

# **MOH COMMUNICABLE DISEASES PUBLIC HEALTH RESEARCH GRANT**

## **POLICY DOCUMENT ON FINANCIAL REGULATIONS**

### **Table of Contents**

1	General .....	2
2	Qualifying Direct Costs .....	2
3	Indirect Research Costs .....	2
4	Annual Budgetary Cycle .....	4
5	Quarterly Monitoring of Budget Utilisation .....	5
6	Revenue and Receipt .....	6
7	Advances .....	6
8	Expenditure and Payment .....	6
9	Procurement .....	7
10	Disbursement and Reimbursement of Funds .....	7
11	Accounts, Audits and Monitoring .....	8
	Annex A: Qualifying Direct Costs & Indirect Research Costs .....	10
	Annex B: Non-Fundable Items .....	16
	Summary of Annex A & B .....	17

## **1 General**

- 1.1 This MOH Policy Document on Financial Regulations is issued under Clause 4 of 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 the Host Institution and Investigator to be updated as to its latest terms.
- 1.4 The Financial Year (“FY”) of MOH shall begin on 1 April of each calendar year and end on 31 March of the following calendar year.
- 1.5 The official website of the MOH is: [www.MOH.gov.sg](http://www.MOH.gov.sg)

## **2 Qualifying Direct Costs**

- 2.1 The Direct Costs of the Research should be budgeted under the 3 main categories (Annex A), unless otherwise approved by MOH:
  - a Manpower
  - b Equipment
  - c Other operating expenses, which include the following:
    - i Materials & consumables
    - ii Overseas and conference travel
    - iii Others

## **3 Indirect Research Costs**

- 3.1 Indirect Research Costs (“IRC”) are the expenditure not identified under qualifying direct costs. Indirect Research Costs are those that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular sponsored project, but contribute to the ability of the Host Institution to support research projects and programs. Such costs are normally classified under the following indirect cost categories, such as general administration and general expenses, sponsored projects administration expenses, operation and maintenance expenses, library expenses, departmental administration expenses, and patient administration and services. In other words, indirect costs stem from providing research space and administering the activities, not from the actual performance of the activities under the sponsored projects.
- 3.2 The quantum of the IRC sponsored by MOH will be set at 20% of each approved Communicable Diseases Public Health Research Grant (“CD-PHRG”).
- 3.3 Only Host Institutions that are local and public not-for-profit hospitals, research laboratories and Institutes for Higher Learning are qualified to claim IRC from MOH.
- 3.4 The ownership and the management of the IRC will be given at Institutional level.

- 3.5 The MOH expects the Research Director of the Office of Research and the Chief Financial Officer of the Finance Office of the Host Institution to be held jointly responsible for the management of the IRC accounts.
- 3.6 The Host Institution is required to develop guidelines to govern the use and allocation of the IRC recovered from MOH such that it achieves the aim of encouraging and incentivising research activities in the Host Institution. The guidelines should be able to cater to the Principal Investigator's requests for IRC-related expenditure. Further, the guidelines should also be developed based on the existing formal policies (eg. purchasing guidelines, budget controls and financial regulations, etc) of the Host Institution.
- 3.7 MOH reserves the right to withhold disbursement of the IRC until it is satisfied that the Host Institution has in place a proper management system for the IRC.
- 3.8 The IRC will be disbursed to the Host Institution as per normal disbursement of claims submitted. Computation of the IRC will be done at Host Institution level and verified by MOH.
- 3.9 In the computation of the IRC, the costs of the exceptional items (which are approved under the direct costs) are to be excluded.
- 3.10 The exceptional items include:
- a Equipment costing more than S\$100,000;
  - b Purchase of intellectual property that is needed to carry out the proposed R&D work;
  - c Payment for subcontracting of non-research work (e.g., the development of tools for the research);
  - d Payment to volunteers and research subjects (patients or healthy volunteers) including drug costs, medical procedures and clinical services such as blood tests, scans, etc even if these are required as part of the research project; and
  - e Infrastructural work that is approved as a Direct Cost of the Research.
- 3.11 The amount of IRC to be disbursed each time will be bundled with the reimbursement of the direct cost incurred, which is calculated as follow:  

$$\text{IRC} = [\text{Total claims} - \text{exceptional items}] * 20\%$$

*Example:*

*Total claims submitted to MOH for reimbursement for the month of Dec = \$260,000.  
 Amongst the claims, there are claims for exceptional items [refer to point 3.10(i) – (v)] amounting to \$110,000.*

*Therefore total claims to be paid out by MOH, including IRC:*

<i>Total Direct Costs</i>	<i>\$260,000</i>
<i>IRC (\$260,000 - \$110,000) * 20%</i>	<i>\$30,000</i>
<b><i>Total claims reimbursed</i></b>	<b><i>\$290,000</i></b>

- 3.12 At the end of each Financial Year, the Host Institution has to submit a report stating the total IRC received from MOH for that Financial Year, amount utilised and the final

balance. MOH has the right to ask for detailed breakdown of the usage of the IRC from time to time to ensure the purpose of the IRC has been achieved.

- 3.13 MOH may also appoint auditors to perform check on the proper usage and accounting of the IRC – e.g. the items specifically disallowed are not funded as part of IRC.
- 3.14 The Host Institution should refer to Annex A - “Qualifying Direct Costs and Indirect Research Costs” and Annex B – Non-Fundable Items (under both Qualifying Direct and Indirect Research Costs).

## **4 Annual Budgetary Cycle**

- 4.1 The Host Institution is required to adhere to MOH’s budgetary cycle and submit its total annual budget and the corresponding projected quarterly cash flow promptly.
- 4.2 The total annual budget should consist of all other Research Projects administered by MOH. It is the Host Institution’s responsibility to collate the cash flow requirement from the Principal Investigator for their Research.
- 4.3 It is the responsibility of the Host Institution and the Principal Investigator to ensure that the budget requested is not duplicated under any other existing funding proposals; for example, under another existing Research Grant or other Institutional or Agencies’ funding. MOH will take stern action if it discovers such double dipping of funds.
- 4.4 The MOH budget timeline is as followed:

### **Quarter 1 – April to June**

- a The Host Institution and Principal Investigator should spend according to their approved annual projected budget. MOH requires the Host Institution to spend within  $\pm 10\%$  of its declared quarterly expenditure at every quarter or be subject to budget adjustments. [Refer 5. Quarterly Monitoring of Budget Utilisation]

### **Quarter 2 – July to September**

- a The Host Institution is required to review its spending and project its final cash flow requirements by September of each Financial Year.
- b Should a Host Institution foresee changes in its projected spending (eg. additional funds required, savings to be declared, etc), it shall submit the revised budget and the corresponding quarterly cash flow projection by 5<sup>th</sup> September to MOH. The Host Institution is encouraged not to make any other change to the budget beyond this date.
- c However, should the Host Institution be aware of any deviation from the approved annual budget, it must inform the MOH immediately so that appropriate action can be taken to ensure that the total expenditure for the FY is within  $\pm 5\%$  of its approved budget.

### **Quarter 3 – October to December**

- a In the 3<sup>rd</sup> quarter, the Host Institution should start to plan for its total annual budget and the corresponding quarterly cash flow projection for the next Financial

Year. The submission of the following Financial Year's budget must reach MOH by 10<sup>th</sup> February.

- b With reference to Clause 4.2 above, the Host Institution does not have to consider new projects that are to be approved during the new Financial Year in its budgeting.

**Quarter 4 – January to March**

- a All claims to be reimbursed under the current Financial Year budget must be submitted to MOH by 28<sup>th</sup> February. Any late claim will be liable to be rejected or reimbursed out of the next Financial Year's budget.
- b The Host Institution should exercise proper budget utilisation management, and always endeavour to minimise any year-end rush in spending and submission of claims. The Host Institution should also ensure that its Principal Investigator exercises proper budget utilisation management.

**5 Quarterly Monitoring of Budget Utilisation**

- 5.1 The Quarterly Budget Adjustment framework (Table 1) was introduced to mitigate the end of year “spending rush”. The Host Institution is required to achieve within  $\pm 10\%$  of its declared quarterly expenditure at the Host Institution level (total of all other Research Projects administered by MOH), or be subject to the following adjustments:

**Table 1: Quarterly Adjustment Framework**

	Adjustment to Host Institution's budget
If AQE falls outside $\pm 10\%$ of DQE	- 5% from total indirect costs
If AQE falls outside $\pm 15\%$ of DQE	- 10% from total indirect costs

AQE – Actual Quarterly Expenditure

DQE – Declared Quarterly Expenditure (as declared in their cash flow projection)

- 5.2 Budget utilisation is computed based on claims submitted to the MOH for reimbursement during the FY at Host Institution level.
- 5.3 If the Host Institution's AQE deviates more than 10% from its DQE, a total of 5% will be deducted off the total IRC claimed for the quarter. If the AQE is more than 15% of the DQE, a total of 10% will be deducted off the total IRC claimed for the quarter.
- 5.4 To further prevent the last minute utilisation of Funds, the Host Institution has to ensure that 70% of the budget must be utilised by Quarter 3 (i.e. by Dec).
- 5.5 If the Host Institution is unable to hit 95% utilisation of its budget at the end of the FY, the sector's baseline in the following FY will be adjusted to be equal to the actual expenditure in the current FY. This should not be seen as a “penalty”. For example, a Host Institution that is able to spend below 95% of its budget because of cost sharing and better management of its resources will be recognised for its achievement and this will be highlighted as a best practice for others to learn from.
- 5.6 If a Host Institution's lower budget utilisation (below 95%) is not due to the above reasons, it may appeal for adjustments to be waived. Such appeal shall be handled at the discretion of the MOH.

## **6 Revenue and Receipt**

- 6.1 Should the Host Institution or Principal Investigator expect to receive any revenue or receipt other than the revenue from Assets or Intellectual Property Rights (refer to its respective Policies) which is generated directly or indirectly from MOH Funds, the Host Institution must inform MOH immediately of such potential receipts.
- 6.2 MOH reserves its right to direct the usage of such revenue; whether to be remitted back to MOH or to be used by the Host Institution to promote, support or further medical research in their respective Institutions.
- 6.3 The Host Institution must keep and maintain a full, comprehensive and updated set of statements, accounts and records documenting the gross revenue, received by the Host Institution, whether directly or indirectly.
- 6.4 This Paragraph 6 shall be read subject to any specific requirement spelt out in any other Policy Document.

## **7 Advances**

- 7.1 Any Advance received from the Research from MOH shall be accounted for accurately and must be fully utilised before additional Funds are disbursed. The Host Institution is expected to update MOH periodically on the usage and balance of the Advances and submit such report to MOH on a quarterly basis or anytime as requested by MOH.
- 7.2 Any excess from the Advances at the expiry of the Research or at any stipulated period as permitted by MOH must be remitted to MOH immediately.

## **8 Expenditure and Payment**

- 8.1 The Host Institution and Principal Investigator must ensure that they have received a written approval on the Funds committed from MOH before committing any expenditure before such date, unless specifically permitted by MOH.
- 8.2 It is the Host Institution's responsibility to ensure that all payments adhere to MOH's Policies, unless otherwise specifically permitted by MOH; and are also in accordance with the Host Institution's formally-established and consistently-applied policies or regulations on similar payments.
- 8.3 At a minimum, MOH will expect the Host Institution to ensure that the following conditions for payment are satisfied before payments are made:
  - a Services have been duly performed; and/or
  - b Goods have been delivered and received in a satisfactory condition.

## 9 Procurement

- 9.1 The Host Institution is to ensure that any procurement (including items for individual use as specifically required in the course of the Research – e.g. mobile phone, etc.) made using MOH Funds is carried out in accordance with the Host Institution’s in-house procurement policies and procedures.
- 9.2 Should in-house procurement policies and procedures be incomprehensive or non-existence, the Host Institution can adopt the following standards for procurement:

Actual Procurement Value	Procedures
Small value purchase of less than \$3,000	No written quotation required but Host Institution is encouraged to source for more than one quote to ascertain the best value-for-money for the purchase.
Purchases more than \$3,000 but less than \$80,000 ( $\$3K < X \leq \$80K$ )	Written Quotations are required for purchases with estimated procurement value of more than \$3,000 but less than \$80,000. The Host Institution is encouraged to get quotations from at least 3 suppliers.
Purchases more than \$80,000	Open tendering is required for purchases with estimated procurement value of more than \$80,000.

- 9.3 The final invoices for claiming must be submitted to MOH. All relevant documentations (e.g. purchase requisition forms, quotations from vendors, etc) must be maintained by the Host Institution for record purpose and available for MOH audit purpose when required.
- 9.4 MOH may at anytime appoint Auditors to check on such procurement procedures to ensure compliance with the Host Institution’s own policies and MOH Policies.

## 10 Disbursement and Reimbursement of Funds

- 10.1 MOH will assign a unique Research reference to the Host Institution for all approved Research under the Host Institution’s purview. This project reference must be quoted by the Host Institution in all claim submissions.
- 10.2 The Host Institution should in the first instance pay for the expenditure incurred for approved projects and subsequently claim for reimbursement from MOH. MOH will only make payment for the Research to the Host Institution, and to no other person. Any expenses incurred through the Host Institution’s Collaborators are to be submitted through the Host Institution to MOH for reimbursement.
- 10.3 All claims for reimbursements should be made in the format prescribed by MOH. The claim should also have a unique claim reference number in which MOH will quote when making payment to the Host Institution.

- 10.4 Each claim form should be substantiated with supporting documents like copies of invoices, debit notes, receipts and delivery orders.
- 10.5 For manpower cost submission, the following information must be stated clearly on the claim form for each employee manpower claim:
- a Employee number/ID (employee name is optional);
  - b Designation of the staff;
  - c Detailed breakdown of the manpower costs which includes basic salary, CPF, bonus and other allowances; and
  - d Month in which the manpower cost is incurred.
- All manpower claim forms must be certified correct by the Human Resource (HR) office or the Payroll Department.
- 10.6 For equipment purchased, the Host Institution can submit the claims upon receipt of the equipment, prior to the commissioning process. The responsibility is on the Host Institution to ensure that the commissioning of the Asset is properly carried out and appropriate actions are taken to address any shortcomings (e.g. seek refund from vendor, replacement for the faulty equipment, etc).
- 10.7 Before forwarding claims to MOH for reimbursement, the Host Institution should ensure that:
- a Claims are properly certified correct and dated by the Host Institution's Chief Finance Officer and Principal Investigator or their designated officers; and
  - b Supporting documents are arranged in the order per MOH claim forms.
- 10.8 All expenses incurred after the duration of the Term of Funding will not be reimbursed by MOH. In addition, all project claims for reimbursement should be submitted to the MOH within 3 months from the date of completion of Research. Requests for reimbursement of claims that are submitted late will be dealt with by MOH on a case-by-case basis.
- 10.9 All late submissions must be accompanied by an explanatory note. MOH reserves the right to reject any late claims which are not accompanied by valid reasons.
- 10.10 In order to avoid last-minute claims, reimbursement claims are to be submitted promptly on a monthly or quarterly basis. The last day for submission of reimbursement is 28<sup>th</sup> February of the reporting FY (subject to change by MOH). Any invoices submitted after the deadline would be considered as invoices submitted in the next FY and utilised against the next FY's budget.
- 10.11 MOH will only fund items directly related to the Research based on the Award Letter. All Funding will be net of what is already supported via existing research grants or institutional funding to ensure that there is no double dipping of funds from the various grant pools. Stern action will be taken against those who commit double dipping. This may include (but shall not be limited to) the suspension or termination of Funding.
- 10.12 MOH reserves the right to reject any claims that it finds inappropriate.

## **11 Accounts, Audits and Monitoring**

- 11.1 The Host Institution must keep and maintain a full, comprehensive and updated set of statements, accounts and records documenting the Funds approved by MOH for each category under the Research, cumulative amount of Funds received from MOH and the balance available. The purpose of such statements is to record all commitments



and payments made under the Research and to ensure that the expenditure does not exceed the approved Funding by MOH.

- 11.2 All statements, accounts, records, vouchers, invoices, receipts and other accounting records must be carefully preserved for a period of at least seven years.
- 11.3 MOH may at anytime appoint auditors to audit the Host Institutions on Funds disbursed by MOH.
- 11.4 The Host Institution's Chief Finance Officer or his designated officer shall at all times be responsible for the safe custody of all receipts, accounts, vouchers and other documents related to the financial transactions of block grants and project grants and produce them to auditors whenever required.
- 11.5 MOH has the right to seek clarifications from the Host Institution on any audit observation noted by the auditors on the financial management & accountability of the MOH Funds.

## Annex A: Qualifying Direct Costs & Indirect Research Costs

Type of Expenses	Description
<b>Manpower</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.</p> <p>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 Research.</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 Research.</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</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 "Exceptional Items" (see para 2.4 to 2.6 in the Administrative Guidelines). 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>
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 make</p>

Type of Expenses	Description
	according to the formal established and consistently applied policies of the Host Institution.
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 make according to the formal established and consistently applied policies of the Host Institution.</p>
<b>Other Operating 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	Allowable.
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 Research.</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 <math>\\$6,000 \times \text{duration of project (in years)}</math> 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

Type of Expenses	Description
	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 Research and for training that is of direct benefit and specific to the research project.</p>
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</p>

Type of Expenses	Description
	<p>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>
<p>Payment to volunteers and research patients and other related cost</p>	<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 Research. 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>
<p>Audit fees</p>	<p>Not allowable under direct cost. This includes both internal and external audit fees.</p> <p>These expenses can be claimed under IRC.</p>
<p>Entertainment &amp; Refreshment</p>	<p>Not allowable under direct cost.</p> <p>These expenses can be claimed under IRC.</p>
<p>Fines and penalties</p>	<p><u>Not allowable under both direct cost and IRC.</u></p>
<p>Insurance premiums</p>	<p>Not allowable under direct cost. Examples of such costs are for equipment, workmen compensation, professional indemnity of researchers funded under the Research.</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>
<p>Legal fees</p>	<p><u>Not allowable under direct cost and IRC.</u></p>
<p>Outsourcing</p>	<p>Not allowable under direct cost unless specifically provided for and approved in the Research.</p>
<p>Overhead expenses - rental, utilities, telephone charges, facilities management, repairs and maintenance, etc</p>	<p>Not allowable under direct cost.</p> <p>These expenses can be claimed under IRC.</p>
<p>Patent-related expenses</p>	<p><u>Not allowable under direct cost and IRC.</u></p> <p>Such cost should be borne by the Host Institution.</p>
<p>Professional fees</p>	<p>Not allowable under direct cost.</p>

Type of Expenses	Description
(including fees to consultants)	These expenses can be claimed under IRC.
Professional membership fees of PIs /RFs /RAs funded from the Research	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 Research.

## Annex B: Non-Fundable Items

<b>Manpower</b>
1 PI's, co-investigators' & collaborators' EOM <sup>1</sup> 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>Other Operating 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.

---

<sup>1</sup> Not applicable for Singapore Translational Research (STaR) Investigator ship Awards



## Summary of Annex A & B

Item	Direct Cost	Indirect Research Cost	Non Fundable
<b>Manpower</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</b>			
New equipment	√		
General purpose IT and communication equipment		√	
General furniture and office equipment		√	
<b>Other Operating Expenses</b>			
Consumables (e.g. supplies and materials, laboratory consumables, animals and drugs)	√		
Local & overseas conferences	√		
Bank charges	√		
Customs and import duties	√		
Books and specialised journals relevant to the research	√		

Item	Direct Cost	Indirect Research Cost	Non Fundable
GST	√		
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, 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 Research		√	
Staff retreat		√	
Fines and penalties			√
Legal fees			√
Patent-related expenses			√

Item	Direct Cost	Indirect Research Cost	Non Fundable
Cost of capital works and general infrastructure			
<b>Others</b>			
Non cash items such as depreciation cost, amortization cost, loss on revaluation, etc			√