
Medical Grand Challenge 2025/26

Healthier by Design: Building Tomorrow's Solutions

Seed Grant Award Reimbursement Guidelines and Claims Log Template

What is the Seed Grant Application?

The seed grant of S\$500 is aimed at helping teams kick-start their innovation. It will be awarded based on the potential of the project as deemed by the judging panel. Only **local (NUS Medicine) Nascent teams** where the team leader is from NUS Yong Loo Lin School of Medicine will be eligible to be considered for the seed grant.

Seed Grant applications submitted as part of the competition will be reviewed to determine their eligibility for funding. Teams whose applications are accepted into the competitions but found to be ineligible for the seed grant, based on criteria determined by the judging panel, will still be allowed to continue participating in MGC.

Please note that seed grant eligibility is based on the submitted application. Any changes to the idea proposal after the seed grant has been approved will be subject to review by the judging panel. The MGC committee reserves the right to withdraw the grant if the proposal is modified. Teams are responsible for notifying the MGC committee of any changes made to their idea proposal.

Seed Grant Reimbursement Guidelines

In general, the MGC seed grant may only be used for the development of their ideas and prototypes (e.g. cost of software rental, purchase of materials, rental use of 3D printers, patent application fees, legal consultation fees). It should not be used for personal entertainment or any other non-project-related expenses.

Teams whose seed grant applications have been approved and awarded the S\$500 grant are required to maintain a Claims Log for reimbursement purposes throughout the competition.

Teams will be allowed to seek additional sources of funding/support (e.g. NUS Enterprise \$10k Practicum Grant) for the development of their ideas and prototypes, though all external sources of funding will have to be declared prior to the final judging and Grand Finale.

Allowable and non-allowable expenses

S/N	Type of Expenditure	Description and Qualifying Conditions	Claimable (MGC Seed Grant)
1	Stationery, printer consumables and photocopying charges	Allowable if expenditure incurred is related to the awarded project	Yes
2	IT leasing costs (e.g. personal photographer/ videographer)	Allowable if expenditure incurred is related to the awarded project	Yes
3	Subscription fees for books and journals/ training materials	Allowable if expenditure incurred is related to the awarded project	Yes
4	Patent application	Allowable if expenditure incurred is related to the awarded project	Yes
5	General purpose IT and communication equipment (e.g. tablets, camera for personal use, external hard drives, wearables, smartphones)	Not allowed	No
6	Public transport fees	Not allowed	No
7	Refreshment and entertainment costs for individual team members	Not allowed	No
8	Local/overseas conferences and study trips	Not allowed	No
9	Training courses	Not allowed unless provided by MGC	No
10	Volunteers for project (<i>if necessary</i>)	Not allowed	No

Reimbursement process

Only one team member who is an **NUS Medicine student** is allowed to apply for reimbursement on behalf of the team. Do not include personal purchases/details in any screenshots.

The following information must be provided when submitting a reimbursement request:

1. A Claims Log document that includes the following details: Item Name, Item Description, Its Use in the Project, Name of Payee, and Total Claimable Amount
 - a. For **card** payments
 - i. A bank statement showing the relevant payment transactions (including the bank header, account holder's name and address). All other sensitive information should be redacted.
 - ii. A screenshot of the item order receipt, clearly displaying the payee's name, item purchased, quantity, amount paid, mode of payment and proof of delivery (*if available*).
 - b. For **cash** payments or payments that produce **physical receipts**
 - i. A scanned copy of the physical receipt, which contains the item(s) purchased and the cost of the item(s).

- c. For **e-payments** (e.g. ShopeePay, GrabPay, PayLah!, PayNow, etc.)
 - i. A screenshot of the item order receipt, clearly displaying the payee's name, item purchased, quantity, amount paid, mode of payment and proof of delivery (if available).
 - ii. A screenshot showing the relevant payment transaction made from the payment app, with the amount paid and the merchant's name.
- 2. [Request for Payment \(RFP\) Form](#)

Deadline for Reimbursement


All receipts, claims and documents must be submitted 1 month after the end of the Grand Finale. The deadline for reimbursement is **24 September 2026**. Teams whose applications were accepted are encouraged to submit all required documents early to allow sufficient time for any corrections or additional information that may be requested following the organising committee's review.

Details for Submission

Please email us at mgc.u@nus.edu for all claims and any enquiries.

Sample of Claim Log for Reimbursement

1. For card payments



SparkFun Invoice
#9233048
6333 Dry Creek Parkway • Niles, CO 80503
1-303-284-0979

Ordered: 2022-10-28 10:44:17 pm

Billing
[Redacted]
Singapore

Delivery
[Redacted]
Singapore 96701022

Shipping Method: FedEx International Priority
Payment Method: Credit Card
Order Status: Exception

SKU	Product Name	UPC	Qty	Price	Total
COM-09190	Momentary Pushbutton Switch - 12mm Square		1	\$0.55	\$0.55
GPS-15733	SparkFun GPS Breakout - NEO-M9N, Chip Antenna (Qwiic)	845156008995	1	\$74.95	\$74.95

SUPPLIER'S CERTIFICATION OF COMPLIANCE
It is hereby certified that the product(s) provided in this shipment conform to the requirements and the manufacturer's part number identified in the customer's purchase order and these parts have been received, stored and shipped by SparkFun Electronics.

Robert Hunke
Robert Hunke, Director of Operations

These commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law is prohibited.

Please direct any questions or concerns to support@sparkfun.com or (303) 284-0979.

Never leave a charging battery unattended.
If a LiPo battery catches fire, DO NOT use a fire extinguisher—use sand or baking soda to put it out.



Did you know SparkFun's packaging is recyclable?
Both our red boxes and brown paper packaging can be recycled in most areas. Thanks for doing your part!

Item Name: SparkFun GPS module
Item Description: XXXXXX
Its Use in the Project: XXXXXX

Quantity: 1
Cost of Item: S\$149.15
Total Amount Paid: S\$149.15
Total Claimable Amount: **S\$149.15**

Payment to: Sparkfun Electronics
Paid by: Alex Russell
Mode of Payment: Debit Card

NOTE: Please ensure that the payee's name is visible when submitting the supporting documents. In the provided example, the payee's name has been redacted for privacy purposes.

Transaction Details as at 30 Nov

Deposits

POSB eEveryday Savings Account Account No. [Redacted]

Date	Description	Withdrawal (-)	Deposit (+)	Balance (SGD)
4 Nov 2023	Debit Card Transaction WWW.XXX.COM 02NOV 4321-4321-4321-4321	149.15		

Transaction Details as of


Consolidated Statement

S/N: [Redacted]

ALEX RUSSELL
123 ANG MO KIO #01-01
SINGAPORE 123456

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2. For cash payments of payments that produce **physical receipts**


<div data-bbox="485 450 616 474">DAISO JAPAN</div> <div data-bbox="485 481 616 501">THREE FLY</div> <div data-bbox="504 508 596 519">Downtown East</div> <div data-bbox="497 528 603 542">ROC: 201842518K</div> <div data-bbox="485 551 616 564">GST REG: 201842518K</div> <div data-bbox="389 573 494 586">POS ID : DTE C1</div> <div data-bbox="389 593 494 607">Cashier : Jhiyan</div> <div data-bbox="523 611 572 624">RECEIPT</div> <div data-bbox="478 631 619 645">08 Aug 2022 16:15:58</div> <div data-bbox="450 654 649 714">  </div> <div data-bbox="454 716 641 730">*22080801180236*</div> <table> <tr> <th>Product Name</th><th>Qty</th><th>Unit</th><th>Total</th></tr> <tr> <td>4979909944165</td><td>5</td><td>2.14</td><td>10.70</td></tr> <tr> <td colspan="4">Vacuum Seal Bag for Clothes -2PCS. - With Slider - 13.8in.x18.5in.-</td></tr> <tr> <td>Total Pieces Sold:</td><td></td><td></td><td>5</td></tr> <tr> <td colspan="3">Subtotal:</td><td>10.70</td></tr> <tr> <td colspan="3">GST (7%Inc):</td><td>0.70</td></tr> <tr> <td colspan="3">Total:</td><td>10.70</td></tr> <tr> <td colspan="3">Cash:</td><td>11.00</td></tr> <tr> <td colspan="3">Change:</td><td>0.30</td></tr> </table> <div> <div>THANK YOU. PLEASE COME AGAIN.</div> <div>STRICTLY NO REFUND.</div> <div>EXCHANGE WITHIN 7 DAYS WITH</div> <div>RECEIPT & ORIGINAL PACKAGING.</div> <div>PLEASE REFER TO IN-HOUSE POSTER</div> <div>FOR MORE INFO.</div> </div>	Product Name	Qty	Unit	Total	4979909944165	5	2.14	10.70	Vacuum Seal Bag for Clothes -2PCS. - With Slider - 13.8in.x18.5in.-				Total Pieces Sold:			5	Subtotal:			10.70	GST (7%Inc):			0.70	Total:			10.70	Cash:			11.00	Change:			0.30	<div> <div>Item Name: Vacuum Seal Bags</div> <div>Item Description: XXXXXX</div> <div>Its Use in the Project: XXXXXX</div> </div> <div> <div>Quantity: 5</div> <div>Cost of Item: S\$2.14</div> <div>Total Amount Paid: S\$10.70</div> <div>Total Claimable Amount: <u>S\$10.70</u></div> </div> <div> <div>Payment to: Daiso</div> <div>Paid by: Alex Russell</div> <div>Mode of Payment: Cash</div> </div>
Product Name	Qty	Unit	Total																																		
4979909944165	5	2.14	10.70																																		
Vacuum Seal Bag for Clothes -2PCS. - With Slider - 13.8in.x18.5in.-																																					
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GST (7%Inc):			0.70																																		
Total:			10.70																																		
Cash:			11.00																																		
Change:			0.30																																		

3. For **e-payments**

Order Details

Delivery Address COPY

Shopee Mall Moft Official Store Visit Shop >

 MOFT Laptop Stand Gen 2 with Heat Ventilation
Jet Black x1
15 Days Return ~~\$34.90~~ \$24.90

Merchandise Subtotal	\$24.90
Shipping Fee	\$1.49
Shop Voucher Applied	-\$1.25
Redeemed 209 Shopee Coins	-\$2.09
Order Total	\$23.05

Payment Method
ShopeePay

Shopee Coins Earned 190 Coins

Order ID	220720URC89RMT COPY
Order Time	20-07-2022 02:18
Payment Time	20-07-2022 02:18
Ship Time	20-07-2022 15:38
Completed Time	22-07-2022 09:53

Contact Seller View Rating

Buy Again

Item Name: MOFT Laptop Stand Gen 2 with Heat Ventilation

Item Description: XXXXXX

Its Use in the Project: XXXXXX

Quantity: 1

Cost of Item: S\$24.90

Total Amount Paid: S\$23.05

Total Claimable Amount: **S\$23.05**

Payment to: Shopee Singapore

Paid by: Alex Russell

Mode of Payment: ShopeePay

NOTE: Please ensure that the payee's name is visible when submitting the supporting documents. In the provided example, the payee's name has been redacted for privacy purposes.

You paid [Redacted Name]

SGD 12.89

17 AUG · 11:43 AM

Payment Source | Type

PayLah! | **PAYNOW**

Transaction Ref. No.

IPS69224378711569407

Reference No.

QRXBOTAKSIGNXX8KYSK68I

If **PayLah!** or other relevant e-payment app (e.g. Google Pay, GrabPay) is used to make the payment, kindly provide a screenshot of the transaction and the name of merchant.

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Please refer to the above submission samples for better visualisation.

Team Name:

<p>[Screenshot of Order Confirmation]</p> <p style="text-align: center;">OR</p> <p>[Scanned copy of physical receipt]</p>	<p>Item Name: Item Description: Its Use in the Project:</p> <p>Quantity: Cost of Item: Total Amount Paid: Total Claimable Amount:</p> <p>Payment to: Paid by: Mode of Payment:</p>
<p>[Bank statement containing all relevant and required information]</p> <p style="text-align: center;">OR</p> <p>[Screenshot of payment transaction made via e-payment app]</p>	

Claimed By:

Date: