



MINISTRY OF HEALTH
SINGAPORE

**COMMUNICABLE DISEASES PUBLIC
HEALTH RESEARCH GRANT
(CD-PHRG)**

**ADMINISTRATION GUIDELINES
(Version 3-2014)**

Part 1 – INTRODUCTION

GOALS AND OBJECTIVES

1. The Communicable Diseases – Public Health Research Grant (CD-PHRG), awarded by the Ministry of Health (MOH), encourages researchers to work on strategic research topics with major public health (PH) impact for Singapore, in the area of communicable diseases (CD) prevention and control. The research should help inform public health risk assessment, intervention and policy formulation for communicable diseases control.
2. The new grant aims to achieve the following objectives:
 - a) support evidence-based PH risk assessment, intervention and policy formulation for communicable diseases control;
 - b) build strong national research capability across a range of disciplines to support PH preparedness and response to major outbreak or crises.

SCOPE AND ASSESSMENT CRITERIA

3. CD-PHRG will be awarded to researchers to enable them to carry out research on specific topics relevant to the main priority themes identified. Grants are awarded based on relevance, scientific merit, applicability to local context, and national significance.
4. Priority would be given to research projects which address the strategic areas of interest specified by MOH (See **Priority Themes** listed at **Annex A**). The list will be updated every year. While priority would be given to research projects which address the strategic areas and priority themes, proposals whose topics do not fall within these areas and themes may still be submitted for consideration.

Part 2 – AWARD INFORMATION

MECHANISM OF SUPPORT

5. The CD-PHRG is awarded by the Ministry of Health (MOH), and is jointly administered by the Communicable Diseases Division (CDD) and the National Medical Research Council (NMRC).

FUNDS AVAILABLE

6. Projects will be awarded up to a cap of S\$1million. This cap ensures that both smaller scale pilot projects and larger scale multi-centre studies/ effectiveness trials receive appropriate levels of funding.

7. Indirect research costs [i.e. facilities and administrative (F&A) costs] will be capped at 20% of the direct cost (excluding exceptional items) of each approved grant.
8. Project funding will be awarded for a period of up to three years. Researchers who need to apply for extension at the end of the three years may do so, but for up to a maximum of one-year extension only and without any additional funding. Funding beyond the first year will be contingent upon review and acceptance by MOH of the progress report.
9. MOH reserves the right to decide on the number of projects to award, and the final amount of grant for each approved project. An application with a project period that exceeds three years or a budget that exceeds S\$1million total costs will not be reviewed.
10. Payments for approved projects shall be made on reimbursement basis only.
11. The Ministry shall be entitled, without prejudice to any of its other rights, to defer or refuse payment of any sum until such time that the project targets/ requirements have been fulfilled.

Part 3 – ELIGIBILITY INFORMATION

ELIGIBLE APPLICANTS

12. Project Teams applying for the CD-PHRG should meet the following criteria:
 - a. Principal Investigators (PIs) should be from local public healthcare or academic institutions [i.e. Clusters/ Restructured Hospitals (RH) & Institutions, Universities, Health Promotion Board (HPB), or Health Sciences Authority (HSA)]¹. PI for CD-PHRG should possess a minimum academic qualification of **PhD and/or MBBS/BDS/ PharmD/MD and/or other appropriate Postgraduate Qualification**.
 - b. Applications must be endorsed by the institutional authorities (e.g. Department Head, Director of Research or equivalent), to ensure institutional support, ownership, and oversight for the projects; and
13. The PIs, together with their Project Teams, are responsible for the planning, direction, and execution of their proposed projects.

¹ Voluntary Welfare Organisations (VWOs) are not eligible to apply. VWOs may however, collaborate with public institutions on relevant projects (e.g. projects across healthcare sectors), so long as the PIs are from the public institutions. .

14. Projects which are currently already receiving support from other sources of funding will not be eligible for CD-PHRG funding.

OTHER SPECIAL ELIGIBILITY CRITERIA

15. Rejected applicants may submit a resubmission application (maximum of two resubmission attempts).

16. Applicants may submit a renewal application.

17. Applicants may submit more than one application, provided each application is scientifically distinct. MOH will not accept similar Grant applications with essentially the same research focus from the same applicant.

Part 4 – APPLICATION AND SUBMISSION INFORMATION

APPLICATION FORM

18. To apply, please refer to instructions found in the following documents:

- a. Guide for CD-PHRG Application
- b. Terms and Conditions and Policies for CD-PHRG

19. For further assistance, please contact (MOH_CD-PHRG@moh.gov.sg).

SUBMISSION, REVIEW, AND ANTICIPATED START DATES

20. The CD-PHRG Grant Call opens on 3 November 2014 and closes by 1 December 2014.

21. Review and selection of projects would generally require 6-8 months from the Closing Date, **1 December 2014**. The earliest anticipated start date for awarded projects would generally be 2 months after notification of award.

LETTER OF INTENT

22. A letter of intent is not required for CD-PHRG.

APPLICATION PROCESSING

23. Applications may be submitted on or after the Opening Date and must be successfully received by MOH no later than 5:00 pm Singapore time on the Closing Date. All applications, including any lead time required for rectifying any errors on the Application Form, must be completed before the Closing Date and Time.

24. Incomplete applications, and/ or applications submitted/ rectified after the Closing Date and Time will not be considered. Such applications will be returned to the

Applicant, and the Applicant will be advised to submit at the next Grant Call (in the following Financial Year).

OTHER SUBMISSION REQUIREMENTS – PUBLICATION TRANSMITTAL & OTHER FOLLOW UPS

25. In keeping with MOH's efforts to translate the results of research funded by CD-PHRG into public health practice and policy, successful applicants are to inform MOH when articles from their CD-PHRG supported research are accepted for publication in the professional literature, regardless of whether or not the grant award is still active.

26. Successful applicants should also discuss any ideas about other dissemination and marketing/ publicity efforts with MOH, especially when outreach to the health community, media, and/ or general public is involved. The goal is to ensure that communication efforts are coordinated with other MOH activities.

27. MOH may, in carrying out its stewardship of research programs, request information essential to an assessment of the effectiveness of the funded research projects, even after research projects are completed. Successful applicants may therefore be contacted after completion of awards for periodic updates on publications resulting from CD-PHRG grant awards, and other information helpful in evaluating the impact of CD-PHRG funded research, such as any known uses and impact.

Part 5 – APPLICATION REVIEW INFORMATION

REVIEW AND SELECTION PROCESS

28. Upon receipt, applications will be reviewed by MOH for completeness and alignment with CD-PHRG objectives. Incomplete applications, or applications not in line with CD-PHRG objectives, or applications not following instructions given in this Administration Guidelines and/ or in the Guide to the Application Form and/ or in the Application Form will be rejected.

29. Applications that are complete and aligned with CD-PHRG objectives will be forwarded for evaluation on scientific merit by an appropriate peer review group, comprising international and/ or local reviewers.

30. Applications submitted in response to this Grant Call will compete for available funds with all other recommended applications. Other than scientific merit (as determined by peer review), MOH will also consider the following factors in making funding decisions:

- a. Alignment with goals and objectives, as well as strategic areas and priority themes of CD-PHRG (as indicated at Annex A);
- b. Implementability and national significance.

Part 6 – AWARD ADMINISTRATION INFORMATION

AWARD NOTICES

31. For successful applicants, a formal notification in the form of a Letter of Award will be provided to the Applicant, through the Host Institution.

TERMS & CONDITIONS

32. All CD-PHRG awards are subject to MOH Terms and Conditions for CD-PHRG, including all Policy Documents issued under the Terms and Conditions. Please refer to the MOH Communicable Diseases Public Health Research Grant website at http://www.moh.gov.sg/content/moh_web/home/Fundings_and_Medical_Research/communicable_diseasespublichealthresearchgrant.html for the latest copy of the Terms and Conditions, and Policy Documents.

REPORTING

33. Successful applicants will be required to submit an Annual CD-PHRG Progress Report. The Progress Report is to include descriptive and evaluative comments on both completed activities and plans for the remainder of that calendar year, including any changes foreseen in the future. At the minimum, the report should include descriptive comments on: progress to date measured against project aims, methodological changes implemented, key preliminary findings, significant problems and resolutions, and project related publications, presentations, and dissemination activities.

34. A Final Report and Final Financial Status Report are required when an award ends.

Part 7 – CONTACT

35. For further enquiries, please contact the CD-PHRG Secretariat at: MOH_CD-PHRG@moh.gov.sg.