Not allowable, unless this is related to a hosted conference or workshop related to the Research.
Fines and Penalties	Not allowable.
Patent Application	Not allowable. This includes patent application filing, maintenance and other related cost.
Professional Membership Fees	Not allowable.
Staff retreat and team-building activities.	Not allowable.

³ For example, this includes NMRC Knowledge and Enablers Initiatives, Centre Grant scheme.

Additional Guidelines on Financial Regulations

Disbursement and Reimbursement of Funds

1. MOH/NMRC will assign a unique Research reference to the Host Institution for all approved Research under the Host Institution's purview. This project reference must be quoted by the Host Institution in all claim submissions.
2. The Host Institution should in the first instance pay for the expenditure incurred for approved projects and subsequently claim for reimbursement from MOH/NMRC. MOH/NMRC will only make payment for the Research to the Host Institution, and to no other person. Any expenses incurred through the Host Institution's Collaborators are to be submitted through the Host Institution to MOH/NMRC for reimbursement.
3. All claims for reimbursements should be made in the format prescribed by MOH/NMRC. The claim should also have a unique claim reference number in which MOH/NMRC will quote when making payment to the Host Institution.
4. Each claim form should be substantiated with supporting documents like copies of invoices, debit notes, receipts and delivery orders.
5. For equipment purchased, the Host Institution can submit the claims upon receipt of the equipment, prior to the commissioning process. The responsibility is on the Host Institution to ensure that the commissioning of the Asset is properly carried out and appropriate actions are taken to address any shortcomings (e.g. seek refund from vendor, replacement for the faulty equipment, etc).
6. Before forwarding claims to MOH/NMRC for reimbursement, the Host Institution should ensure that:
 - 6.1. Claims are properly certified correct and dated by the Host Institution's Chief Finance Officer and Principal Investigator or their designated officers;
 - 6.2. Supporting documents are arranged in the order per MOH/NMRC claim forms; and
 - 6.3. Claims are not in breach of Terms and Conditions and the Contract
7. All expenses incurred after the duration of the Term will not be reimbursed by MOH/NMRC. The invoices for all claims must be dated before the project end date. In addition, all project claims for reimbursement should be submitted to the MOH/NMRC within 6 months from the date of completion of Research.

8. MOH/NMRC will only fund items directly related to the Research based on the Letter of Award. All Funding will be net of what is already supported via existing research grants or institutional funding to ensure that there is no double dipping of funds from the various grant pools. Stern action will be taken against those who commit double dipping. This may include (but shall not be limited to) the suspension or termination of Funding.

Annual Budgetary Cycle

9. The Host Institution is required to adhere to MOH/NMRC's budgetary cycle and submit its total annual budget and the corresponding projected quarterly cash flow promptly.
10. The total annual budget should consist of all research projects and awards administered by MOH/NMRC. It is the Host Institution's responsibility to collate the cash flow requirement from the Principal Investigators for their Research.
11. It is the responsibility of the Host Institution and the Principal Investigators to ensure that the budget requested is not duplicated under any other existing funding proposals; for example, under another existing research grant or other institutional or agencies' funding. MOH/NMRC will take stern action up to and including rescinding funding if it discovers such double dipping of funds.
12. The timeline for Host Institutions to submit their proposed budget and cash flow projection is shown in Table 1 below. This timeline aligns MOH/NMRC's budgeting cycle with that of MOF. The proposed budget and cash flow projection must be endorsed by Host Institution's Designated Authority.

Table 1: Timeline for Submission of Annual Budgets

Submission	Deadline
Revised budget for the current FY	Aug (Q2) of current FY
Projection of the next FY's budget	Aug (Q2) of current FY
Update to Next FY's budget projection (<i>initial budget</i>)	Feb (Q4) of current FY

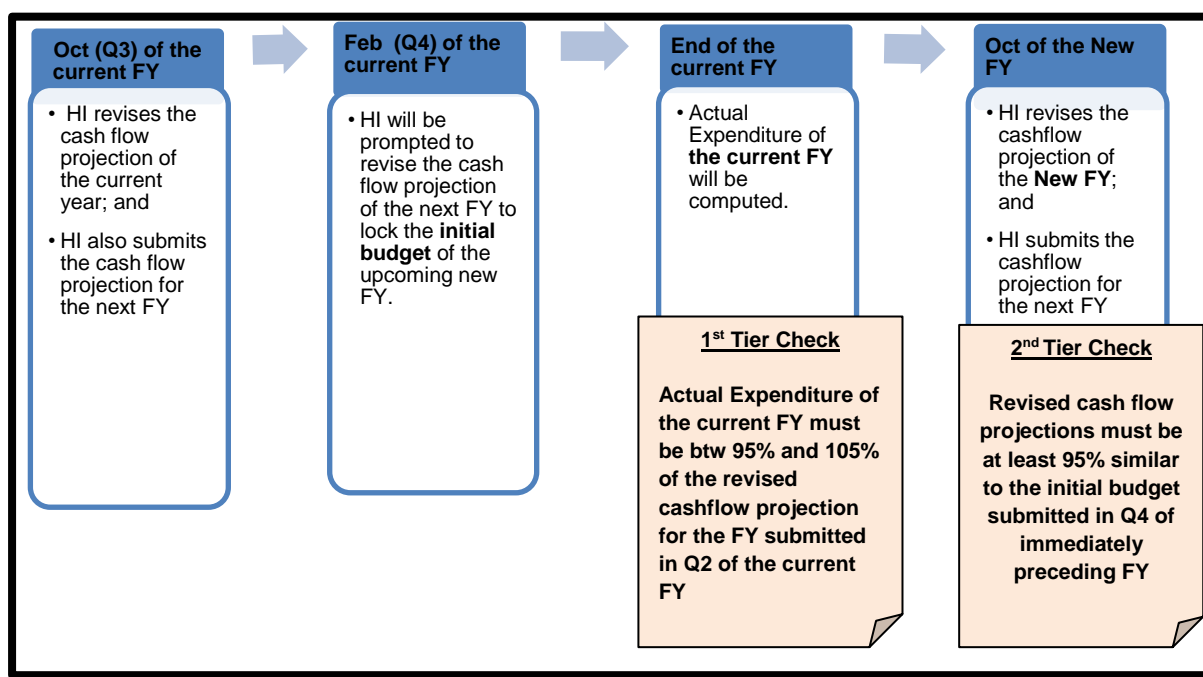
13. Upon MOH/NMRC's request, the Host Institution is also required to update the quarterly cash flow projections of the current FY. This is usually requested on a quarterly basis.

Monitoring of Budget Utilisation

14. Institutions should internally monitor the progress of their projects and the cash flow utilisation on a monthly basis, and perform risk assessment on their projects, with greater scrutiny on the progress of the larger projects.

15. Budget utilisation is computed based on claims submitted to the MOH/NMRC for reimbursement during the FY at Host Institution level.
16. Institutions that fail to meet the initial and revised annual cash flow projections based on the following two-tier monitoring framework may be subject to penalties that are pegged against the proportion of MOH/NMRC's overall unutilised budget.
 - 16.1. 1st tier – Actual expenditure computed at the end of each FY must be between 95% and 105% of the revised budget (that was submitted in the August of the previous calendar year); and
 - 16.2. 2nd tier – Revised budget submitted in August of each FY must be at least 95% similar to the initial budget (that was submitted in February of the same calendar year).

Illustration of the 2-tier monitoring framework:



17. MOH/NMRC relies significantly on Host Institutions' inputs for our budget projections. It is important for institutions to provide accurate cash flow projections so as to ensure that MOH/NMRC will not be subject to utilisation penalties by MOF, which would in turn affect our ability to provide funding support for future research projects. **Greater accuracy and closer monitoring are required from the institutions.**

18. If the Host Institution is unable to hit 95% utilisation of its budget at the end of the FY, the sector's baseline in the following FY will be adjusted. This should not be seen as a "penalty". For example, a Host Institution that is able to spend below 95% of its budget because of cost sharing and better management of its resources will be recognised for its achievement and this will be highlighted as a best practice for others to learn from.
19. If a Host Institution's lower budget utilisation (below 95%) is not due to the above reasons, it may appeal for adjustments to be waived. Such appeal shall be handled at the discretion of the MOH/NMRC.

Revenue and Receipt

20. Should the Host Institution or Principal Investigator expect to receive any revenue or receipt other than the revenue from Assets or Intellectual Property Rights which is generated directly or indirectly from MOH/NMRC Funds, the Host Institution must inform MOH/NMRC immediately of such potential receipts.
21. MOH/NMRC reserves its right to direct the usage of such revenue; whether to be remitted back to MOH/NMRC or to be used by the Host Institution to promote, support or further medical research in their respective Institutions.
22. The Host Institution must keep and maintain a full, comprehensive and updated set of statements, accounts and records documenting the gross revenue, received by the Host Institution, whether directly or indirectly.

Expenditure and Payment

23. The Host Institution and Principal Investigator must ensure that they have received a written approval on the Funds committed from MOH/NMRC before committing to any expenditure before such date, unless specifically permitted by MOH/NMRC.
24. It is the Host Institution's responsibility to ensure that all payments adhere to MOH/NMRC's Policies, unless otherwise specifically permitted by MOH/NMRC, and are also in accordance with the Host Institution's formally-established and consistently-applied policies or regulations on similar payments.
25. At a minimum, MOH/NMRC will expect the Host Institution to ensure that the following conditions for payment are satisfied before payments are made:
 - 25.1. Services have been duly performed; and/or
 - 25.2. Goods have been delivered and received in a satisfactory condition.

Procurement

26. The Host Institution is to ensure that any procurement (including items for individual use as specifically required in the course of the Research – e.g. mobile phone, etc.) made using MOH/NMRC Funds is carried out in accordance with the Host Institution’s prevailing in-house procurement policies and procedures.
27. Should a Host Institution’s in-house procurement policies and procedures be incomprehensive or non-existence, the Host Institution can adopt the following standards for procurement:

Actual Procurement Value	Procedures
Small value purchase exceeding \$6,000	No written quotation required but Host Institution is encouraged to source for more than one quote to ascertain the best value-for-money for the purchase.
Purchases more than \$6,000 but not exceeding \$90,000 (\$6K <X ≤ \$90K)	Written Quotations are required for purchases with estimated procurement value of more than \$6,000 but not exceeding \$90,000. The Host Institution is encouraged to get quotations from at least 3 suppliers.
Purchases more than \$90,000	Open tendering is required for purchases with estimated procurement value of more than \$90,000.

28. All relevant documentations (e.g. purchase requisition forms, quotations from vendors, etc) must be maintained by the Host Institution for record purpose and available for MOH/NMRC audit purpose when required.

Additional Guidelines for Talent Development Programmes

General

1. “Talent Development” refers to the following programmes:
 - Singapore Translational Research (STaR) Investigator Award
 - Clinician Scientist Award (CSA)
 - Transition Award (TA)
 - Clinician Innovator Development Award (CIDA)
 - Clinician Scientist/ Clinician Investigator Salary Support Programme (CS/CISSP)
 - NMRC Research Training Fellowship
 - MOH Healthcare Research Scholarship (PhD)
 - MOH Healthcare Research Scholarship – Master of Clinical Investigation (MCI)

Lead Principal Investigator’s specific obligations

2. The Lead Principal Investigator shall —
 - 2.1. spend the research FTE⁴ as indicated in the award letter or more on Research (“Protected Time”). Not more than the remaining FTE are to be spent on non-Research matters such as any work or activities other than Research, including but not limited to teaching duties, patient consultations, administrative duties, organization or participation in the activities of the Host Institution or any club, society or organization. The FTE which the Lead Principal Investigator commits to research will be monitored and audited;
 - 2.2. not engage in any activity (including the organization of or participation in any departmental or institutional research activities) other than the Research, during “Protected Time”;
 - 2.3. submit to the MOH/NMRC and the Host Institution at such time as MOH/NMRC may specify a list of all his other professional commitments, appointments and activities, including the membership of any committee, any administrative and/or industry appointment held by him and any other activities in any professional body of which he is a member and to inform the MOH/NMRC and the Host Institution whenever there are any additional commitments, appointments or activities;
 - 2.4. deliver a presentation to the Review Panel as appointed by MOH/NMRC on the status and progress of the Research upon the submission of the progress report, when required to do so by the MOH/NMRC;

⁴ Full-time-equivalent (FTE). For a 5 day work-week, 1 FTE is typically 40 hours and 0.1 FTE is 4hrs.

- 2.5. participate in press conferences as may be required by the MOH/NMRC or Host Institution;
- 2.6. participate as a guest speaker at fora or events, or to give such presentations at international conferences as may be required by the MOH/NMRC or Host Institution.

Host Institution's specific obligations

3. The Host Institution shall —
 - 3.1. furnish the MOH/NMRC a copy of the Lead Principal Investigator's employment contract with the Host Institution when required to do so by the MOH/NMRC;
 - 3.2. ensure that the Lead Principal Investigator is given the Protected Time set out in Clause 2.1 to undertake and complete the Research;
 - 3.3. <Not applicable to STaR Investigator Award> within 6 months of the date of the Contract as specified in the Letter of Award ("the stipulated deadline), in relation to a "Talent Development" programme and the Lead Principal Investigator that the MOH/NMRC shall expressly specify in the Letter of Award, to either:
 - a) hire new staff or transfer existing staff to the same department as the Lead Principal Investigator, and when required to do so by the MOH/NMRC, submit a copy of the letter of appointment of the new or transferred staff to the MOH/NMRC by the stipulated deadline, or
 - b) failing which, make such other administrative arrangements as may be approved by the MOH/NMRC by the stipulated deadline, for the Term, for the purpose of covering the clinical and other duties that the Lead Principal Investigator would have had to undertake in the Host Institution but for the obligations under this Contract ("backfilling obligation");
 - 3.4. notify the MOH/NMRC in writing of any change or anticipated change in the arrangements that had been made or approved, as the case may be, under subparagraph 3.3;
 - 3.5. keep a proper record of the Lead Principal Investigator's work schedule (including, for example, a monthly schedule, duty roster or clinic duties) and provide the MOH/NMRC full and free access to such records for audit purposes when required to do so by the MOH/NMRC;
 - 3.6. continue to recognize and remunerate the Lead Principal Investigator based on his seniority and performance which should take into account

- his research productivity through the appropriate performance management system;
- 3.7. submit to the MOH/NMRC on a quarterly basis for the purpose of the MOH/NMRC computing the amount of Funding to be paid under this Contract, a letter from the Human Resource department of the Host Institution certifying correctness of the Lead Principal Investigator's salary claimed;
 - 3.8. bear the cost of any salary components or employment benefits of the Lead Principal Investigator that are not being funded by the MOH/NMRC under the Award;
 - 3.9. bear the cost of any relocation required by the Investigator to Singapore that are not being funded by the MOH/NMRC under the Award;
 - 3.10. where the cost of employing the new staff or transferred staff under Clause 3.3 (a) is more than the salary cap, to bear the difference;
 - 3.11. without prejudice to any other requirement under the Contract, promptly inform the MOH/NMRC and furnish the relevant documentation, if —
 - a) the Lead Principal Investigator is suspended by the Host Institution from his duties;
 - b) the Lead Principal Investigator applies for no-pay leave for a duration of more than 6 months;
 - c) the Lead Principal Investigator is promoted or given a pay increment by the Host Institution;
 - d) any other circumstances arise which the Host Institution is expressly required by the MOH/NMRC to report.

Financial Regulations

4. Salary claims for Lead Principal Investigator is to be clearly separate from the research grant claims for ease of identification purpose.
5. Each salary claim form should be substantiated with a letter certifying correctness of the Lead Principal Investigator's salary by the Human Resource (HR) office or Payroll Department.
6. Salary claims for the Lead Principal Investigator cannot be made from more than one MOH/NMRC programme for each claim period without MOH/NMRC's approval and must not be overlapped with salary payment from other agencies/institutions to the Lead Principal Investigator (i.e., no "double-dipping").