



# SINGAPORE CHILDREN'S SOCIETY

## JOHN M. ELLIOTT MEMORIAL RESEARCH GRANT

### FREQUENTLY ASKED QUESTIONS

---

#### BEFORE APPLICATION

**Q1: What kind of research topics are eligible for the grant?**

A1: Eligible research topics should examine an issue pertaining to local children, youths or families. Each application is assessed based on its merit. A list of research topics by past grant recipients can be found at:

<https://www.childrensociety.org.sg/research-grants-recipient>

**Q2: I am conducting a research study as a group. Can I apply?**

A2: Yes, only one representative from the group need to apply for the grant. If you are applying as a group, please include the names of all group members in the application form. Please also indicate which group member(s) will be presenting the study to our Research Committee or Research and Advocacy Standing Committee.

**Q3: I am conducting a research study that is not part of a university course. Can I apply?**

A3: Yes.

**Q4: I am studying in a foreign university. Can I apply?**

A4: Yes, you can apply for the grant as long as your research involves a Singapore sample of children, youths, or families.

**Q5: Do I need to obtain ethics approval before I apply for the grant?**

A5: Research grants will only be awarded for applicants that have received ethics approval. However, you can still apply for the grant while you are awaiting the outcome of your ethics application.

**Q6: Is there a deadline to apply for the grant?**

A6: Yes, there are currently three grant cycles: 1<sup>st</sup> of January to 15<sup>th</sup> February, 1<sup>st</sup> of April to the 15<sup>th</sup> of May, and 1<sup>st</sup> of September to the 15<sup>th</sup> of October. In addition, Singapore Children's Society does not award grants to research projects that have been completed at the time of application.

Applicant is expected to obtain approval for research grant prior to commencement of research. However, considerations will be given on a case-by-case basis should research have to be started before receiving an outcome for your application.

## DURING APPLICATION

**Q7: When will I be notified of the outcome of my application?**

A7: You will be notified of the outcome of your application by email within 3 months of the application's closing date. Note that processing time could take longer when we experience an overwhelming number of applications.

If you have obtained ethics approval and your application is successful, you will be issued a cheque within 1 month after your application has been approved.

**Q8: Is there any limit on the amount that an applicant can receive?**

A8: For post-secondary and tertiary students, each study can receive up to SGD\$1,000. Applicants pursuing higher degrees (e.g., Masters, PhD, etc) may be considered for a higher quantum.

**Q9a. I have been awarded a grant for my research from another organisation(s). Can I apply?**

A9a. Yes, you may apply as long as your application is for expenses that are not covered by the grant(s) from another organisation(s). Please declare your sources of funding and the expenses covered in the application form.

**Q9b. I have been awarded a grant by the Society to cover part of my research expenses. Can I apply for a separate grant from another organisation?**

A9b. Yes, you may apply for grants from other organisations for expenses that are not covered by the Research Grant.

**Q10: What kind of items can I include in the budget proposal as required in the application?**

A10: The Research Grant supports expenses directly related to the conduct of the research and the preparation of any required thesis, dissertation or report. It may include such things as transport allowances for field research and the cost of materials, including but not limited to the duplication of survey questionnaires, the purchase of tests or other research materials. It may also be used to defray minor disbursements to individual participants in the research.

The Research Grant does not cover tuition fees, meals, the hiring of research assistants or other manpower, or the purchase of computers. It cannot be used to pay a per diem to you, and it cannot be used to pay expenses that would have been met by your institution.

**Q11: Can the grant be used to support expenses that were incurred before the award of the grant?**

A11: No. Only expenses incurred on or after the project start date (as stated in the offer letter) will be eligible for reimbursement.

## **AFTER YOUR APPLICATION IS APPROVED**

### **Q12: Can I request for additional funds if my application has been approved?**

A12: The Research Grant is a one-time award. However, requests for additional funding may be considered for projects that are subsequently extended in depth or scope as merited by the circumstances.

### **Q13: Can I ask someone to collect the cheque on my behalf?**

A13: Yes, but only with an authorisation letter/email from you and his/her proof of identity for verification purposes at the time of collection.

### **Q14: Is there a bond for Singapore Children's Society Research Grant?**

A14: No.

### **Q15: Do I need to submit any proof of expenditure (i.e., receipts)?**

A15: Recipients will be required to submit a record of expenditure, together with original and photocopied receipts for all items. In compliance to the Personal Data Protection Act, please remove any identifying personal information on the recipients before submitting it to their grant coordinators. The Singapore Children's Society also reserves the right to gain eventual ownership of any materials or apparatus purchased for the research.

### **Q16: Do I have to return any unspent portion of the grant awarded to me?**

A16: Yes, in the event that you have spent less than the sum awarded to you for the study, you will be required to return the unspent portion of the grant to the Singapore Children's Society.

### **Q17: Are there obligations that grant recipients must fulfil?**

A17: Grant recipients should acknowledge in their dissertations that the study was supported by the Singapore Children's Society, and notify the Society if the research has been subsequently presented or published elsewhere.

Upon completion of the project, the grant recipient must submit one soft-bound copy and one softcopy of the dissertation, submit a 200 – 500 word summary of key findings, and present their research findings to the Society.

### **Q18: What happens if grant recipients make changes to their study?**

A18: Recipients are required to inform their grant coordinator of any changes in writing, including necessary documentation. Specific changes to a study's research question, topic and methods will have to undergo review before grant amount is approved. If you are unsure if your grant coordinator needs to be informed of the changes made to your study, please contact him/her for further clarification.

The following documents are required for review of revised grant applications: (1) Updated estimated costs form (2) Updated IRB approval letter and (3) One-page write-up on original, revised plans for study and reasons for the changes. Applicants need to notify assigned grant coordinators of changes before their study commences.