



**MINISTRY OF HEALTH**  
SINGAPORE

**Proposal Form Guide for Communicable Diseases  
Public Health Research Grant (CD-PHRG) -  
Commissioned Studies**

## Eligibility

- Only **one** Principal Investigator (PI) is allowed per study. The PI shall be the point of contact for MOH, with the stated Department and Institution as the Host Institution (for administrative and finance matters). Applicants with multiple appointments at different institutions are to select only **one** Host Institution for the application.
- PI for CD-PHRG should possess a minimum academic qualification of **PhD and/or MBBS/BDS/ PharmD/MD and/or other appropriate Postgraduate Qualification**. In particular,
  - (a) PI should have at least one first-author publication, and
  - (b) For non-clinicians, applicant should have at least 2 years research experience; or
  - (c) For clinicians, applicant should be at least a Registrar or Associate Consultant (or equivalent);
- In addition, PI should fulfill the following requirements:
  - (a) hold at least an adjunct position in a local public institution and salaried by the institution; and
  - (b) have access to a laboratory/ research facility to conduct research in Singapore; and
  - (c) reside in Singapore.

Applicant has to provide justifications and allocation of time spent in Singapore if the above are not met. Exceptions will be evaluated by the panel on a case-by-case basis.

## General Instructions

- Complete all sections in the proposal form.
- Follow the instructions closely in every section.
- The budget for commissioned studies is capped at **S\$1M** per project inclusive of indirect research costs (capped at 20% of eligible funding amount).
- The project will be awarded for a period of up to 3 years (taking into consideration the stipulated timeline given by MOH); Researchers who need to apply for extension at the end of the approved period of study may do so, but for up to a maximum of six months extension without variation in funding amount. Funding beyond the six months will be contingent upon review and acceptance by MOH of the progress report.
- There is no limit to the number of Co-Investigators or collaborators. **Please specify and describe clearly the roles of Co-Investigators and collaborators in the relevant section.**
- Include CVs of the PI, Co-Investigator(s), and Collaborators with the email addresses and contact information clearly stated. **PI CV is limited to 2 pages. Co-Investigators and Collaborators' CV is limited to 1 page.**
- Refer and adhere to the **budgeting requirements**. Provide a breakdown for all categories with justifications and supporting documents such as quotations (if available) for all purchases. Tally and provide both a **subtotal amount** for each category and the **total amount** budgeted.
- Use **Arial font size 10** for all attachment/ text.
- Softcopy of proposal to be submitted as **1 file** including all the pictures, tables, charts and various attachments either in Word DOC or PDF format in the relevant section(s). Adhere to the number of pages where specified. Reformat softcopy such that all blank or irrelevant pages are removed.
- The PI & Institution Director (Institutional Support) original signatures are required. The co-investigators/collaborators' signatures can be photocopies or faxed copies.

- Plagiarism (without permission from author or reference made to source) will be referred to Host Institution for investigation and may be subjected to disciplinary actions.

## **Submission of application**

- Application should be routed to Host Institution Research Office for completeness check and endorsement, before it is submitted to MOH. It is the **PI's responsibility to ensure that the submitted proposal is endorsed by the Host Institution Research Office prior to submission to MOH.**
- Submit **1** soft copy (1 file including all attachments either in Word DOC or PDF format) and **1** hardcopy (with original signatures) through your Host Institution's **research coordinator**.
- **Incomplete application** will be rejected. Completeness check not cleared by Research Office will also be rejected.
- **No late submission or revision** to the submitted application will be entertained after the closing date.
- For applicants from institution without research coordinator, please contact MOH at [MOH\\_CD-PHRG@moh.gov.sg](mailto:MOH_CD-PHRG@moh.gov.sg) and submit to:

**CD-PHRG Secretariat  
Communicable Diseases Division  
Ministry of Health  
College of Medicine Building, 16 College Road,  
Singapore 169854**

## **MOH COMMUNICABLE DISEASES - PUBLIC HEALTH RESEARCH GRANT (CD-PHRG) CHECKLIST FOR COMMISSIONED STUDIES**

1. PIs are advised to familiarize themselves with the following documents before applying for CD-PHRG – Commissioned Studies:

- ( ) MOH CD-PHRG Terms & Conditions for Commissioned Studies
- ( ) Budgeting Requirements (see Appendix 3)

**2. Your Application Form should consist of the following:**

- ( ) Title of Research
- ( ) Total Amount
- ( ) Period of Support
- ( ) Ethical Considerations
- ( ) Summary of Proposed Study Methodology
- ( ) Details of Research Proposal - **limit to 12 pages excluding references**
- ( ) Description of Co-Investigators and Collaborators' role in the project
- ( ) Work Contribution of PI & Team Members
- ( ) Biographical Sketch of PI & all Co-investigators & Collaborators
- ( ) Budget breakdown & Justifications (Manpower, Equipment, OOE)
- ( ) Milestones
- ( ) Expected Outcomes
- ( ) Institutional Support - Research Director Signature (must be original) and Comments
- ( ) Signatories (Original signature required for PI)

**3. Please submit through your host institution research coordinator:**

- ( ) 1 x Hard copy (with original signatures)
- ( ) 1 x Soft copy (1 file including all attachments either in Word DOC or PDF format)

Indirect Research Cost (IRC) is provided to PIs and Host Institutions, up to a maximum of 20% of the direct cost (less exceptional items).

Type of Expenses	Description
<b>EOM Related Expenses</b>	
Salaries, CPF and fringe benefits including medical, dental, contribution to welfare fund, etc.	<p>Allowable as part of overall compensation to employees provided such costs are incurred under formal established and consistently applied policies of the host Institution. The manpower funded as part of the direct cost should be directly involved in the research work of the project.</p> <p>The salaries offered to staffs should be reasonable, in line with local market benchmarks and comply with formal established pay scale of the host institution that is consistently applied regardless of the source of funds.</p> <p>Core manpower fundable under the direct cost only:</p> <ul style="list-style-type: none"> <li>- Research fellow,</li> <li>- Research engineer/scientist,</li> <li>- Research assistant/associate,</li> <li>- Specialist laboratory technician,</li> <li>- Biostatisticians,</li> <li>- Statistician,</li> <li>- Health Economist,</li> <li>- Epidemiologist,</li> <li>- Nurses, and</li> <li>- Technical officer.</li> </ul> <p>All other manpower will fall under IRC.</p> <p>Case by case consideration will be given if the PI can justify that the required manpower should be funded under the direct manpower cost.</p>
Annual leave	Allowable for employees. The number of days of leave accorded to staff must be in accordance with formal policies of the host institution that is consistently applied regardless of the source of funds.
Bonus / Incentive payments,	Allowable as part of a total compensation package, provided such payments are reasonable and are made according to a formal policy of the host institution that is consistently applied regardless of the source of funds.
Staff insurance	Allowable as part of overall compensation to employees provided such costs are incurred under formal established and consistently applied policies of the host institution.

Type of Expenses	Description
Participation of overseas experts	<p>Allowable.</p> <p>Expenses incurred for overseas experts invited to participate in the project and staying in Singapore <u>for at least 6 months</u> per year must be budgeted separately in the project budget under the category for Visiting Professor/Expert.</p> <p>For other overseas experts staying for less than 6 months per year, the cost of his/her stay is allowable if the costs are specifically provided for and approved in the project grant.</p> <p>Examples of such costs are honoraria, salaries, staff relocation, settling-in allowances and other related cost</p> <p>For staff relocation, settling-in allowances, etc, it will be allowable for senior expatriate R&amp;D staff if the costs are specifically provided for and approved in the project grant.</p> <p><u>However, superannuation contributions for such staff are not allowed under both direct cost and IRC.</u></p>
Staff recruitment and related cost	<p>Not allowable under direct cost. Examples of such costs are advertisement and recruitment agency cost.</p> <p>These expenses can be claimed under IRC.</p>
Stipends and course fees of full-time and/or part-time graduate research students	<p><u>Not allowable under both direct cost and IRC.</u></p> <p>Only student attachment and top-up for research students are fundable under IRC.</p>
PI's, co-investigators' & collaborators' EOM	<p><u>Not allowable under both direct cost and IRC.</u></p>
<b>Equipment Related Expenses</b>	
New equipment	<p>Allowable if needed specifically for the project.</p> <p>Each equipment must be individually identified and its total cost inclusive of bank charges, delivery and installation, etc estimated.</p> <p>For equipment costing more than S\$100,000, they will be classified under "<b>Exceptional Items</b>" (see para 3.10 in the CD-PHRG Policy Document on Financial Regulations). For purchase of such equipment, 3 quotations must be provided in the budget along with full justifications for the need to purchase the equipment.</p>

Type of Expenses	Description
General purpose IT and communication equipment	<p>Not allowable under direct cost. Examples of such costs are computers, office productivity software, PDAs, mobile phones, etc.</p> <p>The cost of such equipment can be claimed under IRC. The procurement of such equipment must be reasonable and made according to the formal established and consistently applied policies of the host institution.</p>
General furniture and office equipment	<p>Not allowable under direct cost. Examples of such costs are fax machines, photocopier machines, workstations and printers, etc.</p> <p>The cost of such items can be claimed under IRC. All procurement of such items must be reasonable and made according to the formal established and consistently applied policies of the host institution.</p>
<b>OOE Related Expenses</b>	
Consumables	<p>Allowable.</p> <p>Examples of such costs are supplies and materials, laboratory consumables, animals and drugs which are necessary for the successful execution of the funded project.</p> <p>All procurement of such items must be reasonable and are made according to the formal established and consistently applied policies of the host institution.</p>
Drug costs and medical procedures for patients and volunteers	<p>Allowable.</p>
Local & Overseas conferences	<p>Allowable, if conference is directly relevant to the research area or necessary to accomplish the project objectives for PI, co-investigators, collaborators, researchers and research students funded under the project grant.</p> <p>The expenses for such conferences may include registration fee for the conference, air tickets, per diem and other allowances. Such payments should be in accordance with the formal policies of the host institution.</p> <p>If the conferences are conducted overseas, the travel policy of the host Institution must be consistently adhered to. However, total expenses for travel per trip per person must not exceed <u>\$6,000</u>. In addition, the total expenses for overseas travel for each project should not exceed <i>\$6,000 x duration of project</i></p>

Type of Expenses	Description
	<p>(in years) unless specifically provided for and approved in the Research. For example, the maximum expenses allowed for overseas travel for a 2-year project is capped at \$12,000 (i.e. \$6,000 x 2 years).</p> <p>The PI must submit a copy of the abstract and acceptance letter from the conference organisers in addition to related receipts when claiming reimbursement for such expenses and append to their annual/ final report.</p>
Bank charges	Allowable as long as it is specifically related to the payments for consumables and equipment used in the project.
Customs and import duties	Allowable as long as it is specifically related to importation of consumables and equipment used in the project.
Books and specialised journals relevant to the research	<p>Allowable.</p> <p>If the host institution has a library, books and journals should be obtained from the library and PI should refrain from purchasing the same books or subscribing to such journals.</p>
GST	Allowable for expenses incurred for the project.
Photocopying and printing charges	Allowable.
Publications	<p>Allowable.</p> <p>Page charges for publication of manuscript in professional journals are allowable if they adhere to the formal established policy of the host institution, where applicable.</p> <p>The costs of reprints and publishing in other media, such as books, monographs and pamphlets are not allowable unless specific approval has been obtained from the MOH.</p>
Repairs and maintenance of research equipment	Allowable if specifically budgeted for in the project and the equipment is used extensively for the benefit of the research project.
Stationery & printer consumables	<p>Allowable.</p> <p>Examples of such costs are printer cartridges, etc.</p>
Training	<p>Allowable.</p> <p>Funding for training is allowable for the PI, co-PIs and the collaborators. For funding of the research personnel, it should be restricted to the personnel employed under the project grant and for training that is of direct benefit and specific to</p>



Type of Expenses	Description
	the research project.
Transportation, postage & courier services	<p>Allowable.</p> <p>This includes postage, courier and freight charges for bringing in equipment and specialised research consumables and reimbursement for staff transportation.</p>
Use of services, equipment rental or lab spaces within the host institution's central facilities	<p>Allowable.</p> <p>The cost for the use of the services and central facilities owned by the host institution such as animal holding units, central laboratory services are allowable and must be based on host institution's fee schedules which are consistently applied regardless of source of funds.</p> <p>Host institution may be requested to certify that the fee structure is applied consistently.</p>
Payment to volunteers and research patients and other related cost	<p>Allowable for payment to volunteers and research subjects provided this is the scope of the research and has been provided for and approved in the grant. Examples of such payments may include inconvenience fees, transport and meal reimbursement, etc.</p> <p>Press advertisements for patients are allowable under IRC only.</p>
Audit fees	<p>Not allowable under direct cost. This includes both internal and external audit fees.</p> <p>These expenses can be claimed under IRC.</p>
Entertainment & Refreshment	<p>Not allowable under direct cost.</p> <p>These expenses can be claimed under IRC.</p>
Fines and penalties	<u>Not allowable under both direct cost and IRC.</u>
Insurance premiums	<p>Not allowable under direct cost. Examples of such costs are for equipment, workmen compensation, professional indemnity of researchers funded under NMRC/NRF grants.</p> <p>These expenses can be claimed under IRC.</p> <p>The host institution is responsible for the insurance of the equipment, relevant workmen compensation and professional indemnity insurance which are in line with the host institution's risk policies.</p>

Type of Expenses	Description
Legal fees	<u>Not allowable under direct cost and IRC.</u>
Outsourcing	Not allowable under direct cost unless specifically provided for and approved in the grant.
Overhead expenses - rental, utilities, telephone charges, facilities management, repairs and maintenance, etc	Not allowable under direct cost. These expenses can be claimed under IRC.
Patent-related expenses	<u>Not allowable under direct cost and IRC.</u> Such cost should be borne by the host institution.
Professional fees (including fees to consultants)	Not allowable under direct cost. These expenses can be claimed under IRC.
Professional membership fees of PIs /RFs /RAs funded from the grant	Not allowable under direct cost. These expenses can be claimed under IRC.
Staff retreat	Not allowable under direct cost. These expenses can be claimed under IRC.
Cost of capital works and general infrastructure	Not allowable under direct cost unless specifically provided for and approved in the grant.

## **Non-Fundable Items**

<b>EOM Related Expenses</b>
1 PI's, co-investigators' & collaborators' EOM 2 Stipends and course fees of full-time and/or part-time graduate research students 3 Superannuation contributions for senior expatriate R&D staff
<b>OOE Related Expenses</b>
4 Fines and penalties 5 Legal fees 6 Patent-related expenses
<b>Others</b>
7 Non cash items such as depreciation cost, amortization cost, loss on revaluation, etc.

### **Exceptional Items (not taken into account for IRC computation):**

- i Major equipment costing more than S\$100,000;
- ii Intellectual property that is needed to carry out the proposed R&D work;
- iii Subcontracting of non-research work (e.g., the development of tools for the research);
- iv Payment to volunteers and research patients (patients or healthy volunteers); including drug costs, medical procedures and clinical services such as blood tests, scans, endoscopy, etc even if these are required as part of the research project; and
- v Infrastructural work that is approved (following strong justifications) as a direct cost of the research grant.

## Summary

Item	Direct Cost	Indirect Research Cost (IRC)	Non Fundable	Specifically provided for and approved in grant
<b>EOM Related Expenses</b>				
Salaries, CPF and fringe benefits including medical, dental, contribution to welfare fund, etc.	√			
Annual leave / Bonus / Incentive payments	√			
Staff insurance	√			
Participation of overseas experts	√			
Student attachment and top-up for research students		√		
Staff recruitment and related cost		√		
PI's & co-investigators' EOM			√	
Stipends and course fees of full-time and/or part-time graduate research students			√	
Superannuation contributions for senior expatriate R&D staff			√	
<b>Equipment Related Expenses</b>				
New equipment	√			
General purpose IT and communication equipment		√		
General furniture and office equipment		√		
<b>Consumables Related Expenses</b>				
Consumables (e.g. supplies and materials, laboratory consumables, animals and drugs)	√			

Item	Direct Cost	Indirect Research Cost (IRC)	Non Fundable	Specifically provided for and approved in grant
<b>OOE Related Expenses</b>				
Bank charges	√			
Customs and import duties	√			
Books and specialised journals relevant to the research	√			
GST	√			
Local & overseas conferences	√			
Outsourcing				√
Photocopying and printing charges	√			
Publications	√			
Repairs and maintenance of research equipment	√			
Stationery & printer consumables	√			
Training	√			
Transportation, postage & courier services	√			
Use of services, equipment rental or lab spaces within the host institution's central facilities	√			
Volunteers and research patients and other related cost	√			
Press advertisements for patients		√		
Audit fees		√		
Entertainment & refreshment		√		
Insurance premiums		√		
Overhead expenses (eg. rental,		√		

Item	Direct Cost	Indirect Research Cost (IRC)	Non Fundable	Specifically provided for and approved in grant
utilities, telephone charges, facilities management, repairs and maintenance, etc)				
Professional fees (including fees to consultants)		√		
Professional membership fees of PIs /RFs /RAs funded from the grant		√		
Staff retreat		√		
Fines and penalties			√	
Legal fees			√	
Patent-related expenses			√	
Cost of capital works and general infrastructure				√
<b>Others</b>				
Non cash items such as depreciation cost, amortization cost, loss on revaluation, etc			√	

***Study Design and Statistical Considerations - Checklist*** 

All applicants must give careful thought to the study design, methods and statistical considerations, and ensure that they are reflected in the grant application.

In planning for the research study design and methodology, please refer to internationally recognized guidelines for good reporting of health research studies, such as the Equator Network (<http://www.equator-network.org/>). The Equator (Enhancing the Quality and Transparency of Health Research) Network provides good reference for health research reporting guidelines for various types of studies, and signposts researchers to relevant reporting guidelines.

As an example, observational studies in Epidemiology would be referred to the STROBE (Strengthening the Reporting of Observational studies in Epidemiology) guidelines (<http://www.strobe-statement.org/>).