



HERITAGE RESEARCH GRANT **APPLICATION GUIDELINES**

Thank you for your interest in the Heritage Research Grant. Please read this document carefully before applying and we wish you success with your application.

This document was last updated on 8 September 2017. NHB reserves the right to make changes to the guidelines to the Heritage Research Grant at any time, without prior notice.

1. Heritage Research Grant

- 1.1 The Heritage Research Grant (HRG) was introduced in September 2015 by the National Heritage Board (NHB) to fund research projects related to Singapore's tangible and intangible heritage, archaeology as well as the development and adoption of technologies that support the documentation of Singapore's heritage.
- 1.2 The HRG aims to encourage local institutes of higher learning (IHLs), research institutions and non-governmental organisations (NGOs) to embark on such heritage-related research projects; grow and develop the heritage ecosystem in Singapore; and promote the use and development of technologies for the documentation and preservation of Singapore's heritage.

2. Eligibility, Application and Review Process

- 2.1 Application for the HRG is open to teams of researchers from or endorsed by IHLs¹, research institutions and/or NGOs² that are registered and based in Singapore. The team of researchers shall comprise one (1) Principal Investigator (PI) heading the research team and one (1) or more Co-Investigator(s) (CIs) assisting the PI in conducting and managing the project.
- 2.2 Submission of application and successful approval of the HRG must be sought before the project commences.
- 2.3 The table below lists the key dates and windows you will need to keep in mind as you are preparing your application for this round of grant call:

Start of Grant Call	Closing Date for Application	Notification of Results	Projects Starting On or After
22 Dec 2017	2 Feb 2018	Mar 2018	Apr 2018

¹ IHLs includes, but is not limited to, universities, polytechnics and Institutes of Technical Education (ITEs) in Singapore.

² NGOs must be registered under the Registry of Societies in order to be eligible to apply for the Heritage Research Grant.

- 2.4 There will be designated research theme(s) for each grant call, which will be published on the HRG page on NHB's website (URL: <http://www.nhb.gov.sg/awards-and-grants/grants/heritage-research-grant>) at the start of the grant call. Applications are encouraged to be aligned to the research objectives stipulated for each themed grant call. Projects that do not fulfil the grant call theme will be considered based on the merits of the proposal.

Applications must be made using the prescribed HRG Application Form and must be received by the respective closing dates. Incomplete applications without the required supporting materials, applications which have not adhered to the page/word limits or submission formats and/or late applications sent after the application closing date will not be accepted.

- 2.5 The applicant shall submit a soft copy of the completed HRG Application Form and relevant supporting materials in Microsoft Word format to the following e-mail address:

heritage_research@nhb.gov.sg

- 2.6 In addition, the applicant shall submit two (2) hard copies of the completed HRG Application Form and relevant materials to the following address:

Heritage Research Grant Secretariat
Heritage Research and Assessment Division
National Heritage Board
61 Stamford Road (Stamford Court), #03-08
Singapore 178892

- 2.7 Funding support is awarded through a competitive evaluation process. All applications will be reviewed by the Heritage Advisory Panel (HAP), an external panel appointed by NHB and comprising a team of academics and experts in areas related to heritage, which will make recommendations to NHB. NHB shall be the final approving authority for HRG funding (in full or in part), and reserves the right not to disclose reasons for the amount awarded.

- 2.8 The evaluation criteria for the HRG are as follows:

ASSESSMENT CRITERIA	
<u>Methodology</u>	<ul style="list-style-type: none">• Definition and articulation of the project's objective(s)• Robustness and strength of the methodology• Clarity in describing and explaining the methodology• Feasibility of project methodology• Alignment with the HRG's objectives
<u>Content</u>	<ul style="list-style-type: none">• Originality of the proposed research project• Ability to fill in the gaps in existing research and knowledge

<ul style="list-style-type: none">• Relevance to local context (i.e. Singapore’s heritage, culture, etc.)• Potential in generating interest in heritage circles and the general public
<p><u>Applicant’s/Team’s Ability</u></p> <ul style="list-style-type: none">• Track record and credentials• Relevance of area(s) of expertise• Publications and past projects (if any)
<p><u>Project Management</u></p> <ul style="list-style-type: none">• Reasonableness and value-for-money of requested budget• Acceptability of proposed timeline• Effective use of resources available (if applicable)
<p><u>Other Considerations</u></p> <ul style="list-style-type: none">• Any other considerations not included in the abovementioned criteria (e.g. innovative use of technology, public engagement and involvement, etc.)

For each application, the applicant may be called for a 15-minute interview session with the HAP/NHB.

- 2.9 Successful applicants will receive a Letter of Offer containing:
- HRG Acceptance Form;
 - Project/Disbursement Schedule (the grant will be disbursed in stages upon completion of key agreed milestones of the project);
 - Terms and Conditions for the grant; and
 - Vendor Maintenance Form (to be executed by the applicant’s supporting IHL/NGO, as the grant will be disbursed to the relevant IHL/NGO for subsequent disbursement to the applicant).
- 2.10 The grant offer will be valid for two (2) weeks from the date of NHB’s Letter of Offer (unless otherwise agreed between the applicant and NHB). The offer will lapse if the applicant does not accept the offer by returning an executed/signed copy of the HRG Acceptance Form as accompanied by the Letter of Offer, and the Vendor Maintenance Form as duly executed by the applicant’s supporting IHL/NGO, within the stated period, unless a valid reason is provided.
- 2.11 Unsuccessful applicants will receive a Letter of Notification upon the completion of the evaluation process.
- 2.12 NHB’s decision is final. NHB reserves the right not to disclose reasons for approving or not approving an application. Appeal cases will be reviewed only on grounds of possible improper processing procedures. Unsuccessful applicants must substantiate these claims with concrete evidence and reasons. Please submit your appeals by email to heritage_research@nhb.gov.sg and indicate your project title and case number in the subject line of the email, within fourteen (14) days from the date of the Letter of Notification, and before the commencement of the project.

3. Deliverables and Progress Reports

- 3.1 As part of the application, applicants are requested to propose suitable deliverables associated with their projects. The finalised deliverables will be agreed between NHB and the successful applicant, and set out in the Project/Disbursement Schedule that accompanies the Letter of Offer.
- 3.2 Upon award of the grant, the successful applicant shall deliver the relevant deliverables based on the said Project/Disbursement Schedule within the timeframes stipulated therein.
- 3.3 Updates on the project (e.g. progress of the project, breakdown of expenditure, changes in the research team) shall be submitted using the Progress Report Form by the successful applicant every three (3) months.
- 3.4 The final report (with executive summary) in both softcopy and hardcopy must be submitted to NHB by the target completion date, unless an extension is requested in writing and approved by NHB. Primary sources and raw data that are of particular interest or relevance should also be submitted with the final report as annexes.
- 3.5 Submission of photographic and video documentation shall be made in softcopy (stored in a virus-free storage medium such as a DVD-R or hard disk drive) that can be viewed on a laptop or computer.

4. Indirect Research Cost

- 4.1 Any indirect research costs (IRC) charged by the applicant's institution must also be included in the total amount of the grant requested. The IRC is calculated as a percentage of the direct costs budgeted for the project.

5. Grant Management and Disbursement

- 5.1 Each successful applicant will be given a maximum of two (2) years from the date of acceptance of the grant to complete the project. The maximum grant quantum for the project is capped at S\$150,000.
- 5.2 NHB will transfer the grant quantum to the successful applicant's supporting IHL or NGO, which will be in charge of disbursing the grant to the applicant. Disbursement of the funding will be in three (3) tranches and upon completion of the agreed deliverables as follows:

FIRST TRANCHE	SECOND TRANCHE	THIRD TRANCHE
50% of grant quantum will be disbursed upon award and formal acceptance of grant.	30% of grant quantum will be disbursed at a suitable project milestone as agreed between NHB and the successful applicant(s).	20% or remainder (should the project's actual cost be less than the estimated cost) of grant quantum will be disbursed upon submission of all project deliverables and requirements, and when objectives have all been met.

5.3 Successful applicants are advised to consult the Inland Revenue Authority of Singapore (IRAS) or their tax advisers on the tax treatment of received grant.

5.4 In the event that additional funding is required (beyond what was originally approved and agreed in the Letter of Offer), PIs of approved projects may submit a completed HRG Budget Revision Request Form to NHB requesting for additional funding, in which justifications for the request are listed clearly. NHB will evaluate the request for additional funding based on the justifications provided and inform the PI of the assessment within fourteen (14) days of the relevant request. NHB's decision is final and NHB reserves the right not to disclose reasons for approving (in full or in part) or not approving such a request.

5.5 PIs and CIs are to ensure that all purchases made using HRG funding are obtained at reasonable/market rate(s) and through transparent procurement processes. The standard procedure for procurement process established by the researchers' respective IHL, registered society or NGO should be adhered to when purchases are made. If there may be no standard procedure for procurement in the relevant organisation, the following requirements will apply:

- A minimum of two (2) quotes must be obtained for each item to justify purchases between S\$500 and S\$3,000; and
- Quotes sought for purchases above S\$3,000 must be reviewed and approved by NHB.

Whenever required, NHB may request for the submission of quotes and/or receipts as part of the documentary verification for the disbursement of the HRG funding.

5.6 HRG funding may be used to cover:

- Honoraria/Stipends for PI and CIs and additional researchers where applicable³;
- Procurement of services to support the project (e.g. manpower support to conduct fieldwork and interviews; professional photographer and/or

³ Honoraria/Stipends may be drawn by part-time researchers and/or freelance researchers who are not funded by their respective universities, research institutions and NGOs. Please note that HRG funding will not cover living expenses.

videographer; specialised technological/technical capabilities; archival and digital scanning of images, manuscripts, transcripts, oral interviews; design and editorial support);

- Procurement of materials required for the project (e.g. photocopying and printing services; recording/storage media/devices; rental of hardware and equipment; stationery);
- Legal advice/related fees required for the project (e.g. licence fees for the use of third party intellectual property rights); and
- Loan and access fees of relevant reference materials and online archives/databases.

5.7 HRG funding generally does not cover:

- Overseas travel (e.g. flights, accommodation)⁴;
- Purchase of equipment⁵;
- Entertainment claims; and
- Legal fees not directly related to the project (e.g. patent applications, commercialisation expenses, registration of any intellectual property rights).

6. Variations to Project

6.1 Prior agreement must be sought from NHB if there are to be any variations from the initial approved project. PIs shall submit a written request to NHB to seek approval before any changes to the approved project are made.⁶

6.2 Retrospective variation requests will not be allowed. (Also see Paragraph 9.3.)

6.3 For all variation requests, NHB's decision (which may be provided with or without reasons) is final and appeals will not be entertained.

7. Intellectual Property

7.1 The PI and CIs of the approved project may publish their findings, observations or other commentary in relation to the project at any symposia, national, international or regional professional meetings or in any book, journal, thesis, dissertation, newspaper or otherwise. All publications shall acknowledge the funding support of NHB by

⁴ Overseas travel/trip(s) that are essential and directly related to the project may be considered on a case-by-case basis. Please contact NHB with regard to any queries on the same prior to embarking on the relevant trip(s).

⁵ The purchase of equipment that is essential and directly related to the research project may be considered on a case-by-case basis. Please contact NHB with regard to any queries on the same prior to the purchase.

⁶ Variations to the approved project include changes in the use of funding, research methodology, milestones, schedule, deliverables, etc.

including the following line: **“Supported by the Heritage Research Grant of the National Heritage Board, Singapore.”**

- 7.2 The PI and CIs shall only use/publish materials in which they own or have been granted the necessary intellectual property rights for such use. It shall be the responsibility of the researchers to ensure that such publication as described in Clause 7.1 will not infringe the intellectual property rights of any third party and NHB accepts no liability for all third party claims in relation to the same.
- 7.3 All publications in connection with the funded research shall also include the following disclaimer: **“Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Heritage Board, Singapore.”**
- 7.4 NHB, as well as the Government of Singapore and public sector agencies, shall reserve a non-exclusive, perpetual, irrevocable, worldwide, royalty-free right and licence to use, modify, reproduce and distribute any intellectual property (including the publications described in the above Clause 7.1) created pursuant to the funded project for:
- (i) Non-commercial, research and development, educational purposes;
 - (ii) Marketing, advertisement and promotional activities relating to the HRG scheme; and
 - (iii) NHB’s internal purposes (e.g. presentations, publications).

The PIs and CIs involved in the research project will be duly acknowledged.

8. Training and Education Programmes

- 8.1 NHB may request, as necessary, PIs and/or CIs to present their findings, observations or other commentary in relation to the project in education-related programmes organised by NHB or other government agencies.

9. Terms and Conditions

- 9.1 The grant is not transferable and must not be used for any purpose other than the approved project. All concerned costs must be factored into the application submission.
- 9.2 NHB reserves the right to review, withdraw or suspend the funding in full or in part if any of these Guidelines or the Terms and Conditions applicable to the HRG is not met, or if the project is not of a satisfactory level. Whether the conditions are met or whether the project is of a satisfactory level shall be determined by NHB in its sole discretion, and NHB’s decision shall be final and absolute.

- 9.3 NHB also reserves the right to terminate the grant, discontinue any further disbursement and/or recover any disbursed funds, should any of the following occur:
- (a) The approved project is changed significantly without prior written approval from NHB;
 - (b) Done deals are made without NHB's prior knowledge and approval;
 - (c) The applicant is not able to deliver the approved project;
 - (d) Wrong and/or misleading information is provided in the HRG Application Form, either deliberately or otherwise; or
 - (e) Illegal or negligent acts that occur during any point of the approved project which will adversely affect the reputation of NHB, any government bodies and agencies, public institutions, national leaders, or your person/organisation.

10. Miscellaneous

- 10.1 NHB reserves the right to revise these guidelines at any time. Successful applicants/PIs will be informed accordingly.
- 10.2 All applicants shall not inform or broadcast to the media (including print, online and social media) about their application for HRG, the related application process, and the results of the application without the prior consent of the NHB.
- 10.3 For projects where NHB provides information or content to the successful applicant as part of the research process, NHB may require the successful applicant to sign non-disclosure forms regarding the release of such information.

11. Enquiries

- 11.1 For enquiries, please contact:
Email: heritage_research@nhb.gov.sg
Telephone: 6332 5429 / 6332 4783