

SINGAPORE CANCER SOCIETY CANCER RESEARCH GRANT 2023

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.

1. RESEARCH AREAS

SCS is inviting the research community to address the following areas while considering 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.

Research Areas	Examples of topics (but not limited to the following)
Cancer prevention & screening	Cancer risk factors; nutrition & dietetics; development and evaluation of screening test; cost-effectiveness analysis of screening program <u>SCS Research Interest:</u> <ul style="list-style-type: none"> • Overcoming cancer screening deterrence for vulnerable, minority and at-risk populations • Piloting new approaches for population-wide cancer screening
Cancer survivorship	Cancer patient support program; cancer rehabilitation program <u>SCS Research Interest:</u> <ul style="list-style-type: none"> • Community-based rehabilitation for head and neck cancer • Clinician-driven support group for patients with lymphedema • Interventions to increase exercise adherence in cancer patients
Palliative care	Behavioural and psychological supportive care; symptom management
Psychosocial and spiritual aspects related to cancer	Effects of cancer on patients, family members & caregivers; spirituality in cancer care <u>SCS Research Interest:</u> <ul style="list-style-type: none"> • Quality of life indicators for cancer patients/ survivors/ caregivers • Legacy and last wishes on end-of-life outcome • Narrative practices/social connectedness on increasing resilience in terminal illness • Hope and spirituality in cancer patients
Health communication	Communication strategies to convey information to patients and caregivers
Health service program	Identifying critical gaps in evaluating and improving quality of cancer care <u>SCS Research Interest:</u> <ul style="list-style-type: none"> • Improving user experience of cancer care from screening to survivorship
Clinical research	Medical/surgical/radiation oncology, clinical pharmacology

SINGAPORE CANCER SOCIETY

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

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2. 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 (PI). Only one application per PI per grant cycle is permitted.** The PI shall be the point of contact, with the stated Department and Institution as the Host Institution (for administrative and financial matters).

3. 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

4. SUBMISSION & FUNDING GUIDELINES

- The grant call will open on **Monday, 24 July 2023, 9AM** and close on **Friday, 4 August 2023, 4PM.**
- Proposals can seek funding **for a duration up to 2 years, and up to S\$200,000 per project.** 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.
- Only completed applications submitted online via [SCS research portal](#) will be accepted. Please read through the SCS Research Portal Training Manual and ensure each supporting document (such as completed application form, research proposal, and CVs) is **no larger than 2MB.**
- Late or incomplete submissions will not be accepted.
- A soft copy of the completed, duly signed application form and relevant supporting documents **MUST** 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.
- The results of grant call will be notified via email and be published on SCS website in **December 2023.**
- Singapore Cancer Society reserves the right to make amendments to SCS Cancer Research guidelines and funding conditions as and when it deems fit. Any amendments made will be communicated to project teams accordingly.

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5. REPORTING

- Successful applicants are required to update IRB review status within six months from the award notification date.
- Successful applicants are required to submit relevant progress & final reports in regular intervals stipulated by Singapore Cancer Society.

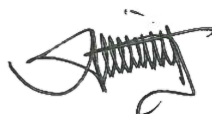
6. ENQUIRIES

For any enquiries, please contact research@singaporecancersociety.org.sg

Yours sincerely,



Dr CHOO SU PIN
Chairman
SCS Cancer Research Panel
Singapore Cancer Society



ALBERT L H CHING
Chief Executive Officer
Singapore Cancer Society

Enclosed:

Annex A - Application Form

Annex B – CV template

Annex C – Abstract template

Annex D – Research Proposal template

Annex E - Guidelines on Fundable and Non-Fundable Items

Annex F - Conditions of Use of SCS Cancer Research Grant

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Annex A

**SCS CANCER RESEARCH GRANT 2023
APPLICATION FORM****INSTRUCTIONS**

- Every section and field must be completed. Please indicate “NA” where a particular section or field is not applicable.
- For tables, do insert additional rows as required. For write-ups, do add additional sheets as required.
- Applications must be supported by the Department and endorsed by the Institution.
- All applications and supporting documents must be submitted via [SCS research portal](#) by **Friday, 4 August 2023, 4PM**.
- A soft copy of the completed, duly signed application form and relevant supporting documents (either in Word or PDF format) must be submitted to the following e-mail address: research@singaporecancersociety.org.sg
- All information submitted will be treated in confidence. The information in application is furnished to Singapore Cancer Society, with the understanding that it may be used or disclosed for evaluation, reference and reporting purposes.

CHECKLIST

- Completed, duly signed application form:
 - Section 1 – Application cover sheet
 - Section 2 – Personal particulars of principal investigator
 - Section 3 – Research team
 - Section 4 – Undertaking by Host Institution
- Compiled CVs of PI, co-Investigator(s), and collaborator(s)
- Abstract
- Research proposal
- Other supporting documents, if any (e.g., IRB approval letter)

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Annex A
SCS CANCER RESEARCH GRANT 2023 APPLICATION FORM
SECTION 1 - APPLICATION COVER SHEET

Name of Principal Investigator	
Designation	
Department	
Institution	
Previous Grant from SCS	<input type="checkbox"/> Yes (Please specify year awarded: _____) <input type="checkbox"/> No
Research Project Title <i>(Limit: 500 characters)</i>	
Category of Proposal <i>(Please tick as appropriate)</i>	<input type="checkbox"/> Cancer prevention and screening <input type="checkbox"/> Psychosocial and spiritual aspects related to cancer <input type="checkbox"/> Health communication <input type="checkbox"/> Cancer survivorship <input type="checkbox"/> Palliative care <input type="checkbox"/> Health service program <input type="checkbox"/> Clinical research
This research project is currently being funded by other grants from other institutions/organizations	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proposed Budget <i>(Up to S\$200,000)</i>	S\$ _____
Proposed Duration (months) <i>(Up to 24 months)</i>	_____
IRB Review Status	<input type="checkbox"/> Approved (Please attach IRB approval letter) <input type="checkbox"/> Under review (Please specify date submitted: _____) <input type="checkbox"/> Not submitted

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SECTION 2 - PERSONAL PARTICULARS OF PRINCIPAL INVESTIGATOR

Name <i>(underline surname)</i>	
NRIC/FIN/Passport Number <i>(last 4 characters only)</i>	
Designation	
Department	
Institution	
Email Address	
Contact Number	Office: Mobile:
Office Mailing Address	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, 30 Hospital Boulevard, #16-02 NCCS Building, Singapore 168583” or to the following email address dataprotection@singaporecancersociety.org.sg

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SECTION 3 - RESEARCH TEAM

3.1 TEAM MEMBERS

Role	Name	Designation & Institution	Expected Contribution to the Project
Principal Investigator ¹			
Co-investigator ²			
Collaborator ³			

¹ Principal Investigator (PI): The lead researcher who has the appropriate level of authority and the responsibility to direct the project/program being supported by the grant. PI is responsible and accountable for the proper conduct of the project or program. PI needs to hold a minimum of 9 months employment with local Singapore institution. Upon grant awarding, PI must fulfil at least 6 months of residency in Singapore for each calendar year.

² 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 as compared to a collaborator and is considered senior/key personnel. Co-investigators need to hold at least an adjunct position in a local public institution.

³ Collaborator: An individual involved in the scientific development and execution of project and typically devote a specific percent of effort to the project. Researchers from overseas institutions or private companies can only participate as Collaborators. Researchers from overseas institutions or private companies can only participate as collaborators.

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3.2 UNDERTAKING BY PRINCIPAL INVESTIGATOR, CO-INVESTIGATOR(S) AND COLLABORATOR(S)

Both physical and e-signatures are acceptable.

In signing the Grant Application, the principal investigator, co-investigator(s) and collaborator(s) UNDERTAKE, on any Grant Award, to:

- Declare that all submitted information is accurate and true.
- Undertake not to send similar versions or part(s) of this proposal to other agencies for funding.
- Undertake to submit supporting documents for the ethics approval obtained from the relevant Institutional Review Board (IRB) for studies involving human subjects.
- Ensure that SCS Cancer Research Grant is acknowledged in all publications.
- Ensure that all publications arising from research wholly or partly funded by SCS Cancer Research Grant will be forwarded to SCS.

Principal Investigator

Name:
Date:

Co-Investigator

Name:
Date:

Co-Investigator

Name:
Date:

Co-Investigator

Name:
Date:

Co-Investigator

Name:
Date:

Co-Investigator

Name:
Date:

Collaborator

Name:
Date:

Collaborator

Name:
Date:

Collaborator

Name:
Date:

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SECTION 4 – UNDERTAKING BY HOST INSTITUTION

In signing the Grant Application, the Host Institution UNDERTAKES, on any Grant Award, to:

- Provide appropriate support during the grant period.
- Ensure that the funds provided are used for the appropriate purposes.
- Ensure that the study complies with all laws, rules and regulations pertaining to national and the institution's research operating procedures and guidelines.

Head of Department (or designated officer)

Name, Designation & Signature

Date

Research Director (or designated officer)

Name, Designation & Signature

Date

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Annex B

BIOGRAPHICAL SKETCH

*Please provide the CVs for PI, co-I(s) and collaborator(s) using the format below. Please indicate NA if the required information is not applicable. CVs should be limited to **2 pages for PI and 1 page for co-I(s) / collaborator(s)**.*

- Name
- Title
- Email address
- Contact No
- Office Mailing Address
- Current Positions (Please provide full details, including primary, joint and other academic appointments)
- Academic qualifications (Indicate institution's name and year degree awarded)
- Research interests
- Selected publications (include only publications of direct relevance to the study proposed)
- Scientific awards
- Current and previous support from SCS or other sources

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Annex C

ABSTRACT

In no more than 300 words, please provide a self-contained and accurate description of the research proposal, including the background, specific aims, methodology and approach of the research proposal, and impact of the study proposed. Please note that the abstract may be disclosed.

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Annex D
RESEARCH PROPOSAL

(Max. 2000 words excluding references and figure and table legends)

AIMS AND OBJECTIVES

Please state concisely what the project intends to accomplish, what your research question is, and/or what hypothesis is to be tested.

BACKGROUND

Please provide a brief literature review to describe the background and the importance of the research, and justification as a worthwhile cancer research project. Relevant references should be appended.

POTENTIAL APPLICATION/IMPACT

Please provide a brief description of how the research will contribute to the following aspects, where applicable:

- *Filling up the knowledge gaps*
- *Solving the problem identified*
- *Providing tangible improvement in the area of study*
- *Furthering the vision /mission of Singapore Cancer Society and benefiting the cancer community*

METHODOLOGY

Please discuss in detail the experimental design and the procedure to be used to accomplish the specific aims of the project. Describe the protocols and controls to be used and the sequence of the investigations, including sample size calculation and statistical analysis. Elaborate the resources currently available and additional resources required. Discuss the potential difficulties and limitations of the proposed studies and alternative approaches to achieve the aims.

ETHICAL CONSIDERATIONS

Please provide a brief description of ethical considerations, such as use of consent form wherever required, debriefing for survey or sample study, and maintaining confidentiality.

TIMELINE AND MILESTONES OF THE STUDY

Please provide project timeline and milestones in a form of Gantt chart for assessment of the progress of the study.

BUDGET PLAN

Please provide a budget plan with detailed breakdown of the expenditure on manpower (EOM), equipment (EQP), and other operating expenses (OOE). The EOM 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 E for the list of fundable and non-fundable budget items. Please ensure that the budget for all votes tally with the total amount proposed.

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REFERENCES

Please list the references in the order cited in this proposal.

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Annex E

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	Fundable, provided incurred under an established and consistently applied policy of the host institution.
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.
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.

Type of Expenses	Description
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.
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

Annex F

CONDITIONS OF USE OF SCS CANCER RESEARCH GRANT

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 subject's 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.

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.

SINGAPORE CANCER SOCIETY

30 Hospital Boulevard, #16-02 NCCS Building, Singapore 168583
www.singaporecancersociety.org.sg | enquiry@singaporecancersociety.org.sg

SCS Clinic @ Bishan Junction 8 Office Tower | SCS Cancer Rehabilitation Centre @ National Cancer Centre Singapore
SCS Cancer Rehabilitation Centre @ Jurong Medical Centre | SCS Welfare Services @ National Cancer Centre Singapore, level 11
SCS Satellite Office @ National University Cancer Institute, Singapore

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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