

CoSTAR-HS Antimicrobial Research Grant (ARG)
General Administrative Guidelines

Version 6
(Updated on September 2023)

Contents

| | |
|---|----------|
| 1. Introduction..... | 3 |
| 2. Application and Approval for Project Grant | 3 |
| 3. Disbursement of Grant..... | 3 |
| 4. Performance Management and Reports Submission..... | 4 |
| 5. Financial Regulations on Expenditure and Payment..... | 4 |
| 6. Change of PIs/ Change of Scope of Project..... | 5 |
| 7. Compliance with Administrative Guidelines | 5 |
| 8. Miscellaneous..... | 5 |

1. Introduction

- 1.1 The **Collaborative Solutions Targeting Antimicrobial Resistance Threats in Health System** (CoSTAR-HS) was funded to build up capacity, infrastructure, and networking opportunities for AMR research in Singapore under the National Medical Research Council's (NMRC's) Centre Grant call in October 2016. The funding was renewed in December 2021 to build on and enhance the prior strategy that has fundamentally remained unchanged since its inception in 2017. It is a partnership involving researchers and clinicians from the National University Health System (NUHS), Singapore General Hospital (SGH), and the National Centre for Infectious Diseases (NCID). The new partner institution for the CoSTAR-HS renewal is the National University Polyclinics (NUP) – a key partner for crucial research on AMR in primary care.
- 1.2 The CoSTAR-HS Antimicrobial Resistance Research Grant (CoSTAR-HS ARG) aims to encourage exploratory and developmental research projects by providing support for early and conceptual stage research. It is intended for innovative research projects that:
- Develop and strengthen inter-institutional research collaboration or networks in Singapore
 - Improve our understanding of AMR and its control in Singapore

The details of the **facility cores** developed under CoSTAR-HS can be found [here](#).

2. Application and Approval for Project Grant

Application

- 2.1 CoSTAR-HS ARG Secretariat will announce grant calls via email circular or by invitation. Details on application and submission procedures can be found in the application form.
- 2.2 Applicants should submit their grant proposals using prescribed forms and format to CoSTAR-HS ARG Secretariat by **5:00 pm on Tuesday 17th October 2023**.

Approval of Project Grant & Ethics Approval

- 2.3 CoSTAR-HS ARG Secretariat will arrange the internal/external grant review and notify the applicants of the results. Appeals for unsuccessful applications would not be entertained.
- 2.4 PI must submit the **Statement of Acceptance and Budget Phasing Form** to CoSTAR-HS ARG Secretariat **within 2 weeks** from the date of the initial Letter of Award. At the same time, the PI should submit the application(s) for Ethics Research Compliance(s) to the relevant Compliance Office(s), if applicable.
- 2.5 Where applicable, PIs have to obtain full Ethics Approval (applicable for projects involving cells, humans or animals etc) and other research-related approvals from relevant authorities before the research grant account can be activated. For multi-institution projects or trials, Ethics Approval must be obtained from each participating institution. PIs should forward the ethics approval to CoSTAR-HS ARG Secretariat for fund disbursement.
- 2.6 The project must start (i.e, account activation) **no later than 1st March 2024**; otherwise the offer of the award may be withdrawn at the discretion of the CoSTAR-HS ARG Secretariat. Only in exceptional circumstances will CoSTAR-HS ARG Secretariat waive the timelines for the commencement of the project set above. PI must make a case in writing to the CoSTAR-HS ARG Secretariat well in advance of the 3 months grace period for consideration.
- 2.7 In the event that any ethics/research compliance approval is withdrawn or suspended, affected PIs are to inform the CoSTAR-HS ARG Secretariat of such decisions immediately. CoSTAR-HS ARG Secretariat reserves the right to withhold funding in such situations.

3. Disbursement of Grant

- 3.1 For the CoSTAR-HS ARG seed fund on a reimbursement basis, the Host Institutions are to pay for the expenditure incurred for approved projects and claim for reimbursement from CoSTAR-HS ARG through CoSTAR-HS ARG Secretariat. The amount reimbursed is based on the claims submitted and all expenditure incurred is subjected to approval by the CoSTAR-HS ARG Secretariat.
- 3.2 Host Institutions should use CoSTAR-HS ARG's prescribed grant request form to claim reimbursement for the CoSTAR-HS ARG grant fund. The form should be submitted on a quarterly basis. The claims for reimbursement submitted by each Host Institution must be certified as true and correct by the Vice-Dean of Finance (or equivalent) of the respective Host Institutions and PI(s) of the award.
- 3.3 For CoSTAR-HS ARG grants with fund source and accounts opened in NUS, a fund transfer is done at the point of account activation. Claims for reimbursement are not required.

4. Performance Management and Reports Submission

- 4.1 PIs are required to submit **6-monthly Progress Reports** to CoSTAR-HS ARG Secretariat. If the Progress Report evaluation is not considered satisfactory, the remaining fund may not be released until satisfactory progress has been made. If satisfactory progress cannot be achieved within the next 12 months, the funding may be terminated.
- 4.2 PIs must submit a **Final Report** within 1 month after the project period ends. PIs who fail to submit the final report will not be eligible for future grant calls from CoSTAR-HS ARG.

5. Financial Regulations on Expenditure and Payment

- 5.1 PIs must utilize the funding strictly for the submitted breakdown within the stipulated funding period, and be accountable for all the expenses incurred. PIs should utilize 100% of the total approved budget before the grant end date.
- 5.2 PIs should not commit any expenditure before formal approval of a project.
- 5.3 Use of funds shall be subject to NMRC guidelines and regulations.

Closure of Project Accounts

- 5.4 No new expenditure should be incurred/purchase orders made after the project completion date.
- 5.5 PIs are to ensure that all purchases are delivered by the project completion date.
- 5.6 The invoices for all claims must be dated before the project completion date.
- 5.7 The project account will be closed within 3 months of the project completion date during which any outstanding claims for payment (for expenditure incurred/commitments made within the grant award period) must be settled. No claim/s for reimbursement can be made after the closure of the project account.

6. Change of PIs/ Change of Scope of Project

Nomination of new PI

- 6.1 PIs who wish to nominate **new researchers** to take over their projects must obtain approval from CoSTAR-HS ARG Secretariat by submitting the CV of the nominees and documentary concurrence from their HODs using **CoSTAR-HS ARG Seed Grant Variation Form**.
- 6.2 New PIs are required to seek concurrence from their HODs and sign a **Letter of Acceptance** for each of the projects.
- 6.3 In the event that the PI could not find any suitable person to take over the project, or the change of PI is not approved, CoSTAR-HS ARG Secretariat reserves the right to terminate funding for the project.
- 6.4 The change of PIs will have to be approved by CoSTAR-HS ARG Secretariat. The decision is final and conclusive and no further appeals will be entertained.

Change of Scope of Project

- 6.5 Any change of scope of the project, submitted using **CoSTAR-HS ARG Seed Grant Variation Form** will have to be supported by the HoD and approved by CoSTAR-HS ARG Secretariat.

7. Compliance with Administrative Guidelines

- 7.1 In the event of non-compliance with these administrative guidelines, CoSTAR-HS ARG Secretariat reserves the right to:
 - (a) withhold or withdraw the funding;
 - (b) disqualify the PI from subsequent CoSTAR-HS ARG seed funding; and/or
 - (c) carry out any actions as CoSTAR-HS ARG Secretariat deems appropriate.

8. Publication of Result(s)

- 8.1 All publications shall acknowledge the funding support according to the following:

“This research is supported by the Singapore Ministry of Health’s National Medical Research Council under its Centre Grant Programme (MOH-001010-00).”
- 8.2 PIs shall ensure that all publications arising from research wholly or partly funded by CoSTAR-HS Seed Funding Programme will be forwarded to CoSTAR-HS Admin Core.
- 8.3 PIs shall inform CoSTAR-HS Admin Core of any subsequent grants secured arising from the research supported by CoSTAR-HS Seed Funding Programme.

9. Miscellaneous

- 9.1 CoSTAR-HS ARG Secretariat reserves the right to change, including without limitation, modify, delete or replace the information and materials set out in this document unilaterally. CoSTAR-HS ARG Secretariat will notify the researchers in writing, enclosing the revised terms and conditions, accordingly.