****

**Innovation to Startup (I2Start)**

**Application Form**

|  |  |
| --- | --- |
| **Clinical Principal Investigator** | Name of Clinical PI |
| **Healthcare Cluster** |  |
| **Institution** |  |
| **Department** |  |
| **Designation** |  |
| **Email Address** |  |
|  |  |
| **Technical Principal Investigator** | Name of Technical PI |
| **Institution** |  |
| **Department** |  |
| **Designation** |  |
| **Email Address** |  |
|  |  |
| **Preferred Host Institution[[1]](#footnote-1)** |
| **SMART Phase[[2]](#footnote-2)** | Name of Clinical PI’s or Technical PI’s institution |
| **NHIC Phase [[3]](#footnote-3)** | Name of Clinical PI’s institution |

This form is used by applicants applying for NHIC I2Start Grant administered by National Health Innovation Centre Singapore. For more information about the grant scheme, please visit [nhic.sg](http://www.nhic.sg).

|  |  |
| --- | --- |
| **Eligibility Criteria** | The team **must** consist of **one Clinical Principal Investigator** and **one Technical Principal Investigator** from Singapore public-funded institutions. The team should have a **strong intention to start-up a company**.The Clinical PI must hold a primary appointment in a public healthcare institution or academic medical school in Singapore and be salaried by the institution.The Technical PI must be employed by public-funded institution in Singapore (e.g. NUS, NTU, SUTD, SIT, SIM, SMU, A\*STAR Institutions, Polytechnics, CREATE Institutions, SGH, DUKE-NUS, NUH and etc.). The Technical PI must have relevant scientific/technical background and possess necessary experience to co-direct the project being supported by the grant. |
| **Guidelines** | * Complete the I2Start Application Form (I2S-FORM-2).
* Complete the I2Start Budget Template (I2S-FORM-3)
* Use Arial font size 11 and single spacing for all text.
* Complete all sections in the full proposal form; indicate “**NA**” where not applicable.
 |
| **Submission Details** | * All applications must be fully endorsed by both the Clinical Principal Investigator’s (PI’s) and Technical PI’s respective Office of Research/Principal’s or Director’s Office/RI ED’s Office/Institutes or equivalent.
* Applications must be submitted to I2Start Grant Secretariat through the Research Office of the Clinical PI’s Healthcare Cluster (or in the case of SingHealth, applications must be submitted through the SingHealth Intellectual Property Office (SHIP)).
* Only applications with the following submissions received by the Grant Secretariat by the respective deadlines will be accepted:
1. Two softcopy submissions are required: i) a single Microsoft Word document, without signatures, and ii) a single PDF document, with signatures. Please ensure the latest version of I2Start Application Form is used.
2. Please submit the softcopy to I2Start Grant Secretariat at grant@nhic.cris.sg, with the subject header “I2S\_(Name of PI’s Healthcare Cluster)\_Name of PI’s Institution)”.
* 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.
 |

**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.

|  |
| --- |
| 1. **CATEGORY OF PROPOSAL**
 |

|  |  |
| --- | --- |
| a | [ ]  New Submission *Please specify* *if the applications/projects were funded under NHIC I2D, NHIC Joint*  *MedTech, or NHIC I2P Grant Scheme, or SMART Innovation/ignition Grant and provide*  *Details:*      [ ]  Application that has been previously submitted for NHIC grants (Application ID: NHIC-I2D-     )[ ]  Application that has been previously submitted for SMART Innovation Centre grants (Application ID: ING-     ) |
| **b** | **MedTech***Please indicate the relevant category:*[ ]  Clinical diagnostics[ ]  Medical device and products[ ]  Digital health[ ]  Life science tools |
| c | **Please indicate the relevant health category:***You may select more than 1 category from below.*  |
|  | [ ] Blood[ ] Cancer[ ] Cardiovascular[ ] Congenital Disorders[ ] Ear[ ] Eye[ ] Infection[ ] Inflammatory and Immune System[ ] Injuries and Accidents[ ] Mental Health[ ] Metabolic and Endocrine | [ ] Musculoskeletal[ ] Neurological[ ] Oral and Gastrointestinal[ ] Renal and Urogenital[ ] Reproductive Health and Childbirth[ ] Respiratory[ ] Skin [ ] Stroke[ ] Generic Health Relevance[ ] Other |

|  |
| --- |
| 1. **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) |

|  |  |  |
| --- | --- | --- |
| Name | Role in Project (e.g. Clinical PI[[4]](#footnote-4), Technical PI4, Co-I[[5]](#footnote-5), Collaborator[[6]](#footnote-6) [[7]](#footnote-7) | Institution |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

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

|  |
| --- |
| **3. TITLE OF PROJECT *(Limit to 15 words****)* |

|  |
| --- |
| 1. **EXECUTIVE SUMMARY**

***[NOTE: Do not disclose any proprietary information in the title or the executive summary].*** *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.* ***If a grant is awarded contents of this section will likely appear on the funding agencies website (after Technology Liaison Office review).***  |

|  |
| --- |
| 1. **PROJECT PROPOSAL**

*Please complete the following sections in the project proposal.*  |

**Background & Clinical Need**

* *Describe the background and the significance of the clinical need which the Technology will address.*
* *Describe the current treatment approaches and their shortcomings.*
* *What is the market doing now to address the problem? Concrete market data and testimonials are encouraged.*

**Description of Solution**

*Describe the technology and how it works.*

*How is the technology better than existing/emerging competing technologies/products/services?*

*Highlight why you think the technology will succeed and any technical challenges of the proposed approach.*

**Prior Art**

*To the best of your knowledge, what is the prior art in this area – by you and others?*

*Comment on the novelty of your proposal with respect to this prior art.*

*Comment on the IP implications of this prior art; (e.g., will other patents have to be licensed in order to practice your technology?*

*Please comment on whether this is an extension of existing research or something totally new for your team.*

**Intellectual Property**

*Describe the status of the Background Intellectual Property (including ownership, IP technology transfer office).*

*Describe what Foreground Intellectual Property is likely to be generated under the Development Plan*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Invention Title** | **Inventors & Affiliations** | **Status (PCT Filing/ National Phase/ Granted)** | **Filing Date** | **Grant Application No. /PCT No. (If any)** |
|  |  |  |  |  |
|  |  |  |  |  |

**Start-up Formation**

*What is the potential start-up company structure?*

*Who will be the key members and their role in your project team to start-up?*

*Provide a summary of relevant technical & business expertise of key team members in the potential spin-off company.*

*Please highlight the potential hires and skills / capabilities required from the team.*

**Commercialisation Strategy**

*Briefly describe the ‘go-to-market’ strategy and the competitors market landscape.*

*Detail commercialisation plans in the event of successful completion of the I2Start pathway. Includes the plan for entry into the first major market. (e.g. potential customers/users), prospective* ***business model, key growth drivers, marketing and sales strateg****y, and elaboration on aspects such as* ***manufacturability*** *and* ***scalability****.*

*Address the project’s* ***potential to attract future funding*** *at various stages of the commercialization upon successful completion of STARTUPSG TECH POC/POV funding. Identify the estimated amounts required and when/how you plan to obtain these funds, and how these funds are to be used.*

**Regulatory Strategy (if applicable)**

*Detail the possible product development pathway and regulatory hurdles (clinical trials, CE mark/HSA or relevant regulatory approvals, QMS/ISO plans) to overcome for entry into the first major market.*

**Supporting Data**

*Provide details of the preliminary studies generated using the technology.*

**Development Plan**

*Outline the development plan for the technology under the entire I2Start funding.*

*Describe the key technical hurdles that need to be overcome, and the resources required to do so.*

*Are there any key partners that you plan to work with to develop the technology?*

*Provide details of verification and validation plan of the proposed solution.*

**References**

|  |
| --- |
| 1. **MILESTONES, DELIVERABLES, TIMELINE & DECISION POINTS**

*Provide appropriate interim and final key milestones and a timeline with minimum specificity of at least project-months for each phase. These key milestones must be realistic, specific, quantifiable, and must relate to technical objectives, targets and success criteria. Whether a milestone has been met must be explicitly answerable with a yes or no.**Indicate or provide go/no-go decision points where appropriate. These are decision points linked to quantifiable milestones where a project may be continued, terminated, or modified to adopt an alternative approach. Ideally, the project milestones should include external validation at some point towards the end of the project for test-bedding or trials with potential customers.****Note: This section will be used to monitor the progress of the study and the milestones will be******subject to review by I2Start Evaluation Committee during the grant periods. The progress of a project is a critical pre-requisite for the continued disbursement of funds*** |

|  |
| --- |
| **SMART PHASE[[8]](#footnote-8)** |
| **Project Milestones/Deliverables** | **M****1** | **M****2** | **M****3** | **M****4** | **M****5** | **M****6** | **M****7** | **M****8** | **M****9** | **M****10** | **M****11** | **M****12** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**\*Please ensure that the milestones have quantifiable measures.**

|  |
| --- |
| 1. **MILESTONES, DELIVERABLES, TIMELINE & DECISION POINTS**

*Provide appropriate interim and final key milestones and a timeline with minimum specificity of at least project-months for each phase. These key milestones must be realistic, specific, quantifiable, and must relate to technical objectives, targets and success criteria. Whether a milestone has been met must be explicitly answerable with a yes or no.**Indicate or provide go/no-go decision points where appropriate. These are decision points linked to quantifiable milestones where a project may be continued, terminated, or modified to adopt an alternative approach. Ideally, the project milestones should include external validation at some point towards the end of the project for test-bedding or trials with potential customers.****Note: This section will be used to monitor the progress of the study and the milestones will be******subject to review by I2Start Evaluation Committee during the grant periods. The progress of a project is a critical pre-requisite for the continued disbursement of funds*** |

|  |
| --- |
| **NHIC PHASE[[9]](#footnote-9)** |
| **Project Milestones/Deliverables** | **M****1** | **M****2** | **M****3** | **M****4** | **M****5** | **M****6** | **M****7** | **M****8** | **M****9** | **M****10** | **M****11** | **M****12** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**\*Please ensure that the milestones have quantifiable measures.**

|  |
| --- |
| 1. **MILESTONES, DELIVERABLES, TIMELINE & DECISION POINTS**

*Provide appropriate interim and final key milestones and a timeline with minimum specificity of at least project-months for each phase. These key milestones must be realistic, specific, quantifiable, and must relate to technical objectives, targets and success criteria. Whether a milestone has been met must be explicitly answerable with a yes or no.**Indicate or provide go/no-go decision points where appropriate. These are decision points linked to quantifiable milestones where a project may be continued, terminated, or modified to adopt an alternative approach. Ideally, the project milestones should include external validation at some point towards the end of the project for test-bedding or trials with potential customers.****Note: This section will be used to monitor the progress of the study and the milestones will be******subject to review by I2Start Evaluation Committee during the grant periods. The progress of a project is a critical pre-requisite for the continued disbursement of funds*** |

|  |
| --- |
| **COMPANY/STARTUP SG TECH PHASE[[10]](#footnote-10)** |
| **Project Milestones/Deliverables** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**\*Please ensure that the milestones have quantifiable measures.**

|  |
| --- |
| 1. **BUDGET & RESOURCES**

*Summarize resources you require to complete project. Please provide a summary of the proposed budget according to each phase in the table below.* *Full budget and justification will have to be detailed in the I2Start Budget Template (I2S-FORM-3).* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **SMART PHASE (SGD$)** | **NHIC PHASE (SGD$)** | **STARTUP SG TECH PHASE (SGD$)** |
| Manpower |  |  |  |
| Equipment & Software |  |  |  |
| Materials & consumables |  |  |  |
| Professional Services(Consultancy/Subcontracting/Prototyping) |  |  |  |
| Intellectual Property rights/acquisition (only applicable to Startup SG TECH) |  |  |  |
| Other Operating Expenses |  |  |  |
| Overseas Travel |  |  |  |
| Others (e.g Catalyst – only applicable to SMART grant, transport and etc.) |  |  |  |
| Indirect Research Costs(only applicable to NHIC grant) |  |  |  |
| **Total** |  |  |  |

|  |
| --- |
| 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.* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of Research and PI’s role in project** | **Application ID** | **Funding Agency** | **Grant Amount ($)** | **Support Period** **(Year)** |
|       |       |       |       |       |
| **Grant outcome:**  |
|       |       |       |       |       |
| **Grant outcome:**  |
|       |       |       |       |       |
| **Grant outcome:**  |

|  |
| --- |
| **10a. Support from any industry partner(s)***Please provide details on the funding or other resources provided to the Development Plan by any participating industry partner(s). You can add or delete rows as appropriate.*  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Items Supported** | **Source of Support** | **Form of Support** | **Support** **Period** |
| **In-Kind[[11]](#footnote-11)****(Yes/No)** | **Cash Contribution[[12]](#footnote-12)****(SGD)** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

|  |
| --- |
| **10b. 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. You can add or delete rows as appropriate.* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of Research and PI’s role in project** | **Application ID** | **Funding Agency** | **Amount of fund applied for ($)** | **Support Period** **(Year)** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

 ***Highlight if there is any potential overlap of the above funding with this application to I2Start. Note that double-dipping is strictly prohibited. For any overlap, please explain how it would be handled.***

|  |
| --- |
| **Appendix (if any)** |

|  |
| --- |
| 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).*** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | : |  | Title | : |  |
| Email | : |  | Contact No | : |  |
| Nationality | : |  | Registered *with SMC/SDC*[[13]](#footnote-13) | : | [ ]  *Yes* [ ]  *No* |

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

|  |
| --- |
| Percentage of time spent in Singapore every year:  |

|  |
| --- |
| Employment History |

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

|  |
| --- |
| Research interests |

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

|  |
| --- |
| Patents held (related or unrelated to study) |

|  |
| --- |
| Scientific Awards |

|  |
| --- |
| 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]. |

|  |
| --- |
| 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
 |

|  |
| --- |
| For Co-Is and Collaborators, please include: |
| * Current and previous support from NHIC, NMRC or other sources (include proposals pending approval)
 |

|  |
| --- |
| 1. **ETHICAL CONSIDERATIONS AND CONTAINMENT**

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

|  |  |
| --- | --- |
| *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 |       |

|  |
| --- |
| 1. **UNDERTAKING BY PRINCIPAL INVESTIGATORS**

In submitting the I2Start Application Form, the Principal Investigators and all Co-Investigator(s) & Collaborator(s) UNDERTAKE, on any Grant Award, to:* Declare that the Principal Investigators meet the eligibility criteria.
* 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 proposal to other agencies for funding.
* Submit supporting documents of ethics approval obtained from the relevant Institutional Review Board (IRB) and Animal Ethics Committee for studies involving human subjects/human tissues or cells, and animal/animal tissues or cells respectively, before any funding can be confirmed.
* 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 SMART Innovation Centre, National Health Innovation Centre Singapore (NHIC) and Enterprise Singapore funding is acknowledged in all publications and presentations.
* Ensure that all publications arising from research wholly or partly funded by SMART Innovation Centre, National Health Innovation Centre Singapore (NHIC) and Enterprise Singapore will be forwarded to all three parties.
* Ensure SMART Innovation Centre, National Health Innovation Centre Singapore (NHIC) and Enterprise Singapore is notified of any commercialization of Intellectual Property generated wholly or partly under I2Start funding pathway.
* 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.
* Adhere to SMART Centre’s, NHIC’s, Enterprise Singapore’s & NMRC’s general guidelines on competitive funding and Terms and Conditions.
 |

|  |  |
| --- | --- |
| ---------------------------------------------------------------Name and Signature of Clinical PI Date: | -------------------------------------------------------------Name and Signature of Technical PI Date: |
| ----------------------------------------------------------------Name and Signature of Co-I/Collaborator\*i Date: | -------------------------------------------------------------Name and Signature of Co-I/Collaborator\*ii Date: |
| ----------------------------------------------------------------Name and Signature of Co-I/Collaborator\*iii Date: | -------------------------------------------------------------Name and Signature of Co-I/Collaborator\*iv Date: |

*(\*Please add more if required)*

I, ii, iii, iv **\*Delete as appropriate**

|  |
| --- |
| 1. **UNDERTAKING BY HEAD OF DEPARTMENT (HOD) & HOST INSTITUTION OF THE CLINICAL PRINCIPLE INVESTIGATOR**

In submitting the Grant Application, the Institution UNDERTAKES, on any Grant Award, to:* Discuss with immediate supervisor of applicant that the following will be complied with:
* The proposed research will be conducted in the host institution
* Adequate resources will be provided to the PI for the entire grant period (e.g. lab space)
* The PI is independently salaried by the institution for the entire period of the grant
* The research abides by all laws, rules and regulations pertaining to national and the institution's research operating procedures and guidelines
* Confirm the accuracy and completeness of information submitted, including budget, ethics, other funding sources, etc.
* Confirm that budget is clear (e.g. no double funding/ excessive purchase of equipment), and is aligned with host institution HR and other policies.
* There is no financial conflict of interest.
 |

**king by Head**

|  |  |
| --- | --- |
| -----------------------------------------------------------Name and Signature of Head of Department[[14]](#footnote-14) --------------------------------------------------------- Name and Signature of Director of Institution[[15]](#footnote-15)  | ---------------Date---------------Date |
|  |  |

1. **of Department (HOD) & Host Institution of the PI**

In submitting

|  |
| --- |
| 1. **UNDERTAKING BY HEAD OF DEPARTMENT (HOD) & HOST INSTITUTION OF THE TECHNICAL PRINCIPLE INVESTIGATOR**

In submitting the Grant Application, the Institution UNDERTAKES, on any Grant Award, to:* Discuss with immediate supervisor of applicant that the following will be complied with:
* The proposed research will be conducted in the host institution
* Adequate resources will be provided to the PI for the entire grant period (e.g. lab space)
* The PI is independently salaried by the institution for the entire period of the grant
* The research abides by all laws, rules and regulations pertaining to national and the institution's research operating procedures and guidelines
* Confirm the accuracy and completeness of information submitted, including budget, ethics, other funding sources, etc.
* Confirm that budget is clear (e.g. no double funding/ excessive purchase of equipment), and is aligned with host institution HR and other policies.
* There is no financial conflict of interest.
 |

**king by Head**

|  |  |
| --- | --- |
| -----------------------------------------------------------Name and Signature of Head of Department[[16]](#footnote-16) --------------------------------------------------------- Name and Signature of Director of Institution[[17]](#footnote-17)  | ---------------Date---------------Date |
|  |  |

1. **of Department (HOD) & Host Institution of the PI**

In submitting

1. 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-1)
2. Project funded under SMART phase can be hosted either under Clinical PI’s or Technical PI’s institution. [↑](#footnote-ref-2)
3. Project funded under NHIC phase must be hosted under Clinical PI’s institution. [↑](#footnote-ref-3)
4. 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. For Clinical PI, he/she must hold a primary appointment in a local public hospital / public health institution / national specialty centre / Academic Medical Centre and be salaried by the institution. For Technical PI, he/she must have relevant scientific/technical background and possess necessary experience to co-direct the project. [↑](#footnote-ref-4)
5. 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-5)
6. 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-6)
7. Collaborator(s) are not entitled to receive directly any portion of the grant. [↑](#footnote-ref-7)
8. *SMART Innovation Grant funding support is up to 1 year.*  [↑](#footnote-ref-8)
9. *NHIC I2D funding support is up to 1 year.* [↑](#footnote-ref-9)
10. *From the Pre-Requisite milestone, 20% of the grant will be disbursed. This will allow successful awardee companies to kick-start the project and ease the initial cash-flow situation. Subsequent disbursements of funds are tied closely to completion of project milestones.* [↑](#footnote-ref-10)
11. *Please delete as appropriate* [↑](#footnote-ref-11)
12. *Please specify amount* [↑](#footnote-ref-12)
13. SMC/SDC refers to the Singapore Medical Council/Singapore Dental Council. [↑](#footnote-ref-13)
14. *If the PI is the Head of Department,* ***UNDERTAKING by the HOD’s Reporting officer*** *is required.* [↑](#footnote-ref-14)
15. *If the PI is the Director of the Institution,* ***UNDERTAKING by the Director’s Reporting officer*** *is required.* [↑](#footnote-ref-15)
16. *If the PI is the Head of Department,* ***UNDERTAKING by the HOD’s Reporting officer*** *is required.* [↑](#footnote-ref-16)
17. *If the PI is the Director of the Institution,* ***UNDERTAKING by the Director’s Reporting officer*** *is required.* [↑](#footnote-ref-17)