

Checklist for Preparation of Research Budget

Before you begin

1. Refer to "Guidelines for the Management of Competitive R&D Grants (Version 1 wef 1-Jul-17 for CoT projects)", Appendix 1 on List of Non-Fundable Direct Costs before preparing the budget. Please ensure that the items proposed are fundable based on Appendix 1.
2. Ensure that the items proposed are in line with your institution's consistently applied policies. When in doubt, please seek assistance from your Office of Research.
3. Familiarise yourself with "Budget Template - Form B" to understand the information required prior to keying in your inputs into the template.

Preparing the Budget

1. Be realistic and do not over-inflate the budget. You may be asked to substantiate your cost estimates with quotations of equipment/ OOE items.
2. Be detailed and specific, and provide justifications on why the item is required.
3. You may use the checklist below to assist you with the preparation of the research budget.

S/N	Item	Description	Done? (Yes/ No/ N.A)
1	Manpower Cost (EOM)	Is the proposed manpower headcount sufficient and reasonable to meet the project objectives and deliverables?	
2		Have you sufficiently justified the role for each manpower headcount and the need to recruit him/her to meet the project objectives?	
3		Is the proposed EOM per pax in line with the salary package stipulated by your Institution's HR policy? Please note that salaries of the Lead Principal Investigator, Co-Investigators and Administrative Personnel are not fundable.	
4		Have you accurately indicated the man-months of each manpower headcount? If you do not require the manpower headcount for the entire year, please only budget for the number of months required.	
5	Equipment	Have you checked if the proposed equipment is available in the host/partner institutions?	
6		Can you use the equipment in shared facilities and utilise the project funding to pay for usage fees instead?	

7		Do you have sufficient space for the new equipment? What is the usage frequency of the new equipment? Have you considered leasing the equipment instead of purchasing it?	
8		Have you factored in taxes, exchange rate (if applicable) and freight charges (if applicable) for the proposed equipment item?	
9		Have you ensured that general purpose IT and office equipment such as printers, fax machines, photocopier machines are not included?	
10	Other Operating Expenditure (OOE)	Have you ensured that items such as audit fees, entertainment/refreshment etc. are not included?	
11	Overseas Travel	Is the overseas travel budgeted only for Lead Principal Investigator, Co-Investigators and research personnel working on the project?	
12		Have you ensured that for conference travel, the attendee (can be Lead Principal Investigator, Co-Investigator or research personnel working on the project) will be presenting papers related to the research at the conference?	
13	Research Scholarship	Are the tuition fees and stipend rates budgeted according to the MOE prevailing rates?	