1. INTRODUCTION
1.1 The capstone funding is specifically for resources to aid students in carrying out their capstone projects. The capstone funding does NOT allow any stipend support.

2. WHO IS ELIGIBLE?
2.1 Students who are enrolled in an approved capstone project.

3. HOW MUCH FUNDING CAN I RECEIVE?
3.1 Each capstone student will have S$50.00 as the minimum pre-approved funding.
3.2 If there is a need for additional funding, Heads of Studies can pre-approve the following categories up to a maximum of $500 per project (inclusive of the pre-approved amount of S$50.00).
   a) paying research subjects
   b) lab consumables
   c) production of art or model-making
   d) software purchases
   e) library costs, such as access to pay-walled materials (other than ILL, Pro-Quest and DDS which are all provided by ERT without additional cost to all Yale-NUS students and faculty)
   f) local transportation costs within Singapore (limited to buses and MRT). Any travel costs outside of Singapore and substantial travel by taxis will need pre-approval from the Dean of Faculty. Any funds granted toward travel will be calculated toward the total maximum of S$500 per project.
3.3 On the application form, please be specific on the budget description. Funding amounts will vary, and the Dean of Faculty reserves the right to fund applications at less than the amount requested.
3.4 Only receipts incurred during the period of funding support will be reimbursable.

4. WHEN DO I SUBMIT THE APPLICATION FOR FUNDING?
4.1 Electronic and hard copies of the SIGNED and COMPLETED Capstone Funding Application Form are to be submitted to the respective Divisional Managers one week after the submission of the full project proposal.
   - Ms Aniza Bte Abdul Wahid (Science) - aniza@yale-nus.edu.sg
   - Ms Renee Lau (Social Sciences) - renee.lau@yale-nus.edu.sg
   - Ms Mastura Bte Mohd Saleh (Humanities) - mastura.saleh@yale-nus.edu.sg
4.2 Students will be notified by the Divisional Managers of the outcome of their application to the Dean of Faculty (for items not covered by the list pre-approved by the Head of Studies) within two weeks from the date of submission of the application.
5. CLAIMS PROCEDURE AND DEADLINES

5.1 Claim(s) can only be submitted ONCE at the end of the project.

5.2 Students must download, print and complete the ‘Request for Payment’ (RFP) and get the form certified and signed by the Capstone project supervisor/co-supervisor within one week after submission of the capstone report, i.e. by 13 April 2018. Students who submit claims after the deadline will strictly not be reimbursed.

5.3 Please submit to the respective Divisional Managers the hard copy of the certified RFP form together with the following documents:
   a) itemised breakdown of incurred expenses within the respective categories
   b) original receipts (please note that NETS receipts and invoices without proof of payment are not acceptable)
   c) copy of submitted Capstone Funding Form (if any)

The Divisional Managers will verify and submit the RFP form and supporting documents to Finance for processing. If you have any queries on the application or claim process, please contact your respective Divisional Managers directly.

5.4 If your claims differ from your capstone funding application because the nature of your project has changed, do proceed to submit your receipts. However, please include a brief justification of what the claims are for and submit this along with your receipts.

5.5 If you engage a freelancer who does not have a registered company, do obtain a signed receipt as an acknowledgement of payment. If for unforeseen reasons the recipient is unable or unwilling to sign an acknowledgement of payment, please provide a written explanation so that the supervisor/co-supervisor can endorse the claim.
1. CAPSTONE FUNDING APPLICATION PROCESS FLOW

Student submits Capstone proposal

Student completes Capstone funding application form upon submission of the Capstone project proposal or by end of Sem 1 whichever is EARLIER

Student obtains approval from Supervisor & HoS.

If funding for substantial travel by taxi or overseas trip is NOT required, funding can be deemed as approved upon submission. Students should keep a scanned copy of the approved form for future claim submission.

If funding for substantial travel by taxi or overseas trip is required, student will be notified by the respective Divisional Managers of the outcome of the application within two weeks from the date of submission of the application. A scanned copy of the application form will be sent to students. Students should retain the scanned copy of the approved form for future claim submission.

Divisional Managers to file the approved form for future claim purposes.

2. CAPSTONE FUNDING CLAIM PROCESS FLOW

At the end of the project, student to complete Request for Payment (RFP) form with the following supporting documents:

1. Itemised breakdown of incurred expenses within the respective categories (if there are variations on this, justification should be attached)
2. Original receipts
3. Copy of submitted Capstone Funding form (if any)

Note: Expenses exceeding the approved funding will not be claimable
See link for Guidelines on filing RFP form

Student to obtain verification and approval for completed RFP form from Capstone supervisor

Student to submit the approved RFP form and supporting documents to Divisional Managers

Divisional Managers to submit RFP form and supporting documents to Finance for processing