## NANYANG TECHNOLOGICAL UNIVERSITY

## Centre for Teaching Learning and Pedagogy (CTLP)

## EdeX Teaching and Learning Grant – Grant Variation

## (Without change in total grant amount)

All information is treated with confidence. The information is furnished to the University with the understanding that it shall be used or disclosed for evaluation, reference and reporting purposes*.* **The relevant sections must be completed and submitted via RISE (**[**fibi.ntu.edu.sg**](fibi.ntu.edu.sg)**)** **via the “Attachments” tab.** You can find information on how to apply for a project variation through RISE [here](https://entuedu.sharepoint.com/sites/RISE/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FRISE%2FShared%20Documents%2FRISE%20Resources%20and%20Training%20Slides%2FRole%2DSpecific%20Guides%2FFor%20Research%20Administrators%2FTraining%20Slides%20for%20Research%20Administrators%20%28Project%20Variation%29%2Epdf&parent=%2Fsites%2FRISE%2FShared%20Documents%2FRISE%20Resources%20and%20Training%20Slides%2FRole%2DSpecific%20Guides%2FFor%20Research%20Administrators&p=true&ga=1).

*Sections to be completed by Principal Investigator(s), where applicable:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Mandatory Information:** | Section 1 | * Project Information | Pg. 2 |
| **Specific Requests:** | Annex A | * Changes to Project | Pg. 3 |
| Annex B | * Budget Variation | Pg. 4 |
| Annex C | * Extension of Project Completion Date | Pg. 5 |
| Annex D | * Termination/Lapse of Project | Pg. 6 |

**Please Note:**

1. Only relevant sections on specific requests need to be completed and attached for submission.Please **remove the sections of the forms that are not relevant** in your final submission.
2. For request for **changes to project or extension of project** completion date, please append the following documents with your submission:
3. Progress Report of the Project; and
4. An indication of how many of the original milestones and research deliverables have been met thus far and, if not, how the proposed extension period/ variation will allow these to be met.
5. Requests for **change(s) to project** should be endorsed by the Director of CTLP.
6. Requests for **budget variation** without change in the total project value and without change in objectives, should be endorsed by the Director of CTLP. Please note that **NO** expenditure is permitted until formal approval has been given by the Director of CTLP. Please append Latest Statement of Account with your submission.
7. Requests for **project extension** should be made only in the expected final year of project duration. All requests should be endorsed by the Director of CTLP, and reach the EdeX Grant Administrator (EdeXGrant@ntu.edu.sg) **at least 3 months** before project end date.
8. Requests for **project termination/lapse** should be made within a reasonable timeframe. The PI should work with CTLP Grant Administrator to explore all possible options to bring the project to proper completion (eg. change in PI) before consideration of termination/lapse of project.
9. Please ensure that your request is duly completed and endorsed.
10. The deadline for grant variation is the first Monday of each calendar month.

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| **Please indicate purpose of current request**  **(check relevant box)** | Annex A - Changes to Project |
| Annex B – Budget Variation |
| Annex C - Extension of Project Completion Date |
| Annex D - Termination/Lapse of Project |

**A. PROJECT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Title: E-seminar for Interdisciplinary Teaching** | | | |
| **Principal Investigator:** |  | **Department/School:** |  |
|  |  |  |  |
| **Original grant award date :** |  | **Expected project completion date:** |  |

**Original Budget in Total :**

## Project Account Number:

# B. BUDGET INFORMATION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Manpower** | **Misc. – Materials and Consumables** | **Misc. – Subject/Volunteer Payment** | **Misc. - Others** | **Total** |
| Approved Budget |  |  |  |  |  |
| **Actual Expenditure** |  |  |  |  |  |
| **Balance** |  |  |  |  |  |
| **% Utilization** |  |  |  |  |  |

**Annex A**

**Request for Change(s) to Project**

|  |  |
| --- | --- |
| **A. Change of Principal Investigator (PI) / CO-PI / Collaborator(s) -**  (Please delete where appropriate) | |
| **(i) Details of New PI/Co-PI/Collaborator(s)\*** | |
| Name & Title: |  |
| Department & Faculty: |  |
| Please elaborate on the role & involvement of the nominee in the existing project, and the need for the proposed change: | |
| If current PI is leaving the University, please provide details such as PI’s last day of work in University, name of institutions he will be joining, etc | |
| **(ii) Current C.V. of the nominee(s) should be attached to this Form.** | |

**\*The nominated PI must be should be an Academic Staff of a Faculty**

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| **B. Other proposed changes (if any)** |
| Proposed Change(s): |
| Please provide detailed reasons/justifications: |
| ***Note: If there is a change of work scope/direction, please provide revised project implementation schedule.*** |

**Annex B**

**Request for Budget Variation**

**Note: PI is to attach this Form, duly completed, with**

***(please tick)***

**Latest Statement of Account.**

Download from StaffLink->Financial Services->Research Project Statement System

**A. Summary of Variation Request**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Account to transfer fund from** | **Account to transfer fund to** | **Amount to be transferred ($)** | **Remarks \*\***  a) State how proposed changes will affect the project, including targets, deliverables, date of completion, etc.  b) If variation involves the change in purchase of equipment or consumable items, state which original equipment/ consumable items to forgo and the items to be purchase in replacement, if any.  c) If variation involves the change in manpower, state which budgeted position to forgo and the new position to be hired in replacement, if any.  *(use attachments if necessary)* |
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*[\*\* IMPORTANT: Please complete this section, or the request will be rejected without review. If in doubt, please check with your School’s Finance Office]*

**B. Reasons for forgoing originally approved items:**

* 1. Explain why item is not required or how savings is derived.

**C. Reasons for requiring additional or new items:**

* 1. Explain need for additional manpower or consumables, etc and why this was not catered for in the original budget.
  2. For equipment/facilities requested, indicate if such items are already available in your Department/University, and explain why it is not possible to use existing equipment/facilities. In particular, where the project is due for completion in a year’s (or less) time, justify the need for the items at such a late stage of the project. For additional manpower requested, indicate whether assistants are available in the projects or other research projects under the same Principal Investigator, and why the existing assistants cannot be used.

**Annex C**

Request for Extension of Project Completion Date

Note: PI is to attach **ALL** of the following items

***(please tick)***

**Revised Project Implementation Schedule**Detailed Gantt Chart explaining how you intend to complete your project with the extension

**Latest Statement of Account;**

Download from StaffLink->Financial Services->Research Project Statement System

**Latest Annual Progress Report Submitted;**

**Other supporting documents (if any).**

|  |  |  |  |
| --- | --- | --- | --- |
| A. History of Project Extensions (if any) | | | |
| From dd/mm/yyyy | To  dd/mm/yyyy | No. of months extended | Reasons for Project Extension  (Brief Description) |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| B. Current Project Extension Request | | |
| From dd/mm/yyyy | To  dd/mm/yyyy | No. of months extended |
|  |  |  |

|  |
| --- |
| Detailed Reasons and Justification for Current Project Extension |
|  |

**Annex D**

Request for Termination/Lapse of Research Project

Requests for **project termination/lapse** should be made 3 months before termination/lapse. The Director of CTLP should work with PI to explore all possible options to bring the project to proper completion (eg. change in PI) before consideration of termination/lapse of project.

**Note: PI is to attach this Form, duly completed, with**

***(please tick)***

**Latest Statement of Account;**

Download from StaffLink->Financial Services->Research Project Statement System

**Latest Annual Progress Report Submitted;**

**Other supporting documents (if any).**

|  |  |
| --- | --- |
| Requested Effective Terminated / Lapsed Date: | Duration of Project (Months): 8 months |

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| --- |
| Please provide detailed reasons and justification for termination/lapsing of research project: |
| If current PI is leaving the University, the Dean of College or the Chair of School is to provide details such as PI’s last day of work in University, name of institutions he will be joining, etc. |

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Name and Signature of PI Date