**Duke-NUS Medical School
Khoo Postdoctoral Fellowship Award (KPFA) from**

**The Gift of the Estate of Tan Sri Khoo Teck Puat**

Duke-NUS Medical School (Duke-NUS) is pleased to announce a Call for Proposals for postdoctoral fellowship research awards made possible by the generous gift from the Estate of Tan Sri Khoo Teck Puat.

**Khoo Postdoctoral Fellowship Programme 2021**

The Khoo Postdoctoral Fellowship Awards are made for research training under direct supervision of a Mentor. The primary criterion in awarding these fellowships is excellence. The Review Committee seeks evidence that the candidate’s research and publication will make a significant, original contribution to medical or biomedical science. Candidates must apply for the fellowship under the guidance of a Mentor —an investigator holding a regular rank, clinical or adjunct faculty appointment with Duke-NUS and capable of providing mentorship to the Fellow. In addition to supervising the proposed research, the Mentor’s role is to foster the development of the Fellow’s overall knowledge, technical and analytical skills, and capacity for scientific inquiry. The Mentor is also expected to assist the Fellow in attaining his/her career goals.

**Eligibility:**

1. Applicants must have completed one of the following degrees or its equivalent: PhD, DSc, MD, MBBS, DDS, DVM, PharmD.
2. Applicants must be able to devote full-time effort to research activities.
3. Applicants may not have more than 3 years’ of postdoctoral research experience at the time of application.
4. Applicants who (i) are eligible to apply for the SingHealth/Duke-NUS New Clinician Scientist Scheme (NCSS) or Khoo Mentored Research Award (KMRA) programme, (ii) have received a national-level award eg. New Investigator Grant (NIG) or (iii) are eligible to apply for Transition Award (TA) from the National Medical Research Council (NMRC), are not eligible to apply.
5. Applicants who (i) have accepted a postdoctoral research position with Duke-NUS or their Mentor’s institution based in Singapore as their primary institution, by the application closing date, and (ii) anticipate receipt of their PhD/DSc/MD/MBBS/DDS/DVM/PharmD degree by 1 June 2021, are eligible to apply.

**Proposal Review:** The Review Committee is appointed by the Dean. The primary criteria used to evaluate applicants are the (i) quality of the research proposal, (ii) qualifications, experience and productivity of the candidate, and (iii) qualifications of the Mentor. The proposed research should represent an opportunity for the candidate to expand his/her scientific skill set.

**Funding:** Fellowships are granted for a 2-year term, with the 2nd year funding contingent upon satisfactory progress in the 1st year. The annual award level is S$75,000 and can be utilised strictly for salary support of the Fellow only (i.e. Expenditure on Manpower - EOM), research support (i.e. Other Operating Expenditure - OOE) and / or equipment purchase for the funded project. Up to S$5,000 per year can be budgeted for travel support for the Fellow. Budgeting of any single equipment purchase in excess of S$5,000 (inclusive of GST) requires the completion of the Equipment Purchase Approval Form which is to be submitted together with the KPFA application form. Funds may not be used for institutional overhead or indirect costs. Fellows awarded the KPFA and who subsequently obtain funding from another entity for the same or similar research project as the KPFA project, will cease receiving project and equipment support from the KPFA once the new award is activated. The remaining balance of the KPFA can be used, however, to offset salary support for the Fellow, with the KPFA funds being applied first to any salary contribution from Duke-NUS.

**Reporting:** Second-year funding of awards is contingent upon satisfactory review of the annual progress report. The reports serve as an auditing tool to monitor research progress and assure that the Fellow's research is on target with the funded project. At the end of the 11th month of funding, the Fellow must submit a progress report that includes a summary of research performed during the award year and evaluation of the results. The summary should be technical, but targeted to a general scientific audience. The report should not exceed 2 pages. The same format is followed for the final progress report.

**Closing Date: 12 March 2021, 5.00pm
Please submit all materials in a single PDF copy to: kpfa@duke-nus.edu.sg**

**The applicant is to copy his/her Mentor in the email when submitting the PDF copy of the application.**

**The subject line of the email should read “Khoo Postdoctoral Fellowship Award Proposal”.**

1. **Title of Project** (Limit to 30 words)

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| --- |
|  |

1. **EARLIEST Project START DATE (if awarded) (DD/MM/YY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **APPLICANT (FELLOW)**

*Please note that* ***only one*** *application per individual is allowed. Singapore citizens and permanent residents will have priority consideration for the awards.*

|  |  |
| --- | --- |
| Name: |  |
| Designation: |  |
| Primary Institution/Department: |  |
| E-mail: |  |
| Contact No: |  |
| Nationality: |   |
| Singapore Permanent Resident: | □ Yes □ No  |
| Number of years of postdoctoral research: experience as at 12 March 2021  | \_\_\_\_\_\_ years and \_\_\_\_\_ months |

1. **mentOR**

|  |  |
| --- | --- |
| Name:  |  |
| Designation: |  |
| Primary Institution/Department: |  |
| E-mail: |  |
| Contact No: |  |

1. **Abstract of the Proposal**

In no more than 300 words (Arial font size 11), please provide a succinct and accurate description of the proposal to include its specific aims, hypotheses, methodology and approach of the research proposal, including its importance to medical and/or biomedical science.

Click here to enter text.

1. **Details of Research Proposal**

Give a description of the research in no more than 4 pages, including any figures or tables. Information should include objective(s) of the project, background and rationale, experimental design and methods, relevance of proposed research to medical and/or biomedical science. There should be no more than 40 references cited and they should be provided at the end of the document; this does not count towards the 4-page limit.

Please use Arial font size 11, single-spaced.

Click here to enter text.

1. **References**

There should be no more than 40 references cited.

Click here to enter text.

1. **CURRICULUM VITAE**

Applicant to provide a no more than 2-page curriculum vitae (CV), using the NMRC CV format template.

1. **CAREER Statement by APPLICANT**

Please describe in 1000 words or less your research interests and career goals and how the KPFA will help you to attain those goals. Please use Arial font size 11, single-spaced.

Click here to enter text.

1. **Proposed Budget**

Awards are funded at S$75,000/year up to 2 years, with the 2nd year funding contingent upon satisfactory progress in the 1st year. Please prepare the budget carefully under each category. Funds can be utilised strictly for salary support of the Fellow only (EOM), research support (OOE) and / or equipment purchase for the funded project. Up to S$5,000 per year can be budgeted for travel support for the Fellow. Budgeting of any single equipment purchase in excess of S$5,000 (inclusive of GST) requires the completion of the Equipment Purchase Approval Form (using template attached) which is to be submitted together with the KPFA application form. Funds may not be used for institutional overhead or indirect costs. Budget must include GST, wherever applicable.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Total (S$)** |
| **EXPENDITURE ON MANPOWER (EOM)** |
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|  |  |  |  |
|  |  |  |  |
| **Sub-total (S$)** |  |  |  |
| **OTHER OPERATING EXPENDITURE (OOE)** |
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|  |  |  |  |
| **Sub-total (S$)** |  |  |  |
| **EQUIPMENT** |  |  |  |
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|  |  |  |  |
| **Sub-total (S$)** |  |  |  |
| **Grand Total (S$)** |  |  |  |

1. **Letter of support by Mentor**

Mentor to provide a not more than 3-page NIH or NMRC Biosketch and a letter of support (2 pages or less) covering the following points:

* Previous experience as a research supervisor (such as mentoring postdoctoral fellows and/or MBBS/PhD students).
* A plan that describes the nature of the supervision and mentoring during the award period, including how the mentor can contribute to the applicant’s scientific and professional independence, and the time commitment the mentor is willing to make.
* Description of the planned research training, including formal course-work (if any).
* How the applicant’s proposed research is different from any currently funded research of the mentor’s.

Please use Arial font size 11, single-spaced.

Click here to enter text.

1. **UNDERTAKING BY APPLICANT (FELLOW)**

In submitting the proposal, the Applicant (Fellow) undertakes to:

* Declare that all information is accurate and true.
* Declare that he/she meets the eligibility criteria of the KPFA programme.
* Submit supporting documents of ethics approval obtained from the relevant Institutional Review Board (IRB) and Animal Ethics Committee for studies involving human subjects and animal experimentation respectively, prior to initiation of the studies.
* Be actively engaged in the execution of the research and comply with all laws, rules and regulations pertaining to animal and human ethics, including the Singapore Good Clinical Practice guidelines.

Please tick accordingly

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| --- | --- | --- |
|  |  | I accept the above undertaking. |
|  |  |  |
|  |  | I do not accept the above undertaking. |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Name of Applicant (Fellow)**  |  |  **Signature and Date** |

**NOTE:**

1. **Review Process**: Proposals will be reviewed by a Review Committee appointed by the Dean of Duke-NUS. The start date for funded projects is 1 June 2021.
2. **Review Criteria**: Proposals will be scored based on the following criteria:
	1. **Scientific Merit** – What is the scientific merit and feasibility of the proposed studies? How appropriate is the experimental design for achieving the stated objectives?
	2. **Innovativeness** – Does the proposal move the applicant’s research in new directions? To what extent does the proposed research foster the application of new technologies and new experimental approaches?
	3. **Applicant (Fellow)** – Has the applicant demonstrated an aptitude and attitude towards excellence in science?
	4. **Relevance and Potential Impact** – What is the relevance of the proposed research to medical and/or biomedical science? What is the likelihood that the results obtained will lead to future external funding of a larger project on this topic?

**DUKE-NUS MEDICAL SCHOOL**

## EQUIPMENT PURCHASE APPROVAL FORM

## (At the time of grant application)

Please complete this form to seek approval if you are budgeting for any **single equipment purchase** in excess of **S$5,000.00** [inclusive of Goods and Services Tax (GST)] to be supported under the award.

**1) GRANT INFORMATION**

|  |  |
| --- | --- |
| **Project Award Type:** | Khoo Postdoctoral Fellowship Award |
| **Project Title:** |  |
| **Host Institution:** |  | **Department:** |  |
| **Principal Investigator:** |  |

**2)** **LIST OF EQUIPMENT PURCHASES FOR APPROVAL**

For single equipment purchases that are more than S$5,000.00 (inclusive of GST) each.

|  |  |  |
| --- | --- | --- |
| **No.** | **Equipment Description**  | **Amount Requested (S$)**(inclusive of GST) |
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**3) JUSTIFICATIONS FOR Equipment purchase**

Please provide justifications for the equipment purchases listed in Section 2.

**Requested by:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Name of Principal Investigator |  | Signature |  | Date |

**Supported by:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Research Director or the designated authority of Host Institution |  | Signature |  | Date |

# For Official Use only

# *\*Please delete accordingly.*

# I approve/do not approve\* this equipment purchase request.

|  |  |  |
| --- | --- | --- |
| Name and SignatureChair, Khoo Postdoctoral Fellowship Award Review CommitteeDuke-NUS Medical School |  | Date |

**Personal Data Notice & Consent**

**For**

**Grants & Awards Managed and Administered by Duke-NUS Medical School**

1. National University of Singapore (“NUS”) through its Duke-NUS Medical School (“Duke-NUS”) manages and administers grants and awards and the applications for the same. To do so, NUS will necessarily need to collect, use, disclose and/or process certain personal data or personal information submitted or otherwise made available to NUS by an individual in an application for a grant or award (the “**Applicant**”).
2. Such personal data will be collected, used, disclosed and/or processed by NUS for the purpose(s) of:
3. Administering, managing and/or processing the Applicant’s application for a grant or award, sending the Applicant materials on the grantor awards applied for, and obligations thereunder, via postal mail, electronic mail, fax or voice calls;
4. Administering and/or managing the Applicant’s relationship with NUS (including the mailing of correspondence, statements or notices to the Applicant, which could involve the disclosure of certain personal data about the Applicant to bring about delivery of the same, as well as on the external cover of envelopes / mail packages);
5. Carrying out screening activities (including background checks and/or obtaining of references and/or other information about the Applicant from the Applicant’s previous education institute(s), employers) or other due diligence in accordance with legal or regulatory obligations or risk management procedures that may be required by law or that may have been put in place by NUS;
6. Responding to any enquiries by the Applicant;
7. Investigating fraud, misconduct, any unlawful action or omission relating to the Applicant’s application for a grant, whether or not there is any suspicion of the aforementioned;
8. Responding to requests for information from public agencies, ministries, statutory boards or other similar authorities (including but not limited to the Immigration and Checkpoint Authority, Ministry of Defence, Ministry of Education and Ministry of Health) or non-government agencies authorised to carry out specific Government services or duties from time to time;

 Where the Applicant is awarded the grant or award, the following purposes shall apply in addition to the aforementioned purposes set out in (b) to (f) which continue to apply until the grant or award comes to an end:

1. Administering and/or managing the successful Applicant’s grant or award, which may include use and disclosure of personal data to related grant funding organisations, donors, external evaluators and/or external organisations for purposes of periodic reports as may be required under the grant or award conditions, and/or event invitations.
2. Maintaining campus safety and security of persons and property (including the use of CCTVs), where the successful Applicant is given access to NUS premises and facilities;
3. Invitation to participate in publicity materials, feature stories, events and other engagement activities relating to academic support, student support, financial assistance programmes and merit-based awards made possible by donors, where the Applicant is a successful recipient, beneficiary and/or participant;
4. Carrying out market related or similar research and analysis for NUS’ operational strategy and policy planning purposes;
5. Taking of photographs and/or videos (whether by NUS staff or third party photographers and/or videographers) during events or seminars organised by NUS or its affiliates for publicity purposes (including in NUS’ publicity and communications materials).

 l) Transferring and disclosing the successful Applicant’s personal data to overseas partner institutions to review, manage, process the application and/or assess the Applicant’s research. In such event NUS, through Duke-NUS will only share the personal data relevant and required to assess the research carried out under the grant or award.

1. Such personal data of the Applicant may be disclosed by NUS to third party service providers or agents (whether in Singapore or elsewhere in the world where such service providers are sited) for one or more of the above Purposes, as such third party service providers or agents, if engaged by NUS, would be processing the Applicant’s personal data for NUS, for one or more of the above Purposes.
2. By completing and submitting the grant application form to Duke-NUS, the Applicant:
3. Declares and warrants that for any personal data of other individuals disclosed by the Applicant in connection with the grant application, the Applicant has, prior to disclosing such personal data in the grant application form to Duke-NUS, obtained the consent from the individuals whose personal data are being disclosed, to permit NUS through Duke-NUS to collect, use and disclose such personal data for purposes related to this application,
4. Consents to NUS collecting, using, disclosing and/or processing the Applicant’s personal data for the Purposes as described above; and
5. Consents to NUS transferring the Applicant’s personal data out of Singapore to NUS’s third party service providers or agents and/or partner institutions for the Purposes as described above.
6. If the Applicant has any questions relating to NUS’s collection, use and disclosure of the Applicant’s personal data, the Applicant may contact the NUS Data Protection Office at dpo@nus.edu.sg or call 6776 2835 or such other person as NUS may designate, from time to time and informing the Applicant through letter, circular, notice or email.
7. For the avoidance of doubt, in the event that Singapore personal data protection law permits an organisation such as NUS to collect, use or disclose the Applicant’s personal data without the Applicant’s consent, such permission granted by the law shall continue to apply.

**BEFORE YOU SUBMIT THE GRANT APPLICATION FORM TO DUKE-NUS, CAREFULLY READ THE ABOVE CONTENTS OF THIS DOCUMENT. BY SUBMITTING THE APPLICATION, YOU ACKNOWLEDGE THAT YOU HAVE READ AND FULLY UNDERSTAND THE CONTENTS OF THIS DOCUMENT AND YOU HEREBY GIVE YOUR CONSENT AS SET OUT ABOVE AS WELL AS CONSENT TO NUS COLLECTING, USING, DISCLOSING, PROCESSING AND/OR TRANSFERING OUT OF SINGAPORE, YOUR PERSONAL DATA FOR ONE OR MORE OF THE PURPOSES DESCRIBED IN THIS DOCUMENT.**