Procedures for requesting funding support for Publication OR Conference registration fee related to MPH Practicum project

Students may claim expenses incurred in the course of their Field Practice.

       Approvers for this request are:

a) A/Prof Jeannette Lee (MPH Practicum Coordinator)
b) A/Prof Mary Chong (MPH Programme Director)
c) A/Prof Liow Chee Hsiang (Vice Dean of Education)

To carbon copy: Ms Ashikin Leng and Ms Rachel Tan (MPH Education Office Administrators)

Each student is only allowed to claim funding support **once**, either for a Publication or a Conference registration fee related to his/her MPH Practicum project.

For Publication

1. Student should obtain support from approvers before submitting manuscript to journal for peer review.
2. As part of the request for funding support for a manuscript to be published, student should provide a brief justification. This should include:
   a) Roles and contributions of the student to the research project and manuscript
   b) Provide confirmation that this is part of the MPH Practicum research project initiated by the student
   c) Provide endorsement and confirmation from Practicum supervisor/s that this is not part of their (or a faculty staff's) research project, as grant funding from a grant-related project should be used to pay for the publication instead.
   d) If data used is from an external agency or stakeholder, permission has been sought from them to use and publish the data.
   e) Estimated publication cost
3. Student should attach the manuscript draft to the email request.
4. Student should ensure that his/her affiliation is tagged as follows*: Saw Swee Hock School of Public Health, National University of Singapore and National University Health System*
5. Student should ensure that Practicum supervisor/s is/are co-authors of the manuscript.

6. **Upon manuscript acceptance by journal**, student should inform approvers and carbon-copy her/his Practicum supervisors, providing the following:
   a) Accepted manuscript
   b) Prior email support by approvers (from Point 2)
   c) Invoice of publication fee

For Conference Registration

1. Student should obtain support from approvers before submitting abstract to conference organisers.
2. As part of the request for funding support for conference registration, student should provide a brief justification. This should include:
   a) Roles and contributions of the student to the research project and written abstract.
   b) Provide confirmation that this is part of the MPH Practicum research project initiated by the student
   c) Provide endorsement and confirmation from Practicum supervisor/s that this is not part of their (or a faculty staff's) research project, as grant funding from a grant-related project should be used to pay for the conference registration instead.
   d) If data used is from an external agency or stakeholder, permission has been sought from them to use and publish the data.
   e) Estimated cost of conference registration fee

3. Student should attach final version of abstract to the email request.
4. Student should ensure that his/her affiliation is tagged as follows*: Saw Swee Hock School of Public Health, National University of Singapore and National University Health System*
5. Student should ensure that Practicum supervisor/s is/are co-authors of the abstract

6. **Upon abstract acceptance by conference organisers (poster or oral presentation)**, student should inform approvers and carbon-copy her/his Practicum supervisors, providing the following:
   a) Accepted abstract email notification from Conference
   b) Prior email support by approvers (from Point 2)
   c) Cost of conference registration fee