

# **Accessing UREx Grant**

## **Guidelines for REx Fellows and Supervisors**

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# Guidelines for Accessing UREx Grant

REx Fellows have **until their final semester in NUS** to access the UREx grant.

**Individual: \$2500**  
**Group: \$5000 per project**

UREx grant covers general expenses related to UREx project including conferences and visits to co-supervisor's lab.

The **default** process of accessing the grant is by **reimbursement** whereby students make necessary out-of-pocket purchases and claim the amount by submitting reimbursement form(s) attached with receipts.

## Types of Expenses

### (1) Out-of-pocket

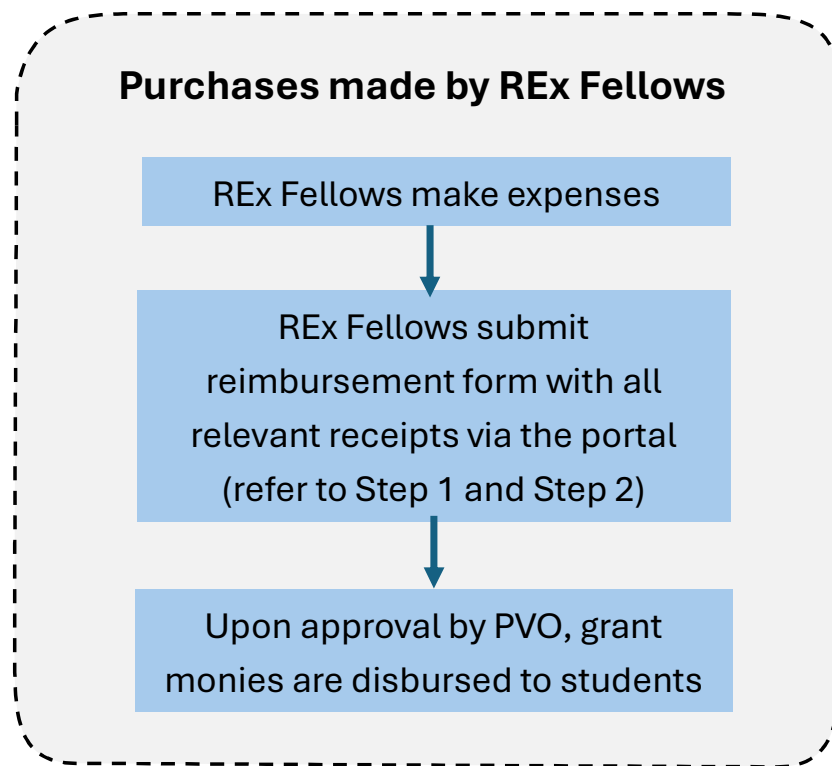
- By REx Fellows
- By Supervisors

### (2) Non Out-of-pocket

- Purchasing chemicals, reagents and/or other consumables from external vendors
- Service and job request to internal NUS workshops and/or labs

# Out-of-Pocket Expenses: Purchases by REx Fellows

Out-of-pocket expenses **made by REx Fellows** can be claimed from the UREx grant via **reimbursement**.



## *How do REx Fellows claim from the grant?*

Step 1	Download the <a href="#">REx Fellow Reimbursement Form</a> (can also be found on the <a href="#">UREx website</a> ).
Step 2	Submit completed form as a single PDF file with all relevant receipts via <a href="#">CDE Enhancement Programmes Portal</a> . More than one form can be submitted if needed.

# Out-of-Pocket Expenses: Purchases by Supervisors

Supervisors may offer assistance to make **out-of-pocket expenses** for students if needed.

## Purchases made by Supervisors

Supervisors make out-of-pocket expenses in place of REx Fellows

REx Fellows are to obtain receipts of these purchases from their supervisors and then submit reimbursement form with all relevant receipts via the portal (refer to Step 1 and Step 2)

Upon approval, grant monies will be disbursed to REx Fellows. **REx Fellows are to return the disbursed grant monies to their supervisors accordingly**

## How do REx Fellows claim from the grant?

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Step 2	Submit completed form as a single PDF file with all relevant receipts via <a href="#">CDE Enhancement Programmes Portal</a> . More than one form can be submitted if needed.

# Non Out-of-Pocket Expenses

**Non Out-of-pocket** expenses may include the following:

1. Service and job requests to internal NUS workshops and/or labs (e.g. Central Workshop at CDE)
2. Purchasing chemicals, reagents and/or other consumables from external vendors

# Non Out-of-Pocket Expenses

**For services and job requests to internal NUS workshops and/or labs**, REx Fellows may follow the following steps so that the payment will be charged to their UREx grant monies directly.

## Accessing UREx Grant for Services and Job Requests

<b>Step 1</b>	Obtain quotation for job request from workshop/lab
<b>Step 2</b>	Complete the <a href="#">UREx Services and Job Request Form</a> (Sections <b>A</b> and <b>B</b> ) and obtain supervisor's approval
<b>Step 3</b>	Submit completed form with attached quotation to NUS Rex at <a href="mailto:pvobox66@nus.edu.sg">pvobox66@nus.edu.sg</a> for approval (Section <b>C</b> )
<b>Step 4</b>	Upon approval from NUS REx, endorsed job request form with attached quotation to be submitted to workshop/lab
<b>Step 5</b>	Workshop/lab receive job request form and proceed with job request
<b>Step 6</b>	After job request has been completed, students to verify the job request (Section <b>D</b> ). Payment will be charged to UREx grant according to amount indicated in the form.

# Non Out-of-Pocket Expenses

**Purchasing chemicals, reagents and/or other consumables from external vendors.**

Such purchases are to be charged to Supervisor's grant. PVO will square off the amount from UREx grant.

REx Fellows are to submit reimbursement form with supporting documents (invoices, quotations etc) via the portal (refer to Step 1 and Step 2).

## *How do REx Fellows claim from the grant?*

Step 1	Download the <a href="#">REx Fellow Reimbursement Form</a> (can also be found on the <a href="#">UREx website</a> ).
Step 2	Submit completed form as a single PDF file with all relevant receipts via <a href="#">CDE Enhancement Programmes Portal</a> . More than one form can be submitted if needed.