

URECA Project Support for Liao Zehuan (G1802358J)

URECA project support has been granted for the following four review projects supervised by Liao Zehuan (University Teaching Assistant) for AY2019-2020:

1. SBS19025: Cellular Senescence and Ageing (1)
2. SBS19026: Cellular Senescence and Ageing (2)
3. SBS19027: Diabetes and Cancer
4. SBS19046: A Decade of Acupuncture Research: Advancements and Challenges

The support can be used for URECA project consumables. URECA project consumables refer to materials/resources required for conducting research and consumed completely in the course of research project duration within current Academic Year (August to June). The URECA consumable fund should be used on consumables which are directly related to /used for URECA research project. Purchases must be made during the period of research from August 2019 to May 2020.

Resources that are available for research use in the University should not be purchased as URECA project consumables.

Returnable materials, such as hardware, must be returned to the URECA supervising faculty at the end of the URECA project duration.

Each URECA, IDR-URECA and FYP-URECA project may claim up to a maximum of \$500 (exclude GST) per academic year.

URECA project consumable purchases can be done through URECA Purchase Order (PO) pre-approval or Reimbursement.

Purchase order made without prior pre-approval from URECA office will not be funded under the URECA project consumables.

Reimbursement can be made on the condition (a) the resources and services are not available on Ariba@NTU e-Catalogue and/or (b) there is time urgency on the required resources and services.

Students are required to submit PO pre-approval form or Reimbursement claim form in URECA Consumable Claim Submission System through StudentLink.

For reimbursement claim, payment is paid through GIRO. To receive claims payments via GIRO, please complete the GIRO Direct Credit Authorization Form and submit it to NSS Finance for processing.

All claims must be submitted in URECA system for verification within 3-month from the purchase date. Claims beyond 3 months will be rejected.

After claims approved by URECA supervising faculty and verified by URECA office, students are required to print out the hardcopy verified claim form (PO pre-approval form or reimbursement form) and attached with original receipts/quotations/bank statements for submission to admin/general office of their URECA project school with attention to staff-in-charge for approval arrangement. (The list of staff-in-charge is available in the auto-notification email after verification of claim is completed.) The last date of valid claim submission to URECA system for verification is 31 May 2020 (23:59hr).

URECA Consumables Claim Submission Procedures

1.	Reimbursement Submission Procedure:
	<ul style="list-style-type: none"> a) Faculty or Student purchases the required resources and obtains the official receipt(s); b) Student submits reimbursement claim form and upload scanned copy of receipt(s) and/or bank statement(s) through StudentLink; <i>(bank statement showing the claim payment transaction is required if payment made by card)</i> c) Faculty approves reimbursement claim form and receipt(s) and/or bank statements through StaffLink; d) URECA Programme Office verifies reimbursement claim form and receipt(s), and recommends for approval through StaffLink. e) Student prints verified reimbursement claim form through StudentLink and attaches official receipt(s) and/or bank statement(s) for submission to admin/general office of their URECA project school with attention to the <u>staff-in-charge</u> for approval arrangement (Staff-in-charge detail is available in the notification email once the claim is verified); f) Admin/general office passes the reimbursement claim form and receipt(s) and/or bank statement(s) to the staff-in-charge in the project school for arrangement of approval; g) School coordinator endorses the reimbursement claim form and submits it to Assoc Chair/Assoc Dean/HoD (Admin) for approval; h) School Finance office submits approved claims to NSS Finance office for payment processing.
2.	Purchase Order Pre-Approval Submission Procedure:
	<ul style="list-style-type: none"> a) School admin office / project officer obtains quotation(s) from NTU P2P Ariba e-Catalogue on behalf of student; b) Student selects Purchase Order (External) or Purchase Order (Internal) in URECA system through StudentLink; c) Student submits URECA PO pre-approval form and upload quotation(s) through StudentLink; d) Faculty approves URECA PO pre-approval form and quotation(s) through StaffLink; e) URECA Programme Office verifies PO pre-approval form and quotation(s) and recommends for approval through StaffLink; f) Student prints verified URECA PO pre-approval form through StudentLink and attaches official quotation(s) for submission to admin/general office of their URECA project school with attention to the staff-in-charge for arrangement of approval (Staff-in-charge detail is available in the notification email once the claim is verified); g) Admin/general office passes the URECA PO pre-approval form and quotation(s) to the staff-in-charge in the project school for arrangement of approval; h) School coordinator endorses the URECA PO pre-approval form and submits it to Assoc Chair/Assoc Dean/HoD (Admin) for approval; i) School purchasing unit / lab to purchase the consumables as per school existing procedures through Ariba, and perform good receipts. <p><i>Note:</i></p> <ul style="list-style-type: none"> j) <i>PO pre-approval form (External) refers to resource(s) purchased from external sources such as supplier/vendor. Filling in the Taxable Amount (before GST & GST) is required for this form.</i> k) <i>PO pre-approval form (Internal) refers to resource(s) purchased from schools in NTU. Filling in the Taxable Amount (before GST & GST) is not required for this form.</i>
3.	Please input the reasons and justifications for overseas purchases on the online reimbursement claim form or PO pre-approval form, which ever applies.
4.	Books / journals / manuscripts / reports / data acquisition that are not available in the library may be purchase and catalogue by the library. Please <u>obtain confirmation from the library prior to claiming the expenses</u> . Please download the library form from below link: http://www.ntu.edu.sg/library/services/Documents/research_fund_form.pdf
5.	All claims must be submitted in URECA system for verification within 3-month from the purchase date (including survey expenses). Claims beyond 3 months will be rejected. <i>(The last date of valid claim submission to URECA system for verification is 31 May 2020 (23:59hr).</i>
	<i>To avoid delay in claims verification, refer to 5 Steps To Expedite Your Claims Verification</i>

5 Steps To Expedite Your Claims Verification

(Please check the following to ensure all necessary supporting documents such as scanned copy of receipt/ quotation/ bank statement are in order before uploading to URECA System for verification)

- Step 1:** Check project consumable purchases are claimable items; non-claimable items will be rejected.
- Step 2:** Check original receipt/invoice date is within 3-month claimable period; quotation must have at least 3-week validity period.
- Step 3:** The following individual proof of payment settlement must be uploaded to support claims
- ✓ bank/credit card statement for card payment or online purchases
 - ✓ company paid stamp with signature for cash payment invoices
 - ✓ completed participant acknowledgement forms for survey/fieldwork expenses claims (incomplete participant acknowledgement forms will be rejected)
- Step 4:** Check thermal-paper receipt is clearly printed and readable; No overwriting on receipts; **Faded receipt is STRICTLY not claimable.**
- Step 5:** Compile all scanned receipts/invoices/quotations/bank statements as one PDF file (in PDF format ONLY).

(Note: Claims with incomplete supporting documents will be rejected, and amendment with required supporting documents through URECA system is required for resubmission.)

URECA Project Consumables Claimable and Non Claimable Items

CLAIMABLE ITEMS		
Type of Expenses	Description	Maximum limit / Form
Experimental materials	Chemicals, lab utensils, specimen, experimental components (electronic, electrical, mechanical and others), experimental instruments (electrical, electronic, mechanical), design utensils and materials, license fee (e.g. for handling special equipment/ use of animal for research purposes)	<ul style="list-style-type: none"> Up to maximum project spend
Software/software license	Programming and application	<ul style="list-style-type: none"> Up to maximum project spend Only for those not available in CITS and school lab(s) Confirmation email from CITS and school lab(s) required
Freight charges	Inbound shipping cost (postage/ courier) applicable to consumable purchases	<ul style="list-style-type: none"> Up to maximum project spend
Internal rental	Internal rental expenses that is officially charged (e.g. High Performance Computing Services in NTU)	<ul style="list-style-type: none"> Up to maximum project spend Official receipt with URECA student name and usage charge required
Photography	Films, film developing, pictures printing	<ul style="list-style-type: none"> Up to maximum project spend
Books	Books, manuscripts, reports, journals and data acquisition relevant to the research (must be catalogued by library)	<ul style="list-style-type: none"> Up to maximum project spend Library Form
Survey/fieldwork	Expenses on token of appreciation for participants took part in survey interview, experiment study/interview. Type of tokens include physical token, cash or cash vouchers	<ul style="list-style-type: none"> Up to maximum project spend Amount capped at \$15 per participant <u>or</u> to a maximum of \$45 per session per participant (regardless no. of hours) Multiple claims by same participant is not allowed Unutilized physical token and cash vouchers cannot be reimbursed or exchanged for cash from URECA project consumables funding
Photocopying	Survey consent form, questionnaire form, research references	<ul style="list-style-type: none"> Maximum of \$100 per project Official receipt or receipt with company stamp and signature

NON CLAIMABLE ITEMS	
Type of Expenses	Description
IT / Office equipment	General purpose IT and communication equipment like computer/laptop/tablet, fax machine, scanner, printer, PDA, mobile phone, camera, workstations office productivity software and licenses, USB flash drive, hard drives, portable external disk
Stationery	Stationery (except survey expenses*) includes printing charges/ cartridge
Subscription expenses	Journals / Magazines/ Membership / Online storage services
Transportation	Expenses on transportation, parking, traffic fines
Postage & courier services	General postage, courier, overseas shipping/freight charges
Telecom expenses	Telecommunication, Internet
Rental & services	Rental charges related to facilities, venue or equipment
Patent-related expenses	Patent application filing, maintenance and other related cost
Publications	Publication page charges for journal papers or additional pages in conference papers
Gifts & token of appreciation	Physical token, cash or cash vouchers (except survey/fieldwork expenses*)
Others	Fines, penalties, training or enrichment course, marketing, advertising, web/app development, consultancy, audit, legal, insurance, repairs/ maintenance of research equipment, outsourcing/ subcontracting of research work, refreshments & entertainment expenses, materials for project exhibition booth setup/design & display, printing certificate/project materials for distribution
Other costs or expenses not stated in the list, please check with URECA Programme Office at ureca@ntu.edu.sg.	

URECA Project Consumables Claims Guidelines and Procedure - Current

