

MOH COMMUNICABLE DISEASES PUBLIC HEALTH RESEARCH GRANT

POLICY DOCUMENT ON ADMINISTRATIVE REQUIREMENTS

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1 General

- 1.1 This MOH Policy Document on Administrative Requirements is issued under Clause 4 of the MOH Communicable Diseases Public Health Research Grant Terms and Conditions.
- 1.2 The Host Institution, Investigators and all Research Personnel that have entered into an Agreement with MOH shall be bound by and comply with this Policy Document as may be in force from time to time.
- 1.3 The terms of this Policy Document are subject to amendment, revision, variation or cancellation from time to time at the absolute discretion of MOH and it is the duty of each Institution and Investigator to be updated as to its latest terms.

2 Yearly Progress Reports

- 2.1 The Host Institution shall submit to MOH Yearly Progress Reports prepared by the Principal Investigator and Co-Investigators in respect of the scientific progress and results of Research every calendar year.
- 2.2 The first Yearly Progress Report shall be due twelve (12) calendar months after the commencement of Funding, on a proforma which will be made available by MOH. If the Yearly Progress Report is not provided, further disbursement of Funds will not be made until the Yearly Progress Report is submitted.
- 2.3 MOH will review the outcomes reported against the objectives of the Research as stated in the Agreement, the Application, the Approved Proposal or any approved revised budget, aims and research plan. The Host Institution will be contacted for further information if the Yearly Progress Report is, in MOH's opinion, inadequate or unsatisfactory.
- 2.4 If MOH is not satisfied with the progress of the Research, further payment of Funds may not be made until satisfactory progress has been made. If satisfactory progress is still not achieved, the Funding may be terminated immediately.
- 2.5 Unsatisfactory progress on the Research will be noted against any further applications under any MOH scheme submitted by, or on behalf of each of the Institutions or the Principal Investigator or Co-Investigators.
- 2.6 A certified financial statement of accounts endorsed by the finance department of the Host Institution must accompany each Yearly Progress Report.

3 Final Report

- 3.1 The Host Institution shall submit a Final Report (on a proforma which will be made available by MOH) on the Research within three (3) months from the end of the Term.
- 3.2 The Final Report shall contain a complete list of the Assets and Materials purchased using the Funds. For each Asset or Material individually costing more than \$100,000, the Host Institution shall inform MOH of their intended future usage.
- 3.3 Paragraphs 2.3 to 2.6 shall apply, mutatis mutandis, to the Final Report.

- 3.4 Until the Final Report on the Research is submitted to MOH, applications for any other MOH funding submitted by or on behalf of any of the Institutions, the Principal Investigator or Co-Investigators will not be processed or considered.
- 3.5 A certified final statement of accounts endorsed by the finance department of the Host Institution must accompany the Final Report. The statement should reflect the approved budget and expenditure as well as the balance at the end of the project in terms of manpower, equipment, consumable and others.

4 Variation to Approved Budget

- 4.1 The authority to manage Research budget allocations between & within cost categories / votes (i.e. grant variation / virement), without an increase in overall budget, is delegated to the internal approving authority of the Host Institution. They are to inform MOH of the variation/virement, subject to the following conditions being met:
- (i) The approving authority for such grant variation / virement of funds is the Director of Research or his/ officially endorsed designate; In the event that the requesting Investigator is the Director of Research, the approving authority should be the his superior;
 - (ii) The approving authority for such grant variation / virement of funds is subject to a cumulative amount not exceeding 10% of the total grant awarded for the Research;
 - (iii) Any grant variation / virement must be within the scope of MOH Policy Document on Financial Regulations – Annex A: Qualifying Direct Research Cost and Indirect Research Cost;
 - (iv) Grant variation / virement is not allowed for items that have been specifically rejected from the approved application.
 - (v) MOH approval must be sought for any grant variation / virement outside of the scope as described above, using the relevant forms provided by MOH.

5 Grant Extension

- 5.1 The Principal Investigator may apply to MOH to extend the Term of the Funding for a period capped at 1 year, provided that there is no additional funding required. The Principal Investigator must apply to MOH to request for such extension at least 3 months before the end of the Term of Funding. Failure to do so will result in funding payments being withheld or delayed.
- 5.2 Any further and subsequent request for grant extension is strongly discouraged and would generally not be allowed. If there are extenuating considerations and the Principal Investigator would like to seek MOH's consideration for further extension, such requests and their justification must be submitted to MOH for consideration at least 3 months before the expiry of the Term (or extended Term, if any). All submission out of time must be accompanied by an explanatory letter. The MOH reserves the right to reject any request.

6 Transfer of Host Institution

- 6.1 It is Host Institution's obligation to ensure the completion of Research. In the event the Research has to be transferred out of the current Host Institution, a draft written agreement between the current Host Institution, the new Host Institution and the Principal Investigator should be submitted to MOH. MOH's approval is required to before such transfer may be effected.
- 6.2 The written agreement mentioned in subparagraph 6.1 must address issues pertaining to Intellectual Property rights of the three parties; transfer of the financial account Assets and Materials; personnel; grant administration and all related matters.

7 Timelines for Commencement of Research

- 7.1 MOH Funding-supported Research must commence within six (6) months of the date of the Letter of Award (or such other period as determined by MOH), otherwise the Award, or the offer of the Award may be withdrawn at the absolute discretion of MOH.
- 7.2 MOH shall have no liability or obligation to any Institution or Investigator in respect of such withdrawal of the Award or offer of an Award.
- 7.3 The Research shall be deemed to have commenced if scientific work on the Research has started and not merely the acquisition of Assets or Materials. In the case of some specific projects the periods allowed may be shorter, and this will be set out in the Letter of Award.

8 Waiver of Timelines

- 8.1 Only in exceptional circumstances will MOH waive the timelines for commencement of research set out in sub-paragraph 7.1 (above). A Host Institution seeking such waiver must make a case in writing to MOH well in advance of the 3-month or 6-month grace period, for consideration.

9 Publications of Results and Findings

- 9.1 Subject to this paragraph, the Host Institution may publish, at any symposia, national, international or regional professional meeting or in any journal, thesis, dissertation, newspaper or otherwise of its own choosing, the findings, methods and results derived from the Research.
- 9.2 All publications shall acknowledge the funding support provided by MOH and where appropriate, the scientific and other contributions of the Principal Investigator, Co-Investigators and Collaborators in accordance with established norms.
- 9.3 The Host Institution shall submit one (1) copy of all such publications to MOH for record purposes within one month of being published.
- 9.4 If the proposed publication contains any information which would prejudice any right to which MOH may be entitled under this Agreement or IP right derived from the Funding, the Host Institution shall ensure that all reasonable steps are taken to protect such right before proceeding with the publication.

10 Change of Investigators

- 10.1 If the Principal Investigator is at any time no longer able to continue with the Research, the Research may be continued under another Principal Investigator provided that the Host Institution is able to satisfy MOH that the replacement has the necessary qualifications and ability to take over and discharge this responsibility And provided that such changes are expressly approved in writing by MOH. Failure to fulfill this requirement or a refusal by the MOH to grant approval could result in immediate termination of the Funding and the Agreement.
- 10.2 The Host Institution must notify MOH of any Research Personnel who ceases to work on or be engaged in the Research. If the Research Personnel involved in that change is the Principal Investigator, the Host Institution and the Principal Investigator concerned must provide, for MOH's approval, a written proposal outlining arrangements for the continuation of the Research and the continued administration of the Funding. Approval for such arrangements may be given or withheld at MOH's absolute discretion and if given, on terms and conditions to be determined by MOH.
- 10.3 If the Principal Investigator cease to work on or be engaged in the Research and MOH's approval is not given for arrangements for the continuation of the Research and the continued administration of the Funding, Funding under the Agreement may be terminated at MOH's absolute discretion.

11 Promotion of Effective Research Environment

- 11.1 In order to ensure that Research supported by the Funding is, as far as possible, used to provide higher levels of research training and continuing development for researchers which may subsequently be pursued in academia, industry, commerce or the wider public sector, the Institutions shall and shall ensure that research supervisors and mentors provide effective research environments for the training and development of researchers. In addition, the Host Institution shall put in place systems of —
- (i) supervision, in order that researchers and trainees employed through the use of the Funding gain maximum benefit from the training and development opportunities provided in the research environment in which they work;
 - (ii) regular review, enabling the researcher and his/her supervisor – and ultimately the Institutions, as the employer, to form the best possible assessment of and feedback on, the individual's potential, whether for a research career in academia, industry, commerce, the wider public sector or in some other direction.