Accessing UREx Grant

Guidelines for REx Fellows and Supervisors

Prepared by: Undergraduate Research Team
Office of the Provost

Updated August 2025

Guidelines for Accessing UREx Grant

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

Individual: $2500 per student
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

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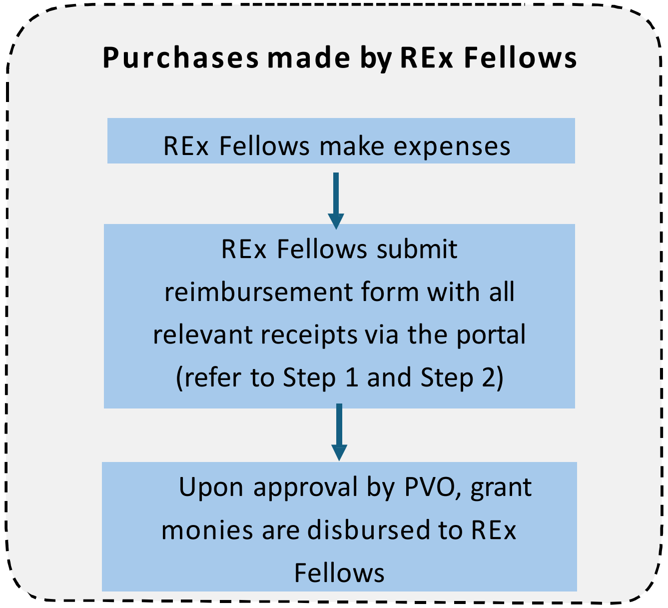
Out-of-Pocket Expenses: Purchases by REx Fellows

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 REx Fellow Reimbursement Form (can also be found on the UREx website).
Step 2	Submit completed form as a single PDF file with all relevant receipts via CDE Enhancement Programmes Portal. You may submit a separate form each time when an expense is incurred.

Out-of-Pocket Expenses: Purchases by Supervisors

Supervisors can 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

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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)

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

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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

Download UREx job request form here: [UREx Services and Job Request Form]

Non Out-of-Pocket Expenses

Accessing UREx Grant for Services and Job Requests

For services and job requests to internal NUS workshops and/or labs, REx Fellows are advised to follow Steps 1 to 6 so that the payment can be charged to their UREx grant directly.

Step 1	Obtain quotation for job request from workshop/lab
Step 2	Complete the UREx Services and Job Request Form (Sections **A** and **B**) and obtain supervisor's approval
Step 3	Upload completed form with attached quotation to CDE Enhancement Programmes Portal for approval (Section C)
Step 4	Upon approval from NUS REx, endorsed job request form with attached quotation to be submitted to workshop/lab
Step 5	Workshop/lab receive job request form and proceed with job request
Step 6	After job request has been completed, students to verify the job request (Section **D**). 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, SAP document no. etc) via the portal (refer to Step 1 and Step 2).

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Guidelines for UREx Grant

Lab Equipment

- ✓ Verify if equipment is available in NUS facilities.
- ✓ Provide an email copy from supervisor confirming the equipment is not available.
- ✓ All purchased equipment must remain in the laboratory/department and will be treated as NUS asset.

Publication Fees (Journals)

- ✓ Prior approval from REx coordinators (PVO) is needed before incurring any publication fee.
  - ❖ To seek approval, email to REx coordinators at pvobox66@nus.edu.sg; include journal details in the e-mail.

Book Purchases

- ✓ Not allowed if available in NUS Libraries (physical/digital).
- ✓ Always check NUS Libraries before buying.

Conference

- ✓ Obtain supervisor's approval via e-mail before making any conference-related purchase (e.g. flight tickets, registration fees etc.)
- ✓ To make claims, submit following documents along with reimbursement form (as a single pdf file)
  - ❖ Supervisor's approval e-mail
  - ❖ Letter/e-mail from conference organizer confirming your participation/presentation

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Other Points to Note

- Typical processing time for claims is **4 to 6 weeks.**

- Incomplete submission (e.g. absence of supervisor's signature, or missing receipts) will delay the claim process.

- For Out-of-Pocket Expenses: Upon approval of claims, the money is credited/GIRO to the bank accounts of the Rex Fellows as per the bank account information recorded in *myEduRec* (myedurec.nus.edu.sg). Ensure that the bank account information is up to date.

Have further questions?

- For matters pertaining to workshops and grant:
  pvobox66@nus.edu.sg
- For other general and administrative matters:
  ugep@nus.edu.sg

Useful links

UREx website

CDE Enhancement Programmes Portal