ACADEMIC RESEARCH FUND (AcRF)
TIER 1

Introduction

The Ministry of Education (MOE) Academic Research Fund (AcRF) Tier 1 Grant is overseen by Division of Research Administration (DRA), ODPRT, NUS. It funds research projects in the University and comprises 2 levels of funding:

**Tier 1:** please refer to RGF-Supplementary for Funding Criteria

<table>
<thead>
<tr>
<th>Level</th>
<th>Total Project Value</th>
<th>Approving Authority</th>
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</thead>
<tbody>
<tr>
<td>1 FRC</td>
<td>TPV &lt; $180,000 / $150,000*</td>
<td>Faculty Research Committee - FRC (Chairman – Faculty Dean)</td>
</tr>
<tr>
<td>2 URC</td>
<td>$180,000 ≤ TPV &lt; $500,000/ $250,000**</td>
<td>University Research Committee - URC (Chairman – Deputy President, Research &amp; Technology)</td>
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<table>
<thead>
<tr>
<th>Secretariat</th>
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</thead>
<tbody>
<tr>
<td>Vice-Dean (Research) Office (VDR), Dean’s Office</td>
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<tr>
<td>NUS DRA</td>
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</tbody>
</table>

* Applicable to the Accountancy, Business, Humanities & Social Sciences (ABHSS) Cluster. Please note that with effect from URC 1/2010, AcRF Tier 1 – URC for the ABHSS Cluster is no longer applicable. Proposals with TPV of ≥ $150K will be eligible for AcRF Tier 2 – ARC.


**Tier 2:** please refer to Application Form RGF (Tier 2) for more information & RGF-Supplementary for Funding Criteria

<table>
<thead>
<tr>
<th>Total Project Value</th>
<th>Approving Authority</th>
<th>Secretariat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities Cluster</td>
<td>$150,000 ≤ TPV (excluding RS) &lt; $1,000,000</td>
<td>Academic Research Council, MOE</td>
</tr>
<tr>
<td>Sciences Cluster</td>
<td>$500,000 / $250,000 ≤ TPV (excluding RS) &lt; $1,000,000</td>
<td>MOE</td>
</tr>
</tbody>
</table>

* Proposals submitted to ABHSS with TPV ≥ $150,000 are eligible for AcRF Tier 2 – ARC.

Eligibility for Tier 1 Funding

Principal investigators (PIs) and Co-Investigators (Co-PIs) must be full-time tenure-track academic staff (faculty members) of NUS.

NUS Research Institutes/Centres (RIC) applicants must hold joint academic appointment with a Faculty, and may apply through their host Department/Faculty. RIC applicants must forward a copy of the proposal application to the Director/RIC for information and records.

Review Process

Applicants should first submit full proposals, prepared in accordance to guidelines specified in RGF Supplementary, through the Head of Department to the FRC of their respective Faculties. The FRC will evaluate the FRC proposals and make funding decisions.

Tier 1 (URC) will be submitted by the Faculty Vice-Dean (Research) Office to DRA by the specified deadline. The proposals will be subjected to evaluation by an Expert Panel and decision by the URC.

Funding

Grants will normally be awarded for a funding period of 3 years, contingent upon satisfactory progress as assessed during annual reviews.
1a. TITLE OF PROJECT
The title should be no more than 80 characters (including space). The title should be descriptive and specific rather than general.

1b. KEYWORDS
Please provide a maximum of 6 keywords (no more than 80 characters each).

2. HOST UNIVERSITY: NATIONAL UNIVERSITY OF SINGAPORE

3. PROJECT DURATION
   Start Date (mm/yyyy):
   End Date (mm/yyyy):
   Duration of Project (mths):

4a. PRINCIPAL INVESTIGATOR (Please note that only one PI per application is allowed.)
   Salutation:
   Name:
   Designation:
   Department/Faculty:
   Institution:
   Address:
   Fax:
   E-mail:
   Telephone No.:

4b. CO-INVESTIGATOR(S) (Please add if there are more co-investigators. Please note that co-investigators have to be fully-based in Singapore. Fractional appointments in Singapore are not allowed.)
   Salutation:
   Name:
   Designation:
   Department/Faculty:
   Institution:
   Address:
   Fax:
   E-mail:
   Telephone No.:
4c. COLLABORATOR(S) (Please add if there are more collaborators. Please note that collaborators have to be fully-based in Singapore. Fractional appointments in Singapore are not allowed.)

Salutation:
Name:
Designation:
Department/
Faculty:
Institution:
Address:
Fax:
E-mail:
Telephone No.:

CURRICULUM VITAE

Please provide the following information in no more than 2 pages per applicant (including Co-Investigators and Collaborators):

- Name
- Current position and past employment history (Please provide full details, e.g. joint appointments)
- Academic qualifications (Please indicate institution’s name and year degree awarded)
- Up to 10 publications most relevant to this grant application
- Recent awards
- Postgraduate students trained to date (Please provide titles of theses and indicate whether Masters or Ph.D. level)
- Number of post-doctorates and PhD students currently in the lab and their source of funding (e.g. MOE AcRF Tier 1/2, BMRC, NMRC, SERC, DSTA, etc).
5. CLASSIFICATION

Indicate the discipline cluster most suitable for evaluation of your proposal with an 'X'. Please refer to Annex A of RGF (Supplementary) for description of the discipline clusters.

1) Engineering, Physical and Chemical Sciences
2) Informatics and Mathematics
3) Biomedical Engineering and Life Sciences
4) Accountancy, Business, Humanities and Social Sciences

(Please put a 'X' in the appropriate box.)

The research proposal is a
- [ ] New Application
- [ ] Resubmission (not applicable to rejected proposals) (Official No.: __________________)
- [ ] Renewal (Official No.: __________________)

Have you submitted a similar proposal to AcRF Tier 1 previously?
- [ ] Yes  - [ ] No

If yes, please indicate month & year of submission: __________________________

Please also elaborate on how this submission differs from the previous submission to AcRF Tier 1.

FOR RESUBMISSION PROPOSALS

This section is applicable only to proposals which have been invited for resubmission to AcRF Tier 1 funding by the URC Expert Panel. In no more than 500 words, please provide a point-by-point rebuttal to each of the comments and concerns raised by the EPs in previous grant evaluation.

Comment [d6]: RESUBMISSION - Refers to proposals that have been invited for resubmission by the Approving Authority (FRC / URC).

OFFICIAL NO – The Official Number assigned by Approving Authority (FRC / URC) to the original proposal submitted.

Comment [d7]: RENEWAL – Refers to proposals where the PI has an AcRF project that is completed or will be completing soon and he wishes to extend the scope of this research. In such cases, it should be submitted as a renewal application.

OFFICIAL NO – Please enter the WBS number of the AcRF project.

NOTE: PI must attach Final Report or the latest Annual Progress Report of the related AcRF project.

Comment [d8]: This section refers to similar proposals which PI has submitted for AcRF funding previously.

If PI has submitted a similar proposal previously, he should provide the details regardless of whether the proposal was awarded or not.

Comment [d9]: Applicable only for Resubmissions.

Please refer to the URC Expert Panel comments provided to you in DRA’s email that conveyed URC’s decision to invite you to resubmit the proposal.
6. ABSTRACT OF THE PROPOSAL

Please provide a succinct and accurate description of the proposal in no more than 1000 words. The abstract must capture: the academic significance of the research, the hypotheses or research questions to be addressed, the approach and feasibility of the study.

Comment [d10]: Please provide an abstract of the proposal in no more than 1000 words. Please note that the “Abstract” is as important as the “Details of Research Proposal” (Next Section). Hence, please provide a comprehensive abstract that highlights the strength and novelty of your proposal.
7a. DETAILS OF RESEARCH PROPOSAL

Give a description of the research in no more than **10 pages (Arial font size 10, single line spacing)**. Information **SHOULD** include specific aim(s) of the project, significance, approach, innovation, investigator, environment and preliminary studies/progress reports related to the research proposal, as detailed in **Annex B** of RGF (Supplementary). References cited should be provided at the end of the document. Information provided should be sufficiently self-contained for an assessment of the proposal without further reference to other materials.

Comment [d11]: Please refer to RGF – Tier 1 Supplementary (Annex B) for Guidelines on preparation of this section. You should also list or discuss any planned collaboration with external (overseas based) researchers listed in Grant Endorsement Form under subheading "Investigators" in this section.
7b. DECLARATION OF ETHICS CONSIDERATION

* Please ignore this section if you have completed the “Checklist and Declaration of the Ethics & Research Compliances” table in the Grant Endorsement Form.*

Please ensure that the relevant ethics approval has been obtained prior to submission of proposal. Please tick, where appropriate, if your study involves the following:

<table>
<thead>
<tr>
<th>Human subject</th>
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<tbody>
<tr>
<td>Use of Human Tissues or Cells</td>
<td></td>
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<tr>
<td>Animal Experimentation</td>
<td></td>
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<tr>
<td>Use of Animal Tissues or Cells</td>
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<td>Requirement for containment (BSL 2 and above)</td>
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<tr>
<td>Other ethical approval (please specify)</td>
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</table>

Lab-Based Research or
Non-Lab Based Research

Research to be conducted in Malaysia
Research to be conducted in Thailand
Research to be conducted in Other Country(ies)

A copy of the ethics approval is attached:  
☐ Yes  ☐ No

Comment [d12]: Please indicate either “Lab based” or “Non-Lab based”

Comment [d13]:
(A) For “Research to be conducted in Malaysia”: PI is required to seek approval from the Economic Planning Unit, Prime Minister’s Department of Malaysia before embarking on the study.

(B) For “Research to be conducted in Thailand”. PI is required to seek approval from National Research Council of Thailand before embarking on the study.

(C) For “Research to be conducted in Other country(ies)”: PI is required to declare and specify the details of the planned research in each country and seek approval from the relevant authorities in the respective country(ies) as necessary.
8. PROJECT IMPLEMENTATION SCHEDULE (GANTT CHART FORMAT)

The proposed schedule will be used for assessment and evaluation of the project. A satisfactory progress is required for continued disbursements of funds and will also be taken into consideration for future AcRF Tier 1 applications and for grant renewal.

<table>
<thead>
<tr>
<th>Quarters</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
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<tbody>
<tr>
<td></td>
<td>Q 1</td>
<td>Q 2</td>
<td>Q 3</td>
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<tr>
<td>A. Project Implementation Schedule</td>
<td>Q 4</td>
<td>Q 1</td>
<td>Q 2</td>
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<td>Q 3</td>
<td>Q 4</td>
<td>Q 1</td>
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<td>Q 2</td>
<td>Q 3</td>
<td>Q 4</td>
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9. PROJECT DELIVERABLES

a. Manpower training

No. of M.Sc. students to be trained
No. of Ph.D students to be trained
No. of Undergraduate/ Honours students to be trained

b. Targets for research outcomes

No. of Publications (please categorize: original research articles, reviews, letters and correspondence, others)
No. of Conferences
No. of Patents (if applicable)
No. of Software tools (if applicable)

Comment [d14]: PI is advised to be specific about the deliverables indicated here as the Approving Authority will hold the PI responsible for delivering what is indicated here.

Please indicate NA if any of the deliverable is not applicable to your proposal.

Comment [d15]: “No. of Conferences” refers to conference attendance, not conference to be organized.

Please ensure that the number of conferences indicated here is equal or more than the number of conferences for which budget is requested in Section 12c - OOE.
10. DECLARATION OF OTHER FUNDING SUPPORT

a) The Principal investigator and Co-Investigator(s) should detail the grants\(^1\) awarded in the last 5 years, including those currently held or submitted for consideration by other funding agencies. Please note that parallel submissions are not allowed – i.e. applicants should not send similar versions or part(s) of the current AcRF proposal application to other agencies for funding.

**PRINCIPAL INVESTIGATOR**

<table>
<thead>
<tr>
<th>S/N</th>
<th>Status: PI, Co-PI, Collaborator (please indicate one)</th>
<th>Project Title</th>
<th>Funding Agency/ies Please list co-funding Grantors, if applicable</th>
<th>Amount Requested (S$)</th>
<th>Proposed Duration of Award (No. of Years)</th>
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<td>AcRF</td>
<td>Non-AcRF</td>
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**Grant/s Awarded (Current)**

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<tr>
<th>S/N</th>
<th>Status: PI, Co-PI, Collaborator (please indicate one)</th>
<th>Project Title (Project ID / Account No.)</th>
<th>Funding Agency/ies Please list co-funding Grantors, if applicable</th>
<th>Amount Awarded (S$)</th>
<th>Duration of Award (MM-YY to MM-YY)</th>
<th>% of time PI is involved in each grant</th>
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<td>AcRF</td>
<td>Non- AcRF</td>
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</table>

**Grant/s Awarded (Completed)**

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<thead>
<tr>
<th>S/N</th>
<th>Status: PI, Co-PI, Collaborator (please indicate one)</th>
<th>Project Title (Project ID / Account No.)</th>
<th>Funding Agency/ies Please list co-funding Grantors, if applicable</th>
<th>Amount Awarded (S$)</th>
<th>Duration of Award (MM-YY to MM-YY)</th>
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<td>AcRF</td>
<td>Non-AcRF</td>
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<td>TOTAL</td>
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\(^1\) This refers also to grants funded by agencies other than MOE.

Comment [d16]: Please note – PARALLEL SUBMISSIONS ARE NOT ALLOWED. If this clause is breached, MOE holds the right to take disciplinary action against the PI as appropriate.

AcRF – refers to Academic Research Fund. The levels of AcRF grants include:
- (1) FRC – TPV less than $180K/ $150K (Humanities)
- (2) URC – TPV bet $180K - $500K/ $250K
- (3) ARC, MOE - Humanities: TPV (excl RS) more than $150K
  - Informatics & Mathematics (Pure Mathematics & Statistics): TPV (excl RS) more than $250K
  - All other clusters and research areas under IM: TPV (excl RS) more than $500K

Non-AcRF – refers to All other funding sources / grantors including:
- (1) NUS Internal (e.g. HSS Special Fund, Start-up Funding; Faculty budget; Cross-Faculty Grant etc)
- (2) Non NUS – external funding such as A*STAR, NMRC, industry grants, other govt bodies / Ministries etc.

AcRF & Non-AcRF (Co-funding) If project involves more than 1 funding source, please specify accordingly.

Comment [d17]: PI should indicate percentage of his time spent for each of the on-going projects in this table.
CO-PRINCIPAL INVESTIGATOR – (state Name here)

<table>
<thead>
<tr>
<th>Grant/s Applied (Pending Approval)</th>
<th>S/N</th>
<th>Status: PI, Co-PI, Collaborator (please indicate one)</th>
<th>Project Title</th>
<th>Funding Agency/ies Please list co-funding Grantors, if applicable</th>
<th>Amount Requested (S$)</th>
<th>Proposed Duration of Award (No. of Years)</th>
<th>AcRF</th>
<th>Non-AcRF</th>
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<table>
<thead>
<tr>
<th>Grant/s Awarded (Current)</th>
<th>S/N</th>
<th>Status: PI, Co-PI, Collaborator (please indicate one)</th>
<th>Project Title (Project ID / Account No.)</th>
<th>Funding Agency/ies Please list co-funding Grantors, if applicable</th>
<th>Amount Awarded (S$)</th>
<th>Duration of Award (MM-YY to MM-YY)</th>
<th>% of time Co-PI is involved in each grant</th>
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<table>
<thead>
<tr>
<th>Grant/s Awarded (Completed) – Last 3 grants completed</th>
<th>S/N</th>
<th>Status: PI, Co-PI, Collaborator (please indicate one)</th>
<th>Project Title (Project ID / Account No.)</th>
<th>Funding Agency/ies Please list co-funding Grantors, if applicable</th>
<th>Amount Awarded (S$)</th>
<th>Duration of Award (MM-YY to MM-YY)</th>
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</table>

b) Please provide details of ALL other resources available to the team which are not derived from funds provided for specific projects, such as departmental technicians, equipment, and consumables, grants from private foundations, start-up funds, donations from charitable organisations and collaborations with industry. Correspondences showing commitments by other parties in support of your work may be appended.

<table>
<thead>
<tr>
<th>Types of resources</th>
<th>Funding Organisations</th>
<th>Duration of support</th>
<th>Expiry date, if any</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>
11a. RESEARCH OUTCOMES FROM PREVIOUS SIGNIFICANT GRANT AWARDS² (FOR PI)

Please provide a short narrative (no more than 500 words) of the research achievements of each research project (over the past 3 years) of the Principal Investigator that had total project value of ≥$500,000 each. The narrative should articulate how the project has created new knowledge of academic significance and how it has impacted or benefited the larger academic community. For Pure Mathematics and Statistics projects, applicants must provide a narrative (no more than 500 words) of the research achievements of the research projects of the PI and co-PIs over the past 3 years that had a total project value of ≥ $250,000. For Accountancy, Business, Humanities and Social Sciences projects, applicants must provide a narrative (no more than 500 words) of the research achievements of the research projects of the PI and co-PIs over the past 3 years that had a total project value of ≥ $150,000.

Notes to PI:
Please complete this section ONLY if PI of this proposal is the PI / Co-PI / Collaborator of research projects COMPLETED in the past 3 years (regardless of grantor).

Please indicate the following details (in no more than 500 words) for each project:
- Project Title
- PI/Co-PI/Collaborator of the project; and their Department, Faculty
- Approved TPV
- Start Date & End Date
- Short Narrative

² This includes projects funded by MOE and other agencies that have concluded over the past 3 years.
11b. RESEARCH OUTCOMES FROM PREVIOUS SIGNIFICANT GRANT AWARDS3 (FOR CO-INVESTIGATORS)

Please provide a short narrative (no more than 500 words) of the research achievements of each research project (over the past 3 years) of the Principal Investigator that had total project value of $500,000 each. The narrative should articulate how the project has created new knowledge of academic significance and how it has impacted or benefited the larger academic community. For Pure Mathematics and Statistics projects, applicants must provide a narrative (no more than 500 words) of the research achievements of the research projects of the PI and co-PIs over the past 3 years that had a total project value of $250,000. For Accountancy, Business, Humanities and Social Sciences projects, applicants must provide a narrative (no more than 500 words) of the research achievements of the research projects of the PI and co-PIs over the past 3 years that had a total project value of $150,000.

Notes to Co-PI:
Please complete this section ONLY if Co-PI of this proposal is the PI / Co-PI / Collaborator of research projects COMPLETED in the past 3 years (regardless of grantor).

Please indicate the following details (in no more than 500 words) for each project:
- Project Title
- PI/Co-PI/Collaborator of the project; and their Department, Faculty
- Approved TPV
- Start Date & End Date
- Short Narrative

3 This includes projects funded by MOE and other agencies that have concluded over the past 3 years.
12. PROPOSED BUDGET & JUSTIFICATION

You are advised to consult DRA when preparing the budget to ensure that it is in accordance to your university’s HR and finance guidelines. Sufficient details and justifications should be provided for each request and items in the budget must be directly relevant to the proposed project. Please note that the duration of funding is capped at three years, beyond which PIs must renew the grant application.

### Overall Proposed Budget

<table>
<thead>
<tr>
<th>Category</th>
<th>Year 1($)</th>
<th>Year 2($)</th>
<th>Year 3($)</th>
<th>Total ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EOM (excluding Research Scholarships)</td>
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<tr>
<td>Equipment</td>
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<tr>
<td>OOE</td>
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<tr>
<td>Grand Total ($)</td>
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### EOM

<table>
<thead>
<tr>
<th>Staff Category</th>
<th>No.</th>
<th>Cost per head($)</th>
<th>Year 1($)</th>
<th>Year 2($)</th>
<th>Year 3($)</th>
<th>Total ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Fellow</td>
<td></td>
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<tr>
<td>Visiting Professor</td>
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<tr>
<td>Research Assistant</td>
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<tr>
<td>Laboratory Technicians</td>
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<tr>
<td>Technical Junior Research Assistant</td>
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<tr>
<td>Student Assistant</td>
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<td>Others (please state)</td>
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<td>Sub-total</td>
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</table>
### Equipment

Please include GST, where applicable.

<table>
<thead>
<tr>
<th>Item</th>
<th>No.</th>
<th>Cost per item ($)</th>
<th>Year 1 ($)</th>
<th>Year 2 ($)</th>
<th>Year 3 ($)</th>
<th>Total ($)</th>
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<tbody>
<tr>
<td>New Lab Equipment (to append vendor’s written quotations)</td>
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<td>Item (Quotation No.)</td>
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<tr>
<td>Others (please state)</td>
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</tbody>
</table>

Subtotal

### OOE

Please include GST, where applicable.

<table>
<thead>
<tr>
<th>Item*</th>
<th>Year 1 ($)</th>
<th>Year 2 ($)</th>
<th>Year 3 ($)</th>
<th>Total ($)</th>
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</thead>
<tbody>
<tr>
<td>Materials &amp; Consumables:</td>
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<tr>
<td>Overseas Travel:</td>
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<tr>
<td>(This includes overseas conference travel and overseas travel for purposes directly related to the research project)</td>
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<tr>
<td>Overseas Conference</td>
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<tr>
<td>Overseas Visits</td>
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<tr>
<td>Others (please specify)</td>
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<tr>
<td>Training/Other Misc:</td>
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<td>(please provide details in Section 12 c.)</td>
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<tr>
<td>Equipment Maintenance</td>
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<tr>
<td>Local Conferences</td>
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<tr>
<td>Publications</td>
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<tr>
<td>Lab safety-related training expenses</td>
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<tr>
<td>Office Consumables (cartridge, etc)</td>
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<td>Postage, Photocopying</td>
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<td>Facilities Usage Fee</td>
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<tr>
<td>Others (please specify)</td>
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</table>

Subtotal

Comment [d24]: EQUIPMENT – Please include GST at current rate (7%) where applicable. Please clearly indicate the quotation number for each item in the table. On the quotation – please mark / highlight the relevant items and costs.

Comment [d25]: OOE

MATERIALS & CONSUMABLES: Please include GST at current rate (7%) where applicable. Please provide quotation / sample invoice for items that constitute a significant proportion (e.g. > 5%) of the budget for Materials & Consumables. Please clearly indicate the quotation number / sample invoice number provided against the item in the table. On the quotation – please mark / highlight the relevant items and costs.

OVERSEAS TRAVEL: For overseas conference – by the project team members and research staff. Up to $4,500 per trip including registration fee etc. Overseas visits – field trips, visit to institutions / companies for research purpose only.

OTHERS: EQUIPMENT MAINTENANCE – For new equipment, no maintenance should be budgeted for the duration the equipment is under warranty (e.g. Year 1) AND quotations for maintenance contract must be included.

LAB SAFETY-RELATED TRAINING EXPENSES: Please include Lab-safety related training expenses only. Any other type of training should be specified as a separate item as “Others (please specify) under “others” line item.

OTHERS (Please specify): For expensive items, please provide quotation / sample invoice, and indicate the quotation number / sample invoice number in the table.
*Note:*

1. Please indicate the budget requirement for each line item clearly. An aggregate budget for each category is not acceptable. **Overhead charges and contingency funds are not allowed.** Please refer to Annex C of RGF Supplementary for the guidelines for fundable/non-fundable items.

2. Materials & Consumables - please provide a breakdown of items and costing and to append quotations only for items that constitute a significant proportion (e.g. >5%) of the budget for materials and consumables.

3. Conferences - please separate budget request into local and/or overseas conferences

4. Lab safety-related training expenses – please include only lab safety-related training expenses only. Any other type of training should be specified under “Others” category.
DETAILS AND JUSTIFICATIONS OF PROPOSED BUDGET

a) **EOM Category**
Please justify manpower request with respect to the specific role of each manpower request and detail the contribution of each request to the project. Please include justification for the number of research scholars and briefly describe the scope of their research. In addition, proposed visiting professors should be identified and their intended contribution to the project supported in writing (e.g. email). Post-doctorate fellows should preferably also be identified.

**Notes for PI:**
For each manpower request – Please state clearly the proposed/intended role and contribution i.e. how the manpower requested would be deployed and how each contributes towards the success of the project.

Visiting Professors and Post-Doctoral Research Fellows should preferably be identified. Any CVs should be attached as Annex.

Written support from the Visiting Professor (e.g. email) should be attached as an Annex, if possible.

If there is no planned Post Graduate training, PI must justify why Post graduate students can not be engaged to work on the project.

Budget requests without justification or not well-justified will not be considered for funding.

b) **Equipment Category**
The requirement for each piece of equipment requested should be adequately justified. Please state if similar equipment exists in the PI or co-applicants' labs or in the PI's department/school and justify why new equipment is required for the project. Written quotations for equipment requested should be appended.

**Notes for PI:**
Please **DO NOT** copy and paste quotations here. Quotations should be attached as an Annex.

Budget requests without justification or not well-justified will not be considered for funding.
c) **OOE**

All items listed under OOE should be appropriately justified and supported with relevant documents. Consumables to be used for the project should be appropriately categorized and costed. Written quotations should be appended for costly items. Expenditure for conferences and travel should be in accordance with the university's guidelines. A breakdown of the “Others” category such as Maintenance of equipment, publications, local conference, local travel, training & safety-related expenses etc should be provided.

**Notes for PI:**

*Please DO NOT* copy and paste quotations here. Quotations should be attached as an Annex.

Budget requests without justification or not well-justified will not be considered for funding.
13. **SUGGESTED NAMES OF OVERSEAS REVIEWERS**

PI and Co-PIs must declare their (past, on-going and possible future) professional and/or personal relationship with the proposed External Referees. Failure to comply with this requirement may result in rejection of the proposal and/or disciplinary action to be taken by the Approving Authority.

Please carefully review Annex E of RGF Supplementary for Criteria for Recommendation of Overseas Reviewers.

<table>
<thead>
<tr>
<th>S/N</th>
<th>Title</th>
<th>Name of Reviewer</th>
<th>Research interest / Expertise</th>
<th>Details of contacts (Please provide mailing address, e-mail address, tel and fax numbers.)</th>
<th>Relationship to Principal Investigator</th>
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<tbody>
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The application should not be sent to the following reviewers:

1) Indicate name and institution

2) 

3)
## 14. UNDERTAKING BY PRINCIPAL INVESTIGATOR, ALL CO-INVESTIGATORS AND ALL COLLABORATORS

In **signing** the Grant Application, the Principal Investigator, all Co-Investigator(s) and all collaborators **UNDERTAKE** on any Grant Award, to:

- ensure that a proposal with similar research aims has not been awarded research funding either by MOE or another funding agency;
- ensure that MOE/ARC’s funding is acknowledged in all publications;
- ensure that a copy of all publications arising from research wholly or partly funded by MOE/ARC will be submitted to MOE/ARC;
- co-operate with MOE/ARC to inculcate interest in research among all students; and
- grant MOE a royalty-free, irrevocable, worldwide, perpetual and non-exclusive right to use IP for MOE’s own non-commercial and R&D purposes

------------------------------------------------------

Name and Signature of Principal Investigator
Date: ____________________________

Name and Signature of Co-Investigator
Date: ____________________________

Name and Signature of Collaborator
Date: ____________________________

Name and Signature of Collaborator
Date: ____________________________

Name and Signature of Collaborator
Date: ____________________________

* Faxed signatures are acceptable. If signature is obtained by fax, please submit a documentary proof (by email or letter) for the Collaborator’s consent to participate in the project.

Comment [d26]: Please note – ORIGINAL SIGNATURES are required from PI, Co-PIs and Collaborators.

However, if the Collaborator(s) is overseas at the time of proposal submission, a faxed signature from him is acceptable. If Signature is obtained by fax, please submit a documentary proof (by email or letter) for the Collaborator’s consent to participate in the project.

Comment [d27]: Please note – PARALLEL SUBMISSIONS ARE NOT ALLOWED.

If there is overlap of research aims/objectives between this proposal and other proposals pending approval/approved projects, please declare under “Grants Applied (Pending Approval)” of Section 10 – Declaration of Other Funding Support.
15. UNDERTAKING BY HEAD OF DEPARTMENT (HOD)

In signing the Grant Application, the Head of the Department UNDERTAKES, on any Grant Award, to:

- read, support and agree to this proposal being carried out in the Department;
- ensure that all necessary licenses and approvals have been obtained or are being sought;
- ensure that the IP exploitation should, to the extent possible, be based in Singapore;
- grant MOE a royalty-free, irrevocable, worldwide, perpetual and non-exclusive right to use IP for MOE's own non-commercial and R&D purposes; and
- grant MOE march-in rights when licensees of IP created are ineffective at commercialization.

Comments:

------------------------------------------------------  -------------------
Name and Signature of Head of Department*            Date

* If the Principal Investigator is the Head of Department, UNDERTAKING by the HOD's Reporting officer is required.

------------------------------------------------------  -------------------
Name, Designation and Signature                       Date

Comments:

------------------------------------------------------  -------------------
Name and Signature of Dean*                            Date

* If the Principal Investigator is the Dean, UNDERTAKING by the Dean's Reporting officer is required.

------------------------------------------------------  -------------------
Name, Designation and Signature                       Date
16. **UNDERTAKING BY THE UNIVERSITY**

In signing the Grant Application, the Host University **UNDERTAKES**, on any Grant Award, to:

- provide appropriate support during the grant period;
- ensure that the funds provided are used for the appropriate purposes;
- ensure that all budget requests, including EOM and Research Scholarships, are in accordance with the university’s prevailing HR policies and financial guidelines;
- provide MOE/ARC with data and statistics of indicators pertaining to the research activity when requested;
- ensure that the IP exploitation should, to the extent possible, be based in Singapore;
- grant MOE a royalty-free, irrevocable, worldwide, perpetual and non-exclusive right to use IP for MOE’s own non-commercial and R&D purposes; and
- grant MOE march-in rights when licensees of IP created are ineffective at commercialization.

Comments:

-----------------------------------------------
Name and Signature of Director of Research*  Date

* If the Principal Investigator is the Director of Research, **UNDERTAKING by the Director’s Reporting officer** is required.

-----------------------------------------------
Name, Designation and Signature  Date