

Community Care Research Grant FAQs

A) Grant Criteria and Coverage

1. [Who is eligible to apply for the Community Care Research Grant?](#)
2. [What type of research will be funded?](#)
3. [What items will be covered by this grant?](#)
4. [How is the grant quantum determined?](#)
5. [Who can be a mentor and what does the mentor do?](#)
6. [What are the key funding criteria?](#)

B) Administrative Requirements for Research

1. [What is a Research Institution?](#)
2. [Does my organization have to become a Research Institution?](#)
3. [Do I need to seek Institutional Review Board \(IRB\) approval for my project?](#)
4. [What are my IRB options?](#)
5. [Does my organization need to get research insurance?](#)
6. [What is Collaborative Institutional Training Initiative \(CITI\) certification? Do I need it?](#)
7. [How can my organization afford the costs of IRB review, research insurance, and CITI certification?](#)

C) Grant Call Process

1. [Do I need to disclose other sources of funding \(potential or actual\) for my Community Care Research Grant proposal?](#)
2. [What happens to my proposal once I have submitted it? How will the proposal be evaluated?](#)
3. [Who will be on the Scientific Review Panel?](#)
4. [Will I be required to make a presentation of my proposal in person?](#)
5. [How long will I have to wait for a decision on my proposal?](#)
6. [Can an applicant submit more than one research proposal in a single grant call period?](#)
7. [Can I submit the same proposal more than once?](#)

D) Grant Award and Administration

1. [If my proposal is successful, when can the research start?](#)
2. [How often do I need to report back on the grant?](#)
3. [What outcomes must I deliver if I am awarded the funding?](#)
4. [Must I guarantee that the results of my research are positive?](#)

Who should I contact if I have more questions?

Please email all queries to the Community Care Research Grant Secretariat at researchgrant@aic.sg

A) Grant Criteria and Coverage

1. Who is eligible to apply for the Community Care Research Grant?

Principal Investigators (PIs) must be employed by a Singapore-registered not-for-profit or private entity that provides intermediate or long-term services and supports to older adults. These entities include community hospitals, nursing homes, hospices, and home and/ or centre-based care providers. There are no nationality or citizenship requirements but the PI must spend at least 75% of his or her time in Singapore. The PI is expected to lead the research project. Collaborators or Co-Investigators may be from the Regional Health Systems, public or private hospitals, family medicine clinics (polyclinics or private clinics), academia, social service agencies or private companies.

2. What type of research will be funded?

Research proposals must be aimed at gathering new, generalizable knowledge, such as understanding the epidemiology of health and social conditions relevant to older adults; understanding the lived experiences of older adults; understanding the impact of changing demographics and social structure on ageing in Singapore; modeling relevant health or social outcomes to identify modifiable determinants or predictors; understanding the experiences of community care service providers; and rigorous evaluations of programmes that yield generalizable conclusions that may inform programme design elsewhere.

Proposals that are not research-focused will not be considered. This funding mechanism will also not support the hiring of additional manpower to deliver a current service, expanding or improving physical facilities in the organization, quality improvement projects or development of a technology (e.g. manufacturing cost for a prototype). There are other funding sources for these activities. Additionally, research studies that are already underway, or that do not involve data collection in Singapore will not be considered for the grant.

3. What items will be covered by this grant?

This grant is designed to fund items used directly for the specific research project. The three budget categories are:

- Manpower, such as research assistants for the project
- Equipment, such as information technology dedicated to the specific research project
- Other Operating Expenses, such as ethics review, fees for use of copyrighted questionnaires etc.

Note that the Community Care Research Grant may not be used to pay for the salaries of Principal Investigators, Co-Investigators, or collaborators. It may also not be used to support conference fees or costs of travel to and from conferences.

4. How is the grant quantum determined?

The grant quantum will be computed based on the resources required for the completion of the research project. Proposed studies should take no more than 1 to 2 years to complete.

5. Who can be a mentor and what does the mentor do?

A senior health care professional or academic with subject matter experience and experience with conducting research as a principle investigator can be a mentor. Please include a curriculum vitae of the mentor in your submission. The mentor is expected to provide guidance to the PI to ensure successful implementation of the research project. Assistance that may be provided includes advice on study design, statistical analyses, and interpretation of findings.

6. What are the key funding criteria?

Proposals will be assessed on the following domains:

- Relevance
- Impact
- Novelty
- Scientific Merit
- Tractability

B) Administrative Requirements for Research

1. What is a Research Institution?

The term Research Institution (RI) refers to a Singapore-based entity that employs and supervises scientific researchers to conduct studies involving human participants. The Human Biomedical Research Act (HBRA) requires that all such research be supervised by RIs.

More information about the HBRA can be found at the Ministry of Health (MOH) website: <https://www.moh.gov.sg/policies-and-legislation/human-biomedical-research-act>

An organization can notify MOH of its intention to become an RI via the Tissue and Research Application System (TIARAS) (<https://elis.moh.gov.sg/tiaras/#!/login>), MOH's online portal for HBRA-related notifications. Declaration of RI status requires the appointment of a Principal Person-in-Charge (PPIC), whose role is to supervise the researchers conducting studies at that organization. As an RI, the organization is expected to (among other requirements):

- File annual declarations of compliance online. The costs payable to MOH are \$1,000 for the organization's headquarters and \$500 per additional study site not in the same postal code.
- Appoint an Institutional Review Board (IRB) (which may be external to the RI).
- Report unexpected adverse events that occur in the course of research studies.

2. Does my organization have to become a Research Institution?

Your organization only has to become a Research Institution (RI) if you are conducting human biomedical research. If this is needed, your organization may enter into an arrangement, contractual or otherwise, with an RI which agrees to supervise the conduct of your research project. Your organization will become an affiliated research site under the supervising RI.

3. Do I need to seek Institutional Review Board (IRB) approval for my project?

Yes. Community Care Research Grant funding is contingent upon the project receiving approval from an Institutional Review Board (IRB).

IRB approvals fall under 3 categories: Exempt, Expedited, or Full. While research with human participants may fall under the Human Biomedical Research Act (HBRA), proposals that pose minimal risk to the human participants can and do receive approval under the Exempt or Expedited categories.

Do note that it may take 3 to 6 months to obtain IRB approval.

You should make arrangements **prior to the grant award** to ensure that your research proposal is reviewed by an IRB.

4. What are my IRB options?

The institutes of higher learning have their own Institutional Review Boards (IRBs) as do the regional healthcare systems. A selection of these IRBs is listed below:

- NUS Institutional Review Board (IRB):
<http://www.nus.edu.sg/irb/>
- NTU Institutional Review Board (IRB):
<http://research.ntu.edu.sg/rieo/IRB/Pages/index.aspx>
- NHG Domain-Specific Review Board (DSRB):
<https://www.research.nhg.com.sg/wps/wcm/connect/romp/nhgromp/02+ethics+and+quality/intro+ethics/research+ethics+framework>
- SingHealth Centralised Institutional Review Board (CIRB):
<http://research.singhealth.com.sg/Pages/centralisedInstitutionalReviewBoard.aspx>
- SIT Institutional Review Board (IRB):
<https://www.singaporetech.edu.sg/research/institutional-review-board>

If you are not able to access the IRBs listed above, alternatives include:

- Parkway Independent Ethics Committee (PIEC):
<https://www.parkwaypanantai.com/index-34.html>
- AIC Institutional Review Board (AIC IRB)
<https://partners.aic.sg/resources/irb>

5. Does my organization need to get research insurance?

Yes, your organization has to obtain research insurance coverage.

6. What is Collaborative Institutional Training Initiative (CITI) certification? Do I need it?

The Collaborative Institutional Training Initiative (CITI) Program offers online education and certification services for research ethics and compliance (<https://about.citiprogram.org/en/homepage/>).

Principal Investigators need to undergo training for responsible conduct of research and conflicts of interest before submitting a proposal for review. A CITI certification is necessary if you do not already have one.

The two relevant CITI courses are:

- a) Social-Behavioural-Educational (SBE) Basic program:
<https://about.citiprogram.org/en/course/human-subjects-research-2/>
- b) Biomedical Research (Biomed) Basic program:
<https://about.citiprogram.org/en/course/biomedical-biomed-basic/>

7. How can my organization afford the costs of IRB review, research insurance, and CITI certification?

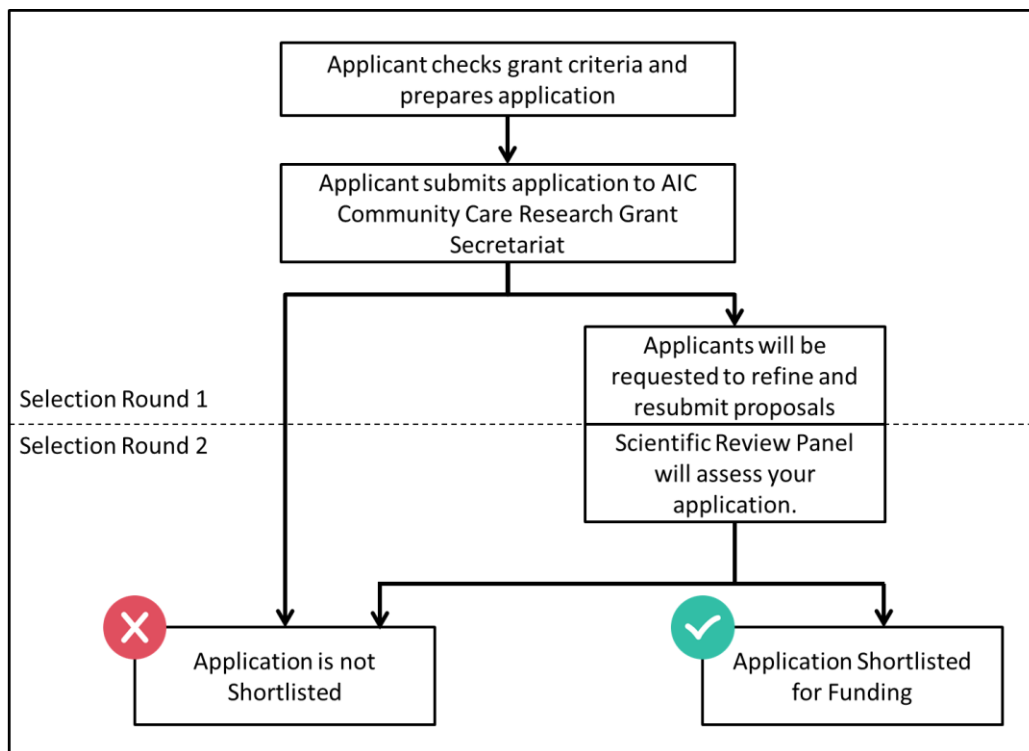
The Community Care Research Grant may be used to fund these costs subject to an upper bound that will be determined in the budget moderation phase.

C) Grant Call Process

1. Do I need to disclose other sources of funding (potential or actual) for my Community Care Research Grant proposal?

Yes, you must disclose (in the Community Care Research Grant application) if any funding for the proposed research project have been obtained from or submitted for consideration elsewhere. You must disclose the quantum, and the name of the other agency providing the funding or that has been approached for funding.

2. What happens to my proposal once I have submitted it? How will the proposal be evaluated?



Upon receipt of your completed application form, the Community Care Research Grant Secretariat will send you an acknowledgement email. Applicants who pass round 1 of the selection process will be asked to refine and resubmit their proposals.

All resubmitted proposals will undergo round 2 of the selection process.

Each proposal will be reviewed by a Scientific Review Panel (SRP).

AIC will make the final funding decision.

3. Who will be on the Scientific Review Panel?

The Scientific Review Panel will comprise academics and subject matter experts.

4. Will I be required to make a presentation of my proposal in person?

Principal Investigators whose proposals have been shortlisted by the Scientific Review Panel may be asked to present their proposal in person.

5. How long will I have to wait for a decision on my proposal?

Typically, if a refined resubmission is made before any of the closing dates, then the decision will be communicated by the notification date of that grant call period as indicated in the table below.

Closing date:	31 Mar	31 Jul	30 Nov
Evaluation period:	Apr to Jul	Aug to Nov	Dec to Mar
Notification of outcome:	By 31 Jul	By 30 Nov	By 31 Mar

For example, a refined resubmission is received on 30 July. The outcome of this resubmission will typically be communicated by 30 November in the same year.

6. Can an applicant submit more than one research proposal in a single grant call period?

Yes.

7. Can I submit the same proposal more than once?

The same proposal may be submitted for consideration under another grant call in the future if it is not successfully awarded. However, PIs should take note of the comments from the review panel and make changes to the proposal before resubmission. Duplicate proposals may also be submitted to any other award-making body, subject to a clear declaration of the simultaneous submission being made in the relevant section of the proposal.

D) Grant Award and Administration

1. If my proposal is successful, when can the research start?

You may apply for Institutional Review Board (IRB) approval at any time. However, to be eligible for funding, data collection must occur between commencement and completion date as stated in the Letter of Award.

2. How often do I need to report back on the grant?

Grantees are expected to furnish progress reports annually. A final report is required upon project completion.

3. What outcomes must I deliver if I am awarded the funding?

The standard Key Performance Indicators (KPIs) are:

- a. Abstract accepted for oral or poster presentation at a local or international conference.
- b. Manuscript submitted and minimally under review in a peer-reviewed journal.
- c. One (1) presentation of study findings to AIC.

Principal Investigators (PIs) with successful proposals may be required to present their results to the senior management at AIC. PIs may also be asked to present their results at an AIC-organised workshop or conference, and the PIs must be prepared to do this presentation if requested.

4. Must I guarantee that the results of my research are positive?

No. We do not expect proposals to guarantee a “positive” outcome.