

TEMASEK FOUNDATION INNOVATES' SINGAPORE MILLENNIUM FOUNDATION GRANT PROGRAMME GRANT FUNDING GUIDELINES

1. GENERAL FUNDING GUIDELINES

1.1 Proposed Budget During Application Process

For project budgeting at grant application stage, please consult your host institution on prevailing rates and terms.

If your project is a joint project (i.e. has two host institutions), do note that the project budget will not be segregated into a portion for each joint host institution. Instead, the project budget will be approved and managed as a single whole, with four categories (manpower, equipment, overseas travel and operating expenses).

1.2 Claims via Re-Imbursements

All expenses of approved projects will first need to be paid for by the respective host institution and then re-imbursed via a duly filled Claims Request Form.

Only items listed in the budget of approved projects can be reimbursed. The total reimbursement amount should not exceed the total budget approved for the project.

If your project is a joint project (i.e. has two host institutions), do note that each institution should submit separate itemized claims that are then attached to a single joint main claim form. Both institutions then need to sign off jointly on the main claim form.

1.3 Virements

Your host institution may approve virements that cumulatively does not exceed **10%** of the approved budget OR **\$50,000**, whichever is lesser. Following approval, you or your host institution must keep Temasek Foundation Innovates informed of the virement, so as to ensure that your future claims from the vired amount can be approved.

For all other virements, including virements to support the hiring of non-Singapore-based manpower (see Para 2.2 below), please seek the approval of Temasek Foundation Innovates for all virements via a duly filled Virement Request Form.

Claims drawing from a vired amount can only be made after the virement has been approved. In general, claims drawing from a vired amount cannot be backdated to prior to approval of the virement. However, Temasek Foundation Innovates may allow this on a case-by-case basis, if a good reason for the timing difference can be offered.

If your project is a joint project with another host institution, do note that all virement and variation requests must be signed off by both institutions.

1.4 Overseas Travel

Overseas travel can include overseas conference participation and overseas training. The general principle is that these should be directly relevant to the research project and necessary to accomplish project objectives.

All travel must align to the existing and consistently applied institutions' travel policies. In addition, expenses for overseas travel throughout the course of the project is capped at 5% of total project budget (including approved budget variations and any additional budget from a Booster Grant).

2. NON-FUNDABLE ITEMS

The following tables provide guidance on the costs that cannot be funded under the grant.

Do note that if a non-fundable item was erroneously funded or a stated funding cap was exceeded, then as per the terms and conditions of this grant, the erroneous and/or excess amount needs to be refunded to Temasek Foundation Innovates when the your project terminates or expires.

2.1 Indirect Research Costs (IRCs)

The grant does not fund indirect research costs. All funding requested and claimed must be accurately and directly attributable to the approved research project.

| Type of Expenses | Fundability |
|-------------------------|--------------|
| Indirect Research Costs | Not Fundable |

2.2 Manpower Expenditure

Project expenses may include direct staff costs (comprising staff remuneration) and indirect staff costs (including staff medical expenses and staff benefits), as long as such indirect staff costs does not exceed **12.5%** (one-eighth) of total staff costs.

Temasek Foundation Innovates has a strong preference for manpower hired under the grant to be Singapore-based. This is for alignment with the Temasek Foundation Innovates' broader objectives of nurturing research talent and manpower capability development in Singapore. In the event that a Singapore-based staff cannot be found, the approval from Temasek Foundation Innovates should be sought prior to hiring non-Singapore-based manpower. In such a case, the justification for using the non-Singapore-based manpower must be clearly stated, in particular how this person would contribute unique and critical capabilities to the project team.

The manpower power costs of the PI and the Co-Investigators and Collaborators cannot be funded from the grant. Similarly, recruitment costs are also not fundable from the grant.

| Type of Expenses | Fundability |
|---|--------------|
| Principle Investigator's Manpower Costs | Not Fundable |
| Co-Investigator's Manpower Costs | Not Fundable |

| | |
|---|--------------|
| Collaborator's Manpower Costs | Not Fundable |
| Recruitment-Related Costs (e.g. advertisements) | Not Fundable |

2.3 Equipment Expenditure

No purchase of equipment will be funded unless such purchase has been specifically provided for in the grant approval.

| Type of Expenses | Fundability |
|---|--------------|
| Capital Works & General Infrastructure | Not Fundable |
| Office Furniture and Fittings | Not Fundable |
| General Office IT Equipment (e.g. photocopiers) | Not Fundable |

2.4 Materials and Consumables

Expenses not directly related to the research will not be funded.

| Type of Expenses | Fundability |
|--|--------------|
| Audit Fees (both internal and external audits) | Not Fundable |
| Entertainment | Not Fundable |
| Refreshments | Not Fundable |
| Staff Retreat | Not Fundable |
| Fines and Penalties | Not Fundable |
| Legal Fees | Not Fundable |
| Patent Application and Filing and Related Expenses | Not Fundable |
| Overhead Expenses | Not Fundable |
| Vaccinations | Not Fundable |

3. REPORTING SUBMISSION GUIDELINES AND CHECKLIST

| Item | Submission Deadline | Reference Annex | Remarks |
|--|---|---|---|
| Ethics Approval Submission (where applicable) | | | |
| Ethics Approval Documentation | To be submitted with first claims request. | | Please attach supporting ethics approval documentation. |
| Progress Reporting | | | |
| Half-Yearly Progress Reports | First progress report due 6 months from start date of grant. Subsequent progress reports due every 6 months thereafter. | Annex A1 – Progress Report Template | Supporting documents, such as copies of publications/presentations/agreements with enterprise partners must be attached with the submission. |
| Interim Presentation | A presentation 1 year before the end of project may be required. | | |
| Final Progress Report | Final Progress Report is due 3 months from the end of the term of the project. | Annex A2 – Completion Summary Template | |
| Final Presentation and/or Field Demonstration | A presentation following the close of the project may be required. | | |
| Financial Reporting | | | |
| Quarterly Claims Submissions | First submission due 3 months from start date of grant. Subsequent claim submissions due every 3 months thereafter. | Annex B – Grant Funding Guidelines (this document) | Required documents for Claims submission: <ul style="list-style-type: none"> Completed Annex C with all claims properly verified and duly certified |
| Final Financial Report & Claims Submission | Due 3 months from the end of the project. | Annex C – Reimbursement Request Form | <ul style="list-style-type: none"> Tax Invoice by Institution Cover Letter by Institution Please keep all supporting documents, including all copies of receipts and proof of payments (including bank charges, GST and import duty charges) for a period of 5 years from the close of the project. Although these do not need to be submitted, Temasek Foundation Innovates may request to review these documents, as needed. |
| SMF Yearly Auditors Report | To be submitted annually. Report is due 6 months after the close of FY ending 31 March. | Annex D – Auditor's Report Letter Template | Audit must cover at least 75% of the amount claimed. |
| Virement & Variation Reporting | | | |
| Virement & Variation Request | Minimum 2 weeks' approval lead time required. | Annex E – Virement Request Form Annex F – Variation Request Form | All virement & variation requests must be submitted through the Institution's respective Research Offices/administrative departments. |
| Booster Grant | | | |
| Booster Grant Application | Together with Main Grant Application; OR during any subsequent grant call period. | Annex G – Booster Grant Application Form | |