

List of FYP Consumables – Claimable and Non-Claimable

(Updated April 2024)

Important: All items purchased using FYP funds should be directly related to the work of a student's final-year project.

Claimable Items
1. Laboratory consumables including experiment materials, chemicals, specimen, experimental components (electronic, electrical, mechanical, and others), experimental instruments (electrical, electronic, mechanical, and others)
2. Fabrication expenses
3. Cloud computing
4. Rental and services – internal (Expenses that are officially charged by other Schools/Labs/Research Centers in NTU)
5. Web hosting services
6. Software licenses
7. Books, manuscripts, reports, journal and data acquisition relevant to researching topic of FYP

<u>NOT</u> Claimable Items	
Type of Expenses	Description
IT/Office equipment	General purpose IT and communication equipment like computers, fax, scanner, printer, PDA, Tablet PC, mobile phone, workstations and office productivity software, data storage devices (Hard disk, Flash Drives, Memory Cards)
Refreshment and entertainment expenditure	Food and Beverage
Prizes, incentives, presents, token of appreciation	Cash / Cash vouchers
Stationery	Stationery / Cartridge
Subscription expenses	Journals / Magazines / Membership
Transportation, postage & courier services	Courier and freight charges for bringing in non-FYP related consumables and reimbursement for transportation
Rental expenses	Computing / Services / Facilities / Equipment rentals – external (Expenses that are not officially charged by other Schools/Labs/Research Centers in NTU)
Telecom expenses	Telecommunication, internet

Patent-related expenses	Patent application filing, maintenances, and other related cost
Publications	Publication charges for journal pages or additional pages of conference papers are not claimable
Printing, copying, and scanning services	Printing, copying and scanning of documents and reports
Other cost	Fines, penalties, consultation, marketing, advertising, promoting, web development, consultancy, audit legal, insurance premium, repairs/maintenances of research equipment outsourcing/subcontracting of research work
Other cost or expenses for controlled items not stated will be surfaced to respective approval authority for recommendation.	