

## Lau Ying

---

**From:** Serene Lim  
**Sent:** Friday, 6 October, 2017 12:51 PM  
**To:** Lau Ying  
**Cc:** Veronique Angeli; Bay Boon Huat; Emily Ang (Head, Nursing); Mariati M Noor; Chia De Qing  
**Subject:** Letter of Award - NUHS Joint Grant Call FY17 - 1st call (PI: Dr Lau Ying )

6 October 2017

Ref : NUHSRO/2017/054/T1- NUHS Joint Grant Call FY17 - 1st call/01

To: **Dr Lau Ying**  
**Nur/Alcns, NUSMed**

Dear Dr Lau Ying,

### 1. Grant Approval

1.1 We are pleased to inform you that after careful consideration, the Medical Faculty Research Committee (MFRC) has approved your application for Tier 1, FY2017 funding. The committee feels that this is an important project and would like to provide funding as a pilot study.

<b>Grant Name</b>	<b>NUHS Joint Grant Call</b>
<b>Grant Number</b>	<b>T1- NUHS Joint Grant Call FY17 - 1st call-01</b>
<b>Project Title</b>	<b>Efficacy of therapist-supported internet-based cognitive behavioural therapy (MoodUP) for ant</b> <b>randomized controlled trial</b>
<b>Principal Investigator</b>	<b>Dr Lau Ying</b> <b>Nur/Alcns, NUSMed</b>
<b>Requested TPV</b>	<b>\$177,446</b>
<b>Approved TPV</b>	<b>\$177,446</b>
<b>Duration (Years, Month)</b>	<b>3 Years</b>
<b>Start Date</b>	<b>4 Jan 2018</b>
<b>End Date</b>	<b>3 Jan 2021</b>

### 2. Terms & Conditions of Award

2.1 The revised MOE Tier 1 **Administrative Guidelines/Programme Terms & Conditions** on Fundable/Non-Fundable Items applicable to the grant are attached for your kind perusal. There shall be no expenditure on non-fundable items from the list of Fundable/ Non-Fundable Items listed in Annex A.

1. **Retrospective variation requests will not be allowed, unless there is compelling justification for submission of a late variation request.**
2. **No virement of funds is allowed into Overseas Travel sub-vote after project has been approved.**
3. **PI should satisfy the eligibility criteria throughout the grant duration for continuation of funding.**



**3. Grant Acceptance**

3.1 To accept the Award, please submit the following documents by the stipulated deadline below. If we do not receive these documents within the stipulated timeframe, we will assume that you do not wish to accept this Award.

**Grant Acceptance - By Friday, 13 October 2017, 12 noon.**  
 (Attn: Serene Lim ([medv951@nus.edu.sg](mailto:medv951@nus.edu.sg)/ 6772 3718))

<p><b>Letter of Acceptance (LOA)</b></p> <p><b>LOA - Annex A:</b>          Revisions made to proposal, and Research milestone indicators</p>	<p><b>Original signed hardcopy and MS WORD softcopy</b></p>	
<p><b>Project Budget Phasing Form (Tier 1)</b>          – based on the approved Total Project Value</p> <p><b>Grant Endorsement Form</b>          -use the template (<a href="#">Updated 13 Mar 2017</a>) if any updates.</p>	<p><b>Original signed hardcopy and MS EXCEL softcopy</b></p>	<p><b><u>Do not add items</u></b> w          requested.</p> <p>The following items specifically provided approved by the FRC</p> <ul style="list-style-type: none"> <li>• Purchase of eq</li> <li>• Software (&lt; SGI</li> <li>• Student assista</li> </ul>

		<p>(budgeted under)</p> <ul style="list-style-type: none"> <li>• Professional fees (consultants)</li> <li>• Visiting professor</li> <li>• Engagement of staff for collation of data approved by OAC</li> </ul>
--	--	--

#### 4. Research Compliance and Account Activation

- 4.1 PIs are required to submit all the required Ethics/Research Compliance Approvals to NUHS Research Office **within 5 months** from the date of award letter, i.e, **no later than 15 Mar 2018**.
- 4.2 The project WBS account must be **activated within 6 months** from the date of award letter. As such, PI should not delay in seeking the necessary ethical/compliance approvals so as to ensure timely project commencement.
- 4.3 PIs shall inform the FRC (Attn: Ms Serene Lim) if scientific work on the research is unable to commence within 3 (three) months from the project start date.
- 4.4 PI only can utilize the funds after the account has been activated.
- 4.5 Please visit [NUHS Research Website](#) for more information on the Ethics & Compliance.

#### 5. Relevant Forms and Templates

- 5.1 Grant Variation Form, Extension Form, Annual Report and Final Report Templates can be downloaded via [NUS intranet](#) or [NUS Forms](#).

#### 6. Contacts

- 6.1 Please feel free to contact us if you require any assistance filling up the form or have any queries.
- 6.2 The Medical Faculty Research Committee congratulate and wish you every success in your project.

Thank you.

Best regards

Serene Lim  
for  
Professor Bay Boon Huat  
Chair, MFRC  
Yong Loo Lin School of Medicine  
NUHS Research Office



KL.docx



KL.docx

cc: Head, Dept of Nur/Alcns, NUSMed  
A/P Veronique Angeli, Deputy Director (Grants Administration), NUHS

## Appendix A

### MOE AcRF Tier 1 FRC Grant – Key Clauses of Administrative Guidelines

The following summary is extracted from the revised Administrative Guidelines, with the intent to draw your attention to the terms of special importance. The summary below should be read in conjunction with the full set of Guidelines.

PIs, HOD should read and understand all the terms in the Guidelines prior to signing the grant acceptance.

#### **1. Commencement of Research & Ethics Approval**

- 1.1 Where relevant, PIs must satisfy any necessary research compliance before official project commencement and grant disbursement. PIs should not commit any expenditure before formal approval of a project.
- 1.2 PIs of on-going projects which required ethical review annually or once every two years must keep NUHS Research Office informed of any changes to the protocol. PIs who are in the process of obtaining new ethics approval for new trials or for new procedures are not allowed to use the AcRF to conduct recruitment or to carry out parts of the research requiring ethics approval. PIs bear the full responsibility to ensure that proper ethics approval is obtained for the projects or parts of the projects.
- 1.3 In the event that any ethics/research compliance approval is withdrawn or suspended, affected PIs are to inform NUHS Research Office of such decisions immediately. Approving Authorities/MOE reserves the right to withhold funding in such situations.
- 1.4 PIs shall inform the FRC if scientific work on the research is unable to commence within 3 (three) months from the project start date.

#### **2. Grant Variation**

- 2.1 Approval is required for variation of grants within and/or across budget categories, or purchase of items that have not been originally approved. Please submit the variation request form to NUHS Research Office.
- 2.2 PIs are **not** allowed to vary project grants for purchase of items that should not be funded under AcRF Tier 1, regardless of variation amount, unless formal approval is given.
- 2.3 **General Policy on purchase of equipment:** There shall be no purchase and/or purchase order issued for equipment in the last 3 (three) months of the latest approved project end date.
- 2.4 PIs are advised not to issue new purchase orders for consumables within the last 3 (three) months of the latest approved project end date if suppliers are unable to commit to a delivery date before the project end date.
- 2.5 Services rendered and/or goods procured must be delivered and received in good order or rendered satisfactory during project period to qualify for funding support. This is based on the rationale that **goods and services purchased should contribute to the research**. Cost of goods and/or services that do not satisfy this requirement cannot be charged to the grant. **MOE applies this rule strictly, as such, no appeals will be considered.**
- 2.6 Prior approval must be sought from the relevant approving authority for the procurement/purchase of items/services not previously budgeted for before the expenses are incurred. **Requests for retrospective approval will not be considered.**

2.7 Request for grant variation should be submitted to NUHS Research Office **at least 4 months** before the project's completion date, using Form RGF2 – Tier 1. NUHS Research Office reserves the right to reject any late request.

2.8 No virement of funds is allowed into Overseas Travel sub-vote of the approved budget.

### 3. Grant Extension

3.1 The need for grant extension should be project-based and not merely for continuation of manpower appointments.

3.2 The total period of grant extension is **capped at 6 months**, unless there are very compelling reasons to extend for a longer period.

3.3 Request for grant extension should be submitted to NUHS Research Office **at least 4 months** before the project's completion date, using Form RGF1 – Tier 1. NUHS Research Office reserves the right to reject any late request.

3.4 PIs who have outstanding annual/final reports for any MOE grants will be denied any grant variation or extension.

### 4 Change of PIs/Change of Scope of Project

4.1 Approval is required for any changes/amendments to the project.

4.2 The PI is to provide NUHS Research Office **4 months' notice** if the:

- a. PI wishes to transfer to another University;
- b. PI's contract has expired; or
- c. PI's employment with the University has been terminated.

4.3 PI must ensure that he/she continue to satisfy the eligibility criteria as stipulated in the Administrative Guidelines (clause 2.1) throughout the grant duration, and notify NUHS Research Office if he/she does not satisfy the eligibility criteria at any point within the grant duration.

### 5. Closure of Project Accounts

5.1 No new expenditure should be incurred/purchase orders made **after** the project completion date.

5.2 Payments to vendors/suppliers and/or pending claims for approved expenses incurred during the project duration must be submitted to OFS within **1 (one)** month of the project end date.

5.3 The project account will be closed **2 (two)** months from the project end date, after which, no further claims or payments can be posted to the defunct project account.

5.4 The PI should achieve a **minimum utilisation rate of 95%** of the total approved budget.

### 6 Report Submission

6.1 PIs are to submit **annual Progress Report** using (RGF 4) form for each project to FRC by **30 April** each year. PIs who fail to submit the Progress Reports may be:

- a. Denied any grant variation or extension until progress reports are submitted; and/or
- b. Issued a "not submitted" status in the Progress Report for final reporting.

6.2 PIs are to submit their Final Reports to the VDR office **within 3 (three) months** from the project completion or termination date, together with any other materials that is requested by the FRC, using the **AcRF Tier 1- (RGF 5) Final Report** form.

6.3 PIs who fail to submit the Final Report within the stipulated timeline will be debarred. Debarred PIs will not be eligible to submit new grant applications for a minimum of 1 year starting from the end of the stipulated deadline

6.4 PIs maybe required to prepare a mid-term presentation to the review panel.

### 7 Compliance of Administrative Guidelines

7.1 If PI does not comply with the administrative guidelines, the Approving Authority may:

- a. Withhold or withdraw funding;
- b. Disqualify the PI from subsequent AcRF Tier 1 and/or Tier 2 funding; and/or
- c. Carry out any actions as the Approving Authority deems appropriate.

