

Consultancy Levy Fund Applications

1. Introduction

- 1.1. The primary purpose of the Consultancy Levy Fund (CLF) is to provide an alternative resource for students enrolled in the department who seek funding for their research projects, but who are unable to apply for or have exhausted other resources from the Faculty of Arts and Social Sciences.
- 1.2. Staff members can also apply to the CLF if they are unable to apply for or have exhausted other funding sources.

2. Policies

- 2.1. The CLF draws upon levies imposed on department staff members who undertake consultancy work with external organisations. As such, the amount of funding available is variable and subject to revision. The following policies have been adopted in order to **maximise the CLF's availability to all potential applicants**.
 - 2.1.1. Currently, requests cannot exceed S\$1,000.
 - 2.1.2. Each applicant can only make a one-time application. No top-ups will be allowed even if the initial request did not reach the limit stated in 2.1.1. Applicants are therefore advised to carefully consider their requests in the application.
 - 2.1.3. Photocopying requests cannot exceed 10% of the total requested. This is because the department already has a separate scheme for duplication of materials (please see the general office for details of this scheme).
- 2.2. Special requests for deviation from these policies will require prior approval from the head of department.

3. Process

- 3.1. Complete PSYCH-CLF-FORM-01, attach any relevant documents, and submit it to the department's general office.
- 3.2. A member of the office staff will verify that the applicant has not previously received funding from the CLF and forward the application to the chairperson of the Research Committee. Applications that fail this check will be rejected without review.

- 3.3. The chairperson and one other Research Committee member will review the submission and make a recommendation. This should be done within a week of the submission.
- 3.4. All documents will be returned to the office staff member for forwarding to the head of department, who will make a final decision.
- 3.5. The office staff member will then communicate the decision to the applicant. Any questions about the process of using the approved funds should be directed to the general office.
- 3.6. Variation within budget categories is allowed at the discretion of the applicant, provided the total sum does not exceed the approved amount of funds.
- 3.7. When the project is completed, the applicant must create and sign an itemised list of all claimed expenditures and submit that with his/her final claim to the general office. The sum of all claimed expenditures must not exceed the approved sum. The department will reclaim from the applicant any excess expenditure that may have already been paid out. The itemised expenditure list will facilitate auditing of department finances.

4. Other administrative details

- 4.1. When the CLF balance falls below S\$10,000, the office staff member should alert the Research Committee chairperson. A review of CLF policies may then be conducted and any changes communicated to the department.