ROLE OF FACULTIES/RICS IN FACILITATING THE URC GRANT CALL FOR ACRF TIER 1, ACRF TIER 2 AND HSS FUNDING

1. This paper outlines the role of Faculties/RICs in facilitating the applications of its Academic Staff in response to URC grant call for AcRF Tier 1, AcRF Tier 2 and HSS Funding.

Facilitation by Faculties / RICs

2. URC evaluates research proposals and makes funding decision for Tier 1 – URC projects and HSS funding as well as endorses proposal for AcRF Tier 2 funding on a competitive basis across the Faculties as seen in the table below:

<table>
<thead>
<tr>
<th>TPV Range</th>
<th>Applicable Discipline Clusters</th>
</tr>
</thead>
<tbody>
<tr>
<td>$180,000 ≤ Total Project Value</td>
<td>For Sciences and Engineering Clusters</td>
</tr>
<tr>
<td>&lt;$500,000</td>
<td></td>
</tr>
<tr>
<td>$180,000 ≤ Total Project Value</td>
<td>Only for Pure Mathematics &amp; Statistics</td>
</tr>
<tr>
<td>&lt;$250,000</td>
<td></td>
</tr>
</tbody>
</table>

3. The competitive nature of the bidding process is envisaged to improve the quality of research and project proposals. Two grant calls are planned for each year, in February and August.

4. The Faculties/RICs are required to check and ensure completeness of each grant application. PIs and Faculties/ RICs can use the Checklist in Annex I for reference. Please note that incomplete applications will not be accepted.

5. The Faculties/RICs are required to check that PI has clearly declared any parallel submissions or similar parts/versions submitted to or awarded by other agencies/funding sources.

6. The Faculties/RICs are required to check that the PI has clearly and appropriately declared his/her (past, on-going and where possible, future) professional and/or personal relationship with the suggested external reviewers in Section 13 of RGF Grant Application Form. Faculties/RICs should also inform the PIs that failure to comply with this requirement may result in rejection of the proposal and/or disciplinary action against the PI to be taken by the Approving Authority. The criteria for recommendation of overseas reviewers can be found in Annex E of RGF Supplementary (Tier 1 and Tier 2).
7. The Faculties/RICs are **NOT** required to rank the proposals as the proposals would be assessed by the URC Expert Panels and the University Research Committee.

**Communication to Applicants**
8. The Faculties/RICs should brief applicants on the completion of the grant application form. The following points should be emphasised to the Principal Investigators (PIs):

(i) PIs should adhere strictly to the stipulated page limit and font size.

(ii) The CVs of PIs and co-PIs must include references and selected publications which are relevant to the application.

(iii) Previous and existing grants held by the PI, including grants that have been submitted by the PI to other funding agencies at the point of application, must be duly declared in Section 10. PIs must declare any overlap in the research objectives of the current proposal submitted with that of any of the on-going projects / pending proposals listed in Section 10.

9. Applicants should adhere to the following for the budget preparation:

(i) The budget should be prepared according to the University guidelines, a copy of which is provided to the PIs together with the grant application form. URC reserves the right to make final adjustments to the budget.

(ii) The requirement for each budgetary item should be explained clearly, with detailed justification and documentation where appropriate. The justification should include a description of how the manpower requested would be deployed and how each contributes towards the success of the project. **Budgetary items which are not well justified will not be funded.**

10. The Faculties/RICs may wish to coach junior PIs who have little or no experience in writing grant proposals.

**Submission of Grant Application Forms to DRA**
11. The Faculties/RICs are required to submit the following documents for each proposal in both hardcopy and softcopy to DRA.

<table>
<thead>
<tr>
<th>Application Form</th>
<th>Submission format to DRA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Grant Endorsement Form</td>
<td>1 Hardcopy original – signed by PI; and 1 MSWord Softcopy</td>
</tr>
<tr>
<td>2 AcRF Tier 1 RGF Application Form or HSS RGF Application Form or AcRF Tier 2 RGF Application Form</td>
<td>1 Hardcopy original – signed by all applicants, and endorsed by HOD/ RIC Director and Faculty Dean / Director, GRE; and 1 MSWord Softcopy</td>
</tr>
<tr>
<td>3 Annexes - Supporting Documents - Quotations - Final Project report (for renewal applications) - Others</td>
<td>1 Hardcopy set; and 1 Softcopy set (PDF; MSWord, and/or email format)</td>
</tr>
</tbody>
</table>
For softcopy, all files pertaining to the same application should be saved within **one zip folder** labelled under the **name of the main Principal Investigator**. For example, each zip folder should comprise the following documents:

a. Grant Endorsement Form  
b. RGF (Application)  
c. Quotations for Budget Items  
d. Final project report (Only applicable for renewal applications)

**Announcement of results for AcRF Tier 1 Funding**

12. The results of AcRF Tier 1 and HSS proposals submitted in August will be announced in February of the following year and those submitted in April will be announced in August in the same year. The proposals would be classified under three categories: “Funded”; “For Resubmission” and “Rejected”. Feedback from the EP will be provided to PIs whose proposals are not supported for funding during the grant call.
PIs and Faculties/RICs may wish to refer to the checklist to ensure complete that all sections have been completed duly and adhered to.

### Description

**Grant Endorsement Form**

Please use the latest form for submission. (Note- previous versions of the form will not be accepted)

#### Section 1 – Declaration by Application

- **Proposal Information** – All parts of this Table is duly completed with exception to the following:
  - TPV Breakdown (parts (ii) – (iii)) & Transferor WBS since this is not applicable.
  
  These parts have been shaded in grey. PIs may indicate “NA” for these sections that do not require their completion.

- **Checklist for Other Possible Direct Costs** – Table to be completed, where necessary.

  If PI requires these resources. PI should check that correct box appropriately and budget for these items in the proposal budget requests.

- **Checklist of Other Resources required From the Dept/ Fac/ RIC** - Table is checked appropriately. If no resources are required from the Dept/ Fac/ RIC, please check under the column “No”. If yes, please check “Yes” and provide more details.

- **Checklist and Declaration of Ethics & Research Compliances** – Table is duly completed.

#### Section 2 – Endorsements

Please ensure that HOD/ Director, RIC and VDR/ Director, DGRE has gone through the resources that PI requires. They are to endorse if they are agreeable to PI's request.

### AcRF APPLICATION FORM

**Application Form (Aug 09 Call)**

Please ensure that the correct form has been used for submission. (Note- incorrect or previous version of the form will not be accepted)

- 1 original signed hardcopy and 1 MSWord softcopy has been submitted.

#### Section 1: Project Title

Please ensure that the project title is no more than 80 characters (including space).

#### Section 3: Project Duration

Proposed Start date should take into account the Financial Year (FY) of the grant call and the End date will be 3 years from the proposed Start date.

#### Section 4: Principal Investigator, Co-PI & Collaborators

1. Only one PI per application is submitted. PI should be full-time tenured-track academic staff of NUS.
2. Co-investigators are full-time tenure-track academic staff of NUS and collaborators are fully based in Singapore.
3. External (overseas-based) collaborators are not listed in this section. If PI would like to invite external collaborators to discuss and do research on the project, he/she should be indicated in the Checklist and Declaration of Ethics & Research Compliances table (part D) under Section 1 of the Grant Endorsement Form. PI should also provide information on the contribution of this overseas collaborator/s under Section 7.

#### Curriculum Vitae

1-2 pg CVs of PI, Co-PIs and Collaborators (listed in Section 4) have been provided.
Section 5: Discipline cluster:
Please ensure that PI has submitted his/her proposal to an appropriate discipline cluster.

Note: Proposals submitted to the wrong discipline cluster will be disqualified without evaluation by the EPs. Faculty should check and advise PIs to make necessary changes accordingly.

For Resubmission Proposals – if applicable
If applicable, please ensure that PI has provided a point-by-point rebuttal to each of the comments and concerns raised by the Expert Panel in previous grant evaluation.

Classification of Proposal Application
To ensure that:
(1) The application has been classified correctly (New / Resubmission / Renewal).
(2) For “Resubmission” applications – Section 6 should be completed.
(3) For “Renewal” applications – Section 11 should be completed & Final Project Report attached as an Annex.
(4) PI has declared the details of similar proposal(s) submitted to the same approving authority before regardless of the outcome.

Section 6: Abstract of Proposal
Please ensure that this section is completed accordingly.

Section 7: Details of Research Project
Please ensure that the 10 pages (Arial font size 10) requirement is adhered to. Details are provided in the appropriate sections (a – f). To note that References will not be counted as part of the 10 page limit.

Section 8 & 9: Project Implementation Schedule and Project Deliverables
Please note that these sections are completed accordingly.

Section 10: Declaration of Other Funding Support
All details of PI and Co-PI/s have been provided in the following tables:
(1) Grants Applied (pending approval)
(2) Grants Awarded (current)
(3) Grants Completed (last 3)
PI should declare of any submission to other funding agencies at the point of application under (1) above. PI should also declare if there is any overlap in the research objectives of the current proposal submitted with that of any of the on-going projects / pending proposals listed in Section 10.

For on-going projects, PI and Co-PI have to indicate the % of their time for each project.
Details of ALL other resources available to the team which are not derived from funds provided for specific projects are provided in Section b.

Section 11: Research Outcomes from previous significant grant awards (over the past 3 years)
Short narrative (< 500 words) on research achievements of each research project of the Principal Investigator and Co-Investigators that had total project value of ≥ $500,000 each and completed in the last 3 years is provided.

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.
Section 12: Proposed Budget & Justification

All budgetary requirements are well justified and in accordance with the University’s HR policies and financial guidelines or as advised by MOE.

Overall Proposed Budget: The Totals tally with the respective Budget Category tables (EOM, Equipment, OOE)

**EOM:**
(1) Budget table – EOM costs has been budget in accordance with University’s HR policies and guidelines or as advised by MOE.

(2) The role and contribution of each manpower requirement for the project are clearly stated in Section 12a.

(3) For Tier 2 grant application only – the number of RS requested, if any, is indicated (No need to provide cost for RS)

**Equipment:**
(1) Budget table - Quotation Numbers are clearly indicated.

(2) Items are well-justified in Section 12b.

(3) Quotations for all Equipment are included, and attached as Annexes. The relevant item and cost are clearly marked on the quotation.

**OOE:**
(1) Budget table - Quotation Numbers for costly items are clearly indicated.

(2) Items are well-justified in Section 15. Breakdown of Materials/Consumables items and costs 12c is provided.

(3) Quotations/sample invoices for costly OOE items are included, and attached as Annexes. The relevant item and cost are clearly marked on the quotation/sample invoice.

Section 13 – Suggested Names of Overseas Reviewers

(1) PI has provided the required information.

(2) PI has declared his professional and/or personal relationship with the suggested reviewers

Section 14 – Undertaking by PI, Co-PI and Collaborators

Original signatures have been obtained.

For Collaborators, if Signature is submitted by fax, a documentary proof (by email or letter) for the Collaborator’s consent to participate in the project is provided.

*signatures can be provided on separate pages

Section 15 – Undertaking by Head of Department / Director, RIC and Faculty Dean/ Director, GRE

Original signatures have been obtained.