1. **WHAT IS THE CAPSTONE FUND?**

The capstone fund is a resource to aid students in carrying out their capstone projects.

2. **WHO IS ELIGIBLE?**

Students who are enrolled in an approved capstone project.

3. **HOW MUCH FUNDING CAN I RECEIVE?**

3.1 Each capstone student may apply for funding of up to S$100 subject to supervisor and HoS' approval. Budget application of above S$100 and requests for overseas travel will need approval by the HoS and Division Director. The funding may be used to cover the following expenditures:
   a) paying research participants
   b) lab consumables
   c) production of art or model-making
   d) software purchases, if not already provided by ERT
   e) library costs, such as access to pay-walled materials (other than ILL, Pro-Quest and DDS which are all provided by ERT)
   f) local transportation costs within Singapore (limited to buses and MRT).

3.2 The funding does not allow for stipend support, and the following expenditure requires pre-approval from the supervisors and HoS:
   a) Local taxi rides
   b) Travel costs outside of Singapore

3.3 Payment to survey and interview participants should be capped at S$10 per participant and deviation from this amount requires justification and approval by the Division Directors. The payment should be made in the form of cash or gift vouchers. And students are required to obtain a) the receipt for the purchase of the vouchers and b) acknowledgement of receipt of the vouchers from the participants for submission at the end of the project.

3.4 On the application form, please be specific about the budget description and tie your budget justification to the Capstone objectives. Funding amounts will vary, and the HoS / Division Directors reserve the right to fund applications at less than the amount requested.
3.5 Only receipts incurred during the period of funding support will be reimbursable.

3.6 Any change to or addition to the original funding request requires justification, support of the supervisor and approval of the HoS / Division Directors.

4. WHEN DO I SUBMIT THE APPLICATION FOR FUNDING?

4.1 Electronic Capstone Funding Application Form is to be submitted to the student’s supervisor, consistent with the timelines of Capstone activities for each academic year.

4.2 Students will be notified by the system on the status of the budget application within two weeks from the date of submission of the application. Students will be required to re-submit their application if it is not approved.

5. CLAIMS PROCEDURE AND DEADLINES

(Claims procedures are subject to revisions in tandem to NUS’ Finance Policy. Students are to retain the original receipts till reimbursements are completed)

5.1 Claim(s) can only be submitted ONCE in softcopy and e-signatures will be used. Students must keep the original receipts until reimbursements are completed so as to facilitate physical verification by the Finance Department, when required.

5.2 Students are to submit the following supporting documents to their Capstone supervisor / co-supervisor for verification and e-signature within one week after submission of the Capstone thesis, i.e. by 9th April 2021.

   a) Request for Payment” (RFP)
   b) Copy of Capstone proposal and budget form approved by the supervisor and HoS at the beginning of the Capstone project (can be downloaded from the Capstone Portal). Steps as show below.

Step 1: Click on “Create Capstone Request”
Step 2: Click on “Download” icon

- Scanned copy of receipts. Note that NETS receipts and invoices without proof of payment are not acceptable; and
- Capstone Expenditure Summary Report (Appendix A)

5.3 Once e-signed by the supervisors / co-supervisors, these documents are to be submitted online (link to be provided nearer to the date of submission) by 14th April 2021.

5.4 Students who submit claims after the deadline will strictly not be reimbursed. Incomplete submissions will not be processed.

5.5 If you engage a freelancer who does not have a registered company, you must obtain a signed receipt as an acknowledgement of payment, and this must be co-signed by your Supervisor.

5.6 For students who wish to seek reimbursement for local public transport such as buses or MRT, you can access and print the transaction history via one of the two methods below:

- Download and sign up for the application EZ-Link. More information can be found at http://home.ezlink.com.sg/ez-link-mobile-app
b) Go to any ticket machine located at the MRT stations to check transaction history

Step 1: Select "Check Card"

Step 2: Take a photo of the transaction records and use it as supporting document
## Capstone Expenditure Summary Report

<table>
<thead>
<tr>
<th>S/N</th>
<th>Date</th>
<th>Item(s) and purpose</th>
<th>Amount (S$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>18/02/17</td>
<td>Types of chemical purchased for project</td>
<td>46.90</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Note:

Original receipts are to be pasted and labelled on an A4 paper in accordance to the sequence listed in the Capstone Summary Report.