
# Communicable Diseases Public Health Research Grant Commissioned Studies Proposal Form

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# MINISTRY OF HEALTH (MOH)

###### Proposal Form for Communicable Diseases

###### Public Health Research Funding

All information is treated in confidence. The information is furnished to the Ministry of Health (MOH) with the understanding that it shall be used or disclosed for evaluation, reference and reporting purposes*.* If your application is not successful, this form will be destroyed after the retention period deemed as appropriate by the Ministry.

# **Title of research**

# *(Limit to 300 characters)*

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|       |

# Host Institution

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|       |

# Applicants

*(Please note that Co-investigators need to hold at least an adjunct position in a local public institution. Researchers from overseas institutions or private companies can only participate as collaborators)*

| **Applicant** | **Role** | **Position** | **Department**  | **Institution** |
| --- | --- | --- | --- | --- |
|       | PI[[1]](#footnote-1) |       |       |       |
|       | [[2]](#footnote-2) |       |       |       |
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|       | Collaborator[[3]](#footnote-3) |       |       |       |
|       | Collaborator |       |       |       |
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*(Attach additional rows and sheet if required)*

# Total amount of funds applied for SGD       (capped at S$1,000,000, inclusive of indirect costs, capped at 20% of eligible funding amount)

# (a) Period of Support requested       years (max 3 years)

 **(b)** **Proposed start and end dates**

*Please allow at least 2 months for the review process.*

 Start date (mm/yy)

End date (mm/yy)

# Ethical considerations and containment

*Fund disbursement is subjected to ethics approval if the project involves any of the below.*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | *Please declare the participating institutions where study requiring ethics approval is conducted* |
| *Please tick accordingly if project involves any of the following:* |  |
| 1. Human subjects
 | [ ]  Yes | [ ]  No |  |
|  |  |  |  |
| 1. Use of Human/Animal Tissues or Cells from Primary Donor (i.e. subjects / volunteers recruited for the project)
 | [ ]  Yes | [ ]  No |  |
|  |  |  |  |
| 1. Use of Commercially Available Human / Animal Tissues or Cells
 | [ ]  Yes | [ ]  No |  |
|  |  |  |  |
| 1. Animal Experimentation
 | [ ]  Yes | [ ]  No |  |
|  |  |  |  |
| 1. Requirement for Containment
 | [ ]  Yes | [ ]  No |  |
|  |  |  |  |
| 1. Multi-centre project(s) or trials (s)

*(If yes, please state all participating institutions/centres :* *)* | [ ]  Yes | [ ]  No |  |

A copy of the ethics approval is attached:

**[ ]  Yes [ ]  No**

# Summary of proposed study methodology

*In no more than* ***300 words****, concisely describe the methodology and approach of the research proposal as aligned to MOH’s research question with specific deliverables/outcomes proposed. The summary must be self-contained so that it can serve as a succinct and accurate description of the research proposal.*

# Research proposal

*In no more than* ***12 pages (Sections 8.1 to 8.5)****, organise the details of the research proposal under the following headings. (Please use Arial Font size 10 for all text):*

* 1. *Specific aims and Hypothesis (as defined by MOH)*
	2. *Preliminary studies/Progress reports (if applicable)*
	3. *Methods*
	4. *Roles of Team Members*
	5. *References can be attached as a separate Annex. However, Annexes may or may not be assessed by the panel.*

## 8.1 Specific Aims and Hypotheses

*As defined by MOH.*

## 8.2 Preliminary studies/Progress reports

*Please provide an account of the Principal Investigator’s preliminary or previous studies (if any) pertinent to the current research proposal.*

## 8.3 Methods

*Describe the following in detail (refer to* ***statistical checklist*** *for study design):*

1. *experimental design and the procedure,*
2. *any new methodology and its advantage over existing methodologies,*
3. *the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims,*
4. *any procedures, situations or materials that may be hazardous to personnel and the precautions to be exercised,*
5. *statistical justification and the means by which data will be analysed and interpreted.*

**8.4 Roles of Team Members**

***Elaborate (in one paragraph) the role of Co-Investigators and Collaborators involved in the project.*** *Specify the research background, technical competencies, role and contribution to specific deliverables and achievements that are relevant and necessary to ensure success for the proposed research.*

## 8.5 References

*Please list the references in the order cited in this proposal, including the titles.*

# Work Contribution of PI & Team Members

*Provide the expected percentage effort within the project, as well as within his/her other work commitments for each Principal Investigator, Co-Investigator(s) and Collaborator(s).*

*Note that Co-Investigators need to hold at least an adjunct position in a local public institution. Researchers from overseas institutions or private companies can only participate as collaborators. The terms of collaboration with overseas research institutions and private companies must conform to NMRC’s existing policies.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name  | Role in project (e.g. PI, Co-Investigator, Collaborator) | Institution | % effort within project[[4]](#footnote-4) | % effort within own work commitments[[5]](#footnote-5) |
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|  |  | Total | 100% |  |

# Biographical Sketch

1. **Principal Investigator**

*Please use the format below to provide the required information on Principal Investigator. MOH places emphasis on the bold areas.* ***Please limit to 2 pages.***

* Name
* NRIC/Passport No.
* Office Mailing Address
* Email
* Contact No
* Fax No
* Current Position (Please provide full details, e.g. joint appointments, **percentage of time spent in Singapore every year, if applicable)**
* Academic qualifications (Indicate institution’s name and year degree awarded)
* Research interests
* **Publications in the last 5 years (include only publications of direct relevance to study, stating impact factors where possible)**
* **Patents held (related or unrelated to the study )**
* **Recent awards (Scientific Awards)**
* **Half page summary of research outcomes from all previous grants [e.g. publications (full papers only for the past 5 years and highlight papers that are relevant to the study), patents awards, etc.**
1. **Co-Investigator and Collaborators**

*In not more than* ***1 page*** *per applicant, please use the format below to provide the required information on the co-investigator(s) and collaborators.*

* Name
* NRIC/Passport No.
* Office Mailing Address
* Email
* Contact No
* Fax No
* Current Position (Please provide full details, e.g. joint appointments)
* Academic qualifications (Indicate institution’s name and year degree awarded)
* Research interests
* Publications of direct relevance to the study
* Relevant patents held related to the study
* Recent awards (Scientific Awards)
* Current and previous support from MOH or other sources

(Please also include proposals pending approval)

# Budget

*You are advised to prepare the budget carefully under each category and provide the justifications for all categories in* [***Item 12.***](#_8.5_Details_and_Justifications of F)***4.***

**Please refer to the Appendix 2 for this section. The provision of indirect research cost (IRC) will be computed at the budget revision phase when the project is approved.**

## 12.1 Manpower

*Please budget for all the manpower required for the project including part-time personnel and those to be shared with other projects. State whether they are existing personnel in your institution or new staff to be recruited. Please use salary scales provided by the Bursar’s Office or Hospital Administration as a reference. The cost should include annual increments, National Service increment, staff welfare, medical and other related benefits as per the Human Resource policies of your institution.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff Category** | **Existing/New** | **No** | **Remarks** | **Total cost** |
| Technologist |  |     |       |       |
| Research Assistant |  |     |       |       |
| Research Officer |  |     |       |       |
| Research Associate |  |     |       |       |
| Research Nurse |  |     |       |       |
| Postdoctoral Fellow |  |     |       |       |
| Visiting Consultant |  |     |       |       |
| Epidemiologist |  |     |       |  |
| Biostatistician |  |     |       |  |
| Statistician |  |     |       |  |
| Health Economist |  |     |       |  |
| Others:      *(please specify)* |  |     |       |       |
|  |  |  | Total | **$0.00** |

## 12.2 Equipment

*Please budget for all scientific equipment you need to purchase to carry out the project. Indicate sharing of equipment with other projects, if any.*

*For equipment* ***costing more than S$100,000 each****, please indicate the estimated utilisation of the equipment (e.g. 70% usage through out the project period; only 85% usage in the 2nd year for analysis purpose, etc)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qty | Equipment | Estimated Utilisation Rate for Equipment more than S$100,000 (to be justified) | Unit Cost | Sub- Total  |
|     |       |  |       |       |
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|  |  |  | Total | **$0.00** |

## 12.3 Other Operating Expenses (OOE)

*This category covers other expenses directly related to the project such as the purchase of consumables, laboratory manuals, literature search, and maintenance of equipment.* ***Conference travel will be funded only if a presentation or if an article is presented.*** *The presentation or article must be directly related to the project.*

|  |  |  |
| --- | --- | --- |
|  | Item Description | Cost |
| Materials & Consumables  |       |       |
| Overseas Travel |       |       |
| Others:      (please specify) |       |       |
|  | Total | **$0.00** |

 **Grand Total: SGD$0.00**

## 12.4 Details and Justifications of Financial Assistance Requested

*Please* ***provide breakdown*** *for all categories if this is not indicated in the tables.*

### 12.4.1 Manpower

Justifications

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|  |

### 12.4.2 Equipment

Justifications

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### 12.4.3 Other Operating Expenses (OOE)

Justifications

|  |
| --- |
| Materials & Consumables  |
| Overseas Travel |
| Others e.g. Singapore Clinical Research Institutes (SCRI) cost |

# Milestones

*Please propose Milestones for assessment of the progress of the study. Progress report, expenditures and reporting of outcome indicators are to be submitted to the CD-PHRG Secretariat on a quarterly basis by the PIs.*

|  |  |
| --- | --- |
| **Milestones** | **Targeted Duration** |
| **Year 1** | **Year 2** | **Year 3** |
| **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** |
| Eg. Milestone 1 (please replace) |  |  |  |  |  |  |  |  |  |  |  |  |
| Eg. Milestone 2 (please replace) |  |  |  |  |  |  |  |  |  |  |  |  |
| Eg. Milestone 3 (please replace) |  |  |  |  |  |  |  |  |  |  |  |  |
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# Expected Outcomes

*Please describe your expectations on the outcomes of this grant.*

# Conflict of Interest

*Provide name and contact information of individuals who might have conflict of interests with your current research proposal. This includes competitors who are in your specific area of research.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **Title** | **Names**  | **Details****(tel, fax number and e-mail add)**  | **Reason for COI** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

# Institutional support

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| --- |
| In signing the Research Application, the Institution UNDERTAKES, on any Funding Award, to: |
| * Discuss with immediate supervisor of applicant that the following will be complied with:
	+ The proposed research will be conducted in the host institution
	+ Adequate resources will be provided to the applicant for the entire grant period (e.g. lab space)
	+ The applicant is independently salaried by the institution for the entire period of the grant
	+ The research abides by all laws, rules and regulations pertaining to national and the institution's research operating procedures and guidelines
	+ Confirm the accuracy and completeness of information submitted, including budget, ethics, other funding sources, etc.
	+ Confirm that budget is clear (e.g. no double funding/ excessive purchase of equipment), and is aligned with host institution HR and other policies
 |

Research Director (or designated officer in capacity of providing institutional support):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, Designation & Signature

*Comments:*

|  |
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# Signatories

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| In signing the Research Application, the Principal Investigator and all Co-Principal Investigator(s) & Collaborator(s) UNDERTAKE, on any Funding Award, to: |
| * Declare that all information is accurate and true.
* Not send similar versions or part(s) of this proposal to other agencies for funding.
* Submit supporting documents of ethics approval obtained from the relevant Institutional Review Board (IRB) and Animal Ethics Committee for studies involving human subjects/human tissues or cells, and animal/animal tissues or cells respectively.
* Be actively engaged in the execution of the research and comply with all laws, rules and regulations pertaining to animal and human ethics, including the Singapore Good Clinical Practice guidelines.
* Ensure that funding by MOH is acknowledged in all publications.
* Ensure that all publications arising from research wholly or partly funded by MOH will be forwarded to MOH.
* Ensure that the requested equipment/resources are not funded by another agency or research proposal.
* Ensure that there is a reasonable effort in accessing available equipment/resources within the host institution or elsewhere within Singapore.
* Adhere to MOH’s Terms and Conditions for Communicable Diseases Public Health Research–Commissioned Studies.
* Ensure that there is no financial conflict of interest
 |

*The undersigned agree to abide by the terms and conditions governing the funding award set out by the Ministry of Health Singapore.*

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Name: Name: Name: Name:

Date: Date: Date: Date:

1. Definition of Principle Investigator. The lead researcher who has the appropriate level of authority and the responsibility to direct the project/program being supported by the grant. The lead researcher is responsible and accountable for the proper conduct of the project or program. [↑](#footnote-ref-1)
2. Definition of co-Investigator: An individual involved in the scientific development and execution of the project. A co-Investigator typically devotes a higher percentage of effort to the project as compared to a collaborator and is considered senior/key personnel. [↑](#footnote-ref-2)
3. Definition of Collaborator: An individual involved in the scientific development and execution of project. A collaborator would typically devote a specific percent of effort to the project and be identified as key personnel. [↑](#footnote-ref-3)
4. Represents percentage effort spent by the team members in the project relative to his/her other team members. The total in this column must add up to 100%. [↑](#footnote-ref-4)
5. Represents percentage effort spent by the team members on this project out of individual’s total work commitments (e.g. other grants, other teaching and administrative responsibilities, clinical work etc.) [↑](#footnote-ref-5)