



MINISTRY OF HEALTH
SINGAPORE

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

**ADMINISTRATION GUIDELINES
(Version 1-2013)**

Part 1 – INTRODUCTION

GOALS AND OBJECTIVES

1. The Communicable Diseases – Public Health Research Grant (CD-PHRG) – Commissioned Studies, 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 be translational in nature to inform public health risk assessment, interventions and policy formulation for communicable diseases control.
2. The 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 capabilities 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 individual researchers (i.e. Principal Investigators) to enable them to carry out research on specific topics or develop specific capabilities identified by MOH. Grants are awarded based on relevance, scientific merit, applicability to local context, and national significance.

Part 2 – AWARD INFORMATION

MECHANISM OF SUPPORT

4. The CD-PHRG – Commissioned Studies is awarded by the Ministry of Health (MOH), and is administered by the Communicable Diseases Division (CDD).

FUNDS AVAILABLE

5. Projects will be awarded up to a maximum 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.
6. Indirect research costs (i.e. facilities and administrative (F&A) costs) will be set at 20% of the direct cost (excluding exceptional items) of each approved grant.

7. Project funding will be awarded for a period of up to three 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, and subjected to approval from the Ministry. Funding beyond the six months will be contingent upon review and acceptance by MOH of the progress report.

8. MOH reserves the right to decide on the type of project to award, and the final amount of grant for the 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.

9. Payments for approved projects shall be made on reimbursement basis only.

10. 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

11. Project Team(s) 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.
- b. Application(s) 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 project(s); and

12. The PI(s), together with the Project Team(s), is responsible for the planning, direction, and execution of the proposed project(s).

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

Part 4 – SUBMISSION REQUIREMENTS

PUBLICATION TRANSMITTAL & FOLLOW UPS

13. All data arising from the commissioned study is the property of MOH and study awardees must seek prior permission from MOH if they wish to publish the results of the study or share the results in a public or academic forum.

Part 5 – APPLICATION REVIEW INFORMATION

REVIEW AND SELECTION PROCESS

14. Upon receipt, applications (i.e. Letter of Intent) will be reviewed by MOH for completeness. Incomplete applications, 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.

15. Applications (i.e. Letter of Intent) that are complete will be forwarded to the local Communicable Diseases Stakeholders' Committee for evaluation and selection of the most suitable proposal.

16. The selected applicant(s) will be required to submit a full research proposal for review by the local Communicable Diseases Stakeholders' Committee.

17. MOH will consider the following factors in making funding decisions:

- a. Ability of the proposed study to deliver the specified aims/objectives within a reasonable time frame.
- b. Cost.

Part 6 – AWARD ADMINISTRATION INFORMATION

AWARD NOTICES

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

TERMS & CONDITIONS

20. All commissioned studies 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

21. The successful applicant will be required to submit a quarterly Progress Report. The Progress Report is to include descriptive and evaluative comments on both completed activities and plans for the remainder of that year, including any changes foreseen in the future. At the minimum, the report will 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.

22. A Final Report and Final Financial Status Report are required when the award ends.

Part 7 – CONTACT

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