

**COVID-19 Gap Funding Grant**

**Application Form**

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| SUBMISSION DATE(DD/MM/YYYY) |  |
| NHIC REFERENCE ID | COVID-GAP-      |
| PRINCIPAL INVESTIGATOR |       |
| HOST INSTITUTION |       |

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| **Eligibility Criteria** | * Only one Principal Investigator (PI) is allowed per application. Applicants applying as Principal Investigator are required to fulfil the following criteria at the point of application:
* Preferably holds a primary appointment in a local publicly funded institution and salaried by the institution.
* PIs should have PhD or MD/MBBS/BDS qualifications. (Exceptions would be made on a case-by-case basis).
* Is an independent PI with a demonstrated track record of research, as evidenced by the award of nationally competitive funding (international funding to be considered on a case by case basis), substantial publication record in the past 3 years, or PI status in research institutes.
* Has a laboratory or clinical research program that carries out research in Singapore
* Holds a minimum of 9 months employment (per calendar year) with local Singapore institution(s). Upon award, the PI must agree to fulfil at least 6 months of residency in Singapore for each calendar year over the duration of the grant award.
* For proposals involving patients, the PI should be SMC registered; or should be able to demonstrate ability to access patients through SMC registered Co-Is or collaborators.
* **Resubmission** of application submitted in the previous grant call **is not allowed**. Proposals have to be substantially changed for consideration as new submission.
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| **Guidelines** | * Complete the Grant Application Form (COV-GAP-FORM-1).
* Use Arial font size 11 and single spacing for all text.
* Complete all sections in the grant application form; indicate “**NA**” where not applicable.
* Please indicate the submission date of the grant call on the cover page.

**Additional Notes: Sharing Research Data and Findings Relevant to the COVID-19 Outbreak**MOH supports the Wellcome’s Statement of “Sharing research data and findings relevant to the novel COVID-19 outbreak” to ensure that research findings and data relevant to the COVID-19 outbreak are shared rapidly and openly.The following principles would apply for projects funded under the COVID19RF:* Research finds made available on publishing platforms that make articles openly accessible before peer review and where post publication peer review is conducted on that platform; OR published on a preprint server, like medrXiv or bioXiv as soon possible and in any event prior to submission to a journal.
* Research findings that are submitted to journals are made openly available at the time of publication and licenced under the Creative Common Attribution licence.
* All submissions (to platforms, preprint servers and journals) must include clear statements regarding the availability of underlying data and/or software/code.
* Interim and final data is shared as rapidly and openly as possible – as soon as it is appropriately quality assured, in line with any ethics requirements and irrespective of the timing of journal publication.
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| **Submission Details** | * All **applications** must be **fully endorsed** by Host Institution’s Director of Research or equivalent, before the submission deadline.
* **Application**s must be **submitted** to NHIC Grant Secretariat at grant@nhic.sg by Closing Date, 5pm, with the subject header “COVID-19-GAP\_(Name of PI’s Host Institution)”. Only applications with the following submission received by the Grant Secretariat by the respective deadlines will be accepted:
1. Two softcopy submission are required: i) a single Microsoft Word document, without signatures, and ii) a single PDF document, with signatures. Please ensure the latest version of NHIC COVID-19 Grant Application form is used and name the document in the following format.

COVID19-GAP\_Host Institution\_PI’s Name* The application may be rejected for the following reasons:
1. Incomplete application e.g. missing signatures; sections left blank, missing CVs, sections removed.
2. Obsolete application form.
3. Late submission or a revision to the submitted application will not be accepted after the closing date.
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**Important:** Relevant privileged or confidential information should be disclosed to help convey a clear understanding of the project. However, such information must be clearly marked in the proposal. All information is treated in confidence. The information is furnished to the National Health Innovation Centre Singapore (NHIC) with the understanding that it shall be used or disclosed for evaluation, reference and reporting purposes*.* If your application is not successful, this form will be destroyed after the retention period deemed as appropriate by NHIC.

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| 1. **CATEGORY OF PROPOSAL**
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| [ ]  New Submission *The proposal is a new application which was not submitted or has been rejected previously in previous NHIC*  *COVID-19 Gap Funding grant call.* ***(Note: Proposals have to be substantially changed for consideration as new***  ***submission)*** (Application ID: NHIC-COV19-     ) |
| *Please indicate the relevant category:*  |
| **MedTech**[ ]  Devices[ ]  Diagnostices[ ]  Health IT & Software | **BioPharma**[ ]  In Vitro Diagnostics / Companion Diagnostics[ ]  Others: Please provide [ ]  Therapeutics: Please provide  |

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| 1. **LEAD APPLICANTS’ INFORMATION**

*Please note the definitions of a Principal Investigator (PI), Co-Investigator (Co-I) and Collaborator, as indicated in the footnote. The terms of collaboration with overseas research institutions and companies must conform to NHIC’s & NMRC’s existing policies.* (\*please add more rows if required) |

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| Name | Email/Contact Number | Role in Project (e.g. Principal Investigator[[1]](#footnote-1), Co-I[[2]](#footnote-2), Collaborator[[3]](#footnote-3) [[4]](#footnote-4) | Host Institution[[5]](#footnote-5) | % Effort within Project[[6]](#footnote-6) | % Effort Within Own Work Commitments[[7]](#footnote-7) |
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|  |  |  | **Total** | **100%** |       |

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| **2a. Outline below the role of each team member and what expertise they bring to the Project.** |

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| 1. **TITLE OF PROJECT *(Limit to 15 words)***
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| 1. **ABSTRACT**

In less than **300 words**, describe in lay terms the aims, hypotheses, methodology and approach of the project proposal including its clinical impact. The abstract must be self-contained so that it can serve as a succinct and accurate description of the project proposal understood by a non-scientific/medical audience. **Note that the abstract may be disclosed to other funding agencies. Please ensure the abstract is non-confidential.** |

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| 1. **PROJECT PROPOSAL**

***In no more than 10 pages*** *(page limit excludes the pictures, tables, CV section and reference section), please* *complete the following sections in the project proposal.*  |
| **5.1. Background & COVID-19 Unmet Need*** *Describe the background and the significance of the COVID-19 unmet need which the Technology will address.*
* *Describe the current approaches and their shortcomings.*
* *Who are the target users? What is the incidence and/or prevalence?*
* *Articulate clearly the impact of the work on the understanding, control, management and prediction of the COVID-19 epidemic.*
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| **5.2. Description and Impact of the Technology**  *Give a concise description of the proposed Technology covering the following areas:** + - *Describe the Technology and how it works.*
		- *Detail the preliminary studies you have undertaken using the Technology.*
		- *Why is the Technology the best solution for the COVID-19 unmet need?*
		- *How will the Technology improve the patient experience and clinical outcomes?*
		- *How will the Technology reduce healthcare system costs?*
		- *Define the regulatory strategy of the proposed Solution for entry into the first major market.*
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| **5.3. Uniqueness & Competitive Analysis of Solution*** *Identify competing technologies and how this Technology is superior.*
* *Outline the differentiating factor(s) of the Technology and the reason that industry would find the Technology attractive.*
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| **5.4. Clinical Workflow & Patient Journey Mapping*** + - *What is the current clinical workflow and what is the anticipated workflow if the proposed solution is adopted?*
		- *What is the current patient journey and where does the proposed solution fit into the cycle of care?*
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| **5.5. Technology Development Plan*** + - *Describe in detail the Development Plan for the Technology under this funding.*
		- *Highlight any technical challenges of the proposed Development Plan. What is the contingency plan where the technical challenges cannot be overcome?*
		- *Describe the methods and management of the collaboration i.e. who will take the lead for each area, a plan for regular meetings etc.*
		- *Detail any agreements that would need to be put in place prior to starting the Development Plan.*
		- *Highlight the readiness of the solution and its scalability in near term.*
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| **5.6. Commercialisation Plan*** *Articulate a clear commercialisation plan for the Technology (for example: out-licensing, the formation of new commercial enterprises, co-development with industry funding (short and long term). Endorsements by potential commercial partners or investors in the project are encouraged).*
* *Include information on the availability of complimentary local value chain & production partners.*
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| **5.7. Intellectual Property Management*** + *Provide details of the relevant Background IP for the Technology. Specifically address: i) ownership ii) any agreements/licences covering the Background IP.*
	+ *Briefly describe any Foreground IP likely to be generated from the project.*
	+ *Describe how the Team intends to manage and exploit the IP it has filed/or intends to file.*
	+ *Provide a description of the Team’s track record of IP generation and commercialisation e.g. list of patents filed (status), licences, spin-off companies etc.*
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| **References:** |

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| 1. **ETHICAL CONSIDERATIONS AND CONTAINMENT**

Fund disbursement is subjected to ethics approval if the project involves any of the below. |

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| *Please check the box Yes or No if programme involves any of the following:* | Please declare the participating institutions where study requiring ethics approval is conducted: |
| a) | Human Subject | [ ]  Yes [ ]  No |       |
| b) | Use of Human Material/Animal Tissues or Cells from Primary Donors (i.e. subject/volunteers recruited for project) | [ ]  Yes [ ]  No |       |
| c) | Use of Commercially Available Human Material/Animal Tissues or Cells | [ ]  Yes [ ]  No |  |
| d) | Animal Experimentation | [ ]  Yes [ ]  No |       |
| e) | Requirement for Containment | [ ]  Yes [ ]  No |  |
| f) | Multi-centre trial(s) | [ ]  Yes [ ]  No |       |
| A copy of the ethics approval is attached | [ ]  Yes [ ]  No |       |

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| 1. **Budget/Justifications for Budget Requested**

List the budget of the funding requested in the format below and provide the relevant justifications. Please refer to Guidelines for the Management of MOH/NMRC (Grantor) Funding Programmes[[8]](#footnote-8).  |

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| **7.1 Manpower**Budget for all the manpower required for the project including part-time personnel and those to be shared with other projects. State whether they are existing personnel in your institution or new staff to be recruited. Please use salary scales provided by the Institution as a reference. The cost should include annual increments, National Service increment, staff welfare, medical and other related benefits as per the Human Resource policies of your institution. Please note that a Co-I cannot be supported under Manpower. |

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| **Staff Category** | **Employing Institution** | **Existing/New** | **Pax** | **Justification** | **Total Cost** |
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| **7.2 Equipment***Please budget for all scientific equipment you need to purchase to directly carry out the project. Indicate sharing of equipment with other projects, if any. For equipment costing more than $70,000 per item, indicate the estimated utilisation of the equipment (e.g. 70% usage throughout the project period, and etc.).* |

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| **Qty** | **Equipment** | **Estimated Utilization Rate for Equipment more than $70,000 (to be justified)** | **Justification** | **Total Cost** |
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| 7.3 Other Operating Expenses (OOE)This covers other expenses directly related to the project such as the purchase of animals, consumables, laboratory manuals, literature searches, and maintenance of equipment. |

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| **Item/Description** | **Justification** | **Total Cost** |
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| 7.4 Overseas TravelConference travel will be funded only if a presentation or an article is presented and is capped at $6,000 per trip per person per requested year. Total Overseas Travel expenses shall not exceed $12,000 per project. The presentation or article must be directly related to the project and NHIC’s support must be acknowledged. Travel for commercialisation activities will also be considered by NHIC on a case-by-case basis. NB: Virement into Overseas Travel is not permitted during the grant. |

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| **Item Description** | **Justification** | **Total Cost** |
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| 7.5 Indirect Research Cost (IRC)Indirect research cost is provided to Host Institutions, up to a maximum of 20% of the direct costs. |

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| **Item Description** | **Total Cost** |
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| **Total** |       |

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| **Total Direct Costs:** **(Manpower + Equipment + Other Operating Expenses + Overseas Travel)** | S$       |
| **Grand Total:** **(Total Direct Costs + Indirect Costs)** | S$       |

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| **8. MILESTONES/TIMELINE***Provide the timeline and proposed milestones for the proposal. Detail reasonable 6-month and 1-year benchmarks for success.**Shade the appropriate box(es) to indicate the month that a particular milestone is expected to be met. You can add or delete rows as appropriate.* ***Note: This section will be used to monitor the progress of the study and the milestones will be subject to review by NHIC during the grant periods. The progress of a project is a critical pre-requisite for the continued disbursement of funds.*** |

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| Project Milestones/Deliverables | M1 | M2 | M3 | M4 | M5 | M6 | M7 | M8 | M9 | M10 | M11 | M12 |
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| 1. **PRIOR FUNDING FOR TECHNOLOGY’S DEVELOPMENT**

*Please provide the following details for funding from all sources that has contributed to the development of the Technology. List the funding source, the PI and the outcome of the grant. Attach additional pages if necessary.* |

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| **10. List all grants applied for (e.g. NMRC, NRF, A\*STAR, MOE, Clusters, etc.) where**  **outcome is pending***For all NMRC grant applications, please indicate application ID. Please indicate all the grants applied of similar proposal where the applicant is involved as PI, Co-PI, Co-Investigator or Collaborator and provide any overlapping sections in the proposals as an Annex.*  |

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| **Title of Research and PI’s role in project** | **Application ID** | **Funding Agency** | **Amount of fund applied for ($)** | **Support Period** **(Year)** |
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***Highlight if there is any potential overlap of the above funding with this application to NHIC. Note that double-***

 ***dipping is strictly prohibited. For any overlap, please explain how it would be handled.***

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| 1. **TEAM MEMBERS**

**Attach the CV of each member of the research team.** *Please use the format below and indicate NA if the required information is not applicable* ***(limit to 3 pages).*** |

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| --- | --- | --- | --- | --- | --- |
| Name | : |  | Title | : |  |
| Email | : |  | Contact No | : |  |
| Nationality | : |  | Registered *with SMC/SDC[[9]](#footnote-9)* | : | [ ]  *Yes* [ ]  *No* |

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| Current Position(s) (provide full details, e.g. joint appointments, other academic appointments including those outside of Singapore) |

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| Percentage of time spent in Singapore every year:  |

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| Employment History |

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| Academic qualifications (Indicate degree title, award year and institution name) |

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| Research interests |

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| Publications in last 5 years (include only publications of direct relevance to study, stating impact factors)  |

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| Patents held (related or unrelated to study) |

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| Scientific Awards |

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| Half page summary of research outcomes from all previous grants [eg. publications (full papers only for past 5 years and highlight papers relevant to study), patents, awards, etc]. |

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| For Co-Is and Collaborators, please include: |
| Peer reviewed funding awarded as PI in last 5 years (from local and foreign agencies)* Grant quantum, start and end date, funding agency and field of research
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| For Co-Is and Collaborators, please include: |
| * Current and previous support from NHIC, NMRC or other sources (include proposals pending approval)
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| 1. **SIGNATORIES**

In submitting the Grant Application, the Principal Investigator, Co-Investigator(s), Collaborator(s) and Host Institution UNDERTAKE, on any Grant Award, to:* Declare that all information is accurate and true.
* Declare that he/she is free from any financial conflicts of interest.
* Not send similar versions or part(s) of this grant application to other agencies for funding.
* Be actively engaged in the execution of the research and comply with all laws, rules and regulations pertaining to safety, animal and human ethics, including the Singapore Good Clinical Practice guidelines.
* Ensure that the requested equipment/resources are not funded by another agency or research proposal.
* Ensure that there is a reasonable effort in accessing available equipment/resources within the host institution or elsewhere within Singapore.
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| **Principal Investigator** |  |  |  |
| **Name** | **Signature/date** |
| **Co-I/Collaborator\*** |  |  |  |
| **Name** | **Signature/date** |
| **Co-I/Collaborator\*** |  |  |  |
| **Name** | **Signature/date** |
| **Co-I/Collaborator\*** |  |  |  |
| **Name** | **Signature/date** |

*\*Please add more rows or attach additional signatory pages if required.*

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| **Endorsed by:** |
| **Host Institution’s Director of Research[[10]](#footnote-10) or Equivalent** |  |  |  |
| **Name** |  | **Signature/date** |

1. Definition of Principal Investigator (PI): The researcher who has the appropriate level of authority and the responsibility to **direct the research project** being supported by the grant. He/she is **responsible and accountable for the proper** **conduct** of the research project. One PI is allowed per application. He/she must hold a primary appointment in a local publicly funded institution [↑](#footnote-ref-1)
2. Definition of Co-Investigator (Co-I): An individual involved in the scientific development and execution of the project, typically devotes a higher percentage of effort to the project as compared to a collaborator and is considered key personnel. He/she need to hold at least an adjunct position in a local public institution. [↑](#footnote-ref-2)
3. Definition of Collaborator: An individual involved in the scientific development and execution of the project, and typically devotes a higher percent of effort to the project. Researchers from overseas institutions or private companies can only participate as Collaborators. [↑](#footnote-ref-3)
4. Collaborator(s) are not entitled to receive directly any portion of the grant. [↑](#footnote-ref-4)
5. Definition of Host Institution: the body or institution or administering organization named in the Letter of Award as the “Host Institution” is the body responsible for undertaking and managing the Research and administering the Funding. [↑](#footnote-ref-5)
6. Represents percentage effort spent by the team members in the project relative to his/her other team members. The total in this column must add up to 100%. [↑](#footnote-ref-6)
7. Represents percentage effort spent by the team members on this project out of total work commitments (e.g. other grants, other teaching and administrative responsibilities, clinical work etc.) [↑](#footnote-ref-7)
8. [**Guidelines for the Management of MOH/NMRC (Grantor) Funding Programmes**](http://www.nmrc.gov.sg/docs/default-source/list/guidelines-for-the-management-of-nmrc-funding-programmes.pdf) [↑](#footnote-ref-8)
9. SMC/SDC refers to the Singapore Medical Council/Singapore Dental Council. [↑](#footnote-ref-9)
10. If PI is the Director of the Institution, **UNDERTAKING by the Director’s Reporting Officer is required.** [↑](#footnote-ref-10)