**NRF CENTRAL GAP FUND**

**CHANGE REQUEST FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT DETAILS** | | | |
| **Project ID:** |  | | |
| **Project Title:** |  | | |
| **Project Lead:** |  | | |
| **Host Institution:** |  | | |
| **IEO:** |  | | |
| **Original Approved Grant Amount** |  | | |
| **Latest Approved Grant Amount** |  | | |
| **Project Duration (in months):** |  | **Start Date – End Date:** |  |
| **Date of Request:** |  | | |
| **Type of request:** |  | | |

**SECTION I: PROJECT SUMMARY TO-DATE (MANDATORY)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Expenditure Level - Utilization Rate of Grant** | | | | | |
| **Vote** | **Approved Budget**  **(S$)** | **Final Approved Budget**2  **(S$)** | **Projected budget to date**  **(S$)** | **Actual expenditure to date[[1]](#footnote-1)**  **(S$)** | **Remarks**  **(if any)** |
| **EOM** |  |  |  |  |  |
| **EQPT** |  |  |  |  |  |
| **OOE** |  |  |  |  |  |
| **OOE – Overseas Travel** |  |  |  |  |  |
| **Total** |  |  |  |  |  |
| **Virement Percentage[[2]](#footnote-2)** |  | |  |  |  |

**REQUEST FOR REVISION**

Project Leads can submit requests to revise their projects (as described in the NRF Guidelines, Terms and Conditions) during the course of the funding period using this form. Please indicate the purpose of the request in **Section II** by checking the appropriate boxes below and provide details of the revision in the relevant sections in **Section III**. Project Leads must submit their revision requests to NRF for approval using this form, via their IEO.

**SECTION II: PURPOSE OF REQUEST (MANDATORY)**

|  |  |  |
| --- | --- | --- |
| **Please indicate in the boxes provided:** | | **x** |
| (A) | Change of Project Scope or Direction |  |
| (B) | Change of Project Lead  *- Change in the* ***Project Lead*** *is normally not allowed as the grant would have been approved taking into consideration the expertise and track record of the Project Lead.**In exceptional cases, where a change in the* ***Project Lead*** *is required (despite all conditions of the undertaking required by the* ***Project Lead*** *having been met), host institutions must submit a written request to NRF for nomination of a new* ***Project Lead****, who must be able to take on and successfully execute all the duties required by this role. In the event that the host institution cannot find any suitable person to fulfil this role, or that the nominated individual is not approved by NRF, NRF reserves the right to terminate funding for the project.* |  |
| (C) | Change in Administration of Grant |  |
| (D) | Virement of Funds |  |
| (E) | Change of Milestones and Deliverables |  |
| (F) | Project Extension With No Additional Funding Allocated  *- Request must be made to NRF at least 6 months before the original project completion date.* |  |
| (G) | Other variation request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

**SECTION III: REVISION DETAILS**

**(A) Change of Project Scope or Direction**

|  |
| --- |
| i) Please provide a detailed description of any change(s) in scope/direction for the project (objectives, methodology etc.) and contrast this with the original proposal and the last approved change in scope/direction.  ii) Please state clearly the reasons for the proposed change(s) in scope/direction, e.g. difficulties in achieving the proposed deliverables, advancement of knowledge by other project group in the same area, etc. |

**(B) Change of Project Lead**

**-** Change of Project Lead

- Addition of Project Lead

- Removal of Project Lead

Please note that NRF reserves the right to appoint a new Project Lead other than the candidate nominated below, or to terminate the project as it deems fit.

|  |  |  |
| --- | --- | --- |
| **Name of proposed Project Lead** |  | |
| **Designation and Title** |  | |
| **Host Institution & Department** |  | |
| **Is the new nominee currently on the project team?** | | Yes  No |
| (Please fill in this section for change/addition of Project Lead only)  If yes, please elaborate on the current involvement of the nominee. Include also any change in involvement expected due to the proposed change.  If no, please provide a detailed description of the ability of the nominee to take on and successfully execute all the duties required of this role. Describe also any change in project (e.g., focus, manpower allocation, etc.) expected due to the proposed change of Project Lead. A **2 page CV** of the nominee must be submitted together with this form. | | |
| Please explain **in detail** the need for the proposed change and indicate any disruption to the project (at the overall project level, individual sub-project level, project deliverables, manpower management, budget, etc.) caused by the change. | | |

**(C) Change in Administration of Grant**

If the Project Lead moves to another Singapore-based organization and wishes to transfer the administration of his/her grant, the Project Lead must seek written agreement from both the host institution and IEO, and the new employing institution and IEO for his/her existing work to be transferred. Such written agreement should be sent in together with this form.

|  |  |
| --- | --- |
| **New Host Institution** |  |
| **New IEO** |  |
| **Contact details of Director of IEO (or equivalent) in new host institution** |  |
| **Expected date of transfer (*dd/mm/yyyy*)** |  |
| Please justify the need for the transfer of administration of the grant and include details on how the project will be affected due to the transfer (e.g. if students from the current institution will be transferred to the new institution, new hires made, etc.). | |

**(D) Virement of Funds**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Total Virement Requested (S$)** |  | | | |
| **Funds to be Vired** | From (vote): |  | To (vote): |  |
| Please provide a detailed description of the requested change(s) and state clearly the reasons for the proposed change(s). Please explain and justify the need to vire funds in excess of what had been approved. Include details for the use of the funds to be vired and please ensure that all changes made comply with the NRF Guidelines, Terms and Conditions. Please also submit the history of virements (if any) in chronological order, detailing the **original budget**, the **latest approved revised budget** (if it defers from the original budget) and the full corresponding **proposed revised budget** (assuming NRF approves this particular virement request). | | | | |
| Please provide details on how the virement would/would not affect the project deliverables. | | | | |

**(E) Change of Project Milestones and Deliverables**

In providing details of the revision, please contrast the project milestones and deliverables proposed with the latest version that had been previously submitted to NRF.

Please also submit the full corresponding revised Milestones.

|  |
| --- |
| Please outline and justify the proposed revision to the milestones and deliverables for the project. |

**(F) Project Extension With No Additional Funding Allocated**

In providing details of the extension, please contrast the timeline, project milestones and deliverables proposed with the latest version that had been previously submitted to NRF. Please also submit the full corresponding revised Project Timeline and Project Milestones.

|  |  |
| --- | --- |
| **Requested Period of Extension (in no. of months)** |  |
| **New End Date *(dd/mm/yyyy)*** |  |
| Please list the milestones and deliverables that have been achieved to date. | |
| Please outline and provide reasons for deviation(s) in the timeline and deliverables. Also indicate the course of action that has been done to address key bottlenecks. | |
| Please justify the need to extend the project beyond the initial grant period and include plans in ensuring that project deliverables will be met within the new timeframe. | |

History of Project Extensions (if any)

|  |  |  |
| --- | --- | --- |
| **From *dd/mm/yyy*** | **To *dd/mm/yyy*** | **Reasons for Project Extension**  **(Brief Description)** |
|  |  |  |
|  |  |  |
|  |  |  |

**(G) Other Variation Request**

|  |  |
| --- | --- |
| **Variation Request** |  |
| Please provide the justifications to support the variation request. | |

**SECTION IV: DECLARATION AND SIGNATURE**

**Declaration by Project Lead**

I declare that all the above information provided is true and complete to the best of my knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Signature of Project Lead Date

**SECTION V: ENDORSEMENT AND SIGNATURE**

**Endorsement by Director of Innovation and Enterprise Office or equivalent**

|  |
| --- |
| *Please provide your assessment of the change request. Please comment on whether the request is reasonable and within the guidelines and policies of the host institution.* |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Signature of Director of IEO or equivalent Date

1. The figures should reflect all expenditures as at the ‘Date of Request’. [↑](#footnote-ref-1)
2. Virement percentage is the cumulative variation amount over the total approved budget. For more details on variations, refer to ‘Variations to the Project’ segment under the Guidelines for the Management of Innovation and Enterprise Grants. [↑](#footnote-ref-2)