

Research Grant

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Section 1: Overview

What is the Research Grant?

Research is an important process through which we understand the issues and practices of the arts and culture sector. In recognition of the importance of research and to build up research capabilities in the arts, the Research Grant supports research which:

- Expand our knowledge of the arts and cultural sector, audiences, and policies; and
- Support the documentation of and research into arts practices in Singapore

It is important to us that research findings are shared with a wider audience of researchers, the arts community or even the general public.

What types of research does the grant support?

The grant supports research projects of duration lasting not more than 2 years. If the research warrants a longer time frame, NAC may consider such projects on a case-by-case basis.

Priority will be given to research in the following areas*, subject to fulfilment of other grant criteria and overall merit of the proposal:

1. Research and documentation on the history and/or development of artistic practices in Singapore, including but not limited to traditional arts and arts in communities
2. Measuring the social and economic impact of the arts on people, communities and spaces
3. Understanding and growing audiences at every life stage
4. Arts and technology
5. Supporting and promoting excellence in the arts sector
6. Policies and practices that positively shape arts development in the areas of:
 - i. Building financial sustainability
 - ii. Manpower and human resources
 - iii. Arts education
 - iv. Infrastructural development and place-making
 - v. Internationalisation and cultural export

**NAC will review this list periodically.*

What is the level of funding support under the scheme?

The grant may support up to 100% of qualifying costs if the project is not funded by other sources. The grant quantum for individuals is capped at \$50,000 and that for organisations is capped at \$100,000 per financial year. Projects may be carried out over a maximum period of 2 years.

The Research Grant covers expenses including the following. **Annex A** includes a list of cost items that are supported by the Research Grant:

- Manpower costs
- Material costs
- Miscellaneous costs

Additional Requirements:

Endorsement

- Researchers from institutions of higher learning should obtain endorsement for the proposed research project from your project supervisor or head of department.
- Independent researchers should provide a referee or document of support from relevant sources or institutions, where applicable.

Ethics

- If the project involves human participants or the use of potentially sensitive economic, social or personal data, you must have obtained **clearance from an Institutional Review Board (IRB) if available, or a peer reviewer** before commencement of the project and its activities and provide a copy of such clearance(s) to NAC.
- If you do not have access to an IRB, you may gain approval through a peer review (Annex C). Peer reviewers must be:
 - Currently acting as a reviewer in a local academic IRB or has experience with peer reviews (e.g. having done so for at least 3 years);
 - Able to certify that the proposed research objectives and methodology have been evaluated according to and comply with their university/institution's ethical requirements for the proposed field of study;
 - Not involved in the research and have no conflicts of interest with the research team.

Intellectual Property

- All data generated from this body of research is considered **shared intellectual property between the appointed researcher or organisation that generates it and the NAC**. Based on the principles of mutual benefit and mutual respect, as well as the condition that one must recognise and acknowledge the contribution of the other, both researcher or organisation and NAC can make use of the research data and all relevant research findings freely in academic and professional publications, agency and institutional dissemination, local and international conference presentations, as well as sharing through press and media.

Collaborations

- If the research is undertaken by more than one organisation and/or other project partners, the basis of collaboration between the organisations, including ownership of intellectual property and rights to exploitation, is expected to be set out in a **formal collaboration agreement**. It is the responsibility of the research organisations to put such an agreement in place before the research begins. The terms of collaboration agreements must not conflict with the NAC's terms and conditions.

Section 2: Eligibility

Please refer to the following eligibility requirements for the grant. If you do not meet any of these requirements, we will be unable to consider your application for funding.

<p>Who can apply?</p>	<ol style="list-style-type: none"> 1. Singaporeans / Permanent Residents who are academics, researchers, or artists with the ability to carry out research to its completion. Independent researchers should provide a referee or document of support from relevant sources or institutions, where applicable. 2. Organisations that are either registered with ACRA (including Non-Profit / Non-Government / Community-based organisations / Sole Proprietorship / Limited Liability Partnership (LLP) / Company Limited by Guarantee (CLG) / Private Limited Company), or a society with the Registry of Societies at the time of application. 3. Foreign researchers who will be based in Singapore (i.e. able to provide proof of employment) for the full duration of the project, or foreign researchers who are collaborating with a Singaporean/PR or Singapore institution/organisation.
<p>Who cannot apply?</p>	<ol style="list-style-type: none"> 1. Recipients of NAC's Major Company scheme from and after FY2016. Major Companies should factor in internal staff/ management training as well as development and research project costs into their overall budget. 2. Project proposals that: <ol style="list-style-type: none"> a. Are part of school curriculum (e.g. PhD dissertation, school coursework) b. Do not have a clear arts and research component c. Are not intended for public consumption d. Have already commenced prior to the time of application e. Are in Malay, Mandarin or Tamil UNLESS accompanied by an abstract, executive summary and table of contents in the working language (English) to facilitate optimal dissemination. 3. Applicants with pending/ outstanding: <ol style="list-style-type: none"> a. Evaluation reports on the use of previous grants from NAC b. Debts with NAC (you would be eligible to apply once you have cleared outstanding debts).
<p>What types of activities cannot be funded?</p>	<p>While we celebrate diversity of expression and open, balanced dialogues in the arts, as a statutory body disbursing public funds, NAC has to prioritise funding to proposals which do not:</p> <ol style="list-style-type: none"> a. Advocate or lobby for lifestyles seen as objectionable by the general public b. Denigrate or debase a person, group or class of individuals on the basis of race or religion, or serve to create conflict or misunderstanding in our multicultural and multi-religious society c. Undermine the authority or legitimacy of the government and public institutions, or threaten the nation's security or stability.

Section 3: Application and Assessment Process

How do you apply for the Research Grant?

You will need to submit your application for the Research Grant via the OurSG Grants (OSG) Portal. The OSG can be accessed via <https://oursggrants.gov.sg>.

You are required to submit the following application documents:

- a. Detailed Research Proposal (template available for download on OSG Portal)
- b. Budget Sheet (template available for download on OSG Portal)
- c. CVs of key parties involved (i.e. Principal Investigator, Co-Investigators etc.)
- d. Other supporting documents, where relevant to the project:

Projects involving researchers from academic institutions	Please obtain endorsement from a project supervisor or head of department to carry out the project by completing the acknowledgement section of your Detailed Research Proposal.
Projects involving independent researchers	Please submit a referee's contact and/or documentation of the relevant institutions' agreement(s) to carry out the project.
Projects involving human participants or the use of potentially sensitive economic, social or personal data	Please submit evidence of ethics clearance from an Institutional Review Board (IRB) . If you do not have access to an IRB, please obtain approval through a peer review (Annex C) .
Projects undertaken by more than one organisation and/or other project partners	Please provide a formal collaboration agreement which sets out the basis of collaboration between the organisations, including ownership of intellectual property and rights to exploitation.

When must you apply by?

The Research Grant is open for application once a year. The following table lists the key dates and windows that you will need to adhere to when you prepare your application:

Apply by	Notified by	For projects taking place on or after
17 May 2024	13 Sep 2024	31 Oct 2024

All applications have to be submitted by 23:59 (SGT) on the closing date. Late applications and submissions via other means e.g. email, hardcopies will not be accepted. If there is any pending information from partners/collaborators, please submit the application by the closing date and state clearly what is still outstanding/unconfirmed. Outstanding information should be submitted to NAC once available.

What happens after you submit an application?

All applications will be rigorously assessed by NAC. You may be contacted if more information is required. In the event NAC requires further clarifications, an email will be sent to you from the OSG, and you will need to log in and access your application on the OSG to respond to the request.

Your application will either be assessed by an internal team or by a combination of internal and external feedback from a panel of industry advisors, experts and practitioners who will evaluate and comment on eligible applications based on the given criteria. All proposals submitted to the Council will be treated in the strictest confidence. Likewise, our assessment panels are bound by non-disclosure agreements before reviewing your proposals.

How will my application be assessed?

Our assessment will be guided by the following criteria:

Assessment Criteria	Weightage
<p><u>Impact of the research on the Singapore arts scene</u></p> <p>a. Does the research help us better understand areas identified earlier as research priorities?</p> <p>b. Is the research of interest and value both to the arts community and the wider public in Singapore?</p> <ul style="list-style-type: none"> • Is the research the first of its kind, or does it build upon past research? • Is the proposed research of high potential impact, resulting in clear and tangible outcomes for the arts community and/or the wider public? 	25%
<p><u>Sound research objectives and methodology</u></p> <p>a. Clarity of the research objectives</p> <ul style="list-style-type: none"> • Are the research objectives and research questions well defined and clearly articulated? • Is the proposal well thought through? <p>b. Soundness of the research methodology</p> <ul style="list-style-type: none"> • Is the research methodology sound? • Will it lead to the fulfilment of the research objectives? <p>c. Execution</p> <ul style="list-style-type: none"> • Is the proposal well-planned in terms of time and resource management? • Do the researchers have the ability, expertise and partners needed to see the project through? 	30%
<p><u>Capacity to execute the project</u></p> <p>Competency of researchers involved</p> <ul style="list-style-type: none"> • What are the qualifications and track record of the researchers involved? • Are the researchers knowledgeable of the Singapore arts scene, or have worked with local researchers or institutions? 	25%
<p><u>Project budget</u></p> <p>a. Is the projected expenditure for the research realistic?</p> <p>b. Does the project demonstrate interest of other parties or alternative sources of support e.g. government agencies, corporate sponsors, foundations, tertiary institutions</p>	10%
<p><u>Dissemination of research findings</u></p> <p>a. Would the research findings be recorded/presented in a format that is easily disseminated?</p> <p>b. Are there plans to disseminate the research outcomes to the arts and research community and wider public via suitable channels (e.g. publications, sharing sessions, showcase of findings/ elements of project via print/online/audio-visual media, etc.)?</p>	10%

Section 4: If you are Awarded the Research Grant

If your application is successful, you will receive a **Letter of Award via the OSG portal** with:

- Terms & Conditions of the Grant
- Deliverables as agreed upon by you and NAC

The grant offer will be valid for **two weeks** from the time the letter of notification is sent out (unless we write to you to state otherwise). If you do not accept the offer within this period of time, the offer will lapse.

Unsuccessful applicants will receive a **Letter of Notification** within the same period.

Appeals

NAC will not be able to accept appeals against artistic strength. However, cases will be reviewed on grounds of processing procedures. All appeals have to be submitted in writing within **two weeks** of the notification of results.

How will you receive your funding?

In general, your grant will be disbursed in three tranches, as summarised in the table below:

1 st tranche	2 nd tranche	3 rd tranche
50% of grant quantum upon acceptance of grant and submission of all relevant documents as stated in Section 3	30% of grant quantum upon receipt of Mid-Term report	20% of grant quantum upon receipt of all project deliverables, including the Self-Evaluation Report and Financial Report. For grants equal to or more than \$10,000, a Statement of Accounts will be required. For grants equal to or more than \$100,000, an independently audited Statement of Accounts will be required.

The grant will be credited into your or your organisation's recognised bank account.

What are you expected to deliver?

If you are successful, you will be expected to achieve the outcomes you have articulated in your funding proposal, including plans for dissemination of research findings and a **Final Research Report** of the project. The final report should be **written in the working language (English)**. If written in one of the other three national languages, an abstract and executive summary in the working language is required. Based on your proposal and projected timeline, you and your NAC contact/ Account Manager will discuss reasonable targets or milestones that you or your group should achieve within the funding period.

You will be required to submit a **Mid-Term Report** at the mid-point of your project for monitoring and evaluation. When you have completed your project, you will have to submit the proposed project deliverables, a **Self-Evaluation Report** and **Financial Report / Statement of Accounts** (i.e. the budget form submitted as part of the grant application, with actual income and expenditure reflected), **within two months** of project completion.

Financial Report / Statement of Accounts

For grants \$10,000 and above (but below \$100,000), you will also need to submit Statement of Accounts certified by an accountant registered with the Institute of Singapore Chartered Accountants (ISCA) or equivalent international body.

For grants of \$100,000 and above, the Statement of Accounts will need to be independently audited by a public accountant registered with the Accounting and Corporate Regulatory Authority (ACRA) or equivalent international body.

- As part of the submission, the proof of the accountant's registration with ISCA, ACRA or any equivalent international body (e.g. ISCA Membership ID) should be provided as well. This will also need to be submitted through OSG. As supporting documents such as receipts may be requested, grant recipients must retain their documents for up to six (6) months from date of submission of the final report.

Please log onto the OSG portal to submit these necessary reports. To help you navigate the portal, you may access the 'Help' Section from the main page at: <https://oursqgrants.gov.sg/>.

Dissemination

Upon completion of the project, the applicant is to disseminate their research findings in accordance with what was proposed. The dissemination should:

1. Be in the working language (English); If written in one of the other three national languages, an abstract and executive summary in the working language is required.
2. Serve to augment the impact and knowledge transfer of the research project;
3. Appeal to the arts and research community and/or wider public.

Some means of dissemination include publications (highly recommended), sharing sessions, and/or showcases of findings and project elements via print or digital mediums. This list is non-exhaustive.

Who can you contact if you have questions?

If you have any questions, or wish to discuss your applications in detail, please contact us at: NAC_Feedback@nac.gov.sg.

Annex A: Qualifying Costs

(A) Manpower Costs

- Honoraria for principal and co-investigators, who are not funded by their employers/institution(s) to carry out the research.
- Hiring of research assistants (full or part-time)
- Engaging of a research company

Note: Living expenses of researchers are not covered.

(B) Material Costs

- Cost of data gathering/conducting fieldwork including questionnaires, surveys etc.
- Cost of stationery, postage, photocopying, printing
- Page charges, publication costs
- Recording media and storage media
- Documentation, archival, digital scanning of images, manuscripts, transcription
- General photography and processing
- Purchase/loan of reference materials, access to online archives*
- Design and editorial fees
- Rental of hardware and equipment

* Where possible, reference materials should be loaned rather than purchased

(C) Travel Costs

- Overseas travel (on a case-by-case basis if only necessary to the research; budget will only cover Economy class airfare)

(D) Dissemination Costs

- Submission fees (journals)
- Costs for disseminating research project e.g. public presentations to appropriate audiences, showcasing of findings/elements of project in the media, publication in journals etc.

(E) Miscellaneous Costs

- Auditor/Accountant fees
- Legal fees (Disclaimers, License to Use, Permissions, Warranties as to Copyright ownership, Confidentiality & Non-Disclosure, sponsorship and co-use contracts)
- Institutional Review Board/Peer Review

Note: Conference/Seminar Fees will not be supported by the Research Grant as they are covered by the Capability Development Grant. More information on the Capability Development Grant is available at: <https://www.nac.gov.sg/support/funding-and-schemes/capability-development-grant>



NATIONAL ARTS COUNCIL
SINGAPORE

Research Grant: Self-Evaluation Report

Date of Submission of Self-Evaluation Report		
Name of Organisation (if applicable)		
Name of Principal Investigator		
Project Title		
Project Dates	Start	
	End	

When your project is complete, we would like you to share your evaluation and reflections on your project with us. You may wish to use the following questions as a guide. Please attach other reports and publications, if applicable.

Reflections

- How well have you achieved the research objectives that were set out in your proposal?
- What feedback did you receive from stakeholders regarding your research?
- What were the challenges you faced in the course of the research project and how did you overcome them?
- What other new areas of research could be explored arising from your findings?

Feedback on the Grant
<ul style="list-style-type: none">• Are there any areas in which NAC could have better supported your project?

For grants awarded in FY20 and before

Please email this **Self-Evaluation Report** and **Financial Report** (i.e. the budget form submitted as part of the grant application, with actual income and expenditure reflected) to your account manager indicated in the Letter of Offer.

Alternatively, these documents may be submitted via email to NAC_Researchdevt_grant@nac.gov.sg.

Hardcopies may be directed to:

National Arts Council
Data & Research
90 Goodman Road
Blk A #01-01
Singapore 439053

Opening Hours:
Monday to Friday
9am – 12pm and 2pm – 5pm.

For grants applied through the Our SG Grants Portal

Please log onto the Our SG Grants Portal to submit your Final Research Report, Self-Evaluation Report, Financial Report (i.e. the budget form submitted as part of the grant application, with actual income and expenditure reflected). To help you navigate the portal, you may access the 'Help' Section from the main page at: <https://oursqgrants.gov.sg/>.



Research Grant: Peer Review Form (Ethics Clearance)

This ethics clearance form is intended for projects involving human participants or the use of potentially sensitive economic, social or personal data, where researcher(s) do not have access to an Institutional Review Board. Successful grant applicants must obtain ethics clearance from reputable peer reviewer(s) before the commencement of the project and submit a copy of this form to NAC.

Date of Submission of Form	
Name of Peer Reviewer	
Designation and Name of Employer University/Institution	
Email address	
Contact number	

A. Research Aims, Design and Methodology

Are the research aims and/or objectives clearly defined?	
Is the proposed methodology adequately developed and appropriate for this project?	
Is it clear how the stated aims and/or objectives will be achieved?	

B. Ethics and Governance

<p>To the best of your knowledge, have all relevant ethical issues been considered and addressed (e.g. voluntary informed consent, confidentiality, right to withdraw, additional safeguards for vulnerable subjects etc.)</p>	
<p>To the best of your knowledge, have all relevant legal issues been considered and addressed? (e.g. Personal Data Protection Act, authorship or copyright infringements etc.)</p>	
<p>To the best of your knowledge, have all relevant health & safety issues been considered and addressed? (e.g. risk assessment and management for potential psychological harm, physical harm or compromising situations where there might be accusations of improper behaviour)</p>	
<p>Is it clear who will benefit from this research?</p>	
<p>In your professional opinion, please state whether the project is feasible and achievable (i.e. able to address the research question safely and ethically)</p>	

C. Further Information

Any additional comments	
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By signing this form, I certify that:

- *I certify that the proposed research objectives and methodology have been evaluated according to and comply with my university/institution's ethical requirements for this field of research.*
- *I have read and reviewed the proposal and considered all ethical, legal and health & safety issues to the best of my knowledge.*
- *I have not been involved in the design of this research and am not part of the research team or playing a supervisory role to the research team.*
- *I do not have any significant personal relationship or other conflicts of interest with members of the research team that would influence my opinion as an independent reviewer.*

Signature / Name of Peer Reviewer

Date