

Your ARAP Adventure Begins

Aloisius Rabata Purnama

Scientist, A*STAR Singapore
Institute of Manufacturing Technology
(A*STAR SIMTech)

ARAP Recipient, 2018



Dr Danai Georgiadou

Scientist, A*STAR Bioprocessing
Technology Institute
(A*STAR BTI)

ARAP Recipient, 2019



ARAP Guidebook

A*STAR Research
Attachment Programme
(ARAP)

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About Us

1.1 Agency for Science, Technology and Research

The Agency for Science, Technology and Research (A*STAR) is Singapore's lead public sector R&D agency. Through open innovation, we collaborate with our partners in both the public and private sectors to benefit the economy and society. As a Science and Technology organisation, A*STAR bridges the gap between academia and industry. Our research creates economic growth and jobs for Singapore, and enhances lives by improving societal outcomes in healthcare, urban living, and sustainability. A*STAR plays a key role in nurturing scientific talent and leaders for the wider research community and industry. A*STAR's R&D activities span biomedical sciences to physical sciences and engineering, with research entities primarily located in Biopolis and Fusionopolis.

For the latest updates, visit <https://www.a-star.edu.sg>

1.2 A*STAR Graduate Academy

At A*STAR Graduate Academy (A*GA), our vision is to make A*STAR a global nexus for scientific talent. That's why we are committed to nurturing and grooming a new generation of talented scientists and researchers who will spearhead Singapore's ambition of becoming a world-class scientific hub. Through a comprehensive suite of undergraduate, PhD and post-doctoral scholarships, A*GA supports top-class education both locally and overseas to help passionate individuals realise their full potential. Youth talent are also identified through extensive outreach programmes to nurture a vibrant diverse community of young scientific talent in Singapore.

For more information, visit <https://www.a-star.edu.sg/AGA>

Get Ready for Singapore

Take some time to prepare for your arrival and make sure you have everything you need for your attachment.

2.1 Training Employment Pass

A valid [Training Employment Pass \(TEP\)](#) is required for your attachment at ASTAR. The ASTAR Graduate Academy (A*GA) will handle the application process before your start date.

- a. Application Process:** You will receive the TEP application form approximately three months before your attachment. Please complete and submit the form along with all required documents promptly. Processing may take 3 – 8 weeks. We recommend making travel and accommodation arrangements only after receiving approval. If you do not receive the application form two months before your attachment, please contact A*GA.
- b. Health Check:** Upon TEP approval, you will receive a medical declaration form and an In-Principle Approval (IPA) letter. Complete the health check in your home country and send the scanned form to A*GA. Please ensure that the original form is in English, signed, and dated by your doctor. Incomplete forms may delay your attachment start date.
- c. Medical Expenses:** Health check expenses up to S\$55 are eligible for reimbursement. Please submit the original receipt to A*GA via email on your first day.
- d. TEP Validity and Renewal:** The TEP is valid for 12 months. If your attachment lasts longer than 12 months, you will be contacted two months before the expiry date and A*GA will assist with the renewal process.

After the completion of your attachment and expiry of TEP, you will receive a Short-Term Visit Pass (STVP) that is valid for one month. During this time, you are not to engage in any form of employment (paid or unpaid), business, profession, or occupation in Singapore.

2.2 Official Working Hours & Public Holidays

You are expected to work full-time for the duration of the attachment, 5 days a week as follows:

Monday to Thursday: 8.30am – 6.00 pm

Friday: 8.30am – 5.30 pm

Lunch: 1 hour

You may refer to the Singapore Ministry of Manpower [website](#) on public holidays for the year

2.3 Onboarding at your A*STAR Research Institute

Get ready for your attachment by coordinating with your A*STAR supervisor on:

- a. IT Needs:** Confirm your IT provisions (e.g., laptop, software). Bringing your own laptop is recommended.
- b. Lab Materials:** Discuss required lab materials (e.g., chemicals, reagents) so that they can be prepared in advance.
- c. Mandatory Training:** Register for any required training (e.g., safety, animal handling) before commencement of attachment.

2.4 Learn About Singapore

Singapore is a melting pot of cultures and cuisines. To find out more about our island city, please visit <https://www.visitsingapore.com/>

2.5 Getting Around Singapore

Travel within Singapore is served by various modes including buses, Mass Rapid Transit (MRT) trains, taxis and private hire vehicles. Payment for transport on the buses and MRT is via a stored value card known as EZ-Link. Alternatively, you can use your contactless bank cards or mobile wallets for travel on public transport.

For transport information in Singapore, visit the Land Transport Authority's "[Getting Around](#)" page.

2.6 Heavy Penalties for Drug-Related Offences and Vaping

Heavy penalties for drug consumption and trafficking are enforced in Singapore. If found guilty, you may be sentenced to imprisonment, a hefty fine, and even death. Individuals will also be prosecuted if traces of banned substances are found in their blood/urine upon arrival in Singapore.

It is illegal to bring in prohibited tobacco products like e-vaporisers into Singapore. Travellers found with e-vaporisers or their components will be fined. Simply purchasing, using or owning an electronic vaporiser or vape results in fines of up to S\$2,000 per offence.

2.7 Accommodation in Singapore

A*STAR's research institutes are mainly at Biopolis and Fusionopolis (Buona Vista/one-north). Consider nearby housing or more affordable options further out and leverage Singapore's well-connected public transport.

You may like to consider the following options for accommodation

ACCOMODATION TYPE	LINK(S)	ESTIMATED PRICE (\$)
Hotel / Hostel Listings	Agoda Booking.com HostelWorld Trivago Visit Singapore	From 100 per night ¹
Condominiums, HDB Flats	99.co Carousell iProperty Nestia Property Guru Rent in Singapore	Single room: From 800 per month
		Single room: From 1,000 per month
Co-Living Spaces / Serviced Apartments	Colliwoo Cove Dash Living Figment Habyt The Assembly Place	Single room with a shared bathroom: From 800 per month

Last updated: October 2024

Take some time to familiarise yourself with the rules and regulations involved in renting a flat in Singapore to avoid any infringement. Here are some good places to start:

- a. www.hdb.gov.sg/cs/infoweb/residential/renting-a-flat
- b. www.ur.gov.sg/Corporate/Property/Residential/Renting-Property

Airbnb rentals are illegal in Singapore, and tenants risk eviction if caught. To cut down on living expenses, you may consider sharing the room / unit with other students; the maximum number of occupiers in each apartment depends on the type of housing, as well as the housing laws in Singapore.

¹ Rate is based on one guest

2.8 What to have with you in Singapore

a. Passport / Visa

All passports need to have a minimum of six months validity from date of arrival in Singapore.

b. Medical Insurance:

A*STAR's medical insurance comes into effect on your first working day and covers outpatient and inpatient expenses with co-payment terms. Please purchase a short-term travel medical insurance for coverage **before** your A*STAR attachment begins. If you have pre-existing conditions, do consider a plan that includes related medication coverage. Please note that this cost is to be self-borne.

c. Clothing

Singapore is warm and humid year-round (31°C day, 24°C night) with seasonal rain. You are advised to pack light and comfortable clothing and bring an umbrella.

d. Money

Stipends are disbursed in the middle of the month, subject to timely submission of your bank details. As you may only receive your first stipend(s) in your second or third month of attachment, please bring sufficient cash to cover at least two months of lodging and food.

You may refer to the following table for a breakdown of the estimated monthly cost of living in Singapore:

ITEMS	MONTHLY COST (S\$)
Food	400 – 1,200
Accommodation – based on single bedroom rental in a Housing Development Board (HDB) flat	800 – 1,500
Transport	100 – 150
Other Expenses (laundry, toiletries, recreation, etc.)	400 – 500
Total Estimated Cost of Living	1,700 – 3,350

Arrival to Singapore

3.1 Visa

Your training employment pass (TEP) in-principle approval (IPA) letter serves as a pre-approved single-entry visa.

3.2 Security and Immigration Processes on Arrival

Please ensure that you are not bringing any [prohibited items](#) into Singapore. Familiarise yourself with the [immigration and customs clearance procedures](#), and make sure to leave before your visit pass expires. Remember to bring sufficient cash for your stay.

3.3 SG Arrival Card

All travellers must fill in the [SGAC](#) declaration up to 3 days before arrival

3.4 Training Employment Pass (TEP)

After arriving, please check your email regularly for onboarding instructions from A*GA and submit any requested forms promptly to avoid delays in starting your attachment.

Once your TEP is issued, you will receive a notification letter via email. This letter:

- Allows you to start work and travel in and out of Singapore while waiting for your pass card.
- States whether you need to complete fingerprint and photo registration.
- Is valid for one month from the issue date.

The Ministry of Manpower (MOM) will deliver your card within five working days of issuance. You will receive an SMS or email with delivery details at least one day before. For more details, visit <https://www.mom.gov.sg/passes-and-permits/training-employment-pass/apply-for-a-pass>

3.5 Singpass Account

Singpass is Singapore's digital identity system for accessing government and business services online, including banking. Please register for a Singpass account after receiving your TEP at: <https://www.singpass.gov.sg/home/ui/register/instructions>

3.6 Opening a bank account in Singapore

You will need to open a personal deposit account in Singapore after receiving your Training Employment Pass (TEP).

Documents Required by Bank:

- a. Valid passport
- b. Training employment pass (TEP) in-principle approval (IPA) letter
- c. Support letter from A*STAR indicating your Singapore address and attachment dates

The major local banks are:

- a. Development Bank of Singapore (DBS): www.dbs.com.sg
- b. Overseas-Chinese Banking Corporation (OCBC): www.ocbc.com.sg
- c. United Overseas Bank (UOB): www.uobgroup.com

The major foreign banks with presence in Singapore are:

- a. Hongkong and Shanghai Banking Corporation (HSBC): www.hsbc.com.sg
- b. Citibank: www.citibank.com.sg

For stipend and allowance disbursement, please email A*GA a copy of your bank statement or bank passbook with the following details:

- a. Full Name
- b. Name of Bank
- c. Bank Account Number

Singapore faces many scam calls and messages. We recommend reading the [ScamShield website](#) prior to arriving.

Helplines:

- **Info:** Anti-Scam Helpline – 1800-722-6688 (Mon – Fri, 9am – 5pm SGT, excl. PH)
- **Report:** Police Hotline – 1800-255-0000

Key Award Policies and Procedures

The A*STAR Research Attachment Programme (ARAP) connects A*STAR with overseas universities, offering PhD students research opportunities at A*STAR Research Institutes (RI) for 1–2 years under joint supervision.

4.1 Terms and Conditions of ARAP

As an ARAP awardee, you will undertake a research attachment at an A*STAR Research Institute while enrolled as a PhD student at your home university.

During your attachment, you will receive a stipend and be eligible for allowances. These payments are not subject to income tax deductions. For any incomplete month of work, stipends and allowances are computed based on the number of calendar days.

The stipends and allowances are as follow:

a. Monthly Stipend

You will receive a monthly stipend of S\$3,200 on the 15th of each month.

b. Monthly Housing Subsidy

Approval for the subsidy is contingent upon review and adherence to the program's guidelines. If successful, you will be provided with a monthly housing subsidy of S\$300 during your attachment at A*STAR. The housing subsidy will be credited monthly into your bank account together with your stipend.

c. One-Time Allowances

One-off allowances include an airfare grant of S\$1,500, a settling-in allowance of S\$1,000, and an IT allowance of S\$800.

Please note that A*STAR reserves the right to recover the settling-in allowance if you spend less than a year on the ARAP attachment.

d. Conference Allowance

You will be provided with financial support to present your research at one local conference and one overseas conference during your attachment at A*STAR. The allowance is capped at S\$1,000 for local conferences and S\$4,000 for overseas conferences and will be on a reimbursement basis. Reimbursement of the conference allowance will be credited into your bank account.

To be eligible for the conference allowance, you would need to:

(i) Present a poster or paper at the conference, based on your work done as part of the ARAP.

(ii) Complete and submit the Conference Application Form ([Appendix A1](#)) to the A*GA Officers through email for **approval at least one month prior to the conference start date**. You should take into account visa application time (if applicable) when submitting the conference application request.

(iii) Register for the conference, purchase air tickets, and book accommodation only after the conference application has been approved by A*GA.

(iv) Complete and submit the Conference Payment Request Form ([Appendix A2](#)) to the A*GA Officers through email **no later than two months from the completion of the conference** to claim for the conference allowance.

For more details on the terms and conditions of the conference allowance, please refer to [Annex A](#).

4.2 Leave Benefits

ARAP awardees are eligible for the following leave:

a. Annual Leave

You are entitled to up to 21 days of vacation leave per calendar year, accrued based on the number of months worked.

(i) Up to 50% of unused leave can be carried over to the following year, valid for one year.

(ii) Leave encashment is not allowed.

(iii) All leave applications must be submitted through the A*STAR Employee Self-Service (ESS) portal with your SAP User ID².

b. Medical Leave

You are eligible for sick leave subject to a maximum of 14 days per calendar year. Medical leave is subject to pro-rata according to the attachment start and end dates respectively.

(i) Any sick leave beyond 14 days will be deducted from your annual leave.

(ii) All medical leave applications must be submitted through the A*STAR ESS portal with your SAP User ID, along with a recognised medical certificate.

² The SAP User ID and password will be provided to you during onboarding.

4.3 Programme Requirements

As an ARAP awardee, you are required to:

- a. Be based in Singapore for the duration of your attachment.
- b. Submit progress reports with supervisor inputs at the 9th and 21st months of your attachment. Failure to submit may lead to the withholding of your final month's stipend.
- c. Attend all A*STAR / A*GA activities and events during your stay.
- d. Participate in surveys conducted by A*STAR / A*GA during or after your attachment.
- e. Immediately declare any financial aid, grants, or scholarships to A*GA.

4.4 Awards / Prizes / Research Publications

A*STAR may from time-to-time feature some of its outstanding awardees in its publicity materials or relevant events. To help A*STAR recognise your achievements, please inform A*GA of any awards or prizes received, or research publications made during your attachment.

4.5 Changes to ARAP Attachment

If any changes to your attachment are required, please follow the relevant steps below:

a. Extending your attachment at A*STAR:

Please submit the ARAP Change of Attachment Period Request Form (Annex B) for approval, ensuring that the new end date aligns with your PhD candidature. Extension requests are subject to Ministry of Manpower (MOM) approval for TEP renewal. Extension requests should be submitted to A*GA at least 3 months before the end of the attachment.

b. Shortening your attachment at A*STAR:

Please seek your supervisor's approval, provide reasons for the change, and submit the request form to A*GA. Requests should be submitted at least 2 months prior to the requested end date of the attachment.

c. Termination of attachment at A*STAR

A*STAR reserves the right to terminate the award in cases of unsatisfactory progress, misconduct, or breach of terms.

For any termination, A*GA shall take into account the recommendations of the A*STAR and/or university supervisors. However, A*GA shall have the full discretion to make the final decision on the termination of ARAP award.

Useful Contacts

During your stay in Singapore, there may be a need for you to seek assistance from time to time. Please refer to the contact details below.

5.1 Contact Information

For enquiries on ARAP, please contact the designated ARAP Officer from A*GA. You may also email the ARAP officer for assistance to connect with other ARAP awardees.

Students attached to the following RIs may also contact the coordinators for administrative assistance:

RESEARCH INSTITUTE	COORDINATOR
Bioinformatics Institute (BII)	Ms Michele Lee Phone: +65 6478 8341 Email: michele_lee_shi_min@bii.a-star.edu.sg
Genome Institute of Singapore (GIS)	Ms Ong Yan Ting Phone: +65 6808 8003 Email: ong_yan_ting@gis.a-star.edu.sg

For IT-related issues, please contact A*STAR IT Service Desk at servicedesk_itss@hq.a-star.edu.sg

For SAP-related issues, please contact the support team at sap_helpdesk@ncs.com.sg

5.2 Contact for Academic / Career-related Matters

You may like to contact the Directors of Graduate Affairs for advice.

RESEARCH INSTITUTE	COORDINATOR
Science and Engineering Research Council	Dr Zhu Yao Email: zhuya@ime.a-star.edu.sg Dr Wu Yan Email: wuy@i2r.a-star.edu.sg
Biomedical Research Council	Dr Li Jingmei Email: lijm1@gis.a-star.edu.sg Dr Adrian Teo Email: ateo@imcb.a-star.edu.sg

5.3 Getting in Touch with Fellow Awardees

You may like to keep in touch with A*GA and your fellow awardees on the following platforms.



A*GA Facebook Page
www.facebook.com/AGASingapore



A*GA LinkedIn Page
<http://www.linkedin.com/showcase/a-star-graduate-academy>



A*STAR International Awardees Network Facebook Page
<https://www.facebook.com/INTAWARDEES/>



A*STAR International Awardees Network Instagram Page
<https://www.instagram.com/astaraian/>



ARAP Telegram Group Chat
<https://t.me/joinchat/isGWvX6kFPdiYTk1>

5.4 Helplines

Being away from home can be both an exhilarating and unnerving experience. Helplines and counselling resources are available to A*STAR awardees, should you require these support services.

A*STAR HELPLINE (COMPLIMENTARY)	PHONE NUMBER	HOW TO USE?	OPERATING TIMES
Wellbeing@Gov	3163 7577	• Download the "Intellect" app • Select "Join with your organisation" • Enter agency code "ARESCARES" • Sign up with the email address you provided to A*GA	24 / 7

HELPLINE	PHONE NUMBER	OPERATING DAYS	OPERATING HOURS
Singapore Association of Mental Health	1800 283 7019	Monday – Friday	9:00am – 1:00pm 2:00pm – 6:00pm
Samaritans of Singapore	1800 221 4444	Daily	24 hours
Mental Health Helpline	6389 2222	Daily	24 hours
Silver Ribbon (Singapore)	6386 1928	Monday – Friday	9:00am – 5:00pm
HPB Talk2Us	1800 825 5287	Monday – Friday	8:30am – 5:00pm
Association of Women for Action and Research (AWARE)	1800 777 5555	Monday – Friday	10:00am – 6:00pm
Care Corner Counselling Centre	1800 353 5800 (Mandarin)	Daily	10:00am – 10:00pm

Annex

Annex A: Guidelines for Conference Allowance

This set of guidelines is set out for the administration of conferences for awardees under the A*STAR Research Attachment Programme (ARAP).

Approval for Conference Application

1. ARAP awardees must present either a poster or paper at the conference, based on work done as part of the ARAP
2. Awardees are to complete and submit the conference application form (Appendix A1) with endorsement from their A*STAR supervisor and approval from their RI Executive Director (ED), along with the documents detailing the acceptance of paper / poster / attendance to A*GA at least 1 month prior to the conference start date for A*GA's approval. Awardees should consider visa application time (if applicable) when submitting their conference application request.
3. Awardees are advised to register for the conference, purchase air tickets or book accommodation only **after**³ the conference application has been approved by A*STAR supervisors, RI ED and A*GA.
4. Awardees are to ensure that the conference application complies with the terms and conditions listed.
5. Upon returning from the conference, you should submit all actual claims for A*GA to reimburse the remaining amount, capped at S\$4,000 per overseas conference. Awardees are to complete and submit the conference expense claim form (Appendix B) along with the following supporting documents to A*GA no later than 2 months from the completion of conference.

³ Awardee's conference claim may not be reimbursed if approval has not been sought prior to the conference start date, or if air tickets and accommodation are booked before approvals by A*STAR supervisors, RI ED and A*GA have been obtained.

Supporting Documents* for Conference Claims:

LOCAL CONFERENCE	OVERSEAS CONFERENCE
1. Scanned receipt for registration 2. Scanned receipt for membership fee, if applicable 3. Scanned receipt for abstract and poster printing fees, if applicable	1. Scanned receipt for registration and visa application 2. Scanned receipt for membership fee, if applicable 3. Scanned receipt for poster printing and abstract fees 4. Scanned receipt for airfare 5. Scanned receipt for accommodation 6. Scanned receipt for bus / train fare (For intercity bus / train fare from the airport to the city of the conference) 7. Scanned receipt for ground transport from airport to hotel, vice versa 8. Credit card or bank statement that reflects the exchange rate of payment

** Awardees are to retain the original receipts for 6 months and provide them to A*GA when requested. Please note that for any transactions paid in foreign cash, reimbursements will be made based on A*STAR Finance's exchange rate.*

Terms and Conditions for Conference Support

1. Awardees are to comply with the terms and conditions as follow:

Allocation and Amount of Conference Allowance

- a. A maximum of one local (Singapore) conference and one overseas conference will be supported over the duration of the ARAP.
- b. A cap of S\$1,000 per local conference and S\$4,000 per overseas conference attended will apply.
- c. No claims for food, travel / health insurance, vaccination, and cost incurred for networking / social events at the conference venue will be supported.
- d. Any excess balance in conference funding is not allowed to be rolled over for subsequent conferences, nor allowed as a provision for additional conferences.

Requirements / Exceptions

- a. Awardees must present either a poster or paper at a conference.
- b. Standalone seminars, workshops and other events held in conjunction with a conference are not supported by A*GA.

Coverage

CLAIMABLE ITEMS	NON-CLAIMABLE ITEMS
- Conference's registration fees - Membership fees⁴ - Abstract fees - Poster printing fees Overseas conference only: - Airfare - Moderate class accommodation (4-star or lower), or at an Airbnb⁵ - Bus / train fares from airport to conference city - Ground transport from the airport to hotel and vice versa - Visa application fees	- Expenses incurred during side-trip(s) before and / or after conference - Expenses incurred from standalone seminars, workshops and other events held in conjunction with a conference - Expenses incurred for networking/social events at the conference venue - Food - Travel / health insurance - Vaccinations

Conference reimbursement is subject to the following criteria:

a. Conference registration fees

- Presentation must be organised within the date of the conference.
- Awardees are to register for student rates whenever possible. The registration fee shall be reimbursed based on the student rate or non-member rate, whichever is lower.

b. Society member fees

Awardees are allowed to claim for membership fees when they subscribe to scientific societies if both conditions below are met:

- Awardee is attending a conference organised by the specific society in the same year; and
- The discount on the registration fee (as a member of the society) is greater than the cost of the membership.

c. Airfare (applicable to overseas conferences only)

- Only the most direct and economical airfare from point to point (i.e. between Singapore and the country of conference) is reimbursed. Only stopovers for transit purposes are allowed. Awardees are to retain and present the quotations to A*GA when requested⁶.

⁴ Membership fees claimable only if the discount on the registration fee (as a member of the society) is greater than the cost of the membership fee.

⁵ Scholars / awardees are allowed to claim for accommodation (4 stars or lower) at conference hotel / venue or a nearby hotel for the night before the conference start date up to the day / night the conference ends. For Airbnb, only mandatory items are claimable and will be split accordingly by the number of pax. Optional items and non-mandatory charges will not be claimable.

⁶ If found not to have purchased the most direct and economical ticket, awardees will be asked to top up the difference in cost.

ii. You should arrange for and purchase your own economy class air ticket. This ticket should be the most economical, restricted (i.e., non-refundable tickets that offer little or no flexibility in changing the itinerary), and direct route (i.e., Any stopovers for personal vacations are subject to A*STAR's approval). Please note that your air tickets should not be purchased, in full or in part, by redeeming any form of mileage points (e.g., Krisflyer miles).

iii. Purchased air tickets must be the most basic category of an economy class ticket. For Singapore Airlines flights, only Economy Lite and Economy Standard tickets are allowed. Premium Economy is allowed if (1) there are no Economy seats available on the selected flight and there are no alternative flights with Economy seats available or (2) If the cost of the Premium Economy seat is lower than Economy – You are required to provide screenshot as documentation.

iv. If you intend to purchase an air ticket that deviates from the above-mentioned guidelines, please obtain quotations from either A*STAR's appointed travel agent, [Pacific Arena's website](#) or from a credible travel website such as Expedia, Zuji for the most direct, economical, and restricted route. A*STAR will reimburse the lower of the actual cost incurred or the quotation obtained, subject to a cap amount.

d. Accommodation (applicable to overseas conference only)

Awardees are allowed to claim for accommodation (4 stars or lower) at conference hotel / venue or a nearby hotel for the night before the conference start date up to the day / night the conference ends.

Awardees may stay in higher class hotels during overseas conferences when:

- (i) Accommodation is arranged by the conference organiser, and it is less convenient to ask for accommodation at a cheaper hotel, however this is subject to the overall conference allowance cap; or
- (ii) The conference hotel offers rates lower than nearby moderate-class hotels. Awardees will be required to furnish proof of such rates.

For conferences held in Singapore, funding will be provided for conference registration only.

e. Side Trips for Overseas Conferences Only

Extended stays or side trips for holidays are strongly discouraged. However, if you wish to embark on side trips before/after your conference for networking purposes lasting 10 days or more, do seek prior approvals from your RI supervisor and RI ED. Any related expenses will be self-borne.

APPENDIX A1: CONFERENCE APPLICATION FORM

Please submit the completed form to A*GA before attending the conference.

Section A: To be completed by awardee

Awardee's Details	
Name of Awardee	
Email	
University	
Name of A*STAR Supervisor(s)	
Attachment Start Date	
Conference Application Details	
Please attach proof of acceptance from the conference organiser (e.g. email).	
Name of Conference	
Conference Dates	
Venue	
Conference Acceptance Rate	
Title of Paper to be Presented (if applicable)	
Are you taking a side trip before/after Conference?	☐ Yes If yes, please provide the dates: _____ ☐ No
Type of Presentation	☐ Poster ☐ Oral
Previous Conference Funded by A*GA	
Name of Conference	
Conference Dates	

Declaration by Awardee

I declare that the particulars in this form are true to the best of my knowledge and belief, and I have not suppressed any material fact.

I understand that I will have to cover the cost of the conference in the event that the information provided in this application does not meet A*STAR's funding guidelines.

Signature

Date

Section B: To be completed by A*STAR supervisor(s)

Supervisor's Support

I/We support the awardee's request to attend the conference.

☐ Yes

☐ No

Reasons for support

Name & Signature

Date

Name & Signature

Date

Section C: To be completed by RI ED (or delegated authority)

Research Institute Executive Director's Endorsement

Note: Conference support from A*GA is capped at S\$4,000 for an overseas conference and S\$1,000 for a local conference.

Approved by

Name & Signature

Date

APPENDIX A2: CONFERENCE CLAIMS FORM

Please submit the completed form within two months of conference completion.

Awardee's Details	
Name of Awardee	
University	
Conference Details	
Name of Conference	
Conference Dates	

CLAIM(S) TO BE REIMBURSED:

Serial No.	Item	Amount (Foreign Currency)	Exchange Rate (up to 5 decimals) *	Amount (S\$ where applicable)
1	Airfare			
2	Accommodation			
3	Registration Fees			
	TOTAL (Please state the currency) =			

Note:

- Attach all scanned receipts/invoices/quotations/approvals. Label the receipts based on the serial numbers listed above, i.e. 1, 2 and 3. Awardees are to retain the original receipts for six months and provide them to A*GA when requested.
- Reimbursements will be transferred to your bank account.
- Please submit credit/debit statements/receipts from money changer to show proof of exchange rate used.
- Capped at SGD\$4,000 for overseas conference and S\$1,000 for local (Singapore) conference.
- All conference claims (with supporting documents) are to be submitted to A*GA within two months of completion of conference. Claims submitted past this deadline will be rejected.

Signature of Awardee / Date

FOR OFFICIAL USE ONLY				
	Name	Designation	Signature	Date
Certifier				
Approver				

ANNEX B: ARAP CHANGE OF ATTACHMENT PERIOD REQUEST FORM

This form is for A*STAR Research Attachment Programme (ARAP) PhD students who wish to request for a change in the ARAP attachment period between the 12th and 24th month of their attachment at A*STAR.

ARAP awardees are to submit this form¹ together with the supporting documents to A*STAR Graduate Academy (A*GA) for review and approval, at least 2 months before the original attachment end date.

The required supporting documents (email approval is acceptable) are:

- a. Support of University supervisor(s)
- b. Support of A*STAR supervisor(s)

For requests of attachment period reduction, supervisors are to state if the research objectives at A*STAR have been completed/ achieved.

Part I: Student Information	
Name	
RI	
Original attachment start date	Click or tap to enter a date.
Original attachment end date	Click or tap to enter a date.
Part II: Change Request	
Proposed new attachment start date (Leave blank if no change)	Click or tap to enter a date.
Proposed new attachment end date	Click or tap to enter a date.
[For attachment extension] Expected PhD end date <i>The attachment at A*STAR should remain within the student's PhD candidature.</i>	Click or tap to enter a date.
Reason(s) for change:	

¹ All fields are required unless otherwise indicated.

[For attachment extension] Revised work plan:
Please attach a separate sheet if necessary.

Any other comments:



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