

## UROP Funding Guidelines

**The maximum fund is S\$ 1500 for each UROP project and S\$3000 for each UROP+ project, to be used in accordance to the guidelines below.**

This list is not exhaustive, if there is anything you are unsure of, kindly contact the UROP office to check.

Type of Expenses	Description
<b>EOM Related Expenses</b>	
General policy	Expenditure of Manpower (EOM) is not allowable as part of overall compensation to students or employees. This will include employment levy, employment pass, pre-examination medical check-up, salaries, bonus, staff insurance, CPF and related benefits (as per employment contract), etc.
Staff recruitment and related cost	Not allowable.
PI's & co-investigators' EOM cost	Not allowable.
Unconsumed leave	Not allowable.
<b>OOE Related Expenses</b>	
General policy	Not allowable for expenses that are not directly related to the research project.  All procurement of such items must be made according to the formal established and consistently applied policies of SUTD.
Audit fees	Not allowable.
Bank charges	Allowable as long as it is specifically related to the payments for consumables/materials used in the project.
Books and specialized journals relevant to the research	Not allowable.
Competition Registration Fees	Allowed for students, if the competition is directly related to the research project. Funding will be subject to approval from Associate Provost (Undergraduate Studies) and capped at SGD 500.
Customs and import duties	Allowable as long as it is specifically related to importation of consumables, materials and equipment used in the project.
Entertainment & Refreshment	Not allowable.
Fines and penalties	Not allowable.

GST	Allowable for expenses incurred for the project.
Insurance premiums	Not allowable. SUTD has a comprehensive insurance coverage.
Legal fees	Not allowable
Local & Overseas conferences	Allowable for students, if the conference is necessary for presenting on the research project. Funding will be subject to approval from Associate Provost (Undergraduate Studies) and capped at SGD 500, mainly for conference fees.
Overhead expenses - rental, utilities, telephone charges, facilities management, etc	Not allowable
Patent application, IP related and commercialization expenses	Not allowable.  This includes patent application filing, maintenance and other related cost. Such cost should be paid by the host institution.
Photocopying charges	Allowable.
Professional fees (including fees to consultants)	Not allowable.
Professional membership fees of PIs /RFs /RAs funded from the grant.	Not allowable.
Publication	Allowable for student authors, if the publication is for presenting on the research project. Funding will be subject to approval from Associate Provost (Undergraduate Studies) and capped at SGD 500.
Purchase of lab supplies/consumables, building parts for prototypes, use of in-house or external lab services or lab spaces	Allowable.  The cost for the use of the services and central facilities owned by the host institution such as central laboratory services are allowable and must be based on host institution's fee schedules, which are consistently applied regardless of source of funds.  The cost for the use of external lab services or facilities are allowable and will be capped at SGD 500.
Purchase of non-consumable items (non-IT items)	Allowable for low value asset items. Capped at SGD 500 per project.

Repairs and maintenance of research equipment	Not allowable.
Lab safety training and related expenses	Not allowable unless for students, if such training is not covered by SUTD. The training should benefit the spectrum of research activity in the UROP project.
Staff retreat	Not allowable.
Stationery & printer consumables	Allowable for use in the UROP project.
Transportation, postage & courier services	Allowable for student local transportation that is related to the UROP project and for postage, courier and freight charges for bringing in research consumables/equipment.
Visiting Professors	Not allowable.
Volunteers and research patients	Allowable for payment to volunteers and research subjects provided this is the scope of the research.  Capped at SGD 200 per project.
<b>Purchase of Equipment</b>	
IT equipment (Hardware)	Not allowable. This includes computers, laptops, hard disks and servers.
IT equipment (Software) and IT Subscription charges	Allowable for short term licenses within the project period.
Software license renewal	Not allowable.
Purchase of PDAs, handphones, etc	Not allowable.
Office equipment	Not allowable.
Office furniture & fittings	Not allowable.
Cost of capital works and general infrastructure	Not allowable.