Centre for Healthcare Innovation
NHG Health

# NHG Health Adoption & Scale Healthcare (NASH) Innovation Fund

## Domain A – Global Innovation Visiting Expert (GIVE)

APPLICANT'S INFORMATION PACK

**CONTENTS**


1. BACKGROUND....3
2. OBJECTIVE....3
3. GRANT CALLS....3
4. GOVERNING POLICIES....3
5. ELIGIBILITY....3
6. FUNDING QUANTUM....4
7. APPLICATION PROCEDURE....4
8. BUDGETING....5
9. REVIEW AND APPROVAL PROCESS....6
11. MISCELLANEOUS....7
12. CONTACT INFORMATION....7

FREQUENTLY ASKED QUESTIONS....8

## 1. BACKGROUND

1.1. The NHG Health Adoption & Scale Healthcare (NASH) Innovation Fund is a cluster-level fund introduced to address innovation funding gaps in NHG health cluster for adoption and scale, to complement and enhance innovation programmes/platforms by NHG Health.

## 2. OBJECTIVE

2.1. Domain A (Global Innovation Visiting Expert) aims to provide preliminary funding for teams to invite innovation experts to share their diverse perspectives and advanced methodologies to foster international knowledge exchange to drive healthcare innovation and transformation in NHG Health and the healthcare ecosystem.

## 3. GRANT CALLS

3.1. The funding opportunities for Domain A will be made available to all NHG Health employed staff through two competitive grant calls, during April to May and September to October. The September to October grant call is contingent upon the availability of remaining funds following the April to May grant call.

3.2. The grant calls are scheduled on very tight timelines due to multiple levels of review involved. Hence, the stipulated deadlines must be adhered to strictly, as there will be no extension of deadlines.

3.3. Review of the applications will take approximately 4 months from the closing of the grant call.

## 4. GOVERNING POLICIES

4.1. The NASH Innovation Fund shall follow relevant NHG framework, policies and procedures for the administration and management of awards for projects / programmes.

## 5. ELIGIBILITY

5.1. Main applicant and co-host applicant must hold a primary full-time appointment (defined as a minimum commitment of nine months per year) in NHG Health.

5.2. Domain A supports overseas experts for the following potential non-clinical and research domain(s) – *this list is non-exhaustive*:

a. Hospital Management;
b. Technology and AI;
c. Financing;
d. Quality;
e. Innovation;
f. Sustainability;
g. Population Health

5.3. Domain A only supports overseas visiting experts.

5.4. Programme may be co-hosted by more than one (1) NHG Health institutions.

5.5. Programme for overseas visiting experts **should include the following mandatory activities**:

a. At least one (1) session of CHI Masterclass that is made available for all NHG Health staff to attend;
b. One (1) NHG Health C-Suite Leadership engagement; and
c. One (1) cross-institutional engagement (within NHG Health cluster) or Regional Health engagement.

5.6. Exclusion criteria:

a. The NASH Innovation Fund is not eligible for cross-cluster project.
b. Domain A does not support clinical and research related domain experts.
c. Domain A does not support local experts.
d. Domain A does not support co-funding of an event (e.g. if an expert is also invited to attend a conference, the relevant fees related to conference should be covered by conference organising team instead).
    - However, a back-to-back funding for a Domain A Purpose in conjunction with another event is allowed (e.g. Expert is engaged for Conference/Event X from Day 1-3 and is engaged for a NASH Domain A Purpose from Day 4-7).
    - For back-to-back funding, Domain A will only cover incremental costs for the expert.

## 6. FUNDING QUANTUM

6.1. Up to $25,000 per overseas visiting experts, with the event and relevant expenses to be completed within 12 months.

## 7. APPLICATION PROCEDURE

7.1. Applicants are required to submit **all** of the following, except otherwise stated:

a. Proposed programme proposal, with acknowledgement by the invited experts
b. Budget Application
c. Any other supporting documents (e.g. information regarding the solution to be implemented/mainstream in the institutions, team members' CV, testimonials, or any other documents) which supports the application

7.2. If there has been similar programme done previously within NHG Health institution on the same domain, it will be considered at a lower priority.

7.3. If there are similar programme found, the Secretariat Team (CHI Partnership Office) might approach applicants to discuss on potential collaboration to co-host the same expert who can cater programme objective.

7.4. If the applicant seeks maximum funding, the programme must involve approximately 5 working days of engagement activities.

7.5. Project Lead is to submit your completed Application form to the NASH GIVE Secretariat. The Secretariat will facilitate and obtain the necessary endorsements from the respective NHG Health institutions CEOs after receiving your completed application form.

a. Where an application involves more than one (1) NHG Health institution(s) co-hosting the Domain A Purpose programme (with one of the institutions being the lead applicant), endorsement would be requested from the leading institution.
b. In the case where two (2) institutions are co-applying (i.e. co-owning the Domain A Purpose programme), endorsement from both institutions' CEOs is required.

**7.6. Incomplete applications or applications submitted after the closing date and time will not be considered. You may not amend your applications or submit additional information after the closing date and time (except in response to specific questions raised during the review period). Hence, please consider your application content carefully before submitting.**

## 8. BUDGETING

8.1. The funding shall not be used to pay any indirect costs. Indirect costs are defined as incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular sponsored programme but contribute to the ability of the Institutions to support such projects. Indirect costs should be funded from overheads or other funding sources. Examples of indirect costs includes executive oversight, accounting, audit and legal expenses, insurance premiums, utilities, general furniture and office equipment etc.

8.2. Please refer to Table 1 on the list of supportable and non-supportable items.

8.3. The supportable and non-supportable items are:

| | CAPEX | OPEX |
|---|---|---|
| **Supportable** | NIL.<br>NASH Innovation Fund does not support CAPEX | Airfare for experts<br>Airport transfer fee<br>Accommodation while in Singapore<br>Entertainment expenses<br>Honorarium<br>Local transport fee<br>Refreshment / Catering<br>Administration fee<br>Facilities charges<br>Event charges |
| **Non-Supportable** | NASH Innovation Fund does not support CAPEX | Manpower<br>Indirect Costs |

## 9. REVIEW AND APPROVAL PROCESS

9.1. All completed applications will undergo a rigorous process of evaluation by the Joint Management Committee.

9.2. It is important that you fill out the application accurately and with as much relevant information as possible to aid in the review of your application.

9.3. Applicants will need to state clearly the proposed programme and ensure the invited experts is available during the proposed stipulated programme period. Applicants should also clearly explain the scope and deliverables in your applications and relate to how it will fulfil the objective of learning through the proposal. For example, it will be important to describe how the proposed expert programme drives healthcare innovation and transformation aligning to NHG Health's strategic priorities.

9.4. At any point in time, the Organising Committee and/or Joint Management Committee (through Organising Committee) may direct questions to you during the review process, and you will be asked to respond and/or submit additional information specific to the query. You must adhere to the deadlines given by Organising Committee to respond.

9.5. Applicants shall be invited by NASH GIVE Secretariat to present their proposals and participate in Q&A sessions with the CHI JMC. Details on the date and time for your presentation and Q&A session will be provided by NASH GIVE Secretariat.

9.6. All decisions made by the CHI JMC are final. No revisions or appeals will be accepted.

9.7. The review and approval process will take approximately 4 months after the grant call closes. Please take this timeline into account when planning the timeline and deliverables of your application.

## 10. REQUIREMENT OF AWARDEES

10.1. The award is strictly non-transferable.

10.2. The award does not allow a change in project.

10.3. No replacements may be made if the applicant is unable to start the project. His/her replacement must submit a fresh application in the next grant call. However, exceptions to this (e.g. medical reasons, replacement of collaborators) may be considered on a case-by-case basis.

10.4. To ensure prudency in budgets proposals and allocation, successful applicants are required to utilise within 12 months. Applicants can only spend on items that have been approved.

10.5. Submission of formal grant variation requests for approvals are necessary for any

intended adjustments to the budget allocation, duration of project, purchase of non-standard / unapproved items. Formal requests must be submitted at least 90 days in advance for processing.

10.6. Successful applicants are responsible to adhere to all Singapore standard research regulations and guidelines that govern this project. The Project Lead/ Principal Investigator are also required to ensure that they are updated with the latest regulations and guidelines of Singapore that govern this project.

10.7. Successful applicants are required to sign a Letter of Acceptance.

10.8. Successful applicants should provide adequate publicity (with required acknowledgements) of the NASH GIVE programme on various social media channels and staff communications platform to ensure visibility of the expert's programme.

10.9. Successful applicants will be required to submit progress updates, a CHI Masterclass insights article, a final NASH GIVE report, and any other materials or deliverables as determined by CHI in its sole discretion within the stipulated timeframes.

10.10. NASH Innovation Fund reserves the right to withdraw all funding and suspend the period of the awarded programme funding indefinitely, should there be any form of non-compliance of NHG Health relevant policies and guidelines, improper conduct, or unjustified utilisation of funds.

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## 11. MISCELLANEOUS

11.1. In accordance with The Personal Data Protection Act 2012 (PDPA), NASH Innovation Fund ensures your privacy and adhere by the PDPA. However, NASH Innovation Fund reserves the rights to share information on applicants' identity and details of your awards, in reports to the NHG Health HQ from time to time.

## 12. CONTACT INFORMATION

12.1. The NASH Innovation Fund is managed by the offices of Grant Management Office (Centre for Healthcare Innovation). For general enquires on NASH Innovation, you may contact Grants Management Office.

12.2. For queries related to Domain A directly, kindly contact any of the following personnel for assistance.

Partnership Office, Centre for Healthcare Innovation
Email: chi@nhghealth.com.sg

## FREQUENTLY ASKED QUESTIONS

### 1. Application process related questions:

**a) Who is eligible to apply for the grant?**

The applicant must be an employee of NHG Health. Please refer to Clause 5 for more information.

**b) What is the total duration from the time of application to announcement of results?**

The results will be announced 4 months after the grant call closes. Please take this timeline into account when planning for your projects.

**c) Can private sector companies or non-NHG Health PHI institution(s) apply for this grant?**

The NASH Innovation Fund is introduced to provide funding to support innovative initiatives within the NHG Health cluster. Private sector companies or non-NHG Health PHI can be involved in parts of the programme.

### 2. Funding related questions:

**a) How much funding will be awarded to me? Will I be fully funded?**

The total funding to be funded will depend on the project nature (i.e. the extend of implementation scale of the project), as well as your budget proposal. NASH Innovation Fund will review your application and budget proposal to finalise the award quantum. Whilst the fund intends to support deserving applicants as much as possible, it may not cover all expenses that may arise. Should you have items that fall out of the list, it will be considered on a case-by-case basis. Please refer to Clause 6 and 8 for funding quantum, support level, and fundable and non-fundable items as a guide.

**b) Must I use up all the funds that are awarded to me? By when must I finish using the funds?**

The funds awarded to you are based on your project scope, deliverables and milestones. You will be required to implement your project as in the approved timeline and budget. For project-based awards, you are required to spend at least 90% of the awarded funding by the end of your project duration. Should you incur savings, or require changes to your approved budget expenditure, please inform the NASH Innovation Fund Secretariat.