DEPARTMENT OF SOCIAL WORK

Claim for Student Project Expenses

**SECTION A: To be completed by Student (Name of student: _____,
Student ID: _____, Contact no.: _____)**

Dept	Module code / Programme *	Name of Teaching Staff / Supervisor	Project / Dissertation / Thesis Title	No. of STUDENTS in this Project *(Please list the name of each group member)*
Social Work				

* For graduate programme, please indicate: Graduate Diploma / Master / PhD.

Signature of Teaching Staff / Supervisor: Date:

_____   _____

ACTUAL EXPENDITURE (Claims must be supported with receipts whenever possible)

Consumables (please specify):	$
Travel (please specify):	$
Others (please specify):	$
Total expenditure	$
Amount to be claimed (Please refer to guidelines on page 2)	$

FOR USE BY DEPARTMENT

Approved amount	$

Verified by: _____

Authorised Signatory / Date

STUDENT PROJECT FUND: GUIDELINES

1. The student project fund aims to fund undergraduates, including Honours students, and **full-time** graduates for projects that would complement their normal coursework/research.

2. There should only be **one** claim per project after completion of the project.

3. All purchases need to be coordinated with the thesis supervisor or lecturer in charge of the module in advance.

4. If the amount requested exceeds the claim limits, staff/student should write in with justifications to seek prior approval from the Head of Department.

    All claims should be submitted to the Head of Department.

5. The claim limits are as follows:

    a) Undergraduate (Arts 1 to 3 students only) - $30 per head per project.
    b) Honours students (not based on per head limit) - You can claim half the amount requested, subject to a maximum of $100 per project.
    c) Graduate Diploma full-time students – You can claim 100% of the actual expenditure, subject to a maximum of $100 throughout your candidature period.
    d) Master's full-time students – You can claim 100% of the actual expenditure, subject to a maximum of $400 per student throughout your candidature period.
    e) Ph.D. full-time students – You can claim 100% of the actual expenditure, subject to a maximum of $500 per student throughout your candidature period.

6. Items claimable are as follows:

    a) Tokens of appreciation to research participants
    b) Other materials related to on-site data collection
    c) Transportation costs (bus or MRT only) related to on-site data collection
    d) Subscription to online survey websites

The following examples illustrate what can and what cannot be claimed through the Project Fund.

Examples of Items Claimable

- Cost of data gathering/questionnaires/surveys (appreciation tokens are limited to SGD5 per subject - payment receipt for gift vouchers and acknowledgement of receipt from research participants are to be submitted to support the claim. For claim and audit purposes, please ensure that the date and signature of 1) research participants, 2) disburser and 3) witness/verifier are included in the acknowledgement documents). For Honours students, only half of the amount incurred will be reimbursed, i.e. SGD2.50 per subject.
- Cost of postage and photocopying of research materials (e.g. surveys/questionnaires, applies to instances where large amounts of data need to be copied, list of materials photocopied has to be submitted)
- Books that are not available in the library and that the library does not want to acquire (proof necessary)
- Costs of participation in events where participation is necessary for the research project
- Airfare/accommodation/travel insurance (details regarding the places and/or countries to be visited, the purpose and duration must be provided)
- Public transportation (receipts to coincide with the period for the project)

Examples of Items **NOT** claimable
- General consumables such as stationery
- Text books or books that are available through the library
- Photocopying/binding of dissertations/theses or project reports
- Audio and video equipment
- Food & refreshment
- Data analytic software
- Copyediting services fieldwork expenses during graduate studies (students needing such support should apply for the Graduate Research Support Scheme)