

**NANYANG**  
research programme

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research programme

*Junior*



Novel  Real  Progressive



## GUIDELINES FOR CLAIMS AGAINST THE NRP RESEARCH GRANT

### INTRODUCTION

- 1) Each NRP project may claim a **maximum of S\$600 (including GST)** for the cost of **lab or other consumables** required for the NRP research project. All claims are subject to final approval by the Director of Admissions. Resources that are already available for research use in the university should not be purchased as NRP project consumables.
- 2) 3 quotations must be sought for the purchase of all equipment, components, utensils and assets. Quotations are required for the purchase of single items amounting or equal to ( $\geq$ )S\$100 (*GST inclusive*).
- 3) The NRP research grant is to be used for claims on consumables that are directly related to / used for the NRP research project. Such purchases must be made during the period of research, from May to December.
- 4) All item(s) purchased remain the property of NTU and must be returned to the University upon completion of the research project.
- 5) Claims should be made within three months of the purchase date. Late claims will not be entertained. The last date of claims submission is as indicated on our website [here](#).
- 6) **For the purchase of consumables below S\$100 (<S\$100)**
  - Approval need not be sought.
  - Refer to the list of **Claimable and Non-Claimable Items** (pg. 4) before making any purchases.
  - Claims are to be submitted as per the **Submission of Claims** instructions (pg. 3).
- 7) **For the purchase of consumables amounting to and exceeding S\$100 ( $\geq$ S\$100)**
  - Approval must be sought from the Director of Admissions by completing the **Purchase Approval Form**. Refer to the list of **Claimable and Non-Claimable Items** (pg. 4). Purchases made without prior approval will not be reimbursed.
  - Purchases can only be made after approval has been granted.

### CLAIMS THRESHOLD

PURCHASES <S\$100	PURCHASES $\geq$ S\$100
<ul style="list-style-type: none"> <li>▪ Approval is not required.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Approval must be sought.</li> <li>▪ 3 quotations must be sought for the purchase of all equipment, components, utensils and assets. Quotations are required for the purchase of single items amounting to or more than (<math>\geq</math>)S\$100 (<i>GST inclusive</i>).</li> <li>▪ Quotations must bear the company's name and must clearly indicate the cost of the item. Item purchased must be of the lowest quote.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Refer to the list of <b>Claimable and Non-Claimable Items</b> for lab and/or other consumables that can be purchased using the NRP Grant.</li> <li>▪ Claims are to be submitted as per the <b>Submission of Claims</b> instructions.</li> <li>▪ Max claim amount = S\$600 (GST inclusive).</li> </ul>	



## SUBMISSION OF CLAIMS

- 1) All claims are to be submitted using the [Reimbursement Claim Form](#) with all necessary signatures and supporting documents. All original receipts must be submitted.
- 2) Supervisors may opt to pay out of pocket for the items first and seek reimbursement thereafter or arrangement for payment through your School's cost centre and seek reimbursement after.

B. PAYMENT DETAILS	
Pay To:	<input type="checkbox"/> Reimbursement to NRP Supervisor (as per Section A)
	<input type="checkbox"/> Reimbursement to NTU School Cost Centre#
	Vote no: <input type="text"/>

- 3) All reimbursement claims must be supported by an official receipt bearing the company's name.
- 4) All purchases must be clearly itemised with the quantity and price indicated. Any submissions for reimbursements for payment which has been made via cheque or credit card will have to be supported by the relevant bank statement or credit card bill / payment slip along with the official receipt.
- 5) For payment using your School's Cost Centre, check with your respective Schools for guidelines/criteria that may apply on the usage of funding parked within the different Cost Centres. If the payment is within the guidelines as articulated by your School, you can pay for the approved items from your School's Cost Centre first and have us reimburse the Cost Centre later. We will require you to provide us with Cost Centre and GL Code. #
- 6) The final approving officer for all claims made against the NRP research grant is the Director of Admissions.
- 7) Approved reimbursement payments will be processed and disbursed by NSS-Finance to the same account for salary payment of the indicated staff.
- 8) Claims should be hand delivered or sent via internal mail to:  
TALENT OUTREACH SECTION  
Office of Admissions  
Student Services Centre Level 3  
(Attn: Ms Tang Siew Choo / Mr Yong Haur Shen)



## CLAIMABLE AND NON-CLAIMABLE ITEMS

### CLAIMABLE ITEMS

Type of Expense	Description	Maximum Limit / Form(s)
<b>Experimental materials</b>	Chemicals, specimens, lab utensils, experimental components, experimental instruments, design utensils and materials.	Up to maximum of S\$600 of project grant ( <b>subject to final approval for purchase to be made being granted by the Director of Admissions</b> ). 3 quotations must be sought for the purchase of all equipment, components, utensils and assets. Quotations are required for the purchase of single items amounting or equal to (≥)S\$100 ( <i>GST inclusive</i> ). → <a href="#">Reimbursement Claim Form</a>
<b>Fieldwork expenses</b>	Stipend payment for test subjects / questionnaire respondents.	Up to maximum of S\$600 of project grant ( <b>subject to final approval for purchase to be made being granted by the Director of Admissions</b> ). → <a href="#">Purchase Approval Form (Fixed Assets / Equipment / All Purchases)</a> → <a href="#">Reimbursement Claim Form</a> → <a href="#">Human Test Subject Approval Form</a> → <a href="#">Log Sheet 1 – Log Sheet for Research Sessions involving Human Test Subjects</a> → <a href="#">Log Sheet 2 - Log Sheet for Interview Sessions &amp; Token of Appreciation</a>
<b>Photocopying</b>	Receipt(s) must be submitted.	Maximum of \$50 per project ( <b>will be drawn down from the \$600 project grant</b> ). → <a href="#">Reimbursement Claim Form</a>

### NON-CLAIMABLE ITEMS

Type of Expense	Description
<b>IT / Office Equipment</b>	All IT-, communications- and office-related equipment and paraphernalia, e.g. desktops, laptops, fax machines, scanners, printers, LCD screens, PDAs, mobile phones, external hard disks, USB thumb drives, USB hubs, computer/AV cables, batteries, tablet PCs, TV boxes, gaming devices, gaming paraphernalia, cameras, software, software licenses etc..
<b>Refreshments &amp; entertainment</b>	Food & beverage.
<b>Gifts / Tokens</b>	Gifts, prizes, incentives, tokens of appreciation, cash and food items.
<b>Stationery</b>	All stationery items.
<b>Printer consumables</b>	Ink & toner cartridges.
<b>Subscription fees</b>	For journals, magazines and memberships.
<b>Transportation costs</b>	Reimbursement for transportation & parking expenses.
<b>Postage &amp; courier services</b>	Postage, postage of registered article and courier charges.
<b>Rental expenses &amp; service fees</b>	Rental charges (on computers, equipment, facilities) and service fees incurred.
<b>Telecom expenses</b>	All charges related to wireless, voice, and data communications.
<b>Patent-related expenses</b>	Patent application filing, maintenance and other related costs.
<b>Publication-related expenses</b>	Publication page charges for journal papers or additional pages in conference papers.
<b>Software</b>	Premiums, licence, renewal and all other payment and/fees for software and mobile applications.
<b>Miscellaneous expenses</b>	Fines, penalties, conference registration fees, training, marketing, advertising, promoting, web development, consultancy, designing, auditing, legal, insurance premiums, repairs/maintenance of equipment, repairs of IT/communication equipment, outsourcing/subcontracting of research work or surveys.

## SUMMARY OF FORMS

FORM	PURPOSE	SUPPORTING DOCUMENT(S) REQUIRED	ENDORSEMENT BY	REMARKS
<a href="#">Purchase Approval Form</a>	<ul style="list-style-type: none"> <li>▪ To seek approval prior to any purchase being made</li> <li>▪ Refer to the <b>Claims Threshold</b> as articulated on pg. 2</li> </ul>	<ul style="list-style-type: none"> <li>✓ 3 quotations must be sought for the purchase of all equipment, components, utensils and assets. Quotations are required for the purchase of single items amounting to or more than (≥)S\$100 (<i>GST inclusive</i>)</li> <li>✓ Under Section B – Reason for Purchase, kindly provide the following justifications to support your purchase:               <ol style="list-style-type: none"> <li>a) How is the use of the item(s) essential / related to the student's project;</li> <li>b) How is the NRP student involved; and</li> <li>c) How would the student use the items for the project</li> </ol> </li> </ul>	Submit <i>Purchase Approval Form</i> to: <ul style="list-style-type: none"> <li>✓ Associate Chair / NIE Academic Group Head (Click <a href="#">here</a> for the list of the designated signing authority)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Send the endorsed <b>Purchase Approval Form</b> to: <b>Talent Outreach Section, Office of Admissions, Student Services Centre, Level 3 (Attn: Siew Choo / Haur Shen)</b></li> <li>✓ We will update you on the approval outcome from Director of Admissions</li> <li>✓ Do not proceed with any purchase before you hear from us</li> </ul>
<a href="#">Reimbursement Claim Form</a>	<ul style="list-style-type: none"> <li>▪ To seek reimbursement for payments made for NRP project</li> </ul>	<ul style="list-style-type: none"> <li>✓ Original Receipts, bearing the name of the Supervisor</li> <li>✓ Credit Card Statements (if any)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Associate Chair / NIE Academic Group Head (Click <a href="#">here</a> for the list of the designated signing authority)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Send the endorsed <b>Reimbursement Claim Form</b> to: <b>Talent Outreach Section, Office of Admissions, Student Services Centre, Level 3 (Attn: Siew Choo / Haur Shen)</b></li> <li>✓ The <b>Reimbursement Claim Form</b> will be forwarded to NSS-FIN for processing and payment once Director of Admissions has given his approval</li> </ul>
<a href="#">Human Test Subject Approval Form</a>	<ul style="list-style-type: none"> <li>▪ To seek approval from Director of Admissions prior to conducting any experiments/interviews /questionnaires that would involve human or live test subjects</li> </ul>	<ul style="list-style-type: none"> <li>✓ SERC Approval Letter</li> </ul>	<ul style="list-style-type: none"> <li>✓ Associate Chair / NIE Academic Group Head (Click <a href="#">here</a> for the list of the designated signing authority)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Please wait for the Office of Admissions to provide confirmation that Director of Admissions has given his approval before proceeding to work with any human or live subjects.</li> </ul>
<a href="#">Log Sheet 1: Research Sessions Involving Human Test Subjects</a>	<ul style="list-style-type: none"> <li>▪ To log the names and other particulars of people who have volunteered their time as research subjects</li> </ul>	<ul style="list-style-type: none"> <li>✓ NB: All entries on the <b>Log Sheet</b> must be legible and must be signed by the research subject</li> </ul>	<ul style="list-style-type: none"> <li>✓ NIL</li> </ul>	<ul style="list-style-type: none"> <li>✓ The <b>Reimbursement Claim Form</b> is to be submitted along with <b>Log Sheet 1</b>.</li> </ul>
<a href="#">Log Sheet 2: Interview Sessions &amp; Token of Appreciation</a>	<ul style="list-style-type: none"> <li>▪ To log the names and other particulars of people who have volunteered their time as research subjects and who will in turn be receiving a voucher</li> </ul>	<ul style="list-style-type: none"> <li>✓ NB: All entries on the <b>Log Sheet</b> must be legible and must be signed by the research subject</li> </ul>	<ul style="list-style-type: none"> <li>✓ NIL</li> </ul>	<ul style="list-style-type: none"> <li>✓ The <b>Reimbursement Claim Form</b> is to be submitted along with <b>Log Sheet 2</b>.</li> </ul>



## SUBMISSION OF REIMBURSEMENT CLAIMS FOR THE PURCHASE OF LAB CONSUMABLES

