

Guidelines for the Management of

INTRODUCTION

Disbursement of funds

1. All Institutions (including Host and Partner Institutions) will be required to ensure that the expenditures are fundable, necessary and reasonable for the conduct of the Research and verify claimed items with source documents, before submitting the funds requisition to Grantor.
2. A list of non-fundable direct cost items is provided in the Annex.
3. All expenditure should be incurred (based on invoice or service rendered date) within the Term².
4. In general, prudence should be exercised for all project costs, and expenditures claimed must comply with the 0

11. The Institution(s) are allowed to make manpower changes (i.e. increase/decrease in headcount, change in designation or scheme of hires, change in time commitment to the grant), as long as the changes are necessary for the Research, comply with the Institution(s)' policies and does not exceed the EOM vote.
12. Claims for staff performance bonus should be submitted within six (6) months following the end of the Term. For Host Institutions that practise accrual of performance bonus, balance Funds should either be returned or claimed within six (6) months if the pay-out comes after the end of the Term. In instances where the end of the Term does not coincide with the regular annual appraisal cycle, the Institution(s) will be allowed to submit a final performance bonus of the Research Personnel, based on the prevailing human resource policies and pro-rated to the number of months of service from the last appraisal of such Research Personnel to the end of the Term.

Equipment ("EQP")

13. The Institutions / Investigators shall ensure that the purchase of each equipment is necessary for the Research or activity supported by the Funding and is not otherwise reasonably available and accessible.
14. For high value equipment purchase, Investigators are required to update the list of equipment acquired, as part of the Yearly Progress Report submission. Grantor may require the Institutions / Investigators to allow approved Third Parties to access and use the equipment, subject to the availability of the equipment.
15. The Institutions are allowed to make changes within the EQP vote (i.e. changes in quantity and changes in equipment), provided that these changes are (i) necessary, relevant and used for the Research; (ii) does not constitute a change in Research; and (iii) is kept within the approved equipment vote budget.

Other Operating Expenses ("OOE")

16. The Institutions are allowed to make changes within the OOE vote (i.e. changes in quantity and changes in OOE items), provided that these changes are (i) necessary, relevant and used for the Research; (ii) does not constitute a change to the Research; and (iii) is kept within the approved OOE vote budget.

Overseas Travel ("OT")

17. It is the responsibility of the Investigators / Institutions to ensure that all travel expenses are in line with the Institutions' consistently applied policy on travel. The Institutions are to ensure that any travel undertaken is in relation to the Research only and for no other purpose.
18. The purpose of the travel should be directly relevant to the Research and necessary to accomplish the Research objectives.

19. Virement of Funds into the OT vote is not allowed.

Research Scholarship ("RS")

20.

necessary to meet the extension period must be made known as part of the extension request.

29. A one-off project extension should not be more than a total of six (6) months. An extension beyond six (6) months will require compelling justification.

Change in Lead Principal Investigator/Investigators (Not applicable for Talent Award)

30. Grantor's approval will be required for a change in the Lead Principal Investigator/Investigators.
31. The Lead Principal Investigator plays a significant role in steering the Research towards its intended objectives. As such, the Host Institution will be required to inform the Grantor immediately and provide a mitigation plan, should there be a long leave of absence by the Lead Principal Investigator or change to the Lead Principal Investigator. The Host Institution will be required to provide the Grantor an assessment of why the proposed Lead Principal Investigator would be a suitable fit to steer the Research towards its envisaged goals. Grantor reserves the right to suspend / terminate the Research if the mitigation plan is not satisfactory.

Change in Host Institution

- 32.

37. Investigators may be required to give additional information about the progress of any grant if the information submitted is deemed to be inadequate.

Final Report

38. The Institutions are

Annex

NON-FUNDABLE DIRECT COSTS