



Adding years of healthy life



Games for Health Innovations Centre (ALIVE) Serious Games Grant (SGG)

Information Sheet

1. INTRODUCTION

- a. ALIVE is a collaboration supported by the National Healthcare Group (NHG) and Lee Kong Chian School of Medicine (LKCmedicine). The aim of ALIVE is to become the leading validation and implementation centre for Asia in the emerging field of serious games and simulations in healthcare through research, knowledge transfer and multinational networking that provide tangible benefits for all stakeholders, especially patients.
- b. The main objective of the ALIVE Serious Games Grant (SGG) is to promote collaborative research in serious games to help improve healthcare for the local and/or Asian population. All areas related to serious games that can demonstrate high potential in improving population health and providing patient-centric care are welcomed, as well as to bolster the following:
 - i. Healthcare education: including pre-professional medical education initiatives and enhancement to different healthcare disciplines (eg. medical, allied health, nursing etc.), professional education in hospital or healthcare settings and clients (patients, caregivers, community individuals) educational initiatives in any suitable environment
 - ii. Productivity: including improved care efficiency, optimisation of healthcare resources, effective manpower management and leaner hospital processes
 - iii. Clinical outcomes: including value-adding to patient satisfaction in healthcare institutions, positive motivation and enhancing diagnostic capabilities/therapeutics to achieve better healthcare outcomes

2. ELIGIBILITY

- a. Each application must be submitted by a NHG Lead Principal Investigator (PI) and an LKCmedicine Lead Principal Investigator (PI). Other research team members can include co-investigators/collaborators from local/overseas institutions or private companies. In addition, composition of team members (Co-I and above) for each application should not all be from the same institution.
- b. The NHG Lead-PI should fall under any one of the following:
 - i. Doctors from NHG institutions who are clinically qualified (i.e. with MD/MBBS/BDS). For proposals involving patients, the doctor would need to be a registered medical practitioner as defined under the Singapore Medical Registrations Act.
 - ii. All other allied health professionals and nurses, as defined under the Singapore Allied Health Professionals Act, from NHG institutions will be eligible.

- iii. Principal/senior therapists and nurses from NHG institutions without PhD or equivalent will require a mentor who meets criteria 2.a or 2.b.i.
 - iv. For proposals involving clinical trials, the NHG-Lead PI would need to be either a SMC registered doctor or a licensed allied health professional/nurse.
- c. The LKCMedicine Lead-PI must fulfil the following criteria:
- i. An LKCMedicine Lead-PI must be full-time faculty; Visiting Professors (spending at least 6 months per year in Singapore) will be eligible; Adjunct Professors will not be eligible.

3. FUNDING

- a. Up to S\$60,000 funding over a maximum of 2 years may be awarded for each successful project.
 - i. Level 1 - Up to S\$10,000/- over 1 year
Level 1 targets projects that involve new development of games/simple games which do not require evaluation and validation.
 - ii. Level 2 – Up to S\$60,000/- over 2 years
Level 2 targets projects which are complex in nature that require intensive evaluation, validation and trials.
- b. All items to be funded must be listed in the budget application form clearly with justifications for the budgeted items provided. The items must also be listed down according to the respective Lead PIs' institution that will be making the purchase. Please refer to Annex A for the list of fundable and non-fundable items.
- c. Goods and Services Tax (GST) reimbursement is allowable only for LKCMedicine expenses. NHG institutions may claim the GST portion from Inland Revenue Authority of Singapore (IRAS) directly and hence, do not need to include GST in their budget proposals.
- d. Only items approved upon successful application can be reimbursed. The total reimbursable amount will be limited to the total budget awarded upon successful approval.
- e. 6-monthly budget utilisation reports will be provided to PIs periodically to inform them of their grant utilisation status. This is only applicable for Level 2 Funding.
- f. Any changes to be made to the approved budget will require submission of a grant variation form subject to approval of the relevant authorities.
- g. Please note that manpower is not reimbursable under this grant.

4. CONDITIONS OF AWARD

- a. Successful applicants are required to adhere to the following guidelines:
 - i. Successful applicants are responsible for ensuring that ethics approval (if applicable) has been obtained before the start of the project.
 - ii. Successful applicants are responsible for adhering to all Singapore standard research regulations and guidelines that govern this project. The PIs are also required to ensure that they are updated with the latest regulations and guidelines of Singapore that govern this project.
 - iii. Submission of formal grant variation requests for approvals are necessary for any intended adjustments to the budget allocation, duration of project, purchase of non-standard / unapproved items. Formal requests must be submitted at least 30 days to 6 months in advance for processing, depending on the type of request.

- iv. Successful NHG and LKCMedicine PIs are required to submit the following signed documents within the stipulated timeframe after successful award:
 - (1) Letter of Undertaking (within the stated date)
 - (2) Project Agreement (within 3 months after the start of funding)
- v. Successful applicants are required to submit:
 - (1) Progress report at the end of Year 1 of the project, within one month from the end of the Year 1. Only applicable for Level 2 Funding.
 - (2) Final report at the end of the project, within three months from the indicated project completion date. Applicable for both Level 1 and 2 Funding.
- vi. The funded project outcomes will be continuously tracked for 5 years after the completion date of the project.
- vii. LKCMedicine and NHG reserves the right to withdraw all funding and suspend the period of the awarded research project funding indefinitely, should there be any form of non-compliance with the Singapore standard research regulations and guidelines, improper conduct of research or unjustified utilisation of funds.

5. APPLICATION PROCEDURES

- a. Applicants are required to submit a short application to commence their involvement in the grant application process. This submission shall consist of one (1) softcopy and one (1) hardcopy of:
 - i. Short Grant Application Form
- b. Should the short application be successful, applicants will be notified of their success and be invited to present their proposals before a panel of judges. Applicants will be required to submit one (1) set of softcopy and one (1) set hardcopy of:
 - i. Full Grant Application Form
Note: This form must be duly signed by both NHG and LKCMedicine Lead PIs and endorsed by their respective Department Head / Chair (Research) / Associate Chair (Research).
 - ii. Budget Application Form
Note: All items budgeted must be charted according to the respective Lead PI's institutions that will be making the purchase – NHG Institutions for Clinical items and LKCMedicine for Technical items – and must adhere to the Guidelines on Fundable and non-Fundable Items (Annex A). Justifications must also be provided under the sections provided.
 - iii. Supporting Documents
 - (1) NHG Lead-PI's CV
 - (2) LKCMedicine Lead-PI's CV
 - (3) All Co-Investigator's CVs
 - (4) All Collaborator's CVs

Note: CVs are limited to 1 page for each team member.
 - iv. NHG Domain Specific Review Board (DSRB) Application Form, If Applicable
- c. Softcopy submissions of all application documents must be emailed to ALIVE at:

ALIVE@ntu.edu.sg

- d. Hardcopy submissions of all application documents must reach LKCmedicine at the following address:

Lee Kong Chian School of Medicine
11 Mandalay Road
Clinical Sciences Building Level 4
Medical Education Research and Scholarship Unit
Attn: ALIVE Serious Games Grant Secretariat

- e. Incomplete applications, and/or applications submitted/rectified past the closing date will not be considered for review.

6. REVIEW CRITERIA

- a. All completed applications will undergo a rigorous process of evaluation by a panel of expert judges, with final ratification by the ALIVE Steering Committee. The following criteria will be used:
 - i. Assessment of Healthcare Relevance (Clinical & Educational)
 - ii. Potential Technological Solution
 - iii. Potential Impact of Solution
 - iv. Scientific Merit, Budget, and Team
- b. Applications will also be provided with feedback, where applicable, after the announcement of grant results.
- c. Decisions made by the Steering Committee are considered final.

7. CONTACT INFORMATION

- a. For more information, do contact the ALIVE Grant Secretariat at: ALIVE@ntu.edu.sg

Annex A – Guidelines on Fundable and Non-Fundable Items

Type of Expenses	Description
Equipment Category	
General policy	<p>There shall be no purchase of equipment 3 months before the completion date of the project. The completion date of the project refers to latest approved completion date.</p> <p>Any new equipment (hardware & software) if needed specifically for the project may be allowable if it is relevant to the project and subject to the approval of the grantor. Equipment must be individually identified and its total cost inclusive of bank charges, delivery and installation, etc. estimated.</p> <p>Any equipment purchases shall also be subjected to an established and consistently applied policy of the host institution.</p>
Purchase of smart devices	Allowable, if directly related to the project. All procurement of such items must be reasonable and are made according to the formal established and consistently applied policies of the host institution or by other collaborating institutions.
Office equipment	Not allowable
Office furniture & fittings	Not allowable
Cost of capital works and general infrastructure (including costs associated with the establishing and running of the Grant Administration Office)	Not allowable
Repairs and maintenance of research equipment	Allowable, if equipment is newly purchased and specifically budgeted for the project. The period of maintenance funded from the research grant should be restricted to the duration of the project. For new equipment, maintenance should not be budgeted for the duration the equipment is under warranty (e.g. Year 1) and quotations for maintenance contract must be included.
Consumables Category	
Consumables	Allowable, if directly related to the project. Examples of such costs are supplies and materials which are necessary for the successful execution of the project. All procurement of such items must be reasonable and are made according to the formal established and consistently applied policies of the host institution or by other collaborating institutions.
Use of third party services (including app development, etc.), equipment rental or lab spaces within the host Institution's or collaborating institution's central facilities	<p>Allowable, if directly related to the project.</p> <p>Institutions may also be requested to certify that the fee structure is applied consistently.</p>
Miscellaneous Category	
Audit fees	Not allowable.
Bank charges	Allowable as long as it is specifically related to the payments for consumables and equipment used in the project.
Books and specialised journals relevant to the research	Not allowable.
Customs and import duties	Allowable as long as it is specifically related to importation of consumables and equipment used in the project.
Entertainment & Refreshment	Not allowable
Fines and penalties	Not allowable
GST	Allowable. GST for expenses incurred by NHG institutions are claimable from IRAS, hence there is no need to include GST in the project budget.
Insurance premiums	Not allowable.

	The host institution is responsible for the insurance of the equipment, relevant workmen compensation and professional indemnity insurance which are in line with the host institution's risk policies.
Legal fees	Not allowable
Local & Overseas conferences	Not allowable.
Overhead expenses - rental, utilities, telephone charges, facilities management, etc.	Not allowable
Patent application, IP related and commercialization expenses	Not allowable This includes patent application filing, maintenance and other related costs. Such costs should be paid by the host institution.
Photocopying charges	Allowable
Professional fees (including fees to consultants)	Not allowable
Professional membership fees of PIs / RFs / RAs funded from the grant	Not allowable
Publications	Allowable, if they are directly related to the project. Page charges for publication of manuscript in professional journals are allowable. The costs of reprints and publishing in other media, such as books, monographs and pamphlets are not allowable.
Staff retreats	Not allowable
Stationery & printer consumables	Allowable
Transportation, postage & courier services	Allowable This includes postage, courier and freight charges for bringing in equipment and specialised research consumables and reimbursement for staff transportation.
Payment to research participants and other related costs	Allowable for payment to volunteers and research subjects provided this is the scope of the research and has been provided for in the grant and approved. Press advertisements costs for recruitment of research participants are also allowable.
Others	Other miscellaneous costs which are directly related to the project may be allowed subjected to approval from the grant funding body based on the justifications provided. An example of such item is ethics review cost.