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**Singapore National Biofilm  
Consortium (SNBC)  
Industry-IHL Collaboration  
Seed Grant Guidelines**

Third Grant call period: 12<sup>th</sup> Apr 2021 to 14<sup>th</sup> June 2021

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## 1. Objective

- 1.1 To promote small-scale collaborative developmental and proof-of-concept projects between Institute of Higher Learning (IHL) and Industry Members within the Singapore National Biofilm Consortium.
- 1.2 To generate results which demonstrate potential and confidence to pursue the next level of funding or development.
- 1.3 The current grant call is also open to projects relating to standard and method development relating to biofilms / biofilm products (e.g. method for efficacy testing, model development, etc).

## 2. Overview of Singapore National Biofilm Consortium (SNBC) Industry-IHL Collaboration Seed Grant

- 2.1. The SNBC Industry-IHL Collaboration Seed Grant will be awarded through a competitive application process to support projects which are innovative, technically sound, and commercially viable.
- 2.2 Each granted project will receive funding support of a minimum \$110,000, where the SNBC and SNBC Industry Member's contributions are as below:

SNBC funds	:	\$60,000 cash
SNBC Industry Member funds	:	minimum \$50,000 cash and/or in-kind

[SNBC Industry Member's cash contribution to the project is inclusive of any applicable Goods and Services Tax (GST) at the prevailing rates.]
- 2.4 The funding will be provided on a reimbursement basis after receipt of the reimbursement submission by the IHL PI and upon review and acceptance of the final report.
- 2.5 Each granted project duration should be for six months (proposal should be written and planned for six months). Only a maximum of 3 months extension will be allowed on the 3<sup>rd</sup> call, which will be subject to request and review.

## 3. Eligibility

- 3.1. Any academic (Equivalent to Research Fellows, Principal Investigator or Faculty members) from a local IHL, Research Institute or Polytechnic are eligible to apply for the grant as lead Principal Investigator (PI) of the project upon registering as an SNBC Academic Member.
- 3.2 Each project must have an industry collaborator who is a "Full Industry Member" of the Singapore National Biofilm Consortium.
- 3.2. The project funds can only be used to support the developmental work conducted at the hosting IHL, Research Institute (RI) or Polytechnic. In particular, the project funds can only be utilised for approved manpower, equipment and operating expenditure incurred at the respective IHL.
- 3.3 Applicants means academic member(s) and Industry member(s) listed on the Seed Grant application.

## 4. Application and Call Processes

4.1. Grant call period: 12<sup>th</sup> Apr 2021 to 14<sup>th</sup> June 2021.

**12<sup>th</sup> Apr 2021** – Grant call begins

**14<sup>th</sup> May** – Last day to submit interest and request for application form

**7<sup>th</sup> June 2021** – Application submission for vetting and initial feedback by Program Office (optional)

**14<sup>th</sup> June 2021** – Deadline for application submission (5pm)

**August** – Grant award announcement

4.1.1. Email [nbc-enquiries@ntu.edu.sg](mailto:nbc-enquiries@ntu.edu.sg) indicating your interest and the relevant domains applicable. The program office will send you an application form.

4.1.2. If you require assistance looking for an industry partner, please email us with a short description on your proposed technology and the domains applicable. The program office will try to assist in finding the best suitable industry collaborator.

4.2. To apply for the grant, applicants will need to submit their proposals by filling up the **SNBC Industry-IHL Collaboration Seed Grant application form**.

4.3. Proposals submitted should contain all relevant information required for a proper and complete evaluation of their merits without the need to revert to applicants for additional information. Relevant privileged or confidential information should be disclosed if necessary to help convey a better understanding of the proposed project. However, such information should be clearly marked as such in the proposal.

4.4. All applicants must comply with the relevant ethics and other regulatory approval requirements needed to carry out their project, as per the hosting IHL's policies and regulations.

4.5. The **Review Panel** will be appointed based on the guidance of Prof. Staffan Kjelleberg (SNBC Director).

4.6. **Evaluation by Review Panel and award of grant.** The Review Panel will assess the proposals and make recommendations, based on the selection criteria listed in Annex B. Following recommendation by the Review Panel, the SNBC will inform the successful applicants upon approval by the SNBC Steering Committee.

4.7. **Finality of decision.** Any decision made by the Review Panel shall be final and conclusive.

## 5. Progress Reports and Presentations

5.1. For all projects, final technical reports on the feasibility study or evaluation of the IHL IP and future plans must be submitted to the SNBC within 2 months of project completion.

5.2. Every project team is to deliver an end of project presentation to the SNBC program office after they submit the final technical report. These reports are to follow the templates provided by the SNBC.

- 5.3. Any request for extension of the project must be by written notice to SNBC at least 3 months prior to original project end date. All extensions are subject to review by SNBC Director.

## 6. Intellectual Property Management

- 6.1. Applicants agree to be bound by the hosting IHL or RI's policies on IP, Technology Transfer and Research Collaboration as may be in force at the material times.

## 7. Funding Support

- 7.1. The SNBC Industry-IHL Collaboration Seed Grant scheme offers funding support of up to S\$60,000 per project over the maximum duration of 6 months. The total cost of the project includes only approved direct costs, which are defined as the incremental cost required for executing the project. This excludes contributions in-kind, existing equipment and the cost of existing manpower as well as building cost. All expenditure by the IHL for goods and services for the project should be budgeted inclusive of any applicable GST at the prevailing rates. No IHL overheads or indirect costs will be applicable for the project.
- 7.2. Any direct cost charged to the project grant must be reasonable and for the proposed developmental activities of the project. Supportable direct costs can be classified into the following three cost categories:-
- i. Expenditure on manpower (EOM);
  - ii. Expenditure on equipment;
  - iii. Other operating expenditure (OOE).
- 7.3. Please refer to Annex A for a detailed guide on non-supportable cost items. The SNBC's decision on the funding support to be awarded for each project is final.
- 7.4. Given the short project timeline, SNBC strongly advises PI to tap into existing manpower whenever possible instead of hiring new staff to avoid delays in approved project execution.

## 8. Changes to Guidelines

- 8.1. The SNBC reserves the right to make changes to the above guidelines and any submission templates related to the SNBC Industry-IHL Collaboration Seed Grant scheme, as and when it deems fit.

## ANNEX A: Guide on Non-Fundable Cost

### 1. EOM Related Expenses

Type of Expenses	Description
General Policy	Not allowable for Research Personnel not provided for in the approved budget.
Overtime	Not allowable.
PI's and Co-PI's EOM cost	Not allowable.
Staff Insurance	Not allowable unless they are incurred under an established and consistently applied policy of the hosting IHL. The hosting IHL may be requested to certify that such payments are in accordance with its established policy or on the same terms as the other staff.
Staff Recruitment and related cost	Not allowable. Examples of such costs are advertisement, recruitment agency cost, staff relocation, housing allowances, etc.
Student Assistants / Interns	Not allowable unless specifically provided for in the grant and approved by the SNBC seed fund review panel and is only allowable for students already residing in Singapore, and who are not receiving any stipends or awards.

### 2. Equipment Related Expenses

Type of Expenses	Description
General Policy	No purchase of equipment will be funded if the amount requires an ITQ. Purchase of all equipment should have strong justification and approved by the SNBC seed fund review panel.
Cost of capital works and general infrastructure	Not allowable unless specifically provided for in the grant and approved by the SNBC seed fund review panel.
IT Equipment (including computer equipment and printers)	Not allowable unless specifically provided for in the grant and approved by the SNBC seed fund review panel. Purchase of IT equipment must be in accordance with the IT policy of the hosting IHL regardless of the source of funds.
Office Equipment, Furniture & Fittings, etc	Not allowable.
Purchase of mobile devices	Not allowable unless specifically provided for in the grant and approved by the SNBC seed fund review panel.

### 3. OOE Related Expenses

Type of Expenses	Description
General Policy	Indirect costs are not fundable. Not allowable for expenses that are not directly related to the Project.
Audit Fees	Not allowable. This includes both internal and external audit fees.
Conference and Seminar Organisation	Not allowable unless specifically provided for in the grant and approved by SNBC seed fund review panel.
Entertainment & Refreshment	Not allowable.
Equipment Usage Charges	Not allowable for internal (intra-institution) equipment usage charges unless the equipment/service is part of the hosting IHL's central/shared facilities, such as central laboratory, and specifically provided for in the grant and approved by the SNBC seed fund review panel. However, external (inter-institution) equipment usage charges are allowable.
Fines and Penalties	Not allowable.
Insurance Premiums	Not allowable. This includes insurance premiums for equipment, workmen compensation and professional indemnity of researchers funded from the grant. The hosting IHL is responsible for the insurance of the equipment, relevant workmen compensation and professional indemnity insurance which are in line with the hosting IHL's risk policies.
IT Peripherals	Not allowable unless specifically provided for in the grant and approved by the SNBC seed fund review panel (e.g. thumbdrives, optical media, data storage devices).
Legal Fees	Not allowable.
License Fees	Not allowable (e.g. radiation license from HSA) unless the license is required for the handling of machines funded under the grant.

#### 4. Overseas Travel and PhD Student Exchange Related Expenses

Type of Expenses	Description
General Policy	Not allowable unless specifically provided for in the grant and approved by the SNBC seed fund review panel. Travel must be by economy class airfare. For all other travel-related claims, the hosting IHL's policy must be consistently adhered to.
Meeting Overseas Collaborator	Not allowable for students.
Overseas Conferences	Not allowable unless specifically provided for in the grant and approved by the SNBC seed fund review panel.
Overseas Training	Not allowable unless specifically provided for in the grant and approved by the SNBC seed fund review panel.

## ANNEX B: EVALUATION CRITERIA FOR SNBC INDUSTRY-IHL COLLABORATION SEED FUND REVIEW PANEL

The Review Panel will evaluate the proposals based on the following criteria:

Criteria	Weightage (%)	Guiding Questions
Problem Statement	20	<ul style="list-style-type: none"> <li>Does the problem identified have critical impact to product or technology advancement?</li> <li>Do the objectives of the project help to define or support follow-on larger scale industry collaboration?</li> </ul>
Quality of Science & level of Innovation	30	<ul style="list-style-type: none"> <li>Does the project address a significant issue of the technology development roadmap?</li> <li>Is the proposed approach unique, innovative and novel?</li> </ul>
Quality of Collaboration	20	<ul style="list-style-type: none"> <li>Does the team have relevant skillsets?</li> <li>Does the project demonstrate engagement with industry or external stakeholders and their level of commitment?</li> </ul>
Project Scope	30	<ul style="list-style-type: none"> <li>Does the project plan fit the scope and time frame?</li> <li>Does the project have potential to attract additional funds?</li> <li>Are the proposed deliverables and milestones commensurate with the expected impact and objectives?</li> </ul>