



# SATA Commhealth Research Grant

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## Administrative Guidelines

## **Introduction**

Sata Commhealth, formerly known as Singapore Anti-Tuberculosis Association was founded by a group of doctors and men from the business community on 23 August 1947 to help Singapore fight the then rampant Tuberculosis.

Today, SATA Commhealth exists as a not-for-profit voluntary welfare organization that seeks to act as an advocate for those suffering from TB and provides affordable healthcare services to the community, especially the less advantaged, needy and elderly.

In support of the importance of research, SATA Commhealth is providing funding for research projects related to TB or Lung Health. All applications would be reviewed and approved by the SATA Commhealth Research Committee before the research grant is awarded.

The application form can be downloaded from [www.sata.com.sg](http://www.sata.com.sg).

## **TERMS AND CONDITIONS ADMINISTRATIVE GUIDELINES**

### **1. INTRODUCTION**

- 1.1. These standard Terms and Conditions are set out to guide the administration by which the Sata Research Grant is awarded.
- 1.2. In addition to the Terms and Conditions, all grant holders and host institutions must also adhere to the Administrative Guidelines included within this document.
- 1.3. It is the responsibility of the Principal Investigator and the Host Institution to ensure that all parties comply with the Terms and Conditions.
- 1.4. All grants awarded by Sata Commhealth are subject to the standard Terms and Conditions that apply at the time the grant is awarded and any subsequent amendments to them. Sata Commhealth reserves the right to amend any prevailing Terms and Conditions. Sata Commhealth may also impose new conditions on any grant if circumstances change. Institutions will be informed of any change and issued with revisions.
- 1.5. Sata Commhealth reserves the right to withhold, suspend or terminate funding if any of the Terms and Conditions is not met.

### **2. RESPONSIBILITIES OF THE HOST INSTITUTION**

- 2.1. The research grant made available by Sata Commhealth must be applied exclusively for the purposes approved in support of the research for which it has been awarded. All conditions of funding stipulated by Sata Commhealth must be met.
- 2.2. This grant is open to investigators proposing Clinical Research projects related to the study of Tuberculosis or Lung Health in Singapore.
- 2.3. The Host Institution shall ensure that any relationship between host institutions, funded researchers and commercial organizations shall be appropriate and not unduly benefit the commercial organization or influence the research.
- 2.4. The Host Institution shall inform Sata Commhealth of any consultancies, directorships or other commercial relationships with other entities which may give rise to a conflict of interest or otherwise be relevant to the funded research.
- 2.5. The Host Institution must take full responsibility for the management, monitoring and control of the research, together with any insurance or indemnity required. It is the responsibility of the Host Institution to ensure that all ethical, regulatory and legal requirements are met and all licenses and approval obtained. Sata Commhealth may require documentary evidence to confirm that such requirements have been met.

### **3. APPLICATION GUIDELINES**

- 3.1. Interested candidates must fulfill the following criteria:
  - 3.1.1. Principal Investigators must be Singaporeans or Permanent Residents.

- 3.1.2. Principal Investigators may be but not restricted to doctors, nurses, allied health professionals or healthcare administrators.
- 3.1.3. Host institutions must be from the private or restructured hospitals, national centers or universities.
- 3.1.4. Priority will be given to projects that will have an impact on Singapore and supports the mission of SATA Commhealth.
- 3.2. Only one Principal Investigator is allowed per application. The Principal Investigator shall be the point of contact for SATA Commhealth, with the stated Department and Institution as the Host institution.
- 3.3. The prescribed form is to be used for each application. Principal Investigators, Co-Investigators and all collaborators should attach their curriculum vitae with their full contact information to the application.
- 3.4. The number of Co-investigators or collaborators is limited to a maximum of 6.
- 3.5. Applicants with multiple appointments at different institutions are to select only one Host institution for the application
- 3.6. For all text submissions, Arial font size 10 is to be used. One soft copy and ten (10) hard copies are to be submitted. Softcopy is to be submitted as 1 file including all the pictures, tables, charts and various attachments either in Word DOC or PDF format.
- 3.7. Please submit all pages of the Application. For sections which are not applicable, "NA" must be indicated. The Principal Investigators and Co-Investigators' original signature is required on all the hard copies.
- 3.8. Deadline for submission is **1 December 2009, 23:59:00**. Late submission or revision to the submitted application will not be entertained and incomplete forms will be rejected.
- 3.9. Submit completed forms to

SATA Commhealth Research Committee  
Secretariat  
351 Chai Chee Street  
Singapore 468982

Email Enquiry: [community@sata.com.sg](mailto:community@sata.com.sg)

General Enquiry: 6244 6688

Please address all correspondence to Patricia Mondonedo

#### **4. DISBURSEMENT OF FUNDS**

- 4.1. This grant will disburse up to SGD 300,000 per financial year (January to December).
- 4.2. The period of support for an approved grant is 1 year.

- 4.3. Institutions will be given 50% of the grant amount upon approval and the remaining 50% will be disbursed mid-way through the study.
- 4.4. SATA only makes payment to the Host Institutions and not the Principal Investigators.
- 4.5. No variation to the approved proposal or budget will be allowed.

## **5. OVERHEADS & FULL ECONOMIC COSTING**

- 5.1. It is the responsibility of the Chief Financial Officer of the Host Institutions to ensure that all expenses incurred by the Principal Investigator are in accordance with the financial regulations of the Host Institutions.
- 5.2. Core Manpower requirements that is fundable under Direct cost is limited to Biostatisticians, Nurses and Technical Officer where applicable.
- 5.3. For equipment purchased, the responsibility is on the Host Institutions to ensure that the commissioning of the asset is properly carried out prior to use.
- 5.4. All Host Institutions are required to keep within the approved expenditure amount.

## **6. OTHER FINANCIAL REGULATIONS**

- 6.1. The Principal Investigators and Chief Financial Officer of the Host Institutions are responsible for ensuring that the financial regulations are complied with when handling matters pertaining to Sata Commhealth Research Grant.
- 6.2. All revenue derived as a result of the Sata Commhealth Research Grant has to be communicated to SATA Commhealth and used to offset against the expenses. Examples of such revenues include proceeds from the sale of fixed assets, excess insurance claims, refunds from purchases etc.
- 6.3. All patents resulting from research funded by Sata Commhealth (within 5 years from the end of the research) are to be shared equally between Sata Commhealth and the Host Institution.
- 6.4. Host Institutions and Private Investigators are to ensure that all purchases made using Sata Commhealth grants are validated with relevant documentations (e.g. quotations from vendors, Purchase requisition forms). These must be preserved for a period of 5 years and made available for audit upon request.
- 6.5. All account books, records, vouchers, invoices and receipts must be preserved for a period of at least 5 years.
- 6.6. For manual documents, if any alteration is necessary, the original figures must be crossed through and the correct figures written above the cancelled figures. No correction fluid should be used. For system generated document, if any alteration is necessary, the original document must be cancelled and a new document generated. This new document has to be approved by the relevant approving officer.
- 6.7. Under no circumstance shall alterations or erasures be made on audited figures.

6.8. The Host Institutions shall keep track of fixed assets purchased and records of fixed assets shall be kept current for inspection by auditors. Host Institutions must inform Sata Commhealth Research Committee if the assets are to be written off. A justification for the write off must also be given.

## **7. AUDITS**

7.1. Sata Commhealth has the right to appoint auditors to audit the accounts in relation to the Sata Commhealth Research Grant.

7.2. Sata Commhealth has the right to seek clarification from the Host Institution's management on any audit observations noted by the auditors on the financial management and accountability of the Sata Commhealth Research Grant.

## **8. REVIEWS, REPORTS & RENEWALS**

8.1. All Principal Investigators are to submit progress reports on a half yearly basis.

8.2. Principal Investigators and institutions are to submit their final reports within one month after the end of the funding period.

8.3. The format of these progress reports can be found on the SATA Commhealth website at [www.sata.com.sg](http://www.sata.com.sg).

8.4. Principal Investigators can apply to extend the period of support up to a second year provided the appeal is made at least 3 months from the deadline for completion. Please note that the application for grant extension into the second year will not be given priority over new applications.

8.5. Any change in the Principal Investigator due to resignation is subject to Sata Commhealth approval. Sata Commhealth reserves the right to recover any amounts paid as it reasonably considers appropriate.

8.6. No transference of the grant to another institution will be allowed.

8.7. All Host Institutions and Principal Investigators are required to promptly report any invention to Sata Commhealth Research Committee. They are to include such reports in their progress report to the SATA Research Committee.

8.8. All publications resulting from research funded by SATA should be copied to the SATA Research Committee. This would lend strength to future applications for grants.

## **9. SUSPENSION OR TERMINATION OF A GRANT**

9.1. Sata Commhealth reserves the right to withdraw an award offer at any time.

9.2. If it is subsequently discovered that in the application relevant to the grant, material information was withheld or was misleading, Sata Commhealth may terminate and/or recover any amounts paid as it reasonably considers appropriate in the circumstances.

9.3. In the event that the grant is suspended or terminated, Sata Commhealth will endeavor to give not less than 60 days prior notice.