

1 April 2013

Dr Francisco Salcido-Ochoa  
Associate Consultant  
Department of Renal Medicine  
Singapore General Hospital  
Outram Road  
Singapore 169608

Dear Dr Salcido-Ochoa

**LETTER OF AWARD: KHOO PILOT AWARD**

**Project Title: Clinical Value of T Cell Subset Analysis in the Immunodiagnosis of Acute Kidney Transplant Rejection**

We are pleased to inform you that you have been awarded the Khoo Pilot Award for the above project.

Project No.:	Duke-NUS-KP/2013/0012
Host Institution:	Singapore General Hospital
Principal Investigator:	Dr Francisco Salcido-Ochoa
Project Duration:	1 Year
Project Start Date:	1 April 2013
Project End Date:	31 March 2014
Funding amount:	S\$ 64,774.00

The terms and conditions pertaining to this Award are stipulated in the document entitled "Khoo Foundation Research Award Terms and Conditions" attached as Annex 2 to this Letter of Award. If you and the above named Host Institution, accept this award and the said terms and conditions, please complete, sign and return the enclosed Letter of Undertaking and Schedule 1 – Financial Year Cashflow Projection to the Duke-NUS Research Affairs Department, no later than **12 April 2013**.

The Letter of Undertaking must be signed by an authorized officer, representing the Host Institution, and by the Principal Investigator, agreeing to accept and be bound by the terms and conditions of this award letter.

If the Principal Investigator is also the usual authorized signatory of the Host Institution for such contracts, the Principal Investigator must not sign the acceptance on behalf of the Host Institution. The management of the Host Institution shall authorize another officer to sign on behalf of that institution.

Please quote the project number (Duke-NUS-KP/2013/0012) in all future correspondences with us on this award. You may contact Ms Pearlyne Khoo at [pearlyne.khoo@duke-nus.edu.sg](mailto:pearlyne.khoo@duke-nus.edu.sg) if you require any further clarification.

Thank you.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'KRK' with a long horizontal flourish extending to the right.

K. Ranga Rama Krishnan, M.D.

Dean

Duke-NUS Graduate Medical School Singapore

Encl. Letter of Undertaking  
Annex 1 – Approved Budget  
Annex 2 – Khoo Foundation Research Award Terms and Conditions  
Schedule 1 – Financial Year Cashflow Projection  
Schedule 2 – Yearly Financial Report  
Schedule 3 – Yearly Manpower Listing  
Schedule 4 – Yearly Equipment Listing  
Schedule 5 – Final Statement of Accounts

Cc with encl.: Research Office, Singapore General Hospital  
Finance Department, Singapore General Hospital  
Finance Department, Duke-NUS  
Ms Josephine Quek, Office of Clinical Sciences, Duke-NUS

## LETTER OF UNDERTAKING

*(Please submit the completed form by 12 April 2013.)*

To: Prof Ranga Krishnan  
Dean  
Duke-NUS Graduate Medical School Singapore  
c/o Ms Pearlyne Khoo  
Executive, Research Affairs Department  
Duke-NUS Graduate Medical School Singapore  
8 College Road  
Singapore 169857

We, the undersigned accept the Khoo Pilot Award in the amount of **S\$64,774.00** for the project entitled **“Clinical Value of T Cell Subset Analysis in the Immunodiagnosis of Acute Kidney Transplant Rejection (Duke-NUS-KP/2013/0012)”** under the terms and conditions stipulated in the Letter of Award, dated 1 April 2013, and the Khoo Foundation Research Award Terms and Conditions.

By signing this Letter of Undertaking, we agree that we shall be bound and abide by the said Khoo Foundation Research Award Terms and Conditions (Ver. 3.1, 2 January 2013).

Name:	_____	Signature:	_____
Designation:	_____		For and on behalf of Singapore General Hospital
Host Institution:	<u>Singapore General Hospital</u>	Date:	_____

I, the Principal Investigator, have read and understood the attached Khoo Foundation Research Award Terms and Conditions (Ver. 3.1, 2 January 2013) and confirm that I accept the same.

Name of Principal Investigator:	<u>Dr Francisco Salcido-Ochoa</u>	Signature:	_____
Designation:	_____	Date:	_____



**Project No.:** Duke-NUS-KP/2013/0012  
**Principal Investigator:** Dr Francisco Salcido-Ochoa  
**Project Title:** Clinical Value of T Cell Subset Analysis in the Immunodiagnosis of Acute Kidney Transplant Rejection

## APPROVED BUDGET

VOTE	No.	Grant Duration	Amount (S\$)
		Year 1 (01/04/2013 - 31/03/2014)	
PERSONNEL			
CRC (1.0% FTE)	1	64,000.00	64,000.00
Subtotal (S\$)		64,000.00	64,000.00
SUPPLIES			
NIL	-	0.00	0.00
Subtotal (S\$)		0.00	0.00
EQUIPMENT			
CPU leased for a year	1	510.00	510.00
Monitors for this computer for a year	2	264.00	264.00
Subtotal (S\$)		774.00	774.00
GRAND TOTAL (S\$)		64,774.00	64,774.00

## KHOO FOUNDATION RESEARCH AWARD TERMS AND CONDITIONS

### 1. Funding

- 1.1 The funds shall be used specifically for and in connection with the approved Khoo Pilot Award only and for no other purpose.

### 2. Disbursement of Funds

- 2.1 The Duke-NUS will disburse funds to the Host Institution on a Financial Year basis, according to the Schedule 1 – Financial Year Cashflow Projection submitted by the Principal Investigator, using the template provided.
- 2.2 Funds for the first Financial Year will be disbursed to the Host Institution after the Letter of Undertaking is signed and returned to the Duke-NUS Research Affairs Department, together with the completed Schedule 1. Subsequent fund disbursements will be at the beginning of each Financial Year.
- 2.3 Any unutilized funds at the end of the Financial Year will be automatically carried forward to the next Financial Year. Please also refer to Clause 12 on the “Return of Unused Funds”.

### 3. Administration of Project Funding

- 3.1 The Host Institution must set up proper policies and procedures to ensure continuous effective monitoring of the Research by the Institutional Review Board (IRB) or ethics committee to ascertain that the research is carried out without any breach of ethics.
- 3.2 It is the responsibility of the Principal Investigator and Host Institution to ensure that all local IRB and/or research ethics committee and multi-centre research ethics committee approvals are granted for the research and prior to such approvals being granted, no research requiring such approval shall be initiated and funds utilized.
- 3.3 The Host Institution shall ensure that all ethics approvals for the conduct of studies using animals are granted including approvals of the relevant Institutional Animal Care and Use Committee (IACUC) or other body appointed to deal with ethical issues relating to the care and use of animals in research.
- 3.4 The Host Institution shall ensure that any clinical trials conducted as part of the research, are conducted in accordance with the Singapore Guideline for Good Clinical Practice or such other applicable guidelines.

### 4. Variation to Approved Budget

- 4.1 The Principal Investigator may vary the budget allocations between the individual votes without an increase in the approved budget, subject to a **cumulative amount not exceeding 20%** of the total funding awarded. The Principal Investigator must keep the Host Institution's Research Office and Finance Department informed of such variations for proper accounting purposes. Approval must be sought from the Duke-NUS Research Affairs Department for any grant variation exceeding the 20% limit as described above.



- 4.2 The Principal Investigator has the discretion to vary budget allocations within each individual vote, without seeking approval from the Duke-NUS Research Affairs Department.
- 4.3 Clauses 4.1 and 4.2 notwithstanding, all requests for variations of funds must be made in writing through the Duke-NUS Research Affairs Department for the following cases:
- Variations for the purpose of paying the Principal Investigator's salary
  - Variations for the purpose of purchasing Equipment which was originally not budgeted for in the approved budget

## **5. Grant Extension**

- 5.1 The Principal Investigator has the discretion to extend the term of the funding for a period capped at 6 months, provided that there is no additional funding required. The Principal Investigator must inform the Duke-NUS Research Affairs Department of such extensions at least three (3) months before the end of the term of funding. It is the responsibility of the Principal Investigator to keep the Host Institution's Research Office and Finance Department informed of the extension.
- 5.2 For grant extensions beyond 6 months, the request must be made in writing to the Duke-NUS Research Affairs Department, and will be subject to approval.

## **6. Reporting Requirements**

### **6.1 Progress Reports**

The Principal Investigator is required to submit a Progress Report within one (1) month after the end of each Project Year. The Project Year is defined as twelve (12) calendar months from the Project Start Date.

### **6.2 Final Reports**

The Principal Investigator is required to submit a Final Report for the entire project duration within two (2) months after the Project End Date.

The Principal Investigator is to include in the Final Report any significant research achievements or output arising from the project, for example, new publications, direct clinical application of the research, commercialization of findings directly related to the research, etc.

### **6.3 Financial Reports**

The Host Institution shall submit the Schedule 2 – Yearly Financial Report, using the provided template, together with a detailed expenditure listing for each vote within two (2) months after the end of each Financial Year to the Duke-NUS Research Affairs Department.

The Yearly Financial Report must be audited by the Host Institution's internal or external auditors and certified as correct by the chief financial officer of the Host Institution and counter-signed by the Principal Investigator. Any fees or expenses incurred which are related to or in connection to the audit shall be borne by the Host Institution and are not allowed to be charged to the funding.

The Host Institution shall also submit the Schedule 3 – Yearly Manpower Listing and Schedule 4 – Yearly Equipment Listing at the end of each Financial Year, using the templates provided.

The Host Institution shall be required to submit NIL returns for the Schedule 2 – Yearly Financial Report, Schedule 3 – Yearly Manpower Listing and Schedule 4 – Yearly Equipment Listing to Duke-NUS even if there is NO expenditure incurred during the Financial Year of reporting.

**7. Ownership and Use of Assets**

- 7.1 The title and ownership of the assets purchased or acquired using the funds will vest in the Host Institution. The Host Institution agrees to make available the use of these assets to Duke-NUS Investigators at no cost.

**8. Intellectual Property**

- 8.1 The assignment of all Intellectual Property rights arising from the research project shall follow the policies established in the Master Research Collaboration Agreement (MRCA) that has been adopted by the public sector research entities in Singapore.

**9. Publication of Research Findings**

- 9.1 The Duke-NUS Graduate Medical School Singapore should be listed as an affiliation (although it need not be the primary affiliation) of the Principal Investigator on all publications resulting from the award. Additionally, all publications shall acknowledge the “Estate of Tan Sri Khoo Teck Puat” for the funding support and the National University of Singapore. The Principal Investigator may also acknowledge the Host Institution and any other institutions, as appropriate, which have contributed to the research findings arising from this award, on all publications.

**10. Accounts, Audits and Monitoring**

- 10.1 The Host Institution shall maintain full and detailed records and accounts relating to the funding and the project, including all items of expenditure incurred for or in connection with the research project.
- 10.2 The Duke-NUS may conduct ad hoc on-site reviews and audits to ensure that the terms and conditions are being, or were met and that reports submitted to the Duke-NUS are an accurate statement of compliance by the Host Institution. Persons nominated by the Duke-NUS to conduct these reviews and audits are to be given full access by the Host Institution, if required, to all accounts, records, documents and premises in relation to the funding and its administration.

**11. Early Termination**

- 11.1 The Duke-NUS may terminate the funding immediately upon the occurrence of a breach of the terms and conditions applicable to the Letter of Award.



**12. Return of Unused Funds**

- 12.1 All unutilized funds at the end of the project must be returned to the Duke-NUS within three (3) months after the end or termination of the project. The Host Institution shall submit the Schedule 5 – Final Statement of Accounts, using the template provided, within two (2) months after the end or termination of the project, together with a detailed expenditure listing for each vote from the project start date till the project end date or termination date. The Host Institution shall also submit the (1) Schedule 2 - Yearly Financial Report, (2) Schedule 3 – Yearly Manpower Listing and (3) Schedule 4 – Yearly Equipment Listing from the last reporting date till the Project End Date.

**13. Disclaimer of Liability**

- 13.1 Neither the Duke-NUS nor the Estate of Tan Sri Khoo Teck Puat shall be liable to the Host Institution, Principal Investigator and/or other research personnel involved in the research by reason of or arising from the terms and conditions or its approval of the research or the provision of funding or the conduct of the research by, or any infringement, act or default of, the Host Institution and research personnel.

**14. Continuation of Research**

- 14.1 If the Principal Investigator is at any time during the term of a project no longer able to continue the research, the research may be continued under another Principal Investigator provided that the Host Institution is able to satisfy to the Duke-NUS that the replacement has the necessary qualifications and ability to take over and discharge this responsibility. All such changes must be expressly approved in writing by the Duke-NUS. Failure to fulfill this requirement could result in immediate termination of the funding.

**15. Output Goods and Services Tax (GST) Incurred in Relation to the Project**

- 15.1 The Khoo Pilot Award's Approved Budget shall be inclusive of all output GST, where applicable.



**DUKE-NUS GRADUATE MEDICAL SCHOOL SINGAPORE**  
**Schedule 1 - Financial Year Cashflow Projection**

Project Award Type:

Principal Investigator:

Host Institution:

Project No.:

Project Title:

Project Start Date:

Project End Date:

Vote					Total (S\$)
Personnel (S\$)					
Supplies (S\$)					
Capital Equipment (S\$)					
Total (S\$)					

**DUKE-NUS GRADUATE MEDICAL SCHOOL SINGAPORE****Schedule 2 - Yearly Financial Report ended 31 March**

Project Award Type: \_\_\_\_\_

Host Institution: \_\_\_\_\_

Project No.: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Start Date: \_\_\_\_\_

Project End Date: \_\_\_\_\_

Reporting Period: \_\_\_\_\_

Vote	Project Cost Funded by Duke-NUS before Virement	Project Cost Funded by Duke-NUS after Virement	Cumul. Fund Received Up to 31 Mar	Cumul. Exps incurred up to 31 Mar	Fund Bal as at 31 Mar
(a)	(b)	(c)	(d)	(e)	(f)=(d)-(e)
Personnel (S\$)					
Supplies (S\$)					
Capital Equipment (S\$)					
Total (S\$)					

**Certification:**

We hereby certify that the financial report for the project is in accordance with the terms and conditions of the grant. We also certify that the information given are true and correct.

Principal Investigator: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Email: \_\_\_\_\_

Tel: \_\_\_\_\_

Bursar's/Finance Office  
(Name of Staff): \_\_\_\_\_

Signature: \_\_\_\_\_

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

Email: \_\_\_\_\_

Tel: \_\_\_\_\_

Auditor: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Email: \_\_\_\_\_

Tel: \_\_\_\_\_



**DUKE-NUS GRADUATE MEDICAL SCHOOL SINGAPORE**  
**Schedule 3 - Yearly Manpower Listing ended 31 March**

Project Award Type:

Host Institution:

Project No.:

Project Title:

Project Start Date:

Project End Date:

Reporting Period:

**Manpower**

S/N	Name	Designation	Institution	Start Date of Employment	End Date of Employment	Nationality	Gross Salary (\$\$)

Please note that the approved Personnel budget must not be used to support the Principal Investigator's salary, unless written approval has been obtained from the Duke-NUS Research Affairs Department.

Signature

Principal Investigator

Date

**DUKE-NUS GRADUATE MEDICAL SCHOOL SINGAPORE**  
**Schedule 4 - Yearly Equipment Listing ended 31 March**

Project Award Type:

Host Institution:

Project No.:

Project Title:

Project Start Date:

Project End Date:

Reporting Period:

S/N	List of Equipment Purchased

Principal Investigator:

Office of Finance:

Signature:

Signature:

Date:

Date:



**DUKE-NUS GRADUATE MEDICAL SCHOOL SINGAPORE**  
**Schedule 5 - Final Statement of Accounts**

<b>Project Award Type:</b>			
<b>Host Institution:</b>			
<b>Project No.:</b>			
<b>Project Title:</b>			
<b>Project Start Date:</b>		<b>Project End Date:</b>	

Vote	Approved Budget A	Total Grant Received B	Total Actual Expenditure incurred C	Balance Grant To Be Returned to Duke-NUS / (To Be Disbursed) D=B-C
Personnel (S\$)				
Supplies (S\$)				
Capital Equipment (S\$)				
Sub-Total (S\$)				
Add: Interest				
Total (S\$)				

**Certification:**

We hereby certify that the above final statement of account and the enclosed expenditure schedule/statement for the project are in accordance with the terms and conditions of the grant.

Principal Investigator:	Office of Finance:
Signature:	Signature:
Date:	Date:



17 January 2012

Dr Francisco Salcido-Ochoa  
Department of Renal Medicine  
SGH

Dear *Francisco*,

**Program for Nurturing Clinician-Scientist**

I am pleased to enroll you into above-mentioned program under Medicine ACP with effect from 1 January 2012. This is for a period of 3 years ending 31 December 2014.

I trust that this program will enable you to further your research aspiration, and look forward to have you receive the NMRC Clinician Scientist Award within the 3 years period.

Yours sincerely

Prof Fong Kok Yong  
Chairman, Division of Medicine  
Chairman, Medicine Academic Clinical Program.

Cc Head, Department of Renal Medicine

Enc. Program for Nurturing Clinician-Scientist Policy and Procedure







National Kidney Foundation

81 Kim Keat Road, Singapore 328836

Tel: (65) 6299 0200

Fax: (65) 6299 3164

E-mail: [contact\\_us@nkfs.org](mailto:contact_us@nkfs.org)

Website: [www.nkfs.org](http://www.nkfs.org)

ROC No. 200104750M



19 December 2008

Dr Salcido-Ochoa Francisco  
Registrar  
Dept of Renal Medicine  
Singapore General Hospital  
Outram Road  
Singapore 169608

Application For : Venerable Yen Pei-NKF Research Fund  
Project Title : Phenotypic and functional analysis of CD39+ regulatory T cells (Tregs) in kidney transplant patients, and their correlation with clinical outcomes  
Project Ref No. : NKFRFC/2008/07/22

- 1 Thank you for your submission of the revised budget.
- 2 I am pleased to inform you that the NKF Research Committee has approved a total of **\$150,000.00** for the above study for the duration stipulated in the approved proposal, ending Dec 2011, being expenses for:

Manpower	S\$ 57,000.00
Equipment	S\$ 0.00
Materials and Supplies	S\$ 88,000.00
Miscellaneous	S\$ 5,000.00
Total	<b><u>S\$ 150,000.00</u></b>

- 3 Please note that in the event that the approved fund is not utilized after 6 months from the proposed start date, 50% of the approved funds will be withdrawn.
- 4 Please forward all bills and invoices to the Finance Department of your institution for reimbursement. Before forwarding claims to the NKF Finance for reimbursement, the Institution should ensure that claims are properly certified correct by the Institutions' Finance Department.
- 5 Please note that a Memorandum of Understanding (MOU) had been signed between the Singapore General Hospital and the NKF of Singapore. A copy of the MOU had been given to the CEO, Professor Ang Chong Lye. As the researchers are also bound by the terms of agreement, please ensure that you are familiar with the Terms and Conditions of MOU and the NKFRFC Administrative Guidelines & Financial Regulations.
- 6 Please quote the project title and project reference number **NKFRFC/2008/07/22** in all correspondence with the NKF Research Committee.
- 7 Please submit **Ethics Approval together with the Statement of Undertaking (SOU) to us within 2 weeks from the date of this letter**, otherwise we would assume that you do not wish to accept this grant. You may submit the SOU first if the Ethics Approval is not currently available. However, please note that we will not be able to disburse any fund until both the Ethics Approval and SOU are in place.

For more information, please contact Normaliza at 6506 2126.

Thank you.



Eunice Tay (Mrs)  
CEO  
National Kidney Foundation

Encl. Annex 1 - Terms and Conditions

Cc Prof. Woo Keng Thye, Chairman, National Kidney Foundation Research Committee  
Ingrid The, Financial Controller, National Kidney Foundation  
Professor Ang Chong Lye, CEO, Singapore General Hospital