

6 May 2020

SINGAPORE CANCER SOCIETY CANCER RESEARCH GRANT 2020

The Singapore Cancer Society (SCS) is a charity with IPC (Institution of a Public Character) status, dedicated to the mission of minimising cancer and maximising lives through effective programmes such as public education, screening, patient services, financial assistance, research and advocacy.

SCS has always taken an active role in Cancer Research, in partnership with Movember Foundation to support the research specific on Men's cancer, as well as Terry Fox Foundation to administer the funds raised for cancer research.

Since 1973, SCS has been supporting local cancer research projects across a wide spectrum of subjects, with the objectives of improving the quality of life, quality of care and quality of treatment for cancer patients. The Society would also like to underscore the importance of cancer prevention and screening, as well as the psychosocial aspects of cancer on the patients and their caregivers.

Research Areas

SCS is inviting grants proposals for projects in the following categories:

- **Cancer prevention and screening** (e.g. risk factors; nutrition & dietetics; development and evaluation of screening test; cost-effectiveness analysis of screening program)
- **Cancer survivorship** (e.g. Cancer support programs, cancer rehabilitation)
- **Palliative care** (e.g. behavioral and psychological supportive care, symptom management)
- **Psychosocial and spiritual aspects related to cancer** (e.g. effects of cancer on patients, family members & caregivers; spirituality in cancer care; developing long-term solutions for cancer 'epidemic')
- **Health communication** (e.g. communication strategy to inform cancer patients and caregivers)
- **Health service program** (e.g. identifying critical gaps in evaluating and improving quality of cancer care)
- **Clinical research** (e.g. medical/surgical/radiation oncology, clinical pharmacology)

SCS encourages the research community to address the above areas and consider the proposals' relevance to SCS services and programmes in terms of cancer prevention and screening, psychosocial support, survivorship support, cancer rehabilitation as well as palliative care.

SINGAPORE CANCER SOCIETY

15 Enggor Street, Realty Centre #04-01, Singapore 079716

Main: 6221 9578 | Fax: 6221 9575

www.singaporecancersociety.org.sg | enquiry@singaporecancersociety.org.sg

With the evolving healthcare landscape in Singapore, SCS would very much welcome the following themes listed below (in no order of importance) as well:

- Understanding the barriers of cancer screening compliance
- Barriers, needs and issues faced on employment /re-employment /work sustainability for cancer survivors
- Exploratory understanding of care pathway for cancer patient in and out of hospital, and the benefits of care navigation
- Improving outcomes of cancer rehabilitation - from acute to community care settings
- Quality of life indicators for Singaporean cancer survivors
- Lived experiences of cancer patients /survivors
- Family support and caregiving of cancer patients /survivors

Eligibility Criteria

The grant call aims at delivering holistic patient care and hence the invitation is open to all researchers from various cancer related disciplines, healthcare institutions and organizations in Singapore; from the public, private and voluntary sectors, which are involved in cancer care and/or research. **Only one person can act as the Principal Investigator. Only one application per Principal Investigator per grant cycle is permitted.**

Selection Criteria

Proposals will be reviewed by the SCS Cancer Research Panel and approved by SCS Council. Selection criteria for funding would be based on following –

- Relevance of research topic to SCS programs and services
- Scientific Merit of Project
- Track record of Principal investigator and study team
- Feasibility of Project to successful completion
- Reasonableness of budget requested

Funding Quantum

SCS Cancer Research Grant will provide a funding quantum of up to **S\$200,000**. It should be noted that reasonableness of project budget is part of the assessment for SCS Cancer Research Grant applications. Overlapping funding for projects supported by other grants is not permitted.

Submission of Application

The grant call 2020 will open on **Monday, 27 July 2020, 9AM** and close on **Friday, 7 August 2020, 4PM**. Only completed applications submitted online via [SCS research portal](#) will be accepted. Before submitting your application, please read through the SCS Research Portal Training Manual and ensure each supporting document (such as research proposal, CVs, Letter of Support from HoD) is **no larger than 2MB**. Late or incomplete submissions will not be accepted.

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In addition, a soft copy of the completed, duly signed application form and relevant supporting documents must also be submitted to the following e-mail address:

research@singaporecancersociety.org.sg

Original hardcopy submissions are NOT required, but to be retained and kept by respective teams.

Successful applicants will be notified by email. The results of grant call will also be published on SCS website in **December 2020**.

We do expect successful applicants to update IRB review status within six months from the date of application.

Please do not hesitate to email research@singaporecancersociety.org.sg should you need further details or clarification.

Yours sincerely,

Dr LIM SIEW ENG
Chairman
SCS Cancer Research Panel
Singapore Cancer Society

ALBERT L H CHING
Chief Executive Officer
Singapore Cancer Society

Enclosed: SCS Cancer Research Grant Application Package

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SCS Multi Service Centre @ Bishan Junction 8 Office Tower | SCS Rehabilitation Centre @ JEM Office Tower
SCS Satellite Office @ National University Cancer Institute, Singapore | SCS Satellite Office @ National Cancer Centre Singapore

Annex A

APPLICATION COVER INFORMATION SHEET

Name of Applicant : _____

Designation : _____

Department/ Institution : _____

: _____

Name of HOD : _____

Previous Grant from SCS : Yes / No (Please circle accordingly)

If yes, please specify: _____

Research Project Title : _____
(Limit to 500 characters)

: _____

This research project is currently being funded by another grants from another institution/ organizations

: Yes / No (Please circle accordingly)
(Please note that research projects with overlapping funding from other grants/funds will be excluded.)

Budget

a) Expenditure on Manpower S\$ _____

b) Expenditure on Equipment S\$ _____

c) Other Operating expenditures S\$ _____

(Overseas traveling/conference is not supported.)

Total amount required S\$ _____

IRB Review Status

- Approved (Please attach IRB approval letter)
- Under review (Please specify date submitted _____)
- Not submitted

Project Duration _____ years

Attach this completed form with the application

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Annex B

APPLICATION FORM

1) PERSONAL PARTICULARS OF PRINCIPAL INVESTIGATOR

Name: _____

NRIC/FIN/Passport No: _____

(For IC/ FIN / passport: Last 4 characters only, e.g. S1234567A – enter only 567A)

Designation: _____

Department: _____

Institute/ Address: _____

Postal Code: _____

Contact: _____ (Office) _____ (Mobile) _____ (Fax)

Email Address: _____

Mailing Address (if different from above): _____

_____ Postal Code: _____

I consent to allow Singapore Cancer Society (“SCS”) to collect, use, disclose and/or process my personal data in order to process, administer, facilitate, maintain and/or manage my relationship with SCS as a member, volunteer, programme participant, beneficiary and/or donor (“Purpose”), including communications on SCS’ activities, programs and services; donation requests; carrying out research, analysis and development activities for SCS’ purposes; and making disclosures required by law or a competent authority. SCS may, for the above Purpose, disclose my personal data to its third party service providers and/or agents, which may be sited outside of Singapore (subject always to requirements under applicable law having been met).

If you wish to receive communications on SCS’ activities, programs and services via phone call and/or text message to a phone number or numbers that you have provided to SCS, please **TICK** the relevant box(es):

Text Message **Phone Call**

In any event, you agree that SCS may send communications on its activities, programs and services to you via email and/or post.

If you do not wish to receive such communications via email and/or post, or if you wish to make changes to consent previously given, you understand that you may opt-out by writing to the “[SCS Data Protection Officer](#)” at “[Singapore Cancer Society, 15 Enggor Street, #04-01, Realty Centre, Singapore 079716](#)” or to the following email address dataprotection@singaporecancersociety.org.sg

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Annex B

2A) PROPOSED RESEARCH TITLE

2B) CATEGORY OF PROPOSAL (please tick as appropriate):

- Cancer prevention and screening (e.g. risk factors; nutrition & dietetics; development and evaluation of screening test; cost-effectiveness analysis of screening program)
- Psychosocial and spiritual aspects related to cancer (e.g. effects of cancer on patients, family members & caregivers; spirituality in cancer care; developing long-term solutions for cancer 'epidemic')
- Health communication (e.g. communication strategy to inform cancer patients and caregivers)
- Cancer survivorship (e.g. Cancer support programs, cancer rehabilitation)
- Palliative care (e.g. behavioral and psychological supportive care, symptom management)
- Health service program (e.g. identifying critical gaps in evaluating and improving quality of cancer care)
- Clinical research (e.g. medical/surgical/radiation oncology, clinical pharmacology)

2C) CO-INVESTIGATORS / COLLABORATORS:

	Name	Institution / Department
1.	<hr/>	<hr/>
2.	<hr/>	<hr/>
3.	<hr/>	<hr/>
4.	<hr/>	<hr/>

2D) PUBLICATIONS (List 5 relevant ones only)

1.

2.

3.

4.

5.

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Annex B

I declare that the information contained in this application is true to the best of my knowledge and understand that any wilfully suppressed information will deem the application ineligible.

Date

Signature of Applicant

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Annex C

GUIDELINES FOR SUBMISSION OF APPLICATION

All applicants are required to submit a complete set of document. (Consisting of items 1 to 4 below)

1. Applicants (Principal Investigator/ co-investigators/ collaborators)

A brief curriculum vitae and a summary of past research experience, including relevant publications. Details of involvement in cancer control activities may also be stated. This should be limited to two pages for principal investigator and one page for co-investigators / collaborators.

2. Abstract of the Proposal

In no more than 300 words, provide a self-contained and accurate description of the proposal to include the specific aims, hypotheses, methodology and approach of the research proposal. Please note that the abstract may be disclosed.

3. Detailed description of the project (Max. 1500-2000 words excluding the abstract and references)

This should include:

- i. A statement of aims and objectives, the importance of the project with references to what has already been done, and justification as a worthwhile cancer research project
- ii. Relevant background information from the literature with references – Literature review
- iii. A research rationale, philosophy, and methodology with short description of procedures and how the objectives may be achieved
- iv. Research approach - quantitative, qualitative or mixed study
- v. Research strategy - Survey/ case study/ sample study/ laboratory experiments for data collection
- vi. Resources currently available and additional resources required - Psychometric scales, specialised software's (SPSS etc.), equipment's, laboratories etc.
- vii. Timeline and milestones of the study – in a form of Gantt chart to facilitate review to ensure project is on schedule; start and end date for each of the research tasks/ milestones (including conference presentation(s) and paper publication plans) to be detailed.
- viii. A budget estimate with detailed breakdown of the expenses on manpower, equipment, other operating expenses. The manpower budget will be required to be detailed in level of qualification and compensation, number of months and number of pax. (Please refer to the Annex D for the list of fundable and non-fundable budget items.)
- ix. A short description of the roles and contributions of investigators/collaborators and team members.
- x. Research ethical considerations – Like use of consent form wherever required, debriefing for survey or sample study, maintaining confidentiality, ethical approval from any other organisation or bodies if required.

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xi. A brief description of the potential application of research –how the research furthers the vision /mission of Singapore Cancer Society and how the results may impact the cancer community and/or intent to publish

4. Support from Head and Institution

The project must have the support of the Head of Department (HoD) and approval of the institution. This should be endorsed with a letter from the HoD and submitted together with the application. If the Principal Investigator is the HoD, undertaking by the HoD's reporting officer is required.

All applications should be submitted to Singapore Cancer Society by **Friday, 7 August 2020, 4PM** unless otherwise indicated.

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Annex D

GUIDELINES ON FUNDABLE AND NON-FUNDABLE ITEMS

Type of Expenses	Description
General Policy	The grant may not be used to pay any indirect costs. Examples of indirect costs include (but not limited to) executive oversight, accounting, grants management, legal expenses, utilities, facility maintenance. Prudence should be exercised for all project costs.
Expenditure on Manpower (EOM)	
Principal Investigators / Co-Investigators / collaborators EOM cost	Not fundable
Research Fellows /Research Assistants /Research Associates /Research Engineers EOM cost	Fundable for the research personnel provided for in the approved budget.
Student Assistants	Fundable for undergraduate or postgraduate students who work part time on the research project (usually paid on an hourly basis).
Staff Insurance	Not fundable
Staff Recruitment and related costs	Not fundable. Examples of such costs include advertisements, recruitment agency fees, staff relocation, housing allowances, etc.
Visiting Professors / Researchers	Not fundable for visiting professors / researchers, such as overseas collaborators who visit Singapore to discuss and work on the research project with the local research team.

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Type of Expenses	Description
Equipment Related Expenses	
Cost of general purpose IT and communication equipment, office equipment, and furniture and fittings	Not fundable, unless specifically provided for in the approved budget. Examples of such costs include desktops, laptops, printers, photocopier machines, data storage devices, mobile phones, tablets, smart watches, etc. Not fundable if existing assets are used.
Software (such as the purchase of software, renewal of licenses, etc.)	Not fundable, unless specifically provided for in the approved budget. Software license, if approved, will be only for the period of the grant.
Other Operating Expenses (OOE)	
Local Conference	Fundable, if conference is directly relevant to the research area, and abstract(s) /oral presentation(s) /poster presentation(s) were presented at the conference. PI must submit a copy of the abstract(s) /oral presentation(s) /poster presentation(s) when submitting progress / final report.
Overseas Conference and travel (such as Registration Fees, Travel Claims, Per diem, etc)	Not fundable.
Professional Fees (such as survey companies, translator etc)	Fundable, if directly related to the project and provided for in the approved budget.
Training	Fundable. The training should be restricted to the personnel employed under the project and for training that is of direct benefit and specific to the research project.
Volunteers and Research Participants (such as reimbursement to volunteers, incentives to participants)	Fundable provided this is the scope of the research and has been provided for in the approved budget. Press advertisements costs for recruitment of research participants are also fundable.

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Type of Expenses	Description
Other Operating Expenses (OOE)	
Publications	Fundable, if publication is of the funded project. The costs of reprints and publishing in other media, such as books and pamphlets are not fundable.
Mobile and Internet charges (such as Broadband, Internet, Mobile, Telephone subscriptions)	Cost of mass messaging can be funded if it is directly related to the project. Broadband, Internet, Mobile, Telephone subscriptions will not be sponsored.
Transportation, postage & courier services	Not fundable, unless specifically provided for in the approved budget.
Stationery & printer consumables	Not fundable, unless specifically provided for in the approved budget.
Entertainment & Refreshment	Not fundable
Fines and penalties	Not fundable
Legal fees	Not fundable

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Annex E

CONDITIONS OF USE OF CANCER RESEARCH GRANTS

1. The grant recipients as stated in the application will be the ones responsible for complying with all conditions set out in this annex.

2. Grant Use.

Grant recipients must use the grants given for the specific research project as stated in the grant application. Unless written approval has been obtained from the Singapore Cancer Society (SCS) Cancer Research Panel, the research topic and content of the project must not be changed after the grant has been awarded. SCS reserves the right to request for the return of the grant if it does not approve the change of grant topic and content.

3. Grant Restriction.

Grants may not be used for purposes not stated in the project application such as attendance at conferences, travel, entertainment, etc. The grant may not be used, directly or indirectly to influence legislation or to support political campaigns or any other political activity; for religious proselytizing; for activities and services which discriminate. Grant recipients may not re-grant any part of this grant to another organization without prior approval of SCS.

Grant recipient certifies that it has not provided and will not provide *support or resources* to any individual or entity that advocates, plans, sponsors, engages in, or has engaged in terrorist activity; or to anyone who acts as an agent for such an individual or entity. *Support or resources* include currency or other financial instruments, financial services, lodging, training, safe houses, false documentation or identification, communication equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and any other services or physical assets. Any violation of this certification is grounds for immediate termination of this Agreement and return to SCS all funds advanced to grant recipients under it.

Grant recipients may use the grant to purchase capital assets such as equipment provided (a) the capital assets are used exclusively for the research project during the research period; (b) the aggregate amount of the grant used to purchase capital assets does not exceed 20% of the Grant.

The grant may not be used to pay any indirect costs. Indirect costs are defined as (a) overhead expenses incurred as a result of the research but that are not easily identifiable with the research; and (b) administrative expenses that are related to overall general operations and are shared among other projects and/or functions. Examples of indirect costs include, but are not limited, executive oversight, accounting, grants management, legal expenses, utilities, facility maintenance.

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4. Reporting Requirements.

- a) The grant recipients are responsible for submitting regular and timely progress reports of the research being carried out to keep the SCS Cancer Research Panel informed.
- b) The grant recipients will complete and submit a final report to the SCS Cancer Research Panel. The report must state the expenditure used for the project / research and outcomes of the research.
- c) **Upon request by the Singapore Cancer Society, the grant recipient will submit write-ups of his/her research for the Singapore Cancer Society's use, either in newsletters or other publications.**
- d) **The grant recipients and/or co-workers may be required, where requested, to attend grant presentation ceremonies, give interviews to the press and magazines and make presentations of their research at conferences sponsored by the Singapore Cancer Society. Grant recipients may be requested to have minimum one training session or educational talk for SCS staffs or the public to share their research findings and outcomes.**

5. Compliance.

Grant recipients will obtain all the necessary regulatory and governmental approval required to pursue the project; ensure that all agreements with subcontractors to which the recipient pay funds from the grant consistent with the terms and conditions of this Agreement. The grant may be used for human subjects research (including, but not limited to, the use of any human tissue samples or the conduct of human clinical trials), but grant recipient must have all appropriate approvals, assurances and certifications. For each site in which any part of the project is conducted, the grant recipients and subcontractors shall comply with all laws and regulations applicable to the conduct of the project.

6. Grant Recognition.

Due acknowledgements must be given to the Singapore Cancer Society as the grantor when publications of any sort are being made of the research project. (For example: "This research project has been made possible by a research grant from the Singapore Cancer Society.") The grant recipient should acknowledge that the Singapore Cancer Society is making the grant in furtherance of its charitable purposes, which include the objectives of ensuring that (a) the knowledge gained will be promptly and broadly disseminated to the scientific community worldwide, subject to a limited delay to seek intellectual protection; and (b) the intended product(s) could be made accessible (with respect to cost, quantity and applicability) to the people most in need in any countries in the world.

7. Grant Disbursement.

The grant approved may be disbursed either in one lump sum or in a number of instalments deemed suitable by the SCS Cancer Research Panel to the Host Institution. Disbursement of each instalment is contingent upon the satisfactory evaluation by the SCS Cancer Research Panel of the progress report submitted. If the research is extended, disbursement will coincide with the revised date of progress report submitted.

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8. Records Maintenance and Inspection.

The grant recipients must maintain records of project expenditure and must make the information available to Singapore Cancer Society for inspection when required.

Note: Singapore Cancer Society may conduct periodic and random audits of this grant and their financial reporting.

9. Termination.

Singapore Cancer Society reserves the rights to terminate the funding immediately and without notice upon the occurrence of any of the following events:

- a) Breach of ethics by any Institution or Research Personnel in the conduct of the Research including, but not limited to, ethical rules on patient safety;
- b) Misconduct relating to the Research, including, but not limited to, fabrication, falsification, or plagiarism in proposing, performing, or reporting research results;
- c) Cessation of any Investigator's active involvement in the Research;
- d) Milestones specified at the time of the grant have not been reached.

The Host Institution shall immediately inform SCS upon awareness of the occurrence of any of the above events. In the event that the research project is terminated, it is the responsibility of the grant recipients to submit the Termination Report to the SCS Cancer Research Panel, stating the reason(s). The unexpended portion of the research grant must also be returned to the Singapore Cancer Society.

10. Notice.

In the event that the research project requires an extension or variation to complete, the request must be made in writing to the Singapore Cancer Society, stating the reason(s). Singapore Cancer Society reserves the right to approve or reject the extension or variation.

Extension requests will be approved on a case-by-case basis and are allowed up to the lesser of:

- a) Half of originally approved project duration
- b) Up to a maximum of 1.5 years

A revised timeline together with written letter of support from the head of department would be required in the submission of this request. Extension requests must be submitted to SCS for consideration at least 2 months before the expiry of the Term (or extended Term, if any). Any late submission of extension request must be accompanied by an explanatory letter with compelling justification. SCS reserves the right to reject any late extension request.

No additional research grants will be awarded for the extension. The balance of the research grant must be refunded to the Singapore Cancer Society. Principal Investigator may request for a waiver of refund if balance is less than \$5.

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Principal Investigator may request for fund reallocation within grant, without an increase in overall budget. The approval for such grant variation is subject to a cumulative amount **not exceeding 20% of the total grant** awarded for the Research.

11. Indemnification.

Grant recipients to indemnify, defend and hold harmless the Society or any of its council members, officers, employees, agents or subcontractors from and against any and all liability, loss and expense (including reasonable legal fees) on claims for injury or damages arising out of or resulting from, or that are alleged to arise out or result from, the actions or omissions by grant recipient or any of his officers, agents, employees, or subcontractors with respect to the project, except to the extent that any such liability, loss and/or expenses is the result of the Society's or any of its council members, officers, employees, agents or subcontractors negligence or wilful misconduct.

12. All research grant recipients are reminded that the Singapore Cancer Society is sustained by public donations and as such, every effort must be made to use the fund prudently.

13. Governing Law.

This grant agreement and any doubt arising from it shall be governed by and interpreted in accordance with the laws of the Republic of Singapore.

14. Acknowledgment of funds.

Grant recipients must notify SCS within a week in writing or via email that funds have been received.

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Annex F

PROGRESS REPORT

A progress report should be submitted to the Singapore Cancer Society by the grant recipients on a 6-month interval until completion of research. Submission by the co-investigators (other than the grant recipient himself/herself) should bear the submitter's name at the end of the report.

Kindly furnish the following details in tabulated form as best as possible.

1. Applicant's Details
 - i. Particulars including name, designation, department and institution
 - ii. Project title and period of project (DD/MM/YY format)
 - iii. Additional details such as the principal investigator and team members (please indicate if there are any additions and/or deletions)

2. Work Progress
 - i. Original objectives of project
 - ii. Any alterations or deviations from the original objectives (please state reasons)
 - iii. Research done and findings made
 - iv. How far the research has progressed in achieving the goals and whether critical milestones are complete
 - v. Attach copies of presentations or publications arising from the research work

3. Status of Fund
Please specify:

Amount allocated:	\$
Amount spent:	\$
Balance:	\$ as at (date)

4. Additional Information/ Comments

Please note that it is the onus of the grant recipients to submit the progress reports with/without reminders from **Singapore Cancer Society**.

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Annex G

FINAL REPORT

A final report should be submitted to the Singapore Cancer Society by the grant recipients not more than one month after the completion of the project, or its discontinuation, whichever is earlier. Submission by the co-investigators (other than the principal investigator himself/herself) should bear the submitter's name at the end of the report.

Kindly furnish the following details:

1. Applicant's Details

- i. Particulars including name, designation, department and institution
- ii. Project title and period of project (DD/MM/YY format)
- iii. Additional details such as the principal investigator and team members (please indicate if there are any additions and/or deletions)

2. Outcome of the Project

- i. Original objectives of project
- ii. Any alterations or deviations from the original objectives (please state reasons)
- iii. Research done and significant findings made
- iv. How far the research has progressed in achieving the goals and whether critical milestones are complete
- v. A summary of the final results and attach copies of presentations or publications arising from the research work.

3. Status of Fund

For each budget category, please specify:

Amount allocated	\$	
Amount spent	\$	
Balance	\$	as at (date)

4. Additional Information/ Comments that you may wish to furnish

Signature of Principal Investigator

Date of submission

Name:

Designation:

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