

**SINGAPORE CENTRE FOR ENVIRONMENTAL LIFE SCIENCES  
ENGINEERING**

**SEED FUNDING**

Application Guidelines and  
Funding Terms & Conditions for  
Principal Investigators and Administrators

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SCELSA SEED FUNDING

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## 1. Introduction

- 1.1 The SCELSA Seed Funding is a continuing program of internal grants that enable SCELSA researchers to follow potential new leads arising from their research, to evaluate new concepts that could in future grow into the basis of larger external grant applications or be developed in conjunction with other basic or applied research partners.
- 1.2 The SCELSA Seed Funding program is applicable for small exploratory research projects (either individually or team-based) of total project values of up to **\$50,000**, over a Term of **no more than 2 years**.
- 1.3 The SCELSA Seed Funding program is drawn from SCELSA's core funding budget.

## 2. Application and Approval of Seed Funding

### Eligibility

- 2.1 The SCELSA Seed Funding is open to all Research/Senior Research Fellows and Academics, who have at least 50% appointment in SCELSA.

### Application Procedure

- 2.2 The applicant for each proposal is the Principal Investigator (PI).
- 2.3 Proposals may nominate Co-Investigators or Collaborators. If the project is awarded, the PI is responsible for putting in place agreements (such as Intellectual Property and confidentiality terms), where and when applicable, especially when Co-Investigators or Collaborators are not SCELSA staff.
- 2.4 Proposals for SCELSA Seed Funding can be submitted at any time. However, each PI is only allowed to submit one application at a time.
- 2.5 All proposals are to be submitted, using the relevant templates, through email to SCELSA's Research Committee. The proposal should include a brief (two-page) outline of the project, including the concept, background and aims, how the research will be conducted, who will be involved (within and outside SCELSA), the available and/or required resources, and the requested budget.
- 2.6 The PI is required to do a brief presentation pitch to SCELSA's Research Committee, which will provide feedback for the PI to incorporate into a final proposal.
- 2.7 The final proposal will then be submitted to SCELSA's Executive Committee, which will evaluate and give the final approval.
- 2.8 Evaluation will be based upon assessment of creativity, novelty, feasibility and the prospects for seeding novel research programs. Simple extensions to existing programs do not automatically meet these criteria.

### 3. Regulation on use of Awarded Funding

#### Funding

- 3.1 The PI of the awarded Project shall use the Seed Funding in accordance with this Seed Funding Terms and Conditions, and all relevant University prevailing guidelines, policies and procedures.
- 3.2 The PI shall use the Seed Funding for the Project only and not for any other purposes.
- 3.3 The Project's Research must be conducted in Singapore. No part of the Seed Funding should be:
- Spent by any members of the Project on research conducted overseas; and/or,
  - Sub-awarded, sub-contracted or transferred to any Co-I, collaborators and/or other members of the project.
- 3.4 Each PI shall use his/her best endeavours to faithfully and diligently carry out or cause to be carried out all necessary research and development work and to devote all necessary time, resources and support to ensure the successful conduct, implementation and completion of the Project in accordance with this Seed Funding Terms and Conditions and be consistent with internationally recognised good research practices and ethical standards.

#### Administration of Funding

3.5 The PI shall be responsible for: -

- (a) Ensuring that all members of the Project are aware of their respective responsibilities on the Project and they comply with the Seed Funding terms and conditions;
- (b) Providing and/or procuring the basic facilities needed to carry out the Project Research as detailed in the final proposal;
- (c) Monitoring the scientific progress of the Project Research towards achievement of the Milestones and Deliverables and reporting to SCELSE Research Committee any deviations or anticipated problems which may materially affect the Research;
- (d) Monitoring the expenditure of the Seed Funding by the members of the Project, ensuring that the Seed Funding is utilised in accordance with the Seed Funding Terms and Conditions. The PI shall keep and maintain full and detailed records and accounts relating to the Seed Funding and the Project, including all items of expenditure incurred for or in connection with the Project. In the event that the Seed Funding is not utilised in accordance with the Project, the PI shall immediately inform SCELSE and provide full details of the same, and take all action necessary to minimise further use of the Seed Funding and inform SCELSE of the action taken;
- (e) Ensuring, where applicable, that local IRB, research ethics committee and multi-centre research ethics committees approvals are granted for the Project and that no Project requiring such approval is initiated before it has been granted;
- (f) Ensuring, where applicable, that all ethics approvals for the conduct of studies using animals are granted including approvals of the relevant institutional animal care and use committee or such other body appointed to deal with ethical issues relating to the care and use of animals in research;
- (g) Ensuring, where applicable, that all necessary regulatory licences or approvals for the Project have been granted prior to the commencement of any work under the Project;

- (h) Ensuring, where applicable, that any clinical trials (as defined under the Medicines Act) conducted as part of the Project are conducted in accordance with the Singapore Guideline for Good Clinical Practice as amended from time to time or such other applicable guidelines;
- (i) Ensuring that the work under the Project complies with all relevant current laws, government rules and regulations and other applicable guidelines and procedures including those introduced while the work is in progress;
- (j) Ensuring that all members of the Project involved in animal research and in the breeding, housing and care of animals, are properly trained and supervised;
- (k) Ensuring that SCELSE Research Committee is immediately notified in writing of any development that will adversely affect the progress of the Project;
- (l) Ensuring that SCELSE Research Committee is immediately notified in writing if any work carried out using the Seed Funding diverges materially from the Approved Proposal.

### Annual and Final Reports

3.6 The PI shall submit, on a project year basis, progress reports in respect of the scientific progress and results of the Project (“Yearly Progress Reports”) to the SCELSE Research Committee. The Yearly Progress Reports shall be submitted within two (2) months from the end of the project year, or on such earlier date as reasonably requested by the SCELSE Research Committee.

3.7 The PI shall submit a final progress report (“Final Progress Report”) within two (2) months from the end of the Term, to SCELSE Research Committee.

3.8 PIs who fail to submit the progress reports may be denied any grant disbursement, variation and/or extension until progress reports are submitted.

### Grant Variations

3.9 The PI should submit the following project change or variation requests to the SCELSE Research Committee using the appropriate forms:

No.	Type of Variation	Form
1.	Project Amendments (change of PI, extension of project end date, additional funding)	SF1
2.	Grant Variation (changes to budget within/across categories)	SF2

3.10 Request for any variation should be made before the last three (3) months of the original end of the Term. Retrospective variation requests will not be allowed, unless there is compelling justification for submission of a late variation request.

3.11 SCELSE Research Committee will submit their recommendations for Project Amendments (SF1) to the SCELSE Executive Committee for final approval.

3.12 SCELSE reserves the right to reject any claims that have resulted from project changes without prior approval from SCELSE Research and/or SCELSE Executive Committee.

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Intellectual Property Rights

3.13 Background Intellectual Property (“BIP”) is any existing IP brought into the Project by the Institutions and/or any members of the Project. Unless expressly agreed otherwise, this Project shall have no effect on BIP.

3.14 All Intellectual Property howsoever arising from the Project (“Project IP”) shall, at the first instance, be the property of SCELSE in such proportions as SCELSE may determine. This is without prejudice to any agreement that the PI may enter into with any members of the Project on ownership and exploitation of Project IP.

3.15 All members of the Project shall use their best efforts to identify and disclose to SCELSE the details of all such Project IP.

Ownership and use of assets

3.16 The title and ownership of the Assets and Materials purchased using the Seed Funding will vest in SCELSE. The Assets and Materials shall be used on for the Project. All Assets and Materials shall be physically located in Singapore and maintained with the control of SCELSE during and after the Term.

3.17 SCELSE shall permit Approved Third Parties to access and use the Assets at no charge upon prior appointment provided that: (i) such access and use shall be subject to the availability of the Assets and there are no third party licensing terms restricting such use; and (ii) SCELSE shall be entitled to impose charges for the supply of materials, other services and utilities charges connected with the use of the Assets by the Approved Third Parties.

3.18 SCELSE may allow its employees to use the Assets for purposes other than the Project provided always that such use shall: (i) be restricted to research and development work within SCELSE; (ii) be allowed only during the times when the Assets are not being used for the Project; and (iii) not impede the members of the Project from meeting its obligations and undertakings under the Project.

Completion/Extension/Termination of Funding

3.19 Unless earlier terminated in accordance with the Seed Funding Terms and Conditions or if SCELSE Executive Committee agrees in writing to an extension of time, the Project shall terminate upon the expiry of the Term. Any application for extension of time shall be made to SCELSE Executive Committee no later than three (3) months before the original end of the Term unless there is compelling justification for submission of a late application for extension.

3.20 SCELSE may terminate the Seed Funding or the Project upon the occurrence of any of the following events:-

- (a) any breach of the terms and conditions of the Seed Funding Terms and Conditions by any members of the Project which is incapable of remedy;
- (b) failure to remedy any breach of the Seed Funding terms and conditions (where such breach is capable of remedy) by any members of the Project within ninety (90) days of written notification of such breach by SCELSE;

- (c) breach of ethics by any members of the Project in the conduct of the Project including, but not limited to, ethical rules on patient safety;
- (d) work carried out by members of the Project using the Seed Funding diverges materially from the Approved Proposal;
- (e) misconduct relating to the Project;
- (f) any corruption and/or fraud by members of the Project and/or other staff relating to the Project or Seed Funding;
- (g) undue stoppage of work on the Project;
- (h) cessation of any PI's active involvement in the Research;
- (i) SCELSE is of the opinion that the continued performance of the Project is not or no longer viable.

3.21 In the event that this Project is suspended or terminated pursuant to Clause 3.20, SCELSE may, but shall not be obliged to, meet any further amounts incurred under the Seed Funding for work done under the Project up to the date of suspension or termination.

3.22 Upon termination of this Project, there shall be no further expenditure on the Project.

3.23 A final statement of account is to be submitted to SCELSE Executive Committee within two (2) months of the completion or termination of the Project, or the end of the Term, whichever is the earliest, failing which SCELSE may refuse to make further disbursements of the Seed Funding and/or disallow further claims.

3.24 Clauses 3.6–3.8 and 3.13–3.18 shall survive expiration or termination of the Project howsoever caused.

#### 4. General

4.1 The Seed Funding and this Project is personal to each PI. The PI shall not assign or otherwise transfer any of the rights or obligations hereunder whether in whole or in part without the prior written consent of SCELSE Executive Committee.

4.2 All members of the Project shall be bound by and will conform to all Guidelines and Policies relating to the Seed Funding and the Project as may be in force from time to time. The terms and conditions of all relevant University Guidelines and Policies are hereby expressly incorporated into the Project by reference. The Seed Funding Terms and Conditions are subject to revision from time to time at the absolute discretion of SCELSE and it is the duty of the PI to be updated on the terms thereof following the SCELSE's communication of such revisions.

4.3 All members of the Project shall, in performing this Project, comply with the provisions of any relevant laws, statutes, regulations, by-laws, rules, guidelines and requirements applicable to it as the same may be amended or varied from time to time.