**Guidelines**

1. This form is used for addition/status conversion/removal of new/existing PI/Co-I/Collaborators/Awardee.

***NB: Refer to Annex A for the eligibility criteria of the various positions in the research team.***

1. Both existing and the new Host Institution Research Office will have to endorse on the Request for Changes to Research Team form if there is a change in Host Institution of the Principal Investigator.
2. Submit Final Claim (NHIC-GEN-FORM-19) and Final Statement of Account (NHIC-GEN-FORM-22) to NHIC if there is a change in Host Institution of the Principal Investigator.
3. A revised Letter of Award will be issued to the new Host Institution once the request has been approved by NHIC. ***NB: A revised Letter of Award will not be issued if the change of Principal Investigator is from the existing Host Institution.***

Please submit completed form electronically in PDF format to the Grant Secretariat: [grant@nhic.cris.sg](mailto:grant@nhic.cris.sg) (For I2D, I2Start, I2I NHIC grant) or [ip@nhic.cris.sg](mailto:ip@nhic.cris.sg) (For I2P Patent Support Scheme).

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| 1. **PROJECT INFORMATION** | |
| Grant ID |  |
| Project Title |  |
| Principal Investigator |  |
| Host Institution |  |
| Project Start & End Date | DDMMYYYY - DDMMYYYY |

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| 1. **REQUEST LIST FOR ADDITION OF NEW TEAM MEMBERS**   *NB: Please* ***submit CV(s)*** *and updated percentage team effort for the project. Add rows to the table below if necessary or indicate “NA” if not applicable.* | | | | | |
| S/N | Name | Designation & Institution | Addition as: PI/Co-I/ Collaborator | Email/Phone number | Description of Role (and % Effort within Project) |
| *e.g.* | *Royston Wee* | *Senior Consultant, Dover Hospital* | *Co-I* | [*Royston.wee@abc.com*](mailto:Royston.wee@abc.com)  *6549-1234* | *Co-I for new site at Dover hospital to recruit patients* |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| 1. **REQUEST LIST FOR STATUS CONVERSION OF EXISTING TEAM MEMBERS**   *NB: Please* ***submit CV(s)*** *and/or updated percentage team effort for the project if applicable. Add rows to the table below if necessary or indicate “NA” if not applicable.* | | | | | |
| S/N | Name | Designation & Institution | Conversion from: | Conversion to: | Description of Role (and % Effort within Project) |
| *e.g.* | *Royston Wee* | *Senior Consultant, Dover Hospital* | *Collaborator* | *Co-I* | *Increased commitment/ involvement in project X (X%)* |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |

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| --- | --- | --- | --- | --- |
| 1. **REQUEST LIST FOR REMOVAL OF EXISTING TEAM MEMBERS**   *NB: Add rows to the table below if necessary or indicate “NA” if not applicable.* | | | | |
| S/N | Name | Designation & Institution | Current Role (PI/Co-I/ Collaborator) | Description of Role |
| *e.g.* | *Royston Wee* | *Senior Consultant, Dover Hospital* | *Co-I* | *Responsible for patient recruitment at Dover hospital* |
| 1. |  |  |  |  |
| 2. |  |  |  |  |

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| 1. **REASONS FOR THE CHANGES IN RESEARCH TEAM** |
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| 1. **IMPACT OF CHANGES ON PROJECT** |
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| 1. **SIGNATORIES**   *NB: Original signature of the Principal Investigator and Research Director of the Host Institution are mandatory. E-signature acceptable.* | | |
|  |  |  |
| **Principal Investigator / Project Lead /Admin Oversight**  Signature/Name/Designation/Date |  | **Research Director/CEO (Host Institution)**  Signature/ Name/ Designation/Date |
|  |  |  |
| **NEW Principal Investigator / Project Lead (if relevant)**  Signature/ Name/ Designation/Date |  | **Research Director/CEO (New Host Institution)**  Signature/ Name/ Designation/ Date |
|  |  |  |
| **NHIC Case Manager (if relevant)**  Signature/ Name/Date |  | **NHIC Executive Director**  Signature/ Name/Date |

**ANNEX A**

ELIGIBILITY CRITERIA OF RESEARCH TEAM MEMBERS

**Principal Investigator (PI) / Project Lead**

1. A researcher who has the appropriate level of authority and the responsibility to direct the research project being supported by the grant. He/she is responsible and accountable for the proper conduct of the research project.
2. Holds a primary appointment in and be salaried by public healthcare institution or academic medical school in Singapore.
3. Holds a minimum of 9 months employment (per calendar year) with local Singapore institution(s); and fulfils at least 6 months of residency in Singapore for each calendar year over the duration of the grant award.
4. No outstanding reports from previous BMRC, NMRC grants, or other national grants.

**Co-Investigators and Collaborators**

1. **Co-Investigator (Co-I)**: An individual involved in the scientific development and execution of the project. A Co-Investigator typically devotes a higher percentage of effort to the project compared to a Collaborator and is considered key personnel.
2. Co-Is are required to hold at least an adjunt position in a local public institution.
3. Co-Is cannot be salaried by the NHIC grant.

**Collaborators**

1. **Collaborator**: An individual involved in the scientific development and execution of project. A Collaborator would typically devote a specific percent of effort to the project.
2. Researchers from overseas institutions or private companies can only participate as Collaborators.
3. Collaborators are not entitled to directly receive any portion of the grant. The terms of collaboration with overseas research institutions and private companies must conform to NHIC’s existing policies.