



SICM Pitch-for-Fund Programme (SICM PFFP)

APPLICANT'S INFORMATION PACK

To encourage budding investigators to pursue intensive care research, Society of Intensive Care Medicine (Singapore) (SICM) is pleased to announce the inaugural SICM Pitch-for-Fund Programme (PFFP) in 2024. Each grant award offers up to a maximum of 10,000 SGD.

The grant application is open to healthcare workers and healthcare students who are currently practising in local public healthcare institutions or studying in local healthcare schools AND who are ordinary, associate or life members of SICM in good standing.

The study must be completed within a 2-year period with interim updates every 6 months to the SICM PFFP Grant Review Panel.

Grant holders will be expected to present their project progress and findings at the local flagship intensive care conference – the Asia Pacific Intensive Care Symposium (APICS). For the second grant call of each year, applicants will be presenting their pitch-for-fund during APICS.

**Society of Intensive Care Medicine (Singapore) (SICM) PFFP
Applicant's Information Pack**

CONTENTS

1.	OBJECTIVE	3
2.	FUNDING AND AWARD LIMITATIONS	3
3.	GRANT CALLS	3
4.	GOVERNING POLICIES	3
5.	ELIGIBILITY	3
6.	APPLICATION PROCEDURE	4
7.	BUDGETING	5
8.	REVIEW AND APPROVAL PROCESS	6
9.	REQUIREMENTS OF AWARDEES	6
10.	CONTACT INFORMATION	7
11.	FREQUENTLY ASKED QUESTIONS	8

Society of Intensive Care Medicine (Singapore) (SICM) PFFP Applicant's Information Pack

1. OBJECTIVE

- 1.1. The objective of the Society of Intensive Care Medicine (Singapore) Pitch-for-Fund Programme (SICM PFFP) is to cultivate local research talents, inspire multidisciplinary research, improve scientific knowledge, and benefit care of the critically ill.

2. FUNDING AND AWARD LIMITATIONS

- 2.1. SICM PFFP can cater only to a limited number of proposals and the grant will be disbursed twice a year. Whilst the programme intends to support deserving applicants as much as possible, it may not cover all expenses that may arise. Before making your application, please consider the award limitations.
- 2.2. The grant will only cover direct costs (e.g. Manpower, Equipment and Consumables). It will not include indirect research costs.
- 2.3. Applicants should not have received sponsorships from other funding sources.

3. GRANT CALLS

- 3.1. The funding opportunities for the grant will be made available to all SICM members through two competitive grant calls per year, during January and June of each year.
- 3.2. The stipulated deadlines must be adhered to strictly, as there will be no extension.
- 3.3. Results of the grant call will be announced by March and August every year and via SICM / APICS social media.

4. GOVERNING POLICIES

- 4.1. The SICM PFFP shall follow relevant public healthcare institution (PHI) framework, policies and procedures for the administration and management of awards for training, research, and development. These will include, but not limited to, policies relating to funding components, reporting requirements, and purchasing policies, etc.

5. ELIGIBILITY

- 5.1. All ordinary, associate or life members of SICM in good standing, who are practising in local public healthcare institutions or studying in local healthcare schools, are eligible to apply for the SICM PFFP. Investigators who are in the SICM EXCO may submit applications but will not be allowed to evaluate any applications during that grant call.
- 5.2. Residents and trainees must be a member of SICM and have a specialist mentor, who is a SICM member, who will be responsible for the study ethics application (if applicable) and compliance with the research regulations.

Society of Intensive Care Medicine (Singapore) (SICM) PFFP Applicant's Information Pack

- 5.3. Students must be a student associate member of SICM and have a specialist mentor, who is a SICM member, who will be responsible for the study ethics application (if applicable) and compliance with the research regulations.
- 5.4. The programme will support proposals relating to the theme(s) decided by SICM-NICER every term.

For the 2024 grant calls, the theme would be:

- a. Post-Intensive Care Unit Syndrome (including, but not limited to, risk factors, prevalence, phenotypes, interventions, and resources)
- b. Should there be other project proposals in the following topics, they would be considered based on merit and considered on a case-by-case basis:
 - Investigation of critical illness
 - Understanding or improvement of practices in critical care medicine and resuscitation
 - Education, training and resources for ICU patients and caregivers.
- c. Project leads are strongly encouraged to demonstrate collaboration amongst ICU units and/or multi-disciplinary collaboration.

6. APPLICATION PROCEDURE

- 6.1. Applicants are required to submit **all** the following, unless otherwise stated:
- a. Grant Application Form
 - b. Grant Budget Application Form
 - c. CV(s) of PI and all study team members
 - d. Any other supporting documents (e.g. testimonials, ethics approval letter or any other documents) which support the application.
- 6.2. For all applications requesting for Research Assistant (RA), applicants are strongly encouraged to consult their institution's research office (or equivalent) for assessment of the scope, design, and FTE for budgeting purposes. You should consult ahead of the submission deadline to ensure sufficient review time by your research office.
- 6.3. Submission for ethics approval is mandatory for all research applications that will be involving patients, patient samples and/or patient records at any point during the study. Please ensure that the project title is the same for both the grant application and ethics application. You must obtain ethics approval (if required) before commencement of the project. While ethics approval or evidence of submission is not a requirement at the point of grant application, it is highly encouraged for the grant to be viewed favourably, to estimate that the project can be completed within the 2-year time frame.
- 6.4. Please use the grant application form in this information pack. If you are unsure, please contact the SICM Secretariat.

**Society of Intensive Care Medicine (Singapore) (SICM) PFFP
Applicant's Information Pack**

- 6.5. All sections of the grant application form must be duly signed by the applicant and endorsed by the respective Reporting Officer / Head of Department **AND** your Institution Research Director.
- 6.6. Incomplete applications or applications submitted after the closing date will not be considered. You may not amend your application or submit additional information after the closing date (except in response to specific questions raised during the review period). Hence, please review your application carefully before submission.

7. BUDGETING

- 7.1. All applications must be accompanied by a grant budget application form. Please use the grant budget application template in this information pack. If you are unsure, please contact the SICM Secretariat.
- 7.2. The fundable components under the SICM PFFP are:

Fundable	Non-fundable (unless exceptional approval granted)
<ul style="list-style-type: none"> • Manpower services (excluding salaries of PI, Co-I & Collaborators) e.g. purchase of services such as research office support / statistician support 	<ul style="list-style-type: none"> • Refreshment • Relocation • Renovation • Patenting expenses • Indirect research costs
<ul style="list-style-type: none"> • Equipment and insurances (excluding laptops, PC, mobile phones, similar equipment already available) • Ethics application related costs for investigator-initiated studies e.g. review fees • HSA-registered devices – subject to procurement regulations and processes • Consumables • Utilities (note: rental of external spaces require justification) • Miscellaneous (transport, tests, posters, publicity materials, reimbursement of time for patients, stationery, data gathering, lab manuals, software, production costs) • Publication fees 	<ul style="list-style-type: none"> • Overseas conference • Overseas travel expenses • Literature search & Journal subscription • Contingency funds • Celebratory events • Any expenses incurred by applicant's spouse / family • Travel costs for collaborators and vendors

Society of Intensive Care Medicine (Singapore) (SICM) PFFP Applicant's Information Pack

8. REVIEW AND APPROVAL PROCESS

- 8.1. All completed applications will undergo a rigorous process of evaluation by the SICM PFFP Grant Review Panel.
- 8.2. It is important that you fill in the application accurately and with as much relevant information as possible to aid in the review of your application.
- 8.3. Applicants will need to clearly state the scope and deliverables in the application and relate how it will fulfil the objectives of the SICM PFFP, and adherence to the theme of the year.
- 8.4. At any point in time, the SICM PFFP Grant Review Panel may direct questions to you and your Reporting Officer / Head of Department during the review process, and you will be asked to respond and/or submit additional information specific to the query. You must adhere to the deadlines given by the panel to respond.
- 8.5. Applicants will also be provided with feedback, where applicable, after the grant results are released.
- 8.6. Decision made by the Grant Review Panel is final and no revisions will be made.
- 8.7. The review and approval process will take 1-2 months after the grant call closes. Please take this timeline into account when planning the milestones and deliverables of your application.

9. REQUIREMENT OF AWARDEES

- 9.1. The award is strictly non-transferable.
- 9.2. The award does not allow for a change in project / personnel.
- 9.3. No replacements may be made if the applicant is unable to start the project. His/her replacement must submit a fresh application in the next grant call. However, exceptions to this (e.g. medical reasons, replacement of collaborators) may be considered on a case-by-case basis.
- 9.4. To ensure prudence in budget proposals and allocation, successful applicants are required to utilise at least 80% of the awarded amount in accordance with the projected milestones / budget breakdown. Applicants can only spend on items that have been approved. The studies must be completed within 2 years of award.
- 9.5. Submission of formal grant variation requests for approval is necessary for any intended adjustments to the budget allocation, duration of project and/or purchase of non-standard items. Formal requests must be submitted at least 30 days in advance for processing.
- 9.6. Successful applicants are responsible to ensure and show proof of ethics approval (if applicable) has been obtained before commencement of the project. SICM will not undertake or be responsible for the ethics submission or approval.

Society of Intensive Care Medicine (Singapore) (SICM) PFFP Applicant's Information Pack

- 9.7. Successful applicants are responsible to adhere to all Singapore research regulations and guidelines that govern the project. The Principal Investigators are required to ensure that they are updated with the latest local research regulations and guidelines.
- 9.8. Successful applicants are required to sign a Letter of Acceptance.
- 9.9. Successful applicants will be required to submit progress or final reports within the stipulated time frames at 6-monthly intervals. Shortlisted applicants for the second grant call of each year will be invited to present their pitch-for-fund at the Asia Pacific Intensive Care Symposium (APICS), and in-flight successful applicants will present their project updates at the same platform.
- 9.10. SICM reserves the right to withdraw all funding and suspend the period of the programme funding indefinitely, should there be any form of non-compliance to relevant policies and guidelines, improper conduct, or unjustified utilisation of funds.
- 9.11. SICM reserves the right to share information on applicants' identity and details of awards on the SICM website and SICM's official social media.

10. CONTACT INFORMATION

- 10.1. The SICM PFFP is managed by the SICM Secretariat. If you have any queries, or require help in filling out your application form, please kindly contact:

<p>Ms Stella Chee secretariat@sicm.org.sg (+65) 6379 5263 / 6379 5260</p>

Society of Intensive Care Medicine (Singapore) (SICM) PFFP Applicant's Information Pack

11. FREQUENTLY ASKED QUESTIONS

Application process related questions:

a) Who is eligible to apply for the grant?

The applicant must be a SICM member in good standing and in the study team.

- All ordinary, associate or life members of SICM in good standing, who are practising in local public healthcare institutions or studying in local healthcare schools, are eligible to apply for the SICM PFFP. Investigators who are in the SICM EXCO may submit applications but will not be allowed to evaluate any applications during that grant call.
- In addition, residents/trainees and medical/nursing/pharmacy/allied health students must have a specialist mentor, who is a SICM member, who will be responsible for the study ethics application (if applicable) and compliance with the research regulations.

b) What is the total duration from the time of application to announcement of results?

The results will be announced 1 to 2 months after the grant call closes. Please take this timeline into account when planning for your training courses or projects, especially for courses which have deadlines for acceptance / enrolment.

Funding related questions:

a) Must I use up all the funds that are awarded to me? By when must I finish using the funds?

The funds awarded to you are based on your project scope, deliverables, and milestones. You will be required to implement your project as in the approved timeline and budget. You are required to spend at least 80% of the awarded funding by the end of your project. Should you incur savings, or require changes to your approved budget expenditure, please inform the SICM PFFP Grant Review Panel via the SICM Secretariat.

b) How are the grant funds disbursed?

The grant funds will be transferred to and managed by your institution's research office (or equivalent). It will take place in the form of reimbursement at periodic intervals with the timely submission of interim updates. Any administrative fees levied by the research office will need to be deducted from the grant.

After the grant award:

a) How do I submit an interim report?

An interim report must be submitted every 6 months after the date on the letter of acceptance using the "SICM PFFP Interim Update Form", highlighting adherence to the original application milestones, budget utilisation and subject recruitment numbers (if applicable).

**Society of Intensive Care Medicine (Singapore) (SICM) PFFP
Applicant's Information Pack**

- b) What happens if the project milestones are delayed?**
Should there be a possibility that the project cannot be completed within the 2-year time frame, the grant awardee must write in with explanations of the delay during the interim updates. Extension of the grant term will be subjected to approval by the Grant Review Panel with acceptable justifications for the extension. The panel may choose to retract the award should the project fail to meet important milestones at the end of the first year.
- c) What happens if I do not complete the project, or do not use my full grant budget?**
Funds that have not been disbursed will be returned to SICM.
- d) What happens if I require more funding?**
Grant awardees are welcome to apply for another SICM grant during the next grant call.