**Nanyang Research Programme**

**Nanyang Research Programme (Junior Researcher)**

**Last updated on 4 April 2022**

**Purchase Approval Form**

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| 1. Each NRP/NRP***jr*** project may claim a **maximum of S$600 *(including GST)*** for the cost of **lab or other consumables** required for the NRP/NRP***jr*** research project. 2. 3 quotations are required for the purchase of single items amounting to or more than (>) S$100 *(GST inclusive)*. 3. All claims are subject to final approval by the Director of Admissions. Resources that are already available for research use in the university should not be purchased as NRP/NRP***jr*** project consumables. 4. The NRP/NRP***jr*** research grant is to be used for claims on consumables that are directly related to/used for the NRP/NRP***jr*** research project. Such purchases must be made during the period of research, from May to December. 5. Payment for consumables purchased can only be via reimbursement to NRP/NRP***jr*** Supervisor or your School’s cost centre – this means that you either make an out of pocket payment first and seek reimbursement after, or you will have to charge the items to your School’s cost centre first then seek reimbursement. 6. All item(s) purchased remain the property of NTU and must be returned to the University upon completion of the research project. 7. No correction fluid or tape should be used. Mistakes should be crossed out. Sign against all corrections made. |

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| 1. **PURCHASE DETAILS *(please attach a separate sheet if necessary)*** | | | | | | | | | | |
| **S/N** | **Name & Description** | | | **Cost (S$)** | | | | **Vendor from which Purchase is to be Made / Ordered From** | | |
| 1. |  | | | S$ | | | |  | | |
| 2. |  | | | S$ | | | |  | | |
| 3. |  | | | S$ | | | |  | | |
| 4. |  | | | S$ | | | |  | | |
| 5. |  | | | S$ | | | |  | | |
| 6. |  | | | S$ | | | |  | | |
| 1. **REASON FOR PURCHASE** | | | | | | | | | | |
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| 1. **PARTICULARS OF NRP/NRP*jr* SUPERVISOR** | | | | | | | | | | |
| Name of NRP/NRP***jr*** Supervisor: | | | Partial NRIC/FIN**\***: | | | | | | Project Code: | |
| Signature: | | | Date: | | | | | | | |
| 1. **VERIFICATION BY ASSOCIATE CHAIR / NIE ACADEMIC GROUP HEAD (Click** [**here**](https://www.ntu.edu.sg/education/talent-outreach/NRP/resources-supervisors) **for the list of signatories)** | | | | | | | | | | |
| Name of Associate Chair / NIE Academic Group Head: | | | Signature: | | | | | | Date: | |
| 1. **APPROVAL BY DIRECTOR OF ADMISSIONS** | | | | | | 1. **CHECKED BY** | | | | |
| Signature: | | | | | |  |  | | |  |
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| *Director of Admissions* | | | *Name & Signature*  *Head, Talent Outreach* | | |

**\* last 3 numerical digits and checksum of your NRIC/FIN (e.g. 567A from the full NRIC of S1234567A)**